**EE SAG Meeting #1**

-Summarize ICC directives (**SAG F**)

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

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

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

-**SAG F** schedules initial subcommittee meeting

**Subcommittee Step #1**

-**SL** to schedule / facilitate meetings\*

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

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

-Refine work product and identify who will complete work product, or portions of it (**SL**)

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

-**SAG F** to attend, record

**Subcommittee Step #2:**

**Prepare and Review Work Product**

-Subcommittee completes draft work product and circulates to **SM** and **SAG F** for review and comment to ensure all questions / issues addressed (**SL**)

-Draft work product may be revised based on input from **SM** and **SL**

-Consolidate work product materials (**SL** or **SAG F**)

-**SL** or **SAG F** circulates completed draft work product to **SM**

**Subcommittee Step #3**

-Subcommittee reviews work product materials from **SAG F** or **SL** (**SM**)

-Consensus building with **SM**

-**SAG F** to attend, record

**EE SAG Meeting #2**

-Summarize and review work product materials with SAG (**SL** / **SM**)

-Consensus building with SAG participants

Are all questions / issues addressed? (**SL** / **SM**)

**No**

**Yes**

**No; issues cannot**

**be resolved**

**Yes**

**Legend**

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

-Post to SAG website

-File with ICC (if applicable)

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

**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 (if applicable)

**Draft SAG Subcommittee Process**

**3/14/2014**

**No; limited issues to resolve**

**Overview: SAG Subcommittee Process**

The SAG Subcommittee Process will be piloted in 2014 to address issues in greater depth that cannot be effectively addressed in the larger SAG group. Subcommittees are intended to meet the following guidelines:

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

2) Clear 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, consolidate materials if necessary, and post to EE SAG website.

\*If the Subcommittee Lead is not agreed upon by Subcommittee Members, the SAG Facilitator will act as Subcommittee Lead.