

ATTACHMENT E

RTO WEST ROLES, RESPONSIBILITIES AND PROCESS FOR REGIONAL REPRESENTATIVES GROUP (RRG) AND WORK GROUPS

The RTO West development process is proceeding under the guidance of the Northwest RTO Collaborative Process Plan dated April 6, 2000. This plan offered general guidelines for the roles and responsibilities of the five plan elements but did not describe these responsibilities with specificity or the processes to carry them out. A more detailed graphic presentation of the relationships between the RRG, the Work Groups, and the RTO Filing Utilities was presented in a diagram entitled “Conceptual Overview of External Schedule.”

Some of the comments by principals and alternates at the May 9 meeting of the RRG reflected some uncertainty and confusion about the responsibilities of the RRG, its relationship with the Work Groups, and the processes to guide both the RRG and the Work Groups. Several suggestions were offered at the meeting as to what those responsibilities and process should be. This memo attempts to clarify the responsibilities of the Regional Representatives Group (RRG) and the Work Groups and their respective processes.

Regional Representatives Group (RRG)

The role of the RRG is to serve as a high-level collaborative forum for discussion of RTO development issues with a goal of finding consensus on those issues and to provide advice to the RTO Filing Utilities as they make decisions on their RTO proposal for FERC filing.

In fulfilling this role, the RRG’s responsibilities and process are:

1. Seek consensus on the RTO issues list and on the prioritization of the issues on the list for consideration and development by the RTO Work Groups;
2. Review and provide feedback on the project manager’s recommendations for assignment of RTO issues to the designated Work Groups;
3. Receive and review periodic reports from the Work Groups on their development of the issues and drafting of “white papers.” The form and content of the “white papers” will be determined by the Work Groups under the direction of the project manager;
4. Where consensus is reached within the Work Groups on various issues and a recommendation is made to the RRG, review the recommendation and work to achieve consensus within the RRG on that recommendation. Where consensus is

- reached within the Work Groups and RRG on a recommendation, the filing utilities will prepare the filing proposal documentation based on that consensus.
5. Where consensus is not reached within the Work Groups on various issues, review the status of discussion within the Work Groups and work to achieve consensus within the RRG on those issues. If consensus cannot be achieved within the RRG and the RRG concludes that it will be helpful to have further discussion and additional analysis and review by the Work Group(s) on those issues that have not achieved consensus, refer those issues back to the Work Group(s) with specific guidance on approach, parameters, or priorities.
 6. If consensus is achieved on subsequent review by the Work Group(s), follow procedure under paragraph 4 above. If consensus within the Work Group is not achieved, work to achieve consensus within the RRG. If consensus is not achieved within the RRG, refer the issue to the filing utilities with a description of the final status of discussion within the Work Group(s) and RRG. The filing utilities must then resolve the issue and prepare the filing proposal documentation.

Work Groups

The role of the Work Groups is to analyze, discuss, and seek consensus on the RTO issues and to make recommendations to the RRG on the results of their analysis and consensus-seeking effort.

The Work Group process to carry out this role is:

1. Refer to assigned issues, priority list, relevant IndeGO documents, the workshop, and, as appropriate, RRG guidance.
2. At the initial meeting of the Work Groups, review issues and workshop ideas and establish plan and schedule for addressing issues.
3. In the case where the same issue is assigned to more than one Work Group, either one Work Group will be identified as the lead, or the issue will be defined as shared. The lead Work Group is responsible for coordinating consideration of the issue with the other Work Group(s). When the issue is shared, the Work Group leaders will agree on a division of responsibilities.
4. During initial Work Group analysis and discussion, the Work Groups will be encouraged to invite speakers to amplify on different points of view.
5. In creating a consistent set of recommendations, each Work Group is encouraged to reach consensus as early as possible on issues that will form the foundation or further focus the pursuit to consensus.

6. Time is of the essence. Each Work Group will schedule multiple meetings to accomplish its assignments. Participants are expected to be prepared for and attend these meetings or remove themselves from the Working Group.
7. The minutes of each Work Group meeting will consist of:
 - a. Progress against last meeting's action items
 - b. Highlights of discussions
 - c. New action items
 - d. Progress on issue resolution against plan
8. The Work Groups report back to the RRG as follows:
 - a. Monthly status
 - b. Consensus as soon as it is reached on an issue or sub-issue
 - c. Gridlock on achieving consensus on an issue or sub-issue
9. At the end of July each Work Group will present to the RRG all recommendations in bullet form as either:
 - a. Consensus with advantages and disadvantages where each Work Group member has the opportunity to sign the consensus
 - b. Major alternatives with advantages and disadvantages where each Work Group member has the opportunity to sign an alternative
10. By Mid- August, Work Groups will create draft "white papers" and submit them to the RRG.