
Draft Project plan for the CEN- GENELEC Workshop on Standardized On-site SRI Building Audits: Framework Development Workshop "

**Requests to participate in the Workshop
and/or comments on the project plan are
to be submitted by
February 26th, 2024 to
crisrina.stanisteanu@asro.ro¹**

Recipients of this project plan are kindly requested to name all patent rights known to them to be relevant to the Workshop and to make available all supporting documents.

Bucharest, 10-01-2024 (Version 1.0)

¹ Applications for participating in the Workshop and comments on the project plan that are not received by the deadline do not need to be taken into consideration. Once constituted, the Workshop will decide whether or not to consider the comments received in good time.

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Foreword (TO BE DELETED BEFORE THE PUBLICATION OF THE DRAFT PROJECT PLAN)

The content of the project plan is structured into chapters. These chapters represent the Workshop project plan's minimum content, as well as optional but recommended text modules. There is no restriction on the addition of further chapters if this is deemed useful.

Colour code:

- **Black font:** Fixed text modules. Please do not change.
- Green font: *Optional but recommended text modules. Please adjust according to your needs.*
- **<Red font>: Placeholder. Please fill in.**
- *Blue font:* Explanation. Please delete in the final version.

Summary

The project plan is used to conduct a reflection on how to disseminate and involve a wider range of interested parties throughout the development of the CWA(s) and after its/their publication. It is recommended to include a short summary indicating the context in which the CWA(s) is/are developed, e.g., Why is this Workshop initiated? What is the need for this Workshop? Which issue(s) should be solved by the Workshop? What is the future benefit of the CWA(s)? What is explicitly not part of the CWA(s)? The Summary can be used for public relations to provide a short description of the Workshop.

1 Status of the project plan

The project plan serves to inform the public of the new Workshop and to lay down the Workshop's framework conditions. Because the project plan has to be modified and updated throughout the initiation and development of the CWA(s), the status must be indicated each time a modification is made, and each version shall be given a version number, as follow. Depending on the Workshop's status, delete either the status **Draft project plan** or the status **Approved project plan**:

Draft project plan for public commenting (Version 1.0)

This draft project plan is intended to inform the public of a new Workshop. Any interested party can take part in this Workshop and/or comment on this draft project plan. Please send any requests to participate or comments by e-mail to cristina.stanisteanu@asro.ro.

All those who have applied for participation or have commented on the project plan by the deadline will be invited to the kick-off meeting of the Workshop on **2024-03-04**.

Approved project plan for CWA development adopted at the kick-off meeting of the Workshop on **2024-03-04** (Version **<No.>**)

2 Workshop proposer and Workshop participants

The information that is provided in this chapter depends on the purpose of the project plan. In case of a proposal for a new Workshop, it is necessary to mention a contact point from the proposer's side. Similar information applies to further milestones in the Workshop's lifetime: Who approved the creation of the Workshop at the kick-off meeting?

The following information is therefore requested (depending on the Workshop's status, grey out as appropriate):

- Workshop proposer
- CEN/CENELEC national member holding the Workshop secretariat
- Participants at the kick-off meeting (see 2.3)
- Registered Workshop participants which approved the project plan at the kick-off meeting (see 2.4)

2.1 Workshop proposer

Information on the Workshop proposer and her/his background, including the name and a short description of her/his organisation is to be given here.

<u>Person or organisation</u>	<u>Short description and interest in the subject</u>
Name: Mr. Paris Fokaides Organization: Euphyia Tech	

2.2 Other potential participants

Any other actors who could be interested in and/or should be asked to participate in the Workshop should be listed here. Persons or organisations should not be expressly named, but rather generally described (Industry and commerce, Government, Consumer, Labour, Academic and research, Standards application, Non-governmental

organization (NGOs) or more specific "manufacturers of ...", "test institutes for ...", "representatives of the public sector", "research institutes for ...", "system providers", etc.).

This CWA will be developed in a Workshop (temporary body) that is open to any interested party. The participation of other experts would be helpful and is desired. It is recommended that:

- category of potential participants A: Energy Audit Experts
- category of potential participants B: SRI Assessors
- category of potential participants C: Professionals in the Building and Construction Industry
- category of potential participants D: Regulatory Authorities
- category of potential participants E: Environmental and Sustainability Organizations
- -category of potential participants F: Academics
- .

take part in the development of this CWA.

2.3 Participants at the kick-off meeting

List all participants at the kick-off meeting here or as Annex. If some of the participants are already known at the time this project plan is drawn up, they can be listed ahead of time. After the kick-off meeting, this table should be deleted and only the lower table shall be used.

The following persons or organisations already signed up to the kick-off meeting prior to the publication of the draft project plan.

<u>Person</u>	<u>Organisation</u>
<u>Workshop proposer: Mr. Paris Fokaides</u>	<u>Euphyia Tech Ltd.</u>
<u>Marco Pietrobon</u>	<u>R2M Solution SRL</u>
<u>Andrei Vladimir Litiu</u> <u>Pablo Carnero Melero</u>	<u>Federation of European Heating, Ventilation and Air Conditioning - (REHVA)</u>
<u>Afroditi Zamanidou</u>	<u>Intelligent Solutions for Zero and Positive Energy Buildings - (IsZEB)</u>
<u>Jaap Hogeling</u>	<u>EPB Center</u>
<u>Antonello Magliozzi</u> <u>Pedro Correa de Melo</u> <u>Natalija Nikolic</u>	<u>Arcadis Italia Srl</u>
<u>Nicholas Afxentiou</u>	<u>Euphyia Tech Ltd.</u>
<u>Antoniya Novakova</u>	<u>Center for Energy Efficiency EnEffect</u>
<u>Speranța Stomff</u>	<u>Romanian Standards Association (ASRO)</u>
<u>Workshop secretariat: Cristina Stănișteanu</u>	<u>Romanian Standards Association (ASRO)</u>

2.4 Registered Workshop participants

List all participants at the kick-off meeting who have adopted the project plan here or as Annex. Participants are not named as Workshop participants until the project plan has been adopted.

The following persons or organisations have registered as Workshop participants at the kick-off meeting and will actively participate in the development of the CWA.

<u>Person</u>	<u>Organisation</u>
<u>Workshop Chair</u>	<u>Workshop Chair</u>
<u>Workshop Vice-Chair</u>	<u>Workshop Vice-Chair</u>
<u>Workshop secretariat: Cristina Stănişteanu</u>	<u>Romanian standards association (ASRO)</u>

3 Workshop objectives and scope

This section should contain a broad statement of the overall goal of the Workshop, including the justification for the specific projects if there are more than one. It may mention the origin of the proposed activities, where this is important to provide the context of the proposal. This section should include stable information, valid for the lifetime of the Workshop. The presence of detailed timescales in this part of the document should be avoided.

3.1 Background

This section explains why the Workshop should be initiated and describes the current issues and future added value of the document (need for standardisation). This section should include information about:

- *Motivation for the creation of this Workshop: e.g. Why is this Workshop initiated? What is the need for this Workshop? Which issue(s) should be solved by the Workshop? What is the future benefit of the CWA(s)? What is explicitly not part of the CWA(s)?*
- *Market environment (e.g. What is already on the market and how does the envisaged CWA(s) differ from it?)*
- *Legal environment (Directives and relevant European legislation)*

According to the Regulation EU 2020/2156, Member States (MS) may couple the issuing of the SRI certificate with the scheme for the inspection of heating, air-conditioning and ventilation systems (HVAC) under Directive 2010/31/ EU, or with the energy audits scheme under Directive 2012/27/EU. The SRI calculation is an auditing process which requires a structured chronological sequence and corresponding obligations in terms of scope, aims and thoroughness. The SRI assessment requires inspection both of physical and operational aspects of building technical systems, including automation and control of building services. As an asset rating scheme which requires information exceeding the physical inspection, a standardized and structured documentation of automation and control of technical building systems is required as part of the SRI auditing process. Given that the SRI scheme is recently developed, there is a need for the development of standardized auditing procedures, which will be in line with the requirements of the nature of the SRI auditing processes. The EN 16247 standards, as Europe's best practices in energy audits of buildings, provide the requirements accompanying a comprehensive auditing process. These processes are presented in nine steps including: (1) preliminary contact, (2) Start-up meeting, (3) Collecting data, (4) Measurement plan, (5) Sampling methods, (6) Field work, (7) Analysis, (8) Report and (9) Final Meeting. These requirements may be amended according to the SRI context or other types of building related auditing processes. Moreover, in order to achieve the target of raising awareness of the value behind building automation and electronic monitoring of building systems, the actual savings of those new enhanced functionalities should be measurable. The EN 15232:2017 standard provides two methods of monetizing the contribution of building automation and technical building

management functions to the energy efficiency. This includes detailed and factor-based methods for the estimation of building automation and control effects on typical buildings types and user profiles.

The framework for the implementation of energy audits, based on the EN 16247 standards series, provides a holistic auditing procedure, currently applied at EU level. The newly developed SRI scheme is also an auditing process, which shares common characteristics with energy audits and requires the establishment of standardized audit procedures for its wide implementation within the EU MS. According to the EU energy performance of buildings directive (EPBD), the agenda of the single digital market requires the digitalization of building energy systems by promoting smart digital solutions for the built environment. This digitalization expects to change the energy landscape through the deployment of renewables to smart grids and smart-ready buildings. The SRI audit, as an integral part of the EPBD recast, reflects the requirements of the European energy policy beyond general energy related improvements suggested by the energy audit, towards creating new opportunities for energy savings achieved through building automation and control systems.

Both audits have the following common targets and processes:

- target the overall improvement of energy efficiency in buildings as well as the improvement the human comfort and well-being;
- require a standardized auditing process and specification of the scope, aims and thoroughness of the audited building;
- require a walk-through inspection of technical building services;
- require an accredited or qualified expert for carrying out the inspection.

3.2 Scope

This section describes in detail the subject matter of the CWA(s) (e.g. using expressions such as "requirements for ...", "method of ...", "guidelines for ...", etc.). As a rule, this scope is originally the same as that given in Form A.1 of the Workshop proposal.

It is recommended to phrase the scope as following:

The planned CEN/CENELEC Workshop Agreement defines/establishes/specifies <please describe>.

The planned CEN/CENELEC Workshop Agreement is applicable to/is intended to be used by <please describe>.

The planned CEN/CENELEC Workshop Agreement does not apply to/is not intended to be used by <please describe>.

The planned Workshop aims to pave the way for the development of the main principles for conducting on-site SRI building audits. Based on these grounds, the Smart² project will attempt to adopt the audit procedures described in the EN 16247:2022 energy audit standard, with the aim to deliver a novel, SRI audit procedure. Through the comparative assessment of the two audit procedures, but also the analysis of the content of the SRI and the needs of data recording, Smart² will develop the framework regarding the content of an SRI audit. Through field research and the input of a panel of energy audit experts, this workshop will introduce the steps required for the implementation of a comprehensive SRI audit for buildings. The outcome of this workshop will be a step-by-step SRI on-site audit procedure, with the aim of becoming a harbinger of the development of an integrated, standardized process for the performance of on-site SRI audits.

The planned Workshop is applicable to/is intended to be used by Energy Audit Experts, SRI Assessors, Professionals in the Building and Construction Industry, Regulatory Authorities, Environmental and Sustainability Organizations, Academics and Students.

3.3 Related activities

This section should include information about existing standards and standard related activities and documents. This section should specify any requirements for liaison with CEN or CENELEC Technical Committees or other bodies or organisations.

The subject of the planned CWA is not at present the subject of a standard. However, there are committees, standards and/or other technical specifications that deal with related subjects and thus need to be taken into account - and involved, where necessary - during this Workshop:

- standards committee, working group etc.
 - o standard or standards series
- publisher of technical rules
 - o technical rule
- sector forum²
 - o relevant documents
- focus group²
 - o relevant documents
- coordination group²
 - o relevant documents

The subject of the planned CWA is not at present the subject of a standard. However, there are committees, standards and/or other technical specifications that deal with related subjects and thus need to be taken into account and involved, where necessary during this Workshop:

- CEN/TC 247 Building Automation, Controls and Building Management

- EN 16946-1:2017 Energy Performance of Buildings - Inspection of Automation, Controls and Technical Building Management - Part 1: Module M10-11
- CEN/TR 16946-2:2016 Energy Performance of Buildings - Inspection of Building Automation, Controls and Technical Building Management - Part 2: Accompanying TR prEN 16946-1:2015 - Modules M10-11

- CEN/CLC/JTC 14 Energy management and energy efficiency in the framework of energy transition

- EN 16247-1:2022 Energy audits - Part 1: General requirements
- EN 16247-2:2022 Energy audits - Part 2: Buildings

- CEN/TC 371 Energy performance of buildings

4 Workshop programme

4.1 General

This chapter gives information on the date of the kick-off meeting and the planned number of additional meetings and/or web conferences.

In addition, information is provided on whether the publication of a/the draft CWA(s) is planned (this must then also be included in the calculation) and the language in which the CWA(s) and, if applicable, the (optional) draft are to be written. The CWA(s) shall be drafted and published in English. If drafting and publication in an additional language is required, the project plan shall mention it.

The kick-off meeting is planned to take place on March 4th, 2024 in Brussels. A draft for public commenting will be published for 30 days.

A total of <at least three> Workshop meetings (kick-off meeting and Workshop meetings) and web conferences will be held, during which the content of the CWA(s) will be presented, discussed and approved.

The CWA will be drawn up in **English** (language of meetings, minutes, etc.). The CWA will be written in **English**.

4.2 Workshop schedule

This section should list the specific work items with their deliverable and timescale for delivery (see Table 1).

The timescale for the development of work items stated in the project plan at the time of its adoption must remain visible in later versions/revisions of the project plan.

General outcomes such as liaison activities or "strategic overviews" in the case of multi-project Workshops should not be identified as a specific work item.

² See CEN-CENELEC Internal Regulations Part 2 "Common rules for standardization work", Annex G "Joint advisory and coordination groups"

Where it is intended to develop a CWA in more than one part, each part must be listed separately as a work item. Where the Workshop is developing several work items, it is recommended that the work programme is limited in this chapter to a bulleted list of the work items with links to an annex where a more detailed explanation of the work items is provided.

The following project schedule is for orientation only and is to be modified as the Workshop progresses. The amount and the duration of the various Workshop phases are particularly dependent on the requirements and wishes of the Workshop proposer.

Table 1: Workshop schedule (preliminary)

	M16	M17	M18	M19	M20	M21	M22	M23	M24	M25	M26	M27	M28	M29	M30	M31
	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
CEN/CENELEC Workshop																
Initiation																
1. Proposal form submission and TC response																
2. Project plan development																
3. Open commenting period on draft project plan																
Operation																
4. Kick-off meeting																
5. CWA development																
6. Public Enquiry																
7. CWA finalised and approved by Workshop participants																
Publication																
8. CWA publication																
Dissemination																
Milestones	B		K		V	M	V	V	M	V		A				P D

B CEN/CENELEC BT meeting deciding on establishment of a CEN/CENELEC Workshop

K Kick-off

M Workshop meeting

V Virtual Workshop meeting

A Adoption of CWA

P Publication of CWA

D Online distribution of CWA

4.3 Work already delivered

This section has to be completed only in case the work has been operational for some time. Deliverables already produced are to be listed.

5 Resource planning

All costs related to the participation of interested parties in the Workshop's activities have to be borne by themselves. This principle should be stated in the project plan.

In case there is a fee for registered participation in the Workshop (as part of the Workshop's funding process) this fee has to be explained in this section.

In the resource section, details can be given on the parts of the Workshop's operation for which EC/EFTA funding is required, as well as the amount of this funding. In case of Project Teams (or paid editors in case of one man Project Teams) that require EC/EFTA funding, there is a requirement to specify the number of expert man-days that require funding.

- *Option 1: The Workshop participants finance the Workshop themselves.*
- *Option 2: The Workshop proposer finances the Workshop.*
- *Option 3: The Workshop will be financed within the framework of a research project.*

ASRO will provide the Workshop Secretariat, subject to formal approval of the Project Plan at the kick-off meeting.

The Workshop will be financed within the framework of the EU-funded project SMART SQUARE (Smart Tools for Smart Buildings: Enhancing the intelligence of buildings in Europe). This project has received funding from the European Union's LIFE-2021-CET-SMARTREADY research and innovation programme under grant agreement No 101077241.

The copyright of the final CEN-CENELEC Workshop Agreement will be at CEN-CENELEC. The final document will include the following paragraph: "Results incorporated in this CEN Workshop Agreement received funding from the European Union's LIFE-2021-CET-SMARTREADY research and innovation programme under grant agreement No 101077241".

Registration, as well as participation at the CEN-CENELEC Workshop described here, are free of charge. All costs related to the participation of interested parties in the Workshop's activities have to be borne by themselves.

6 Workshop structure and rules of cooperation

This chapter lists the prerequisites for Workshop participation, as well the organisation of the Workshop participants' joint work. The Workshop structure and the responsibilities of the main actors (e.g. Workshop Chair, Workshop Vice Chair, Workshop secretariat, Workshop participants, etc.) are to be described as well as a decision making process.

6.1 Participation in the Workshop

The Workshop will be constituted during the course of the kick-off meeting. By approving this project plan, the interested parties declare their willingness to participate in the Workshop and will be formally named as Workshop participants, with the associated rights and duties. Participants at the kick-off meeting who do not approve the project plan are not given the status of a Workshop participant and are thus excluded from further decisions made during the kick-off meeting and from any other decisions regarding the Workshop.

As a rule, the request to participate in the Workshop is closed once it is constituted. The current Workshop participants shall decide whether any additional members will be accepted or not.

Any new participant in the Workshop at a later date is decided on by the participants making up the Workshop at that time. It is particularly important to consider these aspects:

- a. expansion would be conducive to shortening the duration of the Workshop or to avoiding or averting an impending delay in the planned duration of the Workshop;
- b. the expansion would not result in the Workshop taking longer to complete;

- c. the new Workshop participant would not address any new or complementary issues beyond the scope defined and approved in the project plan;
- d. the new Workshop participant would bring complementary expertise into the Workshop in order to incorporate the latest scientific findings and state-of-the-art knowledge;
- e. the new Workshop participant would actively participate in the drafting of the manuscript by submitting concrete, not abstract, proposals and contributions;
- f. the new Workshop participant would ensure wider application of the CWA.

All Workshop participants who voted for the publication of the CWA or its draft will be named as authors in the European Foreword, including the organisations which they represent. All Workshop participants who voted against the publication of the CWA, or who have abstained, will not be named in the European Foreword.

6.2 Workshop responsibilities

The Workshop Chair is responsible for content management and any decision-making and voting procedures. The Workshop Chair is supported by the Workshop Vice-Chair and the responsible Workshop secretariat, whereby the Workshop secretariat will always remain neutral regarding the content of the CWA(s). Furthermore, the Workshop secretariat shall ensure that CEN-CENELEC's rules of procedure, rules of presentation, and the principles governing the publication of CWA(s) have been observed. Should a Workshop Chair no longer be able to carry out her/his duties, the Workshop secretariat shall initiate the election of a new Workshop Chair. The list below covers the main tasks of the Workshop Chair. It is not intended to be exhaustive.

- Content related contact point for the Workshop
- Presides at Workshop meetings
- Ensures that the development of the CWA respects the principles and content of the adopted project plan
- Manages the consensus building process, decides when the Workshop participants have reached agreement on the final CWA, on the basis of the comments received
- Ensures due information exchange with the Workshop secretariat
- Represents the Workshop and its results to exterior

The Workshop secretariat, provided by a CEN/CENELEC national member, is responsible for organising and leading the kick-off meeting, in consultation with the Workshop proposer. Further Workshop meetings and/or web conferences shall be organised by the Workshop secretariat in consultation with the Workshop Chair. The list below covers the main tasks of the Workshop secretariat. It is not intended to be exhaustive.

- Administrative and organisational contact point for the Workshop
- Ensures that the development of the CWA respects the principles and content of the adopted project plan and of the requirements of the CEN-CENELEC Guide 29
- Formally registers Workshop participants and maintains record of participating organisations and individuals
- Offers infrastructure and manage documents and their distribution through an electronic platform
- Prepares agenda and distribute information on meetings and meeting minutes as well as follow-up actions of the Workshop
- Initiates and manage CWA approval process upon decision by the Workshop Chair
- Interface with CEN-CENELEC Management Centre (CCMC) and Workshop Chair regarding strategic directions, problems arising, and external relationships
- Advises on CEN-CENELEC rules and bring any major problems encountered (if any) in the development of the CWA to the attention of CEN-CENELEC Management Centre (CCMC)
- Administrates the connection with relevant CEN or CENELEC/TCs

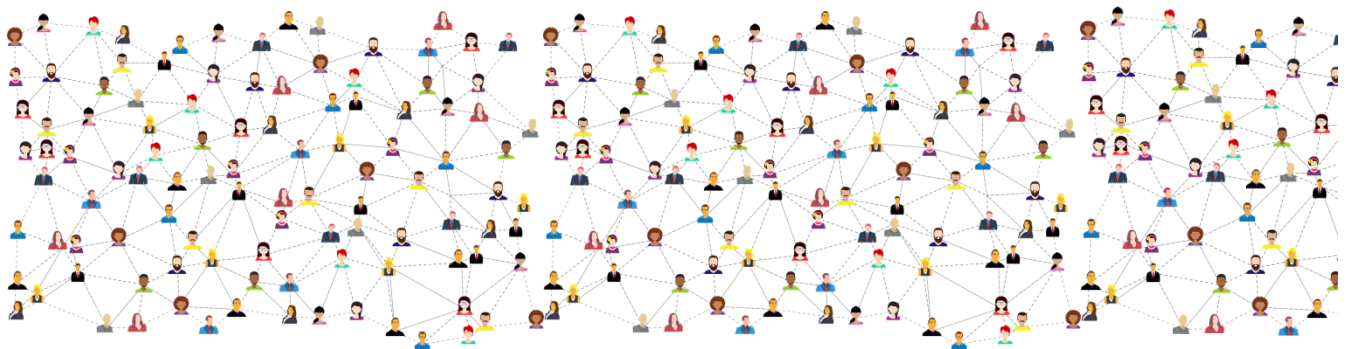
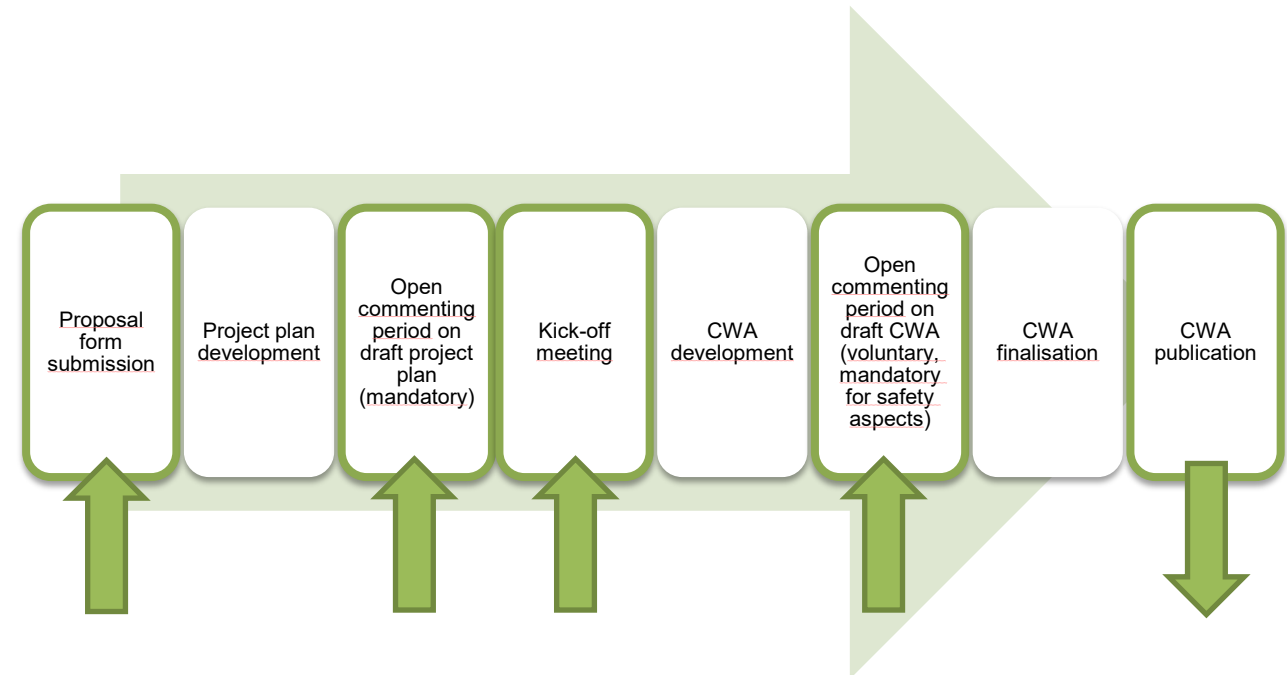
6.3 Decision making process

Each Workshop participant is entitled to vote and has one vote. If an organisation sends several experts to the Workshop, that organisation has only one vote, regardless of how many Workshop participants it sends. Transferring voting rights to other Workshop participants is not permitted. During voting procedures, decisions are passed by simple majority; abstentions do not count.

If Workshop participants cannot be present in the meetings when the CWA or its draft is adopted, an alternative means of including them in the voting procedure shall be used.

7 Dissemination and participation strategy

The project plan is used to conduct a reflection on how to disseminate and involve a wider range of interested parties throughout the development of the CWA and after its publication. It is recommended to include a strategy defining how and when participants, other standardisation bodies and other stakeholders can be informed of the work and contribute to it.



Proposal form submission

The Workshop proposal will be disseminated to the following relevant stakeholders and bodies for consultation: CEN/CLC/JTC 14 “Energy management and energy efficiency in the framework of energy transition”, CEN/TC 247 “Building Automation, Controls and Building Management”, CEN/TC 371 “Energy performance of buildings”

Open commenting period on draft project plan

The project plan will be disseminated to the following relevant stakeholders and bodies for commenting: CEN/CLC/JTC 14 “Energy management and energy efficiency in the framework of energy transition”

In addition to the CCMC website, the project plan and the date of the kick-off meeting will be advertised on the websites of: SMART SQUARE project: <https://www.smartsquare-project.eu/> and ASRO, <https://www.asro.ro/> to raise awareness. Interested parties are requested to contribute either through commenting of the project plan (short term) or through Workshop participation (long term).

Open commenting period on draft CWA

The draft CWA will be disseminated to the following relevant stakeholders and bodies for commenting: CEN/CLC/JTC 14 “Energy management and energy efficiency in the framework of energy transition”

In addition to the CCMC website, the draft CWA will be advertised on the website of the SMART SQUARE project: <https://www.smartsquare-project.eu/> to raise awareness. Interested parties are requested to contribute through commenting of the draft CWA (short term).

CWA publication

The final CWA will be disseminated to the following relevant stakeholders and bodies: CEN/CLC/JTC 14 “Energy management and energy efficiency in the framework of energy transition”

In addition to the CCMC website, the final CWA will be advertised on:

- SMART SQUARE project: <https://www.smartsquare-project.eu/>,
- ASRO <https://www.asro.ro/>

8 Contacts

- Workshop Chair:

<name>
<Organisation>
<address>
<tel>
<fax>
<e-mail>
<web>

- Workshop Vice-Chair:

<name>
<Organisation>
<address>
<tel>
<fax>
<e-mail>
<web>

- Workshop Secretariat:

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- Workshop proposer

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