HOW TO FORM AN ENERGY CODES COLLABORATIVE

Step 1: Assemble a Collaborative “Forming Group”

☐ 1. Bring together a small like-minded group that has a known interest in compliance.

☐ 2. This initial FORMING GROUP takes on the responsibility to initiate a collaborative but this is NOT the collaborative.

☐ 3. Initial groups role is to:
   • Brainstorm potential stakeholders that need to be involved.
   • Organize a first collaborative meeting – set time, date, location and build a meeting agenda.

Step 2: Prepare for the Meeting

☐ 1. Develop a meeting agenda with a clear purpose and clear outcome.

☐ 2. Enlist the aid of a professional and experienced facilitator to help you put together the agenda.
   • The facilitator will facilitate the meeting.

☐ 3. Try to set a time date and location that you know will work for interested parties to attend.

☐ 4. Consider a neutral location for the meeting such as a city or county meeting room – or possibly the home builder association meeting space.

Step 3: Invite Interested and Crucial Representatives

☐ 1. Though you don’t want to exclude, you may want to limit the number of representatives from each group.
   • Whomever wants or need to have a voice in energy code compliance.
   • Look for those groups or individuals that have a position on energy codes.
   • Or a group that has expressed an interest in energy codes, for example, two representatives from:
     o State agencies responsible for code implementation
     o Builder groups
     o Architect and engineer associations
     o Consumer protection groups
     o Building official associations
     o City and county associations

☐ 2. To help bring in attendance you may want to ask a neutral but known party to extend the meeting invite

INSIGHTS
✓ The meeting purpose explains why you are meeting
✓ The meeting outcome explains what you hope to achieve

INSIGHTS
✓ If you think there is a group or individual representing a group of interests that would derail the collaborative – MAKE SURE TO INCLUDE THEM. Consider hosting the meeting at their facility, and ask them to invite their member representatives.

INSIGHTS
✓ Be fair, be clear. If you plan to have two representatives per organization from your FORMING GROUP, allow other groups to send two representatives
Step 4: Prepare for the Meeting

A. Understand Key Issues

☐ Identify the KEY ISSUES on the agenda. You should know what the FORMING GROUP Key Issues are previous to going into the meeting.

- A Key Issue may be something like: “Knowing that code compliance is a key issue to the Department of Energy, and that our Governor has agreed to achieving 90% compliance to the 2009 IECC, what can we do as a group to assure good compliance? In what time period? And, how will we know when we get there?”

INSIGHTS

✓ This may be the one and only key issue for your first meeting. Discussion on this could be your entire first agenda.

Step 5: Initiate the Meeting

☐ Initiate the meeting.

- Use a professional facilitator if possible
- This meeting is all about FORMING a collaborative
- Your meeting process needs to be followed
- Remember to be clear about purpose and outcome, e.g.: “PURPOSE: We are here to discuss key issues to energy code compliance”; “OUTCOME: We would like to establish an on-going collaborative to discuss compliance issues”.

- Seek separation of POSITIONS from INTERESTS

INSIGHTS

✓ Keep the first meeting short.
✓ You may not be a working TEAM yet but seek some level of agreement to continue working together.
✓ You do not need to call yourself a collaborative
✓ You do need to keep the first meeting positive and outcome oriented
✓ Set rules: (e.g., Listen to everyone and speak only when it’s your turn)
✓ Holding the meeting over a sponsored breakfast or lunch works well
✓ You will still experience some STORMING

INSIGHTS

✓ A “POSITION” is “the energy code is out-pricing buyers from the market”
✓ AN “INTEREST” is “we want to make sure that the energy code doesn’t make homes so expensive that people can’t afford to buy new homes.”

Step 6: Formalize the Collaborative

☐ Following the first Collaborative meeting, confirm the establishment of the Collaborative; thank members for their contribution to the state.

☐ Identify who will lead the Collaborative going forward, or at least set upcoming meeting dates.
Step 7: Set up a Second Meeting

- How much time after the first one? How regular should the meetings be in the first year? After that is it on an “as-needed” basis (once “performing” is achieved?)

INSIGHTS

✓ You will not move forward until you find common interest, goals and objectives, and then begin to move toward objective achievement.

Step 8: Set Performance Objectives

- Determine your compliance goals (percentage of compliance desired, quality of workmanship desired, etc.)
- Determine the key players in achieving code compliance: (code jurisdictions, designers, builders, subcontractors, etc.)
  - Where does ultimate responsibility or authority lie?
    - How will you measure compliance? (PNNL protocol? Other?)
    - What is the cost? And who pays?

INSIGHTS

✓ Performance objectives should clearly indicate who will do what by when, what will it cost, and how it will be measured.

✓ You will not move forward until you find common interest, goals and objectives, and then begin to move toward objective achievement.

Step 9: Normalize and Seek to Perform

- Set regular meeting dates (monthly or quarterly?). Once the group is established, the meeting regularity can change based on needs.
- When one individual from an organization drops out, another from that organization can be identified.
  - If the organization chooses to stop participating, another organization from that sector (code official, builder, etc.) should be identified by the group.