2021

Environmental Statement

Update - Figures for 2020

European Economic and Social Committee

European Committee of the Regions

EMAS
Management environnemental vérifié
REG.NO. BE-BXL-27

ISO14001 CERTIFIED
VINÇOTTE

List of abbreviations

EESC: European Economic and Social Committee
CoR: European Committee of the Regions
EMAS: eco-management and audit scheme
FTE: full time equivalent
GHG: greenhouse gas
GPP: Green Public Procurement
IT (information technology): networks, hardware, software, storage, etc.
PMC: plastic, metal and drink cartons
SRD: sectoral reference document (best environmental management practices)
EMS: environmental management system

List of buildings

JDE: Jacques Delors, rue Belliard/Belliardstraat 99-101, Brussels
BvS: Bertha von Suttner, rue Montoyer/Montoyerstraat 92-102, Brussels
B68: Belliard 68, rue Belliard/Belliardstraat 68, Brussels
TRE: Trèves, rue de Trèves/Trierstraat 74, Brussels
REM: Remorqueur, rue Belliard/Belliardstraat 93, Brussels
VMA: Van Maerlant, rue Van Maerlant/Van Maerlantstraat 2-18, Brussels

The Committees' NACE code is NACE 99 (activities of extraterritorial organisations and bodies)

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Let's take on the Green Deal challenge together!

Due to the coronavirus health crisis, 2020 was an exceptional year. When the first lockdown was announced by the Belgian authorities in March 2020, all of the Committees' staff and members switched to remote working. For most of 2020, almost all of the EESC's and CoR's work was carried out remotely, rather than on-site in the Committees' buildings.

As this environmental statement will show, the COVID-19 pandemic therefore reduced the Committees' environmental impact, with the main environmental indicators being down on 2019. Gas, electricity, water and paper consumption in 2020 were therefore significantly lower than in the previous year. The same applies with regard to the amount of waste.

The Committees' **Bilan Carbone** for 2020 – total greenhouse gas (GHG) emissions and annual emissions of other gases calculated for the year – also points to a significant reduction on 2019. As might be expected, the Committees' transport-related carbon footprint also declined sharply, as a direct result of the lockdowns necessitated by the pandemic. Most meetings that are usually face-to-face were held via videoconferencing or in hybrid mode. The reduction in commuting and travel for work by staff and members led to a sharp fall in passenger transport emissions.

For all these reasons, 2020 cannot be regarded as a representative year. However, the results do suggest some options for further consideration. Some measures, such as remote working or the organisation of meetings in hybrid mode, have proven to be effective. They could be continued, at least in part, beyond 2020 and could therefore help with achieving climate neutrality by 2030.

The EESC and the CoR are already committed to implementing the Sustainable Development Goals, and have fully subscribed to the **European Green Deal**[1]. Along with the Commission and the other European Union institutions, the Committees have the ambition to put the Green Deal into practice in all their work. A study aimed at defining emission reduction scenarios in order to achieve climate neutrality by 2030 should be completed by the end of 2021. This will enable policy-makers in the two Committees to decide on a credible scenario to be adopted.

With the help of key environmental management tools such as EMAS and the Bilan Carbone, let's take on the Green Deal challenge together!

June 2021

Gianluca Brunetti	Petr Blížkovský
Secretary-General of the EESC	Secretary-General of the CoR

1 European Green Deal (COM/2019/640 final).

1. The Committees

The European Economic and Social Committee (EESC) and the European Committee of the Regions (CoR) are two consultative bodies of the European Union.

European Economic and Social Committee

Established by the 1957 Rome Treaties, the **EESC** is an institution that represents organisations of employers, workers and other parties representative of civil society at the European level. It comprises 329 members nominated by the Member States and appointed for five years by the Council.

The EESC's remit is to help the EU institutions by playing a consultative role in relations with the European Parliament, the Council and the European Commission. It is mandatory for the EESC to be consulted in all the cases stipulated in the Treaties and in all cases where the institutions deem this appropriate, in fields such as the economy, energy, transport, employment, the environment, sustainable development, education and culture. The EESC can also be consulted on an exploratory basis, or it can draw up own-initiative opinions on issues to which it wishes to draw the attention of the institutions. The EESC thus enables representatives of organised civil society to participate in EU policy and decision making.

The EESC also has the task of helping to bring the European Union closer to its citizens, promoting values that underpin the European project and enhancing the role played by civil society organisations and participatory democracy.

European Committee of the Regions

Established in 1994, the **CoR** is the EU's political assembly of regional and local representatives. Its remit is to involve regional and local authorities and the communities they represent in the EU's decision-making process and to inform them about EU policies. The CoR comprises 329 members from the 27 Member States and an equal number of alternates. All of them are nominated by the Member States and appointed for five years by the Council.

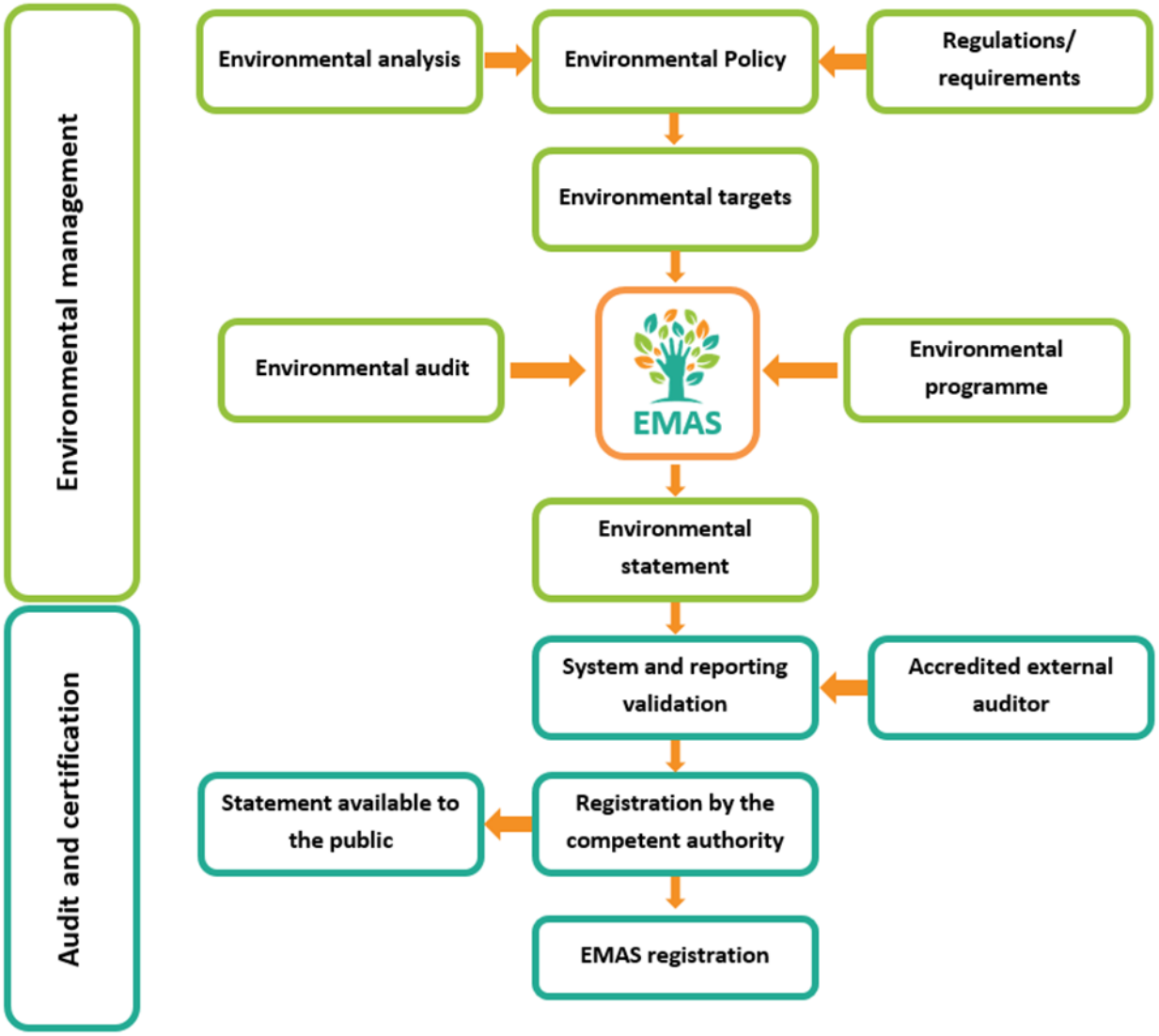
In accordance with the Treaties, the European Parliament, the Council and the European Commission must consult the CoR on any proposal of relevance to regions, towns or cities. The CoR can also draw up own-initiative opinions, which enables it to put issues on the agenda of the EU institutions. The CoR can also appeal to the EU Court of Justice if its rights are infringed or if it believes that an EU law violates the subsidiarity principle or fails to respect regional or local powers.

2. The Committees' environmental management system

2.1 Description of EMAS and the environmental management system

EMAS *(eco-management and audit scheme*) was established by an EU regulation[2] in order to allow voluntary participation by organisations in a Community eco-management and audit scheme by implementing an environmental management system (EMS). The purpose of the EMS is to improve an organisation's environmental performance.

Structure of the EMS established by the Committees



2 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), as amended by Commission Regulation (EU) 2017/1505 of 28 August 2017 amending Annexes I, II and III and by Commission Regulation (EU) 2018/2026 of 19 December 2018 amending Annex IV.

1. Environmental review

The environmental review involves a detailed analysis of the Committees' activities, taking account of all stages in the life cycle, in order to identify those activities which have a significant environmental impact. The most significant impacts are determined using a points-based system. An improvement target is set for each significant impact (see appended table). This points-based system uses the following criteria: how serious is the impact, how frequently does it occur, and is it under control? All aspects covered by environmental legislation are considered de facto to be significant. A distinction has to be made between direct [3] and indirect [4] environmental aspects. Purchases and contractors' work are considered indirect aspects, whether or not significant, according to the same methodology as described above.

The risks identified are regularly updated and monitored annually in line with changes to the Committees' activities or building management.

2. Environmental policy

The Committees have drawn up an environmental policy formalising their environmental commitment. This is signed by the presidents and secretaries-general of the EESC and the CoR, and is published on their respective websites. The environmental policy is communicated to all stakeholders, including contractors who are obliged to comply with the EMS implemented by the Committees.

3. Environmental objectives and indicators

Based on the environmental policy and the results of the environmental review, environmental objectives in the form of indicators and actions are set, which take into account legal and other requirements applicable to the Committees. In order to be credible, these objectives must be translated into a performance requirement which, wherever possible, should be quantified. These objectives are consolidated in an environmental programme.

As the Committees' environmental indicators were established before the Commission decision [5] on the **sectoral reference document (SRD)** on best environmental management practices to be included in the environmental statement, they are not always in line with the environmental performance indicators contained in the SRD.

Chapter 3 sets out the Committees' environmental objectives and indicators. For each objective, it is stated whether or not the indicator is in line with the environmental performance indicators recommended in the SRD. Reference is made to benchmarks of excellence, where these exist. The Committees will take account of the SRD recommendations when developing their new environmental objectives.

3 An environmental aspect associated with activities, products and services of the organisation itself over which it has direct management control.

4 An environmental aspect which can result from the interaction of an organisation with third parties and which can to a reasonable degree be influenced by an organisation.

5 Commission Decision (EU) 2019/61 of 19 December 2018 on the sectoral reference document on best environmental management practices, sector environmental performance indicators and benchmarks of excellence for the public administration sector under Regulation (EC) No 1221/2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS).

4. Environmental programme

The environmental programme sets out the deadlines, responsibilities and means for achieving the environmental objectives. It is approved by the EMAS Steering Committee and then implemented through the defined actions. At this stage, all members of the organisation need to work together so that these objectives can be met. This stage includes information and awareness-raising activities. At the same time, environmental practices (e.g. waste sorting procedures) are formalised and communicated to those concerned. The procedures and the environmental handbook[6] are available on the Committees' intranet site.

5. Audits

As part of the EMS, internal and external audits are regularly carried out in order to identify any non-conformities and take the necessary corrective action. Cases of non-compliance (non-conformity) with environmental requirements are recorded in the audit reports, which are used as a basis for improvement measures. The EMS is therefore continuously being improved.

6. Environmental statement

The environmental statement (this document) is intended to inform the public of the existence of an EMAS-compliant environmental management system while enabling them to follow changes in the environmental performance of the Committees. The statement is updated and a new version published each year after verification and validation by an accredited body.
The EESC and the CoR share the same buildings and have entrusted the management of EMAS to the Directorate for Logistics, which is one of the Committees' joint services. The environmental statement concerns the environmental performance of both Committees, without distinction.

7. External verification

The final stage involves checking that the EMS is working properly. In accordance with the EMAS Regulation, the Committees must be assessed by an independent verifier. If all requirements of the EMAS Regulation are met, the competent body in the Brussels Capital Region, Bruxelles Environnement, registers the EMAS. The environmental verifier, AIB-Vinçotte International, assessed the EESC and the CoR on 27 December 2011 and declared that they were in full compliance with the provisions of the EMAS III Regulation. As a result, Bruxelles Environnement has assigned the Committees registration number BE-BXL-000027.

6 A document summarising how the EMS works, with particular reference to documentation and other components of the system.

2.2 Scope

2.2.1 Activities taken into account

The scope of the EMS at the EESC and CoR is as follows:

- six buildings, all of which are in Brussels, including five that are entirely used by and belong to the Committees, and one building used by the Committees and sub-let from the European Commission, where the EMS is also applied within the limits of the lease[7] (see Chapter 2.3 'Description of the buildings');
- 701 people working at the EESC and 546 people working at the CoR as of 31 December 2020[8], as well as trainees and temporary staff, are fully involved in the EMAS objectives described below;
- contractors working in the buildings are informed of the Committees' environmental approach, with some being key players in achieving the environmental results;
- EESC and CoR members (329 each) are informed of the EMAS initiatives and activities and are made aware of the impact they have on the Committees' carbon footprint;
- any other people entering the buildings are informed of the environmental approach by the EMAS certificates displayed in some of the buildings and by digital communication tools (EESC and CoR websites).

The scope of EMAS concerns all staff in the non-political aspects of their daily **activities**. Staff are divided into the following categories: officials, temporary staff, contract staff, seconded national experts, medical officers and trainees.

Distribution of staff across the buildings

Building	Gross above-ground area - m² -	Gross underground area - m² -	Net parking area - m² -	Number of parking spaces	Occupants 2020	Address
Jacques Delors (JDE)	36 379	15 284	10 167	304	530	Rue Belliard/Belliardstraat 99-101
Bertha von Suttner (BvS)	20 566	9 925	5 358	206	451	Rue Montoyer/Montoyerstraat 92-102
Belliard 68 (B68)	7 305	1 322	687	32	230	Rue Belliard/Belliardstraat 68

7 The building leased from the Commission will become the Committees' property in September 2022 under an agreement between the latter and the Commission.

8 Number of people employed by the EESC and CoR as of 31 December 2020, and not FTE (full time equivalent).

Trèves (TRE)	6 091	2 108	1 143	44	162	Rue de Trèves/Trierstraat 74
Remorqueur (REM)	2 325	371	-	-	31	Rue Belliard/Belliardstraat 93
Van Maerlant (VMA)	9 825	2 561	2 250	55	223	Rue van Maerlant/Van Maerlantstraat 2
TOTAL	**82 491**	**31 571**	**19 605**	**641**	**1 627**	December 2020 data

The total number of occupants (December 2020 data) shown above also includes the Committees' contractors and some of the EESC and CoR members who have an office in the buildings.

The indicators set out in Chapter 3 indicate the amounts per person (e.g. energy or paper consumption per person) and not per FTE (full time equivalent). The basis of calculation is the total number of occupants in the buildings as recorded on 31 December 2020, i.e. 1 627 people. Only the Bilan Carbone indicator gives emissions per FTE.

Impact of COVID-19 on the calculation of environmental indicators in 2020

Between 1 January and 13 March 2020, the work situation was 'normal', i.e. comparable to previous years. From 16 March 2020 to the end of the year, remote working became the norm for all staff of the Committees (including members, temporary staff and trainees). Only certain staff – those in positions identified as 'critical' – continued to work on-site to ensure service continuity[9]. Some of the contractors continued to work in the buildings, whereas others had to suspend their activities, such as the catering provider. Lastly, all Committee events were suspended between March and the end of the year.

2.2.2 Activities not taken into account

EESC and CoR members' political activities: it is not possible to impose restrictive measures on members, who must remain independent in their consultative activities. It should be noted that, although member travel is not covered as such by an environmental objective or indicator, it is taken into account in the Committees' Bilan Carbone.

Visitors: outside of the pandemic, the Committees received an average of 115 visitors per day. These were groups of students, participants in conferences, events or open days, and some contractors. It is not possible to include these visitors within the scope of EMAS. They are, however, informed about the Committees' environmental approach.

9 The building access statistics indicate that the total number of EESC and CoR staff and the total number of contractors who worked on-site varied significantly from one day to the next and from one month to the next (between 100 and 500 people).

2.3 Description of the buildings

The EESC and the CoR are based in the heart of the European quarter, on rue Belliard, close to the European Parliament and other EU institutions.

This location limits the need for the movement of goods and people. It should be noted that plenary sessions of the Committees are held in the European Parliament and European Commission buildings.

The Committees jointly occupy and/or manage six buildings in Brussels, as well as sharing joint translation and logistics services (infrastructure, security, IT, EMAS, catering and printshop).

Jacques Delors building (JDE)

It should be noted that, under the Committees' buildings strategy, the plan is to purchase the Van Maerlant building in exchange for the Belliard 68 and Trèves 74 buildings, so that eventually all the buildings are linked together. An agreement was signed to this end in August 2019 between the Committees and the European Commission, and should come into effect in September 2022.

The Jacques Delors (JDE) building, which formerly belonged to the European Parliament, has a north-facing glass façade. This houses a vertical greenhouse containing bamboo plants which act as a natural barrier between the busy rue Belliard and the building itself. This 'double skin' providing acoustic and thermal insulation therefore helps to save energy. The renovation of the JDE building's entrance hall in 2018 allowed security to be improved and made the area more ergonomic and pleasant.

The JDE building consists mainly of offices, as well as conference and meeting rooms and two atria. It also houses the following services: printshop, copy shop, catering (one restaurant, one canteen, one cafeteria), library, sports rooms, IT rooms, an area for storing waste before collection, car parks and other service rooms.

The Bertha von Suttner (BvS) building, constructed in the early 1990s, is also a former European Parliament building. It has been occupied by the Committees since 2000 and has undergone major refurbishment, including reworking of the interior spaces. The BvS building houses offices, catering (one cafeteria), three training rooms, two medical services (one for each Committee), a car park, a bicycle park and an area for storing waste before collection. Its entrance was renovated in 2019 in order to meet security requirements.

The Remorqueur (REM) building was constructed in 2006 on the site of a former office building. As this had a service station at ground level, the soil had to be decontaminated. The REM building mainly houses IT services and a conference room, and has few occupants (31 people in 2020).

The Belliard 68 (B68) building dates from the 1970s and belonged to the European Commission until 2002. It has undergone major renovation and is mainly occupied by the translation units and a cafeteria. There are also two service bicycles available in this building.

The Trèves 74 (TRE) building, constructed in the early 1990s, was chosen as Building of the Year by the *Trends* magazine in 1994; it was also awarded a prize by the Belgian City Planning Federation. It belonged to the EFTA (European Free Trade Association) until 2004 and has undergone major renovation. It is connected to the Belliard 68 building and also houses translation units.

The Van Maerlant (VMA) building, constructed in 1985, belongs to the European Commission, which has shared it since 2007 with the Committees, which occupy office space and two conference rooms. As this building does not currently belong to the Committees, it could not be included in the monitoring of the energy and water environmental objectives. However, its consumption is monitored. The VMA building will become the Committees' property in September 2022 in line with the buildings strategy of the EESC and CoR.

Each building is covered by an environmental permit issued by the Brussels environment agency, Bruxelles Environnement.

Building	**Registration number**	**Valid until**
JDE	381908	30/04/2028
BvS	671199	24/10/2033
REM	399668	02/10/2033
TRE	01/0331	20/02/2032
B68	702365	19/02/2034
VMA	676713	18/04/2034

The Committees undertake to comply with the relevant environmental legislation (see the appended regulatory requirements).

2.4 EMAS organisational structure

The structure established in the Committees for implementing EMAS comprises:

- the EMAS Steering Committee;
- the EMAS Service;
- the EMAS contact persons.

EMAS Steering Committee

The EMAS Steering Committee is a body representing the services of the EESC and CoR. Its members are responsible for supervising the EMS and ensuring that it operates properly. In this context, they take key decisions on the allocation of resources and set a good example in the implementation of best practice.

Composition:

EESC	**CoR**
Secretary-General	Secretary-General
Head of the Secretary-General's Private Office	Head of the Secretary-General's Private Office
Director of Logistics	Director of Translation
Director of Legislative Work responsible for environmental matters	Director of Legislative Work responsible for environmental matters
Director of Human Resources and Finance	Director of Human Resources and Finance
Staff Committee representative	Staff Committee representative

EMAS Service

The EMAS Service is responsible for setting up the EMS in line with the EMAS standard. Among other things, it is responsible for:

- documentation: procedures, work instructions and other documents;
- information needed for continuous improvement of activities and performance: audit reports, non-conformities, suggestions for improvement, environmental incidents, indicators, etc.;
- coordinating the project across all directorates;
- raising awareness on the environment: organising awareness-raising events on environmental issues, newsletters, communication campaigns;
- organising and coordinating the network of EMAS contact persons;
- organising management reviews;
- suggesting and monitoring environmental objectives;
- organising internal and external environmental audits;
- including environmental criteria in the Committees' calls for tender (GPP);
- drafting and updating the environmental statement.

EMAS contact persons

The EMAS Service is supported by a network of around 100 EMAS contact persons, spread across all directorates and almost all units. They play an important role as contact points for the purposes of communication and awareness-raising by passing on messages to their colleagues and gathering their comments and suggestions, and by participating in awareness-raising campaigns and supporting any specific EMAS measures implemented in their directorate or unit.

3. Environmental results and indicators

Areas	Results
Electricity (kWh/person)	-28.7% compared with 2014 100% green electricity
Gas (kWh/DD/person)	-41.9% compared with 2014
Water (m^3/person)	-22.1% compared with 2014
Paper (pages/person/day)	-81% compared with 2015
Office and kitchen waste (kg/person/year)	-59% compared with 2017
Green public procurement	100% of tenders on which the EMAS Service was consulted in 2020 included environmental clauses[10]
Cleaning products	100% of cleaning products used in 2020 were ecolabelled[11]
Plant care products (green areas)	100% of plant health products have been environmentally friendly since 2010[12]
Official cars	Increase in ecoscore since 2014 (i.e. reduction in environmental impact of official vehicles)[13]
Staff mobility	69.17% of EESC staff and 78.95% of CoR staff use environmentally friendly means of transport
Sustainable food	Due to the COVID-19 pandemic, catering services were suspended for most of 2020. Indicators not available.
Environmental certification	EMAS ISO 14001 Ecodynamic Enterprise (3 stars) Good Food label (sustainable canteen – 2 forks)

Due to the COVID-19 pandemic, the 2020 results cannot be regarded as representative.

10 The EMAS Service is consulted when the estimated contract value equals or exceeds EUR 25 000 in the case of a call for tenders launched by the Committees' joint services and EUR 60 000 in the case of a call for tenders launched by the Committees' own services. Out of a total of 26 tender procedures meeting these criteria in 2020, the EMAS Service was not consulted on five procedures.

11 Except for products used as part of the health measures to tackle COVID-19, such as hand sanitiser gel.

12 98% in 2019 due to one specific plant health treatment.

Contribution of the EMAS objectives to the Sustainable Development Goals

SUSTAINABLE DEVELOPMENT GOALS / EMAS	2 ZERO HUNGER	3 GOOD HEALTH AND WELL-BEING	6 CLEAN WATER AND SANITATION	7 AFFORDABLE AND CLEAN ENERGY	11 SUSTAINABLE CITIES AND COMMUNITIES	12 RESPONSIBLE CONSUMPTION AND PRODUCTION	13 CLIMATE ACTION	14 LIFE BELOW WATER	15 LIFE ON LAND
To reduce electricity/gas consumption				✓		✓	✓		
To reduce water consumption			✓						
To promote responsible use of paper						✓			✓
To promote green public procurement		✓				✓			
To promote sustainable food and to combat food waste	✓	✓				✓		✓	✓
To organize eco-friendly events						✓			
To reduce CO2 emissions caused by commuting		✓			✓		✓		
To reduce waste and improve waste sorting					✓	✓			
To boost urban biodiversity									✓
To perform a carbon inventory							✓		

3.1 Electricity

Objective: to reduce per-capita electricity consumption in kWh by 5% between 2015 and 2021 (reference year: 2014).

Use: electricity needs are mainly linked to lighting, air-conditioning and ventilation in the buildings, IT infrastructure (computers, printers, servers), and the operation of lifts and other electrical equipment.

Indicators:

a) Total annual electricity use per person, expressed in kWh/person.

2020 results: 4 000.26 kWh/person. The total electricity consumption for 2020 was 6 508 423.96 kWh. This compares to 7 498 751.47 kWh in 2019 and 7 716 934.25 kWh in 2018.

The total electricity consumption per person for 2020 was **13.5%** down on 2019 and **28.7%** down on 2014. The 'electricity' objective of the Committees has been achieved since 2017.

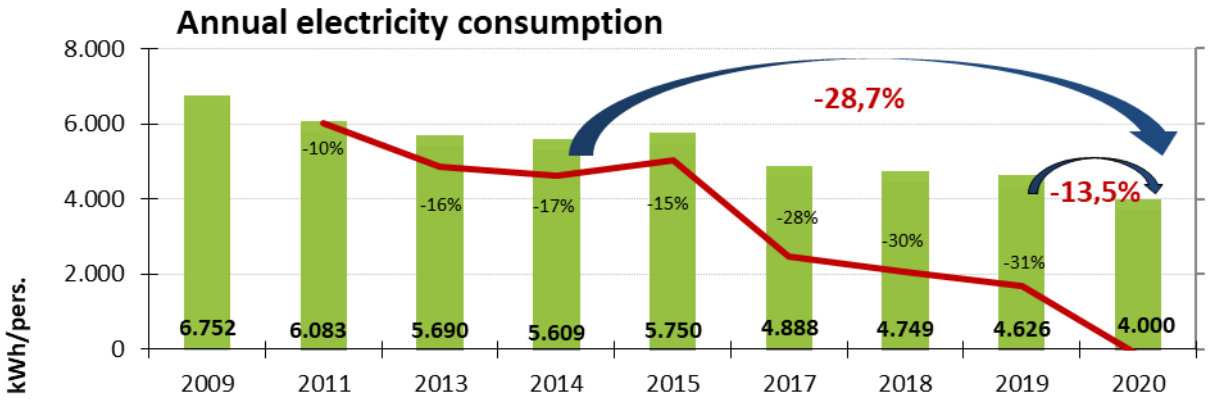


Figure 1: Electricity consumption per person per year for all the buildings

b) Total annual electricity use per unit of floor area, expressed in kWh/m²/year.

2020 results: 78.91 kWh/m². The total electricity consumption per m² for 2020 was **13.2%** down on 2019 and **30.3%** down on 2014.

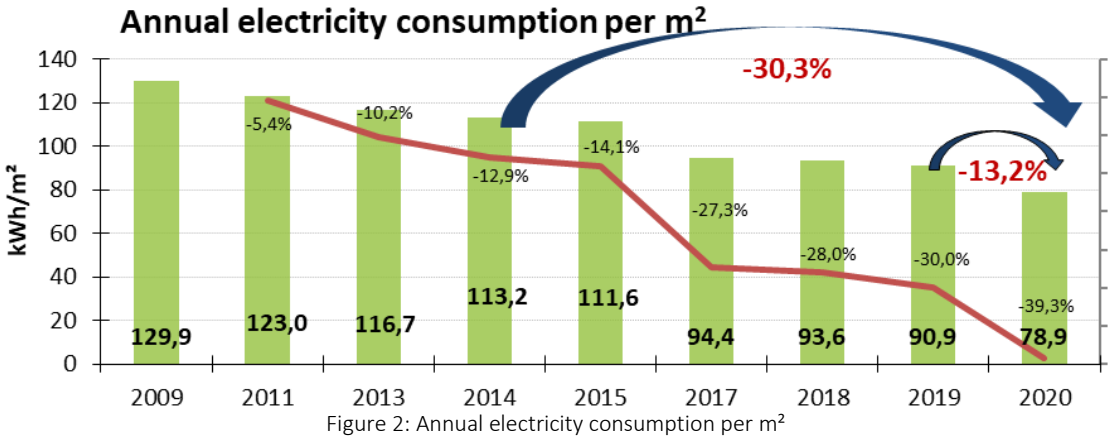


Figure 2: Annual electricity consumption per m²

Explanation of data

We would note first of all that, for ease of reference, some years are not shown in the graphs. However, the data for these years are available.

Since 2020, the data have been based solely on smart meter readings, which are more reliable than bills.

The VMA building has come under the Committees' EMS since 2015. The VMA consumption data have been provided by the Commission, which owns the building. The consumption is calculated on a pro-rata basis for the surface area occupied by the Committees (57.85%).

Lastly, it should be noted that there are significant technical differences between the buildings due to the activities taking place in them, the age of the technical systems and the levels of comfort provided. This explains the differences in consumption between the various buildings (graphs 3 and 4).

The largest building (JDE) houses many meeting and conference rooms as well as the canteen, kitchens and printshop, which obviously use more energy than offices. The second largest building (BvS) has no air-conditioning system, and therefore consumption per m² and per person is much lower than in the other buildings. Since late 2017, the heating system of the TRE building has been powered by gas instead of electricity. The REM building has very few occupants (31 people in 2020), but its heating needs are the same.

The annual electricity consumption per building is indicated in the graphs below:

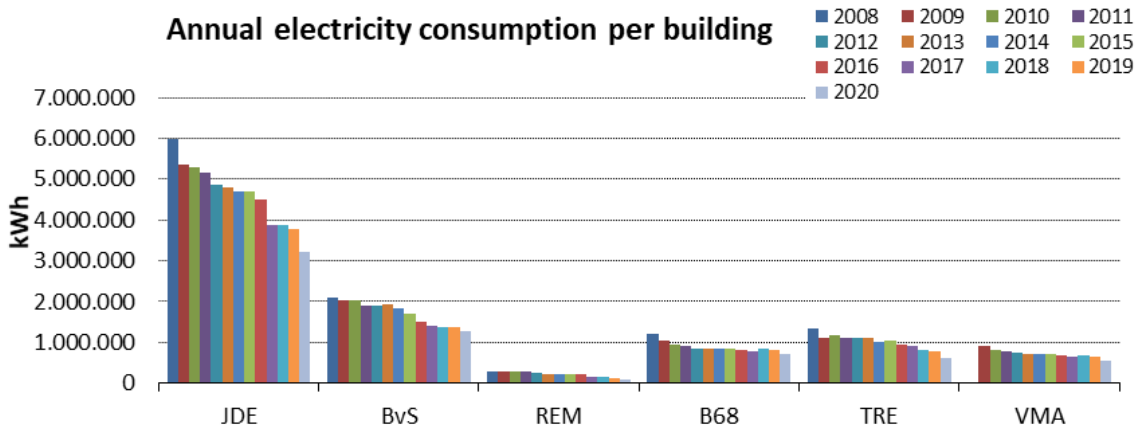


Figure 3: Annual electricity consumption per building

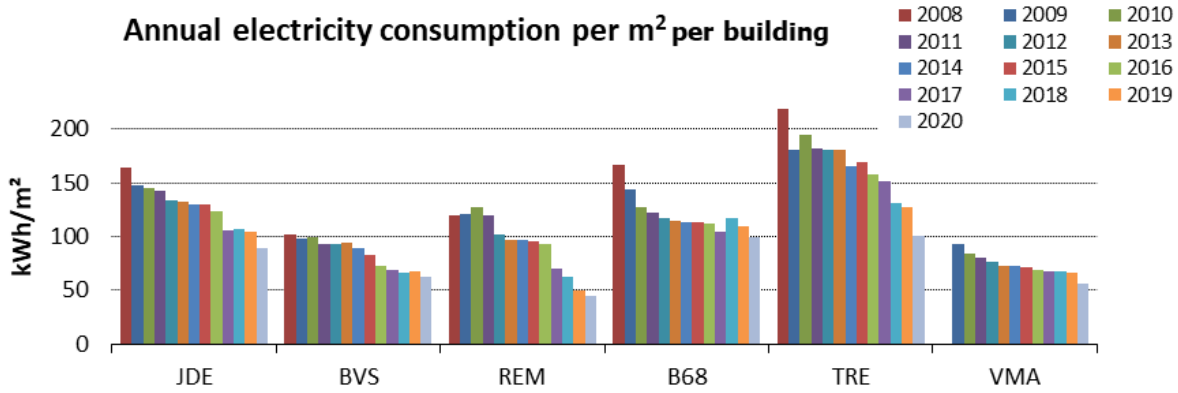


Figure 4: Annual electricity consumption per m² per building

Analysis of results

Electricity consumption was significantly lower in 2020 than in previous years (reduction of around **13%** in both indicators). This is explained by the exceptional situation resulting from the **COVID-19 pandemic**, which led to the closure of the B68, TRE and REM buildings for a period of fourth months during the first lockdown.

Although significant, the reduction in electricity consumption was limited for a number of reasons. First, there was a slight increase in electricity consumption in the IT rooms of the BvS and B68 buildings. This was because the servers situated in those buildings were replaced with servers with more storage capacity and CPU power. The new servers do not consume more electricity, but there was a period of overlap in 2020 between the old and new servers, which had a (limited) impact on total consumption. Second, the JDE and TRE buildings are heated by air. Due to the COVID-19 pandemic, the systems were set to 100% fresh air mode, without any energy recovery, which increased consumption. Under normal conditions (outside of the pandemic), energy recovery is between 70% and 90%. Other measures taken to manage the health crisis, such as increasing the flow rates of ventilation units and extending their operating hours, could also have impacted consumption.

Actions taken

Since setting up their EMS, the Committees have taken various actions with the aim of improving the energy performance of their buildings. All these actions are set out in the table 'Description of significant environmental aspects' at the end of the document. Some of these are noted below (non-exhaustive list):

All buildings

- Since 2009, the Committees have used only green energy[14].
- Electricity meters allowing more efficient energy management have been installed.
- Energy-intensive lighting systems have been replaced with LED lights and movement sensors (action ongoing).
- Comfort periods have been reduced during the summer months.

JDE building

- The performance of the conference rooms has been improved by optimising the temperature and air supply.
- The performance of the extractor hood (kitchen) has been improved to ensure limited extraction flow and therefore reduce its electricity consumption.
- The management of temperatures in the cold storage rooms (kitchen) has been improved by installing a remote control system. If the temperature changes significantly, an alert is activated in the control centre.

BvS building

- A ventilation system has been installed in certain rooms. This action ensures better energy management because the rooms receive a supply of fresh air without having to open windows, which therefore limits heat loss.

14 Source: 86% hydropower and 14% wind energy. Geographical origin: mainly France and Norway, but also Belgium and Italy to a lesser extent.

TRE building

- Operation of the boilers has been optimised by adding scheduling. Environmental benefit: electricity consumption is governed by needs.
- Consumption has significantly decreased since 2018 following the installation of a gas boiler (previously the heating was powered by electricity).

Current or future actions

Provided that they are technically feasible and funding is available, the following actions are being or will be taken:

- continued installation of LED lights with dimmers in all buildings;
- continued installation of variable pumps for the air supply/ventilation units in the JDE building;
- monitoring of consumption outside normal working hours;
- installation of occupancy sensors in the REM building.

Production of solar energy

Indicator: share of total electricity use met by generation of renewable electricity, expressed in %.

Solar panels with a total area of **150 m²** were installed on the roofs of the JDE and B68 buildings in 2010.

Annual electricity generation since they were installed is **around 12 MWh**, i.e. an average of 0.18% of the Committees' total electricity consumption.

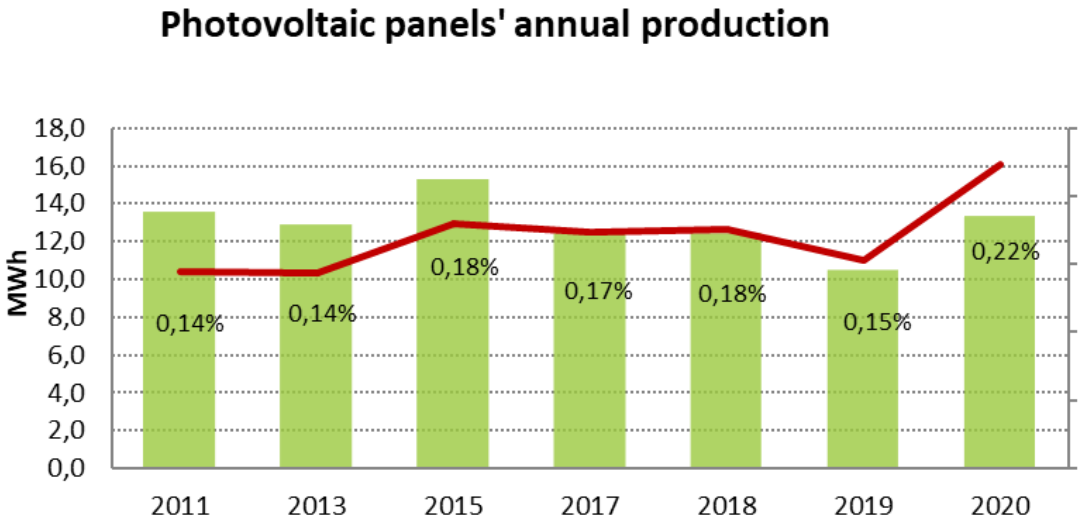


Figure 5: Annual electricity generation through solar panels

Analysis of results

Electricity generation was **13.28 MWh** in 2020, which is a slight increase on 2019 (**10.45 MWh**). As total electricity consumption fell in 2020 and electricity generation increased, the ratio between energy produced and energy consumed rose appreciably to **0.22% in 2020**.

During 2020, connection problems between the solar panels and the electricity network were solved by installing a **monitoring tool**. This raises the alarm if the system fails. This action explains why solar electricity generation increased in 2020.

Alignment with the SRD

SRD environmental performance indicators:
i1) Total annual energy use per unit of floor area, expressed as final energy (kWh/m²/year). The Committees use this indicator, which is therefore in line with the SRD.
i2) Total annual energy use per full time equivalent (FTE) employee, expressed as final energy (kWh/FTE/year). The Committees use the indicator kWh/person, which is not in line with the SRD. The unit of measurement is the total number of **occupants** and not the number of **FTEs**[15].
i41) Share of total electricity use met by on-site generation of renewable electricity (%). The Committees use this indicator, which is therefore in line with the SRD.

SRD benchmarks of excellence: not applicable.

15 FTE is the total number of paid hours during a period (part time, full time, contracted) divided by the number of working hours in that period, from Monday to Friday. One FTE is equivalent to one employee working full time.

3.2 Gas

Objective: to reduce per-capita gas consumption by 5% between 2015 and 2021 (reference year: 2014).

Use: gas is mainly used to heat the six buildings and to produce domestic hot water in the JDE building.

Indicators

a) Total annual gas use per person, expressed in kWh/person.

2020 results**: 2 304.74 kWh/person.**

The total gas consumption in 2020 was 3 749 817.82 kWh/GCV/DD. This compares to 4 526 507.13 kWh/GCV/DD in 2019 and 5 331 798.14 kWh/GCV/DD in 2018.

The total gas consumption per person for 2020 was **17.5%** down on 2019 and **41.9%** down on 2014. The 'gas' objective of the Committees has been achieved since 2017.

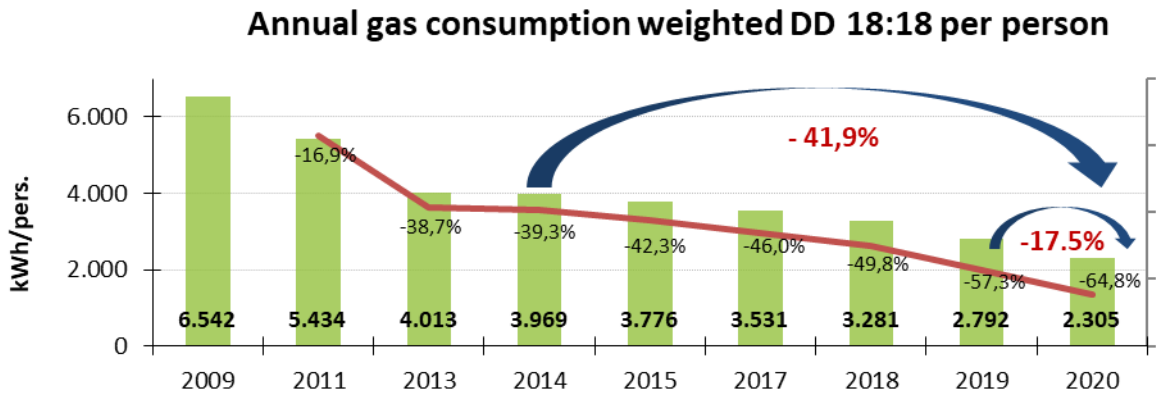


Figure 6: Gas consumption per person per year for the six buildings

b) Total annual gas use per m², expressed in kWh/m².

2020 results: 45.47 kWh/m². The total gas consumption per m² for 2020 was **17.2%** down on 2019 and **42.7%** down on 2014.

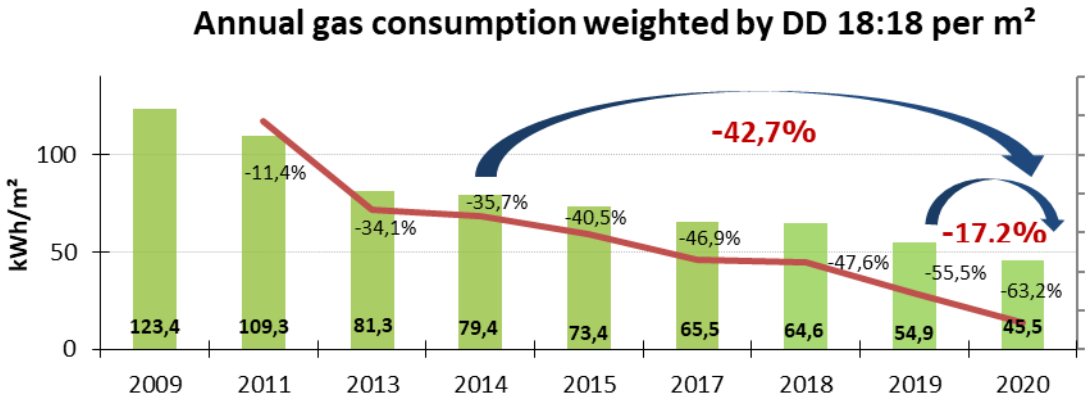


Figure 7: Annual gas consumption in kWh/m²

Explanation of data

For ease of reference, some years are not shown in the graphs. However, the data for all years are available.

Since 2020, the data have been based solely on smart meter readings, which are more reliable than bills.

The data for the VMA building have been provided by the Commission, which owns the building.

The 'degree day 18:18'[16] concept enables us to take into account external temperatures observed throughout the relevant year, thus showing energy consumption in relation to changing weather. For example, a particularly cold winter will mean greater energy consumption, even if new insulation measures have been put in place. Using the degree day concept, the impact of insulation can be measured.

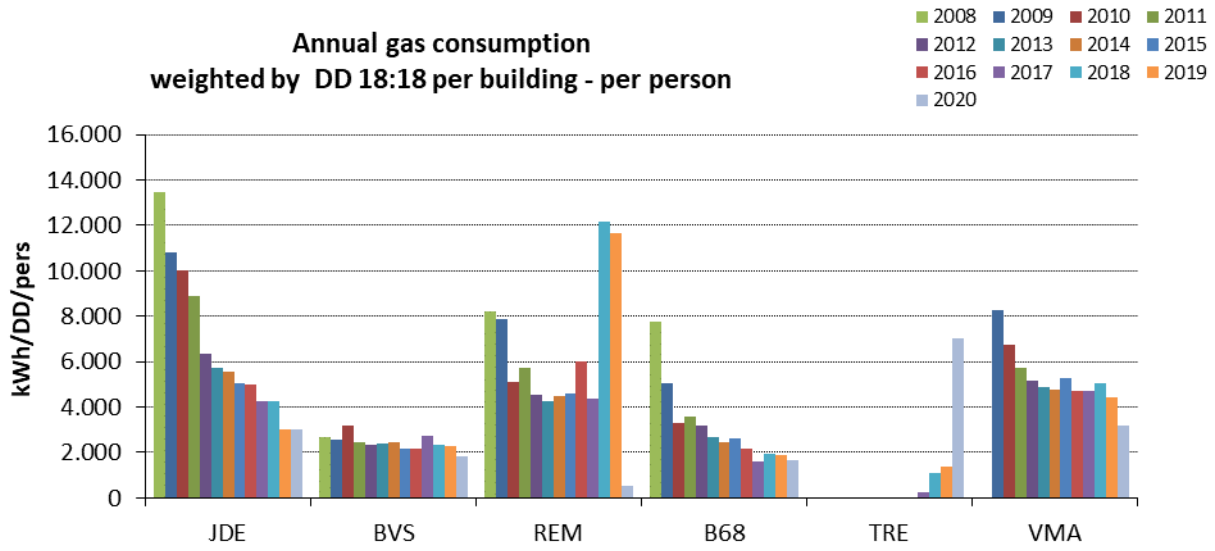


Figure 8: Gas consumption per person per year for each building

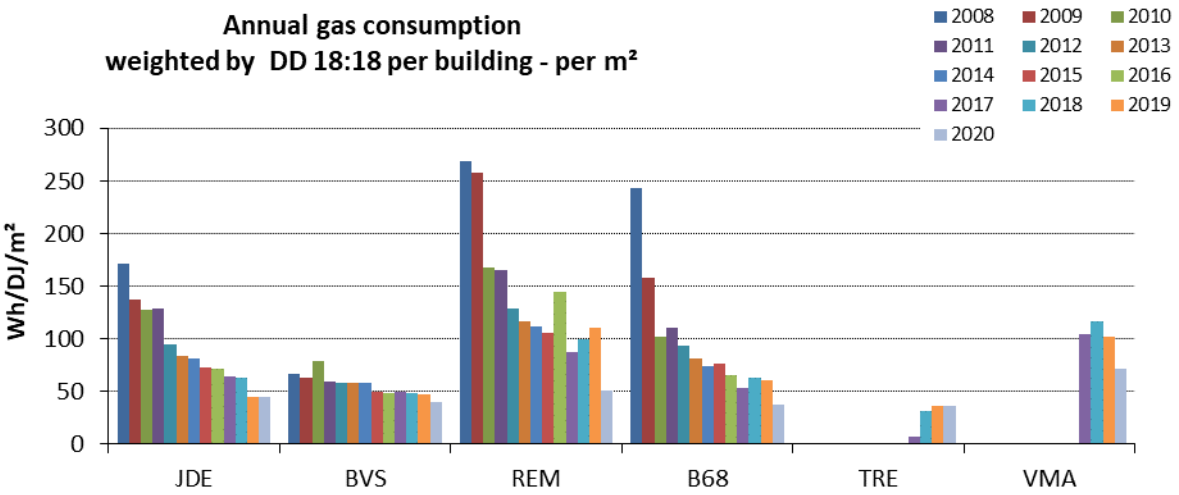


Figure 9: Gas consumption per m² per year for each building

16 Unified degree days enable us to quantify the energy expenditure needed to maintain a comfort temperature according to the outside climate. Degree days 18:18 correspond to degree days based on an external temperature of 18°C.

Analysis of results

Gas consumption was significantly lower in 2020 than in previous years (reduction of around **17.50%** compared with 2019). As we noted with electricity consumption, this is mainly explained by the exceptional situation resulting from the COVID-19 pandemic.

Although significant, the reduction in gas consumption was limited for a number of reasons. To start with, the first lockdown began on 16 March 2020. The buildings therefore operated normally during the winter months (no impact from the lockdown on the period prior to that date). Furthermore, due to the COVID-19 pandemic, at the beginning of February 2020 the systems were set to 100% fresh air mode, which increased consumption.

Next, although the B68, TRE and REM buildings were closed for a period of four months in total in 2020, they account for only around 20% of the heated or cooled area of the Committees' buildings. The two main buildings (BvS and JDE) continued to operate almost normally, and therefore needed heating and cooling as in previous years.

In general terms, gas consumption has steadily decreased since the EMS was introduced. The JDE building has seen the most significant reduction. As the largest building, it has a clear impact on overall consumption. The installation in 2019 of a new boiler solely for the purpose of producing domestic hot water has enabled the other multi-purpose boilers to be shut down during the summer months. In addition, a change to the boiler programming has reduced consumption. An algorithm adjusts the output of the boilers to the outside temperature.

With regard to the REM building, the increase in gas consumption per person in 2018 and 2019 is explained by the sharp fall in the number of occupants (31 occupants as of 31 December 2020).

Actions taken

The Committees have taken many actions aimed at sustainably heating and cooling their buildings. The results achieved are due to the hard work of their engineers. Energy efficiency has been improved while taking account of the comfort of occupants in every season. Below is an overview of these actions. The list is not exhaustive[17].

All buildings

- Continuous improvement of the energy performance of the buildings in accordance with the applicable regulations (Directive 2012/27/EU of the European Parliament and of the Council of 25 October 2012 on energy efficiency, and legislation of the Brussels Capital Region).
- Implementation of the PLAGE (*Plan local d'action pour la gestion énergétique* – Local action plan for energy management) in order to produce an energy register of the buildings and set objectives for reducing energy consumption.
- Installation of energy meters for more efficient energy management (ongoing).
- Optimisation of the output of heating units and distribution networks (ongoing).
- Optimisation of the control of heating units and distribution networks (CTM) (ongoing).

17 All the actions are set out in the appended table 'Description of significant environmental aspects'.

JDE building

- Installation of a new green roof above the JDE cafeteria and canteen in 2019. The roof includes a new layer of insulation and bee-forage plants. Environmental benefit: improved thermal insulation and energy performance. The green roof is also a way to encourage urban biodiversity (see Chapter 3.9).
- A new boiler solely for the purpose of producing domestic hot water has been installed. Environmental benefit: shutdown of the other boilers in summer.

BvS building

- Installation of a green roof including a layer of insulation above the eighth floor of the BvS building.
- Energy audit of the BvS building, which has led to three actions being added to the environmental permit: free cooling by the CTM system, time programming, and setting of the cooling unit according to a cold curve.
- Since 2018, cutting of the gas supply during June, July and August.

B68 building

- Energy audit of the B68 building. New environmental permit issued in 2019.
- Since 2018, cutting of the gas supply during June, July and August.

TRE building

- Energy audit in 2016.
- Creation of a 'double skin' by installing a glazed internal wall on the seventh floor in order to improve energy performance.

Current or future actions

Provided that they are technically feasible and funding is available, the following actions are being or will be taken:

- continued implementation of the PLAGE;
- continued installation of meters;
- an energy recovery system on the ventilation units has been the subject of a feasibility study with positive results. Construction surveys could start in 2022. If the results are positive and funding is available, work could take place in 2023.

Lastly, it should be stressed that the Committees have undertaken to implement the EU's carbon neutrality objectives as part of the European Green Deal. As EU bodies, this means achieving climate neutrality by 2030. Against this background, the energy performance of the buildings will form a key way of reducing the Committees' carbon footprint.

Alignment with the SRD

SRD environmental performance indicators:

i1) Total annual energy use per unit of floor area, expressed as final energy (kWh/m²/year). The Committees use this indicator, which is therefore in line with the SRD.

i2) Total annual energy use per full time equivalent (FTE) employee, expressed as final energy (kWh/FTE/year). The Committees use the indicator kWh/person, which is not in line with the SRD. The unit of measurement is the total number of occupants and not the number of FTEs.

SRD benchmarks of excellence: not applicable.

3.3 Water

Objective: to maintain per-capita consumption in m³ between 2015 and 2021 (reference year: 2014).

Use: water is mainly used for catering and cleaning activities, toilets, humidifying air, and watering indoor plants and outdoor gardens. The Committees use only tap water.

Indicators

a) Water consumption per year per person (m³/person)

2020 results: 9.06 m³/person.

The total water consumption in 2020 was 14 741 m³. This compares to 19 778 m³ in 2019 and 21 562 m³ in 2018.

The total water consumption per person for 2020 was **25.7%** down on 2019 and **22.1%** down on 2014.

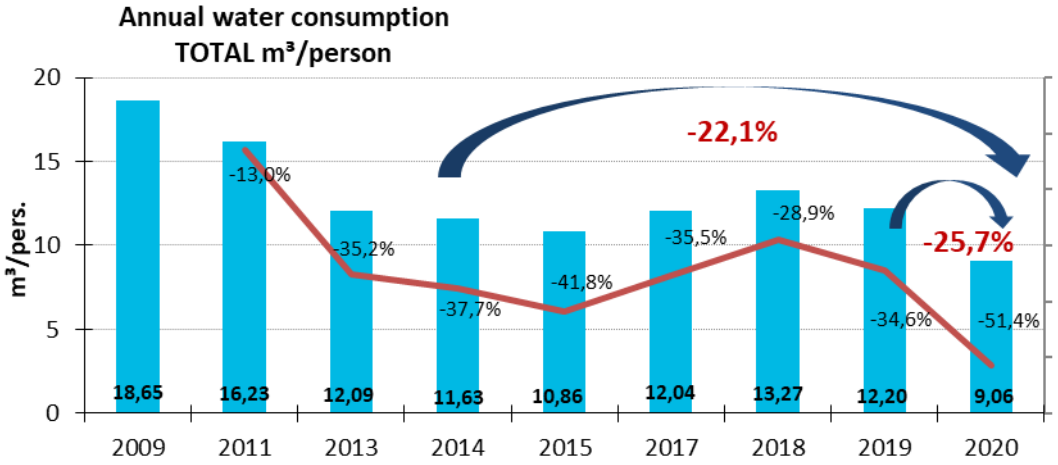


Figure 10: Annual water consumption per m³ per person for the six buildings

b) Water consumption per year per m² (m³/m²)

2020 results: 0.18 m³/m².

The water consumption per person for 2020 was **25.5%** down on 2019 and **23.8%** down on 2014.

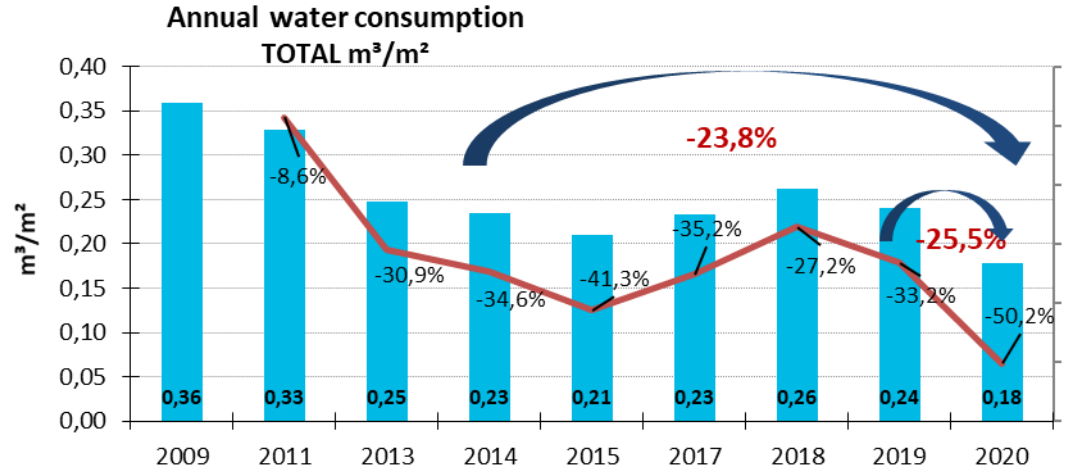


Figure 11: Annual water consumption in m³ per m²

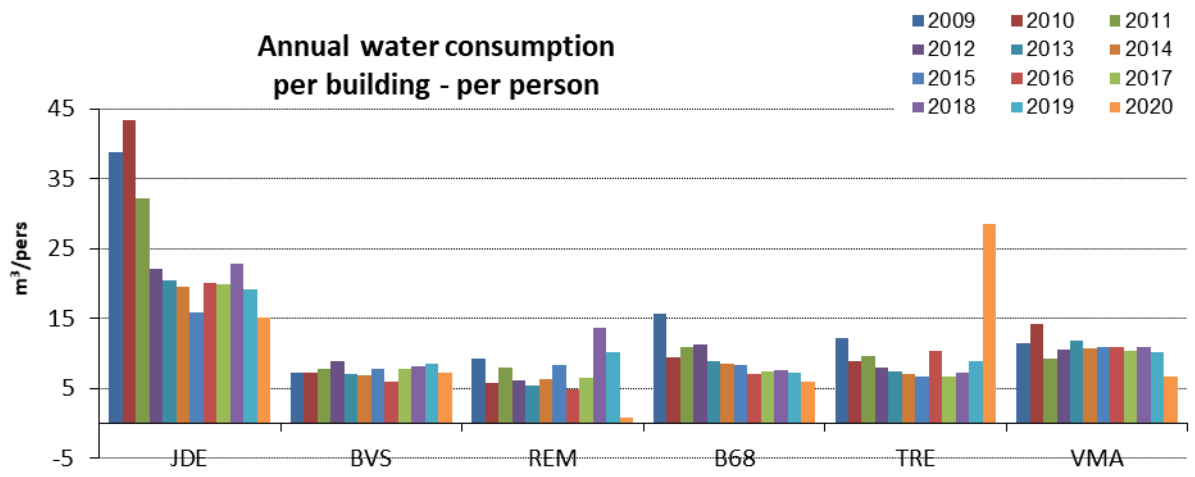


Figure 12: Water consumption per person per building

Explanation of data

Since 2020, the data have been based solely on smart meter readings, which are more reliable than bills. It should be noted that the data for the 2009-2011 period are an estimate based on extrapolation.

For ease of reference, some years are not shown in the graphs. However, the data for these years are available.

Analysis of results

As we saw with energy consumption, water consumption per person fell very sharply in 2020 (reduction of around **25%** compared with 2019). This was mainly due to the COVID-19 situation and the fact that the Committees' buildings were not occupied and saw very few visitors for most of the year.

In general terms, there has been a gradual reduction in water consumption per person since 2009. A slight **increase** was observed in the 2016-2018 period, with a peak in 2018. This increase in water consumption in 2018 is explained by the fact that the bamboo watering system was disrupted during the work carried out in that period (renovation of the JDE entrance hall). This problem has been solved. Since 2019, water consumption has been falling again. The number of visitors (JDE) is one of the factors that causes water consumption to rise and fall, as it has a direct impact on the use of toilets. The number of visitors has less impact on energy consumption as the conference rooms are heated and cooled regardless of how many people are in them.

The objective of maintaining the per-capita consumption in m^3 at the 2014 level was achieved in 2020. However, the water consumption figure for 2020 cannot be regarded as representative. It is expected that water consumption will increase again once face-to-face activities resume.

Actions taken

The Committees have implemented numerous actions in order to reduce their water footprint. The challenge is not only to reduce water consumption, but also to control water quality. Below is an overview of the main actions. The list is not exhaustive[18].

- **JDE:** the intensive green roofs have been replaced with extensive green roofs that do not need irrigating.
- **JDE and BvS:** eight softened water fountains have been installed in different areas of the JDE and BvS buildings. They dispense chilled filtered water. Although the fountains have increased water

18 All the actions are set out in the appended table 'Description of significant environmental aspects'.

consumption per person, this action is a key part of the Committees' zero plastic strategy (see the food objective in Chapter 3.10). In conjunction with this action, insulated water bottles have been given to staff by the management[19].

- **JDE:** installation of a water softener in the kitchens to reduce limescale and therefore limit the frequency of equipment maintenance.

Current or future actions

- **All buildings:** installation of water meters in strategic locations to ensure better water management. This action began in 2018 and should be completed in 2021.
- **JDE:** rainwater recovery system for watering the bamboos. Following a delay in the tender procedure, the work will potentially be ordered in 2022 and carried out during 2023. Environmental benefit: recovery of rainwater with a direct impact on water consumption.
- **Awareness-raising:** the Committees regularly organise campaigns to raise staff awareness about water, particularly in conjunction with World Water Day.

Alignment with the SRD

SRD environmental performance indicators:

i5) Total annual water use per full time equivalent (FTE) employee (m^3/FTE/year). The Committees use the indicator kWh/person, which is not in line with the SRD. The unit of measurement is the total number of occupants and not the number of FTEs.

i6) Total annual water use per internal floor space (m^3/m^2/year). The Committees use this indicator, which is therefore in line with the SRD.

SRD benchmark of excellence: total water use in office buildings is lower than 6.4 m^3/FTE employee. As the Committees' indicator uses the number of occupants, it cannot currently be compared with the benchmark of excellence, as one occupant is not equivalent to one FTE.

19 EESC staff benefited from this action in 2019. However, due to the COVID-19 pandemic, this action has been postponed with regard to CoR staff.

3.4 Paper

Objective: to reduce paper consumption by 5% between 2016 and 2021 (reference year: 2015).

Use: paper is used in two different ways: in offices (printed paper) and in publications and meeting documents.

a) **Paper used in offices:** this is 100% recycled A4 80 gsm paper used by staff to print documents.

Indicator: number of sheets printed per person per day.

2020 results: 3.8 sheets/person/working day.

In absolute terms, the total amount of paper used in 2020 was 1.354 million pages. This compares to 2.7965 million pages in 2019 and 4.808 million pages in 2018.

The amount of paper used per person per day in 2020 was **52%** down on 2019 and **81%** down on 2015. The objective of reducing paper consumption by 5% from the 2015 level was achieved in 2020. However, this result cannot be regarded as representative (see the analysis of results below).

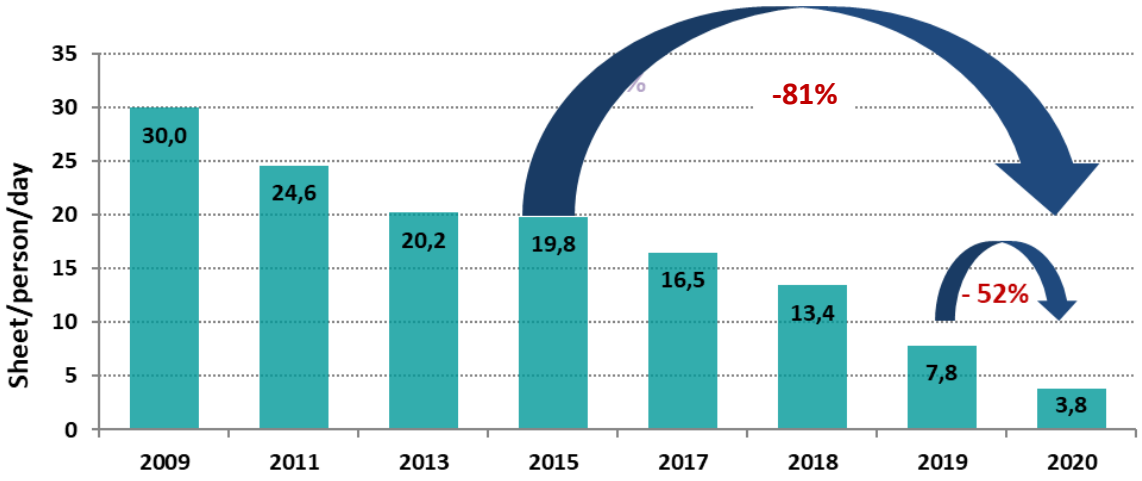


Figure 13: Number of sheets printed per employee per working day

b) **Paper used for publications:** this paper is used solely by the printshop. It is used both for copies[20] of members' meeting documents and for communication products (brochures, posters, business cards, etc.), many of which are printed in colour on special paper (not recycled).

Indicators: amount of paper purchased for publications (in tonnes); percentage of recycled paper used in publications; number of reprints (corrections).

2020 results: the amount of paper used for printing publications fell dramatically in 2020, as it was 79% down on 2019.

The total amount of recycled paper used in 2020 was 864 kg. This compares to 48 698 kg in 2019 and 48 858 kg in 2018.

20 On recycled A4 80 gsm paper, in black and white and double-sided.

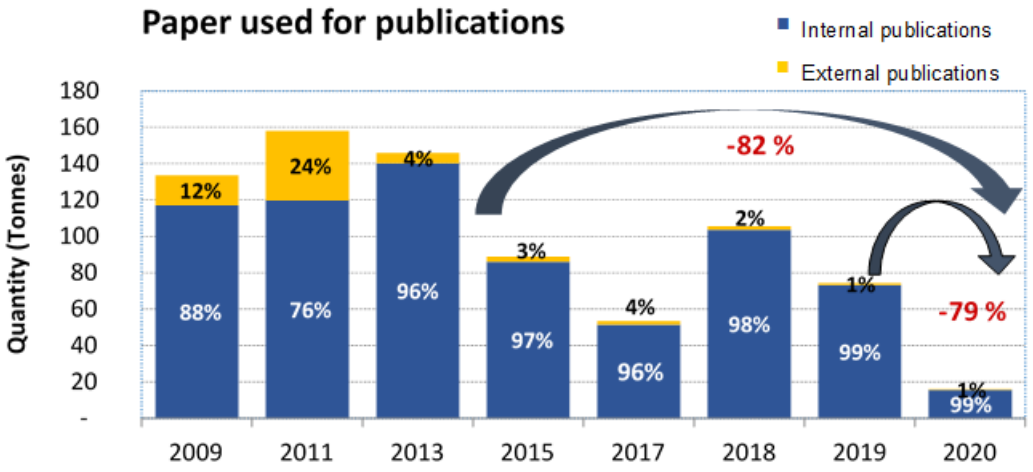


Figure 14: Tonnes of paper used for publications per year

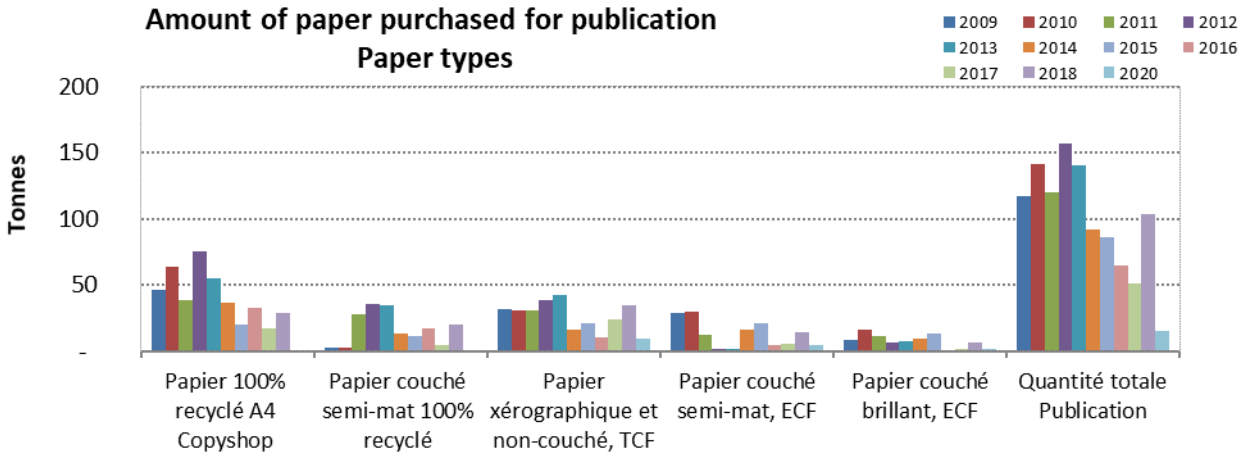


Figure 15: Tonnes of paper purchased per year by paper type

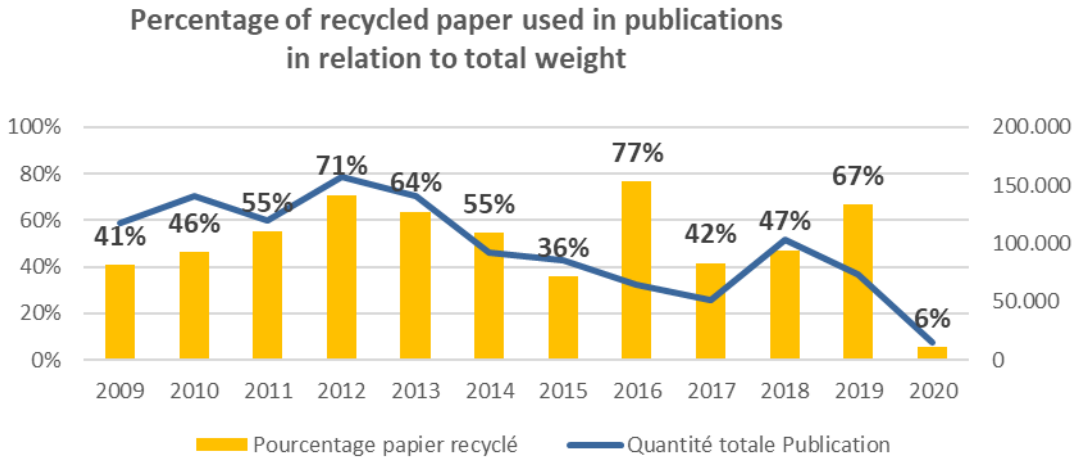


Figure 16: Percentage of recycled paper used in publications in relation to the total weight

Explanation of data

'Amount of paper purchased for publications' indicator: the amount of paper for **internal publications** is calculated based on the weight of the paper purchased by the Committees' printshop, and not on the weight of the paper actually used. Until last year, the paper stock tended to last around three years. Due to the COVID-19 pandemic and the significant reduction in the paper needs of each Committee, there is still plenty left of the 2018 paper stock, which could last for a longer period estimated at four to five years.

We would point out that the increase in paper consumption seen in 2018 was precisely due to the purchase of a large amount of paper in that year. In 2019 and 2020, the amounts have fallen as there was no need to purchase paper.

The amount of paper for external publications is calculated based on the weight of the orders placed with external printers.

Analysis of results

As we saw with energy consumption, paper consumption fell sharply in 2020 compared with 2019.

With regard to the paper used in offices, the reduction was around 50%, which is obviously related to the COVID-19 pandemic. As almost all staff worked remotely for most of 2020, naturally enough the printers were under-used, which significantly reduced the amount of paper used per person.

With regard to the paper used for publications, the figures indicate an impressive reduction of nearly 80% compared with 2019. This is explained by the unprecedented situation of all staff and members working remotely. Meetings, particularly meetings with members, were held online from 16 March 2020. In addition, no face-to-face events involving visitors were organised. Most of the publications were switched to digital format and no longer printed.

We would stress that the paper rationalisation approach during meetings was introduced by the Committees before the pandemic, with the EESC adopting a 'paper-poor meetings' strategy and the CoR adopting a 'paper-free meetings' strategy aimed at going 100% digital. Although an increase should be expected once face-to-face activities resume, it seems that the respective paper reduction and paper elimination strategies adopted by the Committees are bearing fruit.

With regard to recycled paper, the sharp fall in the percentage of recycled paper used in publications (6% in 2020 compared with 67% in 2019) is explained by the exceptional purchase in 2019 of FSC-certified A4 paper instead of 100% recycled paper. We would note that, where another type of paper has to be used for publications (for example, for covers), in most cases it will have been produced from pulp that has undergone an ECF (elementary chlorine free) or TCF (totally chlorine free) bleaching process.

Lastly, we note that requests for reprints following corrections have also fallen, as they account for 0.1% of the total amount of paper used for publications.

Actions taken

Driven by the desire to act as responsible institutions, since the EMS was introduced in 2009, the EESC and the CoR have taken a series of actions aimed at reducing or eliminating paper use, or encouraging the use of recycled paper. Below are some examples of these actions. The list is not exhaustive[21].

21 All the actions are set out in the appended table 'Description of significant environmental aspects'.

- A4 paper used for printing (office paper) is '100% recycled'[22].
- Almost all individual printers have been replaced with shared printers. In 2020, across the two Committees, there were only nine individual printers left.
- Administrative, financial and human resources procedures have been digitised.

Current or future actions

- CoR: implementation of a digital communication strategy.
- EESC: implementation of a 'paper-poor meetings' strategy.
- CoR: implementation of a 'paper-free meetings' strategy.
- EESC and CoR: continued digitisation of administrative, financial and human resources procedures.
- Staff awareness-raising: campaigns to raise staff awareness are regularly organised ('print only if necessary'). The next campaign will be organised on the return to face-to-face working.

Alignment with the SRD

SRD environmental performance indicators:

i11) Daily number of sheets of office paper used per full time equivalent employee (sheets of paper/FTE/working day). The Committees use the indicator sheets of paper/person/working day, which is not in line with the SRD. The unit of measurement is the total number of employees and not the number of FTEs.

i12) Share of environmentally friendly certified office paper purchased in the total of purchased office paper (%). The Committees use this indicator.

SRD benchmarks of excellence

b4) 15 sheets of paper/FTE/working day.

As the Committees' indicator uses the number of persons, it cannot currently be compared with the benchmark of excellence.

b5) Office paper used is 100% recycled or certified according to an ISO Type I ecolabel (e.g. EU Ecolabel). The office paper purchased by the Committees is certified as 100% recycled. Since 2019, the Committees have occasionally used paper that is not 100% recycled, but that is FSC-certified.

22 Since 2019, FSC-certified paper has been used due to the plant that supplied the Committees with recycled paper having closed.

3.5 Waste

Objective: to continue reducing the amount of waste generated in the 2018-2021 period by 5% compared with 2017, and to improve the quality of waste sorting.

Indicator: amount of office and kitchen waste (kg) per person per year.

2020 results: 54.7 kg of waste/person/year.

Amount of waste over the last three years - by type of waste and total amounts expressed in kg:

Type of waste	2020	2019	2018
General	34 212	95 300	91 985
Paper/cardboard	45 709	166 530	90 886
PMC	2 585	10 912	13 819
Glass	428	7 138	5 949
Organic waste	6 030	15 910	14 474
TOTAL	**88 964**	**295 790**	**217 113**

The amount of waste generated during 2020 was **70%** down on 2019 and **59%** down on 2017 (reference year).

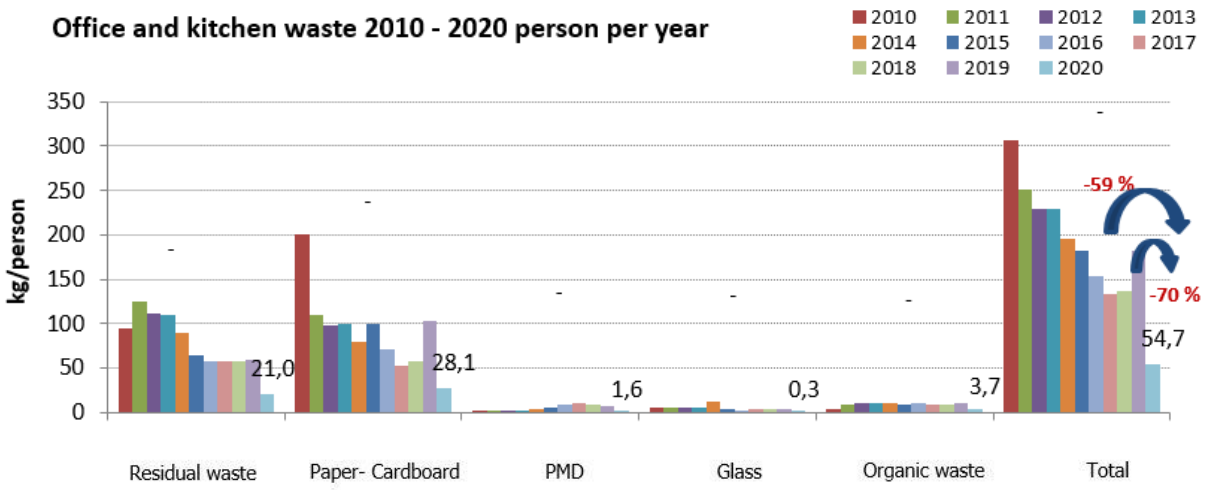


Figure 17: Tonnes of office and kitchen waste per person per year

Explanation of data

The waste data have been provided by the contractor. Since 2014, they have been based on the actual weight of the waste.

In order to be able to make comparisons between years, only the waste generated in the offices and kitchens has been included. The data on site waste and other types of waste are collected and analysed separately.

Analysis of results

As we saw with the other indicators, the amount of waste generated in 2020 **fell sharply** compared with 2019 (reduction of around 70%). This was due to the COVID-19 pandemic. The fact that the vast majority of staff and members worked remotely for most of 2020 had a direct impact on the amount of office waste generated. In addition, the catering services (canteen, kitchen, cafeterias, event catering) were suspended during the first lockdown, except for some ad hoc and limited services. Obviously this reduced the amount of kitchen waste generated.

The amount of waste has decreased overall since the EMS was introduced. Despite the amount of waste having increased in certain years, the Committees' sustained efforts to prevent and raise awareness about reducing waste are bearing fruit.

This general downward trend has been seen in all the various waste categories – general, paper and PMC – except for glass waste, which has been increasing since 2017. This is due to the gradual replacement of single-use plastic containers (particularly bottles) with glass containers. The amount of organic waste also slightly increased between 2017 and 2020. Food waste mainly comes from the catering services during events. For health and safety reasons, it is not always possible to reuse or redistribute leftover prepared food (see Chapter 3.10).

We would note that, in 2019, the amount of paper waste rose very sharply (+80% between 2018 and 2019). This was due to both Committees clearing out a large part of their archives, generating around 160 tonnes of waste paper.

Permanent actions

There are various different types of waste: office paper, PMC waste, organic waste from the kitchens, printing or medical waste, end-of-life IT equipment waste, etc. This waste is collected by an approved waste disposal company in accordance with the corresponding framework contract.

The Committees have taken various actions to reduce the amount of waste and also to organise the sorting of waste in accordance with the applicable regulations. Some of these actions are noted below (non-exhaustive list[23]).

- Sorting of waste carried out by staff, members, contractors and visitors.
- Quality control of sorting via regular audits and corrective actions.
- Information and awareness-raising of staff and visitors (campaigns, displays, signage).
- Eco-advice for event organisers (see Chapter 3.11). The three largest events are the subject of waste prevention work and specific monitoring.
- Hazardous waste is collected separately in accordance with the regulations: WEEE, printer toners and cartridges, fluorescent tubes and other light bulbs, used oils, paint pots, needles used by the medical services, etc.
- Organic waste: food waste from the catering activities is converted into biogas[24].
- Food donation: instead of being thrown away, some leftovers from catering activities are packaged and redistributed to people in need[25] (see Chapter 3.10).

23 All the actions are set out in the appended table 'Description of significant environmental aspects'.

24 It should be remembered that the catering services were suspended from 16 March 2020. It should also be noted that organic waste placed in general waste bins (e.g. in the kitchenettes) is not separately collected.

25 Food donation was suspended due to the COVID-19 pandemic. There were no catering activities from 16 March 2020.

- Plastic waste: single-use plastics (bottles, containers, etc.) are banned from the catering activities in accordance with the European Strategy for Plastics in a Circular Economy. This policy dovetails with the installation of tap water fountains. There is also an active policy to use sustainable supplies instead of disposable supplies. Disposable cups are banned from events. Staff are encouraged to use their own cups.
- Reuse: so that they can have a second life, obsolete IT equipment and office furniture are donated to an association under a specific contract.

Current or future actions

- Establishment of 'recycling corners' in the various buildings in order to collect the most common small waste.

European Week for Waste Reduction 2020

Every year the Committees organise an awareness-raising campaign as part of the European Week for Waste Reduction. In 2020, it was on the theme of 'invisible waste'. Due to the COVID-19 pandemic, the campaign was run exclusively online.

The Committees focused their 2020 campaign on the invisible environmental impact of digital technology. The aim was to raise staff awareness of the unrecognised impacts of digital technology, from the production of equipment (computers, smartphones, chips, etc.) to its use (such as viewing online videos), and to invite everyone to reflect on their own use of digital technology. In conjunction with the campaign, the EMAS Service published eco-advice on more responsible use of digital technology.

Alignment with the SRD

SRD environmental performance indicator:

i7) Total annual office waste generation per full time equivalent (FTE) employee (kg/FTE/year). The indicator used by the Committees combines office waste and kitchen waste, and is calculated per person and not per FTE.

i8) Total annual amount of furniture, equipment and stationery that is reused (kg/FTE/year, EUR of avoided purchase/FTE/year). The Committees do not use this indicator.

i9) Office waste sent for recycling as % of total waste by weight (%). The Committees do not use this indicator.

i10) Residual office waste as % of total waste by weight (%). The Committees do not use this indicator.

SRD benchmarks of excellence

b2) Zero waste generated in the office buildings is sent to landfill. This is the case with the Committees' office waste.

b3) Total waste generation in office buildings is lower than 200 kg/full time equivalent employee/year. As the Committees' indicator uses the number of persons, it cannot currently be compared with the benchmark of excellence.

3.6 Green public procurement

Objective: to include environmental requirements in tender procedures in order to standardise the purchase of sustainable products and the provision of more environmentally friendly services.

Indicators

- Percentage of tenders including environmental criteria.
- Percentage of tenders categorised as 'top green', 'medium green' and 'low green'.

Procedure

The Committees have introduced a procedure requiring the EMAS Service to be consulted on all calls for tender where the estimated contract value equals or exceeds EUR 25 000 (joint services) or EUR 60 000 (own services). Calls for tender are analysed and categorised according to their environmental impact: low, medium or high[26].

Where the subject of the contract allows, the Committees opt for goods and services with the least environmental impact. The environmental criteria vary according to the type of contract and may include criteria added to the technical specifications (e.g. obligation to use ecolabelled cleaning and maintenance products in all contracts) or award criteria to encourage the most environmentally friendly bids.

Examples of environmental criteria: waste management, storage of hazardous products, type of products and materials (ecolabelled products are preferred if available on the market), or energy performance of electrical and electronic equipment.

Interinstitutional GPP Helpdesk

To help them with this approach, the Committees can call on an interinstitutional helpdesk managed by the European Parliament. The helpdesk responds to specific requests connected with calls for tender, helps with drafting green technical specifications and contributes to the updating of a database (market surveys, new sustainable products, etc.). Themed presentations aimed at managers are regularly organised in this context. We would note that the new 'GPP helpdesk' interinstitutional contract for the 2021-2024 period includes sustainable aspects of calls for tender, as well as environmental aspects.

2020 results

In 2020, **26** calls for tender were published by the Committees, with the EMAS Service being consulted on **15** of them in accordance with the procedure.

100% of the contract documents submitted for consultation contained environmental clauses[27]. These were the standard clauses inserted in all EESC and CoR calls for tender, which include a reference to the Committees' environmental policy and their EMAS and ISO 14001 certification. Depending on the subject of the contract, certain specific environmental criteria were also included.

26 This classification is based on two criteria: the estimated contract value and the subject of the contract. With some contracts, no environmental criteria at all, or only certain criteria, can be incorporated. These are regarded as low impact.

27 It should be noted that five calls for tender were not submitted for consultation, even though they met the criteria, because they had limited environmental impact.

Breakdown according to environmental impact

Out of the 26 calls for tender published in 2020, there were:

- 1 call for tender with a high environmental impact: finishing works, structural works and installation of equipment in office buildings.
- 5 calls for tender with a medium environmental impact: guard, surveillance and dispatching services; maintenance, breakdown and repair services for security installations, and the supply, installation and programming of new security equipment in office buildings; locksmith maintenance services and related services; audiovisual services for the CoR; web hosting services for the EESC.
- 20 calls for tender with a low environmental impact: these were mainly analyses, audits, technical assistance, provision of digital services, and hire of equipment for the organisation of multilingual conferences.

Low/medium/top green breakdown

To avoid skewing the statistics, only those calls for tender with a medium and high environmental impact are taken into account.

- Top green: 83.33%
- Medium green: 16.67%
- Low green: 0%

Permanent actions

- Electricity is 100% green.
- 100% of cleaning products are ecolabelled.
- No chemical pesticides or fertilisers are used for green space maintenance.
- Paints and varnishes are ecolabelled.
- Any wood used in works is FSC- or PEFC-certified.
- Office paper is 100% recycled or ecolabelled[28].
- Office supplies meet environmental criteria.

Specific indicator: cleaning products

Objective: purchase of more environmentally friendly cleaning products and consumables.

Indicator: percentage of ecolabelled cleaning products.

2020 results: 100% of the cleaning products used by the Committees were ecolabelled, as in 2019. At the same time, fewer products were used.

We would point out that, as part of the health measures, disinfectants and hand sanitiser gel were used in 2020 (total quantity: approximately 1 000 litres, not included in the graph below).

For information, environmentally friendly cleaning products are fully and rapidly biodegradable, free from bioaccumulative raw materials and nitro musks (scents), and based on surfactants of plant or mineral origin. In addition, refills for these products are recyclable and pump dispensers are reusable.

28 Since 2019, FSC-certified paper has occasionally been used due to the plant that supplied the Committees with recycled paper having closed.

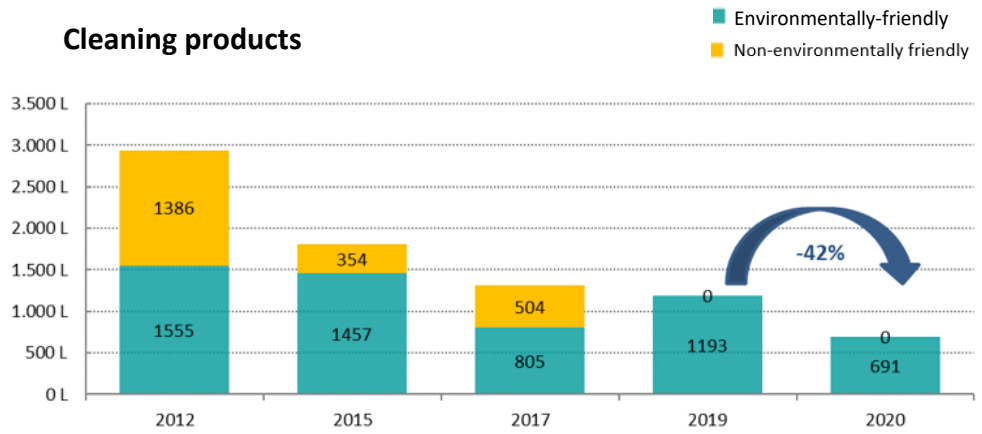


Figure 18: Cleaning products used. Environmentally friendly and non-environmentally friendly products

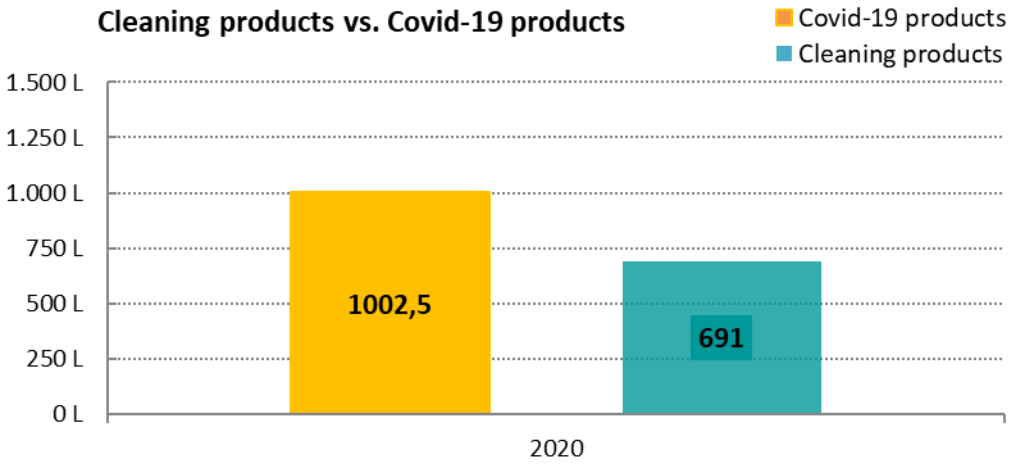


Figure 19: Disinfectants including hydroalcoholic gel – Cleaning products

Alignment with the SRD

SRD environmental performance indicator:

i118) Percentage of tenders including environmental criteria out of the total number of tenders, disaggregated by product category (%). The Committees use this indicator.

SRD benchmarks of excellence

b40) 100% of tenders include environmental criteria that require at least the level of performance set in the EU green public procurement (GPP) criteria, for products where EU GPP criteria are available (e.g. office paper, cleaning agents, furniture). The Committees fully meet this criterion.

3.7 Official cars

Objective: to reduce the pollution generated by official cars.

The Committees have seven official vehicles: three at the EESC and four at the CoR.

Indicators: ecoscore and weighted average ecoscore.

The **ecoscore** rates vehicles according to their environmental performance. Several forms of environmental impact are taken into account: greenhouse gas emissions (mainly due to CO_2), air quality (nitrogen dioxide microparticles affecting health and ecosystems) and noise pollution. Each vehicle is given a score from 0 to 100 points. The higher the score, the less polluting the vehicle is[29].

The **weighted average ecoscore** is a weighted average based on the sum of the ecoscores for each vehicle, adjusted according to each vehicle's share of the total number of kilometres travelled. This indicator was introduced in 2015 to provide a more accurate picture of the emissions produced taking account of the distance driven.

2020 results

The environmental performance of the official vehicles has generally improved since this indicator started being used. Shown below is the average ecoscore of all the vehicles of both Committees.

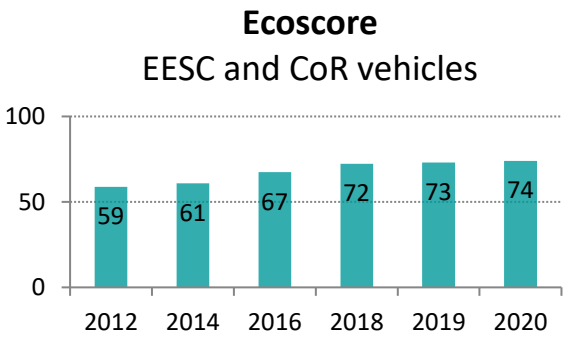


Figure 20: Ecoscore of the EESC and CoR vehicles

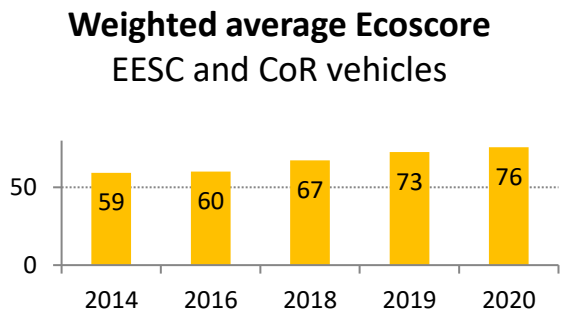


Figure 21: Weighted average ecoscore EESC and CoR vehicles

Permanent actions

- Inclusion of environmental criteria in leasing contracts.
- Selection of less polluting vehicles: three hybrid vehicles and one electric car.
- Training of drivers in eco-driving to limit environmental impacts.

29 www.ecoscore.be

3.8 Mobility

Objective: to reduce the environmental impact of staff commuting and travel for work.

Indicators:

- Percentage of staff claiming to mostly use a sustainable mode of transport in their commuting.
- Percentage of beneficiaries of the contribution for using public transport.
- Number of beneficiaries of the kilometre-based subsidy for cycling (EESC).
- Number of remote working days and number of remote workers (occasional/structural remote working).

2020 results: **79%** of CoR staff and **69%** of EESC staff used sustainable modes of transport.

These results come from the mobility survey organised within the EESC and the CoR, which was last conducted in 2017. As a result, the percentages have not changed since then. The next survey is due to be conducted in 2021 with a view to developing the Committees' new mobility plan.

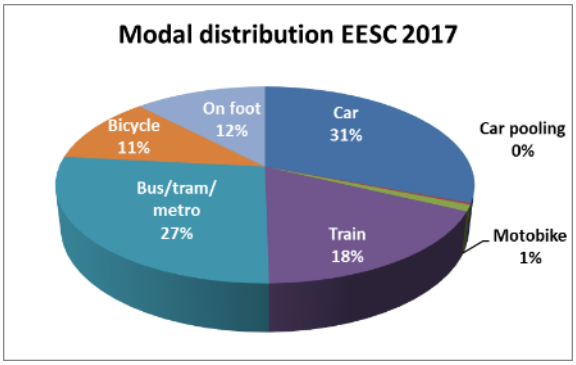


Figure 22: Modal split of EESC staff commuting journeys

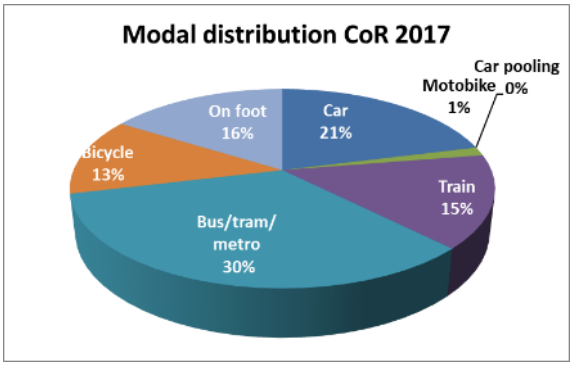


Figure 23: Modal split of CoR staff commuting journeys

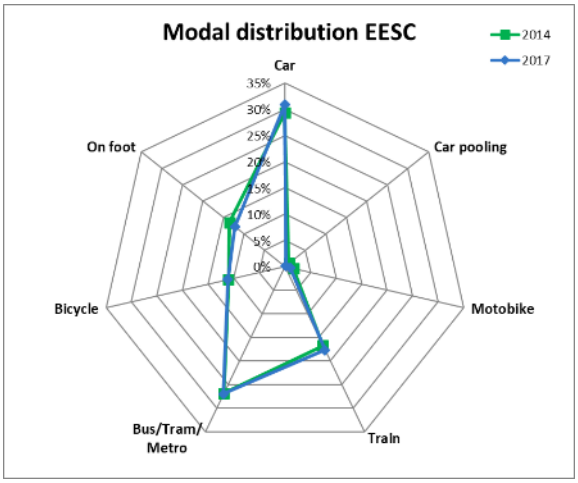


Figure 24: Modal split of commuting journeys

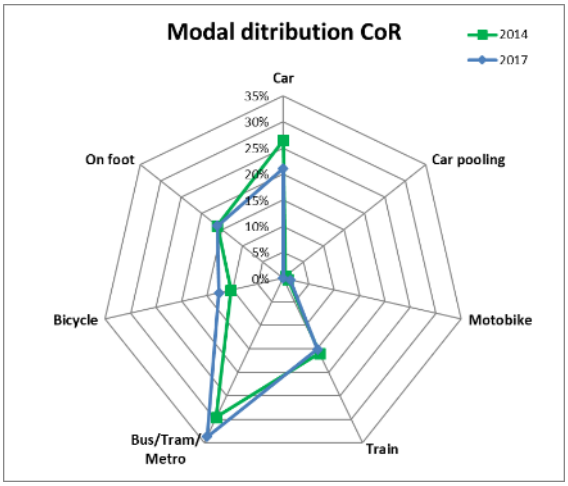


Figure 25: Modal split of commuting journeys

It should be remembered that most staff worked remotely in 2020, which had a direct impact on commuting. We are unable to measure this impact due to a lack of data[30]. We are also unable to calculate the number of remote workers as all staff were recorded as being in an 'occasional remote working' situation from the first lockdown (including staff who worked on-site). The usual indicator of the number of remote working days and the number of remote workers could not therefore be monitored.

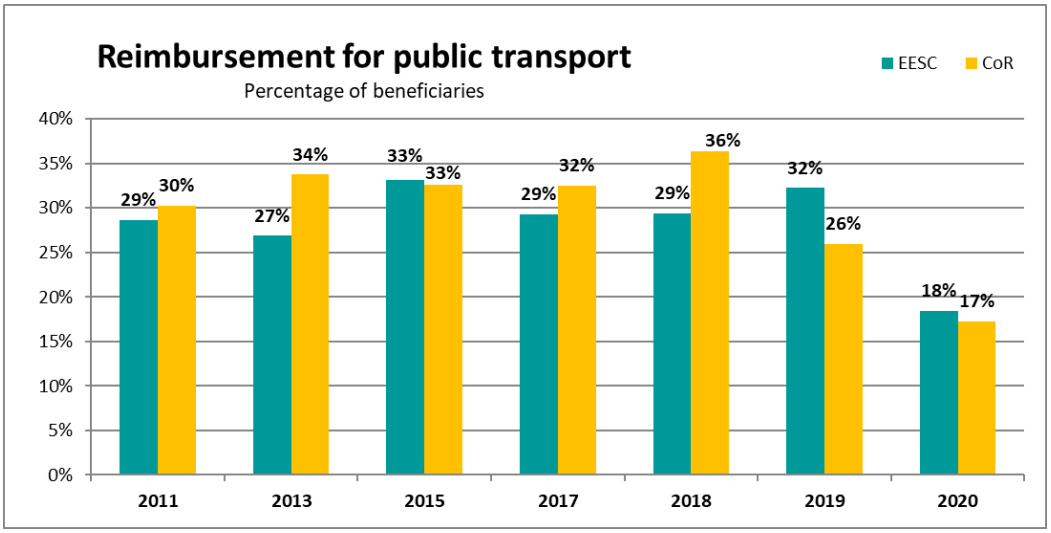


Figure 26: Percentage of beneficiaries of the public transport contribution

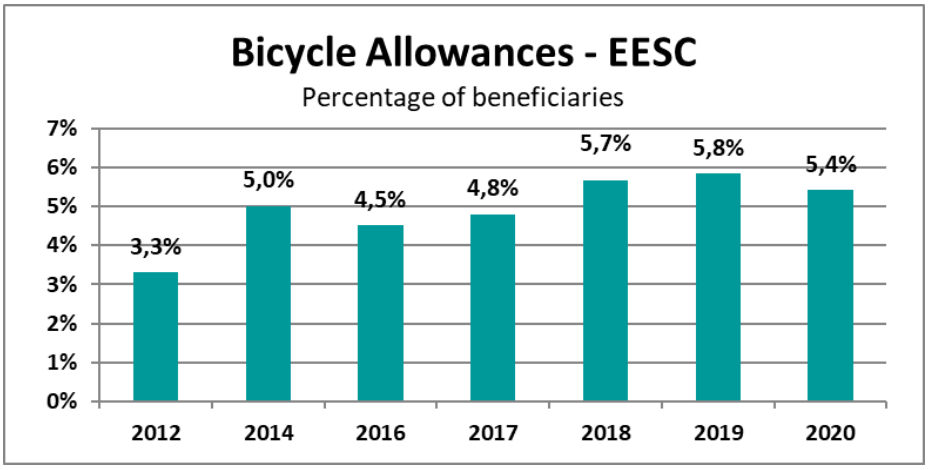


Figure 27: Percentage of beneficiaries of the kilometre-based subsidy for cycling (EESC)

Permanent actions

According to the Committees' Bilan Carbone, transport of persons is the main source of CO_2 emissions. Mobility also has a direct impact on air quality and personal health. The EESC and the CoR have an active policy to encourage staff to use more environmentally friendly forms of transport: public transport, cycling, walking and car-pooling.

- Financial contribution to the cost of public transport season tickets (EESC and CoR).

30 There is no data available for the modes of transport used by staff who worked on-site in 2020, nor for the modes of transport used by remote workers.

- Kilometre-based subsidy for cycling (EESC).
- Remote working and flexible working hours to reduce traffic congestion at peak times.
- Official bicycles, and bike parks and infrastructure, including cargo bikes.
- More parking spaces for car-pooling and motorbikes.
- Events such as Friday Walk/Bike Day or the Step Challenge.
- Participation in the VéloMai interinstitutional initiative.
- Charging facilities for e-bikes and e-cars.
- Availability of two bikes for recharging smartphones.
- More remote working options[31].
- More opportunities for organising videoconferences and webstreaming of conferences.
- Sustainable mobility workshops (e.g. on bike maintenance and repair).
- Regular staff awareness-raising and information campaigns on all these actions and also on air quality and events having an impact on mobility.

Current or future actions

As part of the Committees' carbon neutrality by 2030 study launched in March 2021, a working group on staff mobility has been set up to identify actions that could be taken to reduce emissions in this area. Various measures to limit the environmental impact of member transport are also being studied within specific ad hoc groups.

Alignment with the SRD

Environmental performance indicator:

i14) Implementation of tools for promoting sustainable commuting (y/n).

i15) Percentage of staff commuting by car on a daily basis as single passenger (%). According to the mobility survey conducted in 2017, 31% of EESC staff and 21% of CoR staff travel by car as a single passenger.

i16) Percentage of staff commuting by walking, cycling or public transport at least three times per week (%).

i17) Annual total CO_2eq emissions from business travel (tonnes CO_2eq/year). Travel for work by EESC and CoR members is not covered by an environmental indicator, but is included in the calculation of the Committees' carbon footprint (see Chapter 3.12).

i18) Annual total CO_2eq emissions from business travel per full time equivalent employee (kg CO_2eq/FTE/year). The Committees do not use this indicator for the reasons given above. However, this figure is available and used in the calculation of the Committees' carbon footprint (see Chapter 3.12).

i19) Implementation of carbon budgeting for all business travel (y/n). The Committees have not implemented carbon budgeting.

i20) Availability of videoconferencing facilities to all staff and monitoring and promotion of their use (y/n). The Committees have several videoconferencing facilities (for the indicator on the use of videoconferencing, see Chapter 3.11 on the organisation of events). In 2020, all the conference rooms were equipped for videoconferencing.

SRD benchmarks of excellence

31 Remote working options were expanded before the COVID-19 crisis and may be further developed in the future.

b6) Tools for promoting sustainable commuting for employees are implemented and promoted. The Committees regularly organise awareness-raising campaigns and provide information on all options available to staff.

b7) Carbon budgeting is implemented for all business travel. This is not the case with the Committees.

b8) Videoconferencing facilities are available to all staff and their use is monitored and promoted. The Committees have several videoconferencing facilities (for the indicator on the use of videoconferencing, see Chapter 3.11 on the organisation of events). In 2020, all the conference rooms were equipped for videoconferencing.

3.9 Biodiversity

Objective: to encourage urban biodiversity, especially with regard to pollinators.

Indicator: land use (built/unbuilt area).

This indicator allows the way in which land is used to be monitored. As built area is sealed, plants cannot grow there, which is not conducive to biodiversity.

The Committees occupy an area of 13 508 m², of which 9 785 m² is built area (72%) and 3 723 m² is unbuilt area (28%).

Green roofs

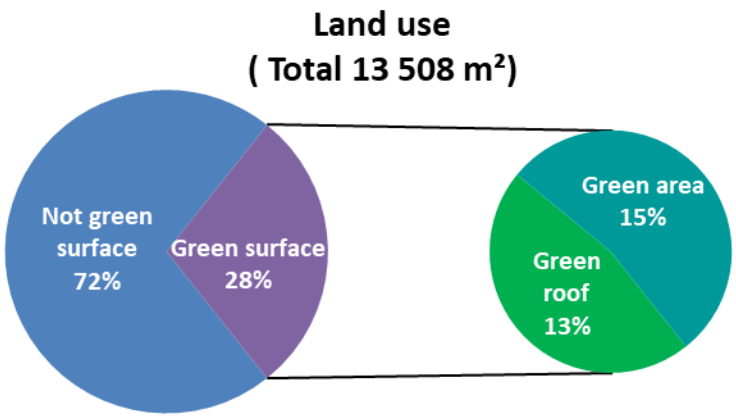


Figure 28: Use of green spaces in unbuilt areas

Within the unbuilt area, 2 062 m² (i.e. 15% of the total area) is given over to green spaces, while the rest is sealed (pavements, courtyards, etc.). The Committees developed this green space strategy over 10 years ago. Since then, the green space area has not changed, and regular maintenance helps to conserve the established biodiversity.

In addition, the built area includes 1 803 m² of green roofs on the JDE and BvS buildings. Green roofs offer numerous advantages in an urban environment. In addition to enhancing a building's appearance, they improve thermal and acoustic insulation while reducing air pollution and CO_2 emissions, and limiting the urban heat island effect. They also filter and regulate the flow of excess water from rainfall. Finally, they help to protect urban biodiversity. In 2019, the green roof on the JDE building was replaced so that bee-forage plants could be introduced.

Hives

In May 2012, the EESC became the first European institution in Brussels to join the urban bee-keeping movement, by installing two hives on the roof of its main building. The EESC hoped that this initiative would raise awareness among the Committees' staff and visitors of the key role played by bees in preserving biodiversity and ensuring food security. The surrounding parks and gardens (Parc Léopold and Parc du

Cinquantenaire), as well as the Committees' green roofs and vegetable garden, provided the bees with the food that they needed.

Following the disappearance of the Committees' bees in 2014, two new swarms were introduced in 2016. A contractor specialising in urban bee-keeping was entrusted with managing the hives. The contract came to an end in 2020, resulting in the hives being removed. The COVID-19 crisis prevented a new call for tenders from being published in 2020. However, this should be launched once staff can return to the office.

The hives are evidence of the Committees' commitment to a sustainable urban environment and are included in communication campaigns, particularly during the Open Day.

Participatory vegetable garden

In 2018, a participatory vegetable garden project was set up by the Committees' staff. Five planter boxes were installed on the terraces of the JDE building canteen and the B68 building cafeteria, together with a worm composter. The vegetable garden is entirely managed by volunteers. The planting consists of herbs, some fruit and vegetables, and flowers.

Sustainable food

The EESC and the CoR are committed to sustainable food that is more biodiversity friendly. By sustainably managing the canteen and catering services, they are playing an active role in the region's 'Good Food Strategy Towards a sustainable food system in the Brussels-Capital Region', with one of the objectives being to promote the development and preservation of green spaces and biodiversity[32]. For more details, see Chapter 3.10 on food.

32 The strategy is presented on the Bruxelles Environnement's website: https://environnement.brussels/thematiques/alimentation/action-de-la-region/strategie-good-food-vers-un-systeme-alimentaire-plus.

3.10 Food

Objective: to reduce the impact of food.

The EESC and the CoR have three cafeterias, a canteen and a restaurant which are normally used (outside of the pandemic) by hundreds of people every day. In addition, many buffets are provided during the conferences which take place in our buildings. The Committees need to take account of the environmental impact associated with food.

The 'food' objective is split into two priorities: first, take a sustainable approach to food, and second, combat food waste.

Sustainable food Indicators

- Percentage of seasonal vegetables used in menus.
- Percentage of organic products out of all products, and percentage of vegetarian dishes and sandwiches out of all dishes and sandwiches sold.
- Percentage of MSC-labelled fish out of all fish purchases.
- Percentage of 'fair trade' labelled products out of all products.

2020 results: the indicators are not available due to the COVID-19 pandemic.
The exceptional nature of 2020 in terms of the 'food' objective needs to be highlighted. Catering services were suspended for most of 2020 and none of the indicators could be monitored due to a lack of data. In addition, as the contract of the new catering provider began right in the middle of lockdown, its potential has not yet been fully explored. For obvious reasons, information and awareness-raising campaigns that were planned in 2020 on various aspects of sustainable food had to be cancelled. They will be rescheduled once catering activities resume.

Permanent actions
The Committees are leading the way with the sustainable management of their canteen. The various actions taken to guarantee a high level of sustainability in their catering services include:

- adding environmental and sustainability criteria to the catering contract;
- regularly auditing these criteria, both internally and externally (separate contract);
- introducing the first zero plastic canteen**:** all plastic supplies have been replaced with reusable or recyclable materials in accordance with the European Strategy for Plastics in a Circular Economy;
- obtaining the Good Food label[33];
- participating in the 'Veggie Thursday' approach[34].

33 Good Food label: https://goodfood.brussels/fr/contributions/label-cantine-good-food. The Committees were awarded the Good Food label at the '2 forks' level in March 2017.

34 Veggie Thursday: https://www.evavzw.be. The Committees have been involved in this approach since 2014.

Current or future actions

- New catering provider and new framework contract with reinforced environmental and sustainability criteria.
- Good Food label at the '3 forks' level.
- At least 25% organic products and 25% products from short supply chains.
- Ban on single-use plastic bottles and supplies extended to all catering activities.

Food waste indicators

- Food waste: number of leftover portions in the canteen and during catering activities.
- Food donation: weight of leftover food packaged for redistribution.
- Food donation: number of sandwiches donated.

2020 results: the indicators are not available due to the COVID-19 pandemic.
Except for the events organised at the start of 2020 before lockdown, no events were held in the Committees' buildings. Catering services were also suspended, which meant that there was no food waste during this period. For the same reasons, food donation was suspended, except for one donation to the Belgian Red Cross when lockdown began in order to reduce food losses.

Permanent actions
Combating food waste is included in the Committees' environmental policy. The EESC and the CoR have pledged to **limit food waste, both in the canteen and during events**.

The measures introduced in this respect include:

- preventing food waste through information and awareness-raising;
- monitoring food waste;
- donating food to a Brussels association. Leftover food from catering activities is packaged and delivered in accordance with current hygiene and food safety rules. The beneficiary is an association that looks after vulnerable people (the homeless and refugees, including families with children). The leftover food is delivered by cargo bike, by a cooperative specialising in environmentally friendly transport of goods, which reduces the environmental impact of the transport.

Alignment with the SRD

SRD environmental performance indicators:
i21) Percentage of low-impact food options served (e.g. seasonal, organic) (% of low-impact food out of the total purchase volume) The Committees use these indicators (see above).
i22) Amount of food waste generated per meal served (g/meal). The Committees monitor food waste. However, this is not currently weighed, but is estimated based on the number of leftover portions. A new tool will be introduced when activities resume.
(i23) Percentage of food waste sent for anaerobic digestion (%). 100% of food waste is sent for anaerobic digestion.

SRD benchmarks of excellence: not applicable.

3.11 Organisation of events

Objective: to reduce the environmental impact of events.

This objective was set in view of the numerous events organised each year in the EESC and CoR buildings[35]: conferences, events organised by European civil society organisations, open days, etc.

Indicators

- Amount of waste generated during the three largest regular events.
- Use of videoconferencing rooms.
- Number of plastic bottles sold.

2020 results

The exceptional nature of 2020 in terms of the organisation of events needs to be highlighted. From 16 March, no events were held in the Committees' buildings. All conferences went online and therefore, obviously, did not generate any waste materials. However, two indicators were monitored, as set out below.

Permanent actions for all events

The Committees have adopted best practices in order to limit the environmental impact of events. These are set out in the **eco-advice guide** published by the EMAS Service[36]. A specific guide on the sustainable organisation of events is planned for when face-to-face activities resume[37].

Examples of best practice

- Communication: keep the number of documents printed to the bare minimum and instead favour digital communication.
- Goodies: avoid giving out gadgets and instead favour more environmentally friendly and sustainable promotional materials.
- Food: opt for sustainable menus consisting of more environmentally friendly products.
- Water: favour tap water served in jugs. New for 2020: since the new catering contract came into force, plastic bottles have been banned in the Committees' buildings.
- Tableware: during meetings and conferences, it is no longer possible to order tea and coffee in disposable cups, except where prior authorisation has been requested. The environmental benefit is considerable as this service alone generated around 40 000 cups per year. This measure was adopted in 2015 for all events organised by the Committees in order to promote reusable tableware and limit the use of disposable tableware (single-use plates, cups and cutlery).
- Mobility: inform participants about less polluting and more sustainable forms of transport: train rather than plane, public transport rather than private cars, or even walking and cycling.
- Badges: these are taken back at the end of an event and reused.
- Food waste during events: see Chapter 3.10.

35 Before the COVID-19 pandemic, the Committees welcomed around 20 000 visitors per year.

36 The eco-advice guide is available on the EMAS Intranet and is given to new colleagues, trainees and contractors.

37 Originally planned for 2020, this action had to be postponed due to the COVID-19 pandemic.

Actions for regular events

Specific measures apply to three regular events that attract a large number of participants (Open Day, European Week of Regions and Cities, and staff party): organisers are made aware of the need to reduce and sort waste, and the amount of waste generated during these events is systematically monitored.

Due to the pandemic, the Open Day and staff party had to be cancelled. The European Week of Regions and Cities was organised entirely online and did not therefore generate any waste materials. As a result, no amount of waste was calculated for these three events as no waste was generated.

To give an overview of the general trend, we can refer to the trend reported in 2019: reduction in general waste, reduction in paper and cardboard waste, and sharp increase in glass waste (around three times as much), which is explained by the zero plastic strategy described above.

Examples of best practice

- Glasses made of sustainable materials used during the end-of-year staff party to limit the number of disposable glasses (initiative by the Staff Committee).
- Plastic water bottles replaced with jugs of tap water. This measure has considerably reduced the amount of PMC waste and has been very well received by participants.

Actions regarding the water served during events

Since 2020 when the new catering contract came into force, all plastic containers have been banned from catering activities. As a result, water and drinks are now served only in jugs or glass bottles. This measure follows on from other measures adopted in recent years to reduce the use of plastic bottles:

- Since 2016, a glass bottled water service has been available at all buffets, thanks to the purchase of a water fountain that allows chilled filtered water to be served.
- In 2018, the EMAS Steering Committee decided to ban all plastic water bottles from administrative meetings[38] and to set up a focus group on eliminating plastic bottles from all meetings in the Committees.
- In 2019, eight tap water fountains (with a UV filter) were installed near to the conference rooms to encourage participants to drink tap water.
- Since 2020: decision to serve water in glass bottles or jugs at all meetings, including political meetings. Total ban on using plastic bottles in any catering activities.

38 Meetings where the participants are staff, as opposed to political meetings where the participants are members.

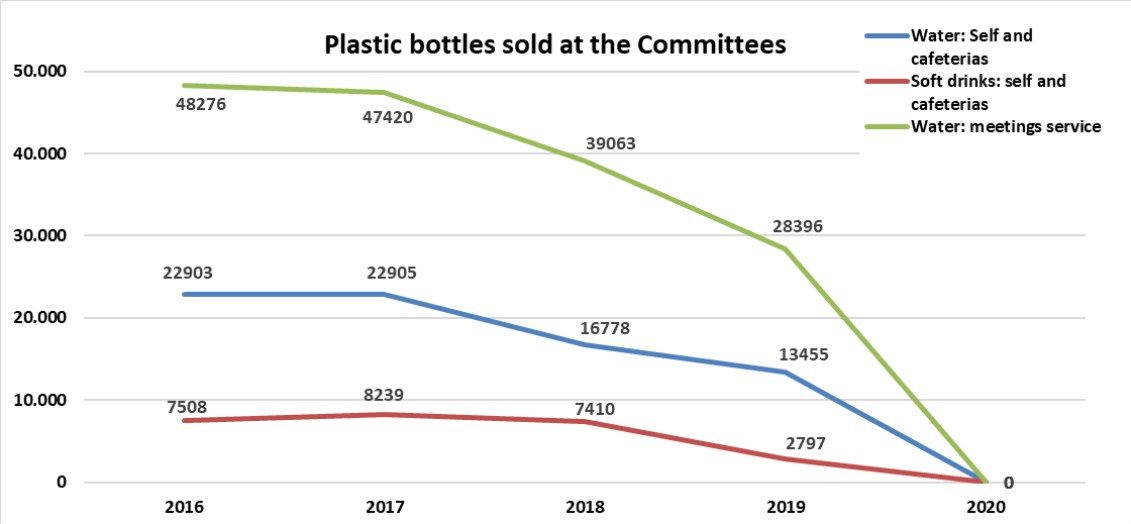


Figure 29: Number of plastic bottles sold in catering areas

Videoconferencing

As might be expected, the pandemic had the effect of significantly increasing the use of videoconferencing in 2020 (see infographic below). Between March and December 2020, Committee members and staff worked remotely from home using IT equipment made available to them. The vast majority of meetings and conferences were held remotely, with some in hybrid mode.

As in previous years, the 2020 data comprise data on the use of the three videoconferencing rooms, but also data on **all the videoconferences** that were organised in other rooms using tools such as Webex, Interactio and Zoom. Since 2020, it has been technically possible to organise videoconferences in all conference rooms, and not just in those rooms specifically designed for videoconferencing.

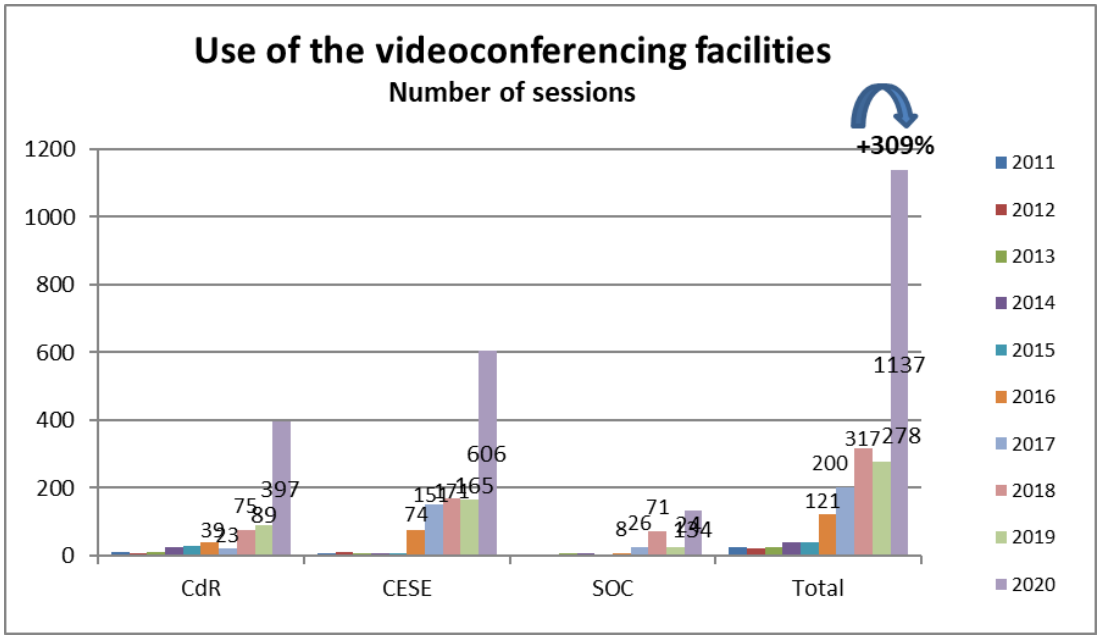


Figure 30: Use of videoconferencing between 2011 and 2020

Alignment with the SRD

Environmental performance indicators:

i25) Share of event-related tenders including in the criteria a reference to a recognised events management system (e.g. ISO 20121) or environmental management system (e.g. EMAS) (%).Environmental criteria are included in EESC and CoR tenders, but there is no reference to ISO 20121 or to an EMS. This option will be considered in future tenders.

Benchmarks of excellence: not applicable.

3.12 Carbon emissions

Total greenhouse gas (GHG) emissions and annual emissions of other gases are included among the basic environmental indicators under the EMAS Regulation and must therefore be monitored.

In order to calculate their emissions, the Committees use the Bilan Carbone® method developed by ADEME[39] and managed by the Institut de Formation Carbone[40]. This method is used by many organisations and by the EU institutions. Its principle involves estimating GHG emissions by applying emission factors to activity data. The emission factors come from ADEME's 'Base Carbone' (Carbon Database)[41].

Explanation of the indicator

In accordance with the EMAS Regulation, the Committees' carbon footprint is expressed as CO_2eq/FTE.

Calculation of full time equivalent (FTE): since 2016, the carbon footprint has been weighted by the full time equivalent so that the data can be more accurately compared. Full time equivalent is calculated as follows:

Staff: each person is equal to one FTE, weighted by their working hours.
Trainees: each trainee is equal to one FTE, weighted by the number of working days.
Contractor: same principle as for trainees.

Members: FTE is calculated according to the rules applied by the European Parliament. Bearing in mind that most Committee members do not have their own office in the Committees' buildings and have a different political activity schedule from MEPs, the FTE of members has been calculated as 0.43 for a member of the EESC and as 0.13 for a member of the CoR.

Total FTEs: **1 418 in 2020**.

Total FTEs for previous years: 1 343 FTEs in 2016; 1 469 FTEs in 2017; 1 590 FTEs in 2018; 1 494 FTEs in 2019.

39 Agence française de la transition écologique (French Agency for Ecological Transition). ADEME website on 'Bilans GES' (greenhouse gas accounting): https://www.bilans-ges.ademe.fr/fr/accueil/contenu/index/page/bilan%2Bges%2Borganisation/siGras/1

40 Institut de Formation Carbone (Carbon Training Institute): https://www.if-carbone.com

41 The 'Base Carbone' is a public database of emission factors as required for carrying out carbon accounting exercises. It is administered by ADEME, but its governance involves many stakeholders and it can be added to freely. Link: https://www.bilans-ges.ademe.fr/fr/accueil/contenu/index/page/bilan+ges+organisation/siGras/0

2020 Carbon Footprint

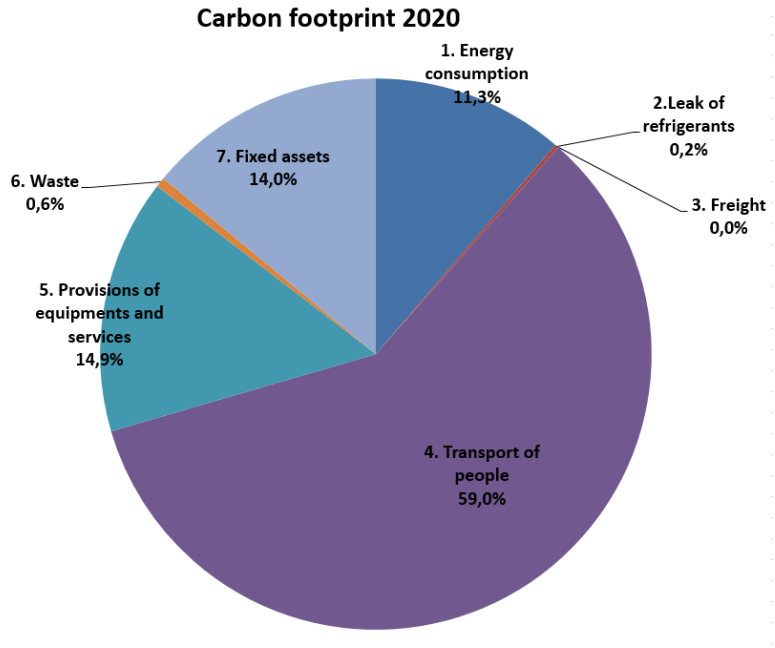


Figure 31: Breakdown of the Bilan Carbone 2020

Total emissions in **2020** were 7 918 tonnes CO_2eq, which is equivalent to **5.58 tonnes CO_2eq/FTE.**
In **2019**, total emissions were 20 427 tonnes CO_2eq and 13.73 tonnes CO_2eq/FTE.
In **2018**, total emissions were 21 330 tonnes CO_2eq and 13.42 tonnes CO_2eq/FTE.

Main source of CO_2 emissions: transport of persons

As in previous years, and despite a sharp fall in 2020, the main source of CO_2 emissions remains the transport of persons (**59% of emissions in 2020** compared with 80.5% in 2019).

Since the Bilan Carbone was first calculated in 2016, **air travel** has been the main source of emissions. This category comprises air travel by EESC and CoR staff and members for work purposes: **commuting** and **travel for work**, such as staff missions and member missions in the course of their duties. As air transport is the method used for long-distance travel and as it has a high emission factor according to the Base Carbone (see ADEME table on the emission factors of air transport depending on the distance travelled and number of seats in the aircraft[42]), it makes sense that this is the main source of emissions.

42 https://www.bilans-ges.ademe.fr/documentation/UPLOAD_DOC_FR/index.htm?aerien.htm

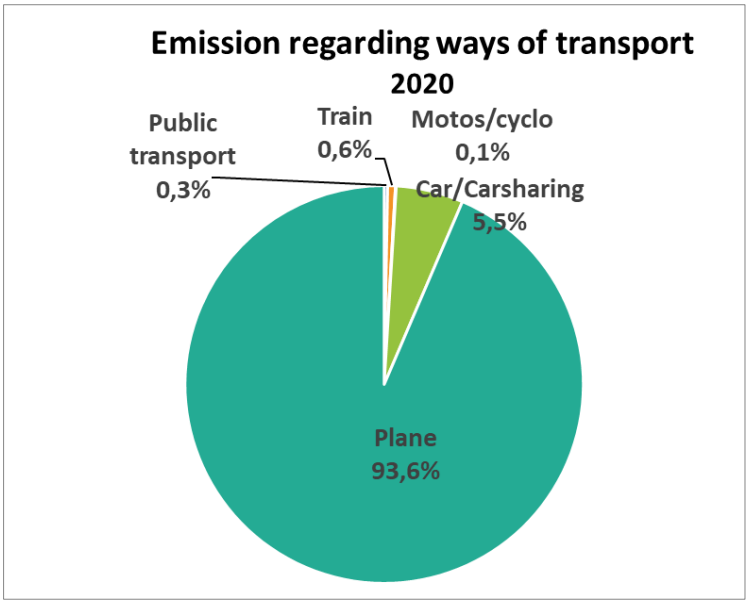


Figure 32: Breakdown of emissions by means of transport in 2020

Second largest emitter of CO_2: supply of equipment and services

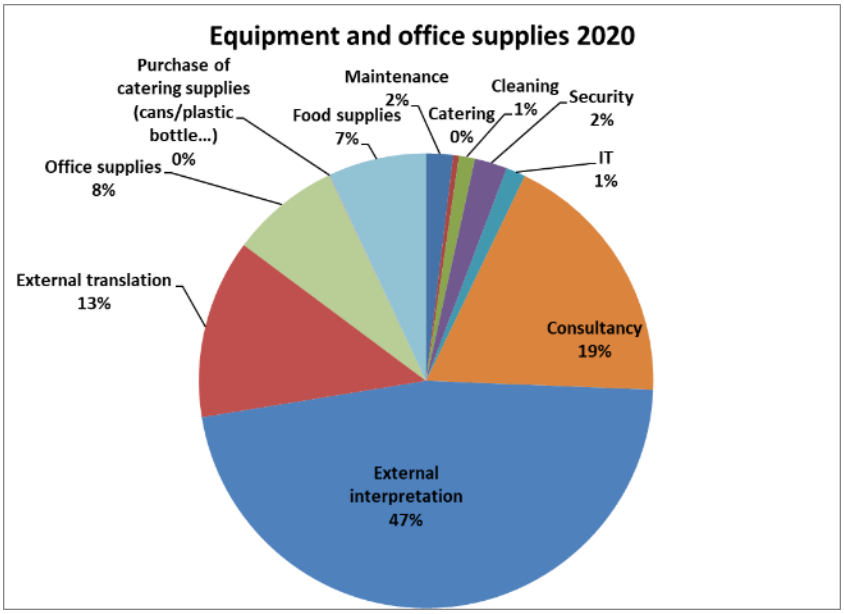


Figure 33: Breakdown of emissions linked to supply of equipment and services

This category comprises:

- external services: maintenance, cleaning, catering, security, IT, consultancy, external interpreting and translation;
- office supplies: purchase of paper, office supplies and ink;
- purchase of catering supplies and food.

The main impact in this category comes from external interpreting (47%), which is a significant item and one of the key elements of the Committees' activities. This is because nearly all Committee meetings are conducted in the various EU languages using an interpreting service.

Third largest emitter of CO_2: fixed assets

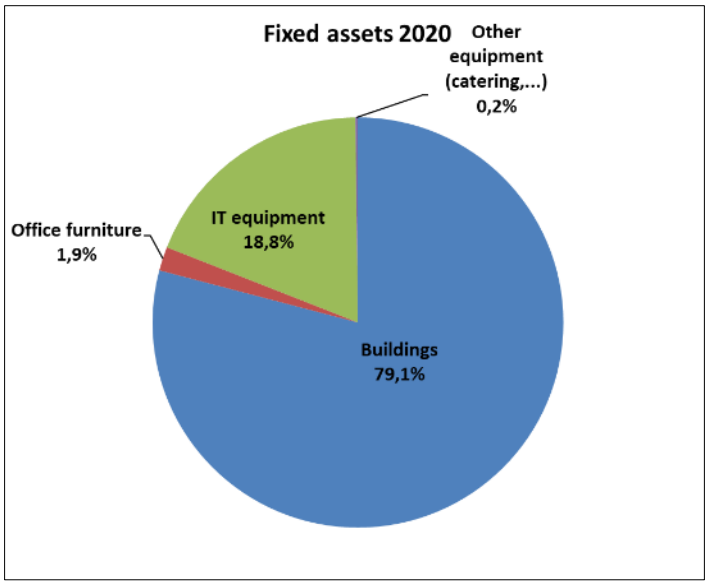


Figure 34: Breakdown of emissions linked to fixed assets in 2020

Fixed assets are items purchased and/or held by the Committees.

This category comprises:

- buildings, office furniture, IT equipment;
- furniture and equipment for catering (dishwashers, coffee machines, refrigerators, etc.).

The main impact in this category still comes from **buildings (79%)**. The Committees' buildings have a total area in excess of 100 000 m^2. This item takes account of CO_2 emissions generated while the various buildings were being constructed (production and transport of materials, sites, etc.). The total CO_2 emissions from constructing a building are depreciated over a lifetime of 33 years.

The next largest impact is from **IT equipment (18.8%)**. This can be explained by the Committees' activities, which are mainly administrative. With procedures, work methods and communication tools having gone digital, paper needs have fallen while IT equipment needs have increased. The impact of IT equipment increased in 2020 compared with 2019, as the COVID-19 pandemic added to a trend already seen in 2019.

CO_2 emission trends

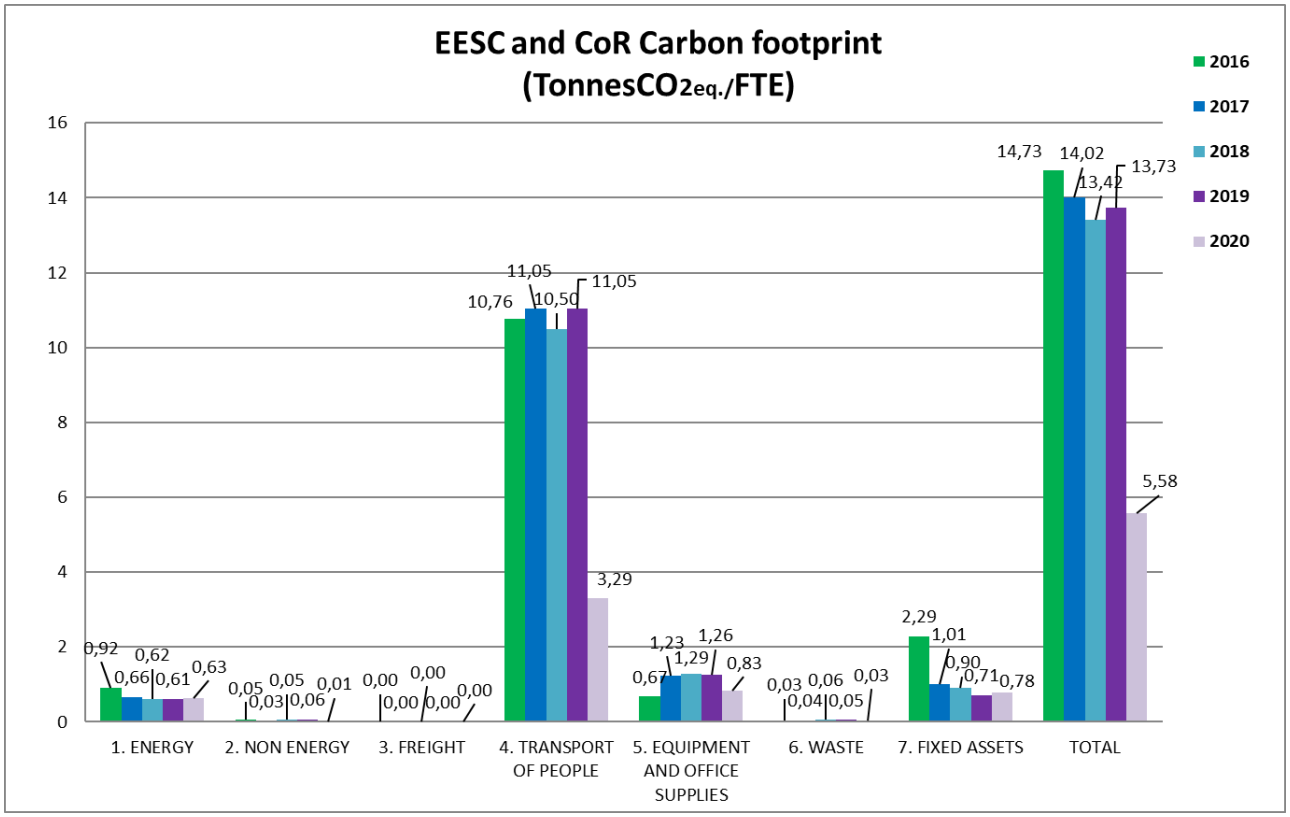


Figure 35: Change in the carbon footprint of the Committees/FTE

The COVID-19 pandemic led to an unprecedented situation of all staff and members of the Committees working remotely. Some of the consequences of this situation were a reduction in transport emissions, and an increase in emissions linked to IT equipment, freight and various purchases (office and other supplies). The exceptional nature of 2020 needs to be highlighted, as it cannot be regarded as a representative year in terms of the Committees' carbon footprint.

Current or future actions

In addition to the Bilan Carbone itself, several actions associated with the Committees' carbon footprint are ongoing.

Study on the Committees' carbon neutrality: the EMAS Service has ordered a study on the carbon neutrality of the EESC and the CoR by 2030 as part of the European Green Deal, along the lines of the study carried out by the European Commission, but on a smaller scale. The study began in 2021, with the results being expected by the end of the year. It will propose emission reduction scenarios and a list of the main possible measures.

Thematic working groups: as part of the above study, various working groups have been set up to look at the following topics: buildings, IT, staff and member transport as part of their duties, commuting, remote working.

New carbon emissions reduction objective to be adopted by the Committees by the end of 2021. Given the impact of transport on the Committees' carbon footprint, the new carbon emissions reduction objective could include measures around remote working, organisation of some meetings as remote meetings and/or in hybrid

mode, and possibly staff and member transport. The emissions reduction plan will be examined and approved by the respective offices of the EESC and the CoR, as well as by the secretaries-general of the two Committees.

Alignment with the SRD

SRD environmental performance indicators:
i4) Total annual greenhouse gas emissions (kg CO_{2eq}/FTE). The Committees use this indicator.

SRD benchmarks of excellence: not applicable.

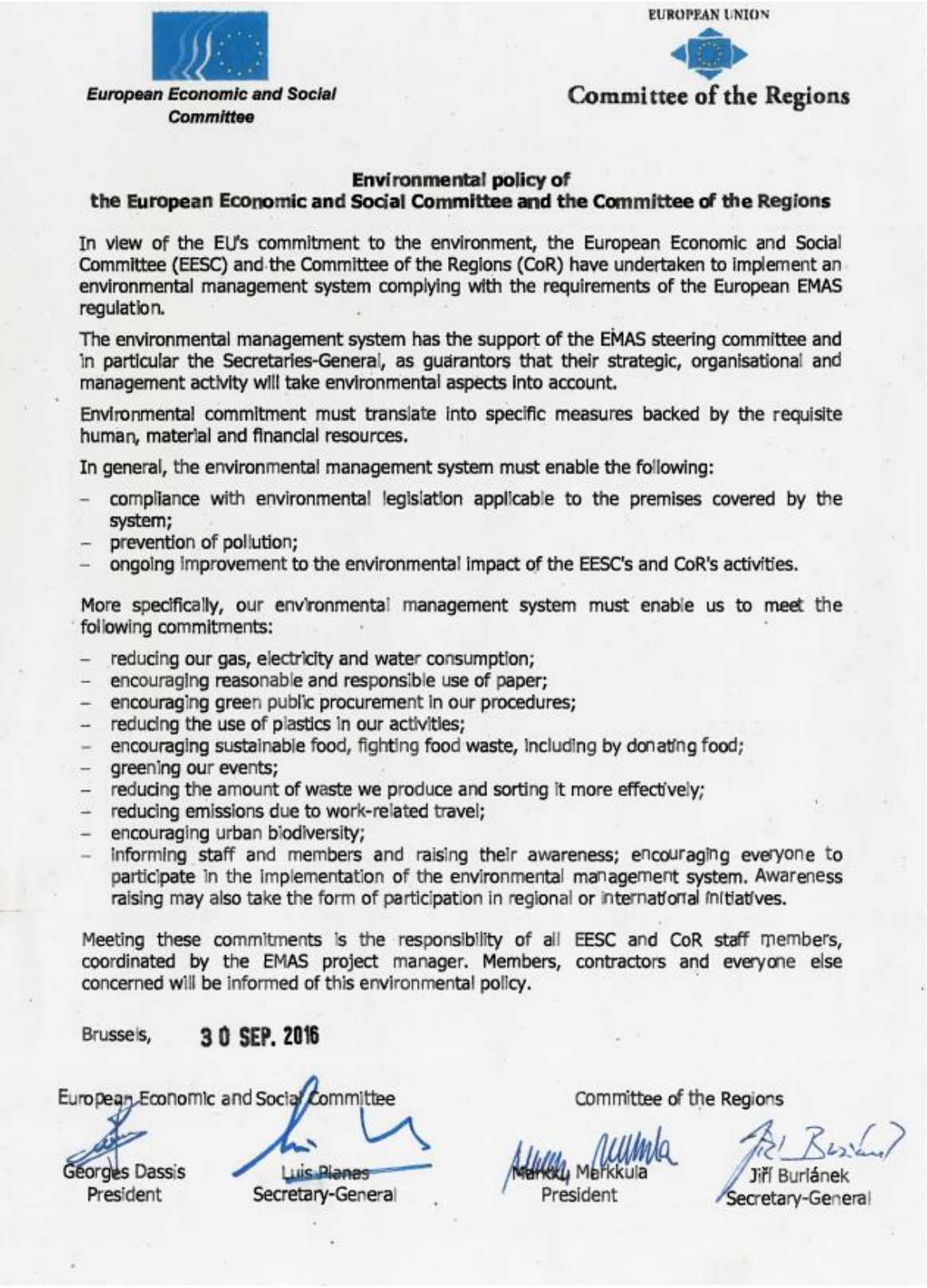
Reference to the applicable legal requirements on the environment

The EESC and the CoR are subject to regional, national and European legislation on the environment. Legislative monitoring is ensured through a register of applicable legislation and regular audits of legislative compliance. The Committees are in compliance with all the legislation to which they are subject.

In the event of an accident or incident entailing environmental or health and safety risks, the Committees will immediately inform Bruxelles Environnement and the relevant local authorities.

4. Appendices

4.1 Environmental policy



European Economic and Social Committee

EUROPEAN UNION

Committee of the Regions

Environmental policy of
the European Economic and Social Committee and the Committee of the Regions

In view of the EU's commitment to the environment, the European Economic and Social Committee (EESC) and the Committee of the Regions (CoR) have undertaken to implement an environmental management system complying with the requirements of the European EMAS regulation.

The environmental management system has the support of the EMAS steering committee and in particular the Secretaries-General, as guarantors that their strategic, organisational and management activity will take environmental aspects into account.

Environmental commitment must translate into specific measures backed by the requisite human, material and financial resources.

In general, the environmental management system must enable the following:

- compliance with environmental legislation applicable to the premises covered by the system;
- prevention of pollution;
- ongoing improvement to the environmental impact of the EESC's and CoR's activities.

More specifically, our environmental management system must enable us to meet the following commitments:

- reducing our gas, electricity and water consumption;
- encouraging reasonable and responsible use of paper;
- encouraging green public procurement in our procedures;
- reducing the use of plastics in our activities;
- encouraging sustainable food, fighting food waste, including by donating food;
- greening our events;
- reducing the amount of waste we produce and sorting it more effectively;
- reducing emissions due to work-related travel;
- encouraging urban biodiversity;
- informing staff and members and raising their awareness; encouraging everyone to participate in the implementation of the environmental management system. Awareness raising may also take the form of participation in regional or international initiatives.

Meeting these commitments is the responsibility of all EESC and CoR staff members, coordinated by the EMAS project manager. Members, contractors and everyone else concerned will be informed of this environmental policy.

Brussels, 30 SEP. 2016

European Economic and Social Committee

Georges Dassis
President

Luis Planes
Secretary-General

Committee of the Regions

Markku Markkula
President

Jiří Buriánek
Secretary-General

4.2 Description of significant environmental aspects

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
Energy (gas and electricity)	Lighting	Type of lighting	Electricity consumption	Replacing high-energy bulbs (e.g. halogen bulbs) with more economical systems (LEDs)	Infrastructure Unit	**Ongoing**	Permanent process
		Control of lighting	Electricity consumption	Installing motion detectors	Infrastructure Unit	**Achieved**	2020
		Programming of lighting	Electricity consumption	Reprogramming lighting management software so that the lighting level chosen by an occupant is recorded and automatically applied from then on	Infrastructure Unit	**Abandoned** (study carried out but inconclusive)	2020
				Study on better lighting management in JDE conference rooms	Infrastructure Unit	**Achieved**	2015
	Electrical appliances			Making an inventory of equipment that external contractors set up in Committee buildings and regularly monitoring that equipment	EMAS Service	**Ongoing**	Permanent process
	Office technology	Existence of personal printers	Electricity consumption	Rationalising personal printers	IT Unit	**Achieved** (only nine individual printers remain in 2020)	2020

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
		Computers constantly switched on	Electricity consumption	Energy-saving awareness-raising campaign (computers, lighting, etc.)	IT Unit and EMAS Service	**Achieved**	Permanent process
		IT equipment	Electricity consumption	Removing old storage area networks (SAN)	IT Unit	**Ongoing**	2021
				Removing old servers (virtualisation)	IT Unit	**Ongoing**	2021
				Raising the temperature in data centre rooms in all buildings	IT Unit and Infrastructure Unit	**Achieved**	2020
	TRE building heating	Choice of electrically powered heating	Electricity consumption	Work to replace electric heating system with a more efficient heating system Replacement with gas heating	Infrastructure Unit	**Achieved** (2017)	2020
	Cooling	Use of cooling systems	Electricity consumption	Adjusting air-conditioning to occupancy of JDE conference rooms	Infrastructure Unit	**Achieved**	2015
				Feasibility study on installing solar protection in the JDE atrium	Infrastructure Unit	**Abandoned** (study carried out but inconclusive)	2020
				Replacing the cooling units with a more efficient system in the B68 building	Infrastructure Unit	**Achieved** (2017)	2020

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				Reducing the operating hours of the cooling and ventilation system in summer	Infrastructure Unit	**Achieved** Reduced operating hours in summer	Permanent process
				JDE: switch to variable pumps for the ventilation units	Infrastructure Unit	**Achieved**	2020
				JDE: installation of modulating dampers on the office air supply units	Infrastructure Unit	**Achieved**	2020
				JDE: installation of an air supply unit with a reduced power cooling battery for the cold kitchen (large 'restaurant' refrigeration unit shut down in winter).	Infrastructure Unit	**Achieved**	2015
				Replacing cold water regulators in the JDE building	Infrastructure Unit	**Achieved**	2020
				Monitoring consumption outside normal working hours	Infrastructure Unit	**Achieved**	Permanent process
				Carrying out a feasibility study on installing additional solar panels on the technical roofing of the JDE building	Infrastructure Unit	Ongoing: Two projects: 1) Call for tenders, design office, for special technical work (cladding for	2021

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
						service room, JDE) – 2) JDE roof offer.	
	Use of electricity in buildings	Electrical appliances, lighting, etc.	Electricity consumption	Installing variable pumps for the ventilation units	Infrastructure Unit	Ongoing Achieved in the JDE building	2020
				Installing electricity meters on some air supply and cooling units in all buildings	Infrastructure Unit	**Achieved** for the PEB (energy performance of buildings) and EMAS objectives. Note: additional meters currently being installed.	2020 and additional meters in 2021
	Heating in the buildings	Insufficient insulation of façades and pipes	Gas consumption	Installing thermal break windows in the BvS building	Infrastructure Unit	**Achieved**	2018
				Installing office thermostats in the BvS building	Infrastructure Unit	**Achieved**	2021
				Installing reflective insulation behind all radiators in the BvS offices	Infrastructure Unit	**Achieved**	2015

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				Study on recovering energy from the extractor units in the JDE, BvS, REM and B68 buildings: new technique for installing heat pumps between the air supply and extractor units	Infrastructure Unit	**Ongoing** studies (PLAGE) for JDE and also BvS and REM (continuation of PLAGE objective) **Abandoned** B68 (study carried out but inconclusive)	2021
				Optimising the output of heating units and distribution networks in all buildings (e.g. condensing boiler – optimised DHW production)	Infrastructure Unit	Ongoing	2021
				Optimising the control of heating units and distribution networks in all buildings	Infrastructure Unit	**Achieved**	2020
				Installing energy meters for hot water production in all buildings	Infrastructure Unit	**Achieved** for the PEB (energy performance of buildings) and EMAS objectives.	2020 and additional meters in 2021

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
						Note: additional meters currently being installed.	
				Insulating and adding a green roof on the eighth floor of the BvS building	Infrastructure Unit	**Achieved**	2016
				Transforming the glass façade of the REM building into a double skin façade with natural ventilation	Infrastructure Unit	**Achieved**	2016
				Energy audit of the BvS, TRE and B68 buildings	Infrastructure Unit	**Achieved**	2016
				Installing a co-generation system in the JDE building	Infrastructure Unit	**Abandoned** (study carried out but inconclusive)	2020
				Installing high-speed shutters for the JDE and BvS car parks in order to limit heat loss	Infrastructure Unit	**Achieved** for the BvS building **Ongoing** for the JDE building (note: awaiting installation)	2020-2021
				Improving the functioning of the double skin of the JDE building (optimising the air and energy recovery vents with the ventilation unit)	Infrastructure Unit	**Ongoing** Project involving call for tenders, design office, for special technical	2021

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
						work (both projects)	
				Improving the thermal insulation of the roof of the JDE restaurant (green roof)	Infrastructure Unit	**Achieved**	2019
		Rationalising gas consumption	Consumption	Replacing hot water controllers in the JDE building	Infrastructure Unit	**Achieved** (installing a boiler solely for the purpose of producing DHW enables the other boilers to be shut down in summer)	2019
				Switching off gas in the summer in the BvS and B68 buildings	Infrastructure Unit	**Achieved**	Permanent process
				TRE – seventh floor – addition of a double skin	Infrastructure Unit	**Achieved**	2020
				JDE – renovating the green roofs above the canteen and the cafeteria	Infrastructure Unit	**Achieved**	2019
Water	Cleaning of buildings and maintenance of green spaces	Use of cleaning and plant health products	Water pollution	Increasing the number of more environmentally friendly cleaning products	Infrastructure Unit	**Achieved**	Permanent process

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
	Use of water in all buildings	Use of water in all buildings	Water consumption	Organising at least one awareness-raising campaign every three years	EMAS Service	**Achieved** Communication on World Water Day in March	Permanent process
				Installing meters	Infrastructure Unit	**Achieved** for the PEB (energy performance of buildings) and EMAS objectives. Note: additional meters currently being installed.	2020 and additional meters in 2021
				Installing economical toilets in the BvS building	Infrastructure Unit	**Abandoned** (study carried out but inconclusive)	2020
				Watering bamboo plants with rain water	Infrastructure Unit	**Ongoing** Project involving call for tenders for design office for TSP work.	2021
Paper	Printing and photocopying	Paper use by staff and members	Consumption of natural resources	Progress in the 'Electronic Document Management and Electronic Archiving System' project	Administration	**Achieved**	2015

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				Making optimal use of the Adonis (document archiving) software to transfer information, thus reducing paper flows	Administration	**Achieved**	2015
				Making optimal use of the ABAC (financial management) software to transfer information, thus reducing paper flows	EESC Finance Unit	**Achieved**	2015
				Developing an electronic workflow for appointing experts	EESC Directorate for Legislative Work	**Achieved**	2019
				Developing an electronic workflow for authorising the replacement of members	EESC Directorate for Legislative Work	Ongoing	2020
				Automatic processing of applications for vacancy notices via electronic CVs	Administration and IT Unit	**Achieved**	2016
				Project to manage appraisal and promotion procedures electronically	Administration and IT Unit	**Achieved**	2019

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				Developing the Sysper2 (human resources management) system: job descriptions, requests for leave on personal grounds, requests for pension rights, requests for transfers of pension rights, declarations of marriage and the birth of a child, management of external activities, addition of job descriptions for each post, online certificates, etc.	Administration and IT Unit	Ongoing	2021
				Managing medical files, medical certificates and transfers of blood test results via an electronic workflow	Administration and IT Unit	Ongoing	2021
				Online registration for European crèches and after-school childcare	Administration and IT Unit	Ongoing	2021
				Managing applications for short traineeships via an electronic workflow	Administration and IT Unit	Ongoing	2021
				Managing trainees' leave via an electronic workflow	Administration and IT Unit	**Achieved**	2019

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				Electronic declaration of members' expenses	EESC Finance Directorate	**Achieved**	2019
				Developing an electronic workflow for managing missions	Administration and Finance (CoR and EESC)	Ongoing	2021
				Receiving electronic invoices from suppliers	EESC Administration and Finance	Ongoing	2021
				New Adonis tool: electronic management (legislative documents, references, Bureau notes and documents, documents for the Quaestors' meetings)	Dir. A	**Achieved**	2020
				Digital strategy – tabling of amendments	Dir. A	Ongoing	2021
				Digital strategy – printing on demand	Dir. A	Ongoing	2021
				Developing an electronic workflow for all expenses relating to the organisation of meetings	Dir. A - Members and Plenaries, CoR	Ongoing	2021
				Reducing the number of files for non-members at plenary sessions	Dir. A - Members and Plenaries, CoR	**Achieved**	2019

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				Publicising the option for members to use electronic versions of working documents	Dir. A - Members and Plenaries, CoR	**Achieved** (2017)	2020
				Developing electronic forms for meetings with interpreting	Dir. A - Members and Plenaries, CoR	**Achieved** (2017)	2020
				Providing merged amendments in Toad (Members' Portal) during plenary sessions	Dir. A - Members and Plenaries, CoR	Ongoing	2021
	Printshop	Paper use for publications	Consumption of natural resources	Raising the awareness of services requesting publications in order to adapt the number of copies to the target audience; spreading best practices; avoiding reprints due to the need for corrections	Communication	**Achieved**	Permanent process
				Continuing to monitor indicators and taking corrective action where necessary	Printshop EMAS Service	**Achieved**	Permanent process
				Organising staff awareness-raising actions	EMAS Service	**Achieved**	Permanent process
Waste	All Committee activities	Catering, office work, infrastructure, printing and copy shop, etc.	Generation of waste	Rationalising the distribution of external circulars and publicity; continuing current efforts and reducing the amount of waste due to such publications	Internal Services, EMAS Service	**Achieved**	Permanent process

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				Reducing the quantity of disposable tableware, particularly disposable cups	EMAS Service, Catering Service	**Achieved** Ban on single-use plastics in the JDE canteen	Permanent process
				Stopping the use of single-use plastics in the canteen and cafeterias	Catering Service	**Achieved** For the canteen **Ongoing** For the cafeterias, this will start when the new contract comes into force	2020
				Evaluating alternatives to bottled water for meetings and conferences	EMAS Service, Catering Service	**Achieved**	Permanent process
				Installation of filtered water fountains in various places accessible to staff and members	Infrastructure Unit	**Achieved**	Permanent process
				Raising staff awareness, particularly through participation in the European Week for Waste Reduction	EMAS Service	**Achieved**	Permanent process

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				Improving waste sorting: blue (PMC) bins on each floor; bins for glass in each building	Infrastructure Unit, EMAS Service	**Achieved**	Permanent process
				Purchasing new types of bins for separating waste in areas used by visitors	Infrastructure Unit, EMAS Service	**Achieved**	2017
				Combating food waste, especially during events	Catering Service	**Achieved**	Permanent process
				Expanding the food donation project	Catering Service	**Achieved**	Permanent process
				Preventing waste during events	EMAS Service	**Achieved**	Permanent process
				Awareness-raising among external conference organisers	EMAS Service, CoR Communication Directorate and EESC Conferences Unit	**Achieved**	Permanent process

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				Permanent replacement of paper flows	IT Unit	**Achieved**	Permanent process
				Introducing waste prevention clauses into tender specifications	EMAS Service	**Achieved**	Permanent process
Green Public Procurement	Green procurement	Calls for tender for the purchase of goods and services	Consumption of natural resources	Encouraging all directorates to use green procurement. Mandatory consultation of the EMAS Service.	EMAS Service Management	**Achieved** EMAS Service consulted by other units/directorates	Permanent process
				Organising and participating in specific training courses on environmental and sustainability criteria	EMAS Service Training service	**Achieved**	Permanent process
				Monitoring compliance with environmental clauses	EMAS Service	**Achieved**	Permanent process
				Promoting the exchange of best practices between institutions	EMAS Service	**Achieved** Participation in the GPP interinstitutional group	Permanent process
				Organising specific training courses for services using hazardous products	EMAS Service	**Achieved**	Permanent process

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
						(Carried out in 2018, the next is due in 2021)	
Mobility (including impact on air)	Official cars	Selection of less polluting official cars	Pollutant emissions	Taking ecoscores (www.ecoscore.be) into account in future vehicle purchases or leases	EESC and CoR Internal Services	**Achieved**	Permanent process
	Staff commuting and travel for work	Use of cars and other means of transport	CO_2 emissions, use of raw materials, increased traffic, noise pollution	Transport plan for the institution, and awareness-raising measures: Friday Bike Day, Mobility Week, Move it!, La Ville en mouvement, Bike to Work, Bike Experience, VéloMai, urban cycling course, etc.	EESC and CoR mobility coordinators	**Achieved** Each year, events may change and may or may not be organised	Permanent process
				Mobility survey on commuting for EESC and CoR staff	EESC and CoR mobility coordinators	**Achieved** Every three years (carried out in 2014 and 2017) Next one planned for 2021	Permanent process
				Organising staff awareness-raising measures on soft mobility	EESC and CoR mobility coordinators	**Achieved**	Permanent process
				Organising communication and awareness-raising measures,	EESC and CoR mobility coordinators	**Achieved**	Permanent process

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				particularly for car-poolers and pedestrians			
				Preparing and launching the next transport plan	EESC and CoR mobility coordinators	Ongoing	2021
				Financial contribution to the cost of public transport season tickets	EESC and CoR mobility coordinators	**Achieved**	Permanent process
				Kilometre-based subsidy for cycling between home and office	EESC and CoR mobility coordinators	**Achieved**	Permanent process
				Maintaining facilities for cyclists	EESC and CoR mobility coordinators	**Achieved**	Permanent process
				Official bicycles: making it easier to use them. Information campaign to encourage people to use them	EESC and CoR mobility coordinators	Ongoing	2021
				Measuring staff participation: quantitative, statistics-based assessment of the measures taken with regard to sustainable mobility	EESC and CoR mobility coordinators	**Achieved**	Permanent process
				Promoting videoconferences	EESC and CoR Internal Services and EMAS Service	**Achieved**	Permanent process

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				Promoting remote working	EESC and CoR administrations	**Achieved**	Permanent process
Biodiversity	Maintenance of green roofs and spaces	Green roofs and spaces	Promotion of urban biodiversity	Maintaining hives on the JDE roof	EESC's NAT section	**Achieved up to 2020**. The hives were removed because the contract ended and has not yet been renewed.	To be resumed
				Planting bee-forage plants near the hives	EESC's NAT section	**Achieved** Renewal of the JDE green roof with new bee-forage plants	2020
				Study on the possibility of planting bee-forage and/or local plants on the green roofs and in the green spaces: community vegetable garden	Infrastructure Unit and EESC's NAT section	**Achieved**	2020
				Creation of a community vegetable garden	Infrastructure Unit	**Achieved**	2020
				Organising awareness-raising measures for staff, members and visitors	EESC's NAT section	To be launched	2021

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
Food[43]	Catering	Canteen and cafeterias	Food consumption	Using the statistical tool	EMAS Service, Catering Service	**Achieved** Monthly monitoring in 2018	Permanent process
				Obtaining the Good Food label	Catering Service	**Achieved** Award of the '2 forks' label (out of 3 forks) in March 2017	2017
				Collecting statistics on seasonal fruits and vegetables based on the salad bar and weekly menus	EMAS Service, Catering Service	**Achieved** Monthly monitoring in 2018	Permanent process
				Improving communication on sustainable food	EMAS Service, Catering Service	**Achieved**	Permanent process
				Fish from sustainable fisheries: 1/ Monthly objective: No fish on the WWF red list and maintaining the percentage of fish from sustainable fisheries	EMAS Service, Catering Service	**Not applicable in 2020** Catering services suspended due to COVID-19	Permanent process
				Fish from sustainable fisheries: 2/ Annual objective:	Catering Service	**Not applicable in 2020** COVID-19	Permanent process

43 As the catering services were suspended between March and December 2020, the statistics could not be calculated for 2020. For that reason, the environmental requirements were not met as neither the canteen nor the cafeteria were open for long enough.

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				Fish sourced from sustainable aquaculture and fisheries: no fish on the WWF red list and maintaining the percentage of sustainable fish at a minimum of 20% in 2016, 40% in 2018 and 24% in 2019.			
				Attending practical training courses	Catering Service	**Achieved**	Permanent process
				Monitoring compliance with environmental requirements in the new contract	Catering Service	**Not applicable in 2020** COVID-19	Permanent process
				Seasonal products: a yearly average of at least 50% seasonal vegetables in the canteen	Catering Service	**Not applicable in 2020** COVID-19	Permanent process
				Organic products: increasing the proportion of organic products	Catering Service	**Not applicable in 2020** COVID-19	Permanent process
				Fair trade products: maintaining or increasing the proportion of fair trade products	Catering Service	**Not applicable in 2020** COVID-19	Permanent process
				Vegetarian options: at least 10% of dishes and sandwiches on sale to be vegetarian	Catering Service	**Not applicable in 2020** COVID-19	Permanent process
Food waste	Catering	Canteen and cafeterias		Food waste: 1/ Improving the tools for measuring food waste	Catering Service	**Achieved**	Permanent process

Theme	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
						The measuring tool will be reviewed with the new catering contractor	
				Food waste: 2/ Keeping food waste in the canteen below 5% in 2019	Catering Service	**Not applicable in 2020** COVID-19	Permanent process
				Including targeted and quantified sustainable food clauses in the next call for tenders	Catering Service	**Achieved** In 2019	2020
Awareness-raising	All topics			Raising the awareness of staff at all levels	EMAS Service	**Not applicable in 2020** COVID-19	Permanent process

The indirect aspects considered to be significant are as follows:

- purchase of cleaning and plant health products;
- staff commuting and travel for work.

Indirect impacts can be identified as significant or not significant using the same method as for direct impacts.

The next environmental statement will be published in July 2022.

This document is available in French, German and Dutch. Only the French version is authentic.

A summary of the environmental statement is available in French and English.