



IDEMS project

“Stakeholder engagement” “Information and Communication”: the case of the Municipality of Amaroussion

Mariana Markouli
International Relations Office
Municipality of Amaroussion

Ravenna, 5th July 2007

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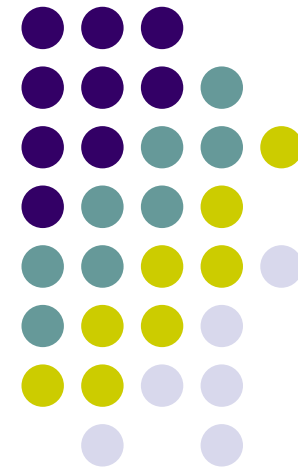
Top Management/ Employees/ Suppliers

- **PROGRESS so far... & NEXT STEPS**

- Updating on the Amaroussion activities up to now & further steps to be taken



STAKEHOLDER ENGAGEMENT: EMAS SAYS ...



STAKEHOLDER ENGAGEMENT

Stakeholders' engagement mainly happens starting from the Environmental Statement

Reg. EC 761/01 article.1

The active involvement of employees in the organisation and appropriate initial and advanced training that makes active participation in the tasks referred to

Reg. EC 761/01 Annex. I-A.4.6. Operational control

Establishing and maintaining documented procedures to cover situations where their absence could lead to deviations from the environmental policy and the objectives and targets

Reg. EC 761/01 Annex I-B- Employee involvement

Employees shall be involved in the process aimed at continually improving the organisation's environmental performance.

Recc. 680/01 Annex.II GUIDANCE ON EMPLOYEE PARTICIPATION WITHIN THE FRAMEWORK OF EMAS (PROVISIONS)

The organisation should acknowledge that the term 'employee participation' includes both participation of, and information to the individual employee and his representatives, according to national systems. Therefore, there should be an employee participation scheme at all levels.

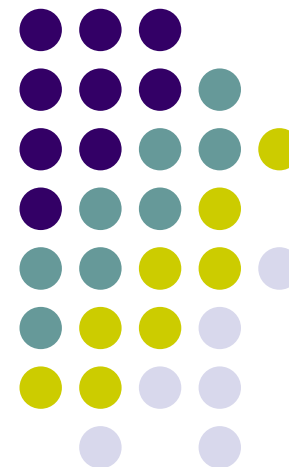
Dec. 681/01 Annex.I GUIDANCE ON ENTITY SUITABLE FOR REGISTRATION TO EMAS

- consultation and consensus of the citizens,[...]
- right balance between free private initiatives and social needs.
- education of citizens and economic operators.

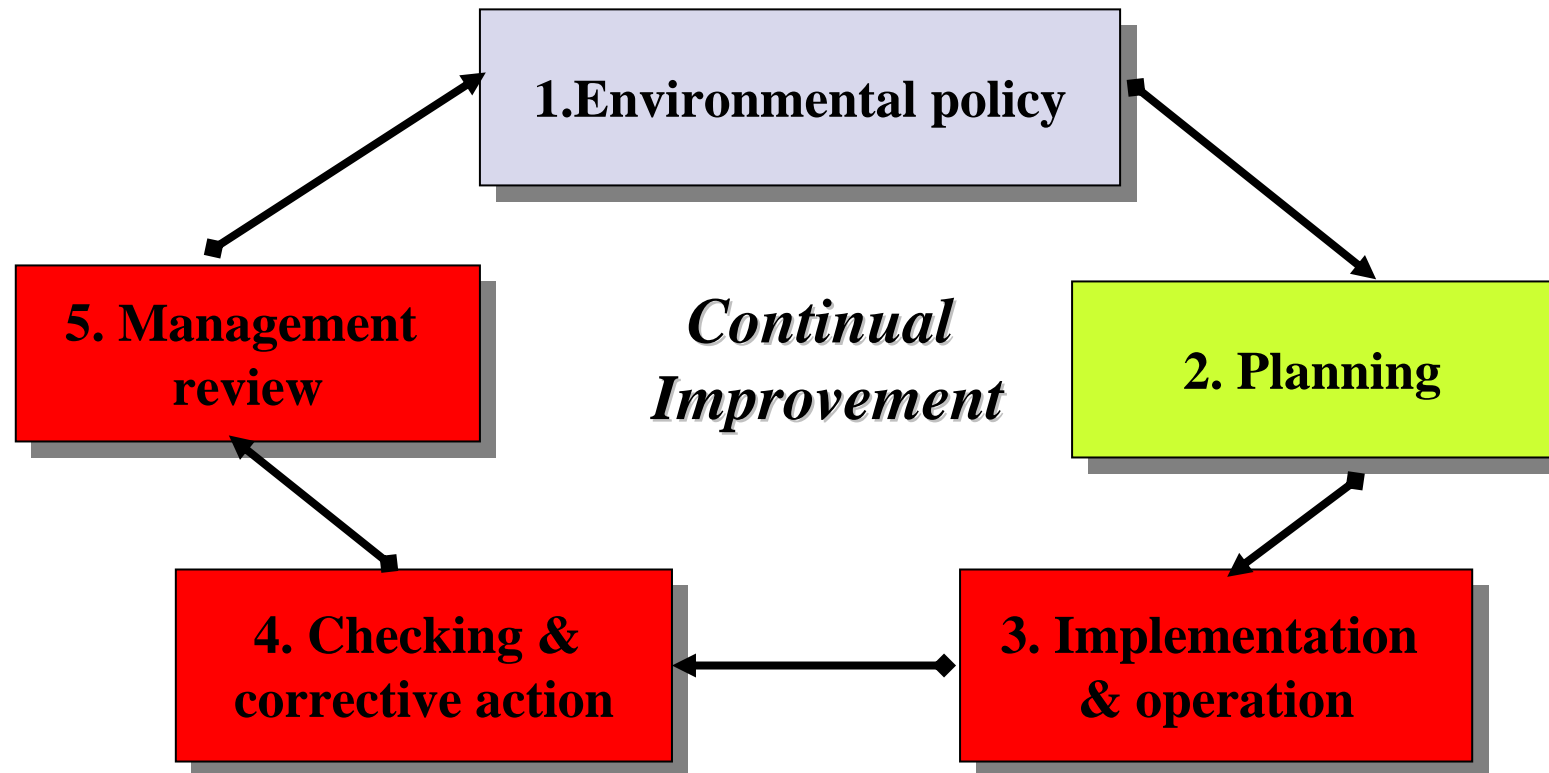




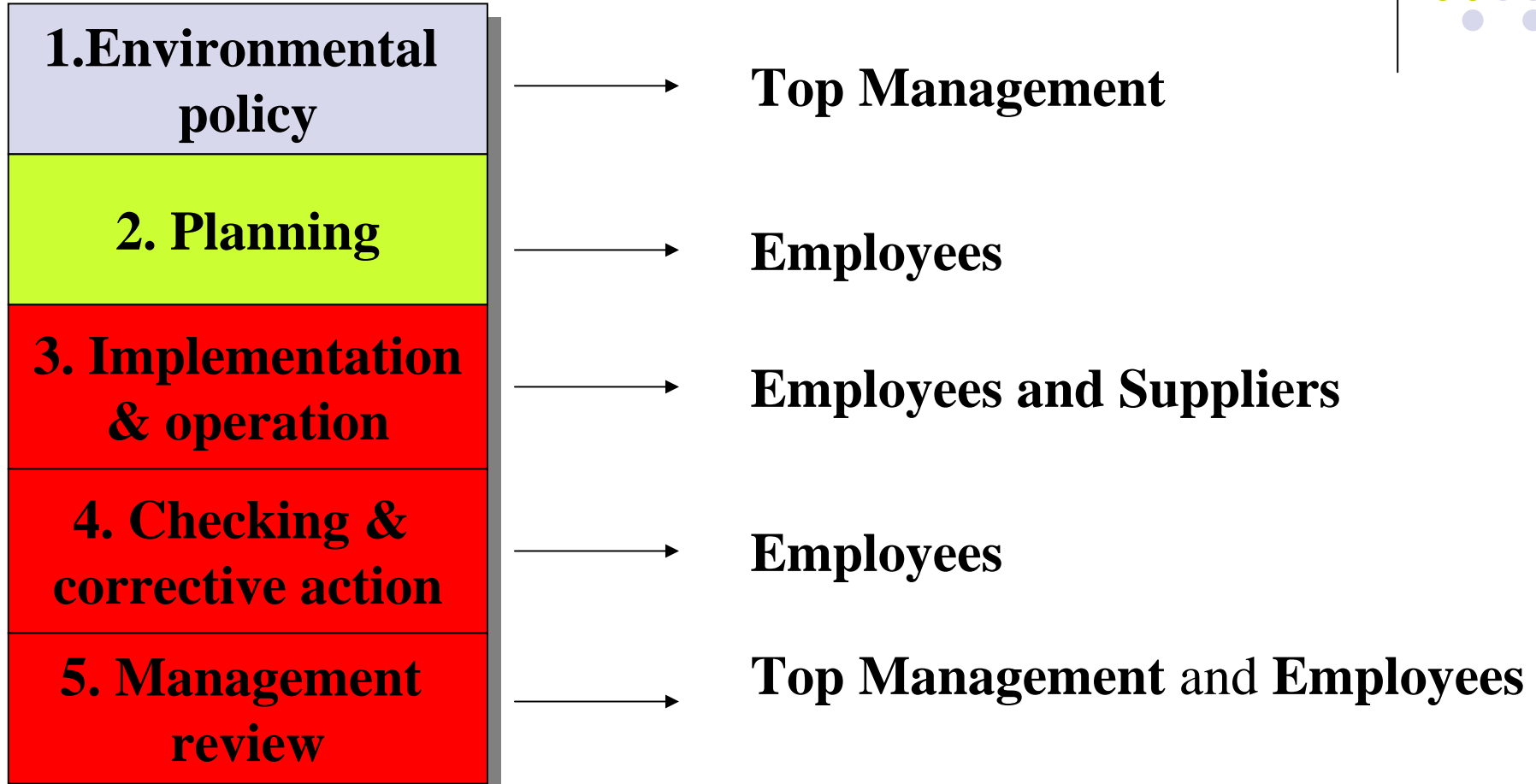
AMAROUSSION IMPLEMENTS...



STAKEHOLDER ENGAGEMENT (2) - EMS STRUCTURE



STAKEHOLDERS' ENGAGEMENT(3) - CATEGORIES



STAKEHOLDER ENGAGEMENT - TOP MANAGEMENT

PUBLICATION OF QUALITY AND ENVIRONMENTAL MANUAL MANAGEMENT MANUAL (ISO 9001/2000 & EMAS 761/2001)



Publication of an unified manual. The manual contains according to EMAS:

- **Environmental policy**
- **EMS description**
- **Environmental management procedures**

PUBLICATION OF ENVIRONMENTAL STATEMENT (EMAS 761/2001)

- **EMS description – including scope, timescale and implementation plan**
- **Reference to related documents**
- **Environmental legislation**
- **Environmental aspects**
- **Environmental objectives and targets**
- **Environmental management programme**



STAKEHOLDER ENGAGEMENT – EMPLOYEES (1)



Planning

OBJECTIVES AND TARGETS

The objectives & targets that have been set up, are:

- Simple
- Measurable
- Achievable
- Realistic
- Time specific



RESPONSIBILITY

Named persons are assigned responsibility for achieving a particular target. Without specific responsibility it is unlikely that actions will be undertaken.

TIMESCALE – RESOURCES

Timescale – Deadline is setup for achieving targets

Resources – Resources have been identified in order to achieve the targets.

Resources are: Staff time, new machinery, training etc.

FORM 5: ENVIRONMENTAL PROGRAMME
MUNICIPAL TRANSPORT COMPANY

Significant Aspect (Ref from form 4)	Best Practice - Have you investigated?	Objective	Action		Target	Indicator	Records	Responsibility	
		What do you propose to do?	How are you going to achieve your objective?	One-off	Repeat	Insert date for completion of one-off action or for setting up of new procedures for repeat actions	How will you tell that you are succeeding	Where are you keeping records of your actions	Who is responsible for ensuring action takes place?
Daily operation of 19 thermal buses	Yes	Reduce unwanted emissions to air	1. Collaborate on the BP fuel project to identify effective alternative types of fuel for use in buses ²	X		Taking final measurements for BP project by 04/2004	Taking preliminary measurements starting on 02/2004	Municipal depot files	Head of garage
Daily operation of 19 thermal buses	Yes	Reduce unwanted emissions to air	2. Use fuel in buses identified as most effective alternative fuel in BP project		X	All buses converted to use BP recommended alternative fuel 1 year after project ends (12/2004)	50% of buses use recommended alternative fuel by 06/04 75% use alternative fuel by 09/2004 100% use alternative fuel by 12/2004	Municipal depot files	Head of garage
Daily operation of 19 thermal buses	Yes	Reduce unwanted emissions to air	3. Better maintenance and improvement of diesel pumps		X	Checking every 12 months. To improve on national standards for vehicle checks. ³	Checking every 12 months	Municipal depot files	Head of garage

***STAKEHOLDER ENGAGEMENT* - EMPLOYEES(2)**

Implementation & operation

AWARENESS

Through the EMAS procedures it is ensured that employees:

- Know the environmental aspects of their work
- Know their responsibilities regarding implementing the environmental programme
- Appreciate the importance of conforming to the EMS
- Know the consequences of not following procedures.

TRAINING

- Technical training
- Circulation of special leaflets for the implementation of EMAS
- Regular team talks



Detailed Environmental Review

Landscape Department

Activity	Aspect of Activity	Environmental Aspects										Environmental Impact	Determining Environmental Significance		
		a	b	c	d	e	f	g	h	i	j		Importance	Influence	Significance
Direct Effects Of Activity (controlled effects)		Describe effect, quantify baseline data and include trends, etc. This data can also be used for Form 7													
1.Office Work	1.1 Energy use for individual buildings:														
	1.1.2 Electricity	X				X	X		X		X	10713 KWH Emissions to air, use of resources such as boiler fuel, water etc. Indirect	1	1	1
	1.1.3 Oil	X			X				X			371 LT - Emissions to air, use of resources such as boiler fuel, water etc. Indirect	2	1	2
	1.2 Waste:														
	1.2.1 Paper			X		X					X	50% used is from recycled source. Helping to reduce resource use and destruction of forests	3	2	6

A - emissions to air

B - releases to water

C - avoidance, recycling, reuse, transportation and disposal of solid and other wastes, particularly hazardous wastes

D - use and contamination of land;

E - use of natural resources and raw materials (including energy)

F - local issues (noise, vibration, odour, dust, visual appearance, etc.)

G - transport issues (both for goods and services and employees)

H - risks of environmental accidents and impacts arising, or likely to arise, as consequences of incidents, accidents and potential emergency situations

I - effects on biodiversity

J - Indirect environmental aspects - product related issues (design, development, packaging, transportation, use and waste recovery/disposal), capital investments, granting loans and insurance services; new markets; choice and composition of services (e.g. transport or the catering trade); administrative and planning decisions; product range compositions; the environmental performance and practices of contractors, subcontractors and suppliers

***STAKEHOLDER ENGAGEMENT* - SUPPLIERS**



Implementation & operation

- **Provide suppliers the new specifications for a list of products**
- **Supplier's Confirmation Commitment is needed prior for ordering**
- **Checking delivered products and return them in case of non conforming to the specifications**

STAKEHOLDER ENGAGEMENT - EMPLOYEES(1)

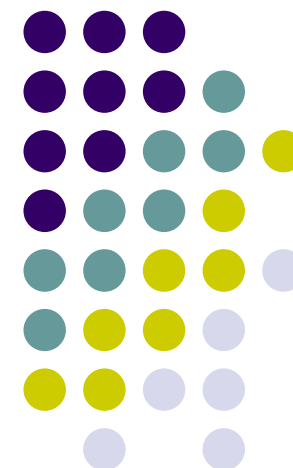


Checking & corrective action

- **Monitoring and Measurement**
- **Non-conformance and corrective & preventive action**
- **Record keeping**
- **Auditing :**
Annual Internal audits (by external consulting company) in order to assess whether the procedures have been respected and the set objectives and targets have been met.



INFORMATION AND COMMUNICATION: EMAS SAYS ...



INFORMATION AND COMMUNICATION



Reg. EC 761/01 art.1

the provision of information on environmental performance and an open dialogue with the public and other parties;

Reg. EC 761/01 Annex. I-A.4.3. Communication

- internal communication between the various levels and functions of the organisation
- receiving, documenting and responding to relevant communication from external interested parties.

Reg. EC 761/01 Annex. I-B point 3, External communication and relations.

Organisations shall be able to demonstrate an open dialogue with the public and other interested parties including local communities and customers with regard to the environmental impact of their activities, products and services in order to identify the public's and other interested parties' concerns.

Reg. EC 761/01 art. 3, Participation in EMAS

In order for an organisation to be registered under EMAS it shall:.... prepare, in accordance with Annex III, point 3.2, an environmental statement

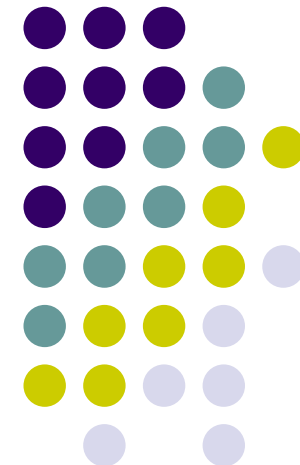
Reg. EC 761/01 Annex. III, Environmental Statement

The aim of the environmental statement is to provide environmental information to the public and other interested parties regarding the environmental impact and performance and the continual improvement of environmental performance of the organisation.

Recc. 680/01 Annex.I , Guidance on the Emas Environment Statement

In preparing this guidance consideration has been given to the information needs of interested parties and how organisations can meet those needs. Openness, transparency and periodic provision of environmental information are key factors in differentiating EMAS from other schemes

AMAROUSSION IMPLEMENTS...



***INFORMATION AND COMMUNICATION* - EMPLOYEES**



Awareness raising through:

- **Environmental Policy is visible in several place in the City Hall**
- **Meetings with departments**
- **Training seminars**
- **Leaflet distribution**
- **Notice Board**
- **Use of specific products (e.g. recycled paper)**

Για την εξοικονόμηση νερού στο Δημαρχείο:

- Ρυθμίστε τα φθότερα στα κλιμακώδη κών τουαλέτων
- Ελέγχετε καθαρίζοντάς τις διαρροές στις βρύσες και στα κλιμακώδη
- Μιλήστε στην κοποθήκη μηχανικών εξοικονόμησης νερού (π.ε. φρεσκοκόπτης)
- Παρακολουθήστε συστηματικά την κλιμακώδη νερού

Σας προτείνουμε με οικολογικά προϊόντα:

Από εδώ και στο εξής προμηθευόμαστε:

- Απολυτικώς ανακυκλωμένο μη λευκωμένο χαρτί εκτυπώσεων και φρεσθούς αλληλό γραφής
- Αχρίες και προσελήτες εκτυπώσεων από ανακυκλωμένο μη λευκωμένο χαρτί
- Αναγορωμένα μολύβια εκτυπώσεων
- Διατάξεις καρπής κλιμακώδους ενέργειας
- Καλώδια που δεν περιέχουν PVC (Πολυβινυλοχλωρίδιο ή βινύλιο)
- Αναλόγια που δεν περιέχουν PVC και χαρτιά γραφείου από ανακυκλωμένο μη λευκωμένο χαρτί
- Απορρυπαντικά φυλάκ προς το κρύο και το κερβάλλο
- Ηλεκτρικές και ηλεκτρονικές συσκευές καρπής κλιμακώδους ενέργειας
- Οικολογικά άπυρατα
- Οικολογικά άπυρατα οκράτων

Επιλέξτε ανακυκλώσιμα:

- Ελαστικά, ορυκτά και μηχανικά οκράτων
- Ηλεκτρικές και ηλεκτρονικές συσκευές
- Πράσινα απορρυπαντικά (σαπούνι, κόρα, φρέσκα κ.λπ)



Αν επιθυμείτε περισσότερες πληροφορίες για το Σύστημα Περιβαλλοντικής Διαχείρισης του Δήμου Αμαρουσίου μπορείτε να απευθύνεστε:

1. Στο Γραφείο Περιβάλλοντος - Ισόγειο τηλ. 0088
2. Στο Γραφείο Διαχείρισης Ποιότητας & Περιβαλλοντικής Διαχείρισης 3^{ης} Όρας, τηλ. 0331

Επίσης στα γραφεία Περιβάλλοντος θα βρείτε τον οδηγό της πράσινης κατανάλωσης της GREENPEACE αλλά και επιπλέον έντυπα υλικά που αφορούν στην προστασία του περιβάλλοντος.

Το έντυπο εκτυπώθηκε σε ανακυκλωμένο μη λευκωμένο χαρτί

ΣΥΣΤΗΜΑ ΠΕΡΙΒΑΛΛΟΝΤΙΚΗΣ ΔΙΑΧΕΙΡΙΣΗΣ EMAS* ΔΗΜΟΥ ΑΜΑΡΟΥΣΙΟΥ



Το έντυπο αυτό περιέχει κάποιες απλές συμβουλές που μπορεί ο καθένας μας να ακολουθεί για την προστασία του περιβάλλοντος, χωρίς να διαταράσσει τον καθημερινό τρόπο λειτουργίας στην εργασία



* Environmental Management & Audit Scheme

ΤΑ ΜΑΘΗΜΑΤΙΚΑ ΤΗΣ ΕΞΟΙΚΟΝΟΜΗΣΗΣ



Ηλεκτρική συσκευή σε αναμονή	Κατανάλωση σε κιλοβατώρες (Μέγιστες τιμές ετησίως)	Κόστος κατανάλωσης (€)	Εκπομπές CO ₂ (Kg)
Τηλεόραση	193	16,60	212
Βιντεο	263	22,60	289
Αποκωδικοποιητής	149	12,80	164
DVD	131	11,30	144
Στερεοφωνικό	210	18,00	231
CD Player	61	5,20	67
Καστοφωνο	53	4,60	58
Ραδιόφωνο	44	3,80	48
Ηχείο	79	6,80	87
Οθόνη υπολογιστή	88	7,60	97
Εκτυπωτής	70	6,00	77
Ηχείο υπολογιστή	44	3,80	48
Σκραπτής (Scanner)	53	4,60	58
Φωτοτυπικό	88	7,60	97
Φούρνος κουζίνας	158	13,60	174
Πλυντήριο	61	5,20	67

Παράδειγμα ανάλυσης ενός τυπικού λογαριασμού της Δ.Ε.Η. τετραμελούς οικογένειας που κατοικεί σε διαμέρισμα 85m² και χρησιμοποιεί μέτριες αποδοτικά ηλεκτρικές συσκευές

ΠΛΗΡΩΝΕΤΕ (-)	ΚΕΡΔΙΖΕΤΕ (+)
<ul style="list-style-type: none"> ⊗ Θερμοσίφωνας = 140 €/έτος ⊗ Ηλεκτρική κουζίνα = 110 €/έτος ⊗ Αναμονή συσκευών = 30 €/έτος ⊗ Φωτισμός = 45 €/έτος ⊗ Κλιματισμός = 45 €/έτος ⊗ Ψυγείο = 35 €/έτος ⊗ Πλυντήριο = 15 €/έτος <p style="text-align: right;">Σύνολο : 420 €/έτος</p>	<ul style="list-style-type: none"> ⊙ Θερμοσίφωνας στους 50°C αντί για 60°C = 35 €/έτος ⊙ Αναμονή συσκευών = 30 €/έτος ⊙ Κλιματισμός στους 26°C αντί για 22 °C βαθμούς = 8 €/έτος ⊙ Ψυγείο (συχνή απόψυξη) = 10 €/έτος ⊙ Πλυντήριο γεμάτο στους 40°C αντί για 60°C = 10 €/έτος <p style="text-align: right;">Σύνολο : 93 €/έτος</p>

Για περισσότερες πληροφορίες μπορείτε να απευθύνεστε:

ΔΗΜΟΣ ΑΜΑΡΟΥΣΙΟΥ- Γραφείο Περιβάλλοντος
 Βασ. Σοφίας 9 & Δ.Μόσχας, 151 24 Μαρούσι
 ☎ 210 8760088, e-mail : karkat@maroussi2004.gr

Πηγές : www.greenpeace.org, www.buildings.gr, www.zpan.gr

ΟΔΗΓΟΣ ΣΥΜΒΟΥΛΩΝ ΚΑΙ ΑΠΛΩΝ ΕΦΑΡΜΟΓΩΝ
 ΓΙΑ ΤΗΝ ΕΞΟΙΚΟΝΟΜΗΣΗ ΕΝΕΡΓΕΙΑΣ

Ενέργεια Κατασκευαστής Μοντέλο

ΨΥΓΕΙΟ
Logo ABC 123

Αποδοτικό
A B C D E F G

Μη Αποδοτικό
B

Κατανάλωση ενέργειας kWh ανά έτος
Βάσει απορροφούμενων των πρότυπων δοκιμών επί 24ωρο
Η πραγματική κατανάλωση εξαρτάται από τον τρόπο χρήσεως και το σημείο που είναι τοποθετημένη η συσκευή
 XYZ

Χωρητικότητα Συντήρησης σε λίτρα
Χωρητικότητα Κατοψύξης σε λίτρα
 XYZ XYZ

Θόρυβος [dB(A) ανά 1m]
 Μια κάρτα με πληροφοριακές λεπτομέρειες

ΕΥΡΩΠΑΪΚΟ

ΕΥΡΩΠΑΪΚΟ

Προστασία της ΥΠ 125 (2006) 1884
 Κοινωνία χωρίς τοξικές ουσίες 2020 και πέρα

Μειώστε την κατανάλωση ηλεκτρικής ενέργειας εύκολα και γρήγορα στο σπίτι και στο γραφείο



Δήμος Αμαρουσίου
 Γραφείο Περιβάλλοντος

INFORMATION AND COMMUNICATION - CITIZENS AND SUPPLIERS



- Publish the *ENVIRONMENTAL STATEMENT* in the site of the Municipality of Amaroussion – www.maroussi.gr
- Locating the Environmental Policy in the most visible places of the Town Hall
- Publishing Articles in the Local Press
- Updating the Notice Board in order to provide environmental information
- Organizing Workshops and Seminars
- Distributing relevant Leaflets
- Circulating a product specifications list



Πρωτοβουλίες για τη βιώσιμη ανάπτυξη (2)

- Συμμετοχή σε ευρωπαϊκά προγράμματα
- Εφαρμογή του EMAS
- Χαραξη και εφαρμογή πολιτικής για την ολοκληρωμένη διαχείριση αποβλήτων
- τις πράσινες προμήθειες
- τις βιώσιμες μεταφορές
- την ενεργειακή
- την ατμοσφαιρική ρύπανση
- Παρακολούθηση της νομοθεσίας
- οικονομική παρακολούθηση πόσιμου νερού

MAROUSSI EcoDays 2007

Επίσημη διαχείριση απορριμμάτων σε επιχειρήσεις της πόλης μας"

ΤΕΤΑΡΤΗ 6 ΙΟΥΝΙΟΥ 2007





Progress made so far... – 1st Workshop (1)

- ***Objectives:***
 - To present the LIFE IDEMS and CLEAR Projects;
 - To define the steps for the development of the Integrated Environmental Management System in accordance with the IDEMS 11 Points;
 - To adapt the Integrated Environmental Management System to the experience of Amaroússion.
- ***Departments involved*** (14 participants in total):
 - European Projects Office, Environmental Office, Quality Office, Finance Department, Procurement Office, Municipal Transport, Company, Urban Observatory, Operations Division



Progress made so far... – 1st Workshop (2)



Results:

Amaroussion had to develop the parts of CLEAR methodology that are not covered by the already developed Environmental Management Systems (EMAS & *ecoBudget*), namely:

- Document which explicates environmental policies;
- Monetary Accounts;

Follow – up:

- Update of the ‘CHECK LIST PREPARATORY TO DEVELOPMENT OF CLEAR’
- Interviews – meetings with new Municipal Administration:
General Secretary, Vice Mayor, President of the Legal Entity for the Environment, Head of Quality and Environmental Management Office, Head of Operational Services.



Progress made so far... – Dissemination (3)



- Referring to the Life IDEMS project during the one-day conference for “Green Public Procurement”, co-organized by ICLEI, 26th January 2007.
- Presenting Life IDEMS project during the one-day conference for “Life GREENMED – Conduct of joint procurement in Greek Municipalities for recycled paper procurement”, 22 September 2006
- Referring to the IDEMS project during the Amaroussion’s EcoDays, one-day conference – 6th June 2007.
- Holding internal meetings with the new staff
- Regular updating of the ‘new’ Amaroussion’s Web Site

Next steps...



- Discussing about the organization of the 2nd Workshop;
- Preparing the 2nd Workshop in Amaroussion;
- Getting the Final approval of the environmental indicators according to the checklist of IDEMS;
- Organizing internal meetings with the Financial Department in order to collect the required data on Amaroussion's financial budget (e.g. procedures, timescale, approval e.t.c);
- Achieving compliance to monetary account according to CLEAR;
- Taking the necessary actions in order to proceed to the registration of some new Municipal Legal Entities, Enterprises, Departments and Administrations in the register of EMAS organizations.

For more information please contact :



Quality and EMAS Office

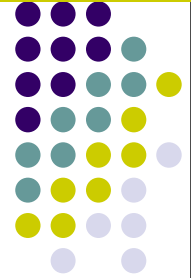
e-mail: quality@maroussi.gr

Tel. + 30 210 8760 330

European Projects Office

e-mail: european@maroussi.gr

Tel. + 30 210 8760 340 - 2



**THANK YOU
FOR YOUR ATTENTION !!!**