



<b>Document name</b>	<b>Scenario Planning Steering Group Charter</b>
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## **Scenario Planning Steering Group Charter**

*Revised July 8, 2014*

### Establishment and Authority

The WECC Board (Board) established the Scenario Planning Steering Group (SPSG) on March 15, 2010 as a part of the implementation of the Regional Transmission Expansion Planning (RTEP) project.

### Purpose/Responsibilities

The purpose of the SPSG is to provide strategic guidance to the Transmission Expansion Planning Policy Committee (TEPPC) on:

- a. Emerging policy, regulatory, environmental, industry and social trends that may have significant impacts on electric transmission expansion planning;
- b. Future scenarios of the Western Interconnection to be modeled in transmission planning studies;
- c. The modeling tools and data sets to be used;
- d. Key assumptions to be used in creating and reviewing the scenarios; and
- e. Metrics to be used in modeling the WECC scenarios.

SPSG members shall:

- a. Participate directly in WECC's RTEP processes and will assist in analyzing study results, provide input to TEPPC transmission plans, and review and comment on TEPPC reports.
- b. Lead the development of future scenarios of the Western Interconnection for further analysis;
- c. Collaborate with the broad stakeholder community in the Western Interconnection including individuals and organizations representing the electric utility industry, state and provincial governments, non-governmental organizations (NGOs) and tribes.

- d. Serve as liaisons to the constituencies the SPSG members represent and communicate the SPSG's activities and recommendations to the SPSG members' constituencies;
- e. Participate in other WECC committees, subcommittees and work groups as they are able; and
- f. Perform other tasks assigned by TEPPC.

## **Committee Composition and Governance**

### **1. Membership**

- a. The SPSG shall be comprised of approximately one-third state and provincial representatives, one-third NGO and tribal representatives, and one-third electric utility industry and other representatives who provide specific expertise needed to fulfill requirements of the SPSG. Industry experience represented on the SPSG shall include, but not be limited to:
  - i. Generation and transmission facility planning;
  - ii. Utility-owned generation and transmission development;
  - iii. Merchant generation and transmission development;
  - iv. Innovative energy technology implementation (e.g., Smart Grid, Dispatchable Demand-Side Management, renewable energy);
  - v. Land use and land use planning;
  - vi. Cultural impact and assessment; and
  - vii. Environmental impact assessment and mitigation.
- b. Members should generally reflect the geographic breadth of the Western Interconnection. SPSG membership shall be composed of the following categories:
  - i. Five (5) technology advocates from the non-profit, NGO community representing technologies such as wind, solar, geothermal, nuclear, coal, natural gas, energy efficiency and Demand-Side Management. Members will be selected to ensure a broad representation of various generation and load-side technologies.
  - ii. One (1) Transmission owner, operator, or developer who is not a member of TEPPC.
  - iii. One (1) Lands Protection Advocate representing the non-profit, NGO community.

- iv. One (1) Wildlife Advocate representing the non-profit, NGO community.
  - v. Eight (8) State and Provincial Officials representing Public Utility Commissions (PUC), State and Provincial Energy offices, and Consumer Council offices. The TEPPC members representing State PUC and State Energy offices will occupy two of the eight seats.
  - vi. Two (2) Consumer Advocates representing the interests of electricity consumers. The TEPPC member representing consumer advocates will occupy one of the seats.
  - vii. One (1) Canadian Utility Representative selected from an electric utility in Alberta or British Columbia.
  - viii. One (1) Provincial Official from Alberta or British Columbia.
  - ix. The Environmental Representative from TEPPC.
  - x. One of the WECC Board Members from TEPPC.
  - xi. One of the Subregional Planning Group (SPG) representatives on TEPPC, selected by the Regional Planning Coordination Group (RPCG).
  - xii. The Load-Serving Entity (LSE) representative from TEPPC.
  - xiii. One (1) tribal representative of the Native American nations in the Western Interconnection.
  - xiv. Four (4) non-voting Ex-Officio members from the Department of Interior, Department of Agriculture, Department of Defense and Department of Energy as designated by their respective Cabinet Secretaries or as otherwise selected.
- c. Members shall be selected as follows:
- i. The WECC Board Member designated as an SPSG member shall serve as long as the Board chooses to maintain the appointment.
  - ii. TEPPC members designated as SPSG members shall serve on the SPSG for the duration of their TEPPC membership and do not need to be approved by the Board.
  - iii. State and Provincial Representatives who are not TEPPC members shall be nominated by the chair of the State-Provincial Steering Committee (SPSC) or its successor organization. Persons nominated by the SPSC to fill these positions shall be approved by the Board and shall serve two-year terms. At the end of their terms, State and Provincial Representatives may be reappointed by the Board.

- iv. Other SPSG members shall be self-nominated. When a vacancy occurs, WECC shall announce the vacancy and request self-nominations. The TEPPC chair will recommend a nominee to fill the vacancy, consistent with the constituency represented by the member who left. Nominees shall be submitted to the Board for approval. If approved by the Board, self-nominated members shall serve two-year terms. At the end of their terms, persons selected to fill these positions may be reappointed by the Board.
- d. Proposed members pending Board approval may participate fully in SPSG activities but may not vote until approved by the Board.
- e. Members of the SPSG are expected to attend SPSG meetings in person and to support SPSG-related activities or to designate an alternate to participate on their behalf, including voting, when they are unable to do so. Members not participating either in-person or remotely in two or more sequential quarterly meetings may be subject to replacement.

## **2. Leadership**

- a. During the last quarterly SPSG meeting in each odd-numbered year, SPSG shall select two of its members as nominees for the SPSG chair and the SPSG vice chair. The TEPPC chair shall consider these nominees and shall appoint the SPSG chair and vice chair. The vice chair shall perform the duties of the chair in the chair's absence or in the event of a vacancy in the office of chair. The SPSG chair and vice chair shall serve two-year terms and are eligible for re-appointment by the TEPPC chair.
- b. The SPSG chair may appoint an Executive Committee to fulfill administrative and/or management functions on behalf of the SPSG chair. Such functions may include preparing meeting agendas, recommending SPSG action items and managing issues that arise between meetings. If the SPSG chair appoints an Executive Committee, it shall consist of at least three members representing each of the three main classifications of SPSG members—Non-Governmental Organizations, State/Provincial Governmental Representatives and other SPSG representatives.

## **3. Subgroups**

The SPSG chair may appoint subgroups, consisting of any combination of SPSG members and others, to facilitate completing SPSG responsibilities. The SPSG chair shall appoint the chair of any appointed subgroup. The SPSG will approve the specific work to be accomplished and work products to be created.

Subgroups will strive to make decisions through the agreement of all subgroup members participating. If there is disagreement on a particular issue, the subgroup will elevate the issue to the SPSG. Subgroups shall make

recommendations for consideration and approval by the SPSG but are not authorized to make decisions for the SPSG.

#### **4. Meetings**

- a. The SPSG chair shall work with WECC staff to determine the time and place of meetings of SPSG (in accordance with the WECC Meeting Policy) and the procedures for such meetings. The SPSG shall strive to coordinate meeting locations and times with TEPPC. The SPSG shall strive to meet prior to TEPPC to fulfill its role to provide strategic guidance. The SPSG shall establish a meeting schedule for each year and post it on the WECC website. The SPSG shall meet at least four times per year.
- b. The SPSG chair or designee shall provide email notice of the time and place of all meetings of SPSG to committee members, TEPPC, and other persons who have requested notice, no later than two weeks prior to the meeting, together with an agenda of the items for which possible action may be taken. Materials supporting decision items shall be posted as far in advance of the meeting as possible, but not less than one week prior to the meeting. This information, as well as the dates on which documents were posted, will also be posted to the WECC website.
- c. Substantive SPSG communications shall be posted on the WECC website. Information posted on the WECC website shall include:
  - i. The schedule and location for SPSG meetings;
  - ii. SPSG meeting agendas, including action items;
  - iii. Materials supporting action items;
  - iv. Minutes of past SPSG meetings;
  - v. White papers, work plans and other materials developed and/or used for discussion in SPSG meetings; and
  - vi. Other materials as appropriate.
- d. SPSG meetings at which actions will be taken must include a quorum (a simple majority) of SPSG members or their alternates.
- e. Only SPSG members or their designated alternates may vote, and may do so by email, by conference call, or as determined by the SPSG chair.
- f. All SPSG meetings and conference calls are open to the public.
- g. SPSG members may designate alternates to represent them at specific meetings and events. Alternates will be authorized to vote on behalf of their primary SPSG member. If an SPSG member desires to designate an alternate, that member

shall notify the SPSG chair and the SPSG Staff Liaison of the individual designated to serve as the alternate and the time period during which alternate is authorized to represent the member. SPSG members may designate only one individual to act as their alternate for any specific meeting or activity.

- h. Minutes of each meeting shall be prepared by the SPSG chair or designee, for approval by SPSG.
- i. The SPSG strives to make decisions by the agreement of all members participating, recognizing the broad perspectives represented by its members.
- j. If the SPSG is unable to reach agreement among all members on a decision item, or at the request of any SPSG member, the SPSG shall vote on the issue. In order to approve a decision item, 75 percent of the SPSG members participating must vote in favor.
- k. When reporting the results of SPSG voting, the SPSG shall include descriptions of concerns expressed by dissenting members and/or alternate positions offered but not approved. Any SPSG member may request reconsideration by TEPPC of an item voted on by the SPSG.

#### **5. SPSG Participation Funding**

NGO representatives and tribal representatives who are members of the SPSG, and their designated alternate representatives, are approved for reimbursement for travel expenses and stipends for time spent in participating on the SPSG, consistent with the NGO Participation Protocol. NGO representatives and tribal representatives who are not members of the SPSG may request funding for their participation as described in the NGO Participation Protocol.

#### **Reporting**

The SPSG shall report to TEPPC on its activities at each TEPPC meeting and submit to TEPPC recommendations and findings as agreed by the SPSG members.

#### **Review and Changes to the Charter**

The SPSG shall review this document biennially and recommend any changes to TEPPC. To accomplish this, the SPSG chair shall appoint a subgroup of volunteers no later than March of every even-numbered year to review the SPSG Charter. The subgroup shall recommend changes to the full SPSG by May 31<sup>st</sup> of each year for adoption by TEPPC by June 30<sup>th</sup> of the same year.

Following the SPSG's approval of any recommended changes to the SPSG Charter, the recommended changes will be forwarded to TEPPC for final review and approval.

#### **Approved by the Transmission Expansion Planning Policy Committee (TEPPC)**

This SPSG Charter is approved by TEPPC on this 8<sup>th</sup> day of July 2014.