

From: [Redacted]
Sent: 2/14/2011 11:39:54 AM
To: 'Baker, Simon' (simon.baker@cpuc.ca.gov)
Cc: Ramaiya, Shilpa R (/o=PG&E/ou=Corporate/cn=Recipients/cn=SRRd) [Redacted]
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'ABesa@SempraUtilities.com' (ABesa@SempraUtilities.com); 'Don Arambula/SCE/EIX' (Don.Arambula@sce.com); 'JYamagata@SempraUtilities.com' (JYamagata@SempraUtilities.com); 'Skala, Pete' (pete.skala@cpuc.ca.gov); 'LGomez@semprautilities.com' (LGomez@semprautilities.com); 'Clinton, Jeanne' (jeanne.clinton@cpuc.ca.gov); 'Michelle.Thomas@sce.com' (Michelle.Thomas@sce.com); 'Tapawan-Conway, Zenaida G.' (zenaida.tapawan-conway@cpuc.ca.gov)
Bcc:
Subject: SW Meeting Template: IOU Comments on SW Check In Meetings Guidelines Document

Simon-

You'll recall from our discussion on SW ED/IOU Meeting Guidelines that the IOUs were working on developing a SW Meeting template to be used by the teams for their meetings. We used the guidelines document to revise our original template and have now rolled out the attached template to our SW teams. This meeting template should provide consistency in documenting meeting agendas and follow up items.

Please let us know if you have any questions or concerns with this template.

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[Redacted]

From: [Redacted]
Sent: Monday, January 24, 2011 4:54 PM
To: Baker, Simon; Clinton, Jeanne
Cc: Don Arambula/SCE/EIX; ABesa@semprautilities.com; Ramaiya, Shilpa R; [Redacted]
[Redacted] JYamagata@semprautilities.com; LGomez@semprautilities.com;
Michelle.Thomas@sce.com; Skala, Pete; Tapawan-Conway, Zenaida G.

Subject: IOU Comments on SW Check In Meetings Guidelines Document

Simon and Jeanne-

The IOUs had an action item from our last call on 1/11/11 which was to provide comments to you on the ED SW Program Check-In Meeting Guidelines document within 10 days. Attached are our combined comments for your consideration.

The IOUs are also working on a standard SW Meeting template that will be used by the SW teams to document agenda items and follow up issues. We are using your guidance document to assist in the development of the template and will share the template draft once we have it further along.

Thanks for giving us the opportunity to provide our comments and please let me know if you have any questions.

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