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





Subcommittee Meeting

- Cal TF Staff to schedule / facilitate meetings*
- Presentation to TF

Subcommittee on key technical issues for discussion

- TF Subcommittee to discuss technical issues, make recommendations or issue guidance as appropriate
- **TF Subcommittee** to further identify questions / issues what additional info is needed
- **TF Subcommittee** to decide how many subcommittee meetings to hold
- Cal TF Staff to take summary notes, track issues

Subcommittee Meeting Part 2

- Champion ensures all objectives and deliverables fulfilled
- Cal TF Staff memorializes outcome, pursues next steps for full TF approval

Final Work Product, Next Steps

- Champion ensures all objectives and deliverables fulfilled
- Cal TF Staff work with

Champion to formally document subcommittee guidance and recommendations

Action Prior to Next Subcommittee Meeting

No

Multiple

Meetings

Required?

Yes

- Champion identifies next steps for addressing technical issues
- Cal TF Staff circulates to TF Subcommittee for review and organizes

review and organizes another TF meeting

Legend

- Document document or deliverable in the process
- Process operation or action step
 - Terminator start or stop in process

Decision - a question or branch in the process

PA = Program Administrator

WP Dev = Workpaper Developer

TF = TF Members

TF Subcommittee = TF Subcommittee Members

Champion = TF Subcommittee Lead

TF Staff = Cal TF Staff