

DRAFT Resource Planning Advisory Group Charter

Last updated 1/9/2024

Green text indicates changes that RPAG members recommended that PSE approved.
1/10/2024

Red text indicates changes from PSE since the October RPAG kick-off meeting.

Purpose

The Resource Planning Advisory Group (RPAG) is established to provide Puget Sound Energy (PSE) with specialized technical advice to support PSE's long-term resource planning processes, including the gas and electric Integrated Resource Plans (IRP).

Specifically, the RPAG:

- Provides expert technical advice and feedback on key topics related to resource planning such as but not limited to:
 - Resource needs, including in relation to load forecast and resource adequacy.
 - Supply- and demand-side resource alternatives, including non-emitting energy and capacity (supply-side) and distributed energy resources and demand response (demand-side).
 - Meeting Clean Energy Transformation Act (CETA) and Climate Commitment Act (CCA) obligations and requirements.
 - Resource alternatives.
 - Social/racial equity and impacts on vulnerable and highly impacted communities and customers.
- Supports PSE in identifying and performing candidate portfolio evaluations
- Offers comments and recommendations to help develop draft and final portfolio results
- Provides expert technical advice on any other topics related to ~~IRP development~~ resource planning.

RPAG Membership

Selection methodology

RPAG members are selected by PSE, in consultation with independent advisors, through an open application process.

You can view Triangle Associates' (independent third party) memorandum outlining the selection process [here](#).

Composition

The RPAG will consist of approximately 10-12 members with the intent of promoting manageable discussions. RPAG members must possess an organizational affiliation approval to

participate in the RPAG on the organization's behalf. Each RPAG member and their affiliated organization may identify an alternate RPAG member affiliated with the same organization to participate in the RPAG if the primary member is unavailable. Members may designate a temporary participant for specific topics as needed. However, we request that organizations try to maintain one representative from each organization actively participating in discussions to ensure equitable participation and balance. Organizations or individuals with a known conflict of interest **may** be asked to excuse themselves from membership and/or meetings. **Members should be transparent with the RPAG facilitator about conflicts of interest and/or excuse themselves if appropriate.**

While PSE will strive to at all times ensure a balanced mix of organizations on the RPAG, PSE will at all times reserve at least 1 seat and no more than 3 seats for each of the following organizations (to the extent it receives an application from these organizations), with no more than 1 individual per organization:

- Utility regulators
- Energy consumers
- Developers of clean energy solutions
- Environmental justice organizations
- Energy policy organizations
- Equity or social justice organizations
- Energy research or planning organizations
- The Washington State Office of the Attorney General Public Counsel Unit
- The Washington Utilities and Transportation Commission

Term

RPAG members serve for a term of two years, corresponding to each IRP progress report cycle. So long as the RPAG remains in place, RPAG members may reapply to serve on the RPAG at the conclusion of their term and may serve for an unlimited number of terms.

Qualifications

To qualify for participation in the RPAG, RPAG members must meet Criteria 1 or Criteria 2, described below.

Criteria 1. Is a member of:

- the Washington State Office of the Attorney General Public Counsel Unit; or
- the Washington Utilities and Transportation Commission

Criteria 2. Meets all of the following:

- Has education and/or demonstrated professional experience in one of the following:
 - Planning for future energy production, usage, and availability
 - Assessing the benefits, costs and risks associated with various energy supply options
 - Technological innovation and deployment of clean energy solutions
 - Impacts of energy policy on production, usage, and availability

- Promoting environmental justice in the context of energy policy and/or resource planning.
- Has a demonstrated track record working for or with any of the following:
 - Utilities
 - Utility regulators
 - Organizations that represent energy consumers
 - Developers of clean energy solutions
 - Environmental justice organizations
 - Energy policy organizations
 - Equity or social justice organizations
 - Energy research or planning organizations

PSE Commitments

PSE will adhere to the following commitments:

- Be accountable to RPAG members and members of the public by sharing how RPAG and public feedback and recommendations are used or not used in accordance with WAC 480-100-625.
- Provide opportunities for public comment in each RPAG meeting.
- Provide RPAG members with a synopsis of feedback from public webinars.
- Make RPAG materials available to RPAG members and members of the public at least three business days ahead of each RPAG meeting (per WAC 480-100-630). PSE will aspire to provide materials earlier whenever possible in order to provide sufficient time for review.
- Tailor information to support RPAG members in their advisory role related to resource planning, while being cognizant of the fact that members have different types and levels of expertise.
- Be clear about the level of engagement on the International Association of Public Participation (IAP2) spectrum in which PSE is engaging the RPAG throughout the IRP process. See Attachment A for the IAP2 Spectrum.

RPAG Commitments

RPAG members commit to:

- Participate in facilitated discussions about PSE's electric energy and gas resource planning, programs, and investments.
- Contribute their technical expertise to support PSE's resource planning efforts. ~~[to enable PSE to effectively meet its legally mandated obligations under WAC 480-100-625, WAC 480-90-238, and RCW 19.405].~~
- Recommend best practices and share technological or scientific advances in electric and natural gas energy.
- Be mindful of limited meeting time and be open to connecting with other RPAG members outside of scheduled RPAG meetings for further dialogue and to resolve issues when needed.

- Be available to attend RPAG meetings during the full two-year IRP cycle, or assign ~~their~~ an alternate.
- Consent to live streaming and recording of their meetings on YouTube.

Group Conduct

It will be important that RPAG members adhere to a code of conduct designed to promote a transparent, open and candid exchange of ideas and concerns. The RPAG will adhere to the following guidelines for conduct during meetings:

- Share a range of perspectives and ideas, and in turn, actively listen to ~~and appreciate~~ the diversity of views and opinions.
- Actively participate in the group (i.e., keep camera on during virtual meetings **whenever possible**).
- Behave constructively and courteously towards all participants.
- Attend all meetings in a timely manner.
- Respect the role of the facilitator to guide the group process.
- Silence electronic devices.

Disagreement and differences of opinion are acknowledged, explored, understood, and appreciated. Should conflict arise, it will be addressed with the guidance of the RPAG facilitator. Recurring inappropriate individual behavior (e.g., **personal attacks, discriminatory language, harassment and other similar disruptive and disrespectful behavior**) may result in the facilitator respectfully excusing the individual from the meeting, or PSE and the facilitator respectfully excusing the RPAG member from their membership.

Roles and Responsibilities

Below is a summary of the roles and responsibilities associated with the RPAG.

Puget Sound Energy

PSE convenes the RPAG and selects RPAG members. PSE provides the services of independent third-party neutral facilitators to support communications with and among the RPAG. PSE identifies and reviews the annual work plan and agenda items for discussion during each IRP cycle, **with input from RPAG members as appropriate**. PSE is also responsible for ensuring the accessibility accommodations listed below.

The Resource Planning Advisory Group

The RPAG is an advisory group rather than a decision-making group. As such, the RPAG will provide advice to the PSE resource planning team on specific areas related to advancing ~~clean electricity planning~~ **electric and gas utility planning** and their impacts on vulnerable and highly impacted communities and customers (see the “Purpose” section for more details). RPAG members may provide feedback on the annual work plan and on agenda items. RPAG members ~~from established organizations~~ may designate one alternate to represent the organization in the event the primary participant cannot attend.

Meeting Facilitator(s)

Meeting facilitators neutrally and impartially support all participants, maintain the integrity of the process, and facilitate communication about the process among participants and other interested parties. The facilitator will work collaboratively with the project team to prepare process designs, meeting agendas, pre-work materials and final RPAG products. **The facilitator will aim for RPAG meetings to have a balance of discussion time and presentations.** Private conversations between a RPAG member and the facilitator will be considered confidential unless otherwise identified. Any written communications are considered public records and may be subject to public disclosure.

Observers/Members of the Public

RPAG meetings will be open to the public. Non-members will be able to participate in all public RPAG meetings as “observers.” Observers are encouraged to attend and contribute to meetings through comments submitted in written form or during the prescribed portion of the agenda dedicated to public comment. Observer participation is facilitated by making the meeting schedule and joining details publicly available.

Observers **[must] are expected to** respect the need for the RPAG to reach a conclusion in its discussions and may not participate in any polling or discussion outside of the designated public comment period.

Accessibility

To make RPAG meetings accessible to RPAG members and participants, PSE will offer the following:

- Provide language interpretation if needed.
- Provide assistive technology to RPAG members with disabilities, or provide other accommodations as needed (e.g., large-size print documents, documents formatted for screen readers, etc.).
- Provide meeting transcripts, meeting chats, and meeting materials following each meeting.
- Choose Americans with Disabilities Act (ADA) accessible venues if meetings are held in person.
- Choose transit-accessible venues if meetings are held in person.
- Choose virtual meeting platforms with call-in options to be mindful of internet and data limitations.
- **Provide virtual options if the RPAG holds in-person meetings.**

Charter Adoption and Charter Amendments

This Charter for the RPAG is considered a living document and as such, a work in progress.

The RPAG Charter may be amended consistent with the terms and processes agreed to by PSE and the Group. Typically, adjustments to the Charter are considered to support any significant changes proposed for conducting the business of the Group. The facilitator will work

with PSE and the RPAG to periodically evaluate if adjustments to the Charter are warranted. If needed in the future, the RPAG and PSE may elect to supplement this Charter with more specific policies as needed.

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Attachment A: International Association of Public Participation’s Spectrum of Public Involvement

IAP2 Spectrum of Public Participation



IAP2’s Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public’s role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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