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**BESS**

**Benchmarking and Energy management Schemes in SMEs**

**Intelligent Energy – Europe (EIE)**

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**Report on  
Update of suitable tools and instruments for  
inclusion in e-learning package**

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## 1. Introduction

Within the BESS project a package of instruments and tools has been developed and implemented into the pilot companies. According to the feed-back of the pilot companies the instruments and tools have been updated and improved.

The main parts of the package are the

- E-learning scheme with supportive tools like checklists and templates
- Energy management implementation model (EMIM)
- Energy management handbook
- Benchmarking scheme

Following tools have been updated:

## 2. Updates of the project website

The first version of the BESS homepage contained general information on the project. For the pilot companies it was not clear, where to enter the e-learning scheme on the project website. Therefore the homepage has been improved in the way that it draws the attraction of SMEs to the content of the website. SMEs of food & drink industry are directly addressed now to learn more about possibilities for energy efficiency improvements:

- Are you a dairy, meat or bakery company or association?
- Would you like to improve your energy efficiency and thus your profit?
- Are you interested in evaluating your energy efficiency score in comparison with other European colleagues?
- Do you want to learn more about energy management?
- Do you want to see some case studies of your colleagues?

Then [click here](#)!!

By clicking on this link the user comes directly to the e-learning scheme.

There is also the possibility to click on “contact us for further information”. In this case the user comes to the page with all contact data of the consortium partners.

## 3. Updates of the e-learning scheme

In the first version the e-learning scheme could be accessed either by clicking on the dashboard or on the text “e-learning scheme” on the left side of the homepage. In both cases the user has been linked first to a introduction page where you could decide to enter the e-learning or see an animation how the e-learning scheme works.

As users just need to see this animation and read the introduction text once, it has been changed in the way, that the introduction page only appears when clicking on the text, which has been changed to “e-learning, benchmarking and energy management”. When clicking on the dashboard the e-learning scheme can be entered directly. And as described in point 2 by clicking on the link “then [click here](#)” the user comes directly to the e-learning scheme.

Furthermore the chapters on the dashboard model have slightly been changed. The chapters “energy audits” and “measure lists” and “good housekeeping” have been combined in one chapter “energy audits & measures”. The chapter “legislative and regulative framework” has

been put to the chapter “energy policy” which is now “energy policy and regulations”. See the graphs on the next page.

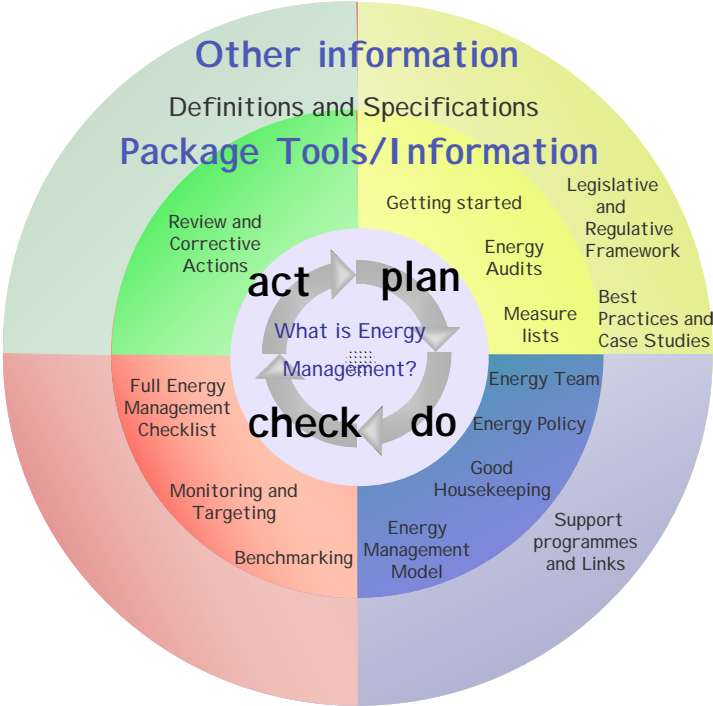


Figure 1: First version of the dashboard



Figure 2: Improved version of the dashboard

## 4. Updates of the energy management implementation model

The BESS energy management implementation model (EMIM) lists major implementation actions. Those actions are performed continually within the plan-do-check-act cycle. Therefore no time sequence has been given in the first version of the EMIM.

To facilitate the implementation process for SMEs the improved version of the EMIM contains possible implementation steps in a chronological order. The energy management handbook follows those steps. In figure 4 the major actions within the energy management implementation model (EMIM) are listed. Each action is subordinated to one of the nine main energy management implementation steps which are described in the handbook.

If you have already implemented energy management you start again with the understand phase, go on with the plan phase and so on. That means that you continue improving your energy management system within the plan-do-check-act cycle.

		1	2	3	4
START	A	Business Case	Self assessment	Project Plan - EM Implementation	Definitions Specifications
UNDERSTAND (plan)	B	Energy Audit	Tools	Legislative & Regulative Framework	
PLAN (plan)	C	Action Plan	Roles and Responsibilities		
COMMIT (do)	D	Energy Policy	Energy Coordinator	Energy Team	
IMPLEMENT (do)	E	Implement Action Plan	Operation and Maintenance		
EVALUATE (check)	F	EM Checklist	Indicators	Benchmarking	Monitoring and Targeting
REVIEW (act)	G	Revision	Improve		

Figure 3: First version of the EMIM

	PLAN	PLAN	DO	DO	CHECK	ACT
START	A. UNDERSTAND	B. PLAN	C. COMMIT	D. IMPLEMENT	E. EVALUATE	F. REVIEW
Business Case 1	Energy Audit 4	Energy Action Plan 5	Energy Coordinator 2	Implement Energy Action Plan 6	Indicators 7	Revision 9
Pre-Self assessment 1	Analysis Tools 4	Roles and Responsibilities 1 + 5	Energy Team 2	Operation and Maintenance 6	Monitoring and Targeting 7	Improve 9
Energy Management Implementation Project Plan 1	Legislative & Regulative Framework 4		Energy Policy 3		Benchmarking 8	
Definitions Specifications					Full Energy Management Checklist 8	

Figure 4: Improved version of the EMIM. Actions within energy management implementation model regarding plan-do-check-act (PDCA) principles.

A – F represent the (yearly) cycle of continuous improvements after implementation