

# 2021

## **Environmental Statement**

Energy Community Secretariat / 30 June 2021

This environmental statement provides information to the general public and other interested parties on the environmental performance and activities of the Energy Community Secretariat (ECS). It is published on the ECS's website. The ECS was validated under the EMAS scheme in July 2021<sup>1</sup>. This environmental statement is the first edition to be produced within the EMAS annual validation cycle.

## ACKNOWLEDGEMENTS

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<sup>1</sup> KANZIAN ENGINEERING & CONSULTING GmbH acted as the external auditor and verifier of the ECS's annual environmental statement and is registered under Environment Agency Austria (Umweltbundesamt)

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## 1. ABOUT THE ENERGY COMMUNITY

### 1.1. The Energy Community mission

The founders of the Energy Community were driven by the vision to unite the European Union and its neighbours into an integrated pan-European energy market. The organisation was founded by the Treaty establishing the Energy Community (“Treaty”) signed in October 2005 in Athens, entering into force in July 2006.

The key objective of the Energy Community is to extend the EU internal energy market rules and principles to countries in South East Europe, the Black Sea region and beyond on the basis of a legally binding framework.

The mission of the Energy Community is to:

- Establish a stable regulatory and market framework capable of attracting investment in power generation and networks;
- Create an integrated energy market allowing for cross-border energy trade and integration with the EU market;
- Enhance the security of supply to ensure stable and continuous energy supply that is essential for economic development and social stability;
- **Improve the environmental situation in relation with energy supply in the region and foster the use of renewable energy and energy efficiency;** and
- Develop competition at regional level and exploit economies of scale.

### 1.2. The Energy Community Secretariat

The Energy Community Secretariat (ECS) is the only permanent institution of the Energy Community. It is responsible for supporting the organisation’s day-to-day activities and monitoring the implementation of the Treaty. The Secretariat supports and assists the preparation of all institutional meetings of the Energy Community, including any additional events related to the implementation of the Treaty’s provisions. In the performance of its duties, the Secretariat must be impartial and not seek or receive instructions from any Party to the Treaty.

The Secretariat’s operational activities started on 1 February 2006, whilst the official inauguration of the Secretariat followed on 26 June 2006. The Agreement between the Republic of Austria and the Energy Community regarding the seat of the Secretariat entered into force on 1 of July 2007. The Seat Agreement obliges the Republic of Austria to ensure that the Secretariat’s staff enjoys the same privileges and immunities, exemptions and facilities as those granted by Austria to members of a comparable category of the diplomatic corps.

In December 2020, the Secretariat had 34 permanent staff members of 19 different nationalities. In addition to the permanent staff, the Secretariat regularly offers internship, secondment and fellowship opportunities (41 person-months in 2020). Besides its headquarters, the Secretariat operates two regional project offices in Kyiv and Tbilisi in the framework of the EU4Energy project (Phase I 2016-2020, Phase II 2021-2024).

## 2. DESCRIPTION OF THE ENVIRONMENTAL MANAGEMENT SYSTEM

The Energy Community Secretariat established its Environmental Management System (EMS) in 2020. This 2021 Environmental Statement is its first statement, presenting the Secretariat’s environmental data and performance for the period 1 January 2020 – 30 June 2021.

### 2.1. Context and purpose of the EMS

In line with the above-described mission and determined to follow the path of continuous environmental impact reduction, the Secretariat set up its EMS to better regulate its activities and processes. Having to conduct the Environmental Review and related assessments helped the EMAS team in identifying and quantifying its most significant environmental aspects and impacts. The numerous small, often quite time-consuming steps towards the EMAS registration taught the Secretariat to value the systematic environmental review approach and to internalize the EMS lifecycle principles.



EMS documentation signing ceremony, 8 March 2021

## 2.2. Scope of the EMS

The EMS currently applies to:

- All activities and processes of the Energy Community Secretariat at its headquarters (1010 Vienna, Am Hof 4, 5<sup>th</sup> and 6<sup>th</sup> floor);
- Events organised by the Energy Community Secretariat taking place outside the main office in Vienna.

The EMS currently does not apply to:

- The two offices located in Kyiv and Tbilisi;
- Events organised by the Energy Community Secretariat outside Vienna.

## 2.3. ECS premises

The Energy Community Secretariat's premises are located on the 5<sup>th</sup> and 6<sup>th</sup> floor of an office building at Am Hof 4, 1010 Vienna. Constructed in 1874/1910, the office building belongs to *BIG Bundesimmobiliengeschaft m.b.H.*

The building has a D energy efficiency certificate ranking, with an annual heating consumption of 115 kWh/m<sup>2</sup> (2019). It is connected to the Viennese district heating system, the heat supply being provided by *Fernwärme Wien*. The building has three elevators, one being reserved for the exclusive usage of an other tenant of the building. *ARE*, a subsidiary of *BIG*, acts as the facility management company of the building.

With a total of 1326 m<sup>2</sup>, the Secretariat's premises offers working space to its 34 permanent staff members (status December 2020). The two office floors additionally consist of one conference room, three smaller meeting rooms, three kitchens, three IT / server / conference facility rooms and nine toilets. Whilst the majority of the staff works on the 5<sup>th</sup> floor (750 m<sup>2</sup>), three of the four meeting rooms are located on the 6<sup>th</sup> floor (576 m<sup>2</sup>). Both floors underwent substantial refurbishment works in 2018, paying due respect to the Austrian government's requirements on renovation of a listed building (*denkmalgeschütztes Gebäude*).



Office building Am Hof 4, 1010 Vienna - the Secretariat's premises are located at the two top floors.

## 2.4. Environmental governance

When setting up the environmental management system, various necessary internal functions were determined and responsibilities defined. The director of the Secretariat appointed the Environmental Management Team consisting of:

- Environmental manager;
- Environmental team members holding the main responsibility for the implementation of the system.

With expertise in energy efficiency, environment, law, procurement, event, facility and travel management, including web and communication, the team members bring in competencies in all EMAS core areas. The team advises the staff on relevant questions on environmental management and delivers the director suggestions, including cost and benefit assessments on possible improvement measures and/or potential future projects. To assure the highest possible engagement and acceptance, the team provides regular staff training and information sessions, and coordinates the Secretariat's internal and external communication on environmental management.

The Environmental Auditor is a specially trained staff member responsible for conducting annual internal audits. In case of the Environmental Manager and the Environmental Auditor, the job descriptions of the two assigned staff members were supplemented by respective environmental management tasks. In case of the environmental team members, their specific areas of responsibility (e.g. procurement, energy efficiency, and waste or event management) are defined in the corresponding Environmental Procedures and Instructions.

## 2.5. Legal requirements

The status of the Secretariat in Austrian legislation is determined by its Headquarters Agreement with the Austrian government. With that, the Republic of Austria recognized the international juridical personality of the Energy Community Secretariat and its legal capacity within Austria. According to Article 4(1) of the Agreement, the seat of the Secretariat shall be inviolable, while paragraph (3) of the same paragraph provides that legal instruments issued by Austrian authorities may be served at the seat premises.

In its Environmental Policy (see section 3), the Secretariat commits itself to comply with the relevant environmental regulations of its host country. This also applies for the internal and external requirements (so-called binding obligations) in relation to environmental protection. Concretely, there are two levels to the Secretariat's environmental compliance obligations:

- **Am Hof 4 office building:** The majority of environmental regulations are applicable to the operation and maintenance of the office building, located at Am Hof 4.
- **ECS premises:** In case of the Secretariat as a legal body, the Austrian waste management legislation constitutes the most relevant legal provisions to comply with. The Secretariat duly proved its compliance with these obligations.

When establishing its EMS, the Secretariat compiled a register of the relevant legal regulations in relation to its operations. The Secretariat's internal Environmental Manual defines how it conducts and controls the fulfilment of these obligations. This entails a definition of specific tasks; how often the given task is carried out, who is responsible for the task and/or record-keeping.

Just as laws are subject to regular revision, so too are the Secretariat's compliance obligations periodically reviewed for updates. Moreover, the Secretariat fully acknowledges its obligation to timely reflect any substantial change in its operation in its Legal Register. It is the task of the Environmental Auditor to check the overall compliance status annually and report at the management review.

## 2.6. Communication

### 2.6.1. Internal communication

It is the series of small gestures that results in an enduring, positive environmental impact; switching off lights when leaving, putting one's waste in the right bin or through changed printing behaviour. In order to encourage and facilitate an environmentally friendly attitude and habits, the Secretariat's EMAS team has engaged itself in a range of communication and training activities. As the setting up

of the EMS translated into many new office rules comprehensive internal communication and explanation is essential.

In January 2020, a kick-off meeting with the entire staff took place, outlining the objectives and milestones of the EMAS certification process. In July 2020, the staff was informed about the newly published Environmental Policy and the new approach to waste separation. There was a circular message to the staff, paired with the showing of a MA48 video on recycling rules at the Monday expert's meeting.

Following the finalization of EMS documentation, the EMAS team conducted two staff trainings in the first half of 2021. Here the aim was to talk through the new rules particularly relevant to the staff, such as heating, water, procurement, office purchases, event management and travel procedures. To make the staff more familiar with the EMS lifecycle principle, the team also provided information about the Environmental Programme, indicators and record-keeping.

### 2.6.2. Stakeholder communication

New rules that change an organisation's operations and daily behaviour require not only intensive internal communication but also need to be communicated to the Secretariat's stakeholders.

The publication of the Environmental Policy marked the first occasion for external communication. The Secretariat posted a news item and published a dedicated environmental management sub-page on the Energy Community public website. Later the Secretariat had the Policy framed and it is displayed on both floors. The fact that it is in the process of acquiring EMAS certification was additionally notified in the Secretariat's key reports, such as the 2020 Annual Report and the director's report to the Budget Committee.

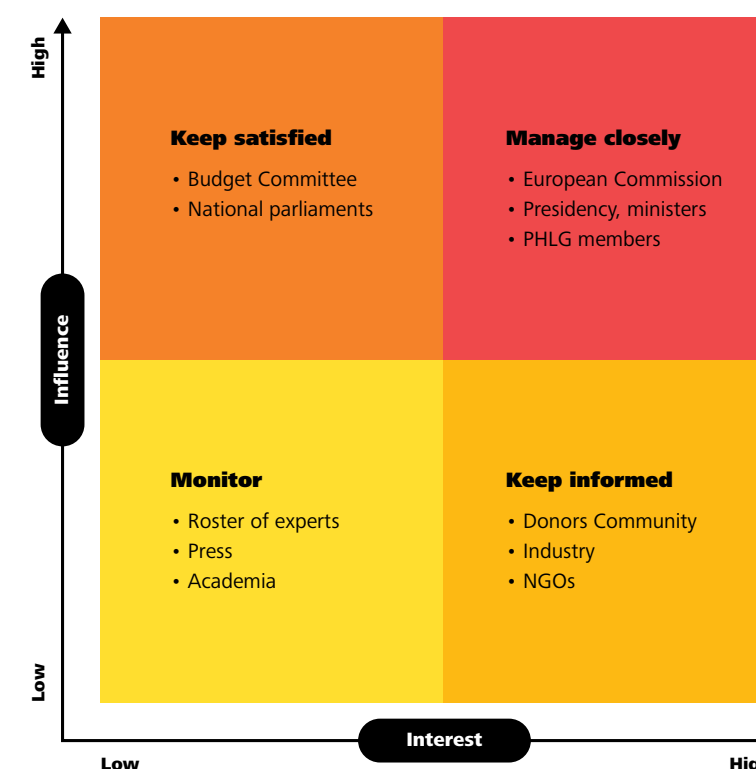
There will be a second news item to mark the completion of the EMAS certification. On this occasion, the Secretariat will also announce the new, expanded sustainability web sub-section with details on its key measures and performance data. A

special focus will be put on information relevant to its event participants. Prior to the large-scale autumn 2021 events, the Secretariat will publish a Green Event Guide with the purpose of raising participants' awareness about the changed approach in its event management.

In light of the 2022 Environmental Programme, the Secretariat will examine how it can share its experience gained from the EMS certification process. A

brief information session for members of its own, well-established platforms, such as energy efficiency, renewables, environment and climate coordination group meetings, could result in a sizeable multiplier effect. Similarly, the Secretariat intends to distribute a circular letter to all its service providers, where it will communicate its commitment towards environmental protection. Both potential lines of action will require increased stakeholder communication.

Energy Community Secretariat's Stakeholder Matrix



As an expression of its commitment towards on-going environmental improvement, engagement and open dialogue, the Energy Community Secretariat will produce, publish and disseminate its

environmental statement on an annual basis. The 2022 Environmental Statement will be published in June 2022, presenting the 2021 performance data.



### 3. EMAS ENVIRONMENTAL POLICY

The Energy Community Secretariat published its first Environmental Policy on 1 of July 2020. The Policy objectives form the basis for the Secretariat's Environmental Programme. An annual review of the Policy is an integral part of the Secretariat's EMS management review meeting agenda.

**ENERGY COMMUNITY SECRETARIAT'S ENVIRONMENTAL POLICY<sup>1</sup>**

The Energy Community Secretariat is an institution established by the Energy Community Treaty. In view of the Treaty and the organization's commitment towards the sustainable use of energy, the Energy Community Secretariat has a duty to protect the environment in which it operates.

The Energy Community Secretariat therefore fully commits to:

- continuously improve its environmental performance across all of its internal activities and encourage Energy Community stakeholders and the wider community to do the same; and
- comply with the relevant environmental regulations of its host country.

**For this purpose, the Energy Community Secretariat will take steps to develop its Environmental Management System (EMS) in accordance with the Eco-Management and Audit Scheme (EMAS) Regulation.**

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**Energy Community**

**The Secretariat recognises its key environmental impacts within the scope of its EMS, under which it is committed to:**

- Identify the direct and indirect environmental impacts of its activities;
- Adopt relevant environmental standards and requirements in the areas with significant environmental impact; and
- Conduct regular reviews of its internal activities and identify areas to continuously improve its environmental performance.

**More specifically, the Energy Community Secretariat shall strive to:**

- Promote the efficient use of energy
- Reduce carbon dioxide emissions, with particular emphasis on traveling
- Reduce energy and water consumption at its premises;
- Reduce material consumption and achieve sustainable waste management;
- Apply environmental criteria in its procurement;
- Apply green event principles in its event management; and
- Encourage, train and involve staff to achieve these goals.

Vienna, 29 June 2020

<sup>1</sup> according to the [EMAS Regulation](#)

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### 4. ENVIRONMENTAL ASPECTS AND IMPACTS

To better identify and quantify the Secretariat's environmental footprint, the EMAS project team undertook a systematic review of all its environmental aspects and the corresponding environmental impacts related to its business activities in June 2020. It understands an environmental aspect

as an element of its activities, products or services that interact with the environment, such as traveling, energy and/or water usage. An environmental impact, in turn, refers to any change to the environment, whether adverse or beneficial, resulting from the organisation's activities.

The review also considered whether the aspects identified were under direct or indirect control of

the Secretariat. A direct aspect relates to business activities where the Secretariat is in direct management control of the activity, whereas indirect aspects are those that are managed by third parties. In such cases, the Secretariat may still influence the activity through engagement. The improvement potential for each environmental aspect was rated separately, ranging from A = high to D = low.

The data collected during the Environmental Review helped the EMAS team in identifying and quantifying the activities with high environmental relevance. Subsequently, the environmental impact of the given aspect was assessed with the help of four distinct parameters.

### Environmental aspect and impacts assessment

	Rating	Size	Harmfulness	Interested parties	Legal requirements <sup>2</sup>	Improvement potential
<b>Direct environmental aspects</b>						
<b>Material consumption</b>	2,4					
Paper/printing	2,8	3,0	2,7	2,7	n	<b>B</b>
Giveaways	2,5	2	2,5	3	n	<b>A</b>
Office supply	2,1	2	1,7	2,7	n	<b>B</b>
Other goods	2,3	2	2,2	2,7	n	<b>B</b>
<b>Water consumption</b>	2,3	1,8	1	4	n	<b>C</b>
<b>Energy consumption</b>	3,5					
Heat	3,6	4	3,5	3,4	n	<b>C</b>
Electricity	3,4	3,5	2,8	3,8	n	<b>B</b>
<b>Waste</b>	2,6	2	2	2,5	4	<b>A</b>
<b>Emissions to water</b>	1,3	1,5	1,3	1	n	<b>C</b>
<b>Greenhouse gas emissions (primarily staff's business trips)</b>	3,8	4	4	3,5	n	<b>A</b>
<b>Other air emissions</b>	1,0	1	1	1	n	<b>D</b>
<b>Procurement</b>	2,7					
Cleaning service company	2,7	2	2,2	2,5	4	<b>A</b>
Catering	2,8	2,8	1,2	3	4	<b>A</b>
Publications (layoutting, printing)	2,5	1,85	2,5	1,5	4	<b>A</b>
IT (service + hardware)	3,0	3,2	3,1	1,7	4	<b>B</b>
<b>Indirect environmental aspects</b>						
<b>Transport<sup>1</sup></b>	3,8					
Staff to office	1,4	1	1,3	2	n	<b>D</b>
Visitors, participants travelling to ECS events	4,0	4	4	4	n	<b>B</b>
Office supply deliveries	2,1	3	1,9	1,5	n	<b>A</b>











- **Size:** amount (based on existing data if available), number, frequency and reversibility of the aspect;
- **Harmfulness:** potential harm to the environment considering the fragility of the local, regional or global environment;
- **Interested parties:** importance of the aspect for interested parties including the employees;
- **Legal requirements:** existence and requirements of relevant Austrian environmental legislation, possible tightening. The Secretariat assessed legal requirements as applicable for waste and procurement (ranking 4).

<sup>1</sup> The Secretariat introduced a weighting for this subsection. ECS has annually roughly 2000 participants at its events. The decision, how to participate - virtual versus physical presence - potentially bears a substantial adverse impact.

<sup>2</sup> Where the legal requirements of Austrian legislation apply, like in the case of waste and procurement, the Secretariat uses 4 as the rating. For the other aspects, the legal requirement was omitted from the assessment. In short, the rating was based on three criteria only.

## 4.1. Significant impacts and aspects

### Key environmental aspects and impacts

Environmental aspect	Environmental impact	Activities
<b>Air emissions</b>	  	<b>Air pollution</b> <b>Greenhouse effect</b> Business travel Travel by participants Office supply deliveries Electricity supplier
<b>Procurement</b>	 	<b>Greenhouse effect</b> <b>Depletion of natural resources</b> Office supplies Cleaning Event catering Printing and layoutting IT (service + hardware)
<b>Energy and fuel use</b>	  	<b>Depletion of natural resources</b> <b>Greenhouse effect</b> Heating Ventilation & cooling Lighting Electrical and electronic equipment
<b>Waste and disposal</b>	 	<b>Air, water and ground pollution</b> Event catering Kitchen/working place Cleaning Office consumables IT and electrical equipment

All aspects with an overall rating of more than 2,5 are considered as significant (see table above). As a result, the Secretariat attempted to particularly address these aspects and activities in its first 2020-2021 Environmental Programme.

### 4.2. Indirect aspects and impacts

The significance of indirect aspects in the Secretariat's operations is the other key finding, both in an adverse and beneficial sense.

- **Adverse impact:** Organization of events, enabling the exchange of ideas and bringing people together stands at the core of the Secretariat's activities. To facilitate the highest possible on-site participation, the Secretariat reimburses the travel costs of its key stakeholders. In 2019, the Secretariat had 2750 participants attending its events in Vienna and in the region. This resulted in app. 2.6 million flight kilometers.

- **Beneficial impact:** Due to its supporter and facilitator role, the Secretariat can walk the talk, inform about its sustainability measures in place and the lessons learned. The experience gained could be shared informally at an expert visit with governmental authorities or presented as a practical example at its numerous events.
- **Beneficial impact:** With its hybrid events principle, the Secretariat now gives its participants the choice whether to travel or not. Whereas it cannot control the means of transport a participant uses, it can try to engage by introducing new, sustainable travel principles into its reimbursement rules.

After having established the EMS to govern its own core operations, the Secretariat intends to shift the focus and increasingly address its indirect environmental aspects in its 2022 Environmental Programme. Possible actions, such as revision of reimbursement rules and/or criteria as to what events are best suited to present the EMAS, are subject to internal discussion and evaluation.



## 5. PROGRAMME OBJECTIVES, TARGETS AND ACTIONS

The seven objectives stated in the Environmental Policy constituted the starting point for the Secretariat's 2020-2021 Environmental Programme. Each objective is supported by one or several targets. The targets are implemented by actions with a pre-determined deliverable and due date between June 2020 and December 2021. There are one-off actions that address a particular environmental impact. Others establish a new rule to back up the

EMS. Some actions are split in two parts; firstly a new rule is drafted, followed by the collection of records to document the implementation. In case of split actions, the indicator and due date differ.

### 5.1. Successfully completed actions

The tables below present the successfully completed actions (status 30 June 2021). Each of the seven Policy objectives, together with the implementing action, is displayed in a separate table.

Reduce carbon dioxide emissions and apply green event principle				
Target	Action	Indicator / Deliverable	Baseline	Due date
10% reduction of emissions resulting from staff flights	Write a Procedural Act that revises ECS Travel Rules to introduce sustainable travel principles	Circulation of revised / consolidated Travel Rules, together with the EP-03	Annex to Staff rules, version 2009	31.12.2020
	Write a Procedural Act to revise ECS Travel Rules, together with an Environmental Procedure, to introduce sustainable travel principles	Circulation of revised / consolidated Travel Rules, together with the EP-03	Annex to Staff rules, version 2009	31.12.2020
	Write a Procedure that institutionalizes hybrid meeting in ECS event management	Circulation of revised / consolidated Travel Rules, together with the EP-03	Annex to Staff rules, version 2009	31.12.2020
20% increase in virtual meetings to reduce emissions resulting from travelling to/ from ECS events	Write a Procedure that institutionalizes hybrid meeting in ECS event management	Circulation of revised / consolidated Travel Rules, together with the EP-03	Annex to Staff rules, version 2009	31.12.2020
100% CO <sub>2</sub> reduction in electricity supply	Change of electricity supplier to 100% renewable electricity	Entry into force of the new contract	2019 Wien Energie: Strom mega classic, 45.867,00 kWh, 8.224,11 EUR	31.12.2020

## Promote the efficient use of energy and reduce energy consumption at its premises



Target	Action	Indicator / Deliverable	Baseline	Due date
Reduce energy consumption for heating, cooling and lighting at the Secretariat's two office floors	Establish an ECS map (labelling of radiators and consumption); set rules for optimal heating in offices and secondary office space	Energy instructions approved by the director		31.03.2021
	Installation of smart thermostats for chosen radiators in order to implement the heating rules with min/max/optimal temperatures	Programming and installation completed	2019: total consumption 129.795,19 kWh, 18.671,33 EUR 5 <sup>th</sup> floor: 47 radiators 750 m <sup>2</sup> 6 <sup>th</sup> floor: 22 radiators 576 m <sup>2</sup>	31.05.2021
	Awareness raising among colleagues (turn off heaters/ lights / AC when you leave your room / toilet / meeting room, "warm pullover day" in October/November, etc.)	Successfully conducted information session (part of the general staff training)		31.03.2021
	Gradual replacement of desktop lighting	Purchased more efficient (LED) bulbs, included in the internal purchase rules, record the replacement and disposal	2019: no energy efficient bulbs in place	31.12.2020
Replacement of office fluorescent tubes with LED	LED tubes installed, LED purchase criteria included in the internal purchase rules, estimated savings calculated	2019: no LED tubes in place	31.05.2021	

## Reduce water consumption at its premises



Target	Action	Indicator / Deliverable	Baseline	Due date
Reduce water consumption	Purchase and install a faucet aerator into water taps to reduce the inflow of water	Installation of water-saving sets completed in toilets	2019: 5 <sup>th</sup> floor: 209,31 EUR, 6 <sup>th</sup> floor: 274,12 EUR	31.06.2021

## Reduce material consumption and achieve sustainable waste management



Target	Action	Indicator / Deliverable	Baseline	Due date
Increase the share of separated waste by 20%	Write a Guideline on waste separation, communicate to the staff and cleaning company	Establish records and keep track of waste separation (4 categories: paper, glass, plastic, residual)	2019: no separation, share 0%	31.03.2020
	Purchase of waste bins for separate collection of glass and plastics, located in the kitchens		31.07.2020	
Institutionalize the reuse and recycling of disposed IT hardware and office supplies	Write an instruction on disposal: disposal options, creating a plan for disposal of equipment, reporting	Save approved EI on disposal in EMS, circulate	2019: no plan / instruction in place (only an inventory list)	31.12.2020
Stop consumption of water from hot/cold water dispenser	Cancellation of the contract	Removal of the three water containers completed	2019: 990 litres ordered	01.07.2020
Reduce soap consumption: search for and change to a consumption reducing alternative	Switch the soap dispensers to allow the purchase and usage of ecological foam soap in the ECS toilettes	Installation completed	2020: 0% consumption of ecological foam soap	31.06.2021

## Apply environmental criteria in its procurement



Target	Action	Indicator / Deliverable	Baseline	Due date
Ensure that Secretariat's procurement and purchase procedures for the actions listed will include environmental requirements in the selection/award criteria	Integrate environmental requirements and criteria into a new tender for cleaning service company and select accordingly	Chosen supplier to have EMS or similar measures in place	2018: EMS or similar not included as a criteria	01.07.2020
	Requirement included into the cleaning company SLA, acquire the agent specifications and store in EMS folders	Requirement included into the cleaning company SLA, acquire the agent specifications and store in EMS folders	2018: no ecological cleaning agent criteria included	01.07.2020
	Introduce a rule to purchase solely 100% recycled copy/print paper	Purchase requirement of 100% recyclable paper included into Environmental Procedure 04 on Sustainable Procurement	2019: no recycled paper criteria in place	01.07.2020
	Integrate environmental requirements and criteria into a new tender on printing services and select accordingly	Purchase criteria (layoutting without printing, or usage of 100% recycled paper) incorporated into EP04 on Sustainable Procurement.	2018: EMS or similar not included in the criteria	31.12.2020
	Introduce internal rules on layoutting and printing for the key ECS reports to reduce the number of paper copies.	Chosen supplier to have EMS or similar measures in place	2019 239.200 printed report pages, 6.169 EUR	31.12.2020
	Integrate environmental requirements and criteria into a new tender on provision of office supplies and consumables (coffee, tea, biscuits) and select accordingly	Purchase criteria (eco labels/recycled content) incorporated into EP04 on Sustainable Procurement. Chosen supplier to have EMS or similar measures in place	2018: EMS or similar not included in the criteria	30.04.2021
	Integrate environmental requirements and criteria into a new tender on catering services and select accordingly	Chosen supplier to have EMS or similar measures in place	2018: EMS or similar not included in the criteria	31.06.2021

## Encourage, train and involve staff to achieve these goals





Target	Action	Indicator / Deliverable	Baseline	Due date
Internal audit training for environmental managers	Acquire qualifications to carry out internal audits in house, purchase the ISO standards	Trainings completed, certificate acquired	2019: no environmental training offered	01.10.2020


## 5.2. Actions to be completed by 30 December 2021


The Secretariat managed to complete a number of actions prior to their set due date. As of 30 June 2021, solely 12 out of the 38 actions had the project status *planned* or *in progress*. Long-term


data collection is characteristic to this group of actions. In case of key targets, such as reduction of emissions or/and heating costs, the action is set to continue. Alternatively, a slightly different follow-up measure will be included in the 2022 Environmental Programme.

<b>Reduce carbon dioxide emissions and apply green event principles</b> 				
Target	Action	Indicator / Deliverable	Baseline	Due date
10% reduction of emissions resulting from staff flights	Encourage staff members to participate to events remotely, if possible. Cluster traveling to Contracting Parties into annual missions. Promote the use of trains. Document in EP-03 on Green Travelling.	Collect the data of booked flights and corresponding CO <sub>2</sub> ; annual CO <sub>2</sub> should be reduced to at least 240.170 kg by 12/2021.	2019: 1.133 million km, CO <sub>2</sub> 266.856 kg	31.12.2021
20% increase in virtual meetings to reduce emissions resulting from travelling to/from ECS events	Write a Procedure that institutionalizes hybrid meetings in ECS event management	Establish records and keep track of the modus of meeting participation (virtual / hybrid / face to face)	2019: 100% face to face meetings, 1.747 participants, CO <sub>2</sub> 548.500 kg	31.12.2021
	Draft and layout a short green event guide for ECS event participants	Circulation/publishing of the guide	2019: no written down green event rules	31.09.2021

<b>Promote the efficient use of energy and reduce energy consumption at its premises</b> 				
Target	Action	Indicator / Deliverable	Baseline	Due date
Reduce energy consumption for heating, cooling and lighting at the Secretariat's two office floors	Monitoring radiator performance, reacting to irregularities and compiling records on humidity levels and room temperature	Monthly reports prepared and saved in EMS	2019: total consumption 129.795,19 kWh, 18.671,33 EUR	31.12.2021
	Follow-up on heating action: cooling optimisation, integration into the smart heating system. Collection of data in a pilot office room, followed by an offer request and implementation of best option energy saving measures	Programming and installation completed	5 <sup>th</sup> floor: 47 radiators 750 m <sup>2</sup> 6 <sup>th</sup> floor: 22 radiators 576 m <sup>2</sup>	31.12.2021
	Replacement of office fluorescent tubes with LED	Disposal of old tubes and monitoring of savings	2019: No LED tubes in place	31.12.2021

<b>Reduce material consumption and achieve sustainable waste management</b> 				
Target	Action	Indicator / Deliverable	Baseline	Due date
Reduce consumption of purchased mineral water bottles	Purchase for staff easily washable water carafes (total 20) to reduce the usage of purchased mineral water. Awareness raising, include in staff training agenda	Keep records of the purchased quantities.	2019: 8.640 0,331 bottles, 3.065,5 EUR	31.12.2021
Reduce printing paper consumption / purchases	Awareness raising: include in staff training agenda. Know what's in stock, create a purchase plan	Successfully conducted information session (part of the general staff training), keep purchase records	121.250 sheets purchased in 2019	31.12.2021

<b>Apply environmental criteria in its procurement</b> 				
Target	Action	Indicator / Deliverable	Baseline	Due date
Ensure that Secretariat's procurement and purchase procedures for the actions listed will include environmental requirements in the selection/ award criteria	Research and integrate environmental requirements and criteria into new tender for IT service company and select accordingly	A new SLA with green IT criteria / standards signed	SLA contract 2019: 0% green IT criteria /standards	31.12.2021
Secretariat's admin staff listed in the EP04 undergoes Green Public Procurement (GPP) training	Organize a series of trainings, coordinate agenda and objectives	Training(s) completed	2019: no environmental training offered	31.12.2021

<b>Encourage, train and involve staff to achieve these goals</b> 				
Target	Action	Indicator / Deliverable	Baseline	Due date
EMAS training for entire staff	Raise awareness, share the info on targets and activities	Training completed	2019: no environmental training offered	31.01.2021



## 6. ENVIRONMENTAL PERFORMANCE

This section outlines the Secretariat's environmental performance in 2020 and provides the first outlook for its future actions. The Secretariat's first Environmental Programme covers the time-period from mid-2020 to end-2021, which was initially largely devoted to preparatory activities. Whilst the Secretariat focused on the creation of baselines and drafting of internal rules in 2020, the implementation of the rules set and their verification has followed in 2021. In some cases, the effectiveness of a given measure and possible performance improvement can first be reported in the Secretariat's 2022 statement.

A complete switch to more **efficient LED** lighting – using solely LED bulbs and LED tubes

Entirely **CO<sub>2</sub>-free** electricity supplier: electricity generated from **100% renewable** sources

**>90%** of radiators equipped with new smart heating system - expecting **30% annual reduction** in heating

New, **EMS certified** service suppliers in printing, cleaning, office supplies and catering

**10** times less printed report pages, using **100% recycled** paper

### Secretariat's EMAS environmental performance indicators 2017-2020

Reference Values		2017	2018	2019	2020
Total staff members	persons	41	43	40	37
Office space 5 <sup>th</sup> and 6 <sup>th</sup> floor	m <sup>2</sup>	1.325,94	1.325,94	1.325,94	1.325,94
Working days (Austria)		247	247	248	250
Energy efficiency (office)		2017	2018	2019	2020
District heat consumption	kWh	135.583	146.228	129.795	-
	kWh / m <sup>2</sup> per year	102	110	98	-
	kWh / heating degree day	55,8	61,6	60,5	-
Electricity consumption	kWh	39.773	46.705	45.867	44.129
	kWh / person / year	962	1.088	1.152	1.179
	kWh / m <sup>2</sup> / year	30,0	35,2	34,6	33,3
Total energy consumption	kWh	175.356	192.933	175.662	-
	kWh / person / year	4.243	4.495	4.410	-
	kWh / m <sup>2</sup> / year	132	146	132	-
Total renewable energy consumption	kWh	50.980	57.269	53.479	-
Total renewable energy generation	kWh	0	0	0	0
Material efficiency		2017	2018	2019	2020
Purchased office paper	sheets	220.500	178.000	121.250	152.500
	sheets / person / year	5.335	4.147	3.044	4.075
Printed report pages	pages	613200	1721600	239200	22300
	pages / person / year	14.837	40.112	6.006	596
Share of events with catering	%	57%	59%	59%	5,7%
Water use		n.q.	n.q.	n.q.	n.q.
Waste		2017	2018	2019	2020
Non-hazardous waste*	kg	n.a	n.a	n.a	1.134,3
Glass	kg				85,0
Paper	kg				488,8
Plastic	kg				573,8
Residual	kg				474,7
Hazardous waste	kg	n.q.	n.q.	n.q.	n.q.
GHG emissions (office and travel)		2017	2018	2019	2020
Staff travel	kg CO <sub>2</sub> equ	260.825	297.207	273.426	50.522
Total GHG emissions	kg CO <sub>2</sub> equ	268.946	306.483	281.797	50.522
	kg CO <sub>2</sub> equ per person per year	6.507	7.141	7.075	1.350
Other air emissions (office)					
NO <sub>x</sub>	kg	61	66	59	-
	kg per person per year	1,48	1,55	1,49	-
SO <sub>2</sub>	kg	87	94	84	-
	kg per person per year	2,10	2,19	2,11	-
PM	kg	29	31	28	-
	kg per person per year	0,70	0,73	0,69	-
Land use / Biodiversity		n.a.	n.a.	n.a.	n.a.
Reference Values					
Total	persons	41,33	42,92	39,83	37,42
Office space 5 <sup>th</sup> and 6 <sup>th</sup> floor	m <sup>2</sup>	1.326	1.326	1.326	1.326

\* data covers fourth quarter of 2020

## 6.1. Travel and GHG Emissions

Professional travel, conducted overwhelmingly by airplane, is undoubtedly the most significant adverse environmental aspect related to the Secretariat's activities. With the regular travel to the Contracting Parties, the experts support the stakeholder's efforts in implementing the Treaty. Taking part in the events that the Secretariat organizes in the region is the second most common reason behind the staff's travelling.

At the same time, staff travel is greatly outweighed by the travelling conducted by its stakeholders. In order to quantify the impact of this indirect aspect, the Secretariat estimated the kilometers flown due to its events in 2019. Knowing the participant's country of origin, the event location and the total number of participants per event, participation to the Secretariat's events resulted in roughly 2.6 million kilometers and in approximately 601,584 tonnes of CO<sub>2</sub> emissions in 2019.

The numerous office supply deliveries, together with the staff commuting to the premises, also contribute to the Secretariat's carbon footprint, as an indirect environmental aspect.

### 6.1.1. Actions and performance

The Secretariat's decision to change its electricity supplier accounts for one of its key Environmental Programme actions in 2020. The new, entirely CO<sub>2</sub>-free supplier, *easy green energy GmbH & Co KG*, provides electricity generated from 100% renewable sources and is backed by guarantees of origin.

In spring 2020, the Secretariat conducted a mobility survey to gather information about the staff's business travel habits, distance between home and office, prime means of transport when commuting and applicability of teleworking rules. The survey resulted in the following findings:

- **Business travel:** 62% of the ECS staff travels by airplane only. 76% of staff travelling assessed that the amount of their personal travelling as suited, or justified, for the purpose. Whilst 57% think the number of flights could be decreased,

video conferencing is seen as the best way to remedy.

- **Office commute:** 76% of the ECS staff needs roughly 30 minutes for commuting between home and office. For 86%, the distance amounts to maximum 5 kilometers. Whilst public transportation is the most common means of transport, some walk (28%), or bicycle (10%) or combine the three. Solely two out of the 21 respondents use a car on a regular basis, but always in combination with public transport.
- **Rules on working from home:** The staff does not use the maximum amount of hours (3 days/month). Several propose a change, e.g. waiving the necessity to provide a reason for working from home.

To conclude, the survey re-confirmed the significant adverse environmental impact of staff travel. The 2020 - 2021 Environmental Programme subsequently contained three actions on travelling. Due to its marginal impact, no action on commuting / home office was included into the present programme.

Parallel to its efforts to set the EMS in place, the Covid-19 crises put a complete halt to the Secretariat's event management and travelling. As the virus continued to spread, holding virtual events was the only option left.

As part of the drafting of its EMS rules, the Secretariat revised its travel rules to incorporate sustainable travel principles. The rules promote video conferencing as an alternative to business travel and prioritize travelling by train whenever possible. Most importantly, the principle of hybrid was introduced into its event management. In 2021, the Secretariat wants to be in a position to offer virtual participation at all of its events (*see also section 6.5*). To communicate these important issues, the set of new rules was presented to the staff in a separate training in May 2021.

In order to reduce the number of its office supply deliveries, the Secretariat decided to conduct a tender and to grant the chosen service supplier a three-year framework agreement. In parallel, it did an inventory of its office supplies and established categories and records of its past purchases. With

the framework agreement in place, the Secretariat plans to purchase office supplies once a quarter, strictly in accordance to its purchase plan.



Unpacking the first big office supply delivery, 16 June 2021

Considering more than 70 office supply deliveries in 2019, the expected improvement in performance is evident. Having the new supplier's warehouse just at the outskirts of Vienna, the greater closeness, together with a drastic drop in delivery frequency, will reduce the delivery kilometers by 20 times in 2021. The 2022 Statement will present detailed calculations on the achieved emission reductions.

Having established its own internal green travel rules, the Secretariat intends to look into event participant reimbursement rules. The EMAS team will also examine if the staff's own reimbursement rules could be revised to further enhance sustainable travelling.

## 6.2. Energy Consumption

To support its business activities, the Secretariat depends on two principal energy sources:

- **Purchased electricity:** provides the requisite power for all onsite lighting, IT equipment, server rooms, heating and cooling, kitchen and other electrical equipment.
- **Heating:** the entire building is supplied by district heating, heat supply is provided by *Wien Energie/Fernwärme Wien*.

The invoice for heat consumption of the entire building located at Am Hof 4 is split between the different tenants based on radiator meter readings. As part of the facility management's annual invoicing, the Secretariat is provided with consumption data per radiator for both of its office floors. The metering data is usually collected in March each year.



Wien Energie waste incineration plant is an iconic landmark (energy produced 50% from biogenic/renewables, supplies electricity to 50,000 and heat to every third Viennese household).

The 5<sup>th</sup> and 6<sup>th</sup> floors are connected to the central air conditioning system with indoor units mounted on the wall or ceiling. It is a chilled water system, maintained by *BIG*. A separate air conditioner, which is not connected to the central system (filled with 1.5 kg R410 as cooling agent), was installed on the 5<sup>th</sup> floor server room in 2010. Working constantly at 20°C degree, an external provider is responsible for the maintenance of the device. The two other IT rooms, located on the 6<sup>th</sup> floor, are connected to the central cooling system.

As regards the Secretariat's IT hardware, the following energy saving settings are in place:

- Printers: Sleep 15 min / Auto off 30 min
- Screens: Standby 10 min
- Laptops: On battery screen 5 min / Standby 15 min / Plugged in screen 10 min / No standby
- Desktop PCs: No standby

### 6.2.1. Actions and performance

In order to control the heat consumption per radiator, the Secretariat, with the support of its service supplier, labelled all its radiators and thereby created a radiator map for its two floors. As a next step, it set rules for optimal heating in the office rooms

and secondary office space, such as corridors, toilets and storage rooms. In order to implement the heating rules (min/max/optimal temperatures), the Secretariat replaced old heating thermostats with a new smart heating system. On this occasion also wall thermostats with humidity sensors were installed.

With the new smart heating system, the Secretariat can expect annually a reduction of up to 30% in its heating consumption. This suggests a less than three year's payback period for the entire investment.

All thermostats are set on automatic mode, resulting in optimal temperatures during working hours (21°C) and lower temperatures during the night and on weekends. The room temperature and humidity level can now be monitored and controlled centrally via the internet or individually by an app installed on a staff member's mobile phones. The smart heating system was installed in April 2021, accompanied with circulation of visual instructions available via the mobile app and/or the website. During the heating season, the Secretariat will regularly monitor the performance and compile monthly reports on the performance of the system (temperature, humidity level, optimal use, etc.).

In order to improve its energy efficiency, the Secretariat switched completely to more efficient LED lighting. It replaced and installed LED bulbs for its office desk lamps in November 2020. New, more energy efficient LED tubes replaced all the 5<sup>th</sup> floor

fluorescent tubes in May 2021. Based on the payback period and lifespan calculations, the Secretariat expects the annual energy savings to be greater than the initial investment costs after one year and 10 months.

### Energy savings resulting from LED tubes replacement

LED tubes 60cm (pieces)	62
LED tubes 150cm (pieces)	103
Price of electricity (EUR)	0,2
Estimated average working hours of LED (h)	5
Consumption per year OLD (KWh)	9217,0
Annual costs OLD (EUR)	1845,0
Consumption per year NEW (KWh)	3724,5
Annual costs NEW (EUR)	745,6
Annual savings (KWh)	5492,5
Annual savings (EUR)	1099,6
Investment costs of new LED tubes (EUR)	2000
<b>Payback period (years)</b>	<b>1,82 (~1y10m)</b>
<b>Addition savings due to 3x greater lifespan (EUR)</b>	<b>716,3</b>

Detailed energy savings data, resulting from these two measures, will be presented in the Secretariat's 2022 Statement.

As follow-up to the smart heating project, one office room was equipped with measuring tools to collect further data, particularly on cooling and lighting. This data will help the Secretariat in finding the best option in bringing cooling, lighting, and IT equipment together into an integrated smart-office system for optimization of energy consumption. As part of the planned IT Service Level Agreement (SLA) tender, the Secretariat will also examine the best ways to improve energy efficiency in its server rooms. It intends to include the implementation of the chosen concept into its 2022 Environmental Programme.

### 6.3. Water Consumption

As regards water consumption, the facility management company, *ARE*, applies square meters per tenant as the basis for consumption calculations. The Secretariat knows its overall water consumption

costs, but the annual utility invoicing does not disclose the actual consumption volume. Evidently, the water supplier invoices the consumption at office building level.

#### 6.3.1. Actions and performance

To raise awareness, tips on how to reduce water usage especially in the sanitary facilities were included into the new EMS Green Office Practice Procedure. They were introduced at the staff training on 19 February 2021.

The Secretariat also searched for best faucet aerator options in order to reduce the water inflow of its water taps. Pursuant to its Environmental Programme, the Secretariat purchased saving sets and had the aerators installed in May 2021.

According to the product specifications, the aerators are to reduce the inflow of water on average by 60%. The 2022 Statement will present details on the achieved water consumption cost reductions.



## 6.4. Waste

The Secretariat's waste management policy (*Abfallwirtschaftskonzept*) is described in detail in the relevant E103 Environmental Instruction on Waste. The policy covers both office floors and is jointly implemented by staff and the cleaning company.

There is no hazardous waste produced or handled at the Secretariat's premises.

The Am Hof 4 building has a shared waste collection room for its tenants in the basement of the building. Solely separation of paper is offered. As no extra containers for glass, plastic or metal are available at the premises, the cleaning company is obliged to carry this type of waste to the publicly available collection point located in the vicinity of the Secretariat's premises.

### 6.4.1. Actions and performance

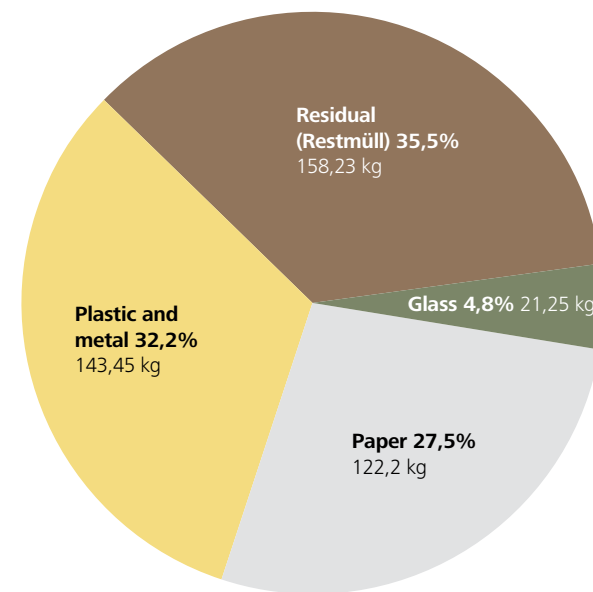
The Secretariat tendered its cleaning services anew in spring 2020. In July 2020, the staff was informed about the new cleaning company and the commitment to begin with waste separation. Prior to the official approval of the rules, the EMAS team held a special waste separation training to the staff.

All staff members have two separate waste bins at their disposal. This allows the separation of paper from residual waste. The cleaning company disposes the paper and residual waste.

The new contract obliges the cleaning company to separate paper, glass and plastic and to keep records of the separated waste. For this purpose, the Secretariat purchased four new waste bins (two for glass and two for plastic) and placed them in the 5<sup>th</sup> and 6<sup>th</sup> floor kitchens. The cleaning company disposes the separated glass and plastic waste once a week at a waste collection point located 200 meter from Am Hof 4.

Parallel to the entry into force of the contract, separation and measuring of waste started in September 2020. The table below displays the average monthly amount of waste produced in the four applicable categories for the fourth quarter of 2020:

**Average monthly quantities of separated waste**  
September - December 2020



There is a collection point for batteries and toners established in the 6<sup>th</sup> floor. The Secretariat formulated a separate instruction on the disposal of its IT and office supplies. It is already a tradition to conduct internal auctions and to prolong thereby the lifetime of written off IT and office supplies items. Items, that are not successfully auctioned, are brought to the City of Vienna recycling station.

The Secretariat intends to require an IT disposal concept in its upcoming tender on an IT service level agreement. As regards its disposal instruction, the scope of the applicable product categories will be subject to continuous revision and expansion.

## 6.5. Material Consumption and Sustainable Procurement

To support its business activities, the Secretariat purchases and consumes a vast amount of office supplies, IT hardware, paper and food and beverages. Diverse external service suppliers, in areas such as IT, travel, website, cleaning and catering, support the Secretariat in its daily operations. Whilst material consumption not only depletes natural resources, it also results in CO<sub>2</sub> emissions per each delivery kilometer. We obviously cannot stop our purchases entirely, but with better planning and

increased awareness, it is possible to opt for greener alternatives, local service providers and longer purchase intervals.

### 6.5.1. Actions and performance

Building on its environmental aspect and impact assessment findings, the significance of procurement is uncontested. To reflect its importance, the Secretariat's 2020 - 2021 Environmental Programme comprises a number of actions aiming to integrate environmental requirements in its procurement and purchasing practices. When considering the seven Policy objectives, the number of actions dedicated to procurement overrules the rest (nine out of a total of 38 actions).

To establish a framework, the Secretariat drafted a Sustainable Procurement Procedure (EP04). The procedure will be regularly updated whenever a new sustainable purchase criterion is to be incorporated. The director approved and signed the procedure on 8 March 2021, together with the rest of the EMS documentation.

The Secretariat concluded a new service level agreement on travel management in April 2020. The availability of sustainable measures, such as calculation of CO<sub>2</sub> emissions per flight, possibility to offset emissions and above all a proof of the service provider's own sustainability policy, were taken into account when assessing the received offers.

Moreover, a proof of an environmental management system was defined as a requirement for companies participating in the cleaning tender. In addition to waste separation, the new contract obliges the cleaning company to solely use environmentally friendly cleaning agents, soap, toilet and sanitary paper. With the entry into force of the contract, the service provider submitted product specifications on all the cleaning agents it uses. In order to reduce the consumption of soap, the Secretariat changed the soap dispensers in its sanitary facilities in May 2021. The dispensers are now filled with foam soap. Due to its different consistency, the usage of foam soap is to reduce consumption by 50% on average.

The Secretariat also succeeded in contracting a service provider with an environmental certification for its printing services. With the new printing framework agreement, the service provider is always required to offer printing on recycled paper. For the first time, the Secretariat's annual implementation report was printed on recycled paper and the number of paper copies was reduced to 100 in comparison to 600 copies in 2019. All in all, the number of printed pages per staff member was reduced by ten times in 2020 (6.006 pages in 2019 versus 596 pages in 2020).

### Reduction of number of printed pages 2018 - 2020

	2018				2019				2020			
	No. copies	No. pages	Re-cycled	EUR	No. copies	No. pages	Re-cycled	EUR	No. copies	No. pages	Re-cycled	EUR
	1600	1076	0	14.113	800	299	0	6169	100	223	20600	1661
<b>Pages printed</b>	<b>1.721.600</b>				<b>239.200</b>				<b>20.600</b>			
<b>Recycled paper (%)</b>	0%				0%				100%			

As regards in-house printing/copying, the Secretariat took the decision to purchase 100% recycled copy/print paper in July 2020. As it had purchased large amounts of paper at the beginning of 2020, the Secretariat now has large stocks of two types of printing paper. Whilst there was an increase of number of sheets per staff member in 2020, the volume of paper purchases is expected to go down in 2021 as the Secretariat exhausts its print paper stocks.

Presently the Secretariat is in the process of completing its catering services tender. Building on its prior research, a certified environmental management system and Vienna based operation were included into the procurement criteria. When assessing the offers, the service provider's waste management concept and the weight given to organic food was examined.

Later in 2021, the Secretariat will tender its IT service level agreement. Also with this tender, the most suited sustainable criteria will be included in the procurement criteria.

To establish a centralised office supply purchase plan, the Secretariat compiled the purchasing data and took stock of its purchases in 2019. In parallel, it created a list of key office supply categories and identified the most suited sustainable purchase criterion. Depending on the product category, the criterion differs from energy efficiency labelling, share of recyclable materials, to organic food and beverages. As the next step, the Secretariat concluded a tender for an office supply service provider in April 2021. Environmental requirements, such as proof of environmental certification or standards, positioning on-line and availability of sustainable alternatives in the overall assortment, had a decisive weight in the assessment criteria.

In addition to tap water, the staff had three hot/cold water dispensers at their disposal. The Secretariat decided to stop purchasing bottled water for the hot/cold water dispensers in July 2020. This way it avoided the consumption of roughly 900 liter of purchased water (purchase volume in 2019). Over the summer 2021, the Secretariat will purchase 20 additional water carafes, aiming to motivate the

staff to consume more tap water as an alternative to purchased sparkling water bottles.

In order to know better the various aspects of sustainable procurement, the Environmental Programme 2020 - 2021 had an action on internal training. In line with the agreed approach, the Procurement Officer first provided a lecture on the principles, followed by a series of tender specific lectures. The first lecture for the admin team took place in March 2021.

After having set the framework in place, the Secretariat now intends to write a short summary of its sustainable procurement principles and to circulate it to its service providers. This soft measure aims to increase awareness and to trigger engagement.

## 6.6. Sustainable Event Management

In 2019, the Secretariat hosted close to 100 events at its premises in Vienna (78 featured in its online event calendar). There were roughly 20 additional events held in Contracting Party and/or partner countries.

As most of the meetings are organised as whole day events, the Secretariat provided a light lunch and one or two coffee breaks to its participants. In case of a large-scale meeting, it usually outsourced the waiter services. Occasionally, it hired interpretation and/or external conference audio equipment and services.

### 6.6.1. Actions and performance

As one of the first measures to reduce the environmental impact of its events, the Secretariat began to limit the amount of meeting agenda printouts and the distribution of gadgets and giveaways. In addition, plastic name badges were replaced with stickers already three years ago. If a giveaway was needed, the search, as a rule, started with sustainable alternatives.

In March 2020, the Secretariat switched to holding virtual meetings. The Covid-19 crises helped

to institutionalise teleconferencing. The changed approach is now documented in the new Green Events Procedure (EP05).

Instead of a whole day face-to-face event, there is now a tendency to offer a series of one-hour

webinars. This explains the increase in the number of total events and the rocketing number of participants in 2020 (close to 100% increase). With the number of participants overtaking that of 2020 already in mid-2021 (over 5.000), this could be a long-lasting trend.

## Secretariat's event management in transition

	2017	2018	2019	2020
<b>events</b>				
total number of events	55	88	78	97
share of virtual events (%)	0%	0%	0%	<b>88,7%</b>
total number of participants	2000	2600	2750	<b>5139</b>
<b>catering</b>				
number of light lunch events	47	73	65	<b>11</b>
number of full catering events	8	15	13	<b>0</b>
share of catered events (%)	57%	59%	58%	<b>5.7%</b>

The conclusion being - virtual meetings did not result in a drop of interest. With participants from USA, Japan or Australia, the Secretariat was clearly able to expand its outreach. Its regular, 3<sup>rd</sup> SEE GAS Platform meeting attracted 327 participants in June 2021. This is four times more participants than the maximum number the Secretariat can accommodate at its Vienna premises.

With the approval of the Green Events Procedure (EP05) in March 2021, the Secretariat's event management concept builds on hybrid events. Parallel to on-site participation, all the events can be attended virtually. Faced with the new hybrid event requirements, the Secretariat evaluated its conference facilities and the possible need for an upgrade. The installation of new, supplementary equipment took place in June 2021. Similarly, event features on the Energy Community public website, together with the invitation mass mailing application, underwent small changes. A bigger web development project, that incorporates better a teleconferencing tool into the present event management setting, is planned for autumn 2021.

In light of the catering needs once physical events restart, the Secretariat recognises the importance of having a sustainable partner and has set the first steps in this direction (*see also section 6.5*).

Prior to the large-scale events in autumn, a green event guide will be published explaining the changed approach to its event participants. Here, issues such as the virtual participation option, green commuting to the Secretariat's premises, waste separation, changes in the publication policy or catering services will be highlighted.

Also, the issue of how to best manage hybrid events abroad is subject to internal discussions. There will evidently be a need for a green checklist. The checklist should make sure that the Secretariat's partners abroad fulfil certain sustainable criteria. As regards its 2022 Environmental Programme, the Secretariat envisages an action on establishing corporate rates with green hotel partners in Vienna. In the future, the Secretariat's list of hotel recommendations should ideally consist of green alternatives only.

# ERKLÄRUNG DES UMWELTGUTACHTERS ZU DEN BEGUTACHTUNGS- UND VALIDIERUNGSTÄTIGKEITEN

RK-013/2021 - EMAS

Der unterzeichnende EMAS-Umwelteinzelgutachter **DI Dr. Rudolf KANZIAN** mit der **Registrierungsnummer AT-V-0021** zugelassen für den **Bereich 99 (NACE-Code)** bestätigt folgende Begutachtung

## Energy Community Secretariat

### Standort

Am Hof 4, 1010 Wien

Die Organisation hat, wie in der **Umwelterklärung 2021** angegeben, alle **Anforderungen der Verordnung (EG) Nr. 1221/2009** des Europäischen Parlaments und des Rates vom 25. November 2009 **in der Fassung der Verordnung EU 2017/1505 und 2018/2026 über die freiwillige Teilnahme von Organisationen in einem Gemeinschaftssystem für Umweltmanagement und die Umweltbetriebsprüfung (EMAS) erfüllt.**

Mit der Unterzeichnung dieser Erklärung wird bestätigt, dass

- die Begutachtung und Validierung in voller Übereinstimmung mit den Anforderungen der Verordnung (EG) Nr. 1221/2009, 2017/1505 und 2018/2026 durchgeführt wurden,
- das Ergebnis der Begutachtung und Validierung bestätigt, dass keine Belege für die Nichteinhaltung der geltenden Umweltvorschriften vorliegen,
- die Daten und Angaben der Umwelterklärung der Organisation ein verlässliches, glaubhaftes und wahrheitsgetreues Bild sämtlicher Tätigkeiten der Organisation innerhalb des in der Umwelterklärung angegebenen Bereichs geben.

Diese Erklärung kann nicht mit einer EMAS-Registrierung gleichgesetzt werden. Die EMAS-Registrierung kann nur durch eine zuständige Stelle gemäß der Verordnung (EG) Nr. 1221/2009 erfolgen. Diese Erklärung darf nicht als eigenständige Grundlage für die Unterrichtung der Öffentlichkeit verwendet werden.



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