**via email & posting for interested parties, November 26, 2013**

**TO:** DSM-EE Specifications Task Force (dsmee\_specs@naesblist.org):Cade Burks, Ed Hall, Bob Harshbarger, Dan Jones, Ruth Kiselewich, Marie Knox, Jim Minneman, Wendell Miyaji, Phil Precht, Maria Seidler, Leigh Spangler, Roy True, Paul Wattles, Mark Westendorf, Eric Winkler, Kathy York

**cc:** WEQ and Retail Executive Committees and Alternates, Board Certification Program Committee, Bill Boswell, Michael Desselle, Valerie Crockett, DSM-EE Distribution List

**FROM:** Rae McQuade

**RE:** Announcement and Agenda for NAESB DSM-EE Specifications Task Force Conference Call – **December 9, 2013**

Dear All –

Following up on our November 21st conference call, we will reconvene on December 9, 2013 to review the comments submitted on the draft certification specification that will support the certification program for demand response and energy efficiency measurement and verification products and services. *Please note that the conference call has been added to the previously distributed schedule.*

| **NAESB DSM-EE Specifications Task Force Meeting – December 9, 2013** |
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| **Topic** | **Information/Requests** |
| Request: | * The Board Certification Program Committee is considering the development of a program to support certification of demand response and energy efficiency products and services, which may be based on the program in place for Authorized Certification Authorities as they issue public-private keys for authentication. The request for a certification program was received from Dominion Voltage, Inc. The request was discussed at the WEQ and RXQ leadership meetings on September 4 and the board meeting on September 5. Preliminary discussions regarding a certification program were held with Eric Winkler, Neal Allen, Phil Precht and Dan Jones.
* Materials for this group are posted on the NAESB web site (<http://www.naesb.org/dsm-ee.asp>), and related to this effort, also on NAESB web site, are the materials for the Board Certification Program Committee, (<http://www.naesb.org/certification_program.asp>).
* If you receive this email, and you are interested in joining the mailer to receive notices of meetings and availability of materials, please provide your name, company, email address and phone number to the NAESB office ([naesb@naesb.org](file:///C%3A%5CUsers%5CRae%20McQuade%5CDocuments%5Cnaesb%40naesb.org)) for the DSM-EE Specifications Task Force.
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| Charge of the task force: | * In order for a certification program to be developed for certification of demand response and energy efficiency products and services, the specifications for the products and services are to be defined. This task force will work in tandem with the Board Certification Program Committee to determine if a certification program is feasible, and while the committee develops the program, the task force will develop the specifications.
* The recommendation of the Board Certification Program Committee will be presented to the board for its approval, which will reference and include any specifications developed by the task force.
* ***If you have not attended the task force meetings, you are not included in the list serv (***dsmee\_specs@naesblist.org) ***for this task force and will not be included in any distributions after November 5. To join the list serv, please drop Denise Rager (******drager@naesb.org******) a note.***
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| Pre-meeting Assignments | * Review the draft specification and provide any comments to the NAESB office for posting (naesb@naesb.org)
* Review all comments submitted on the draft certification specification. The comment period ends on December 5, 2013
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| Call-in & web cast information December 9 from9 to 11 am C | * Call-in information for attendance by phone: Conference number: 866-740-1260, Access code: 7133560, Security code: 7522
* Web cast: http:// [www.readytalk.com](http://www.readytalk.com), and use the same participant access code and security code above
* Any interested party can attend.
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| Draft Agenda | 1. Administrative – Welcome, Antitrust Guidance, Introduction of Task Force Participants, Adoption of Agenda, Adoption of Minutes from November 21, 2013 Conference Call
2. Review the comments submitted on the draft certification specification and resolve any issues presented
3. Make assignments to make edits or amendments to the draft specification in preparation for the December 18th conference call, during which the task force will hold a vote on the draft
4. Discuss Next Steps
5. Other Business
6. Adjourn
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| Status & Context of Work  | * On September 5, the Board of Directors asked that the Board Certification Program Committee take under consideration the request from Dominion Voltage Inc. and report back to the board with a committee recommendation, and similarly asked that any work needed to support the program, such as specifications, be considered by the DSM-EE subcommittee. This task force will function as a subset of the DSM-EE subcommittee for the purpose of considering and developing specifications. (Draft Board Minutes: <http://www.naesb.org/pdf4/bd090513dm.docx>).
* The certification program that supports the M&V standards for DSM-EE should provide guidance to the utilities and ISOs and RTOs in evaluation of programs, services or products they may accept. The specifications should provide service, product and program providers with a checklist of requirements that should be meet in support of the NAESB M&V standards for DSM-EE. The program as a whole should provide a level of uniformity and transparency in addition to the legal documentation that a product, service or program is in compliance with the NAESB developed standards and specifications.
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| Questions and issues to consider in developing the accreditation specifications | * Intro to the certification document?
* Definitions and roles?
* Appropriate certification uses?
* How are the standards met?
* What additional information does a utility or ISO need to evaluate the product or service?
* What kind of reports should be provided to NAESB for posting, which would at a minimum include the description of the service or product, but may also include other assessment or surety reports helpful to the evaluators?
* If an independent audit report is available, should it be provided?
* What other business or legal matters should be included?
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| Meeting & Background Reference Materials | **Meeting Materials:*** Antitrust Guidance: <http://www.naesb.org/misc/antitrust_guidance.doc>
* Draft Minutes from September 21, 2013 Task Force Meeting: <http://www.naesb.org/pdf4/dsmee_specs_112113dm.doc>.
* Draft Certification Specification: <http://www.naesb.org/pdf4/dsmee_specs_112113_draft_specification.docx>
* Request for Comment: <http://www.naesb.org/pdf4/dsmee_specs_112113reqcom.docx>

**Background on DSM-EE Measurement and Verification Specification:*** Dominion Voltage Inc. and ISO New England Draft Specification: <http://www.naesb.org/pdf4/dsmee_specs_112113w3.docx>
* ISO-NE Working Papers: [ISO New England Manual for Registration and Performance Auditing Revision 10 - 9/1/13](http://www.naesb.org/../pdf4/dsmee_specs_103113w1.doc) (<http://www.naesb.org/pdf4/dsmee_specs_103113w1.doc>), [ISO New England Manual for Measurement and Verification Demand Reduction Revision 4 - 6/1/12](http://www.naesb.org/../pdf4/dsmee_specs_103113w2.doc) (<http://www.naesb.org/pdf4/dsmee_specs_103113w2.doc>), [ISO New England Manuals](http://www.iso-ne.com/rules_proceds/isone_mnls/index.html) (<http://www.iso-ne.com/rules_proceds/isone_mnls/index.html>)
* Dominion Voltage Inc. Correspondence: <http://www.naesb.org/misc/dvi_letter_080613.pdf>
* September 5 Board of Directors Draft Minutes: <http://www.naesb.org/pdf4/bd090513dm.docx>)

**Background on PKI Certification to be used as a model:*** Certification Program for Authorized Certificate Authorities: <http://www.naesb.org/pdf4/certification_process.docx>
* ACA Accreditation Specifications: <http://www.naesb.org/member_login_check.asp?doc=certification_specifications.docx>
* ACA Request: <http://www.naesb.org/pdf4/aca_application.doc>
* ACA Affidavit: <http://www.naesb.org/pdf4/aca_affidavit.docx>

**Board Certification Program Committee Working Documents:*** Template for Certification Program for Demand Response and Energy Efficiency Products and Services: <http://www.naesb.org/misc/dsmee_certification_process.docx>
* Draft 11-1-13 Minutes: <http://www.naesb.org/pdf4/cpc110113mn.doc>

**DSM-EE Standards:*** Demand Response and Energy Efficiency Standards for WEQ and REQ: <http://www.naesb.org/member_login_check.asp?doc=weq015_bklet_073112.pdf> (WEQ 015 – Demand Response M&V Standards), <http://www.naesb.org/member_login_check.asp?doc=weq021_bklet_073112.pdf> (WEQ 021 – Energy Efficiency M&V Standards), <http://www.naesb.org/member_login_check.asp?doc=retail_bk13_083013.pdf> (REQ 013 - Demand Response M&V Standards), <http://www.naesb.org/member_login_check.asp?doc=retail_bk19_083013.pdf> (REQ 019 - Energy Efficiency M&V Standards).
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| Schedule of Upcoming Meetings | * December 18, 9 am to 11 am C
* Web cast: http:// [www.readytalk.com](http://www.readytalk.com), and use the same participant access code and security code above
* Any interested party can attend.
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