

Pursuant to Article 11, paragraph 3 of the Law on Energy Efficiency (Official Gazette of Montenegro 29/10), the Ministry of Economy adopted the following

**Rulebook
on the content of the report on implementation of the Energy Efficiency Improvement Plan
by local self-government unit**

Article 1

This rulebook shall regulate the content of the report on implementation of the Energy Efficiency Action Plan by local self government unit.

Article 2

Report on implementation of the Energy Efficiency Action Plan shall contain:

- contact data on responsible persons at the level of local self government unit, who work on planning, implementation and monitoring in the field of energy efficiency;
- data on meeting the obligations of local self government unit during the year covered by this report, in accordance with the Law on Energy Efficiency;
- information on energy audits, studies about energy efficiency and use of renewable energy sources, as well as on participation in national or international programs;
- report on implementation of energy efficiency improvement measures during the year covered by the report, and which contains data on technical and financial implementation of measures;
- overview of corrective measures that were implemented or planed, as a result of possible deviations or delays related to implementation of measures;
- assessment of effects of implemented measures;
- proposals of local self government unit to the public administration body competent for energy efficiency, including proposals of activities which would further promote energy efficiency at the local level and improve coordination and effectiveness of activities.

Report referred to in paragraph 1 of this Article is provided in Annex which is a constituent part of this Rulebook.

Article 3

This Rulebook shall enter into force on the eight day following its publication in the “Official Gazette of Montenegro”.

No: 0601 - 73/108
Podgorica, 13.12. 2011.

**Minister of Economy
Vladimir Kavarić PhD**

ANNEX

ANUAL REPORT ON IMPLEMENTATION OF THE ENERGY EFFICIENCY ACTION PLAN

_____. *[name of the local self government unit (LSG)]*

Energy efficiency measures implemented during _____ *[previous year]*, are presented in this report.

1. DATA ON RESPONSIBLE PERSONS

Full name and contact data of the person, who is by the local self-government unit, responsible for managing the energy management, preparation and approval of the relevant report are provided in the following tables:

| | |
|---|-------------|
| Full name of the responsible person (energy manager): | |
| Address / Post code / Municipality: | |
| Phone: | Cell phone: |
| Fax: | E-mail: |

| Person responsible for preparation of the report: | Person responsible for approval of the report: |
|---|--|
| Name: | Name: |
| Surname: | Surname: |
| Position: | Position: |
| Phone: | Phone: |
| Fax: | Fax: |
| E-mail: | E-mail: |

2. FULFILMENT OF REPORTING OBLIGATIONS

Table 1: Obligations relating to submission of reports and data for _____ *[previous year]*

| Report / data | Legal deadline for reporting and submission of data | Date of submission of reports and data |
|--|---|--|
| Annual report on implementation of the energy efficiency improvement plan for _____ <i>[previous year]</i> | 1. March, _____ <i>[current year]</i> | |
| Last electronic submission of data in the Central Information System on Energy Consumption | 1. March, _____ <i>[current year]</i> | |

In case of failure to respect or in case of delay in meeting the obligations referred to in Table were not fulfilled, or if they were fulfilled with serious delay, it is necessary to state the reasons for failure to respect or delay and state conducted or planned corrective measures.

3. INFORMATION ON ENERGY AUDITS, STUDIES ON ENERGY EFFICIENCY (EE) AND UTILIZATION OF RENEWABLE ENERGY SOURCES (RES), AS WELL AS ON PARTICIPATION IN NATIONAL AND INTERNATIONAL PROGRAMES

Table 2: Energy audits of buildings performed by authorized persons in _____. [previous year]

| No. | Name of the building | Name of the competent person | Issued reports on energy audits and certificates on energy performance |
|-----|----------------------|------------------------------|--|
| | | | |
| | | | |
| | | | |

Table 3: Other types of energy audits (except for buildings) and studies on EE and RES implemented in _____ [previous year]

| No. | Name of the report or study | Author | Subject, content and remarks |
|-----|-----------------------------|--------|------------------------------|
| | | | |
| | | | |
| | | | |

Table 4: Participation in national or international programs

| No. | Name of the program (state the source of financing) | Budget for the LSG | Period of implementation | Short description of activities related to local self-government |
|-----|---|--------------------|--------------------------|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

4. REPORT ON IMPLEMENTATION OF ENERGY EFFICIENCY IMPROVEMENT MEASURES

4.1 Overview of implemented activities foreseen in the Energy Efficiency Improvement Plan

Table 5: Overview of implementation of energy efficiency improvement measures provided for in the Plan for _____. [previous year]

| PLAN FOR _____ (ENERGY EFFICIENCY IMPROVEMENT MEASURES) | | REPORT ON IMPLEMENTATION (ENERGY EFFICIENCY IMPROVEMENT MEASURES) | |
|---|---|---|--|
| No. | Title of Energy Efficiency improvement measure (as described in the Plan) | Short description of Energy Efficiency improvement measure (as described in the Plan) | Activities that were not implemented or partially implemented (state which part of the activity was not implemented) |
| EE1 | INTRODUCTION / IMPROVEMENT OF ENERGY MANAGEMENT | | |
| EE1.1 | | | |
| EE1.2 | | | |

| PLAN FOR _____ (ENERGY EFFICIENCY IMPROVEMENT MEASURES) | | REPORT ON IMPLEMENTATION (ENERGY EFFICIENCY IMPROVEMENT MEASURES) | | |
|---|---|---|--------------------------------------|--|
| No. | Title of Energy Efficiency improvement measure (as described in the Plan) | Short description of Energy Efficiency improvement measure (as described in the Plan) | Implemented and completed activities | Activities that were not implemented or partially implemented (state which part of the activity was not implemented) |
| EE2 | ENERGY EFFICIENCY IMPROVEMENT MEASURES IN BUILDINGS (INCLUDING ENERGY CERTIFICATION) | | | |
| EE2.1 | | | | |
| EE2.2 | | | | |
| EE3 | OTHER ENERGY EFFICIENCY IMPROVEMENT MEASURES (EXCEPT BUILDINGS) | | | |
| EE3.1 | | | | |
| EE3.2 | | | | |
| EE4 | ENERGY EFFICIENCY MEASURES INTENDED FOR CITIZENS AND LOCAL COMPANIES | | | |
| EE4.1 | | | | |
| EE4.2 | | | | |

4.2 Overview of use of financial resources for implementation of the Energy Efficiency Improvement Plan

Total budget allocated for implementation of the plan for _____ [previous year] was _____ €.

Table 6: Sources of financing and budgets of the Plan for _____ . [previous year]

| No. | Source of financing | Budget foreseen in the Plan (€) | Reference to relevant decisions and remarks |
|--------------|---------------------------------|---------------------------------|---|
| | State budget | | |
| | Budget of local self-government | | |
| | Bank loans | | |
| | International grants | | |
| | | | |
| TOTAL | | | |

Table 7: Use of financial resources for implementation of the Plan for _____. [previous year]

| No. | EE improvement measures or a set of measures | Budget foreseen in the Plan (€) | Amount of real expenses (€) | Remarks |
|--------------|--|---------------------------------|-----------------------------|---------|
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

4.3 Other Energy Efficiency measures that were implemented but not included in the Energy Efficiency Improvement Plan

Describe briefly any additional measures that were implemented, although they were not foreseen in the Energy Efficiency Improvement Plan for the previous year. In addition, state information related to sources of financing of Energy Efficiency measures and budgets that were used for their implementation.

4.4 Deviations from Plan and corrective measures

State measures that represent deviations from the Energy Efficiency Improvement Plan (if any), as well as:

- *reasons for deviations and delays;*
- *description of corrective measures that were undertaken or planned, in order to compensate deviations and to mitigate consequences due to deviations.*

5. ASSESMENT OF EFFECTS OF IMPLEMENTATION OF THE PLAN

Present a qualitative and, if possible, quantitative assessment of energy savings achieved as a result of implementation of the Plan for the previous year, as well as whether the set goals have been met. In addition if it is possible, present a comparative analysis of data related to energy consumption, trends in terms of energy consumption, data related to commissioning of new equipment, as well as other facts that confirm the given assessment.

While analyzing data, it is necessary to take into account the fact that effects of the annual plan are normally measured in year that follows the implementation of the plan, although some savings can be achieved during the year in which the plan is being implemented (especially during last months in that year).

6. PROPOSALS AND SUGESTIONS TO THE MINISTRY

Provide proposals and suggestions to the Ministry on the basis of experience gained during implementation of the Energy Efficiency Improvement Plan, including proposals of activities that would further promote energy efficiency at the local level and that would improve coordination and effectiveness of activity.