Policy Committee of the Energy Trust Board of Directors

September 13, 2011

Attendees

John Reynolds, Roger Hamilton (by telephone), Jason Eisdorfer (by telephone), Amber Cole, Fred Gordon, Margie Harris, Steve Lacey, Sue Meyer Sample and John Volkman

1. Equity policy. The equity policy is up for routine, three-year review. While the existing policy is general and the subject is addressed in a broader context in the 2009 strategic plan (pp. 18-19), staff sees no need to change the policy except to delete the final paragraph. This change would reflect the fact that the strategic plan specifies how the concept will be handled over the 2009-2014 period:

> ***Bring a broad perspective*** to two-year action plans and annual budgets by considering their overall balance and equity. In addition to individual programs and initiatives, Energy Trust will view its investment of ratepayer funds from a portfolio perspective by considering how well budgets and action plans address the following:
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> - Long-term and short-term perspectives: Do they include an appropriate mix of initiatives and measures with near-term (1-3 years) and longer-term benefits? Investment in new technologies and innovative pilot initiatives like the Path to Net Zero pilot and the Positive Energy/OPOWER behavioral pilot will take years to generate large quantities of energy savings, and while some will pay off, some will not. Yet these investments provide the "next generation" of energy efficiency, energy conservation and renewable energy development. It is vital that Energy Trust's portfolio puts due weight on these forward-looking investments.
> - Sector and geographic diversity: Will all customer sectors that contribute funding to Energy Trust have equitable opportunities to participate in programs? Is there sufficient emphasis on geographic diversity and customers whose participation previously was more limited? Energy Trust already explores ways to cost-effectively reach more rural consumers, moderate-income households and small businesses. Continuing to invest in these efforts is an important way to demonstrate the value of energy efficiency and renewable energy state-wide, and that ratepayer funds are managed equitably.
> - Reach upstream: Is there appropriate emphasis on reaching upstream to manufacturers and supply chains? For example, Energy Trust works with the Northwest Energy Efficiency Alliance to coordinate nationally to promote efficient electronic devices, such as televisions and computers. Similar efforts may be appropriate for efficient new manufactured homes, refurbishing vending machines, and influencing design choices and equipment selections of national chain stores. Keeping a place for these upstream initiatives in Energy Trust's portfolio will complement programs with more immediate focus.

The committee endorsed the staff's proposal and suggested it be put on the board's consent agenda.

2. Data transfer rules. OPUC staff says the OPUC will initiate rulemaking on our data transfer rulemaking proposal in mid-September. The draft rules are Attachment 1 (for electric utilities) and Attachment 2 (gas utilities). The draft rules are the result of extensive consultation over the past few years. We seek the committee's feedback on a tentative schedule that could accelerate implementation of the new rules, essentially by having the policy committee do its work on a new Energy Trust policy in parallel with the OPUC's consideration of rule changes. This is tentative because the OPUC has not yet announced a schedule, and it assumes a fairly aggressive OPUC schedule:

Date	**OPUC**	**Energy Trust**	**Utilities**
Sept. 2011	• Mid-month: propose rules, invite comment	• Legal analysis of utility obligations to protect customer data	
October	• Comment deadline mid-month	• 11th - Policy Committee recommend policy changes • Submit comments • 26th – Brief CAC/RAC	• Comment • Comment
November	• 22nd - hearing • Order adopting rules	• 9th - Brief board on ETO policy and OPUC rule proposals • 22nd - OPUC testimony	• Testimony
December		• 16th – Board adopt policy changes	• Notify customers of new rules
January 2012		• Negotiate data-transfer agreements	

The committee agreed to work toward the accelerated schedule, which would allow us to complete the process and implement a new system in early 2012.

3. Status report on 2012 utility funding discussions. Margie and Steve Lacey briefed the committee on 2012 funding discussions with the utilities. We could not find a time for a utility roundtable until October 6; we will brief the full board on October 5. We have proposed several levels of mitigation options. We aim to close part of the gap left by BETC. Mitigation would not be limited to the two programs we identified for 2011. The utilities are leaning toward mitigation at a level that would help achieve stretch savings goals. This would cover about 10% of the

BETC gap, about an $8 million increase across all the utilities. There are more discussions and the utilities are still making decisions, but it looks positive so far. Oregon's budget deficit is projected to be even higher than during the 2011 session, and it seems unlikely that Oregon tax credits will be increased in 2012. Energy Trust budget increases of this scale bring the efficiency budget above $150 million.

4. Strategic utility roundtable. The roundtable is a two-year pilot ending in January 2012 (see Attachment 3, Operating Principles). The committee talked about what process we want to use to help the parties decide whether to continue it. We have heard no complaints about the process. The committee asked staff to talk to the OPUC, the utilities individually, CUB, ICNU and RNP to sound out their reactions to continuing the process. Staff will document this feedback, write a summary document, report back to the committee and then the board. Margie suggested that roundtables be scheduled further in advance. The morning before board meetings seems to work.

5. Cost-effectiveness policy. Staff asked the committee to endorse changes to the cost-effectiveness policy. Staff first proposed these changes in March. They are intended to bring the policy in line with IRP and other OPUC-related processes, and limit the policy to cost-effectiveness analysis *per se*. Factors that are included in the current policy but not actually used in cost-effectiveness analysis are addressed elsewhere (e.g., the strategic plan), would be removed from the policy. Staff discussed these revisions with the CAC on May 18. Relatively minor issues were raised in that discussion, which have been addressed in Attachments 5 and 6. Staff believes the proposed changes fairly reflect how we actually do cost-effectiveness analysis now.

Proposed changes:

- Eliminate reference to the consumer perspective, which is not a test of cost-effectiveness, but a judgment made in program design.
- Cost-related changes:
    - Acknowledge that Energy Trust now offers services in Washington State, which uses a version of the Societal Test.
    - For measures that would be purchased regardless of efficiency actions, the incremental cost of upgrading the efficiency of the purchase beyond common practice is used.
    - Exclude costs compensated by state and federal tax credits, because they are excluded in avoided cost calculations.
    - Exclude costs of state and local program administration because they often reflect non-energy considerations. We explored this change with OPUC staff in connection with Clean Energy Works, and they acceded to this approach.
- Benefit-related changes:
    - Energy values are based on avoided cost forecasts used in OPUC processes, with potential adjustments for hedge value.

    - Energy Trust may use proxies for non-energy benefits where they are large and unquantified. The OPUC is reportedly working on a new approach to cost-effectiveness that could change the way we approach this subject. In particular, OPUC does not endorse our use of proxy values for non-energy benefits. Therefore, our approach to this subject is meant to be used only until the OPUC develops an alternative approach.
    - Include bulk transmission system capacity as benefits.
    - Benefits relating to natural gas capacity and reduced gas transmission and delivery losses are included where significant and quantifiable. The existing policy would not consider these benefits.
- Treat carbon value consistent with OPUC guidance, which includes it in utility price forecasts.
- Explains current approach to discount rates, which is consistent with SB 838 and OPUC planning, utility avoided cost forecasts, etc., and also reflects Energy Trust's need for an aggregate rate.

It is possible that the committee and the board would have to revisit these changes as soon as next year. As noted above, the OPUC is reportedly working on a new approach to cost-effectiveness analysis. Their view may differ from the attached draft, especially on our use of proxy values for non-energy benefits. While they disagree with this approach, it will take time for the OPUC to fully develop its alternative, and in the meantime OPUC staff does not expect us to deny incentives for measures that we can support only because of proxy values.

The committee endorsed the proposal, after discussing how carbon values are treated in integrated resource planning. The committee suggested a simple, clear board presentation.

6. CAC memberships. The committee approved two changes in CAC membership.

    - The Oregon Remodelers' Association proposes to replace Paul Case with Scott Inman as its representative. The ORA has been represented on the CAC for many years, brings contractor perspectives to the CAC, and facilitates contractor understanding and implementation of Energy Trust programs.
    - PGE proposes to switch their representative from Lauren Shapton to Anne Snyder Grassman, who essentially took over Lauren's job after Lauren was promoted. Anne began as a Spanish-speaking representative in PGE's contact center, and was promoted to Contact Center leadership. Since 2007, she has worked in Customer Program Management, on billing and payment program marketing, on PGE's Renewables program. She led the business energy efficiency marketing, including the 2010 and 2011 "Save More, Matter More" campaigns. Currently she supervises the PGE Outreach Specialist team funded by SB 838.

7. Margie reported that trade allies and contractors are reacting positively to Energy Trust's increased incentives to mitigate the impacts of the tax credit changes. We will gather more intelligence and report it in October. The committee discussed risks associated with reaction to the legislative changes.

ATTACHMENT 1

Electric Consumer Information rule, OAR 860-038-0540

(1) Subject to Commission approval, an electric company shall determine the proprietary consumer information that will be made available to its competitive operations, ESSs, affiliates and aggregators. An electric company shall file and maintain a tariff with the Commission that specifies the types of information, along with the prices, terms, conditions, and consent procedures associated with the transfer of such information to the entities described in this section. The provisions of section (1) do not apply to information transferred pursuant to section (2) of this rule.

(2) This section applies only to customers with usage less than one average megawatt and those customers who elect to opt-in as described in Section (7). If the Commission directs that public purpose funds be paid to a nongovernmental entity for investment in the public purposes described in ORS 757.612(3)(b)(A) and (B), then an electric company shall transfer to that entity, hereinafter known as the Administrator, the following proprietary consumer information for electric company consumers, if available.

> (a) Consumer name; service address (including apartment/unit/suite number); mailing address; in-service/activation date; building type (e.g., multifamily) and business type (e.g., SIC or NAICS code); initially, 18 months of the most recent historical usage data on a per-billing month basis (total billed kilowatt hours and kW); meter number and other point-of-delivery identification numbers; rate schedule identifier for each consumer account; whether consumer is applying self-direct credits against its energy efficiency and/or renewable public purpose charge during each billing period; information about any energy efficiency program participation and type of space heat used by consumer; and updates for all of the usage data and revisions to the underlying database information on a periodic basis under subsection (4)(d) of this rule. For unmetered accounts (e.g., street lights, cell towers, phone booths, and electric utility service buildings), electric companies shall transfer contracted kilowatt-hour consumption rather than actual billed consumption.
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> (b) An electric company shall not provide social security numbers, billing and payment history, credit information, tax identification numbers, driver license numbers, life support information, or any medical information.

(3) The Administrator shall transfer to the electric company information, if available, regarding electric company customer participation in electric efficiency programs where electric company funding has been applied. At a minimum, the Administrator shall provide: service address (including apartment/unit/suite number); meter number and other point-of-delivery identification numbers; and information about electric efficiency program participation, such as measures installed since the inception of the Administrator's delivery of the efficiency programs. The information provided by the Administrator to the electric company shall be used by the electric company solely for the purpose of supporting the Administrator's implementation of energy efficiency and renewable energy programs, and/or ensuring customer or public safety.

(4) The manner by which such information is transferred shall be governed by an Information Transfer Agreement, which is executed and maintained by an electric company and the Administrator. An Information Transfer Agreement shall acknowledge the Administrator's obligations to protect proprietary consumer information in accordance with this rule and the Administrator's policy or policies adopted pursuant to Section 10, below, and shall specify:

(a) The database format to be used for the transfer of information;

(b) The billing period, payment arrangements, and estimates of incremental costs incurred by an electric company or, for information in section 3, the Administrator, for the transfer of the information;

(c) Timelines for information transfer;

(d) Timelines for updates for all of the data and revisions to the underlying database information;

(e) That the proprietary consumer information will be used by the Administrator to implement, administer, and evaluate energy efficiency and renewable energy programs and will not be used for telemarketing, and if the Administrator intends to use such information for other direct marketing activities, the Administrator shall notify the electric company whose customers are likely to be affected and coordinate such activities with the electric company;

(f) That the release of proprietary consumer information by the Administrator for any other purpose or to any party, other than the utility, who has not signed an agreement to treat such information confidentially pursuant to Section 11(b), below, shall not be made without consent of the consumer; and

(g) Provisions for modification of the Information Transfer Agreement.

(5) If the Administrator and an electric company cannot agree on the terms and conditions of an Information Transfer Agreement, the Commission shall set the terms and conditions based upon input from the Administrator and electric company.

(6) If the Administrator or an electric company notifies the other that the information supplied by the other is insufficient, incomplete, or not usable, the Administrator and electric company will attempt to resolve the issue and if necessary, modify the Information Transfer Agreement. If the Administrator and electric company cannot resolve the issue, the electric company or the Administrator may promptly seek Commission resolution of the dispute.

(7) An electric company shall notify in writing consumers whose usage is 1 aMW or greater (over 1 aMW consumer) to provide an opportunity to opt in to the information transfer. Consumers shall be considered an over 1 aMW consumer pursuant to criteria established by an electric company through its billing process. The notice provided by an electric company shall at a minimum, (a) identify and explain the role of the Administrator, (b) identify the type of proprietary consumer information to be transferred by an electric company; and (c) describe the

nature and use of the proprietary consumer information by the Administrator. For consumers without a usage history, usage may be estimated by an electric company for the purpose of this provision and those consumers projected to meet the 1aMW or greater threshold shall be included. Consumers having multiple accounts over 1 aMW may have those accounts treated as a group for the purpose of this rule and may include or exclude those accounts through one notification process. If the over 1 aMW consumer does not opt in to the information transfer, all accounts over 1 aMW shall be excluded from the information sharing process, and the electric company shall transfer to the Administrator only the name, service address, and whether consumer is applying self-direct credits against its energy efficiency and/or renewable public purpose charge during each billing period, if known. The over 1 aMW consumer may at any time authorize transfer by the electric company to the Administrator of other proprietary consumer information described in section 2(a), in which case the electric company shall promptly transfer to the Administrator the specified information and provide updates. The transfer of proprietary consumer information shall be in accordance with the Information Transfer Agreement. An electric company shall also provide periodic opt-in notification for the over 1 aMW consumers either as a part of a standard consumer contact discussion or in writing pursuant to the timelines agreed upon in the Information Transfer Agreement and set forth in subsection (4) of this rule. If a consumer opts in, it may subsequently opt out by providing written notice to the electric company provided that the electric company will continue to provide the Administrator with information as previously agreed to between the consumer and Administrator, such as information needed to monitor performance and evaluate savings from previously delivered programs.

(8) To effect a transition from data-sharing rules in effect before the 2011 adoption of these amended rules, each electric company shall send a notice to its consumers prior to the Administrator's receipt of their proprietary consumer information:

(a) informing them of the requirements of the amended rules;

(b) explaining that the purpose of transferring consumer data to the Administrator is to help ensure that the Administrator is better prepared to assist a customer who is interested in participating in consumer-funded efficiency and renewable energy programs; and

(c) asking consumers if they wish to be on a "do not contact" list, in which case they will receive no unsolicited contact from the Administrator, or its contractors; and

(d) for over 1 aMW consumers, explaining that absent the consumer's consent, only the limited consumer information listed in (6) above will be transferred to the Administrator.

(9) If an electric company receives an unsolicited request from a consumer to not provide the consumer's proprietary consumer information to the Administrator, and the consumer has not agreed otherwise with the Administrator, the electric company shall honor that request unless the electric company subsequently receives written consumer consent to transfer the proprietary consumer information to the Administrator. An unsolicited request shall include a consumer's response to a notice from the electric utility explaining the consumer's rights.

(10) When an electric company has provided proprietary consumer information to the Administrator in accordance with this rule, an electric company shall not be charged with at-fault complaints filed with the Commission's Consumer Services Division with respect to the provision of proprietary consumer information if the Commission finds that the electric company did not violate its tariff, Oregon Administrative Rules, Oregon Revised Statutes, or a Commission Order.

(11) Before an electric company provides the Administrator with proprietary consumer information pursuant to this rule, the Administrator shall:

(a) Develop and adopt in an open process a policy or policies ensuring that the confidentiality of the proprietary consumer information it receives from an electric company is protected in a manner that meets the requirements of all federal, state and local laws regarding protection for this type of information that are applicable by virtue of the requirements they impose on the eLectric company that provided the proprietary consumer information to the Administrator;

(b) Agree to require its employees and contractors to commit to specific non-disclosure requirements in order to gain access to proprietary consumer information which, at a minimum, require that the proprietary consumer information (i) be used only for the purposes of a particular project or contract; (ii) be shared with a subcontractor only under similar conditions and requirements and only upon approval of the Administrator; and (iii) be returned to the Administrator or destroyed at the completion of the project or termination of the contract;

(c) Agree to honor any do-not-contact-customer requests; and

(d) Establish a process by which consumers may require the Administrator not to use the proprietary consumer information to make unsolicited contact with the consumer, including, but not limited to responding to the utility notice in section 7, above.

ATTACHMENT 2

Gas Consumer Information rule

(1) Definition: “Proprietary Consumer Information” is any information compiled by a gas utility on a customer in the normal course of providing gas services that makes possible the identification of any individual customer by matching such information with name, address, account number, type or classification of service, current or historic gas usage, expected patterns of use, types of facilities used in providing service, individual contract terms and conditions, price or current charges, billing records, installed appliance(s) or equipment, or any information that the customer has expressly requested not be disclosed. Information that is redacted or organized in such a way as to make it impossible to identify the customer to whom the information relates does not constitute Proprietary Consumer Information.

(2) A gas utility that offers energy conservation programs through the entity that administers the conservation and renewable public purpose funds described in ORS 757.612(3)(d), hereinafter known as the Administrator, shall transfer to such Administrator proprietary consumer information for gas utility company customers as follows:

> (a) if such information is available for its Residential and Commercial customers in the gas utility's records: customer name; service address (including apartment/unit/suite number); mailing address; building type (e.g. multifamily) and business type (e.g. SIC code); initially, 18 months of the most recent historical usage data; meter and other point-of-delivery identification number; rate schedules for each customer; information about energy efficiency program participation, and type of space heat used by consumer; and updates for all of the usage data and revisions to the underlying database information on a periodic basis under subsection (3)(d) of this rule;
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> (b) name, address, rate schedule(s) and account numbers of its industrial customers; and
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> (c) a gas utility shall not transfer: (i) social security numbers; (ii) billing and payment history; (iii) credit information; (iv) tax identification numbers; (v) driver license numbers; (vi) life support information; (vii) medical information; (viii) proprietary consumer information protected by the password provision required per OAR 860-021-0009(6); (ix) proprietary consumer information for customers who have requested that their information not be shared with third parties; or (x) proprietary consumer information including usage data for the gas utility’s transportation customers.

(3) The Administrator shall transfer to the gas utility information available in the Administrator’s records regarding gas utility customer participation in gas conservation programs where gas utility funding has been applied. At a minimum, the Administrator shall provide: customer name, service address (including apartment/unit/suite number), meter number; and information about gas efficiency program participation, such as gas measures installed since the inception of the Administrator’s delivery of the gas efficiency programs.

(4) The manner by which such information is transferred and used shall be governed by an Information Transfer Agreement, which is executed and maintained by a gas utility and the Administrator. An Information Transfer Agreement shall:

(a) Specify the necessary database format for information that will be transferred between the gas utility and the Administrator;

(b) Specify the billing period, payment arrangements, and estimates of incremental costs incurred by either the gas utility or the Administrator for the transfer of the information;

(c) Identify timelines for the transfer of information;

(d) Identify timelines for providing updates for data and revisions to the underlying database information;

(e) Acknowledge the Administrator's obligations to protect proprietary consumer information in accordance with this rule and the Administrator's policy or policies adopted pursuant to subsection 10, below;

(f) Acknowledge that the proprietary consumer information will be used by the Administrator to implement, administer and evaluate gas efficiency programs, and the Administrator shall regularly apprise the gas utility of these activities;

(g) Acknowledge that the proprietary consumer information provided to the Administrator will not be used for telemarketing to gas utility customers;

(h) Acknowledge that the Administrator may use proprietary consumer information for the purpose of direct marketing of the Administrator's gas efficiency programs, provided: (1) such marketing activities do not promote fuel-switching; (2) the Administrator has given prior notification to the gas utility whose customers are likely to be affected; (3) the Administrator has coordinated such direct marketing activities with such utility; and (4) disputes regarding such direct marketing activities may be addressed pursuant to subsection 6.

(i) Acknowledge that the release of proprietary consumer information by the Administrator for any other purpose or to any other third party who has not signed an agreement to treat such information confidentially pursuant to subsection 10(b), below, shall not be made without consent of the customer; and

(j) Acknowledge that the information provided by the Administrator to the gas utility shall be used by the gas utility solely for utility business, shall not be shared with other parties, and if used for direct marketing, such use will be made only after notice to and in coordination with the Administrator.

(k) Provide for modification of the Information Transfer Agreement.

(5) If the Administrator and a gas utility company cannot agree on the terms and conditions of an Information Transfer Agreement, the Commission shall set the terms and conditions based upon input from the Administrator and the gas utility company.

(6) If the Administrator or the gas utility notifies the other that the proprietary consumer information supplied by the other is insufficient, incomplete, not usable, or is not being used in compliance with this rule, the Administrator and gas utility company will attempt to resolve the issue and, if necessary, modify the Information Transfer Agreement. If the Administrator and gas utility company cannot resolve the issue, either party may seek Commission resolution of the dispute.

(7) Prior to the adoption of these rules, each gas company shall send a notice to its consumers prior to the Administrator's receipt of their proprietary consumer information:

(a) informing them of the requirements of the amended rules;
(b) explaining that the purpose of transferring consumer data to the Administrator is to ensure that the Administrator is better prepared to assist a customer who is interested in participating in customer-funded energy efficiency and renewable energy programs; and
(c) asking consumers if they wish to be on a "do not contact" list, in which case they will receive no unsolicited contact from the Administrator, or its contractors.

(8) If a gas utility company receives an unsolicited request from a consumer to not provide the consumer's proprietary consumer information to the Administrator, and the consumer has not agreed otherwise with the Administrator, the gas company shall honor that request unless the gas company subsequently receives written consumer consent to transfer the proprietary consumer information to the Administrator. An unsolicited request shall include a consumer's response to a notice from the gas utility explaining the consumer's rights.

(9) When a gas utility company has provided proprietary consumer information to the Administrator in accordance with this rule, the gas utility company shall not be charged with at-fault complaints filed with Commission's Customer Services Division for the Administrator's or the Administrator's sub-contractors' access to, use or mishandling of proprietary consumer information.

(10) The Administrator shall:

(a) Develop and adopt in an open process a policy or policies ensuring that the confidentiality of the proprietary consumer information it receives from gas utility companies is protected in a manner that meets the requirements of all federal, state and local laws regarding protection for this type of information that are applicable by virtue of the requirements they impose on the gas company that provided the proprietary consumer information to the Administrator.

(b) Agree to require its employees and contractors to commit to specific non-disclosure requirements in order to gain access to proprietary consumer information which, at a

minimum, require that the proprietary consumer information (i) be used only for the purposes of particular programs, projects or contracts; (ii) be shared with a subcontractor only under similar conditions and requirements and only upon approval of the Administrator; and (iii) be returned to the Administrator or destroyed at the completion of the project or termination of the contract; and

(c) Establish a process by which customers may require the Administrator not to use the proprietary consumer information to make unsolicited contact with the customer.

ATTACHMENT 3

OPERATING PRINCIPLES

The Utility Strategic Roundtable is a two-year trial designed to facilitate the utilities' expressed interest in communicating with the Energy Trust Board on a strategic level.

1. The Utility Strategic Roundtable would be composed of the Energy Trust Board and Executive Director, and representatives of the electric and gas utilities served by the Energy Trust: Cascade Natural Gas, NW Natural, PacifiCorp and PGE. Members of the public and other stakeholders, including representatives of customer groups, the environment, workers, and efficiency and renewable energy trade groups, would be invited to attend and participate in the discussions.

2. The Roundtable would meet in the first quarter of 2010. At that meeting, and the first meeting in 2011, the roundtable will schedule further meetings for that year. There will be at least two meetings annually. If possible, meetings should be timed with regular Energy Trust Board meetings so all Board members can attend.

3. Roundtable participants are encouraged to appoint decision-level representatives to the roundtable, ensure that the appointed person attend all meetings, and try not to vary representation from meeting to meeting.

4. Each roundtable agenda would be determined by the Energy Trust Board President in consultation with the full Board, the utilities and interested parties. Agendas will be organized to allow the utilities to engage in a dialogue on matters of interest to them, and may include suitable agenda items suggested by others. In general, the agenda would focus on strategic and longer-term ideas, opportunities and concerns, with the goal to ensure the entities are working well together to pursue energy efficiency and renewable energy in the most effective and coordinated way possible. The following process will be followed:

    - Energy Trust will propose meeting date(s) and solicit agenda items from utilities, board members and interest groups;
    - Candidate topics will be reviewed by staff and discussed with the policy committee, which will recommend an agenda to the board President; and
    - The committee will consider whether issues that are not included on the roundtable agenda may be suitable for other forums, e.g., CAC, RAC, or regular board meetings.

5. Each agenda item will have a sponsoring entity, which will be responsible for providing background material on the issue at least 10 days before the roundtable meeting.

6. All meetings will be open except for any portions of meetings that the Energy Trust President determines would involve trade secrets, proprietary or other confidential commercial or financial information. Energy Trust will provide public notice of meetings.

7. Roundtables will discuss issues and may make recommendations to the Energy Trust board or others. No votes will be taken. Roundtables are not authorized to take action on behalf of the Energy Trust board.

8. Minutes will be kept and a roster of potential action items would be brought back for full Energy Trust Board discussion and staff consideration before commitments to pursue the actions were made.

9. The parties would try this approach for a two-year period to determine if it is an effective way to promote strategic communications before deciding whether to make it a permanent feature or pursue some other course.