2022

Environmental statement

Update – 2021 data

Comité économique et social européen

Comité européen des régions

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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Table of Contents

Towards more green and sustainable Committees – let's take on the challenge!

Despite the difficulties of the COVID-19 crisis over the past two years, the issues related to environmental protection and sustainable development are at the centre of EU policy making. More than ever before, the EESC and the CoR are involved in achieving the European Green Deal goals, in which the EMAS environmental management instrument plays a pivotal role. We cannot neglect or overlook the importance of green policies in our everyday lives. To achieve the 1.5-degree target of the Paris Agreement, all levels of our administration need to be closely involved.

Implementing an environmental management system requires a strategic vision from the management. It is clear that commitment and a participatory approach of staff and other stakeholders also play a crucial role in achieving the Committees' EMAS objectives. In January 2022, the EMAS steering committee adopted the new objectives for the next period. These new objectives take into account the ambitious environmental targets of the European Green Deal as well as the evolution of performance indicators over the past years and new developments in and outside of the Committees (e.g. infrastructure, buildings and COVID-19 developments). As part of this framework, a new target on CO_2 emission reduction has been added to the Environmental Programme, signalling the Committees' commitment to the European Green Deal.

Although 2021, like 2020, cannot be considered a representative year, a positive evolution can be reported in almost all of the Committees' environmental indicators. It is worth mentioning that these efforts bring not only environmental benefits but also financial savings and improvements to the administrative processes. The reductions in gas, electricity and water consumption over the past years also contribute to better budget management, which is especially relevant considering the recent exceptional rise in energy prices. Partially due to COVID-19 challenges, hybrid meeting technology and efficient digitalised document-sharing possibilities have facilitated more extensive teleworking. Various Committee projects and awareness-raising actions have reduced paper consumption and taken a step forward to a more digitalised, streamlined and modern EU administration.

We hope that the progressive return to the office will encourage all of us to evaluate and critically assess the way we function to achieve an even more efficient and environmentally friendly working environment. This process and the changes it may bring may not come easy. But change is the only constant and once we are open to new opportunities it is easier to face these challenges.

June 2022

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

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.

The 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.

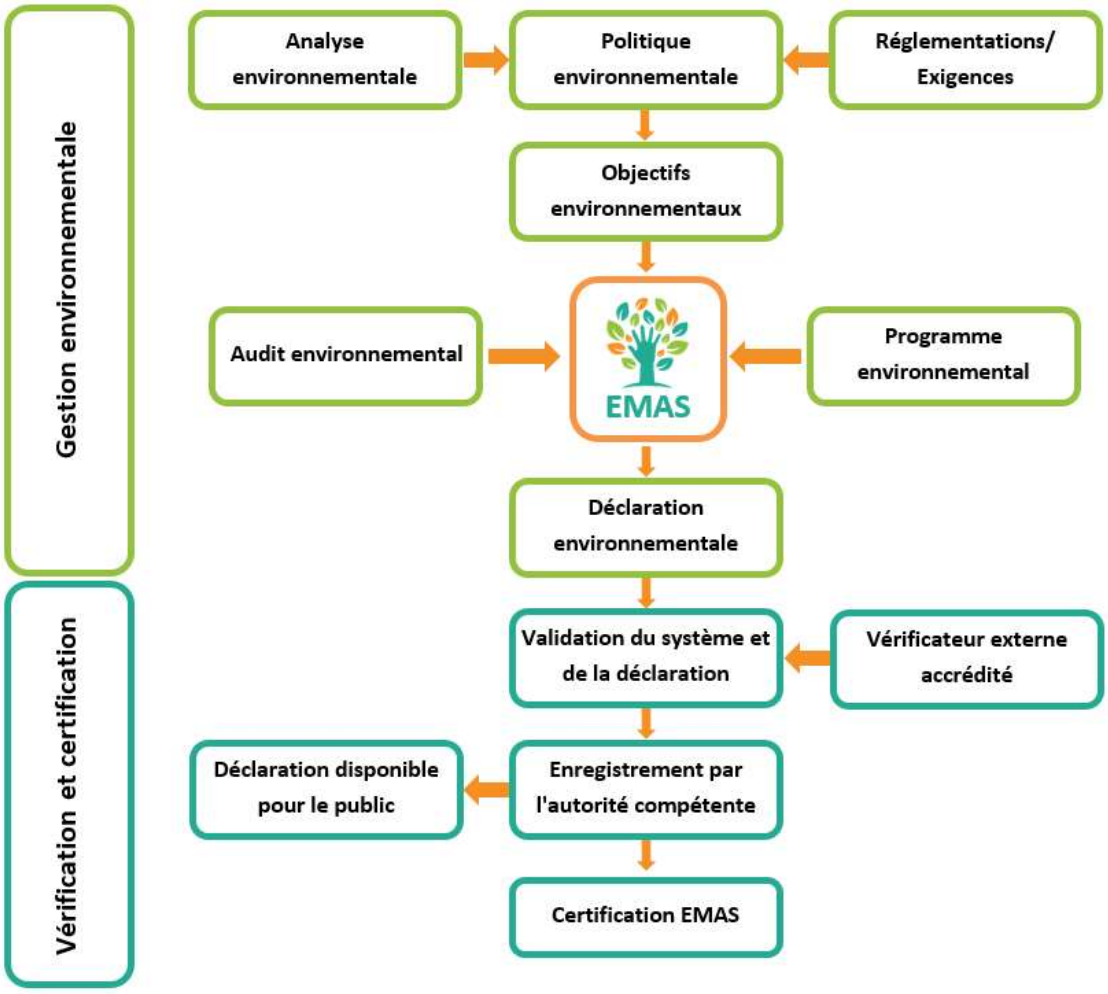
In accordance with the Treaties, the European Parliament, the Council and the European Commission must consult the CoR on any proposal of relevance to regions, towns or cities. The CoR can also draw up own-initiative opinions, which enables it to put issues on the agenda of the EU institutions. The CoR 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[1] 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:



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 activities that 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 4.2). 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

[1] 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.

de facto to be significant. A distinction has to be made between direct[2] and indirect[3] 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. It 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. The new environmental policy will be updated in 2022 and will include the CO_2 reduction target.

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. The current period for environmental objectives is 2015-2021, following a decision taken in 2020 to extend the objectives until the end of 2021.

In early 2022, the new environmental objectives were adopted at the ad hoc meeting of the EMAS Steering Committee for the period 2022-2025. The reference year for the new objectives will be 2019, as this can be considered the last representative year before COVID-19. The action plan for each objective will be drawn up by the EMAS Service after consultation with the respective services and presented in the 2023 annual review.

As the Committees' environmental indicators were established before the Commission decision[4] 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.

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

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

3 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.

4 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).

practices (e.g. waste sorting procedures) are formalised and communicated to those concerned. The procedures and the environmental handbook[5] are available on the Committees' EMAS 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 (irregularities) with environmental requirements are recorded in audit reports, which are used as a basis for improvement measures. The EMS is therefore developing in the spirit of continuous improvement.

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.

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

2.2 Scope

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[6] (see Chapter 2.3 Description of the buildings);
- the 700 people working at the EESC and 554 people working at the CoR as of 31 December 2021[7], as well as trainees and interim staff, are fully involved in the EMAS objectives described below;
- the contractors occupying the premises are informed of the Committees' environmental action and some of them are key players in achieving environmental results;
- EESC and CoR members (329 each) are informed of EMAS initiatives and made aware of the influence 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 agents, contract agents, seconded national experts, medical officers and trainees.

Building	Gross above ground area - m² -	Gross underground area - m² -	Car parking area (net) - m² -	Parking spaces	Occupants 2021[8]	Address
Jacques Delors (JDE)	36 379	15 284	10 167	304	545	Rue Belliard/Belliardstraat 99-101
Bertha von Suttner (BvS)	20 566	9 925	5 358	206	465	Rue Montoyer/Montoyerstraat 92-102
Belliard 68 (B68)	7 305	1 322	687	32	228	Rue Belliard 68
Trèves (TRE)	6 091	2 108	1 143	44	160	Rue de Trèves 74
Remorqueur (REM)	2 325	371	-	-	62	Rue Belliard 93
Van Maerlant (VMA)	9 825	2 561	2 250	55	118	Rue Van Maerlant/Van Maerlantstraat 2
TOTAL	**82 491**	**31 571**	**19 605**	**641**	**1 578**	January 2022 data

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

[7] Number of people employed by the EESC and CoR as of 31 December 2021, and not FTE (full time equivalent).

[8] Figures as at 31 January 2022 (including subcontractors). The occupancy figures for January 2022 are more representative due to several office moves that took place in autumn 2021.

The total number of occupants (January 2022 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 January 2022, i.e. 1 578 people. Only the Bilan Carbone indicator gives emissions per FTE.

It should be noted that the new EMAS objectives for the period 2022-2025 will be per FTE instead of per person. This will be done to comply with EMAS requirements and to bring statistics in line with other EU institutions. In view of this change, the EMAS Service needs to recalculate some of the results of previous years' indicators per FTE in order to be able to present comparable results in the graphs.

Impact of COVID-19 on the calculation of environmental indicators in 2021

Teleworking remained the norm for staff (including agency staff and trainees) in 2021. Like in 2020, 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, such as the catering provider, had to suspend their activities for a large part of 2021. Finally, events were mainly held digitally.

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 members' 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.

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.

Jacques Delors building (JDE)

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). It should be noted that, under the Committees' buildings strategy, the plan is to purchase the Van Maerlant and Belliard 100 buildings 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.

In the course of 2021, modernisation works were carried out to improve comfort and people-to-people communication and to make more efficient use of surfaces:

- the capacity of the lifts has been increased by installing a DSC (Destination Selection Control) call system on landings rather than in the cabin;
- modernisation and refurbishment of a large part of the premises was done over nine floors using a system of "cradle to cradle" reusable partitions and "cradle to cradle" carpeting;
- the central archive areas on the six floors of the rue Montoyer wing were turned into meeting rooms with a new LED lighting system and a ventilation system in which the air flow is regulated by a CO_2 meter specific to each room;
- the archives located in the central areas of the six floors of the Remorqueur wing have been transformed into social spaces and meeting pods;
- videoconferencing facilities will be installed in all meeting rooms and pods.

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 (62 people in 2021).

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 renovations. 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 building's strategy of the EESC and CoR.

Each building is covered by an environmental permit issued by the Brussels authority Bruxelles Environnement.

Building	**Registration number**	**Valid until**
JDE	381908	30/4/2028
BvS	671199	24/10/2033
REM	399668	2/10/2033
TRE	01/0331	20/2/2032
B68	702365	19/2/2034
VMA	676713	18/4/2034

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 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

At the 2021 annual Steering Committee meeting, it was decided to add the service directors to the membership (Directorates A of the two Committees) of the EMAS Steering Committee. The relevant procedure will be updated in the course of 2022, so that the decision can take effect from 2023.

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 80 EMAS contact persons across all directorates of the two Committees and the Joint Services. They play a 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)	-30.2% compared to 2014 100% green electricity
Gas (kWh/DD/person)	-24.8% compared to 2014
Water (m^3/person)	-33.2% compared to 2014
Paper (pages/person/day)	-94% compared to 2015
Office and kitchen waste (kg/person/year)	-61% compared to 2017
Green public procurement	100% of tenders on which the EMAS Service was consulted in 2021 included environmental clauses[10]
Cleaning products	100% of cleaning products used in 2021 were ecolabelled[11]
Plant care products (green areas)	100% of plant care products have been environmentally friendly since 2010[12]
Service vehicles	Increase in ecoscore since 2014 (i.e. reduction in environmental impact of service vehicles)
Staff mobility	69.6% of EESC staff and 75.8% of CoR staff use environmentally friendly means of transport
Sustainable food	Due to the COVID-19 pandemic, catering services were suspended for most of 2021. Indicators not available.
Environmental certification	EMAS ISO 14001 Eco-dynamic enterprise (3 stars) – received in June 2009 Good Food label (sustainable canteen – 2 forks)

Due to the COVID-19 pandemic, like the 2020 results, the 2021 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 25 tender procedures meeting these criteria in 2021, the EMAS Service was not consulted on 13 procedures.

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

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

Contribution of the EMAS objectives to the Sustainable Development Goals

SUSTAINABLE DEVELOPMENT GOALS / EMAS	2	3	6	7	11	12	13	14	15
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

2021 results: **3 917.71** kWh/person

The total electricity consumption for 2021 was 6 182 151.20 kWh. This compares to 6 508 423.96 kWh in 2020 and 7 498 751.47 kWh in 2019.

The total electricity consumption per person for 2021 was **2.1%** down on 2020 and **30.2%** down on 2014. The "electricity" objective of the Committees **has been achieved since 2017.** Attention should be drawn to the fact that the years 2020 and 2021 were special due to the unoccupied – or low occupation of – buildings during the COVID-19 period. The decline in consumption observed over the last two years cannot be used as a benchmark for the following years.

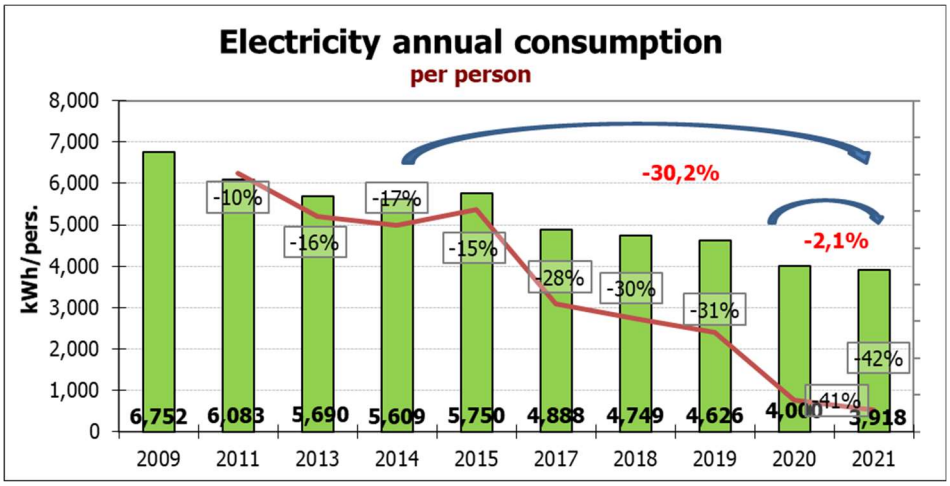


Figure1: Electricity consumption per person per year for all the buildings

b) Total annual electricity use per unit of floor area, expressed in kWh/m²/year: 2021 results: 74.96 kWh/m²
The total electricity consumption per m² for 2021 was **5%** down on 2020 and **33.8%** down on 2014.

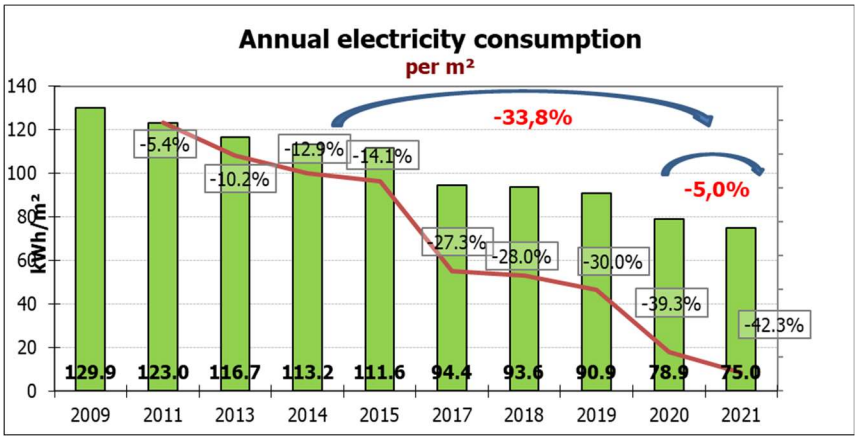


Figure 2: Annual electricity consumption per m²

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. The instantaneous measurements of the meters allow specific periods to be managed precisely depending on the parameters to be analysed.

The VMA building has been 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 (62 people in 2021), but its heating needs are the same.

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

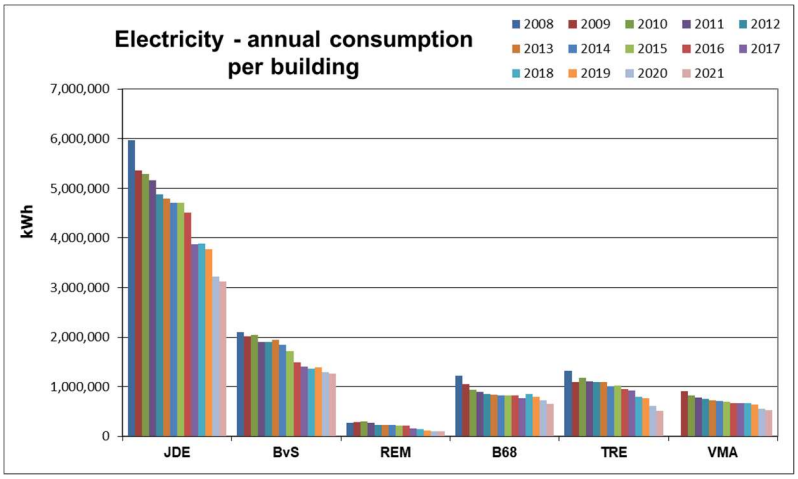


Figure 3: Annual electricity consumption per building

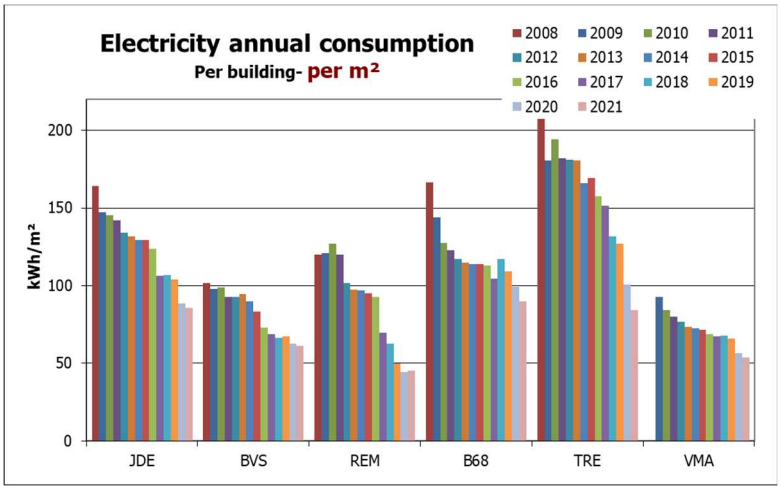


Figure 4: Annual electricity consumption per m² per building

Analysis of results

As in the previous year, electricity consumption remained at a relatively low level in 2021 compared to previous years. 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 the first four or five months of 2021.

The decrease in electricity consumption was mitigated more in 2021, mainly due to a gradual return of colleagues to the office, while the 100% fresh air supply was maintained. In winter, this measure is highly energy-intensive in buildings (TRE and JDE) equipped with post-heating systems in the terminal units.

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 electricity**[13];
- In 2021, the last 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;
- For other ventilation units, engines are replaced when they no longer work (G11/3);
- Installation of new anti-COVID filters (ultimately avoiding operating with 100% fresh air).

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;
- Installing variable pumps for the ventilation units (GP/GE) to save energy. Work started in 2018 (JDE building) and the main project was finalised in 2021. In the future, ad hoc adjustments will be made;
- The final version of the hydraulic pump operation shows energy improvement. Similarly, improvement of regulation shows positive energy indicators in terms of management.

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. In 2021, a new ventilation unit with variable flow was installed in the BvS;

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

- Sensors in "low-energy" offices have been installed to optimise the production of hot water. In addition, a smart link has been established between the regulators for hot and cold production in order to better control the risks of energy dissipation between these two sources.

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;
- monitoring of consumption outside normal working hours;
- installation of occupancy sensors in the REM building;
- implementation of action plans to meet PLAGE, Green Deal and EMAS objectives;
- optimisation of energy registers taking into account meter readings for the whole of 2021;
- installation of additional solar panels.

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**.

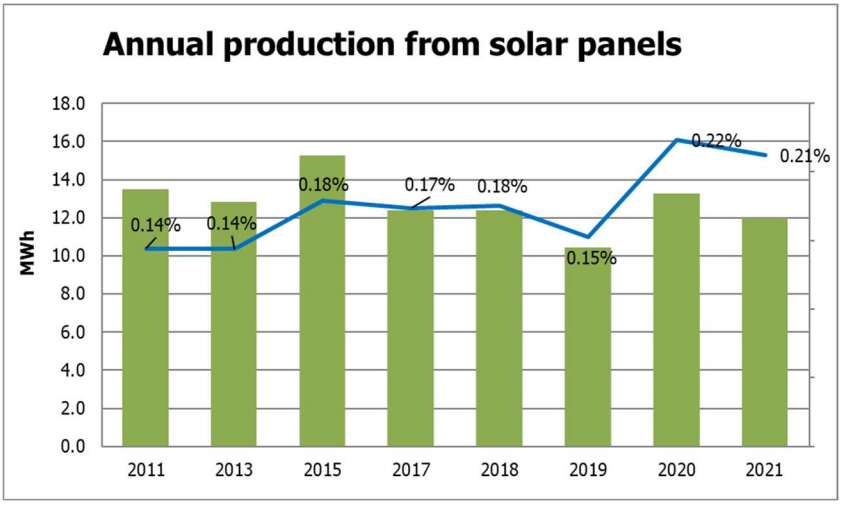


Figure 5: Annual electricity generation through solar panels

Analysis of results

Electricity generation was **12 MWh** in 2021, which is a slight decrease on 2020 (**13.28 MWh**). In 2021, solar panels delivered 0.21% of the total electricity consumed, roughly the same level as in 2020.

During 2021 there was a problem with the B68 panels, which had to be repaired by the maintenance service. In addition, summer was less sunny in 2021 than in 2020, leading to a slight decrease in production in 2021 compared to the previous year.

A call for tender for various technical installation work, including installation of new solar panels, is being developed: if the call for tender is successful, the Committees could probably have a framework contract signed for the beginning of 2023. This action requires major implementation studies and could be carried out at the earliest in the course of 2024.

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**[14].
i41) Share of total electricity use met by on-site generation of renewable electricity (%). The Committees use this indicator, which is in line with the SRD.

SRD benchmarks of excellence: not applicable.

[14] 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

2021 results: **2 985.27 kWh/person**

The total gas consumption in 2021 was 4 710 749.85 kWh/GCV/DD. This compares to 3 749 817.82 kWh/GCV/DD in 2020 and 4 526 507.13 kWh/GCV/DD in 2019.

The total gas consumption per person for 2021 was **29.5%** up on 2020 and **24.8%** down on 2014. The "gas" objective of the Committees has been achieved since 2017. Attention should be drawn to the fact that the years 2020 and 2021 were special due to the unoccupied – or low occupation of – buildings during the COVID-19 period.

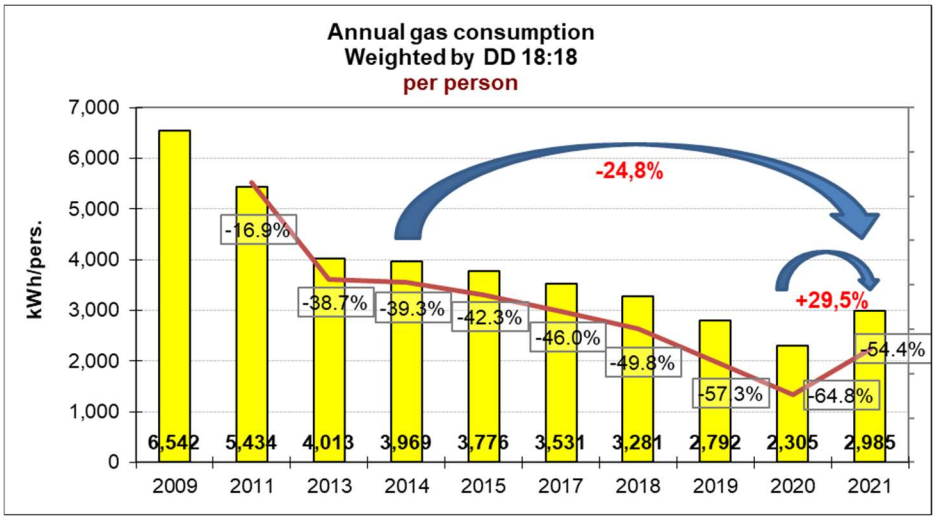


Figure 6: Gas consumption per person per year for the six buildings

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

2021 results: 57.1 kWh/m². The total gas consumption per m² for 2021 was **25.6%** up on 2020 and **22.3%** down on 2014.

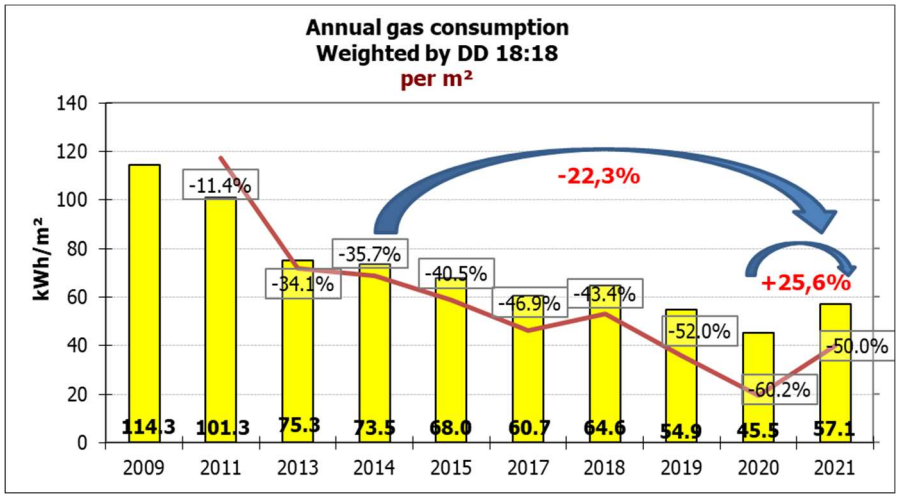


Figure 7: Annual gas consumption in kWh/m²

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.

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

The "degree day 18:18"[15] 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.

The increase in gas consumption in 2021 compared to 2020 is mainly due to the fact that occupants have been returning to buildings on a more regular basis after 2020.

The increase in consumption is also due to the demand to work only with fresh air in air handling units as part of COVID-19 measures. This means that outdoor air must be treated for heating and cooling, thus consuming more than before when air was partially recycled, with fresh air mixed with already heat-treated recycled air.

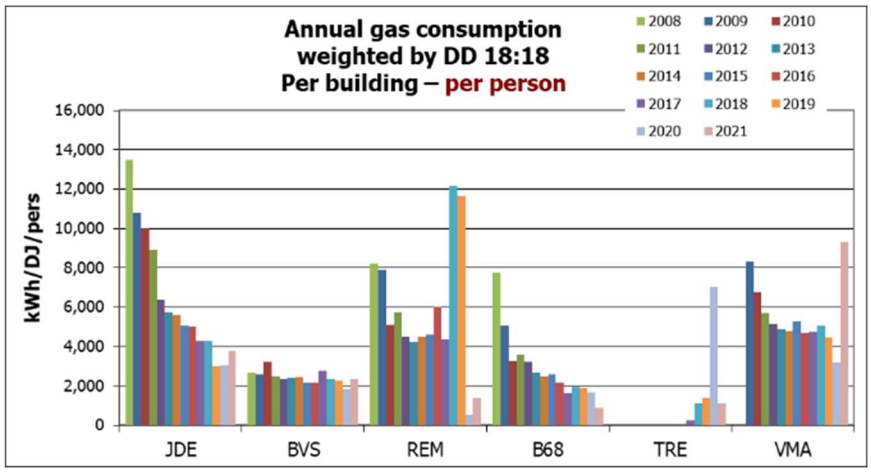


Figure 8: Gas consumption per person per year for each building

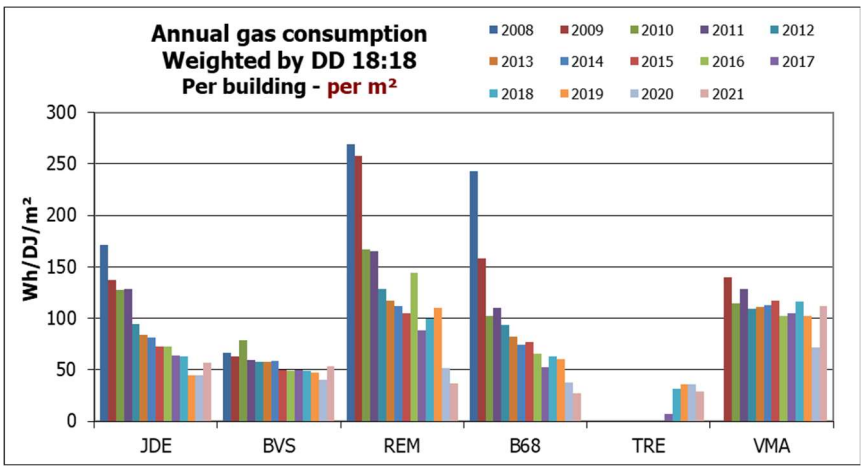


Figure 9: Gas consumption per m² per year for each building

15 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 higher in 2021 than in 2020 (increase of around **29.5%**). This is mainly explained by the exceptional situation resulting from the COVID-19 pandemic. In 2021, the buildings operated normally during the winter months (no impact from the lockdown on the period prior to that date). As for electricity, 2021 saw a gradual increase in activities and maintenance of 100% fresh air in ventilation systems. The combination of these two elements would not have allowed the steep decline that started in 2020 to be maintained. However, gas consumption levels remain lower than in the pre-COVID period.

Next, although the B68, TRE and REM buildings were closed for the first four to five months of 2021, 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 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.

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[16]:

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 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
- Installing energy recovery systems on ventilation units (GP/GE). A feasibility study was carried out with positive results. The site studies are ongoing and the works will be integrated into a new framework contract for technical installation works. Due to a delay in the tender procedure, the works were postponed to 2023/2024;
- Installing energy meters for heat production. A four-year framework contract was signed in 2017, works began in 2018 and continued in 2019. INFRA signed a final order in 2020 and the installation was completed in 2021;
- Optimisation of the output of heating units and distribution networks, finished in 2021;
- Optimisation of the control of heating air and distribution networks (CTM), finished in 2021.

[16] 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 off the heating during June, July and August;
- Installation of thermal insulated windows on the street side after a feasibility study. The windows on the interior sides of the 10th and 11th floors have also been replaced;
- Insulating and creating a green roof on the eighth floor of the BvS building. This action is consistent with the initiatives and objectives of the Brussels region to combat soil sealing;
- Installation of Wi-fi sensors in "disadvantaged" offices that allow for optimisation of heating (winter) and cooling (summer).

B68 building

- Energy audit of the B68 building. New environmental permit issued in 2019;
- Since 2018, cutting off the heating 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, which should have the overall objective of +/- 5.6% primary energy savings;
- planned for 2023: call for tender "replacement of regulation in the JDE building", which will enable the use of more efficient equipment, but above all the revision of functional analyses and optimisation of the regulatory planning which will enable gains to be made;
- further development of an energy register on the basis of smart meter readings in order to be able to analyse consumption more precisely (by activity, area and use) and thus better target corrective actions;
- an energy recovery system on the ventilation units has been the subject of a feasibility study with positive results. In relation to the results of the ongoing call for tenders for "technical installation

works", the implementation studies could start in 2023. If the results are positive and funding is available, work could take place in 2024.

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 be an essential tool to reduce 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 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**[17].

SRD benchmarks of excellence: not applicable.

[17] FTE corresponds to 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.

3.3 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)

2021 results: **7.77 m³/person**

The total water consumption in 2021 was 12 259 m³. This compares to 14 741 m³ in 2020 and 19 778 m³ in 2019.

The water consumption per person for 2021 was **14.3%** down on 2020 and **33.2%** down on 2014. Attention should be drawn to the fact that the years 2020 and 2021 were special due to the unoccupied – or low occupation of – buildings during the COVID-19 period. They cannot serve as a reference for the years to come.

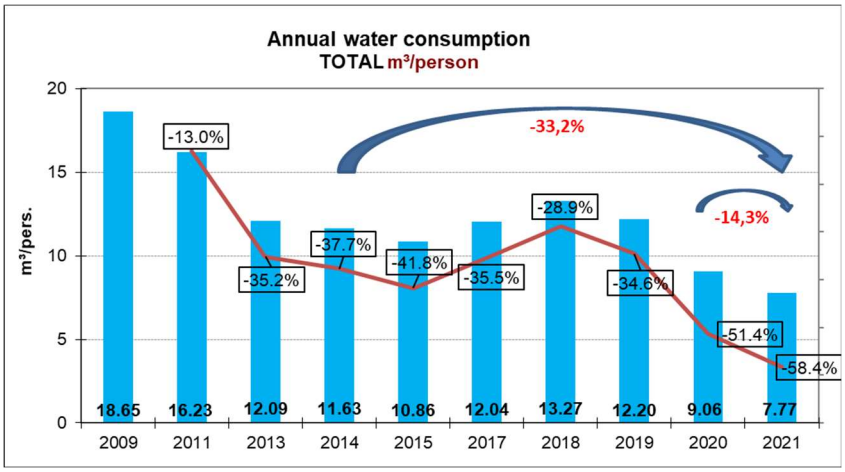


Figure 10: Annual water consumption per m³ per person for the six buildings

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

2021 results: **0.15 m³/m²**

The water consumption per m³ per m² for 2021 was **16.8%** down on 2020 and **36.6%** down on 2014.

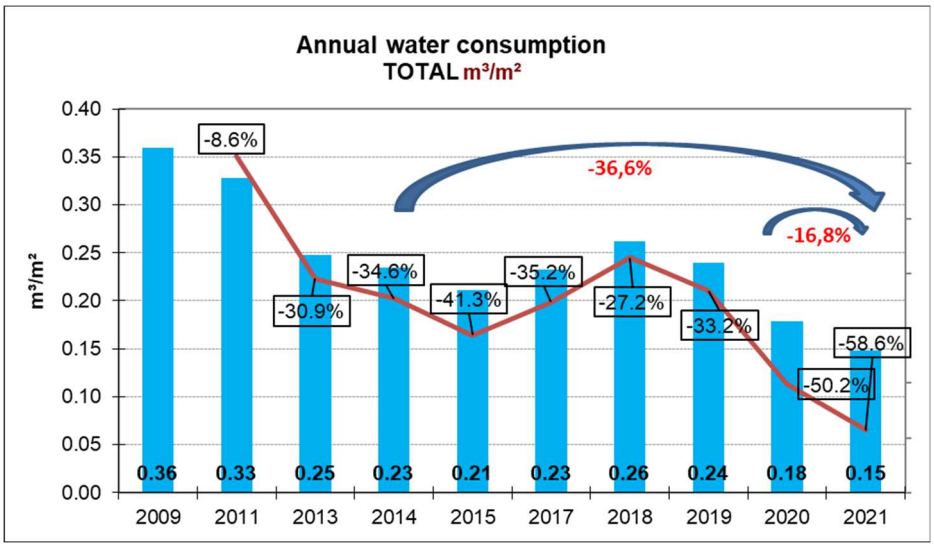


Figure 11: Annual water consumption in m³ per m²

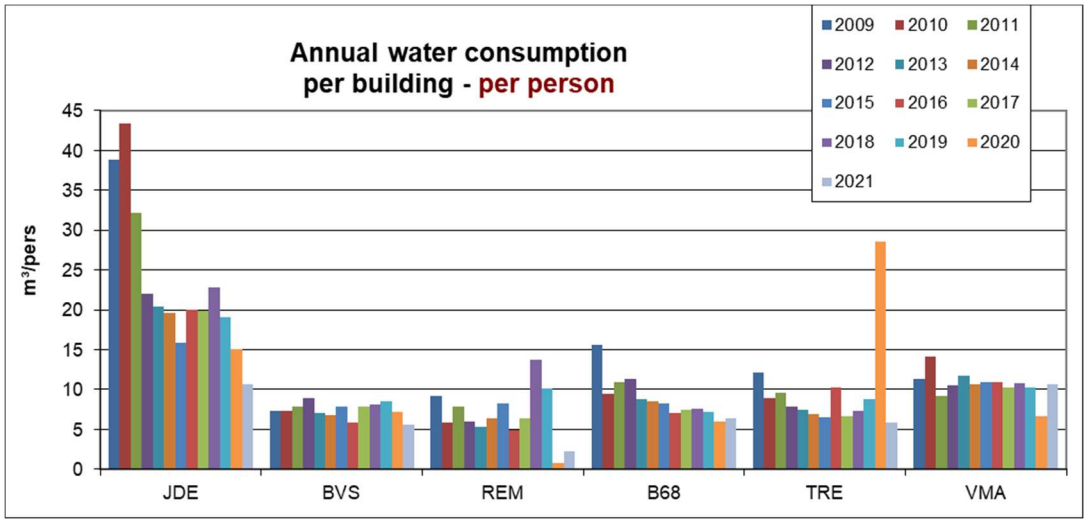


Figure 12: Water consumption per person per building

Explanation of data

Since 2020, the data have been based solely on smart meter readings. It should be noted that the data for the 2009-2011 period are an estimate based on data extrapolation (data not available).

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 electricity consumption, water consumption per person fell in 2021 (reduction of around **14.3%** compared with 2020). The reason is mainly related to **the COVID-19 situation** and the low occupancy of the buildings. In addition, the Committees received very few visitors during 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 m³ at the 2014 level has been **achieved since 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 more regularly. Water consumption is strongly linked to the occupation of buildings.

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 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 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 EESC staff by the management[19];
- **JDE:** installation of a water softener in the kitchens to reduce limescale and have a positive impact on water consumption and the frequency of equipment maintenance;
- **All buildings:** installation of water meters in strategic locations to ensure better water management. This action began in 2018 and installation was completed in 2021. The water supply sources from each of the buildings are equipped with a main meter. Meters have also been installed for specific sources (watering, softened water, technical installations GP/GE). This makes it possible to separate consumption by activity and thus to implement a more precise water management system and thus define coherent objectives. Consumption data are also included and historically recorded for the energy management system in place at the EESC.

Current or future actions

- **JDE**: studies on the replacement of defective water supply pipes to prevent leaks;
- **JDE:** rainwater recovery system for watering the bamboo plants. Following the recent improvement work carried out in 2019 on bamboo containers, the feasibility of installing a new watering system needs to be verified and validated. Due to a delay in the tender procedure, the studies were postponed to 2023 and the works to 2024. Environmental benefit: recovery of rainwater with a direct impact on water consumption;
- Launch of a study on water management at the Committees;
- **Awareness-raising:** the Committees regularly organise campaigns to raise staff awareness about water, particularly in conjunction with World Water Day, and through eco-tips.

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

[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.

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 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.

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.

Paper used in offices: this is 100% recycled A4 80 g paper used by staff to print documents.

Indicator: number of sheets printed per person per day.

2021 results: 1.2 sheets/person/working day.

In absolute terms, the total amount of paper used in 2021 was 0.6155 million pages. This compares to 1.354 million pages in 2020 and 2.797 million pages in 2019.

The amount of paper used per person per day in 2021 was **55%** down on 2020 and **94%** down on 2015. The objective of reducing paper consumption by 5% from the 2015 level has been **achieved since 2016.**

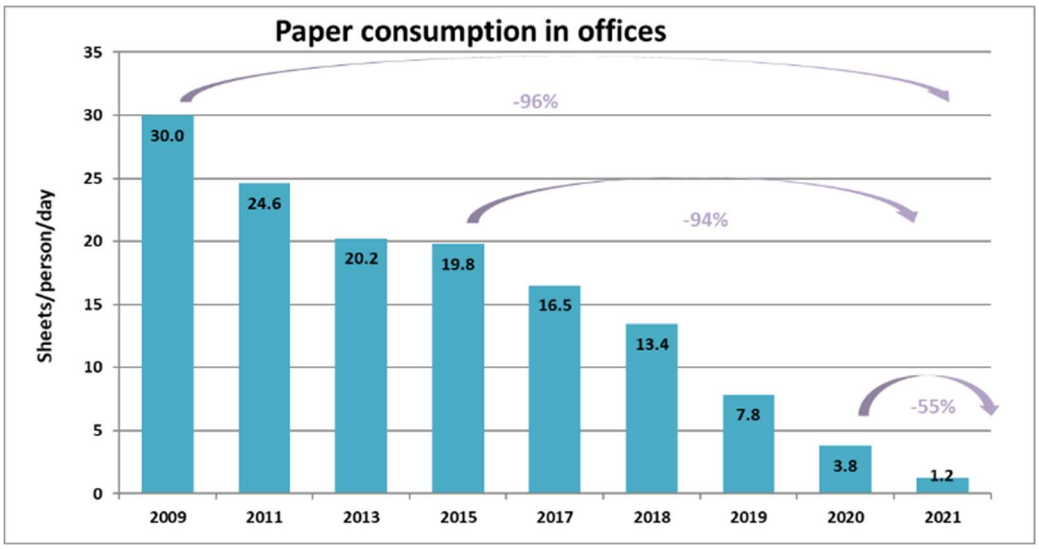


Figure 13: Number of sheets printed per employee per working day

b) Paper used for publications: this exclusively concerns paper used by the printshop. This paper is used both for copies[20] of members' meeting documents and for communication products (brochures, books, business cards, etc.), many of which are printed in colour and on special (non-recycled) paper.

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

2021 results: the amount of paper used for printing **publications** fell in 2021 by **51%** compared to 2020.

The total amount of **recycled paper** used in 2021 was 7 484.40 kg. This compares to 864 kg in 2020 and 48 698 kg in 2019.

20 On A4, 80g paper. 100% recycled, in black and white and double-sided.

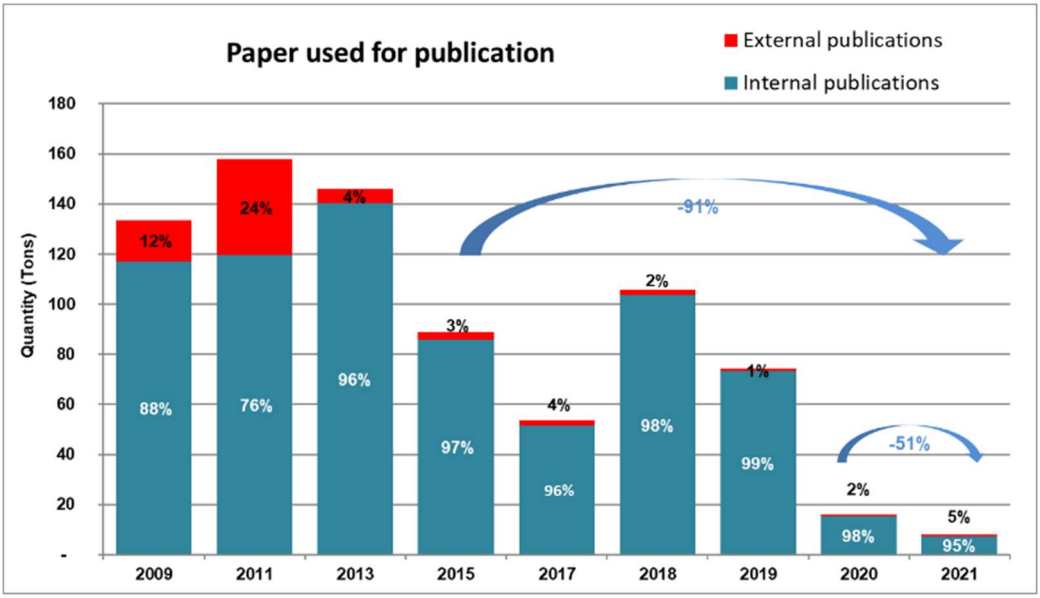


Figure 14: Tonnes of paper purchased for publications per year

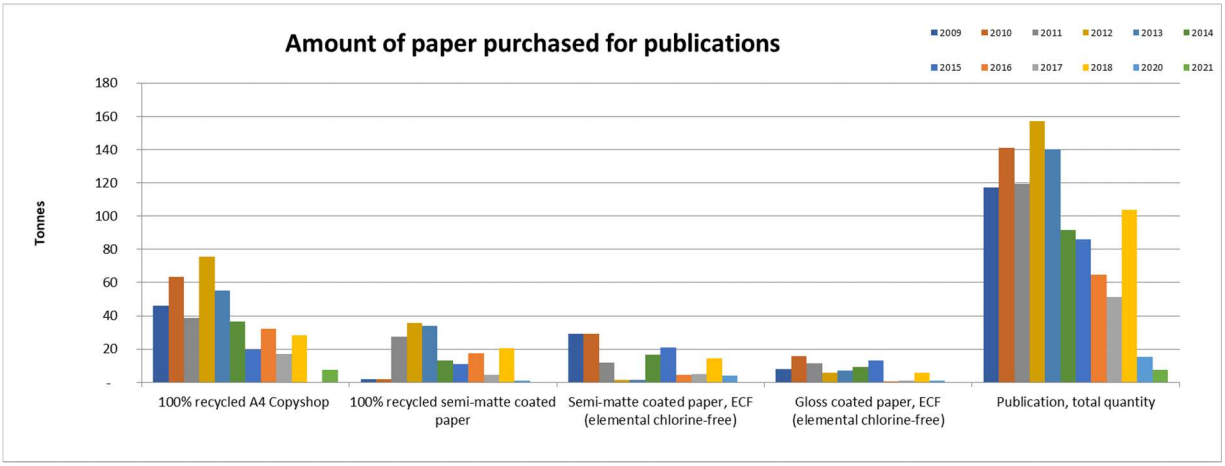


Figure 15: Tonnes of paper purchased per year by paper type

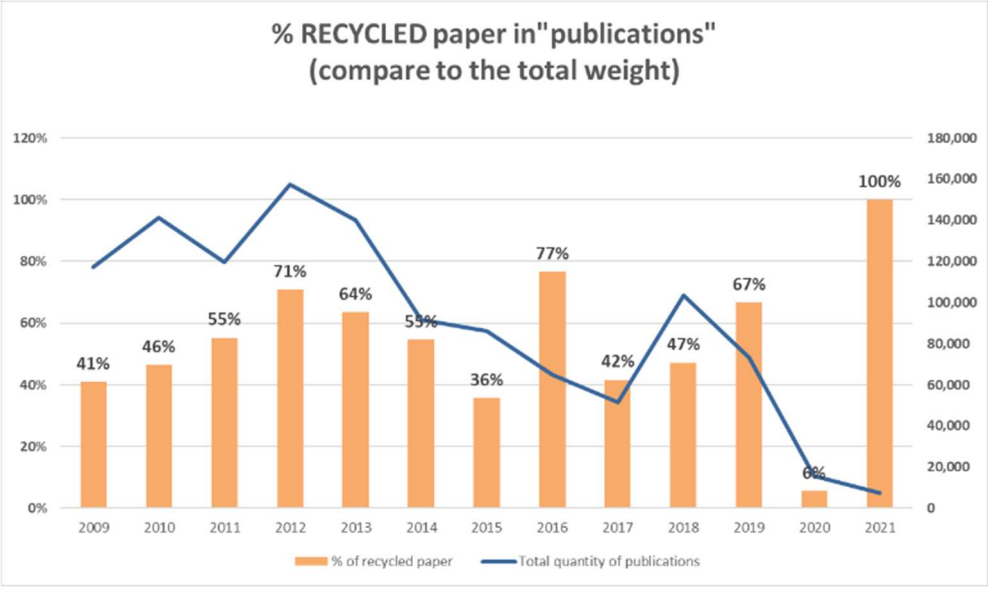


Figure 16: Percentage of recycled paper used in publications in relation to the total weight

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, the 2018 paper stock has still not been completely exhausted and 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 – stocking up before the expiry of the current contract. 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 also fell sharply in 2021 compared with 2020 and 2019. 2021 cannot be considered a representative year, but since both Committees tend to reduce their paper consumption and in combination with the pandemic, it is clear that there is a decreasing trend in paper use.

With regard to the **paper used in offices**, the reduction was around **55%**, which is obviously related to the COVID-19 pandemic and the low occupancy of offices. As almost all staff worked remotely for most of 2021, 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 a reduction of nearly **51%** compared with 2020. This is explained by the extended teleworking situation of all staff and members. Meetings, particularly meetings with members, were mainly held online. 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 reduction 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 increase in the percentage of recycled paper used in publications (100% in 2021 compared with 6% in 2019) is explained by the exclusive purchase of A4 recycled paper for publications. No other paper format for publications was purchased in 2021.
We would note that, where another type of paper has to be used for publications (e.g. 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.

The number of documents reprinted following corrections (grammage) in the printshop increased by 1.4 % compared to the total number of paper purchased. The main reason for this is that less paper was purchased in 2021 than in 2020.

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].

- The A4 paper used for printing (office paper) and purchased for publications is "100% recycled"[22],
- Almost all individual printers have been replaced with shared printers,
- 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"). Due to the COVID-19 pandemic that forced staff to telework and members to hold hybrid or virtual meetings and plenary sessions, no awareness raising campaign was launched in 2021. For the sake of efficiency and coherence, the next campaign will be held when more people have returned to work in-person.

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.

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

22 Since 2019, FSC-certified paper has been used, as the plant that supplied the Committees with recycled paper had 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 and per year

2021 results: **52.3 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	2021	2020	2019
General	28 661	34 212	95 300
Paper/cardboard	49 530	45 709	166 530
PMC	1 337	2 585	10 912
Glass	1 240	428	7 138
Organic waste	1 777	6 030	15 910
TOTAL	**82 545**	**88 964**	**295 790**

The amount of waste generated during 2021 was **4%** down on 2020 and **61%** down on 2017 (reference year).

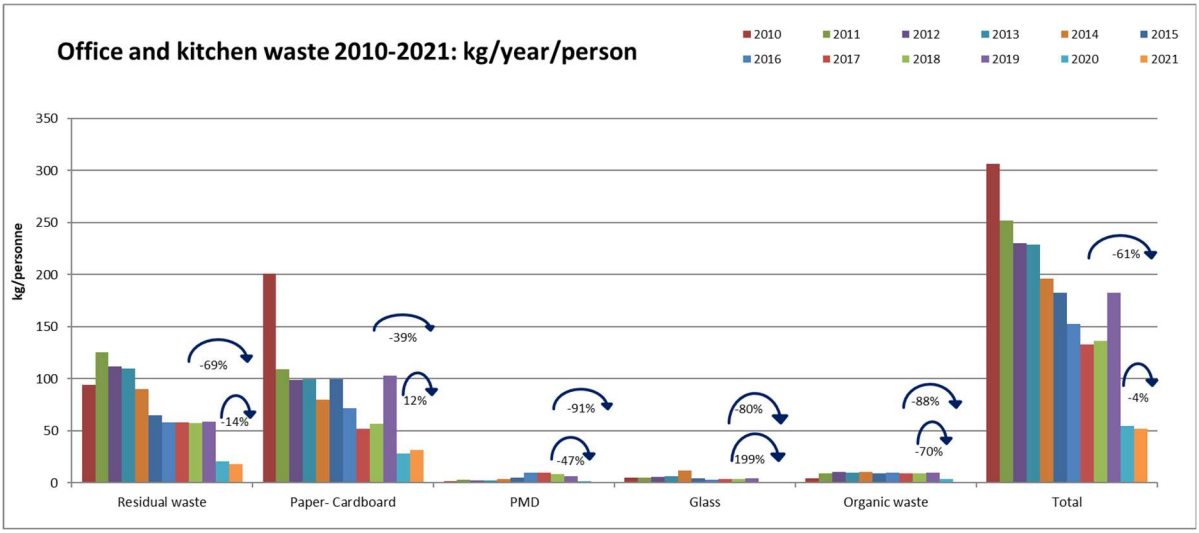


Figure 17: Tonnes of office and kitchen waste per person and per year

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 construction site waste and other types of waste are collected and analysed separately.

Analysis of results

We have seen continuity in the decrease in the amount of waste generated in 2021 compared to 2020 (decrease of around 4%). However, this decrease, which was due to the COVID-19 pandemic that continued in 2021, slowed down as a result of a gradual recovery of activities. In 2021, a majority of staff and members continued to telework, which continued to have a direct impact on the amount of office waste. Compared to 2020, when catering services (canteen, kitchen, cafeterias, catering) had been suspended since the first lockdown, activities resumed starting in September 2021 (cafeteria was continuously open from mid-September and the canteen with reduced offer from mid-October).

A general downward trend is observed for the different categories of waste, with the exception of glass, the increase of which is due to the aim of gradually replacing single-use plastic containers, particularly bottles.

There is also an increase in paper/cardboard waste. This is linked to the exceptional sorting carried out by various departments to prepare for moving between premises following work carried out in buildings such as the BvS or REM. The removal of some archives in 2021 also explains this increase in paper/cardboard waste.

Food waste mainly comes from the catering services during events. There have been very few events since 2020 and there has therefore been very little unconsumed food. If reservations change, unused products are reused as much as possible. Food donations could resume in September 2022 if the amount of events continues to increase (see Chapter 3.10).

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.

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.

Ongoing 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 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-tips** for event organisers (see Chapter 3.11). The three largest events are the subject of waste prevention work and specific monitoring,

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

- **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),
- **Plastic waste:** single-use plastics (bottles, containers, etc.) are banned from 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 members are encouraged to use their own mugs (during COVID, this was temporarily suspended as a precautionary measure),
- **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 2021

Every year the Committees organise an awareness-raising campaign as part of the European Week for Waste Reduction (EWWR). In 2021, activities were organised around the theme "**circular communities**".

To illustrate this topic and raise awareness, a specific intranet site and a Teams group were created with various articles, links to webinars and websites as well as film clips. Cooperation with the EMAS Services of other institutions and the relevant units in the Committees was used to good effect.

In view of the COVID-19 crisis and widespread teleworking, the SERD campaign was mainly carried out online. A visit to Tournevie (an accessible and ecological tool library) took place and a reuse workshop was held at the Committees with the association R-use Fabrik.

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.

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 collected separately.

25 Food donation was suspended due to the COVID-19 pandemic. No catering activities took place in 2021.

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/FTE/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.

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.

2021 results

In 2021, **25** calls for tender were published by the Committees, with the EMAS Service being consulted on **12** of them in accordance with the procedure. The 13 calls for tenders that were not subject to EMAS consultation are low or medium value tenders.

100% of the contract documents submitted for consultation contained environmental clauses. 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.

Breakdown according to environmental impact

Out of the 25 calls for tender published in 2021, there were:

Two calls for tender with high environmental impact

- Architectural and special engineering consultancy for building projects, refurbishment of spaces, special techniques and integrated assistance in the various areas of the building,
- Light renovation of the building located at Rue Van Maerlant 2, 1000 Brussels (VMA).

Two calls for tender with medium environmental impact

- Provision of photographic services (EESC),
- All-inclusive maintenance of equipment for access to façades and roofs.

21 calls for tender with low environmental impact

- Framework contracts for studies, contracts for the supply of equipment and/or interpretation services at external conferences, framework contract for the provision of simultaneous interpretation services during videoconferences, analysis contract with an approved laboratory, purchase of laminator for the printshop.

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. This year the calculation included the four calls for tenders mentioned above, which are also the most significant tenders in terms of value.

- *Top green*: **100 %**
- *Medium green*: **0 %**
- *Low green*: **0 %**

In 2021, some "top green" tenders can be considered innovative or even exemplary in terms of sustainable and environmental aspects. This is particularly the case for the renovation of the VMA building, which was designed from the outset in order to minimise environmental impact. Environmental and sustainable criteria have been systematically integrated. For example: the general objective of improving the energy performance of technical equipment and installations, introduction of circular renovation criteria, improvements towards greater sustainability with fully collapsible and reusable partitions, choice of materials with less environmental impact, etc.

Ongoing actions

- Electricity is 100% green,
- 100% of cleaning products are ecolabelled[27]. Inclusion of environmental criteria in the invitation to tender for the new cleaning contract (sorting and recycling of waste, use of environmentally friendly products, etc.),
- 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

2021 results: 100% of the cleaning products used by the Committees were ecolabelled, as in 2020. At the same time, fewer products were used.

It should be noted that in the context of health measures, disinfectants and hydroalcoholic gel were used in 2021.

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

Analysis of results

The quantity of products used decreased by 5% in 2021 compared to 2020 and by 90% in 2021 compared to 2012. This decrease is mainly due to the fact that in 2021 the offices were cleaned depending on physical presence. Only environmentally friendly products were used in 2021, as no specific treatment was needed on the ground.

The main reasons for this significant decrease over the years are:

- products targeted for specific cleaning needs, which have proven to be more effective, are increasingly being used. Multi-purpose products are still used when they are suitable,

- the automatic product distribution system is used to make the best use of cleaning products,

- the use of microfibre cloths which require fewer products or only water for cleaning.

27 With the exception of disinfectants and hydroalcoholic gel used in the context of sanitary measures.

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

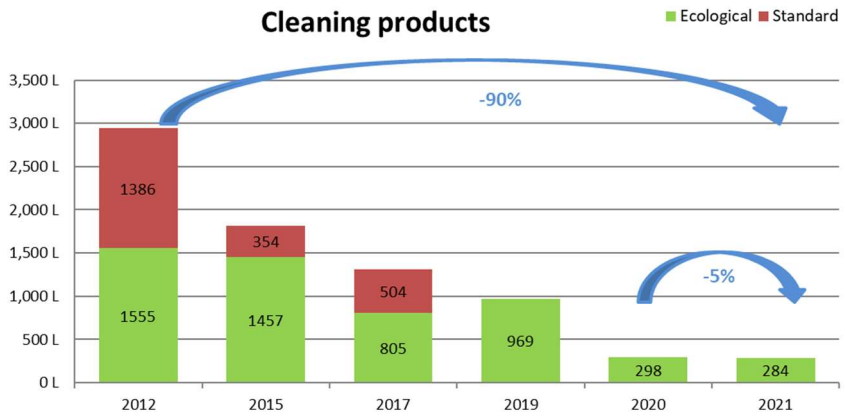


Figure 18: Cleaning products used. Environmentally friendly and non-environmentally friendly products.

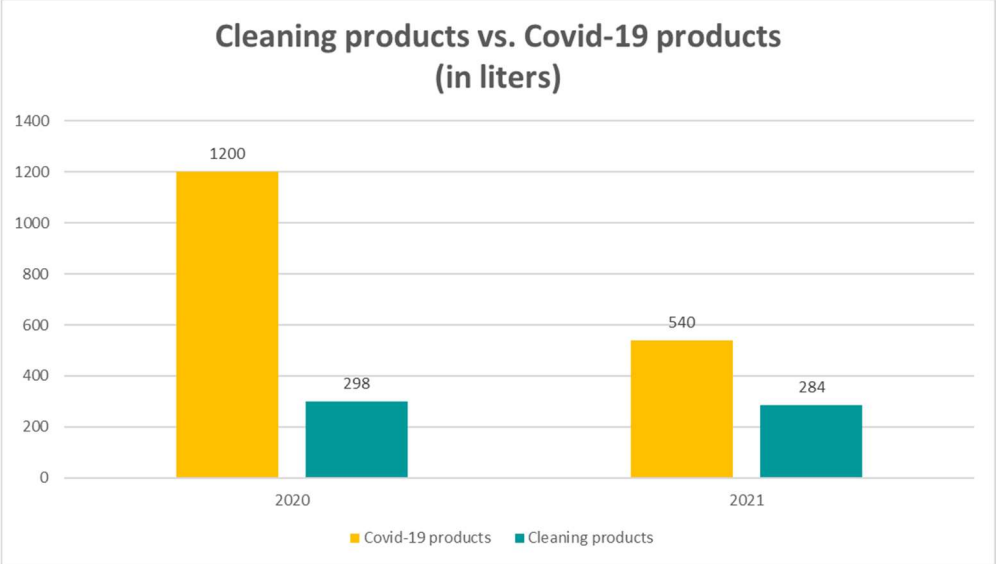


Figure 19: Disinfectants including hydroalcoholic gel – Cleaning products

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 Service vehicles

Objective: to reduce the pollution generated by service vehicles.

The Committees have seven service 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.

2021 results

The environmental performance of the service vehicles has generally improved since this indicator started being used. Shown below is the average ecoscore of all the vehicles of both Committees in 2021.

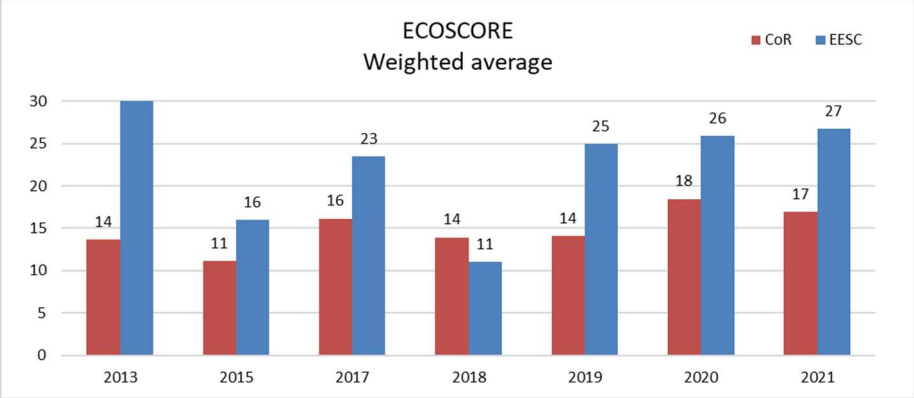


Figure 20: Ecoscore of the EESC and CoR vehicles

Ongoing 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 teleworking days and number of people teleworking (occasional/structural teleworking)

2021 results: 75.8% of CoR staff and 69.6% 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 2021. In 2021 the employee transport plan (ETP) for 2021-2023 was drawn up and launched on the basis of experience with the current mobility policy, including the planning of innovative activities. The EESC ETP was accepted by Bruxelles Environnement. The CoR one is awaiting approval by the same body.

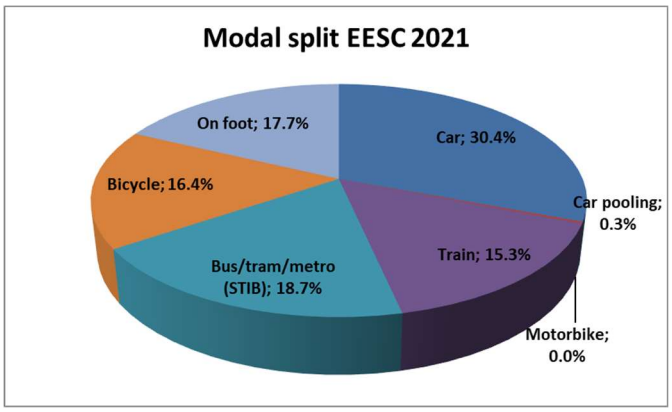


Figure 21: Modal split of commuting journeys of EESC staff

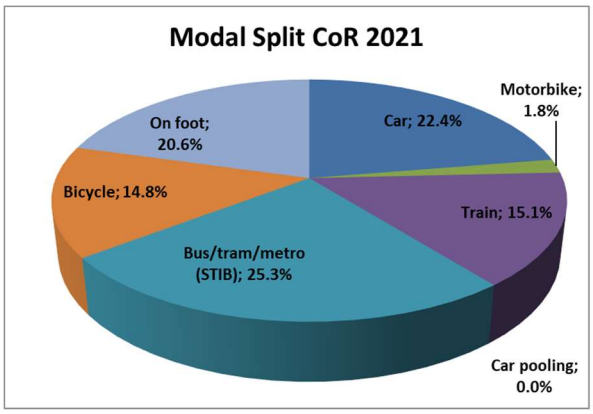


Figure 22: Modal split of commuting journeys of CoR staff

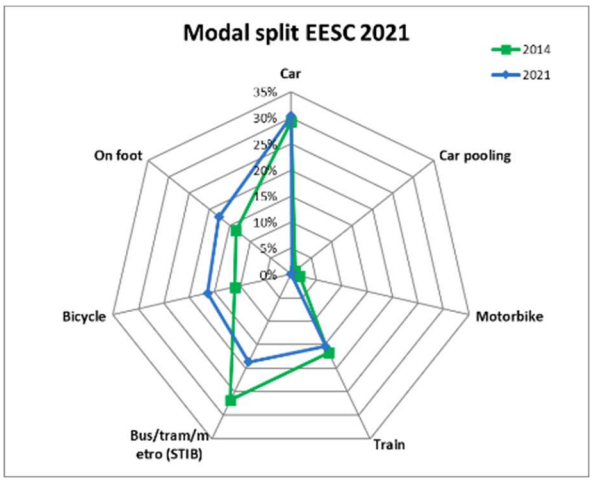


Figure 23: Modal split of commuting journeys

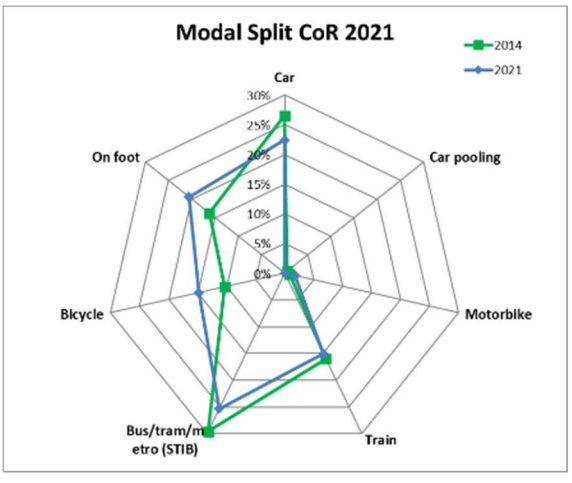


Figure 24: Modal split of commuting journeys

It should be noted that most staff teleworked in 2021, 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 teleworkers as all staff were recorded as being in an "occasional teleworking" situation since the first lockdown in 2020 (including staff who worked on-site). The usual indicator of the number of teleworking days and the number of teleworkers could not therefore be monitored.

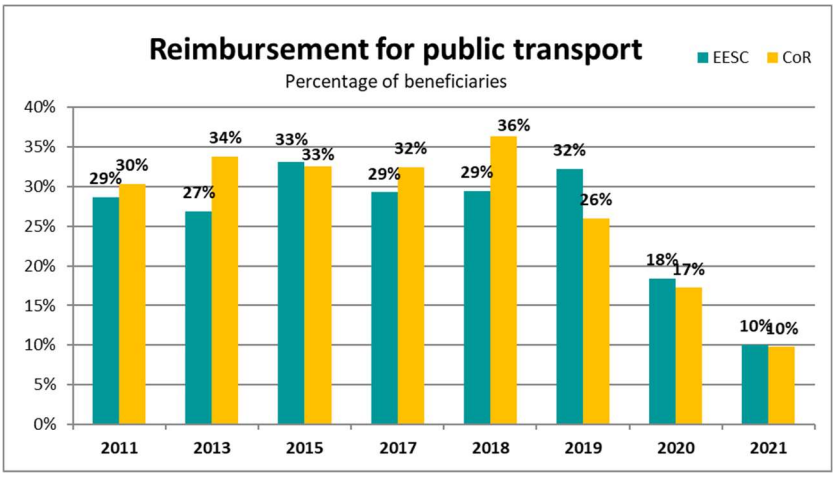


Figure 25: Percentage of beneficiaries of the public transport contribution

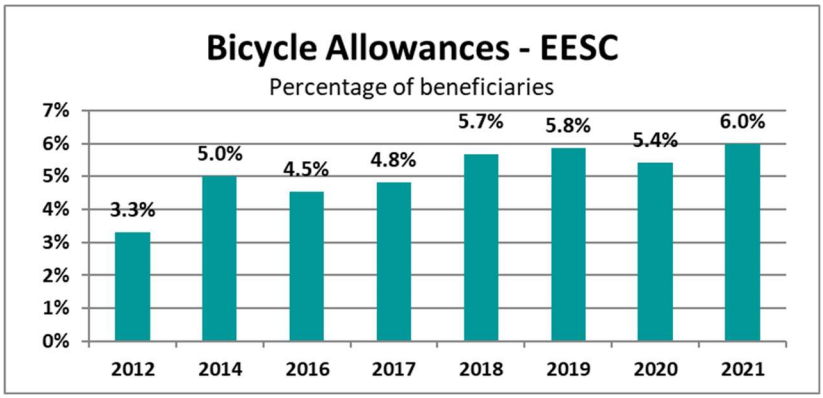


Figure 26: Percentage of beneficiaries of the kilometre-based subsidy for cycling (EESC)

Ongoing 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),
- Kilometre-based subsidy for cycling (EESC),
- Teleworking 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,

30 There is no data available for the modes of transport used by staff who worked on-site in 2021, nor for the modes of transport used by teleworkers.

- Participation in the VéloMai and Walking Challenge interinstitutional initiative,
- Charging facilities for e-bikes and e-cars,
- Availability of two bikes for recharging smartphones,
- More teleworking 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 that have 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.

In October 2021, the EESC SG launched an initiative that will last one year to encourage the reduction of emissions caused by EESC staff missions. This initiative started in November 2021 and is called "**Low Emission Missions**". Throughout this initiative, staff going on mission will be encouraged to opt for less polluting ways to travel. Participation in this initiative is still entirely voluntary.

In June 2022, the CoR SG announced a new policy on CoR staff missions. The main features of these new policies are: fewer missions, fewer participants in the same mission, awareness raising and preference for cheaper and more sustainable modes of transport.

Alignment with the SRD

Environmental performance indicator:
i14) Implementation of tools to promote sustainable commuting (y/n). Yes, the Committees regularly organise awareness-raising and information campaigns on all possibilities for staff.
i15) Percentage of staff commuting by car on a daily basis as a single passenger (%). According to the mobility survey conducted in 2021, 30.4% of EESC staff and 22.4% 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 (%).
17) 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 2021, all the conference rooms were equipped for videoconferencing.

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

SRD benchmarks of excellence

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 2021, 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. Built areas are not conducive to biodiversity, as they are sealed and plants cannot grow there.

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%).

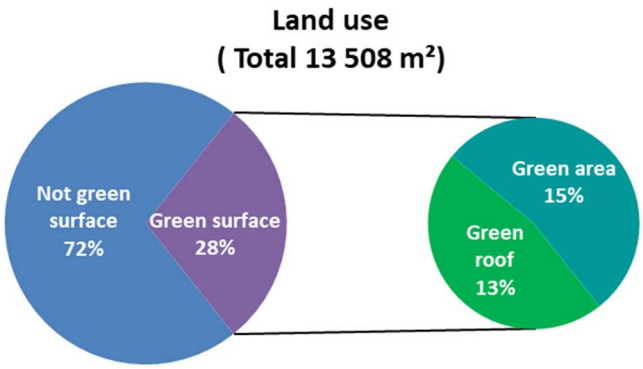


Figure 27: Use of green spaces in unbuilt areas

Green roofs

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 in mid-2020. As the contractor's services did not meet the EESC's expectations, the contract was not renewed. The pandemic did not allow for a new call for tenders to be launched in 2021. In 2022, the Infrastructure Unit assigned the task to a technical and architecture bureau to study the potential for improvement related to biodiversity within and around the Committees. The most important result of the study will be carried out by the Gembloux Agro-Biotech Faculty of the University of Liège (commissioned by the European Commission). The benefits of re-installing the beehives will also be assessed in this study.

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 colleagues as volunteers. The planting consists of herbs, some fruit and vegetables and flowers. At the same time, the catering contractor, BaxterStorey, will also grow herbs for catering purposes at the Committees.

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

2021 results: the indicators are not available due to the COVID-19 pandemic. Catering activities were suspended for most of 2021: the canteen was open from mid-October until the end of December, i.e. for two and a half months. Only data on seasonality are available for these 2.5 months of operation.

Due to the ongoing pandemic and its implications for the functioning of the canteen throughout 2021, there was a lack of available data and thus a lack of results on the percentages of seasonality of the canteen. However, the data were collected for the months during which the canteen was operational, i.e. half of October, November and December 2021.

Overall, the canteen's seasonality score for the last two and a half months of 2021 is very positive. See the detailed graph below:

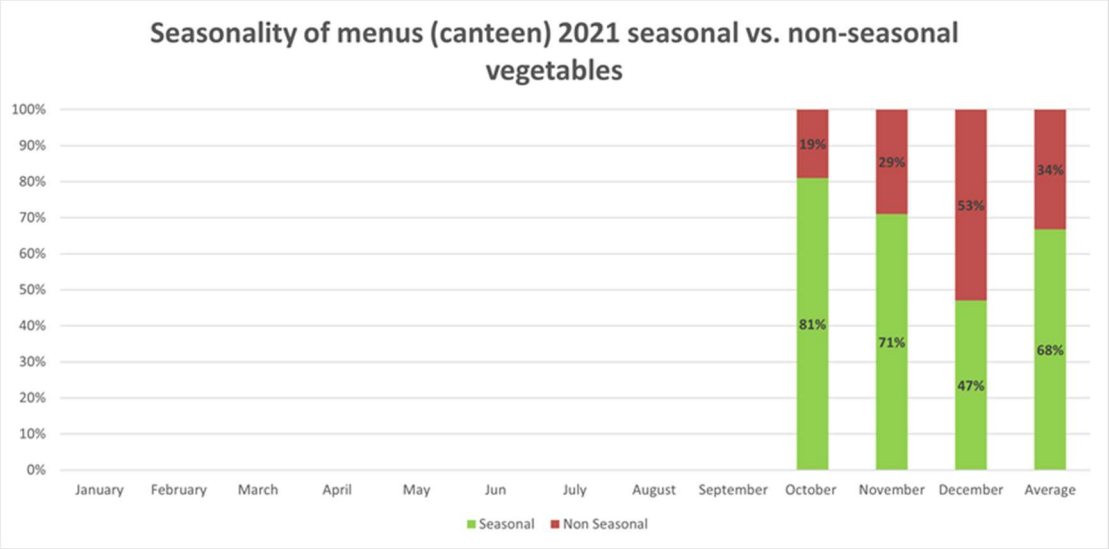


Figure 28: Seasonality of menus at the canteen

The percentages of seasonality obtained through the determined and committed work of the canteen managers were very high, especially as high seasonality percentages are more difficult to achieve in the autumn and winter months.

Ongoing 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:

- the introduction of environmental and sustainability criteria to the catering contract,
- regularly auditing these criteria, both internally and externally (separate contract),
- introducing the first zero plastic canteen: since May 2019 all single-use 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" initiative[34].

Current or future actions

- New ongoing framework catering contract with enhanced environmental and sustainability criteria,
- Good Food Label – 3 Forks: a new case will need to be submitted in September 2022,
- 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

2021 results: the indicators are not available due to the COVID-19 pandemic.

Catering activities were suspended for most of 2021: the canteen was open from mid-October until the end of December, i.e. for two and a half months, which meant that there was no food waste during this period. For the 2.5 months of operation of the canteen, the monitoring of waste is as follows:

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. This label is valid until September 2022. The Committees will then have to submit a new case in order to keep this label.

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

Figure 29: wasted meals

For the same reasons mentioned above, food donation was suspended in 2021. No buffet was held in the Committees until May 2022. Food donation will resume as of July 2022.

Ongoing 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 (unhoused people 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. The need for a new tool from 2023 onwards should be examined.

(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: conferences, events organised by European civil society organisations, open days, group visits, etc.

Indicators

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

2021 results

As for 2020, the exceptional nature of 2021 in terms of the organisation of events needs to be highlighted. Most conferences took place 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. The update of a guide for the organisation of sustainable events had to be postponed due to the COVID-19 pandemic and is expected to be finalised at the end of 2022.

Examples of best practice

- **Communication:** keep the number of documents printed to the bare minimum and instead favour digital communication.
- **Freebies:** avoid giving out free items and instead favour more environmentally friendly and sustainable promotional materials. In recent years, the Committees have not had a budget or have had only a limited budget for freebies.
- **Food:** opt for sustainable menus consisting of more environmentally friendly products and promote vegetarian menus.
- **Water:** favour tap water served in jugs. New in 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). This measure was suspended in 2021 due to the pandemic and resumed in 2022.
- **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. N.B.: the new e-Visitors badging system, which uses adhesive fabric badges, does not allow this kind of reuse.
- **Food waste during events**: see Chapter 3.10.

Actions for regular events

Specific measures apply to three regular events that attract a large number of participants (Open Day, the European Week of Regions and Cities, and the end-of-year 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 2021 staff party had to be cancelled. The Open Day was organised entirely online and did not generate any material waste. The European Week of Regions and Cities was held in hybrid mode and only the moderator and interpreters were present at the CoR. As a result, no amount of waste was calculated for these two events as no waste was generated.

As regards paper consumption:

At the **EESC**, almost all events, conferences and meetings were hybrid in 2021. A "paper smart" approach has been adopted for interpreters, which generates much fewer printed documents and distributed copies.
At the **CoR**, 2021 events were also digital. One exception was the European Week of Regions and Cities, which was held in hybrid mode and only the moderator and interpreters were present at the CoR. Therefore, there were no printed documents and the registration was online.

To give an overview of the general trend, **we can refer to the trend reported in 2019** (since the years 2020 and 2021 cannot be considered representative): reduction in general waste, reduction in paper and cardboard waste, and sharp increase in glass waste (reusable), 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) – measure suspended in 2021.
- 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 – measures suspended in 2021.

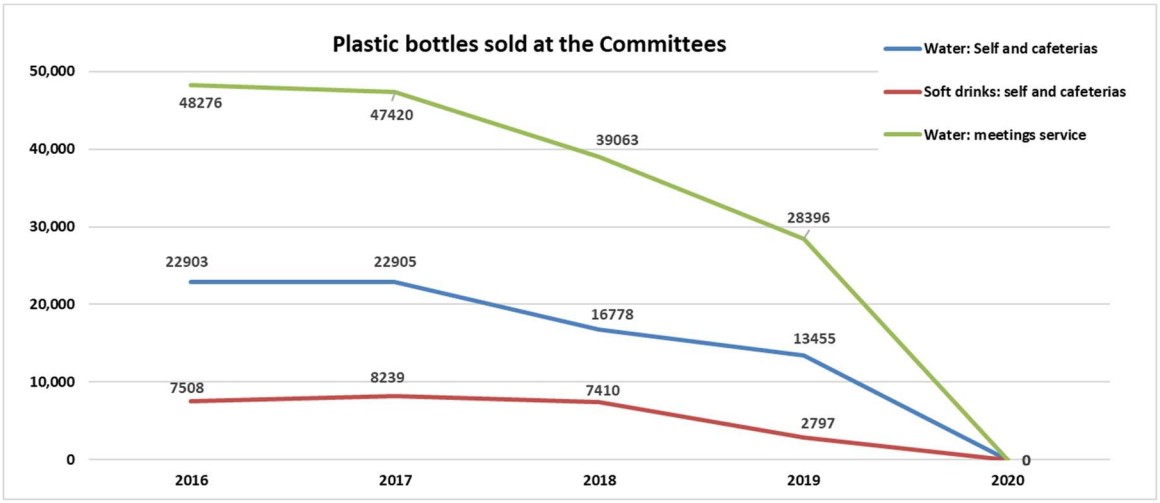


Figure 30: Number of plastic bottles sold in catering areas

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[35] 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, including two 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.

Videoconferencing

As might be expected, the pandemic had the effect of significantly increasing the use of videoconferencing in 2021 as well. Not long after the outbreak of the pandemic, Committee members and staff worked remotely from home using IT equipment made available to them. Ms Teams was launched in spring 2021 for members and staff of both Committees in order to allow for efficient teleworking. The majority of meetings and conferences were held remotely, with some in hybrid mode.

Since 2020, it has been technically possible to organise videoconferences in all conference and meeting rooms, and not just in those rooms specifically designed for videoconferencing.

Given that in 2021 the situation was hardly different from that in 2020, there is no need to update the graph on the use of videoconferences (as it only takes into account meeting rooms and not the actual use of all teleconferencing tools: laptops, smartphones, etc.).

Alignment with the SRD

Environmental performance indicators:

i25) Share of tenders for events that include a reference to a recognised event management system (such as ISO 20121) or an environmental management system (such as EMAS) in their criteria (%). Environmental criteria are included in EESC and CoR calls for tenders but there is no reference to IS0 20121 or an EMS. This option will be considered in future tenders.

Benchmarks of excellence: not applicable.

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

3.12 Carbon balance

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[36] and managed by the Institut de Formation Carbone[37]. 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)[38].

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: **1 502 in 2021**.

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, 1 418 FTEs in 2020.

The Committees' carbon footprint in 2021

Each year we calculate our carbon footprint and this calculation is then checked by an external auditor who confirms its accuracy[39]. During this audit procedure, the auditor might find omissions or errors during the process of calculation and then ask for corrections. The corrections, if needed, are then also applied to the previous years, so as to maintain comparable data throughout the years.

Since 2020, the calculation of the carbon footprint has been entrusted to an external contractor.

Below are the results of the carbon footprint for the last three years:

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36 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

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

38 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

39 The 2018 and 2021 data have not been validated by an external audit. The 2021 data will be audited soon and we will have the final results during the summer.

Year	Absolute emissions [tCO_2eq]	Relative emissions [tCO_2eq/FTE]
2019	20 507 tCO_2eq	13.73 tCO_2eq/FTE
2020	7 918 tCO_2eq	5.58 tCO_2eq/FTE
2021	8 425 tCO_2eq	5.61 tCO_2eq/FTE

It is obvious that the results can be perceived as extremely good for these two last years (2019 vs. 2021: -58.9% reduction in absolute CO_2eq emissions; and 2020 vs 2021: +6.4% increase in absolute CO_2eq emissions). However, due to COVID-19, this is not representative, as this crisis has different impacts on missions, commuting, heating and electricity consumption, food supply, etc.

Analysis of results

Regarding only the year 2021, the breakdown by category is as follows, in descending order (see Figure 31 below):

- Transport of people – 54.5% of global carbon footprint
- Purchased goods and services – 18.6% of global carbon footprint
- Energy consumption – 12.7% of global carbon footprint
- Fixed assets – 12.3% of global carbon footprint
- Waste – 1.1% of global carbon footprint
- Refrigerants – 0.8% of global carbon footprint
- Freight – less than 0.1%

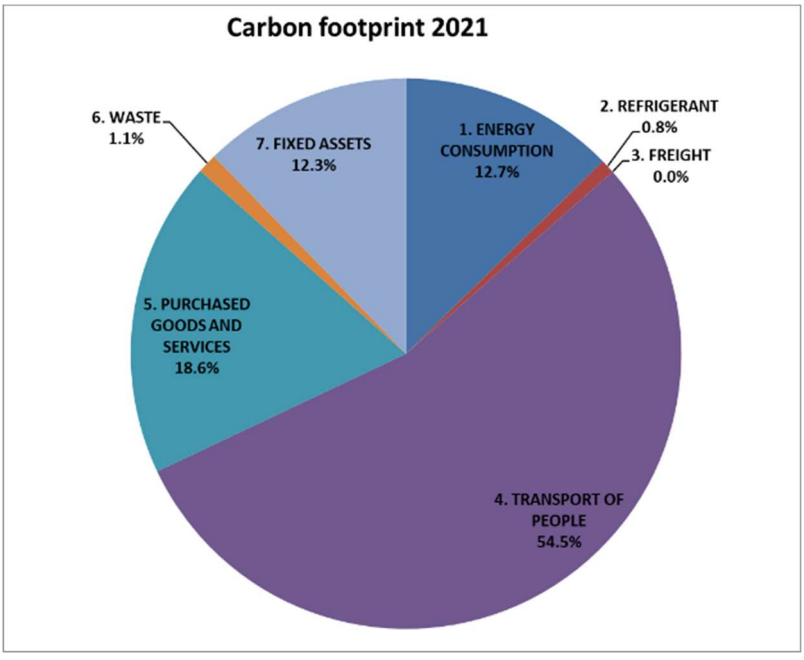

Figure 31: Breakdown of the Bilan Carbone 2021

Total emissions **in 202**1 were 8 425 tonnes CO_2eq, which is equivalent to **5.61 tonnes CO_2eq/FTE.**

In **2020**, total emissions were 7 918 tonnes CO_2eq and 5.58 tonnes CO_2eq/FTE.

In **2019**, total emissions were 20 427 tonnes CO_2eq and 13.73 tonnes CO_2eq/FTE.

Main source of CO_2 emissions: transport of persons

As in previous years, and despite the pandemic, the main source of CO_2 emissions is still the transport of persons (**54.5% of emissions in 2021** compared with 59% in 2020).

As mentioned above, transport of persons is the highest emitting category, with 54.5% of total emissions, of which 41.7 % are attributable to members' travel to attend Committee meetings and 2.3 % to staff. Even in the current COVID-19 crisis, where mobility is highly reduced, mobility and more specifically travel for members have the greatest impact on the carbon footprint.

A detailed breakdown is shown below:

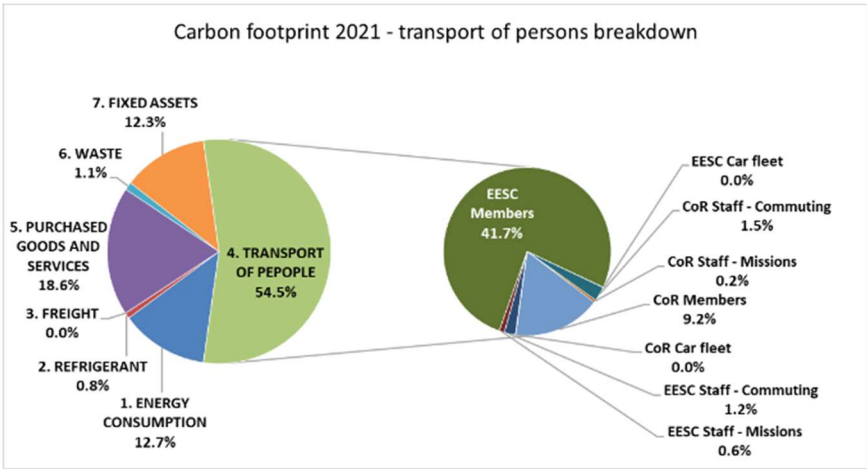

Figure 32: Breakdown of transport of persons in 2021

Members' travel represents 41.7% of the global carbon footprint (27% EESC members, 6% CoR members) and 93.5% of the transport of people-related emissions. This is mainly due to air travel in business class. The big difference between the EESC and the CoR is due to the fact that EESC members have more meetings and plenaries than CoR members (6 PS for the CoR vs 9 for the EESC). In addition, in 2021, the EESC held more hybrid meetings than the CoR (which held remote meetings for most of the year). It should be borne in mind that it is essential and inevitable for members to travel to Brussels to participate in the work of the Committees and this is in no way called into question by the analysis made in this report.

Regarding staff (2.3% of the global carbon footprint), emissions are mainly related to home-work commuting. This represents 1.8% of the global emissions and 5% of emissions related to the transport of people. Staff missions represent 0.6% of the global carbon footprint.

For the transport of people, we can have a more in-depth look at the breakdown between commuting and missions (members and staff). Furthermore, we can have a closer look at the different methods of transport in order to explain which types contribute the most. The most emitting category is missions for members and staff (93.5% of emissions related to the transport of people) followed by commuting of staff (5%).

Regarding **missions of staff and members**, the plane, as in all previous years, is the main contributor to the CO_2 emissions in this field and represents 96% of the mission-related emissions, of which 94% is related to members and 2% to staff. 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), it makes sense that this is the main source of emissions.

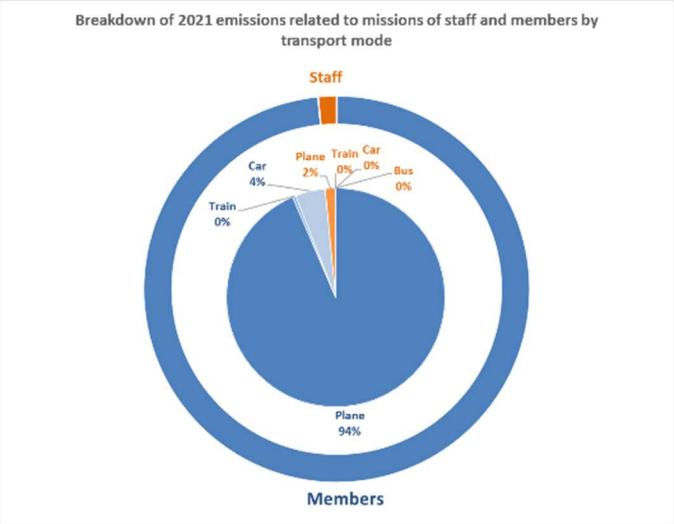

Figure 33: Breakdown of emissions by means of transport in 2021

Regarding **commuting** emissions, due to the current COVID-19 crisis, the majority of emissions are related to teleworking. Indeed, for 10.5 months, staff had to work from home and only a few people came to the premises for specific work. For the remaining 1.5 months, the new survey was used to assess the commuting distance and home-work commuting frequency. When staff are commuting, the main emitting category is related to car use.

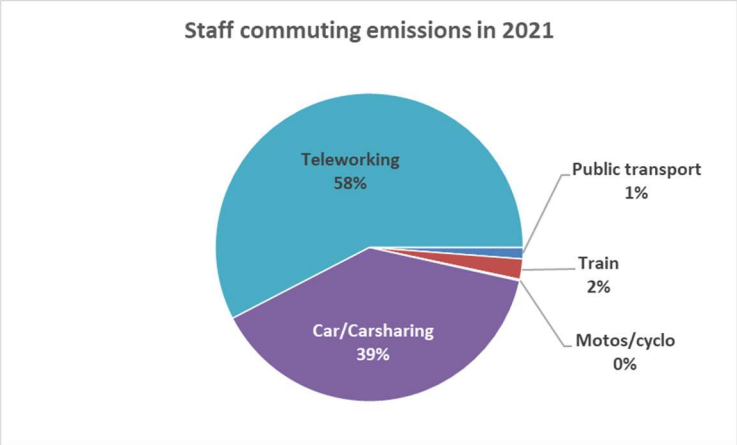

Figure 34: Emissions from staff commuting

Absolute emissions regarding this topic are detailed below:

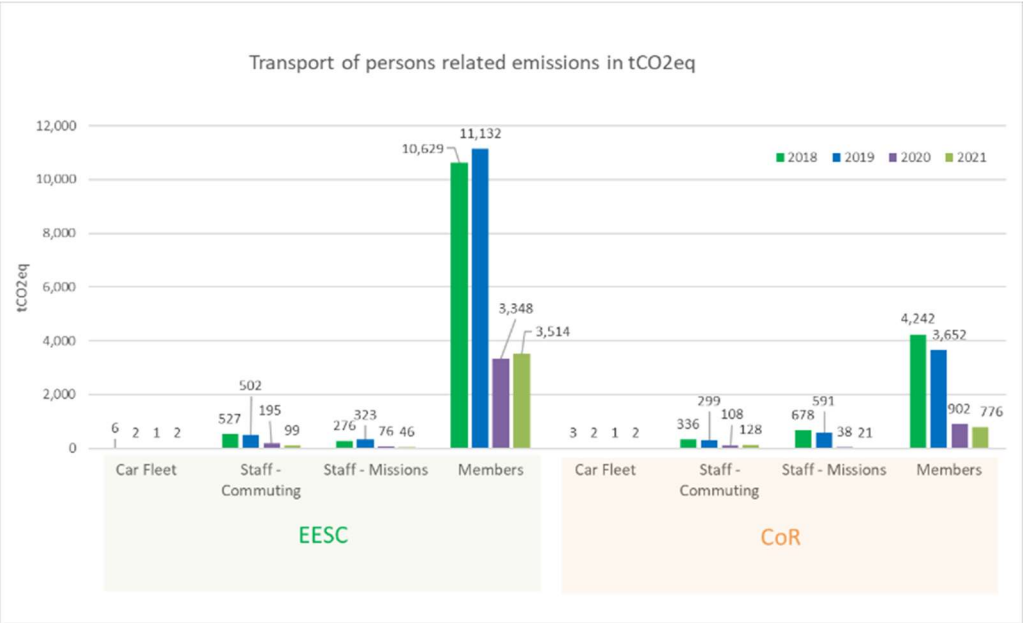

Figure 35: Emissions related to the transport of persons in tCO_2eq

Second largest emitter of CO_2: supply of equipment and services

As in 2019 and 2020, the second largest emitter is the supply of equipment and services. In 2021, this category represents 18.6 % of the global carbon footprint.

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.

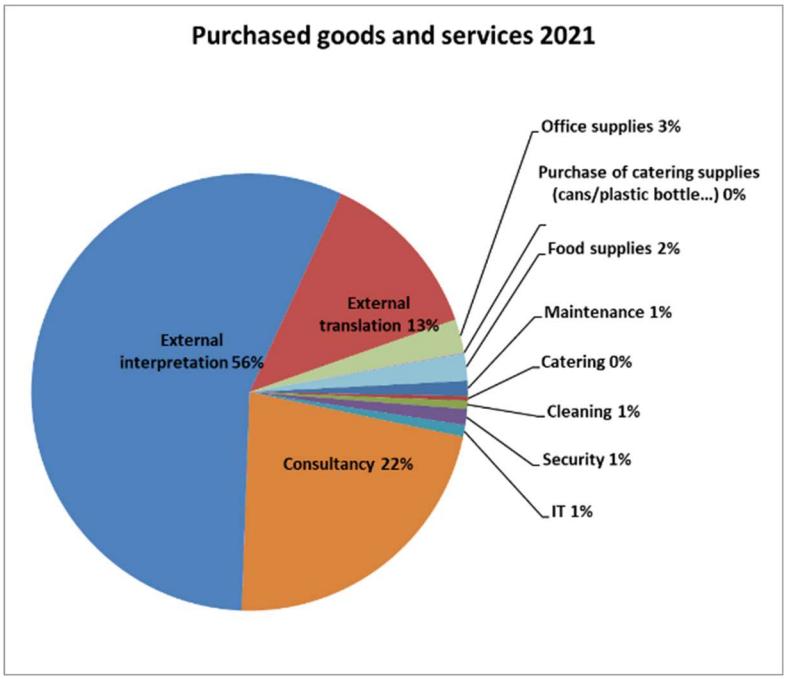

Figure 36: Breakdown of emissions linked to supply of equipment and services

The largest impact in this area comes from external interpretation (56%). Considering the activity of the Committees and the diversity of languages spoken and written in our institution, it is understandable to see interpretation as the most significant, since emissions are calculated by taking into account the total amount of the contract (financially speaking).

Third largest emitter of CO_2: energy consumption.

For the first time, energy consumption is the third largest source of emissions. Indeed, the emissions associated with it have increased to the same level as the period prior to the COVID-19 crisis, while in the same period the emissions related to fixed asset have fallen, as a building has reached its carbon depreciation period.

The main sources of emissions are natural gas and electricity consumption, which account for 81.9% and 17.8% respectively of emissions relating to energy consumption. When analysing these emissions, it is important to consider two parameters, namely emissions related to consumption per building and energy efficiency (kWh/m²) per building.

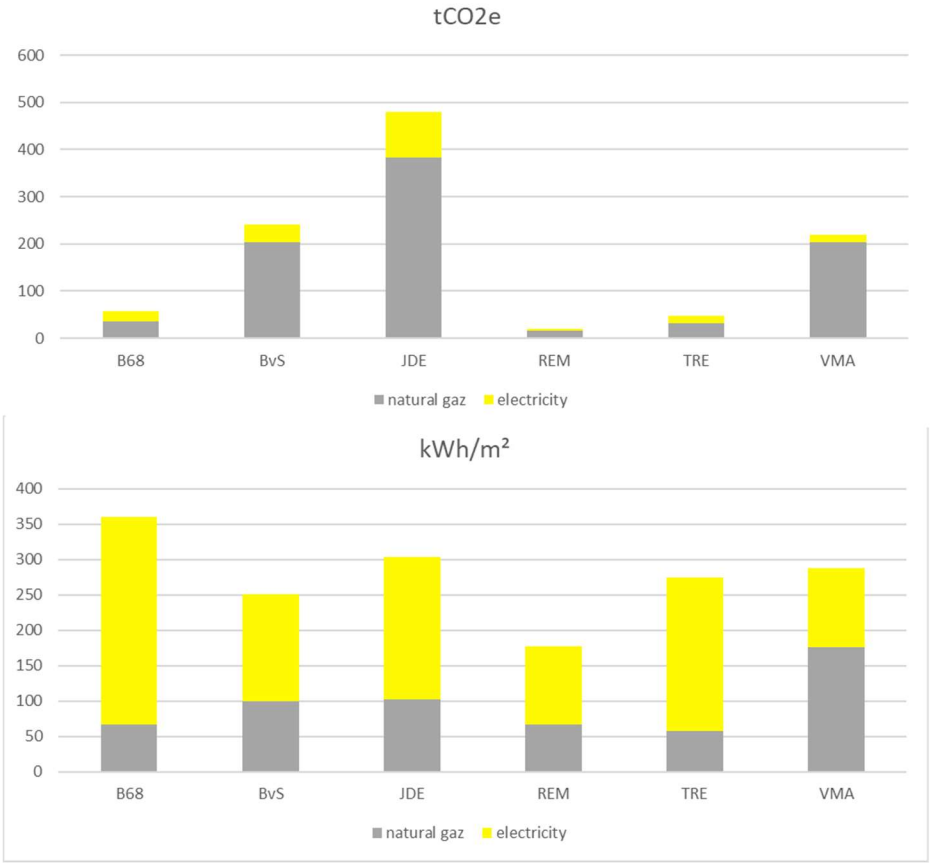

Figure 37: Energy consumption and efficiency per building

The building with by far the highest emissions is the JDE (45% of energy consumption emissions) followed by the BvS (23% of energy consumption emissions) and the VMA (21% of energy consumption emissions).

As regards energy efficiency (kWh/m²), the least efficient building for heating is the VMA and the least efficient for electricity consumption is the B68. When natural gas and electricity are considered together, the least efficient building is by far the B68 (359 kWh/m²) followed by the JDE (303 kWh/m²), the VMA (287 kWh/m²) and TRE (275 kWh/m²).

Fourth largest emitter of CO_2: fixed assets

Fixed assets are now the fourth main contributor (compared to 2018 where it was second). In 2021, it represents 16% of global emissions.

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 lifetime is defined according to the equipment. For instance, a laptop has an estimated lifetime of four years. It means that during these four years we estimate that it will emit a certain amount of CO_2eq and after this limit, it does not emit any more. If at that time, we still have it and use it, it is considered to be "zero emissions". Although in terms of "real emissions" this is not the case, this approach is used in the carbon footprint calculation in order to distribute the emissions throughout the years.

The same goes for buildings, which are considered to have an estimated lifetime of 33 years. Thus, in 2019, the VMA building reached its lifetime, as did much of our IT equipment (desktops and laptops). In 2021, some emissions factors were updated and the IT equipment impact decreased. For these reasons, our emissions in this category of fixed assets decreased a lot between 2018 and 2021 (-28%).

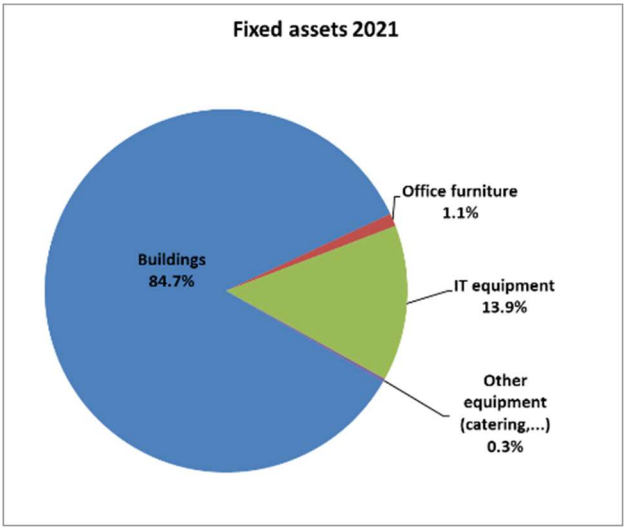

Figure 38: Breakdown of emissions linked to fixed assets in 2021

The main impact in this category still comes from **buildings (84.7%)**. 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 next largest impact is from **IT equipment (13.9%)**. 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.

CO_2 emission trends

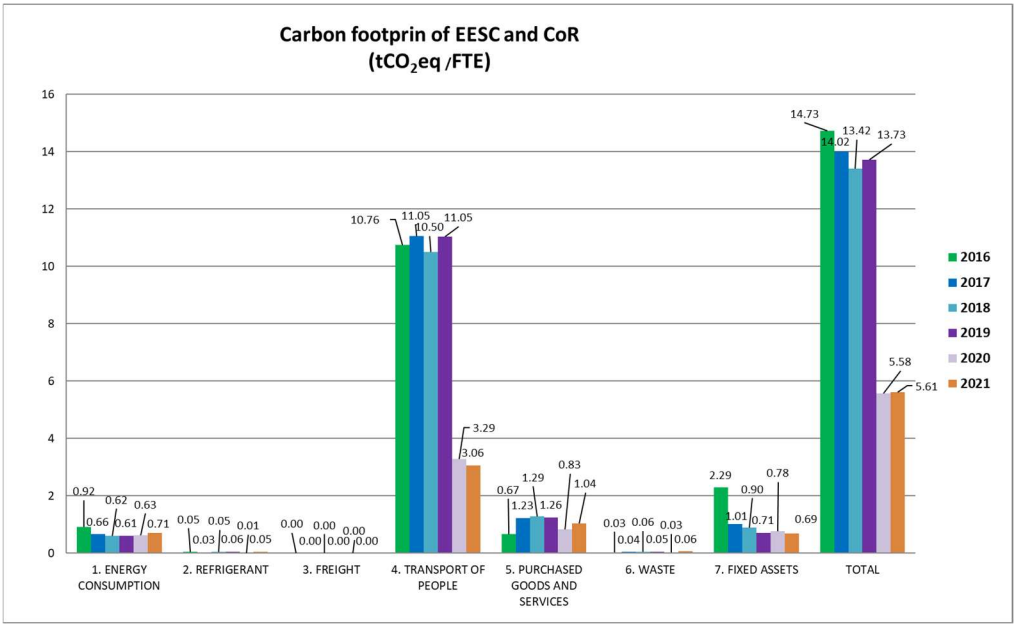

Figure 39: Change in the carbon footprint of the Committees/FTE

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, energy consumption and various purchases (office and other supplies). The exceptional nature of 2021, like 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 carbon neutrality of the Committees**: the EMAS Service commissioned a study modelled on the study carried out for the European Commission but on a smaller scale on the carbon neutrality of the EESC and the CoR by 2030 in the context of the Green Deal. The study began in 2021, with the results being expected by the end of September 2022. It will propose two 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, teleworking.

- **A new carbon reduction target of 10% between 2019 and 2030** was adopted by the Committees at the beginning of 2022 with regard to matters falling within the remit of the administration. The proposed target does not include any potential reduction resulting from members' activities, thus excluding members' travel, as this is outside the remit of the administration.

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, namely: Brussels/Brussels-Déchets-Afvalstoffen-LEX for waste management, the Brussels Air, Climate and Energy Management Code, local action plan for energy management, environmental permits and compulsory inspections of installations, etc. Monitoring of the various regulations is ensured by compiling a register of applicable regulations and carrying out regular regulatory compliance audits. The Committees comply 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

Comité économique et social européen

UNION EUROPEENNE

Comite des Régions

Politique environnementale
du Comité économique et social européen et du Comité des Régions

Conformément à l'engagement de l'Union européenne en faveur de l'environnement, le Comité économique et social européen (CESE) et le Comité des Régions (CdR) se sont engagés dans la mise en œuvre d'un système de gestion de l'environnement respectant les exigences du règlement européen EMAS.

Le système de gestion de l'environnement est soutenu par le Comité de direction EMAS et particulièrement par les Secrétaires généraux, qui sont les garants de la prise en compte de l'environnement dans leur stratégie, dans leur organisation et dans leur gestion.

Cet engagement doit se traduire par des actions concrètes appuyées par des moyens humains, matériels et financiers nécessaires.

D'un point de vue général, le système de gestion de l'environnement doit permettre:

- de s'assurer du respect des législations environnementales applicables dans les lieux où il est implanté;
- d'assurer la prévention des pollutions;
- d'améliorer de façon continue l'impact environnemental des activités du CESE et du CdR.

Plus particulièrement, notre système de gestion de l'environnement doit nous permettre de concrétiser les engagements suivants:

- réduire notre consommation d'eau, d'électricité et de gaz;
- encourager une utilisation raisonnable et responsable du papier;
- encourager les marchés publics "verts" dans nos procédures;
- réduire l'utilisation de plastiques dans nos activités;
- encourager l'alimentation durable et combattre le gaspillage alimentaire dans nos cantines, y inclus à travers le don alimentaire;
- rendre nos évènements plus respectueux de l'environnement;
- réduire le volume des déchets que nous produisons et en améliorer le tri;
- réduire les émissions polluantes dues aux déplacements professionnels;
- encourager la biodiversité urbaine;
- informer et sensibiliser le personnel et les Membres et encourager la participation de tout un chacun à la mise en œuvre du système de gestion de l'environnement. Cette sensibilisation peut également revêtir la forme d'une participation à des initiatives régionales ou internationales.

La réalisation de ces engagements est l'affaire de tous les membres du personnel du CESE et du CdR et sera coordonnée par la gestionnaire du projet EMAS. La politique environnementale sera également communiquée aux Membres, aux contractants et à toute autre partie intéressée.

Bruxelles, 30 SEP. 2016

Comité économique et social européen		Comité des Régions	
Georges Dassis	Luis Planas	Markku Markkula	Jiří Buriánek
Président	Secrétaire Général	Président	Secrétaire Général

4.2 Description of significant environmental aspects

Subject	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
		Scheduling 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 (continuous)**	Permanent process
	Office technology	Existence of personal printers	Electricity consumption	Reduction of personal printers	IT Unit	**Completed**	2021
		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	**Completed**	2021
				Removing old servers (virtualisation)	IT Unit	**Completed**	2021

Subject	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				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
				Reducing the operating hours of the cooling and ventilation system in summer	Infrastructure Unit	**Achieved** Reduced operating hours in summer	Permanent process
				JDE: installation of 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

Subject	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				replacing cold water regulators in the JDE building	Infrastructure Unit	**Achieved**	2020
				monitoring consumption outside normal working hours	Infrastructure Unit	**Achieved**	Permanent process
				Installation of new solar panels	Infrastructure Unit	**Ongoing** if the tender is successful, probably signed by early 2023	2024
	Use of electricity in buildings	Electrical appliances, lighting, etc.	Electricity consumption	Installing variable motors for the ventilation units	Infrastructure Unit	**Ongoing** Achieved in the JDE building	
				Installing electricity meters on some air supply and cooling units in all buildings	Infrastructure Unit	**Finished** – **Achieved** for the PEB and EMAS objectives. Note: additional meters currently being installed.	
	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	**Completed**	2015

Subject	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 involving installing heat pumps between the air supply and extractor units	Infrastructure Unit	**Abandoned as a result of the health crisis** **Ongoing** studies (PLAGE) for JDE and also BvS and REM (continuation of PLAGE objective) **Abandoned** B68 (study carried out but inconclusive)	
				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	**Finished** – **Achieved** for the PEB and EMAS objectives. Note: additional meters currently being installed.	2020 and additional meters in 2021
				Insulating and adding a green roof on the eighth floor of the BvS building	Infrastructure Unit	**Completed**	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

Subject	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				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** Draft call for tenders for a design office for special technical works (both projects)	2024
				Improving the thermal insulation of the roof of the JDE restaurant (green roof)	Infrastructure Unit	**Achieved**	2019
		Reducing 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 heating in the summer in BvS and B68	Infrastructure Unit	**Ongoing**	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	**Completed**	2019

Subject	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
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	**Ongoing**	Permanent process
	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	**Ongoing** 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 special technical work	2023
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
				Making optimal use of the Adonis (document archiving) software to transfer information, thus reducing paper flows	Administration	**Achieved**	2015

Subject	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				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	**Completed** Paper workflow between managers → verifiers → authorising officers replaced by a paperless circuit	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
				Developing the Sysper2 (human resources management) system: job description, 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

Subject	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				Managing medical files, medical certificates and transfers of blood test results via an electronic workflow	Administration and IT Unit, Dir. E	**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
				Electronic declaration of members' expenses	EESC Finance Directorate	**Achieved**	2019
				Developing an electronic workflow for managing missions	Administration and Finance (CoR and EESC)	Completed in 2018 (EESC) (MiMa software for the whole of the EESC)	2018 (EESC) CoR
				Receiving electronic invoices from suppliers	EESC Administration and Finance	**Achieved**	Permanent process
				Due to the delay in launching the IT project to nominate financial actors and define financial workflows ("e-LAM"), Dir. E has developed the tool "e-LAM light", providing an initial simplification and digitalisation of the management of financial actors assisting authorising officers by delegation. This tool has been in use since 1/12/2021. The e-LAM project	Dir. E, CoR	**Completed**	2021

Subject	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				is expected to be launched in June 2022.			
				New Adonis tool: electronic management (legislative documents, references, Bureau notes and documents, documents for the Quaestors' meetings) Adonis, under the aegis of Dir. A, has been improved in terms of electronic signatures, including simple electronic signature. It has been widely used since the COVID-19 pandemic.	Dir. A, CoR	**Completed**	2021
				A specific tool has been developed and is in the process of being accepted to manage short-term study visits; for appointment/dismissal of financial actors.	Dir. E, CoR	**Ongoing**	2022
				Digital strategy – tabling of amendments	Dir. A	**Achieved**	2021
				Digital strategy – printing on request	Dir. A	**Achieved**	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

Subject	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	Reducing 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
				Reducing the quantity of disposable tableware, particularly disposable cups	EMAS Service, Catering Service	**Achieved** Ban on single-use plastics at all points of sale and catering in the Committees	Permanent process

Subject	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				Stopping the use of single-use plastics in the canteen and cafeterias	Catering Service	**Achieved** For the canteen and for cafeterias, with the start of the new contract	2020/2021
				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
				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

Subject	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				Awareness-raising among external conference organisers	EMAS Service, CoR Communication Directorate and EESC Conferences Unit	**Achieved**	Permanent process
				Permanent replacement of paper flows	IT Unit	**Achieved**	Permanent process
				Inclusion of waste prevention clauses in the 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
Mobility (including impact on air)	Service vehicles	Selection of less polluting service vehicles	Pollutant emissions	Taking ecoscores (www.ecoscore.be) into account in future vehicle purchases or leases	EESC and CoR Internal Services	**Achieved**	Permanent process

Subject	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
	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, Mobility Lunchtime, Move it!, *La Ville en mouvement*, Bike to Work, Bike Experience, 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) Last survey, end 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, particularly for car-poolers and pedestrians	EESC and CoR mobility coordinators	**Achieved**	Permanent process
				Preparing and launching the next transport plan	EESC and CoR mobility coordinators	**Achieved**	2022
				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
				Service bikes: making it easier to use them; information campaign to encourage people to use them	EESC and CoR mobility coordinators	**Ongoing**	2022
				Measuring staff participation: quantitative, statistics-based	EESC and CoR mobility coordinators	**Achieved**	Permanent process

Subject	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
				assessment of the measures taken with regard to sustainable mobility			
				Promoting videoconferences	EESC and CoR Internal Services and EMAS Service	**Achieved**	Permanent process
				Promoting teleworking	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 2022**. 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	**Abandoned** because of COVID	2021
Food[40]	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, plan for level two label	Catering Service	**Achieved** Award of the "2 forks" label (out	2017

[40] As the catering services were suspended between January and October 2021, the statistics could not be calculated for this year. For that reason, the environmental requirements were not met as neither the canteen nor the cafeteria were open for long enough.

Subject	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
						of 3 forks) in March 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 2021** Catering services suspended due to COVID-19	Permanent process
				Fish from sustainable fisheries: 2/ Annual objective: 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.	Catering Service	**Not applicable in 2021** COVID-19	Permanent process
				Attending practical training courses	Catering Service	**Achieved**	Permanent process
				Monitoring compliance with environmental requirements in the new contract	Catering Service	**Achieved** Monthly follow-up	Permanent process
				Seasonal products: a yearly average of at least 50% seasonal vegetables in the canteen	Catering Service	**Not applicable in 2021** COVID-19	Permanent process
				Organic products: increasing the proportion of organic products	Catering Service	**Not applicable in 2021** COVID-19	Permanent process
				Fair trade products: maintaining or increasing the proportion of fair trade products	Catering Service	**Not applicable in 2021** COVID-19	Permanent process

Subject	Activity	Aspect	Impact	Details of measures taken	Responsibility	Status	Deadline
Food waste	Catering	Canteen and cafeterias		Vegetarian options: at least 10% of dishes and sandwiches on sale to be vegetarian	Catering Service	**Not applicable in 2021** COVID-19	Permanent process
				Food waste: 1/ Improving the tools for measuring food waste	Catering Service	**Achieved** The measuring tool will be reviewed with the new catering contractor	Permanent process
				Food waste: 2/ Keeping food waste in the canteen below 5% in 2019	Catering Service	**Not applicable in 2021** 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	**Ongoing** (continuous)	Permanent process

The indirect aspects considered to be significant are as follows:

- Purchase of cleaning and plant care 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 2023.
The next revision of the environmental statement will be published in July 2024.

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

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