

# EUROPEAN GREEN CAPITAL APPLICANT WORKSHOP



## Overview Application Form and Guidance Note

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DG Environment, Brussels, 30<sup>th</sup> August 2013

# ARE YOU ELIGIBLE?

## At present, the eligibility criteria are as follows:

- The European Green Capital Award is open to EU Member States, Candidate Countries (Turkey, FYROM, Montenegro, Serbia and Iceland) and European Economic Area countries (Norway and Liechtenstein).
- All cities from the countries listed above which have more than 100,000 inhabitants can apply for the award (in countries where there is no city with more than 100,000 inhabitants, the largest city is eligible to apply).
- In this context, a “city” is understood to be an urban area, excluding metropolitan areas, larger urban zones and conurbations, and is understood as an administrative unit governed by a city council or another form of democratically elected body.
- Past winners may not apply for a period of ten years after they held the European Green Capital title.



# ONLINE APPLICATION PROCESS

**The Online Application Portal is split into 5 simple steps:**

1. Municipality Details
2. Mayoral Declaration
3. Application Form
4. Upload Documents
5. Confirm Submission

## **Step 1 - Municipality Details**

Must be completed in full to submit application

## **Step 2 – Mayoral Declaration**

Must be signed by the **Mayor** of the municipality to submit application



# STEP 3 - APPLICATION FORM

## Application form for the European Green Capital Award 2016

### City Introduction & Context

Give an introductory overview of the city and a general background to the application. Discuss positive and negative factors that have influenced the quality of the environment within the city and its surrounding area. The city's infrastructure plan should be briefly explained. Applicants are advised to include any former or outstanding environmental legal proceedings in this section.

(max. 1000 words)

### 1. Climate change: Mitigation & Adaptation

Refer to Section 2.1 of the Guidance Note

#### 1A. Present Situation

Describe the present situation in relation to CO<sub>2</sub> emissions, including any relevant disadvantages or constraints resulting from historical, geographical and/or socio-economic factors which may have influenced this indicator area. Where available, information/data should be provided from previous years (5 – 10) to show trends.

Provide figures for, and comment on, the following specific indicators for the city:

1. Total CO<sub>2</sub> emissions equivalent (tonnes) per year;
2. CO<sub>2</sub> emissions equivalent per capita (tonnes) per year;
3. CO<sub>2</sub> emissions equivalent per capita (tonnes) resulting from fuel use in transport;
4. CO<sub>2</sub> emissions (tonnes) per MWh electricity consumed;
5. CO<sub>2</sub> emissions reduction target(s) (e.g. 20% by 2020).

Mention any target(s) adopted specifically for the municipal administration (e.g. carbon neutral municipality by 2020).

Give details of any Baseline Emission Inventory prepared by the city, mentioning the baseline year. Provide a breakdown of the main sources of emissions. Scientific grounds should be provided for any

# STEP 3 - APPLICATION FORM

## New to 2016 Application Process

### City Introduction & Context

- Provide overview of city
- Highlight environmental constraints
- Discuss positives and negatives
- Contentious projects and public acceptance issues
- Non compliances should be highlighted
  
- *All application authors should ideally contribute / review this section*

# STEP 3 - APPLICATION FORM

## New to 2016 Application Process

### City Background Check

- Independent background check by Secretariat and the Commission covering:
  - Legislation and governance infringements
  - Legal procedures against city
  - Progress towards compliance will be noted
- Provided to Experts and Jury as additional information

# STEP 3 - APPLICATION FORM

**The Application form is split into 12 indicator areas:**

1. Climate change: mitigation and adaptation\*
2. Local transport
3. Green Urban areas Incorporating Sustainable land use
4. Nature and biodiversity
5. Ambient Air Quality
6. Quality of the Acoustic Environment
7. Waste Production and management
8. Water management\*
9. Waste water treatment
10. Eco-innovation and sustainable employment
11. Energy performance
12. Integrated environmental management\*

# 12 INDICATOR AREAS

- Title Change
  - Indicator 1 – from Local Contribution to global climate change
  - Indicator 8 – from water consumption
- Content Change
  - Indicator 12 – Integrated environmental management
- Discussion and review



# STEP 3 - APPLICATION FORM

## Each Indicator is split into 4 Sections:

- A. Present Situation
- B. Past performance
- C. Future Plans
- D. References

### A. Present Situation

- focus on data, numerical information, figures, graphics etc

### B. Past Performance

– focus on measures implemented

### C. Future Plans

- focus on realistic and achievable plans

# STEP 3 - APPLICATION FORM

## D. References

- The 4th section is provided for supporting documentation
- List how the above information can be documented, add links where possible.
- The experts are not obliged to read this information.
- Further detail may be requested during the clarification phase. Documentation should not be forwarded at this stage.

### Note

***Incomplete application forms will NOT be accepted.***

***Complete all sections or indicate why information is not available.***

# STEP 3 - APPLICATION FORM

## Word Limit:

Each section has a strict word limit.

- Answers over the limit will be terminated at the word limit
- Figure Titles, Table & Graphic Contents will not count towards the limit, within reason (i.e. no additional paragraphs – text to describe labels or numeric figures)

## Layout:

- Answers to follow 2016 Application Form Layout
- All information to be contained within answer i.e. no appendices containing additional text will be accepted
- Graphics, photographs, tables etc. to be contained within the body of text.
- **ALL** Graphics, photographs, tables etc must be **individually labelled and referenced**

# Guidance Note

- The Guidance note provides explanatory information for each of the 12 indicators.
- Prepared by the Experts to ensure the correct information is provided by cities and in the correct format
- It **must** be consulted to successfully complete the Application form
- Information includes:
  - Additional explanation of terms
  - Specifics details to be included in answers
  - Units for data



# STEP 4 - UPLOAD DOCUMENTS

- Must upload 12 separate files – one for each indicator
- Each must be properly labelled with city name and indicator number e.g. Indicator 1\_Hamburg, Indicator 2\_Hanburg etc
- Must submit in Word Document format .doc
- Upload Mayoral Declaration to complete the application process

# STEP 5 - CONFIRM APPLICATION SUBMISSION

- Only select when completely finished
- Confirmation emails will be sent **after** verification of the application

## ***Following verification:***

- Applications not submitted in English will be translated
- Applications will be separated into 12 indicators and issued to the Expert Panel for technical assessment
- Cities may be contacted during the Clarification Stage for further information

# FINAL RESULTS & REPORTING

- *Synopsis Technical Assessment Report* will be made public
  - Contains Ranking for each city per indicator
  - Contains Comments for Shortlisted cities only
- Each city will receive individual report including 5 comments per indicator
- Comments for non-shortlisted cities will not be made public
- *Good Practice and Benchmarking Report* will include all cities
  - Experts choose 2 exemplary initiatives for each indicator
  - Text and images from application form may be used
  - Cities may also be contacted for more info
- *Jury report* will detail the rationale for deciding on the winning city, based on presentations by shortlisted cities to the Jury
- *Application Form* of Winning city will be made public via website

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