

	ISTANBUL OKAN UNIVERSITY ENERGY MANAGEMENT UNIT DIRECTIVE	Document Code: YG.OKN.068
		Revision Number: 00
		Publish Date: 22.12.2021
		Revision Date:
		Sayfa No: 1

FIRST PART

Purpose, Scope, Basis, Definitions and Principles

Purpose

ARTICLE 1 – (1) The purpose of this directive is; It regulates the procedures and principles regarding the establishment of the Energy Management Unit within Istanbul Okan University and the appointment of Energy Managers in order to regulate energy management practices, use energy effectively and efficiently, prevent energy waste, reduce the burden of energy costs on the institutional budget, and increase efficiency in energy use to protect the environment.

Scope

ARTICLE 2 – (1) This directive; "Energy Efficiency Law" dated 18.04.2007 and numbered 5627 and "Regulation on Increasing Efficiency in the Use of Energy Resources and Energy" published in the Official Gazette dated 27.10.2011 and numbered 28097 and "Regulation on Increasing Efficiency in the Use of Energy" published in the Official Gazette dated 05.12.2008 and numbered 27075. Directing and disseminating energy efficiency services and studies in public institution buildings within the scope of the "Energy Performance Regulation in Buildings", duties and responsibilities of energy managers and energy management units, training and awareness activities regarding energy efficiency, studies and projects, and the use of alternative energy such as renewable energy sources. It covers the procedures and principles regarding promotion.

Basis

ARTICLE 3 –(1) This directive; Provincial Administration Law No. 5542, subparagraph number 2 of paragraph (a) of the 1st paragraph of Article 7 of the Energy Efficiency Law No. 5627, on Increasing Efficiency in the Use of Energy Resources and Energy published in the Official Gazette No. 28097 dated 27.10.2011 According to the 2nd paragraph of the 9th article of the Regulation, the 6th article of the Energy Performance Regulation in Buildings published in the Official Gazette dated 5 December 2008 and numbered 27075, the Ministry of Internal Affairs' Circular numbered 2008/55, the Presidency's Public Buildings numbered 2019/18. It was prepared based on the Circular on Energy Saving, Saving Target and Implementation Guide in Institutional Buildings, 2012-2023 Energy Efficiency Strategy Document and 2017-2023 National Energy Efficiency Action Plan.

SENATE DECREE		APPROVAL
NUMBER	29	
DATE	22.12.2021	

	ISTANBUL OKAN UNIVERSITY ENERGY MANAGEMENT UNIT DIRECTIVE	Document Code: YG.OKN.068
		Revision Number: 00
		Publish Date: 22.12.2021
		Revision Date:
		Sayfa No: 2

Definitions

ARTICLE 4 – (1) The terms mentioned in this directive are defined as;

IOU: Istanbul Okan University,

a. MENR: Ministry of Energy and Natural Resources,

b. Building: A structure that can be used on its own, is covered, can be entered by people, is used for living, teaching and research activities, working, resting or worshiping, and is suitable for the protection of animals and belongings,

c. Building owner: The real or legal person who has ownership rights on the building or the usufruct owner, if any, or if neither of them are present, the person who disposes of the building as if it were the owner,

d. Building manager: The person appointed in accordance with the Condominium Law No. 634 and providing the building management, the real or legal person responsible for the operation and/or management of the building,

e. Unit Chief: The first degree authorized person responsible for the management and organization of the unit,

f. Unit Manager: Energy manager engineer, architect, technical teacher, who is responsible to the Rector and/or Vice Rector, who carries out the management, organization and coordination of the unit established for different purposes according to need with Electricity, Water, Mechanical Installation, Building Management Systems,

g. Other Personnel: Among the civil servants, typists and other personnel working in offices and departments, personnel who are responsible for fulfilling the tasks assigned to them on time and flawlessly, performing their duties duly, assisting in the performance of other office services when needed, and performing other duties assigned by their superiors,

h. Energy Identity Certificate: The document containing, at a minimum, information about the building's energy need and energy consumption classification, greenhouse gas emission level, insulation properties and efficiency of heating and/or cooling systems,

i. Energy Efficiency Software: It is an integrated information system (such as EVeP16 or ENVER Portal) that will benefit all institutions and organizations carrying out energy efficiency studies, where processes can be carried out electronically and data collection, evaluation, analysis and sharing can be done.

j. Energy Efficiency: Reducing energy consumption per unit amount of service or product without causing a decrease in the standard of living and service quality in buildings or the production quality and quantity in industrial enterprises,

k. Energy Efficiency Implementation Plan: To ensure that the public sector, private sector and non-governmental organizations act with a participatory approach and within the framework of cooperation, to determine a policy set that is result-oriented and supported by concrete targets, to determine the mandatory actions to be taken to achieve these targets, and also to determine the activities of the organizations in the process. The plan prepared under

SENATE DECREE		APPROVAL
NUMBER	29	
DATE	22.12.2021	

	ISTANBUL OKAN UNIVERSITY ENERGY MANAGEMENT UNIT DIRECTIVE	Document Code: YG.OKN.068
		Revision Number: 00
		Publish Date: 22.12.2021
		Revision Date:
		Sayfa No: 3

the coordination of the Istanbul Governorship Energy Management Unit in order to define the responsibilities they will undertake,

l. Energy Manager and Certificate: The person who is responsible for carrying out energy management-related activities in buildings within the scope of the law and has the energy manager certificate, and the document issued for energy managers by the Ministry of Energy and Natural Resources.

m. Energy Management: Training, survey, measurement, monitoring, planning and implementation activities carried out to ensure efficient use of energy resources and energy,

n. Energy Management Unit: Established to be responsible to the institutional manager for the purpose of preparing energy identity certificates in buildings, building controls, audit activities, determining energy needs, creating and keeping building inventories up to date, remote monitoring and automation of energy, energy management, developing energy culture and efficiency awareness.

o. Survey: Conducted to reveal opportunities for increasing energy efficiency, consisting of information collection, measurement, evaluation and reporting stages; Studies that determine energy saving potentials and measures to recover these potentials through measurement, calculation and market research and are carried out in accordance with the procedures and principles published by the Ministry of Energy and Natural Resources,

p. Action Plan: 2017-2023 National Energy Efficiency Action Plan,

q. Institutional Service Buildings: Health Facilities, Faculties, Vocational Schools, Colleges, places of worship, Application and Research Centres and buildings allocated for similar purposes, social service buildings allocated for shelter or care of the elderly or children and buildings allocated for similar purposes, cinemas and theatres, meeting halls, exhibitions, museums, libraries, cultural buildings and buildings allocated for sports activities and buildings allocated for similar purposes,

r. Provincial Energy Manager: Istanbul Governorship Energy Manager

s. Institution: Istanbul Okan University,

t. Institution Manager: Rector of Istanbul Okan University,

u. Institution Energy Manager: The unit chief who has the Energy Manager certificate, carries out energy management activities in accordance with the Energy Efficiency Law No. 5627 and ensures the coordination of all works within the scope of the directive, and is responsible to the Rector and/or Vice Rector,

v. Institution Energy Management Unit: The unit established within Istanbul Okan University in accordance with the provisions of this directive, consisting of the Energy Manager and personnel, which performs duties within the scope of the Energy Efficiency Law No. 5627 in public buildings,

w. Institutional Service Buildings Energy Management Unit: The unit consisting of the Institutional Service Buildings Energy Manager and staff, established in accordance with

SENATE DECREE		APPROVAL
NUMBER	29	
DATE	22.12.2021	

	ISTANBUL OKAN UNIVERSITY ENERGY MANAGEMENT UNIT DIRECTIVE	Document Code: YG.OKN.068
		Revision Number: 00
		Publish Date: 22.12.2021
		Revision Date:
		Sayfa No: 4

the provisions of this directive, performing duties within the scope of the Energy Efficiency Law No. 5627 in public buildings, working under the Institutional Energy Management Unit,

x. Institutional Service Buildings Energy Manager: The unit chief who has the Energy Manager certificate, carries out energy management activities in accordance with the Energy Efficiency Law No. 5627 and ensures the coordination of all works within the scope of the directive, and is responsible to the Institutional Service Building Manager and the Institutional Energy Manager,

y. Institution Building Energy Efficiency Officer: Personnel assigned on behalf of the institution who have received education in engineering, architecture or technical education faculties, or if this is not possible, have a bachelor's degree or a vocational school degree in other fields,

z. Project Expert: Engineer, architect, technical teacher, teacher, technical staff or energy manager working in public institutions and organizations,

aa. Project: Energy efficiency, which includes solutions on issues such as preventing or minimizing unnecessary energy use, waste energy, energy losses and leaks, as well as recovery of waste energy, through the use of energy-efficient tools and systems, repair, insulation, modification, improvement and process regulation. measures,

bb. Zero Waste Application Guide: Administrative and Commercial Buildings Zero Waste Application Guide, which covers energy efficiency and environmental management within the scope of the zero waste project by the Ministry of Environment and Urbanization,

cc. Chief: Working in accordance with the relevant laws and regulations, ensuring that the works of the office are carried out regularly and efficiently, correspondence is made and filed on time, fixtures are protected, decisions taken about the working order of the department are implemented within the office, establishing a harmonious working order among the officers and the person responsible for performing other duties assigned by superiors,

dd. Company: Energy efficiency consultancy (EEC) companies that have received an authorization certificate to carry out energy efficiency services within the framework of the authorization agreement they made with the Ministry of Energy and Natural Resources or authorized institutions,

ee. Accrual Officer: Personnel who carry out and follow up the payment transactions of Istanbul Okan University's bills (electricity, water, natural gas),

ff. Technical Personnel: Personnel who have received vocational secondary education, associate degree or undergraduate education, are experts in their field and/or have an Energy Manager Certificate,

gg. TS EN ISO 50001: National or International Energy Management System-User Manual and conditions standard,

SENATE DECREE		APPROVAL
NUMBER	29	
DATE	22.12.2021	

	ISTANBUL OKAN UNIVERSITY ENERGY MANAGEMENT UNIT DIRECTIVE	Document Code: YG.OKN.068
		Revision Number: 00
		Publish Date: 22.12.2021
		Revision Date:
		Sayfa No: 5

hh. Governorship Energy Management Unit: The structure created within the Istanbul Governorship, for the purpose of preparing energy identity certificates in buildings belonging to public institutions and organizations, building controls, audit activities, determining energy needs, creating and keeping building inventories up to date, remote monitoring and automation of energy, energy management, energy culture and improving efficiency awareness.

ii. Governorship Energy Management Unit Directive: The directive prepared with the approval of the Ministry of Resources. It covers the procedures and principles of the work to be carried out by public institutions and organizations affiliated to the Governorship of Istanbul, in order to use energy effectively and efficiently, prevent energy waste, reduce the burden of energy costs on the institutional budget, protect the environment, increase efficiency in energy use, and covers the principles and procedures of Energy and Natural Resources.

jj. Istanbul Okan University Energy Management Unit Directive: The directive prepared by taking into consideration the opinions of Ministry of Energy and Natural Resources. It covers the procedures and principles of the units affiliated to the university in order to use energy effectively and efficiently, to prevent energy waste, to reduce the burden of energy costs on the institutional budget, to protect the environment, to increase efficiency in energy use, and is approved by the Ministry of Energy and Natural Resources.

kk. Management Systems Units: Electrical, Water, Mechanical Installation, Building Management Systems and teams of project experts established for different purposes according to need, in order to ensure that the institution works efficiently in accordance with its purpose within the scope of energy efficiency in accordance with the provisions of the directive.

(2) Unless expressly stated otherwise in this directive, the meanings of the terms, concepts and abbreviations in this directive defined in the legislation on energy efficiency are taken as basis.

Principle

ARTICLE 5 – (1) The principle of this directive is to ensure that energy management activities are carried out within a plan and program.

SENATE DECREE		APPROVAL
NUMBER	29	
DATE	22.12.2021	

	ISTANBUL OKAN UNIVERSITY ENERGY MANAGEMENT UNIT DIRECTIVE	Document Code: YG.OKN.068
		Revision Number: 00
		Publish Date: 22.12.2021
		Revision Date:
		Sayfa No: 6

SECOND PART

Establishment, Duties and Organizational Structure of the Institution's Energy Management Unit

Establishment of the Institution's Energy Management Unit

ARTICLE 6 – (1)

a) Based on subparagraph 2 of paragraph (a) of paragraph 1 of Article 7 of the Energy Efficiency Law No. 5627 dated 18.4.2007; The Institution's Energy Management Unit is established to perform the duties specified in the Regulation on Increasing Efficiency in the Use of Energy Resources and Energy published in the Official Gazette dated 27.10.2011 and numbered 28097, and to act as the monitoring, control, supervision and coordination body of services and applications.

b) When necessary, other staff and titles are required during the operation of the service in the Energy Management Unit of the Authority; The appointment of Energy Manager, Building Energy Efficiency Officer, Project Specialist, Technical Personnel, Chief, and Accrual Officer is made upon the proposal of the Institution's Energy Manager and the approval of the Rector.

Activities of the Institution's Energy Management Unit

(2) The Institution's Energy Management Unit carries out the following activities within the scope of energy efficiency.

a) It is assigned in accordance with the Energy Efficiency Law No. 5627 and the regulations, circulars and communiqués issued in accordance with this law, the Presidential Circular No. 2019/18 on Energy Saving in Public Buildings, the Saving Target and Implementation Guide in Institutional Buildings and the legislation to be issued accordingly.

b) The institution that is not obliged to appoint an energy manager or has not yet appointed an energy manager appoints a Building Energy Efficiency Officer in accordance with the Circular No. 2008/55 of the Ministry of Internal Affairs.

c) Within the scope of the Istanbul Governorship Energy Management Unit Directive, the Institution's Energy Manager; Works within the scope of coordination of Building Energy Efficiency Officers and Istanbul Governorship Provincial Energy Management Unit,

d) Conducting meetings within the scope of energy management and efficiency, planning and auditing energy efficiency studies, preparing reports, entering data into the energy efficiency software in coordination with the Istanbul Governorship Provincial Energy Management Unit,

e) In accordance with Article 30 of the Regulation on Increasing Efficiency in the Use of Energy Resources and Energy, determining the institutions that will be surveyed to determine the measures to increase energy efficiency and their benefits and costs in buildings

SENATE DECREE		APPROVAL
NUMBER	29	
DATE	22.12.2021	

	ISTANBUL OKAN UNIVERSITY ENERGY MANAGEMENT UNIT DIRECTIVE	Document Code: YG.OKN.068
		Revision Number: 00
		Publish Date: 22.12.2021
		Revision Date:
		Sayfa No: 7

that are obliged to appoint public sector energy managers by MENR, following the process and communicating with MENR collaboration,

f) Ensuring that the Energy Identity Certificate is obtained in cooperation with buildings belonging to public institutions, in accordance with the Energy Performance Regulation in Buildings published in the Official Gazette dated 05.12.2008 and numbered 27075,

g) Establishing an energy policy that defines the goals and priorities in energy management, defining the duties, powers and responsibilities of the energy manager or energy management unit within the hierarchical structure, and informing all employees and people related to energy management activities by publishing them in written rules,

h) Meeting every 3 (three) months with the Institution's Energy Manager and Building Energy Efficiency Officers for the purpose of creating energy policies and process management,

i) Participating in the meeting within the scope of the "Energy Efficiency Implementation Plan" studies held every 6 (six) months with the Istanbul Governorship Energy Management Unit and the institution's Energy Managers for the purpose of creating energy policies and process management,

j) Sending annual information regarding energy use and studies on energy management to MENR by the end of March every year,

k) Making or ensuring data entry into the Portal,

l) Carrying out or ensuring that energy management activities in buildings within the institution are carried out in accordance with the current national or international TS EN ISO 50001 Energy Management System-User Manual and Conditions Standard, which is the basis for certification,

m) Informing the identity, CV, address and contact information of the appointed energy managers to the Ministry of Energy and Natural Resources,

n) Obtaining occupancy permits for public institution buildings with a total construction area of over ten thousand square meters and reporting them to MENR within the following year,

o) In case of changes in energy managers, appointing a new energy manager within sixty calendar days following the resignation of the current one and notifying MENR,

p) Ensuring that information about subscriptions from legal entities selling electricity and/or natural gas, public institutions and organizations, the consumption amount of the previous fiscal year and the consumption price corresponding to this amount can be accessed in the Energy Efficiency Software environment,

q) Monitoring the subscriber information (electricity, water, natural gas), billing information and payment transactions of the buildings belonging to the institution with the Energy Efficiency Software,

SENATE DECREE		APPROVAL
NUMBER	29	
DATE	22.12.2021	

	ISTANBUL OKAN UNIVERSITY ENERGY MANAGEMENT UNIT DIRECTIVE	Document Code: YG.OKN.068
		Revision Number: 00
		Publish Date: 22.12.2021
		Revision Date:
		Sayfa No: 8

r) Organizing in-service training seminars to raise awareness of public employees to reduce energy consumption in the public sector,

s) Sending one copy of the reports and studies regarding the studies conducted or commissioned in public institutions and the projects regarding the implementation of the determined measures to MENR,

t) In order to achieve minimum energy savings in accordance with the Saving Target and Implementation Guide in Public Buildings, determining the unit energy consumed per criteria such as unit-area, person-unit, goods-unit, service-unit, in accordance with the activities of the institution, and reporting them to MENR,

u)

v) Providing all kinds of information and documents requested and meeting the necessary conditions for on-site inspections and inspections to be carried out by MENR auditors in accordance with the Energy Efficiency Audit Regulation, and by energy managers, employees and project experts in accordance with the Istanbul Governorship Energy Management Unit Directive,

w) Regarding the implementation of the measures determined in the studies aimed at increasing energy efficiency in buildings and extensions belonging to public institutions, compliance with the condition that real or legal persons to whom services will be received or contracts will be made in saving or performance guaranteed project applications, periodic maintenance, repair and installation must be authorized,

x) Establishing infrastructure and preparing contracts for discounted electricity, natural gas and water agreements by public institutions within the scope of eligible consumers,

y) Providing the necessary conditions for the survey studies to be carried out by MENR or outsourced to companies,

z) The building owner, manager and/or energy manager are jointly responsible for carrying out the necessary maintenance and repairs to operate public buildings in a way that does not fall below the energy performance at the design stage.

aa) Carrying out energy efficiency studies in the buildings they serve in accordance with the "Administrative and Commercial Buildings Zero Waste Implementation Guide", which shows the works within the scope of the Zero Waste Regulation published by the Ministry of Environment and Urbanization No. 30829 dated 12.07.2019, reporting and following the legal notifications that must be made to official institutions,

bb) Within the scope of Energy Efficiency Week events celebrated in the second week of January every year, it carries out its duties by organizing promotional and awareness-raising activities in coordination with MENR or contributing to events organized by MENR.

SENATE DECREE		APPROVAL
NUMBER	29	
DATE	22.12.2021	

	ISTANBUL OKAN UNIVERSITY ENERGY MANAGEMENT UNIT DIRECTIVE	Document Code: YG.OKN.068
		Revision Number: 00
		Publish Date: 22.12.2021
		Revision Date:
		Sayfa No: 9

Organizational Structure of the Institution's Energy Management Unit

(3) It carries out its activities according to the hierarchy in the organizational chart given in Annex-1.

The units within the Institution's Energy Management Unit are:

- a) Institution Energy Manager
- b) Management Systems Units,
- c) There is an Energy Management Unit in the Institution's Service Buildings.

Assignment and Duties of the Corporate Energy Manager

Corporate Energy Manager

ARTICLE 7 – (1)

- a) The holder of the Energy Manager Certificate, preferably those who have received internal audit or chief auditor training on the national or international ISO 50001 Energy Management System, is appointed as the Unit Chief authorized to sign documents regarding representation, binding and request, with the approval of the Rector.

Duties of the Institutional Energy Manager within the Scope of Energy Management and Efficiency

(2) The duties of the Institution Energy Manager within the scope of energy management and efficiency are as follows:

- a) It carries out the duties within the scope of the provisions of the Basis and this Directive and works under the Rector.
- b) It works under the Istanbul Provincial Energy Manager within the scope of the Istanbul Governorship Energy Management Unit Directive.
- c) It transfers the powers and duties given to it by this Directive to the relevant parties by providing the legislative conditions for the parts it intends to transfer to the Unit Managers.
- d) Within the scope of the Energy Performance Regulation in Buildings published in the Official Gazette dated 05.12.2008 and numbered 27075, the necessary maintenance on issues related to the efficiency of systems such as architecture, mechanics, electricity and lighting that affect the energy performance of the building, ensuring that the tests are carried out in a timely and appropriate manner and that the building is at the design stage. The building owner, manager and board of directors are jointly responsible for carrying out the necessary maintenance, repairs and renovations for its operation in a way that does not fall below its energy performance.
- e) It carries out data collection, evaluation and planning, implementation, reporting, energy management and efficiency ensuring continuity in accordance with TS EN ISO

SENATE DECREE		APPROVAL
NUMBER	29	
DATE	22.12.2021	

 <p>ISTANBUL OKAN UNIVERSITY</p>	ISTANBUL OKAN UNIVERSITY ENERGY MANAGEMENT UNIT DIRECTIVE	Document Code: YG.OKN.068
		Revision Number: 00
		Publish Date: 22.12.2021
		Revision Date:
		Sayfa No: 10

50001 Energy Management System Standard, takes decisions based on the results and submits it to the Rector's approval for implementation.

- f) It carries out inspections or has them carried out in order to fulfill the orders in accordance with the Energy Efficiency Law No. 5627 and the provisions of the regulations, circulars and communiqués issued based on the law, determines the deficiencies, prepares minutes and reports and submits them to the Rector's approval.
- g) Ensures management and coordination between the Institution Energy Management Unit, Energy Managers and Institution Building Energy Efficiency Officers.
- h) If necessary, the Institution Energy Management Unit manages its meetings on behalf of the Rector, prepares the final report and submits it to the Rector's approval.
- i) Makes proposals to the Rector to ensure better execution and development of services in his field of duty.
- j) Ensures that the requested information on matters within its field of duty is delivered to the relevant authorities in a timely manner.
- k) It carries out the work and operations related to the coordination of organizations and individuals authorized to carry out annual periodic maintenance and periodic control on issues related to the efficiency of systems such as architecture, mechanics, electricity and lighting that affect the energy performance in the buildings belonging to the institution.
- l) Participates in the activities organized by MENR and the Council of Higher Education on behalf of IOU.
- m) Plans the Energy Efficiency and In-Service Training activities to be carried out within the university and submits them to the Rector's approval.
- n) Ensures the provision of all kinds of documents and information requested for on-site inspections and inspections by the Ministry's auditors in accordance with the Energy Efficiency Audit Regulation, and by the energy manager, employees and project experts in accordance with the Istanbul Governorship Energy Management Unit Directive.
- o) Tracks notifications according to the Zero Waste Implementation Guide for Administrative and Commercial Buildings, issued within the scope of the Zero Waste Regulation published by the Ministry of Environment and Urbanization dated 12/7/2019 and numbered 30829, energy efficiency studies in buildings belonging to public institutions and organizations are carried out in accordance with the reporting and legal requirements to be submitted to official institutions.
- p) Performs the duties assigned to him by his superiors within the scope of the law, statute, regulation, directive, circular, plan and program.

SENATE DECREE		APPROVAL
NUMBER	29	
DATE	22.12.2021	

 <p>ISTANBUL OKAN UNIVERSITY</p>	ISTANBUL OKAN UNIVERSITY ENERGY MANAGEMENT UNIT DIRECTIVE	Document Code: YG.OKN.068
		Revision Number: 00
		Publish Date: 22.12.2021
		Revision Date:
		Sayfa No: 11

Establishment of Management Systems Units, Appointment of the Unit Manager and Duties of Management Systems Units

ARTICLE 8 - (1)

- a) In order to realize the provisions of this Directive, units under the Institution Energy Management Unit, consisting of project experts and created for Electrical, Water, Mechanical Installation, Building Management Systems and different purposes according to need, are established with the proposal of the Institution Energy Manager and the approval of the Rector.
- b) Personnel are assigned to work in the IOU Energy Management Unit, with the proposal of the Institution's Energy Manager and the approval of the Rector, for Electricity, Water, Mechanical Installation, Building or units established according to need.
- c) Established Management Systems Units carry out work and transactions in accordance with the underlying legislation and the provisions of the Istanbul Okan University Energy Management Unit Directive.
- d) Energy Manager(s), Building Energy Efficiency Officer, Technical Personnel, Support, Administrative and Financial Services personnel to work in the Energy Management Unit of the Institution, as needed; the proposal of the Institution's Energy Manager is assigned with the approval of the Rector.

(2) Appointment of Management Systems Unit Managers

As Unit Manager, engineers, architects, technical teachers or those who have a bachelor's degree in their field; Preferably, those who have an Energy Manager Certificate or who have received internal audit or chief auditor training regarding the TS EN ISO 50001 Energy Management System are appointed upon the proposal of the Institution's Energy Manager and the approval of the Rector.

- a) Unit Manager is the person reporting to the Institution Energy Manager, responsible on behalf of the management for the performance of activities related to the unit, and authorized to sign documents regarding representation, binding and request.

(3) Duties of Management Systems Unit Managers

- a) Unit managers, reporting to the Institution Energy Manager, carry out the work and transactions specified in the underlying legislation and the Istanbul Okan University Energy Management Unit Directive.

SENATE DECREE		APPROVAL
NUMBER	29	
DATE	22.12.2021	

	ISTANBUL OKAN UNIVERSITY ENERGY MANAGEMENT UNIT DIRECTIVE	Document Code: YG.OKN.068
		Revision Number: 00
		Publish Date: 22.12.2021
		Revision Date:
		Sayfa No: 12

- b) Within the scope of energy management and efficiency; It collects, evaluates and reports the data of the management systems unit for which it is responsible, communicates with other management units, ensures that the data is entered into the Energy Efficiency Software, controls it and informs the Institution Energy Manager regarding the unit.

Establishment of the Institution's Service Buildings Energy Management Unit, Appointment and Duties of the Institution's Service Buildings Energy Manager

Establishment and Duties of the Institution's Service Buildings Energy Management Unit

ARTICLE 9 - (1)

- a) Based on subparagraph 2 of paragraph (a) of paragraph 1 of Article 7 of the Energy Efficiency Law No. 5627 dated 18.4.2007; The responsibilities and characteristics of which are specified in the Regulation on Increasing Efficiency in the Use of Energy Resources and Energy published in the Official Gazette dated 27.10.2011 and numbered 28097, and to act as a monitoring, controlling, auditing and coordinating body for services and applications; Depending on the need, the Institution's Service Buildings Energy Management Unit is established with the proposal of the Institution's Energy Manager and the approval of the Rector.
- b) An energy manager is appointed in the Energy Management Unit of the Institution's Service Buildings in accordance with the Energy Efficiency Law No. 5627 and the regulations, circulars and communiqués issued in accordance with this law, and the Presidential Circular No. 2019/18 on Energy Saving in Public Buildings, Saving Target and Implementation Guide in Institution Buildings.
- c) If there is no energy manager to be assigned to the institution, the Institution Building Energy Efficiency Officer is appointed in accordance with the Circular No. 2008/55 of the Ministry of Internal Affairs.
- d) Personnel to be assigned to the Technical Personnel, Support, Administrative and Financial Services to work in the Energy Management Unit of the Institution's Service Buildings, as needed, are assigned with the proposal of the Energy Manager of the Institution's Service Buildings and the approval of the Manager of the Institution's Service Buildings.
- e) Authority Service Buildings Energy Management Unit carries out the necessary work and transactions in accordance with the underlying legislation and the provisions of the Authority Energy Management Unit Directive.

(2) Appointment of the Institution's Service Buildings Energy Manager

SENATE DECREE		APPROVAL
NUMBER	29	
DATE	22.12.2021	

 <p>ISTANBUL OKAN UNIVERSITY</p>	<p>ISTANBUL OKAN UNIVERSITY ENERGY MANAGEMENT UNIT DIRECTIVE</p>	Document Code: YG.OKN.068
		Revision Number: 00
		Publish Date: 22.12.2021
		Revision Date:
		Sayfa No: 13

- a) As the Energy Manager of the Institution's Service Buildings, the Institution shall choose among the Engineers, Architects and Technical Teachers or those who have received undergraduate education in their field, preferably those who have the Energy Manager Certificate, if available, or preferably those who have received internal audit or chief auditor training regarding the TS EN ISO 50001 Energy Management System. It is appointed with the proposal of the Energy Manager and the approval of the Rector.
- b) The Institution's Service Buildings Energy Manager is the person who reports to the Institution's Energy Manager, is responsible on behalf of the management for the performance of activities related to his unit, and is authorized to sign documents regarding representation, binding and requests.

(3) Duties of the Institution's Service Buildings Energy Manager

- a) Execute the duties within the scope of this Directive and Basis provisions.
- b) The Institution works under the Energy Manager and is not assigned any other duties.
- c) Responsible for the management and coordination of the Authority's Service Buildings Energy Management Unit.
- d) Within the scope of energy management and efficiency; It collects, evaluates and reports the data of the institution it is responsible for, ensures that the data is entered into the Energy Efficiency Software, controls it and informs the institution regarding energy management.

Responsibility, control and reporting principles

ARTICLE 10 - (1) "Energy Managers" and "Institution Building Energy Efficiency Officer" assigned to implement the provisions of this Directive are responsible.

(2) Whether the provisions of the Directive are properly implemented or not is inspected by the Energy Managers assigned to the IOU Energy Management Unit, and a report is prepared to be submitted to the Rector when necessary.

**THIRD PART
Change and Distribution Principles**

Change principles

ARTICLE 11 - (1) In this directive, the change proposals prepared under the coordination of the Institution Energy Management Unit, upon the proposal of the Institution

SENATE DECREE		APPROVAL
NUMBER	29	
DATE	22.12.2021	

	ISTANBUL OKAN UNIVERSITY ENERGY MANAGEMENT UNIT DIRECTIVE	Document Code: YG.OKN.068
		Revision Number: 00
		Publish Date: 22.12.2021
		Revision Date:
		Sayfa No: 14

Energy Manager, taking into account the changes and needs in the legislation, are put into practice following the approval of MENR.

Distribution principles

ARTICLE 12 - (1) This directive is not confidential and is distributed to all units.

CHAPTER FOUR

Efficiency Enhancing Measures

Priority measures that can be taken to increase energy efficiency

ARTICLE 13 - (1) The energy use of public institutions is determined by the Energy Efficiency Law No. 5627 and the regulations, circulars and communiqués issued in accordance with this Law, as well as the Ministry of Internal Affairs' Circular No. 2008/55, the Presidential Circular No. 2019/18 on Energy Saving in Public Buildings, Priority measures are taken according to the Saving Target and Implementation Guide in Institution Buildings, 2012-2023 Energy Efficiency Strategy Document and 2017-2023 National Energy Efficiency Action Plan.

(2) Within the scope of the Energy Performance Regulation in Buildings published in the Official Gazette dated 05.12.2008 and numbered 27075, the necessary maintenance on issues related to the efficiency of systems such as architecture, mechanics, electricity and lighting that affect the energy performance of the building, the timely and appropriate testing and the design of the building. The building owner, manager, board of directors and/or energy manager take efficiency-increasing measures in order to carry out the necessary maintenance, repairs and renovations for its operation in a way that does not fall below the energy performance at the current stage.

CHAPTER FIVE

Obligation to Provide Information and Administrative Sanctions

Obligation to Provide Information

ARTICLE 14 – (1) The administrator of the public institution and organization is responsible for any negativities that may arise as a result of entering and updating all kinds of permitted information and documents into the Energy Efficiency Software and unauthorized sharing of information.

SENATE DECREE		APPROVAL
NUMBER	29	
DATE	22.12.2021	

 <p>ISTANBUL OKAN UNIVERSITY 1999 ISTANBUL OKAN UNIVERSITY</p>	<p>ISTANBUL OKAN UNIVERSITY ENERGY MANAGEMENT UNIT DIRECTIVE</p>	Document Code: YG.OKN.068
		Revision Number: 00
		Publish Date: 22.12.2021
		Revision Date:
		Sayfa No: 15

(2) Public institutions and organizations that are obliged to appoint an energy manager must prepare their information on energy consumption and energy management practices within the scope of the Energy Saving Target in Public Buildings in accordance with the format published on the website of the Ministry of Energy and Natural Resources and submit it to the Governorship Energy Management Unit and the Energy Management Unit. and sends it to the Ministry of Natural Resources in an official letter.

(3) Public institutions and organizations that are obliged to appoint energy managers record their information regarding energy consumption and energy management practices in the ENVER Portal, which is the energy efficiency software of the Ministry of Energy and Natural Resources.

(4) Public institutions and organizations are obliged to provide all kinds of information and documents requested and meet the necessary conditions for on-site inspections and inspections by the Ministry of Energy and Natural Resources, the Governorship Energy Management Unit and the Institution Energy Management Unit in order to determine the accuracy of this information.

(5) Access to the Energy Efficiency Software is provided to the person(s) notified by the Ministry of Energy and Natural Resources.

(6) Governorship Energy Management Unit is authorized to request information and documents from public institutions and to check the information entered into the Energy Efficiency Software.

Administrative sanctions

ARTICLE 15 – (1) Administrative sanctions within the scope of Article 10 of the Energy Efficiency Law No. 5627 are applied to real or legal persons because of the determinations and/or inspections made by MENR.

(2) In accordance with the Energy Efficiency Audit Regulation published by MENR in the Official Gazette dated 06.07.2018 and numbered 30470, the obligations and responsibilities of real or legal persons under the law are audited.

(3) Institutional audit and inspection; within the scope of the underlying legislation, inspectors, institution managers or the Energy Management Unit of the Institution may have it done by energy managers.

CHAPTER SIX Training and Certifications

Energy Manager Training and Certification

ARTICLE 16 – (1) Participating in applied energy manager trainings organized in accordance with the 11th article of the Regulation on Increasing Efficiency in the Use of Energy Resources and Energy published in the Official Gazette dated 27.10.2011 and

SENATE DECREE		APPROVAL
NUMBER	29	
DATE	22.12.2021	

 <p>ISTANBUL OKAN UNIVERSITY</p>	<p>ISTANBUL OKAN UNIVERSITY ENERGY MANAGEMENT UNIT DIRECTIVE</p>	Document Code: YG.OKN.068
		Revision Number: 00
		Publish Date: 22.12.2021
		Revision Date:
		Sayfa No: 16

numbered 28097 and succeeding in the exam held by MENR, Energy Manager Certificate is given by MENR to people with at least undergraduate education.

(2) People who have received at least a bachelor's degree in engineering or in the mechanical, electrical, mechatronics or electrical-electronics departments of technical education faculties are accepted for energy manager training.

Building Energy Efficiency Officer Training and Certification

ARTICLE 17 (1) If the institution cannot find an energy manager to appoint within the institution, the institution will appoint a Building Energy Efficiency Officer.

(2) Institutional Building Energy Efficiency Officer in-service training to be organized by the Istanbul Governorship Energy Management Unit in order to meet the needs of public institutions; First of all, those who have received education in the field of engineering, if this is not possible, those who have received education in the machinery, electricity or electrical-electronics, mechatronics departments of technical education faculties, if this is not possible, those who have received undergraduate education in other fields or those who have received vocational school education and are assigned on behalf of their institution are accepted. is done.

CHAPTER SEVEN Enforcement and Execution

Executive

ARTICLE 18 – (1) The provisions of this Directive shall be enforced by the Rector of Istanbul Okan University.

Force

ARTICLE 19 – (1) This Directive enters into force on the date it is accepted by the Senate of Istanbul Okan University.

REVISIONS

Record	Revision Number	Reason	Revision Date

Annex-1: Institution Energy Management Unit Organization Chart

ISTANBUL OKAN UNIVERSITY ENERGY MANAGEMENT UNIT

SENATE DECREE		APPROVAL
NUMBER	29	
DATE	22.12.2021	



**ISTANBUL OKAN
UNIVERSITY
ENERGY MANAGEMENT
UNIT DIRECTIVE**

Document Code: YG.OKN.068

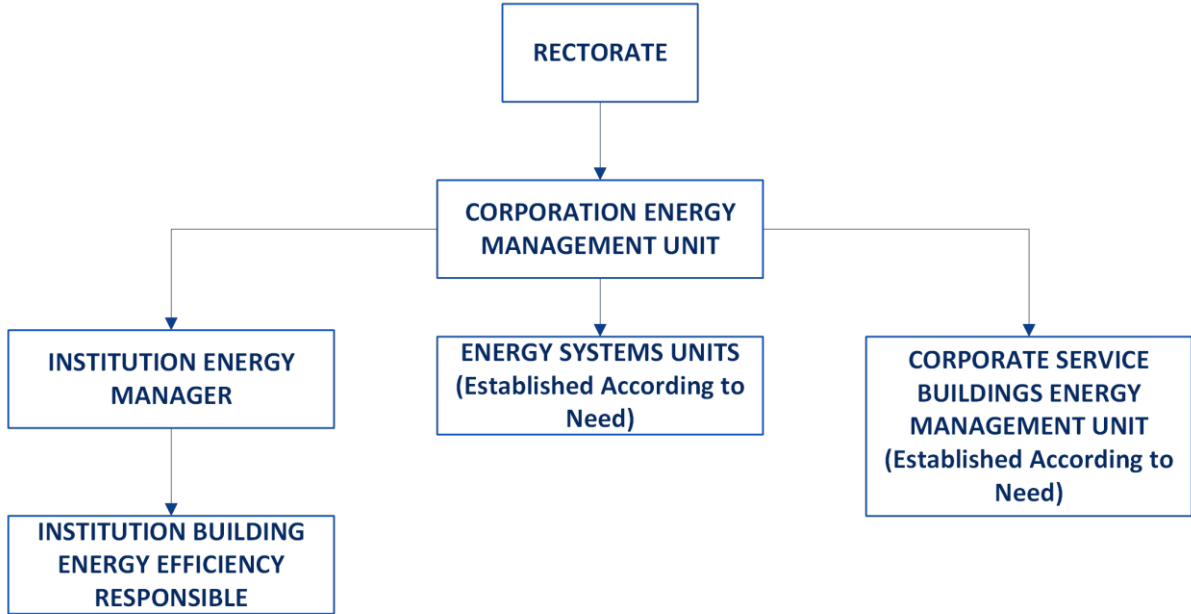
Revision Number: 00

Publish Date: 22.12.2021

Revision Date:

Sayfa No: 17

ORGANIZATION CHART



SENATE DECREE		APPROVAL
NUMBER	29	
DATE	22.12.2021	