

12/10/12

## Symposium Planning Deliverables-DRAFT

### Items to be discussed;

1. Symposium Deliverable-What are we trying to accomplish? A draft document for conversation purposes is attached separately.
2. Date of the First Symposium-target date as required by Gen. Hagan shall be prior to the end of May 2013.
3. Attendees-who are we going to invite? Assume participation by all California regulated Gas Utilities and the CPUC. Assume 10-15 participants per company and 10 from the PUC-total 55-75 or so.
4. Open to and invited guests-assume vested interest parties such as the press, company Board of Directors personnel, public safety people such as Fire Marshalls, advocacy groups, other California regulators, Federal Regulators such as PHMSA representatives, speakers, elected officials and other interested individuals-total 50. Total expected participants and observers 100-150. Outside observers are not anticipated to have a voice during this event-this is a working meeting and not a public forum for input-however as mentioned the work product and meeting itself shall be open to the public. Outside parties should also not be invited to the opening night dinner/speaker presentation.
5. Where are we going to hold the Symposium? PUC preference has been expressed for this first event to be held in the City of San Francisco.
6. Who is going to pay the cost of the event? Depends on the scope of the meeting and where it is held but budget will likely be in the \$50,000.00+ range. It is anticipated that all Council Member Companies and the CPUC will participate financially to fund the event. It is important that the CPUC provides some funding for the event-the amount of that funding is certainly open to consideration.
7. What does the structure of the Symposium look like-it has been suggested that we have an evening social and buffet dinner with a guest speaker on day one with the event starting approximately at 6PM and concluding by 9PM. Day 2 would start early-say by 8 with a continental breakfast and coffee preceding. The agenda would be a mix of presentations by both industry members and CPUC personnel followed by break out groups to further discussion. Topics would be assigned in advance to generate focus. It is anticipated that Gen. Hagan and one of the Member Council Company executives would address the group during this work day to set expectations. The meeting day will include lunch and is expected to conclude by 5PM.
8. Guest Speaker for the first evening kick-off. Discussion to this point has centered on Debra Hersmann, Chairman of the NTSB. She has been contacted by Jim Hall of Hall and Asso. And has expressed willingness to participate-the only issue is date alignment.
9. Work Team-who is going to drive this Symposium? I recommend that the Team be a working team composed of one person or more (as required) from each prospective member company and the PUC. Initially the group would be Chaired Jointly by Jane Yura from PG&E and Julie Halligan from the CPUC. Other Council Member companies need to be identified and contacted-who is going to do this? Bill Scott/Bob Chipkevitch from Hall and Asso. Shall support the Team as outside content and resource persons.

10. Logistics need to be identified by this team and resources committed to cause the event to take shape which includes Symposium deliverables, the final agenda, cost definition-allocation, facility identification and contracting, speaker identification and confirmation and so forth. The Work Team in #9 above shall drive these tasks utilizing company/CPUC personnel and resources as required. It is expected that the final draft document detailing Symposium Deliverables is completed for final review with Gen. Hagan during the week of Jan. 28<sup>th</sup>, 2013. PRELIMINARY COUNCIL MEMBER COMPANY APPROVAL is also independently anticipated by this date. Final approval to proceed should be anticipated within two weeks of this internal review.
11. Other Items?