



## Monitoring, reporting and planning procedure

### EMS-PRO-003

### Version 5

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## 1. PURPOSE

This procedure describes how the European Commission (EC):

- i. Collects data for monitoring environmental performance and reporting,
- ii. Prepares the Environmental Statement,
- iii. Sets and approves objectives and actions to improve its environmental performance.

## 2. SCOPE

The procedure applies to all Commission EMAS sites, and overall corporate communication.

## 3. TERMINOLOGY AND ABBREVIATIONS

**Environmental policy:** the EC's political commitment to reduce the environmental impact of its daily work and to improve its environmental performance. This document sets out the Commission's main environmental management priorities.

**Monitoring:** the act of regularly collecting data corresponding, at least, to the core indicators defined in the EMAS Regulation. An indicator may be expressed with different units, for example per person or per square metre.

**Environmental Statement:** Document prepared annually according to the requirements of Annex IV of the EMAS Regulation which describes the EC's Environmental Management System and environmental performance. It is subject to external verification after which it is available to the public online.

**Annual Action Plan:** Objectives and actions determined at site level for the upcoming year and agreed in the site specific Management review.

**Global Annual Action Plan:** The aggregated annual action plan including all site specific objectives and actions for the Commission and subject to approval annually by the EMAS Steering Committee.

**Overall targets:** Calculated weighted targets produced for the Commission as a whole by aggregating (by weighting) qualitative targets for each EMAS site. The objectives may be annual or long-term<sup>1</sup>.

## 4. PROCESS DESCRIPTION

### 4.1. Collecting data and monitoring environmental performance

EMAS Site Co-ordinators are responsible for ensuring that data for their site is collected and updated at least on an annual basis. HR.D2 determines (and updates when necessary) the format for reporting on an annual basis and the main indicators are as indicated in Annex 1.

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<sup>1</sup> In line with EU environmental policies.

Although data reporting is undertaken annually EMAS sites should have operational procedures in place to ensure that data collected, particularly in relation to resource consumption, is evaluated regularly so as to detect and address abnormal results.

**4.2. Preparing the Environmental Statement (ES) involves the following steps:**

i. HR.D2 prepares a spreadsheet and reporting template as follows for each of the sites to report their results for the previous year. The spreadsheet template comprises for each site:

- A datasheet (designated for each site as BX, LX, etc.) comprising a common format for the first "common" rows so that overall Commission results can be easily aggregated (for each site, corresponding data points will have the same cell reference). Sites should enter any other data in the lines below the common part of the spreadsheet. Each reporting year is presented by a column for data and a column for comments or explanations wherever necessary; and
- A graphics sheet (designated Annex A BX, Annex B LX etc.) containing figure and table templates which read source information from the datasheets and generate graphic and numeric content for reporting. Sites may modify the templates provided and provide additional or alternative graphic inputs but should ensure that the information required by the Regulation is included.

The report template is a word document into which EMAS Site Co-ordinators insert their updated graphics (for simplicity graphic files should be copy-pasted) and provide commentary accordingly.

The reporting exercise is undertaken annually and incorporates data from the previous years. Reporting requirements might evolve if the EMAS Regulation changes or as a result of audit findings. HR.D2 proposes an updated approach at the EMAS Site Co-ordinator network meeting in order to incorporate feedback prior to launching the annual reporting exercise.

- ii. EMAS Site Co-ordinators collect and complete the above templates and submit for internal review and quality control. The reporting, particularly of results, should be part of the site EMAS Management Review.
- iii. The EMAS Site Co-ordinator uploads the completed site annex and supporting data sheet into the CIRCABC folder for their site using the "update" function.
- iv. HR.D2 conducts a review of the site annex for each site and issues comments and questions as required on the submitted documents, again using the "upload" function in CIRCABC.
- v. HR.D2 will issue, normally following consultation with EMAS Site Co-ordinators, a data cut-off date at which time the data from all the sites will be "frozen" and any further updates up to HR.D2 discretion. Datasheets from all

the EMAS sites will then be aggregated to provide Commission level data which will then be incorporated within the ES as the "Corporate" volume.

(Drafting the ES may result in several versions of the site annexes and supporting data being produced. However using CIRCABC to upload successive versions using the "update" function results in version history being retained.

- vi. The ES, comprising the corporate volume and individual site annexes, will be sent in pdf format to the EMAS verification auditors no later than two weeks before the verification audit, and will be the basis of the EMAS verification exercise. The Master Data Spreadsheet may also be provided.
- vii. The ES results are presented to the EMAS Steering Committee.
- viii. EMAS Site Co-ordinators will edit their site annexes (and accompanying data) to respond to the auditors' verification findings or comments. Updated documents should be uploaded on CIRCABC again using the "update" function.
- ix. When HR.D2 determines that the site annexes have been revised according to the verifiers comments (intervening in the editing process when necessary), it will "freeze" and aggregate the documents to modify the Corporate reporting as required.
- x. HR.D2 will send the revised documentation to the EMAS verification auditors (along with a list of edits undertaken since the original documentary submission), who will then, if satisfied, grant final approval of the document.
- xi. HR.D2 will upload the verified version of the ES onto the DG.ENV website and the EMAS pages of MyIntracomm, and arrange for translations<sup>2</sup>. Professional formatting will be made for a limited hard copy run in English. Bound volumes will have an ISBN number.
- xii. HR.D2 retains the validated copies of the ES.

### **4.3. Planning**

Planning under EMAS is conducted at site level through the Annual Action Plan (AAP) and at the Commission level through the Global Annual Action Plan (GAAP).

#### ***4.3.1. The Annual Action Plan (AAP)***

EMAS site coordinators should prepare the AAP for year 'n+1' towards the end of year 'n' at which time all environmental reporting associated with the ES verification has been completed. The AAP contains for each site:

- Objectives, usually quantified, particularly in relation to core parameters;

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<sup>2</sup> French, German, Dutch, Italian and Spanish as requested by EMAS Regulation.

- Actions describing how improvements in environmental performance will be achieved; and
- A short summary for Management

AAP preparation includes the following steps:

- i. Objectives are entered in the datasheet used for reporting data (in lower part of the "common rows"). Where, for a given parameter, the EMAS Steering Committee has adopted medium term targets (2014-20) for a site, an annual target can be considered to be an interim indicative value which is used to determine whether the site is on track). Sites may set targets for indicators not covered by medium term objectives.
- ii. Sites (but also other DG/Services and HR.D2) will update existing actions, and introduce new ones where appropriate, using automated software (JIRA), updating/filling fields for each action including at least the following:
- iii.
  - Service responsible
  - Perimeter of action
  - Site reference
  - Main objective
  - Specific objective/indicator
  - Significance
  - Description
  - Type
  - Latest progress
  - Initial target date

Progress towards objectives and the status of actions can be updated throughout the year and should be reviewed twice annually by site Management in the EMAS Management Review, the minutes of which should contain a short summary, focussing particularly on progress towards the site's objectives for 2014-20.

#### ***4.3.2. The Global Annual Action Plan (GAAP)***

HR.D2 prepares this document annually for adoption by the EMAS Steering Committee in January. It comprises the full database of actions and a short summary document. GAAP preparation involves:

- i. Ensuring that all EMAS sites have updated their actions, along with appropriate DGs and services including HR.D2, and exporting the resulting database to excel. The document created will be an annex to the GAAP summary note.
- ii. Producing a summary document which (inter-alia):
  - Identifies the status of actions according to main objectives;
  - Demonstrates that actions are in place to address the significant aspects, and medium to longer term objectives;
  - Includes summary tables by type of action; and
  - Indicates priorities, and highlights where further work may be necessary.

The EMAS Steering Committee may, on the basis of the summary presented, decide to modify environmental objectives. Review of 2014-20 objectives is scheduled for 2018. After the EMAS Steering Committee adopts the GAAP it is circulated to all interested parties via the Commission's system ARES and in CIRCABC.

Implementation of the overall action plan for all Commission DGs/departments starts in January

## **5. PROCESS OWNERSHIP**

HR.D2 is responsible for implementing and amending this procedure, subject to consultation with the EMAS Site Coordinators, and for its distribution.

EMAS Site Co-ordinators and, where appropriate, ECORs are responsible for ensuring that the procedure is properly applied in his/her site or department. Discussion of the state of progress can be proposed at ECOR operational meetings.

### **1. RELATED DOCUMENTS**

EMAS Handbook – version 5

EMS-PRO-001: EMAS environmental review procedure – version 6

EMS-PRO-010: Management of audits and verifications findings procedure – version 5

## **Annex 1: Indicators applied in environmental monitoring, and basic calculations**