2023

Environmental statement

2022 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

CoR: European Committee of the Regions
EESC: European Economic and Social Committee
SRD: sectoral reference document (best environmental management practices)
EMAS: Eco-Management and Audit Scheme
FTE: full time equivalent
GHG: greenhouse gas
IT (information technology): networks, hardware, software, data storage, etc.
GPP: green public procurement
PMC: plastic, metal and drink cartons
EMS: environmental management system

List of buildings
JDE: Jacques Delors, rue Belliard 99-101, Brussels
BvS: Bertha von Suttner, rue Montoyer 92-102, Brussels
B68: Belliard 68, rue Belliard 68, Brussels (until 15/09/2022)
B100: Belliard 100, rue Belliard 100, Brussels
TRE: Trèves, rue de Trèves 74, Brussels (until 15/09/2022)
REM: Remorqueur, rue Belliard 93, Brussels
VMA: Van Maerlant, rue Van Maerlant 2-18, Brussels

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

This document has been translated into English. Only the French version has been validated and is authentic.

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2022 – a significant year for the climate and the Committees' environmental management

Globally, 2022 was marked not only by the energy crisis, but also an "unprecedented intensification of climate change", as highlighted in the latest Intergovernmental Panel on Climate Change (IPCC) synthesis report[1]. Given the urgent need to take action to limit warming to 1.5°C compared to the pre-industrial period, the Committees must continue their efforts to reduce their emissions. The environmental results presented in this statement confirm the **downward trend** the main indicators have seen since 2019. The Committees' gas, electricity and water consumption decreased further in 2022 compared to 2021, despite the resumption of in-person activities. These good results can be explained in part by the specific measures adopted in 2022 to reduce energy consumption. These include reducing thermal comfort operating times and temperatures both in summer (air conditioning) and winter (heating), reducing the operating times of lighting and restarting the recycling function in air conditioning units[2].

At the same time, the **"waste" indicator** shows an increase in 2022 compared to 2021, which is due to the resumption of in-person work for all staff (at least two days a week), more meetings being held in the Committees' buildings and the increase in the number of visitors. The resumption of in-person working has also had an effect on **paper consumption**, which is also higher in 2022 than in 2021. It should be noted, however, that the "paper" indicator is significantly lower than in 2019. This overall downward trend indicates that the digitalisation of procedures and the adoption of new working methods are bearing fruit.

We should also mention the changes in the Committees' **buildings**. Since mid-September 2022, the Belliard 68 and Trèves buildings are no longer part of the Committees' building stock, as activities have now been brought together in the JDE, BVS, REM, VMA and B100 buildings. The reduction in the number of buildings and the deep renovation of the VMA building – in particular the considerable improvement in energy performance – are expected to have a positive environmental impact in the coming years, although this cannot yet be seen in the 2022 indicators.

In January 2022, the Committees adopted their new **environmental objectives** for 2022-2025 as well as a new CO_2 reduction target for 2022-2030, reflecting their full commitment to the European Green Deal. On 30 November 2022, the Committees updated their **environmental policy**[3] to formalise their environmental commitment, in particular to reducing their greenhouse gas emissions.

We would like to thank the EESC and CoR staff and contractors for their essential contribution to the EMAS environmental management system and we encourage you to keep up the good work next year. Let's pool our efforts, now more than ever, to make the Committees green!

Gianluca Brunetti
Secretary-General of the EESC

Petr Blížkovský
Secretary-General of the CoR

1 *Climate Change 2023 Synthesis Report* (March 2023) published on the IPCC website.

2 Air recycling is made possible by installing better-performing new generation virucidal filters and installing CO_2 sensors to monitor the achieved levels.

3 The Committees' environmental policy is published on the EESC and CoR websites.

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.

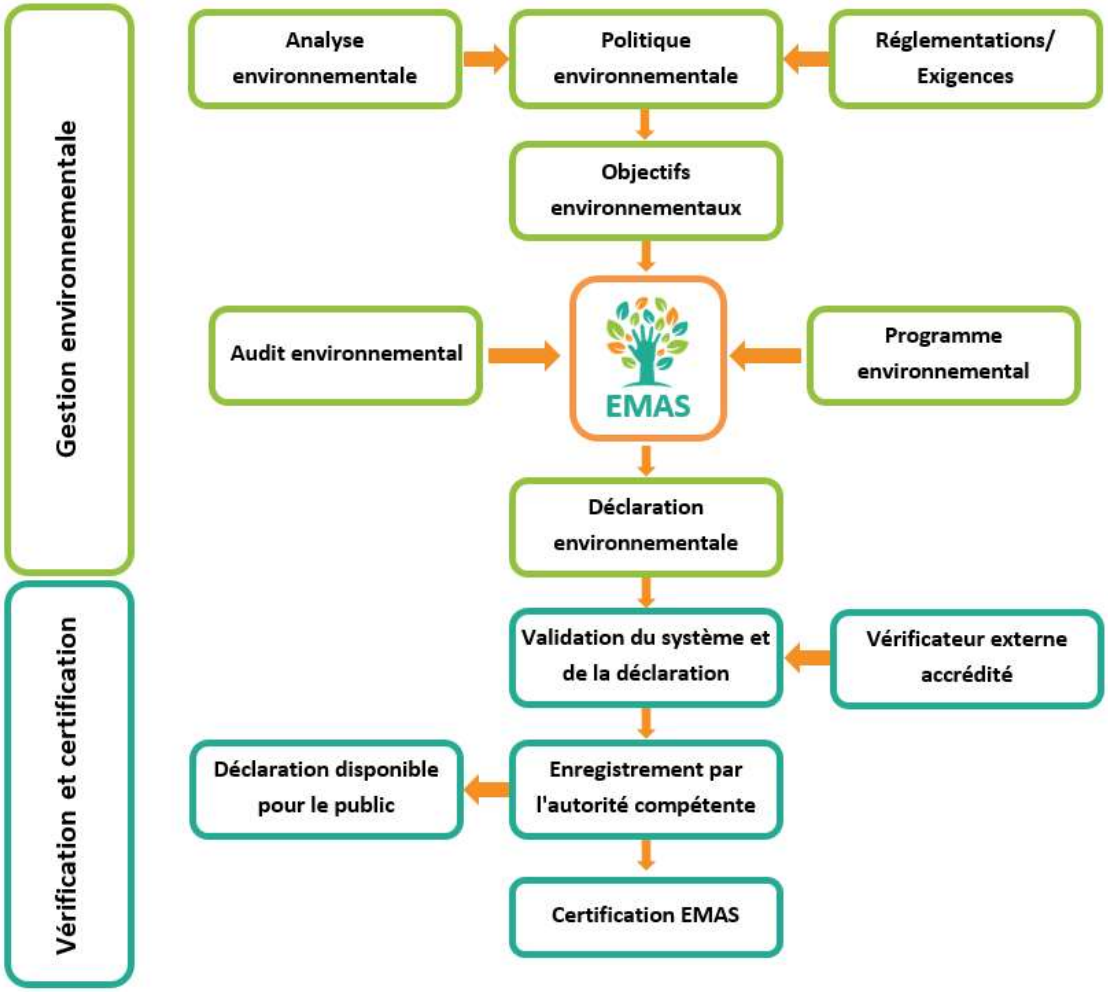
In accordance with the Treaties, the European Parliament, the Council and the European Commission must consult the CoR on any proposal of relevance to regions, towns or cities. The CoR can also draw up own-initiative opinions, which enables it to put issues on the agenda of the EU institutions. The CoR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

EMAS (eco-management and audit scheme) was established by an EU regulation[4] 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:



4 Regulation (EC) No 1221/2009 of the European Parliament and of the Council of 25 November 2009 on *the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS)*, as amended by Commission Regulation (EU) 2017/1505 of 28 August 2017 amending Annexes I, II and III and by Commission Regulation (EU) 2018/2026 of 19 December 2018 amending Annex IV.

1. Environmental review

The environmental review involves a detailed analysis of the Committees' activities, taking account of all stages in the life cycle, in order to identify 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 de facto to be significant. A distinction has to be made between direct[5] and indirect[6] environmental aspects. Purchases and contractors' work are considered indirect aspects, whether or not significant, according to the same methodology as described above.

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

2. Environmental policy

The Committees have drawn up an environmental policy formalising their environmental commitment. This is signed by the presidents and secretaries-general of the EESC and the CoR, and is published on their respective websites. The environmental policy is communicated to all stakeholders, including contractors who are obliged to comply with the EMS implemented by the Committees. The new environmental policy was updated in 2022 and includes a 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.

In early 2022, the new environmental objectives were adopted at the ad hoc meeting of the EMAS Steering Committee for 2022-2025. The reference year for the new objectives will be 2019, as this is the last year that can be considered representative before COVID-19. The action plan for each objective was drawn up by the EMAS Service after consultation with those responsible for the different objectives and sent to the members of the EMAS Steering Committee in early 2023.

The Committees' new environmental indicators are presented per FTE rather than per person in order to comply with the EMAS Regulation. Following the Commission's decision[7] to include the **sectoral reference document (SRD)** on best environmental management practices in the environmental statement, a comparison between the Committees' environmental indicators and those in the SRD is presented at the end of each objective.

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 also made to benchmarks of excellence, where these exist.

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

6 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.

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

4. Environmental programme

The environmental programme sets out the deadlines, responsibilities and means for achieving the environmental objectives. It is approved by the EMAS Steering Committee and then **implemented** through the defined actions. At this stage, all members of the organisation need to work together to meet these objectives. This stage includes information and awareness-raising activities. At the same time, environmental practices (e.g. waste sorting procedures) are formalised and communicated to those concerned. The procedures and the environmental handbook[8] are available on the Committees' EMAS intranet site.

5. Audits

As part of the EMS, internal and external audits are carried out annually 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 assigned the management of EMAS to the Directorate for Logistics, 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, grants the EMAS registration. The environmental auditor, Vinçotte, assessed the EESC and the CoR and 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.

8 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:

- five buildings, as of 31/12/2022, all of which are in Brussels, including four that are entirely used by the Committees, and one building used by the Committees and sub-let from the European Commission, where the EMS is also applied (see Chapter 2.3 Description of the buildings);
- the 705 people working at the EESC and 546 people working at the CoR as of 31 December 2022[9], 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 2022	Address
Jacques Delors (JDE)	36 379	15 284	10 167	304	566	Rue Belliard/Belliardstraat 99-101
Bertha von Suttner (BvS)	20 566	9925	5358	206	534	Rue Montoyer 92-102
Remorqueur (REM)	2325	371	—	—	63	Rue Belliard/Belliardstraat 93
B100	5827	1611	1142	39	206	Rue Belliard/Belliardstraat 100
Van Maerlant (VMA)	9825	2561	2250	55	218	Rue Van Maerlant/Van Maerlantstraat 2
Trèves (TRE) (*)	6091	2108	1143	44	160	Rue de Trèves 74
Belliard (B68) (*)	7305	1322	687	32	228	Rue Belliard/Belliardstraat 68
TOTAL	**74 922**	**29 752**	**18 917**	**1245**	**1587**	**December 2022 data**

(*) As of 16/9/2022 the Trèves and Belliard 68 buildings no longer belong to the Committees.

[9] Number of people employed by the EESC and CoR as of 31 December 2022, and not FTE (full time equivalent).

The total number of occupants (December 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 new indicators presented in Chapter 3 now show amounts **per FTE** (full-time equivalents) and **not per person** as was the case before. As data were not available, the calculation for 2009 was made by extrapolation.

Number of full-time equivalents (FTE) at the Committees				
2009	**2019**	**2020**	**2021**	**2022**
1502	1602	1430	1456	1607

The Committees' carbon emissions come from human activity and may vary depending on the activity and the number of people present. In order to obtain a carbon emission result that can be compared from one year to the next, it is necessary to be able to estimate it on the basis of the number of people. To this end, the number of FTE should be calculated.

One FTE corresponds to one person who is present and works 100% in the Committees' buildings, on the basis of 220 working days/year.

This change was made to comply with EMAS requirements and bring statistics in line with other EU institutions. This means that the EMAS Service needs to recalculate the results of previous years' indicators per FTE in order to be able to present comparable results in the charts.

Impact of COVID-19 on the calculation of environmental indicators in 2022

Some measures related to the health crisis were still in place during the first three months of 2022. As of 1 April 2022, all measures have been lifted. Staff are required to be present in the office two or three days a week. Events were held in remote, hybrid or in-person mode as appropriate.

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' carbon footprint.

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.

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 the Committees' plenary sessions are held in the European Parliament and European Commission buildings.

The Committees jointly occupy and/or manage five buildings in Brussels, and have done since September 2022 [10], as well as sharing joint translation and logistics services (infrastructure, security, IT, EMAS, catering and printshop).

Jacques Delors building (JDE)

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 office spaces, as well as conference and meeting rooms and two atria. It also houses the following services: printshop, copy shop, catering (a restaurant, canteen and other equipment rooms 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 office spaces, 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 ensure the surface area was used more efficiently. This work is described in the 2022 environmental statement.

The Remorqueur (REM) building was constructed in 2006 on the site of a former office building. As there had been a service station on the ground floor, the ground underwent decontamination. The REM building mainly houses IT services and a conference room and has few occupants (63 people in 2022).

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. As of 16 September 2022, this building was no longer owned by the Committees.

[10] According to the Committees' buildings strategy: an agreement was signed between the Committees and the European Commission in August 2019 and came into effect in September 2022. It lays out the plan to purchase the Van Maerlant and Belliard 100 buildings in exchange for the Belliard 68 and Trèves buildings, so that eventually all the buildings would be linked together.

The Trèves 74 (TRE) building, constructed in the early 1990s, was chosen as Building of the Year by *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. As of 16 September 2022, this building was no longer owned by the Committees.

The Van Maerlant (VMA) building, built in 1985, has been owned by the Committees since 16 September 2022, in accordance with their buildings' strategy. They share this with the European Commission, which is responsible for the sports facilities. In 2022, floors 3 to 9 underwent renovation works, which provided a unique opportunity to modernise the working environment for occupants and to improve the building's environmental performance.

- **The well-being of occupants as a priority:** the main objective of the renovation was to create the best possible working conditions for occupants, improving comfort, well-being, functionality and accessibility. The aim was to design a modern, future-proof, sustainable and aesthetically pleasing workspace.
- **The best energy-saving technologies available:** the aim is to comply as much as possible with the Sustainable Development Goals, the Committees' environmental objectives and the European Green Deal.
- **Increased environmental gains:** the renovation allows for a reduction in electricity and gas consumption, estimated at 30% and 9% respectively. The guiding principle is to ensure the best possible working environment in each room when people are present, while automatically switching off all technical installations when empty.
- **Automation for comfort and energy efficiency**: all previous lighting has been replaced by LED lights. A smart grid has also been installed in each room to make the whole building more cost-effective, energy-efficient and, above all, comfortable. The chosen KNX standard is compatible with a large segment of the building automation market and is therefore a forward-looking solution. The multifunctional detector installed in each room can detect presence, light level, temperature, humidity and CO_2 levels in the air and allows for automatic control of these parameters in each room individually.
- **Rainwater collection**: the renovation team is also installing a rainwater collection system and a rainwater reservoir in the car park. Rainwater will be used for flushing toilets from floors 3 to 9.
- **Circularity and material recovery**: the VMA renovation was carried out in such a way as to preserve existing materials and preference was also given to the use of natural materials. Floors, radiators and wooden frames have been upgraded instead of discarded. The newly selected materials are GREENGUARD certified and meet one of the most stringent and comprehensive standards for emissions of volatile organic compounds into indoor air.
- **Green and sustainable public procurement:** the VMA renovations were carried out in strict compliance with the Committees' environmental criteria. For several years, the EESC and the CoR have applied environmental and sustainability criteria in all their calls for tenders.

The Committees have obtained a new building, Belliard 100 (B100), which they rent and have occupied in full since the beginning of 2022. This building was built in 1964 and expanded in 1994. In parallel with the VMA renovation work, the Committees removed asbestos and refreshed the office spaces in the B100 building.

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

Building	Registration number	Valid until
JDE	381908	30 April 2028
BvS	671199	24 October 2033
REM	399668	2 October 2033
TRE	01/0331	20 February 2032
B68	702365	19 February 2034
VMA	676713	18 April 2034
B100	664294	18 April 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 practices.

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
Statutory bodies and members' working conditions	Director of the Directorate for Members, Plenaries and Strategy
Staff Committee representative	Staff Committee representative

At the annual Steering Committee meeting in 2022, it was decided to add the service directors (Directorates A of the two Committees) as members of the EMAS Steering Committee. The relevant procedure was updated in late 2022, so that the decision could take effect from 2023.

The EMAS Service

The EMAS Service is responsible for implementing 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-compliances, suggestions for improvement, environmental incidents, indicators, etc.,
- coordinating the project across all directorates,
- environmental awareness-raising: 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, 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/FTE)	-11.1% compared to 2019 100% green electricity
Gas (kWh/DD/FTE)	-1.3% compared to 2019
Water (m^3/FTE)	-44.3% compared to 2019
Paper (pages/FTE/day)	-54% compared to 2019
Office and kitchen waste (kg/FTE/year)	-61% compared to 2019
Sustainable procurement	100% of tenders on which the EMAS Service was consulted in 2022 included environmental clauses[11]
Staff mobility	69.6% of EESC staff and 75.8% of CoR staff use environmentally friendly means of transport
Carbon footprint	-12.4% compared to 2019
Environmental certification	EMAS ISO 14001

[11] 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. In 2022, 34 calls for tenders were published and 12 tenders met these criteria, 11 of which were submitted to EMAS for opinion.

Internal communication

Various communication and awareness-raising activities are organised each year within the Committees, in accordance with a communication plan approved by the EMAS Steering Committee. The aim is to reach different groups of colleagues by regularly addressing a range of environmental topics through various communication channels.

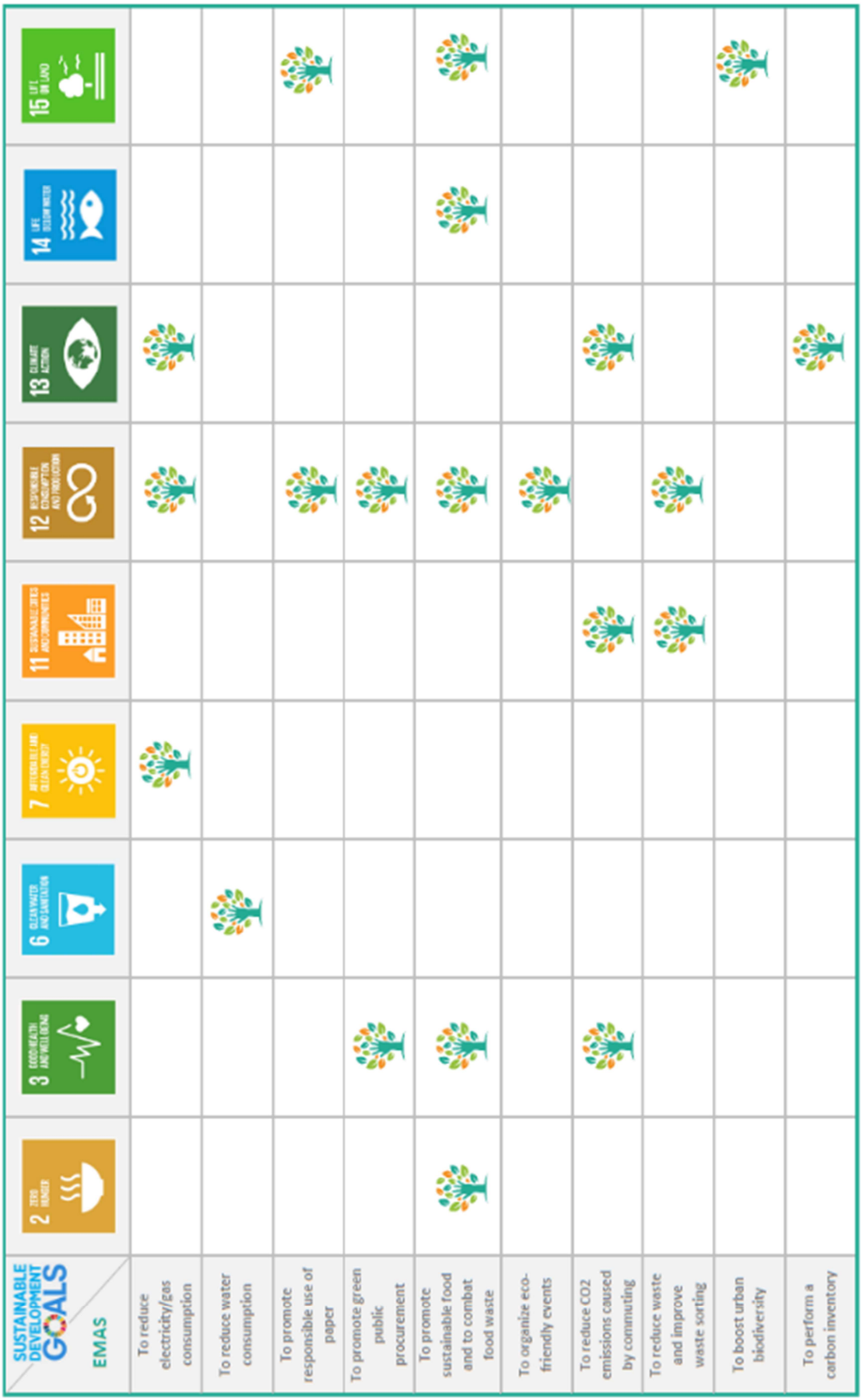
The new **EMAS intranet page** was completely restructured in 2022. The intranet is an important communication tool for the EMAS Service. It includes information on the latest environmental results and EMAS activities, as well as sections for EMAS contact persons, eco-tips, user guides and projects supported by EMAS. More specific information is also available, such as instructions for waste sorting, environmental audits or sustainable public procurement.

Another important communication tool is the *EMAS Greener* **newsletter**. It is published three times a year and aims to inform staff about different EMAS activities and other environmental topics. Two new sections were created in 2022: the *Green Managers' Corner* and *Get to know the EMAS network*, which both take the form of an interview.

Eco-tips are also regularly published via the *Linked@work* and *HR Update* newsletters (from the EESC and the CoR respectively). The EMAS Service has developed a fruitful collaboration with the two HR services, which has allowed it to reach a wider audience and disseminate good environmental practices among staff.

Finally, an EMAS group has been set up on MS Teams to support the work of EMAS contact persons, and in-person visits or workshops have been organised throughout the year.

Contribution of the EMAS objectives to the Sustainable Development Goals



3.1 Electricity

Objective: to reduce electricity consumption in kWh/FTE by 5% between 2022 and 2025 (reference year: 2019)

- kWh/FTE: total annual quantity of electricity consumed per employee expressed in full-time equivalent (FTE)
- kWh/m^2 (above ground): total annual quantity of electricity consumed per unit of floor space (m^2 occupied above ground)
- Renewable energy: share of total electricity consumption resulting from the production of electricity from renewable sources expressed in %

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 quantity of electricity consumed per employee expressed in full-time equivalent (FTE)

2022 results: 4160.13 kWh/FTE

The total electricity consumption for 2022 was 6 685 324 kWh. This compares to 6 182 151.20 kWh in 2021 and 6 508 423.96 kWh in 2020.

The total electricity consumption per FTE for 2022 was down **2%** on 2021 and **11.1%** on 2019. The Committees' "electricity" objective **was achieved** in 2022. We would emphasise that the years 2020 and 2021 were atypical due to the unoccupied buildings, or low occupation thereof, 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.

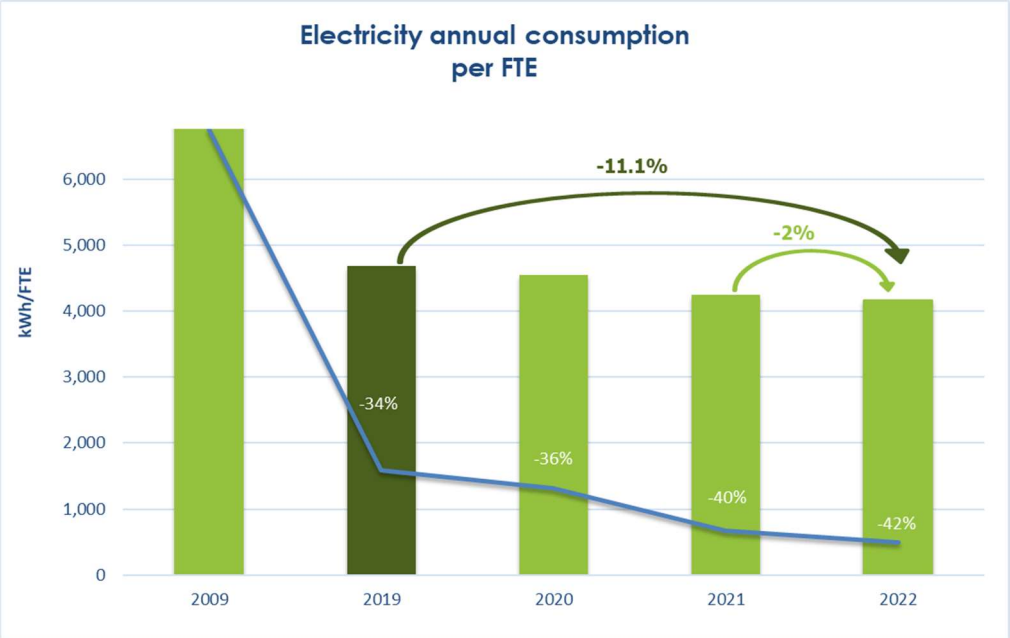


Figure 1: Electricity consumption per FTE per year for all buildings

b) total annual quantity of electricity consumed per unit of floor space (m^2 occupied above ground)

2022 results: 74.40 kWh/m²

The total electricity consumption per m² for 2022 was down **0.7%** on 2021 and **18.2%** on 2019.

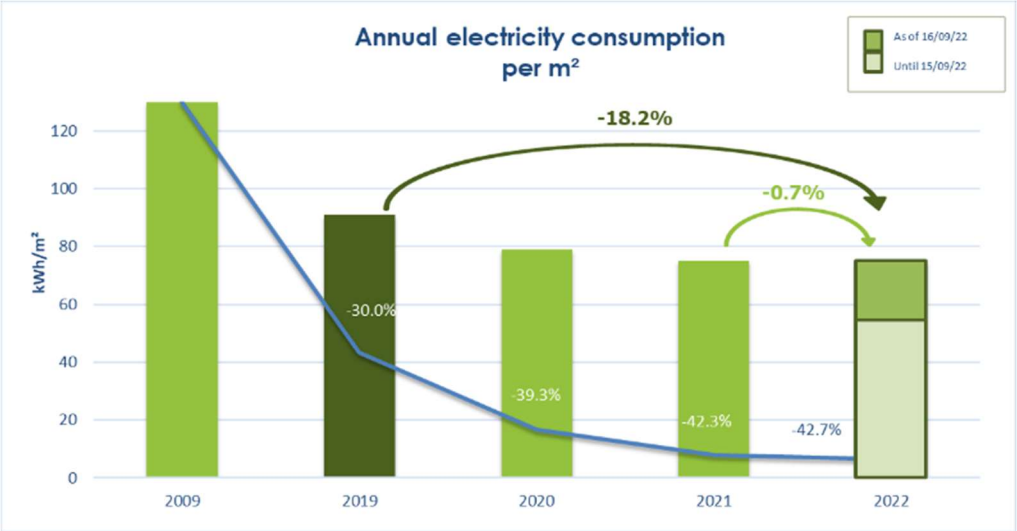


Figure 2: Annual electricity consumption/m²

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.

Despite the gradual return of occupants and activities in 2022, the relative decline in total electricity consumption is largely due to the introduction of energy-saving measures as a result of soaring prices and instability in international markets.

Between 2021 and 2022, the decrease per FTE is relatively larger due to the decrease in the total area occupied following the exchange of the B68-TRE buildings for the VMA as of mid-September. This change in consumption and area in 2022 is shown in Figure 2.

Since 2020, the data have been based solely on smart meter readings. Instantaneous meter reading allows for dynamic management by season (winter/summer), by specific period (peak/off-peak hours), by type of consumer and type of equipment, as well as the surveillance, creation and monitoring of alarms in the event of abnormal consumption depending on the parameters to be analysed.

Lastly, we would point out that there are significant technical differences between the buildings depending on 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 (Figures 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 (63 people in 2022), but its heating/cooling needs are the same.

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

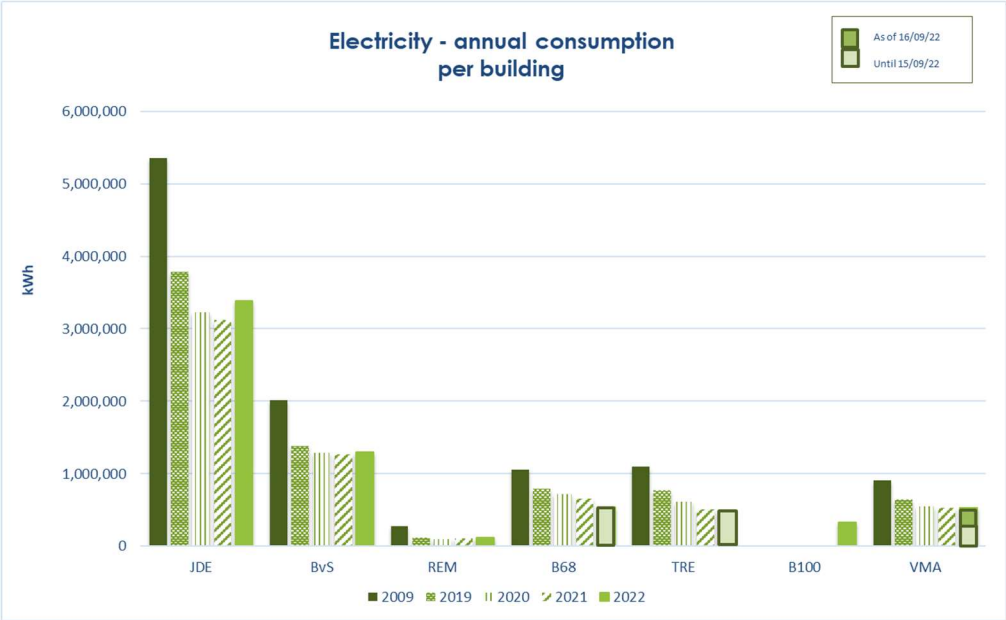


Figure 3: Annual electricity consumption per building

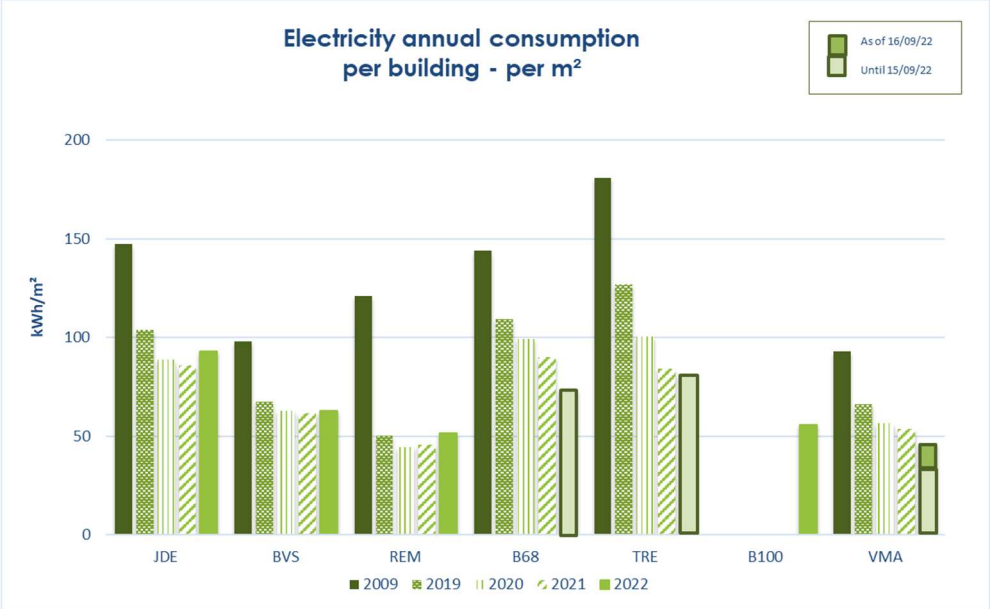


Figure 4: Annual electricity consumption per m² per building

Analysis of results

For some buildings (e.g. JDE), the relative increase in electricity consumption in 2022 compared to 2021 is due to the gradual return of occupants after certain anti-COVID measures were lifted and the return of certain on-site activities (conferences, events, visits, etc.). It should be noted, however, that this increase has been partially mitigated by the relaunch of the recycling system in air treatment units during the year, as well as the impact of the saving measures adopted.

Actions taken

Since setting up their EMS, the Committees have taken various actions with the aim of improving the energy performance of their buildings (see previous years' environmental statements).

In 2022, the activities of engineers in the Infrastructure Unit focused mainly on phase 1 (programming) of the Local Energy Management Action Plan (PLAGE). It should be noted that the PLAGE objectives overlap to a large extent with those of EMAS for 2022-2025.

All buildings

The geopolitical situation led directly to rising and volatile energy prices in the second half of 2022. The Committees therefore decided to put in place various measures to minimise electricity consumption in all buildings in its building stock in order to achieve significant savings. Thus, two sets of measures were considered, one for the short term and one for the medium and long term.

The former consists mainly of the following measures:

- adjustment of the comfort-mode time range (reduced to 8:00 to 18:00 rather than 7:00 to 19:00 or 20:00), directly reducing the operating time of technical equipment and installations (ventilation units, cold batteries, refrigeration units, etc.),
- adjustment of comfort temperatures to 27°C (cooling in summer), while respecting legal limits,
- adaptation of the operating procedures for conference rooms in cooling mode,
- various optimisation measures for lighting, such as adjusting and adapting time ranges according to building zones, reducing the time delay for areas operating on presence detectors, various configurations, etc.,
- updating the guide for efficient use of heating and lighting systems and distributing it to staff.

JDE and BvS

- Installation of free cooling of ventilation units overnight during shoulder season/summer periods in offices and conference rooms. Direct impact on electricity consumption due to cooling.

All buildings: monitoring of electricity consumption per building through various analyses, creation and monitoring of alarms, etc., to:

- be able to take immediate corrective action in case of misuse (daily monitoring),
- monitor the development of energy registers on the basis of smart meter readings in order to determine the main large consumers (by building, by zone and by type of activity/use) and thus better target the optimisation actions that can be implemented (monthly and annual monitoring).

Medium and long-term measures consist of larger projects to make buildings more energy efficient. As a first step, they require an energy and environmental audit of the building stock and subsequently, depending on the results, technical studies and carrying out larger works.

The implementation of these projects depends, to a large extent, on the success of a call for tenders to carry out works on technical installations. After two unsuccessful publications, a new procedure will be re-launched in 2023. If this is successful, the studies could be carried out in 2024 and the first works carried out from 2025 onwards.

This major work mostly overlaps with the **definition and implementation** of an action plan to meet the objectives of EMAS, the PLAGE (target for 2026: reduction of +/-5% in primary energy for the Committees' building stock) and the Green Deal.

Projects under evaluation for future implementation

Subject to technical feasibility and budgetary availability, the following actions will be implemented provided that the technical studies are conclusive:

- replacement of existing conventional lighting with LED lighting,
- optimising the operation of lighting by installing presence/absence sensors in areas such as corridors, technical rooms, stairs, car parks, etc.,
- extension of photovoltaic panel installations, subject to feasibility studies (stability) to be carried out and the outcome of the call for tenders for technical installation works (see above).

Production of solar energy

Indicator: share of total electricity consumption resulting from the production of electricity from renewable sources expressed in %

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

Average annual electricity generation since they were installed is around **12 MWh**.

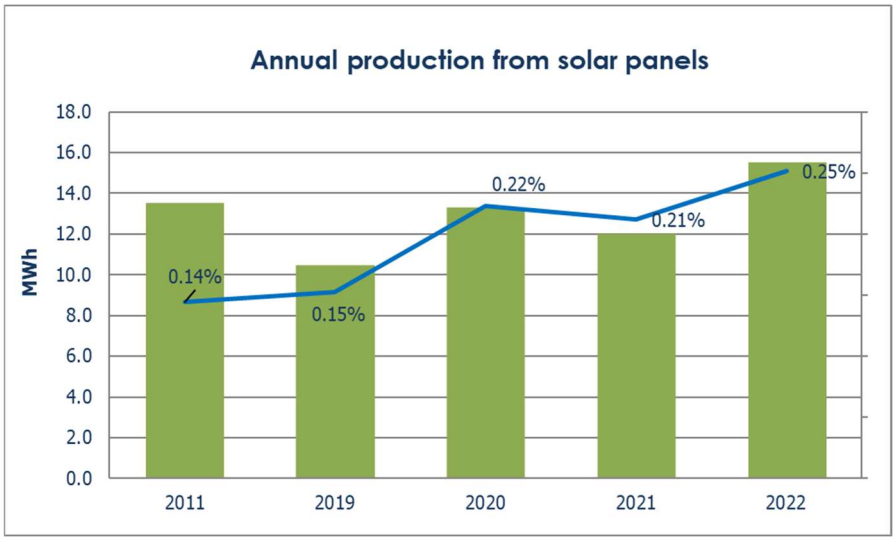


Figure 5: Annual electricity generation through solar panels

Analysis of results

Electricity generation was **15.5 MWh** in 2022, which is an increase on 2021 (**12 MWh**). In 2022, solar panels delivered 0.25% of the total electricity consumed – 19% more than in 2021.

Production in 2022 increased significantly compared to 2021, despite a less sunny summer period, thanks to various measures taken to make the JDE panels more reliable, such as by installing alarms in the event of an unexpected interruption of production.

A call for tenders for various technical installation work, including installation of new solar panels, is being developed: if the call is successful, the Committees could probably sign a framework contract at the beginning of 2024. However, extending existing installations requires extensive technical studies and could be carried out as of 2025 at the earliest.

Alignment with the SRD

SRD environmental performance indicators

i1) Total annual energy use per unit of floor space, 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)[12], expressed as final energy (kWh/FTE/year). The Committees use this indicator, which is therefore in line with the SRD.

i3) Total annual primary energy use per floor area or full time equivalent (FTE) (kWh/m^2/year, kWh/FTE/year) The Committees do not use this indicator. However, it is used in the PLAGE framework.

i38) On-site renewable energy per unit of floor space (kWh/m²/year). The Committee does not monitor this indicator, as the quantity produced is very limited compared to that consumed (< 1%) and this ratio is so small as to not be representative.

i4) Annual total greenhouse gas emissions per floor area or per FTE (kg CO_2eq/m^2/year, kg CO_2eq/FTE/year). The Committees do not use this indicator.

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.

[12] 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.

Objective: to reduce gas consumption in KWh/FTE by 5% between 2022 and 2025 (reference year: 2019)

- kWh/degree day 18:18/FTE: total annual quantity of gas consumed per employee expressed in full-time equivalent (FTE)
- kWh/degree day 18:18/m^2 (above ground): total annual quantity of gas consumed per unit of floor space (m^2 occupied above ground)

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

Indicators

a) Total annual quantity of gas consumed per employee expressed in full-time equivalent (FTE)

2022 results: 2788.74 kWh/FTE

The total gas consumption in 2022 was 4 481 511.80 kWh/GCV/DD. This compares to 4 307 508.30 kWh/GCV/DD in 2021 and 4 083 494.91 kWh/GCV/DD in 2020.

The total gas consumption per FTE for 2022 was **5.7%** down on 2021 and **1.3%** down on 2019.

We would emphasise that the years 2020 and 2021 were atypical due to the unoccupied buildings, or low occupation thereof, during the COVID-19 period.

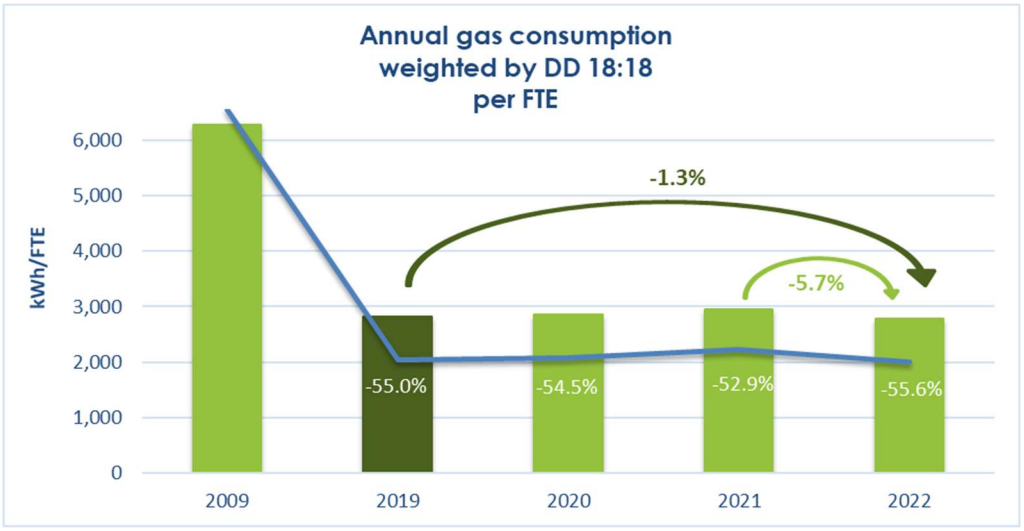


Figure 6: Gas consumption per FTE per year

b) Total annual quantity of gas consumed per unit of floor space (m^2 occupied above ground)

2022 results: 49.88 kWh/m²

The total gas consumption per m² for 2022 was down **4.5%** on 2021 and **9.1%** on 2019. The Committees' "gas" objective **has been achieved** following the kWh/m² index.

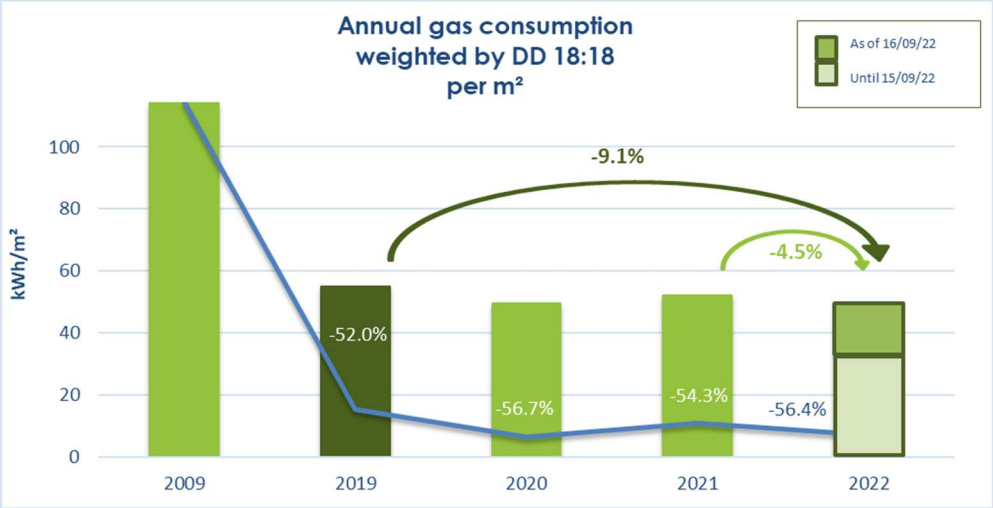


Figure 7: Annual gas consumption in kWh/m²

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 owned the building until mid-September 2022. Since 16 September 2022, the Committees have been the owner of the building.

The "degree day 18:18"[13] concept enables us to take into account external temperatures observed throughout the relevant year, thus showing energy consumption in relation to changing weather. For example, a particularly cold winter will mean greater energy consumption, even if new insulation measures have been put in place. Using the degree day concept, the impact of insulation can be measured.

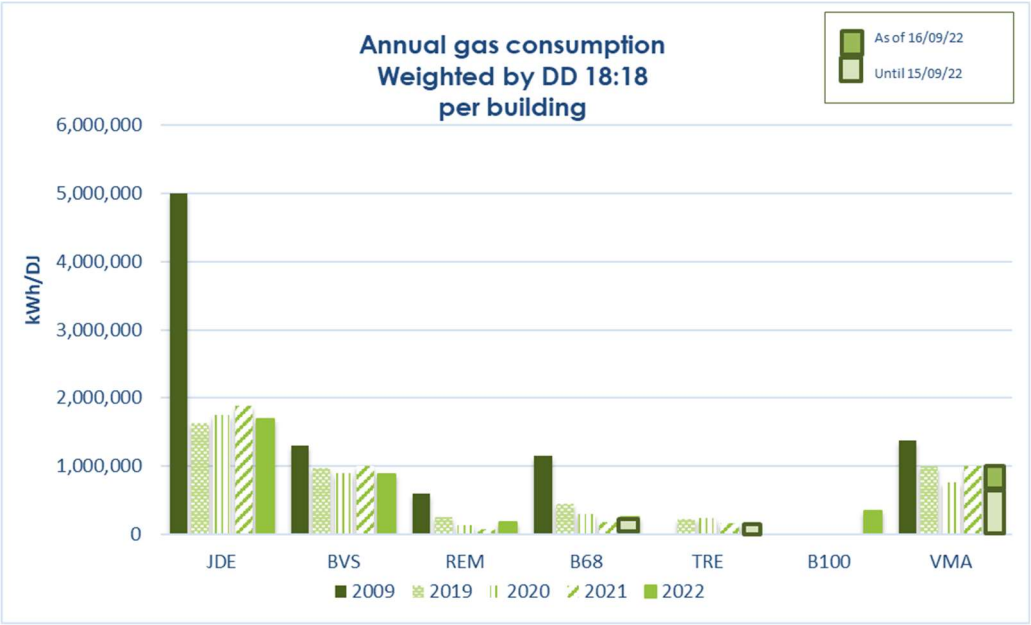


Figure 8: Annual gas consumption for each building

[13] 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.

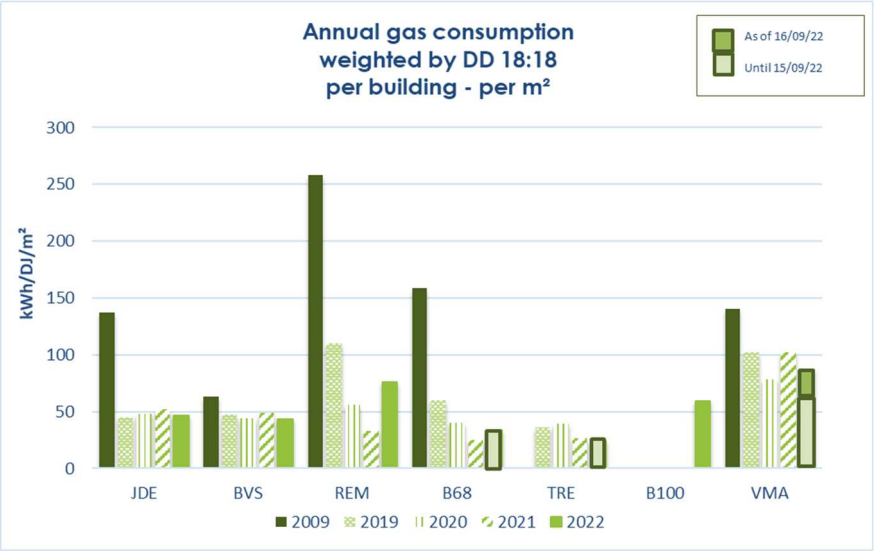


Figure 9: Annual gas consumption per m² for each building

Analysis of results

Gas consumption was lower in 2022 than in 2021 (slight decrease of around 4.5%). This decrease is mainly due to the restarting of air recycling in ventilation units, made possible by the installation of virucidal high-capacity filters, as well as energy-saving measures adopted due to the surge in prices on international markets.

Between 2021 and 2022, the decrease per FTE is relatively larger due to the decrease in the total area occupied following the exchange of the B68-TRE buildings for the VMA in mid-September. This change in consumption and area in 2023 is shown in Figure 9.

In general terms, gas consumption has steadily decreased since the EMS was introduced. The JDE building has seen the sharpest decrease. 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, more powerful and therefore energy intensive, 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, it should be noted that the increase in gas consumption in 2022 was due to the sharp increase in the number of occupants, which made it necessary to keep the systems fully operational.

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. Their ongoing challenge is to improve energy efficiency while taking account of the comfort of all occupants in every season. A series of actions aimed at optimising the start-up, regime and stopping of heating on the basis of algorithms that incorporate different parameters will make it possible to improve the alignment between indoor temperatures, real needs and climatic conditions.

In 2022, the activities of engineers in the Infrastructure Unit focused mainly on phase 1 (programming) of the PLAGE. It should be noted that the objectives of the PLAGE to a large extent overlap those of EMAS for 2022-2025.

All buildings

The geopolitical situation directly led to rising and volatile energy prices in the second half of 2022. The Committees therefore decided to put various measures in place to minimise gas consumption in all buildings in its building stock in order to achieve significant savings. Thus, two sets of measures were considered, one for the short term and one for the medium and long term.

The former consists mainly of the following measures:

- adjusting the comfort-mode time range (reduced to 8:00 to 18:00 rather than 7:00 to 19:00 or 20:00), directly reducing the operating time of technical equipment and installations (ventilation units, hot batteries, boilers, etc.),
- adjusting comfort temperatures to 19°C (heating in winter), while respecting legal limits,
- adapting the procedures for activating heating mode in all buildings: 19°C at the start of occupation at 8:00 rather than 21°C at 7:00,
- reactivating the recycling mode following the installation of virucidal filters in the air treatment units (stopping the "all new air" operating mode implemented during the COVID-19 pandemic);
- updating the guide for efficient use of heating and lighting systems and distributing it to staff.

JDE building

- optimisation of the production of domestic hot water with the decision to maintain the two cylinders at a permanent temperature by creating an hourly programme from centralised technical management (CTM) (optimising regulation).

REM Building

- optimisation of the functioning of the boiler room based on the outside temperature (optimisation of HVAC regulation).

Daily monitoring

The gas consumption of each building and the functioning of equipment are monitored using the various management solutions installed in the buildings (CTM, energy monitoring, etc.) in order to be able to take immediate corrective action in the event of any malfunction or abnormality.

Medium and long-term measures consist of larger projects to make buildings more energy efficient. As a first step, they require an energy and environmental audit of the building stock and subsequently, depending on the results, technical studies and carrying out larger works.

The implementation of these projects depends, to a large extent, on the success of a call for tenders to carry out works on technical installations. After two unsuccessful publications, a new procedure will be re-launched in 2023. Should this be successful, the studies could be carried out in 2024 and the first work in 2025.

This major work mostly overlaps with the **definition and implementation** of an action plan to meet the objectives of EMAS, the PLAGE (target for 2026: reduction of +/-5% in primary energy for the Committees' building stock) and the Green Deal.

Projects under evaluation for future implementation

Subject to technical feasibility and budgetary availability, the following actions will be implemented provided that the technical studies are conclusive:

- revamping regulation in the JDE building, which will allow the use of more efficient equipment and, consequently, the optimisation of functional analyses and schedule of regulation, with additional energy gains,
- studies on the installation of heat pumps to recover heat produced, for example, in computer rooms, will be carried out. The aim would be to be able to cool the data centre, which operates 24 hours a day, recover the heat from it and re-inject it into the heating circuits. This would, on the one hand, generate significant gas savings and, on the other hand, help reduce our carbon footprint.

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. 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 space, 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 this indicator, which is in line with the SRD.

SRD benchmarks of excellence: not applicable.

Objective: to reduce water consumption in M^3/FTE by 5% between 2022 and 2025 (reference year: 2019)

- m^3/FTE/year: total annual quantity of water consumed per employee expressed in full-time equivalent (FTE)

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

Indicators

Total annual quantity of water consumed per employee expressed in full-time equivalent (FTE)

2022 results: 6.88 m^3/FTE

The total water consumption in 2022 was 11 058 m^3. This compares to 12 259 m^3 in 2021 and 14 741 m^3 in 2020.

The water consumption per FTE for 2022 was down **18.3%** on 2021 and **44.3%** on 2019. We would point out 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 following years.

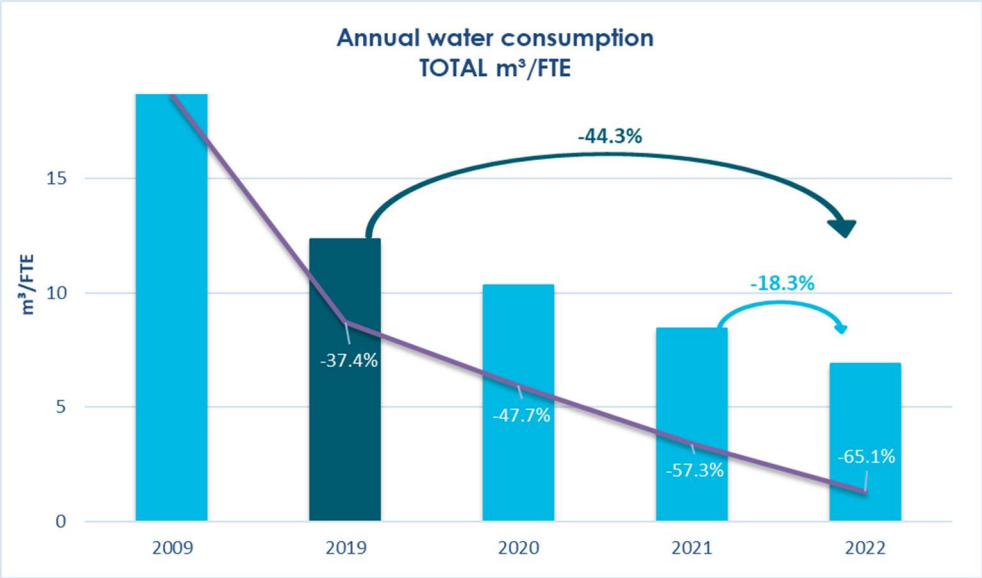


Figure 10: Annual water consumption per m^3 per FTE

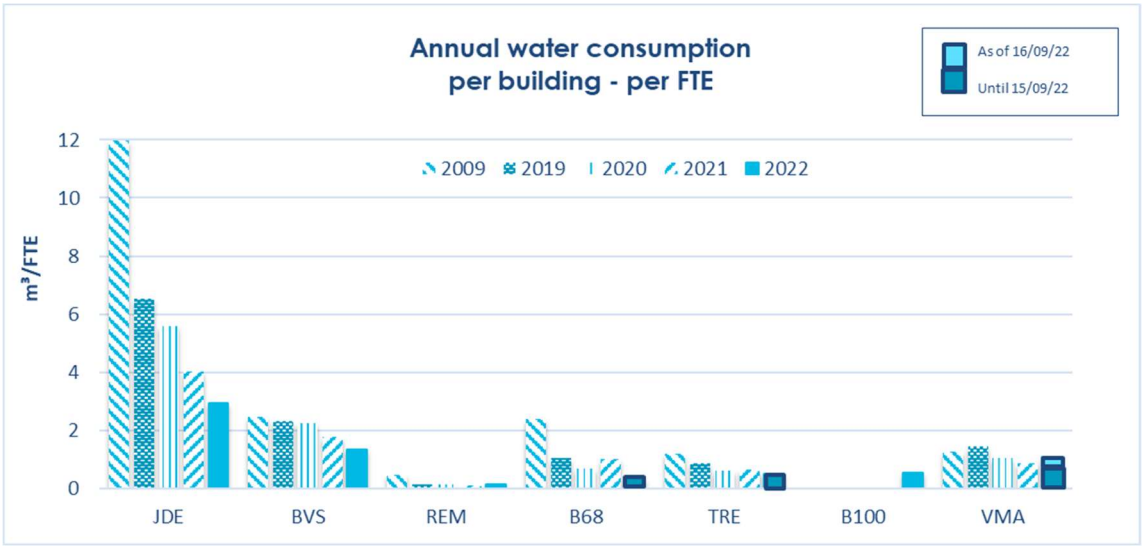


Figure 11: Water consumption per FTE per building

Explanation of data

Since 2020, the data have been based mainly on smart meter readings. For the JDE, BvS and REM buildings, the city water meters are read remotely. For the VMA and B100 buildings, the reading is currently taken manually, with data available since January 2020. It should be noted that the data for 2009-2011 are based on an estimate made by extrapolating data (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 observed for electricity and gas consumption, water consumption per FTE decreased significantly in 2022 (a decrease of around **18.3%** compared to 2021), despite occupants gradually returning throughout the year. The reason is mainly related to all the actions implemented (see below).

In general terms, there has been a gradual reduction in water consumption per FTE since 2009.

Since 2019, the decrease in water consumption has sped up. This is due not only to the actions taken, but also to a sharp decrease in occupation (COVID-19 and teleworking) and in the number of events and thus visitors during this period.

The target of reducing consumption in m^3/FTE by 5% was **achieved in 2022**, despite an increase in occupation and activities.

Actions taken

The Committees have implemented numerous actions to reduce their water footprint. The challenge is not only to reduce water consumption, but also to monitor water quality. Some of these are noted below (non-exhaustive list):

All buildings:

- adjusting toilet flush levels (volume reduction to six litres instead of nine) in toilet facilities
- reduction in standby consumption during unoccupied periods through real-time analysis of consumption and creation and monitoring of alarms (using meter management software)

- monitoring and improving responsiveness in the event that anomalies are detected (possible leaks, overconsumption, etc.)
- installation of valves with detectors (VMA), diffuser taps and water-efficient shower heads

Current or future actions

- **VMA:** installation of a rainwater tank for recovery and use of rainwater in toilet facilities

Actions under consideration

- **JDE**: studies on replacing defective water supply pipes to prevent recurrent leaks
- **JDE:** rainwater recovery system for watering the bamboo and indoor plants

Following the work carried out in 2019 to improve the bamboo containers, the feasibility of installing a new watering system could be verified and validated. Due to a delay in the tender procedure, the studies were postponed to 2024 and the works to 2025.

Environmental benefit: recovery of rainwater with a direct impact on water consumption.

All buildings:

- installation of taps with detectors to replace manual taps
- installation of water-saving diffuser taps and shower heads
- installation of additional water meters to refine the meter reading, identify any abnormal consumption and leaks and specify the current monitoring and management of water consumption

Awareness-raising: the Committees regularly organise campaigns to raise staff awareness about water, particularly in conjunction with World Water Day, and through eco-tips.

Alignment with the SRD

SRD environmental performance indicators
i5) Total annual water use per full time equivalent employee (m^3/FTE/year). The Committees use this indicator, which is in line with the SRD.
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. The Committees' water use is higher: 6.88 m^3/FTE.

3.4 Waste

Objective: reduce waste generation by 5% between 2022 and 2025 (residual waste from kitchen and office only) and recycle on average 50% of total waste over the 2022-2025 period (reference year: 2019)

- Kg/FTE/year: Total annual quantity of office and kitchen waste produced per employee expressed in full-time equivalent (FTE)
- Amount of recycled waste as percentage of the total weight of waste (kitchen and offices) (%)

Indicators:

a) Total annual quantity of office and kitchen waste produced per employee expressed in full-time equivalent (FTE)

2022 results: 72.9 kg waste/FTE/year

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

Type of waste	2022	2021	2020
General	50 131	28 661	34 212
Paper/cardboard	54 850	49 530	45 709
PMC	1570	1337	2585
Glass	2233	1240	428
Organic waste	8316	1777	6030
TOTAL	**117 100**	**82 545**	**88 964**

The amount of waste generated during 2022 was up **29%** on 2021 and down **61%** on 2019 (reference year). The reduction target has been **achieved**.

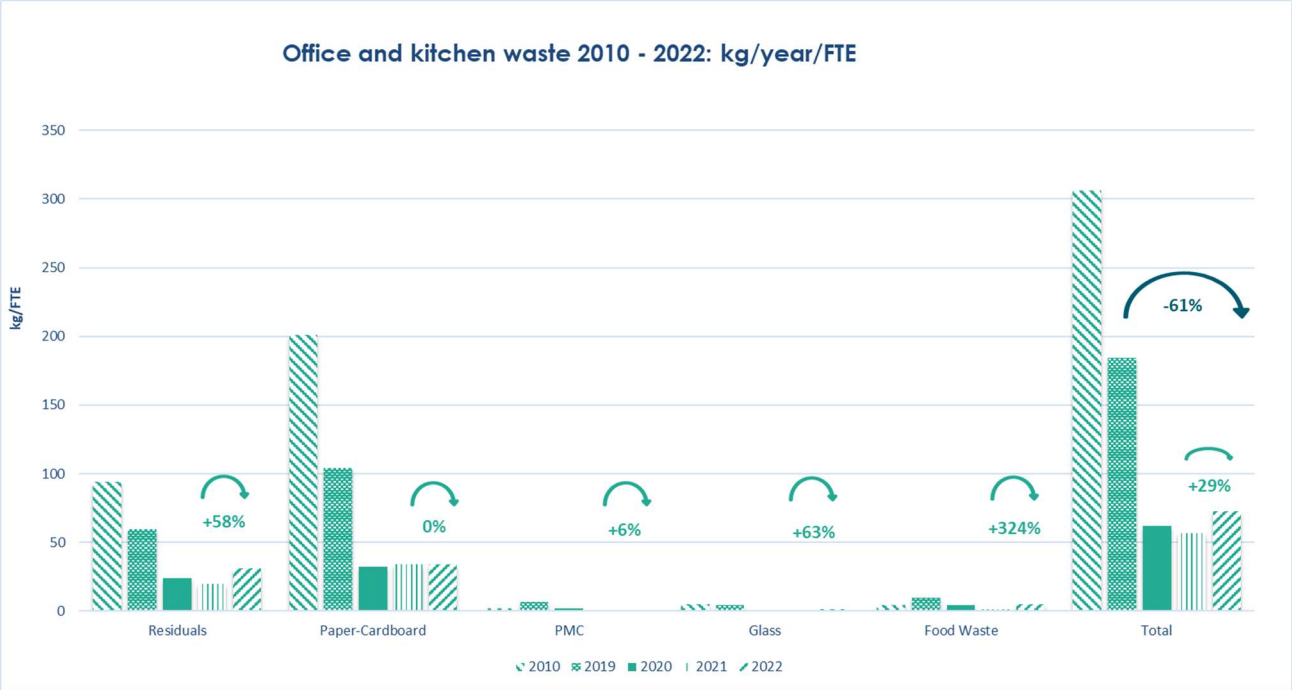


Figure 12: Weight of office and kitchen waste per FTE per year

b) Amount of recycled waste as a percentage of the total weight of waste (kitchen and offices) (%)

2022 results: 57% of waste recycled

The waste sorting indicator is new as of 2022 and aims to monitor the total amount of office and kitchen waste. In 2022, the percentage of waste recycled in this category was 57%. This objective was thus achieved.

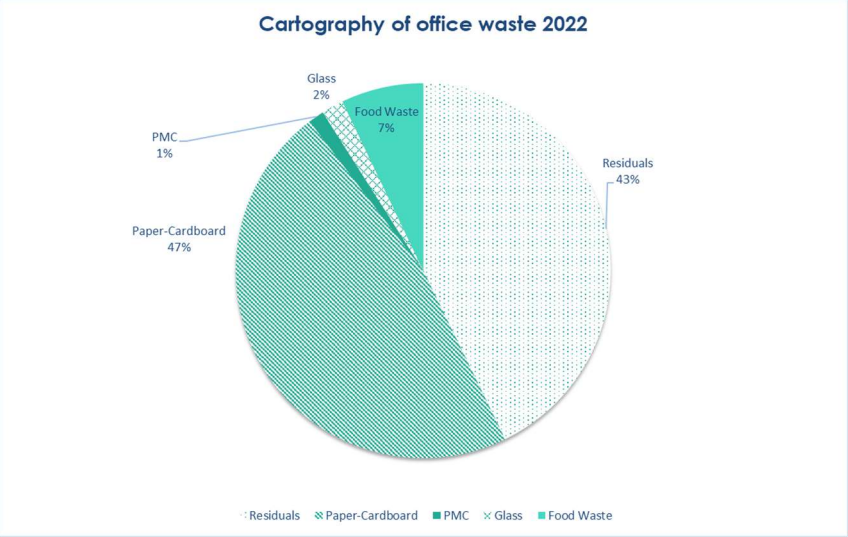


Figure 13: Amount of recycled waste as a percentage of the total weight of waste

In November 2022, the new waste sorting corners were installed (in various locations in all buildings apart from REM) to encourage staff to better sort waste in the office. Each waste sorting corner consists of several colour-coded bins. Each colour corresponds to one type of waste (PMC, paper/cardboard, residual waste, glass, plastic bottle caps, corks, and office and writing supplies). Images placed on the bins help to properly sort waste.

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 an increase in the amount of waste generated in 2022 compared to 2021 (increase of around 29% per FTE). This is linked to the gradual resumption of activities. In 2022, a majority of staff and members continued to work remotely, but an obligation to come to the office at least two days a week was introduced in April, which had a direct impact on the amount of office waste, as there was an increase in all categories of waste. An uptake of activities could be seen starting from January 2022 in the form of conferences, meetings and social activities. This change after the COVID-19 years mainly led to an increase in food (+324% compared to 2021), glass (+63% compared to 2021) and residual waste (+58% compared to 2021). The increase in food waste is due to the fact that the canteen was open all year in 2022, while in 2021 it was only open from mid-October.

There is also an increase in PMC waste (+6%). In addition to this increase in activities, the amount of PMC waste is linked to the addition of new types of waste in this category. The small increase in paper and cardboard waste is also due to the increased presence in offices, but the increase is significantly lower than in other waste categories. This is due to the fact that the Committees have digitised several of their processes and are actively promoting a paperless working environment.

The amount of waste has **decreased in general** since the introduction of the EMS (-61% in 2022 compared to the reference year 2019). 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. The overall downward trend since 2010 has been maintained for all waste categories. This development is linked to compliance with existing environmental legislation and general awareness of its impact.

Ongoing actions

There are various different types of waste: office paper, PMC waste, organic waste from the kitchens, waste from the printshop or Medical Service, end-of-life IT equipment waste, waste resulting from renovation works, waste generated during events and visits, 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 are noted below (non-exhaustive list):

- **six waste sorting corners** installed for staff, members, contractors and visitors. Staff were made aware of these during two guided visits on waste sorting held in November 2022,
- **quality control** of sorting through regular audits and corrective actions,
- **information and awareness-raising** for staff and visitors (campaigns, displays, signage),
- **eco-tips** aimed at event organisers (see Chapter 3.9). The three largest events are the subject of waste prevention work and specific monitoring,
- **hazardous waste** is collected separately in accordance with the regulations: WEEE, printer toners and cartridges, fluorescent tubes and other light bulbs, used oils, paint pots, needles used by the medical services, etc.,
- **organic waste:** food waste from the catering contractor's activities is transformed into biogas[14]. What remains after the biomethanisation process, namely digestate, is a valuable fertiliser for agriculture,
- **food donation**: some food leftovers from catering activities are packaged and redistributed to people in need instead of being thrown away[15] (see Chapter 3.8),
- **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 who use their own cups receive a discount and a supplement is applied for the use of a disposable cardboard cup. All single-use materials (stir sticks, straws, spoons, salad bowls, etc.) are made from recyclable and/or recycled materials: cardboard, wood, bamboo, material made from corn or sugar cane, etc.,
- **Reuse:** so that they can have a second life, obsolete IT equipment and office furniture are donated to an association under a specific contract.

[14] It should also be noted that organic waste placed in general waste bins (e.g. in the kitchenettes) was not collected separately in 2022.

[15] Food donation was suspended due to the COVID-19 pandemic. No catering activities took place in 2022. As the situation was still precarious for the catering and event sector in 2022, it has not yet been possible to restart food donation.

Current or future actions

- Installing more **waste sorting corners** (one or two per floor depending on the number of occupants) – discussion is ongoing and potential implementation will be assessed.
- As a second step and after extensive consultation with staff representatives, medical services and the security service, **removal of individual bins** in offices – discussion is ongoing and potential implementation will be assessed.
- Since 15 May 2023, Belgian public actors in the Brussels-Capital Region have been required to sort organic waste separately. Since 1 June 2023, the Committees have been conducting a pilot project in the shared kitchenettes available to staff in the BvS building (floors 2 to 8) in order to assess the possibility of extending this collection to all of their buildings.
- Separate collection of cardboard cups within the Committees is in progress, in collaboration with the Infrastructure Unit and the cleaning contractor.

European Week for Waste Reduction 2022

Every November the Committees conduct several awareness-raising campaigns as part of the European Week for Waste Reduction (EWWR). In 2022, three activities were held around the theme of **circular and sustainable textiles:**

i) a collection point where staff were encouraged to bring unused winter clothes in good condition for donation. The EMAS Service – in collaboration with the staff committees of both Committees – collected more than 80 boxes of clothing, which were delivered to the Brussels Petit Château (Fedasil, arrival and reception centre for applicants for international protection);
ii) staff had the opportunity to register for two guided tours on waste sorting in the Committees. The aim was to clear up any doubts related to the collection of waste in our buildings. There was a lot of interest in the visits and the participants were enthusiastic;
iii) staff were encouraged to discover a project launched by an EMAS contact person – the reuse corner for parents – which aims to give clothes and items for babies and children a second life.

In addition to all this, EMAS contact persons were invited to take part in various topical webinars held by the European Commission as part of the EWWR.

Alignment with the SRD

SRD environmental performance indicators:
i7) Total annual office waste generation per full time equivalent (FTE) employee (kg/FTE/year). The indicator used by the Committees relates to office waste combined with kitchen waste. The Committees use this indicator, which is in line with the SRD.
i9) Office waste sent for recycling as a percentage of total waste by weight (%).

SRD benchmarks of excellence
b2) Zero waste generated in the office buildings is sent to landfill. This is the case with the Committees' office waste.
b3) Total waste generation in office buildings is lower than 200 kg/full-time equivalent employee (FTE)/year. At the Committees, the total waste generated in office buildings in 2022 was 72.9 kg/FTE.

3.5 Paper

Objective: reduce the amount of **office paper** by 10% between 2022 and 2025 and cut down on the amount of paper used for **publications** (reference year: 2019)

- Daily quantity of pages of office paper used per employee expressed in full-time equivalent (number of pages/FTE/working day)
- Annual quantity of publications printed (in kg)
- Quantity of publications printed externally (Publications Office and others) (in kg)
- Percentage of recycled paper used for publications
- Percentage of publications printed using standard formats of the total publications printed (in kg)
- Reprints due to corrections

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

Indicators

a) Daily quantity of pages of **office paper** used per employee expressed in full-time equivalent (number of pages/FTE/working day)

2022 results: 8.63 pages/FTE/working day

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

In absolute terms, the total amount of paper used in 2022 was **3.051** million pages. This compares to 2.267 million pages in 2021 and 2.246 million pages in 2020.

The amount of paper used **per FTE per day** in 2022 was up **22%** on 2021 and down **54%** on 2019 (reference year). The objective of reducing paper consumption by 5% from the 2019 level **has been achieved**.

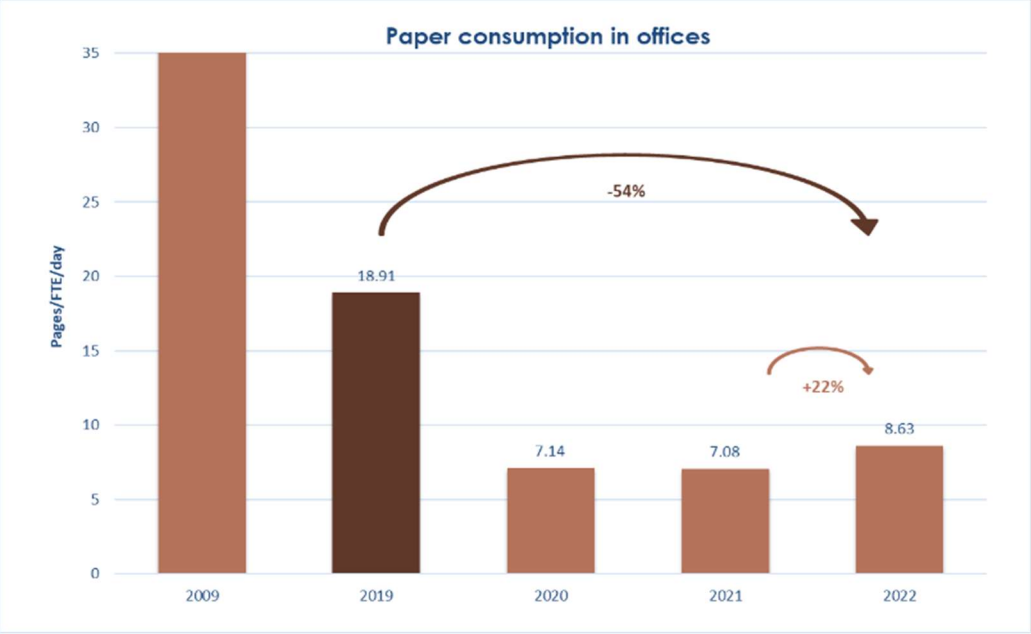


Figure 14: Number of pages printed per FTE per working day

b) Amount of publications printed annually (in kg); amount of publications printed externally (Publications Office and others) (kg); percentage of recycled paper used for publications; percentage of publications printed in standard formats in relation to the total weight (in kg) of the publications, and reprints due to corrections.

2022 results: in 2022 the amount of paper used for printing **publications** fell by **25.1%** compared to 2021.

As regards **recycled paper**: the percentage of recycled paper used in publications in 2022 increased by **14.8%** compared to 2021 and by **1.4%** compared to 2019.

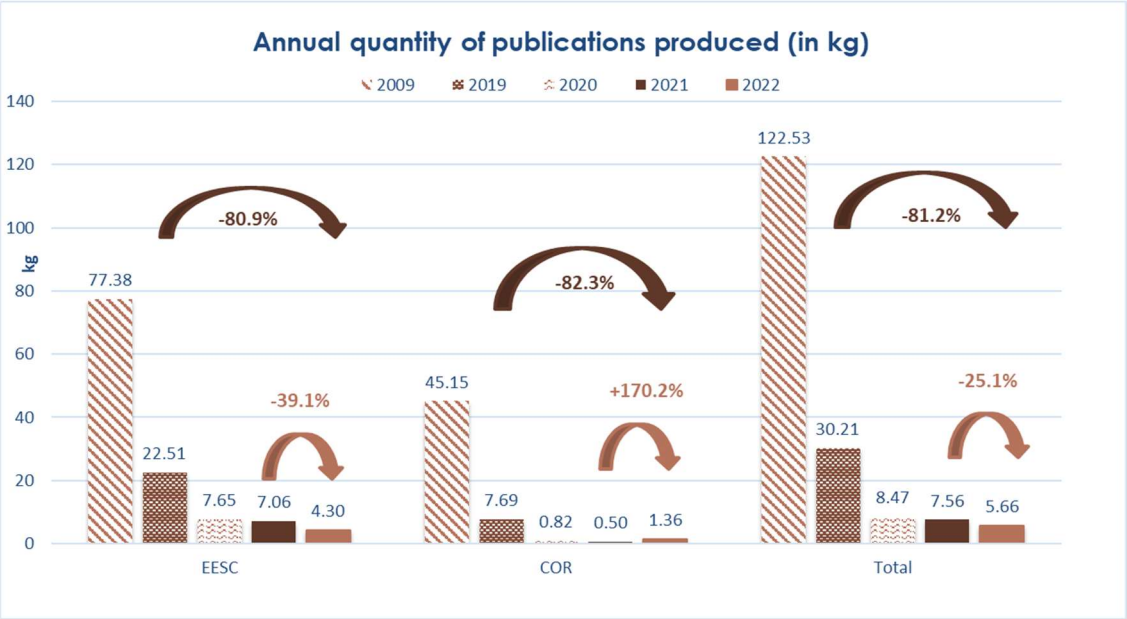


Figure 15: Annual quantity of publications printed (in kg)

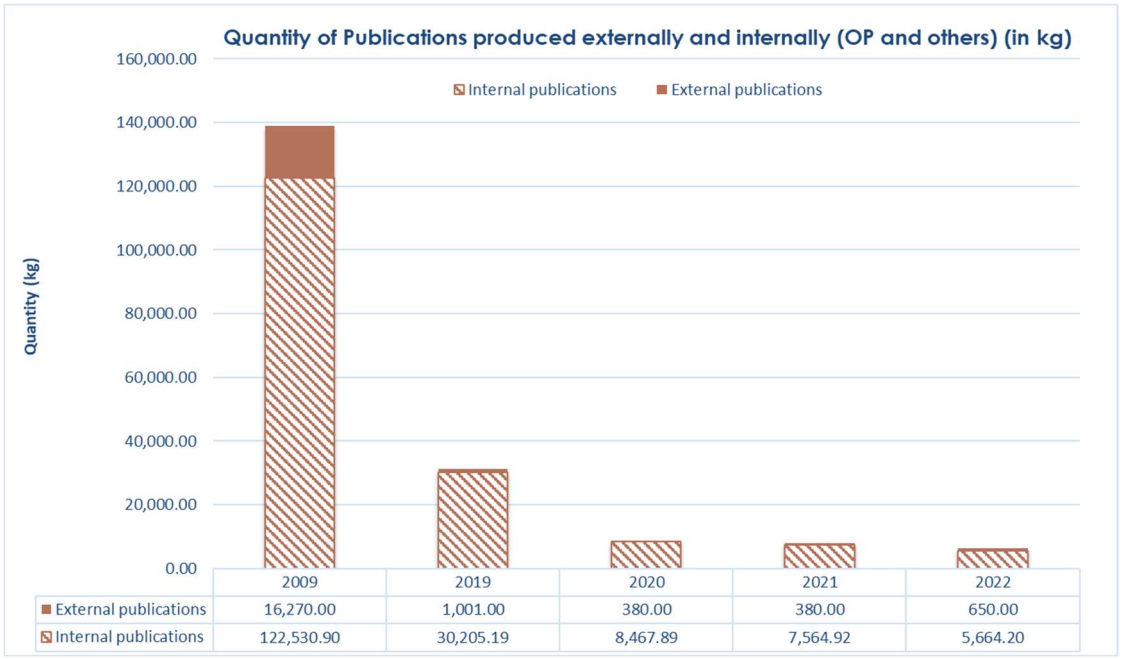


Figure 16: Quantity of publications printed externally (Publications Office and others) (in kg)

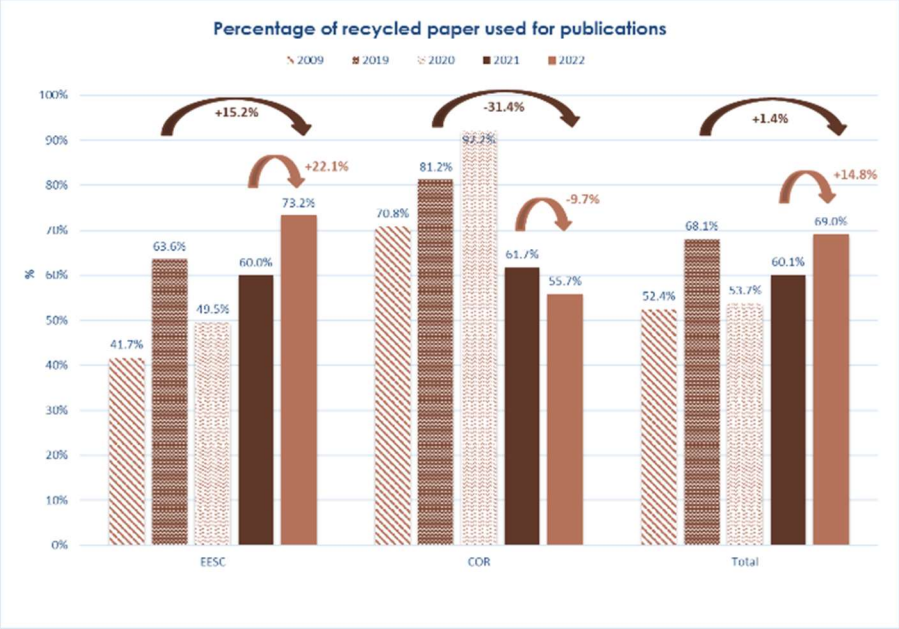


Figure 17: Percentage of recycled paper used for publications

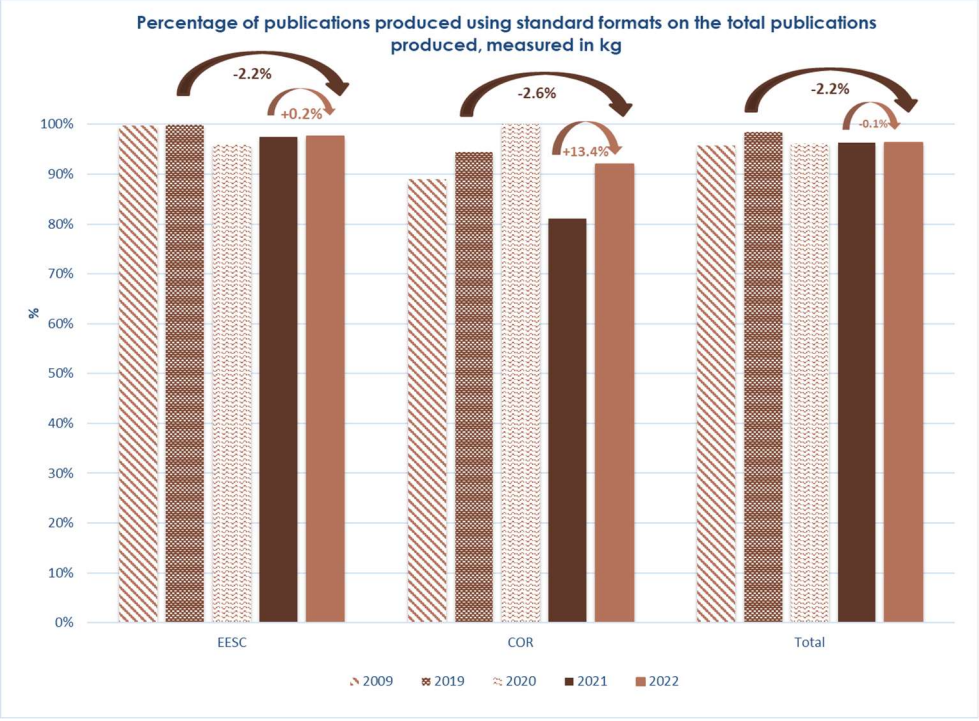


Figure 18: Percentage of publications printed using standard formats of the total publications printed (in kg)

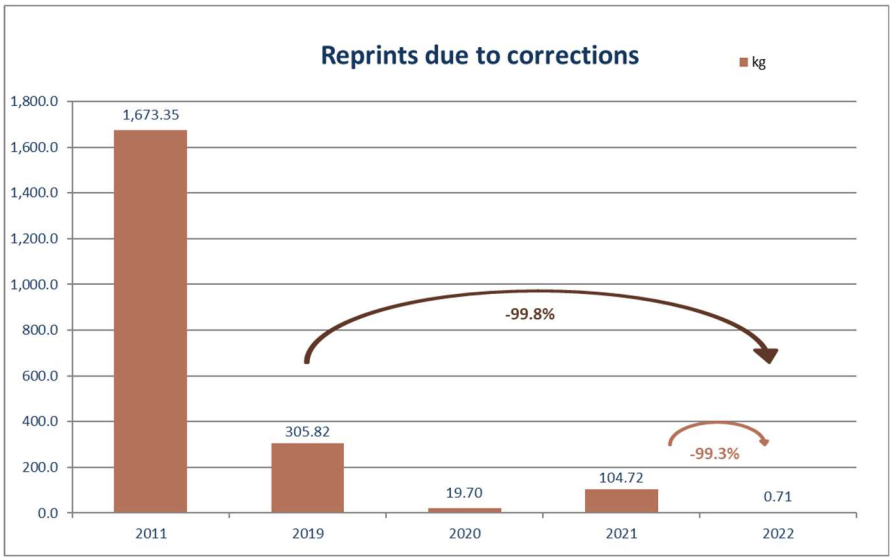


Figure 19: Reprints due to corrections

Paper used for publications: this exclusively concerns paper used by the Printing and Distribution Unit. This paper is used both for copies [16] of meeting documents for members and for communication products (brochures, posters, business cards, etc.), many of which are printed in colour and on special (non-recycled) paper.

Explanation of data

The new publications indicators for 2022-2025 were introduced to better monitor paper consumption and the production of publications. In the past, the indicators mainly covered the purchase of paper within the Committees. More recently, it became clear that these figures did not give a real indication of consumption. Therefore the "Annual quantity of publications printed (in kg)" indicator was selected: the amount of paper for internal publications is calculated based on the weight of the paper printed by the Committees' printshop, so it is based on the weight of the paper actually used.

The amount of paper for external publications is calculated based on the weight of the orders placed with external printers. The indicator "Percentage of recycled paper used for publications" indicates the percentage of 100% recycled paper used for documents printed by the printshop. The indicator "percentage of publications printed in standard formats in relation to the total weight (in kg)" is the percentage of final products in standard DIN formats, the production of which leads to the least paper wasted.

Analysis of results

Like energy consumption, paper consumption increased slightly in 2022 compared to 2021. 2022 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 over the long term.

As regards the paper **used in offices**, the increase of around **22%** in 2022 is clearly linked to the return to the office. This figure is measured and monitored on the basis of the number of pages printed. More events and meetings were again being held in person or in hybrid mode, thus leading to an increase in printing. However, in 2022, the number of pages printed decreased by **54%** compared to 2019. The objective has been **achieved**.

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

With regard to the **paper used for publications**, the figures indicate a reduction of nearly **25.1%** compared to 2021. This result can be explained by the success of the projects put in place by the two Committees on holding statutory meetings with less paper or even without paper. For the CoR, there was an increase in publications compared to 2021.

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 "paperless meetings" strategy with the aim of going 100% digital. The decrease continued in 2022 and even though in-person activities have resumed, it seems that the respective paper reduction and elimination strategies adopted by the Committees are bearing fruit.

For **recycled paper**, for 2022, there was an increase of **14.8%** in the proportion of recycled paper in publications, due to the resumption of in-person meetings with documents on 100% recycled A4 paper. 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.

With regard to **publications printed in standard formats**, the production of which entails the least paper wasted, the Committees have printed on average more than 96% of the total weight of publications in standard formats over the past three years. The amount of documents (by weight) reprinted following corrections decreased by 99.3% in 2022 compared to 2021.

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. It should be noted that the political activities of the two Committees are "paper poor" or paperless: documents for political and statutory meetings have no longer been printed since 2019 for the CoR and since 2020 for the EESC. Here are some examples of the actions that have been implemented (non-exhaustive list):

- The A4 paper used for printing (office paper) and purchased for publications is "100% recycled"[17],
- 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 through various projects within the two Committees
- The printshop produces notepads from waste paper for use by all staff. The aim is to avoid waste and raise awareness about the reuse of paper

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

Staff awareness-raising: the printshop carries out awareness-raising campaigns annually ("print only if necessary"). On the occasion of International Forest Day, in March 2022 the EMAS Service sent an awareness-raising email to staff, with the aim of drawing colleagues' attention to the role of forests and informing them about different species of trees and their importance for biodiversity. The article also encouraged them to adopt paperless and paper-saving working methods, advised them on conscientious printing and called on them to also reduce their paper consumption at home.
Raising awareness among internal clients: advice on standard DIN formats is regularly offered to the publication teams at weekly meetings with the printshop.

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 "pages of paper/FTE/working day", which is not in line with the SRD, as the unit of measurement is the page and not the sheet of paper.
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. The Committees' indicator relates to pages of paper (8.63 pages/FTE/day). This figure is less than 15 sheets (equivalent to 30 pages).
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.

3.6 Sustainable 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[18].

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 (Green Public Procurement)

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 related to a call for tenders and helps to formulate the environmental and sustainable criteria.

2022 results

Throughout 2022, **34** calls for tender were published or negotiated on by the Committees. The EMAS Service was consulted on **11** of them in accordance with the procedure[19].

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.

[18] This classification is based on two criteria: the estimated contract value and the subject of the contract. With some contracts, environmental criteria cannot be incorporated or can only be incorporated to a limited extent. These are regarded as low impact.

[19] In accordance with the procedure, 12 calls for tender (and not 11) should have been subject to consultation, which means that an EMAS opinion was not requested for one call for tenders. It was not possible to verify the environmental criteria for this call for tenders.

Breakdown according to environmental impact

Out of the 34 calls for tender published in 2022, there were:

Two calls for tender with high environmental impact

- Cleaning and related services
- Installation, conversion, improvement and modernisation work on the technical installations of office buildings

Three calls for tender with medium environmental impact

- Maintenance and troubleshooting services for printing equipment
- Periodic inspections of lifting equipment, equipment for accessing façades and roofs and collective and personal protective equipment
- Framework contract for the voting system with technical assistance for in-person, hybrid and remote meetings

28 calls for tender with low environmental impact

- Contracts for studies, audits or analyses, contracts to supply equipment and/or interpretation services during external conferences, contract for the rental of a fibre optic cable and contract for hosting a subsite

One call for tenders to which the environmental impact categorisation does not apply:

- Offsetting the greenhouse gas emissions of the European Economic and Social Committee and the European Committee of the Regions

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 **five** calls for tenders mentioned above, which are also the most significant tenders in terms of value.

- *Top green*: **80%**
- *Medium green*: **20%**
- *Low green*: **0%**

Top green contracts include the ***Cleaning and related services*** contract, which can be regarded as exemplary from an environmental point of view. The highest environmental criteria have been included in the technical specifications, in particular for cleaning products, which must be ecolabelled (derogation is possible for certain types of products, but this is an exception). As regards the selection criteria, the contractor responsible for cleaning services must be EMAS or ISO 14001 certified. Finally, as regards the award criteria, points have been prescribed for measures to reduce energy consumption (electricity, water, fuel, etc.) and the quantities of products used.

It is also important to stress the positive environmental impact of the contract on the **works on technical installations**. The main objective of this contract is to r**educe consumption of energy (water, gas, electricity, etc.)** in the Committees' buildings. Technical installations thus play a key role in implementing the environmental management system. For example, this contract includes the installation of photovoltaic panels, charging points for electric cars or even a rainwater recuperation system in JDE (non-exhaustive list).

Finally, we would like to note the contract for the renovation of the VMA building. The work was carried out in 2022 and is now in the process of being completed. It was done using very high sustainability and circularity criteria. According to estimates, the refurbished VMA building will allow for a reduction in electricity consumption of 30% and gas consumption of 9%. All lighting has been replaced by LED lights. A smart grid has been installed in each room to make the whole building more efficient and comfortable. The renovation includes a rainwater collection system and a rainwater reservoir in the car park. The collected rainwater will be used for flushing toilets. The VMA renovation was also carried out in such a way as to preserve the existing materials: floors, radiators and wooden frames have been upgraded instead of discarded, new materials are GREENGUARD certified and meet one of the most stringent and comprehensive standards for emissions of volatile organic compounds into indoor air, with a preference for using natural materials that can more easily be reused or recycled, such as raw wood or wool.

Ongoing actions

- Electricity is 100% green
- 100% of cleaning products are ecolabelled[20]. No chemical pesticides or fertilisers are used for maintaining green spaces
- Paints and varnishes are ecolabelled
- Any wood used in works is FSC- or PEFC-certified
- Office paper is 100% recycled or ecolabelled[21]
- Office supplies meet environmental criteria

Specific indicator: cleaning products

Objective: purchase more environmentally friendly cleaning products and consumables

Indicator: percentage of ecolabelled cleaning products

2022 results: 100% of the cleaning products used by the Committees were ecolabelled, as in 2021. The amount of used products has **decreased in general** since the introduction of the EMS (-38% in 2022 compared to the reference year, 2019).
It should be noted that in the context of health measures, disinfectants and hydroalcoholic gel were used in 2022.
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.

[20] With the exception of disinfectants and hydroalcoholic gel used in the context of sanitary measures. For catering activities, products that do not have an ecolabel are used for strong degreasing, descaling and disinfection.

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

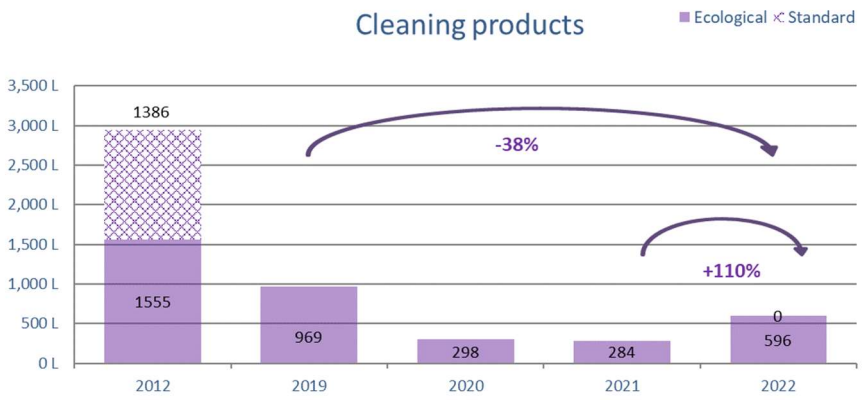


Figure 20: Cleaning products used
Environmentally friendly and non-environmentally friendly products

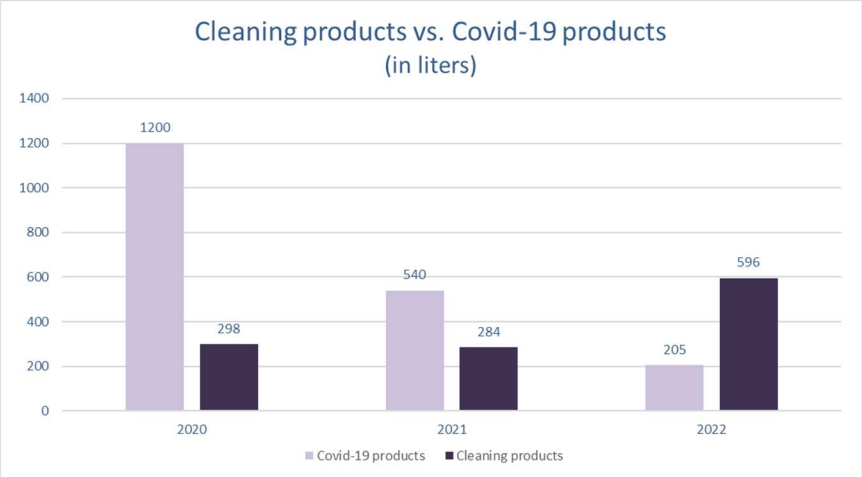


Figure 21: Disinfectants including hydroalcoholic gel – Cleaning products

Analysis of results

In 2022 the quantity of products used increased by 110% compared to 2021 and decreased by 38% compared to 2019. This increase is mainly due to the fact that in 2022 the offices were cleaned according to the physical presence of occupants. In addition, contact points in offices, conference rooms and especially interpreters' booths continued to be disinfected. Only environmentally friendly products were used in 2022, as no specific treatment was needed for floors.

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

- increasingly frequent use of targeted products for specific cleaning needs, which have proven to be more effective. Multi-purpose products are still used when they are suitable,
- use of an automatic distribution system to optimise the use of cleaning products
- the use of microfibre cloths, which require fewer products or only water for cleaning.

Alignment with the SRD

SRD environmental performance indicators:

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: reduce pollution from official cars between 2019 and 2025, with the objective of having a fleet of zero-emission vehicles by 2030

The Committees used the following cars in 2022:

EESC
BMW 530e iPerformance (since 5/6/2018)
BMW 530e iPerformance (since 7/9/2018)
RENAULT ESPACE 1.8TCe
CoR
BMW 745e (January 2020 to January 2024)
BMW 530e *(January 2018 to January 2022)*
Nissan Leaf Electric (April 2018 to April 2022)
Mercedes V300 (January 2020 to January 2024)

The objective is to have a zero-emission fleet by 2030, either by participating in interinstitutional calls for tender or through other options.

It should be noted that, given the current state of development of electric cars, a margin for the use of hybrid cars must be considered in order to ensure sufficient autonomy where necessary.

For information: the EESC and the CoR already use two 100% electric cars and one hybrid.

Ongoing actions

- Inclusion of environmental criteria in leasing contracts
- Choice of less polluting vehicles
- Ongoing training of drivers in eco-driving to limit environmental impacts

3.8 Food

Objective: reduce the environmental impact generated by catering at the Committees by introducing sustainable food criteria and reducing food waste

The CoR and the EESC have three cafeterias, a canteen and a restaurant, which are regularly used by hundreds of people each 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, taking a sustainable approach to food, and second, combating food waste.

Sustainable food

Indicators

- Percentage of seasonal vegetables used in the menus and salad bar
- Percentage of organic products out of all products
- Percentage of fish that are MSC-labelled, fresh and from a short supply circuit out of all fish purchases
- Percentage of "fair trade" labelled products out of all products
- Percentage of single-use materials used

2022 results: As a result of the COVID-19 pandemic, in particular the introduction of teleworking and the reduction of food on offer in the Committees' buildings, not all indicators are available for 2022. Indeed, only the JDE cafeteria and the canteen were open in 2022, which has an impact on the catering offer and statistics available.

Seasonal products

As regards the seasonality of vegetables (raw vegetables, crudités and cooked vegetables), the Committees require an annual average of at least 63.50% seasonality. For 2022, this **target was achieved** with a score of **69%**. In August, September and October, this percentage rose to more than 90%, even to 100%. The average in 2021 was 68% (for October, November and December only, as catering points were completely closed in other months due to the COVID-19 pandemic).

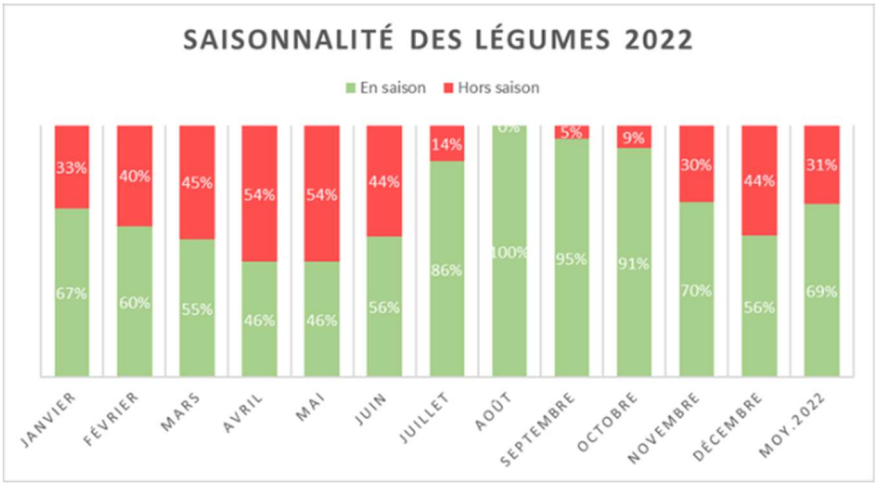


Figure 22: Seasonality of vegetables in the canteen in 2022

The percentages of seasonality obtained through the determined and committed work of the canteen managers were high, especially as this is more difficult to achieve in the autumn and winter months. In 2023, particular attention will have to be paid in June, as this is where the most significant deviation from the Committees' minimum requirements was seen.

Sustainable fish

The contract governing the catering activities is mainly based on the nature, species and origin of fish and seafood. It is requested that minimum requirements for freshness (20%) and labelling (40%) of fish be respected throughout the duration of the contract. In addition, some species that are heavily overfished, endangered or whose production process is particularly polluting are prohibited. These fish are marked with the colour code red or orange in the WWF recommendations[22]. At the same time, the current contract encourages short supply chains and fresh products to limit the environmental impact of transport and refrigeration.

Compared to 2019, the last reference year outside the COVID period, in 2022 the percentage of labelled fish increased from 24% to **29%**. However, the contract stipulates a minimum of 40% of labelled fish. Unlike in previous years, our objective **was not achieved** in 2022 because the current contractor has a policy that focuses on local and freshly caught fish rather than labelled deep-frozen fish. The MSC-labelled products come from sustainable fisheries, but they often come from far away seas and are almost all frozen. In 2022, **85%** of fish served was fresh and **79%** came from local fishing (North Sea + FAO Area 27[23]). Our target of at least 20% fresh fish has been **largely achieved**.

Fair trade products

The current catering contract stipulates a minimum percentage of certified fair-trade products for certain product categories. Coffee, chocolate, cane sugar, pineapple and bananas must come exclusively from fair trade. For example, the percentages achieved in 2022 are 100% for bananas, chocolate and cane sugar, and 95% for coffee. As it happens, the decaffeinated coffee served at the Committees comes exclusively from organic crops.

In 2022, **4%** of all products purchased by the contractor and supplied in the catering facilities were fair trade, across all types of food. This figure is a decrease compared to the last statistics from 2019 (8%). This is due to the adaptation of the food supply in the catering areas of the Committees' buildings as a result of the COVID-19 pandemic.

Organic products

The share of organic products was 9% in 2018 and 18% in 2019. Unfortunately, in 2022, organic supply fell sharply due to the adaptation and reduction of the food on offer in catering areas during the post-COVID period. In 2022, the target of 25% organic products **was not achieved**: **8%** of food purchases came from organic farming. This percentage includes all products certified as organic that the contractor purchases and uses to prepare food or sells separately. For example, in 2022, 100% of bananas, apples and eggs, but also coffee, milk, yoghurt and cane sugar were exclusively organic.

[22] https://fr.fishguide.be.

[23] Area 27 — Atlantic, Northeast (europa.eu).

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 in particular:

- 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,
- reducing the use of disposable materials: alongside the zero-plastic policy, the Committees are actively working on reducing disposable materials in general. Since 2015, these have been reduced by 65%, and compared to the latest available figures from 2019, disposable products have further decreased by 39%[24],
- applying environmental and sustainability criteria to the current catering contract,
- regularly auditing these criteria, both internally and externally (separate contract),
- participating in the "Veggie Thursday" initiative[25].

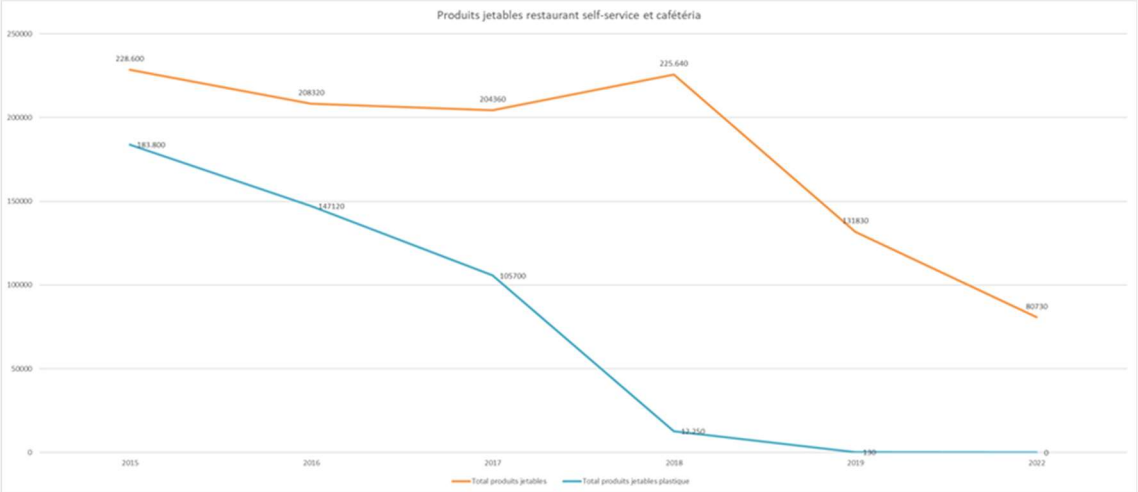


Figure 23: Consumption of disposable materials in 2022 (JDE canteen and cafeteria)

Current or future actions

- Resumption of food donation that had been suspended since the COVID-19 pandemic
- Analysis of a possible reapplication for the Good Food label for the canteen
- Increase of certified and vegetarian products in connection with the expanded food offer
- Reintroduction of tap water carafes at events and meetings, which had been suspended due to the pandemic in 2020
- Analysis of the statistics on seasonal fruit on offer in the various catering areas

[24] By way of comparison, in 2019, 131 830 disposable items were purchased. In 2022, this figure was 80 730. This is mainly packaging for take-away products: cardboard cups, wooden stir sticks, recycled kraft paper bags, paper packaging for sandwiches and soup bowls.

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

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

2022 results: Indicators of waste in the canteen and during catering activities are available for 2022. Food donation indicators are not available due to the COVID-19 pandemic. The contract had ended at the beginning of 2020 and is in the process of being signed in 2023.

Food waste in the canteen

In 2022, average food waste in the canteen was estimated at **1.04%**. By comparison, it was 0.9% in 2019 and 2.2% in 2018 (latest available figures). This percentage demonstrates that food waste is well under control despite, among other things, the difficulties encountered as a result of the pandemic: introduction of teleworking, reduction of catering areas and food supply.

In practice, statistics show a loss of 316 meals per year, i.e. an average of 26 meals per month out of an average of 2497 dishes sold per month. This result is somewhat below average for food waste in mass catering. The last target set in 2019 was to limit waste in the canteen to less than 10%. This objective has therefore been **achieved** for 2022.

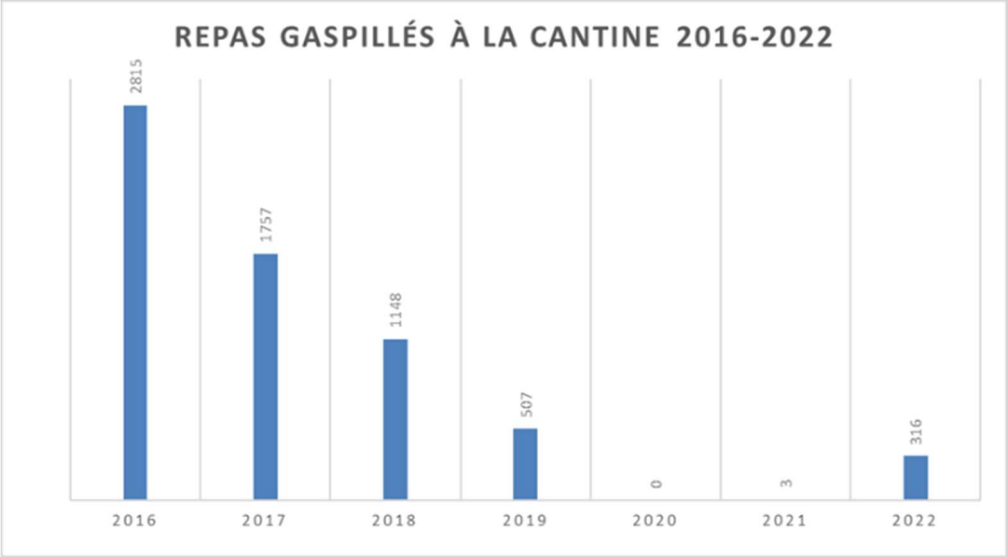


Figure 24: Statistics on food waste in the canteen in terms of number of meals wasted

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:

- food waste prevention, through information and awareness raising, such as the European Week for Waste Reduction, World Water Day, etc.,
- monitoring food waste in close cooperation with the contractor.

Current or future actions

- Starting again to collect statistics on average food waste generated during catering activities. For the reasons mentioned above, until May 2022 no buffet had been held in the Committees;
- Signing of the new food donation contract for a Brussels association, delivered by bicycle. 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 will again be 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, to this point this has not been weighed, but is estimated based on the number of leftover portions.

i23) Percentage of food waste sent for anaerobic digestion (%). 100% of food waste is sent for anaerobic digestion.

SRD benchmarks of excellence: not applicable.

3.9 Organisation of events

Objective: reduce the environmental impact of event organisation between 2022 and 2025 (reference year: 2019)

This objective was set in view of the numerous events held 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 major recurring events: Open days, European Week of Regions and Cities and staff party (in kg)
- Food waste and food donation from buffets (in kg): see Chapter 3.8

2022 results

As for 2021, the exceptional nature of the beginning of 2022 in terms of the organisation of events should be highlighted. Most conferences took place online and generated less waste than in the past. Since April 2022, more and more events have also been held in person, but hybrid mode has also become normal for standard meetings.

Ongoing actions for all events

The Committees have adopted a range of best practices in order to limit the environmental impact of events. The guide to organising sustainable events was updated in 2022 and published in early 2023.

Examples of best practices

- **Type of event:** carefully assess whether an in-person event is necessary and consider whether a hybrid or virtual event would be a better option.
- **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. (Since the new catering contract came into force in June 2020, single-use plastics 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. All single-use materials (stir sticks, straws, spoons, salad bowls, etc.) are made from recyclable and/or recycled material: cardboard, bamboo, material made from corn or sugar cane, etc.,
- **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 badge management system, which uses adhesive fabric badges, does not allow this kind of reuse.
- **Food waste during events**: see Chapter 3.8.

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.

In 2022, the CoR event, the **European Week of Regions and Cities**, was again held in hybrid mode. This time, the Committee's premises welcomed 2000 participants. Eco-responsible actions, such as the limited printing of documents and turning off cameras, have been promoted.

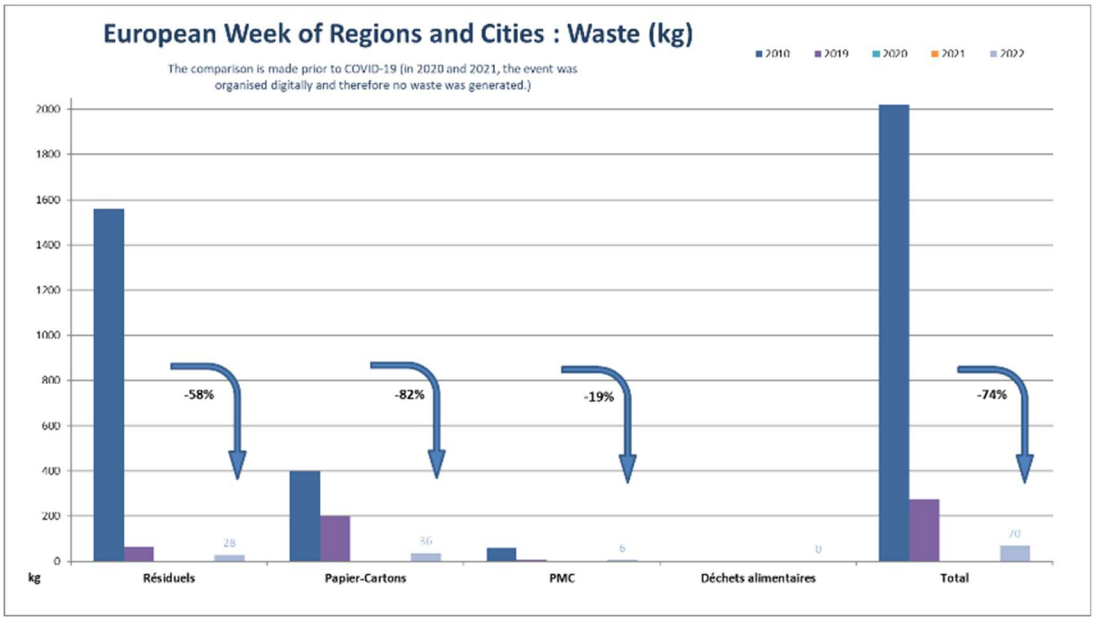


Figure 25: Statistics on waste generated by the European Week of Regions and Cities

For the **Open Day** in 2022, only the CoR opened its doors to the public, offering limited activities. The EESC presented its activities to the public online. Therefore, data on waste is not comparable. In 2020 and 2021, the event did not take place due to the health crisis, but several services, units and directorates of the Committees presented themselves online.

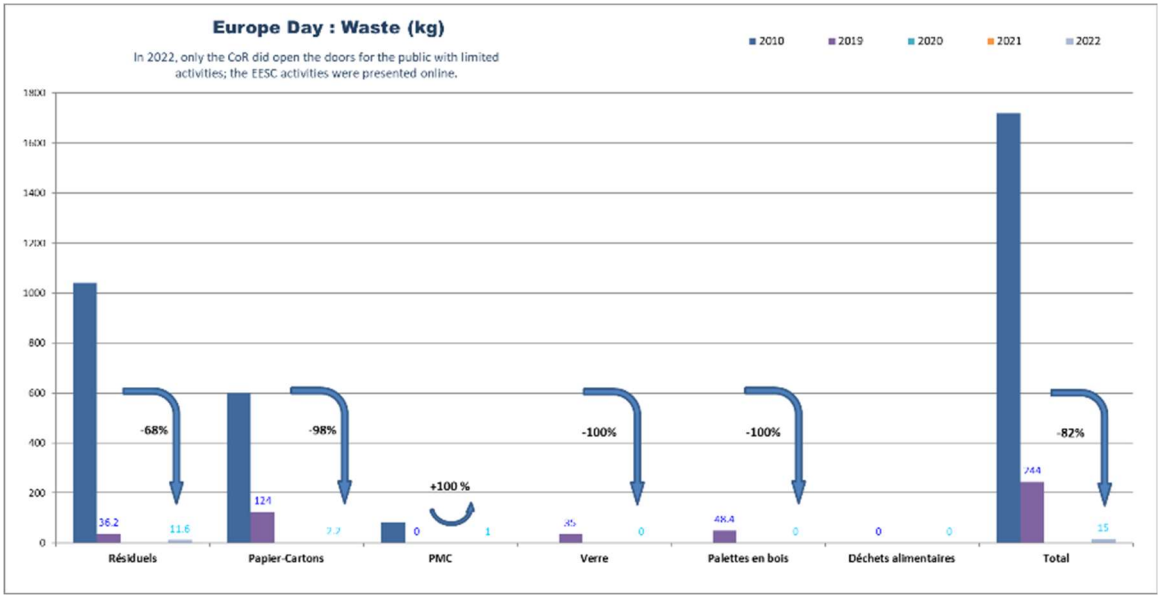


Figure 26: Statistics on waste generated by the Open Day

In December 2022, the **staff party** was held again after two years of lockdown due to the COVID-19 pandemic. The event was a success and managed to generate a total of 81% less waste than in 2019.

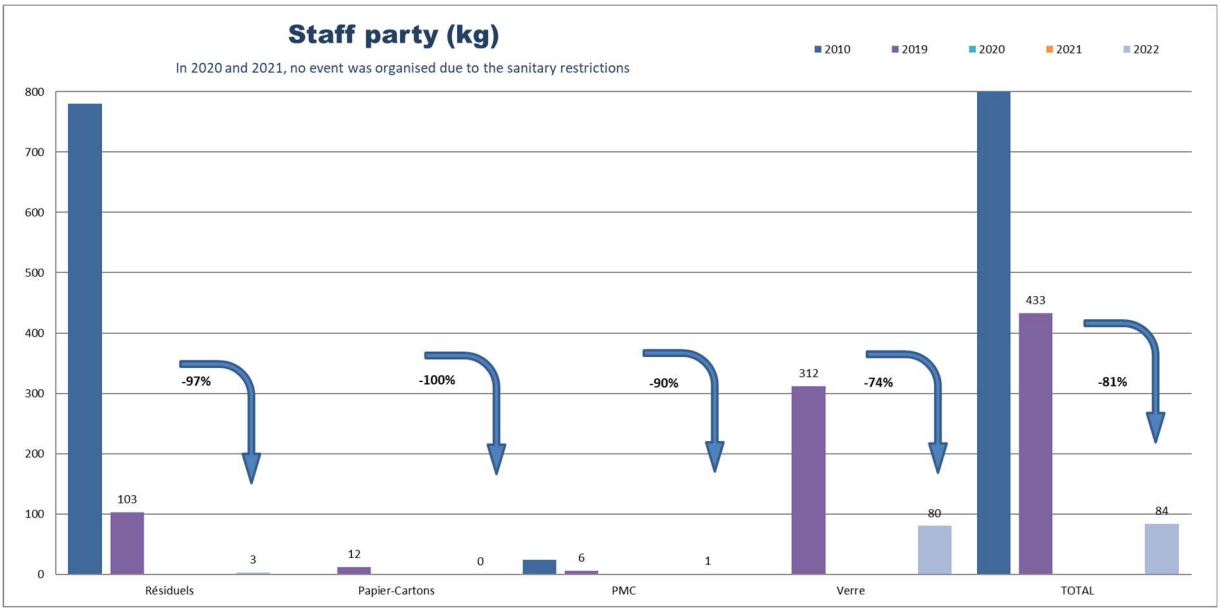


Figure 27: Statistics on waste generated by the staff party

Paper consumption

At the **EESC**, since July 2022, almost all events, conferences and statutory meetings have been held in hybrid or in-person mode. A "paper smart" approach was adopted for interpreters as of mid-March onwards, leading to a significant decrease in the number of printed documents and copies distributed.
At the **CoR**, statutory events and meetings were also held in hybrid mode for most of the year (as of mid-February 2022). Despite the increase in the number of participants in on-site events, limited printing and online recording have helped to reduce paper consumption.

To give an overview of the long-term trend, **we would refer to the trend reported in 2019** (since the years 2020 and 2021 cannot be considered representative): reduction in general waste, slight increase in paper and cardboard waste and glass waste (reusable), which is explained by the zero plastic strategy described above.

Examples of best practices

- 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) and washing service during the evening – action resumed in 2022.
- Plastic water bottles were 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 started up again in 2022.

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[26] 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 it was decided 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 has led to the widespread use of videoconferencing. 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 or in hybrid mode, with the latter now becoming the norm.

Since 2020, and following the health crisis, it has been technically possible to hold videoconferences in all conference and meeting rooms, and not just in those rooms specifically designed for that purpose. Organisers and participants were invited to switch off cameras and microphones when not speaking to reduce the carbon footprint of events and meetings.

As the situation remained more or less the same in 2022 as in 2021, the indicator on the use of videoconferencing no longer makes sense (as it does not take into account the actual use of all teleconferencing tools, i.e. laptops, smartphones, etc.).

Alignment with the SRD

SRD environmental performance indicators

i25) Share of event-related tenders including in the criteria a reference to a recognised events management system (e.g. ISO 20121) or environmental management system (e.g. EMAS) (%). Environmental criteria are included in EESC and CoR tenders, but there is no reference to ISO 20121 or to an EMS. This possibility will be considered in the future, but taking into account the need to not restrict the market.

Benchmarks of excellence: not applicable.

[26] Meetings where the participants are staff, as opposed to political meetings where the participants are members.

Objective: Reduce the environmental impact of staff commuting

Indicators:

- Percentage of staff who declare that they mainly use a sustainable mode of transport for commuting: public transport, walking, cycling or car-sharing (staff survey results, 2021)
- Percentage of staff receiving a subsidy for the use of public transport per year (train, tram, bus)
- Percentage of staff receiving a bicycle subsidy per year (EESC only)
- Use of service bikes per year (number of loans)
- Teleworking days per year

2022 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 acquired through the current mobility policy, including the planning of innovative activities. The EESC's ETP was accepted by Bruxelles Environnement. The CoR's ETP is awaiting approval by the same body.

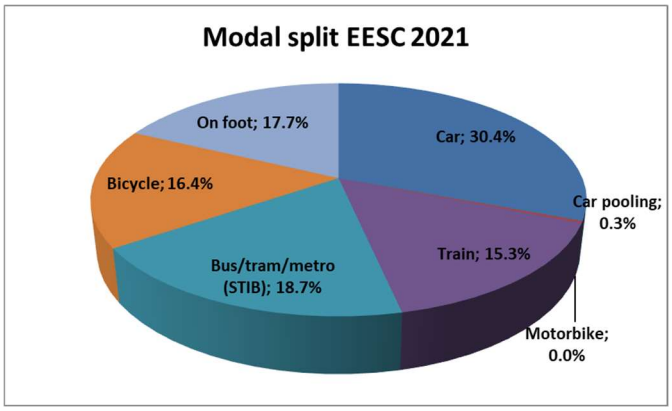


Figure 28: Modal split of commuting journeys of EESC staff

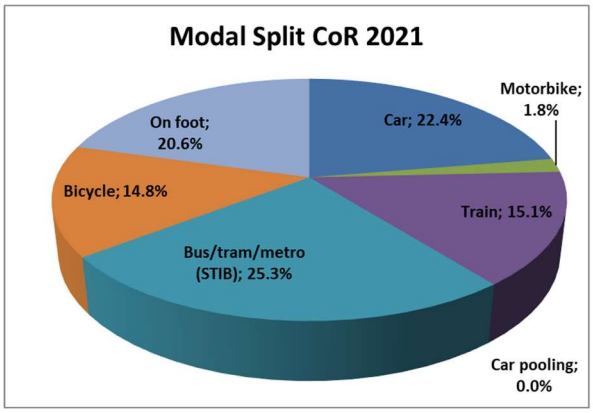


Figure 29: Modal split of CoR staff commuting journeys

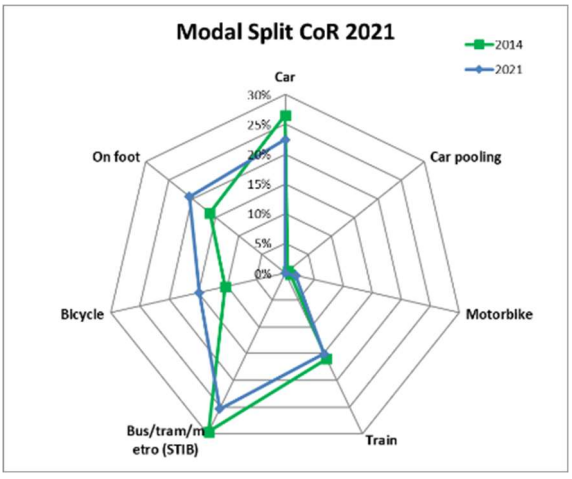


Figure 30: Modal split of commuting journeys

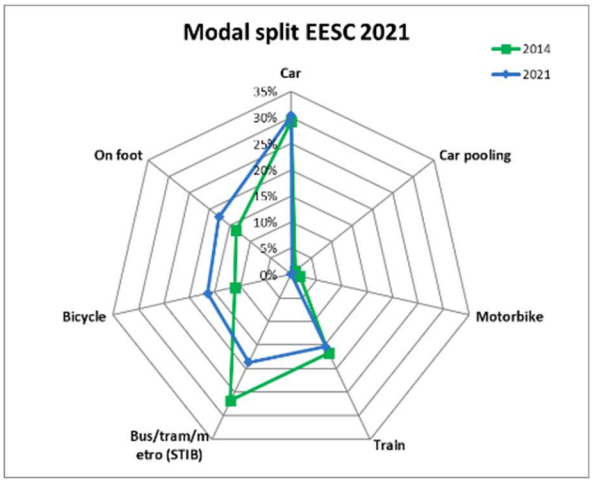


Figure 31: Modal split of commuting journeys

It should be noted that most staff teleworked until the end of March 2022. We are also unable to calculate the number of teleworkers for the first three months of the year as all staff were recorded as being on "occasional teleworking" since the first lockdown in 2020 (including staff who worked on-site).

Since the beginning of April 2022, the majority of staff and members have continued to work remotely, but a requirement of a minimum of two days' presence in the office per week has been introduced. This decision had a direct impact on commuting. We are unable to measure this impact due to a lack of data[27]. However, it can be seen that claims for reimbursement for the use of public transport and cycling increased in 2022 compared to 2021.

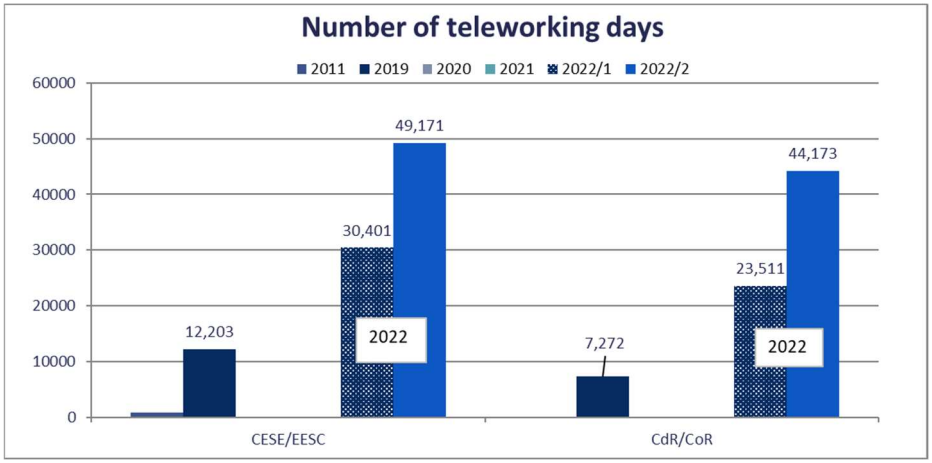


Figure 32: Number of teleworking days in 2022 (2022/1: January-March and 2022/2: April-December)

As regards reimbursements for public transport journeys, the EESC recorded an increase of 72.8% in 2022 compared to 2021, and the CoR a slight decrease of 22.3% in 2022 compared to 2021 (note that the figure is not final for the CoR).

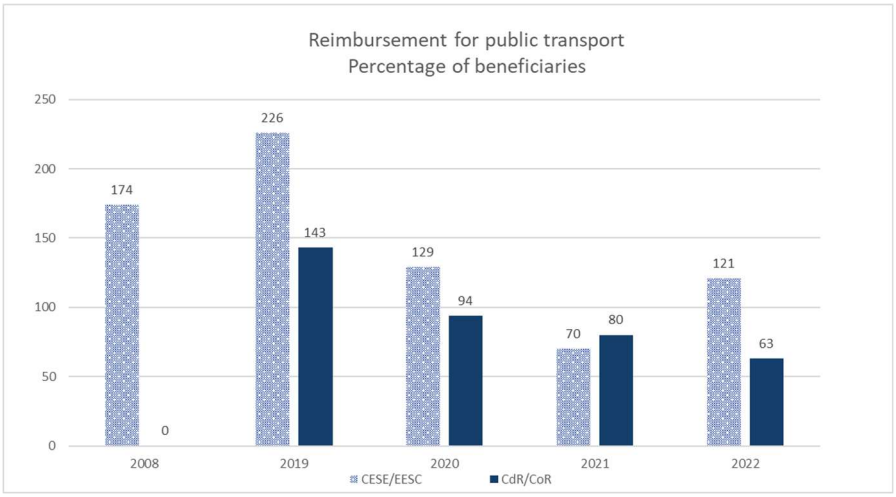


Figure 33: Percentage of beneficiaries of the public transport contribution

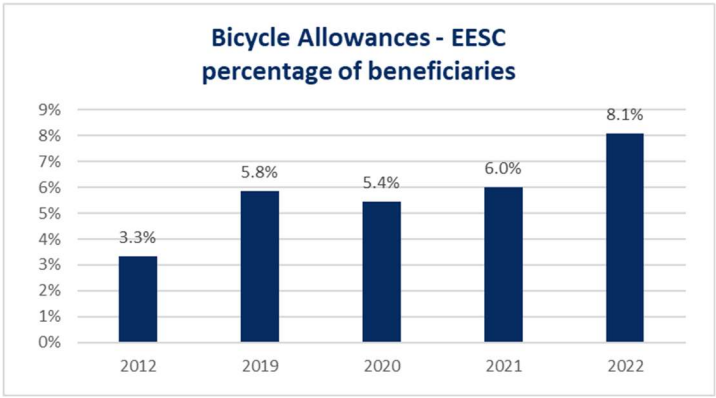


Figure 34: Percentage of beneficiaries of the cycling mileage allowance (EESC), +35% in 2022 compared to 2021

[27] There is no data available for the modes of transport used by staff who worked on-site in 2022, nor for the modes of transport used by teleworkers.

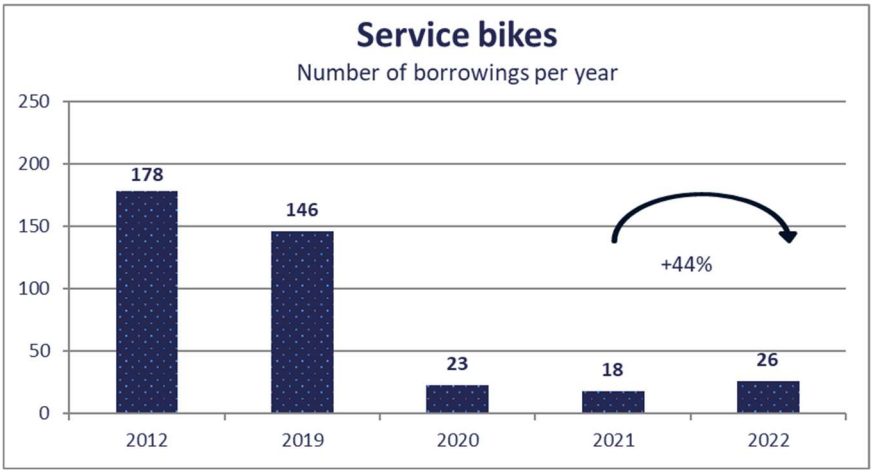


Figure 35: Number of service bike loans (EESC), +44% in 2022 compared to 2021

Ongoing actions

The Committees' Bilan Carbone shows that 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 and walking.

- Financial contribution to the cost of public transport season tickets (EESC and CoR)
- Kilometre-based subsidy for cycling (EESC)
- Remote working and flexible working hours to reduce traffic congestion at peak times
- Service bikes and parking and infrastructure for cyclists including for cargo bikes
- More parking spaces for car-pooling and motorbikes
- Events such as Friday Walk/Bike Day or the Step Challenge
- Participation in the VéloMai and Walking Challenge interinstitutional initiatives
- Charging facilities for e-bikes and e-cars[28]
- Availability of two bikes for recharging smartphones (EESC initiative)
- More remote working options[29]
- More opportunities for holding 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

In October 2021, the EESC Secretary-General launched a one-year project to encourage the reduction of emissions caused by EESC staff missions. This project started in November 2021 and is called ***Low Emission Missions***. Throughout this project, staff going on missions will be encouraged to opt for less polluting means of travel. Participation in this initiative remains entirely voluntary and the results will be evaluated afterwards.

In June 2022, the CoR Secretary-General announced a new policy on CoR staff missions, the main features of which are a reduction in the number of missions and the number of participants for the same mission, increased awareness and an incentive to opt for cheaper and more sustainable modes of travel.

[28] In view of the need to reduce energy consumption in the Committees' buildings, the charging points for private cars in the JDE car park have been deactivated since 17 October 2022 until further notice. Only the terminals for electric service cars remained functional in the last two months of 2022.

[29] Remote working options had already been expanded before the COVID-19 crisis and may be further developed in the future.

Alignment with the SRD

SRD environmental performance indicators

i14) Implementation of tools for promoting sustainable commuting (y/n). Yes, the Committees regularly organise awareness-raising campaigns and provide information on all options available to 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 (%).

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

i18) Annual total CO_2eq emissions from business travel per full time equivalent employee (FTE) (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).

i20) Availability of videoconferencing facilities to all staff and monitoring and promotion of their use (y/n). Yes, the Committees have several videoconferencing facilities. In 2021, all the conference rooms were equipped for videoconferencing.

i52) Modal split of travel (% of journeys by car, motorbike, public transport, cycling and walking). Please see Figures 28 to 31.

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.

b8) Videoconferencing facilities are available to all staff and their use is monitored and promoted. The Committees have several videoconferencing facilities, but the use of videoconferencing is not monitored. Indeed, staff members can also participate in meetings via their mobile devices. In 2021, all the conference rooms were equipped for videoconferencing.

Objective: preserving and restoring biodiversity and ecosystems

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 14 750 m², of which 11 723 m² is built area (79%) and 3027 m² is unbuilt area (21%).

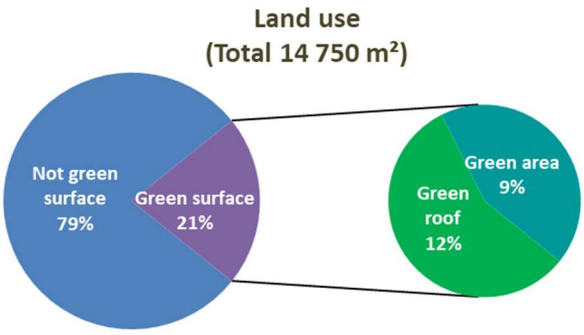


Figure 36: Use of green spaces on unbuilt surfaces

Green areas

The unbuilt surface area of the Committees breaks down as follows: 1366 m² are occupied by green spaces, while the rest consists of sealed surfaces (pavements, courtyards, etc.). Green spaces account for 9% of the total area.

It should be noted that these figures are significantly different from previous years due to the changes in the Committees' buildings. Since September 2022, the EESC and the CoR no longer occupy the B68 and TRE buildings and have acquired the VMA building[30]. Changes in areas and percentages are directly linked to changes in the building stock.

Green roofs

In addition, the built area includes 1803 m² of green roofs set up 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. The roofs also filter and regulate the flow of excess water from rainfall. Finally, they help to protect urban biodiversity.

Beehives

The EESC had two beehives installed on the roof of the JDE building between 2012 and 2020 and entrusted their management to a contractor specialising in urban beekeeping. This initiative aimed to raise awareness among the Committees' staff and visitors of the key role bees play in preserving biodiversity and food security. The last contract expired in mid-2020, during the COVID-19 pandemic. The decision to re-install beehives is currently

30 See the buildings strategy adopted by the EESC and the CoR.

under consideration. The criteria taken into account include the recommendations of Bruxelles Environnement[31], the opinion of the Brussels High Council for Nature Conservation[32] and the recommendations of the consultancy commissioned by the Committees to study the potential for improving biodiversity (see below). In doing so, the Committees wish to ensure that the installation of new domestic bee colonies in the neighbourhood does not harm local biodiversity, in particular wild bees and pollinators.

New developments for biodiversity

In 2022, the Infrastructure Unit commissioned a technical and architecture firm to study the potential for improvement related to biodiversity within the Committees' buildings and their surroundings. This task is the preliminary step that will enable the Committees to identify the next steps to be taken at their level for the restoration of biodiversity and ecosystems. Options for action include developing a green area managed according to ecological criteria or replacing certain bamboo plants with plants that are more conducive to biodiversity. These works are expected to be clarified in 2023.

Participatory vegetable garden

In 2018, a participatory vegetable garden project was set up on the initiative of the Committees' staff. It consists of five raised beds installed on the terrace of the JDE canteen and a worm composter. The vegetable garden is managed on a voluntary basis by staff who grow aromatic plants, certain fruits and vegetables and flowers. Some of the raised beds are managed by the catering contractor to grow aromatic herbs for flavoured waters, salads, etc. It should be noted that the COVID pandemic led to a decrease in staff involvement, which can be explained by the widespread use of teleworking and the fact that staff are less present in the Committees' buildings. An evaluation of the vegetable garden project will be carried out in 2023.

Sustainable food

The EESC and the CoR are committed to a sustainable, more biodiversity-friendly approach to food by managing their catering facilities and services sustainably. For more details, see Chapter 3.8 on food.

New actions for the 2022-2025 period

We would mention the following actions in addition to those mentioned above:

- adoption of a systematic and integrated approach to biodiversity, including through the environmental criteria of tenders (e.g. defining new biodiversity criteria for works contracts),
- development of a network with the institutions and other partners on the issues at stake in protecting biodiversity in the European Quarter, ensuring that the Committees' actions are placed more broadly in the ecological context of Brussels,
- organisation of awareness-raising activities for staff on the challenges of protecting and restoring biodiversity and ecosystems.

Alignment with the SRD

i78) Implementation of measures to mitigate the urban heat island effect, such as green spaces, green roofs or the use of reflective materials (y/n). Yes, the Committees have installed green roofs on two of their buildings (JDE and BVS). In addition, a study is under way to explore the potential for improvement related to biodiversity within and around the Committees.

[31] Recommendations of Bruxelles Environnement: Bees and pollinators | Citizens – Bruxelles Environnement.

[32] Opinion of the Brussels High Council for Nature Conservation.

i84) Percentage of the area covered by green roofs of the total surface of the urban area (m² of green roof/m² of urban area). The Committees do not use this indicator directly, but 1803 m² of green roofs have been installed.

i85) Percentage or number of buildings with green roofs in a given urban area (%). The Committees have a total of 1803 m² (12%) of green roofs in two of their buildings (JDE and BvS).

3.11 Carbon footprint

Objective: 10% reduction of the CO_2 emissions between 2019 and 2030

Indicator: Tonnes of CO_2 equivalent per full-time equivalent (CO_2eq/FTE)

2022 results: 7.70 tonnes of CO_2eq/FTE

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. 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.

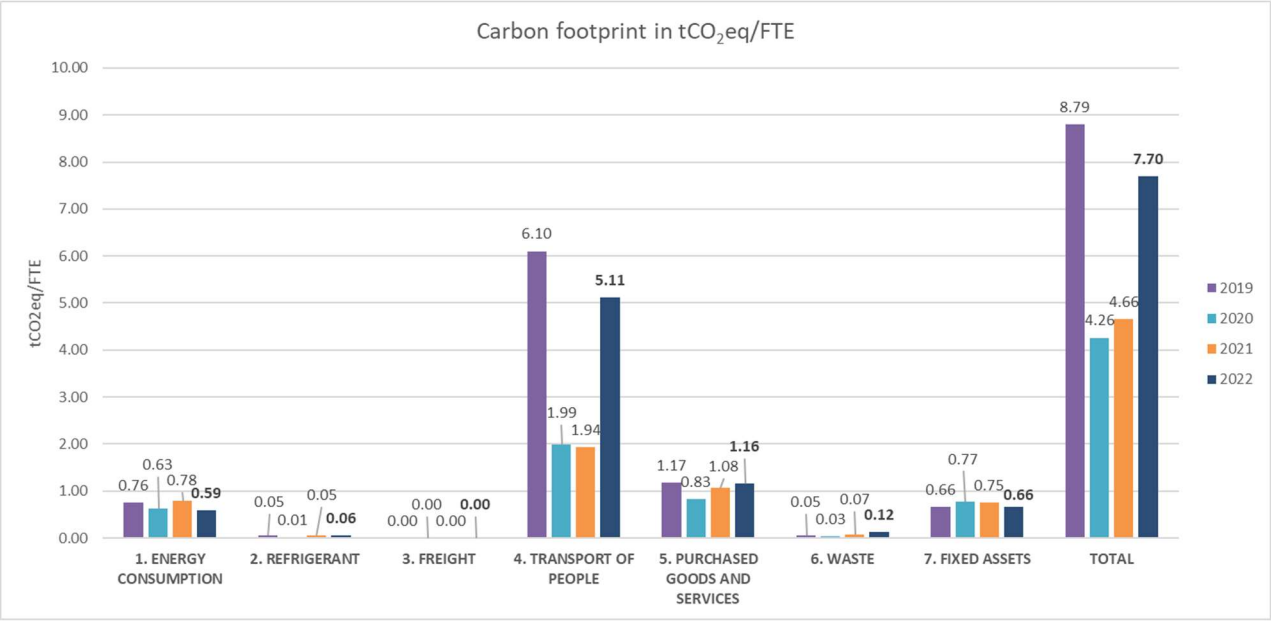


Figure 37: Carbon footprint in tCO_2eq/FTE

Analysis of results

Tonnes of CO_2eq/FTE decreased by 12.4% in 2022 compared to 2019. The objective has thus been **achieved**. However, as 2022 was not a full "normal" year, it is suggested to wait until next year (2023 results) before reassessing the targets and being more ambitious.

The COVID-19 pandemic led to the 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.

2022 is close to the 2019 emissions despite the offices being closed for the first three months of the year. Nevertheless, missions were able to resume and this largely explains why emissions are increasing again.

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: the calculation is made 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 set as **0.43** for a member of the EESC and as **0.13** for a member of the CoR.

Total FTEs: **1607 in 2022**

Total FTEs in previous years:

Year	2009	2019	2020	2021	2022
Number of FTEs	1502	1602	1430	1456	1607

As data were not available, the calculation for 2009 was made by extrapolation.

Explanation of data

In order to calculate their emissions, the Committees use the **Bilan Carbone® method** developed by ADEME[33] and managed by the Institut de Formation Carbone[34]. 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 are taken from ADEME's *Base Carbone*[35], the UK Department of Environment, Food and Rural Affairs (DEFRA) or other specific databases if necessary.

[33] Agence française de la transition écologique (French Agency for Ecological Transition). ADEME on the greenhouse gas balance: https://bilans-ges.ademe.fr/.

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

[35] 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://data.ademe.fr/.

4. 2022 CARBON FOOTPRINT

Each year we calculate our carbon footprint and this calculation is then checked by an external auditor who confirms its accuracy[36]. 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.
For 2022, we made a significant change in methodology for the chapters that concern the missions of staff and members. It was applied retroactively to all previous years. This methodological change concerns the shift from the use of ADEME to DEFRA emission factors. The main element of this change is the breakdown of flights by distance and class rather than just by class. The categories of air transport are as follows:

– Economy class:
  - short-haul flight: 0 to 500 km
  - medium-haul flight: 500 to 3700 km
  - long-haul flight: more than 3700 km
– Business class:
  - short-haul flight: 0 to 500 km
  - medium-haul flight: 500 to 3700 km
  - long-haul flight: more than 3700 km
– First class: this class does not have a distance breakdown as it only exists for long-haul routes.

This change has a significant impact for business class flights. Indeed, for the latter two categories, the emission factors for medium-haul (between 500 and 3700 km) and long-haul business class (over 3700 km) show a difference of around 50%. As the emission factor for business classes for medium-haul is lower than for long-haul routes, emissions are reduced as the majority of flights are less than 3700 km.

The change to DEFRA emission factors for air travel is justified as follows:
- ADEME emission factors are made by type of aeroplane, distance travelled and class, which makes the collection of data very cumbersome or even impossible,
- DEFRA updates its emission factors annually and allows easy breakdown by class and distance only (budget class and short, medium or long-haul),
- the other institutions are also in the process of adopting this change,
- this procedure was already approved last year by the auditor.

In order to represent a comparable development over time, emissions from previous years have been reworked to reflect these changes in order to be able to examine the typical travel patterns of the people who travel (EESC staff, CoR staff, EESC members and CoR members).

The results of the carbon footprint of the last four years, together with the new emission factors, are presented below:

[36] The 2018 and 2022 data have not been validated by an external audit. The 2022 data will be audited soon and the final results will be available in the summer.

Year	Absolute emissions [tCO_2eq]	Relative emissions [tCO_2eq/FTE]
2019	14 090 tCO_2eq	8.79 tCO_2eq/FTE
2020	6095 tCO_2eq	4.26 tCO_2eq/FTE
2021	6782 tCO_2eq	4.66 tCO_2eq/FTE
2022	**12 375 tCO_2eq**	**7.70 tCO_2eq/FTE**

Following two consecutive years of decrease, absolute emissions (tCO_2eq) increased by 82.5% between 2021 and 2022. These emissions remain lower than in the years prior to the COVID-19 pandemic (-12.2% compared to 2019). However, until April 2022, the Committees were subject to restrictions due to the health crisis. Indeed, during the first three months of 2022, the health crisis had an impact on missions, commuting, heating and electricity consumption, food supply, etc.
N.B.: the 2022 data have not yet been validated by an external auditor. The audit will be carried out in summer 2023.

Analysis of results

Regarding only the year 2022, the breakdown by category is as follows, in descending order (see Figure 38 below):

- Transport of people – 66.4% of total carbon footprint
- Purchased goods and services – 15.1% of total carbon footprint
- Fixed assets – 8.5% of total carbon footprint
- Energy consumption – 7.7% of total carbon footprint
- Waste – 1.6% of total carbon footprint
- Refrigerants – 0.7% of total carbon footprint
- Freight – less than 0.1%

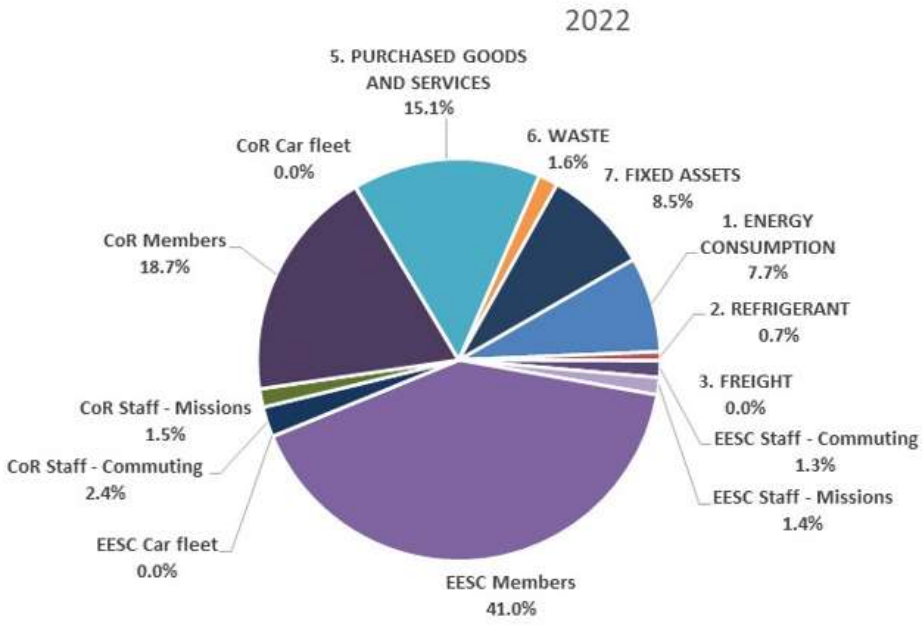


Figure 38: Breakdown of the carbon footprint 2022

Total emissions in 2022 were 12 375 tonnes CO2eq, which is equivalent to 7.70 tonnes CO2eq/FTE.

In 2021, total emissions were 6782 tonnes CO2eq or 4.66 tonnes CO2eq/FTE.
In 2019, (before COVID-19) total emissions were 14 090 tonnes CO2eq or 8.79 tonnes CO2eq/FTE.

Main source of carbon emissions: transport of persons

As in previous years, the main source of CO_2 emissions is still the transport of persons (66.4% of emissions in 2022 compared with 69.4% in 2019).

As mentioned above in Figure 38, transport of persons is the highest emitting category, with 66.4% of total emissions, of which 59.7 % are attributable to members' travel to attend Committee meetings, and 6.6 % to staff. In 2022, the COVID-19 crisis could still be felt in the first three months when travel was limited.

Members' travel represents 59.7% of the total carbon footprint (41.0% EESC members, 18.7% CoR members) and 90% of the emissions related to transport of people. This is mainly due to the fact that 91% of the distances covered are by air, 4% by train and 5% by car. In addition, the majority of flights are in business class. The big difference between the EESC and the CoR is due to the fact that EESC members have more meetings and plenary sessions than CoR members (six plenary sessions for the CoR vs nine for the EESC).

Regarding staff (6.6% of the total carbon footprint), emissions are mainly related to home-work commuting and staff missions, each accounting for approximately 3% of the total 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 look at the different methods of transport in order to explain which types contribute the most to emissions. The highest emitting category is missions for members and staff (95.5% of emissions related to the transport of people) followed by staff commuting (5.6%).

Regarding missions of staff and members, as in all previous years, air travel is the main contributor to the CO_2 emissions in this field and represents 96% of the mission-related emissions, of which 91% is related to members and 5% to staff. As air transport is the method used for long-distance travel and as it has a high emission factor, it makes sense that this is the main source of emissions.

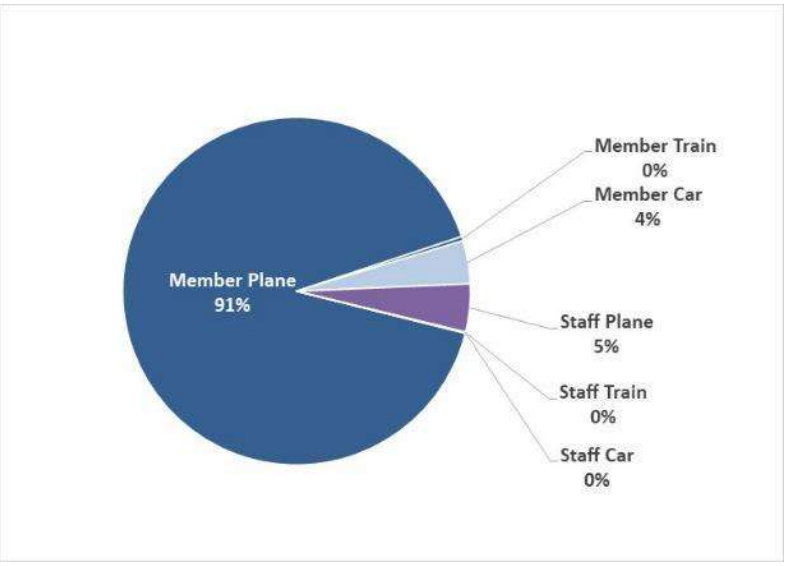


Figure 39: Breakdown of emissions by means of transport in 2022

Regarding **commuting** emissions, for the first three months of the year all staff were teleworking. As a result, current emission levels are not yet representative of new commuting habits and the teleworking policy. For the remaining eight months, the mobility survey was used to assess the distance and frequency of commuting. When staff are commuting, the main emitting category is related to car use. This represents 73% of emissions related to commuting. Moreover, teleworking makes up a significant part of emissions and accounts for 19% of emissions related to commuting.

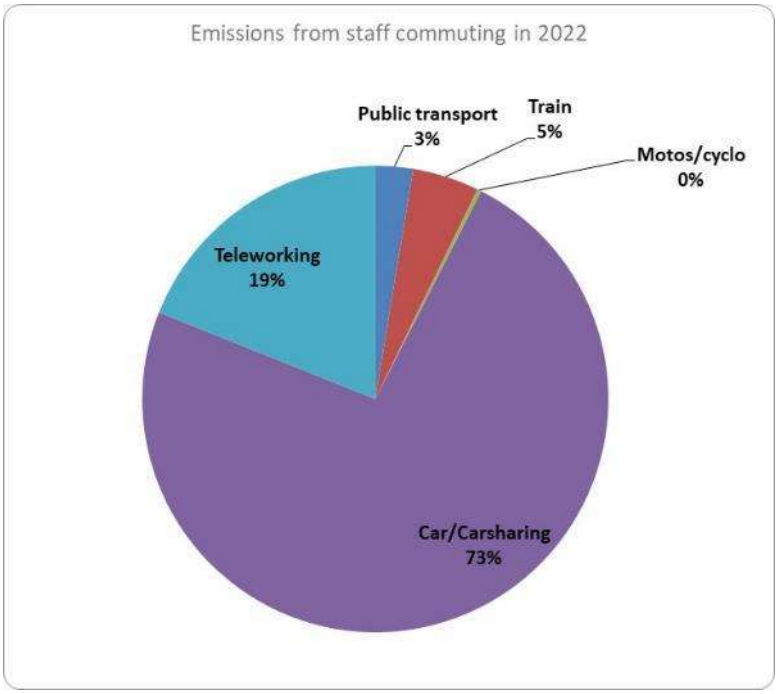


Figure 40: Emissions from staff commuting

Absolute emissions regarding this topic are detailed below:

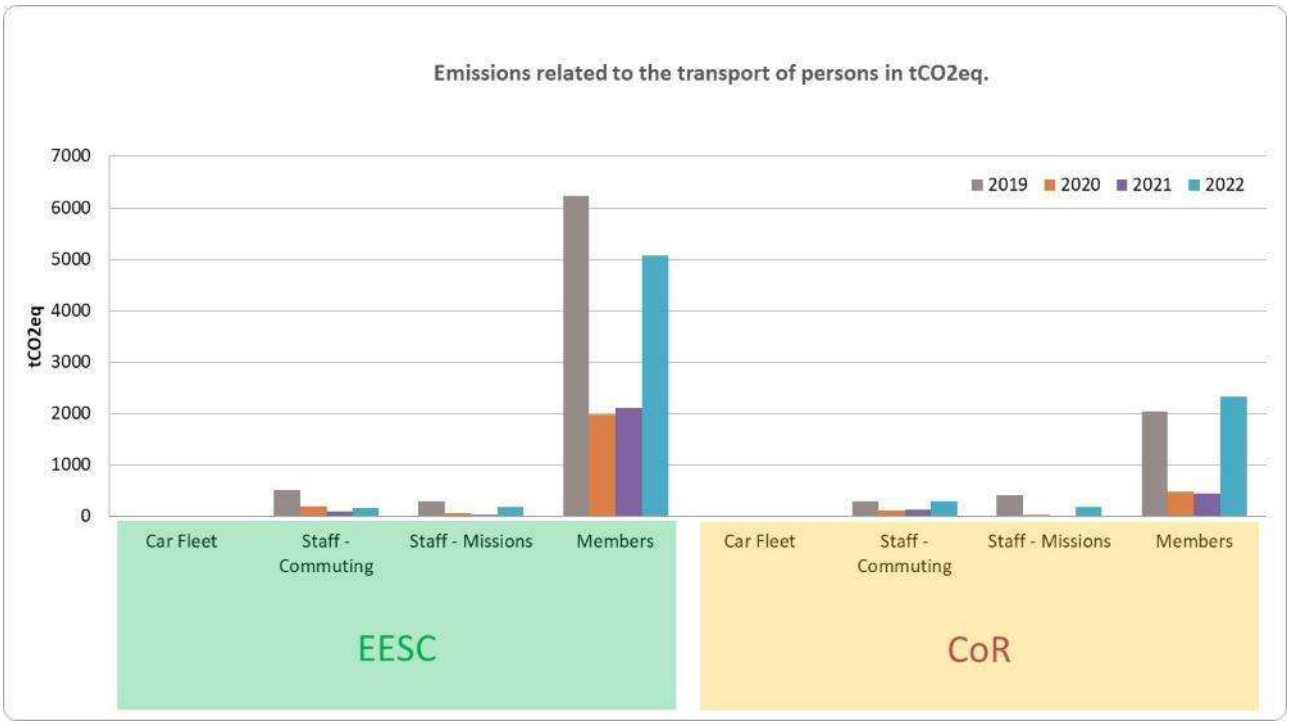


Figure 41: Emissions related to the transport of persons in tCO_2eq

Second largest carbon emitter: supply of equipment and services

Since 2019, the second largest emitter has been the supply of equipment and services. In 2022, this category represents 15.1% of the total 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.

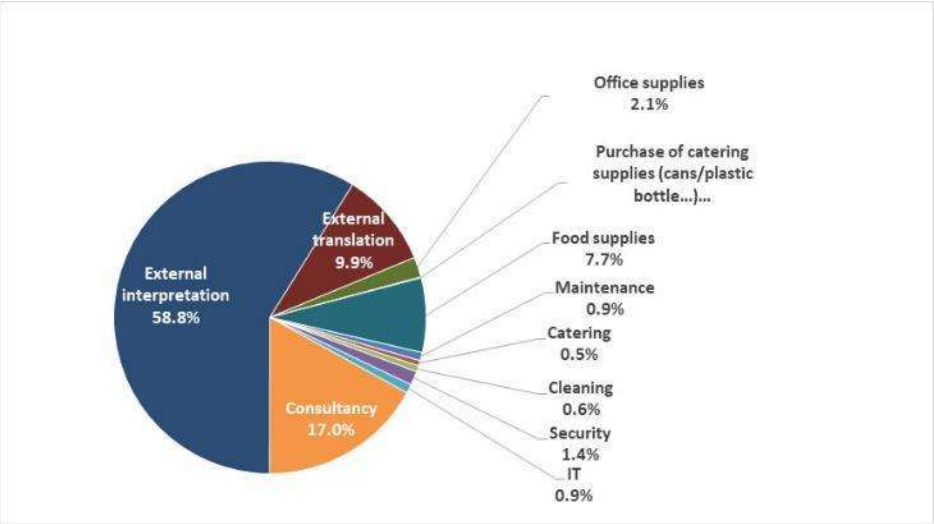


Figure 42: Breakdown of emissions linked to supply of equipment and services

The largest impact in this area comes from external interpretation, which accounts for 58.8% of this category. 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: fixed assets

Fixed assets are now the third largest emitter. In 2022, they represent 8.5% 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. This 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), and the acquisition of B100 will have no impact on total emissions. In 2022, some emission factors were updated and the impact of IT equipment decreased.

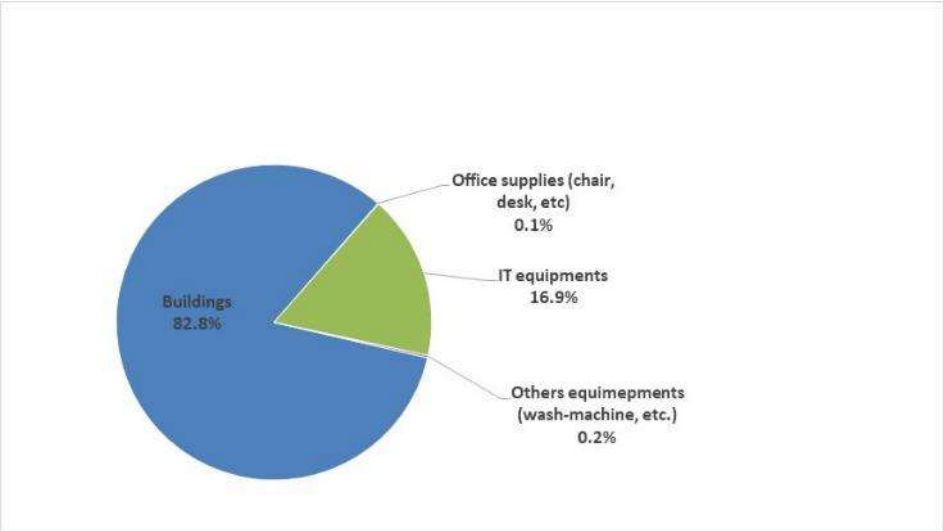


Figure 43: Breakdown of emissions linked to fixed assets in 2022

The main impact in this category still comes from **buildings** (82.8%). 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 under construction (production and transport of materials, construction site, etc.).

The next largest impact is from **IT equipment** (16%). This can be explained by the Committees' activities, which are mainly administrative. With procedures, working methods and communication tools having gone digital, paper needs have fallen while IT equipment needs have increased.

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.

5. 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/Brussel-Déchets-Afvalstoffen-LEX (Brudalex) for waste management, the Brussels Air, Climate and Energy Management Code (COBRACE), local action plan for energy management (PLAGE), 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.

6. APPENDICES

6.1 Environmental policy

Comité économique et social européen

Comité européen des régions

Politique environnementale
du Comité économique et social européen et du Comité européen 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 européen des régions (CdR) ont entrepris de mettre en œuvre un système de management environnemental respectant les exigences du règlement EMAS.

Ce système de management environnemental bénéficie du soutien du comité de direction EMAS et tout particulièrement des secrétaires généraux, qui sont les garants de la prise en compte de l'environnement sur le plan stratégique, organisationnel et de la gestion.

Cet engagement en faveur de l'environnement 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 management environnemental 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 en permanence l'impact environnemental des activités du CESE et du CdR;
- de mobiliser et de faire participer activement l'ensemble de leur personnel.

Plus particulièrement, le système de management environnemental des Comités doit leur permettre de concrétiser les engagements suivants:
- réduire leur consommation de gaz, d'électricité et d'eau;
- encourager une utilisation raisonnable et responsable du papier;
- encourager les marchés publics durables dans leurs procédures;
- réduire l'utilisation de plastiques dans leurs activités;
- encourager une alimentation durable et de saison et lutter contre le gaspillage alimentaire, y compris grâce aux dons;
- rendre leurs événements plus respectueux de l'environnement et plus durables;
- réduire le volume des déchets produits et en améliorer le tri;
- réduire les émissions de gaz à effet de serre engendrées par leurs opérations et activités administratives;
- promouvoir une mobilité durable auprès du personnel pour ses déplacements quotidiens;
- encourager la diversité biologique en ville;
- informer et sensibiliser leur personnel et leurs membres et encourager la participation du personnel à la mise en œuvre du système de management environnemental. 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 de l'encadrement et du personnel du CESE et du CdR et sera coordonnée par le service opérationnel EMAS. Les membres, le personnel et les contractants du CESE et du CdR, ainsi que toute autre partie intéressée ou tout autre tiers concerné, sont informés de la présente politique environnementale.

Bruxelles, 3 0 NOV. 2022

Comité économique et social européen

Christa Schweng
Présidente

Gianluca Brunetti
Secrétaire général

Comité européen des régions

Vasco Alves Cordeiro
Président

Petr Blížkovský
Secrétaire général

6.2 Description of significant environmental aspects

Subject	Activity	Aspect	Impact	Details of measures taken	Actors	Status	Deadline
Energy (gas and electricity)			Electricity consumption	Improve the performance of all technical installations	Infrastructure Unit	**To be done**	2025
	Electricity generation		Electricity consumption	Installation of additional solar panels	Infrastructure Unit	**To be done**	2025
	Heating system		Electricity consumption	Replacement of existing conventional boilers and/or cooling units with heat pumps	Infrastructure Unit	**To be done**	2025
			Electricity and gas consumption	Implementation of the Brussels Capital Region's PLAGE legislation (local action plan for energy management) in order to establish an action plan for reducing energy consumption	Infrastructure Unit	**Ongoing**	2026
			Electricity and gas consumption	Technical audit (multi-domain) of all buildings, complemented by an environmental audit in line with a universal technical standard (such as European standard NEN 2767, BREEAM, WELL, etc.) on all technical installations and building components	Infrastructure Unit	**Ongoing**	2023
	Lighting	Type of lighting	Electricity consumption	Replacement of conventional lighting with LEDs and/or a lighting management system in all office spaces, meeting rooms and conference rooms	Infrastructure Unit	**Ongoing**	2024
	Lighting	Control of lighting	Electricity consumption	Replacement of conventional lighting with LEDs + installation of presence/absence sensors in non-office spaces (corridors, staircases,	Infrastructure Unit	**To be done**	2025

Subject	Activity	Aspect	Impact	Details of measures taken	Actors	Status	Deadline
				archives, car parks, technical rooms, etc.)			
			Electricity consumption	Installation of smart electricity counters in the VMA building	Infrastructure Unit	**To be done**	2024
			Electricity consumption	Additional electricity consumption optimisation based on the analysis of data collected from smart electricity counters	Infrastructure Unit	**Ongoing**	Permanent process
	Heating system	Boilers	Gas consumption	Replacement of conventional heat production systems (boilers) with more energy-efficient systems (heat pumps)	Infrastructure Unit	**To be done**	2025
			Gas consumption	Installation of smart gas counters in the VMA building	Infrastructure Unit	**To be done**	2024
			Gas consumption	Additional gas consumption optimisation based on the analysis of data collected from smart gas counters	Infrastructure Unit	**Ongoing**	Permanent process
			Gas consumption	Feasibility study on the possibility of reducing gas consumption with the aim of ultimately being able to heat the infrastructure without gas	Infrastructure Unit	**To be done**	2025
Water	Water recovery system		Water consumption	Installation of a rainwater collection system as well as a rainwater tank in the car park of VMA	Infrastructure Unit	**Ongoing**	2023
			Water consumption	Toilet flush reduction	Infrastructure Unit	**Done**	2023
			Water consumption	Installing water taps with detectors (where there are none), diffuser taps and water-saving shower heads	Infrastructure Unit	**Ongoing**	2023
			Water consumption	Installation of smart water intermediate meters in all buildings	Infrastructure Unit	**To be done**	2024

Subject	Activity	Aspect	Impact	Details of measures taken	Actors	Status	Deadline
			Water consumption	Installation of a rainwater collection system as well as a rainwater tank in the car park of JDE: watering bamboo and other indoor plants with rainwater	Infrastructure Unit	**To be done**	2025
			Water consumption	Additional water consumption optimisation based on the analysis of data collected from smart water counters	Infrastructure Unit	**Ongoing**	Permanent process
	Use of water in all buildings		Water consumption	Awareness-raising: organise campaigns to raise staff awareness about water consumption	EMAS Service	**Ongoing**	Permanent process At least one campaign every two years
Waste	All Committee activities		Waste reduction	Limit the quantity of disposable tableware used	Infrastructure Unit, Catering Service	**Ongoing**	Permanent process
	All Committee activities			Participation in the European Week of Waste Reduction	Infrastructure Unit, Catering Service	**Ongoing**	Annually
				Include clauses on waste prevention in relevant tender specifications	Infrastructure Unit, Catering Service	**Ongoing**	Permanent process
			Waste reduction	Waste prevention and reduction, particularly food waste, during events	Infrastructure Unit, Catering Service	**To be done** On hold due to COVID	Permanent process
			Waste reduction	Continue to replace paper printing systems (IT action)	DIIT	**Ongoing**	Permanent process
			Waste reduction	Continue to monitor and improve food waste in all catering activities	Infrastructure Unit, Catering Service	**Ongoing**	Permanent process
			Waste sorting	Improve waste sorting: analyse errors and implement corrective measures in collaboration with the contracted cleaning service	Infrastructure Unit, MTP	**Ongoing**	Permanent process

Subject	Activity	Aspect	Impact	Details of measures taken	Actors	Status	Deadline
				Test new waste sorting corners in all buildings	Infrastructure Unit, MTP, EMAS Service	**Done**	2023
				Widespread installation of waste sorting corners on each floor and high traffic areas of buildings Removal of individual bins in offices	Infrastructure Unit, MTP	**Abandoned** Management review 2023	2025
				Awareness raising: organise campaigns to raise staff awareness about proper sorting	Infrastructure Unit, EMAS Service	**Ongoing**	Permanent process
Paper			Reducing office paper consumption	Continue to organise paperless meetings for EESC members and print documents only on demand	EESC, Dir. A, unit A1 EESC, Dir. B EESC, Dir. C	**Ongoing**	Permanent process
	Printing		Paper consumption	Digitising the various workflows still in paper form	Various services within the EESC and the CoR	**Ongoing**	2025
			Paper consumption	Establish electronic invoicing by contractors	EESC and CoR, Directorate E	**Ongoing**	Permanent process
			Paper consumption	Medical Service: management of medical files, medical certificates and transfer of the results of blood tests via an external software for medical services	EESC, Dir. E, E3-STA unit CoR, Dir. E, E3-STA unit	**Ongoing**	2023
				Establishment of an electronic database for briefings and speeches	CoR, Directorate C CoR, Directorate D	**Ongoing**	2025
			Paper consumption	Plenary sessions – reduce the number of dossiers for non-members (visitors, journalists, etc.)	CoR, Dir. A, A2 unit	**Ongoing**	2025

Subject	Activity	Aspect	Impact	Details of measures taken	Actors	Status	Deadline
			Paper consumption	Establish electronic forms for meetings with interpreters	CoR, Dir. A, A2 unit	**Ongoing**	2025
				E-signatures	Dir. A Dir. E DL DIIT	**Ongoing**	Permanent process
			Cut down on printing publications	Continue to follow indicators and take corrective actions as necessary	DL/IMP	**Ongoing**	Permanent process
	All Committees			Organise awareness-raising activities for all staff	DL/IMP, EMAS Service	**Ongoing**	Permanent process
Sustainable procurement	Green procurement	Calls for tender for the purchase of goods and services		Ensure the correct application of the green procurement procedure (GPP) in all directorates	Infrastructure Unit, EMAS Service	**Ongoing**	Permanent process
				Classification of tenders according to their level of environmental impact	Infrastructure Unit, EMAS Service	**Ongoing**	Permanent process
				Classification of contracts according to their "green" level (how ecological is the contract?)	Infrastructure Unit, EMAS Service	**Ongoing**	Permanent process
	Green procurement	Calls for tender for the purchase of goods and services		Update the procedure to include sustainability and circular criteria in public procurement and to better integrate the sustainable procurement policy within the various services and directorates	Infrastructure Unit, EMAS Service	**Ongoing**	2023
				Participate and/or disseminate information on specific training courses among the various people in charge of public procurement, depending on the topics covered	Infrastructure Unit, EMAS Service Other services	**Ongoing**	Permanent process
	Green procurement			Create and update a knowledge database with environmental and sustainability criteria for each main category of purchases and services	Infrastructure Unit, EMAS Service	**To be done**	2024

Subject	Activity	Aspect	Impact	Details of measures taken	Actors	Status	Deadline
				within the Committees, in consultation with the services concerned			
	Green procurement			Appoint GPP contact persons within the Committees' services/directorates in charge of public procurement	TBC	**To be done**	2023
	Green procurement	Calls for tender for the purchase of goods and services		Monitoring the implementation of the environmental clauses	Infrastructure Unit, EMAS Service	**Ongoing**	Permanent process
				Promoting the exchange of best inter-institutional practices	Infrastructure Unit, EMAS Service	**Permanent process**	Permanent process
Service vehicles				Participate in inter-institutional call for tenders (or launch its own), with the aim to have a fleet of zero-emission vehicles by 2030	EESC, Dir. A, A2-CIP unit CoR, Dir. A, A3 unit	**Ongoing**	2030
Food	Catering	Canteen and cafeterias		Monitoring compliance with environmental requirements in the contract	Infrastructure Unit, Catering Service	**Ongoing**	Permanent process
	All Committees			Continue and improve information to staff on sustainable food	Infrastructure Unit, Catering Service	**Ongoing**	Permanent process
	Catering	Canteen and cafeterias		Seasonal products: a yearly average of at least 63.5% of seasonal vegetables in self-service facilities	Infrastructure Unit, Catering Service	**Ongoing**	2025
	Catering	Canteen and cafeterias		Fair-trade products: maintaining the share of fair-trade products for bananas, quinoa, bulgur, seeds, sugar cane, coffee, chocolate and pineapple	Infrastructure Unit, Catering Service	**Ongoing**	2025
	Catering	Canteen and cafeterias		Food waste: continue to use and improve tools for measuring waste; reach less than 10% food waste in the canteen	Infrastructure Unit, Catering Service	**Ongoing**	Permanent process
	Catering	Canteen and cafeterias		Food donation: restart the project in 2023 as it has been on hold since	Infrastructure Unit, Catering Service	**To be done**	Permanent process

Subject	Activity	Aspect	Impact	Details of measures taken	Actors	Status	Deadline
				2020 due to the pandemic and its restrictions			
Sustainable events				Explore the possibility of calculating the carbon footprint of events	Infrastructure Unit, EMAS Service	**To be done**	2024
				Prevent and reduce waste generated during events Improve sorting of waste	Infrastructure Unit, Catering Service	**Ongoing**	Permanent process
				Raise awareness among internal and external partners organising events in our premises	Dir. Dir. A, A2 CIP unit, EESC Dir. Dir. D, Unit D2 VIP, CoR	**Ongoing**	Permanent process
	Catering	Buffets		Monitor the statistics on food waste during events	Infrastructure Unit, Catering Service	**Ongoing**	Permanent process
				Update and promote the Sustainable Events Guide	Infrastructure Unit, EMAS Service	**Done**	2023
Staff commuting and travel	Staff commuting and travel	Use of cars and other means of transport	CO_2 emissions, use of raw materials, increased traffic, noise pollution	Implementing the actions provided for in our employee transport plan (ETP) for the period 2021-2023	EESC and CoR mobility coordinators	**Ongoing**	2023
			CO_2 emissions, use of raw materials, increased traffic, noise pollution	Organising staff awareness-raising measures (compulsory) regarding soft mobility (Foot/Bike Day, Mobility Week)	EESC and CoR mobility coordinators	**Ongoing**	Permanent process
			CO_2 emissions, use of raw materials, increased traffic, noise pollution	Communication activities to increase the impact of the proposed measures for staff regarding the various alternative forms of transport Regularly upgrading the intranet pages on mobility	EESC and CoR mobility coordinators	**Ongoing**	Permanent process
				Organising specific awareness-raising activities for pedestrians and people taking part in carpooling	EESC and CoR mobility coordinators	**Ongoing**	Permanent process

Subject	Activity	Aspect	Impact	Details of measures taken	Actors	Status	Deadline
				Maintaining facilities for cyclists: if possible, maintain and improve equipment and parking spaces available for bikes in the car parks More people using bicycles, especially in spring and summer	EESC and CoR mobility coordinators	**Ongoing**	Permanent process
				Service bikes: making it easier to use them Publish information on intranet pages	EESC and CoR mobility coordinators	**Ongoing**	Permanent process
				Increasing the ceiling for annual reimbursement of train tickets to 100 km instead of 60 km	EESC and CoR mobility coordinators	**Done (for the EESC) To do (for the CoR)**	2023
				Prepare and launch the next employee transport plan for 2024-2026 on the basis of the experience of our current mobility policy, including planning innovative activities	EESC and CoR mobility coordinators	**Ongoing**	2023
Biodiversity				Assessment of the existing situation (inventory of potential spaces/zones) within the Committees' premises and in their surrounding areas Identify actions that could be implemented by 2024 and beyond	GEP sector EMAS Service	**Ongoing**	2023
	Maintenance of green roofs and spaces	Green roofs and spaces	Promotion of urban biodiversity	Green roofs: examine the potential for increased biodiversity (plant varieties) on the JDE and BVS green roofs to provide habitat and food for new species, in particular insect pollinators	GEP sector EMAS Service	**Ongoing**	2023
				Community garden project	EMAS Service, Voluntary participation of staff	**Ongoing**	Permanent process
				Reinstallation of beehives on the roof of the JDE building, taking into	GEP sector EMAS Service	**Ongoing**	2023

Subject	Activity	Aspect	Impact	Details of measures taken	Actors	Status	Deadline
				account the specific circumstances of the Committees			
				Organise awareness-raising activities and develop staff participation on issues related to biodiversity protection	EMAS Service	**Ongoing**	Permanent process
				Creation of a new outdoor space (VMA building)	GEP sector	**Ongoing**	Permanent process
Carbon footprint			Reducing CO_2 emissions	Optimise office space	DL-INFRA-BP	**To be done**	2030
			Reducing CO_2 emissions	Develop remote attendance for staff through enhanced videoconference facilities	Dir. A – Conference services of both Committees, Infrastructure Unit, DIIT	**Ongoing**	2030
			Reducing CO_2 emissions	Improve teleworking practice and rules	Dir. E	**Ongoing**	2030
			Reducing CO_2 emissions	Promote low carbon menus in canteens and during events	Catering Service	**Ongoing**	2030

The indirect aspects considered to be significant are as follows:

- purchase of cleaning products
- staff travel (ETP)

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

The next update of the environmental statement will be published in July 2024.
The next full environmental statement will be published in July 2026.

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