

## Topten Criteria in the Procurement of Office Equipment

### Smart Offices – Literacy and Energy Management in Portugal

#### Case study 6



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#### Project “Smart Offices / Energy Off” - Literacy and energy management

This national project provides capacity building in energy auditing to help 850 Portuguese SMEs improve the energy efficiency in offices using, amongst other tools, the Portuguese Topten procurement guidelines.

- Website: <http://www.energyoff.pt> (online, to be updated February 2015)
- Duration of project: January 2014 - December 2015
- Duration of website tool: It will be active at least for five years

#### Project Overview

##### Portuguese project partners:

- The project is coordinated by the Network of Energy and Environment Agencies (RNAE) under the Plan for Promoting Efficiency in Consumption (PPEC)
- Partners include the Topten partner ‘Quercus - Associação Nacional de Conservação da Natureza’ and INTELI
- The Energy Services Regulatory Entity (ERSE) is financing the project

##### Objectives

- The provision of training and information on diagnosis i.e. benchmarking energy consumption and energy management. The performance of office buildings (located in the Portuguese mainland and islands) is evaluated through an online energy audit that forms part of this toolkit.
- To encourage the use of this toolkit by 850 small and medium enterprises (SMEs) that procure office equipment

##### Activities

- The training is provided in the form of digital content included in the diagnosis toolkit, a video tutorial and a webinar, available as part of the project website
- Initially, users are required to complete an online questionnaire, inputting relevant



data and listing current office equipment, energy consumption and staff behaviour, plus existing contracts for the provision of energy related products and services.

- The target ambition level must then be defined, performance indicators set and the means of implementing the action plan established.
- According to the above results, various tools are provided to the 'office user' e.g. staff training materials and guidance on the purchase of electrical equipment, including Topten guidelines and criteria.
- Benchmarking analyses and action plan/target revisions are carried out, if needed.
- This is followed by a monitoring phase, with recommendations for improvements
- The three enterprises with the most improved (relative) energy performance levels will receive a full energy audit and the National Energy Award.

### Success factors

- The toolkit, comprised of training materials, guidelines and an associated webinar is available online, making information on the implementation of energy savings easy to use and inexpensive to access.
- A discussion forum accompanies the toolkit to assist users with successfully undertaking an energy diagnosis and implementing energy efficiency measures by allowing feedback and experiences to be shared.
- Benchmarking with comparable enterprises encourages competition between comparable 'office users' and drives energy savings.
- Recognition, publicity and marketing opportunities are benefits provided through the receipt of the National Energy Award, presented at the Project's final event.

### Topten Criteria

- The Portuguese [Topten procurement guidelines](#) (available within the 'Pro' section) serves as a key reference for the procurers involved, enabling them to make informed choices about the selection criteria possible, according to the market availability of energy efficient products.
- The Topten procurement criteria are also promoted on the project website to reach as many stakeholders as possible to help them on one hand to make more energy efficient purchases, driving market improvements, and on the other, to reduce their energy consumption and life cycle costs.

### Outcomes

- An influence on procurers of electrical equipment within 850 SMEs
- An estimated average of 3% of energy savings corresponding to 250€/year (including energy and CO<sub>2</sub> costs)

The use of the Topten guidelines will now be monitored to improve its usefulness

