

## Document 2

### Proposed Process for making additions to the MEMD

In order to facilitate the timely addition of new measures into the MEMD<sup>1</sup>, proposed additions must be approved and forwarded to Morgan Marketing Partners (MMP) by July 27, 2011. This will allow inclusion in the MEMD for the 2012 and beyond calendar years.

Step	Who	What	When (Current Year)
1a	Vendors	Submit proposed changes or additions to the MEMD to Provider for potential pilot or program offering.	On-going
1b		If unable to obtain provider support, submit proposal to Program Design Collaborative Staff Co-Chair (Dave Walker), in writing, for consideration at the May Program Design Collaborative.	May 13 <sup>th</sup> for next MEMD update  On-going
2	Electric and Natural Gas Providers	The May Program Design Collaborative meeting should include a review of the vendor submittals not being sponsored by a provider.  Any measures the Committee recommends will be forwarded by the MPSC Staff Program Design Co-Chair, Dave Walker, to the Technical Sub-committee for a more thorough review.	May 17 <sup>th</sup>
3	Electric and Natural Gas Providers	Submit <b><i>proposed additions</i></b> to the MEMD to Technical Sub-committee with the information below. ----- Information to be submitted with additions: <ul style="list-style-type: none"> <li>• Measure recommended for inclusion or change</li> <li>• Market specific customer class and any particular segmentation within that class for which the programs are designed. Note specific information concerning which customers are eligible for participation.</li> <li>• Baseline: What is the technology that this measure will replace?</li> <li>• Proposed incentive level, if known (not needed for the MEMD but should be discussed)</li> </ul>	June 1st
4	Technical Sub-Committee  (see detail on next page)	Evaluate proposed changes and additions using standardized criteria.  Forward recommendations to the MPSC Staff Program Design Co-Chair, Dave Walker for aggregation with recommended revisions and new application of existing measures being reviewed by the EM&V Collaborative	July 8 <sup>th</sup>
<b><i>This process is then merged with the revision and new application process at step 2 of that process</i></b>			

<sup>1</sup>The MEMD is solely a measures database. It does not apply program adjustments such as Freeridership, spillover or install rates. These adjustments are reflective of the program delivery and market application, not the measures themselves.

## Document 3

### EO Collaborative Technical Sub-Committee “Charter” Draft

#### **Primary Function:**

Review recommended new EO measures for possible inclusion into the MEMD

#### **Responsibilities for Next MEMD Update:**

1. Send out an email letting providers know how to submit proposed additions – by May 6th
2. Develop a standardized set of criteria to evaluate the measures – May
3. Develop a template for incoming recommendations - May
4. Evaluate submitted measures using the standardized criteria - June
5. Submit list of recommendations to the Joint EM&V and Program Design Collaborative by July 8 2011.
6. Review and then approve or reject any changes recommended by MMP to the measure additions and revisions that were submitted to MMP by the joint EM&V and Program Design Collaborative.

#### **Ongoing Responsibilities:**

Meet every two months to review any submittals for the next annual update

## Document 4

### Collaborative Member Responsibilities at April Collaborative Meeting

1. Appoint Technical Sub-Committee Team members
2. Identify a primary representative per Provider to be the email contact for approval of any additional costs from MMP. As a quick turn-around is needed and it will be heavy vacation season, a back-up should be identified as well. The back-up will be cc'd on all emails and the primary will be a “to”.
3. Identify a primary representative per Provider to be email contact for questions about measure revisions or additions submitted by the provider. As a quick turn-around on issues will be needed, a back-up should be identified as well. The back-up will be cc'd on all emails and the primary will be a “to”.
4. Decide when joint meeting for review of additions and revisions should occur. Calendar currently allows a joint meeting to take place on a regularly scheduled Collaborative meeting day.