# COST-EFFECTIVENESS AND EVALUATION ADVISORY COMMITTEE CHARTER

**Review process:**

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| **HISTORY** | | | |
| **Source** | **Date** | **Action/Notes** | **Next Review Date** |
| CEAC | Q1-Q2 2020 | Proposed Draft | Q1 2021 |
| Governance Committee | July 8, 2020 | Recommended for Board consideration | Q2 2025 |
| Executive Committee | August 27, 2020 | Recommended for Board consideration | Q2 2025 |
| Board Decision | September 15, 2020 | Board Approval | Q2 2025 |

## *Purpose*

The purpose of this committee is to review and advise Northwest Energy Efficiency Alliance (NEEA) staff on methods, data sources, and inputs for use in NEEA’s cost-effectiveness analysis and savings reporting. This work is done on behalf of both NEEA’s electric and natural gas market transformation portfolios. The Committee, composed of NEEA funders and additional regional stakeholders, will also track and review components of planned and completed market research and evaluation work.

This committee is a management advisory committee, providing support to the work of NEEA managers and other staff in its program development and implementation responsibilities. As such, it ultimately reports to NEEA’s Executive Director.

## *Responsibilities*

1. Review and advise regarding NEEA cost-effectiveness and savings information to inform annual reporting.
2. Review and advise regarding market transformation cost and savings measurement and estimation methods.
3. Review evaluation findings that affect cost and savings information to inform annual reporting.
4. Work with your organization to provide NEEA staff with relevant incentive data for regional tracking and reporting purposes.
5. Review and advise regarding new market research and evaluation methodologies.

## *Membership*

The Executive Director will delegate the option to appoint a member to any Advisory Committee to each direct funder of both NEEA’s electric and natural gas portfolios. In addition, the Executive Director may appoint member(s), such as Northwest Power and Conservation Council staff, public utility commission staff and state energy office staff.

## *Open Meetings and Closed Sessions*

All Advisory Committee meetings shall be open to in-person participation by members of the public. With the exception of sensitive information not appropriate for public dissemination, meeting materials (including but not limited to meeting packets, slide presentations and summary notes) will be posted for public access. A closed session for part or all of any committee meeting may be called at any time to discuss sensitive information such as competitive or proprietary information that should not be publicly shared. Any member of the Committee can request a closed session.

## *Meeting Schedule*

This advisory committee will meet on a quarterly basis and conduct additional meetings and/or webinars as needed. Meeting agendas will be clearly delineated between electric-only, dual-fuel, and gas-only portions to allow committee members the ability to participate only in the items that are relevant to their organization.

## *Shared Commitment*

Advisory Committee members and NEEA Staff share a commitment to communicate and coordinate with the intent of operating with no surprises.

## *Review schedule:*

The Board will review this charter during the first year of the funding cycle, or at other times as needed.

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| ***NEEA Governance/ Management/ Advisory Roles and Responsibilities*** | |
| NEEA Board | * All corporate governance and fiduciary duties, including ensuring the system of rules, practices and processes by which NEEA is directed to balance the interests of the alliance’s stakeholders, to support the achievement of the organization’s purpose * Strategic and Business Plan development and approval * Operations Plan and budget approval |
| NEEA Executive Director | * Manage the business of NEEA according to Strategic, Business and Operations Plans, set forth by Board * Oversee business operations and staff |
| Regional Portfolio Advisory Committee (RPAC) | * Advise NEEA’s Executive Director on portfolio performance and program advancement; “challenge flag” process; RPAC+ downstream marketing elections * Monitor developments from other advisory committees with regard to regional coordination, market progress, and emerging technology |
| Coordinating Committees (CCs) | * Collaborate with NEEA Staff and report to RPAC on coordination and optimization of NEEA programs and related activities, to identify and manage through potential implementation challenges between NEEA and local utility activities, and seize opportunities for amplified market influence |
| Cost Effectiveness and Evaluation Advisory Committee (CEAC) | * Advise NEEA’s Executive Director on methods, data sources and inputs for use in NEEA’s cost-benefit analysis and energy savings reporting * Advise NEEA’s Executive Director on market research and evaluation methodologies |
| Regional Emerging Technology Advisory Committee (RETAC) | * Advise NEEA’s Executive Director on NEEA’s work toward achieving its strategic pipeline goals * Track and coordinate the progression of energy efficiency technologies to improve technology readiness and market adoption in the Northwest |
| Natural Gas Advisory Committee (NGAC) | * Advise NEEA’s Executive Director on gas portfolio performance and program advancement; “challenge flag” process; RPAC+ downstream marketing elections * Monitor developments from other advisory committees with regard to market progress and emerging technology |
| Work Groups | * Formed by RPAC on an as-needed basis and staffed with as-needed expertise, for a limited term and specific purpose that is distinct from that of RPAC, the CCs, and other Advisory Committees or Work Groups |