

ISTANBUL TECHNICAL UNIVERSITY
ENERGY MANAGEMENT DIRECTIVE

PART ONE

Aim, Scope, Basis and Definitions

AIM

Article 1- This directive aims to establish policies for effective use of energy by increasing energy efficiency in existing and newly planned buildings, conducting energy audits to identify areas where energy waste is high, to reduce investments in carbon-intensive energy industries, especially coal and oil, to protect the environment and increase efficiency in the use of energy resources within the responsibility and authority of the ITU Rectorate.

SCOPE

Article 2- This directive covers the principles and regulations for directing and dissemination of energy efficiency services and studies in existing and newly planned buildings of the university, duties and responsibilities of energy managers and energy management units, training and awareness activities related to energy efficiency, studies and projects, encouraging the use of alternative energy such as renewable energy sources and the relevant procedures.

BASIS

Article 3- This directive has been prepared by considering;

- Higher Education Law No. 2547, Sub clause 2 of clause (a) of paragraph 1 of article 7 of the "Energy Efficiency Law" No. 5627,
- Article 9, paragraph 2 of the "Regulation on Increasing Efficiency in the Use of Energy Resources and Energy" published in the Official Newspaper dated 27 October 2011 and numbered 28097,
- Article 6 of the "Regulation on Energy Performance in Buildings" published in the Official Newspaper dated 5 December 2008 and numbered 27075,
- Circular No. 2008/55 of the Ministry of Interior,
- Circular No. 2019/18 of the Presidency on "Energy Savings in Public Buildings",
- "Saving Target and Implementation Guide in Public Buildings",
- "2012-2023 Energy Efficiency Strategy Document"
- "2017-2023 National Energy Efficiency Action Plan".

DEFINITIONS

Article 4- Referred to in this directive means;

- a. Ministry: Ministry of Energy and Natural Resources,
- b. University: İstanbul Technical University,
- c. Energy Management Commission (EMC): The commission formed to carry out the tasks specified in the directive,
- d. Units: Faculties, Institutes, Research, and Application Centers and other units of the university,
- e. Unit Energy Administrative Manager: Unit administrative manager responsible for the unit energy management,
- f. Energy: Electrical and heat energy,
- g. Energy etude: Studies conducted to reveal the possibilities for increasing energy efficiency and consisting of information gathering, measurement, evaluation, and reporting stages,
- h. Energy Manager: Person with energy manager certificate, responsible on behalf of the management for the fulfillment of activities related to energy management in buildings within the scope of the "Energy Efficiency Law" No. 5627,
- i. Energy Manager Certificate: Certificate given to the personnel who received training on the subjects specified in the "Regulation on Increasing Efficiency in the Use of Energy Resources and Energy" published in the Official Newspaper dated 27 October 2011 and who passed the exam afterward,
- j. Energy Management: Training, survey, measurement, monitoring, planning, and implementation activities carried out to ensure the efficient use of energy resources and energy,
- k. TEP: Ton Equivalent Petroleum, which provides energy resources to be expressed in a single unit and is an energy unit equivalent to 10 million kCal.

PART TWO

Execution Principles, Management Units, Duties and Obligations

EXECUTION PRINCIPLES

Article 5- Energy Management Directive is carried out under the coordination of the ITU Energy Management Commission. The execution of the works related to the subject is met by the staff to be assigned by the Rector's Office/Dean's Office/Directorate.

MANAGEMENT UNITS

Article 6- Management units are defined as:

- a. Energy Management Commission: It consists of five (5) members including at least two (2) faculty members appointed by the Rector, preferably from Electricity Engineering, Mechanical Engineering Departments or Energy Institute, as well as one representative each from the Directorate for Construction and Technical Affairs, Directorate for Administrative and Financial Affairs and the Secretary-General of the University. The term of office of the commission members is three (3) years. A commission member whose term of office has expired may be reassigned or dismissed by the Rector before the expiry of her/his term, following the procedure in her/his assignment.
- b. Chairman of the Energy Management Commission: She/He is a faculty member appointed by the Rector among the members of the Energy Management Commission;
- c. Unit Energy Administrative Officers: They are the personnel within the units specified in Article 4, subparagraph (d). They are preferably assigned with the approval of the rector from among the Faculty Secretary in Faculties, Institute Secretary in Institutes and Director in Research Centers.

RESPONSIBILITY, DUTIES AND OBLIGATIONS

Energy Management Commission

Article 7- The Energy Management Commission is established to work on increasing efficiency in the use of energy resources and energy to protect the environment, to use energy effectively at the university, to prevent energy waste, and to alleviate the burden of energy costs on the budget. The Energy Management Commission is responsible for the administration of carrying out the training, survey, evaluation, monitoring, planning, and implementation activities in coordination with the units to ensure efficient use of energy resources and energy in all processes related to education, training, research, production and service activities that are under the responsibility and authority of ITU Rectorate and the correct and effective implementation of the relevant Law, Regulations, Circulars, and Instructions. The Commission fulfills this responsibility with the authority it receives from the Rectorate. The essential duties and responsibilities of the Commission are as follows:

- a. Determining the difficulties encountered in the execution of the instructions, proposing and producing solutions to overcome the difficulties, and determining the Implementation Principles of these instructions,
- b. Reviewing and updating the instructions in case of changes in the legislation specified in Article 3 or in other cases where necessary,
- c. Organizing trainings and information meetings at the level of the Unit,
- d. Providing information, technical support and consultancy services to university administration and units on energy management when necessary,
- e. Evaluation/analysis of the data every three (3) months obtained from the units or collected by the Construction and Technical Department,
- f. Monitoring and evaluation of energy consumption and costs data reported by the units or the representative from the Directorate for Construction and Technical Affairs and reporting them every year to the Rectorate,

- g. Preparation of Plans for energy management needs and efficiency-enhancing practices, making ready budget needs, benefit, and cost analysis and submit to Rectorate office,
- h. Preparation of a management plan to save up at the rate determined in the Presidential Circular on "Energy Savings in Public Buildings,
- i. Investigation of possibilities related to changing the energy composition and using alternative fuels,
- j. Following and implementing changes in relevant laws and regulations.

Chairman of the Energy Management Commission

Article 8- The duties and responsibilities of the Chairman of the Energy Management Commission are as follows:

- a. Representing the EMC,
- b. Organizing the work of the EMC,
- c. Inviting the Unit Energy Administrative Officers to the relevant meetings,
- d. Ensuring the necessary coordination for the regular and effective functioning of all units, Unit Energy Administrative Officers and administrative personnel involved in the energy management process.

Unit Energy Administrative Officers

Article 9- The duties and responsibilities of the Unit Energy Administrative Officers are as follows:

- a. Ensuring the functional execution of the Energy Management Directive in its units,
- b. Conducting measurement, monitoring and control activities on the energy in the units,
- c. To determine the measures and procedures for the improvement of energy consumption habits and to prevent waste in the units, to follow up the implementation,
- d. Making promotions about energy efficiency and organizing training programs when necessary,
- e. Participating in designated meetings and pieces of training in coordination with the EMC,
- f. Calculating monthly consumption of electricity, gas, fuel oil, etc. in TEP and submitting it to the EMC every three (3) months according to the requirements,
- g. Coordinating the process of carrying out energy audits to determine the applications that can be made on energy-consuming systems, processes, or equipment in their units,
- h. Conducting market research to create a project according to the measures determined as a result of the survey studies project, and to implement them. Preparing agreements and controlling the implementation of measures,
- i. Monitoring the efficiency of energy-consuming equipment, coordinating the timely maintenance and calibrations of energy-consuming equipment,
- j. Taking initiatives to ensure the supply and installation of meters and measuring devices needed to monitor energy consumption,
- k. Monitoring the energy consumption, energy costs, energy density of the units and preparing suggestions for improvement,

- l. To prepare alternative plans to reduce the use of oil, natural gas, and fuel oil to be implemented in case of energy supply interruption,
- m. Organizing audits and information meetings in the units,
- n. Submission of all information and statistics gathered at the unit to the EMC.

DECISION MAKING PROCESS OF THE ENERGY MANAGEMENT COMMISSION

Article 10- The Commission meets with an absolute majority of the total number of members and takes decisions with one more than half of the number of people attending the meeting. The commission holds its regular meetings every three (3) months and may convene extraordinarily, if necessary, upon the call of the chairman. It may also hold extended meetings attended by representatives of the units.

PART THREE

Enforcement and Execution

ENFORCEMENT

Article 11- This directive enters into force on the date it is accepted by the University Senate.

EXECUTION

Article 12- The Rector executes the provisions of this directive.