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**PACIFIC NORTHWEST ELECTRIC POWER  
AND CONSERVATION PLANNING COUNCIL:**

**CHARTER OF THE  
REGIONAL TECHNICAL FORUM POLICY ADVISORY COMMITTEE**

1. **Official Designation:** This advisory committee will be known as the Pacific Northwest Electric Power and Conservation Planning Council's Regional Technical Forum (RTF) Policy Advisory Committee.
2. **Background:** The Pacific Northwest Electric Power Planning and Conservation Act, P.L. 96-501, 16 U.S.C. 839 et seq. ("Act"), in section 4.(e)(3)(D), requires the Pacific Northwest Electric Power and Conservation Planning Council ("Council") to develop "a regional conservation and electric power plan." The plan is to include a twenty year forecast of electricity demands and a resource plan for the development of conservation and generation to meet the demand at the lowest cost consistent with adequate and reliable electricity service.

Including conservation as a resource requires a rigorous verification and accounting of energy savings. In 1996, Congress directed the Council and Bonneville to establish a Regional Technical Forum ("RTF") to develop "consistent standards and protocols for verification and evaluation of energy savings, in consultation with all interested parties." (Senate Report 104-120 - Energy and Water Development Appropriations Bill, 1996). The RTF is funded by Bonneville Power Administration ("Bonneville"), regional utilities and the Energy Trust of Oregon and through the Council by provision of staff support. The RTF is managed by Council staff and reports to the Council.

The Northwest Energy Efficiency Taskforce ("NEET"), a regional effort to identify ways to accelerate efficiency acquisition in the region, recommended initiation of a process to reach agreement on stakeholder definition, address issues related to RTF governance and structure, inventory stakeholder needs, establish a transparent process for prioritizing those needs, establish a multi-year workplan aligned with those needs, and to implement incremental operational changes to increase transparency in RTF operations. An RTF Review Committee was appointed by the NWPCC to more fully develop the NEET's recommendations.

Part of the RTF Review Committee recommendation was to create this RTF Policy Advisory Committee (“Advisory Committee”) to provide increased visibility of, and policy guidance for, RTF activities through its recommendations to the Council. This advisory committee is established as part of a network of advisory committees satisfying the Council's obligation under the Act to establish a Scientific and Statistical Advisory Committee. 16 U.S.C. 839b(c)(11). Under section 4(a)(4) of the Act, the terms of the Federal Advisory Committee Act, 5 U.S.C. Appendix I, sections 1-14, apply “to the extent appropriate” to the Council's advisory committees. 16 U.S.C. 839b(a)(4).

3. Objectives and Scope of Activity: The RTF Policy Advisory Committee will provide policy recommendations to the Council on how best to meet the mutual needs of the RTF’s stakeholders, while ensuring that the RTF maintains its role as the pre-eminent independent technical body on energy efficiency in the region (i.e., maintain its independence and credibility) by:
- Engaging stakeholders to identify regional priorities to recommend to the Council and foster the appropriate use and acceptance of data and outputs from the RTF;
  - Securing the resources necessary to perform the technical work required by the region;
  - Reviewing the progress of the RTF toward fulfilling those priorities recommended by stakeholders and the RTF Advisory Committee that have been established by the Council; and
  - Providing consensus recommendations to the Council on policy-related matters on how best to meet the mutual needs of the RTF’s stakeholders.

The Advisory Committee will not make policy decisions or act on behalf of the Council. The Council’s relationship with the RTF and the RTF Chair will remain unchanged. The role of the RTF Policy Advisory Committee is to provide advice to the Council on the specific policy matters set forth above. The RTF Policy Advisory Committee will not have a direct advisory or oversight role over the RTF. As an advisory committee to the Council, the expectation is that the RTF Policy Advisory Committee’s activities will not conflict with the mission of the Council or the Council’s other advisory committees, including the RTF.

Specifically the tasks of the RTF Policy Advisory Committee include providing comments and advice to the Council in the following areas:

- The organization and operating procedures of the RTF;
- RTF work plan priorities and the policy implications of RTF technical recommendations and their implementation;
- The funding structure for the RTF, and long-term (5-year) funding commitments from the funding utilities and agencies; and
- RTF progress in accomplishing its objectives and completing its work plan consistent with the work plan priorities.

The Council expects that with input from the RTF Chair and the RTF Policy Advisory Committee, the Council will have final say over the content and implementation of the work plan, but will benefit from collaboration with the stakeholders on the RTF Policy Advisory Committee. This collaborative approach will promote a work plan that results in greater regional benefits through better understanding of the most pressing needs of the Northwest.

The RTF Policy Advisory Committee will also relieve the RTF Chair of the burden of securing funding commitments, allowing more organizational resources to be allocated to the technical analysis where they are most needed.

4. Official to Whom the Advisory Committee Reports: The RTF Policy Advisory Committee will report to the Executive Director of the Council.
5. Authority of the Advisory Committee: The RTF Policy Advisory Committee will serve in an advisory capacity only. Neither the Committee nor its members are authorized to make statements or commitments on behalf of the Council. Committee members will not be considered to be members of the Council staff.
6. Estimated Annual Operating Costs in Dollars and Staff Time: \$15,000 plus six weeks of staff time. Some, or all, of the expenses of the RTF Policy Advisory Committee may be covered by the RTF contributions.
7. Advisory Committee Management Officer: The Advisory Committee Management Officer ("Management Officer") for the RTF Policy Advisory Committee will be the Director of the Council's Division of Power Planning. The Management Officer will designate members of the Council's staff to coordinate and attend meetings of the Committee.
8. Chairperson:
  - (A) The Chairperson of the RTF Policy Advisory Committee will be appointed by the Council. The Committee could appoint a Co-Chair who would preside over the Committee's meetings.
  - (B) The Chairperson may be called upon to report to the Council on appropriate matters, including the Advisory Committee's progress on the tasks described in Part 3 of this Charter.
  - (C) The duties of the Chairperson will include presiding over RTF Policy Advisory Committee meetings, ensuring that detailed minutes of such meetings are prepared and submitted to the Executive Director of the Council in a timely manner, and maintaining communication between the Committee, the RTF, the Council, and the Council's staff.
  - (D) The Chairperson will certify detailed minutes of meetings of the RTF Policy Advisory Committee. The minutes should include a complete and accurate description of matters discussed, conclusions reached, actions taken, persons invited to meet with the Committee, and persons in attendance. The minutes also will include copies of reports received, issued or approved by the Committee. Minutes of meetings will be prepared and released within ten days of the meeting, unless an extension is granted by the Management Officer. The Management Officer will distribute copies of the minutes to members of the Committee and the other interested persons.
  - (E) Small sub-groups of the RTF Policy Advisory Committee may be established by the Chairperson of the Committee to undertake particular aspects of the Committee's

work. Methods for organizing the work and procedures of the Committee must follow the scope of responsibilities assigned to the Committee by the Council. The work of the staff for the Committee will include making arrangements for Committee meetings, solving logistical problems, and providing clerical services.

9. Vice-Chairperson: A Vice-Chairperson of the RTF Policy Advisory Committee may be elected by the Committee members. The Vice-Chairperson will perform the duties of the Chairperson of the Committee, in the absence of that Chairperson, and such other duties as the Chairperson of the Committee may assign.
10. Membership: The general composition of the membership will include Bonneville, investor-owned and customer-owned utilities that are direct funders of the RTF, an indirect RTF utility funder, Energy Trust of Oregon, public interest members, the Northwest Energy Efficiency Alliance, the four state public utility commissions, and the Council. Members of the RTF Policy Advisory Committee will be appointed by the Chair of the Council in consultation with the Management Officer, RTF Chair, and interested parties.
11. Rules: The advisory committee rules approved and adopted by the Council on March 17, 1982, as amended from time to time, will apply to the RTF Policy Advisory Committee. See <http://www.nwcouncil.org/about/policy/advisory.htm>.
12. Estimated Frequency of Committee Meetings: The Chairperson of the RTF Policy Advisory Committee, after consultation with the Management Officer, or his designee, will call meetings as necessary. All meetings will be open to the public, unless closed pursuant to 5 U.S.C. 552b(c). Timely notice of meetings, including agendas, will be made. Interested persons may attend Committee meetings and appear before or file statements with the Committee, subject to such reasonable rules as the Council may prescribe.
13. Reimbursement of Expenses: The Council will reimburse public members of the RTF Policy Advisory Committee for travel if requested; including per diem in lieu of subsistence in accordance with the Council's travel regulations for contractors and advisory committee members, for the purpose of attending Committee meetings as authorized by 5 U.S.C. Section 5703. The Executive Director shall determine who are public members.
14. Duration: The RTF Policy Advisory Committee will terminate two years from the filing date of this Charter, unless renewed in accordance with the Federal Advisory Committee Act. All Members of the Committee serve at the pleasure of the Council.

This Charter for the RTF Policy Advisory Committee was approved and adopted at a duly called meeting of the Pacific Northwest Power and Conservation Planning Council, April 13, 2011 at Wenatchee, Washington.

PACIFIC NORTHWEST ELECTRIC POWER  
AND CONSERVATION PLANNING COUNCIL

By: \_\_\_\_\_  
Bruce Measure, Chair

Date Filed: April 15, 2011

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