

TERMS OF REFERENCE

Energy Management Committee

PURPOSE

The purpose of the Energy Management Committee (EMC) is to lead and advise the facility on energy management in order to reduce electricity consumption. The committee will promote energy efficiency and conservation within the workplace and make recommendations for the implementation of energy conservation opportunities.

SCOPE OF WORK

Some of the activities to be undertaken by the EMC include:

- Creating a baseline energy use for the facility
- Regular monitoring, reporting and evaluation of energy consumption
- Continuous education of staff to improve knowledge, attitudes and practices
- Identification of energy saving opportunities throughout the workplace
- Develop a list of basic energy conservation opportunities
- Increased use of energy efficient equipment and technologies in the workplace
- Identification of key challenges and opportunities to improve energy management practices
- Implementation of incentive programmes
- Procurement of energy efficient office equipment

COMPOSITION OF COMMITTEE

The committee should have enough persons to execute its activities and keep it functional as appropriate to the size of the organization. The following are some suggested roles and responsibilities of committee members:

1. **Facility Manager** – prepare & present baseline and monthly energy monitoring data
 - Report on improvements in energy consumption
 - Report on actual practices of staff towards energy conservation
 - Provide input to energy projects and track their progress.
2. **Director of Communication**
 - Promote energy efficiency and conservation to staff members (flyers, email, etc.)
 - Endorse activities geared towards energy conservation in the office
 - Provide feedback on staff sensitization and monthly improvement
 - Provide feedback on staff attitude and practice towards energy efficiency and energy conservation within their departments
3. **Committee Secretary**
 - Take and prepare meeting notes and minutes
 - Plan and coordinate meetings
4. **Procurement Officer**
 - Oversee the procurement of energy efficient office equipment
 - Report on the efficiency of any newly procured equipment

5. Accounts Representative

- Report on electricity expenditure

MEETINGS

The head of the organization should designate an appropriate Chairperson for the Committee and at a minimum, monthly meetings should be held. Minutes of meetings/Action Sheets should be prepared for the record.

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REPORTING RELATIONSHIPS

The EMC reports to the Permanent Secretary's (or CEO) Office