



EUROPEAN  
COURT  
OF AUDITORS



# Environmental statement

# 2020

Update based on 2019

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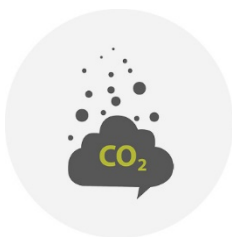
### **'About this report'**

This environmental statement provides stakeholders and the public with information on the ECA's environmental performance and activities up to the end of 2019. Its aim is to raise awareness of our policies on environmental issues.

The ECA was officially registered in the eco-management and audit scheme (EMAS) under No LU-000004 on 30 March 2017. The certificate issued by the Luxembourg authorities was renewed in early 2020 and is valid until 10 March 2023.

This document has been drafted in accordance with the EMAS III Regulation<sup>1</sup> and is available on our [website](#).

It was adopted by the EMAS Steering Committee on 28 October 2020 and verified by Vinçotte during the external audit on 14, 15 and 16 October 2020.



<sup>1</sup> Commission Regulation (EU) 2018/2066 of 19 December 2018 amending Annex IV to Regulation (EC) No 1221/2009 of the European Parliament and of the Council on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS) and Commission Regulation (EU) 2017/1505 of 28 August 2017 amending Annexes I, II and III to Regulation (EC) No 1221/2009 of the European Parliament and of the Council allowing voluntary participation by organisations in a Community eco-management and audit scheme (EMAS).

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# Foreword

## Committed to protecting the environment!

The European Court of Auditors (ECA), in both its audit activity and administrative management, is fully committed to protecting the environment. The number of audits related to environmental issues and the implementation of the 17 UN Sustainable Development Goals continue to increase year by year.

The ECA's EMAS certification<sup>2</sup> was renewed at the end of 2019, demonstrating the quality of the environmental management system put in place in 2014.

In adopting the new 2020-2022 Action Plan we have set ourselves new goals and challenges that are ambitious, but necessary in the face of the climate emergency.

In 2020 we have committed in particular to reducing the consumption of single-use plastics and, following the health crisis, successfully implemented wide-scale teleworking.

We trust this statement will provide you with an insight into the work we have done. Our performance continues to improve, thanks to the efforts of all our colleagues, both individually and collectively.

I would like to thank them very much at this point for their active support, and am convinced that we will continue to move forward together in the coming years, fully committed to protecting the environment.







Philippe Froidure  
Secretary-General ad interim

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<sup>2</sup> EMAS: Eco-management and Audit Scheme.

## Main results for 2019

Table 1 — Summary of significant environmental results for 2019

| INDICATOR PER FTE <sup>3</sup>  | IN ONE YEAR    | SINCE 2014     |
|---|----------------|----------------|
|  Electricity             | <b>-2.0 %</b>  | <b>-15.4 %</b> |
|  Heating                 | <b>-3.7 %</b>  | <b>-13.1 %</b> |
|  Paper                   | <b>-16.7 %</b> | <b>-58.0 %</b> |
|  Emissions <sup>4</sup> | <b>+3.7 %</b>  | <b>-16.3 %</b> |
|  Waste <sup>5</sup>    | <b>+13.7 %</b> | <b>+31.5 %</b> |
|  Water                 | <b>+0.8 %</b>  | <b>+0.8 %</b>  |

<sup>3</sup> FTE: full-time equivalent.

<sup>4</sup>The emissions values for 2014 and 2016 have been recalculated using the same assumptions as those made in 2019 so that the data parameters are comparable.

<sup>5</sup>Waste processed by the ECA's service providers is included in the calculation as of 2019. Some waste fractions were omitted in 2014. Hence, the measurement parameters are not the same.

# Introduction

This environmental statement is the fifth such annual report published by the ECA. It was prepared in accordance with the requirements of Regulation (EC) No 1221/2009, Annex IV to which was amended by Commission Regulation (EU) 2018/2026 of 19 December 2018.

The first part of this statement presents the ECA and its buildings.

## The ECA

**01** The ECA is the European Union's (EU) external auditor and has been based in Luxembourg since it was set up in 1977.

**02** The ECA's mission is to contribute to improving EU financial management, promote accountability and transparency, and act as the independent guardian of the financial interests of EU citizens. The ECA's role as the EU's independent external auditor is to check that EU funds are correctly accounted for, are raised and spent in accordance with the relevant rules and regulations, and have achieved value for money.

**03** The Court operates as a collegiate body of 27 Members, one from each Member State. The Members are appointed by the Council after consultation with the European Parliament for a renewable term of six years. Members elect one of their number as President for a renewable term of three years.

**04** The ECA's strategic goals for 2018-2020 are to:

- improve the added value of the Statement of Assurance (SoA) in the context of today's EU financial management;
- increase focus on the performance aspects of EU action;
- get clear messages across to its audience;
- gear its organisation towards its products.

## The ECA's buildings

**05** The ECA employs around 950 staff from all EU Member States who work in the areas of audit, translation and administration. It currently owns and occupies three buildings (K1, K2 and K3), located in the heart of the European quarter of Kirchberg in Luxembourg. The total surface area of the premises is 18 687m<sup>2</sup>.





## Diagram of the ECA's buildings

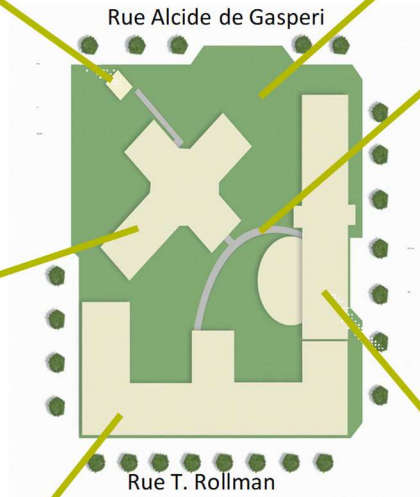
Main entrance and reception pavillion

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



### K1

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



A passageway links all buildings at ground floor level



### K2

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

### K3

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



# Environmental management

This section presents the Environmental Management System (EMS) implemented at the ECA.

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

**07** The ECA's environmental management system (EMS) complies with EMAS III standards<sup>6</sup> and meets the certification requirements of international standard ISO 14001:2015.

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

## How the EMS works

**09** We regularly update our environmental analysis to determine the potential impact of our activities on the environment. The analysis covers the following:

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

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<sup>6</sup> Commission Regulation (EU) 2018/2026 of 19 December 2018 amending Annex IV to Regulation (EC) No 1221/2009 of the European Parliament and of the Council on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS) and Commission Regulation (EU) 2017/1505 of 28 August 2017 amending Annexes I, II and III to Regulation (EC) No 1221/2009 of the European Parliament and of the Council allowing voluntary participation by organisations in a Community eco-management and audit scheme (EMAS).

**10** We identify the most significant risks and draw a distinction between direct and indirect environmental aspects. This analysis serves to define the environmental policy underlying the multi-objective environmental programme that is drawn up.

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

**12** Internal EMAS auditors regularly check on both the implementation of the environmental programme, and the EMS's compliance with EMAS and other requirements. Regulatory compliance audits are carried out in all three ECA buildings, and lead to the establishment of a compliance action plan.

**13** The conclusions of these audits are examined during the regular management reviews chaired by the ECA's Secretary-General, as are the performance indicators set to assess the efficiency of the environmental programme.

**14** The environmental statement, which is published on the ECA's [website](#), sets out the objectives of the institution's environmental programme and the results achieved.

## Scope of the EMS

**15** The EMS applies to the ECA's activities in the broadest sense, i.e. the activities of all staff and any other people working on the premises, such as service providers, and covers all ECA premises, which comprise three separate buildings.

**Table 2 — Occupancy of the buildings**

| BUILDING | TOTAL GROSS AREA (m <sup>2</sup> ) <sup>7</sup> | OCCUPANTS <sup>8</sup> |
|----------|---|------------------------|
| K1       | 23 720  | 325                    |
| K2       | 18 619  | 244                    |
| K3       | 28 245  | 507                    |

<sup>7</sup>Total gross area calculated in accordance with DIN 277 *measured from the outer perimeter* of the construction elements that mark the boundaries of the building, including coverings, measured at floor level.

<sup>8</sup> Occupant: any person working at the ECA (staff or external service provider)

## Governance of the environmental management system

**16** The ECA's EMAS owes its success to close cooperation between the EMAS team, EMAS Steering Committee and internal EMAS auditors, as well as the individual actions of all staff. Their combined efforts ensure that the ECA's EMS operates smoothly and produces tangible results.

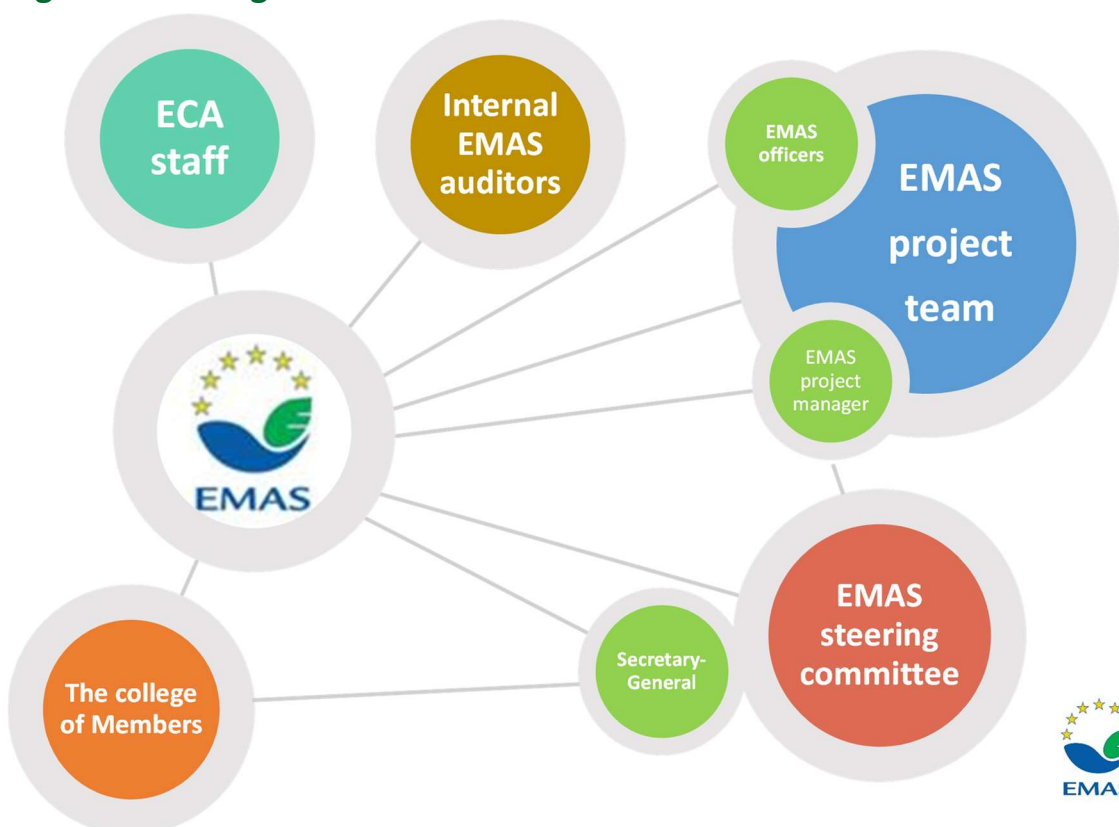
**17** The ECA's environmental governance structure is shown in Figure 1 and described below.

The **Court** adopts the ECA's environmental policy and is kept up to date with the EMS's performance.

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

The **Committee** is chaired by the Secretary-General and comprises directors of the departments involved in environmental management, as well as a representative of the ECA's audit chambers.

**Figure 1: EMAS governance at the ECA**



The **head of the EMAS project** is responsible for coordinating maintenance of the EMS, reporting to the EMAS Steering Committee on progress made in implementing the environmental programme and objectives, and organising awareness-raising campaigns and internal environmental audits.

**The staff responsible for EMAS** support the operational monitoring of the EMS within their respective departments and carry out the actions entrusted to them.

The **manager** and **staff responsible for the EMAS project** comprise the **EMAS team** and circulate relevant information within the ECA.

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

**All ECA staff** are expected to adhere to the practices adopted under EMAS, and to continually strive to reduce the impact of their daily work on the environment.

## Environmental policy

**18** The ECA's environmental policy sets out the institution's commitment to continuously improving its environmental performance. This document has been shared with everybody working for the ECA (both staff and external contractors). It is accessible to the public on the institution's [website](#).





## THE EUROPEAN COURT OF AUDITORS' ENVIRONMENTAL POLICY

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

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

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

More specifically, the ECA is committed to:

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

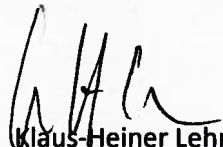
The ECA undertakes to implement and pursue this environmental policy, to communicate it to staff, contractors and any other interested parties.

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

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

Luxembourg, 27 February 2018

  
Eduardo Ruiz García  
Secretary-General

  
Klaus-Heiner Lehne  
President



## Analysis of environmental aspects and impact

**19** Once a year the ECA carries out an analysis of the environmental aspects and impact of its activities on the environment. The analysis both describes environmental aspects, classified as direct or indirect, and indicates the values attributed to each of them according to the assessment of their significance.




The direct aspects are those related to the ECA's activities and over which the ECA has direct management control. Indirect aspects are those that result from interaction with third parties and which the ECA can do no more than influence.

**20** The aspects are assessed using the following criteria to identify those that are significant:



- o frequency of occurrence
- o seriousness
- o management

All significant aspects of the ECA's activities for this year, taking into account the measures already in place and their impact, are detailed in Table 3.

**Table 3 — Significant environmental aspects**

| ENVIRONMENTAL ASPECT  | ENVIRONMENTAL IMPACT  | ACTIVITIES  |
|---|---|---|
| <b>Air emissions</b>                     | <ul style="list-style-type: none"> <li>– Greenhouse effect</li> <li>– Air pollution</li> </ul>  | <ul style="list-style-type: none"> <li>- Business travel</li> <li>- Staff and Members' commuting</li> <li>- Visitor travel</li> <li>- Organisation or participation in events</li> </ul>  |
| <b>Energy consumption</b>                | <ul style="list-style-type: none"> <li>– Depletion of natural resources</li> <li>– Greenhouse effect</li> </ul>   | <ul style="list-style-type: none"> <li>- Building occupancy</li> <li>- IT equipment</li> <li>- Organisation or participation in events</li> </ul>   |
| <b>Consumption of natural resources</b>  | <ul style="list-style-type: none"> <li>– Depletion of natural resources</li> <li>– Air pollution</li> <li>– Ground pollution</li> <li>– Noise pollution</li> <li>– Reduced biodiversity</li> <li>– Ozone layer depletion</li> </ul> | <ul style="list-style-type: none"> <li>- Printing</li> <li>- Business travel</li> <li>- Staff commuting</li> <li>- Visitor travel</li> <li>- Leasing of corporate vehicles</li> <li>- Organisation or participation in events</li> <li>- Use of rest rooms</li> </ul> |



|  |   |  |   |
|--|---|--|---|
| <b>Water consumption and waste water discharge</b> |  | <ul style="list-style-type: none"> <li>– Depletion of natural resources</li> <li>– Water and ground pollution</li> <li>– Reduced biodiversity</li> </ul> | <ul style="list-style-type: none"> <li>- Use of rest rooms</li> <li>- Cleaning, maintenance and renovation work</li> </ul>              |
| <b>Waste generation, storage and treatment</b>     |  | <ul style="list-style-type: none"> <li>– Air, water and ground pollution</li> <li>– Reduction in natural resources</li> </ul>                            | <ul style="list-style-type: none"> <li>- Office activities and printing</li> <li>- Cleaning, maintenance and renovation work</li> </ul> |

## 2017-2019 environmental programme

**21** In accordance with the environmental policy guidelines, the ECA set up a comprehensive environmental programme for the 2017-2019 period to address the various themes identified in its environmental analysis, and reduce the impact of the significant environmental aspects of its work. The programme included 35 actions in respect of seven themes.

## 2020-2022 environmental programme

**22** The ECA has adopted a new, even more ambitious environmental programme for the 2020-2022 period comprising 44 actions divided into eight themes.



The ECA's beekeepers in action





## Environmental management

This section presents the ECA's environmental results for the 2017-2019 period.

The ECA evaluates its environmental performance using the environmental performance indicators in Annex IV to Regulation (EC) No 1221/2009, and the benchmarks of excellence set out in the sectoral reference document, i.e. Commission [Decision \(EU\) 2019/61](#).

**23** The ECA achieved all its environmental objectives, other than for waste management, over the 2017-2019 period.

**Table 4 — General and specific environmental objectives**

| THEME  | GENERAL AND SPECIFIC OBJECTIVES FOR 2017-2019  | OBJECTIVE ACHIEVED?              | BENCHMARK OF EXCELLENCE  |
|--|--|----------------------------------|--|
| <b>Energy efficiency</b>    | <ul style="list-style-type: none"> <li>– Reduce <b>electricity</b> consumption (MWh) per FTE by 5% in three years</li> <li>– Reduce energy consumption (<b>heating</b>) (MWh) per FTE by 5% in three years</li> <li>– Increase the energy efficiency of buildings (long-term objective)</li> </ul>   | <p>Yes</p> <p>Yes</p>            | N/A  |
| <b>Material efficiency</b>  | <ul style="list-style-type: none"> <li>– Reduce <b>paper</b> consumption per FTE by 10% in three years</li> </ul>  | Yes                              | Total paper consumption of < 15 sheets of A4 per FTE per working day |
| <b>Emissions reduction</b>  | <ul style="list-style-type: none"> <li>– Reduce <b>CO<sub>2</sub> emissions</b> from auditor travel per FTE by 3% in three years</li> <li>– Reduce CO<sub>2</sub> emissions from the ECA's car fleet by 10% in three years</li> <li>– Increase video conferencing by at least 20%</li> <li>– Define an emission offsetting strategy</li> </ul> | <p>Yes</p> <p>Yes</p> <p>Yes</p> | N/A  |
| <b>Waste reduction</b>      | <ul style="list-style-type: none"> <li>– Reduce <b>waste</b> generated (including food waste) per FTE by 5% in three years</li> </ul>  | No                               | Total waste generated < 200 kg per FTE                               |



reported in this statement with the 2014 results, as some data were unavailable during the first EMAS cycle (2014–2016).

**28** Annex I contains further details on the methodological assumptions made in respect of each theme, and Annex II sets out more detailed data on environmental performance over the 2016-2019 period.

## Energy



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

**30** The ECA is connected to Luxembourg City's district heating network, which is fed by a cogeneration plant that runs on more than 50 % biomass. The institution uses the district network to heat its buildings and produce domestic hot water.

**31** Electricity is mainly used for cooling, ventilation, lighting, operating lifts, powering IT infrastructure, catering and printing. The electricity purchased comes from 100% renewable resources. The ECA also uses small quantities of fuel oil to power its generators.

### Objectives and targets

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

## Results

**Table 5 — Summary of results for energy**

| ENERGY CONSUMPTION                           |   | 2019        | CHANGE<br>2016-2019 | CHANGE<br>2014-2019 |
|--|---|-------------|---------------------|---------------------|
| <b>Gross energy consumption by activity</b>  | Total electricity consumption (MWh)             | 4 252.89    | -5.2 %              | -15.3 %             |
|  | Total heating consumption (MWh)                 | 3 270.20    | -6.2 %              | -13.1 %             |
|  | Adjusted heating consumption <sup>9</sup> (MWh) | 3 499.11    | -0.6 %              | -19.8 %             |
|  | Fuel oil (MWh)                                  | 41.52       | 239.1 %             | 309.7 %             |
| <b>Total gross energy consumption</b>        | Total energy consumption (MWh)                  | 7 564.6     | -5,3 %              | -14.0 %             |
|  | Adjusted energy consumption (MWh)               | 7 793.5     | -2.4 %              | -11.4 %             |
|  | Renewable energy consumption (MWh)              | 6 074.4     | -23.8 %             | -30.9 %             |
|  | % of renewable energy                           | 80.30%      |                     |                     |
| <b>Relative energy consumption (per FTE)</b> | Electricity (MWh per FTE)                       | <b>4.61</b> | <b>-5.2 %</b>       | <b>-15.4 %</b>      |
|  | Heating (MWh per FTE)                           | <b>3.54</b> | <b>-6.10 %</b>      | <b>-13.1 %</b>      |
|  | Heating, adjusted value (MWh per FTE)           | 3.79        | 0.57 %              | -6.9 %              |
|  | Fuel oil (m <sup>3</sup> per FTE)               | 4.22        | 239.3 %             | 309.5 %             |

### Results analysis

**32** Both the heating and electricity consumption targets for the period were met.

**33** The adjusted heating energy consumption allows account to be taken of the impact of meteorological variations in the years concerned (see Annex I). The change in adjusted heating consumption between 2016 and 2019 is very small.

**34** The decrease in the share of renewable energy in energy consumption is due to more accurate calculation following the heat supplier detailing its energy mix. At present, 55.7 % of the heating energy can be considered renewable, whereas in the past the rate was considered to be 100 %.

**35** The K2 building is the least energy-efficient per FTE and per m<sup>2</sup>. The renovation of this building, which began towards the end of 2020, will improve the situation.

<sup>9</sup> Heating consumption is adjusted on the basis of the *Facteur climatique f<sub>klima</sub>* (climate factor f<sub>climate</sub>) for the annual meteorological adjustment (see details in Annex I).

**36** The relative increase in fuel oil consumption is due mainly to a power cut of several hours in Kirchberg on 19 May 2019. However, the quantities concerned are negligible.

### Action taken

**37** The following measures are continuing in 2020 and may concern either all ECA buildings or a specific building:

- monitoring the results of studies and checks on the energy performance of buildings with a view to continuous improvement;
- campaign to raise awareness using ECO Post-its to remind staff to switch off lights;
- frequent review and optimisation of lighting settings;
- regular checks on heating to avoid overconsumption;
- gradual replacement of old laptops with more efficient models and tablets;
- replacement of defective light bulbs with energy efficient LED bulbs whenever possible.

### Future action

**38** The target of reducing both electricity and heating consumption per FTE by 5 % in three years has been set for the 2020-2022 period (baseline: 2019).

**39** Further measures to achieve this dual objective are envisaged for the future:

- the renovation of the K2 building started in 2020 should make it possible to reduce both types of consumption in the building;
- examination of the lighting in the car parks in 2020 to identify ways of making savings.

## Material efficiency



**40** Management of the rational use of materials focused on the consumption of paper over the 2016-2019 period. Paper is used mainly for two purposes:

- for photocopiers and printers in office work (mostly A4, 100 % recycled, 80g per m<sup>2</sup>). The data are obtained from printer usage records;
- in the production of communication materials to promote ECA activities and products (several types of paper used only by the ECA Printshop or external publication service). The data are based on the quantities of printouts ordered.

## General objectives and targets

- Reduce paper consumption per FTE by 10 % in three years.

## Results

**Table 6 — Summary of results for paper**

| PAPER CONSUMPTION                  |  | 2019            | CHANGE<br>2016-2019 | CHANGE<br>2014-2019 |
|------------------------------------|--|-----------------|---------------------|---------------------|
| <b>Gross annual consumption</b>    | Pages printed/photocopied (office work)                  | 6 183 794       | -28.8 %             | -42.1 %             |
|                                    | Publications   | 711 922         | -69.5 %             | -87.6 %             |
|                                    | Total pages (office work + publications)                 | 6 895 716       | -37.4 %             | -58.0 %             |
| <b>Relative annual consumption</b> | Pages printed/photocopied (office work per FTE)          | 6 698,22        | -28.8 %             | -42.1 %             |
|                                    | <b>Total pages (office work + publications per FTE)</b>  | <b>7 469.36</b> | <b>-37.4 %</b>      | <b>-58.0 %</b>      |
|                                    | Total pages (office work + publications per FTE per day) | 30.74           | -37.1 %             | -57.8 %             |

## Results analysis

**41** The target for the period of a 10 % decrease in the total number of pages printed has been achieved and even greatly exceeded.

**42** The policy of limiting printing, and, in particular, ending the distribution of special reports in paper format in 2017 have significantly reduced the number of publications.

**43** The installation of printers with FollowMe® print technology in 2018 and the various communication campaigns paid off in full in 2019. The number of pages printed per FTE in office work fell by 19.1 % in 2019 compared to 2018. However, with 30.74 pages per FTE per working day, the benchmark of excellence of 15 pages per day is still far from being met.

## Action taken

**44** In 2019 we continued the measures already in place to reduce paper consumption, which still apply in 2020:

- installation of multi-functional devices for printing, scanning and copying using FollowMe® print technology with double-sided printing configuration;
- reduction of paper archiving by increasing electronic storage space for documentation relating to audit activities and by standardising electronic files;

- staff awareness campaigns to reduce paper consumption ("green office" good practice);
- cutting the number of official publications printed on paper;
- use of IT systems to manage auditors' missions (Mission Integrated Processing System (MIPS)) and interdepartmental requests;
- the development of e-learning/online courses;
- use of paper that is 100 % recycled or from a sustainable source;
- proposal of online resources to the library;
- use of electronic communication and a ban on paper leaflets and posters.

### Future action

**45** In the future, the objectives intended to limit the use of resources will be extended to consumption other than paper. The 2020-2022 Action Plan has the three objectives of:

- reducing the quantities of paper consumed per FTE by 20 % in three years (baseline: 2019);
- reducing the total number of pages printed per FTE by 30 % in three years (baseline: 2019);
- having at least 35 % of IT equipment that is more than five years old, per annum.

**46** The following measures are in place, under consideration or will be put in place in the future:

- a digital steering committee comprising Members of the Court was set up at the beginning of 2020 to assess the possibilities of digitising audit activities, which should automatically lead to reduced paper use;
- a more detailed inventory will be carried out in 2021 to identify the largest consumers and prepare appropriate and targeted communications;
- a project to develop an IT document management system (PASS: Process to Approve, Sign and Send internal documents) is being carried out in 2020;
- teleworking will be encouraged.

### Greenhouse gas emissions



**47** Since 2014 the ECA has carried out an annual assessment of its greenhouse gas (GHG) emissions to monitor the efforts to reduce its carbon footprint. The assessment shows that the main sources of the ECA's CO<sub>2</sub>



emissions are visits to the ECA by third parties, followed by daily commuting to and from work and, lastly, business travel by its staff in connection with audit work.

We post detailed reports on our carbon footprint every year on our environmental management [webpage](#).

### Objectives and targets

- Reduce CO<sub>2</sub> emissions from the car fleet by 10 % in three years (baseline: 2016);
- Reduce CO<sub>2</sub> emissions from auditor travel per FTE by 3 % in three years (baseline: 2016);
- Increase video conferencing by at least 20 %;
- Develop a CO<sub>2</sub> offsetting strategy.

### Results

**48** The results of the Bilan Carbone<sup>®</sup> emissions assessment are presented in Table 7.

**Table 7 — Summary of results for emissions**

| EMMISSIONS                               |   | 2019        | CHANGE<br>2016-2019 | CHANGE<br>2014-2019 |
|--|---|-------------|---------------------|---------------------|
| <b>Gross annual<br/>emissions</b>        | Total emissions (tCO <sub>2</sub> e)                                  | 9 203       | -6.1 %              | -16.3 %             |
|  | Total emissions from auditor travel (tCO <sub>2</sub> e)              | 1 046       | -28.6 %             | -41.0 %             |
|  | Total emissions from the ECA's car fleet (tCO <sub>2</sub> e)         | 122         | -52.5 %             | -57.3 %             |
| <b>Relative<br/>annual<br/>emissions</b> | Total emissions (tCO <sub>2</sub> e per FTE)                          | 10,88       | -6.1 %              | -16.3 %             |
|  | Total emissions from auditor travel (tCO <sub>2</sub> e per FTE)      | <b>1.13</b> | <b>-28.5 %</b>      | <b>-41.1 %</b>      |
|  | Total emissions from the ECA's car fleet (tCO <sub>2</sub> e per car) | <b>3.7</b>  | <b>-62.4 %</b>      | <b>-62.2 %</b>      |

**Table 8 — Overview of distances travelled by activity**

| BUSINESS TRAVEL                      |   | 2019      | CHANGE<br>2016-2019 | CHANGE<br>2014-2019 |
|--------------------------------------|---|-----------|---------------------|---------------------|
| <b>Gross<br/>annual<br/>total</b>    | Total distance covered for business travel<br>(in km)         | 4 317 152 | -26.7 %             | -29.0 %             |
|                                      | by plane (km)   | 3 528 447 | -16.6 %             | -18.56 %            |
|                                      | by private car (km)   | 152 723   | -41.4 %             | -41.07 %            |
| <b>Relative<br/>annual<br/>total</b> | Total distance covered for business travel<br>(in km per FTE) | 4676,3    | -26.7 %             | -29.0 %             |

**Table 9 — Number of videoconferences**

| NUMBER OF VIDEO CONFERENCES IN 2019      | 2019 | CHANGE<br>2016-2019 | CHANGE<br>2014-2019 |
|--|------|---------------------|---------------------|
| Total annual number of video conferences | 965  | +349 %              | N/A                 |

## Results analysis

**49** All quantified targets for the period have been met and a carbon offsetting strategy has been put in place.

**50** For the first time this year, visitor travel emissions exceeded those from staff commuting.

**51** Emissions per FTE due to staff travelling between home and work fell by 3 % following the entry into force of the new teleworking scheme. The number of days teleworked increased by 43 % in a year.

**52** The ECA's carbon footprint has decreased steadily since 2014: - 2.7 % per annum on average.

## Action taken

**53** In 2019 the ECA took the following emission reduction measures:

- the new teleworking scheme entered into force on 1 June;
- in order to limit travel, the ECA continuously encouraged video conferencing. The number of meetings held remotely increased by 10 % compared to 2018;

- o promotion of carpooling and shuttle buses to reduce private car use, especially for audit visits to Brussels, resulting in a decrease in private car use of 25.5 % compared to 2016.

**54** In order to achieve its emission reduction objectives, the ECA has also implemented various measures in previous years, such as:

- o providing discounted travel on public transport (free bus passes/"Jobkaart") and free membership of the city bike scheme ("Vel'oh!");
- o adopting a missions policy encouraging staff to select direct flights;
- o promoting sustainable modes of transport, e.g. carpooling via dedicated sites, or one-off events such as European Mobility Week or *Mam Vëlo op d'Schaff* (Cycling to work);
- o introducing official cars with low CO<sub>2</sub> emissions (hybrids);
- o providing bicycle parking spaces and changing facilities with showers for cyclists;

#### Future action

**55** Even more ambitious targets have been set for the 2020-2022 period, including four new ones, which are as follows:

- o reduction of CO<sub>2</sub> emissions from auditor travel per FTE by 20 % in three years (baseline: 2019);
- o reduction of the number of audit visits by private car by 20 % in three years (baseline: 2019);
- o the number of working days teleworked must be at least 15 % of the total number of working days each year;
- o reduction of CO<sub>2</sub> emissions from auditor travel per FTE by 20 % in three years (baseline: 2019);
- o reduction of CO<sub>2</sub> emissions from the car fleet by 3 % in three years (baseline: 2019);
- o reduction of CO<sub>2</sub> emissions from catering by 15 % in three years (baseline: 2019);
- o development of a CO<sub>2</sub> offsetting strategy.

**56** The following measures are in place, under consideration or will be put in place in the future:

- o a Digital Steering Committee that includes Members of the Court was set up at the beginning of 2020 to assess the scope for increasing the digitisation of audit

activities. This should automatically lead to fewer audit visits as a result of increased use of digital communication tools;

- o more bicycle spaces will be provided in the K3 building;
- o changes in eating habits in the canteen will be brought about gradually;
- o teleworking will be encouraged even after the current health crisis.

## Carbon offsetting

**57** After seeking to reduce its own CO<sub>2</sub> emissions, the carbon offsetting approach consists of setting up carbon reduction or capture and sequestration projects elsewhere.

The ECA will offset its 2019 emissions for the first time in 2020 by taking part in an interinstitutional call for tenders led by the European Parliament.

**58** The ECA's total carbon footprint for 2019 is 9 203 tonnes of CO<sub>2</sub>. The ECA is supplied with 100 % certified green electricity from wind energy. However, the Bilan Carbone® method used to calculate the carbon footprint does not recognise emission reductions linked to the purchase of green electricity. The ECA chooses to only partially offset emissions from electricity consumption in order to enhance the value of the reduction measures that have already been implemented for several years in this area. Hence, total emissions of just 7 746 tonnes will be offset for 2019.

## Waste



**59** The waste the ECA generates is as varied in nature as its activities and results from catering, general office work, and the upkeep of its premises and maintenance of its technical facilities.

**60** The waste is sorted by the various users (staff, logistics team, service desk, etc.) and collected for centralisation at the delivery bay. Catering and maintenance providers sort and collect the waste resulting from their respective activities.

**61** The waste is then transported to the sites responsible for recycling and/or processing (disposal or recovery).

**62** The ECA's waste is sorted into different fractions (see Annex II). The "SuperDrecksKeëscht" quality label awarded to the ECA's waste management system was renewed in September 2020. The system is organised as follows:

- o there are no individual bins in offices, only sorting bins in corridors;

- o the system for monitoring audit visits determines the number of meals to be provided;
- o a donation programme promotes the reuse and recycling of decommissioned IT equipment that is still in working order;
- o detailed consumption statistics are available in the canteen.

### General objectives and targets

- o Reduce waste generated (including food waste) per FTE by 5 % in three years (baseline: 2016).

### Results

**Table 10 – Multi-year comparison**

| WASTE                         |                                       | 2019             | CHANGE<br>2016-2019 | CHANGE<br>2014-2019 |
|-------------------------------|---------------------------------------|------------------|---------------------|---------------------|
| <b>Gross annual amount</b>    | Total waste generated (kg), of which: | <b>199 768,8</b> | <b>3,36 %</b>       | <b>31,6 %</b>       |
|                               | food waste (kg)                       | 23 590,0         | 5,03 %              | 31,3 %              |
|                               | hazardous waste (kg)                  | 64318,6          | 3,09 %              | N/A                 |
| <b>Relative annual amount</b> | Total waste (kg) per FTE              | 194,3            | 3,4 %               | 31,5 %              |
|                               | Total food waste (kg) per FTE         | 25,6             | 5,1 %               | 31,2 %              |
|                               | Total hazardous waste (kg) per FTE    | 69,1             | 3,7 %               | N/A                 |

### Results analysis

**63** The target for 2017-2019 was not achieved, as the 2019 data parameters were extended to include waste fractions processed by both maintenance and IT providers. These data had not been included since 2014.

**64** The 2014 results do not include sludge from the oil/water separators, although this was systematically noted in subsequent years. The 2014 results are therefore not comparable with the results of subsequent years.

### Action taken

In 2019 the ECA took the following action to improve its waste management system:

- o staff awareness-raising campaigns on total waste generated, food waste, and responsible consumption avoiding single-use packaging;

- o monthly checks on waste sorting at the ECA and targeted training for correct sorting and bin use;
- o increased selection of online journals, newspapers and e-books.

### Future action

**65** The 2020-2022 Action Plan sets four new targets. The new targets will not take into account waste generated by the K2 renovation works. This will be counted separately so that we can continue to analyse the impact of the ECA's customary activity. The new targets are as follows:

- o reduce the amount of waste generated per FTE by 3 % in three years (baseline: 2019);
- o reduce the amount of non-recycled waste per FTE by 5 % in three years (baseline: 2019);
- o ensure that the amount of waste sorted as a percentage of total waste generated exceeds 75 % per year;
- o reduce the amount of organic waste generated per FTE by 3 % in three years (baseline: 2019).

**66** The following actions will help us achieve the new targets:

- o improve data quality through increased waste-weighing and including suppliers' waste in ECA figures;
- o improve final destination data;
- o stop using single-use plastics as soon as possible;
- o promote the use of greener office supplies;
- o encourage teleworking, which should have an environmental impact on waste, particularly food waste;
- o continue staff awareness-raising campaigns on food waste and single-use plastic packaging waste.

### Green procurement



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

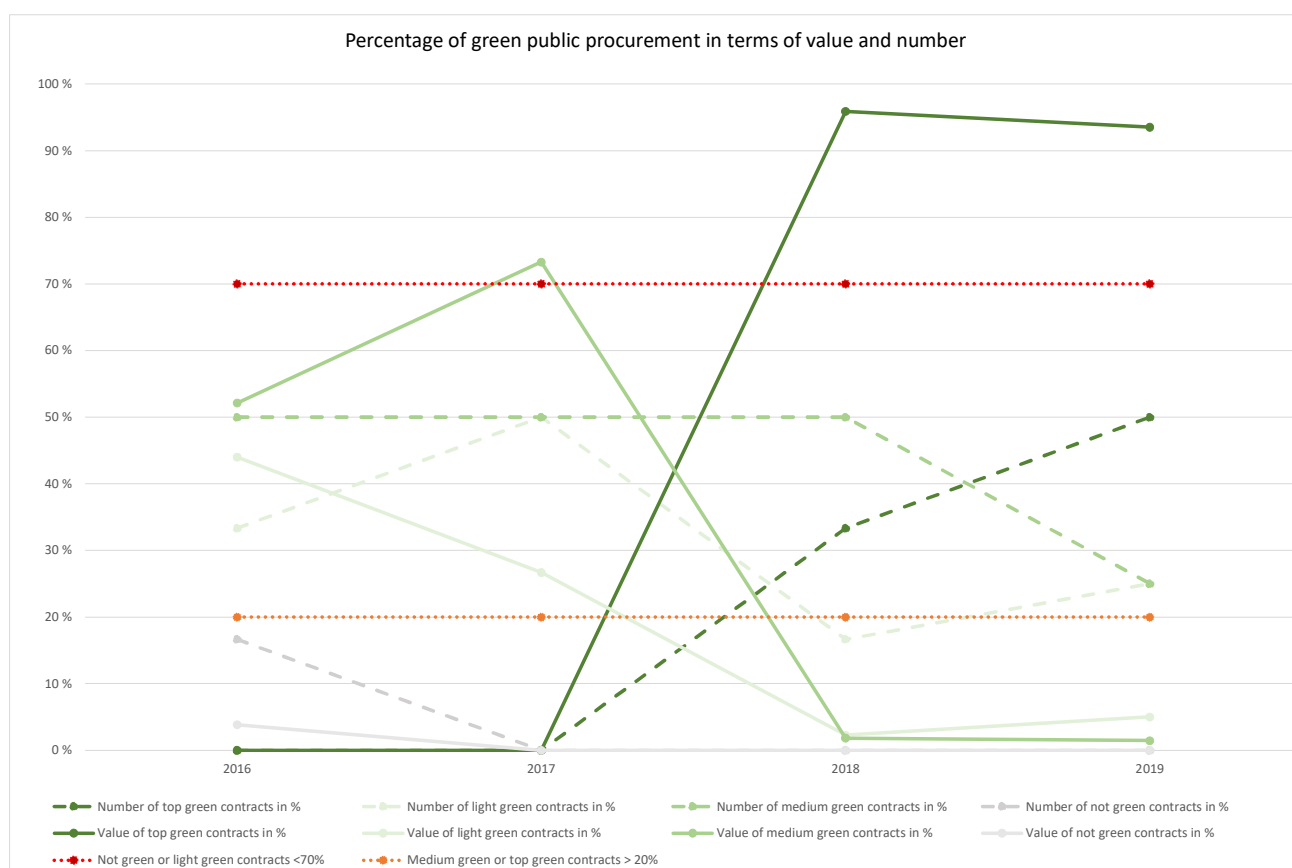
**68** Public procurement is sustainable when a public authority seeks to purchase goods and services with the lowest possible negative environmental and social impact over their whole lifespan.

### Objectives and targets

- Place greater emphasis on environmental considerations in public procurement (baseline: 2016).
- The percentage of procurement procedures (above 60 000 euros) classed as “light green” must not exceed 70% (by number and value) of all procurement procedures with an environmental impact.
- The percentage of procurement procedures (above 60 000 euros) classed as “medium green” must increase to at least 20% (by number and value) of all procurement procedures with an environmental impact<sup>10</sup>.

### Results

**Figure 1 — Multi-year comparison**



<sup>10</sup> For more details on methodological assumptions, see Annex 1.

## Results analysis

**69** Since 2016 we have systematically ensured that contracts with a value above 60 000 euros incorporate ecological criteria. The commitment to meeting quantitative targets has only applied since 2017. Nevertheless, in 2019 we far surpassed the original objective of including green criteria in our public procurement procedures, as contracts with a value above 60 000 euros classed as “medium green” or “top green” accounted for almost 98 % of our procurement procedures by value and 75 % by number.

## Action taken

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

- o regular monitoring of procurement procedures to ensure that they include environmental criteria;
- o staff awareness-raising campaigns on green public procurement, e.g. articles on the intranet, relevant seminars;
- o provision of training in green public procurement to all departments involved in procurement procedures;
- o increased weighting for environmental requirements in award criteria;
- o assessment of procurement procedures by Green Public Procurement Helpdesk and support for incorporating green criteria at every stage of the procedure.

The ECA will continue these measures in 2020 if possible, given the public health crisis and the priority given to staff safety.

## Future action

**71** We have decided to go even further in future, setting the following targets in the 2020-2022 Action Plan:

- o the percentage of procurement procedures (above 60 000 euros) classed as “light green” must not exceed 60 % (by number and value) of all procurement procedures with an environmental impact;
- o the percentage of procurement procedures (above 60 000 euros) classed as “medium green” must increase to at least 30 % (both in number and value) of all procurement procedures with an environmental impact<sup>11</sup>.

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<sup>11</sup> For more details on methodological assumptions, see Annex 1.



## Water



**72** Catering, use of rest rooms, cooling and office cleaning account for most of the ECA's water consumption from the municipal network.

**73** In line with its environmental policy, the ECA is committed to promoting the efficient use of water and preventing pollution.

### Objectives and targets

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

### Results

**Table 11 - Multi-year comparison**

| WATER CONSUMPTION                  |  | JUNE 2019 | CHANGE JUNE 2016 – JUNE 2019 | CHANGE JUNE 2014 – JUNE 2019 |
|------------------------------------|--|-----------|------------------------------|------------------------------|
| <b>Gross annual consumption</b>    | Total consumption (m <sup>3</sup> )                | 12 548,0  | -20,9 %                      | 0,8 %                        |
| <b>Relative annual consumption</b> | Total consumption (m <sup>3</sup> per FTE)         | 13,59     | -20,8 %                      | 0,8 %                        |
|                                    | Total consumption (m <sup>3</sup> per FTE per day) | 0,06      | -20,5 %                      | 1,2 %                        |

### Results analysis

**74** Consumption has been almost constant since 2014, despite the various site works. The water consumed, which amounts to 13.59 m<sup>3</sup> per FTE per year, remains above the baseline figure of 6.4 m<sup>3</sup> per FTE per year.

### Action taken

**75** We implemented the following measures in support of this objective:

- reduced water pressure to individual taps in all ECA buildings;
- staff awareness-raising campaigns on rational water use ("green office" best practice);
- approval of water-efficient solutions, e.g. installing leak detection systems and automatic sensor taps as part of the K2 refurbishment. Construction will begin in 2020 and last for two years.

### Future action

**76** Given the rules imposed by the health crisis, the objective for the next three years will be to maintain water consumption at its 2019 level. Consumption for the K2 construction works will be calculated separately so that we can continue to compare comparable consumption figures.

## Other environmental and procedural aspects

### Green Canteen



**77** The ECA has one canteen, two cafeterias and two events rooms. The external contractor responsible for catering is bound by a contract requiring high environmental standards.

#### Action taken

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

- o the fruit and salad bars offer seasonal produce from Luxembourg and the surrounding area; all fresh salad ingredients are also organic;
- o the daily menu always includes an organic dish and a vegetarian option, and once a week there is a dish made using local ingredients;
- o all our bread is made by a local baker;
- o the catering contractor must hold the "SuperDrecksKëscht®" quality label promoting the best waste management practice in Luxembourg;
- o plastic cups and some plastic cutlery have been phased out;
- o seafood suppliers must hold a Marine Stewardship Council certificate to guarantee sustainable produce with the lowest possible environmental impact;
- o exotic products are ethically sourced ("Fairtrade" label);
- o the quality label "Sou Schmaacht Lëtzebuerg" (SSL) was awarded by the Ministry of Agriculture and the Luxembourg Chamber of Agriculture. This label encourages the consumption of local and regional agricultural produce in order to increase the prevalence of short supply chains.

#### Future action

**79** The following future actions are planned:

- o continue the project to reduce single-use plastics;
- o gradually introduce changes in eating habits to reach a target of one vegetarian meal per week;
- o improve the quality of data on waste and quantities of vegetarian meals.

## Biodiversity



**80** Our impact on biodiversity, taking into account the nature of our activities and the level of control exercised, was not deemed significant.

**81** However, the ECA is keen to protect biodiversity and has made this a target for 2020-2022 (with no numerical value).

**Table 12 - Multi-year comparison**

| BIODIVERSITY                                  | 2019   | CHANGE<br>2016-2019 |
|---|--------|---------------------|
| Total surface area occupied (m <sup>2</sup> ) | 18 687 | -                   |
| Total non-permeable area (m <sup>2</sup> )    | 16 442 | + 3,9 %             |
| Green spaces (m <sup>2</sup> )                | 2 245  | - 18,5 %            |
| Green spaces/total surface area occupied (%)  | 12%    |                     |

### Action taken

**82** The following actions have been taken to preserve biodiversity:

- o clauses on the following topics added to outsourcing contracts: products and methods used to maintain green areas, label requirements (organic food, MSC®-certified fish, Fairtrade products, etc.);
- o replanting of beds in front of the K1 building with numerous flowers in 2019 as soon as the security improvements were complete;
- o four beehives set up, along with a beekeeping club, followed in 2020 by another swarm, bringing the total to five beehives.



One of the hives set up in 2019

### Communication and awareness-raising



**83** The ECA uses every possible means of communication to raise staff awareness of environmental issues: training, conferences, knowledge-sharing sessions such as “Savoir+”

presentations, online training, videos, social media, intranet news items, events organised by or with other institutions, regular updates to the environment intranet page, etc.



Mobility week announcement on information terminals



Social media icon for WWF Earth Hour  
30 March 2019

**84** Each new member of the ECA's staff must follow an online training course. This module will be reviewed in the course of 2020. Staff are also regularly offered training in the use of environmental protection equipment, EMAS internal audit and the EMAS system.

**85** In 2019 the first training course was held for the ECA's beekeepers, comprising both theory and practical sessions. These lessons enabled the volunteers to form a club and equipped the ECA with the necessary skills to maintain the beehives set up at the beginning of June 2019.

**86** Regular communications are sent to staff to promote environmentally-friendly behaviour in the workplace, in particular to encourage staff to switch off lights, collect and sort waste, use public transport, etc. An "ECO" Post-it system has also been set up to remind those concerned of best practice.

**87** The ECA takes part in a number of annual events:

- Earth Hour, the largest public mobilisation event for the planet organised by the World Wildlife Fund (WWF);
- European Mobility Week, the aim of which is to influence, over time, the resolution of mobility problems, and urban transport;
- European Week for Waste Reduction, the aim of which is to promote waste sorting and recycling;



Trying out electric bikes, September 2019

- o conferences organised by the interinstitutional Green Procurement Helpdesk in 2019 on green spaces and single-use plastics.

## Main awareness-raising activities in 2019

**88** The main awareness-raising activities carried out in 2019 were as follows:



- o three Savoir+ presentations during the year on topics as diverse as solar panels, transport in Kirchberg (in collaboration with Luxmobility) and commuting by bike;
- o on 19 September, as part of Mobility Week, the EMAS team offered all staff the chance to try out electric bikes and scooters;

Savoir+ with Luxmobility, 22 November 2019

- o conference about the zero waste lifestyle on 20 November, attended by speaker Jérémie Pichon, as part of the European Week for Waste Reduction.



Jérémie Pichon and his family bin for the year

## Future actions

**89** The “ECA plastic free” project, which aims to reduce single-use plastics at the ECA, was launched in 2019. The first communication and awareness-raising activities on this topic took place in 2020.



**90** The ECA has been a member of IMS (Inspiring More Sustainability) since 1 January 2020. IMS is an independent, apolitical, non-profit organisation involving a network of companies representing 15 % of Luxembourg's total payroll. It is also the national representative of the European organisation CSR Europe. The knowledge- and experience-sharing fostered will undoubtedly improve the ECA's future environmental performance. ECA staff will also be able to participate in all conferences and awareness-raising events organised by IMS.



Magdalena Cordero, Nancy Thomas and Céline Delayer  
20 January 2020

## Legal compliance



**91** To ensure compliance with environmental legislation (including conditions for awarding operating permits), and in keeping with its environmental commitments, the ECA has established a comprehensive register of applicable regulations, and performs regular compliance audits.

**92** The ECA holds operating permits for its three buildings, issued by the Luxembourg Government Environment Agency. The permit reference details are given in Annex I.

## Action taken

**93** We will continue to implement the following measures, which are already in place:

- in the event of an incident that could affect the environment or endanger human health and safety, the ECA must inform the Luxembourg Government Environment Agency immediately;
- the ECA keeps a register of applicable regulations for monitoring purposes and updates it regularly, and also subscribes to an interinstitutional regulatory monitoring system;
- any new rules or changes to environmental regulations applicable to the ECA are sent to the department concerned at least every month;
- the environmental regulatory compliance database is accessible to the various departments concerned;

- as required by the EMAS III standards<sup>12</sup>, the ECA monitors certain other compliance obligations arising from contracts, agreements and requests through regular compliance audits;
- the ECA declares that it fully complies with the requirements of the applicable environmental legislation and its operating permits.

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<sup>12</sup> Commission Regulation (EU) 2017/1505 of 28 August 2017 amending Annexes I, II and III to Regulation (EC) No 1221/2009 of the European Parliament and of the Council on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS).



## Conclusions and future guidelines

**94** The ECA achieved all its environmental objectives for 2017-2019 and tangibly reduced its environmental impact from 2014. Energy and water consumption dropped, its carbon footprint improved and paper consumption drastically decreased.

**95** Mobility accounts for 38 % of its carbon footprint and remains the ECA's weak point in terms of the environment. However, we will need to make a significant effort in terms of commuting over the next few years as the *Fonds du Kirchberg*, which is responsible for urban planning on the Kirchberg plateau, aims to carry out major roadworks on roads serving the ECA, halving the number of car and bus lanes and increasing sustainable mobility in the area.

**96** Our catering service will also need to become even more environmentally friendly. Our next challenges in this area will be to reduce food waste, particularly from events, phase out single-use plastics and change our eating habits to reduce meat consumption.

**97** Lastly, we will need to take inspiration from the lessons of the health crisis in terms of teleworking, travel, and increased digitisation of the audit process, working together to create a resilient, socially fair and environmentally friendly organisation.

# Annexes

## Annex I – Variables used to calculate environmental performance indicators

### Number of people

All headcount data in this statement are reported as the average number of full-time equivalents (FTEs) for the year. This variable only includes ECA staff, and thus excludes contractors. It is used to calculate the relative annual consumption of water, electricity, heating and paper, along with the relative annual waste and greenhouse gas emissions generated.

**Table 13 – Change in number of FTEs**

| Year | FTE   |
|------|-------|
| 2014 | 922,9 |
| 2016 | 923,7 |
| 2019 | 923,2 |

### Number of working days

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

**Table 14 – Change in number of working days**

| Year | Working days          |
|------|-----------------------|
| 2014 | 252-244 <sup>13</sup> |
| 2016 | 253-244 <sup>14</sup> |
| 2019 | 243                   |

<sup>13</sup> This correction was made in 2018. Nevertheless, as the figures for relative annual water consumption (m<sup>3</sup> per FTE per day) were rounded, this correction does not affect the water consumption results published in previous environmental statements.

<sup>14</sup> Ditto

## Energy

- The electricity and heating consumption data used in this report come from invoices issued by energy suppliers.
- We cross-checked these data against consumption data recorded by the metering system installed in the ECA buildings.
- We calculated the percentage of renewable energy based on the energy distribution reported by LuxEnergie, the heating supplier, also taking account of fuel oil.
- We only use fuel oil to operate the back-up generators. The quantities used are negligible compared to other energy types.
- Degree days

The concept of unified summer/winter degree days makes it possible to take into account the temperature of every day of the year in question, and thus put the energy consumed in heating or cooling into perspective in relation to climatic conditions and meteorological variations. This concept is very useful for highlighting the effect of the measures taken, even when the weather in a given year is unfavourable in terms of consumption.

If, for example, thermal insulation measures have been put in place, but a particularly severe winter leads to an increase in consumption, the use of degree days negates the weather effect and allows the effect of changing the insulation to be shown. The same principle applies to cooling during heatwaves.

The calculation is based on the following formula:

$$\text{standardised consumption (MWh)} = f_{\text{Klima}} \times \text{actual consumption}$$

The climate factor ( $f_{\text{Klima}}$ ) is set by ministerial decree and represents the ratio between normal degree days and unified degree days for a given year.

**Table 15 – Climate factor change**

| Year | $f_{\text{Klima}}$ |
|------|--------------------|
| 2014 | 1,16               |
| 2016 | 1,01               |
| 2019 | 1,07               |

## Paper

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

## Greenhouse gas emissions

- We estimate our greenhouse gas emissions using the Bilan Carbone® methodology developed by the French Environment and Energy Management Agency (ADEME).
- The calculation for 2019 was made by the companies Argest and EcoAct using version V.8.1 of the Bilan Carbone® methodology.
- The method takes into account the following gases:
  - the Kyoto Protocol gases: CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O, SF<sub>6</sub>, C<sub>n</sub>H<sub>m</sub>F<sub>p</sub>, C<sub>n</sub>F<sub>2n+2</sub> and NF<sub>3</sub>;
  - other non-Kyoto Protocol gases;
  - water vapour from planes emitted in the stratosphere.

## Waste

- The following waste fractions are sorted at the ECA:
  - glass;
  - plastic, metal, wooden and composite (PMC) packaging;
  - printer toner (refilled and recycled by suppliers), packaging contaminated with hazardous products;
  - organic waste;
  - paper/cardboard;
  - bulky items;
  - mixed municipal waste;
  - ceramics;
  - electrical and electronic waste, batteries, neon lighting tubes;
  - edible fats and oils, and oil/water separator sludge.
- Waste generation data are mostly taken from official statistics provided by Luxembourg City and the SuperDrecksKëscht, which provide details of waste type, disposal method and the European waste code.
- Reported quantities of glass, mixed recyclable packaging and organic waste are based on ECA records and estimates provided by Luxembourg City.
- Additionally, we weigh all food waste, comprising unsold food, leftovers from canteen users' plates and waste from all sold items. However, the total amount of organic waste collected by the city is estimated, not weighed.

## Green procurement

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

## Water

- Reported water consumption data come from invoices issued by the water supplier.
- We cross-checked these data against consumption data recorded by the metering system installed in the ECA buildings.
- Relative annual water consumption is based on working days.

## Legal compliance

**Table 16 - List of operating permits**

| BUILDING | REGISTRATION NUMBER | DATE OF ISSUE    |
|----------|---------------------|------------------|
| K1       | Order 1/16/0160     | 8 June 2017      |
| K2       | Order 3/16/0172     | 6 November 2017  |
| K3       | Order 3/19/0224     | 28 November 2019 |

## Annex II – Detailed results of calculations of environmental performance indicators

### Energy

**Table 17 – Multi-year comparison**

| ENERGY CONSUMPTION                           |                                     | 2016        | 2017        | 2018        | 2019        |
|--|-------------------------------------|-------------|-------------|-------------|-------------|
| <b>Gross energy consumption by activity</b>  | Total electricity consumption (MWh) | 4 488,2     | 4 353,4     | 4 357,3     | 4 252,89    |
|  | Total heating consumption (MWh)     | 3 484,7     | 3 446,5     | 3 408,2     | 3 270,20    |
|  | Fuel oil (MWh)                      | 12,2        | 6,4         | 16,0        | 41,52       |
| <b>Total gross energy consumption</b>        | Total energy consumption (MWh)      | 7 985,1     | 7 806,3     | 7 781,5     | 7 564,6     |
|  | Renewable energy consumption (MWh)  | 7 972,9     | 7 799,9     | 7 765,5     | 6 074,4     |
|  | % renewable energy                  | 99,85 %     | 99,92 %     | 99,79 %     | 80,30 %     |
| <b>Relative energy consumption (per FTE)</b> | Electricity (MWh per FTE)           | <b>4,86</b> | <b>4,71</b> | <b>4,7</b>  | <b>4,61</b> |
|  | Heating (MWh per FTE)               | <b>3,77</b> | <b>3,73</b> | <b>3,68</b> | <b>3,54</b> |
|  | Fuel oil (m <sup>3</sup> per FTE)   | 1,24        | 0,65        | 1,62        | 4,22        |

**Table 18 - Estimated electricity consumption by building for 2019**

| BUILDING   | Reading (kWh ) | Estimate based on total invoice ( kWh ) | FTE   | Consumption (kWh per FTE) | m <sup>2</sup> | CONSUMPTION (kWh per m <sup>2</sup> ) |
|------------|----------------|---|-------|---------------------------|----------------|---------------------------------------|
| <b>K1</b>  | 1 037 319,0    | <b>1 047 916,2</b>                      | 278,8 | 3 720,02                  | 26 051,02      | 40,23                                 |
| <b>K2</b>  | 1 217 963,0    | <b>1 230 405,7</b>                      | 209,4 | 5 817,83                  | 21 562,07      | 57,06                                 |
| <b>K3</b>  | 1 954 596,0    | <b>1 974 564,1</b>                      | 435,0 | 4 493,30                  | 33 877,00      | 58,29                                 |
| <b>ECA</b> | 4 209 878,0    | <b>4 252 886,0</b>                      | 923,2 | 4 560,09                  | 81 490,09      | 51,66                                 |

The data in blue are prorated based on the site readings and the total consumption invoiced by the supplier.

**Table 19 - Heating consumption by building for 2019**

| BUILDING   | Invoiced consumption (kWh) | FTE   | Consumption (kWh per FTE) | Surface area (m <sup>2</sup> ) | CONSUMPTION (kWh per m <sup>2</sup> ) |
|------------|----------------------------|-------|---------------------------|--------------------------------|---------------------------------------|
| <b>K1</b>  | 1 034 190                  | 278,8 | 3 708,80                  | 26 051,02                      | 39,70                                 |
| <b>K2</b>  | 896 500                    | 209,4 | 4 282,30                  | 21 562,07                      | 41,58                                 |
| <b>K3</b>  | 1 339 510                  | 435,0 | 3 079,32                  | 33 877,00                      | 39,54                                 |
| <b>ECA</b> | 3 270 200                  | 923,2 | 3 542,24                  | 81 490,09                      | 40,13                                 |

**Paper****Table 20 – Multi-year comparison**

| PAPER CONSUMPTION                  |  | 2016          | 2017         | 2018         | 2019            |
|------------------------------------|--|---------------|--------------|--------------|-----------------|
| <b>Gross annual consumption</b>    | Pages printed/photocopied (office work)                  | 8 683 717     | 7 689 929    | 7 675 136    | 6 183 794       |
|                                    | Publications   | 2 336 072     | 460 696      | 402 076      | 711 922         |
|                                    | Total pages (office work + publications)                 | 11 019 789    | 8 150 625    | 8 077 212    | 6 895 716       |
| <b>Relative annual consumption</b> | Pages printed/photocopied (office work per FTE)          | 9 401         | 8 325        | 8 280        | 6 698,22        |
|                                    | <b>Total pages (office work + publications per FTE)</b>  | <b>11 930</b> | <b>8 823</b> | <b>8 714</b> | <b>7 469,36</b> |
|                                    | Total pages (office work + publications per FTE per day) | 48,9          | 36,5         | 36           | 30,74           |

## Greenhouse gas emissions

### Table 21 – Multi-year emissions comparison

| GREENHOUSE GAS EMISSIONS         |   | 2016    | 2017    | 2018    | 2019    |
|----------------------------------|---|---------|---------|---------|---------|
| <b>Gross annual emissions</b>    | Total emissions (tCO <sub>2</sub> e)                                  | 9 765,9 | 9 659,8 | 8 896,8 | 9 203,3 |
|                                  | Total emissions from auditor travel (tCO <sub>2</sub> e)              | 1 345,3 | 1 133,6 | 1 092,7 | 1 046,0 |
|                                  | Total emissions from the ECA's car fleet (tCO <sub>2</sub> e)         | 186,8   | 159,9   | 141,5   | 122,4   |
| <b>Relative annual emissions</b> | Total emissions (tCO <sub>2</sub> e per FTE)                          | 10,57   | 10,46   | 9,60    | 9,97    |
|                                  | Total emissions from auditor travel (tCO <sub>2</sub> e per FTE)      | 1,46    | 1,23    | 1,18    | 1,13    |
|                                  | Total emissions from the ECA's car fleet (tCO <sub>2</sub> e per car) | 6,0     | 4,7     | 4,3     | 3,7     |

The data for previous years were recalculated using the assumptions used to calculate the 2019 carbon footprint.

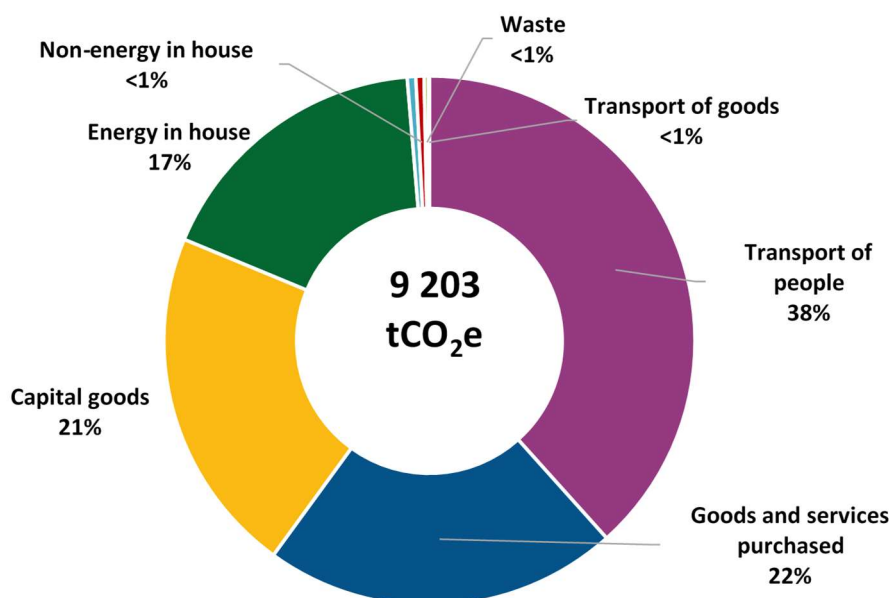
### Table 22 – Multi-year comparison of kilometres travelled by activity

| BUSINESS TRAVEL              |  | 2016      | 2017      | 2018      | 2019      |
|------------------------------|--|-----------|-----------|-----------|-----------|
| <b>Gross annual total</b>    | Total distance covered for business travel:                | 5 746 003 | 4 787 935 | 4 689 065 | 4 317 152 |
|                              | by plane (km)  | 4 229 964 | 3 642 622 | 3 494 304 | 3 528 447 |
|                              | by private car (km)  | 423 716   | 344 031   | 315 539   | 152 723   |
| <b>Relative annual total</b> | Total distance covered for business travel (in km per FTE) | 6220,7    | 5183,2    | 5 058,6   | 4676,3    |



**Table 23 – Emissions details for 2019**

| CATEGORY                                | Sum of CO <sub>2</sub> emissions (tCO <sub>2</sub> e) |
|---|---|
| Capitalised goods                       | 1 966,9   |
| Energy in house                         | 1 560,8   |
| Non-energy in house <sup>15</sup>       | 46,6  |
| Goods and services purchased            | 2 001,5   |
| Transport of persons                    | 3 549,7   |
| Transport of goods                      | 5   |
| Waste                                   | 24,5  |
| Energy used by external computer centre | 48,3  |
| <b>Grand total</b>                      | <b>9 203,3</b>  |

**Figure 2 - Emissions distribution for 2019**

<sup>15</sup>"Non-energy in house" takes into account the impact of installations containing refrigerants (cooling systems, cold storage for catering, etc.).

**Table 24 – Calculation of emissions for offsetting**

| NO        | ITEM   | QUANTITY<br>(tCO <sub>2</sub> e) |
|-----------|--|----------------------------------|
| A         | Total emissions for 2019                               | 9 203,3                          |
| B         | of which emissions relating to electricity             | 1 488,6                          |
| C         | Calculation of emissions relating to green electricity | 30,92                            |
| D = B - C | Difference   | 1 457,7                          |
| E=A-D     | <b>Total emissions to be offset for 2019</b>           | <b>7 745,6</b>                   |

## Green public procurement

Table 25 – Multi-year comparison

| NUMBER OF PUBLIC PROCUREMENT PROCEDURES |  | 2016         | 2017           | 2018           | 2019           |
|---|--|--------------|----------------|----------------|----------------|
| <b>Number</b>                           | Top green  | 0            | 0              | 2              | 2              |
|   | Medium green   | 3            | 2              | 3              | 1              |
|   | Light green  | 2            | 2              | 1              | 1              |
|   | Not green  | 1            | 0              | 0              | 0              |
|   | Percentage of “not green” or “light green” contracts   | 33,22%       | 50,00%         | 50%            | 25,00%         |
|   | Percentage of “medium green” and “top green” contracts | 50,00%       | 50,00%         | 50%            | 75,00%         |
| <b>Value</b>                            | Top green  | 0,00 €       | 0,00 €         | 7 724 924,35 € | 9 585 450,19 € |
|   | Medium green   | 913 791,75 € | 4 756 295,85 € | 183 885,85 €   | 150 000,00 €   |
|   | Light green  | 771 084,18 € | 1 733 533,40 € | 148 000,00 €   | 513 567,00 €   |
|   | Not green  | 67 678,00 €  | 0,00 €         | 0,00 €         | 0,00 €         |
|   | Percentage of “not green” or “light green” contracts   | 44,00%       | 26,71%         | 1,84%          | 1,46%          |
|   | Percentage of “medium green” and “top green” contracts | 52,14%       | 73,29%         | 98,16%         | 98,54%         |

## Waste

Table 26 – Multi-year comparison

| WASTE GENERATED        |                                      | 2016  | 2017  | 2018   | 2019  |
|------------------------|--------------------------------------|-------|-------|--------|-------|
| Gross annual amount    | Total waste generated (t), of which: | 193,3 | 184,6 | 176,4  | 179,3 |
|                        | total food waste (t)                 | 22,5  | 22,6  | 23,6   | 23,6  |
|                        | total hazardous waste (t)            | 18,04 | 59,5  | 61,2   | 63,   |
| Relative annual amount | Total waste (kg) per FTE             | 209,3 | 199,8 | 190,34 | 194,2 |
|                        | Total food waste (kg) per FTE        | 24,3  | 24,4  | 25,45  | 25,6  |
|                        | Total hazardous waste (kg) per FTE   | 19,56 | 64,9  | 66,08  | 69,1  |

Table 27 – Quantity of waste generated by ECA activities in 2019 (by fraction)

| WASTE CODE | OFFICIAL DESCRIPTION   | QUANTITY 2019 | TREATMENT TYPE 2019                    | QUANTITY PER FTE | UNIT |
|------------|--|---------------|--|------------------|------|
| 130502     | Sludge from oil/water separators   | 1 520,0       | Recycling                              | 1,6              | kg   |
| 130507     | Oily water from oil/water separators                                     | 10 700,0      | Destruction (39 %)<br>Recycling (61 %) | 11,6             | kg   |
| 150102     | Plastic packaging  | 737,3         | Recycling                              | 0,8              | kg   |
| 150103     | Wooden packaging   | 1 640,0       | Recycling                              | 1,8              | kg   |
| 150105     | Composite packaging  | 151,4         | Recycling                              | 0,2              |      |
| 150106     | Mixed packaging  | 4 355,9       | Recycling                              | 4,7              | kg   |
| 150107     | Glass packaging  | 3 200,0       | Recycling                              | 3,5              | kg   |
| 150110     | Packaging containing residues of or contaminated by hazardous substances | 113,1         | Recycling                              | 0,1              | kg   |
| 170107     | Demolition waste, non-contaminated                                       | 122,5         | Destruction                            | 0,1              | kg   |
| 170411     | Waste cable  | 91,5          | Recycling                              | 0,1              | kg   |

| WASTE CODE          | OFFICIAL DESCRIPTION   | QUANTITY 2019    | TREATMENT TYPE 2019 | QUANTITY PER FTE | UNIT |
|---------------------|--|------------------|---------------------|------------------|------|
| 200101              | Paper and cardboard  | 43 913,0         | Recycling           | 47,6             | kg   |
| 200108              | Biodegradable kitchen and canteen waste  | 23 590,0         | Recycling           | 25,6             | kg   |
| <b>160215</b>       | Hazardous components removed from discarded equipment                                | 93,0             | Destruction         | 0,1              | kg   |
| <b>200121</b>       | Fluorescent tubes and other mercury-containing waste                                 | 106,5            | Recycling           | 0,1              | kg   |
| <b>200125</b>       | Edible oils and fats   | 581,0            | Recycling           | 0,6              | kg   |
| 190809              | Grease and oil mixture from oil/water separation containing only edible oil and fats | 49 950,0         | Destruction         | 54,1             | kg   |
| <b>200133</b>       | Batteries and accumulators   | 76,0             | Recycling           | 0,1              | kg   |
| <b>200135</b>       | Discarded electrical and electronic equipment containing hazardous components        | 615,5            | Recycling           | 0,7              | kg   |
| 200139              | Plastics   | 42,0             | Destruction         | 0,0              | kg   |
| 200140              | Metals   | 163,0            | Recycling           | 0,2              | kg   |
| 200301              | Mixed municipal waste  | 37 580,0         | Destruction         | 40,7             | kg   |
| <b>ANNUAL TOTAL</b> |  | <b>179 341,8</b> |                     | <b>194,3</b>     |      |

**Code red:** Hazardous waste

**Table 28 – Quantity of waste generated by maintenance provider activities in 2019 (by fraction)**

| WASTE CODE | OFFICIAL DESCRIPTION  | QUANTITY 2019 | TREATMENT TYPE 2019 | QUANTITY FTE | UNIT |
|------------|---|---------------|---------------------|--------------|------|
| 150101     | Clean paper and cardboard   | 7,0           | Recycling           | 0,0          | kg   |
| 150102     | Polystyrene chips   | 1,0           | Recycling           | 0,0          | kg   |
| 150110A    | Uncleaned empty cans  | 3,0           | Destruction         | 0,0          | kg   |
| 150202A    | Belts, gaskets and filters containing oil                                     | 12,0          | Destruction         | 0,0          | kg   |
| 170203     | Mixed synthetic materials PP/PE/PVC   | 9,0           | Recycling           | 0,0          | kg   |
| 200301     | Household waste   | 8,0           | Recycling           | 0,0          | kg   |
| 200133     | Batteries and accumulators  | 440,0         | Recycling           | 0,5          | kg   |
| 200121     | Fluorescent tubes and other mercury-containing waste                          | 60,0          | Recycling           | 0,1          | kg   |
| 200121     | Fluorescent tubes and other mercury-containing waste                          | 40,0          | Recycling           | 0,0          | kg   |
| 170203     | Plastics  | 15,0          | ?                   | 0,0          | kg   |
| 200135     | Discarded electrical and electronic equipment containing hazardous components | 10,0          | Recycling           | 0,0          | kg   |
| 170203     | Plastics  | 10 700,0      | ?                   | 11,6         | kg   |
| 200301     | Mixed waste   | 6 040,0       | Destruction         | 6,5          | kg   |
| 200201     | Garden waste  | 3 100,0       | Recycling           | 3,4          | kg   |
| 170203     | Plastics  | 7,0           | Recycling           | 0,0          | kg   |
| 200301     | Mixed waste   | 1,0           | Recycling           | 0,0          | kg   |
| 200201     | Garden waste  | 3,0           | Destruction         | 0,0          | kg   |
|            | <b>ANNUAL TOTAL</b>   | 20 445,0      |                     | <b>22,14</b> |      |

**Code red:** Hazardous waste

**Table 29 – Total quantity of waste**

| ANNUAL TOTAL             | QUANTITY<br>2019 | UNIT      |
|--------------------------|------------------|-----------|
| <b>2019 ANNUAL TOTAL</b> | <b>199 786,8</b> | <b>kg</b> |
| <b>Amount per FTE</b>    | <b>216,4</b>     | <b>kg</b> |
| Recycling rates          | 59 %             |           |
| Sorting rates            | 78 %             |           |

## Water

**Table 30 - Multi-year comparison**

| WATER CONSUMPTION                  |  | JUNE<br>2016 | JUNE<br>2017 | JUNE<br>2018 | JUNE<br>2019 |
|------------------------------------|--|--------------|--------------|--------------|--------------|
| <b>Gross annual consumption</b>    | Total consumption (m <sup>3</sup> )                | 15 854       | 12 205       | 12 502       | 12 548,0     |
| <b>Relative annual consumption</b> | Total consumption (m <sup>3</sup> per FTE)         | 17,2         | 13,2         | 13,5         | 13,59        |
|                                    | Total consumption (m <sup>3</sup> per FTE per day) | 0,07         | 0,06         | 0,1          | 0,06         |

## Biodiversity

**Table 31 - Multi-year comparison**

| BIODIVERSITY                                  | 2016   | 2017   | 2018   | 2019   |
|---|--------|--------|--------|--------|
| Total surface area occupied (m <sup>2</sup> ) | 18 687 | 18 687 | 18 687 | 18 687 |
| Total non-permeable area (m <sup>2</sup> )    | 15 934 | 16 442 | 16 442 | 16 442 |
| Green spaces (m <sup>2</sup> )                | 2 753  | 2 245  | 2 245  | 2 245  |
| Green spaces/total surface area occupied (%)  | 14,7%  | 12 %   | 12 %   | 12 %   |

## Verification data

# Déclaration de Validation

## Système Communautaire de Management Environnemental et d'Audit (EMAS)

### VINÇOTTE sa

Jan Olieslagerslaan 35, 1800 Vilvoorde, Belgique

Sur base de l'audit de l'organisation, des visites de son site, des interviews de ses collaborateurs, et de l'investigation de la documentation, des données et des informations, documenté dans le rapport de vérification n° **60788518**, VINÇOTTE SA déclare, en tant que vérificateur environnemental EMAS, portant le numéro d'agrément BE-V-0016 accrédité pour les activités suivantes: 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, 76, 80, 81, 82, 84, 85, 86, 87, 88, 90, 93, 94, 95, 99 (code NACE) avoir vérifié si l'organisation dans son ensemble figurant dans la déclaration environnementale 2020 – mise à jour données 2019 de l'organisation

### **Cour des Comptes Européenne** portant le numéro d'agrément LU-000004

sis à

**12, rue Alcide de Gasperi**  
**1615 Luxembourg**  
**Luxembourg**

et utilisé pour:

### **L'ensemble des activités exécutées sur son site (bâtiments K1, K2 and K3) sis 12 rue Alcide de Gasperi à 1615 Luxembourg**

Respecter(n) l'intégralité des dispositions du règlement (CE) no 1221/2009 du Parlement européen et du Conseil du 25 novembre 2009 concernant la participation volontaire des organisations à un système communautaire de management environnemental et d'audit (EMAS) tel que modifié par les règlements (UE) 2017/1505 et (UE) 2018/2026.

En signant la présente déclaration, je certifie:

- que les opérations de vérification et de validation ont été exécutées dans le strict respect des dispositions du règlement (CE) no 1221/2009 modifié par les règlements (UE) 2017/1505 et (UE) 2018/2026;
- les résultats de la vérification et de la validation confirment qu'aucun élément ne fait apparaître que les exigences légitimes, applicables en matière d'environnement ne sont pas respectées;
- que les données et informations fournies dans la déclaration environnementale 2020 – mise à jour données 2019 de l'organisation donnent une image fiable, crédible et authentique de l'ensemble des activités de l'organisation exercées dans le cadre prévu dans la déclaration environnementale.

Le présent document ne tient pas lieu d'enregistrement EMAS. Conformément au règlement (CE) no 1221/2009 modifié par les règlements (UE) 2017/1505 et (UE) 2018/2026, seul un organisme compétent peut accorder un enregistrement EMAS. Le présent document n'est pas utilisé comme un élément d'information indépendant destiné au public.

Numéro de la déclaration: **16 EA 99a/1**

Date de délivrance: **2 novembre 2020**



Pour le vérificateur environnemental:

Eric Louys

Président de la Commission de Certification





# Glossary

| Acronym   | Definition   |
|---|--|
| <b>Bilan Carbone®</b>                                   | The Bilan Carbone® is the most widely used approach to recording and reducing greenhouse gas emissions in France, and is based on the method used by ADEME (French Environment and Energy Management Agency).  |
| <b>BREEAM</b>   | The “BRE Environmental Assessment Method”, developed by the Building Research Establishment, makes it possible to assess the environmental performance of buildings during their construction.   |
| <b>EMAS</b>   | Eco-Management and Audit Scheme  |
| <b>EU</b>   | European Union   |
| <b>FTE</b>  | Full-time equivalent   |
| <b>Green public procurement helpdesk (GPP Helpdesk)</b> | Advice service on green public procurement, outsourced by the EU institutions  |
| <b>Green public procurement criteria</b>                | <p>“Not green”: the invitation to tender does not include any reference to environmental aspects.</p> <p>“Light green”: the invitation to tender includes a reference to the environmental aspects of the contract, but it does not affect the procurement process and will not have an environmental impact during the performance of the contract.</p> <p>“Medium green”: the invitation to tender includes significant environmental clauses designed to reduce the environmental impact of the contract.</p> <p>“Top green”: this final category corresponds to environmental best practice.</p> |
| <b>Hazardous waste</b>                                  | All waste identified as potentially hazardous to the environment, health and/or safety, all or part of which can be recycled, such as electronic equipment, toner cartridges, packaging soiled with hazardous products, etc.   |
| <b>Household and similar waste</b>                      | Non-hazardous unsorted waste from households or from industrial enterprises, skilled trades, shops, schools, public services, hospitals and tertiary services, when collected under the same conditions as household waste. This includes serviettes and packaging soiled with food leftovers. In  |

|  |  |
|--|--|
|  | Luxembourg, this type of waste is incinerated with added fuel due to its high moisture content.  |
| <b>Invitation to tender/public procurement</b> | Purchase by a public authority of goods or services in exchange for remuneration.<br>A public procurement procedure leads to the conclusion of a public contract.                        |
| <b>ISO 14001</b>                               | This standard sets out a series of requirements specific to the establishment of an environmental management system within an organisation, regardless of its size and area of activity. |
| <b>IT (information technology)</b>             | IT equipment: networks, equipment, programmes, etc.  |
| <b>Savoir+</b>                                 | In-house knowledge sharing organised by the professional training unit. Sessions last 30-45 minutes and are held over breakfast at 9.15 on Friday mornings.                              |

**EUROPEAN COURT OF AUDITORS**

12, rue Alcide de Gasperi

1615 Luxembourg

LUXEMBOURG

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Next update: **November 2021**

Next main environmental statement: **November 2022**