

ISTANBUL AYDIN UNIVERSITY
ENERGY MANAGEMENT UNIT DIRECTIVE

CHAPTER ONE
Purpose, Scope, Legal Basis, Definitions and Principles

ARTICLE 1 – Purpose

The purpose of this Directive is to regulate the procedures and principles regarding: organizing energy management practices; ensuring the effective and efficient use of energy; preventing energy waste; reducing the burden of energy costs on the institution's budget; and increasing efficiency in energy use to protect the environment, by establishing the Energy Management Unit within Istanbul Aydın University and determining the assignment of Energy Managers.

ARTICLE 2 – Scope

This Directive covers the procedures and principles regarding: guiding and disseminating services and activities aimed at energy efficiency in public institutional buildings within the scope of:

- Energy Efficiency Law No. 5627 dated 18.04.2007,
- the Regulation on Increasing Efficiency in the Use of Energy Resources and Energy published in the Official Gazette dated 27.10.2011 and numbered 28097, and
- the Regulation on Energy Performance in Buildings published in the Official Gazette dated 05.12.2008 and numbered 27075;

as well as the duties and responsibilities of energy managers and energy management units; training and awareness-raising activities related to energy efficiency; surveys and projects; and encouraging the use of alternative energy such as renewable energy resources.

ARTICLE 3 – Legal basis

This Directive has been prepared on the basis of: the Provincial Administration Law No. 5542; subparagraph (a)(2) of paragraph (1) of Article 7 of the Energy Efficiency Law No. 5627; paragraph (2) of Article 9 of the Regulation on Increasing Efficiency in the Use of Energy Resources and Energy (Official Gazette 27.10.2011, No. 28097); Article 6 of the Regulation on Energy Performance in Buildings (Official Gazette 05.12.2008, No. 27075); the Ministry of Interior Circular No. 2008/55; the Presidential Circular on Energy Saving in Public Buildings No. 2019/18; the Savings Target and Implementation Guide for Institutional Buildings; the 2012–2023 Energy Efficiency Strategy Document; and the 2017–2023 National Energy Efficiency Action Plan.

ARTICLE 4 – Definitions and abbreviations

(1) In this Directive:

- a) IAU: Istanbul Aydın University,
- b) MENR (ETKB): Ministry of Energy and Natural Resources,
- c) Building: a structure that can be used independently, is covered, can be entered by people, and serves for living, education and research, working, resting or worship; and that is suitable for protecting animals and goods,
- ç) Building owner: the natural or legal person who holds the property right on the building, the usufruct right holder if any; and if neither exists, the person who disposes of the building as if they were the owner,
- d) Building manager: the person appointed pursuant to the Condominium Law No. 634 who ensures building management; the natural or legal person responsible for the operation and/or management of the building,
- e) Unit supervisor: the first-degree authorized person responsible for the management and organization of the unit,
- f) Unit manager: an energy-manager engineer/architect/technical teacher responsible to the Rector and/or Vice Rector for conducting the management, organization and coordination of the unit established for different purposes as needed such as Electricity, Water, Mechanical Installations and Building Management Systems,
- g) Other personnel: personnel obliged to fulfill in due time and properly the tasks assigned to them among officers/clerks and other staff; to perform their duties in accordance with procedure; to assist in other office services when needed; and to carry out other duties assigned by their supervisors,
- ğ) Energy Identity Certificate: a certificate containing at minimum information on the building's energy need and consumption classification, greenhouse gas emission level, insulation characteristics, and efficiency of heating and/or cooling systems,
- h) Energy Efficiency Software: an integrated information system (e.g., EVeP16 or ENVER Portal) enabling electronic execution of processes and data collection, evaluation, analysis and sharing for institutions carrying out energy efficiency studies,
- ı) Energy efficiency: reducing energy consumption per unit service or product without causing a decline in living standards and service quality in buildings, or in production quality and quantity in industrial enterprises,
- i) Energy Efficiency Implementation Plan: the plan prepared under the coordination of the Istanbul Governorship Energy Management Unit to ensure a participatory and cooperative approach of the public sector, private sector and NGOs; to determine a results-oriented policy set

supported with concrete targets; to identify mandatory actions; and to define responsibilities during the process,

j) Energy manager and certificate: the person responsible for performing energy management-related activities in buildings within the scope of the Law and holding an energy manager certificate, and the certificate issued by MENR for energy managers,

k) Energy management: education, survey, measurement, monitoring, planning and implementation activities carried out to ensure efficient use of energy resources and energy,

l) Energy Management Unit: the structure formed—responsible to the institution manager—to develop energy-management culture and efficiency awareness, and to carry out tasks such as preparing energy identity certificates, building controls and inspections, determining energy needs, creating and updating building inventories, remote monitoring and automation of energy, and energy management,

m) Survey (audit): studies conducted to identify opportunities for increasing energy efficiency, consisting of data collection, measurement, evaluation and reporting; determining energy saving potentials and measures to realize them via measurement, calculations and market research, conducted in accordance with procedures and principles published by MENR,

n) Action Plan: the 2017–2023 National Energy Efficiency Action Plan,

o) Institutional service buildings: buildings allocated for purposes such as health facilities, faculties, vocational schools, schools, places of worship, application and research centers, and similar; social service buildings allocated for sheltering or care of the elderly or children; as well as cinemas and theaters, meeting halls, exhibitions, museums, libraries, cultural buildings and buildings allocated for sports activities and similar purposes,

ö) Provincial Energy Manager: Istanbul Governorship Provincial Energy Manager,

p) Institution: Istanbul Aydın University,

r) Institution manager: the Rector of Istanbul Aydın University,

s) Institutional Energy Manager: the unit supervisor holding an energy manager certificate who performs energy management activities under Law No. 5627, coordinates all studies within the scope of this directive, and is responsible to the Rector and/or Vice Rector,

ş) Institutional Energy Management Unit: the unit consisting of the Energy Manager and personnel who fulfill duties under Law No. 5627 in public buildings within the University under this directive,

t) Institutional Service Buildings Energy Management Unit: the unit established under this directive, working under the Institutional Energy Management Unit, consisting of the Institutional Service Buildings Energy Manager and personnel who fulfill duties under Law No. 5627 in public buildings,

- u) Institutional Service Buildings Energy Manager: the unit supervisor holding an energy manager certificate who performs energy management activities under Law No. 5627, coordinates all studies within the scope of this directive, and is responsible to the Institutional Service Building Manager and the Institutional Energy Manager,
- ü) Building Energy Efficiency Responsible Person: personnel assigned on behalf of the institution who have education in engineering/architecture/technical education faculties, or—if such personnel do not exist—associate or bachelor's degree graduates in other fields,
- v) Project expert: engineer/architect/technical teacher/teacher/technical staff or energy manager working in public institutions and organizations,
- y) Chief (Şef): the person obliged to ensure that office work is carried out regularly and efficiently; correspondence is made and filed on time; movable property is protected; decisions about working order are implemented; harmonious working order is established; and other duties assigned by supervisors are carried out,
- z) Project: energy efficiency measures that include solutions such as using energy-efficient equipment and systems, repair, insulation, modification, improvement and process arrangement to prevent/minimize unnecessary energy use, waste energy, losses and leakages, and to recover waste energy,
- aa) Zero Waste Implementation Guide: the Administrative and Commercial Buildings Zero Waste Implementation Guide covering energy efficiency and environmental management within the Zero Waste project published by the Ministry of Environment and Urbanization,
- bb) Company: energy efficiency consultancy (EVD) companies authorized—within the framework of an authorization agreement with MENR or authorized institutions—to provide energy efficiency services,
- cc) Accrual/Payment officer: personnel who carry out and follow up payment of the University's bills (electricity, water, natural gas),
- çç) Technical personnel: personnel who have vocational secondary, associate or bachelor education, are experts in their field and/or hold an Energy Manager Certificate,
- dd) TS EN ISO 50001: the national/international Energy Management System – Guidance and Requirements standard,
- ee) Governorship Energy Management Unit: the structure established within the Istanbul Governorship to carry out tasks such as preparing energy identity certificates, building controls and inspections, determining energy needs, creating and updating building inventories, remote monitoring and automation of energy, developing energy culture and efficiency awareness,
- ff) Governorship Energy Management Unit Directive: the directive determining procedures and principles for work to ensure efficient energy use, prevent energy waste, reduce energy-cost burden and increase efficiency in public institutions and organizations affiliated with the Istanbul Governorship,

gg) Istanbul Aydın University Energy Management Unit Directive: this directive, prepared by obtaining the favorable opinion of MENR, covering procedures and principles regarding activities of University-affiliated units to ensure efficient energy use, prevent energy waste, reduce energy-cost burden and increase efficiency in energy use,

ğğ) Management Systems Units: teams formed of project experts to ensure that Electricity, Water, Mechanical Installations, Building Management Systems and other units established as needed work efficiently in line with the institution's purpose.

(2) Unless otherwise expressly stated, the meanings of terms, concepts and abbreviations defined in energy efficiency legislation shall apply.

ARTICLE 5 – Principles

This Directive aims to ensure that activities that will provide energy efficiency are carried out within a plan and program by cooperating with the relevant institutions and organizations within the framework of the principles determined by MENR (ETKB).

CHAPTER TWO

Establishment, Duties and Organizational Structure

ARTICLE 6 – Establishment, duties and organizational structure of the Institutional Energy Management Unit

(1) Establishment:

a) Based on subparagraph (a)(2) of paragraph (1) of Article 7 of the Energy Efficiency Law No. 5627 dated 18.04.2007; the Institutional Energy Management Unit is established to perform the duties specified in the Regulation on Increasing Efficiency in the Use of Energy Resources and Energy (Official Gazette 27.10.2011, No. 28097) and to act as the follow-up, control, inspection and coordination body for services and practices.

b) If needed during the operation of the service, appointments/assignments of Energy Manager, Building Energy Efficiency Responsible Person, Project Expert, Technical Personnel, Chief, and Accrual/Payment Officer may be made with the proposal of the Institutional Energy Manager and the approval of the Rector.

c) If the assigned persons are teachers whose duty at the Ministry of National Education continues, their payments are made pursuant to the relevant decision on course and additional course hours; other personnel payments are made pursuant to the legislation to which they are subject.

(2) The Institutional Energy Management Unit carries out its activities according to the hierarchy in the organizational chart given in Annex-1.

(3) Units within the Institutional Energy Management Unit are:

- a) Institutional Energy Manager,
- b) Management Systems Units,
- c) Institutional Service Buildings Energy Management Unit.

ARTICLE 7 – Activities that may be carried out within the scope of energy efficiency

Within the scope of energy management and efficiency, the Institutional Energy Management Unit carries out the following (summarized from the directive):

- a) Energy managers are assigned without being given duties/responsibilities other than those arising from the relevant energy-efficiency legislation and circulars/guides (including the Presidential Circular on Energy Saving in Public Buildings and the Savings Target and Implementation Guide).
- b) Institutions not obliged to appoint an energy manager or that have not yet appointed one appoint a Building Energy Efficiency Responsible Person pursuant to the Ministry of Interior Circular.
- c) The Institutional Energy Manager works in coordination with Building Energy Efficiency Responsible Persons and the Istanbul Governorship Provincial Energy Management Unit.
- ç) Meetings, planning, inspections, reporting and data entry into the Energy Efficiency Software are carried out in coordination with the Istanbul Governorship Provincial Energy Management Unit.
- d) Identification of institutions/buildings to be surveyed (audited) under Article 30 of the Regulation and cooperation with MENR in the process.
- e) Ensuring that Energy Identity Certificates are obtained for public buildings pursuant to the Regulation on Energy Performance in Buildings.
- f) Establishing an energy policy, defining the place and responsibilities of the energy manager/unit in the hierarchy, and ensuring awareness of written rules by staff.
- g) Holding quarterly meetings with Building Energy Efficiency Responsible Persons for energy policy and process management.
- h) Participating in semi-annual Energy Efficiency Implementation Plan meetings with the Istanbul Governorship Energy Management Unit and institutional energy managers.
- ı) Sending annual information on energy use and energy-management practices to MENR by the end of March each year and ensuring data entry to the Energy Efficiency Portal/Software.
- i) Ensuring that energy management activities in institutional buildings are carried out in accordance with TS EN ISO 50001 or equivalent standards.

- j) Notifying MENR of assigned energy managers' identity and contact details; notifying newly commissioned buildings over 10,000 m² within one year; and notifying energy manager changes within 60 calendar days.
- k) Ensuring access to utility consumption information and monitoring subscriptions/bills/payments (electricity, water, natural gas) via Energy Efficiency Software.
- l) Organizing in-service trainings to raise awareness among public employees, and sending survey reports and projects to MENR.
- m) Determining unit energy consumption indicators and reporting to MENR, providing information/documents for audits, ensuring authorized entities in service procurement, preparing discounted utility agreements, and supporting audit studies.
- n) Carrying out zero-waste related energy-efficiency works and legal notifications; organizing Energy Efficiency Week awareness activities in coordination with MENR.

ARTICLE 8 – Appointment of the Institutional Energy Manager

- (1) The Institutional Energy Manager is assigned as a Unit Supervisor authorized to sign documents related to representation, commitment and requests, from among persons holding an Energy Manager Certificate—preferably those trained as internal auditor/lead auditor related to ISO 50001—upon the Rector's approval.
- (2) Payments are made pursuant to the applicable legislation as stated in Article 6(1)(c).

ARTICLE 9 – Duties of the Institutional Energy Manager

The duties of the Institutional Energy Manager include:

- a) Performing the duties within the scope of the legal basis and this Directive; working under the Rector; and not being assigned other duties.
- b) Working under the Istanbul Provincial Energy Manager within the scope of the Governorship Energy Management Unit Directive.
- c) Delegating duties to Unit Managers as appropriate by meeting legal requirements.
- ç) Ensuring timely and proper periodic maintenance/tests and operating buildings without falling below designed energy performance, jointly responsible with building owner/manager and management board.
- d) Conducting data collection, evaluation, planning, implementation and reporting per TS EN ISO 50001; taking decisions and submitting them to the Rector for approval.
- e) Carrying out audits (or having them carried out), identifying deficiencies, preparing minutes and reports, and submitting them to the Rector for approval.

- f) Ensuring management and coordination among Energy Managers and Building Energy Efficiency Responsible Persons.
- g) Chairing unit meetings on behalf of the Rector when necessary, preparing the result report and submitting it for approval.
- ğ) Making proposals to the Rector to improve and develop services in their field.
- h) Ensuring requested information reaches relevant authorities on time; reporting developments to the Rector.
- ı) Coordinating authorized entities for annual periodic maintenance and control related to architectural/mechanical/electrical/lighting systems affecting energy performance.
- i) Participating on behalf of IAU in activities organized by MENR and the Council of Higher Education within their field.
- j) Planning in-service training activities to be carried out within the University regarding energy efficiency and submitting them for approval.
- k) Following zero-waste related energy efficiency reporting and notifications in public buildings.

ARTICLE 10 – Establishment of Management Systems Units; appointment of the Unit Manager; duties

(1) Establishment and duties:

- a) Under the Institutional Energy Management Unit, units consisting of project experts and established for Electricity, Water, Mechanical Installations, Building Management Systems and other purposes as needed are established upon the proposal of the Institutional Energy Manager and the approval of the Rector.
- b) Personnel are assigned to these units upon the proposal of the Institutional Energy Manager and the approval of the Rector.
- c) Management Systems Units carry out their processes pursuant to the relevant legislation and this Directive.
- d) As needed, assignments of Energy Manager(s), Building Energy Efficiency Responsible Person, Technical Personnel, support staff and administrative/financial staff may be made upon the proposal of the Institutional Energy Manager and the approval of the Rector.

(2) Appointment of Unit Managers:

- a) Unit Managers are appointed—preferably from among those holding an Energy Manager Certificate or trained as ISO 50001 internal/lead auditor—upon the proposal of the Institutional Energy Manager and the approval of the Rector, from among engineers, architects, technical teachers or those holding a bachelor’s degree in the field.

b) The Unit Manager is responsible to the Institutional Energy Manager, is authorized to sign documents, and is responsible for ensuring unit activities are performed.

c) Payments are made pursuant to the applicable legislation.

(3) Duties: Unit Managers collect, evaluate and report unit data; coordinate with other units; ensure and control data entry into the Energy Efficiency Software; and inform the Institutional Energy Manager.

ARTICLE 11 – Amendment principles

(1) Considering changes in legislation and needs, amendment proposals prepared under the coordination of the Institutional Energy Management Unit—upon the proposal of the Institutional Energy Manager—are put into implementation following MENR approval.

ARTICLE 12 – Distribution

(1) This Directive is not confidential and is distributed to all units.

CHAPTER THREE

Efficiency-Enhancing Measures

ARTICLE 13 – Priority measures to increase energy efficiency

(1) Priority measures are taken according to the Energy Efficiency Law No. 5627 and related secondary legislation and circulars/guides, including the Ministry of Interior Circular No. 2008/55, the Presidential Circular on Energy Saving in Public Buildings, the Savings Target and Implementation Guide for Institutional Buildings, the 2012–2023 Energy Efficiency Strategy Document and the 2017–2023 National Energy Efficiency Action Plan.

(2) Within the scope of the Regulation on Energy Performance in Buildings, the building owner, manager, management board and/or energy manager takes efficiency-enhancing measures to ensure timely and proper maintenance/tests of systems affecting energy performance (architectural, mechanical, electrical, lighting) and to operate buildings without falling below the designed energy performance.

CHAPTER FOUR

Obligation to Provide Information and Administrative Sanctions

ARTICLE 14 – Obligation to provide information

- (1) The institution/organization manager is responsible for entering and updating all permitted information and documents into the Energy Efficiency Software and for any adverse consequences arising from unauthorized sharing of information.
- (2) Public institutions and organizations obliged to appoint an energy manager prepare information on energy consumption and energy management practices in the format published on MENR's website and send it by official letter to the Governorship Energy Management Unit and MENR.
- (3) Such institutions and organizations register these information in the ENVER Portal (MENR's energy efficiency software).
- (4) Public institutions and organizations must provide all information and documents requested for on-site audits and investigations by MENR, the Governorship Energy Management Unit and the Institutional Energy Management Unit, and must ensure the required conditions.
- (5) Access to the Energy Efficiency Software is provided to persons notified by MENR.
- (6) The Governorship Energy Management Unit is authorized to request information and documents from public institutions and to check information entered into the Energy Efficiency Software.

ARTICLE 15 – Administrative sanctions

- (1) As a result of determinations and/or audits carried out by MENR, administrative sanctions within the scope of Article 10 of the Energy Efficiency Law No. 5627 are applied to natural or legal persons.
- (2) Pursuant to the Energy Efficiency Audit Regulation published in the Official Gazette dated 06.07.2018 and numbered 30470, audits are conducted regarding obligations and responsibilities of natural or legal persons within the scope of the law.
- (3) Institutional audits and inspections may be carried out by inspectors, institution managers, or by the energy managers of the Institutional Energy Management Unit within the scope of the relevant legislation.

CHAPTER FIVE

Training and Certification

ARTICLE 16 – Energy manager trainings and certification

- (1) In accordance with Article 11 of the Regulation on Increasing Efficiency in the Use of Energy Resources and Energy (Official Gazette 27.10.2011, No. 28097), MENR issues an Energy Manager Certificate to persons who have participated in practical energy manager trainings and

have been successful in the exam conducted by MENR, provided that they have at least a bachelor's degree.

(2) Persons who have at least a bachelor's degree in engineering or in the machine, electrical, mechatronics or electrical-electronics departments of technical education faculties are admitted to energy manager trainings.

ARTICLE 17 – Trainings and certification of Building Energy Efficiency Responsible Persons

(1) If the institution cannot find an energy manager to assign, it assigns a Building Energy Efficiency Responsible Person.

(2) For in-service trainings to be organized by the Istanbul Governorship Energy Management Unit to meet the needs of public institutions: priority is given to those with engineering education; if not possible, those educated in the machine, electrical/electronics or mechatronics departments of technical education faculties; if still not possible, those with bachelor's education in other fields or vocational school education who are assigned on behalf of the institution are admitted.

CHAPTER SIX
Entry into Force and Execution

ARTICLE 18 – Execution

(1) The provisions of this Directive are executed by the Rector of Istanbul Aydın University.

ARTICLE 19 – Entry into force

(1) This Directive enters into force on the date it is adopted by the Senate of Istanbul Aydın University.

ANNEX-1

Organizational Chart of the Institutional Energy Management Unit

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INSTITUTIONAL ENERGY MANAGEMENT UNIT

INSTITUTIONAL ENERGY MANAGER

MANAGEMENT SYSTEMS UNITS (established as needed)

INSTITUTIONAL SERVICE BUILDINGS ENERGY MANAGEMENT UNIT (established as
needed)

BUILDING ENERGY EFFICIENCY RESPONSIBLE PERSON