



LIFE Project Number
LIFE04 ENV/DK/000071

PROGRESS REPORT No. 2
Covering the project activities from 31.01.06 to 31.10.06

Reporting Date
21/12/2006

LIFE PROJECT NAME
**Dogme 2000 - a model for environmental management at the
municipal level**

Data Project

Project location	Copenhagen
Project start date:	01/10/04
Project end date:	01/12/07 Extension date 01/12/07
Total Project duration (in months)	38 months, Extensions 0 months
Total budget	€ 1,019,351
EC contribution:	€ 509,675
(%) of total costs	50%
(%) of eligible costs	50%

Data Beneficiary

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- Annex 1: Proposal for indicators – model for green accounts
- Annex 2: Comparison of EMAS and Dogme
- Annex 3: Draft proposal for handbook
- Annex 4: Leaflet about toys and children

1. Executive Summary

Project objectives

The objective of the project is to develop the Danish Dogme model for environmental management to suit other Danish and European municipalities wishing to implement environmental management at the municipal level. The outcome of the project will be the development of a range of models for management of various technical environmental areas. The models will be collected in a Dogme manual for the use and inspiration of other Danish and European municipalities wishing to implement environmental management at the municipal level.

Project status

Project management is progressing well, and a strong and focused project organisation has been established. The project activities are executed as anticipated in the Commission decision and according to the overall time schedule. In the last year of the project much emphasis will be put on maintaining the solid commitment we see in all project groups.

Status and deliveries in the different project groups since the interim report by the end of June 2006 are as follows: In 'Green Accounts' the tests of indicators have either been finalised or will be finalised early next year. Concurrently with the tests, calculation methods for the indicators are being worked out. In the Chemicals group the tests have either been finalised or will be finalised early next year. Concurrently, work is ongoing with the chemicals plan. In the Anchorage group the tests have also either been finalised or will be finalised early next year. Working is ongoing with the catalogue of ideas for anchoring instruments. In the Audit group the first draft of a new audit model has been produced, and a test audit has been carried out in the five Dogme municipalities. The results of the tests are now being assessed. The work of investigating what it takes for Dogme to develop into an EMAS at the municipal level has been finalised. A template has been made for the Dogme manual, and the different project groups and working groups take offset in this template in their work with the Dogme manual.

Problems encountered

It has turned out to be more difficult than expected to anchor Dogme 2000 in some of the groups we wanted to reach. This is in itself an important result, but we still work on identifying other instruments to reach this group better.

Dissemination

A mini-seminar was organised in Brussels and the internal conference 2006 was held in October in Kolding. In addition, a number of presentations have been made at various conferences and meetings, and some articles have been published. It should be noted, however, that dissemination is an integral part of the project since anchoring requires dissemination to relevant stakeholders. Therefore the participants in the project incorporate dissemination of the Life project in many other activities.

Envisioned progress

Progress foreseen until December 2007, when the project will be finalised, will focus on assessing and reporting on the tests carried out in 2006, so that the Dogme manual can be produced. Furthermore, a major task in 2007 will be to organise a good and constructive final conference.

Financial issues

We expect to complete the project within the agreed budget.

1. Project management

What has been done to organise/coordinate the project

We have put much emphasis on a strong and constructive cooperation with focus on coordination between the five sub-project groups. This has been done through a clear and unambiguous organisation, a dialogue-based form of cooperation, and by preparing a project handbook with clear procedures and distribution of responsibilities. The project is organised in five sub-projects each with a sub-project manager. Each of the participating municipalities has a project management chair, and each municipality is represented in all sub-projects. This ensures that all municipalities contribute actively in all sub-projects, and it ensures good coordination and anchorage in the organisation. In addition to the five technical sub-projects, an administration group has been established with participation of all five municipalities, which is to ensure that administrative procedures can be set up and complied with.

In view of making decisions and coordinating the project, steering committee meetings are held approximately every three months. There have been meetings the 7th of June, the 13th of September and 13th of December 2006. Meetings are held between the project manager and the five sub-project managers approximately every two to three months. A permanent agenda item at the meetings with the sub-project managers is status of the sub-projects and interface checks between the different sub-projects.

To ensure continuous coordination and information broadly to the staff of the Dogme municipalities two internal conferences have been held: one in Copenhagen in 2005, as described in the Technical Interim Report, and one in Kolding in October 2006. Around 200 participants working with Dogme in different contexts in the Dogme municipalities and the two new Dogme municipalities of Kolding and Malmø attended the seminar. During various workshops information was given on the projects, and good discussions, comments, and other inputs were gathered.



Speech at the Dogme conference 2006



Participants at the conference

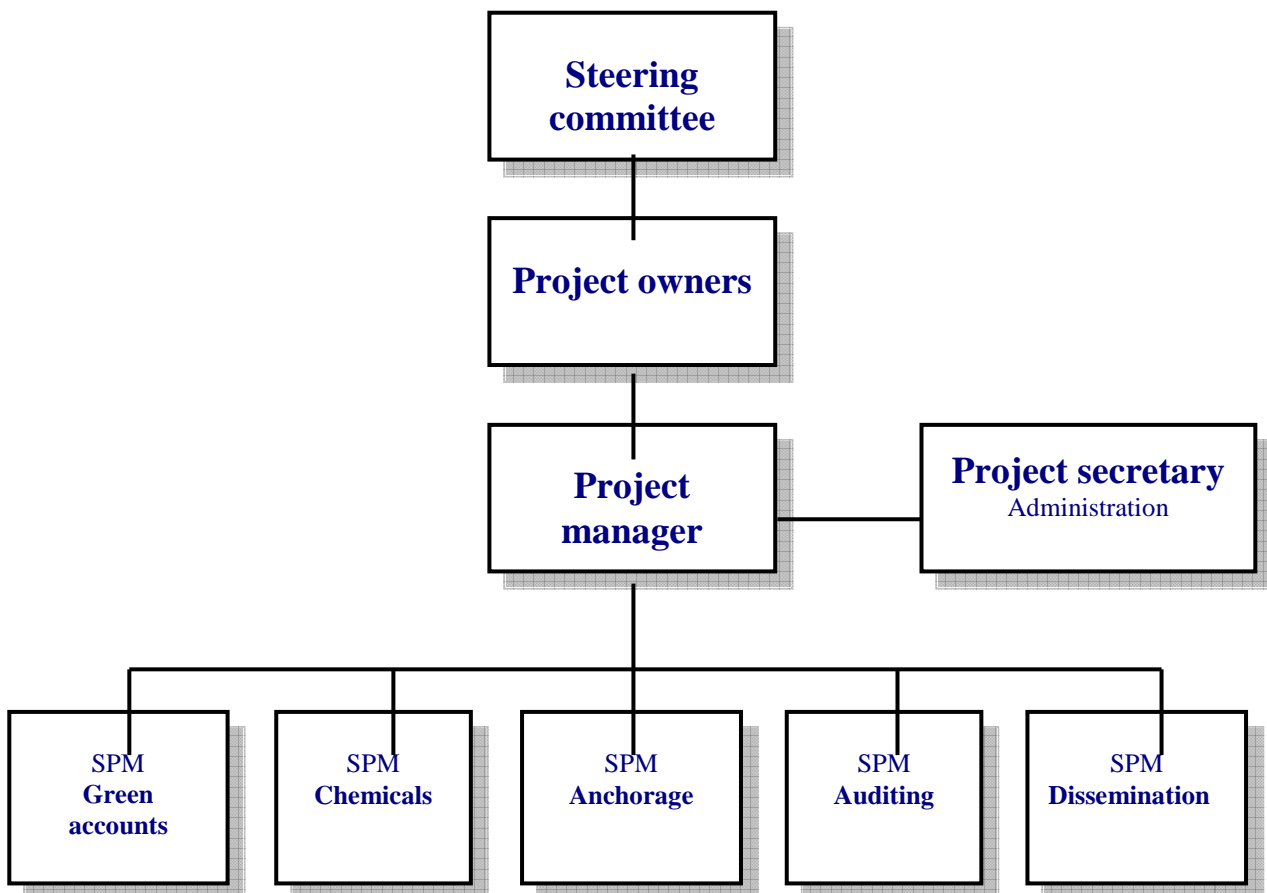
Currently we focus on maintaining the solid commitment we see in all project groups. Therefore, it has been an item for discussion at our project manager meetings to find out how best to do this. One of the measures contributing to maintaining the motivation is to ensure a close dialogue between the project groups and our political steering committee. Therefore, a seminar has been planned for the spring of 2007 where the different project groups present their results for discussion in the steering committee.

Major changes to the project

A number of minor changes have occurred as described in Progress report no 1. This has led to the formulation of a request for project modifications submitted on 31-10-06. The request has been approved by letter from the Commission dated 12-12-06. This progress report uses the revised project formulation as the basis for the reporting.

Organisation chart

Below the project organisation chart is presented. The steering committee of the project consists of two representatives from each municipality: a political representative, typically the chair of the Technical and Environmental Committee and an official, typically the environmental director or the technical director. In addition, a project owner group has been established, consisting of the officials from the steering committee supplemented typically by an executive officer from the environmental department. In addition, there is a project manager for the overall project and five sub-project managers. In addition to the five technical sub-projects, an administration group has been set up with representatives from each of the Dogme municipalities. The project secretary is also the secretary of the administration group.



Reports delivered since the start of the project

Progress report No. 1, reporting date 27-06-2005, covering the project activities from 01.10.04 to 31.05.05. The report has been approved by letter from the Commission dated 05-08- 2005.

Technical and Financial Interim, reporting date 29-03-2006, covering the project activities from 01.06.2005 to 31-01-06. The report has been approved by letter from the Commission dated 08-06-2006.

Project change request dated 30-10- 2006 has been approved by letter of 12-12-2006 from the Commission.

Is any extension of the project duration needed or envisioned

The project progresses as planned and described in the application and in the milestone schedules. It is expected that the project is carried out as planned.

3. Technical development

3.1 Green accounts

The overall target is to prepare a common model for the green accounts of the municipalities giving a global picture of the environmental state in the different municipalities. In the work towards the common model, the following specific sub-targets have been set up:

- Selection of approximately 10 topics, which can give a full picture of a given municipality's environmental state
- Selection of 10-15 indicators, which can give an adequate description of the selected topics
- A description of calculation methods for the selected indicators
- A test of the indicators in 2006, reported in the green accounts in 2007
- Adjusting the model against the background of experience from the test and from the partners

Status

Selection of topics and indicators has been finalized, resulting in a selection of eight topics and 25 indicators. Reporting of these activities was included in the Interim Report and further, the work has been extended by adding benchmarks to establish overall objectives.

A test plan has been prepared describing which indicators are tested in which municipalities. In connection with planning of the tests the quality of the data that may be collected are assessed as well as resources needed for collection of the needed data. The test plan with a description of the indicators is enclosed in Annex 1. Collection of actual data from the participants in the project is ongoing, as is the definition of the calculation methods for the selected indicators. Collection of data will be finalised in the first quarter of 2007.

For all eight topics working groups have been established with technical experts from the municipalities that are to assume the test within the topics in question. Each working group is led by a person from the project group for green accounts so as to ensure that the work of the group with

the test can comply with the requirements described in the project. The project group meets regularly in the test period in order to coordinate the tests within the eight topics and in view of sharing experience. The work of describing test methods, collecting and assessing data has in general progressed well. However, the test of the indicator for waste has turned out not to be expedient. The assessment of the other indicators takes place in early spring 2007.

The result of the test will be presented in the green accounts 2006 of the municipalities, which will be published during spring and summer 2007.

The work of green accounts follows the time and project schedule. The only change is that the description of the calculation methods is prepared in parallel to the collection of data, so that the calculation methods for all 25 indicators will be described in the beginning of the New Year. The fact that the period of description of calculation methods has been extended has no impact on the other milestones of the project.

3.2 Chemicals plan

The overall target is to develop a plan containing specific tools applicable to the municipal activities concerning reduction of the use of chemicals. During the execution of the task of developing a chemicals plan the following sub-targets have been set up:

- Internal report on experience with reduction of chemical use in municipalities
- Draft proposal for chemicals plan and indicators concerning chemical pressure
- Plan for testing of minimum five specific tools
- Development of the final chemicals plan

Status:

The sub-target of preparing an internal report on experience with reduction of chemical use in municipalities has been completed as reported in the Technical Interim Report.

A draft proposal for the chemicals plan and indicators has been prepared, and this is also described in the Technical Interim Report.

Furthermore, a plan has been prepared for ten tests of tools as described in the Technical Interim Report. All ten tests have been launched successfully. At present two of the tests have been completed and an evaluation of the effect of the tool has started. This is the test of the tool "Monitoring with assistance for clean-up and substitution of chemicals." In this test, the tool has been used in the automobile sector and their use of car maintenance agents. The indicator used to assess the effect is the number of garages visited and the number of products substituted. In addition, the test "Information and dialogue through person/institution with high credibility towards the target group" has been completed and the assessment of the effect is ongoing. The tool in this test has been applied to the target group of parents with young children who have received information from visiting nurses about chemicals in toys. In annex 4 the leaflet is enclosed. The indicator used to assess the effect is the number of meetings held by the nurses during which information is given on



Meeting nurses and parents

chemicals and toys. The other tests are expected to be completed as planned by the end of February 2007.

In parallel to the test course the project group has worked with the introductory sections of the chemicals plan.

The chemicals work follows the planned time and project schedule.

3.3 Methods of anchoring the environmental work among citizens and the business community

The overall target is to develop a catalogue of ideas containing instruments and methods for the municipalities regarding anchorage of the environmental work among citizens, the business community and the municipalities' own institutions. The following sub-targets have been set up:

- Gathering of experience with anchorage of environment work
- Draft proposal for catalogue of ideas
- Plan for testing of ideas
- Final catalogue of ideas containing instruments
- Proposal for specification of Dogme targets

Status:

The sub-target of collection of experience, preparation of a draft proposal for catalogue of ideas and preparation of a test plan including tests of four anchorage instruments directed at different target groups, a total of seven tests, has been completed as reported in the Technical Interim Report.

The work with the tests is in general advancing well and according to plan. Several of the tests have now been completed. Two of the tests have revealed that the instruments were not as suitable as assumed. One of these is the instrument "network and organisation", which has been tested on the target group of young people. It has been found very difficult to establish a network group with young people with the purpose of influencing their friends into a more sustainable lifestyle. Posters and other passive information have not been sufficient for establishing an actual network group. Now contact has been taken directly to four teachers at a commercial school and a technical school, and we expect that through these teachers it will be possible to establish the planned network group. The difficulties of arousing young people's interest mean that the test is delayed, but we now believe to have found a suitable method for achieving a positive result from the test.

A common test was planned with all five participating municipalities, where the instrument 'course/education' was to be tested concerning environmental management within the area for effort of environmental education at schools. The purpose of a common test was to seek to exploit participants' experience and save resources in connection with training of teachers and preparation of educational material. The introductory preparation of the test showed, however, that it was not possible to carry out a meaningful common training programme. The municipalities turned out to be too different: some are far in their work of introducing environmental management at the schools, while others are still in a start-up phase. Therefore, the steering committee of the project decided to stop the production of common materials. Instead, the experiences will be used actively in the future work. There is fine and frequent sparring from the municipalities that have achieved the best

results to those municipalities that have not come that far. We still plan to conduct a summing up of the common issue.



The tool “campaigns” targeted citizens is tested with hogsweed control

The work relating to a catalogue of ideas for instruments to anchor the environment work is ongoing concurrently with the tests of the different instruments.

The work of anchorage follows the time and activity schedule and complies with the requirements described in the application, as more tests than described have been conducted. The work on formulation of new Dogme targets for anchorage will be started as described in section 8.

3.4 New audit model for “Dogme 2000”

The overall target is to develop a new model for “Dogme 2000” aimed at improving the accuracy of the measurement of progress within the environmental activity in “Dogme 2000”. An additional target is to study what it will take for the Dogme model to develop into an EMAS at the municipal level. In the work towards a new model the following sub-targets have been set up:

- Elaborating a draft for a new Dogme model
- Test of the new Dogme model
- Final development of the Dogme model based on the results and input from all participants and observers
- Report describing what additional work is needed in order for the Dogme model to develop into an EMAS at the municipal level

Status:

Elaborating a draft for a new model for Dogme 2000. The new model consists of an audit procedure describing the framework of the audit, including selection of auditors, frequency, timing and selection of interviewees as well as a set of background documents describing unambiguously each Dogme and serving the purpose of guidelines during the audit. The audit procedure has been prepared and all background documents on each dogma are available. In connection with the preparation of the audit procedure and the background documents meetings have been held with Norske Veritas, who is used as the external auditor for the Dogme audits.

Test of the new Dogme model. The new Dogme model has been tested in all five Dogme municipalities in September 2006. In addition to testing the new procedure and the background documents, advantages and disadvantages relating to an internal audit have been tested. Furthermore, a traditional full audit of all Dogma items has been tested and compared to a topic audit where we have gone into more detail with one single dogma. A topic audit is therefore not less extensive than a full audit, but more people at all levels are interviewed on the same dogma. The external auditor used is Norske Veritas. The below table shows an outline of the audit tests:

Project participant	External / internal audit	Full / Topic audit
Albertslund	External audit	Topic audit: Anchorage
Ballerup	External audit	Topic audit: Ecology
Fredericia	Internal audit	Topic audit: Ecology
Herning	External audit	Full audit
Copenhagen	External audit	Full audit

The internal audit in Fredericia was conducted by two internal auditors from Ballerup and Herning. Before the internal audit the two internal auditors had attended a course at Norske Veritas.



Meeting in the project group

Final development of the Dogme model based on the results and input from all participants and observers. Work is ongoing with evaluation of the test results from the conducted audits. Input is given continuously from the Dogme municipalities. In addition, we have ensured exchange of experience with our partners in Siauliai during a visit in September 06. Siauliai participates in an EU funded peer review project, so experience from there will be incorporated in our final reporting.

Report describing what additional work is needed in order for the Dogme model to develop into an EMAS at the municipal level. A systematic comparison of Dogme and EMAS has been conducted. Offset was taken in the EMAS systematics and the comparison of the two systems shows that in a large number of areas requirements in EMAS and Dogme are similar. Both systems build on progress and quantifiability of improvements. Both EMAS and Dogme have focus on environmental targets and areas for efforts. However, the approach differs somewhat between the two methods. In EMAS the organisation has a wide scope for setting up environmental targets and associated environmental activities. Dogme, in contrast, sets up specific areas for efforts that the municipalities must work towards. The comparison shows that there are especially six focus areas where the two systems can learn from each other. These areas are:

- Communication
- Legislation
- Management review
- Management elements
- Agenda 21 plans and holism in the environmental efforts
- Committed environmental cooperation

In Annex 2 and 2A the six focus areas are described in more detail.

In connection with a mini-seminar in June 2006 in Brussels where people from the EU EMAS office and the office dealing with the thematic strategy on the urban environment participated, the work of Dogme towards an EMAS was discussed. In addition, a meeting was held in June 2006 with Allan Creedy, Ethics Sustainable Development Accounting & Peer Review. Both meetings provided beneficial input for the final result.

Summary:

The work with the new audit model for "Dogme 2000" and the work in order to identify what is needed in order for the Dogme model to develop into an EMAS at the municipal level follows the time and activity schedule.

3.5 Dogme manual

The overall target is to prepare a Dogme manual targeted at all European municipalities wishing to apply the Dogme model in their daily environmental work. The following sub-targets in the work of preparing the Dogme manual have been set up:

- Prepare a draft Dogme manual
- Discuss the draft Dogme manual with partners from Neumünster and Siauliai
- Prepare a final draft Dogme manual

Status:

Prepare a draft Dogme manual:

As described in Progress Report No. 1 the steering committee of the project has wished that the *Dogme* manual is published in an electronic version to be downloaded as a pdf file from the *Dogme* website. A template has been prepared for the Dogme manual, and it can be seen in Annex 3.

Discuss the draft Dogme manual with partners from Neumünster and Siauliai:

The template has been subject to discussion with our partners in Siauliai and will be discussed with our partners in Neumünster in early spring 2007.

Work follows the planned time and activity schedule. The draft *Dogme* manual will also be commented on by the new municipalities with observer status, Kolding and Malmö.

4. Problems encountered

A number of minor modifications have been made as described in Progress Report No. 1. This has led to the formulation of a request for project modifications submitted on 31-10-06. The request has

been approved by letter from the Commission dated 12-12-06. This progress report uses the revised project formulation as the basis for the reporting.

Furthermore, minor problems have arisen in two of the anchoring tests. In one of the tests it has been difficult to find young members in an agenda group with the purpose of influencing their friends into a more sustainable lifestyle. In a common test on training of school teachers in environmental issues it proved to be meaningless to run a common programme. In both tests we are very aware of the problems and have taken the necessary precautions to achieve a good result of the tests, so as to achieve the overall purposes of the task.

5. Dissemination

The Commission decision describes nine specific activities that will be carried out during the execution of the project. It should be noted, however, that dissemination is an integral part of the project since anchoring requires dissemination to relevant stakeholders. Therefore the participants in the project incorporate dissemination of the Life project in many other activities.

Below the nine specific activities are listed followed by a status of the execution of these activities:

1. Establishment of a group of external partners contributing to development of the technical part of the project.
2. Establishment of a website at www.dogme2000.dk
3. Work out a summary of networks which the five Dogme municipalities and the partners from Siauliai and Neumünster are a part of.
4. Presentation of results from the project on homepages and newsletters.
5. Production of introduction booklet and at the end of the project a booklet containing information on the results.
6. Mini-seminar in Brussels with different organisations to discuss the Dogme model and the Life project.
7. Final meeting in Brussels with the European Commission among others to discuss how the Dogme-concept could be applicable as an environmental management model for European municipalities.
8. Publishing of the handbook.
9. Final conference where the results from the project are presented for discussion in a range of workshops.

Status

The items 1-5 have been described in the Technical Interim Report. The website mentioned under item 2 is reviewed on a monthly basis in view of keeping it updated. The final report mentioned under item 5 will be prepared by the end of 2007 as described in the time schedule. Under item 4 the below dissemination activities have also been made:

- Article in the paper Lokal Agenda 21 no. 47 May 06, published by the Danish Ministry of the Environment, Danish Regions and Local Government Denmark
- Presentation at meeting in the interreg project on Hållbar utveckling i plan- och beslutsprocesser (Sustainable development in planning and decision processes), 21 September 06
- Presentation at conference "The Quest for Sustainability", Coimbra, Portugal, 27- 29 September 2006
- Presentation at meeting with the Swedish Energy Agency on 9-11-06
- Leaflet about toys and chemicals 2006

In addition a visit was paid to our partners in Siauliai on 13-15 September 06, where the sub-results of the project were discussed.



Meeting at Siauliai cityhall



Visit at water purifying plant in Siauliai

Item 6. A mini-seminar was organised in Brussels on 21 June 2006 with the participation of staff members of the office for the thematic strategy on the urban environment and from the EU EMAS office. In addition, a meeting was held with the eco-label secretariat with the purpose of discussing anchorage.

7-9. The activities in 7, 8 and 9 are being planned and will be carried out as described in the timetable.

6. Envisioned progress up to 01-12-07

In the following we give a description of the activities planned to take place in the different project groups up to 1 December 2007, when the project will be finalised.

Green accounts

The test period has almost been finalised, and the description of calculation methods for indicators is ongoing. The results from the test will be incorporated in the green accounts for 2006, which will be published during spring 2007. On 1 September 2007 a report will be available with a description of a final proposal for a common model for green accounts.

Chemicals plan

The test period has been finalised for a number of the tests and is expected to be completely finished by the end of February 2007. In addition, work will be done to finalise the preparation of the chemicals plan.

Methods of anchoring the environmental work among citizens and the business community

Work regarding the tests is expected to be completed on 1 March 2007. Concurrently, work is being done on the catalogue of anchorage instruments and on a rewording of Dogme 3. The work is expected to be completed as described in the time schedule.

New audit model for "Dogme 2000"

The test has been finalised and the work concerning proposals for a final model is ongoing. The work progresses according to schedule.

Dissemination

One of the most extensive tasks will be to organise the final seminar with the participation of Danish and European municipalities. The seminar is planned to take place in Fredericia on 24 and 25 October 2007. Furthermore, a final meeting will be held in Brussels and a final pamphlet depicting the main results from the project will be published.

7. Financial issues

PROJECT COSTS INCURRED

Cost category	Total cost according to the Commission's decision*	Costs incurred from the start date to 31-10-06	%**
1. Personnel	751,710	639,245	85,0 %
2. Travel	59,478	44,438	74,7 %
3. Outside assistance	46,711	20,933	44,8 %
4. Durables: total <u>non-depreciated</u> cost			
- Infrastructure sub-tot.			
- Equipment sub-tot.			
- Prototypes sub-tot.			
5. Consumables	88,053	32,917	37,4 %
6. Other costs	6,712		
7. Overheads	66,687	44,013	66,0 %
TOTAL	1,019,351	781546	76,7 %

*) If the Commission has officially approved a budget modification indicate the breakdown of the revised budget

***) Calculate the percentages by budget lines: How many % of the budgeted personnel costs are incurred by 31-10-06

The project has been underway for twenty-five months or 66 % of the expected execution time of the project. A total of 76.7 % of the project budget has been spent. This is as anticipated because the last part of the project, in which reporting will be made, only requires resources from a small number of the project participants. Personnel costs correspond to the conducted and planned work. Costs of travelling are lower than expected. This is primarily due to the fact that the travels of our external partners have been cheaper than anticipated. The amount in question is around EUR 2,000.-. Therefore no revision of the project is foreseen with respect to this deviation.

Expenses for outside assistance, covering an introductory pamphlet, the website, external sparring on project management and translation correspond to the planned and conducted work. Expenses for consumables, covering the website domain, an internal seminar, and a kick-off seminar also correspond to what was planned and has been conducted. Expenses for consumables are relatively low, since a significant part of the expenses relating to Task 5: Dogme handbook, and conduct of

the final seminar in October 2007 under Task 7, have not yet been effected. In addition, not all invoices from the internal seminar 2006 in Kolding have been paid.

Based on the costs incurred up until now it is anticipated that the costs of the project will be as anticipated in the Commission decision once the project has been finalized.

8. Progress and planned activities

The table overleaf shows project development and planned activities. Green colour indicates that the activity is completed. Yellow indicates that the activity is ongoing. A black line indicates the period where the activity takes place and the date indicate when the activity is ended. A red line shows when the progress reports must be submitted.

