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TECHNICAL INTERIM

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

Data Project

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Total Project duration (in months)	38 months Extension months 0 months
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(%) of total costs	50 %
(%) of eligible costs	50 %

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1. EXECUTIVE SUMMARY

The objective of the project is to develop the Danish Dogme model for environmental management to suit other 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 made available through the internet.

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. All participants contribute to the execution of all tasks, and each participant is responsible for being lead partner of one of the tasks in the project.

A common framework model has been developed as part of Task 1: "Model for Green Accounts", identifying key areas and indicators defining a sustainable municipality. A clear linkage has been developed between the overall objectives of the green accounts and the identified indicators. In Task 2: "Chemicals Plan" a report of experiences has been prepared, describing the experiences with reducing the amount of chemicals used. A commented list of contents has been prepared for a chemicals plan. In Task 3: "Anchorage" a summary report has been prepared with experiences from anchorage of the environment work. In addition, a test plan has been prepared with a description of tests of specific tools for anchorage. In Task 4: "New Dogme model" a draft new audit procedure has been prepared, and work of preparing background documents is progressing as planned. In accordance with the overall time schedule no outputs have been produced yet from Task 5: "Dogme manual" since this task elaborates on the findings of the other tasks.

In general, models and instruments developed under tasks 1-4 will be tested in 2006 and early 2007. In 2007 the achieved test results will be discussed and evaluated during workshops with our partners in Siauliai and Neumünster and during a closing conference with the participation of Danish and foreign municipalities.

Dissemination is a key element in the project. The project website has been updated regularly, and has so far received around 800 different hits. An introduction pamphlet has been produced and disseminated at different meetings and conferences. In addition the project has been presented in different media, and articles about the project have been prepared for different magazines.

Financially the project is progressing as anticipated in the Commission decision. The project costs incurred from project start to 31 January 2006 are € 488,457, corresponding to 48 % of the overall project costs.

A request for project modification is necessary because of a large reform of municipalities in Denmark. The reform implies that one of the project partners, the municipality of Herning, will be part of a new legal entity. The change will in no way influence the execution of the project since the new legal entity will take over all responsibilities of the present legal entity.

2. INTRODUCTION

The municipalities are central players in local environmental activities. In recent years their work has become more complex and versatile, because the municipalities are responsible for both compliance with environmental legislation and promotion of other forms of environmental activities such as the local Agenda 21 work. This means that many municipalities need a management system to secure the order of priority and coordination of the many activities. Moreover, there is a need for continuous observation of progress and effect of the activities.

The “Dogme 2000”-model was developed and politically adopted in five Danish Dogme municipalities in 2000. The model is developed on the basis of a few simple concepts that can be further reduced to three simple Dogmas, i.e. basic, extensive and indispensable rules:

1. Human impact on the Environment must be monitored and measured
2. An Agenda 21 plan must be drawn up
3. Environmental work must be locally anchored

The use of the Dogme model for management of environmental activities has been of great significance to the participating municipalities. This has led to the achievement of a range of environmental results – e.g. a range of institutions in the municipalities are now EMAS registered, the municipalities have adopted environmentally friendly purchase policies, “Agenda 21” plans are being drafted and citizens and companies are becoming involved in the environmental activities. However, several of the environmental activity areas (chemicals, Green Accounts, anchoring, audit) have proven difficult to manage, because knowledge and specific guidelines for the municipal activities are lacking. Through this project the Dogme municipalities wish to strengthen the activities in these areas by the development of specific models and tools. As to the other activity areas in the Dogme model, experiences already exist in the Dogme municipalities, which can be passed on to other European municipalities. Therefore, the project focuses on the elements of the Dogme model that need further development in order to make the model applicable at a larger scale.

At the end of the project a Dogme manual is drafted on the background of the specific development activities. The manual is for the use and inspiration in other Danish and European municipalities, which are interested in applying the Dogme model.

3. LIFE-PROJECT FRAMEWORK

The LIFE project is focused on the production of a manual that will be relevant for other municipalities in Europe. The manual will focus on the following topics:

- A model for Green Accounts with indicators for the environmental state of the municipality.
- A chemicals plan containing specific tools for the activities in the municipalities concerning reduction of the use of chemicals.

- A catalogue of ideas containing methods of anchoring the environmental activities among citizens, the business community and the municipalities' own institutions.
- A new audit model for "Dogme 2000"

Each of the above topics constitutes a task in the Life project. The remaining tasks consist of management and reporting, dissemination and production of the actual manual.

The tasks mentioned above all have the following overall time schedule:

- 2005: Development of models and specific guidelines
- 2006: Test of the developed models and specific guidelines
- 2007: Evaluation, incorporation of test results, dissemination, reporting

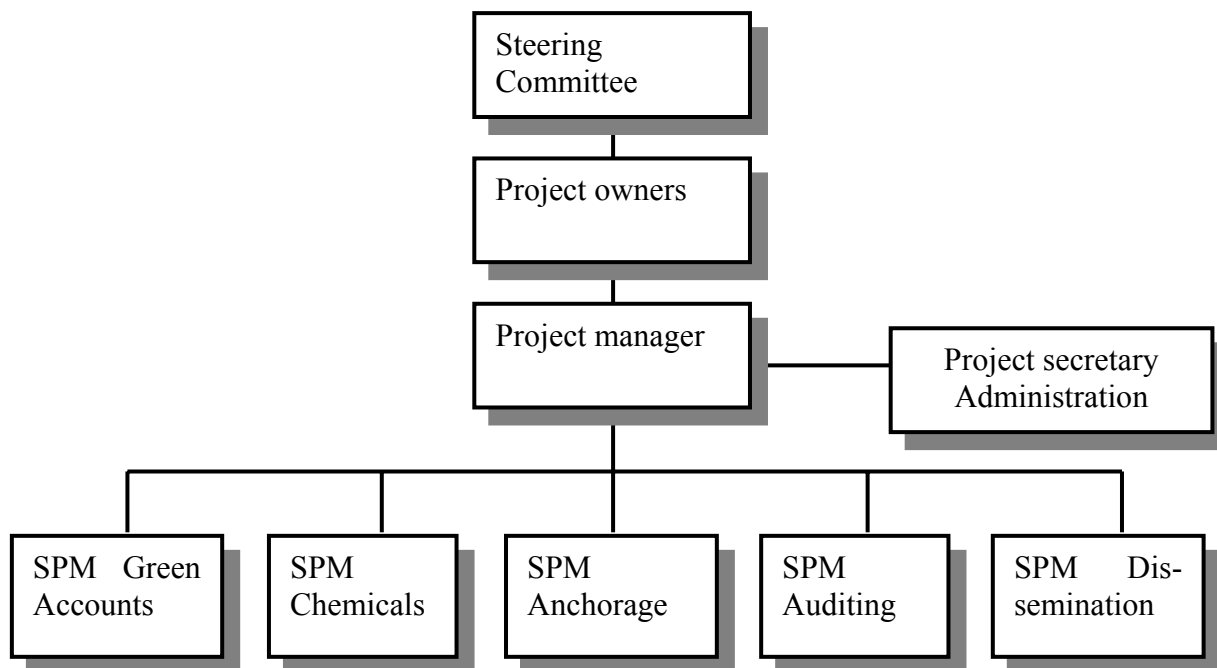
The task regarding the production of the manual will take place during 2007.

The project is carried out by five Danish municipalities, one German and one Lithuanian municipality. The Danish municipalities are Herning and Fredericia situated in Jutland, and Albertslund, Ballerup and Copenhagen representing Greater Copenhagen. The Danish municipalities are all core members of the collaboration in "Dogme 2000". The other municipalities are Neumünster and Siauliai. They are continuously informed of the development of the technical project activities and will meet with representatives from the Dogme municipalities to discuss and contribute with knowledge to the technical projects.

Starting January 2006 two additional municipalities will participate in the Dogme project, Kolding from Denmark and Malmö from Sweden. The two municipalities will have the status as observers relative to the Life project, i.e. they will not be active partners. However, their know-how and results will be included in the Dogme manual.

Organigram

Below the project organigram 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.



4. TECHNOLOGY

The project is organised in five sub-projects with each its 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 the participation of all five municipalities, which is to ensure that efficient administrative procedures can be set up and complied with.

Each working group uses the same method in the preparation of the different models and instruments. Overall objectives and specific targets are identified to be used operationally in the development of the results. At regular meetings specific proposals are discussed, and it is decided which procedures are considered best in order to meet the overall objectives. Between meetings proposals are prepared, and partners and associated members of the Dogme cooperation are requested to comment, use and quality assure the results achieved so far.

Sub-results and final results are discussed during major workshops, where also anchorage and coordination in and between project groups are ensured. This is done at regular meetings in the project groups and at meetings between the project manager and the five sub-project managers. At meetings with sub-project managers it is ensured that the projects can benefit mutually from the results and experiences, and interplays between the groups are identified and effectuated.

All meetings and workshops take place in an informal and relaxed atmosphere, ensuring that untraditional and unconventional ideas and proposals can be tabled and discussed.



Photo 1. Meeting with all participants in the projects. Picture from May 2005



Photo 2. A workshop at an internal seminar. Picture from October 2005.

The two European partners, Neumünster and Siauliai, and the municipalities with observer status, Kolding and Malmö, are used for testing the models and tools. Meeting each other in person eases direct and informal communication and therefore also meetings with all participants are held, see the above Photo 1. Photo 2 shows the participants at an internal workshop held in October 2005.

5. PROGRESS, RESULTS

In the following, the status of each task is described and compared with the planned output. Task 6, dissemination, however, is described in section 6 “Dissemination activities and deliverables”.

5.1. Task 1: Model for 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 experiences from the test and comments from the partners

Status:

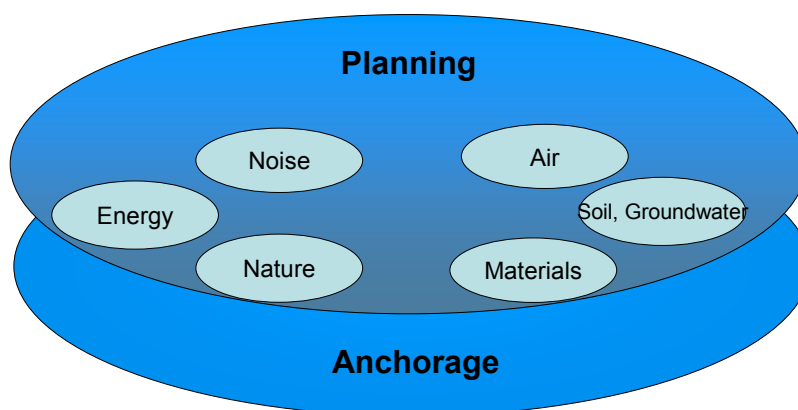
Work with the new model for green accounts has been extended compared to what was anticipated in the application. The model with designation of areas characterising a sustainable municipality and selection of indicators within each topic has been supplemented with the preparation of common benchmarks within each topic that the municipalities commit to working towards. The benchmarks describe the ideal environmentally sustainable state to be attained. The municipalities prepare individual plans of action for their work towards attaining the state described by the benchmark. The indicators show the environmental state within the selected topics.

Topics:

The model is based on the designation of topics depicting the environmental sustainability of the municipality. The municipality means the geographical area, and not just the municipality as an enterprise. For each topic at least one benchmark is formulated, which is common for all the municipalities. Each benchmark is associated with one or more indicators, which are also common. These indicators are to measure progress in relation to the benchmark. For each benchmark, the municipalities are to draw up their own individual, long-term objectives and plans of action.

The topics in the model consist of the six resource and environmental quality topics of *energy, air, noise, nature, soil and groundwater, materials* and the two cross-cutting topics of *anchorage and planning*. See below illustration:

Topics in the sustainable development model



The six basic and the two cross-cutting topics

Indicators and test plan:

We have found it important that our work with benchmarks and indicators also reflects the Dogme cooperation and its special areas for effort. Therefore it has been chosen to supplement the more traditional resource and environmental quality topics with the two cross-cutting topics of *anchorage* and *planning*.

A seminar has been held with the participation of 20-25 experts from the Dogme municipalities. The purpose of the seminar was to get qualified input for benchmarks and possible indicators in a number of the areas. The project group has prepared benchmarks

and proposals for indicators based on the inputs from the seminar and further comments from the Life anchorage group, the Life chemicals group and the Life steering committee. The final results have been published on the project website.

The project group has formulated benchmarks and indicators that, if possible, should describe an environmental state, subsequently an environmental impact, and finally an environmental response.

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 the resources needed for collection of the needed data.

Summary:

The first two sub-targets have been achieved, and work is ongoing with test of the indicators including a description of calculation methods for selected indicators, so the work with green accounts follows the time and project schedule as described in the application.

5.2. Task 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 experiences 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:

Internal report on experiences with reduction of chemical use in municipalities:

Detailed experience and knowledge is available, describing the 120 most problematic chemical substances, the experiences gained in the five Dogme municipalities, as well as experiences from selected stakeholders with reduction of the chemicals consumption. The report focuses on what types of measures have been implemented in order to reduce the use of chemicals and how successful the measures were.

Draft proposal for chemicals plan and indicators:

An extended table of contents for a chemicals plan .has been produced. The table of contents has the following headlines:

- Introduction
- Experience and knowledge gathering
- Indicators
- Selection of areas for implementation of measures
- Catalogue of instruments
- Test and test results
- Feedback from cooperation partners

- Conclusion / completion of project

The work with indicators has taken place at two levels. Work has been carried out at the general level in cooperation with the project group on green accounts, since chemicals are also included in the model for green accounts. In addition, work has been carried out with specific indicators related to the individual test processes.

Plan for testing of tools:

The effect of the developed tools will be assessed based on ten tests covering information and dialogue. The tests are selected within areas where the chemicals are known to be particularly problematic in relation to the subsequent impacts on human health and the environment. The areas cover individual substances, substance groups and product groups. Examples are mercury, pesticides and cosmetics/products for personal care. The tools tested within information are: Pamphlets, websites, advertisements, environmental management systems, the use of groups with large credibility in the target group, and the use of Agenda 21 groups. In addition, information and dialogue is tested with: Visits to target groups combined with specific assistance and topic meetings.

Each test is planned with the area targeted for reduction of chemicals, the users in question, the tools to be utilized and the indicator to test whether the anticipated reduction in use of chemicals are actually obtained. The test regarding mercury focuses on dentists, the tool is visits, information and dialogue. There are three indicators in this test: The number of visits, the number of dentists with properly working local treatment of sewage, and the concentration of mercury in the discharged mercury. Four of the ten tests have been translated in full and can be seen at http://www.dogme2000.org/t2w_447.asp.

Summary:

The chemicals work follows the planned time and project schedule. Ten tests of instruments have been planned targeted at different areas for assessment of the effect and target groups, and this is five more than anticipated in our application. It has been agreed that the extra resources needed will be allocated by the participants in the project.

5.3. Task 3: Methods for anchorage of environment work among citizens and the business community

The overall target is to develop a catalogue of ideas containing tools and methods for the municipalities for 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
- Proposals for specification of **Dogme** targets

Status:

Gathering of experience:

As part of the gathering of experience, work has been carried out to create a common understanding of the anchorage notion and the frames/prerequisites for the municipalities' work in relation to anchorage. To support the process, inspiration and commenting has been obtained from selected experts and through various written publications. The project group has decided on the following definition: "When experiences and knowledge from projects, information campaigns and similar have an impact on actions, thinking and habits among participants, and through them spread like ripples on water to other groups, work routines etc. "

Draft proposal for catalogue of ideas:

A draft list of contents for a catalogue of ideas for instruments to anchor the environment work has been prepared with the following headlines:

1. Introduction

2. Framework and conditions for environment work in the municipalities

3. Anchorage of environment work

An introduction is given to the notion of anchorage, including the prerequisites for anchorage and when the environment work has been anchored. Offset is taken in three target groups: citizens, the business community and the municipality's own institutions.

4. Instruments for anchorage of the environment work

The instruments are characterized by the following main characteristics: Event, Information/ campaign, Network/organisation, Awards/funds, Project, Scheme, and Courses/education

5. Benchmarks and indicators for anchorage

6. Catalogue of instruments – experience from Denmark and abroad

Gathering of experience
Test and test results
Conclusion

7. Feedback from partners

Comments from Neumünster and Siauliai
Comments from the new Dogme municipalities, Malmö and Kolding

8. Conclusion of project

Recommendations and perspectives

Annex

Gross list of anchorage instruments

Plan for testing of ideas:

A test plan has been prepared for seven tests with four anchorage instruments directed at different target groups.. The test plan describes the test, including a description of the specific indicators used to assess the effect..Seven tests of instruments have been planned, directed at different areas and target groups. In the Commission decision a total

of three tests were anticipated.. The extra resources needed will be allocated by the participants in the project.

The work on the final catalogue and proposals for specification of Dogme targets have not been initiated yet, which is in accordance with the overall time table.

Summary:

The work of anchorage follows the time and activity schedule. The work on the catalogue and formulation of new Dogme targets for anchorage will be started as described in section 9.

5.4. Task 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 city 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 test results and input from all participants and observers
- Report describing what it additional work is needed in order for the Dogme model to develop into an EMAS at city level

Status:

Elaborating a draft for a new model for Dogme 2000:

The new audit model for Dogme 2000 will consist 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.

A draft audit procedure has been prepared.. Work on background documents is ongoing and planned to be completed by the end of May 2006.

Test of the new Dogme model:

The new *Dogme* model will be tested in September 2006 in the five municipalities. The external auditor will be the certification body of Det Norske Veritas, which has previously worked as external auditor during the *Dogme* audits.

Dogme - a stepping stone to EMAS at the municipal level:

A meeting has been held with a representative from the EMAS office in Brussels in the autumn of 2004. The office agreed to collaborate in a joint effort in order to sketch what it takes to develop Dogme towards an EMAS at city level. Subsequently a systematic comparison has been made between the *Dogme* cooperation agreement and the EMAS document, and the areas where the *Dogme* can be enhanced compared to EMAS, and vice versa, have been identified. After a visit to the municipality of Vaxjoe in Sweden,

their experience with Eco budget has been incorporated in the work. Further qualification of the work is expected after a mini seminar in Brussels in May 2006, where the EU EMAS office and the office for the thematic strategy on the urban environment will be invited.

Summary:

The work with the new audit model for “Dogme 2000” follows the time and activity schedule.

5.5. Task 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:

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. An electronic version is easier to update and disseminate to a wider audience. The manual is therefore expected to be disseminated more widely in an electronic version compared to a hardcopy.

By letter dated 14 November 2005 the Commission has approved that the manual may be published in electronic form.

Work on the other two sub-targets have not been initiated yet. This is in agreement with the overall time table set forth in the Commission decision. The Dogme manual will also be discussed with the two municipalities with observer status, Kolding and Malmoe.

Summary:

Work follows the planned time and activity schedule. In section 9 the future work is described. The draft *Dogme* manual will also be commented on by the new municipalities with observer status, Kolding and Malmö.

5.6. Task 7: Administration

The overall target is that we have secured compliance with the time schedule and the goals for the project and activities and reporting to the EU. To ensure attainment of the overall target a number of sub-targets have been set up:

- Internal seminar in 2005
- Internal seminar in 2006

- Ensure that in all project groups a number of internal reports are prepared with a summary in English to be uploaded to the project website and used for dissemination activities.

Status:

An internal seminar was held at Base Camp in Copenhagen on 27 October 2005. The seminar was held back-to-back with our meeting with all partners, allowing also our partners from Neumuenster and Siauliai to participate. More than 200 participants from the *Dogme* municipalities and the observer municipalities working with *Dogme* in different contexts attended the seminar. During various workshops information was given on the projects, and good discussions, comments, and other inputs were collected. In parallel to the more expert-based workshops a workshop targeted at politicians and executive officials was organised with the purpose of informing in more general terms on the *Dogme* Life project. Minutes from the workshops have been published at the project website.

An internal seminar has been planned in Kolding on 26 October 2006. The five *Dogme* municipalities participating in the Life project will participate together with the municipalities of Kolding and Malmoe, who joined the *Dogme* cooperation on 1 January 2006.

All reports have been prepared with a summary in English or translated in whole. All outputs that have been finalized are available through the *Dogme* website.

Summary:

The planned internal reports have been prepared and uploaded to the project website. The task is progressing as anticipated.

6. DISSEMINATION ACTIVITIES AND DELIVERABLES

The Commission decision describes 9 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 demand dissemination to the relevant stakeholders. Therefore the participants in the project include dissemination of the LIFE project in many other activities.

Below the 9 specific activities are listed followed by a status of the execution of these activities:

1. Establishment of a group of external partners contributing to the development of the technical part of the project.
2. Establishment of a website at www.dogme2000.dk
3. Work out a summery of the networks which the 5 *Dogme* municipalities and the partners from Siauliai and Neumuentser are a part of
4. Prensation 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. Miniseminar in Bruxelles 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:

1. A strong and focussed group has been established with our participants from Siauliai og Neumuenster. Two meetings have been held with these participants. At the first meeting the opportunity was given to discuss the overall purposes of the project and how best to work together in the future. During the second meeting the preliminary models and test plans were discussed.

Further, another two municipalities, Kolding and Malmoe, will be included in the Dogme collaboration, starting 1 January 2006. This will increase the dissemination activities further.

2. A project website in Danish and English has been set up, available from www.dogme2000.dk and www.dogme2000.org/life, respectively. The websites are updated frequently and all the major findings are available in both Danish and English
3. An overview has been produced of all the networks that the Dogme municipalities and Neumuenster and Siaulia participate in. The summary will be extended with the networks and working groups that Malmoe and Kolding are a part of.
4. The following articles related to the project has been published:

Copenhagen International, volume 7, 18 November 2004

News from Copenhagen, issue 1, February 2005*

Kommunerne og Europa Nyhedsbrev (Newsletter Municipalities and Europe) no. 5 October 2005

Stads- og Havneingeniøren 8, 2005 (Danish magazine for municipal engineers)*

The articles marked with an * is included as Annex 2 and 3, respectively.

The project has been presented at the following seminars, exhibitions and workshops:

Workshop at conference for the environmental staff in the municipalities, Grenå (Denmark), 20 April 2005. At the workshop, it was discussed which

advantages there are from working under the Dogme concept, and the technical areas in the Dogme Life project were reviewed.

Meeting with delegation of 23 persons from the Korean environmental administration, 2 May 2005 at Copenhagen City Hall.

The *Dogme* municipalities have an exhibition stand at the environmental fair in Herning on 3 to 5 May 2006. The *Dogme* cooperation and the Life project will be presented.

5. An introduction booklet has been prepared in Danish and English, and distributed to all networks and workgroups that the Dogme municipalities and Siauliai and Neumuenster are a part of. The booklet will also be distributed to networks that Malmoe and Kolding are a part of. Furthermore the booklet is distributed at various meetings and conferences in Denmark and abroad. The booklet is enclosed as Annex 1.
6. A miniseminar is scheduled for May 2006 in Brusells. The EU EMAS office, the office for the thematic strategy on the urban environment, and other relevant stakeholders will be invited to discuss the Dogme model and the Life project.
- 7-9. The activities in 7,8 and 9 are being planned and will be carried out as described in the time table

7. EVALUATION AND CONCLUSIONS

7.1. Project implementation

The process

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 manual with clear procedures and unambiguous distribution of liabilities.

Problems encountered

It has proven expedient to have assistance with the administration of the project. Therefore, we have made a sub-consultancy contract with the consulting engineers of COWI A/S for project sparring. They have experience from project management of other Life projects. The External Monitoring Team was informed hereof and has stated that costs for this will be eligible for support and covered by "external assistance", provided they remain within the budget.

During the detailed planning of the tests in the anchorage project it has become clear that a test period of one year is rather short, since the work of changing habits and attitudes in general takes longer than the year provided for in the project description. This problem will be solved by also considering already implemented measures and/or events, such as the Environmental Festival, taking place in three of the five *Dogme* municipalities. Only to a minor extent do we plan to test completely new instruments for anchorage. It is expected that activities will be tested at a level allowing for the effects to be assessed within the project period.

Further to a major local administration reform in Denmark, entering into force on 1 January 2007, the municipality of Herning will merge with the present municipalities of Aulum-Haderup, Trehoeje and Aaskov. The merge of the municipalities will not have any impact on the project. A request for project modification will be submitted describing the change in all details, including the relevant administrative forms.

The partnership and added value

At the present time we have held two of three planned meetings with our partners from Siauliai and Neumünster. At the meetings the targets of the project and development of instruments have been discussed. It is expected that there is a need for a further meeting before the final one where the test results will be discussed. We plan an additional meeting in Siauliai and Neumünster in late summer/early autumn where the test phase will be discussed. Costs for the meetings can be covered within the existing budget.

The affiliation of Kolding and Malmö as observers in the project means that we get more information into the project in terms of comments and testing which will ensure that the project results more readily can be transferred to other municipalities throughout Europe.

Comparison against the project objectives and remaining threats

The project progresses as planned and it is expected that the described targets can be achieved within the time limit. This is also due to the fact that so far we have had control of project progress ourselves. In the test phase to be started in 2006 we depend on the participation of citizens, enterprises and other institutions in the municipalities. This means that the project enters a more critical phase. We are very much aware of this fact and will counter it by identifying and updating risk profiles regularly and considering alternative solutions that will meet the overall objectives of the project.

Effectiveness of dissemination activities

So far the dissemination activities have proved quite effective. The website has had close to 800 individual hits. A satisfactory number of articles have been printed in various newsletters and magazines. The dissemination activities has resulted in us being asked to prepare a workshop at a conference for environmental staff in the municipalities in Grenaa (Denmark) in April 2005. However, the best proof of the effectiveness of the dissemination activities is the fact that two new municipalities have asked to join into the Dogme cooperation.

7.2. Analysis of long-term benefits

Environmental benefits,

Work is being done for making the Dogme 2000 model to be a first step towards an EMAS at city level. This work has been done with sparring from the EU EMAS office in Brussels and with the municipality of Vaexjoe, the latter having experience with Eco budget. A seminar is planned in Brussels in May 2006, where the preliminary project results will be discussed. For this seminar the EU EMAS office and the office for the thematic strategy on the urban environment will be invited.

Long-term sustainability, qualitative environmental benefits

The objective is to reach long-term sustainability by weighing of complex problems in order to obtain a smaller ecological footprint of the municipalities. The framework developed in the project enables environmental benefits both locally and globally and on both short-term and long-term sustainability by raising awareness of the important environmental problems. The production of a web-based manual that is publicly available together with an increasing number of municipalities promoting environmental awareness will definitely have a substantial environmental benefit. The fact that the municipalities intend to continue the work after the Life project has ended also ensures long-term benefits.

Replicability, demonstration, transferability, cooperation

The main output of the project is a web-based manual with clear definitions of how to assess the environmental impact from a municipality by means of a set of well defined indicators. The inclusion of partners from 4 countries in Europe will ensure that the manual has a high replicability throughout Europe and can easily be transferred to other municipalities, perhaps with minor adjustments.

Innovation

Work is being done in order for the *Dogme* model to be used as an environmental management tool for municipalities throughout Europe. This is done, for example, through discussions with our partners from Siauliai, Neumüntser and the observer municipalities of Malmoe and Kolding. The structured discussions uses the methods of anchoring provided by the project . The working method in itself therefore promotes the use of the methods and tools provided by the project by applying them on the participants in the project as well as the partners and observers.

8. AFTER-LIFE COMMUNICATION PLAN

The communication plan for the *Dogme* Life project will continue at the same level as during the project because the Danish project participants already have decided to continue the process after the completion of the Life project. Also in future will there be focus on website, organisation of seminars and conferences as well as production of articles and newsletters.

9. PLANNED PROJECT PROGRESS

The work of the project progresses as planned, and it is expected that the described targets can be achieved. In the following, the planned activities until completion of the project have been described under the different tasks.

Task 1, Model for Green accounts

The test period has started and is expected to be completed by the end of the year. In parallel to the test, work is ongoing with description of calculation methods for the indicators. The calculation methods will be fully documented by 1 October 2006. The results of the test will be incorporated in the green accounts 2006 of the municipalities, to be published in spring 2007. On 1 September a report will be available with a description of final proposal for a common model for green accounts.

Task 2, Chemicals Plan

The test period has started and is expected to be completed by early 2007. Further refinements of the chemicals plan will continue until the final work is published by mid-2007.

Task 3, Methods of anchoring the environment work

The test period has started and is expected to be completed by early 2007. In parallel to the test, work is ongoing on the catalogue of ideas and a new and more unambiguous wording of *Dogme 3*, "Anchorage of the environment work". This will be completed by mid-2007.

Task 4, New audit model for "Dogme 2000"

Work is ongoing to finish the draft new audit model and background documents for all dogmas, and it will be finished by 1 June 2006. In September 2006 the new model will be tested in an audit with the participation of the certification body of Det Norske Veritas, used by the *Dogme* municipalities as external auditor in the annual *Dogme* audits. The final draft audit model will be available by mid-2007.

Task 5, Dogme manual

A template has been prepared that will be used for the contributions of the Life project groups and the *Dogme* working groups. The final manual will be available by 1 October 2007, when the results of the different tests have been processed incorporated into the manual.

Task 6, Dissemination strategy

A mini seminar will take place in Brussels at the end of May 2006. The comments provided by the cities of Siauliai and Neumuenster have proved to be valuable and therefore an additional meeting has been scheduled for the autumn of 2006. The meeting will focus on discussing preliminary test results and ways to disseminate experiences as good as possible throughout their networks.

In 2007 a closing conference and a meeting will be held in Brussels, probably in the autumn, so that the test results can be incorporated in the final report of the project.

Task 7, Administration, reporting and project management

A request for project modification is necessary because of a large local administration reform in Denmark. The local administration reform implies that one of the project partners, the municipality of Herning, will be part of a new legal entity. The change will in no way influence the execution of the project since the new legal entity will take over all responsibilities of the old legal entity. The new legal entity also bears the name of the municipality of Herning. The municipal reform will have effect from 1 January 2007. The request for project modification will be submitted before summer in order to ensure that all the needed paperwork will be finalized before the legal change takes place. When the request for project modification is submitted the requested forms will be used.

In the autumn of 2006 an internal seminar will be held in Kolding, during which the different project groups present their results in parallel workshops.

In the following milestone plan the planned activities and expected completion dates are presented.

Masterplan for Dogme LIFE	Responsible	2004				2005				2006				2007		
		4.qtr	1.qtr	2.qtr	3.qtr	4.qtr	1.qtr	2.qtr	3.qtr	4.qtr	1.qtr	2.qtr	3.qtr			
Milestones and activities																
Green accounts	Jesper															
Project description, resource allocation and milestones completed			29-feb													
Internal report on selection of themes and indicators				01-jun												
Testplan						19-jan										
Calculation methods for the selected indicators										01-okt						
Green accounts 2006 based on the model															01-jul	
Internal report with an account of the model																01-sep
Chemicals plan	Gunver															
Project description, resource allocation and milestones completed		01-jan														
Experience gathering			04-feb													
Proposal for list of contents chemicals plan completed				20-apr												
Proposal for test plan ready					04-sep											
Internal report Evaluation of test														01-mar		
Final proposal for chemicals plan															01-jun	
Anchorage	Jette															
Rev. project description, resource allocation and milestones completed			01-feb													
Experience gathering				01-jun												
Draft proposal for catalogue of ideas and of selected tools and test plan							01-nov									
Evaluation of tests														01-mar		
Proposals for specifications of the Dogme targets concerning anchorage															01-jun	
Auditing	Trine															
Project description, resource allocation and milestones completed		01-jan														
New audit model 1st draft										04-jun						
Results from audits in the Dogma municipalities														01-feb		
Final audit model															01-jun	
Dissemination	Carl Åge															
Project description, resource allocation and milestones completed		01-jan														
Production of introductory booklet			01-feb													
Establishment of a website		01-feb														
Visit external partners				04-maj		26-okt							sep		April	
Mini seminar Brussels										06-maj						
Final Conference																01-okt
Production of final booklet															01-apr	
Draft proposal for handbook															01-jun	
Final handbook																01-okt
Administration	Susanne															
Project description prepared		01-jan														
Steering committee meetings			21-jan	15-maj	24-aug	12-dec	07-feb	07-jun	13-sep	13-dec						
Kick-off seminar conducted			26-nov													
Intern seminar 2005				07-apr		27-okt										
Progress report				01-jun												
Internal seminar 2006													26-okt			
Intermediate report								01-apr								
Progress report														01-jan		
Final report																

10. COMMENTS ON FINANCIAL REPORT

The below table shows an incurred costs summary from project start on 1 October 2004 to 31 January 2006.

PROJECT COSTS INCURRED

Cost category	Total cost according to the Commission's decision	Costs incurred from the start date to 31-01-06	%
1. Personnel	751,710	393,278	52.3 %
2. Travel	59,478	25,313	42.6 %
3. External assistance	46,711	9,142	19.6 %
4. Durables: total <u>non-depreciated</u> cost			
- <i>Infrastructure sub-tot.</i>			
- <i>Equipment sub-tot.</i>			
- <i>Prototypes sub-tot.</i>			
5. Consumables	88,053	32,715	37.2 %
6. Other costs	6,712		
7. Overheads	66,687	28,009	42.0 %
TOTAL	1,019,351	488,457	47.9 %

The project has been running for 16 months corresponding to 42 % of the planned project duration. A total of 47.9 % of the budget has been spent. The time consumption shows that around half the resources have been spent. This is according to planning, since the largest time consumption is in 2005 and 2006, which covers the development and test phases. Costs for travel are lower than assumed, mainly due to the fact that travel costs for our partners outside Denmark have been lower than anticipated. The amount in question is EUR 5,000.

Expenses for external assistance, covering an introduction pamphlet, the website and external sparring on project management, 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 relates to Task 5: *Dogme* manual, and conduct of the internal seminar in October 2006, task 6, and closing conference in Task 7.

Costs for overhead have been calculated based on the ABC-model, activity based costing, which is a recognised tool used to ensure good and efficient administration in both public and private institutions. The model gives an accurate number for the overheads needed to run municipal institutions relative to the number of "effective" personnel costs. The model is applied on the costs of the beneficiary and can be used in Danish municipalities in general. No overhead will be requested for non-Danish participants in the project. The model is discussed in detail in the financial part of the interim report, including that overhead is reduced in relation to the actual, documented costs contained in overhead in compliance with Standard Administrative Procedures.