

Rules of engagement of the SRI Platform

Introduction

This document describes the structure, management and operational rules of the SRI platform.

The purpose of the SRI platform is to contribute to the promotion of the SRI and related best practices. It serves to promote and support the testing and implementation of the SRI. It acts as an exchange forum involving all stakeholders interested in the SRI, and a forward-looking discussion hub for technical, regulatory and implementation aspects of the SRI.

The SRI platform will also support working groups focusing on specific elements of the SRI, for instance on exchanging SRI testing experiences, methodological aspects or aspects related to the assessment and implementation of the SRI such as the service catalogues or the design of the SRI certificate.

Validity period

The platform structure, management and operational rules described in this document are valid for the SRI3 service contract¹ duration², after which the platform structure, its management and operational rules may be revised.

¹ Number of the SRI3 service contract: ENER/2020/OP/0015 – ENER/B3/2020-608/02SI2.846681.

² The SRI3 service contract duration is from beginning of May 2021 until the end of April 2023.

Structure of the SRI Platform

The SRI platform is managed by the **SRI platform secretariat** and structured around **plenary meetings** and **working groups**.

The platform starts with a '**flexible organisation**' allowing improvements of the structure if needed.

In the first operational year, two plenary meetings are foreseen and **3 thematic working groups** are organized with regular meetings. After a first operational period, **this approach can be adapted if needed** based on the insights gained from the first experiences.

SRI platform plenary meetings

The SRI platform gathers Member States and all stakeholders interested in the SRI to facilitate interaction and discussion on technical, regulatory and implementation aspects of the SRI.

SRI working groups

Thematic scope

The SRI platform also supports working groups focusing on specific elements of the SRI. Three working groups are being established addressing the following topics:

- **Member State SRI test phase**
- **Maintenance & potential extension of the SRI calculation methodology**
- **SRI value proposition and supporting measures.**

The scope of the working group on **Member State SRI test phase** comprises the testing of the SRI in EU Member States. The purpose is to share experiences and support on the testing and initial implementation of the SRI in Member States, to support evaluation and to consolidate the reporting by Member States formally involved in testing the SRI. All Member States are invited to join this working group to gain insights on the experience of testing the SRI during Member State pilot activities.

The scope of the working group on **Maintenance & potential extension of the SRI calculation methodology** comprises all aspects related to the maintenance and potential extension of the methodology of the SRI as described in the delegated act on the SRI, such as the process for updating the scoring, the weighting and the service catalogue³. The purpose is to discuss and report on these methodological aspects; e.g. streamlining a common EU approach and defining a process for keeping the SRI catalogues and scoring matrices up to date.

The scope of the working group on the **SRI value proposition and supporting measures** comprises all aspects related to the following topics:

- Clarification and communication of the SRI's value proposition
- Supporting SRI assessment
- Professional training and capacity building
- Consideration of needs for a common online assessment tool
- SRI needs within the Single Market
- Potential linkages between the SRI and other initiatives.

³ This also includes catalogue expansion, for instance for lifts. Evolution towards data-driven performance assessment will not be part of this platform working group, but will be covered in the topical groups of the H2020 SmartBuilt4EU project (<https://smartbuilt4eu.eu/>).

Platform management and operational rules

SRI platform secretariat

The SRI platform is managed by the SRI platform secretariat. The secretariat is organized within the SRI Consortium as part of the SRI3 service contract for the period of the SRI service contract. It operates in close cooperation with the European Commission Services.

The SRI platform secretariat organizes and hosts regular plenary meetings and provides consolidation of the reporting outcomes of the platform. The secretariat also oversees the setup and (as needed) operational support to the working groups. In addition, the secretariat provides support via direct interaction with individual stakeholders or stakeholder groups.

SRI platform plenary meetings

Regular plenary meetings are organized by the platform secretariat that will be **open to all**.

During the first operational year of the SRI platform, there will be two plenary meetings. This frequency may be adapted after evaluation of the first operational period.

The agenda of the plenary meetings will be distributed in advance by the SRI platform secretariat.

Working groups

Invitation to participate in the working groups will be initiated via a call for expression of interest.

Members of the working groups will conduct their work on a voluntary & pro bono basis.

The rules of engagement and operation may be different for different working groups. This is indicated by use of different text colours according to the following text colour code:

- **Red:** applies only to the working group on Member State SRI test phase
- **Green:** applies exclusively to the working groups on Maintenance & potential extension of the SRI calculation methodology and on the SRI value proposition and supporting measures
- **Black:** applies to all working groups.

Membership application and granting procedure

EU Member States may appoint no more than one representative per working group. The same person may be their representative in more than one working group.

The number of membership positions per working group is limited to ensure a balanced composition and allow in-depth collaboration.

Application for membership to the working groups on the SRI calculation methodology and SRI assessment process and supporting materials will be open to any applicant but the actual membership is limited. A balanced composition of up to 15 members for each working group is targeted.

Application for membership organisations is therefor subject to a selection process. The following restrictions apply:

- Application for membership per working group is only open for one membership position per organisation
- Each member organisation is to be represented by one individual person
- One individual person is only allowed to represent one organisation
- Individual persons that are member of more than one organisation can not become member if one of those organisations has already appointed a member

Membership positions may be transferred from one representative to another representative of the same organisation. This is simply done by notification (by the respective organisation to the SRI consortium) at least one month upfront of the actual transfer occurrence.

The following table contains an overview of the stakeholder types that are targeted to be represented as members in the working groups (indicated per working group).

SRI3 Targeted Stakeholder Types	SRI3		
	Working groups		
	Member State SRI test phase	Maintenance and possible extension of SRI calculation methodology	SRI value proposition and supporting measures
Not mentioned in the list, but automatic membership granted; *SRI3 Consortium representative(s) *European Commission services representative(s)			
Type of organisations			
Member States opting for SRI testing	x	x	x
Member States observers			
Commercial actors (private sector actors)	n.a.		
Equipment manufacturers and their professional associations		x	x
Equipment installers and their professional associations		x	x
Real estate owners / managers associations			x
Building assessors and their professional bodies		x	x
Facility managers and their professional bodies		x	x
Civil society organisations			
Energy and environment NGOs - with a focus on buildings			x
Consumer, tenant and housing organisations			x
Standardisation bodies			
Certification and accreditation bodies		x	x
Research organisations & Academia		x	
Experts and Consultancy organisations			
Other stakeholders			
Total number of members (excl. SRI3 consortium, EC services and MS representatives)		15	15

Table 1: Working groups targeted stakeholder types

Membership applications for a working group by organisations that fit the targeted stakeholder type according to the table are treated with higher priority when selecting among candidates.

Membership applications of organisations representing larger groups of individual actors are treated with higher priority when selecting among candidates, for instance organisations representing an entire industry sector have priority over individual companies.

Membership of the working group on Member State SRI test phase is closed and participation restricted. Members States formally involved in the testing of the SRI, are granted automatic membership acceptance in the working group on Member State SRI test phase. The working group on Member State SRI test phase is also open for participation to representatives of all other Member States. Member States only formally need to notify the SRI platform secretariat of who will represent the Member State in the working group using the membership application form.

Rules of engagement

The working group **outcomes are advisory** and for experience sharing purposes to support further developments and promote and facilitate implementation of the SRI - **authority for SRI decision making ultimately resides with the European Commission and Member States**.

Participation in working group meetings is restricted to their members, representatives of the platform secretariat and the European Commission.

Contribution to working groups **is open to all**. Organisations that have not been granted membership to a particular working group can contribute via the delivery of papers or reports to one or more working groups (e.g. via white papers, position papers, etc.) delivered via the SRI platform secretariat.

All working group members are to provide **active contributions** to the respective working group in line with the general purpose of the SRI platform (see introduction).

A **minimum attendance** to working group meetings of at least 75% is required.

The **European Commission reserves the right to suspend** a working group membership in case of involvement in activities that might be counteracting on the general purpose and objectives of the SRI platform (see introduction).

The **SRI platform secretariat and the European Commission services** are always to be invited to working group meetings but are **not obliged to join**.

Each **platform working group** can decide on its **own governance**; for instance, electing a chair, organizing a secretariat for the platform working group, organizing sub thematical groups, etc.

Working group **meetings are foreseen** to be organized **at least quarterly; through online calls or live meetings (e.g. organised back-to-back with the SRI platform meetings)**.

After completion of membership registration and composition of a working group, the working group is to **deliver** to the SRI platform secretariat the following **information**: the contact details of a single point of contact, a working programme and agenda of the working group meetings for the upcoming operational period. This is to be **updated** whenever required (before any change in contact information or new operational period).

Each working group is to **report back to the platform secretariat on the activities and outcomes** of the activities **on a regular basis**; at least after each working group meeting. **Main outcomes are to be presented during** the platform **plenary meetings** on request by the SRI platform secretariat.