

LEEP Energy Efficiency Working Group Procedural Guidelines (As of September 11, 2026)¹

1.0 - PURPOSE

Pursuant to the LEEP General Order dated January 8, 2026, the Commission established the LEEP Energy Efficiency Working Group (“EEWG”) to have collaborative discussion with stakeholders on continued review and development of energy efficiency within Louisiana, including on program development, lessons learned, and potential revisions to the LEEP General Order.

2.0 - PARTICIPANTS

The EEWG will, at a minimum, have two groups – the Steering Committee and the Advisory Council. When determined necessary by a majority consensus of the Steering Committee, subgroups may be formed to focus on specific topics.

The Steering Committee shall consist of participants representing Commission Staff, including its consultants, and the utilities participating in the Commission’s LEEP program.

The Advisory Council shall consist of participants of the Steering Committee, as well as those individuals who sign up for participation with the Commission prior to the annual Advisory Council meeting.

Upon a majority consensus of the Steering Committee, other experts, facilitators, contractors, etc. may participate in EEWG meetings as needed based on the agenda topics for a particular meeting.

3.0 - MEETINGS

The LEEP EEWG shall meet, at a minimum, twice a year – one Steering Committee meeting and one Advisory Council meeting. Other meetings can be scheduled based upon a majority consensus of the Steering Committee.

Commission Staff, or the EM&V Contractor, will be the lead on facilitating meetings and shall maintain distribution lists for both the Steering Committee and the Advisory Council. These distribution lists will be the formal method of communication for the EEWG, which includes scheduling meetings, raising topics for potential discussion at the EEWG meetings, providing feedback requested by Commission Staff, or the EM&V Contractor, and distributing any meeting materials or presentations. It is the responsibility of the participants to ensure their contact information remains current with Commission Staff and the EM&V Contractor; failure to do so could result in information or notices not being properly disseminated.

¹ These Procedural Guidelines were adopted by the Steering Committee at its September 23, 2026 meeting.

The distribution list will be limited to four contacts per participant in order to have a manageable list of participants. It is the responsibility of these four designated contacts to notify any additional representatives of the participant of meetings, deadlines, information requested, etc.

3.1 - Pre-Meeting Activities

Staff, or the EM&V Contractor, shall send out a notice of possible meeting dates to the appropriate distribution list prior to any scheduled EEWG meetings. Such notice shall be sent at least one month prior to the first proposed meeting date. The meeting date/time that is most convenient to the largest number of participants will be selected.²

Upon determination of the meeting date/time, notice of the EEWG meeting and the proposed agenda shall be sent to the appropriate distribution list at least two weeks prior to the meeting. However, there may be occasions when shorter timeframes are required, and in those instances, Staff, or the EM&V Contractor, will provide as much advance notice as possible. All meetings are anticipated to be in person; however, when necessary, can be held virtually recognizing virtual is not the preferred method for EEWG meetings.

Commission Staff, or the EM&V Contractor, will develop a draft agenda based upon relevant topics at the time, as well as any concerns raised by participants via formal communications as identified above. The draft agenda will be distributed via the distribution list and contain an order of topics for discussion, along with a recommended time limit for each discussion topic. Should any participant have revisions to the draft agenda, such revisions are due at least seven days prior to the scheduled meeting. A final agenda will be distributed 24 hours prior to the scheduled meeting.

3.2 - Meeting Activities

Commission Staff, or the EM&V Contractor, shall be the facilitator of all EEWG meetings. The facilitator shall ensure all meetings start and end as allotted for on the agenda, so all participants should plan accordingly – both in arriving on time and in anticipated discussion.

Each meeting shall have a sign-in sheet, or conduct a roll call should a meeting be held virtually. This list will be used to distribute any meeting presentations or materials after the meeting.

Discussion is encouraged, so participants should come prepared with input on relevant agenda items, including questions and request for additional information as necessary.

Along with running a smooth/timely meeting, the facilitator shall be responsible for ensuring decorum at all times, identifying action items that require follow up, identifying issues that are beyond the scope of the current discussion/agenda and steering the discussion back to the agenda. Should issues be identified that are beyond the scope of the current agenda, the facilitator shall maintain a list of such issues for future EEWG meetings.

3.3 - Decision-Making Process

The EEWG should strive to achieve the highest level of consensus possible on any item that will be reported back to the Commission. Any item reported back to the Commission will require a

² Only one person per utility will be counted for the purpose of any voting items.

vote of the EEWG Steering Committee, and the majority consensus will be the formal position of the EEWG; however, all opinions expressed will be reflected in any report to the Commission.

3.4 - Post-Meeting Activities

The facilitator shall follow up on any action items identified during an EEWG meeting, including researching questions that may have arisen during the discussion, with resolution of any action items reflected in a follow-up report to the EEWG distribution list or on a subsequent agenda. The facilitator shall monitor the progress of any assignments made to other meeting participants, ensure such assignments are completed timely, and provide updates to other EEWG participants on said progress.