

## IntelliGrid Advisory Structure

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### Introduction

The purpose of the IntelliGrid<sup>SM</sup> advisory structure is for partners to provide oversight to the technical and operational activities of the program. Its main purpose is to ensure that IntelliGrid provides full value to its partners, and fulfills its vision and mission to develop the science and technology that will meet the energy needs of the digital society.

Three advisory levels exist: a Steering Committee that oversees the overall program strategy, management of the activities and processes of IntelliGrid; Project Advisory Groups that will provide technical guidance on the approach, execution and technology transfer of IntelliGrid-funded R&D projects. In most cases, each project advisory group focuses on a single project, and a Public Advisory Group made primarily of federal government, state officials and their organizations to provide the IntelliGrid Consortium and the Steering Committee with the public perspective. The Digital Technology Advisory Council provides a forum for broader engagement of current and future industry leaders and suppliers to jointly explore implications of technology trends and developments.

### IntelliGrid Steering Committee

#### Purpose

The Steering Committee articulates overall program strategy, provides guidelines to the operational and business activities, funding priorities and technology development directions of IntelliGrid.

#### Structure

- Only IntelliGrid funding partners are eligible to be members of the IntelliGrid Steering Committee.
- Funding partners will identify their representative(s) to the IntelliGrid Steering Committee upon joining. A substitute will be accepted if the identified representative is unable to attend. This substitute will be allowed to vote on decisions.
- Partners may participate in Steering Committee meetings via electronic means such as conference call or Web conferencing.
- The Steering Committee decides how often and how long it will hold regular meetings.
- The Steering Committee is co-chaired by a public sector representative and a private sector representative, nominated by their peers in the Committee

#### Responsibilities

- Establish the strategic objectives for IntelliGrid and continually re-evaluate these objectives in light of the evolving structure and priorities for electric infrastructure of the future.
- Provide input to technical program planning, including the identification of R&D projects to support the needs of the Partners.

- Prioritize R&D projects, including in the context of the annual budget, and align on resulting deliverables.
- Evaluate the progress of R&D projects at milestones, including sunset reviews, and provide guidance for technology transfer.
- Advise on policies and practices on awarding contracts, IP ownership, commercialization and licensing.
- Advise on annual performance goals for the IntelliGrid program and review results regularly.
- Assist in identifying and recruiting new IntelliGrid partners.
- Identify appropriate individuals to represent the funding partners on Project Advisory Groups.
- Review effectiveness of Project Advisory Groups.
- Advise on topics and priorities for Public Advisory Group and Digital Technology Advisory Council.

#### Voting

- The Steering Committee votes on:
  - Decisions on funding for proposed R&D activities;
  - Prioritization of R&D projects;
  - Advice on practical aspects of IP ownership, commercialization and licensing.
  - Other decisions that are deemed necessary
- Only partners that are funding a specific project can vote on funding relating to that project.
- Each funding partner has one vote at the Steering Committee.
- Every effort will be made to reach consensus on decisions.
- A quorum is reached when 3/4 of the Steering Committee are present.
- Motions are passed if 3/4 of the group present at the meeting approves.
- Votes may be carried out in person during Steering Committee meeting or electronically via Web conferencing or e-mail depending on a quorum status as described above

#### Types of Participants

Participants should be empowered to represent their organization, be available to participate in meetings, and have long-term strategic visions. They would typically include:

- Corporate executives
- Research & development executives
- Manufacturing executives
- Product development executives
- Government agency senior representatives

### **Project Advisory Groups**

#### Purpose

A Project Advisory Group (PAG) is formed for each group of R&D projects identified and approved by the Steering Committee. The PAG provides technical oversight to ensure that the objectives of the projects, as set forth by the Steering Committee, are met and that the planning and execution of the projects are done in a professional and timely manner. In some cases, the same PAG may oversee more than one project. The PAG also facilitates the transfer of technology to the IntelliGrid partners.

#### Structure:

- Participants in a PAG should be technical experts from interested IntelliGrid partners.
- When necessary, experts from outside the IntelliGrid partnership are invited to participate in PAG meetings.



- Each PAG meet on a regular basis as determined by the group. Every effort will be made to limit travel by conducting Web or telephone conferences.
- Each PAG is chaired by a representative from the Steering Committee. The chair is also the project's champion.

#### Responsibilities:

EPRI provides technical managers to act as project managers for IntelliGrid technology developments. Project managers conduct the day-to-day technical, financial and administrative management of the IntelliGrid projects. The responsibilities of the PAG are to:

- Assist in the development of project plan that describes the objectives of the project, technical approach, value, deliverables and approach for implementation.
- Assist in determining deliverables while actively participating in their development as needed.
- Assist in tracking the technical progress of the project
- Assist in sunset review of the project by providing final quality assessment of deliverables and their compliance with contractor's statement of work
- A review panel will be formed to assist the project manager and IntelliGrid management in reviewing Requests for Proposals and evaluating proposals that are received in response. PAG members will typically be asked to participate on the review panel.

#### Types of Participants

IntelliGrid PAG members should have expertise related to the area under consideration. Participants should be empowered to represent their entity, be available to participate in PAG meetings, and respond to requests for information and review project documents in a timely manner.

## **Public Advisory Group (PuAG)**

#### Purpose

The Purpose of the Public Advisory Group is to provide input to the IntelliGrid Program from important public sector stakeholders who do not have the financial capability to participate on the Steering Committee.

#### Structure

- Membership on the PuAG is by invitation
- Members will come from state energy offices, state public utility commissions, organizations that represent these groups such as the National Association of State Energy Officials (NASEO) and the National Association of Regulatory Utility Commissioners (NARUC), the Federal Energy Regulatory Commission (FERC), labor unions and other stakeholder groups.
- Meetings of the PuAG will typically be three times per year.

#### Responsibilities:

- Provide input to IntelliGrid activities from the perspective of their respective states or organizations.
- Be willing to share their views in joint meetings with the Steering Committee.
- Help identify key stakeholders within their states or organizations that can provide specialized or technical input to specific IntelliGrid activities.
- Help identify demonstration opportunities (ideas, sites, funding mechanisms) within their respective areas of jurisdiction.

## **Digital Technology Advisory Council (DTAC)**



### Purpose

The Purpose of the Digital Technology Advisory Council is to provide input to the IntelliGrid Program from the perspective of current and future industry leaders and suppliers in the computer, communications and other sectors.

### Structure

- Membership on the DTAC is by invitation from the IntelliGrid staff.
- Members will come from the computer, communications and systems companies, both hardware and software, that are part of the future generation of digital technology for the electricity sector.
- Fixed term, but could ask some participants to stay longer to synchronize their attendance with selected long-term project(s)
- Meetings of the DTAC will typically be two times per year.

### Responsibilities:

- Provide input to IntelliGrid activities from the perspective of their respective organizations.
- Be willing to share their views in joint meetings with the Steering Committee.
- Review research portfolio and suggest program priorities and potential new directions
- Help validate the content of research portfolio by identifying demonstration opportunities (ideas, sites, their own involvement).