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June 2022

CHARTER OF THE DEMAND RESPONSE ADVISORY COMMITTEE

1. Official Designation: This advisory committee will be known as the Northwest Power and Conservation Council's Demand Response Advisory Committee.
2. Background: The Pacific Northwest Electric Power Planning and Conservation Act, P.L. 96-501, 16 U.S.C. §839 et seq. (Act), in Section 4(e)(3)(D), requires the Pacific Northwest Electric Power and Conservation Planning Council (Council) to prepare and adopt a regional conservation and electric power plan that gives priority to resources that the Council determines to be cost-effective. To determine the cost-effectiveness of new resources, it is necessary to estimate the performance, cost, and availability of new resources potentially available to the region. The Demand Response Advisory Committee will assist in the development of reasonable estimates of the performance, cost, and availability of new demand response resources and improvements to the efficiency of the electric power system.

In order to facilitate the development of those resources that the Council determines to be desirable components of the region's future resource mix, the Council must also understand barriers that may exist to the development of these resources, and policies and actions that might be implemented to resolve these barriers. Such policies and actions constitute the research and development element of the power plan called for in the Act. The Demand Response Advisory Committee will assist the Council in the identification of barriers to the development of resources and policies and actions to address these barriers.

This advisory committee is established as part of a network of advisory committees satisfying the Council's obligation under the Act to establish a Scientific and Statistical Advisory Committee. Section 4(c)(11). Under Section 4(a)(4) of the Act, the terms of the Federal Advisory Committee Act, 5 U.S.C. Appendix I, Sections 1-14, apply "to the extent appropriate" to the Council's advisory committees.

3. Objectives and Scope of Activity: The Demand Response Advisory Committee will advise the Council during the update and implementation of the regional Power Plan by:
 - (A) Assisting the Council in identifying technical, cost, environmental, institutional, contractual and other barriers to the development of demand response.

- (B) Assisting the Council in developing policies and actions to resolve barriers to the development of demand response.
 - (C) Assisting the Council by providing feedback and suggestions for improving the effectiveness of the demand response resource development programs and activities in the region, including the evaluation of these resources and the interplay between demand response and energy efficiency.
 - (D) Assisting the Council in implementing elements of the 2021 Plan demand response action items, including tracking the implementation of demand response programs across the region.
 - (E) Assisting the Council in assessing: 1) the current performance, cost and availability of demand response; 2) technology development trends; and 3) the effect of these trends on the future performance, cost, and availability of demand response resources.
 - (F) Assisting the Council in development of the next power plan assessment of regional demand response potential.
 - (G) Assisting the Council in development of demand response action items for the next power plan.
4. Official to Whom the Advisory Committee Reports: The Demand Response Advisory Committee will report to the Council's Executive Director.
 5. Authority of the Advisory Committee: The Demand Response Advisory Committee will serve in an advisory capacity only. Neither the Committee nor its members are authorized to make statements or commitments on behalf of the Council. Non-staff members of the Committee are not Council employees.
 6. Estimated Annual Operating Costs: The estimated annual operating costs, including expense reimbursement, meeting and contract support, is approximately five-thousand dollars (\$5,000) per year; and thirty staff days to prepare, organize, facilitate, and attend committee meetings.
 7. Advisory Committee Members: Every two years, the chair of the advisory committee, in consultation with the Director of the Power Planning Division will solicit technical experts to participate on the advisory committee from a wide range of regional stakeholders. The Council's Executive Director shall approve the participants and, in doing so, shall ensure that membership of the advisory committee is fairly balanced in terms of the points of view represented and the functions to be performed by the advisory committee.

Committee members shall be selected based primarily on their technical expertise and experience. Members may include representative from electric and gas public and private utilities, state energy offices, Bonneville Power Administration, the Energy Trust of Oregon, non-utility program implementers, state utility regulatory offices, trade associations, energy efficiency industry firms, public interest groups, and the general public. All committee members serve at the pleasure of the Council.

If a member is unable to complete the two year term, the organization the member is affiliated with may designate another person to serve for the remainder of the term. All replacement members must be approved by the Director of the Power Planning Division.

If a request for membership is submitted during the two year term by a person or organization that is not currently represented on the Committee, that request for membership must be approved by the Executive Director, with input from the Director of the Power Planning Division. The Council

will be timely notified of the updated membership.

If a member is unable to attend a particular committee meeting, that member may designate another person from his/her organization to attend in his/her place. Members may also participate in committee meetings remotely via webinar or telephone.

8. Advisory Committee Management Officer: The Advisory Committee Management Officer (Management Officer) for the Demand Response Advisory Committee will be the Director of the Power Planning Division.

9. Chair:
(A) The Chair of the Demand Response Advisory Committee will be selected by the Executive Director of the Council.

(B) The Chair may be called upon to report to the Executive Director of the Council on appropriate matters, including the Advisory Committee's progress on the tasks described in Part 3 of this Charter.

(C) The duties of the Chair will include presiding over Demand Response Advisory Committee meetings, setting agendas for such meetings, ensuring that detailed minutes of such meetings are prepared and submitted to the Executive Director of the Council in a timely manner, and maintaining communication between the Committee and the Council's staff.

(D) The Chair will certify detailed minutes of meetings of the Demand Response Advisory Committee. The minutes should include time, date, and place of meetings; a list of persons present at the meeting including, advisory committee members, staff, Council members, and members of the public who presented oral or written statements; an accurate summary of matters discussed, conclusions reached, and actions taken; and, copies of written statements made by members of the public, reports received, issued or approved by the Committee. Minutes of meetings will be prepared and released within ten days of the meeting, unless the Management Officer grants an extension. The Chair will post the minutes of each meeting on the Committee meeting agenda webpage.

(E) Subcommittees or small workgroups of the Demand Response Advisory Committee may be established by the Chair of the Committee to undertake particular aspects of the Committee's work, and any such subcommittees established must report back to the Committee.

(F) Methods for organizing the work and procedures of the Committee must follow the scope of responsibilities assigned to the Committee by the Council. Council staff will make arrangements for Committee meetings and provide general support services.

10. Vice-Chair:
(A) The Vice-Chair of the Demand Response Advisory Committee will be selected by the Executive Director of the Council.

(B) The Vice-Chair will perform the duties of the Chair of the Committee in the absence of the Chair, and such other duties as the Chair of the Committee may assign.

11. Rules: The advisory committee rules approved and adopted by the Council on March 17, 1982, as amended from time to time, will apply to the Demand Response Advisory Committee to the extent such matters are not covered in this Charter.

12. Estimated Frequency of Committee Meetings: The Chair of the Demand Response Advisory Committee, after consultation with the Management Officer, or his or her designee, will call meetings as necessary. It is estimated that eight committee meetings over two years will be held. Additional subcommittee meetings may also be held. All meetings will be open to the public, unless closed pursuant to 5 U.S.C. §552b(c). Timely notice of meetings, including

agendas, will be made. Interested persons may attend Committee meetings and appear before or file statements with the Committee pursuant to the Council's advisory committee rules and subject to such other rules as the Council may prescribe.

13. Reimbursement of Expenses: For purposes of attending Committee meetings, the Council may reimburse members of the Demand Response Advisory Committee for travel, including per diem in lieu of subsistence, in accordance with the Council's travel policy and as authorized by 5 U.S.C. §5703. The Executive Director shall determine who may receive reimbursement.
14. Duration: The Demand Response Advisory Committee will terminate two years from the date this Charter is adopted, unless renewed in accordance with the Federal Advisory Committee Act.

This Charter for the Demand Response Advisory Committee was approved and adopted at a duly noticed meeting of the Northwest Power and Conservation Council on June 15, 2022.

A handwritten signature in black ink, appearing to read "Guy Norman", is positioned above a solid black horizontal line.

Guy Norman, Chair

Date Filed: June 2022