



Register for the system (only if don't already have login details)

- ❖ Request your username by emailing your contact details & school roll number to mandr@seai.ie
- ❖ If your school logged in last year, then your login credentials will be the same



Learn about M&R

- ❖ Login & explore the system
- ❖ Review the schools' guidance videos and detailed FAQ document on SEAI's website
- ❖ If you need further support consider attending a free training session – between February & March 2018



Gather your data

- ❖ Work out what data you're going to need
- ❖ Start pulling it together...now
- ❖ Keep records for future reference & verification



Report your data

Login & select 'Submit Your 2017 Report':

(1) Your School:

- ❖ Enter your school name, address, roll number and type of school
- ❖ Enter your school's lead & alternative contacts for energy reporting
- ❖ Select your preferred baseline period. You will need to report data for all years from your chosen baseline period to 2017
- ❖ Report values for pupil numbers. If your school opens outside of the normal school day (e.g. evening classes), then also report the number of hours of additional classes per year and the average number of students in attendance for each additional hour
- ❖ Report values for full-time staff and your school's floor area
- ❖ Report on your school's energy management programme (select at least one option)

(2) Energy Consumption:

- ❖ Select the energy types your school uses
- ❖ Enter & validate your electricity & natural gas meter numbers (MPRNs & GPRNs). SEAI will request your electricity & natural gas consumption directly from the meter operators for any meter numbers entered before the 27 April 2018 deadline
- ❖ Report other energy types used at your school e.g. heating oil, LPG, diesel. There is extensive guidance on identifying & understanding what energy types you use in the detailed FAQ.
- ❖ Report if your school uses electricity for heating rooms e.g. storage heaters, plug-in radiators
- ❖ Report on the completeness of your energy data & note if any data is missing

(3) Energy Saving Projects:

- ❖ Report any energy saving projects your school has completed
- ❖ Report any future projects that your school plans to implement
- ❖ Can SEAI use any of your projects for a mini case study?

Complete steps (1) – (3) by 27 April 2018 at the latest 📢



Review your performance

- ❖ Review your data
- ❖ Examine your scorecard. If you submitted electricity and natural gas meter numbers (MPRNs & GPRNs), then the electricity & natural gas consumption will be shown on your scorecard after the relevant data has been returned by the meter operator during July 2018.



What's included?

The scope is quite broad. 2 key principles:

1. Asset ownership less relevant than whether **consumption is attributable to your school**
2. Your school cannot reduce energy consumption by outsourcing or subcontracting activities.

Examples of included consumption:

- ❖ Buildings, including those occupied by parties undertaking activities on your school's behalf & **including where a landlord pays the energy bills.**
- ❖ Residential accommodation provided for pupils or staff
- ❖ Public lighting paid for by schools
- ❖ Facilities **operated under contract on behalf of your school** e.g. boilers used by the school that are owned or operated by an Energy Service Company (ESCo)
- ❖ **Transport fleets** e.g. vehicles owned & operated by your school
- ❖ **Mobile plant & machinery** e.g. equipment used for maintenance / grounds keeping



Main data items required

- ❖ **Electricity & natural gas: MPRNs & GPRNs only** (baseline onwards). The system automatically accesses consumption for these from the meter operators.
- ❖ **All other energy types: annual usage** by your school in kg, litres, kWh etc. (baseline onwards)
- ❖ Values for **pupil numbers**, full-time staff and your school's floor area from baseline onwards.
- ❖ Details of energy saving projects



What's not included?

- ❖ Buildings occupied by 3rd parties not providing services / undertaking activities on your behalf.
- ❖ Staff mileage; staff travel via public/commercial transport.

IMPORTANT: Refer to the M&R FAQ for definitive guidance. If you interpret anything in these 2 pages as contradicting content in the FAQ, then consider the FAQ to be the definitive reference.



How is progress to the 2020 target tracked?

- ❖ You have a **choice of baselines**: most schools choose the default [2013] baseline. You can choose to report any earlier baseline provided that you report your annual energy consumption and your pupil numbers for every year from your baseline onwards.
- ❖ All of your **energy consumption** is converted to kWh and then added together. The system adjusts the thermal consumption to account for the weather during the year (using Met Éireann data) – so you are not 'penalised' during colder years & vice versa. Your weather-adjusted consumption is then converted to your **total primary energy requirement (TPER)**, which gives a more complete measure of your impact on national energy use. This involves multiplying fuel consumption by ~1.1 and multiplying electricity consumption by a year-specific figure that has decreased from ~3.0 in 2001 to ~2.1-2.4 more recently.
- ❖ You enter pupil numbers as your **activity metric**. Pupil numbers is a measure of the activity that your school undertakes.
- ❖ Your **energy performance indicator (EnPI)** is calculated for each year by dividing your TPER by your pupil numbers. See the M&R FAQ for further detailed guidance.



Tips

- ❖ You must **validate your MPRNs & GPRNs annually**. Non-validated MPRNs or GPRNs will not be processed. **Ensure you don't double count** electricity or natural gas consumption by self-reporting usage for which you also submit validated MPRNs or GPRNs.
- ❖ **Data must be robust** & must satisfy SEAI's **data acceptability criteria**. SEAI undertakes data verification assessments (DVA) after the reporting deadline. Retain records of your calculations and data collation. You can change previously reported data in future reporting cycles.
- ❖ SEAI will **publish a summary of your school's performance** - based on the data in the system at the deadline date.
- ❖ **Explore the system**: it includes many reports to help you analyse and interpret your data, most of which incorporate useful graphs and charts. You can also download all of your data for analysis by spreadsheet.



Key Dates

- ❖ **13 November 2017**: Reporting Window Opens
- ❖ **February & March 2018**: training sessions
- ❖ **27 April 2018**: Reporting Deadline – late reports will not be accepted
- ❖ **August 2018**: Final scorecard available