|  |  |  |
| --- | --- | --- |
| ECO3 Innovation: Demonstration action notification templates v1.2  |

This document contains the templates to be submitted upon notification of completed demonstration actions, and should be used in conjunction with the ‘ECO3 Guidance: Notification of demonstration actions’[[1]](#footnote-1).

The completed documents should be submitted separately, as the ‘summary report’ will be published on the Ofgem website. As a result, applicants/suppliers may wish to include their own logos and branding.

**Any highlighted text must be removed from the templates prior to submission.**

We strongly advise that the ECO3 Guidance: Notification of demonstration actions, is read when completing the templates below.

## Contents

**Template 1 – Summary Report**

Guidance on this template can be found in paragraphs 2.3 – 2.6 of the ECO3 Guidance: Notification of demonstration actions.

**Template 2 – Technical Monitoring Report**

Guidance on this template can be found in paragraphs 2.25 – 2.26 of the ECO3 Guidance: Notification of demonstration actions

**Template 3 – Project Costs**

Guidance on this template can be found in paragraphs 2.27 – 2.34 of the ECO3 Guidance: Notification of demonstration actions.

**Template 4 – Installation Dates and Addresses**

This document is embedded as a separate Excel spreadsheet file. Further guidance can be found in paragraphs 2.35 – 2.36 of the ECO3 Guidance: Notification of demonstration actions.

# Template 1 – Summary Report

|  |  |  |
| --- | --- | --- |
| Name of sponsoring supplier | Innovator / manufacturer | Name of demonstration action / product |
|  |  |  |
| Description of measure |
| Please provide a brief description of the product, and how it operates.Word count guide: 50 words |
| Sample size and composition |
| Specify the monitored sample size and composition of the properties in which data was collected for use in the final report, including the control group if applicable. Please do not include properties where data was unable to be collected or used. Such properties should be included in the project costs template where relevant, and the installation dates and addresses spreadsheet. If some parameters were monitored on a subset of properties, please specify the sample size for each parameter monitored.Summarise any significant issues encountered.Word count guide: 150 words |
| Parameters monitored |
| Detail what parameters were monitored as part of the DA, and at what frequency.Summarise any significant issues encountered. Word count guide: 150 words |
| Monitoring duration |
| Detail the monitoring duration, inc. a breakdown of pre and post-installation monitoring if applicable. If monitoring duration varied between parameters monitored, please detail the monitoring duration for each parameter monitored.Summarise any significant issues encountered.Word count guide: 100 words |
| Average annual cost saving | Expected lifetime cost savings |
| Please state the average annual cost saving of the product when heating domestic premises to 21 degrees Celsius in the main living areas and 18 degrees Celsius in all other areas. This should be the average across the sample, and given as a percentage figure.\_\_\_\_%Basis for percentage: [annual space heating costs/annual heating and hot water costs/annual energy costs] (delete as appropriate)Main heating source[[2]](#footnote-2): \_\_Main house type: If using SAP, or other modelling, briefly describe the house type used | Please state the average cost savings that would be achieved over the expected lifetime of the measure when heating domestic premises to 21 degrees Celsius in the main living areas and 18 degrees Celsius in all other areas. £\_\_\_\_Basis for LBS: [annual space heating costs/annual heating and hot water costs/annual energy costs] (delete as appropriate)Main heating source: \_\_Main house type: If using SAP, or other modelling, briefly describe the house type usedExpected lifetime: \_\_\_ years |
| Summary of Discussion and Conclusion |
| Briefly describe how the cost savings above have been determined from the monitored data. This should cover any significant assumptions made and any modelling or extrapolation carried out. For example, annual savings may have been extrapolated from a shorter monitoring period, or adjusted to account for differences in internal temperatures, weather conditions, or between the sample and the national housing stock. Please also include any additional bias that may influence results, or limitations of the data collected. This should be a neutral summary of the limitations and bias included in the independent report, and must not include text that is seen to be promoting the measure.Word count guide: 250 words |
| Summary of actual costs incurred |  |
| Total Cost | Costs entered in this template should be the actual cost incurred by the participant in promoting and monitoring the demonstration action. |
| Recruitment | Product / installation | Performance monitoring | Analysis / reporting | Technical monitoring | Supplier administration | Aftercare |
|  |  |  |  |  |  |  |

# Template 2 – Technical Monitoring Report

|  |
| --- |
| **ECO Demonstration Action Technical Monitoring Reporting Template** |
| **Demonstration Action name** |  | **Technical Monitoring Agent** |  | **Dates of TM inspections** |  |
| **MRNs of inspected measures** |
|  |
| **Technical Monitoring Question** | **Inspection stage** | **Results – number of passes/fails/non-access** |
| 1 |  | [Mid-installation / Post-installation] |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| **Comments** |
| 1 | Summarise the results for each question used, such as how appropriate the question was, any recommended changes to the questions, and any issues identified through technical monitoring. |
| 2 |  |
| 3 |  |
| 4 |  |

# Template 3 – Project Costs

Further guidance on completing the project costs template can be found in the ECO3 Guidance: Notification of demonstration actions (<https://www.ofgem.gov.uk/publications-and-updates/eco3-innovation>).

|  |  |  |
| --- | --- | --- |
| Name of sponsoring supplier | Name of demonstration action / product | Total cost incurred for the demonstration action (inc. VAT) |
|  |  | Costs entered in this template should be the actual cost incurred by the participant in promoting and monitoring the demonstration action. |
| Supplier Declaration – to be signed by an authorised signatory |
| I declare that, to the best of my knowledge and belief, all information contained in this application is true and accurate.**Name:** **Signed:** **Date:** |
| Breakdown of total cost |
| Recruitment | This should include costs associated with identifying and recruiting suitable properties for the demonstration action |
|  |
| Product and installation | This should include any costs associated with the installation of the product – including the cost of the actual product, and the cost to install the product. Please also state the cost per property. |
|  |
| Performance monitoring  | This should include any costs associated with the performance monitoring and data collection. For example, cost of the monitoring equipment, installation and removal of the monitoring equipment and any on-going maintenance such as call outs. |
|  |
| Analysis and reporting | This should include any costs associated with analysing the data collected and submitting the independent report.  |
|  |
| Technical monitoring | This should include any costs associated with conducting the technical monitoring and completing the technical monitoring results template. |
|  |
| Supplier administration | This should include any supplier administration costs required for the delivery of the demonstration action. This should not exceed 5% of the total costs for the demonstration action. |
|  |
| Aftercare | This should include any costs associated with providing aftercare following the installation of the measure / monitoring equipment. |
|  |

# Template 4 – Installation Dates and Addresses

****

1. Can be found at: <https://www.ofgem.gov.uk/publications-and-updates/eco3-innovation> [↑](#footnote-ref-1)
2. SAP 2018 fuel tariffs are normally used for ECO3. [↑](#footnote-ref-2)