



California Public Utilities Commission, 505 Van Ness Avenue, San Francisco, CA 94102

Energy Division's Meeting Request Form

Directions: Please complete this form to request a meeting with Leuwam Tesfai, Deputy Executive Director for Energy & Climate Policy, Simon Baker, Director for Distributed Energy Resources, Natural Gas & Retail Energy Rates, Pete Skala, Director for Electricity Supply, Planning & Costs, and Program Managers: Judith Ikle, Jennifer Kalafut, Molly Sterkel, Bruce Kaneshiro, Matthew Coldwell, Daniel Buch and Elaine Sison-Lebrilla.

Additionally, please complete all of the fields below that are preceded by a blue heading line.

Email the completed meeting request with "Meeting Request" in the subject line to the appropriate person.

- For Directors to Doris Lo DTL@cpuc.ca.gov (415.703.1974)
- For Program managers, send directly to the program manager as xxx@cpuc.ca.gov:
- Judith Ikle (JCI), Molly Sterkel (MTS), Bruce Kaneshiro (BSK), Jennifer Kalafut (JMK), Matthew Coldwell (MTC), Daniel Buch (DB1) and Elaine Sison-Lebrilla (ES1)

CPUC Use: Enter confirmed meeting information:

Date: Click here to enter a date. Time: Click here to enter text. Room: Click here to enter text. CPUC principal's name: Click here to enter text.

NOTE: Double click on the checkboxes below to activate/deactivate a checkmark.

1. Person requesting meeting:		
Name:	Title:	Company:
Office phone:	Cell:	Email:
Date form is submitted:		
2. Reason for meeting (subject, topic, issues):		
Subject of meeting (please be specific):		
Proceeding number, if applicable:		
Proposed meeting agenda:		
Do you expect this proceeding to go on commission meeting agenda soon? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know		
If anticipated, identify the expected Commission meeting date: Click here to enter a date.		
If on a current agenda, identify the agenda number and item's sequence number: Click here to enter text.		
Will you bring documentation/handouts for review at to the meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No		
3. List the proposed meeting parameters:		
<input type="checkbox"/> Proposed meeting date(s) Click here to enter text. Time(s) Click here to enter text.		
<input type="checkbox"/> Meet in person preferred <input type="checkbox"/> Meet by Webex preferred <input type="checkbox"/> Both		
If you select "meet by webex," you may wait less time for an appointment than if you select "meet in person."		
4. List person(s) with whom you wish to meet:		
Desired attendees: <input type="checkbox"/> Leuwam Tesfai, Deputy Executive Director for Energy and Climate <input type="checkbox"/> Simon Baker, Director of Distributed Energy Resources, Natural Gas & Retail Rates <input type="checkbox"/> Pete Skala, Director of Electric Supply, Planning, and Costs <input type="checkbox"/> Judith Ikle <input type="checkbox"/> Bruce Kaneshiro <input type="checkbox"/> Jennifer Kalafut <input type="checkbox"/> Molly Sterkel <input type="checkbox"/> Matthew Coldwell <input type="checkbox"/> Daniel Buch <input type="checkbox"/> Elaine Sison-Lebrilla		
If the above required attendee is unavailable, <input type="checkbox"/> Cancel this meeting request <input type="checkbox"/> Assign another member of Energy Division		

5. List non-CPUC people you plan to bring to the meeting. (Attach a short biography for attendees who infrequently visited this office.)			
Name	Attached Bio (y/n)	Company	Title
6. Confirmation: List Information for the person who should receive confirmation that the meeting has been established (if different from "Person Requesting Meeting").			
Contact name: Click here to enter text.			
Office phone: Click here to enter text.		Cell:	Email:
CPUC use: Confirmation Email to Requester:			
Your appointment with person(s) designated below has been confirmed. Click here to enter text. <input type="checkbox"/> Deputy Executive Director Leuwam Tesfai, (LT3), <input type="checkbox"/> Director Simon Baker (SEB), <input type="checkbox"/> Director Pete Skala (SKA), <input type="checkbox"/> Judith Ikle (JCI), <input type="checkbox"/> Jennifer Kalafut (JMK), <input type="checkbox"/> Molly Sterkel (MTS) <input type="checkbox"/> Bruce Kaneshiro (BSK), <input type="checkbox"/> Matthew Coldwell (MTC), <input type="checkbox"/> Daniel Buch (DB1), <input type="checkbox"/> Elaine Sison-Lebrilla (ES1)			
Confirmed date: Click here to enter a date.		Confirmed time: Click here to enter text.	Confirmed meeting room/office: Click here to enter text.
If you plan to bring handouts to the meeting: 1. Email handouts to the CPUC principal (identified above) at xxx@cpuc.ca.gov (where xxx is the principal's three character ID) 2. Copy EnergyDivisionCentralFiles@cpuc.ca.gov , DLT@cpuc.ca.gov , and RNA@cpuc.ca.gov on this email. 3. Type email subject: <i>handouts to support meeting between <requestor's name> and <CPUC Principal's name> on <date> <time></i> If meeting in person, on the day of the meeting arrive at least 10 minutes prior to the meeting arrive at the CPUC security desk. 1. Tell the security guard you have a meeting with <name from confirmed CPUC principal>, at <confirmed time>, in <confirmed meeting room/office>. 2. Ask the guard to telephone the appropriate person: <ul style="list-style-type: none"> For Director, Doris Lo DTL@cpuc.ca.gov (415.703.1974) or Program Managers, Rona Banaga, (RNA@cpuc.ca.gov (415) 703-7317 			
Office use only- Information for person who sends the confirmation email:			
I, CPUC admin person's name <i>sent the above Confirmation Email to Requestor</i> via email to Enter Addressee Name <i>on</i> Click here to enter a date.			