



N A R U C
National Association of Regulatory Utility Commissioners

**APPLICATION FORM FOR NARUC SUPPORT OF
EDUCATIONAL TRAINING, CONFERENCE, OR OTHER EVENT**

Name of Event/Organization:

Dates:

Location:

Target Participants:

Principal Event Organizer &/ Other Involved Organizers (ex. Co-sponsors):

(company, address, contact person, tel, email)

Affiliated NARUC Committee:

(if event is organized by a NARUC committee or support is recommended by a committee)

Description of Event:

(5-6 sentences)

Requested Action:

Notification to NARUC (for inclusion in the NARUC online calendar)

Request for NARUC Support *(please check the following in accordance with the definitions provided above)*

Host

Co-host

Promoter

Sponsor

Endorsement

Check here if you plan to request NARUC funding (and indicate amount)

Action Taken: _____ Subcommittee on Education & Research
_____ Executive Committee

Submit completed forms at least two months prior to the event to: Ms. Erin Skootsky, Liaison, Subcommittee on Education & Research, tel: 202-898-2210, eskootsky@naruc.org

Guidelines for

NARUC Support of Training Programs, Conferences, and Other Events

The NARUC Subcommittee on Education and Research has responsibility for the oversight of the Association's educational and research programs. As one of its tasks, the Subcommittee establishes appropriate standards and policies to govern the operation of any educational, training or research programs supported by NARUC.

The following guidelines shall apply to the administration of all conferences, workshops, committee retreats, and other events when the NARUC is the primary organizer and/or other institutions seek NARUC's endorsement for their activities. These guidelines shall not apply to the meetings of NARUC affiliates. NARUC supports solicitation of a broad range of ideas from diverse viewpoints in any event or meeting supported or endorsed by the Association.

The NARUC Executive Committee shall have responsibility for approving all inquiries for all categories of NARUC support. The Executive Committee shall be permitted to bestow a multi-year endorsement (maximum 3 years, or until revocation upon identification of significant issues) upon certain annual events (such as training programs or conferences). For endorsement of educational events and/or training programs, the Executive Committee shall first seek the recommendation of the Subcommittee on Education & Research.

The NARUC recognizes the following categories of support. It is envisioned that the terms Host/Co-host, Promoter, and Sponsor will be used for conferences and other meetings. Endorsement may be appropriate for formal technical training programs.

- **Host or Co-host**

A host is defined as an organization or association assuming principal financial responsibility. NARUC shall be considered a co-host of an activity if it is providing certain financial obligations. NARUC and the primary host shall enter into a contract (if funding is passing from one organization to another) or a memorandum of understanding (if both parties have direct responsibility for different financial obligations). This document shall outline financial obligations, roles, and responsibilities.

Examples: NARUC is Host of the NARUC Winter Committee Meetings.

- **Promoters**

A promoter is defined as an organization or associations providing non-monetary support, cross-marketing contracts, or in-kind contributions. NARUC may be a promoter of another organization's event provided that the event does not conflict with an event hosted by NARUC or hosted by any NARUC affiliates. NARUC and the primary organizer shall enter into a memorandum of understanding defining each party's roles and obligations.

Examples: NARUC was a Promoter for the World Forum on Energy Regulation II (Rome, Oct. 2003)

- **Sponsors**

A sponsor is defined as an organization or association providing financial support. NARUC may either serve as a support for another organization's event or may

obtain supports for its own event, provided all pre-existing sponsorship criteria are met.

Examples: NARUC is the Co-sponsor of the National Electricity Delivery Forum.

- **Endorsement**

NARUC may endorse a training program or other event, which allows the organizer to use NARUC's logo and name following signature of a memorandum of understanding. The contract (for programs involving NARUC finances) or the MOU shall detail both parties' roles and responsibilities, including manner of use of the NARUC name and/or logo, clarification of NARUC's name and the relationship to the organizer in marketing materials, and other requirements as may be negotiated in the contract or MOU. Endorsement of a training program or event requires the inclusion of a member of NARUC's Subcommittee on Education & Research in the curriculum review or agenda development process to ensure that the program content meets NARUC's expectations.

Examples: NARUC endorses the Utility Rates School (MOU/contract with IPU)

Support: Events shall be deemed to be officially supported by the NARUC in those instances when the NARUC Board of Directors has expressly approved such support as defined in the categories above. The Executive Committee may approve support in those instances when presenting the question to the next meeting of the Board of Directors is not possible due to time constraints. All operations involving NARUC financial commitments shall be approved by the NARUC staff acting under the general supervision of the Officers and the Board of Directors. Co-organizers of such events shall work with the NARUC staff to assure compliance with these guidelines.

Standing Committee Recommendation: Any request for NARUC to support an event shall be referred to the relevant Standing Committee for a recommendation, unless time constraints require immediate action by the NARUC Executive Committee. The Chair, in consultation with the members of the committee, shall consider, at a minimum, the following criteria in determining whether to recommend NARUC's support:

- Timing of the event and the likely impact on attendance at other NARUC-supported events.
- The reason NARUC is being solicited to support the event.
- The level of staff or other resources NARUC is likely to divert to support the event or is being specifically asked to contribute to support the event.
- Whether the event is likely to add value to NARUC's membership or reputation.
 - o Likely degree of NARUC member participation at event.
 - o Subject matter's relevance to members' duties/NARUC's mission, goals and priorities.
 - o Given the political and social climate at the locus of the event, if support will enhance NARUC's image in the regulatory community.
- Whether the event is national, as opposed to regional, in scope.
- Whether other sponsors are commercial, as opposed to non-profit, entities.
- Whether other sponsors are regulated or affiliated with regulated entities.

The Chair should reference these criteria and their impact in any oral or written recommendation to the Executive Committee through the *Application Form for NARUC Support of Educational/Training Event*.

Notification to Subcommittee on Education & Research: The Subcommittee has developed the *Application Form for NARUC Support of Educational/Training Event* to be used by not only outside parties seeking NARUC support, but also by NARUC committees and staff subcommittees that are organizing events outside of the three annual NARUC meetings. This will ensure proper use of the NARUC name and logo as well as ensure that all NARUC members are aware of all educational and training related activities. The information provided in the Notification Form will be used to compile an on-going calendar of educational events, to be posted on the NARUC website.

Scheduling: The scheduling of more than one NARUC supported event on any given date shall be discouraged. The NARUC shall not support an event which conflicts with a previously announced supported event without the approval of the Board of Directors. The Executive Committee shall not approve a proposed request for support that conflicts with any scheduled meeting of the Association, including the Winter and Summer Committee Meetings, the Annual Convention, or the annual meeting of any regional affiliate organization.

Location: The NARUC Meetings Director will investigate locations and probable dates for all NARUC meetings, including the Annual Convention, and make recommendations to the Board of Directors.

Promotion: The NARUC shall utilize a mix of reasonable means to promote attendance at NARUC supported events including publication in the NARUC Bulletin, mailings, distribution of promotional literature at NARUC events, and publication of notice of the event on the NARUC internet home page.

Registration: The processing of receipts and expenses for NARUC supported events shall conform to the record keeping requirements of the NARUC Treasurer and external auditor.

Finances and Budgeting: A budget shall be established for all NARUC supported events. The budget shall be based on reasonable expectations of attendance and shall conform to the funding restrictions imposed by the NARUC Board of Directors at the time of support. Appropriate reductions in expenditures shall be made if and when it is clear that attendance at the event will fall short of expectations.

All expenses shall be made in consultation with the NARUC Treasurer or other NARUC staff member identified by the Executive Director. All event revenues and expenses shall be documented with appropriate receipts in conformance with the requirements of the NARUC Treasurer and external auditor.

Contractual Assistance: The use of outside professional assistance (consultants) for the administration of NARUC supported events shall be discouraged unless there is a compelling need for such services. In those instances where such assistance is required, the NARUC guidelines for the selection of consultants shall be observed.

Contracts: All contracts executed in the name of the NARUC shall be signed by the NARUC Executive Director, or the Executive Director's authorized designee in accordance with the limitations on such delegations specified in NARUC's Internal Procedures Manual. Oral contracts are prohibited.

Audio Visual Expenses: Event organizers shall attempt to minimize expenditures for audio visual equipment by restricting the use of excessive equipment and by ordering audio visual equipment from a vendor other than the in-house vendor at the hotel when it is cost effective to do so.

Travel Expenses: Reimbursements to NARUC staff who travel to supported events shall conform to the policies set forth in the most recent edition of the NARUC Office Manual. Reimbursements to speakers who travel to NARUC supported events shall be discouraged. In those instances when speaker travel expenses are to be reimbursed, the amount of the reimbursement shall be based on a clear understanding in advance of the travel expenses to be so reimbursed by the NARUC Treasurer and the speaker.

Reimbursement for NARUC Expenses: The NARUC shall be reimbursed from event revenues for all expenses associated with the administration of NARUC supported events, including travel. To the extent that NARUC staff assist in the administration of NARUC supported events, the NARUC shall be reimbursed for each hour of such staff assistance plus a pro-rata portion of the annual fringe benefits earned by such employees. The calculation for hourly staff costs and fringe benefit expenses shall conform to the accounting techniques used with respect to the Federal grant awards to the NARUC.

Adopted by the NARUC Executive Committee, July 24, 1996, amended by the 110th NARUC Annual Convention on November 9, 1998 and by the NARUC Board of Directors on March 10, 2004 and August 2, 2006. and by the NARUC Board of Directors on July 23, 2008.