European Parliament

THE EUROPEAN PARLIAMENT ENVIRONMENTAL STATEMENT 2018 COVERING THE YEAR 2017

EMAS
Verified environmental management

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The European Parliament
Environmental Statement 2018
covering the year 2017

pursuant to
Chapter III, 1. and 2., and Annex IV to Regulation (EC) No 1221/2009 of the European Parliament and of the Council of 25 November 2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS), as amended by the Commission Regulation (EU) 2017/1505 of 28 August 2017 .

Adopted by
the Steering Committee for Environmental Management
on 18 June 2018

Verified by
Vinçotte SA (external verifier)
on 05-29 June 2018

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1. INTRODUCTION

1.1. INTRODUCTION TO THE EUROPEAN PARLIAMENT

1.1.1. Composition and functions

The European Parliament (EP) is the parliamentary institution of the European Union, directly elected by the citizens of the EU every five years. It meets twelve times a year in Strasbourg (France); some of the part-sessions and most of the parliamentary committee meetings are held in Brussels (Belgium). Its secretariat is shared between Luxembourg, Brussels and Strasbourg. The European Parliament is one of the EU's three main institutions, the other two being the Commission and the Council. The NACE code of the European Parliament is NACE 99.

The EP is the assembly of the representatives of the 500 million citizens of the Union. The European Parliament is made up of 751 Members elected in the 28 Member States of the enlarged European Union. Since 1979 MEPs have been elected by direct universal suffrage for a five-year period.

1.1.2. Parliament's work

The EP's activities are those of a large-scale political institution. In general, activities include organising meetings (many of them with simultaneous interpreting), drafting, publishing and translating documents, and managing IT and telecommunications systems.

The number of officials and temporary staff working for Parliament at its three main places of work exceeds 7 000. In addition to officials and temporary staff, there are also Members' assistants and the staff of private service providers, who working in such sectors as building management, information technologies, cleaning and catering. Journalists, visitors and lobbyists also swell the numbers of people on Parliament's premises. At times, the total number of people working in the three main places of work in one capacity or another may exceed 12 000.

1.1.3. Numbers

The total number of people accommodated at the EP's premises varies according to the location and the parliamentary timetable, as the figure for Strasbourg increases very substantially during the monthly part-session weeks.

In 2015, Parliament's activities took place in 17 buildings in Brussels, 8 in Luxembourg and 4 in Strasbourg. The total area occupied by the EP, according to the DIN277 norm, is more than 1 150 000 m^2.

1.1.4. Environmental impact

Parliament's administrative and technical work comprises certain aspects that have a direct or indirect impact on the environment: for example, energy consumption for heating and lighting in meeting rooms and offices, production of waste and waste water, consumption of paper and the environmental impact of transport of people and goods.

1.2. HISTORY OF THE EMAS PROJECT IN THE EUROPEAN PARLIAMENT

The European Parliament began the preparatory work necessary for the implementation of an environmental management system immediately after the entry into force of the EMAS Regulation. An external consultant, working in cooperation with Parliament's services, performed a detailed environmental analysis of Parliament's activities. The analysis served as a basis for identifying a series of environmental management objectives for Parliament.

On 19 April 2004 the Bureau decided to establish an Environmental Management System in Parliament, in accordance with the European standard, EMAS. Following additional technical preparations, on 9 May 2005 the Bureau approved the environmental objectives and asked the Secretary-General to establish the Environmental Management System required in order to attain them. The first versions of the main EMAS documents were approved by the Bureau on 13 December 2005.

The system and necessary documentation, as well as the first internal audit cycle, were put in place in 2006. The first Management Review exercise was carried out in June 2007. Following the decision to adjust the environmental objectives and key actions proposed in the Management Review, the new version of the Environmental Policy of the European Parliament was adopted and signed in November 2007.

The external audits led to ISO 14001:2004 certifications for the three sites on 17 December 2007. The Secretary-General could then start the application procedure for EMAS registration for the three sites, which was successfully achieved in the course of 2008. Audits to renew the EMAS registration were carried out in of 2010, 2013, and 2016 with positive results.

The European Parliament is EMAS registered in France (F0000051), in Belgium (B-BXL-00013) and in Luxembourg (L000002) until 17 December 2019.

2. ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) OF THE EUROPEAN PARLIAMENT

2.1. SCOPE, REGISTRATION AND CONTEXT

2.1.1. Scope

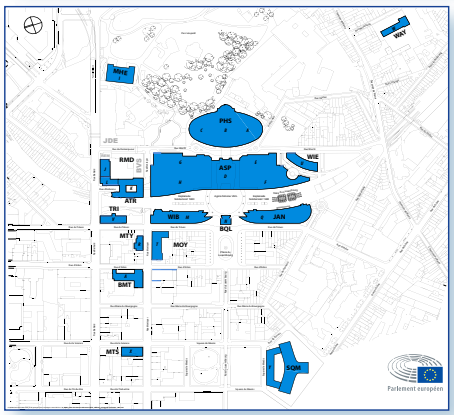
The EMS applies to all technical and administrative activities of the European Parliament in its three main places of work, Brussels, Luxembourg and Strasbourg. All of the European Parliament's buildings in the three places of work are taken into account when calculating the indicators and carbon footprint.

Political activities performed by the MEPs within the framework of their mandate are excluded from the EMS, unless certain activities are explicitly included.

2.1.2. Registration

Buildings registered under EMAS on 31 December 2016 are the following:

Site	Building	Name
Luxembourg	KAD	Konrad Adenauer
	SEN	Senningerberg Dépôt
	SCH	Schuman
Brussels	PHS	Paul-Henri Spaak
	ASP	Altiero Spinelli
	ATR	Atrium
	WIB	Willy Brandt
	JAN	József Antall
	WAY	Wayenberg
Strasbourg	LOW	Louise Weiss
	WIC	Winston Churchill
	SDM	Salvador de Madariaga
	PFL	Pierre Pflimlin



The EMAS registered buildings are considered to be the main buildings of the European Parliament. They have a total surface area of more than 921 000 m^2 (nearly 80% of all Parliament's buildings) and have undergone or undergo a periodic environmental analysis. It is planned to gradually register all buildings used by the EP under Parliament´s Environmental Management System.

2.1.3. Organisational Environmental Context

Environmental performance of the European Parliament can be influenced by variability in external environmental conditions, among which average seasonal temperature variations are the most significant, as they directly influence consumption of gas and electricity for heating and cooling. Local environmental conditions at the three places of work, such as air pollution levels, can also influence which legal restrictions on activities apply to Parliament, its Members, staff and visitors, which in turn reflects on EP's own environmental performance.

Parliament's environmental performance is also affected by external social, political, and financial circumstances, as reflected in e.g. mirroring political priorities in the priorities of the Environmental Management System, or limits to the amounts of financing available for environmental projects and activities.

Finally, internal circumstances could also have a significant impact, such as amounts and scheduling of legislative activity affecting paper consumption, election cycles affecting travel and paper consumption, and number and location of political meetings outside of Brussels and Strasbourg influencing carbon emissions from travel and transport of goods.

2.2. GOVERNANCE STRUCTURE OF THE EMS

At the meeting of the Steering Committee for Environmental Management on 1 December 2014, the Secretary-General asked the EMAS Unit to develop new proposals for the improvement of Parliament's Environmental Management System, including a strengthening of the EMAS governance structure and measures to better monitor implementation of the actions decided upon in the current year. The requested proposals have immediately been developed and put into practice in 2015. The Environmental Manual underwent a technical revision in 2016 to reflect these changes. The revised version was adopted by the Secretary General on 03 June 2016.

2.2.1. The Bureau

The European Parliament Bureau (the political body responsible for dealing with administrative and financial matters, composed of the President and 14 Vice-Presidents of the European Parliament, and the 5 Quaestors in an advisory capacity) is the political decision-making authority of the EMS. The Bureau adopts and revises the broad outlines of Parliament's approach and commitment to environmental matters, including in particular the Environmental Policy, and allocates the budgetary resources necessary for its implementation.

Since 2017, MEP Heidi Hautala (Greens/EFA) is the Vice President responsible for EMAS.

2.2.2. The Steering Committee for Environmental Management

The Steering Committee for Environmental Management is the highest administrative authority of the EMS. Chaired by the Secretary-General, it brings together the Deputy Secretary General, the Directors-General and the Jurisconsult. The Steering Committee is charged with implementation of the Bureau's decisions in the environmental field and with ensuring convergence of the Environmental Policy with its practical implementation through the EMS and the annual Action Plan, verifying that the Action Plan remains in line with Parliament's priorities.

Since 2015, the Steering Committee for Environmental Management meets twice per year in order to endorse Parliament's Environmental Management Review and Environmental Statement and adopt the Action Plan for the following year. The Steering Committee also monitors the implementation of the Action Plan for the current year.

2.2.3. The environmental management officers (EMOs) and the Inter-DG Steering Group on Environmental Management

Each Directorate-General designates one environmental management officer (EMO) responsible for the implementation of the EMS in the respective DG. The EMO ensures efficient liaison between the administrative level and the top management of the DG concerned by coordinating the Action Plan and advising the respective Director-General.

The inter-DG Steering Group on Environmental Management meets on a monthly basis. It is assisted by the EMAS Team and comprises representatives of the Secretary-General and the EMOs. Representatives of political group secretariats may also take part as observers in these meetings on a voluntary basis.

The inter-DG Steering Group on Environmental Management, together with the EMAS Team, prepares the Steering Committee's work, proposes actions to be included in the annual Action Plan and ensures the follow-up to those actions, helps prepare the draft Environmental Management Review/Environmental Statement and ensures closer horizontal cooperation and coordination at operational level between and within Directorates-General.

The Inter-DG Steering Group on Environmental Management works together with the EMAS Unit in the operational execution of Parliament's environmental objectives set out in the Action Plan.

2.2.4. The EMAS Unit

The EMAS Unit, attached to the Secretary General as of 1 January 2014, is responsible for coordinating the implementation of the EMS and reports to the Inter-DG Steering Group on Environmental Management and to the Steering Committee for Environmental Management. More specifically, the EMAS Unit:

- coordinates the drafting and updating of the main EMS documents, including the Action Plan, based on input from the Directorates-General;
- monitors and ensures implementation of the Action Plan and proposes corrective actions where needed;

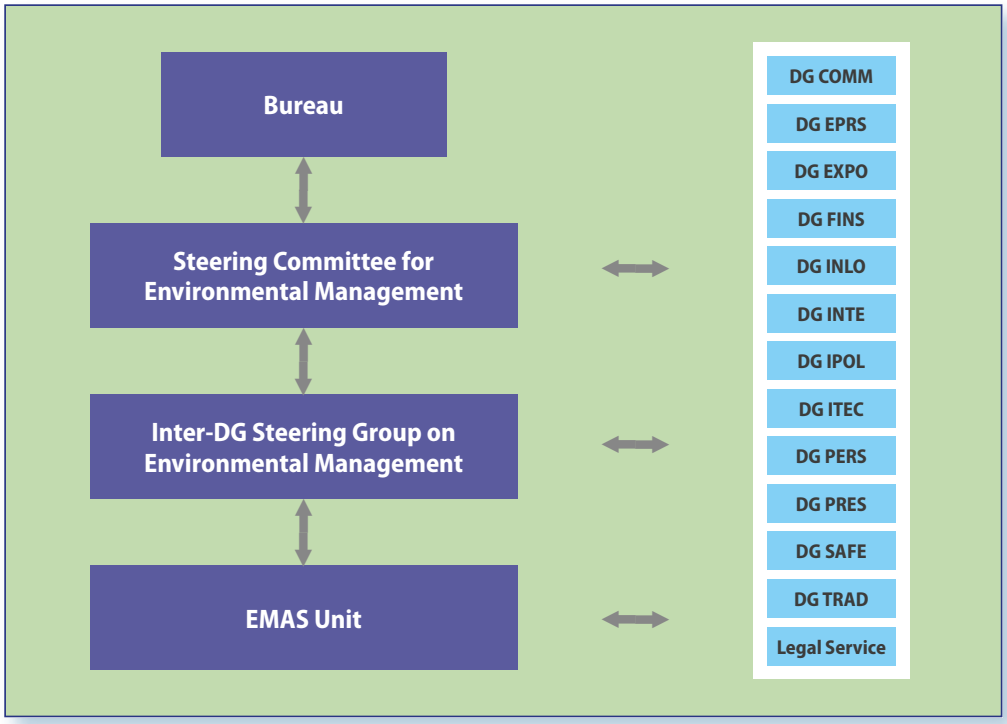
- monitors and updates a register with applicable legal requirements;
- calculates the carbon footprint of the Parliament, including key environmental performance indicators
- prepares the draft Environmental Management Review and Environmental Statement;
- organises the internal and external environmental audits;
- calculates the carbon footprint of the Parliament, including key environmental performance indicators;
- reviews and monitors corrective measures arising from internal audits;
- provides the secretariat of the inter-DG Steering Group on Environmental Management;
- helps prepare the meetings of the Steering Committee for Environmental Management, under the guidance of the Secretary-General;
- coordinates the implementation of the systematic green public procurement approach at the Parliament.

The position of the EMAS Unit as one of the Parliament's central service attached to the Secretary-General underlines the horizontal responsibilities of EMAS with respect to all administrative activities of the Parliament. This also implies additional tasks for the unit, including the management of EMAS budget and procurement procedures.

2.2.5. Environmental management networks

On the basis of individual needs and resources, each Directorate-General can create an internal environmental management network (EMN), coordinated by the respective EMO, in order to give environmental issues a higher profile. An EMN comprises representatives from within the Directorate-General and seeks to ensure the more efficient implementation of environmental projects, proactive participation in the EMS, greater awareness about the EMS and more fluent communication.

Graphic 1 — **Governance Structure of Parliament's Environmental Management System**



2.3. DOCUMENTATION OF THE ENVIRONMENTAL MANAGEMENT SYSTEM

Parliament's EMS is based on the following main documents, which are available and kept up-to-date on Parliament's EMAS intranet website, or can be provided by the EMAS Unit on request:

2.3.1. Environmental Analysis

The Environmental Analysis is a comprehensive initial environmental review identifying and evaluating the environmental aspects, impacts and performance related to Parliament's activities. The document contains the list of environmental aspects of the EP in each site, the impact on the environment for each aspect, the legislation applicable to the aspect and the values assigned to the aspect based on the evaluation of significance. The environmental impacts are classified either as direct or indirect, depending on whether the organisation has direct or indirect control over them. Each new building to be included in the scope of the EMS must be the subject of an initial environmental analysis, as must all significant changes to the existing infrastructure or activities.

The following environmental aspects were determined to be significant for the European Parliament:

Aspect	Exact source (+site)
Production of non-hazardous waste	Restaurants, cafeterias Offices Cleaning and maintenance activities
Production of hazardous waste	Cleaning and maintenance activities of the buildings Print shop (LUX) Restaurants, cafeterias
Electricity consumption	Audio-visual equipment (BXL, STR) Lighting in offices, corridors, public spaces Individual equipment Restaurants, cafeterias HVAC Banks, shops, travel agency (BXL, LUX) Print shop (BXL, LUX)
Toner and paper consumption	Print shops Network and individual printers
Water consumption	Toilets, showers in Spinelli, Spaak, ATR Restaurants and cafeterias Cleaning and maintenance in WAY
Production of printing vapours	Print shop (BXL)
Mobility	Transport of persons and goods between the 3 sites Daily commute of staff Access of visitors and contractors
Consumption of goods and services	Procurement Units Canteens, Cafeterias, Staff shops
Emissions	Boilers
Leakage of fuel oil (potential)	Tanks for fuel oil Trucks/cars

Given the nature of the European Parliament's activities and in line with the experiences of other similar organisations, the impact on biodiversity has not been deemed significant in the environmental analysis. The Parliament has not, therefore, established a biodiversity indicator, and there is no section devoted to this aspect.

Each new building to be included in the scope of the EMS must be the subject of an initial environmental analysis, as must all significant changes to the existing infrastructure or activities. In 2013 and 2014, additional European Parliament buildings were included in the scope of the EMS. The Environmental Analysis was consequently updated and extended to those buildings.

2.3.2. Environmental Policy

THE EUROPEAN PARLIAMENT'S ENVIRONMENTAL POLICY

The European Parliament recognises its responsibility for making a positive contribution to sustainable development as a long-term goal. Parliament fulfils this responsibility in its political and legislative role, but also in the way it operates and the decisions it takes on a day-to-day basis.

In 2007, the European Parliament therefore decided that its administration would embark on the path of applying the EMAS (Eco-Management and Audit Scheme) standard, with the aim of continually improving its environmental results with regard to activities, products and services.

Interest in the environmental performance of organisations is continuously increasing. A proactive approach to environmental challenges is the hallmark of successful organisations. A broad range of benefits arise from EMAS registration, including reduced costs for resources and waste management, risk minimization, regulatory compliance and improved relations with internal and external stakeholders.

The European Parliament hereby

- reaffirms its commitment to maintaining its EMAS registration and its environmental approach to continuous improvement with a view towards achieving environmental sustainability in all its administrative activities;
- stresses the already good overall performance of the Environmental Management System (EMS) at the European Parliament but also underlines the need to further intensify efforts in order to achieve Parliament's current key performance indicator objectives in time, particularly in the area of greenhouse gas emissions;
- aims to set up new medium- and long-term key performance indicators with concrete and quantified objectives beyond the current deadlines;
- undertakes to ensure compliance with objectives and requirements laid down by national and EU legislation;
- undertakes to implement preventive measures to further improve its environmental performance and to ensure that environmental considerations are integrated in all its administrative activities;
- endeavours to provide sufficient resources for its EMS and activities relating thereto;
- undertakes to include and apply strict environmental and energy efficiency criteria in all of its building policies and building projects;
- encourages responsible and appropriate behavior by training, providing information and increasing the awareness of all its staff, but also its Members and their assistants, about EMAS-relevant aspects of their activities;
- undertakes to introduce best practices with regard to its main environmental impacts, in particular greenhouse gas emissions and waste management as well as an efficient use of energy, water and paper;
- endeavours to further strengthen Parliament's green public procurement approach by developing targets for the classification of contracts.

The European Parliament undertakes to describe in detail, implement and pursue this present Environmental Policy, to communicate it to its Members, staff, contractors and any other interested parties and to make it accessible to the public.

The European Parliament's Environmental Policy is implemented through its EMS. The Environmental Policy and the EMS cover the main environmental aspects, both directly and indirectly, as well as their impact on the sites concerned, and make it possible to establish corresponding objectives.

Martin SCHULZ, President
Brussels, 21 June 2016

EMAS

Klaus WELLE, Secretary-General
Brussels, 21 June 2016

The European Parliament's first Environmental Policy was adopted by the Bureau and announced by the President on 19 April 2004. An updated environmental policy statement was signed by the President and the Secretary-General of the European Parliament on 27 November 2007. This Policy includes Parliament's commitment to reducing its carbon dioxide emissions. The next revision of the Environmental Policy took place on 28 September 2010, when it was signed by the President of the European Parliament, Jerzy Buzek, and the Secretary-General, Klaus Welle.

The current version of the Environmental Policy has been approved by Parliament's Bureau in May 2016 and signed by President Martin Schulz and Secretary-General Klaus Welle on 21 June 2016.

The Policy can be downloaded from the EMAS website and also from the EUROPARL website:

http://www.europarl.europa.eu/parliament/expert/staticDisplay.do?language=EN&id=41

2.3.3. Environmental Manual

The Environmental Manual is the description of Parliament's Environmental Management System and the manner in which Parliament applies the EMAS Regulation. The latest technical update of the Manual was adopted by the Secretary General on 03 June 2016.

Identification of the interested parties with respect to Parliament's EMS and determination of their relevant needs and expectations is produced and updated by the EMAS Unit and is annexed to the Environmental Manual. The current analysis identifies the following 13 categories of interested parties: staff of the European Parliament; Members of the European Parliament; management of the European Parliament; Accredited Parliamentary Assistants (APAs); political groups; contractors in technical matters; other contractors; local, regional and national authorities; local residents; visitors; media; EU citizens; and other EU institutions.

2.3.4. Analysis of Environmental Risks and Opportunities

The Environmental Risk and Opportunity Analysis identifies and analyses risks and opportunities associated with Parliament's EMS. It is created and maintained by the EMAS Unit. The analysis contains two sections: the section on risks containing the description of risks and the assessment of their likelihood, an overview of the preventive and mitigating actions, as well as deadlines and responsibilities, and a section on opportunities outlining potential ways to improve environmental performance in general terms and actions needed to take advantage of these opportunities.

Along with the Environmental Analysis and observed environmental performance/indicators from previous year(s), Risk and Opportunity Analysis forms the basis for elaborating the annual EMAS Action Plan, aimed at assuring that the EMS can achieve its intended outcome, preventing undesired effects or accidents and achieving continual improvement of Parliament's environmental performance.

2.3.5. Action Plan

The Action Plan is Parliament's environmental programme, containing a description of measures, responsibilities and means taken or envisaged to achieve environmental objectives and targets within fixed deadlines. The Action Plan is adopted by the Steering Committee on an annual basis.

The Action Plan 2018 (Annex III) was adopted by the Steering Committee for Environmental Management on 20 December 2017. The Steering Committee was also informed about the execution of the Action Plan 2017.

2.3.6. Environmental Management Review

The Environmental Management Review is the annual activity report addressed to the Bureau, reviewing the appropriateness and effectiveness of the EMS, including the implementation of the Action Plan, with a view to proposing environmental improvements. The Environmental Management Review 2017 for 2016 was adopted by the Steering Committee on 26 September 2017.

2.3.7. Environmental Statement

The Environmental Statement provides comprehensive information to the public regarding Parliament's structure and activities, the Environmental Policy, the EMS and the Action Plan, including its environmental aspects and performance and compliance with applicable legal obligations relating to the environment. The Environmental Statement 2017 for 2016 was adopted by the Steering Committee on 26 September 2017 and published on the Parliament's website:

http://www.europarl.europa.eu/aboutparliament/en/20150201PVL00096/Environmental-management

2.3.8. Compendium of procedures

The Compendium of procedures are step-by-step instructions describing how to implement the EMS[1].

1 P-DO-ALL-16 procedure: Management of procedures. This procedure explains how procedures are identified, updated and approved. All procedures may be updated at any time in the light of developments concerning the EMS or changes in the requirements. Procedures may include supporting documents, which are model documents that may be used to apply a procedure or an instruction.

3. ENVIRONMENTAL PERFORMANCE

3.1. KEY PERFORMANCE INDICATORS AND TARGETS

In accordance with the EMAS Regulation 1221/2009, organisations applying EMAS must report on their environmental performance using core indicators. The EMAS Regulation also provides that, for organisations in the non-production sectors (administration/services), the overall annual output of the organisation shall relate to the size of the organisation expressed in number of employees. For that reason, the indicators are calculated based on the number of employees (FTE- Full Time Equivalents). The number of FTE increased by 2,2% in 2017 compared to (13 982 in 2016; 14 303 in 2017), mainly due to the lower number of staff working part time, and increase in the number of accredited parliamentary assistants and staff working in the administration, due to internalisation of certain services.

An overview of the evolution of the key performance indicators between the base year for the indicators (in most cases 2012, with the exception of the carbon footprint for which the base year is 2006) and 2017 can be found below. The key performance indicators were calculated using the information available on 01.05.2018, which was the cut-off date for collecting information for the report. If more up-to-date information is communicated after that date, it will be included in the report for the following year.

3.1.1. EP targets on Key Environmental Performance Indicators (KPI)

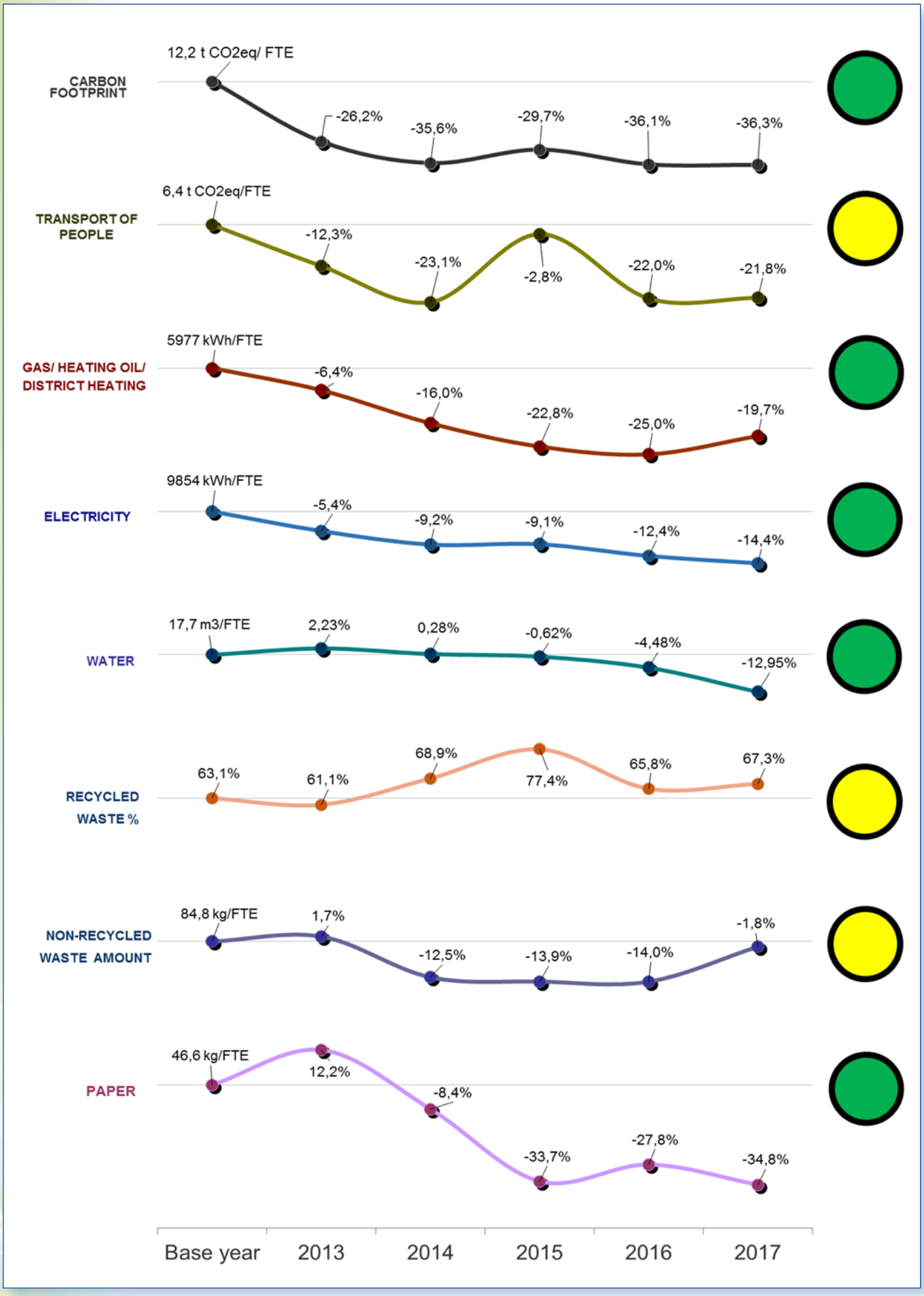
Following the recommendations from the 2016 Environmental Management Review, new ambitious KPI targets [2] for periods beyond 2016 and 2020 were adopted by the Steering Committee for Environmental Management on 26 September 2017 in the areas of gas, oil, and district heating consumption, renewable energy (new), electricity consumption, paper consumption, water consumption, waste recycling, reduction of non-recycled waste, reduction of food waste (new), and green public procurement (new). Furthermore, on 23 October 2017, the Bureau of the European Parliament adopted a new target for reducing Parliament's CO_2 emissions beyond 2020, aiming for a reduction of at least 40% in 2030 compared to 2006. This target replaces the previous 2020 carbon footprint reduction target, reflecting the increased level of ambition and paralleling EU-wide emission reduction targets in the implementation phase of the Paris climate accord.

Parliament's new environmental KPI targets for periods beyond 2016 and 2020 are:

- Carbon footprint reduction target of at least 40% in 2030 compared to 2006
- Reduction of gas, heating oil and district heating consumption by min. 15% in 2025 compared to 2012
- 10% of all energy used by EP should be generated on site from renewable sources and 100% of all electricity purchased by the EP should come from renewable sources in 2025

2 In addition to new targets for the previously tracked indicators, three new indicators with corresponding targets were introduced to enhance the ability to track EP's environmental performance while reflecting the increased level of maturity and ambition of Parliament's Environmental Management System.

Graphic 2 — Evolution of Key performance indicators (compared to the base year)



- Reduction of electricity consumption by at least 20% in 2025 compared to 2012
- Reduction of paper consumption by 5% in 2015-2020, and 15% in 2021-2025, compared to the base period 2010-2014
- Reduction of water consumption by at least 2% in 2025 compared to 2019
- Recycle on average 70% of the total amount of waste over 2016-2025
- Reduction in the amount of non-recycled waste by 15% in 2025 compared to 2012
- Reduction of the amount of food waste (unsold and leftovers food) by 5% in 2020 compared to 2016
- Green public procurement target where the value-weighted percentage of contracts (in the priority product categories and with a value greater than 60.000,00 EUR) which are classified as "Green", "Very Green" or "Green by Nature" should be at least 70% in 2019

1. KPI targets for 2019-2030

Parliament's environmental performance targets are shown in the following table along with the corresponding performance in 2017 for the respective indicator:

Table 1 — **KPI targets and performance**

Environmental Aspect	Indicator	Target	Performance in 2016
CO_2 emissions	Carbon footprint in tonnes of CO_2 eq. per FTE	40% reduction between 2006 and 2030	–36,3% (compared to 2006)
Gas, heating oil, and district heating consumption	Annual consumption of gas, fuel oil and district heating in kWh per FTE	15% reduction between 2012 and 2025	–19,7% (compared to 2012)
Renewable energy	Share of energy used by EP which is generated on-site from renewable resources	10% attained by 2025	19,2%
Electricity consumption	Annual electricity consumption in kWh per FTE	20% reduction between 2012 and 2025	–14,4% (compared to 2012)
Paper consumption	Average paper consumption in kg per FTE over the 2015-2020 and 2021-2025 period	Reduction by 5% in 2015-2020, and 15% in 2021 -2025, compared to the base period of 2010-2014	–36,2% (compared to the average for the 2010-2014 period)
Water consumption	Annual water consumption in m^3 per FTE	2% reduction between 2019 and 2025	–12,9% (compared to 2012)
Waste recycling	Percentage of waste recycled	Recycle on average 70% of the total amount of waste over 2016-2025	67,3% (over the 2016-2017 period)
Non-recycled waste production	Annual production of non-recycled waste in kg per FTE	15% reduction between 2012 and 2025	–1,8% (compared to 2012)

Food waste	Amount of food waste (unsold and leftovers food) in kg per meal served	5% reduction between 2016 and 2020	–16.1% (compared to 2016)
Green public procurement	Value-weighted percentage of contracts (among the priority products) classified as "Green", "Very Green" or "Green by Nature"	70% by 2019	93,4% in 2017 (72.8% in 2016)

3.2. KPI OBJECTIVES AND ACHIEVEMENTS

In the following, objectives and achievements are outlined in relation to key performance indicators in the area of CO_2 emissions, gas, heating oil and district heating consumption, renewable energy, electricity consumption, paper consumption, water consumption, and waste management.

3.2.1. CO_2 Emissions

Prior to 2017, Member's flights from their country of origin to Brussels and Strasbourg were explicitly excluded from the scope of the carbon footprint indicator and target by the 2007 decision of the Bureau. As from the adoption of the new environmental KPI targets in September and October 2017 by the Steering Committee and the Bureau, respectively, this exclusion was not maintained. Therefore, the carbon footprint scope of the European Parliament encompasses the following 7 main categories: energy consumption; leak of refrigerant gases, freight, transport of persons, supply of equipment and services, direct waste, and fixed assets. Data on subsidised visitors and on MEP flights from their home country to Brussels and Strasbourg are included in the transport of persons category. From 2017, data on transport of non-subsidised visitor groups also became available and those emissions are calculated, but they are not included in the indicator/target scope as equivalent data do not exist for the base year, making comparison impossible.

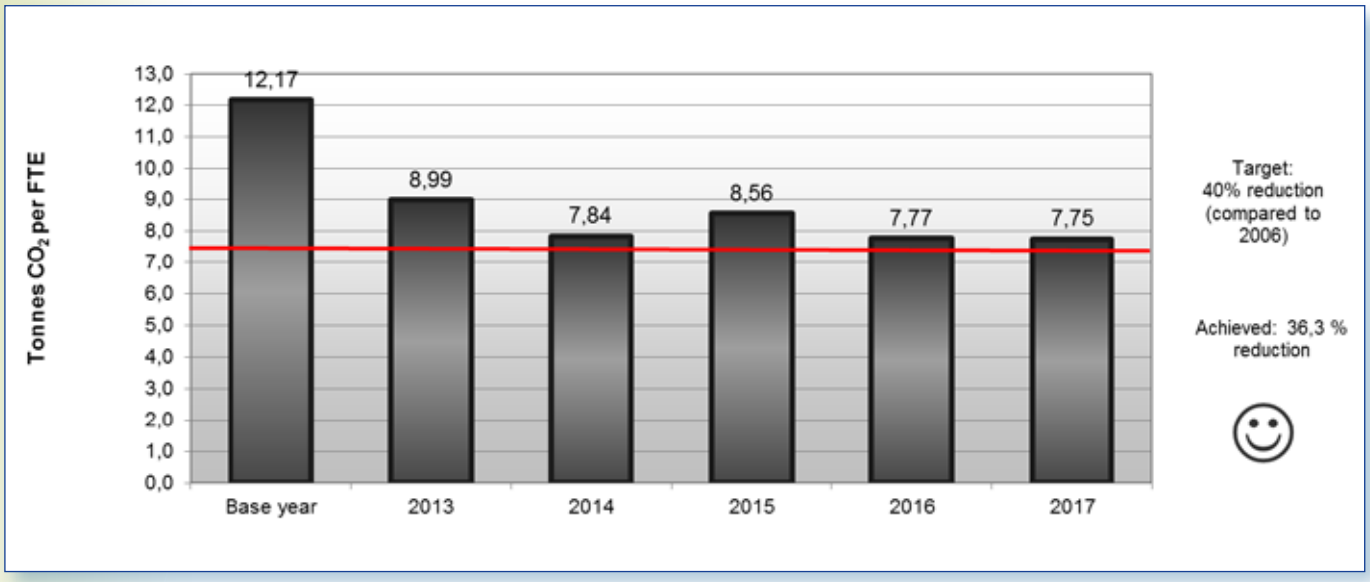
The European Parliament's objective is to reduce CO_2 emissions per FTE by 40% between 2006 and 2030. Between 2006 and 2017, the indicator fell by approximately 36.3%, which was mainly due to:

- the introduction of 'green' electricity in the three places of work;
- projects to improve the energy efficiency of the technical installations (heat pumps, cooling systems, etc.);
- replacement of charter flights by Thalys trains between Brussels and Strasbourg;
- mobility projects (e.g. co-financing of public transport);
- continuous renewal of the car fleet, including electric vehicles and hybrid cars, as well as continuous extension of bike fleet at the three places of work, including e-bikes.
- increased use of economy class for travel by Members, as opposed to business class

It should be noted that a significant decrease in CO_2 emissions per FTE reported for 2017, as well as retroactively for 2016 and 2015, is due to a technical adaptation of the calculation for the base year, mainly involving a correction of several emission factors, at the request of the external carbon footprint auditor. This adjustment resulted in an increase of calculated emissions for the base year, and consequently the relative decrease in 2017 became larger.

The global trend in the carbon footprint indicator has been positive. The performance in 2017 was roughly comparable to that in 2016, with a slight additional reduction in CO_2 emissions per FTE in 2017. It should also be noted that with the adoption of the new KPI target for CO_2 emissions, the target scope has changed as described above, now including MEP flights from their home countries to meetings in Brussels and Strasbourg. Consequently, the base year for the target (2006) was also recalculated to include those emissions.

Graphic 3 — **Indicator: Carbon footprint per FTE**



The decrease in the carbon emissions in 2016 came despite an increase in emissions from burning gas, heating oil, and using district heating. Most of this increase came from Brussels, due to special procedures for extreme cold being put in place in January 2017, and due to occupation of an additional building (WIM). Emissions from heating were reduced in Luxembourg, where the winter was milder when compared to the previous year, and in Strasbourg, where regular use of heat pumps reduced the need to use the gas boilers.

Most of the reductions in emissions compared to the previous year came from the purchase of office supplies, waste, and fixed assets categories, in particular the purchase of IT hardware. A significant decrease was also observed in emissions from staff commuting and visitors in Strasbourg. On the other hand, the biggest increases in emissions came from heating the buildings, leakage of refrigerant gases, subsidised visitors in Brussels, and Members' meetings outside the three places of work.

Despite some positive developments, as in e.g. staff commuting, transport of persons continues to be a challenging area in terms of carbon emissions, with its overall emissions increasing by approximately 3% compared to the previous year. In light of previously identified challenges in this

area, Steering Committee for Environmental Management decided in September 2017 to set up a Working Group on Sustainable Mobility to identify and submit proposals to further reduce carbon emissions resulting from transport of persons.

1. Parliament`s Carbon Footprint - Absolute emissions and sectors

Parliament`s absolute carbon emissions increased slightly in 2017 compared to the previous year, and they stand at 110,823 t CO_2eq in 2017, compared to 108,695 t CO_2eq in 2016.

The total carbon footprint of the European Parliament in 2017, including emissions from non-subsidised visitor groups which are not taken into account for the emission reduction target, was 144,032 tCO_2eq.

A more detailed breakdown of Parliament's carbon emissions for 2017 can be found in Annex I.

2. Transport of persons

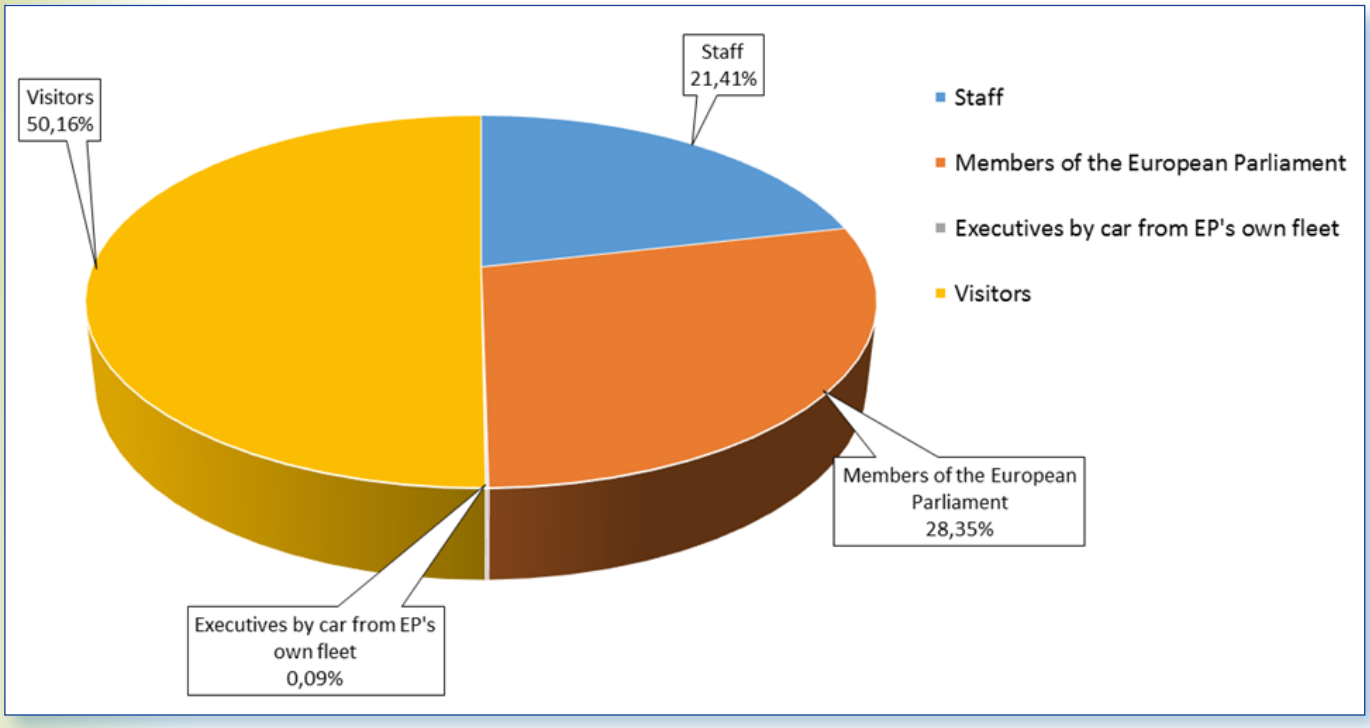
Emissions from transport of persons contribute by around 64% to Parliament`s carbon footprint. Great attention, therefore, has to be paid to this sector. The figures below indicate that absolute emissions from transport of persons continue to increase, even though mobility-related emissions per FTE, including the flights of Members from their countries of origin to Brussels and Strasbourg, decreased by 21,8% between 2006 and 2017. However, there was an increase in mobility-related emissions from transport of persons in 2017 when compared to the previous year, both in absolute terms and per FTE.

Table 2 — **Carbon emissions from the transport of persons**

Carbon emissions: transport of persons	2006	...	2013	2014	2015	2016	2017
Carbon emissions generated by the transport of persons (tonnes of CO_2)	68 143		75 515	65 439	83 484	69 508	71 291
Number of full-time equivalents (FTE)	10 689		13 547	13 353	13 468	13 982	14 303
'Carbon emissions generated by the transport of persons per FTE' indicator (tonnes of CO_2/FTE)	6,37		5,59	4,90	6,20	4,97	4,98
% change with respect to 2006 (%)	----		**–12,3%**	**–23,1%**	**–2,8%**	**–22,0%**	**–21,8%**

Breakdown of emissions from transport of persons per category can be found in the following chart:

Graphic 4 — **Emissions from transport of persons per category**



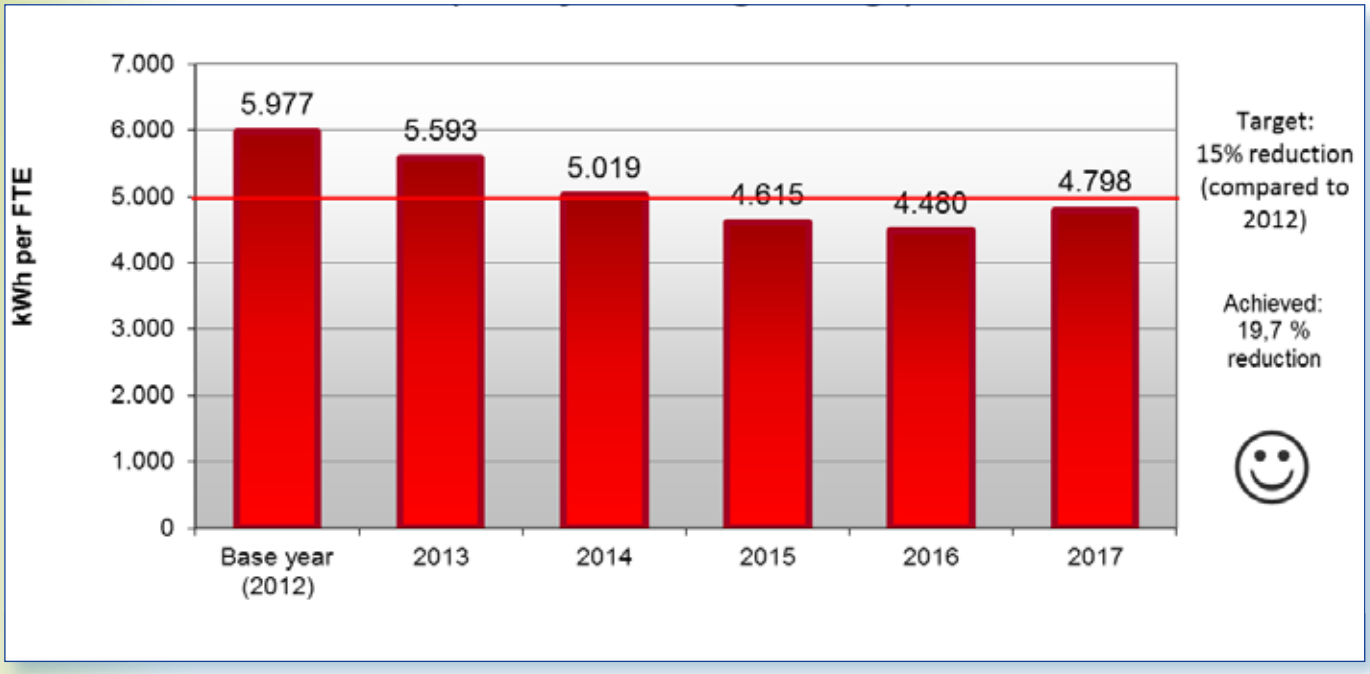
Most of the reported reductions in emissions per FTE are due to better quality of data starting from 2016 and allowing the differentiation between business and economy flights for Members, which led to reduction in emissions because in the absence of such breakdown in the past, all Member flights were treated as business class. When these effects are removed, it is evident that emissions from transport of persons remain problematic as no significant reductions can be observed over the past few years, and in fact the overall emissions from transport of persons increased by approximately 3% in 2017 when compared to 2016.

3.2.2. Gas, fuel oil and district heating

Consumption of gas, heating oil, and district heating per FTE, calculated as a running average of the previous three years to lessen the effects of annual temperature variations, has been reduced by 19,7% when compared to 2012. While it should be noted that despite the aforementioned averaging, this indicator is still somewhat dependent on the prevailing weather conditions in a given year, it is also clear that significant improvements in the efficiency of heating systems have been achieved. The energy used for heating decreased when compared to 2016 in Luxembourg, due to a slightly warmer winter, and in Strasbourg, owing to more extensive use of heat pumps.

However, in Brussels the energy consumption for heating increased, due to a new building (WIM) coming on-line, and also because of extreme cold weather procedures which had to be put in place in January. Overall, the heating energy consumption for Parliament as a whole increased slightly in 2017 compared to 2016. Despite this, the strong performance with respect to energy savings for heating was generally maintained, reflecting the successful efforts in both active (heating systems) and passive (thermal insulation) energy efficiency measures taken over time.

Graphic 5 — **Indicator: Gas oil and district heating consumption (three year rolling average)**



3.2.3. Renewable energy

In 2017, as in every year since 2008, all electricity purchased by the European Parliament was 'green' electricity, i.e. electricity from renewable sources with appropriate certificates of origin. Electricity used in external data centres was also 100% 'green'.

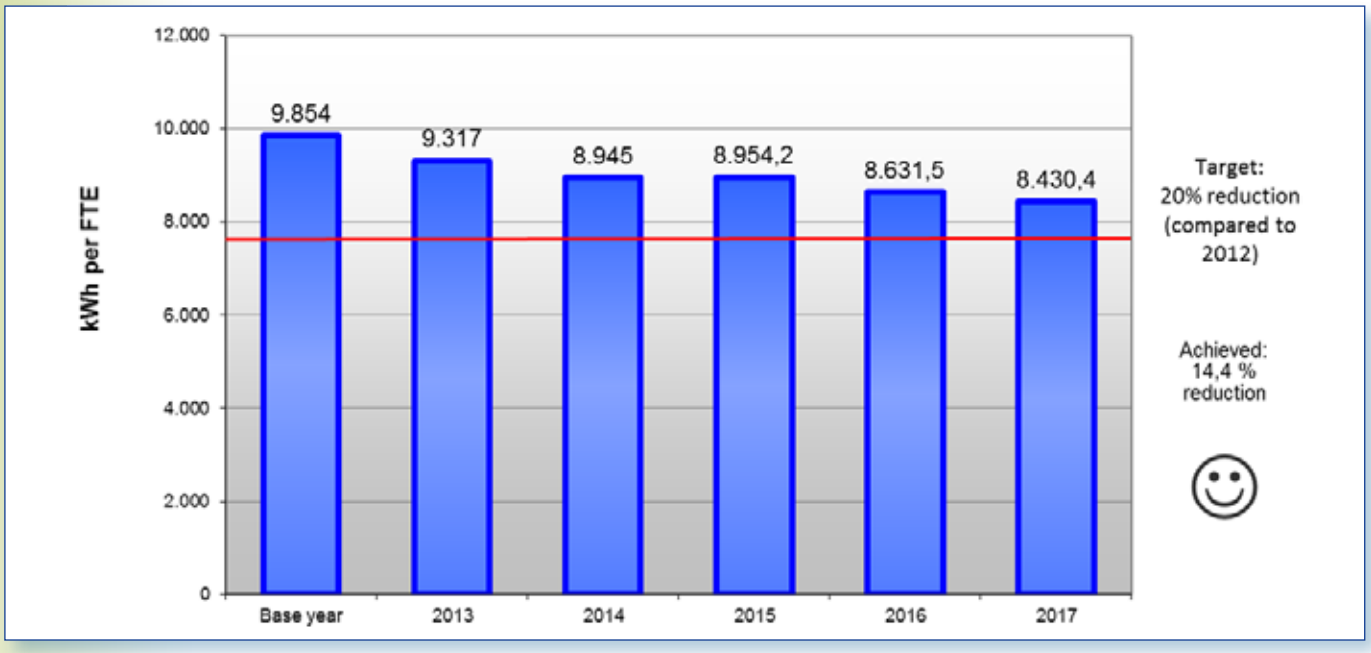
In 2017, renewable energy generation on-site took place in Strasbourg (heat pumps) and Brussels (heat pumps, cogeneration, and solar photovoltaic), and the he share of renewable energy produced on-site in Parliament's total energy consumption was 19,2%, already exceeding the 2025 target. For Strasbourg alone, the share of renewable energy generated on-site in total energy use was 58,8%, whereas for Brussels, this figure was 0,47%.

3.2.4. Electricity consumption

The data reveal that electricity consumption per FTE fell by 14,4% between 2012 and 2017. When compared to 2016, the reported global consumption of energy decreased in both absolute and per FTE terms.

When it comes to electricity consumption at each of the three sites, a decrease was observed in Brussels and Luxembourg, and a slight increase in Strasbourg, mainly due to an additional building (HAV) coming on-line.

Graphic 6 — **Indicator: Electricity consumption**



Several energy saving projects had a favourable impact on the development of this indicator, notably installation of more energy efficient cooling units in buildings, relighting projects replacing the bulbs in communal areas with low-energy bulbs, better management of the lighting in meeting rooms, installation of more energy efficient heat pumps in Strasbourg, energy management in times of reduced building use, automatic adaptation of light intensity based on sensing daylight intensity, heating of buildings by cogeneration (or tri-generation), which produces electricity from excess heat, etc.

The positive impacts of the energy management projects mentioned above were partially offset negatively by other users, particularly by the increase in demand for IT power in recent years. On the other hand, IT equipment itself is becoming more energy efficient over time, meaning that the energy demand increases more slowly than computing power or storage capacity.

3.2.5. Paper Consumption

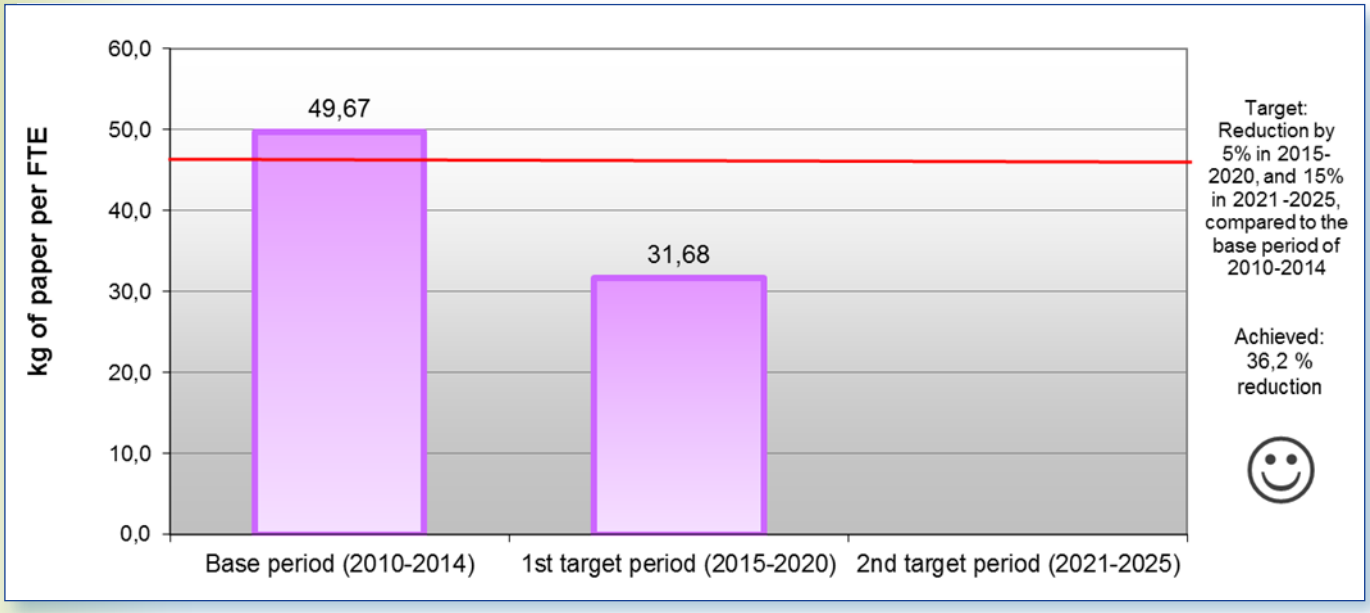
The 'paper consumption per full-time employee-equivalent' indicator takes into account the paper used at the three main places of work (A4 printing paper) and the special paper consumed by the printshop. The new KPI target on paper consumption compares average consumption in the 2015-2020 and 2021-2025 periods, respectively, to the reference period of 2010-2014. As of 2017, the average paper consumption per FTE in the current target period is 36,2% lower when compared to the reference period.

The annual figures for 2017 show a reduction of some 34.8% in paper consumption per FTE compared to 2012, meaning that the long term trend is very positive. Consumption also decreased year-on-year when compared to 2016, by 9%. This shows that the efforts made by the various departments (in particular the printshop and distribution units) have been generally successful.

In the medium term, paper consumption can best be addressed by taking further steps towards the "paperless" Parliament, where a greater proportion of documents in the political, legislative and

administrative processes can be handled exclusively in electronic form. This includes, but is not limited to, full use of the eCommittee and eMeeting applications in the work of the parliamentary committees, following a good example of several committees which have already gone entirely paperless, and eventually a pilot project for a paperless plenary. Additional efforts should also be made to fully digitalise administrative processes, in particular in matters concerning staff, missions, finance and public procurement. The introduction of an efficient meeting room reservation system and a facility management register will also contribute to this objective.

Graphic 7 — **Indicator: Paper consumption**



It should be noted that all A4 paper used in the EP's offices is of 100% recycled origin and is non-chlorine bleached. The paper used in the printshops is either recycled or comes from sustainably managed forests (to maintain forest cover and protect biodiversity). More specifically, 52% of the paper used in the print shops in 2017 was of 100% recycled origin and 48% was FSC (Forest Stewardship Council) certified.

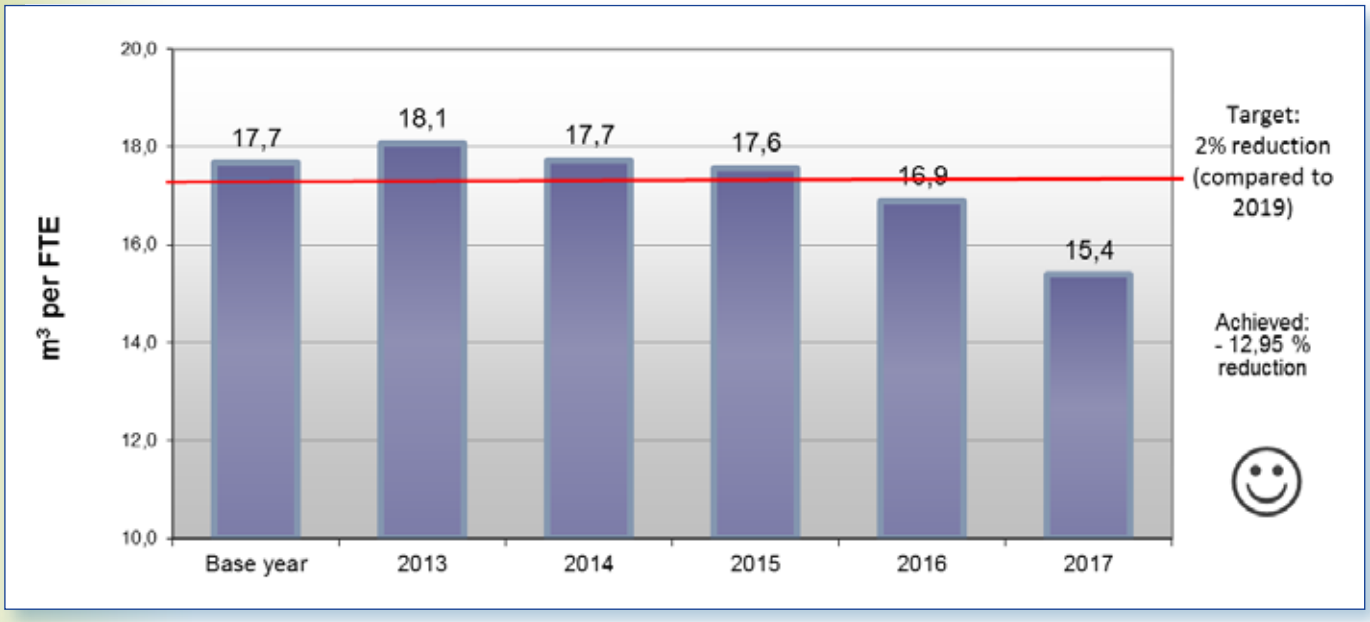
3.2.6. Water Consumption

Water consumption by the Parliament is measured via the meters installed at the connecting points to the public water network for each building. The figures are reported monthly to the Parliament by the companies in charge of building management. In addition to these principal meters, several sub-meters exist for various parts of the water network within the Parliament's buildings, but these do not currently cover the entire network. The sources of water use can be broadly split into two categories: services for the building occupants (sanitary water for common restrooms and private restrooms for Members) and technical services (air humidification, restaurants, cleaning, water softening, adiabatic cooling, watering of green areas, and flushing to mitigate the legionella risk).

The data show that water consumption per person remained relatively constant (0,2% decrease) between 2006 and 2016, but with significant year-to-year fluctuations. Major part of the observed initial increase in water consumption was due to the occupation of new buildings and the implementation of the legionella prevention programme, which was necessary in order to maintain a satisfactory water quality.

When comparing water consumption per FTE in 2017 to 2012, a decrease of 12,9% has been observed. This is the first significant decrease in water consumption observed over the last decade, which could indicate that better control and mitigation measures put in place over the past years are now bearing fruit. Nonetheless, water consumption should be carefully monitored in the coming years to ensure that the observed improvements are sustained.

Graphic 8 — **Indicator: Water consumption**



In Brussels and Strasbourg, a significant decrease in water consumption compared to the previous year was observed. The cutting of hot water availability in common restrooms as well as in Members' showers in accordance with the decision of the Quaestors of 14 November 2017, which reduced the frequency of flushing aimed at preventing legionella, had a significant impact in reducing water consumption in 2017. On the other hand, in Luxembourg, where there are no Member's offices and consequently no in-office showers, there was a slight increase in water use associated mostly with additional flushing of other installations aimed at preventing legionella. In addition to impact of cutting hot water supply, some improvements in water consumption are also due to better detection and management of leaks and equipment faults, in line with recommendations from the previous Environmental Management Review.

Despite the progress observed over the last year, sustainably reducing water consumption has been one of the most challenging areas in Parliament's environmental performance, underlining the need for continual action. Such action is necessary on the one hand with regard to technical improvements, which in this field are usually expensive, technically challenging and time-consuming to implement. Specifically, in addition to technical modifications in new and renovated buildings (rainwater flushing for restrooms, water saving Eco-labelled sanitary and water equipment), further measures could also include increased collection and use of rainwater and groundwater in landscaping and maintaining green spaces, as well as further improvement in prevention, detection and management of water leaks. Awareness raising and the sharing of best practices should also be increased, as it is equally important for effective water consumption management and conducive to short-term improvements.

3.2.7. Waste Management

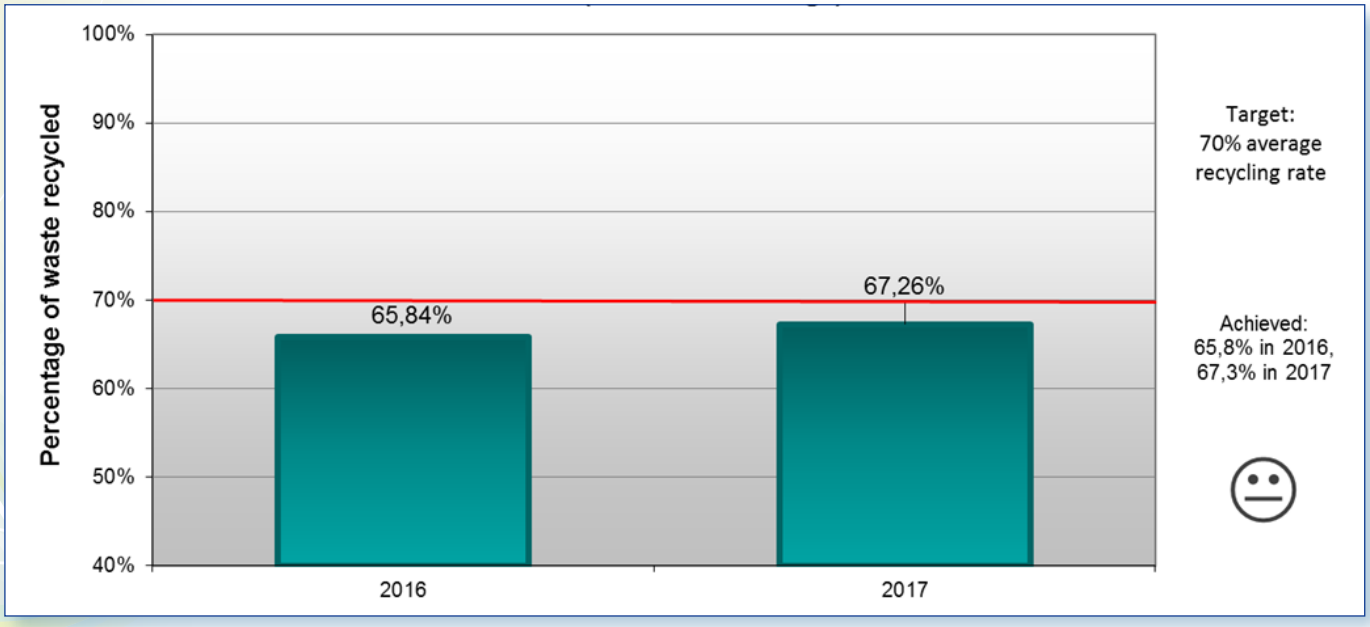
1. Percentage of waste recycled

The waste recycling target takes into account the cumulative average recycling rate over the 2016-2025 period. The target for this period is an average recycling rate of 70%. As of 2017, the average recycling rate was 67,3%, which is higher than in 2016 but still below the target. It should be noted, however, that there are large annual fluctuations in this indicator due mainly to the fact that certain waste streams are entirely recycled while others cannot be recycled, and the relative amount of waste in those respective streams has an impact on the recycling percentage in a given year. Extraordinary events, such as major demolitions, construction projects, or moves of staff to and from buildings, can significantly influence the recycling rate.

The increase in recycling rate in 2017, which stood at 68,7% for that year, is due to a combination of an increase in the rate of recycling for office and kitchen waste, and relatively large volumes of construction waste in Brussels and Strasbourg, a significant share of which are recycled.

Both the set-up of five-compartment waste recycling bins at the three sites (570 in total) and a campaign for removal of general purpose waste bins from offices on a voluntary basis have been a success which contributed to the increase in recycling performance. Periodic analyses of waste streams found in the five-compartment bins revealed and average rate of correct sorting of 94%, which is very high and also constitutes an improvement compared to previous years.

Graphic 9 — **Indicator: Waste recycled (cumulative average)**

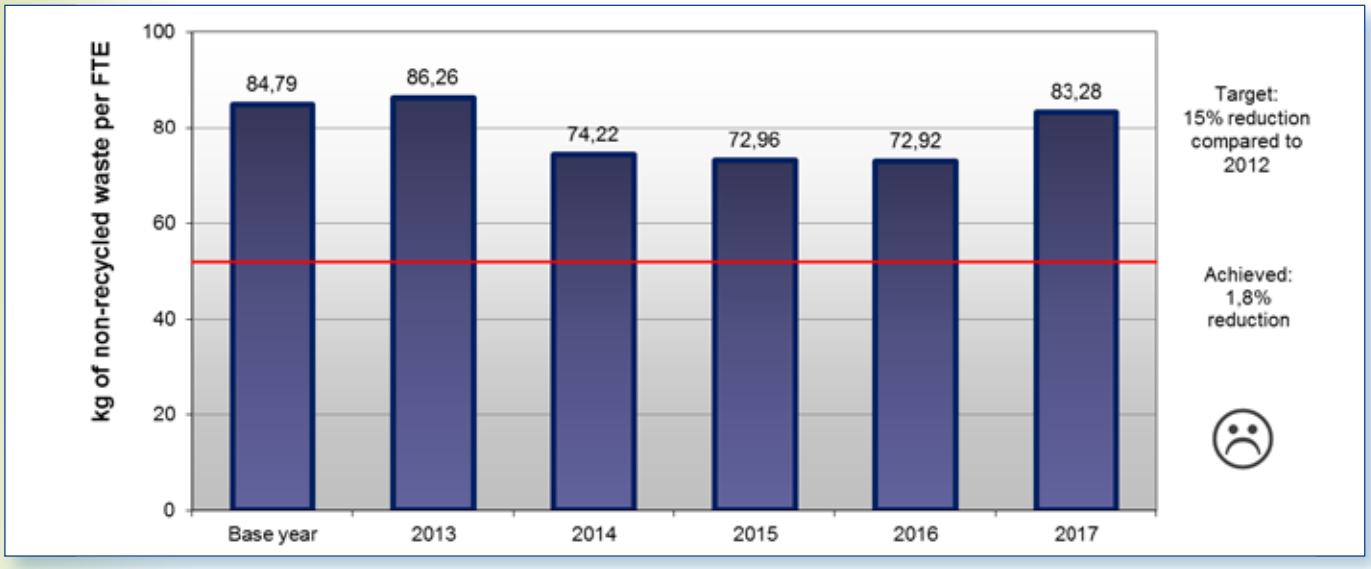


2. *Reduction of non-recycled waste*

The quantity of non-recycled waste per FTE increased in 2017, with a 14,3% increase compared to 2016. This is due to increased volumes of all types of construction waste in Brussels and Strasbourg, some of which was non-recyclable. All other waste streams, including other types of non-recycled waste at the three sites, either remained constant or decreased in 2017.

The non-recycled waste indicator was nonetheless 1,8% lower in 2017 when compared to 2012 (the base year).

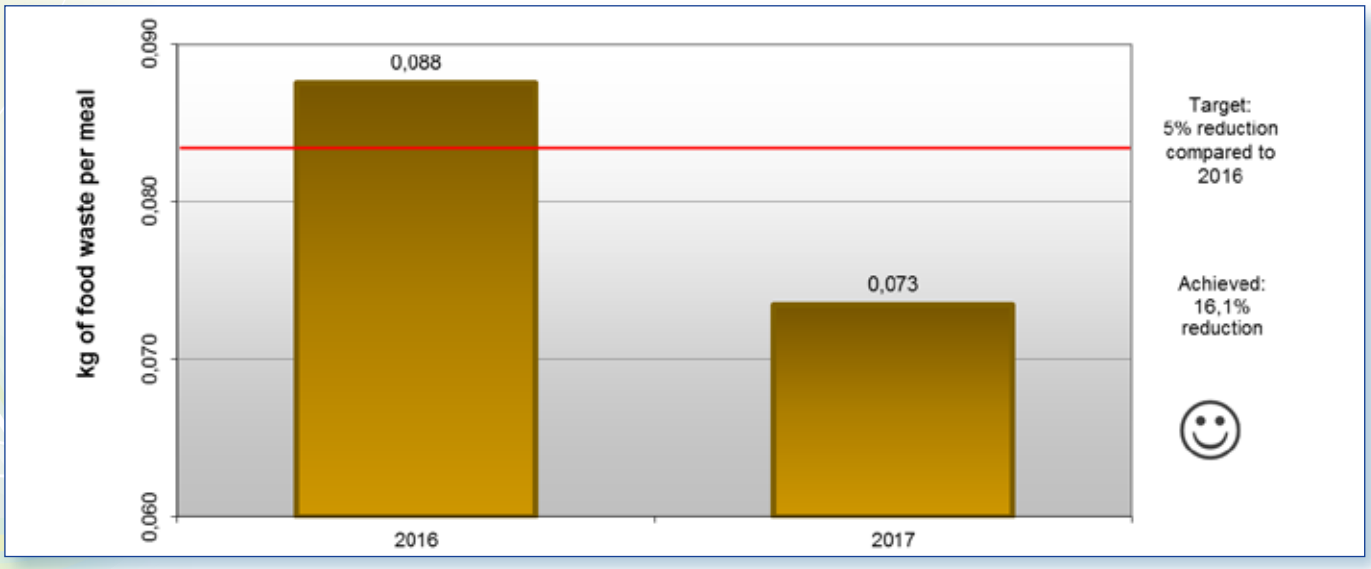
Graphic 10 — **Indicator: Waste production Offices and Catering / FTE**



3. *Reduction of food waste*

The amount of food waste (leftover and unsold food) per meal sold decreased by 16,1% when compared to 2016. In total, 86 155 kg of food were discarded for 1 172 919 meals sold, resulting in a ratio of 73 g of food waste per meal. Significant efforts to reduce food waste through better planning, reduced portion sizes on request, and food donations resulted in a decrease of food waste per portion served.

Graphic 11 — **Indicator: Food wate per meal sold**



While the overall trend confirms positive impacts of the measures taken to reduce food waste, additional efforts are needed in this area to solidify the gains already made and ensure further improvement.

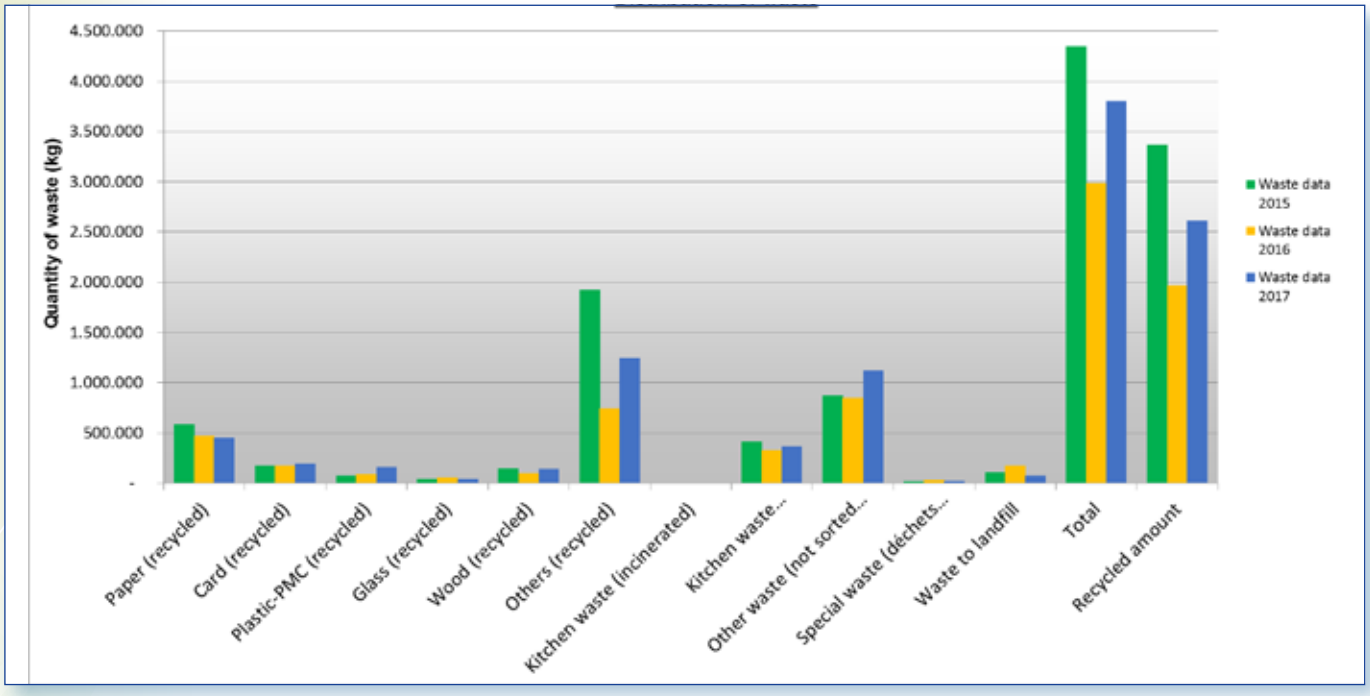
4. Other waste management indicators and trends

In addition to the aforementioned waste targets, other indicators are tracked to provide a complete picture concerning waste management in the EP.

The total quantity of waste per FTE increased by 24,5% in 2017 when compared to 2016, owing to the large increase in construction waste in 2017. Construction waste is highly variable year on year, due to differing volumes and types of construction or renovation activities performed in a given period.

The main contributors in the total quantity of waste produced in the European Parliament were paper and cardboard, construction waste, biomethanised kitchen waste, and incinerated general waste. In terms of paper waste, a significant reduction was observed, which is in line with the long term trend of decreased purchase and use of paper in the EP. There was an increase in the amount of incinerated general waste, breaking with a positive trend observed previously. When assessing variables affecting waste figures, it is also important to keep in mind the time lag between the activity which generated (potential) waste, and the time the waste is actually evacuated and recorded. That means that waste figures for a given year can partially reflect activities which took place years or even decades in the past.

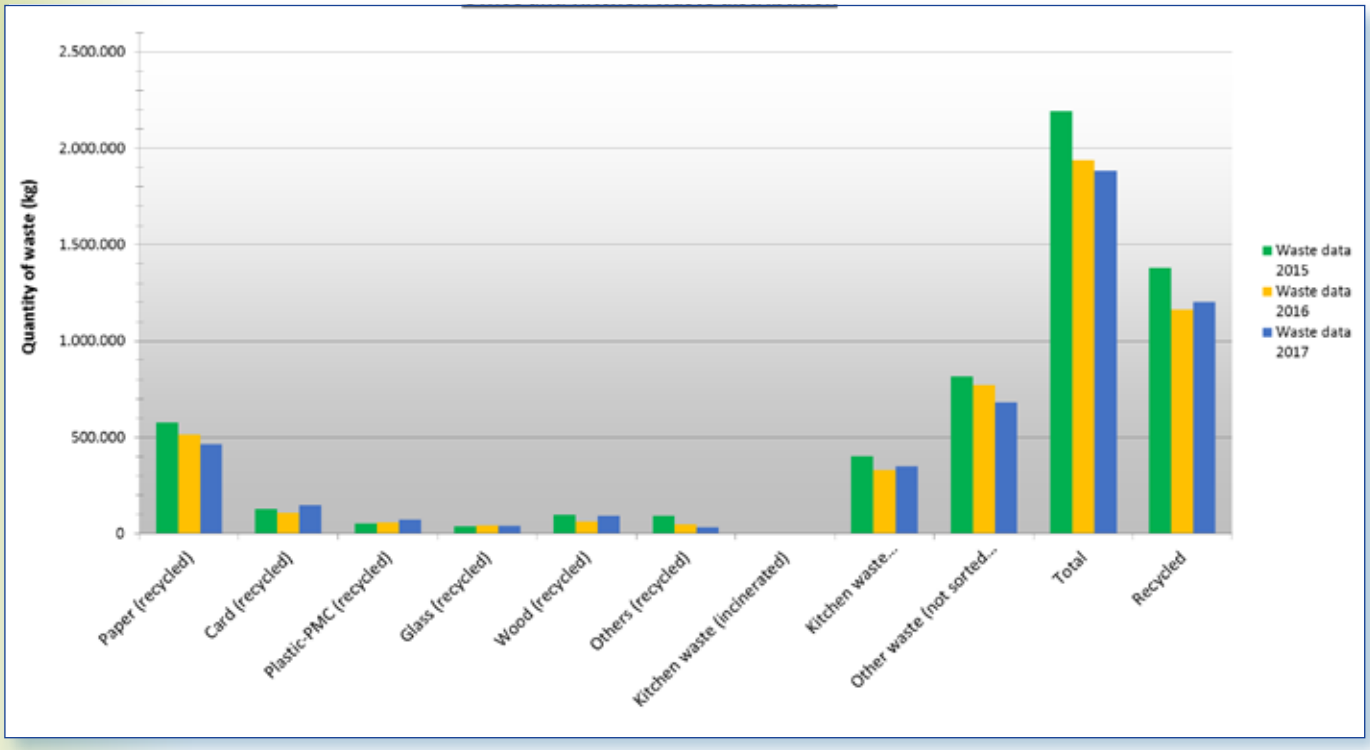
Graphic 12 — **Distribution of waste**



A growth trend in the percentage of office and kitchen waste recycled was observed in 2017, with 63,8% of office and kitchen waste recycled, compared to 60,1% in 2016. The total quantity of office and kitchen waste decreased by 33% when compared to 2012.

The following figure shows the evolution of the office and kitchen waste distribution between 2015 and 2017.

Graphic 13 — **Office and Kitchen waste distribution**



It is important to note that efforts in waste reduction are closely linked to prevention and re-use. Therefore, effective needs assessment prior to purchase and use as well as redeployment of existing resources are among the most effective approaches to waste reduction, which can at the same time result in significant cost savings.

The Waste Committee, which was set up by the Inter DG Steering Group in 2015, continued its work in 2017 with the aim to improve the efficiency of the waste management system at the European Parliament. Meetings were held on 13 January and 12 October focusing on improving waste sorting and reducing waste from single-use items, in particular drinking cups and plastic bottles.

Parliament continued its established practice of donating decommissioned IT equipment and durable goods such as office furniture to charitable organisation for refurbishment and reuse. In 2017, 111 tons of electronic equipment have been donated to Oxfam. Since 2016, unconsumed food from overproduction is also being donated by the main kitchen in the Spinelli building canteen. This pilot project is progressively being expanded to other canteens and sites, starting with the main canteen in Strasbourg.

3.3. OTHER OBJECTIVES

3.3.1. Green Procurement

After a two-year test phase implementation of the new comprehensive approach to greening public procurement in the European Parliament, its full scale application started in 2017. Parliament's GPP approach is based on classification on contracts with respect to greenness and on monitoring performance at the level of Parliament as a whole, including greening targets for specific groups of products or services considered to have a high environmental impact and significant potential for greening. There are currently 13 priority product/service groups: Buildings, Cleaning, Food and Catering, Furniture, Gardening and Green Areas, IT and Imaging Equipment, Lighting, Office Supplies, Paper, Sanitary and Water Equipment, Textiles, Vehicles and Transport, and Waste management. In addition, complementary measures for greening Parliament's purchases include GPP training and presentations for staff involved in procurement procedures, maintaining an interinstitutional GPP helpdesk to help with practical aspects of greening individual contracts, and building up knowledge and capacity for green procurement in-house, both at the level of DGs and in the EMAS Unit.

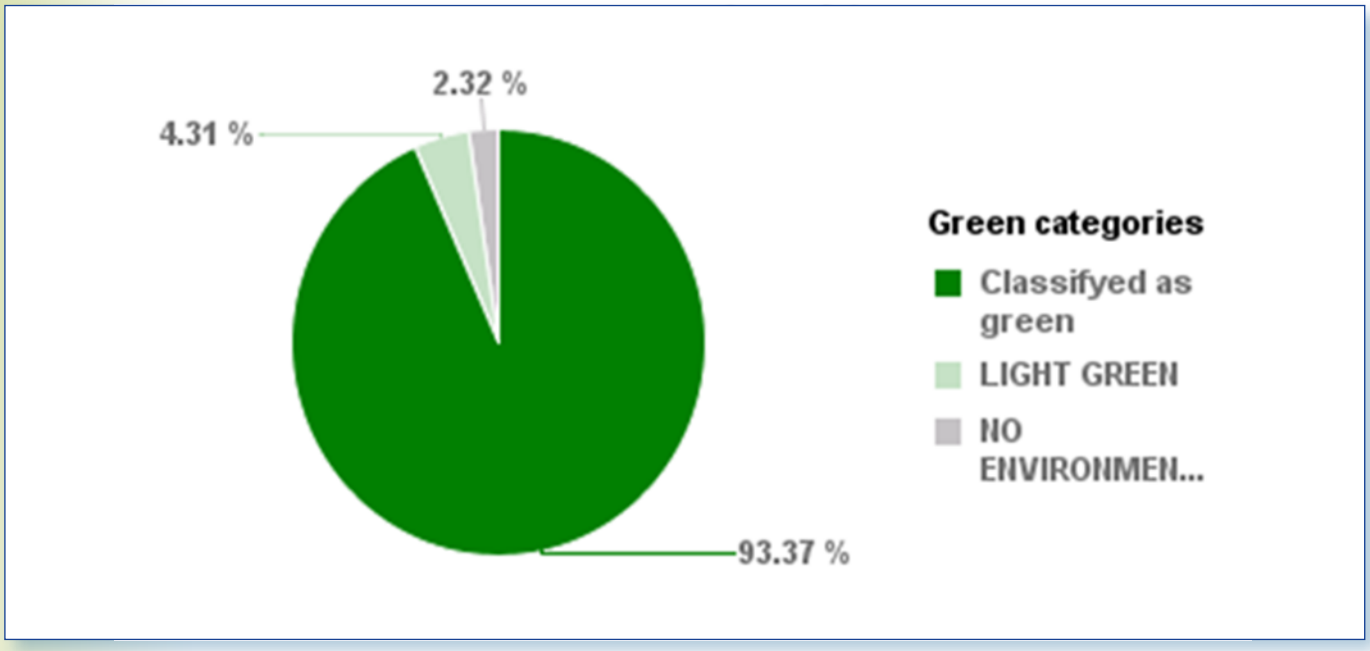
After one year of full application of the systematic GPP approach at the European Parliament, the Working Group on Green Public Procurement in cooperation with the EMAS Unit analysed the performance and lessons learned. Overall, the application of the GPP approach was deemed a success at this early stage of implementation, with the majority of DGs having made efforts to green their purchases. However, there are still major challenges and opportunities for improvement, mainly in the frequency of use of the GPP helpdesk, general awareness of green criteria for particular product groups and how to apply them, as well as accuracy and consistency of contract classification.

In 2017, 93,4% of contracts by value in priority categories were classified[3] as "Green", "Very Green", or "Green by Nature", which is well above the 2019 target of 70%. Taking into account all contracts above

3 Based on the classification categories defined in the EP Implementation Guide on Green Public Procurement. Summaries of the respective category definitions are: Green - Tender documents include significant environmental clauses which concern the primary function of the goods, services or works to be procured: Very Green - Tender documents largely based on best environmental practice. This means inclusion of environmental selection criteria, high environmental requirements in the technical specifications and/or strong emphasis on environmental aspects in award criteria; Green by Nature - The primary function of the goods, services and works to be procured is green.

60.000 EUR in 2017, 39,9% by value were classified as "Green", "Very Green", or "Green by Nature", with an additional 10,8% classified as "Light Green". It should be noted that the observed performance is mainly due to the fact that in 2017 some very large contracts by value - namely the building maintenance contracts - included ambitious green elements and were thus classified as "Green".

Graphic 14 — **Total of values for 2017 with defined priority product**



In 2017, the interinstitutional GPP helpdesk was fully operational, providing help to procurement staff, staff providing input in the development of tender specifications, authorising officers, and all other staff involved in procurement with introducing environmental considerations into their tenders. The help is provided in all stages of procurement procedures, from needs assessment and market research, to drafting technical specifications, deciding on appropriate award criteria, and help with evaluating environmental aspects of offers received. In total, participating EU institutions and bodies consulted the GPP helpdesk 69 times in 2017, with 22 questions coming from Parliament.

To provide EP staff with necessary GPP training, two training courses were set up in 2015 and continued throughout 2017, in cooperation between the EMAS Unit, Professional Training Unit, and the external training provider. These two courses, "Introduction to GPP" and "Advanced GPP tools", have already been followed by over 300 staff members from all DGs. In the context of the GPP helpdesk service, four presentations open to procurement staff took place in 2017, aimed at updating participants on the latest developments in the field of green procurement for particular product groups.

Some examples of EP contracts classified as "Very Green" or "Green" in 2017 include the purchase of office supplies and accessories at the three places of work, maintenance of green spaces in Strasbourg, contract for finishing construction works in Brussels, contract for public transport subsidies for staff in Brussels (STIB), etc.

Relevant services of the Parliament have been taking part in the GPP criteria development process of the Joint Research Centre, European Commission, from 2014, and this practice continued in 2017. The EMAS Unit informs the DGs about the upcoming criteria development procedures, and coordinates responses and input of the Parliament's administration.

3.3.2. Carbon Emission Offsetting

Parliament's environmental policy, as implemented in the EMAS Action Plan, is based on the principle of preventing emissions and, where emissions are unavoidable, of limiting them. However, emissions cannot be reduced to zero and, once emissions cannot be limited any further, other options have to be explored. In this context, CO_2 offsetting, i.e. the purchase of carbon offsets to compensate for the purchaser's own emissions, can be a valuable part of the European Parliament's strategy to tackle climate change, as a final step in a complete carbon management plan. Offsets are typically achieved through financial support for projects such as renewable energy, energy efficiency, etc., which reduce greenhouse gas emissions.

Since 2016, Parliament offsets all of its irreducible carbon emissions based on the decision of the Bureau of October 2015, as follows:

- aim at offsetting the total amount of Parliament's carbon emissions, including emissions from flights by MEPs between their country of origin and Brussels and Strasbourg, on an annual basis but limit it to financial means available under budget-line 239 (currently 249.000 EUR),
- allow for projects in the African, Caribbean and Pacific Group of States (ACP-countries), or, if such projects are not available, either in countries encompassed by the European Neighbourhood Policy (ENP) with established National Action Plan Projects or in countries encompassed by the Euro-Mediterranean Partnership (EuroMed)/Union for the Mediterranean (UfM), in candidate countries or in EU Member States,
- specify the widely recognised Gold Standard as a quality standard for offsetting projects in developing countries.

The total carbon footprint of the European Parliament in 2016, including emissions from MEP flights between their home countries and Brussels and Strasbourg, was offset in 2017 following a procurement procedure corresponding to the above listed parameters. The contract for offsetting these emissions through purchase of carbon credits was awarded on 30 August 2017 to the company Carbon Clear Limited from the United Kingdom, which had proposed a combination of three projects: two clean cook stove projects in Uganda and Malawi, respectively, and a water purification project in Kenya (for a total amount of EUR 148.260,00).

By offsetting all its irreducible emissions from 2016, Parliament remains the only 100% carbon-neutral EU institution.

3.3.3. Training, Communication and Awareness Raising

In December 2016, the Inter DG Steering Group on Environmental Management adopted the new communication plan for 2017, including communication and awareness-raising activities with timetables and responsibilities in relation to the EMAS Action Plan and in line with the Communication Strategy adopted in June 2014.

The communication tools developed during previous years were fully used in 2017 and the internal and external cooperation with DGs and EMAS services of the other European Institutions was reinforced.

Several well-established events were organized in the 3 places of work:

- 'Earth Hour' event in March, showing EP's commitment to environmental protection,
- Inter-institutional 'European Green Week' in June, in Brussels and in Luxembourg: several activities, workshops on specific environmental issues ("Greening the Institutions' buildings" and "Biodiversity") as well as best practices exchanges, concerts, art exhibition and information stands from institutions and local organizations promoting circular economy,
- 'European Mobility Week' in September, promoting cycling: organisation of 1-hour cycling tour trainings in Brussels, focusing on security and safety issues, conferences on "Health benefits of cycling", "Safe cycling with children" and a workshop on "How to buy an e-bike", combined with the 1st EP Bike to Work Challenge (250 participants). In Brussels and Luxembourg, a 30-minute training on "eco-driving" was offered to 200 staff members in collaboration with DG INLO, comprised of theory and practise on a simulator.
- 'Waste Week' in November providing staff with information on waste management in the EP and promoting good practices in minimising waste, reuse, and correct sorting for recycling. A special focus was put on communication activities to promote the use of new water dispensers in line with the decision of the Inter DG Steering Group from July 2017: a general communication, prepared in close cooperation with DG INLO services, was sent to all staff and Members with a link to an online leaflet and an easy-to-read map for location of water dispensers; short messages on Parliament`s TV screens about benefits related to the use of water dispensers were displayed, and 1 000 reusable water bottles were distributed to staff to provide alternatives to plastic and paper cups. A 'Donnerie' was organized in Brussels together with the S&D group, as well as guided visits of the waste sorting area at the three places of work with DG INLO maintenance units. In cooperation with the Catering Unit, a plastic free event took place in the Square de Meeus canteen Brussels in November with special leftover and bio food offers. EMAS mugs were also sold at a 50% discount during this period to reduce the use of single use cups and 200 cotton reusable bags were made available in the Bar Forum Brussels and Square de Meeus canteen Brussels to reduce the use of single use plastic bags.

Regular communication activities were organized throughout the year to maintain continuous interest from staff:

- Communication campaign on the voluntary removal of the "general purpose waste bins" in October 2017 to promote the use of five-compartment waste bins, sorting and recycling (440 general purpose waste bins have been removed from offices in BRX and LUX)
- Communication on the removal of the individual printers according to the plan adopted by Inter DG in October 2016 via a video promoted on EP Intranet (approximately 2000 individual printers have been removed so far)
- 2 EMAS E-mags – March and September - with information about environmental problems and activities in and outside the EP. The E-mags are available on EP Intranet and sent by email to 325 subscribers. The 2017 editions focused on relevant EMAS actions such as initiatives in Directorate-Generals to raise awareness among their staff, mobility issues, environmental performance in 2016, the set-up of new targets and promotion of all the communication activities organised (conferences and events),
- Celebration of the 10th anniversary of the European Parliament's EMAS and ISO 14001 certification with a roundtable discussion with experts and practitioners on 7 December in the European Parliament's Library Reading Room in Brussels. Vice-President Rainer Wieland

introduced the discussion, followed by a presentation of the new EMAS regulations by Mr Hugo Schally (EC), a presentation by Ms Mourlon Beernaert (Martins'Hotels - winner of the EMAS Awards 2017), and a presentation of EMAS in the EP by Mr Breier (Head of EP's EMAS Unit). The presentations were followed by a panel discussion moderated by Mr Anthony Teasdale, Director-General of DG EPRS, in which Ms Leena Linnus, Director-General of DG INLO, and Mr Giancarlo Vilella, Director-General of DG ITEC took part. They debated the EMAS concept and benefits, as well as best practices and creative ways to continuously improve environmental performance of public organizations and private companies.

- Strong cooperation with EP intranet and Newshound to inform staff about the most relevant environmental developments within the EP: mobility (conferences on cycling), voluntary removal of general purpose waste bins, new installed water fountains to reduce the use of plastic water bottles (around 10% reduction of plastic water bottles so far), 'Honorary Mention' of the EP at the EMAS awards 2017, plastic-free event in the Square de Meeus canteen Brussels.

Specific communication campaigns were carried out:

- Eco Champion election: each Directorate-General was invited to nominate a candidate Unit. The criteria of choice for DGs were: *application of best environmental practices in the unit, motivation and strong support to long-term sustainability of the team unit members, demonstration of Innovation/vision in implementing new actions, actions generating awareness and/or a positive environmental impact*. The 8 candidates' portrayals were published on the EP EMAS website and were made public during the Waste Week events. Staff was invited to vote online for their favourite. 727 votes were registered and an award ceremony for the winners took place on 11 January 2018. The activity raised awareness and promoted environmental competition in-house, especially in the area of sustainable mobility, paperless approach and use of new technology,
- Promotion of the Inter-institutional GPP Helpdesk: banners and articles in Newshound,
- Promotion of water fountains through TV screens and online leaflet,
- Phasing out of individual printers: video on positive impacts of phasing out one's individual printer,
- In September, DG TRAD received the 3rd prize in the category firms/institutions, in the Mam Vëlo op d'Schaff competition of the Luxembourgish Verkéiersverbond.
- The European Parliament received an honorary mention during the last EMAS Awards ceremony held in Valetta, Malta on May 8th
- Atenor (real estate-developer) received the Prix Belge Luminus de l'Énergie et de l'Environnement in April for the EP's Wilfried Martens Building.

Many DGs organised and promoted their own communication and awareness raising activities on EMAS and environmental issues in general. A good example is the participation of EP staff again this year in the Run for Climate event in Brussels as part of the Running for Europe team made up of over 1,200 colleagues from all EU institutions. EP staff participation in the event was organised and managed by DG COMM.

As part of the efforts to include awareness of environmental issues into all administrative activities of the European Parliament, EMAS-related questions are always made part of the interview process when selecting candidates for Head of Unit posts at the EP.

On Wednesday, 28 February 2018 the Stairs Health Campaign was launched in presence of President Antonio Tajani, aimed at encouraging staff to take the stairs in preference to lifts. This campaign was organized at the initiative of Mr Manka, Quaestors, and supported by in-house services, in order to increase the use of stairs for health and environmental benefits. The campaign included flyers, promotional items, mapping of the stairs in different part of the main Altiero Spinelli building, and "Take the Stairs challenge" via a dedicated app created for this occasion.

1. Training

In 2017, the following EMAS-relevant training courses have been conducted successfully in addition to specific courses offered to certain professional groups (e.g. engineers, architects, drivers):

- EPIC – European Parliament Induction Courses (mandatory EMAS training for newcomers)
- Green public procurement (introductory and advanced training)
- Environmental law for non-lawyers
- EMAS mini-trainings/info-sessions, such as EMAS at the European Parliament, Parliament's carbon footprint and eco-tips, conducted three times over the course of the year
- Tailor-made course for internal EMAS auditors
- Tailor-made environmental training for security and accreditation staff in DG SAFE (100 trained in 2017, total of 450 planned) has been provided in French and English with sessions taking place on a monthly basis

In March 2017, the Inter DG Steering Group on Environmental Management adopted a package of EMAS training courses. In addition to the above mentioned courses already conducted in 2017, the document also recommended the following:

- Following the test phase of the EMAS e-learning course, it has been decided to update and revamp this training. The EMAS Unit will re-design the course in 2018.
- Following a consultation carried out in all relevant services, specific training for staff and external contractors handling and dealing with dangerous substances, products and waste will be provided, starting from 2018.

2. Staff suggestions

The EMAS Unit received 66 internal inquiries and suggestions in 2017. The most frequently registered topic was "Mobility", followed by "Waste management" and "Energy, water and paper".

Compared to previous years, the EMAS Unit recorded elevated interest of staff in electric bicycles and possibilities to recharge batteries of electric and hybrid cars. A large number of questions related to waste management concerned recycling or disposing of old office supplies, office furnishings and old IT equipment. Staff would also appreciate installation of water dispensers in all EP buildings.

The received suggestions, requests and questions have been dealt with by the EMAS Unit and were taken into account internally when drafting actions for the Action Plan 2018 and Communication Plan 2018. Some feedback was forwarded for reaction, information or follow-up to other relevant services.

3.3.4. Regulatory Compliance

In line with the requirements of the EMAS Regulation, Parliament has set up a procedure to identify and provide information on the legal requirements applicable to its activities and premises.

DG INLO provides an Environmental Law Update Service to the Services concerned, in the framework of which new applicable legislation at the three places of work is identified and forwarded to the relevant Services. During the year 2017, 89 pieces of environmental legislation were identified, distributed and included in the REMO (Regulatory Monitoring) Database.

Since the second semester of 2014, the legal watch service is carried out via an Inter-institutional framework contract. The contract provides for legislative updates in three different domains (environment, buildings and technical installations, and accessibility of the buildings) for the 7 participation organizations (6 EU institutions and 1 EU agency). A new inter-institutional contract for this service is expected to be signed during 2018.

For the environmental domain at the EP, it is the responsibility of the relevant Services to assure, and to be able to demonstrate, compliance with environmental legislation applicable to their activities. The verification of conformity with legal requirements is carried out by the EMAS Unit via yearly legal audits.

1. Environmental permits

The situation regarding environmental permits for the buildings that are in the scope of the Parliament's EMAS registration is as follows:

Brussels :

All EMAS registered buildings (Spaak, Atrium, Spinelli, Brandt, Antall, and Wayenberg) have a valid environmental permit.

Strasbourg :

Equipment installed in European Parliament premises, that is to say gas-fired boilers and devices containing refrigerating fluids, including heat pumps, is subject to declaration as facilities classified for environmental protection purposes (ICPE).

The prefectural decision awarding a thermal drilling operating licence under the Water Act was published in November 2012.

Luxembourg :

The Adenauer Building has a valid environmental permit for a classified building (a building whose environmental impact is potentially significant according to regulation in force in Luxembourg and for which a valid environmental permit is therefore required).

The SEN Building is not a classified building and therefore does not require an environmental permit.

The Schuman Building belongs to the Luxembourg State and comes under the responsibility of the Luxembourg Public Buildings Authority.

3.3.5. Interinstitutional Activities

1. GIME

In 2005 the European Parliament and several EU Institutions and Bodies created the GIME[4] to encourage and facilitate information exchange and good practice on environmental issues. In 2017 GIME meetings were held on 27 June and 7 November. At the last meeting, a GIME working group on GHG emissions presented guidelines for EU Institutions and Bodies on how to calculate, report, reduce and compensate GHG emissions resulting from their day to day activities.

2. Eco-Net

The EMAS Unit is involved in the work of the 'Eco-Net' group, which is based in Luxembourg and comprises the following institutions: European Parliament, European Commission, Court of Justice of the European Union, European Court of Auditors, European Investment Bank, Eurocontrol, the Publications Office of the European Union and the Translation Centre for the Bodies of the European Union.

This group serves as a forum for exchanges of ideas and good practices within these institutions, based on local knowledge. The main focus in 2017 was on mobility, namely public transport support and cooperation on a mobility survey initiated by the Luxembourgish Verkéiersverbond - public institution directly advising the Minister of Sustainable Development and Infrastructure in public transport issues.

Under the auspices of the group, an inter-institutional event was organised during the Green Week in June 2017.

4 Groupe Interinstitutionnel de Management Environnemental / Inter-institutional Environmental Management Group.

4. EXECUTION OF THE EMAS ACTION PLAN 2017

The Action Plan 2017 includes actions, responsible services and deadlines for the implementation of the different activities notably in the area of CO_2 emissions, waste, water, paper, green procurement, training and awareness, and carbon emission offsetting. Actions with a deadline in 2017 have either been completed or carried forward with a new deadline. Other activities with longer deadlines are still on-going. Some actions have been converted into continuous actions at the request of the responsible departments, demonstrating their commitment to continuous improvement. Actions which have been implemented once and have subsequently become continuous are not included in future action plans.

In total, 72 actions were completed in 2017, 34 were carried over into the EMAS Action Plan 2018 as on-going, and 3 actions were cancelled.

The follow-up table on the execution of Action Plan 2017 can be found in Annex II.

4.1. CO_2 EMISSIONS

In order to further improve Parliament`s carbon footprint, the following main measures in buildings management and energy efficiency, information technology and mobility sectors have been included in the Action Plan 2017.

4.1.1. Buildings Management Sector

The buildings management sector is of crucial importance for Parliament's carbon footprint.

The most important measures included in the Action Plan 2017 regarding the building management sector are as follows:

- In Brussels, commissioning and programming of new Wilfried Martens building in Brussels to use the full potential of its environmental friendly installations
- In Strasbourg, replacement of electrical distribution boards and installing energy meters in Winston Churchill, Salvador de Madariaga and Pierre Pflimlin buildings
- In Strasbourg, renovation of the WIC entrance and lobby following the recommendation resulting from the energy audit study
- Pilot project for the installation of an interior green wall in the Altiero Spinelli building in proximity of the sandwich bar
- In Brussels, removal of hot water from common restrooms
- In Brussels, study and works for the "Relighting II" project (replacement of the most energy intensive lighting with low consumption models)

- In Luxembourg, final BREEAM certification of the new KAD construction project

All of the actions with a deadline in 2017 have either been completed or carried forward with a new deadline.

4.1.2. Information Technology Sector

Regarding management of information technologies, all actions with a deadline in 2017 have been implemented or incorporated in the Action Plan 2018 with new deadlines.

The most important actions in the Action Plan 2017 are:

- Implementation of the work program developed under action 2016-CO2-14 in relation to the "European Code of Conduct for Energy Efficiency in Data Centres"
- When replacing projectors and projection equipment in general, taking into account the energy consumption of the equipment when selecting the replacement technology (e.g. lamp versus laser technology, LED screen versus projector) as advocated by the Green Public Procurement guidelines
- Communication campaign to staff to switch off local printers and screens when leaving the office after the session or for weekend

4.1.3. Mobility

The EMAS Action Plan 2017 included the following main actions in relation to mobility:

- Implementation of an occasional teleworking scheme for the EP
- Putting in place rules for the purchase of environmentally friendly vehicles for the EP fleet
- Promotion of car sharing, especially for missions to Strasbourg, and an increase in the proportion of colleagues who carpool
- Measures to reduce environmental impact of visitors groups
- Supporting public transport co-financing schemes for staff:
  - Extending support to staff working in STR for using public transport in Strasbourg.

All the actions with a deadline in 2017 have either been completed or carried forward to the new version of the Action Plan with a new deadline. Many actions have been converted into continuous actions at the request of the departments responsible, demonstrating their commitment to continuous improvement.

4.2. Paper Consumption

The EMAS Action Plan 2017 aims at promoting more efficient use of paper and reducing consumption in the European Parliament's printshop and distribution services. Furthermore, the "Paperless EP" initiatives are currently being implemented, with the aim of reducing paper use in the political and

administrative work of the Parliament, by increasing use of electronic documents and ensuring their efficient integration into the workflows. These initiatives include:

- Continuing the implementation of the "Paperless" programme, including extending the use of "e-meeting" for legislative and administrative activities through extended dissemination and use of hybrid tablets and smartphones, including appropriate training
- Enhancing the efforts to set-up the "e-committee-approach" throughout Parliament with a view towards a pilot project for a paperless plenary
- On the basis of identification of important processes where significant efficiency gains and paper savings are possible, extension of the "digitalisation of workflows" and "digital signature-approach" to administrative processes in relation to missions (incldg. reimbursement), public procurement, internal and external notes. Each DG identified their own priority processes for digitalisation and use of digital signature.
- Electronic archiving system and a system of electronic certified copies used in managing staff files (recruitment, individual entitlements, etc.)
- E-invoicing: Electronic submission of invoices by accredited suppliers
- E-procurement: Electronic management of processes and documents in the procurement framework
- Reduction of printed EP documents for committees, Plenary sessions and other bodies (printing on demand/just in time, etc.) taking into account best practices implemented in the institution.

4.3. Water Consumption

The EMAS Action Plan 2017 aims to reduce the European Parliament's water consumption. It consisted of the following main actions:

- Defining the policy for monitoring, analysis and taking relevant action based on data from sub-meters (energy and water)
- In the course of building renovations and maintenance:
  - Gradually install EU Eco-labelled toilets and urinals with suggested maximum urinal flush volumes of 1l, and maximum toilet flush volumes of 3.5-5 l.
  - Gradually install water-saving EU Eco-labelled, including sensor operated, sanitary tap ware for restrooms and showers (to the extent the latter are kept).
- During construction of new buildings:
  - Installing water-saving EU eco-labelled sanitary tap ware for restrooms and showers, eco-labelled toilets and urinals, including sensor operated tap ware and chemical toilets
  - Use of rainwater for flushing toilets and other appropriate uses

4.4. Waste

The EMAS Action Plan is a key tool for achieving environmental objectives to increase the percentage of waste recycled, and reduce the amounts of non-recycled waste and food waste. In order to reach this goal, the EMAS Action Plan 2017 sets out the following actions:

- Set-up re-use practices and storage capacities, inter alia, for internal re-use of office supplies
- A comprehensive pre-purchase needs assessment using, inter alia, the green public procurement helpdesk and the re-use database
- Enabling the use of own cups in coffee vending machines
- Increasing the number of water fountains installed in Brussels and Strasbourg
- Establishing, in collaboration with food providers in Strasbourg, a procedure for food donations there
- Including clauses in contracts for mandatory use of Euro-pallets for standard product/material deliveries, whenever possible.
- Including clauses in contracts for mandatory deliveries of material/products/items in bulks, if possible, in order to reduce packaging waste.
- Including clauses in contracts for mandatory take back systems covering packaging waste, Euro-pallets as well as outdated and replaced products/material.

Activities which are implemented on a continuous basis include:

- With regard to harmonisation of the waste collection system at the three places of work: uniform, five-compartment waste bins were installed in Parliament buildings in the three places of work.
- Awareness raising: Waste week is organised on a yearly basis

Since 2013, all food waste at the three sites undergoes treatment through biomethanisation. No food waste is incinerated.

5. CONTACTS

Specific information or questions on EMAS can be sent to the EMAS Unit of the European Parliament at the following address:

EMAS Unit

Central Service Attached to the Secretary-General
European Parliament
Paul-Henri Spaak Building
Rue Wiertz 60, B-1047 Bruxelles, Belgium
Tel.: +352 4300 22500
E-mail: emas@europarl.europa.eu

6. REFERENCES AND LEGAL REQUIREMENTS

Regulation (EC) No 1221/2009 of the European Parliament and of the Council of 25 November 2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS), as amended by the Commission Regulation (EU) 2017/1505 of 28 August 2017.

7. ENVIRONMENTAL VERIFIER'S DECLARATION ON VERIFICATION AND VALIDATION ACTIVITIES

Vinçotte S.A., with EMAS environmental verifier 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) declares to have verified whether the site(s) as indicated in the updated environmental statement 2018 of the organisation European Parliament with registration number BE-BXL-0013 - LU-000002 - FR-000051 meet all requirements of Regulation (EC) No 2017/1505 of 28 August 2017 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS).

Sites concerned: All technical-administrative activities of the European Parliament in the following buildings:

- Brussels (Belgium): buildings Paul Henri Spaak, Altiero Spinelli, Atrium, Willy Brandt, József Antall and Wayenberg;
- Luxemburg (Grand Duchy of Luxemburg) : buildings Konrad Adenauer & Schuman & Depot Senningerberg;
- Strasbourg (France): buildings Louise Weiss, Winston Churchill, Salvador de Madariaga & Pierre Pflimlin

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 2017/1505,
- 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 updated environmental statement 2018 of the site reflect a reliable, credible and correct image of all the sites 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 2017/1505. This document shall not be used as a stand-alone piece of public communication.

Done in Brussels 28/11/2018

Signature

Bart JANSSENS
Chairman of the Certification Committee

ANNEX I: ANALYSIS OF PARLIAMENT'S CARBON FOOTPRINT FOR 2017

The aim of this analysis is to present in detail the European Parliament's carbon footprint and to provide an overview of the changes between 2006 (the base year for the reduction target) and 2017.

Annex I. 1. Presentation of the carbon footprint

The European Parliament's carbon footprint is calculated by applying the Bilan Carbone™ method (developed by ADEME - the French Environment and Energy Management Agency)[5]. The Bilan Carbone™ is compatible with the ISO 14064 standard, the GHG Protocol Initiative and the provisions of 'permits' Directive 2003/87/EC on the EU's ETS (CO_2 allowance trading system). The European Parliament's carbon footprint and this report have been prepared in accordance with the requirements of ISO 14064:2006. Management of the carbon footprint calculation is integrated in the current functioning of the EMS[6]. The EP's carbon footprint has been validated by an external expert and declared to be in accordance with the standard ISO 14064:2006.

5 The Bilan Carbone™ methodology assesses all of the physical processes connected to the organisation (energy, persons, objects, raw materials, etc.) and works out the GHG (greenhouse gas) emissions generated by each process in CO_2 equivalents. These emissions are consolidated point by point (e.g. for road freight, internal fuel use, etc.). In most cases it is not possible to measure the GHG emissions derived from a specific action. Even if the concentration of GHGs in the air is measured generally, it is rarely possible to directly measure the emissions themselves. The only way to estimate these emissions is to derive them from activity data. The figures used to convert the activity data observed within an organisation into GHG emissions, expressed in terms of CO_2 equivalent, are called emission factors. As the *Bilan carbone*® method is primarily based on average emission factors, this tool aims above all to provide orders of magnitude, the aim being to enable concrete decisions to be taken to put in place the measures needed to reduce these emissions. The most recent version of the method is Version 7. It is important to note that this new Version 7 of the *Bilan carbone*® method, including improved calculation procedures, was published on 23 April 2012. The carbon footprint inventory for the reference year (2006) has been recalculated using these procedures to permit valid comparisons between the first and last years. For the 2017 calculation, due to a major correction in one of the emission factors, the reference year also had to be recalculated. As the revision of the emission factor in question was towards an increase, by approximately an order of magnitude, the (re) calculated emissions for the base year increased substantially. The figures for the intermediate years have not been recalculated, and are shown only for indicative purposes. It will be necessary to perform recalculations each time that fresh improvements are made or following changes of perimeter. The main changes made in 2017 were new emission factors and improvements to the overall calculation procedure. For an exhaustive list of all the changes, please see Annex III (Record of changes) in the Carbon Footprint Manual.

6 The collection of data for calculating the carbon footprint is part of the annual collection of data for calculating the EMAS indicators. Moreover, the carbon footprint is audited internally as well as externally in the context of the EP's environmental audits. More specific audits and external validation of the carbon footprint are also planned. The transport of supplies to the EP is not included in the perimeter because there is not enough information available.

In the Bilan Carbone™ tool, the margin of error is estimated using a formula that calculates, for each area, the degree of uncertainty associated with it[7]. In 2017 the uncertainty for the carbon footprint was 40,3%, or approximately 2% lower than in the previous year. It should be noted that where the quality/comprehensiveness ratio of the information is improved and fewer estimates are required, uncertainty is reduced, resulting in reduction in the uncertainty of the total carbon footprint calculation.

A unique characteristic of the Bilan Carbone™ method is the fact that it also takes account of an organisation's indirect carbon footprint. This method enables companies or institutions that wish to take measures to combat climate change to understand their real impact on a global level and identify possible ways of reducing GHG emissions.

Annex I. 2. Emissions included in the carbon footprint

The perimeter of the European Parliament's carbon footprint corresponds to 'Scope 3' of the International Organisation for Standardisation (ISO). This is the most ambitious perimeter and encompasses direct, semi-direct and indirect emissions. On the basis of this definition, the perimeter of the European Parliament's carbon footprint includes the following seven emission categories:

1. Internal energy

This category comprises:

- Combustion (direct use of fossil or organic fuels for heating);
- Electricity (electricity purchased, including for heating);
- Technical losses (energy losses during transport to the consumer).

With regard to its electricity consumption, the EP buys green electricity and calculates the emissions using the emission factors of the Bilan Carbone™ method which correspond best to the generation sources used. This means that emissions caused by the electricity which the EP buys are very close to zero.

What is green electricity?

Green electricity is electricity from renewable sources such as wind or photovoltaics.

For customers who have a green electricity contract, electricity suppliers undertake that the quantity of green electricity bought by the customer will be fed into the European electricity grid. The aim is to promote electricity generation from renewable sources.

7 Calculating the degree of uncertainty involves estimating the margin of error for the emission factor and for the data collected.

At European level, 'green electricity' is recognised through a system of guarantee-of-origin certificates. Each guarantee is a certificate supplied to the electricity generator, who forwards it to the supplier at the time of purchase. In order to ensure that it can only be used once, the certificate is cancelled once the supplier has used it.

As yet, the demand for green electricity is modest, and therefore its price is still very low. However, as additional users join the scheme in future, demand would increase, which would then give generators an incentive to develop green electricity generation. That is why most calculation standards (GHG Protocol, Bilan Carbone™, etc.) and the European Parliament account for green electricity as being carbon-neutral.

2. Leakage of refrigerant gases

This category comprises greenhouse gas (GHG) emissions generated by leakage of refrigerant gases in installations.

3. Freight

This category covers the transport of goods between the various buildings at the three sites and between the three sites and external locations, using EP vehicles or contractors. It encompasses road, air, rail and maritime transport.

4. Transport of persons

This category includes:

- Travel between home and work by EP staff and parliamentary assistants;
- Travel by EP staff between the three places of work;
- Flights by Members[8] of the EP between their country of origin and Brussels/Strasbourg
- Official travel by MEPs and by staff outside Parliament's three main places of work (for meetings of political groups, committees and delegations), including local transport to the destination (for political group meetings);
- Transport of MEPs in official vehicles or rented vehicles;
- Transport of subsidised visitors between their country of origin and the European Parliament.

With the adoption of the new carbon footprint reduction target in 2017, the perimeter for the target was expanded to also include Members' flights from their country of origin to Brussels and Strasbourg. The target scope now reflects more fully the environmental impacts resulting from Parliament's activities. In order to maintain a meaningful comparison of performance with respect to the base year (2006), the base year emissions were also recalculated to include Members' flights from their country of origin to Brussels and Strasbourg.

8 Flights by Members of the EP between their country of origin and Brussels/Strasbourg were previously not included in the perimeter. However, they have been calculated and offset since 2016 (FY2015) in accordance with the October 2015 Bureau decision on carbon offsetting.

5. *Supply of equipment and services by external providers*

This category encompasses all of the incoming flows of materials and services used by the organisation, which for the European Parliament means[9]:

- Purchase of supplies, notably paper and office furniture, ink toner and cartridges, food for the restaurants, catering supplies, etc.;
- Services provided by external providers (catering, security, cleaning, consultancy, external translation and interpreting, etc.).

6. *Direct waste*

This category comprises greenhouse gas emissions linked to end-of-life waste processing. Emissions of methane from waste water are not taken into account in the Bilan Carbone™.

7. *Fixed assets*

This category covers GHG emissions generated during the manufacture or construction of durable goods. In the Bilan Carbone™ method, GHG emissions are usually divided up over a certain period, using a system comparable to the concept of financial amortisation, so that the various annual carbon footprint results can be compared. This category comprises:

- Buildings and car parks used by the European Parliament;
- Industrial and other equipment (e.g. fridges in restaurants and other equipment);
- Vehicles belonging to Parliament;
- Computer equipment (computers, printers and other equipment);
- Office furniture.

To calculate the European Parliament's carbon footprint, all of the buildings at the three places of work are taken into account[10]. The Information Offices are not included in the perimeter.

Annex I. 3. Detailed analysis of the evolution of the carbon footprint

The table below shows emissions in tonnes of CO_2 equivalent per flow, with emissions per FTE (full-time equivalent) in brackets. The second-last column indicates each flow's percentage of the total carbon footprint. The last column shows the evolution of emissions per FTE between 2006 and 2017.

9 Transport of supplies to the EP is not included in the perimeter, as not enough information is available. However, an examination of the carbon footprint of other organisations suggests that this source accounts for only a very small proportion of the total footprint. Depending on the category, some emission factors for purchase of supplies might include (generalised) transport emissions.

10 The greenhouse gases included in the carbon footprint calculation are those designated in the Kyoto Protocol: carbon dioxide (CO_2), methane (CH_4), nitrous oxide (N_2O), hydrofluorocarbons ($C_nH_mF_p$), sulphur hexafluoride (SF_6) and perfluoralkanes (C_nF_{2n+2}). There are other known GHGs that have significant effects (such as ozone or CFCs), but they are not covered by the Kyoto Protocol, the main international initiative to reduce GHGs. These gases are not included in the ISO perimeters. However, one exception has been made. Non-Kyoto GHGs have been taken into account for flights, as the Bilan Carbone™ method makes provision for this. This decision is justified because almost half of the greenhouses gases produced by flights are non-Kyoto gases. As flights account for a very high percentage of the EP's emissions, excluding non-Kyoto GHGs in this case would mean disregarding a very significant proportion of the emissions and result in inconsistencies.

Emission flows	2006	2017	Percentage of the 2017 carbon footprint	Change 2006-2017 per FTE
1. ENERGY CONSUMED IN THE BUILDINGS	36 044 (3,37)	15 549 (1,09)	14,0%	–67,8%
1.1. Natural gas	11 894 (1,11)	14 244 (1,00)	12,8%	–10,5%
1.1.1. Brussels	7 636 (0,71)	12 007 (0,84)	10,8%	17,5%
1.1.2. Luxembourg	2 237 (0,21)	1 508 (0,11)	1,4%	–49,6%
1.1.3. Strasbourg	2 020 (0,19)	729 (0,05)	0,7%	–73,0%
1.2. Oil	471 (0,04)	231 (0,02)	0,2%	–63,3%
1.2.1. Brussels	210 (0,02)	0 (0,00)	0,0%	–100,0%
1.2.2. Luxembourg	204 (0,02)	183 (0,01)	0,2%	–32,9%
1.2.3. Strasbourg	57 (0,01)	48 (0,00)	0,0%	–37,3%
1.3. District heating and cooling	472 (0,04)	245 (0,02)	0,2%	–61,2%
1.3.1. Brussels	0 (0,00)	0 (0,00)	0,0%	N.A.
1.3.2. Luxembourg	472 (0,04)	245 (0,02)	0,2%	–61,2%
1.3.3. Strasbourg	0 (0,00)	0 (0,00)	0,0%	N.A.
1.4. Electricity (100% renewable since 2008)	23 208 (2,17)	788 (0,06)	0,7%	–97,3%
2. LEAKAGE OF REFRIGERANT FLUIDS FROM AIR CONDITIONING EQUIPMENT OR FRIDGES	736 (0,07)	2 125 (0,15)	1,9%	115,8%
3. TRANSPORT OF GOODS (FREIGHT)	781 (0,07)	367 (0,03)	0,3%	–64,9%
3.1. Internal freight (between the three places of work)	335 (0,03)	194 (0,01)	0,2%	–56,7%
3.1.1. Freight between the three places of work: part-sessions	160 (0,01)	82 (0,01)	0,1%	–61,8%
3.1.2. Freight between the three places of work: mail and other	176 (0,02)	113 (0,01)	0,1%	–52,1%
3.2. External freight (outside the 3 places of work) - road/sea	117 (0,01)	65 (0,00)	0,1%	–58,2%
3.3. External freight (outside the 3 places of work) - air	329 (0,03)	107 (0,01)	0,1%	–75,6%

Emission flows	2006	2017	Percentage of the 2017 carbon footprint	Change 2006-2017 per FTE
4. TRANSPORT OF PERSONS	68 143 (6,37)	71 291 (4,98)	64,3%	–21,8%
4.1. Staff	12 565 (1,18)	15 262 (1,07)	13,8%	–9,2%
4.1.1. Home-office commuting	4 544 (0,43)	5 423 (0,38)	4,9%	–10,8%
Brussels (including Members' assistants)	2 286 (0,21)	2 584 (0,18)	2,3%	–15,5%
Luxembourg	2 220 (0,21)	2 655 (0,19)	2,4%	–10,6%
Strasbourg	38 (0,00)	183 (0,01)	0,2%	260,9%
4.1.2. Missions between the three places of work	3 439 (0,32)	2 914 (0,20)	2,6%	–36,7%
To and from Strasbourg: By car	1 731 (0,16)	2 240 (0,16)	2,0%	–3,3%
To and from Strasbourg: By train	17 (0,00)	231 (0,02)	0,2%	941,0%
To and from Strasbourg: By plane (short-haul - economy)	1 175 (0,11)	118 (0,01)	0,1%	–92,5%
To and from Strasbourg: By bus from Luxembourg	0 (0,00)	62 (0,00)	0,1%	N.A.
Luxembourg-Brussels: By car	480 (0,04)	245 (0,02)	0,2%	–61,9%
Luxembourg-Brussels: By train	35 (0,00)	18 (0,00)	0,0%	–62,7%
Luxembourg-Brussels: By plane (short-haul - economy)	0 (0,00)	0 (0,00)	0,0%	N.A.
4.1.3. Missions outside the three places of work	4 566 (0,43)	6 926 (0,48)	6,2%	13,4%
By plane (short-haul - economy)	1 820 (0,17)	2 768 (0,19)	2,5%	13,7%
By plane (short-haul - business)		118 (0,01)	0,1%	N.A.
By plane (long-haul - business)	2 680 (0,25)	2 977 (0,21)	0,6%	–17,0%
By plane (long-haul - economy)		684 (0,05)	2,7%	NA
By train	7 (0,00)	39 (0,00)	0,0%	317,3%
By car	60 (0,01)	317 (0,02)	0,3%	298,5%
By bus	0	22 (0,00)	0,0%	N.A.
4.1.4. Transport between buildings in Luxembourg (KAD-GOL, KAD-PRE)	16 (0,00)	0 (0,00)	0,0%	–98,4%

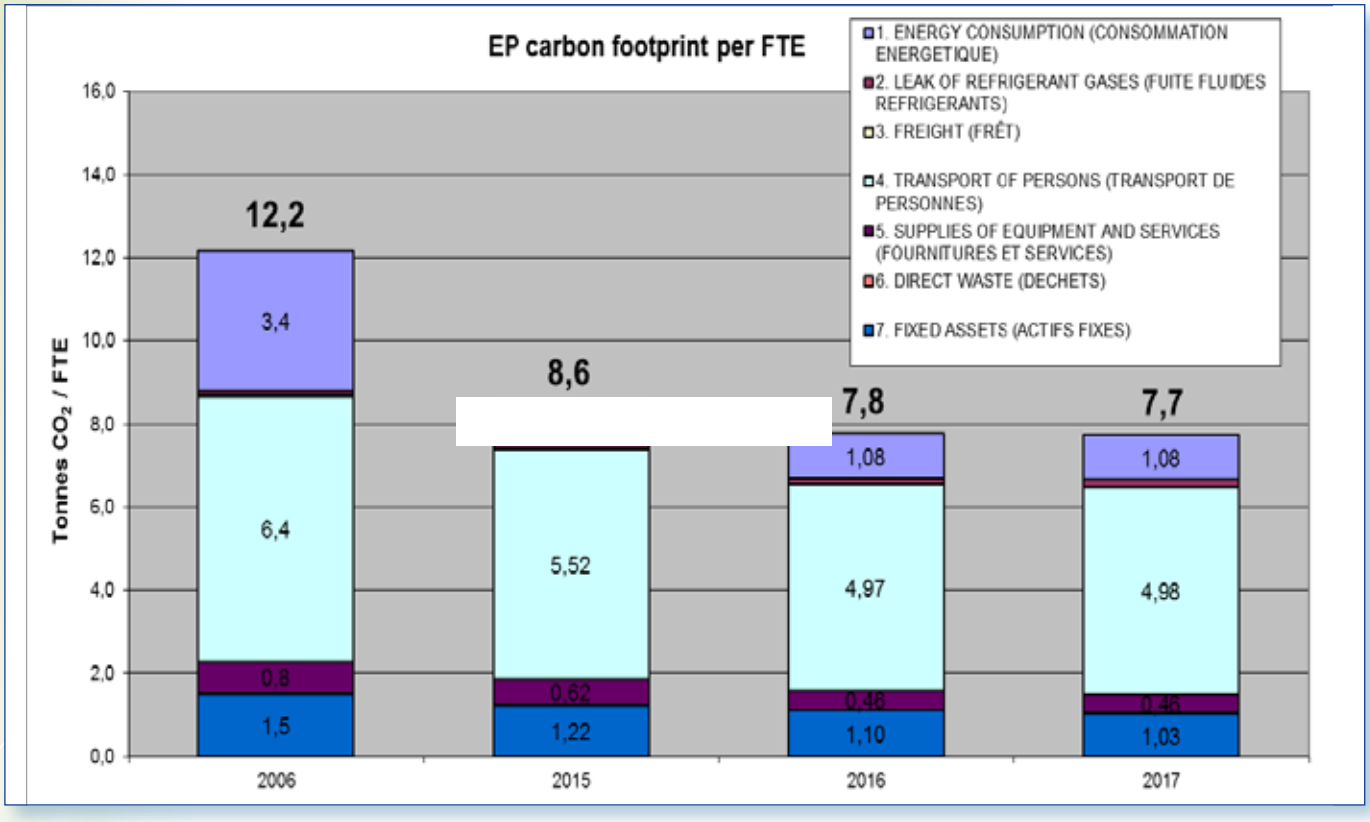
Emission flows	2006	2017	Percentage of the 2017 carbon footprint	Change 2006-2017 per FTE
4.2. Members of the European Parliament	27 385 (2,56)	20 209 (1,41)	18,2%	–44,8%
4.2.1. Travel in official vehicles and rented buses	576 (0,05)	365 (0,03)	0,3%	–52,7%
4.2.2. Meetings outside the three places of work	5 108 (0,48)	4 401 (0,31)	4,0%	–35,6%
Political group	1 200 (0,11)	531 (0,04)	0,5%	–63,6%
EP committee	614 (0,06)	1 965 (0,14)	1,8%	133,3%
Interparliamentary delegation	3 124 (0,29)	1 813 (0,13)	1,6%	–55,2%
Transport at meeting location (bus, taxi, limousine, etc.).	29 (0,00)	26 (0,00)	0,0%	0,0%
Other	NA	66 (0,00)	0,1%	N.A.
4.2.3. Meetings in Brussels or Strasbourg	21 700 (2,03)	15 443 (1,08)	13,9%	–46,8%
4.3. Senior officials in official vehicles (SG, SGs of political groups, Deputy SG, etc.)	47 (0,00)	62 (0,00)	0,1%	–1,3%
4.4. Visitors	28 146 (2,63)	35 759 (2,50)	32,3%	–5,1%
Brussels	20 926 (1,96)	32 627 (2,28)	29,4%	16,5%
Strasbourg	7 213 (0,67)	3 122 (0,22)	2,8%	–67,6%
5. PURCHASE OF SUPPLIES AND SERVICES	8 115 (0,76)	6 549 (0,46)	5,9%	–39,7%
5.1. External services (maintenance, cleaning, consultants, security, external translators and interpreters)	2 725 (0,25)	3 894 (0,27)	3,5%	6,8%
External restaurant staff	236 (0,02)	151 (0,01)	0,1%	–52,1%
External consultancy	201 (0,02)	202 (0,01)	0,2%	–24,7%
Freelance interpreters	368 (0,03)	1 937 (0,14)	1,7%	293,8%
Freelance translators	500 (0,05)	345 (0,02)	0,3%	–48,4%
External IT staff	329 (0,03)	357 (0,02)	0,3%	–18,9%
External maintenance staff	116 (0,01)	235 (0,02)	0,2%	51,5%

Emission flows	2006	2017	Percentage of the 2017 carbon footprint	Change 2006-2017 per FTE
External cleaners	506 (0,05)	386 (0,03)	0,3%	–43,0%
Temporary staff	22 (0,00)	22 (0,00)	0,0%	–24,7%
External security staff	449 (0,04)	161 (0,01)	0,1%	–73,2%
5.2. Office supplies (paper, envelopes and other supplies)	1 880 (0,18)	583 (0,04)	0,5%	–76,8%
5.3. Catering supplies (plastic cups, cans, plastic bottles, etc.)	313 (0,03)	225 (0,02)	0,2%	–46,4%
5.4. Purchase of food for restaurants	3 197 (0,30)	1 848 (0,13)	1,7%	–56,8%
6. WASTE	311 (0,03)	299 (0,02)	0,3%	–28,2%
7. FIXED ASSETS (emissions generated during construction or manufacture of durable goods)	15 969 (1,49)	14 684 (1,03)	13,2%	–31,3%
7.1. Construction of buildings	7 731 (0,72)	8 590 (0,60)	7,7%	–17,0%
7.2. Office furniture (tables, chairs, cupboards, etc.)	369 (0,03)	612 (0,04)	0,6%	23,9%
7.3. IT equipment (desktops, laptops, printers, telephones, servers, televisions, etc.)	7 851 (0,73)	5 440 (0,38)	4,9%	–48,2%
Desktops	1 777 (0,17)	2 176 (0,15)	2,0%	–8,5%
Flat screens	2 634 (0,25)	1 676 (0,12)	1,5%	–52,4%
Laptops	0	617 (0,04)	0,6%	N.A.
Individual printers	136 (0,01)	59 (0,00)	0,1%	–67,6%
Network printers	567 (0,05)	177 (0,01)	0,2%	–76,7%
Telephones (landlines and mobiles)	87 (0,01)	0 (0,00)	0,0%	–100,0%
Servers, switches, routers	646 (0,06)	574 (0,04)	0,5%	–33,6%
Televisions	265 (0,02)	0 (0,00)	0,0%	–100,0%
Other IT equipment	1 740 (0,16)	88 (0,01)	0,1%	–96,2%

Emission flows	2006	2017	Percentage of the 2017 carbon footprint	Change 2006-2017 per FTE
7.4. Other equipment (washing machines, coffee machines, refrigerators, etc.)	17 (0,00)	43 (0,00)	0,0%	92,1%
Total indicator per FTE recalculated with Version 7 of the Bilan Carbone	**130 099 (12,17)**	**110 823 (7,75)**		**–36,3%**
Number of FTEs	**10.689**	**14.303**		**33,8%**

The graph below shows the evolution of the carbon footprint per FTE between 2006 and 2017 for the major sectors. To provide a meaningful comparison, only the years for which Members' flights from their countries of origin to Brussels and Strasbourg have been included in the calculation are shown.

Graphic 15 — **EP carbon footprint per FTE**



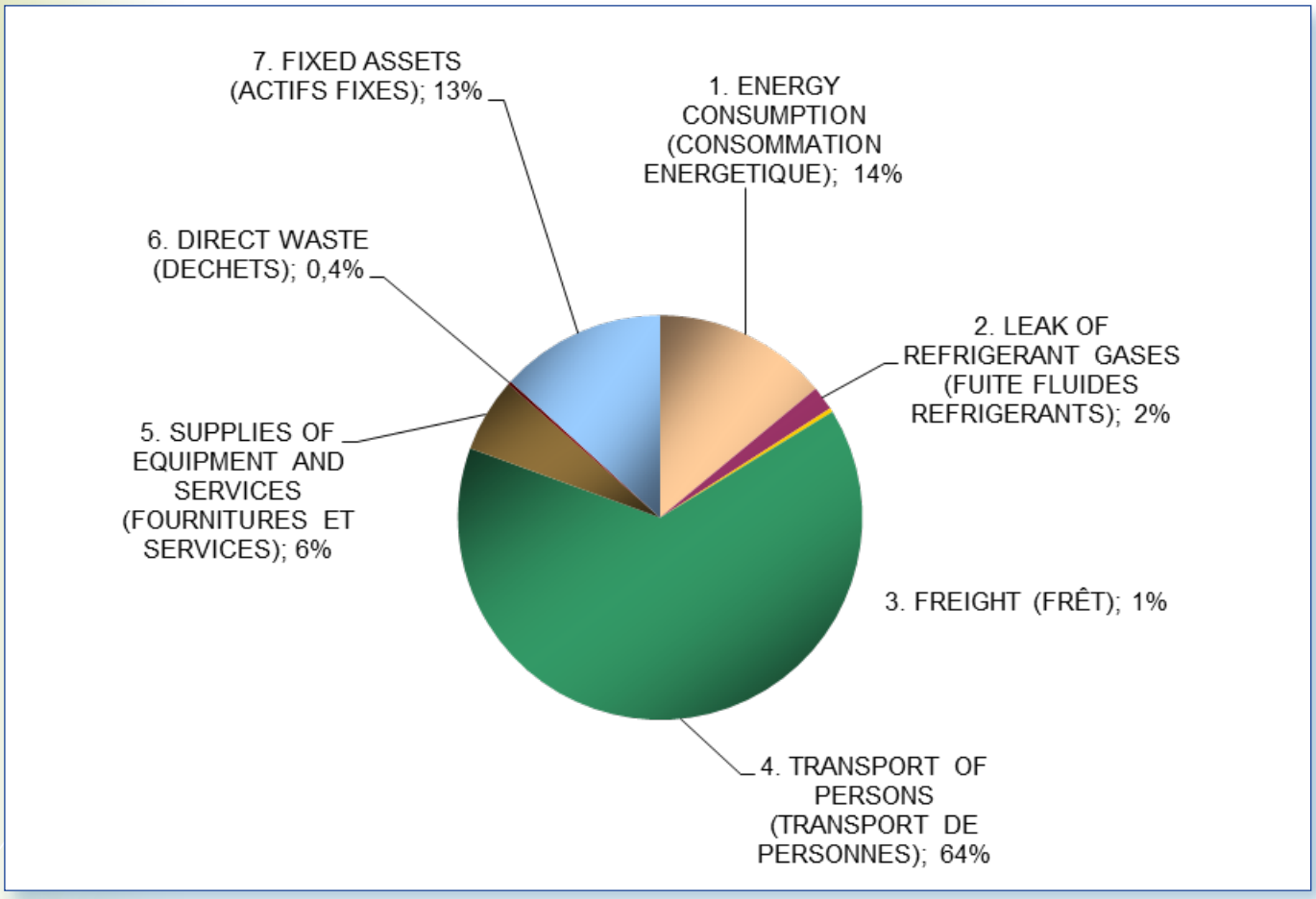
In 2006 the main sources of emissions were 'Energy consumption' and 'Transport of persons'. In the area of 'Energy consumption', emissions fell very significantly, from 3,5 tonnes to 1,08 tonnes of CO_2 eq per FTE (influence of the introduction of 'green electricity'), while the emissions generated by the 'Transport of persons' decreased, from 6,4 to 4,98 tonnes of CO_2 per FTE between 2006 and 2017. However, emissions from transport of persons are being reduced much more slowly than emissions in other categories, and therefore they represent a much larger share of total emissions than they did in 2006. Compared to 2016, the emissions from energy consumption remained the

same in 2017 (1,08 tonnes of CO_2 per FTE), and there was an increase in emissions from transport of persons (4,97 to 4,98 tonnes of CO_2 per FTE).

In 2017, the breakdown of emission flows per category was:

- **'Transport of persons'** (64% of the total).
- **'Fixed assets'** (13% of the total; this covers, inter alia, emissions produced during construction of the buildings occupied by the EP and during the manufacture of the EP's IT equipment).
- **Energy consumption in buildings** (14% of the total).
- **External provision of products and services** (6% of the total).
- **Leakage of refrigerant gases** (2% of the total).
- **Goods transport** (1% of the total).
- **Waste** (0,4% of the total).

Graphic 16 — **2017 emission flows per category**



With regard to CO_2 emissions the European Parliament should focus its efforts on the first four areas, which account for 97% of the total carbon footprint. These are the categories where we can significantly reduce our carbon footprint. Among these four, by far the most significant and critical is the transport of persons. However, certain opportunities for improvement should not be neglected in relation to the three last categories of emissions. It may be easy to find measures in these categories which would be simple and economical to implement. Moreover, certain fields have a strong impact in terms of their high profile, while others have a significant impact in fields other than CO_2 emissions.

ANNEX II: EXECUTION OF THE EMAS ACTION PLAN 2017[11]

Annex II. 1. New Actions

OBJECTIVE PLANNING SHEET NUMBER 1: CARBON EMISSIONS						
Objective:	Reduce the European Parliament's carbon footprint					
Indicators:	CO_2: Carbon footprint in tonnes of CO_2eq per FTE (full time equivalent) Supporting Energy indicators: 1) Annual consumption of gas, heating oil and district heating in kWh per FTE 2A) Percentage of energy used generated on site from renewable sources 2B) Percentage of electricity purchased originating from renewable sources 3) Annual electricity consumption in kWh per FTE					
Target:	CO_2: 40% reduction by 2030 compared to 2006 Supporting Energy targets: 1) 15% reduction of gas, heating oil and district heating consumption by 2025 compared to 2012 (based on 2023-2025 average) 2A) 10% of all energy used by the EP should be generated on site from renewable sources 2B) 100% of all electricity purchased by the EP should come from renewable sources 3) 20% reduction of electricity consumption by 2025 compared to 2012					
					Final review 2017	
Main Objective	**No.**	**ACTION**	**Responsible DG / Person / Service**	**TIMETABLE**	**STATUS***	**EXPLANATION**
A. BUILDINGS						
A.1. Works						
1. Carbon emissions / Works	2017-C02-01	Reprogramming of automatic blinds from Tower B in order to optimize energy performance of building.	DG INLO Building Management & Maintenance Unit Luxembourg	2017	Action finished and closed	
1. Carbon emissions / Works	2017-C02-02	Commissioning and programming of new Wilfried Martens building in Brussels to use full potential of environmental friendly installations: - Geothermal heating and cooling - Cogeneration - Green roofs - Triple glazing - Rainwater recuperation - More parking places for bicycles than cars - 10% of the car parking places will be suited for electrical cars - Project rated BREEAM Excellent	DG INLO Building Project Unit Brussels	2018	On-going	Commissioning: 1st phase completed, provisional acceptance signed with the promoter (ATENOR) Fitting-out works and first installation works on-going (2016-2017). Users (5 DGs) will move 2nd quarter 2018.Performance test are scheduled for January and May 2018.
1. Carbon emissions / Works	2017-C02-03	Using office attribution in the Vaclav Havel building in such a way as to regroup permanent Strasbourg staff whenever compatible with the specific nature of their work.	DG INLO Office Allocation and Movers Unit	2017	Action finished and closed	Move to HAVEL building took place April 2017, regrouping permanent Strasbourg staff whenever possible.
1. Carbon emissions / Works	2017-C02-04	Replacement of electrical distribution boards and installing energy meters in Winston Churchill, Salvador de Madariaga and Pierre Pflimlin buildings.	DG INLO Strasbourg Buildings Projects Unit	2017-2018	On-going	Works ongoing. A server will be installed to collect each consumption and produce reports of these consumptions
A.2. Studies						
1. Carbon emissions / Studies	2017-C02-05	Study feasibility and return of investment on installation of presence detectors in the Konrad Adenauer building restrooms that have no external windows.	DG INLO Building Management & Maintenance Unit Luxembourg	2017	Action finished and closed	Study concluded that investment will not reach pay-back time during the buildings lifetime.

11 Descriptions of EMAS Action Plan actions and explanations concerning their execution are included in the language in which they were submitted by responsible services, in order to accurately represent the contents of the actions and feedback received. Translations can be provided by the EMAS Unit on request.

1. Carbon emissions / Studies	2017-C02-06	Realisation of a study concerning possible improvements of window insulation in Schuman building.	DG INLO Building Management & Maintenance Unit Luxembourg	2017	Action finished and closed	L'étude portait sur l'application de pellicules sur les vitrages ainsi que sur l'application d'une isolation de liège sur les cadres des fenêtres (aluminium sans coupure de pont thermiques). Il à été demande au propriétaire du bâtiment (l'état luxembourgeois) s'il peut prendre en charge ces coûts.
1. Carbon emissions / Studies	2017-C02-07	Studies for renovation and extension of the restaurant in Winston Churchill building. Improving energy efficiency by replacing HVAC, lighting and kitchen equipment	DG INLO Strasbourg Buildings Projects Unit	Study: 2017-2018 Works: 2018-2020	On-going	Nouvelles équipements pour économiser énergie: - Pompes d'eau chaude et d'eau glacée avec un classement énergétique A. - Centrales de traitement d'air avec des moteurs de ventilateurs de type EC, fonction free-cooling et avec récupération de chaleur sur l'air extrait. - Luminaires en LED Nouvelles équipements pour économiser de l'eau: - équipements sanitaires aux normes ECOLABEL
1. Carbon emissions / Studies	2017-C02-08	Reduction of the working stations and its optimisation by new and ergonomic configurations	DG INLO Purchases, management of goods and inventory Unit	2018	On-going	Shared working stations configurations are foreseen in projects of refurbishing new buildings. Three buildings for staff (new KAD, WIM and new MON63) to be furbished in the next four years. The WIM building is foreseen to get in use starting with the 1st of April 2018 and will be an example for shared and ergonomic working stations. New contracts for acquisition of staff furniture that offer more flexibility and customer oriented solutions.
1. Carbon emissions / Studies	2017-C02-09	Finding new solutions for recycling and reusing old furniture	DG INLO Purchases, management of goods and inventory Unit	2018	Action finished and to be continued	New furniture contracts signed July 2017. KAD II project: Suppliers contacted to reuse/recycle old furniture. Items no longer used by the Parliament donated to charity organisations. Purchase of previous furniture models to be kept to a strict minimum. Only new models purchased for future projects.
B. MOBILITY						
1. Carbon emissions / Mobility	2017-C02-10	Improve data received from the travel agency and DG FINS to include the distinction between tickets issues (specifically) to Members in Economy class vs Business class (DG FINS/EMAS)	DG FINS Members' Travel and Subsistence Unit - Dir B & T.O.S Dir C / EMAS Unit	- MIME already implemented - BI report beginning of 2017	Action finished and closed	Tests and validation of the BO report to be completed by end of 2017.
1. Carbon emissions / Mobility	2017-C02-11	Set up a Working Group on Sustainable Mobility to discuss and propose, inter alia, actions in the area of staff missions, staff commuting (parking places and charging stations for e-cars, bike park, mobility surveys, promotion of public transport) and e-mobility	ALL DGs	2017	Action finished and closed	Mandate for working group approved by the Steering committee. Nomination of members done by end November 2017.
1. Carbon emissions / Mobility	2017-C02-12	Encourage Members to use the new direct train between Gare Luxembourg and Brussels National Airport with their SNCB free railway card "libre parcours" instead of the car service.	FINS - TOS	2017	Action finished and closed	Quaestors communication 2016/46 stated the possibility for Members to request a free travel pass issued by SNCB valid for new connection to Brussels National Airport
1. Carbon emissions / Mobility	2017-C02-13	Installing 60 electrical charging points for charging official EP service limousines designated to the transport of members (Brussels)	Building Management & Maintenance Unit Brussels	2017	Action finished and closed	All 60 electrical charging points for charging official EP service limousines are installed.
1. Carbon emissions / Mobility	2017-C02-14	Realise a study in order to determinate feasibility of further increasing the number of electrical charging points, as well as increasing electrical power output of charging points.	Building Management & Maintenance Unit Brussels	2018	On-going	Two charging points for staff electrical cars will be installed at the SQM building. Additionally one charging point for e-bikes will be installed at the SQM building.

1. Carbon emissions / Mobility	2017-CO2-15	Provision of 60 hybrid plug in cars as official EP service limousines designated to the transport of members by means of a car leasing contract.	Transport of Persons Unit	2017	Action finished and closed	45 hybrid plug in cars by June 2017. Remaining 16 will be delivered end of 2017.
1. Carbon emissions / Mobility	2017-CO2-16	Installing 60 electrical charging points for charging official EP service limousines designated to the transport of members (Strasbourg).	Building Management & Maintenance Unit Strasbourg	2017	Action finished and closed	All the electrical charging points installed.
1. Carbon emissions / Mobility	2017-CO2-17	Improvement of capacity utilization of vehicles used for transport of goods.	DG INLO Office Allocation and Movers Unit	2017	Action finished and closed	2015 to 2016: the number of km travelled by external companies decreased by 63% due to trunk sharing and internalization of goods transport. EP trucks travel loaded to Strasbourg at the begin of the session and come back loaded at the end of the session avoiding traveling empty as external trucks would. May2016 to end 2017: number of km travelled by external companies decreased by 20%. Canteens from Brussels to Strasbourg are now carried by only two external and three internal trucks.
1. Carbon emissions / Mobility	2017-CO2-18	Research on electric Heavy Goods Vehicles models available on the marked (HGV = trucks >3,5 ton)	DG INLO Office Allocation and Movers Unit	2017	Action finished and closed	Usage of Electric Heavy Goods Vehicles (HGV) will NOT significantly reduce CO_2 emissions for long distance travelling (traveling between the three places of work or to other destinations outside the three places of work). Long distance travelling is the main use of the EP truck fleet. The advantage of HGV is mainly in case of urban transports with frequent stops.
C. IT						
1. Carbon emissions / IT	2017-CO2-19	Implementation of the work program developed under action 2016-CO2-14 in relation to the "European Code of Conduct for Energy Efficiency in Data Centres"	DG ITEC/DG INLO		On-going	5 server rooms were selected to install equipment for measuring the consumption. Evolution of the activity of the EP results in that 2 of these rooms will be abandoned in the near future and a 3rd one will undergo a transformation in 2017. The measuring equipment is being installed in the two remaining rooms. The implementation of the work programme will be done as soon as the works finish and after re-examining the benefits from this action since most equipment has been moved or decommissioned from the remaining 2 rooms.
1. Carbon emissions / IT	2017-CO2-20	Communication campaign to staff to switch off local printers and screens when leaving the office after the session or for weekend.	FINS IT and Inventory Unit - Dir C	1st quarter of 2017	Action finished and closed	Communication to be sent by end of November 2017

OBJECTIVE PLANNING SHEET NUMBER 2: WASTE	
Objective:	Increase the percentage of waste recycled and reduce the amount of office and kitchen waste
Indicators:	1) Percentage of waste recycled 2) Amount of non-recycled waste in kg per FTE 3) Food waste (unsold and leftovers) in kg per meal served
Target:	1) 70% recycled in the period of 2016 - 2025 2) 15% reduction by 2025 compared to 2012 3) 5% reduction of food-waste by 2020 compared to 2016

					Final review 2017	
Main Objective	**No.**	**ACTION**	**Responsible DG / Person / Service**	**TIMETABLE**	**STATUS***	**EXPLANATION**
2. Waste	2017-WST-01	Collecting plastic bottle lids for a charity organisation using them for recycling, without encouraging staff to bring their private plastic waste to Parliament	ALL DGs in cooperation with DG INLO	2017	Action finished and to be continued	Several initiatives taken on DG level. Examples of ongoing collections: BRU: MTY, SQM, WAY, WIE (LS + SAFE) LUX: canteen

2. Waste	2017-WST-02	Enable use of own cups in coffee vending machines	DG INLO EMAS Unit	2017	Action finished and closed	Completed on the three places of work by end of 2017
2. Waste	2017-WST-03	Evaluate the situation regarding the use of water dispensers until the end of 2017 (number of plastic-/paper-cups used/costs of cups), including possible purchase of glass water bottles in order to reduce costs and waste from plastic-/paper-cups	Catering & Staff Shop Unit/EMAS Unit (Under leadership of EMAS Unit)	2017	Action finished and closed	Evaluation completed by end of 2017. Preliminary results: BRUXELLES : 300 000 PET cups used so far. Since mid-2017, new PLA cups are used instead. 20 000 PLA cups used so far (November 2017) 1 000 reusable glass bottles distributed by the EMAS unit. STRASBOURG : 40 000 PET cups used. New PLA to be introduced beginning 2018. Cost of cups: PET 0,015EUR. PLA 0,025EUR Annual cost if 500 000 PLA cups per year = 12 500EUR
2. Waste	2017-WST-04	Water fountains, increasing number of fountains installed in Brussels and Strasbourg.	Catering & Staff Shop Unit Building Management & Maintenance Units Brussels and Strasbourg	2017	Action finished and closed	Number of water dispensers in service: - Brussels: 84 - Strasbourg: 3
2. Waste	2017-WST-05	Launch "My Portion" for all dishes in Strasbourg canteens.	Catering & Staff Shop Unit DG INL	2017	Action finished and to be continued	In place
2. Waste	2017-WST-06	Establish, in collaboration with food providers in Strasbourg, a procedure for food donations.	Catering & Staff Shop Unit DG INL	2017	Action finished and closed	In place
2. Waste	2017-WST-07	Introduction of systematic weighting of unsorted and organic waste.	Building Management & Maintenance Unit Luxembourg DG INLO	2017	Action finished and closed	Weighting systems delivered and installed.

OBJECTIVE PLANNING SHEET NUMBER 3: WATER						
Objective:	Curb water consumption					
Indicators:	Annual water consumption in m3 per FTE					
Target:	1) 2% reduction by 2018 compared to 2012 2) 2% reduction by 2025 compared to 2019					
					Final review 2017	
Main Objective	**No.**	**ACTION**	**Responsible DG / Person / Service**	**TIMETABLE**	**STATUS***	**EXPLANATION**
3. Water	2017-WTR-01	Study the possibility to reuse the water from flash tanks from steam condensate and cooling water from indoor air humidification system in Altiero Spinelli and Paul Henri Spaak buildings as recommended by the VIVAQUA water study.	DG INLO Building Management & Maintenance Unit Brussels	2017	Action finished and closed	Study made by consulting engineers showed that return on investment time was too long. The project is no longer an
3. Water	2017-WTR-02	Optimise water consumption of technical installations by defining and applying best practice in maintenance and design.	DG INLO Building Management & Maintenance Unit Brussels	2017	Action finished and to be continued	- Rain water recuperation installed in new buildings. - Water saving models used for kitchen and sanitary equipment in new buildings and when renovating. - Modification of flash tanks (cooling vessels for steam used to humidify the air during winter) in Brussels to reduce water usage. - Boilers and water softeners: installing visible interruption at waste water outlets to allow for detection of leaks.
3. Water	2017-WTR-03	Defining the policy for monitoring, analysis and relevant action taking on data from surveys of sub-meters (energy and water)	DG INLO Building Management & Maintenance Unit Brussels	2017	On-going	The software program for implementation of an automatic reporting is currently developed and should be operational by the end of the first semester 2018.
3. Water	2017-WTR-04	Renovation of restrooms in Winston Churchill, Salvador de Madariaga and Pierre Pflimlin buildings. [In line with the action MTS-14 in AP 2016]	DG INLO Strasbourg Building Project Unit	Study: 2016 Works: 2018-2025	On-going	Study completed. New sanitary equipment will have ECOLABEL to reduce water consumption. Works 2018-2025.

3. Water	2017-WTR-05	Study the possibility in order to use ground water for watering of green areas and green roofs as recommendation by the VIVAQUA water study.	DG INLO Strasbourg Building Project Unit	2017-2018	On-going	The feasibility analysis will be launched in 2018. Actions in 2017 were focused on the mapping of the water network.

OBJECTIVE PLANNING SHEET NUMBER 4: PAPER						
Objective:	Curb paper consumption					
Indicators:	Annual paper consumption in kg per FTE					
Target:	1) 5% reduction in the period of 2015 - 2020 compared to 2010 - 2014 2) 15% reduction in the period of 2021 - 2025 compared to 2010 - 2014					
					Final review 2017	
Main Objective	**No.**	**ACTION**	**Responsible DG / Person / Service**	**TIMETABLE**	**STATUS***	**EXPLANATION**
4. Paper	2017-PPR-01	New IT-tool "Apply for EP" for paperless online registration of candidate profiles and applications	DG PERS Competitions and Selection Procedures Unit	2017-2018	On-going	A tool has been chosen and its implementation starts. The objective is to be ready Q1-2018.
4. Paper	2017-PPR-02	New IT-tool "PAPYRUS" to handle documents linked to personal records	DG PERS Information Technology and IT Support Unit	2017	On-going	Personal file is in production, QR-code installed to facilitate scanning. Interfaces with all HR IT solutions under development to be much more paperless in 2018.
4. Paper	2017-PPR-03	New IT-tool "AC PEOPLE" to handle recruitment files of future agents	DG PERS Contrat Staff and APA's Recruitment Unit	2017	On-going	Analysis completed and implementation phase on-going. The first version of the back office will be ready end of 2017 and production the first quarter of 2018.
4. Paper	2017-PPR-04	Reduction of administrative/staff paper consumption in DG EPRS by at least 2% per year (after 7% reduction in 2016 in comparison to 2015) for the remainder of the current legislative term	DG EPRS	2017 (to be continued through 2019)	Action finished and to be continued	2016: 7% reduction compared to 2015 2017: 29% reduction compared to 2016 Paper consumption monitored by software counting pages printed and copied.

OBJECTIVE PLANNING SHEET NUMBER 5: PUBLIC PROCUREMENT						
Objective:	Promote the inclusion of environmental considerations in public procurement procedures					
Indicators:	Percentage of contracts which are classified as "Green", "Very Green" or "Green by Nature"					
Target:	70% of contracts classified as "Green", "Very Green" or "Green by Nature" by 2019					
					Final review 2017	
Main Objective	**No.**	**ACTION**	**Responsible DG / Person / Service**	**TIMETABLE**	**STATUS***	**EXPLANATION**
5. Public procurement	2017-GPP-01	Public procurement activities related to avoidance, reduction and recycling of waste as included in the EMAS Action Plan 2016 (2016 - GPP-02 to 06) will be incorporated in European Parliament`s "Vademecum on Public Procurement" in order to ensure a better implementation of the relevant actions	Public Procurement Forum in cooperation with EMAS Unit	2017	Action finished and closed	The Vademecum has been updated by the Working Group on GPP. Changes adopted by the Public Procurement Forum June 2017.
5. Public procurement	2017-GPP-02	Regular information of GPP Helpdesk/EMAS Unit about annual procurement planning in each DG	All DGs	2017	Action finished and to be continued	DGs report their annual procurement planning to DG FINS who will share the information with the EMAS Unit.
5. Public procurement	2017-GPP-03	Mandatory consultation/information of GPP Helpdesk/EMAS Unit before launching new tender procedures above 135.000 EUR	All DGs	2017	Action finished and to be continued	The Working Group on GPP proposed DGs to consult the GPP Helpdesk on a voluntary basis and adding this to the checklist in the Vademecum on GPP. Changes were adopted by the Public Procurement Forum.
5. Public procurement	2017-GPP-04	Apply GPP when purchasing office supply, aiming for goods manufactured from recycled materials.	All DGs	2017	Action finished and to be continued	Current product catalog has 30% of supplies from recycled materials. Further improvements to be made when renewing the framework contract.

OBJECTIVE PLANNING SHEET NUMBER 6: COMMUNICATION, TRAINING AND AWARENESS						
Objective:	Continuous increase in environmental training and awareness activities					
Indicators:	Number of training and awareness raising activities organised every year in relation to EMAS					
					Final review 2017	
Main Objective	**No.**	**ACTION**	**Responsible DG / Person / Service**	**TIMETABLE**	**STATUS***	**EXPLANATION**
7. Training and awareness	2017-CTA-01	Implementing the activities in the EMAS communication plan 2017	EMAS Unit	2017	Action finished and closed	EMAS communication plan 2017_State of play presented at Inter DG Steering Group December 2017.
7. Training and awareness	2017-CTA-02	Review and, if appropriate, revision of EMAS E-Learning program	EMAS Unit	2017	On-going	Note on Training Inter DG 10/04/2017 : "The EMAS E-learning training course is outdated. Considering the limited interest in the course (128 completed + 100 started but did not complete the training in 2016) and the costs for a revision, the E-learning training will remain available online until the end of the year (included in the information-/training-package for newcomers). The EMAS Unit in cooperation with DG PERS will revamp the EMAS E-learning course or will come up with a new online training in the beginning of 2018."
7. Training and awareness	2017-CTA-03	Internal training course to become internal auditor at the European Parliament	EMAS Unit	2017	Action finished and to be continued	Training held June 2017.
7. Training and awareness	2017-CTA-04	Handling of dangerous chemical substances, products and waste	EMAS Unit	2017	On-going	Training foreseen beginning of 2018
7. Training and awareness	2017-CTA-05	Info-sessions for all staff, including eco-driving for staff	DG PERS / EMAS Unit	2017	Action finished and closed	Eco-driving sessions held during the Mobility Week
7. Training and awareness	2017-CTA-06	Specific information for EMOs - Calculation of Parliament´s Carbon footprint/Transport emissions	EMAS Unit	2017	Action finished and to be continued	Presentation made at Inter-DG Steering group meeting of November 2016 and will be periodically repeated.
7. Training and awareness	2017-CTA-07	European Parliament´s Induction Course (EPIC) – EMAS	DG PERS / EMAS Unit	2017	Action finished and closed	Presentations made by EMAS Unit for approximately 210 people in 2017.
7. Training and awareness	2017-CTA-08	Jean Monnet Induction Course held for newly recruited ADs - EMAS presentation	DG PERS / EMAS Unit	2017	Action cancelled	As all newcomers follow the EPIC training course (including new ADs) this action is not relevant anymore.
7. Training and awareness	2017-CTA-09	Feasability study on placing beehives	INLO DIR A BRU, LUX, STR	2017	Action finished and to be continued	Study completed for Brussels. Before any further decision, the Questors asked DG INLO to extend the study to the three places of work, see Action Plan 2018
7. Training and awareness	2017-CTA-10	Organising specific trainings for DG SAFE security and safety agents to make them aware of their role as EMAS front line actors	DG SAFE / EMAS Unit	2017-2018	Action finished and to be continued	Training prepared by the EMAS Unit with the validation of DG SAFE and inputs from DG INLO. Training started 21/9 with two training per month in groups of 15/20 people. 9 training sessions completed by end of 2017.

OBJECTIVE PLANNING SHEET NUMBER 7: OFFSETTING OF CARBON EMISSIONS						
Objective:	Offset certain European Parliament emissions, in line with the decisions taken by the Bureau					
Indicators:	Percentage of the carbon footprint offset					
Target:	100%					
					Final review 2017	
Main Objective	**No.**	**ACTION**	**Responsible DG / Person / Service**	**TIMETABLE**	**STATUS***	**EXPLANATION**
8. Offsetting	2017-OFF-01	Offsetting Parliament`s carbon emissions from 2016	EMAS Unit	2017	Action finished and closed	105.000 tons CO_2 offset Contract awarded 30 August 2017

Annex II. 2. On-Going Actions

OBJECTIVE PLANNING SHEET NUMBER 1: CARBON EMISSIONS	
Objective:	Reduce the European Parliament's carbon footprint
Indicators:	CO_2: Carbon footprint in tonnes of CO_2eq per FTE (full time equivalent) Supporting Energy indicators: 1) Annual consumption of gas, heating oil and district heating in kWh per FTE 2A) Percentage of energy used generated on site from renewable sources 2B) Percentage of electricity purchased originating from renewable sources 3) Annual electricity consumption in kWh per FTE
Target:	CO_2: 40% reduction by 2030 compared to 2006 Supporting Energy targets: 1) 15% reduction of gas, heating oil and district heating consumption by 2025 compared to 2012 (based on 2023-2025 average) 2A) 10% of all energy used by the EP should be generated on site from renewable sources 2B) 100% of all electricity purchased by the EP should come from renewable sources 3) 20% reduction of electricity consumption by 2025 compared to 2012

					Final review 2017	
Main Objective	**No.**	**ACTION**	**Responsible DG / Person / Service**	**TIMETABLE**	**STATUS***	**EXPLANATION**
A. BUILDINGS						
A.1. Works						
1. Carbon emissions / Buildings (works)	2015-C02-02	Works within the framework of the construction/renovation of buildings: Renovation of the WIC entrance and lobby - following the recommendation resulting from the energy audit study (1.10 Action PA 2014)	INLO Dimitri TENEZAKIS (Strasbourg Building Projects Unit)	Call for tenders: framework contract end of 2016 Works: 2018	On-going	Works end 2018 Construction d'un nouveau bâtiment devant le bâtiment WIC pour des raisons de sécurité. Création d'un SAS pour le bâtiment WIC. Nouveaux CTA (Centrales de traitement d'air) avec des moteurs de ventilateurs de type EC, fonction free-cooling et avec récupération de chaleur sur l'air extrait.
1. Carbon emissions / Buildings (works)	2015-C02-03	Works within the framework of the construction/renovation of buildings: Refurbishment of the air cooling equipment for the interpretation technical control rooms in ASP building (project T13-274)	INLO Xavier LACROIX (Brussels Buildings Project Unit)	Works in 2017-2019	On-going	The works consist in separating the air-conditioning installations in the interpreter booths from those in technical control rooms for all meeting rooms in ASP. Completed: ASP 3E2. On-going: ASP 1E2, 5E2, 1G2, 1G3, 3G2, 3G3, 5G2, 5G3.
1. Carbon emissions / Buildings (works)	2015-C02-06	Pilot project for the installation of an interior green wall in the Altiero Spinelli building in proximity of the sandwich bar. (Walls on the left and right side at the beginning of the stairs)	INLO / UGIMB M. Champetter	2017	Action finished and closed	Works completed.
1. Carbon emissions / Buildings (works)	2015-C02-21	Works within the framework of the construction/renovation of buildings: Renovation of the Václav Havel (HAV) building - Strasbourg (1.2 Action Plan 2014)	INLO Dimitri TENEZAKIS (Strasbourg Building Projects Unit)	2017	Action finished and closed	Works completed The new Vaclav Havel building is now heated and cooled by the very efficient heat pumps of the PFL building. Les dispositions pour économiser l'eau au HAV, se situent au niveau de la robinetterie: a) Locaux sanitaires Robinetterie temporisée mono-fluide, limitateur de débit, procédé anticalcaire, durée d'écoulement réglable. b) Kitchenettes Robinetterie mitigeur mono commande évier, chrome, limitateur de débit ajustable, bec tube pivotant, mousseur, flexible de raccordement souple, zone de rotation à 360 °. c) Locaux d'entretien Robinetterie mono-fluide – bec mobile avec mousseur, chrome.
1. Carbon emissions / Buildings (works)	2015-C02-23	Study within the framework of the construction/renovation of buildings: KAD building extension project in Luxembourg: Phase B: Construction stageFinal BREEAM certification(1.12 Action Plan 2014)	INLO Xavier BILGER (Luxembourg Building Projects Unit)	2019	On-going	Projects proceeding according to the BREEAM standards.

1. Carbon emissions / Buildings (works)	2015-C02-25	Works in the area of energy efficiency: (renovation and more efficient isolation of the facades) Improvement of the environmental conditions of the accreditation centre and the Info Point - Brussels (1.7 Action Plan 2014)	X. LACROIX (Brussels Building Projects) for phase 2	Works : Phase 1 : completed oct. 2017 Phase 2 : completed end 2017	Action finished and closed	Works completed by end of 2017
1. Carbon emissions / Buildings (works)	2014-C02-02	Works in the area of energy efficiency: Relighting: Study and works for the "Relighting II" project (replacement of the most energy intensive lighting with low consumption models) - Brussels	INLO C. CHAMPETTER (Brussels Buildings Management & Maintenance Unit)	2019	On-going	Finished projects : - ASP Parking - Relighting with LED lights. - PHS Yehudi Menuhin space - improvement of the lighting level and relighting with more performant equipment Ongoing projects : - Modification of lights above the main entrance ASP - mail (study ongoing) - Relighting of roof areas ASP (works ongoing) - Relighting of some staircases by LED and presence detectors (les cages escaliers vitrées) ASP (works ongoing) - Relighting WIE building (Works ongoing. End of works foreseen by Dec 2017) - Interpreters cabins (study ongoing) ASP room 3G3: July 2017 // JAN, PHS + ASP (2018 - 2019) - ASP office light (mock-up and study ongoing)
1. Carbon emissions / Buildings (works)	2016-C02-02	Brussels – Wiertz building – Replacement of cooling tower by a new one with a better performance and more environmentally friendly	Brussels Buildings Management and Maintenance Unit - DG INLO	2017	Action finished and closed	Cooling tower replaced mid 2017.
1. Carbon emissions / Buildings (works)	2016-C02-04	Brussels – All peripheral buildings – Removal of hot water from common restrooms	Brussels Buildings Management and Maintenance Unit - DG INLO	Study 2015-2016 Works – 2016-2017	Action finished and closed	Hot water removed in peripheral buildings except for WAY (crèche) and kitchenettes in RMD, MTY,MOY.
1. Carbon emissions / Buildings (works)	2016-C02-05	Brussels – ASP – Rue Couverte - Optimisation of lighting schedules in common areas to reduce energy consumption	Brussels Buildings Management and Maintenance Unit - DG INLO	2017	Action finished and closed	Some modifications were finalised in 2016 (day-light sensors, special lightning for exhibition areas), others completed in 2017 (reprogramming lighting hours).
1. Carbon emissions / Buildings (works)	2016-C02-08	At the time of the renovation of the audio-visual infrastructure of the meeting rooms both in Strasbourg and Brussels, implement presence detection in order to allow for the automatic room start-up and shut down with the objective to limit the energie consumption of the technical installation to a minimum when the meeting rooms are not occupied.	INTE / P. Tulkens (Conference Technicians Unit)	Until 2018	On-going	Brussels: 31 meeting rooms completed. 4 additional rooms scheduled for 2019. Strasbourg: 18 meeting rooms completed. Full implementation in 36 rooms to be completed by the end of the summer recess of 2019.
A.2. Studies						
1. Carbon emissions / Buildings (studies)	2015-C02-09	Renovation of the ceilings circulations of WIC et SDM buildings - following the recommendation resulting from the energy audit study (1.10 Action AP 2014)	INLO Dimitri TENEZAKIS (Strasbourg Building Projects Unit	Faisibility study: 2015 Works: 2017-2021	On-going	Feasibility study completed 2015. Works planned for 2017-2021. The renovation include replacement of current lighting.
1. Carbon emissions / Buildings (studies)	2015-C02-29				On-going	Further strategic decisions to define the projects specifications are needed to continue with the studies.
1. Carbon emissions / Buildings (studies)	2015-C02-30				Action finished and closed	Opportunity for improvement identified: - extend action 2016-CTA-04 "Inform the Parlamentarium visitors about EMAS in the EP and about the Parliament's environmental achievements" to the HEH.
1. Carbon emissions / Buildings (studies)	2016-C02-09				Action cancelled	Not meaningful to study creation of green roof/terrace before the completion of the "New Visitors Centre".

B. MOBILITY						
1. Carbon emissions / Mobility	2015-CO2-33	Better management and setting of numerical reduction objectives for missions by measuring and monitoring their impact	PRES (Marie-France Collart)	2017 (cf. Action Plan 2014, Action No. 1.19)	Action finished and closed	Measuring and monitoring in place.
1. Carbon emissions / Mobility	MTS-01	Put in place rules for the purchase of environmentally friendly vehicles for the EP fleet, including setting targets for maximum average emissions of the fleet taking into account the requirements of the 2014 Regulation on CO_2 emissions from new passenger vehicles.	DG INLO	Finalisation and implementation of the approach: 2017 onwards	Action finished and closed	New car policy adopted by the bureau on May 16th aiming for a full electric car fleet for the EP. - by the end of 2017, 50% of all cars should be electric or plug-in hybrids - from 2018, new cars should be electric of plug-in hybrids. Also applicable for minibuses provided that hybrid plug-in models are introduced on the European market - in 2020, 100% electric or plug-in hybrid vehicles - in 2021, 100% of minibuses to be electric or plug-in hybrids, if available on the European market. - cost-benefit analysis to be done before every major renewal of car fleet with an objective to reach zero-emission in urban environment and 100% full electric fleet by 2024
1. Carbon emissions / Mobility	MTS-03	Extend support to staff working in STR for using public transport in Strasbourg	DG INLO Directorate for Resources CSU	2017	Action finished and closed	EP participates to 50% of the transport subscriptions costs with CTS for permanent staff in Strasbourg
1. Carbon emissions / Mobility	MTS-09	Reduction of the overall number of missions to STR within the general mission envelope by 10% in 2016 compared to 2013.	DG PERS in close cooperation with all DGs	2016 onwards	On-going	Statistics will be available in 2018
1. Carbon emissions / Mobility	2016-CO2-12	Reduce environmental impacts of visitors groups which account for approximately 25-30% of Parliament`s indirect carbon emissions (- European Parliament`s Budget Discharge 2013 Resolution (EP) of 29 April 2015, para 47)	a) DG COMM (2015/2016) b) EMAS Unit (2015/beginning of 2016)	2016/2017	Action finished and closed	a) Done: Visitors groups receive information about alternative means of transport b) Done: New method of calculating emissions from visitors groups developed 2016. To be used in the 2017 carbon footprint calculations.
C. IT						
1. Carbon emissions / IT	2016-CO2-14	A)Analyse the requirements of the European Code of Conduct for Energy Efficiency in Data Centres and set up a work programme to further apply the requirements in 2-4 largest EP data rooms as pilot phase Source: European Court of Auditor`s Report, October 2014, pages 36-39 B) Review externally sourced data centers in terms of energy efficiency with a view to securing improvements up to and including the application of the European Code of Conduct for Energy Efficiency in Data Centres	DG ITEC/DG INLO (under leadership of DG ITEC)	2017	Action finished and closed	A) 5 server rooms were selected to install equipment for measuring the consumption. Evolution of the activity of the EP results in that 2 of these rooms will be abandoned in the near future and a 3rd one will undergo a transformation in 2017. The measuring equipment is being installed in the two remaining rooms. B) The suppliers are already certified as compliant with the European Code of Conduct for Energy Efficiency in Data Centres or in the process of obtaining the certification (certification expected for end of 2017).
1. Carbon emissions / IT	2016-CO2-17	When replacing projectors (and projection equipment in general), take into account the energie consumption of the equipement when selecting the replacement technologie (e.g. lamp versus laser technologie, LED screen versus projector) as advocated by the Green Public Procurement guidelines.	INTE / P. Tulkens (Conference Technicians Unit)	Until 2018	On-going	Brussels: 8 meeting rooms were equipped with energy efficient laser projectors in 2017. Moreover, in the 5 meeting rooms of the JAN-building, outdated LCD screens were replaced with energy efficient LED screens to provide the MEPs with larger screens and improved viewing while limiting the overall impact on the energy consumption. Additionally in 4 smaller meeting rooms the projectors were also replaced with LED screens. Strasbourg: all 18 meeting rooms that have been renovated over the past 18 months have been equipped either with energy efficient laser projectors or with LED screens. Still 2 meeting rooms in Brussels and 20 in Strasbourg to be renovated.

D. OTHER						
1. Carbon Emissions/ Other	2015-CO2-36	DG COMM Storages : decommissioning Audiovisual material	COMM EMAS Network	2017	Action finished and closed	Brussels: - Photo lab removed, equipment and products evacuated. - 80 pallets of electronic material donated to Emmaus
1. Carbon Emissions/ Other	2015-CO2-37	Action 1.48: (AP 2013) Define objectives and actions for reduction of CO_2 emissions in DG PERS.	PERS EMAS Network together with GBI	2016 and ongoing	Action finished and closed	Videoconferences has become the preferred solutions to organize meetings with participants from the three places of work.

OBJECTIVE PLANNING SHEET NUMBER 2: WASTE	
Objective:	Increase the percentage of waste recycled and reduce the amount of office and kitchen waste
Indicators:	1) Percentage of waste recycled 2) Amount of non-recycled waste in kg per FTE 3) Food waste (unsold and leftovers) in kg per meal served
Target:	1) 70% recycled in the period of 2016 - 2025 2) 15% reduction by 2025 compared to 2012 3) 5% reduction of food-waste by 2020 compared to 2016

					Final review 2017	
Main Objective	**No.**	**ACTION**	**Responsible DG / Person / Service**	**TIMETABLE**	**STATUS***	**EXPLANATION**
2. Waste	2015-WST-4	Reduce stationary units purchased. Target - having reduced more than 10% annually since 2013, our goal is to continue to reduce year by year	LS GBI + LS colleagues responsible for purchasing	2016 (ongoing)	Action finished and to be continued	Action implemented and has become daily routine.
2. Waste	MTS-12	- Removing of the "general purpose" waste bins in BRU and of the three-compartment waste bins in LUX and STR from all administration offices - In administration offices only specialised bins for recycling paper should remain, so that staff would have incentive to use the five-compartment waste bins near their respective workstations/offices	DG INLO	2017	Action finished and closed	Implementation of the harmonised waste collection on the three EP working sites is completed as follows: - 5 compartment bins within 40m from workstations - paper bin and general purpose waste bin in offices - removal of general purpose waste bin on voluntary basis
2. Waste	2016-WST-13	In order to provide for a sustainable planning, implementation and realization of exhibitions and big events such as "Open Days" and "Eye", A) appropriate means/facilities will be made available to separate and collect wasteB) organizers of such events will be informed about possible environmental impacts of exhibitions/events and means/ facilities made available for separate collection of waste	A) DG COMM in cooperation with DG INLOB) DG COMM	2016-2017	Action finished and to be continued	Completed in 2016 for the "EYE" event (collection and sorting of waste outside the EP in the YO! Village, paperless communication and customised reusable water bottles sold in the YO!Village, ...).Review made of the "Open Days".Action to be continued and extended under Action Plan 2018.

OBJECTIVE PLANNING SHEET NUMBER 3: WATER	
Objective:	Curb water consumption
Indicators:	Annual water consumption in m3 per FTE
Target:	1) 2% reduction by 2018 compared to 2012 2) 2% reduction by 2025 compared to 2019

					Final review 2017	
Main Objective	**No.**	**ACTION**	**Responsible DG / Person / Service**	**TIMETABLE**	**STATUS***	**EXPLANATION**
3. Water	2015-WTR-3	Set up a detailed plan to achieve the water reduction objective, based on results from water-meters and including awareness-raising actions 3.2.1. Installing sub meters	DG INLO Action 3.2.1: DG INLO Eric RICCA UGIMS	2018	On-going	Le contractant de maintenance a rédigé des schémas de la réelle distribution de l'eau dans les bâtiments, ce qu'on ne pensait pas nécessaire au début du projet. Cette analyse a été complété en octobre 2017. Sur base de ces schémas, on pourra planifier l'installation de nouveaux sous-compteurs utiles pour la maitrise des consommations (point 3.2.1).

OBJECTIVE PLANNING SHEET NUMBER 4: PAPER						
Objective:	Curb paper consumption					
Indicators:	Annual paper consumption in kg per FTE					
Target:	1) 5% reduction in the period of 2015 - 2020 compared to 2010 - 2014 2) 15% reduction in the period of 2021 - 2025 compared to 2010 - 2014					
					Final review 2017	
Main Objective	**No.**	**ACTION**	**Responsible DG / Person / Service**	**TIMETABLE**	**STATUS***	**EXPLANATION**
4. Paper	2015-PPR-2	Reduce paper consumption. Target - having reduced more than 10% annually since 2013, our goal is to continue to reduce year by year.	LS GBI + LS colleagues responsible for purchasing	2016 (ongoing)	Action finished and closed	1. See 2016-PPR-15 (On-going) 2, 4, 5. All staff aware and included in paper reduction initiatives. 3. Statistics available on annual basis. 6. Done
4. Paper	2015-PPR-5	Digitalisation of procedures for the financing of political information and activities of non-attached MEPs	FINS HoU (Unit for Political Structures Financing) - Dir C	2017	On-going	After documentation and defining the concept the project was introduced in the IT-Plan 2016. DG ITEC continued with the business analysis and set up of the electronic system. Testing phase and integration into the workflow started October 2017 and will be followed by digitisation and integration of existing documents in 2018.
4. Paper	2015-PPR-10	Launch pilot for print on demand of publications on intranet	EPRS	2016/2017	Action cancelled	The general trend towards consulting documents in electronic format makes it less interesting to develop print on demand solutions. Efforts no longer proportional to potential benefits.
4. Paper	2015-PPR-19	Enhanced online visibility for Policy Departments of DG IPOL/EXPO in order to allow them to consider promotion of their publications through alternative ways than putting paper studies in a stand, such as the use of QR codes	IPOL EMO: Margareta WUERTTEMBERGER	2016/2017	Action finished and to be continued	Done. Considering how to go further in reducing printed material.
4. Paper	2015-PPR-21	Information about the electronic storage of documents	Mads Outzen (DG TRAD) & Dir C	2017	On-going	Certain electronic work flows have steps with automatic printing of documents (for archiving) and printing of a "work sheet" together with documents. Working on solutions to avoid this.
4. Paper	MTS-17	Phasing-out of individual (local) printers in favour of network printers and multifunctional devices in Parliament's administration. The phasing-out will concern all staff (except a limited number of duly substantiated individual exceptions based on the needs of the service and with previous approval by SG, Dept. SG, or responsible Director-General).	All DGs in cooperation with DG ITEC For network printers and MFDs: DGs ITEC/ INLO/ SAFE	All DGs Plans to be established by 2016 To be implemented in 2016 and later	Action finished and to be continued	Inventory of individual printers: **DG 2017 Removed Removed 2017 since May 2015** COMM 647 139 389 EPRS 109 56 141 EXPO 204 88 238 FINS 234 18 28 INLO 223 61 466 INTE 220*** -11 159** IPOL 308 233 273 ITEC* 1.401 172 541 PERS 413 14 314 SAFE 178 6 6**** TRAD 172 26 190 PRES* 433 237 **Total: 4.109 802 2.745** *DG ITEC include ITEC and printers used by services under DG ITEC direct IT support (President's cabinet, CSG, DG PRES & CDSG, LS, EP Staff Committee) **DG INTE: decision taken to remove 150 additional printers as soon as stock of toners has been depleted. ***DG INTE 68 individual printers were added to the total as result of the transfer of the Conference Ushers service (around 15 of them for BXL and STR were replaced by new ones at the time of the transfer). These are mainly printers put at the disposal of the Ushers on the desks in front of the meeting rooms. ****DG SAFE All individual printers have been replaced with shared printers and MFPs

4. Paper	MTS-21	a) Set up user print codes for multifunctional devices so that documents sent to them do not get printed automatically but only after users introduce their print code if and when requested by user. b) Implement the "follow-me" printing function.	DG ITEC/ DG INLO	2016-2017	On-going	a) Done b) On-going: Management of multi-functional devices (MFD) has been transferred from DG INLO to DG ITEC on the 1st January 2017.In April 2017, the contract with Ricoh was signed to extend the number of installed devices.DG ITEC is studying other "Unified Printing" solutions which are part of SEF ITEC 12 project (Efficient printing)
4. Paper	MTS-22	Reduce the number of paper publications through more targeted dissemination and electronic publishing.	DG EXPO, DG EPRS, DG IPOL, DG ITEC, DG COMM	2017	Action finished and to be continued	IPOL: Electronic publishing implemented EPRS: a) Significant reduction in systematic printing of publications. Some publications are only printed on demand and others are entirely on-line. b) - interactive PDFs for legislation in progress briefings. - all publications carry QR codes - have developed the Topical Digest series, which provides brief summaries and links to documents, with QR codes, on key subjects. Work continues on other actions to encourage further paper use reduction. COMM: a) The Events and Exhibitions Unit has implemented a strategy for waste prevention at events it organises, in particular by reducing the number of publications, their length, and number of copies (e.g. Open Days 2015: 15.000 'passport' publications in 2 languages, 32 p. each; in 2016: 8.000 'passport' multilingual publications, 16 p. each); b) Pocket Guide - available to download at the Visit EP Website; c) EP Spotter (currently only in EN) - available to download on a smartphone
4. Paper	MTS-23	Fully set up eMeeting (meeting documents in electronic form) throughout Parliament by the end of 2016 together with "Smart Printing" (print on demand, print and go and mobile printing), gradually reducing the number of dossiers printed and spreading best practice among Committees.	DG ITEC, DG EXPO, DG IPOL and DG PRES in close cooperation with DG INTE based on their specific experience in working on a paperless basis	End-2017	Action finished and to be continued	Technical solutions in place and in use. Concerned DGs to discuss further developments.
4. Paper	2016-PPR-01	Continue the implementation of the "Paperless" programme, including extending the use of "e-meeting" for legislative and administrative activities through extended dissemination and use of tablets and smartphones, including appropriate training	All DGs in cooperation with DG ITEC	2016/2017	Action finished and to be continued	DG ITEC in cooperation with DG INTE and other DGs: - launch of KM (Knowledge Management) Portal - launch of MINA (Meetings Information and Notes Application) application for putting all meeting documents at the disposal of interpreters. MINA application is now fully operational and includes all official meeting documents for Committees and Plenary Sessions and MEP Speeches for plenary sessions as well as additional documents for all types of meetings. - launch of e-Delegations platform scheduled for June-July 2017. Documents for Delegations will also be made available in MINA. Additional features of MINA currently developed, tested or in pilot phase: - a notes module permitting interpreters to leave meeting-related notes for subsequent interpreting teams assigned to the same meeting - pushing staff interpreter assignments to their Outlook calendar - on line e-Team leader reports A study, "The Mobile Interpreter Virtual Office project", will establish what's needed to make it possible for interpreters as a mobile workforce to fulfil all their administrative duties online.

4. Paper	2016-PPR-02	Enhance the efforts to set-up the "e-committee-approach" throughout Parliament with a view towards a pilot project for a paperless plenary by a) spreading information and best practice through the Conference of Committee Chairs and bilateral meetings with Committee secretariats b) organising, at least, one paperless plenary meeting in 2016[Linked to 2015-PPR-7; 2015-PPR-12 from AP 2015 and MTS section "Paper"]	a) EMAS Unit in cooperation with DG IPOL and, if appropriate, VP Lunacek/ MEP Javor, Vice-Chair of the ENVI-Committee; Dissemination Unit (DG ITEC) b) DG PRES in close cooperation with DG INTE and other relevant services	2017	Action finished and to be continued	a) Technical solutions in place and in use. Concerned DGs to discuss further developments. b) political decision and support needed to advance the paperless plenary project.
4. Paper	2016-PPR-04	In order to further improve digitalisation of workflows and application of digital signature, the following tiered approach should be implemented: a) Awareness-raising of the possibilities for digitalisation of workflows and application of digital signature through bilateral meetings with DG ITEC and other means of information. b) On the basis of identification of important processes where significant efficiency gains and paper savings are possible, extend the "digitalisation of workflows" and "digital signature-approach" to administrative processes in relation to missions (incldg. reimbursement), public procurement, internal and external notes. ---- Each DG will identify priority processes for digitalisation and use of digital signature, and fully implement this approach for at least one type of workflow by the end of 2016, with others to follow in 2017 and beyond	a) DG ITEC in cooperation with other DGs b) All DGs with technical support by DG ITEC	2017	Action finished and to be continued	a) Publication of the guide "Innovative working in the European Parliament". The guide brings together all the DG ITEC solutions and projects which are leading the way in helping to create a highly digitalised European Parliament. Also provides information on the 2017-2019 strategic projects and beyond. Done in cooperation with other DGs and the Political Groups. b) digitalisation of workflows and introduction of electronic signatures on-going
4. Paper	2016-PPR-05	Reduction of paper consumption in DG PRES by 2% per year for the remainder of the current legislative term	DG PRES Florian CARMONA & Marie-France COLLART	2016 (to be continued through 2019)	Action finished and to be continued	DG PRES: Following the positive experience from the 2016 pilot project when 9 individual printers were removed, individual printers are progressively removed. Paper consumtion down 11% from 2015 to 2016.
4. Paper	2016-PPR-08	L'Unité des Missions, en collaboration avec la DG ITEC, travaille au développement d'un nouveau système informatique pour modifier les procédures suivies et créer un processus paperless.	PERS - Missions Unit & DG ITEC	2018	On-going	Analysis done. Implementation under discussion.
4. Paper	2016-PPR-09	Introduction of digital signature for order forms in work-circuit of DG TRAD External Translation Unit.	DG TRAD/External Translation Unit	2016-	On-going	On-going in cooperation with DG FINS
4. Paper	2016-PPR-12	E-invoicing: Electronic submission of invoices by accredited suppliers	FINS Accounting and Treasury Unit - Dir A	2017	On-going	New Working Group on e-procurement. DG ITEC (as competent authorizing department) has signed the MOU with the Commission and 2 modules are to be operational in 2017. Feasibility study for e-invoicing in progress
4. Paper	2016-PPR-13	E-procurement: Electronic management of processes and documents in the procurement framework [continuation of 2015-PPR-4]	FINS UFC - Dir A	2017	On-going	
4. Paper	2016-PPR-14	5% paper consumption reduction in 2016 compared to 2015	COMM EMO: Anna Sekulska	2016/2017	On-going	2014 to 2015: 15% reduction 2015 to 2016: stable
4. Paper	2016-PPR-15	Revision of the Archiving Rules for the Legal Service Linked to 2015-CO2-16 of the AP 2015	LS Central secretariat + Unit for Legislative and Judicial Coordination	2017	On-going	Important progress made in 2016 when court papers started to be archived electronically, instead of printed. Additional steps to be taken to further reduce paper archives.

4. Paper	2016-PPR-17	Opening of the "JSIS online" electronic medical reimbursement platform of the Commission to Members	FINS	2017	On-going	Tests on the platform have already taken place and results are encouraging.

OBJECTIVE PLANNING SHEET NUMBER 5: PUBLIC PROCUREMENT						
Objective:	Promote the inclusion of environmental considerations in public procurement procedures					
Indicators:	Percentage of contracts which are classified as "Green", "Very Green" or "Green by Nature"					
Target:	70% of contracts classified as "Green", "Very Green" or "Green by Nature" by 2019					
					Final review 2017	
Main Objective	**No.**	**ACTION**	**Responsible DG / Person / Service**	**TIMETABLE**	**STATUS***	**EXPLANATION**
5. Public procurement	2016-GPP-02	A comprehensive pre-purchase needs assessment using, inter alia, the green public procurement helpdesk and the re-use database	All DGs	2017	Action finished and to be continued	
5. Public procurement	2016-GPP-04	Including clauses in contracts for mandatory use of Euro-pallets for standard product/material deliveries, whenever possible.	All DGs	2017	Action finished and to be continued	The Vademecum has been updated by the Working Group on GPP. Changes adopted by the Public Procurement Forum June 2017.
5. Public procurement	2016-GPP-05	Including clauses in contracts for mandatory deliveries of material/ products/items in bulks, if possible, in order to reduce packaging waste.	All DGs	2017	Action finished and to be continued	

OBJECTIVE PLANNING SHEET NUMBER 6: COMMUNICATION, TRAINING AND AWARENESS						
Objective:	Continuous increase in environmental training and awareness activities					
Indicators:	Number of training and awareness raising activities organised every year in relation to EMAS					
					Final review 2017	
Main Objective	**No.**	**ACTION**	**Responsible DG / Person / Service**	**TIMETABLE**	**STATUS***	**EXPLANATION**
6. Regulatory / administrative aspects	2016-REG-01	Regular exchange of information in the Inter DG Steering Group on Environmental Management and Resource Directors meetings on the most important ongoing and planned projects with possible environmental impacts in each respective DG, and, if possible, on the way environmental considerations have been integrated into their relevant administrative activates	All DGs	2017	Action finished and to be continued	Guest speakers invited to the monthly Inter-DG meetings to present on-going and planned projects.

OBJECTIVE PLANNING SHEET NUMBER 7: OFFSETTING OF CARBON EMISSIONS						
Objective:	Offset certain European Parliament emissions, in line with the decisions taken by the Bureau					
Indicators:	Percentage of the carbon footprint offset					
Target:	100%					
					Final review 2017	
Main Objective	**No.**	**ACTION**	**Responsible DG / Person / Service**	**TIMETABLE**	**STATUS***	**EXPLANATION**
7. Training and awareness	2015-CTA-8	Communication: EMAS awareness (Resulting in paper reduction, reduction of CO_2 emissions)	Mads N. Outzen & EMAS Network DG TRAD	2017	Action finished and to be continued	Creation of DG TRAD EMAS network and publication of articles (example: TRAD Eco-champion in the TRADivarius).
7. Training and awareness	2015-CTA-28	Communicate on a regular basis on the environmental effects of the KAD extension project to staff and stakeholders (7.15 Action Plan 2014)	INLO Xavier BILGER (Luxembourg Building Projects Unit)	Continuous (until 2019 at least)	Action finished and to be continued	KAD project site on the DG INLO Intranet with general information about the project and brochures on: - BREEAM certification - energy production - energy efficiency
7. Training and awareness	2016-CTA-03	Involvement of new DG PERS trainees in DG PERS EMAS activities.	DG PERS	2017	Action finished and to be continued	The Director of Resources together with the EMOs explain the EMAS policy to the new trainees who arrived to DG PERS. They also requested their suggestions and collaboration on a voluntary bases.

7. Training and awareness	2016-CTA-04	Inform the Parlamentarium visitors about EMAS in the EP and about the Parliament's environmental achievements	DG COMM / EMAS Unit	2017	Action finished and closed	Banner in production, to be placed by the end of the year.
7. Training and awareness	2016-CTA-05	Strengthen awareness-raising for staff and visitors, particularly in view of the need to sort waste and to use Parliament`s five-compartment waste bins.	DG COMM / DG INLO / EMAS Unit	2017	Action finished and to be continued	Banners displayed in all EP buildings (STR/LUX/BRU) since Waste Week 2016- Five compartment waste bins put in the Visitors area PHSEYE event: the collection of waste outside the EP, in the YO! Village was made in a sorted way, like in the EP.

OBJECTIVE PLANNING SHEET NUMBER 8: OFFSETTING OF CARBON EMISSIONS						
Objective:	Offset certain European Parliament emissions, in line with the decisions taken by the Bureau					
Indicators:	Percentage of the carbon footprint offset					
Target:	100%					
					Final review 2017	
Main Objective	**No.**	**ACTION**	**Responsible DG / Person / Service**	**TIMETABLE**	**STATUS***	**EXPLANATION**
8. Offsetting	2016-OFF-02	Reviewing and possibly revising the amount available for offsetting under budget-line 239 from 2017-2018, in light of the Bureau decision of 7 October 2015 and with a view to achieving carbon neutrality for the European Parliament	EMAS Unit	2017	Action finished and closed	Review completed. No need for change at present time.

ANNEX III: EMAS ACTION PLAN 2018

Annex III. 1. EUROPEAN PARLIAMENT EMAS ACTION PLAN 2018

1. Introduction and structure of the EMAS Action Plan

Based on the strategic recommendations of the Environmental Management Review 2017, the EMAS Action Plan 2018 establishes activities to be implemented over the course of the upcoming year and identifies strategic challenges related to continuous improvement of the Parliament's environmental performance, in accordance with the EMAS Regulation. The Action Plan consists of two parts:

- A short *Introduction* outlining the main priorities and strategic challenges for the next year(s)
- A more detailed *Work Programme*, including a set of actions with responsibilities for the different objectives, a timetable, and indication of potential benefits, costs and means of implementation for each action.

Each action has a unique assigned number and maintains that number in each year's action plan and action plan implementation follow-up in which it is present, thus enabling easier tracking and monitoring.

The Work Programme has been simplified and is presented in a more reader-friendly design compared to previous versions.

2. Priorities for 2018

In order to measure and monitor its performance, Parliament had two types of environmental targets going at the end of 2016: a CO_2 emissions target for 2020 [12], aiming at a 30% reduction in emissions between 2006 and 2020, and mid-term Key Environmental Performance Indicator (KPI) targets for 2016[13], in the areas of electricity consumption, gas, heating oil, and district heating consumption, paper consumption, water consumption, waste production, and waste recycling. All the 2016 mid-term KPI targets were achieved by 2016, and for many indicators the actual performance significantly exceeded the target level.

Following the recommendations from the 2016 Environmental Management Review, new ambitious KPI targets[14] were adopted by the Steering Committee for Environmental Management on 26 September 2017 in the areas gas, oil, and district heating consumption, *renewable energy percentage (new)*, electricity consumption, paper consumption, water consumption, waste recycling, reduction of non-recycled waste, *reduction of food waste (new)*, and *green public procurement (new)*. Furthermore, on 23 October 2017, the Bureau of the European Parliament adopted a new target for reducing Parliament's CO_2 emissions beyond 2020, aiming for a reduction of at least 40% in 2030 compared to 2006. This target replaces the previous 2020 carbon footprint reduction target, reflecting the increased level of ambition and paralleling EU-wide emission reduction targets in the implementation phase of the Paris climate accord.

In order to pave the way for further improving European Parliament's environmental performance and to contribute to the attainment of the new KPI targets in time, actions and activities in the following areas have been identified and included in the Work Programme for 2018:

2.1. Tackling climate change

Two major construction projects in 2018 and 2019 - the new Montoyer 63 building and the extension of the existing Wayenberg building - will be classified as a "passive building" according to current regulations, and will incorporate geothermal heating and cooling, as well as other environmentally friendly features such as rainwater recuperation.

Supporting actions are also foreseen in the area of energy performance of existing EP buildings, focusing on concrete projects aimed at increasing energy efficiency, such as thermal insulation.

Development of structural teleworking will proceed in 2018, with the final rollout of this measure expected to bring improvements in several environmental KPIs, in addition to better work efficiency and improved work-life balance for staff.

As in previous years, Parliament will offset all of its irreducible carbon emissions from 2017.

12 Adopted by the Bureau of the European Parliament on 18 June 2007.

13 Adopted on an administrative level by the EMAS Steering Committee in 2012.

14 In addition to new targets for the previously tracked indicators, three new indicators with corresponding targets were introduced to enhance the ability to track EP's environmental performance while reflecting the increased level of maturity and ambition of the Environmental Management System.

2.2. Sustainable mobility

Emissions from transport of persons contribute to 58% to Parliament`s carbon footprint. In order to identify concrete measures to further reduce these emissions, a Working Group on Sustainable Mobility, set up at the end of 2017, will continue its work in 2018. This Working Group will produce concrete proposals for further reducing environmental impacts from all aspects of staff mobility in the European Parliament.

As a complementary action to the comprehensive renewal of Parliament's car fleet, which began in 2017 and will continue through 2024 with the aim to reduce carbon emissions through the introduction of plug-in hybrid and electric vehicles, a bonus/incentive system for EP drivers with the best fuel consumption/mileage ratio will be introduced.

In order to stimulate environmentally friendly commuting, the system of subsidies for public transport tickets for staff will be improved further, introducing the possibility to combine STIB and SNCB tickets and extending the possibility to obtain SNCB subscriptions for staff living farther than 65 km from the EP. Charging infrastructure for electric vehicles in Parliament's parking spaces will also be expanded, introducing new charging points for electric bicycles and cars.

2.3. Managing waste

In the coming years, special attention will be given to avoiding creation of waste, in particular through applying Parliament`s green public procurement approach.

Initiatives to reduce use of single use items (cups for water dispensers and coffee machines, plastic cutlery, plates, bags and other food packaging) will be continued and expanded in 2018. In cases where use of such items cannot be completely avoided, only recyclable or biodegradable items will be used.

Contents of the incinerated waste will be analysed in order to find new actions to be taken in the future, including evaluating if new sorting possibilities are available.

Unsold food donation for charity purposes will be continued and optimised to further reduce food waste.

Awareness-raising of staff and information campaigns will be maintained in order to reduce waste and improve the accuracy of sorting in the new five-compartment bins.

2.4. Reducing paper consumption

Continuation of various "paperless" initiatives has contributed to an efficient, cost-saving, modern and environmentally sound approach at the European Parliament.

Information should increasingly be distributed in digital format which will lead to reduction of printed documents for committee meetings, plenary sessions and other meetings, taking into account best practices implemented in the institution. Efforts to set-up the "e-committee-approach" throughout Parliament with a view towards a pilot project for a paperless plenary should be intensified.

At the same time, the paperless approach will gradually be introduced or extended for administrative activities of the Parliament. In order to further improve digitalisation of workflows and application of digital signature, a tiered approach should be implemented. This approach should include awareness-raising of the possibilities for digitalisation of workflows and application of digital signature, and a self-commitment by DGs to extend, on the basis of identification of important processes where significant efficiency gains and paper savings are possible, the "digitalisation of workflows" and "digital signature-approach" to administrative processes in relation to management of human resources, missions (including reimbursement), public procurement, internal and external notes, etc.

Technical improvements including collection of data on paper use by each printer, ensuring double-sided printing as the default option in all cases, provision of tablets for use in meetings, and use of digital pens in conjunction with handwriting recognition, should all contribute to further reduction in paper use.

2.5. Promoting biodiversity

In order to improve the effects on biodiversity as well as the wellbeing of staff and visitors to the EP, Parliament's administration will study possibilities to further expand green indoor and outdoor spaces in Brussels, to install beehives on Parliament's buildings or land at all three sites.

Following completion of the pilot project for the installation of an interior green wall in the Altiero Spinelli building, experience related to the maintenance and benefits of this wall will be analysed.

2.6. Greening public procurement

The new systematic green public procurement approach has entered full implementation from January 2017, after a two years test-phase in 2015/2016. At the same time, GPP-related training and advisory capacity, including the interinstitutional GPP helpdesk, have been made available for procurement officers to facilitate the implementation of the approach.

In 2018, the GPP approach will be further enhanced by developing a method to monitor the sustainability criteria in Parliament's public procurement procedures and evaluate the use made of green public procurement as an instrument.

When purchasing mobile devices (e.g. telephones and tablets), EP will apply sustainable procurement criteria including but going beyond energy efficiency. Since all the procurement procedures for purchase of such devices are interinstitutional, with the European Commission as the lead institution, Parliament will request introduction of sustainable procurement criteria in the tender at the time of (re)adhering to the next interinstitutional procurement procedure.

2.7. Good administration

Further administrative improvements to Parliament's Environmental Management system are planned in order to provide a supportive framework for attainment of environmental objectives. These improvements include extending the scope of Parliament's EMAS registration to two additional buildings, Montoyer 70 and Montoyer 75, in 2018, and starting preparations for the upcoming registration of the Remard and Treves buildings in 2019.

Parliament's Environmental Management System is to be adapted to the revised EMAS Regulation and ISO 14001 standard, including an update of the EP's Environmental Analysis and a review and, if necessary, revision of EP's EMAS procedures.

Parliament's administration will also take steps towards sustainability in organising events, in a two part process. Initially, a procedure for organising events will be prepared, ensuring that sustainability criteria are always included in event organisation and execution. This action will be followed up by preparations to implement an event sustainability management system at the European Parliament in the medium term, in line with the requirements of the International Standard ISO 20121.

European Code of Conduct for Energy Efficiency will be full applied in Parliament's external data centres, where external service providers formally adhere to the Code as Participants, with Parliament also adhering as Participant and/or Endorser, as appropriate. The goal is to also analyse the possibility for the European Parliament to reach a "Corporate Participant" status with its adherence to the Code, meaning that 40% or more of the total servers owned by the EP are covered under the Code.

Finally, each DG will evaluate its own organisational structure and practice when it comes to ordering, storing and distributing small office supplies from a standard catalogue, coming up with a DG-specific plan to modify the management of office supply orders. The goal is to have an optimal number of staff responsible for ordering supplies, who could then be specifically trained to provide a more effective and efficient service and better management of stocks, which will in turn result in financial and environmental benefits.

3. Conclusions: challenges for the mid- and long-term

Overall, the Environmental Management System at the European Parliament is performing well. In order to maintain the continuity of environmental performance improvement, as required by the EMAS Regulation, the Parliament should focus its actions on achieving the mid- and long-term environmental targets adopted in 2017.

In order to progress further towards reaching those environmental targets, it is essential for all levels of staff and the European Parliament as a whole to maintain their environmental commitment and active engagement, including through the mainstreaming of environmental considerations into all administrative activities at the Parliament. It is also important to further improve the implementation of best environmental practice throughout the Parliament in key areas, such as water, paper and electricity consumption, waste reduction and recycling and awareness-raising.

In the beginning of next year, the Inter DG Steering Group on Environmental Management should adopt its annual communication plan focussing on priorities of the Action Plan 2018.

Brussels, 8 December 2017

1. TACKLING CLIMATE CHANGE			
Related target(s): • **Reduction of CO_2 emissions per FTE of at least 40% in 2030 compared to 2006** • **Reduction of gas, heating oil and district heating consumption per FTE by at least 15% in 2025 compared to 2012** • **10% of all energy used by EP should be generated on site from renewable sources by 2025** • **Reduction of electricity consumption per FTE by at least 20 % in 2025 compared to 2012**			
Action no.	**Action**	**Responsible DG / Service**	**Timeline**
2018-C02-1	Optimization of operation of cooling and free-cooling systems and optimization of functioning of automatic blinds in the KAD building.	DG INLO DIR A: Buildings Management Luxembourg	2018
2018-C02-2	New Montoyer 63 building: to be certified as a 'passive building' according to PEB regulations 2015, as well as BREEAM Excellent. - heated and cooled through geothermal energy; optimized ventilation with heat recovery - rainwater recuperation - large internal bicycle parking accessed through a designated bike lift	DG INLO DIR A: Buildings Management Brussels	2018
2018-C02-3	WAYENBERG building: extension to the existing crèche WAY will be certified "passive building". - renewable energy and energy storage; geothermal heating and cooling - optimized ventilation with heat recovery - rainwater recuperation	DG INLO DIR D: Buildings Projects Unit Brussels	2018 - 2019
2018-C02-4	ATRIUM Building: Increase the energy efficiency of the ATRIUM building by improving the thermal insulation of the walls and windows of the internal patio.	DG INLO DIR D: Buildings Projects Unit Brussels	2018 - 2019
2018-C02-5	TREVES building: Study possibilities to increase the energy efficiency for the refurbished building.	DG INLO DIR D: Buildings Projects Unit Brussels	2020 - 2022
2018-C02-6	Implement a communication procedure informing staff about forecasts of pollution levels in Brussels "Pics de Pollution".	DG INLO DIR C : Central Support Unit/ Communication Unit	2018
2018-C02-7	Offset Parliament's carbon emissions from 2017	EMAS Unit	2018
2018-C02-8	Purchase and set-up of one or more Solar/City Tree(s), if possible (budgetary means/available location)	EMAS Unit	2018
2018-C02-9	Develop structural teleworking in the European Parliament in accordance with project 'SG PERS P20: Structural teleworking' in Parliament's Project Portfolio [Budget discharge decision of 27 April 2017, pt. 98]	DG PERS	2018
2018-C02-10	Reduce the number of trunks sent to Strasbourg for part-sessions by 60% for DG EPRS (going from an average of 25 trunks to 11 - 10 in Bru and 1 in Lux).	DG EPRS	2018

2. SUSTAINABLE MOBILITY			
Action no.	**Action**	**Responsible DG / Service**	**Timeline**
2018-SM0-1	Increase number of free charging stations for private E-bikes by installing additional charging points at the new MONTOYER 63 building.	DG INLO DIR A: Buildings Management Brussels	2018
2018-SM0-2	Install additional-charging points for private E-cars in the new MONTOYER 63 building.	DG INLO DIR A: Buildings Management Brussels	2018
2018-SM0-3	Increase number of free charging stations for private E-bikes by installing 10 additional charging points.	DG INLO DIR A: Buildings Management Strasbourg	2018
2018-SM0-4	Increase number of free charging stations for private E-cars, in the De Madariaga parking place.	DG INLO DIR A: Buildings Management Strasbourg	2018
2018-SM0-5	Study the possibility to increase the number of designated places for electric cars and plug-in hybrids containing charging infrastructure (wall outlets and/or EVSE chargers) in areas of EP parking garages available to staff	DG INLO DIR A: Buildings Management Brussels, Luxembourg and Strasbourg	2018
2018-SM0-6	Acquire plug-in hybrid or electric vehicles for Parliament's car fleet based on Bureau decision of 15 May 2017 on the renewal of Parliament`s car fleet.	DG INLO DIR B: Transport of Persons Unit	2018-2024
2018-SM0-7	Introduce a bonus/incentive system for drivers with the best fuel consumption/mileage ratio (as per the Bureau note of 15 May 2017)	DG INLO DIR B: Transport of Persons Unit	2018
2018-SM0-8	Introduce possibility to combine STIB and SNCB subscription under certain conditions.	DG INLO DIR C : Central Support	2018
2018-SM0-9	Implement possibility to extend the range for SNCB subscriptions for staff living in a range of more than 65 km by a combined procedure of "tiers-payant" and deduction from salary.	DG INLO DIR C : Central Support	2018
2018-SM0-10	Attach a sign marked "Coupez le moteur en cas d'arrêt" near the parking places for buses of visitor groups in Strasbourg	DG INLO DIR A: Buildings Management Strasbourg	2018

2018-SMO-11	Attach a sign marked "Seule la dépose et la reprise des passagers est autorisée. Interdiction de stationer." near the parking places for buses of visitor groups (signs to be attached to the walls of building)	DG INLO DIR A: Buildings Management Brussels	2018
2018-SMO-12	Reduce the amount of emissions of CO_2, NOx and PM (Particles Matters) produced by EP's Heavy Duty Vehicles. PHASE 1: March 2017 - July 2017 Research: Replacing existing EP trucks by new more eco-friendly trucks (Euro 6/VI trucks) will reduce the CO_2, NOx and PM emissions FINISHED PHASE 2: July 2017 - June 2018 (1 year) Purchase/Acquisition of the new Euro 6/VI trucks in EP internal fleet. ONGOING PHASE 3: 2nd semester 2018 Two trucks from external companies ("YARO" and "POTIER") will be replaced by two EURO 6/VI trucks of the EP internal fleet. This change will enable the reduction of CO_2, NOx and PM's emission for transportation of "cantines" during STR sessions and for the organisation of conferences outside of the three working places.	DG INLO DIR B: Office Allocation and Movers Unit	2019

3. MANAGING WASTE

Related target(s):
- **Recycle on average 70 % of the total amount of waste over 2016-2025**
- **Reduction in the amount of non-recycled waste per FTE by 15 % in 2025 compared to 2012**
- **Reduction of the amount of food waste (unsold and leftover food) by 5% in 2020 compared to 2016**

Action no.	Action	Responsible DG / Service	Timeline
2018-WST-01	Analyse the contents of the incinerated waste in order to find new actions to be taken in the future. Analyse the current recycling waste management and evaluate if new sorting possibilities are available. Report on the results of the analysis to the Waste Committee and the Inter DG SGEM.	DG INLO DIR A: Buildings Management Luxembourg	2018
2018-WST-02	Set-up a recycling box for coffee capsules in each building in BRX and, if appropriate, formulate next steps for expanding the scope of collection.	DG INLO DIR A: Buildings Management Brussels	2018
2018-WST-03	Continue studying ways to reduce the use of plastic/paper cups for water dispensers and coffee vending machines by providing incentives and/or alternative tools for use, such as re-usable cups/mugs/water-bottles. Wherever the utilization of single-use items is unavoidable, sustainable solutions shall be applied, e.g. recyclable or biodegradable items. [Budget discharge decision of 27 April 2017, pt. 135]	DG INLO DIR B: Catering + EMAS Unit	2018
2018-WST-04	Continue studying ways to reduce non-reusable plastic bags, packaging and plastic cutlery in restaurants, cafeterias, bars and similar areas by providing incentives and/or alternative tools. Wherever the utilization of single-use items is unavoidable, sustainable solutions shall be applied, e.g. recyclable or biodegradable items. [Budget discharge decision of 27 April 2017, pt. 135]	DG INLO DIR B: Catering	2018
2018-WST-05	Assure environmental friendly disposal of earphones provided by the HoEH/Parlamentarium to visitors	DG COMM	2018
2018-WST-06	Continue and optimize donation practice of unsold food for charity purposes. [Budget discharge decision of 27 April 2017, pt. 140]	DG INLO DIR B: Catering	2018
2018-WST-07	Promote the use of the supply exchange platform among the GBI-s[1] of each DG to facilitate exchange of office supplies between DGs	GBI Network + EMAS Unit	2018
2018-WST-08	Review and possibly revise the distribution policy for general purpose waste bins with regard to the planned occupation of the Havel-, Martens- and KAD-buildings in 2018, in line with Parliament's waste management policy.	DG INLO	2018

4. REDUCING PAPER CONSUMPTION

Related target(s):
- **Reduction of paper consumption per FTE by 5% in 2015-2020, and 15% in 2021 -2025, compared to the base period 2010-2014**

Action no.	Action	Responsible DG / Service	Timeline
2018-PPR-01	Set up a mechanism for the collection and reporting of the actual number of pages printed per network printer and multi-functional device[2] to identify and monitor devices with the highest paper consumption	Network of Local Support Administrators	2018
2018-PPR-02	Identify printers and multi-functional devices that do print cover pages and carry out a verification on whether it is necessary with a view to eliminate this practice whenever possible	Network of Local Support Administrators	2018
2018-PPR-03	Study an incentive scheme for the provision of digital pens[3] to relevant services in order to further reduce paper consumption by the digitalisation of writing data As part of the hybrid deployment in line with the PPP "From Desktop to Hybrid" project, include the provision of stylus' which allows handwriting on the hybrid device to relevant services (DG ITEC)	DG ITEC	2018
2018-PPR-04	Verify with all LSUs that their driver configurations use double-sided printing by default for all printers and MFDs (DG ITEC)	DG ITEC	2018

notes table

1 'gestionnaires de biens inventoriés'

2 Potential data source : in-built printer logs

3 A **digital pen** is an input device which captures the *handwriting* or brush strokes of a user, converts handwritten analog information created using "pen and paper" into digital data, enabling the data to be utilized in various applications. For example, the writing data can be digitized and *uploaded* to a computer and displayed on its *monitor*. The data can then be interpreted by handwriting software (OCR) to allow the digital pen to act as a *text entry interface* and be used in different applications or just as graphics.

2018-PPR-05	Examine the possibility of sending a communication to registered lobbyists highlighting Parliament's efforts to reduce paper consumption and call for diminution of paper publications	DG PRES + EMAS Unit	2018
2018-PPR-06	Review and possibly revise the policy on printer distribution with regard to the planned occupation of the Havel-, Martens- and KAD-buildings in 2018, in line with the ongoing policy to reduce the number of individual printers in favour of shared printers	DG ITEC + DG INLO + DG COMM + DG INTE + DG FINS	2018
2018-PPR-07	Analyse the possibility to provide (non personalised) service tablets to LSAs in all DGs for internal distribution, enabling AST colleagues who do not have a personal tablet to participate in meetings without increasing paper consumption. This will be possible if/when Parliament's Mobile device Policy is revised in line with digitalisation of workflows and processes. (DG EPRS) Report on pilot projects (LSA and end-user) for the hybrid deployment in line with the "From Desktop to Hybrid" PPP project (DG ITEC)	DG ITEC	2018
2018-PPR-08	Continue with the development of the following applications (DG PERS): • **File management (iHRM):** Solution to make full electronic the majority of Individual entitlement, Career and Retirement procedures. Functional analysis finished for the more complex workflows (Individual entitlement). • **Accelerate recruitment:** Simplify and reduce paper management for the process of internal recruitment (it concerns Streamline, eRingbook, AvisVac, eCV). Functional analysis nearly finished. • **Crèche:** Public website to manage inscriptions for nursery. Paperless for all inscriptions. The concept has been approved. The analysis will start before the end of the year. • **Declaration of missions:** In collaboration of DG ITEC, DG PERS will provide the content management service (PAPYRUS webservices) to make the mission statement completely paperless. Started. • e**RAPNOT & Streamline improvements:** Staff evolution points delivered electronically. The development has been finished. 2017 is the last year to be distributed on paper. • **Streamline:** o The decision of promotions will be automatically charged in the personal file. o Teleworking – Requests and reports are full electronic. o Improvements to replace GEDA notes by Streamline notifications (end of contract). o Photography des services: online and full electronic. o SLM (professional training): Request for advance payment for external courses – all papers for management with external entities suppressed. o Medical absences: Statistics reports on-line. o Mutation inter-DG	DG PERS	2018
2018-PPR-09	Analyse the execution of previous EMAS Action Plans to identify best practice examples in respective DGs in the areas of printing, paper publications and digitalisation of work processes, in order to find activities and solutions which could be applied more broadly, i.e. to all DGs. These solutions can then be included in the EMAS Action Plan 2019.	EMAS Unit + responsible services in the DGs concerned	2018

5. PROMOTING BIODIVERSITY			
Action no.	**Action**	**Responsible DG / Service**	**Timeline**
2018-BIO-01	Following the completion of the pilot project (2015-CO2-06) for the installation of an interior green wall in the Altiero Spinelli building, evaluate the experiences related to the maintenance of this wall (maintenance of plants, insects, hygienic impact).	DG INLO DIR A: Buildings Management Brussels	2018
2018-BIO-02	Examine possibility to install beehives on Parliament`s buildings/land.	DG INLO	2018
2018-BIO-03	Examine possibilities to further expand green indoor and outdoor spaces in BRX and report to the Inter DG Steering Group on Environmental Management on the results of the findings	DG INLO in cooperation with EMAS Unit	2018

6. GREENING PUBLIC PROCUREMENT			
Related target(s): • **Value-weighted percentage of contracts (in the priority product categories and with a value greater than 60.000,00 EUR) which are classified as "Green", "Very Green" or "Green by Nature" should be at least 70% in 2019**			
Action no.	**Action**	**Responsible DG / Service**	**Timeline**
2018-GPP-01	Devise a method to monitor the sustainability criteria in Parliament's public procurement procedures and, in this respect, to include an evaluation of the use made of green public procurement as an instrument (before final adoption to be discussed in the Working Group on Green Public Procurement) [Budget discharge decision of 27 April 2017, pt. 30]	EMAS Unit + Central Financial Unit of DG FINS + WG on GPP	2018
2018-GPP-02	When purchasing mobile devices (e.g. telephones and tablets), apply sustainable procurement criteria including but going beyond energy efficiency. All the procurement procedures for purchase of such devices are interinstitutional, with the European Commission as the lead institution. The EP will request introduction of sustainable procurement criteria in the tender is at the time of (re)adhering to the next interinstitutional procurement procedure for mobile devices. (EMAS Unit) [Budget discharge decision of 27 April 2017, pt. 116]	DG ITEC	2018 Continuous

7. GOOD ADMINISTRATION			
Action no.	**Action**	**Responsible DG / Service**	**Timeline**
2018-ADM-01	Extend the scope of Parliament's EMAS registration to two additional buildings, Montoyer 70 and Montoyer 75 and start preparations for the upcoming registration of the Remard and Treves buildings	DG INLO DIR A: Buildings Management Brussels + EMAS Unit	2018
2018-ADM-02	Adaptation of Parliament`s Environmental Management System to the revised EMAS Regulation/ISO 14001	EMAS Unit	2018

2018-ADM-03	Update of the environmental analysis of Parliament`s Environmental Management System	EMAS Unit	2018
2018-ADM-04	Review and, if necessary, revision of "Procedures" under Parliament`s Environmental Management System	EMAS Unit	2018
2018-ADM-05	Extend the lists of hotels offering corporate rate with information about whether the hotels listed possess (an) eco-label(s) or not	DG FINS	2018
2018-ADM-06	Prepare a procedure (e.g. in the form of a checklist) to be used in organising events, ensuring that sustainability criteria are always included in event organisation, logistics, and execution. (to be done in 2018) Starting from 2nd half of 2018, follow up this action by beginning preparations (roadmap, action plan, and assigning responsible services) to implement an event sustainability management system at the European Parliament in the medium term, in line with the requirements of the International Standard ISO 20121:2012.	DG COMM, DG INTE	2018-2020
2018-ADM-07	Apply the European Code of Conduct for Energy Efficiency in Parliament's Data Centres. Analyse the possibility for the European Parliament to reach a "Corporate Participant" status with its adherence to the Code, meaning that 40% or more of the total servers owned by the EP are covered under the Code. A) For internal server rooms: Analyse the minimum eligibility criteria of the European Code of Conduct for Energy Efficiency on Data Centres for the most crucial internally managed EP server rooms and set up an action plan to improve the energy efficiency of these rooms by applying or endorsing the most relevant best practices proposed by the Code. (DG ITEC) B) For the two external data centres: Formulate and apply an Energy Efficiency Plan for the 2 external Data Centres. The plan shall include the actions agreed between the EP and the colocation providers and recorded in the reporting form of the European Code of Conduct for Data Centres. Following this process, the respective external service providers shall formally adhere to the European Code of Conduct for Energy Efficiency on Data Centres as Participants, with Parliament also adhering as Participant and/or Endorser, as appropriate. (DG ITEC)"	DG ITEC	2018
2018-ADM-08	Receiving in Brussels the label "Good Food", environmental label from Brussels Environment (former IBGE) for the ASP self-restaurant and the CAF 12 self-restaurant in PHS. The label is valid for 3 years and requires environmental improvements.	DG INLO DIR B: Catering	2018
2018-ADM-09	In Strasbourg studying with the catering service provider the implementation of a « sustainable catering» reference and obtain « sustainable catering» certification in 2019. The ECOCERT could be such a reference system.	DG INLO DIR B: Catering	2018-2019
2018-ADM-10	For each DG, evaluate one's own organisational structure and practice when it comes to ordering, storing and distributing small office supplies from a standard catalogue, ordered from our current supplier (Lyreco). Come up with a DG specific plan to modify the management of office supply orders, including but not limited to reducing the number of individuals with authorisation to order supplies, but taking into account DG specific circumstances (characteristics of the service, human resources, geographic location - specifically number and size of buildings in which the DG is located, and storage possibilities). The goal is to have an optimal number of staff responsible for ordering supplies, who could then be specifically trained to provide a more effective and efficient service and better management of stocks, which will also result in financial and environmental benefits.	All DGs	2018
2018-ADM-11	Extend the mandate of the Advisory Committee on Prevention and Protection at Work to environmental protection - adaptation of the decision of the Secretary-General dated 13 March 2001	CSG + EMAS Unit	2018
2018-ADM-12	Change the name of the "EMAS Unit" to "Eco Unit", "Green Parliament Unit", or similar	CSG + EMAS Unit	2018