

CPUC Affiliate Transactions Audit - Logistics Conference Call

Attending from CPUC:

Will Maguire

Attending from NorthStar :

Doug Bennett
Elizabeth Lemkul
Dawn Francis

Attending from Utility:

AGENDA:

1. Procedural calendar

	Original Proposal Date	Revised Date
Orientation Meetings	June 14, 2013	First week in August
Draft Work Plan to Staff	August 2, 2013	August 30, 2013
Initial Draft Report to Staff	December 13, 2013	December 13, 2013
Final Report due to Staff	February 21, 2014	February 21, 2014

2. Data Request process

- Time frame (2 weeks in general; longer for initial)
- DR Log weekly, waiting for you Monday morning, due Friday two weeks later. Number sequentially, must be same number in Sharepoint. (xxx)
- On-line access to DR responses for the team
- Logistics (Cover sheet clarifying what the response contains and does not contain; Word Documents preferred; Excel (editable, with formulas) for all spreadsheets)
- Scope of respondents—three utilities, affiliates, plus shared services, plus corporate as appropriate.
- Schedule for initial DRs – ASAP. Will be lengthy, cover all aspects of the audit.

3. NorthStar Audit Approach

- Specific working teams, interview approach
- DO they have the proposal?
- Confidentiality agreements – can we get those going now

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4. Interview Process

- When should we expect NorthStar on site to begin interviews – Interviews will begin immediately following orientation; generally begin at high level (executives)
- How will interviewees be selected – initially based on organization charts, IR log weekly, also on Monday morning. Will provide either name or position, or if not known, by topic.
- IRs 2 weeks in advance (try), will provide any restrictions on time for scheduling.
- Try for Tues to Friday noon on-site schedule.
- Generally have two tracks of interviews; specific schedule generally up to the utility ATR audit manager.

5. Location preference of NorthStar throughout the audit

- Their preference
- (suggestions for hotels)

6. Specific NorthStar needs (access, printers, etc.)

- ID badges
- Ability to arrive before 8am and work past 6pm
- Room with space for 5 to work,
- Separate interview rooms
- Internet connection
- Printer
- Copying capabilities/access

7. Orientation / kickoff meeting (week of August 5)(half week PG&E, half Sempra)

- Relative to the kickoff meeting, we should discuss the structure, timing, and location, and that some initial interviews will take place that week
 - Kickoff presentation, to cover scope of audit, all companies, interactions/roles of shared services. Their chance to orient us, tell us their processes, etc.
 - Start am, given breadth of scope probably possibly most of day, or initial high level interviews.
 - Day 2 and 3, interviews with Shared Services VPs, Co Managers, Top people in audit areas.
 - No need for tours
 - Location does not have to be the same as the rest of the on-site work.
 - Our team will have reviewed initial DR responses, but will still likely want to review higher level processes.

8. Other