

HVAC Action Plan Stakeholder Meeting
 March 30th 2011 (10:00 a.m.-3:30 p.m.)
 CPUC Auditorium
 San Francisco, CA

Objective: To receive stakeholder input on draft HVAC Action Plan key elements

Meeting Goals

- Review timelines and key actions to achieve milestones
- Discuss progress to date, implementation recommendations, success factors
- Identify potential HVAC champions (individuals and organizations)

Agenda

Time	Topic	Expected Outcome
10:00 a.m.-10:20 a.m.	Introductions <ul style="list-style-type: none"> - Brief introductions of attendees - Review meeting objectives, agenda - Workshop structure, “ground rules” 	<ul style="list-style-type: none"> - Enhanced efficiency - Define success and meeting guidelines
10:20 a.m.-10:45 a.m.	The HVAC Action Plan <ul style="list-style-type: none"> - Review Strategic Plan - The development of action plans - Role of stakeholders, including WHPA 	<ul style="list-style-type: none"> - Understand role of action plans - Understand role of stakeholders
10:45 a.m.-11:30 p.m.	Goal 1 <ul style="list-style-type: none"> - Report on progress to date - Review draft actions and timelines - Discuss stakeholder recommendations 	<ul style="list-style-type: none"> - Share progress to date - Vet HVAC AP actions, timelines
11:30 a.m.-12:15 p.m.	Goal 2 <ul style="list-style-type: none"> - Report on progress to date - Review draft actions and timelines - Discuss stakeholder recommendations 	<ul style="list-style-type: none"> - Share progress to date - Vet HVAC AP actions, timelines
12:15 p.m.- 1:00 p.m.	Lunch Break	
1:00 p.m.-1:45 p.m.	Goal 3 <ul style="list-style-type: none"> - Report on progress to date - Review draft actions and timelines - Discuss stakeholder recommendations 	<ul style="list-style-type: none"> - Share progress to date - Vet HVAC AP actions, timelines
1:45 p.m.-2:30 p.m.	Goal 4 <ul style="list-style-type: none"> - Report on progress to date - Review draft actions and timelines - Discuss stakeholder recommendations 	<ul style="list-style-type: none"> - Share progress to date - Vet HVAC AP actions, timelines
2:30 p.m.-3:15 p.m.	“Cross cutting” comments <ul style="list-style-type: none"> - Discuss critical success factors - Discuss highest-leverage target groups - Identify other key areas for input (e.g., resources, etc.) 	<ul style="list-style-type: none"> - Provide opportunity for additional comment
3:15 p.m.-3: 30 p.m.	Wrap-Up	<ul style="list-style-type: none"> - Identify key takeaways, next steps

