

MEW National Excellence Award for Energy Conservation

1. Introduction

The National Excellence Award for Energy Conservation was instituted by the Ministry of Energy and Water (MEW) in the year 2011. The award is meant to promote performance excellence for sustainable growth and development of an institution through energy efficiency improvements. Besides recognizing business excellence, the award also increases the understanding of the elements critical to attain the same. This is accomplished by promoting information sharing (strategies, energy efficiency practices, etc) of successful performers and the benefits derived thereof. The award is given annually each year at a special function organized at MEW.

The award is based on a comprehensive model focusing on the organizational practices and performances under nine different criteria, which are further divided into thirty-one sub-criteria. The award is not product or service specific and recognizes excellence in product/delivery standards through effective and well-defined work systems.

2. Objective

To promote performance excellence for sustainable growth and development of an institution through information sharing on policies, strategies and benefits of energy conservation of the successful institution.

3. Participants

The commercial and industrial enterprises are eligible to apply for the Award.

4. Mode of Application

Organizations are required to submit an application form along with a checklist (with appropriate supportive documents) in order to establish eligibility for the award.

Site visit of eligible companies will be conducted to inspect and confirm responses to the Award Criteria for National Excellence in Energy Efficiency.

5. Cost

Manual cost (per copy):

Application fee

(a) Large Category:

(b) Medium Category:

(c) Small Category:

Site Visit Fee

(a) Large Category:

(b) Medium Category:

(c) Small Category:

(The fee is applicable for organizations selected for site inspection only)

6. Key Dates

Last date for submission of Application Form and filled

check-list with supportive documents 15 June 2011

Distribution of the forms : up to 15th July 2011

Site visit June-July 2011

Presentation of the Award, Prizes and Commendation Certificates 6 Sep. 2011

7. Application Form

The Application Form and Checklist is attached at the end of the Manual. Sections A and B of the Application Form should be completed, checklist tick-marked, supportive documents attached and submitted to MEW by 15th July 2011.

8. Application Document

Checklist should be marked at the appropriate boxes, where- ever applicable.

Appropriate documents may be enclosed to support the evidence of checklist, wherever applicable.

Three copies of the forms and supporting documents are to be submitted.

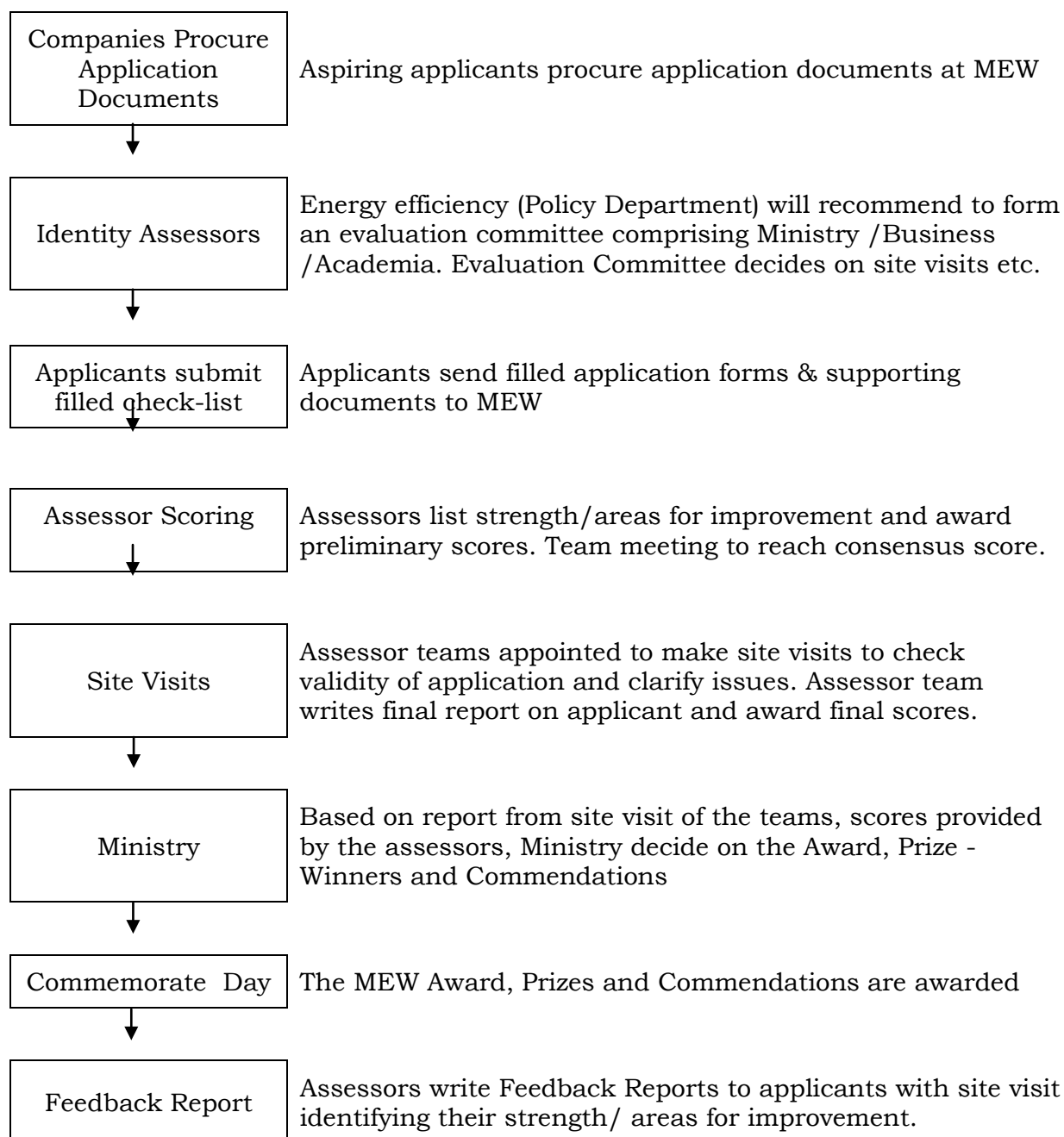
9. Submission of Applications

Completed application documents should be submitted to MEW

Application forms received after fixed date shall not be considered.

Applications not complying with any of the requirements above may be rejected.

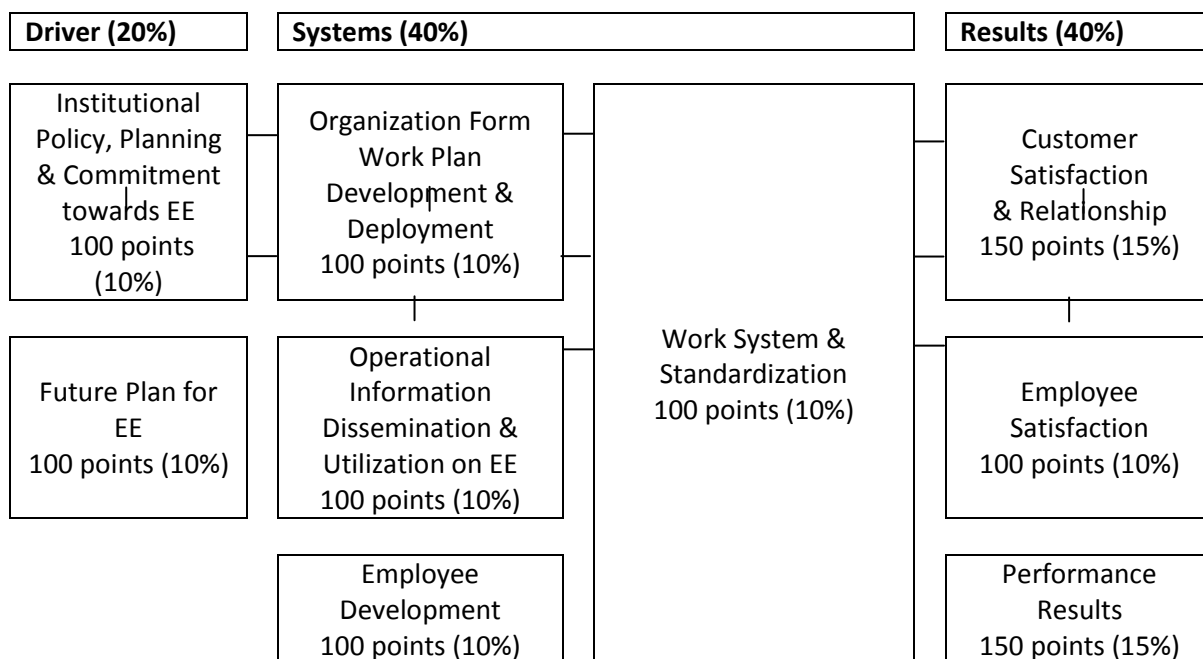
10. Selection Process



11. Assessment of applications

A team of assessors will examine the application. Assessors will include qualified professionals. Application will be assessed and scored on a scale from 0 to 1000 points using the MEW Model for National Excellence.

12. MEW National Excellence Model



- The nine boxes in the model correspond to the criteria, which are used to assess an organization's progress towards energy efficiency excellence. The criteria are grouped into Drivers, System and Results.
- The Drivers and Systems Criteria look into how energy efficiency is being achieved.
- The Results criteria look into what the organization has achieved and is achieving towards energy efficiency improvements.
- The figures in the model show the maximum number of points that may be given to each of the criteria and the equivalent percentages.
- Drivers, Systems and Results are valued at 200 points, 400 points and 400 points respectively. Besides this above model also consider 'Customer', 'employee' and 'performance' are assessed through institutional policy, planning & commitment, organizational form, work plan development & deployment, operational information dissemination & utilization, employee development and work system & standardization through effective leadership and achievements on Energy Efficiency.

13. Criteria for National Excellence

The Criteria for National Excellence Award provide an organization with an integrated, result-oriented framework for implementing and assessing energy conservation practices and the result it is achieving. These criteria much more than a set of rules for an award contest. The Criteria are developed from the insights organizations that are working to achieve organizational quality and business excellence. They represent valid practices for achieving business excellence.

The nine criteria categories are listed to show that all organization actions should lead to excellence with organizational results and try to signify the relationship among categories:

1. Institutional Policy, Planning and Commitment:

- How does the organization implement its vision and mission on energy efficiency? Is it through a clear stakeholder focuses strategy? Does it have relevant policies, plans, objectives, and targets and work systems to support it?
- How the organization uses internal resources in order to support its policy and strategy and the effective operation of its work systems.
- How leaders develop and facilitate the achievement of the vision and mission and, develop value required for long-term success and implement these via appropriate actions and behaviors, and are personally involved in development and implementation of the organization's energy efficiency system.

2. Organizational Form, Work Plan Development and Deployment:

- How the organization designs, implements and improves its organizational structure and work plain order to support its policy and strategy.

3. Operational Information Dissemination and Utilization:

- How the organization designs, implements and improves its operational information dissemination system and utilize the information for driving quality excellence and improving competitive performance.

4. Employees Development:

- How the organization manages, develops and releases the knowledge and full potential of employees, and plans these activities in order to support its policy and strategy on energy conservation and the effective operation of its work system.

5. Work System and Standardization:

- How the organization designs, implements and improves its work system and standardizes working procedures to save energy and in order to support its policy and strategy.

6. Customer Satisfaction and Relationship:

- Describes the organization's relationships with its customers and its knowledge of custom requirements and the key quality factors that determine customer satisfaction and the company competitiveness in the market.

7. Employee Satisfaction:

- What the organization is achieving in relation to its employees and how the employee views are value their work in the organization.

8. Performance Results:

- What the organization is achieving in relation to its planned performance.

9. Future Plan:

- How the organization prepares its future plans and how it adapts to the trend of the change global business environment.

14. Recognition

There will be four levels of recognition, which are as under:

- Award
- Prizes
- Commendations for Significant Achievement

Prizes may be given annually. The best amongst may be given the National Excellence Award on Energy Efficiency. In addition to the Award & Prizes, the organizations win commendation certificate.

15. Award

The Award winner receives a trophy. The design of the Award trophy signifies Business Excellence achieved through Energy Efficiency Management. Award winner's name is engraved on the base of the trophy. An organization receiving the award is not eligible for the same award in the next two consecutive years.

Award recipients may use the award for publicity purposes.

In addition to the trophy the participants may win Prizes and Commendation Certificates.

16. Expectations from an Award recipient

Award recipients are required to share information on their successful performance and quality strategies on energy conservations with other organizations. Recipients are not required to share proprietary information, even if such information was part of the Award application.

17. Benefits of participation in the contest

Each applicant with site visit gains an outside perspective on its business based on review by a team of professional experts (Assessors). The results of this review are given in a feedback report, outlining strengths and area for improvement based on the Award Criteria. Feedback reports may be used by companies as part of their strategic planning processes to focus on their customers and to improve productivity through energy conservation; as well as to help energize and guide their organizational improvement programs.

18. Non-Disclosure and Confidentiality

Names of applicants, comments and scoring information developed during the review of applications are regarded as proprietary by MEW and are kept confidential. Such information will be available only to those individuals directly involved in the assessment and administrative process. MEW will not release information on successful strategies of award recipients and other applicants without the written consent of the applicant,

MEW will take reasonable action to ensure that applications and information therein are treated in strict confidence. However, assessors cannot be held responsible for any loss of confidentiality to a third party. MEW cannot be held liable for any damage (to goods, or persons, financial loss or consequential) incurred through the breach of confidentiality or otherwise by the applicants or any third party.