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Cc:
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Subject: Proposed Gas Symposium Agenda

Good Morning Everyone;

For those of you I have not met yet my name is [Redacted] and I am a part of the [Red] and Asso. team, a consulting group for PG&E. This memo and the proposed agenda, enclosed, relates to our upcoming meeting scheduled for 2PM on Wed. Jan 30th at the CPUC offices located at 505 Van Ness in San Francisco. The purpose of the meeting is to give life to this CPUC sponsored Symposium. The idea for this activity was initially a joint collaboration between PG&E and the CPUC but it was always intended to be an effort jointly shared in by all California regulated gas utility companies. The idea was to structure a series of open events around the State where topics of mutual interest respecting public safety and gas operations could be discussed and debated hopefully allowing for a greater understanding among all vested parties about what we do and how we do it. The implication of course is that this greater understanding can and will result in necessary improvements and positive change benefiting the people of California. The first event has been tentatively scheduled for May 7th/8th in San Francisco and will feature Debra Hersmann, Chairman of the NTSB as our featured speaker. The preliminary plan calls for the meeting to open at 6PM on the 7th with a hospitality hour followed by dinner and a presentation by the Chairman. The 8th would feature day long presentations supported by working break out sessions all designed to further understanding and to improve communications. It is anticipated that these sessions would not be decision making in any way but rather they would provide a forum for sharing ideas and improving understanding about the gas business and the needs of the CPUC as regulator-all in the name of public safety. Although the topic for this first session has not been selected yet ideas include; utility benchmarking, the safety culture in our industry and how to improve it, relations with the CPUC and how to meet their needs, public communication and so forth. The possibilities are unlimited and one of our first priorities will be to decide on what we want to accomplish with this first Symposium and how best to go about it. General Jack Hagan of the CPSD has indicated support for the concept and has charged us with the responsibility of making this happen. In this vein then following is a proposed agenda for our meeting on the 30th. It is likely that some of this will change prior to the meeting as the agenda is reviewed between now and then but this will serve as a draft to work from.

Organizational Meeting

2PM-CPUC Offices (specific location to be advised). It is planned to complete this meeting by 5PM.

Introduction of Attendees-ALL. Note* Bret Lane from Sempra will be calling in for this meeting so the CPUC will arrange for a call in number.

Safety Share-Julie Halligan-CPUC

Concept Value Proposition-[Redacted] and Associates

Concept History and Background-[Redacted] and Associates

CPUC Alignment and Comments-Julie Halligan-CPUC

Preliminary Logistics Planning-Jane Yura-PG&E

Open Conversation and Questions-All

Resolution Topics Discussion-The objective to all issues below is agreement, direction, resourcing, committee structure and path forward.

1. Symposium Topic-what do we want our meeting theme to be and what would we like the outcome of the Symposium to be-simply said "what is our deliverable"?
2. Who is accountable for delivering success as we define it? What internal committee structure/resources/leadership is required to drive success?
3. Symposium Format-how do we achieve the above objective-speakers, type of sessions, facilitation, facility requirements, invitations?
4. Logistics-where will the event be held, who will handle hotels, planning, meeting coordination, food service, security, who will be invited and so forth?
5. How much will it cost and how will we split these costs?
6. Media and public involvement? How much and how?
7. Path Forward

It is anticipated that Red and Asso. will facilitate the Resolution Topics Discussion until such time as a Leadership Committee has been agreed upon and has been engaged.

Closing-Leadership Team Chairperson

Just as a final note-time is short between now and the presumptive first Symposium date of May 7th so this meeting is critical- so please come with a cooperative spirit and wear your decision making hats.

Thank you and I look forward to seeing you all next week.

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