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2025

Energy Community  
Secretariat

# Environmental Statement

1 September 2025

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Energy Community Secretariat  
Am Hof 4, 1010 Vienna, Austria

Tel: + 431 535 2222

Fax: + 431 535 2222 11

Internet: [www.energy-community.org](http://www.energy-community.org)

Twitter: [https://twitter.com/Ener\\_Community](https://twitter.com/Ener_Community)

E-mail: [contact@energy-community.org](mailto:contact@energy-community.org)

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# ABOUT THE ENERGY COMMUNITY

## 1.1. The Energy Community Mission: Uniting Europe’s Energy—Today

The founders of the Energy Community were driven by the vision of uniting the European Union and its neighbours in an integrated pan-European energy market. The organisation was founded by the Treaty establishing the Energy Community (“Treaty”), signed in October 2005 in Athens and entering into force in July 2006.

Its core objective is to extend the EU internal energy market rules and principles to countries in Southeast Europe, the Black Sea region and beyond, under a legally binding framework.

The Energy Community’s mission is to:



## 1.2. The Energy Community Secretariat: Establishment

The Energy Community Secretariat (Secretariat) is the only permanent institution of the Energy Community. It is responsible for supporting the organisation's day-to-day activities and monitoring implementation of the Treaty. The Secretariat also assists in preparation of all the Energy Community's institutional meetings, as well as any additional events related to implementation of the Treaty's provisions. In performing its duties, the Secretariat must remain impartial and may not seek or accept instructions from any Party to the Treaty.

The Secretariat began its operational activities on 1 February 2006, followed by its official inauguration on 26 June 2006. The Agreement between the Republic of Austria and the Energy Community on the seat of the Secretariat entered into force in August 2007. Under that

Agreement, the Republic of Austria is obliged to ensure that the Secretariat's staff enjoy the same privileges and immunities, exemptions and facilities as those granted by Austria to members of a comparable category of international organisations.

## 1.3. The Energy Community Secretariat: Staff and Offices

On 31 December 2024, the Energy Community Secretariat employed 46 permanent staff members based in Vienna, Austria. In addition to its permanent staff, the Secretariat regularly offers internship, secondment and fellowship opportunities. In 2024, the contribution of the Secretariat's temporary staff amounted to 104,5 person-months.

The war in Ukraine has placed one of the Energy Community Contracting Parties at existential threat, with its energy infrastructure in critical condition and its fuel supplies at risk. In response to a direct request from the Ministry of Energy of Ukraine for practical assistance,

the Secretariat has been supporting Ukraine in keeping its energy system functional since March 2022. This decision has given rise to unprecedented developments, shaping both the Secretariat's operations and the number of temporary staff required in the future.

### The Energy Community Secretariat's Staff in 2024

Type of employment	2022		2023		2024	
	Person-months	Number of staff	Person-months	Number of staff	Person-months	Number of staff
Permanent staff		33		38		46
Temporary staff	63	5,25	107	8,92	104,5	8,71
Temporary contractors / service providers	55	4,58	18	1,5	15,25	1,27
<b>TOTAL</b>		<b>42,83</b>		<b>48,42</b>		<b>55,98</b>

In addition to its headquarters, the Secretariat operates three regional project offices in Kyiv, Chişinău and Tbilisi. While these offices were established under the EU4Energy project (Phase I: 2016 – 2020, Phase II: 2021 – 2026), the team in Kyiv also contributes to Ukraine support activities.

To address the needs arising from these new activities, the Secretariat initially engaged Ukrainian experts

on a consultancy basis. With the establishment of the Ukraine Support Task Force and the Ukraine Energy Support Fund, some of these roles were converted into permanent staff positions. The total number of Vienna-based staff stood at 56 on 31 December 2024, with this figure including temporary contractors and service providers (accounting for 15,25 person-months).



The Secretariat's Environmental Management System applies to both its headquarters and to events held in Vienna.



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# DESCRIPTION OF THE ENVIRONMENTAL MANAGEMENT SYSTEM

The Energy Community Secretariat established its Environmental Management System (EMS) in 2020 – 2021. The Secretariat was validated under the EU Eco-Management and Audit Scheme (EMAS) in July 2021 and its first Environmental Statement was published in August 2021.

Pursuant to Article 7 of Regulation (EC) 1221/2009 on the voluntary participation by organisations in EMAS, the Austrian ministry in charge granted the Secretariat the status of a small organisation in 2022. This derogation requires the Secretariat to compile and validate its environmental statement once every two years. As a result, the second external audit took place in September

2023, followed by publication of the validated statement a month later.

The present Environmental Statement is therefore the Secretariat's third, presenting its environmental measures, data and performance for the period June 2023 – June 2025.

## 2.1. Context and Purpose of the EMS

The Secretariat is committed to making every effort to support the Contracting Parties in their transition to sustainable energy, in line with the numerous environmental and climate acts adopted by the Energy Community Ministerial Council. At the same time, the Secretariat's supporting role inevitably generates an adverse environmental impact, including a substantial carbon footprint.

Determined to pursue continuous reduction of its environmental impact, the Secretariat established the EMS to regulate its activities and processes more effectively. The environmental review enabled the EMAS team to identify and quantify the most significant

environmental aspects and impacts. This process provided valuable insights and shaped the next steps towards EMAS registration, highlighting the value and benefits of a systematic approach.

A comparison of the first two environmental programmes shows that the 2020 – 2021 programme focused primarily on establishing the EMS. The goal during this phase was to lay the groundwork for an effective and sustainable environmental strategy. In contrast, the 2022 – 2023 programme marked a shift in focus towards maintaining and optimising the EMS, with a strong emphasis on tracking progress and implementation of actions. Drawing on insights from the previous phases, the 2022 – 2023 programme also introduced corrective measures aimed at refining the system and addressing areas for improvement. This iteration not only aimed to strengthen the existing EMS but also to enhance related internal procedures to ensure greater efficiency.

Looking ahead, the 2024 – 2025 programme continues the approach set in 2023, building on earlier efforts. A key new element is increased engagement with the Secretariat's landlord to drive larger-scale projects and system changes at the building level. While these initiatives will take place over several years, their

long-term impact is expected to deliver significant environmental improvements across the portfolio, resulting in lasting change in how sustainability is managed at the building level.

The 2024 – 2025 programme places a stronger overall emphasis on stakeholder engagement, aiming to deepen involvement and spread awareness of environmental initiatives. The Secretariat, with its broad range of activities—from events and procurement to diverse communication tools—is uniquely positioned to influence a broad spectrum of stakeholders. By continuing to strengthen internal processes, it is establishing a solid foundation that enables it to offer concrete recommendations to Contracting Parties and other stakeholders, while also sharing its EMAS experience.

As its EMS matures, the Secretariat will extend its sustainability efforts and progressively incorporate the social dimension, with further development planned for the next programme cycle.

## 2.2. Scope of the EMS

### The EMS currently applies to:



all activities and processes of the Energy Community Secretariat at its headquarters (fifth and sixth floors of the building at Am Hof 4, 1010 Vienna); and



events held by the Energy Community Secretariat in Vienna.

While the Secretariat may not have full control over all aspects when working with service providers abroad, it actively strives to implement its green event management measures wherever possible. To ensure comprehensive tracking, the Secretariat collects and compiles EMAS-related event data for all events it organises, regardless of location.

### The EMS currently does not extend to:



the three offices located in Kyiv, Chişinău and Tbilisi; and



events held by the Energy Community Secretariat outside Vienna.



## 2.3. Am Hof 4—The Premises

The Energy Community Secretariat's premises are located on the fifth and sixth floors of an office building at Am Hof 4, 1010 Vienna. Constructed in 1874/1910, the building belongs to BIG Bundesimmobiliengeschaft m.b.H. (BIG). The Secretariat, together with Oesterreichische Kontrollbank AG (OeKB, second and third floors), are the building's largest tenants. Austrian Real Estate GmbH (ARE), a subsidiary of BIG, acts as the facility management company.

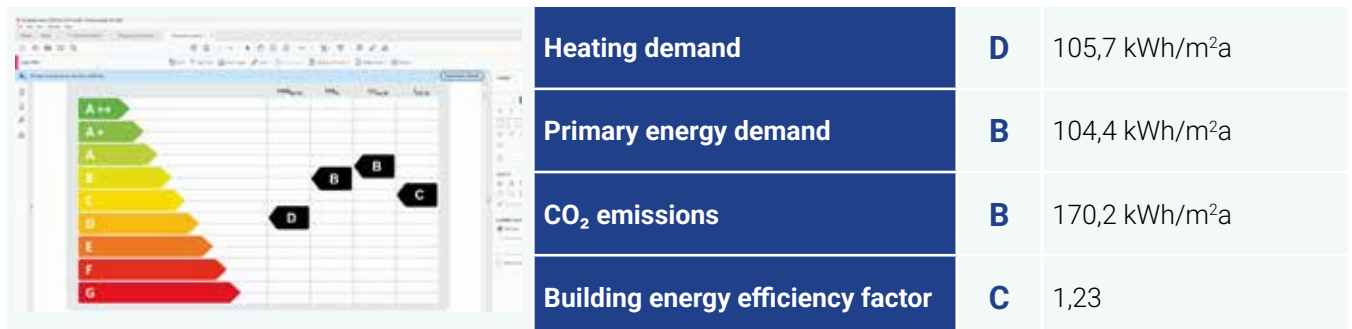
The building has six floors and three lifts, one of which is reserved for the exclusive use of OeKB.

The building is connected to the district heating system of the city of Vienna, with heat supplied by Wien Energie. In 2023 Wien Energie generated heat from the following primary energy sources:

- renewable energy: **16,71%**;
- waste heat: **19,03%**;
- high-efficiency combined heat and power (CHP) systems with fossil energy: **54,98%**;
- fossil energy: **9,29%**; and
- other energy: **0,00%**.

The most recent energy certificate for Am Hof 4 was issued on 22 August 2022 by TÜV Austria.

## Am Hof 4 Energy Certificate



Split across two floors, the Secretariat's premises have a total working space of 1.386 m<sup>2</sup>. The two floors of the Secretariat occupy 43,6% of the total building area (3.175 m<sup>2</sup>). In addition to individual offices, these floors comprise one conference room, three smaller meeting rooms, three kitchens, three IT/server/conference facility rooms and nine toilet facilities. The majority of the staff work on the fifth floor (750 m<sup>2</sup>), while three of the four meeting rooms are located on the sixth floor (573 m<sup>2</sup>).

To accommodate the staff working on Ukraine support activities, the Secretariat took on additional

office space of 61,1 m<sup>2</sup> in spring 2024. This space on the sixth floor, located next to the lift and accessible via a staircase, includes a mini kitchen and a toilet facility.

Both floors underwent substantial refurbishment in 2018, conducted in compliance with the Austrian government's requirements on the renovation of a building in a protected zone (*Schutzzone*). The Director's office, the executive office and the Deputy Director's office were fully renovated in winter 2024 – 2025.

## 2.4. Environmental Governance

When establishing the environmental management system, various new internal functions were determined and responsibilities defined. The EMAS team consists of:



Environmental Management Representative



Environmental Manager



Environmental Auditor



Environmental team members

Under the Director's leadership, the EMAS team bears the chief responsibility for implementation of the system. With expertise in energy efficiency, environment, law, procurement, events, facility and travel management, web design and communication, the team members bring together competencies across all EMAS core areas.

The Head of Administration and Finance serves as the Environmental Management Representative. The Environmental Auditor, a specially trained member of the EMAS team, is responsible for conducting internal audits. The Environmental Manager holds certifications as an Environmental Management Internal Auditor and ISO 14001:2015 Lead Implementer, with Sustainability Manager certification obtained in November 2024.

For both the Environmental Manager and the Environmental Auditor, the job descriptions of the two assigned staff members were supplemented to include environmental management tasks. For the environmental team members, specific areas of responsibility (such as procurement, disposal, energy management and event management) are defined in the corresponding environmental procedures and instructions.

The team advises the staff on environmental management matters and submits recommendations to the Director, including cost-benefit assessments of possible improvement measures or potential future projects. To ensure the highest level of engagement and acceptance, the team regularly provides EMAS induction training for new staff and coordinates the Secretariat's internal and external communication on environmental management.

## 2.5. Legal Requirements

The status of the Secretariat under Austrian law is determined by its Headquarters Agreement with the Government of Austria. The Agreement between the Republic of Austria and the Energy Community on the seat of the Secretariat of the Energy Community entered into force in August 2007. Through this Agreement, the Republic of Austria recognised the international legal personality of the Energy Community and its legal capacity within Austria. Article 4(1) of the Agreement stipulates that the seat of the Secretariat is inviolable, while Article 4(3) provides that legal instruments issued by Austrian authorities may be served at the Secretariat's premises.

In its Environmental Policy (see Section 3), the Secretariat commits to complying with the relevant environmental regulations of its host country. This also extends to the internal and external requirements (referred to as "binding obligations") in relation to environmental protection. Specifically, the Secretariat's environmental compliance obligations operate at two levels:

- **Am Hof 4 office building:**  
The majority of environmental regulations are applicable to the operation and maintenance of the office building located at Am Hof 4.
- **Secretariat premises:**  
For the Secretariat as a legal body, Austrian waste management legislation constitutes the most relevant set of legal provisions. Waste management is subject to external audit, and the Secretariat has

duly demonstrated full compliance with the relevant legal obligations.

When establishing its EMS, the Secretariat compiled a register of the relevant legal regulations in relation to its operations. The Environmental Manual sets out how these obligations are fulfilled and monitored. This includes definition of specific tasks, the frequency with which they are performed and the staff member responsible for execution and/or record-keeping.

Just as laws are subject to regular revision, the Secretariat's compliance obligations are periodically reviewed and updated. Moreover, the Secretariat fully acknowledges its obligation to reflect any substantial change in its operations in its legal register without delay. The Environmental Auditor is responsible for verifying overall compliance annually and reporting the findings at the management review.

## 2.6. Communication

### 2.6.1. Internal Communication

During the certification process, the Secretariat's staff were regularly updated on project milestones. Today, the Secretariat's internal EMAS communication is based on four main channels:

- **"Introduction to EMAS" fact sheet**

On their first day in office, new staff members and temporary staff receive an EMAS fact sheet (in

electronic format) as part of their welcome package. The factsheets are also displayed in the two staff kitchens.

- **"Introduction to EMAS" information sessions**

The EMAS information sessions are aimed at new staff members and temporary staff who have recently joined the Secretariat. The Environmental Auditor—who is in charge of the training—receives a list of new staff members from Human Resources. Held at least three times a year, the sessions outline EMAS principles, key measures in place and provide practical examples of how staff can contribute. The training records form part of the documented EMAS information.

• **EMAS messages based on the communication plan**

In 2022, a new environmental procedure on communication was incorporated into the Secretariat’s documented EMAS information. It sets out what is communicated, as well as how and when. The procedure is supplemented by a separate annual communication plan, specifying the planned topics, timing and EMAS team members responsible. The EMAS team commits to circulating at least six messages each year and keeps records as part of the documented information.

• **Dedicated website subsection on environmental management**

In parallel with the certification, a subsection dedicated to the Secretariat’s environmental management was added to the Energy Community’s website. It focuses on information of particular relevance to the Secretariat’s staff and visitors to its premises. The Environmental Manager is responsible for keeping the subsection regularly updated.

## 2.6.2. External Communication

The EMAS team conducted a review of the stakeholder matrix, including the register of risks and opportunities, in April 2025. The proposed changes and recommendations were reviewed and approved by the Director in May 2025.

The ongoing rent contract negotiations with the landlord BIG/ARE underscore the close link between dialogue, facility management and environmental management. As discussions take place regarding the new 10-year contract, there is an opportunity to plan large-scale renovation projects—such as upgrading the air-conditioning system and refurbishing the windows—while aligning CAPEX with environmental considerations.

The European Commission is the Energy Community Secretariat’s key stakeholder. It provides policy direction through new acquis proposals, contributes the vast majority of the budget and sets a strong institutional example through its EMAS leadership. As the first EU institution to achieve EMAS registration in 2005, the Commission established a model that has since encouraged 18 other EU institutions to follow suit. By embedding EMAS across all departments and sites, today covering 35.000 employees, the Commission leads by example and sets clear environmental expectations for other EU institutions.

## The Energy Community Secretariat’s Stakeholder Matrix



As defined in Section 2.2, the Secretariat's premises set the scope and boundaries of its EMS. EMAS is understood as an internal matter for the Secretariat, distinct from the Energy Community's wider green agenda, which focuses on supporting the energy transition in the Contracting Parties.

In December 2022, the Energy Community Ministerial Council adopted 2030 targets to reduce primary and final energy consumption, accelerate the uptake of renewables and reduce greenhouse gas emissions, with the overarching goal of achieving climate neutrality by 2050. By aligning the Secretariat's EMS with the organisation's ambitious policy objectives, EMAS

provides an opportunity for stronger alignment within the broader institutional framework, driving sustainable practices across the board.

Within its 2022 – 2023 environmental programme, the Secretariat took steps to realise the potential of its EMAS measures by presenting them at the Energy Efficiency Coordination Group and Environmental Task Force meetings, where the experts, serving as EMAS team members, shared hands-on experience. The first standalone EMAS webinar, organised under the umbrella of the EU Sustainable Energy Week, took place in June 2024, back-to-back with the Energy Efficiency Workshop.



EMAS/EU Sustainable Energy Week Webinar. June 2024

The Secretariat plans to host a follow-up EMAS webinar in autumn 2025, open to all stakeholders and scheduled back-to-back with the Environmental Task Force meeting. In addition, the Secretariat will showcase the benefits of green events at its 2025 Gas Forum, which will be held at a hotel in Vienna certified for sustainability.

The dedicated subsection of the website on environmental management, together with the Secretariat's news items, are key external communication tools. Some 2.000 users subscribe to Secretariat news, through which key EMAS milestones, such as certification and policy adoption, are communicated. A news item will also announce the 2025 re-certification and environmental statement verification.

The Implementation Report, the Secretariat's flagship publication, incorporates the Annual Report on the Energy Community's activities as an annex. Since 2021, the Annual Report has included a dedicated paragraph on the Secretariat's EMAS programme and key measures. In addition to the option to download the report, paper

copies are distributed to ministries, parliaments, the European Commission and other core stakeholders. Printed copies, using recycled paper, are limited to the necessary minimum and are produced by an EMAS-certified printing company.

The Secretariat uses online mailings to send out its event invitations. For on-site or hybrid events at its premises, the invitation mailing refers to EMAS and encourages participants to book accommodation from the Secretariat's list of sustainable hotels. The list features hotels in Vienna that are certified (or follow sustainability policies) and are easily accessible by public transport.

As part of its EMAS certification, the Secretariat has also introduced sustainable procurement principles. As a rule, tender documents now include a dedicated subsection outlining the commitments and measures set in place under EMAS. When applicable, potential service providers are requested to describe their environmental management system or standards.



# ENVIRONMENTAL POLICY

The Secretariat published its first Environmental Policy on 1 July 2020. The outlined objectives form the basis for the Secretariat’s environmental programme. An annual review of the policy is an integral part of the Secretariat’s EMS management review meeting agenda.

The most recent update to the policy took place on 28 November 2022. While the core objectives remain unchanged, the revised policy places greater emphasis on communicating EMAS and on encouraging, motivating and supporting stakeholders to improve their environmental performance.

The Energy Community Secretariat is an international institution under the Energy Community Treaty. In view of that Treaty and the organisation’s commitment towards sustainable generation and use of energy, the Energy Community Secretariat has a duty to protect the environment in which it operates. The Energy Community Secretariat understands the need to control the adverse environmental impacts associated with its activities and has to that end adopted an environmental management system (EMS) as a tool to implement a formal system for managing those impacts.

## The Energy Community Secretariat fully commits to:

PRINCIPLES

### PROTECT THE ENVIRONMENT

and reduce its carbon footprint



Comply with the

### ENVIRONMENTAL COMPLIANCE OBLIGATIONS OF ITS HOST COUNTRY

the life cycle perspective principle and other self-imposed environment rules



### Continuously improve its ENVIRONMENTAL PERFORMANCE



Seek to instigate an

### ENVIRONMENTALLY RESPONSIBLE ATTITUDE AND BEHAVIOR

amongst its staff, contractors and suppliers



### INFLUENCE, MOTIVATE AND HELP

its stakeholders to achieve better environmental performance

ACTIONS

## The Secretariat prioritized four focus areas and undertakes programmes on:

lowering emissions

reduction of energy and materials consumption

minimization of waste and eco-friendly disposal

sustainable procurement of goods and services

This EMAS Environmental Policy is the framework for action and sets strategic environmental objectives and targets for the Secretariat’s activities. The EMAS team will monitor and review the intended outcomes and annually report about the Secretariat’s environmental performance. The Secretariat publishes this Policy on its website and communicates it to its stakeholders, suppliers and contractors, and to other interested parties. Our staff is made aware of our commitments and the contents of this Policy. The Policy is fully supported by its director and will be updated as appropriate.



# ENVIRONMENTAL ASPECTS AND IMPACTS

To identify and quantify the Secretariat's environmental footprint accurately, the EMAS project team conducted a comprehensive review of all environmental aspects and their related impacts in June 2020, covering the full scope of the organisation's activities.

These aspects and impacts are regularly discussed during management review meetings. The 2020 assessment continues to provide a valid basis, with the

EMAS team reporting no significant changes to any of the identified aspects as of 2025.

## 4.1. Terms and Definitions

The Secretariat defines an environmental aspect as any element of its activities, products or services that interacts with the environment, such as travel or the use of energy and/or water. An environmental impact, in turn, refers to any change to the environment, whether adverse or beneficial, resulting from the organisation's activities.

In assessing environmental impacts, it is important to distinguish between those under the Secretariat's direct control and those under its indirect influence. Direct aspects relate to business activities where the Secretariat

exercises direct management control, whereas indirect aspects involve third parties. In the latter case, the Secretariat may nevertheless exert influence through its engagement.

## 4.2. Assessment Methodology

The data collected during the environmental review enabled the EMAS team to identify and quantify activities with significant environmental relevance. These aspects are now subject to continuous review, with their environmental impacts regularly assessed on the basis of four distinct parameters:



**Size:** amount, number, frequency and reversibility of the aspect (based on available data).



**Interested parties:** relevance of the aspect for interested parties, including employees.



**Harmfulness:** potential harm to the environment, taking into account the fragility of the local, regional or global environment.



**Legal requirements:** existence and scope of relevant Austrian environmental legislation, including possible tightening of the requirements. The Secretariat assessed legal requirements applicable to waste and procurement (ranking 4).

The improvement potential for each environmental aspect was rated separately, ranging from A = high to D = low.





Direct environmental aspects	Rating	Size	Harmfulness	Interested parties	Legal requirements <sup>2</sup>	Improvement potential
Material consumption	2,4					
Paper/printing	2,8	3,0	2,7	2,7	n	B
Giveaways	2,5	2	2,5	3	n	A
Office supply	2,1	2	1,7	2,7	n	B
Other goods	2,3	2	2,2	2,7	n	B
Water consumption	2,3	1,8	1	4	n	C
Energy consumption	3,5					
Heat	3,6	4	3,5	3,4	n	C
Electricity	3,4	3,5	2,8	3,8	n	B
Waste	2,6	2	2	2,5	4	A
Emissions to water	1,3	1,5	1,3	1	n	C
Greenhouse gas emissions (primarily staff's business trips)	3,8	4	4	3,5	n	A
Other air emissions	1,0	1	1	1	n	D
Procurement	2,7					
Cleaning service company	2,7	2	2,2	2,5	4	A
Catering	2,8	2,8	1,2	3	4	A
Publications (layoutting, printing)	2,5	1,85	2,5	1,5	4	A
IT (service + hardware)	3,0	3,2	3,1	1,7	4	B
<b>Indirect environmental aspects</b>						
Transport <sup>1</sup>	3,8					
Staff to office	1,4	1	1,3	2	n	D
Visitors, participants travelling to ECS events	4,0	4	4	4	n	B
Office supply deliveries	2,1	3	1,9	1,5	n	A

<sup>1</sup> **Transport**: Due their central importance in its daily operations, the Secretariat applies a weighting for indirect environmental aspects. In 2020 ECS had annually roughly 2000 participants attending its diverse events. The decision, how to participate, virtual versus onsite presence, bears a substantial (adverse vs. beneficial) impact.

<sup>2</sup> **Legal requirements**: Where the legal requirements of Austrian legislation apply, like in the case of waste and procurement, the Secretariat uses 4 as the rating. For the other aspects, the legal requirement was omitted from the assessment. In short, the rating was based on three criteria only.

## 4.3. Significant Impacts and Aspects



Secretariat's key environmental aspects and impacts				
Environmental aspect		Environmental impact		Activities
significant		<b>Air emissions</b>	<b>Air pollution</b> <b>Greenhouse effect</b>	Business travel Travel by participants Office supply deliveries Electricity supplier
		<b>Procurement</b>	<b>Greenhouse effect</b> <b>Depletion of natural resources</b>	Office supplies Cleaning Event catering Printing and layoutting IT (service + hardware)
		<b>Energy and fuel use</b>	<b>Depletion of natural resources</b> <b>Greenhouse effect</b>	Heating Ventilation & cooling Lighting Electrical and electronic equipment
		<b>Waste and disposal</b>	<b>Air, water and ground pollution</b>	Event catering Kitchen/working place Cleaning Office consumables IT and electrical equipment

All aspects with an overall rating exceeding 2,5 are considered significant (see table above). The Secretariat

pays particular attention to these aspects and activities when identifying measures for its environmental programme.

## 4.4. Indirect Aspects and Impacts

The assessment revealed the significance of indirect aspects in the Secretariat's operations, highlighting both their adverse and beneficial impacts.

This experience can be shared informally during expert visits with governmental authorities or showcased as a practical example at its various events.

- Adverse impact:**

Organising events that foster the exchange of ideas and bring people together is central to the Secretariat's activities. For full-day events, the Secretariat often provides food and beverages to participants. To maximise attendance, the Secretariat also reimburses the travel costs of key stakeholders. In 2019, the Secretariat hosted 2.750 participants at events in Vienna and across the region, resulting in approximately 2,6 million kilometres flown.

- Beneficial impact:**

In its role as both supporter and facilitator, the Secretariat is well-positioned to share information about its sustainability measures and lessons learned.

- Beneficial impact:**

By applying its hybrid event principle, the Secretariat gives participants the choice to attend either in person or virtually. The benefits of offering the option of virtual attendance have proven to be twofold:

- **Reduced CO<sub>2</sub> emissions:** When participants opt not to travel, their involvement generates no travel-related emissions.

- **Broader reach and participation:** The number of registered participants has increased, with greater geographic diversity. In particular, virtual formats have attracted strong interest from participants outside Europe who might not have been able to join in person.



5.

# PROGRAMME OBJECTIVES, TARGETS AND ACTIONS

As with the first programme, the objectives set out in the Environmental Policy provided the starting point for the Secretariat's 2024 – 2025 Environmental Programme. Each objective/aim is supported by one or more targets, which are implemented through actions with pre-determined deliverables and due dates. The following types of actions are included:

**Split actions:** Some actions are divided into two parts. First, a new procedure is drafted, followed by the action itself and the collection of records to document implementation. For split actions, the indicator and due date differ.



**One-off actions:** These address a particular environmental impact or are formulated as a corrective measure within the EMS.



**Recurring actions:** The Secretariat's programme includes actions that are ongoing and will continue to be part of future programmes. These typically involve maintaining records and compiling data necessary for the key performance indicators (KPIs).

## 5.1. 2024 – 2025 Environmental Programme: Successfully Completed Actions

This section outlines the implementation actions successfully completed by 30 June 2025, grouped according to the corresponding policy objective.


### 5.1.1. Continuously Improve Our Environmental Performance (EMS System Improvements)

To reinforce its EMS, the Energy Community Secretariat enhanced legal compliance and data practices by establishing clear roles, sources and steps for recording routine facility checks, including air-conditioning maintenance and fire extinguisher controls. Responsibilities shared with the landlord were clarified to ensure accurate documentation of all relevant actions.

After four years of operation, environmental data collection has been optimised across key areas such as energy, water, paper use, waste, IT disposal and travel, enabling improved monitoring and reporting.

The Environmental Manager also completed training on the European Sustainability Reporting Standards (ESRS), enhancing internal understanding and sharing insights for possible future reporting efforts.



 <b>Continuously improve our environmental performance (EMS system improvements)</b>				
Target	Action	Indicator / Deliverable	Baseline	Due date
1a Collect, record and compile data to comply with the legal compliance obligations under the EMAS Regulation (Ref: A. II 6.1.3).	1. Ensure that the air-conditioning maintenance company conducts all checks and controls as scheduled and that these are correctly documented.	Revision of EI01 on Office Practices to incorporate the new records	2023: no measures in place	31 March 2024
	2. Based on the listed legal obligations, document which tasks are performed by the landlord, which tasks fall under the Secretariat's responsibility and how the records are kept.	Revision of EI01 on Office Practices to incorporate the relevant information; if new records are required, revision of EP01 on Control of Documents to incorporate them		30 April 2025
1b Benchmark the EMAS Statement reporting approach with the new EU sustainability reporting developments.	3.1. Acquire understanding and skills on European Sustainability Reporting Standards (ESRS). 2. Report internally on the potential usefulness of the ESRS, with a focus on social standards.	Training completed; report presented at the management review meeting	2023 EMAS Statement; 2023 Annual Report; Director's Report on the Budget	15 November 2024

## 5.1.2. Programmes on Reduction of Emissions


To minimise the need for travel and enhance remote engagement, the Secretariat upgraded its video conferencing equipment and conducted in-house training to improve staff skills in hosting interactive online and hybrid events using platforms such as Zoom and Teams.

A new list of recommended green hotels in Vienna was compiled and shared with meeting participants, encouraging more environmentally conscious accommodation choices.


In response to the post-COVID environment, the Secretariat revised its flexible working hours policy, removing the requirement for staff to justify remote working days and implementing a streamlined online approval process. The updated internal rules were adopted in March 2024, followed by an application upgrade in September 2024 to facilitate the approval and recording of remote working days.

After five years, the Secretariat conducted a follow-up staff mobility survey in February 2025. One key finding was that 69% of staff regularly take advantage of the option to work from home—up to three days per month—demonstrating clear support for the institutionalisation and streamlining of remote working.




 <b>Programmes on reduction of emissions</b>				
Target	Action	Indicator / Deliverable	Baseline	Due date
2a Promote green hotels for participants attending meetings in Vienna.	4. Update, publish and circulate the list of recommended green hotels in Vienna.	New 2024 list of recommended green hotels in Vienna published and circulated	2023 list of green hotels	31 July 2024
2b Continue to improve the Secretariat’s infrastructure and skills for holding online events.	5. To enhance the quality of the Secretariat’s hybrid meetings, upgrade videoconferencing facilities. Identify necessary improvements, obtain offers and implement the upgrades.	New equipment procured or current equipment upgraded, installed and operational, following assessment if required	Last upgrade in 2023, following a major overhaul in 2021	31 September 2024
	6. To enhance the quality of the Secretariat’s online/hybrid meetings, identify a suitable application and service provider to deliver a one-day in-house training. This will cover best practices for interactive online events, including use of opinion polls and questionnaires, and improve staff proficiency in Zoom/ Teams/Webex applications.	In-house training completed	2021: no measures in place	31 September 2024



 Programmes on reduction of emissions				
Target	Action	Indicator / Deliverable	Baseline	Due date
2c To promote green travel principles and better cost control, revise and consolidate the Secretariat's travel and reimbursement rules.	7. Update the PA on flexible working hours to reflect the post-COVID environment; remove the requirement to justify and obtain approval for remote working; simplify the notification procedure for staff.	Revised PA approved and circulated	ECS-2008_PA_2008-05-ECS-EnC_Flexible use of working hours	31 March 2024
	8. Conduct a new staff mobility survey to understand the most common means of transport and possible improvement measures. Propose measures to the Director.	Survey results and findings circulated to the Director and the staff	Last mobility survey conducted in February 2020	31 March 2025

### 5.1.3. Programmes on Reduction of Energy Consumption



 Programmes on reduction of energy consumption				
Target	Action	Indicator / Deliverable	Baseline	Due date
3a Improve lighting installations to save electricity.	9. Escalate the issue to the BIG management and request an air-conditioning renovation concept and information on cost splitting.	Agreement on the renovation concept and cost splitting	Initial smart meter cooling concept	31 March 2025
	10. Upgrade lighting control in two kitchens to ensure lights are not on during daytime.	Improvement measures successfully completed, with records to monitor the change	2023: no automated lighting in corridors	30 April 2025
3b Increase energy efficiency (server room, kitchens, windows).	11. Together with the IT service provider, reconsider the air-conditioning solution in IT storage-room Nr. 515. Identify whether air-conditioning is needed in the room as the network system is stored safely in an extra high board. Take action and report.	Analyses performed and documented in the EMS folders	2021: no measures in place	31 October 2024
	12. Organise a thorough cleaning of the server room. Replace the shelves to improve air circulation. Establish intervals to ensure continuous cleaning of the room.	Records saved in the EMS; if needed, revision of the service level agreement and/or EI01 on Office Practices	2023: no coordination of server room cleaning	15 May 2025



**Programmes on reduction of energy consumption**

Target	Action	Indicator / Deliverable	Baseline	Due date
3c Increase the number of energy-saving IT settings implemented.	13. Certain energy-saving settings have been implemented for IT equipment. As part of the security consultancy: 1. Clarify who establishes these settings and when and what evidence is maintained. 2. Investigate whether the existing scope of settings could be expanded. 3. Determine responsibilities for documentation and record-keeping. 4. Remind the staff of best practices for printing, i.e. use double-sided printing, only print where necessary and avoid colour. If additional settings are to be introduced, inform staff and give explanations.	1. Green IT settings incorporated into the ongoing IT service legal agreement with the service provider. 2. Guidance provided to staff	2021: settings in place, listed in the ENV Review and 2020 Statement	31 December 2024
3d Push for energy-saving options at the building level.	14. Meet with the OeKB sustainability team to discuss potential sustainability actions at the building level and exchange experiences in dealing with BIG (invoicing, contract preparation). Prepare a report on the meeting.	Minutes of meeting saved in the EMS folders	2021: no measures in place	30 June 2024
	15. Hold a meeting with the landlord to discuss: (1) Any contractual constraints on implementing measures in the Secretariat's office and at the building level. (2) The feasibility of implementing renewable energy generation for the Secretariat premises.	Minutes of meeting saved in the EMS folders		30 April 2025

In terms of energy-saving measures, a major focal area during the reporting period was the Secretariat's cooling system on the fifth floor. Following the successful implementation of smart metering for heating, the Secretariat aimed to apply a similar approach to monitor cooling consumption. However, following technical research and discussions with the landlord (BIG), it became clear that the existing air-conditioning system is too outdated to support smart metering or further upgrades. As a result, the initiative was discontinued and both parties agreed that a complete system replacement is required. This action has now evolved into a long-term renovation project, currently in the planning phase in close coordination with the landlord.

As part of its commitment to energy efficiency, the Secretariat completed the renovation of the three executive offices on the fifth floor during winter 2024 – 2025. For this project, the Secretariat selected and installed windows with the highest available energy efficiency rating. The new windows have a heat transfer coefficient (*Wärmeleitfähigkeit*) of 0,9 W/(m<sup>2</sup>·K), in line with the latest EU standards, significantly outperforming the previous windows, which had a much higher coefficient of 4–5 W/(m<sup>2</sup>·K). This upgrade is expected to yield energy savings, with a projected reduction in heating costs of 20–30% for these three rooms.

In parallel, the EMAS team re-evaluated the air-conditioning setup in the IT storage room, resulting in adjustments that improved air circulation around the two operational devices, including the removal of the shelves between them.

## 5.1.4. Programmes on Reduction of Material Consumption, Waste and Eco-Friendly Disposal


To reduce material consumption, the Secretariat has taken steps to limit catering to institutional meetings only, supported by the revision of its green event guidelines and annual event plan. Staff information sessions, conducted in both 2024 and 2025, were conducted to reinforce green event principles and best practices.

To reduce the need for catering services and minimise waste from leftover filter coffee, the Secretariat installed an automatic coffee machine in the corridor for small-scale hybrid events. Participants can serve themselves using cups made from recycled materials and waste bins are provided for proper disposal, promoting sustainability and reducing waste.

In its efforts to promote sustainable purchasing, the Secretariat responded to a staff survey by switching to locally produced organic oat milk in place of traditional milk. In addition, the option of normal milk powder is available via the new automatic coffee machines.





 <b>Programmes on reduction of materials consumption</b>				
Target	Action	Indicator / Deliverable	Baseline	Due date
3g To reduce the need for catering, limit on-site catered events to institutional meetings only.	16. Define event categories where no catering is needed. Organise coffee breaks on a self-service basis: automatic coffee machines, disposable/recycled cups and waste bins for recycling.	Rules revised; purchase records saved in the EMS folders	2021: no measures in place	31 May 2025
	17. Revise the event procedure (EP) on green events; prepare an annual event plan and have it approved.	Documented and communicated, with records established and implemented		29 February 2024
	18. Hold an information session for staff to reinforce green event principles, event management steps and reporting.	Information session conducted		31 March 2025
3h Promote purchase of sustainable goods.	19. Switch to buying locally produced organic oat milk instead of traditional milk	To be included in the EP on procurement as a new office good category. Purchase records saved in EMAS		31 December 2024



 <b>Programmes on minimisation of waste and eco-friendly disposal</b>					
Target	Action	Indicator / Deliverable	Baseline	Due date	
4 Increase the amount of disposed goods (in kg) by 30%.	20. 1. Measure the change in disposed goods and establish a baseline according to 2023 data. 2. Carry out disposal and keep records.	Revision and approval of EI03 on waste and EI on disposal completed.	Compared to 2023 data	30 April 2025	
	21. 1. Identify IT hardware to be disposed of following the 2023 inventory. 2. Plan and organise the disposal. 3. Document product description, number and weight in the records.	Disposed quantities (in kg) documented in the disposal records		ER-EI02-01 on IT and office equipment disposal	31 December 2024
	22. 1. Plan and conduct an Secretariat "Clean-Up Day", during which all staff members sort and dispose of their unneeded paper. 2. Identify a suitable disposal service provider for sensitive documents and normal residual paper.	Disposed quantities (in kg) documented in both the waste and disposal records		Compared to 2023 data	31 July 2024

Regarding waste management, the Secretariat set the target of increasing the quantity of disposed goods by 30% in 2024. This involved revising its waste and disposal procedures and documenting disposal as part of the phased-out inventory. The EMAS-team carried out three large-scale disposals of IT equipment and furniture in 2024.

In April 2024, the Secretariat held a two-day “Clean-Up Day” focused on reducing office clutter and promoting responsible waste separation. The primary aim was to maximise the amount of wastepaper (*Altpapier*) collected for recycling, ensuring it could be repurposed as raw material for recycled paper production. A service provider was engaged to supply containers, handle shredding and provide weight information, with all details documented in the updated waste records. Staff were instructed to separate paper from binders, folders and sleeves, using clearly labelled cardboard boxes provided on-site.

The EMAS team coordinated the transfer of sorted materials into large containers for proper disposal. Additional waste streams—including plastics, bottles, batteries and small electronic items—were directed to designated collection points across the office. This action also facilitated the ongoing office reorganisation: after the event, remaining cardboard boxes were reused for packing and relocating materials.

The results were notable: nearly 1 tonne of recyclable waste was collected—560 kg of paper and 380 kg of folders. The results and further insights were shared in

the April EMAS information message, reinforcing the Secretariat’s commitment to sustainable office practices.

## 5.1.5. Promotion of an Environmentally Responsible Attitude and Behaviour

The Secretariat actively fostered an environmentally responsible attitude and behaviour among its staff, contractors and suppliers through several key actions. EMAS best practices were shared with Energy Community stakeholders, including the integration of EMAS agendas into a select Secretariat event in both 2024 and 2025.

The Secretariat also continued to raise awareness among service providers by ensuring that EMAS expectations were communicated in all procurement and purchasing interactions, with records maintained in the EMS.

To strengthen staff commitment and awareness, a series of EMAS information messages were planned for 2024 and 2025, with bimonthly messages offering practical sustainability tips and updates on the Secretariat’s environmental performance. Furthermore, the staff 2024 retreat programme incorporated a Know Our EMAS quiz.





### Foster an environmentally responsible attitude and behaviour amongst its staff, contractors and suppliers

Target	Action	Indicator / Deliverable	Baseline	Due date
5a Share EMAS best practices with Energy Community stakeholders.	23. Identify a 2024 Secretariat event in which EMAS agendas are integrated into the full event management life cycle.	Information presented; agenda saved as records in the EMS	Continuing action	31 December 2024
5b Continue to inform the Secretariat's service providers about the EMS in place, including the Secretariat's expectations and requirements.	24. To raise awareness among suppliers/service providers, ensure the information on EMAS is incorporated into all external procurement and purchase-related communications. Establish and keep records.	Records saved in the EMS	Continuing action	31 December 2025
5c Raise the staff's commitment, awareness and competences through a series of EMAS information messages and lectures.	25. Create a communication plan for 2024 and 2025, consisting of bimonthly messages. These short messages provide practical, seasonal sustainability tips and updates on the Secretariat's performance.	Messages circulated and saved in the EMS; records up to date	Continuing action	31 January 2025
	26. Based on performance, results of internal audits, new actions under this programme and new staff arrivals, plan for staff information/training sessions. Organise at least two sessions and decide whether to divide these between new and existing staff.	Information/training session successfully conducted/documentated	Continuing action	31 January 2025
	27. Include a EMAS component into the 2024 staff retreat programme: e.g. visit to a recycling/disposal site/ Vienna water infrastructure, or an environmental action. Alternatively, conduct the action as a separate EMAS afternoon.	Action selected/ approved/ conducted	2021: not in place	30 September 2024
5d Raise general awareness and promote the adoption of EMAS principles.	28. Participate in a EMAS PR event at EU level and communicate. Document the action.	Participation; materials saved in the EMS	Continuing action	30 September 2024


## 5.2. Actions in the Pipeline for 2025 – 2026

The Secretariat's EMAS programme is evolving into an ongoing framework, with initiatives extending beyond a set timeframe and continuing over several years. Actions that are still in progress, in the planning stage or awaiting approval will incorporate new initiatives while retaining essential follow-up measures to ensure sustained progress and alignment with EMAS requirements.

Key highlights of the upcoming programme will include the following—in some cases subject to final approval by the Director:

### 5.2.1. Continuously Improve Our Environmental Performance



 <b>Continuously improve our environmental performance (EMS system improvements)</b>				
Target	Action	Indicator / Deliverable	Baseline	Due date
Continue to collect, record and compile the data needed for the Secretariat's key performance indicators and the Environmental Statement.	Monitor, record and compile data on office-related energy efficiency KPIs.	2025 data compiled by April 2026	Metering data, electricity invoices, smart meter data compiled in ER-EI01-03, ER-EI01-04 energy bills summary table	Ongoing, 30 April 2026
	Monitor, record and compile data on purchased water bottles		Invoices from accounting, compiled in ER-EI01-05 on water purchasing	Ongoing, 30 April 2026
	Monitor, record and compile data on KPIs related to purchased office paper.		Invoices from accounting, compiled in ER-EI01-02 on paper purchasing records	Ongoing, 30 April 2026
	Monitor, record and compile data on KPIs related to printed reports.		Invoices from accounting, compiled in ER-EI01-01 on printed product records	Ongoing, 30 April 2026




**Continuously improve our environmental performance (EMS system improvements)**

Target	Action	Indicator / Deliverable	Baseline	Due date
	Monitor, record and compile data on event-related KPIs.		Data generated from Magnolia, recorded as ER-EP05-01 on event participants and catering records	Ongoing, 30 April 2026
	Monitor, record and compile data on KPIs related to waste (recycled vs. residual).		Recycled waste data from cleaning company, compiled in ER-EI03-01 on waste	Ongoing, 30 April 2026
	Monitor, record and compile data on disposed IT goods.		Disposed goods recorded in ER-EI02-01 on disposal of IT and office equipment	Ongoing, 30 April 2026
	Monitor, record and compile data on KPIs related to flights.		Flight and CO <sub>2</sub> statistics from travel agency, recorded in ENV data/KPI table	Ongoing, 30 April 2026



## 5.2.2. Programmes on Reduction of Emissions



 Programmes on reduction of emissions				
Target	Action	Indicator / Deliverable	Baseline	Due date
Promote green travel principles and cost control; revise and consolidate the Secretariat's travel and reimbursement rules.	Review, revise and consolidate the Secretariat's rules on reimbursement of participants (also reflecting Target 4). Revise EP03 and reimbursement forms. Communicate the changes.	Revised TEP03 on travel and reimbursement rules approved and circulated	PA 2023/02/ECS-EnC: on the adoption of the Energy Community Reimbursement Rules	31 October 2026
	Review, revise and consolidate the Secretariat's rules on staff travel. Revise EP03 and reimbursement forms. Establish EMAS records and communicate the changes.	Revised Travel Rules, EP03 on travel approved and circulated	2006/2023 Staff Regulation, Annex: Travel Rules	31 December 2026
Increase staff mobility/flexibility to work.	Liaise with the City of Vienna to establish a dedicated (branded) bicycle space for Secretariat staff in front of Am Hof 4. Perform the necessary implementation steps.	Dedicated, branded bike space in use	No dedicated space, lack of space, abandoned bikes occupying the space	31 December 2026

To promote green travel and enhance cost control, the EMAS team will review the Secretariat's travel management and reimbursement approach, aiming to improve compatibility across processes and applications. Based on this assessment and any necessary system adjustments, the team will revise and consolidate the travel and reimbursement rules for staff and participants. As these rules are detailed in an annex to the Staff Rules, the update is a long-term process requiring approval by the Ministerial Council, expected in 2026.

As part of broader efforts to promote low-emission commuting, the Secretariat used the staff mobility survey to assess current commuting habits and identify opportunities for improvement in March 2025. Based on the feedback received, a new initiative was launched in collaboration with the City of Vienna to explore the installation of an additional, branded bicycle parking area in front of the Am Hof 4 premises.

## 5.2.3. Programmes on Reduction of Energy Consumption

The Am Hof 4 energy certificate, issued in 2022, identified comprehensive window renovation as a key recommendation for improving energy efficiency at the building level. The Secretariat, in collaboration with the landlord, BIG, will undertake a joint project to renovate the windows on the fifth floor. The project will define the scope and costs, with the goal of maximising energy performance by selecting and installing the most energy-efficient windows available. BIG has already allocated funds in a separate budget line and the planning phase is scheduled to be completed in 2025.

Looking ahead, a top priority for the Secretariat is replacement of the ageing air-conditioning system on the fifth floor. The Secretariat has already requested that BIG provide a comprehensive renovation concept, including cost-sharing arrangements. It has been agreed that the planning phase will be completed in 2025.

The new air-conditioning system will be implemented in conjunction with a service level agreement (SLA) to ensure regular maintenance and performance monitoring. Ideally the scope of the future SLA will cover both cooling and heating, including quarterly consumption reporting.

The EMAS team will also address recurring electrical wiring and cabling issues across multiple offices by working with BIG to develop a long-term, systematic solution, which will include obtaining the necessary electrical drawings, separating ceiling light cables and power cables for IT equipment and implementing more reliable and durable electrical infrastructure to prevent frequent disruptions and bulb failures. The scope of the project is expected to be defined by the end of 2025.



 <b>Programmes on reduction of energy consumption</b>				
Target	Action	Indicator / Deliverable	Baseline	Due date
Reduce heating/cooling consumption by 20–30%.	Procure and implement the installation of a new air-conditioning system for the fifth floor, including system maintenance (SLA) and reporting.	Installed, commissioned and operational	Heating records 2024	31 March 2026
	Revise the EI04 to include cooling. In order to monitor performance, define responsibilities (what/who/when) for record-keeping.	EI04 revised and approved; record-keeping system established and operational		31 December 2026
Increase energy efficiency (kitchens, windows).	Continue biannual fitness checks of kitchen electrical equipment and propose replacements where necessary.	Checks performed, proposals submitted and replacements carried out; for new product categories, documentation in EP04	Continuing action	31 December 2026
	Conduct a joint fifth-floor window renovation project with BIG, defining the scope and costs with the aim of maximising energy efficiency.	Most energy-efficient windows selected and installed		Old, leaking windows (specification: Am Hof Energy Audit)
Incorporate the energy-saving measures already in place into the new sixth-floor office space (approx. 60 m <sup>2</sup> ).	Conduct gap analyses (smart heating, lighting, kitchen equipment fitness), report the findings and take action following approval.	Report saved in the EMS folders; approved actions completed and documented	Not in the scope of EMAS to date	31 December 2025
Promote further energy-saving options at the building level.	In addition to windows and air-conditioning, continue talks with the landlord to address further issues such as electricity installations, waste separation and billing based on consumption.	Minutes of meetings saved in the EMS folders	Continuing action	31 December 2025

## 5.2.4. Programmes on Reduction of Material Consumption, Waste and Eco-Friendly Disposal

The Secretariat will hold its second Clean-Up Day in the second half of 2025. While the 2024 event was linked to the upcoming office reallocation, the 2025 event

will focus on disposal of office materials bearing the old Secretariat logo. This will introduce new product categories, requiring research to identify suitable disposal service providers and to develop a tailored disposal concept.

To reduce catering costs per participant, the Secretariat plans to implement a digital access control system using a QR code solution that serves as a personal digital passport for all registered event participants. This measure is aimed at enhancing cost efficiency and increasing use of the online event management tool for event delivery. To support implementation, the Secretariat will submit a website change request to modify and further develop the existing application.



### Programmes on reduction of materials consumption

Target	Action	Indicator / Deliverable	Baseline	Due date
Reduce the catering cost per participant.	To improve cost control, introduce a QR code as a personal passport for registered users. Ensure entry to premises subject to a functional QR code. Implement the web event management change request (draft the terms of reference, obtain an offer and run the change request process).	Registration confirmation messages with QR code implemented; access to premises subject to a QR code	2024 event management records	31 December 2026



### Programmes on minimisation of waste and eco-friendly disposal

Target	Action	Indicator / Deliverable	Baseline	Due date
Increase the number of disposal categories by 20%.	1. Plan and conduct the Secretariat's second "Clean-Up Day", during which all staff members sort and dispose of unneeded office goods bearing the old logo. 2. Identify a suitable service provider for proper disposal.	Disposed quantities (in kg) documented in both the waste and disposal records	2024 disposal records	31 October 2025

## 5.2.5. Promotion of an Environmentally Responsible Attitude and Behaviour


During summer 2025, the EMAS team will organise a Battery Awareness Day as part of its staff awareness-raising efforts. The event will feature an information session on battery recycling and energy-saving practices, with staff also having the opportunity to bring in their batteries for recharging. The number of batteries recharged during the event will be documented.

Building on the positive feedback from the 2024 retreat, the EMAS team will promote the inclusion of an environmental component in the 2025 staff retreat programme to further strengthen staff engagement with sustainability topics. Potential activities could include a visit to a local recycling or waste disposal facility, a tour of Vienna’s water infrastructure or participation in a hands-on environmental initiative.

The Secretariat will continue informing its service providers about the EMS, including its expectations and requirements. EMAS-related information will be included in all procurement and purchasing communication. The Secretariat also intends to prepare a short summary of its sustainable procurement principles to circulate to service providers, requesting that they share their policies. This soft measure aims to increase awareness and to encourage discussion and engagement. All records will be maintained within the EMS.

The EMAS team will also progressively integrate sustainability into its core business strategy during the upcoming reporting period. By gradually incorporating ISO 26000 guidelines on social responsibility into its environmental management system, the Secretariat will address not only environmental concerns but also social, ethical and governance responsibilities. This expanded approach will enhance the organisation’s reputation, strengthen stakeholder trust and reinforce its commitment to sustainable development. By the 2027 external audit at the latest, the EMAS statement is expected to evolve into a comprehensive sustainability report, reflecting these broader initiatives and demonstrating tangible progress.



 <b>Foster an environmentally responsible attitude and behaviour amongst its staff, contractors and suppliers</b>				
Target	Action	Indicator / Deliverable	Baseline	Due date
Share EMAS best practices with Energy Community stakeholders.	Identify a Secretariat event where EMAS agendas are to be integrated into the full event management life cycle.	Information presented; agenda saved as records in the EMS	Continuing action	31 December 2025 31 December 2026
Continue to inform the Secretariat’s service providers about the EMS, including the Secretariat’s expectations and requirements.	To raise awareness among suppliers/service provider, ensure the information on EMAS is incorporated into all external procurement and purchasing communication. Establish and keep records.	Records saved in the EMS	Continuing action	31 October 2025



### Foster an environmentally responsible attitude and behaviour amongst its staff, contractors and suppliers

Target	Action	Indicator / Deliverable	Baseline	Due date
Raise the staff's commitment, awareness and competences through a series of EMAS information messages and lectures.	Conduct a Battery Action Day with an information session and possibility for staff to get batteries recharged.	Action conducted and number of recharged batteries documented	Continuing action	31 December 2026
	Include a EMAS component into the 2025 staff retreat programme: e.g. visit to a recycling/disposal site/Vienna's water infrastructure, or an environmental action. Alternatively, conduct the action as a separate EMAS afternoon.	Action selected, approved and conducted	Continuing action	31 October 2025
	Plan for staff information/training sessions. Organise at least two trainings; decide whether split between new and old staff.	Information/training session successfully conducted and documented	Continuing action	31 December 2026
	Create a 2024–2025 communication plan with bimonthly messages that share practical, seasonal sustainability tips while updating stakeholders on ECS's performance.	Messages circulated and saved in the EMS; records up to date	Continuing action	31 December 2025





# ENVIRONMENTAL PERFORMANCE

This section presents the Secretariat's environmental performance in 2024 and provides an initial outlook on its future actions. Land use/biodiversity is not included, as it is not applicable.

## PERFORMANCE HIGHLIGHTS IN 2024

2023 & 2024

**MORE PARTICIPANT KILOMETRES SAVED THAN TRAVELLED**



76% increase in

**RECYCLED PAPER WASTE IN 2024**



**75% HYBRID/VIRTUAL EVENTS**

(+5%) in 2024

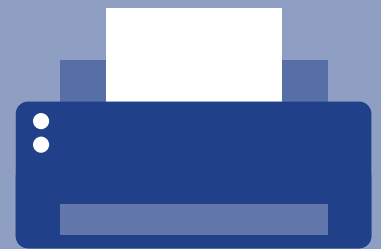


**PRINTED REPORT PAGES PER PERSON PER YEAR**

down by 45% in 2024

42 kg per person of **DISPOSED OFFICE GOODS**

(+582%) in 2024



**WATER BOTTLES PER PERSON PER YEAR**

down by 32% in 2024



For five years in a row:

**LOWER ELECTRICITY CONSUMPTION (-9% P.A)**



# 6.1. TRAVEL, GREENHOUSE GAS EMISSIONS AND PERFORMANCE

Professional travel—predominantly by air—represents the most significant negative environmental impact associated with the activities of the Energy Community Secretariat. Regular missions to Contracting Parties are essential, as experts support stakeholders in implementing the Treaty. Participation in regional events organised by the Secretariat is another common reason for staff travel.

Stakeholder travel to Secretariat-organised events contributes even more substantially to overall emissions. In 2019, such travel accounted for an estimated 2,6 million kilometres flown and approximately 601,6 tonnes of CO<sub>2</sub> emissions. This year now serves as the baseline against which the Secretariat benchmarks its emission reduction measures. Frequent office supply deliveries, along with staff commuting to the premises, also contribute to the Secretariat’s carbon footprint as indirect environmental aspects.

As indicated in the KPI table below, the Secretariat maintains comprehensive records of both travel and CO<sub>2</sub> emissions for staff and event participants.

The normalisation of staff travel volumes began in 2022, driven by two opposing factors: the easing of Covid restrictions, which led to increased travel, and the implementation of environmental measures, which aimed to reduce staff travel. While travel increased in 2022 and 2023, a slight downward trend was observed in 2024. Despite these changes, travel volumes remain at approximately half of their 2019 levels.

## GHG EMISSIONS (OFFICE AND TRAVEL) PERFORMANCE



		2019	2020	2021	2022	2023	2024
Participants’ travel <sup>1</sup>	kg CO <sub>2</sub> equ				18.589	45.443	29.326
	kg CO <sub>2</sub> equ per participant per year				14	32	28
Staff travel	kg CO <sub>2</sub> equ	273.426	50.522	51.111	107.486	136.642	131.395
	kg CO <sub>2</sub> equ per staff member per year	6.865	1.350	1.258	2.559	2.822	2.347
Total GHG emissions	kg CO <sub>2</sub> equ	281.797	59.186	54.527	128.641	184.353	160.722
	kg CO <sub>2</sub> equ per person per year	7.075	1.582	1.342	3.063	3.807	2.871

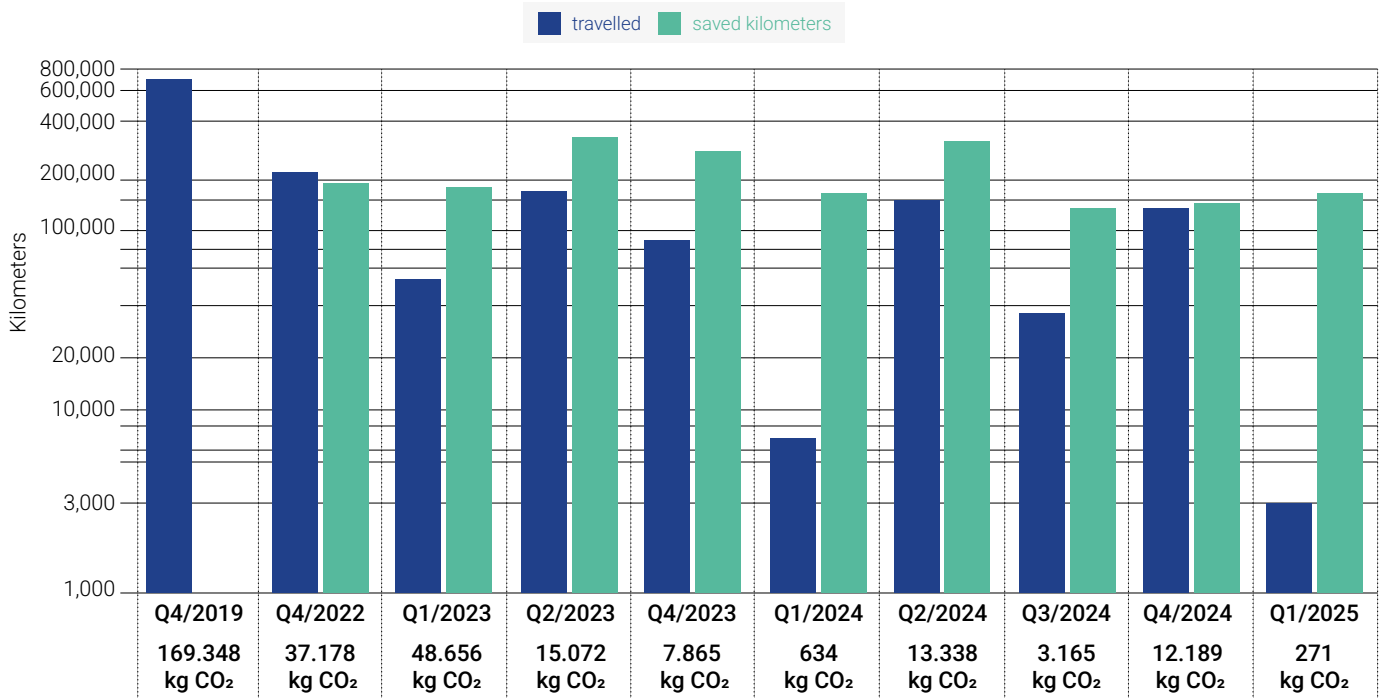
<sup>1</sup> Participants calculated based on registered users for on-site attendance. 2022: data for Q4 only

The current method for tracking participant travel has been in place since mid-2023. After evaluating various CO<sub>2</sub> offsetting options, the Secretariat opted to enhance its event management data tracking instead.

The content management system (CMS) calculates travelled versus avoided kilometres and associated CO<sub>2</sub> emissions, based on the attendance of registered users and whether their attendance is virtual or on-site.

# Q4/2022 - Q2/2023 flown and saved kilometers

compared to Q4/2029 baseline: 100% onsite events



Since the start of the data collection, more kilometres have been saved than travelled thanks to the hybrid event management approach. The overall reduction in travel in 2024 compared to 2023 is also reflected in the lower

number of events held. The Energy Community Ministerial Council, held in the fourth quarter, is the highest-level decision-making body, with ministers meeting in person. This explains the higher share of travelled kilometres in Q4.

## 6.2. SUSTAINABLE EVENT MANAGEMENT AND PERFORMANCE

The Secretariat organises approximately 100 events annually, with participant numbers ranging from 20 to 200. Around 20 of these events take place off-site. As most meetings are full-day, around half of the events require catering, including light lunches and/or one or two coffee breaks. For larger events, catering services, including waitstaff, are often outsourced.

When evaluating the Secretariat’s event management, 2019 serves as the baseline. The Covid-19 years (2020-2021) are not representative, but the shift to the post-2022 “new normal” also marks a significant change in operations compared with pre-Covid times.

## EVENT MANAGEMENT PERFORMANCE

		2017	2018	2019	2020	2021	2022	2023	2024
Events	total number of events	55	88	78	97	117	118	102	86
	share of virtual/hybrid events (%)	0%	0%	0%	88,7%	96,7%	88,10%	69,48%	74,51%
	total number of participants	2000	2600	2.750	5.139	8.122	5.031	3.891	2.907
	total number of on-site participants	2000	2600	2.750	285	267	1.327	1.400	1.036
Catering costs	EUR	132.554	148.004	147.058	11.612	50.807	192.476	178.282	111.649
	costs per participant per year <sup>2</sup>			53	41	190	145	127	108

<sup>2</sup> As of January 2023, participant count is based on registered on-site Secretariat event users, managed through the online event tool.

The Secretariat rapidly shifted to virtual meetings during Covid-19, formalising the approach in the green event procedure (EP05), updated in 2023. In response to hybrid event requirements, the Secretariat upgraded its conference facilities and overhauled its online event registration. By June 2023, the CMS was generating accurate registration data, distinguishing between event types and participation modes (on-site/virtual). Virtual meetings expanded the Secretariat's outreach, attracting significantly more participants from overseas, with some webinars reaching three times the capacity of the Secretariat's Vienna premises.

Following implementation of the online participant travel tracking system, the Secretariat revised its record-keeping rules. To reinforce planning and improve cost control, the EMAS team prepared templates and conducted several internal information sessions on hybrid event management in 2024 and 2025. The

guiding principle was that catering is subject to specific criteria and management approval. Thanks to annual planning, the number of events has begun to decline, and the amount of ordered food better matches demand, resulting in a decrease in overall catering costs in 2024.

In February 2025, the online event management system was further enhanced with a new, easy-to-use guest registration feature, designed to streamline access for participants of a wide range of virtual webinars.

The long-term goal is to manage over 90% of all events through the online registration tool, as this is the only way to generate accurate data consistently. Due to their nature, however, Ministerial Council meetings, official celebrations and public relations events will remain outside the tool. In 2024, approximately 20 events were still conducted outside the system.

## 6.3. ENERGY CONSUMPTION AND PERFORMANCE

### 6.3.1. Energy Sources, Energy Mix and Billing

To support its operations, the Secretariat relies on two primary energy sources:

**⚡ Purchased electricity:** this powers on-site indoor lighting, IT equipment, server rooms, ventilation and cooling systems, kitchens and other electrical appliances.

**🔥 Heating:** the entire building is supplied with district heating from Wien Energie/Fernwärme Wien.

As part of its EMAS certification, the Secretariat switched from Wien Energie to Go Green Energy to ensure a cleaner, more sustainable electricity supply. With Go Green Energy, the Secretariat now receives 100% certified green electricity from Austrian renewable sources. The mix is dominated by wind, solar and hydropower and is certified under the national ecolabel for green electricity. The certification is reviewed annually by an independent body, confirming that the electricity supply generates zero CO<sub>2</sub> emissions and no radioactive waste.

When the new sixth-floor office space was occupied in May 2024, it was connected to the Secretariat’s existing electricity metering system, ensuring that the entire office space—including the new area—continues to be supplied with green electricity.

Heat consumption at Am Hof 4 is allocated among tenants based on radiator meter readings. However, the facility management company applies a fixed (30%) and variable (70%) factor to calculate charges –both of which change annually and remain outside the Secretariat’s control. Meter readings are typically conducted between February and March.

To improve oversight of its own heat use, the Secretariat labelled all radiators and developed a detailed radiator map for its two office floors in 2021. This was followed by the introduction of heating rules for both office areas and secondary spaces such as corridors, toilet facilities and storage rooms. Outdated thermostats were replaced with a smart heating system, which runs in automatic mode—maintaining optimal temperatures during working hours (21°C) and reducing heat at night and on weekends.

Thanks to the radiator mapping, the EMAS team can calculate the Secretariat’s own heat consumption based directly on radiator meter readings, providing a more transparent and reliable internal reference.

### 6.3.2. Electricity Consumption



		2019	2020	2021	2022	2023	2024
Electricity consumption	kWh	45.867	44.129	41.932	38.787	39.020	41.067
	kWh per person per year	1.152	1.179	1.032	924	806	734
	kWh per m <sup>2</sup> per year	34,6	33,3	31,6	29,3	29,4	29,7
Total renewable energy generation	kWh	0	0	0	0	0	0

Although overall electricity consumption increased in 2024, the Secretariat improved its kWh/person performance, which decreased by 9%. Two external factors, beyond the Secretariat’s control, contributed to the rise in electricity use. In April 2024, the Secretariat reported drainage issues in the fifth-floor kitchen, caused by damaged water pipes. Following the repairs,

it was necessary to dry the affected walls. Accordingly, the landlord installed a drying device in the Secretariat kitchen, which operated continuously from May to October. In addition, the renovation of the executive offices, carried out from November 2024 to February 2025, contributed to higher electricity consumption during that period.

### 6.3.3. Heating Consumption



Indicator	2020	2021	2022	2023	2024
kWh total (Am Hof4)	426.545	501.027	415.066	395.472	333.371
kWh total (Secretariat)	129.795	170.804	120.390	106.387	96.577
kWh/m <sup>2</sup> (Am Hof4)	133,55	159,51	130,64	124,83	105,57
kWh/m <sup>2</sup> (Secretariat)	94,07	127,26	90,03	80,41	69,77
kWh/person (Secretariat)	16.261	18.574	15.463	14.287	14.437
VA (Secretariat)	7.023,65	5.728,86	4.508,28	5.174,22	6.807,55

The two Secretariat floors have shown consistent heating consumption over the years, with fluctuations based on VA units, but overall performance in terms of kWh/m<sup>2</sup> remains lower than the overall building average. In 2024, consumption on the Secretariat’s floors was 69,77 kWh/m<sup>2</sup>. This is significantly lower than in previous years and well below the building-wide figure of 105 kWh/m<sup>2</sup> for the same period.

According to the 2024 metering data (VA), heating consumption increased on both of the Secretariat’s floors: +19% on the sixth floor and +32% on the fifth floor. With radiator mapping in place, the metering data proved invaluable in analysing the 2024 heating consumption and enabled the EMAS team to pinpoint issues and take swift corrective action:

- BIG was requested to inspect and service radiators in areas with excessive increases:
  - fifth floor: corridor (+1.600%), men’s toilet facilities (+600%)

- sixth floor: two men’s toilet facilities (+2.100%, +400%).
- Staff were reminded of the importance of reporting unusual heat levels in shared areas (training and EMAS message).
  - The team also held individual discussions with staff in offices where consumption rose significantly (five offices saw increases of over 300%).

The increase on the sixth floor is largely attributable to the addition of new office space, which accounts for roughly half of the incremental increase. Due to renovations, the entrance door stayed open (November 2024 – February 2025), partially explaining the spike in radiator use by the door.

On a positive note, heating consumption in Secretariat meeting rooms remained stable. This may reflect the impact of EMAS awareness efforts—such as guidance on proper ventilation, reminders to switch off lights and reducing room temperatures when leaving.

The increase in VA, alongside a drop in total consumption, suggests that more reactive power is being consumed despite lower overall energy use. This points to potential inefficiencies in the heating system at the building level, such as worn-out radiators or issues with other components. Smart metering devices cannot detect these malfunctions, which limits the Secretariat's ability

to identify and address such issues proactively. To gain a clearer understanding of heating system performance, the EMAS team requires more data and will engage in further discussions with BIG. This will support improved management of system inefficiencies and potential adjustments to future heating and cooling service level agreements.

## 6.4. WASTE AND DISPOSAL PERFORMANCE

### 6.4.1. Waste Management Concept

The Secretariat's waste management policy (*Abfallwirtschaftskonzept*) is outlined in detail in Environmental Instruction EI03 on Waste. Reviewed and approved by the Director in May 2023, the policy applies to both office floors and is jointly implemented by Secretariat staff and the contracted cleaning company.

No hazardous waste is produced or handled on the Secretariat's premises. Nevertheless, the Secretariat procures a variety of office supplies and maintains disposal records in accordance with four hazardous waste categories.

The Secretariat shares a central waste collection room in the building's basement with other tenants. Currently, only paper waste is separated on-site.

The Secretariat's waste separation approach was first established in 2020 and reinforced through the 2023 cleaning services tender, which again incorporated waste separation as a contractual obligation. Under the contract, the service provider is required to separate paper, glass and plastic waste and to maintain records of the recycled quantities. Since there are no dedicated containers for glass, plastic or metal, the cleaning company transports these materials to a nearby public recycling point.

Employees receive training on proper waste sorting, with each staff member provided with two bins to separate paper from residual waste. To further improve waste separation practices, the EMAS team released a guidance video in September 2024, helping staff better understand how to categorise and dispose of waste correctly.

### 6.4.2. Waste Performance

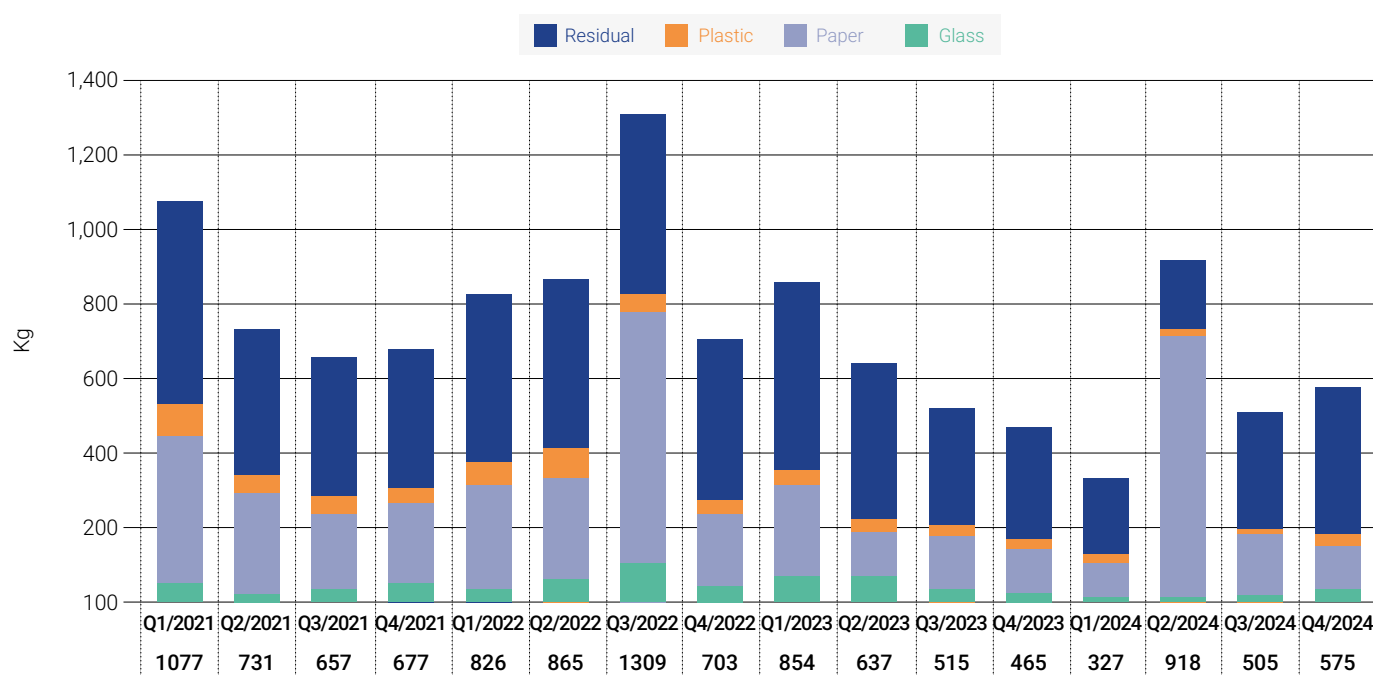
	Unit	2020	2021	2022	2023	2024
Non-hazardous waste	kg	914,8 <sup>3</sup>	3.141,9	3.702,5	2.471,2	2.324,5
Residual waste	kg	474,7	1.693,6	1.845	1.542,1	1.104,4
Paper	kg	351,8	1.091,3	1.410	612,5	1.077,3
Plastic/packaging	kg	57,3	215,6	219	129,4	82,6
Glass	kg	31	141,5	228,5	187,2	60,2
	kg per person per year	30,3	77,3	88,2	51,0	41,5

<sup>3</sup> Only shows data for September to December 2020.

The table illustrates quarterly waste quantities collected across four categories from 2021 to 2024. Ideally, no waste would be generated. However, when waste is generated, the goal is to recycle it. Residual waste remains the largest category, consistently accounting

for 50% to 65% of the total—this is expected due to ongoing initiatives to minimise paper use. Meanwhile, paper, glass and plastic have been effectively recycled, contributing to over 5.454 kg of waste recycled by the Secretariat during this period.

## 2021 – 2024 Waste Management Data



### 6.4.3. Disposal Concept

In 2022, the Secretariat discontinued its previous practice of holding internal auctions for written-off items like laptops, screens, printers and other office equipment. Instead, the EMAS team partnered with disposal companies in Vienna that prioritise environmentally and socially responsible practices, with a focus on reuse and recycling. This change in approach also resulted in a revision of the disposal rules, aligning the Secretariat's practices with more sustainable and responsible disposal methods.

Following a comprehensive inventory, the Secretariat began disposing of decommissioned items in the second half of 2023. As part of the tender for renovating the executive offices, the proper disposal of the Secretariat's old office furniture was a mandatory requirement. The architecture firm responsible for the renovation coordinated the collection and removal process. Of the 15 items disposed, three tables—representing 20%—were collected by a company specialising in renting second-hand office furniture.<sup>1</sup>



<sup>1</sup> On its website, Keck Büromöbel has a separate section on [renting used office furniture](#).

## 6.4.4. Disposal Trends



	Unit	2020	2021	2022	2023	2024
Hazardous waste	kg	n.q.	60,3	38	296,2	2.328,8
Electrical waste/ appliances	kg		17,3	35	290,6	581,4
Batteries	kg			3	5,6	7
Lamps (fluorescent)	kg		25			
Other	kg		18			1.740,4
	kg per person per year		1,5	0,9	6,1	41,6

The revised concept resulted in a significant increase in disposed goods, with a rise of 685% recorded from 2023 to 2024. Consequently, the quantity of hazardous waste

disposed of in 2024 exceeded that of non-hazardous waste, highlighting the significant impact of the transition to more sustainable disposal practices.

## 6.5. MATERIAL CONSUMPTION, PROCUREMENT AND PERFORMANCE

To support its operations, the Secretariat relies on a wide range of goods and services—including office supplies, IT equipment, paper, food and beverages—as well as external providers in areas such as IT, travel, website maintenance, cleaning and catering. While essential, this consumption contributes to resource depletion and CO<sub>2</sub> emissions, particularly from transport.

Recognising this impact, the Secretariat began formalising its sustainable procurement practices in 2021, with the introduction of the Sustainable Procurement Procedure (EP04). This framework prioritises environmentally certified products and encourages longer delivery intervals to reduce emissions. Any new sustainability criteria introduced are documented in the procedure.

Where applicable, the Secretariat requires potential service providers to provide environmental management system standards and/or policies. At present, all three

of the key Secretariat service providers—in cleaning, catering and printing—hold environmental certification.

For travel management, potential service providers are required to provide travel statistics including CO<sub>2</sub> emissions per flight and to describe their own sustainability policies. Similarly, the Secretariat’s IT service provider has been made aware of the importance of adhering to energy-efficient IT hardware standards and ensuring energy-saving settings are activated at device level when new models are purchased by the Secretariat’s procurement staff.

**USE OF OFFICE MATERIALS**

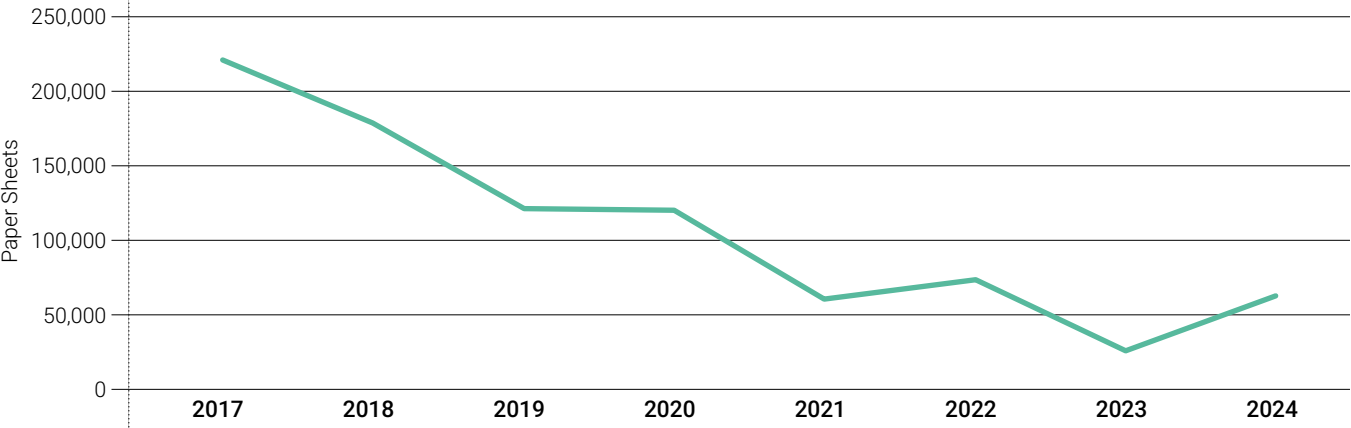


		2019	2020	2021	2022	2023	2024
Purchased office paper	sheets	121.250	152.500	60.250	72.500	25.500	62.500
	sheets per person per year	3.044	4.075	1.483	1.726	527	1.116
Printed report pages	pages	239.200	22.300	42.600	85.200	75.800	48.600
	pages per person per year	6.006	596	1.048	2.029	1.565	868
Sparkling water	bottles/0,33 litre	8.640	7.280	7.720	8.960	9.200	7.200
	bottles per person per year	217	195	190	213	190	129

Since switching to 100% recycled office paper in July 2020, the Secretariat has promoted reduced printing through awareness and secure printer access, in line

with green event practices. Despite a rise in 2024, overall paper use continues to show a downward trend, observed in two-year cycles.

**2017 - 2024 Purchased paper sheets**



The Secretariat contracts an external service provider for the design and layout of flagship reports, with the number of laid-out pages consistently exceeding the number of printed pages—highlighting the shift towards digital-only releases. In 2024, the number of printed report pages per person decreased by a notable 45%, underlining the Secretariat's commitment to reducing waste and embracing digital efficiency. When printed copies are required, the printing company is instructed to use 100% recycled paper. Shorter reports, like the Annual Implementation Country Reports, are designed

with print-friendly layouts to facilitate on-demand in-house printing.

The organisation's geographical distribution and/or behavioural patterns might partially explain the high volumes of purchased water bottles (see also Section 6.6). The EMAS team continues to address this issue through staff training, fact sheets, video and, most recently, the EMAS quiz. For the first time, a decline in both total volume (-22%) and bottles per person per year (-32%) was recorded in 2024.

## 6.6. WATER CONSUMPTION

The City of Vienna, as the municipal water supplier, invoices water consumption at the office building level for Am Hof 4. Costs are split among tenants by the facility management company, ARE, based on floor area. As a result, the Secretariat is allocated only its proportional share of the overall water costs and has no data on its actual water usage, due to the absence of floor-level metering.

While direct water management is not feasible, the Secretariat promotes responsible water use through practical tips outlined in Environmental Instruction EI-01 on Environmental Office Practices. These encourage staff both to conserve water—by reporting leaks and turning off taps when not in use—and to make sustainable consumption choices by drinking Vienna’s high-quality tap water instead of bottled alternatives.

To foster water conservation and cut down on bottled water, the Secretariat has provided carafes to encourage staff to drink tap water and has installed water-saving aerators in the toilet facilities. Staff are regularly reminded to prioritise tap water, both for personal consumption and when hosting guests, with emphasis on the premium quality of Vienna’s mountain spring water. For large-scale Secretariat events, the catering company is instructed to serve tap water in carafes. This message is further reinforced through EMAS training for new staff, supported by fact sheets and an awareness video (How We Live EMAS<sup>2</sup>).

• • •

2 Available on the Secretariat’s website, and also accessible via its Linked account ([see this link](#)).







# ANNEX 1

## EMAS ENVIRONMENTAL PERFORMANCE INDICATORS



Reference values	Unit	2019	2020	2021	2022	2023	2024
Total staff members	persons	40	37	41	42	48	56
Office space, fifth and sixth floors	m <sup>2</sup>	1.326	1.326	1.326	1.326	1.326	1.384
AT working days		248	250	250	250	250	251
<b>Energy efficiency (office)</b>		<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
District heat consumption	kWh	129.795	155.374	170.804	120.390	106.387	96.577
	kWh per m <sup>2</sup> per year	98	117	129	91	80	70
	kWh per heating degree day	60,5	72,5	72,0	50,7	44,8	40,7
Metering heat consumption (VA)	metering units	7.052,8	7.023,7	5.728,9	4.508,8	5.174,2	6.807,6
Electricity consumption	kWh	45.867	44.129	41.932	38.787	39.020	41.067
	kWh per person per year	1.152	1.179	1.032	924	806	734
	kWh per m <sup>2</sup> per year	34,6	33,3	31,6	29,3	29,4	29,7
Renewable energy generation	kWh	0	0	0	0	0	0
<b>Material efficiency</b>		<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Purchased office paper	sheets	121.250	152.500	60.250	72.500	25.500	25.000
	sheets per person per year	3.044	4.075	1.483	1.726	527	447
Printed report pages	pages	239.200	22.300	42.600	85.200	75.800	48.600
	pages per person per year	6.006	596	1.048	2.029	1.565	868
Mineral (sparkling) water	bottles/0,33 litre	8.640	7.280	7.720	8.960	9.200	7.200
	bottles per person per year	217	195	190	213	190	129

Reference values	Unit	2019	2020	2021	2022	2023	2024
Event catering	costs per year	147.058	11.612	50.807	192.476	178.282	111.649
	costs per participant per year <sup>2</sup>	53	41	190	145	127	108
<b>Water use</b>		<b>n.q.</b>	<b>n.q.</b>	<b>n.q.</b>	<b>n.q.</b>	<b>n.q.</b>	<b>n.q.</b>
<b>Waste</b>		<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Non-hazardous waste	kg	n.a.	1.134,3	3.142,0	3.702,5	2.471,2	2.324,45
Glas	kg		85,0	141,5	228,5	187,2	1.104,4
Paper	kg		488,8	1.091,3	1.410,0	612,5	1.077,25
Plastic	kg		573,8	215,6	219,0	129,4	82,6
Residual	kg		474,7	1.693,6	1.845,0	1.542,1	60,2
	kg per person per year		30,3	77,3	88,2	51,0	41,5
Hazardous waste	kg	n.q.	n.q.	60,3	38,0	296,2	2.328,82
	kg per person per year			1,5	0,9	6,1	41,6
<b>GHG emissions (office and travel)</b>		<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Participants' travel <sup>3</sup>	kg CO <sub>2</sub> equ				18.589	45.443	29.326
	kg CO <sub>2</sub> equ per participant per year				14	32	28
Staff travel	kg CO <sub>2</sub> equ	273.426	50.522	51.111	107.486	136.642	131.395
	kg CO <sub>2</sub> equ per staff per year	6.865	1.350	1.258	2.559	2.822	2.347
Total GHG emissions	kg CO <sub>2</sub> equ	281.797	59.186	54.527	128.641	184.353	162.975
	kg CO <sub>2</sub> equ per person per year	7.075	1.582	1.342	3.063	3.807	2.911
<b>Other air emissions (office)</b>		<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Nox	kg	59	70	76	55	49	49
	kg per person per year	1,5	1,9	1,9	1,3	1,0	0,9
SO <sub>2</sub>	kg	84	100	109	77	69	63
	kg per person per year	2,1	2,7	2,7	1,8	1,4	1,1
PM	kg	28	33	36	26	23	21
	kg per person per year	0,7	0,9	0,9	0,6	0,5	0,4
<b>Land use/biodiversity</b>		<b>n.a.</b>	<b>n.a.</b>	<b>n.a.</b>	<b>n.a.</b>	<b>n.a.</b>	<b>n.a.</b>

1 2020: data for Q4 only.

2 As of January 2023, the participant count is based on registered on-site Secretariat event users, managed through the online event tool.

3 Participants calculated on the basis of registered users for on-site participation. 2022: data for Q4 only.

# ANNEX 2

## ENVIRONMENTAL INPUT AND OUTPUT DATA



Input	Unit	2017	2018	2019	2020	2021	2022	2023	2024
<b>Energy office</b>									
Heat (district heating)	Verbrauch-santeile VA <sup>1</sup>	-	8.128	7.053	7.024	5.729	4.509	5.174	6.808
	kWh (calculated)	135.583	146.228	129.795	155.374	170.804	120.390	106.387	96.577
	EUR	19.238	20.907	18.671	14.978	18.613	13.772	14.273	26.599
Electricity	kWh	39.773	46.705	45.867	44.129	41.932	38.787	39.020	41.067
	EUR	5.815	7.406	8.224	8.935	8.141	16.845	14.483	8.802
Energy office total	kWh	175.356	192.933	175.662	199.503	212.736	159.177	145.407	137.644
	EUR	25.053	28.313	26.895	23.913	26.754	30.617	28.756	35.400
<b>(Energy) Travel</b>									
Flights	km	1.072.707	1.219.274	1.158.385	142.423	131.303	281.863	357.623	287.764
	number	667	930	976	196	210	414	474	387
	EUR	268.842	289.088	238.898	43.596	42.209	135.251	157.712	116.291
Train	number	7	5	20	4	3	5	3	5
<b>Water consumption <sup>1</sup></b>									
Municipal water	l	n.q.	n.q.	n.q.	n.q.	n.q.	n.q.	n.q.	n.q.
	EUR <sup>2</sup>	395	483	2.293	3.269	504	1.529	978	
<b>Material consumption</b>									
Copy paper (A3 and A4)	sheets	220.500	178.000	121.250	152.500	60.250	72.500	25.500	62.500
	EUR	1.669	1.403	1.017	1.074	492	1.512,70	275,08	692,00
Share of recycled paper	%	0%	0%	0%	21%	99,6%	86,2%	100,0%	100,0%
Printed report pages	pages	613.200	1.721.600	239.200	20.400	42.600	85.200	75.800	48.600



Input	Unit	2017	2018	2019	2020	2021	2022	2023	2024
	EUR		14.113	6.169	1.661	4.386	8.062	6.484	4.536
	Share of laid-out pages only (%)	0%	0%	0%	8%	39%	35%	93%	14%
	Share of recycled paper (%)	0%	0%	0%	100%	100%	100%	100%	100%
Mineral water <sup>3</sup>	bottles/0,33 litre		5.000	8.640	7.280	7.720	8.960	9.200	7.200
	EUR <sup>4</sup>		1.226	3.066	2.452	2.688	3.828	4.494	3.423
Events management	total number of events	55	88	78	97	117	118	102	86
	share of virtual/hybrid events (%)	0%	0%	0%	88,7%	96,7%	88,10%	69,48%	74,51%
	total number of participants	2.000	2.600	2.750	5.139	8.122	5.031	3.891	2.907
	total number of on-site participants	2.000	2.600	2.750	285	267	1.327	1.400	1.036
Event catering costs	EUR <sup>5</sup>	132.554	148.004	147.058	11.612	50.807	192.476	178.282	111.649



Output	Unit	2017	2018	2019	2020	2021	2022	2023	2024
<b>Waste</b>									
Non-hazardous waste	kg	n.q.	n.q.	n.q.	914,8 <sup>6</sup>	3.141,95	3.702,5	2.471,2	2.324,45
Residual waste	kg				474,7	1.693,6	1.845	1.542,1	1.104,4
Paper	kg				351,8	1.091,3	1.410	612,5	1.077,25
Plastic/ Packaging	kg				57,3	215,55	219	129,4	82,6
Glass	kg				31	141,5	228,5	187,2	60,2
Hazardous waste	kg	n.q.	n.q.	n.q.	n.q.	60,3	38	296,24	2.328,82
Electrical waste/ appliances	kg					17,3	35	290,64	581,42
Batteries	kg						3	5,6	7
Lamps (fluorescent)	kg					25			
Other	kg					18			1.740,4



Output	Unit	2017	2018	2019	2020	2021	2022	2023	2024
<b>Emissions to air (calculated)</b>									
GHG emissions	kg CO <sub>2</sub> equ	268.946	306.483	281.797	59.186	54.527	128.641	184.353	162.975
participants travel <sup>7</sup>	kg CO <sub>2</sub> equ						18.589	45.443	29.326
staff travel	kg CO <sub>2</sub> equ	260.825	297.207	273.426	50.522	51.111	107.486	136.642	131.395
office electricity	kg CO <sub>2</sub> equ	5.409	6.352	5.775	5.556	0	0	0	0
district heating	kg CO <sub>2</sub> equ	2.712	2.925	2.596	3.107	3.416	2.408	2.128	2.125
cooling agents	kg CO <sub>2</sub> equ	n.q.	n.q.	n.q.	n.q.	n.q.	n.q.	n.q.	n.q.
Nox	kg	61	66	59	70	76	55	49	45
SO <sub>2</sub>	kg	87	94	84	100	109	77	69	63
PM	kg	29	31	28	33	36	26	23	21
<b>Emissions to water</b>		<b>n.q.</b>	<b>n.q.</b>	<b>n.q.</b>	<b>n.q.</b>	<b>n.q.</b>	<b>n.q.</b>	<b>n.q.</b>	<b>n.q.</b>

1 VA: actual number of heat units consumed, obtained from radiator readings.

2 Billing performed at building level: costs split by m<sup>2</sup>, no consumption data available.

3 Costs/consumption cannot be split between guests and staff.

4 Since August 2018, 0,33 l glass bottles have been ordered; before that plastic 0.5 l bottles were used.

5 As of 2023: includes all events (Secretariat premises+Vienna+abroad) but solely those conducted via the online event management tool.

6 Waste separation and data collection started in September 2020.

7 Flown km and CO<sub>2</sub> per registered user per event. The data collection started in Q4/2022.

# ERKLÄRUNG DES UMWELTGUTACHTERS ZU DEN BEGUTACHTUNGS- UND VALIDIERUNGSTÄTIGKEITEN

RK-009/2025 - EMAS

Der unterzeichnende EMAS-Umwelteinzelgutachter **DI Dr. Rudolf KANZIAN** mit der **Registrierungsnummer AT-V-0021** zugelassen für den **Bereich 99 (NACE-Code)** bestätigt folgende Begutachtung

## Energy Community Secretariat

(AT-000748)

**Standort**

Am Hof 4, 1010 Wien

Die Organisation hat, wie in der **Umwelterklärung 2025** angegeben, alle **Anforderungen der Verordnung (EG) Nr. 1221/2009** des Europäischen Parlaments und des Rates vom 25. November 2009 **in der Fassung der Verordnung EU 2017/1505 und 2018/2026 über die freiwillige Teilnahme von Organisationen in einem Gemeinschaftssystem für Umweltmanagement und die Umweltbetriebsprüfung (EMAS) erfüllt.**

Mit der Unterzeichnung dieser Erklärung wird bestätigt, dass

- die Begutachtung und Validierung in voller Übereinstimmung mit den Anforderungen der Verordnung (EG) Nr. 1221/2009, 2017/1505 und 2018/2026 durchgeführt wurden,
- das Ergebnis der Begutachtung und Validierung bestätigt, dass keine Belege für die Nichteinhaltung der geltenden Umweltvorschriften vorliegen,
- die Daten und Angaben der Umwelterklärung der Organisation ein verlässliches, glaubhaftes und wahrheitsgetreues Bild sämtlicher Tätigkeiten der Organisation innerhalb des in der Umwelterklärung angegebenen Bereichs geben.

Diese Erklärung kann nicht mit einer EMAS-Registrierung gleichgesetzt werden. Die EMAS-Registrierung kann nur durch eine zuständige Stelle gemäß der Verordnung (EG) Nr. 1221/2009 erfolgen. Diese Erklärung darf nicht als eigenständige Grundlage für die Unterrichtung der Öffentlichkeit verwendet werden.

DI Dr. Rudolf Kanzian  
Feldkirchen, 24. Juni 2025



**Energy Community Secretariat**

Am Hof 4, Level 5-6, 1010 Vienna, Austria

+ 431 535 2222

[info@energy-community.org](mailto:info@energy-community.org)

