

AIDE MEMOIRE

Consultative Expert Group Meeting “Achieving impact and market credibility - Policy and conformity assessment frameworks for EnMS/ ISO 50001”

**Vienna, Austria
08-10 April 2014**

Vienna International Centre (VIC)



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

CONTENTS

I. INTRODUCTION.....	3
A. Background.....	3
B. Objective	4
C. Workshop.....	4
II. ORGANIZATION.....	5
A. Date and venue.....	5
B. Participants	5
C. Attendance and confirmation of participation.....	5
D. Working language	5
E. Agenda	5
III. FINANCIAL AND ADMINISTRATIVE ARRANGEMENTS	6
A. Participants	6
B. Exclusion of liability	6
C. Hotel reservation.....	6
D. Visa and passport requirements.....	6
E. Logistical arrangements	6
F. Time of arrival and departure.....	6
G. Location.....	7
H. UNIDO Contact persons	7
ANNEX I: ANNOTATED AGENDA.....	8
ANNEX II: HOTELS, TRANSPORT AND LOCATION	10

I. INTRODUCTION

A. Background

Industrial Energy Efficiency is about achieving energy savings in industries. Energy Management Systems (EnMS) is a tool that enterprises can use to systematically integrate energy efficiency in their daily management practices. Standardisation of EnMS has resulted in having a method that is globally recognized. Yet ensuring that enterprises are improving their energy performance through the adoption of ISO 50001, and thus contributing to achieving energy efficiency and emissions targets, requires comprehensive support systems that can monitor, verify and certify the enterprises. This process entails the establishment of accreditation and certification schemes, or “conformity assessment” that can support enterprises, sectors and governments in meeting energy conservation goals.

ISO 50001 will succeed in delivering the expected impact and benefits to organizations and countries, only if it is implemented properly and widely:

1. Technically sound and effective implementation of EnMS/ISO 50001 depends on the availability of qualified experts to assist organizations and enterprises.

This does require the development of appropriate training curricula and personnel certification programs to ensure that technically well-equipped and competent EnMS/ISO 50001 experts and auditors operate in the market.

2. Widespread implementation will depend on: a) the ability to demonstrate to organizations and to the market the tangible benefits of implementing EnMS/ISO50001, a) the level of policy support granted and/or regulation attached to the implementation EnMS/ISO50001.

The quality and transparency of the conformity assessment (accreditation and certification) for EnMS/ISO 50001 and its capability to evaluate energy performance improvements will play a critical role in determining the real and perceived value of ISO 50001 implementation and certification, for the market as well as for policy-makers.

Since the publication of ISO 50001, ISO/TC 242's workplan includes a portfolio of related standards, expected to be published during 2014 to 2015, namely:

- ISO 50004 – Guidance for the implementation, maintenance and improvement of an EnMS
- ISO 50006 – Measuring energy performance using energy baselines (EnBs) and energy performance indicators (EnPIs)
- ISO 50003 – Requirements for bodies providing audit and certification of EnMS
- ISO 50002 – Energy audits
- ISO 50015 – Measurement and verification of organizational energy performance- General principles and guidelines (JWG with ISO/TC 257)

In terms of conformity assessment aspects, ISO 50003 is intended to be used in conjunction with ISO/IEC 17021:2011 Conformity assessment -- Requirements for bodies providing audit and certification of management systems. ISO 50003 will provide the additional requirements reflecting the specific technical area of Energy Management Systems (EnMS) needed to assure the effectiveness of the audit and certification. In particular, it addresses the additional requirements necessary for the

audit planning process, the conducting of the on-site audit, the initial certification audit, auditor competence, duration of EnMS audits, and multi-site sampling.

The portfolio of additional standards will provide the basis for developing harmonized and credible national certification schemes as well as common tools including for measurement and verification of organizational energy performance. However, successful implementation, especially in developing countries will need to be supported by a suitable policy and regulatory framework as well as assistance to build the necessary capacity within the existing technical/quality infrastructure (conformity assessment bodies etc).

B. Objective

The specific objectives of the Expert Group Meeting (EGM) are to:

- Develop a shared understanding of the scope and intent of the energy performance improvements related to EnMS
- Discuss the elements considered to be essential to the successful adoption of EnMS and “continuous improvement of energy performance” on a global scale
- Define UNIDOs strategic plan for new projects related to EnMS.

C. Workshop

The EGM will be structured in sessions over two and half days, that will take the form of both formal presentations followed by Q&A, as well as interactive roundtable & working group discussions.

Day 1, Tuesday 08th April, is targeted at presenting general concepts about EnMS and conformity assessment for EnMS.

Day 2, Wednesday 09th April, will have three breakout working groups on identifying and discussing issues related to conformity assessment, government policies, and EnMS standards, requirements and implementation tools, respectively. This will be the core part of the EGM and is designed to stimulate the exchange of ideas between the participants. The working groups will debate each topic and subsequently report the results to the plenary on the third day. For each working group a chair and a facilitator will be assigned.

Day 3, Wednesday 10th April, will be held in plenary, with presentations from each working group and will conclude the discussion on cross-cutting issues.

The EGM is expected to deliver the following outputs:

- Government policies that may be adopted to support EnMS implementation
- Well-defined requirements for an effective EnMS conformity assessment
- A framework for the development of a global performance evaluation scheme
- Standards, tools and methodologies to support EnMS adoption

The outcomes of the discussions will feed into the process of developing a working paper on EnMS conformity assessment.

II. ORGANIZATION

A. Date and venue

The Expert Group Meeting will take place in Vienna, Austria, between 8-10 April 2014, and will be hosted by the UNIDO Headquarters at the Vienna International Centre (VIC):

*Conference Room C4, C-Building
UNIDO Headquarters in Vienna
Vienna International Centre
Wagramerstrasse 5
A-1400 Vienna
Austria*

B. Participants

The workshop will host about 40 participants, including:

- Energy management standards experts from both developed and developing countries
- International experts in industrial energy efficiency and energy management systems
- Representatives of conformity assessment bodies
- Government representatives
- Selected representatives from the private sector and industry associations

C. Attendance and confirmation of participation

Each participant invited will be requested to confirm their participation by e-mail to the UNIDO contact person (see below). The full name, affiliation, title and contact address, email and phone number of each participant should be clearly indicated in the confirmation message.

D. Working language

The deliberations during the workshop will be conducted in English.

E. Agenda

The meeting will last for two and a half days according to the agenda set out in Annex I.

III. FINANCIAL AND ADMINISTRATIVE ARRANGEMENTS

A. Participants

Participation to the workshop is by invitation only. Participants are expected to cover costs arising from their participation to this meeting.

B. Exclusion of liability

UNIDO will not assume responsibility for expenditure; including but not limited to:

Costs incurred by the participants with respect to travel insurance, accident insurance, medical bills and hospitalization fees in connection with their attendance of the Meeting.

- (a) Compensation in the event of death, disability or illness of the participation in connection with their attendance of the meeting.
- (b) Incidental costs incurred in connection with travel abroad, e.g. passport, visas, vaccinations, stopovers, travel to and from the airport.
- (c) Loss or damage of personal property of the participants while attending the meeting.
- (d) Travel and any other costs incurred by dependents, who may accompany the participants.
- (e) Purchase of personal belongings and compensations in the event of damage caused by climatic or other conditions.
- (f) Compensation for salaries and any related allowance/social benefits during period of the event and associated travel times.
- (g) Other unforeseen expenditures.

C. Hotel reservation

Hotel details are provided in Annex II.

D. Visa and passport requirements

Before leaving their home countries, international participants should complete all formalities regarding entry and transit visas or travel permits that may be required for travel to Austria and the return journey to their home countries or duty stations. UNIDO does not take any responsibility for obtaining and/or providing visas.

E. Logistical arrangements

UNIDO will make logistical arrangements including provision of meeting rooms for successful organization of the workshop.

F. Time of arrival and departure

The workshop will be held on 8th, 9th and morning of 10th April 2014. The participants are expected to arrive on 7th or 8th April and plan to leave on 10th April as per their flight plans. The final day of the workshop will end at 2:00 pm.

UNIDO will not be financially responsible for earlier arrivals or late departures. Participants should confirm their travel itineraries before their departure and provide UNIDO staff in Vienna with all details of their scheduled arrival date and time in Vienna, indicating flight numbers

G. Location

Vienna is the capital of Austria. Vienna is a city with a very high quality of life, a feature that is highly appreciated by the many visitors who come to the Austrian capital.

Please see further details below in Annex II

H. UNIDO Contact persons

Mr Ryan Cutting
Compliance Infrastructure Unit
Trade and Capacity Building Branch
UNIDO, Vienna, Austria

Tel. No. +43 1 26026 4838

Email: R.Cutting@unido.org

ANNEX I: ANNOTATED AGENDA

Day 1 - Tuesday April 08th – Plenary Sessions

Time	Title	Moderator/Speaker
08:30 – 09:00	Registration	
09:00 – 09:30	Opening	
09:00 – 09:15	Welcome address UNIDO	Bernardo Calzadilla-Sarmiento, Director, Trade Capacity Building Branch (TCB, UNIDO) Pradeep Monga, Director, Energy and Climate Change Branch (ECC, UNIDO)
09:15 – 09:25	Introduction to EGM and objectives	Müge Dolun, Industrial Development Officer (TCB, UNIDO)
09:25 – 09:45	Round of introduction of experts	All experts
09:45 – 11:00	Session 1 – EnMS requirements & implementation	
09:45 – 10:15	The EnMS standard, requirements & concept of energy performance within the context of climate change	Aimee McKane, Deputy Group Leader (Lawrence Berkeley National Laboratory, US)
10:15 – 10:45	The UNIDOs experience & results with Capacity Building Projects	Liam McLaughlin Chief Technology Officer (GEN Europe, Ireland) Bettina Schreck, Industrial Development officer (ECC, UNIDO)
10:45 – 11:00	Q&A, Discussion	Aimee McKane
11:00 – 11:15	Break	
11:15 – 12:30	Session 2 – Energy performance improvement concepts – potential barriers, conflicts & misunderstandings	
11:15 – 11:45	Energy performance concepts & key success factors	Alberto Fossa, Executive Director (Abrinstal, Brazil)
11:45 – 12:15	Barriers, conflicts & misunderstandings in measuring energy performance	Liam McLaughlin, Chief Technology Officer (GEN Europe, Ireland)
12:15 – 12:30	Q&A, Discussion	Alberto Fossa
12:30 – 14:00	Lunch	
14:00 – 15:15	Session 3 – Certification and Accreditation of the EnMS	
14:00 – 14:30	Role of the National Quality Infrastructure (Standards, Metrology, Conformity Assessment and Accreditation) in effective EnMS implementation	Müge Dolun, Industrial Development officer (TCB, UNIDO)
14:30 – 15:00	Issues related to 50001 certification and accreditation	Deann Desai, Project Manager (Georgia Tech US)
15:00 – 15:15	Q&A, Discussion	Müge Dolun
15:15 – 15:45	Break	
15:45 – 17:00	Session 4 – Policies & Tools to support EnMS	
15:45 – 16:15	Energy policies related to energy management across the globe	Graziella Siciliano, Fellow (US Department of Energy)
16:15 – 16:45	Initiatives & tools to support EnMS implementation	Marco Matteini, Industrial Development officer (ECC, UNIDO)
16:45 – 17:00	Q&A, Discussion	Marco Matteini/Aimee McKane
17:00 – 17:30	Wrap-up and Day 2 Plan	

Day 2 - Wednesday, April 9th - Breakout sessions in three designated working groups

- WG 01: Conformity assessment schemes and quality infrastructure for EnMS
- WG 02: Government policies & regulations to support EnMS
- WG 03: EnMS standards, requirements & implementation tools

Time	Title	Moderator/Speaker
09:00-09:30	Plenary session- Summary of Day 1	
09:30- 09:45	Coffee and WGs to reconvene in breakout rooms	
09:45 – 10:45	WGs 1 st Session for discussion	TBA
10:45 – 11:15	Break	
11:15 – 12:30	WG 2 nd Session for discussion	TBA
12:30 – 14:00	Lunch	
14:00 – 15:15	WG 3 rd Session for discussion	TBA
15:15 – 16:30	Break	
16:30 – 17:45	WG 4 th Session for discussion	TBA
17:45 – 18:00	Wrap-up	

Day 3 - Thursday, April 10th – Plenary Session

Time	Title	Moderator/Speaker
09:00 – 10:45	Plenary session - WG results	
09:00 – 09:30	Results from WG 01	WG1 leader
09:30 – 10:00	Results from WG 02	WG2 leader
10:00 – 10:30	Results from WG 03	WG3 leader
10:30 – 10:45	Q&A, discussion	
10:45 – 11:15	Break	
11:15 – 12:30	Summary of recommendations	
12:30 – 13:00	Closing session	Bernardo Calzadilla-Sarmiento, Director (TCB, UNIDO) Pradeep Monga, Director (ECC, UNIDO)

ANNEX II: HOTELS, TRANSPORT AND LOCATION

HOTEL DETAILS

These hotels in Vienna offer special UN and UNIDO rates (subject to direct reservation with the hotel):

Unless otherwise noted, rates are per room, per night, including breakfast, service, and taxes

Hotel Park Inn & Suites by Carlson **** A few minutes walking distance from the VIC;
Address: [Wagramer Strasse 16](#), 1220 Vienna

Tel. +43 (1) 260 400, Fax +43 (1) 260 40-699; email
reservation.vienna@rezidorparkinn.com

Single room: EUR 97 and double room: EUR 112 (per room, per night, incl. breakfast, garage, service and taxes)

Hotel NH Danube City **** few minutes walking distance from the VIC; Address: [Wagramer Strasse 21](#), 1220 Vienna,

Tel. +43 (1) 260 20 8266 (Ms. Berger), Fax +43 (1) 260 20/8108; E-mail :
nhdanubecity@nh-hotels.com

Single or double room: EUR 99 including breakfast (per room, per night, incl. services and taxes; not applicable during congress, exhibition and festival periods)

Hotel Donauzentrum **** in the Shopping Centre nearby, with the underground two stops only from the VIC; Address: [Wagramer Strasse 83-85](#), 1220 Vienna

Tel. +43 (1) 203 55 45-113, Fax +43 (1) 203 55 45-183; email
reservierung.donauzentrum@austria-trend.at

Single room: EUR 96, Double room: EUR 124

Grand Hotel Wien ***** At underground U1, few stops from the VIC; Address: [Kärntner Ring 9](#), 1010 Vienna

Tel. +43 (1) 515 80-9900, Fax +43 (1) 515 13 13,
reservation@grandhotelwien.com

Single and double room rate: EUR 200, breakfast EUR 31 (per room, per night, including service and taxes)

Hotel Imperial ***** At underground U1; Address: [Kärntner Ring 16](#), 1010 Vienna

Tel. +43 (1) 501 23-368, Fax +43 (1) 501 23-345, email
andrea.schich@luxurycollection.com

Single or double room: EUR 410 including breakfast (per room, per night including service and taxes)

Ambassador ***** Near underground U1, few stops from the VIC; Address: [Kärntner Strasse 22](#), 1010 Vienna

Tel. +43 (1) 961 61 0, Fax +43 (1) 513 29 99; email reservations@ambassador.at

Single room: EUR 240 to 271 (depending on time), double room: EUR 304 to 343; (per room, per night including service and taxes); Breakfast: EUR 20 per person

Hotel Bristol ***** Near underground U1; Address: [Kärntner Ring 1](#), 1010 Vienna

Tel. +43 (1) 501 23-368, Fax +43 (1) 501 23 345; e-mail: andrea.schich@luxurycollection.com

Single or double room: EUR 197, breakfast: EUR 35 (per room, night including service and taxes)

Hilton Vienna Danube ***** with the underground few stops and free shuttle service to the VIC every morning; Address: [Handelskai 269](#), 1020 Vienna

Tel. +43 (1) 727 77-70000, Fax +43 (1) 727 77-71000; email reservations.vienna@hilton.com

Single or double room: EUR 106, breakfast EUR 24 (per room, per night, incl. service and taxes)

Hilton Vienna ***** Underground U4, Stadtpark, change to U1, few stops from the VIC; Address: [Am Stadtpark 3](#), 1030 Vienna

Tel. +43 (1) 717 00 10000, Fax +43 (1) 717 00 11000, email reservations.vienna@hilton.com

Single or double room : EUR 149, breakfast EUR 27 (per room, per night, incl. service and taxes)

Hilton Vienna Plaza ***** few minutes walk to the centre and underground U1; Address: [Schottenring 11](#), 1010 Vienna

Tel. +43 (1) 31 390 20000, Fax +43 (1) 31 390 21000; email reservations.vienna@hilton.com

Single or double room: EUR 158, breakfast buffet EUR 27 (per room, per night, incl. service and taxes)

Best Western Hotel Opernring **** Next to the Opera House, underground stop nearby; Address: [Opernring 11](#), 1010 Vienna

Tel. +43 (1) 587 55 18, Fax: +43 (1) 587 55 18 29; email reservation@opernring.at

Single room: EUR 135, double room: EUR 155

Hotel Lasalle **** with the underground a few stops away from the VIC; Address:
Engerthstrasse 173-175, 1020 Vienna

Tel. +43 (1) 213 15-151, Fax +43 (1) 213 15-100; email
reservierung.lassalle@austria-trend.at

Single room: EUR 96, Double room: EUR 124

ARCOTEL Kaiserwasser **** Opposite Vienna International Centre; Address:
Wagramerstrasse 8, 1220 Vienna

Tel. (43-1)52165 813, Fax +43 (1) 52165 810; email
reservation.kaiserwasser@arcotel.at

Single and double room : EUR 119 excluding breakfast (EUR 15) (per room,
per night including service and taxes

TRANSPORT FROM THE AIRPORT TO THE HOTEL

Suggested means of travel: Vienna Airport – Hotel/UNIDO:

A. BUS CONNECTIONS:

Schedule: **The Vienna Airport Lines** operate every hour 7 days a week from 06:10 to 19:10 to the Airport and from 07:10 to 20:10 from the Airport. The drive takes approximately 30 minutes.

The fare is € 8,-

For further information call Vienna Airport Lines on Tel. 05 1717 or (01)700 732 300 (available 24 hours a day) or have a look at the information screen in the rotunda (C0E).

The airport bus stop is located in the **Bus Terminal Platform 9**.

The **Kaisermuhlen VIC** bus stop nearby both hotel and UNIDO is located on Wagramer Strasse in front of Check Point 1.

Schedule available at: <http://www.oebb.at/busplan2013/118300.pdf>

B. DRIVER SERVICE (door to door):

For a **fixed price of € 34**, a taxi will pick you up from hotel or drive you from the airport to your hotel. These taxis need to be reserved in advance (preferably a few days in advance to ensure that they are not booked out) under Airport Driver Service: <http://www.airportdriver.at/index.php/en/>

C. OTHER MEANS:

To plan your travel by train, metro or bus please check:
<http://www.oebb.at/en/index.jsp>

Additional information is provided below.

HOW TO REACH THE VIC

The VIC accommodates the United Nations Industrial Development Organization (UNIDO), the United Nation Office at Vienna (UNOV), the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO PrepCom), the Office for Drug Control and Crime Prevention (ODCCP), and other smaller United Nations entities. The VIC is comprised of several buildings, labelled A to G. Buildings A and B house the IAEA. Building C is the main conference building. Buildings D and E house UNOV, UNIDO, CTBTO and other UN entities. Buildings F and G house various support services such as the computer centre, the print shop, the medical centre, the library, etc.



The address of the VIC is:
Wagramer Strasse 5
A-1400 Vienna

A. PUBLIC TRANSPORTATION



The VIC can be reached with the underground (U-Bahn) by taking the red line (U1) towards Kagran and getting off at the station Kaisermühlen-Vienna International Centre. Weekly tickets can be purchased from vending machines in all U-bahn stations or at tobacco shops marked Tabak Trafik, at central U-Bahn stations and also at the VIC newspaper stand. The weekly ticket is valid Monday through Sunday with unlimited use of all Viennese public transport facilities (U-Bahn, bus, tramway). Single tickets may also be purchased from the vending machines located in the U-bahn Stations and are valid for one trip lasting no longer than one hour in one direction. Single tickets can also be purchased in batches of 5, 10, etc.

B. BY TAXI

As all participants will have to go through the registration formalities passengers should ask the driver to drop them at the pedestrian Gate 1. On the following days the taxi can drive into the VIC garage. From within the building, taxis may be called from the telephone next to the entrance to the Rotunda. The customary tip for taxi drivers is 10 per cent of the fare. There is an extra charge for luggage, which is not shown on the meter.

C. BY PRIVATE CAR

Access to the VIC parking garage is through Gate 3. Drivers must have a valid parking permit. Meeting participants and visitors wishing to park their car in the VIC garage should inform the contact person of their meeting of the registration plate number of the car so that a parking permit can be prepared in advance. A parking permit will be issued Please note: on the day of arrival participants must first go through the registration formalities and should park their car outside the VIC, near Gate 1, on the Wagramer Strasse. Upon completion of the registration process and obtaining a parking permit, the driver may then park the car in the VIC garage.

D. FROM VIENNA AIRPORT

[City Airport Train - Highspeed from/to the airport](#)

From the airport to the heart of Vienna, from the heart of Vienna to the airport in only 16 minutes non-stop. Every thirty minutes.

adults

Single Ticket € 9,00

Return Ticket € 18,00

[Time Table](#)

Another alternative is to take the train (S-Bahn) from the airport to Praterstern. The train leaves every 30 minutes. The fare, including luggage, is €3.00. The trip lasts about 24 minutes. Arriving at Praterstern change to the underground line U1 (same as above) to get to the VIC.

[Vienna Airport Lines - Bus and train \(S-Bahn\) schedules to/from the Airport.](#)