



Outstanding Energy Manager of the Year Award 2025

Award for outstanding leadership in driving the organization for energy efficiency improvements, conservation and management

Guide Book



Sri Lanka Sustainable Energy Authority (SLSEA)

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Chapter

1

1. INTRODUCTION & GENERAL GUIDE

Outstanding Energy Manager of the Year Award

Award for outstanding leadership in driving the organization for energy efficiency improvements, conservation and management

1.1. Sri Lanka Sustainable Energy Authority

Sri Lanka Sustainable Energy Authority (SLSEA) established under the Act No.35 of 2007 of Democratic Socialist Republic of Sri Lanka. SLSEA has the **Vision** to make an energy secure Sri Lanka and functions with the **Mission** to guide the nation in all its efforts to develop indigenous energy resources and conserve energy resources through exploration, facilitation, research & development and knowledge management in the journey of national development by protecting natural, human and economic wealth by embracing best sustainability practices.

In the journey towards an energy secure Sri Lanka, SLSEA has set six primary goals as increase the renewable share in the primary energy supply, reduce energy waste across all sectors by energy efficiency improvement and conservation, create an environment conducive for a robust pipeline of sustainable energy programmes to make those a strength to the economy, contribute to reduce GHG emissions from energy sector, create a policy framework to provide a fertile soil for sustainable energy programmes and transform the society to an energy conscious society.

1.2. Outstanding Energy Manager of the Year Award

The Outstanding Energy Manager of the Year Award competition is the national event conducted by the SLSEA.

To Whom:

For accredited energy managers who have registered at SLSEA in accordance with the gazette number 1715/12 published on 20th July 2011.

For What Purpose:

Individual growth is very important for sustainability of Energy Management programme. The award recognizes the energy managers who have demonstrated the outstanding leadership in driving the organization for energy efficiency improvements, conservation and management.

1.3. Purpose of the Guide Book

The purpose of this guide book is to provide the necessary application forms, questionnaires and evaluation criteria for those persons who wish to apply for this award.

1.4. Applicant Eligibility

Energy Managers who have registered at SLSEA in accordance with the gazette number 1715/12 published on 20th July 2011 and those who have fulfilled following requirements are eligible for applying for this Award.

The Accredited Energy Manager shall be responsible for guiding and promoting the rational use of energy by the Consumer who employs such Energy Manager and in particular for;

- Monitoring the day to day operations of the Consumer with a view to reducing energy cost and maintain record pertinent to the overall energy consumption of such Consumer
- Conducting training and awareness programme for the employees of the Consumer relating to energy efficiency of all operating levels
- Obtaining the services of an Accredited Energy Auditor from time to time, in order to identify energy conservation opportunities available to the Consumer
- Advising the Consumer on the purchase of energy efficient equipment
- Ensuring that any new constructions put up by the Consumer complies with the Code of Practice for Energy Efficient Buildings
- Preparing annual reports on energy consumption by the Consumer
- Preparing once in every two years, the energy management plan of the Consumer
- Assisting the Consumer in implementing its energy management plan, within specified time frames
- Keeping abreast with advancements in new energy management technologies
- Submitting monthly and quarterly energy consumption reports to the management of the Consumer
- All communications related to energy management between the SLSEA and Consumer
- Submitting energy consumption reports annually in relation to the Consumer to whom he/she is working for, in the Form as prescribed by the Authority under Section 36(2)(b) of the SLSEA Act, No.35 of 2007.

1.5. Awards

The Outstanding Energy Manager of the Year award is a national level award. Applications are called and the applicants are assessed and award winners are selected by using prescribed criteria. (See Chapter 2)

Award recipient will receive a Trophy and a Certificate. In a situation where none of the applicants are able to demonstrate the expected level of competency, the board of examiners may decide only to award merit certificates. Award recipients may publicize and advertise their awards. Recipients are expected to share information about their successful energy management experiences with other energy managers in Sri Lanka.

1.6. Award Ceremony

Awards will be presented at Sri Lanka National Energy Efficiency Awards 2025.

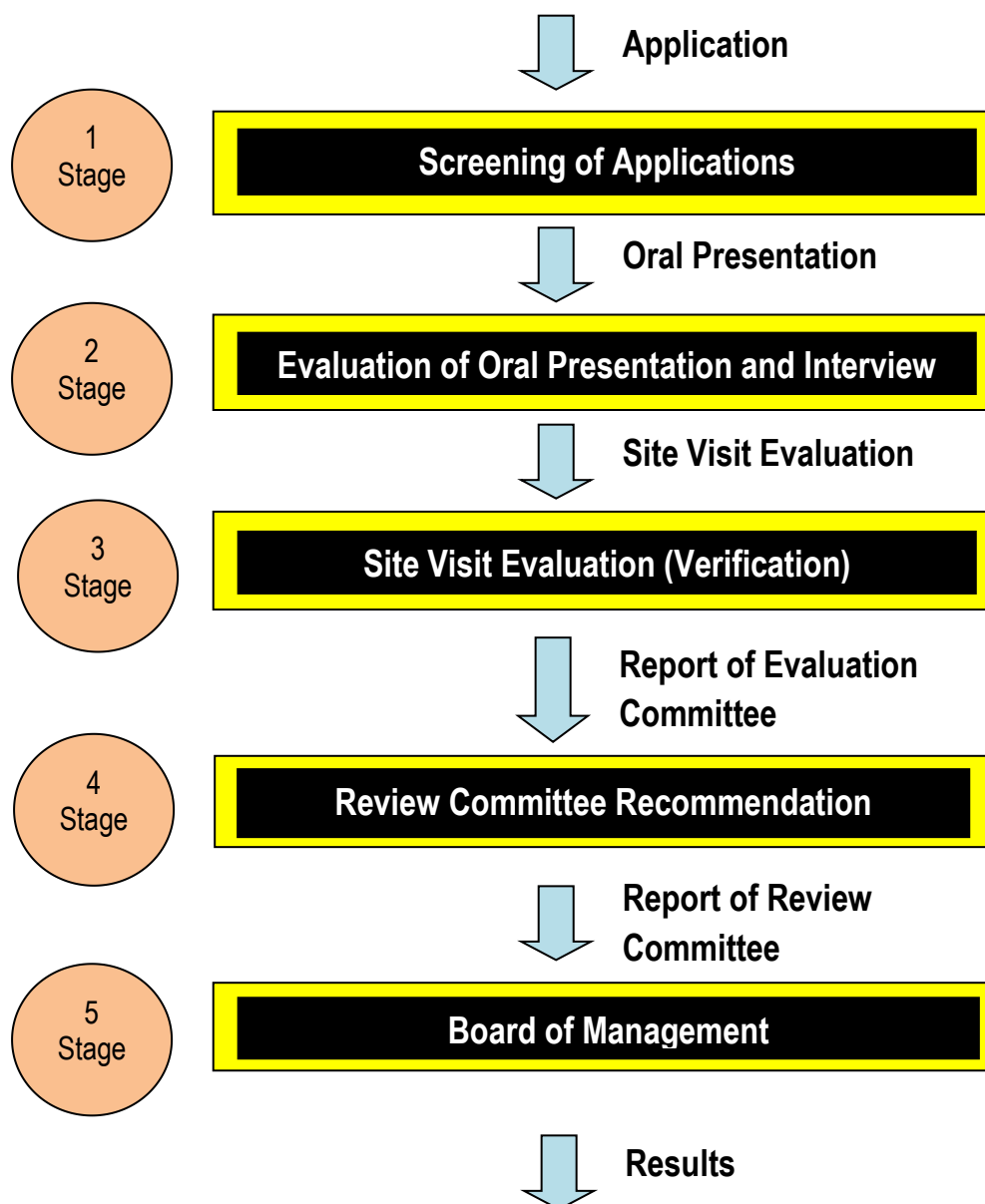
Details of the winners will appear in a special supplement being published in national newspapers and the SLSEA web site (www.energy.gov.lk) on the day after the award ceremony.

1.7. Application Review

Applications are reviewed and evaluated by members of the **Evaluation Committee**, **Review Committee** and the **Board of Management** as defined in a five-stage process.

A group of examiners is assigned to evaluate a given application taking into account the nature of the applicants' businesses and the expertise of the examiners.

Five-stage evaluation and review process are as follows;



First Stage –Screening of Application

Initially screenings of applications are conducted by the evaluation committee totally based on the information provided in the application. At the conclusion of screening process, the team determines whether the applicant should be called for oral presentation and interview.

Second Stage – Evaluation of Oral Presentation and Interview

Oral presentation session will be facilitated by a team led by the chairman of the evaluation committee. The objectives of the oral presentation and interview are to clarify the information provided in the application and to clarify issues and questions. Time allocation for the presentation is 20 minutes. At the conclusion of the second stage review, the team determines whether the applicant should receive site visits.

Third Stage –Site visit Evaluation

Site visit evaluation session will be conducted by a team of the evaluation committee. The objective of site visit is to verify the information provided in application and oral presentation by applicants. Finally a report will be presented to the review committee recommending the suitable applicants for further evaluation.

Fourth Stage – Review Committee

The report generated at the end of the third stage will be reviewed by a Review Committee and recommendations will be made to the board of directors.

Fifth Stage - Board of Management

The award winners will be selected by the board of directors based on the recommendations made at the end of the fourth stage.

1.8. Evaluation Committee

The evaluation committee consists of energy conservation and management experts from public and private organizations(who don't have any relationship with applicants). Committee members are appointed by board of management of SLSEA based on the expertise in their respective fields. The responsibilities of the evaluation committee will include evaluation of application forms, conduct oral presentations/interview and site visits and making recommendations to the Review Committee.

1.9. Review Committee

The Review Committee consists of members from SLSEA including Director General and Deputy Director Generals and also personnel from private and public sector organizations(who don't have any relationship with applicants) that are recognized as experts in energy conservation and management.

Having evaluated and given scores for an application forms, oral presentations and site visit, the chairman of the Evaluation committee makes a presentation before the Review Committee with their observations and recommendations. Having reviewed the observations, scores obtained and recommendations made by the Evaluation committee, the Review Committee makes its recommendations to the Board of Management to obtain approval.

1.10. Role Model Determination

The SLSEA is responsible for determining that a candidate would be an appropriate role model and therefore should be approved as an award winner. The purpose of this determination is to help ensure that the awards integrity is preserved.

1.11. Award Recipients' Responsibilities and Contributions

Award recipients are required to share information on their successful performance with other energy managers. However, recipients are not required to share proprietary information, even if such information was part of their application.

1.12. Eligibility for Future Awards

The outstanding energy manager award recipients are not allowed to re-apply for this award. But the merit winners and non award winners can re-apply for awards in subsequent years.

1.13. Non-Disclosure

Names of applicants, commentary and scoring information developed during the evaluation are regarded as proprietary and are kept confidential. Such information is available only to those individuals directly involved in the evaluation process. Board of Examiners are assigned to applications following strict conflict of interest rules and receive no information regarding the content or status of applications to which they are not assigned. Even after the completion of the evaluation process, the names of the applicants will not be disclosed unless they win an award or a merit certificate.

Chapter

2

2. EVALUATION CRITERIA

2.1. Rationale

The evaluation criteria have been formulated to comply with the underlying theme of the award scheme, "leadership for energy efficiency improvements, conservation and management".

Only the Energy Managers who did successful implementation of energy efficiency and conservation projects in their organizations and achieved substantial energy savings are considered for evaluation.

Criteria		Score	
1	Identification of Energy Situation of the Organization	100	Process
2	Plan and Organization	100	
3	Implementation and Performance Evaluation	100	
4	Personal Achievements and Development	100	
5	Dissemination of knowledge	100	
6	Energy Performance (EE Improvements – SEC reduction)	300	Results
7	Environmental Improvement	100	
8	Quality Improvement	100	

2.2. Criteria

Eight elements evaluation criterion is broadly classified into “Process” and “Results”.

“Process” consisting of 5 criteria refers to the methods an energy manager adopts in implementing energy management programmes. The five criteria of the process are;

1. **Identification of Energy Situation of the Organization** – Prior to make out any future programs or action plans on energy management, it is essential for the organization management to understand the current energy situation in a proper and accurate manner. This includes not only the status of their own operation but also other relevant information such as competitors’ operation, circumstances around the company and their trend in future, positioning the company itself in the local and global markets, and so on. The key steps of this include;
 - Grasp current energy use
 - Compare organization’s energy performance with the best practice data or benchmarks in the industry
 - Identify anticipate barriers to implement
 - Estimate future trends
2. **Plan and Organization** - Based on the aforesaid understanding of the current status and position of the organization, with the strength/weakness analysis and other relevant information, the following steps are taken to develop a good Energy Management plan/program.
 - Develop an Energy policy
 - Set targets
 - Make out a plan
3. **Implementation and Performance Evaluation**– A successful implementation of the energy plan need to be carried out and the actual records of implementation shall be closely watched and monitored. If some problems arise, or some variance between the planned figure and the actual record is observed, then necessary actions shall be taken immediately. After the program is completed, the results shall be assessed and analyzed for any good and bad points. The lesson shall be utilized as a feedback in the subsequent plan/program. Thus the activities are repeated to form a cyclic movement. The successful results and the lessons learned are to be arranged into the standard form which can be easily utilized by anyone in the organization.
4. **Personal Achievements and Development**– Energy Managers need to be in a continuous learning process in order to enhance the knowledge on emerging concepts/technologies as well as sharing best practices in the energy field.
5. **Dissemination of knowledge** – Energy Managers shall be contributed to in raising awareness of energy management, energy conservation and energy efficiency improvement of the employees. He/she need to enhance employees’ competencies by training them on energy efficiency, make all employees aware on the importance and best practices of energy efficiency, etc.

“Results” consisting of 3 criteria refers to the organization's ‘outputs’ in achieving energy efficiency. The three criteria of the results are;

1. **Energy performance in terms of improved energy efficiency & reduction of specific energy consumption** – Through general housekeeping measures, best practices, retrofitting inefficient equipment and new projects in the usage of electrical as well as thermal energy.
2. **Improvement of Environment**– Reduction of negative environmental impacts, waste reduction and improved green image of the organization due to implementation of energy management plan.
3. **Quality improvement** – Enhanced quality of products or service, reduced rejection, waste reduction and green image.

2.3. Application Form

Application form (see *chapter 3*) has been designed by taking the evaluation criteria described before as the basis and with the objective of obtaining sufficient information of applicants on their energy management programmes enabling the evaluators to conduct a rigorous evaluation.

Chapter

3

3. APPLICATION FORM

Outstanding Energy Manager of the Year Award

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Instructions for the applicant

- Please fill in the blanks where applicable
- Please attach the relevant support documents
- Please strike-off inappropriate word/s where applicable
- Please tick (✓) the appropriate cage or cages where applicable

Energy Manager can apply for this award for individual organization or group of organizations that he/she is responsible. If he/she is responsible for a group, data of individual organizations should be reported.

3.1. Details of the Applicant

☐ Mr ☐ Mrs ☐ Ms ☐ Dr

Name:

Present Designation:

Joining date to the organization and designation:.....

Official Address:
.....
.....
.....

Telephone Number:Fax Number:

E-mail:

Date of accredited as Energy Manager by SLSEA:

Are you involved in Energy Management activities in full time basis? ☐ Yes ☐ No

3.2. Highest-Ranking Official

Name:

☐ Mr ☐ Mrs ☐ Ms ☐ Dr

Title:

Address:

Telephone Number:

Fax Number:

E-mail:.....

3.3. Details of the Organization/s

Name/s of the organization/s assigned you as an energy manager:.....

Address/es:.....

No. of employees:
 (Please attach organizational structure and highlight your position)

Nature of business:

Manufacturing		
Services	Hotels	
	Commercial Buildings	
	State Sector Buildings	
Health Care		

3.4. Details of Energy Management Activities

Please provide detailed answers. Where possible please include **facts and figures**. Your answers should particularly focus on the results obtained from **your efforts and the savings and other benefits** to your organization.

3.4.1 Identification of EM's Role

- I. Describe your role in managing the energy performance of the organization.

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3.4.2 Identification of Energy Situation of the Organization

- I. Do you monitor current energy consumption of your facility? Yes ☐ No ☐

If yes, Please describe method of collection, frequency of collection, type of data and your contribution for collection or system development.

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Please explain the method of analyzing data and energy performance of the organization.

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- II. Do you study past energy performance of your facility? Yes ☐ No ☐

If yes, Please describe.

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- III. Do you forecast future energy consumption trend and performance of your facility? Yes ☐ No ☐

If yes, Please describe.

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IV. Do you compare your organization's energy performance with that of similar entities? Yes ☐ No ☐

If yes, Please describe.

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V. How do you communicate energy performance of the company with staff?

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3.4.3 Plan and Organization

I. Does your company have an Energy Policy? Yes ☐ No ☐

If yes, indicate the published date of the first version?

Please describe your contribution for development and improvement of the policy. Please attach a copy of the energy policy.

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II. Do you set objectives and targets based on Energy Policy? Yes ☐ No ☐

If yes, Please describe.

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III. Do you prepare action plan/ roles and responsibility matrix based on targets and Energy Policy?
Yes ☐ No ☐

If yes, Please
describe.
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3.4.4 Implementation Strategy and Performance Evaluation

I. How do you persuade top management for implementing Energy Management activities in your facility?

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II. How do you persuade and aware other staff members for implementation of action plan? How did you inform and motivate colleagues?

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III. How did you get management approval for investment in time for your projects?

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IV. How did you promote innovative technologies in your company?

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V. List down the energy management projects implemented and saving achieved in the organization by you from 1st January 2019 to 31st December 2024.

	Project Description	Duration	Investment. Rs.	Annual Energy Savings	Annual Financial Savings, Rs.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

VI. How do you evaluate the progress and take necessary corrective actions to align with the set targets?

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VII. How do you evaluate final results of the programme?

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VIII. How do you standardize and document the successful results and failures of the programme?

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3.4.5 Personal Achievements and Development

I. List the achievements and awards received in the field of Energy Management.

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II. List the training received in the field of Energy Management

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III. How do you enhance your knowledge on emerging concepts/technologies as well as sharing best practices in the energy field?

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3.4.6 Dissemination of knowledge

I. How do you contribute to raising awareness and enhance employees' competencies of energy management, energy conservation and energy efficiency improvement?

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3.5. Results of Implementation of Energy Management Activities

3.5.1. Energy Performances

3.5.1.1. Monthly Average Energy Consumption

Indicate the monthly energy consumption 2023 and 2024 in your facility (excluding transport). Attach copies of electricity and fuel bills.

Month	Source of Energy						
	Electricity, kWh/month	Solid fuel, kg/month	Liquid fuel, l/month			Gaseous Fuel, kg/month	Other
Jan -23							
Feb -23							
Mar -23							
April-23							
May-23							
June-23							
July-23							
Aug-23							
Sep-23							
Oct-23							
Nov-23							
Dec-23							
Jan -24							
Feb -24							
Mar -24							
April-24							
May-24							
June-24							
July-24							
Aug-24							
Sep-24							
Oct-24							
Nov-24							
Dec-24							

3.5.1.2. Monthly Average Output (Production or Services)

Main products/ Services Provide:

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3.5.1.3. Specific Energy Consumption

Indicate the average of Specific consumption for 2023 and 2024 in your facility.

Month	Specific Energy Consumption	
	Electrical	Thermal
Jan -23		
Feb -23		
Mar -23		
April-23		
May-23		
June-23		
July-23		
Aug-23		
Sep-23		
Oct-23		
Nov-23		
Dec-23		
Jan -24		
Feb -24		
Mar -24		
April-24		
May-24		
June-24		
July-24		
Aug-24		
Sep-24		
Oct-24		
Nov-24		
Dec-24		

3.5.2. Environmental Improvement

- I. Is your organization’s “Waste and negative environmental impacts” reduced as a result of implementation of energy management activities? Yes ☐ No ☐

If yes, Please
describe.
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- II. Is your organization’s “Green Image” enhanced as a result of implementation of energy management activities? Yes ☐ No☐

If yes, Please
describe.
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3.5.3. Quality Improvement

- I. Is your organizations' product / service "Quality" enhanced as a result of implementation of energy management activities? Yes ☐ No ☐

If yes, Please
describe.

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3.6 Declaration by Applicant

I declare that the information provided herein are true and correct to the best of my knowledge and understanding. I understand and accept that any false declaration of information on my part will disqualify me from the program, even when it is in progress.

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Signature of Applicant

Date

3.7 Confirmation by Highest Ranking Official

I have examined the documents in this form and I declare that the information provided herein by Mr. /Ms./Dr.are true and correct to the best of my knowledge and understanding.

.....

Signature of Highest-Ranking Official

Official Seal

Name:

Date:

Submission: Completed Application forms together with relevant supportive documents must be post marked or hand delivered no later than **27th June 2025** to SLSEA.