

WREZ Project Technical Committee

Operating Groundrules

Overview:

The goal of the Western Renewable Energy Zone (WREZ) initiative is to develop a *consensus* proposal¹ among the 11 major states, the area of Mexico, and the two Canadian provinces in the Western Interconnection² on how best to develop and deliver energy from renewable resource areas throughout the region (including Canada and Mexico) to load centers.

These groundrules apply to the Technical Committee and Workgroups, in support of the Phase I WREZ Process.

Phase I May – December 2008

I. ROLE

A. The Technical Committee will be responsible for the day to day technical management of the project and all coordination between the workgroups. The Technical Committee will develop a report to the Steering Committee that identifies all commercial renewable resource potential, whether at the bulk power level or those not suitable for REZs, in the Western Interconnection, then aggregates the best potential for bulk power-level renewables into REZs, and finally identifies key assumptions and methods in order to determine bus bar generation and related transmission costs to deliver resources from each REZ to specified load centers.

B. The Technical Committee will report to the Steering Committee.

C. Membership

C.1 The Technical Committee will be comprised of approximately 35 members invited by the Steering Committee based on recommendations from the Western Governors' Association in consultation with the Department of Energy. It will be comprised of representatives from the states and provinces, and representatives from each of the working groups. The size of the Technical Committee will be limited to facilitate work on substantive tasks, but expanded as justified by the outreach goals of the initiative. Technical Committee membership will reflect geographic and interest group diversity.

C.2 Technical Committee members will be expected to objectively represent a class of stakeholder interests, to report on Committee meetings to those stakeholders, and to share stakeholder concerns objectively with the Technical Committee. In this manner, the Technical Committee will be responsible for both administrative/communication functions of the process and technical oversight. The Technical Committee will communicate with stakeholders,

¹ *Consensus* indicates acceptance by all parties.

² Alberta, British Columbia, Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming. This also includes an area in Mexico in the state of Baja California. Small parts of TX, NE, and SD are within the Western Interconnection; each state will be approached to determine interest in participation.

consolidate information from stakeholder groups, and ensure timely completion of the work of each phase.

C.3. The Technical Committee will actively recruit stakeholder participation in the WREZ initiative and will be actively supported by WREZ facilitators and project staff in this effort. Initial stakeholder recruitment efforts will, at a minimum, include outreach to established communities of stakeholders, including presentations on the WREZ initiative at already scheduled meetings.³

C.4. Constituents Interests. Committee Members are expected to ensure that all significant issues and concerns are fully and clearly articulated during the Committee meetings, and that the agreement developed by the Committee is acceptable to the constituency that the Committee Member represents.

II. MEETINGS/COMMUNICATION

A. Meeting frequency. Technical Committee in person meetings will be held approximately 3-4 times between May and December 2008 and conference calls will be held 1-2 times a month.

B. Minutes. The WGA staff or facilitator will draft next steps/action items for each Technical Committee meeting and conference call. Summaries will be circulated to members present for review and comment. Meeting summaries and next steps will be posted on the WGA web site.

C. The Technical Committee and Work Groups will be able to use the WGA Interactive web site tool – Central Desktop – to enhance communication.

D. Media/Outreach. Please see section VI. C. regarding statements applying to media and outreach.

III. Technical Committee Work Groups

A. The Technical Committee will organize work groups as needed to support data collection, consolidate stakeholder input, and produce the work needed for the initiative.

B. Work group membership. The WREZ process is an open process. Work groups are generally open to any interested party, subject to the approval of the Technical Committee. Only individuals willing to provide their time and expertise (See section III.C.) will be considered for membership in a respective work group, with the caveat that membership may be limited to ensure the work group is balanced and manageable. Conference calls and face to face meetings will be conducted publicly. At the discretion of the co-chairs, input can be taken from all participants attending a respective call or face to face meeting. Responsibility for the final creation of work products will reside with the work group members, and should incorporate feedback received from non-members who attended public meetings. Technical experts identified from the public process may be consulted as needed with the consensus of the members. Parties interested in receiving work group information may sign up to receive that. Publicly available information will be posted on the WGA WREZ website. The decision-making rights of members added during the process

may be limited to new material. The Technical Committee will be responsible for assuring a balance of all interests represented in the WREZ process.

- C. All members are expected to be active participants, engaging in all work group discussions and providing support in the form of outreach to interest groups, soliciting information/data, drafting and/or reviewing materials and providing prompt responses to Technical Committee and WGA requests. Between May and December 2008, Members can expect a good deal of reading and writing, at least two conference calls/ month, at least one in-person meeting, and many e-mails -- up to 20 hours/month during the busiest times. Members who fail to be active participants may be removed from the work group at the recommendation of the work group co-chairs and the concurrence of the Technical Committee co-chairs.
- D. Members will be consulted about their ideas and suggestions on each matter. As time permits additional comments will be taken on conference calls and in meetings. If Workgroup Members are not able to voice their concerns on conference calls or at meetings, they are encouraged to submit comments in writing by e-mail and use of the WGA WREZ web site interactive system. Work group members will be listed on the WGA web site.
- E. Workgroups will report to the Technical Committee and will seek to make consensus recommendations where possible, articulating diverging opinions so that all stakeholder concerns are shared with the Technical Committee.
- F. Workgroups will be tasked with specific assignments and reporting timelines (to be established when their activities commence).
- G. The TC Chairs, Work Group Chairs, the WGA/DOE staff, and facilitator will work with each work group to ensure cross communication and coordination among work groups. Regularly scheduled calls will be conducted with these parties where the WG and TC chairs brief each other on progress, challenges and cross coordination needs. Summaries of these calls will be drafted by WGA staff for review by all work group members.
- H. WGA and DOE will assign specific staff to each working group to coordinate efforts and better facilitate the work being done in the working groups and advise the chairpersons of each working group.

IV.DECISIONMAKING

- A. The Committees and work groups will operate by consensus of all Members. Consensus is defined as “each Member can live with a decision by the Technical Committee (or Work Group).” Initially, if consensus is not achieved to move a recommendation to the TC or SC, the Member will be obligated to state what is needed to meet their concerns. For the final recommendation to the Steering Committee, if consensus is not achieved, WGA staff/facilitator will incorporate into the report the issues not resolved.
- B. If a member is not able to make a final meeting they will send their proxy to the meeting, or contact the facilitator/WGA staff in advance of the meeting with their views on the

report/recommendation. Following the final meeting, the facilitator/WGA staff will contact the Member to confirm they can live with the report/recommendation.

V. PRODUCT.

A. The Committee will submit a report to the Steering Committee after Phase I. The product will include draft maps of the final renewable energy zones in the Western Interconnection, and, to the extent resources are available, draft maps of non-REZ renewables as defined by the Zone Identification and Technical Analysis Work Group (and other material needed to clearly indicate non-REZ renewable).

B. Support for the Recommendation. If a consensus agreement is reached, Technical Committee agrees that once the Committee's final consensus recommendation is submitted to the Steering Committee, Members will honor the recommendation by taking positions in other forums that are consistent with the agreement. [Dissenting Members agree to provide the Technical Committee with the position they will take in other forums].

VI. SAFEGUARDS FOR THE PARTIES

A. Good Faith. All parties agree to act in a good faith effort to reach agreement in all aspects of these discussions. Specific offers, positions, or statements made during the discussions may not be used by other parties for any purpose outside the discussions. Personal attacks and prejudiced statements will not be tolerated.

B. Right to Withdraw. Any party may withdraw from the Committee at any time. However, prior to withdrawing the Member will communicate to the Steering Committee the reasons for withdrawal in person, if practical.

C. Spokesperson. No party outside of the DOE and the WGA shall represent themselves as an official spokesperson for the project, unless they have been so designated by the Technical Committee. If a member of the Technical Committee or Work Groups is quoted, given attribution to by the press, or asked to present regarding the WREZ project they will notify WGA and DOE as soon as possible.

D. Other's Positions. No party will characterize the position of any other party in public statements or in discussions with the press, even if that party withdraws from the Committee.

E. Antitrust. Committee and Work Group members may not use their participation in the WREZ effort as a forum for engaging in practices or communications that violate antitrust laws.

VII. WGA SUPPORT/FACILITATOR(S)

A. WGA Staff/Facilitators/Technical Support. Support will be available to the Technical Committee and Workgroups as requested. WGA Staff/Facilitators will work to ensure that the process runs smoothly. The role of WGA Staff/Facilitator usually includes developing draft agendas, facilitating Committee and workgroup discussions, working to resolve any impasses that may arise, preparing meetings summaries, assisting in the location and circulation of

background materials the Committee develops, incorporating consensus decisions into work products, and other functions the Committee requests. The WGA Staff/Facilitator will take no positions on the issues before the Committee. WGA Staff/Facilitator will also work to coordinate efforts and inform DOE on progress and deliverables. WGA Staff will handle all “asks” from State agencies for data, maps and participation. Additionally, NREL or another contractor will provide technical and mapping support for data collection and digitization.