



Cal TF Subcommittee Procedure

Overview

The Cal TF subcommittee procedure is intended to enable the review of technical measure and policy topics in greater depth and with more time than can be achieved through the primary Cal TF review process. Topics appropriate for subcommittee review require in-depth extended review, targeted expertise, and/or participation from industry experts not currently serving as members of the Cal TF.

Objectives

The subcommittee shall

- establish a clear timeline and process for commencement and conclusion of work.
- establish succinct objectives and deliverables defined at the outset of subcommittee formation.
- produce written deliverables that can be reviewed by the full TF. .

Current Practice/Background/Statement of Need

Under the primary Cal TF review process, technical topics are reviewed and discussed by the full Cal TF member base during a 1-2 hour period scheduled during the monthly in-person TF meetings. Discussion materials are made available to Cal TF members for independent review ten days in advance of the in-person meeting. However, many workpaper issues and other technical topics may require more time and/or targeted expertise for effective review than is possible through the primary Cal TF review process.

Proposal

This section outlines key details of the subcommittee process:

1. Membership
2. Formation
3. Scope and Deliverables
4. Process

1. Membership

- Subcommittee participants must include a minimum of two Cal TF members, and may include non-Cal TF members.
- A “champion” will be designated for each technical issue identified for a given subcommittee in advance of the first subcommittee meeting. The champion will ensure clear objectives and deliverables are established and ultimately fulfilled by the

subcommittee, tee up issues for subcommittee discussion as necessary, and ensure outstanding issues are resolved.

- Cal TF staff will review recommendations for subcommittee members, and will be the final arbiter about whether a particular individual may participate on a subcommittee

2. Formation

- The TF and/or its staff may recommend topics are appropriate for subcommittee review.
- The TF must agree to move forward with proposed subcommittee topics prior to subcommittee formation.
- Non-Cal TF member subcommittee participants may be identified through Cal TF member recommendations and recommendations of other recognized industry experts.
- “Standing” subcommittees will be formed for general measure categories such as lighting, HVAC, etc., to expedite the formation of subcommittees on topics within each general category.
- For certain issues, such as most policy issues, a subcommittee will be formed specifically to address that issue.
- Cal TF staff will make the final decision about when and whether an issue can be handled through a subcommittee based on resource availability, and schedule, as well as general interest in and impact/significance of measure in accordance with the measure selection process.

3. Scope and Deliverables

- The scope of work, including objectives and deliverables, of the subcommittee will be established by the conclusion of the first subcommittee meeting.
- The subcommittee will not engage in consensus decision-making, but will issue documents related to a specific measure or topic as determined at the start of subcommittee work.

4. Process

- Meetings will be conducted via teleconference, and webinar as appropriate.
- Meetings will typically last up to two hours.
- Meetings will generally be held on Thursdays, as this is the day reserved for regular TF meetings.
- The expected number of meetings will be estimated by the end of the first subcommittee meeting, and can be adjusted as subcommittee work progresses.
- Technical issues will be presented by either the subcommittee “champion” or another individual (e.g., workpaper developer or other technical expert) as deemed appropriate by Subcommittee members and Cal TF staff.
- Subcommittee guidance and deliverables will be reviewed by the full Cal TF for formal approval. Consensus approval may be administered through individual web-based document review by all Cal TF members or through in-person Cal TF meetings.

- Cal TF staff will provide logistical support through meeting scheduling, managing participant communications, and tracking of action items and open issues. Cal TF staff will not take detailed notes.
- Cal TF staff will prepare a “Subcommittee Summary” document using the attached template to summarize important subcommittee information (members, objectives, key technical issues, tentative schedule, etc.) that will be distributed to subcommittee members in advance of the first subcommittee meeting and posted on the Cal TF website for public viewing.

Attachments

Cal TF Subcommittee Summary Template ver 3

Cal TF Subcommittee Process Flow Chart ver 1

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Prepared by:	Jenny Roecks
Approved by:	
Prior Versions	