

**PORTLAND OFFICE OF EMERGENCY MANAGEMENT
LOCAL ENERGY ASSURANCE PLAN**

**OVERALL PROJECT TIMELINE FOR
ALL COMMITTEE MEETINGS**

Focus Committees	Kick-Off Meeting and Wrap-Up Meeting	
	Quarterly Meeting - ALL	
	Steering Committee	
	Industry, Response Agencies & Utilities Committee	
	Neighborhood/Small Business Committee	
	Environment, Economy & Alternative Energy Committee	

Meeting Hours: Kick-Off	3.5hrs
Committees	2 hrs
Wrap-Up	3 hrs

November 10, 2010	January 2011	February 2011	March 2011	April 2011	May 2011	June 2011	July 2011	August 2011	September 2011	November 2011	February 2012		
			March 31, 2011 is the end of the 1st year of project	April 1, 2011 is the beginning of the 2nd year of project									
Kick-Off Meeting 8:30-noon	Steering Committee meeting	Neighborhood & Small Businesses Committee meeting	Combined committees meeting	Steering Committee meeting	Neighborhood & Small Businesses Committee meeting	Combined committees meeting	Steering Committee meeting	Neighborhood & Small Businesses Committee meeting	Combined committees meeting	Combined committees meeting	All Committees Wrap-up meeting		
Topic: Introduce people, provide project materials and information about project and assessment tool; set project framework, provide committee questions, meet with committee members and start work on committee questions	Industry, Response Agencies & Utilities Committee meeting	Environment, Economy & Alternative Energy Committee meeting	Topic: discuss committee questions - what we've learned so far & what we don't know, current status, discuss assessment tool, next steps	Industry, Response Agencies & Utilities Committee meeting	Environment, Economy & Alternative Energy Committee meeting	Topic: progress, how is it going?	Industry, Response Agencies & Utilities Committee meeting	Environment, Economy & Alternative Energy Committee meeting	Topic: write plan & prep for Table Top exercise scenario	Topic: Table Top scenario exercise to test LEAP findings at this point	Topic: Thank You! Discuss results, changes, final steps & wrap-up		
	Topic - Steering Committee: confirm charter, discuss committee questions, status, etc., & involvement with focus committees	Topic - Focus Committees: identify roles, committee questions - status, questions, clarifications, etc, need for information		Topic - Focus Committees: review draft outline of plan, contents, e.g. maps, list of information, actions to take, investments required	Topic - Focus Committees: discuss plan details, outlines, plan contents								
	Topic - Focus Committee: identify roles, committee questions - status, clarifications, etc, need for information			Topic - Steering Committee: review process and committee work findings, fill gaps, discuss next steps, review draft outline of plan	Topic - Steering Committee: check timelines, progress, address questions								
NOTE: SPECIAL SESSIONS MAY OCCUR AT ANY GIVEN MEETING													
Meeting Hours	3.5	4	4	2	4	4	2	4	4	2	2	3	38.5