EECA 2024 EnMS STARTER PACK

C3 · GOVERNANCE KIT

Committee & Governance Kit

Management representative appointment · Committee terms of reference · meeting and management review templates

GP/ST/No.46/2024 (Pind. 1/2026) builds the EnMS on named governance: a management representative appointed from top management, an Energy Management Committee that meets at least four times a year, and an annual management review whose minutes top management endorses. This kit contains the appointment letter, terms of reference, and minute templates to stand that structure up in a week.

DOCUMENT NO.	REV	ISSUE DATE	PREPARED BY	APPROVED BY
INV-ENMS-C3	1.0	29 July 2026	Innovast Sdn Bhd	Anslem Lim, CEO

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DRAFT FOR ADAPTATION — this template is not regulatory advice. Prepared with reference to GP/ST/No.46/2024 (Pind. 1/2026) (Guidelines on Energy Management System), the Energy Efficiency and Conservation Act 2024 [Act 861] and the Energy Efficiency and Conservation Regulations 2024 [P.U.(A) 466/2024]; sources last verified 18 July 2026. Adapt every field to your organisation before use. Only Suruhanjaya Tenaga can determine compliance with the Act.

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1 The governance structure GP46 requires

Role / body	Requirement	Source
Top management	Sets strategic direction; reviews and endorses the EnMS boundary, energy policy, objectives, targets and EEI; allocates human and financial resources; endorses M&V; conducts management review	GP46 para. 4.2(a)
Management representative	Appointed from among top management or the CEO; oversees EnMS implementation; establishes and leads the Committee; reports progress and results to top management regularly	GP46 para. 4.2(b)
Energy Management Committee	Multi-department working team; develops energy planning and implements the action plan; meets not less than 4 times a year	GP46 para. 4.3(a)–(b)
Registered energy manager (REM)	Assists the Committee and management representative: objectives and targets, EEI, data collection plan, action plan, opportunity identification, M&V; arranges and minutes the meetings	GP46 para. 4.3(c); GP47 para. 3
Departmental members	EHS, utility/facility/engineering O&M, production (industry), procurement and finance, HR, administration — each with defined data and support roles	GP46 para. 4.3(a), (c)(ii)

Reference structures

Adapt the composition to your organisation — GP46 gives examples for the industry and building sectors:

Industry sector example	Building sector example
Management Representative (Chairperson) ▌ REM / Energy Manager ▌ Company Accountant (financial perspective) ▌ Human Resource Officer (HR perspective) ▌ Production Engineer (production support) ▌ Facilities Engineer (operation support)	**Management Representative (Chairperson)** ▌ REM / Energy Manager ▌ Building / FM Manager (operations) ▌ Chargeman / M&E Supervisor (plant data) ▌ Finance Executive (budgets, tariffs) ▌ Admin / Tenant Liaison (occupancy, floor data)

Composition per GP46 para. 4.3(a) and the Figure 2/Figure 3 examples, restated for Malaysian industrial and commercial organisations.

2 Template — Management representative appointment letter

[Company letterhead]

APPOINTMENT AS MANAGEMENT REPRESENTATIVE — ENERGY MANAGEMENT SYSTEM

Dear [name],

Pursuant to the requirements of the Guidelines on Energy Management System [GP/ST/No.46/2024 (Pind. 1/2026)] issued under the Energy Efficiency and Conservation Act 2024 [Act 861], the Board / [top management body] of [Company name] hereby appoints you as the Management Representative for the company's energy management system, with effect from [date].

In this capacity you are authorised and required to:

- establish, chair and lead the Energy Management Committee;
- oversee the development and implementation of the energy management system and make decisions regarding energy management;
- jointly plan, implement and continually improve the EnMS with the Committee and the registered energy manager; and
- report the progress and results of the EnMS to top management regularly, and present the outcomes of the annual review.

This appointment carries the resources and authority set out in the company's energy management policy.

Signed (top management):		Acknowledged (appointee):	
Name / designation:		Name / designation:	
Date:		Date:	

3 Template — Committee terms of reference

ENERGY MANAGEMENT COMMITTEE — TERMS OF REFERENCE

1. Purpose. The Committee is the multi-disciplinary working team that develops the energy planning of [Company name] and implements the energy management action plan agreed by top management, in accordance with GP/ST/No.46/2024 (Pind. 1/2026).

2. Composition. Chairperson: the Management Representative. Secretary: the registered energy manager (REM). Members: representatives of [EHS / utility, facility management, engineering O&M / production / procurement and finance / human resource / administration — adapt]. Members are appointed by name in Annex 1.

3. Meetings. The Committee meets not less than four times a year. The REM arranges the meetings and records the minutes; the Management Representative endorses them. Quorum: [n] members including the Chairperson or their delegate.

4. Duties. The Committee shall: prepare and develop the energy management policy; conduct the EnMS self-evaluation; organise the internal EnMS performance review; prepare and implement the action plan; conduct awareness, campaigns and training; coordinate, check and approve working procedures, manuals and tools; monitor EnMS implementation and performance; ensure measurement and verification for reporting energy performance; and review and revise energy targets and the action plan for continual improvement.

5. Reporting. The Management Representative reports the Committee's progress and results to top management regularly, and at least annually through the management review.

6. Review. These terms of reference are reviewed annually at the management review.

Duties restate GP46 para. 4.3(b)(i)–(ix). Keep all nine in substance.

4 Template — Committee meeting minutes

Meeting no. / of year:		Date / time / venue:	
Chairperson:		Recorded by (REM):	
Present:		Apologies:	

#	Agenda item	Discussion / decision	Action — owner — due
1	Review of previous minutes and actions		
2	Energy consumption and EnPI/EEI vs baseline and target (REM report)		
3	Action plan / ESM progress, M&V results		
4	Self-evaluation matrix / internal review findings, corrective actions		
5	Awareness, training and communication activities		

#	Agenda item	Discussion / decision	Action — owner — due
6	Legal and compliance updates (obligations register review)		
7	Other matters / next meeting		

Endorsement — Management Representative: signature _____ date _____

A standing agenda in this shape discharges the Committee duties of GP46 para. 4.3(b) and gives the EE&C report its EnMS evidence. Minutes endorsement per GP47 para. 3(c)(iii).

5 Template — Annual management review minutes

GP46 para. 8.3 and GP47 para. 3(c)(iv)–(v): the management review is held with top management at least once a year; the Management Representative presents the outcomes; the minutes are endorsed by top management.

Review date / venue:		Period covered:	
Top management present:		Presented by:	

#	Input presented	Summary / finding
1	EnMS and energy performance data — EnPI/EEI vs baseline, targets and benchmarks	
2	EnMS assessment results vs previous assessments; internal review findings	
3	ESM savings verified through M&V	
4	Staff awareness, knowledge and competency assessment	
5	Legal-compliance evaluation (obligations register status)	
6	Resource adequacy; issues escalated by the Committee	

#	Decision taken (policy / targets / resources / strategies)	Owner	Due
1			
2			
3			

Endorsement — Top management: name/designation _____ signature _____ date _____

6 First 30 days — standing this up

Day	Action
1–5	Top management signs the management representative appointment letter (para. 2); representative nominates Committee members with department heads
5–10	Adopt the terms of reference (para. 3); REM circulates the first meeting notice
10–20	First Committee meeting: adopt the draft energy policy (C2); run the first self-evaluation matrix (C10); open the obligations register (C4); set the meeting calendar (≥4/year)
20–30	Management representative briefs top management on the baseline position and the reg 8 deadline; agree resources and the action plan timeline

Innovast facilitates first-cycle governance setup — appointment to first endorsed minutes — as part of every EnMS engagement. **anslem@innovast.asia**

The complete Starter Pack

This document is one of thirteen working documents in the EECA 2024 EnMS Starter Pack — together they stand up an energy management system that follows GP/ST/No.46/2024 (Pind. 1/2026) and the statutory duties of Act 861.

Code	Document	Use it to
C0	Pack Guide & Compliance Clock	Orient the team; diarise the statutory deadlines
C1	EECA EnMS Gap Assessment Checklist	Score your current position (Yes / Partial / No) against every GP46 element and statutory duty; get a readiness band
C2	Energy Management Policy Template	Draft the policy with the four GP46-mandatory commitments built in
C3	**Committee & Governance Kit**	Appoint the management representative; constitute the Committee; run and minute the meetings and the annual management review **(this document)**
C4	Legal & Obligations Register	Hold every Act 861 / EECR duty with citation, deadline, penalty, owner and status — the legal-compliance evaluation GP46 para. 8.2(g) expects
C5	REM Appointment Checklist	Choose internal vs external appointment; respect the tiering and the caps; manage the three-year window
C6	EnPI / EEI Worksheet (sector-selectable)	Establish the baseline and indicator — SEC path for industry, BEI path for buildings
C7	Energy Data Collection Plan + 12-Month Consumption Tracker (xlsx)	Plan and record the twelve months of consumption, generation and variable data GP46 requires
C8	Action Plan & ESM Register (docx + xlsx)	Turn audit findings into a prioritised, costed, owned action plan with M&V per ESM
C9	Communication, Awareness & Training Plan	Discharge GP46 para. 7.7–7.9 — communication matrix, motivation strategy, training programme
C10	EnMS Self-Evaluation Matrix (xlsx)	Run the GP46 para. 5.2.3(a) maturity self-evaluation at Committee formation and periodically after
C11	Work Procedure & Log Sheet Starters	Seed the operational controls — chiller plant and lighting examples to adapt
C12	EE&C Report Skeleton	Assemble the annual report content in the GP45 structure before entering it in the Commission's online system

Get the complete pack, free: eeca2024.my/enms-pack · anslem@innovast.asia · +60 12 355 6214