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May 15, 2015

**MEMORANDUM**

**TO: RTF Policy Advisory Committee**

**FROM: Jennifer Anziano**

**SUBJECT: Preparing the 2014 RTF Annual Report**

The RTF publishes an Annual Report every June. As with all Annual Reports, this is an opportunity to reach out to the RTF “shareholders”—those in the region that rely on the RTF as a purveyor of unbiased, reliable savings estimate—to highlight accomplishments from the prior year and outline the path forward. My experience since joining the RTF is that many concerns arise out of a lack of understanding (or lack of trust) in the RTF’s role, work, and the boundaries around that role. Therefore, I would like to use this Annual Report to highlight the role of the RTF, and more specifically the value that role provides to efficiency programs in the region. Additionally, it is a good opportunity to highlight process and product improvements we are undertaking to continue to provide this value to the region.

Attached is an outline for the Annual Report. I am seeking RTF PAC guidance on:

* Is this the right theme for the Annual Report? Are there other stories we want to tell?
* From your perspective, does this hit the highlights from 2014 (or 2015)? If not, what is missing?
* For the RTF PAC section, what should we highlight for 2014?

**RTF Annual Report Outline**

Last updated: May 8, 2015

**1. LETTER FROM COUNCIL CHAIR PHIL ROCKEFELLER**

**2. LETTER FROM THE RTF CHAIR**

**3. INTRODUCTION**

* Section will highlight the important role the RTF plays in the region by providing unbiased, reliable savings estimates that programs can rely on
* Section should also briefly highlight the five year funding agreement (there will be a dedicated section on this later

**4. ACCOMPLISHMENTS IN 2014**

This section of the report is our opportunity to highlight the big things that happened in 2014. The proposed subsections include:

 **Dedication to Providing Reliable Energy Savings Estimates**

* Another opportunity to emphasize the role in the region
* Highlight Guidelines and progress made bringing all measures into compliance (only one UES outstanding)
* Highlight SEEM calibration effort: Big effort that brought our savings in line with reality based on real program data

**Region Continues to Surpass Conservation Targets**

* Highlight results from 2014 RCP Report: The region again exceed the target and is well on track to exceed the 5 year plan target

**Increasing Engagement with Implementers**

* Highlight launching of Implementers Group: A venue to engage with implementers to help convey the RTF decisions more broadly and understand implementers needs when developing measures

**RTF Policy Advisory Committee**

* Highlight the 5 year business plan renewal
* Highlight the wood smoke work

*Other potential topics:*

* Quality control efforts continue -- This could be incorporated into the “Dedication to Providing Reliable Energy Savings Estimates” section above
* RTF brings on a new manager

**5. 2014 FINANCIAL INFORMATION**

* 2014 budget
* 2014 spending
* Allocation of budget compared to work plan (??? - This is easy to include if it is providing value)
* Audit (no deficiencies)
* Funding: Projected budget for 2015 through 2019, a list of the funders

**6. PROGRESS CONTINUES IN 2015**

This section of the report is our opportunity to highlight things we are working on in 2015. The proposed subsections include:

**Continued Engagement Across the Region**

* Building on the launch of the Implementers Group, continuing to identify opportunities to engage stakeholders
* Thinking through communications plan

**Improving our Approach to Research and Standard Protocols**

* These are two areas where we have struggled, and they are both connected. As we bring new measures into the RTF, there will likely be research needs. Additionally, many of these new measures might be more complex systems that require a Standard Protocol approach (rather than a UES). This section will highlight our focused resources to these areas to continue to improve our approach so that we can support programs by providing unbiased, reliable energy savings estimates (or estimation approaches)

**Making Effective Use of Time**

* Highlight that the RTF work is successful because of the many people volunteering their time. To that end, we continue to look for ways to make effective use of our time together and leverage our technical subcommittees to advance work
* Include box of current subcommittees
* Consider changing name of section

**7. Recognizing RTF Member and Staff**

This would be a couple of tables/boxes that show the RTF members and RTF staff/contract analysts. Also thank the Operations Committee