

SUSTAINABLE ENERGY  
**SET@Work**  
 TECHNOLOGY AT WORK

## Certified energy management systems

Organisation and Planning

[www.setatwork.eu](http://www.setatwork.eu)

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## Course structure

1. Introduction
- 2. Organisation and planning**
3. Review of energy aspects
4. Target and Monitoring
5. Training and communication
6. Purchase and project design
7. Management review

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## Agenda

- Energy policy
- Planning workflow
- Organisation
- Recommendations

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## Energy policy requirements

- Defines scope and objectives
- Commitment to continuous improvements
- Relevant to the nature of the organisation, products and services
- Designed for the management of the organisation
- Publically available

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## Planning Workflow

- Identify project organisation
- Schedule the implementation
- Identify and rank energy aspects
- Set objectives and quantify targets
- Design management programmes to achieve targets
- Monitor energy performance and targets
- Ensure Continuous dialogue and training of employees
- Conduct Management review

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## Organisation

- The Energy organisation is the core of the work for improving energy efficiencv
- The organisation defines **who, what, when** and **how**
- Defines responsibilites, duties, communication flow and key
- Tailored to the individual organisation
- An opportunity to define the role of executive management
- Defines role and responsibility of the energy manager

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## Participants

- Who has impact on the energy performance
- Who holds a key role in the organisation for impacting energy performance?
- Who holds the role and responsibility within your organisation?

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## How to organise

- Energy organisation
  - Steering group
  - Energy manager (corporate or line manager)
  - Energy group, working groups, part of the environmental organisation
- Define responsibilities, resources and roles
- Design communication flow

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## Recommendations

- Top management commitment is an important key to success
- Project manager can not hold the responsibility
- Allocate resources required (time and financing)
- Staffing is crucial for success – key staff must be included
- Design an energy organisation that commits the management
- Include all employees in the process
- Define clear scope and objectives for the management system
- Follow up activities are important for anchoring the management system in the organisation
- Keep the system design simple

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**The end**

Thank you for your attention

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