1.0 Introduction

Each year Fiji spends approximately one third of its import bill on fuel imports. This is a lot of money for a small nation like ours. Most of the money spent on this could be used elsewhere especially to improve infrastructure, education, health and other important sectors.

The Private Sector has been identified as one area in which energy consumption is quite significant. As such, the Department of Energy (DOE) is organizing an Energy Saver Competition to encourage and implement energy conservation and efficiency measures for the sector. Your organization is invited to participate, as this provides not only an opportunity for huge savings on your electricity bills but also a chance to win great prizes.

To enter, simply fill in the registration form at the back and send it to DOE.

Details of the competition are as follows:

2.0 Competition Details

The competition has two (2) categories and entities can register under one of the following:

1. Commercial and Institution
2. Industrial and Manufacturing

2.1 Duration of Competition

The competition will be an annual event with prizes awarded during the National Convention on Quality Awards.

2.2 Formation of Energy Management Team (EMT)

An Energy Management Team (EMT) should be formed, consisting of 3-5 individuals from top management and all other sections/departments, depending on the size of the your organization. An Energy Manager must be appointed to be responsible for overseeing all energy management matters and encourage co-workers to follow it accordingly.

2.3 Submission of Energy Management Plan (EMP)

The EMP can be compiled according to the following Headings and Subheadings:

1. Table of Content
2. Introduction
3. Objective
4. Background
Furthermore, the report shall also include EMT’s meeting schedules, time-frames and targets to be achieved; monthly, yearly etc. and how the whole program or action plans will be monitored and evaluated. It is to be noted that this will contribute to their total score. Furthermore, the targets or action plans shall be based on activities that are achievable and enable the entity to score points.

2.4 Submission of Monthly FEA Bills

The Energy Manager shall ensure that all FEA bills for each month are submitted to the DOE. The DOE will then analyze the bills accordingly.

2.5 Roles of Entities

The roles of the entities are to:

- Register with the DOE
- Appoint an Energy Manager
- Form an EMT
- Compile and submit to DOE an EMP
- Undertake energy-saving measures
- Work towards reducing energy consumption of entity
- Submit monthly electricity bills and respective meter numbers to the DOE

2.6 Roles of DOE

The DOE will be responsible for:

- Analysis of electricity bills
- Submission of Reporting Templates to the Energy Managers. The Reporting Template will outline the

    analysis of the Electricity or Energy Bills for the respective submissions received by the DOE.
- Evaluation of EMPs
- Undertaking periodic assessments and site visits to assess energy saving initiatives undertaken. Assessments will be made on actual activities undertaken as stated in the EMPs.
- Awarding of winners during Fiji Business Excellence Awards.

2.7 Evaluation

Evaluation of the entries will be based on the following:

- Submission of EMP
- Submission of all monthly electricity bills. No month should be missed.
- The initiatives undertaken by the EMT to implement energy-saving measures in their entities.
- The awarded marks will be as outlined in the following table:

<table>
<thead>
<tr>
<th>NO.</th>
<th>MARKING CRITERIA</th>
<th>MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ENERGY MANAGEMENT PLAN</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>Facility Description</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Objectives</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Energy Management Opportunities</td>
<td>10</td>
</tr>
<tr>
<td>5</td>
<td>Monitoring</td>
<td>50</td>
</tr>
<tr>
<td>6</td>
<td>Energy Bill Analysis</td>
<td>10</td>
</tr>
<tr>
<td>7</td>
<td>OUTPUTS &amp; RESULTS</td>
<td>70</td>
</tr>
<tr>
<td>a</td>
<td>Energy Savings</td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>0.1% - 1%</td>
<td>2</td>
</tr>
<tr>
<td>ii.</td>
<td>1.1% - 5% Savings</td>
<td>4</td>
</tr>
<tr>
<td>iii.</td>
<td>5.1% - 10% Savings</td>
<td>6</td>
</tr>
<tr>
<td>iv.</td>
<td>10.1% - 20% Savings</td>
<td>8</td>
</tr>
<tr>
<td>v.</td>
<td>20.1% -30% Savings</td>
<td>10</td>
</tr>
<tr>
<td>vi.</td>
<td>30.1% - 40% Savings</td>
<td>12</td>
</tr>
<tr>
<td>vii.</td>
<td>&gt; 40%</td>
<td>14</td>
</tr>
<tr>
<td>b</td>
<td>Staff Interview</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>160</strong></td>
</tr>
</tbody>
</table>
COMMERCIAL & INSTITUTION/INDUSTRIAL & MANUFACTURING

The prizes for each category are as follows:

1st Prize -
$3500 Cheque, 
Gold Plated Plaque, &
Certificate

2nd Prize -
$2500 Cheque, 
Silver Plated Plaque, &
Certificate

3rd Prize -
$1500 Cheque, 
Bronze Plated Plaque, &
Certificate

DO FIJI PROUD, BE AN ENERGY SAVER !!!
PRIVATE SECTOR—ENERGY SAVER COMPETITION 2015

Please indicate a category for your registration.

☐ Commercial and Institution  ☐ Industrial and Manufacturing

Entity Name: __________________________________________________________
Address: _____________________________________________________________
Contact Person: _______________________________________________________
Position: _____________________________________________________________
Email: _______________________________________________________________
Phone: _______________________  Fax: ______________________

Thank you very much for your participation.

Please return the completed form to the Department of Energy.

Scan and Email to: energy@govnet.gov.fj

or can be hand delivered to DOE Office at Level 1 Nasilivata House, 87 Ratu Mara Road, Samabula

OR  Mail to:

The Director
Department of Energy
P.O. Box 2493
Government Buildings
Suva

• For more queries or information, please contact Mr. Akuila Tawake on 3384111 or access website: www.energy.gov.fj