

## Gas Transmission and Distribution Technical Team Charter

### 1. Background

The gas transmission and distribution (T&D) organization recognizes the need to have gas technical teams covering important subject matter areas. The technical teams must consist of Pacific Gas and Electric Company (Company) subject matter experts and stakeholders with different perspectives to ensure that the Company identifies and responds to emerging issues and opportunities quickly and effectively.

### 2. Purpose

This document establishes the operating framework in which a technical team makes decisions about important issues in an assigned gas subject matter area. Technical teams perform the following activities:

- Support, recommend, evaluate, and provide user feedback to gas T&D on the performance, operation, maintenance, development, and implementation of the following Company resources, documents, and activities:
  - Materials.
  - Equipment.
  - Standards.
  - Construction work methods.
  - Maintenance and operations (M&O) procedures.
- Conduct timely reviews to ensure that Company standards, tools, and work procedures remain current.
- Address significant changes in new tools, technologies, policies, and procedures.
- Involve the appropriate stakeholders to resolve urgent issues. Inform the manager of the aligned technical department of the issues and resolutions.

### 3. Objectives

The gas technical team has the following objectives:

- Review and provide updates as needed for the team's assigned gas manuals once each calendar year, not to exceed 15 months, to the date.
- Review and approve any new materials, tools, or technologies to be implemented for the assigned subject matter area.
- Review and make recommendations on issues submitted to the team for review.

- Track issues within the assigned subject matter area.
- Assign or request resources to complete work assignments resulting from the above duties.
- Communicate new materials and technology to the field offices and develop user reference materials and training methods.

**4. Authority**

[Utility Standard S4000, “Gas Standards Documentation Requirements”](#) establishes the authority of gas technical teams to operate and to implement the procedures defined in work procedure [WP4000-03, “Gas Technical Team Work Procedures.”](#)

**5. Team Membership**

The Gas Technical team, <enter team title here>, is composed of the members listed in Table 1 for the year <enter year here>:

**Table 1. Technical Team Members**

Team Position	Name
1. Sponsoring Manager	
2. Gas Standards representative	
3. Gas Engineering representative	
4. Gas Specialist	
5. Gas Construction representative	
6. Gas Maintenance and Operations (M&O) representative	
7. PG&E Academy representative	
8. Engineers and Scientists of California (ESC) representative	
9. International Brotherhood of Electrical Workers (IBEW) representative	

**Notes:**

1. It is allowable for one member of the team to cover multiple positions on a team (e.g., an IBEW representative could also be the Construction and/or the M&O representative).
2. Gas technical teams may enlist other parties to investigate various issues, technologies, or standards documents; however, these individuals may not be official team members.

## **6. Technical Team Member Roles and Responsibilities**

### **A. All Team Members**

All members of a gas technical team have the following roles and responsibilities:

- Represent the stakeholder groups; provide feedback and advice from stakeholders to the gas technical team.
- If unable to attend a meeting or conference call, ensure that an alternative representative attends instead.
- Identify asset performance and compliance issues, recommend appropriate solutions and actions, and explore alternatives.
- Review proposed and existing company standards, procedures, and construction work methods to identify issues preventing the Company from achieving its goal of becoming the leading utility in the United States, and recommend alternatives and corrective actions.
- Review proposed and existing equipment, training, and construction methods for impact on Company operations and make recommendations to meet Company goals.
- Review and advise the gas technical team regarding needed communications.
- Assist and advise in developing and maintaining reference materials such as procedures, bulletins, and other documents.
- Advise the gas technical team on specific needs for tool and equipment testing to address quality issues.
- Act as a focal point for gas subject-matter-related Material Problem Reports (MPRs) and assist in implementing appropriate solutions to the reported problems. Assistance could be in the form of volunteering information, expertise, manpower, or other resources to help solve the reported problem.
- Advise and assist in developing and maintaining gas construction training materials.
- Advise and assist in field evaluation and selection of new gas products and technologies.
- Share expertise and information among team members and all departments.

### **B. Sponsoring Manager**

A sponsoring manager must lead each team. The manager's role includes the following activities:

- Work with the team facilitator to ensure that the team fulfills assigned duties.
- Help identify and/or request extra resources as needed to address identified needs.
- Elevate issues that need to be resolved at a higher level in the Company.

### C. Gas Standards Representative

An employee in the department that coordinates standards and documentation processes must also serve as technical team facilitator. The gas standards representative's role includes the following activities:

- Coordinate meeting locations.
- Develop agendas.
- Facilitate meetings.
- Ensure that the team identifies and assigns work and deliverables.
- Ensure that someone takes meeting minutes and distributes them to the team members within 15 working days after the meeting.
- Ensure that the team fulfills all assigned duties.
- Maintain a list of open and closed issues.

### D. Guests

Gas technical team members may invite guests when appropriate.

## 7. Decision Making

As decision-making teams, the technical teams must conform to the following guidelines:

- A quorum (at least 50% plus one) of team members must be present to make a decision.
- The team members attending the meeting must come to a consensus (meaning that all members can accept the decision of the team, even if it may not be the exact proposal an individual member supported) to confirm a decision.
- If the technical team cannot reach a consensus, but the Company must come to a decision, the sponsoring manager must make the decision after consulting with the technical team and other affected managers and departments.

## 8. Meeting Agendas

Each technical team must retain pending action items on the agenda until resolved to the satisfaction of the team members. Employees must submit new business items to the team facilitator, who includes them on the agenda or introduces them during the meeting, as time permits, during an open discussion or new business segment.

**9. Meeting Frequency and Communication**

Each technical team must meet at least once per calendar year, not to exceed 15 months, to the date. The team facilitator must perform the following tasks to establish and document meetings:

- Arrange meetings quarterly or as needed, or designate another team member to do so.
- Ensure that someone takes minutes and distributes them to the team members within 15 working days after the meeting.