



# Application for signatory status under the European Code of Conduct for Energy Performance Contracting

## Procedure and signing forms



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## Application for signatory status under the European Code of Conduct for EPC



### Transparensense project

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[www.transparensense.eu](http://www.transparensense.eu)

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# Application for signatory status under the European Code of Conduct for EPC



## 1 Introduction

The **European Code of Conduct for Energy Performance Contracting** (the "Code") defines the basic values and principles that are considered fundamental for the successful preparation and implementation of Energy Performance Contracting (EPC) projects in European countries.

The Code is a voluntary commitment by EPC Providers and is not legally binding. Within this text, we define EPC Provider as an energy service provider who delivers energy services in the form of Energy Performance Contracting.

## 2 Becoming a Signatory

### 2.1 Eligible signatories

Eligible signatories of the Code are:

- any EPC Provider operating in at least one European country where the National EPC Code Administrator has been appointed ("**EPC Provider**");
- any association of EPC Providers operating in Europe ("**Association of EPC Providers**");
- any EPC project or market facilitator or their association ("**EPC Facilitator**") or **Other Signatory** operating in Europe.

### 2.2 Code signing procedure for EPC Providers

1. An EPC Provider can become a signatory of the Code after fulfilling these steps:
  - a. The EPC Provider signs the signing form attached in Annex 1 of this document, by which it commits itself to conduct EPC projects in compliance with the Code.
  - b. The EPC Provider submits the signed form electronically to the relevant National EPC Code Administrator according to the instructions given in the form.
2. The EPC Provider will be included in the National List of EPC Code Signatories – EPC Providers not later than one month after the National EPC Code Administrator receives the duly signed form.

3. If the EPC Provider operates in more than one country, it is recommended that it submit the signing form in each country to the relevant National EPC Code Administrator, so that it becomes included in the National List of EPC Code Signatories – EPC Providers for each country in which it operates.

### 2.3 Code signing procedure for the Associations of EPC Providers

1. An Association of EPC Providers can become a signatory of the Code after fulfilling the steps below:
  - a. The Association of EPC Providers signs the form attached in Annex 2 of this document to confirm that it endorses the Code and supports its use when conducting EPC projects.
  - b. The Association of EPC Providers submits the signed form electronically to the relevant National EPC Code Administrator according to the instructions given in the form.
2. The Association of EPC Providers will be included in the National List of EPC Code Signatories – Associations of EPC Providers not later than one month after the National EPC Code Administrator receives the duly signed form.
3. If the Association of EPC Providers has members operating in more than one country it has two options:
  - a. It can submit the signing form in each country in which their members operate to the relevant National EPC Code Administrator, so that it becomes included in the National List of Code Signatories - Associations of EPC Providers in each of these countries.
  - b. It can submit the signing form to the European EPC Code Administrator. In this case, it will be included in the European List of EPC Code Signatories – Associations of EPC Providers not later than one month after the European EPC Code Administrator receives the duly signed form.

### 2.4 Code signing procedure for EPC Facilitators and Other Signatories

1. An EPC Facilitator or other signatory can become a signatory of the Code after fulfilling these steps:

- a. The EPC Facilitator or other signatory signs the signing form attached in Annex 3 of this document, by which it commits itself to facilitate EPC projects and market in compliance with the Code.
  - b. The EPC Facilitator or other signatory submits the signed form electronically to the relevant National EPC Code Administrator according to the instructions given in the form.
2. The EPC Facilitator or other signatory will be included in the National List of EPC Code Signatories – EPC Facilitators and other signatories not later than one month after the National EPC Code Administrator receives the duly signed form.
  3. If the EPC Facilitator or other signatory operates in more than one country, it is recommended that it submit the signing form in each country to the relevant National EPC Code Administrator, so that it becomes included in the National List of EPC Code Signatories – EPC Facilitators for each country in which it operates.

### **3 Withdrawing from the Code**

An EPC Provider or Association of EPC Providers or EPC Facilitator or other signatory can withdraw as a signatory from the Code at any time provided they notify the relevant National and/or European EPC Code Administrator of their intention in writing, and give one month's notice of their request to be removed from the National and/or European Lists of EPC Code Signatories.

### **4 Code administration**

The Code is administered by the European EPC Code Administrator and the National EPC Code Administrators.

#### **4.1 European EPC Code Administrator**

The European List of EPC Code Signatories and the List of National EPC Code Administrators (including links to the respective National Lists of the EPC Code Signatories) is managed by the European EPC Code Administrator on the Transparensense project website <http://www.transparensense.eu/eu/epc-code-of-conduct/administrators>.

Currently, the relevant European EPC Code Administrator is the Transparensense project co-ordinator – SEVEn, The Energy Efficiency Center.

## 4.2 National EPC Code Administrator

Each Transparensense project participating country has its own National EPC Code Administrator appointed by the European EPC Code Administrator. The National EPC Code Administrator is responsible for administrating the signatory process of the EPC Code in their country.

The National Lists of EPC Code Signatories is managed by the National EPC Code Administrator and is published online on the webpage managed by the National EPC Code Administrator.

## 5 Promotion of the Code

The European and National Lists of the EPC Code Signatories will be promoted among the clients through the Transparensense project website, articles and press releases within 20 EU countries participating in the project.

## 6 Contacts

The List of National EPC Code Administrators and European Lists of the EPC Code Signatories can be found at <http://www.transparensense.eu/eu/epc-code-of-conduct>.

The European EPC Code Administrator is the Transparensense project coordinator:

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## Definitions and glossary

Term	Definition
<b>Association of EPC Providers</b>	associates EPC providers in European or national organisations
<b>Client</b>	means any natural or legal person to whom an EPC provider delivers energy service in the form of EPC
<b>Energy Efficiency Directive (EED)</b>	means Directive 2012/27/EU of the European Parliament and of the Council of 25 October 2012 on energy efficiency
<b>energy performance contracting* (EPC)</b>	means a contractual arrangement between the beneficiary and the provider of an energy efficiency improvement measure, verified and monitored during the whole term of the contract, where investments (work, supply or service) in that measure are paid for in relation to a contractually agreed level of energy efficiency improvement or other agreed energy performance criterion, such as financial savings (as defined by Energy Efficiency Directive)
<b>EPC Provider</b>	means an energy service provider who delivers energy services in the form of Energy Performance Contracting
<b>EPC market facilitator (EPC Facilitator)</b>	means a natural or legal person who acts as independent EPC market intermediary playing a role in stimulating market development on the demand and supply sides
<b>EPC project facilitator (EPC Facilitator)</b>	means a natural or legal person who acts as independent intermediary between EPC provider and client, mostly consulting on behalf of the client throughout EPC project development, procurement, service delivery and operation phase, enabling client to outsource energy efficiency improvement service
<b>energy service provider*</b>	means a natural or legal person who delivers energy services or other energy efficiency improvement measures in a final customer's facility or premises

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<b>European EPC Code Administrator</b>	manages the European List of EPC Code Signatories and appoints the National EPC Code Administrators
<b>European Code of Conduct for Energy Performance Contracting (EPC Code)</b>	defines the basic values and principles that are considered fundamental for the successful preparation and implementation of EPC projects in European countries
<b>European List of EPC Code Signatories</b>	lists Associations of EPC Providers operating in more than one country that have successfully submitted the signing form to the European EPC Code Administrator
<b>National EPC Code Administrator</b>	manages the process of becoming the signatory of the EPC Code and the National Lists of EPC Code Signatories
<b>List of National EPC Code Administrators</b>	lists National EPC Code Administrators
<b>National List of the EPC Code Signatories</b>	lists EPC Providers, Associations of EPC Providers or EPC Facilitators and other signatories who successfully submitted the signing form to the National EPC Code Administrator relevant to the country where the EPC Code signatories operate
<b>other signatory</b>	means a natural or legal person who supports EPC projects or market development
<b>signing form</b>	serves as an application for becoming a signatory of the EPC Code

### Notes:

\*Definitions according to the Energy Efficiency Directive

## Annex 1 Signing form: EPC Provider

## Annex 2 Signing form: Association of EPC Providers

## Annex 3 Signing form: EPC Facilitator and Other Signatory