



Oregon

Kate Brown, Governor



ENERGY ADVISORY WORK GROUP CHARTER

- 1. Authority.** The Energy Advisory Work Group (EAWG) is established under and operates in accordance with ORS 469.426 (see Appendix 1).
- 2. Purpose.** This charter is intended to provide clarity and explain the processes for meetings and the responsibilities for the EAWG and the Oregon Department of Energy (Department).

To further the public interest, the Department has been working to increase transparency of its programs and activities and to foster close communication and collaboration with energy users and other stakeholders with an interest in the provision of energy. A broad purpose of the EAWG is to serve as a forum to further these objectives and to provide feedback on the strategic priorities and long-term vision for the Department.

The primary purpose of the EAWG is to review and make recommendations to the Department's proposals related to:

- a. Planning, policy, and technical analysis,
 - b. Legislative concepts, and
 - c. The department's requested budget.
- 3. Membership.** The Director of the Department serves as the Chair of the EAWG. The EAWG is made up of no more than 20 members that are stakeholders representing:
 - a. Energy resource suppliers,
 - b. Customers who ultimately pay for the energy supplier assessment (ORS 469.421(8)) through their energy bills, and
 - c. Other persons that have an interest in the provision and regulation of energy in the state.

EAWG members are individuals that are appointed by the Director of the Department to serve staggered four year terms. The Director will:

- a. Seek to ensure EAWG members come from a cross-section of individual stakeholders that are well-informed in energy, economic, or environmental issues and that reflect a diverse range of experiences.
- b. Provide information about the Department's policies, programs, and budget to orient new EAWG members to the Department's mission and work.
- c. Provide an opportunity for each appointed EAWG member to identify one designee from the individual member's organization to serve as an alternate.

The Director may seek out special advisors for the EAWG such as Tribes and Oregon members of the Northwest Power Planning and Conservation Council to participate in meetings and provide feedback to the Department.

If an EAWG member is unable to participate in EAWG meetings, that EAWG member may be asked by the Director to step down.

4. Activities and Duties

a. Strategic Priorities and Long-Term Vision

During the development of its strategic plan, the Department will provide EAWG members with an opportunity to review and provide recommendations on the plan's vision statement and strategic goals. In addition to seeking feedback on the development of the strategic plan, the Department will share information about progress of strategic plan actions to keep EAWG members informed of its implementation.

b. Planning, policy, and technical analysis

Both at the EAWG meetings and in other venues, the Department will share information about on-going energy planning, policy, and technical analysis activities, including activities with other state or federal agencies, to keep EAWG members informed.

Where possible, the Department will provide information about planned work in planning, policy, and technical analysis to the EAWG for review and recommendations.

EAWG members are encouraged to share their priorities and areas of interest with the Department. In addition, EAWG members may request that the Department engage in specific research or analysis topics related to energy planning, policy, and technical analysis. The Department will consider these requests and determine if the request may be met within statutory authority and budgetary capacity or if another partner organization may have similar information that is responsive.

If funds are available, the "Energy Research Fund" will be used to contract with an outside firm or firms for studies, research, and analysis services when necessary to supplement existing department resources. The department will seek review and recommendations from the EAWG on draft ideas for studies, research, and analysis based on the following criteria:

- i. Does the idea for studies, research, or analysis address a research need or does it further existing or outdated studies, research, or analysis?
- ii. Does the idea for studies, research, or analysis address a topic of strong relevance in Oregon or in the broader energy policy landscape?
- iii. Is the idea for studies, research, or analysis likely to result in an impartial, data-driven contribution to the body of existing research on this topic?

c. Legislative concepts

The Department will share relevant materials related to the legislative session to keep EAWG members informed. Note that the Department only takes positions on bills with approval of the Governor.

Prior to every legislative session that occurs in an odd-numbered year, the Department will present information about the Department's draft legislative concepts to the EAWG for review and recommendations.

The Director may solicit ideas for policies from the EAWG that inform the Department's legislative concept process within the timelines set by the Governor and the Department of Administrative Services (DAS).

d. The Department's requested budget

The Department will share information about on-going activities related to its budget to keep EAWG members informed.

The Department will present information about its draft agency request budget and any policy option packages under consideration to the EAWG for review and recommendations within the timelines set by the Governor and DAS.

5. Meetings and Procedures

- a. EAWG will meet approximately four times per year and at times that align with activities related to Department deadlines such as budget instructions and timeline, legislative calendar, strategic planning processes, and the Biennial Energy Report. The Director may call additional meetings of the EAWG as needed.
- b. The Department will provide materials to EAWG members prior to meetings to allow time for review. In addition, the Department may provide information in between EAWG meetings to keep members informed of the Department's activities.
- c. To encourage communication and collaboration, EAWG members will have the opportunity to share their priorities and areas of interest at EAWG meetings. In addition, EAWG members may provide ideas for future agenda items for consideration by the Director.
- d. When the Department shares information with the EAWG at a meeting for review and recommendations, the Director will survey EAWG members present for their perspectives and questions to be captured on the record. EAWG members may provide written feedback following a meeting, as requested by the Director.
- e. After 2019, this charter will be re-affirmed annually at the first meeting of the EAWG in the calendar year to ensure that it remains relevant and continues to fulfill the purposes listed in Section 2. If there is interest by a majority of EAWG members for revisions, the Director will consider recommendations for revisions to this charter.

Approved by the Director: *Joie Be* November 7, 2018

Appendix 1

ORS 469.426

(1) The Director of the State Department of Energy shall convene an advisory work group composed of stakeholders representing energy resource suppliers, the customers who ultimately pay for the energy supplier assessment imposed under ORS 469.421(8) through their energy bills and other groups that have an interest in the provision and regulation of energy in this state.

(2) The advisory work group shall review and make recommendations on the State Department of Energy's proposals related to:

(a) Planning, policy and technical analysis;

(b) Legislative concepts; and

(c) The department's requested budget.

(3) The work group shall meet at least two times per year at the call of the director.