

# Integrated Energy Data Resource Program Consolidated Program Charter

Pertaining to the IEDR Steering Committee,  
Advisory Group, and Utility Coordination Group

Final Report | August 2021

## **NYSERDA's Promise to New Yorkers:**

NYSERDA provides resources, expertise, and objective information so New Yorkers can make confident, informed energy decisions.

### **Our Vision:**

New York is a global climate leader building a healthier future with thriving communities; homes and businesses powered by clean energy; and economic opportunities accessible to all New Yorkers.

### **Our Mission:**

Advance clean energy innovation and investments to combat climate change, improving the health, resiliency, and prosperity of New Yorkers and delivering benefits equitably to all.

# **Integrated Energy Data Resource Program Consolidated Program Charter**

**Pertaining to the IEDR Steering Committee, Advisory Group,  
and Utility Coordination Group**

Approved by the IEDR Steering Committee

On August 6, 2021

Case 20-M-0082

Proceeding on the Motion of the Public Service Commission  
Regarding Strategic Use of Energy Data

# Keywords

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IEDR, Integrated Energy Data Resource, Charter, Data

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# 1 Introduction

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On February 11, 2021, the New York Public Service Commission (the "Commission" or "PSC") issued its Order Implementing an Integrated Energy Data Resource<sup>1</sup> (the "IEDR" and "IEDR Order") and directed the implementation of an IEDR to securely collect, integrate, and provide broad and appropriate access to large and diverse sets of useful energy-related information on one statewide data platform. The IEDR Order designated the New York State Energy Research and Development Authority ("NYSERDA") to take on the role of the IEDR Program Sponsor.

As Program Sponsor, NYSERDA is required to, among other responsibilities, create the IEDR Program Charter that formally establishes the IEDR Program's scope, guiding principles, objectives, participants, roles, and responsibilities. The IEDR Program Charter provides the shared understandings and framework within which all program participants will collaborate to achieve the IEDR Order's objectives.

The IEDR Order also directed the Program Sponsor to convene a Steering Committee that will address program policy, schedule, and budget issues. The IEDR Order also provides for the establishment of an Advisory Group and Utility Coordination Group. Additional details concerning the organization and activities of the Steering Committee, Advisory Group, and Utility Coordination Group (the "UCG") are discussed later in this document.

On March 11, 2021, NYSERDA filed its Program Sponsor Implementation Plan ("PSIP").<sup>2</sup> The PSIP indicates that in addition to the IEDR Program Charter, the Steering Committee, Advisory Group and UCG would each have their own specific charters. While preparing the IEDR Program and Steering Committee Charters, it became apparent that public access would be enhanced if the operational protocol and procedures for each group were incorporated as part of the Program Charter. That way, all relevant information will be contained in one document. Specific provisions pertaining to the Steering Committee are included in this initial version of the Program Charter. Foundational elements of the charters for the Advisory Group and UCG are also in this initial IEDR Program Charter. In addition, the Advisory Group and UCG will each have the opportunity to make recommendations to the Steering Committee regarding the operating procedures and protocols for each group's work. The Steering Committee will consider and, as appropriate, approve any proposed amendments. Upon approval, the Program Charter will be updated to reflect the addition of the operational protocols and procedures for each group.

IEDR implementation will occur in parallel to the implementation of the Commission's Data Access Framework which governs the means and methods for accessing and protecting all types of energy-related information.<sup>4</sup> Accordingly, all aspects of designing, building, and operating the IEDR will comply with all applicable aspects of such framework.

The Program Sponsor has prepared this IEDR Program Charter in consultation with the IEDR Program Steering Committee, which has approved its contents. This Charter reflects the IEDR Order's provisions, the PSIP, and the Whitepaper published by the Department of Public Service ("DPS") Staff in May 2020.<sup>3</sup> Building upon those source documents, the IEDR Program Charter provides the operational framework and related expectations to guide activities associated with the IEDR Program.

## 2 Purpose and Objectives of the IEDR Program

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The IEDR will evolve to provide a single statewide platform to securely collect, integrate, analyze, and make accessible a large and diverse set of energy-related information from New York's electric, gas and steam utilities and other sources. The timing and substance of this evolution will be based on considerations of avoiding duplication, cost and maximizing value to all stakeholders.

The success and value of the IEDR directly depend on stakeholders' trust in the IEDR as a repository and source of reliable and accurate information. Consequently, the IEDR must be designed, implemented, and operated in a manner that ensures the timeliness, integrity, and accuracy of data stored within and presented by the IEDR.

Useful access to useful energy data is essential for achieving New York State's policy goals to make its electricity system cleaner, more resilient, and more affordable. Achievement of the state's climate and clean energy goals as articulated in the Climate Leadership and Community Protection Act<sup>4</sup> (“CLCPA”) and the Reforming the Energy Vision (“REV”) initiative requires the deployment of clean energy solutions, the availability of which depends on, and will be accelerated through, providing access to integrated data related to energy customers and energy systems. Useful access to useful energy data provided by the IEDR will enable analyses that inform investment decisions, identify operational inefficiencies, monitor the effectiveness of policy objectives, promote innovation and encourage new business models.

The IEDR Program has been preceded by a number of initiatives that have been intended to provide meaningful stakeholder access to useful information. The IEDR Order expresses the Commission's conclusion that those efforts have fallen short of the intended goals.

The IEDR is intended to materially reduce ratepayer and DER developer costs. Ratepayer support associated with data management and access can be reduced by:

- taking advantage of economies of scale;
- minimizing the duplication of implementation and operating costs among all entities;
- reducing the total statewide costs to implement and maintain satisfactory levels of accessibility, data quality, and uniformity; and
- minimizing the total statewide costs to plan, implement, and support new capabilities needed to enable use cases that emerge in the future.

The IEDR is intended to also substantially reduce DER provider costs related to identifying and characterizing investment and operating opportunities that benefit DER providers, the utilities, and utility customers.

The IEDR Program will also significantly accelerate progress by focusing attention and resources on one shared platform; minimizing the duplication of efforts among the electric and gas utilities; and greatly simplifying statewide governance and coordination of resource planning and implementation efforts. For example, the IEDR will enable a focused awareness of energy affordability and the disproportionate impact that issue has upon Environmental Justice (“EJ”) and Low Moderate Income (“LMI”) communities. In short, the statewide platform provided by the IEDR is the most cost-effective solution to provide useful energy customer and energy system information.



### 3 Scope of the IEDR Program

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The IEDR Order set forth the expectations and regulatory requirements for the electric and gas utilities that fall within the Commission's jurisdiction. However, the Commission has stated that it anticipates that the Long Island Power Authority ("LIPA") and the New York Power Authority ("NYPA") will actively engage in the IEDR development and implementation process and align their energy-related data activities to enable the transfer of the same data elements as those being provided by the jurisdictional utilities. The active participation of both NYPA and LIPA will maximize the benefits of the IEDR. Accordingly, NYPA and LIPA will be invited to participate in all aspects of the IEDR Program, including participation as a member of the UCG. For convenience, the IEDR Program Charter will collectively refer to the jurisdictional electric, steam and gas utilities together with NYPA and LIPA as the "Utilities".

The IEDR Order establishes the regulatory expectation that the IEDR will provide the capability for approximately 50 use cases in approximately five (5) years with specific deadlines for achieving minimum performance capabilities. This approach enables the development, implementation, and operation of the IEDR in meaningful and achievable segments. Specifically, the PSC established a two-phase schedule of the development and operation of the IEDR:

- Phase 1: The initial IEDR implementation shall enable at least five of the highest priority use cases with an expectation that there could be ten or more achieved. The PSIP reflects an expectation that Phase 1 will be completed within 24 months of the commencement of work by the Program manager; on or about August 11, 2023.
- Phase 2: The initial IEDR will be expanded and enhanced to enable approximately 40 additional use cases, building on the successful implementation and operation of Phase 1. The PSIP reflects an expectation that Phase 2 will be completed 36 months after the completion of Phase 1; on or about August 11, 2026.

The IEDR will include analytic tools to enable energy stakeholders to design and run useful queries and calculations that can operate across all data types in the IEDR. These analytic tools are intended to be a means to obtain valuable technical and business insights that will lead to improvements in the development and implementation of public policy, operational decisions, and investments that will accelerate the attainment of New York's climate and clean energy goals. Those tools' number and functionality should increase over time to align with, and support the use cases, that become

operational as part of the IEDR. The timing of the development and deployment of such tools will reflect consideration of the time and cost of development and implementation, the priority assigned to the use case(s) supported by the tools, and the extent to which the analytic tool is essential to provide efficient and useful access to the data related to the use case.

The IEDR Program will follow a development approach that is based on identifying and prioritizing IEDR use cases that provide the most value to New York's energy stakeholders. The IEDR Program activities will be continually framed through the evaluation and prioritization of use cases. Each potential use case will be evaluated based on the extent to which it will materially improve or accelerate investment, operational or regulatory decisions related to DERs, energy efficiency, environmental justice or electrification strategies for transportation and buildings that facilitate faster achievement of New York's REV and CLCPA goals. Other evaluative criteria will include consideration of the time and cost of designing, developing, and implementing data access related to the use case.

The IEDR will evolve to include the capability to perform additional functions to provide useful information derived from data acquired from various sources. While such additional functions will add value, their consideration will not delay achieving the operational milestones established in the IEDR Order. Such functions may include, but are not limited to:

- an automated background process that can compensate for missing interval data, prior to extensive deployment of smart meters, by synthesizing estimated customer interval data based on the customer's monthly consumption and the generic load profile of the customer type;
- calculation of a customer's bill estimates based on a customer's energy usage data and digitized tariff parameters; and
- using real and synthesized customer or system interval data to calculate network demand at user-specified grid locations.

All aspects of the IEDR Program, from development through operation, will readily accommodate adding new information sources, types, and functions as new needs are identified by stakeholders and prioritized as part of the IEDR development process. Over time, the IEDR is expected to evolve to include a wide range of useful information and functions. These may include information and functions related to weather, demographics, zoning, building attributes, land attributes, property taxes, real estate values, locations of environmental justice areas, EV registrations, EV charger types and locations, EV charger loads, localized grid load-serving capacity, DER aggregations by operator, DER aggregations by grid service, and power quality measurements.

Relational information that describes the relationships among the various data elements in the IEDR will materially affect the users' ability to find, analyze, and generate useful information. For example, with the right relational information maintained in the IEDR, stakeholders could identify energy consumers who are served concurrently by two separate and unaffiliated energy suppliers. While valuable relational information is expected to be provided by the IEDR's information sources, the IEDR platform will evolve to also have the capability to continually analyze various data sets to generate additional relational information that is not obtainable from the original sources.

Several related data initiatives have preceded the IEDR Program. Each of the Utilities has implemented an expanding portfolio of stakeholder-facing online resources that provide customer and system data access. The IEDR Order recognizes that time is needed to implement IEDR capabilities and provides guidance that the Utilities should maintain existing data access resources and continue developing currently planned resource enhancements and additions that would provide stakeholders with earlier access to more data. Accordingly, the IEDR Program's scope includes considering how these existing resources can contribute to the timely development and operation of the IEDR and the development of transition plans as the relationship between the IEDR and the existing resources becomes clear.

User access to the IEDR data and analytic tools will be governed by the access controls that reflect and align with each type of user's legitimate needs while preventing unwarranted access to information that does not serve those legitimate needs. Consequently, the IEDR Program will comply with all current or future policies and procedures that the Commission adopted on April 15, 2021 as described in *the Order Adopting a Data Access Framework*.<sup>5</sup>

## 4 Guiding Principles

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Purpose: Useful access to useful energy data is essential for achieving New York State's policy goals to make the electricity systems operating in the state cleaner, more resilient, and more affordable. Achievement of the state's climate and clean energy goals as articulated in the CLCPA and the REV initiative requires the deployment of clean energy solutions, the availability of which depends on and will be accelerated through providing access to integrated data related to energy customers and energy systems.

Value of Stakeholders: Meaningful stakeholder participation through all phases of IEDR development and operation is essential to the success of all aspects of the IEDR Program. For the IEDR Program to be successful, stakeholder participation must reflect the state's commitment to equity and environmental justice and provide engagement and feedback opportunities for a diverse range of stakeholder interests and geographic regions of the state.

Collaboration: All activities will be designed and conducted to facilitate meaningful stakeholder collaboration that is reflected by a shared understanding among participants of the purpose of the activity and enabled through the availability of relevant information and necessary resources.

Recommendations through consensus: Any reported recommendation will reflect the consensus of the participating parties and will be accompanied by a summary of differing/dissenting points of view that have been proposed for such recommendation.

Continuous improvement: The IEDR's design, operation, and management shall readily accommodate new information sources, information types, and analytic functions as new beneficial use cases emerge. Participating parties shall consider the capability of the IEDR to be nimble and adaptive to readily accommodate adding new information sources, types, and functions as new needs are identified by stakeholders and prioritized as part of the IEDR development process.

Procurements: IEDR Program procurements will be carried out to obtain the best overall value for New York State and involved stakeholders, with an eye toward accelerating implementation timelines, reducing initiative cost and risk, and protecting robustness of agreed-upon scope through sourcing qualified professionals and high-quality components to be deployed during the IEDR implementation.

Value experience: Overall design and implementation of the IEDR, as well as individual use cases, should consider the experience of other similar initiatives. Proven solutions will be preferred over re-invention or custom-built alternatives.

Balancing evaluative criteria: Consideration of any specific technology or approach will be evaluated considering both the sufficiency of the functionality and the total cost over the item's expected useful life or planning horizon. Options that can be implemented with sufficient functionality quickly may be valued over 'perfect' solutions that will take extended time to build.

Transparency: The work of the Program Sponsor, Program Manager, Advisory Group and Utility Coordination Group will provide transparency to stakeholders and the public at large through the posting of rosters, work plans, schedules, agendas and reports. Reports of decisions or recommendations will include a description of the criteria that was applied and the comparative weight assigned to each element.

Data privacy and security: The IEDR Program will operate in a manner that meets or exceeds the expectation of data security and privacy as required by applicable law, Commission policies and industry best practices.

Antitrust Policy: This Policy is designed to provide the IEDR Steering Committee, Advisory Group, and Utility Coordination Group with guidelines for compliance with antitrust laws. It is the duty of all participants to personally comply with antitrust laws. Under no circumstances shall any stakeholder engagement activity be used as a means for competing companies to reach any understanding, expressed or implied, which tends to restrict competition, or in any way, to impair the ability of participating stakeholders to exercise independent business judgment regarding matters affecting competition or regulatory positions.

## **5 Program Participants; Roles and Responsibilities**

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### **5.1 Stakeholders**

The universe of individuals and organizations that may be interested in the development and operations of the IEDR extends beyond the group of potential users of and contributors to the IEDR platform. In the broadest sense, this includes parties interested in providing professional services or supplying technical components for the IEDR. This Charter recognizes distinct interests of potential vendors to the IEDR and users and contributors of data.

Meaningful participation by stakeholders who may or will be users or contributors of data (hereinafter, "Stakeholders") is essential to the IEDR Program's success. Robust engagement by these Stakeholders is required to assure that the centralized platform provided by the IEDR will be a valuable and trusted resource that all interested parties can use to efficiently access and analyze the elements of the State's energy system and customer information that are most useful to them. Stakeholder engagement will play a critical role in defining and prioritizing the many use cases anticipated by the IEDR Order.

Stakeholders will have meaningful opportunities to contribute to the development of the IEDR through a robust schedule of workshops, technical conferences, periodic reports and other formats. These activities will be developed by the Program Sponsor along with and facilitated by the Program Manager in consultation with interested Stakeholders and the other IEDR Program participants discussed below.

All stakeholders will have the opportunity to actively participate in developing the IEDR and be informed of all IEDR Program activities through a broad array of communications channels described below in Section 7.

### **5.2 Utilities**

As the custodians of utility customer and utility system data, the active participation of the Utilities in all aspects of the IEDR initiative is essential to the IEDR Program's success. In addition to the participation of all of the Utilities as members of the UCG, the Utilities will be represented on the Advisory Committee and, most importantly, as active contributors to the full range of stakeholder meetings, workshops, technical conferences, and working groups.

### **5.3 Other Providers of Energy Data**

The value of the IEDR will be enhanced as sources of energy data expand beyond utilities to include data than can be provided by other providers of relevant information. The IEDR will be designed to scale and grow to effectively incorporate what is expected to be an evolving and expanding group of data resources including public sources such as weather data and other published data sets.

### **5.4 Steering Committee**

The Steering Committee is an interagency working group representing the State of New York that is responsible for monitoring all aspects of IEDR Program execution and operation. The Steering Committee will provide oversight of the development, implementation, and operation of the IEDR by addressing policy, schedule, and budget issues associated with the IEDR Program. As such, the Steering Committee is the "governing body" for the IEDR Program. The IEDR Steering Committee's responsibilities also include providing guidance and direction to the Program Sponsor and IEDR Program Manager. The Steering Committee will perform its functions over the life of the IEDR.

The Steering Committee comprises five representatives from the New York State Department of Public Service and four representatives from NYSERDA. Members of the Steering Committee will have the background and experience to contribute to the IEDR Program's success. Steering Committee members are expected to participate personally in scheduled meetings, and therefore the designation of substitutes, alternates, or proxies is prohibited. Each agency will designate one of its members of the Steering Committee to serve as a Co-chair of the committee. The Co-Chairs may, in their discretion, invite members of staff from each agency, the Program Manager and other members of the IEDR Project Team to attend and participate in meetings of the IEDR Steering Committee.

The names of the members of the IEDR Steering Committee and the meeting schedule will be posted on the IEDR Program website.

Deliberations and actions taken by the Steering Committee will consider, among other sources, the recommendations of the Program Sponsor and IEDR Program Manager and any reports or recommendations from the Advisory Group, Utility Coordination Group and other Stakeholders.

The Steering Committee will meet no less frequently than monthly to timely review and, when necessary, act on:

- Program issues that require Steering Committee awareness and possible actions or decisions;
- Significant program risks that require management and mitigation;
- Planned and unplanned deviations from the program scope, schedule, or budget; and,
- Upcoming program milestones, especially those that depend on Steering Committee actions or decisions.

The Steering Committee meetings will be scheduled no less frequently than monthly through August 2023 when the first phase the IEDR is scheduled to be operational. Thereafter, the Steering Committee will determine an appropriate meeting schedule commencing in September 2023. Meetings of the Steering Committee will be organized to provide for remote participation enabled by a New York approved virtual meeting technology.

To the extent feasible, Steering Committee monthly meetings will be scheduled to occur between regularly scheduled meetings of the Advisory Group.

In addition to its oversight responsibilities, the Steering Committee is responsible for

- Appointing Advisory Group members;
- Designating members of the Steering Committee or designees to participate as members of the UCG; and
- Adopting the IEDR Program Charter including provisions pertaining to the Advisory Group and UCG as well as consideration of any revisions that may be proposed by either the Advisory Group or UCG.

The Steering Committee will also review all recommendations and other inputs from the Advisory Group and Utility Coordination Group and ensure that the Program Sponsor and Program Manager appropriately incorporate that information into the program's various workstreams.

The Steering Committee will continue performing its duties as needed throughout the life of the IEDR Program.



## 5.5 Program Sponsor

The IEDR Order designated NYSERDA to assume the Program Sponsor's role with overall accountability for the IEDR initiative. The Program Sponsor is assigned responsibility for defining, initiating, overseeing, and facilitating the IEDR Program on behalf of the State. In carrying out its Responsibilities, the Program Sponsor will assure:

- Effective extensive collaboration with and among stakeholders, including the Utilities;
- Procuring the services of individuals and organizations that possess the necessary expertise and experience in the development, implementation, and operation of a data platform of similar scale and scope; and
- Unambiguous regulatory requirements including firm schedules and milestones.

The Program Sponsor's principal duties, discussed in more detail in the PSIP, include:

1. Creating the Program Charter to formally establish the IEDR Program's purpose, scope, guiding principles, objectives, participants, roles, and responsibilities;
2. Organizing the membership and initial meeting schedule for the IEDR Steering Committee;
3. Organizing the membership and initial meeting schedule for the Advisory Group;
4. Organizing the membership and initial meeting schedule of the UCG;
5. Specifying, procuring, overseeing, and administering the services provided by a professional Program Manager;
6. Providing the means and methods for expending the PSC directed funding related to the program and reporting of such expenditures and IEDR Program progress;
7. Ensuring robust stakeholder engagement throughout the life of the IEDR Program through multiple means of engagement and communication;
8. Monitoring adherence to the IEDR Program Charter by all program participants; and
9. Helping the Program Manager investigate and resolve issues that could negatively affect the program's costs, schedule, or benefits.

The Program Sponsor is responsible for obtaining and administering the funding authorized by the IEDR Order to execute the IEDR Program. This program funding will be provided from all jurisdictional electric ratepayers, as well as NYPA and LIPA.

NYSERDA, as Program Sponsor, is expected to manage and conduct procurements for professional services and program components. The procurements will be made in consultation with the Program Manager. The Program Sponsor may assign responsibility for a procurement, with the approval of the Steering Committee, if the Program Sponsor determines that it is in the best interests of achieving IEDR Program goals and objectives and that the interests of all stakeholders and the State of New York can be protected to the same degree as if the Program Sponsor conducted the procurement.

The Program Sponsor will file the initial and updated PSIPs and the Phase 2 proposal in accordance with the schedule:

- The Initial PSIP was filed with the Secretary to the PSC on March 11, 2021.
- The Updated PSIP to be filed with DPS Staff on or before August 10, 2021.
- The Phase 2 proposal to be filed with the PSC on or before January 15, 2023.

The Program Sponsor will continue performing its duties as needed throughout the life of the IEDR Program.

## **5.6 Program Manager**

The Program Manager is the entity responsible for organizing and administering IEDR design, development, and implementation. The Program Sponsor is responsible for specifying, procuring, and supervising services provided by a highly qualified professional Program Manager.

Among other activities that will be detailed in the solicitation for and/or contract with the Program Manager, the Program Manager will:

- Participate in meetings of the Steering Committee, Advisory Group, and Utility Coordination Group.
- Support all stakeholder engagement activities developed in consultation with and at the Program Sponsor's direction, including the implementation, facilitation, and documentation of a rigorous Advisory Group and general stakeholder engagement and communication process to inform and guide all phases of the program lifecycle.
- Develop and manage the IEDR Program schedule and budget.
- Develop specifications for the procurement, scope, and management of all professional services that will enable:
  - Development of the IEDR architecture;
  - Development and integration of detailed designs and specifications;
  - Deployment and integration of components and services;
  - Testing and commissioning the IEDR's capabilities;
  - System administration;
  - System operations; and
  - System and data security
- Develop specifications for the procurement and deployment all IEDR components.

- Coordinate the work performed by all program contributors to plan, design, deploy, test, commission, and operate the IEDR elements recognizing utility-specific elements that are separately deployed, operated, and maintained by the participating utilities should be the responsibility of the utilities and as appropriate, other program participants.
- Manage program risks and facilitate regular risk management meetings with the Program Sponsor.
- Prepare reports required by the Program Sponsor, including but not limited to monthly status and progress reports that address all aspects of the IEDR Program.

## **5.7 Advisory Group**

The Advisory Group will provide a venue to enable members of diverse stakeholder groups to meet together, discuss and collaborate so as to be able to timely provide informed commentary and guidance to the Program Sponsor and Steering Committee. The Advisory Group is an essential source of guidance and expertise but serves purely in an advisory capacity and is not vested with any decision-making authority.

The role of the Advisory Group and specific activities may be established from time to time by the Steering Committee. The general scope of Advisory Group activities includes:

- Timely review of and guidance related to IEDR use cases and their respective requirements and priorities;
- Guidance on planned IEDR capabilities including user interfaces and the overall experience;
- Guidance on means and methods for IEDR development and testing;
- Review of upcoming program milestones that depend on Advisory Group guidance;
- Member participation in use acceptance testing (UAT); and
- Participation in IEDR stakeholder surveys, focus groups, feedback sessions, or workshops.

Advisory Group members will be selected by the Steering Committee in consultation with the Program Sponsor which will also consider any suggestions by stakeholders. The Advisory Group members will reasonably represent all relevant stakeholder groups including, project developers, utilities, energy consumers, state and local government entities, and interested industry associations. The Steering Committee will establish the number of Advisory Group members to enable adequate representation across stakeholder groups while remaining manageable. Advisory Group members are not representatives of any particular group but are selected because of their recognized subject matter expertise and familiarity with the general interests of stakeholder constituencies. The Steering Committee may designate a Chair or Co-chairs of the Advisory Group.

The Advisory Group's members will be appointed for a term of twenty-four (24) months. The Steering Committee may appoint additional members to the Advisory Group at any time, recognizing however, the importance of establishing and maintaining the group's cohesiveness.

The Advisory Group meeting schedule will begin with monthly meetings. As the IEDR Program matures and stabilizes, the Advisory Group, in consultation with the Steering Committee, can determine that Advisory Group meetings' frequency can decrease to bi-monthly and then to quarterly.

The Advisory Group's meetings will be organized to provide for remote participation by members, enabled by an approved virtual meeting technology. All meetings of the Advisory Group will enable members of the public to observe the meeting and in appropriate cases, participate in the meeting in a manner established by the Advisory Group.

Members will serve without compensation.

The Advisory Group's meetings should be scheduled to occur midway between the Steering Committee's scheduled meetings to ensure enough time for transfers of information to and from the Steering Committee.

The Program Manager or Program Sponsor will facilitate meetings of the Advisory Group. Members of the Steering Committee, staff of DPS and the Program Sponsor and the Program Manager will be available as resources for the Advisory Group.

Regular and consistent participation in meetings will materially increase the effectiveness and efficiency of the group. Accordingly, Advisory Group members and the liaisons of the Steering Committee and Program Manager are expected to consistently and personally participate in the meetings. The designation of alternates, substitutions or proxies is prohibited.

The Advisory Group may establish one or more subcommittees to support its work. A subcommittee may include the participation of individuals who are not themselves members of the Advisory Group, provided that a majority of subcommittee participants are Advisory Group members. In extending invitations to

participate in a subcommittee, the Advisory Group will consider the subcommittee's objectives, providing for a diverse range of stakeholder interests and geographic regions of the state. The Advisory Group will establish a work plan that will define the issues for consideration, tasks, deliverables and schedule for any subcommittee. Copies of workplans will be posted on the IEDR Program website<sup>6</sup>.

The names of the members of the Advisory Group, the meeting schedule, meeting agenda and meeting summaries will be posted on the IEDR Program website.

The Advisory Group will continue performing its functions over the life of the IEDR.

## **5.8 Utility Coordination Group**

The Program Sponsor will convene the Utility Coordination Group (UCG) as established by the IEDR Order. The UCG will provide a venue for collaboration, coordination, and oversight of utility activities related to the design and implementation of the IEDR and alignment with the schedules and activities of the Data Access Framework proceeding (DAF). The UCG shall serve as the venue to address all issues related to the intersection of the IEDR and DAF.

The UCG will be comprised of members of the Steering Committee or their designees, two from DPS and two from NYSERDA, the Program Sponsor, the Program Manager, and the senior-level leader of each Utility IEDR implementation team that is established in compliance with the IEDR Order. NYPA and LIPA may also designate a senior-level leader of their organization responsible for IEDR related activities to participate as a UCG member. UCG members are expected to participate in the meetings consistently and personally. Regular and consistent participation in meetings will materially increase the effectiveness and efficiency of the group. Accordingly, UCG members and the Program Manager's liaison are expected to consistently and personally participate in the meetings. The designation of alternates, substitutions or proxies is prohibited. Members of the UCG may invite other members of their organizations to a UCG meeting to provide specific knowledge and expertise related to the UCG meeting agenda. Meetings of the UCG will be Chaired by a representative of DPS.

The UCG meeting schedule frequency will begin monthly. As the IEDR Program matures and stabilizes, the UCG, in consultation with the Steering Committee, may determine that the UCG meetings can be less frequent. Meetings of the UCG will be organized to provide for remote participation enabled by an approved virtual meeting technology.

The UCG may establish one or more subcommittees to support its work. A subcommittee may include the participation of individuals who are not themselves UCG members. The UCG will establish a work plan that will define the issues for consideration, tasks, deliverables, and schedule for any subcommittee.

The names of the members of the UCG, the meeting schedule, meeting agenda and meeting summaries will be posted on the IEDR Program website.

The UCG will continue performing its functions over the life of the IEDR.

## **6 Conflicts of Interest**

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All aspects of the IEDR Program design, operation and management, including, but not limited to, the IEDR Program procurement and contracting shall conform to applicable state and agency requirements intended to identify and avoid conflicts of interest that could impair the participant's satisfactory or ethical performance of duties or participation in the IEDR proceeding. A participating party shall have a duty to notify the Program Sponsor immediately if they reasonably believe that any actual or potential conflicts of interest may exist.

## **7 Communication of IEDR Program Activities**

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The Steering Committee, Program Sponsor, Program Manager, Advisory Group and UCG will each conduct its activities in a manner that promotes appropriate, timely and effective communication of its activities to all interested members of the public.

The Program Sponsor will create an IEDR-specific subpage on the NYSERDA website, which will include current and historical versions of the implementation plans, the IEDR Program Charter, an IEDR progress dashboard and other pertinent information related to the initiative. The IEDR webpage will provide a single repository for all IEDR information and will compliment filings contained in the Commission's Document and Matter Management System (DMM) related to this proceeding.

The Program Sponsor will also consider and utilize other additional communication methods that contribute to maximizing the effective communication of IEDR Program activities.



## **8 IEDR Program Budget**

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The Program Sponsor, with the support of the Program Manager, is responsible for developing and managing the IEDR Program budget. An initial IEDR Program budget for the period leading to the Program Manager's commencement of work is included in the PSIP. Thereafter, detailed budget information will be provided after procurements for the Program Manager and reported as part of the filing of the updated PSIP.

## 9 Reporting

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The IEDR Order establishes the requirements for publicly accessible reporting by the Program Sponsor. As described in the PSIP, the Program Sponsor will provide public reports and information through the following formats:

A publicly accessible IEDR Program Dashboard that presents a summary of the status of IEDR Program development and implementation.

Quarterly reports to the PSC that address the status of all aspects of IEDR Program activities. Among the topics to be included in the Program Sponsor Quarterly Reports are:

- Status of all aspects of the IEDR Program including scope, schedule and milestones highlighting any planned and unplanned deviations.
- Proposed activities to respond to deviations.
- A summary of stakeholder engagement activities including any recommendations or concerns that have been expressed by the Advisory Group and the Program Sponsor's response to such topics.
- A budget report that provides actual and predicted program expenditures and recommendations addressing whether budget and or scope modifications are needed.
- Identification of significant program risks that require management and mitigation.

The Program Sponsor will also file two milestone reports. The first is the Phase 1 Summary Report following the initial commencement of operation of the IEDR at the end of Phase 1. The second is an IEDR Phase 2 Proposal that will include any information necessary to support Phase 2 funding and authorization by the PSC, including details addressing the efforts and investments that are necessary at each utility to implement Phase 2.

## **10 Schedule and Calendar of Major Milestones**

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The Program Sponsor, with the support of the Program Manager, is responsible for developing the schedule of activities that will lead to the successful operation of the IEDR. An initial schedule of activities is presented in the PSIP that was filed on March 21, 2021. The PSIP also contains a Schedule of Major Milestones. The Program Sponsor will include the details of the evolving IEDR schedule as part of its preparation of updates to the PSIP and on the IEDR webpage.

## **11 Revisions to the IEDR Program Charter**

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This Charter may be revised by the Steering Committee, to reflect relevant changes to the IEDR Program's scope, guiding principles, objectives, participants, roles and responsibilities. Each such revision will be sequentially numbered and dated. The Charter will contain a section that lists each revision along with a brief summary of the revision(s) incorporated into the Charter.

# Endnotes

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- <sup>1</sup> Case 20-M-0082, Proceeding on Motion of the Commission Regarding Strategic Use of Energy Related Data, Order Implementing an Integrated Energy Data Resource, Order Implementing an Integrated Energy Data Resource (issued February 11, 2021). <http://documents.dps.ny.gov/public/Common/ViewDoc.aspx?DocRefId={3CDC0522-7F50-49E1-A053-EA236B3DED10}>
- <sup>2</sup> Case 20-M-0082, Proceeding on Motion of the Commission Regarding Strategic Use of Energy Related Data, Integrated Energy Data Resource Initial Program Sponsor Implementation Plan (filed March 11, 2021). <http://documents.dps.ny.gov/public/Common/ViewDoc.aspx?DocRefId={2D005F9C-2D03-407A-96A6-2210704920BE}>
- <sup>3</sup> Case 20-M-0082, Proceeding on Motion of the Commission Regarding Strategic Use of Energy Related Data, Whitepaper Recommendation to an Integrated Energy Resource, issued May 29, 2020. <http://documents.dps.ny.gov/public/Common/ViewDoc.aspx?DocRefId={43298F6A-3CA4-435F-BC9D-6DEF6F575836}>
- <sup>4</sup> Case 20-M-0082, Proceeding on Motion of the Commission Regarding Strategic Use of Energy Related Data, Order Adopting a Data Access Framework, issued April 15, 2021. <http://documents.dps.ny.gov/public/Common/ViewDoc.aspx?DocRefId={A228D385-3E0E-41BC-A433-8ABD62F8A6E4}>
- <sup>5</sup> Case 20-M-0082, Proceeding on Motion of the Commission Regarding Strategic Use of Energy Related Data, Order Adopting a Data Access Framework (issued April 15, 2021). <http://documents.dps.ny.gov/public/Common/ViewDoc.aspx?DocRefId={A228D385-3E0E-41BC-A433-8ABD62F8A6E4}>
- <sup>6</sup> <https://www.nysersda.ny.gov/All-Programs/Programs/Clean-Energy-Standard/Important-Orders-Reports-and-Filings/Integrated-Energy-Data-Resource>



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