

1 **Charter of the Stakeholder Steering Committee (SSC)**
2 **Eastern Interconnection Planning Collaborative (EIPC)**

3
4 **Purpose and Responsibilities**

5 The Department of Energy (“DOE”) Funding Opportunity Announcement (“FOA”) calls for the creation
6 of a stakeholder steering committee to “provide strategic guidance to the Applicant’s analysts on the
7 scenarios to be modeled, the modeling tools to be used, key assumptions for the scenarios, and other
8 essential activities.” The SSC will gather input from stakeholders, represent their constituents’ interests in
9 deliberations, and strive to achieve consensus on aspects of the transmission planning studies and reports
10 by the EIPC.

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12 **The primary responsibilities of the SSC include:**

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14 1. Approve, and amend as necessary, the SSC Working Charter.
15 2. Represent the viewpoints and interests of multiple organizations within their sector and meet
16 regularly with their Sector Caucus and Regional Representatives.
17 3. Make every effort to arrive at SSC decisions through consensus and determine an alternative
18 decision-making process should efforts to reach consensus fail. If requested when consensus is not
19 reached, minority views on substantive issues should be identified and described in the meeting
20 summaries posted on the EIPC website.
21 4. Attend all SSC meetings. There may be up to four 2-day SSC meetings each year, as well as
22 conference calls and/or webinars on a monthly basis between these meetings. Membership on the
23 SSC will require a significant commitment of time and effort through June 2012 and is intended to
24 reside with the individual elected to the position.
25 5. Conduct all meetings and activities with transparency. All meetings of the SSC will be open to all
26 and any interested individuals. Open meetings will be facilitated by professional facilitators and held
27 in large venues where possible. EIPC will also provide live visual and audio (webinar) accessibility
28 for interested stakeholders who cannot attend. All agendas, relevant documents, and work products
29 will be posted on the EIPC website.
30 6. Participate in one or more Stakeholder Regional Workshops (SRWs) each year to inform and gather
31 input from the broader Stakeholder community. There may be as many as eight SRWs each year.
32 7. Develop a process for how the SSC will collect input from stakeholders.

- 1 8. Establish and appoint individuals to the stakeholder Work Groups (WGs) that reflect balanced
2 stakeholder participation.
- 3 9. Develop roles and responsibilities and deliverables for the various stakeholder Work Groups formed.
- 4 10. Ensure appropriate open communications between the SSC and stakeholders for receipt of input and
5 feedback, as well as synthesize stakeholder input on the assumptions used to evaluate resource
6 futures.
- 7 11. Review with EIPC the development of the “roll-up” case, and provide feedback.
- 8 12. Provide information to all stakeholders on the macroeconomic Futures, transmission build-out
9 Scenarios, and related sensitivities.
- 10 13. Work with the Eastern Interconnection States Planning Council (EISPC) to develop the eight (8)
11 macroeconomic Futures (as outlined in the May 14th SSC Decision document)¹ and related
12 sensitivities, with input from other stakeholders and the recommendations of relevant Work Groups,
13 consistent with DOE-approved project schedules.
- 14 14. Develop criteria to determine the choice of the eight (8) macroeconomic Futures and three (3)
15 transmission build-out Scenarios.
- 16 15. Work with EISPC to develop the three (3) transmission build-out Scenarios to be submitted for
17 detailed transmission expansion and reliability analysis (as outlined in May 14th SSC Decision
18 document), with input from other stakeholders and the recommendations of relevant Work Groups.
- 19 16. Within the bounds of the FOA and EIPC’s proposal, review the analyses and reports of the EIPC
20 Analysis Team and provide consensus direction and input. The EIPC Analysis Team shall follow and
21 incorporate such SSC strategic guidance on the macroeconomic and transmission analysis of the eight
22 (8) macroeconomic Futures and three (3) transmission build-out Scenarios.
- 23 17. Request help and information from EIPC Analysis Team as needed to fully understand the tools and
24 analyses.
- 25 18. Work with EIPC Analysis Team to establish communication protocols between the two groups.

27 **SSC Membership and Governance:**

29 **Criteria for SSC Selection and Membership**

31 The criteria for being selected for the SSC include the following:

- 32 • Have seniority, stature and credibility within one’s organization and sector

¹ The May 14 SSC Decision Document can be downloaded at http://eipconline.com/document_library.php.

- 1 • Have the demonstrated ability to represent the interests of multiple organizations within the sector
- 2 • Have broad support of organizations and constituency groups within the sector
- 3 • Will keep sector participants across the EI informed about the SSC activities and solicit input
- 4 throughout the project
- 5 • Have demonstrated the ability to work collaboratively with others with whom one disagrees
- 6 • Have a strong understanding of resource and transmission planning in the electricity industry,
- 7 including technology and policy considerations
- 8 • Have the time, commitment and resources to participate fully

9

10 **Term Limit:** Two non-rotating Members selected for the SSC will serve for at least one year. If a

11 member cannot complete his/her term, the replacement will be selected by the sector or subsector caucus

12 representatives in a manner consistent with the original selection process.

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14 **Rotating SSC member seat:** The sector may, acting through its interconnection-wide caucus, initially

15 and as needed thereafter, designate different people to serve as its other SSC member for each meeting, or

16 may designate all SSC members for longer periods, at its option. Such appointments shall follow the SSC

17 selection process set forth in the EIPC proposal.

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SSC Sectors and Seats

- (3) Transmission Owners and Developers
- (3) Generation Owners & Developers (minimum 1 renewable, minimum 1 non-renewable)
- (3) Other Suppliers (e.g. Power Marketers, Energy Storage, Distributed Generation, minimum 1 Demand-side Resources representative)
- (3) Transmission-dependent utilities (TDUs), Public Power, & Coops (e.g. Municipal utilities, Rural Co-ops, Power Authorities, minimum 1 public power or coop TDU)
- (3) End Users (e.g. Small consumer advocates, large consumers – minimum 1 state consumer advocate agency)
- (3) NGOs (e.g. climate change & energy, land and habitat conservation)
- (10) State Representatives
- (1) Canadian Provincial representative
- Ex Officio Members: U.S. DOE, U.S. EPA

TOTAL: 29 members

1 **Regional Representatives:** Each Caucus will have the opportunity to appoint up to 7 additional
2 representatives to attend meetings who may be seated with their sector SSC members for at least the first
3 6 months of the project.

4
5 **Alternates:** It is very important for the development of consensus that the designated members of the
6 SSC participate consistently. Every effort will be made to provide adequate notice of SSC member
7 meetings and events so that the SSC member can participate. The Sector or Subsector Caucus
8 representatives as is appropriate may designate one alternate to represent the SSC member at specific
9 meetings and events if he/she is unable to attend. The SSC member must notify the Chair and Vice-Chair
10 in the event he/she wishes to send the alternate. However, absence from two or more in-person SSC
11 meetings in a year will be cause for the member to be replaced by the Sector or Subsector Caucus.

12
13 **Leadership:** The SSC, at its second meeting, will select two individuals to serve as Chair and Vice-
14 Chair. In the event that there are more than two candidates, the selection process will be as follows: A
15 single voting round will be held, in which each SSC member shall vote for the two (2) candidates they
16 prefer. The votes will be submitted privately, on-paper. The top vote-getter will be named as the SSC's
17 first Chair, and the second-highest vote getter will be named Vice-Chair. After six (6) months, the Chair
18 and Vice-Chair will swap roles – with the Chair moving into the role of Vice-Chair, and the Vice-Chair
19 being the new Chair – and serve in these roles for the subsequent six (6) months. Approximately ten (10)
20 months after the initial Chair and Vice-Chair is selected, the SSC will determine how to select the Chair
21 and the Vice Chair for the following year.

22
23 The Chair and Vice-Chair, in cooperation with the EIPC project manager and the Facilitator, will have the
24 following duties: 1) serve as a point of contact for EIPC, while ensuring that the entire SSC is engaged in
25 discussions relating to critical administrative matters and substantive issues; 2) serve as a point of contact
26 for Work Groups (WGs) and help facilitate coordination and communication among the WGs; 3) serve as
27 an internal monitor of the progress of the SSC and WGs, and help ensure tasks/goals/objectives are met
28 on deadline; 4) encourage cooperation and support consensus-building in an open and transparent
29 manner; 5) help develop meeting agendas and locations, with input from the SSC; and 6) assist with
30 administrative matters, and help SSC stay on task during SSC meetings. The Chair and Vice Chair will
31 determine how these duties will be shared, and will communicate this information to the SSC.

32
33 Any concern with the performance of the Chair or the Vice Chair by five or more SSC members will be
34 addressed by the Stakeholder Steering Committee.

1 **Decision Making**

2 ***Consensus***

3 The SSC members will make decisions based on consensus. Consensus will be defined as none of the 29
4 members objecting to a proposal moving forward. Unanimity and complete agreement are not required to
5 achieve consensus – consensus means that all the parties can live with a particular decision and the
6 ultimate outcomes of the SSC process. While adhering to the definition of consensus set forth in this
7 section, the SSC may further define consensus in the context of a particular proposal to be decided by the
8 SSC. In its deliberations, the SSC shall use appropriate tools for developing consensus, and shall seek to
9 exhaust every reasonable and practicable effort to reach consensus within the time constraints of the EIPC
10 schedule for deliverables to DOE. If SSC members or their designated alternatives are not present when a
11 consensus decision is made, they may sign on or submit separate comments. Consensus decisions of the
12 SSC are final.

13
14 A reasonable amount of time as determined by the SSC will be provided throughout SSC meetings to
15 allow SSC and sector caucus members to discuss proposals in order to inform SSC members in decision-
16 making.

17
18 ***Alternative to Consensus***

19 After significant discussion and debate, if at least 19 of the members present at a meeting (either in-
20 person, electronically, via telephone, or through their alternates) decide that it is impossible to reach an
21 agreement where no one objects to the proposal moving forward, then the SSC will strive to reach an
22 agreement that is supported by at least 23 members. In the case of the states voting as a block with 10
23 votes, the SSC will have reached an agreement when a proposal is supported by at least 19 members. No
24 one sector shall be able to unilaterally initiate this voting process or block agreement on a proposal.

25
26 Each sector (or subsector) will define for itself how its SSC members will take positions in the SSC
27 consensus process. Additionally, each sector will have the opportunity to caucus in real-time to establish
28 its position(s) on the issue at hand.

29
30 ***EISPC Role in Defining Modeling***

31 EISPC is recognized by all SSC members as reserving the right to define four (4) of the eight (8)
32 macroeconomic Futures and one of the final three (3) transmission build-out Scenarios in accordance with
33 the following:

- 1 i. EISPC will work in good faith with the SSC, through the process it creates, to define eight
2 macroeconomic Futures, four of which will be designed to meet EISPC’s requirements, and define three
3 transmission build-out Scenarios, one of which will be designed to meet EISPC’s requirements. As the
4 SSC process draws to conclusion, the EISPC may, at its sole discretion, modify the four state
5 macroeconomic Futures, and the one state build-out Scenario, to better meet EISPC requirements, but
6 shall provide advanced notice and explanation of the required changes to the SSC at least two weeks in
7 advance of meetings where final decisions are made on the eight macroeconomic analyses and three
8 transmission build-outs.
- 9 ii. However, regardless of the timing of the process, EISPC is assured of at least four macroeconomic
10 Futures, and one transmission build-out Scenario that meets EISPC requirements.

11

12 **Meetings of the SSC**

- 13 • All meetings of the SSC are open for attendance by interested stakeholders and will be accessible
14 remotely by webinar (combined visual and audio), the link for which will be posted at least one
15 week in advance of the meeting date.
- 16 • Draft agendas for all meetings, including designation of action items for decision, shall be
17 distributed to SSC members two weeks in advance of meetings for comment, with the final
18 agenda distributed one week in advance. Work Group and EIPC materials that delineate, and/or
19 make recommendations on, proposed action items shall be distributed no later than five business
20 days in advance. This requirement may be waived, under extraordinary circumstances, by the
21 consensus of the SSC. When waivers are granted, materials must be submitted to the SSC at least
22 two business days before meetings take place. Presentations may be updated, as needed
- 23 • In the interim between in-person SSC meetings, the SSC will hold regular (up to once per month)
24 conference calls and/or webinars, in order to hear reports from the WGs, receive status and
25 progress updates, and make any necessary process- or substance-related decisions.

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28 **Ground Rules**

29 The SSC and Table Representatives agree to abide by the following ground rules:

- 30 • Meetings should be characterized by SSC members listening carefully to the concerns of others
31 and working to address the concerns of all involved to the extent possible.
- 32 • SCC members should be prepared to work constructively with other members. Deliberations
33 should focus on interests, thereby creating opportunity for joint, interest-based problem solving.
- 34

- Each meeting will include a time-limited open comment period, during which non-SSC members may speak on the issues listed on the meeting’s agenda. The non-SSC members sitting at Sector Tables will have the first opportunity to speak during the Open Discussion Period. After that, other non-SSC members will be able to speak during the open discussion period.²
- SCC members should commit to participate in good faith and to expend the time necessary to meaningfully participate in and contribute to the process.

Table Arrangements and Meeting Participation

The SSC will initially utilize the following table arrangements and meeting rules:

- Each sector will have a round table at the SSC meeting that would accommodate 10 seats (“Sector Tables”).

These Sector Tables will be arranged in a large circle. There will be additional seating elsewhere in the room for others to sit.³

Each sector shall determine who will sit at its Sector Table. For example, the TO sector has stated it will have ten regional representatives sitting at its table from the following regions: ISO-NE, NYISO, SPP, SIRPP, Florida, MAPP, PJM (2), MISO (2). Other sectors may choose to have only their SSC members sitting at the Sector Tables. Participation at the tables should reflect regional balance where regional differences, in the opinion of that sector’s participants, may be relevant to the SSC’s deliberations. Regional representatives at a table for a given sector may assign their seat to a region-wide organization with the voting role of such entities to be decided by the table representatives.⁴ Such assignment may be made on a meeting-by-meeting basis or on a continuing-until-further-notice basis.

- i. The SSC members for these sectors will be chosen by the respective 27-member interconnection-wide caucuses described above voting as a whole, except as otherwise provided herein.

² Details on this provision, as well as on the following two sections, will be determined by the SSC after its formation.

³ These provisions governing the shape and arrangement of tables shall be followed by those arranging meeting rooms to the maximum extent possible. Flexibility is provided to permit deviations from these arrangement if necessary to meet space and budget limitations so long as the intent of these provisions is met as to any alternative meeting arrangement and the SSC members are so notified in advance.

⁴ For example, a New England Generation or End User representative may choose to assign his or her seat to a NEPOOL representative if such assignment were approved by the sector’s caucus. The decision-making role of the NEPOOL representative within that sector, if any, would be determined by the other participants in the sector.

1 The SSC shall, as part of its procedures, develop procedures to semiannually review the effectiveness of
2 its meeting format after taking comments from all stakeholders. The above procedures shall remain in
3 effect for at least six (6) months. If at that time a change is desired by one or more sectors of the SSC,
4 those sectors are required to offer an alternative approach that ensures regional representation, openness,
5 and the ability of non-SSC members to be heard. Any such proposal shall need the approval of 19
6 members of the SSC. If such approval is not obtained, the above procedures shall continue in effect. At all
7 times, the SSC shall work with the EIPC to ensure that meetings are run in a way that ensures openness,
8 transparency, consensus building, and timely decision-making. Facilitation will be provided consistent
9 with budget limitations to ensure such outcomes.

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11 **SSC MEMBER DISCUSSION:** After this open comment period, the 29 members of the SSC will lead the
12 discussion at the SSC meeting. All 29 members should have equal opportunity to speak at the meetings. A
13 reasonable amount of time as determined by the SSC will be provided throughout SSC meetings to ensure
14 non-SSC members have the opportunity to talk with their or other sector representatives to discuss
15 proposals and to inform SSC members in decision-making.

16
17 **AGENDAS:**

18 Draft agendas for all meetings, including designation of action items for decision, should be distributed
19 two weeks in advance of meetings for comment, with the final agenda distributed one week in advance.

20
21 While any non-member of a sector may suggest agenda items, the final agenda will be established by the
22 SSC Chair(s) and in consultation with SSC members, the EIPC and the Facilitators. Any additional
23 agenda items supported by five or more SSC members shall be added to the agenda.

24
25 **Role for Sector Caucus and Regional Representatives**

26 Caucus members and regional representatives, by virtue of their nomination, have credibility with their
27 stakeholder sectors and represent a broader range of interests than the SSC members can. Therefore, the
28 Caucus members will continue to play a significant role:

- 29
30
- Serve as a designated alternate to the SSC to participate when an elected SSC member cannot attend a meeting or steps down from the position.
- 31
- Serve on the Stakeholder Working Groups as core members.
- 32

- 1 • Work with the SSC to achieve consensus. To be effective the Sector Caucus and Regional
2 representatives will need to actively track the issues before the SSC by attending the SSC
3 meetings in-person or by webcast.
- 4 • Seek input from the larger stakeholder community on key issues before the SSC (via formal
5 webinars and informal outreach to fellow stakeholders)
- 6 • Provide advice to the SSC representatives based on input from the larger stakeholder community.

7 In addition:

- 8 • The EIPC will strive, within the funding limitations of the FOA, to provide technology resources
9 to ensure prompt and thorough communication of views within sectors.
- 10 • SSC members should be required to consult with their caucus representatives regularly.
- 11 • A Sector Caucus may establish additional procedures to govern the participation of its elected
12 SSC representatives, e.g. rules of approval, so long as such procedures do not run afoul of the
13 provisions of the FOA or otherwise unduly delay or frustrate timely action by the SSC.

14

15 **Stakeholder Work Groups (WGs)**

16 The SSC may create and populate one or more stakeholder Work Groups to facilitate the completion of
17 SSC responsibilities. To achieve balanced representation on the WGs, SSC members, working with their
18 Sector Caucus and Table Representatives, will appoint no more than three official members to each WG.
19 These official WG members may be SSC members, Regional or Sector Caucus Representatives, or other
20 qualified non-Caucus individuals, as determined by the SSC members from each sector. The SSC may
21 also name additional participants (e.g. technical experts) to be involved in WGs, as appropriate.

22 The WG may be charged to:

- 23 • Prepare recommendations for SSC's review, including draft work products. WG
24 recommendations should be based on consensus of a balance of sector interests. If consensus is
25 not achieved, the WG may submit alternative recommendations for SSC consideration.
- 26 • Perform delegated tasks on behalf of the SSC including process and substantive issues.

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28 Each WG will appoint a leader to outline objectives, tasks and schedules for the WG. The Facilitator will
29 help arrange WG meetings, conference calls and webinars, and will facilitate the discussions of WG as
30 needed. All WG meetings, conference calls and webinars will be open to interested stakeholders as
31 observers.

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Communication

The overall EIPC process is designed to allow for input from all stakeholders whether or not they are chosen to serve on the SSC, the Regional representatives or the Sector Caucus. To facilitate communication:

- All SSC meetings are open for attendance by any interested stakeholder. The SSC meetings will be structured to allow interaction between the attendees and the SSC members.
- Written comments may be submitted at any time. Provisions will be made to solicit and take into account written comments from all interested stakeholders on EIPC reports.
- SSC members, Sector Table representatives and Sector Caucus representatives need to reach out to the organizations within their sector to assure their views are represented in the deliberations. They must also establish communication plans to keep organizations and interested stakeholders informed of upcoming and final decisions of the SSC.

All scheduled meetings, agendas, background materials, meeting decisions and action items, webinar recordings, draft and final reports of the SSC and Workgroups will be posted on the EIPC website in a timely manner.

Formal communication of deliberations or decisions by the SSC will be represented publically as SSC positions only. Without prior approval, no SSC member will characterize the position of any other member in public statements or in discussions with the press, even if that party withdraws from the SSC.