

# FENERBAHÇE UNIVERSITY ENERGY MANAGEMENT DIRECTIVE

PART ONE

## Purpose, Scope, Basis, Definitions, and Principles

Purpose

**ARTICLE 1**- (1) The purpose of this directive is to regulate the establishment of the Energy Management Unit within Fenerbahçe University and the appointment of Energy Managers to oversee energy management practices, ensure the effective and efficient use of energy, prevent energy waste, reduce the financial burden of energy costs on the institution's budget, and enhance energy efficiency for environmental protection.

## Scope

**ARTICLE 2** - (1) This directive covers the procedures and principles for guiding and promoting energy efficiency efforts in public institution buildings, in accordance with the 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 on 27.10.2011, and the Regulation on Energy Performance in Buildings (No. 27075) published on 05.12.2008, including the duties and responsibilities of energy managers and energy management units, training and awareness initiatives on energy efficiency, surveys and projects, and the promotion of alternative energy sources such as renewable energy.

## Basis

**ARTICLE 3**- (1) This directive has been prepared based on subparagraph 2 of subclause (a) of clause 1 of Article 7 of the Energy Efficiency Law No. 5627, clause 2 of Article 9 of the Regulation on Increasing Efficiency in the Use of Energy Resources and Energy, published in the Official Gazette on 27.10.2011 (No. 28097), Article 6 of the Regulation on Energy Performance in Buildings, published in the Official Gazette on 05.12.2008 (No. 27075), Circular No. 2008/55 of the Ministry of Interior, Circular No. 2019/18 of the Presidency on Energy Saving in Public Buildings, the Conservation Target and Implementation Guide for Institution Buildings, the 2012-2023 Energy Efficiency Strategy Document, and the 2017-2023 National Energy Efficiency Action Plan.

## Definitions and abbreviations

**ARTICLE 4-** (1) The definitions in this directive are as follows:

1. FBU/Institution: Fenerbahçe University

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1. MENR: Ministry of Energy and Natural Resources
2. Building: A structure designed for independent use, enclosed, that allows for human entry and can serve various purposes, such as providing space for people to live, work, study, conduct research, rest, or worship, suitable for housing animals and protecting goods,
3. Building owner: The building owner is the real or legal person who holds the property rights to the building, or if applicable, the beneficial owner, and in the absence of both, the person in possession of the building as if they were the owner,
4. Building manager: The person appointed in accordance with Property Ownership Law No. 634 to manage the building, or the real or legal person responsible for its operation and/or management,
5. Unit Supervisor: The primary authorized person responsible for overseeing the management and organization of the unit,
6. Unit Manager: Energy manager, engineer, architect, or technical teacher reporting to the Rector and/or Vice Rector, is appointed based on institutional needs and is responsible for overseeing electricity, water systems, mechanical installations, and building management systems,
7. Other Personnel: Personnel, including officers, typists, and other staff in offices and departments, responsible for completing assigned tasks promptly and accurately, carrying out their duties properly, assisting with office services when needed, and performing additional tasks assigned by their superiors,
8. Energy Identity Certificate: A document that includes information on the building's energy needs, energy consumption classification, greenhouse gas emission levels, insulation properties, and the efficiency of its heating and/or cooling systems,
9. Energy Efficiency Software: An integrated information system (such as EVeP16 or the ENVER Portal) designed to support all institutions and organizations conducting energy efficiency studies, enabling electronic process management, as well as data collection, evaluation, analysis, and sharing,
10. Energy Efficiency: Reducing the standard of living and service quality in buildings while minimizing energy consumption per unit of service, or decreasing energy use in industrial enterprises without compromising production quality and quantity,
11. Energy Efficiency Implementation Plan: The plan, coordinated by the Istanbul Governorship Energy Management Unit, that aims to ensure that the public sector, private sector, and non-governmental organizations operate with a participatory and cooperative approach, establish a policy framework with result-oriented and concrete goals, outline the necessary actions to achieve these goals, and define the responsibilities of organizations throughout the process,

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1. Energy Manager and Certificate: The document issued by the Ministry of Energy and Natural Resources for energy managers and individuals responsible for carrying out energy management activities in buildings, as required by law, and who hold an energy manager certificate,
2. Energy Management: Training, surveys, measurements, monitoring, planning, and implementation activities aimed at ensuring the efficient use of energy resources and energy,
3. Energy Management Unit: The structure established to report to the institution's manager, responsible for preparing energy identity certificates for buildings, conducting building inspections and audits, determining energy needs, creating and updating building inventories, implementing remote monitoring and energy automation, and promoting energy management, energy culture, and efficiency awareness,
4. Assessment: Studies conducted in accordance with the procedures and principles set by the Ministry of Energy and Natural Resources, consisting of information collection, measurement, evaluation, and reporting stages, aimed at identifying opportunities to increase energy efficiency, determining energy-saving potentials, and developing measures to realize these potentials through measurement, calculation, and market research,
5. Action Plan: 2017-2023 National Energy Efficiency Action Plan,
6. Institution Service Buildings: Health Facilities, Faculties, Vocational schools, Colleges, Places of Worship, Application and Research Centers etc., as well as buildings designated for social and cultural activities, such as cinemas, theaters, meeting rooms, exhibitions, museums, libraries, cultural centers, sports facilities, and other buildings allocated for similar purposes,
7. Provincial Energy Manager: The Energy Manager of the Istanbul Governorship,
8. The Law: Energy Efficiency Law No. 5627
9. Institution Manager: The Rector of Fenerbahçe University,
10. Institution Energy Manager: The unit supervisor, holding an Energy Manager certificate, oversees energy management activities in accordance with Energy Efficiency Law No. 5627, ensures coordination of all studies under the directive, and reports to the Rector and/or Vice Rector,
11. Institution Energy Management Unit: The unit, consisting of the Energy Manager and personnel, established within Fenerbahçe University in accordance with the provisions of this directive, responsible for carrying out duties under Energy Efficiency Law No. 5627 in public buildings,
12. Institution Service Buildings Energy Management Unit: The unit, consisting of the Institution Service Buildings Energy Manager and personnel working under the Institution Energy Management Unit, responsible for carrying out duties under Energy Efficiency Law No. 5627 in public buildings, and established in accordance with the provisions of this directive,

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1. Institution Service Buildings Energy Manager: The unit supervisor, holding an Energy Manager certificate, reports to both the Institution Service Buildings Manager and the Institution Energy Manager, overseeing energy management activities in accordance with Energy Efficiency Law No. 5627 and ensuring coordination of all work under the directive,
2. Institution Building Energy Efficiency Officer: Personnel trained in engineering, architecture, or technical education faculties, or, if not possible, graduates from undergraduate or vocational schools in other fields, assigned on behalf of the institution,
3. Project Specialist: An engineer, architect, technical teacher, educator, technical staff, or energy manager working in public institutions and organizations,
4. Project: Energy efficiency measures that include solutions such as the use of energy-efficient tools and systems, repairs, insulation, modifications, improvements, process regulation, prevention or minimization of unnecessary energy use, waste energy, energy loss and leakage, and recovery of waste energy,
5. Zero Waste Implementation Guide: The guide for administrative and commercial buildings, covering energy efficiency and environmental management within the scope of the Zero Waste project by the Ministry of Environment and Urbanization,
6. Chief: The person responsible for performing office duties regularly and efficiently in accordance with relevant laws and regulations, managing and filing correspondence on time, protecting fixtures, ensuring the implementation of decisions regarding office operations, establishing a harmonious working environment among staff, and performing other tasks assigned by supervisors,
7. Company: Energy efficiency consultancy (EEC) firms authorized to provide energy efficiency services under the authorization agreement with the Ministry of Energy and Natural Resources or other authorized institutions,
8. Accounts Payable Officer: The personnel responsible for processing and tracking payment transactions for invoices (electricity, water, natural gas) at Fenerbahçe University,
9. Technical Personnel: Individuals with vocational secondary education, an associate degree, or an undergraduate degree, who are experts in their field and/or hold an Energy Manager Certificate,
10. TS EN ISO 50001: National or International Energy Management System User Manual,

ii) Governorship Energy Management Unit: The structure established within the Istanbul Governorship to prepare energy identity documents for buildings owned by public institutions and organizations, conduct building inspections, determine energy needs, create and maintain up-to-date building inventories, implement remote monitoring and energy automation, and promote energy management, energy culture, and efficiency awareness,

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1. Governorship Energy Management Unit Directive: The directive prepared by public institutions and organizations affiliated with the Istanbul Governorship, outlining the procedures and principles for studies aimed at using energy effectively and efficiently, preventing energy waste, reducing the financial burden of energy costs on the institution’s budget, protecting the environment, and increasing energy efficiency, with approval from the Ministry of Energy and Natural Resources,
2. Fenerbahçe University Energy Management Unit Directive: The directive outlining the procedures and principles for employees to use energy effectively and efficiently, prevent energy waste, reduce the financial burden of energy costs on the institution’s budget, protect the environment, and increase energy efficiency, prepared with the approval of the Ministry of Energy and Natural Resources,
3. Management Systems Units: Teams of project experts established to ensure efficient operation in line with the institution's goals for energy efficiency, as outlined in the directive, and formed based on specific needs related to electricity, water, mechanical installations, and building management systems.
4. Unless otherwise explicitly stated in this directive, the definitions of terms, concepts, and abbreviations used here are based on those defined in the legislation related to energy efficiency.

## Principles

**ARTICLE 5** – (1) The principle of this directive is to ensure that energy management activities are conducted according to a structured plan and program.

# PART TWO

## Establishment, Duties, and Organizational Structure

**Establishment, duties, and organizational structure of the Institution Energy Management Unit**

**ARTICLE 6 –** (1) The Institution Energy Management Unit has been established based on the following principles:

* 1. Based on subclause 1/a-2 of Article 7 of the Energy Efficiency Law No. 5627, dated 18.04.2007, the Authority Energy Management Unit is established to fulfill the duties specified in the Regulation on Increasing Efficiency in the Use of Energy Resources and Energy, published in the Official Gazette No. 28097, dated 27.10.2011, and to serve as a monitoring, control, audit, and coordination body for related services and applications.
	2. If needed during the operation of the Institution Energy Management Unit, an energy manager, building energy efficiency officer, project specialist, technical personnel, chief, or accounts payable officer may be appointed from other staff and titles as necessary, with the proposal of the institution energy manager and the approval of the Rector.

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* 1. If the assigned personnel are teachers who continue to work under the responsibility of the Ministry of National Education, their wages are covered in accordance with the provisions of the Decision on Course and Additional Course Hours of the Ministry of National Education Administrators and Teachers, while the payments of other personnel are made in accordance with the relevant legislation.
1. The Institution Energy Management Unit undertakes the following activities within the scope of energy efficiency.
	1. Except for the Energy Efficiency Law No. 5627, the regulations, circulars, and notifications issued under this law, the Circular of the Presidency No. 2019/18 on Energy Saving in Public Buildings, the Saving Target and Implementation Guide for Institution Buildings, and any subsequent legislation, the energy manager is assigned without any additional duties or responsibilities.
	2. If the institution is not required to appoint an energy manager or has not yet been able to do so, it appoints a Building Energy Efficiency Officer in accordance with Circular No. 2008/55 of the Ministry of Interior.
	3. Within the scope of the Istanbul Governorship Energy Management Unit Directive, the Institution Energy Manager works under the coordination of the Building Energy Efficiency Officers and the Istanbul Governorship Provincial Energy Management Unit. The responsibilities of the Institution Energy Management Unit are as follows:
	4. Conducting meetings on energy management and efficiency, planning and auditing energy efficiency studies, preparing reports, entering data into energy efficiency software, and performing tasks and procedures in coordination with the Istanbul Governorship Provincial Energy Management Unit,
	5. Pursuant to Article 30 of the Regulation on Increasing Efficiency in the Use of Energy Resources and Energy, determining the institutions to be surveyed by the Ministry to identify measures for increasing energy efficiency, as well as their benefits and costs in public sector buildings required to appoint an energy manager, while following the process and cooperating with the Ministry,
	6. In accordance with the Regulation on Energy Performance in Buildings, published in the Official Gazette on 05.12.2008 and numbered 27075, ensuring the Energy Identity Certificate is obtained in cooperation with buildings belonging to public institutions,
	7. Establishing an energy policy that defines goals and priorities in energy management, outlining the duties, authorities, and responsibilities of the energy manager or energy management unit within the hierarchical structure, and informing all employees and stakeholders by publishing the rules in writing,

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* 1. Conducting meetings every 3(three) months with the Authority Energy Manager and Building Energy Efficiency Officers to establish energy policies and manage processes,
	2. Participating in the meeting held every six months within the scope of the "Energy Efficiency Implementation Plan" to establish energy policies and manage processes, with the Energy Management Unit of the Istanbul Governorship and corporate energy managers,
	3. Sending annual information on energy use and energy management studies to the Ministry by the end of March each year and ensuring the data are entered into the Energy Efficiency Portal within the Ministry,
	4. Conducting or ensuring that energy management activities in the institution's buildings are carried out in accordance with the applicable national or international TS EN ISO 50001 Energy Management System User Guide and Standards, which serve as the basis for certification,
	5. Notifying the Ministry of Energy and Natural Resources of the identity, resume, address, and contact information of the assigned energy managers,
	6. Obtaining a building occupancy permit for public institution buildings with a total construction area exceeding ten thousand square meters and notifying the Ministry within one year,
	7. In the event of a change in the energy manager, appointing a new energy manager and notifying the Ministry within sixty calendar days of the previous manager's departure,
	8. Ensuring subscription details of public institutions and organizations from legal entities selling electricity and/or natural gas, along with the consumption amount from the previous financial year and the corresponding consumption price are accessible within the Energy Efficiency Software environment,
	9. Monitoring the subscriber information (electricity, water, natural gas), invoice details, and payment transactions of the institution's buildings using the Energy Efficiency Software,
	10. Organizing in-service training seminars to raise awareness among public employees and reduce energy consumption in the public sector,
	11. Submitting one copy of reports and studies on activities conducted or commissioned in public institutions, as well as projects related to the implementation of prescribed measures, to the Ministry,
	12. Determining the unit energy consumption based on criteria such as unit area, per person, per goods, or per service, in line with the institution's activities, to achieve minimum energy savings as outlined in the Saving Target and Implementation Guide for Public Buildings, and reporting the findings to the Ministry,
	13. Providing all requested information and documents to Ministry auditors in accordance with the Energy Efficiency Audit Regulation, as well as to energy managers, employees, and project experts in compliance with the Istanbul Governorship Energy Management Unit Directive,

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* 1. Ensuring that real or legal entities involved in savings or performance-guaranteed project applications, periodic maintenance, repair, and installation comply with authorization requirements when implementing measures identified in studies to improve energy efficiency in buildings and annexes of public institutions,
	2. Establishing infrastructure and drafting contracts for discounted electricity, natural gas, and water agreements for public institutions within the scope of eligible consumers,
	3. Providing the necessary conditions for studies to be conducted by the Ministry or by the companies,
	4. The building owner, manager, and/or energy manager are jointly responsible for ensuring the necessary maintenance and repairs are made to maintain the energy performance of public buildings at or above the design stage.
	5. Conducting energy efficiency studies in the buildings they manage, in accordance with the "Administrative and Commercial Buildings Zero Waste Implementation Guide," which outlines the works under the Zero Waste Regulation published by the Ministry of Environment and Urbanization on 12.07.2019 (No. 30829), after completing the legal notifications to the relevant reporting and official institutions,
	6. As part of Energy Efficiency Week, celebrated in the second week of January each year, organizing promotional and awareness-raising activities in coordination with the Ministry or contributing to the activities organized by the Ministry.
1. The Institution's Energy Management Unit carries out its activities based on the hierarchy outlined in the organizational chart provided in Appendix-1.

The sub-units within the Institution Energy Management Unit are as follows**:**

* 1. Institution Energy Manager
	2. Management Systems Units
	3. Institution Service Buildings Energy Management Unit

## Appointment and duties of the energy manager of the institution

**ARTICLE 7** – (1) The principles for appointing the institution's energy manager are as follows:

1. The holder of the Energy Manager Certificate is assigned as the Unit Supervisor and is authorized to sign documents related to representation, binding, and requests, preferably with the Rector's approval. This individual must have completed internal audit or lead auditor training related to the national or international ISO 50001 Energy Management System.
2. If the assigned personnel are teachers who continue to work under the responsibility of the Ministry of National Education, their wages are covered in accordance with the provisions of the Decision on Course and Additional Course Hours of the Ministry of National Education Administrators and Teachers, while the payments of other personnel are made in accordance with the relevant legislation.

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(2) The duties of the institution energy manager in the areas of energy management and efficiency are as follows:

1. The institution energy manager carries out duties in accordance with the principles and provisions of this Directive, works under the Rector, and is not assigned any other duties.
2. Works under the Istanbul Provincial Energy Manager in accordance with the provisions of the Istanbul Governorship Energy Management Unit Directive.
3. Transfers the powers and duties assigned by this directive to the relevant individuals, ensuring compliance with legislative requirements for the portions to be delegated to the unit managers.
4. Under the Regulation on Energy Performance in Buildings, published in the Official Gazette on 05.12.2008 (No. 27075), the building owner, manager, and board of directors are jointly responsible for the maintenance of systems affecting the building’s energy performance, such as architectural, mechanical, electrical, and lighting systems. This includes ensuring timely and appropriate tests, as well as necessary maintenance, repairs, and renovations, to ensure the building operates at or above its design-stage energy performance.
5. In accordance with the TS EN ISO 50001 Energy Management System Standard, the institution energy manager is responsible for data collection, evaluation, planning, implementation, reporting, energy management, and maintaining efficiency. They make decisions based on the results and submit them to the Rector for approval and implementation.
6. In accordance with the provisions of Energy Efficiency Law No. 5627 and the regulations, circulars, and notifications issued under this law, the institution energy manager conducts or arranges audits to fulfill the requirements, identifies deficiencies, prepares reports and minutes, and submits them to the Rector for approval.
7. Ensures the management and coordination of the Institution Energy Management Unit between the Energy Managers and the Institution Building Energy Efficiency Officers.
8. If necessary, directs the Institution's Energy Management Unit meetings on behalf of the Rector, prepares the final report, and submits it to the Rector for approval.
9. Makes proposals to the Rector to enhance the execution and development of services within their area of responsibility.
10. Ensures the timely delivery of requested information to the relevant authorities on matters within their area of responsibility.
11. Informs the Rector about issues related to development and practices.
12. Carries out tasks and procedures related to coordinating the organizations and individuals authorized to perform annual maintenance and periodic inspections on systems such as architecture, mechanics, electricity, and lighting that affect the energy performance of the institution's buildings.
13. Participates in activities organized by the Ministry and the Council of Higher Education on behalf of the University.

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1. Plans the Energy Efficiency In-Service Training activities to be conducted within the university and submits them to the Rector for approval.

In accordance with the Energy Efficiency Audit Regulation, ensures that all requested documents and information for the on-site audits and inspections by the Ministry auditors, energy manager, employees, and project experts, as outlined in the Istanbul Governorship Energy Management Unit Directive, are provided.

1. Follows energy efficiency assessments in buildings owned by public institutions and organizations, including the reporting and legal notifications required by official institutions under the Zero Waste Implementation Guide for Administrative and Commercial Buildings, issued within the scope of the Zero Waste Regulation published by the Ministry of Environment and Urbanization on 12/7/2019 (No. 30829).
2. Performs duties assigned by supervisors in accordance with the law, codes, regulations, directives, circulars, plans, and programs.

## Establishment of the Management Systems Unit, appointment of the unit manager, and duties of the Management Systems Unit

**ARTICLE 8** – (1) The principles for the establishment and duties of the Management Systems Unit are as follows:

1. To implement the provisions of this directive, units consisting of project experts and established for various purposes such as Electricity, Water, Mechanical Installation, and Building Management Systems under the Institution Energy Management Unit are formed upon the proposal of the Institution Energy Manager and the approval of the Rector.
2. Personnel are assigned to the FBU Energy Management Unit based on the proposal of the Institution Energy Manager and the approval of the Rector, for units established according to electricity, water, mechanical installation, building needs, or other requirements.
3. The established Management Systems Units perform tasks and transactions in compliance with the relevant legislation and the Fenerbahçe University Energy Management Unit Directive.
4. Energy Manager/Managers, Building Energy Efficiency Officers, Technical Personnel, and Support, Administrative, and Financial Services staff are assigned to the Institution Energy Management Unit as needed, based on the Institution Energy Manager's proposal and the Rector's approval.
5. The appointment principles for management systems unit managers are as follows:
	1. The Unit Manager is appointed from among Engineers, Architects, Technical Teachers, or individuals with an undergraduate education in a relevant field. Preference is given to those holding an Energy Manager Certificate or those who have completed internal audit or chief auditor training related to the TS EN ISO 50001 Energy Management System. The appointment is made based on the Institution Energy Manager's proposal and the Rector's approval.
	2. The Unit Manager, reporting to the Institution Energy Manager, is responsible for overseeing unit activities on behalf of management and is authorized to represent, bind, and sign documents related to requests.

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* 1. If the assigned personnel are teachers who continue to work under the responsibility of the Ministry of National Education, their wages are covered in accordance with the provisions of the Decision on Course and Additional Course Hours of the Ministry of National Education Administrators and Teachers, while the payments of other personnel are made in accordance with the relevant legislation.
1. The duties of the management systems unit managers are as follows:
	1. Unit managers, reporting to the Institution Energy Manager, carry out tasks and procedures in accordance with the relevant legislation and the Fenerbahçe University Energy Management Unit Directive.
	2. Within the scope of energy management and efficiency, the unit manager collects, evaluates, and reports data for their assigned management systems unit, establishes communication with other management units, ensures data entry into the Energy Efficiency Software, monitors activities, and keeps the Institution Energy Manager informed about the unit.
	3. Establishment of the Institution Service Buildings Energy Management Unit, the assignment and responsibilities of the energy manager for institution service buildings

**ARTICLE 9–** (1) The principles and responsibilities for establishing the Institution Service Buildings Energy Management Unit are as follows:

1. Based on subparagraph 2 of subclause (a) of clause 1 of Article 7 of the Energy Efficiency Law (No. 5627) dated April 18, 2007, the Institution Service Buildings Energy Management Unit is established, if necessary, with the proposal of the Institution Energy Manager and the approval of the Rector. This unit is responsible for performing the duties outlined in the Regulation on Increasing Efficiency in the Use of Energy Resources and Energy, published in the Official Gazette (No. 28097) on October 27, 2011. Additionally, it serves as a follow-up, control, audit, and coordination body for related services and practices.
2. An Energy Manager is assigned to the Institution Service Buildings Energy Management Unit in accordance with Energy Efficiency Law No. 5627, as well as the relevant regulations, circulars, and notifications issued under this law. The assignment also complies with the Presidency's Circular on Energy Saving in Public Buildings (No. 2019/18) and the Saving Target and Implementation Guide for Institution Buildings.
3. If no Energy Manager is available for assignment within the institution, the Institution Building Energy Efficiency Officer is appointed in accordance with the Ministry of Interior's Circular No. 2008/55.
4. As needed, personnel from Technical, Support, Administrative, and Financial Services are assigned to the Institution Service Buildings Energy Management Unit based on the proposal of the Institution Service Buildings Energy Manager and the approval of the Institution Service Buildings Manager.

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1. The Institution Service Buildings Energy Management Unit carries out the necessary tasks and procedures in accordance with the relevant legislation and the Institution Energy Management Unit Directive.
2. The principles for the appointment of the energy manager of institution service buildings are as follows:
	1. The Energy Manager of the Institution Service Buildings is appointed with the proposal of the Institution Energy Manager and the approval of the Rector, from among Engineers, Architects, Technical Teachers, or individuals with an undergraduate education in a relevant field. Preference is given to those who hold an Energy Manager Certificate or have received internal audit or lead auditor training related to the TS EN ISO 50001 Energy Management System, when available.
	2. The Institution Service Buildings Energy Manager, reporting to the Institution Energy Manager, is responsible for overseeing unit activities on behalf of management and is authorized to represent, bind, and sign documents related to requests.
	3. If the appointed Institution Service Buildings Energy Manager is a teacher whose primary duties remain under the Ministry of National Education, additional course fees will be covered in accordance with the provisions of the "Decision on the Course and Additional Course Hours of the Directors and Teachers of the Ministry of National Education". Payments for other assignments will be covered according to the legislation of their affiliated institutions.
3. The duties of the institution service buildings manager are as follows:
	1. Carries out the duties outlined in this directive and in accordance with the relevant provisions.
	2. Works under the Institution Energy Manager and is not assigned any other duties.
	3. Is responsible for managing and coordinating the Institution Service Buildings Energy Management Unit.
	4. Within the scope of energy management and efficiency, collects, evaluates, and reports data for the institution they are responsible for, ensures the data is entered into the Energy Efficiency Software, monitors activities, and informs the institution about energy management.

## Principles of responsibility, oversight, and reporting

**ARTICLE 10** – (1) The "Energy Managers" and the "Institution Building Energy Efficiency Officer" are responsible for implementing the provisions of this Directive.

(2) The Energy Managers assigned to the FBU Energy Management Unit oversee the implementation of the directive's provisions and prepare a report for submission to the Rector when necessary.

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# PART THREE

## Amendment and Distribution Principles

Amendment principles

**ARTICLE 11–** (1) Amendments to this directive, prepared under the coordination of the Institution Energy Management Unit based on the proposal of the Institution Energy Manager and in consideration of legislative changes and needs, are implemented upon approval by the Ministry.

## Distribution principles

**ARTICLE 12-** (1) This directive is non-confidential and distributed to all units.

# PART FOUR

## Efficiency Enhancing Measures

Priority measures for improving energy efficiency

ARTICLE **13** – (1) Priority measures are implemented in accordance with the Energy Efficiency Law No. 5627, as well as the related regulations, circulars, and notifications issued under this law. They also adhere to the Ministry of Interior’s Circular No. 2008/55, the Presidency’s Circular No. 2019/18 on Energy Saving in Public Buildings, the Target and Implementation Guide for Saving in Institution 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, published in the Official Gazette on 05.12.2008 and numbered 27075, the building owner, manager, board of directors, and/or energy manager take measures to improve efficiency. These measures ensure that necessary maintenance, repairs, and modifications are carried out appropriately and on time, that required tests are conducted as needed, and that the building operates at or above its designed energy performance level.

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# PART FIVE

## Obligation to Provide Information and Administrative Sanctions

Obligation to provide information

**ARTICLE 14** – (1) The manager of the public institution or organization is responsible for any issues arising from the entry, updating, and unauthorized sharing of all types of information and documents in the Energy Efficiency Software.

1. Public institutions and organizations required to appoint an energy manager prepare their energy consumption data and energy management practices in accordance with the format published on the Ministry’s website, and submit this information to the Governorship Energy Management Unit and the Ministry via an official letter.
2. Public institutions and organizations required to appoint an energy manager record their energy consumption data and energy management practices on the ENVER Portal, the Ministry's energy efficiency software.
3. To verify the accuracy of this information, public institutions and organizations are required to provide all requested information and documents for on-site inspections and examinations conducted by the Ministry, the Governorship Energy Management Unit, and the Institute Energy Management Unit, and to ensure the necessary conditions are met.
4. The person(s) designated by the Ministry are granted access to the Energy Efficiency Software.
5. The Governorship Energy Management Unit is authorized to request information and documents from public institutions and verify the data entered into the Energy Efficiency Software.

## Administrative sanctions

**ARTICLE** **15 – (1) Administrative sanctions, as outlined in Article** 10 of the Energy Efficiency Law No. 5627, are imposed on natural or legal persons based on the determinations and/or audits conducted by the Ministry.

* 1. In accordance with the Energy Efficiency Audit Regulation published by the Ministry in the Official Gazette on 06.07.2018 (No. 30470), the audit of the obligations and responsibilities of natural or legal persons under the law is conducted.
	2. Institutional audits and inspections may also be conducted by inspectors, institutional managers, or energy managers of the Institution Energy Management Unit, in accordance with the relevant legislation.

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# PART SIX

## Training and Certifications

Energy manager trainings and certification

**ARTICLE** **16– (1)** The Energy Manager Certificate is issued by the Ministry to individuals who have participated in the applied energy manager training organized under Article 11 of the Regulation on Increasing Efficiency in the Use of Energy Resources and Energy, published in the Official Gazette on 27.10.2011 (No. 28097), and who have successfully passed the exam held by the Ministry, provided they have at least an undergraduate degree.

(2) Individuals with at least an undergraduate degree in engineering or in the mechanical, electrical, mechatronics, or electrical-electronics departments of technical education faculties are eligible for energy manager training.

## Training and certification of building energy efficiency officer

ARTICLE **17** (1) In the event that the institution is unable to find an energy manager within its organization, it shall appoint an Institution Building Energy Efficiency Officer.

(2) For the in-service training of the Institution Building Energy Efficiency Officer, organized by the Istanbul Governorship Energy Management Unit to meet the needs of public institutions, priority will be given to individuals with a background in engineering. If such candidates are unavailable, individuals with education in the mechanical, electrical, electrical-electronics, or mechatronics departments of technical education faculties will be considered. If none are available, those with an undergraduate degree in other fields or personnel with vocational training assigned by the institution will be eligible.

# PART SEVEN

## Enforcement and Implementation

Implementation

**ARTICLE 18** – (1) The provisions of this directive are implemented by the Rector.

## Enforcement

**ARTICLE 19** – (1) This directive takes effect on the date of its approval by the Senate.

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Appendix-1: Organization Chart of the Institution Energy Management Unit

FENERBAHÇE UNIVERSITY ENERGY MANAGEMENT UNIT ORGANIZATION CHART

RECTOR

INSTITUTION ENERGY MANAGEMENT UNIT

INSTITUTION

ENERGY MANAGER

MANAGEMENT SYSTEMS UNITS

Established as needed

INSTITUTION SERVICE BUILDINGS ENERGY MANAGEMENT UNIT

 Established as needed

INSTITUTION BUILDING

 ENERGY EFFICIENCY OFFICER