




## **LIFE-Environment**

**Project acronym: DOGME**

**Title: “Dogme 2000” – a model for environmental management on the municipal level**

**Applicant: Municipality of Copenhagen, Denmark**

# 1. Summary Forms

<b>LIFE-Environment demonstration projects</b>		<b>Form S0. General Project Data</b>	
 <b>EUROPEAN COMMISSION</b> ENVIRONMENT DG	FOR COMMISSION USE ONLY		<b>LIFE ENV/</b>

**PROJECT ACRONYM: DOGME**

Project title (English):

” Dogme 2000” – a model for environmental management on the municipal level.

Expected starting date: 01.10.2004 Expected ending date : 01.12.2007 Duration in months : 38

**APPLICANT**

Legal Name : Municipality of Copenhagen

Public institution      Public authority       Private structure      NGO

(check where appropriate)

Street Name and No    Kalvebod Brygge 45    PO Box      259


Town/City    Copenhagen    Country Code    DK-1502    Code Country Name    DK

Tel. N°: +45 3366 5800      Fax N°: +45 3366 7133      E-m ail address : miljø@miljoe.kk.dk

Contact person: Title Project coordinator    First Name: Susanne Boiesen      Family name: Petersen

**PROJECT POLICY AREA**


<b>PG1</b>	<b>Land-use development and planning</b>				
	PG1.1	Urban environment		PG1.3	Integrated Coastal Zone Management
	PG1.2	Quality of air and noise abatement		PG1.4	Other area
<b>PG2</b>	<b>Water management</b>				
	PG2.1	At the scale of the river basin		PG2.4	Diffuse and dispersed sources of pollution
	PG2.2	Ground water protection		PG2.5	Other area
	PG2.3	Waste water treatment			
<b>PG3</b>	<b>Impact of economic activities</b>				
	PG3.1	Clean technologies		PG3.4	Sustainable tourism
<input checked="" type="checkbox"/>	PG3.2	Integrated environment management		PG3.5	Other area
	PG3.3	Reduction of emission of gases having a greenhouse effect			
<b>PG4</b>	<b>Waste management</b>				
	PG4.1	Packaging and plastics		PG4.3	Waste important in volume
	PG4.2	Hazardous or problematic waste		PG4.4	Other area
<b>PG5</b>	<b>Integrated Product Policy</b>				
	PG5.1	Eco-design, eco-efficiency, green financial products		PG5.3	Other area
	PG5.2	Eco-labelling			

LIFE-Environment demonstration projects		FORM S1. Benefitting Country(ies)/Region(s)	
 <b>EUROPEAN COMMISSION</b> ENVIRONMENT DG	FOR COMMISSION USE ONLY		<b>LIFE ENV/</b>

**The project will be implemented in the following countries/regions**

			Extremadura			Campania,
			Galicia			Emilia-Romagna
			Madrid			Friuli-Venezia Giulia
			Murcia			Lazio
			Navarra			Liguria
			País Vasco			Lombardia
			Rioja			Marche
						Molise
			<b>Finland Suomi FIN</b>			Piemonte
			Ahvenanmaa/Åland			Puglia
			Etelä-Karjala			Sardegna
			Etelä-Pohjanmaa			Sicilia
			Etelä-Savo			Toscana
			Häme			Trentino-Alto Adige
			Kainuu			Umbria
			Keski-Pohjanmaa			Valle d'Aosta
			Keski-Suomi			Veneto
			Kymenlaakso			
			Lappi			<b>Nederland NL</b>
			Päijät-Rime			Drenthe
			Pirkamäki			Flevoland
			Pohjois-Karjala			Friesland
			Pohjois-Pohjanmaa,			Gelderland
			Pohjois-Savo			Groningen
			Satakunta			Limburg
			Uusimaa			Noord-Brabant
			Vaasan rannikkoseutu			Noord-Holland
			Varsinais-Suomi			Overijssel
						Utrecht
			<b>France F</b>			Zeeland
			Alsace			Zuid-Holland
			Aquitaine			
			Auvergne			<b>Luxembourg L</b>
			Basse-Normandie			<b>Österreich A</b>
			Bourgogne			Burgenland
			Bretagne			Kärnten
			Centre			Niederösterreich
			Champagne-Ardenne			Oberösterreich
			Corse			Salzburg
			France-Comté			Steiermark
			Guadeloupe			Tirol
			Guyane			Vorarlberg
			Haute-Normandie			Wien
			Île-de-France			
			Languedoc-Roussillon			<b>Portugal P</b>
			Limousin			Açores
			Lorraine			Alentejo
			Martinique			Algarve
			Midi-Pyrénées			Centro
			Nord-Pas-De-Calais			Lisboa e vale do Tejo
			Pays de la Loire			Madeira
			Picardie			Norte
			Poitou-Charentes			<b>Sverige S</b>
			Provence-Alpes-Côte d'Azur			Mellersta Norrland
			Réunion			Norra Mellansverige
			Rhône-Alpes			Östra Mellansverige
						Övre Norrland
						Småland med Öarna
			<b>Ireland IRL</b>			Stockholm
			Donegal			Sydsverige
			East			Västsverige
			Mid West			
			Midlands			<b>United Kingdom UK</b>
			North East			East Anglia
			North West (IRL)			East Midlands
			South East (IRL)			Gibraltar
			South West (IRL)			North
			West			North West (UK)
						Northern Ireland
			<b>Italia IT</b>			Scotland
			Abruzzi			South East (UK)
			Basilicata			South West (UK)
			Calabria			

	Wales
	West Midlands
	Yorkshire and Humberside
	<b>Cyprus CY</b>
	<b>Czech republic CZ</b>
	<b>Estonia EE</b>
	<b>Hungary HU</b>
×	<b>Lithuania LT</b>
	<b>Latvia LV</b>
	<b>Malta MT</b>
	<b>Poland PL</b>
	<b>Romania RO</b>
	<b>Slovenia SI</b>
	<b>Slovakia SK</b>

LIFE-Environment demonstration projects	FORM S2A. Project Summary	
 <b>EUROPEAN COMMISSION</b> ENVIRONMENT DG	FOR COMMISSION USE ONLY	<b>LIFE ENV/</b>

## SUMMARY OF THE PROJECT (ENGLISH VERSION)

**Project title:** ” Dogme 2000” – a model for environmental management on the municipal level.

### **Objectives (maximum 1000 characters)**

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 on a municipal level. The Dogme-model is built around a range of environmental goals, which the municipalities are obliged to reach e.g. environmental certification of municipal institutions and anchoring of environmental activities among citizens and the business community. An annual audit evaluates the progress of the municipalities’ activities. Today, the Dogme-municipalities are in the process of implementing the environmental goals from the Dogme-model. On some of environmental activity areas in the Dogme-model, knowledge and concrete tools are lacking to support the municipalities’ activities. The outcome of the project will be the development of a range of models for management of these technical environmental areas. The models will be gathered in a Dogme-handbook for the use and inspiration of other Danish and European municipalities wishing to implement environmental management on a municipal level. The application of the Dogme-model in European municipalities will be a significant contribution to the initiation of a process of adopting environmental management for the entire municipalities and thereby, to the vision of achieving EMAS on a municipal level.

### **Actions and means involved (maximum 2000 characters)**

The 5 Danish municipalities participating in the Dogme-cooperation today will carry out the project. Furthermore, a small group of 2 external partners will be established. Their task will be to contribute knowledge to the development work and securing the Dogme-model’s applicability to other European municipalities regardless of size, nationality and whether a city- or rural municipality is concerned.

The project is organised around a range of technical projects carried out by work groups constituted by staff members from all the Dogme-municipalities. The aim of the technical projects is to develop models to support the municipalities’ activities within the following areas: Indicators for the environmental state of the municipalities in Green Accounts, limitation of chemical use, anchoring of the environmental activities among citizens and the business community, improvement of the method of auditing in the Dogme-model.


A managing project group is established containing members from all the Dogme-municipalities and a fulltime project manager is appointed to carry out the overall coordination of the project activities. The role of the external partners is to contribute technical knowledge during the development work. The external partners are also important to the projects dissemination activities because, they will gain a thorough knowledge of the Dogme-model and thereby, constituting a good starting point for dissemination to their national collaborators. Moreover, the results from the project and the Dogme-model are presented in a range of city networks and environmental co-operations in which the Dogme-municipalities take part. Finally, a conference is held by the end of the project where European municipalities are invited to hear about the Dogme-model. Furthermore, a seminar is held in Brussels during the project period where the European Commission, Sustainable Cities Campaign, The European Environment Agency, among others, are invited to discuss the development of the Dogme-model and the concrete project activities. In relation to the termination of the project the same partners are invited to a presentation of the results from the project and a discussion of the possibilities of application of the Dogme-model on a European level.

### **Expected results (maximum 1000 characters)**

The application of the Dogme-model has already led to a range of concrete results in the participating municipalities, e.g. EMAS-registration of a range of public institutions, the use of public environmentally friendly purchase policies, out-phasing of pesticides, etc. The concrete outcome of his project will be a Dogme-handbook containing documents with descriptions of the Dogme-concept and the concrete models developed through the project:

- A model for Green Accounts with indicators for the environmental state of municipalities
- A chemical plan containing concrete tools for municipal activities
- A catalogue of ideas containing methods of anchoring environmental activities among citizens, the business community and the municipality’s own institutions
- A new audit model for “Dogme 2000”.

Moreover, the Dogme-handbook will contain a gathering of experiences and proposals for management of other environmental activity areas in “Dogme 2000”, which have not been included in the project. The Dogme-handbook will be targeted at other Danish and European municipalities wishing to adopt environmental management on the municipal level.

LIFE-Environment demonstration projects	FORM S2B. Project Summary	
 <b>EUROPEAN COMMISSION</b> ENVIRONMENT DG	FOR COMMISSION USE ONLY	<b>LIFE ENV/</b>

**SUMMARY OF THE PROJECT (NATIVE OR OTHER EC LANGUAGE VERSION)**

ES IT FR NE DE DA × P SV IN GR

**Project title:** Dogme 2000 – En model for miljøledelse på kommune-niveau.

**Objectives (maximum 1000characters)**

Formålet med projektet er at videreudvikle den danske Dogme-model for miljøledelse på kommune-niveau til brug for andre danske og europæiske kommuner, der ønsker at indføre miljøledelse på kommune-niveau. Dogmemodellen er bygget op omkring en række miljømål, som kommunerne forpligter sig til at arbejde for at opfylde – bl.a. at kommunens institutioner skal miljøcertificeres og at miljøarbejdet skal forankres hos borgere og virksomheder. En årlig revision vurderer fremdriften i kommunernes indsats. Dogmekommunerne er i dag i gang med at implementere miljømålene i dogmemodellen. På en række miljømæssige indsatsområder i modellen mangler imidlertid viden og konkrete værktøjer til at støtte kommunernes indsats. Projektet vil resultere i udviklingen af en række modeller til håndtering af disse miljøfaglige områder, samlet i en Dogme-håndbog til brug og inspiration for andre danske og europæiske kommuner som vil i gang med miljøledelse på kommune-niveau. Anvendelse af Dogme-modellen i europæiske kommuner vil være et væsentligt bidrag til at sætte en proces i gang omkring anvendelse af miljøledelsessystemer for hele kommuner, og dermed til visionen om opnåelse af EMAS på kommune-niveau.

**Actions and means involved (maximum 2000characters)**

Projektet gennemføres af de 5 danske kommuner, som i dag deltager i Dogmesamarbejdet. Endvidere deltager en lille gruppe på 2 eksterne partnere, hvis opgave er at give faglige input til udviklingsarbejdet og sikre at Dogmemodellen udvikles på en måde så den vil være anvendelig for andre Europæiske kommuner uanset størrelse, nationalitet og hvorvidt der er tale om by- eller landkommuner.

Projektet organiseres omkring en række faglige delprojekter, som gennemføres af arbejdsgrupper, der er sammensat af faglige medarbejdere fra alle Dogmekommunerne. De faglige delprojekter har til formål at udvikle modeller til at støtte kommuners miljøindsats på følgende områder: Indikatorer for kommuners miljøtilstand i grønne regnskaber, begrænsning af brugen af kemikalier, forankring af miljøindsatsen hos borgere og virksomheder, forbedring af revisionsmetoden i Dogmemodellen.

Der etableres en styregruppe for projektet med medlemmer fra alle Dogmekommunerne, og udpeges en fuldtidsprojektleder som varetager den overordnede koordinering af projektaktiviteterne. De eksterne partners rolle er at give faglige input og kritik undervejs i udviklingsarbejdet. De eksterne partnere er vigtige for projektets dissiminationsaktiviteter, idet de vil få et indgående kendskab til Dogme-modellen og dermed vil være et godt udgangspunkt for formidling til deres nationale samarbejdspartnere. Endvidere præsenteres projektets resultater og Dogmemodellen i en række by-netværk og miljøsamarbejder, som Dogmekommunerne indgår i, ligesom der afholdes en afsluttende konference, hvor europæiske kommuner inviteres til at komme og høre om Dogme-modellen. Endvidere afholdes et seminar i Bruxelles i løbet af projektperioden, hvor EU-kommissionen, Sustainable Cities Campaign, The European Environment Agency m.fl. inviteres til at diskutere udviklingen af Dogme-modellen og de konkrete projektaktiviteter. I forbindelse med afslutningen af projektet inviteres de samme partnere til en præsentation af projektets resultater samt diskussion af Dogme-modellens anvendelsesmuligheder på europæisk plan.


**Expected results (maximum 1000characters)**

Anvendelse af Dogme-modellen har allerede ført til en række konkrete resultater i de deltagende kommuner – bl.a. EMAS-registrering af en række offentlige institutioner, anvendelse af offentlige grønne indkøbspolitikker, udfasning af pesticider m.v. Det konkrete udbytte af dette projekt vil være en Dogme-håndbog der indeholder dokumenter med beskrivelse af Dogmekonceptet samt de konkrete modeller, der er udviklet i projektet:

- En model for grønt regnskab med indikatorer for kommuners miljøtilstand
- En kemikalieplan med konkrete værktøjer til kommuners indsats
- Et idekatalog med metoder til forankring af miljøarbejdet hos borgere, virksomheder og kommunens egne institutioner.
- En ny revisionsmodel for dogme 2000

Endvidere vil Dogme-håndbogen indeholde erfaringsopsamlinger og forslag til tilrettelæggelse af de øvrige miljømæssige indsatsområder i Dogme 2000, som ikke har været omfattet af dette projekt. Dogme-håndbogen vil være målrettet andre danske og europæiske kommuner som vil indføre miljøledelse på kommune-niveau.

## 2. Administrative Forms

LIFE-Environment demonstration projects	FORM A0 : Declaration of the applicant	
 <b>EUROPEAN COMMISSION</b> ENVIRONMENT DG	FOR COMMISSION USE ONLY	<b>LIFE ENV/</b>

<b>DECLARATION OF THE APPLICANT</b>
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The undersigned hereby certifies that:

1. This application or a similar one has not been or is not going to be funded or by the Commission with funding within the framework of financial support or programmes other than LIFE.
2. The applicant has not been served with bankruptcy orders, nor has he/she received a formal summons from creditors. The applicant is not in one of the situations listed in Article 93.1 of EC Regulation 1605/2002 of 25/6/02 (OJ L248 of 16/9/02).
3. Where, in the case of joint funding by LIFE, one or more partners cancels or reduces his/her financial participation, the applicant will guarantee the total financial cover for the project.
4. Should the proposal be accepted, then the applicant will conclude with the partners/co-financiers, any agreements necessary to the completion of the work, provided these do not infringe on their obligations, as stated in the decision of the Commission. Such agreements should describe clearly the tasks to be performed by each partner and define the financial arrangements.

I/We are in the legal position to sign this statement on behalf of my/our company/institute.

I/We specifically declare, I have carefully read the Standard Administrative Provisions, annexed to the LIFE-Environment application file, to which I agree to conform to in the implementation of the project, should it be financed.


I/We certify, to the best of my/our knowledge, that the statements made in this application are true, and the information provided is correct.

Signed<sup>1</sup> :

At Copenhagen                      on June 8<sup>th</sup> 2004

Name(s) and status of signatory(ies)

Jørgen Lund Madsen, Deputy Director

LIFE-Environment demonstration projects		FORM A1. Beneficiary Profile	
 <b>EUROPEAN COMMISSION</b> ENVIRONMENT DG		FOR COMMISSION USE ONLY	<b>LIFE ENV/</b>

Project Acronym	DOGME
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<b>A1.</b>	<b>Beneficiary Profile Information</b>
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Short Name <sup>2</sup>	Copenhagen	Participant No <sup>3</sup>	1
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<b>Legal information on the beneficiary</b>			
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Legal Name <sup>4</sup>	Municipality of Copenhagen	Legal Status <sup>5</sup>	
VAT No <sup>6</sup>	17544543	Private structure	<input type="checkbox"/>
Legal Registration No <sup>7</sup>	6494221204	NGO	<input type="checkbox"/>
		Public institution	<input type="checkbox"/>
		Public authority	<input checked="" type="checkbox"/>

<b>Legal address of the beneficiary</b>			
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Street Name and No	Kalvebod Brygge 45	PO Box	259
Post Code	1502	Town/City	Copenhagen
Country Code <sup>8</sup>	DK	Country Name	Denmark

<b>Beneficiary contact person information (complete only on differences)</b>			
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Title <sup>9</sup>		Function <sup>10</sup>	Project coordinator
Family Name	Petersen	First Name	Susanne Boiesen
Department / Service Name <sup>11</sup>	Environmental Protection Agency of Copenhagen		
Street Name and No	Kalvebod Brygge 45	PO Box	259
Post Code	1502	Town/City	Copenhagen
Country	Denmark		
Telephone No	+45 3366 5800	Fax No	+45 3366 7133
E-mail	suspet@mff.kk.dk	Website	www.miljoe.kk.dk

<b>Address of the main department of the beneficiary carrying out the project (complete only on differences)</b>			
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Street Name and No		PO Box	
Post Code		Town/City	
Country			

Department /Service Name	
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<b>Beneficiary details</b>			
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Year <sup>12</sup>	N/A		
Annual turnover <sup>13</sup>	N/A	Annual Balance Sheet Total <sup>14</sup>	N/A
Number of employees <sup>15</sup>	Approx. 40.000		
Number of employees in department conducting project <sup>16</sup>	182 (Copenhagen EPA)		
Is Your Organisation independent <sup>17</sup> (Yes or No)	Yes – part of the municipality		
If No, please indicate legal name(s) of owner(s) who own 25 % or more <sup>18</sup>			
Is Your Organisation affiliated to any other participant(s) in the project? <sup>19</sup> (Yes or No)	No		
If Yes, please indicate Participant Short Name(s) and character of affiliations(s) <sup>20</sup>			

<b>Eventual consultant to beneficiary</b>			
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Consultant Legal Name <sup>21</sup>	
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YOU MAY NOT DUPLICATE THIS PAGE

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 <b>EUROPEAN COMMISSION</b> ENVIRONMENT DG	FOR COMMISSION USE ONLY		<b>LIFE ENV/</b>

Project Acronym	DOGME	
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<b>A2.</b>	<b>Partner Profile Information</b>		
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Short Name <sup>2</sup>	Ballerup	Participant No <sup>3</sup>	2
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<b>Legal information on the partner</b>			
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Legal Name <sup>4</sup>	Municipality of Ballerup	Legal Status <sup>5</sup>	
VAT No <sup>6</sup>	CVR nr. 58271713	Private structure	<input type="checkbox"/>
Legal Registration No <sup>7</sup>	SE nr. 13013802	NGO	<input type="checkbox"/>
		Public institution	<input type="checkbox"/>
		Public authority	<input checked="" type="checkbox"/>

<b>Legal address of the partner</b>			
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Street Name and No	Hold-an Vej 7	PO Box	
Post Code	2750	Town/City	Ballerup
Country Code <sup>22</sup>	DK	Country Name	Denmark

<b>Partner contact person information (complete only on differences)</b>			
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Title <sup>9</sup>		Function <sup>10</sup>	Head of section
Family Name	Langendorf	First Name	Karin
Department / Service Name <sup>11</sup>	Technical Department		
Street Name and No	Hold-an Vej 7	PO Box	
Post Code	2750	Town/City	Ballerup
Country	Denmark		
Telephone No	+45 44772296	Fax No	+45 4477 2730
E-mail	kla@balk.dk	Website	www.ballerup.dk

<b>Address of the main department of the partner carrying out the project (complete only on differences)</b>			
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Street Name and No		PO Box	
Post Code		Town/City	
Country			

Department /Service Name	
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<b>Partner details</b>			
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Year <sup>12</sup>	2003		
Annual turnover <sup>13</sup>	Appr. 3.000.000.000 D.kr.	Annual Balance Sheet Total <sup>23</sup>	N/A
Number of employees <sup>15</sup>	Approx. 4100		


Number of employees in department conducting project <sup>16</sup>	75
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Is Your Organisation independent (Yes or No) <sup>17</sup>	Yes
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If No, please indicate legal name(s) of owner(s) who own 25 % or more <sup>18</sup>	

Is Your Organisation affiliated to any other participant(s) in the project? (Yes or No) <sup>19</sup>	No
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If Yes, please indicate Participant Short Name(s) and character of affiliations(s) <sup>20</sup>	

LIFE-Environment demonstration projects		FORM A2. Partner profile	Page 2 of 6
 <b>EUROPEAN COMMISSION</b> ENVIRONMENT DG	FOR COMMISSION USE ONLY		<b>LIFE ENV/</b>

Project Acronym	DOGME
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<b>A2.</b>	<b>Partner Profile Information</b>
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Short Name <sup>2</sup>	Albertslund	Participant No <sup>3</sup>	3
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<b>Legal information on the partner</b>			
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Legal Name <sup>4</sup>	Municipality of Albertslund	Legal Status <sup>5</sup>	
VAT No <sup>6</sup>	2980 8228	Private structure	<input type="checkbox"/>
Legal Registration No <sup>7</sup>	6613 7112	NGO	<input type="checkbox"/>
		Public institution	<input type="checkbox"/>
		Public authority	<input checked="" type="checkbox"/>

<b>Legal address of the partner</b>			
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Street Name and No	Town Hall- Normarks allé	PO Box	
Post Code	2620	Town/City	Albertslund
Country Code <sup>24</sup>	DK	Country Name	Denmark

<b>Partner contact person information (complete only on differences)</b>			
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Title <sup>9</sup>		Function <sup>10</sup>	Coordinator
Family Name	Kremmer	First Name	Susanne
Department / Service Name <sup>11</sup>	Department of Environment and Urban Planning		
Street Name and No	Town Hall – Nordmarks allé	PO Box	
Post Code	2620	Town/City	Albertslund
Country	Denmark		
Telephone No	+45 4368 6820	Fax No	43686928
E-mail	Susanne.Kremmer@albertslund.dk	Website	<a href="http://www.albertslund.dk">www.albertslund.dk</a>

<b>Address of the main department of the partner carrying out the project (complete only on differences)</b>			
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Street Name and No		PO Box	
Post Code		Town/City	
Country			

Department /Service Name	
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<b>Partner details</b>			
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Year <sup>12</sup>	N/A		
Annual turnover <sup>13</sup>	N/A	Annual Balance Sheet Total <sup>25</sup>	N/A
Number of employees <sup>15</sup>	2.500 in the municipality		
Number of employees in department conducting project <sup>16</sup>	42 in the administration of the department		
Is Your Organisation independent (Yes or No) <sup>17</sup>	Yes – part of the municipality		

If No, please indicate legal name(s) of owner(s) who own 25 % or more <sup>18</sup>	

Is Your Organisation affiliated to any other participant(s) in the project? (Yes or No) <sup>19</sup>	No
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If Yes, please indicate Participant Short Name(s) and character of affiliations(s) <sup>20</sup>	

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 <b>EUROPEAN COMMISSION</b> ENVIRONMENT DG	FOR COMMISSION USE ONLY		<b>LIFE ENV/</b>

Project Acronym	DOGME
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<b>A2.</b>	<b>Partner Profile Information</b>
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Short Name <sup>2</sup>	Fredericia	Participant No <sup>3</sup>	4
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<b>Legal information on the partner</b>			
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Legal Name <sup>4</sup>	Municipality of Fredericia	Legal Status <sup>5</sup>	
VAT No <sup>6</sup>	69 11 64 18	Private structure <input type="checkbox"/> NGO <input type="checkbox"/> Public institution <input type="checkbox"/> Public authority <input checked="" type="checkbox"/>	
Legal Registration No <sup>7</sup>	69 11 64 18		

<b>Legal address of the partner</b>			
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Street Name and No	Gothersgade 20	PO Box	
Post Code	7000	Town/City	Fredericia
Country Code <sup>26</sup>	DK	Country Name	Denmark

<b>Partner contact person information (complete only on differences)</b>			
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Title <sup>9</sup>	Coordinator	Function <sup>10</sup>	Coordinator
Family Name	Bæk	First Name	Annette
Department / Service Name <sup>11</sup>	Technical/Environmental Department		
Street Name and No	Gothersgade 20	PO Box	
Post Code	7000	Town/City	Fredericia
Country	Denmark		
Telephone No	+45 7210 7645	Fax No	72107691
E-mail	<a href="mailto:teab@fredericiakom.dk">teab@fredericiakom.dk</a>	Website	<a href="http://www.fredericia.dk">www.fredericia.dk</a>

<b>Address of the main department of the partner carrying out the project (complete only on differences)</b>			
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Street Name and No		PO Box	
Post Code		Town/City	
Country			

Department /Service Name	
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<b>Partner details</b>			
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Year <sup>12</sup>	N/A		
Annual turnover <sup>13</sup>	N/A	Annual Balance Sheet Total <sup>27</sup>	N/A
Number of employees <sup>15</sup>	Approx . 4.500		
Number of employees in department conducting project <sup>16</sup>	Approx. 500		
Is Your Organisation independent (Yes or No) <sup>17</sup>	Yes		

If No, please indicate legal name(s) of owner(s) who own 25 % or more <sup>18</sup>	

Is Your Organisation affiliated to any other participant(s) in the project? (Yes or No) <sup>19</sup>	No
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If Yes, please indicate Participant Short Name(s) and character of affiliations(s) <sup>20</sup>	

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<b>A2.</b>	<b>Partner Profile Information</b>
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Short Name <sup>2</sup>	Herning	Participant No <sup>3</sup>	5
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<b>Legal information on the partner</b>			
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Legal Name <sup>4</sup>	Municipality of Herning	Legal Status <sup>5</sup>	
VAT No <sup>6</sup>	37921319	Private structure <input type="checkbox"/> NGO <input type="checkbox"/> Public institution <input type="checkbox"/> Public authority <input checked="" type="checkbox"/>	
Legal Registration No <sup>7</sup>	37921319		

<b>Legal address of the partner</b>			
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Street Name and No	Torvet 1	PO Box	
Post Code	DK-7400	Town/City	Herning
Country Code <sup>28</sup>	DK	Country Name	Denmark

<b>Partner contact person information (complete only on differences)</b>			
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Title <sup>9</sup>	Engineer	Function <sup>10</sup>	Head of Department
Family Name	Bentzen	First Name	Mogens Rytter
Department / Service Name <sup>11</sup>	Environmental Department		
Street Name and No	Torvet 1	PO Box	
Post Code	DK-7400	Town/City	Herning
Country	Denmark		
Telephone No	+45 96282828	Fax No	+45 96282980
E-mail	teknik@herning.dk	Website	www.herning.dk


<b>Address of the main department of the partner carrying out the project (complete only on differences)</b>			
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Street Name and No		PO Box	
Post Code		Town/City	
Country			

Department /Service Name	
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<b>Partner details</b>			
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Year <sup>12</sup>	N/A		
Annual turnover <sup>13</sup>	N/A	Annual Balance Sheet Total <sup>29</sup>	N/A
Number of employees <sup>15</sup>	4.145		
Number of employees in department conducting project <sup>16</sup>	27		
Is Your Organisation independent (Yes or No) <sup>17</sup>	Yes		
If No, please indicate legal name(s) of owner(s) who own 25 % or more <sup>18</sup>			
Is Your Organisation affiliated to any other participant(s) in the project? (Yes or No) <sup>19</sup>	No		
If Yes, please indicate Participant Short Name(s) and character of affiliations(s) <sup>20</sup>			

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A2.		Partner Profile Information			
Short Name <sup>2</sup>	Neumünster	Participant No <sup>3</sup>	6		
<b>Legal information on the partner</b>					
Legal Name <sup>4</sup>	Stadt Neumünster		Legal Status <sup>5</sup>		
VAT No <sup>6</sup>			Private structure	<input type="checkbox"/>	
Legal Registration No <sup>7</sup>			NGO	<input type="checkbox"/>	
			Public institution	<input type="checkbox"/>	
			Public authority	<input checked="" type="checkbox"/>	
<b>Legal address of the partner</b>					
Street Name and No	Bismarckstrasse 51			PO Box	
Post Code	D-24534	Town/City	Neumünster		
Country Code <sup>30</sup>	D	Country Name	Germany		
<b>Partner contact person information (complete only on differences)</b>					
Title <sup>9</sup>	Dipl.Biol.	Function <sup>10</sup>	Agenda Coordinator		
Family Name	Lewanowski		First Name	Arne	
Department / Service Name <sup>11</sup>	Fachbereich VI – Stadtentwicklung & Zukunftsaugaben, Arbeitsgruppe 69				
Street Name and No	Großflecken 59			PO Box	
Post Code	D-24534	Town/City	Neumünster		
Country	Germany				
Telephone No	+49 (0)4321 942 - 2758		Fax No	+49 (0)4321 942 - 2099	
E-mail	<a href="mailto:Arne.lewandowski@neumuens-ter.de">Arne.lewandowski@neumuens-ter.de</a>		Website	www.neumuenster.de	
<b>Address of the main department of the partner carrying out the project (complete only on differences)</b>					
Street Name and No	Bismarckstraße 51			PO Box	
Post Code	D-24534	Town/City	Neumünster		
Country	Germany				
Department /Service Name	SWN Beteiligungen GmbH				
<b>Partner details</b>					
Year <sup>12</sup>	2002				
Annual turnover <sup>13</sup>	116.458.000 €		Annual Balance Sheet Total <sup>31</sup>	262.588.000 €	
Number of employees <sup>15</sup>	430				
Number of employees in department conducting project <sup>16</sup>	8				
Is Your Organisation independent (Yes or No) <sup>17</sup>	Yes				
If No, please indicate legal name(s) of owner(s) who own 25 % or more <sup>18</sup>					
Is Your Organisation affiliated to any other participant(s) in the project? (Yes or No) <sup>19</sup>	No				
If Yes, please indicate Participant Short Name(s) and character of affiliations(s) <sup>20</sup>					

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<b>A2.</b>	<b>Partner Profile Information</b>
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Short Name <sup>2</sup>	Siauliai	Participant No <sup>3</sup>	7
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<b>Legal information on the partner</b>			
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Legal Name <sup>4</sup>	Siauliai City Municipality Administration	Legal Status <sup>5</sup>	
VAT No <sup>6</sup>		Private structure	<input type="checkbox"/>
Legal Registration No <sup>7</sup>		NGO	<input type="checkbox"/>
		Public institution	<input type="checkbox"/>
		Public authority	<input checked="" type="checkbox"/>

<b>Legal address of the partner</b>			
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Street Name and No	Pakalnes str. 6A	PO Box	
Post Code	5400	Town/City	Siauliai
Country Code <sup>32</sup>	Lt	Country Name	Lithuania

<b>Partner contact person information (complete only on differences)</b>			
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Title <sup>9</sup>		Function <sup>10</sup>	Head
Family Name	Staniene	First Name	Zydrone
Department / Service Name <sup>11</sup>	Foreign Relations Office		
Street Name and No	Vesario 16-osios str. 62	PO Box	
Post Code	5400	Town/City	Siauliai
Country	Lithuania		
Telephone No	+370 41 596300	Fax No	+370 1 524 116
E-mail	<a href="mailto:zydrone@siauliai.lt">zydrone@siauliai.lt</a>	Website	<a href="http://www.siauliai.lt">www.siauliai.lt</a>

<b>Address of the main department of the partner carrying out the project (complete only on differences)</b>			
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Street Name and No	Pakalnes str. 6A	PO Box	
Post Code	5400	Town/City	Siauliai
Country	Lithuania		

Department /Service Name	
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<b>Partner details</b>			
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Year <sup>12</sup>	N/A		
Annual turnover <sup>13</sup>	N/A	Annual Balance Sheet Total <sup>33</sup>	N/A
Number of employees <sup>15</sup>	250		


Number of employees in department conducting project <sup>16</sup>	3
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Is Your Organisation independent (Yes or No) <sup>17</sup>	Yes
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If No, please indicate legal name(s) of owner(s) who own 25 % or more <sup>18</sup>	

Is Your Organisation affiliated to any other participant(s) in the project? (Yes or No) <sup>19</sup>	
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If Yes, please indicate Participant Short Name(s) and character of affiliations(s) <sup>20</sup>	Fredericia as Twin City

LIFE-Environment demonstration projects		FORM A3. Co-financier profile	Page 1 of 1
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<b>A3.</b>	<b>Co-financier Profile Information</b>
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Short Name		Participant No	
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<b>Legal information on the co-financier</b>
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Legal Name <sup>4</sup>		Legal Status <sup>5</sup>	
VAT No <sup>6</sup>		Private structure	<input type="checkbox"/>
Legal Registration No <sup>7</sup>		NGO	<input type="checkbox"/>
		Public institution	<input type="checkbox"/>
		Public authority	<input type="checkbox"/>

<b>Legal address of the co-financier</b>
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PO Box			
Street Name and No			
Post Code			
Town/City			
Country Code <sup>34</sup>	Country Name		

<b>Co-financier contact person (complete only on differences)</b>
---

Title <sup>9</sup>		Function <sup>10</sup>		
Family Name		First Name		
Department / Service Name <sup>11</sup>				
Street Name and No			PO Box	
Post Code	Town/City			
Country				
Telephone No		Fax No		
E-mail		Website		


<b>Funding details</b>
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	Participant No	Participant Short name
Co-financed participant(s)		
Funding confirmed (Yes or To be confirmed) <sup>35</sup>		

Comments	
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### **3. Technical Proposal Forms**

LIFE-Environment demonstration projects		FORM T0	
 <b>EUROPEAN COMMISSION</b> ENVIRONMENT DG	FOR COMMISSION USE ONLY	<b>LIFE ENV/</b>	

<b>Project Acronym</b>	DOGME
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<b>TECHNICAL DESCRIPTION OF THE PROJECT</b>	Page 1 of max 2
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The project addresses several of the main focus points of the 6<sup>th</sup> Environmental Action Programme e.g. promotion of green procurement, collaboration between authorities and industry, reduction of chemical use, public participation, and the thematic strategy on urban environment by demonstrating a practical tool for environmental management on city-level.

**Project description**

The municipalities are central players in local environmental activities. In the recent years their work has become more complex and versatile, because the municipalities are responsible for both the compliance with the environmental legislation and the advancement of other forms of environmental activities e.g. 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 the progress and the effect of the activities.

Some municipalities have tried to use EMAS for this purpose but they have found that it is a demanding and difficult task and that EMAS, in its present form, is more suitable as a management system to administrations, organisations and companies. Therefore, several European cities have shown an interest in the Danish “Dogme 2000”-model, which is an environmental management system for municipalities as a geographical area, including both citizens, companies and the municipality’s own institutions. The model is based on a range of binding environmental goals, which all municipalities must strive to accomplish and audit procedures evaluating the municipalities’ progress in relation to the goals laid down. The superior environmental goals are:

1. Measurement of human impact on the environment
2. Development of a plan for improvement of the environment: “Agenda 21”
3. Anchoring of environmental activities on a local level.


Every primary goal is followed by a description of a range of concrete environmental activity areas, which the municipalities must work with – one of them being environmental certification of municipal institutions. Both the environmental goals and the activity areas are selected on the basis of which special environmental initiatives, that are possible to carry out on a municipal level and both includes citizens, the business community and the municipality’s own institutions. By this, the “Dogme 2000”-model constitutes a well-planned environmental management system specifically constructed for the use of the entire municipality.

The “Dogme 2000”-model was developed and politically adopted in five Danish Dogme-municipalities in 2000. 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. Moreover, the use of the model has led to a systematisation of the environmental activities in many areas of the municipalities, a securing of continuous progress in the environmental activities and great political commitment to the municipalities’ environmental activities. Furthermore, the use of the model has contributed to focus on citizens and the business community as active players in the environmental activities, formation of networks and exchange of experiences among the participating municipalities and the opportunity for benchmarking.

On the background of the good experiences gathered from the Dogme-municipalities’ use of the model it is expected, that the use of the model in European municipalities could be of considerable significance to the activation of the use of environmental management systems for entire municipalities and hereby, the vision of achieving EMAS on a municipal level.

The Dogme-model has already been presented to a range of European cities and city organisations, which have shown a great interest in it. Therefore, the primary goal of the project is: **“to develop the Dogme-model further to become an active, dynamic tool for sustainable city development applicable to municipalities all over Europe.”**

The Dogme-municipalities have already initiated a range of activities to implement and gather experiences from the management of the environmental activity areas in the Dogme-model. However, several of the environmental activity areas (chemicals, Green Accounts, anchoring, audit) have proven difficult to manage, because knowledge and concrete tools for the municipalities’ activities are lacking. Through this project the Dogme-municipalities wish to strengthen the activities in these areas by the development of concrete models. On the other activity areas in the Dogme-model, experiences already exist in

LIFE-Environment demonstration projects	FORM T0	
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<b>TECHNICAL DESCRIPTION OF THE PROJECT</b>	Page 2 of max 2
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the Dogme-municipalities, which can be passed on to other European municipalities. Therefore, the project focuses on the elements of the Dogme-model, which need further development in order to make the model applicable on a larger scale.

At the end of the project a Dogme-handbook is drafted on the background of these concrete development activities. The handbook is for the use and inspiration of other Danish and European municipalities, which are interested in applying the Dogme-model. The concrete outcome of the project is:

- **A model for Green Accounts with indicators for the environmental state of the municipality.**
- **A chemical plan containing concrete tools for the municipalities' activities concerning reduction of chemical use.**
- **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"**
- **A Dogme-handbook containing documents relating to "Dogme 2000", the models that have been developed and a gathering of experiences and ideas for the use of organising the environmental activity areas of "Dogme 2000".**

**Organisational structure**


The project is carried through by 5 Danish municipalities, which at present have entered into cooperation in "Dogme 2000" and a small group of 2 European municipalities functioning as external partners. The Danish Dogme-municipalities are Herning (58.223) and Fredericia (48.487), situated in Jutland and Albertslund (30.000), Ballerup (46.443) and Copenhagen (501.285) representing Greater Copenhagen. The external partners are: Neumünster (79.840), Germany and Siauliai (133.883), Lithuania.

Through the duration of the project the Dogme-municipalities will be responsible for the technical development work while the role of the external partners will be to contribute technical knowledge and criticisms throughout the process. The aim of this is to secure that the results of the development work will end up with a Dogme-model applicable to many different types of municipalities both in respect to size, nationality and whether it is a city- or rural municipality. Moreover, this means, that these municipalities will gain a thorough knowledge of the model and the opportunity to influence the work.


The project activities are organised into a range of technical work groups containing participants from all the Dogme-municipalities and one of the Dogme-municipalities functioning as project manager. The participants of the work groups will consist of different staff members from the Dogme-municipalities, which have been chosen on the background of their technical knowledge and experiences within the theme in question. Moreover, a managing project group will be established containing members from all the Dogme-municipalities. The head project group is currently informed of the progress of the work groups' activities and is responsible for approval of status-, intermediate- and final reports. A full-time project manager is appointed to carry out the overall coordination of the project activities. The external partners are currently informed of the developments of the technical project activities and will meet at annual meetings with representatives from the Dogme-municipalities to discuss and contribute knowledge to the technical projects.

The project will be carried out by the technical and environment Departments of the Dogme Municipalities. Likewise the Participants from the external partners will be employees from the technical and environment Departments with specific knowledge on the environmental themes of the project, thereby assuring highly qualified technical input to the project activities.


Several of the participating municipalities have taken part in previous projects with financial support from the EU, e.g.: The Municipality of Herning were applicant and project leader on the KURSK-project – City twinning for targeted municipal management planning, sustainable development in Kursk 1996-1998. Elaborated in cooperation between Kursk City Administration, the Municipality of Herning and Green City Denmark. The Municipality of Copenhagen has participated in several EU-supported projects, among others the EuroBionet – European Network for the Assessment of Air Quality by the Use of Bioindicator Plants (2001-2003), supported by LIFE.

LIFE-Environment demonstration projects		FORM T1.Tasks Summary	
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Project Acronym		Tasks Summary				
Task ID <sup>36</sup>	Task Title <sup>37</sup>	Start Date <sup>38</sup>	End Date <sup>39</sup>	Actions <sup>40</sup>	Deliverables <sup>41</sup>	Task Cost <sup>42</sup>
1	Model for green accounts	01.10.2004	01.09.2007	Work out a milestone scheme Selection of areas and indicators Development of calculation methods Test of indicators in green accounts Discussion with external partners Elaboration of final model	- Detailed milestone scheme - Internal report: Selection of themes and indicators - Int.rep.: Calculation methods for indicators - Green accounts 2006 based on new indicators - Final account of the model	108.752
2	Chemical plan	01.10.2004	01.06.2007	Work out a milestone scheme Collecting experiences Drafting of a chemical plan Development of indicators Testing min. 5 tools from the plan Discussion with external partners Elaboration of final chemical plan	- Detailed milestone scheme - Int. rep.: Collection of experiences with reduction of chemical use in municipalities - Int. rep.: Draft proposal for chemical plan and indicators - Int. rep.: Plan for testing of tools - Int. rep.: Evaluation of tests - Final proposal for a chemical plan	120.087
3	Methods of anchoring the environmental work among citizens and the business community	01.10.2004	01.06.2007	Work out a milestone scheme Collecting experiences Elaboration of catalogue of tools Test of 3 tools from the catalogue Discussion with external partner Specification of the Dogme-goal concerning anchorage	- Detailed milestone scheme - Int. rep.: Collected experiences - Int. rep.: Draft proposal on catalogue of tools - Int. rep.: Plan for testing of tools - Int. rep.: Evaluation of tests - Final catalogue of tools and specification of the Dogme-goals concerning anchorage	121.628
4	New audit model for "Dogme 2000"	01.10.2004	01.06.2007	Work out a milestone scheme Discussion with EMAS and Sustainable Cities Network Drafting of a new model for audits Test of the model in an annual audit Discussion with external partners Elaboration of final model	-Detailed milestone scheme - Int. rep.: Draft proposal for audit model - Int. rep.: Results from audits in the Dogmemunicipalities - Final audit model	84.965
5	Dogme-handbook	01.10.2006	01.10.2007	Work out a milestone scheme Drafting of a Dogme-handbook Discussion with external partners Elaboration of final Dogme-handbook	- Detailed milestone scheme - Int. rep.: Draft proposal for handbook - Final Dogme-handbook accessible at the Dogme-website	61.405

LIFE-Environment demonstration projects		FORM T1.Tasks Summary	
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Project Acronym		Tasks Summary				
Task ID <sup>43</sup>	Task Title <sup>44</sup>	Start Date <sup>45</sup>	End Date <sup>46</sup>	Actions <sup>47</sup>	Deliverables <sup>48</sup>	Task Cost <sup>49</sup>
6	Dissemination strategy	01.10.2004	01.10.2007	Work out a milestone scheme Operation of a web site Establishment of a group of external partners Work out a summary of networks and working groups Production of information material Seminars and conferences Presentation of project results in national and international networks through meetings, networks homepages and newsletters	-Detailed milestone scheme -Establishment of a website at <a href="http://www.dogme2000.dk">www.dogme2000.dk</a> - Production of introductory booklet - Production of a final booklet	
7	Administration, reporting and project management	01.10.2004	01.12.2007	Task management Internal reporting Internal seminars Reporting to the EC	2 progress reports Intermediate report Final report	337.934
<b>You may insert rows if required (max 10 tasks). You may duplicate this page.</b>						
<b>SUM OF COST OF TASKS = PROJECT TOTAL COST €</b>						<b>1.019.351</b>

LIFE-Environment demonstration projects		FORM T2a. Tasks Form	
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<b>Project Acronym</b>	DOGME	<b>T2a - Task Form</b>	Page 1 of 7
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<b>Task ID<sup>50</sup></b>	1	<b>Task Title<sup>51</sup></b>	Model for green accounts
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**Objectives**

We have developed a model for Green Accounts which includes a minimum of 10 sustainability indicators to show a municipality's environmental state as a geographical area and as an organization.

**DESCRIPTION : Actions - Participants' responsibilities - Methods - Progress Indicators – Awaited results - Targets - Constraints and Assumptions<sup>52</sup>**

**Activities and methods**

1. Selection of relevant environmental areas, which need highlighting to give a full picture of a municipality's environmental state – both as a geographical area and as an organization. Among others, the areas will include water- and heat consumption, waste and traffic.
2. Selection of sustainability indicators within the environmental areas. The application of common indicators in the Green Accounts provides the opportunity for benchmarking between the municipalities and thereby, a better foundation for the exchange of experiences and political action.
3. Development of calculation methods. Present experiences show that a great task lies in the description of calculation methods and the basis for specification of every single indicator. The first step, in the work of developing calculation methods for the selected indicators, will consist in gathering the already existent experiences from the five Dogme-municipalities, the work concerning Nordic environmental indicators and European Common Indicators. On this basis, new guidelines for specification of the indicators will be developed from the existing viable methods. This, in order to end up with a complete model for calculation methods for all the selected indicators in the Green Accounts of the Dogme-municipalities.
4. Testing of the developed indicators in the five Dogme-municipalities' annual Green Accounts for 2006. The purpose is to gather experiences from the use of indicators and benchmarking with the aim of adjusting the model if necessary.
5. Discussion of the model with external partners.
6. Final reporting of the model.

**Expected results / goals**

- Approx. 10 areas, which can give a full picture of a given municipality's environmental state, have been selected.
- Approx. 10-15 indicators, which can give an adequate description of the selected areas, have been selected.
- A description of calculation methods for the selected indicators, has been elaborated.
- The indicators have been tested in the 2006 green accounts in the Dogme municipalities, which are reported in the middle of 2007.
- The model has been discussed with the group of external partners.
- The model has been adjusted on the background of experiences from the testing and the discussion with the partners.

**Progress indicators**

- Selection of 10 areas and 10-15 indicators
- Development of methods of calculation for the indicators
- Testing of the model on the Green Account in the Dogme -municipalities
- Elaboration of final model for Green Account according to the time schedule


**Areas of responsibility to the participants**

The task is carried out by a work group consisting of participants from all Dogme-municipalities with one of the Dogme-municipalities functioning as project manager. The work group's preliminary results will be presented to the managing project group throughout the progress of the project.

**Limitations and assumptions**

Selection of areas and indicators will be coordinated with the project group concerning the chemical plan in order to cooperate about coincident areas, if necessary. It is assumed that all Dogme-municipalities develop Green Accounts for 2006.

(maximum 10 tasks, i.e. 10 pages)

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<b>Project Acronym</b>	DOGME	<b>T2a - Task Form</b>	Page 2 of 7
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<b>Task ID<sup>53</sup></b>	2	<b>Task Title<sup>54</sup></b>	Chemical plan
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**Objectives**

We have developed a plan containing concrete tools applicable to the municipalities' activities concerning reduction of chemical use.

**DESCRIPTION : Actions - Participants' responsibilities - Methods - Progress Indicators – Awaited results - Targets - Constraints and Assumptions<sup>55</sup>**

**Activities and methods**

The chemical plan must contain means that can be taken into use by the following 3 target groups: the municipality (order in your own house), citizens and the business community. The following activities will be involved:

1. Collecting experiences from the Dogme-municipalities and other corporative partners with activities in the area of chemicals.
2. Drafting of a chemical plan containing tools for the purpose of reducing chemical use in the municipality. We expect that the tools may be a futher development of f.ex. Communication plan to citizen, a simple labelling scheme for shops, a collection of examples with good advice/recommendations for the municipalities own institutions and preparing a strategi towards certain commercial groups. The chemical plan will be directed towards 3 target groups: the municipality (order in your own house), citizens and the business community. In the chemical plan a range of areas of activity will be selected. For instance, product groups, trades, recipient quality or other areas. The plan will in particular focus on preventive activities and evaluate tools both in respect to regulation, dissemination and cooperation between the three target groups and other relevant external partners.
3. Development of indicators aimed at highlighting the development in the chemical use on the municipal level.
4. Testing of minimum 5 of the concrete tools distributed on various areas of activity and target groups. The testing will take place in defined projects e.g. geographical, trade specific and/or in relation to specific groups of citizens.
5. Discussion of the chemical plan with the group of external partners.
6. Gathering of experiences and elaboration of final chemical plan containing proposals for tools, which the municipalities can apply.

**Expected results / goals**

- A proposal for a chemical plan has been elaborated, containing concrete tools for municipal activities within the chemical area applicable to the 3 target groups: the municipality, citizens and the business community.
- Indicators for highlighting the development in the chemical pressure on a local level have been elaborated.
- Minimum 5 tools from the chemical plan distributed on the various areas of activity and target groups have been tested.
- The plan has been discussed with the group of external partners.

**Progress indicators**

- Drafting of proposal for the chemical plan according to the time schedule
- Development of indicators according to the time schedule
- Testing of minimum 5 tools according to the time schedule
- Development of the final chemical plan according to the time schedule


**Areas of responsibility to the participants**

The task is carried out by a work group containing participants from all the Dogme-municipalities and one of the Dogme-municipalities functioning as project manager. The work group's preliminary results are currently presented to the managing project group.

**Limitations and assumptions**

A great challenge lies in getting an overview of the chemical situation. Today there are 100.000 different substances on the European market and the global production of chemicals amounts to 400.000 million tons every year. Therefore, the chemical plan will focus on selected, concrete areas of activity. For instance, PVC, detergents and cleaning agents, building materials, electronics, heavy metals and chlorinated solvents. It is assumed, that it will be possible to establish the necessary cooperation with housing organisations, trade organisations etc. in relation to testing of the concrete tools in the chemical plan.

(maximum 10 tasks, i.e. 10 pages)

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<b>Task ID<sup>56</sup></b>	3	<b>Task Title<sup>57</sup></b>	Methods of anchoring the environmental work among citizens and the business community
<b>Objectives</b>			
<p>We have developed a catalogue of ideas containing tools/methods for the municipalities when anchoring the environmental work among citizens, the business community and the municipalities' own institutions.</p>			
<b>DESCRIPTION : Actions - Participants' responsibilities - Methods - Progress Indicators – Awaited results - Targets - Constraints and Assumptions<sup>58</sup></b>			

### Activities and methods

The purpose of the task is to gather and develop concrete tools for the municipalities' work with anchoring the environmental work among citizens, the business community and the municipality's own organisation. Specific tools are selected and tested in practice in the Dogme-municipalities. We expect that the tools will be a further development of f.ex local Agenda 21 Plans for blocks of flats, establishment of local Agenda 21 centres, green diploma scheme, establish network between "grass root pioneers" and environment for ethnic minorities. Moreover, the Dogme-model's goal of anchoring is additionally described and specified. This is done through the following activities:

1. Collecting of the Dogme-municipalities', and as far as possible, other European municipalities' ideas and experiences with concrete initiatives and tools for anchoring the environmental work among citizens, the business community and the municipal organisation. Which initiatives have the municipalities taken? What was the purpose of them? Has the goal been reached? What are the experiences from other European municipalities?
2. The elaboration of a catalogue of ideas containing tools for the purpose of anchoring the environmental work among citizens, the business community and the municipality's own institutions.
3. Present and discuss the catalogue of ideas with the group of external partners and select tools for testing in practice.
4. Testing of minimum 3 different tools for the purpose of anchoring the environmental work among citizens, the business community and municipal institutions.
5. Specification of the Dogme-model's demands to the work of anchoring the environmental activities in the form of various preliminary goals for the municipalities to work towards by the help of the tools in the catalogue.

### Expected results / goals

- A catalogue of ideas, containing tools for the municipalities' work with anchoring the environmental activities among citizens, the business community and the municipal institutions has been drafted.
- A minimum of 3 tools have been tested in the Dogme-municipalities.
- The catalogue of ideas has been discussed with the group of external partners.
- The Dogme-model's goal of "anchoring the environmental work" has been specified on the background of experiences from the development of the catalogue of ideas.

### Progress indicators


- Elaboration of catalogue of ideas according to the time schedule
- Testing of means within the fixed time limit.
- Final elaboration of catalogue of ideas on the background of experiences from the testing and the discussion with external partners.

### Areas of responsibility to the participants

The task is carried out by a work group containing participants from all the Dogme-municipalities and one of the Dogme-municipalities functioning as project manager. The work group's preliminary results are currently presented to the managing project group.

### Limitations and assumptions

It is assumed that it will be possible to establish the necessary cooperation with the aim of testing the tools.

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<b>Task ID<sup>59</sup></b>	4	<b>Task Title<sup>60</sup></b>	New audit model for “Dogme 2000”
<b>Objectives</b>			
<p>We have developed a new audit model for “Dogme 2000” aimed at improving the accuracy of the measurement of progress within the environmental activity areas in “Dogme 2000”.</p>			
<b>DESCRIPTION : Actions - Participants’ responsibilities - Methods - Progress Indicators – Awaited results – Targets – Constraints and Assumptions<sup>61</sup></b>			

**Activities and methods**

There exists today an audit model, which has been used at the 2 previous audits of the Dogme-municipalities. An external audit of the five municipalities is carried out every year. The result of the audit is presented in a report and is used internally as well as externally. Thus, the audit is public and can be seen on [www.Dogme2000.dk](http://www.Dogme2000.dk). Experiences from this work show that the model has not produced a sufficiently accurate evaluation of the environmental progress of the Dogme-municipalities. Therefore, the aim of the task is to develop a new audit model for “Dogme 2000”. This goal is reached through the following activities:

1. Development of methods to measure progress within the environmental activity areas in “Dogme 2000”: Development of Green Account, elaboration of plan for “Agenda 21”, conversion to ecological food in public institutions and administrations, consumption of herbicides / chemicals, compliance of environmentally sustainable guidelines within the building- and construction area, sustainability as a primary goal in all municipal district plans, elaboration of environmentally sustainable procurement policy, anchoring of the environmental activities in residential areas, anchoring of the environmental activities in the business sector, certification of municipalities’ administrations and institutions.
2. Elaboration of model for implementation of audit on the background of the methods developed.
3. Testing of the audit model in an annual auditing in the five Dogme-municipalities.
4. Discussion of the audit model with the group of external partners.
5. Gathering of experiences from the testing of the audit model and discussion with external partners.
6. Elaboration of final audit model on the background of the experiences gathered.

**Expected results / goals**

- A draft proposal for new audit model has been elaborated.
- The audit model has been tested in the five Dogme-municipalities.
- The audit model has been commented on by the external partners.
- A final audit model has been developed for the purpose of measuring progress within the activity areas in “Dogme 2000”

**Progress indicators**


- Elaboration of methods for the purpose of measuring progress within the activity areas in “Dogme 2000”, according to the time schedule.
- Drafting of a proposal for an audit model according to the time schedule.
- Testing of audit model in the annual auditing in the Dogme-municipalities year 2006.
- Elaboration of final audit model and new principles of auditing.

**Areas of responsibility to the participants**

The task is attended to by a work group containing participants from all the Dogme-municipalities and one of the Dogme-municipalities functioning as project manager. The work group’s preliminary results are currently presented to the managing project group.

**Limitations and assumptions**

It is assumed that the Dogme-municipalities have the opportunity to carry through the audit following the new model as described in the time schedule with the aim of testing the model’s applicability.

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<b>Task ID<sup>62</sup></b>	5	<b>Task Title<sup>63</sup></b>	Dogme-handbook
<b>Objectives</b>			
<p>We have elaborated a Dogme-handbook targeted at other Danish/European municipalities wishing to apply the Dogme-model in their daily environmental work.</p>			
<b>DESCRIPTION : Actions - Participants' responsibilities - Methods - Progress Indicators – Awaited results - Targets - Constraints and Assumptions<sup>64</sup></b>			

### Activities and methods

The aim of the task is to gather all knowledge, experiences, concrete tools and documents in relation to the use of the “Dogme 2000”-model in a handbook. The handbook is aimed at other Danish/European municipalities wishing to apply the Dogme-model in their daily environmental work. The handbook will contain the concrete models produced during the project period in the technical tasks along with short résumés of the Dogme-municipalities’ experiences with implementation of the other technical activity areas in “Dogme 2000” not included in the LIFE-project. This is done through the following activities:

1. Collecting reports from the intermediary tasks and gathering of experiences from the work with the additional activity areas in “Dogme 2000”. Specific models for these additional activity areas in “Dogme 2000” have not been developed but it is possible to gather some experiences and examples on how the activity can be structured.
2. Drafting of proposal for the Dogme-handbook. The handbook will include: Introduction to “Dogme 2000”, documents concerning activity areas in “Dogme 2000”, cooperation agreements, organisation, audit principles, the concrete models developed during the project and gathering of experiences in the additional Dogme activity areas.
3. Discussion of the Dogme-handbook with external partners
4. Elaboration of the Dogme-handbook

### Expected results / goals

- A draft proposal for a Dogme-handbook has been elaborated.
- The draft proposal has been discussed with the external partners.
- The final Dogme-handbook has been elaborated and made accessible at the Dogme-website.

### Progress indicators

Elaboration of the handbook in accordance with the time schedule.


### Areas of responsibility to the participants

The project manager coordinates the elaboration of the handbook and gathers contributions from the technical project groups. The managing project group is responsible for the final approval of the handbook.

### Limitations and assumptions

It is assumed that the contributions from the technical tasks are in accordance with the time schedule making it possible to gather the final models in the Dogme-handbook as described in the time schedule. This is secured through current reports from the project groups. This way the Dogme-handbook can be prepared currently.

(maximum 10 tasks, i.e. 10 pages)

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<b>Task ID<sup>65</sup></b>	6	<b>Task Title<sup>66</sup></b>	Dissemination strategy
<b>Objectives</b>			
<p>We have disseminated the project's results and knowledge of the "Dogme 2000"-model to municipalities in Denmark and the rest of Europ</p>			
<b>DESCRIPTION : Actions - Participants' responsibilities - Methods - Progress Indicators – Awaited results - Targets - Constraints and Assumptions<sup>67</sup></b>			

### Activities and methods

The following activities concern the dissemination of the project's results and the "Dogme 2000"-model:

1. Establishment of a group of external partners contributing to the development of the technical part of the project. The group consists of representatives from 2 European municipalities reflecting diversity in relation to size and nationality. The members of the group are: Stadt Neumünster (Germany) and Siauliai (Lithuania).
2. Establishment of a project website on the existing Dogme-website. On the project website the goals, activities, participants, contact information and current information on the progress of the project are described.
3. Work out a summary of the networks and working groups which the external partners are a member of both regionally and internationally. The Stat Neumünster is e. g. a member of a network in the KERN region. (Kiel- Eckernförde- Rendsburg-Neumünster) and Siauliai is e.g.a. member of an international project of EMAS Peer Reirew for Cities. Work out a similar summary of the networks which the 5 DOGME municipalities are a part of. For example can be mentioned that Ballerup is a member of the "Edge Cities" group which are a co-operation among 9 European cities all suburbs to the capitals of their countries.
4. Presentation of results from the project and the Dogme-model in relation to participation in national and international city networks. The presentation will be at meetings and written contributions on homepages and news letters of the networks in question.
5. Publishing of a booklet containing information on the project and "Dogme 2000". A booklet is published at the initiation of the project containing information on concrete tasks, contact information and a reference to the projects' website. Moreover, a booklet is produced at the termination of the project containing information on the results, the Dogme-handbook etc. Both booklets are elaborated in English and Danish.
6. Mini-seminar in Brussels where the European Commission, the European Environment Agency, Eurocities, Sustainable Cities Campaign among other will be invited to a presentation of the Dogme-model and the LIFE-project.
7. A final meeting in Brussels with the European Commission among others, with the purpose of discussing how the Dogme-concept could be applicable as an environmental management model for European municipalities. If the Commission finds that the final result of the work can be used as a model, or a stepping-stone to a model for EMAS at the city level, we would be very pleased to participate in the further work of disseminating the knowledge of such system.
8. Publishing of the handbook. The handbook is elaborated in a print version for the use of Dogme-municipalities. Furthermore, the booklet is accessible at the Dogme-website in a Danish and English version.
9. Final conference where the results from the project are presented for discussion in a range of workshops. Participants from Danish and European municipalities will be invited through the networks.

### Expected results / goals

- 3 meetings have been held with the external partners.
- The "Dogme 2000"-model and the results from the project are presented at a minimum of 6 arrangements in national and international city networks. The presentation will be at meetings and written contributions on homepages and news letters.
- A mini-seminar and a meeting have been held with the European Commission among others
- A concluding conference is held in Denmark with the participation of Danish and European municipalities

### Progress indicators


- The number of meetings held with external partners
- The number of arrangements where the project has been presented
- Mini-seminar and meeting with the European Commission
- Concluding conference

### Areas of responsibility to the participants

- The task is carried out by the project manager and the managing project group.

### Limitations and assumptions:

It is assumed that it is possible to present the project to national and international city networks, that the European Commission among others, is interested in a meeting with the purpose of discussing the project and the "Dogme 2000"-model.

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<b>Task ID<sup>68</sup></b>	7	<b>Task Title<sup>69</sup></b>	Administration, reporting and project management
<b>Objectives</b>			
We have secured compliance with the time schedule and the goals for the project activities and reporting to the EC.			
<b>DESCRIPTION : Actions - Participants' responsibilities - Methods - Progress Indicators – Awaited results - Targets - Constraints and Assumptions<sup>70</sup></b>			

### Activities and methods

In order to secure the project's progress and the compliance with the time schedule and the obligations in relation to the EU, the following activities are carried out:

1. Organisation of the project activities: The project activities are carried out and managed through a range of work groups, each headed by a project manager, a managing project group and a head project manager. **The managing project group** consists of members from all the Dogme-municipalities. The managing project group is currently informed of the progress of the technical projects. Moreover, this group is responsible for approval of status-, intermediate- and final reports. The actual project activities are carried out in a range of **work groups** containing members from all the Dogme-municipalities. Each work group has a project manager from one of the Dogme-municipalities. Moreover, a main **project manager** is selected. He or she is responsible for the overall coordination of the project activities. The Municipality of Copenhagen will take on the role as main project manager and has as applicant the overall responsibility for compliance with the time schedule for the project activities and reporting to the EU.
2. Appointment of a fulltime main project manager: The main project manager must secure the overall coordination of the project activities, including: reporting to the managing project group, elaboration of budgets, compliance with the time schedule and internal reporting, coordination of dissemination activities, elaboration of status-, intermediate- and final reporting to the European Commission.
3. Internal reporting: In order to secure an overview of the progress of the project a procedure is established where the work groups inform the managing project group of the progress of their activities through internal reports. The internal reports are elaborated with a résumé in English also suitable for publishing on the project's website and other dissemination activities.
4. Internal seminars: Two seminars are held for the Dogme-municipalities and other municipalities participating as observers with the aim of joining the Dogme-cooperation.. The work groups present the results of their work at workshops. This is to provide an opportunity for a broader debate on the development of the Dogme-model and the concrete project activities.
5. Reporting to the EU: During the project period status-, intermediate- and final reports are elaborated and handed in to the EU as described in the time schedule.

### Expected results / goals

- A complete milestone plan for the hole project
- 2 internal seminars
- The handing-in of 2 status reports, 1 intermediate report and 1 final report to the EU.

### Progress indicators


- The project is organised and administrative procedures are known to the organisation
- The progress of the project is evident from the status-, intermediate - and final report.

### Areas of responsibility to the participants

The municipality of Copenhagen is as main project manager and applicant responsible for the project's compliance with the time schedule, administration and reporting to the EU. The managing project group is currently informed of the progress of the technical projects and will be approving status-, intermediate- and final reports.

### Limitations and assumptions


The replacement of staff in the partner organisations may influence the continuity of progress in the project. In order to avoid that kind of problem a standard procedure is established for current reporting on results from the project. Moreover, it is seen to, that several staff members in each municipality are involved in the project in order to secure the possibility of passing on knowledge to new staff members. Furthermore, it is assumed that the partners will carry out their tasks as described in the task form and that all Dogme-municipalities remain members of the Dogme-cooperation throughout the project.

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<b>Task ID<sup>71</sup></b>	1	<b>Task Title<sup>72</sup></b>	Model for green accounts
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Start Date	01.10.2004	End Date	01.09.2007	Duration	35
Deliverable Date	Deliverable Description		Category	Task Budget <sup>73</sup> Real cost €	
01.11.2004	Detailed milestone scheme				
01.06.2005	Internal report on selection of themes and indicators		Personnel		96.000
01.10.2006	Internal report containing calculation methods for the selected indicators		Travel		5.637
01.07.2007	Green Accounts 2006 based on the model		External Assist		
01.09.2007	Internal report with an account of the model		Infrastructure		
			Equipment		
<b>Milestone Date</b>	<b>Milestone Description</b>		Prototype		
01.11.2004	Detailed milestone scheme has been worked out				
01.06.2006	The ten areas and 10-15 indicators have been selected		Consumables		
01.10.2006	Calculation methods for indicators have been described		Other Costs		
01.07.2007	The indicators have been tested in the green accounts 2006 in all five Danish municipalities		Overheads		7.115
01.08.2007	Discussion with external partners				
01.09.2007	The model has been adjusted		<b>TASK TOTAL</b>		<b>108.752</b>
You may insert rows if required					

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Task ID <sup>74</sup>	2	Task Title <sup>75</sup>	Chemical plan				
Start Date	01.10.2004	End Date	01.06.2007	Duration	32		
Deliverable Date	Deliverable Description			Category	Task Budget <sup>76</sup> Real cost €		
01.11.2004	Detailed milestone scheme						
01.03.2005	Internal report on experiences with reduction of chemical use in municipalities.			Personnel	107.332		
01.06.2005	Internal report: draft proposal for chemical plan and indicators concerning chemical pressure			Travel	4.899		
01.09.2005	Internal report: plan for testing of tools			External Assist			
01.03.2007	Internal report: Evaluation of tests			Infrastructure			
01.06.2007	Final proposal for chemical plan			Equipment			
Milestone Date	Milestone Description			Prototype			
01.11.2004	Detailed milestone scheme has been worked out						
01.03.2005	Collection of experiences with reduction of chemical use in municipalities terminated			Consumables			
01.06.2005	Proposal for chemical plan drafted			Other Costs			
01.09.2005	Effectuation of tests			Overheads	7.856		
01.03.2007	Testing of tools in the chemical plan terminated			<b>TASK TOTAL</b>	<b>120.087</b>		
01.04.2007	Discussion with external partners						
01.06.2007	Development of chemical plan terminated						
You may insert rows if required							

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<b>Task ID<sup>77</sup></b>	3	<b>Task Title<sup>78</sup></b>	Methods of anchoring the environmental work among citizens and the business community
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<b>Start Date</b>	01.10.2004	<b>End Date</b>	01.06.2007	<b>Duration</b>	32
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<b>Deliverable Date</b>	<b>Deliverable Description</b>	<b>Category</b>	<b>Task Budget<sup>79</sup> Real cost €</b>
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01.11.2004	Detailed milestone scheme		
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01.06.2005	Internal report: Gathered experiences	Personnel	110.920
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01.11.2005	Internal report: Draft proposal on catalogue of ideas	Travel	2.751
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01.02.2006	Internal report: Presentation of selected tools and plan for testing of ideas	External Assist	
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01.03.2007	Internal report: Evaluation of tests	Infrastructure	
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01.06.2007	Internal report: proposals for specification of the Dogme-goals concerning anchorage.	Equipment	
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<b>Milestone Date</b>	<b>Milestone Description</b>	<b>Prototype</b>	
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01.11.2004	Detailed milestone scheme has been worked out		
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01.06.2005	Experiences gathered from the municipalities in Denmark and in other European municipalities	Consumables	
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01.11.2005	Draft proposal on catalogue of ideas elaborated	Other Costs	
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01.02.2006	The catalog of ideas has been presented and discussed with the group of external partners		
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01.02.2006	Tools for testing in practice has been selected		
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01.03.2007	Testing of tools terminated	Overheads	7.957
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01.06.2007	Final catalogue of ideas and proposals for specification of Dogme-goals terminated	<b>TASK TOTAL</b>	<b>121.628</b>
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<b>Task ID<sup>80</sup></b>	4	<b>Task Title<sup>81</sup></b>	New audit model for "Dogme 2000"
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Start Date	01.10.2004	End Date	01.06.2007	Duration	32
Deliverable Date	Deliverable Description		Category	Task Budget <sup>82</sup> Real cost €	
01.11.2004	Detailed milestone scheme				
01.06.2006	Internal report: draft proposal for audit model		Personnel	68.602	
01.02.2007	Internal report: results from audits in the Dogme-municipalities		Travel	4.093	
01.06.2007	Final audit model		External Assist	6.711	
			Infrastructure		
			Equipment		
			Prototype		
Milestone Date	Milestone Description				
01.11.2004	Detailed milestone scheme has been worked out				
01.12.2004	Meeting with EMAS and Sustainable Cities Network have been hold				
01.06.2006	Draft proposal for audit model terminated		Consumables		
01.02.2007	Testing of audit model terminated		Other Costs		
01.05.2007	Discussion with external partners				
01.06.2007	Final audit model ready		Overheads	5.559	
			<b>TASK TOTAL</b>	<b>84.965</b>	

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<b>Task ID<sup>83</sup></b>		5		<b>Task Title<sup>84</sup></b>		Dogme-handbook			
<b>Start Date</b>		01.10.2006		<b>End Date</b>		01.10.2007			
<b>Duration</b>						12			
<b>Deliverable Date</b>		<b>Deliverable Description</b>				<b>Category</b>		<b>Task Budget<sup>85</sup> Real cost €</b>	
01.11.2006		Detailed milestone scheme							
01.06.2007		Internal report: draft proposal for handbook				Personnel		36.314	
01.10.2007		Final Dogme-handbook				Travel		940	
						External Assist		14.765	
						Infrastructure			
						Equipment			
<b>Milestone Date</b>		<b>Milestone Description</b>				<b>Prototype</b>			
01.11.2006		Detailed milestone scheme has been worked out							
01.06.2007		Draft proposal for Dogme-handbook elaborated				Consumables		5.369	
01.09.2007		Discussion with external partners							
01.10.2007		Final handbook elaborated				Other Costs			
						Overheads		4.017	
						<b>TASK TOTAL</b>		<b>61.405</b>	

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<b>Task ID<sup>86</sup></b>	6	<b>Task Title<sup>87</sup></b>	Dissemination strategy
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Start Date	01.10.2004	End Date	01.10.2007	Duration	36
Deliverable Date	Deliverable Description		Category	Task Budget <sup>88</sup> Real cost €	
01.11.2004	Detailed milestone scheme				
01.11.2004	A list over network the external partners and Dogme municipalities are participating in				
01.01.2005	Establishment of a web site at <a href="http://www.dogme2000.dk">www.dogme2000.dk</a>		Personnel		98.730
2005,2006,2007	Minimum 6 papers for networks homepages and networks news letters				
01.02.2005	Production of Introductory booklet		Travel		32.970
01.04.2007	Production of final booklet		External Assist		3.758
			Infrastructure		
			Equipment		
Milestone Date	Milestone Description		Prototype		
01.11.2004	Detailed milestone scheme has been worked out				
01.11.2004	The list over networks has been worked out				
01.01.2005	Introduction of the web site		Consumables		37.047
2005,2006,2007	Meetings with external partners				
2005,2006,2007	Papers for networks homepages and news letters are worked out				
2006	Mini-seminar in Brussels		Other Costs		
2007	Final conference with participation of Danish and European municipalities		Overheads		12.075
2007	Meeting in Brussels		<b>TASK TOTAL</b>		<b>184.580</b>
01.10.2007	Publishing of Dogme-handbook on the web-site				

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<b>Task ID<sup>89</sup></b>	7	<b>Task Title<sup>90</sup></b>	Administration, reporting and project management
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Start Date	01.10.2004	End Date	01.12.2007	Duration	38
Deliverable Date	Deliverable Description		Category	Task Budget <sup>91</sup> Real cost €	
15.11.2004	A complete detailed milestone scheme for the hole project				
01.07.2005	Progress report		Personnel		233.812
01.04.2006	Intermediate report		Travel		8.188
01.01.2007	Progress report		External Assist		13.423
01.12.2007	Final report		Infrastructure		
			Equipment		
			Prototype		
01.09.2004	Managing project group, main project manager and working groups are organised		01.09.2004		
01.10.2004	Administrative procedures are known to the project organisation				
01.10.2004	Project start		Consumables		53.691
15.11.2004	A complete detailed milestone scheme for the hole project has been worked out				
2005	Internal seminar		Other Costs		6712
01.07.2005	Progress report delivered				
2006	Internal seminar		Overheads		22.108
01.04.2006	Intermediate report delivered				
01.01.2007	Progress report delivered				
01.12.2007	Final report delivered		<b>TASK TOTAL</b>		337.934

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<b>State-of-the-art and innovation <sup>92</sup></b>
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The Dogme-model is a mutually binding environmental management system for municipalities. It is based on the general ideas of environmental management systems, meaning that a continuous environmental improvement is a precondition for a city to keep being part of the “Dogme 2000” community. Under the present Dogme model requirements have been set up for measuring environmental impacts, for setting objectives for the environment work of the municipalities and for following up on progress on work in the municipalities. In this way the present Dogme model comprises the elements of environmental management as known from ISO 14001 and thus also EMAS. The present Dogme model also contains requirements for anchoring the environment work in the local community and for involving enterprises and citizens in the preparation of local Agenda 21 Plans. Thus, an independent auditor will audit the cities on a regular basis. The Dogme-model is unique as it extends the concept and principles of environmental management beyond the public administration. By involving not only the municipal institution, but also citizens and the business community, the system applies to the municipality as an integrated geographic area. Hereby the Dogme-model contributes to the initiation of the processes needed in respect to participation of citizens and the business community with the aim of obtaining a more systematic environmental activity on the municipal level in the long run.

Every municipality has to comply with three “Dogma” or basic, extensive and indispensable rules:

**DOGME 1: Human impacts on the Environment must be monitored and measured**

- A** Each local authority must publish Green Accounts annually. The Green Accounts must cover the city as a geographic unit, comprising industry and citizens as well as the public departments.
- B** The Green Accounts must address the following issues: Waste generation and management, consumption of heating, electricity, gas and oil, assess transport systems, assess groundwater quality and quantity and use of pesticides.
- C** The Green Accounts must disclose total contributions to pollution, e.g. NO<sub>2</sub>, and climate change, e.g. CO<sub>2</sub>.

**DOGME 2: An Agenda 21 plan must be drawn up**


- A** The plan must cover the entire local authority
- B** The plan must contain goals for resource use and environmental impacts based on the environmental space concept.
- C** As part of the “order in your own house”- strategy, the following goals specific to the municipalities involved must be implemented: i) Food consumption in public institutions must be 75% organic, ii) The use of herbicides must be phased out, iii) Environmentally sustainable guidelines within building and construction work must be complied with, iv) All planning work must have sustainability as the overall goal; v) An environmentally sustainable procurement policy must be put in place.


**DOGME 3: Environmental work must be anchored locally**

- A** Residential areas must be considered in the preparation of local Agenda 21 action plans.
  - B** The business sector must be formally involved in the work towards improving the local environment.
  - C** The municipalities own administration and institutions must over time be environmentally certified, and environmental considerations must be taken into account in company plans, staff policy, etc.
- By complying with these basic rules, the municipalities address a large part of today's most relevant environmental challenges on the municipal level.

The application of the Dogme-model on the five Danish municipalities has already shown several concrete results; for instance, several public institutions in the municipalities have obtained EMAS-registration, the municipalities have phased out the use of pesticides, Green Accounts and Agenda 21 plans are elaborated and the municipalities do now have a green procurement policy. Obtainment of such concrete and measurable results is of great significance to the future prioritising of environmental activities, both administratively and politically. Moreover, the Dogme-model contributes to the establishment of solid technical networks between the municipalities, where staff members are part of technical work groups. This means that “Dogme 2000” is a system not only for administrative and political leaders but also for staff members. This establishes a good foundation for the exchange of experiences, benchmarking etc.

Through the suggested project activities a strengthening of several central elements in the Dogme-model is reached, by which it becomes a powerful tool for municipalities, who wish to work with environmental management on a city level.

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	Demonstration character and dissemination plan <sup>93</sup>		
<p>The aim of the project is to develop the Danish Dogme-model for environmental management into an active, dynamic tool for sustainable city development, applicable to municipalities all over Europe. The concrete outcome of the project will be a Dogme-handbook suitable for the use of municipalities following the Dogme-model but also for the use of inspiration to municipalities wishing to work with environmental management on a municipal level in general.</p> <p>The project has, therefore, to a great extent, the character of a demonstration project, which is expected to be useful to a range of Danish and European municipalities in need of a concrete tool suitable for the organisation of environmental activities on the municipal level.</p> <p>Moreover, the project is anticipated to be of general interest to the European Commission, because it introduces a concrete tool capable of contributing to the vision of achieving EMAS on a municipal level. In its present form, EMAS is not suitable for management of environmental activities concerning more than the municipalities own institutions and administrations. It has turned out that there are large challenges particularly relating to citizens and enterprises. Environmental targets for citizens and enterprises must be prepared and anchored through the municipalities Agenda 21 Plan and the local Agenda 21 Plans. In our view, it is very important that the finished model is broadly anchored both among citizens, enterprises and at the political level. It is possible to shape the project, having the work with a new audit model for Dogme covering a stepping-stone to an EMAS for the municipalities as geographical areas. We will invite EMAS and Sustainable Cities to a meeting in the inception phase to discuss how best to establish cooperation. A dissemination of the Dogme-model may, therefore, contribute to the vision of achieving EMAS on a municipal level.</p> <p>The target group of the project is primarily Danish and European municipalities and secondary the European Commission and NGOs. Several Danish and European municipalities have already shown an interest in using the Dogme-model for environmental management on a municipal level. The proposed project activities will lead to a further development, specification and qualification of the Dogme-model, which will make it more suitable for use on a larger scale. Thereby a better foundation is created for the applicability to more municipalities.</p> <p>The aim of the project's dissemination activities is to direct the attention of other Danish and European municipalities to the existence of the Dogme-model and the ongoing project activities with the purpose of qualifying the model for the use on a larger scale. The goal is either to inspire the municipalities to adopt the Dogme-model or initiate their own local projects of implementing environmental management systems on a municipal level. In relation to the European Commission and the NGOs the ambition is, that the results from the project may contribute to the activities on the European level concerning development and implementation of environmental management systems on a municipal level.</p> <p>One of the primary activities of the projects' dissemination strategy is the formation of a group of external partners capable of contributing to the technical development of the project. The external partners are important to the dissemination of the results from the project, because they will gain a thorough knowledge of the Dogme-model and thereby, constitute a good starting point for dissemination through their partners of cooperation. Moreover, the project and the Dogme-model will be presented in connection with the Danish project partners' participation in meetings in Danish and international city networks. One booklet is published at the initiation of the project and another, at the termination of the project where concrete results exist. The booklet will be brought to these Danish and international meetings and distributed through the external partners of cooperation and other national and international relations. Moreover, the project partners will attempt to bring information about the project in national and international magazines/newsletters. Among other things, information will be brought in the City of Copenhagen's newsletter "News from Copenhagen", which is published 4 times a year and distributed to a range of central European players like the European Parliament, environmental collaborators in the Commission and the European Environmental Agency, etc. Finally, by the end of the project, a conference is held, where Danish and European municipalities are invited to hear about the Dogme-municipalities' experiences from the use of the Dogme-model and the results of the project. Furthermore, the aim of the conference is to pass on knowledge and inspire other municipalities to introduce environmental management systems on a municipal level.</p> <p>The project's website will be a central source of information on the project and the contact information of the project partners. All the dissemination activities will refer to this site. By the end of the project the Dogme-handbook is made accessible on the website for the use of Danish and European municipalities as a source of inspiration to their work. The Dogme-cooperation will continue after the termination of the project and it will therefore still be possible to get information and experiences from the Dogme-model through the website and the project partners. This provides an opportunity for continuous dissemination of knowledge and experiences from the use of the Dogme-model, both nationally and internationally.</p>			

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<b>Reproduction potential and transferability<sup>94</sup></b>	
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The expectations of the Dogme-model's applicability to other European municipalities are very high, because the model constitutes a dynamic and flexible tool for the implementation of a systematic environmental effort on the municipal level. Today no single tool exists for the implementation of environmental management on the municipal level. Therefore, there is a great potential for the use of the model in other municipalities – and several Danish and European municipalities have already shown an interest.

The Dogme-model is based on the general idea of environmental management, implying formulation of goals for environmental activities, demands of continuous environmental improvement and an annual audit of progress in relation to the goals. Thus, the Dogme-model is based on a well-known principle of environmental management and will, therefore, provide a good starting point for the planning of the work with environmental management in municipalities.


Today, the Dogme-model is applied in both large and small municipalities and rural district councils in Denmark. The model has been developed with the purpose of being applicable to different types of municipalities and the model's applicability is currently evaluated in the five Danish municipalities. Furthermore, the involvement of the external partners in the present project provides an opportunity for an evaluation of the applicability to other European countries, facing special environmental conditions and problems.

In the long run, the aim of the Dogme-model is to be able to include other or additional environmental activity areas in accordance with the development of the municipalities, e.g. if other countries wish to apply the model. In case the Dogme-model is applied in other regions/countries, it will be natural to evaluate if the Dogme-model needs to be expanded or adjusted in relation to the environmental themes considered of particular relevance to the country/region concerned.

The strength of the project is that it has already been anchored in the five Danish Dogme-municipalities and that it will continue that way after the termination of the project. The Dogme-model will, therefore, continue after the termination of the project, as will a long row of technical- and dissemination activities. Moreover, the existing Dogme-cooperation forms a solid basis for continuous dissemination of the Dogme-model to Danish and European municipalities. Furthermore, the municipalities, which are part of the Dogme-cooperation, will be able to contribute with knowledge of implementation of environmental management systems on a municipal level in future development projects on a European level.

Moreover, the project is strengthened by the direct involvement of a group of external partners in technical activities during the project period. By this they not only gain a considerable knowledge of the model but it also provides a great potential for applicability of the model in these municipalities and the dissemination of knowledge of the project and the Dogme-model nationally and internationally.

In connection to this it should be mentioned that the Dogme cooperation recently received the "Les Eco Maries" award 2003 in the category "European cities". The award will be announced and presented at the French National Assembly on December 17<sup>th</sup> 2003. This supports our expectations of an interest among European Municipalities of the Dogme-model and thereby that there is a potential for dissemination and implementation of this kind of environmental management system on the municipal level in Europe.

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### Environmental problem <sup>95</sup>

The project lies within the theme III.3.2 integrated environmental management as described in the guidelines for the demonstration projects.

Furthermore it addresses several of the main focus points of the 6<sup>th</sup> Environmental Action Programme e.g. promotion of green procurement, collaboration between authorities and industry, reduction of chemical use, public participation, and the thematic strategy on urban environment by demonstrating a practical tool for environmental management on city-level.

The Dogme-model is an environmental management system for municipalities, which secures systematic activities aimed at achieving a sustainable development in the municipalities. The Dogme-model focuses on a long range of different environmental issues selected from an evaluation of which environmental activities that are of specific relevance to the municipalities. Thereby, the Dogme-model contributes to the municipalities' management of e.g.:


- Measurement of resource consumption, human influence on nature including recycling of waste; consumption of district heating; electricity; gas and oil; traffic, groundwater and pesticides
- Restriction of the use of pesticides
- Introduction of organic food in municipal canteens
- Application of a public green purchase policy
- Sustainable building- and construction work
- Environmental certification of the municipalities' administration and institutions
- Anchorage of the environmental work among citizens and industry

However, "Dogme 2000" is a dynamic model, which in the long run is expected to be able to include several other environmental areas of activity and by this, contribute to the management of other relevant environmental problems in the municipalities. A result of this is e.g. that chemicals have been selected as a new area of activity in the Dogme-model. The initiative is so new that this has not yet been written into the model.

### Value for money - environmental cost/benefit ratio <sup>96</sup>

The application of the Dogme-model in the five Danish municipalities has already shown several tangible results – e.g. through a row of EMAS-registered public institutions, an out-phasing of the use of pesticides and the adoption of a green procurement policy. The model has, therefore, proven a good, cost-benefit tool for management of a municipality's environmental activities. This is among other things due to the model being based on a mutually binding cooperation, meaning that once the environmental activities have been initiated they are sure to be carried through. Moreover, visible results are reached on the background of the money invested in the activity.

IF NECESSARY, YOU MAY USE ONE PAGE PER ITEM (Total Maximum: 3 pages for the three items)

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**Added value of international approach and employment implications<sup>97</sup>**


The project is aimed at Danish and European municipalities wishing to initiate a process of environmental management in the municipality. To ensure the Dogme-model's applicability for this use, not only within Danish but also European municipalities, a group of European municipalities are involved in the project as external partners. Their task is to comment on and provide concrete, technical input to the project, thereby enabling the development of the model to apply to specific conditions in other European countries. Different types of European municipalities as to nationality, size and geographical position constitute the group of external partners.

## 4. Financial Forms

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<b>F0 . PROJECT FUNDING AND BUDGET BREAKDOWN</b>			
<b>Budget breakdown categories</b>	<b>Total Cost in €</b>	<b>Eligible Cost in €</b>	<b>% of Total Eligible Cost</b>
Personnel <sup>98</sup>		751.710	74
Travel and subsistence <sup>99</sup>		59.478	6
External assistance <sup>100</sup>		46.711	4
<i>Durable goods</i> <sup>101</sup>			
Infrastructure <sup>102</sup>			
Equipment <sup>103</sup>			
Prototypes <sup>104</sup>			
Consumables <sup>105</sup>		88.053	9
Other Costs <sup>106</sup>		6.712	1
Overheads <sup>107</sup>		66.687	6
<b>TOTAL</b>	<b>1.019.351</b>	<b>1.019.351</b>	<b>100%</b>

<b>Contribution</b>	<b>in €</b>	<b>% of Total Cost</b>	<b>% Total Eligible Cost</b>
Requested Community contribution <sup>108</sup>	509.675	50	50
Beneficiary own contribution <sup>109</sup>	162.148	16	16
Participants contribution <sup>110</sup> (Sum of B + C + D below)	347.528	34	34
<b>TOTAL (sum above)</b>	<b>1.019.351</b>	<b>100%</b>	<b>100%</b>

<b>Participants contribution breakdown</b>		<b>in €</b>	<b>% of Total Cost</b>
<b>B</b>	Partners own contribution <sup>111</sup>	347.528	34
<b>C</b>	Other public funding <sup>112</sup>		
<b>D</b>	Other private funding <sup>113</sup>		

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**F1. Budget Breakdown Tasks in Euro**

Task <sup>114</sup>	TASK1	TASK2	TASK 3	TASK 4	TASK 5	TASK 6	TASK 7	TOTAL
<b>Budget category</b>								
Personnel	96.000	107.332	110.920	68.602	36.314	98.730	233.812	751.710
Travel and subsistence	5.637	4.899	2.751	4.093	940	32.970	8.188	59.478
External assistance				6.711	20.134	6.443	13.423	46.711
<i>Durable goods</i>								
Infrastructure								
Equipment								
Prototypes								
Consumables						34.362	53.691	88.053
Other Costs							6.712	6.712
Overheads	7115	7856	7.957	5.559	4.017	12.075	22.108	66.687
<b>TOTAL</b>	<b>108.752</b>	<b>120.087</b>	<b>121.628</b>	<b>84.965</b>	<b>61.405</b>	<b>184.580</b>	<b>337.934</b>	<b>1.019.351</b>

YOU MAY INSERT COLUMNS IF NECESSARY UP TO A MAXIMUM OF 10 TASKS

Note: This matrix should be coherent with those amounts showed in forms T1 and T2b


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<b>F2</b>	<b>SOURCE OF FUNDING SUMMARY <sup>115</sup></b>
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Partner		Amount of co-funding in €	Status of commitment <sup>116</sup>	
<b>Participant No</b>	<b>Short name</b>			<b>Declaration Form 1 page n°</b>
2	Municipality of Ballerup	80.507	Yes	1
3	Municipality of Albertslund	80.507	Yes	2
4	Municipality of Fredericia	80.507	Yes	3
5	Municipality of Herning	80.507	Yes	4
6	Stat Neumünster	12.750	Yes	5
7	Siauliai Municipality Administration	12.750	Yes	6
<b>Co-financier</b>				
<b>Participant No</b>	<b>Short name</b>			<b>Declaration Form 2 page n°</b>

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<b>F3.</b>	<b>Direct Personnel costs</b>
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Calculus ⇒		A	B	C = B / Productive days per month	A x B	
Beneficiary/ Partner number	Category <sup>117</sup>	Day rate <sup>118</sup>	Number of person days <sup>119</sup>	Number of person months <sup>120</sup>	Direct personnel costs <sup>121</sup>	% of Total personnel costs <sup>122</sup> for project
1	Leading technical collaborator	330	46	2,6	15.180	2
1	Technical collaborator	205	1064	61	218.120	29
1	Economy management	150	129	7,4	19.350	3
2	Leading technical collaborator	330	46	2,6	15.180	2
2	Technical collaborator	205	472	27	96.760	12,5
2	Economy management	150	43	2,5	6.450	1
3	Leading technical collaborator	330	46	2,6	15.180	2
3	Technical collaborator	205	472	27	96.760	12,5
3	Economy management	150	43	2,5	6.450	1
<b>TOTAL (sum above) ⇒</b>						

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**F3. Direct Personnel costs**

Calculus ⇒		A	B	C = B / Productive days per month	A x B	
Beneficiary/ Partner number	Category <sup>123</sup>	Day rate <sup>124</sup>	Number of person days <sup>125</sup>	Number of person months <sup>126</sup>	Direct personnel costs <sup>127</sup>	% of Total personnel costs <sup>128</sup> for project
4	Leading technical collaborator	330	46	2,6	15.180	2
4	Technical collaborator	205	472	27	96.760	12,5
4	Economy management	150	43	2,5	6.450	1
5	Leading technical collaborator	330	46	2,6	15.180	2
5	Technical collaborator	205	472	27	96.760	12,5
5	Economy management	150	43	2,5	6.450	1
6	Leading technical collaborator	330	20	1	6.600	1
6	Technical collaborator	205	30	2	6.150	1
7	Leading technical collaborator	330	20	1	6.600	1
<b>TOTAL (sum above) ⇒</b>						


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**F3. Direct Personnel costs**

Calculus ⇒		A	B	C = B / Productive days per month	A x B	
Beneficiary/ Partner number	Category <sup>129</sup>	Day rate <sup>130</sup>	Number of person days <sup>131</sup>	Number of person months <sup>132</sup>	Direct personnel costs <sup>133</sup>	% of Total personnel costs for project <sup>134</sup>
7	Technical collaborator	205	30	2	6.150	1
<b>TOTAL (sum above) ⇒</b>			<b>3.583</b>	<b>205,4</b>	<b>751.710</b>	<b>100</b>

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**F4. Travel costs in Euro <sup>135</sup>**

Calculus ⇒				A	B	A + B	
Beneficiary/ Partner number	Destination <sup>136</sup>	Outside Europe (Y/N) <sup>137</sup>	Reason for travel <sup>138</sup>	Travel costs <sup>139</sup>	Subsistence costs <sup>140</sup>	Total Travel and subsistence <sup>141</sup>	%of total project travel and subsistence costs <sup>142</sup>
1	Project area	N	Meetings in project groups	6.674	1.608	8.282	14
1	Brussels/Europe	N	Participation in meetings	1.111	215	1.326	2
2	Project area	N	Meetings in project groups	4.776	1.503	6.279	10
2	Brussels/Europe	N	Participation in meetings	886	215	1.100	2
3	Project area	N	Meetings in project groups	4.776	1.503	6.279	10
3	Brussels/Europe	N	Participation in meetings	886	215	1.100	2
4	Project area	N	Meetings in project groups	4.776	2.309	7.085	12
4	Brussels/Europe	N	Participation in meetings	886	215	1.100	2
5	Project area		Meetings in project groups	4.776	2.309	7.085	12
<b>TOTAL (sum above) ⇒</b>							

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**F4. Travel costs in Euro <sup>143</sup>**

Calculus ⇒				A	B	A + B	
Beneficiary/ Partner number	Destination <sup>144</sup>	Outside Europe (Y/N) <sup>145</sup>	Reason for travel <sup>146</sup>	Travel costs <sup>147</sup>	Subsistence costs <sup>148</sup>	Total Travel and subsistence <sup>149</sup>	%of total project travel and subsistence costs <sup>150</sup>
5	Brussels/Europe	N	Participation in meetings	886	215	1.100	2
6	Project area	N	Meeting external partner group	4.832	3.866	8.698	15
6	Brussels	N	Mini-seminar Brussels	537	134	671	1
7	Project area	N	Meeting external partner group	4.832	3.866	8.698	15
7	Brussels	N	Mini-seminar Brussels	537	134	671	1
<b>TOTAL (sum above) ⇒</b>				<b>41.171</b>	<b>18.307</b>	<b>59.478</b>	<b>100</b>

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**F5. External assistance costs in Euro <sup>151</sup>**

Beneficiary/Partner No	Provider / procedure <sup>152</sup>	Description <sup>153</sup>	Costs <sup>154</sup>	% of total project external assistance costs <sup>155</sup>
1-5	Direct treaty	Consultancy on elaboration of audit-model for Dogme 2000	6.711	14
1-5	Direct treaty	Consultancy on layout and text for the Dogme-handbook	10.067	22
1-5	Direct treaty	Translation of Dogme-handbook	4.698	10
1-5	Direct treaty	Layout booklets	1.879	4
1-5	Direct treaty	Translation of web site texts	1.342	3
1-5	Direct treaty	Translation of booklets	537	1
1-5	Direct treaty	Translation of progress-, interim and final reports	13.423	29
1-5	Direct treaty	Printing of Dogme-handbook	5.369	11
1-5	Direct treaty	Printing of booklets	<b>2.685</b>	<b>6</b>
<b>TOTAL (sum above) ⇒</b>			<b>46.711</b>	<b>100</b>

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Project Acronym	DOGME
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**F6. Infrastructure costs in Euro <sup>156</sup>**

			Calculus ⇒	A	A x 0.25	
Beneficiary/Partner N°	Supplier/Procedure <sup>157</sup>	Description <sup>158</sup>	Real Costs <sup>159</sup>	Eligible costs <sup>160</sup>	% of total project infrastructure costs <sup>161</sup>	
<b>TOTAL (sum above) ⇒</b>						<b>100</b>

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Project Acronym	DOGME
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**F7. Equipment costs in Euro €<sup>162</sup>**

			Calculus ⇒	A	A x 0.50	
Beneficiary/Partner N°	Supplier/ procedure <sup>163</sup>	Description <sup>164</sup>	Real Costs <sup>165</sup>	Eligible costs <sup>166</sup>	% of total project equipment costs <sup>167</sup>	
<b>TOTAL (sum above) ⇒</b>						<b>100</b>

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Project Acronym	DOGME
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**F8. Prototype costs in Euro €<sup>168</sup>**

Beneficiary/Partner N°	Supplier / procedure <sup>169</sup>	Description <sup>170</sup>	Costs <sup>171</sup>	% of total project prototype costs <sup>172</sup>
<b>TOTAL (sum above) ⇒</b>				<b>100</b>

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Project Acronym	DOGME
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**F9. Costs for consumable materials in Euro <sup>173</sup>**

Beneficiary/Partner N°	Supplier / procedure <sup>174</sup>	Description <sup>175</sup>	Costs	% of total project consumables costs <sup>176</sup>
1-5		Web site domain	805	1
1-5		Mini-seminar Brussels	6.712	8
1-5		2 internal seminars	53.690	61
1-5		1 final conference	26.846	30
<b>TOTAL (sum above) ⇒</b>			<b>88.053</b>	<b>100</b>

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Project Acronym

DOGME

**F10.****Other Costs in Euro** <sup>177</sup>

Beneficiary/ Partner N°	Supplier / procedure <sup>178</sup>	Description <sup>179</sup>	Costs	% of total project other costs <sup>180</sup>
1-5	Revisionsdirektoratet, Municipality of Copenhagen	Audit	6.712	100
<b>TOTAL (sum above) ⇒</b>			<b>6712</b>	<b>100</b>

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Project Acronym	DOGME
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<b>F11.</b>	<b>Overheads in Euro</b>
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Beneficiary/ Partner number	Description <sup>181</sup>	Costs	% of total project overheads <sup>182</sup>
1	Rent etc.	22.231	32
2	Rent etc.	11.114	17
3	Rent etc.	11.114	17
4	Rent etc.	11.114	17
5	Rent etc.	11.114	17
		<b>66.687</b>	<b>100</b>

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## 5. DECLARATION FORMS

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### Declaration of technical and financial commitment of the partner(s)

Legal Name and legal status: Municipality of Ballerup

**Financial Commitment**

Amount of funding foreseen: 80.507 €

**Responsible for the following actions:**

Will be project leader for on of the technical tasks (will be decided later) and participant in the managing project group and in all work groups.

**Provisional cost of these actions (EURO):** Approx. 155.000 €


**Percentage of total project cost (%):** 15 %

Status of financial and technical commitment/s<sup>183</sup>

The decision to co-finance was politically accepted on September 9<sup>th</sup> 2003 by the Committee for technical and environmental affairs.

Name of authorised person : Elisa Bode

Authorised stamp and signature (mandatory)<sup>184</sup> : .....

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### Declaration of technical and financial commitment of the partner(s)

Legal Name and legal status: Municipality of Albertslund / local authority

**Financial Commitment**

Amount of funding foreseen: 80.507 €

**Responsible for the following actions:**

Will be project leader for on of the technical tasks (will be decided later) and participant in the managing project group and in all work groups.

**Provisional cost of these actions (EURO):** Approx. 155.000 €


**Percentage of total project cost (%):** 15 %

Status of financial and technical commitment/s<sup>185</sup>

Approved by the City Council

Name of authorised person : Director Jes Møller

Authorised stamp and signature (mandatory)<sup>186</sup> : .....

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### Declaration of technical and financial commitment of the partner(s)

Legal Name and legal status: Municipality of Fredericia – Public authority

**Financial Commitment**

Amount of funding foreseen: 80.507 €

**Responsible for the following actions:**

Will be project leader for on of the technical tasks (will be decided later) and participant in the managing project group and in all work groups.

**Provisional cost of these actions (EURO):** Approx. 155.000 €


**Percentage of total project cost (%):** 15%

Status of financial and technical commitment/s<sup>187</sup>

Commitment, that can be considered as final, has been given by the local comity of environmental affairs 1<sup>st</sup> October 2003.

Name of authorised person : Mayor Uffe Steiner Jensen / Municipal director Søren Adersen

Authorised stamp and signature (mandatory)<sup>188</sup> : .....

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### Declaration of technical and financial commitment of the partner(s)

Legal Name and legal status: Municipality of Herning

Public Authority

Financial Commitment

Amount of funding foreseen: 80.507 €

**Responsible for the following actions:**

Will be project leader for on of the technical tasks (will be decided later) and participant in the managing project group and in all work groups.

**Provisional cost of these actions (EURO):** Approx. 155.000 €


**Percentage of total project cost (%):** 15 %

Status of financial and technical commitment/s<sup>189</sup>

The participation is approved by the political committee (Technical Board)

Name of authorised person : Technical Director Jørgen Marstrand

Authorised stamp and signature (mandatory)<sup>190</sup> : .....

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### Declaration of technical and financial commitment of the partner(s)

Legal Name and legal status: Stadtverwaltung Neumünster

Public Authority

Financial Commitment

Amount of funding foreseen: 12.750 €

**Responsible for the following actions:**

Will be a participant in the group of external partners contributing with technical inputs to the project activities.


**Provisional cost of these actions (EURO):** Approx. 110.000 €

**Percentage of total project cost (%):** 10 %

Status of financial and technical commitment/s<sup>191</sup>

Name of authorised person : B. Mörst, FBL VI

Authorised stamp and signature (mandatory)<sup>192</sup> :

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### Declaration of technical and financial commitment of the partner(s)

Legal Name and legal status:  
Siauliai City Municipality Administration

Local Authority

Financial Commitment  
Amount of funding foreseen: 12.750 €

**Responsible for the following actions:**

Will be a participant in the group of external partners contributing with technical inputs to the project activities.


**Provisional cost of these actions (EURO):** Approx. 110.000 €  
**Percentage of total project cost (%):** 10 %

Status of financial and technical commitment/s<sup>193</sup>

The contribution will be with technical inputs ( in-kind) to the project activities.

Name of authorised person : Genadijus Miksys, Director of the City Administration

Authorised stamp and signature (mandatory)<sup>194</sup> : .....

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**Declaration of financial commitment of the co-financer**

Legal Name and legal status: .....

.....

**Financial Commitment**

Amount of funding foreseen: .....€

Status of financial commitment<sup>195</sup>

Name of authorised person: .....

Authorised stamp and signature (mandatory)<sup>196</sup> : .....

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1. <sup>1</sup> **The signature must be handwritten. Four originals of this form should be submitted.**

2. <sup>2</sup> **Short Name (acronym if appropriate):**

The short name chosen by the participant for this project. This should not be more than 20 characters and should be given at the top of each form..

3. <sup>3</sup> **Partner No:**

Enter the same partner number as the one given in form F2 Source of funding summary

4. <sup>4</sup> **Participant Legal Name:**

Provide the legal name of the respective participants. The legal name is the name under which the participant(s) is registered in the official trade registers (if applicable).

5. <sup>5</sup> **Legal Status:**

Select one of the following choices: Private structure (organisation registered in the official trade registers), Non-Governmental (private) Organisation (NGO), Public Institution (e.g. University, public research institute), Public Authority (e.g. Local or regional administration).

To select put the "X" character in the appropriate box.

6. <sup>6</sup> **Vat No:**

If applicable, please provide the organisation's Value Added Tax (VAT) number in the VAT register.

7. <sup>7</sup> **Legal Registration No:**

If applicable, please provide the organisation's legal national registration number or code the legal trade register, e.g. the Chambers of Commerce register or the business register.

8. <sup>8</sup> **Country Code:**

Use the relevant country code as indicated in FORM S1: Benefiting regions. For any country not included in Form S1, please indicate the full name of the country in the "Country Name" and leave the "Country Code" blank.

9. <sup>9</sup> **Title:**

Title commonly used in correspondence with the person in charge of proposal co-ordination. Example: Mr., Mrs., Ir., Dr., Prof.

10. <sup>10</sup> **Function:**

Provide the function of the person in charge of proposal co-ordination. Example: Managing Director, Financial Director, Sales Manager, Project Manager, etc.

11. <sup>11</sup> **Department / Service Name:**

Name of the department and/or service in the organisation, co-ordinating the proposal and for which the contact person is working. The address details given in the following fields must be for the department / service and not the legal address of the organisation.

12. <sup>12</sup> **Year:**

Provide the year for which the figures in this section are provided, e.g. '1999'. Information from the most recent accounting year should be provided.

13. <sup>13</sup> **Annual turnover:**

To be provided by all participants for which this type of information is available. If not applicable, please write **N/A**. Information from the most recent accounting year should be used. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. It must be expressed in Euro.

**14. <sup>14</sup> Annual Balance Sheet Total: (i.e., total of assets or total of liabilities)**

To be provided by all participants for which this information is available. If not applicable, please write **N/A**. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. Information from the most recent accounting year should be used. It must be expressed in Euro.

**15. <sup>15</sup> Number of employees:**

To be provided by all participants. The figures should be for the legal organisation as a whole - not only for the department carrying out the work. The contribution of part-time staff should be accounted as the equivalent number of full-time staff – as full-time equivalents.

**16. <sup>16</sup> Number of employees in department conducting project:**

To be provided by all participants. The figures should be for the department carrying out the work. The contribution of part-time staff should be accounted as the equivalent number of full-time staff – as full-time equivalents. If not applicable, please write **N/A**.

**17. <sup>17</sup> Is your organisation independent:**

Is 25% or more of the capital or the voting rights owned by one enterprise or jointly by several enterprises falling outside the definition of an SME (except public investment corporations, venture capital companies and institutional investors, provided no control is exercised either individually or jointly)?

If the organisation is not independent, you should provide the name(s) of the company(ies) which own(s) 25 % or more of the organisation.

An SME (small and medium-sized enterprise) is defined as an entity that has fewer than 250 full time equivalent employees, has an annual turnover not exceeding EURO 40 million, or an annual balance sheet total not exceeding EURO 27 million, and is not controlled by 25% or more by a company which is not an SME

**18. <sup>18</sup> Owner:**

Please provide the legal name(s) of the organisation(s) or person(s) controlling the organisation by 25% or more.

**19. <sup>19</sup> Affiliation:**

An organisation is affiliated to another organisation if:

It is under the same direct or indirect control as another organisation, or

It directly or indirectly controls another organisation, or

It is directly or indirectly controlled by another organisation.

**Control:**

Company A controls company B if:

A, directly or indirectly, holds more than 50% of the share capital of B, or,

A, directly or indirectly, holds more than 50% of the shareholders' voting rights of company B, or,

A has, directly or indirectly, the decision-making powers within company B.

It should be noted that Company A's holding a simple majority of the share capital, or the voting rights, of Company B may be sufficient to create a controlling relationship.

**20. <sup>20</sup> Yes - Affiliated:**

Please provide the participant short name(s) of the organisation(s) to which your organisation is affiliated and use the codes below to describe the character of the affiliation(s):

**D:** Direct control;

**I:** Indirect control.

Should the affiliation be a foreseen sub-contractor, then add **S** and short name of the sub-contractor.

**21. <sup>21</sup> Consultant Organisation Legal Name:**

In the case the co-ordinator received specialised consultant support in the preparation of the proposal, then the Commission wishes to be informed on the official name of the consultant organisation.

**22.<sup>22</sup> Country Code:**

Use the relevant country code as indicated in Form S1: Benefiting regions. For any country not included in Form S1, please indicate the full name of the country in the "Country Name" and leave the "Country Code" blank.

**23.<sup>23</sup> Annual Balance Sheet Total: (i.e., total of assets or total of liabilities)**

To be provided by all participants for which this information is available. If not applicable, please write **N/A**. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. Information from the most recent accounting year should be used. It must be expressed in Euro €.

**24.<sup>24</sup> Country Code:**

Use the relevant country code as indicated in Form S1: Benefiting regions. For any country not included in Form S1, please indicate the full name of the country in the "Country Name" and leave the "Country Code" blank.

**25.<sup>25</sup> Annual Balance Sheet Total: (i.e., total of assets or total of liabilities)**

To be provided by all participants for which this information is available. If not applicable, please write **N/A**. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. Information from the most recent accounting year should be used. It must be expressed in Euro €.

**26.<sup>26</sup> Country Code:**

Use the relevant country code as indicated in Form S1: Benefiting regions. For any country not included in Form S1, please indicate the full name of the country in the "Country Name" and leave the "Country Code" blank.

**27.<sup>27</sup> Annual Balance Sheet Total: (i.e., total of assets or total of liabilities)**

To be provided by all participants for which this information is available. If not applicable, please write **N/A**. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. Information from the most recent accounting year should be used. It must be expressed in Euro €.

**28.<sup>28</sup> Country Code:**

Use the relevant country code as indicated in Form S1: Benefiting regions. For any country not included in Form S1, please indicate the full name of the country in the "Country Name" and leave the "Country Code" blank.

**29.<sup>29</sup> Annual Balance Sheet Total: (i.e., total of assets or total of liabilities)**

To be provided by all participants for which this information is available. If not applicable, please write **N/A**. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. Information from the most recent accounting year should be used. It must be expressed in Euro €.

**30.<sup>30</sup> Country Code:**

Use the relevant country code as indicated in Form S1: Benefiting regions. For any country not included in Form S1, please indicate the full name of the country in the "Country Name" and leave the "Country Code" blank.

**31.<sup>31</sup> Annual Balance Sheet Total: (i.e., total of assets or total of liabilities)**

To be provided by all participants for which this information is available. If not applicable, please write **N/A**. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. Information from the most recent accounting year should be used. It must be expressed in Euro €.

**32.<sup>32</sup> Country Code:**

Use the relevant country code as indicated in Form S1: Benefiting regions. For any country not included in Form S1, please indicate the full name of the country in the "Country Name" and leave the "Country Code" blank.

**33.<sup>33</sup> Annual Balance Sheet Total: (i.e., total of assets or total of liabilities)**

To be provided by all participants for which this information is available. If not applicable, please write **N/A**. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. Information from the most recent accounting year should be used. It must be expressed in Euro €.

**34.<sup>34</sup> Country Code:**

Use the relevant country code as indicated in Form S1: Benefiting regions. For any country not included in Form S1, please indicate the full name of the country in the "Country Name" and leave the "Country Code" blank.

**35.<sup>35</sup> Funding confirmed**

**Indicate status of commitment: Yes or To be confirmed (TBC)..**

**36.<sup>36</sup> Task ID:**

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown the tasks. The index number should correspond to the task ID indicated in the task summary Form.

**37.<sup>37</sup> Task Title:**

Provide a short concise description of the work package in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

**38.<sup>38</sup> Start Date:**

Specify the baseline starting date of the work package activities.

**39.<sup>39</sup> End date:**

Specify the baseline ending date of the work package activities.

**40.<sup>40</sup> Actions:**

List briefly the various actions planned in the work package. See Form T2 for detail and examples.

**41.<sup>41</sup> Deliverables:**

List all deliverable products and their expected production deadline chronologically. Deliverables are tangible products (e.g. management plans, studies and other documents, software, videos, etc). Remember that a copy of all these products shall be sent to the Commission. .

**42.<sup>42</sup> TASK Costs:**

Give the estimated real total cost of the work package. Each work package total should correspond to the individual work package cost presented in the detailed form T2.

**Note that the TOTAL should correspond to the total real costs of the project.**

**43.<sup>43</sup> Task ID:**

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown the tasks. The index number should correspond to the task ID indicated in the task summary Form.

**44.<sup>44</sup> Task Title:**

Provide a short concise description of the work package in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

**45. <sup>45</sup> Start Date:**

Specify the baseline starting date of the work package activities.

**46. <sup>46</sup> End date:**

Specify the baseline ending date of the work package activities.

**47. <sup>47</sup> Actions:**

List briefly the various actions planned in the work package. See Form T2 for detail and examples.

**48. <sup>48</sup> Deliverables:**

List all deliverable products and their expected production deadline chronologically. Deliverables are tangible products (e.g. management plans, studies and other documents, software, videos, etc). Remember that a copy of all these products shall be sent to the Commission. .

**49. <sup>49</sup> TASK Costs:**

Give the estimated real total cost of the work package. Each work package total should correspond to the individual work package cost presented in the detailed form T2.

**Note that the TOTAL should correspond to the total real costs of the project.**

**50. <sup>50</sup> TASK ID:**

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

**51. <sup>51</sup> TASK Title:**

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

**52. <sup>52</sup> DESCRIPTION:**

Describe the actions the project will undertake under this task and the participants' responsibilities. Include in the description details on the methods and/or techniques that will be implemented. Describe the results as much as possible as measurable targets and how these targets will be validated/measured. Comment on the constraints and assumptions that may influence the realisation of the various actions - describe any risks that may lead to delays/cancelling of the project. Highlight possible problems.

Example of actions

*Prevention of pollution of the surface water*

*Installation of the drainage system – will be implemented by ... (name of participant)*

*Construction of the project web site – will be implemented by ... (name of participant)*

*Monitoring of the emissions of the process – will be implemented by ... (name of participant)*

Example of targets - validation

*The dissemination event - workshop will reach 100 stakeholders - including political and technical authorities.*

*The emission should be reduced by 90% when compared to the conventional process.*

*Consumption of drinking water for other purpose will have been reduced by 90%.*

*The project web site will allow feedback and registration of interested parties - this feedback will be recorded and follow-up will be assured and registered.*

#### Example of constraints

*The installation of the measurement system must be finalised by June 2001 in order to conduct the monitoring during the high season.*

#### Example of assumptions

*We assume the management board will give the green light for the testing of the prototype in July 2002. We assume to obtain from the local authority the necessary construction permit by June 2003.*

#### 53. <sup>53</sup> TASK ID:

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

#### 54. <sup>54</sup> TASK Title:

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

#### 55. <sup>55</sup> DESCRIPTION:

Describe the actions the project will undertake under this task and the participants' responsibilities. Include in the description details on the methods and/or techniques that will be implemented. Describe the results as much as possible as measurable targets and how these targets will be validated/measured. Comment on the constraints and assumptions that may influence the realisation of the various actions - describe any risks that may lead to delays/cancelling of the project. Highlight possible problems.

#### Example of actions

*Prevention of pollution of the surface water  
Installation of the drainage system – will be implemented by ... (name of participant)  
Construction of the project web site – will be implemented by ... (name of participant)  
Monitoring of the emissions of the process – will be implemented by ... (name of participant)*

#### Example of targets - validation

*The dissemination event - workshop will reach 100 stakeholders - including political and technical authorities.  
The emission should be reduced by 90% when compared to the conventional process.  
Consumption of drinking water for other purpose will have been reduced by 90%.  
The project web site will allow feedback and registration of interested parties - this feedback will be recorded and follow-up will be assured and registered.*

#### Example of constraints

*The installation of the measurement system must be finalised by June 2001 in order to conduct the monitoring during the high season.*

#### Example of assumptions

*We assume the management board will give the green light for the testing of the prototype in July 2002. We assume to obtain from the local authority the necessary construction permit by June 2003.*

**56. <sup>56</sup> TASK ID:**

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

**57. <sup>57</sup> TASK Title:**

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

**58. <sup>58</sup> DESCRIPTION:**

Describe the actions the project will undertake under this task and the participants' responsibilities. Include in the description details on the methods and/or techniques that will be implemented. Describe the results as much as possible as measurable targets and how these targets will be validated/measured. Comment on the constraints and assumptions that may influence the realisation of the various actions - describe any risks that may lead to delays/cancelling of the project. Highlight possible problems.

Example of actions

*Prevention of pollution of the surface water  
Installation of the drainage system – will be implemented by ... (name of participant)  
Construction of the project web site – will be implemented by ... (name of participant)  
Monitoring of the emissions of the process – will be implemented by ... (name of participant)*

Example of targets - validation

*The dissemination event - workshop will reach 100 stakeholders - including political and technical authorities.  
The emission should be reduced by 90% when compared to the conventional process.  
Consumption of drinking water for other purpose will have been reduced by 90%.  
The project web site will allow feedback and registration of interested parties - this feedback will be recorded and follow-up will be assured and registered.*

Example of constraints

*The installation of the measurement system must be finalised by June 2001 in order to conduct the monitoring during the high season.*

Example of assumptions

*We assume the management board will give the green light for the testing of the prototype in July 2002.  
We assume to obtain from the local authority the necessary construction permit by June 2003.*

**59. <sup>59</sup> TASK ID:**

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

**60. <sup>60</sup> TASK Title:**

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

**61. <sup>61</sup> DESCRIPTION:**

Describe the actions the project will undertake under this task and the participants' responsibilities. Include in the description details on the methods and/or techniques that will be implemented. Describe the results as much as possible as measurable targets and how these targets will be validated/measured. Comment on the constraints and assumptions that may influence the realisation of the various actions - describe any risks that may lead to delays/cancelling of the project. Highlight possible problems.

Example of actions

*Prevention of pollution of the surface water*

*Installation of the drainage system – will be implemented by ... (name of participant)*

*Construction of the project web site – will be implemented by ... (name of participant)*

*Monitoring of the emissions of the process – will be implemented by ... (name of participant)*

Example of targets - validation

*The dissemination event - workshop will reach 100 stakeholders - including political and technical authorities.*

*The emission should be reduced by 90% when compared to the conventional process.*

*Consumption of drinking water for other purpose will have been reduced by 90%.*

*The project web site will allow feedback and registration of interested parties - this feedback will be recorded and follow-up will be assured and registered.*

Example of constraints

*The installation of the measurement system must be finalised by June 2001 in order to conduct the monitoring during the high season.*

Example of assumptions

*We assume the management board will give the green light for the testing of the prototype in July 2002.*

*We assume to obtain from the local authority the necessary construction permit by June 2003.*

**62. <sup>62</sup> TASK ID:**

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

**63. <sup>63</sup> TASK Title:**

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

**64. <sup>64</sup> DESCRIPTION:**

Describe the actions the project will undertake under this task and the participants' responsibilities. Include in the description details on the methods and/or techniques that will be implemented. Describe the results as much as possible as measurable targets and how these targets will be validated/measured. Comment on the constraints and assumptions that may influence the realisation of the various actions - describe any risks that may lead to delays/cancelling of the project. Highlight possible problems.

Example of actions

*Prevention of pollution of the surface water*

*Installation of the drainage system – will be implemented by ... (name of participant)*  
*Construction of the project web site – will be implemented by ... (name of participant)*  
*Monitoring of the emissions of the process – will be implemented by ... (name of participant)*

Example of targets - validation

*The dissemination event - workshop will reach 100 stakeholders - including political and technical authorities.*  
*The emission should be reduced by 90% when compared to the conventional process.*  
*Consumption of drinking water for other purpose will have been reduced by 90%.*  
*The project web site will allow feedback and registration of interested parties - this feedback will be recorded and follow-up will be assured and registered.*

Example of constraints

*The installation of the measurement system must be finalised by June 2001 in order to conduct the monitoring during the high season.*

Example of assumptions

*We assume the management board will give the green light for the testing of the prototype in July 2002.*  
*We assume to obtain from the local authority the necessary construction permit by June 2003.*

**65. <sup>65</sup> TASK ID:**

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

**66. <sup>66</sup> TASK Title:**

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

**67. <sup>67</sup> DESCRIPTION:**

Describe the actions the project will undertake under this task and the participants' responsibilities. Include in the description details on the methods and/or techniques that will be implemented. Describe the results as much as possible as measurable targets and how these targets will be validated/measured. Comment on the constraints and assumptions that may influence the realisation of the various actions - describe any risks that may lead to delays/cancelling of the project. Highlight possible problems.

Example of actions

*Prevention of pollution of the surface water*  
*Installation of the drainage system – will be implemented by ... (name of participant)*  
*Construction of the project web site – will be implemented by ... (name of participant)*  
*Monitoring of the emissions of the process – will be implemented by ... (name of participant)*

Example of targets - validation

*The dissemination event - workshop will reach 100 stakeholders - including political and technical authorities.*  
*The emission should be reduced by 90% when compared to the conventional process.*  
*Consumption of drinking water for other purpose will have been reduced by 90%.*  
*The project web site will allow feedback and registration of interested parties - this feedback will be recorded and follow-up will be assured and registered.*

#### Example of constraints

*The installation of the measurement system must be finalised by June 2001 in order to conduct the monitoring during the high season.*

#### Example of assumptions

*We assume the management board will give the green light for the testing of the prototype in July 2002. We assume to obtain from the local authority the necessary construction permit by June 2003.*

#### 68. <sup>68</sup> TASK ID:

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

#### 69. <sup>69</sup> TASK Title:

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

#### 70. <sup>70</sup> DESCRIPTION:

Describe the actions the project will undertake under this task and the participants' responsibilities. Include in the description details on the methods and/or techniques that will be implemented. Describe the results as much as possible as measurable targets and how these targets will be validated/measured. Comment on the constraints and assumptions that may influence the realisation of the various actions - describe any risks that may lead to delays/cancelling of the project. Highlight possible problems.

#### Example of actions

*Prevention of pollution of the surface water  
Installation of the drainage system – will be implemented by ... (name of participant)  
Construction of the project web site – will be implemented by ... (name of participant)  
Monitoring of the emissions of the process – will be implemented by ... (name of participant)*

#### Example of targets - validation

*The dissemination event - workshop will reach 100 stakeholders - including political and technical authorities.  
The emission should be reduced by 90% when compared to the conventional process.  
Consumption of drinking water for other purpose will have been reduced by 90%.  
The project web site will allow feedback and registration of interested parties - this feedback will be recorded and follow-up will be assured and registered.*

#### Example of constraints

*The installation of the measurement system must be finalised by June 2001 in order to conduct the monitoring during the high season.*

#### Example of assumptions

*We assume the management board will give the green light for the testing of the prototype in July 2002. We assume to obtain from the local authority the necessary construction permit by June 2003.*

**71. <sup>71</sup> TASK ID:**

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

**72. <sup>72</sup> TASK Title:**

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

**73. <sup>73</sup> TASK Budget:**

Specify under this heading for the various cost items **the real costs** the project intends to incur while carrying out this task.

**74. <sup>74</sup> TASK ID:**

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

**75. <sup>75</sup> TASK Title:**

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

**76. <sup>76</sup> TASK Budget:**

Specify under this heading for the various cost items **the real costs** the project intends to incur while carrying out this task.

**77. <sup>77</sup> TASK ID:**

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

**78. <sup>78</sup> TASK Title:**

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

**79. <sup>79</sup> TASK Budget:**

Specify under this heading for the various cost items **the real costs** the project intends to incur while carrying out this task.

**80. <sup>80</sup> TASK ID:**

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

**81. <sup>81</sup> TASK Title:**

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

**82. <sup>82</sup> TASK Budget:**

Specify under this heading for the various cost items **the real costs** the project intends to incur while carrying out this task.

**83.<sup>83</sup> TASK ID:**

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

**84.<sup>84</sup> TASK Title:**

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

**85.<sup>85</sup> TASK Budget:**

Specify under this heading for the various cost items **the real costs** the project intends to incur while carrying out this task.

**86.<sup>86</sup> TASK ID:**

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

**87.<sup>87</sup> TASK Title:**

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

**88.<sup>88</sup> TASK Budget:**

Specify under this heading for the various cost items **the real costs** the project intends to incur while carrying out this task.

**89.<sup>89</sup> TASK ID:**

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks. The index number should correspond to the TASK ID indicated in the task summary form.

**90.<sup>90</sup> TASK Title:**

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

**91.<sup>91</sup> TASK Budget:**

Specify under this heading for the various cost items **the real costs** the project intends to incur while carrying out this task.

**92.<sup>92</sup> State-of-the-art and innovation:**

Provide a description of the state of the art of the technique or method. Elaborate on the technical description of the processes or methods and/or proposed innovation(s), new elements, improvements. For public authorities: innovative feature of the project, in terms of technique or methods or partnership. Previous research and experience in preparing the project, feasibility studies.

**93.<sup>93</sup> Demonstration character and dissemination plan:**

Provide a description of the technical scale of the project (pilot scale, pre-industrial scale, first full-scale application). Description of activities for monitoring/measurements (which, how?) and/or evaluation of the project. Target groups and methods for dissemination of knowledge. Comment on activities for general publicity and/or marketing of the concept during and after implementation.

**94. <sup>94</sup> Reproduction potential and transferability:**

Comment on the reproduction potential in the same sector of activity, in technical, socio-economic or commercial terms. Elaborate on the applicability of the technique or methods to other geographical areas, to other sectors of activity or to other environmental problems. Anticipated extension of the project at local, national or Community level.

**95. <sup>95</sup> Environmental Problem : Reference should be made to specific areas given in the Guidelines, Part 1, Application Guide.****96. <sup>96</sup> Value for money - environmental cost/benefit ratio:**

Discuss the value for money ration of the project, presenting the economic interest and viability of the technique or methods proposed. If possible indicate the environmental cost/benefit ratio (in comparison with existing methods Include any other information that is considered essential for the evaluation of the project's environmental added value.

**97. <sup>97</sup> Bonus points may be awarded based on information given under this heading only.****98. <sup>98</sup> Personnel:**

For personnel costs refer to Art. 21.2 SAP

**99. <sup>99</sup> Travel:**

For travel costs refer to Art. 21.3 SAP

**100. <sup>100</sup> External assistance:**

For external assistance costs refer to Art. 21.4 SAP. They shall **generally not exceed 35% of the total amount of the eligible costs.**

**101. <sup>101</sup> Durable goods:**

For costs for durable goods see Art. 21.5 SAP.

**102. <sup>102</sup> Infrastructure:**

For infrastructure costs see Art. 21.5 and 21.6 SAP. Provide the grand total from Form F6. Example: Real cost = 100.000 €, then: Eligible costs = 25.000 € ..To determine the eligible amount a rate of maximum 25% may be applied to the total cost of the infrastructure.

**103. <sup>103</sup> Equipment:**

For equipment costs see Art. 21.5 and 21.6 SAP. Provide the grand total from Form F7. To determine the eligible amount a rate of **50%** may be applied to the real cost of the equipment. Example: Total cost = 100.000 €, then: Eligible costs = 50.000 €. Equipment should be specifically related to the implementation of the project.

**104. <sup>104</sup> Prototypes:**

Provide the sum of all costs on prototypes. For the definition of a prototype in the sense of the LIFE provisions see Art. 21.6 and the corresponding footnote.

**105. <sup>105</sup> Consumable materials:**

For costs for consumable material see Art. 21.11 SAP. ,

**106. <sup>106</sup> Other Costs:**

For Other Costs see Art. 21.11 SAP. They shall generally not exceed 5% of the total amount of eligible costs.

**107. <sup>107</sup> Overheads:**

For Overheads see Art. 21.22. They are only eligible **up to a maximum of 7% of the total amount of the eligible direct costs** (i.e. total eligible costs not including Overheads)

**108. <sup>108</sup> Requested Community contribution :**

Specify the amount of financial Community contribution requested in accordance with Article 20 SAP

**109. <sup>109</sup> Beneficiary own contribution:**

Specify the amount of financial contribution provided by the beneficiary.

**110. <sup>110</sup> Participants contribution:**

Specify the amount of the financial contribution of all participants to the project.

**111. <sup>111</sup> Partners own contribution:**

The amount to specify is the sum of the financial contributions of the individual partners. Important: do not include funding obtained from other public or private sources in the own contribution!!

**112. <sup>112</sup> Other public funding:**

The amount to specify is the sum of the financial contributions of public co-financing organisations to one or more participants of the project.

**113. <sup>113</sup> Other private funding:**

The amount to specify is the sum of the financial contributions of private co-financing organisations to one or more participants of the project.

**114. <sup>114</sup> Details per task**

Details should be according to amounts indicated in budget breakdown per task in technical form T1.

**115. <sup>115</sup> Source of funding summary:**

Beneficiary and/or partners benefit eventually from other financial support from public or private funds. This table shows the relationship between beneficiary/partners and the co-financing organisations as well as the amount of co-financing committed. Note that one co-financier may co-finance more than one beneficiary/partners or that one beneficiary/partner may have more than one co-financier. Reference needs to be made to official co-financiers' declarations to be presented in Annex 1 to the application file by the beneficiary.

**116. <sup>116</sup> Indicate status of commitment: Yes or To be confirmed (TBC).****117. <sup>117</sup> Category:**

You should identify each category or grade in a clear and unambiguous manner to enable the European Commission to monitor the labour resources allocated to the Project, to analyse cost claims and to carry out audits.

You may charge only research, technical and specialised staff; administrative and secretarial staff may not be charged directly, but can be included in the overheads, except when the tasks outlined in the project justify a significant, continuous allocation of administrative or secretarial staff. Examples of staff categories are: project manager, senior/junior scientist, senior engineer, technician/worker, etc.

**118. <sup>118</sup> Day rate: (precision 1 €)**

The daily rate charged for this category of personnel, excluding overheads but including all direct employment costs in the hourly rate (e.g. salary, social charges, such as pension contributions or unemployment insurance, etc.). Salary for a category may be based on average rates if they fairly reflect the grades working on the Project. In either case, the average must reasonably reflect the cost of personnel on the Project.

A full-time employee contributes 12 man-months per year. The personnel costs per year for this employee therefore normally amount to: 12 x (the number of productive hours per month) x (the personnel costs per hour).

In order to obtain an hourly rate, the total productive personnel costs have to be divided by the total productive hours. Total productive hours can be obtained either from time sheets or from summaries of time records, or on the basis of the total workable hours according to the employment contract, less a certain provision for non-chargeable time such as sickness, holidays, etc. In the latter case, an example for determining the total productive hours per year could be as follows:

Days/year	365 days	
Less 52 weekends	<u>104 days</u>	
Subtotal	261 days	
Less:		
Annual holidays	21 days	
Statutory holidays	15 days	
Illness/other	<u>15 days</u>	<u>51 days</u>
Total = Productive days	<u>210 days</u>	
Productive hours/year (210 days x 7 hrs/day)	1470 hrs	
Productive hours/year (210 days x 7.5 hrs/day)	1575 hrs	
Productive hours/year (210 days x 8 hrs/day)	1680 hrs.	

As a general rule, no overtime may be charged to Commission projects, unless this element has also been taken into account in the calculation of the total productive hours, or this is reimbursed specifically by the organisation.

**119. <sup>119</sup> Total number of person days: (precision 1 day)**

Total number of productive days allocated to the project. Should be based on a calculation of productive days = days per year less weekends, holidays, sickness provision.

**120. <sup>120</sup> Number of person months: (precision 0.1)**

Obtained by dividing the total number of person days by the number of productive days per month.

**121. <sup>121</sup> Direct personnel costs: (precision 1 €)**

The product of the total number of person days of a given category times the daily rate.

**122. <sup>122</sup> % of Total personnel costs for project: (precision 0.1 %)**

Express the total personnel cost for the category as a percentage of the total personnel cost of the project.

**123. <sup>123</sup> Category:**

You should identify each category or grade in a clear and unambiguous manner to enable the European Commission to monitor the labour resources allocated to the Project, to analyse cost claims and to carry out audits.

You may charge only research, technical and specialised staff; administrative and secretarial staff may not be charged directly, but can be included in the overheads, except when the tasks outlined in the project justify a significant, continuous allocation of administrative or secretarial staff. Examples of staff categories are: project manager, senior/junior scientist, senior engineer, technician/worker, etc.

**124. <sup>124</sup> Day rate: (precision 1 €)**

The daily rate charged for this category of personnel, excluding overheads but including all direct employment costs in the hourly rate (e.g. salary, social charges, such as pension contributions or unemployment insurance, etc.). Salary for a category may be based on average rates if they fairly reflect the grades working on the Project. In either case, the average must reasonably reflect the cost of personnel on the Project.

A full-time employee contributes 12 man-months per year. The personnel costs per year for this employee therefore normally amount to: 12 x (the number of productive hours per month) x (the personnel costs per hour).

In order to obtain an hourly rate, the total productive personnel costs have to be divided by the total productive hours. Total productive hours can be obtained either from time sheets or from summaries of time records, or on the basis of the total workable hours according to the employment contract, less a certain provision for non-chargeable time such as sickness, holidays, etc. In the latter case, an example for determining the total productive hours per year could be as follows:

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**125. <sup>125</sup> Total number of person days: (precision 1 day)**

Total number of productive days allocated to the project. Should be based on a calculation of productive days = days per year less weekends, holidays, sickness provision.

**126. <sup>126</sup> Number of person months: (precision 0.1)**

Obtained by dividing the total number of person days by the number of productive days per month.

**127. <sup>127</sup> Direct personnel costs: (precision 1 €)**

The product of the total number of person days of a given category times the daily rate.

**128. <sup>128</sup> % of Total personnel costs for project: (precision 0.1 %)**

Express the total personnel cost for the category as a percentage of the total personnel cost of the project.

**129. <sup>129</sup> Category:**

You should identify each category or grade in a clear and unambiguous manner to enable the European Commission to monitor the labour resources allocated to the Project, to analyse cost claims and to carry out audits.

You may charge only research, technical and specialised staff; administrative and secretarial staff may not be charged directly, but can be included in the overheads, except when the tasks outlined in the project justify a significant, continuous allocation of administrative or secretarial staff. Examples of staff categories are: project manager, senior/junior scientist, senior engineer, technician/worker, etc.

**130. <sup>130</sup> Day rate: (precision 1 €)**

The daily rate charged for this category of personnel, excluding overheads but including all direct employment costs in the hourly rate (e.g. salary, social charges, such as pension contributions or unemployment insurance, etc.). Salary for a category may be based on average rates if they fairly reflect the grades working on the Project. In either case, the average must reasonably reflect the cost of personnel on the Project.

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**133. <sup>133</sup> Direct personnel costs: (precision 1 €)**

The product of the total number of person days of a given category times the daily rate.

**134. <sup>134</sup> % of Total personnel costs for project: (precision 0.1 %)**

Express the total personnel cost for the category as a percentage of the total personnel cost of the project.

**135. <sup>135</sup> Travel:**

Details on the travel envisaged by the different participants. You may use more than one line for the description of the reason for travel or destination if necessary. Avoid excessive detail, yet do not limit to a too general item description.

**136. <sup>136</sup> Destination:**

Specify the country and city name. If applicable, for repetitive visits to the project area, write 'project area'.

**137. <sup>137</sup> Outside Europe:**

Indicate 'Yes' if the destination lies outside the European Union or candidate countries in the case the project is implemented in and by participants from a candidate country, else indicate 'No'.

**138. <sup>138</sup> Reason for travel:**

Specify the reason for travel. Examples: 'dissemination event', 'technical co-ordination meeting', 'project area visit'. Note: the cost of participation to a conference is only considered eligible should the project be presented at the conference. Participation to conferences is limited to maximum two persons of the project team. Subscription fees to conferences or events should be declared under other costs. Costs may be presented grouped: e.g. the total of all technical co-ordination meetings.

**139. <sup>139</sup> Travel costs:**

Indicate the estimated costs for travel. Travel costs shall be charged in accordance with the internal rules of the beneficiary or partner. Beneficiaries and partners should endeavour to travel in the most economical and environmentally friendly way.

**140. <sup>140</sup> Subsistence costs:**

Specify costs such as daily allowances, hotel costs, meals etc.

**141. <sup>141</sup> Total travel and subsistence:**

Give the sum of travel and subsistence costs.

**142. <sup>142</sup> %of total project travel:**

Express the travel and subsistence costs as a percentage of the total travel and subsistence costs of the project.

**143. <sup>143</sup> Travel:**

Details on the travel envisaged by the different participants. You may use more than one line for the description of the reason for travel or destination if necessary. Avoid excessive detail, yet do not limit to a too general item description.

**144. <sup>144</sup> Destination:**

Specify the country and city name. If applicable, for repetitive visits to the project area, write 'project area'.

**145. <sup>145</sup> Outside Europe:**

Indicate 'Yes' if the destination lies outside the European Union or candidate countries in the case the project is implemented in and by participants from a candidate country, else indicate 'No'.

**146. <sup>146</sup> Reason for travel:**

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**147. <sup>147</sup> Travel costs:**

Indicate the estimated costs for travel. Travel costs shall be charged in accordance with the internal rules of the beneficiary or partner. Beneficiaries and partners should endeavour to travel in the most economical and environmentally friendly way.

**148. <sup>148</sup> Subsistence costs:**

Specify costs such as daily allowances, hotel costs, meals etc.

**149. <sup>149</sup> Total travel and subsistence:**

Give the sum of travel and subsistence costs.

**150. <sup>150</sup> %of total project travel:**

Express the travel and subsistence costs as a percentage of the total travel and subsistence costs of the project.

**151. <sup>151</sup> External assistance:**

Details on the subcontracts envisaged by the different participants. You may use more than one line for the description of the subcontract if necessary. Avoid excessive detail, yet do not limit to a too general item description.

**152. <sup>152</sup> Provider / procedure:**

Specify the legal name of the service provider (should he already be known). Specify the procedure followed or foreseen to sub-contract to the provider, e.g. 'public tender', 'direct treaty', 'framework agreement', etc. Important: beneficiary and partners can not sub-contract services to one another or internally (e.g. between departments or affiliations)!

**153. <sup>153</sup> Description:**

Give a short description of the subject of the sub-contract. Describe the services. E.g. 'construction of ...', 'impact assessment', 'maintenance of ...', 'renting of ...', 'consultancy on ...', 'project WWW homepage development', 'intra-muros assistance', 'dissemination event organisation', etc. Important: Costs related to the purchase or leasing (as opposed to renting) of durable equipment, infrastructure or consumables supplied under subcontract are not to be charged on the budget post for external assistance. These costs should be declared separately under the appropriate budget headings.

**154. <sup>154</sup> Costs:**

Give the costs of the sub-contract. Should the costs depend on a future tendering procedure, indicate an estimated of the earmarked budget.

**155. <sup>155</sup> % of total project external assistance costs:**

Express the costs of the sub-contract

**156. <sup>156</sup> Infrastructure:**

Details on the infrastructure envisaged by the different participants. You may use more than one line for the description of the infrastructure if necessary. Avoid excessive detail, yet do not give a too general item description.

**157. <sup>157</sup> Supplier / procedure:**

Specify the legal name of the supplier (should he already be known). Specify the procedure followed or foreseen to select the supplier, e.g. 'public tender', 'direct treaty', 'framework agreement', etc. Important: beneficiary and partners can not sub-contract to one another or internally (e.g. between departments or affiliations)!

**158. <sup>158</sup> Description:**

Give a short description of the infrastructure, e.g. 'production component', 'housing', 'access roads', etc. Important: investments in major infrastructures or investments of a non-innovative structural nature, possibly related to activities already confirmed on an industrial or wider scale are considered ineligible!

**159. <sup>159</sup> Real Costs:**

Indicate the full cost of the infrastructure. Important: Do not apply any depreciation.

**160. <sup>160</sup> Eligible costs:**

Infrastructure costs are considered eligible for **25%** of their full real costs. Do not apply any other depreciation. Apply the indicated calculation.

**161. <sup>161</sup> % of total project infrastructure costs:**

Express the eligible infrastructure costs as a percentage of the total infrastructure costs for the project.

**162. <sup>162</sup> Equipment costs:**

Details on the equipment envisaged by the different participants. You may use more than one line for the description of the equipment if necessary. Avoid excessive detail, yet do not limit to a too general item description.

**163. <sup>163</sup> Supplier/ procedure:**

Specify the legal name of the supplier of the equipment (should he already be known). Specify the procedure followed or foreseen to select the supplier, e.g. 'public tender', 'direct treaty', 'framework agreement', etc. Important: beneficiary and partners cannot sub-contract to one another or internally (e.g. between departments or affiliations)!

**164. <sup>164</sup> Description:**

Give a short description of the equipment, e.g. 'computer', 'database software', 'steering software (off-the-shelf or developed under sub-contract)', 'vehicle', 'measurement equipment', 'scrubber', etc.

Important: Equipment acquired under the project can only be considered eligible when it is considered to contribute to the innovative and/or demonstration aspects of the project.

**165. <sup>165</sup> Real Costs: (**

Indicate the full cost of the equipment. Important: Do not apply any depreciation.

**166. <sup>166</sup> Eligible costs:**

Equipment costs are considered eligible for **50%** of their full real costs. Do not apply any other depreciation. Apply the indicated calculation.

**167. <sup>167</sup> % of total project equipment costs: (precision 0.1 %)**

Express the eligible cost of the equipment as a percentage of the total eligible equipment costs of the project.

**168. <sup>168</sup> Prototype costs:**

Details on the description, supplier and costs of the prototypes envisaged by the different participants.

You may use more than one line for the description of the prototype if necessary. Avoid excessive detail, yet do not limit to a too general item description.

**169. <sup>169</sup> Supplier / procedure:**

Specify the legal name of the supplier of the prototype or its components (should he already be known).

Specify the procedure followed or foreseen to select the supplier, e.g. 'public tender', 'direct treaty', 'framework agreement', etc. Important: beneficiary and partners can not sub-contract to one another or internally (e.g. between departments or affiliations)!

**170. <sup>170</sup> Description:**

Give a short description of the prototype, e.g. 'vehicle', etc. Important: Prototypes acquired under the project can only be considered eligible when they are considered essential to the innovative and/or demonstration aspects of the project. See Standard Administrative Provisions for definition of prototype.

**171. <sup>171</sup> Costs:**

Give the costs of the prototype. Important: Prototype cost are considered a 100% eligible, therefore do not apply any depreciation.

**172. <sup>172</sup> % of total project prototype costs: (precision 0.1 %)**

Express the cost of the prototype as a percentage of the total costs on prototypes of the project.

**173. <sup>173</sup> Consumable materials' costs:**

Details on the consumable materials of the different participants. You may use more than one line for the description of the item if necessary. Avoid excessive detail, yet do give a too general item description.

**174. <sup>174</sup> Supplier / procedure:**

Specify the legal name of the supplier of the consumables (should he already be known). Specify the procedure followed or foreseen to select the supplier, e.g. 'public tender', 'direct treaty', 'framework agreement', etc. Important: beneficiary and partners can not sub-contract to one another or internally (e.g. between departments or affiliations)!

**175. <sup>175</sup> Description:**

Give a short description of the consumable materials, e.g. raw materials, dissemination leaflets, etc. Important: Consumables are specifically related to the project implementation (general consumables/supplies, such as telephone, communication costs, heating, paper, copies, etc. will be charged to the overhead cost category). Should the project entail an important dissemination activity in which mailing or other forms of communications are implied, then the consumable costs maybe declared. In general, dissemination material such as CD-ROMS, videos, etc. may be declared when linked to the dissemination activity, e.g. used for wide scale distribution.

**176. <sup>176</sup> % of total project consumables costs:**

Express the cost of the consumables as a percentage of the total costs on consumables of the project.

**177. <sup>177</sup> Other costs:**

Details on the other costs envisaged by the different participants. You may use more than one line for the description of the other costs if necessary. Avoid excessive detail, yet do not limit to a too general item description.

**178. <sup>178</sup> Supplier / procedure:**

Specify, if applicable, the legal name of the supplier of the items charged as other costs (should he already be known). Specify the procedure followed or foreseen to select the supplier/provider, e.g. 'public tender', 'direct treaty', 'framework agreement', etc. Important: beneficiary and partners can not sub-contract to one another or internally (e.g. between departments or affiliations)!

**179. <sup>179</sup> Description:**

Give a short description of the other costs, e.g. costs related to the mandatory audit of the final project cost declaration by an independent, registered auditor; the costs related to the bank guarantee required for private beneficiaries; etc. Important: Do not declare overheads under this category.

**180. <sup>180</sup> % of total project other costs:**

Express the costs of the item(s) declared as a percentage of the total other costs of the project.

**181. <sup>181</sup> Description:**

Give a description of the nature of the overheads charged.

**182. <sup>182</sup> % of total project overheads:**

Express the costs as a percentage of the total overheads charged to the project.

- 
- 183. <sup>183</sup> Please specify if the decision to co-finance has been taken or if it is the subject of an agreement in principle and with what conditions; also specify if the co-financing is only granted for certain actions or for the whole project.**
- 184. <sup>184</sup> This declaration must be SIGNED, if not the proposal will be declared not eligible.**
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