



# **European Business Awards for the Environment**

**A pan-European award scheme  
organised by the  
Directorate-General for the Environment,  
European Commission**

**HANDBOOK**

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## **1. OVERVIEW OF THE EUROPEAN BUSINESS AWARDS FOR THE ENVIRONMENT**

### **a. Aims and political context**

The European Business Awards for the Environment (EBAE) aim at rewarding businesses which successfully combine innovation and economic viability with the protection of the environment.

The European Commission is committed to enhance competitiveness and innovation as factors of economic growth. In this context, the capacity to turn sustainable consumption and production patterns into profitable business opportunities is crucial if we want to improve the state of our environment and successfully make the transition to a more resource efficient and circular economy.

Through EBAE the European Commission intends to promote outstanding economic and environmental performances from the business world, the innovation capacity of entrepreneurs and the effective use of instruments for the provision of reliable and comparable information such as EMAS and the European Ecolabel.

A growing number of businesses realize that protecting the environment and making the transition to a circular economy will provide a significant contribution to maintain Europe's competitiveness. They understand that our competitive edge will be decided by how we face challenges like resource scarcity, how we learn to use material and energy efficiently, and by our ability to produce smarter goods that can be re-used, repaired and recycled.

EBAE thus aims to recognize and reward inspirational models which demonstrate how to modernize the economy with innovative and resource efficient solutions.

*An Award adapted to today's economic challenges*

The European Business Awards for the Environment (EBAE) (formerly known as the European Better Environment Awards for Industry – EBEAFI) were launched in 1987 to reward technological developments that help create a sustainable society.

History	
	<b>1987:</b> Launch of the <b>European Better Environment Awards for Industry (EBEAFI)</b> on the occasion of the European Year of the Environment.
	<b>2000:</b> Renaming of the European Better Environment Award for Industry into the <b>European Awards for the Environment</b> .
	<b>2004:</b> Renaming of the award into the <b>European Business Awards for the Environment</b> . Ceremony: Brussels (Belgium) as part of Green Week 2004. The word "business" is added to give well-deserved recognition to companies that have introduced and promoted sustainable development in their activities and practices.
	<b>2014:</b> Seventh edition of the <b>European Business Awards for the Environment</b> . Ceremony: Lyon (France) as part of the <b>17<sup>th</sup> Forum on Eco-innovation</b> to highlight the connection between business excellence and eco-innovation.
In 2010 inclusive Flagship	<b>2015:</b> The European Business Awards for the Environment adapt to economic challenges and recognize the use of voluntary instruments such as <b>EMAS and Ecolabel</b> to strengthen business competitiveness and protect the environment.

<sup>1</sup> COM\_(2010) 2020: Communication from the Commission "Europe 2020: a strategy for smart, sustainable and inclusive growth".

Union<sup>2</sup> and 'Resource-Efficient Europe'<sup>3</sup> ensure that innovative ideas will create growth and jobs while contributing to a transition towards a green economy.

The Eco-innovation Action Plan<sup>4</sup> – which was adopted by the Commission in 2011 in the context of the Innovation Union Flagships Initiative – is a tool to identify and implement measures for the deployment of key environmental technologies and eco-innovative business practices, to enhance coordination and cooperation between the EU and Member States and to generate awareness of the potential of innovative solutions.

From 2015 EBAE adapts to the evolving policy context. The 7th EAP<sup>5</sup> calls for a more coherent policy framework for sustainable consumption and production to enable a circular economy. In line with the priorities of the new Commission, increased efforts are necessary to support the innovation and competitiveness of EU businesses. In this context, voluntary instruments gain in importance to help compliance with environmental legislation. The provision of accountable and transparent information on the characteristics and sustainability features of products and services therefore becomes an important marketing tool.

The awards reflect this new direction by taking into consideration voluntary schemes such as EMAS and Ecolabel, together with other comparable instruments, as elements which demonstrate the commitment of the candidate to develop and apply sustainable management practices. This is reflected in both the Management and the Product & Services categories as presented below.

## **b. Presentation of the Awards and Categories**

**Every two years, the European Commission rewards and recognises companies that demonstrate their commitment to putting sustainable development into action as part of their business model.**

The Awards highlight eco-innovative<sup>6</sup> practices, processes and products from all sectors of business in the EU, which make a contribution to the transition to a circular economy, by reducing the environmental impact of our production and consumption, thereby enhancing nature's resilience to environmental pressures and achieving a more efficient and responsible use of natural resources.

The European Business Awards for the Environment are given in the following four categories, which highlight the innovative aspects of businesses:

1. Management
2. Product and Services

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<sup>2</sup> COM\_(2010) 546: Communication from the Commission: "Europe 2020 Flagship Initiative: Innovation Union".

<sup>3</sup> COM\_(2011) 21: Communication from the Commission: "A resource-efficient Europe – Flagship Initiative under the Europe 2020 Strategy".

<sup>4</sup> COM\_(2011) 899: Communication from the Commission: Innovation for a sustainable Future –The Eco-innovation Action-Plan" (ECO-AP)

<sup>5</sup> COM\_(2012) 710 : Communication from the Commission and Decision no 1386/2013/EU of the European Parliament and of the Council of 20 November 2013 on a General Union Environment Action Programme to 2020 "Living well within the limits of our planet".

<sup>6</sup> Definition from the Eco-innovation Action Plan: Eco-innovation is any innovation resulting in significant progress towards the goal of sustainable development, by reducing the impacts of our production modes on the environment, enhancing nature's resilience to environmental pressures, or achieving a more efficient and responsible use of natural resources.

3. Process
4. International Business Cooperation

A Special Mention for Business and Biodiversity is also given to a business selected from companies applying for one of the other four listed categories. The winner will receive the Special Mention: Business and Biodiversity.

*Category 1: Management*

This Award is for a successful **organisation (or group of organisations)**, with the strategic vision and **management scheme** that enable it to continuously improve its **environmental performances**.

To reach this objective efficiently the environmental management scheme should be driven by the key principles of strategic integration, performance improvement, transparency and credibility. These key principles are fully described in the Award criteria section which provides all the criteria to fulfill for the Management category.

In all these regards, the organisation must show that it is leading the field and setting an example for others to follow.

**The implementation of premium management schemes such as EMAS**, (the European Eco-Management and Audit Scheme, recognised as a reference tool to drive continuous environmental performances improvements), **is considered one option that contributes to this leading status**.

The challenges faced by businesses are different depending on their size. For this reason, two sub-categories have been created to reward both micro & small entities and medium & large entities. Eligibility to the two sub-categories is established according to the Annex of the Commission Recommendation (2003/361/EC), art 2, concerning the definition of micro, small and medium-sized enterprises. It is summarized in the table below:

<b>Company size</b>	<b>Employees</b>	<b>Turnover</b>	or	<b>Balance sheet total</b>	<b>Award sub category</b>
Large	> 250	> € 50 m		> € 43 m	Medium & Large entities
Medium	< 250	≤ € 50 m		≤ € 43 m	Medium & Large entities
Small	< 50	≤ € 10 m		≤ € 10 m	Micro & Small entities
Micro	< 10	≤ € 2 m		≤ € 2 m	Micro & Small entities

*Category 2: Products and Services*

This Award is for the successful **placing on the market of a new product or service** that makes an outstanding **contribution to sustainable development**.

The product or service may be a new or modified design, or the innovative application of an existing one, in a way that promotes more sustainable patterns of production and consumption or contributes to a sustainable circular economy. The product or service must meet the needs of consumers, while making more efficient use of natural resources and minimising the use of hazardous substances, emissions of waste and pollutants over the product life-cycle (e.g. during material extraction, manufacture, distribution, use and disposal). The product or service must be economically viable and its production and consumption should contribute to equitable social progress.

Applications for this Award should represent the ‘cutting edge’ of sustainable product and service development, setting an example for others to follow. Recognition by an **EU eco-label or equivalent product certification is considered one option that contributes to this status.**

### *Category 3: Process*

This Award is for the successful application of an innovative solution in the area of process and production methods.

A new production solution may involve the application of entirely new processes or techniques, or the innovative application of existing ones. In either case, the solution adopted should make a positive contribution to the environment while also contributing to the economic and social aspects of sustainable development. The new process is expected to increase resource efficiency and reduce life-cycle environmental impacts by using materials and energy in a more efficient way, by minimising the use of hazardous substances, or by reducing emissions and waste.

### *Category 4: International Business Cooperation*

This Award is for an international business cooperation involving at least one private entity from the European Union, and another from the private, public, non-governmental or academic sector in an emerging or developing country.

The cooperation must be a business relationship which makes a significant contribution to sustainable development (environmental protection, economic development, and social development) by transferring or sharing an innovation, which can be a product, service, process, or a management system.

The business cooperation should be part of a commercially viable business operation, be planned effectively and be adequately resourced to achieve its stated objectives.

The list of emerging and developing countries given in the International Monetary Fund's (IMF) World Economic Outlook Report 2010<sup>7</sup> can be used as a reference point for indicating which countries are eligible.

### *Special Mention: Business and Biodiversity*

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<sup>7</sup> International Monetary Fund's (IMF) World Economic Outlook Report 2010:  
<http://www.imf.org/external/pubs/ft/weo/2010/01/weodata/groups.htm#oem>

This Special Mention is for a successful business model, management scheme, product and service or international cooperation, which makes a significant contribution to halting biodiversity loss and supporting natural ecosystems.

The recipient of the Special Mention: Business and Biodiversity will be selected from companies entering one of the four main categories. Companies should indicate on their category entry form if they also wish to be entered for the Special Mention: Business and Biodiversity.

## **2. WHO CAN APPLY FOR A EUROPEAN BUSINESS AWARD FOR THE ENVIRONMENT?**

The European Business Awards for the Environment are open to companies officially registered in one of the 28 Member States as well as in acceding and candidate countries.

The EBAE are underpinned by a series of national environmental award schemes held in the **28 Member States** and in EU **acceding and candidate countries** (Iceland, FYROM, Montenegro, Serbia and Turkey).

**Only winners, runners-up and companies specially commended in national competition(s) are eligible to apply for the European Business Awards for the Environment.** Direct entries are not possible. Applicants must first have entered one of the national award schemes.

**Each country can put forward a maximum of 12 entries with a maximum of 4 entries in each category of the European Business Awards for the Environment. From 2016 there are two sub-categories under the Management Category. Each country can put forward a maximum of 4 entries under either of the two Management sub-categories, providing there are a maximum of 4 entries under the Management Category as a whole.**

Each country is responsible for organising its own national scheme.

### *Participation of public enterprises and NGOs*

The only way public enterprises or NGOs or other non-business entities can participate in the scheme is via a partnership with a business. In such a case, the business entity should be the one applying / officially submitting the application form in its own name. National authorities can establish different rules for their own national schemes.

To establish if an entity classifies as public or private, the EBAE refers to the definition of the Directive 2004/18, Art 1, al.9 "Bodies governed by public law". These are not considered companies and therefore can only apply to the EBAE if a business entity cooperates with them and officially submits the application form in its own name.

Each applicant is allowed to enter in several categories.

A company must have been nominated in its own Member State to be eligible to the EBAE. A company nominated as winner, runner-up or special recommendation, in one Member State cannot apply for the EBAE competition via another Member State.

### **Rules applying to previous EBAE winners wishing to re-submit their entries:**

- In the **Management Category** – Companies having won an EBAE Award in this category will need to wait two consecutive Award rounds before being allowed to reapply.

*For example, the Management Category Award Winner in 2008 would only be eligible to compete again in the same category in 2014.*

- In the **Product and Services Category** – Companies are able to apply to each round of the EBAE on the condition that the product being put forward for competition is entirely new.
- In the **Process Category** – Companies cannot apply a second time with the same or similar processes or techniques. A Process Award is only given to innovative production techniques; as such, past winners applying again would be advised to provide proof of the truly innovation nature of their process.
- In the **International Business Cooperation Category** – Previous winners are only eligible for this Award if an entirely new project is entered. This excludes the replication of the same project at a different level or geographical location.
- Special Mention: **Business and Biodiversity** – Previous winners are only eligible for this Award if an entirely new project is entered. This excludes the replication of the same project at a different geographical location.

### **3. FILLING IN AND SUBMITTING THE ENTRY FORM**

#### **a. Entry Forms**

Applications must be submitted by companies on an official entry form via the **online registration and evaluation Platform**.

The platform allows National Coordinators to monitor and interact with companies in their country, and allows jury members to evaluate the entry forms. It is secured and will not keep the companies data once the EBAE cycle is completed.

There are four different entry forms, one for each of the Award categories listed below:

**Category 1:** Management Award

**Category 2:** Product and Services Award

**Category 3:** Process Award

**Category 4:** International Business Cooperation Award

To be eligible for the Special Mention: Business and Biodiversity, companies should indicate on their main category entry form that they wish to be considered.

Each entry form must be completed in English, and supporting documentation provided as evidence for any award criteria should be submitted in English. Supporting documentation (videos and promotional material) can be submitted in the original language. A maximum of 2 pieces of supporting information can be submitted. However, all information relevant to the application should be entered in the application form, it can not be expected that jurors will read the supporting documentation to ensure that a question in the application form has been addressed.

**Each entry form lists a series of questions corresponding to the award criteria.** It is necessary to respond to each question on the entry form, and to provide all documentation requested. Entry forms containing unanswered questions may be rejected by the EBAE Secretariat.

#### **b. Procedure**

Companies may not send their entry forms directly to the EBAE Secretariat.

The entry forms should be submitted electronically through the online registration and evaluation platform. The submission deadline will be communicated separately by the EBAE Secretariat for each new cycle.

After a company submits an application the entry form is made available to the relevant National Coordinator, who then has the opportunity to review, to send back the application for further input by the company (if needed), or to approve it.

National Coordinators are responsible for the final approval of the companies' application. Once an entry form is approved by a National Coordinator, it is officially registered for the

EBAE cycle. The EBAE Secretariat sends an e-mail to the applicant confirming that the entry has been registered and validated by the National Coordinator.

The electronic entry allows for a limited number of characters which the Platform will enforce as the applicant prepares their application online. Guidance will be given online as to the number of characters used as the entry is being prepared.

The online platform will allow the upload of maximum of 2 supporting documents. The EBAE Secretariat classifies the entries by category and country and share this information and statistics on the entries to the National Coordinators.

## **4. THE EBAE STEERING COMMITTEE**

### **a. Role and functions**

The Steering Committee of the European Business Awards for the Environment is made up of representatives of DG Environment and the National Coordinators.

The role of the EBAE Steering Committee is to prepare the selection process and organise the biennial EBAE Awards ceremony. It is responsible for the overall supervision of the management of the Awards and the implementation of work plans. The EBAE Steering Committee gives its input to the development of the following:

- Timing (from which a reverse-planned schedule will be drawn up)
- Model entry forms
- Eligibility criteria and evaluation procedure
- Appointment of the jury panel responsible for evaluating the entries
- Award criteria
- Public awareness campaign strategy
- Promoting the European Business Awards for the Environment
- Guiding and assisting potential applicants who plan to submit an entry form.

### **b. Decision-making process**

When judged appropriate, DG Environment will submit modification proposals to the whole Committee for their comments and/or approval. EBAE Steering Committee members will then have ten working days to give their comments.

Modifications to this Handbook can be suggested by any member of the EBAE Steering Committee.

Failure to comment on the proposed modifications within the allotted time will be considered as tacit agreement with the proposed change(s).

A simple majority rule will apply to this process.

The Handbook cannot be modified between February and the date of the Awards ceremony in the year the competition will take place. Consequently, any suggestions for modifications to the Handbook can be sent to the EBAE Secretariat one month before 1 February of the year of the competition to give time to the European Commission to analyse and validate the request.

### **c. Meetings**

EBAE Steering Committee meetings are typically held once a year, either in Brussels, hosted by a National Coordinator in his/her own country or in another venue as suggested by DG Environment. The meetings are chaired by a representative of the European Commission. Additional meetings may be organised at the request of the EBAE Steering Committee with the agreement of the European Commission.

Meeting minutes are drafted and circulated by the EBAE Secretariat.

**d. Travel expenses**

Travel expenses are reimbursed in accordance with Commission regulations. Further details of reimbursement guidelines and procedures are circulated with each meeting invitation, as these may vary.

## 5. THE JURY PANEL

### a. Selection of jury members

The EBAE Steering Committee appoints the jury panel as follows:

- The European Commission asks each National Coordinator to nominate a candidate before a certain deadline (end of January of the year of the Awards ceremony);
- The European Commission then sends out a proposal for agreement by the EBAE Steering Committee;
- The final decision is taken by the European Commission.

Jury members should be representatives of or experts from industry, governmental, and non-governmental bodies, the media and academia who are interested and involved in implementing environmental practices in the business sector.

The European Commission will ensure a geographical, gender and sector balanced representation.

**The President of the jury panel is appointed by the European Commission, and should, if possible, come from the country which holds the EU Presidency at the time of the Award Ceremony.**

The number of jury members has changed over years to adapt to the number of members of the EU. In 1989 the jury consisted of 7 members while in 2014 it consisted of 24.

A list of previous jury members can be requested from the EBAE Secretariat.

### b. Role of the jury panel

The jury panel evaluates the entries on the basis of the award criteria. It selects nominees and winners.

The jury panel is divided into **five groups**. It is collegially responsible for choosing winners in all categories, but members individually evaluate the entries of the category assigned to them.

The jury panel has the right to perform a switch of categories if an application appears to be submitted under the wrong category.

### c. Evaluation process

The jury panel selects up to 20 nominees (four per category and four for the Special mention Business and Biodiversity) – “the 20 best companies in Europe” that have shown they can make the environment one of their primary concerns while strengthening their competitiveness.

From the 20 nominees, the jury panel chooses six winners, one from each sub-category of the Management category, one from each of the other three categories and one for the Special Mention. All 20 nominees are promoted thoroughly during the ceremony and in the subsequent two years before the next EBAE ceremony is held.

In order to facilitate the jury's work, each jury member is asked to prepare a shortlist of minimum two and maximum four companies which are – in their view – the best in the category to which they were assigned. The EBAE Secretariat will prepare shortlists for each category, which will be distributed during the jury meeting.

The jury and its President will follow the procedure agreed at the meeting and refer to the award criteria presented in this handbook.

All entries and supporting document will be available online in the Registration and Evaluation Platform together with an online Scorecard for each entry. Access to the platform will be granted to jury members by the EBAE Secretariat at least one month before the Jury meeting.

*Documentation:*

As part of the move to a “paper-free” Awards scheme, no hard copies of entries or supporting documents will be sent directly to the jury members. However, a ‘jury pack’ will be made available at the location of the jury meeting and will consist of a total of one copy of each entry and the supporting documents.

The EBAE Secretariat sorts the entries with supporting documents by category and sends them to the jury meeting in five boxes:

- Management (split into two sub-categories)
- Product and Services
- Process
- International Business Cooperation.
- Business and Biodiversity.

Inside each box, the EBAE Secretariat files the numbered entries and labels them with the name of the category, the country and the company.

**d. Voting system**

Unanimity is not necessary. Simple majority voting is used to select nominees and winners. In the event of a tie, the President has the casting vote.

**e. Jury panel meetings**

The jury panel meeting is a crucial part of the European Business Awards for the Environment scheme. The panel meets once every other year to evaluate the entries. The meeting (usually a two-day meeting) is held upon invitation in the country holding the EU Presidency a few months before the EBAE ceremony. The National Coordinator of the country of the President of the jury should help with the organisation of the evaluation meeting.

## 6. AWARD CRITERIA

The EBAE Steering Committee has drawn up some general and specific criteria for each Award category. These criteria will not only facilitate the evaluation work of the jury panel, but will also give applicants a better idea of what the judges are looking for. The judging criteria are explained below, and vary from one category to another.

### Category 1: Management

- **Strategic integration:** The environmental, economic, social and ethical aspects of sustainability must be clearly integrated into the overall mission, the policies and the business model of the organisation. There must be a clear aim to integrate into the business model the objective of reducing the environmental impacts of the organisation's activities, together with mechanisms, including targets and indicators, for monitoring and reporting performance.
- **Performance improvement:** The environmental management objective should be to evaluate and improve the environmental performance of the organisation with a commitment to continue reducing its environmental impact.
- **Transparency:** Organizations should report and provide publicly available information on their environmental performance. This should be achieved towards the public, through the publication of an environmental report (for example the EMAS environmental statement), and within the organisation, through the active involvement of employees in the implementation of the scheme.
- **Credibility:** Credibility and reliability of the environmental management scheme must be assured by external and independent environmental verifiers recognized by an EU Member State. This includes both the actions taken by an organisation to continuously improve its environmental performance, as well as the organisation's disclosure of information to the public through an environmental report.
- **Accountability:** There must be regular and systematic dialogue with stakeholders (employees, suppliers, customers, non-governmental organisations, etc.) with feedback of the results into management decision-making.
- **Employee involvement:** Employees must be closely involved in all aspects of environmental management and should actively contribute to the implementation of the environmental improvements.
- **Replication potential:** There must be clear potential for good practice and innovation to be shared with other organisations (e.g. through involvement in business networks, dissemination at conferences).

### Category 2: Product and Services

- **Innovation:** Substantial innovation in the product or service must bring improvements in environmental performance over comparable alternatives, whilst at least maintaining functional performance.

- **Environmental benefit:** Clear and quantified analysis must demonstrate increased resource efficiency and reduced environmental impact over the complete life-cycle of the product or service (eg. through Life Cycle Analysis LCA or the European Ecolabel or a label of an equivalent nature).
- **Social benefit:** The product or service must meet the needs of consumers and bring wider social benefits (e.g. by providing decent working conditions, safeguarding consumer health, improving quality of life, etc.).
- **Economic benefit:** Proof must be given that the new product or service is economically viable (e.g. through sales performance data or credible sales projections).
- **Commitment:** Senior management must be clearly committed to the development and marketing of the product or service, and must show its importance with regard to the organisation's overall strategy.
- **Replication potential:** There must be clear potential for wider adoption of the innovative aspects of the product or service, and a willingness to share this knowledge and expertise with other organisations.

### Category 3: Process

- **Innovation:** The process introduced must include specific innovative elements that enable more eco-efficient production (e.g. by increasing resource efficiency, or reducing waste and emissions).
- **Environmental benefit:** The environmental benefits of the new process must be clear and quantified in terms of: energy, water and material consumption, waste, air emissions, CO2 and land use reduction;.
- **Social benefit:** Adoption of the new process must have either neutral or positive social impacts (e.g. employment opportunities, working conditions, or effects on local communities).
- **Economic benefit:** Proof must be given that the new process is economically viable (e.g. with reference to capital and operating costs).
- **Commitment:** Senior management must be clearly committed to adopting the new process, and must show its importance in the context of the organisation's overall operations.
- **Replication potential:** There must be clear potential for wider adoption of the innovative process, and a willingness to share this knowledge and expertise with other organisations.

### Category 4: International Business Cooperation

- **Sustainable development:** The cooperation must be guided by a **business relationship** and a clear statement of shared objectives demonstrating how it

expects to contribute to economic, social and environmental progress in a developing or emerging country.

- **Planning and resource allocation:** The cooperation must be thoroughly planned and must be allocated sufficient human and financial resources to enable it to work effectively towards its objectives.
- **Equity:** The benefits must be evenly distributed among those involved, and the cooperation must be managed in a way that is fair and transparent to all partners.
- **Synergy:** The business cooperation must result in efforts and costs avoidance,
- **Replication potential:** There must be potential for applying the innovative cooperation to other markets and partners.

### **Special Mention: Business and Biodiversity**

The proposals in each of the four categories that are also put forward for the Special Mention: Business and Biodiversity will be assessed by the jury against these additional criteria (also indicated on each form):

- **Is the ecosystem/habitat/species important?** (e.g. is the action in a Natura 2000 area, or one covered by the Habitat or the Birds Directive? Is it threatened? Is it indigenous?)
- **How extensive is the impact and does the action contribute to the protection and improvement of biodiversity in a broader context?** (e.g. what is the geographical area covered? What land types are affected? What other types of land use can be found in the region? Are there negative side effects? Is it a constituent of an ecological corridor? Does the action involve others in the company or beyond? Does it develop and/or use green infrastructure and/or ecosystem-based approaches to climate change adaptation and mitigation? Does it create benefits for species, water, soil, land-use, resource-use?)
- **How sustainable is the protection of biodiversity?** (e.g. Are staff appropriately trained? Is financing in place to sustain the action? Is the awareness of other actors raised?)

## 7. THE EBAE CEREMONY

The EBAE ceremony takes place every two years. From 2014 the ceremony will be held in the host country where the autumn European Forum on Eco-Innovation is held.



European Business Awards for the Environment Awards Ceremony, 1 December 2014, Préfecture du Département du Rhône, Lyon © European Commission.

## 8. THE EBAE SECRETARIAT

The European Commission outsources the Secretariat of the European Business Awards for the Environment.

### a. Role and function

The role and function of the EBAE Secretariat are:

- To provide secretariat support to implementation of the EBAE award scheme. This includes the production of documents (model entry forms, invitations, minutes, jury packs, etc.).
- To manage the award selection procedure. This includes managing the online platform and liaising between the EC, the EBAE Steering Committee and the jury.
- To update and implement the promotional strategy, including the production of the newsletters, the website and the brochure.
- To co-ordinate preparations for the EBAE Awards Ceremony.
- To collect data to enable an evaluation on efficiency and effectiveness of the EBAE scheme to be carried out.

## 9. ANNEXES

### a. Entry forms

There are four entry forms, one for each of the following categories: Management, Product & Services, Process, International Business Cooperation.

Each form includes a specific question allowing the candidate to be eligible for the Business & Biodiversity Special Mention.

Each entry form is composed of:

**Part 1 – Introduction** in which the company briefly presents itself (one to two pages maximum).

**Part 2 – Application form** including: a) summary (one page maximum), b) application (three pages maximum).

The entry forms are available electronically and are to be filled in online. This procedure will ease the application process, avoid data loss and ensure the equal treatment of all entries.



Management

## Category 1: Management Part 1: Introduction

(1-2 pages maximum – Arial 11)

Please specify if you have already participated in the European Business Awards for the Environment

Yes       No

If yes, please give: Year/s: \_\_\_\_\_

Award category/ies: \_\_\_\_\_

Title of previous proposal/s: \_\_\_\_\_

Please indicate if your company is a Micro, Small, Medium or Large entity (refer to table on page 5 for criteria).

Micro                       Small                       Medium                       Large

Please indicate if your company is Independent, a joint venture or a subsidiary

Independent               Joint Venture               Subsidiary

Please confirm that your company is a business entity (refer to page 8 for details).

Yes, a business entity

1. What status was the company granted at the national level competition?

- Winner  
 Runner-up  
 Special recommendation

2. Specify one or more sources where this information can be verified (website and/or contact details):

3. Name of proposal:

4. Company name:

5. Company Address:

6. Country:

7. Contact person:

8. E-mail:

9. Telephone number:

11. Specify if you have included any supporting materials in annex to this entry form:

Yes       No

12. If yes, please mention the name and the type of the annex/es (CD-ROM, brochure, pdf document, other):

Annex 1: \_\_\_\_\_

**Annex 2:** \_\_\_\_\_



## Part 2: Application Form

(4 pages maximum – Arial 11)

### Summary: (one page maximum)

1. Provide a description of the company and a description of the initiative/project submitted, including information on the phase of development (prototype/on the market; pilot/full scale adoption) and a summary of its main benefits and significance

### Strategic Integration

2. What mechanisms have been integrated within the overall organisation management to help make progress towards the environmental objectives? How has your organisation's management of environmental issues contributed to good financial performance?

### Performance improvement

3. Provide evidence and examples of how the performance has been evaluated and how it has resulted in continuous improvement against key environmental targets.
4. In addition, have other steps been taken to improve the organisation's performance on social responsibility issues such as human rights and community involvement?

### Transparency

5. What mechanism is used to report regularly and to provide public information about the environmental performance of the organisation?

### Credibility

6. Has performance improvement been validated by external environmental verifiers recognized by public authorities? Please provide details.
7. Has the organization achieved an environmental management scheme publicly confirmed through a registration by public authority (e.g. EMAS registration)?

### Accountability

8. What steps are taken to consult or engage with stakeholders on environmental (or social) issues arising from the organisation's operations?

### Employee involvement

9. What steps are taken to ensure the involvement of employees of all levels in environmental management?

### Replication potential

10. What steps have been taken to share good practice on management for sustainable development with other organisations (e.g. through involvement in business networks, dissemination at conferences)?

### Business and biodiversity

11. Specify if you wish to be automatically considered for the Business and Biodiversity<sup>8</sup> Special Mention.

Yes  No

12. Please detail:

- Which ecosystems/habitats/species are positively influenced by your activity and how important it is.
- What is the direct impact of your action on biodiversity and does it also protect and improve biodiversity in a broader context? How?
- How sustainable is it? For example: are the staff appropriately trained? Is sustainable financing in place? How is awareness raised with other actors?

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<sup>8</sup> Biodiversity is the variability among living organisms from all sources including, inter alia, terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are part; this includes diversity within species, between species and of ecosystems. In other words, biodiversity is indigenous nature in all forms; it is made up of all living organisms. That means all the ecosystems with all the plants, animals and micro organisms living in them, but also the genes of these species and the links between them.



Product &  
Services

## Category 2: Product and Services

### Part 1: Introduction

(1-2 pages maximum – Arial 11)

Please specify if you have already participated in the European Business Awards for the Environment

Yes       No

If yes, please give: Year/s: \_\_\_\_\_

Award category/ies: \_\_\_\_\_

Title of previous proposal/s: \_\_\_\_\_

Please indicate if your company is a Micro, Small, Medium or Large entity (refer to table on page 5 for criteria).

Micro                       Small                       Medium                       Large

Please indicate if your company is Independent, a joint venture or a subsidiary

Independent               Joint Venture               Subsidiary

Please confirm that your company is a business entity (refer to page 8 for details).

Yes, a business entity

1. What status was the company granted at the national level competition?

- Winner  
 Runner-up  
 Special recommendation

2. Specify one or more sources where this information can be verified (website and/or contact details):

3. Name of proposal:

4. Company name:

5. Company Address:

6. Country:

7. Contact person:

8. E-mail:

9. Telephone:

10. Specify if you have included any supporting materials in annex to this entry form:

Yes       No

11. If yes, please mention the name and the type of the annex/es (CD-ROM, brochure, .pdf document, other):

**Annex 1:** \_\_\_\_\_  
**Annex 2:** \_\_\_\_\_



## Part 2: Application Form

(4 pages maximum – Arial 11)

### Summary: (One page maximum)

1. Provide a description of the company and a description of the initiative/project submitted, including information on the phase of development (prototype/on the market; pilot/full scale adoption) and a summary of its main benefits and significance.

### Innovation

2. Please describe the specific innovative elements that distinguish this product or service from its predecessors or others already on the market including:
  - the circumstances leading to its development and
  - evidence that it performs at least as well as a comparable alternative meeting relevant safety standards.

### Environmental benefit

3. Please provide clear, detailed and quantified evidence of the environmental benefits of the product or service, over and above a comparable alternative, measured over the complete cycle. These should be stated in terms of:
  - energy and material inputs;
  - waste generation;
  - emissions to air, water and land.

Existence of a life-cycle assessment, or of a EU Ecolabel or equivalent, is considered a proof of environmental benefit.

### Social benefit

4. What social benefits can be expected to arise from the product or service?

### Economic benefit

5. Please provide evidence of the contribution to be made by the new product or service to the organisation's overall financial performance (e.g. through sales performance data or credible sales projections, with an estimate of the potential market size).

### Commitment

6. What commitment exists, within your organisation, to the further development and/or marketing of the new product or service and how does it reflect within the overall strategy of your organisation?

### Replication potential

7. Describe the potential for the new product or service to be replicated elsewhere (market and geographical scope) and the actions to share the knowledge and expertise with other organisations.

### Business and biodiversity

8. Specify if you wish to be automatically entered for the Business and Biodiversity<sup>9</sup> Special Mention  
Yes  No
9. Please detail:
  - Which ecosystems/habitats/species are positively influenced by your activity and how important it is.
  - What is the direct impact of your action on biodiversity and does it also protect and improve biodiversity in a broader context? How?
  - How sustainable is it? For example: are the staff appropriately trained? Is sustainable financing in place? How is awareness raised with other actors?

<sup>9</sup> Biodiversity is the variability among living organisms from all sources including, inter alia, terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are part; this includes diversity within species, between species and of ecosystems. In other words, biodiversity is indigenous nature in all forms; it is made up of all living organisms. That means all the ecosystems with all the plants, animals and micro organisms living in them, but also the genes of these species and the links between them.



## Category 3: Process

### Part 1: Introduction

(1-2 pages maximum – Arial 11)

Please specify if you have already participated in the European Business Awards for the Environment

Yes       No

If yes, please give: Year/s: \_\_\_\_\_

Award category/ies: \_\_\_\_\_

Title of previous proposal/s: \_\_\_\_\_

Please indicate if your company is a Micro, Small, Medium or Large entity (refer to table on page 5 for criteria).

Micro                       Small                       Medium                       Large

Please indicate if your company is Independent, a joint venture or a subsidiary

Independent               Joint Venture               Subsidiary

Please confirm that your company is a business entity (refer to page 8 for details).

Yes, a business entity

1. What status was the company granted at the national level competition?

- Winner  
 Runner-up  
 Special recommendation

2. Specify one or more sources where this information can be verified (website and/or contact details):

3. Name of proposal:

4. Company name:

5. Company Address:

6. Country:

7. Contact person:

8. E-mail:

9. Telephone:

10. Specify if you have included any supporting materials in annex to this entry form:

Yes       No

11. If yes, please mention the name and the type of the annex/es (CD-ROM, brochure, .pdf document, other):

**Annex 1:** \_\_\_\_\_  
**Annex 2:** \_\_\_\_\_



## Part 2: Application Form

(4 pages maximum – Arial 11)

### Summary (One page maximum)

1. Provide a description of the company and a description of the initiative/project submitted, including information on the phase of development (prototype/on the market; pilot/full scale adoption) and a summary of its main benefits and significance.

### Innovation

2. Describe the specific innovative elements that distinguish this process from its predecessors or others already in use including:
  - the circumstances leading to its development and
  - evidence that it performs at least as well as a comparable alternative meeting relevant safety standards.

### Environmental benefit

3. Provide clear and quantified evidence of the environmental benefits of the new process in terms of: energy, water and material consumption; waste, air emissions, CO<sub>2</sub> and land use reduction.

### Social benefit

4. What wider social benefits can be expected to arise from the application of the new process (e.g. security of employment; working conditions; quality of life for local communities)?

### Economic benefit

5. Provide evidence that the new process is economically viable (e.g. with reference to capital, return on investment and operating costs).

### Commitment

6. Describe the senior management and organisation commitment to the new process.

### Replication potential

7. Describe the potential for the new process to be replicated elsewhere (market and geographical scope) and the actions to share the knowledge and expertise with other organisations.

### Business and biodiversity

8. Specify if you wish to be automatically entered for the Business and Biodiversity<sup>10</sup> Special Mention

Yes  No

9. Please detail:

- Which ecosystems/habitats/species are positively influenced by your activity and how important it is.
- What is the direct impact of your action on biodiversity and does it also protect and improve biodiversity in a broader context? How?
- How sustainable is it? For example: are the staff appropriately trained? Is sustainable financing in place? How is awareness raised with other actors?

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<sup>10</sup> Biodiversity is the variability among living organisms from all sources including, inter alia, terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are part; this includes diversity within species, between species and of ecosystems. In other words, biodiversity is indigenous nature in all forms; it is made up of all living organisms. That means all the ecosystems with all the plants, animals and micro organisms living in them, but also the genes of these species and the links between them.



## Category 4: International Business Cooperation

### *Part 1: Introduction*

(1-2 pages maximum – Arial 11)

Please specify if you have already participated in the European Business Awards for the Environment

Yes       No

If yes, please give: Year/s: \_\_\_\_\_

Award category/ies: \_\_\_\_\_

Title of previous proposal/s: \_\_\_\_\_

Please indicate if your company is a Micro, Small, Medium or Large entity (refer to table on page 5 for criteria).

Micro                       Small                       Medium                       Large

Please indicate if your company is Independent, a joint venture or a subsidiary

Independent               Joint Venture               Subsidiary

Please confirm that company is a business entity (refer to page 8 for details).

Yes, a business entity       No, not a business entity

1. What status was the company granted at the national level competition?

- Winner  
 Runner-up  
 Special recommendation

2. Specify one or more sources where this information can be verified (website and/or contact details):

3. Name of proposal:

4. Company name:

(information about the companies involved in the cooperation is to be provided under Part 2 – Application Form – Summary):

5. Company Address:

6. Country:

7. Contact person:

8. E-mail:

9. Telephone:

10. Specify if you have included any supporting materials in annex to this entry form:

Yes       No

**11. If yes, please mention the name and the type of the annex/es (CD-ROM, brochure, .pdf document, other):**

**Annex 1:** \_\_\_\_\_

**Annex 2:** \_\_\_\_\_



## Part 2: Application Form

(4 pages maximum – Arial 11)

### Summary (One page maximum)

1. Provide a description of the company and a description of the initiative/project submitted, including information on the phase of development (prototype/on the market; pilot/full scale adoption) and a summary of its main benefits and significance. Include information on the companies involved in the cooperation (status, size and geographical location).

### Sustainable development objectives

2. What are the objectives of the business cooperation and how are these expected to contribute to:
  - environmental protection;
  - economic development;
  - social equity?

### Planning and resource allocation

3. Provide detailed evidence of the agreed plans and available resources to enable the cooperation to achieve its objectives.

### Equity

4. Provide detailed evidence that the cooperation operates in a way that is fair and transparent to all parties and that the benefits are evenly distributed.

### Synergy

5. Provide detailed evidence of the ways in which the cooperation has achieved better or greater results than if the partners had worked alone (e.g. did the cooperation lead to avoidance of duplication of efforts and costs?).

### Replication potential

6. Describe the potential for the business cooperation to be replicated elsewhere (market and geographical scope) and the actions to share the knowledge and expertise with other organisations.

### Business and biodiversity

7. Specify if you wish to be automatically entered for the Business and Biodiversity<sup>11</sup> Special Mention  
Yes  No
8. Please detail:
  - Which ecosystems/habitats/species are positively influenced by your activity and how important it is.
  - What is the direct impact of your action on biodiversity and does it also protect and improve biodiversity in a broader context? How?
  - How sustainable is it? For example: are the staff appropriately trained? Is sustainable financing in place? How is awareness raised with other actors?

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<sup>11</sup> Biodiversity is the variability among living organisms from all sources including, inter alia, terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are part; this includes diversity within species, between species and of ecosystems. In other words, biodiversity is indigenous nature in all forms; it is made up of all living organisms. That means all the ecosystems with all the plants, animals and micro organisms living in them, but also the genes of these species and the links between them.

## b. List of National Coordinators (December 2015)

Country	Organisation	Title	Firstname	Surname	email
<b>Austria</b>	Federal Ministry of Agriculture, Forestry, Environment and Water Management - Division VI/5, Environmental Protection at Company Level & Technology	Mr	Armin	Pecher	<a href="mailto:Armin.pecher@bmlfuw.gv.at">Armin.pecher@bmlfuw.gv.at</a>
<b>Belgium</b>	Federation of Belgian Companies FEB/VBO.	Ms	Vanessa	Biebel	<a href="mailto:vb@vbo-feb.be">vb@vbo-feb.be</a>
<b>Bulgaria</b>	Bulgarian Business Leaders Forum	Ms	Gabriela	Marinova	<a href="mailto:gaby.marinova@bbf.bg">gaby.marinova@bbf.bg</a>
<b>Croatia</b>	Ministry of Environmental and Nature Protection	Mrs	Branka	Pivčević Novak	<a href="mailto:branka.pivcevic-novak@mzopu.hr">branka.pivcevic-novak@mzopu.hr</a>
<b>Cyprus</b>	Ministry of Agriculture, Natural Resources and Environment	Ms	Nasia	Dikigoropoulou	<a href="mailto:ndikigoropoulou@environment.moa.gov.cy">ndikigoropoulou@environment.moa.gov.cy</a>
<b>Czech Republic</b>	Business Leaders Forum	Ms	Radka	Lukášová	<a href="mailto:radka.lukasova@dnvgl.com">radka.lukasova@dnvgl.com</a> <a href="mailto:ekocena@blf.cz">ekocena@blf.cz</a>
		Ms	Marketa	Magyarova	<a href="mailto:ekocena@blf.cz">ekocena@blf.cz</a> <a href="mailto:magyarova@blf.cz">magyarova@blf.cz</a> <a href="mailto:marketa.magyarova@gmail.com">marketa.magyarova@gmail.com</a>
<b>Denmark</b>	Ingeniørforeningen i Danmark, IDA	Ms	Charlotte	Faber	<a href="mailto:cf@ida.dk">cf@ida.dk</a>
<b>Estonia</b>	Estonian Ministry of the Environment	Ms	Karen	Silts	<a href="mailto:karen.silts@envir.ee">karen.silts@envir.ee</a>
<b>Finland</b>	Finnish Environmental Industries (YTP)	Ms	Riikka	Kinnunen	<a href="mailto:riikka.kinnunen@ytpliiito.fi">riikka.kinnunen@ytpliiito.fi</a>
<b>France</b>	Ministère de l'Écologie, de l'Énergie, du Développement Durable et de l'Aménagement du Territoire	Mr	Jean-Paul	Ventère	<a href="mailto:jean-paul.ventere@developpement-durable.gouv.fr">jean-paul.ventere@developpement-durable.gouv.fr</a> <a href="mailto:jpventere@gmail.com">jpventere@gmail.com</a>
<b>Germany</b>	Bundesverband der Deutschen Industrie e.v Abteilung Umweltpolitik	Mr	Franz-Josef	von Kempis	<a href="mailto:v.Kempis@bdi.eu">v.Kempis@bdi.eu</a>
<b>Greece</b>	Hellenic Association of Environmental Protection Companies - Pasepp	Mr	Antonis	Papadakis	<a href="mailto:apapadakis@arvisolar.gr">apapadakis@arvisolar.gr</a>
<b>Hungary</b>	Hungarian Association of Environmental Enterprises (KSZGYSZ)	Ms	Ágnes	Czibók	<a href="mailto:kszgysz@kszgysz.hu">kszgysz@kszgysz.hu</a>

<b>Ireland</b>	Irish Business and Employers Confederation (IBEC)	Ms	Anne	Murphy	<a href="mailto:Anne.Murphy@IBEC.IE">Anne.Murphy@IBEC.IE</a>
<b>Italy</b>	ASSET-Camera Azienda Speciale della Camera di Commercio Industria Artigianato Agricoltura di Roma	Mr	Giuseppe	Tripaldi	<a href="mailto:g.tripaldi@assetcamera.it">g.tripaldi@assetcamera.it</a> <a href="mailto:l.rossi@assetcamera.it">l.rossi@assetcamera.it</a>
<b>Latvia</b>	Latvian Pollution Prevention Center (LPPC)	Mr	Jānis	Pļavinskis	<a href="mailto:redaktors@virums.lv">redaktors@virums.lv</a> <a href="mailto:lppc@lppc.lv">lppc@lppc.lv</a>
<b>Lithuania</b>	Lithuanian Confederation of Industrialists	no representative			
<b>Luxembourg</b>	Fedil – Business Federation Luxembourg	Mr	Henri	Wagener	<a href="mailto:henri.wagener@fedil.lu">henri.wagener@fedil.lu</a>
<b>Malta</b>	Cleaner Technology Centre - University Campus	Mr	Anton	Pizzuto	<a href="mailto:anton.pizzuto@gmail.com">anton.pizzuto@gmail.com</a>
<b>Netherlands (The)</b>	Ministry of Infrastructure and the Environment - Directorate-General for Environmental Protection - Directorate for Climate Change and Air Quality	Mr	Dirk	Schaap	<a href="mailto:dirk.schaap@minienm.nl">dirk.schaap@minienm.nl</a>
<b>Poland</b>	Fundacja Partnerstwo dla Środowiska Polish (Environmental Partnership Foundation)	Ms	Joanna	Węgrzycka	<a href="mailto:joanna.wegrzycka@fpds.pl">joanna.wegrzycka@fpds.pl</a>
<b>Portugal</b>	Portuguese Environment Agency	Ms	Isabel	Lico	<a href="mailto:isabel.lico@apambiente.pt">isabel.lico@apambiente.pt</a>
<b>Romania</b>	Romanian Environmental Partnership Foundation	no representative			
<b>Slovakia</b>	Association of Industrial Ecology in Slovakia (ASPEK )	Ms	Petra	Horáčková	<a href="mailto:mail@aspek.sk">mail@aspek.sk</a>
<b>Slovenia</b>	Energotech d.o.o	Prof. dr.	Peter	Novak	<a href="mailto:peter.novak@energotech.si">peter.novak@energotech.si</a>
		Mr	Borut	Hocevar	<a href="mailto:borut.hocevar@finance.si">borut.hocevar@finance.si</a>
<b>Spain</b>	Fundación Biodiversidad	Mr	Ignacio	Torres	<a href="mailto:itorres@fundacion-biodiversidad.es">itorres@fundacion-biodiversidad.es</a>
		Ms	Silvia	Fernandez-Campa de Luis	<a href="mailto:sfcampa@fundacion-biodiversidad.es">sfcampa@fundacion-biodiversidad.es</a>
<b>Sweden</b>	Nutek, Swedish Agency for Economic and Regional Growth	Mr	Axel	Nekham	<a href="mailto:axel.Nekham@tillvaxtverket.se">axel.Nekham@tillvaxtverket.se</a>
<b>Turkey</b>	The Regional Environmental Center Country Office Turkey	Mr	Rifat Unal	Sayman	<a href="mailto:unal.sayman@rec.org.tr">unal.sayman@rec.org.tr</a>
<b>UK</b>	IMS Consulting	Mr	Graham	Sprigg	<a href="mailto:graham.sprigg@imsplc.com">graham.sprigg@imsplc.com</a>

