

The following are the terms & conditions (T&Cs) for the M&R system for the 2018 reporting cycle.

Terms and Conditions for the Submission of Data to SEAI In Respect of the Public Sector Energy Monitoring and Reporting System

THESE TERMS AND CONDITIONS APPLY BETWEEN YOU AND THE SUSTAINABLE ENERGY AUTHORITY OF IRELAND (“SEAI”) AND TO THE SUBMISSION OF THE DATA REQUESTED BELOW FOR THE PUBLIC SECTOR ENERGY MONITORING AND REPORTING SYSTEM (“SYSTEM”). YOU WILL SUBMIT DATA IN ACCORDANCE WITH THESE TERMS AND CONDITIONS.

1. The terms of the Guidance apply to your completion of the annual reporting cycle with your data. The Guidance is available at <https://www.seai.ie/energy-in-business/public-sector/monitoring-and-reporting/> and is incorporated into these Terms and Conditions. Please take particular note of the consent requirements in the ‘Reporting MPRNs and GPRNs’ section of the Guidance (click [here](#)).
2. The data you submit will be used as part of the System and will be used by SEAI, the Department of Communications Climate Action & Environment (DCCAE) and designated agents on their behalf for tracking your organisation’s progress against energy efficiency target(s), for informing policy and programme development at national and sectoral levels, for planning and delivering programme supports, for statistical purposes and as required from time to time for the functions and objectives of SEAI and DCCAE. Any data shared with SEAI’s or DCCAE’s agents will be for the above-referenced purposes only and in accordance with relevant confidentiality agreements.
3. Meter level energy consumption data will only be made available to public bodies for MPRNs and GPRNs that have been validated by public body users. The validation process is described in the Guidance.
4. Save for the disclosure of MPRNs and GPRNs to the ESB MRSO, Gas Networks Ireland, DCCAE and the Central Statistics Office (CSO) in accordance with the Guidance, SEAI will treat all MPRN/GPRN level data provided by you in confidence and will not disclose information outside SEAI unless you choose to share it or unless required by law.
5. SEAI will publish the following data annually for all public bodies:
 - a) Public body name.
 - b) Reporting year, which is the year for which the data is being reported.
 - c) Baseline period selected.
 - d) Percentage change in organisation-level Energy Performance Indicator (EnPI) since the previous year.
 - e) Percentage change in organisation-level EnPI since baseline.
 - f) Percentage change in organisation-level Total Primary Energy Requirement (TPER) since previous year.
 - g) Percentage change in organisation-level TPER savings since baseline.
 - h) The commentary reported by the public body for the trend in the EnPI during the reporting year.

- i) List of (up to five) measures reported by the public body as resulting in savings during the reporting year.
 - j) Scorecard graphic illustrating the trend in the public body's normalised EnPI since the baseline period and with respect to a target glidepath to 2020. The normalisation is implemented by setting the baseline EnPI to 100 and calculating subsequent annual values for the EnPI relative to this. The normalised EnPI is a convenient way to express the public body's performance since the baseline period and how it is doing compared to the target, without revealing the organisation's activity data.
 - k) Status of the public body's report for the reporting year; the four possible status classifications are 'No report submitted', 'Incomplete report', 'Data to be verified' and 'Complete report'.
 - l) Submission date of the last report submitted.
 - m) List of energy saving projects implemented in the reporting year and the details reported by the public body for each project, including the amount of energy savings, expressed in kWh TFC and kWh TPER.
 - n) List of energy saving projects proposed for implementation in years after the reporting year and the details reported by the public body for each project, including the amount of estimated energy savings, expressed in kWh TFC and kWh TPER.
 - o) Quantity of energy consumed by the organisation in the reporting year and for each year back to the public body's baseline, broken down by energy/fuel type, expressed in both kWh TFC and kWh TPER.
 - p) Quantity of energy consumed by the organisation in the reporting year and for each year back to the public body's baseline, broken down into electricity, thermal & transport consumption, expressed in both kWh TFC and kWh TPER.
 - q) Quantity of energy consumed by the organisation in the reporting year and for each year back to the public body's baseline, broken down into grid electricity, fossil fuel and renewable energy consumption, expressed in both kWh TFC and kWh TPER.
 - r) Quantity of energy-related CO₂ emissions attributable to energy consumption in the reporting year and for each year back to the public body's baseline, broken down by energy/fuel type and broken down into electricity, thermal & transport emissions.
 - s) Quantity of energy consumption avoided in the reporting year, compared to baseline (where savings have been made), or quantity of additional consumption since baseline (where a deterioration in performance has been reported), expressed in kWh TPER.
 - t) Additional energy savings required to meet the 2020 energy efficiency target, expressed in kWh TPER.
6. The information set out in paragraph 5 above will also be accessible online by the general public through the System.
 7. Other data entered into the System by public bodies will be published in aggregate only.
 8. SEAI is subject to the Freedom of Information Acts 1997 and 2003 (as amended or replaced from time to time ("FOI Acts")). Any requests made to SEAI under the FOI Acts will be handled in accordance with SEAI's internal freedom of information procedures.
 9. For schools only: SEAI will share all of the data recorded on the System for your school with the Department of Education & Skills.

10. You confirm that you have all appropriate third-party consents which may be required for you to participate in the Public Sector Monitoring and Reporting Project described in these Terms and Conditions and the Guidance including, where required, consent to disclose MPRN & GPRN details to SEAI and other parties and for you and SEAI to receive MPRN & GPRN account data from the electricity and gas meter operators as part of the Project. You also confirm that you have considered and complied with the specific consent requirements in the 'Reporting MPRNs and GPRNs' section of the Guidance (click [here](#)).