

Eligibility criteria for Mayor's Business Climate Challenge participant businesses

1. Participating organisations

- Open to owners, owner-occupiers, building managers and tenants.
- Participants must have influence over the workplace and ability to make changes to how the space is operated. Preference will be given to participants who can demonstrate both tenant and landlord buy-in.
- Participants must have access to energy meters, consumption and payments within their demise.
- A participating organisation may be made up of single or multiple tenant businesses in one building or be the building owner. An organisation with multiple commercial office spaces may select one of those locations in one of the Business Engagement Partners to participate in the Mayor's Business Climate Challenge.

2. Responsible parties

Participating organisations must be able to nominate:

- A project lead with responsibility for building operations (facilities or building manager) and a secondary point of contact. Responsibilities include:
 - Providing energy data and building information to technical support consultants prior to the audit
 - Attending workplace audit and walk through
 - Attending BCC trainings, activities, and events
 - Providing any additional information and accesses required for energy auditing and building evaluations
 - Reporting energy consumption and implementation of energy efficiency measures to technical support consultants
 - Providing any relevant information to their business engagement partner (i.e., business information for marketing, challenges, and feedback on the BCC, etc.)
 - In the instance of multiple tenanted buildings the nominated project lead will be responsible for stakeholder engagement amongst building tenants.
- A strategic lead with decision-making powers (building owner or business executive). Responsibilities include:
 - Signing support agreement
 - Promoting participation in the BCC amongst internal staff and external audience
 - Supporting engagement of building stakeholders in the BCC (i.e., other tenants, landlord, etc.)
 - Attending workplace walkthrough
 - Attending recognition events and cohort-level knowledge sharing events
 - Signing off implementation of energy efficiency measures
- Participants must commit to an energy reduction target of $\geq 10\%$ in the BCC year (from the date the participant receives their recommendation report).

- Where a participant is made up of multiple tenant businesses in one building, the group of businesses must nominate a lead business with primary responsibility for the BCC, who will designate the project lead.

3. Type of building

- Participating organisations should be commercial buildings (not public sector or domestic).
- The BCC will have a focus but not be constrained to commercial office space. This includes mixed-use organisations with a commercial office space.
- The BCC will also pilot approaches to supporting retail, hospitality, industrial, accommodation, and mixed-use spaces, as well as supporting multiple tenanted buildings which have mixed use spaces.

4. Building Management System

- Businesses can participate in the BCC whether or not their building has a Building Management System (BMS).
- A participant must have control or influence over building systems or contractual responsibility for these.

5. Size

- The BCC will have a focus on medium sized enterprises (50-249 employees), however, different business sizes will be considered especially if they have a significant energy demand.
- Participating buildings should ideally be occupied by at least 50 FTE employees (this can be across multiple businesses) but this can be fewer where they have significant energy demands.