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Director

To: All Heads of Departments
All Members of Resource Management Committee
School Finance Managers
Graham Morrison, PRAO
Nick Wilson, PRAO
Julian Evans, PRAO



**UNIVERSITY OF
CAMBRIDGE**

**Estate Management
and Building Service**

11 August 2008

Ref: RMC E.182

Dear Colleague

Incentives to Economise on the Use of Electricity

Resource Management Committee (RMC) has agreed a policy (Minute 08.25) to provide a financial incentive scheme whereby Departments are encouraged to become more economic in their use of electricity. This policy is to be implemented from 1 August 2008.

I would like to take this opportunity to offer some explanation of how the policy will work in practice and to introduce the support that is available to help your Department achieve the overall objective of improving energy efficiency.

The energy used in each University building has been accurately measured for several years and this information has been used to allocate a target level of electricity usage to each department. Where buildings are shared by more than one department the total usage for the building is apportioned between the occupants on a pro-rata basis according to the respective floor areas occupied.

At year end, the actual usage by each Department will be compared to the target and any difference will be converted to a financial value using the prevailing average price. Such variances will represent either a saving to be delivered to, or an extra cost to be recovered from, the School or Institution, who will then allocate those costs and savings to the appropriate Departments. These financial transactions will be handled by the respective School Finance Manager based on information provided by EMBS.

Targets for 2008/9 have in most circumstances been based on usage in 2006/07 with an uplift of 3%. If all targets are met then the net effect will be a 5% saving against the 'business as usual' projection.

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Discussions have been ongoing with the School Finance Managers and the data and calculations which underpin the targets are being finalised. This process should be complete by the end of August when the figures will be made more widely available. However, you should already be encouraging staff to adopt simple good housekeeping measures. These could include:

- Turning lights off when leaving a room or when daylight levels are adequate.
- Turning computer monitors off whenever the PC is not in use.
- Check that the 'sleep' modes on other office equipment such as printers and photocopiers are correctly enabled.
- Ensure that any locally controlled comfort cooling is appropriately used; controls should be set at the highest acceptable temperature and timed to only run when there is likely to be a genuine demand for it.

More comprehensive advice is available on the EMBS Energy Team web pages, where you will also find further details of the electricity incentivisation scheme, including a set of FAQs. The pages also include a link to an external website which can be used to monitor the energy usage of each of the buildings relevant to your Department and is updated on a monthly basis.

<http://www.admin.cam.ac.uk/offices/embs/maintenance/energy/>

We are asking that each department nominate an individual as 'Energy Champion.' That person will be eligible for training and other developmental support to be arranged by EMBS. In return they will act as a conduit to help disseminate advice and information to all staff and students in the Department. This might be in the form of leaflets, stickers, posters and emails as general awareness raising material, or it could be more specialised advice with a focus on relevant technical areas.

I would therefore ask you to complete the attached form and return it to the EMBS Energy Team at the address indicated, or alternatively provide the name of your Department's Energy Champion by email. Registration by Friday 5 September 2008 would be helpful.

I hope you find this information helpful and look forward to working with you to help make this initiative a success and assist the University to move forward on this important issue.

Yours sincerely



Michael R Bienias

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University School

Department

Name of Energy Champion

Position held

Contact Address

(please include
name or code
of building)

.....

.....

Email

Tel

Fax

Signed

Name

Position

(Head of Department or
other authorised person)