

Illinois Energy Efficiency Stakeholder Advisory Group: IL EE Successes Subcommittee Process and Procedure

Background

This document describes the process and procedure rules that will govern the IL EE Successes Subcommittee.

Meeting Dates

The Subcommittee shall:

- Meet the third Tuesday of each month, at a minimum, in-person at MEEA. Meetings will also be available by webinar and teleconference. Follow-up teleconference meetings may be scheduled to initiate further discussion.
- Maintain open participation for all interested parties.
- Establish a clear timeline and process for commencement and conclusion of work.

Document Production and Review

The Subcommittee will be responsible for researching and developing proposed language for the work product through the following process:

- Draft documents produced by EE SAG Subcommittee members will be posted to the IL EE Successes Subcommittee page on the SAG website and circulated to participants.
- A “Topic Lead” will be identified for discussion items in advance of each meeting. Topic Leads will be responsible for providing the following:
 - **Research**: Provide any background research needed on the topic, with citations.
 - **Analysis**: Provide analysis of how to disseminate information on the topic.
 - **Draft Proposed Language**: Provide draft proposed language for the work product.
- **Issues Tracking Document**: The Facilitation Team will track issues discussed through the Issues Tracking document. The updated Issues Tracking document will be circulated within three (3) Business Days following each meeting.
- **Questions and Answers**: Open questions will be tracked. Updated “Q&As” will be circulated within three (3) Business Days following each meeting.
- **Work Product Development**: The Facilitation Team will assemble work product categories that are discussed in the Subcommittee into a master document. The updated work product document will be circulated within three (3) Business Days following each meeting.

The Facilitation Team will seek to build group consensus on all topics that are addressed through the IL EE Successes Subcommittee.