

Regular ED-IOU Statewide (SW) Program Check-in Meetings/Calls: 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/calls 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 meetings/calls, and roles / responsibilities for administering them.

Objectives

While ED 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/calls provide. The purpose is not to hold additional meetings/calls, 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/calls (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 2010-2012 EM&V work products, and review status of 2006-2008 EM&V “knowledge transfer” action items.
- (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 the designated IOU representative to determine meeting/call logistics, e.g.:
 - (1) Whether additional meetings/calls are necessary (e.g., ED-IOU SW ME&O Task Force meets weekly, so that should suffice)
 - (2) The appropriate frequency of meetings/calls (e.g., bimonthly, quarterly, etc.)
 - (3) Whether these meetings/calls can be combined or scheduled concurrently with IOU SW program team meetings/calls (e.g., every other monthly IOU HVAC team meeting/call was extended to include ED, and scheduled at PG&E’s offices to facilitate in-person ED participation)

- The IOU lead(s) are responsible for handling logistics of scheduling and facilitating the meeting/call including: (a) location/conference call set up, (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.