

IIRG Website and SharePoint Protocols

1. **IIRG WEBSITE:** MA DOER will maintain the IIRG website on the mass.gov domain, like the MA Technical Standards Review Group (TSRG) website, so that there is better transparency on upcoming meetings and past materials. **DOER can do the following and has privileges to do direct posting and file uploading:**
 - a. Post IIRG meeting information for the public, (including the same information provided for the TSRG)
 - b. Provide IIRG with its own Table of Contents entries linked to URLs that point directly to web pages addressing the relevant heading, such as:
 1. Historical documents
 2. Scheduled future meeting dates (with Registration links)
 3. Advance Review files for meetings
 4. Post-meeting presentation slides and files as needed
 5. The result of work products from authors
 6. DPU filings (or links to them)

DOER will not make in-progress work available for public input. In-progress work will be via SharePoint only. For context, the Interconnection in MA page uses a similar structure: <https://www.mass.gov/info-details/utility-interconnection-in-massachusetts>. DOER will likely point people to the existing IIRG website hosted by National Grid for earlier materials: <https://gridforce.my.site.com/s/article/Interconnection-Implementation-Review-Group>

2. **SharePoint Folder:** The SharePoint will be for work product for authors only, identical to the method for the utilities' long-term stakeholder planning process (LTSP), based on the following practices:
 - a. The IIRG will decide who has permissions by sharing email addresses with DOER's point of contact.
 1. Each IIRG member should provide a list of staff who should have access to the folder from their company. Only these staff will have access. If staff change, the member should notify DOER and add and subtract names as needed.
 2. Advisory Panel members will also be given access and similar permissions.
 - b. Users with permission can edit work product and post files (versions or supporting docs).
 - c. The structure of the folder will be established by the IIRG co-chairs and DOER but generally include: 1) members list; 2) DPU filings; 3) meeting materials including agendas and brief summaries; 4) subgroup folders; and 5) working document folder. The co-chairs and DOER will ensure the

structure and approach provides clarity on which documents are ready for IIRG consideration, and which are in draft vs. final and/or public.

- d. Language in documents that are in the working folders does not reflect a commitment or affirmation from any IIRG members regarding anything contained therein.

Members and Advisors further agree to the following in using this folder:

- e. Not to share documents in the working folders outside your organization or industry cluster, and to share such documents only for purposes of stakeholder review. Once a filing is public, then it will become part of public record.
- f. Users are encouraged to edit documents when requested by the co-chairs. Users however should not delete nor accept comments. They also should not rename or move any files. This will be the role of the co-chairs.
- g. To engage in good faith with the goal of solving problems together
- h. To respect confidentiality of working documents
- i. To refrain from ad hominem attacks or comments in written comments
- j. To provide one set of comments from each company organization (not multiple comments from multiple staff within one organization)
- k. To offer specific concrete comments and where problems or disagreements are offered in comment, with a commitment to explain why and offer good faith alternatives and ideas