

LABELLING GUIDELINES

EHP/001/JANUARY 2013

# RULES OF GOVERNANCE FOR THE VOLUNTARY ECOHEAT4CITIES LABELLING OF DISTRICT HEATING AND DISTRICT COOLING PERFORMANCE

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# 1. INTRODUCTION

The voluntary Ecoheat labelling scheme aims at providing transparency regarding the performance of District Heating and District Cooling scheme in three respects: efficiency in the use of primary energy resources, share of renewable and surplus energy in relation to European and/or national goals, and CO<sub>2</sub>-emissions. The three labeling criteria: Renewability, Resource efficiency (Primary Energy Factor) and CO<sub>2</sub> efficiency/emissions reflect the aims of the EU 2020-targets and will thus enable stakeholders to see and show how District Heating and District Cooling can contribute to reaching the EU's energy targets and assess DHC as a competitive option in Europe's heating and cooling market.

The foundations for the scheme have been laid by a group of international experts in the Ecoheat4Cities project ([www.ecoheat4cities.eu](http://www.ecoheat4cities.eu)) which has been co-financed by the Intelligent Energy for Europe programme run by the European Commission. Its application will be overseen by a *European Steering Committee* under the roof of Euroheat & Power as well as *National Labelling Boards*. A list of all labels granted under the scheme will be kept on a dedicated website.

With this labelling scheme, Euroheat & Power offers the possibility of labelling the performance of District Heating and District Cooling systems on the basis of an internationally recognised set of rules to entities owning and/or operating such schemes.

In addition to these rules of governance, the Guidelines for the technical assessment of District Heating and cooling systems, available at [http://ecoheat4cities.eu/en/upload/Extranet/WP3\\_Practicalities/3-10-12-technical%20guidelines%20for%20labeling.pdf](http://ecoheat4cities.eu/en/upload/Extranet/WP3_Practicalities/3-10-12-technical%20guidelines%20for%20labeling.pdf), are integral part of the labeling scheme. These guidelines distinguish between 1. using Ecoheat4Cities default labeling criteria, and 2. using national default labeling criteria. The ecoheat4cities default labelling criteria apply when no national calculation rules and/or coefficients (primary energy factor of fuels, CO<sub>2</sub>-emission coefficient of fuels, renewable and recycled energy fraction of fuels) are given in a national Annex. The National labeling criteria apply when a national Annex is in force.

It should be noted that out of many aspects which may be considered when assessing the performance of District Heating and District Cooling, the label has chosen to cover a set of three specific aspects. These aspects relate to the European Union's overall goals to save primary energy resources, to increase the share of renewable in the energy system and to reduce the emissions of CO<sub>2</sub> into the atmosphere.

The label has exclusively been conceived as a communication tool to provide visibility to good practice. Labelling as such does not absolve anyone of the responsibility of their own actions. Accordingly, Euroheat & Power disclaims any responsibility for any consequence caused by the labelling and/or the application of the labelling guidelines by its members or third parties. Nor can Euroheat & Power be held responsible for malfunctioning (financially or otherwise) of the *European Ecoheat4Cities Labelling Board*,

*National Ecoheat4Cities Labelling Boards* or any other entity taking part in the labelling scheme as described hereafter.

Euroheat & Power encourages Member Associations to adhere to the labelling scheme and all operators of District Heating and Cooling systems to apply for a label.

## 2. OBJECTIVES

The objectives of the labelling scheme are to:

- Provide a voluntary labelling scheme which is beneficial for both the company operating the scheme and the users
- Provide cities and customers an easy way to obtain required assurance of the green performance of the District Heating and/or District Cooling scheme
- Allow for comparison of the eco-performance of District Heating and District Cooling schemes with alternative heating and or cooling systems.

## 3. SCOPE

These rules of governance include the following:

- (1) Rules of procedure concerning the bodies governing the Ecoheat4Cities labelling
- (2) Rules of procedure concerning the Ecoheat4Cities labelling process
- (3) Rules of procedure concerning the Ecoheat4Cities labelling bodies

The technical guidelines on how to assess the performance of District Heating and District Cooling systems on the basis of the three criteria are laid down in a separate document.

## 4. GENERAL RULES

All District Heating and all District Cooling systems, irrespective of their membership of Euroheat & Power, shall have even access to the Ecoheat4Cities labelling on equal financial and other conditions.

## 5. ADMINISTRATION OF THE LABEL

The label is governed by the European Ecoheat4Cities Labelling Board (henceforth “European Labelling Board”) and is supported by a European Technical and Scientific Advisory Committee (henceforth “Advisory Committee”).

#### EUROPEAN ECOHEAT4CITIES LABELLING BOARD

1. The European Labelling Board is located at and administered by Euroheat & Power as the international umbrella organisation of the District Heating and Cooling sector in the European Union and beyond.
2. Every National DHC Association which is a member of Euroheat & Power and has endorsed the voluntary labelling process has the right to appoint a member to the European Labelling Board. The Labelling Board shall elect a chairperson for a mandate of maximum three years among its members.
3. The European Labelling Board meetings holds meetings as often as it deems necessary, but at least once a year.
4. All decisions of the European Labelling Board are taken by simple majority of votes of members represented at the meeting. In case of even vote, the decision will be allotted. The minutes of meetings are drawn up by the Secretariat and transmitted to the Board of Euroheat & Power.
5. The European Labelling Board adopts and publishes its own internal rules for any matter which is not covered by the present rules. The Board of Euroheat & Power may reject or request adjustment of any provision in these rules which it deems contrary to its own prerogatives.
6. When matters concerning any party involved in the labelling process are on the agenda, the respective party shall be invited to take part in the meeting.
7. The European Labelling Board may relieve a member of the Labelling Board if:
  - a. the member is not represented at three consecutive meetings or
  - b. if the Ecoheat4cities labelling process in the country represented by the member is not implemented in accordance with the rules..
8. The European Labelling Board acknowledges the Labelling Bodies.
9. The European Labelling Board may relieve a Labelling Body by a majority vote of its members if the Ecoheat4Cities labelling process in the respective country is not implemented and used in accordance with the rules.
10. The European Labelling Board issues and approves the Technical Guidelines and National Annexes. It also adopts reference notes on the implementation of the Ecoheat4Cities labelling process. Adopted reference notes shall be published on the labelling website.
11. The European Labelling Board may invalidate an Ecoheat4Cities label if the rules have not been respected.

12. The European Labelling Board notifies the Board of Euroheat & Power of any changes to the Technical Guidelines. Changes to the present Rules of Procedure require approval by the Euroheat & Power Board.
13. The European Labelling Board establishes a scientific and technical advisory committee or call upon external experts to assist it in its opinion- and decision-making. It may also issue non-binding guidance on the establishment of national/regional advisory groups.

#### ECOHEAT4CITIES LABELLING BODIES

1. There are established European Labelling Bodies in each country where the Ecoheat4Cities labelling process is used.
2. The following institutions may be acknowledged as Labelling Bodies:
  - a. Research institutes / Technical Universities
  - b. District Heating and Cooling Associations or comparable organisations
  - c. Chambers of Handicrafts, Engineers, Architects or Commerce and Trade or comparable organisations
  - d. Engineering consultants
3. The Labelling Bodies operate the Ecoheat4Cities certification process and commit themselves to
  - a. follow the technical guidelines and documentation in their valid versions,
  - b. appoint a person in charge of the labelling process,
  - c. generally do not exceed a duration of proceedings of 6 months,
  - d. guarantee confidentiality of information received during the proceedings,
  - e. only use independent personnel for inspection, which are neither employed by nor stand in any other professional relationship to the certified District Heating and Cooling utility,
  - f. document the labelling process thoroughly and keep records for 10 years,
  - g. keep overviews of labelled District Heating and Cooling systems and forward the information to the Secretariat of the Labelling Board and
  - h. inform Regional Advisory Groups, if any, of all problems and questions regarding the labelling process.
4. The Labelling Bodies shall keep overviews of the fees for the certification process and make them available to District Heating and Cooling companies.

#### ECOHEAT4CITIES LABELS

1. The Secretariat shall keep a list of all the certified District Heating and Cooling systems and make it publically available on the dedicated website.

## 6. FEES

1. The applicant/label holder is responsible for the costs associated with the application, assessment, issuing and administration of the label.
2. Fees for the application, assessment and issuing of the label are documented by the labelling bodies and notified to the European labeling Board.
3. A fee for the central administration of the label is due for every label issued. It is determined by Euroheat & Power's Board of Directors on proposal of the European Labelling Board. The fee covers the cost for the central administration of the labelling scheme and shall be no less than EUR (500).