

DRAFT 2010-2012 REPORTING REQUIREMENTS FACE TO FACE MEETING

When June 14 – 15, 2010 from 9AM – 5:30PM
Where Four Points Sheraton Hotel
8110 Aero Drive
 San Diego, CA 92123

Contacts Jeorge Tagnipes, CPUC – 925-207-0572
 Athena Besa, Sempra – 858-229-3122

Remote Access <https://www2.gotomeeting.com/join/441828259>
 (note – this is GoToMeeting. This has a limit of 20 attendees)
 Dial-in:
 Pass code:

Expected Attendees

CPUC	Sempra	PGE	SCE	
George Tagnipes	Athena Besa	<input type="text" value="Redacted"/>	Don Arambula	
Wayne Hauck	Kevin McKinley, Rob Rubin, Lonnie Mansi, Kris Miller, Hector Montes, Andrew Sickels, Mark McNulty	Shilpa Ramaiya	Darren Hanway	
Eric Merkt	Fred Mangiameli, Lee Loveless, Vanessa Smith	<input type="text" value="Redacted"/>	David Kim	
Rachel Harcharik	Laurie Gomez, Candy Robinson, Kurt Kaufman, Neil Sybert, Karen Kwan, Alma Williamson, Leticia Ayala	<input type="text" value="Redacted"/>	Michelle Thomas	
Peter Lai*	Joe Strukelj, Tom Hanami		Mark Hervey	
Ayat Osman*			Laura Kimes	
Carlynn Best*				
Planning Team*				

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halfway through 2010, and we have no idea how to report accomplishments and progress of the 2010-2012 cycle. I think we learned a lot in the previous cycle, and we can create a much more improved system of reporting that benefits both the utilities and the Commission. There are also a lot of new requirements from recent decision that we must make sure we are in compliance with Commission directives.

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Expected Outcome

I would like to turn the agenda into a document, based on discussions from these two day meetings, that we all sign off on. I would like to include templates and other guidance documents. This would also become the work requirements for the EEGA2010 contract.

AGENDA DAY 1 – Monday, June 14, 2010

Time	Topic	Expected Outcome
9:00AM – 9:15AM	Introductions	Make sure the right people are in attendance.
9:15AM – 9:30AM	Overview and scope of 2-day meetings	We all understand what is on the table for discussion and what is out of scope
9:30AM – 10:00AM	Go over Commission direction regarding reporting from D.09-09-047 (see Attachment 1)	Get on the same page with these 11 points. Are there other decisions or ruling that reference “reporting requirements.”
10:00AM – 10:30AM	Go over current reporting requirements (see Attachment 2)	Get on the same page and document what was required in 2006-2009.
10:30AM – 11:00AM	Minimizing the amount of secondary spreadsheets created by streamlining the monthly, quarterly, E3 submittals, and tracking. (see Attachment 3)	Directly in response to Point #9. This is not meant to talk about the format or structure of the data submittal. That is for tomorrow. This is merely to propose one way to streamline.
11:00AM – 11:30AM	Improving the usefulness of the PIPs and removing the quarterly narratives	The PIPs should be considered living documents that are updated in one central place so we all know what changes take place for each program. Then additional narratives would not be necessary.
11:30AM – 12:00PM	Standard centralized tables in the EEGA database: table of 2010-2012 gross goals, table of CPUC staff/contact info/ and assignments,	So we don’t have to constantly look at different sources and emails for this common information, let’s

	table of Utility program manager contacts, table of program ID / program name (see Attachment 4)	have a central place on EEGA for frequently used information. Then one person from each party can be responsible for updating their info over the program cycle. Goals relates to Point #6.
12:00PM – 12:45PM	Break for Lunch	Eat something that gives us energy to last throughout the rest of the day
12:45PM – 1:00PM	Start afternoon session	Recap what we just agreed discussed and if there are any follow up items, next steps, or decisions. Everything has to be documented by Jeorge.
1:00PM – 3:00PM	Performance Metrics. [I might ask a utility to present something or ask someone from ED to present something.]	Points #1 – 5 all talk about performance metrics. Utility performance metrics were submitted via AL already. If any of this needs to go on EEGA, we need to define those requirements in these two hours or at least start defining them.
3:00PM – 3:15PM	Coffee Break!	Get wired for the last session!
3:15PM – 5:15PM	Reporting costs. - Admin Costs - ARRA Costs - ISDM tracking - One cost table - Non-resource cost (see Attachment 5)	Points #8 – 11 all involve costs. We need to be responsive to this directive. I also do not want multiple sources of cost data, as a result, we should define one cost table that the utilities will provide as a reporting requirement.
5:15PM – 5:30PM	Adjourn	Recap the discussion during the afternoon session.

AGENDA DAY 2 – Tuesday, June 15, 2010

Time	Topic	Expected Outcome
9:00AM – 9:15AM	Introductions	Make sure the right people are in attendance.
9:15AM – 12:00PM	<p>Defining the one single data source file: tracking data:</p> <ul style="list-style-type: none"> - Use one measure naming convention - Rules for creating primary keys and foreign keys (this is related to the frequency discussion later this afternoon – but once a record is submitted in tracking, there is a primary key that stays with this record. Subsequent submittals will only be for new records.) - Data Validation tests before tracking data is considered “submitted” - Minimum data requirement list for HVAC/Lighting/Custom (see Attachment 6) 	<p>Starting with the fields used in the 2006-2008 Standardized Program Tracking Database. As a group define how these are populated. Add any additional flags or fields we need to improve the usefulness of reporting. Choose a naming convention. We can’t have random arbitrary names for the “measure name”. Agree on a primary key/foreign key procedure. List down data validation tests to be coded into EEGA.</p>
12:00PM – 1:00PM	Lunch/Working Lunch	Depending on everyone’s energy and how fast we get through first topic, either work through lunch to continue morning discussion or take a well deserved break.
1:00PM – 2:00PM	<p>Tracking Data will be processed through the E3 calculators online on EEGA. This will minimize the amount of additional spreadsheet/reporting submitted by the utility.</p> <ul style="list-style-type: none"> - Define aggregation rules - For now, Energy Division will use whatever outputs are available from the E3 calculator in it’s reporting to the public. - Ask utilities for ideas for a “dashboard” for EEGA output reporting to the public 	<p>Make sure utilities understand that once the tracking data passes all the validation tests, EEGA will house the current E3 calculators online and will process the tracking data and single cost table. This way the both the CPUC and the IOUs will always be referring to the same data set.</p>

	(see Attachment 7 for dashboard screenshots)	
2:00PM – 3:00PM	Improving data request/response process on EEGA <ul style="list-style-type: none"> - improvements to security - how to reduce redundancies 	I believe this function was helpful, but there must be ways to make it more useful for the utilities and Energy Division.
3:00PM – 3:15PM	Final Coffee Break!	Need a little more energy to get through 2 nd day.
3:15PM – 4:00PM	Frequency/Dates <ul style="list-style-type: none"> - Tracking is quarterly - Once quarterly tracking is submitted, that is it, there is no additional updates to this records. The next submittal will be only for that report period. Then I'll know, for a given quarter, what the activity was - Performance metrics - This should be documented on EEGA, publicly, so people don't have to email me for the due dates for the next three years. Also extensions can be documented here. - When does all this start – 9/1/10 right? <p>(see Attachment 8 for reporting dates based on last year's frequency)</p>	Agree on some dates and what these dates mean. Possibly define what is reported – installed and paid – this has been an issue in the past. Also we need to lock down the reporting each quarter. Last year the quarterly reporting included all the records from the previous quarters and that was problematic for both reporting and evaluation. The first quarterly submittal for 1/1/10 – 3/31/10 should only include measures installed and paid during this period. The second quarterly submittal for 4/1/10 – 6/30/10 will not have any measures installed and paid before 4/1/10 or after 6/30/10, etc..
4:00PM – 5:00PM	Wrap up – Go Over Jeorge's notes from the 2-day session. This should turn into formal guidance for reporting for 2010-2012. This document should also be living on EEGA in some section that everyone has access to.	Make sure we agree on what we just agreed upon.

Attachments

1. Direction from D.09-09-047



D:\jst\EE\2010-2012\
2010_Reporting_Req

2. Current Reporting Requirements



D:\jst\EE\2010-2012\
2010_Reporting_Req

3. Flow Chart for Streamlined Online Reporting
[George working on]
4. Standardized Tables of Commonly Referenced Information
[George working on]
5. Standardized Cost Table
[George working on]
6. 2010-2012 Standardized Program Tracking Data Dictionary
[George working on]

Measure Name Convention from Paul Reeves



D:\jst\EE\2010-2012\
Tracking_Data_Specs

Minimum Data Requirements (HVAC)



D:\jst\EE\2006-08\
EMV_post_4-15-10\S

7. Dashboard Screenshots



D:\jst\EE\2010-2012\
2010_Reporting_Req

8. 2010-2012 frequency based on 2006-2008 reporting



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2010_Reporting_Req