



Energy Division
Prime Minister's Office

Rules and Guidelines

National Energy Efficiency and Conservation Initiatives Awards 2010

1.0 INTRODUCTION

Brunei Darussalam depends totally on its natural resources for its energy needs. These resources are also the main source of income for the nation to finance its socio-economic development that has brought about the highest standard of living in the region. Recognizing the finite nature of these resources and their strategic importance, the management/utilization of these resources in a prudent manner is of paramount importance to ensure the sustainable development of the nation.

Energy efficiency and conservation measures will enable us to do the same work with less energy and thus maximize the economic utilization of our energy resources. Energy efficiency and conservation is also one of the most cost-effective means in addressing the current global concerns on climate change due to the emission of greenhouse gases from the increasing energy demand.

During His Majesty 63rd Birthday Titah in 2009, His Majesty call for all government agencies to ensure that energy is being used in an efficient manner and to reduce wastages.

In this regards, energy consumers who have been practicing excellent energy efficiency and conservation measures will be recognized during the Energy Day event on 24th May 2010.

2.0 OBJECTIVES OF THE AWARDS

- a) To promote and disseminate best practices in energy management in buildings and industries in Brunei Darussalam.
- b) To encourage all sectors participation in adopting and implementing innovative and creative energy management approaches towards energy efficiency and conservation to enhance business competitiveness.
- c) To use energy management as a tool to utilize energy optimally and to contribute towards environmental protection.

3.0. AWARD CATEGORIES AND DEFINITIONS

1. Schools
2. Government
3. Commercial
4. Industries



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3.1. Definition of Categories

3.1.1. Schools

3.1.1.a. Primary Schools

Open category – any type of primary schools

3.1.1.b. Secondary Schools and Higher Institutions

Open category – any type of secondary schools and higher institutions

3.1.2. Government

Open category – any type of government facilities

3.1.3. Commercial

Open category – any type of commercial activities

3.1.4. Industries

Open category – any type of industries (manufacturing, processing etc)

4.0. NUMBER OF AWARD WINNERS PER CATEGORY

Table 1

Name of Category	No. of Winners per Category
1. Schools	
i. Primary	1
ii. Secondary & Higher Institutions	1
2. Government	1
3. Commercial	1
4. Industries	1



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5.0. CRITERIA AND DISTRIBUTION OF SCORES

Table 2

Criteria and Score Structures		
No.	Criteria Group	Maximum Marks Allocation
1	Impact	30%
	1.1 Energy Saving (kWh/year, kL/year, ktoe)	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, etc.)	6%
2	Sustainability	35%
	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	5%
	2.5.1 Activities	
	2.5.2 Educational Training	
3	Replicability	20%
	3.1 Management Practices and Measures	10%
	3.2 Technology	10%
4	Originality (Creativity / Innovation)	10%
5	Overall Presentation and Impression (Readability, Adherence to format)	5%
6	Total	100%



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6.0. RULES, FORMAT AND REQUIREMENTS FOR SUBMISSION

6.1. SUBMISSION PROCEDURE AND REQUIREMENTS

- 6.1.1 The Submission Form must be submitted to the Energy Division, Prime Minister's Office (EDPMO). The Applicant must submit both hard and soft copy to EDPMO latest by the 8th May 2010.
- 6.1.2 The soft copy of the Submission Form must be saved in one (1) CD in a Microsoft Word and/or Microsoft Excel format.

6.2. SUBMISSION FORMAT

Table 3

Item No.	Submission Heading/Discussion Items	Maximum Number of Page Allocation
1	Application Cover	1
2	Certification and endorsement	1
3	Project/Activity Overview	1
	3.1 Description	
	3.2 Rationale	
	3.3 Target	
4	Policy on Energy Management	
5	Details of Energy Conservation Activities (during the last 2 years)	
	5.1 Specific measures and activities implemented	
	5.2 Yearly energy consumption / unit energy consumption (electricity – kWh; fuel – liters; etc.) For total energy consumption, the unit should be expressed in kJ unit.	
	5.3 Problems and Countermeasures	
	5.4 Plans and targets	
	5.5 Energy Management Structure (team / group, etc.)	
6	Discussion of Activity/Project Results	
	6.1 Effect of reduction in energy consumption	
	6.2 Economical effect	
	6.3 Environmental impact	
	6.4 Energy Efficiency Index	



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7	Additional Benefits	
	7.1 Replicability of technology used and practices and measures implemented	
	7.2 Sustainable activities and implementing organization (improved organization chart, new standardization, new operation mode, etc.)	
	7.3 Other tangible and intangible effects (increasing business efficiency, quality productivity, safety, morale, better communication, and pleasant workplace)	
	7.4. Creativity / innovation or new ideas	
8	Future Energy Conservation/Improvement Activities	
9	Supporting Documents/attachments	
	Total No. of Pages	17

- **All entries must be typewritten in Single paragraph, Times New Roman 12pt 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.**

6.4. EVALUATION OF SUBMISSIONS

- 6.4.1 A BOJ member is not allowed to evaluate application/s that comes from his/her organization of origin.
- 6.4.2 Each application form will be evaluated for 30 minutes.
- 6.4.3 The Board will not allow or entertain any question, comment and suggestions during the evaluation process. Scores must be provided on the score sheets on the merit of the applications.
- 6.4.4 The individual member of the Board shall be given 30 minutes to compare and finalize the scores given to each application.
- 6.4.5 The BOJ members are expected to be professional in their participation in the evaluation meeting.



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6.5 TABULATION OF SCORES AND SELECTION OF WINNERS

- 6.5.1 The EDPMO representative and the 2 appointed witnesses shall comprise the Secretariat whose function is to tabulate, validate and certify the scores given by all the members of the Board.
- 6.5.2 The Secretariat shall complete, verify, and certify the Overall Tally Sheet, with their signatures affixed. The OTS summarizes the scores given to each of the application by all the judges.
- 6.5.3 The winner which garnered the highest average scores will be selected/declared winner. In the event of “tie scores”, all of them will be considered as “group winners”.
- 6.5.4 The judges will not be given the detailed mark scores to take home. This is a way of ensuring that the judges' integrity is protected. Once winners are identified, the BOJ would respect the majority's decision and draw the judging to the conclusion at the Meeting, subsequent personal investigation and scrutiny should not be encouraged. The decision of the Board of Judges meeting is final.

7.0 ANNOUNCEMENT OF WINNERS

The winners will be announced during the Energy Day 2010.

8.0 PRIZES

- 8.1 Winners will be awarded with Plaques, Trophies, Cash and Certificates.
- 8.2 EDPMO will provide certificates of participation to all other participants.

9.0 AWARDING CEREMONIES

The Awarding Ceremonies will be held in conjunction with the Energy Day main events on the 24th May 2010.