



European Monitoring Centre
for Drugs and Drug Addiction

Eco-Management and Audit Scheme

Environmental Statement 2022



Observation period

January 2014 – December 2021

About this report

This environmental statement provides stakeholders and the public with information on the EMCDDA's environmental performance and activities for 2021. Its aim is to raise awareness of our environmental management policies.

The EMCDDA is in the process of being registered in the Eco-Management and Audit Scheme (EMAS). This document has been drafted in accordance with the EMAS III Regulation ⁽¹⁾ and is available on the [EMCDDA website](#).

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

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The EMCDDA is fully committed to protecting the environment, both in its audit activity and in its administrative management. The number of audits related to environmental issues and the implementation of the 17 UN Sustainable Development Goals continues to increase year on year. In April 2022, I decided to obtain certification under the Eco-Management and Audit Scheme (EMAS), demonstrating our continued commitment since the adoption of our environmental policy in 2014.

In 2021, the COVID-19 pandemic continued to have an impact on the EMCDDA's activities. But it also had a positive influence on our environmental performance. Some measures taken during the pandemic have been made permanent, creating a new hybrid way of working. In the coming months and years, we will need to take stock of these changes and reflect on how they can help us to use our buildings more efficiently. We will also need to pay attention to preserving these environmental gains as we resume our activities.

The European Green Deal establishes an ambitious target of net-zero greenhouse gas emissions in Europe by 2050. The EMCDDA is also reflecting on its longer-term environmental strategy with the goal to become a carbon neutral administration by 2026. Our [action plan for 2021-2025](#) reflects this ambition.

I hope that this statement will give you an overview of the work we have done, thanks to both the individual and collective efforts of all our colleagues. I would like to thank them very much for their active support, and I am confident that we will continue to make progress together in the coming years, furthering our joint commitment to protecting the environment.

Alexis Goosdeel
EMCDDA Director

Executive summary

Our environmental results for 2021 are still significantly affected by the COVID-19 pandemic, as shown in Table 1.

TABLE 1. Summary of environmental results in 2021

2021 Indicators with 119 FTEs (Full Time Equivalent)		Compared to 2020 with 129.8 FTEs	Compared to 2014 with 113 FTEs
Electricity	4.46 MWh/FTE	-26.30%	-37.21%
	0.000 Tons CO2/FTE	0.00%	-100.00%
	114.10 TOE	-32.37	-33.89%
Gas	0.027 Tons CO2/FTE	+7.99%	-33.50%
	1.50 TOE	+17.19%	-34.78%
Water	15.355 m3/FTE	+46.27%	-33.20%
Waste	0.007 Tons CO2/FTE	-93.10%	-99.50%
Canteen waste	0.000 Tons CO2/FTE	-100.00%	-100%
Missions	0.226 Tons CO2/FTE	-35.00%	-94.55%
Transport (O+P)	0.366 Tons CO2/FTE	+261.28%	-67.17%
	1.10 TOE (O)	+254.84%	-52.17%

Abbreviation: FTE, full time equivalent of a staff member. TOE, Tonne(s) of oil equivalent. O, official vehicle(s). P, private vehicle(s).

Energy consumption continues to decrease as a result of lower building use and the continuation of certain measures applied during the pandemic (reduced operating time of ventilation systems).

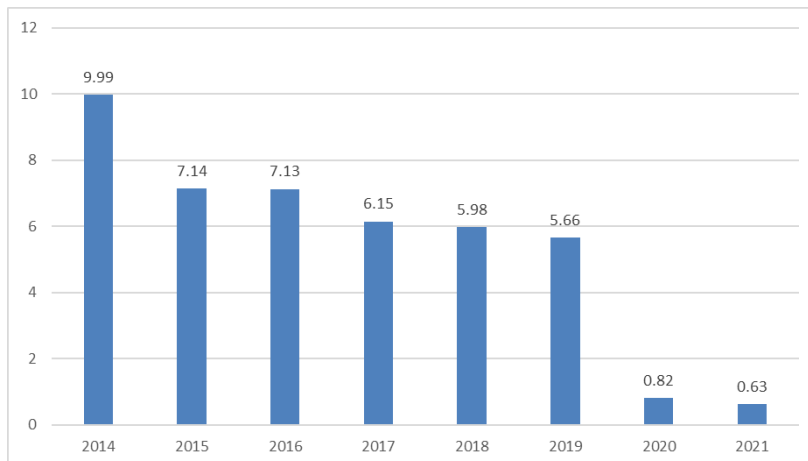
The use of gas, water as well as private and official transport increased compared to 2020, when the agency was in full lockdown from February till December. Compared to the pre-COVID years, the water consumption and use of transport were considerably lower in 2021. The Key Performance Indicator target of a reduction in overall utility costs compared to 2019 could be achieved in 2021.

Business trips have resumed for missions, but have not returned to their pre-pandemic levels.

In October 2021, the Director of the EMCDDA decided to make our teleworking arrangements permanent, allowing staff to telework for up to 12 days each month. We expect this decision to have a positive impact on our emissions in the long term.

The EMCDDA continued to reduce its carbon footprint in 2021. However, a rebound is expected in the years to come, the extent of which will vary depending on how the energy and COVID-19 crisis develops further, and on any restrictive measures which may apply to missions and to work on the EMCDDA's premises. The COVID-19-related reduction of the carbon footprint can be seen in Figure 1.

FIGURE 1. Tonnes CO₂ per person from 2014 to 2021



The targets and objectives set for 2021 have been met and exceeded.

Tonne(s) of oil equivalent, abbreviated as TOE, is a normalised unit of energy. By convention, it is equivalent to the approximate amount of energy that can be extracted from one tonne of crude oil. It is a standardised unit, assigned a net calorific value of 41 868 kilojoules/kg and may be used to compare the energy from different sources². For the purpose of the EMAS registration of the EMCDDA, the TOE is included into this report as of 2020 as well as the 2014 benchmark as required by EMAS.

FIGURE 2. Tonne(s) of oil equivalent from 2014 to 2021

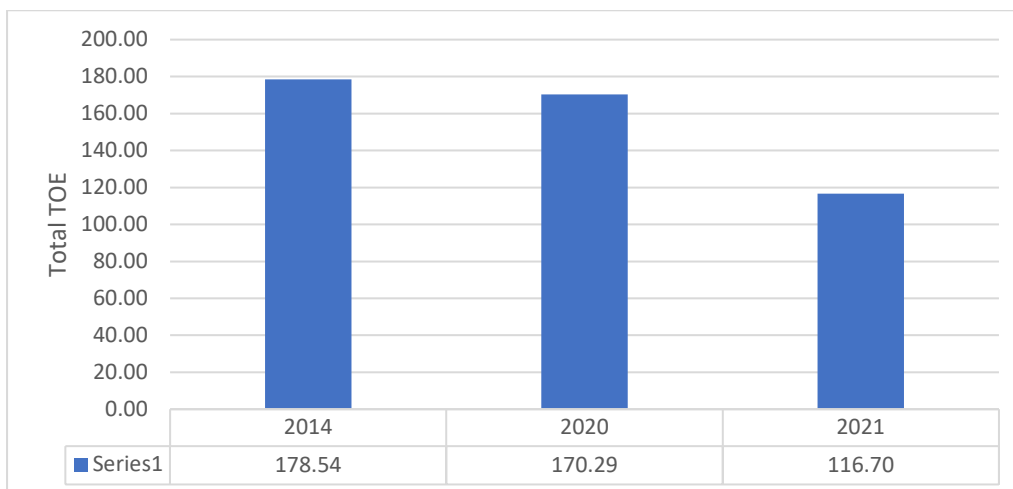


TABLE 2. Tonne(s) of oil equivalent from 2014 to 2021

	Electricity	Gas	Official vehicles	Total TOE
2014	172.60	3.64	2.30	178.54
2020	168.70	1.28	0.31	170.29
2021	114.10	1.50	1.10	116.70

² [https://ec.europa.eu/eurostat/statistics-explained/index.php?title=Glossary:Tonnes_of_oil_equivalent_\(toe\)](https://ec.europa.eu/eurostat/statistics-explained/index.php?title=Glossary:Tonnes_of_oil_equivalent_(toe))

1. Business and environmental context

The European Monitoring Centre for Drugs and Drug Addiction (EMCDDA) was established by Council Regulation (EEC) No. 302/93 of 8 February 1993 and it is one of the EU's decentralised agencies.

The EMCDDA exists to provide the EU and its Member States with a factual overview of European drug problems and a solid evidence base to support the drugs debate. Today it offers policymakers the data they need for drawing up informed drug laws and strategies. It also helps professionals and practitioners working in the field pinpoint best practice and new areas of research. More information about the agency and its structure and activities can be found on the [EMCDDA website](#).

The EMCDDA's mission: The EMCDDA supports EU and national policymaking by providing evidence-based information on drugs, drug addiction and their consequences.

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Number of staff: ca. 110

Greening Coordinator: Amparo Oliver

Scope of EMAS/ISO14001 application

The scope of the EMCDDA's application of EMAS covers all environmental aspects of the EMCDDA's activities, areas and items derived from the agency's tasks, as stipulated in the Founding Regulation and detailed in the [EMCDDA's 5-year strategy](#) and associated annual Single Planning Document (SPD).

This encompasses:

The EMCDDA's work encompasses two types of activities with environmental impact.

A major part of the EMCDDA's work is of an office-based, administrative, and technical character. The agency provides its support largely through information, consultation, coordination, inspection and data system management. Digitalisation is in full progress; digital services and the amounts of streamed and processed data handled by the agency are constantly growing. The EMCDDA conducts this work with its own staff of approximately 110 employees, who have their own office workspace for daily work in the EMCDDA's office building in Lisbon, Portugal. This work is complemented by outsourced work, products and services procured from contractors or agreed with other EU bodies. Some contracted personnel work daily or regularly in the EMCDDA building. This administrative and technical business creates the typical environmental impacts of an office-based public administration, in combination with operating a number of small to medium-sized meeting rooms and an in-house data centre (and its duplication as a business continuity facility abroad).

The EMCDDA's core task of **visits to** public health, drug control and security-related authorities and organisations worldwide result in regular business trips (missions) by staff. Furthermore, the EMCDDA organises many **training courses**, workshops, conferences, and other events at its premises and abroad, involving participants from across the EU, as well as from IPA ⁽³⁾ and ENP ⁽⁴⁾ countries. The support provided to the European Commission services and the interaction with other EU bodies, such as other EU agencies, the European Parliament and the EU Council, also requires that EMCDDA staff travel frequently to Brussels. These activities generate the standard environmental impacts resulting from travel by EMCDDA staff and event participants.

Sustainability is a key pillar of the [EMCDDA's five-year strategy \(2021-2025\)](#) and is firmly embedded in the processes of the agency. Under its mandate, the EMCDDA works in the health and security domains, even so the EMCDDA's mandate does not include environmental tasks, the organization is striving towards the UN's sustainable development goals for climate change and Europe's ambition to be a climate-neutral continent by 2050.

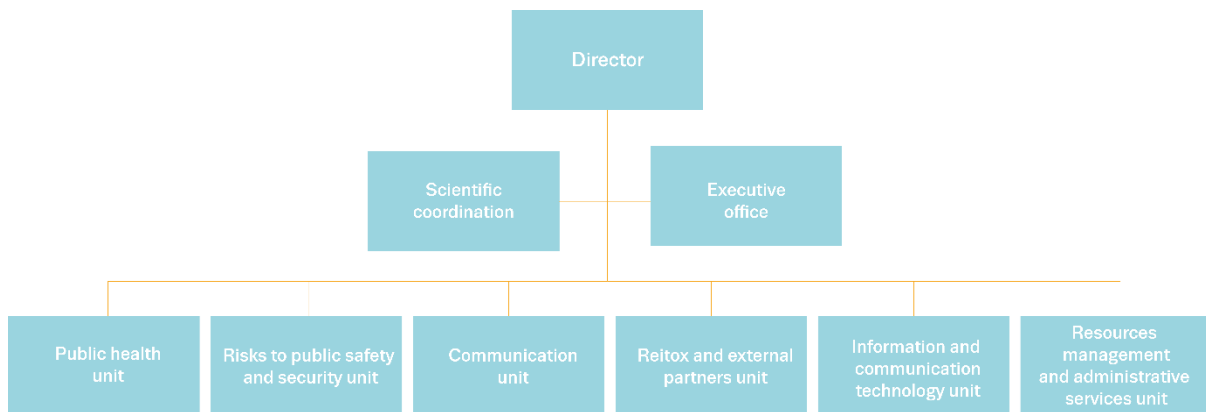
The EMCDDA's 5-year strategy and Single Programming Documents (published on its [website](#)) are steered and adopted by the Management Board, made up of representatives from the 27 EU Member States, Norway, Turkey and the European Commission.

The EMCDDA's organisation is structured as shown in Figure 3.

⁽³⁾ Instrument for Pre-Accession Assistance (IPA). For more information see the EMCDDA [website](#).

⁽⁴⁾ European Neighbourhood Policy (ENP). For more information see the EMCDDA [website](#).

FIGURE 3. The organisational structure of the EMCDDA



The EMCDDA organisational chart, status and premises

The organisational chart of the EMCDDA can be found at <http://emcdda.europa.eu/about/organization.html>

The EMCDDA's status and seat in Lisbon is the subject of a diplomatic agreement with the Republic of Portugal and a lease agreement with the Port of Lisbon (APL) as the owner of its premises. The EMCDDA has quasi-diplomatic status, similar to an embassy; it is located within a special jurisdiction of the Port of Lisbon regarding land ownership and usage.

The EMCDDA owns and operates two **vehicles** (one hybrid car as official car and a second car that will be replaced by an electric vehicle as service vehicle in 2023) for driving services for its Executive Director, senior management, high ranking guests, group transfers, movement of equipment and logistics needs.

The EMCDDA's headquarters consists of one main office building and an adjacent office building with a canteen that is partially rented by a private entity. The two buildings occupy a total of approximately 1 500 m² of land beneath them, resulting in a sealed surface. An underground parking where the EMCDDA rents 61 parking places is located underneath Praça Europa. The EMCDDA buildings are part of a larger EU complex built around Praça Europa, which also includes the office building of the European Maritime Safety Agency (EMSA) and a conference centre. The canteen, the conference centre and parking area are jointly used by EMSA and the EMCDDA. The EMCDDA is incorporated into APL's waste disposal scheme across Lisbon's harbour and shoreline zone.

The EMCDDA is located in downtown Lisbon, directly facing the Tagus riverfront. It sits between the urban-green Ribeira das Naus historical shipyard park with Lisbon's central square Terreiro do Paço and the public transport hub at Cais do Sodré. Stops of river ferry lines, the suburban train line, a metro line, various tram and bus lines, two major cycle lanes and a taxi station are within a 200 m distance of EMCDDA.

The EMCDDA's office building has three floors, the ground floor with a total area of 1 100 m² and the two upper floors with each 900 m². Equipment to serve the building (including solar panels) is installed on one part of the flat roof, while the other part of the roof is used as a technical area for the air conditioning system. The entire main building contains 4 400 m² of floor space without the garage area. The main building is rated as energy performance class C and is controlled by a Siemens building management system; the 'palacete' building is rated as energy performance class C. The palacete building, occupying 500 m² of ground space, has three floors above the ground, and one floor below ground with 700 m². Altogether, it contains 2 200 m² of floor space.

In 2022, on average, the number of people assigned to the main EMCDDA building and the palacete was 119.

Lisbon's climate is characterised by sunny, hot summers and mild winters. Every year, the largest amount of electricity is consumed in July/August, when the cooling of the main building by a chiller-fed central air-conditioning system is used at maximum capacity. The second largest amount of electricity is used between December and March for heating purposes.

In the main building, the EMCDDA operates a data centre, several medium-sized meeting rooms and a training room. In the palacete, the canteen as well as several meeting rooms are used.

Energy, water, and space consumption of the main and adjacent building are measured separately.

EMCDDA headquarters

The EMCDDA has identified its **interested parties** as resulting primarily from its health and security business, its status as an EU body and as an employer, and from the location of its headquarters.

The EMCDDA's major **stakeholders** as immediate clients are the **national health and security authorities and services** of the 27 EU Member States (as represented in the EMCDDA's Management Board), Norway and Turkey, and the **European Commission**, as well as IPA and ENP countries and other EU agencies and organisations. As an **EU body**, the EMCDDA is expected by the **EU institutions, EU Member States and EU citizens** to apply all environmental policies and recommendations of the EU, and to perform in an exemplary way that is also visible to EU citizens both in its host country and throughout the Union.

The **Authority of the Port of Lisbon**, as owner of the EMCDDA's building, is another stakeholder in this framework. A major interested party is the **City of Lisbon**, which has invested strongly in the modernisation and greening of the riverfront neighbourhood area – Ribeira das Naus – around the EMCDDA. The EMCDDA seeks to form strong links and local cooperation projects with these stakeholders (see Table 3).

TABLE 3. Stakeholders

Stakeholders whose intervention impacts the EMS of EMCDDA	Int / Ext	Relevant stakeholder requirements, needs or expectations	Compliance Obligation ? [Y/N]	Monitoring of feedback	Results of feedback
European Commission (EC) and other EU bodies	Internal	Execution of tasks and activities in accordance with guidelines, regulations, legal acts, agreed terms of reference and specific requirements that the EC / others may express for specific activities.	Y	Comments provided in GRA* Reply to EMAS related issues	Satisfactory audit results
Management Board	Internal	Execution of activities in accordance with the legal acts, guidelines and regulations stipulated, the agreed strategy and the associated implementation	Y	Comments provided in the GRA*	Positive results of activities - approval of GRA. Approval of the new Strategic Plan.

		plans and / or methodologies.			
Staff	Internal	Work environment according to health and safety rules. Work environment that expresses concerns for the environment, consistent with the Agency's mission. Work environment that provides forms and means of participation.	Y	Comments provided on the activities, actions and information disclosed. Feedback to invitations to participate (ideas, suggestions, concerns, etc.).	Staff feedback to HumHub presentation: ideas provided by email.
PT authorities	External	Compliance with legal requirements. Compliance with bilateral contracts and agreements. Timely communication.	Y	Compliance with legal requirements. Compliance with established legal deadlines. Results of periodic inspections and audits.	No notifications for non-compliance.
APL / CML	External	Compliance with legal requirements. Compliance with bilateral contracts and agreements. Timely communication.	Y	Compliance with legal requirements. Compliance with established legal deadlines. Results of periodic inspections and audits.	No notifications for non-compliance.
Contractors	External	Work environment in accordance with health, safety and environmental rules. Compliance with the contract and payment terms.	N	Results of periodic inspections and audits.	No notifications for non-compliance. Renewed interest in procurements.
PT + EU public/media (incl. neighbours)	External	Behaviour of the organization consistent with its mission. Considering concrete impact on neighbours.	N	Comments, requests for information / clarifications, complaints.	Replies to requests for information received by email. No complaints received after replies.

* - General Report of Activities

The EMCDDA engages in dialogue with its stakeholders through multiple forums, working groups and technical meetings. Further interested parties, notably those related to the EMCDDA's location in Lisbon and the agency's most relevant contractors, have been invited to specific, open dialogues on environmental matters according to a greening communication plan.

2. The EMCDDA's environmental policy

The EMCDDA developed an environmental policy (as adopted on 4.6.2014, [Decision DEC/DIR/2014/08](#)) to apply an environmental management system. The Environmental Policy states, that the EMCDDA is committed to:

The EMCDDA, in response to the growing need to preserve and improve the environment, and to the calls for its protection made by an increasingly environmentally aware and concerned society, is committed to reducing its negative environmental impact and to continually improving its environmental performance as an important part of the Centre's operating methods.

For this purpose, the key principles and objectives of the EMCDDA environmental policy may be to:

- comply with or exceed the requirements of current environmental legislation, in particular the legislation applicable to the EMCDDA;
- minimise waste by evaluating operations and ensuring they are as efficient as possible, and actively promote reuse or recycling internally, as well as among the Centre's visitors and suppliers;
- encourage efficient use of energy, utilities and natural resources, especially where these are non-renewable;
- operate and maintain the agency's vehicles, adopt a travel policy with due regard to environmental issues and encourage the use of alternative means of transport and car sharing as far as reasonably practical;
- purchase and procure products that do the least damage to the environment, namely those with eco-labels or from suppliers with environmental certificates, where possible, in order to minimise the environmental impact of production, distribution and consumption;
- promote environmentally conscious behaviour by the staff of the EMCDDA and contribute to raising awareness among others by adding environmental statements to work e-mails and publications;
- establish procedures for periodic review of environmental compliance, measures taken and goals achieved;
- be an environmentally responsible neighbour in the community where the agency operates, and seek to identify and correct incidents or conditions that endanger health, safety, or the environment;
- participate in efforts to improve environmental protection and understanding;
- consider obtaining environmental certification for the EMCDDA in the long run, with due regard to the available resources.

In 2022, the Director decided to obtain EMAS and ISO 14001 certification. The EMCDDA undertakes to implement and pursue this environmental policy, in line with the principles listed above. The EMCDDA will regularly and transparently communicate this policy and its implementation to staff, stakeholders, contractors and any other interested parties.

Environmental commitments must translate into specific measures that take into consideration the impact on human, material and financial resources.

This policy and the environmental management system shall apply to all EMCDDA activities, premises and equipment in Lisbon and elsewhere.

3. Environmental management system

The EMCDDA decided to work towards the EMAS certification as a step in its commitment to become environmentally sustainable. All EMCDDA activities come under the scope of its environmental management system.

The EMCDDA has been assessing its entire business activities in an environmental context analysis, as part of the Environmental Report since 2014.

Environmental management

Since moving into its current headquarters in 2009, the EMCDDA has taken multiple environmental measures, and has already achieved a good performance standard in many aspects.

Such measures included:

- promotion of videoconferences instead of face-to-face meetings
- use of 100 % renewable energy
- installation of solar panels
- application of protective solar films on the windows contributing to reduction of energy usage
- replacement of light bulbs by LEDs in the garage, offices and corridors
- modification of the air-conditioning system: separation of installations by period of use
- sliding doors to avoid heat losses at the entrances
- lighting of corridors: reduction of the number of lamps switched on to 1/3
- automatic motion detectors for office lighting and kitchenettes
- reduction of paper use by digitalisation
- reduction of in-house printers and use of rented copy machines in the corridors
- banning single-use plastics
- replacing plastic single-use water bottles for meetings with glass jars and glass cups
- separation and recycling of waste, including electrical equipment from staff
- provision of aluminium water bottles and ceramic coffee cups to all staff
- installation of filtered water dispensers in all kitchenettes
- installation of electric bicycle chargers in order to promote alternative ways of commuting
- installation of charging stations for electric and hybrid cars
- participation in a green team building day, where a beach-cleaning exercise was organised
- greening information in the EMCDDA intranet to maintain staff involvement in the project
- participation in the Interagency Greening Network of the EU Agencies

The EMCDDA has been holding annual environmental reporting exercises since 2014. A first environmental review was conducted in 2022 with a view to registering under the European EMAS, as provided by the revised Regulation (EC) No 2017/1505 ('EMAS III') and ISO 14001. Responding to its results and analysis, a dedicated environmental management system (EMS) was developed.

The EMS follows the classic ISO cycle of 'plan, do, check, act' for continuous improvement and sets five environmental management processes: A – strategic management; B – environmental and operational management; C – environmental management system improvement; D – HR management; E – equipment and infrastructure (facilities management). For each process, the EMS sets out expected inputs, activities and outputs. In annexes of complementing procedures, specific responsibilities and an aspects/impacts/objectives/actions matrix provide the details of 'what', 'how', 'who', 'when'.

Environmental responsibilities are laid down for specific job- or project-responsible staff in all the EMCDDA's business areas, and at all levels of its hierarchy. The members of the Working Group on Environment (WGoE) have been trained and appointed to function as envoys across all EMCDDA

units. In addition, the EMCDDA's environmental policy and the EMS bind and involve all EMCDDA staff in the entire environmental apparatus of action and procedures, wherever the individual might be concerned. A quick-reference guide on the essentials of the EMCDDA's greening is communicated to all staff; access to essential data and analysis on the EMCDDA's environmental performance is available in a transparent manner on the agency's intranet.

The horizontal WGoE coordinates environmental activities across the agency in each business unit. Staff in the WGoE have been trained in environmental management on the EMAS/ISO14001 system.

Following the Green Public Procurement guidelines, EMCDDA procurement takes environmental principles into account, and environmental considerations are set as requirements in tender specifications. Tenderers must comply with these requirements and fulfil the criteria to be awarded with contracts. The EMCDDA gives its involved staff training in green procurement.

4. Staff involvement: raising environmental awareness

The EMCDDA has made significant efforts to engage and involve its staff in its greening initiatives. The major pillars for this are:

- a) representative structure of WGoE members across all EMCDDA units;
- b) regular information and activity promotions to all EMCDDA staff.

EMAS is part of the EMCDDA's induction and welcome programme, during which new employees are pointed to the EMCDDA's greening policy, the EMAS application and information on greening in the EMCDDA's intranet and internet presentation.

Information on greening matters and the promotion of activities are disseminated to staff through a variety of active and passive communication channels.

Staff have access to information on greening via a designated, permanent section in the agency's intranet, as well as in the form of regular news flashes and newsletters. By inviting staff to contribute through sending input to the greening email address, and/or addressing the units' WGoE members, this passive information seeks to encourage active staff participation.

For active communication, promotion and activation of staff, the EMCDDA holds all-staff meetings, runs team-building days and offers participation in targeted actions.

As early as in 2006 the EMCDDA held an all-staff kick-off greening meeting, inspired by being a founding member of the European Interagency Greening Network.

The EMCDDA's appointed members of the WGoE established another pillar of permanent contact with all staff at the level of business and units. All staff are encouraged to contact the WGoE in any matter related to greening. They should bring up greening as a topic in unit meetings and at other appropriate occasions at unit level, in order to encourage participation and to promote greening initiatives.

Furthermore, the WGoE and specifically tasked staff members function as a task force to deal with specific greening topics. The staff involved represent and originate from every department of the EMCDDA and report through this group to management.

Various meetings of the WGoE were held online during COVID times, enabling work towards fulfilling EMAS and ISO14001 to progress across the EMCDDA.

5. Legal requirements related to the environment

The EMCDDA's legal framework is based on EU law and, in the absence of relevant EU law provisions, on Portuguese law. In terms of the direct environmental impacts of the agency's operations, the relevant regulations for compliance purposes are those related to atmospheric emissions, energy, fluorinated greenhouse gases, Sustainable Development Objectives (ODS), waste, water, fire safety, sound emissions and environmental responsibility. For indirect impacts, the relevant regulations are mainly those related to environmental information management and public procurement. The relevant regulations and the EMCDDA's compliance with them are reviewed on a regular basis.

6. Environmental aspects

Assessment of the significance of environmental aspects and impacts

After the identification of environmental aspects and impacts, their significance was evaluated, in accordance with the procedure for assessing environmental aspects and impacts related to typical office-related and overhead aspects applicable to the EMCDDA building and staff.

The EMCDDA assessed the significance of each environmental impact for all of its activities and asset for all of its activities and assets. Aspects considered significant or close to significant are monitored and improvements planned.

The EMCDDA currently collects and monitors quantitative data on the following items regarding its headquarters:

- canteen food consumption (palacete)
- waste production (recycled/landfill)
- electricity consumption (main building, palacete, garage)
- water consumption (main building, palacete, garage)
- gas consumption (palacete)
- commuting to work (survey)
- official vehicles and generators (main building, palacete, garage)
- mission-related CO₂
- sealed surface areas

Based on this quantitative measuring, and qualitative measuring for other aspects and impacts, the EMCDDA analyses its performance. Where available, the EMCDDA analyses quantitative data monthly.

The EMCDDA is calculating its CO₂ footprint based on the collected information, with the aim to minimise these emissions and become ultimately a carbon-neutral organisation.

Methodology

The EMCDDA identified the aspects of its activities that may have an environmental impact. In accordance with the definitions and assessment factors ⁽⁵⁾ applicable for EMAS, the characteristics of each environmental aspect and its impacts were then assessed to decide whether it is direct or indirect, and how significant it is regarding frequency, probability, gravity, quantity and control

⁵ https://www.emcdda.europa.eu/about/sustainability-at-the-emcdda_en

capacity. Following this, a final figure is calculated based on the methodology provided in the EMAS regulation, which identifies each aspect as significant or non-significant. The resulting significant aspects are listed and described below under the [EMCDDA's environmental performance 2014/2021](#).

This whole assessment is done in a 'matrix for the identification of significant environmental aspects and impacts'. Compliance obligations are also taken into account for each environmental aspect.

Where an aspect is identified as significant, it is so declared, and the related actions and objectives are described in the environmental programme.

The EMCDDA has used this methodology to assess its core business activities, which partly involve normal office work, and partly involve more technical and operative actions. Visits involve frequent travel, as do training events held at the EMCDDA's headquarters and abroad. However, as these activities largely relate to flight travel and energy consumption in the EMCDDA building, they are deemed to be still falling within, or being near, typical aspects resulting from an office administration with international connections.

The agency aims to include environmental factors in its procurement procedures, where possible, thus encouraging contractors to apply environmental measures.

7. Environmental impacts

The environmental review found that the EMCDDA fulfils all legal requirements under EU and Portuguese environmental law.

The significant environmental impacts of the EMCDDA's activities before the COVID-19 pandemic are summarised in Table 4 below.

TABLE 4. Significant environmental impacts of EMCDDA's activities before the COVID-19 pandemic

SIGNIFICANT DIRECT ASPECTS				
Environmental aspect	Activity/area	Environmental impact	Operational conditions	Control methods
Energy consumption	Consumption of energy in building by regular activities	Depletion of natural resources	Normal	Monitoring of consumption; equipment adaptation
	ICT data centre			Monitoring of consumption; equipment adaptation
Atmospheric emissions	Consumption of water in building by regular activities	Depletion of natural resources	Normal	Monitoring of consumption; Equipment adaptation
SIGNIFICANT INDIRECT ASPECTS				
Environmental aspect	Activity/area	Environmental impact	Operational conditions	Control methods

Energy consumption	Travel flights	Depletion of natural resources	Normal	Monitoring of missions and meetings
	Staff commuting by personal internal combustion vehicle			Survey
	Staff commuting by public transport			Survey
Atmospheric emissions	Travel flights	Depletion of natural resources	Normal	Monitoring of missions and meetings
	Staff commuting by personal internal combustion vehicle			Survey
	Staff commuting by public transport			Survey

The COVID-19 pandemic was declared in 2020. Office shutdowns in response to the pandemic changed the EMCDDA's environmental impacts. For most of the year, the majority of staff moved to teleworking, with approximately 2 % of the total workforce in the office, on average, at any one time. Therefore, the environmental impacts differed during these phases; the more staff remained in telework mode, the less environmental impact occurred from travel and commuting. However, some levels of consumption and impact related to the maintenance of the buildings continued during the shutdowns.

These aspects are continuously followed up for improvement through the EMCDDA's greening initiative and its EMS as established in 2014.

8. Strategy 2021-2025

The [European Green Deal](#) establishes an ambitious target of net-zero greenhouse gas emissions in Europe by 2050. Furthermore, the [European Commission aims to become carbon neutral by the end of 2030](#). The EMCDDA is also reflecting on its longer-term environmental strategy with the goal to become a “carbon neutral administration” by 2026. Our action plan for 2021-2025 reflects this ambition. The action plan is included in the Single Planning Document (SPD) in Annex VI which is available on the EMCDDA internet.

The EMCDDA’s environmental strategy 2021-2025 is based on a set of goals that aim to reduce the carbon footprint and offset the residual carbon sources by the end of 2025.

- A. Installation of photovoltaic solar panels on the roof of the EMCDDA not later than 2021. This measure accompanies the switch of the electricity provider to a 100 % renewable energy source (water and wind power) concluded in 2020.
- B. Promote the use of private electrical cars and bicycles by installing charging points in the garage in 2021.
- C. Take the necessary measures to change the current internal combustion engine official cars of the EMCDDA to hybrid or electrical cars in 2022.
- D. Take the necessary measures to appoint a travel agency for missions and events that provides a carbon offsetting programme in 2022 for 2023.
- E. Implement the EMAS framework and obtain certification by the end of 2023.
- F. Offset mission-related carbon emissions by 2023.
- G. Take the necessary measures to reduce and finally offset transport-related carbon emissions in 2024.
- H. Take the necessary measures to reduce and offset waste-related carbon emissions in 2025.

In addition to the Strategy 2021-2025, which focuses on carbon emissions, the management process of the EMCDDA focuses on the efficiency of its premises management. One of the key performance indicators (KPIs) of the EMCDDA is the KPI to maintain the utility costs at the same level as the previous year. During the pandemic, the KPI was adjusted to not exceed the pre-COVID-19 costs. This was done due to the expected rebound of consumption with the end of the COVID-19 lockdowns and the inflation-related increase in cost due to the war on Ukraine, starting from 2022. The EMCDDA follows a philosophy in its operations that not only focuses on growth but also values and promotes environmentally sustainable business practices.

9. Performance details and trends

Where available, and as selected by the EMCDDA, the agency's performance is portrayed below against the indicators and benchmarks provided by Section 3 of the EMAS sectoral reference document on best environmental management practices, sector environmental performance indicators and benchmarks of excellence for the public administration sector (Commission Decision (EU) 2019/61 of 19 December 2018).

Details are provided in the graphics and notes below. Where indicators and benchmarks were not attained, justification is provided.

Implementation of the strategic goals

Action points A and B of the Strategy 2021-2025 were implemented in 2021.

- A. 'Installation of photovoltaic solar panels on the roof of the EMCDDA not later than 2021. This measure accompanies the switch of the electricity provider to a 100 % renewable energy source (water and wind power) concluded in 2020.'

Implementation status: In September 2020, the EMCDDA installed solar panels on the roof of the main building capable of producing up to 4.48 kWh.

- B. 'Promote the use of private electric cars and bicycles by installing charging points in the garage in 2021.'

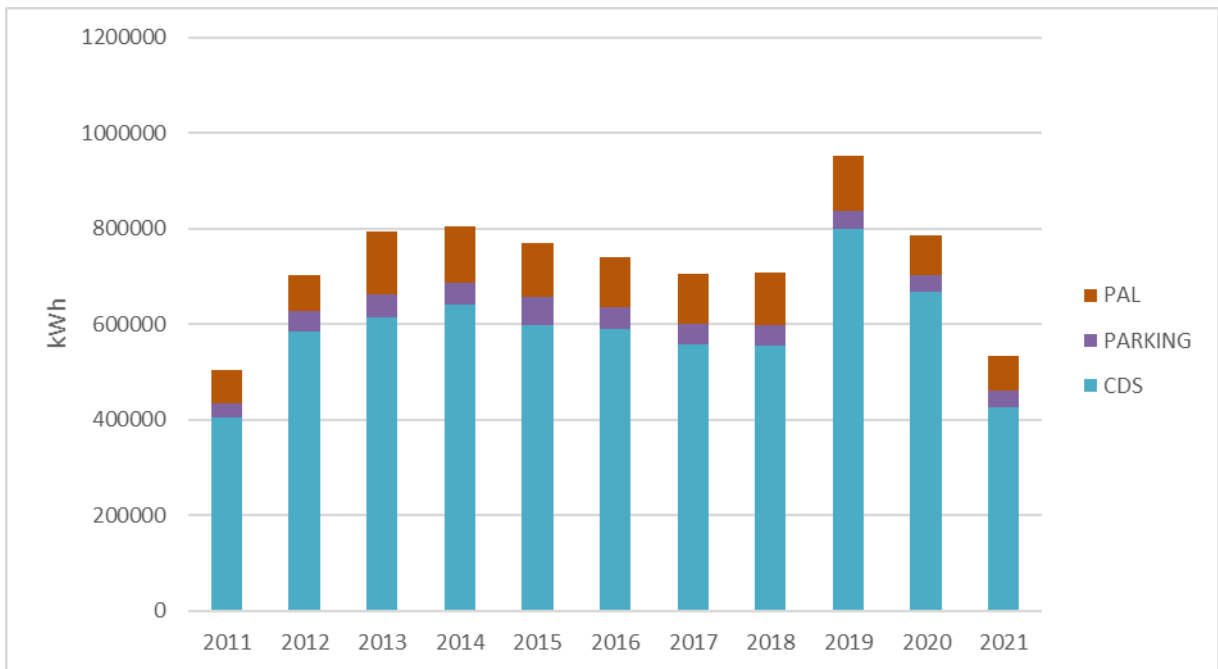
Implementation status: In 2021, an electric car charger was installed in the garage for private vehicle use free of charge to the user. A contract was signed to install electric bicycle chargers in the garage by the end of 2021.

Managing the EMCDDA premises

The environmental impact of running the EMCDDA's offices is detailed in the time series graphics below (2014–2021).

The number of people working at the EMCDDA is expressed as full-time equivalents (FTEs). Currently, all persons regularly working in the building have been counted as FTE – irrespective of their contract status. There were 119 FTEs in the buildings in 2021. The number of FTEs is changing each year based on the number of staff, contractors and visitors in the buildings of the given year.

FIGURE 4. Electricity consumption (kWh), 2011 to 2021



Abbreviations: PAL, palacete; PARKING, parking garage; CDS, main building.

FIGURE 5. Carbon emissions (kg CO₂) related to electricity consumption, 2011 to 2021

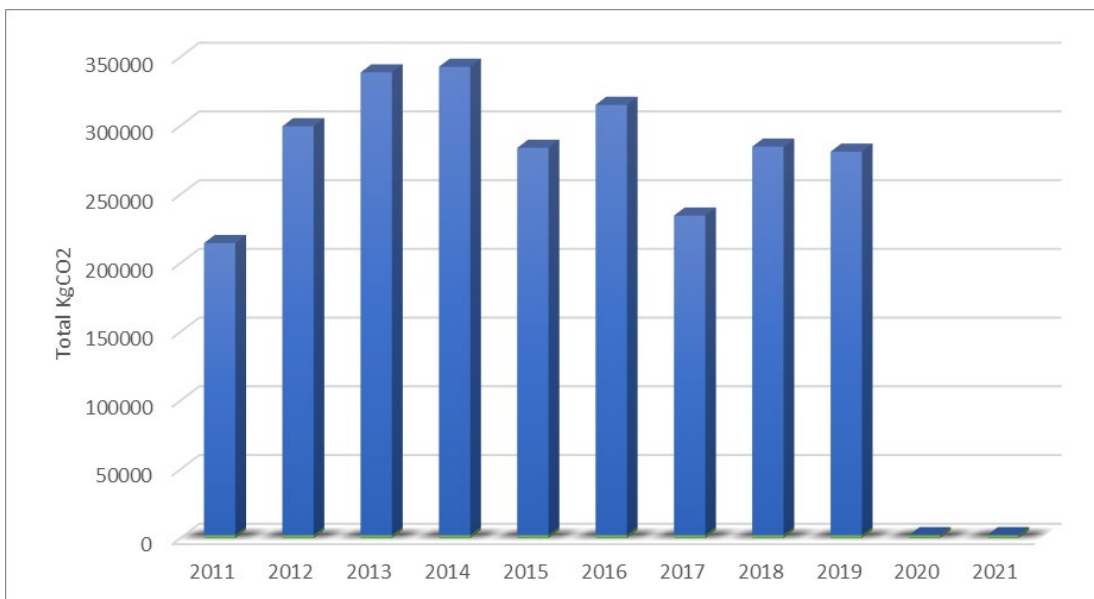
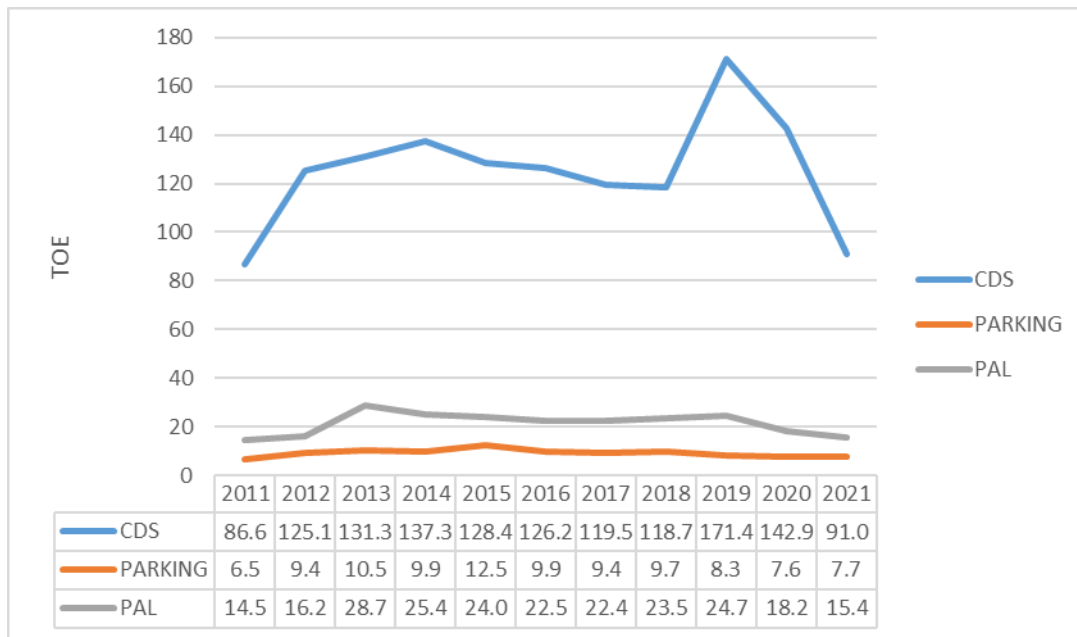


FIGURE 6. TOE for electricity consumption from 2014 until 2021



Photovoltaic solar panels

In September 2020, the EMCDDA installed photovoltaic solar panels on the roof of the main building to produce up to 4.48 kWh. In 2020, they produced energy compensating for 1.31 tonnes of CO₂. In the following observation period of 12 months, the solar panels generated 4.24 kWh of electricity, equivalent to 2.66 tonnes of CO₂. This amount of CO₂ can be offset against the total CO₂ generated by the EMCDDA.

TABLE 5. Environmental result for electricity in 2021

Indicators for 2021, with 119 FTEs		Compared to 2020 with 129.8 FTEs	Compared to 2014 with 113 FTEs
Electricity	4.46 MWh/FTE	-26.30%	-37.21%
	0.000 Tons CO ₂ /FTE	0.00%	-100.00%
	114.10 TOE	-32.37	-33.89%

Conclusion: The EMCDDA achieved its target to reduce electricity consumption as well as the related carbon emissions.

FIGURE 7. Gas emissions (kg CO₂) in the palacete, 2011 to 2021

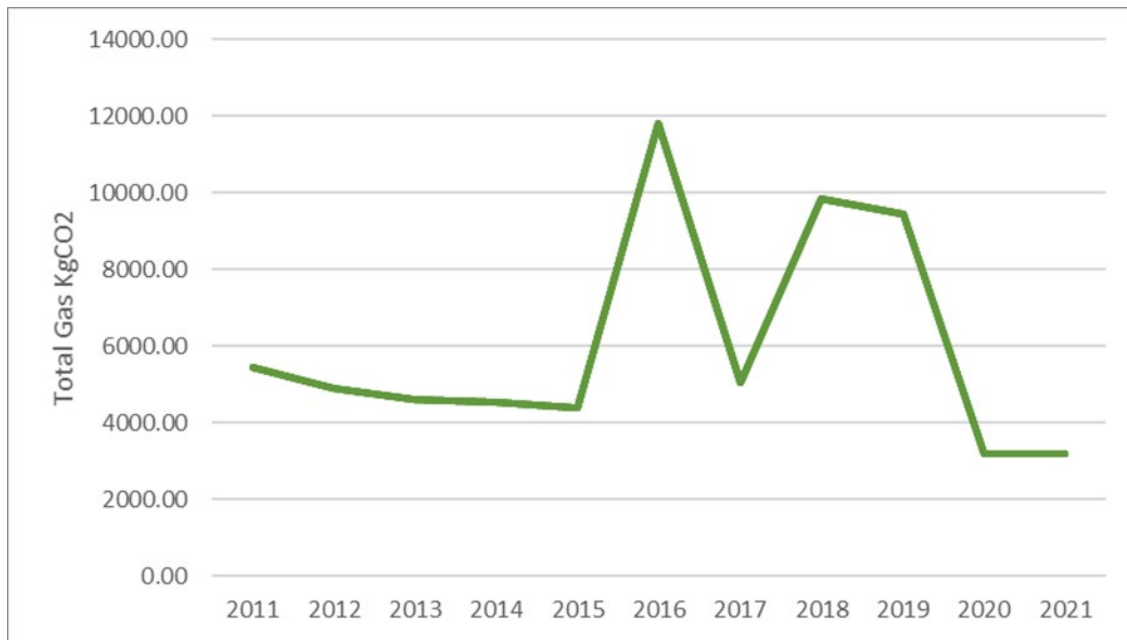


FIGURE 8. Gas TOE in the palacete, 2011 to 2021

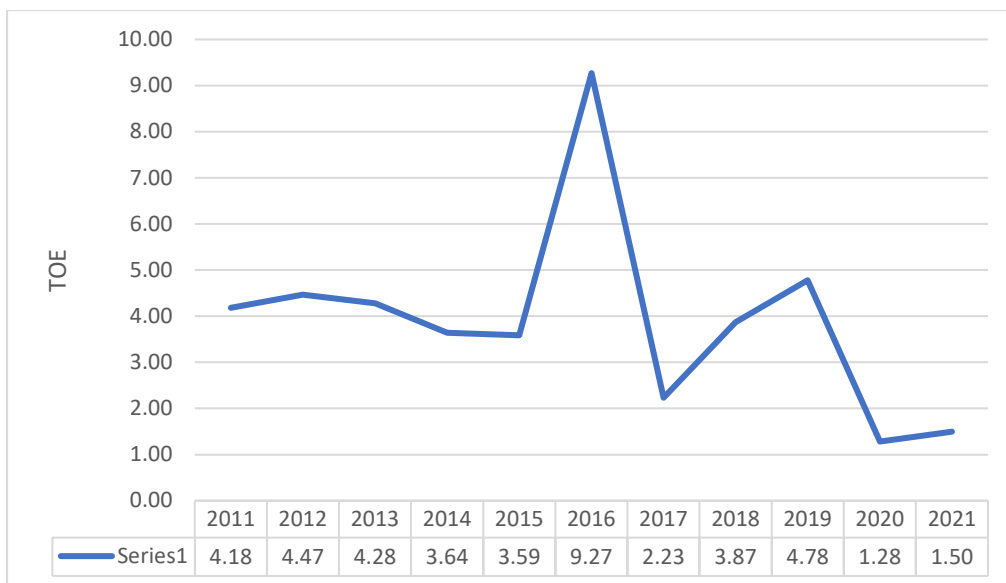
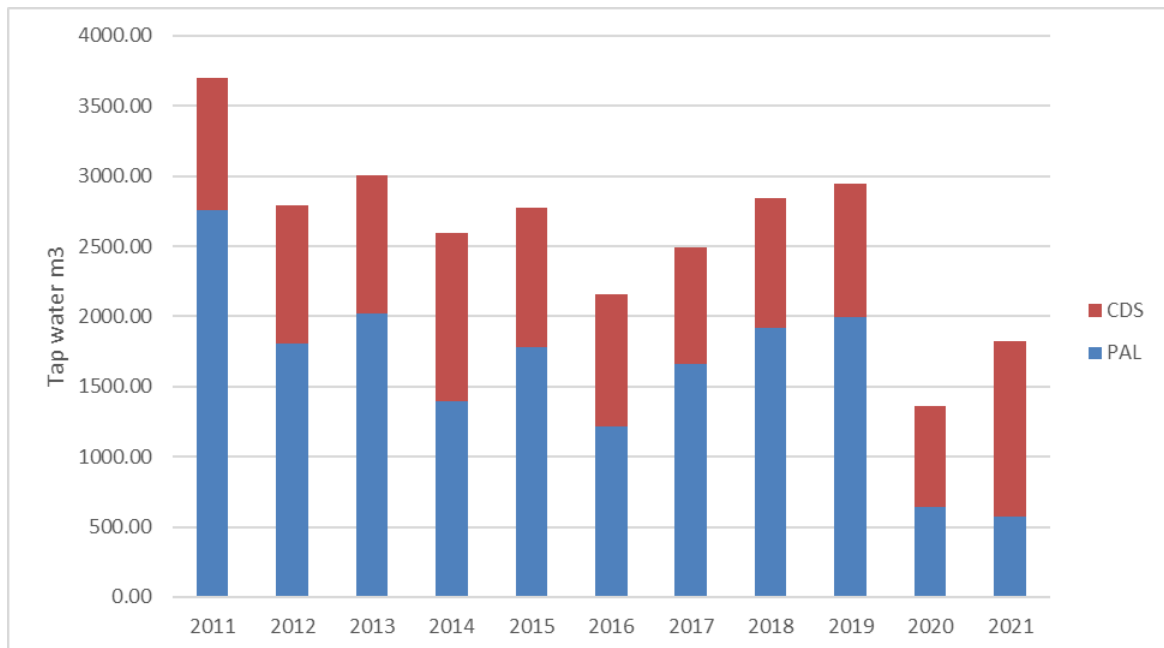


TABLE 6. Environmental result for gas in 2021

Indicators for 2021, with 119 FTEs		Compared to 2020 with 129.8 FTEs	Compared to 2014 with 113 FTEs
Gas	0.027 Tons CO ₂ /FTE	+7.99%	-33.50%
	1.50 TOE	+17.19%	-34.78%

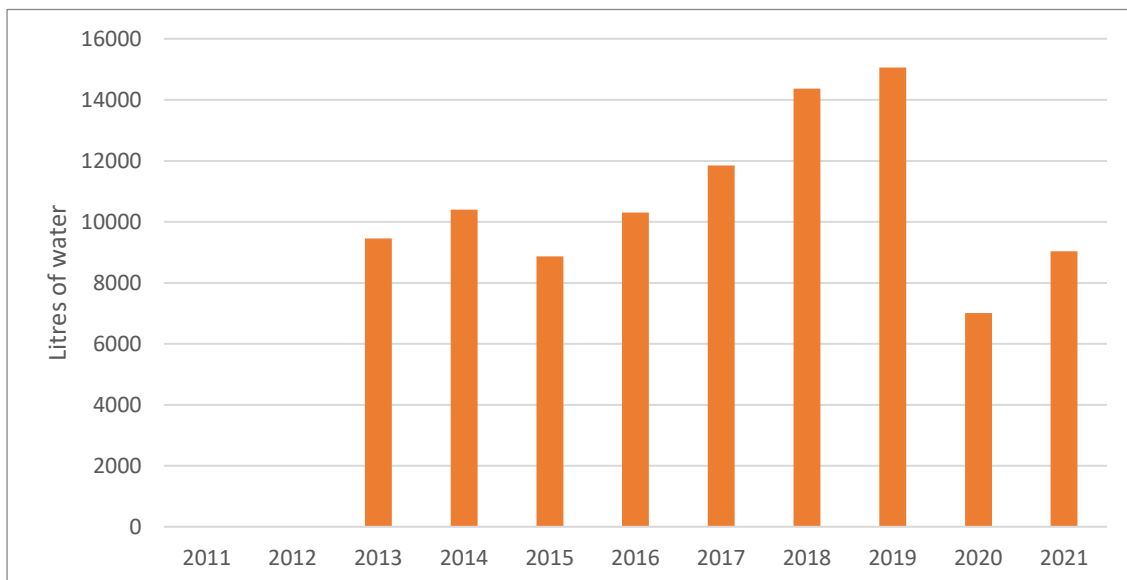
Conclusion: The EMCDDA did not achieved its target to reduce gas consumption as well as its related carbon emissions due to an increase of people and activities in the buildings.

FIGURE 9. Tap water consumption (m³) in the palacete and main building, 2011 to 2021



Note: PAL, palacete; CDS, main building.

FIGURE 10. Consumption of dispensed bottled water (litres), 2011 to 2021



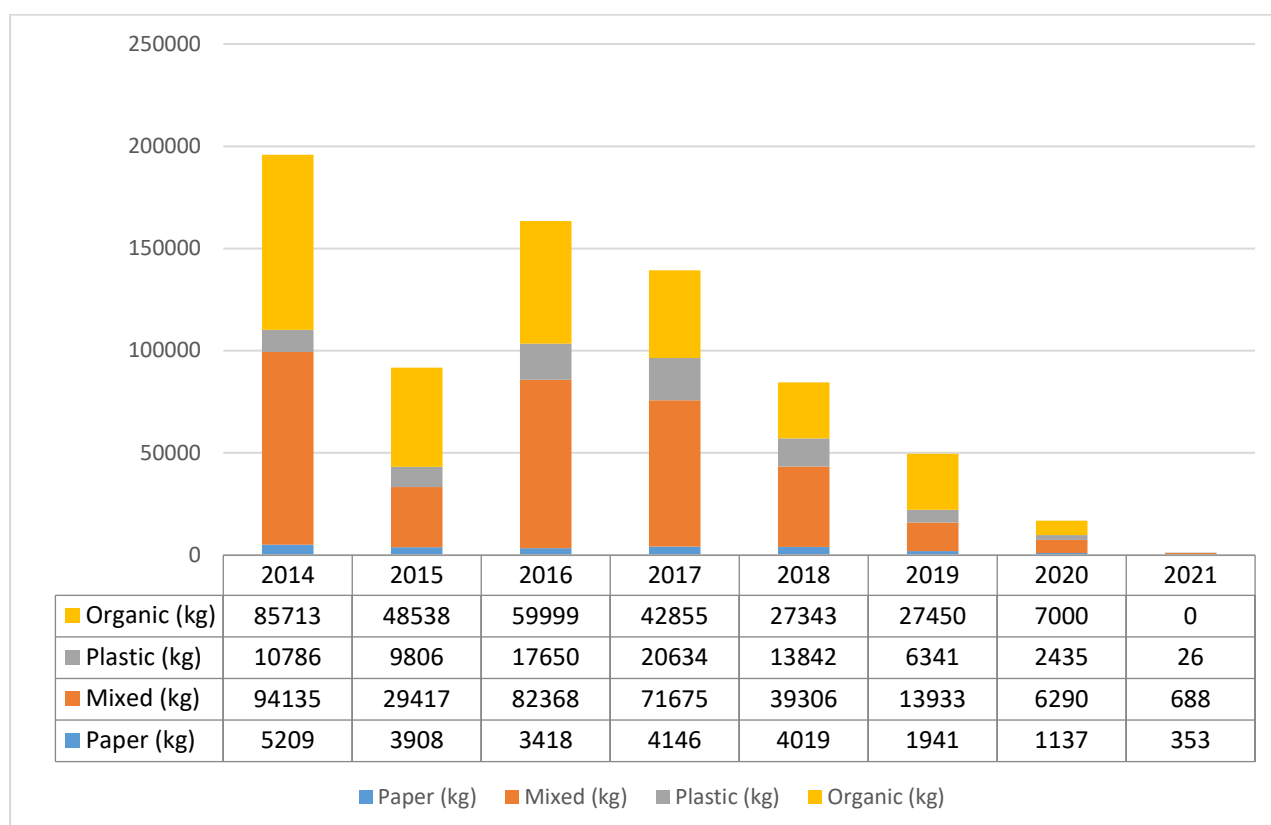
The 9 034.20 litres of bottled water correspond to 9.034 m³. The total water consumption of the palacete, CDS, and bottled water together was therefore 1 836.31 m³ in 2021.

TABLE 7. Environmental result for water in 2021

Indicators for 2021, with 119 FTEs		Compared to 2020 with 129.8 FTEs	Compared to 2014 with 113 FTEs
Water	15.355 m ³ /FTE	46.30%	-33.20%

Conclusion: The EMCDDA did not achieve its target to reduce water consumption in comparison to 2020. It needs to be noted that for much of 2020 a full lockdown was in place, while staff returned to the offices in 2021.

FIGURE 11. Recycled waste (kilograms) by type, 2014 to 2021



Waste was reduced considerably due to COVID-19 measures in 2021. Teleworking together with a paperless office approach further reduced waste production.

Due to health concerns, the canteen in the palacete was closed from February 2020. Therefore, no canteen-related food or other waste was produced.

TABLE 8. Environmental result for waste in 2021

Indicators for 2021, with 119 FTEs		Compared to 2020 with 129.8 FTEs	Compared to 2014 with 113 FTEs
Waste	0.008 tonnes CO ₂ /FTE	-91.20%	-99.50%
Canteen waste	0.000 tonnes CO ₂ /FTE	-100%	-100%

Conclusion: The EMCDDA achieved its target to reduce waste and its related carbon emissions due to reduced activity in the office.

Operational goals

Operational factors impact the EMCDDA’s carbon footprint due to its operation and activities.

Missions

The travel agency provided the 2021 data of the air miles for the 73 missions made by agency staff and paid experts. The 73 missions in 2021 led to 24.47 tonnes of CO₂ for air traffic and 2.45 tonnes for hotel and travel costs. The total amount of CO₂ related to missions (26.92 tonnes) was 94.55 % lower than in 2014 (494.30 tonnes).

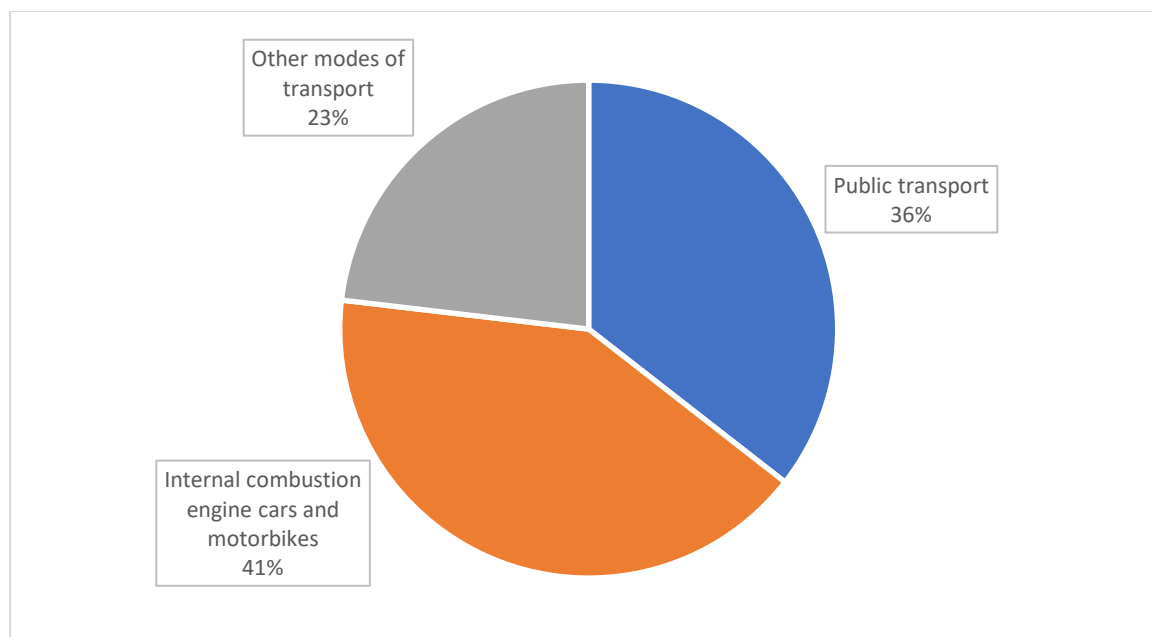
TABLE 9. Environmental result for missions in 2021

Indicators for 2021, with 119 FTEs		Compared to 2020 with 129.8 FTEs	Compared to 2014 with 113 FTEs
Missions	0.226 tonnes CO ₂ /FTE	-35.00%	-94.55%

Conclusion: The EMCDDA achieved its target to reduce carbon emissions related to missions.

Private transport to work

FIGURE 12. Type of transport used by staff to get to the office



Based on the results of a survey, the estimated total amount of CO₂ related to transport to work, for public transport with 43 users and petrol/diesel car transport with 50 users, is 36.7 tonnes of CO₂. For comparison, during the lockdown in 2020, only 16.86 tonnes of CO₂ was generated.

Official cars

The agency had two official cars with diesel engines in 2021. One car was driven 14 835 km and the other car 3 518 km. This represents a decrease of 32.9 % in 2021, with 18 353 km driven, generating

6.8 tonnes of CO₂, in comparison to the 2014 benchmark of 27 367 km. Of note is that in 2020 the official cars only drove 4 172 km, generating 1.3 tonnes of CO₂.

FIGURE 13. Official vehicle related TOE in 2014, 2020 and 2021

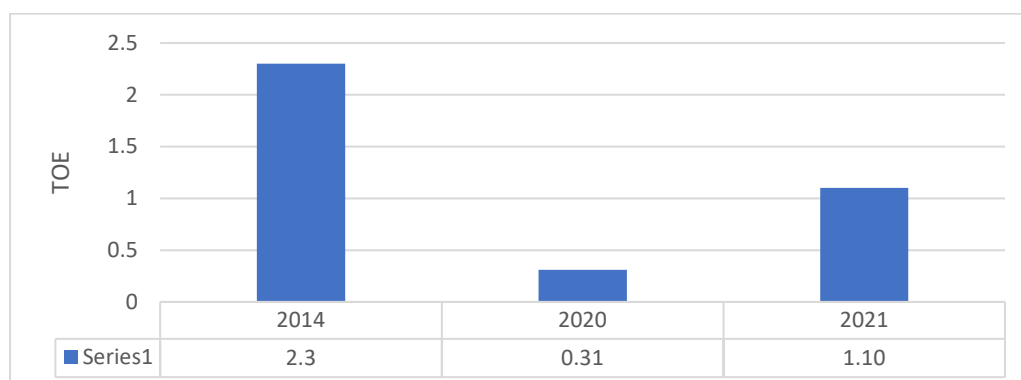


TABLE 10. Environmental results for transport in 2021

Indicators for 2021, with 119 FTEs		Compared to 2020 with 129.8 FTEs	Compared to 2014 with 113 FTEs
Transport (O+P)	0.366 Tons CO2/FTE	+261.28%	-67.17%
	1.10 TOE (O)	+254.84%	-52.17%

Conclusion: The EMCDDA did not achieve its target to reduce transport-related emissions compared to 2020. This is related to the end of the COVID lockdowns of 2020 and increased activity in 2021.

10. Environmental programme 2022

Strategic goals for 2022

- C. Take the necessary measures to replace the current internal combustion engine official cars of the EMCDDA by hybrid or electric cars in 2022.
- D. Take the necessary measures to appoint a travel agency for missions and events that provides a carbon offsetting programme in 2022 for 2023.

Project proposal to obtain EMAS certification.

Managing the EMCDDA premises

Maintain stable utility costs for the premises compared to 2021.

Investigate the possibility to monitor and optimise the electricity consumption of the data centre by contracting a study in 2022.

Operational goals

Improve the conditions in the garage to promote the use of electric bicycles by installing at least two additional charging points.

Preparation and contracting of the installation of video conferencing equipment in the meeting rooms in the palacete and main building in 2022. This measure will allow a further reduction in missions through a better infrastructure for hybrid meetings.