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U.S. AGENCY FOR
INTERNATIONAL
DEVELOPMENT

SEP 23 1992

Ms. Deborah Lynn Bleviss
Executive Director
International Institute for
Energy Conservation
420 C. Street, N.E.
Washington, D.C. 20002

Subject: Cooperative Agreement No. PCE-5743-A-00-2057-00

Dear Ms. Bleviss:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, and the Federal Grant and Cooperative Agreement Act of 1982, as amended, the Agency for International Development (hereinafter referred to as "A.I.D.") hereby provides to the International Institute for Energy Conservation (hereinafter referred to as "IIEC" or "Recipient"), the sum of \$200,000 to assist the Recipient in its program entitled "The U.S. Working Group on Global Energy Efficiency". Activities are more fully described in the Program Description of this Cooperative Agreement.

This Cooperative Agreement is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Recipient in furtherance of program objectives during the period beginning on the effective date and ending September 20, 1994. Funds disbursed by AID but uncommitted by the Recipient at the completion of this period shall be refunded to AID.

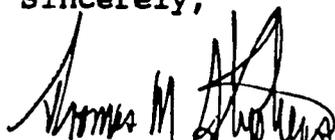
The total estimated amount of this Cooperative Agreement is \$662,773 of which \$200,000 is hereby obligated. A.I.D. shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount. Subject to the availability of funds and program priorities, up to an additional amount of \$462,773 may be provided.

This Cooperative Agreement is made to the Recipient on condition that the funds will be administered in accordance with the terms and conditions as set forth in this Cover Letter, Attachment 1 entitled "Schedule", Attachment 2 entitled "Program Description," and Attachment 3 entitled "Standard Provisions," which have been agreed to by your organization.

Please acknowledge receipt and acceptance of this Cooperative Agreement by signing all copies of this Cover Letter, retaining one copy for your files, and returning the original and remaining copies to the undersigned.

If you have any questions, please contact Angelique Crumbly of my staff at (703) 875-1091.

Sincerely,



Thomas M. Stephens
Agreement Officer
Chief, OP/B/PCE
Office of Procurement

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions
4. Special Provision Entitled "Restrictions on Lobbying"
5. Report Format

ACKNOWLEDGED:

INTERNATIONAL INSTITUTE FOR ENERGY CONSERVATION

BY: Deborah Lynn Bleviss

TYPED NAME: Deborah Lynn Bleviss

TITLE: Executive Director/President

DATE: September 28, 1992

FISCAL DATA

Cooperative Agreement No.: PCE-5743-A-00-2057-00
Appropriation: 72-112/21021.3
Budget Plan Code: DDN2-92-16900-IG11
Allotment: 263-36-099-01-20-21
PIO/T No.: 936-5743-2691605
Project No.: 936-5743
Total Estimated Amount: \$662,773
Total Obligated Amount: \$200,000
CEC No.: 60037409E
IRS Employer ID Number: 22-2579031
LOC No.:
Paying Office: FA/FM/CMPD/DC - Room 700 SA-2
Washington, D.C. 20523-0209
Technical Office: R&D/EI

ATTACHMENT 1

SCHEDULE

A. Authority, Purpose and Program Description

This Cooperative Agreement is entered into pursuant to the Foreign Assistance Act of 1961, as amended, and the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224). The following documentation is incorporated into by reference and made part of this Cooperative Agreement: 1) the proposal submitted by the Recipient entitled "The U. S. Working Group on Global Energy Efficiency" dated May 14, 1992, and; 2) the Recipient's budget entitled "GEEI Two-Year Budget".

The purpose of this Cooperative Agreement is to provide financial support to continue to support IIEC in its continued development and implementation of the Global Energy Efficiency Initiative (GEEI), as more fully described in Attachment 2 of this Cooperative Agreement entitled, "Program Description."

B. Period of Cooperative Agreement

1. The effective date of this Cooperative Agreement is the date of the Cover Letter and the estimated completion date is September 24, 1994. Funds obligated hereunder (see Section C.2. below) shall be used to reimburse the Recipient for allowable program expenditures incurred by the Recipient in pursuit of program objectives at any time during the period beginning on the effective date of this Cooperative Agreement and ending on the estimated completion date.

2. However, because this Cooperative Agreement is incrementally funded (see Section C.4. below), funds obligated hereunder are only anticipated to be sufficient for program expenditures through May 31, 1993.

C. AMOUNT OF COOPERATIVE AGREEMENT AND PAYMENT

1. The total estimated amount of this Cooperative Agreement for its full period, as set forth in Section B.1. above, is \$662,773.
2. A.I.D. hereby obligates the amount of \$200,000 as partial funding of the total estimated amount set forth in Section C.1. above for program expenditures during the indicated period set forth in Section B.1. above. Notwithstanding said total estimated amount, A.I.D. shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount, except as specified in paragraph (f) of the Standard Provision of this Cooperative Agreement entitled "Revision of Grant Budget" (see also Section C.4. below).

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3. Payment shall be made to the Recipient in accordance with procedures set forth in the Standard Provision of this Cooperative Agreement entitled "Payment - Letter of Credit," as shown in Attachment 3.
4. As indicated in Section C.2. above, this Cooperative Agreement is partially funded. Until such time as the obligated amount (see Section C.2. above) shall equal the total estimated amount (see Section C.1. above) of this Cooperative Agreement, additional increments of funds may be obligated by A.I.D. under this Cooperative Agreement (by a Cooperative Agreement modification), subject to availability of funds, possible evaluation of the program, program priorities at the time, and the requirements of the Standard Provisions of this Cooperative Agreement entitled "Revision of Grant Budget" and, if applicable (see Section K.2. for applicability) "Cost Sharing (Matching)," as set forth in Attachment 3.
5. The total estimated amount of the program described in Attachment 2 of this Cooperative Agreement is \$1,000,337, of which A.I.D. may provide the amount specified in Section 1C.1. above, and the Recipient will provide \$90,378 in accordance with Section L. below.

D. COOPERATIVE AGREEMENT BUDGET

1. The following is the Budget for the total estimated amount of this Cooperative Agreement for its full period. The Recipient may not exceed the total estimated amount or the obligated amount of this Cooperative Agreement, whichever is less. Except as specified in the Standard Provision of this Cooperative Agreement entitled "Revision of Grant Budget," as shown in Attachment 3, the Recipient may adjust line item amounts as may be reasonably necessary for the attainment of program objectives.

Revisions to the budget shall be in accordance with Section C: above and the Standard Provisions entitled "Revision of Grant Budget" and "Cost Sharing (Matching)."

2. Budget

<u>Cost Element</u>	<u>A.I.D.</u>	<u>Recipient/ Others (Non-Fed)</u>	<u>Recipient/ Others (Federal)*</u>	<u>Total</u>
<u>Total</u>				
Salaries	\$219,663	\$ 29,954	\$ 128,486	\$ 378,103
Fringe	\$ 67,173	\$ 9,160	\$ 39,291	115,624
Travel	\$ 50,000	\$ 16,800	\$ 30,200	97,000
Subcontracting	\$ 50,000	\$ 0	\$ 0	50,000
Consulting	\$ 50,000	\$ 0	\$ 0	50,000
Exhibit	\$ 20,000	\$ 2,700	\$ 5,300	28,000
Printing	\$ 20,000	\$ 2,700	\$ 300	23,000
Conferences	\$ 25,000	\$ 3,400	\$ 11,600	40,000
Supplies	\$ 2,500	\$ 3,300	\$ 6,200	12,000
Communications	\$ 10,000	\$ 1,400	\$ 4,600	16,000
Overhead	\$148,437	\$ 20,964	\$ 21,209	190,610
<u>Total</u>	<u>\$662,773</u>	<u>\$ 90,378</u>	<u>\$ 247,186</u>	<u>\$1,000,337</u>

*Note: Not subject to Cost Sharing Provision.

3. Inclusion of any cost in the budget of this Cooperative Agreement does not obviate the requirement for prior approval by the Agreement Officer of cost items designated as requiring prior approval by the applicable cost principles (see the Standard Provision of this Cooperative Agreement set forth in Attachment 3 entitled "Allowable Costs") and other terms and conditions of this Cooperative Agreement, unless specifically stated in Section I. below.

E. REPORTING

1. Financial Reporting

- (a) Financial reporting requirements shall be in accordance with the Standard Provision of this Cooperative Agreement entitled "Payment - Letter of Credit," as shown in Attachment 3. If a Standard Form 269 is required by the aforesaid Standard Provision, the "Long Form" of said form shall be used.
- (b) All financial reports shall be submitted to A.I.D., Office of Financial Management, FA/FM/CMP/DC, Room 700 SA-2, Washington, D.C. 20523-0209. In addition, three copies of all financial reports shall be submitted to the A.I.D. Project Office specified in the Cover Letter of this Cooperative Agreement, concurrently with submission of the Quarterly Technical Reports (See Section E.2. below).
- (c) The frequency of financial reporting and the due dates of reports shall be as specified in the Standard Provision of this Cooperative Agreement referred to in Section 1E.1.(a) above.

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- (d) The Recipient's financial reports shall include expenditures of A.I.D. Cooperative Agreement funds provided hereunder, as well as non-federal matching funds and any other contributions in accordance with Section 1L. below.

2. Program Performance Planning and Reporting

1. The Recipient shall provide five copies of the following reports to the AID Project Officer, this will include one copy to AID's Library (PPC/CDIE) unless otherwise specified:
 - a. Quarterly Status Report: Itemize project activities, summarize their progress to date, list outstanding problems and issues encountered by the Recipient, and provide suggested solutions to overcome these problems;
 - b. Trip Reports: The contractor shall provide the A.I.D. Project Manager within five working days a trip report on all trips taken internationally or domestically.
 - c. Mid-Project Report: Required at the end of the first year, includes list of project inputs, outputs, and objectives; summary descriptions of each subproject undertaken; statistical summaries and analysis of subprojects and countries where these have been undertaken; cost of each subproject; and summary costs by country, region, and type of assistance;
 - d. Program Plan: Two months before the beginning of each fiscal year the contractor will submit a Program Plan outlining activities/courses proposed for the year in accordance with R&D/EI procedures. The Program Plan can be and will be modified and updated during the year. See attached example. This form, however, may change to meet the needs of the Office of Energy and Infrastructure.
 - e. Portfolio Review: At least twice a year the contractor will submit, upon request, information for the Office's Portfolio Review. See Attachment 5
 - f. Final Report: Required at Cooperative Agreement termination, includes the same material as the Mid-Project Report, but incorporates all project element activities, internal evaluations, and final detailed financial statements.
2. The Recipient shall also provide at least twenty-five hard copies of all Technical Reports to the Project Officer; one copy to R&D/EI, Shirley Toth; and one copy to the A.I.D. Library (PPDC/CDIE). An electronic copy will also be provided to the Project Officer, which adhere to the following software criteria:

- a. DOS 3/31 - Disk format on 5 1/4" disks, formatted 360K, double sided, double density only;
 - b. Wordperfect 5.1 - for word processing;
 - c. dBase III+ - for databases and program plan spreadsheet;
 - d. LOTUS 1-2-3 - for program plan spreadsheets; and
 - e. Harvard Graphics - for charts, graphs, etc.
3. Each disk should be labeled with application (WP5.1, Lotus, dBase), file name and extension, date prepared, and drafter.
 4. All Technical Reports, unless otherwise specified, will be provided in accordance with A.I.D. Office of Energy and Infrastructure format.
 5. Monthly vouchers must be submitted as per A.I.D. regulations and Attachment 3. At time of submission to Financial Management one copy of each voucher is to be submitted to R&D/EI, Shirley A. Toth with detailed back-up information unless otherwise specified.
 6. AID shall be prominently acknowledged on all publications, videos, or other information media products funded or partially funded through this Cooperative Agreement and the publication shall carry the embargo that the views expressed by the author(s) do not necessarily reflect those of A.I.D. office, bureau or mission as well as the U.S. Agency for International Development substantially as follows:

"This publication was made possible through support provided by the Office of Energy and Infrastructure, Bureau for Research and Development, U.S. Agency for International Development, under the terms of this Cooperative Agreement No. PCE-5743-A-00-2057-00. The opinions expressed herein are those of the author(s) and do not necessarily reflect the views of the U.S. Agency for International Development."
 7. The title page of all A.I.D. Office of Energy and Infrastructure reports prepared by the Recipient shall include a descriptive title, the author's name(s) as appropriate, the project name and number, the Recipient's name and the Cooperative Agreement number, the Office name, the publication or issuance date of the report.

8. Whenever appropriate, books, pamphlets or other publications intended for general readership will be marked with the A.I.D. logo and/or "U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT" appearing either at the top or at the bottom of the front cover or, if more suitable, on the first inside title page. Logos and markings of cosponsors or authorizing institutions should be similarly located and of similar size and appearance. The reporting format may be jointly discussed and approved by the GEEI Working Group or its designees.
9. The activities designed and conducted under this Cooperative Agreement will be evaluated periodically (after the first year and at the end of the two - period).
10. All official foreign contacts with governments, including bilateral and multilateral donor organizations, and A.I.D. Missions where funds are provided under this agreement must be cleared with the A.I.D. Project Officer.

(a) Annual Workplans

- 1.) Annual Workplan Approval - The A.I.D. Project Officer will be consulted during the development of the annual workplans and will have the right of review and joint participation in the development of all areas of the workplan where A.I.D. funds are included.
- 2.) Workplan Revisions/Deviations - During the life of the Cooperative Agreement, the A.I.D. Project Officer will be consulted and have the right of approval for revisions of and/or deviations from the annual workplan, which involves the use of A.I.D. funds.
- 3.) Five (5) copies of each annual workplan will be submitted to the designated A.I.D. Project Officer for this Cooperative Agreement and one copy submitted to the Agreement Officer. The first annual workplan covering the first year of this Cooperative Agreement shall be submitted by the Recipient not later than sixty (60) days from the effective date of this Cooperative Agreement (see Section 1B. above). Thereafter, the annual workplan for each successive year of this Cooperative Agreement shall be submitted by the Recipient not later than sixty (60) days prior to the beginning of each year.

F. SUBSTANTIAL INVOLVEMENT UNDERSTANDINGS

1. It is understood and agreed that A.I.D. will be substantially involved during performance of this Cooperative Agreement as follows:

- a. Membership on the Executive Committee, which advises the Executive Director on major policy and planning issues;
- b. Membership on the Donor Agency Subcommittee, which includes involvement in the development of a strategy for donor coordination; and
- c. Involvement in the strengthening of contacts within the developing and Eastern and Central European countries.

2. Annual Workplan - The A.I.D. Project Officer will be consulted during the development of the annual workplans and have the right of review and joint participation of all areas of the workplan where A.I.D. funds are included.

3. Workplan Revisions - The A.I.D. Project Officer will be consulted and have the right of review for revisions of the annual workplan which involves the use of A.I.D. funds.

4. Field Visits - Pursuant to the standard provision of this Cooperative Agreement entitled "Air Travel and Transportation," the A.I.D. Project Officer must provide advance concurrence of all international travel.

5. Field Activities - The A.I.D. Project Officer will be involved in, and must concur on, the selection of sites, methodologies and strategies to be used in field activities funded under this Cooperative Agreement.

6. Consultants - The A.I.D. Project Officer must approve, in advance, the selection of consultants retained by the Recipient.

7. Participants - Where A.I.D. funds are used, the A.I.D. Project Officer must approve, in advance, the selection of technical trainees or scientists for participation in training activities.

8. Subcontracts and Subagreements - The A.I.D. Project Officer must approve, in advance, the terms of reference or scope of work of all subcontracts and subagreements awarded by the Recipient. If required by Paragraphs (b)(5) or (b)(6) of the Standard Provision entitled "Revision of Grant Budget," or the Standard Provision entitled "A.I.D. Eligibility Rules for Goods and Services," the Agreement Officer must approve

subcontracts (see the Standard Provision entitled "Procurement of Goods and Services") and subagreements (see the Standard Provision entitled "Subagreements").

G. PROCUREMENT AND (SUB) CONTRACTING

1. Applicability

This Section G.1. applies to the procurement of goods and services by the Recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods and services (see the Standard Provisions of this Cooperative Agreement entitled "Procurement of Goods and Services" and "AID Eligibility Rules for Goods and Services"), and not to assistance provided by the Recipient (i.e., a [sub]grant or subagreement) to a subrecipient (see the Standard Provision of this Cooperative Agreement entitled "Subagreements").

2. Requirements

In addition to other applicable provisions of this Cooperative Agreement, the Recipient shall comply with paragraph (b)(1) of the Standard Provision of this Cooperative Agreement entitled "AID Eligibility Rules for Goods and Services," concerning total procurement value of less than \$250,000 under this Cooperative Agreement. If, under the order of preference set forth in paragraph (b)(1)(i) of said Standard Provision, the Recipient procures goods or services from cooperating country sources, the Standard Provision of this Cooperative Agreement entitled "Local Cost Financing" shall also apply. However, paragraph (b)(1) of the Standard Provision entitled "AID Eligibility Rules for Goods and Services" does not apply to: the restricted goods listed in paragraph (a)(3) of said Standard Provision and paragraph (e) of the Standard Provision entitled "Local Cost Financing," which must be specifically approved by the Agreement Officer in all cases, except to the extent that such approval may be provided in Section II. below; or to paragraph (d) of said Standard Provision pertaining to air and ocean transportation, to which the Standard Provisions entitled "Air Travel and Transportation" and "Ocean Shipment of Goods" apply, respectively. Paragraph (b)(2) of the Standard Provision entitled "AID Eligibility Rules for Goods and Services" does not apply.

3. Approvals

Inclusion of costs in the budget of this Cooperative Agreement for the purchase of nonexpendable equipment obviates neither the requirement of Section J.13. of OMB Circular A-21 (for educational institutions) or Section 13 of Attachment B of OMB Circular A-122 (for nonprofit organizations other than educational institutions) for prior approval of such purchases by the Agreement Officer, nor any other terms and conditions of this Cooperative Agreement, unless specifically stated in Section I. below.

4. Title to Property

Title to property acquired hereunder shall vest in the Recipient, subject to the requirements of the Standard Provision of this Cooperative Agreement entitled "Title To and Use of Property (Grantee Title)" regarding use, accountability, and disposition of such property, except to the extent that disposition of property may be specified in Section I. below.

H. INDIRECT COST RATES

1. Pursuant to the Standard Provision of this Cooperative Agreement entitled, "Negotiated Indirect Cost Rates - Provisional," an indirect cost rate or rates shall be established for each of the Recipient's accounting periods which apply to this Cooperative Agreement. Pending establishment of final or revised provisional indirect cost rates, provisional payments on account of allowable indirect costs shall be made on the basis of the following negotiated provisional rate applied to the base which is set forth below:

Period:	Effective date of Agreement until amended		
		<u>Rate</u>	<u>Base</u>
			<u>Type</u>
Overhead		28.86%	1/
Fringe Benefits		30.58%	2/
			Provisional
			Provisional

- 1/ Base of Application: Total direct costs
- 2/ Base of Application: Total salaries

H.2. Rates for subsequent periods shall be established in accordance with the Standard Provision of this Cooperative Agreement entitled "Negotiated Indirect Cost Rates - Provisional."

I. SPECIAL PROVISIONS

1. It is expected that the activities funded under this Cooperative Agreement will be managed and monitored by the Executive Director of GEEI, and the A.I.D. Project Officer. The day-to-day management of this Cooperative Agreement will be carried out by IIEC.

J. RESOLUTION OF CONFLICTS

Conflicts between any of the Attachments of this Cooperative Agreement shall be resolved by applying the following descending order of precedence:

- Attachment 1 - Schedule
- Attachment 3 - Standard Provisions
- Attachment 4 - Special Provision entitled "Restrictions on Lobbying"

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Attachment 2 - Program Description
Attachment 5 - Report Format

K. STANDARD PROVISIONS

The Standard Provisions set forth as Attachment 3 of this Cooperative Agreement consist of the following Standard Provisions denoted by an "X" which are attached hereto and made a part of this Cooperative Agreement:

1. Mandatory Standard Provisions For U.S., Nongovernmental Grantees

- (X) Allowable Costs (November 1985)
- (X) Accounting, Audit, and Records (September 1990)
- (X) Refunds (September 1990)
- (X) Revision of Grant Budget (November 1985)
- (X) Termination and Suspension (May 1986)
- (X) Disputes (November 1989)
- (X) Ineligible Countries (May 1986)
- (X) Debarment, Suspension, and Other Responsibility Matters (March 1989)
- (X) Nondiscrimination (May 1986)
- (X) U.S. Officials Not to Benefit (November 1985)
- (X) Nonliability (November 1985)
- (X) Amendment (November 1985)
- (X) Notices (November 1985)

2. Additional Standard Provisions For U.S., Nongovernmental Grantees

- (X) Payment - Letter of Credit (November 1985)
- () Payment - Periodic Advance (January 1988)
- () Payment - Cost Reimbursement (November 1985)
- (X) Air Travel and Transportation (November 1985)
- () Ocean Shipment of Goods (May 1986)
- (X) Procurement of Goods and Services (November 1985)
- (X) AID Eligibility Rules for Goods and Services (November 1985)
- (X) Subagreements (November 1985)
- (X) Local Cost Financing (November 1988)
- (X) Patent Rights (November 1985)
- (X) Publications (November 1985)
- () Negotiated Indirect Cost Rates - Predetermined (May 1986)
- (X) Negotiated Indirect Cost Rates - Provisional (May 1986)
- (X) Regulations Governing Employees (November 1985)
- () Participant Training (May 1986)
- () Voluntary Population Planning (August 1986)
- () Protection of the Individual as a Research Subject (November 1985)
- () Care of Laboratory Animals (November 1985)
- () Government Furnished Excess Personal Property (November 1985)

- (X) Title To and Use of Property (Grantee Title)
(November 1985)
- () Title To and Care of Property (U.S. Government
Title) (November 1985)
- () Title To and Care of Property (Cooperating
Country Title) (November 1985)
- (X) Cost Sharing (Matching) (November 1985)
- (X) Use of Pouch Facilities (November 1985)
- (X) Conversion of United States Dollars to Local
Currency (November 1985)

L. COST SHARING AND OTHER CONTRIBUTIONS

1. The Recipient agrees to expend an amount not less than (a) the amount shown in the budget of this Cooperative Agreement for financing by the Recipient and/or others from non-federal funds (see Sections 1D. and/or 1H.), and (b) the amount shown in the budget of this Cooperative Agreement for financing by the Recipient and/or others from other federal funds.

2. The Standard Provision of this Cooperative Agreement entitled "Cost Sharing (Matching)" makes reference to project costs. "Project Costs" are defined in Attachment E of OMF Circular A-110 as all allowable costs (as set forth in the applicable cost principles [see the Standard Provision of this Cooperative Agreement entitled "Allowable Costs"]) incurred by a Recipient and the value of in-kind contributions made by the Recipient or third parties in accomplishing the objectives of this Cooperative Agreement during the program period.

3. The restrictions on the use of A.I.D. funds provided hereunder, as set forth in this Cooperative Agreement, do not apply to cost-sharing (matching) or other contributions unless such restrictions are stated in the applicable federal cost principles and/or imposed by the source of such cost-sharing (matching) funds or other contributions.

ATTACHMENT 2

PROGRAM DESCRIPTION

The Recipient's proposal entitled "Continuing the Work of the U.S. Working Group on Global Energy Efficiency" dated May 14, 1992 is attached hereto as the Program Description (Attachment 2) and is made a part of this Cooperative Agreement.

PROPOSAL
for continuing work
of the
THE U.S. WORKING GROUP ON GLOBAL ENERGY EFFICIENCY

Introduction

A major problem that will increasingly be confronting developing and Central and Eastern European countries in the future will be their rapidly rising demand for energy services. If such services are provided using conventional methods of just expanding energy supply, both the economic and environmental costs will be intolerable. A recent study, supported by U.S. AID, for example, estimates that energy investment requirements for these countries will rise from \$50 billion annually today to \$145 billion annually during the first quarter of the next century; such capital requirements simply cannot be met, meaning that expansion of the energy service sector will have to be severely curtailed due to capital scarcity and/or indebtedness levels to meet energy needs will rise. From the environmental perspective, the rising demand for energy will mean mushrooming regional and global environmental problems ranging from air and water pollution, acid rain, and deforestation, to a rapidly rising rate of greenhouse gas emissions. The same study, for example, projects that global carbon dioxide (a greenhouse gas) emissions will double between 1985 and 2025, with more than half the increase coming from developing and Eastern and Central European countries.

Improving the efficiency with which energy services are provided is a key strategy in reducing the projected economic and environmental strains of a "business-as-usual" energy expansion approach. The AID-sponsored study projects that with an energy efficiency scenario that reduces energy use by 25 percent, greenhouse gas emissions would fall by 28 percent and capital requirements for energy investments by 50 percent. Despite the substantial potential benefits that would accrue from an aggressive energy efficiency scenario, little activity in implementing energy efficiency in developing and Central and Eastern European countries has materialized to date. While there are a multitude of reasons for this inactivity, two important ones have been the lack of projects in place or in the pipeline that can serve as models for others, and the lack of a constituency to work for an energy efficiency implementation approach.

In the Foreign Operations, Export Financing, and Related Programs Appropriations Acts of 1990 and 1991, A.I.D. was directed by Congress to undertake a "global warming initiative" to focus on improved energy efficiency, increased use of renewable energy

resources and national energy plans (such as least-cost energy plans). Congress further stated that such energy assistance shall be focused on key countries, where assistance would have the greatest impact on reducing emissions from greenhouse gases.

In response to this Congressional directive and in recognition of the aforementioned barriers, the Global Energy Efficiency Initiative (GEEI) was launched in 1990, with significant leadership from U.S. AID's Office of Energy. The primary focus of the initiative was to accelerate the rate of adoption of energy efficiency strategies in developing and Eastern European countries. With leadership for the initiative based initially in the U.S., it was decided shortly after GEEI's establishment that the creation of a U.S. Working Group for Global Energy Efficiency made sense as the starting focus for constituency-building efforts. As time passed, then, additional working groups in other parts of the world might be established. The International Institute for Energy Conservation (IIEC), a member of the initial group that defined the U.S. Working Group, was selected to serve as the secretariat of the group, and an Executive Committee was created comprised of representatives from U.S. AID, the Natural Resources Defense Council (NRDC), the U.S. Export Council for Renewable Energy (U.S. ECRE), Volunteers in Technical Assistance (VITA), Oak Ridge National Laboratory, and the American Council for an Energy Efficient Economy (ACEEE).

Since the creation of the U.S. Working Group, its role and definition have evolved, as is natural for all new groups. What follows is a summary of the mission statement and role of the Working Group today.

Mission Statement

The U.S. Working Group for Global Energy Efficiency seeks to expedite the rate of implementation of energy efficiency in developing and Eastern and Central European countries, so as to minimize negative economic and environmental impacts that would otherwise accrue from a "business-as-usual" energy development approach. The Working Group undertakes this mission by catalyzing the development and implementation of specific energy efficiency projects, and mobilizing the development of public and private constituencies that will work to realize the implementation of efficiency strategies. As the Secretariat to the U.S. Working Group, the IIEC fulfills two roles: 1) on behalf of the Working Group it defines and administers selected activities that the Working Group has endorsed; and 2) it works to improve coordination and integration of activities carried out by individual Working Group members which meet the mission of the Working Group. This structure of the Working Group and its Secretariat is meant to be as highly leveraging as possible. By using the Secretariat both to undertake specific and targeted activities and to leverage activities of Working Group members, a minimal use of IIEC staff resources--less than 4 personyears of professional labor--catalyzes considerable downstream activity.

The Functions of the U.S. Working Group

■ Information Dissemination--A critical first component of creating the will to pursue an energy efficiency approach is information--information about why such an approach is needed as well as information about what is already going on in this area. The information dissemination role has primarily been the responsibility of the IIEC in its capacity as Secretariat of the Working Group.

STATUS REPORT

Activities of the Secretariat--The IIEC regularly convenes the Working Group every two months. While setting the agenda for Working Group activities, those meetings also fulfill key information dissemination functions. Working Group members are regularly apprised of relevant activities of individual members as well as other key activities that are relevant to the Working Group's mission, including conferences or meetings. In addition, since the beginning of 1992, these meetings have also been used to make presentations on emerging institutions from developing and Eastern and Central European countries. Presentations thus far have been on the International Energy Initiative (headed by Amulya Reddy) and on Cenef (the newly-formed Russian energy efficiency center).

Activities of the Working Group members--A report was prepared and released in 1991 entitled Energy Efficiency, Developing Nations, and Eastern Europe, which built upon scenario work conducted for the EPA on global climate change to develop scenarios of projected energy consumption in **developing and Eastern European countries assuming a "business-as-usual" approach and an approach emphasizing improved energy efficiency. Primary responsibility for the report lay with Lawrence Berkeley Laboratory, with contributions from Oak Ridge National Laboratory and RCG/Hagler-Bailly.**

■ Project Incubation--A major barrier to realizing widespread energy efficiency implementation in developing and Eastern and Central European countries has been the relative absence of identification and packaging of potential projects and then nurturing them to fruition. A major focus of the U.S. Working Group, therefore, has been to spur such activity, both through the Secretariat itself and through individual Working Group members.

STATUS REPORT

Activities of the Secretariat--In order to foster projects from a very nascent stage and to directly involve counterpart institutions in developing and Eastern and Central European countries in the project formation from the very beginning, the Working Group approved a plan at the beginning of 1992

to focus the its project incubation activities on three to five countries. Responsibility for nurturing projects in these countries lies with the Secretariat, in cooperation with other Working Group members operating in those countries. Three countries have initially been selected--Mexico, Brazil, and Indonesia--with two potential additions, one each from Central and Eastern Europe, and from Africa. This approach was also adopted because it enables the IIEC to use its limited staff resources maximally.

Activities of the Working Group members--Since late 1990, Working Group members have submitted proposed projects meeting criteria established by the Executive Committee as part of the project incubation process. Those projects have been reviewed and improved with input from both the Secretariat and a Technical Advisory Panel nominated by the Working Group. Nearly 30 proposal proposals have now been compiled, and the process of marketing them to potential funders in order to get them to move ahead has begun; an initial marketing effort has been conducted with the Global Environmental Facility. Additional project proposals continue to be solicited.

■ Mobilization of Constituencies--A key element to realizing energy efficiency implementation in developing and Eastern and Central European countries is mobilizing constituencies to see that it is in their interests to pursue such an approach and, hence, to develop an agenda for action. With the wide array of interests represented in the Working Group, this task is a natural fit with the Working Group. For this function, in most cases the Secretariat serves a coordinative role with the relevant Working Group members. However, in particular cases where the Working Group has directed the Secretariat to do so, the Secretariat is responsible for specific activities.

A. Businesses: The U.S. business community can play a major role in expediting energy efficiency implementation in these countries because it is their efficiency goods and services that are required. What is needed are export arrangements, licensing, and joint venture relationships, all of which will also benefit the business community. Unfortunately, due to its dispersed nature and lack of awareness of market opportunities, the business community has been very slow to act to date.

STATUS REPORT

Activities of the Secretariat--As directed by the U.S. Working Group, the Secretariat is in the process of developing an exhibit on energy efficiency technologies that will travel to four to seven trade shows or conferences in these countries annually. While initial seed funding for the exhibit will likely come from government sources, the goal is to have businesses contribute to the exhibit as a first tangible step in reaching out to markets in these countries.

Activities of the Working Group members--Activities to date have primarily focused on trying to organize the industry and apprise it of market opportunities; some trade missions have also been undertaken. The lead in this area has been U.S. ECRE, which is attempting to put together an association of trade groups representing the energy efficiency industry. Other organizations active in trying to organize the industry have included: USEA, the Alliance to Save Energy, ACEEE, IIEC, and the Center for Global Change. The Alliance to Save Energy and IIEC have also been active in conducting market briefings, preparing a book on government resources that can be tapped in seeking to export energy efficient equipment abroad, and organizing trade missions.

B. Donor Agencies: Donor agencies, including the multilateral development banks, are an important source of energy financing in these countries and therefore can be quite influential in getting energy efficiency projects in place. Moreover, they benefit from such an approach because it provides them with a means of carrying out their development mandate while minimizing economic and environmental problems. However, to date, few donor agencies have understood the import of energy efficiency and therefore they have allocated little funding for this purpose; even among those that have allocated funding for this purpose, the quality of the projects funded has often been poor.

STATUS REPORT

Activities of the Working Group members--Leadership in this area has been from the Office of Energy at U.S. AID. In collaboration with the Swedish government and the World Bank, the Office of Energy helped organize a conference in Stockholm in November 1991 called the Stockholm Initiative on Energy, Environment, and Sustainable Development (SEED), which brought together representatives of donor agencies and developing countries to discuss the need to follow more environmentally sustainable energy development strategies. A followup meeting is planned at the UNCED conference.

C. Research/Academic Community: The research and academic community can play a major role in encouraging energy efficiency implementation through their skills in capacity-building, a necessary prerequisite for long term progress in adopting energy efficiency strategies. Many in this community are already undertaking such a function for the U.S. domestic audience, but have not realized the need abroad.

STATUS REPORT

Activities of the Working Group members--Leadership in this area has been primarily from Oak Ridge National Laboratory, in collaboration with the Secretariat; Oak Ridge's proposals have been developed in consultation with

a Training Subcommittee comprised of representatives from LBL, IIEC, and NRDC. The concrete proposals that are now moving forward are to have focused training activities in no more than two countries (most likely Mexico and Indonesia), with an emphasis on the electric sector, and to hold an international conference to agree on common curricula and training agendas in collaboration with "South-based" institutions such as the International Energy Initiative. In addition, NRDC, LBL, IIEC, and the Center for Global Change are cosponsoring an NGO training program. LBL has also already engaged in extensive training abroad in analysis on future greenhouse gas emissions, which has application to energy efficiency analysis, as part of its work for EPA and is interested in developing curriculum material on integrated resource planning as part of the Working Group training initiative. Princeton University's Center for Energy and Environmental Studies is developing a "Technology Menu" and a "methodologies handbook", both focusing on energy efficiency, as part of its work for AID in India; these could be adapted as curriculum materials for other countries.

D. Institutions, Individuals, and Government Agencies from Developing and Central and Eastern European Countries: There are institutions, individuals, and government agencies from these countries who are either strong advocates for or experts in energy efficiency. Unfortunately, they are generally in the minority, with their voices all too frequently drowned out; in such an environment, their effectiveness in advancing an energy efficiency agenda is often not very high. Establishing strategic alliances with counterparts in the U.S. Working Group can heighten their visibility and potentially give them greater credibility, both to their own governments as well as to donor agencies.

STATUS REPORT

Activities of the Secretariat--As part of its agenda for 1992, the Working Group directed the Secretariat to organize a meeting of advocates and experts in energy efficiency from developing and Eastern and Central European countries, to be held in Washington in the fall of 1992. The International Energy Initiative has signaled its willingness to cosponsor such a meeting with the Working Group.

PROPOSAL

The International Institute for Energy Conservation proposes to follow-up on the initial progress made during the U.S. Working Group's first functional year with a three-year initiative designed to: increase the awareness of energy efficiency as an option in energy sector development; develop a strategy for donor coordination; and facilitate the implementation of energy efficiency projects.

It is imperative that the momentum gained from this first year of activity not be lost. As Secretariat, IIEC proposes to perform the following activities to build upon the previous progress:

1. In cooperation with the Executive Committee, organize bi-monthly meetings of the Working Group and monitor the progress being made in achieving the agenda of this Group in developing project proposals, training, and implementation of energy efficiency strategies.
2. Continue to expand, improve, and market the current portfolio of around 40 project proposals that address information exchange, training, model project demonstrations, financing, technology export, and joint technology research; this will include regular presentations of the U.S. Working Group proposals to interested potential funders, including multilateral and bilateral agencies. Targeting 3 to 5 countries, selected jointly with the U.S. Working Group and the Executive Committee, for concentrated efforts to nurture the development of energy efficiency proposals, heretofore non-existing, will also be a key activity; to the maximum extent possible, these targeted countries will be A.I.D. key countries.
3. Continue to work with the Executive Committee and U.S. Working Group to undertake an aggressive program to develop and fortify links with developing and Eastern and Central European governments and individuals. Strengthening ties with like-minded South-based institutions will be a critical component of this work. Among the activities anticipated will be a regular meeting of developing country energy efficiency activists and experts and encouragement of the formation of working groups similar to the U.S. Working Group in other regions of the world.
4. Expand the involvement of the U.S. business community in the U.S. Working Group, initially through the development of an exhibit on American energy efficiency technologies, with the goal of having it exhibited at 4 to 7 relevant international conferences annually.
5. Continue to work with the U.S. Working Group to implement a strategy for collaboration with bilateral and multilateral assistance agencies. This work will include appropriate follow-up activities to the Stockholm Conference on Energy, Environment, and Sustainable Development (SEED).

6. Develop a targeted training strategy in collaboration with South-based institutions. This work will include designing training courses and materials for use in a limited number of countries initially (2 or 3), holding an international workshop on agendas and structures for energy efficiency training, and undertaking a targeted training program in energy efficiency for non-governmental organizations.

To help identify and initiate concrete projects and develop specific efforts to provide information, training, model program demonstrations, financing, technology export assistance, and joint technology research and development, IIEC may subcontract with other organizations for assistance in completing some of the tasks and may hire consultants as needed. For example, in seeking to work cooperatively with South-based institutions, subcontracts may be necessary with such organizations as the International Energy Initiative, AFREPREN, or the Tata Energy Research Institute.

Additionally, the following travel schedule is projected to be necessary to complete the outlined activities. The proposed exhibit on energy efficiency technologies is expected to be shown at conferences in approximately half of the projected international trips:

Domestic Travel	
Total Trips	6
Total Days	18
Average Days per Trip	3
International Travel	
Africa	1
Asia	2
Latin America	2
Mexico	4
Europe	4
Total Trips	13
Total Days	91
Average Days per Trip	7

The total 3-year budget (attached) for the proposed activities is \$1,509,813 of which IIEC asks for \$997,379 or 66 percent of the total budget. Other government agencies and private foundations will be approached to complete the funding needs. The IIEC Executive Director, Deborah Bleviss, will head this effort with the help of the Deputy Director, Senior Associate for Policy, and research associate assistance. As projects are identified, however, other personnel may be substituted depending on specific projects selected.

EXAMPLE

Report No. ____

**A Report of the
Office of Energy and Infrastructure
Bureau for Research and Development
United States Agency for International Development**

REPORT TITLE

Prepared by:

XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

**Project Title and Number
Contractor Name
Contract Number**

Date

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ECT SUMMARY REPORT

Project No./Title 936-5734, Energy Training Program	6 Months Ending 9/30/91
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Date 1st Oblig. 8/25/87	Last FY Oblig. 1991	PACD 9/30/92	Contr./Gnt. Exp. 8/24/92	Fund Thru 8/1/92
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Date Last Audit/Fin. Review	Last Eval.	PES Completion	Next Eval.
------------------------------------	-------------------	-----------------------	-------------------

<u>BUDGET/FINANCIAL ANALYSIS</u>	R&D	BUY-INS	TOTAL
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- 1. TOTAL AUTHORIZED AMOUNT:
 - 2. TOTAL CONTRACT/GRANT/CA AGREE. COST:
 - 3. CUMULATIVE OBLIGATIONS (THRU 9/30/91):
 - 4. PLANNED OYB (FY 92):
 - 5. TOTAL OBLIGATIONS (THRU 9/30/92):
 - 6. PLANNED OBLIGATIONS THRU FY:
 - 7. SHORTFALL/FORWARD ANTICIP. FUNDING:
-

- 8. CUMULATIVE EXPENDITURES (THRU 9/30/91):
(OF WHICH VOUCHERED EXPENDITURES
THRU 9/30/91):
 - 9. PIPELINE (AS OF 9/30/91):
-

- 10. EXPENDED IN PAST YEAR:
 - 11. ACTUAL MONTHLY BURN RATE (FY 91):
 - 12. PLANNED MONTHLY BURN RATE (FY 92):
 - 13. MONTHS FUNDING AVAILABLE
AFTER 9/30/91:
-

This project is to be extended to 9/30/97

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THE ENERGY TRAINING PROGRAM (ETP)
PROJECT STATUS
April 1991 - September 1991

Project Purpose: To facilitate the transfer of energy and energy efficiency technologies to cooperating A.I.D. countries through training and human resource development.

End of Project Status: Train approximately 1990 LDC participants in technical energy areas: project design, implementation, plant operation and maintenance, and policy and planning. A corollary outcome is to have cadres of trained LDC personnel in public and private sector energy activities: financing, investment, and supporting entrepreneurial initiatives.

Courses Completed:

Economic and Financial Analysis of Energy Projects	2/5 - 4/12/91
Petroleum Management	4/2 - 6/7/91
Clean Coal Technologies	5/21 - 7/19/91
Power Systems Control and Protection	6/4 - 8/16/91
Refinery Energy Conservation	6/25 - 9/6/91
Solar Electricity Technologies	7/16 - 8/23/91
Mechanical Maintenance of Power Plant Equipment	7/30 - 9/27/91

Courses In Progress:

Stationary Source Air Pollution Monitoring	7/9 - 11/1/91
Environmental Policy Development and Implementation	8/13 - 11/8/91
Oil and Gas Exploration	8/27 - 11/15/91
Oil and Gas Reservoir Evaluation, Development and Production	8/27 - 11/15/91
General Management of Electric Utilities	9/10 - 12/6/91
Strategic Planning for Oil and Gas Executives	9/24 - 12/6/91

Internships:

In Progress: Mechanical Maintenance Site Visit 9/28 - 10/18/91

Academics:

Completed: Two participants (1 on 5/31/91, 1 on 8/31/91)

In Progress: Eight participants (2 through 12/91, 6 through 12/92)

Study Tours:

Completed: Energy Planning, Production and Utilisation in Developing Countries and Emerging Democracies 5/14 - 5/24

Completed: Organization, Management and Operation of the Electric Utility Industry 5/30 - 6/5

Principal Issues/Problems:

- Project Paper amended and sent for review.
- CN completed
- Draft scope of work in process.

QUARTERLY TRAVEL FORECAST

TRAVELER	ESTIMATED COST	ESTIMATED COST (PROJECT) CORE	ESTIMATED COST (PROG FUNDS) BUY-IN	TRVL DATES FROM/TO	CITY COUNTRY/STATE	TRAVEL PURPOSE OF
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PROGRAM PLAN - FY 82
October 1981

Accomplishment	Previous Fiscal Years (\$000) (Prior to FY 1982)				Fiscal Year 1982 (\$000) (Oct 1, 1981 - Sept 30, 1982)				Totals to Date (\$000)		Uncommitted Balance	
	Funding		Expenditures		Funding		Expenditures		Committed Funds	Funding		Expenditures
	S&T	Mission & Other	S&T	Mission & Other	S&T	Mission & Other	S&T	Mission & Other				
I. ENERGY TRAINING PROGRAM (ETP) A. ENERGY POLICY, PLANNING, ANALYSIS & FINANCING <p style="text-align: right;">Chapter 0</p> 1. National Energy Policy and Planning 2. Economic & Financial Analysis of Energy Projects Subtotal B. MANAGEMENT OF ENERGY ENTERPRISES 1. Petroleum Management 2. Managing a National Petroleum Enterprise												

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PROGRAM PLAN - FY 92
October 1991

Accomplishment	Status	Future Plans	Project Officer Action Officer(s)	Dates: Start/ Review/ Complete
I. ENERGY TRAINING PROGRAM (ETP) A. ENERGY POLICY, PLANNING, ANALYSIS & FINANCING				
<p style="text-align: right;">Chapter 9</p>				
1. National Energy Policy and Planning	Energy Center, U. of Pennsylvania Course Dates: 1/21/92 - 7/3/92 Participants: Completed:		S. Tott/S. Ebbin	1/21/92 7/3/92
2. Economic & Financial Analysis of Energy Projects	Colorado School of Mines Course Dates: 6/28/92 - 7/31/92 Participants: Completed:		S. Tott/S. Ebbin	6/28/92 7/31/91
Subtotal				
B. MANAGEMENT OF ENERGY ENTERPRISES				
1. Petroleum Management	Institute for Petroleum Development Course Dates: 8/2/92 - 8/7/92 Participants: Completed:		S. Tott/S. Ebbin	8/2/92 8/7/92
2. Managing a National Petroleum Enterprise	Petroleum Finance Corporation Course Dates: 8/24/91 - 12/6/91 Participants: 20 Completed: 12/6/91		S. Tott/S. Ebbin	8/24/91 12/6/91

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AGENCY FOR INTERNATIONAL DEVELOPMENT
PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES (PIO/T)*

NCG

Page 1 of Pages

1. Cooperating Country Worldwide	2. PIO/T No. 936-5743 269/605	3. PIO/T Amend No. Original
4. Project/Activity No. and Title 936-5743 H3F1 Energy Efficiency Project (IEEC)	5. Appropriation Symbol(s) 72-112/31021.3	
7. Pro Ag No. or Project Authorization Date PAF signed AA/S&T 12/7/91	6. Budget Plan Code(s) DDN2-92-16900-IG11 (263-36-099-01-20-21)	
9. Project Assistance Completion Date (Month, Day, Year) 10/30/99	8. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document	
	10. Authorized Agent FA/OP/B/PCE	

11. Type of Action and Governing A.I.D. Handbook A. A.I.D. Contract (HB14) C. PASA/RSSA (HB 12) B. A.I.D. Grant or Cooperative Agreement (HB 13) D. Other	[B] 12. Contract/Grant/Cooperative Agreement/ Reference Number (if this PIO/T is for an order or a modification to an award) TBD
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13. A.I.D. Funding (Attach a detailed budget in support of column (2) as Attachment A.				
	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
A. Dollars		200,000		200,000
B. U.S.-Owned Local Currency				0

14. Mission References

15. Instructions to Authorized Agent

FA/OP/B/PCE is requested to establish a two-year non-competitive Cooperative Agreement with the International Institute for Energy Conservation (IEEC) based on the attached unsolicited proposal and attached Scope of Work.

Period of Performance: September 21, 1992 - September 20, 1994

16. Address of Voucher Paying Office Agency for International Development, FA/FM/CMP/DC, Room 700, SA-2, Washington, DC 20523

17. Clearances - Include typed name, office symbol, and date for all clearances

A. The Project Officer certifies (1) that the specifications in the statement of work or program description are technically adequate, and (2) that (for contract actions only) all program personnel who are defined as procurement officials under 41 U.S.C 423 have signed the Procurement Integrity Certification (OF-333).

Signature R&D/EI, David Jhirad *David Jhirad* Date: June 19, 1992 Phone No: 5-4047

B. The statement of work or program description lies within the purview of the initiating office and approved agency programs.
Signature: R&D/EI, Alberto Sabadell *Alberto Sabadell* Date: 6/19/92

C. Signature: R&D/EI, Shirley Toth *Shirley Toth* Date: 6/19/92

D. Funds for the services requested are available
Signature: FA/FM/A/NPA, Rose Anderson *Rose Anderson* Date:

E. Signature: R&D/PO, Garland Standrod *Garland Standrod* Date: 6/23/92

18. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to:

Signature: Title: Date:

19. For the Agency for International Development:
Signature: Elizabeth Roche *Elizabeth Roche* Title: Chief, Program Division, R&D/PO Date: 6/29/92

FOR CONTRACT ACTIONS ONLY: SOURCE SELECTION INFORMATION--SEE FAR 3.104. THIS DOCUMENT, OR PORTIONS THEREOF, CONTAINS PROPRIETARY OR SOURCE SELECTION INFORMATION RELATED TO THE CONDUCT OF A FEDERAL AGENCY ACQUISITION, THE DISCLOSURE OF WHICH IS RESTRICTED BY LAW (41 U.S.C. 423). UNAUTHORIZED DISCLOSURE OF THIS INFORMATION MAY SUBJECT BOTH THE DISCLOSER AND RECIPIENT TO CONTRACTUAL, CIVIL, AND/OR CRIMINAL PENALTIES AS PROVIDED BY LAW.

FOR OTHER ACTIONS: UNAUTHORIZED DISCLOSURE OF PROPRIETARY OR SOURCE SELECTION INFORMATION MAY SUBJECT AN EMPLOYEE TO DISCIPLINARY ACTION.

OFFICE OF FINANCIAL MANAGEMENT

ACTION: Reserved

DATE: 6/29/92 INITIALED me

PIO/T No. _____

20. Special Provisions

A. Language Requirements (specify) (Include funds in budget for testing, as required.)

N/A

B. Access to classified information will will not be required by technical specialists. (Indicate level)

C. Duty post(s) and duration of technical specialist(s) services at post(s) (months):
Various

D. Dependents' travel and support will will not be funded by A.I.D.

E. Geographic code applicable to procurement under this PIO/T is: (If other than authorized in Project Authorization, attach waiver(s))
 1. 000 3. 935 5. Other (specify)
 2. 899 4. 941

F. Salary approval(s) to exceed FS-1 salary ceiling are:
 1. attached 2. in process 3. N/A

G. Cooperating country acceptance of this project:
 1. has been obtained 2. is in process
 3. is not applicable to services required by PIO/T

H. Justification for use of external resources for advisory and assistance services is:
 1. attached 2. N/A

I. clearance for procurement of ADP equipment, software, and services is:
 1. attached 2. in process 3. N/A

J. OMB approval of any report to be completed by ten or more members of the general public under the statement of work is:
 1. attached 2. in process 3. N/A

K. Participant Training is is not being funded as part of this PIO/T.
 (If so, attach Budget Estimate Worksheet, Form AID 1382-10)

L. Requirement (contracts only) is recommended for:
 1. small-business set-aside 2. SBA 8(a) program
 3. disadvantaged-enterprise set-aside 4. No recommendation

M. Other (specify)

21. Provisions for Logistic Support	IN KIND SUPPLIED BY		FROM LOCAL CURRENCY SUPPLIED BY		TO BE PROVIDED OR ARRANGED BY SUPPLIER	N/A
	A.I.D.	COOPERATING COUNTRY	A.I.D.	COOPERATING COUNTRY		
A. Specific Items (Insert "X" in applicable column at right. If entry needs qualification, insert asterisk and explain in C. "Comments")						
(1) Office Space					X	
(2) Office Equipment					X	
(3) Housing and Utilities					X	
(4) Furniture					X	
(5) Household Appliances (Stoves,Refrig., etc.)					X	
(6) Transportation in Cooperating Country					X	
(7) Transportation To and From Country					X	
(8) Interpreter Services/Secretarial					X	
(9) Medical Facilities (Health Room)					X	
(10) Vehicles (official)					X	
(11) Travel Arrangements/Tickets					X	
(12) Nightwatchman for Living Quarters						X
(13)						
(14)						
(15)						
(16)						

Additional Facilities Available From Other Sources:

1. Diplomatic Pouch 2. PX 3. Commissary
 4. Other (specify, e.g., duty free entry, tax exemptions)

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Comments:

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PIO/T No.

22. Relationship of Contractor, Recipient, or Participating Agency to Cooperating Country and to A.I.D.

A. Relationships and Responsibilities:

There will be substantial involvement by the A.I.D. Project Manager in the activities proposed by IIEC.

B. Cooperating Country Liaison Officials:

C. A.I.D. Liaison Officials:

R&D/EI, David Jhirad, SA-18, Room 508
USDA/RSSA, Steve Witkowski

23. Background Information (additional information useful to authorized agent)

24. Summary of attachments that accompany the PIO/T (check applicable boxes)

- A. Detailed budget estimate in support of increased funding (Block 13)
- B. Evaluation criteria for competitive procurement
- C. Justification for procurement by other than full and open competition or noncompetitive assistance
- D. Statement of work or program description
- E. Waiver(s), justification(s), clearance(s), certification(s), approval(s) (specify number)

25. Distribution of PIO/T

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Attachment 1

STATEMENT OF WORK

A. Purpose of Cooperative Agreement

The purpose of this Cooperative Agreement between the Agency for International Development (A.I.D.) and the International Institute for Energy Conservation (IIEC) is to continue to support IIEC in its continued development and implementation of the Global Energy Efficiency Initiative (GEEI), as described in their unsolicited proposal.

B. Period of Cooperative Agreement

September 21, 1992 through September 20, 1994. IIEC has proposed a three-year Cooperative Agreement, however the Office of Energy and Infrastructure has determined that a two-year Agreement would be appropriate at this time.

C. Amount of Cooperative Agreement and Payment Schedule

1. Amount of the two-year Cooperative Agreement is \$332,650 for the first year and \$330,123 in the second year for a total of \$662,773.
2. A.I.D. hereby obligates \$200,000 in FY 92 funds for the first year of the Cooperative Agreement, balance of the funds requested for the first year will be provided in FY 93, and based on availability of funds.
3. Payment shall be to IIEC in accordance with A.I.D.'s standard procedures for Cooperative Agreements.

D. Cooperative Agreement Budget

The attached proposal from IIEC provides a cost estimate for the various expenses incurred under this Agreement.

E. Administrative Relationships

1. As Secretariat of GEEI, IIEC can be a vehicle through which A.I.D. can accelerate the development and implementation of energy efficiency projects and programs in developing and Eastern and Central European countries.
2. It is expected that IIEC will seek funding from other sources, including government agencies and private organizations.
3. IIEC will provide financial support and/or in-kind services to the activities under this Cooperative Agreement.

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4. The A.I.D. Project Officer will be substantially involved in the decision making and planning activities of GEEI. This involvement includes, but is not limited to, the following activities:
 - a) Membership on the Executive Committee, which advises the Executive Director on major policy and planning issues;
 - b) Membership on the Donor Agency Subcommittee, which includes involvement in the development of a strategy for donor coordination; and
 - c) Involvement in the strengthening of contacts within the developing and Eastern and Central European countries.

F. Reporting and Evaluation

1. The Grantee shall provide five copies of the following reports to the A.I.D. Project Officer, this will include one copy to A.I.D.'s Library (PPC/CDIE) through Gwen Magee, unless otherwise specified:
 - a) Monthly Status Report: Itemize project activities, summarize their progress to date, list outstanding problems and issues encountered by the Grantee, and provide suggested solutions to overcome these problems;
 - b) Mid-Project Report: Required at the end of the first year, includes lists of project inputs, outputs, and objectives; summary descriptions of each subproject undertaken; statistical summaries and analysis of subprojects and countries where these have been undertaken; cost of each subproject; and summary costs by country, region, and type of assistance;
 - c) Final Report: Required at Cooperative Agreement termination, includes the same material as the Mid-Project Report, but incorporates all project element activities, internal evaluations, and final detailed financial statements.
2. The Grantee shall also provide at least twenty-five hard copies of all Technical Reports to the Project Officer; one copy to R&D/EI, Shirley Toth; and one copy to the A.I.D. Library (PPDC/CDIE). An electronic copy will also be provided to the Project Officer, which adhere to the following software criteria:

- a) DOS 3/31 - Disk format on 5 1/4" disks, formatted 360K, double sided, double density only;
 - b) Wordperfect 5.1 - for word processing;
 - c) dBase III+ - for databases and program plan spreadsheet; and
 - d) Harvard graphics - for charts, graphs, etc.
3. Each disk should be labeled with application (WP5.1, Lotus, dBase), file name and extension, date prepared, and drafter.
 4. All Technical Reports, unless otherwise specified, will be provided in accordance with A.I.D. Office of Energy and Infrastructure format. (Instructions will be provided under separate cover from Shirley Toth).
 5. Monthly vouchers must be submitted as per A.I.D. regulations and Attachment 3. At time of submission to Financial Management one copy of each voucher is to be submitted to R&D/EI, Shirley A. Toth with detailed back-up information unless otherwise specified.
 6. A.I.D. shall be prominently acknowledged on all publications, videos, or other information media products funded or partially funded through this Cooperative Agreement and the publication shall carry the embargo that the views express by the author(s) do not necessarily reflect those of A.I.D. office, bureau or mission as well as the U.S. Agency for International Development substantially as follows:

"This publication was made possible through support provided by the Office of Energy and Infrastructure, Bureau for Research and Development, U.S. Agency for International Development, under the terms of this Cooperative Agreement No. _____ . The opinions expressed herein are those of the author(s) and do not necessary reflect the views of the U.S. Agency for International Development."
 7. The title page of all A.I.D. Office of Energy and Infrastructure reports prepared by the Grantee shall include a descriptive title, the author's name(s) as appropriate, the project name and number, the Grantee's name and the Cooperative Agreement number, the Office name, the publication or issuance date of the report.

8. Whenever appropriate, books, pamphlets or other publications intended for general readership will be marked with the A.I.D. logo and/or "U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT" appearing either at the top or at the bottom of the front cover or, if more suitable, on the first inside title page. Logos and makings of cosponsors or authorizing institutions should be similarly located and of similar size and appearance.

The reporting format may be jointly discussed and approved by the GEEI Working Group or its designees.

9. The activities designed and conducted under this Cooperative Agreement will be evaluated periodically (after the first year and at the end of the two-year period).
10. All official foreign contacts with governments, including bilateral and multilateral donor organizations, and A.I.D. Missions where funds are provided under this agreement must be cleared with the A.I.D. Project Officer.

G. Special Provisions

1. To ensure project effectiveness, IIEC shall provide the Office of Energy and Infrastructure with a work plan within two months after initiation of the Cooperative Agreement setting out in detail the activities, staffing, research, program outputs, and geographic areas of any and all proposed activities for the first year of the Cooperative Agreement. This work plan will serve as the principal planning tool for the project activities and will be approved and may be revised in accordance with the conditions stipulated below:
 - a) Annual Workplan Approval - The A.I.D. Project Officer will be consulted during the development of the annual workplans and will have the right of review and joint participation in the development of all areas of the workplan where A.I.D. funds are included; and
 - b) Workplan Revisions/Deviations - During the life of the Cooperative Agreement, the A.I.D. Project Officer will be consulted and have the right of approval for revisions of and/or deviations from the annual workplan, which involves the use of A.I.D. funds.
2. IIEC will submit quarterly progress reports to the A.I.D. Project Officer. These reports will summarize the activities for the previous quarter and provide an overview of planned activities for the coming quarter.

3. It is expected that the activities funded under this Cooperative Agreement will be managed and monitored by the Executive Director of GEEI, and the A.I.D. Project Officer. The day-to-day management of this Cooperative Agreement will be carried out by IIEC.

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Vice President

May 14, 1992

David Jhirad
Office of Energy
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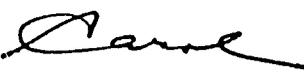
Dear David,

The International Institute for Energy Conservation has been pleased to act as Secretariat for the U.S. Working Group as part of the Global Energy Efficiency Initiative this past year. Significant progress has been made to date in coalescing the Working Group into a clear identity with well-defined goals and tasks. Based upon the progress achieved to date, we would like to propose to you that we continue as Secretariat of the U.S. Working Group for the next three years and have attached a proposal and budget to support these activities.

The total budget for the three year initiative is \$1,512,284, of which we ask A. I. D. to support with a commitment of \$999,232 with \$332,650 in the first year, \$330,123 in the second year, and \$336,458 in the third year.

We thank you for your consideration of this proposal and look forward to our continued relationship and working with you on this very important and successful initiative.

Sincerely,


Carol B. Waite
Deputy Director

Enclosure

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PROPOSAL

for continuing work

of the

THE U.S. WORKING GROUP ON GLOBAL ENERGY EFFICIENCY

Introduction

A major problem that will increasingly be confronting developing and Central and Eastern European countries in the future will be their rapidly rising demand for energy services. If such services are provided using conventional methods of just expanding energy supply, both the economic and environmental costs will be intolerable. A recent study, supported by U.S. AID, for example, estimates that energy investment requirements for these countries will rise from \$50 billion annually today to \$145 billion annually during the first quarter of the next century; such capital requirements simply cannot be met, meaning that expansion of the energy service sector will have to be severely curtailed due to capital scarcity and/or indebtedness levels to meet energy needs will rise. From the environmental perspective, the rising demand for energy will mean mushrooming regional and global environmental problems ranging from air and water pollution, acid rain, and deforestation, to a rapidly rising rate of greenhouse gas emissions. The same study, for example, projects that global carbon dioxide (a greenhouse gas) emissions will double between 1985 and 2025, with more than half the increase coming from developing and Eastern and Central European countries.

Improving the efficiency with which energy services are provided is a key strategy in reducing the projected economic and environmental strains of a "business-as-usual" energy expansion approach. The AID-sponsored study projects that with an energy efficiency scenario that reduces energy use by 25 percent, greenhouse gas emissions would fall by 28 percent and capital requirements for energy investments by 50 percent. Despite the substantial potential benefits that would accrue from an aggressive energy efficiency scenario, little activity in implementing energy efficiency in developing and Central and Eastern European countries has materialized to date. While there are a multitude of reasons for this inactivity, two important ones have been the lack of projects in place or in the pipeline that can serve as models for others, and the lack of a constituency to work for an energy efficiency implementation approach.

In the Foreign Operations, Export Financing, and Related Programs Appropriations Acts of 1990 and 1991, A.I.D. was directed by Congress to undertake a "global warming initiative" to focus on improved energy efficiency, increased use of renewable energy

resources and national energy plans (such as least-cost energy plans). Congress further stated that such energy assistance shall be focused on key countries, where assistance would have the greatest impact on reducing emissions from greenhouse gases.

In response to this Congressional directive and in recognition of the aforementioned barriers, the Global Energy Efficiency Initiative (GEEI) was launched in 1990, with significant leadership from U.S. AID's Office of Energy. The primary focus of the initiative was to accelerate the rate of adoption of energy efficiency strategies in developing and Eastern European countries. With leadership for the initiative based initially in the U.S., it was decided shortly after GEEI's establishment that the creation of a U.S. Working Group for Global Energy Efficiency made sense as the starting focus for constituency-building efforts. As time passed, then, additional working groups in other parts of the world might be established. The International Institute for Energy Conservation (IIEC), a member of the initial group that defined the U.S. Working Group, was selected to serve as the secretariat of the group, and an Executive Committee was created comprised of representatives from U.S. AID, the Natural Resources Defense Council (NRDC), the U.S. Export Council for Renewable Energy (U.S. ECRE), Volunteers in Technical Assistance (VITA), Oak Ridge National Laboratory, and the American Council for an Energy Efficient Economy (ACEEE).

Since the creation of the U.S. Working Group, its role and definition have evolved, as is natural for all new groups. What follows is a summary of the mission statement and role of the Working Group today.

Mission Statement

The U.S. Working Group for Global Energy Efficiency seeks to expedite the rate of implementation of energy efficiency in developing and Eastern and Central European countries, so as to minimize negative economic and environmental impacts that would otherwise accrue from a "business-as-usual" energy development approach. The Working Group undertakes this mission by catalyzing the development and implementation of specific energy efficiency projects, and mobilizing the development of public and private constituencies that will work to realize the implementation of efficiency strategies. As the Secretariat to the U.S. Working Group, the IIEC fulfills two roles: 1) on behalf of the Working Group it defines and administers selected activities that the Working Group has endorsed; and 2) it works to improve coordination and integration of activities carried out by individual Working Group members which meet the mission of the Working Group. This structure of the Working Group and its Secretariat is meant to be as highly leveraging as possible. By using the Secretariat both to undertake specific and targeted activities and to leverage activities of Working Group members, a minimal use of IIEC staff resources--less than 4 personyears of professional labor--catalyzes considerable downstream activity.

The Functions of the U.S. Working Group

■ Information Dissemination--A critical first component of creating the will to pursue an energy efficiency approach is information--information about why such an approach is needed as well as information about what is already going on in this area. The information dissemination role has primarily been the responsibility of the IIEC in its capacity as Secretariat of the Working Group.

STATUS REPORT

Activities of the Secretariat--The IIEC regularly convenes the Working Group every two months. While setting the agenda for Working Group activities, those meetings also fulfill key information dissemination functions. Working Group members are regularly apprised of relevant activities of individual members as well as other key activities that are relevant to the Working Group's mission, including conferences or meetings. In addition, since the beginning of 1992, these meetings have also been used to make presentations on emerging institutions from developing and Eastern and Central European countries. Presentations thus far have been on the International Energy Initiative (headed by Amulya Reddy) and on Cenef (the newly-formed Russian energy efficiency center).

Activities of the Working Group members--A report was prepared and released in 1991 entitled Energy Efficiency, Developing Nations, and Eastern Europe, which built upon scenario work conducted for the EPA on global climate change to develop scenarios of projected energy consumption in developing and Eastern European countries assuming a "business-as-usual" approach and an approach emphasizing improved energy efficiency. Primary responsibility for the report lay with Lawrence Berkeley Laboratory, with contributions from Oak Ridge National Laboratory and RCG/Hagler-Bailly.

■ Project Incubation--A major barrier to realizing widespread energy efficiency implementation in developing and Eastern and Central European countries has been the relative absence of identification and packaging of potential projects and then nurturing them to fruition. A major focus of the U.S. Working Group, therefore, has been to spur such activity, both through the Secretariat itself and through individual Working Group members.

STATUS REPORT

Activities of the Secretariat--In order to foster projects from a very nascent stage and to directly involve counterpart institutions in developing and Eastern and Central European countries in the project formation from the very beginning, the Working Group approved a plan at the beginning of 1992

to focus the its project incubation activities on three to five countries. Responsibility for nurturing projects in these countries lies with the Secretariat, in cooperation with other Working Group members operating in those countries. Three countries have initially been selected--Mexico, Brazil, and Indonesia--with two potential additions, one each from Central and Eastern Europe, and from Africa. This approach was also adopted because it enables the IIEC to use its limited staff resources maximally.

Activities of the Working Group members--Since late 1990, Working Group members have submitted proposed projects meeting criteria established by the Executive Committee as part of the project incubation process. Those projects have been reviewed and improved with input from both the Secretariat and a Technical Advisory Panel nominated by the Working Group. Nearly 30 proposal proposals have now been compiled, and the process of marketing them to potential funders in order to get them to move ahead has begun; an initial marketing effort has been conducted with the Global Environmental Facility. Additional project proposals continue to be solicited.

■ Mobilization of Constituencies--A key element to realizing energy efficiency implementation in developing and Eastern and Central European countries is mobilizing constituencies to see that it is in their interests to pursue such an approach and, hence, to develop an agenda for action. With the wide array of interests represented in the Working Group, this task is a natural fit with the Working Group. For this function, in most cases the Secretariat serves a coordinative role with the relevant Working Group members. However, in particular cases where the Working Group has directed the Secretariat to do so, the Secretariat is responsible for specific activities.

A. Businesses: The U.S. business community can play a major role in expediting energy efficiency implementation in these countries because it is their efficiency goods and services that are required. What is needed are export arrangements, licensing, and joint venture relationships, all of which will also benefit the business community. Unfortunately, due to its dispersed nature and lack of awareness of market opportunities, the business community has been very slow to act to date.

STATUS REPORT

Activities of the Secretariat--As directed by the U.S. Working Group, the Secretariat is in the process of developing an exhibit on energy efficiency technologies that will travel to four to seven trade shows or conferences in these countries annually. While initial seed funding for the exhibit will likely come from government sources, the goal is to have businesses contribute to the exhibit as a first tangible step in reaching out to markets in these countries.

Activities of the Working Group members--Activities to date have primarily focused on trying to organize the industry and apprise it of market opportunities; some trade missions have also been undertaken. The lead in this area has been U.S. ECRE, which is attempting to put together an association of trade groups representing the energy efficiency industry. Other organizations active in trying to organize the industry have included: USEA, the Alliance to Save Energy, ACEEE, IIEC, and the Center for Global Change. The Alliance to Save Energy and IIEC have also been active in conducting market briefings, preparing a book on government resources that can be tapped in seeking to export energy efficient equipment abroad, and organizing trade missions.

B. Donor Agencies: Donor agencies, including the multilateral development banks, are an important source of energy financing in these countries and therefore can be quite influential in getting energy efficiency projects in place. Moreover, they benefit from such an approach because it provides them with a means of carrying out their development mandate while minimizing economic and environmental problems. However, to date, few donor agencies have understood the import of energy efficiency and therefore they have allocated little funding for this purpose; even among those that have allocated funding for this purpose, the quality of the projects funded has often been poor.

STATUS REPORT

Activities of the Working Group members--Leadership in this area has been from the Office of Energy at U.S. AID. In collaboration with the Swedish government and the World Bank, the Office of Energy helped organize a conference in Stockholm in November 1991 called the Stockholm Initiative on Energy, Environment, and Sustainable Development (SEED), which brought together representatives of donor agencies and developing countries to discuss the need to follow more environmentally sustainable energy development strategies. A followup meeting is planned at the UNCED conference.

C. Research/Academic Community: The research and academic community can play a major role in encouraging energy efficiency implementation through their skills in capacity-building, a necessary prerequisite for long term progress in adopting energy efficiency strategies. Many in this community are already undertaking such a function for the U.S. domestic audience, but have not realized the need abroad.

STATUS REPORT

Activities of the Working Group members--Leadership in this area has been primarily from Oak Ridge National Laboratory, in collaboration with the Secretariat; Oak Ridge's proposals have been developed in consultation with

a Training Subcommittee comprised of representatives from LBL, IIEC, and NRDC. The concrete proposals that are now moving forward are to have focused training activities in no more than two countries (most likely Mexico and Indonesia), with an emphasis on the electric sector, and to hold an international conference to agree on common curricula and training agendas in collaboration with "South-based" institutions such as the International Energy Initiative. In addition, NRDC, LBL, IIEC, and the Center for Global Change are cosponsoring an NGO training program. LBL has also already engaged in extensive training abroad in analysis on future greenhouse gas emissions, which has application to energy efficiency analysis, as part of its work for EPA and is interested in developing curriculum material on integrated resource planning as part of the Working Group training initiative. Princeton University's Center for Energy and Environmental Studies is developing a "Technology Menu" and a "methodologies handbook", both focusing on energy efficiency, as part of its work for AID in India; these could be adapted as curriculum materials for other countries.

D. Institutions, Individuals, and Government Agencies from Developing and Central and Eastern European Countries: There are institutions, individuals, and government agencies from these countries who are either strong advocates for or experts in energy efficiency. Unfortunately, they are generally in the minority, with their voices all too frequently drowned out; in such an environment, their effectiveness in advancing an energy efficiency agenda is often not very high. Establishing strategic alliances with counterparts in the U.S. Working Group can heighten their visibility and potentially give them greater credibility, both to their own governments as well as to donor agencies.

STATUS REPORT

Activities of the Secretariat--As part of its agenda for 1992, the Working Group directed the Secretariat to organize a meeting of advocates and experts in energy efficiency from developing and Eastern and Central European countries, to be held in Washington in the fall of 1992. The International Energy Initiative has signaled its willingness to cosponsor such a meeting with the Working Group.

PROPOSAL

The International Institute for Energy Conservation proposes to follow-up on the initial progress made during the U.S. Working Group's first functional year with a three-year initiative designed to: increase the awareness of energy efficiency as an option in energy sector development; develop a strategy for donor coordination; and facilitate the implementation of energy efficiency projects.

It is imperative that the momentum gained from this first year of activity not be lost. As Secretariat, IIEC proposes to perform the following activities to build upon the previous progress:

1. In cooperation with the Executive Committee, organize bi-monthly meetings of the Working Group and monitor the progress being made in achieving the agenda of this Group in developing project proposals, training, and implementation of energy efficiency strategies.
2. Continue to expand, improve, and market the current portfolio of around 40 project proposals that address information exchange, training, model project demonstrations, financing, technology export, and joint technology research; this will include regular presentations of the U.S. Working Group proposals to interested potential funders, including multilateral and bilateral agencies. Targeting 3 to 5 countries, selected jointly with the U.S. Working Group and the Executive Committee, for concentrated efforts to nurture the development of energy efficiency proposals, heretofore non-existing, will also be a key activity; to the maximum extent possible, these targeted countries will be A.I.D. key countries.
3. Continue to work with the Executive Committee and U.S. Working Group to undertake an aggressive program to develop and fortify links with developing and Eastern and Central European governments and individuals. Strengthening ties with like-minded South-based institutions will be a critical component of this work. Among the activities anticipated will be a regular meeting of developing country energy efficiency activists and experts and encouragement of the formation of working groups similar to the U.S. Working Group in other regions of the world.
4. Expand the involvement of the U.S. business community in the U.S. Working Group, initially through the development of an exhibit on American energy efficiency technologies, with the goal of having it exhibited at 4 to 7 relevant international conferences annually.
5. Continue to work with the U.S. Working Group to implement a strategy for collaboration with bilateral and multilateral assistance agencies. This work will include appropriate follow-up activities to the Stockholm Conference on Energy, Environment, and Sustainable Development (SEED).

6. Develop a targeted training strategy in collaboration with South-based institutions. This work will include designing training courses and materials for use in a limited number of countries initially (2 or 3), holding an international workshop on agendas and structures for energy efficiency training, and undertaking a targeted training program in energy efficiency for non-governmental organizations.

To help identify and initiate concrete projects and develop specific efforts to provide information, training, model program demonstrations, financing, technology export assistance, and joint technology research and development, IIEC may subcontract with other organizations for assistance in completing some of the tasks and may hire consultants as needed. For example, in seeking to work cooperatively with South-based institutions, subcontracts may be necessary with such organizations as the International Energy Initiative, AFREPREN, or the Tata Energy Research Institute.

Additionally, the following travel schedule is projected to be necessary to complete the outlined activities. The proposed exhibit on energy efficiency technologies is expected to be shown at conferences in approximately half of the projected international trips:

Domestic Travel	
Total Trips	6
Total Days	18
Average Days per Trip	3
International Travel	
Africa	1
Asia	2
Latin America	2
Mexico	4
Europe	4
Total Trips	13
Total Days	91
Average Days per Trip	7

The total 3-year budget (attached) for the proposed activities is \$1,509,813 of which IIEC asks for \$997,379 or 66 percent of the total budget. Other government agencies and private foundations will be approached to complete the funding needs. The IIEC Executive Director, Deborah Bleviss, will head this effort with the help of the Deputy Director, Senior Associate for Policy, and research associate assistance. As projects are identified, however, other personnel may be substituted depending on specific projects selected.

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GEEI THREE-YEAR BUDGET

YEAR ONE

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	Total Budget -----	Percent Provided by AID -----	AID Budget -----
Salaries			

Executive Director at 60%	51,000	75%	38,250
Senior Policy at 75%	41,250	75%	30,938
Program Manager at 75%	41,250	0%	0
Deputy Director at 25%	15,500	75%	11,625
Research Associate at 80%	20,800	75%	15,600
Research Assistant at 50%	10,000	75%	7,500
Adminstrative Support at 25%	6,000	75%	4,500
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Total Salaries	185,800	58%	108,413
	-----	--	-----
Benefits at 30.58%	56,818	58%	33,153
Travel (yearly)			

2 trips, Africa	10,000	50%	5,000
2 trips, Asia	7,200	100%	7,200
4 trips, Latin America	12,000	50%	6,000
4 trips, Europe	10,800	0%	0
4 trips, Mexico	3,500	100%	3,500
4 trips, New York	2,000	100%	2,000
2 trips, West Coast	3,000	100%	3,000
	-----	--	-----
	48,500	55%	26,700
Total Subcontracts	25,000	100%	25,000
Total Consulting	25,000	100%	25,000
Other Expenses			

Exhibit	14,000	75%	10,500
Printing (group report, report, training, etc.)	15,000	100%	15,000
Conferences	20,000	75%	15,000
Supplies	6,000	75%	4,500
Fax, phone, misc.	8,000	75%	6,000
	-----	--	-----
Total Other Expenses	63,000	81%	51,000
Overhead at 23.54%	95,129	67%	63,385
	-----	--	-----
TOTAL YEAR ONE	499,247	67%	332,650
	=====	==	=====

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GEEI THREE-YEAR BUDGET

YEAR TWO

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	Total Budget -----	Percent Provided by AID -----	AID Budget -----
Salaries (includes 3.5% cost-of-living raise) -----			
Executive Director at 60%	52,785	75%	39,589
Senior Policy at 75%	42,694	75%	32,020
Program Manager at 75%	42,694	0%	0
Deputy Director at 25%	16,042	75%	12,032
Research Associate at 80%	21,528	75%	16,146
Research Assistant at 50%	10,350	75%	7,763
Administrative Support at 25%	6,210	75%	4,657
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Total Salaries	192,303	58%	112,207
	-----	--	-----
Benefits at 30.58%	58,806	58%	34,313
 Travel (yearly) -----			
2 trips, Africa	10,000	50%	5,000
2 trips, Asia	7,200	100%	7,200
4 trips, Latin America	12,000	50%	6,000
4 trips, Europe	10,800	0%	0
4 trips, Mexico	3,500	100%	3,500
4 trips, New York	2,000	100%	2,000
2 trips, West Coast	3,000	100%	3,000
	-----	--	-----
	48,500	55%	26,700
Total Subcontracts	25,000	100%	25,000
Total Consulting	25,000	100%	25,000
 Other Expenses -----			
Exhibit	14,000	75%	10,500
Printing (group report, report, training, etc.)	8,000	100%	8,000
Conferences	20,000	75%	15,000
Supplies	6,000	75%	4,500
Fax, phone, misc.	8,000	75%	6,000
	-----	--	-----
Total Other Expenses	56,000	79%	44,000
	-----	--	-----
Overhead at 23.54%	95,480	66%	62,904
	-----	--	-----
TOTAL YEAR TWO	501,090	66%	330,123
	=====	==	=====

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GEEI THREE-YEAR BUDGET

YEAR THREE

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	Total Budget -----	Percent Provided by AID -----	AID Budget -----
Salaries (includes 3.5% cost-of-living raise)			

Executive Director at 60%	54,632	75%	40,974
Senior Policy at 75%	44,188	75%	33,141
Program Manager at 75%	44,188	0%	0
Deputy Director at 25%	16,603	75%	12,453
Research Associate at 80%	22,281	75%	16,711
Research Assistant at 50%	10,712	75%	8,034
Adminstrative Support at 25%	6,427	75%	4,821
	-----	--	-----
Total Salaries	199,034	58%	116,134
	-----	--	-----
Benefits at 30.58%	60,864	58%	35,514
Travel (yearly)			

2 trips, Africa	10,000	50%	5,000
2 trips, Asia	7,200	100%	7,200
4 trips, Latin America	12,000	50%	6,000
4 trips, Europe	10,800	0%	0
4 trips, Mexico	3,500	100%	3,500
4 trips, New York	2,000	100%	2,000
2 trips, West Coast	3,000	100%	3,000
	-----	--	-----
	48,500	55%	26,700
Total Subcontracts	25,000	100%	25,000
Total Consulting	25,000	100%	25,000
Other Expenses			

Exhibit	14,000	75%	10,500
Printing (group report, report, training, etc.)	8,000	100%	8,000
Conferences	20,000	75%	15,000
Supplies	6,000	75%	4,500
Fax, phone, misc.	8,000	75%	6,000
	-----	--	-----
Total Other Expenses	56,000	79%	44,000
	-----	--	-----
Overhead at 23.54%	97,549	66%	64,111
	-----	--	-----
TOTAL YEAR TWO	511,947	66%	336,458
	=====	==	=====
GRAND TOTAL	1,512,284	66%	999,232
	=====	==	=====

MEMORANDUM

TO: FA/OP/B/PCE, Thomas Stephens

FROM: R&D/EI, James B. Sullivan

SUBJECT: Non-Competitive Award of Cooperative Agreement to the International Institute for Energy Conservation

It is requested that you consider only the International Institute for Energy Conservation (IIEC) for the subject Cooperative Agreement to assist IIEC in carrying out its duties as the secretariat for the U.S. Working Group of the Global Energy Efficiency Initiative (GEEI). IIEC was elected by the GEEI Working Group members as the Executive Director and Secretariat to carry out the following activities: 1) Sponsor a meeting of assistance agencies to promote donor coordination of energy efficiency projects; 2) Bring developing country representatives into the GEEI framework; and 3) Expand the U.S. Working Group to include other organizations that are interested in promoting energy efficiency as part of a comprehensive energy development strategy.

Background: In response to Congressional directives in the FY 1990 Foreign Appropriations Act that A.I.D. should increase its activities in specific areas of energy sector development, including energy efficiency on a massive scale worldwide. GEEI consists of a U.S. Working Group comprised of experts in energy sector development and energy efficiency from the U.S. government, universities, national laboratories, the energy industry, environmental groups, and other non-governmental organizations.

The focus of the GEEI Working Group is to increase the use of energy efficiency measures through the following activities: 1) Initiate concrete energy efficiency projects in both supply and end-use; 2) Promote energy efficiency as an important part of comprehensive least-cost planning; 3) Disseminate information on efficiency through publications, workshops and training courses; 4) Facilitate project financing of large- and small-scale efficiency projects; 5) Provide technology export assistance; and 6) Carry out joint research and development in efficient technologies between donor and developing country organizations.

