**EE SAG Meeting #1**

-Summarize ICC directives (**SL**)

-Presentation to SAG on issues; identification of work product (**SL**)

-Record SAG participant questions/issues (**SAG F**)

-Request for volunteer subcommittee members, 5 business days to respond (**SAG F**)

-Initial subcommittee meeting scheduled by **SAG F** for Tues., July 15

**Subcommittee Step #1**

-**SL** to facilitate meetings

-**SAG F** to schedule, attend, record

-**SM** to discuss responses to SAG questions / issues from EE SAG Meeting #1

-**SM** to further identify questions / issues

-Determine work product topics and request **SM** volunteers to complete (**SL**)

-Establish work product goals and timeline for completion (**SL**)

**Subcommittee Step #2:**

**Prepare and Review Draft Work Product Topics**

-**SM** work product topic volunteers identified

-**SM** drafts work product topics and circulates to **SM**, **SL** and **SAG F** for review and comment to ensure all questions / issues addressed

- Draft work product topics will be discussed at subcommittee meetings and may be revised based on input from **SM** and **SL**

**Subcommittee Step #3**

-Subcommittee reviews final draft work product topics from **SM**

-Consensus building with **SM**

-**SAG F** to attend, record

-**SAG F** circulates completed draft work product topics to SAG for review

**Legend**

**Finalize Consensus Work Product and Comparison Exhibit of Non-Consensus Issues**

-Post to SAG website

-File with ICC

Document - document or deliverable in the process

Process – operation or action step

Decision - a question or branch in the process

**SAG F** = SAG Facilitator

**SP** = Subcommittee Proponents

**SM** = Subcommittee Members

**SL** = Subcommittee Lead

Did SAG reach consensus?

**Finalize Work Product**

-Post to SAG website

-File with ICC

**Draft IL EE Policy Manual**

**SAG Subcommittee Process**

**6/11/2014**

**Monthly EE SAG Meetings**

- **SL**/ **SM** summarizes and reviews final draft work product topics at Sept., Oct., Nov. meetings

-Consensus building with SAG participants

**Work Product**

The work product will be a final draft Illinois Energy Efficiency Policy Manual, to be filed with the ICC. Topics will be assigned to volunteer Subcommittee Member participants.

**Tentative Schedule**

The goal is to complete a final draft in December 2014. Subcommittee Members will present draft completed topics at monthly SAG meetings in September, October, and November. Topics will be presented to the SAG as completed at monthly SAG meetings. The final draft will be reviewed at the December SAG meeting.

**Overview: SAG Subcommittee Process**

Subcommittees are intended to meet the following guidelines:

1) Define Product:  Prior to the start of subcommittee work, the expected subcommittee work product should be clearly defined.

2) Timeline and Process:  At the beginning of the subcommittee process, a timeline and roles and responsibilities must also be clearly defined.

3) SAG Facilitator Participation: SAG Facilitator to attend meetings, take notes on action items, and post documents drafts to EE SAG website. Subcommittee Lead or SAG Facilitator to schedule and facilitate meetings.