

**Minutes of the 4<sup>th</sup> Meeting of the Board of Directors (BoD) of  
National Energy Efficiency and Conservation Authority  
(NEECA)**

The 4<sup>th</sup> Meeting of the Board of Directors (BoD) of National Energy Efficiency and Conservation Authority (NEECA) was held on 26<sup>th</sup> July 2021 at 1430Hrs in the Committee Room of Ministry of Energy (Power Division), 'A' Block Pak Secretariat Islamabad. Mr. Ali Raza Bhutta, Secretary Ministry of Energy (Power Division)/Chairman BoD of NEECA chaired the meeting. The list of participants is placed at Annex-I.

2. Secretary, Ministry of Energy (Power Division)/Chairman BoD welcomed the participants of the 3<sup>rd</sup> meeting of NEECA BoD and appreciated the members for their continued efforts during formative phase of NEECA.

3. The Chairman of the BoD adapted the agenda of the NEECA BoD on the request of the MD NEECA (Secretary of the NEECA BoD) in a manner that NEECA's administrative matters were taken up before the operational matters. In addition to the agenda items of the NEECA 4<sup>th</sup> BoD Meeting, NEECA HR recruitment, energy conservation building codes and energy audit of the captive power plants were also taken up with the permission of the Chair.

**Item No.1: Confirmation of the Minutes/Decisions of 3<sup>rd</sup> Meeting of the NEECA Board held on 2<sup>nd</sup> April, 2021**

It was apprised to the Board that the Minutes/Decisions of the 3<sup>rd</sup> BoD meeting were circulated to all the Members of the BOD, and no comments/inputs were received from the Members.

**Decision:**

**The BoD confirmed the Minutes/ Decisions of the 3<sup>rd</sup> BOD Meeting of NEECA.**

**NEECA's Administrative Matters**

**Item No. 02: Legal Vetting of Approved NEECA's Service Regulations 2021**

It was apprised to the BoD Member that in light of the decision of the NEECA 3<sup>rd</sup> BoD Meeting, NEECA's Service Regulations 2021 were shared for legal vetting with OGRA and at the same time NEECA hired the services of Legal Counsel. The BoD members were informed about the changes made in NEECA's Service Regulations 2021. It was also apprised to NEECA BoD Members that NEECA is an autonomous body, hence there is no need for legal vetting of Service Regulations 2021 from Ministry of Law and Justice.

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It was informed by MD NEECA that a selection committee has been proposed for interviews of the NEG-1 & 2 in NEECA's Service Regulations 2021. It was further briefed to the BoD Members that NEG-1 & 2 would be hired through two stage interviews process. An initial interview of the shortlisted candidate would be conducted by NEECA's HR Committee headed by Chairman HR Committee (Member Energy, Ministry of Planning, Development and Special Initiatives-MoPD&SI) and 2<sup>nd</sup> interview would be conducted by selection committee as mentioned in NEECA's Service Regulation 2021, headed by the Chairmen of the NEECA BoD. It was suggested by Member Energy, MoPD&SI to include the Chairman of the NEECA's HR Committee in Final Selection Committee for NEG-1&2.

#### **Decisions:**

- i) **The BoD has confirmed the legal vetting of the already Approved NEECA's Service Regulation 2021.**
- ii) **The Chairman of the NEECA BoD directed to amend the selection committee by incorporating Chairman of the NEECA HR Committee as Chairman of the Selection Committee for NEG-1&2 (Director General & Executive Director) in appendix-9 of the NEECA's Service Regulations 2021.**

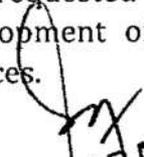
### **NEECA's Operational Matters**

#### **Item No. 3: Energy Standards and Labeling Regime for Electrical/Gas Appliances**

It was appraised by MD NEECA that Minimum Energy Performance Standards (MEPS) for Fans, LED Lights and Motors have been endorsed and adopted by PSQCA. The MEPS for Air Conditioners and Refrigerators have been developed and consultation with PSQCA is going on for the endorsement. At present, voluntary regime for Fans is being executed and more 500,000 NEECA's Labelled Fans have been purchased by consumers all over Pakistan which is less than 1% of the total manufacturing in the country. He informed the BoD Members that it is necessary to include the NEECA's labelled products in MRS list by all the provinces to move forward for mandatory labelling regime. It was informed by MD PEECA that Fans have been included in MRS list in Punjab Province.

MD NEECA briefed the BoD members about the future plans regarding the mandatory labelling regime (star rating) as well as phasing out strategy for inefficient products from the market. He further appraised the BoD Members about the strategy to discourage the import of inefficient products and export of NEECA's labelled efficient products from international markets. He further updated the BoD Members about the consultation process with manufacturing associations about the NEECA's plans for labeling regime. It was also informed to the BoD members that the technical and legal matters regarding the labelling of products are also under consideration in discussion with PSQCA.

MD NEECA requested the BoD to approve the issuance of advisory by all provinces to include the Fans in MRS list of each Province and also requested to grant permission under the section 4(3) of the NEECA Act 2016 for the Development of Pakistan's Energy Labelling Scheme/Regulations for all the electric and gas appliances.

  
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## Decisions:

- i) The BoD confirmed the Notifications/Advisory to be issued by Provincial Designated Agencies for procurement of labeled appliances and inclusion of labeled products (Fans-AC/DC) in MRS list of respective Provincial Finance
- ii) The BoD has endorsed the MEPs for Air Refrigerators and Air Conditioners.
- iii) The BoD has deferred the matter of Pakistan Energy Label Schemes/Regulations for Electrical & Gas Appliances till next BoD meeting and asked the NEECA Management to come up with mandatory documentation for Pakistan Energy Label Schemes/Regulations for approval from the BoD.

## Item No. 4: National Certification Scheme for Energy Auditors/Managers

MD NEECA briefed the BoD members that in light of the section 7 sub clause X of the NEECA Act 2016, National Certification Scheme for Energy Auditors/Managers has been prepared with the technical assistance from the UNEP Climate Technology Center & Network (CTCN). It was informed to BoD members that National Certification Scheme for Energy Auditors and Managers have been developed through a detailed consultation process by the international consultants.

It was discussed to include the guidelines as appendices in the regulations to avoid any legal discrepancies particularly related fees for energy auditor and managers course/training. MD NEECA requested the BoD to approve the following aspects of the National Certification Scheme for Energy Auditors and Managers;

- Guidelines on eligibility (basic qualifications) for the energy auditors and managers
- Guidelines on fees, manner and frequency of accreditation for Energy Auditors(EA)/Energy Managers(EM)
- Syllabus for conduct of examinations
- Course material and guide books
- Guidelines for appointment of evaluators and professionals for assessment of EA/EM examinations
- Regulations on appointment of Energy Managers by Designated Consumers
- Regulations on frequency, manner, conduct and reporting of energy audits by Designated Consumers
- Regulation on accreditation and review of Energy Audit firms
- Enlistment of successful candidates of Training of Trainers Program

## Decisions:

The BoD postponed the agenda item for next BoD meeting, subject to a comprehensive presentation by MD NEECA on these regulations from the process of formulation of these regulations to intended outcomes step by step.

## Item No. 5: Provincial Designated Agencies

### A) Notification of Provincial Designated Agencies

MD NEECA briefed the BoD Members as per the Section 13(7) of the NEECA Act 2016 for the establishment of designated agencies. The said section of the NEECA Act 2016 goes on: "The Provincial Governments shall nominate a specific department under its control to coordinate with the Authority and facilitate implementation of the provisions of this Act within its jurisdiction. The

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Authority upon receiving the nomination from Provincial Government, may declare the nominated department as the designated agency. The designated agency may appoint as many inspecting officers as may be necessary for the purpose of ensuring compliance of this Act".

It was further informed to NEECA BoD that designated agencies are supposed to serve a general purpose of coordination with the Authority and facilitation and implementation of the provisions of the Act within the territorial jurisdiction of the nominating Provincial Government.

**Decisions:**

**The BoD has notified the nominated agencies from all the Provinces as NEECA's Designated Agencies.**

**B) Concurrence of the NEECA Board for the Establishment of PEECA**

It was informed to BoD Members that in the 2nd NEECA BOD meeting, the Board endorsed the proposal of operationalizing the Provincial Energy Efficiency Agencies and the matter of for notification of PEECA as designated agency was deferred till the fulfillment of the legal requirements of NEECA. However, the Energy Department, Government of the Punjab has sent a proposal for enactment of an act for establishment of PEECA. In light of section 13 (6) of NEECA Act, NEECA's Legal Counsel clarified that the Act empowers Provincial Government either to adopt or make Rules for carrying out the provision of the NEECA Act. The BoD Members agreed to give concurrence to the Nominated Agency of the Punjab Government.

**Decisions:**

**BoD has given its concurrence to the Nominated Agency of the Punjab Government as its designated agency.**

**The following items were also discussed with the Permission of the Chair:**

**1. Preparation of Action Plan/ Framework for FY 2021-22:**

Given the NEECA's Mandate and availability of resources, it was directed to NEECA's Management to develop a roadmap/ action plan to set priorities for the NEECA as an Authority. The Chair suggested to develop work plan as it will help to gauge the progress as well as help to priorities the action given the resource constraints.

**Decision:**

**The BoD directed to NEECA management to prepare a roadmap/framework for the Fiscal Year 2021-22**

**2. NEECA's HR Recruitment**

The Chair admitted the unavailability of human resource for NEECA to handle technical affairs of the Authority. The Chair further added that as per the commitment budget for the first phase of hiring of NEECA HR has been provided. It is therefore, NEECA Management needs to expedite the HR recruitment process. In this reference, MD NEECA briefed the BoD about the

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hiring process and informed the BoD that HR Committee meeting has been conducted on 29<sup>th</sup> June 2021. The findings of the HR Committee will be shared with BoD in next BoD meeting.

**Decision:**

**MD NEECA would inform the BoD about the recruitment of HR for NEECA in next BoD Meeting**

**3. Energy Conservation Building Codes**

MD PEECA (Member of the NEECA BoD) requested the Chair for the approval of NEECA BoD regarding amendments in Energy Conservation Building Codes (ECBC) under Section 13 (1) of the NEECA Act 2016. He informed the BoD that PEECA is planning to implement these Codes from large buildings to residential/domestic level. But, as per requirement of the NEECA Act 2016, we need approval from NEECA BoD to execute at Provincial level.

In response to the MD PEECA, the Chair asked MD NEECA to respond to it. MD NEECA informed the BoD that we acknowledge the amendments made by PEECA. However, there is need to clarify that ECBC are the part of Building Codes of Pakistan for which the custodian is Pakistan Engineering Council (PEC). Hence, NEECA in coordination with PEC is reviewing ECBC for the last six months. Once the review/consultation process is completed, we will be in position to give concurrence to the PEECA.

**Decision:**

**BoD directed NEECA Management to bring the ECBC as an agenda item in next BoD meeting.**

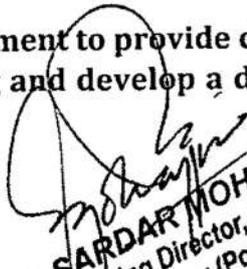
**4. Energy Audit of Captive Power Plants**

On the request of representative from Petroleum Division, MD NEECA updated the BoD members regarding the energy audit of the co-gen based captive power plants. MD NEECA informed the BoD members that the procurement process has been completed and NEECA is ready to award the assessment of co-gen to selected companies. However, the payments modalities with the Co-gen based captives need to be finalized. Also, some of the litigation issues are in process.

**Decision**

**The Chairman of the NEECA Board directed NEECA Management to provide detailed status of the Energy Audit of the Captive Power Plants in writing and develop a draft summary report to present in next week CCOE meeting.**

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