

Northeast Energy Efficiency Partnerships, Inc.



Summary Action Items from June 19, 2008 EM&V Forum Project Committee pre-meeting Sheraton Monarch Hotel, Springfield, MA Revised: June 30, 2008

Action Item #1: Serving on Forum Project Committees and Subcommittees. At the June 19 meeting, NEEP described the Forum's three project committees, which will include representatives from the region. Within each project committee, there will be subcommittees working on specific tasks/studies. For each project committee, we envision 2-3 co-chairs, including program administrator and PUC staff representation.

Please indicate in Attachment A in which project committees and subcommittees you would like to participate, and whether you are interested in serving as a project committee co-chair. Descriptions of the participation level and time commitment are as follows:

Project Committees. Participation includes helping guide/inform committee agenda, budgets and scope of committee projects. Quarterly meetings (full day).

Project Committee co-chairs. Role includes steering project committee activities, and representing project committees' recommendations (e.g., protocol development, agenda/budget adoption) before the Forum Steering Committee. Quarterly Project Committee meetings (full day), quarterly Steering Committee meetings (1/2 day), and monthly conf calls with NEEP staff.

Sub-Committees. Participation includes reviewing and commenting on draft materials, including draft scopes of work and requests for proposals developed by NEEP, and draft deliverables from 3rd party contractors. Includes active participation in contractor bid review, scoring and selection, in consultation with Project Committees. Quarterly Project Committee meetings, regular subcommittee conf calls.

Action Item #2. Please send any additional questions, comments and suggestions on the EMV Forum materials presented at June 19 meeting.

See http://www.neep.org/policy_and_outreach/EMVcalendar.html

Action Item #3. Update on Status of Sub-committee Tasks.

Glossary of EM&V Terms and Defns¹: The participants at the June 19 meeting decided the Glossary should be on a fast track and should leverage existing resources. Several sponsors have glossaries and other sources are also available (NAPEE, CA Framework, AESP for example). The EMV Forum will work to get this started, possibly completed in 2008. NEEP is exploring options for completing it with available funding from 2008 sources.

¹ Per the May 19 meeting, two people have already volunteered to serve on the Glossary subcommittee.

Loadshape Study: New Development² - option of partnering with NW to further leverage costs and expedite Phase 1! TELECONFERENCE WITH TOM ECKMAN ON JULY 11 FOR FURTHER DISCUSSION.

The participants at the May 29 and June 19 meetings decided the first phase should be scoping what is already available, and that this phase should commence ASAP. A *new development* is that the NW (Tom Eckman) has a virtually identical interest and a draft RFP and is supportive of a jointly funded effort with the EMV forum and possibly California. Its timeframe is to issue an RFP by late July, hire a contractor by September and have results in December. This would result in significant cost-savings for both regions. As soon as the subcommittee for the EMV forum is established, its first task will be to assist in launching this project: review/revision of the NW draft RFP and next steps.

Commercial Lighting Measure Life/Persistence Study³: Clarification of scope needed – TELECONFERENCE NEEDS TO BE SCHEDULED SOON TO CLARIFY SCOPE. The discussion at the June 19 meeting revealed that more clarity on the scope and nature of this study is needed before sponsors can determine their level of interest. What exactly is needed to meet sponsors' reporting and verification needs? How will persistence and measure life be measured – separately or combined? A teleconference is needed with subcommittee members ASAP to clarify the scope of this proposed project prior to drafting an RFP.

New England states FCM M&V Manual. NEEP will schedule a New England state teleconference call to review possible recommendations for changes to FCM M&V manual and will brief the region overall on outcome.

Action Item #4. Please inform NEEP of filing dates/deadlines for submitting 2009 energy efficiency plans by program administrators for commission review. This information will assist NEEP in its preparation and schedule for the EMV Forum 2009 agenda and budget for Forum Steering Committee review and adoption.

Action Item #5. Please share any scheduling conflicts in the months of September and December (NEEP plans to schedule quarterly project committee in-person meetings during these months).

Action Item #6. NEEP plans to address natural gas efficiency and where it fits into the 2008 agenda and budget cost allocation.

Action Item #7. NEEP is holding a meeting with air regulatory staff in July to present EM&V Forum projects and interest on serving on project committees, as well as possible demo of the NW Regional Technical Forum database. The RTF demo will be available to all members of the EMV forum via webinar, for those who were unable to participate on June 19. Date TBD.

Action Item #8 (added). NEEP to address concern/issue regarding lack of utility representation on Forum Steering Committee.

² Per the May 19 meeting, two people have already volunteered to serve on the Loadshape subcommittee.

³ Per the May 19 meeting, one person and one organization have already volunteered to serve on the C&I Lighting Persistence/Measure Life Study subcommittee.

Attachment A

Please indicate with an X or indicate name(s) of representatives from your organization. See Action Item #3 above for details on some of the subcommittee tasks under development.

A. Project Committees:	PROTOCOLS DEVELOPMENT	RESEARCH & EVALUATION	EDUC & INFO ACCESS
Co-Chair			
Co-Chair			
Committee member			
Committee member			
Committee member			
Committee member			

Protocols Development Subcommittees:

B. Task Sub-committees:	Glossary of Terms and Defns	Common EM&V Methods	Survey Savings Assumptions and Scope On-line Database
Sub-committee member			
Sub-committee member			
Sub-committee member			
Sub-committee member			

Research and Evaluation Subcommittees:

B. Task Sub-committees:	Loadshape RFP/Research	C&I Lighting Measure Life/Persistence Scoping/RFP/Research
Sub-committee member		
Sub-committee member		
Sub-committee member		

Education and Information Access Subcommittees:

B. Task Sub-committees:	EM&V Forum Public Website Development and Outreach Materials	Annual Regional EM&V Public Meeting Planning
Sub-committee member		
Sub-committee member		
Sub-committee member		