

## **Regulations Regarding the Energy Efficiency Monitoring and Applicable Energy Management System Standard**

*Issued pursuant to  
Section 5, Paragraphs four and five, Section 6, Paragraph five, Section 10, Paragraphs six  
and seven, Section 12, Paragraphs four and six and Section 15, Paragraph one of the Energy  
Efficiency Law*

### **I. General Provisions**

1. This Regulation prescribes:

1.1. the procedures for the operation and structure of the energy efficiency monitoring system;

1.2. the procedures by which a State institution or local government shall:

1.2.1. report on putting in place and certification of an energy management system, as well as reporting terms, the content of the report and the documents to be annexed thereto;

1.2.2. report on the energy savings acquired as a result of the implementation of the energy management system;

1.3. the procedures by which a large enterprise or a large electricity consumer shall:

1.3.1. report on carrying out of a mandatory energy audit or on putting in place of a certified energy management system or certified environmental management system (which has been supplemented in accordance with the requirements of laws and regulations) and the proposed energy efficiency improvement measures;

1.3.2. report on the implemented energy efficiency measures and energy savings achieved as a result;

1.4. the procedures by which the obligated party of the energy efficiency obligation scheme shall report on the energy savings;

1.5. the energy management standard applicable for implementation of the requirements of the Energy Efficiency Law;

1.6. the procedures by which putting in place of the energy management system is verified and approved.

2. The State authority and the local government, the obligated party of the energy efficiency obligation scheme, the State or local government energy efficiency fund in the fund of which the obligated party has paid its contribution, the large enterprise which has a duty to carry out a mandatory energy audit, the large enterprise if an energy management system has been put in place and certified therein or an environmental management system supplemented in accordance with the requirements of laws and regulations has been put in place and certified, the large electricity consumer which has a duty to put in place and maintain a certified energy management system, and the responsible authority which has granted contributions to implementers of energy efficiency improvement measures from the State or local government budget, State or local government guarantees, loan interest rate subsidies, as well as other

financial assistance that has been granted or provided from the State, local government or European Union budget funds and foreign financial assistance funds, has a duty to keep all related documentation regarding calculation of the energy savings for five years, including readings of energy meters and invoices for the energy consumed (including invoices for transport fuel).

3. The Ministry of Economy (hereinafter – the responsible ministry), not more than once a year, has the right to request:

3.1. additional information, including the documentation referred to in Paragraph 2 of this Regulation and the calculations of savings, as well as documentation regarding the methodology used for determination of savings;

3.2. from the obligated party of the energy efficiency obligation scheme:

3.2.1. information regarding energy consumption of its final customers in division according to sectors and in the sector of households, as well as according to planning regions of Latvia;

3.2.2. information regarding its final customers.

4. The responsible ministry shall draw up and maintain a catalogue of energy savings which includes energy savings measures and the energy savings to be achieved. The catalogue of energy savings shall be published on the website of the responsible ministry.

5. One or several of the following methods shall be used for calculation of the energy savings:

5.1. the method of deemed savings (*ex-ante*) – the energy savings are calculated using the data of the catalogue of energy savings;

5.2. the method of metered savings (*ex-post*) – the energy savings are calculated determining the actual energy consumption and taking into account the factors which may affect the energy consumption;

5.3. the method of scaled savings – the energy savings are calculated independently by qualified or accredited experts in accordance with the requirements laid down in other laws and regulations. The calculation in the field of fiscal measures shall be carried out by the responsible ministry;

5.4. the method of surveyed savings (the energy savings established as a result of surveying or interviewing of final energy customers) – the energy savings are calculated by evaluating changes in habits of final energy consumers as a result of informing, labelling of devices, putting in place of certification schemes and smart meters for commercial accounting, and putting in place of other measures.

6. Only such savings may be included in the energy savings which have been achieved:

6.1. by exceeding the ecodesign requirements regarding removal of specific energy-related products from the market in relation to specific energy-related goods (products);

6.2. by introducing measures of the energy efficiency policy;

6.3. by introducing such policy measures in which energy savings have been achieved in addition to other benefits;

6.4. by introducing such goods, services and devices which conform to the laws and regulations regarding energy marking, ecodesign, standardisation, and safety of goods and services;

6.5. starting from 1 January 2014;

6.6. from such fiscal measures (tax and duties) the rate of which exceeds the minimum tax level specified in the European Union for energy, using the latest available data on flexibility of the demand (price) in the estimates and accounting separately savings from each fiscal measure;

6.7. by exceeding the standard level of emission for new passenger cars as defined in Regulation (EC) No 443/2009 of the European Parliament and of the Council of 23 April 2009 setting emission performance standards for new passenger cars as part of the Community's integrated approach to reduce CO<sub>2</sub> emissions from light-duty vehicles, and the standard level of emission as defined for new light commercial vehicles by implementing accordingly Regulation (EU) No 510/2011 of the European Parliament and of the Council of 11 May 2011 setting emission performance standards for new light commercial vehicles as part of the Union's integrated approach to reduce CO<sub>2</sub> emissions from light-duty vehicles.

7. The responsible ministry shall draw up methodological instructions for calculation of the energy savings and shall publish them on its website within six months after the day of coming into force of this Regulation.

8. Upon accounting the energy savings for achieving the State mandatory final energy consumption savings target, the responsible ministry shall:

8.1. take into account the duration of the life cycle of each energy efficiency improvement measure;

8.2. individually account the savings achieved in measures financed from the State or local government energy efficiency fund;

8.3. individually account the savings achieved in measures included in the energy efficiency policy measures plan.

9. Upon carrying out certification of the energy management system for large enterprises, large electricity consumers or local governments of republic cities, the standard LVS EN ISO 50001:2012 "Energy management systems – Requirements with guidance for use" shall be applied.

## **II. Reporting and Recording of Energy Savings**

10. After implementation of energy efficiency improvement measures or project the following providers of information shall fill in the energy savings report for subsequent three years in accordance with Annex 1 to this Regulation:

10.1. the responsible institution which has granted a direct payment from the State or local government budget to the implementers of energy efficiency improvement measures;

10.2. the responsible institution which has granted a State or local government guarantee to the implementers of energy efficiency improvement measures;

10.3. the responsible institutions specified in Section 11, Paragraph one of the Law on Management of European Union Structural Funds and the Cohesion Fund for the 2014–2020 Programming Period;

10.4. the responsible institution which has granted loan interest rate subsidies from the State or local government funds to the implementers of energy efficiency improvement measures;

10.5. the responsible institution which has granted or provided other financial assistance from the State or local government funds to the implementers of energy efficiency improvement measures;

10.6. the responsible institution which has granted contributions from the State or local government budget, State or local government guarantees, loan interest rate subsidies, as well as other financial assistance that has been granted or provided from the State, local government or European Union budget funds and foreign financial assistance funds to implementers of energy efficiency improvement measures for such activities which are not directly oriented towards improvement of energy efficiency, however, promote it.

11. The annual energy savings report in accordance with Annex 2 to this Regulation shall be filled in by the following information providers:

11.1. the large electricity consumer which has a duty to put in place and maintain a certified energy management system;

11.2. the large electricity consumer in which an environmental management system supplemented in accordance with the requirements of laws and regulations has been put in place and certified;

11.3. the large enterprise which has a duty to carry out a mandatory energy audit;

11.4. the large enterprise in which an energy management system has been put in place and certified;

11.5. the large enterprise in which an environmental management system supplemented in accordance with the requirements of laws and regulations has been put in place and certified;

11.6. the State authority or local government which has put in place an energy management system;

11.7. the obligated party of the energy efficiency obligation scheme;

11.8. the State or local government energy efficiency fund in the fund of which the obligated party has paid a contribution.

12. The responsible institution shall record the energy savings and report on each energy efficiency improvement measure.

13. In order to prevent double counting of energy savings:

13.1. the responsible ministry shall enter the savings from each energy efficiency improvement measure once;

13.2. if an energy efficiency improvement measure, as well as a measure the implementation of which is not directly oriented towards improvement of energy efficiency, however, promotes it and concurrently to other objectives energy savings are achieved, is implemented by receiving funding from the State or local government budget, State or local government guarantees, loan interest rate subsidies, as well as other financial assistance that has been granted or provided by the State, local government or European Union budget funds and foreign financial assistance funds, the savings therefrom may not be transferred to the obligated party of the energy efficiency obligation scheme, State or local government energy efficiency fund in the fund of which the obligated party has paid a contribution;

13.3. if an energy efficiency measure that does not conform to Sub-paragraph 13.2 of this Regulation is implemented using several funding sources, the provider of information shall indicate what funding sources are used and how the energy savings achieved are divided;

13.4. the savings from the energy efficiency improvement measures notified by large enterprises and large electricity consumers may not be transferred to the obligated party of the energy efficiency obligation scheme, the State or local government energy efficiency fund in the fund of which the obligated party has paid a contribution;

13.5. the savings from the energy efficiency improvement measure that is funded from the European Union funds, State or local government budget may not be transferred to the obligated party of the energy efficiency obligation scheme.

14. The responsible ministry shall transfer the savings from the energy efficiency improvement measures that are funded from the European Union funds, State or local government budget or fund, for achieving the energy final consumption savings objective specified in the energy efficiency policy measures plan.

15. For the information included in energy savings reports to be credible and for the energy savings to be verifiable and assessable, the provider of information shall, in filling in reports in accordance with Annexes to this Regulation, use only documentarily justified information (for example, heating or electricity bills, reports on introduction of projects, contracts, reports, energy audit reports).

16. The providers of information referred to in Paragraphs 10 and 11 of this Regulation shall, each year by 1 November, submit energy savings reports to the responsible ministry on the savings achieved in the previous calendar year in the energy efficiency improvement measures implemented.

17. The implementers of energy efficiency improvement measures which are not referred to in Paragraphs 10 and 11 of this Regulation shall voluntarily, in accordance with Annex 2 to this Regulation, inform the responsible ministry regarding the energy savings achieved in the energy efficiency improvement measure implemented.

18. The State authority or local government shall, within 30 days after putting in place of the energy management system, report to the responsible ministry thereon in accordance with Annex 3 to this Regulation.

19. The State authority or local government which has put in place a certified energy management system shall append a copy of the relevant certificate to the notification referred to in Annex 3 to this Regulation.

20. The State authority or local government which has put in place, but has not certified an energy management system, shall ensure the preparation and accepting of documentation certifying the putting in place of the energy management system in accordance with Annexes 3 and 4 to this Regulation.

21. A large enterprise or a large electricity consumer shall, within 30 days after signing a delivery-acceptance act of an energy audit report, report to the responsible ministry thereon in accordance with Annex 5 to this Regulation.

22. If a certified energy management system or an environmental management system supplemented in accordance with the requirements of laws and regulations has been put in place in a large enterprise or for a large electricity consumer, the large enterprise or large electricity consumer shall, within 30 days after issuance of the relevant certificate, report to the responsible ministry thereon in accordance with Annex 5 to this Regulation.

23. A State direct administration authority which has buildings in its ownership or possession as on 1 January of the current year the total area of which to be heated is 10,000 square metres or more, shall report to the responsible ministry thereon until 1 March of the current year. In the cases and in accordance with the procedures laid down in the State Administration Structure Law, the State authority may delegate this duty, by a contract, to a capital company of a public person until 1 February of the current year, informing the responsible ministry thereof.

24. The State authority may agree with the manager of the premises belonging thereto regarding putting in place of an energy management system.

25. The system operator which has the right and duty to perform distribution or transmission of electricity shall, each year by 31 January, submit data to the responsible ministry (in

accordance with Annex 6 to this Regulation) regarding such merchants connected to its system the electricity consumption of which has exceeded 500 megawatt hours (MWh) in the previous year. The responsible ministry shall store the information provided by the system operator, ensuring protection of commercial information.

26. The responsible ministry shall, once a year, publish the energy savings achieved by the obligated party of the energy efficiency obligation scheme on its website.

### **III. Verification and Approval of Putting in Place of an Energy Management System for State Authorities and Local Governments**

27. The responsible ministry shall, within 10 working days after receipt of a report of the State authority or local government on putting in place or certification of an energy management system, assess the conformity of the information provided in the report with the requirements of this Regulation and, if necessary, request to provide more detailed information, indicating a time period for submission which is not less than 10 working days. If after assessment the responsible ministry detects that the information provided in the report conforms to the requirements of this Regulation, it shall approve the putting in place of the energy management system, including the authority or local government in the list of such State authorities and local governments which have put in place or certified the energy management system, and shall publish the list on its website.

28. The responsible ministry shall publish a report on putting in place of an energy management system in State authorities and local governments on its website each year by 30 April.

29. The State authority or local government regarding which information regarding putting in place of an energy management system is published on the website of the responsible ministry in accordance with Paragraph 27 of this Regulation has a duty to present the original energy management certificate or the originals of the documents referred to in Annex 4 to this Regulation upon request of the responsible ministry.

### **IV. Operation of the Energy Efficiency Monitoring System**

30. In order to ensure operation of an energy efficiency monitoring system, the responsible ministry shall aggregate information regarding the energy savings achieved in the State in the year before the previous calendar year each year by 1 April.

31. Energy efficiency monitoring shall include:

31.1. statistical data on the energy sector, the gross domestic product and the number of inhabitants in the State;

31.2. analysis of the primary energy consumption, including operation of combined heat and power plants;

31.3. analysis of energy consumption (where possible), changes in the specific and general indicators and their evaluation in each sector of final energy consumption and in the State at large;

31.4. information regarding the most significant energy efficiency measures in the previous calendar year and the energy savings achieved therein;

31.5. information regarding the renewed area of the buildings in ownership and use of State direct administration in the previous calendar year;

31.6. information regarding the energy savings achieved by putting in place of an energy efficiency obligation scheme.

## **V. Closing Provisions**

32. If an energy audit has been carried out until the day of coming into force of this Regulation, the large enterprise or large electricity consumer shall, within 30 days after the day of coming into force of this Regulation, report to the responsible ministry thereof in accordance with Annex 5 to this Regulation.

33. If the large enterprise or large electricity consumer has certified an energy management system or supplemented an environmental management system in accordance with the requirements of laws and regulations until the day of coming into force of this Regulation, the large enterprise or large electricity consumer shall, within 30 days after the day of coming into force of this Regulation, report to the responsible ministry thereof in accordance with Annex 5 to this Regulation.

### **Informative Reference to European Union Directive**

This Regulation contains legal norms arising from Directive 2012/27/EU of the European Parliament and of the Council of 25 October 2012 on energy efficiency, amending Directives 2009/125/EC and 2010/30/EU and repealing Directives 2004/8/EC and 2006/32/EC.

Prime Minister

Māris Kučinskis

Deputy Prime Minister, Minister for Economics

Arvils Ašeradens

## **Energy Savings Report on Energy Efficiency Improvement Measures which have Received any of the Aid Types**

(summarising form of the project to be filled in by the responsible institution)

Responsible institution:

name \_\_\_\_\_  
 legal address \_\_\_\_\_  
 contact details \_\_\_\_\_  
 (telephone number, electronic mail address)

Report was filled in by \_\_\_\_\_  
 (given name, surname, telephone number,  
 electronic mail address)

### **1. Project funding**

No.	Energy efficiency policy measure <sup>1</sup>	Project title	Project address <sup>2</sup>	Total costs of the project (EUR)	Amount of the funding from the State budget, the local government budget or EU funds (EUR) granted to the project	Year of completing the project
1.						
1.1.						
1.2.						
2.						
2.1.						
2.2.						
...						



## 2. Energy savings

No.	Measures carried out	Energy consumption prior to implementation of the project (MWh)	Energy consumption after implementation of the project (MWh)	Total energy savings achieved <sup>3</sup> (MWh <sup>4</sup> per year)
<b>1.</b>	<b>Project title<sup>5</sup></b>			
1.1.	Changing and/or putting in place of devices <sup>6</sup>			
1.2.	Transport <sup>7</sup>			
1.3.	Buildings <sup>8</sup>			
1.4.	Lighting			
1.5.	Other <sup>9</sup>			
<b>2.</b>	<b>Project title (if applicable)</b>			
2.1.	Changing and/or putting in place of devices			
2.2.	Transport			
2.3.	Buildings			
2.4.	Lighting			
2.5.	Other			
...	<b>Project title (if applicable)</b>			
...	Changing and/or putting in place of devices			
...	Transport			
...	Buildings			
...	Lighting			
...	Other			

\_\_\_\_\_

(position)

\_\_\_\_\_

(given name, surname)

\_\_\_\_\_

(signature<sup>10</sup>)

### Notes.

1. Energy efficiency policy measure in accordance with Section 1, Paragraph one, Clause 11 of the Energy Efficiency Law (for example, Auctioning Instrument of Emission Allowances (AIEA), European Regional Development Fund (ERDF), Cohesion Fund (CF), name of the relevant programme or activity).

2. Indicate the project address where energy efficiency improvement measures were carried out. If energy efficiency improvement measures within the scope of one project were carried out at several addresses, indicate all addresses.

3. The total energy savings achieved are the difference between the energy consumption prior to implementation of the project and after implementation of the project, in conformity with the climate correction coefficient (if applicable) in accordance with Cabinet Regulation No. 348 of 25 June 2013, Methodology for Calculating the Energy Performance of a Building.

4. In order to calculate the energy consumption and the energy savings achieved in MWh, coefficients for transformation of units of measurement shall be used which are indicated in

Annex 7 to Cabinet Regulation No. 668 of 11 October 2016, Regulations Regarding the Energy Efficiency Monitoring and Applicable Energy Management System Standard.

5. Information regarding each project shall be indicated separately.

6. Indicate information regarding changing and/or purchasing of devices (if applicable).

7. Indicate information regarding changing or purchasing of transport (if applicable).

8. Indicate information regarding improvement of energy efficiency of a building, including regarding changing of windows (if applicable).

9. Indicate information regarding other energy efficiency improvement measures carried out which are not indicated in the previous categories (if applicable).

10. The detail of the document “signature” shall not be completed, if the electronic document has been drawn up in accordance with the laws and regulations regarding drawing up electronic documents.

Deputy Prime Minister, Minister for Economics

Arvils Ašeradens

**Annual Report on Energy Efficiency Improvement Measures Put in Place  
and the Energy Savings Achieved as a Result Thereof for a Large  
Enterprise, Large Electricity Consumer, State Authority, Local  
Government, Obligated Party, and State or Local Government Energy  
Efficiency Fund in the Fund of which the Obligated Party has Paid a  
Contribution**

Merchant, State authority, local government or fund:

name \_\_\_\_\_  
 legal address \_\_\_\_\_  
 contact details \_\_\_\_\_  
 (telephone number, electronic mail address)

Report was filled in by \_\_\_\_\_  
 (given name, surname, telephone number,  
 electronic mail address)

**1. Summary on the energy savings of the object or several objects/measures<sup>1</sup>**

No.		Name of the energy efficiency improvement measure <sup>2</sup>	Total energy savings achieved <sup>3</sup> (MWh <sup>4</sup> per year)	Methodology used for calculation of the energy savings <sup>5</sup>	Duration of the life cycle of the measure (to be indicated for such energy measures only for which the energy savings were calculated using the method of deemed savings ( <i>ex-ante</i> ) or the method of surveyed savings)
1.	Name of the object/measure where the energy efficiency improvement measures <sup>6</sup> were carried out, address of the object				
1.1.	Changing and/or				

	putting in place of devices <sup>7</sup>				
1.2.	Transport <sup>8</sup>				
1.3.	Buildings <sup>9</sup>				
1.4.	Lighting				
1.5.	Other <sup>10</sup>				
2.	Name of the object/measure where the energy efficiency improvement measures were carried out, address of the object (if applicable)				
2.1.	Changing and/or putting in place of devices				
2.2.	Transport				
2.3.	Buildings				
2.4.	Lighting				
2.5.	Other				
...	Name of the object/measure where the energy efficiency improvement measures were carried out, address of the object (if applicable)				
...	Changing and/or putting in place of devices				
...	Transport				
...	Buildings				
...	Lighting				
...	Other				

## 2. Sources of funding<sup>11</sup>

<input type="checkbox"/>	Contributions from the State or local government budget, State or local government guarantees, loan rate subsidies, other financial assistance from State, local government or European Union budget funds, and from foreign financial assistance funds
	Name of the financial instrument <sup>12</sup>
	Project title
	Project implementation address
	Invested amount of money (euro)
<input type="checkbox"/>	Obligated party of the energy efficiency obligation scheme
	Invested amount of money (euro)
<input type="checkbox"/>	State or local government energy efficiency fund
	Invested amount of money (euro)
<input type="checkbox"/>	Funds of the large enterprise or large electricity consumer
	Invested amount of money (euro)

\_\_\_\_\_

(position)

\_\_\_\_\_

(given name, surname)

\_\_\_\_\_

(signature<sup>13</sup>)

**Certification** (to be filled in by the obligated party of the energy efficiency obligation scheme only)

I certify that the energy efficiency improvement measures indicated in the annual report and the energy savings achieved as a result thereof were not funded or co-funded from the State budget, European Union funds, State or local government energy efficiency fund.

---

(position)

(given name, surname)

(signature<sup>13</sup>)

Notes.

1. Indicate information regarding the energy efficiency improvement measures carried out in the reporting period upon implementation of which energy savings were achieved. If energy efficiency improvement measures were not carried out during the reporting period and energy savings were not achieved, the responsible ministry shall submit a blank report.
2. For example, reduction of energy consumption for lighting, in the hot water system, improvement of energy efficiency of a building.
3. The total energy savings achieved are the difference between the energy consumption prior to implementation of the project and after implementation of the project, in conformity with the climate correction coefficient (if applicable) in accordance with Cabinet Regulation No. 348 of 25 June 2013, Methodology for Calculating the Energy Performance of a Building.
4. In order to calculate the total energy savings achieved in MWh, coefficients for transformation of units of measurement shall be used which are indicated in Annex 7 to Cabinet Regulation No. 668 of 11 October 2016, Regulations Regarding the Energy Efficiency Monitoring and Applicable Energy Management System Standard.
5. The methodology to be used for calculating the energy savings are indicated in Paragraph 5 of Cabinet Regulation No. 668 of 11 October 2016, Regulations Regarding the Energy Efficiency Monitoring and Applicable Energy Management System Standard.
6. For example, building of an educational institution, multiapartment house, industrial manufacturing building and warehouse, office building.
7. Indicate information regarding changing or purchasing of devices (if applicable).
8. Indicate information regarding changing or purchasing of transport (if applicable).
9. Indicate information regarding improvement of energy efficiency of a building, including regarding changing of windows, cavity wall insulation, etc. (if applicable).
10. Indicate information regarding other energy efficiency improvement measures carried out which are not indicated in the previous categories (if applicable).
11. Indicate in the table what sources of funding were used for ensuring the energy savings.
12. Energy efficiency policy measure in accordance with Section 1, Paragraph one, Clause 11 of the Energy Efficiency Law (for example, Auctioning Instrument of Emission Allowances (AIEA), European Regional Development Fund (ERDF), Cohesion Fund (CF), name of the relevant programme or activity).
13. The detail of the document "signature" shall not be completed, if the electronic document has been drawn up in accordance with the laws and regulations regarding drawing up electronic documents.

Deputy Prime Minister, Minister for Economics

Arvils Ašeradens

## **Report on Putting in Place of an Energy Management System for a State Authority and Local Government**

To the Ministry of Economics

\_\_\_\_\_  
(electronic mail address)

State authority or local government:

name

\_\_\_\_\_

legal address

\_\_\_\_\_

contact details

\_\_\_\_\_

(telephone number, electronic mail address)

Report was filled in by

\_\_\_\_\_

(given name, surname, telephone number, electronic mail address)

On the basis of Paragraph 18 of Cabinet Regulation No. 668 of 11 October 2016, Regulations Regarding the Energy Efficiency Monitoring and Applicable Energy Management System Standard, I report on putting in place of an energy management system and provide the following information:

1. State authority or local government conforms to the following group (mark as appropriate):

republic city

municipality local government with the spatial development level index 0.5 or higher and the number of inhabitants being 10,000 or higher

State direct administration authority which has building in its ownership or possession the total area to be heated of which is 10,000 m<sup>2</sup> or more

other (indicate)

2. Energy management system put in place

Grounds for putting in place of the energy management system	Date of putting in place	Name of the certification authority (if applicable)
Standard LVS EN ISO 50001:2012		
Methodological instructions of the responsible ministry		

3. Energy efficiency measures identified in the energy management system and included in the plan of measures<sup>1</sup>

No.	Name of the measure (for example, renovation, rebuilding of a building)	Planned date of putting in place of the measure	Foreseeable energy savings (MWh per year)
1.			
2.			
3.			
...			
Total foreseeable energy savings			

Appended (if applicable):

- copy of a certificate certifying putting in place of an energy management system  
 copies of the documents certifying putting in place of an energy management system  
in accordance with Annex 4 to Cabinet Regulation No. 668 of 11 October 2016, Regulations  
Regarding the Energy Efficiency Monitoring and Applicable Energy Management System  
Standard

Head of the State authority or local government

\_\_\_\_\_

(given name, surname)

\_\_\_\_\_

(signature<sup>2</sup>)

\_\_\_\_\_

(date)

Person responsible for putting in place of energy management

\_\_\_\_\_

(position)

\_\_\_\_\_

(given name, surname)

\_\_\_\_\_

(electronic mail address)

\_\_\_\_\_

(signature<sup>2</sup>)

Notes.

1. Indicate the energy efficiency improvement measures identified in the energy management system and included in the plan of measures with the highest energy savings evaluated or economic return (for example, restoration of a building, improvement of lighting).
2. The detail of the document “signature” shall not be completed, if the electronic document has been drawn up in accordance with the laws and regulations regarding drawing up electronic documents.

Deputy Prime Minister, Minister for Economics

Arvils Ašeradens

## **Documents Certifying Putting in Place of an Energy Management System**

1. Order of the State authority or local government council regarding putting in place of an energy management system.
2. Order regarding establishment of a working group for putting in place of an energy management system (hereinafter – the working group), as well as the list of representatives to be included in the working group, indicating the manager of the working group and the position and responsibility of each representative of the working group.
3. Organisational structure of putting in place of the energy management system, indicating the location of the working group and its role in the joint organisational structure of the State authority or local government.
4. List of the fields of putting in place of the energy management system (for example, State or local government buildings, devices, lighting).
5. Description of acquisition of energy consumption data.
6. Energy efficiency plan: short-term and long-term energy savings objectives. List of high, medium and low-priority measures to be carried out, time of implementation, and the funding necessary thereto. Priority measures identified which do not require financial investments.
7. Evaluation of the financial and personnel resources necessary for putting in place of the energy management system.
8. Scheme of energy management funding and contractual relations.
9. Description and analysis of the current situation (base scenario) of energy consumption.
10. Data registration schedule of energy consumption (hour, day, month). If smart meters have been installed – hourly data registration and its description.

Deputy Prime Minister, Minister for Economics

Arvils Ašeradens



**Report on Putting in Place of the Energy Management System,  
Environmental Management System with Supplementations or Carrying  
out of an Energy Audit**

To the Ministry of Economics

\_\_\_\_\_  
(electronic mail address)

Merchant:

name

\_\_\_\_\_

legal address

\_\_\_\_\_

contact details

\_\_\_\_\_

(telephone number, electronic mail address)

Report was filled in by

\_\_\_\_\_  
(given name, surname, telephone number, electronic mail address)

On the basis of Paragraph 22 of Cabinet Regulation No. 668 of 11 October 2016, Regulations Regarding the Energy Efficiency Monitoring and Applicable Energy Management System Standard, I report (mark as appropriate) on:

- putting in place of a certified energy management system
- putting in place of a certified environmental management system (with supplementations)
- carrying out of an energy audit

and provide the following information:

1. The provider of information complies with the following group (mark as appropriate):

- large enterprise
- large electricity consumer
- other (indicate)

\_\_\_\_\_

2. Certificate issued (if applicable)

Standard applied in certification of the system	Date of certification (supplementation)	Name of the certification authority	Certificate number
LVS EN ISO 50001:2012			
LVS EN ISO 14001:2005 (with supplementation)			

3. Information regarding energy audit (if applicable)

Performer of energy audit	Date of approving the audit report

4. Energy efficiency measures identified in the energy management system and energy audit and included in the plan of measures<sup>1</sup>

No.	Name of the measure (for example, renovation, rebuilding of a building)	Planned date of putting in place of the measure <sup>2</sup>	Foreseeable energy savings (MWh per year)
1.			
2.			
3.			
...			
Total foreseeable energy savings			

Appended (if applicable):

- copy of a certificate certifying putting in place of an energy management system
- copy of a certificate certifying putting in place of an environmental management system (with supplementation)
- copy of an energy audit report

Manager of the enterprise

\_\_\_\_\_

(given name, surname)

\_\_\_\_\_

(signature<sup>2</sup>)

\_\_\_\_\_

(date)

Notes.

1. Indicate at least three energy efficiency improvement measures proposed within the scope of the energy audit or certified energy management system or certified environmental management system (with supplementation) with the highest energy savings or economic return assessed (for example, reduction of energy consumption for lighting, improvement of energy efficiency of a building).

2. A large enterprise must put in place at least three energy efficiency improvement measures by 1 April 2020, but a large electricity consumer – by 1 April 2022.

3. The detail of the document “signature” shall not be completed, if the electronic document has been drawn up in accordance with the laws and regulations regarding drawing up electronic documents.

Deputy Prime Minister, Minister for Economics

Arvils Ašeradens

**Data of Large Electricity Consumers<sup>1</sup> Regarding Year 20\_\_\_\_\_**

No.	Registration number	Name	Legal address	NACE Rev. 2 <sup>2</sup>	Electricity consumption (MWh per year)

\_\_\_\_\_

(position)

\_\_\_\_\_

(given name, surname)

\_\_\_\_\_

(signature<sup>3</sup>)

Notes.

1. A large electricity consumer is a merchant the annual electricity consumption of which exceeds 500 MWh.
2. Statistical Classification of Economic Activities in the European Community, Revision 2.
3. The detail of the document “signature” shall not be completed, if the electronic document has been drawn up in accordance with the laws and regulations regarding drawing up electronic documents.

Deputy Prime Minister, Minister for Economics

Arvils Ašeradens

### **Coefficients for Transformation of Units of Measurement**

No.		GJ	MWh	toe	Gcal
1.	GJ	1	0.2778	0.0239	0.2388
2.	MWh	3.6000	1	0.0860	0.8598
3.	toe	41.8680	11.6300	1	10.000
4.	Gcal	4.1868	1.1630	0.1000	1

Deputy Prime Minister, Minister for Economics

Arvils Ašeradens