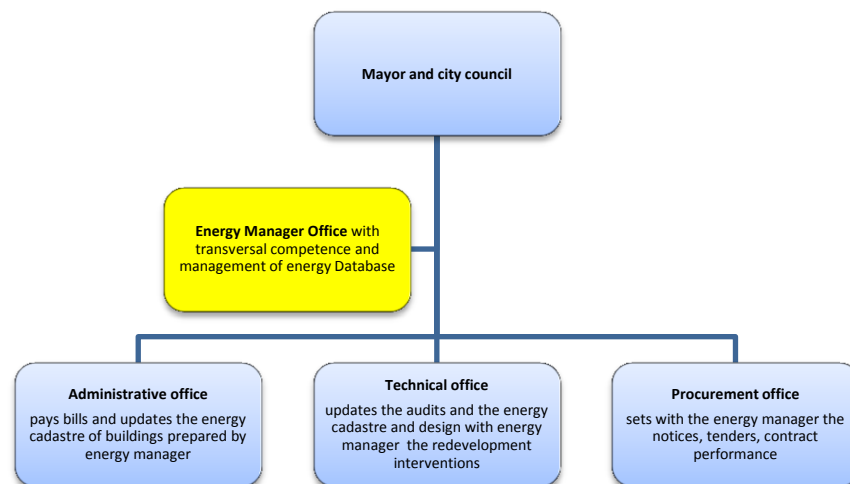




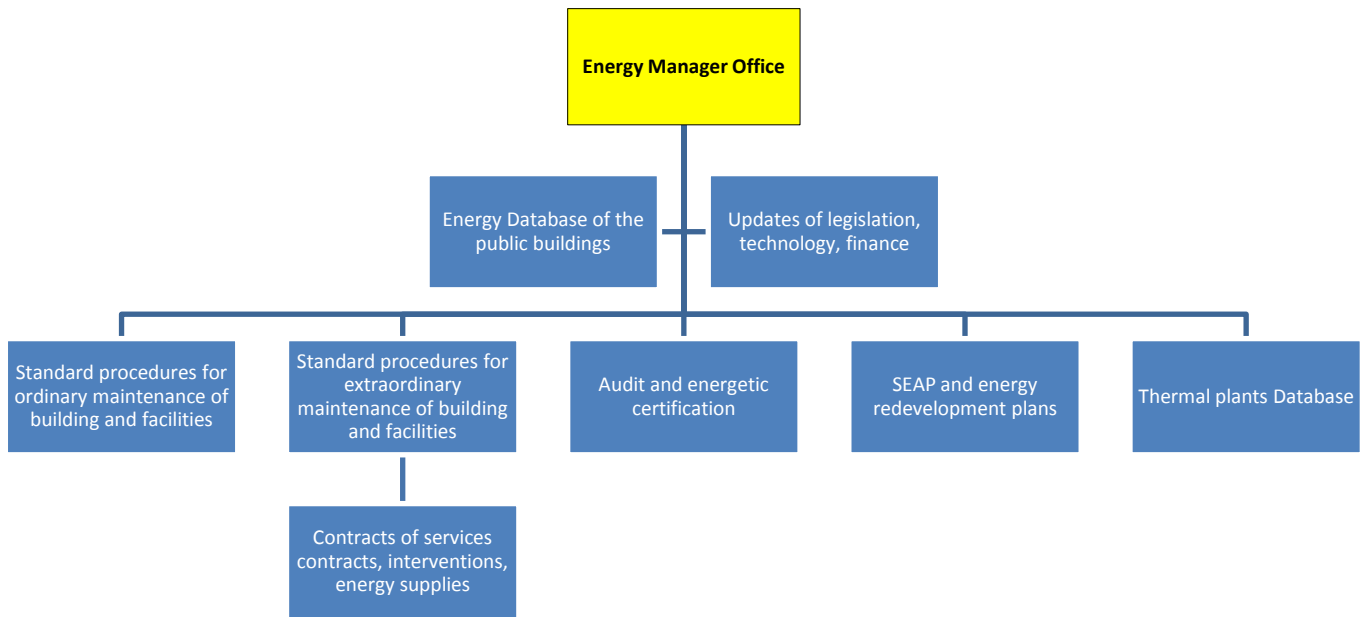
## Second Level - Energy Manager Office: role and activities

The Energy Manager Offices have high transversal competence and a level equivalent to the Manager. The main role and activities are:

- recover the energy data scattered in various municipal offices,
- elaborate the energy Database,
- make most effective and consistent the actions by the office technical-administrative,
- support to the technical managers and decision makers in the process of "governance" and management of public assets,
- review of all contracts for the supply of energy,
- plans "integrated" preventive maintenance.



*Position in the municipal organization chart of the Energy Manager Office*



### *Activities and functions within the Energy Manager Office*

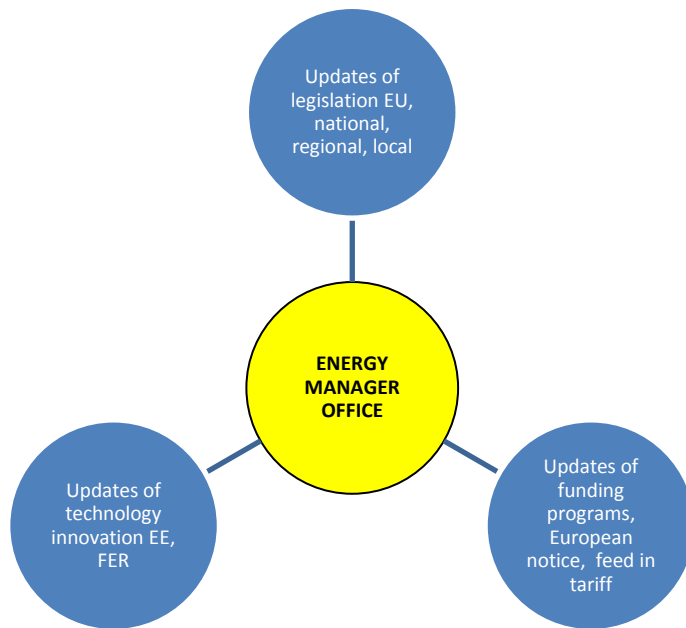
In this context the *Energy Manager Office*, in cooperation with the procurement office/contracts and the administrative office may review all supply contracts for electricity, gas and other energy supply (district heating, diesel, etc..) both in unit price to consumption (€/kWh, €/kcal, €/m3), both in fixed costs, both in time slots.

The Energy Manager Office draw up an integrated plan of energy redevelopment, safety structural and plant, coordinated in the annual preventive maintenance program (ordinary and extraordinary), with check list verification of the conservative state of the buildings, functioning of the plant and a manual of "best practices" in the daily management (high temperatures in the rooms with windows open, lights on in places not used) to be distributed to all users of public buildings so that everyone feels "promoter of energy conservation."

From the experience, we have observed that the relation cost/benefits improves and the time of return on investment is reduced, if it's feasible a "mix of interventions" that considers all the various aspects mentioned above.

The Energy Manager Office has to perform an activities continuously and systematically of update, trying:

1. know in advance the new legislation at EU, national, regional, local, both of the energy sector, or more generally on setting safety in buildings, both relating to contracts for interventions, services, supplies of public works, and translate them into procedures and contracts effective of intervention, management, control and monitoring of results.
2. know technological innovations related to energy efficiency (EE) and renewable energy sources (RES).
3. know information on programs, grants, subsidized loans, also in relation to the changes introduced by the financial laws and cutting public spending or sources of funding for the upgrading and securing of public heritage in particular historical heritage.



*Activities of constant updating of the Energy Manager Office*