ЕВРОПЕЙСКИ ПАРЛАМЕНТ PARLAMENTO EUROPEO EVROPSKÝ PARLAMENT EUROPA-PARLAMENTET
EUROPÄISCHES PARLAMENT EUROOPA PARLAMENT ΕΥΡΩΠΑΪΚΟ ΚΟΙΝΟΒΟΥΛΙΟ EUROPEAN PARLIAMENT
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2014 European Parliament Environmental Statement for 2013

EMAS
Verified environmental management
REG.NO. BE-BXL- 000013
REG.NO. LU- 000002
REG.NO. FR- 000051

The European Parliament's Environmental Statement

for 2013,

pursuant to

Annex IV to 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

Drafted by the EMAS Unit:

06.05.2104.

Verified by AIB-Vinçotte International (external verifier):

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1 INTRODUCTION

1.1 INTRODUCTION TO THE EUROPEAN PARLIAMENT

Composition and functions

The European Parliament (EP) is the parliamentary institution of the European Union, directly elected by the citizens of the EU every five years. It meets twelve times a year in Strasbourg (France); some of the part-sessions and most of the parliamentary committee meetings are held in Brussels (Belgium). Its secretariat is shared between Luxembourg, Brussels and Strasbourg. The European Parliament is one of the EU's three main institutions, the other two being the Commission and the Council. The NACE code of the European Parliament is NACE 99.

The EP is the assembly of the representatives of the 500 million citizens of the Union. The European Parliament is made up of 751 Members elected in the 28 Member States of the enlarged European Union. Since 1979 MEPs have been elected by direct universal suffrage for a five-year period.

Parliament's work

The EP's activities are those of a large-scale political institution. In general, activities include organising meetings (many of them with simultaneous interpreting), drafting, publishing and translating documents, and managing IT and telecommunications systems.

The number of officials and temporary staff working for Parliament at its three main places of work exceeds 6 000. In addition to officials and temporary staff, there are also Members' assistants and the staff of private service providers, who working in such sectors as building management, information technologies, cleaning and catering. Journalists, visitors and lobbyists also swell the numbers of people on Parliament's premises. At times, the total number of people working in the three main places of work in one capacity or another may exceed 10 000.

The activities of the EP as a political institution require the support of a whole technical and administrative structure. These activities range from the organisation of meetings (sometimes with simultaneous interpretation), to cleaning, catering, drafting, editing and translating documents, and buildings or IT management services.

Numbers

The total number of people accommodated at the EP's premises varies according to the location and the parliamentary timetable, as the figure for Strasbourg increases very substantially during the monthly part-session weeks.

In 2013, Parliament's activities took place in 16 buildings in Brussels, 8 in Luxembourg and 4 in Strasbourg. The total area occupied by the EP, according to the DIN277 norm, is more than 1 100 000 m^2.

Environmental impact

Parliament's administrative and technical work comprises certain aspects that have a direct or indirect impact on the environment: for example, energy consumption for heating and lighting in meeting rooms and offices, production of waste and waste water, consumption of paper and the environmental impact of both means of transport and geographical distribution.

1.2 HISTORY OF THE EMAS PROJECT IN THE EUROPEAN PARLIAMENT

The European Parliament began the preparatory work necessary for the implementation of an environmental management system immediately after the entry into force of the EMAS Regulation. In 2001 it approved appropriations in the 2002 budget for an environmental study. An external consultant, working in cooperation with Parliament's services, performed a very detailed environmental analysis of Parliament's activities.

On 19 April 2004 the Bureau decided to establish an Environmental Management System in Parliament, in accordance with the European standard, EMAS.

At the time of the Bureau decision of 19 April 2004, the preparation of an Environmental Management System within the EP was already under way. Parliament had been working on a preliminary environmental analysis with an external consultant since 2003, the purpose of which was to examine all environmental aspects of Parliament's activities and their direct or indirect impact on the environment. The analysis served as a basis for identifying a series of environmental management objectives for Parliament.

On 9 May 2005 the Bureau set in motion a new stage of the EMAS process by approving the environmental objectives and asking the Secretary-General to establish the Environmental Management System required in order to attain them. The first versions of the main EMAS documents were approved by the Bureau on 13 December 2005.

The system and necessary documentation, as well as the first internal audit cycle, were put in place in 2006. The first Management Review was carried out in June 2007.

Following the decision to adjust the environmental objectives and key actions proposed in the Management Review, the new version of the Environmental Policy of the European Parliament was adopted and signed in November 2007.

The external audits led to ISO 14001:2004 certifications for the three sites on 17 December 2007. The Secretary-General could then start the application procedure for EMAS registration for the three sites, which was successfully achieved in the course of 2008. The European Parliament was EMAS registered in France (F0000051), in Belgium (B-BXL-00013) and in Luxembourg (L000002) until 17 December 2010.

Audits to renew the EMAS registration were carried out at the end of 2010 and 2013 with positive results.

2 ENVIRONMENTAL POLICY AND ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

2.1 ENVIRONMENTAL POLICY

The environmental policy is defined and approved by the Bureau. It reflects its vision of the EMS and the main environmental problems and objectives. It provides the framework for setting and reviewing environmental objectives and it must be adapted to the nature, scale and environmental impacts of the activities, products and services. The policy includes a commitment to continuously improve the EMS, to prevent pollution and to comply with all relevant legal requirements. It should be communicated to all persons working for or on behalf of the organisation and should also be made available to the public.

The European Parliament's first environmental policy was adopted by the Bureau and announced by the President on 19 April 2004. An updated environmental policy statement was signed by the President and the Secretary-General of the European Parliament on 27 November 2007. This policy includes Parliament's commitment to reducing its carbon dioxide emissions. The Bureau took note of the environmental policy at its meeting of 30 January 2008.

On 28 September 2010 the President of the European Parliament, Jerzy Buzek, and the Secretary-General, Klaus Welle, again put their signatures to a statement of Parliament's environmental policy at the meeting of the Committee on the Environment, Public Health and Food Safety.

The policy can be downloaded from the Parliament website:

http://www.europarl.europa.eu/portal/en

(http://www.europarl.europa.eu/pdf/emas/Politique-environ-en.pdf)

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THE EUROPEAN PARLIAMENT'S ENVIRONMENTAL POLICY

The European Parliament recognises that it has a duty to make a positive contribution to sustainable development as a long-term goal, not only through its political role and its role in legislative procedures, but also in the context of how it operates and the decisions that it has to take on a day-to-day basis.

The European Parliament has therefore decided that its Administration will embark on the path of applying the EMAS (Eco-Management and Audit Scheme) standard, with the aim of continually improving its environmental results with regard to activities, products and services.

In doing so the European Parliament hereby undertakes to:

- *reduce carbon dioxide emissions*
- *promote the efficient use of energy, water and paper*
- *introduce best practices with regard to waste management*
- *incorporate environmental guidelines into procurement procedures*
- *encourage responsible and appropriate behaviour by training, providing information and increasing the awareness of all its staff, Members and their assistants about those aspects of their activities relating to the environment*
- *take preventive measures to counter pollution*
- *ensure compliance with requirements laid down by environmental legislation and regulations*
- *ensure that everyone within Parliament is committed to EMAS and to the measures to improve the environment which it entails*
- *provide sufficient resources for its environmental management system and activities relating thereto*
- *promote transparent communication and dialogue with interested parties, both internally and externally.*

The European Parliament undertakes to describe, implement and pursue its environmental policy, to communicate it to its Members, its staff, its contractors and any other interested parties and also to make it accessible to the public.

The European Parliament's environmental policy is implemented through its environmental management system. The environmental policy and the environmental management system cover the main environmental aspects, both directly and indirectly, as well as their impact on the sites concerned, and make it possible to establish corresponding objectives.

Jerzy BUZEK, President
Brussels, 28 September 2010

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Klaus WELLE, Secretary-General
Brussels, 28 September 2010

2.2 SCOPE

The EMAS system applies to all technical and administrative activities of the European Parliament in its three main places of work, Brussels, Luxembourg and Strasbourg, with the exception of the political activities performed by the MEPs within the framework of their mandate. It is important to note that all of the European Parliament's buildings in the three places of work are taken into account when calculating the indicators and carbon footprint, as the scope of the Environmental Management System encompasses all of the EP's technical and administrative activities.

The buildings occupied by the EP in the three main working places as at 31 December 2013 were:

In Brussels: Paul Henri Spaak, Altiero Spinelli, Eastman (EAS), Remard (RMD), Atrium (ATR), Willy Brandt, Belgium Information Office (BQL)[1] , József Antall, Montoyer 70 (MTY), Montoyer 63 (MON), Montoyer 75 (MOY), Montoyer 30 (MTS), Wiertz (WIE), Wayenberg (WAY), Trèves (TRI) and a Data Centre (Housing).

In Luxembourg: Robert Schuman, Goldbell (GOL), Tower A (TOA), Tower B (TOB), Konrad Adenauer, Président (PRE), Senningerberg (SEN) and a Data Centre (REC).

In Strasbourg: Louise Weiss, Winston Churchill, Salvador de Madariaga and Pierre Pflimlin.

Registration

Buildings registered under EMAS on 31 December 2013 are the following:

Site	Name
Luxembourg	Konrad Adenauer
	Senningerberg Dépôt
	Robert Schuman
Brussels	Paul Henri Spaak
	Altiero Spinelli
	Atrium
	Willy Brandt
	Jozsef Antall
Strasbourg	Louise Weiss
	Winston Churchill
	Salvador de Madariaga
	Pierre Pflimlin

Last year, the EMAS registration was extended to the Willy Brandt and Jozsef Antall buildings in Brussels and the Pierre Pflimlin building in Strasbourg pursuant the decision of the Bureau of 20 May 2013. In 2014, the Wayenberg building will also be included in the scope of EMAS.

[1] Indicators for this building are measured and reported jointly with the Brandt building

The EMAS registered buildings are considered to be the main buildings of the European Parliament. They have a total surface area of more than 930 000 m^2 (nearly 85% of all Parliament's buildings) and have undergone or undergo a periodic environmental analysis.

3 ENVIRONMENTAL ANALYSIS

The Environmental Analysis is the main document for identifying the significant environmental aspects of the European Parliament's activities. The document contains the list of the environmental aspects of the EP in each site, the impact on the environment for each aspect, the legislation applicable to the aspect and the values assigned to the aspect based on the evaluation of significance. The environmental impacts are classified either as direct or indirect, depending on whether the organisation has direct or indirect control over them.

In order to enhance the document by making it clearer and more user friendly, the aspects were regrouped in 2013 and a new evaluation grid was developed at the same time to enable a better identification of significant aspects. As per the new evaluation system, each aspect is evaluated for the following criteria:

1. Frequency of occurrence
2. Gravity
3. Level of control

A value of 3 (high), 2 (medium) or 1 (low) is assigned for each criterion. An aspect is considered significant if the total product of the values assigned to it is higher than 8.

Once an aspect is determined to be significant, it is also evaluated separately for each building.

The following aspects were determined to be significant after the evaluation based on the new set of criteria:

Aspect	Exact source (+site)
Production of non-hazardous waste	Restaurants, cafeterias, Offices Cleaning and maintenance activities
Production of hazardous waste	Cleaning and maintenance activities of the buildings Print shop (LUX) Restaurants, cafeterias
Electricity consumption	Audio-visual equipment (BXL, STR) Lighting in offices, corridors, public spaces Individual equipment Restaurants, cafeterias HVAC Banks, shops, travel agency (BXL, LUX) Print shop (BXL, LUX)
Toner and paper consumption	Print shops Network and individual printers
Water consumption	Toilets, showers in Spinelli, Spaak, ATR Restaurants and cafeterias Cleaning and maintenance in WAY
Production of printing vapours	Print shop (BXL)
Mobility	Transport of persons and goods between the 3 sites

Aspect	Exact source (+site)
	Daily commute of staff Access of visitors and contractors
Consumption of goods and services	Procurement Units Canteens, Cafeterias, Staff shops
Emissions	Boilers
Leakage of fuel oil (potential)	Tanks for fuel oil Trucks/cars

Given the nature of the European Parliament's activities and in line with the experiences of other similar organisations, the impact on biodiversity has not been deemed significant in the environmental analysis. We have not, therefore, established a biodiversity indicator, and there is no section devoted to this aspect.

4 ENVIRONMENTAL OBJECTIVES AND TARGETS

4.1 THE EMAS ACTION PLAN

4.1.1 Structure of the EMAS Action Plan

The EMAS Action Plan is an instrument for the structured planning and monitoring of all actions that are essential to achieve the environmental objectives of the European Parliament. It is based on information sources such as the environmental analysis, internal and external audits, and reports by working groups. Starting from 2011, the Action Plan is renewed annually.

The EMAS Action Plan 2013 contains measures, objectives, and assigns responsibilities for the following indicators:

1. Carbon emissions;
2. Waste;
3. Water;
4. Paper;
5. Public procurement;
6. Regulatory aspects;
7. Training and awareness raising;
8. Carbon offsetting.

For each objective, the Action Plan outlines projects and actions to be implemented by Parliament's Administration. The Action Plan attributes each action to the administrative service responsible, sets a deadline for accomplishment and identifies relevant financial and human resources. Actions and projects in the Action Plan may last for one year or longer.

4.1.2 Key performance indicators and targets

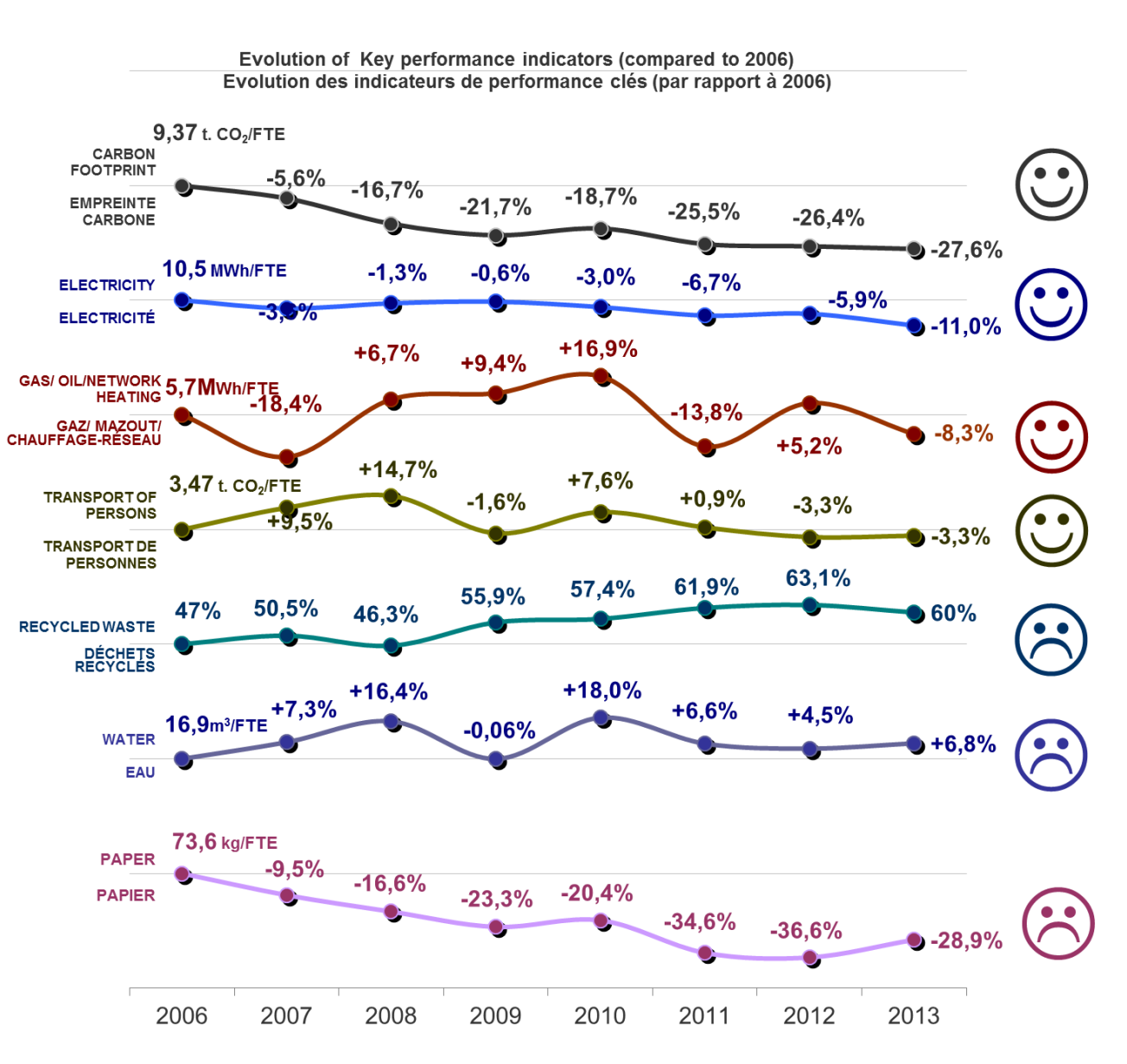
In accordance with the new EMAS Regulation (Regulation (EC) No 1221/2009), organisations applying EMAS must report on their environmental performance using core indicators.

The EMAS Regulation also provides that, for organisations in the non-production sectors (administration/services), the overall annual output of the organisation shall relate to the size of the organisation expressed in number of employees. For that reason, the indicators are calculated based on the number of employees.

Until 2012, Parliament used the 'number of employee-equivalents' calculated by determining the contribution of each category of employee to each environmental impact (carbon footprint, energy consumption, water consumption, paper consumption, etc.). However, on the basis of a recommendation by the IBGE (Brussels Institute for Environmental Management) and a benchmarking study by a consultant on the indicators used by other organisations, the previous system of employee-equivalents was replaced by a new calculation system based on FTE (Full Time Equivalents), which simplifies the calculations and makes the results more comprehensible.
An overview of the evolution of the key performance indicators between 2006 and 2013 can be found below[2].

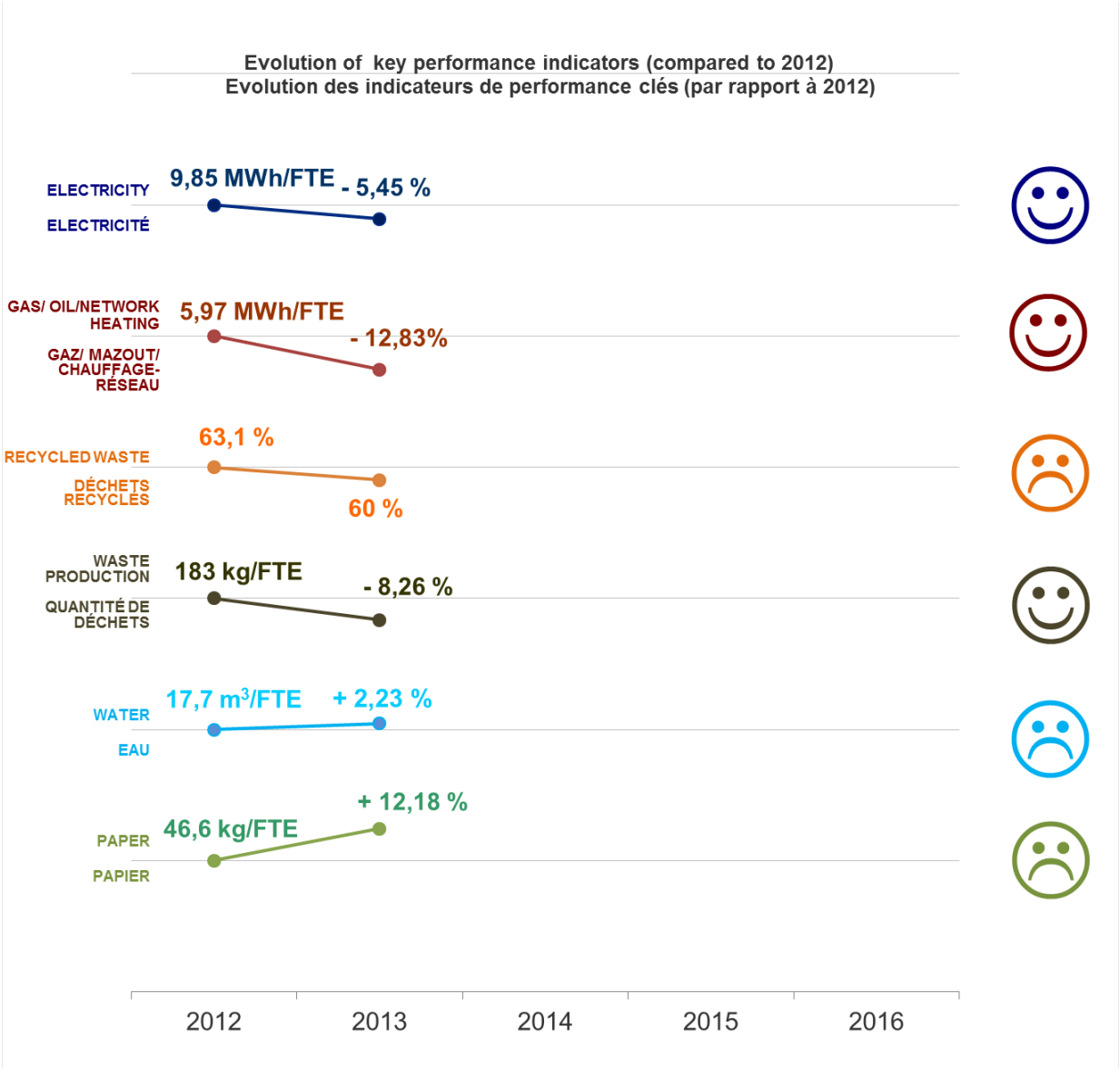
[2] The figure given for each indicator in 2006 is an absolute figure expressed in the unit indicated, FTE standing for full-time equivalent. On the other hand, the figures for subsequent years are expressed as a relative growth in percent compared to 2006 ('positive' means an increase over

The key performance indicators were calculated using the information available on 28.02.2014, which was the cut-off date for collecting information for the report. If more up-to-date information is communicated after that date, the respective amendments will be included in the report for the following year.



the 2006 figure, 'negative' means a decrease since 2006). This does not apply to the 'recycled waste' indicator, for which the figure for each year indicates the percentage of waste recycled regardless of the previous years.

An overview of the evolution of the key performance indicators compared to 2012 is shown in the following figure[3]:



Sections 4.2 through 4.5 provide a detailed breakdown for each of the performance indicators, along with explanations for the observed performance trends.

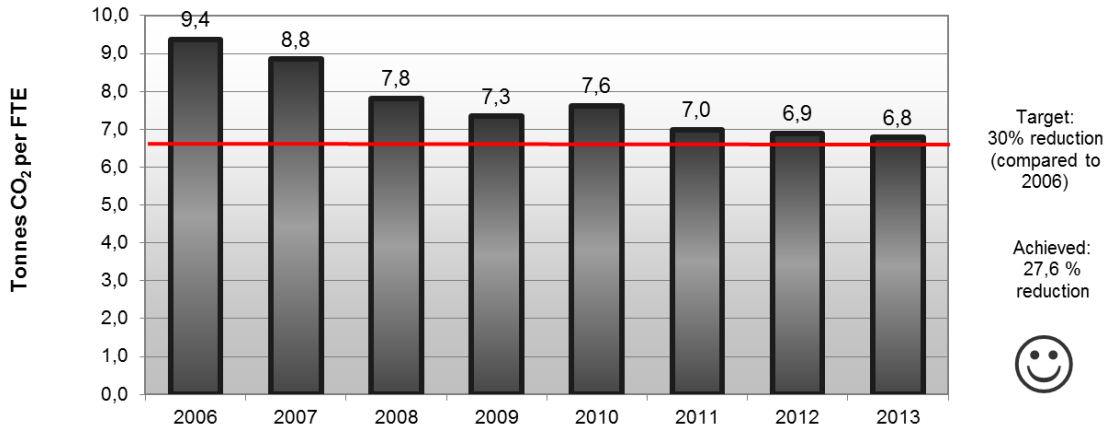
[3] The figure given for each indicator in 2012 is an absolute figure expressed in the unit indicated, FTE standing for full-time equivalent. On the other hand, the figures for subsequent years are expressed as a relative growth in percent compared to 2012 ('positive' means an increase over the 2012 figure, 'negative' means a decrease since 2012).

The EMAS Regulation also stresses the need to set targets for the main environmental aspects. For this reason, in accordance with the proposals of the working groups on 'Environmental Indicators' and 'Paper Management' and the 'Waste Committee', numerical targets have been introduced. These targets should make it possible to improve the EP's environmental performance, and are shown in the following table and figures, along with the corresponding performance in 2013 for the respective indicator:

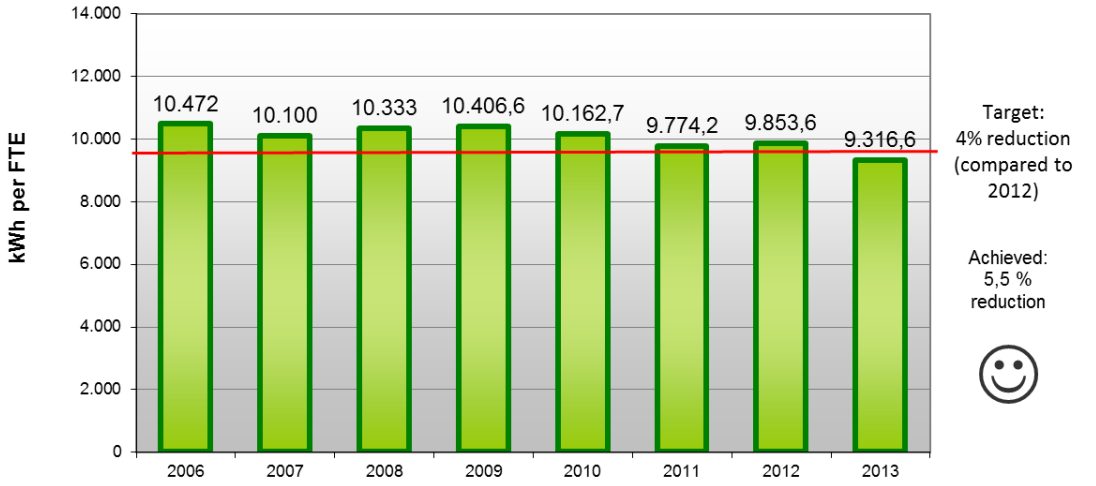
Environmental Aspect	Indicator	Objective	Performance in 2013
CO_2 emissions	Carbon footprint in tonnes of CO_2 eq. per FTE	30% reduction between 2006 and 2020	- 27,6 % (compared to 2006)
Electricity consumption[4]	Annual electricity consumption in kWh per FTE	4% reduction between 2012 and 2016	- 5,45 % (compared to 2012)
Gas, heating oil, and district heating consumption[4]	Annual consumption of gas, fuel oil and district heating in kWh per FTE	5% reduction between 2012 and 2016	- 12,83 % (compared to 2012)
Paper consumption[5]	Annual paper consumption in kg per FTE	Stabilisation between 2012 and 2016, including enlargement to include Croatia in 2013 and internalisation of some previously outsourced printing work	+ 12,18 % (compared to 2012)
Water consumption[4]	Annual water consumption in m^3 per FTE	2% reduction between 2012 and 2016	+ 2,23 % (compared to 2012)
Waste production[6]	Annual production of office and catering waste in kg per FTE	5% reduction between 2012 and 2016	- 8,26 % (compared to 2012)
Waste recycling[6]	Percentage of office and catering waste recycled	68% to be attained in 2016	60 % (- 3,1 % compared to 2012)

[4] Proposal by the Working Group on 'Environmental performance indicators'
[5] Proposal by WG Paper Management
[6] Proposal by the Waste Committee

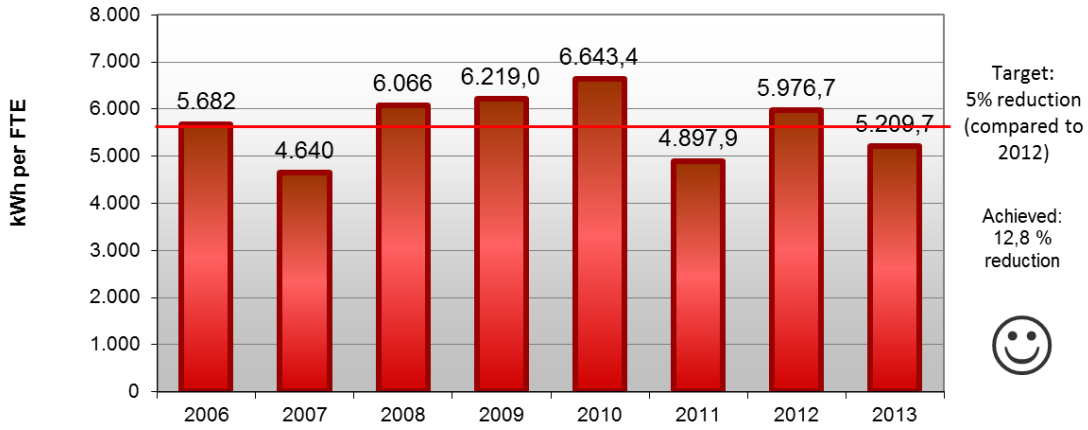
Indicator: Carbon footprint



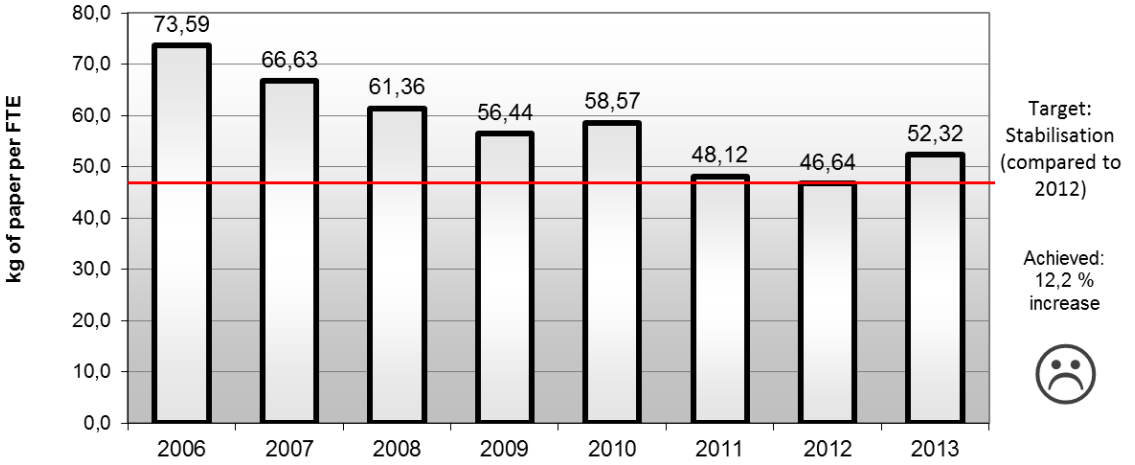
Indicator: Electricity consumption



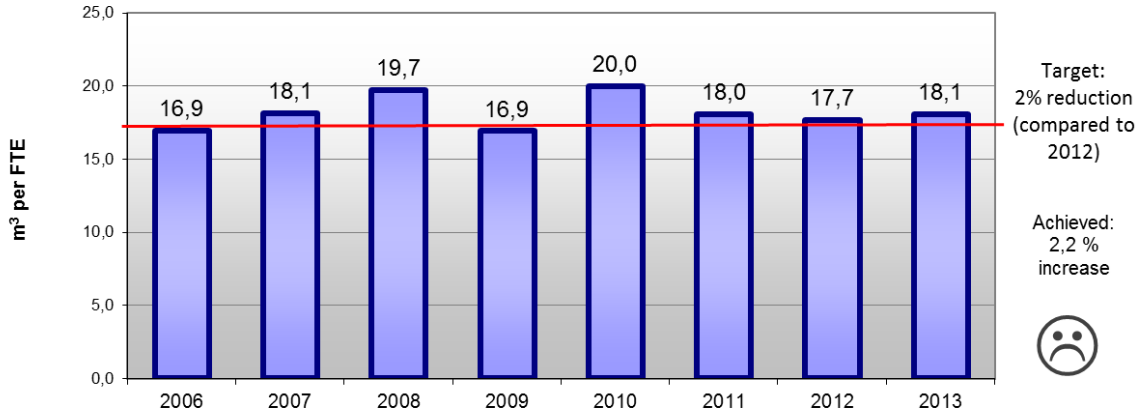
Indicator: Gas, oil and district heating consumption



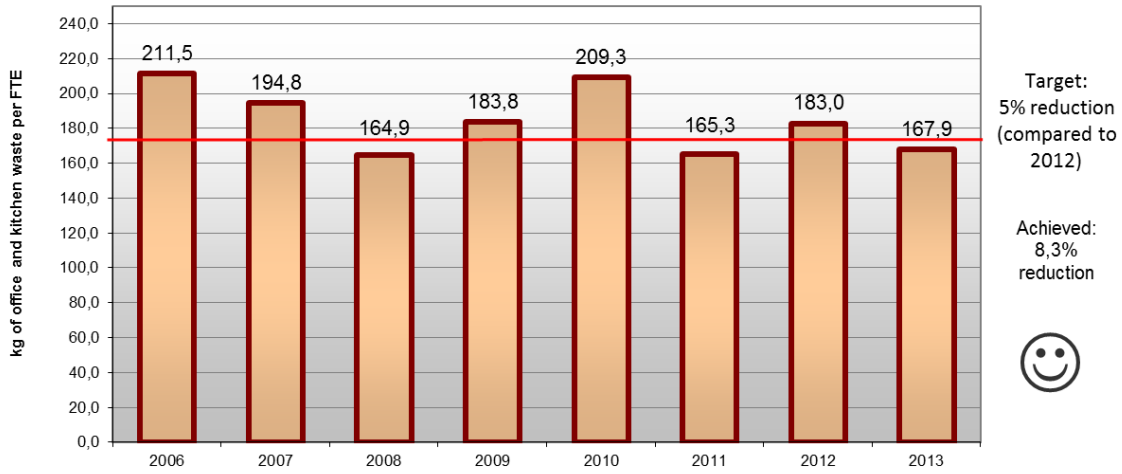
Indicator: Paper consumption

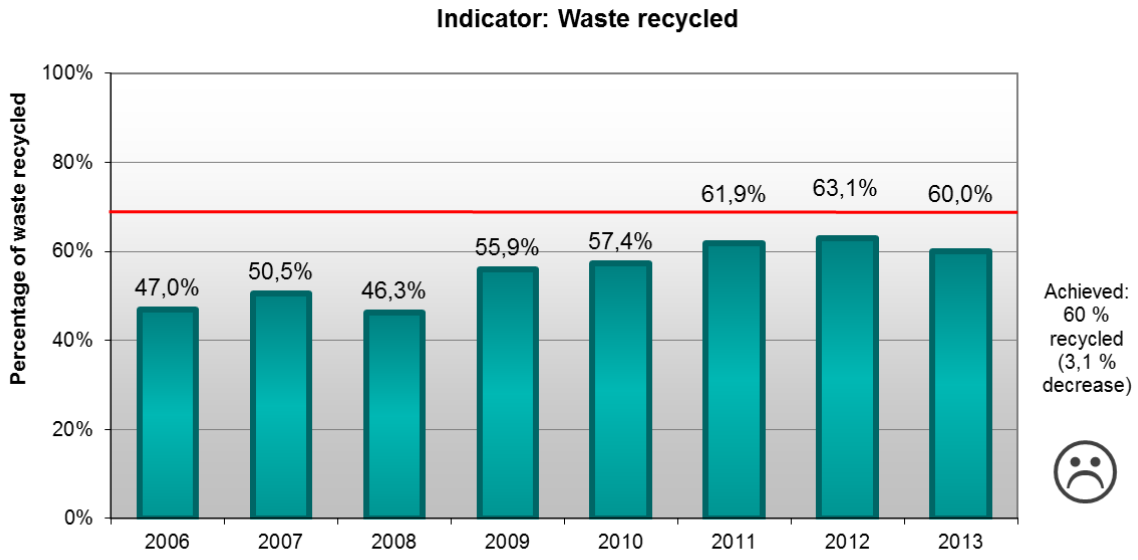


Indicator: Water consumption



Indicator: Waste production





Given the nature of the European Parliament's activities and in line with the experiences of other similar organisations, the impact on biodiversity has not been deemed significant in the environmental analysis. Therefore, a biodiversity indicator was not established.

4.2 CARBON EMISSIONS AND ENERGY EFFICIENCY

4.2.1 Objectives of the Action Plan

The European Parliament's carbon footprint[7] is calculated under overall Objective number 1, 'Reduction of carbon emissions', of the EMAS Action Plan, which aims to reduce CO_2 emissions per FTE by 30% between 2006 and 2020. To this end, the following measures have been included in the EMAS Action Plan 2013:

4.2.1.1 Objectives in the buildings management sector

With regard to buildings management (under the responsibility of DG INLO), the operational sub-target as suggested by the EP carbon footprint study is a reduction in the 'Carbon emissions per FTE' of 15-20% between 2006 and 2020[8]. The most important measures included in the Action Plan 2013 regarding this sector are as follows:

- Energy efficiency study per site and per building in Brussels and Strasbourg, with the emphasis on:
  - improved shading;
  - photovoltaic energy;
  - upgraded lighting (re-lighting);
  - thermal solar energy for sanitary hot water;
  - geothermal energy;
  - upgrading to low-energy windows;
  - improved HVAC efficiency;
  - display of energy performance and smart metering;
  - passive and low-energy buildings.

  Studies for the Churchill, De Madariaga and ATR buildings have been finalised, while those for the Weiss, Spinelli, and Pflimlin buildings are on-going.

- In Brussels, project for the renovation of EAS building - Museum of European History, which will include:

  - efficient use of natural light (glass surfaces, blinds, ...),
  - efficient insulation (double skin facade, triple glazing windows, insulation of the ancient walls from inside),
  - condensing boiler,
  - heat pumps,
  - cogeneration using rapeseed oil,
  - geothermal energy,
  - recuperation of rainwater,
  - advanced centralized management facilities,
  - advanced metering system of energy and water.

- In Strasbourg, upgrading to more efficient lighting systems in the communal areas;
- In Brussels, installation of photovoltaic panels in the Spinelli and MOY Buildings;
- In all three places of work, installation of charging stations for electric cars;

[7] Due to their activities, businesses and organisations have a real impact on global warming. Their carbon footprint allows this impact to be quantified, by identifying all the greenhouse gases (GHGs) generated by these activities. Six main gases are at the root of global warming and are expressed in the carbon footprint by their tonnes of CO2 equivalent. The carbon footprint of a business or organisation is defined through the direct and indirect emissions caused by their activity.

[8] Estimate established by the European Parliament's carbon footprint study carried out by an external consultant in 2008. This estimate should be confirmed by other more specific studies, which will be carried out under the responsibility of DG INLO.

- Installation of LED bulbs in office table lamps;
- In Luxembourg, certification of the new Adenauer building project by a BREEAM assessor;
- Installation of natural gas, water and energy submeters with data management software, for improved management.
- In Luxembourg, renovation of the lifts in complex D of the Adenauer building (the replacement of electronic controls to result in energy savings)
- In Luxembourg, installation of a high speed sectional door with thermal insulation in the garage of TOA and TOB buildings
- In Brussels, replacement of the cooling units of the ATR building with more efficient ones
- Feasibility study for the installation of facades, roofs and other green surfaces for the buildings of the European Parliament in Brussels
- In Brussels, project for the renovation of the Spaak building integrating the study "possibility of a BREEAM certification of the project"
- In Brussels, replacement of cooling gas R22

All of the actions with a deadline in 2013 have either been completed or carried forward to the new version of the Action Plan with a new deadline (see Annex I and Annex II for details).

With regard to Luxembourg, the objective of the new 'Adenauer building extension' project is to create a single site for all European Parliament officials working in Luxembourg. One of the main objectives of this project is to create a very eco-friendly building by using modern and sustainable construction materials and technologies. Due to these new technologies, the building will be largely self-sufficient in terms of its energy needs and will consume less non-renewable energy such as fossil fuels or natural gas. It is important to stress that the project particularly seeks to preserve biodiversity. 55% of the biodiversity lost as a result of the construction of the building will be re-established on the site itself by selecting appropriate options for the green spaces, internal courtyards, gardens, etc. The remainder (45%) will be compensated for by means of planting as part of the new European School project in Mamer.

Regarding energy, the European Parliament has adopted a new three-stage approach to achieve high energy standards that protect the environment:

1. Efficient insulation and triple glazing which reduce energy consumption, as well as optimised air-conditioning, lighting and heating systems.
2. Assessment and optimisation of energy use by applying modern technologies such as automatically-controlled ventilation and lighting systems.
3. Finally, optimisation of energy production by using renewable energy and combining existing energy sources with new eco-friendly technologies.

Aside from EMAS, which represents the European Parliament's general Environmental Management System, the new Adenauer project will also be certified according to a special assessment for the construction of buildings known as BREEAM (BRE Environmental Assessment Method). At the end of the planning phase, the BREEAM certification obtained in September 2012 indicated a score of 73.28 %. This corresponds to an 'excellent' environmental performance. Another (final) assessment is planned at the end of the construction phase.

4.2.1.2 Objectives in the information technology sector

The operational sub-target for information technology (IT) management is a reduction in the 'Carbon emissions per FTE' indicator of 5-10% between 2006 and 2020[9]. Regarding management of information technologies (for which DG ITEC is responsible), all but one of the actions with a deadline in 2013 have been implemented or incorporated in the Action Plan 2014 with new deadlines (see Annex I and Annex II for details).

The most important actions in the Action Plan 2013 are:

- Promoting videoconferencing:
  - improving measuring tools for the use of existing videoconference facilities in meeting rooms
  - reinforcing meeting rooms with videoconference installations
- Analysis of technologies/devices in order to reduce the amount of embedded carbon emissions in personal IT equipment by reducing the number of redundant desktops
- Implementation of a coordinated printing strategy by means of a working group involving DG INLO/ITEC
- Implementation of the Paperless EP strategy
- E-meeting implementation
- Studying the possibility of extending the life of certain hardware in order to reduce emissions derived from fixed assets.

4.2.1.3 Objectives in the mobility sector

The mobility and transport actions are aimed at adopting a sustainable mobility approach for the European Parliament and limiting the CO_2 emissions generated by these activities. The operational sub-target for mobility is a reduction in the 'Carbon emissions per FTE' indicator of approximately 5-10% between 2006 and 2020[10].

Given that the European Parliament has multiple sites, improved mobility and transport of persons is a key element in the EP's strategy for achieving its objective of a 30% reduction in carbon emissions.

There is significant potential for improvement in the area of mobility, as shown by the following examples: a Brussels-Strasbourg flight generates 90 kg of CO_2 (economy class) or 180 kg of CO_2 (business class) per passenger. The same journey by car generates 85 kg of CO_2. Travelling by train, the value is 15-25 kg of CO_2, depending on the type of train used and the route taken. If a videoconference can be organised instead, the emissions could be virtually zero.

Progress has already been made in this area:

- Since June 2008 EP staff in Luxembourg have been able to obtain a 'Jobkaart', which gives free access to public transport in the city of Luxembourg. This measure increased the number of people using the bus from 350 in June 2006 to 750 at the end of 2012[11].
- Since December 2010, staff in Brussels have been able to obtain a 50% reduction on public-transport season tickets, and in 2011 the cofinancing system was extended to SNCB trains.

[9] Estimate established by the European Parliament's carbon footprint study carried out by an external consultant in 2008. This estimate should be confirmed by other more specific studies, which will be carried out under the responsibility of DG ITEC.
[10] Estimate established by the European Parliament's carbon footprint study carried out by an external consultant in 2008. This estimate should be confirmed by other more specific studies in the area.
[11] Information extrapolated from the results of mobility surveys within the EP.

- New bicycles for men and women (including electric bicycles) have been bought and are available in the bicycle parking spaces of the EP's buildings.
- Electric vehicles have been bought for mail delivery between the buildings in Luxembourg and Brussels.
- Euro 5 standard vehicles have been bought for the European Parliament's fleet.
- Thalys express trains are now running between Brussels and Strasbourg at the time of part-sessions to replace charter flights. It is obvious how successful this measure has been, as the trains are full on every journey.
- A bus service has also been organised between Luxembourg and Strasbourg for part-sessions.
- In 2011, a Mobility Point was opened in Brussels to inform staff and Members about the environmentally soundest transport options, organising activities, events, awareness campaigns, etc.
- A 'Transport and mobility' section has been created on the Intranet.
- Extra two-storey bicycle parks have been created in Brussels.
- Charging stations for electric cars have been installed in the car parks.

In addition to the above mentioned achievements, the EMAS Action Plan 2013 is highly ambitious and includes the following actions:

- Creation of a car-sharing website.
- Conduct of regular surveys on mobility at the three places of work.
- Promotion of teleworking by means of pilot projects.
- Promotion of more eco-friendly means of transport for visitors.
- Improving the environmental performance of the EP fleet by means of incentives for choosing low-emission cars.
- Promotion of more eco-friendly interpreting services and installation of new videoconference equipment for interpreters.
- Creation of a working group to examine the mobility related CO_2 emissions in the EP in detail and propose measures to reduce CO_2 emissions in this area
- Promotion of more environment-friendly travel outside the three places of work:
  - promotion of buses and public transport for local transportation of delegations,
  - provision of information on carbon emissions for each request for a meeting away from the three places of work.
- Individual videoconference equipment for heads of unit with staff in Brussels, Luxembourg and/or Strasbourg.
- Promotion of trunk sharing on a voluntary basis, through awareness-raising campaigns
- Improvements to bicycle parks and to signage in Brussels.
- Purchase of additional electric vehicles for the EP fleet.

All but two of the actions with a deadline in 2013 have either been completed or carried forward to the new version of the Action Plan with a new deadline (see Annex I and Annex II for details). Many actions have been converted into continuous actions at the request of the departments responsible, demonstrating their commitment to continuous improvement.

A Working Group on Mobility and CO_2 Emissions has been set up in 2013, and presented its final report in December 2013, with recommendations aimed at further improvement in the areas relating to missions, videoconferencing, teleworking, promotion of public transport and bicycle use, and use of trunks for missions to Strasbourg. Actions based on these recommendations will be incorporated into the Action Plan 2015.

4.2.2 Figures and comments

4.2.2.1 Carbon footprint of the European Parliament

Between 2006 and 2013, the indicator fell by approximately 27,6%, which was mainly due to:

1. the introduction of 'green' electricity in the three places of work;
2. projects to improve the energy efficiency of the technical installations (such as the new heat pumps in the Pflimlin Building or new, more efficient cooling systems in the Spinelli Building);
3. the reduction of more than 1 million km in staff travel on mission between the three places of work;
4. replacement of charter flights by Thalys trains between Brussels and Strasbourg;
5. reduced use of service cars by Members and use of more efficient service cars;
6. mobility projects (e.g. cofinancing of public transport).

The trend in the indicator has been very positive so far. It should be borne in mind that in 2012 there was a modified calendar of parliamentary sessions, which necessitated fewer journeys to Strasbourg, therefore reducing the corresponding emissions. However, the 2013 calendar was similar to those in earlier years, without a corresponding overall rise of this indicator, which is a very positive development.

4.2.2.2 Total energy consumption and proportion of renewable energy used

This indicator represents the total quantity of energy consumed at the European Parliament and the proportion of green energy.

Total energy consumption	2006	2007	2008	2009	2010	2011	2012	2013
Electricity (kWh)	111 937 621	115 947 188	120 608 112	122 979 669	124 741 808	125 341 558	131 393 481	126 209 348
Gas, fuel oil and urban heating (kWh)	60 740 113	53 262 330	70 795 031	73 493 134	81 544 249	62 809 920	79 696 887	70 574 172
Total final energy used (kWh)	172 677 734	169 209 518	191 403 143	196 472 802	206 286 057	188 151 478	211 090 368	201 178 420
Energy from renewable sources (kWh) - purchase of green electricity	0	19 310 851	120 608 112	122 979 669	124 741 808	125 341 558	131 393 481	126 209 348
Percentage of renewable energy	0,0%	11,4%	63.0%	62,6%	60,5%	66,6%	62,2%	62,75%

Total energy consumption increased between 2006 and 2013, due to the entry into service of several new buildings. However, total energy consumption in 2013 was lower than in 2012. Since 2008, the percentage of renewable energy consumed has stabilised at slightly above 60%, because since 2008 Parliament has bought 100% of its electricity from renewable sources.

Apart from the electricity purchased, account should be taken of the production of geothermal energy by the heat pumps in Strasbourg. It was decided not to show this information in the previous table, in order to avoid mixing purchased energy with the thermal energy from the heat pumps, which is "produced" heat.

In addition to the heat pumps, the thermal solar panels on the Brandt and Antall buildings in Brussels should be taken into account. There are 6 panels measuring 4.32 m^2 each, i.e. 25.92 m^2 of surface area per building. These solar panels produce hot water for the toilets.

4.2.2.3 Electricity consumption

The chosen indicator for this variable is 'Electricity consumption per full-time equivalent (FTE)', with the target being to achieve a reduction of 4% between 2012 and 2016.

The data reveal that electricity consumption per FTE fell by approximately 11% between 2006 and 2013, with a 5,5% fall in 2013 compared to 2012; this is a highly positive development, particularly bearing in mind that five new buildings entered into service between 2007 and 2013 (approx. 90 000 m^2).

Several energy saving projects had a favourable impact on the development of this indicator:

- In Brussels, favourable effects were observed due to improvements in energy management by the Buildings Management and Maintenance Unit (new cooling units in the Spinelli and ATR buildings, a relighting project which made it possible to replace the bulbs in communal areas with low-energy bulbs, better management of the lighting in meeting rooms, limiting its use as much as possible while still meeting users' needs, etc.). However, between 2011 and 2012 a small rise in the indicator was observed. The positive impact of the energy management projects mentioned above was offset negatively by other users, particularly by the increase in IT power in recent years. On the other hand, In 2013 there was a significant reduction of this indicator compared to 2012, validating the efficiency of measures taken;
- In Strasbourg, electricity consumption in the Pflimlin Building has fallen considerably since 2006 due to the installation of heat pumps that are more efficient than the previous ones. In the Weiss Building, photoelectric cells were installed which adapt the intensity of the lighting system to the daylight intensity. This system can achieve up to 50% energy savings in lighting and will therefore be extended to other parts of the building.
- In Luxembourg three buildings are heated by cogeneration (TOA, TOB and PRE), two of which are heated and cooled by tri-generation (TOA and TOB), which ensures optimal primary energy use. Due to construction work on the new Adenauer building, new buildings had to be occupied by the EP, which increased energy consumption as a result. However, following the entry into service of the new Adenauer Building, a major reduction in energy consumption is expected.

4.2.2.4 Gas, fuel oil and district heating

The chosen indicator is 'Gas, fuel oil and district heating consumption per full-time equivalent (FTE)', the target being to achieve a reduction of 5% between 2012 and 2016.

Consumption of gas, heating oil, and district heating per FTE has been reduced by approximately 8% in 2013 compared to 2006, and by more than 12% when compared to 2012. While it should be noted that this indicator is heavily dependent on the prevailing weather conditions in a given year, and therefore fluctuates more than others, it is also clear that significant improvements in the efficiency of heating system have been achieved, since the winter of 2013 was equally cold or slightly colder than in 2012. These efforts should be sustained in order to ensure that the 5% reduction target in 2016 compared to 2012 is reached and maintained.

4.2.2.5 Mobility

The indicator chosen for monitoring the evolution of this objective is 'Carbon emissions generated by the transport of persons per full-time employee-equivalent'

Mobility-related emissions per FTE fell by 3,3% between 2006 and 2013.

4.3 WASTE

4.3.1 Objectives of the Action Plan

Planning Sheet No 2 'Waste' of the EMAS Action Plan set up the objective to increase the percentage of waste recycled. In order to reach this goal, the EMAS Action Plan for 2013 set out the following actions:

- Introduction of a quantitative target for waste
- Introduction of a harmonised waste collection system
- Awareness raising
- Reduction of catering waste

A Waste Committee was set up in 2009 with the aim to improve the waste management system through identification of specific actions and coordination of their implementation.

The Inter-DG Steering Group for Environmental Management adopted a quantitative target for waste to be included in the Action Plan from 2014 onwards: reduce the amount of office and catering waste between 2012 and 2016 (-5% of the global amount per FTE).

With regard to harmonisation of the waste collection system at the three places of work, a pilot project has been completed and a final report drafted. Uniform, five-compartment waste bins were installed in Parliament buildings in the three places of work.

In 2013, 'Waste Week' was organised in the three places of work to provide staff members with information and advice on how to reduce waste, reuse material, and encourage recycling.

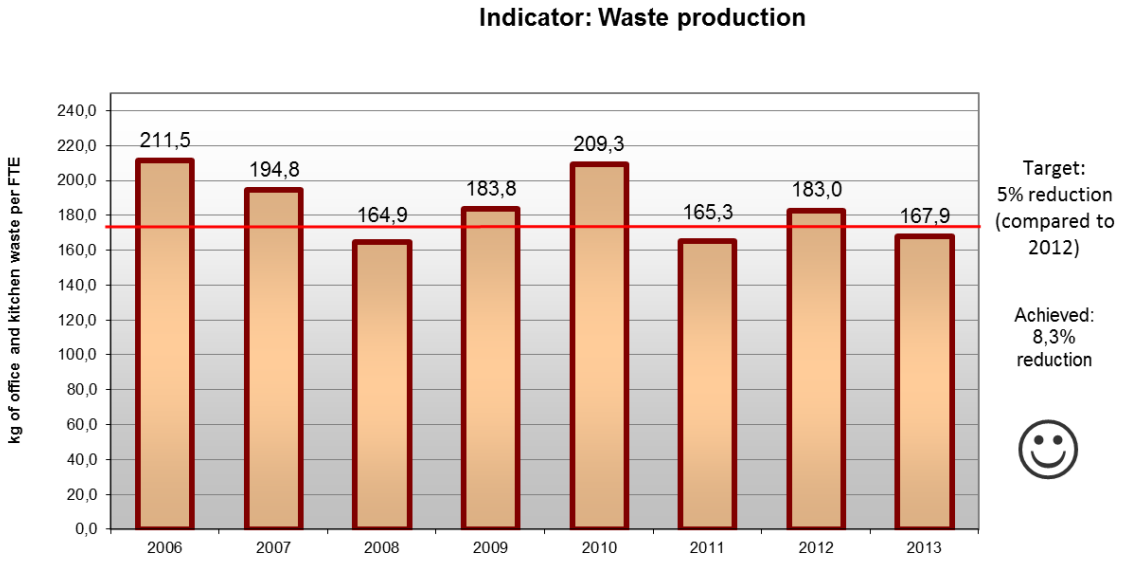
In Luxembourg, organic waste has been sent for biogas production since the middle of 2012, which has made it possible to increase the percentage of waste recycled.

In order to reduce the amount of wrapping materials in the sandwich bar in Luxembourg, only one size of sandwich bag has been kept and given out on request. As far as use of organic dishware in Brussels in the training rooms and in the sandwich bar is concerned, after a trial period, it has been suspended since it was shown to be ineffective.

In accordance with findings of the External Audit 2012, the Secretary General requested a study on the waste management within the EP. CO_2Logic, an external consultant specialised in the field, subsequently submitted a 'Waste Management Report' including recommendations for future improvements to waste management in the EP. These recommendations are currently being examined in the Waste Committee, and are to be included in the Action Plan 2015 when appropriate.

4.3.2 Figures and comments

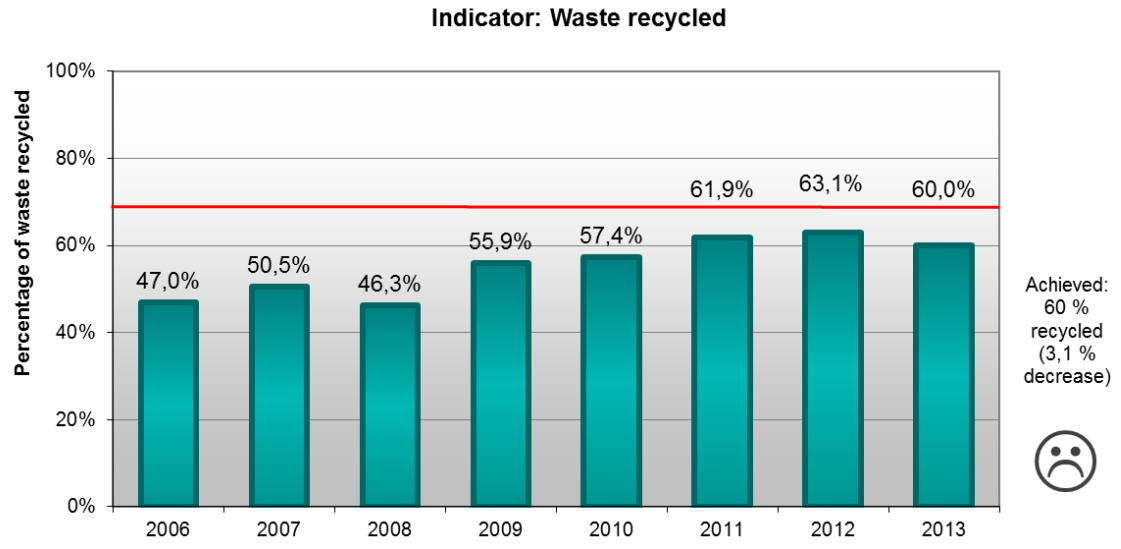
The waste generated in all the European Parliament's buildings is taken into account for the purpose of monitoring this objective. The two indicators used are the percentage of waste recycled and the quantity of office and catering waste per full-time equivalent. The targets are to reduce the quantity of office and catering waste per FTE by 5% between 2012 and 2016, and to achieve a 68% recycling rate for office and catering waste by 2016.



The quantity of office and catering waste per FTE was reduced by 20,6% between 2006 and 2013, which is a very positive result. Compared to 2012, the reduction in this indicator in 2013 was 8.26%.

Hazardous waste accounted for approximately 1,55 % of the total waste generated.

The percentage of office and catering waste recycled grew over the entire 2006-2013 period (from 47% in 2006 to 60% in 2013). However, in 2013 there was a decrease in the percentage of waste recycled compared to 2012, indicating that further action is required to reverse the trend and achieve the 2016 target.



The Waste Committee continues to be an important platform for discussion, communication and exchange of best practices. In order to introduce a harmonised data collection system and identify all waste generators in the EP, a new procedure entailing a common data flow has been set up by the Committee.

4.4 WATER

4.4.1 Objectives of the Action Plan

Objective number 3, 'Water', of the EMAS Action Plan 2013 principally aims to reduce the European Parliament's water consumption. It consists of the following actions:

- Installation of water sub-meters, with data management software, in order to improve the water management
- Introducing numerical targets for water consumption within the framework of the Working Group on Environmental Indicators

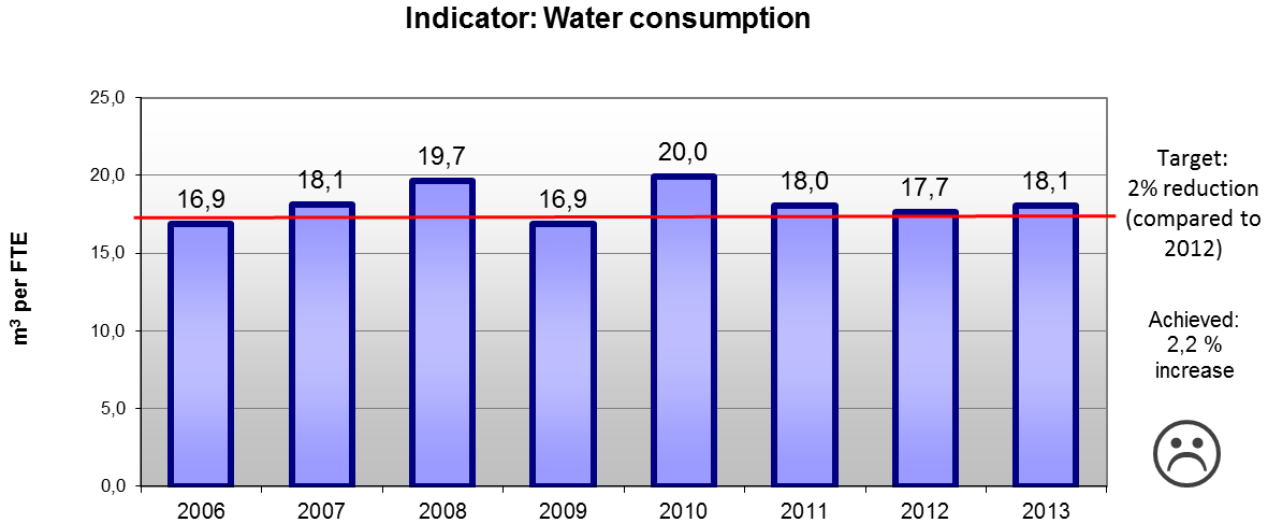
The first phase of studies in the project for the installation of submeters has been completed. The second phase is taking place in 2013 and 2014. These meters will make it possible to obtain more detailed information that will be used to ensure that a tighter control is kept over water use.

Awareness raising actions regarding water consumption have been carried out. For example, stickers have been placed in all the toilets at the three places of work to highlight the need to save water, water dispensers have been installed in training rooms, etc.

The Working Group on Environmental Indicators proposed a reduction target of 2% of water consumption per FTE by 2016, compared to 2012. The target has been incorporated into the EMAS Action Plan 2014.

4.4.2 Figures and comments

The indicator chosen for monitoring the evolution of this objective is 'water consumption in m^3 per full-time employee-equivalent', with a target of 2% reduction in this indicator in 2016, compared to 2012.



The data show that water consumption per person increased by 6,8% between 2006 and 2013. This was mainly due to the occupation of the new buildings, a water leakage from a fire pipeline in the De Madariaga building in Strasbourg and the implementation of the legionella prevention programme, which was necessary

in order to maintain a satisfactory water quality. The findings of the legionellae risk audit in Brussels (08/2011) showed that the intermittent use of hot water supply points in some locations gives rise to a very high level of risk. At present, flushing is the only way of averting the risk of legionella.

However, water consumption is becoming increasingly stable, thanks to better management. Water consumption fell between 2010 and 2013 as a result of action taken to ensure that the Brandt and Antall buildings, which had been in use since 2007 and 2008 respectively, were managed better, the resolution of a problem in the ATR Building and a temporary halt in the production of steam for humidification purposes in the Spaak Building, owing to maintenance work.

Despite the overall trend towards stability in water consumption, a 2,2% increase in consumption per FTE was observed in 2013, when compared to 2012. This signals an increased need for action, on the side of technical improvements, which in this field are usually expensive, technically challenging and take a longer time to implement, and also in awareness raising and sharing of best practices, which is equally important for effective water consumption management, and can lead to significant improvements in the short term.

4.5 PAPER

4.5.1 Objectives of the Action Plan

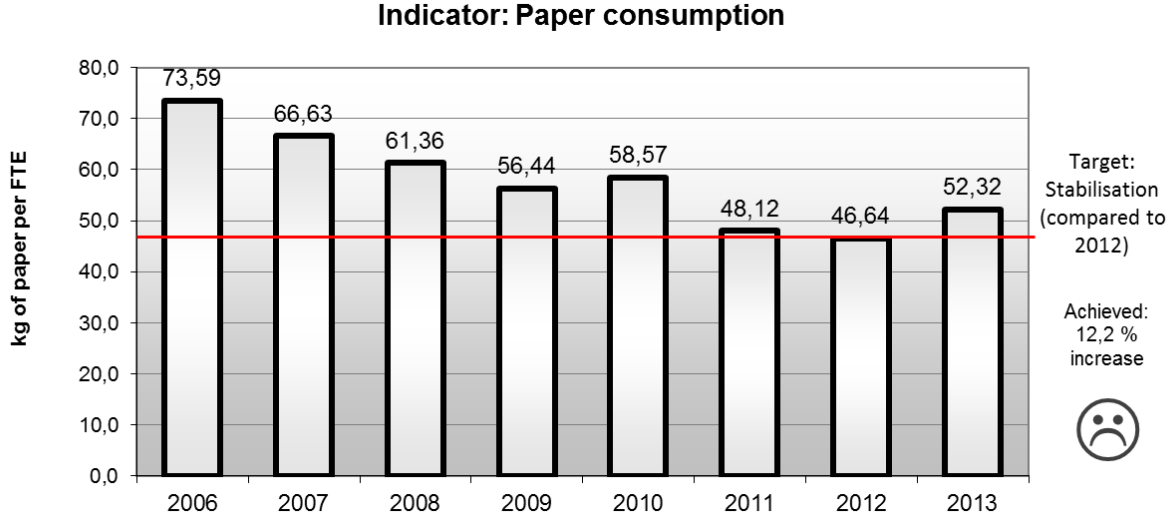
Objective of the EMAS Action Plan 2013 regarding paper is to promote more efficient use of paper and reduce consumption in the European Parliament's printshop and distribution services, despite the increase in the number of official languages.

Furthermore, the "Paperless EP" and "E-committee" initiatives have been introduced and are currently being implemented, with the aim of reducing paper use in the political and administrative work of the Parliament, by increasing use of electronic documents and ensuring their efficient integration into the workflows.

It should be noted that all A4 paper used in the EP's offices is of 100% recycled origin and is non-chlorine bleached. The paper used in the printshops is either recycled or comes from sustainably managed forests (to maintain forest cover and protect biodiversity). More particularly, 79% of the paper used in the printshops in 2013 was of 100% recycled origin and 21% was FSC (Forest Stewardship Council) certified.

4.5.2 Figures and comments

The 'paper consumption per full-time employee-equivalent' indicator takes into account the paper used at the three main places of work (A4 printing paper) and the special paper consumed by the printshop. The aim is to stabilise paper consumption between 2012 and 2016 at the same time as a new Member State (Croatia) joins and printing work which is currently outsourced is brought in-house.



The figures show a reduction of some 30,1% in paper consumption per FTE compared to 2006, meaning that the long term trend is generally positive. This shows that the efforts made by the various departments (in particular the printshop and distribution units) have been mostly successful.

However, it is important to note that the overall paper consumption increased by 12% from 2012 to 2013, and that further efforts might be needed in order to achieve a target of stable paper consumption in 2016 as compared to 2012. This observed increase is due to the greater average length of documents being sent to the printshop, and a greater number of amendments being submitted as part of the Parliaments legislative process towards the end of the current legislative term. In the medium term, these two problems can be addressed by taking further step towards the "paperless" Parliament, where a greater proportion of

documents can be handled exclusively in electronic form. Whereas the "E-committee" and "Paperless EP" projects are currently being implemented, they are in early stages of execution, and it will be several years until they are fully implemented and operational, resulting in lower paper consumption.

It should also be borne in mind that Parliament's work fluctuates and that paper consumption depends on the volume of work in a given time period. The legislative and political activity was heightened towards the end of the parliamentary term, leading to higher paper consumption. This mirrors the trend observed during the last parliamentary term, five years ago.

Finally, internalisation of some of the printing services which were previously outsourced resulted in increased paper consumption at the Parliament in the short term. However, this measure will result in both cost savings and better management of paper use in the medium to long term.

4.6 GREEN PROCUREMENT

Objectives of the 2013 EMAS Action Plan relating to public procurement seek to promote the inclusion of environmental considerations in public procurement procedures. Several of the projects relating to green procurement in the previous years' Action Plans have been converted into long-term measures in order to ensure that steady improvements are made in this area.

Some progress has been made in this field in recent years, including the following:

- new specifications for maintenance and cleaning, waste management and the upkeep of green spaces at the buildings at the three places of work have been introduced, laying down important environmental and quality requirements, in particular as regards the resources brought to bear by the contractors (specialist staff) and performance in relation to energy, waste, comfort and well-being and reporting;
- invitations to tender for furniture purchases now include a clause to guarantee that the wood used comes from sustainably managed forests. This is important for biodiversity protection;
- cooperation between the EMAS team and the relevant departments to enable the European Parliament to include stricter clauses on office supplies and IT consumables;
- every contract signed in open procedures contains general environmental clauses. In addition, all EP contractors have received information on the EMAS requirements when signing a contract;
- greater emphasis is being placed on environmental considerations in invitations to tender for paper, biodegradable bags are replacing plastic bags in the supermarket in Luxembourg, and eco-labelled cleaning products are now being used in the EP's restaurants and offices;
- Parliament is making a continuous effort to comply with the latest environmental standards, one example being the measures taken to promote the purchase of low-emission vehicles when replacing vehicles in Parliament's fleet, in accordance with the Bureau decision of 10 November 2010;
- use on several occasions of the CO_2 offsetting clause in contracts and creation of clearer instructions on the matter. However, its use could be further promoted by means of short courses for authorising officers.

Despite the progress made, overall the uptake of green public procurement procedures and practices at the EP has been lower than hoped for. A considerable effort in standardisation, education of public procurement officers and authorising offices, and setting of quantitative targets for green procurement are required in order to make further progress in this area. As a first step, a Working Group on Green Public Procurement (WG GPP) has been established at the Parliament, in accordance with the Action Plan 2014, with a mandate to develop unified rules, guidelines, tools and procedures for green procurement, as well as quantitative targets in this area.

4.7 CARBON EMISSION OFFSETTING

Parliament's environmental policy, as implemented in the EMAS Action Plan, is based on the principle of preventing emissions and, where emissions are unavoidable, of limiting them. However, emissions cannot be reduced to zero and, where emissions cannot be limited any further, other options have to be explored. In this context, CO_2 offsetting, i.e. the purchase of carbon offsets to compensate for the purchaser's own emissions, can be a valuable part of the European Parliament's strategy to tackle climate change, as a final step in a complete carbon management plan. Offsets are typically achieved through financial support for projects such as renewable energy, energy efficiency, etc., which reduce greenhouse gas emissions.

On 12 September 2011, the Bureau decided to install in the European Parliament an offsetting scheme based on a medium perimeter. This perimeter includes the following emission sources which account for some 25-30% of Parliament's carbon footprint: official staff travel, emissions from energy use and from technical installations in the buildings, and official cars.

A first offsetting contract was concluded with the offsetting company "SouthPole" which proposed an electricity production site in Antaï (China). The contract for the compensation of 25 959 T CO_2 was signed in December 2012 for the emissions of 2011.The second public procurement procedure for offsetting EPs carbon emissions was launched in 2013. The contract was awarded to the offsetting company EcoAct in France in 2013 for the compensation of Parliament's emissions of 2012, who has chosen an energy efficiency project in a district heating system in Pernik (Bulgaria) for a volume of 28 747 T of CO_2.

4.8 REGULATORY COMPLIANCE

Parliament has set up a system to identify and provide information on the legal requirements applicable to its activities and premises, in line with the requirements of the EMAS Regulation.

The EMAS Unit provides an Environmental Law Update Service to the Services concerned, in the framework of which new applicable legislation is identified and forwarded to the relevant Services. During the year 2013, 61 pieces of environmental legislation were identified and included in the Database of applicable environmental legislation.

To enable Services to effectively demonstrate compliance with environmental legislation applicable to their activities, the EMAS Unit has prepared several legal check-lists, which will be distributed in 2014.

The EMAS Unit has also prepared 3 explanatory documents (1 per site) about the legal obligations for the prevention of, and reaction to the environmental emergency situations identified in the framework of the Parliament's EMS. The documents will be annexed to the respective EMAS Procedures.

To give greater emphasis to the verification of conformity with legal requirements, separate legal audits were introduced in 2012, meaning that since that time, the internal audit cycle consists of 2 different types of audits: general internal audits and legal audits.

The situation regarding environmental permits for the buildings that are in the scope of the Parliament's EMAS registration is as follows:

Brussels :
EMAS registered buildings (Spaak, ATR, Spinelli, Brandt and Antall) have a valid environmental permit, as does the WAY building, which is due to be included in the scope of EMAS in 2014.

Strasbourg :
Equipment installed in European Parliament premises, that is to say gas-fired boilers and devices containing refrigerating fluids, including heat pumps, is subject to declaration as facilities classified for environmental protection purposes (ICPE).
The prefectural decision awarding a thermal drilling operating licence under the Water Act was published in November 2012.

Luxembourg :
The Adenauer Building has a valid environmental permit for a classified building (a building whose environmental impact is potentially significant according to regulation in force in Luxembourg and for which a valid environmental permit is therefore required).
The SEN Building is not a classified building and therefore does not require an environmental permit.
The Schuman Building belongs to the Luxembourg State and comes under the responsibility of the Luxembourg Public Buildings Authority.

4.9 TRAINING, INTERNAL AND EXTERNAL COMMUNICATION, AND AWARENESS RAISING

4.9.1 Objectives of the Action Plan

All of the actions with a deadline in 2013 have either been completed or carried forward to the new version of the Action Plan with a new deadline, with the exception of the action 7.20, which was cancelled by the President's Office due to operational and budgetary constraints, and was therefore never implemented (see Annex I for details).

4.9.2 Figures and comments

The EMAS Unit gives particular importance to awareness-raising and maintaining open communication channels with staff. The following table and graph indicate the number of communication actions by the EMAS team each year since 2006, when the EMAS team was first formed. It can be seen that the number of individual actions increased since 2006, stabilising for a number of years between 60 to 80 actions per year. In 2013, the number of individual communication actions reached an impressive 181, when EMAS related communication was given special importance and all environmental communication issued by other DGs - using the EMAS logo - were also included in the total number. These actions include informative emails to staff and MEPs, poster campaigns, production of documents and video clips, organisation of trainings and awareness-raising events within the European Parliament, as well as cooperation with other EU institutions.

Number of training and awareness-raising actions organised							
2006	2007	2008	2009	2010	2011	2012	2013
49	30	57	70	72	60	77	181

4.9.3 Awareness-raising

4.9.3.1 Intranet and internet

Intranet

The EMAS website has been on the European Parliament's Intranet since 2010. It is available in three languages – English, French and German.

The EMAS team regularly updates the website with any issues of interest to staff and any changes to the main EMAS documentation. Staff can also submit suggestions or ideas to the EMAS team via the Intranet site.

It should also be stressed that some political groups and DGs use the EMAS logo on their websites, as well as in communication actions.

Internet

The EMAS Unit has a page on the EP's website at the following address since 2008:

http://www.europarl.europa.eu/aboutparliament/en/007d28c907/Environmental-management-system.html

This page contains a brief description of EMAS activities, as well as links to several key documents on environmental management in the EP: Environmental Policy, Environmental Statement, and the EMAS and ISO certificates.

4.9.3.2 Campaigns and events

'Green Week' at the European Parliament has now become an important and well-established annual awareness-raising event, with "Renewable energy - fresh air" as a chosen topic in 2013. Stands have been set up in all three places of work: Brussels, Luxembourg and Strasbourg. The event was officially opened by Mr Costas Stratigakis, Director General of DG INLO, and Mr Giancarlo Vilella, Director General of DG ITEC, during a ceremony held by the participants´ stands and the location of "Reduce-Reuse-Recycle" photo exhibition in Strasbourg.

DG INLO, DG ITEC and DG PERS were also present with their animated stands. ASPA - an external association specializing in air quality in Strasbourg also participated, providing EP staff with interesting information.

In May the EMAS team took part in the European Parliament Open Day in Brussels in order to provide citizens with an insight into the EP´s environmental management and the best practice used by the Parliament in its day-to-day running.

In September 2013, EMAS together with DG PRES and DG INLO also set up stands at the three places of work in order to promote sustainable mobility as a part of 'European Mobility Week' event taking place all over Europe. This event has also become an important and well-established annual awareness-raising event, organized in the Parliament in close cooperation with the EP´s Mobility Point in Brussels. Various Brussels-based associations promoting cycling were invited to take part in the event and an eco-driving simulator was available for the staff of the EP to test their driving skills from the ecological point of view.

In November the EMAS team organised in Strasbourg, Luxembourg and Brussels another awareness raising event - 'Waste week' - to provide the staff with information on waste management in the EP and to promote good practices in the field. For the first time a common Inter-DG stand was set up, with representatives from most DGs present to engage in a dialog with staff. The event was a big success, especially in Luxembourg thanks to participation of Valorlux with an exhibition on waste treatment.

The European Parliament also took part in the international 'Earth Hour' event, showing its commitment to the general objective of energy saving by symbolically switching off lights on the facades of the EP´s main buildings for one hour.

4.9.4 Training

The initiatives to expand the choice of training courses offered to staff begun in 2008 and were continued also in 2013, with various training courses and presentations organised, such as:

- half-day training courses open to all members of staff on the Environmental management system in the EP, focusing especially on best practices in the office and how to react in emergencies;
- a full day training for internal EMS auditors
- short presentations offered to all newly arriving staff as part of the EPIC training programme.

A working group on environmental training in the EP has been set up in 2013 and submitted its recommendations to the Inter-DG Steering Group on Environmental Management at the end of the year. The

recommendations included setting up in 2014 and early 2015 the general e-learning training module on EMAS, technical training on the use of dangerous products, chemicals and waste, and training on green public procurement, as well as continuing the training for internal EMS auditors.

Work on an e-learning module on EMAS is on-going and will be finalised in 2014.

4.9.5 Staff suggestions

The EMAS Regulation specifies that 'employees shall be involved in the process aimed at continually improving the organisation's environmental performance' (EMAS Regulation, Annex II, B.4.3).

In line with this approach, the EP staff is being continually encouraged to open dialog with the EMAS team, to offer their ideas and suggestions for improvement of the environmental management in the EP. To make this dialog possible throughout all year (not only during awareness-raising events when EMAS team members are physically present to discuss environmental issues with staff), the EMAS Intranet site contains a so-called 'Ideas Box', where anyone working on European Parliament premises can post their comments related to EP´s environmental management.
In addition, EMAS has an email address facilitating contacts with all internal and external partners who can contact the EMAS team at the following address: emas@europarl.europa.eu

'Suggestions books' are also available to staff during all awareness-raising events, the contents of which are afterwards appended to the procedure of treating staff suggestions together with any suggestions received via email or the website.

In 2013 the EMAS Unit received and dealt with 249 internal suggestions, compared to 119 suggestions received in 2012. All of these have been replied to by the EMAS team members or followed-up in collaboration with other services.

The significant increase in the number of internal suggestions reflects bigger "visibility" of EMAS in the EP and an increased activity of the individual DGs in communicating EMAS issues and encouraging their colleagues to get more involved in EMAS matters.

4.9.6 External communication, complaints

Eight external suggestions were received, most of which asked for specific information about the environmental management system in the Parliament, such as details and practicalities related to recently installed electric cars charging points in the EP, details on most important current actions of EMAS in the EP, or statistical data on EP´s public procurement.

Information was provided either directly or, when appropriate, the request or suggestion was forwarded to the service responsible for the area in question.

4.10 INTERINSTITUTIONAL ACTIVITIES

4.10.1 Eco-Net

The EMAS team is involved in the work of the 'ECO-NET' group, which is based in Luxembourg and comprises the following institutions: European Parliament, European Commission, Court of Justice of the European Union, European Court of Auditors, European Investment Bank, Eurocontrol, and the Publications Office.

This group serves as a forum for exchanges of ideas and good practices within these institutions, based on local knowledge. Topics discussed included the possibility of placing bee hives on the roofs of buildings, and the possibility of having a common platform in Luxembourg for carpooling. Under the auspices of the group, inter-institutional activities were organised during the Green Week and Mobility Week in 2013, involving communication and joint activities (biking trips, excursions, and welcome event for the eco-friendly).

4.10.2 Other activities

Other inter-institutional activities are organised on an ad hoc basis covering issues of common interest, such as an exchange of car management parking practices between the EU-institutions in 2013. In the same year, an Inter-Institutional Working Group on Green Public Procurement was established to exchange best practice and develop possible recommendations to integrate environmental considerations into public procurement procedures of the EU institutions. At its meeting of 7 November 2013, the Inter Institutional Working Group has taken note of a "Code de bonnes pratiques pour l'intégration des aspects environnementaux dans les marchés publics au sein des institutions européennes" (projet, 12 juin 2013).

5 CONTACTS

Specific information on EMAS can be sent to the EMAS Unit at the following address:

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6 REFERENCES AND LEGAL REQUIREMENTS

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.

7 ENVIRONMENTAL VERIFIER'S DECLARATION ON VERIFICATION AND VALIDATION ACTIVITIES

AIB-Vinçotte International s.a., EMAS environmental verifier operating under accreditation number BE-V-0016, accredited for activities, 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, 52, 53, 58, 59, 60, 70, 71, 74, 79, 80, 81, 82, 84, 85, 86, 87, 88, 90, 94, 95, 96, 99 (NACE code), declares having verified that the sites listed in the Environmental Statement of the European Parliament with registration numbers BE-BXL-000013, LU-000002 and FR-000051 comply with all the requirements of 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).

By signing this statement, I certify that:
- the verification and validation has been carried out in full compliance with the requirements of Regulation (EC) No 1221/2009,
- 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 provided in the organisation's environmental statement 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. This document shall not be used as a stand-alone piece of public communication.

Done at Brussels, xx/xx/xxxx

Signature

Planned date for the validation of the next Environmental Declaration: September 2015 at the latest.

ANNEXES

ANNEX I: EXECUTION OF THE EMAS ACTION PLAN 2013

Note: unless otherwise indicated, people in a post previously held by a Director-General responsible for actions under the EMAS plan or by a person responsible for running a project have the same responsibilities.

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
1. Carbon emissions / Energy consumption (Buildings)	1.1	Overall study per site and per building in Brussels and Strasbourg, consisting of the following projects: - improved shading - photovoltaic energy - relighting - thermal solar energy for sanitary warm water - geothermal energy - upgrading to low-energy windows - improved HVAC efficiency - visualisation of energy performance, smart metering - passive and low embedded energy buildings.	P. DE BACKER (Infrastructure Coordination Unit)	INLO	2014	Ongoing	Studies of Churchill, De Madariaga and ATR buildings finalised, Weiss, Spinelli, Pflimlin going on.
1. Carbon emissions / Energy consumption (Buildings)	1.2	Relighting Strasbourg	E. RICCA (Strasbourg Buildings Management and Maintenance Unit)	INLO	2013	Action finished and closed	Action was completed on 15 December 2013.
1. Carbon emissions / Energy consumption (Buildings)	1.3	Relighting - LEDs in the desktop lamps, following the advice of the CPPT	P. COLANTONIO (Purchases, Management of Goods and Inventory Unit)	INLO	2013	Ongoing	Ongoing action, table lamps are being replaced gradually.
1. Carbon emissions / Energy consumption (Buildings)	1.4	Installation of photovoltaic panels in Brussels (Spinelli and Montoyer 75 buildings)	X. LACROIX (Project Unit Brussels)	INLO	2013	Action finished and closed	
1. Carbon emissions / Energy consumption (Buildings)	1.5	Adenauer Extension project: Phase B: Construction stage B.1. Evaluation CO2: impact of works B.2. Analysis of the certificate issued in September 2012 in order to improve the overall score B.3. Final BREEAM certification	O. PESESSE (Luxembourg Buildings Project Unit)	INLO	B1: 2013 B2: 2013 B3: 2019	Ongoing	B. 1. Les principales quantités de matériaux de construction (béton, bois de coffrage et acier) requises pour l'évaluation du bilan CO2 du chantier de gros-œuvre par l'équipe EMAS sont en cours de vérification par la nouvelle maîtrise d'œuvre; celle-ci a déjà identifié des économies potentielles sur les quantités d'acier. UPIL fournira ces quantités à l'équipe EMAS lorsqu'elles auront été vérifiées par la maîtrise d'œuvre. B.2. Le rapport de certification en phase de conception a été analysé par le nouveau Coordinateur-pilote durant le second semestre et des pistes d'amélioration du score BREEAM ont été identifiées avec le conseiller environnemental du Parlement européen lors d'une réunion tenue le 27.08.2013. Les informations collectées lors de cette analyse et les améliorations potentielles du score BREEAM ont été diffusées le 24.09.2013 auprès de l'ensemble des composantes de la

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
							nouvelle maîtrise d'œuvre pour être prises en considération lors de la rédaction des cahiers des charges des marchés restant à conclure. B.3. Action restant à entreprendre et dont la fin n'est pas prévue avant l'achèvement des travaux (début 2019).
1. Carbon s / Energy ption (IT)	1.6	Improve measuring tools for the use of existing video-conference facilities in meeting rooms	A. PUCCIO (ITEC ITIM)	ITEC	Continuous	Ongoing	No specific budget spent, +/-20 man day per year by existing team.To improve the measuring tools, the videoconference team prepared a specific tool and procedure to extract from each equipment the statistics of usage. These statistics are calculated every month. A better measurement tool will be implemented in order to consolidate all related metrics and gain better understanding of VC usage.A pilot project started end 2013 to better mutualise existing VC room thanks to a room and resources booking system via Outlook.
1. Carbon emissions / Energy consumption (IT)	1.7	Analysis of technologies/devices in order to reduce the amount of embedded carbon emissions in personal IT equipment by reducing the number of redundant desktops	P.PARIDANS (ITEC ISMS) L. RETTORE (ITEC - ICTAS)	ITEC	2013	Action finished and closed	Finalised on 30/08/2013, Scope of the study is evaluation of the possibility to improve the environmental and working performance by: 1. Reducing the amount of desktop computers deployed and 2. Introducing Tablets as standard equipment.
1. Carbon emissions / Energy consumption (IT)	1.8	Get approval to implement a coordinated printing strategy by means of a working group of DG INLO/ITEC	Working Group on Printing Strategy	ITEC INLO	2014	Ongoing	Le groupe de travail s'est déjà réuni à plusieurs reprises.

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
1. Carbon emissions / Energy consumption (IT)	1.9	b) shared infrastructure policy	R. RUIZ DE LA TORRE (ITEC ITO)	ITEC	2013 (étendre le délai à 2014)	Ongoing	En 2013, des activités dans le domaine du gestion de la capacité et la définition des politiques d'utilisation des infrastructures partagées (e.g. email policy, mobile equipment policy, etc) ont été menées. En plus, un modèle de calcul des emissions CO2 pour l'utilisation de l'email a été produit. En 2014, nous prevoyons d'étendre le modèle de calcul des emissions de CO2 à d'autres ressources de l'infrastructure ICT du PE afin de permettre d'attirer l'attention sur les ressources les plus lourdes d'un point de vue environmentale.
1. Carbon emissions / Energy consumption (IT)	1.10	E-learning - Virtual classes	Susanne ATLENBERG (acting Head of Unit, e-learning unit)	INTE	Continuous	Action finished and to be continued	It should be noted that the activity concerned (virtual classes) was awarded a "Best Practice Certificate" in the framework of the European Public Sector Award 2013. This is a considerable recognition of the added value of this project.
1. Carbon emissions / Energy consumption (IT)	1.11	Promotion of flexitime and teleworking: Development of pilot projects	Y. QUITIN (Director General DG PERS)	PERS	2014	Ongoing	The flexitime project has been interrupted
1. Carbon emissions / Transport	1.12	Encouraging Ecological Transport (transport by Thalys Bxl-Str incl. second Thalys trains, bus Lux-Str, Economy instead of business class and proposing offsetting to travellers)	K. SNIJDERS (Member's Travel and Professional Training Unit)	FINS	Continuous	Action finished and to be continued	since 2012 all means of transport are in place, further encouragement of staff is going on
1. Carbon emissions / Transport	1.13	Visitors: Promotion of more environment-friendly means of transport for visitors (i.e. rail)	K. Loeffler (Visit and Seminars Unit)	COMM	Continuous	Ongoing	
1. Carbon emissions / Transport	1.14	Performance of regular surveys on mobility at the three sites	A. MANTZOURATOS (Mobility Coordinator)	INLO	Continuous	Action finished and to be continued	Les enquêtes Mobilité sont exécutées dans les trois lieux de travail par période de 4 à 5 ans. Celle de Bruxelles sera organisée au début de janvier 2014.
1. Carbon emissions / Transport	1.15	Creation of a car-sharing website	A. MANTZOURATOS (Mobility Coordinator)	INLO	2013	Ongoing	La procédure de sa mise en place est en route.

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
1. Carbon emissions / Transport	1.16	Send a proposal to the EMAS coordinator as regards setting-aside of parking spaces for staff who car-share in Brussels	A. MANTZOURATOS (Mobility Coordinator)	INLO	2013	Other	The information received from DG INLO, based on the input from DG SAFE, indicates that this action cannot be implemented at present time.
1. Carbon emissions / Transport	1.17	Promotion of more environment-friendly travel outside the three places of work: Promotion of buses and public transport for on-the-spot transport of delegations	N. GHEYSEN (Unit Meetings and Conferences) E. ROMANO (ENVI Committee) B. HELLOT (Head of Finance Unit)	INTE IPOL EXPO	Continuous	Action finished and to be continued	This is a continuous and on-going activity.
1. Carbon emissions / Transport	1.18	Promotion of more environment-friendly travel outside the three places of work: Provision of information on Carbon emissions for each request for a meeting outside the three places of work	N. GHEYSEN (Unit Meetings and Conferences) E. ROMANO (ENVI Committee) J. L. BERTON (Director Resources DG EXPO)	INTE IPOL EXPO	Continuous	Action finished and to be continued	
1. Carbon emissions / Energy consumption (Buildings)	1.19	Installation of electricity, natural gas, and energy sub-meters, with data management software, in order to improve the energy management (together with action 3.1).	C. CHAMPETTER (Brussels Buildings Management and Maintenance Unit)	INLO	Phase 1: 2012 - study 2013 - works Phase 2: 2014 - works Phase 3: 2015 - works 2016 - works	Ongoing	Works phase 1 finalised Study phase 2 on going
1. Carbon emissions / Energy consumption (Buildings)	1.20	Renovation of the lifts Adenauer, complex D (the remplacement of the electronic control will allow to save energy) - Luxembourg	A.Maria VAGO (Luxembourg Buildings Management & Mainteance Unit)	INLO	2013	Action finished and closed	Tendering procedure has been completed and contract for the works has been signed. The works are to take place in April 2014,
1. Carbon emissions / Energy consumption (Buildings)	1.21	High-speed sectional door in the garage of TOA and TOB (thermal insulation) currently in progress - Luxembourg	A.Maria VAGO (Luxembourg Buildings Management & Mainteance Unit)	INLO	2013	Action finished and closed	
1. Carbon emissions / Energy consumption (Buildings)	1.22	Replacement of the cooling units of the building ATR with more efficient ones - Brussels	M. Claude CHAMPETTER (Brussels Buildings Management & Maintenance Unit)	INLO	2012 (signature of the contract) 2013 works	Action finished and closed	Works finalised. Reception done in 28/11/2013. Commisionning on going.

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
1. Carbon emissions / Energy consumption (Buildings)	1.23	Feasibility study for the installation of facades, roofs and other green surfaces for the buildings of the European Parliament in Brussels	M. Claude CHAMPETTER (Brussels Buildings Management & Maintenance Unit)	INLO	Feasability study: 2013-2014 CFT: 2014	Action finished and closed	Final report has been received and validated.
1. Carbon emissions / Energy consumption (Buildings)	1.24	Study for the "Relighting II" project (replacement of the most energy intensive lighting with low consumption models) - Brussels	M. Claude CHAMPETTER (Brussels Buildings Management & Maintenance Unit)	INLO	2013 (study) 2014-2015 (works)	Ongoing	Continuation of the studies and launching of the call for tenders procedure before Dec 2014
1. Carbon emissions / Energy consumption (Buildings)	1.25	Improvement of the insulation of the car park entrance Spinelli (rue d'Ardenne) - Brussels	M. Xavier LACROIX (Project Unit Brussels)	INLO	2013 (subject to the CFT to be launched mid 2013)	Ongoing	Dir. A-UGIMB asked Dir. D-UPIB this action to be included in ATR project for the creation of the Visitors Welcome Room (see note GEDA D(2013)19256, annex 1 and 2)
1. Carbon emissions / Energy consumption (Buildings)	1.26	Improvement of the environmental conditions of the accreditation centre and of the Info Point - Brussels	M. Claude CHAMPETTER (Brussels Buildings Management & Maintenance Unit) X. LACROIX (Project Unit Brussels)	INLO	2012 (study) CFT 2014	Ongoing	Study finished in 2012 Fruitless CFT in 2012 Waiting for a DG PRES decision (to be taken in March 2014 at the earliest)
1. Carbon emissions / Energy consumption (Buildings)	1.27	Project renovation of the Spaak building integrating the study "possibility of a BREEAM certification of the project" - Brussels	M. Xavier LACROIX (Unité Projets Immobiliers Bruxelles)	INLO	2014	Ongoing	Verification of the impact on the project of local regulations regarding energy performance in the case of major building renovation.

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
1. Carbon emissions / Energy consumption (Buildings)	1.28	Project for the renovation of EAS building - Museum of European History, which will include, among others: - Efficient use of natural light (glass surfaces, blinds, ...), - Efficient insulation (double skin facade, triple glazing windows, insulation of the ancient walls from inside), - Condensing boiler, - Heat pumps, - Cogeneration using rapeseed oil, - Geothermal energy, - Recuperation of rainwater, - Advanced centralized management facilities, - Advanced metering system of energy and water.	M. Xavier LACROIX (Unité Projets Immobiliers Bruxelles)	INLO	2014	Ongoing	Ongoing action, with a monthly calculation of waste as well as water and energy consumption. Due to the inability to install cogeneration equipment using rapeseed oil which would conform to local regulation on the release of NOx gases, the aforementioned euqipment is currently being replaced by a heat pump.
1. Carbon emissions / Energy consumption (IT)	1.29	Prepare a planning for the introduction of the IT projects to reduce the carbon emissions referred to in the general study on individual equipment and the use of videoconferencing. For projects requiring additional studies before being launched, carry out the studies as soon as possible.	J.M. MARIOTTI (Individual IT infrastructure management)	ITEC	1 year after project 1.7 is finished, which means 2014	Other	The finding of the study listed under Action 1.7 is that, after investigating multiple ways for PCs reduction in current EP context, there are no clear business cases to be built exclusively on an EMAS perspective if additional risks, procurement and support costs are included. This conclusion is mainly based on the fact that carbon footprint reduction of a potential new PCs allocation policy is quite limited. Therefore DG ITEC do not plan to introduce additional IT projects under this action, and suggest the action to be closed.
1. Carbon emissions / Energy consumption (IT)	1.30	Examine the possibility of incorporating criteria in public contracts aimed at reducing the carbon footprint of the manufacturing of IT hardware, notably PCs and flat screens	J.M. MARIOTTI (Individual IT infrastructure management)	ITEC	2013	Action finished and to be continued	La quasi totalité de nos contrats de matériel informatique individuels sont préparés par la CE dans des appels d'offre interinstitutionnels. La DG ITEC (JMM) indique à chaque occasion à la CE d'augmenter les contraintes environnementales dans les appels d'offres mais il faut comprendre que cela a un coût additionnel pour toutes les institutions et agences européennes, y compris pour celles qui ne sont pas engagées dans EMAS.
1. Carbon emissions / Energy consumption (IT)	1.31	Shutdown computers: DG COMM's LSA team propose to modify the shutdown time of PCs	Carmelo ATTARDO (Informatics Unit)	COMM	Continuous	Action finished and to be continued	
1. Carbon emissions / Transport	1.32	Obtain more detailed information on the means of transport used by subsidised visitors to get to Parliament by carrying out regular surveys.	K. LOEFFLER (Visit and Seminars Unit)	COMM	2013	Ongoing	

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
1. Carbon emissions / Transport	1.33	Coordinate a working group to examine the mobility related CO_2 emissions in the EP in detail and propose measures to reduce CO_2 emissions in this area.	EMAS Coordination Team	INLO	2013	Action finished and closed	The Working Group approved its final report in December 2013
1. Carbon emissions / Transport	1.34	As regards MEPs' travel to meetings outside the three places of work, information on the flight class booked (economy or business) should be included in the expense reimbursement forms. Efforts should be made to make Members aware that they could, on a voluntary basis, choose to travel economy class on short flights to reduce the CO_2 emissions.	Working Group Mobility related CO_2 emissions	INLO	2013	Action not started	A decision by the Bureau would be needed to determine which communication should be provided to MEPs and in which form.
1. Carbon emissions / Transport	1.35	Encourage staff to travel by train instead of by car, especially between Luxembourg and Brussels.	Michiel JANSSENS (Missions Unit)	PERS	2013	Action finished and to be continued	Video created by DG ITEC in collaboration with EMAS Coordination and Missions Unit
1. Carbon emissions / Transport	1.36	Propose a series of criteria to take into account when selecting meeting locations outside of the EP's working places (accessibility by public transport, train connections, etc.)	Working Group Mobility related CO_2 emissions	INLO	2013	Other	Due to variable nature and context of EP's political activities outside the three working places, it was not possible to identify a unified set of criteria. Therefore, this action has been cancelled.
1. Carbon emissions / Transport	1.37	Videoconference, Policy Hub with the Congressional Research Service in Washington on ASIA	Etienne BASSOT and Pekka HAKALA (Policy Department for External Relations)	EXPO	2013	Ongoing	
1. Carbon emissions / Transport	1.38	Videoconference, Policy Hub with the Parliamentary Research Service of the Indian Parliament in Dehli on India	Etienne BASSOT, Manuel MANRIQUE GIL (Policy Department for External Relations)	EXPO	2013	Ongoing	
1. Carbon emissions / Transport	1.39	Possible presentations of studies/papers via the videoconference	Etienne BASSOT (Policy Department for External Relations)	EXPO	from second half 2013 to 2017	Ongoing	Action started in 2014

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
1. Carbon emissions / Transport	1.40	Development of Teleworking in DG TRAD	Chantal WIAZMITINOFF (Human Resources Unit)	TRAD	Continuous	Ongoing	The number of teleworkers has been growing steadily for the past five years (to 79 in 2013). In 2013, migrating teleworkers to Windows 7 induced significant extra work for support staff and corresponding increase in the relevant budget. Teleworking will be further developed during 2014-2015 to, inter alia, include all staff in DG TRAD.
1. Carbon emissions / Transport	1.41	Examine the possibiliy of extending teleworking in DG ITEC	W. PETRUCCI (Director RES) M.KOHNNER (Res. humaines) F, DEPUYDT (Dissemination Unit)	ITEC	2013 (étendre à 2014)	Ongoing	A pilot project started in April 2013 with 19 colleagues coming from the 3 ITEC directorates. The pilot phase ended in December 2013. A survey has been conducted amongst the participants in November 2013. The resource directorate has collected all the feedback which is now evaluated. A report is being drafted to present this evaluation to the DG in order to allow him to take the decision to continue or not the teleworking experience in DG ITEC in 2014, within the limit of twenty per cent of the actual staff of the DG.
1. Carbon emissions / Transport	1.42	Trunk sharing: The sharing of trunks would not be enforced but promoted on a voluntary basis through awareness-raising campaigns that would also elaborate on the objects not to be transported in trunks (e.g. blank paper, fragile equipment, personal belongings, etc.)	Dieter WILS (Transport of Goods Unit)	INLO	Continuous	Action finished and to be continued	A campaign done by MEPs Mrs Durant and Mrs Wallis. Proposals for a decision on the sharing of trunks presented in 2011 to Working Group on "Buildings, Transport and Green Parliament". Notice to staff on the correct use of trunks sent in October 2012. Stickers reinforcing this theme have been put on trunks' lids in 2013. New proposal for replacement of current trunks by smaller trunks will be made in 2014.
1. Carbon emissions / Transport	1.43	Better management and setting of numerical reduction objectives for missions by measuring and monitoring their impacts.	Marie-France COLLART (DG PRES) / EMO PRES: Fran PEYRO	PRES	2013 - will continue	Action finished and to be continued	This includes counting videoconferences. Accomplished. Figures have been collected for 2011, 2012 and 2013. A problem has arisen with the migration. Forms have disapeared. But collection of data will continue and 5% reduction objective has been established for 2014.
1. Carbon emissions / Other	1.44	For the purchase of external services find a way of calculating more precisely the emissions produced by this category	EMAS Coordination Team	INLO	Continuous	Action finished and closed	Several new calculation procedures were established to calculate more precisely emissions from the purchase of external services

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
1. Carbon emissions / Other	1.46	Continue to promote low-carbon food and study possibilities to advance in this field	Stefana Di Battista, Zebst Pierre, Vassilopoulos Georges (URCA Unit)	INLO	Continuous	Action finished and to be continued	Le feu tricolore du poster est maintenant apposé sur l'affiche des plats chauds .
1. Carbon emissions / Other	1.47	Analysis of the possibility to display of $C0_2$ data concerning the meals served in EP canteens	Stefana Di Battista, Zebst Pierre, Vassilopoulos Georges (URCA Unit)	INLO	Continuous	Action finished and to be continued	Le feu tricolore du poster est maintenant apposé sur l'affiche des plats chauds .
1. Carbon emissions / Other	1.48	Define numerical objectives for the reduction of CO_2 emissions in DG PERS	O. Ratti, L. Kraewinkels (Direction de la gestion des services de soutien et sociaux)	PERS	2013	Ongoing	Working party has been created. Collection of data is ongoing.
1. Carbon emissions / Other	1.49	Improving the environmental performance of business processes	PRES Gregor ERBACH, EMO: Isabel DAZA MORENO	EPRS	2014	Ongoing	The objective is to develop a toolkit for estimating the main environmental impacts of a business process, with the aim of optimising the process to minimise environmental impacts while maintaining or improving its efficiency and quality. A project has been drafted and its being completed. Gregor Erbach from EPRS DIR A has been working on it. This is about analysing a business process and establishing a model who could serve for all services. The idea is that environment can be taken into account in processes without diminishing the efficiency of the process.
1. Carbon emissions / Energy consumption (Buildings)	1.50	Prepare a forecast of energy consumption in 2020, based on renovations planned and acquisitions of new buildings	P. DE BACKER (Infrastructure Coordination Unit)	INLO	2014	Ongoing	Forecast of the energy consumption in 2020 based on current total energy consumption of EP buildings corrected by following parameters: - Surface increase format by 2020 of building occupied by the EP in 2020 - Surface of EP buildings estimated to be renovated until 2020 - Estimates effect of energy savings achieved by the subcontractors.
1. Carbon emissions / Buildings	1.51	Smart-metering pilot project in Strasbourg	Eric RICCA (Strasbourg Buildings Management & Maintenance Unit)	INLO	2014	Ongoing	Etudes préliminaires en cours - Priorité aux compteurs EAU

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
1. Carbon emissions / Energy consumption (IT)	1.52	Establish, in collaboration between DG ITEC and DG INLO, a plan to reinforce meeting rooms with videoconference installations.	E. POLUS / A. PUCCIO (ITEC ITIM)	INLO ITEC	2013	Ongoing	Several equipments have been ordered and the visioconference support team will be enforced with additional resources. Due to DIT budget structure review all availbale budget could not be spent.
1. Carbon emissions / Energy consumption (IT)	1.53	Study the possibility to increase life duration of IT equipments (PC and screens) in order to decrease emissions linked to fixed assets.	J.M. MARIOTTI (Individual IT infrastructure management)	ITEC	2014	Ongoing	L'étude est en cours. Il faut tenir compte d'aspect positifs mais aussi négatif notamment du fait que l'allongement de la durée de vie du matériel a un impact direct sur les coûts en maintenance.
1. Carbon emissions / Energy consumption (IT)	1.54	Implement a pilot project to encourage the use of personal videoconferencing equipement (between PCs).	A. PUCCIO (ITEC ITIM)	ITEC	2014	Ongoing	A difference must be made between internal PC conferencing which will be launched in 2014 (project UC-AF with client Jabber) and external web conferencing a specific contract will allow in 2014 web and audio conferencing services to be held (framework contract WACS
1. Carbon emissions / Energy consumption (IT)	1.55	Rationalisation of use of printers (for the IT unit) - reorganise the use of black and white and colour printers for the DG; replacement by network printers and/or scanners easily accessible for all staff	IT unit - LSU team (DG INTE)	INTE	2013	Action finished and to be continued	Network printers are already the norm in offices with more than one person. Network Colour printers are now available on each DG INTE floor in TRI and Spinelli where we have offices with access control lists which can only be modified after agreement fo the HoU.
1. Carbon emissions / Energy consumption (IT)	1.56	Automatic shutdown of PCs (for the IT unit) - automatic switch-off of all DG INTE PCs during the night	IT unit - LSU team (DG INTE)	INTE	Continuous	Action finished and to be continued	
1. Carbon emissions / Transport	1.57	Individual visio-conference equipment (for the IT unit) - installation of individual visio-conference equipment for Heads of Unit with staff in Luxembourg and/or Strasbourg	IT unit - LSU team (DG INTE)	INTE	2013	Action finished and to be continued	It should be noted that although the action is put in place, the recent mligration to Windows 7 generated problems. This is under review with DG ITEC.
1. Carbon emissions / Transport	1.58	Carpooling in DG PRES: An environmental friendly and sustainable way to travel to work	PRES: Petko PETKOV, (Quality Unit), DIR B EMAS correspondent - EMO Isabel DAZA	PRES	2013	Action finished and closed	A link with a visible shortcut has been created from DG PRES EMAS Website to the EP small adds pending the creation of a proper EP Carpool Website (DG INLO) which is on its way. DG PRES did consider more efficient to use what was already being used (adds) and wait for the professional Carpool website. DG EPRS will wait for the EP Carpool website and install a shortcut in its future EMAS own website.
1. Carbon emissions / Transport	1.59	Improve bike parking facilities in Brussels and their signalisation	M. Claude CHAMPETTER (Brussels Buildings Management & Mainteance Unit)	INLO	CFT: 2013-2014 Works: 2014 (if budget allowed)	Ongoing	Not done on time as the proposal on the EMAS budget 2013 including this project was not approved. CFT for new bike racks and painting on going

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
1. Carbon emissions / Transport	1.60	Purchase of two electric vans	M. PINTO (Transport of goodsUnit)	INLO	2013	Action finished and closed	Delivery is to take place in April 2014
1. Carbon emissions / Transport	1.61	Purchase of two electrical vehicles for the EP truck fleet	M. PINTO (Transport of goodsUnit)	INLO	2013	Other	This action has been cancelled. The tender for the purchase of electric trucks was unsuccessful; technical barriers regarding the availability of this technology have been identified as the reason for the unsuccessful procedure
1. Carbon emissions / Energy consumption (Buildings)	1.62	Replacement of coling gaz R22	M. Claude CHAMPETTER (Brussels Buildings Management & Mainteance Unit)	INLO	2014	Ongoing	

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
2. Waste	2.1	Use of organic dishware in Brussels, both in the training rooms and in the sanwich-bar	Stefana Di Battista, Georges Vassilopoulos (URCA Unit)	INLO	continuous	Action finished and to be continued	Action stopped in the sandwich bar. The sorting done by the consumers wasn't effective.
2. Waste	2.2	Introduction of a harmonised colour coding system for waste collection at the three places of work	P. DE BACKER (Infrastructure Coordination Unit) Paolo COLANTONIO (Purchases, Manage. of Goods and Inventory Unit) Waste Committee	INLO	2014	Ongoing	Call for tenders for purchasing new waste bins going on
2. Waste	2.3	Sensibilization campaign once per year	P. DE BACKER (Infrastructure Coordination Unit)	INLO	2013	Action finished and closed	Done during context of waste week 2013
2. Waste	2.4	Assure the organisation of a waste awareness raising event	EMAS Coordination Team	INLO	continuous	Action finished and closed	The Waste Week event was organised in November 2013
2. Waste	2.5	Efforts should be made to continue to improve the flow of data and to encourage better sorting of recyclable material.	Waste Committee	INLO	2013	Ongoing	

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
2. Waste	2.6	An indicator and a target for the quantity of waste produced should be introduced in the system in order to reduce the amount of waste.	Waste Committee	INLO	2013	Action finished and closed	The Waste committee and the WG indicators have decided in 2013 to introduce a target concerning amount of waste (-5% of the global amount per FTE from 2012 until 2016), and another one concerning proportion of waste recycled (68% of recycled waste by 2016)
2. Waste	2.7	Continue to improve waste management within the framework of the Waste Committee	Waste Committee	INLO	2013	Ongoing	
2. Waste	2.8	Encourage staff to recycle and re-use stationary suplies: Reuse material=Reduce Waste + Reduce CO2 Emissions!	PRES Fran PEYRO LLOPIS - EMO: Isabel DAZA MORENO	PRES	2013	Action finished and to be continued	A campaign has been put in place to raise awareness among GBIs and the responsible staff in the DG about the good management of office supplies (ordering, use, and recycling). This action also included encouragement to participate in the EMAS training course. These actions could also be continued in subsequent years.
2. Waste	2.9	Reduce the amount of wrapping material in the sandwicherie	Pierre Zebst (URCA Unit)	INLO	2014	Action finished and to be continued	1) Reduced the amount of wrapping material in the sandwicherie in LUX (Adenauer) - only one size of sandwich bag is maintained, and given out on demand. 2) See email from M.Hyneck dated 27/11/2012

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
3. Water	3.1	Installation of water sub-meters, with data management software, in order to improve the water management (together with action 1.19).	C.CHAMPETTER (Brussels Buildings Management and Maintenance Unit)	INLO	Phase 1: 2012 - study 2013 - works Phase 2: 2014 - works Phase 3: 2015 - works 2016 - works	Ongoing	Refer to identical item 1.19
3. Water	3.2	Study the feasibility of introducing numerical targets for water consumption within the framework of the Working Group on Environmental Indicators	Working Group Environmental Indicators	INLO	2013	Action finished and closed	Proposed a reduction of 2% of water consumption by 2016, compared to 2012.

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
4. Paper	4.1	Prepare good practices and awareness raising activities as regards paper consumption adressed to the Political Groups	M.MANTA (GUE/NGL) J.SPRACKETT(Greens) A.MEIER (ALDE) N. MAZZARO (PSE) C. ZEHLER (PPE)	Polit. Groups	Continuous	Ongoing	
4. Paper	4.2	Enhanced online visibility for Policy Departements of DG IPOL/EXPO in order ot allow them to consider promotion of their publications through alternative ways than putting paper studies in a stand, such as the use of QR codes.	M. WUERTTEMBERGER (Staff Unit, DG IPOL)	IPOL	2014	Ongoing	This action is still pending. It could be re-launched after the move to the SQM building, also in cooperation with DG EXPO and EPRS. Due to the distance between SQM and the EP main premises, these DGs were granted some "bureau the passage" in the Spinelli as well as a stock room precisely for the Policy Departments for their brochures to be exposed on the Spinelli third floor. Both the move and this room will mean "re-organisation" of the PolDeps' material and stocks and therefore this could be an opportunity to reopen the debate on alternative ways to enhance their visibility.
4. Paper	4.3	Recommendation to DG IPOL and EXPO to revise their indicators: - split between paper consumed as a consequence of parliamentary and secretarial activities - avoid the number of pages produced as a productivity indicator.	M. WUERTTEMBERGER (Staff Unit, DG IPOL)	IPOL	2014	Action finished and closed	
4. Paper	4.4	Green paper management in EP Committees: exchange of best practices for the best environmental performance	E. ROMANO (ENVI Committee)	IPOL	Continuous	Ongoing	
4. Paper	4.5	Analyse the possibility of centralising purchase of paper and high-speed laser edition copy machines under the responsibility of DG ITEC. This question should be studied by means of a working group of DG INLO/ITEC	M. LAMOUR (Printshop Unit)	ITEC INLO	2013	Action finished and to be continued	Les réunions du groupe de travail sont terminées, Rapport final à rédiger
4. Paper	4.6	Print "Dossiers uniques écologiques (assemblage électronique, impression à la pièce par langue)" for the Bureau, Conference of Presidents and Quaestors meetings, as it is already done for Committees and Delegations meetings.	F. DEPUYDT (Distribution Unit)	ITEC	2013	Action finished and closed	Les utilisateurs ont été concertés et ont décidé de continuer avec les méthodes existant au sein de leur service - action terminée

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
4. Paper	4.7	Implementation of the electronic signature (VISA and Signature) in GEDA for internal dossiers until final signature on paper / Inter-DG project	Inter-DG EMAS project: EPRS EMO: Isabel DAZA MORENO - ITEC EMO: Pascale VANSTEENBRUGGE - PRES: Milvia PRIANO (HoU Official Mail)	PRES - EPRS -ITEC	Long term action : action plan 2011-2012	Ongoing	The eSign-off has been: approved under the 10 environmental projects in 2011. Action was presented to the Environmental Forum on 10.10.2012, explained to the GEDA users Cttee on 27.2.2013. On 16.10.2013 a sneak preview of eSign-off Mock-up has been presented by DG ITEC. The GEDA Steering group discussed the project in its meeting on 25.11.2013.
4. Paper	4.8	Computerization of medical files	Olivia Ratti (Social Services Director)	PERS	2013	Ongoing	
4. Paper	4.9	Paperless program: To modernise the dissemination of information and documents to Members (and staff) by using the latest technology. It helps to replace paper files (dossiers) compiled for meetings and make them available for consultation and work via mobile devices (laptops, tablets, smartphones). Main program's components: - 23 eCommittees (in production since 2012) - eMeeting for committees (in Pilot phase)	F. AOUADI ('Service for Client Relations and Projects Office')	ITEC	2014	Ongoing	Foreseen actions: - 2013:Large scale rollout (all committees have been included), - 2014: extend eMeeting to other bodies (Delegations, Plenary,....)
4. Paper	4.10	Client's portals: These PORTALs will allow DG FINS' clients to access various types of information (individual financial entitlements, e-forms, rules, notices...) and to interact with the administration by submitting information, completing forms online, request electronic documents (e.g. attestations), download documents and consult transmitted documents. The effect will be a considerable reduction of paper version of documents and of transport of forms and documents between the administration and the clients.	Angel Guillen Zanon - Director for Members' Financial and Social Entitlements	FINS	2014	Ongoing	
4. Paper	4.11	Include the consumption of special papers by the Printshop in the general paper consumption indicator	EMAS Coordination Team	INLO	2013	Action finished and closed	Included in the annual report
4. Paper	4.12	Laptops for interpreters - Paperless meetings	Bernard Gevaert (Information Technology and IT Support Unit)	INTE	2014	Ongoing	The new development is that the EP will make tablets available to AD staff directly involved in committee meetings, so normally also interpreters. The laptop programme continues to exist but will most probably be completed with EP tablets.
4. Paper	4.13	Reduced paper consumption in DG TRAD's financial circuit	Jesper MADSEN (Financial Resources Management and Controls Unit)	TRAD	2013	Action finished and closed	No further reduction in paper consumption can be expected until the implementation of EP's new SAP based accounting system, which is planned to be paperless.
4. Paper	4.14	Reengineering of the EP's central Financial Information Systems (FIS)	Emile CEUPPENS (Unit for Reengineering of the Financial Information Systems)	FINS	2016	Ongoing	According to the input from DG FINS, the action is ongoing but it has encountered delays, and therefore the deadline should be prolonged.

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
4. Paper	4.15	Analysis of printer distribution within DG COMM	Carmelo ATTARDO (Informatics Unit)	COMM	Continuous	Ongoing	
4. Paper	4.16	Better management and setting of numerical reduction objectives for paper consumption by measuring annual consumption of paper	Jeanette BELL - EMO: Fran PEYRO	PRES	2013	Action finished and to be continued	Figures have been collected for 2011, 2012 and 2013. From now on we can begin to observe the trend and set objectives. A table will be published in our DG PRES EMAS Website which we will fill every year
4. Paper	4.17	PaperSmart WG (for the Directorate-General) - creation of internal WG to explore the possibilities for interpreters and other staff to prepare and work electronically as much as possible	Izabela WISNIEWSKA (Director for Resources)	INTE	2014	Ongoing	Depends on Paperless PE implementation
4. Paper	4.18	Installation of a beamer in the smaller meeting room in TRI to avoid print outs for meeting taking place in that room	IT Unit LSU team	INTE	2013	Action finished and to be continued	
4. Paper	4.19	Study the possibility of using lower weight-paper (80 g/m2) for certain uses	M. LAMOUR (Printshop Unit)	ITEC	2013	Action finished and closed	Les réunions du groupe de travail sont terminées. Rapport final à rédiger

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
5. Green procurement	5.1	Discussion with the services concerned to include-an optional award criteria in call for tenders seeking to promote reduction management and offsetting of CO_2 emissions.	EMAS Coordination Team	INLO	continuous	Action finished and to be continued	
5. Green procurement	5.2	Reinforce communication between the EMAS Coordination Team and the most relevant services in the field of public procurement to improve the cooperation and performance.	EMAS Coordination Team	INLO	continuous	Action finished and to be continued	An inter-institutional Working Group on public procurement works since the beginning of 2013 and an EP Working group on the same area will start its activities at the beginning of 2014
5. Green procurement	5.3	Management of green areas in Brussels following the requierements of the EVE (Espace Vert Écologique) label or similar.	C.CHAMPETTER (Brussels Buildings Management and Maintenance Unit)	INLO	2014	Ongoing	Contract audit on going
5. Green procurement	5.4	As regards the purchase of furniture, continue to use clauses that ensure sustainable forest management and examine the possibility of including other clauses for other materials (e.g. metals, plastic, etc.)	Paolo COLANTONIO (Unit for goods management and Inventory)	INLO	2013	Action finished and to be continued	New call for tender specifications contain additional sheet for registiring and requesting all necessar EMAS, PFSC, … certificates

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
5. Green procurement	5.5	Reinforce the inclusion of environmental clauses in public procurements. Liaise with EMAS service.	Marie Cécile Bernard (Chef d'Unité Programmation et Gestion budgétaire et Contrats, DG SAFE), EMO Isabel DAZA MORENO	SAFE - EPRS	2013	Action finished and to be continued	General information has been disseminated. Meetings have been held between the HoU and the EMAS coordinator. Information and environmental clauses in call for tenders have been improved. Specified clauses are pending of the discussion to be held in next EMAS Working Group on Green Public Procurement.
5. Green procurement	5.6	Study the possibility to create a working group to study how to reinforce the presence of environmental criteria in procurement procedures	EMAS Coordination Team	INLO	2013	Action finished and closed	This Workling Group will start its activities at the beginning of 2014
5. Green procurement	5.7	Study the possibility to introduce criteria to increase purchase of local and seasonal food for EP restaurants	Stefana di Battista, Georges Vassilopoulos, Pierre Zebst (URCA Unit)	INLO	2014	Action not started	2) To be included in the technical specifications for the next call for tenders for catering services
5. Green procurement	5.8	Study the possibility to include one line in the official check-lists from DG FINS asking if the possibility to include environmental clauses has been considered	EMAS Coordination Team	INLO	2014	Action not started	To be studied within the framework of the EP WG on public procurement (idem above)
5. Green procurement	5.9	Study the possibility to include one member of the EMAS team in the "Public Procurement Forum" (Forum Marchés publics)	EMAS Coordination Team	INLO	2013	Action finished and closed	One member of the EMAS team has been given access to the activities of the Public Procurement Forum

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
6. Regulatory Aspects	6.1	Continue and improve the legal watch system and ensure regular updating of the environmental analysis	EMAS Coordination Team	INLO	continuous	Action finished and closed	The structure of the environmental analysis was improved and its content updated in 2013
6. Regulatory Aspects	6.2	Ensure permanent legal compliance with environmental permits for the Adenauer building in Luxembourg	A. Maria VAGO (Luxembourg Buildings Management and Maintenance Unit)	INLO	2013	Action finished and closed	The environmental permit of the Adenauer building has been extended till 2017. Yearly legal audits are carried out to ensure legal compliance with the requirements specified in the permit
6. Regulatory Aspects	6.3	Legal checklists should be developed to facilitate the application of legal texts.	EMAS Coordination Team	INLO	continuous	Action finished and closed	10 check-lists were created in 2013
6. Regulatory Aspects	6.4	Ensure the annual follow up of the contract on legal watch, legal consultancy and legal audits.	EMAS Coordination Team	INLO	continuous	Action finished and closed	The Environmental Law Update Service has been provided on a monthly basis and legal audits carried out on a yearly basis in 2012 and 2013.

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
7. Training and awareness	7.1	Promotion of economy class, as opposed to business class, air travel	EMAS Coordination Team	INLO	Continuous	Action finished and closed	This promotion is regularly done via the annual report and the awareness-raising campaigns on mobility
7. Training and awareness	7.2	Promotion of a reduction in document transport, by encouraging electronic transmission	EMAS Coordination Team	INLO	Continuous	Action finished and closed	This promotion is regularly done via the annual report and the awareness-raising campaigns. To complement this, an action was carried out on CO2 linked to e-mails during the Green Week.
7. Training and awareness	7.3	Training of the EMAS liaisons in each Directorate General	EMAS Coordination Team	INLO	Continuous	Action finished and closed	Several training courses about EMAS have been organised and DGs representatives have attended
7. Training and awareness	7.4	Dissemination of EMAS audiovisual material	A. CHRONOPOULOU (Informatics Unit)	COMM	Continuous	Ongoing	
7. Training and awareness	7.5	Assistance in the development of an internal and external communication plan	A. CHRONOPOULOU (Informatics Unit)	COMM	Continuous	Ongoing	
7. Training and awareness	7.6	Workshop Implementation of EMAS Regulation in the European Parliament - Exchange of best practices for the best environmental performance. To be realised by means of bilateral contacts between the EMAS coordinator and the MEPs.	E. ROMANO (ENVI Committee)	IPOL	Closed	Action finished and closed	This project should be closed. It has been implemented in the form of a meeting between EMAS coordinator(s) and the ENVI Vice-Chair responsible for EMAS, Carl Schlyter.
7. Training and awareness	7.7	Pilot project: internal awareness campaign (within DG COMM)	A. CHRONOPOULOU (Informatics Unit)	COMM	Continuous (2012-2014)	Action finished and to be continued	
7. Training and awareness	7.8	Cooperation with Intranet and Newshound must be strengthened in order to improve internal communication about EMAS.	EMAS Coordination Team	INLO	2013	Action finished and closed	Many more articles and videos have been produced in 2013 if compared to 2012
7. Training and awareness	7.9	Reinforce the cooperation with the Mobility Point in order to find synergies in the awareness raising area.	EMAS Coordination Team	INLO	continuous	Action finished and closed	Several contacts have taken place and activities have been organised in cooperation with teh Mobility Point, like an eco-driving simulator during the Mobility Week.

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
7. Training and awareness	7.10	Communicate on the Adenauer extension project to staff and stakeholders on a regular basis.	O. PESESSE (Luxembourg Buildings Project Unit)	INLO	2013	Action finished and to be continued	Communication on the progress of the project continued through meetings of the contact group which brings together representatives of the main entities of the European Parliament involved in the Adenauer project. Communication to the political authorities (PE and GDL) is also carried out through semi-annual meetings of the Board. Meetings of the Exchange and Communication Unit, which deals with communication to all residents of the site (EP staff included) and the management of pollution generated by the project, restarted in September 2013. Diffusion of monthly statistics of consumption and CO2 emissions of the site has also picked up since the restart of the construction in June 2013. Finally, a wide communication on the project was carried out during the laying of the foundation stone dated 09.09.2013.
7. Training and awareness	7.11	Improve communication about the environmentally-friendly technical installations in buildings, like solar panels in Brussels or geothermal energy in Strasbourg.	P. DE BACKER (Infrastructure Coordination Unit)	INLO	2013	Action finished and closed	Done during Green week 2013
7. Training and awareness	7.12	Follow up and communicate about the benefits of the implementation of teleworking projects	M. FLAVIAN	TRAD	2013	Ongoing	The new rules on teleworking were completed in October 2013 and sent to the Secretary General for approval
7. Training and awareness	7.13	Propose communication and awareness raising material in relation to waste	EMAS Coordination Team	INLO	2013	Action finished and closed	Done during the Waste Week 2013 and within the framework of the preparation of the e-learning module on EMAS. Furthermore, a good practice guide is in preparation.
7. Training and awareness	7.14	Propose communication and awareness raising material in relation to water	EMAS Coordination Team	INLO	2013	Action finished and closed	Done within the framework of the preparation of the e-learning module on EMAS
7. Training and awareness	7.15	Propose communication and awareness raising material in relation to paper consumption	EMAS Coordination Team	INLO	2013	Action finished and closed	Done within the framework of the EMAS monthly info sheets. A good practice guide is in preparation.
7. Training and awareness	7.16	Prepare a proposal in order to place awareness raising stickers in administrative meeting rooms	EMAS Coordination Team	INLO	2013	Action finished and closed	The proposal was approved by the inter-DG group, the stickers were procured, tested and sent to the DGs representatives to be put in the meeting rooms.

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
7. Training and awareness	7.17	Prepare a proposal in order to encourage the use of the EMAS logo in EP communications in relation with the environment	EMAS Coordination Team	INLO	2014	Ongoing	Will be included in the new communications strategy
7. Training and awareness	7.18	Create an EMAS network in each DG and discuss in the CDME the main roles of these networks	All DGs based on the experience of DG PRES	All DGs	2013	Action finished and closed	Every DG has created an EMAS network. The CDME approved some guidelines for these networks (GEDA note (2013)4451)
7. Training and awareness	7.19	Make a proposal to pass a questionnaire to MEPs about their perception of environmentally-related aspects, like temperature in the meeting rooms or the use of showers	EMAS Coordination Team	INLO	2014	Action not started	Initiative that should be started with the new legislative term
7. Training and awareness	7.20	Environmental communication campaign (ref.: GEDA D(2012)37577)	F. Gutmann	COMM	2013	Other	Action has been cancelled by the President's Office due to budgetary and operational constraints, and has thus never been implemented
7. Training and awareness	7.21	Make a proposal for the presentation of an environmental impact sheet together with every project presented to the Bureau with a significant environmental impact	EMAS Coordination Team	INLO	2014	Action not started	Initiative that should be started with the new legislative term
7. Training and awareness	7.22	Include more environmental training courses in Streamline, (like the environmental auditors training)	E. LANDI-GIETEMA (Professional Training Unit)	PERS	2014	Action not started	Initiative that could be implemented after the finalisation of the Working Group on Environmental Training
7. Training and awareness	7.23	Organise a training session for environmental auditors	EMAS Coordination Team	INLO	2013	Action finished and closed	This training session took place in March 2013
7. Training and awareness	7.24	Promotion of environmental actions and awareness raising in areas of paper consumption, transport, energy and CO2, waste. Gathering of ideas to be passed to EMAS team or promoted inside the DG	Izabela WISNIEWSKA (Director for Resources)	INTE	2013	Action finished and to be continued	Central statistics compiled by the EMAS coordination team.

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
7. Training and awareness	7.25	Communication is the name of the game for EMAS	Jeanette BELL, (Institutional cooperation Unit), DIR D EMAS correspondent- Isabel DAZA	PRES	2013	Action finished and closed	EMAS encourages challenges and new ideas for all individuals, to maintain confidence in the people's welfare, to show an understanding of current issues, which always receive a positive response. It can be used to communicate successes, problems and objectives in the field of environmental management. It can also be used to: motivate employees to get actively involved in environmental protection measures, document environmental activities and performance, reinforce commitment to the on-going implementation of environmental management, monitor success, and aid planning. This action is finished but will be part of the 7.26 action for successive years.
7. Training and awareness	7.26	DG PRES to take part in EP EMAS Annual Activities	Jeanette BELL - EMO: Fran PEYRO	PRES	2013	Action finished and to be continued	DG PRES has participated actively with a stand to the Green, Mobility and Waste weeks. It has contributed to the success of the weeks and to raising awareness
7. Training and awareness	7.27	Raising awareness in one pilot Unit per Directorate	Marie-France COLLART - EMO: Fran PEYRO	PRES	2013	Action finished and to be continued	A PowerPoint to be adapted in each Directorate has been prepared (M-F Collart). F. Peyro and M-F Collart have already explained EMAS in one of the units of their Directorates (A + F). Others are to follow.
7. Training and awareness	7.28	Sign an environmental commitmment	Representatives of Political Groups	Political Groups on a voluntary basis	2013	Action finished and closed	Signed by all Political Groups in March 2013

Objective	No.	ACTION	RESPONSIBLE (NAME AND TITLE)	DG	DEAD-LINE	PROGRESS	REMARKS
8. Compensation of carbon emissions	8.1	Ensure the implementation of the annual offsetting scheme for the European Parliament in 2013	EMAS Coordination Team	INLO	2013	Action finished and to be continued	The contract was signed in November 2013 and offsetting was successfullycarried out with a project in Bulgaria.

ANNEX II: EMAS ACTION PLAN 2014

1. EMAS in the European Parliament: recent developments

On 20 May 2013, the Bureau adopted a new version of the Environmental Manual of the European Parliament with a view to enhancing Parliament's environmental management system (EMS) and preparing Parliament for future environmental challenges. The EMS governance was reinforced, enhancing the role of the main actors, ensuring more proactive participation at all levels, stronger horizontal cooperation and better coordination between and within Directorates-General. The EMAS registration was extended to the Willy Brandt and József Antall buildings in Brussels and the Pierre Pflimlin building in Strasbourg.

2. Structure of the EMAS and priorities for 2014 and key projects

The structure of the EMAS Action Plan has been revised to make it more comprehensive, consistent and more efficient. It now consists of two parts:

- A short introduction outlining the main priorities and strategic challenges for the next year(s);
- A more detailed Work Programme, including a set of actions with responsibilities for the different objectives, a timetable, and identification of human and financial resources.

2.1. Carbon emissions

In order to achieve the ambitious objective to reduce Parliament's CO_2 emissions by 30% by 2020, the Action Plan provides for a number of projects, targeting different sectors, such as:

Buildings infrastructure: Energy audit studies per building in Brussels and Strasbourg, in order to select the most appropriate energy-saving technical solutions (project 1.10);

Transport and mobility: Acquisition of additional electric vehicles for transport of goods, as well as 40 additional service bikes and 16 electric bikes (projects 1.17 and 1.18);

ICT infrastructure: Development of studies on the production of CO_2 emissions linked to ICT infrastructure (e-mailing, servers, storage, applications in production, network, etc.) (project 1.24);

Other areas: Study on sustainable catering services at the European Parliament and reinforcement of sustainable management of food in restaurants and staff shop (project 1.34).

2.2. Waste

According to the external auditor, waste management is an area where the European Parliament could still improve its environmental performance.

Ecologic waste management: Introduction of waste recycling bins with several compartments for a common waste sorting system in the three working places (project 2.1).

2.3. Paper

Substantial reductions can still be achieved in this area especially in view of the start of a new legislature.

Paperless program: Modernisation of the dissemination of information and documents to Members and staff by using the latest technology. Reduction of printed documents for Committees, Plenary sessions and other, taking into account best practices implemented in the institution (project 4.1)[12].

2.4. Public procurement

A significant part of Parliament's budget is used to buy or rent products, services and works by means of public procurement procedures.

Development of a global approach for green public procurement in the EP: An administrative working group should make concrete proposals, in close cooperation with Parliament's Public Procurement Forum (projects 5.1 and 5.2).

3. Conclusions: challenges for the mid and long-term

The aim of the future EMAS Action Plans should be to identify, in a strategic way, where additional action is needed in the mid- and long-term to reach Parliament's environmental objectives.

Action is needed throughout Parliament, taking into account the specificities of the different Directorate-Generals. For this reason, for the first time in 2013, each Directorate-general has been provided with information on its individual environmental performance in different fields (e.g. carbon emissions produced on missions, consumption of paper, office supplies, and ink cartridges). This information should allow each DG to analyse its own environmental impacts and, in the medium-term, to define its own reduction targets and to participate more actively in the EMAS system.

One further initiative in 2014 will be to analyse the current communication of EMAS activities to develop a new strategy for the next years for MEPs, staff and outside visitors. The election year will also be an opportunity to invest more in environmental training, including for new staff and parliamentary assistants joining Parliament in the next legislature.

Brussels, 27 November 2013

[12] With the implementation of this project, savings of 648.000 € per year can be realised (source: EP budget 2014)

Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE
A. BUILDINGS					
A.1. Works					
1. Carbon emissions / Buildings (works)	1.1	Works within the framework of the construction/renovation of buildings: Project for the renovation of Eastman building - Museum of European History, which will include, among others: - Efficient use of natural light (glass surfaces, blinds, ...), - Efficient insulation (double skin facade, triple glazing windows, insulation of the ancient walls from inside), - Condensing boiler, - Heat pumps, - Cogeneration using rapeseed oil, - Geothermal energy, - Recuperation of rainwater, - Advanced centralized management facilities, - Advanced metering system of energy and water.	INLO (Infrastructure and Logistics)	M. Xavier LACROIX (Unité Projets Immobiliers Bruxelles) EMO (Environmental Management Officer): Lotar Candidi	2014
1. Carbon emissions / Buildings (works)	1.2	Works within the framework of the construction/renovation of buildings: Renovation of the Václav Havel (HAV) building - Strasbourg, including improvement of external insulation, installation of efficient windows, connection to heat pumps of the Pflimlin building for hot and cold water production using geothermal energy, etc.	INLO (Infrastructure and Logistics)	Dimitri Tenezakis (Strasbourg Building Projects Unit) EMO: Lotar Candidi	2016 (works start in 2014)
1. Carbon emissions / Buildings (works)	1.3	Works within the framework of the construction/renovation of buildings: Improved facilities for visiting groups travelling by buses (Atrium building project) in order to reduce urban pollution from buses	INLO (Infrastructure and Logistics) / COMM (Communication)	X. LACROIX (BRU Building Projects) / K. LOEFFLER (Visits and Seminars Unit) EMOs: Lotar Candidi and Anna Chronopoulou	2015

Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE
1. Carbon emissions / Buildings (works)	1.4	<u>Works in the area of energy efficiency: Relighting:</u> Study and works for the "Relighting II" project (replacement of the most energy intensive lighting with low consumption models) - Brussels	INLO (Infrastructure and Logistics)	M. Claude CHAMPETTER (Brussels Buildings Management & Maintenance Unit) EMO: Lotar Candidi	2014-2015 (works)
1. Carbon emissions / Buildings (works)	1.5	<u>Works in the area of energy efficiency:</u> Installation of electricity, natural gas, water and energy sub-meters, with data management software, in order to improve energy and water management	INLO (Infrastructure and Logistics)	C. CHAMPETTER (Brussels Buildings Management and Maintenance Unit) EMO: Lotar Candidi	Phase 2: 2014 - works
1. Carbon emissions / Buildings (works)	1.6	<u>Works in the area of energy efficiency:</u> Renovation of the lifts of the Konrad Adenauer building, complex D (the remplacement of the electronic control will allow energy saving) - Luxembourg	INLO (Infrastructure and Logistics)	A. Maria VAGO (Head of Luxembourg Buildings Management & Maintenance Unit) EMO: Lotar Candidi	2014
1. Carbon emissions / Buildings (works)	1.7	<u>Works in the area of energy efficiency:</u> Improvement of the environmental conditions of the accreditation centre and the Info Point - Brussels	INLO (Infrastructure and Logistics)	M. Claude CHAMPETTER (Brussels Buildings Management & Maintenance Unit) and X. LACROIX (Brussels Building Projects) EMO: Lotar Candidi	2014 (subject to call for tenders in 2013)

Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE
1. Carbon emissions / Buildings (works)	1.8	<u>Works in the area of energy efficiency:</u> Improve visibility and conditions of stairs	INLO (Infrastructure and Logistics)	Eric RICCA Claude CHAMPETTER Pascal DE BACKER (Buildings Management and Maintenance Units) EMO: Lotar Candidi	2014
1. Carbon emissions / Buildings (works)	1.9	<u>Works in the area of energy efficiency (cooling units):</u> A- Replacement of the cooling units of the Atrium building with more efficient ones - Brussels B- Replacement of cooling gas R22 in Brussels C- Replacement of fan coil units in the Salvador de Madariaga building - Strasbourg D- Replacement of air treatment units (CTA) in the Salvador de Madariaga building and heat pumps in Winston Churchill and Salvador de Madariaga buildings - Strasbourg	INLO (Infrastructure and Logistics)	Heads of Buildings Project Units and Buildings Management and Maintenance Units EMO: Lotar Candidi	2014-2015
A.2. Studies					
1. Carbon emissions / Buildings (studies)	1.10	<u>Study in the area of energy efficiency and renewable energy:</u> Overall energy audit study per site and per building in Brussels and Strasbourg, consisting of the following projects: - improved shading - photovoltaic energy - relighting - thermal solar energy for sanitary warm water - geothermal energy - upgrading to low-energy windows - improved HVAC efficiency - visualisation of energy performance, smart metering - passive and low embedded energy buildings. Following the energy audit studies, select the most appropriate energy-saving technical solutions to implement in EP buildings in Brussels and Strasbourg	INLO (Infrastructure and Logistics)	P. DE BACKER (Infrastructure Coordination Unit) EMO: Lotar Candidi	2014
1. Carbon emissions / Buildings (studies)	1.11	<u>Studies in the area of energy efficiency (cooling units):</u> A- Study the feasibility of installing a CO2 heat pump to produce warm water in Louise Weiss building - Strasbourg B-Study the possibilities for reducing the	INLO (Infrastructure and Logistics)	Heads of Strasbourg Buildings Project Unit and Strasbourg Buildings	2014

Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE
		energy consumption of humidifiers in all Strasbourg buildings		Management and Maintenance Unit EMO: Lotar Candidi	
1. Carbon emissions / Buildings (studies)	1.12	Study within the framework of the construction/renovation of buildings: Konrad Adenauer building extension project in Luxembourg: Phase B: Construction stage Final BREEAM certification	INLO (Infrastructure and Logistics)	O. PESESSE (Luxembourg Buildings Project Unit) EMO: Lotar Candidi	2019
1. Carbon emissions / Buildings (studies)	1.13	Study in the area of energy efficiency: Feasibility for the installation of facades, roofs and other green surfaces for the buildings of the European Parliament in Brussels	INLO (Infrastructure and Logistics)	M. Xavier LACROIX (Brussels Buildings Project Unit) EMO: Lotar Candidi	Call for tenders: 2014
1. Carbon emissions / Buildings (studies)	1.14	Study in the area of energy efficiency: Prepare a forecast of energy consumption in 2020, based on renovations planned and acquisitions of new buildings, follow up the new objectives on energy consumption and share good practices among the three sites	INLO (Infrastructure and Logistics)	P. DE BACKER (Infrastructure Coordination Unit) EMO: Lotar Candidi	2014
1. Carbon emissions / Buildings (studies)	1.15	Study within the framework of the construction/renovation of buildings: Possibility of a BREEAM (Building Research Establishment Environmental Assessment Method) certification of the project renovation of the PHS (Paul Henri Spaak) building - Brussels	INLO (Infrastructure and Logistics)	M. Claude CHAMPETTER (Brussels Buildings Management & Maintenance Unit) and M. Xavier LACROIX (Brussels Buildings Project Unit) EMO: Lotar Candidi	2014-2019
B. MOBILITY					
1. Carbon emissions / Mobility	1.16	Test the use of electric service cars for transport of persons	INLO (Infrastructure and Logistics)	H. TORREKENS (Transport of persons Unit) EMO: Lotar Candidi	2014
1. Carbon emissions / Mobility	1.17	Purchase of electrical vehicles for the transport of goods	INLO (Infrastructure and Logistics)	D. WILS (Transport of goods Unit) EMO: Lotar Candidi	2014

Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE
1. Carbon emissions / Mobility	1.18	Purchase of 40 additional bikes and 16 electric bicycles	INLO (Infrastructure and Logistics)	H. TORREKENS (Transport of persons Unit) EMO: Lotar Candidi	2014
1. Carbon emissions / Mobility	1.19	Measuring missions between the three places of work and setting numerical objectives to reduce them while promoting video conferencing. In DG PRES, reduction of emissions by 5% in missions by measuring and monitoring DG PRES' impacts.	PRES (Presidency) EPRS (Parliamentary Research Services)	Marie-France Collart, (Planning Unit), Josep Maria Ribot Igualada (Head of Personnel Unit, DG PRES) EMO PRES: Fran Peyro EMO EPRS: Isabel Daza Moreno	Continuous for DG PRES, to be realised for DG EPRS
1. Carbon emissions / Mobility	1.20	Teleworking: A- Development of pilot projects in the areas of teleworking in the EP by DG PERS B- Development of teleworking pilot projects in DG TRAD and communicate about the benefits of the implementation of teleworking projects C- Development of teleworking pilot projects in DG ITEC	A.- PERS (Personnel) B.- TRAD (Translation) C.- ITEC (Innovation and Technological support)	A.- EMO: Lambert Kraewinkels --- B.- Chantal WIAZMITINOFF (Human Res. TRAD) EMO: Maria Flavian --- C.- W. PETRUCCI (Director Resources ITEC) M.KOHNNER (Human Res. ITEC) F, DEPUYDT (Dissem. Unit ITEC) EMO: Pascale Vansteenbrugge	2014
1. Carbon emissions / Mobility	1.21	<u>Mobility and car-sharing</u> A.- Performance of regular surveys on mobility at the three sites B.- Creation of a car-sharing website	INLO (Infrastructure and Logistics)	A. MANTZOURATOS (Mobility Coordinator) EMO: Lotar Candidi	A.- Continuous B.- 2014
1. Carbon emissions / Mobility	1.22	<u>Support public transport co-financig schemes</u> A- Study the possibility to offer a public transport co-financing scheme also for staff in Strasbourg B.- Study the possibility to participate in the co-financing scheme of memberships with De Lijn	INLO (Infrastructure and Logistics)	Andreas MANTZOURATOS (Transport of Persons Unit) EMO: Lotar Candid	2014

Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE
1. Carbon emissions / Mobility	1.23	Ecological transport for Parliamentary sessions (maintain transport by Thalys Bxl-Str incl. second Thalys trains, bus Lux-Str)	FINS (Finance)	K. SNIJDERS (Member's Travel and Professional Training Unit) EMO: Ira Kiesslich-Köcher	Continuous
C. IT					
1. Carbon emissions / IT	1.24	Studies on servers and other ICT infrastructure: A- Detailed study on emailing and servers CO2 production and determination of best actions actions to reduce it B- Study the possibility to extend the exercise done for emailing and CO2 to other ICT infrastructures (storage, applications in production, network etc.)	ITEC (Innovation and Technological support)	Dimitrios Paspaltzis (CAPAC-Operations) EMO: Pascale Vansteenbrugge	2014
1. Carbon emissions / IT	1.25	Make sure that every DG establishes a policy for automatic shutdown of EP computers based on their own needs	DGs that have not yet implemented this measure	EMOs of DGs concerned	2014
1. Carbon emissions / IT	1.26	Study the possibility to increase life duration of IT equipments (PC and screens) in order to decrease emissions linked to fixed assets	ITEC (Innovation and Technological support)	J.M. MARIOTTI (Individual IT infrastructure management - INDMAN) EMO: Pascale Vansteenbrugge	2014
D. VIDEOCONFERENCE					
1. Carbon emissions / Videoconference	1.27	Possible presentations of studies/papers with third parties via the videoconference	EXPO (External Policies)	Etienne BASSOT (Policy Department for External Relations) EMO: Judith Ecker	From second half 2013 to 2017
1. Carbon emissions / Videoconference	1.28	Introduce videoconferencing facilities on personal computers in the European Parliament's Information Offices.	COMM (Communication)	Carmelo ATTARDO (Informatics Unit) EMO: Anna Chronopoulou	2014
1. Carbon emissions / Videoconference	1.29	A- Promote/facilitate the use of videoconference, especially in Strasbourg during sessions B- Implement a pilot project to encourage the use of personal videoconferencing equipment (between PCs).	ITEC (Innovation and Technological support)	E.POLUS (INDSUP) EMO: Pascale Vansteenbrugge	2014

Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE
1. Carbon emissions / Videoconference	1.30	Improve measuring tools for the use of existing videoconference facilities in meeting rooms and develop a tool to enter the number of participants in each place for each videoconference room booking. In collaboration with all DGs, data collection on videoconference use to allow for the creation of statistics on CO2 emissions saved.	ITEC (Innovation and Technological support) and all DGs	E.POLUS (INDSUP) in close collaboration with the inter-DG Steering Group EMO: Pascale Vansteenbrugge	2014
E. OTHER					
1. Carbon emissions / other	1.31	Analysis of environmental impacts of the DG (number of missions, paper consumption, etc.) based on the information communicated to each DG by the EMAS team	All DGs	EMAS Coordination team in close cooperation with the inter-DG Steering Group	2014
1. Carbon emissions / other	1.32	Improving the environmental performance of business processes: analysis and modification of working procedures to reduce carbon emissions	EPRS (Parliamentary Research Services) PRES (Presidency)	EPRS: Gregor ERBACH, EMO EPRS : Isabel DAZA MORENO EMO PRES: Fran PEYRO	2014
1. Carbon emissions / other	1.33	Joint review of the EMAS aspects of the studies and technical specifications of the House of European History exhibition design (in order to reduce the environmental impact of the exhibitions and communication elements displayed in the museum)	COMM (Communication) / EMAS Coordination team	T. VOVK VAN GAAL (HEH Unit) & EMAS Coordination Team EMO: Anna Chronopoulou	2014
1. Carbon emissions / other	1.34	<u>Sustainable catering services</u> A.- Reinforce sustainable management of food in restaurants and staff shop B.- Study on sustainable catering services at the European Parliament C. - Study the possibility to increase purchase of local and seasonal food for EP restaurants	INLO (Infrastructure and Logistics)	M. SCHROEDER (Catering and Staff shop Unit) EMO: Lotar Candidi	2014
Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE
2. Waste	2.1	Ecologic waste management: introduction of a system for waste recycling bins with several compartments for a common waste sorting system in the three places	INLO (Infrastructure and Logistics)	Paolo COLANTONIO (Head of Purchases and Inventory Unit) EMO: Lotar Candidi	2014

Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE
2. Waste	2.2	Reduction of waste in catering services A- Reduce the amount of wrapping material in the sandwicherie B- Purchase of reusable porcelain mugs and thermo mugs	INLO (Infrastructure and Logistics)	Maximilian SCHROEDER (Head of Catering and staff shop Unit) EMO: Lotar Candidi	2014
2. Waste	2.3	Make a study with the aim to find new waste streams (within the framework of the new contract for office and catering waste management in Brussels)	INLO (Infrastructure and Logistics)	Claude CHAMPETTER (Brussels Buildings Management and Maintenance Unit) EMO: Lotar Candidi	2016
2. Waste	2.4	Carry out a study to improve waste recycling in the European Parliament in the three sites	EMAS Coordination team	EMAS Coordination team	2014
2. Waste	2.5	Propose detailed objectives for waste reduction in the different sectors by means of the Waste Committee	EMAS Coordination team	EMAS Coordination team	2014
2. Waste	2.6	DG COMM Storage : recycling paper (old brochures), network cables, decommissioning Audiovisual material	COMM (Communication)	EMO: Anna Chronopoulou	2014
Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE
3. Water	3.1	Purchase of energy and water saving dishwashing machines	INLO (Infrastructure and Logistics)	Maximilian SCHROEDER (Head of Catering and staff shop Unit) EMO: Lotar Candidi	2014
3. Water	3.2	Set up a detailed plan to achieve the water reduction objective, based on results from water-meters and including awareness-raising actions 3.2.1. Installing sub meters	EMAS, DG INLO and rest of DGs	EMAS team, EMAS Working Group "Indicators" and inter-DG Steering Group 3.2.1. EMO: Lotar Candidi	2014
Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE

Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE
4. Paper	4.1	Paperless program: A.- To modernise the dissemination of information and documents to Members (and staff) by using the latest technology. It helps to replace paper files (dossiers) compiled for meetings and make them available for consultation and work via mobile devices (laptops, tablets, smartphones). Main program's components: - 23 eCommittees (in production since 2012) - eMeeting for committees (in Pilot phase) B.- Reduction of printed EP documents for committees, Plenary sessions and other bodies (printing on demand/just in time, etc) taking into account best practices implemented in the institution As discussed during the meeting of the Working Group on ICT of the Bureau on 22.10.2013, the introduction of "Paperless" for Plenary could be envisaged once the necessary maturity is achieved with Paperless for parliamentary committees and this practice is consolidated in the house (possibly in 2015).	ITEC (Innovation and Technological support) in collaboration with IPOL (Internal Policies) and EXPO (External Policies) for point A and PRES (Presidency) for point B	A.- F. AOUADI ('Service for Client Relations and Projects Office'), Intranet services Unit B.- F. DEPUYDT (Dissemination Unit)) EMO ITEC: Pascale Vansteenbrugge EMO IPOL: Margareta Wurttembergerg EMO EXPO: Judith Ecker EMO PRES: Fran Peyro in collaboration with the inter-DG Steering Group	2014
4. Paper	4.2	Working Group on Printing Strategy: Get approval to implement a coordinated printing strategy and analyse the possibility of centralising purchase of paper and high-speed laser edition copy machines under the responsibility of DG ITEC.	ITEC (Innovation and Technological support) EMAS Coordination team	M. LAMOUR (Printshop Unit) EMO: Pascale Vansteenbrugge Working Group on Printing Strategy	2014
4. Paper	4.3	Enhanced online visibility for Policy Departements of DG IPOL/EXPO in order ot allow them to consider promotion of their publications through alternative ways than putting paper studies in a stand, such as the use of QR codes.	IPOL (Internal Policies)	EMO: Margaretta WUERTTEMBERGER	2014
4. Paper	4.4	Analysis of printer distribution within DG COMM	COMM (Communication)	Carmelo ATTARDO (Informatics Unit) EMO: Anna Chronopoulou	Continuous
4. Paper	4.5	Computerization of medical files	PERS (Personnel)	Olivia Ratti (Social Services Director) EMO: Lambert Kraewinkels	2014

Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE
4. Paper	4.6	Laptops/tablets for interpreters - Paperless meetings	INTE (Interpretation)	Bernard Gevaert (Information Technology and IT Support Unit) EMO: Francis Clergeaud	2014
4. Paper	4.7	PaperSmart WG (for the Directorate-General) -– creation (10/2012) and on-going coordination of internal WG to explore the possibilities for interpreters and other staff to prepare and work electronically as much as possible.	INTE (Interpretation)	Bernard Gevaert (Information Technology and IT Support Unit) Izabela Wisniewska (Director for Resources) EMO: Francis Clergeaud	2014
4. Paper	4.8	Analysis including the pilot phase for making available and presenting supporting documents in the financial files related to the external interpretation in electronic/digital form rather than printing them	INTE (Interpretation)	C. PALEOLOGOS (Head of Financial Management Unit) EMO: Francis Clergeaud with cooperation of the DG INTE Budget Unit and IT unit	2014
4. Paper	4.9	Members´ Portal for their social and financial entitlements: This IT-project aims at providing Members with a unique entry point where they can introduce and obtain information on the status and trends of their financial and social rights.	FINS (Finance)	Angel Guillen Zanon - (Director for Members' Financial and Social Entitlements) EMO: Ira Kiesslich-Köcher	2014
4. Paper	4.10	Towards a new Financial Management System (FMS): The aim of this IT-project is to improve the visibility and the availability for the top management of decision-critical information on-line, the control over available resources (human, IT and financial), etc.	FINS (Finance)	Emile CEUPPENS (Unit for Reengineering of the Financial Information Systems) EMO: Ira Kiesslich-Köcher	2014

Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE
4. Paper	4.11	Implementation of the e-sign off (VISA) in GEDA for internal dossiers until final signature on paper	EPRS (Parliamentary Research Services) PRES (Presidency) ITEC (Innovation and Technological Support) Other DGs	EMO EPRS: Isabel Daza Moreno EMO PRES: Fran Peyro EMO ITEC: Pascale Vansteenbrugge Other DGs	TBD
4. Paper	4.8	Digital signature for amendments at Committee level: Following the succesful testing of the tool "Disp" in the different pilot projects carried out in 2013, generalise the use of this in all parliamentary committees.	IPOL (Internal Policies) in cooperation with ITEC ITEC (Innovation and Technological Support) and possibly EXPO (External Policies)	Jesus CERRO (Unit ICT Conception & Development, DG ITEC) EMO ITEC: Pascale Vansteenbrugge EMO IPOL: Margareta Wurttemberger	2014
Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE
5. Green procurement	5.1	Follow the recommendations of the inter-institutional Working Group on Green Public Procurement in order to develop a global approach for green procurement in the EP by coordinating a working group, which should make different proposals on modifying official documents and check-lists to include environmental considerations.	EMAS Coordination team and all DGs	EMAS Coordination Team and all DGs	2014
5. Green procurement	5.2	Install a closer cooperation of the EMAS team and the Working Group on Green public procurement with the "Public Procurement Forum"	EMAS Coordination team FINS (Finance)	EMAS Coordination Team Auke BAAS (Chef d'unité financière centrale)	2014

Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE
5. Green procurement	5.3	Reinforce the inclusion of energy efficiency criteria and other environmental clauses in public procurements in DG PRES' calls for tenders	PRES (Presidency)	Marie Cécile Bernard (Chef d'Unité Programmation et Gestion budgétaire et Contrats, DG PRES) EMO: Isabel DAZA MORENO	2014
Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE
6. Regulatory Aspects	6.1	Ensure the monthly update of the EP environmental legal database, the update of the environmental analysis, the organisation of annual legal audits and the development of legal checklists to facilitate the application of legal texts to EP services.	EMAS Coordination team	EMAS Coordination Team	Continuous
Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE
7. Training and awareness	7.1	Pilot project: internal awareness campaign (within DG COMM), dissemination of EMAS audiovisual material and stickers and posters in the buildings corridors, lifts, catering, WC, pop-up messages on users screens, etc.	COMM (Communication)	EMO: Anna CHRONOPOULOU	2014
7. Training and awareness	7.2	Assistance in the development of an EMAS internal and external communication plan	COMM (Communication)	DG COMM Network EMO: Anna CHRONOPOULOU	Continuous
7. Training and awareness	7.3	Subsidised visitors: - Obtain more detailed information on the means of transport used by visitors to get to Parliament by carrying out regular surveys. - Promotion of more environment-friendly means of transport for subsidised visitors coming to the Parliament	COMM (Communication)	K. Loeffler (Head of Visit and Seminars Unit) EMO: Anna CHRONOPOULOU	Continuous

Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE
7. Training and awareness	7.4	Training: A- In collaboration EMAS / Professional Training, implement the recommendations of the Working Group "Environmental Training" B- Propose an e-learning module on EMAS C- Increase the offer of environmental training in the EP (i.e. environmental auditors, CO2 emissions and the use of the offsetting clause, dangerous substances, etc.).	PERS (Personnel) EMAS Coordination team	A, B, C: Erika LANDI (Professional Training Unit) EMO: Lambert Kraewinkels EMAS Coordination Team	2014
7. Training and awareness	7.5	Prepare a proposal in order to encourage the use of the EMAS logo in EP communications in relation with the environment	EMAS Coordination team	EMAS Coordination Team	2014
7. Training and awareness	7.6	Make a proposal to pass a questionnaire to MEPs about their perception of environmentally-related aspects, like temperature in the meeting rooms or the use of showers	EMAS Coordination team	EMAS Coordination Team	2014
7. Training and awareness	7.7	Organisation/participation in environmental awareness raising events and open days: - Open Days in Brussels and Strasbourg - Green Weeks, Mobility Weeks and Waste Weeks	EMAS Coordination team	EMAS Coordination team in close cooperation with the inter-DG Steering Group	2014
7. Training and awareness	7.8	Communication campaigns/actions/materials: - Communication campaign on car-sharing (once the car-sharing website is in place) - Communication campaign on waste (once the recycling bins are installed) - Preparation of a good practice guide with tips on energy, paper, water, travel, office equipment, waste, etc. - Continue sharing information between the EMAS team, the Mobility Coordinator and the Mobility Point	EMAS Coordination team	EMAS Coordination team	2014
7. Training and awareness	7.9	Organise a sensibilization campaign about waste once per year by the contractor to respect waste rules and procedures in the EP	INLO (Infrastructure and Logistics)	P. DE BACKER (Infrastructure Coordination Unit) EMO: Lotar Candidi	Continuous
7. Training and awareness	7.10	Promote trunk-sharing for Strasbourg sessions	INLO (Infrastructure and Logistics)	D. WILS (Transport of Goods Unit) in collaboration with all DGs EMO: Lotar Candidi	2014

Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE
7. Training and awareness	7.11	Communicate about the environmentally-friendly technical installations in buildings, like solar panels in Brussels or geothermal energy in Strasbourg.	INLO (Infrastructure and Logistics)	P. DE BACKER (Infrastructure Coordination Unit) EMO: Lotar Candidi	Continuous
7. Training and awareness	7.12	Continue to promote low-carbon food and study possibilities to advance in this field, like the possibility to display of CO2 data concerning the meals served in EP canteens in the three places	INLO (Infrastructure and Logistics)	Maximilian SCHROEDER (Head of Catering and staff shop Unit) EMO: Lotar Candidi	Continuous
7. Training and awareness	7.13	Awareness campaign within the EP to reduce CO2 production linked to emailing and servers	ITEC (Innovation and Technological support)	Georg Becker EMO: Pascale Vansteenbrugge	2014
7. Training and awareness	7.14	Communication on EMAS activities by all DGs and creation of an EMAS section in the DG intranet (e.g. to store EMAS communications sent out by the DG and present the EMAS contact persons in the DG)	Several DGs	Inter-DG Steering Group	2014
7. Training and awareness	7.15	Communicate on the environmental effects of the Adenauer extension project to staff and stakeholders on a regular basis	INLO (Infrastructure and Logistics)	O. PESESSE (Luxembourg Buildings Project Unit) EMO: Lotar Candidi	Continuous 2014-2019
Main Objective	No.	ACTION	DG (Directorate-General)	RESPONSIBLE (NAME AND TITLE)	TIMETABLE
8. Offsetting	8.1	Implement the annual offsetting scheme in 2014	EMAS Coordination team	EMAS Coordination team	2014

ANNEX III: DETAILED ANALYSIS OF THE CARBON FOOTPRINT 2006-2013

The aim of this annex is to present in detail the European Parliament's carbon footprint and to provide a detailed analysis of the changes between 2006 and 2013. This analysis has two objectives. The first is to allow the reader to understand the changes in the various categories of the carbon footprint, and the second is to put forward recommendations for the adoption of measures aimed at reducing emissions in the years to come.

AIII.1 Presentation of the carbon footprint

The European Parliament's carbon footprint is calculated by applying the Bilan Carbone™ method (developed by ADEME - the French Environment and Energy Management Agency)[13]. The Bilan Carbone™ is compatible with the ISO 14064 standard, the GHG Protocol Initiative and the provisions of 'permits' Directive 2003/87/EC on the EU's ETS (CO_2 allowance trading system). The European Parliament's carbon footprint and this report have been prepared in accordance with the requirements of ISO 14064:2006. Management of the carbon footprint calculation is integrated in the current functioning of the EMS[14]. The EP's carbon footprint has been validated by an external expert and declared to be in accordance with the standard ISO 14064:2006.

In the Bilan Carbone™ tool, the margin of error is estimated using a formula that calculates, for each area, the degree of uncertainty associated with it[15]. In 2013 the uncertainty for the carbon footprint was 34,7%. It should be noted that where the quality/comprehensiveness ratio of the information is improved and fewer estimates are required, uncertainty is reduced, which could reduce the uncertainty of the total carbon footprint.

A unique characteristic of the Bilan Carbone™ method is the fact that it also takes account of an organisation's indirect carbon footprint. This method enables companies or institutions that wish to take measures to combat climate change to understand their real impact on a global level and identify possible ways of reducing GHG emissions.

[13] The Bilan Carbone™ methodology assesses all of the physical processes connected to the organisation (energy, persons, objects, raw materials, etc.) and works out the GHG (greenhouse gas) emissions generated by each process in CO_2 equivalents. These emissions are consolidated point by point (e.g. for road freight, internal fuel use, etc.). In most cases it is not possible to measure the GHG emissions derived from a specific action. Even if the concentration of GHGs in the air is measured generally, it is rarely possible to directly measure the emissions themselves. The only way to estimate these emissions is to derive them from activity data. The figures used to convert the activity data observed within an organisation into GHG emissions, expressed in terms of CO_2 equivalent, are called emission factors. As the *Bilan carbone*® method is primarily based on average emission factors, this tool aims above all to provide orders of magnitude, the aim being to enable concrete decisions to be taken to put in place the measures needed to reduce these emissions. The most recent version of the method is Version 7. It is important to note that this new Version 7 of the *Bilan carbone*® method, including improved calculation procedures, was published on 23 April 2012. The carbon footprint inventory for the reference year (2006) has been recalculated using these procedures to permit valid comparisons between the first and last years. The figures for the intermediate years have not been recalculated, and are shown only for indicative purposes. It will be necessary to perform recalculations each time that fresh improvements are made or following changes of perimeter. The main changes made in 2012 were new emission factors and improvements to the overall calculation procedure. For an exhaustive list of all the changes, please see Annex III (Record of changes) in the Carbon Footprint Manual.

[14] The collection of data for calculating the carbon footprint is part of the annual collection of data for calculating the EMAS indicators. Moreover, the carbon footprint is audited internally as well as externally in the context of the EP's environmental audits. More specific audits and external validation of the carbon footprint are also planned. The transport of supplies to the EP is not included in the perimeter because there is not enough information available.

[15] Calculating the degree of uncertainty involves estimating the margin of error for the emission factor and for the data collected.

AIII.2 Emissions included in the carbon footprint

The perimeter of the European Parliament's carbon footprint corresponds to 'Scope 3' of the International Organisation for Standardisation (ISO). This is the most ambitious perimeter and encompasses direct, semi-direct and indirect emissions. On the basis of this definition, the perimeter of the European Parliament's carbon footprint includes the following seven emission categories:

1. Internal energy

This category comprises:

- combustion (direct use of fossil or organic fuels for heating),
- electricity (electricity purchased, including for heating),
- technical losses (energy losses during transport to the consumer).

With regard to its electricity consumption, the EP buys green electricity and calculates the emissions using the emission factors of the Bilan Carbone™ method which correspond best to the generation sources used. This means that emissions caused by the electricity which the EP buys are virtually zero.

What is green electricity?

Green electricity is electricity from renewable sources such as wind or photovoltaics.

For customers who have a green electricity contract, electricity suppliers undertake that the quantity of green electricity bought by the customer will be fed into the European electricity grid. The aim is to promote electricity generation from renewable sources.

At European level, 'green electricity' is recognised through a system of guarantee-of-origin certificates. Each guarantee is a certificate supplied to the electricity generator, who forwards it to the supplier at the time of purchase. In order to ensure that it can only be used once, the certificate is cancelled once the supplier has used it.

As yet, there is not much demand for green electricity, as a result of which its price is still very low. Consequently, the purchase of green electricity does not currently ensure additional generation or local investment in renewable energy. However, if other users join the scheme in future, demand could exceed supply, which would then give generators an incentive to develop green electricity generation. That is why most calculation standards (GHG Protocol, Bilan Carbone™, etc.) and the European Parliament account for green electricity as being carbon-neutral.

2. Leakage of refrigerant gases

This category comprises greenhouse gas (GHG) emissions generated by leakage of refrigerant gases in installations.

3. Freight

This category covers the transport of goods between the various buildings at the three sites and between the three sites and external locations, using EP vehicles or contractors. It encompasses road, air, rail and maritime transport.

4. Transport of persons

This category includes:

- travel between home and work by EP staff and parliamentary assistants,
- travel by EP staff between the three places of work,
- official travel by MEPs[16] and by staff outside Parliament's three main places of work (for meetings of political groups, committees and delegations), including local transport to the destination (for political group meetings),
- transport of MEPs in official vehicles or rented vehicles,
- transport of subsidised visitors between their country of origin and the European Parliament.

5. Supply of equipment and services by external providers

This category encompasses all of the incoming flows of materials and services used by the organisation, which for the European Parliament means[17]:

- purchase of supplies, notably paper and office furniture, ink toner and cartridges, food for the restaurants, catering supplies, etc.,
- services provided by external providers (catering, security, cleaning, consultancy, external translation and interpreting, etc.).

6. Direct waste

This category comprises greenhouse gas emissions linked to end-of-life waste processing. Emissions of methane from waste water are not taken into account in the Bilan Carbone™.

7. Fixed assets

This category covers GHG emissions generated during the manufacture or construction of consumer durables. In the Bilan Carbone™ method, GHG emissions are usually divided up over a certain period, using a system comparable to the concept of amortisation, so that the various annual carbon footprint results can be compared. This category comprises:

- buildings and car parks used by the European Parliament,
- industrial and other equipment (e.g. fridges in restaurants and other equipment),
- vehicles belonging to Parliament,
- computer equipment (computers, printers and other equipment),
- office furniture.

To calculate the European Parliament's carbon footprint, all of the buildings at the three places of work are taken into account[18]. The Information Offices are not included in the perimeter.

[16] Flights by Members of the EP between their country of origin and Brussels/Strasbourg are not for the time being included in the perimeter. However, this position is being studied and might be reconsidered in future.

[17] Transport of supplies to the EP is not included in the perimeter, as not enough information is available. However, an examination of the carbon footprint of other organisations suggests that this source accounts for only a tiny proportion of the total footprint.

[18] The greenhouse gases included in the carbon footprint calculation are those designated in the Kyoto Protocol: carbon dioxide (CO_2), methane (CH_4), nitrous oxide (N_2O), hydrofluorocarbons ($C_nH_mF_p$), sulphur hexafluoride (SF_6) and perfluoralkanes (C_nF_{2n+2}). There are other known GHGs that have significant effects (such as ozone or CFCs), but they are not covered by the Kyoto Protocol, the main international initiative to reduce GHGs. These gases are not included in the ISO perimeters. However, one exception has been made. Non-Kyoto GHGs have been taken into account for flights, as the Bilan Carbone™ method makes provision for this. This decision is justified because almost half of the greenhouses gases produced by flights are non-Kyoto gases. As flights account for a very high percentage of the EP's emissions, excluding non-Kyoto GHGs in this case would mean disregarding a very significant proportion of the emissions and result in inconsistencies.

AIII.3 Detailed analysis of the evolution of the carbon footprint

The table below shows emissions in tonnes of CO_2 equivalent per flow, with emissions per FTE (full-time equivalent) in brackets. The second-last column indicates each flow's percentage of the total carbon footprint. The last column shows the evolution of emissions per FTE between 2006 and 2013.

Emission flows	2006	2013	Percentage of the 2013 carbon footprint	Change 2006-2013 per FTE
1. 1. ENERGY CONSUMED IN THE BUILDINGS	37 106 (3.47)	16.257 (1,22)	17,7%	-64,9%
1.1. Natural gas	12 956 (1.21)	15.002 (1,13)	16,3%	-7,2%
1.1.1. Brussels	8 476 (0.79)	12.449 (0,93)	13,6%	17,7%
1.1.2. Luxembourg	2 237 (0.21)	1.942 (0,15)	2,1%	-30,4%
1.1.3. Strasbourg	2 242 (0.21)	611 (0,05)	0,7%	-78,2%
1.2. Oil	471 (0.04)	589 (0,04)	0,6%	0,4%
1.2.1. Brussels	210 (0.02)	334 (0,03)	0,4%	27,8%
1.2.2. Luxembourg	204 (0.02)	223 (0,02)	0,2%	-12,2%
1.2.3. Strasbourg	57 (0.01)	32 (0,00)	0,0%	-55,3%
1.3. District heating and cooling	472 (0.04)	627 (0,05)	0,7%	6,5%
1.3.1. Brussels	(0.00)	(0,00)	0,0%	N.A.
1.3.2. Luxembourg	472 (0.04)	627 (0,05)	0,7%	6,5%
1.3.3. Strasbourg	(0.00)	(0,00)	0,0%	N.A.
1.4. Electricity (100% renewable since 2008)	23 208 (2.17)	39 (0,00)	0,0%	-99,9%
2. LEAKAGE OF REFRIGERANT FLUIDS FROM AIR CONDITIONING EQUIPMENT OR FRIDGES	736 (0.07)	1.356 (0,10)	1,5%	47,7%
3. TRANSPORT OF GOODS (FREIGHT)	781 (0.07)	471 (0,04)	0,5%	-51,7
3.1. Internal freight (between the three places of work)	335 (0.03)	272 (0,02)	0,3%	-35,0%
3.1.1. Freight between the three places of work: part-sessions	160 (0.01)	119 (0,01)	0,1%	-40,4%
3.1.2. Freight between the three places of work: mail and other	176 (0.02)	153 (0,01)	0,2%	-30,1%
3.2. External freight (outside the 3 places of work) - road/sea	117 (0.01)	103 (0,01)	0,1%	-29,4%
3.3. External freight (outside the 3 places of work) - air	329 (0.03)	96 (0,01)	0,1%	-76,6%
4. TRANSPORT OF PERSONS	37 119 (3.47)	45.794 (3,43)	49,9%	-1,1%
4.1. Staff	12 565 (1.18)	13.778 (1,03)	15,0%	-12,1%
4.1.1. Home-office commuting	4 544 (0.43)	5.214 (0,39)	5,7%	-8,0%
Brussels (including Members' assistants)	2 286 (0.21)	3.287 (0,25)	3,6%	15,2%
Luxembourg	2 220 (0.21)	1.868 (0,14)	2,0%	-32,5%
Strasbourg	38 (0.00)	59 (0,00)	0,1%	24,4%
4.1.2. Missions between the three places of work	3 439 (0.32)	2.305 (0,17)	2,5%	-46,3%
To and from Strasbourg: By car	1 731 (0.16)	1.662 (0,12)	1,8%	-23,0%
To and from Strasbourg: By train	17 (0.00)	163 (0,01)	0,2%	687,5%
To and from Strasbourg: By plane (short-haul - economy)	1 175 (0.11)	142 (0,01)	0,2%	-90,3%
To and from Strasbourg: By bus from Luxembourg	(0.00)	(0,00)	0,0%	N.A.
Luxembourg-Brussels: By car	480 (0.04)	313 (0,02)	0,3%	-47,7%

Emission flows	2006	2013	Percentage of the 2013 carbon footprint	Change 2006-2013 per FTE
Luxembourg-Brussels: By train	35 (0.00)	24 (0,00)	0,0%	-45,5%
Luxembourg-Brussels: By plane (short-haul - economy)	(0.00)	(0,00)	0,0%	N.A.
4.1.3. Missions outside the three places of work	4 566 (0.43)	6.244 (0,47)	6,8%	9,6%
By plane (short-haul - economy)	1 820 (0.17)	1.804 (0,14)	2,0%	-20,5%
By plane (long-haul - business)	2 680 (0.25)	4.228 (0,32)	4,6%	26,5%
By train	7 (0.00)	27 (0,00)	0,0%	214,6%
By car	60 (0.01)	181 (0,01)	0,2%	143,6%
By bus	(0.00)	4 (0,00)	0,0%	N.A.
4.1.4. Transport between buildings in Luxembourg (KAD-GOL, KAD-PRE)	37 119 (3.47)	15 (0,00)	0,0%	-25,4%
4.2. Members of the European Parliament	5 685 (0.53)	6.178 (0,46)	6,7%	-12,9%
4.2.1. Travel in official vehicles and rented buses	576 (0.05)	542 (0,04)	0,6%	-24,6%
4.2.2. Meetings outside the three places of work	5 108 (0.48)	5.636 (0,42)	6,1%	-11,6%
Political group (business class)	1 200 (0.11)	710 (0,05)	0,8%	-52,6%
EP committee (business class)	756 (0.07)	1.861 (0,14)	2,0%	97,4%
Interparliamentary delegation (business class)	3 124 (0.29)	3.041 (0,23)	3,3%	-22,0%
Transport at meeting location (bus, taxi, limousine, etc.).	29 (0.00)	24 (0,00)	0,03%	-31,81%
4.2.3. Meetings in Brussels or Strasbourg	(0.00)	(0,00)	0,0%	N.A.
4.3. Senior officials in official vehicles (SG, SGs of political groups, Deputy SG, etc.)	47 (0.00)	117 (0,01)	0,1%	99,5%
4.4. Visitors	18 823 (1.76)	25.721 (1,93)	28,0%	9,5%
Brussels	15 723 (1.47)	22.876 (1,72)	24,9%	16,6%
Strasbourg	3 094 (0.29)	2.844 (0,21)	3,1%	-26,3%
5. PURCHASE OF SUPPLIES AND SERVICES	8 115 (0.76)	10.345 (0,78)	11,3%	2,2%
5.1. External services (maintenance, cleaning, consultants, security, external translators and interpreters)	2 725 (0.25)	4.574 (0,34)	5,0%	34,5%
External restaurant staff	236 (0.02)	258 (0,02)	0,3%	-12,3%
External consultancy	201 (0.02)	307 (0,02)	0,3%	22,6%
Freelance interpreters	368 (0.03)	1.742 (0,13)	1,9%	279,9%
Freelance translators	500 (0.05)	440 (0,03)	0,5%	-29,4%
External IT staff	329 (0.03)	475 (0,04)	0,5%	15,7%
External maintenance staff	116 (0.01)	253 (0,02)	0,3%	74,5%
External cleaners	506 (0.05)	600 (0,05)	0,7%	-4,9%
Temporary staff	22 (0.00)	13 (0,00)	0,0%	-54,0%
External security staff	449 (0.04)	486 (0,04)	0,5%	-13,1%

Emission flows	2006	2013	Percentage of the 2013 carbon footprint	Change 2006-2013 per FTE
5.2. Office supplies (paper, envelopes and other supplies)	1 880 (0.18)	1.590 (0,12)	1,7%	-32,2%
5.3. Catering supplies (plastic cups, cans, plastic bottles, etc.)	313 (0.03)	315 (0,02)	0,3%	-19,3%
5.4. Purchase of food for restaurants	3 197 (0.30)	3.865 (0,29)	4,2%	-3,1%
6. WASTE	311 (0.03)	348 (0,03)	0,4%	-10,4%
7. FIXED ASSETS (emissions generated during construction or manufacture of durable goods)	15 969 (1.49)	17.268 (1,29)	18,8%	-13,3%
7.1. Construction of buildings	7 731 (0.72)	8.157 (0,61)	8,9%	-15,4%
7.2. Office furniture (tables, chairs, cupboards, etc.)	369 (0.03)	547 (0,04)	0,6%	18,9%
7.3. IT equipment (desktops, laptops, printers, telephones, servers, televisions, etc.)	7 851 (0.73)	8.541 (0,64)	9,3%	-12,8%
Desktops	1 777 (0.17)	2.541 (0,19)	2,8%	14,6%
Flat screens	2 634 (0.25)	2.744 (0,21)	3,0%	-16,5%
Laptops	(0.00)	598 (0,04)	0,7%	N.A.
Individual printers	136 (0.01)	109 (0,01)	0,1%	-35,5%
Network printers	567 (0.05)	345 (0,03)	0,4%	-51,2%
Telephones (landlines and mobiles)	87 (0.01)	238 (0,02)	0,3%	119,7%
Servers, switches, routers	646 (0.06)	1.630 (0,12)	1,8%	102,2%
Televisions	265 (0.02)	27 (0,00)	0,0%	-91,8%
Other IT equipment	1 740 (0.16)	309 (0,02)	0,3%	-85,8%
7.4. Other equipment (washing machines, coffee machines, refrigerators, etc.)	17 (0.00)	23 (0,00)	0,0%	11,0%
Total indicator per FTE recalculated with Version 7 of the Bilan Carbone	100 138 (9.37)	91.838 (6,78)	100%	-26,5%
Number of FTEs	10 689	13 547		

Bilan Carbone® version 7 and ISO 14064 require separate calculation of the emissions avoided and/or offset. The table below shows the trend in the emissions avoided and offset between 2006 and 2012.

Avoided / offsetting (tonnes $CO_{2\ eq.}$)	2006	2007	2008	2009	2010	2011	2012	2013
1. Energy consumption	0	0	0	0	0	0	-14 630	-18 403
2. Leakage of refrigerant gases	0	0	0	0	0	0	-1 593	-1 227
3. Freight	0	0	0	0	0	0	0	0
4. Transport of persons	0	0	0	-102	-589	-630	-9 942	-9 117
5. Supplies, equipment and services	0	0	0	0	0	0	0	0
6. Direct waste	-288	-306	-504	-522	-1 327	-1 266	-164	-194
7. Fixed assets	0	0	0	0	0	0	0	0
Total	-288	-306	-504	-623	-1 915	-1 895	-26 329	-28 941

Lastly, based on the Bureau decision of 12 September 2011 on the establishment of a CO_2 offsetting system, Parliament was able to offset 28 747 tonnes of CO_2 in 2013.

The breakdown of the offsetting was as follows:

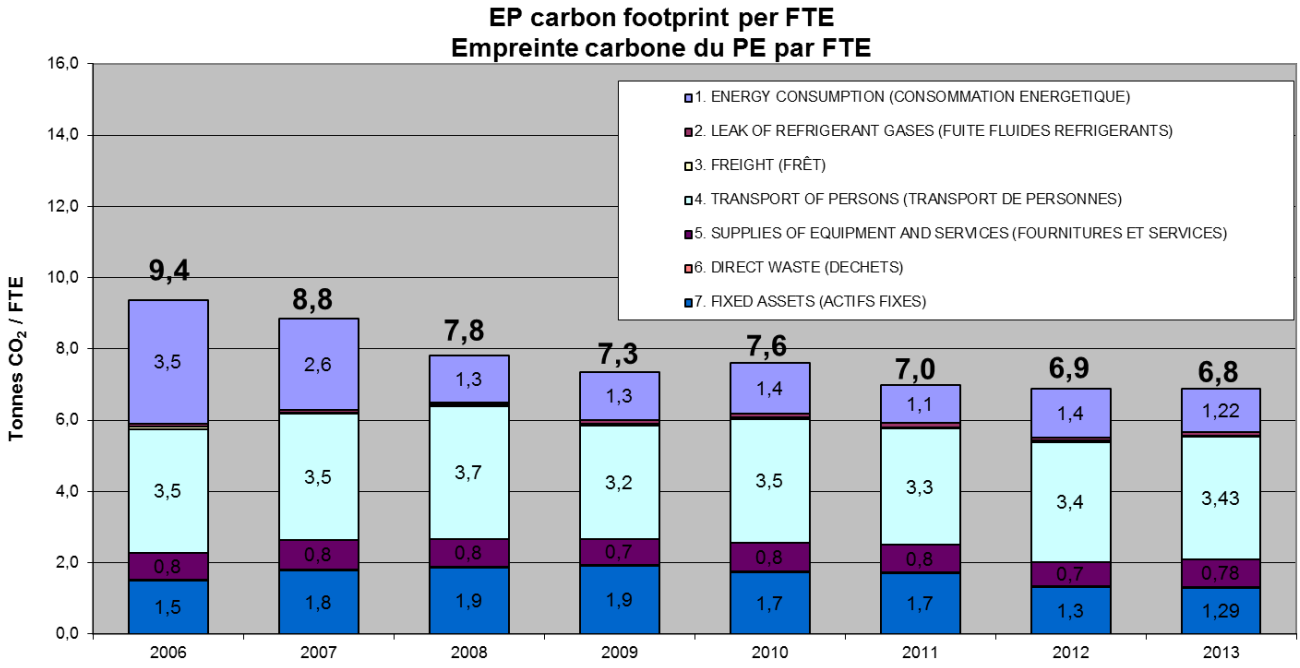
- 18 403 t: energy consumption;
- 1 227 t: leaks of refrigerant gas;
- 2 272 t: staff missions between the three places of work;
- 6 263 t: staff missions outside the three places of work;

- 457 t: transport using official cars and coaches;
- 125 t: official cars used by the EP's management.

This offsetting represented nearly 31% of CO_2 emissions in 2013.

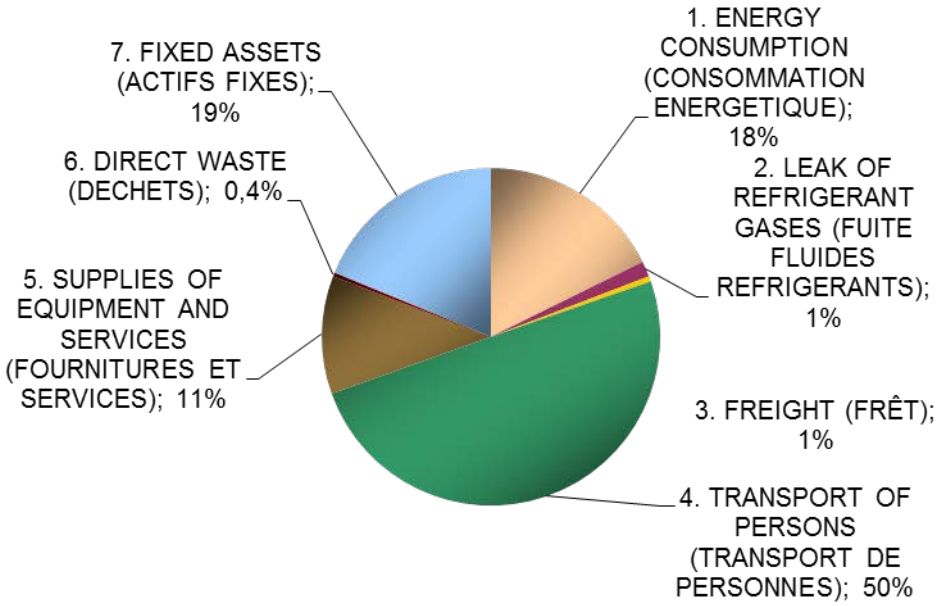
The same offsetting system will be used for the same categories in 2014.

The graph below shows the evolution of the carbon footprint per FTE between 2006 and 2013 for the major sectors.



In 2006 the main emissions came from 'Energy consumption' and 'Transport of persons'. In the area of 'Energy consumption', emissions fell very significantly, from 3,5 tonnes to 1,2 tonnes of CO_2 per FTE (influence of the introduction of 'green electricity'), while the emissions generated by the 'Transport of persons' fell only slightly, from 3,5 to 3,4 tonnes of CO_2 per FTE between 2006 and 2013.

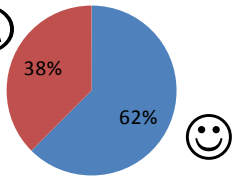
In 2013, emission flows broke down as follows:



- 'Transport of persons' (50% of the total).
- 'Fixed assets' (19% of the total; this covers, inter alia, emissions produced during construction of the buildings occupied by the EP and during the manufacture of the EP's IT equipment).
- Energy consumption in buildings (18% of the total).
- External provision of products and services (11% of the total).
- Leakage of refrigerant gases (1% of the total).
- Goods transport (1% of the total).
- Waste (0,4% of the total).

With regard to CO_2 emissions the European Parliament should focus its efforts on the first four areas, which account for 97,6% of the total carbon footprint. These are the categories where we can significantly reduce our carbon footprint. However, certain opportunities for improvement should not be neglected in relation to the three last categories of emissions. It may be easy to find measures in these categories which would be simple and economical to implement. Moreover, certain fields have a strong impact in terms of their high profile, while others have a significant impact in fields other than CO_2 emissions.

The table below shows the proportion of categories in which emissions rose between 2006 and 2013, as against those in which emissions fell. The results show that emissions were reduced in most of the categories. However, it should be noted that in some cases reductions were not the result of projects and sustainable improvements but arose from external or circumstantial factors (such as fluctuations in weather patterns or parliamentary schedule). Efforts still need to be made to ensure that the reductions are stable and permanent.

Number of categories that increased/decreased their emissions	Description of categories (in brackets the impact of their evolution on the total carbon footprint)	Comments
6 ☹	▪ Network heating and cooling (+0,03%) ▪ Leakage of refrigerant gases (+0,4%) ▪ Official vehicles (+0,5%) ▪ Staff missions outside the three places of work (+0,6%) ▪ Purchase of external supplies and services (+0,9%) ▪ Transport of visitors (+1,8%)	☹  ☺
10 ☺	▪ Fuel oil consumption (0,0%) ▪ Waste treatment (0,0%) ▪ MEP travel outside the three places of work (-0,1%) ▪ Freight transport (-0,4%) ▪ Home-work commuting by staff and parliamentary assistants (-0,4%) ▪ Gas consumption (-0,9%) ▪ Travel at meeting venues outside the three places of work (meetings of the political groups) (-1,0%) ▪ Staff missions between the three places of work (-1,6%) ▪ Emissions from construction/manufacture of fixed assets (-2,1%) ▪ Electricity (-23,1%)	