



Association of Edison Illuminating Companies

June 21, 2007

## Load Research Committee Guidelines

### **1) Mission**

The Load Research Committee promotes responsible load research activities in the electric utility industry. To accomplish this mission, the Committee develops and disseminates source material on the conduct of load research and its appropriate applications through a variety of means such as reports, workshops, seminars and conferences.

### **2) Objectives**

- a) To promote improvements in the collection, analysis and application of load research data and associated information.
- b) To educate the industry about load research.
- c) To encourage the use of load research in utility management decision-making.
- d) To detect current trends and identify emerging issues that may impact the performance of Load Research.

### **3) Scope**

- a) Identifies best practices, procedures and technologies.
- b) Recommends guidelines for successful load research activities.
- c) Supports seminars and conferences to provide training for load research personnel, and promotes new and effective research methods.
- d) Sponsors workshops to explore in-depth load research topics of concern to the industry.
- e) Communicates load research activities, technical information and applications to a wide range of industry problems through various media.
- f) Provides a forum for the industry to discuss load research topics.
- g) Encourages the active participation of member and non-member utilities in the work of the Committee to advance load research.

#### **4) Membership Guidelines & Requirements**

The strength of the Committee is its active working members at both the Committee and sub-committee levels.

a) Attendance

- Committee members are expected to attend committee meetings. When attendance by the member is not possible, an alternate from that company is encouraged to attend.
- Upon failure to attend, or to be represented by an alternate for two consecutive meetings the member will be requested by the committee officers to re-confirm his/her willingness or ability to attend meetings, or allow his/her place on the committee to be filled by another individual.

b) Service on sub-committees

- The Chairman in consultation with the AEIC office will appoint sub-committee chairs to a 2-year term
- Committee members will be asked their preference and appointed for a 2-year term to the subcommittee of their choice if possible.

c) Expected participation

- Each subcommittee member is expected to actively work to further the goals of the sub-committee.
- This includes participation in sub-committee meetings and work as requested by the sub-committee chair.

#### **5) Selection of new Committee members**

a) The Marketing subcommittee has overall responsibility for membership in conjunction with the AEIC Office and the Chairman

b) Methods for attaining membership

- Solicitation by the AEIC, the Chairman, the Marketing Committee and by Committee members
- Any Committee member may suggest a new member to the AEIC office, the Chairman and the marketing sub-committee chair

c) Eligibility

- Must work for an AEIC member company or affiliate member
- Vendors are not eligible
- Attend two meetings
- To be voted on by the full Committee at the end of their second meeting.

d) Communication with prospective members

- Before communicating with a prospective member notify both the AEIC and the Chairman

- Any Committee member may contact a prospective member after discussion with the AEIC, Chairman and the marketing sub-committee chair
- If a prospective member contacts a Committee member – inform the AEIC, the Chairman and the Chairman of the Marketing Sub-Committee for further discussion
- Invitation to attend Committee meetings will be made by the AEIC office or the Chairman

## **6) Committee Structure and Leadership Responsibilities**

Committee members are considered for leadership positions based on several factors including a demonstrated availability and desire to serve along with a history of participation related to Committee meetings, sub-committees and participation/sponsorship/support of Committee programs. Selections are made and announced by the Chairman after consultation with the Vice-Chairman, AEIC, and active participating committee members.

### a) Chairman

- Appointed by the out-going Chairman and the AEIC
- Typically serves as Vice-Chairman prior to Chairman
- Two year term
- The Chairman presides over Committee Meetings, appoints sub-committee chairman, coordinates Committee business and direction with the AEIC, promotes AEIC membership and Committee participation, reports annually to the AEIC Annual Meeting, and chairs the Steering Committee consisting of the Chairman, Vice-Chairman, Treasurer, Secretary and all Sub-Committee Chairs
- The Chairman is responsible for future meeting site selection
- Delivers opening address at the annual conference
- The Chairman will have a moderate budget to offset future meeting site selection travel expense. The amount of the budget will be established and approved annually by the Steering Committee.

### b) Vice-Chairman

- Appointed by the Chairman in consultation with the out-going Chairman and the AEIC
- Acceptance of Vice-Chairmanship indicates willingness to serve as the next Chairman if appointed.
- Two year term
- Member of the steering committee (voting)
- The Vice Chairman responsibilities include establishing Committee meeting agenda, soliciting speakers, securing a host vendor and facilitating the Committee Meetings

c) Treasurer

- Appointed by the Chairman, Vice-Chairman and the AEIC
- 4 year term
- Member of the steering committee (voting)
- The Treasurer shall:
  1. maintain the financial books and records of the Committee,
  2. Oversee bank accounts,
  3. Manage investments with the advice and consent of the steering committee,
  4. Issue payments for charges to the Committee,
  5. Maintain compliance with tax laws, and
  6. Provide a financial report to:
    - a. the steering committee at each Committee Meeting, and to
    - b. the AEIC

d) Secretary

- appointed by Chair to serve same term as the Chair
- Coordinates arrangements for Committee Meetings including hotel accommodations for meetings rooms, breaks and meals
- Issues all formal announcements for Committee Meetings including notification, registration and meeting minutes

e) Sub-Committee Chairmen

- The Chairmen in consultation with the Vice-Chairman and the AEIC office will appoint sub-committee chairs to a 2-year term
- The subcommittee chair is expected to develop the issues list for each meeting in consultation with sub-committee members and the AEIC and the Chairman as necessary.
- Schedule periodic phone meetings with committee members to assign work, discuss progress and identify issues.
- Participate in steering committee phone meetings in between Committee meetings and at the June and November meetings.

f) Steering Committee

- Functions as the executive committee for the overall Load Research Committee.
- Consist of the Chairman, Vice-Chairman, Secretary, Treasurer and all Sub-committee Chairman.
- The Steering Committee has overall responsibility for the Load Research Manual.

## 7) Committee Meetings:

### a) Logistics & Timing

- The Committee meets twice each year, typically early summer and fall
- Committee meeting locations are selected by the Chairman and vary geographically in order to balance travel cost for the membership

### b) Vendor Role

- Vendors are typically invited to host the Sunday evening reception and are given the first and second agenda positions on the meeting agenda. They may provide an overview of their company and are then expected to present on a load research related project or methodology they have recently completed or are working on with a utility.
- Vendors are not permitted to make a sales presentation
- Vendors may not be members of the Committee
- Vendors may not participate in Committee business or be present during meetings other than stated above

### c) Meeting structure

- The agenda for each meeting is established by the Vice Chairman and Chairman
- Each meeting will contain sub-committee meetings & reports, Chairman's report, Treasurer's report, election of new members if necessary, and a steering committee meeting
- Other than stated above, the structure may be determined by Chairman or Vice Chairman to facilitate the meeting topics or business requirements of the Committee

## 8) Sub-Committee Structure & Operations

### a) General Rules for Sub-committee operations

- Marketing Sub-Committee (see Appendix A)
- Education Sub-Committee (see Appendix B)
- Performance Leadership Sub-Committee (see Appendix C)

# Appendix A

## AEIC Load Research Marketing Subcommittee

### Mission

Increase quality participation in the Load Research Committee and its products, services and activities to enhance national recognition, and to communicate load research activities, technical information and applications to a wide range of industry concerns through the AEIC Load research Web site.

### Objectives

1. Develop external Communications promoting the committee and its educational opportunities
2. Evaluate papers and presentations that have been presented at an AEIC Meeting, Workshop or Seminar and determine if they should be placed on the AEIC Web site.
3. Solicits new members for the Committee
4. Maintains the mailing list

### Tasks

1. Maintain the AEIC Load Research Committee's mailing list. Sources include
  - a. AEIC Load Research Committee conference and seminar attendee lists
  - b. Other conference attendee lists as applicable
  - c. Self-reports by Load Research professionals
  - d. The AEIC office and Committee members
2. Works with the AEIC office to place external communications to the load research community on the AEIC web site.
3. Mailings for AEIC conferences and seminars will be conducted by the marketing sub-committee chair or designee after notification by the conference/seminar chair. An annual mailing of the educational offerings of the Committee will be made in November for the following year and again in the spring as needed.
4. Additional marketing mailings will be made in consultation with the Committee.

5. The main source of communications to the load research community will be e-mails
6. Assist in identification of possible new Committee members and assist the Chairman and the AEIC office in soliciting new members.
7. Develop and promote the AEIC's load research awards of excellence to load research professionals.
  - a. Define and maintain qualifications in consultation with the full-committee
  - b. Solicit/Recommend nominees to the Committee
  - c. Tabulate and announce results of Committee voting
  - d. Coordinate award prize development and distribution.

### **Evaluation of Papers Presented at the AEIC Annual Conference and Workshop**

- 1) Before Full Committee/Sub-Committee meeting
  - a) After the Conference, Workshop or seminar, the designated sub-committee member requests electronic copies of each presentation and makes an evaluation of the articles using the assessment criteria described below.
  - b) Each member of the Sub-committee will perform an individual review and evaluation of the papers and send them to the designated sub-committee member prior to the meeting (if possible).
- 2) During Full Committee/Sub-Committee meeting
  - a) Compilation of results and discussion of the overall evaluations. Decision making (unanimous or majority decision).
  - b) Presentation of the results to the committee.
- 3) After Full Committee/Sub-Committee meeting
  - a) Get permission for authors to place papers on the Web.
  - b) Post or remove the papers from the website.
  - c) Structure of web pages, papers classification when the number of papers is expanded.
  - d) If necessary, papers will be evaluated between meetings and the decision process will be held via a telephone conference call.
- 4) Evaluation criteria
  - a) Technical Correctness
  - b) Stand Alone (Clear/logical/organized)

- c) Timeliness
  - d) National Applicability
  - e) Commercial criteria
- 5) Minimum Requirements for all papers to be on the website
- a) Papers or presentations must contain author's e-mail address.
  - b) Papers or presentations must not be a sales pitch to promote a particular product, service, organization, or person. The final decision regarding the posting on the web site is the responsibility of the Marketing Subcommittee.
  - c) Author must give approval to have his/her document put on the web site.

# Appendix B

## AEIC Load Research Education Subcommittee

### Mission

The AEIC Load Research Education Subcommittee provides direction and support to the educational activities of the AEIC Load Research Committee.

### Objectives

1. Provide professional training classes that encourage excellence in load research.
2. Provide professional programs/activities that promote continued growth for the load research analyst while allowing them to present and share their knowledge and experience.
3. Provide oversight and coordination for the courses sponsored by the AEIC Load Research Committee.

### Charter

Provide support and over sight for the following AEIC sponsored curriculum:

1. Fundamentals Course (professional training)
2. Intermediate Course (professional training)
3. Advanced Course (professional training)
4. AEIC Workshop (professional participatory)
5. Annual Conference (professional participatory)

The Education Sub-Committee will perform the following tasks:

1. Seek feed back from course sponsor/coordinator
  - a. Attendance (number and list)
  - b. Course critiques
  - c. Next location
2. Obtain financial results of course from treasurer.
3. Assist in seeking replacement sponsors/coordinators.
4. Provide lists of attendees to Marketing Sub-Committee.
5. Provide the next year's schedule of courses at the June AEIC LR committee meeting.
6. Prepare and provide annual schedule of courses with proposed out year.
7. Discuss and propose solutions to issues in courses.
8. Report to Steering Committee and full AEIC committee.

## **AEIC TRAINING COURSE DESCRIPTION**

### **FUNDAMENTALS COURSE**

1. Prerequisite – NONE. Analytical background and some utility experience are helpful but not required.
2. Description - The Fundamentals course is an introduction to the field of Load Research. The goals are for the student to obtain a basic understanding of the fundamentals. This includes terminology, basic formulas and concepts. Areas covered are competitive markets, sample design, resource considerations, sample implementation, data processing and analysis, data presentation, load profiling and program evaluation.
3. Course Format – The course is primarily lecture with class participation and some exercises.

### **INTERMEDIATE COURSE**

1. Prerequisite – Fundamentals Course. Analytical/statistical background and some utility experience in Load Research are helpful.
2. Description - The Intermediate course is an in depth 4 day study and application of the statistical formulas necessary for a complete load research program. This begins with the basics of statistics and includes sample design, mean per unit and ratio expansion and associated statistics. This course includes regression modeling as well. There is also special topic addressed such as 12 month average and domains analysis.
3. Course Format – The course is lecture with class participation, numerous exercises and walk away electronic workbooks applying the statistical formulas for load expansion.

### **ADVANCED COURSE**

1. Prerequisite – Intermediate Course (In lieu of Intermediate Course, Fundamentals Course and 4years experience in Load Research). Analytical/statistical background and some utility experience in Load Research are helpful.
2. Description - The Advance course is an in depth 4 day review/study and application of Statistical Estimation, Regression Analysis, Statistical Sampling, Domains Analysis and Evaluating Demand response/Load Management programs.
3. Course Format – The course is lecture with class participation, numerous exercises and walk away with a notebook of class study material and a CD ROM with class exercise material.

## **AEIC PARTICIPATORY COURSE DESCRIPTION**

### **AEIC WORKSHOP**

1. Prerequisite – Fundamentals Course preferred. Analytical/statistical background and some utility experience in Load Research are helpful.

2. Description - The AEIC Workshop is a 3 day working forum that focuses on Load Research topics of interest.
3. Course Format – The workshop is a participatory format where attendees bring their skills and work to share on the topic of interest. This is normally accomplished through but not limited to presentations, papers with reviews, small work groups and or group exercises.

### **ANNUAL LOAD RESEARCH CONFERENCE**

4. Prerequisite – Fundamentals Course preferred. Analytical/statistical background and some utility experience in Load Research are helpful.
5. Description - The Annual Conference is 3 days of sharing new ideas and various Load Research topics of interest to the load research community.
6. Course Format – The annual conference is a participatory format where attendees present work papers, new ideas or topics interest. This is normally accomplished through but not limited to presentations.

# Appendix C

## AEIC Load Research

### Performance Leadership Subcommittee

#### Mission

To detect current trends and identify emerging issues that may impact the performance of Load Research.

#### Objectives

1. Conduct primary and secondary research and present findings to the Load Research community.
2. Identify and communicate information about opportunities and challenges created by technical, regulatory and market changes.

#### Tasks

1. Identify technological advancements and emerging practices that may result in Load Research process improvements.
2. Develop and document standard terms, definitions and methodologies for publication in the AEIC Load Research newsletter, manual, etc.
3. Conduct surveys to gather information on company activities and plans to implement new technologies and procedures.
4. Work with Education Subcommittee on topics for the AEIC Load Research Workshop.
5. Share findings and recommendations with the AEIC Load Research Committee.