

PRODUCTS COORDINATING COMMITTEE CHARTER

Review process:



HISTORY			
Source	Date	Action/Notes	Next Review Date
RPAC	November 13, 2019	Proposed Draft	Q1 2020
Governance Committee	TBD, by email	Recommended Board approval	Q2 2025
Executive Committee	TBD, by email	Recommended Board approval	Q2 2025
Board Decision	December 5, 2019	Board approval	Q2 2025

Purpose

The purpose of the Coordinating Committees (CCs) is to support Alliance success by collaborating with NEEA staff 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 leveraging opportunities that can drive amplified market influence.

This coordination is a critical and complementary function to support the Regional Portfolio Advisory Committee's (RPAC) role to advise on NEEA's portfolio composition and management, consistent with the goals and objectives of NEEA's then-current Business Plan and annual Operations Plan. As such, the CCs are considered RPAC subcommittees and shall report to RPAC.

Responsibilities

1. To support effective performance of NEEA programs and related activities, consistent with the goals and objectives of NEEA's annual Operations Plan, coordinate with NEEA staff to (a) identify and manage through instances of conflicting activities in common markets, and (b) identify and seize opportunities for leverage among alliance and local programs.
2. Share knowledge, expertise and resources with NEEA staff and RPAC members to improve the design, delivery and results of regional programs and related activities.
3. Ensure information and outcomes from CC are shared within CC member organizations, and coordinate with RPAC member as needed to support RPAC's role.
4. Provide a forum for information exchange within the region on market and program updates and developments, and opportunities for collaboration.

Committee Membership

Each RPAC member may appoint one representative from his/her organization, who possesses sufficient expertise to fully inform alliance work, to serve on the CC. Additionally, Bonneville Power Administration may appoint up to two Indirect Funder representatives to participate on the CC for two-year terms.

Open Meetings and Closed Sessions

All CC meetings shall be open to 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 shall not be publicly shared. Any CC member may request a closed session.

Meeting Schedule

The CCs will determine with NEEA staff the appropriate meeting cadence based on the specific coordination needs of each CC.

Shared Commitment

CC members and NEEA staff share a commitment to robustly communicate within and among their respective organizations on the activities of this committee, in the spirit of collaboration and with the intent of operating with no surprises.

Charter Review schedule:

RPAC will review CC charters annually to confirm need and resource availability. The Board will review this charter during the first year of the funding cycle, or at other times as needed.

<i>NEEA Governance/ Management/ Advisory Roles and Responsibilities</i>	
NEEA Board	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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)	<ul style="list-style-type: none">• 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)	<ul style="list-style-type: none">• 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)	<ul style="list-style-type: none">• 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)	<ul style="list-style-type: none">• 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)	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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