PROGRAM PLANNING COMMITTEE CHARTER

Established September 20, 1983

Purposes

Pursuant to Article V, Section 5 of the Authority's By-Laws, the purposes of the Committee are to: review the annual updating of the Authority's multi-year integrated program plan; and preparation of the portions of the Authority's annual budget related to the energy research, development, and demonstration program, the energy efficiency services program, the energy analysis program, the residential energy affordability program, and the economic development program; provide guidance to the Authority's officers and employees in the preparation of those plans and those portions of the budget; and shall consider such other matters related to the Authority's energy research, development, and demonstration program, energy efficiency services program, energy analysis program, residential energy affordability program, and economic development program as the officers of the Authority may refer to the Committee.

Powers of the Committee

The Committee will:

- review the annual update of the Authority's multi-year integrated program plan;
- review preparation of the portions of the Authority's annual budget related to the energy research, development, and demonstration program, the energy efficiency services program, the energy analysis program, the residential energy affordability program, and the economic development program;
- consider such other matters related to the Authority's energy research, development, and demonstration program, energy efficiency services program, energy analysis program, residential energy affordability program, and economic development program as the officers of the Authority may refer to the Committee; and
- meet with and request information from Authority staff as necessary.

The Committee shall have sufficient resources to carry out its duties.

Composition and Selection

The Committee shall be established as set forth in and pursuant to Article V, Section 5 of the Authority's By-Laws. The Committee shall be a standing advisory committee of the Authority. The Committee shall have not fewer than three nor more than six Members, who

shall be elected from among the Members of the Authority other than the Chair. A majority of these committee members shall be other than Members of the Authority who serve ex-officio. In addition, the membership of the Committee shall include the Chair of the Authority, who shall serve ex-officio and who shall enjoy all the rights and privileges of membership, including the right to vote. A majority of the members of the Committee then in office, not including the Chair, gathered together in the presence of each other or through the use of videoconferencing, shall constitute a quorum, and the Chair of the Authority if present shall be counted toward a quorum.

The Members of the Authority will appoint the Chair of the Committee.

Meetings

The Committee will meet, as necessary, and special meetings may be called in accordance with the By-laws. Members of the Committee are expected to attend each committee meeting, in person or by video conference. The Committee may invite other individuals to attend meetings and provide pertinent information, as necessary.

Notices of meetings will be prepared in accordance with the By-Laws and agendas and briefing materials will be prepared and provided to the Committee members. To the extent practicable, briefing materials will be provided to the Committee members not less than 5 business days prior to each meeting. Minutes of each meeting will be maintained in a central location at the Authority's principal office.

Meetings shall be conducted in accordance with the open meetings law.

Responsibilities

The Committee will be responsible for reporting to the Members on significant and material matters related to: (a) the annual updating of the Authority's multi-year integrated program plan; (b) the preparation of the portions of the Authority's annual budget related to the energy research, development, and demonstration program, the energy efficiency services program, the energy analysis program, the residential energy affordability program, and the economic development program;(c) such other matters related to the Authority's energy research, development, and demonstration program, energy efficiency services program, energy analysis program, residential energy affordability program, and economic development program as the officers of the Authority may refer to the Committee;

Review the annual update of the multi-year integrated program plan. The Committee will:

- review the process Authority staff uses to prepare the integrated program plan;

- review a draft of the integrated program plan document; and

- recommend such revisions to the process and document as the Members deem necessary.

Review the preparation of the portions of the Authority's annual budget related to the energy research, development, and demonstration program, the energy efficiency services program, the energy analysis program, the residential energy affordability program, and the economic development program. The Committee will:

- review drafts of the annual spending plan and the annual operating budget with respect to the program areas within its jurisdiction;

- recommend such revisions to these documents as the Members deem necessary;

- review any proposed revisions by the Officers to the operating budget with respect to the program areas within its jurisdiction.

Provide guidance in the preparation of plans and budgets. The Committee will:

- receive reports from Authority staff concerning progress in the various program areas within its jurisdiction;

- make such recommendations with respect to program direction and planning as the Members deem necessary.

Consider such other matters related to the Authority's programs within its jurisdiction as the officers of the Authority may refer to the Committee. The Committee will:

- receive reports on any other matters with respect to the program areas within its jurisdiction as the officers of the Authority may refer to the Committee and make such recommendations on such matters as the Members deem necessary.