



## **COST-EFFECTIVENESS AND EVALUATION ADVISORY COMMITTEE CHARTER**

### **Review process:**



### **Committee Purpose**

NEEA's Cost-Effectiveness and Evaluation Advisory Committee's ("Committee") purpose is to support the alliance<sup>1</sup> in achieving its Purpose<sup>2</sup> and Mission<sup>3</sup> by reviewing and advising 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's funders and additional regional stakeholders, also tracks and reviews components of planned and completed market research and evaluation ("MRE") work.

### **Committee Authority**

The Committee is authorized to take actions and make recommendations necessary to fulfill the Responsibilities delegated to it pursuant to this Charter by NEEA's Board of Directors ("Board") as provided by NEEA's Bylaws. The Committee is a management-advisory committee, providing support to the work of NEEA's managers and other staff in its program development and implementation responsibilities. The Committee reports to NEEA's Executive Director, and NEEA's Executive Director is given related authority pursuant to this Charter.

### **Committee Responsibilities**

The Committee is authorized by the Board under this Charter to carry out the following Responsibilities:

1. Review and advise NEEA regarding NEEA cost-effectiveness and savings information to inform NEEA's annual reporting.
2. Review and advise regarding market transformation cost and savings measurement and estimation methods.

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<sup>1</sup> The Northwest Energy Efficiency Alliance (NEEA) is an alliance of more than 140 utilities and energy efficiency organizations working on behalf of more than 13 million energy consumers to increase the adoption of energy-efficient products, services and practices. To do this, the alliance identifies and removes market barriers to energy efficiency to drive permanent change throughout the supply chain. This formalized, lasting approach is known as Market Transformation.

<sup>2</sup> NEEA's Purpose Statement: NEEA is an alliance of utilities and partners that pools resources and shares risks to transform the market for energy efficiency to the benefit of all consumers in the Northwest.

<sup>3</sup> NEEA's Mission: NEEA catalyzes the most efficient use of energy for a thriving Northwest.

3. Review evaluation findings that affect cost and savings information to inform NEEA's annual reporting.
4. Work with Committee members' home organizations to provide NEEA staff with relevant incentive data for NEEA's regional tracking and reporting purposes.
5. Review and advise NEEA regarding new MRE methodologies.
6. Committee members and NEEA share a commitment to communicate and coordinate as part of this Committee with the intent of operating with transparency and clarity.
7. The Committee will act to serve NEEA's primary Mission to catalyze the most efficient use of energy for a thriving Northwest in furtherance of NEEA's primary Purpose as an alliance of utilities and partners that pools resources and shares risks to transform the market for energy efficiency to the benefit of all consumers in the Northwest.

## **Committee Membership**

NEEA's Executive Director has the authority pursuant to this Charter to appoint a Committee member as designated by and from each direct funder<sup>4</sup> of both NEEA's electric and natural gas portfolios. In addition, NEEA's Executive Director may appoint other Committee member(s), such as Northwest Power and Conservation Council staff, public utility commission staff, and state energy office staff.

## **Open Committee Meetings and Closed Sessions**

All Committee meetings are open to in-person participation by members of the public. With the exception of sensitive or confidential information not appropriate for public dissemination as determined by the Committee or NEEA's Executive Director, Committee meeting materials (including but not limited to Committee meeting packets, slide presentations, and summary notes) are posted for public access. A closed non-public session for part or all of any Committee meeting may be called at any time by any Committee member or NEEA's Executive Director to discuss sensitive or confidential information not deemed appropriate by the same for public dissemination, including but not limited to competitive or proprietary information that should not be publicly shared.

## **Committee Meeting Schedule**

The Committee meets on a quarterly basis and conducts additional meetings and/or webinars as needed in its determination, or as requested by NEEA's Executive Director, or Board. Committee meeting agendas are clearly delineated between electric-only, dual-fuel, and gas-only portions to allow Committee members the ability to participate only in the items relevant to a Committee members' home organization.

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<sup>4</sup> Pursuant to NEEA's Bylaws, a "direct funder" refers to electric and gas, public or investor-owned utilities, Bonneville Power Administration, energy efficiency administrators, and the like that have committed to fully fund their share of NEEA's 5-year Business Plan's Cycle Core Funding activities, consistent with Board approved NEEA Funding Mechanism Policies, which determine the financial contribution required by each Direct Funder; not including funders paying such funds exclusively through other Direct Funders. See NEEA Bylaws, Art. II, Section (b)-(d).

## Review Schedule

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

## Reference Chart

<b>NEEA Governance/ Management/ Advisory Roles and Responsibilities</b>	
NEEA Board	<ul style="list-style-type: none"> <li>• 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</li> <li>• Strategic and Business Plan development and approval</li> <li>• Operations Plan and budget approval</li> </ul>
NEEA Executive Director	<ul style="list-style-type: none"> <li>• Manage the business of NEEA according to Strategic, Business and Operations Plans, set forth by Board</li> <li>• Oversee business operations and staff</li> </ul>
Regional Portfolio Advisory Committee (“RPAC”)	<ul style="list-style-type: none"> <li>• Advise NEEA’s Executive Director on portfolio performance and program advancement; “challenge flag” process; RPAC+ downstream marketing elections</li> <li>• Monitor developments from other advisory committees with regard to regional coordination, market progress, and emerging technology</li> </ul>
Coordinating Committees (“CCs”)	<ul style="list-style-type: none"> <li>• 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</li> </ul>
Cost-Effectiveness and Evaluation Advisory Committee (“CEAC”)	<ul style="list-style-type: none"> <li>• Advise NEEA’s Executive Director on methods, data sources and inputs for use in NEEA’s cost-benefit analysis and energy savings reporting</li> <li>• Advise NEEA’s Executive Director on market research and evaluation methodologies</li> </ul>
Regional Emerging Technology Advisory Committee (“RETAC”)	<ul style="list-style-type: none"> <li>• Advise NEEA’s Executive Director on NEEA’s work toward achieving its strategic pipeline goals</li> <li>• Track and coordinate the progression of energy efficiency technologies to improve technology readiness and market adoption in the Northwest</li> </ul>
Natural Gas Advisory Committee (“NGAC”)	<ul style="list-style-type: none"> <li>• Advise NEEA’s Executive Director on gas portfolio performance and program advancement; “challenge flag” process; RPAC+ downstream marketing elections</li> <li>• Monitor developments from other advisory committees with regard to market progress and emerging technology</li> </ul>
Work Groups	<ul style="list-style-type: none"> <li>• 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</li> </ul>

<b>HISTORY</b>			
<b>Source</b>	<b>Date</b>	<b>Action/Notes</b>	<b>Next Review Date</b>
CEAC	Q1-Q2 2020	Proposed Draft	Q1 2021
Governance Committee	July 8, 2020	Recommended for Board consideration	Q2 2025

<b>HISTORY</b>			
<b>Source</b>	<b>Date</b>	<b>Action/Notes</b>	<b>Next Review Date</b>
Executive Committee	August 27, 2020	Recommended for Board consideration	Q2 2025
Board Decision	September 15, 2020	Board Approval	Q2 2025
Governance Committee	October 17, 2024	Recommended for Board consideration	Q2 2030
Executive Committee	November 14, 2024	Recommended for Board consideration	Q2 2030
Board Decision	December 5, 2024	Board Approval	Q2 2030