

EEA Environmental Statement 2020



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Luxembourg: Publications Office of the European Union, 2021

ISBN 978-92-9480-365-8
ISSN 1977-8449
doi:10.2800/2428

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This environmental statement provides information to the general public and other interested parties on the environmental performance and activities of the European Environment Agency (EEA). It is published on the [EEA's website](#). The EEA was first validated under the EMAS scheme in 2005 ⁽¹⁾. This environmental statement is the eighth to be produced within the EMAS annual validation cycle. It contains updated data for the year 2020.



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⁽¹⁾ Bureau Veritas is the verifier of the EEA's annual environmental statement and is registered under the Danish Accreditation Fund, DANAK, DK-6002.

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Acknowledgements

This report was prepared by the EEA's EMAS coordinator, Melanie Sporer.

Additional EEA support for the preparation of this report was provided by Morten Andersen, Katalin Burjan, Bo Hansgaard and Hanne Koch Andersen (data provision), Jim Daniell,

Ioannis Bakas, Peder Gabrielsen, Ana Jesus, Mauro Michielon and Paraskevi Peglidou (EMAS team), and Ulrike Hoffmann (EMAS coordinator at the EEA until June 2020).

The EEA also acknowledges comments received on the draft report from Kim Hansen (external auditor at Bureau Veritas).



Key messages

- The EEA's environmental performance in 2020 was heavily influenced by the COVID-19 pandemic, which resulted in considerably lower environmental impacts compared with the targets for electricity consumption, paper consumption and CO₂ emissions from business travel and meetings. Only the EEA's waste generation was not on track to achieve its target as a result of increased building and electronic waste generated by the renovation of its premises at Kongens Nytorv 6.
- The EEA has been on track towards achieving some of its environmental targets since 2017, for example in paper consumption (office paper consumption and external printing of publications) and electricity consumption (central computing and server cooling). Yet, the benchmark of excellence set out in the Commission's sectoral reference document for public administration was not achieved in these areas in the years 2017, 2018 and 2019 — nor in 2020 during the pandemic when total energy use in the Kongens Nytorv 6 premises is considered.
- The EEA's electricity is 100 % renewable, mainly powered by wind energy. CO₂ emissions related to staff business travel and visitors' travel are offset. The offsets are used to support Gold Standard-certified energy efficiency projects in Africa. Because of the COVID-19 pandemic, the EEA temporarily stopped almost all business travel and physical meetings at its premises as of March 2020, which resulted in a reduction in CO₂ emissions of 89 % compared with the target.
- In November 2020, the Executive Director decided to raise the level of climate ambition in the EEA's environmental policy. The EEA is aiming to become a climate-neutral organisation and to support other European agencies on the path to sustainability, in particular in the course of the EEA's chairmanship of the European Agencies Network in 2021.
- The COVID-19 pandemic was a catalyst for developments that otherwise might have taken several years to happen: the paperless office, for example, and the widespread use of videoconferencing as a replacement for physical meetings. On the way out of the pandemic, it will be important to maintain useful practices and to raise awareness of potential rebound effects, for example increased paper use if people return to previous printing practices, or rebound effects associated with increased teleworking, such as the potentially greater environmental impact of the home office. The environmental management programme 2021 reflects these considerations in its action plan and targets.



1 Introduction

The EEA's annual environmental statement report for 2020 conforms to requirements stipulated in the EU Eco-Management and Audit Scheme (EMAS) Regulation^(?). It contains information on the EEA's environmental management system (EMS), its environmental performance in the year 2020, and the updated environmental targets and an action plan for 2021. The EEA has published an annual environmental statement on its [website](#) since 2009.

1.1 EEA's mission and context

The EEA is a body set up by Regulations (EEC) No 1210/90 of 7 May 1990 and (EC) No 401/2009 of the European Parliament and the Council of 23 April 2009 on the European Environment Agency and the European Environment Information and Observation Network (Eionet). Thus, the EEA is a decentralised agency of the EU and mandated with the task of providing sound, independent information on the environment. It is a major information source for those involved in developing, adopting, implementing and evaluating environmental policy and for the general public.

The Agency is located centrally in Copenhagen and currently rents two buildings, Kongens Nytorv 6 (KN6) and three floors of Kongens Nytorv 8 (KN8), which form one site. The premises date back to the 19th century and are labelled a 'D' category

building by the Danish Energy Agency. The number of staff is approximately 220, including in-house consultants.

The city of Copenhagen follows a climate plan and is committed to becoming carbon neutral by 2025. This will also improve the environmental performance of the EEA, which purchases the city's energy mix for electricity and heating and complies with the local regulatory framework of the city of Copenhagen (see also Box 1).

Although the EEA is located in Denmark, its activities focus on supporting its stakeholders at European and international levels, as well as the general public. This leads to a high volume of business travel and meetings across Europe and the organisation of meetings and conferences at the EEA's premises with participants from all over Europe. Because of the COVID-19 pandemic, the EEA temporarily stopped almost all business travel and physical meetings at the EEA's premises as of March 2020.

As an information and knowledge provider, the EEA develops various products, including environmental reports and assessments, data and maps, briefings, press materials and social media campaigns, to communicate with its stakeholders. With a communication strategy in place that favours a reduction in paper consumption, more and more of these product types are designed and published online, while some reports are printed and disseminated on demand.

^(?) Commission Regulation (EC) No 1221/2009 amending Annex IV of the EMAS IV Commission regulation (EU) 2017/1505.

Box 1 CPH 2025 climate plan

Copenhagen's aim is to become the first carbon-neutral capital city in the world by 2025.

The underlying pillars of the 2025 climate plan and their respective targets are critical for reaching carbon neutrality:

Energy consumption

- 20 % reduction in heat consumption;
- 20 % reduction of electricity consumption in commercial and service companies;
- 10 % reduction of electricity consumption in households; and
- installation of solar panels corresponding to 1 % of electricity consumption by 2025.

Energy production

- district heating in Copenhagen is carbon neutral;
- electricity production is based on wind and sustainable biomass and exceeds total electricity consumption in Copenhagen;
- plastic waste from households and businesses is separated; and
- organic waste is converted to biogas.

Mobility

- 75 % of all trips in Copenhagen are on foot or by bike or public transport;
- 50 % of all trips to work or school in Copenhagen are by bike;
- 20 % more passengers use public transport than in 2009;
- public transport is carbon neutral;
- 20-30 % of all light vehicles run on new fuels; and
- 30-40 % of all heavy vehicles run on new fuels.

City administration initiatives

- reduce energy consumption in municipal buildings by 40 %;
- municipal new buildings up to 2015 meet the requirements of the 2015 classification and up to 2020 meet the requirements of the 2020 classification;
- the city of Copenhagen's vehicles run on electricity, hydrogen or biofuels;
- the energy consumption of street lighting in Copenhagen is halved; and
- a total of 60 000 m² of solar panels is installed on existing and new municipal buildings.

2

Environmental management system

The EEA's environmental management system (EMS) is an integral part of its management plan and is designed to make its environmental responsibilities clear to employees. Staff members are encouraged to actively engage in projects that will lead to positive environmental impacts. New employees receive an introduction to the EEA's EMS and several complementary activities exist to further inform staff about how to improve the EEA's own environmental performance.

The EEA's EMS is set up in accordance with the requirements of the EU Eco-Management and Audit Scheme (EMAS) Regulation ([EMAS IV](#))^(?) and the EN ISO 14001:2015 standard. It was registered under the EMAS in 2005. The EMS is part of the EEA's quality management system. The management and procedures of the EMS are documented in the *EEA environmental management handbook*, which is accessible on the EEA's intranet.

2.1 Environmental policy

The EEA's environmental policy describes the Agency's strategic direction in terms of its environmental performance. It provides a framework for environmental targets and actions and is adopted by the Executive Director. The EEA adopted its first environmental policy in 2004.

Under the European Green Deal, Europe's ambition to become the first climate-neutral continent will need to be carried out by all sectors of the economy, as well as by EU bodies and institutions. The European Commission has announced its goal to become climate neutral as an institution by 2030. It calls on all the other institutions, bodies and agencies of the EU to work with it and come forward with similar ambitious measures. Consequently, the Executive Director decided in November 2020 to raise the EEA's climate ambitions, with the aim of it becoming a climate-neutral organisation and supporting other European agencies on the path to sustainability (see Box 2).

2.2 Legal requirements related to the environment

The EEA's legal framework is based on EU law and, in the absence of relevant EU law provisions, on Danish law. Concerning the direct environmental impacts of the Agency's operations, the relevant regulations for compliance purposes are mainly those related to water, energy and waste management. Concerning indirect impacts, the relevant regulations are mainly those related to environmental information management and public procurement. The relevant regulations, and the status of the EEA's compliance with them, are reviewed annually by the EEA's legal adviser.

2.3 Environmental targets and the management programme

For each significant environmental impact (electricity consumption, paper consumption, etc.), the environmental management programme details the source of impact, an action plan and annual targets, also referred to as performance indicators. The environmental targets are monitored and annually updated by the EMAS environmental coordinator, supported by the EMAS team. The Executive Director adopts the management programme as part of the annual EMAS management review. The adopted programme is then published as part of the annual environmental statement report (see Chapter 5).

Improving the environmental performance of the EEA has wide-reaching co-benefits for our shared environment and the planet and contributes to the 2030 agenda for sustainable development (see Table 1).

(?) Commission Regulation (EU) 2017/1505 amending Annexes I, II, III to Regulation (EU) 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).

Box 2 The EEA's environmental policy

The European Environment Agency (EEA) is an agency of the European Union mandated to help achieve significant and measurable improvement in Europe's environment and to support sustainable development. We aim to provide trusted and actionable knowledge for informed decision-making on environment and climate priorities and solutions, in line with Europe's policy ambitions.

In that role we recognise that we have a special responsibility when it comes to managing our own environmental performance. Like all organisations we consume natural resources and impact the environment through our daily operations. In order to minimise these impacts and continually improve our performance, we have in place an environmental management system, which complies with the Eco-Management and Audit Scheme (EMAS).

Our goal is to become climate neutral and resource efficient. In that context we are committed to:

- continuously improving our energy and material efficiency;
- maintaining staff awareness and understanding of work-related environmental issues;
- encouraging the sharing and implementation of ideas for environmental improvement;
- making use of the Agency's own data, experience and accumulated knowledge in managing environmental performance;
- influencing and inspiring other EU bodies and institutions in their environmental endeavours; and
- complying with all environmentally relevant legislation and regulations of our host country.

This environment policy covers the Agency's operations and staff, also when on missions. The policy also applies to all other persons working at the Agency's premises.

May 2021

Table 1 EMAS targets supporting the Sustainable Development Goals

 EMAS objectives	2 ZERO HUNGER 	3 GOOD HEALTH AND WELL-BEING 	6 CLEAN WATER AND SANITATION 	7 AFFORDABLE AND CLEAN ENERGY 	11 SUSTAINABLE CITIES AND COMMUNITIES 	12 RESPONSIBLE CONSUMPTION AND PRODUCTION 	13 CLIMATE ACTION 	14 LIFE BELOW WATER 	15 LIFE ON LAND 
To reduce electricity consumption									
To reduce water consumption									
To promote responsible use of paper									
To promote green public procurement									
To promote sustainable food and to combat food waste									
To reduce carbon emissions									
To reduce waste and to improve waste sorting									

2.4 Environmental impacts of EEA activities

The EEA's activities have both direct and indirect impacts on the environment. In its comprehensive environmental review in 2017, the EEA identified the following significant aspects, which are reviewed at least once a year during the environmental management review.

Direct environmental impacts

Direct environmental aspects are defined as activities, products and services that affect the environment and over which the organisation has direct management control:

- energy use for heating and electricity consumption (e.g. lighting, canteen operations, all electrical equipment, IT servers and cooling of the server room) in both buildings KN6 and KN8;
- water consumption and waste water disposal (canteen, cleaning, WCs/showers);
- paper consumption — in-house for printing and external for the printing of EEA publications and exhibition materials;
- waste generation and its separation (electronic, plastic, glass, organic, household, cardboard, cooking oil, office supplies, furniture and equipment);

- procurement of goods and services (paper, ICT equipment, furniture and stationery supplies, building equipment and maintenance).

The EEA does not report on land use with regard to biodiversity, as the premises have no urban green space, nor an accessible roof top that could be considered for significant improvement of its biodiversity.

Indirect environmental aspects

Indirect environmental aspects are those activities, products and services that can, to some degree, be influenced by the EEA but not controlled.

These include:

- emissions of greenhouse gases and air pollutants to air from staff and meeting participants' travel and the EEA's missions and meetings policy, as well as from accommodating EEA employees and meeting participants in hotels;
- waste recycling (electronic, glass, organic, household, cardboard, cooking oil, plastics, furniture and equipment);
- raising environmental awareness (internal and external communication).



3

Environmental performance 2020

The EEA routinely monitors the following environmental impacts to measure its environmental performance against performance indicators and quantified annual environmental targets (see Chapter 4):

- electricity consumption and energy consumption for heating;
- paper consumption;
- water consumption;
- waste generation;
- greenhouse gas emissions.

The performance of each environmental impact is assessed against the rolling average of the previous 5 years' performance. The performance indicators are — as a minimum — zero-growth targets compared with the rolling 5-year average. In some areas a level of ambition beyond zero growth has been agreed, for example for paper consumption and waste generation. The targets are reviewed in the annual management review.

The environmental performance is commonly measured in relation to the number of staff members working at the EEA and/or the office space (area).

The number of staff members is expressed as full-time equivalent (FTE) staff and is based on the same methodology as for the EEA's other administrative reporting (Table 2). The number of FTE staff is correctly adjusted for staff working on part-time contracts. Consultants are excluded, while extended leave and absences are counted as FTE staff. The change in working hours from 37.5 hours to 40 hours, which took place in 2014, was considered in the methodology.

The calculation of the environmental impacts per square metre is adjusted according to the changing floor space rented by the EEA. Since 2005, some EEA staff members have been working in buildings other than the main building at KN6. Since 2010, the EEA has been renting an adjacent building (KN8). Initially two floors were rented, and since 2011 three floors have been rented. The size of the two buildings is approximately 10 000 m² in total (7 200 m² in KN6 and 2 800 m² in KN8).

Table 2 Number of full-time equivalent staff

	2015	2016	2017	2018	2019	2020
Full-time equivalent staff (FTE)	196	196	201	211	212	216

Source: Administrative services.

3.1 Impact of COVID-19 on the EEA's environmental performance

The environmental performance in 2020 is heavily influenced by the COVID-19 pandemic — it may in this context be considered a statistical outlier year. The reduced occupancy of the EEA's buildings as a result of lockdowns and social distancing rules in line with the recommendations/requirements of the Danish national authorities in 2020, as well as limitations on travel throughout the year, resulted in considerably lower environmental impacts. Only the EEA's waste generation was not on track to achieve its target as a result of increased building and electronic waste from the renovation of KN6.

This year's assessment of progress towards the EEA's environmental targets not only looks at the statistical outlier year 2020 but also gives an indication of the direction of the past trend of the EEA's environmental performance. Table 3 shows the results of an assessment of progress towards the annual targets since 2017. The heatmap illustrates over- or

underachievement (green or orange) and the direction of change. The EEA has been meeting the majority of its environmental targets across the environmental impacts each year since 2017, for example for electricity consumption (central computing and server cooling) and paper consumption (in-house paper consumption and external printing of publications). The performance in waste generation includes waste from the renovation of the KN6 building that started in 2019 and is ongoing. The trends in the performance of individual environmental impacts are discussed in the following chapters.

The EEA assessed the Eco-Management and Audit Scheme (EMAS) sectoral reference document for public administration ⁽⁴⁾ for each of its core indicators against the best environmental management practices and concluded that relevant EEA practices are aligned with best practice. The past trend from 2017 to 2019 shows the progress achieved over time before the impact of COVID-19 (Table 4).

Table 3 Environmental performance compared with environmental targets (%)

Environmental impact	2017 ^(a)	2018 ^(a)	2019	2020
Electricity consumption (central computing)	-16.2	-25.8	-20.7	-16
Electricity consumption (server cooling)	-27.0	-42.6	-43.5	-75
Electricity consumption (staff related)	2.2	-3.5	-7.7	-31
Paper consumption (printing documents and emails)	-26.0	-10.7	-10.2	-69.4
Paper consumption (printing publications externally)	-79.5	-80.0	-48	-85
Waste generation	-5.5	3.6	53.9	6.2
Greenhouse gas emissions (staff business travel and visitors)	32.3	6.0	-6.3	-89.3

Notes: The heatmap illustrates over- or underachievement (green or orange). The performance indicator for heating and water consumption foresees reporting of the results, but does not specify a quantified target.

^(a) A zero-growth target compared with the average for the previous 5 years was assumed to align the methodology over the period under comparison.

Sources: EMAS dashboard, Communication, Administrative services.

⁽⁴⁾ Commission Decision (EU) 2019/61.

Table 4 Environmental performance compared with the benchmark of excellence for the public administration sector

Environmental impact	2017	2018	2019	2020	Benchmark of excellence
Total energy use: total electricity and heating (kWh/m ²) ^(a)	-	177	166	146	For existing buildings undergoing renovation, total primary energy use lower than 100 kWh/m ² /year
Paper consumption (printing documents and emails) (A4 sheets/FTE/working day) ^(b)	21.4	23.3	19.9	6.3	Office paper consumption is lower than 15 A4 sheets/FTE/working day
Waste generation (kg/FTE)	142	148	208	147	Total waste generation in office buildings is lower than 200 kg/FTE/year

Notes: The heatmap illustrates over- or underachievement (green or orange).

^(a) 210 working days per year were assumed for the calculation.

^(b) Data available only for the KN6 building.

Sources: EMAS dashboard, Communication, Administrative services, Commission Decision (EU) 2019/61.

3.1.1 Outlook

In the annual assessment of progress towards the environmental performance indicators under EMAS, the year 2020 could be treated as a statistical outlier and consequently be excluded from the 5-year rolling average used as a reference to measure the annual environmental improvement. Keeping the outlier year in the rolling 5-year average, however, would lead to a moderate increase in the level of ambition throughout all environmental performance indicators from 2021 onwards. The EEA will therefore include 2020 in the rolling 5-year average.

The COVID-19 pandemic was a catalyst for developments that otherwise might have taken several years to happen. The paperless office, for example, now seems within reach, along with the widespread use of videoconferencing as a replacement for some physical meetings. Furthermore, an increased capacity in the digital literacy of all staff was achieved in arguably record time. The reduction in the EEA's environmental impact in 2020 opened a window of opportunity to rethink operational practices and move towards becoming a more sustainable and resilient agency.

On our way out of the pandemic, it will be important to actively reflect, raise awareness and promote useful practices and habits adopted during the circumstances of the pandemic. Some actions are already included in the action plan of the environmental management plan 2021 (see Chapter 5), for example promoting the presumably reduced printing and

staff travel habits and the increased use of videoconferencing and blended meetings to reduce visitors' travel. While it is important to maintain useful behaviour, it is equally crucial to raise awareness of potential rebound effects, for example increased paper use on return to the office if people return to their previous printing practices.

In addition, there may be rebound effects associated with increased teleworking, namely the environmental impact of the home office, which is clearly outside the EEA's direct control but can be influenced by awareness-raising campaigns to help staff minimise potential adverse effects.

3.2 Electricity consumption



The EEA is part of the Copenhagen municipality, which is committed under its CPH climate plan 2025 to be CO₂ neutral by 2025. The municipality has achieved a reduction in CO₂ emissions of more than 40 % since 2005, partly as a result of the transition to energy production from biomass and wind. The current energy provider, Ørsted, delivers 100 % of the municipality's power from renewables, mainly wind energy (see Box 3).

Box 3 Energy certificates

The [Association of Issuing Bodies \(AIB\)](#) is responsible for the development, use and promotion of the European Energy Certificate System (EECS). The market for Renewable Energy Certificate System (RECS) was administered by AIB in accordance with the EECS, but it has now been replaced by the obligatory guarantees of origin required by various EU directives. The principles and rules of operation of the EECS defines a certificate as an electronic document that identifies the source and method of production of a unit of energy and relates to a specific purpose — such as energy source disclosure or compliance with an obligation. The EECS serves to harmonise energy certificates, thus ensuring that AIB member organisations' registries are compatible with one another.

Ørsted's transition to green power is happening within the framework of the European Guarantees of Origin scheme. The company buys 'green-certificates' for all of its residential customers in Denmark. A green certificate is a guarantee of origin that proves that a given share of power is generated from renewable sources such as wind, solar or biomass. In Ørsted's 2020 sustainability report, it is stated that the company covers 100 % of its own power consumption with green certificates, mainly from its offshore wind farms.

3.2.1 Performance on electricity consumption

The consumption of electricity is divided into the electricity used for central computing (i.e. servers) and for data storage (including the electricity used to cool the server room) and staff-related use of electricity in offices and meeting rooms (Figure 1). The main server room is located in KN6 on the third floor.

The trend since 2012 shows a continuous reduction in total electricity consumption as a result of the installation of more energy-efficient computing, multifunctional devices and new light sensors in corridors with energy-efficient LED lights, as well as higher levels of environmental awareness among staff, all of which have led to positive results (Figure 2 and Table 5).



Figure 1 Trend in the shares of electricity consumed by server room and server cooling and staff-related electricity use

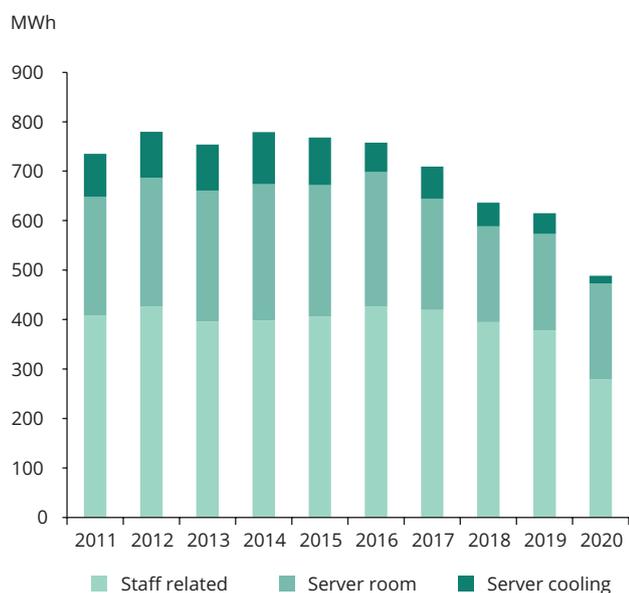


Figure 2 Trend in total electricity consumption

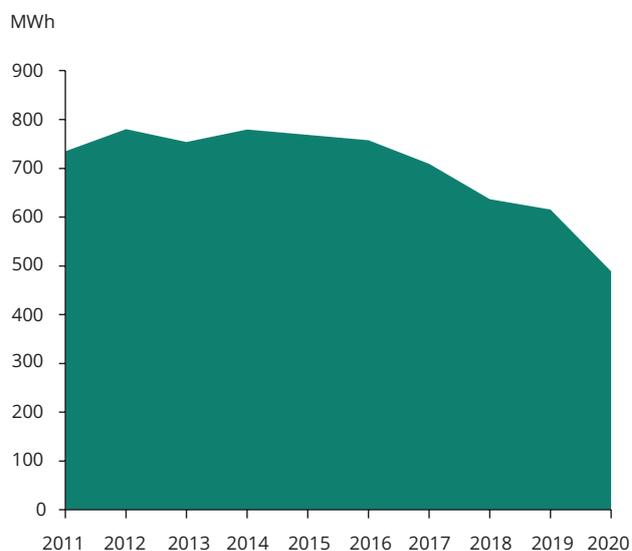


Table 5 Consumption of total electricity and electricity per FTE employee

Consumption	2015	2016	2017	2018	2019	2020	Change 2019-2020 ^(*)
Total electricity consumption (kWh)	768 361	757 839	709 289	636 493	615 346	488 592	-20.6 %
Total electricity consumption per staff member (kWh/FTE)	3 920	3 867	3 529	3 017	2 903	2 262	-22.1 %

Notes: 2015-2019 figures cover both rented buildings KN6 and KN8 (10 000 m²).
 (*) COVID-19-driven reduction.

Sources: EMAS dashboard.

3.2.2 Actions and improvements

The actions related to central computing and server cooling were not implemented on account of the plans to co-locate the EEA's server infrastructure to an external data centre in early 2021 (see Table 6).

Table 6 Evaluation of action plan 2020

Environmental impact	Source of impact	Action plan	Responsible for implementation	Status of implementation
Electricity consumption	Central computing and data storage by servers	Introducing more energy-efficient servers and related technology.	DIS	Not implemented
	Cooling in server room	Installing an amperometric clamp to monitor consumption (no meter since July 2015)	DIS	Not implemented
	'Staff-related' use of electricity in offices and meeting rooms (personal computers, printers, copy machines, lights, etc.)	Consider the IT set-up per working station to have laptop and docking station, no extra personal computer	ADS/DIS	In progress
		Removal of fixed telephones	DIS	In progress
Sustainable resource use	Electricity, paper, heat and water consumption	Complete the installation of light sensors in all public areas	ADS	In progress
		Optimising existing LED system and electrical equipment (e.g. sleep mode) throughout the year aimed at achieving measurable reductions	ADS	In progress

Note: ADS, Administrative services; COM, Communication; DIS, Data and information services.

3.3 Heating



The EEA is provided with district heating from HOFOR, the local heating provider. HOFOR aims to achieve the goal set by the city of Copenhagen to become the world's first carbon-neutral capital by 2025 through:

- investing in converting the Amagerværket power station from fossil fuels to biomass;
- supplying all households in Copenhagen city with more energy-efficient, water-based district heating by 2021;
- reducing energy and water loss from the district heating grid;
- advising individuals and companies on energy savings.

3.3.1 Performance on heating

HOFOR switched from steam to water-based heating in 2017, which led to a change of reporting unit from cubic metres to megawatt hours. The 2017 data therefore only account for the period from September to December. The consumption reflects both heating the building and heating water (Table 7).

3.3.2 Actions and improvements

There were no further investments to improve the energy efficiency of heating included in the action plan 2020 as a result of starting the open plan project on the second floor of KN6.

Table 7 Consumption of heating energy

Consumption unit	2015	2016	2017	2018	2019	2020	Change 2019-2020
m ³	989	1 035	991				
MWh	-	-	204	695	638	607	-4.9 %
MWh/m ²	-	-	-	96.6	88.6	84.3	-4.5 %

Note: For all years, the figures cover KN6 (7 200 m²) only. Heating per FTE employee was not calculated, as an increasing number of staff have been relocated to KN8. No heating consumption data for KN8 are currently available, as they are included in the rent as an *aconto*.

Source: EMAS dashboard.

3.4 Water consumption

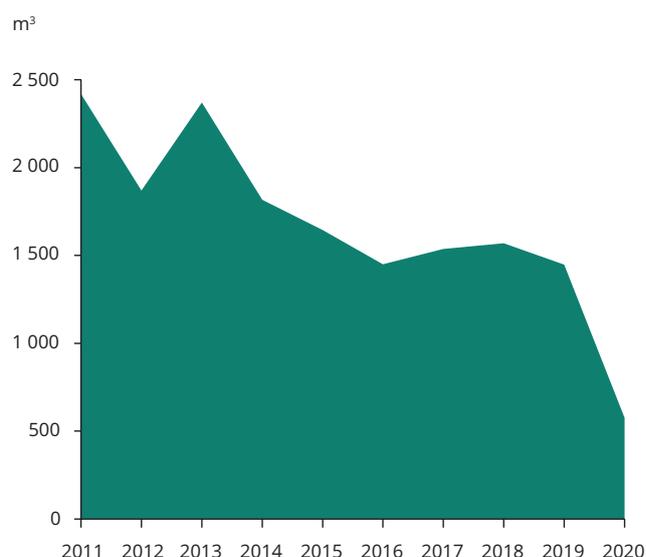


3.4.1 Performance on water consumption

The EEA's consumption of water has decreased since 2013. This has been achieved through a combination of measures, including the replacement of leaking toilets, a general lower consumption by staff and optimising canteen operations (Figure 3 and Table 8).

3.4.2 Actions and improvements

No actions were included in the environmental management plan 2020.

Figure 3 Trend in water consumption**Table 8** Water consumption

Consumption unit	2015	2016	2017	2018	2019	2020	Change 2019-2020 (*)
m ³	1 609	1 450	1 537	1 570	1 447	576	-60.2 %

Notes: For all years, the figures cover KN6 (7 200 m²) only. Water consumption per FTE employee was not calculated, as an increasing number of staff have been relocated to KN8. No water consumption data for KN8 are currently available, as they are included in the rent as an *aconto*. (*) COVID-19 driven reduction.

Source: EMAS dashboard.

3.5 Paper consumption



3.5.1 Performance on paper consumption

Following the installation of new and fewer multifunctional devices (MFDs) in 2017 and the implementation of the 'follow-me' or uniflow printing system, a steady drop in physical printouts and a stable reduction in in-house paper use have been achieved, both in absolute figures and per FTE staff member (Figure 4 and Table 9). Under this system, print jobs are triggered by swiping an access card through a reader on the closest MFD. This system avoids double printing and results in reduced printing demand. The fleet number was reduced from 36 machines to 15 MFDs. These are more energy efficient, boast low air and noise pollution levels and are both TEC3 and Blue Angel certified ⁽⁵⁾.

Figure 4 Paper consumption: in-house printing

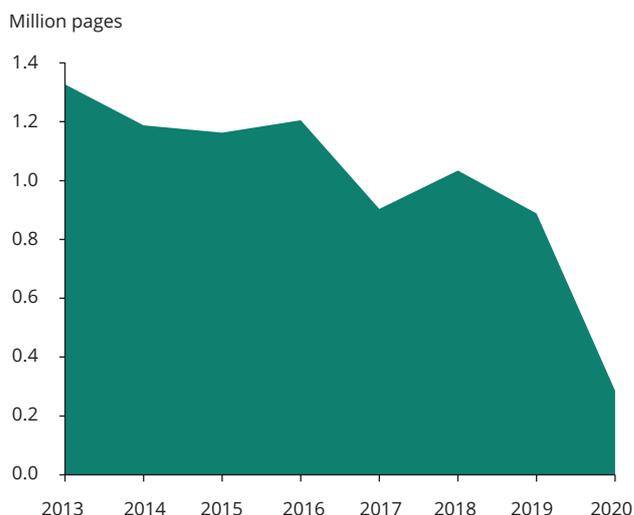


Table 9 Paper consumption: in-house printing and printed reports

Consumption	2015	2016	2017	2018	2019	2020	Change 2019-2020
Number of sheets printed in house	1 163 454	1 205 155	903 703	1 034 132	887 942	286 316	-67.8 %
Number of in-house sheets printed per FTE	5 936	6 148	4 496	4 901	4 188	1 326	-68.4 %
Number of pages in printed reports ^(a)	15 493 000 ^(b)	5 632 464	2 003 436	1 960 000	2 960 500 ^(a)	779 000	-73.7 %

Notes: ^(a) The number of pages in printed reports were counted as pdf pages from 2019 onwards. Before, the pages were counted as MS Word file format.
^(b) *The European environment — State and outlook 2015* alone was responsible for more than 11 million printed pages.

Source: EMAS dashboard and Communication.

⁽⁵⁾ TEC is the typical energy consumption standard, 1.3 kWh/week.

The reduction in the number of externally printed pages in 2020 was mainly due to smaller print runs and decisions to stop printing reports such as the annual Transport and Environment Reporting Mechanism (TERM) report (Figure 5). In addition, the EEA's flagship *Signals* report, previously printed in 13 languages, was printed only in English in 2020. The difference between 2019 and 2020 was the result of more pages printed in 2019 because of the 5-yearly *The European environment — State and outlook* report (SOER) and the EEA's 25th anniversary publication.

3.5.2 Actions and improvements

In 2020, the EEA continued to reduce the number of printed paper publications (Table 10); however, there is still demand for printed reports from the EEA's stakeholders.

Figure 5 Trend in number of printed publication pages

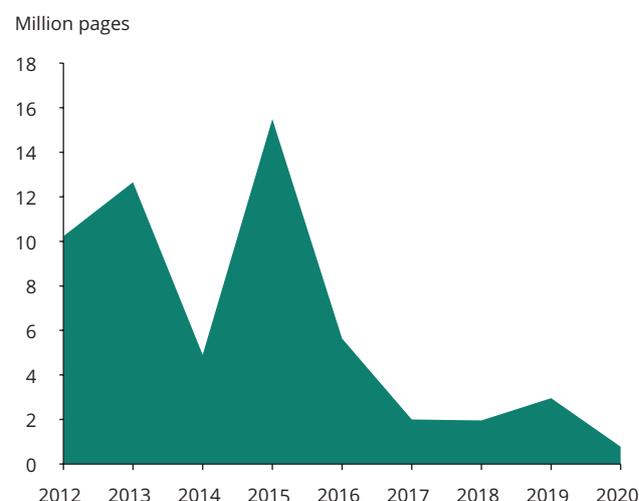


Table 10 Evaluation of action plan 2020

Environmental impact	Source of impact	Action plan	Responsible for implementation	Status of implementation
Paper consumption	Printing documents and emails	Raising awareness to move more towards paperless office, e.g. further digitalisation of administrative workflows	EMAS team/HoGs	Implemented ^(*)
	Printing publications externally	Continue to reduce the number of paper publications through close management of the publication plan, targeted dissemination and more print-on-demand and web publishing	COM	Implemented

Notes: (*) COVID-19 driven implementation. COM, Communication; HoGs, heads of group.

3.6 Waste generation



3.6.1 Performance on waste generation

The EEA's waste sorting improvement project was carried out between 2018 and 2019. Since then, waste has been sorted into household, organic, household, plastic, glass, paper, electronic and metal waste. The aim of the project was to increase the recycling of the EEA's waste at communal level.

The large amount of total waste in 2019, in particular paper and household waste, was driven by the removal of 90 offices as part of the EEA's reorganisation and the start of the refurbishment of the second floor in the KN6 building, involving the thorough sorting of 17 offices, including archives. In 2020, amounts of household waste remained high because of the continued renovation

Figure 6 Trend in total waste generation

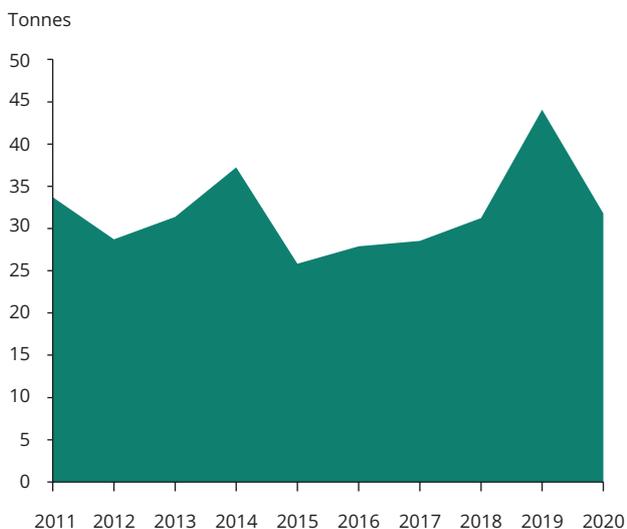


Figure 7 Trend in waste generation per waste fraction

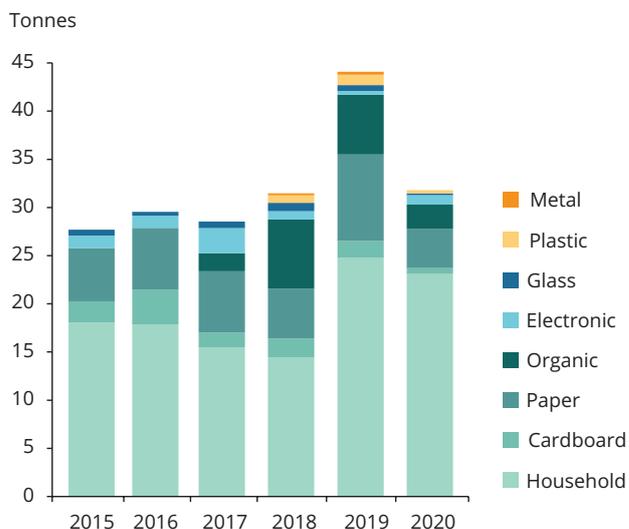


Table 11 Waste generation per waste fraction (kg)

Fraction	2015	2016	2017	2018	2019	2020	Change 2019-2020
Household	18 050	17 865	15 475	14 445	24 755	23 098	-6.7 %
Cardboard	2 215	3 620	1 535	1 958	1 761	610	-65.4 %
Paper	5 538	6 390	6 370	5 162	9 000	4 070	-54.8 %
Organic	-	-	1 870 ^(a)	7 197	6 178	2 510	-59.4 %
Electronic	1 290	1 273	2 620	860	410	984	140 %
Glass	600	400	680	856	600	200	-66.7 %
Plastic	-	-	-	778 ^(b)	1 081	332	-69.3 %
Metal	-	-	-	216 ^(c)	300	0	-
Total	27 693	29 548	28 550	31 256	44 085	31 804	-27.9 %

Notes: ^(a) The weighing of organic waste was re-established in September 2017 because there was a new contractor.
^(b) The weighing of plastic waste was added to the reporting. Data are for the full year.
^(c) Newly added fraction for reporting. Not included in total as not a full year.

Source: EMAS dashboard.

(Figures 6 and 7 and Table 11). Electronic waste was the fraction with the largest increase compared with 2019. The sharp increase was caused by the implementation of new IT workstations without desk phones and personal computers and the replacement of older laptops by newer models in the course of the increased levels of teleworking during the COVID-19 lockdowns.

3.6.2 Actions and improvements

The training and information programme was not carried out in 2020 because of limitations caused by the COVID-19 pandemic (see Table 12).

Table 12 Evaluation of action plan 2020

Environmental impact	Source of impact	Action plan	Responsible for implementation	Status of implementation
Waste production	Waste sorting and reduction	Follow-up on waste sorting project to ensure proper information and training for cleaning staff	EMAS team/ADS	Not implemented (COVID-19 limitation)
		Elimination of unnecessary waste, e.g. the use of plastic bags in office bins	ADS	Implemented

Note: ADS, Administrative services.

3.7 Carbon dioxide emissions related to travel

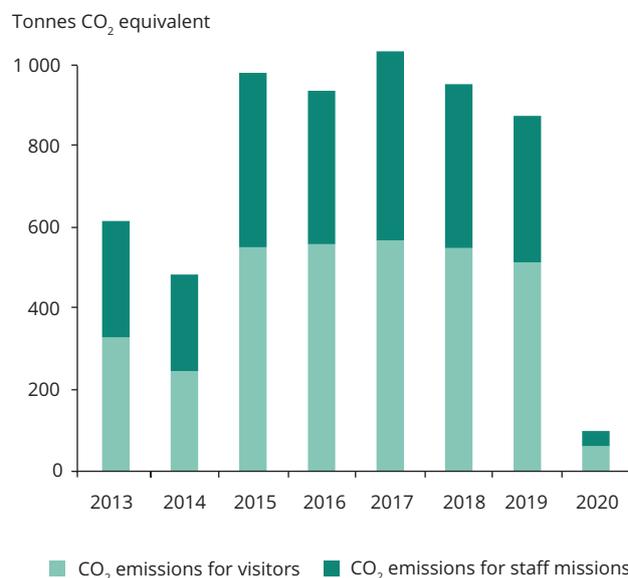


Emissions related to staff business travel and visitors' travel have been reported since 2006. In the same year, a carbon-offsetting scheme was introduced. The carbon-offsetting scheme is managed by the EEA's travel agent, Business Travel Specialist, and the offsets are used to support Gold Standard-certified energy efficiency projects in Africa ⁽⁶⁾. Every quarter, diplomas are issued to confirm the offsetting of emissions (see 2020 offset charge in Table 13). As a reference, a return flight from Copenhagen to Brussels emits 257 kg CO₂e (carbon dioxide equivalent). A return train journey between Copenhagen and Stockholm emits only 17 kg CO₂e. The EEA encourages staff to use train travel where convenient connections are available, such as for Stockholm (see Figure 8).

In 2020, the Executive Director decided to raise the EEA's climate ambitions, with the aim of it becoming a climate-neutral organisation and supporting other European agencies on the path to sustainability. A study will be carried out by consultants in 2021 to develop specific pathways and action plans to achieve climate neutrality.

3.7.1 Performance on CO₂ emissions

Figure 8 CO₂ emissions (t CO₂e) for staff missions and visitor travels



⁽⁶⁾ <http://www.co2balance.com>

Table 13 CO₂ emissions from travel and meetings (t CO₂e)

	2015	2016	2017	2018	2019	2020	Change 2019-2020 ^(*)	2020 Offset charge
Number of km travelled for missions and meetings	5 142 336	4 910 521	5 477 770	5 022 534	4 598 473	535 884	-88 %	
Emissions from meeting participants	552	560	569	550	515	62	-88 %	
Emissions from EEA missions	430	378	466	404	361	37	-90 %	
Total emissions for staff and meeting participants	982	938	1 035	954	876	99	-89 %	EUR 1 491.7

Note: ^(*) COVID-19 driven reduction.

Source: EEA travel service, Administrative services.

3.7.2 Actions and improvements

Table 14 Evaluation of action plan 2020

Environmental impact	Source of impact	Action plan	Responsible for implementation	Status of implementation
Greenhouse gas emissions	Business travel (staff and meeting participants)	Introduce selection criteria (t CO ₂ e emissions of flight) in the booking phase of missions to allow a conscious choice to be made	ADS	Implemented
		Continuation of virtual meetings over missions	HoGs/all staff	Implemented ^(*)
		Create a list of destinations accessible by train	EMAS team/ADS	Implemented
	External participants coming to EEA-organised meetings	Use videoconferencing if applicable	HoGs/all staff	Implemented ^(*)

Note: ^(*) COVID-19 driven implementation. ADS, Administrative services; HoGs, heads of group.

3.8 Green procurement

The EEA also regularly evaluates its activities to optimise and improve outputs, while limiting the use of resources and minimising negative impacts on the environment. One way to achieve this is through our procurement process, which follows the green public procurement guidelines: an

'environmental impact statement' is written in the initial proposal for procurement, and specific, robust environmental criteria and 'environmental considerations' appear in the tender specifications. Tenderers have to comply with these criteria and considerations to be eligible for a contract. It is standard EEA practice to build environmental considerations into procurement (see Table 15).

3.8.1 Actions and improvements

Table 15 Evaluation of action plan 2020

Environmental impact	Source of impact	Action plan	Responsible for implementation	Status of implementation
Various negative environmental impacts of the EEA	All procurement	Calls for tender must include environmental criteria according to the type of goods purchased. All purchases are carried out against best-available environmental criteria	ADS/all staff	Implemented

Note: ADS, Administrative services.

3.9 Raising environmental awareness

3.9.1 Delivering environmental data and knowledge

The EEA's key goals are to be the prime source of environmental data and knowledge at the European level and to play a leading role in supporting the long-term transition to a sustainable society. The EEA helps to achieve significant and measurable improvement in Europe's environment through the provision of timely, targeted, relevant and reliable information to policymaking agents and the public.

The key outputs of the EEA are reports/assessments, briefings, core set indicators, core data flows and Eionet meetings covering a wide range of environmental aspects, such as biodiversity, water, climate, energy, transport, air pollution, health and sustainable resource use. The EEA's consolidated annual activity report (CAAR) outlines the EEA's work and achievements during the previous year^(?) and evaluates the outputs against the objectives.

In 2020, the EEA released the *EEA-Eionet strategy 2021-2030*, outlining five strategic objectives for the coming decade. The EEA will continue to support policy implementation and sustainability transitions and will provide timely input to solutions for sustainability challenges. It will provide the

knowledge needed, build stronger networks and partnerships and make full use of the potential of data, technology and digitalisation, while ensuring that it continues to develop its own expertise and capacity across the network.

3.9.2 External communication on EMAS

In its environmental policy, the EEA commits to making use of its own experience and accumulated knowledge in managing environmental performance to influence and inspire other EU bodies and institutions. The Agency is part of the [EU Agencies Network \(EUAN\)](#) and the Greening Network of EU Agencies, which aim to share best practices in the implementation of environmental management systems under EMAS and improvement activities (see Box 4).

In 2021, the EEA is chairing the EUAN and putting an emphasis on a green agenda in alignment with the priorities of the current Commission. One of the priorities during the EEA's coordination of the EUAN is to promote a greener, more digital and resilient administration of excellence under which two avenues of action will be pursued: (1) increasing use of digital means for meetings; and (2) promoting sustainable transition and climate neutrality in EU agencies.

^(?) The CAAR 2020 is not yet published, the [CAAR 2019](#) is available on the EEA website.

Box 4 The Greening Network of EU Agencies

This inter-agency network was set up by the EEA in 2006 and was formally recognised by the heads of administration of EU agencies in May 2016. With more than 25 members from EU agencies, the network addresses common environmental topics, with particular focus on implementation and registration under the Eco-Management and Audit Scheme Regulation. The Greening Network is also involved in EU environmental governance through representation in the informal Inter-institutional Group on Environmental Management.

3.9.3 Internal communication on EMAS

Internally, EMAS is part of the EEA's induction programme, during which all new employees get to know the EMAS quality standard and how the EEA applies it on its own premises. In

addition, as part of regular biannual internal audits, members of staff are interviewed at random about the aspects of their work that relate to EMAS. The results of the internal audits and the key messages from the annual environmental statement report are presented to staff as part of the programme meetings.

To encourage more sustainable consumption and efficient resource use by employees in the workplace, as well as at home, the EMAS team provides regular information, including green tips in the weekly video loop in the canteen. During the first COVID-19 lockdown in March 2020, the EMAS Teams site '[EMAS — our environmental commitment](#)' was established to provide an alternative platform for engaging with staff on EMAS-related topics and sharing ideas, links and green tips.

The annual EEA swap party, which encourages the exchange of private items such as books or clothes with colleagues, was replaced by a Teams channel '[Free your stuff](#)' to adjust to the circumstances under the COVID-19 pandemic.



3.9.4 Actions and improvements

Table 16 Evaluation of action plan 2020

Environmental impact	Source of impact	Action plan	Responsible for implementation	Status of implementation
Various positive environmental impacts of the EEA — awareness raising	Green communication/ awareness-raising activities	Continue developing and implementing an integrated approach to awareness raising	EMAS team/COM	Implemented

Note: COM, Communication.

3.10 Other

This section includes other environmental impacts that are not monitored in quantitative terms. These include environmental, economic and social impacts and the internal environment (Table 17).

Table 17 Evaluation of action plan 2020

Environmental impact	Source of impact	Action plan	Responsible for implementation	Status of implementation
Environmental, economic and social impacts	All EEA activities	Using synergies between EMAS and staff health and well-being aspects (e.g. reducing meat consumption, exercise)	EMAS team/ well-being coordinator	Not implemented (COVID-19 limitation)
Internal environment	Environment in buildings	Involve the EMAS and staff well-being coordinator in the office space optimisation projects if they are rolled out to other floors	ADS	Partly implemented

Note: ADS, Administrative services.

Source: EEA.



4

Progress towards environmental performance indicators 2020

Table 18 Assessment of progress against environmental performance indicators 2020

Environmental impact	Source of impact	Action plan	Performance indicator 2020	Target 2020	Performance 2020	Performance compared with 2020 target (%)
1. Electricity consumption	Central computing and data storage by servers	Introducing more energy-efficient servers and related technology	Zero growth of electricity consumption in kWh (based on the 5-year rolling average for 2015-2019)	229 980 kWh	194 269 kWh	-15.5
	Cooling in server room	Installing an amperometric clamp to monitor consumption (no meter since July 2015)	Zero growth of electricity consumption in kWh (based on the 5-year rolling average for 2015-2019)	62 292 kWh	15 302 kWh	-75.4
	'Staff-related' use of electricity in offices and meeting rooms (personal computers, printers, copy machines, lights, etc.)	Consider the IT set-up per working station to have laptop and docking station, no extra personal computer Removal of fixed telephones	Zero growth of electricity consumption in kWh (based on the 5-year rolling average for 2015-2019)	405 193 kWh	279 021 kWh	-31.1
2. Paper consumption	Printing documents and emails	Raising awareness to move towards paperless office, e.g. further digitalisation of administrative workflows	10 % reduction in A4 sheets printed (based on the rolling 5-year average for 2015-2019)	934 989 A4 sheets	286 316 A4 sheets	-69.4
			10 % reduction in A4 sheets printed per FTE (based on the rolling 5-year average for 2015-2019)	4 606 A4 sheets	1 326 A4 sheets	-71.2

Environmental impact	Source of impact	Action plan	Performance indicator 2020	Target 2020	Performance 2020	Performance compared with 2020 target (%)
	Printing publications externally	Continue to reduce the number of paper publications through close management of the publication plan, targeted dissemination and more print-on-demand and web publishing	5 % reduction (based on average for 2015-2019)	5 329 386 A4 sheets	779 000 A4 sheets	-85.4
3. Sustainable resource use	Electricity, paper, heat and water consumption	Complete the installation of light sensors in all public areas	Reporting on results	Not quantified	Work in progress as part of the renovation in KN6	n/a
		Optimising existing LED system and electrical equipment (e.g. sleep mode) throughout the year aimed at achieving measurable reductions	Reporting on results	Not quantified	Work in progress as part of the renovation in KN6	n/a
4. Waste production	Waste sorting and reduction	Follow-up on waste sorting project to ensure proper information and training for cleaning staff	5 % reduction in weight (kg) total waste (based on the rolling 5-year average for 2015-2019)	29 947 kg	31 804 kg	6.2
		Elimination of unnecessary waste such as the use of plastic bags in office bins	5 % reduction in weight (kg) total waste per FTE (based on the rolling 5-year average for 2015-2019)	148 kg/FTE	147 kg/FTE	0.2
5. Greenhouse gas emissions	Business travel (staff)	Introduce selection criteria (t CO ₂ e emissions of flight) in the booking phase of missions to allow a conscious choice	3 % reduction in emissions (t CO ₂ e) for staff travel (based on the 5-year rolling average for 2015-2019)	396 t CO ₂ e	37 t CO ₂ e	-90.6
		Continuation of virtual meetings over missions				
	External participants coming to EEA-organised meetings	Create a list of destinations reachable by train				
	External participants coming to EEA-organised meetings	Use videoconferencing conferencing if applicable	3 % reduction in emissions (t CO ₂ e) for visitors' travel (based on the 5-year rolling average for 2015-2019)	533 t CO ₂ e	62 t CO ₂ e	-88.4

Environmental impact	Source of impact	Action plan	Performance indicator 2020	Target 2020	Performance 2020	Performance compared with 2020 target (%)
6. Various negative environmental impacts of the EEA	All procurement	Calls for tender must include environmental criteria according to the type of goods purchased. All purchases are carried out against best available environmental criteria	Reporting on results	Not quantified	Integrated in tender procedure and management plan system	n/a
7. Various positive environmental impacts of the EEA — awareness raising	Green communication/ awareness-raising activities	Continue developing and implementing an integrated approach to awareness raising	Reporting on results	Not quantified	See section 3.8	n/a
8. Environmental, economic and social impacts	All EEA activities	Using synergies between EMAS and staff health and well-being aspects (e.g. reducing meat consumption, exercise)	Reporting on the results	Not quantified	The circumstances under the COVID-19 pandemic limited the implementation of the action	n/a
9. Internal environment	Environment in buildings	Involve the EMAS and staff well-being coordinator in the office space optimisation projects if they are rolled out to other floors	Reporting on the results	Not quantified	The EMAS coordinator was not part of the EEA working group on the office space optimisation project from June onwards (new EMAS coordinator)	n/a

Note: CO₂e, carbon dioxide equivalent; EMAS, Eco-Management and Audit Scheme; n/a, not applicable.



5

Environmental management programme 2021

Table 19 Environmental management programme for the year 2021

Environmental impact	Source of impact	Action plan	Responsible for implementation	Performance indicator 2021
1. Electricity consumption	Central computing and data storage by servers	Co-locating the EEA's server infrastructure with DigiPlex data centres	DIS	Discontinue
	Cooling in server room	Co-locating the EEA's server infrastructure with DigiPlex data centres	DIS	Discontinue
	'Staff-related' use of electricity in offices and meeting rooms (personal computers, printers, copy machines, lights etc.)	Continue roll out of working stations with laptop and docking station, no extra PC Raise awareness of energy efficiency and renewable energy solutions in home office environment to minimise potential rebound effect of teleworking	ADS/DIS EMAS team/HOGs	Zero growth in electricity consumption per FTE for 2021 (based on the 5-year rolling average for 2016-2020)
2. Paper consumption	Printing documents and emails	Promote paperless office and maintaining reduced printing habits adopted during the COVID-19-induced lockdown	EMAS team/HOGs	Zero growth in A4 sheets printed (based on the rolling 5-year average for 2016-2020)
		Continue digitalisation of administrative workflows (e.g. digital salary slips)	ADS	Zero growth in A4 sheets printed per FTE (based on the rolling 5-year average for 2016-2020)
	Printing publications externally	Reduce the number of printed paper publications through close management of the publication plan, targeted dissemination and more print-on-demand and web publishing	COM	Zero growth in A4 sheets printed (based on the rolling 5-year average for 2016-2020)
3. Sustainable resource use	Electricity (°), paper (°), heating and water consumption	Raise awareness of resource-efficient water and energy consumption in home office environment to minimise potential rebound effect of teleworking	EMAS team/HoGs	Provision of information on sustainable resource use through intranet and EMAS Teams channel (EMAS team). In addition, cascading of information to staff in group meetings (HoGs)
		Promote resource-efficient water and energy consumption in the office to limit rebounding to pre-COVID-19 levels	EMAS team/HoGs	

Environmental impact	Source of impact	Action plan	Responsible for implementation	Performance indicator 2021
4. Waste generation	Waste sorting and reduction	Provide information and training on waste sorting for cleaning staff	EMAS team/ADS	Zero growth in total waste per FTE (based on the rolling 5-year average for 2016-2020) Provision of information on waste sorting and recycling to cleaning staff Active participation in the cross-agency group on the EEA-Eionet digital agenda
		Raise awareness of avoiding, sorting and recycling waste in home office environment to minimise potential rebound effect of teleworking	EMAS team/HoGs	
		Promote 'green IT' in accordance with the EEA-Eionet Digitalisation framework 2030, i.e. greening the EEA ICT infrastructure, applying circular economy principles and procuring green IT	EMAS team/DIS	
5. Greenhouse gas emissions	Business travel of staff	Develop a roadmap and implementing framework to achieve climate neutrality as an organisation (study: Climate-neutral EEA)	EMAS team/HoGs	Zero growth in emissions (t CO ₂ e) from staff travel (based on the 5-year rolling average for 2016-2020) Draft roadmap and implementing framework developed (EMAS team/HoGs) Provision of information on emission reduction options for business travel through intranet and EMAS Teams channel (EMAS team). In addition, cascading of information to staff in group meetings (HoGs)
		Replace staff travel with blended meetings and videoconferencing to a large extent	HoGs/all staff	
		Promote maintaining reduced travel practise to limit rebounding to pre-COVID-19 levels	EMAS team/HoGs	
	External participants coming to EEA-organised meetings	Promote maintaining reduced travel among external participants of EEA-organised meetings to limit rebound to pre-COVID-19 levels of emissions	EMAS team/CAS/HoGs	Zero growth in emissions (tCO ₂ e) from external visitor travel (based on the 5-year rolling average for 2016-2020) Provision of information on emission reduction options for business travel of external participants through intranet and EMAS Teams channel (EMAS team). In addition, cascading of information to staff in group meetings (HoGs)
		Replace meetings on EEA premises by blended meetings and videoconferencing to a large extent	HoGs/all staff	
6. Various negative environmental impacts of the EEA	All procurement	Raise awareness of the appropriate implementation of green procurement	EMAS team/ADS	Provision of information on green procurement for staff (EMAS team with ADS) 100 % of procurement aligned with EU directives 100 % of purchases are carried out against best available environmental criteria
		Calls for tender for relevant services must include environmental criteria according to the type of goods purchased	ADS/all staff	

Environmental impact	Source of impact	Action plan	Responsible for implementation	Performance indicator 2021
7. Various positive environmental impacts of EEA awareness raising	Green internal and external communication/ awareness-raising activities ^(*)	Develop and implement an integrated approach to internal and external communication (communication plan)	EMAS team/COM	Communication plan developed (EMAS team, COM)
		Initiate and contribute to knowledge-exchange activities in the EUAN), the EU Agencies' Greening subnetwork and GIME	EMAS team/ADS	Contribution to EEA's coordination of the EUAN (as requested by ED and ADS). Active participation in the greening network and GIME
8. Environmental economic and social impacts	All EEA activities	Raise awareness of synergies between positive environmental impacts and staff health and well-being aspects (e.g. reduced meat consumption, commuting by cycling)	EMAS team/well-being coordinator	Provision of information on synergies between positive environmental impacts and staff health and well-being aspects through intranet and EMAS Teams channel
		Promote material efficiency and circular economy among staff	EMAS team/social committee	Organisation of the EEA's annual swap party in cooperation with the EEA's social committee and regular promotion of the initiative 'Free your stuff'
9. Internal environment	Environment in buildings, health and safety aspects	Provide information on how to maximise environmental co-benefits in the renovation of the office space in KN6 and the 'new way of working' (e.g. reduced number of printers to encourage paperless office, reuse of electronics and furniture) and on how to avoid potential lock-ins and negative environmental impacts in the renovation of the office space in KN6 and the new way of working (e.g. potential rebound effect of teleworking, huge amounts of electronic and furniture waste)	EMAS team	Active participation in the cross-agency working group on the renovation of the office space in KN6 and the new way of working

Notes: ^(*) See detailed action plan for electricity and paper under environmental impacts 1 and 2.

^(*) See targeted internal awareness-raising activities under environmental impacts 1-6.

ADS, Administrative services; CAS, Coordination and Strategy; COM, Communication; DIS, Data and information services; EUAN, EU Agencies Network; GIME, Group on Environmental Management; HoGs, heads of group.

Abbreviations

ADS	Administrative services
CAS	Coordination and strategy
COM	Communication
DIS	Data and information services
EEA	European Environment Agency
EECS	European Energy Certificate System
Eionet	European Environment Information and Observation Network
EMAS	EU Eco-Management and Audit Scheme
EMS	Environmental management system
EU	European Union
EUAN	EU Agencies Network
FTE	Full-time equivalent
GHG	Greenhouse gas
GIME	Group on Environmental Management
HoGs	Heads of group
ICT	Information and communications technology
IT	Information technology
MFD	Multifunctional device
RECS	Renewable Energy Certificate System
SDGs	Sustainable Development Goals

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European Environment Agency

EMAS Environmental Statement 2020

2021 — 39 pp. — 21 x 29.7 cm

978-92-9480-365-8

doi: 10.2800/2428

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