

EID ToolBox Quick User Guide

Energy Management Workbook

Brief description of the tool

The Energy Management Workbook provides a guideline for the organization, planning and implementation of an Energy Management (EM) Programme, as well as specifying the information required and relevant templates to set up and EM Programme in an Industrial Area. The target audience of the tool is company and industrial park management as well as environmental and energy staff within companies.

Aim of tool

The Energy Management Workbook is designed to provide an easy path through the process of setting-up and operating an Energy Management (EM) Programme.

Content of tool

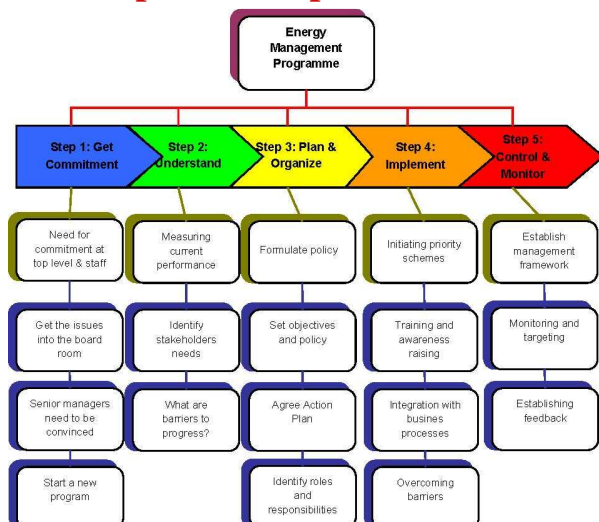
The EID Energy Management Workbook is in reality a suite of tools which are primarily linked to training courses (Powerpoint presentations). It describes a sequence of 5 main working steps.

The tool comprises a description of all the information, as well as working, reporting and training materials and templates required for the implementation of an Energy Management Programme.

The outputs of the tool are

- An Energy Consumption Baseline for each company
- An Energy Action Plan for each company
- An Energy Audit Report for each company
- Consolidated Energy Consumption Data for the industrial park
- Skills established in companies
- Energy Teams established within each of the participating companies

Most important steps



Description of steps

Get Commitment

Some actions need to be taken to gain the commitment of companies, particularly their senior management before the EM Programme should start.

Understand

An important part of getting the EM Programme started is to understand the base case energy use of the companies, and in addition, identifying who should be involved (stakeholders) and understanding the barriers to progressing the programme.

Plan and Organize

Right at the onset of starting the EM Programme, it is important to Plan & Organise.

Implement

In order to make good energy savings, companies or locators will need somewhere to turn to get help. This step gives guidance on how to best benefit from support provided internally and by external service providers.

Control and Monitor

This step offers guidance on how to prepare and conduct energy management surveys or energy audits.

Sequence of application to achieve tool's goal

These are:

1. Get Commitment
2. Understand
3. Plan and Organize
4. Implement
5. Control and Monitor

Estimation of required resources

Time

Approximately 6 months are required to complete the implementation of an Energy Management Programme with the aid of the EM Workbook.

Funds

No information available

Expertise

Mr. Mike Birks developed the tool. Information can also be acquired from INTEGRATION Environment & Energy (pbank@integration.org).

Documentation

Supporting and Capacity Development materials can be found in the EID Toolbox page for the EM Workbook, <http://www2.gtz.de/network/eid-toolbox/tools/energy-management-workbook.asp>.

Published by:

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Author/Responsible/Editor etc.:

Layout etc.: (optional)

Printed and distributed by:

Place and date of publication