Function of Working Groups and Task Forces

* The functions of TAC and the subcommittees are prescribed in the TAC and subcommittee procedure documents available at <http://www.ercot.com/committees/index.html>
* The TAC or its subcommittees may form working groups and task forces with a chair and vice-chair on each being appointed or approved by the (sub) committee for a one-year term on a calendar year basis.
* The duration and activities of the working group or task force are limited to tasks assigned by the (sub) committee.
* Working groups and task forces generally are not voting bodies. The leadership of these bodies must report any recommendations to their respective subcommittee, including any minority positions.

Meeting Notice, Agendas and Material Distribution

The chair and vice-chair these bodies should (with support from ERCOT Staff):

* Ensure meeting notices, including agenda and key documents, are sent to the (sub) committee or working group/task force distribution lists, and posted on the ERCOT website at least one week prior to the meeting.
* Review prior meeting notes and contact key parties to gather agenda items.
* Review and understand assignments from within the governance structure (i.e. from (sub) committee to working group/task force).
* Identify and contact agenda item presenters with enough lead time for adequate preparation.
* If an ERCOT representative or meeting manager is not assigned, materials should be submitted as follows:
* For working group and task forces - send request to Client Services at [ClientServices@ercot.com](mailto:ClientServices@ercot.com)
* For subcommittees – send request to Stakeholder Services at [StakeholderServices@ercot.com](mailto:StakeholderServices@ercot.com)

Room Accommodations/ /WebEx

* + It is the responsibility of the working group or task force chair to request meeting accommodations. Send a request to [StakeholderServices@ercot.com](mailto:StakeholderServices@ercot.com) with the following information:
  + Preferred meeting date (and alternatives in case your requested date is not available);
  + Start and end time of meeting;
  + Name of meeting (i.e. NPRR number or topic/issue/key terms);
  + Number of attendees anticipated;
  + Audio-visual needs, if any; and
  + Other special requirements.
  + For the first meeting of newly created working groups or task forces, please note which subcommittee you report to. This will aid in aligning the working group or task force with the respective (sub) committee on the ERCOT website.

Meeting Management

* Set up WebEx
* Identify who will be responsible for taking meeting notes and capturing action items.
* Call meeting to order and remind phone attendees to announce themselves when speaking.
* Circulate a sign-in sheet to document attendance.
* Note the Antitrust Admonition.
* Review agenda noting any changes.
* Proceed through agenda (all submitted written comments to pending issues should be addressed).
* Facilitate discussion.
* Review meeting outcome, action items and next steps.

Post Meeting Activities

* Identify responsible parties for assignments due at the next scheduled meeting.
* Begin drafting the agenda for the next scheduled meeting.
* Distribute and post meeting notes as soon as available.

Governance Resources

* [Antitrust Admonition](http://www.ercot.com/about/governance/)
* [TAC Procedures](http://www.ercot.com/committees/board/tac/index.html)
* [ERCOT Meeting Rules of Order (Appendix A of the TAC Procedures)](http://www.ercot.com/committees/board/tac/)
* Subcommittee procedures (See subcommittee pages).
* Roberts Rules of Order:.
* <http://www.robertsrules.com/> ;
* <http://www.robertsrules.org/> ;
* <http://www.rulesonline.com/> ; or
* <http://www.roberts-rules.com/>

\*\*\*Draft Agenda next page\*\*\*

**AGENDA**

ERCOT Subcommittee/Working Group/Task Force (Sub/WG/TF) MEETING

ERCOT Austin Office / 7620 Metro Center Drive / Austin, Texas 78744

Month Date, Year / Start Time – Stop Time

<http://ercot.webex.com>

Meeting Number:

Meeting Password:

Audio Dial-In:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Antitrust Admonition | Presenter | 9:30 a.m. |
| 2. | Topic | Presenter |  |
| 3. | Topic | Presenter |  |
| 4. | Topic | Presenter |  |
| 5. | Topic | Presenter |  |
| 6. | Topic | Presenter |  |
| 7. | Topic | Presenter | 12:30 p.m. |
|  | * Secondary topic * Secondary topic   + Tertiary topic   + Tertiary topic | Presenter  Presenter  Presenter  Presenter |  |
| 8. | Topic | Presenter |  |
| 9. | Topic | Presenter |  |
|  | Adjourn | Presenter | 3:30 p.m. |
|  | Future Meetings | Presenter |  |

| **Open Action Items** | **Responsible Party** |
| --- | --- |
| Topic | Sub/WG/TF |