

- **Introductions and attendance**

- In attendance: Brian Granahan, Donald Gilligan, Carla Frisch, David Jacobson, Diana Lin, Charles Rea, Bill Newbold, Bill Miller, Steven Schiller, Niko Dietsch, Mary Ann Ralls, Joe Simon, Julie Michals, Tina Jayaweera, Rodney Sobin, Hossein Haeri, Chuck Kurnik

- **Action Items**

- Phase 2 Voting:
 - Cadmus to provide direction for narrowing HVAC Controls method. Currently too broad.
 - NREL to follow-up directly with steering committee (SC) to receive feedback by COB Tuesday 3/6/2012.
- SC to review Report Template and provide comment by COB Friday 3/9/2012.
- NREL to send summary information and ideas regarding key messages and outreach to SC for review and comment.
- NREL to send additional protocols to SC for review as they are completed.

- **Protocol Status**

- All protocols are, at a minimum, in process. They will be distributed to the technical advisory group and SC as they are completed.
- NREL/Cadmus to provide summary response to comments directly to each commenter. Will show how comments were addressed, incorporated, etc.
- NREL/Cadmus to note and summarize any trends and will schedule a conference call to discuss major issues, if necessary.
- Noted that the first 3 protocols were not entirely complete. Decision was made to release protocols earlier to allow SC to review and comment in time for the in-person meeting. Expect future protocols to be much more polished.
 - NREL/Cadmus to edit protocols to create one comprehensive “voice”. Protocols should have similar format and writing style.
- Definition/summary of what each protocol will include is necessary to enable full SC understanding.
 - Example: “Residential Lighting” is actually a compact fluorescent lamp (CFL) replacement protocol. The protocol does not address controls, exterior lighting, fixture replacement, etc. This was a surprise to some SC members.
- SC to consider role of protocols for smaller utilities. How to implement protocols given limited resources. Consider creating a “Resources” cross-cutting section that discusses approaches, data availability, general principles, etc.
 - Participants noted that protocols shouldn’t be compromised, but alternatives should be further developed to enable success even with limited funding, resources, and/or participants.
 - SC to provide NREL/Cadmus with summary of what programs small utilities may be likely to offer. Need to understand the practices.

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- Cadmus to provide SC with examples of where small utilities have had success in the past. Provide examples of how it overlaps with particular protocols.
- NREL to release an updated outline for all methods to website.
 - SC to review updated outline and comment on scope, inclusion of metrics, resources, etc. Understand the level of rigor associated with project.
 - NREL/Cadmus to combine all outline comments from SC into one document and provide to the SC. If discussion is required, conference calls to be coordinated.
- **Net to Gross (NTG) Advisory Group**
 - Net to Gross Advisory Group
 - Has reached consensus on definitions. Included items will be free ridership, and participant and non-participant spillover.
 - Continue discussion of what are the proper methods to reach net savings, how to describe the role of NTG in overall approaches, and treatment as a separate cross-cutting issue that can be adopted, or not.
- **Voting Results for Phase 2 Measures**
 - SC requested that short definitions of certain measures be provided indicating what will and will not be included. For example: HVAC Controls – is it commercial, residential, gas, electric, etc.
 - Noted that voting results did not represent entire steering committee. NREL to follow up with other members with instruction that all comments on initial protocols and voting for Phase 2 must be submitted by COB Tuesday 3/6/2012. If extension is required, contact Chuck Kurnik.
 - SC discussed Phase 2 measures as individual elements within a larger program, or as a utility program as a whole. Typical “program” will not just include one measure, but will be a number of measures. Protocols should address how these programs can be designed and should function, in addition to the actual Evaluation Measurement and Verification (EM&V) for each individual approach, such as HVAC Controls.
 - SC discussed rankings of savings potential included in the voting spreadsheet showing “high-medium-low” energy savings potential. Noted that some selected Phase 2 measures had low energy savings potential. Asked whether they were voted for because of disagreement in the savings potential, or other importance. SC noted some disagreement in energy savings potential for “HVAC Controls” and “Household/Office Electronics”. These should be discussed further.
 - Noted that these measures are based on potential studies for 3-5 years from now.
 - Noted that 10 measures were selected to be completed in Phase 2 as a function of available resources. Combined with original Phase 1 measures, protocols represent approximately 75% of all savings potential from practically all conservation methods.