# Energy Management Plan – Guidance & Template

Energy is defined as the consumption and purchase of electricity, fuels, heat, steam, and natural gas for your event operations.

This document is part of the SOEEF Sustainability Framework guidance to support event organizers to:

* Demonstrate commitments to using low carbon and / or renewable energy to ensure your event is as efficient and low a carbon as possible
* Create a plan by working through the energy management hierarchy.
  + LEAN – by eliminating unnecessary energy needs of the event overlay design
  + EFFICIENT - through provision of temporary power, working with contractor to design efficient provision and ensure all equipment is energy efficient
  + GREEN & SUSTAINABLE - Decarbonise the energy provision by choosing the generation type; permanent or temporary with the best/lowest carbon footprint
  + OFFSET - the remaining emissions by calculating the greenhouse gas emissions and selecting a relevant, high quality offset programme. Monitoring should also include the total energy demand across the event to drive continual improvement and lessons learned for future events. [Note, this is not a mandatory component of the energy management plan]

## Key Guidance

This plan compliments your carbon management plan.

If working with an existing venue, ensure that questions around energy supply are asked from the beginning of event planning. This may include:

* What type of energy tariff is the venue using? Please provide evidence (e.g. renewable energy certification / evidence).
* Does the venue have any policies or procedures in place to monitor and manage their energy consumption?
* Are there any opportunities for collaboration on energy management for the event, e.g. use of biofuel from suppliers?
* Who owns and manages energy consumption data? When will this be provided following the event?

Further information can be found by contacting Colin Kenny, Senior Manager of Projects and Grants at SOEEF, [ckenny@specialolympics.org](mailto:ckenny@specialolympics.org).

**Energy Management Plan – Template**

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**Key Contacts**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **E-mail Address** |
|  |  |  |
|  |  |  |

# Introduction

[Provide overview of the event – include the event title, location and reporting period].

Delivering a reliable, efficient and clean source of energy will be key to the success of the event – from an operational and sustainability perspective. Clean energy will help to reduce the greenhouse gas emissions from the event.

It is recommended that events adhere to the energy hierarchy, as follows:

* LEAN – by eliminating unnecessary energy needs of the event overlay design
* EFFICIENT - through provision of temporary power, working with contractor to design efficient provision and ensure all equipment is energy efficient
* GREEN & SUSTAINABLE - De-carbonise the energy provision by choosing the generation type; permanent or temporary with the best/lowest carbon footprint
* OFFSET - the remaining emissions by calculating the carbon emissions and selecting a relevant offset programme. Monitoring should also include the total energy demand across the event to drive continual improvement and lessons learned for future events.

[Examples of good practice energy management at events includes, but is not limited to:

* Using smart technologies to better monitor and control energy consumption (heating/cooling, lighting etc.) Initiatives may include the following:
* Install presence-controlled, time-controlled and / or energy efficient lighting, e.g. via the usage of movement detecting sensors
* Avoid the use of halogen bulbs unless it is not possible to use LEDs or fluorescent light sources
* Structure the schedule of the event to maximize natural light and minimize the need for artificial lights
* Favour the use of daylight working stations close to windows and break-out/coffee areas with natural light
* Replace fossil fuel-powered equipment and technology with renewable or low carbon powered alternatives. Where renewable or low carbon technologies are certified to sustainability certifications / labels, provide a description and evidence of the certification label and the associated sustainability performance of the equipment and technology
* Transition generators and fuel intensive equipment and machinery to renewable or low carbon solutions, .e.g. hybrid generators with batteries included. Avoid emergency units permanently operating with an automatic inverter (which continuously consumes energy even when not in use) - avoid diesel generators or at least equip them with particular filters - avoid synchronous emergency power units (Twin Pack), Permanently operating in duplicate.
* Communicate and educate staff, volunteers, athletes, and coaches on energy consumption.]

# Key energy requirements and supply

The key energy requirements for the event are:

* [Insert main energy requirements – for example
* Mains electricity for the venue
* Natural gas for catering (not all venues will use natural gas)
* Natural gas for the venue (not all venues will use natural gas)
* Fuel consumption for temporary power (e.g. generators)
* Fuel consumption for plant / machinery / equipment]

This will be provided by two primary sources of power:

* [XX venue] mains power
* Temporary power provider

The temporary power provider is [provider name] and is based in [location]. Equipment, such as the generators, will be coming from [provider name].

# Adherence to the energy hierarchy

There are a number of challenges in the procurement of clean energy and energy efficient solutions:

* [Insert challenges – for example
* Cost or availability of renewable / low carbon energy options
* Existing contract / supplier for venue energy
* Trade-off between using local smaller suppliers versus large suppliers with renewable energy options]

However, working through procurement, the venue, and the temporary power provider we have:

* LEAN:
  + [Add initiatives on load demand]
  + [Add initiatives regarding supplier engagement (e.g. providing on-hand support for the pro-active management of generators to help reduce fuel use)]
  + [Add initiatives on reducing redundancy, and level of back-up required if not needed]
  + [Add initiatives on solution design and sizing of generators]
  + [Add wider initiatives where relevant]
* EFFICIENT:
  + [Add initiatives on energy efficiency (e.g. energy monitoring, training for staff etc.)]
* GREEN:
  + [Add initiatives on reducing the carbon-intensity of energy activities e.g. using clean energy and renewables]
  + [Add wider initiatives where relevant]
* OFFSET:
  + [Add initiatives on offsets, if you are considering using these – further guidance can be found in the carbon management plan]

# Data collection and post-event reporting

Energy data should be reported to the event organizers by the relevant suppliers and venue, as soon as possible after the event.

The below types of data will be collected:

* Mains electricity consumption (kWh)
* Mains natural gas consumption from the venue – date period TBC (cubic metres, kWh)
* Fuel burnt, and fuel type relating to temporary power (litres, type of fuel)
* Additional information on the success of energy management initiatives (e.g. staff energy training, reduction in energy against baseline)

The key sources of data may come from:

* Venue facilities team
* Temporary energy supplier

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