

**MARMARA UNIVERSITY**  
**ENERGY MANAGEMENT UNIT DIRECTIVE**

Senate: 7 December 2021 /418-13

**FIRST PART**

Purpose, Scope, Basis and Definitions

**Purpose**

ARTICLE 1 – (1) The purpose of this directive is; regulation of energy management practices, effective and efficient use of energy, prevention of energy waste, reduction of energy costs in energy use to reduce the burden on the budget and to protect the environment.

Energy Management Unit within Marmara University in order to increase efficiency

To regulate the procedures and principles regarding the establishment and appointment of Energy Managers.

**Scope**

ARTICLE 2 – (1) This directive; Marmara University Rectorate, within its scope of duty and authority Education and training units (faculty, college, institute, etc.) and service with energy efficiency services in units (hospitals, social service buildings, etc.) directing and disseminating studies, energy managers and energy management Training and awareness raising on the duties and responsibilities of the units, energy efficiency activities, studies and projects, the use of alternative energy such as renewable energy sources It covers the procedures and principles regarding promotion.

**Rest**

ARTICLE 3 – (1) This directive; Article 7 of the Energy Efficiency Law No. 5627

Sub-clause number 2 of clause (a) of the first paragraph, Official No. 28097 dated 27.10.2011

Efficiency in the Use of Energy Resources and Energy published in the newspaper

Second paragraph of Article 9 of the Regulation on Increase, dated 5.12.2008 and 27075

Article 6 of the Energy Performance Regulation in Buildings published in the Official Gazette No.

Presidency Circular No. 2019/18 on Energy Saving in Public Buildings,

Savings Target and Implementation Guide in Institutional Buildings, 2012- 2023 Energy Efficiency

Based on the Strategy Document and 2012-2023 Energy Efficiency Strategy Document and Action Plan has been prepared.

## **Definitions**

ARTICLE 4 – (1) In this directive;

a) **Building:** Used for education, research, health, all kinds of services, social and commercial purposes building or group of buildings used for use and buildings allocated for similar purposes,

b) **Energy Management Unit: Construction Works and**

Under the coordination of the Technical Department; energy identity certificate in buildings preparation, building controls and inspection activities, determination of energy needs, building creating and keeping up-to-date inventory, remote monitoring and automation of energy, energy The Center was established to develop energy management, energy culture and efficiency awareness. Energy Management Unit,

c) **Energy Management Unit Responsible: Having the Energy Manager certificate, Energy Management Unit No. 5627**

Carrying out energy management activities and directives in accordance with the Efficiency Law Central Energy Management Unit, which coordinates all works within the scope of responsible,

d) **Other Personnel: Among the officers and other personnel working in offices and departments, To carry out assigned tasks on time and flawlessly, to carry out tasks in accordance with the procedure Assist in performing other office services when needed personnel who are obliged to perform other duties assigned by their superiors,**

e) **Energy Identity Certificate: Minimum energy need and energy consumption classification of the building, greenhouse gas emission level, insulation properties and efficiency of heating and/or cooling systems document containing information regarding**

f) **Energy Manager Certificate: The document issued by ETKB for energy managers,**

g) Energy Efficiency: Increasing standard of living and service quality in buildings, in industrial enterprises

per unit service or product quantity without causing a decrease in production quality and quantity.  
reducing energy consumption,

h) Energy Efficiency Software: All institutions and organizations carrying out energy efficiency studies

processes will be carried out electronically and data collection, evaluation, analysis and  
Integrated information system where sharing transactions can be made (EVeP16, ENVER Portal, etc.).

i) Energy Manager: Energy management in buildings within the scope of Energy Efficiency Law No. 5627.

Responsible for carrying out activities related to management and having an energy manager certificate

person,

j) Energy Management: To ensure efficient use of energy resources and energy  
training, survey, measurement, monitoring, planning and implementation activities carried out,

k) ETKB: Ministry of Energy and Natural Resources,

l) Survey: Conducted to reveal opportunities for increasing energy efficiency,

Consisting of information collection, measurement, evaluation and reporting stages; energy saving  
measurement, calculation and measurement of potentials and measures to recover these potentials.

in accordance with the procedures and principles determined by market research and published by  
ETKB studies carried out in this way,

m) Action Plan: 2017-2023 National Energy Efficiency Action Plan,

n) Institution Building Energy Efficiency Officer: Energy efficiency officer to be assigned within the  
institution. If a manager cannot be found, the assigned person is an engineering, architectural or  
technical have received education in faculties of education, or if this is not possible, have a bachelor's  
degree in other fields or vocational school graduates, personnel assigned on behalf of the institution,

o) Technical Personnel: Technical personnel assigned to the unit,

p) University: Marmara University,

q) Management Systems Units: Electricity, Water, Mechanical Installation, Building Management Systems and Established when needed for different purposes according to need, in accordance with the provisions of the directive, energy To ensure that the institution operates efficiently in accordance with its purpose within the scope of efficiency Teams of project experts for the purpose of expresses.

## **SECOND PART**

### **Duties, Responsibilities and Organizational Structure**

#### **Energy Management Unit**

**ARTICLE 5-** (1) Energy Management Unit Effective use of energy at the university, energy preventing waste, alleviating the burden of energy costs on the budget, saving energy resources and energy resources to create culture and protect the environment. Construction Works and Technical Services to carry out studies on increasing efficiency in the use of It operates within the Department.

(2) Relevant legislation, provided that at least one person in the unit has an energy manager certificate The required number and qualifications of personnel are assigned within the scope of the project. Under his primary duty personnel from different units are also provided with energy resources by the relevant spending authority. May be assigned to the Unit for the purpose of carrying out services aimed at efficiency. Duties, Responsibilities and Organizational Structure of the Energy Management Unit

**ARTICLE 6-** (1) The duties and responsibilities of the unit are as follows:

- a) In all buildings affiliated with the university, specific energy consumption, energy costs, units' monitoring energy intensity and preparing suggestions for improvement, and coordination to ensure,
- b) Conducting or having energy audits carried out, preparing efficiency increasing projects and to conduct research on the implementation of
- c) Plans of energy needs and efficiency increasing applications, budget needs, benefit To prepare and cost analyzes and submit them to the relevant authority,
- d) Monitoring and evaluating energy consumption and costs every year; close, medium and long To prepare long-term energy saving plans and submit them to the relevant authorities,
- e) Within the scope of Energy Efficiency Law No. 5627, every year until the end of March, Energy and To prepare the information that needs to be delivered to the Ministry of Natural Resources,
- f) In university buildings, improving consumption habits and creating a culture of savings To determine the procedures for the formation of
- g) To monitor the efficiency of energy-consuming devices and to carry out their maintenance and calibration in units. to ensure that it is done by

- h) By calculating the energy consumption in previous years on an index basis, "Energy in Public Buildings" Making savings at the rate determined in the Presidential Circular on "Savings" To prepare a plan to ensure action in this direction and to save energy to watch,
- i) Possibilities regarding changing the energy composition and the use of alternative fuels to research; protecting the environment, reducing CO2 emissions and exceeding limit values To prepare measures to prevent exceedance and to coordinate their implementation,
- j) Reducing the use of oil, natural gas and fuel oil and encouraging the use of renewable energy to make suggestions to
- k) To make promotions about energy efficiency and to provide training programs when necessary. to organise,
- m) Follow up the savings measures taken in the units in line with the studies carried out to do and report,
- n) Providing consultancy on energy to units affiliated with the university,
- k) With the necessary authorities within the framework of the relevant legislation within the scope of Energy Efficiency and Management To ensure cooperation and coordination and to carry out processes,
- o) Annual information on energy use and studies on energy management Data entry to the Ministry's Energy Efficiency Portal by the end of March every year and sending,
- p) Contact the relevant parties for the purpose of establishing the university's energy policies and process management to ensure coordination,
- r) In accordance with the Regulation on Energy Performance in Buildings, Energy Identity Cards are required for buildings belonging to the institution. Coordinating and carrying out the process of obtaining the certificate,
- s) Contact information of the assigned energy managers and future contact information to report changes to the management and relevant institutions.

(2) Institution Energy Management Unit according to the hierarchy in the organization chart given in Annex-1 carries out its activities

(3) Within the Energy Management Unit;

- a) Institution Energy Manager,
- b) Management Systems Units (if needed),
- c) Institution Service Buildings Energy Management Unit (if needed) is available.

(4) Management Systems Units and Institution Service Buildings Energy Management Unit The processes regarding its establishment are carried out in accordance with the relevant legislation, if necessary.

## **Energy Management Unit Responsible**

ARTICLE 7- (1) Energy Manager Certificate holder, preferably national or international ISO 50001

Among those who have received internal audit or chief auditor training regarding the Energy Management System, the Rector's

He is the person authorized to sign documents regarding representation, binding and request, with his approval.

(2) The duties and responsibilities of the unit manager are as follows;

a) Under the coordination of the Construction Works and Technical Department; Energy Efficiency No. 5627

Data collection in accordance with the law and other legislative provisions issued based on this law, evaluation, planning, implementation, reporting, energy management and continuity in efficiency performs provisioning and similar activities.

b) All activities within the scope of the underlying legislation and the provisions of this Directive shall be carried out by the authorized person. carries out together with the staff.

c) Entering all kinds of permitted information and documents into the Energy Efficiency Software, is responsible for any negativities that may arise as a result of updating and unauthorized sharing of information.

c) Energy consumption and energy management within the scope of the Energy Saving Target in Institutional Buildings information regarding its practices to the Governorship Energy Management Unit and ETKB in an official letter. In order to send and determine the accuracy of this information, ETKB, Governorship Energy Management For on-site inspections and inspections by the Unit and the Institution's Energy Management Unit. is responsible for providing all requested information and documents and meeting the necessary conditions.

d) Architectural, mechanical, electrical and mechanical engineering that affects the energy performance in university buildings. Necessary annual periodic evaluations on issues related to the efficiency of systems such as lighting with the coordination of organizations and individuals authorized to carry out maintenance and periodic control Performs related work and transactions.

e) Institution Energy Management Unit, Energy Managers and Institution Building Energy Efficiency Provides management and coordination among those responsible.

f) Within the scope of the law, statute, regulation, directive, circular, plan, program, his superiors He carries out his assigned duties.

g) Presents the studies and reports prepared by the unit to the management.

## **Technical Staff**

**ARTICLE 8-** (1) Energy management of the technical personnel unit manager and energy managers is responsible for carrying out its activities.

## **Other Personnel**

**ARTICLE 9-** (1) The duties and responsibilities of other personnel are as follows:

- a) Performing work and transactions in accordance with the instructions of the unit manager and/or energy manager to ensure its execution, to provide information and documents,
- b) Electricity, natural gas, fuel oil etc. of the building / building groups. invoices showing their consumption To ensure that it is received from the relevant unit and delivered to the Unit,
- c) Within the scope of energy efficiency in the building/building groups to which it is assigned, to take inventory of equipment, tools and equipment,
- ç) Maintenance and calibration of energy-consuming devices in the building/building groups to which it is assigned to follow up,
- d) Participate in determined meetings and trainings by acting in coordination with the Energy Management Unit. to join.

## **THIRD PART**

### **Miscellaneous and Final Provision**

#### **Criminal convictions**

**ARTICLE 10-** (1) Disciplinary measures will be taken against those who do not comply with the savings measures determined by this Directive. In addition to the provisions of the legislation regarding public damage, the provisions of the legislation are applied. Situations not covered by the directive

#### **Cases where there is no provision in the directive**

**ARTICLE 11-** (1) In cases where there is no provision in this Directive, other legislation provisions The decisions of the University Senate and Board of Directors are implemented. Force

#### **Effective**

**ARTICLE 12-** (1) This Directive was adopted on the date it was accepted by the Marmara University Senate. comes into force. Executive

#### **Execution**

**ARTICLE 13 -** (1) The provisions of this Directive shall be enforced by the Rector of Marmara University.