EUROPEAN
COURT
OF AUDITORS

EMAS
VERIFIED
ENVIRONMENTAL
MANAGEMENT
LU-000004

2019 Environmental statement

This environmental statement provides stakeholders and the public with information on the ECA's environmental performance and activities up to the end of 2018. Its aim is to raise awareness of our policies on environmental issues.

This document has been drafted in accordance with EMAS III standards and is available on our website.

The ECA was officially EMAS-registered on 30 March 2017 and is currently undergoing recertification. Its registration number is LU-000004.

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Foreword

The European Union (EU) has some of the world's highest environmental standards and principles, developed over decades. The EU's environmental policy helps make its economy more sustainable, protect its natural resources, and safeguard the health and wellbeing of its population. Moreover, the EU has committed to implement the Sustainable Development Goals in both its internal and external policies.

Through its environmental management system, the European Court of Auditors (ECA) encourages environmental sustainability in a systematic and organised manner.

We have a duty to set a positive example and demonstrate willingness in environmental management. Our efforts to use natural resources prudently, cut down on single-use plastics, sort and correctly recycle waste and improve the energy efficiency of our buildings are crucial to our end goal – to achieve a better and more sustainable future for everyone.

We trust this statement will give you an insight into the work we have done. Each year, we set ourselves new challenges, and our results continue to improve thanks to our efforts both individually and as an organisation. We want to thank all of our ECA colleagues who already incorporate environmental principles into their day-to-day work.

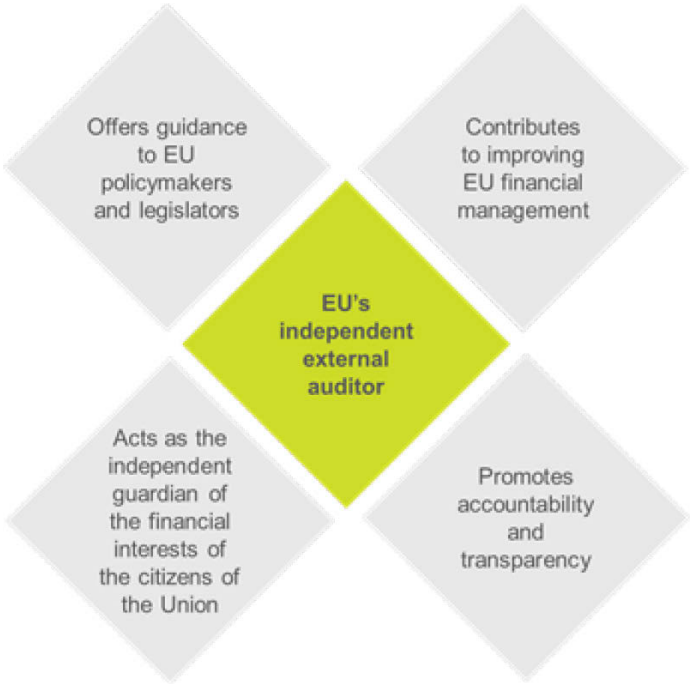
Digitally signed by Eduardo Ruiz Garcia
DN: email=eduardo.ruiz@eca.europa.eu, c=ES, l=LU, o=ECA, ou=9999, ou=Secretary General, cn=Eduardo Ruiz Garcia, sn=Ruiz Garcia, givenName=Eduardo, serialNumber=10200729530004811730, title=Professional Person
Date: 2019.10.24 10:26:41 +02'00'

The European Court of Auditors (ECA)

The ECA is the EU's external auditor and is based in Luxembourg. Since it was created in 1977, the ECA has worked towards improving EU financial management. The ECA employs around 900 staff from all the EU's Member States, working in the areas of audit, translation and administration.

The ECA's Mission

The EU's independent external auditor



The European Court of Auditors – an EU institution

The European Court of Auditors is the EU institution responsible for auditing the EU's finances. Established in 1977, it became a fully fledged EU institution in 1993. The Court is committed to being an efficient organisation at the forefront of developments in public audit and administration.

Environmental management at the ECA

The EU Eco-Management and Audit Scheme (EMAS) is a management tool, developed by the European Commission, for organisations to evaluate, report on and improve their environmental performance.

The ECA's environmental management system (EMS) complies with EMAS III standards[1] and meets the certification requirements of international quality standard ISO 14001:2015.

The EMS aims to improve the ECA's environmental performance by minimising the impact of its activities on the environment, in particular through a more efficient use of energy and natural resources, and better waste management. It helps to make buildings more functional, economical and comfortable for occupants. The EMS also raises staff awareness of their environmental impact and of best environmental practices by promoting environmentally responsible behaviour at work and at home.

How the EMS works

1. We periodically carry out an environmental review to determine the potential effects of our activities on the environment. The review covers the following:

    - internal and external risks that could affect the EMS or the ECA's ability to achieve environmental objectives (context analysis);
    - the needs and expectations of interested parties;
    - an analysis of the opportunities arising from the ECA's environmental aspects;
    - an environmental aspects and impact assessment;
    - legal requirements and other obligations relating to the environment.

2. We identify the most significant risks and draw a distinction between direct and indirect environmental aspects.

3. On the basis of this environmental review, we then develop our environmental policy. The environmental policy then guides the definition of an environmental programme composed of several environmental objectives.

4. To ensure these objectives are achieved within a reasonable time, we devise thematic action plans and adopt the necessary procedures, taking into account the significant aspects identified.

[1] Commission Regulation (EU) 2017/1505 of 28 August 2017 amending Annexes I, II and III to Regulation (EC) No 1221/2009 of the European Parliament and of the Council on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS).

5. Internal EMAS auditors regularly check the implementation of the environmental programme, and the EMS's compliance with EMAS and other requirements.

6. Regulatory compliance audits are carried out in the ECA's three buildings, and lead to the development of an action plan to achieve compliance.

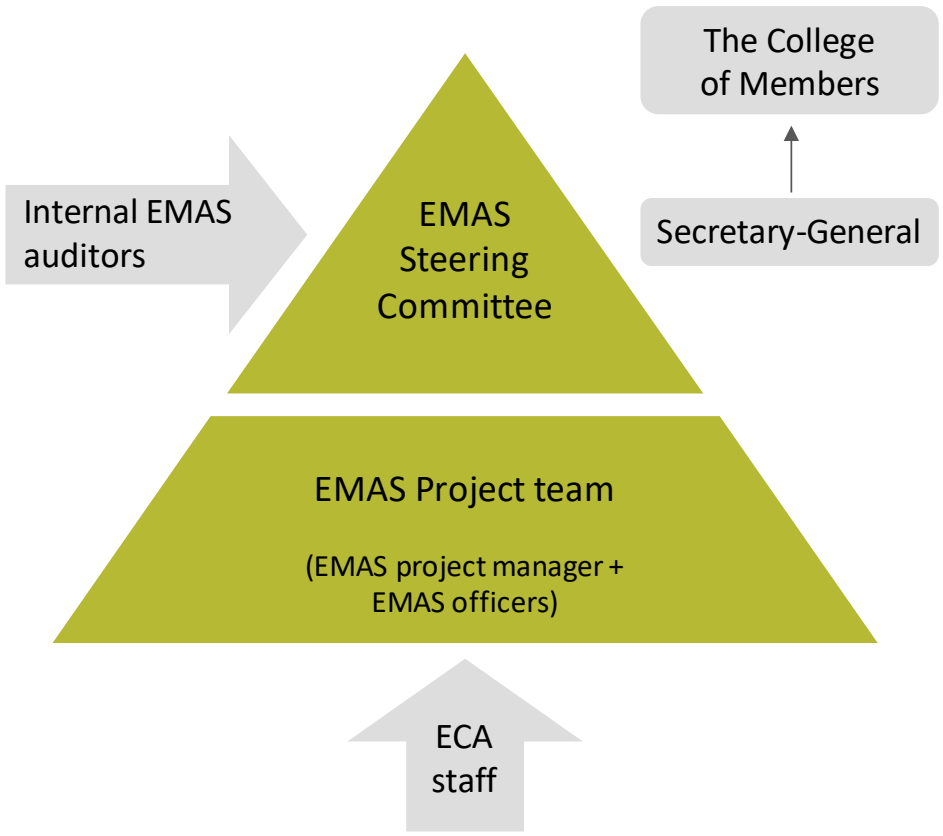
7. The findings of these audits are examined at regular management reviews chaired by the ECA's Secretary-General, with performance indicators used to evaluate the efficiency of the environmental programme.

8. The environmental statement, which is published on the ECA's website, sets out the objectives of the institution's environmental programme and the results achieved.

Environmental management system governance

EMAS's success at the ECA is driven by close cooperation between the EMAS team, the EMAS Steering Committee and the internal EMAS auditors. Their combined efforts ensure that the ECA's environmental management system functions smoothly and brings tangible results.

The ECA's environmental governance structure is as follow:



The Court adopts the ECA environmental policy and is kept informed of EMS performance

The EMAS Steering Committee supervises EMS activities, promotes continuous improvement and is accountable for effectiveness. It sets environmental targets, reviews the environmental policy and action plan, and approves the environmental statement.

The EMAS Steering Committee is chaired by the Secretary-General and comprises the directors of the departments concerned with environmental management, as well as a representative of the ECA's audit chambers.

The EMAS project manager is responsible for coordinating maintenance of the environmental management system, reporting to the EMAS Steering Committee on progress made on the environmental programme and objectives, and organising awareness-raising campaigns and internal environmental audits.

The EMAS officers support operational monitoring of the EMS within their respective departments and implement the measures assigned to them.

The **EMAS project manager** and **EMAS officers** make up the EMAS team and circulate EMAS information within the ECA.

The internal EMAS auditors carry out internal environmental audits in accordance with the audit plan.

All ECA staff are expected to adhere to working practices adopted under EMAS, and to continually strive to reduce the environmental impact of their day-to-day work.

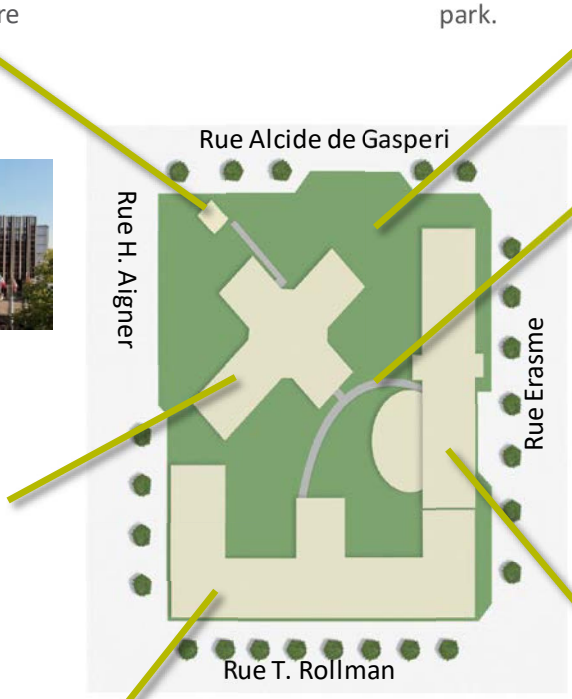
The ECA buildings and EMAS scope

The EMS applies to the ECA's activities in the broadest sense of the term, i.e. the activities of all ECA staff and employees (including subcontractors working on site). It covers the entire premises, which is composed of three separate buildings connected by corridors on several floors.

The three buildings are located at the heart of the European district, in the south-west of the Kirchberg plateau, and host around 900 staff. The buildings are owned by the ECA and occupy a site with a total area of 1ha 86a 87ca.

Main entrance and security control centre

The external areas include terraces, a sports pitch, landscape features and a visitor car park.



A passageway links all buildings on ground floor

K1

Six floors comprising office space, meeting rooms, a library, archives, a medical centre, storage, technical facilities and a car park.

K2

Five floors comprising office space, archives, meeting and conference rooms, a cafeteria, a fitness centre, storage, technical facilities and a car park.

K3

Five floors comprising office space, meeting rooms, a canteen, a cafeteria, a training centre, a car and bike park, a delivery area, technical rooms, a print shop, archives, a kitchen, storage and waste storage facilities, lounge and reception room. The building is BREEAM certified with a "very good" rating.

Environmental policy

The ECA's environmental policy sets out the institution's commitment to continuously improving its environmental performance. This document has been sent to all of ECA staff and subcontractors, and is publicly available on the ECA's website.

EUROPEAN COURT OF AUDITORS

THE EUROPEAN COURT OF AUDITORS' ENVIRONMENTAL POLICY

In view of the EU's commitment to the environment, the European Court of Auditors (ECA) has a special responsibility to continually reduce the environmental impact of its activities.

For this reason, the ECA has introduced an environmental management system in line with the EU's EMAS Regulation, under which ECA is committed to:

- *minimising the environmental impact of everyday work;*
- *continuously improving environmental performance;*
- *complying with all environmentally-relevant legislation and obligations.*

More specifically, the ECA is committed to:

- *taking measures to prevent pollution and reduce carbon dioxide emissions;*
- *promoting the efficient use of energy and taking measures to reduce electricity and water consumption;*
- *ensuring more efficient use of paper in order to reduce consumption;*
- *including environmental criteria in its public procurement procedures;*
- *introducing best practices with regard to waste management;*
- *encouraging all staff to act sustainably and contribute actively to achieving the targets of this policy.*

The ECA undertakes to implement and pursue this environmental policy, to communicate it to staff, contractors and any other interested parties.

Environmental commitments must translate into specific measures backed by the requisites of human, material and financial resources. The environmental management system should be designed to be cost-effective.

This environmental policy and the environmental management system apply to the activities of the European Court of Auditors in the broad sense of the term, i.e. the activities of all staff and other employees (including subcontractors working on site, staff on missions and travelling to and from work). It covers the three buildings occupied at 12, rue Alcide De Gasperi, Luxembourg.

Luxembourg, 27 February 2018

Eduardo Ruiz García
Secretary-General

Klaus-Heiner Lehne
President

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Environmental aspects and impact assessment[2]

Once a year, the ECA performs an environmental aspects and impact assessment of its activities to ensure legal compliance, avoid environmental risks and minimise its environmental footprint.

This assessment covers the direct and indirect aspects of the ECA's activities and their impact on environment, and takes account of all stages in the activity lifecycle.

The direct aspects associated with the ECA's activities are those over which the ECA has direct management control. Indirect aspects result from interaction with third parties and can be influenced by the ECA.

All significant aspects of the ECA's activities and their impacts are detailed in the following table:

ENVIRONMENTAL ASPECT	ENVIRONMENTAL IMPACT	ACTIVITIES
Air emissions 	• Greenhouse effect • Air pollution	• Business travel • Staff commuting • Transport of goods (suppliers) • Building equipment
Energy & fuel consumption 	• Reduction in natural resources • Greenhouse effect	• Business travel • Staff commuting • Transport of goods (suppliers) • Heating, cooling, ventilation, lighting • Building and IT equipment
Paper consumption 	• Reduction in natural resources	• Office activities • Printing • Training and communication
Water consumption 	• Reduction in natural resources	• Lavatories • Catering • Cleaning • Maintenance and renovation work

[2] For details on methodological assumptions, see *Annex 1*.

Waste production, storage and treatment 	• Air, water and ground pollution	• Office activities • Events • Cleaning • Maintenance and renovation work • Purchasing
Waste water discharge 	• Water and soil pollution	• Lavatories • Catering • Washing vehicles and cleaning the premises
Malfunctions, leaks 	• Ground and water pollution	• Cleaning • Maintenance and renovation work • Storage of hazardous products and waste • Vehicle parking

Applicable legal requirements

To ensure compliance with environmental legislation (including environmental permit conditions), and in keeping with its environmental commitments, the ECA has established a comprehensive register of the regulations that apply to it, and performs regular compliance audits.

The operational departments are responsible for ensuring continuous compliance with the legal requirements, and for adapting working procedures and installations to keep pace with any amendments.

As required by the EMAS III standards[3], certain other compliance obligations arising from contracts, agreements or requests are also monitored in regular compliance audits.

In the event of an incident that could affect the environment or endanger human health and safety, the ECA must immediately inform Luxembourg's Ministry of the Environment.

The ECA holds environmental permits, issued by the Luxembourg Ministry of Environment, for its three buildings. The references of these permits are as follows:

BUILDING	REGISTRATION NUMBER	DATE OF ISSUE
K1	Arrêté N° : 1/16/0160	8 June 2017
K2	Arrêté N° : 3/16/0172	6 November 2017
K3	Arrêté N° : 1/18/0464	27 August 2019

[3] Commission Regulation (EU) 2017/1505 of 28 August 2017 amending Annexes I, II and III to Regulation (EC) No 1221/2009 of the European Parliament and of the Council on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS).

2017-2019 ECA environmental programme

In accordance with environmental policy guidelines, the ECA has set up a comprehensive environmental programme to address various themes identified in its environmental analysis and to reduce the impact of the significant environmental aspects of its work.

The first set of environmental measures was adopted for 2014-2016, the initial period of the EMAS implementation process. An evaluation of the achievement of these objectives was conducted in 2017 and published in the 2018 Environmental Statement.

The second set of environmental measures was adopted for the 2017-2019 period (the 2nd EMAS cycle), with the aim of continuing to lower the ECA's environmental impact in key areas.

The environmental objectives and targets were as follows:

Theme	Objectives and targets 2017–2019	Benchmark of excellence[4]
Energy efficiency	• Reduce **electricity** consumption (MWh) per full-time equivalent (FTE) by 5% in 3 years • Reduce energy consumption (**heating**) (MWh) per FTE by 5% in 3 years • Increase the energy efficiency of buildings (long-term objective)	n/a
Material efficiency	• Reduce **paper** consumption per FTE by 10% in 3 years	Total paper consumption <15 A4 sheets/FTE/ working day
Emissions reduction	• Reduce CO_2 emissions from auditor travel per FTE by 3% in 3 years • Reduce CO_2 emissions from the ECA's car fleet by 10% in 3 years • Increase the use of video-conferencing equipment by at least 20% • Define offsetting strategy	n/a
Waste reduction	• Reduce production of **waste** (including food waste) per FTE by 5% in 3 years	Total waste generation <200kg/FTE

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

Green public procurement	Lay greater emphasis on environmental considerations in procurement activities • The share of procurement procedures (above €60 000) classified “light green” must not exceed 70% (by number and value) of all procurement procedures with an environmental impact. • The share of procurement procedures (above €60 000) classified as “medium green” must increase to at least 20% (by number and value) of all procurement procedures with an environmental impact.	n/a
Water	• Reduction of **water** consumption per FTE by 5% in 3 years	Total water consumption <6,4 m3/FTE/year

Baseline: 2016.

The ECA evaluates its environmental performance using the environmental performance indicators in Annex IV of Regulation (EC) No 1221/2009 and the benchmarks of excellence contained in Sectoral Reference Document: Commission Decision (EU) 2019/61.

The ECA's environmental performance in 2017-2019

Energy

The energy required for the ECA's day-to-day activities comes from natural resources, some of which are non-renewable.

- The ECA is connected to Luxembourg City's combined heat and power district system, which uses biomass. The district heating network provides the energy to heat and ventilate the various facilities concerned.
- Electricity is mainly used for cooling, ventilation, lighting, operating lifts, powering IT infrastructure, catering and printing. All purchased electricity is sourced from 100% renewable sources.
- The ECA also uses small quantities of fuel oil to power its generators.

1. Objectives and targets

- Reduce electricity consumption per FTE by 5% in 3 years (baseline: 2016)
- Reduce energy consumption (heating) per FTE by 5% in 3 years (baseline: 2016)
- Increase the energy efficiency of buildings (long-term objective)

2. Results

ENERGY	CONSUMPTION	2018	Change 2016–2018	Change 2014–2018
Gross energy	Total energy consumption (MWh)	7 781.5	-2.5%	-11.5%
	Renewable energy consumption (MWh)	7 765.5	-2.6%	-11.6%
	% renewable energy	99.79%		
Gross energy by activity	Total electricity (MWh)	4 357.3	-2.9%	-13.3%
	Total heating (MWh)	3 408.2	-2.2%	-9.4%
	Fuel oil (MWh)	16.0	30.4%	57.6%
Relative energy (per FTE)	Electricity (MWh/FTE)	4.7	-3.3%	-13.6%
	Heating/cooling (MWh/FTE)	3.7	-2.5%	-9.8%
	Fuel oil (m3/FTE)	1.6	30.0%	56.9%

For details on methodological assumptions, see Annex 1.
For detailed data on environmental performance in 2016–2018, see Annex 2.

3. Action taken

In 2018, we obtained a Certificate of Energy Performance for our K3 building, which helped us to resolve an outstanding environmental non-conformity issue.

We also added isolation to heating installations in the K3 building, which will allow for energy savings.

These measures are supplemented by the following ongoing measures continuing in 2019 (which are either specific to a certain building or may concern all ECA buildings):

- Follow-up of the findings of the building energy performance studies and checks in order to constantly improve the energy performance of buildings;
- awareness campaign with the use of ECO Post-its to remind staff to switch off lights;
- frequent revision and optimisation of lighting settings;
- regular checks on heating to avoid overconsumption;
- gradual replacement of old laptops with more efficient models and tablets;
- non-functioning bulbs are replaced with energy efficient LED bulbs whenever possible.

The percentage increase in fuel consumption is due to the necessary calibration of equipment, although the quantities involved are minimal.

Paper resources

There are two main ways in which paper is consumed at the ECA:

- through the use of photocopiers and printers for office activities (mostly A4 size, 100% recycled, 80g/m2);
- in the production of communication materials to promote ECA activities and products (several types of paper used only by the ECA Printshop or external publication service).

A policy was already in place to reduce the number of personal printers, standardise double-sided printing, encourage the use of electronic forms for training (e-learning), and promote electronic versions of publications such as journals or newspapers.

1. Objectives and targets

- Reduce paper consumption per FTE by 10% in 3 years

2. Results

PAPER	CONSUMPTION	2018	Change 2016–2018	Change 2014–2018
Gross annual	Pages printed/copied (office work)	7675136.0	-11.6%	-28.2%
	Publications	402076.0	-82.8%	-93.0%
	Total pages (office work + publications)	8077212.0	-26.7%	-50.8%
Relative annual	Pages printed/copied (office work)/FTE	8279.99	-11.9%	-28.5%
	Total pages (office work + publications) /FTE	8713.75	-27.0%	-51.0%
	Total pages (office work+ publications) FTE/days	36	-26.4%	-50.6%

For details on methodological assumptions, see Annex 1.
For detailed data on environmental performance in 2016–2018, see Annex 2.

3. Action taken

We introduced the following measures to reduce paper consumption in 2018:

- multi-functional devices for printing, scanning and copying, based on follow-me printing technology;
- an online helpdesk to automate communication and eliminate a paper-based workflow for resolving various administrative issues in HR, IT and Building Facilities;
- a detailed inventory of paper stocks;
- an awareness campaign using ECO Post-its on staff printing habits.

In addition, the following measures were already in progress:

- an on-demand printing policy to ensure that hard copy documents were used effectively;
- reducing hard copy archiving by increasing the storage space for the electronic archiving of audit documents, making electronic files standard;
- staff awareness campaigns to reduce paper consumption (best practices for the "green office");
- cutting the number of hard copy versions of official publications;
- use of only 100% recycled paper;
- a paperless system to manage audit missions (the Missions Integrated Processing System, or MIPS);
- the development of e-learning/online courses;
- increasing the selection of online journals, newspapers and e-books;
- use of electronic communication and a ban on paper leaflets and posters.

By the end of 2019, the ECA plans to:

- review all of its paper-based workflow processes and establish digital approval procedures using electronic signatures;
- continue with the awareness campaign on staff printing habits.

Greenhouse gas emissions

Since 2014, the ECA has carried out an annual assessment of its greenhouse gas emissions to monitor efforts to reduce its carbon footprint. The assessment shows that the main sources of the ECA's CO_2 emissions are the daily commute to work by staff, ECA business travel and audit-related travel by visitors to the ECA.

We publish detailed reports on our carbon footprint and calculation methods on our environmental management webpage.

1. Objectives and targets

- Reduce CO_2 emissions from the car fleet by 10% in 3 years (baseline: 2016)
- Reduce CO_2 emissions from auditor travel per FTE by 3% in 3 years (baseline: 2016)
- Implement a CO_2 offsetting strategy

2. Results

GREENHOUSE GAS EMISSIONS		2018	Change 2016–2018	Change 2014–2018
Gross annual emissions	Total emissions (tCO_2e)	10 178.0	-13.6%	-14.9%
	Total emissions from auditor travel (tCO_2e)	1 030.0	-19.0%	-20.6%
	Total emissions from ECA car fleet (tCO_2e)	142	-24.1%	-26.4%
Relative annual emissions	Total emissions (tCO_2e)/FTE	11.0	-13.9%	-15.3%
	Total emissions from auditor travel (tCO_2e)/FTE	1.1	-19.2%	-20.9%
	Total emissions from ECA car fleet (tCO_2e)/car	4.3	-26.4%	-26.4%

For details on methodological assumptions, see Annex 1.
For detailed data on environmental performance in 2016-2018, see Annex 2.

CO_2 EMISSIONS		2018	Change 2016–2018
Gross annual emissions	Total emissions from ECA car fleet (tCO_2)	117.09	-23.1%
Relative annual emissions	Total emissions from ECA car fleet (tCO_2)/car	3.55	-25.4%

For details on methodological assumptions, see Annex 1.
For detailed data on environmental performance in 2016-2018, see Annex 2.

Business travel		2018	Change 2016–2018	Change 2014–2018
Gross annual	Total distance of business travel (in km), of which done:	4 689 065	-18.4%	-21.5%
	by plane (km)	3 494 304	-17.4%	-19.4%
	with personal car (km)	315 539	-25.5%	-18.2%
Relative annual	Total distance (in km) - Business travel/FTE	5058.6	-19%	-21.81%

For detailed data on environmental performance in 2016–2018, see Annex 2.

3. Action taken

In 2018, the ECA took the following emissions reduction measures:

- revision of teleworking scheme to make it possible to telework up to 30 days per year, and 5 days per month;
- continued encouragement for the use of videoconferencing in order to limit travel, resulting in a 48% increase in the use of videoconferencing compared with the previous year;
- promotion of the shuttle buses to reduce private car use for missions to Brussels and of car-sharing, resulting in a decrease in private car use of 25.5% with respect to 2016.

To achieve its emissions reduction objectives, the ECA had implemented various measures in previous years, such as:

- providing discounts on public transport (free bus passes/*Jobkaart*) and free membership to the city bike scheme ("*Vel'oh!*");
- systematic monitoring of CO_2 emissions arising from the ECA's activities;
- extending the teleworking option to all staff in order to limit the number of journeys to and from work;
- upgrading videoconferencing equipment;
- adopting a missions policy encouraging staff to select direct flights;
- promoting sustainable modes of transport, e.g. carpooling via dedicated sites or one-off events such as the European Mobility Week or *Mam Vëlo op d'Schaff* ("Cycling to work");
- introducing low-emission official cars (hybrids);
- providing bicycle parking spaces and changing facilities with showers for cyclists;
- installing freely accessible electric vehicle charging stations.

By the end of 2019, the ECA plans to have implemented its CO_2 offsetting strategy.

Waste

The ECA generates many types of waste due to the diverse nature of its activities, i.e.: catering, general office work, and the upkeep of premises and maintenance of technical facilities.

The following types of waste are collected:

- Glass
- Plastic, metal, wood and composite packaging (PMC)
- Printer toner (refilled and recycled by suppliers), packaging contaminated with hazardous products
- Organic waste
- Paper/cardboard
- Bulky items
- Mixed municipal waste
- Electrical and electronic waste, batteries, lighting tubes
- Edible fats and oils, and oil/water separator sludge

The ECA's waste management system was awarded, and has retained, the "SuperDrecksKeëscht" quality label. It is organised in the following manner:

- There are no individual bins in offices, only sorting bins in corridors.
- Mission monitoring system controls the number of meals to be provided.
- A donation programme for decommissioned but functional IT equipment promotes reuse and recycling.
- Detailed consumption statistics are available in the canteen.

1. Objectives and targets

- Reduce production of waste (including food waste) per FTE by 5% in 3 years (baseline: 2016)

2. Results

WASTE	GENERATION	2018	Change 2016–2018	Change 2014–2018
Gross annual	Total waste (t),	176.4	-8.7%	16.2%
	of which:			
	total food waste (t)	23.6	5.0%	31.3%
	total hazardous waste (t)	7.5	-5.1%	-57.1%
Relative annual	Total waste (kg)/FTE	190.34	-9.0%	15.7%
	Total food waste (kg)/FTE	25.45	4.7%	30.7%
	Total hazardous waste (kg)/FTE	8.1	-5.5%	-57.3%

For details on methodological assumptions, see Annex 1.
For detailed data on environmental performance in 2016–2018, see Annex 2.

3. Action taken

In 2018, the ECA took following action to improve its waste management system:

- staff awareness campaigns about total waste generated, food waste, and how to buy green without single-use packaging;
- monthly checks on waste-sorting in the ECA's buildings and targeted training for effective sorting and bin use.

In 2019, the ECA plans to:

- continue closely monitoring the waste it generates;
- review its recycling scheme for IT waste;
- continue with staff awareness campaigns on food waste and single-use plastic packaging waste.

Green procurement

The type, quantity and nature of purchased goods and contracted services and works can affect the ECA's environmental footprint. We therefore pay particular attention to environmental clauses in our public procurement procedures.

Public procurement is sustainable when a public authority seeks to obtain goods, services and works that will have the lowest possible negative environmental and social impact over their whole lifespan.

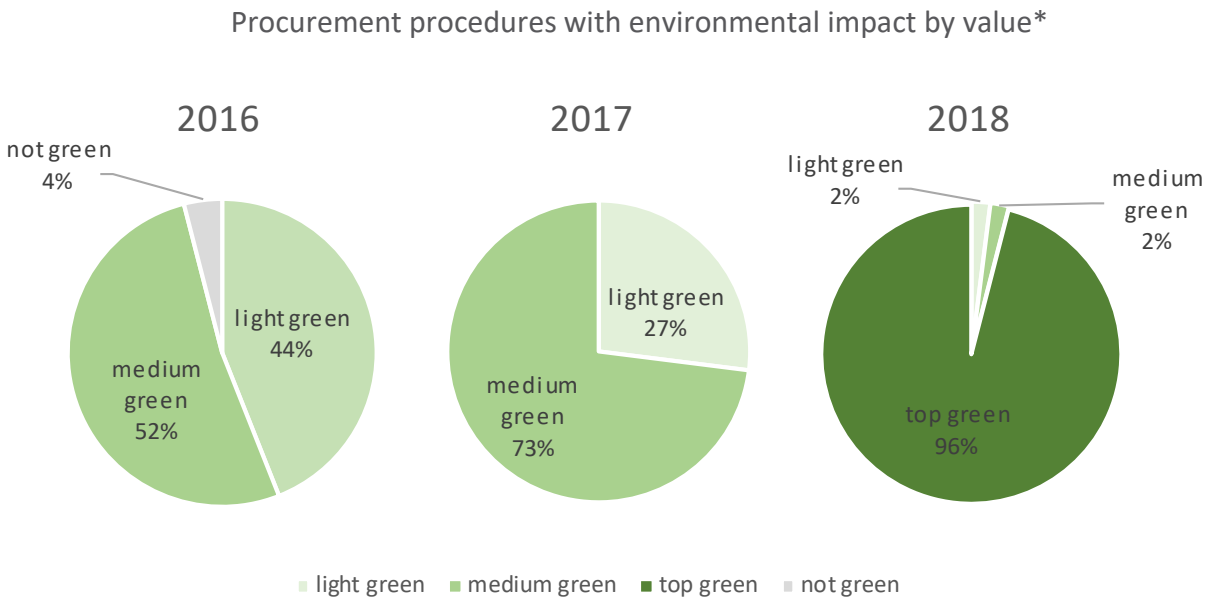
1. Objectives and targets

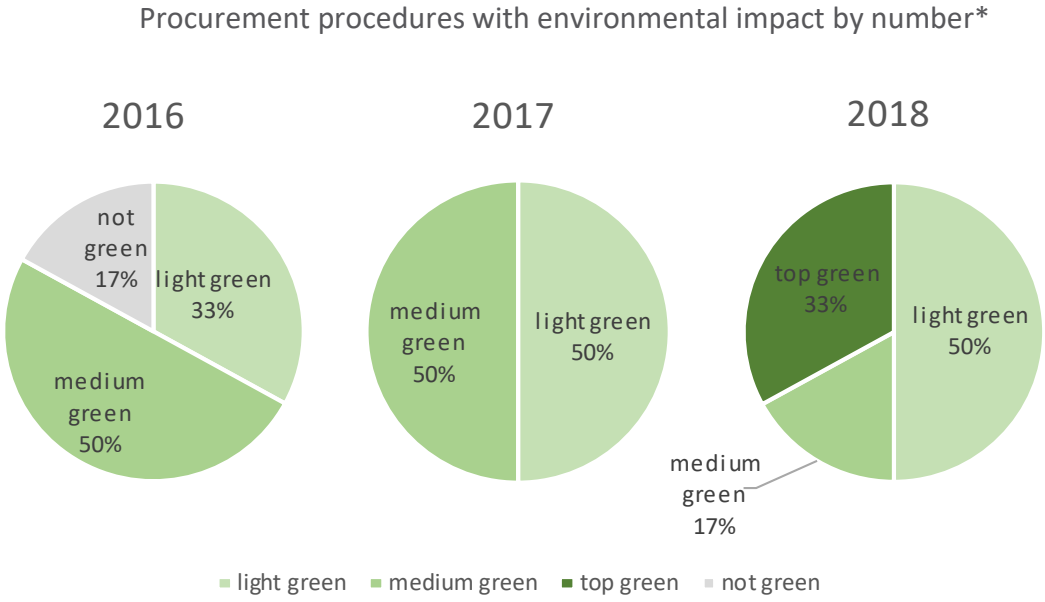
Lay greater emphasis on environmental considerations in procurement (baseline: 2016)

- The share of procurement procedures (above €60 000) classified as "light green" must not exceed 70% (by number and value) of all procurement procedures with an environmental impact.
- The share of procurement procedures (above €60 000) classified as "medium green" must increase to at least 20% (by number and value) of all procurement procedures with an environmental impact[5].

[5] For details on methodological assumptions, see *Annex 1*.

2. Results





* For procurement procedures above €60 000

3. Action taken

Since 2016, we have systematically checked that contracts exceeding €60 000 include green criteria; the commitment to quantitative targets has only applied since 2017. Nevertheless, in 2018 we by far surpassed the original objective to include green public procurement criteria, with "top green" procedures accounting for 96% by value and 33% by number of the total.

To ensure that targets are met, the ECA promotes green public procurement through:

- regular monitoring of procurement procedures to ensure that they include environmental criteria;
- staff awareness campaigns on green procurement, e.g. articles on the intranet, related seminars;
- provision of training on green public procurement to all departments involved in procurement procedures;
- increasing share of environmental requirements in award criteria;
- assessment of procurement procedure by Green Public Procurement Helpdesk (GPP Helpdesk) and support in integrating green criteria into all stages of the procedure.

The ECA will continue with this action in 2019.

Water

Catering, the use of lavatories and office cleaning account for most of the ECA's water consumption from the municipal network.

In line with its environmental policy, the ECA is committed to promoting the efficient use of water and preventing pollution. In particular, it has set itself the objective of reducing its annual per capita water consumption by 5% over a period of three years, i.e. by 2017. This water consumption objective on water consumption was renewed in the second EMAS cycle (2017-2019).

The ECA is striving to reduce its annual per capita water consumption by a further 5% over a period of 3 years.

1. Objectives and targets

- Reduce water consumption per FTE by 5% in 3 years (baseline: 2016)

2. Results

WATER	CONSUMPTION	June 2018[6]	Change June 2016–June 2018	Change June 2014–June 2018
Gross annual	Total consumption (m^3)	12502.0	-21.1%	0.5%
Relative annual	Total consumption (m^3/FTE)	13.5	-21.4%	0.0%
	Total consumption (m^3/FTE/day)	0.1	-20.8%	0.9%

For details on methodological assumptions, see Annex 1.
For detailed data on environmental performance in 2016–2018, see Annex 2.

3. Action taken

We implemented the following measures in support of this objective:

- reduced water pressure from individual taps in all ECA buildings;
- awareness-raising campaigns on the rational use of water (best practices for the "green office");
- approval of water-efficient solutions, e.g. by installing leak detection systems and automatic tap sensors for the refurbishment of K2. Construction work will start in 2019 and last for two years.

Green canteen

The ECA has one canteen, two cafeterias and two reception rooms. Catering is managed by a contractor subject to a contract with high environmental standards.

The following measures were already in place for the ECA's catering activities:

- The fruit and salad bar offers seasonal produce from Luxembourg and the surrounding areas, and all fresh salad ingredients are organic.
- One organic meal is served each day and one meal per week is made using local ingredients.
- A local baker bakes all bread.
- Contractors are required to obtain the SuperDrecksKëscht® quality label establishing the best waste management practices in Luxembourg.
- Plastic cups have been discontinued.
- Seafood suppliers must hold a Marine Stewardship Council certificate guaranteeing the provision of sustainable produce with minimal environmental impact.

6 Reporting period for water is from June y-1 to May y.

- The number of water fountains has increased.
- Exotic products are ethically sourced (Fairtrade label).
- "SOU SCHMAACHT LËTZEBUERG" (SSL) label awarded by Luxembourg's Ministry of Agriculture and Chamber of Agriculture, promoting the use of local products and regional agriculture as a means of increasing the use of short food supply chains.

Biodiversity

Our impact on biodiversity, taking into account the nature of our activities and the level of control exercised, was not deemed significant. However, the proportion of green areas to the total surface area used by the ECA in 2018 was reduced due to security improvement works.

BIODIVERSITY	2018	Change 2016–2018
Total surface area used (m^2)	18 687	-
Total sealed area (m^2)	16 442	+3.9%
Green areas (m^2)	2 245	-18.5%
Green areas/Total surface area used (%)	12%	

For detailed data on environmental performance in 2016–2018, see Annex 2.

Control methods are kept up to date in order to preserve biodiversity.

For example, the ECA added clauses to contracts with subcontractors concerning the products used to maintain green areas, food labelling requirements (organic food, MSC®-certified fish, Fairtrade products, etc.), and the requirement that seasonal fruit and vegetables should be used wherever possible so as to minimise food miles.

The ECA planted new plants in the K1 front yard as soon as the security improvements works were complete.

In 2018, the ECA also launched a bee-keeping project: we organised an information session on the importance of bees in the ecosystem and a beekeeping course.

In 2019, the ECA plans to install beehives.

Evaluation of results and future direction

The ECA met the majority of its objectives and is on the right track to achieve the EU 2020 and 2030 sustainability targets. We achieved very good results in reducing the Co_2 emissions generated by the ECA car fleet and business travel, paper consumption and green public procurement. The results achieved in total waste generation (-8.7%) and total energy consumption (-2.5%) with respect to the baseline in 2016 are also satisfactory.

Total energy consumption (-2.5%) continued along its steady downward trajectory, despite numerous building works prompting additional energy consumption. Unfortunately, food waste results are unsatisfactory. Food waste increased significantly due to the growing number of professional events and the success of the ECA's canteen.

The food waste results require further analysis. Efforts to reduce food waste must continue with the setting of quantitative targets and inclusion of new measures in the EMAS action plan 2020-2022.

Water consumption results seem to have held steady with respect to the previous year; however, the reliability of their evaluation against the baseline is impaired by the fact that the water meters were changed between the end of 2015 and early 2016.

Environmental awareness initiatives – 2018 highlights

- **January**
  - Training for the internal EMAS auditors
- **February**
  - Interinstitutional conference on green public procurement for eco-friendly ICT devices
- **March**
  - Earth Hour
- **April**
  - Major Incident Medical Management and Support

- **May–July**
  - Velomai and Mam Vëlo Op D'schaff – cycling competitions
  - Interinstitutional conference on green public procurement for food and catering
  - Savoir+ session: "Being a member in a packaging-free organic cooperative grocery"

- **September**
  - Savoir+ session: "Copilote: Luxembourg's national carpooling platform"
  - E-trial Day testing of electric bikes and scooters
- **October**
  - Interinstitutional conference on green public procurement and waste management
  - Savoir+ session with beekeeping expert and advisor
- **November**
  - "ECA waste" exhibition
  - "Clean up your office!" – initiative for correct recycling of broken office material and give-away stand for reuse of old but functional office material
- **December**
  - Conference introducing the new ECA multi-functional devices – Campaign "Printing less"

Annex 1 Methodological assumptions

The information needed to monitor the ECA's environmental performance is available from 2014.

We have compared all 2018 results reported in this statement with those from 2016, which was the baseline for the second EMAS cycle (2017–2019) at the ECA.

We have not compared all 2018 results reported in this statement with the 2014 results, due to the unavailability of certain data in the first EMAS cycle (2014–2016).

Environmental aspects and impact assessment

We use this assessment to identify the environmental aspects of our activities, services and products, and to determine which environmental aspects have a significant environmental impact from a life cycle perspective.

The significance of environmental impact is determined according to the following criteria: How serious is the impact? How frequently does it occur? Is it under control? All impacts which go against the policy, objectives, legal and other requirements are considered to be significant.

Variables used to calculate environmental performance indicators

To ensure that indicators are monitored over time and are compared reliably whatever the context, we use relative indicators, calculated using a given variable.

1. Number of people

All headcount data given in this statement is reported as the average number of full-time equivalents (FTEs) for the year. This variable includes only ECA staff, and thus exclude contractors. (Used to calculate: relative annual water, electricity, heating, paper consumption, waste generation, greenhouse gas emissions).

Year	FTEs
2014	922.9
2016	923.7
2018	926.95

2. Number of working days

Figures on working days at the EU institutions in Luxembourg are published per year for weekdays only, excluding weekends and bank holidays. This variable is used to calculate the relative annual water consumption.

Year	Working days
2014	~~252~~ 244*
2016	~~253~~ 244*
2018	242

**This correction was made in 2018. Nevertheless, as the figures for relative annual water consumption (m^3/FTE/day) were rounded off, the correction does not affect the water consumption results published in previous environmental statements.*

Energy

- The electricity and heating consumption data used in this report comes from invoices issued by energy suppliers.
- We verified this data against consumption data recorded by the metering system installed in the ECA buildings.
- We calculated the share of renewable energy by excluding the consumption of fuel oil, which is our only non-renewable energy source.
- We use fuel oil only to test the emergency power supply. Quantities used are insignificant.

Paper

- Reported paper consumption data comes from supplier statistics on the number of pages printed or copied (including publications). We compare this data against our internal paper inventory of paper stocks, although we consider the former more reliable.

Greenhouse gas emissions

- We estimate our greenhouse gas emissions using the Bilan Carbone® methodology developed by the French Environment and Energy Management Agency (EDEME).
- We applied version V.8 of the Bilan Carbone® to estimate the 2018 results.
- The method considers the following gases:
  - Kyoto Protocol gases: CO2, CH4, N2O, SF6 hydrofluorocarbons (CnHmFp), perfluorocarbons (CnF2n+2), NF3;
  - other non-Kyoto Protocol gases (CFCs);
  - water vapour from planes emitted at the stratospheric level.

CO_2 emissions

- We calculate the ECA car fleet's CO_2 emissions based on petrol and diesel data from invoices.
- We apply the conversion factor 2.61tCO_2/1000l for diesel and 2.34tCO_2/1000l for petrol.

Waste

- Waste generation data is mostly taken from official statistics provided by Luxembourg City and SuperDrecksKëscht, which disclose details of waste type, disposal method and the European waste code.
- Reported quantities of glass, mixed recyclable packaging and organic waste are based on ECA records and estimates provided by Luxembourg City.
- Additionally, we weigh all food waste: unsold food waste, consumers' waste from plates and from all sold items.

Green procurement

- The results in this report are based on the ECA Procurement Service's evaluation of whether environmental considerations were taken into account in the planning and conduct of a tendering procedure, in the contract itself and when monitoring contract execution.
- Methodology used:
  - Light green (contracts): the environmental criteria share of the total weighting (for price and quality) is less than 10 %.
  - Medium green: the environmental criteria share of the total weighting is 10 % or more.
  - Very green: Weighting of 25 % or more.

Water

- Reported water consumption data comes from invoices issued by the water supplier.
- We verified this data against consumption data recorded by the metering system installed in the ECA buildings.
- Relative annual water consumption takes into account working days.

Annex 2 Detailed data on environmental performance in 2016–2018

Energy

ENERGY	CONSUMPTION	2016	2017	2018
Gross energy	Total energy consumption (MWh)	7 985.1	7 806.3	7 781.5
	Renewable energy consumption (MWh)	7 972.9	7 799.9	7 765.5
	% renewable energy	99.85%	99.92%	99.79%
Gross energy by activity	Total electricity (MWh)	4 488.2	4 353.4	4 357.3
	Total heating (MWh)	3 484.7	3 446.5	3 408.2
	Fuel oil (MWh)	12.2	6.4	16.0
Relative energy (per FTE)	Electricity (MWh/FTE)	4.86	4.71	4.7
	Heating/cooling (MWh/FTE)	3.77	3.73	3.68
	Fuel oil (m^3/FTE)	1.24	0.65	1.62

Paper

PAPER	CONSUMPTION	2016	2017	2018
Gross annual	Pages printed/copied (office work)	8 683 717	7 689 929	7675136.0
	Publications	2 336 072	460 696	402076.0
	Total pages (office work + publications)	11 019 789	8 150 625	8077212.0
Relative annual	Pages printed/copied (office work)/FTE	9 401	8 325	8 280
	Total pages (office work + publications)/FTE	11 930	8 823	8 714
	Total pages (office work + publications) FTE/days	48.9	36.5	36

Emissions

GREENHOUSE GAS EMISSIONS		2016	2017	2018
Gross annual emissions	Total emissions (tCO_2e)	11 784	11 661	1 0178
	Total emissions from auditor travel (tCO_2e)	1 271	1 064	1 030
	Total emissions of ECA car fleet (tCO_2e)	187	160	142
Relative annual emissions	Total emissions (tCO_2e)/FTE	12.8	12.6	11.0
	Total emissions from auditor travel (tCO_2e)/FTE	1.4	1.2	1.1
	Total emissions of ECA car fleet (tCO_2e)/car	5.8	4.7	4.3

CO_2 EMISSIONS		2016	2017	2018
Gross annual emissions	Total emissions of ECA car fleet (tCO_2)	152.2	132.1	117.1
Relative annual emissions	Total emissions of ECA car fleet (tCO_2)/car	4.76	3.89	3.55

Business travel		2016	2017	2018
Gross annual	Total distance of business travel (in km), of which done:	5 746 003	4 787 935	4 689 065
	by plane (km)	4 229 964	3 642 622	3 494 304
	with personal car (km)	423 716	344 031	315 539
Relative annual	Total distance (in km) – Business travel/FTE	6220.7	5183.2	5058.6

Waste

WASTE	GENERATION	2016	2017	2018
Gross annual	Total waste (t), of which:	193.3	184.6	176.4
	total food waste (t)	22.5	22.6	23.6
	total hazardous waste (t)	7.9	8.7	7.5
Relative annual	Total waste (kg)/FTE	209.3	199.8	190.34
	Total food waste (kg)/FTE	24.3	24.4	25.45
	Total hazardous waste (kg)/FTE	8.6	9.5	8.1

Water

WATER	CONSUMPTION	June 2016	June 2017	June 2018
Gross annual	Total consumption (m^3)	15 854	12 205	12502
Relative annual	Total consumption (m^3/FTE)	17.2	13.2	13.5
	Total consumption (m^3/FTE/day)	0.07	0.06	0.1

Biodiversity

BIODIVERSITY	2016	2017	2018
Total surface area used (m^2)	18 687	18 687	18 687
Total sealed area (m^2)	15 934	16 442	16 442
Green areas (m^2)	2 753	2 245	2 245
Green areas/Total surface area used (%)	14.7%	12%	12%

Verification data

Validation declaration

Community Eco-Management and Audit Scheme (EMAS)

VINÇOTTE nv

Jan Olieslagerslaan 35, 1800 Vilvoorde, Belgium

Based on an audit of the organisation, visits of its site, interviews with its staff, and the examination of the documentation, the data and the information, documented in the verification report N° **60788517**, VINÇOTTE nv declares, in its capacity as environmental EMAS verifier with registration number BE-V-0016, accredited for the scope 1, 10, 11, 13, 16, 18, 19, 20 (excl. 20.51), 21, 22, 23, 24, 25, 26, 27, 28, 29, 30.2, 30.9, 31, 32, 33, 35, 36, 37, 38, 39, 41, 42, 43, 45, 46, 47, 49, 50, 52, 53, 55, 56, 58, 59, 60, 62, 63, 70, 71, 72, 73, 74, 79, 80, 81, 82, , 84, 85, 86, 87, 88, 90, 93, 94, 95, 96, 99 (NACE-code), to have verified whether **the whole organisation** as indicated in the **environmental statement 2019**:of the organisation

European Court of Auditors
with registration number LU-000004

located at

12, rue Alcide de Gasperi
1615 Luxembourg
Luxembourg

and used for:

All of the activities carried out on its site (buildings K1, K2 and K3) located at 12 rue Alcide de Gasperi in 1615 Luxembourg.

Meet all requirements of Regulation (EC) No 1221/2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS), as amended by Regulations (EU) 2017/1505 and (EU) 2018/2026.

By signing this declaration, I declare that:

- The verification and validation has been carried out in full compliance with the requirements of Regulation (EC) No 1221/2009 amended by Regulations (EU) No 2017/1505 and (EU) 2018/2026;
- The outcome of the verification and validation confirms that there is no evidence of non-compliance with applicable legal requirements relating to the environment
- The data and information of the **environmental statement 2019 of the organisation** reflect a reliable, credible and correct image of **all the organisation** activities, within the scope mentioned in the environmental statement.

This document is not equivalent to EMAS registration. EMAS registration can only be granted by a Competent Body under Regulation (EC) No 1221/2009 amended by Regulations (EU) No 2017/1505 and (EU) 2018/2026. This document shall not be used as a standalone piece of public communication.

Declaration number: **16 EA 99a**
Date of issue: **2 December 2019**

VINÇOTTE

For the environmental verifier:

Eric Louys
Chairman Certification Commission

BELAC
EMAS
BE-V-0016

EUROPEAN COURT OF AUDITORS

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The next environmental statement will be published in August 2020.