**California Energy Efficiency Coordinating Council (CAEECC)**

**Composition Diversity Equity & Inclusion Working Group (CDEI WG)**

**Final Prospectus**

**Approved at the Full CAEECC Meeting 12-2-2021**

**Modified at the 1-13-2022 1st WG Meeting**

*Note: A small group of CAEECC Members and other invited outside stakeholders (the “WG design team”) convened to help develop this Prospectus and develop a draft recruitment strategy for the full WG process.[[1]](#footnote-2)*

# Working Group Charge & Scope:

The charge and scope of the CAEECC Composition Diversity Equity & Inclusion Working Group (CDEI WG) includes two intrinsically linked elements:

1. **Review CAEECC membership** including composition of the *organizations* on CAEECC, as well as diversity of *Member representatives*. Identify next steps to address any composition and diversity issues, including overcoming any identified barriers to participation.
2. **Recommend additional ways to create a more diverse, equitable, inclusive, and accessible CAEECC collaborative** to (a) allow for wider access and easier participation from a wider array of stakeholders and (b) tofoster a space to ensure that CAEECC’s recommendations on policies and programs are grounded on input from a more inclusive and diverse group.[[2]](#footnote-3)

# Background/History/Context:

The impetus for reviewingCAEECC Membership stems from Ground rule 7, adopted in 2019, which states that “Periodically (i.e., every other year) the CAEECC should consider whether important broad stakeholder clusters are missing from current CAEECC make-up—e.g., an organization specializing in social justice issues.”[[3]](#footnote-4)

A number of changes related to ongoing transitions in the California energy efficiency landscape warrant careful consideration within the context of reviewing CAEECC Membership and its Diversity, Equity, and Inclusion practices. There are many changes for the Working Group to consider. For instance, the launch of the new Equity and Market Support segments[[4]](#footnote-5) – and relatedly, energy burden, disproportionate impacts of COVID on low-income communities and communities of color, and other inequities in energy efficiency. (Note: CAEECC focuses exclusively on market-rate energy efficiency programs, not on the Energy Savings Assistance Program). Other relevant changes include the forthcoming launch of the statewide Market Transformation portfolio and independent Administrator[[5]](#footnote-6), as well as the ongoing transition towards greater third-party involvement in the design, implementation, and delivery of energy efficiency programs.[[6]](#footnote-7)

Originally, the focus of the WG was going to be solely on membership composition. However, at the request of the California Public Utilities Commission (CPUC), the scope expanded to include charting a course for CAEECC to be a leader in actively engaging and uplifting the voices and perspectives of marginalized people and communities as CAEECC develops and delivers work products to inform CPUC policies and proceedings and provide input on the programs offered by the energy efficiency program administrators. Through a more diverse CAEECC, recommendations on policies and programs will be based on input from a more inclusive and diverse group of stakeholders.

The WG will explore different aspects of Diversity which could include but is not limited to racial, cultural, ethnic, abilities, gender, economic, religious, and generational diversity. The intent of this work is to foster greater impact and stronger and more equitable outcomes in CAEECC’s energy efficiency work. Historically, the representation of CAEECC Member organizations has been more homogeneous than representative of the diverse communities across California.

# Questions/Topics to Explore:

**Membership Composition**

* *What is the vision/goal of evaluating CAEECC membership?*
* *What types of organizations are under-represented or missing altogether as CAEECC Members?*
* *What measures can be taken to better reach under-represented peoples and organizations, such as Native American tribal groups?*
* *What are the barriers/potential reasons for those gaps (e.g., recruitment, capacity, familiarity with EE policy and program requirements, scope of CAEECC)?*
* *What types of organizations, if any, might be over-represented on CAEECC?*
* *Would funding or other resources facilitate under-resourced organizations’ participation as CAEECC Members and/or in CAEECC Working Groups? (Note: consider coordinating with CPUC on possible pilot opportunities)*
* *Other topics/solution ideas as appropriate*

**Diversity Equity & Inclusion**

* *How can we diversify the lead and/or alternate representatives from CAEECC Member organizations on CAEECC?*
* *What forms of diversity does CAEECC want to foster (e.g., race as well as gender, gender identity or expression, sexual orientation, national origin, citizenship, age, ability, veteran, religion, income)?*
* *What additional facilitation practices can we employ to foster more inclusive meetings?*
* *What Member recruitment and retention strategies would advance our DEI commitment (e.g., possible compensation, geographic inclusivity in the context of future in-person meetings)?*
* *What organizational and educational development practices should the CAEECC consider (e.g., building DEI competencies or DEI training for Members and the Facilitation team; creating EE policy basics trainings; updating the CAEECC website and/or Charter)?*
* *Other topics/solution ideas as appropriate*

# Approach

The WG will first gather information, such as best practices and information on what other jurisdictions and stakeholders are doing to increase more diverse participation in their regulatory efforts (e.g., through research and interviews). Then, the WG will discuss and develop recommendations for CAEECC.

# Meeting Dates and Tasks:

As illustrated in the table below, the WG will run from January through March 2022. Foundational work will begin in October 2021, and implementation of recommendations will be completed by August 2022.

There will be four WG meetings, spaced out approximately every three weeks. All WG meetings will be convened in a virtual format and each meeting will last approximately three hours.

*Table 1: Meeting Dates and Tasks*

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| **Meeting #** | **Date** | **Tasks/Objectives** |
| Facilitation Team/CAEECC Leadership Prework | Dec 2021-  January 2022 | * Outline lessons learned from other jurisdictions and stakeholders to inform the January meeting |
| Optional CAEECC Onboarding | January 11, 2022 | * Introduction to CAEECC (e.g., purpose, structure, history, charter, and approach to seeking consensus) |
| 1st meeting | January 13, 2022 | * Review Prospectus—including scope, approach, and timeline * Educational sharing (e.g., brief overview of CAEECC historical practices; existing DEI terms, including those in the ESJ Action Plan 2.0; what other jurisdictions are doing; organizational best practices) * Identify common vision/shared goal * Outline further details of what will be covered in this group * Begin to evaluate questions/topics to explore as outlined above |
| 2nd meeting | February 3, 2022 | * Discuss key participation and access barriers and issues * Outline ways to enhance CAEECC’s ability to center equity and develop energy efficiency policy and program recommendations through a DEI lens * Further evaluate questions/topic to explore as outlined above * Brainstorm possible solutions/recommendations |
| 3rd meeting | February 23, 2022 | * Develop draft recommendations |
| 4th meeting | March 5, 2022 | * Finalize recommendations |
| Optional additional meeting(s) –only if needed | Spring/ Summer 2022 | * Potentially assist with implementing recommendations (only if needed) |

# Timeline for Approving & Finalizing Recommendations

The WG recommendations will be presented for approval at the March 31, 2022 Full CAEECC meeting. To the extent feasible, all recommendations will be implemented no later than August 2022 – for recommendations requiring a longer-term time horizon, an implementation plan and timeline will be developed.

# Deliverable:

A Report delineating recommendations for the full CAEECC’s consideration and approval.

# Working Group Members:

The WG will be open to representatives from any CAEECC Member organization, plus other qualified organizations who meet CAEECC’s application criteria. Selection criteria includes a commitment to attending all meetings (either the lead or designated alternate), abiding by all CAEECC WG Groundrules (Appendix A), completing assigned work between meetings, and having experience in DEI and/or energy efficiency.

The Public can observe WG meetings, and there will be opportunities for public input. Representatives from the California Public Utilities Commission’s (CPUC’s) Energy Division and Executive Division will be Ex Officio WG members.

# Facilitation Team:

Katie Abrams (CONCUR) will facilitate the WG, under the guidance of Dr. Jonathan Raab (Raab Associates) and Co-Chair Lara Ettenson (NRDC), and with operational support from Susan Rivo (Raab Associates).

# Appendix A: CAEECC Working Group Groundrules Adapted for CDEI Working Group

*Note: This is an adapted set of groundrules, based on the broader set of CAEECC Working Group Groundrules, that reflects the goals/needs of this particular WG process. Specifically, the 9 Norms have not been used before in CAEECC WGs and are being pilot tested here.*

**Norms**

1. Make space, take space (share the mic).
2. Stories shared here stay here; what is learned here leaves here.
3. Share your unique perspective: share your unpopular opinion!
4. Generative thinking: "yes, and" instead of "yes, but".
5. Listen from the "We", speak from the "I".
6. Offer what you can; ask for what you need.
7. Be inquisitive.
8. Assume best intent.
9. Be empowered to share impact.

**Groundrules**

**At Meetings:**

1. Commit to attending all four Working Group meetings (either the organization’s lead representative or a designated alternate).
2. Come prepared to discuss agenda items (i.e., by reviewing all documents disseminated prior to the meeting).
3. Be concise so that everyone who wants to provide input has an opportunity to do so.
4. Minimize electronic distractions during meetings.

**Between Meetings:**

1. Notify the Facilitator Team prior to the meeting (by telephone or e-mail) if you cannot attend a meeting and provide an alternative from your organization if possible.
2. Be responsible for actively tracking Facilitator Team and Co-Chair communications, as well as relevant proceedings and policies.
3. Provide input, feedback, and written material when requested by the Facilitation Team or Co-Chairs in a timely manner.
4. Any presenter (Member or their proxy or designee) should have their presentation ready for posting at least five (5) business days prior to the meeting; and presenters should work with the Facilitator Team prior to the posting deadline to help ensure that materials are clear, concise, and on topic
5. Discuss pertinent matters with the Facilitator Team and Co-Chairs when and if the need arises.

**Substantive Issues (Discussing Issues, Developing Options, and Exploring Agreement)**

1. The goal of the process is to fully explore substantive issues by defining options, eliciting constructive feedback, clarifying and narrowing points of divergence, seeking consensus where feasible, and documenting points of convergence and any remaining divergence.
2. During the substantive discussions, if a Member cannot agree to support a substantive option under consideration, that member should explain why and propose a specific alternative that they can support.
3. Documentation of consensus and multiple options on any particular issue in the Working Group’s Final Report would include a clear description of each option and supporting rationale, and include the Members supporting each option. The Working Group Members will review and approve the wording in the Final Report, and those supporting each option on a non-consensus issue will be responsible for drafting the final description and rationale for the option.
4. The Working Group in consultation with the CPUC will determine the most appropriate way to file the Final Report at the CPUC.

**Process Issues**

1. For **process related issues** (including setting meeting dates, finalizing agenda designs, etc.), the Facilitator Team in consultation with the Co-Chairs and Energy Division, will have the responsibility to make these decisions.
2. All the other pre-existing CAEECC Facilitator roles and responsibilities will apply.

**Virtual Etiquette**

1. Log on a few minutes early, if possible, to ensure your technical connection is working.
2. Share your video – this fosters engagement and helps mimic an in-person meeting setting.
3. Raise your hand (WebEx feature) to enter the queue to speak—then wait for the Facilitator to call on you.
4. Mute yourself when you’re not speaking.
5. Note that WG members will be “panelists” (able to speak and share their video), while members of the public will be “attendees” (able to see and hear everyone, but unable to unmute or share video).

1. The Design Team was facilitated by Katie Abrams, CONCUR, and comprised of Alejandra Tellez, 3C-REN; Alison LaBonte, CPUC; Fabi Lao, CSE; Lara Ettenson, NRDC; Lujuana Medina, SoCalREN; Melanie Peck, The Energy Coalition; Monica Palmeira, CPUC; and Nils Strindberg, CPUC [↑](#footnote-ref-2)
2. This element of the WG is in alignmentwith Goal 5 of the CPUC’s Environmental and Social Justice (ESJ) Action Plan, which calls on the CPUC to “Enhance outreach and public participation opportunities for ESJ communities to meaningfully participate in the CPUC’s decision-making process and benefit from CPUC programs. See the ESJ AP page at the CPUC, located here: [Environmental and Social Justice Action Plan (ca.gov)](https://www.cpuc.ca.gov/news-and-updates/newsroom/environmental-and-social-justice-action-plan) [↑](#footnote-ref-3)
3. Groundrule #7, page 8, of the “CAEECC Goals, Roles & Responsibilities”, within “Appendix A: CAEECC Membership: Criteria and Process”. Available on the About Us section of the CAEECC website: <https://www.caeecc.org/caeecc-info> [↑](#footnote-ref-4)
4. In [CPUC D. 21-05-031](https://4930400d-24b5-474c-9a16-0109dd2d06d3.filesusr.com/ugd/849f65_ca8e0232f263499a80fdcecaaafaab72.pdf), the Commission directed Program Administrators to “further segment their portfolios based on the primary program purpose, into the following three segments”: Resource Acquisition, Market Support, and Equity. [↑](#footnote-ref-5)
5. See Decision 19-12-021: <https://docs.cpuc.ca.gov/PublishedDocs/Published/G000/M321/K507/321507615.PDF> [↑](#footnote-ref-6)
6. In [CPUC D.18-01-004](https://4930400d-24b5-474c-9a16-0109dd2d06d3.filesusr.com/ugd/0c9650_87ed0c0dfad84be2afdea812e30f2a53.pdf), OP 1, the Commission directed the California investor-owned utilities to allocate at least 60% of their Business Plan budgets to third-party programs by the end of 2022. [↑](#footnote-ref-7)