



Midwest Renewable Energy Tracking System, Inc.  
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## **M-RETS Enhancement Committee Charter**

### **Purpose**

Provide input on stakeholder needs for enhancements to the M-RETS System.

### **Scope of Responsibilities**

- (1) Elect a committee Chair and Vice Chair, bi-annually. Chair and Vice Chair shall be responsible for scheduling meetings and developing the meeting agendas.
- (2) Solicit committee members from the stakeholder groups listed below, as needed; publicly post committee membership to M-RETS website.
- (3) Schedules and enhancement tracking logs will be shared on Central Desktop.
- (4) Consider the range of possible enhancements to M-RETS interfaces and processes and other System changes to bring it into compliance with the Operating Procedures. The Committee will consider enhancements that apply widely to Subscribers as well as changes specific to regulatory and voluntary needs, as well as the public at large. Potential M-RETS users are diverse and include renewable energy generators, electric utilities, state regulators, renewable energy certificate (REC) marketers, and REC end users.
- (5) Seek an effective process to obtain M-RETS enhancement suggestions from stakeholders. Look for opportunities to combine or sequence suggested enhancements in order to facilitate easier, orderly, and efficient changes to M-RETS given quarterly Release schedules.
- (6) Provide prioritization of proposed enhancements to staff, taking into account any budget limitations and the needs of the overall organization.
- (7) Work with the M-RETS Inc. staff and Administrator to determine functionality of accepted enhancement ideas and resolve any technical issues that may arise.
- (8) Provide input on the implementation of enhancements in order to ensure their completion as well as inform the prioritization of subsequent enhancements.
- (9) Consider alternative ways to fund changes, and make a recommendation to the Board.
- (10) Provide updates on status of suggested enhancements and solicit additional suggestions at M-RETS Subscriber Group meetings, quarterly.
- (11) Review this charter, bi-annually.

### **Membership**

The committee shall consist of no more than 10 members. The Program Analyst of M-RETS, Inc. shall be standing members of the committee. The committee will strive to have one board

member serving on the committee. The groups listed below may provide up to one representative per entity to the committee. Equal representation from all the groups will be sought, but the extent to which each of the groups participates is largely dependent on the group's interest and availability. Stakeholder groups may meet in subgroups for more targeted conversations.

- M-RETS Account Holders.
  - Subscribers from a diverse set of backgrounds are encouraged, such as renewable energy generators, electric utilities, state and provincial staff, renewable energy certificate (REC) marketers, and REC end users.
  - In addition to recruiting at Subscriber Group meetings, send a request to all M-RETS Account Holders and M-RETS distribution list.

### **Sunset Provisions**

None.

### **Expected Meeting Time, Frequency, & Location**

Quarterly meetings, which may be supplemented by additional meetings as dictated by the timing of the enhancement process. Meetings will be held by Webconference.

### **Quorum Requirements**

At least half the committee members.

### **Voting**

Decisions will be made by general consensus.