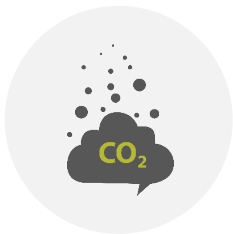




EUROPEAN  
COURT  
OF AUDITORS



# 2017 Environmental Statement





This environmental statement provides the general public and other interested parties with information about the European Court of Auditors' environmental performance and activities between 2014 and 2016 (the first EMAS cycle). It can be found on the Court's [website](#).

The European Court of Auditors was officially registered with EMAS, the Eco-Management and Audit Scheme, on 30 March 2017. The Court's registration number is LU-000004.

This environmental statement is the second to be produced, and the first one to be published after official EMAS registration. It was drafted in accordance with EMAS III standards.

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## Foreword

It gives me great pleasure to introduce the Court's environmental statement for the second time and to share with you the Court's commitment to and motivation for protecting the environment.


The aim of this document is to raise the awareness of readers, Court staff and visitors to environmental issues such as efficient energy use, reduced electricity, water and paper consumption, limitations on carbon dioxide emissions, the incorporation of environmental criteria into public procurement procedures, lower waste production, and greater control over food wastage.

This year has been very special for our institution, as the Court was officially registered with EMAS, the Eco-Management and Audit Scheme, on 30 March 2017, and officially became part of the European EMAS family. The Court received a positive recommendation for registration after successfully undergoing the EMAS external verification process in November 2016, thus recognising our efforts to make the Court a cost-effective and environmentally-friendly workplace.

It is important to highlight that EMAS registration was achieved by virtue of close and very active collaboration between the relevant Court departments and a commitment by all Court staff to a high-quality environmental programme.

Our next goal for 2017-2019 is to maintain and improve our environmental results. Our efficient environmental management system makes this possible, as not only can we now measure and monitor the impact of our activities, but we can also verify them more effectively.

I am firmly convinced that the positive results of the first EMAS cycle of 2014-2016 (e.g. energy consumption down by 9%, paper waste down by 7% and paper publications down by 59% in 3 years) bolster the credibility of the environmental initiatives that have been in place at the Court for several years now, and provide encouragement to continue our efforts towards a more sustainable workplace.



Digitally signed by Eduardo Ruiz Garcia  
DN: c=ES, l=LU, o=ECA, ou=9999,  
ou=Secretary General, cn=Eduardo Ruiz  
Garcia, sn=Ruiz Garcia,  
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Date: 2016.12.06 16:18:56 +01'00'

*Eduardo Ruiz García*  
*Secretary-General*

## The European Court of Auditors

The European Court of Auditors is the European Union's external auditor and is based in Luxembourg. The Court operates as a collegiate body of 28 Members, one from each Member State. The Members are appointed by the Council after consultation with the European Parliament, for a renewable term of six years. Members elect one of their number as President for a renewable term of three years. The Court employs around 900 staff from all the EU's Member States in the areas of audit, translation and administration.

Since it was created in 1977, the Court has worked towards improving EU financial management and increasing accountability.

The Member States and the European Commission, Parliament and Council use the European Court of Auditors' results to monitor the management of the EU budget and make improvements where necessary. The Court's work provides an important basis for the annual discharge procedure, whereby the Parliament decides - based on a recommendation from the Council - whether the Commission has implemented the previous year's budget satisfactorily.

Like other supreme audit institutions, the Court carries out three different types of audit: financial, conformity and performance.

The Court is divided into five audit chambers, and Members and auditors are assigned to one of the five. In addition to its core activity (audit), the Court's staff carry out support work such as professional training, organising meetings and conferences, translation, document management (including accounting documents), building services and IT systems, cleaning and catering. All these tasks have an effect on the environment, which the Court is trying to reduce by adopting a high-quality environmental management system.

### The Court's Mission

#### **The EU's independent external auditor**

As the EU's independent external auditor, the Court contributes to improving EU financial management, promotes accountability and transparency, and acts as the independent guardian of the financial interests of the citizens of the Union.

The Court checks if the budget of the European Union has been implemented correctly, and that EU funds have been raised and spent legally and in accordance with the principles of sound financial management. As Europe faces ever greater challenges and increasing pressure on its public finances, the Court's role increases in importance.

#### **The European Court of Auditors – an EU institution**

The European Court of Auditors is the EU institution for auditing the EU's finances. It was established in 1977 and became a fully-fledged EU institution in 1993. The Court is committed to being an efficient organisation at the forefront of developments in public audit and administration.

# Environmental management at the European Court of Auditors

## The environmental management system

The European Court of Auditors introduced an environmental management system in line with EMAS, the eco-management and audit scheme<sup>1</sup>, between 2014 and 2016 (the first EMAS cycle).

EMAS aims to improve the Court's environmental performance by minimising the impact of its activities on the environment, in particular by more efficient use of energy and natural resources, waste management and other environmental aspects. It therefore generates environmental and economic benefits.

EMAS helps to make buildings functional, economical and comfortable for their occupants. This approach also enables the Court to demonstrate the quality of its work by means of independent certification, and to inform the public of its objectives and the results it has achieved.

EMAS also raises staff awareness of their environmental impact and best environmental practices by promoting environmentally-responsible behaviour at work and at home.

The environmental management system was developed as follows:

1. The Court assessed the environmental impact of its activities by carrying out an environmental review. It assessed each impact that was identified, taking account of its severity, probable frequency and control, and the existence of relevant regulatory requirements. This analysis led to the register of significant environmental aspects, which has subsequently been reviewed on a periodic basis.
2. Regulatory conformity audit was carried out in the Court's three buildings, and led to the development of an action plan to achieve compliance.
3. The Court was then able to validate its environmental policy. By means of this policy, it undertakes to comply with the relevant environmental legislation, to continuously improve its own environmental performance, to minimise its impact on the environment, and to make its results available to interested parties.
4. The Court's environmental policy is based on strategic environmental objectives. To ensure these objectives are achieved within a reasonable time, thematic action plans have been drawn up, and account has been taken of the significant aspects identified. The action plans aim to raise staff awareness and are based on active participation. The environmental programme is supplemented by work procedures and instructions.

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<sup>1</sup> Regulation (EC) No 1221/2009 of the European Parliament and of the Council of 25 November 2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS), repealing Regulation (EC) No 761/2001 and Commission Decisions 2001/681/EC and 2006/193/EC, and Commission Regulation (EU) 2017/1505 of 28 August 2017 amending Annexes I, II and III to Regulation (EC) No 1221/2009 of the European Parliament and of the Council on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS).

5. The Court has drawn up a comprehensive evaluation of its greenhouse gas emissions, with the voluntary objective of systematically reducing its CO<sub>2</sub> emissions.
  
6. Regular checks on the implementation of the environmental programme, the environmental management system's compliance with EMAS requirements and compliance with legal requirements are carried out by independent internal auditors. The conclusions of these audits are examined at regular management reviews chaired by the Secretary-General of the Court. During these reviews, the efficiency of the environmental programme is also evaluated by monitoring performance indicators.
  
7. The environmental statement, which is published on the Court's website, describes the objectives of the Court's environmental programme and the results that have been achieved.

The Court maintains EMAS registration and ISO certification and is moving towards a new EMAS cycle that will also involve upgrading the Court's environmental management system to ensure conformity with the new EMAS requirements and ISO 14001:2015.

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## Environmental policy

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The European Court of Auditors' environmental policy, which was adopted in November 2014, and reviewed and confirmed in 2017, documents the institution's commitment to continuously improving its environmental performance, in particular by reducing the significant environmental impact of its day-to-day activities in compliance with the relevant legal requirements.

These commitments can be divided into various environmental themes, such as the reduction of greenhouse gas emissions, efficient use of energy and resources (including paper and water), and sound management of waste. The Court's environmental policy, which is reproduced in full below, also reflects its commitments regarding public procurement.

The Court's environmental policy has been communicated to all of its staff and subcontractors, and is publicly available on the institution's website.





EUROPEAN  
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## THE EUROPEAN COURT OF AUDITORS' ENVIRONMENTAL POLICY

In view of the EU's commitment to the environment, the European Court of Auditors (ECA) has a special responsibility to continually reduce the environmental impact of its activities.

For this reason, the ECA introduces an environmental management system in line with the EU's EMAS Regulation, under which it is committed to minimising the environmental impact of its day-to-day work by:

- *preventing pollution;*
- *continuously improving environmental performance;*
- *complying with all environmentally-relevant legislation.*

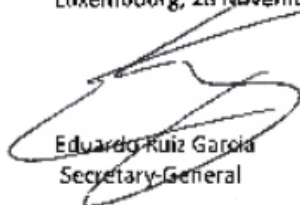
More specifically, the ECA hereby commits itself to:

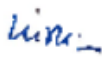
- *introducing measures to reduce carbon dioxide emissions;*
- *promoting the efficient use of energy and taking steps to reduce consumption of electricity, water and paper;*
- *including environmental criteria in its public procurement procedures;*
- *introducing best waste management practices;*
- *encouraging all staff to act sustainably and contribute actively to achieving the targets of this policy.*

The ECA undertakes to implement and pursue this environmental policy, to communicate it to its staff, contractors and any other interested parties.

Environmental commitments will be translated into specific measures taking account of available human, material and financial resources. The environmental management system will be designed to be cost-effective.

Luxembourg, 28 November 2014

  
Eduardo Ruiz Garcia  
Secretary-General

  
Vítor Manuel da Silva Caldeira  
President

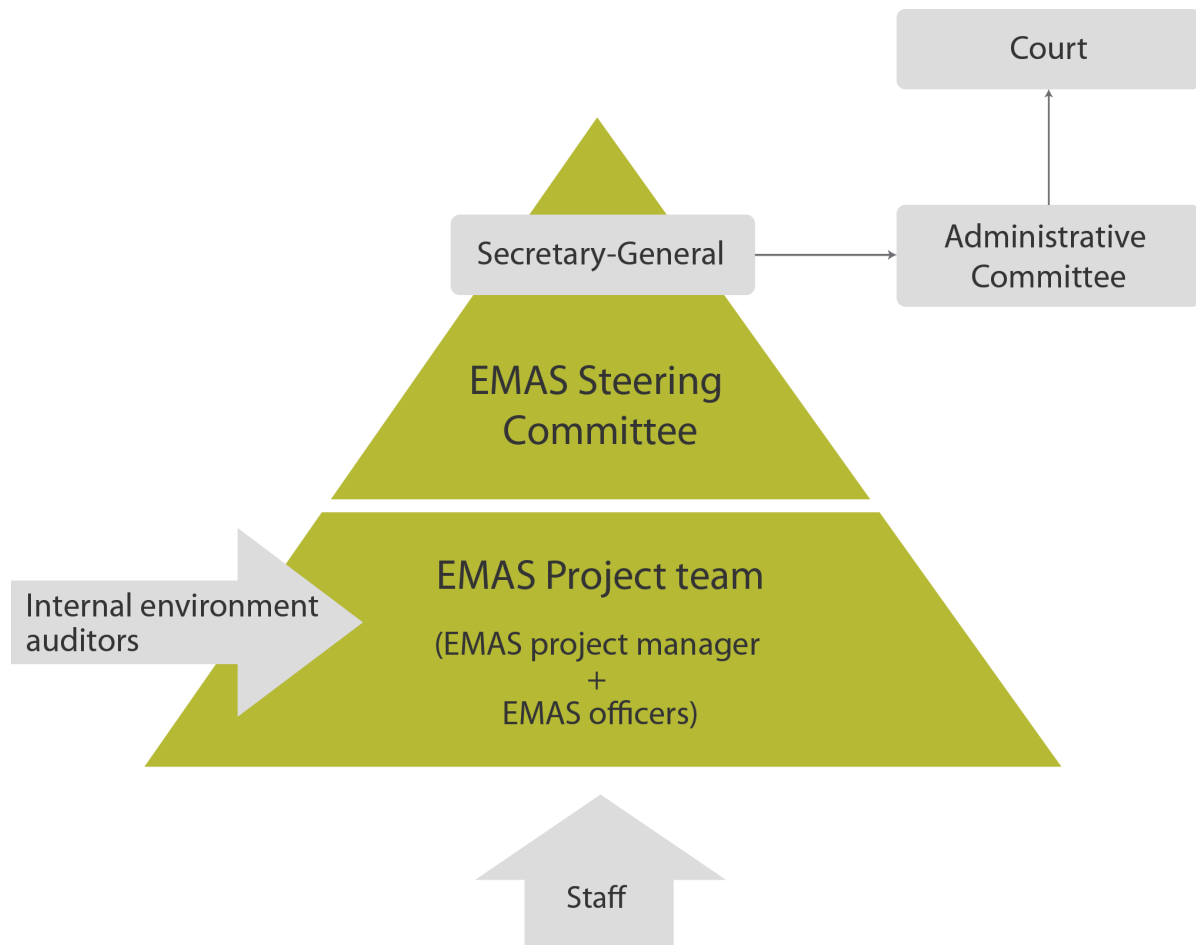


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## Environmental management system governance

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The Court's environmental management stakeholders are shown below:



**The Court** adopts its environmental policy.



**The Administrative Committee** is informed annually of progress on achieving environmental targets.



**The Secretary-General** chairs EMAS Steering Committee meetings, approves the environmental programme (including the environmental objectives and action plan), allocates the necessary resources and establishes the organisational structure. He reports annually to the Administrative Committee on the progress and performance of the environmental management system, and approves and signs the environmental statement.



**The EMAS Steering Committee** supervises the activities of the environmental management system, sets environmental targets, reviews the environmental policy and action plan, and approves the environmental statement.

The EMAS Steering Committee, which represents the Court’s management, is chaired by the Secretary-General and comprises the directors of the departments concerned with environmental management, as well as a representative of the Court’s audit chambers.



**The EMAS project manager** is responsible for setting up the environmental management system (EMS) in line with the European EMAS standard.

The project manager’s responsibilities include: coordinating maintenance of the environmental management system, coordinating the environmental management review, reporting to the EMAS Steering Committee on progress made on implementing the environmental programme and achieving environmental objectives, and organising awareness-rising campaigns and internal environmental audits.



The **EMAS officers** support operational monitoring of the environmental management system within their respective departments, implement the measures assigned to them and monitor environmental indicators. They are appointed in the departments most directly concerned with environmental management and act as the primary contact within their department.



The EMAS project manager and EMAS officers make up the **EMAS team** and circulate EMAS information at the Court.



**The internal EMAS auditors** carry out internal environmental audits in accordance with the audit plan.

It is important to highlight that tangible results in “greening” the Court, as well as the overall success of the EMAS project, are made possible by close cooperation between the EMAS team, the EMAS Steering Committee and the EMAS internal auditors. Their combined efforts ensure that the environmental programme is implemented as efficiently as possible, and raise staff awareness of environmental problems.



*From left to right:*

- Magdalena Cordero Valdavidia (EMAS Steering Committee member),*
- Konstantinos Chatzis,*
- Alexandra-Elena Mazilu,*
- Fabrice Mercade,*
- Véronique Machicote (EMAS team members),*
- Zacharias Koliass (EMAS Steering Committee member),*
- Joanna Sitko,*
- Jose Carrascosa Moreno,*
- Albertine Brier,*
- Slawomir Kozlowski (EMAS team members), and*
- Natalia Krzempek (EMAS project manager).*

## Environmental awareness-raising initiatives

The behaviour of the Court's staff and visitors has an environmental impact in terms of the consumption of resources (such as water, energy and paper), waste management, and air pollution arising from transport choices. Several measures were introduced when the environmental management system was being implemented in order to support the Court's efforts to improve its environmental performance. However, the key to success is environmental awareness and engagement on the part of all Court staff. The EMAS team actively engages with and encourages staff and all contractual partners to play a part in the common effort to minimise the Court's environmental impact. At the same time, environmental awareness-raising and behavioural change will continue to be linked to the Court's environmental objectives and measures (ref. 2017-2019 EMAS action plan).

The 2014-2016 EMAS cycle was a very active period for the "ECA GoGreen" initiative in the areas of communications and awareness-raising. The EMAS team organised and participated in various environmental campaigns, events, seminars and training courses with the aim of engaging with external and internal stakeholders.

For the general public, information on the Court's environmental management system was made available on the Court's environmental management [webpage](#).

For internal communications, the EMAS team maintains and updates its own dedicated online collaborative platform (the EMAS project site) to provide and share information on environmental matters. In addition to this information, the EMAS team uses the "NEWS" section on the intranet to announce various environmental activities, events and training courses, and to publicise awareness-raising campaigns.

To complement intranet NEWS communication, the EMAS team uses "ECA-GoGreen" email alerts. The "ECA-GoGreen" mailbox also allows staff to submit suggestions, comments and questions about EMAS projects and other environmental matters.

In addition, a film entitled "ECA Go Green" was produced to inform staff about best practices regarding mobility, paperless working, recycling and rational water use, and how to achieve better energy sustainability in the office.

During the year, the EMAS team also organised 20-minute information sessions (Savoir+) on environmental protection themes, as well as internal campaigns (Take the Stairs, ECA Bicycle Tour and Environmental Brainstorming).



The screenshot shows the website for the European Court of Auditors, specifically the "Environmental management" page. The header includes the logo of the European Court of Auditors (ECA) and the text "EUROPEAN COURT OF AUDITORS Guardians of the EU finances". The navigation menu includes "Home", "Our work", "Our products", "International cooperation", and "Newsroom". The main content area is titled "Environmental management" and contains the following sections:

- Environmental management**: A paragraph stating that the European Union is committed to environmental protection worldwide and that the ECA has a duty to contribute to sustainable development by applying the principles of sound environmental management in its day-to-day work.
- Environmental Policy**: A paragraph stating that on 13 November 2015, the ECA adopted an environmental policy formalising its participation in a high-quality environmental management initiative. It lists five key commitments:
  - introducing measures to reduce carbon dioxide emissions;
  - promoting the efficient use of energy and taking steps to reduce its consumption of electricity, water and paper;
  - including environmental criteria in its public procurement procedures;
  - applying best practices in waste management;
  - encouraging all staff to act sustainably and contribute actively to achieving the objectives of this policy.
- Environmental standard ISO 14001:2004**: A paragraph stating that the ECA complies with the certification requirements of the internationally agreed quality standard ISO 14001:2004 (Environmental management system) and is officially ISO 14001 certified.
- Eco-Management and Audit Scheme (EMAS)**: A paragraph stating that the ECA takes part in the EU Eco-Management and Audit Scheme (EMAS), a management tool for evaluating, reporting on and improving organisations' environmental performance. It mentions that the ECA achieved EMAS registration in March 2017 and successfully operates an environmental management system in line with EMAS Regulation (EC) No 1221/2009 and ISO 14001.
- ECA carbon footprint reports**: A paragraph stating that in 2014, the ECA established an initial diagnosis of the greenhouse gas emissions generated by its activities, with the aim of systematically cutting its CO2 emissions.





*“Take the Stairs” campaign - poster, ECA Bicycle Tour*



*The Court’s stand during EU Green Week in Luxembourg*



In addition, the Court actively supported international, local and inter-institutional environmental initiatives such as the WWF’s Earth Hour in March, the *Mam Vëlo op d’Schaff* (cycling to work) initiative, EU Green Week in June and EU Mobility Week in September. A major highlight of 2016 was Bea Johnson’s speech on waste-free living (“Zero Waste Home”), which was organised at the Court as part of European Waste Reduction Week in November.

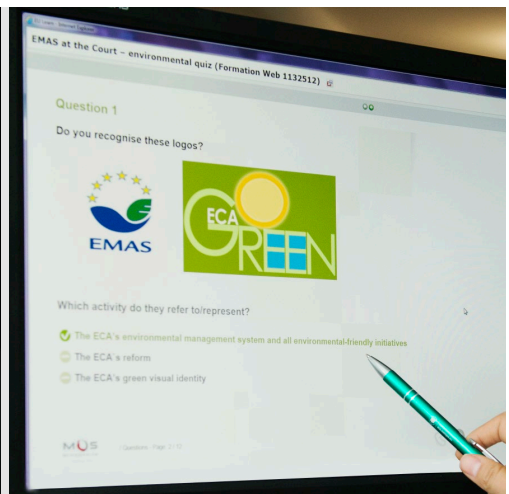
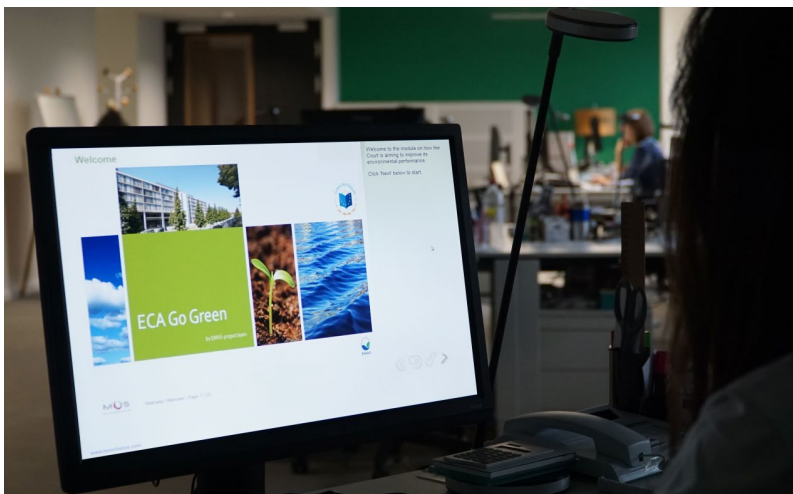
Bea Johnson's speech on waste-free living ("Zero Waste Home"), the "Mam Vëlo op d'Schaff" (cycling to work) initiative and the WWF's Earth Hour



Photo: L'essentiel

Finally, environmental management is a topic included in induction sessions for new staff.

The EMAS E-learning module that is part of the Presentation of the Court to Newcomers e-learning course is compulsory for all new staff. In 2016, the EMAS team also prepared a 10-question quiz, the purpose of which was to help staff understand what EMAS is, how it operates and which resources enable the Court to limit the environmental impact of its activities. The online EMAS quiz was compulsory for all staff.



Furthermore, special courses were prepared for staff with specific EMAS responsibilities and tasks having a potentially direct environmental impact. This training covered environmental management systems, environmental internal audit, spill response and how to manage hazardous products, and green public procurement.



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## Court buildings and the scope of EMAS

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The environmental management system applies to the Court's activities in the broad sense of the term, i.e. the activities of all Court staff and other employees (including subcontractors working on site). It covers the three main Court buildings located at 12, rue Alcide De Gasperi, in Luxembourg.

The buildings concerned are owned by the Court. They are part of a site occupying a total area of 1ha 86a 87ca.



The buildings and their purpose are briefly described below.

Building	Total surface area (m <sup>2</sup> )	Activities	Number of occupants
<b>K1</b>	26 550	Library, archives, offices, meeting rooms, medical centre, storage, technical facilities, parking	301
<b>K2</b>	21 500	Archives, offices, meeting and conference rooms, catering, fitness centre, storage, technical facilities, parking	239
<b>K3</b>	34 000	Offices, meeting rooms, printshop, catering, delivery area, technical facilities, parking, storage and waste storage facilities	455

The Court complex comprises three separate buildings connected by corridors on several floors.

### The **K1** building

K1, which opened in 1988, was the first of the three current Court buildings. It is located at 12, rue Alcide De Gasperi, and housed 301 staff in 2016.

In addition to the Court's main entrance, the K1 building contains offices and meeting rooms, including the Members' private offices and their meeting rooms, spread over 11 floors. The basement levels contain the car parks, technical facilities, storage areas, a vehicle-cleaning station, the library and the main archive room, while the top floor is reserved entirely for technical facilities.



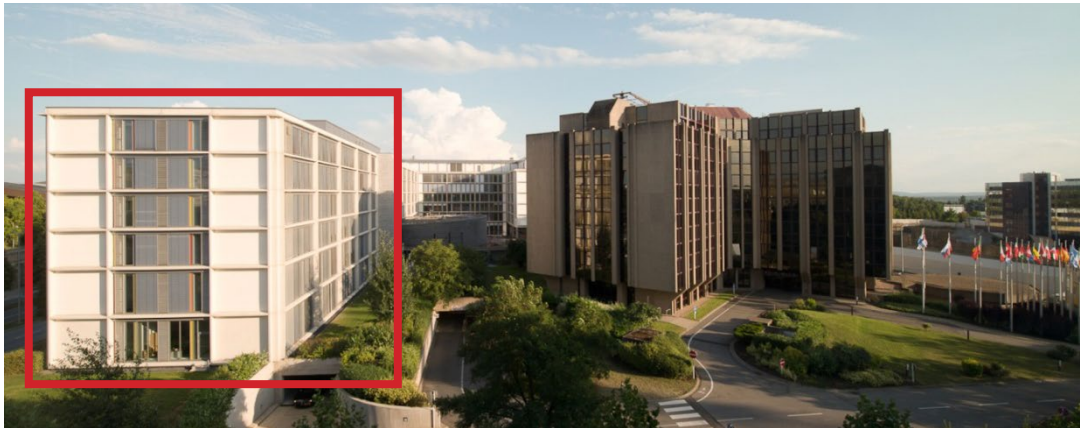


### The **K2** building

The main entrance to the K2 building is at 5, rue Erasme. The building opened in 2003, and housed 239 staff on nine floors in 2016.

The basement levels contain the car parks, technical facilities and storage, and the fitness centre. The top floor is reserved entirely for technical facilities.

The remaining floors are occupied by offices, meeting rooms, conference rooms with interpreting booths, videoconferencing rooms, a cafeteria and basic kitchen areas.



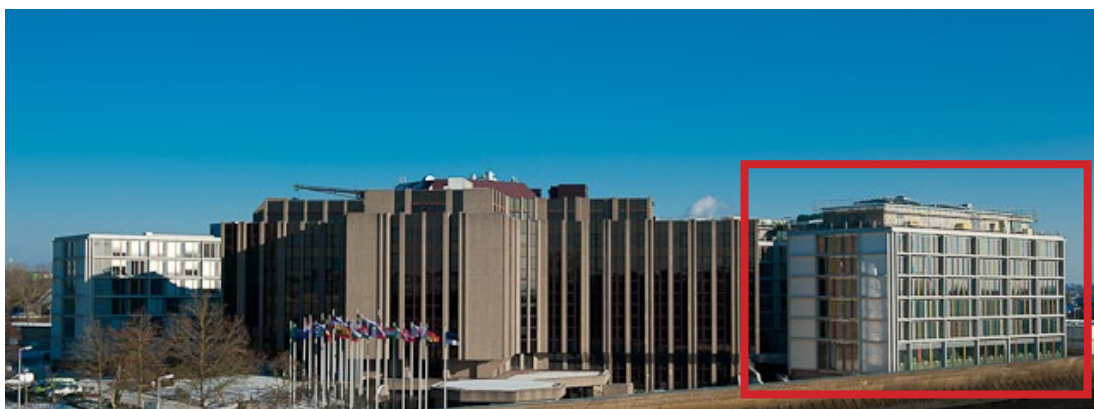
### The **K3** building

The K3 entrance is on rue Tony Rollman. The building opened in 2012 and housed 455 staff on nine floors in 2016.

The basement levels contain car parks, technical facilities and storage, unloading bays, waste storage facilities, the printshop, kitchens and archives.

The upper floors contain the canteen, cafeteria, training suite, offices, meeting rooms and an IT room. One floor comprises reception rooms, a kitchen and technical facilities.

The K3 building has BREEAM certification.



The external areas include terraces, a sports pitch, landscaping features and a small visitor car park opposite the main entrance.

## Significant environmental aspects

The environmental review is the foundation of the environmental management system. It entails identifying and evaluating direct and indirect environmental aspects with a defined, quantified environmental impact. Environmental aspects are an element of an organisation's activities, products or services that interact or could potentially interact with the environment.


The Court carried out the first environmental review of its activities in February 2014. It was subsequently updated in April 2016 and most recently in July 2017.


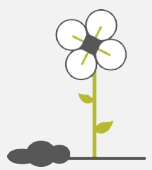
Its analysis covers both direct and indirect aspects. Direct aspects are associated with the Court's activities, and the Court has direct management control over them. Indirect aspects, resulting from interaction with third parties (including subcontractors) can be influenced by the Court.

The direct and indirect impacts identified are then evaluated against pre-defined criteria to assess the importance of different aspects based on the severity of their impact, the probability or actual frequency of occurrence, and the level of control exercised by the Court. These aspects are ranked according to the quantitative results obtained, and the main priorities of the environmental programme then become clear.


Environmental aspects which are subject to environmental legislation, or those where the product of the severity, frequency and control exceeds a set threshold, are considered to be significant.

The significant aspects of the Court's activities are set out below.

THEME	SIGNIFICANT ENVIRONMENTAL ASPECT	ENVIRONMENTAL IMPACT	ACTIVITIES
<b>Air</b> 	Emissions of CO <sub>2</sub> and other greenhouse gases	Global warming	<ul style="list-style-type: none"> <li>• Movement of people (public transport, private cars)</li> <li>• Transport of goods (suppliers)</li> </ul>
	Emissions of pollutants and particulates	Air pollution	<ul style="list-style-type: none"> <li>• Movement of people (public transport, private cars)</li> <li>• Transport of goods (suppliers)</li> <li>• Cooling units</li> <li>• Generating sets</li> </ul>

<b>Resources</b>   	Energy consumption	Reduction in natural resources	<ul style="list-style-type: none"> <li>• Movement of people (public transport, private cars)</li> <li>• Transport of goods (suppliers)</li> <li>• Heating, cooling, ventilation, lighting and electricity supply of premises</li> </ul>
	Paper consumption		<ul style="list-style-type: none"> <li>• Office activities</li> <li>• Printing</li> <li>• Training</li> </ul>
	Water consumption		<ul style="list-style-type: none"> <li>• Lavatories</li> <li>• Catering</li> <li>• Cleaning vehicles and premises</li> <li>• Air coolers</li> </ul>
<b>Waste</b> 	Waste production, storage and treatment	Air, water and ground pollution	<ul style="list-style-type: none"> <li>• Office activities</li> <li>• Maintenance of premises and equipment</li> <li>• Renovation and replacement of equipment</li> <li>• Purchasing policy</li> </ul>
<b>Water</b> 	Waste water discharge	Water and soil pollution	<ul style="list-style-type: none"> <li>• Lavatories</li> <li>• Catering</li> <li>• Cleaning vehicles and premises</li> </ul>
<b>Ground</b> 	Malfunctions, leaks	Ground and water pollution	<ul style="list-style-type: none"> <li>• Maintenance of premises and equipment</li> <li>• Storage of hazardous products and waste</li> <li>• Cleaning vehicles and premises</li> <li>• Vehicle parking</li> </ul>

The impact on biodiversity, taking into account the nature of the Court’s activities and the level of control in place, was not deemed significant. This aspect is therefore not mentioned in this statement and no indicators other than for built areas were established.

 <b>Biodiversity</b>	<b>Surface areas</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
	Total utilised surface area (m <sup>2</sup> )	<b>18 687</b>	<b>18 687</b>	<b>18 687</b>
	Total area occupied by buildings (m <sup>2</sup> )	8 700	8 700	8 700
	Sealed area not occupied by buildings (m <sup>2</sup> )	7 234	7 234	7 234
	Green areas (m <sup>2</sup> )	<b>2 753</b>	<b>2 753</b>	<b>2 753</b>
	Green areas/Total utilised surface area (%)	<b>14.73</b>	<b>14.73</b>	<b>14.73</b>

Control methods are nonetheless kept up to date in order to guarantee effectiveness. For example, the Court included clauses relating to products used to maintain green areas and, for aspects relating to catering, labelling requirements (organic food, MSC<sup>®</sup>-certified fish, Fairtrade products, etc.) in subcontractors’ contracts, as well as the requirement that seasonal fruit and vegetables should be used wherever possible so as to minimise food miles.

## **Applicable legal requirements**

For the purpose of ensuring compliance with applicable environmental legislation and regulations, and in keeping with its environmental policy commitments, the Court has established a comprehensive register of regulations that apply to it.

The register, which is updated each month by an external expert on environmental regulations, includes the environmental permits issued by the Luxembourg Ministry of the Environment in relation to the K1, K2 and K3 buildings.

Changes in legal requirements are passed on to the operational departments, which are responsible for ensuring continuous compliance and for amending and adapting working procedures and installations where necessary.

In the event of an accident or incident that could affect the environment or human health and safety, the Court must immediately inform the Luxembourg Ministry of the Environment.

## 2014-2016 environmental programme

In accordance with environmental policy guidelines, the Court has set up a comprehensive environmental programme which addresses the various themes identified in its environmental analysis and aims to reduce the environmental impact of significant aspects.

The first set of environmental measures was adopted for the years 2014-2016 (the initial period of the EMAS implementation process), the aim being to reduce the Court's environmental impact in key areas and gradually improve control. The environmental programme was divided up into themes.

In order to monitor the improvement in the Court's environmental performance over time, some indicators have been set as a ratio in order to make them insensitive to future developments in terms of staff, occupied surface area and climate-related aspects.

### Energy



*As a European institution, the Court is part of an improvement initiative under Directive 2012/27/EU of the European Parliament and of the Council on energy efficiency, which came into force on 4 December 2012. This Directive establishes a common framework of measures for the promotion of energy efficiency within the Union in order to achieve the Union's major objective of a 20% increase in energy efficiency by 2020 and to pave the way for further energy efficiency improvements beyond that date.*

The energy required for the Court's day-to-day activities comes from natural resources, some of which are non-renewable:

- The Court is part of the Luxembourg City combined heat and power district system for the Kirchberg plateau (which uses wood pellets). The district heating network provides the energy used to heat and ventilate the various facilities concerned.
- Electricity is mainly used for cooling, ventilation, lighting, the operation of lifts, IT infrastructure, catering and printing. The electricity we buy comes from 100% renewable resources.
- The Court also uses small quantities of fuel oil to supply its back-up generators.

#### 1. Objectives and actions

In line with its commitment to reduce greenhouse gas emissions and promote more efficient energy use, the Court undertook to:

- reduce its electricity consumption per full-time equivalent (FTE) by 5% over a period of three years, i.e. by 2017;
- reduce its consumption for heating per unit area by 5% over a period of three years, i.e. by 2017.

To achieve these objectives, the Court drew up an action plan containing specific measures for 2014-2016. The following measures were implemented:

- the emergency lighting system was replaced by a more efficient LED system;
- desktops were replaced by more efficient laptops;
- the Court encourages the use of videoconferencing and electronic data transfer in order to limit travel;
- conventional bulbs are gradually being replaced by low-energy bulbs;
- external lighting is programmed to react to ambient brightness;
- a carbon footprint study was carried out in order to calculate CO<sub>2</sub> emissions related to the Court's activities;
- studies of lighting systems were carried out to allow optimal programming and assess the value of a project to install movement detectors and light sensors;
- awareness-raising campaigns on efficient energy use and best practices for a "Green Office" were organised;
- a study of the ventilation system was carried out with the aim of reducing consumption due to summer heating;
- an external-wall thermal study was performed with the aim of pinpointing and reducing heat loss.

These measures are supplemented by the following ongoing measures:

- lighting tubes are gradually being replaced by more efficient LED lighting;
- the Court's buildings strategy is being adjusted to take account of the findings of the studies mentioned above.

These actions may be specific to certain buildings or may concern all Court buildings.

## **2. Environmental performance indicators – Results**

The information needed to monitor the indicators is available as from 2014, which is the base-line year.

The environmental pressure exerted by electricity consumption (from the network or generators) and the use of the heating network were evaluated on the basis of total annual energy consumption. This includes all consumption from electricity supplies, heating and cooling.

The share of renewable energy was calculated by excluding the consumption of fuel oil, which is the Court's only non-renewable energy source.

Figure 1

	Gross annual consumption	2014	2015	2016	Results
Energy efficiency	Total energy consumption (MWh)	8 797	8 474	7 985	↘9.23%
	Renewable energy consumption (MWh)	8 787	8 460	7 973	↘9.26%
	Renewable energy consumption/ total energy (%)	99.88	99.83	99.85	↘0.03%

Figure 2

	Gross annual consumption	2014	2015	2016	Results
Energy efficiency	Total electricity (MWh)	5 024	4 802	4 488	↘10.67%
	Heating (MWh)	3 763	3 658	3 485	↘7.38%
	Standardised heating (MWh)	4 365	3 877	3 520	↘19.36%
	Fuel oil (MWh)	10.14	13.99	12.20	

Gross consumption may be based on the number of people occupying buildings (FTE). Consumption due to heating is also standardised by taking account of the climate aspect.

Figure 3

	Relative annual consumption	2014	2015	2016	Results
Energy efficiency	Electricity (MWh/FTE)	5.44	5.24	4.86	↘10.66%
	Heating/cooling (MWh/FTE)	4.73	4.23	3.81	↘19.45%
	Standardised heating (MWh/FTE)	4.72	4.23	3.81	↘19.27%
	Fuel oil (m <sup>3</sup> /FTE)	1.03	1.43	1.24	

Total electricity consumption fell by 10.67% between 2014 (5 024 MWh) and 2016 (4 488 MWh), as shown in Figure 2. The fall in electricity consumption in relation to the number of people occupying the buildings was similar, the rate being 10.66% (see Figure 3).

In 2016, total energy consumption for heating and cooling was 7.38% lower than in 2014 (see Figure 2). Figures 2 and 3 also show that standardised energy consumption for heating buildings fell by more than 19% in total and relative terms.

The standardisation of consumption is explained in section “Variables used to calculate environmental performance indicators” (see page 40 “degree days”).

Fuel oil is used at the Court only to test the emergency power supply. The annual quantities concerned are insignificant.

It can therefore be concluded that the overall energy performance of the Court’s buildings improved significantly between 2014 and 2016, at a rate of 9.23% (see Figure 1).





*The most consumed resource at the Court is paper, mainly due to the use of photocopiers and printers. A large proportion is accounted for by the Court's various publications in several languages. Most of the paper consumed is standard A4 office paper.*

### 1. Objectives and actions

In 2014, the Court set itself the objective of reducing the number of printed pages per FTE by 10% over a period of three years, i.e. by 2017.

In order to achieve this objective, the following measures were taken:

- a measurement and monitoring system was established;
- an on-demand printing policy was introduced to ensure that hard-copy documents were used effectively;
- hard-copy archiving was reduced and electronic files became standard;
- staff awareness campaigns were organised to reduce paper consumption (best practices for the “green office”);
- the number of hard-copy versions of official publications was gradually reduced.

The Court uses only 100% recycled paper.

A policy was already in place to reduce the number of personal printers, standardise double-sided printing and encourage the use of electronic forms of training (e-learning), as well as to promote electronic versions of publications such as journals or newspapers.

The Court's library offers a wide selection of online newspapers and e-books, replacing the traditional paper format. The use of leaflets and posters has gradually been phased out in favour of electronic communication.

The Court subscribes to an offset programme for the trees felled to build the K3 building.

A project to increase storage space for the electronic archiving of audit documents was launched and rolled out gradually, with hard-copy archiving being progressively discontinued.

Paper forms also gradually started to be replaced by e-forms, in particular for managing mission expenses, with the adoption of the paperless system used at the Commission (the Missions Integrated Processing System, or MIPS).

### 2. Environmental performance indicators - Results

In the absence of a systematic inventory of current paper stocks, indicators for paper consumption are based on data for the number of pages printed or copied (including publications). The figures therefore provide an approximate estimate of paper consumption.

Figure 4

	Gross annual consumption	2014	2015	2016	Results
Paper resources	Pages printed/copied (office work)	10 682 297	9 141 282	8 683 717	↘18.71%
	Publications	5 737 468	5 578 262	2 336 072	↘59.28%
	Total pages printed/copied (office work + publications)	16 419 765	14 719 544	11 019 789	↘32.89%

Figure 5

	Relative annual consumption	2014	2015	2016	Results
Paper resources	Pages/FTE printed/copied (office work)	11 574.71	9 971.07	9 401.01	↘18.78%
	Total pages/FTE printed/copied (office work+ publications)	17 791.49	16 055.70	11 930.05	↘32.95%

Total paper consumption fell by 32.89% from 16 400 thousand printed pages in 2014 to 11 020 thousand in 2016, as shown in Figure 4, a major highlight being the 59.28% reduction in paper consumption for publications. Even if the overall results are satisfactory, the Court’s efforts to reduce paper consumption will continue in the coming years.

## Transport



*The daily commute to work by Court staff, together with audit-related journeys and trips by visitors to the Court (e.g. for special events), results in a significant amount of traffic, particularly towards the Kirchberg plateau. Such travel is also one of the main sources of the Court’s CO<sub>2</sub> emissions.*

### 1. Objectives and actions

By making official travel more sustainable, the Court aims to reduce its air pollution from traveling. In particular, it is committed to reducing the carbon footprint generated by its staff’s daily commute by 5% over a period of three years, i.e. by 2017.

To achieve its objectives, the Court developed an action plan aiming to:

- adopt a missions policy encouraging staff to select the most direct flights;
- modernise videoconferencing equipment;
- raise staff awareness of sustainable modes of transport, for example through one-off

- events such as the European Mobility Week or *Mam Vëlo op d'Schaff* ("Cycling to work");
- promoting carpooling via dedicated sites (internal, interinstitutional and in Luxembourg City);
- encouraging Members to choose official cars with low CO<sub>2</sub> emissions.

The Court also installed a bicycle room with showers and changing facilities, and freely-accessible battery-charging stations for electric vehicles.

In order to limit the number of staff journeys to and from work, translators and auditors have been given the option of teleworking.

Lastly, with a view to reducing the impact of staff travel, the Court has taken various measures such as providing discounts on public transport (free bus season tickets/Jobkaart) and free subscriptions to the city bike scheme ("Vel'oh!").

## 2. Environmental performance indicators - Results

		2014	2015	2016	Results
<b>Transport</b>	Sustainable transport (%)	35.4	35.4	36.8	↗3.95%
	Fleet carbon footprint (t CO <sub>2</sub> eq)	193	194	187	↘3.11%

Annual transport surveys provide an overview of the staff's normal commute. Sustainable means of transport include walking, cycling and using public transport. The use of sustainable means of transport by Court staff increased by 3.95%, but further action is needed to ensure that the trend continues to grow. As there was no survey in 2014, the proportion of sustainable transport for that year was estimated on the basis of the 2015 survey results, the assumption being that habits did not change between 2014 and 2015.

Carbon footprint resulting from use of the Court's car fleet fell by 3.11%.

Detailed reports on the Court's carbon footprint are published annually on the Court's environmental management [webpage](#).



*The Court generates many types of waste due to the diverse nature of its activities. These include catering, the upkeep and maintenance of premises and technical facilities, and general office work.*

The following types of waste are collected at the Court:

- Printer toner (stored in the printshop for collection and refilling by suppliers)
- WEEE (waste electrical and electronic equipment) – collected by EMMAUS
- Glass
- Plastic, metal and composite packaging (PMC)
- Packaging contaminated with hazardous products
- Wood
- Metals
- Plastic (data media)
- Bulky items
- Organic waste
- Edible fats and oils
- Paper/cardboard
- Mixed municipal waste
- Batteries
- Lighting tubes
- Oil/water separator sludge

### 1. Objectives and actions

In line with its environmental policy, the Court is committed to preventing the generation of waste as a result of its activities. The Court has therefore set itself the objective of reducing its annual per capita waste generation by 5% over a period of three years, i.e. by 2017.

To this end, the following measures were taken:

- individual bins were removed from all offices, with only the sorting bins located in corridors being retained;
- staff were offered training in effective sorting and bin use;
- sources of non-recyclable waste were analysed and gradually replaced by more sustainable materials;
- a monitoring system for staff missions was introduced to optimise the number of meals to be provided;
- a staff awareness campaign was organised, the aim being to reduce the number of newspapers, paper calendars, and leaflets by providing information about alternatives, i.e. electronic subscriptions and websites (Best practices for the “green office”).

The Court's waste management practices were awarded the "SuperDrecksKeëscht" quality label as a result.

The Court has set up a donation programme for decommissioned but functional IT equipment in order to promote reuse and recycling.

## 2. Environmental performance indicators - Results

Waste	Gross annual generation	2014	2015	2016	Results
	Total (t)	151.83	180.77	193.29	↗27.3%

Waste	Relative annual generation	2014	2015	2016	Results
	Total (kg/FTE)	164.5	197.2	209.2	↗27.2%

The table below shows quantities of waste by type:

	Official description	2014	2015	2016	Unit
1	Bulky waste	0.0	0.0	0.0	kg
2	Plastic packaging	334.5	696.5	543.5	kg
3	Mixed packaging	2 777.0	2 454.5	3.523.7	kg
4	Paper and cardboard	67 626.5	52 939.0	63 097.0	kg
5	Batteries and accumulators included in 16 06 01, 16 06 02 or 16 06 03 and unsorted batteries and accumulators containing these batteries	67.5	52.0	63.5	kg
6	Discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components	93.5	0.0	4.0	kg
7	Mixed municipal waste	40 260.0	38 920.0	36 440.0	kg
8	Waste printing toner containing dangerous substances	0.0	0.0	0.0	kg
9	Plastics	5.0	1 858.5	88.0	kg
10	Hazardous components removed from discarded equipment	0.0	8.0	0.0	kg

11	Waste glass in small particles and glass powder containing heavy metals (e.g. from cathode ray tubes)	0.0	0.0	0.0	kg
12	Oily water from oil/water separators	0.0	5 210.0	7 680.0	kg
13	Wooden packaging	1 580.0	1 100.0	660.0	kg
14	Fluorescent tubes and other mercury-containing waste	179.5	125.5	73.5	kg
15	Metals	29.5	73.0	88.0	kg
16	Packaging containing residues of or contaminated by dangerous substances	101.0	94.0	116.0	kg
17	Sludge from oil/water separators	0.0	430.0	0.0	kg
18	Grease and oil mixture from oil/water separation containing only edible oil and fats	17.100.0	0.0	0.0	kg
19	Glass packaging	3 200.0	2 400.0	4 000.0	kg
20	Biodegradable kitchen and canteen waste	17 970.0	20 820.0	22 460.0	kg
21	Edible oil and fats	506.0	940.5	902.0	kg
22	Edible oil and fats		52 650.0	53 550.0	kg
	<b>ANNUAL TOTAL</b>	<b>151 830.0</b>	<b>180 771.5</b>	<b>193 289.1</b>	<b>kg</b>

The 27% increase in total waste between 2014 and 2016 can be explained mainly by the absence of information about edible oil and fats in 2014, the regular emptying of oil separator since 2015, and by the increasing quantities of organic waste generated by kitchen and canteen activities.

There are no 2014 data for oily water (12) or separator sludge (17), as these were collected in December 2013. To convert the units from litres to kilos, a factor of 1 was applied to the oily water given the high percentage of water, while a factor of 0.9 was applied to the edible fats/water mix.

The relative increase in the generation of organic waste (20), plastic packaging (2) and mixed packaging (3) could be explained by the increase in the number of events and buffets, and increased custom in the canteen from external visitors.

The large quantity of plastics (9) in 2015 was also the result of a large number of microfiches being removed (a one-off requirement).

However, a downward trend in “residual waste” (-9.49%) shows the positive impact of the measure to remove office bins.

Awareness-raising campaigns and measures to reduce paper consumption have also led to a significant reduction in the amount of waste paper (-6.70%).



*The type, quantity and characteristics of purchased goods and subcontracted services and works can affect the Court's environmental footprint. The Court therefore pays particular attention to environmental clauses in the public procurement procedures for which it is responsible.*

*Public procurement is sustainable when a public authority seeks to obtain goods, services and works with the lowest possible negative environmental and social impact over their whole lifespan.*

*In this context, the Court's procurement department will increasingly use the tools provided in the European Commission's manuals on environmentally-responsible public procurement.*

### 1. Objectives and actions

The Court has set itself the objective of gradually incorporating environmental clauses into its public contracts where this is relevant.

To this end, the Court implemented the following measures:

- contracts over 60 000 EUR were regularly evaluated for inclusion of environmental criteria;
- environmental requirements were included in award criteria;
- all procurement staff were provided with training on green public procurement;
- An awareness-raising campaign on green procurement was organised for staff.

Quantitative targets have recently been set for the 2017-2019 EMAS cycle.



### 1. Objectives and actions

Catering, the use of lavatories and office cleaning account for most of the Court's water consumption from the municipal network.

In line with its environmental policy, the Court is committed to promoting the efficient use of water and preventing pollution. In particular, it has set itself the objective of reducing its annual per capita water consumption by 5% over a period of three years, i.e. by 2017.

The following actions were implemented in support of this objective:

- an awareness-raising campaign for staff concerning the rational use of water (Best practices for the "green office");
- a study on the installation of sensor taps;
- a study on the installation of leak detectors.

The Court's buildings strategy is being adjusted to take account of the findings of the studies mentioned above.

## 2. Environmental performance indicators

	Annual consumption <sup>2</sup>	June 2014	June 2015	2016	Results
<b>Water</b>					
	total (m <sup>3</sup> )	12 442.8	13 523.4	15 962.4	↗28.27%

	Relative annual consumption	June 2014	June 2015	2016	Results
<b>Water</b>					
	Total consumption (m <sup>3</sup> /FTE)	13.48	14.75	17.28	↗28.19%
	Total consumption (m <sup>3</sup> /FTE/day)	0.05	0.06	0.07	↗40%

The results achieved between 2014 and 2016 show an increase in water consumption of 28.2%. This is due to the introduction of programmes to encourage sports (EcaFIT), an increase in the number of staff cycling to work (particularly following the awareness campaigns and the installation of the bike room and charging stations) and an increase in catering activities (the number of meals has increased by 11.7% since 2014). These programmes have also led to an increase in water consumption as a result of more showers being taken.

Per capita daily consumption rose from 50 l/person/day to 70 l/person/day, which is still far below average daily consumption for office activities in large administrative organisations (100 to 150 l/person/day <sup>3</sup>). Nevertheless, this indicator will be monitored closely to ensure that the values remain stable in relation to 2016.

It should be noted that the indicators are based partly on meter readings and partly on averages for 2010-2012 because one of the meters installed by Luxembourg City was defective and had to be replaced at the end of 2015.

### Greenhouse gas emissions



*In 2014, the Court carried out an initial assessment of its greenhouse gas emissions. This quantified the CO<sub>2</sub> generated by the Court's activities, as well as the main sources of emission (transport, use of coolant gases, use of electricity and the district heating network, waste generation and the use of goods and services).*

*The Court's CO<sub>2</sub> balance is published every year to monitor the institution's efforts to reduce its carbon footprint as part of the broader EMAS project, and thus help to honour the EU's commitment to the environment and so achieve the Europe 2020 growth strategy goal of sustainable development.*

*The Court is currently preparing a CO<sub>2</sub> offsetting strategy.*

<sup>2</sup> Water **consumption** is based on invoices from June to June.

<sup>3</sup> <http://www.sage-nappes33.org>



## 1. Environmental performance indicators - Results

	CO <sub>2</sub> emissions	2014	2015	2016
Greenhouse gas emissions	Aggregate carbon footprint (tCO <sub>2</sub> )	8 257	7 838	10 500
	Relative carbon footprint (tCO <sub>2</sub> /FTE)	8.95	8.55	11.36

The main difference between the results for 2014-2015 and those for 2016 stems from the different accounting methods used to calculate emissions from energy and purchased goods, as well as the jump in refrigerant leakage between 2015 and 2016. The method used to calculate total greenhouse gas emissions in 2014 and 2015 is currently being reviewed, and will enable further comparisons of results.

Detailed reports on the Court's carbon footprint are published annually on the institution's environmental management [webpage](#).

### Green Canteen

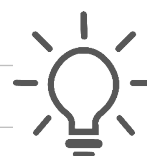


In line with its environmental objectives, the Court has implemented the following measures since 2014 to reduce its environmental footprint and make its catering activities more sustainable:

- the contractor was required to obtain the SuperDrecksKëscht® quality label establishing the best management waste practices in Luxembourg;
- a food-waste policy was introduced in the canteen to reduce the amounts left unsold each day;
- campaigns were organised to raise awareness about the impact of individual behaviour on food waste, especially on left-over food;
- fully recyclable or biodegradable packaging and cutlery were introduced in the cafeterias;
- the use of plastic cups was discontinued;
- Marine Stewardship Council certification was required so as to ensure the provision of certified sustainable seafood in the canteen and thus minimise environmental impacts;
- an assortment of organic products as well as daily organic and vegan meals were offered in the canteen;
- one meal per week was made using local ingredients;
- exotic products were ethically sourced (Fairtrade label).

## EMAS action plan 2017 -2019

To further improve environmental performance, the environmental programme has been updated and new objectives and measures have been formulated through an internal collaborative process that involved all relevant stakeholders. The table below contains the new environmental objectives and measures, arranged thematically, which have been adopted by the EMAS Project Steering Committee and constitute the EMAS action plan for the years 2017-2019.



### Energy efficiency

#### OBJECTIVE No 1

##### Reduce consumption of electricity per FTE by 5% in 3 years (Baseline: 2016)

Measures	Responsibilities	Deadline
1. Perform monthly checks on "staff behaviour regarding switching off the lights" in ECA buildings + Individual training for staff to achieve better energy sustainability	EMAS project manager	continuously twice per month
2. Revision and optimization of the lighting system settings for all three ECA buildings	SG2 – Buildings Service	30 Dec 2017

#### OBJECTIVE No 2

##### Reduce energy consumption (heating) per FTE by 5% in 3 years (Baseline: 2016)

3. Participation in the European Code of Conduct on Data Centre Energy Efficiency (Project ref: PJ15.018)	SG2 – IT service	30 October 2017
4. Perform regular checks on heating in order to avoid overconsumption (Monitoring)	SG2 – Buildings Service	continuously (twice a year)

#### OBJECTIVE No 3

##### Increase energy efficiency of the buildings (Long-term objective)

5. Introduce an environmental solution during K2 building upgrade: <ul style="list-style-type: none"> <li>• replacement of fluorescent tubes with eco-tubes [up to 10% energy saving] for corridors, offices</li> <li>• modernisation of the K2 heating and cooling system</li> </ul>	SG2 – Buildings Service	30 December 2019
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#### Additional measures to reduce energy consumption

6. Staff awareness campaign to achieve better energy sustainability (Best practices for the "green office" - refer to the EMAS Training Plan EMAS-TP)	EMAS project manager, DOP, SG1 – Training	continuously
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## Material efficiency



### OBJECTIVE No 4

**Reduce consumption of paper per FTE by 10% in 3 years (Baseline: 2016)**

Measures	Responsibilities	Deadline
7. Improve monitoring system for paper consumption: annual paper inventory	EMAS project manager, SG1 –GES, SG2 -Buildings	continuously 1/year
8. Project for introduction of new printing / scan / copy solution based on identified follow-me printing technology	SG2 – IT service	30 Dec 2018
9. Establish a digital approval procedures combined with electronic signature. Revision of the corresponding workflows.	SG2 – IT service	30 Dec 2019
10. Introduction of general help desk solution aimed at automating communication and resolution of issues in HR, IT, and Building Facilities.	SG2 – IT service	30 Dec 2018
11. Staff awareness campaign to achieve decrease in consumption of paper (Best practices for the "green office" - refer to the EMAS Training Plan EMAS-TP)	EMAS project manager, DOP, SG1 – Training	continuously

## Emissions



### OBJECTIVE No 5

**Reducing CO<sub>2</sub> emissions of auditors travelling per FTE by 3% in 3 years (Baseline: 2016)**

Measures	Responsibilities	Deadline
12. Increase use of video-conferencing equipment by at least 20% compared with benchmarking year 2016; staff awareness campaign to promote use of videoconferencing.	SG2 –IT service, EMAS project manager	30 Dec 2017
13. Review of missions to Brussels, Frankfurt and Strasbourg; encourage staff to reduce use of private cars for missions to Brussels (monitoring of missions to Brussels; promotion of use of train and car-sharing (navette).	SG1 –HR , EMAS project manager	30 Dec 2018

### OBJECTIVE No 6

**Reduce CO<sub>2</sub> emissions from ECA's car fleet by 10% in 3 years (Baseline: 2016)**

14. Change of ECA official car fleet: introduce hybrid cars with lower emissions	SG 1 – GES	30 Oct 2017
15. Install chargers for ECA official car fleet (hybrid cars) (Members' car park – K1 building)	SG2 – Buildings Service	30 Dec 2017

## OBJECTIVE No 7

### Offsetting CO<sub>2</sub>

16. EMP: define offsetting strategy (offsetting study), establish timetable and budget for offsetting	Steering Committee, EMAS project manager	30 Jul 2018
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### Additional measures to reduce CO<sub>2</sub> emissions caused by the ECA's activities

17. Strengthen interinstitutional collaboration on sustainable mobility alternatives – Participation in VKVB “Plan de Mobilité”	SG 1 – GES	immediately
18. Carry out a survey on introduction of payment for use of ECA car parks to gather funds destined to support offsetting projects/ Full compensation for M-Pass for ECA staff (and for family members) that do not use private cars to come to work.	SG1 – GES	30 Jul 2018
19. Increase number of chargers for electric cars (K3 building, staff car parking)	SG2 – Buildings	30 Dec 2019
20. Staff awareness campaign for best mobility practice, i.e. Mobility Week, Bike to Work, etc. (Best practices for the “green office” – refer to the EMAS Training Plan EMAS-TP)	EMAS project manager, DOP, SG1 – Training	1/year
21. ECA canteen: food/products purchased from local producers (ref. Option “Promotion of the week”)	SG1 – GES	30 Oct 2017 1/week

### Waste



## OBJECTIVE No 8

### Reduce production of waste (including food waste) per FTE by 5% in 3 years (Baseline: 2016)

Measures	Responsibilities	Deadline
22. Staff awareness campaign concerning reduction in use of newspapers, paper calendars, leaflets; provide information about alternatives, i.e. electronic subscriptions, internet sites (Best practices for the "green office" - refer to the EMAS Training Plan EMAS-TP)	EMAS project manager, DOP, SG1 – Training	continuously
23. Perform monthly check on waste sorting in ECA buildings + individual training for staff concerning correct sorting of waste	EMAS project manager	continuously 2/month
24. Housekeeping rules (correct recycling) for visitors - presentation to be incorporated into the ECA official presentation for visitors	EMAS project manager, DOP,	30 Jul 2017

25. Awareness-raising campaign during EU Waste Week concerning waste production	EMAS project manager, DOP, SG1 – Training	1/year
26. ECA canteen: serve smaller portions for meals sold during lunchbreak in order to reduce food waste;	SG1 – GES	30 December 2017
27. Communication campaign: food waste	SG1 – GES	1/year

## Green Procurement



### OBJECTIVE No 9

#### Increase integration of environmental considerations in procurement activities<sup>1</sup> (Baseline: 2016)

Measures	Responsibilities	Deadline
28. Perform regular evaluation of contracts with a value above 60 000 EUR for inclusion of GPP	EMAS project manager, DOP-JUR	continuously
29. Increase uptake of environmental requirements in award criteria	EMAS project manager, DOP-JUR	continuously
30. Ensure that all procurement service staff receive training on green public procurement	EMAS project manager, DOP-JUR	30 Dec 2019
31. Awareness-raising campaign for ECA staff concerning green procurement (Best practices for the "green office" - refer to the EMAS Training Plan EMAS-TP)	EMAS project manager, DOP-JUR, SG1 – Training	1/year

<sup>1</sup> The share of procurement procedures (above 60 000 EUR) classified as light green shall not exceed 70% (as concerns number and amount) of all procurement procedures with environmental impact.

The share of procurement procedures (above 60 000 EUR) classified as medium green shall increase to at least 20% (as concerns number and amount) of all procurement procedures with environmental impact. (Baseline: 2016)

## Water



### OBJECTIVE No 10

#### Reduction of water consumption per FTE by 5% in 3 years (Baseline: 2016)

Measures	Responsibilities	Deadline
32. Reduce pressure of water for individual taps in all ECA's building	SG 2 - Buildings	30 Dec 2017
33. Installation of tap sensor for K2	SG 2 - Buildings	30 Dec 2019
34. Awareness-raising campaign for ECA staff concerning rational use of water (Best practices for the "green office" - refer to the EMAS Training Plan EMAS-TP)	EMAS project manager, DOP, SG1 – Training	1/year

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## Regulatory compliance

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### OBJECTIVE No 11

**Achieve regulatory compliance: 0 non-conformities; 100 % compliance**  
**(Indicator: no. of instances of non-compliance)**

Measures	Responsibilities	Deadline
35. Revision of the procedure for regulatory monitoring; follow up regulatory changes; ensure compliance by performing internal audit on legal compliance and regular inspections, by identifying non-conformities, by preparing action plan for management of non-conformities.	EMAS project manager	continuously

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## Variables used to calculate environmental performance indicators

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The raw consumption data used as indicators have the advantage of giving an idea of the environmental pressure exerted by the Court. However, such data do not allow a reliable comparison over time, as employee numbers can vary, the occupied surface area can change as premises are decommissioned or built, and weather conditions can lead to major differences in temperature in a given year and from one year to the next.

To ensure that indicators are monitored over time and are compared reliably whatever the context, relative indicators are used and calculated using a given variable.

**The main variables**, described in detail below, are as follows:

1. the average daily number of occupants across all buildings;
2. the number of days worked;
3. degree days (DDs).

### 1. Number of people

The level of occupancy of premises can affect indicators such as:

- water consumption linked to lavatory use and the number of meals served;
- electricity consumption resulting from lighting individual offices and the use of electrical and IT equipment;
- paper consumption;
- waste generation from normal occupation, the preparation and consumption of meals, use of materials and paper;
- greenhouse gas emissions and the carbon footprint from commuting and energy consumption, as detailed above.

The daily number of occupants on site is calculated based on the average number of full-time equivalents (FTEs) for the year.

Year	FTEs
2014	922.9
2015	916.78
2016	923.7

### 2. Number of working days

The number of working days is used to express water and power consumption so that they can be compared with the figures published for similar activities and ranked in relation to the sector average. In Luxembourg, the figures are published per year for weekdays only, excluding weekends and bank holidays.

Year	Working days
2014	252
2015	254
2016	253

### 3. Degree days

The concept of summer/winter degree days takes account of the temperature on every day of the year concerned. Energy consumption from heating or cooling can therefore be considered in relation to climate conditions and weather variations. This concept is very useful for highlighting the effect of measures taken, even when the weather in a given year is unfavourable in terms of consumption.

If, for example, heat insulation measures have been put in place, but a particularly severe winter leads to an increase in consumption, the use of “degree days” negates the weather effect and allows the effect of changing the insulation to be shown. The same principle applies to cooling during heatwaves.

The calculation is based on the following formula:

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$$\text{Standardised consumption} = \text{Actual consumption (kWh)} * f_{\text{Klima}}$$


---

The climate factor ( $f_{\text{Klima}}$ ) is set by ministerial decree, and represents the ratio between normal temperatures and the degree days for a given year.

Year	$f_{\text{Klima}}$
2014	1.16
2015	1.06
2016	1.01



# Validation declaration

## Community Eco-Management and Audit Scheme (EMAS)

### VINÇOTTE nv

Jan Olieslagerslaan 35, 1800 Vilvoorde, Belgium

Based on an audit of the organisation, visits of its site, interviews with its staff, and the examination of the documentation, the data and the information, documented in the verification report N° **60586205a**, dated November 11, VINÇOTTE nv declares, in its capacity as environmental EMAS verifier with registration number BE-V-0016, accredited for the scope 1, 10, 11, 13, 16, 18, 19, 20 (excl. 20.51), 21, 22, 23, 24, 25, 26, 27, 28, 29, 30.2, 30.9, 31, 32, 33, 35, 36, 37, 38, 39, 41, 42, 43, 45, 46, 47, 49, 50, 52, 53, 55, 56, 58, 59, 60, 62, 63, 70, 71, 72, 73, 74, 79, 80, 81, 82, , 84, 85, 86, 87, 88, 90, 93, 94, 95, 96, 99 (NACE-code), to have verified whether the **whole organisation** as indicated in the **updated environmental statement 2017** of the organisation.

**European Court of Auditors**  
with registration number **LU-000004**

located at

**12, rue Alcide de Gasperi**  
**1615 Luxembourg**  
**Luxembourg**

and used for:

**All of the activities carried out on its site (buildings K1, K2 and K3) located at 12 rue Alcide de Gasperi in 1615 Luxembourg.**

Meet all requirements of Regulation (EC) No 1221/2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS), as amended by Regulation (EU) 2017/1505.

By signing this declaration, I declare that:

- The verification and validation has been carried out in full compliance with the requirements of Regulation (EC) No 1221/2009 amended by Regulation (EU) No 2017/1505;
- The outcome of the verification and validation confirms that there is no evidence of non-compliance with applicable legal requirements relating to the environment;
- The data and information of the **updated environmental statement 2017 of the organisation** reflect a reliable, credible and correct image of **all the organisations** activities, within the scope mentioned in the environmental statement.

This document is not equivalent to EMAS registration. EMAS registration can only be granted by a Competent Body under Regulation (EC) No 1221/2009 amended by Regulation (EU) No 2017/1505. This document shall not be used as a standalone piece of public communication.

Declaration number: **16 EA 99/1**  
Date of issue: **13 November 2017**



For the environmental verifier:

A handwritten signature in blue ink, appearing to be "Bart Janssens".

Bart Janssens  
Chairman Certification Commission





**EUROPEAN COURT OF AUDITORS**

12, rue Alcide De Gasperi

1615 Luxembourg

LUXEMBOURG

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The next environmental statement will be published in December 2018.