
TECHNICAL COORDINATING SUBCOMMITTEE CHARTER

BACKGROUND

The Technical Coordinating Working Group of the Vermont System Planning Committee was created at the initial meeting of the group to act as a bridge among the various other subcommittees and to explore crosscutting and overlapping issues that may come before the other subcommittees and the full committee. The Technical Coordinating Subcommittee can serve as a microcosm of the whole process; it can allow something short of having to convene the whole VSPC to get some guidance and direction on an issue. The overall charge to this group is to coordinate and ensure that the standing subcommittees and project study groups are working in a coordinated and positive way.

A secondary role for this subcommittee is to cover cross-cutting issues that are not neatly placed in one of the other subcommittees. This subcommittee could also serve as an ad hoc filter for the work of other committees, assisting in framing issues for consideration by the VSPC. Specific tasks will include:

1. Provide guidance on all cross-cutting, detailed technical assumptions.
2. Help to set work priorities of the other subgroups to fit the needs of other subcommittees .
3. Serve as a bridge between the individual utilities and the subgroups on issues that affect more than one subgroup (so that tasks can be efficiently moved forward).
4. Review the assignments/responsibilities of the other standing subcommittees for overlap and/or gaps.
5. Frame for VSPC consideration issues of general concern such as equivalence and cost allocation .
6. Recommend additional subcommittees or project study groups.

DELIVERABLES

The Technical Coordinating Subcommittee has two primary deliverables:

1. The agenda, meeting plan and materials for each meeting of the full VSPC.
2. Action between meetings as needed to keep the work of the VSPC moving forward and to take actions that have time sensitivity, with ratification by the full VSPC to be sought at the meeting following such action.

CRITICAL SUCCESS FACTORS

Success of the TCSC will be measured by the timely preparation and distribution of the agenda and meeting materials prior to each quarterly meeting of the VSPC.

DECISION MAKING PROCESS

The subcommittee will seek to operate on a consensus basis. Committee members who remain in disagreement with the majority conclusion will be free to make alternate arguments to the VSPC where issues will be resolved under the voting structure adopted for that group. While the TCSC is comprised of members of the other sub-committees, it anticipates soliciting, from time to time, input from other members of other subcommittees, VELCO, as well as other experts in other related fields who may have insight to offer. To the extent that there is a need for this group to “referee” actions of other committees, this will be done in a written recommendation to the VSPC for its action.

OPERATING PROCEDURES

The Subcommittee will meet as necessary between VSPC meetings to fulfill its role. Notice of meetings will be distributed to the full VSPC at least five days in advance of each meeting. An agenda and any necessary support materials will be distributed in advance of each meeting to all Subcommittee members and to other interested persons. Minutes will be taken at each meeting and distributed and posted to the VSPC website following each meeting.