



The NETL Modern Grid Initiative

WORKING GROUP CHARTER

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Introduction

The success of the Modern Grid Initiative (MGI) depends on effective collaboration among the MGI process and staff and its stakeholders. Recognizing the importance and value of making the stakeholders a significant part of the MGI development process, several collaborative programs have been identified for implementation.

For example, regional summits have been held across the United States to present the MGI team's initial perspective on the modern grid vision and its plans to support regional demonstrations in the future. Representatives from the various stakeholder groups have participated in the summits and have provided valuable feedback to the team.

Recently, the Modern Grid website, www.netl.doe.gov/moderngrid/, was launched to provide another mechanism for providing information to the general public. The website will provide a means for the MGI team to receive comments and feedback from not only specific stakeholder groups but the general public as well.

To provide additional focus and emphasis on gaining input from the stakeholder group, the MGI team is establishing the Working Group Program. This program will provide interested and qualified stakeholders the opportunity to get personally involved by reviewing and commenting on MGI documents, plans, and processes. This Working Group Program is expected to assist in providing additional stakeholder involvement to make the MGI successful.

Purpose

The Purpose of the Working Group Program is three fold:

- **Improve the quality of MGI concepts** – Review of MGI technical, process and other conceptual documents by the stakeholders is expected to improve the content, understandability, and utility of MGI concepts.
- **Create consensus for MGI concepts** – Improvement in the quality and clarity of MGI concepts will enable stakeholders to clearly understand them and give them a clear foundation for debate, leading to resolutions that can provide consensus. Consensus among stakeholders is critical for establishing the alignment needed for the MGI to be successful.
- **Increase credibility of MGI concepts** – Involvement of stakeholders, particularly those with recognized expertise in specific MGI conceptual areas, will not only provide improved quality and content but will give the MGI concepts recognition and credibility. Such recognition and credibility will give stakeholders confidence and motivate them to play an active role in making the Modern Grid vision a reality.
- **Provide stakeholders an opportunity to participate** – Stakeholders need a method to provide their input and be heard. This program is intended to be one of those methods.

Responsibilities and Expectations

The working group program is expected to rely on web technologies to enable it to be managed with a limited staff. Nonetheless, an organizational framework is necessary to ensure the needed roles and responsibilities are clear and expectations are met. Figure 1 below illustrates the initial framework. It is expected that an individual may fulfill multiple roles.

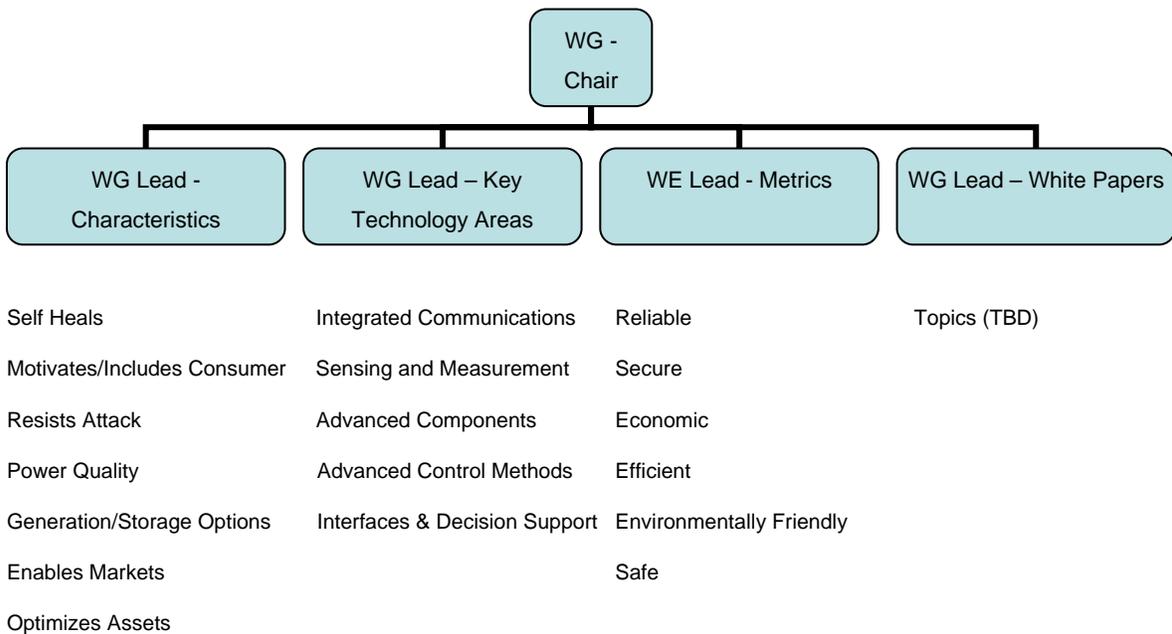


Figure 1 – Working Group Framework

Working Group Chair

Responsibility – Provide overall leadership for the working group program and overall coordination of working group activities.

Expectations –Ensure that a diverse working group membership is developed from the stakeholder groups and that the necessary infrastructure is in place to easily manage the exchange among stakeholders. Ensure the appropriate working group roles are filled and that responsibilities and expectations are clear. Create new functional areas when needed and delete existing ones when they have met their objectives.

Working Group Leads

Responsibility - Integration of working group members' inputs into the development of assigned MGI concepts.

Expectations - Develop diverse working group membership from appropriate stakeholder groups for assigned functional area(s); ensure input is evaluated, dispositioned, and when appropriate integrated into MGI concepts.

Working Group Members

Expectations – Participate in working group activities including document reviews, conference calls, website interactions and co-author concept documents and white papers when appropriate. Share experiences to improve MGI concepts and assist the MGI team reach consensus with other stakeholders on MGI concepts.

Process

Recruiting

The first step in the process is to invite and encourage interested individuals to volunteer to participate in working group activities. Each member of the MGI team should continuously look for new members who are motivated and credible in their field of expertise. Recruitment opportunities exist through general networking, attendance at conferences and MGI summits, and through interactions with visitors on the MGI website.

Generally, WG members may fall into either or both of the following categories:

- Associate Member – individuals with general knowledge of MGI concepts who want to learn more and provide input from their associated stakeholders view point.
- Expert Member – individuals with expert knowledge, credibility and recognized as experts in their field(s)

Our objective is to recruit working group members from each of the following stakeholder groups:

- Policy & Regulation
- Government
- Utilities
- Advocacy
- Consumers
- Vendors
- R&D and Financial

Technologies

Working Group Roster

As new members are recruited their contact information should be sent to MGI administrative support for entry into the WG roster. The following contact information should be provided for entry:

- Name, title and affiliation
- Address (US Mail)
- Email address
- Phone and Fax
- Stakeholder group(s) the new member represents
- Area of interest/expertise
- Membership Level

MGI administrative group should post the new member and contact information to the working group roster on the MGI shared site.

MGI Website

The MGI website connects the MGI team with interested stakeholders and the general public. Users expressing interest in participating as a working group member should be processed by MGI administrative support as follows:

- Verify the needed contact information is available and provide information to the appropriate WG lead
- WG lead to review the information and determine appropriate membership status (associate member or expert member) and forward to administrative support for entry to the WG roster. Email or phone contact may be appropriate, particularly for expert membership.

Additionally, the forum discussion on the MGI website can be used as a communication vehicle to solicit input from stakeholders. Stakeholders may also provide valuable unsolicited input. MGI administrative support is expected to administer the website, however, WG leads will act as moderators for forum topics under their area of responsibility,

WG Member Engagement

The working group roster should be reviewed for potential member involvement for the following MGI activities:

- Revision to existing concept documents
- Creation of new concept documents

- Seeking co-authorship for concept documents, particularly white papers
- Surveys to get WG member opinions on specific issues
- Seeking input on Developmental Field Tests or Regional Demonstrations
- MGI presentations

Summary

The successful recruitment and utilization of WG members is expected to improve the quality and clarity of MGI concepts and assist in the alignment of all stakeholder groups with the vision of the Modern Grid. This involvement of MGI stakeholders is critical for its success.