# European Code of Conduct on Data Centre Energy Efficiency

## Introductory guide for applicants

# 1 Summary

This document provides guidance notes for organisations wishing to sign the European Code of Conduct on Data Centres.

This document refers to;

1. The main Code of Conduct document
   http://re.jrc.ec.europa.eu/energyefficiency/pdf/CoC%20data%20centres%20nov2008/CoC%20DC%20v%201.0%20FINAL.pdf
2. The Best Practice guide
   http://re.jrc.ec.europa.eu/energyefficiency/pdf/CoC%20data%20centres%20nov2008/Best%20Practices%20v1.0.0%20-%20Release.pdf
3. The Reporting Form
   http://re.jrc.ec.europa.eu/energyefficiency/pdf/CoC%20data%20centres%20nov2008/Reporting%20form%20v1.0%20Final.xls
4. The Endorser Registration Form
   http://re.jrc.ec.europa.eu/energyefficiency/word/Standby_Endorsers_RegForm.doc

# 2 Role of applicant

There are two roles in which an organisation can sign the EU Code of Conduct for Data Centres, as Participant and, or an Endorser. These roles are not exclusive; an organisation may sign as both Participant and Endorser if they fulfil both roles.

## 2.1 Participant

A Participant operates one or more data centres or equipment within data centres and commits to energy reporting and implementation of certain practices from the Best Practice guide.

## 2.2 Endorser

Other bodies involved with data centre operators may become Endorsers by committing to support the code and Participants through the development of products, information, services, education or other programs.

# 3 Applying as a Participant

To apply as a Participant you should determine which of your data centres will be included, whether you meet the criteria for a corporate level Participant and whether you have full or partial control of the data centres.

## 3.1 Coverage and Corporate Participants

A Participant can apply for a single data centre, multiple data centres, or at a 'corporate' level by including more than 40% of their total housed servers or data centre floor space.

## 3.2 Complete the Main Signing Form

The Main Signing Form for a Participant is on page 19 of the main Code of Conduct document. This should be completed and signed by the organisation's authorised representative. Select whether you are applying for corporate Participant status on this form.
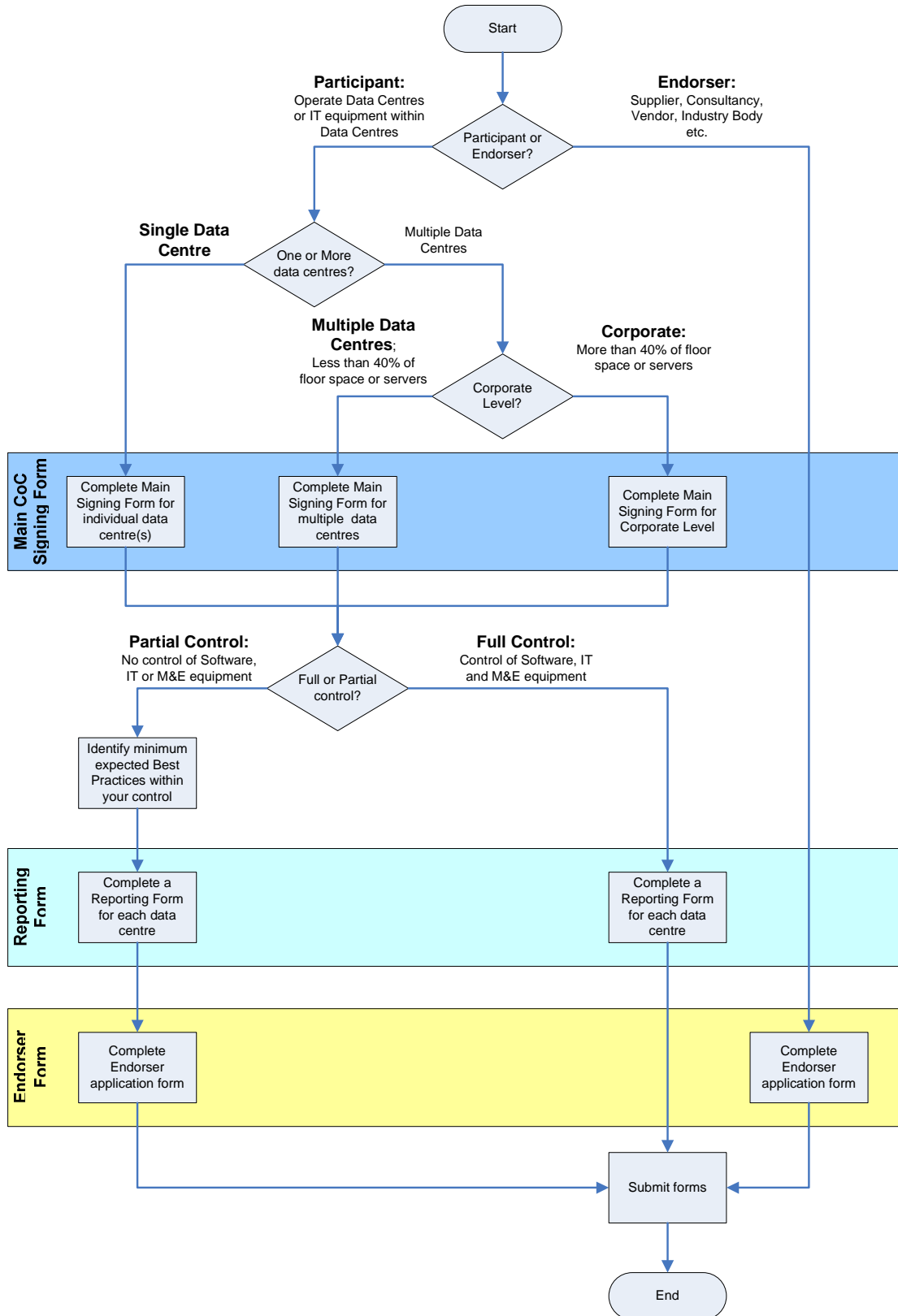
**Figure 3-1 Code of Conduct application process and options**

### 3.3 Full or partial Participant status

For operators whose domain of control includes the full scope of the Code of Conduct and minimum expected practices, from IT equipment and software through to the mechanical plant, the full range of minimum expected practices is expected.

For operators whose domain of control does not include this full scope, such as a collocation operator, Participant status is available when combined with Endorser status. These operators should identify the practices that are outside their control and act as an Endorser to their suppliers and/or customers for these practices. These operators should also complete and submit the Endorser application form.

### 3.4 Complete the Reporting Form

In addition to the main Code of Conduct signing form the applicant should complete a Reporting Form for each data centre;

- Complete the data centre information tab
- Assess their energy metering capability to ensure that they can meet the reporting requirements as identified in annex B, page 14 of the main Code of Conduct
  - o Enter one month of metering data on the electricity data tab
- Audit their compliance with the Best Practices
- Implement any of the minimum expected Practices that are not already in place in each data centre
  - o Complete the Best Practices tab

### 3.5 Complete the Endorser Registration Form

Partial Participants, such as collocation operators or customers should also complete and submit the Endorser Registration Form identifying the actions they will take to endorse the practices outside their domain of control to their suppliers and customers.

### 3.6 Send completed documents

The completed signing form for the organisation along with the first reporting form for each data centre to be considered and any supporting information should be sent to Paolo.Bertoldi@ec.europa.eu

### 3.7 Assessment and notification

Once received the reporting forms will be assessed by the secretariat for compliance with the Code and the operator will be notified within 30 working days whether their application has been successful.

### 3.8 Ongoing commitments

The Participant should continue to submit, annually, reporting forms for each of their enrolled data centres containing their continuing energy metering data and best practice compliance status.

### 3.9 Applying for a new data centre which is not yet operational

Operators building a new data centre may wish to submit an application before it is operational. Applicants should complete the Reporting Form in the normal way but with the application date on the best practice tab set to the expected operational date for the data centre and without energy metering data. Expected minimum Practices not yet implemented should have a due date set. The Main Signing Form and Reporting Form should then be submitted as normal.

Subject to a successful application and once the data centre is operational, the form should be resubmitted with the first month's energy data completed and practice compliance status updated. This should then be followed by the normal annual submission,

# 4  Applying as an Endorser

An organisation applying as an Endorser should determine which of the Endorser categories apply;

- vendor or manufacturer
- consultancy
- utility
- government agencies
- non governmental organisations
- industry associations, professional and standards bodies
- educational institutions
- Participants whose domain of control is less than the full range of the Code and Best Practices

## 4.1 Plan to meet commitments

The applicant should determine and plan how their organisation will meet the commitments relevant to their organisation's category.

## 4.2 Complete the Endorser Registration Form

The applicant should complete the Endorser Registration Form, identifying the Endorser category or categories that apply to their organisation as well as describing;

- Service products and solutions offered
- Actions that will be carried out to promote the Code of Conduct
- Which data centres, operators or sectors will be engaged
- How your offerings support the commitments relevant to your organisation's category or categories

## 4.3 Send completed documents

The completed signing form for the organisation along with the first reporting form for each data centre to be considered and any supporting information should be sent to
Paolo.Bertoldi@ec.europa.eu

## 4.4 Assessment and notification

Once received the reporting forms will be assessed by the secretariat for compliance with the Code and the operator will be notified within 30 working days whether their application has been successful.

## 4.5 Ongoing commitments

The Endorser should continue to report, annually, to the Code of Conduct Secretariat their activities and progress in meeting their commitments.