



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



TransparensE project

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www.transparensE.eu

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1 INTRODUCTION

The **European Code of Conduct for Energy Performance Contracting** (the "EPC 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 a natural or legal person who delivers energy services in the form of EPC in the final customer's facility or premises.

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").

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 signatories of the European Code of Conduct for EPC (the "National List of EPC Code Signatories") 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 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 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 in each of these countries.
 - b. It can submit the signing form to the relevant European EPC Code Administrator. In this case, it will be included in the European List of EPC Code Signatories not later than one month after the European EPC Code Administrator receives the duly signed form.

3 Withdrawing from the Code

An EPC Provider or Association of EPC Providers 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 List 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

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



the European EPC Code Administrator on the Transparensense project website www.transparensense.eu.

Currently, the relevant European EPC Code Administrator is the Transparensense project coordinator – 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 List 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 List 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: Jana Szomolanyiova, SEVEN – The Energy Efficiency Center | email: code@svn.cz.

Definitions and glossary

Term	Definition
Association of EPC providers	associates EPC providers in European or national organisations
Energy Efficiency Directive (EED)	means Directive 2012/27/EU of the European Parliament and of the Council of 25 October 2012 on energy efficiency
energy performance contracting* (EPC)	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)
EPC provider	means an energy service provider who delivers energy services in the form of Energy Performance Contracting
energy service provider*	means a natural or legal person who delivers energy services or other energy efficiency improvement measures in a final customer's facility or premises
European EPC Code Administrator	manages the European List of EPC Code Signatories and appoints the National EPC Code Administrators
European Code of Conduct for Energy Performance Contracting (EPC Code)	defines the basic values and principles that are considered fundamental for the successful preparation and implementation of EPC projects in European countries
European List of EPC Code Signatories	lists Associations of EPC Providers operating in more than one country that have successfully submitted the signing form to the European EPC Code Administrator
National EPC Code Administrator	manages the process of becoming the signatory of the Code and the National List of EPC Code Signatories

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



List of National EPC Code Administrators

lists National EPC Code Administrators

National List of the EPC Code Signatories

lists EPC Providers and Associations of EPC Providers who successfully submitted the signing form to the National EPC Code Administrator relevant to the country where the EPC Providers operate

Signing form

serves as an application for becoming a signatory of the Code

Notes:

*Definitions according to the Energy Efficiency Directive

Annex 1 Signing form: EPC Provider

Annex 2 Signing form: Association of EPC Providers