



COORDINATING COMMITTEES - UNIVERSAL CHARTER

Review process:



Coordinating Committees' Purpose

NEEA's Coordinating Committees' ("CCs") purpose is to support the alliance¹ in achieving its Purpose² and Mission³ by collaborating with NEEA staff on coordination and optimization of NEEA's 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.

Coordinating Committees' Authority

CCs are authorized to take actions and make recommendations in order to fulfill the Universal Charter's Responsibilities as outlined below. This authority is delegated by NEEA's Board of Directors ("Board") as provided by NEEA's Bylaws.

Coordinating Committees' Responsibilities

CCs are authorized by the Board under this Charter to carry out the following Responsibilities:

1. To support effective performance of NEEA's 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's staff and RPAC members to improve the design, delivery and results of regional programs and related activities.
3. Ensure information and outcomes from CCs are shared within CCs' member organizations, and coordinate with RPAC member as needed to support RPAC's role.

¹The 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.

² 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.

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

4. Provide a forum for information exchange within the region on market and program updates and developments, and opportunities for collaboration.
5. 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.
6. 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.

Coordinating Committees Membership

Each RPAC member may appoint one (1) representative from each RPAC member's organization, with that representative possessing sufficient expertise to fully inform alliance work, while serving on CCs. Additionally, Bonneville Power Administration may appoint up to two (2) indirect NEEA funder representatives as defined by NEEA's Bylaws to participate on CCs for two-year terms.

Open Coordinating Committees' Meetings and Closed Sessions

All CCs' meetings are open to the public. With the exception of sensitive or confidential information not appropriate for public dissemination, CCs' meeting materials (including but not limited to meeting packets, slide presentations, and summary notes) are posted for public access. A closed session for part or all of any CCs' meeting(s) may be called at any time to discuss sensitive or confidential information, including but not limited to competitive or proprietary information that shall not be publicly shared. Any CCs' member may request a closed session.

Coordinating Committees' Meeting Schedule

CCs determine along with NEEA staff appropriate CCs' meeting(s) cadence based on the specific coordination needs of CCs.

Review Schedule

RPAC reviews CCs Charters annually to confirm need and resource availability. NEEA's Board reviews this Charter during the first year of NEEA's then current funding cycle, or at other times as needed as determined by the Board.

Reference Chart

<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

HISTORY			
Source	Date	Action/Notes	Next Review Date
RPAC	November 13, 2019	Proposed Draft	Q1 2024
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
<i>Governance Committee</i>	<i>October 17, 2024</i>	<i>Recommended Board approval</i>	<i>Q2 2030</i>

HISTORY			
Source	Date	Action/Notes	Next Review Date
<i>Executive Committee</i>	<i>November 14, 2024</i>	<i>Recommended Board approval</i>	<i>Q2 2030</i>
<i>Board Decision</i>	<i>December 5, 2024</i>	<i>Board approval</i>	<i>Q2 2030</i>