

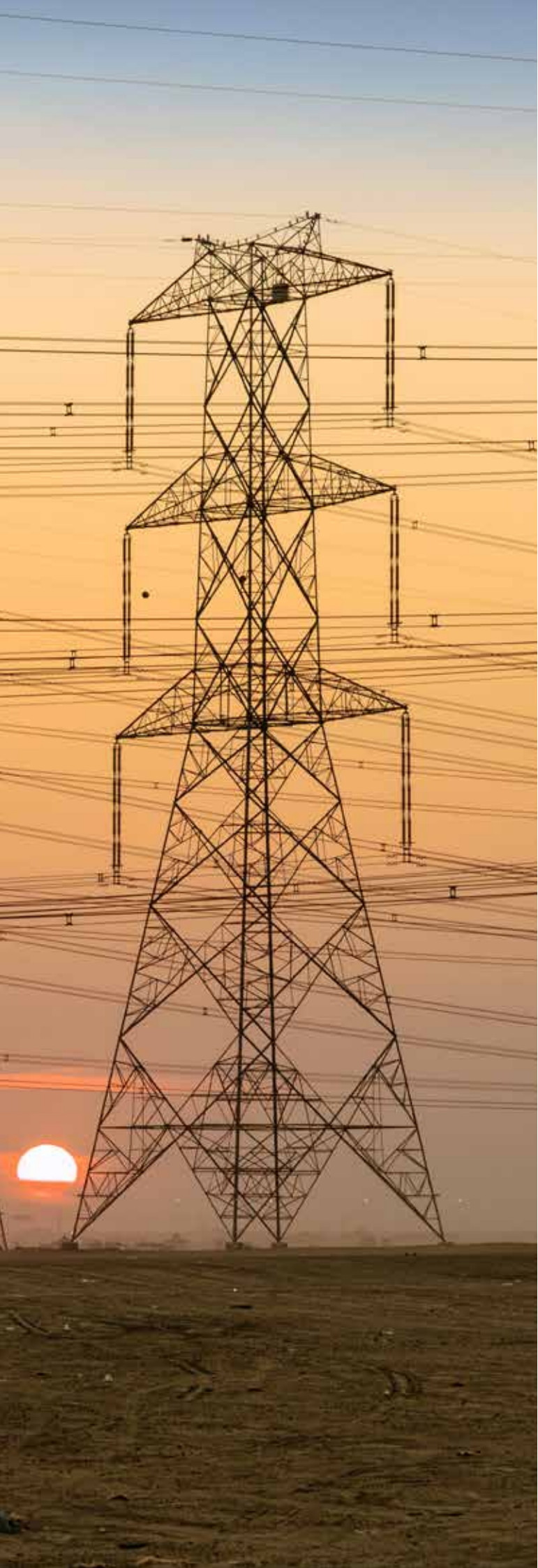


2023

Energy Community  
Secretariat

# Environmental Statement

1 September 2023



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# 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.



**EXTEND THE EU INTERNAL ENERGY MARKET RULES AND PRINCIPLES**

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:



## 1.2. The Energy Community Secretariat: establishment

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 ECS 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. The Secretariat must be impartial in the performance of its duties and it must 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 in August 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 international organisations.

## 1.3. The Energy Community Secretariat: staff and offices

On 31 December 2022, the Energy Community Secretariat (ECS) employed 33 permanent staff members stationed in Vienna, Austria. In addition to the permanent staff, the ECS regularly offers internship, secondment and fellowship opportunities. The work effort provided by the Secretariat's temporary staff amounted to 63 person-months in 2022.

Type of employment	Person-months <sup>1</sup>	Number of staff
Permanent staff	-	33
Temporary staff	63	5.25
Temporary contractors / service providers	55	4.58
<b>TOTAL</b>		<b>42.83</b>

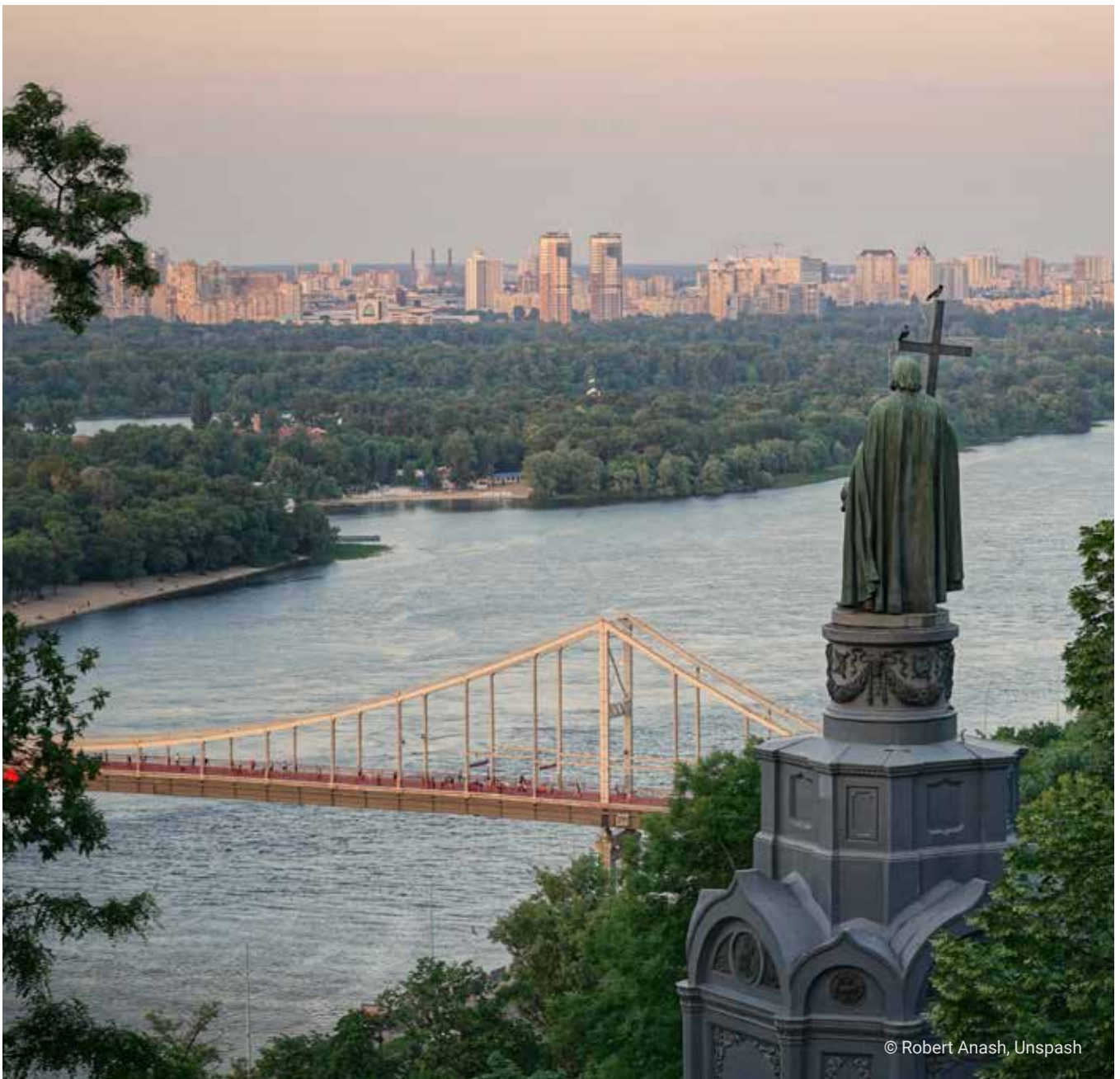


Due to the war in Ukraine, one of the Energy Community's Contracting Parties is facing an existential threat, its energy infrastructure is in critical condition and fuel supplies are at risk. The ECS, acting on a direct request from the Ministry of Energy of Ukraine for practical help, is engaging in supporting Ukraine to keep its energy system functional since March 2022. This decision gained unprecedented dynamics, shaping the Secretariat's operations as well as the number of temporary staff in the future.

The Secretariat initially contracted Ukrainian experts on a consultancy basis in order to contribute to the new Ukraine support activities. With the establishment of Ukraine Support Task Force and Ukraine Energy

Support Fund, some job profiles were transformed into permanent staff positions. Considering temporary contractors'/service providers' (55 person-months), the total number of Vienna-based staff amounted to 43 on 31 December 2022.

Besides its headquarters, the Secretariat operates three regional project offices in Kyiv, Chişinău and Tbilisi. Whilst the three regional project offices were established under the framework of the EU4Energy project (Phase I 2016-2020, Phase II 2021-2026), the team in Kyiv also contributes in the Ukraine support activities. The scope of the ECS's Environmental Management System applies to its headquarter and to events organised in Vienna.





2.



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# DESCRIPTION OF THE ENVIRONMENTAL MANAGEMENT SYSTEM

The Energy Community Secretariat (ECS) established its Environmental Management System (EMS) in 2020 – 2021. The ECS was validated under the EMAS scheme in July 2021. Its first Environmental Statement, presenting the Secretariat's environmental data and performance for the period 01-12/2020 – 01-06/2021, was published in August 2021.

Pursuant to Article 7 of Regulation (EC) 1221/2009 on the voluntary participation by organisations in EMAS, the Austrian ministry in charge granted the ECS small organisation status in 2022. This derogation obliges the ECS to compile and validate its environmental statement every second year. Thus, the present Environmental Statement

is the ECS's second one, presenting its environmental data and performance for the period 06/2021 – 01-06/2023.

Following the change of the ECS's director, the entire EMAS documentation was reviewed, revised and approved in the first half of 2023.

## 2.1. Context and purpose of the EMS

The ECS is committed to do its utmost to support the Contracting Parties in their transition to sustainable energy, in line with the numerous environmental and climate acts adopted by the Ministerial Council of the Energy Community. At the same time, the ECS's supporting role does not come without an adverse environmental impact, including a substantial carbon footprint.

Determined to follow the path of continuous environmental impact reduction, the ECS set up the EMS to better regulate its activities and processes. The Environmental Review helped the EMAS team in identifying and quantifying its most significant

environmental aspects and impacts. We have learnt from the following, numerous steps towards EMAS registration to value the systematic environmental review approach.

When comparing the two environmental programmes, the aim of the 2020 - 2021 programme was to set the EMS in place, while the 2022 - 2023 programme shifted focus to actions aiming to keep our EMS in good shape and to follow up on as many actions as possible. Equipped with the knowledge of what works and what needs to be improved, the 2022 - 2023 programme also incorporates the first corrective measures and takes aim on the improvement of related internal procedures.

With its wide range of activities varying from events, procurement to diverse communication tools, the ECS is in a unique position to influence a number of stakeholders. At the same time, being fully aware of the principle of leading by example, our focus was more centered on our internal activities prior to providing concrete recommendations to Contracting Parties and other stakeholders. The more our EMS matures, the greater the emphasis will be on actions sharing the Secretariat's EMAS story and on endeavours to change by example.

## 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 in Vienna.

### The EMS currently does not apply to:



The three offices located in Kyiv, Chişinău and Tbilisi;



Events organised by the Energy Community Secretariat outside Vienna.

Whenever feasible, the ECS applies its green event management measures also for events outside Vienna. For sake of completeness, the Secretariat collects and complies the EMAS related event data on all the events it organises (Vienna premises, in Vienna but outside the ECS's premises and abroad).

## 2.3. The Energy Community Secretariat: premises

The Energy Community Secretariat's premises is 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. (BIG)*. The Secretariat, together with the *Oesterreichische Kontrollbank AG (OeKB, 2<sup>nd</sup> and 3<sup>rd</sup> floors)*, are the biggest tenants in the building.



The building has an energy performance certificate ranking of level "D", with an annual heating consumption of 115 kWh/m<sup>2</sup> (2019). It is connected to the district heating system of the city of Vienna, the heat supply being provided by *Fernwärme Wien*. The building has three lifts, one of which is reserved for the exclusive usage of *OeKB*.

*Austrian Real Estate GmbH (ARE)*, a subsidiary of *BIG*, acts as the building's facility management company.

Split in two floors, the Secretariat's premises have a total working space of 1323 m<sup>2</sup>. Apart from individual offices, the two office floors comprise one conference room, three smaller meeting rooms, three kitchens, three IT / server / conference facility rooms and nine toilets. The majority of the staff works on the 5<sup>th</sup> floor (750 m<sup>2</sup>), while three of the four meeting rooms are located on the 6<sup>th</sup> floor (573 m<sup>2</sup>). Both floors underwent substantial refurbishment works in 2018, following the Austrian government's requirements for renovations of a listed building (*denkmalgeschütztes Gebäude*).

## 2.4. Environmental governance

When setting up the environmental management system, various new internal functions were determined and responsibilities defined. The EMAS team consists of:



Environmental Management Representative



Environmental Manager



Environmental Auditor



Environmental team members

Under the director's leadership, the EMAS team holds the main responsibility for the implementation of the system. With expertise in energy efficiency, environment,

law, procurement, event, facility and travel management, web design and communication, the team members bring in competencies in all EMAS core areas.

The Head of Administration and Finance acts as the Environmental Management Representative and oversees reporting to top management about the implementation of our EMS. The Environmental Management Representative, together with two other EMAS team members (one member responsible for events / facility management and one for procurement) joined the EMAS team in 2022.

The Environmental Auditor is a specially trained EMAS team member responsible for conducting annual internal audits. The Environmental Manager holds an environmental management internal auditor certificate, including ISO 14001:2015 lead implementer certification.

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, disposal, energy management or event management) are defined in the corresponding Environmental Procedures and Instructions.

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 regularly provides EMAS introduction trainings to the new staff and coordinates the ECS's internal and external communication on environmental management.

## 2.5. Legal requirements

The status of the ECS in Austrian legislation is determined by its Headquarters Agreement with the Government of Austria. The agreement between the Republic of Austria and the Energy Community regarding the seat of the Secretariat of the Energy Community entered into force in August 2007. With that, the Republic of Austria recognised the international juridical personality of the Energy Community 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 article provides that legal instruments issued by Austrian authorities may be served at the seat premises.

In its Environmental Policy (see section 3), the ECS 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 ECS'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 ECS compiled a register of the relevant legal regulations in relation to its operations. The ECS'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 ECS's compliance obligations periodically reviewed for updates. Moreover, the ECS fully acknowledges its obligation to timely reflect any substantial operational changes 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

During the certification process, the staff was regularly updated about the project milestones. Today, the Secretariat's internal EMAS communication builds on three measures:

- **'Introduction to EMAS' information sessions**

The EMAS information sessions target new comers and temporary staff who recently joined the ECS. Once a quarter, the Environmental Auditor (in charge of training sessions) receives a list of new, incoming staff members from human resources. The training sessions outline the EMAS principles, key measures in place and provide practical examples of how to contribute. The training records are part of the EMAS documented information.

- **EMAS messages based on Communication Plan**

In 2022, a new Environmental Procedure on communication was incorporated in the Secretariat's EMAS documented information. The new procedure determines what is communicated, how and when. The procedure is supplemented by a separate annual communication plan, stating the planned topic, timing and person in charge. The EMAS team commits itself to circulate a minimum of six messages each year. The records are part of the EMAS documented information.

- **Dedicated Environmental management subsection**

Parallel to the certification, a subsection dedicated to the Secretariat's environmental management was incorporated into the Energy Community's website. The focus is put on information which is particularly relevant to the Secretariat's staff and visitors to its premises. The Environmental Manager is responsible for regular updates.

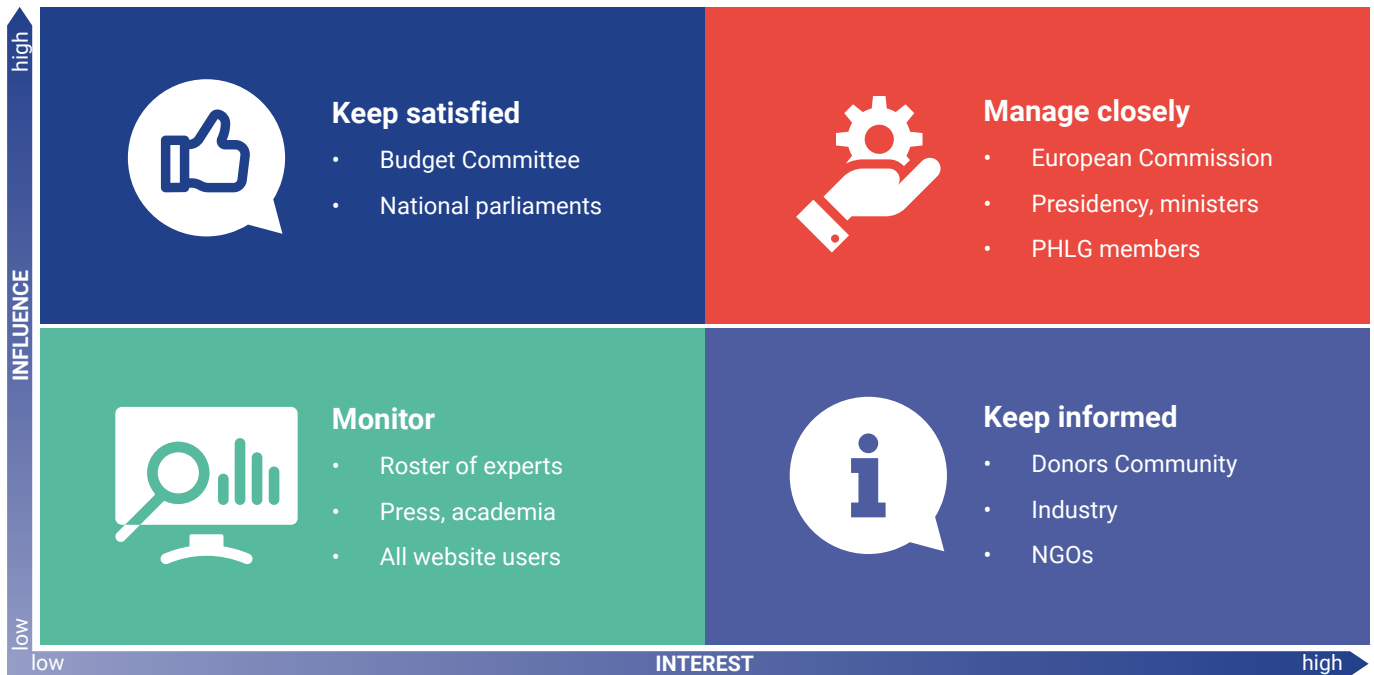
### 2.6.2. External communication

The ECS reviewed and discussed the stakeholder matrix at the management review meeting in May 2023.

As defined in section 2.2, the Secretariat's premises set the scope and boundaries for EMS. EMAS is understood as the Secretariat's internal affair, which is not to be mixed with the Energy Community green agenda about supporting the energy transition in the Contracting Parties. In December 2022, the Energy Community Ministerial Council adopted 2030 targets to reduce primary and final energy consumption, accelerate the uptake of renewables and reduce greenhouse gas emissions to achieve climate neutrality by 2050. Since the measures necessary to comply with these ambitious objectives present a number of synergies between the international organisation, the Energy Community and its Secretariat as well as its EMS, EMAS can be incorporated more actively in the activities of working groups and task forces dealing with sustainability issues.



# Energy Community Secretariat's Stakeholder Matrix



Status: June 2023

With its ongoing 2022 - 2023 environmental programme, the Secretariat took first steps to unlock this potential. Once identified as the most suitable platforms, EMAS and measures in place were briefly presented at Energy Efficiency Coordination Group and Environmental Task Force meetings in 2022-2023. With the corresponding experts responsible for these working groups also being members of our EMAS team, hands-on experience about the implementation of the measures was shared as well. In October 2023, the ECS will present information about its EMAS activities at the Just Transition Forum, the largest, public event covering the Energy Community's sustainability portfolio.

In June 2023, the ECS took part in an EU-wide EMAS#hero social media campaign. The ECS's campaign contribution consisted of four tweets throughout the week when the campaign was running, featuring three infographics (for energy efficiency, green events and green procurement) and a video made by staff members. The release of the video 'One Day at the Secretariat's Premises'<sup>2</sup> resulted in record high EMAS page views on our website on 9 June 2023. The video and the infographics are featured on the dedicated environmental management subsection<sup>3</sup>.

The dedicated environmental management subsection of the website is the ECS's key EMAS external communication tool. The Energy Community website has, in general, a strong, continuous upward trend in page views. Albeit not among the top page rankings, the EMAS pages kept up with the trend, attracting three times more page views in the first half of 2023 than in the second half of 2022.

Depending on areas of work, roughly 2000 users subscribe for the ECS's news items. The Secretariat has so far posted two news items on EMAS (2021: first policy, certification). Analogue to the approach, there will be a news item to mark the re-certification and the publication of the verified and laid out statement in the 4<sup>th</sup> quarter of 2023.

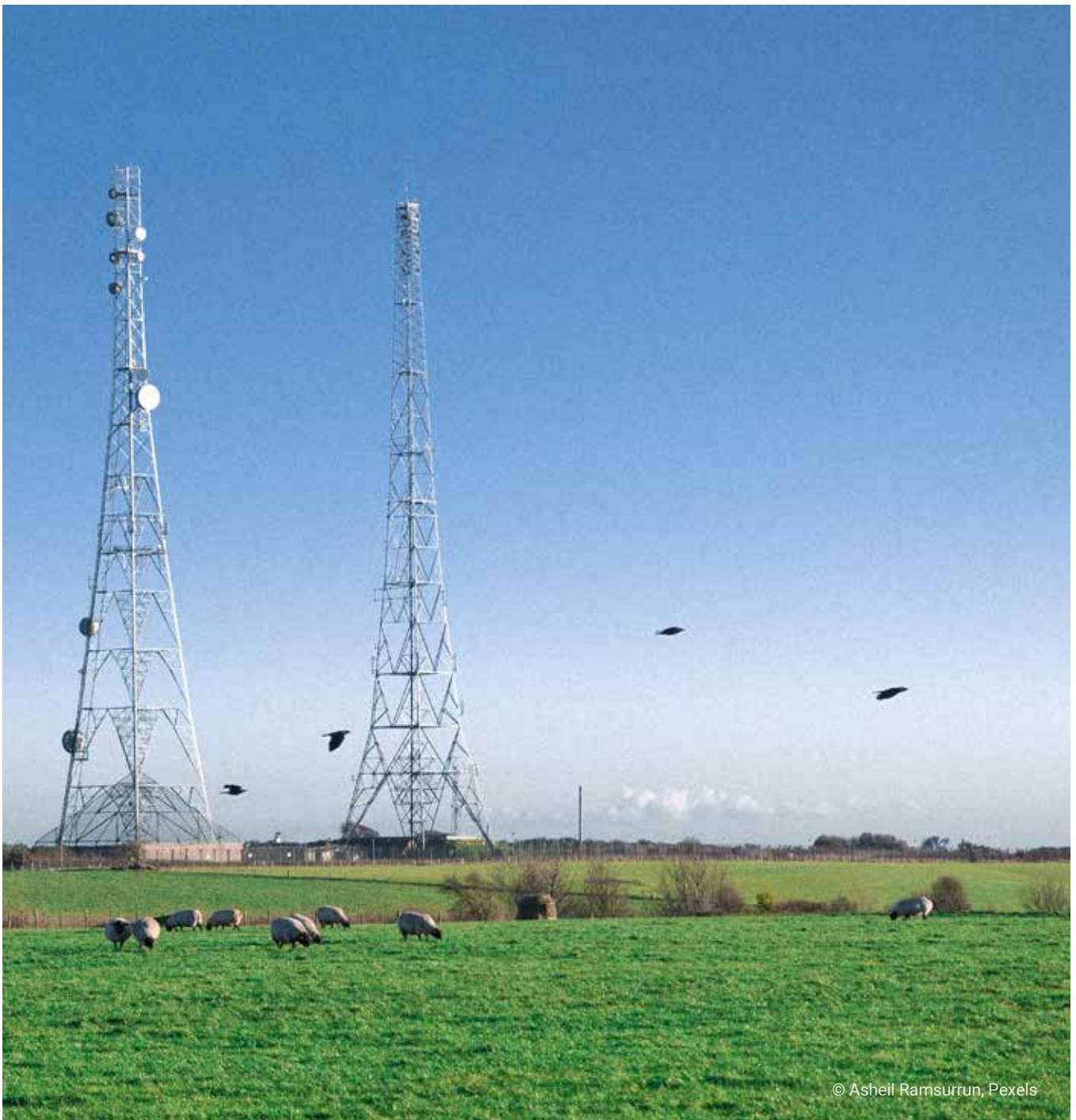
The Secretariat uses online mailings for sending out its event invitations. In case of an onsite or hybrid event at its premises, the invitation mailing refers to EMAS and urges event participants to book a room from the Secretariat's list of sustainable hotels. The list features certified Viennese hotels (or, hotels with sustainability policies) easily reachable with public transportation. The green hotel sentence in the event invitations was introduced in the 4<sup>th</sup> quarter of 2022 in line with our event management procedure.

<sup>2</sup> <https://drive.google.com/file/d/1IvyjsH4ndpVM1BeHC7WblUhqjXvsiR4l/view?pli=1>  
<sup>3</sup> <https://www.energy-community.org/aboutus/secretariat/EMAS.html>

The Annual Implementation Report, the ECS's flagship publication, incorporates the Annual Report on the Energy Community's activities as an annex. In 2021, the Annual Report included a paragraph on the ECS's EMAS certification. The same approach will apply in 2023. The Implementation Report is published shortly before the annual Ministerial Council, which always takes place towards the end of the year (in 2023, on 14 December). Additionally to the option to download the report, paper copies are to be disseminated to the ministries, parliaments, the European Commission and other key

stakeholders. In line with our EMS, printed copies (using recycled paper) are limited to the minimum required and are done by an EMAS-certified printing company.

Parallel to EMAS certification, the ECS introduced sustainable procurement principles. As a rule, the ECS tender documents entail a dedicated subsection explaining the commitments and measures set in place under EMAS. When applicable, the potential service provider is requested to describe its environmental management system or standards.





3.



# ENVIRONMENTAL POLICY

The Energy Community Secretariat is an international institution under the Energy Community Treaty. In view of that Treaty and the organisation's commitment towards sustainable generation and use of energy, the Energy Community Secretariat has a duty to protect the environment in which it operates. The Energy Community Secretariat understands the need to control the adverse environmental impacts associated with its activities and has to that end adopted an environmental management system (EMS) as a tool to implement a formal system for managing those impacts.

## The Energy Community Secretariat fully commits to:

### PROTECT THE ENVIRONMENT

and reduce its carbon footprint



Comply with the

### ENVIRONMENTAL COMPLIANCE OBLIGATIONS OF ITS HOST COUNTRY

the life cycle perspective principle and other self-imposed environment rules



### Continuously improve its ENVIRONMENTAL PERFORMANCE



Seek to instigate an

### ENVIRONMENTALLY RESPONSIBLE ATTITUDE AND BEHAVIOR

amongst its staff, contractors and suppliers



### INFLUENCE, MOTIVATE AND HELP

its stakeholders to achieve better environmental performance

## The Secretariat prioritized four focus areas and undertakes programmes on:

lowering emissions



reduction of energy and materials consumption



minimization of waste and eco-friendly disposal



sustainable procurement of goods and services

This EMAS Environmental Policy is the framework for action and sets strategic environmental objectives and targets for the Secretariat's activities. The EMAS team will monitor and review the intended outcomes and annually report about the Secretariat's environmental performance. The Secretariat publishes this Policy on its website and communicates it to its stakeholders, suppliers and contractors, and to other interested parties. Our staff is made aware of our commitments and the contents of this Policy. The Policy is fully supported by its director and will be updated as appropriate.

The ECS published its first Environmental Policy in July 2020. The Policy objectives form the basis for the ECS's environmental programme. An annual review of the Policy is an integral part of the ECS's EMS management review.

The last policy update took place on 28 November 2022. While the core objectives have remained unchanged, there is greater emphasis on communicating EMAS and

influencing, motivating and helping the ECS stakeholders to achieve better environmental performance.







# ENVIRONMENTAL ASPECTS AND IMPACTS

To be in a position to identify and quantify the ECS'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.

The aspects and impacts are subject to regular reviews. They are also tabled for discussion at the management review meetings. The fundamentals of the 2020

assessment are still fully valid. The EMAS team records no significant change in any of the aspects in 2023.

## 4.1. Terms and definitions

The ECS understands an environmental aspect as an element of its activities, products or services that interact with the environment, such as travelling, 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.

It is also important to consider whether the identified aspects are under direct or indirect control of the ECS. A direct aspect relates to business activities where the ECS has direct management control of the activity,

whereas indirect aspects are those that are managed by third parties. In such cases, the ECS may still influence the activity through engagement.

## 4.2. Assessment methodology

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.



**Size:** amount (based on existing data if available), number, frequency and reversibility of the aspect;



**Interested parties:** importance of the aspect for interested parties including the employees;



**Harmfulness:** potential harm to the environment considering the fragility of the local, regional or global environment;



**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).

The improvement potential for each environmental aspect was rated separately, ranging from A = high to D = low.

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





<sup>1</sup> **Transport**: Due their central importance in its daily operations, the Secretariat applies a weighting for indirect environmental aspects. In 2020 ECS had annually roughly 2000 participants attending its diverse events. The decision, how to participate, virtual versus onsite presence, bears a substantial (adverse vs. beneficial) impact.

<sup>2</sup> **Legal requirements**: 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.



## 4.3. Significant impacts and aspects



Secretariat's key environmental aspects and impacts				
Environmental aspect		Environmental impact		Activities
significant		<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). The ECS

address these aspects and activities particularly when identifying actions for its environmental programme.

## 4.4. Indirect aspects and impacts

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

- Adverse impact:**

Organisation of events, enabling the exchange of ideas and bringing people together stands at the core of the ECS's activities. In case of a whole day event, it often provides food and beverages to its participants. To facilitate the highest possible participation, the ECS reimburses the travel costs of its key stakeholders. In 2019, the ECS had 2750 participants attending its events in Vienna and in the region. This resulted in approx. 2.6 million flight kilometres.

- Beneficial impact:**

Due to its supporter and facilitator role, the ECS can 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.

With its hybrid events principle, the ECS provides its participants the choice whether to travel or not. The benefits of virtual participation option have proven to be twofold:

- less emitted CO<sub>2</sub>: the participant does not travel, their participation results in zero emitted CO<sub>2</sub>.
- greater number of participants: the number of registered users, including their geographical representation, has expanded. In the absence of in person meetings, people outside Europe show genuine interest in attending virtual ECS events.



5.

# PROGRAMME OBJECTIVES, TARGETS AND ACTIONS

As with the first programme, the objectives stated in the Environmental Policy constituted the starting point for the ECS's 2022-2023 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 (latest by December 2023). As regards the type of actions:

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



There are one-off actions that address a particular environmental impact, or, are formulated as a corrective measure of the management system.



The ECS's second programme also consists of recurring actions, that will continue being part of future programmes as well. These relate to actions on keeping records and compiling data necessary for the key performance indicators (KPIs).

## 5.1. Successfully completed actions

The tables below present successfully completed actions by 30 June 2023. Each Policy objective, together with the corresponding implementing action, is displayed in a separate table.



### Continuously improve our environmental performance (EMS system improvements)

Target	Action	Indicator / Deliverable	Baseline	Due date
Improve event management record keeping	Further develop magnolia CMS (online system for event registration) so that relevant performance data is collected automatically and shown in one place, thereby enabling more automatized reporting	Change request completed, revised EP05 and reporting template approved	No functional tracking in place (multiple sources, all manual compiled) 2022	31.03.2023
Maintaining Legal Register: examine, evaluate legal database options	Research best practices, diverse legal database options, propose/decide what suits the best for us. Determine how often we do the checks / who is in charge / how will we document. Document in the Manual	4.3 Compliance obligations section in Manual (what/how/when/who) updated and approved by the director	EM-2020 EMS Manual_r6 clean	31.08.2023



### Programmes on lowering emissions

Target	Action	Indicator / Deliverable	Baseline	Due date
Revise the Secretariat's list of hotel recommendation to include green hotels. Introduce the principle that if the ECS is requested to do a booking, it books a room only in a green hotel	1. Research green hotel options in Vienna and revise the list	New green Vienna hotels list of recommendation published/circulated	no green hotel list	31.10.2022
	2. Communicate the new list to the participants	Hybrid / onsite event invitations with a sentence prompting to book via ECS green hotel recommendations list		
To institutionalize hybrid events principle, establish system of records to calculate the not flown km / not emitted CO <sub>2</sub> by ECS participants	Research implementation options (compatibility, degree of automatisation). Discuss methodology. Propose options	Decision whether to conduct any on the proposed actions taken	no saved km / not emitted CO <sub>2</sub> records collection in place	30.04.2023
	Implement the proposed action, revise related EMAS documentation, start compiling the records	Documentation revised, new event records established.		30.06.2023





**Programmes on reduction of energy consumption**

Target	Action	Indicator / Deliverable	Baseline	Due date
Improve lighting installations to save electricity	Installation of automatic door closers for the 6 <sup>th</sup> floor toilets to avoid unnecessary automatic switching of light and heating losses	Automatic door closers installed	2021: 3 toilets without automatic door closers; risk for high energy consumption and reduced durability of LED lighting	18.10.2022
	Install automated lighting into the 2 storage cabinets in the 6 <sup>th</sup> floor	Installation completed	2021: not in place	31.05.2023
Increase energy efficiency (server room, kitchens, windows)	Increase energy efficiency in the office (server room, kitchens, windows)	Check the fitness of electric equipment in the 5 <sup>th</sup> floor kitchen. Propose a replacement if justified.	2021: no checks done	31.12.2022
		Check the fitness of electric equipment in the 6 <sup>th</sup> floor kitchens. Propose a replacement if justified. Checks done, proposals submitted, and replacements conducted. If a new product category, document in EP04		30.06.2023
	1. With guidance of external consultancy, research for options regarding the split A/C device in the server room on the 5 <sup>th</sup> floor 2. define pro & cons on replacing / improving / no action (an action recommended by the auditor) 3. decide on next steps (if any)	Recommendations submitted by the consultant, decision on next steps taken	2010: A separate A/C device works constantly to maintain 20C, it is >10years old and not connected to the central system (filled with 1.5kg R410 as cooling agent)	30.04.2022
	Replace the old A/C to a more energy efficient model, with no outdated cooling agent, and increase thereby the cooling temperature to 22°C	Replacement successfully completed	2021: no EE measures in place in the server room	31.12.2022
	Procure a service contract	Service contract in place		31.03.2023



### Programmes on reduction of energy consumption

Target	Action	Indicator / Deliverable	Baseline	Due date
Green Friends At Work - use of office plants to improve the office comfort and air quality 3. Create records to monitor humidity and comfort level	1. Research the positive effect of office plants (increased humidity / health/ comfort): how many plants do we need, what type to maximise the increase in comfort	Report and purchase proposal submitted. Purchase completed	2021: no measures in place	31.07.2022
	2. Conduct a survey: who is interested in plants 3. Report and propose suited plans 4. Purchase	Records set and running		31.03.2023



### Programmes on reduction of materials consumption, minimization of waste and eco-friendly disposal


Target	Action	Indicator / Deliverable	Baseline	Due date
To reduce catering needs, introduce a ceiling on the number of onsite events	Establish a baseline statement, document in relevant EP	Documented, communicated, records set and running	2022: no baseline set	30.06.2023
In order to reduce toner purchases, phase out some of the individual HP printers	1. Identify printers not in use / not needed 2. Search for suited companies to dispose 3. Report	Report submitted	2021: no disposal plan in place	31.10.2022
Increase the scope of disposed goods	Organise a proper light bulb / small IT hardware (mouse / charger / cables) collection/disposal box. Decide on the location and determine where / by whom / how often we dispose. Revise the EI on waste and/or dispose	The revision and approval of EI on waste and EI on disposal completed	2021: no organised disposal with rules and records in place	30.06.2023



### Instigation of an environmentally responsible attitude and behaviour amongst its staff, contractors and suppliers

Target	Action	Indicator / Deliverable	Baseline	Due date
Share EMAS best practice at selected ECS events	Identify ECS events in 2022 most suited for information sharing. Agree on the content to be presented, prepare a prototype slide(s). Keep records of the events where the slide(s) was presented	Information presented, agenda/presentation saved as records in EMS	2021: not in place	31.12.2023




 <b>Instigation of an environmentally responsible attitude and behaviour amongst its staff, contractors and suppliers</b>				
Target	Action	Indicator / Deliverable	Baseline	Due date
Raise the staff's commitment, awareness and competences through series of EMAS info messages and lectures	Create a communication plan for 2022, consisting of min. 6 messages a year. These short messages should provide practical, seasonal tips how to be more sustainable and inform on ECS's performance following the completion of an action	Messages circulated and saved in EMS, records up to date	2021: not in place	31.01.2022
	Create a communication plan for 2023, consisting of min. 6 messages a year. These short messages should provide practical, seasonal tips how to be more sustainable and inform on ECS's performance following the completion of an action.		31.01.2023	
Raise the general awareness, influence and promote the EMAS principles	1. Research and identify a EMAS PR event at EU level. 2. Participate and communicate 3. Document	Take part, materials saved in EMS	2021: not in place	15.06.2023

## 5.2. Actions to be completed by 31 December 2023

As of 30 June 2023, solely eight out of the 49 actions had the project status *planned*. The rest is work in progress, or, the action is of a continuous records collection and compiling nature.



 <b>Continuously improve our environmental performance (EMS system improvements)</b>				
Target	Action	Indicator / Deliverable	Baseline	Due date
Enforce the usage of green criteria when purchasing	Purchase orders for established categories of products/ services must include minimum sustainable requirements as defined in EP04	Increase the correct application of sustainable criteria when purchasing	EP04 lists obligatory sustainable requirements for 15 product categories (09/2021)	ongoing, 31.12.2023




### Continuously improve our environmental performance (EMS system improvements)


Target	Action	Indicator / Deliverable	Baseline	Due date
Create internal control and monitoring measures on managing non-conformities and corrective actions	Determine steps for tackling and documenting non-conformities / corrective actions. Create non-conformity records, prepare an internal audit programme and draft guidance for the staff/EMAS team/ management	Manual updated (7.2. Non-compliance section), records compiled	no non-conformity recording / guidance / management yet in place	ongoing, 31.12.2023
Continue to collect, record and compile the data needed for ECS key performance indicators and 2023 statement	Monitor, keep records and compile data on energy efficiency (office) related KPIs	Compile data on 2022 by 07/2023, submit to UBA after external audit invoices from accounting, compile in ER-EI01-02 Paper purchasing records	metering data, electricity invoices, smart meter data related to 01/2021-06/2022	ongoing, 31.12.2023
	Monitor, keep records and compile data on purchased water bottles		invoices from accounting, compile in ER-EI01-05 on water purchasing	ongoing, 31.12.2023
	Monitor, keep records and compile data on purchased office paper related KPIs		invoices from accounting, compile in ER-EI01-02 Paper purchasing records	ongoing, 31.12.2023
	Monitor, keep records and compile data on printed reports related KPIs		invoices from accounting, compile in ER-EI01-01 printed product records	ongoing, 31.12.2023
	Monitor, keep records and compile data on event related KPIs		generated from magnolia, recorded as ER-EP05-01 on events	ongoing, 31.12.2023
	Monitor, keep records and compile data on waste related KPIs		recycled waste data from cleaning company compiled in ER-EI03-01 on waste	ongoing, 31.12.2023
	Monitor, keep records and compile data on flights related KPIs		flight and CO <sub>2</sub> statistics from travel agency, recorded directly in environmental data	ongoing, 31.12.2023





 Programmes on lowering emissions				
Target	Action	Indicator / Deliverable	Baseline	Due date
Revise the Secretariat's list of hotel recommendations to include green hotels. Introduce the principle that if the ECS is requested to do a booking, it books a room only in a green hotel	3. Review and revise reimbursement rules and advance payment form	Circulate and communicate the change to the participants	no green hotel list 2019: 100% face to face meetings,	31.12.2023
	4. Revise EI05 and describe how to keep records, create a template and implement	Compile data to calculate the share of green hotel nights by our participants after the introduction of the rule	1.747 participants, CO <sub>2</sub> 548.500 kg	31.12.2023



 Programmes on reduction of energy consumption				
Target	Action	Indicator / Deliverable	Baseline	Due date
Reduce heating/cooling consumption by 20-30%	Procure and implement a smart cooling system (integration to the smart heating system) for the 5 <sup>th</sup> floor	Smart cooling devices installed, set and running	2021: smart heating system implemented	31.12.2023
	Revise the EI04 to include cooling. In order to monitor the performance, define what/who/when for the record keeping	EI04 revised and approved. Records set and running	in ECS; cooling tested in office 517, but still to be integrated	31.12.2023
	Examine the options how to isolate the 5 <sup>th</sup> windows better, clarify with BIG the doable options and possible cost splitting	Decision whether to conduct any on the proposed actions taken and documented in EMAS documentation	so far no isolation done, problems identified in rooms 501, 502, 524 530, 531, 532 etc.	31.12.2023



## Programmes on reduction of energy consumption

Target	Action	Indicator / Deliverable	Baseline	Due date
Improve lighting installations to save electricity	Request options on how to best improve the lighting automation (particularly in the 6 <sup>th</sup> floor where the lights appear to be turned on in corridors during the day, and, 5 <sup>th</sup> floor (kitchen). Implement the chosen option	Improvement measures successfully completed	2021: there was no implementation of the lighting automation in corridors	31.12.2023
	In three 5 <sup>th</sup> floor offices (the previous conference room), there is only one lighting area (wall switch turns all lights on/off: 16-24 LED tubes depending on the office); examine the options how to best split the zones to reduce consumption. Implement	Split zones installed	2021: LED light installed, but without splitting of zones	30.09.2023
Increase the number of energy saving IT settings in place	We have certain energy saving settings for IT equipment in place. 1. Clarify who sets them, when, what is the proof. 2. Research if the existing scope of settings could be expanded 3. Determine who does what: documentation and keeping the records. 4. Remind the staff about double sided printing, principle to consider if printing is needed, avoidance of colour. If more settings are to be introduced, inform and explain to staff	1. Incorporate the green IT settings into the ongoing IT SLA agreement with service provider. 2. Provide guidance to the staff	2021: settings in place listed in ENV Review and 2020 Statement	31.12.2023
Examine energy saving options at building level	Hold a meeting with the landlord: 1. if there are any contractual constraints on taking measures in our office and at building level. 2. if there is any chance to implement renewable energy generation for the ECS premises	MoM saved in EMS folders	2021: no measures in place	31.12.2023
	1. Coordinate with other tenants; participation, possible cost splitting. 2. Draft final action proposals, including implementation timeplan	Report and propose at the management review. Documented in the EMR conclusions		31.12.2023



### Programmes on minimization of waste and eco-friendly disposal

Target	Action	Indicator / Deliverable	Baseline	Due date
Increase the scope of disposed goods	1. Organise the disposal of HP printers and record. 2. Assure that the IT service provider reduces number of toners in their toner purchase plan	Phased out printers added into Disposal records	2021: no organised disposal with rules and records in place	31.12.2023
	1. After completion of inventory, identify IT hardware to be disposed. 2. Organise the disposal and record	Phased out IT hardware added into Disposal records		31.12.2023



### Programmes on sustainable procurement of goods and services

Target	Action	Indicator / Deliverable	Baseline	Due date
Introduce an environmental considerations statement in all new consultancy related tender documents, including under managed grants	Research, draft and incorporate environmental considerations statement in tender specifications	Environmental considerations statement included in all consultancy-related tender documents	2021: not in place	31.12.2023



### Instigation of an environmentally responsible attitude and behaviour amongst its staff, contractors and suppliers

Target	Action	Indicator / Deliverable	Baseline	Due date
Share EMAS best practice at selected ECS events	Identify ECS events in 2023 most suited for information sharing. Or, hold a separate EMAS event for the CPs. Agree on the content to be presented, prepare a prototype product. Keep records of the events	Information presented, agenda/presentation saved as records in EMS	continuing with the action	31.12.2023
Raise the staff's commitment, awareness and competences through series of EMAS info messages and lectures	Building on our performance / results of internal audit / new action(s) of this programme / new staff arrivals, plan for staff info /training sessions. Organise at least 2 training, decide if split between new comers / old staff	Info / training session successfully conducted / documented	continuing with the action	31.12.2023
	Include a EMAS component into annual staff retreat programme. Or, conduct the action as a separate EMAS afternoon - where the entire staff participates	Action selected / approved / conducted	no EMAS action at staff retreat so far	31.12.2023

## 5.3. Actions in the pipeline for 2024

In accordance with the 'continuous improvement principle', the ECS is already in the middle of brainstorming exercise and collecting ideas for EMAS actions to be carried out in 2024. Official approval of the 2024 programme is envisaged to take place in November 2024.

Similar to the 2022-2023 programme, there will be a handful of continuing actions aiming to keep the EMS fit and running. Otherwise, the highlights of the new programme will comprise (subject to director's final approval):

### 5.3.1. Continuously improve our environmental performance (EMS system improvements) and Programmes on lowering emissions



When reviewing the EMAS green travel procedure, the team realised that the ECS travels and reimbursement rules are scattered among five documents. There is a pressing need of consolidation. Secondly, not only do the rules need an overhaul, but also the related tools and applications will need to be modified. Given that it is obviously a bigger project, the implementation of the action is planned for 2024 (and possibly beyond). The leading principle is to increase the conditionality of the staff's travelling, paired with greater planning and budgetary discipline. The team will also examine if some green elements can be introduced to its event participant's travel and reimbursement claim procedures. Here the option of negotiating a corporate rate for the ECS's event participants at a green Vienna-based hotel will be closely evaluated.

### 5.3.2. Programmes on reduction of energy consumption



The ECS will be conducting a consultancy on IT security in the 2nd half of 2023. The IT server equipment and related hardware are the prime driver behind the ECS's energy consumption. The key is to have a clear understanding of the 'must haves' from an IT security point of view. This prioritised quality criteria will in return translate into a professional documentation describing the related IT security rules, approaches and records. As the new documentation removes any ambiguity on 'what is doable and what not', it will put the EMAS team and the management in a better position to address IT energy efficiency in general. Any identified measure will be included as an action in the 2024 programme.



For energy saving and security, introduce an on duty-person for both floors to ensure windows are properly closed at the end of the working day and (until the installation of the smart cooling system) that all A/C devices are turned off in the cooling season. To demonstrate the change, the action would need to be backed up with more frequent energy data. The new approach, records and roles should be included in Green Office Procedure.

### 5.3.3. Programmes on sustainable procurement of goods and services



Assess the feasibility of a must-have green hotel requirement for all events outside the ECS's premises. Conduct systematic research covering all Contracting Parties and establish an internal green hotel list. When applicable, introduce rules assuring that solely the listed hotels are considered when procuring event venues outside the ECS's premises.



In 2024, the ECS will tender a new service supplier for goods and office supplies. To minimise the emitted delivery kilometres, the ECS will continue with the quarterly orders principle. As lessons learnt, no partial deliveries will be accepted. Closeness to Vienna will be another must-have criterion. It might be necessary to opt for several suppliers, split by two or three product categories. This hopefully will result in a better price and availability control.

### 5.3.4. Instigation of an environmentally responsible attitude and behaviour amongst staff, contractors and suppliers



There is a plan to identify a suited ECS event (2024 Just Transition Forum (tbc)) where EMAS agendas would be integrated into the full life cycle of event management (preparatory, onsite and post-event activities). The foreseen actions would be already communicated in the invitation. The post-event activity would take form of a small online survey after the event, addressing issues such as ECS waste concept, catering, list of green hotel recommendations.



In order to assure new staff is introduced to EMAS starting from day one, there is an idea to produce an EMAS factsheet. The factsheet should be an integral part of the staff's onboarding info package.



Organize an 'ECS Cleanup' action day, e.g. to mark the beginning of summer season, where all staff members sort out and dispose unneeded paper. The EMAS team should coordinate correct disposal, assuring recycling of normal paper and safe disposal of any confidential materials.









# ENVIRONMENTAL PERFORMANCE

This section outlines the ECS’s environmental performance in 2022 and first half of 2023. It also provides the first outlook for its future actions.

As not applicable, the ECS does not report about Land use / Biodiversity.

## PERFORMANCE HIGHLIGHTS



### GREEN HOTELS

list of recommendation published/circulated.

Hybrid / onsite event invitations with a sentence prompting to

**BOOK VIA ECS GREEN HOTEL** recommendations list

To increase **ENERGY EFFICIENCY,**



### SYSTEMATIC FITNESS CHECKS

of the electric equipment in the three office kitchens.



### REPLACEMENT OF SERVER ROOM A/C EQUIPMENT



First participation to

### EUROPE-WIDE EMAS SOCIAL MEDIA CAMPAIGN

#EMAShero



Changed approach to IT hardware disposal:

### NO INTERNAL AUCTIONS, BUT DISPOSING TO VIENNESE CHARITIES



Web further development project: to establish

### SYSTEM OF RECORDS

to calculate the not flow n km / not emitted CO<sub>2</sub> by ECS participants

## 6.1. Travel And Greenhouse Gas Emissions

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



Energy Community Secretariat's environmental performance indicators: 2017- 2022 Greenhouse gas emissions (office & travel)							
Reference values	Unit	2017	2018	2019	2020	2021	2022
Total Staff Members	persons	41	43	40	37	41	43
Office space 5 <sup>th</sup> and 6 <sup>th</sup> floor	m <sup>2</sup>	1,326	1,326	1,326	1,326	1,326	1,326
Working days (AT)	-	247	247	248	250	250	250
GHG emissions (office & travel)		2017	2018	2019	2020	2021	2022
Staff travel	kg CO <sub>2</sub> equ	260,825	297,207	273,426	50,522	51,111	107,486
Total GHG emissions	kg CO <sub>2</sub> equ	268,946	306,483	281,797	59,186	54,527	109,894
	kg CO <sub>2</sub> equ per person per year	6,507	7,141	7,075	1,582	1,342	2,566
Other air emissions (office)							
NO <sub>x</sub>	kg	61	66	59	70	76	55
	kg per person per year	1.48	1.55	1.49	1.87	1.88	1.28
SO <sub>2</sub>	kg	87	94	84	100	109	77
	kg per person per year	2.10	2.19	2.11	2.66	2.68	1.81
PM	kg	29	31	28	33	36	26
	kg per person per year	0.70	0.73	0.69	0.88	0.89	0.60

The ECS's staff travel is outweighed by the travelling conducted by its stakeholders. In order to quantify the impact of this indirect aspect, the ECS estimated the kilometres 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 ECS's events resulted in roughly 2.6 million kilometres 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 ECS's carbon footprint, as an indirect environmental aspect.

## 6.1.1 Actions and Performance

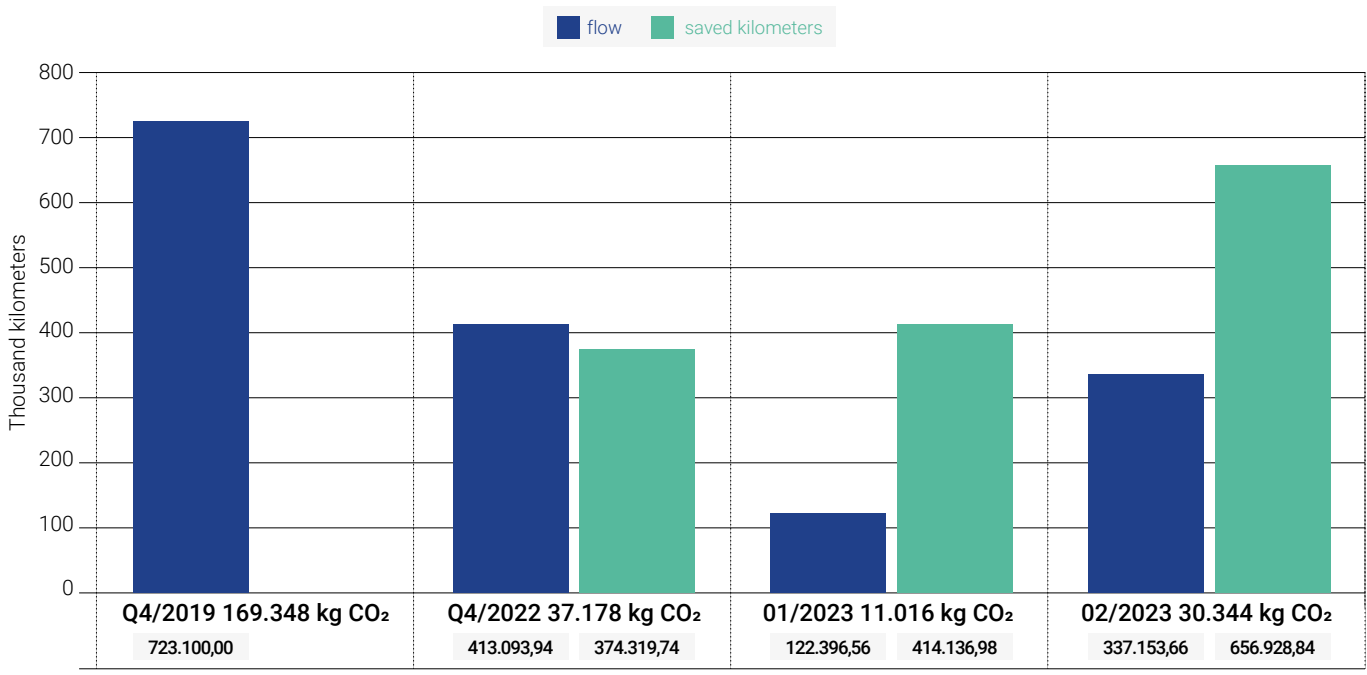
As part of initial EMS rules writing, the ECS revised its travel rules to incorporate sustainable travel principles in 2021. The rules promote video conferencing as an alternative to travelling and prioritize travelling by train whenever possible. The director's review of the EMAS procedures resulted in a request to update the ECS online travel request tool in June 2023. When implemented, each time when a staff member submits a travel request they have to first confirm that the meeting / mission cannot be conducted virtually. It was decided to do a complete overhaul of travel and reimbursement rules as a new 2024 EMAS programme action.

As the KPI table above shows: the staff travelled more in 2022, but the volumes are two, three times less than in 2017-2019.



# Q4/2022 - Q2/2023 flown and saved kilometers

compared to Q4/2029 baseline: 100% onsite events



When drafting the ongoing environmental programme, the Secretariat discussed several possible CO<sub>2</sub> offsetting actions. As in doubt of the overall effectiveness, the ECS decided to further develop its online event data collection instead. Completed in June 2023, the content management system (CMS) now calculates the average travelled kilometres and related CO<sub>2</sub> for each event the ECS holds. Depending on the user’s participation modus (virtual versus onsite), the system automatically calculates travelled versus not travelled kilometres, including an estimate of emitted versus not emitted CO<sub>2</sub> emissions. The data is an integral part of the ECS’s

internal web and event management reporting and is distributed to the staff on monthly basis – starting July 2023.

Due to a migration of the CMS last year, the collected data goes back only to the 4<sup>th</sup> quarter of 2022. The data is promising: the gap between flown and not flown kilometres is growing. The data obviously varies depending on the types of events and quarter in question. Being eligible for reimbursement is clearly a strong driver for onsite participation. If not eligible, the likelihood for virtual participation is substantially greater.



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## 6.2. SUSTAINABLE EVENT MANAGEMENT

The ECS holds roughly 100 events each year. The size of the event varies from 20 to 200 participants and approximately 20 events take place outside its premises. As most of the meetings are organised as whole day events, the ECS provides a light lunch and/or one or two coffee breaks to its participants. In case of a large-scale meeting, it usually outsourced the waiter services. Occasionally, it also hires interpretation. With the events outside the ECS premises, there sometimes is the need for external conference audio equipment and services.

When assessing the ECS’s event management performance, the 2019 event data constitutes the baseline year. Therefore, the following two years, 2020

and 2021, are not representative as they were strongly impacted by Covid-19.



Energy Community Secretariat’s EMAS environmental performance indicators: 2017-2022 Event Management							
Events management	Unit	2017	2018	2019	2020	2021	2022
	total number of events	55	88	78	97	117	118
	share of virtual / hybrid events (%)	0%	0%	0%	88.7%	96.7%	88.1%
	total number of participants	2000	2600	2750	5139	8122	5031
Events with catering	share of catered events (%)	57%	59%	58%	5.7%	6.5%	41.5%

### 6.2.1. Actions and performance

As one of the first measures to reduce the environmental impact of its events, the ECS began to limit the amount of meeting agenda printouts, including the distribution of gadgets and giveaways. If a giveaway is needed, the search, as a rule, starts with sustainable alternatives.

Instead of printed agendas, the ECS started with the practise of sharing a QR code for agenda downloads in early 2023. Even before Covid-19 took over, plastic name badges were replaced with stickers.

Whilst Covid-19 drove event management to a complete stand-still, the ECS was relatively quick in switching to virtual meetings. The changed approach was

documented in the Green Events Procedure (EP05) and reviewed and revised in 2023.

Faced with the new hybrid event requirements, the ECS first upgraded its conference facilities. As a next step, it revamped its online event registration features. In total, the ECS carried out three change requests, the last one being concluded in June 2023. Magnolia, the CMS, now automatically generates solid event registration data, differentiating between the type of the event (onsite / hybrid / virtual) and the user’s participation modus (onsite / virtual).

When looking back, the virtual meetings did not result in a drop in interest. With participants from USA, India or United Arab Emirates, the ECS was able to expand its outreach. In March 2022, the third webinar on Joint GIZ and Energy Community Carbon Pricing Training attached 252 participants. This is three times more participants than the maximum number the Secretariat can accommodate at its Vienna premises.



In the midst of Covid-19, the virtual Monthly Methane Mondays webinars began as a one-woman show. So far the 19 MMM webinars have generated 514 participants from 41 countries.

2022 marked the return to 'new normal', resulting in a share of catered events rising to 41%. Despite the urge to meet in person, the ECS stayed firm on the hybrid event principle. The share of hybrid/virtual events was 88% in 2022. The fact that the ECS was able to attract almost double the amount of participants in 2022 than in 2019 again underlines the benefits of hybrid events.

Having completed the online event management improvements, the focus on the 2<sup>nd</sup> half of 2023 lies on checks and controls. In August, the Green Event Procedure (EP05) underwent a major overhaul, providing more detailed rules on when and how online registration is to be applied, and defining the type of events eligible for catering.

## 6.3. ENERGY CONSUMPTION

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

- **Purchased electricity:** provides the requisite power for all onsite indoor lighting, IT equipment, server rooms, ventilation & 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 invoicing of Am Hof 4 heat consumption is in theory split between the different tenants based on radiator

meter readings. When invoicing, the facility management company however multiplies the obtained actual number of heat units consumed with a fixed (30%) and variable (70%) factor. The two factors vary from year to year and are beyond the ECS's control. The radiator meter readings is usually conducted in March each year.

In order to manage its heat consumption per radiator, the ECS labelled all its radiators and thereby created a radiator map for its two floors in 2021. 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 ECS replaced old heating thermostats with a new smart heating system.

All the thermostats are set on automatic mode, resulting in optimal temperatures during working hours (21°C)<sup>4</sup> and lower temperatures during nights and weekends.

Energy Community Secretariat's EMAS environmental performance indicators 2017-2022: Energy consumption							
Reference Values	unit	2017	2018	2019	2020	2021	2022
Total Staff Members	persons	41	43	40	37	41	43
Office space 5 <sup>th</sup> and 6 <sup>th</sup> floor	m <sup>2</sup>	1,326	1,326	1,326	1,326	1,326	1,326
Working days (AT)		247	247	248	250	250	250
<b>Energy efficiency (office)</b>		<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
District heat consumption	kWh	135,583	146,228	129,795	155,374	170,804	120,390
	kWh per m <sup>2</sup> per year	102	110	98	117	129	91
	kWh per heating degree day	55.8	61.6	60.5	68.3	72.0	50.7
<b>Metering heat consumption (VA)</b>	<b>metering units</b>	<b>-</b>	<b>8,128</b>	<b>7,053</b>	<b>7,024</b>	<b>5,729</b>	<b>4,509</b>
<b>Electricity consumption</b>	<b>kWh</b>	<b>39,773</b>	<b>46,705</b>	<b>45,867</b>	<b>44,129</b>	<b>41,932</b>	<b>38,787</b>
	kWh per person per year	962	1,088	1,152	1,179	1,032	906
	kWh per m <sup>2</sup> per year	30.0	35.2	34.6	33.3	31.6	29.3
<b>Total energy consumption</b>	<b>kWh</b>	<b>175,356</b>	<b>192,933</b>	<b>175,662</b>	<b>199,503</b>	<b>212,736</b>	<b>159,177</b>
	kWh per person per year	4,243	4,495	4,410	5,331	5,236	3,716
	kWh per m <sup>2</sup> per year	132	146	132	150	160	120
Total renewable energy consumption	kWh	50,980	57,269	71,826	75,204	76,093	62,865
Total renewable energy generation	kWh	0	0	0	0	0	0

<sup>4</sup> After the Russian invasion of Ukraine in 2022, the ECS decided to support Ukraine by joining (since March 2022) the initiative "Turn down the heat for peace in Europe". ECS adopted additional energy savings measures with the aim of reducing heating needs and gas consumption. Throughout the winter, the ECS implemented a heating policy with of lowering temperature to 19°C maximum during working hours and 17 °C during nighttime.

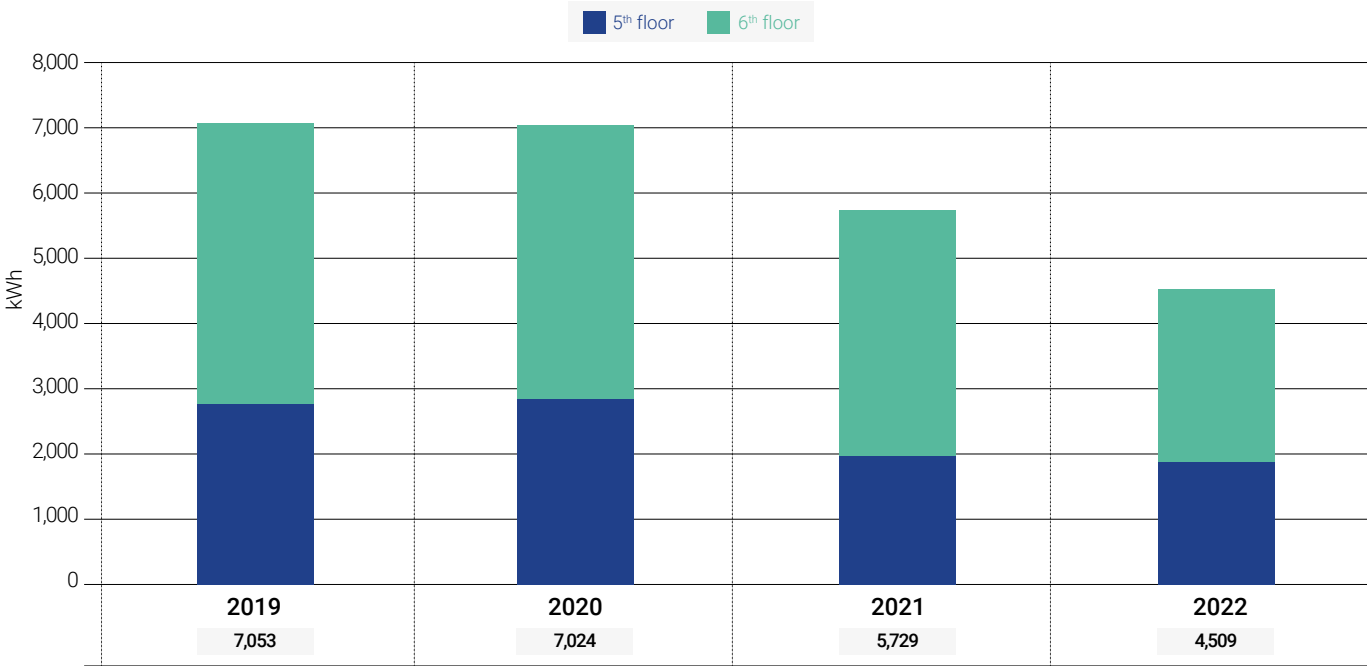
The 5<sup>th</sup> and 6<sup>th</sup> floors are connected to the central air conditioning system with indoor units mounted on the wall or ceiling. It is a chilled water system, maintained by BIG. The main server room (in the 5<sup>th</sup> floor) is equipped with a separate air conditioner, which is not connected to the central system. The two other IT rooms, located on the 6<sup>th</sup> floor, are connected to the central cooling system.

### 6.3.1. Actions and performance

When setting up the new smart heating system, the ECS estimated annual heating consumption savings up to 30%. It is too early to say whether the assumed three year’s payback period will hold. As the KPI data above shows, there is a clear downward trend in heating consumption (2022 versus 2021; -30%. 2022 versus 2021; -23%), close to the expected energy savings.<sup>5</sup>

## 2019 - 2022 Heating energy consumption

actual number of heat units consumed (VA), as obtained from radiator readings



As follow-up to the smart heating project, the office of the energy efficiency expert was equipped with measuring tools to collect further data, particularly on cooling and lighting. The collected data was used to determine the best option in bringing cooling, lighting, and IT equipment together into an integrated smart-office system for optimisation of energy consumption. The ECS is presently having final talks on the specification and time plan. This follow up project is expected to be completed by end of 2023.

After having set the room temperature and humidity monitoring in place, the ECS conducted a “Green Friends at Work” action to increase office plants and improve the indoor air quality through improved humidity levels. The EMAS team first conducted a staff survey to access the general interest and willingness to take care of office plants. Together with the service provider, the team selected the best suited plants based on the optimisation of humidity and level of sunlight criteria.



<sup>5</sup> A reduction of -56% in the 5<sup>th</sup> floor (2022), where most of the offices are located, signals the ECS staff’s solidarity with Ukraine and the initiative “Turn down the heat for peace in Europe.



The action was conducted in January 2023, followed by the establishment of the humidity data records.

In spring 2022, a green IT consultant was tasked to review the ECS's IT infrastructure in place and to provide possible improvement proposals. As a result, the ESC decided to replace the air conditioners located in the 5<sup>th</sup> floor server room. The old device used an outdated cooling agent and was at the end of its life span (>10 years old). The new device, which was installed in 2023, operates at a substantially lower annual consumption level and is set to work constantly at 21°C degree (instead of previous 20 °C).

On a similar note, the ECS started doing fitness tests of its electric appliances located in its three kitchens. Following the analyses, a refrigerator in the fifth floor kitchen was replaced in December 2022. The report on the remaining devices was submitted to the Head of Administration in June 2023. Further lighting actions to improve the level of energy efficiency are in the pipeline.

The ECS is also in contact with the landlord, BIG, in order to agree on the best approach to isolate and renovate some of the fifth floor windows. It is the ECS's intention to take these talks to the next level and to discuss possible energy saving measures at the Am Hof 4 building level.

## 6.4. WASTE AND DISPOSAL

The Secretariat's waste management policy (*Abfallwirtschaftskonzept*) is described in detail in the relevant EI03 Environmental Instruction on Waste. The policy was reviewed and approved by the director in May 2023 and 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. Only paper separation 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.

The newly contracted cleaning company began waste separation in July 2020. The 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 a scale and 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.

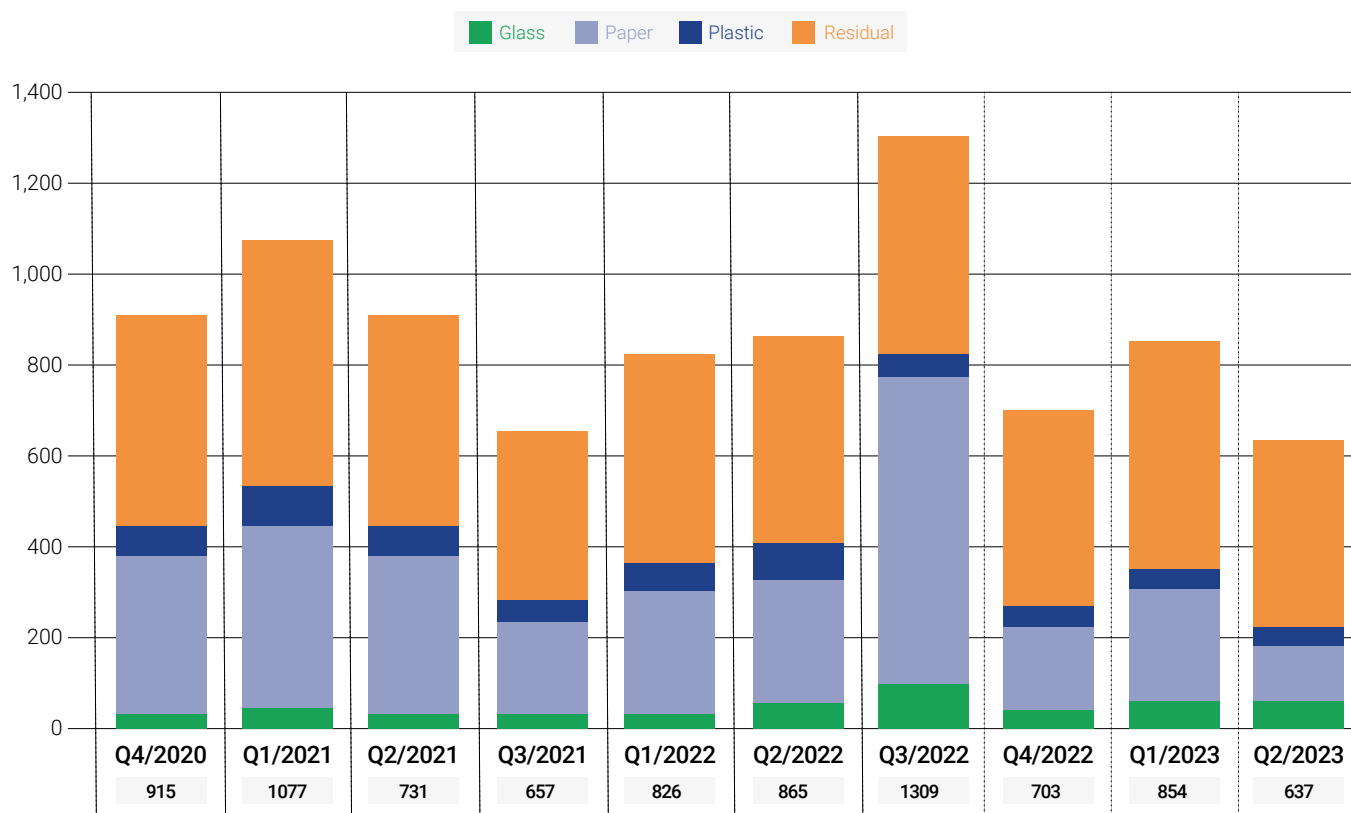
Staff members were trained to carry out waste separation correctly. All staff members have two separate waste bins at their disposal. This allows the separation of paper from residual waste. The cleaning company disposes the paper and residual waste.

The Secretariat also formulated a separate instruction on the disposal of its IT and office supplies in 2021. There is a collection point for batteries in the kitchens of both floors, which are regularly observed and, if necessary, emptied. Empty toners are collected at a collection point on the 6<sup>th</sup> floor.



Energy Community Secretariat's EMAS environmental performance indicators: 2017-2022 Waste							
Reference Values	unit	2017	2018	2019	2020	2021	2022
Total Staff Members	persons	41	43	40	37	41	43
Office space 5 <sup>th</sup> and 6 <sup>th</sup> floor	m <sup>2</sup>	1,326	1,326	1,326	1,326	1,326	1,326
Working days (AT)		247	247	248	250	250	250
Waste		2017	2018	2019	2020	2021	2022
Non-hazardous waste	kg	n.a	n.a	n.a	1,134.3	3,142.0	3702,5
Glass	kg				85.0	141.5	228,5
Paper	kg				488.8	1,091.3	1410
Plastic	kg				573.8	215.6	219
Residual	kg				474.7	1,693.6	1845
Hazardous waste	kg	n.q.	n.q.	n.q.	n.q.	n.q.	n.q.

## Q4/2020 - Q2/2023 waste management data



## 6.4.1. Actions and performance

In 2022, the ECS departed from the practice of holding internal auctions on written off IT and office supplies items. As a result, the EMAS team researched possible disposal companies in Vienna and provided proposals to the Head of Administration. The recycling and/or disposal of waste in an ecologically and socially sustainable manner was

the key criterion when selecting the company. After a large-scale inventory in winter 2022, the ECS will dispose the written-off goods in accordance to the newly revised rules and procedures in the 2<sup>nd</sup> half of 2023.

The graphic below displays the quarterly amounts of waste produced in the four applicable categories for Q4/2020 – Q2/2023. Paper outweighs the collected glass and plastic. Whilst the share of residual waste varies between 50% to 65%, the ECS has managed to recycle over 4.300 kg waste since the introduction of waste separation in Q4/2020.

## 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 delivery kilometre.

The ECS cannot put a halt to its purchases, but it can opt for more sustainable product alternatives with longer delivery intervals. When purchasing office supplies, products with ecological labels and certificates are to be given the priority. To establish a framework, the Secretariat drafted a Sustainable Procurement Procedure (EP04) in 2021. Whenever a

new sustainable purchase criterion is established, the change is to be documented in the rules.

When procuring services, the ECS's terms of reference comprise a paragraph about its environmental management system set in place. Whenever applicable, having an environmental certification is included as an assessment criterion of the potential bidders.



ECS's EMAS environmental performance indicators: 2017-2022 Material efficiency							
Reference Values	unit	2017	2018	2019	2020	2021	2022
Total Staff Members	persons	41	43	40	37	41	43
Office space 5 <sup>th</sup> and 6 <sup>th</sup> floor	m <sup>2</sup>	1,326	1,326	1,326	1,326	1,326	1,326
Working days (AT)		247	247	248	250	250	250
Material efficiency		2017	2018	2019	2020	2021	2022
<b>Purchased office paper</b>	<b>sheets</b>	<b>220,500</b>	<b>178,000</b>	<b>121,250</b>	<b>152,500</b>	<b>60,250</b>	<b>72,500</b>
	sheets per person per year	5,335	4,147	3,044	4,075	1,483	1,693
	Share of recycled paper %	0%	0%	0%	21%	99.6%	86.2%

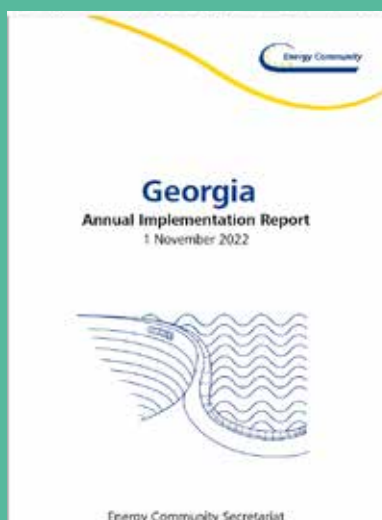


Material efficiency		2017	2018	2019	2020	2021	2022
Printed report pages	pages	613,200	1,721,600	239,200	22,300	42600	85200
	pages per person per year	14,837	40,112	6,006	596	1,048	1,989
	Share of recycled paper %	0	0	0	100	100	100
Sparkling mineral water	bottles /0,33 litre		5,000	8,640	7,280	7720	8,960
	bottle per person per year		116	217	195	190	209

## 6.5.1. Actions and performance

The Secretariat switched to purchasing of 100% recycled copy/print paper in July 2020. In parallel, the EMAS team shared practical tips on how to reduce printing. With the 5<sup>th</sup>

and 6<sup>th</sup> floor printing/copy machines, printing can only be done by entering an individual security code. Large stocks from 2020, together with the Covid-19 impact and absence of events resulted in a drastic fall in paper purchases in 2021. The volume of purchased paper increased only moderately in 2022 and despite the high event numbers, the ECS obviously printed less meeting documents. The staff's individual printing behaviours strengthened the trend.



The ECS contracts an external service provider to design and to layout its flagship reports. In 2022, the ECS was able to widen the gap between laid out and printed report pages. This data underlines the growing acceptance to release reports as download products only.

In case of paper copies, the printing company is ordered to use for 100% recycled paper without exceptions. Shorter reports (like Annual Implementation Country Reports) with a high in-house printing likelihood have simplified, print-friendly designs.

The organisation's geographic representation and/or old consumer behaviour patterns might partially explain the continuous upward trend in purchased water bottles (see also 6.6 section). The EMAS team has proposals on a new staff awareness raising action (eg. visit to Wiener Wasser Museum as part of a staff retreat) in the pipeline.

When applicable the ECS requires environmental management system standards and/or policies from its

potential service providers. Presently, all three key ECS service providers, in the areas of cleaning, catering and printing, hold an environmental certificate.

In case of travel management, the potential service provider is required to provide travel statistic containing CO<sub>2</sub> emissions per flight and to describe its own sustainability policies. Similarly, the IT service provider has been made aware of the importance of adhering to the



energy efficient IT hardware and ensuring energy saving settings at device level, when new models are purchased by the ECS Procurement staff.

When procuring for office supply service provider in 2021, environmental requirements, such as proof of environmental certification or standards, display and availability of sustainable alternatives in the overall assortment had a decisive weight in the assessment criteria. Yet, the framework agreement fell short of the

expected results: ecological product alternatives were out of stock, deliveries were randomly split into several partial deliveries, and delivery kilometres vary depending on the warehouse used for the goods.

In the 2<sup>nd</sup> half of 2023, the Secretariat intends to write a short summary of its sustainable procurement principles, to circulate it to its service providers and asking them to share their policies. This soft measure aims to increase awareness and to trigger discussion and engagement.

## 6.6. WATER CONSUMPTION

The city of Vienna, in its role as municipal water supplier, invoices Am Hof 4 water consumption at office building level. The facility management company, ARE, applies square meters per tenant as the key for cost splitting. As a result, the Secretariat solely knows its share of the overall water consumption costs. In the absence of water metering at floor level, it has no data on its actual consumption volume.



ECS's EMAS environmental performance indicators: 2017-2022 Water use							
Reference Values	unit	2017	2018	2019	2020	2021	2022
Total Staff Members	persons	41	43	40	37	41	43
Office space 5 <sup>th</sup> and 6 <sup>th</sup> floor	m <sup>2</sup>	1,326	1,326	1,326	1,326	1,326	1,326
Working days (AT)		247	247	248	250	250	250
Water use	Euro	395	483	2293	3269	504	1529
	litre	n.q.	n.q.	n.q.	n.q.	n.q.	n.q.

### 6.6.1. Actions and performance

As the Secretariat is not in a position to manage its water consumption, it applies soft measures to influence general behaviour. These practical tips, which are documented in the Environmental Instruction Environmental Office Practices (EI-01), go in two, fully opposing directions:



**to save water:** report leaking faucet to facility management and / or, turn off the tap when not in use



**to consume water:** to drink tap water instead of purchasing water bottles

To reduce the water inflow of its water taps, the Secretariat purchased saving sets and had the aerators installed in all its office toilets in 2021. It also purchased 20 additional water carafes and informed the staff about the unique mountain water quality. Also the catering company has been advised to distribute tap water carafes in the meeting rooms. Promotion of the Viennese water is an integral part of every new comer's EMAS training. The Green Event Guide, together with the recent EMAS video, spread the same message.





# EMAS VALIDATION





# ERKLÄRUNG DES UMWELTGUTACHTERS ZU DEN BEGUTACHTUNGS- UND VALIDIERUNGSTÄTIGKEITEN

RK-012/2023 - 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 2023** 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.

DI Dr. Rudolf Kanzian  
Feldkirchen, 07. September 2023



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