



Scheme administrator of NABERS UK

## **Invitation to submit an Expression of Interest**



Closing date for written submissions: 17:00 GMT, Friday 3rd November 2023

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# 1. Overview

NABERS UK provides reliable and comparable sustainability measurement for commercial buildings in the United Kingdom (UK), which account for approximately [18% of the country's total carbon footprint](#).

The scheme builds on the success of NABERS Australia, where participants in the program have reduced their energy use by an average of 30-40% over a 10-year period. NABERS UK rates the operational energy efficiency of UK offices, and NABERS ratings play a major role in bridging the performance gap between the design and in-use energy performance of offices.

NABERS was brought to the UK through a multi-year partnership between the Better Buildings Partnership (BBP) and its members, and NABERS Australia. BRE subsequently became the administrator of the scheme, which officially launched in November 2020. As [announced on 4 September 2023](#), BRE is stepping down from its role as scheme administrator to focus on its BREEAM scheme. NABERS is therefore seeking expressions of interest to identify a new long-term, UK-based scheme administrator.

This document summarises the process for interested organisations, and the criteria NABERS will use for assessment. It is important to note that NABERS does not expect organisations to meet every aspect of the selection criteria outlined further below. Submissions from two organisations proposing to administer the scheme in joint partnership will also be considered.

## 2. NABERS UK

### 2.1. Background

NABERS UK was developed through the industry backed and funded Design for Performance initiative. The process was convened from the start by the Better Buildings Partnership (BBP) and its members, who joined forces with NABERS Australia to create and launch the NABERS UK scheme in November 2020.

NABERS UK was developed to emulate the success of the scheme in Australia, where 90% of office space is rated, with buildings making energy savings of over \$1.4 billion AUD and 10 million tonnes of CO<sub>2</sub>. The scheme has gathered significant momentum since its launch in the UK, with the support and active participation of a large portion of the leaders in the UK building sector.

While the NABERS UK scheme is still young, it already enjoys extensive participation and strong momentum. Over 100 new office buildings have already signed official Design for Performance agreements and have set NABERS rating targets in operations. Over 293 industry professionals have enrolled in official NABERS UK training programs, with 86 of them having already become licensed NABERS UK assessors and many others being in the process of doing so. NABERS UK is also integrated into industry standards and guidance including the BCO Guide to Specification, the RIBA Plan of Works, UKGBC & LETI Energy Use Intensity Targets for Offices, BSRIA Soft Landings, CIBSE's TM54 and GRESB. NABERS UK is also utilised by the GLA in its 'be seen' energy policy guidance.

There are currently two product offerings available in the UK for office buildings: [Design for Performance](#), which drives energy efficient new buildings, and [NABERS Energy for Offices](#) ratings, which measures the operational energy efficiency of existing buildings. All ratings are carried out by NABERS assessors trained in the UK. NABERS and the new scheme administrator can explore the suitability of the wider NABERS product suite, including [ratings](#) and [sectors](#), for the UK market.

## 2.2. Governance

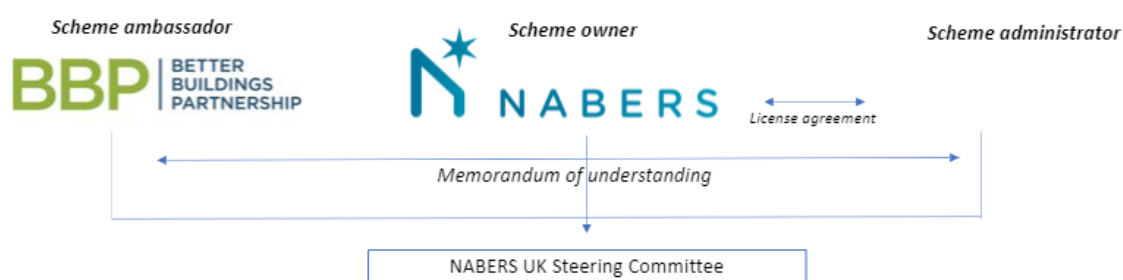


Figure 1: NABERS UK scheme governance

The NABERS UK Steering Committee brings together organisations who have relevant experience and knowledge to guide the strategic direction of the NABERS UK program.

The Steering Committee has two membership types:

1. Voting Members: the BBP, NABERS, Scheme Administrator;
2. Non-Voting Stakeholder Members: major industry bodies which represent the interests of many different important stakeholders in building sustainability.

## 2.3. Commercial relationship with NABERS Australia

The commercial relationship between NABERS Australia and the scheme administrator is underpinned by a licensing agreement.

This licensing agreement covers aspects of the commercial arrangement such as:

- Ownership of licensed materials
- Support provided by NABERS Australia to the scheme administrator
- Financial arrangements
- Reporting requirements
- Indemnity and liability

NABERS Australia would enter discussions on these arrangements with the future scheme administrator in subsequent stages to this the Expression of Interest process.

## 2.4. Responsibilities of the NABERS UK scheme administrator

The scheme administrator is responsible for the management of all aspects of the NABERS UK Scheme. This includes delivering the product offerings available under the NABERS UK product suite: currently Design for Performance (for new buildings) and NABERS Energy for Offices (for existing buildings).

An indication of some of these responsibilities is outlined below, although this list is neither exhaustive nor absolute.

**Registration & Certification: Managing all aspects of the registration and certification processes for NABERS UK including:**

- Registering & Certifying NABERS UK Energy for Offices ratings.
- Registering & Certifying Design for Performance Agreements.
- Maintaining up to date records of all registered participants.
- Responding to technical queries from Scheme users, liaising with NABERS as appropriate.
- Maintaining compliance and quality assurance through auditing.

**Training & Licensing of Assessors: Managing & delivering the NABERS UK training programme and associated licensing of assessors including:**

- Training individuals to become NABERS UK Licensed Assessors, ensuring individuals have the theoretical and practical knowledge necessary to practice as NABERS UK Licensed Assessors.
- Maintaining & developing the training resources for the continuous professional development of NABERS UK Licensed Assessors.
- Monitoring and auditing the quality of work performed by NABERS UK Licensed Assessors.
- Providing technical advice to NABERS UK Licensed Assessors in line with the NABERS UK scheme rules.

**Stakeholder Engagement: Engaging with key scheme stakeholders in accordance with the governance structures in place for NABERSUK including:**

- Providing regular updates on the key deliverables to NABERS in line with the license agreement.
- Attending and reporting to the NABERS UK Steering Committee highlighting any issues with a strategic impact on the Scheme.
- Convening the NABERS UK Independent Design Review Panel (which review Design for Performance submissions) to gather technical queries and provide feedback to NABERS.
- Liaising with NABERS UK [Supporters](#) to gather feedback on the use of the scheme and highlight supply chain related issues to NABERS.

**Marketing & Communications: Being the face of NABERS UK and the first point of contact for all participants, and proactively marketing, communicating and expanding the scheme including:**

- Maintaining the NABERS UK website, incorporating information concerning the scheme concerning governance, registrations, training and all supporting materials.

- Market development for the NABERS UK Scheme, upscaling adoption within the commercial building industry in the UK and advocating its adoption with industry and government stakeholders.
- Proactively supporting the communication and uptake of the scheme through appropriate representation at industry events and conferences.
- Ensuring adherence to NABERS UK Branding & Use of Logo in the UK.

### 3. EOI process and timeline

- NABERS will begin to take expressions of interest from **Friday 29<sup>th</sup> September 2023**.
- From the **2<sup>nd</sup> October** NABERS will be available for briefings with interested organisations.
- Organisations have until **17:00 GMT Friday 3<sup>rd</sup> November** to submit a written application, which should set out how the organisation(s) meets the administrator criteria.
- Organisations who chose to submit a joint bid should submit **a single, joint** application.
- From **Monday 13<sup>th</sup> November to Friday 1<sup>st</sup> December** NABERS will engage with short-listed organisations in a series of 1:1, virtual meetings to explore the organisation(s)'s capabilities and vision for the Scheme.
- The successful organisation(s) may then be asked to share further information to support NABERS in undertaking due diligence checks before a formal offer is made.
- NABERS is working to identify and establish a new administrator as quickly as possible, to provide continuity for participants in the Scheme. Organisations participating in the EOI should expect and be prepared to engage in detailed discussions with NABERS Australia during November and December 2023.
- NABERS reserves the right to accelerate or extend the timeline for the EOI process where it deems this is in the best interest of the Scheme and its participants.

#### 3.1. Arranging a briefing session

To arrange a virtual (MS Teams) briefing session please contact Melissa Craig, Policy and Partnerships Manager, NABERS by emailing [melissa.craig@environment.nsw.gov.au](mailto:melissa.craig@environment.nsw.gov.au)

Representatives of NABERS will be available during the briefing session to:

- Explain the background of NABERS UK and the role of the scheme administrator; and
- Answer queries relating to the Expression of Interest and the contracting process generally.

Depending on the number of interested organisations, NABERS may choose to run a single briefing session for all interested parties.

### 4. Selection Criteria

Applicants are invited to evidence the criteria they meet within their written submission. A form can be found on the [NABERS website](#). The form sets out a word count limit and

provides prompts for responses. NABERS will continue to explore each applicant’s suitability through 1:1 engagement following short-listing.

Theme	Core	Desired
<b>Commitment</b>	A deep understanding of the importance of energy efficiency in and necessary improvements required across commercial buildings, especially offices.	A proven track record of advocating for energy efficiency improvements in commercial buildings.  Knowledge, experience and evidence of support for NABERS UK.
<b>Location</b>	Organisation is appropriately registered and/or can operate within the UK.	Organisational links to Australia.  Organisational links to Europe.
<b>Resources</b>	Organisational capacity & diverse skillset to support the resourcing of all elements of the Scheme’s operation.	Demonstrable technical expertise to support the delivery of the Scheme.
<b>Rating &amp; Accreditation</b>	Knowledge of and/or experience in developing and operating certification and training programmes.	UKAS-accredited.
<b>Industry Presence</b>	Established and well-connected to the UK commercial building industry.	Willing to work collaboratively with a wide range of stakeholders, including Government.
<b>Market Development</b>	Experience of developing and scaling up products/services to reach a wider market at scale.	Ideas for developing, marketing and growing the NABERS UK scheme.
<b>Working Practices</b>	Willingness to work with BRE to facilitate a smooth transition of the Scheme. Strong commitment to sustainable business operations & diversity in the workplace.	Organisational commitment to continuing professional development. Willingness for at least one staff member to meet with NABERS Australia outside of core office hours (window of 07:00-10:00) once a week.
<b>Commercial Model</b>	Viable commercial model, with surplus income generated directed back into the Scheme.	Organisation is environmentally purpose driven and run on a non-profit basis.

## 5. Submitting an EOI

Please address your submission to Carlos Flores (Director, NABERS), including it as a single attachment in an email to [melissa.craig@environment.nsw.gov.au](mailto:melissa.craig@environment.nsw.gov.au).

The deadline is **17:00 GMT, Friday 3<sup>rd</sup> November 2023.**

## 6. Assessment Panel

A panel composed of representatives of NABERS Australia and its National Steering Committee will be formed to assess the Expressions of Interest against the criteria above.

## 7. Further information

If you require further information please contact Melissa Craig, Policy and Partnerships Manager, NABERS. Email: [melissa.craig@environment.nsw.gov.au](mailto:melissa.craig@environment.nsw.gov.au)