Program Review Committee Charter

1 Background

The Western Power Pool (WPP) Western Resource Adequacy Program (WRAP) Program Review Committee (PRC) is a multi-sector representative group charged with receiving, considering, and proposing design changes to the WRAP Tariff ("Tariff") and Business Practice Manuals (BPMs). The PRC will be the clearing house for recommended design changes to the WRAP. These recommended changes could come from Participants, the Committee of State Representatives (COSR), the Board of Directors (BOD), other committees, stakeholders, or the public. The PRC is made up of 20 members from ten sectors.

2 Objectives

When a Concept (a suggested change to the Tariff and/or BPMs) is requested by a stakeholder, the processes and criteria for review by the PRC will be utilized as established in *BPM 301 PRC Workplan Development and Approval* and *BPM 302 Proposal Development and Consideration*. Note that Expedited Proposals from the Resource Adequacy Participants Committee (RAPC) are processed according to the processes and criteria established in *BPM 303 Expedited Review Process*, while Amendments to Tariff Schedule 1 and the WRAP Agreement (WRAPA) are processed per *BPM 304 Amendments to Schedule 1 and WRAPA*.

3 PRC Deliverables

Change Request Forms (CRFs) describing a Concept can be submitted at any point during a year. The Program Administrator will inspect submitted CRFs within 15 days of their submission and inform the Lead Sponsor of the Concept if the CRF is incomplete. The final day for stakeholders to submit complete CRFs describing a Concept is December 31st.

1) Program Administrator CRF Compilation and Review (See Appendix B)
    - The Program Administrator will compile all CRFs completed and submitted that year and begin an initial review January 1st the following year and deliver them to the PRC by January 15th to facilitate the development of a Workplan (a plan of action that identifies Concepts for development into Proposals) for that year. The completed Workplan identifies the Concepts that will be developed into full Proposals by Task Forces, that are then distributed for comment. A Lead Sponsor can petition to have a Concept treated as Non-Task Force Proposal (NTFP) if it is straightforward or already sufficiently developed; if the Program Administrator and the PRC agree with the Lead Sponsor the NTFP is distributed for comment without further development by a Task Force as part of a Workplan.
2) Assessment of Non-Task Force Proposal Requests (see Appendix D)

- If a Concept is submitted at any time and flagged as a NTFP and the Program Administrator agrees, the PRC will consider the CRF at the next scheduled PRC meeting. If the PRC then determines the CRF meets the NTFP criteria, the NTFP will proceed to the Proposal review and consideration process, as described in *BPM 302*.

3) PRC Concept Prioritization
    - Following the delivery of completed CRFs to the PRC by January 15th, the PRC will prioritize Concepts by February 1 using a PRC-determined method involving established criteria.
4) Program Administrator Level of Effort Ranking
    - The Program Administrator will work with the Program Operator to give each Concept in the PRC prioritized list a level of effort ranking, as well as the anticipated timeline to develop the Concept into a Proposal, by February 15.
5) Draft Workplan and Comment Period
    - The PRC will then complete a draft Workplan by March 15 and publish it for comment until April 15.
6) Draft Workplan Revision
    - The Program Administrator will compile all comments and distribute them to the PRC. The PRC will then have until May 15 to revise the draft Workplan as it sees fit. The PRC will then distribute the revised Workplan to both the Board and the RAPC (and post it publicly).
7) Board Consideration of Workplan
    - The Board will consider the Workplan in public session no later than its next quarterly meeting. Board approval will trigger implementation of the Workplan and Proposal development. The Board will determine the next steps if it does not approve the Workplan or seeks revisions (to be completed by the PRC June 30th).
8) Task Force Creation
    - In accordance with the schedule and guidance provided in the Board-approved Workplan, the PRC will identify Task Forces to develop Workplan Concepts into Proposals for review, comment, and consideration. The PRC will take nominations for Task Force participation, in addition to the Concept's Lead Sponsor, and determine the roster for each Task Force.
9) Proposal Drafting Process
    - Task Force leadership will provide monthly status updates to the PRC. The PRC may provide feedback to the Task Force, including working with the Program Administrator, Program Operator, and RAPC to consider the implementation schedules of multiple Concepts.
10) Proposal Ready for Comment (see Appendix C)

- Once a Task Force has completed the development its Concept into a Proposal, including a set of questions for stakeholder consideration and a feasibility review form the Program Operation and Program Administrator, the PRC will verify its completeness and direct the Program Administrator to post it for public comment (note NTFPs are published directly on the WPP website for public comment). This review by the PRC is not an endorsement. If the PRC determines the Proposal is incomplete the PRC will provide feedback to the Task Force.

11) Optional Proposal Review Webinar
    - The Task Force can recommend the Program Administrator host a webinar with the support of the PRC or Program Operator, as needed, to introduce the Proposal to the Public.
12) Public Comment on Proposal (See Appendix C for Concepts and Appendix D for NTFPs)
    - For NTFPs the term "Task Force" implies the Lead Sponsor. The Task Force will recommend to the PRC a duration of no less than two weeks for the open public comment window, with the deadline set by the PRC depending on the Proposal's complexity. After the public comment period ends, the Task Force will review all comments and update the Proposal at its discretion, informing the PRC of any changes.
13) COSR Comments
    - The updated Proposal will be published on the WPP website for review along with a summary of comments and any changes made. The Task Force will recommend a duration for the COSR comment period, but the deadline will be determined at the PRC's discretion. The Task Force will then review any COSR comments and further update the proposal at its discretion.
14) PRC Consideration of Proposal
    - The PRC will host a public meeting to review comments on a Proposal and any updates made by the Task Force, and consider whether to endorse the Proposal to the RAPC via either consensus or voting. The Proposal will progress to the RAPC regardless of the outcome, but attaining PRC endorsement will lower the RAPC voting threshold per the Tariff.
15) RAPC Consideration of Proposal
    - If the RAPC endorses a Proposal with changes the COSR may notify the PRC within two weeks of the vote that it seeks additional public review. The Proposal will be posted to the WPP website for a further two-week public comment window. The PRC will summarize the comments, but no further changes will be made to the Proposal.
16) Board Consideration of Proposal

- At the discretion of the Board, the Program Administrator will work with Task Forces and the PRC to host a study session on Proposals that have come before the Board for approval. If the Board determines that changes are needed it may send the Proposal back to any stage in the drafting or review process.

4 Resources

WPP will provide management and facilitation support to the PRC. WPP will work collaboratively with the PRC Co-Chairs to create agendas and keep the Workplan development and Proposal reviews on schedule and coordinate support from others. WPP will also provide and maintain a web-based collaborative platform site for use by the PRC. This site will capture past documentation and ongoing documentation work. WPP will coordinate external communications regarding progress of the PRC (press releases, public meetings) as appropriate. As needed, WPP can also provide limited legal support for PRC processes.

5 Procedures

Meetings

PRC meetings will be one hour long and held twice per month from January through June and once per month from July through December. As needed, these meetings will be extended to 90 or 120 minutes with at least one week of notice. Additional or replacement meetings may also be required and scheduled with advance notice. Meeting dates will be noticed at least 5 days in advance on the WPP website. Co-Chairs may call special meetings that will be noticed in advance on the WPP website as soon as possible (these may be noticed less than 5 days in advance).

PRC Meetings will be open to the public. The public will attend in listen only mode; the Co-Chairs have the discretion to allow public comment at PRC meetings if time allows, however, PRC members will have priority for discussion. The PRC will accept written comments, which will be posted to the WPP website. The PRC will take written comments under advisement but will not issue direct responses to comments. The PRC may schedule time in the agenda for public comment as necessary.

Co-Chairs may close discussion of some agenda items to the public if good cause exists, although this is expected to be an uncommon occurrence. Prior to closing an open session, Co-Chairs will announce the purpose and topics to be discussed in the closed session. No votes will be held in a closed session.

High-level minutes of the meetings open to the public will be posted to the WPP website, along with meeting materials and recordings. Minutes will include topics discussed and decisions reached.

Quorum

The quorum for a meeting of the PRC shall require the presence of at least six of the ten sectors. Presence means that for sectors with four seats, presence of at least three out of four representatives and for sectors with two seats, presence of both representatives. A lesser number may adjourn the meeting to a later time.

Representative Term Minimum

PRC Representatives are encouraged to serve through the end of August to allow for Workplan completion and potential onboarding of new PRC Representatives before Workplan development begins.

Co-Chairs

The duties of the Co-Chairs will include:

1. Development of meeting agendas
2. Facilitation of meetings, ensuring committee members are given time to speak and contribute as appropriate, discretion to allow public comment
3. Conducting any formal votes as needed
4. Working to ensure that meeting and committee objectives are achieved
5. Calling a special meeting outside regular schedule with advance notice
6. Closing part of meeting as necessary to discuss sensitive materials.

During the course of discussions and debates, it is recognized that the Co-Chairs will sometimes need to represent views or considerations particular to their sector. Whenever a Co-Chair is expressing their particular sector views or considerations, they will note this to the committee. The Co-Chairs will be supported by WPP to fulfill their duties.

Decision Making

The PRC will strive for and will act on the consensus of its members. However, in the event consensus cannot be obtained, voting procedures will be utilized. Voting will be by sector. For any vote to move forward, the following rules apply:

- At least six of the sectors enumerated below must approve in order for the PRC to be considered to be in favor of the action
- For sectors with 4 seats, 3 out of 4 representatives must approve in order for the sector to be considered to be in favor of the action
- For sectors with 2 seats, 2 out of 2 representatives must approve in order for the sector to be considered to be in favor of the action

- If a vote is taken during the design revision process trial run (i.e., consensus is not reached) and an item is passed, the PRC will write up a minority write up to accompany the approved item.
- In the event that a sector representative resigns the designated alternate will act as the interim representative in place of the resignee until another representative is selected by the respective sector. The resignee will inform their sector that designation of a new WRAP PRC representative is necessary at the time of resignation.

Alternates and Proxy Voting

There will be one alternate per representative. Official representatives must provide at least one hours' notice, at Chair/Co-Chair's discretion, to Chair/Co-Chairs that the alternates will be attending (similar to WECC model). If alternates attend meetings regularly to ensure they are up to speed when asked to fill in for their representative, they are in listening-only mode when not filling in. Proxy voting is allowed; representatives can give their proxy to an alternate or to a fellow PRC member by notifying that individual and the chair/cochairs with one hours' notice, at Chair/Co-Chair's discretion, indicating the intent and for which vote(s) and/or dates the proxy is given.

- In the event that a sector representative resigns the designated alternate will act as the interim representative in place of the resignee until another representative is selected by the respective sector. The resignee will inform their sector that designation of a new WRAP PRC representative is necessary at the time of resignation.

Working Together (principles of engagement)

PRC representatives will strive to represent their respective sectors while working in the best interest of the region. A spirit of collaboration will govern discussions, and the PRC will strive to manage cordially through conflicts and differences of opinion. Consistent attendance and engagement at PRC meetings by the identified PRC representative are critical.

The PRC may make use of sub-groups as needed; however, all final approvals and decisions of the PRC will be via at least quorum committee participation.

6 Communications

Project Management Team and Co-Chair	The Co-Chairs will work with WPP on routine logistical issues
PRC reps to their sectors	It is the responsibility of the sector representatives to provide two-way communication between their sectors and the PRC to ensure accurate representation of the sectors' needs and concerns. Such communications will be consistent with any PRC confidentiality expectations
Amongst PRC reps	Communications among the PRC representatives are encouraged as appropriate; all issues coming before the PRC for decision should be discussed in the full PRC forum. The PRC will strive to perform most of its discussions in its meetings but may make use of email dialogue as appropriate

7 Workplan Schedule

Activity/Milestone	Deadline	Process Owner
Final day to submit Change Request Forms	December 31st	Lead Sponsor
Concept compilation delivered to PRC	January 15th	Program Administrator
PRC prioritization of Concepts	January 15th - February 1st	PRC
Level of effort review	February 1st - February 15th	Program Administrator/Program Operator
Completion of draft Workplan	February 15th - March 15th	PRC
Stakeholder comment period	March 15th - April 15th	Stakeholders
Revision of Workplan	April 15th - May 15th	PRC
Distribution to the Board	May 15th	Program Administrator
Board approval of Workplan	June 30th	Board

8 Composition

As stated in the WRAP tariff, the PRC will be comprised of members from the following sectors and each sector will appoint its own representatives.

1. Four (4): RAPC Participant Investor-Owned Utilities (IOUs)
2. Four (4): RAPC Participant Publicly-owned (consumer or municipal) Utilities (POUs)
3. Two (2): RAPC Participant Retail Competition Load Serving Entity (LSE)
4. Two (2): RAPC Participant Federal Power Marketing Administration
5. Two (2): Independent power producers/marketers
6. Two (2): Public interest organizations
7. One (1): Retail customer advocacy group
8. One (1): Industrial customer advocacy group
9. One (1): LSE, or designated representative, with loads in the WRAP represented by other LREs and is otherwise not eligible for any other sector
10. One (1): COSR (chair, vice-chair, or designated representative)

Sectors with more than one representative should strive for regional, operational, and other forms of diversity representation. The two- and four-seat sectors shall strive for their representation to come from two or four different geographic regions, respectively. The four geographic regions for this purpose are grouped as follows:

1. West Coast: WA, OR, CA
2. Rockies: MT, WY, UT, ID, SD
3. Southwest: AZ, NM, NV, CO
4. International: Canada, Mexico

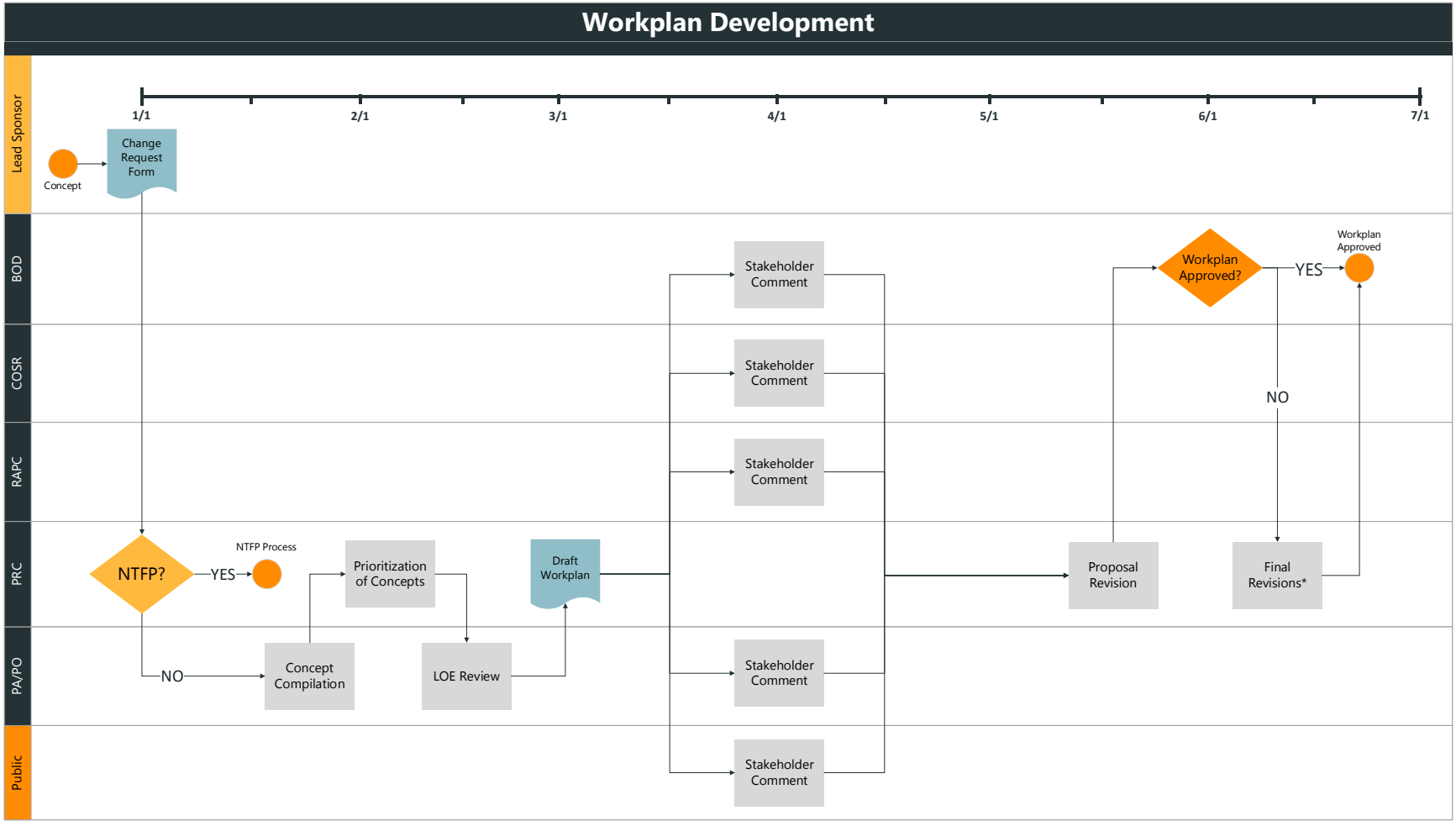
The current PRC roster is recorded in Appendix A.

Appendix A - Current Representation

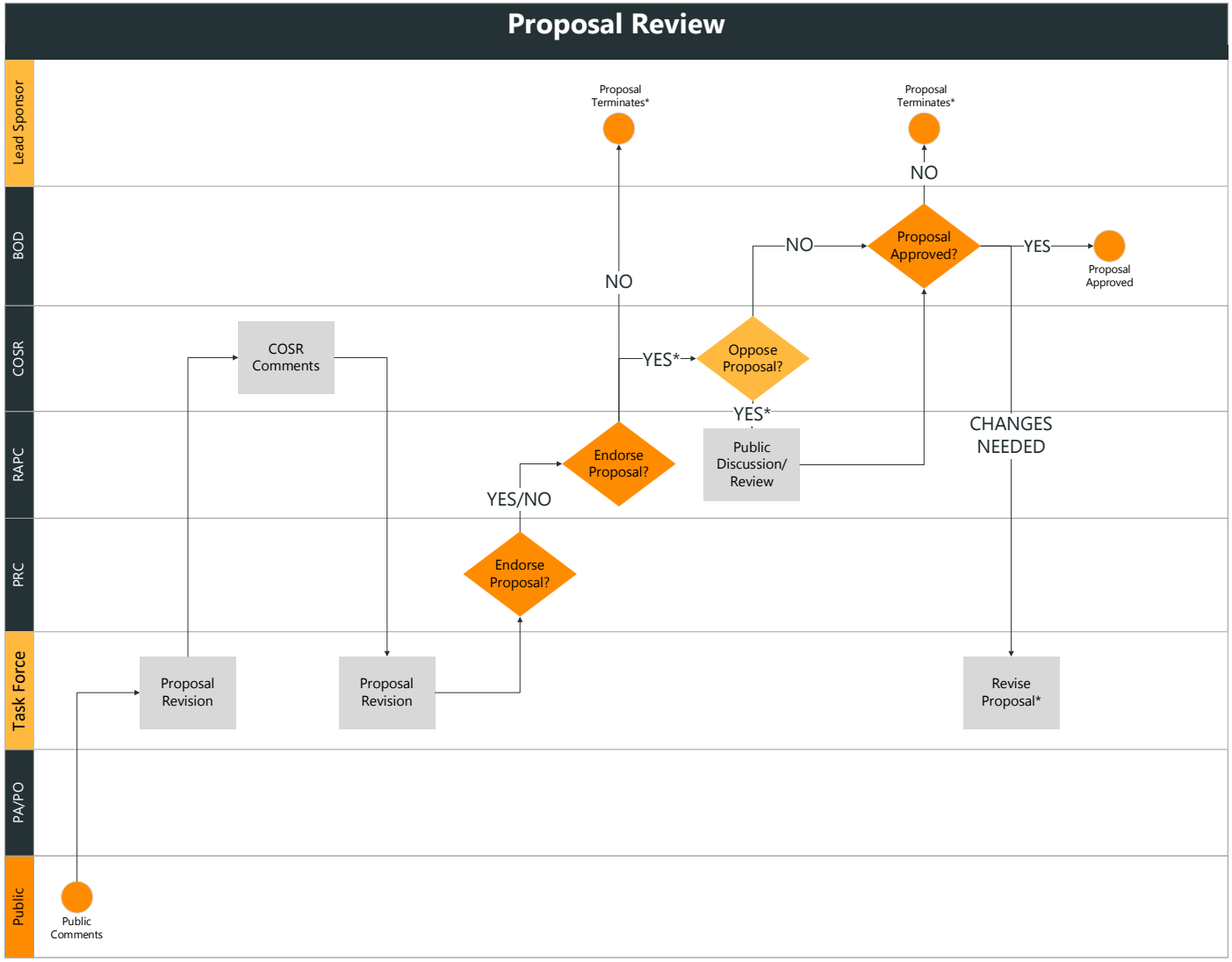
Sector	Representatives
RAPC - IOUs	Puget Sound Energy – Phil Haines philip.haines@pse.com Idaho Power Company – Camille Christen cchristen@idahopower.com Arizona Public Service – Brandon Holmes brandon.holmes@aps.com Powerex – Ryan Holyk Ryan.Holyk@powerex.com
RAPC - POUs	Salt River Project – Michael Reynolds Michael.Reynolds@srpnet.com Grant PUD – Michael Frantz mfrantz@gcpud.org Seattle City Light – Mara Kontos mara.kontos@seattle.gov Tacoma Power – Ray Johnson crjohnson@cityoftacoma.org
RAPC - Participant Retail Competition LRE	Calpine – Bill Goddard billgoddard42@gmail.com
RAPC - Federal Power Marketing Administration	BPA – Alexander Stewart alstewart@bpa.gov BPA – Ashley Haggerty ADHaggerty@bpa.gov
Independent power producers/marketers	Invenergy – John Cooper jcooper@invenergy.com InterWest – Ben Fitch-Fleischmann ben@interwest.org
Public interest organizations	Northwest Energy Coalition (NWEC) - Fred Huette fred@nwenergy.org Renewable Northwest

	- Max Greene max@sanger-law.com
Retail customer advocacy group	Utah Office of Consumer Services – Bela Vastag bvastag@utah.gov
Industrial customer advocacy group	Alliance of Western Energy Consumers (AWEC) – Sommer Moser sjm@dvclaw.com
LSE (or representative) with loads in the WRAP represented by another LRE and otherwise not eligible for any other sector	Northern Wasco PUD - Damian Pellicori damon-pellicori@nwascopud.org
COSR	Utah Division of Public Utilities - Director Chris Parker chrisparker@utah.gov

Appendix B –Workplan Development Process



Appendix C – Proposal Review Process



Appendix D – Non-Task Force Proposal Review Process

