

Memorandum – *Agenda item (Tier 1)*



April 24, 2018

TO: Cost-effectiveness and Evaluation Advisory Committee (CEAC)

FROM: Jonathan Belais, Stakeholder Relations, NEEA

SUBJECT: CEAC Charter Review

Context

To ensure consistent and accurate charters for each of NEEA’s advisory committees, NEEA staff periodically facilitates a charter review with each committee. The primary purpose of this review is to ensure the charter continues to accurately represent the activities and responsibilities of the advisory committee and provide an opportunity to make adjustments that might allow for more productive engagement. The current CEAC charter was last reviewed in 2015 in alignment with the NEEA business planning process. As such, it is now time to review and assess the charter for any necessary or desired updates.

The current charter can be found on CEAC’s Conduit page via this [link](#).

For the Q2 CEAC Meeting

NEEA staff will solicit feedback and guidance from CEAC members regarding the possible need for revision of this document. A few questions to consider in advance of this meeting might be:

1. Does this document accurately reflect the purpose and activities of this committee?
2. What, if any, additional components of CEAC’s work that should be included as part of the charter?
3. What, if any, roles for CEAC within the existing charter are not being fulfilled adequately?

This is a great opportunity to ensure that this committee is and will continue to provide value to you and your organizations. We are eager to hear your thoughts.