

**IZMIR INSTITUTE OF TECHNOLOGY
DEPARTMENT OF CONSTRUCTION AND
TECHNICAL AFFAIRS ENERGY
MANAGEMENT UNIT DIRECTIVE**

FIRST SECTION

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this directive is to establish procedures and principles for setting up the "Energy Management Unit" within the Department of Construction and Technical Affairs, with the aim of regulating energy management practices, using energy efficiently and effectively, preventing energy waste, and reducing the burden of energy costs on the Institute's budget.

Scope

ARTICLE 2 – (1) This directive covers the principles and procedures for energy efficiency services and efforts within all areas of the İzmir Institute of Technology campus, as well as the duties and responsibilities of the Energy Management Unit, activities related to energy efficiency education and awareness, audits and projects, and promoting the use of alternative energy sources such as renewable energy.

Basis

ARTICLE 3 – (1) This directive is based on;

Article 7, paragraph 1, subparagraph (a), item 2 of Law No. 5627 "Energy Efficiency Law", Article 9, paragraph 2 of 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,

Article 6 of the "Regulation on Energy Performance in Buildings" published in the Official Gazette dated 5.12.2008 and numbered 27075,

Presidential Circular No. 2019/18 on "Energy Savings in Public Buildings",

Presidential Circular No. 2023/15 on "Energy Savings in Public Buildings", and

The "Savings Target and Implementation Guide for Public Buildings".

Definitions

ARTICLE 4 – (1) The following definitions apply to this directive;

- a) **Building:** Any structure or complex used for educational, research, healthcare, and various service, social, or commercial purposes.
- b) **Other Personnel:** Staff responsible for tasks assigned to them in offices and departments, ensuring timely and flawless completion, assisting with other office services when necessary, and fulfilling other duties as assigned by supervisors.
- c) **Energy Identity Certificate:** A certificate that contains at least the building's energy requirements, energy consumption classification, greenhouse gas emission level, insulation properties, and heating/cooling system efficiency.
- ç) **Energy Efficiency:** The reduction of energy consumption per unit of service or product without compromising living standards and service quality in buildings or production quality and quantity in industrial enterprises.
- d) **Energy Efficiency Software:** An integrated information system used by all institutions and organizations working on energy efficiency for electronic management of processes, data collection, evaluation, analysis, and sharing (such as EVeP16, ENVER Portal).
- e) **Energy Manager Certificate:** A certificate issued by the Ministry of Energy and Natural Resources for energy managers.
- f) **Energy Manager:** A certified person responsible for carrying out energy management activities in buildings subject to the Energy Efficiency Law No. 5627.
- g) **Energy Management Unit:** The unit established within the Department of Construction and Technical Affairs to carry out energy management practices, prepare energy identity certificates for buildings, conduct building inspections and audits, determine energy needs, create and maintain building inventories, remotely monitor and automate energy, and promote energy culture and efficiency.
- ğ) **Energy Management Unit Supervisor:** A certified energy manager who is responsible for coordinating all activities covered by this directive in accordance with the Energy Efficiency Law No. 5627.
- h) **Energy Management:** Activities aimed at ensuring the efficient use of energy resources, including education, audits, measurement, monitoring, planning, and implementation.
- ı) **Institute:** Refers to the İzmir Institute of Technology.
- i) **Audit:** Studies to identify opportunities to increase energy efficiency, involving data collection, measurement, evaluation, and reporting to determine energy-saving potentials and measures needed for recovery.
- j) **Action Plan:** The 2017-2023 National Energy Efficiency Action Plan.

SECOND SECTION
Duties, Responsibilities, and Organizational Structure

Energy Management Unit

ARTICLE 5- (1) The Energy Management Unit operates within the Department of Construction and Technical Affairs to carry out efforts aimed at efficient energy use, preventing energy waste, reducing the burden of energy costs on the budget, fostering a culture of savings, and protecting the environment.

(2) At least one person in the unit must hold an "Energy Manager" certificate, and staff with the necessary qualifications can be appointed as needed in accordance with relevant regulations. Personnel from other units may also be assigned to the unit for energy efficiency services, while retaining their primary duties.

Duties and Responsibilities of the Energy Management

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

- a) Monitoring specific energy consumption, energy costs, and energy intensity in all university-affiliated buildings, preparing improvement proposals, and ensuring coordination.
- b) Conducting or commissioning energy audits and preparing and implementing efficiency improvement projects.
- c) Preparing plans for energy needs and efficiency improvements, budget requirements, benefit-cost analysis, and submitting them to the relevant authority.
- ç) Monitoring and evaluating annual energy consumption and costs, preparing short-, medium-, and long-term energy saving plans, and submitting them to the relevant authorities.
- d) Developing procedures to improve consumption habits and create a culture of savings in Institute buildings, and following up on their implementation.
- e) Monitoring the efficiency of energy-consuming equipment and ensuring that maintenance and calibration are carried out by the relevant units.
- f) Preparing a plan to ensure energy savings as specified in the Presidential Circular on "Energy Savings in Public Buildings", and monitoring these savings.
- g) Exploring opportunities for changing the energy mix and using alternative fuels, preparing measures to protect the environment and reduce CO₂ emissions, and coordinating their implementation.
- ğ) Promoting renewable energy use, reducing petroleum, natural gas, and fuel oil consumption.
- h) Organizing training programs and campaigns on energy efficiency when necessary.

- i) Monitoring and reporting on savings measures taken by units.
- i) Providing consultancy to Institute units on energy-related issues.
- j) Ensuring cooperation and coordination with relevant authorities for energy management activities, submitting information to the Energy Efficiency Portal by the end of March each year.
- k) Coordinating the issuance of Energy Identity Certificates for Institute buildings as required by the Energy Performance Regulation.
- l) Reporting any changes in the contact information of assigned energy managers to the administration and relevant institutions.

Energy Management Unit Supervisor

ARTICLE 7- (1) The Energy Management Unit Supervisor must hold an Energy Manager Certificate and preferably have internal audit or lead auditor training related to the national or international ISO 50001 Energy Management System.

(2) Duties and responsibilities of the supervisor include;

Within the Department of Construction and Technical Affairs, activities such as data collection, evaluation, planning, implementation, reporting, energy management, and maintaining continuity in efficiency are carried out in accordance with the Energy Efficiency Law No. 5627 and other legislation issued based on this law.

- a) Carries out all activities within the scope of the applicable legislation and provisions of this Directive in collaboration with assigned personnel.
- b) Responsible for entering, updating, and ensuring the integrity of all authorized information and documents in the Energy Efficiency Software, and for any negative consequences resulting from unauthorized information sharing.
- c) Responsible for submitting information on energy consumption and energy management practices to the Provincial Energy Management Unit and the Ministry of Energy and Natural Resources via official correspondence, and providing any requested information and documents to verify accuracy during inspections conducted by the Ministry and the Provincial Energy Management Unit.
- ç) Coordinates the tasks and procedures related to annual periodic maintenance and inspections of architectural, mechanical, electrical, and lighting systems affecting the energy performance of Institute buildings, in collaboration with authorized organizations and individuals.
- d) Presents studies and reports prepared by the unit to the administration.
- e) Carries out tasks assigned by superiors in accordance with laws, regulations, directives, circulars, plans, and programs.

Other Personnel

ARTICLE 8- (1) The duties and responsibilities of other personnel are as follows:

- a) Ensuring the execution of tasks and procedures as instructed by the unit supervisor and/or energy manager, and providing the necessary information and documents.
- b) Obtaining and delivering utility bills (electricity, natural gas, fuel oil, etc.) for the assigned buildings or building groups to the relevant unit.
- c) Preparing an inventory of equipment, tools, and supplies required for energy efficiency in the assigned buildings or building groups.
- ç) Monitoring the operational control, maintenance, and calibration of energy-consuming devices in the assigned buildings or building groups.
- d) Attending designated meetings and training sessions.
- e) Carrying out energy-efficient procurements.
- f) Planning and conducting training to enhance the competence and awareness of all personnel on energy-related matters.

THIRD SECTION

Miscellaneous and Final Provisions

Sanctions

ARTICLE 9- (1) Disciplinary action will be taken, in addition to relevant regulations, against those who fail to comply with the savings measures outlined in this directive.

Situations Not Covered by the Directive

ARTICLE 10- (1) In cases not covered by this directive, provisions from other relevant legislation and decisions of the Institute Senate and Administrative Board will apply.

Effective Date

ARTICLE 11- (1) This directive takes effect as of the date of approval by the Institute Senate.

Execution

ARTICLE 12- (1) The Rector of the İzmir Institute of Technology executes the provisions of this directive.