



## Energy Efficiency Agreement for Industries Company Accession Document for the Action Plan for Energy Services

### 1. Company \_\_\_\_\_ (Name of Company)

joins the Energy Efficiency Agreement for Industries with this document and its appendices (accession data of the Company, Action Plan, Authorisation) and commits itself to implement the Action Plan enclosed with this document, pertaining to the Energy Efficiency Agreement for Industries signed on 4 December 2007.

### 2. Implementation of the agreement

In order to achieve the targets of the Energy Efficiency Agreement, the Company commits itself to contributing to the implementation of the agreement in the manner described in sections 2.3–2.5 of the enclosed Action Plan. The agreement obligations of the Finnish Energy Industries and the Ministry are presented in sections 2.1 and 2.2 of the enclosed Action Plan.1,5

### 3. Duration, cancellation and other terms of the agreement

A Company joins the agreement scheme once the Finnish Energy Industries has established that the accession document signed by the Company is in due form and it has entered the Company in the participant register. The agreement is valid until 31 December 2016.

The achievement of the indicative energy efficiency improvement target, set in the Energy Efficiency Agreement for Industries for 2016, will be assessed in 2013. If necessary, the management group of the agreement will prepare proposals for changes concerning the period 2014–2016. The implementation of any changes will be agreed on in co-operation with the parties to the agreement.

The Company may cancel its membership in the agreement scheme by notifying about it to the Ministry and the Finnish Energy Industries. The Ministry may terminate the agreement with respect to an individual Company if the Company does not implement the obligations it has committed itself to in the accession document. Before termination, the matter must be dealt with by the management group of the agreement. The state aid received by the Company that has given or has been given notice of termination may be collected according to the conditions on recovery recorded in the aid decision in question.

The judicial nature of the agreement scheme is comparable to a target plan and, in addition to the fact that the Company will be discharged from the agreement scheme, the failure to meet the obligations of the Action Plan will not result in any legal consequences other than referred to above on state aid. The parties to the energy efficiency agreement and the companies which have joined the agreement scheme shall aim to act in such manner that the measures in accordance with this Action Plan will be fulfilled.

### 4. Signature

\_\_\_\_\_  
Place and date

\_\_\_\_\_  
Signature of the Company

\_\_\_\_\_  
Name in block capitals

**Two copies<sup>1</sup> of the completed form are to be sent to the following address:**

Energiateollisuus ry/Energiatehokkuussopimus, P.O. Box 100, 00101 HELSINKI

To be filled in by the Industry Association:

|                           |                        |
|---------------------------|------------------------|
| Accession approved (date) | Accession number       |
| Signature of the acceptor | Name in block capitals |

<sup>1</sup> The second copy of the accession document will be returned to the Company after approval.



## Accession details of the Company

### 1. Company

Company \_\_\_\_\_

Postal address \_\_\_\_\_

Post code \_\_\_\_\_

Town \_\_\_\_\_

Website \_\_\_\_\_

Business ID \_\_\_\_\_

### 2. Contact person of the energy efficiency agreement (person in charge of energy)

Name \_\_\_\_\_

Job title \_\_\_\_\_

Postal address \_\_\_\_\_

Post code \_\_\_\_\_

Town \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

### 3. Sites and/or groups of sites<sup>2</sup>

The number of sites to be reported separately in this Action Plan: \_\_\_\_\_ sites

The number reported as a group of sites in the Action Plan: \_\_\_\_\_ groups of sites (these sites are not included in the previous figure)

The sites/groups of sites and the people in charge of their energy are specified in the table on the next page.

### 4. Sales/separate production of district heat and/or distribution/sales of electricity in 2005 and 2006

|                                      | 2005      | 2006      |
|--------------------------------------|-----------|-----------|
| Electricity distribution             | _____ MWh | _____ MWh |
| Electricity sales                    | _____ MWh | _____ MWh |
| District heat sales                  | _____ MWh | _____ MWh |
| Separate production of district heat | _____ MWh | _____ MWh |

### 5. Targets of the Company

#### Enhancing the efficiency of customers' end use of energy:

The Company sets quantitative and temporal targets on energy services and energy efficiency improvement measures offered to customers as presented in section 1.2 of the enclosed Action Plan.

**The indicative efficiency improvement targets of own energy use (2016):** \_\_\_\_\_ MWh

The target of the sector (section 1.1 of the Action Plan) requires that each Company sets an energy efficiency improvement target of at least 5 per cent. The target is determined from the energy data for 2005.

The company-specific target will be specified further within two years of joining the agreement once the Company has identified the possibilities of improving the efficiency of its energy use.

<sup>2</sup> If the Company has a large number of fairly small and similar sites, some of the actions and reporting of the Action Plan may be allocated to a group consisting of several sites, to be specified on accession.



|    | Name of the site/group of sites  | Number of sites |
|----|--|-----------------|
|    | Name of the person in charge of energy and his/her e-mail address <sup>3</sup> |                 |
| 1  |  |                 |
| 2  |  |                 |
| 3  |  |                 |
| 4  |  |                 |
| 5  |  |                 |
| 6  |  |                 |
| 7  |  |                 |
| 8  |  |                 |
| 9  |  |                 |
| 10 |  |                 |
| 11 |  |                 |
| 12 |  |                 |
| 13 |  |                 |
| 14 |  |                 |

If the number of sites exceeds 14, this page can be copied as necessary.

<sup>3</sup> If no persons in charge of energy is appointed for each site/group of sites, the contact person for the energy efficiency agreement (person in charge of energy) will act as the person in charge of energy for the site/group of sites in question.



## Annual reporting of the Energy Efficiency Agreements – energy data

We request for authorisation to annually hand over to Motiva Oy company-specific information regarding the survey on electricity and district heat statistics for the purpose of monitoring, reporting and impact assessment of the Energy Efficiency Agreements for Industries 2008–2016. The authorisation will be valid until the end of 2017 unless it is separately cancelled.

The bodies<sup>4</sup> gathering the information regarding the survey on electricity and district heat statistics (hereinafter the People responsible for Statistics) shall hand over the information to Motiva Oy, which has made a pledge of confidentiality on company-specific information. The information of the statistics survey will be utilised in the company-specific annual report of the Energy Efficiency Agreement so that part of the information in the annual report will be precompleted on the basis of the information obtained from the statistics survey.

The information will be entered in the monitoring system owned by the Ministry of Trade and Industry and administered by Motiva Oy, developed for the monitoring of impacts of the energy efficiency agreements. The summaries and reports of the energy efficiency agreements, drawn up and published based on the company-specific annual reports, will contain no company-specific information.

If your Company does not provide authorisation for the People responsible for Statistics to use the individualised material in your possession, you will be requested for the same information in connection with the annual reporting of the energy efficiency agreement. Authorisation is for the purpose of enabling that the same information is not gathered several times and, on the other hand, to ensure consistency of information.

### Authorisation

We authorise the people responsible for statistics to annually hand over information on the survey on electricity and district heat statistics with respect to our Company for Motiva Oy's use in the reporting of the Energy Efficiency Agreement for Industries. The authorisation will be valid until the end of 2017 unless it is separately cancelled.

Yes, we give authorisation

We do not give authorisation to hand over information on the survey of electricity and district heat statistics with respect to our Company, but we will forward the information required in the reporting of the Energy Efficiency Agreement Scheme for Industries annually by the end of April into the joint monitoring system of the Energy Efficiency Agreement Scheme.

We do not give authorisation<sup>5</sup>

Place and date:

Company:

Signature

Name in block capitals

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<sup>4</sup> Bodies mean parties acting in co-operation in the production electricity and district heat statistics. These kinds of bodies include the Finnish Energy Industries and Statistics Finland. Another body is the Energy Market Authority, which gathers information from electricity network operators.

<sup>5</sup> If the Company will not provide authorisation for transferring energy data for its own sites from the statistics, the Company shall report them into the joint monitoring system of the agreement scheme by the end of April.



## Energy Efficiency Agreement for Industries Action Plan for Energy Services

With this Action Plan, the Finnish Energy Industries (hereinafter the Industry Association) shall implement the Energy Efficiency Agreement for Industries, which is a framework agreement on the promotion of energy efficiency in 2008–2016 between the Ministry of Trade and Industry (hereinafter the Ministry), the Confederation of Finnish Industries EK (hereinafter the Confederation) and the industry associations.

This Action Plan presents the actions by the Ministry and the Industry Association in accordance with the Energy Efficiency Agreement and the obligations to which the company (hereinafter the Company) joining the agreement scheme is committing itself to. The joint management group of the Ministry, the Confederation and the industry associations will monitor and steer the implementation of the agreement scheme and, when necessary, make proposals on its development. The starting points and grounds for the agreement scheme, as well as the tasks of the management group, are described in the Energy Efficiency Agreement.

Companies delivering district heat and district cooling to end users and those carrying on electricity transmission, distribution and retail sale may join the Action Plan for Energy Services. The Action Plan is part of the implementation of the Directive on Energy End-Use Efficiency and Energy Services (32/2006/EEC). Through the implementation of the Action Plan it is ensured that the end users will have competitively priced actions improving energy efficiency (hereinafter energy services) at their disposal and that they are being promoted.

The Action Plan for Energy Services also includes energy efficiency improvement procedures for electricity transmission and distribution, district heat distribution and separate production of district heat. This Action Plan does not apply to the improvement of energy efficiency in separate production of electricity or combined heat and power production. Companies with above production shall join the Action Plan for Energy Production with respect to their entire production.

The Company joins the agreement scheme once it has delivered a separate accession document containing information necessary for the implementation, signed in the appropriate manner, to the Industry Association, which, after verifying the accession document, has entered the Company in the register it maintains on the companies which have joined this Action Plan.

### **1 Targets of the Action Plan**

#### **1.1 Target of the Industry Association**

The target is to have 80 per cent of the electricity transmitted to end customers (electricity distribution), the electricity sold to end customers (electricity sales) and the district heat sold to end customer within the scope of the agreement by the end of the year 2010.

The indicative target of the branch is to implement actions resulting in a saving of 150 GWh of electricity in the transmission and distribution losses of electricity and in the electricity consumption of district heat production and transmission, and a saving of 150 GWh in the distribution losses of district heat and the consumption of fuel energy in separate production by the year 2016 when compared against the situation where no new measures are taken.<sup>1</sup>

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<sup>1</sup> The targets of the branch can be specified for justified reasons not later than in 2011.

## 1.2 The targets of the Company to enhance the efficiency of customers' end use of energy

The Company aims to implement energy efficiency improvement measures together with customers receiving energy services, especially customer groups not otherwise covered by energy efficiency agreements. These measures significantly promote the achievement of the indicative energy conservation target of 9% of the energy services directive in the energy use of these customers in 2008–2016 when compared against the situation where no energy-efficiency measures are taken.

On joining the agreement scheme, the Company commits itself to drawing up a plan on the energy services and energy efficiency improvement measures to be offered to customers (hereinafter the Plan), which will help to achieve the indicative energy saving target<sup>2</sup> of 9 per cent. In the Plan, the actions are given quantitative and temporal targets. The Company will regularly assess the implementation and impact of the actions included in this agreement and update its Plan, when necessary.

Energy efficiency improvement measures implemented since 1995 are also accepted as energy efficiency actions on condition that their conservation impact<sup>3</sup> is still valid.

Imputed conservation estimates gained with energy efficiency actions are regarded as energy conservation. Here, energy conservation means the prevention or reduction of future energy consumption, which would otherwise follow without the actions.

If significant structural or ownership changes take place during the validity of the agreement, the Company may verify the Plan to correspond with the new situation by notifying of the change and its reasons in its annual report.

## 1.3 Company's targets of efficiency measures in its own energy use

On joining the Action Plan, the Company shall present its own indicative target of improving the efficiency of its energy use as the amount of energy. Achieving the target of the sector requires that each company sets an energy efficiency improvement target of at least 5 per cent<sup>4</sup>. The company-specific target will be specified further within two years of joining the agreement once the Company has identified the possibilities of improving the efficiency of its energy use.

The target is set for the energy efficiency of electricity transmission and distribution, and the distribution and separate production of district heat.

Improving the efficiency of energy use mean the impact achieved with conservation measures and expressed as energy units. As the Company's energy use may increase due to growth in business operations, the quantity of energy consumption in 2016 is therefore not required to be 5 % lower than in 2008. In addition, so-called imputed saving, meaning the prevention or reduction of future consumption, which would be achieved without any measures, is also included as energy saving.

If the relative (%) energy efficiency improvement target set by the Company changes fundamentally from the original due to significant structural or ownership changes that have taken place during the validity of the agreement, the Company may verify the conservation target to correspond with the new situation by notifying of the change and its reasons in its annual report.

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<sup>2</sup> The target expressed as energy amount (GWh) is 9 per cent calculated from the actual end use of energy in 2005, on which the actions will be focused. Another year can be used as a comparison year for justified reasons.

<sup>3</sup> The energy conservation calculation methods will be confirmed later taking into account instructions by the European Commission.

<sup>4</sup> The target shall be specified from the energy data for 2005.

## **2 Implementation of the Action Plan**

### **2.1 Obligations of the Industry Association**

In order to reach the targets of the Action Plan, the Industry Association shall:

- encourage and advise companies to join the agreement scheme and take part in the implementation
- maintain the accession document register of companies in its own branch and the list of people in charge of energy services (section 2.3) and the list of people in charge of energy (section 2.4).
- participate in the development and marketing of energy services and energy efficiency improvement measures and communication of the results
- advise companies which have joined this Action Plan on the implementation of company-specific reporting and participate in the drawing up of an annual summary report on the entire branch
- transfer the energy data of companies from the statistics to the joint monitoring system of the agreement scheme by the end of May if the Company has given authorisation for this
- participate in the implementation of the development and trial projects in its own branch related to the execution of the agreement together with other parties to the agreement
- participate in the development of the agreement scheme together with the Ministry, the Confederation and the companies joining this agreement.
- within one year of the launch of the agreement, draw up more detailed guidelines on the implementation of the obligations described in section 2.3 with respect to actors carrying on electricity distribution and retail electricity sales. The guidelines will be revised, if necessary, at least every three years.

### **2.2 Obligations of the Ministry**

In order to reach the targets and taking into account the annual available appropriations, the Ministry shall:

- support the energy conservation and energy audits and analyses concerning renewable energy use of the Companies. When determining the amount of aid, the Company's commitment to long-term energy conservation and improvement of energy efficiency and actions to promote the use of renewable energy sources shall be taken into account as a positive factor.
- support investments related to energy conservation and renewable energy sources established in the energy audits and analyses of the Company or in similar studies, meeting the general terms and conditions of energy aid. Projects promoting the introduction of new technologies and procedures take priority.
- participate in the development of the agreement scheme together with the Industry Association, the Confederation and companies which have joined the agreement scheme.
- allocate resources for Motiva Oy so that Motiva Oy can monitor the implementation of the Action Plan, participate in the development of the agreement scheme, the compiling of annual reports, the implementation of development and trial projects and the production of communication and training material suitable for the companies.

### **2.3 Company's actions for improving customers' energy efficiency**

The functional target of the agreement scheme is to include constant improvement of energy efficiency in customers' end use with energy services as part of the operating systems used or to be introduced by the Company.

The Company commits itself to offering energy services to customers and to other energy efficiency improvement measures listed in this section whenever it is economically sensible. The Company shall carry out the energy efficiency improvement measures either by itself or it acquires them from outside service providers. The Company shall specify the measures included in the price of the product and those to be invoiced separately. The development and provision of the measures also requires commitment by the management.

#### Organisation and planning of operations

The Company shall appoint a company-specific person in charge of energy services and, when necessary, persons in charge of energy services for various sites. The Company shall appoint separately a person in charge who acts as contact person in matters related to the implementation of the entire Action Plan.

The Company shall implement the agreement as follows:

Within one year of joining the agreement scheme, the Company shall:

- identify possibilities of enhancing the efficiency of customer's end use of energy
- draw up a plan on the energy services and energy efficiency improvement measures (hereinafter the Plan) to be offered to customers throughout the agreement period. In the Plan, the measures are given quantitative and temporal targets.

Within two years of joining the agreement scheme, the Company shall:

- review the early energy efficiency actions on the end use of energy, implemented since 1995.
- specify its Plan

#### Evaluation of energy efficiency activities

The Company shall regularly assess the implementation and impact of the measures and update its Plan when necessary, at least every three years.

#### Minimum requirements for the energy efficiency improvement measures on the Customer's energy use:

##### Energy efficiency communication to customers

In accordance with its Plan, the Company communicates on energy efficiency to its customers, for example, with brochures, in the customer magazine or on its website.

##### Interactive energy-saving advice given to customers

In accordance with its Plan, the Company shall provide its customers with, e.g. telephone advice, a loan of consumer meters, energy consumption calculation and comparison services or other advisory services.

##### Reporting on customer's consumption

In accordance with its Plan, the Company shall draw up regular consumption reports to all its customers, based on actual consumption. Actual energy consumption means that the consumption report is based on actual readings of the energy meter, which is read either by the Company or the customer delivers the reading to the Company.

Consumption comparisons with the customer's previous consumption or other similar electricity or district heat customers are presented in the reporting. Various reporting methods may be used in the reporting. The reporting forms and contents are developed so that they serve the needs of various customer groups in the best possible way.

In the first year of agreement, the Company reports to all of its customers on the customer's energy use at least once a year. The reporting and its frequency are developed so that the customer will have sufficient information on the timing of consumption in order to implement energy efficiency improvement measures. The reporting frequency is affected by the estimated energy saving potential of the place of use.

The Company presents in the Plan a customer group-specific time schedule, describing how to implement the above reporting obligations.

#### Invoicing based on customer's actual consumption

The Company invoices the customer based on actual consumption (2–12 times a year)<sup>5</sup> when this has been agreed with the customer and the place of use has a remote-reading meter or the customer reports the reading of the energy meter to the Company. The distribution system operator is notified of the reading data of the electrical energy meter.

#### Development and introduction of new energy services

The Company commits itself to innovatively developing new energy services and energy efficiency improvement measures for its customers. These may include:

- Promoting the use of energy-saving appliances in co-operation with appliance manufacturers
- Co-operation with interest groups, such as housing managers, maintenance companies, designers, contractors, schools and energy agencies, as well as training related to the energy conservation of interest groups
- Participation in energy efficiency campaigns
- Development and promotion of energy audits
- Connecting to district heat

#### Annual reporting of energy services and energy efficiency improvement measures

The Company commits itself to reporting by the end of February each year on the previous year's measures (quantitative data on energy efficiency improvement measures) and on implementing other activities related to the Action Plan into the joint monitoring system of the Energy Efficiency Agreement.

### **2.4 Obligations to improve the efficiency of own energy use**

The functional target of the agreement is to include constant improvement of energy efficiency as part of the management systems used or to be introduced by the Company.

The Company commits itself to constant improvement of energy efficiency in separate production of district heat and in the transmission and distribution of district heat and electricity, as well as to other measures presented in this section related to the implementation of the agreement whenever it is economically possible taking safety and environmental aspects into account. Constant improvement of energy efficiency also requires the management's commitment and a good energy procurement strategy and its implementation.

A Company with separate production of district heat shall apply the procedures presented in the Action Plan for Energy Production with respect to its operations.

#### Organisation and planning of operations

The Company shall appoint a company-specific person in charge of energy and/or persons in charge of energy for various sites, when necessary. The Company shall appoint separately a person in charge who acts as contact person in matters related to the implementation of the entire Action Plan.

The Company shall draw up an energy efficiency plan for each site and/or group of sites<sup>6</sup> according to the schedule presented in the following and update it in an appropriate way.

<sup>5</sup> The Company commits itself to developing its systems during the agreement period to enable invoicing based on actual consumption.

<sup>6</sup> If the Company has a large number of fairly small and similar sites, part of the measures under the Action Plan can also be allocated for a group consisting of several sites, which is to be specified on accession.

Within one year of joining the agreement scheme, the Company shall:

- Set the targets
- Specify the responsibilities of energy efficiency activities
- Identify its energy use by establishing its energy consumption in each site and/or group of sites<sup>7</sup> by energy type (electricity, heat, fuels)

Within two years of joining the agreement scheme, the Company shall:

- Identify the possibilities of improving the efficiency of energy use. This can be carried out, for example, by performing an energy audit or analysis or other similar survey in accordance with the Ministry's instructions
- Specify the targets for improving the efficiency of energy use for each site and/or group of sites<sup>7</sup>
- Draw up a schedule for the implementation of cost-effective energy efficiency improvement measures

#### Evaluation of energy efficiency activities

The Company shall carry out regular assessment of the implementation and impact of the measures and, when necessary, update its targets and plans.

#### Improvement of energy efficiency

The Company shall implement the planned energy efficiency improvement measures according to the prepared schedule.

The Company shall monitor the energy use and change in energy efficiency, as well as the implementation of the set targets.

#### Annual reporting of energy use and energy efficiency improvement

The Company commits itself to reporting by the end of February each year<sup>8</sup> on the efficiency measures related to energy use in the previous year and to implementing other activities related to the Action Plan for each site and/or group of sites<sup>7</sup> into the monitoring system of the Energy Efficiency Agreement. Furthermore, the Company shall report the energy data of each site and/or group of sites<sup>7</sup> by the end of April. Reporting the energy data takes place either by giving permission for the industry association, with authorisation as an appendix to the accession document, to transfer energy data from the statistics into the joint monitoring system in the agreement scheme or by reporting it direct to the monitoring system.

### **2.5 Company's internal activities to improve energy efficiency**

#### Training and internal communication

The Company shall organise training for its personnel so that its personnel has the necessary information and skills related to its own tasks and operations for the improvement of customers' energy use and the preparedness for efficient use of energy in its own operations.

The Company shall keep the personnel informed of the set targets and measures for the implementation of constant improvement of energy efficiency and of the achieved results.

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<sup>7</sup> If the Company has a large number of fairly small and similar sites, part of the measures under the Action Plan can also be allocated for a group consisting of several sites, which is to be specified on accession.

<sup>8</sup> When joining the agreement scheme, the Company commits itself to reporting in 2017 also the corresponding data for 2016.

#### Taking energy efficiency into account in planning and procurement

The Company shall include the energy efficiency instructions as part of the Company's procurement procedure so that, in addition to procurement costs, future energy costs and service life are also taken into account in purchasing, planning and investment.

#### Introduction of new energy-efficient technology and procedures

The Company aims to introduce new energy-efficient technology whenever it is technically and economically possible taking safety and environmental aspects into consideration.

#### Taking energy efficiency into account in logistics

The Company aims to improve the energy efficiency of transport and storage related to its activities in co-operation with service providers.

### **3 Steering group**

The Industry Association shall appoint a steering group to steer and monitor the implementation of the Action Plan of the branch. Representatives of bodies and companies in the branch, who are important with respect to the implementation of the plan, will be invited to the steering group.

The tasks of the steering group are:

- monitoring the progress of the execution of the Action Plan in relation to the targets and the implementation of other obligations related to the agreement scheme and, when necessary, put forward proposals on new actions
- monitoring the preparation of progress reports related to the implementation of the Action Plan and targets and approving them for presentation to the management group of the Energy Efficiency Agreement
- approving the marketing plan of the Action Plan and monitoring its implementation
- steering the development and introduction of energy efficiency monitoring methods to be used within the scope of the Action Plan
- making development proposals related to the implementation of the Action Plan.