



Guideline on National Energy Award 2021 (NEA 2021)

for

Energy Management in Buildings and Industries

Organiser



KEMENTERIAN TENAGA DAN SUMBER ASLI

Supported by



AKAUN AMANAH
INDUSTRI BEKALAN
ELEKTRIK (AAIBE)

1.0 Objectives of Competition

- 1.1 To promote and disseminate energy management best practices applied and demonstrated in buildings and industries in Malaysia.
- 1.2 To encourage participation in adopting and implementing innovative and creative energy management approaches towards energy conservation to enhance business growth.
- 1.3 To promote energy management as another form of energy resource, as a tool to save energy and to improve environmental quality in Malaysia.

2.0 Competition Categories

2.1 Categories

- 1. Buildings – any type of buildings (define the nature and function of the building)
- 2. Industries – any type of factories

Note: If the building and industry are co-located and have a single receiving power system/metering, then the establishment is considered an industry. If industry and building are co-located in a single compound with separate receiving power system and metering, then they could be treated separately.

2.2 Definition of category by annual energy consumption

The following size for each category specified in 2.1 above.

Category	Size	Annual Energy Consumption
Buildings	a) Small & Medium	Electricity ≤ 2,000 MWh/year
	b) Large	Electricity > 2,000 MWh/year
Industries	a) Small & Medium	*TEC ≤ 30 million MJ/year
	b) Large	*TEC > 30 million MJ/year

*TEC – Total Energy Consumption (Insert a conversion table for uniform units of measure)

3.0 Pre-Qualification Requirement

- 3.1 Buildings and Industries should be **at least operational in the last 3 year.**

4.0 Criteria and Distribution Scores

- 4.1 The Board of Judges will give evaluation scores in view of the substance of the contents and information presented in the submitted entry documents in reference to sets of established criteria.
- 4.2 The maximum total point score number is 100% based on the major criteria distribution. They are: 1) Impact; 2) Sustainability; 3) Replicability; 4) Originality and 5) Overall Presentation and Impression.
- 4.3 Table below shows the main criteria and its sub-criteria group with corresponding maximum percentage allocation:

Criteria and Mark Structures		
No.	Criteria Group	Marks Allocation
1	Impact	30%
	1.1 Energy Saving (kWh/year, kL/year, ktoe/year)	12%
	1.2 Environmental Effect	6%
	1.3 Economic Effect	6%
	1.3.1 Investment	
	1.3.2 Payback Period	
	1.4 Energy Efficiency Index (kWh/m ² /year, GJ/ton/year, etc.)	6%
2	Sustainability	40%
	2.1 Level of Participation and Involvement	10%
	2.2 Top Level Management Commitment	10%
	2.3 Short and Long-term Plan	5%
	2.4 Organization	5%
	2.4.1 Established or Improved Organization for Energy Management	
	2.5 Capacity Building	10%
	2.5.1 Activities	
	2.5.2 Educational Training	
3	Replicability	15%
	3.1 Management Practices and Measures	10%
	3.2 Technology	5%
4	Originality (Creativity / Innovation)	10%
5	Overall Presentation and Impression (Readability, Adherence to format)	5%
	TOTAL	100%

5.0 Format of Submission

Please refer **Attachment 1**.

SUBMISSION FORMAT



NATIONAL ENERGY AWARDS 2021

ENERGY MANAGEMENT IN BUILDINGS AND INDUSTRIES

Submission Format

Procedural guidelines and applicable format in preparing the entry documents as shown and discussed below.

1. Format
2. Certification of Endorsement
3. Project/Activity Overview
4. Impact
5. Sustainability
6. Replicability
7. Originality
8. Overall Presentation and Impression

(Note: Please insert checklist of documents in the covering letter of entries submitted to be checked and signed by the management of the company for easier tracking and flow of submission)

Submission Requirements	Unit	Please Check
Certification of Endorsement		
Total Number of Pages (max of 17)		
Submission	6 original hardcopies & 1 softcopy	
Size Category		
1. Building		
Small and Medium	Electricity ≤ 2,000 MWh/year	_____ MWh/year
Large	Electricity > 2,000 MWh/year	_____ MWh/year
2. Industry		
Small and Medium	*TEC ≤ 30 million MJ/year	_____ MJ/year
Large	*TEC > 30 million MJ/year	_____ MJ/year
Criteria (Discussion/presentation)		
1. Impact		
2. Sustainability		
3. Replicability		
4. Originality (Creativity/Innovation)		
5. Overall Presentation and Impression (Readability, Adherence to format; single paragraph, Times New Roman 12 pt font, 1 inch margin from all sides; A4 size paper)		
Pre-Qualification		
At least 3 full years of operation prior to nomination	Start date of operations:	

*TEC – Total Energy Consumption

Checked by and Certified by: _____ (Management of the company)

1.0 Format

Applicants to the NEA (Energy Management in Buildings and Industries) should follow documentation format in the organized item order as shown below:

Item No.	Submission Heading/Discussion Items	Maximum Number of Page Allocation*
1	Application Cover	1
2	Certification of Endorsement	1
3	Project/Activity Overview (Executive Summary)	1
	3.1 Description	
	3.2 Rationale	
	3.3 Target	
4	Impact	
	4.1 Energy Saving (kWh/year, kL/year, ktoe/year)	
	4.2 Environmental Effect	
	4.3 Economic Effect	
	4.3.1 Investment	
	4.3.2 Payback period	
	4.4 Energy Efficiency Index (kWh/m ² /year, GJ/ton/year, etc.)	
5	Sustainability	
	5.1 Level of Participation and Involvement	
	5.2 Top Level Management Commitment	
	5.3 Short and Long-term Plan	
	5.3.1 Organization	
	5.3.2 Establishment of Organization of Energy Management	
	5.4 Capacity building	
	5.4.1 Activities: Projects/activities applied for internal and external of organization	
	5.4.2 Educational Training	
6	Replicability	
	6.1 Management Practices and Measures	
	6.2 Technology	
7	Originality	
	Creativity/Innovation	
8	Supporting Documents/Attachments	
	Total No. of Pages	17

Important Remarks:

- All entries must be typewritten in single paragraph, Times New Roman 12 pt font, 1 inch margin from all sides; A4 size paper.
- There is no definite number of pages allocated for each submission heading or discussion items. However, the total number of pages must not exceed 17 pages.
- Penalty will be applied to applications that exceeded the maximum number of pages. Score that will be deducted from the total garnered score will depend on the judgment of the BOJ.

2.0 Certification of Endorsement

As per **Attachment 2**.

3.0 Project/Activity Overview

Summarize the following in brief within **1 page**.

- 3.1 Status of the project in EE&C policy/ commitment by top managers of the building or factory.
- 3.2 Purposes and targets of the project. This may include the current energy status such as annual energy consumption.
- 3.3 Outline of the project specifics with the following points:
 1. Organization of energy management implementation and dissemination of measure
 2. Duration of project
 3. Process flow and specific area(s) for improvement
 4. Key measures for improvement including changes in process flow (Operating/ maintenance conditions and modification/ installation of equipment and process)
 5. Impact by comparing the following between the baseline and after implementing the project:
 - Energy consumption (Annual total and unit energy consumptions)
 - Economical merits
 - Other tangible / intangible merits to be emphasized
 6. Measures to sustain improvement such as standardization and training
- 3.4 Future plans

4.0 Impact (30%)

General guide: Insert/put Summary Table indicating all energy conservation measures with corresponding CO² emission reduction.

1. Clarify the 2 periods to evaluate (1) the baseline and (2) the level after improvement. The minimum duration of each period shall be one year. In each period, the conditions affected to energy usage shall be same for precise evaluation
2. Define each index for evaluation
3. Show breakdown to identify level of each measure for improvement
4. It is recommended to separate the measures into two main groups: (a) the non-investment measures, and (b) the investment measures

4.1 Energy Savings (kWh/year, KL/year, ktoe/year) (12%)

1. Identify kinds of energy and the units for evaluation
2. Evaluate total savings
3. Show details of energy conservation measures that has been completed and implemented up to the last 3 years and the real or actual energy savings as a result
4. Show supporting documents such as details of energy conservation measures, brief description of the concept, steps of actions undertaken and applicable pictures
5. Consider the regularity of energy conservation up to the last 3 years
6. Consider the results of energy conservation (Percentage of the energy conservation)

4.2 Environmental Effect (6%)

Identify factors for evaluation such as reduction in CO₂ and pollutants etc.

1. Reduction in CO₂
 - Specify CO₂ reduction. Unless there are any nationally defined coefficients for conversion, it is possible to apply the international norms such as the IEA's and the evaluation based on the environmental requirements of the Intergovernmental Panel on Climate Change (IPCC).
2. Reduction in waste and/or pollution (air / water / noise / odour etc.)
 - If there are any changes, specify the items and quantitative / qualitative changes.
 - Describe an overview of waste & pollution management in organization or process associated with energy conservation.

4.3 Economic Effect (6%)

1. Investment
2. Payback period

It is recommended to provide numbers for both investment and payback period (in Ringgit Malaysia, RM and in US dollar, USD)

It is also recommended to clarify the numbers for each major improvement.

Otherwise, it would be possible to categorize Zero / Small & Medium / Large Investments as follows with specific ranges of investment and/or payback period including the reasons.

4.4 Energy Efficiency Index (kWh/m²/year, GJ/ton/year, etc.) (6%)

It is important to define the index (indices) with clarification of conditions for evaluation by:

1. Explaining the concept and how to evaluate energy efficiency index of each measure, benefits received, and applications.
2. Explaining the improvement of energy efficiency index. (Show the energy efficiency index before and after implementation.)
3. Providing related data and supporting documentation.

5.0 **Sustainability (40%)**

5.1 Level of Participation and Involvement (10%)

1. Show the organization of energy management for the project implementation
2. Explain roles of groups(s) / section(s) / department(s) including numbers(s) of members
3. Explain how to create participation, the role of personnel joined in the action at all levels of organization, and results received.
4. Show additional documentation if available.

5.2 Top Level Management Commitment (10%)

Present policy on energy management of the organization and the commitment of the top-level management to the organization's energy conservation to achieve its goals and objectives. (Specify any technical / financial supports including incentives provided by top management to implement the project)

Approach: Consider to include policy on energy management that is duly signed by the top level official of the management. The policy should demonstrate the commitment and intents of the executive to conserve energy. Practices under policy on energy management should be clearly stated. For example, organization must have set of energy management activities as well as targets to reduce energy consumption; set action plans for continuous monitoring and for making energy consumption evaluation relating to the set targets.

5.3 Short and Long-term Plan (5%)

Describe how the actual improvements / achievements are reflected to the EE&C plan including related business plan(s) in the building / factory such as:

1. Show details of each measure/project/activity that organization plans to implement in the future separately by year (Short and long-term plan). Specify period of implementation, target of energy conservation, investment and payback period.
2. Show the additional documentation if available.

Approach: Consider that the organization has prepared action plans for conservation of energy in the future.

5.4 Organization (5%)

Established or Improved Organization for Energy Management

1. Show an organization chart for energy management and explain the specific points changed, the concept of structure and responsibilities of the energy conservation team.
2. Show supporting document as energy management structure, defining duties and responsibilities.

Approach: Consider the energy management structure and its coverage within the corporate organization, clearly define duties and responsibilities, and show persons in authority who have can take decisions or actions for the company.

5.5 Capacity Building (10%)

1. Activities (5%)

- Explain projects/activities related to energy conservation which the organization has operated by itself or cooperate with other organizations or participate in other organizations.
- Describe the details of projects/activities other than the energy conservation trainings, including the benefits derived from related projects/activities. For example, energy conservation slogans contest for raising awareness, energy conservation exhibition contest, etc.
- Explain On-Job-Training (OJT) and program / procedure to conduct OJT including preparation of textbook / materials for OJT.
- Show other related information such as activity pictures to support the claims.

Approach: Consider projects/ activities within the organization/ co-operation with outside organizations. Consider the number of projects/ activities to promote knowledge, experience, and benefits received by the personnel.

2. Educational Training (5%)

Explain system and programs to educate/ train employees in a factory (company) to improve capability to promote EE&C including utilization of outside courses.

6.0 Replicability (15%)

This topic will consider projects or applicable technologies and/or energy conservation measures that have been successfully implemented in one plant such that it can be replicated to other plants or facilities of the same category.

6.1 Management Practices and Measures (10%)

- Explain specific features and points of easiness to possible disseminate the management practices and measures realized in the project including reasons.

6.2 Technology (5%)

- Explain specific features and points of easiness possible to disseminate the technologies realized in the project including reasons.

7.0 Originality (10%)

7.1 Creativity/Innovation

This topic will consider creativity / innovations or new ideas that led to implementation of projects or energy conservation measures wherein that said factory has conducted it successfully. One sample project or energy conservation measures should be presented and specify the ideas adopted, technology used, and techniques or methods applied.

Approach: Consider for a successful implementation of creative ideas, innovations or technology.

8.0 Overall Presentation and Impression (5%)

8.1 Adherence to format.

8.2 The document must be correctly completed according to the specified format and readability.

8.3 Provide attractive documents, for example, the pictures, diagram, graph etc. in colour to make the documents more interesting.

Approach: Consider information integrity, adherence to format, and understandable use of English language, clear and concise presentation, among others.

CERTIFICATION OF ENDORSEMENT

“Company Name” hereby agree to allow the NEA Board of Judges (BOJ) and other experts that are designated by the NEA committee to visit the company and to verify the authenticity of the data. However, two weeks advance notice is required to allow the necessary arrangements.

We also hereby agree that NEA organizing party can publish the whole submission in the NEA, Ministry of Energy, Science, Technology, Environment and Climate Change publication and website, without any prior consent of the owner of the company.

We, the undersigned, certified that the information given is true and accurate and prepared with the consent of the party/ies involved.

Name:

Position:

Company Name:

Phone number:

Fax number:

Email: