

Subcommittee Procedure



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TF Input on Subcommittee Procedure



- From discussion during the September meeting:
 - Standing subcommittees should be formed for general measure categories, such as HVAC, lighting, etc.
 - Abstracts should not go to subcommittee without preliminary review or discussion by the TF
 - Subcommittees should not have authority to grant approval – the TF should review all subcommittee output

Key Elements of Procedure



- Membership
 - At least 2 TF members
 - “Champion” for each technical issue within a subcommittee
- Formation
 - TF/Staff recommend topics for subcommittee review, however TF agrees on subcommittee topic prior to sub. formation
 - Standing subcommittees for general measure categories
- Scope and Deliverables
 - Determined at end of first sub. Meeting
 - No consensus decision-making, issues documents for full TF review
- Process
 - Meetings by phone, 2 hours each, Thursdays
 - Presentation of technical issues by workpaper developer or champion
 - TF staff facilitates, records action items and recommendations

Subcommittee Procedure Overview

