

# **Regular ED-IOU Statewide (SW) Program Check-in Meetings: Objectives, Roles and Responsibilities**

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## **Background**

On September 14, 2010, Energy Division (ED) requested that the IOUs contact their respective ED SW program leads and initiate regular check-in meetings to discuss status, progress, and issues associated with SW program / sub-program implementation and other coordination matters. The purpose of this memo is to clarify the objectives of these meeting, and roles / responsibilities for administering them.

## **Objectives**

While Energy Division initiated these meetings to streamline and enhance its implementation oversight responsibilities, ED is hopeful that the IOUs will see benefit from the improved communications that these meetings provide. The purpose is not to hold additional meetings, for their own sake, if other communication mechanisms (e.g., monthly, quarterly or annual reporting; previously-scheduled Strategic Plan Task Force meetings, etc.) already serve the purpose. While the main focus is SW programs / subprograms, local programs (e.g., third party) programs related to a given sector may also be discussed, as appropriate.

Following is a list of objectives of for these meetings (in priority order):

- (1) IOUs update ED on progress and performance of *existing* programs underway (e.g., reported savings / budget expenditures, process evaluations, etc.) and provide qualitative dimension to any formal regular reporting and data filings.
- (2) IOUs update ED on progress of implementation of *new* programs under development pursuant to Commission guidance (e.g., HVAC QM, whole-house retrofit, etc.)
- (3) Feed-in / discuss any early findings from EM&V work products
- (4) As needed, ED clarifies interpretation of Commission guidance pursuant to decision / policy for specific SW program areas.
- (5) IOUs provide advance notice of pending applications, petitions, advice filings, or other formal action at the Commission (and ED provides real-time feedback on the form and substance thereof, as appropriate, for a specific SW program.
- (6) Other?

## **Roles / Responsibilities:**

- Assigned ED SW leads should work with their IOU counterparts to determine meeting logistics, e.g.:
  - (1) Whether additional meetings are necessary (e.g., ED-IOU SW ME&O Task Force meets weekly, so that should suffice)
  - (2) The appropriate frequency of meetings (e.g., bimonthly, quarterly, etc.)
  - (3) Whether these meetings can be combined or scheduled concurrently with IOU SW program team meetings (e.g., every other monthly IOU HVAC team meetings was extended to include ED, and scheduled at PG&E's offices to facilitate in-person ED participation)
- The IOU SW program lead(s) are responsible for handling logistics of scheduling and facilitating the meeting including: (a) meeting location, (b) sending a reminder and the set agenda items (preferably a 1-2 weeks in advance), and (c) distributing action items / to-dos after the meeting.
- The assigned ED SW lead is responsible for setting the agenda, in collaboration with IOU counterparts.