EUROPEAN GREEN CAPITAL AWARD 2023

and

EUROPEAN GREEN LEAF AWARD 2022

Rules of Contest
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1. **BACKGROUND AND OBJECTIVES**

European cities are centres of economic activity (jobs and growth), of knowledge generation, innovation and new technology, of social movements, and at the same time, of social exclusion. They are characterised by high population densities (more than 70% of Europeans live in urban areas) and high numbers of commuters. These elements lead to a number of environmental challenges that have an impact upon the quality of life of those individuals who live and/or work in them, and on the local and wider environment in terms of issues such as air and water quality, noise pollution and climate change mitigation and adaptation. With good governance, urban areas can mobilise social and financial capital to address environmental concerns and preserve or even enhance ecosystem services and environmental capital. In short, cities and urban policies can be a unique vehicle for the delivery of Europe’s environmental priorities.

The overarching EU political context clearly supports promoting a more sustainable urban environment with policy areas in the **European Green Deal**¹ being relevant to cities: clean energy; sustainable industry; building and renovating; sustainable mobility; biodiversity; sustainable food systems with “Farm to Fork”; and eliminating pollution. **The Climate Pact**², whose adoption is foreseen for this year, will deal also with urban aspect of climate and the environment.

The **EU Urban Agenda**³ (2016 Pact of Amsterdam) aims to encourage urban authorities to work in a more coherent manner to achieve the overarching goals of more sustainable urban development. Urban Partnerships have been set up between the EU, national governments, local authorities and stakeholders. There is a strong focus on environmental priorities such as urban mobility, air and water quality, with particular attention on the circular economy. The Urban Agenda for the EU also supports cities through a wide range of funding programmes. To help cities, an online platform has also been set up, the "one stop shop for cities", where cities can gain information on the EU’s objectives, and exchange knowledge and best practices.

In parallel, DG Environment (DG ENV) has also launched the ‘**Green City Accord**’: a new high-profile initiative aimed at complementing the Covenant of Mayors (CoM) focusing on the key environmental areas of the Green Deal (not covered by the Covenant), such as: the circular economy, biodiversity, pollution (including waste, noise, water and air quality, nature and biodiversity. Like the CoM, this action aims to first develop a monitoring/action plan framework for cities, then engage a wide network of mayors/cities to commit to taking action together.

**European Green Capital Award**

It is important to reward cities which are making efforts to improve the urban environment and move towards healthier and sustainable living areas. Progress is its own reward, but the satisfaction involved in winning a prestigious European award spurs cities to invest in further efforts and boosts awareness within the city as well as in other cities. The Award enables cities to inspire each other and share examples of good practices in situ. All winning cities are recognised for their consistent record of achieving high environmental standards and commitment to ambitious goals.

² https://ec.europa.eu/clima/policies/eu-climate-action_en
³ https://ec.europa.eu/futurium/en/urban-agenda
The objectives of the European Green Capital Award are to:

a) Reward cities that have a consistent record of achieving high environmental standards;

b) Encourage cities to commit to on-going and ambitious goals for further environmental improvement and sustainable development;

c) Provide a role model to inspire other cities and promote best practice and experiences in all other European cities.

The overarching message that the award scheme aims to communicate to the local level is that Europeans have a right to live in healthy urban areas. Cities should therefore strive to improve the quality of life for their citizens and reduce their impact on the global environment. This message is brought together in the Award's slogan ‘Green cities-fit for life’.

European Green Leaf Award

Due to the interest from smaller cities and building on the success of the European Green Capital Award, the European Commission in 2014 created a competition for cities of a smaller size in 2014. This competition is the ‘European Green Leaf’ (EGL) Award.

The objectives of the European Green Leaf Award are to:

a) Recognise cities that demonstrate a good environmental record and commitment to generating green growth;

b) Encourage cities to actively develop citizens’ environmental awareness and involvement;

c) Identify cities able to act as a ‘green ambassador’ and to encourage other cities to progress towards better sustainability outcomes.

More information on both awards is available here: http://ec.europa.eu/environment/europeangreencapital/.

2. The Cities' Awards

The European Commission intends to select the winner of the European Green Capital 2023 title and European Green Leaf 2022 title following a Europe-wide contest.

2.1. European Green Capital Award

The award is open to cities over 100,000 inhabitants from EU Member States, EU Candidate Countries, Iceland, Liechtenstein, Norway and Switzerland.

The outcome of the selection process of the European Green Capital Award is to:

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4 For British candidates or applicants: following the withdrawal of the United Kingdom from the European Union and having regard to the fact that these Rules of Contest cover the award of a title to a city for the period after the entry into force of the withdrawal agreement (2023 for EGC or 2022 for EGL), cities located in the United Kingdom and Northern Ireland are not allowed to participate in this competition.
• Award the **title** of European Green Capital 2023 to one winning city;
• Award a **financial prize** of EUR 600,000 to the winning city.

The title of European Green Capital for the year 2023 ('title year') and the financial prize is to be awarded in year 2021 ('award year') following the procedure and on the basis of the criteria set out in section 3. The payment of the financial prize occurs in two instalments and is conditioned and ruled by the requirements laid down in section 6 of this document.

### 2.2. European Green Leaf Award

The EGL Award is open to towns and cities between 20,000 and 99,999 inhabitants from EU Member States, EU Candidate Countries, Iceland, Liechtenstein, Norway and Switzerland.

The outcome of the selection process of the European Green Leaf Award is to:

• Award the **title** of European Green Leaf 2022 to maximum 2 winning cities per title year;
• Award a **financial prize** of EUR 200,000 per winning city.

The title of European Green Leaf for the year 2022 ('title year') and the financial prize shall be awarded in year 2021 ('award year') on the basis of the criteria set out in section 3. The payment of the financial prize occurs in two instalments and is conditioned and ruled by the requirements laid down in section 6 of this document.

The present rules of contest cover both the European Green Capital 2023 and European Green Leaf 2022 Awards and are established and published by the European Commission, which will launch and manage the contests with the support of the external European Green Capital and European Green Leaf Awards Secretariat. The award of the financial prizes will be managed solely by the European Commission's Directorate General for Environment.

### 3. Procedure and Criteria for Designating a City for the Title of European Green Capital 2023 or European Green Leaf 2022

Cities will be awarded the title of the winner of the European Green Capital Award or the European Green Leaf Award following a competition between applicant cities. The eligibility criteria for entering the competition are explained below.

#### 3.1. Eligibility criteria

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5 The proposed financial prize will follow the rules on prizes as set out in the Financial Regulation applicable to the general budget of the Union and its rules of application (Title IX).
6 Subject to the approval of the EU 2021 Budget and approval by the College of the 2021 Financing Decision for the EU LIFE Programme.
7 The title of European Green Leaf 2022 can be given to a maximum of two cities (i.e. maximum two winners per title year). In the event that only one city receives the European Green Leaf 2022 title, an amount of EUR 200,000 is allocated to the winning city. In the event that two cities win the European Green Leaf 2022 title, an amount of EUR 200,000 is allocated to each winner.
8 Subject to the approval of the EU 2021 Budget and approval by the College of the 2021 Financing Decision for the EU LIFE Programme.
3.1.1 European Green Capital 2023

This call for entries to the competition for the European Green Capital Award 2023 is open to the following applicants:

- Applicant cities from EU Member States, EU Candidate Countries, Iceland, Liechtenstein, Norway and Switzerland.
- Applicant cities from the countries listed above which have more than 100,000 inhabitants.
- In countries where there is no city with more than 100,000 inhabitants, the largest city is eligible to apply.
- A 'city' is understood to be an urban area, including metropolitan areas (excluding agglomerations), and is understood as an administrative unit governed by a city council or another form of democratically elected body.
- In any given year, cities can apply for either the European Green Capital Award or European Green Leaf Award, but not both at the same time.
- Past winners may not apply again after they have been awarded the European Green Capital title.
- The signatory should be the Mayor or highest ranking city representative, authorised by national law to legally represent the city.

All candidates shall complete all sections of the common application form for the European Green Capital Award (Annex 1) for each of the environmental indicators in the format of ‘Present Situation, Past Performance and Future Plans’ for Indicators 1 to 11 and ‘Plans and Commitments, Governance and Management Arrangements, and Partnerships and Public Involvement’ for Indicator 12.

Candidate cities are invited to comply with the following formal requirements when drafting their application. Applications which do not follow these requirements at pre-selection stage shall not be examined further:

- The full application shall be written in one of the official languages of the European Union. However, submission of the application form in English is encouraged for the smooth and timely running of the assessment of the applications.
- Candidate cities shall answer all the questions and complete all sections of the application form. In the event that a question cannot be answered, reasons should be given.
- For the pre-selection stage, applications shall adhere to the word limits indicated per section of the application form. Any words above the specified limit will not be taken into account and may leave application responses incomplete. Text included in the body of graphics/tables will be included in the word count. Text included in the captions and headings (titles) of graphics/images/tables will not be included in the word count, however these should not exceed 20 words. Cities may be contacted by the Secretariat in case of clerical and / or administrative errors or for missing documents.

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9 See under section 4
10 More information on the selection stages is provided in section 4
There is a limit of graphics/images/tables to be provided per Indicator Area, City Introduction and Context section and Good Practice section of the application form that should be adhered to. Please refer to the EGCA guidance document for details (Annex 2) and EGCA application form (Annex 1).

For the pre-selection stage, applicants shall submit their application in word document format within the official EGCA 2023 application form and upload this through the application portal on the European Green Capital Award website. The EGCA 'guidance note' (Annex 2) should be read in conjunction with the Application Form for the European Green Capital Award 2023.

### 3.1.2 European Green Leaf 2022

This call for entries to the competition for the European Green Leaf Award 2022 is open to the following applicants:

- Applicant cities from EU Member States, EU Candidate Countries, Iceland, Liechtenstein, Norway and Switzerland.
- Applicant cities from the countries listed above which have between 20,000 and 99,999 inhabitants.
- A 'city' is understood to be an urban area and an administrative unit governed by a city council or another form of democratically elected body.
- In countries where there is no city with more than 20,000 inhabitants, the largest city is eligible to apply.
- In any given year, cities can apply for either the European Green Capital Award or European Green Leaf Award, but not both at the same time.
- Past winners may not apply again after they have been awarded the European Green Leaf title.
- The signatory should be the Mayor or highest ranking city representative, authorised by national law to legally represent the city.

All candidates shall complete all sections of the common application form for the European Green Leaf Award (Annex 3) for each of the 6 topic areas.

Candidate cities are invited to comply with the following formal requirements when drafting their application. Applications which do not follow these requirements at pre-selection stage shall not be examined further:

- The full application shall be written in one of the official languages of the European Union. However, submission of the application form in English is encouraged for the smooth and timely running of the assessment of the applications.

- Candidate cities shall answer all the questions and complete all sections of the application form. In the event that a question cannot be answered, reasons should be given.

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11 http://ec.europa.eu/environment/europeangreencapital/applying-for-the-award/
12 See under section 4
13 More information on the selection stages is provided in section 4
• For the pre-selection stage, the applications shall adhere to the word limits indicated per section of the application form. Any words above the specified limit will not be taken into account and may leave application responses incomplete. Text included in the body of graphics / tables will be included in the word count. Text included in the captions and heading (titles) of graphics/images/tables will not be included in the word count, however these shall not exceed 20 words. Cities may be contacted by the Secretariat in case of clerical and / or administrative errors or for missing documents.

• There is a limit of graphics/images/tables to be provided per Topic Area and Good Practice section of the application form that should be adhered to. Please refer to the EGLA guidance note (Annex 4) and EGLA application form (Annex 3) for details.

• For the pre-selection stage, applicants shall submit their application in word document format in the official EGLA 202 application form and upload through the application portal on the European Green Capital Award website14.

The EGLA 'guidance note' (Annex 4) should be read in conjunction with the Application Form for the European Green Leaf Award 2022.

3.2. Exclusion

The Commission, in its role as contracting authority, may exclude participants which are in one of the situations referred to in Article 136(1) and Article 141(1) of the Financial Regulation. All applicants must provide a declaration on honour (see Annex 10), stating that they are not in one of the situations of exclusion listed in that declaration on honour. The declaration(s) shall be signed by an authorised representative either with advanced electronic signature based on qualified certificates or by scanning and uploading a hand signed copy.

3.3. Award criteria

An independent Expert Panel, consisting of twelve internationally acknowledged Experts15, will assess the submitted applications by each city (see section 4.3 below). The assessment will include qualitative evaluations, and a peer review of each application. Applicant cities compete against each other and are consequently benchmarked and ranked:

• For the European Green Capital Award 2023, cities are benchmarked against each other based on an assessment of the cities’ present situation, the measures implemented over the last five to ten years and the short and long-term objectives for the future and proposed approach to achieve these.

• For the European Green Leaf Award 2022, cities are benchmarked against each other based on an assessment of the cities’ current situation and strategic approach and citizen participation and public awareness.

14 http://ec.europa.eu/environment/europeangreencapital/applying-for-the-award/
The Expert Panel will establish a shortlist of finalist cities based on the benchmarking exercise as described above.

Thereafter, the Jury (see section 4.5), will further assess the shortlisted cities as set out in sections 3.3.1 and 3.3.2. below.

3.3.1. European Green Capital 2023

The Jury members will assess the shortlisted cities based on the following evaluation criteria:

1) The city’s overall commitment, vision and enthusiasm as conveyed through the presentation.

2) The city’s capacity to act as a role model, inspiring other cities, promoting best practices and raising the awareness of the EGC model further – bearing in mind city size and location.

3) The city’s communication strategy and actions, which should address:
   - Citizen communication and involvement to date in relation to the 12 environmental indicators, effectiveness via changes in citizen behaviour, lessons learned and proposed modifications for the future.
   - The extent of the city's (local, regional and national) partnering to gain maximum social and economic leverage.
   - How they intend to fulfil their role of EU Ambassador, inspiring other cities.

4) The city’s proposal on initiatives and measures intended to be set in place within the year of the award to enhance the city’s environmental sustainability and to contribute to achieving the city’s sustainability vision (also see section 6).

3.3.2. European Green Leaf 2022

The Jury members will assess the shortlisted cities based on the following evaluation criteria:

1) The city’s overall commitment, strategy and enthusiasm, as conveyed by the presentation.

2) The city’s efforts to communicate to citizens and the citizens’ engagement in environmental activities.

3) The city’s potential to act as a 'green ambassador', promoting good practice and spreading the EGL concept further.

4) The city’s proposal on initiatives and measures intended to be set in place within the year of the award to enhance the city’s environmental sustainability and to contribute to achieving the city’s sustainability vision (also see section 6).

Please refer to section 4 of the present Rules of Contest for further details on the Expert Panel, the Jury and the Evaluation process.
4. Evaluation Process

4.1. Evaluation process - European Green Capital Award

The selection of a city awarded with the title of European Green Capital is assessed on the basis of twelve environmental indicators:

- Air Quality
- Noise
- Waste
- Water
- Nature and Biodiversity
- Sustainable Land Use and Soil
- Green Growth and Eco-innovation
- Climate Change: Mitigation
- Climate Change: Adaptation
- Sustainable Urban Mobility
- Energy Performance
- Governance

In the 2023 European Green Capital Award Application Form, cities are asked to complete the application form and provide information for each of the 12 indicators set out above. For each indicator, 4 sections have to be completed to:

- Describe the present situation.
- Describe the measures implemented over the last five to ten years.
- Describe the short and long-term objectives for the future and proposed approach to achieve these.
- List how the above information can be documented, adding links where possible.

Please note that these sections differ for Indicator 12: Governance as outlined in the EGCA application form (Annex1) and EGCA guidance note (Annex 2).

4.2. Evaluation Process - European Green Leaf Award

The selection of a city awarded with the title of European Green Leaf is assessed on the basis of six topic areas (topic areas are based on a set of environmental indicators):

- Nature, Biodiversity, Sustainable Land Use and Soil
- Air Quality and Noise
- Waste and Circular Economy
- Water
- Climate Change and Energy Performance
- Sustainable Urban Mobility

In the 2022 European Green Leaf Award Application Form, cities are asked to complete the application form and provide information for each of the 6 topic areas. For each topic area, 2 sections have to be completed to:

- Describe the current situation and strategic approach
• Describe citizen participation and public awareness

4.3. Selection and award process of the European Green Capital 2023 and European Green Leaf 2022 competitions

Pre-selection

The European Green Capital and European Green Leaf Awards Secretariat shall check the received applications on the formal requirements as set out in section 3.

Applications which do not follow these requirements at pre-selection shall not be examined further and will be excluded from the competition.

Expert Evaluation stage

A Panel of twelve external, internationally acknowledged Experts\(^{16}\) (‘the Expert Panel’) carries out a technical assessment and provides a ranking of applicant cities together with qualitative comments on each application. This ranking is derived as a result of primary expert assessment and peer review from another expert. A shortlist of cities will be determined by the Expert Panel and submitted to the Jury members.

The Expert Panel’s technical assessment of the shortlisted cities is publically available. It is presented to the Jury in the form of a ‘Technical Assessment Report\(^{17}\)’ prior to the jury meeting and serves as a background document for their deliberation on the Jury Day. Non-shortlisted cities receive a copy of their own ranking and assessment. However, the latter report is not made publically available and it is for the use of the relevant city only.

Jury Deliberation

The European Green Capital Award shortlisted cities are invited to present (1) a communications strategy substantiated by action plans on how they intend to fulfil their European Green Capital year and (2) which projects / actions the city intends to set in place to enhance the city’s environmental sustainability and to achieve the city’s sustainability vision. Some examples are given in Annex 11.

The European Green Leaf Award shortlisted cities are invited to present to the Jury (1) setting out their achievements and future vision and (2) which projects / actions the city intends to set in place to enhance the city’s environmental sustainability.

Following these hearings, the Jury will deliberate on the winner of the European Green Capital Award 2023 and European Green Leaf Award 2022. See also section 3.3 for the award criteria.

For transparency of the overall process, the findings of the jury are presented in a publically available ‘Jury Report’\(^{18}\).

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\(^{16}\) http://ec.europa.eu/environment/europeangreencapital/applying-for-the-award/expert-panel/

\(^{17}\) For EGCA: http://ec.europa.eu/environment/europeangreencapital/press-communications/egca-publications/


Jury hearings will take place approximately 1-2 days before the Award Ceremony in Lahti, European Green Capital 2021 (date and location to be confirmed at a later stage).

**Award stage**

The winner of the European Green Capital Award 2023 and winner(s) of the European Green Leaf Award 2022 will be announced at an official and festive Award Ceremony in Lahti, the European Green Capital 2021 (date and location to be confirmed at a later stage).

**4.4. The Expert Panel**

The European Commission's Directorate General for Environment sets up the Expert Panel following a public call for applications. The members of the Expert Panel are contracted for their work by the European Green Capital and European Green Leaf Awards Secretariat.

The aim of the Expert Panel is to provide technical advise and assist in the selection of a city awarded with the title of European Green Capital and European Green Leaf.

The Expert Panel’s tasks are set out in section 4.3 above.

Members of the Expert Panel are individuals appointed in personal capacity and act independently and in the public interest. Individuals appointed as members of the Expert Panel in a personal capacity must disclose any circumstances that could give rise to a conflict of interest by submitting a 'declaration of interests' ('DOI') form on the basis of the standard DOI form for expert groups.

The Expert Panel will meet a maximum of three times per evaluation cycle.

**4.5 The Jury**

The Jury is appointed by the Director General of the European Commission's Directorate-General for Environment. The Directorate General for Environment of the European Commission is responsible for the Awards and the Director General is the authorising officer responsible for awarding the financial prize.

The Jury will in principle be composed of representatives of the following organisations\(^\text{19}\), as below:

- The European Commission's Directorate-General for Environment (Chair)
- The European Parliament
- The European Committee of the Regions and / or the European Economic and Social Committee
- The European Environment Agency
- A city network organisation


\(^{19}\) [http://ec.europa.eu/environment/europeangreencapital/applying-for-the-award/the_jury/](http://ec.europa.eu/environment/europeangreencapital/applying-for-the-award/the_jury/)
And / or an environmental non-governmental organisation

The Jury's tasks are set out in section 4.3 above. Further information about the individual members of the Jury will be posted on the EGCA site prior to the deliberations.

5. ARRANGEMENTS AND FINAL DATES FOR SUBMISSION OF APPLICATIONS

The competition will run from 28 May 2020 to 28 October 2020.

In order to submit a complete online application, the following should be submitted:

- Complete the relevant application form (Annex 1 or Annex 3).
- The relevant Mayoral Declaration (Annex 5 or Annex 6) should be signed by the Mayor or the highest ranking City Representative, authorised by national law to legally represent the city and stamped with the official city seal.
- Complete and sign the Declaration on Honour on exclusion criteria and selection criteria (Annex 10).

Please ensure the Mayoral Declaration document is labelled correctly e.g. City Name_Mayoral Declaration_EGCA 2023 or City Name_Mayoral Declaration_EGLA 2022.

Please ensure the Declaration on Honour document is labelled correctly e.g. City Name_Declaration on Honour_EGCA 2023 or City Name_Declaration on Honour_EGLA 2022.

The application form must be submitted through the application portal of the European Green Capital website. The European Green Capital Award application must be fully completed and submitted in fourteen (14) individual files: one (1) City Introduction and Context, twelve (12) Indicators and one (1) Good Practices. Each file must be a word document and labelled correctly (e.g. for EGCA: City Introduction and Context_Lahti, Indicator 1_Lahti, Indicator 2_Lahti… etc. and Good Practices_Lahti). The European Green Leaf Award application form must be fully completed and submitted as one word document file and labelled correctly e.g. City Name_EGLA 2022_Application Form.

All queries should be directed to the Secretariat:

For European Green Capital: info@europeangreencapital.eu
For European Green Leaf: info@europeangreenleaf.eu

The deadline for receipt of applications is at 23:59 CET (GMT +1) on 28 October 2020.

An automatic notification of receipt of submitted applications will be issued to applicant cities by the European Green Capital and European Green Leaf Awards Secretariat. Applications will subsequently undergo validation and applicants will be informed no later than two months following the deadline of submission set out above if their application has been accepted into the competition or not.

For the admissibility, eligibility, non-exclusion and award criteria, please refer to the criteria set out in section 3 above.
6. **THE FINANCIAL PRIZE**

The availability of the resources for awarding the financial prize is subject to the approval of the EU 2021 Budget and approval by the College of the 2021 Financing Decision for the EU LIFE Programme. Participation for candidate countries, Iceland, Liechtenstein, Norway and Switzerland shall be pursued in accordance with the conditions laid down in the respective bilateral or multilateral agreements establishing the general principles for those third countries' participation in Union programmes.

Applicants from cities of countries that do not participate in the LIFE programme should be aware that they may be awarded the title but not the financial prize.

The title of European Green Capital for the year 2023 ('title year') and the respective financial prize shall be awarded in year 2021 ('award year') on the basis of the criteria set out in section 3.

The title of European Green Leaf for the year 2022 ('title year') and the respective financial prize shall be awarded in year 2021 ('award year') on the basis of the criteria set out in section 3.

The commitments made at the application stage by the winning cities ('the contestants'), and in particular as part of the award criteria set out in section 3.3, shall be deemed to have been honoured by the contestants and no substantial changes have been made.

In addition to the award criteria, the following shall apply to both the European Green Capital and European Green Leaf Awards:

- The budget has been maintained at a level capable of delivering a high-quality programme for the respective title years.

- The European dimension has remained sufficiently strong in the final version of the title year programme.

- The marketing and communication strategy and communication material (printed and online) used by the winning city; and the projects of the city to enhance its sustainability clearly reflect the fact that the awards are an initiative of the European Commission. For this purpose, the winning city shall make use exclusively of the official 'winning city' branding by the European Commission, where applicable (see 'Letter of Intent' below). Details on the rules and requirements for applying the logo are included in the Branding Rules document (see Annex 7 and 8 'Letter of Intent').

- The winning city shall report on the use of the financial prize.

- The winning city shall report on the impact of the title after their title year expires (see under section 6.8). It will be assumed that the plans for monitoring and evaluation of the title awarded to the city are in place.

As European Green Capital 2023 or European Green Leaf 2022 the winning cities will be in the centre of attention Europe-wide, acting as a role model to inspire other cities, promoting best practices and spreading the award model further.
To support the winning city in this endeavour, the European Commission will summarise a list of activities that are enshrined in a non-binding agreement, a so-called 'Letter of Intent' between the European Commission's DG Environment and the winning city (Annex 7 and Annex 8 respectively).

The Letter of Intent is complemented by monitoring guidelines, a guideline document for monitoring the impact of the EGC title, as well as a 'communication toolbox', containing a number of instructions which will be useful in helping to promote the year as the European Green Capital. An important element of the communications toolbox is the graphic design, ensuring continuity of the European Green Capital Award 'brand' from year to year so that by promoting the European Green Capital Award brand, the visibility for the winning city is also increased and guaranteed after the city's European Green Capital (calendar) year expires.

The European Commission shall be authorised to publish or to refer to, in whatever form and on or by whatever medium, the following information:

- The name of the winning city
- The locality and address of the winning city
- The completed application of the winning city
- The general purpose of the communication strategy and implemented projects / actions as presented at the jury meeting
- The amount of the financial prize legally committed
- The nature and purpose of the measure

6.1. The amounts of the financial prizes

6.1.1. European Green Capital 2023

European Green Capital Award 2023: EUR 600.000 (six hundred thousand euros), maximum one city per European Green Capital Award title year.

6.1.2. European Green Leaf 2022

European Green Leaf Award 2022: EUR 200.000 (two hundred thousand euros), for each one of the maximum of two cities per European Green Leaf Award title year.

In the event that only one city receives the European Green Leaf 2022 title, an amount of EUR 200.000 is allocated to the winning city. In the event that two cities win the European Green Leaf 2022 title, an amount of EUR 200.000 will be allocated to each winner.

6.2. Payment arrangements

The winner of the European Green Capital and European Green Leaf Awards will be announced at the Awards Ceremony (see section 4.3). An evaluation report containing the jury members' findings and their proposals for the awards will be made publicly available through the Jury Report (see section 4.3).

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20 With due regard to data protection issues and protection of commercial interests if applicable.

6.2.1. European Green Capital 2023

The financial prize foreseen for the European Green Capital 2023 will be awarded at the moment of the announcement and designation of the winning city at the official Award Ceremony. The payment of the amount will occur in two instalments:

- 70% within maximum three months of the date that the title is awarded or by 30 September 2021 at the latest. The financial prize is deemed to be used as a contribution towards implementing the initiatives and measures to enhance the city’s environmental sustainability as part of the winning city's European Green Capital year 2023, as set-out by the city’s sustainability vision presented at the jury meeting. Prior to the payment of the first instalment, a kick-start meeting between the winning city and the European Commission shall be set up to assess the compliance with this requirement. The kick-start meeting shall take place no later than one month following the award of the European Green Capital 2023 title.

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- 30% during the 'title year' and no later than 30 June 2023, provided that the city designated continues to honour the commitments it made at the application stage inter alia relating to the payment of the first instalment. Compliance with this requirement will be assessed by the European Commission on the basis of a follow-up report submitted by the winning city no later than May 2023 outlining the actions to enhance the city’s environmental sustainability vision implemented as part of the city’s European Green Capital 2023 programme.

The financial prize will be paid to the city winning the European Green Capital Award, after the submission by the city of the necessary financial information.\(^{22}\)

6.2.2. European Green Leaf 2022

The financial prize foreseen for the European Green Leaf 2022 will be awarded at the moment of the announcement and designation of the winning city at the official award ceremony. The payment of the amount will occur in two instalments:

- 70% within maximum three months of the date that the title is awarded or by 30 September 2021 at the latest. The financial prize is deemed to be used as a contribution towards implementing the initiatives and measures to enhance the city’s environmental sustainability as part of the winning city's European Green Leaf year 2022, as set-out by the city's sustainability vision presented at the jury meeting. Prior to the payment of the first instalment, a kick-start meeting between the winning city and the European Commission shall be set up to assess the compliance with this requirement. The kick-start meeting shall take place no later than one month following the award of the European Green Leaf 2022 title.

and

- 30% during the 'title year' and no later than 30 June 2022, provided that the city designated continues to honour the commitments it made at the application stage inter alia relating to the payment of the first instalment. Compliance with this

\(^{22}\) Financial information that is needed comprise the dully signed Legal Entity Form of the City and the Bank Account Form.
requirement will be assessed by the European Commission on the basis of a follow-up report submitted by the winning city no later than May 2022 outlining the actions to enhance the city’s environmental sustainability vision implemented as part of the city’s European Green Leaf 2022 programme.

The financial prize will be paid to the city or cities winning the European Green Leaf Award, after the submission of the necessary financial information by the city or cities.23

6.3. Sole liability of contestants

The European Commission and the European Green Capital and European Green Leaf Award Secretariat may not be held responsible for any claim relating to the activities carried out in the framework of the European Green Capital 2023 and European Green Leaf 2022 Awards contest by the contestant. The Commission shall not be held liable for any damage caused or sustained by any of the contestants, including any damage caused to third parties as a consequence of or during the implementation of the activities related to the contest.

6.4. Checks and audits

Once the authorising officer of the European Commission has established the award decision for the financial prize, the contestants accept that the Commission, OLAF and the Court of Auditors may carry out checks and audits in relation to the contest and the received financial prize.

6.5. Processing of personal data

The Commission is bound by Regulation 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.24 The Commission will process personal data from contestants in accordance with this regulation. For more details, please refer to the Data Protection Notice (Annex 9).

The winner should be aware that when processing personal data in relation to the present contest it will have to ensure compliance with the General Data Protection Regulation25 as well as any national law implementing it.

6.6. Applicable law and competent jurisdiction

Regarding the award and payment of the financial prize, the Law of the Union applies. The competent court or arbitration tribunal to hear disputes in the General Court of the Court of Justice of the European Union:

General Court
Rue du Fort Niedergrünewald
L-2925 Luxembourg

---

23 Financial information that is needed comprise the duly signed Legal Entity Form of the City and the Bank Account Form.
25 Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Text with EEA relevance), OJ L 119, 4.5.2016. If the winner is from an EU candidate country or Switzerland they shall respect the national laws applicable on data protection in the context of the implementation of the award.
6.7. Applicability of penalties

Financial or administrative penalties, or both, may be imposed on applicants who have made false declarations, or committed irregularities or fraud, in accordance with the conditions laid down in Article 136 and Article 138 of the Financial Regulation applicable to the general budget of the European Union and in proportion to the value of the financial prize.

6.8. Dissemination and exploitation obligations

In line with the third objective of the awards, the winning cities should act as a role model to inspire other cities and promote best practice and experiences in all other European cities and what the added value of the award is for European cities and citizens.

It is therefore important to measure the success of the title in each winning city by developing a set of societal, economic and environmental indicators to monitor before, during, and after the award year. These indicators (and the methods for monitoring them) should, where possible, be defined in advance of the award year.

A winning city final report (‘ex-post evaluation report’) evaluating the impact of the award on the city and how the financial prizes have been used, should be completed and ready for publication as early as possible and at the latest by the end of June in the year immediately following the winning year (i.e. 6 months after the end of the winning year). The report shall take the results of the monitoring exercise set out above into consideration. The winning European Green Capital city shall also produce a five-year report to detail the continuous improvement of the city under the indicators outlined above. Both reports shall be made publically available at the European Green Capital website.

7. CONDITIONS FOR CANCELLATION OF THE CONTEST

The Commission has the right to terminate the contest before its closing date without any obligation to award and to indemnify the contestants.

The Commission has the right to decide not to award any financial prize if no applications are received, if no applications meet the eligibility criteria or if the Jury decides not to propose an award of the financial prize to any of the eligible applications.

8. ADDITIONAL INFORMATION

The application process, the work of the Expert Panel and the Jury are facilitated by the European Green Capital and European Green Leaf Awards Secretariat, which is run by the Irish company RPS Group Ltd. The Secretariat also assists with PR activities related to the

26 In line with the three main elements of sustainable development, the following indicator categories are recommended: Society, Economy and Environment. Furthermore, as part of the environmental component, the reporting shall contain implementation of relevant EU legislation and policy (in particular in the following areas: air quality; water; waste; noise; nature, biodiversity and soil).

award scheme through the European Green Capital website and through various communication channels such as brochures, newsflashes and film clips etc.

Contact the Secretariat at:

Telephone: +353 87 361 90 39  
E-mail: info@europeangreencapital.eu  
info@europeangreenleaf.eu  

or the European Commission at: env-egca-egl@ec.europa.eu

9. ANNEXES

Annex 1 – European Green Capital Award 2023 Application Form  
Annex 2 – European Green Capital Award 2023 Guidance Note  
Annex 3 – European Green Leaf Award 2022 Application Form  
Annex 4 – European Green Leaf Award 2022 Guidance Note  
Annex 5 – European Green Capital Award 2023 Mayoral Declaration  
Annex 6 – European Green Leaf Award 2022 Mayoral Declaration  
Annex 7 – European Green Capital Award Draft Letter of Intent  
Annex 8 – European Green Leaf Award Draft Letter of Intent  
Annex 9 – Data Protection Notice  
Annex 10 – Declaration on Honour on exclusion criteria and selection criteria  
Annex 11 – Examples of measures and actions for guidance purposes
Annex 1

European Green Capital Award 2023 Application Form
Please complete the submission for the EGCA 2023 Award in this Application Form. **All sections must be answered** and all questions should be addressed. In the instance that an applicant cannot provide an answer to a question, reasons must be provided in the relevant section.

Text included in square brackets [EXAMPLE] should be deleted and replaced with the applicant’s response to each respective section. Do not delete the questions in the application form.

Please note, The ‘City Introduction and Context’ section does not form part of the overall assessment however it is a key component of the application and therefore must be completed. This section sets the scene for the application as a whole in the context of historical, geographic, socio-economic and political constraints, contentious infrastructure/environmental projects and initiatives, and provides the Expert Panel with a clear insight into the factors influencing the city’s development and environmental quality.

All 12 indicators carry equal weight. Within each indicator, sections A, B and C are also equally weighted.

Word exceedances will not be accepted and applicants must complete the Word Count Check at the end of each Indicator to verify that their response is within the word limits outlined in the application form. This word count is a tool for cities to check that word exceedances have not occurred and ensure that answers are not left incomplete.

**Applicants must read the Guidance Note** before completing their application and consult this document while undertaking their responses.
City Introduction and Context

Give an overview of the city and a general background to the application, including examples of social and economic sustainability in the city.

Discuss positive and negative factors that have influenced the quality of the environment within the city and its surrounding area.

Provide a description of the key environmental challenges which the city faces including historical, geographical and/or socio-economic factors which have influenced the city’s development.

The city's infrastructure plan should be briefly explained.

Applicants are advised to include any former or outstanding environmental legal proceedings in this section.

Please provide the following two maps:

- Map 1 should show the layout of urban areas, geographical and other features across the city;
- Map 2 should show the city in the context of the wider surrounding area.

Please also complete the following table:

Table 1: Benchmarking Data - City Introduction and Context

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Units</th>
<th>Year of data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>Number of inhabitants</td>
<td></td>
</tr>
<tr>
<td>Area</td>
<td>km²</td>
<td></td>
</tr>
<tr>
<td>Population Density</td>
<td>Inh/km²</td>
<td></td>
</tr>
<tr>
<td>GDP</td>
<td>€/capita</td>
<td></td>
</tr>
<tr>
<td>Köppen climate classification</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(word count check: please complete the below word count check for City Introduction and Context. As per the Guidance Note (Annex 2 of the Rules of Contest), the word count includes text in graphics/images/tables and the body of text. The word count excludes text in the original application form, captions and text in Table 1: Benchmarking Data - City Introduction and Context.)
<table>
<thead>
<tr>
<th>Section</th>
<th>Number of words in graphics/images/tables</th>
<th>Number of words in body of text</th>
<th>Total number of words in graphics/images/tables and body of text</th>
<th>Max. words</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td></td>
<td></td>
<td></td>
<td>1,000</td>
</tr>
</tbody>
</table>
1. Air Quality
Refer to Section 2.1 of the Guidance Note

1A. Present Situation

Please complete the following table providing the most recent data that is available:

<table>
<thead>
<tr>
<th>Table 1: Benchmarking Data - Air Quality</th>
<th>Unit</th>
<th>Year of Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of PM$_{10}$ monitoring stations</td>
<td>No. of monitoring stations</td>
<td></td>
</tr>
<tr>
<td>For each station provide the number of days per year PM$_{10}$ exceeded 50 µg/m$^3$</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td>For each station provide annual average PM$_{10}$ concentration</td>
<td>µg/m$^3$</td>
<td></td>
</tr>
<tr>
<td>Number of NO$_2$ monitoring stations</td>
<td>No. of monitoring stations</td>
<td></td>
</tr>
<tr>
<td>For each station provide the number of hours with NO$_2$ concentration higher than 200 µg/m$^3$</td>
<td>Hours</td>
<td></td>
</tr>
<tr>
<td>For each station provide annual average NO$_2$ concentration</td>
<td>µg/m$^3$</td>
<td></td>
</tr>
<tr>
<td>Number of PM$_{2.5}$ monitoring stations</td>
<td>No. of monitoring stations</td>
<td></td>
</tr>
<tr>
<td>For each station provide the annual average PM$_{2.5}$ concentration</td>
<td>µg/m$^3$</td>
<td></td>
</tr>
</tbody>
</table>

Describe the present situation in relation to ambient air quality, including any relevant disadvantages or constraints resulting from historical, geographical and/or socio-economic factors which may have influenced this indicator. Topographical constraints should also be mentioned where relevant.

Make reference, providing data in the table above, to:

1. Assess the contribution from local sources and from long-range transport to annual mean concentration of NO$_2$, PM$_{10}$ and PM$_{2.5}$;
2. If available, provide information on the relative contribution of different local sources (e.g. road traffic, residential wood combustion etc.) to the annual mean of NO$_2$, PM$_{10}$ and PM$_{2.5}$;
3. If exceedances occur, describe the extent of the exceedances in the city as a whole, not only at the monitoring sites. If available, provide maps of air pollutant concentrations.

Charts:

Air quality data (addressing NO$_2$, PM$_{10}$ and PM$_{2.5}$ at a minimum) should be provided to show trends over time.
Please use five charts to illustrate:

1. Trend (10 years at least) of annual average NO\textsubscript{2} for each monitoring site;
2. Trend (10 years at least) of annual average PM\textsubscript{10} for each monitoring site;
3. Trend (10 years at least) of annual average PM\textsubscript{2.5} for each monitoring site;
4. Trend (10 years at least) of number of daily limit exceedances of PM\textsubscript{10} per year;
5. Trend (10 years at least) of number of hourly limit exceedances of NO\textsubscript{2} per year.

An example of the requested chart is provided in the Guidance Note, Figure 2.1.

Describe whether air quality objectives and measures taken go beyond what is required by the Ambient Air Quality Directives, and how this is achieved.

Describe whether and how air quality planning and measures are integrated with other plans and measures in the city, and whether and how synergies have been achieved between objectives and measures on air quality and those in other areas.

(max. 1,000 words and five graphics, images or tables plus the five requested charts detailed above)

[POPULATE TABLE 1: BENCHMARKING DATA - AIR QUALITY ABOVE AND INSERT RESPONSE TO SECTION A HERE]

1B. Past Performance

Describe the plans and measures implemented over the last five to ten years for the improvement of ambient air quality. Comment on which measures have been most effective.

Particular reference should be given to:

1. Existence and implementation status of an air quality management plan (specify if it is a local, regional and/or national plan);
2. Local measures taken to improve air quality and quantify their effect on air quality in terms of pollutant emissions abatement;
3. Information for the public (both inhabitants and tourists) on air quality levels (e.g. web pages, information screens) in order to increase public awareness and behavioural change. Make reference to relevant stakeholder/citizen participation process, including whether and how citizen science initiatives were deployed or taken up.

(max. 800 words and five graphics, images or tables)

[INSERT RESPONSE TO SECTION B HERE]

1C. Future Plans

Describe the short and long-term objectives for the future, proposed plans and the proposed approach and measures for their achievement. Quantify the expected effects of proposed measures on air quality in terms of...
of pollutant concentrations in ambient air (if possible).

Emphasise to what extent plans are supported by commitments, budget allocations, and monitoring and performance evaluation schemes.

(max. 800 words and five graphics, images or tables)

[INSERT RESPONSE TO SECTION C HERE]

1D. References

List supporting documentation, adding links where possible. Further detail may be requested during the pre-selection phase. Documentation should not be forwarded at this stage.

(max. 400 words)

[INSERT RESPONSE TO SECTION D HERE]

Word Count Check

Please complete the below word count check for Indicator 1: Air Quality, Sections 1A, 1B and 1C.

As per the Guidance Note (Annex 2 of the Rules of Contest), the word count includes text in graphics/images/tables and the body of text. The word count excludes text in the original application form, captions and text in Table 1: Benchmarking Data - Air Quality.

<table>
<thead>
<tr>
<th>Section</th>
<th>Number of words in graphics/images/tables</th>
<th>Number of words in body of text</th>
<th>Total number of words in graphics/images/tables and body of text</th>
<th>Max. words</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A</td>
<td></td>
<td></td>
<td></td>
<td>1,000</td>
</tr>
<tr>
<td>1B</td>
<td></td>
<td></td>
<td></td>
<td>800</td>
</tr>
<tr>
<td>1C</td>
<td></td>
<td></td>
<td></td>
<td>800</td>
</tr>
</tbody>
</table>

To access the full EGCA 2023 application form, please register your city’s interest on the application portal at:

[http://ec.europa.eu/environment/europeangreencapital/applying-for-the-award/]
Annex 2

European Green Capital Award 2023 Guidance Note
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1 INTRODUCTION

This Guidance Note should be read in conjunction with the Application Form for the European Green Capital Award 2023. The Application Form can be downloaded in English from the application portal. The full application shall be written in one of the official languages of the European Union. However, submission of the Application Form in English is encouraged for the smooth and timely running of the assessment of the applications.

The Mayoral Declaration (Annex 5 to the Rules of Contest governing the European Green Capital Award 2023 competition) is available in English and must be completed, dated, signed, stamped, scanned and submitted in English. The signatory should be authorised by national law to legally represent the city.

The Declaration on Honour (Annex 10 to the Rules of Contest governing the European Green Capital Award 2023 competition) is available in English and must be completed, dated, signed, scanned and submitted in English.

1.1 EXPLANATORY NOTE ON INDICATORS

This note provides information on how to interpret the indicators and types of information cities must provide when applying. Applications must comply with the formal requirements set out in the Rules of Contest governing the European Green Capital 2023 Award competition. Applicants will only be assessed on the content of the application form. Incomplete application forms will not be assessed i.e. applications with missing indicators or missing sections within an indicator which are not justified by the applicant.

The 2023 Award Application Form has four sections per indicator (please note that these sections differ for Indicator 12: Governance as outlined in Section 2.12 of this document):

A. Present Situation - focus on describing the present situation (include data, numerical information, figures, graphics etc.), including relevant infrastructure and systems, the state of play with respect to environmental performance and information on governance arrangements and responsibilities;

B. Past Performance - focus on the measures implemented and associated trends for the last five to ten years;

C. Future Plans - focus on realistic and achievable plans, the objectives that these contain and the measures that will be used to achieve these;

D. References - for clarification purposes only.

For further guidance on these four sections please refer to Section 2.
Each section of the application form must be completed and shall adhere to the stated word limit given at the end of each individual section. Any words above the specified limit will not be taken into account and may leave application responses incomplete.

Each section can include graphs, tables, diagrams and photographs. Please see guidelines with regards word count and limitations in Section 1.2.1.

References should be included in the references section. Footnotes shall only be used where a city wants to make reference to other sections of its application form.

Sections A, B, and C are considered on an equal basis (i.e. are equally weighted) as part of the technical assessment and ranking will be based on the information provided in these sections. Section D - References; will be used solely for clarification/verification of data purposes. Experts are not required to read additional information.

Good Practices will be solely used for information purposes and will not be considered as part of the technical ranking but must be completed. Good practices submitted may be used by the Secretariat to produce Good Practices Factsheets for use on the European Green Capital website and/or the European Commission ‘Green Cities Tool’.

The ‘City Introduction and Context’ section is for information purposes only.

Information to be included:

Include clear plans and objectives in the context of European legislation. Detail, where possible, the city’s compliance/non-compliance with EU Directives and legislation.

It should be clearly noted if figures provided are for the city itself or incorporate a larger area/region.

Applicants should highlight integrated approaches to environmental management. The experts who will evaluate the application are only required to assess their primary and peer-review indicators. Where cross linkages between indicators/initiatives exist, they should be referred to in the different relevant indicator sections in the application form or by way of footnotes.

Where possible, please identify active community groups/stakeholders within the city in the relevant indicator and also highlight how the city has engaged with these groups in the course of its policy development.

Further Guidance

In advance of preparing an application, it is recommended that applicants look at the following:

Past EGCA winning city applications, highlighting what made a high-ranking technical application.
• **Past EGCA Winning City Applications**

Historical Technical Assessment Report’s will allow applicants to see what reoccurring themes are mentioned by experts in their feedback and allow the applicant to address these particular concerns.

• **Historical Technical Assessment Reports**

Past Applicant Workshop materials are available online for review, which should answer most of the questions that applicants may have and provide even further guidance as to what is expected from a winning city application.

• **Past Applicant Workshop Materials**

If there are any queries on the application form, please do not hesitate to contact the European Green Capital Award Secretariat who can field procedural questions or refer technical questions to the expert panel on behalf of a city.

Please note that cities cannot liaise directly with the expert panel.

The Secretariat can be contacted via email at info@europeangreencapital.eu or by telephone at +353 87 361 90 39 for any queries.

### 1.2 FORMAT OF THE APPLICATION

Applicants are required to submit their response within the application form in the areas indicated by grey text in square brackets [EXAMPLE]. Original text in the application form should not be deleted. The format of the template of the application form must be adhered to.

All documents must be submitted in a word document format and uploaded through the application portal.

The Rules of Contest governing the European Green Capital Award 2023 competition, and in particular Section 3 therein, stipulate that all candidates shall complete the common application form for each of the 12 environmental indicators. Applications that do not follow the requirements set out in Section 3 at pre-selection stage shall be eliminated from the competition and will not be examined further.

Applicants are required to fill out all sections of the application form. Applications which are not fully answered shall not be examined further. In the event that a question cannot be answered, reasons must be given in the corresponding section of the application form.

The experts’ assessment will include qualitative evaluations, and a peer review of each application. Applicant cities compete against each other for the title of European Green Capital 2023. Therefore, it is strongly advised that applicants submit high quality content.
1.2.1 Word Count and Limitations

The original text of the application form and text within ‘Table 1: Benchmarking Data’ of each indicator will not be included in the word count.

All word limits must be strictly adhered to. Any words above the specified limit will not be taken into account and may leave applicant’s responses incomplete. Applicants must complete the ‘Word Count Check’ provided at the end of each indicator to verify that their word count is within the acceptable limits. This word count includes a check of:

- Words in graphics/images/tables;
- Words in the body of text;
- Total number of words (words in graphics/images/tables and words in the body of text).

**Graphics/Images/Tables Word Limits:**

Text within the body of graphics/images/tables must be submitted in an editable format (for purposes of the word count and translation, where applicable).

Text included in the captions and heading (titles) of graphics/images/tables will not be included in the word count. These shall not exceed more than 20 words.

Screenshots of websites/leaflets/posters which illustrate an item but are not intended to be read will not be counted towards the indicator wordcount, but will be included in the count of permitted graphics/images/tables per indicator area.

Information essential to understanding a graphic/image/table (i.e. headings/titles/legends/text in columns/place names/numbers) will not be included in the word count, as these are relevant and essential to understand the information within. All other text included in graphics/images/tables will be included in the word count.

Please see below for sample tables (Tables 1.1 - 1.3) and sample graphics (Figures 1.1 - 1.4).

**Table 1.1 - Sample of Table Format to be used in the EGCA Application Form**

<table>
<thead>
<tr>
<th>Building Type</th>
<th>Potential area for roof gardens or Urban agriculture</th>
<th>Additional areas for extensive green roofs or habitats for biodiversity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. of roofs</td>
<td>Total m²</td>
</tr>
<tr>
<td>Industrial buildings</td>
<td>21</td>
<td>21</td>
</tr>
<tr>
<td>Office and retail</td>
<td>32</td>
<td>32</td>
</tr>
<tr>
<td>Schools</td>
<td>43</td>
<td>43</td>
</tr>
<tr>
<td>Hospitals and care homes</td>
<td>54</td>
<td>54</td>
</tr>
<tr>
<td>Residential buildings</td>
<td>65</td>
<td>65</td>
</tr>
<tr>
<td>Mixed use buildings</td>
<td>76</td>
<td>76</td>
</tr>
<tr>
<td>Other buildings</td>
<td>87</td>
<td>87</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>378</strong></td>
<td><strong>378</strong></td>
</tr>
</tbody>
</table>
Table 1.2 - Sample of acceptable Table where there would be no addition to the Word Count

<table>
<thead>
<tr>
<th>Main Identified Climate Change Hazards and Challenges in Lahti</th>
<th>Action, Project Name</th>
<th>Partners</th>
<th>Lahti City Consortium Staff Allocation</th>
<th>Year</th>
<th>Estimated Cost ($) and Funding Source</th>
<th>Monitoring and Performance Evaluation Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Floods</td>
<td>City centre vulnerability assessment</td>
<td>Land School of Applied Sciences (LUAS), City of Lahti</td>
<td>1</td>
<td>2014</td>
<td>10,000 LUAS, student thesis</td>
<td>Assessment, did not contain monitoring</td>
</tr>
<tr>
<td>Eutrophication</td>
<td>Large-scale investment and R&amp;D project Hybrid Solutions for Urban Storm Water</td>
<td>City of Lahti, University of Helsinki, Smart &amp; Clean Foundation, LaDEC, City of Helsinki, Espoo and Vantaa</td>
<td>2</td>
<td>2017-2020</td>
<td>Circa 2 M€, Finnish Government 2017-2018 Applications will be sent to several other funding sources</td>
<td>Monitoring (quantity and quality of storm water) is part of the project</td>
</tr>
<tr>
<td>Heat Waves and Health Risks</td>
<td>District cooling system analysed for new residential areas</td>
<td>City of Lahti, Lahti energy, private companies</td>
<td>1</td>
<td>2012-13</td>
<td>Planning costs, 10,000 €</td>
<td>No investments made</td>
</tr>
<tr>
<td></td>
<td>Good network of street trees (1000 trees) Circa 3,000 trees in the centre of Lahti and 10,000 overall (fig. B4)</td>
<td>City of Lahti, private companies</td>
<td>1</td>
<td>1900</td>
<td>Maintenance 150,000 €/y</td>
<td>Maintenance is monitored</td>
</tr>
</tbody>
</table>

All information provided in this table is essential in order to understand the information featured in the table, and would not be included in the wordcount (Lahti Application EGCA 2021).

Table 1.3 - Sample of Table with Excessive Text

1. Circle based
   1. Residual waste from households shall be reduced by a minimum of 30% per capita by 2025, compared to 2015-level.
   2. Food waste from households shall be reduced by 30% by 2025.
   3. A minimum of 50% of food waste from households shall be collected and recycled by 2025.
   4. A minimum of 50% of plastic waste from households shall be recycled by 2025.
   5. The municipal waste-to-energy plants shall have an energy recovery rate of minimum 95% by 2025.
   6. Oslo shall be one of the cities with the most cost efficient waste management systems in Norway, by 2025.

7. Health, environment and climate
   1. All hazardous waste and plastic and electronic waste shall be collected and treated safely.
   2. The waste management in Oslo shall be climate neutral by 2025.
   3. The number of illegal dumping shall be halved by 2025, compared to 2017-level.
   4. A minimum of 50% of the household waste shall be collected by underground and automatic waste systems by 2030.

5. The City of Oslo
   1. Residual waste from the City shall be reduced by a minimum of 30% by 2025, compared to 2015-level.
   2. There shall be recycling bins in all larger parks and public spaces by 2025.
   3. Residual waste from enterprises shall be reduced to a maximum of 30% by 2025.
   4. By 2020 a minimum of 70% (by weight) of construction and demolition waste shall be prepared for re-use, recycled or undergo other material recovery.
   5. Regional solutions for waste management shall be established by 2025.

6. Inhabitants
   1. By 2025, 95% of the inhabitants will have confidence that the waste resources are properly utilized.
   2. By 2025, 80% of the inhabitants shall experience that it is easy to sort waste and recycle in Oslo.
   3. By 2025, 90% of the inhabitants shall know about facilities where they can deliver materials and items for reuse.

This is an example of a table which would be considered to have a high word count, and this text would all be counted in the Indicator Word count (Oslo Application EGCA 2019).
A picture is worth a thousand words! It is highly recommended to make efficient use of the graphic/image/table allowance in order to optimise the application. The clever use of graphics/images/tables including infographics can reduce the amount of text required to describe a particular aspect of the application.

Using before and after pictures to illustrate the implementation or effect of specific projects can be very useful and a good way to visually highlight the change resulting from a project.

**Figure 1.1 - Example 1 - Graphic/Image where there is no addition to Word Count (Lahti 2021)**

**Figure 1.2 - Example 2 - Graphic/Image where there is no addition to Word Count (Lahti 2021)**

Figures 1.1 & 1.2 illustrate two sample ‘Graphics/Images’ where all text is necessary to understand the information within. The labels of each 'place' and 'process' are necessary to understand the diagram.
Figures 1.3 & 1.4 illustrate text based ‘Graphics/Images’ where the information consists of concise descriptions of projects, titles or relationships where all text is necessary to understand the information within, and would not be included in the wordcount.
There is a limit of fifteen graphics/images/tables per indicator. However, Indicator 1: Air Quality requests five additional charts and Indicator 6: Sustainable Land Use & Soil requests three additional maps. These additional maps/charts are not included in the word count. A maximum of three graphics/images/tables per Good Practice are allowed in the Good Practice section.

All limits for numbers of graphics/images/tables must be adhered to. Images which consist of multiple jpegs combining to form one image/subject may be accepted if they are addressing a common theme. If the grouped images are not deemed to address a common theme, these will be considered as separate individual images which may result in exceedances of the limit. Please see Figure 1.5 below of an instance in which multiple jpegs are accepted as one image (taken from the City of Lisbon’s winning application for the 2020 Award).

**Figure 1.5 - Grouped Images on a Theme that may be counted as a single image**

### 1.2.2 Captioning and Aligning Graphics/Images/Tables

In order to ensure that the application is transmitted in a legible format, graphics/images/tables should be inserted using the wrap text functions ‘In Line with Text’, ‘Square’ or ‘Top and Bottom’ and captioned using the caption function. Using other functions may cause graphics/images/tables to interfere with the format of the application form and not appear on the template, leaving submissions incomplete. Applicants are advised to test that the format of their application is retained after upload to the application portal.

**How to Caption Graphics/Images/Tables:**

1. After inserting a graphic/image/table, right click on the inserted item to show the pop-up menu displayed below:
2. Clicking on the ‘Insert Caption’ button will bring up the pop-up box below:

![Caption Description Pop-up Menu]

Figure 1.7 - Caption Description Pop-up Menu

3. In this window, the ‘Caption’ can be filled in appropriately and the caption (figure or table) number assigned.

Correct Image/Graphic/Table Alignment:

1. To prevent inserted items from moving around or blocking text (as below) please use the wrap text function:

![Example of Incorrect Image Placement - Overlapping Text]

Figure 1.8 - Example of Incorrect Image Placement - Overlapping Text

2. To ensure correct placement of an image, select an option within the ‘Wrap text’ menu in the Format toolbar (as below). Do not use any options from the ‘Position’ menu as the images are not held in place and may move after submission:
1.3 SUBMITTING AN APPLICATION

In order to submit a complete application form, the following must be adhered to:

The **Mayoral Declaration** (Annex 5 of the Rules of Contest) must be signed by the Mayor or highest ranking City Representative\(^1\) and stamped with the official city seal, scanned and uploaded to the portal. Please ensure the Mayoral Declaration document is labelled correctly e.g. City Name_Mayoral Declaration_EGCA 2023.

The **Declaration on Honour** on exclusion criteria and selection criteria (Annex 10 of the Rules of Contest) must also be completed, dated, signed, scanned, submitted in English, and uploaded to the portal. Please ensure the Declaration on Honour document is labelled correctly e.g. City Name_Declaration on Honour_EGCA 2023.

Both Declarations must be submitted with the **fully completed application form**. It is not necessary to send the original documents by post.

An application form will be considered invalid if it is not accompanied by a completed, signed and stamped Mayoral Declaration, and completed and signed Declaration on Honour.

An application form will be considered invalid if it is not accompanied by a completed, signed and stamped Mayoral Declaration, and completed and signed Declaration on Honour.

In addition to the Mayoral Declaration, and Declaration on Honour as set out above, fourteen (14) individual files will be uploaded in total: one (1) City Introduction and Context, twelve (12) Indicators

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\(^1\) Signatory must be authorised by national law to legally represent the city
and one (1) Good Practices. The completed official EGCA application form must be submitted in fourteen individual files, one file for each indicator, one for the City Introduction and Context, and one for the Good Practices. Each file must be a word document and labelled correctly e.g. City Introduction and Context_Lahti, Indicator 1_Lahti, Indicator 2_Lahti, ... etc. and Good Practices_Lahti.

Please follow the instructions as detailed on the website:

http://ec.europa.eu/environment/europeangreencapital/applying-for-the-award/

All queries should be directed to the Secretariat: info@europeangreencapital.eu

The deadline for receipt of applications is at 23:59 CET (GMT +1) on 28 October 2020.

Please note, that no technical support will be available past 18:00 CET (GMT +1) on the closing date.

Please make sure that the application form is complete (as detailed above) by the time of submission.

1.4 TRANSULATION

The technical assessment process is conducted in English. The full application shall be written in one of the official languages of the European Union. However, submission of the application form in English is encouraged for the smooth and timely running of the assessment of the applications.

If an application is submitted in a city’s native language, the word count will be examined based on the original application, i.e. before it is translated into English. The word count shall be strictly adhered to regardless of the language in which the application is submitted.

It should be noted that the European Green Capital Award is conducted in the English language. It is advised that a native English speaker is consulted during the application process and/or before the application is submitted.

It shall be noted that the jury meetings are held in English. Cities selected as finalists for the award and invited to the jury meeting shall present in English.

The winning city shall accept its award in English. Communication with the winning city shall be conducted in English.
2 APPLICATION FORM AND INDICATORS

The EGCA 2023 Application Form contains 14 separate sections:

- City Introduction and Context;
- Indicator 1: Air Quality;
- Indicator 2: Noise;
- Indicator 3: Waste;
- Indicator 4: Water;
- Indicator 5: Nature and Biodiversity;
- Indicator 6: Sustainable Land Use & Soil;
- Indicator 7: Green Growth and Eco-innovation;
- Indicator 8: Climate Change: Mitigation;
- Indicator 9: Climate Change: Adaptation;
- Indicator 10: Sustainable Urban Mobility;
- Indicator 11: Energy Performance;
- Indicator 12: Governance;
- Good Practices.

Each indicator must be completed under the following sections as set out in the application form (please note that the content of Section A, B and C of Indicator 12: Governance differs from this format as outlined in Section 2.12 of this document):

A. Present situation. Describe the present situation, e.g. the relevant infrastructure and systems that are in place and the relevant state of play with respect to environmental performance. This section should also cover governance arrangements and responsibilities. Also, include information on any relevant disadvantages or constraints resulting from historical, geographical and/or socio-economic factors which may have influenced this indicator. Quantitative information/data should be provided to support the description, including at the minimum, the specific data requested for each indicator;

B. Past performance. The aim of this section is to make clear how the present situation described in Section A has been achieved. This should describe the strategies, plans and measures that have been implemented over the last five to ten years. Comment on which measures have been most effective. Where available, quantitative information/data should be provided from previous (5-10) years in order to show recent trends;

C. Future plans. Describe the future short and long-term objectives and the proposed approach to achieve these, including any additional strategies and plans. Include the measures adopted, but not yet implemented, and details for future measures already adopted. Emphasise to what extent plans are supported by political commitments, budget allocations, and monitoring and performance evaluation schemes;
D. References. List supporting documentation, adding links where possible. Further detail may be requested during the pre-selection phase. Documentation should not be forwarded at this stage.

The City Introduction and Context and Good Practices sections are provided for information purposes and do not form part of the overall assessment or ranking.

Detailed guidance on each of the sections of the application form is provided herein.
CITY INTRODUCTION AND CONTEXT

Use this section to provide an overview of the city and context for the twelve indicators. It will act as background information for the experts and will set the scene for the application as a whole in the context of historical, geographic, socio-economic and political constraints, contentious infrastructure/environmental projects and initiatives. This provides the Expert Panel with a clear insight into the factors influencing the city’s development and environmental quality. Applicants should include any major local constraints, contentious infrastructure/environmental projects and initiatives.

Although it does not form part of the twelve indicators and will not contribute towards ranking, this section must be completed to present a full application for assessment.

The Secretariat will carry out a detailed background check on applicants’ compliance with European legislation and governance.

If the city is involved in a legal procedure under any European directive, or has been cited by the European Court of Justice, information on progress towards compliance should be provided.

It is important to use this section fully as, although it is not included in the assessment and ranking of the application, it can help to elucidate any issues in the city which may impact on a particular environmental indicator. This will help the Expert to understand the reasons why certain decisions have been made in the city and will support the evaluation of the application.

It is beneficial to cross-reference to points made in the City Introduction and Context section where relevant to a particular Indicator section as this may help to make more effective use of the word limits.

Please include five graphics, images or tables to support the response to this section. An additional two maps are requested:

- Map 1 should show the layout of urban areas, geographical and other features across the city;
- Map 2 should show the city in the context of the wider surrounding area.
2.1 AIR QUALITY

The selected indicators are described in Directive 2008/50/EC of 21 May 2008 on ambient air quality and cleaner air for Europe.

The target and limit values in this directive are set to protect human health and the environment. Member States and their competent authorities should take action in order to comply with the limit and target values. These include the following:

- The limit value for the annual mean of Nitrogen Dioxide (NO₂) is 40 µg/m³;
- The limit value for particulate matter PM₁₀ (daily mean) is 50 µg/m³ and should not be exceeded more than 35 times during a year;
- The limit value for the annual mean of PM₁₀ is 40 µg/m³;
- The limit value² for particulate matter PM₂.₅ is 25 µg/m³; and
- The hourly limit value for NO₂ is 200 µg/m³ and should not be exceeded more than 18 times during a year.

For presented air quality data specify the type of sampling point (e.g. traffic, urban background, regional background).

For the annual concentrations of NO₂, PM₂.₅ and PM₁₀ provide a quantitative assessment of the contribution from local sources and from long-range transport for these pollutants as a percentage. For example, of the annual mean of NO₂ at traffic measurement stations about 75% originates from local sources and 25% from long-range transport. The contribution from long-range transport should ideally be determined as originating from outside the administrative boundaries of the city. The purpose of this assessment is to estimate how much of observed concentrations can be managed by the city government.

For the following data, please use charts to illustrate where possible (see Figure 2.1 below for example):

1. Trend (10 years at least) of annual average NO₂ for each monitoring site;
2. Trend (10 years at least) of annual average PM₁₀ for each monitoring site;
3. Trend (10 years at least) of annual average PM₂.₅ for each monitoring site;
4. Trend (10 years at least) of number of daily limit exceedances of PM₁₀ per year; and
5. Trend (10 years at least) of number of hourly limit exceedances of NO₂ per year.

² Target value to be met as of 01.01.2010; limit value to be met as of 01.01.2015
If available, provide information on the spatial variation in air pollutant concentrations (maps) during the past five to ten years.

Provide information on air quality plans and measures implemented over the last five to ten years to improve the urban air quality and to increase awareness of air pollution.

- Comment on the effectiveness of implemented measures in terms of pollutants emission abatement;
- Explain how the implemented measures have influenced the present situation; and
- Refer to stakeholder involvement and communication with the population, including whether and how citizen science initiatives were deployed or taken up.

Describe whether air quality objectives and measures taken go beyond what is required by the Ambient Air Quality Directives, and how this is achieved.

Describe whether and how air quality planning and measures are integrated with other plans and measures in the city, such as Sustainable Energy and Climate Plans (SECAPs) under the Covenant of Mayors and Sustainable Urban Mobility Plans (SUMPs), and whether and how synergies have been achieved between objectives and measures on air quality and those in other areas.

Describe the short and long-term objectives for air quality and the proposed approach for their achievement. Emphasise to what extent plans are consolidated by commitments, budget allocations, monitoring and describe their expected impact in terms of future pollutant concentrations in ambient air.
2.2 NOISE

The quality of the acoustic environment is an important element of the urban environment and a challenging issue that city administrations have to manage. It impacts on the quality of life of the population of a city. Ambient sound levels that are beyond comfort levels are referred to as environmental noise pollution. This can be caused by many different sources, such as traffic, construction works and industry as well as some recreational activities and night life. Excess levels of noise can cause damage to hearing, annoyance, increased stress levels and blood pressure, and unnatural sleeping patterns.

Noise is an environmental stressor affecting public health, recognised by the World Health Organisation (WHO) among the top environmental risks to health. According to the WHO research, it is estimated that a significant number of Europeans are regularly exposed to noise levels exceeding 55 decibels (dB(A)) at night. In addition, the European Environmental Agency (EEA) report ‘Environmental noise in Europe – 2020’\(^3\) underlines that an estimated 113 million people are affected by long-term day-evening-night traffic noise levels of at least 55 dB(A). In most European countries, more than 50% of inhabitants within urban areas are exposed to road noise levels of 55 dB or higher during the day-evening-night period. Based on the EEA report, noise exposure causes 12,000 premature deaths and contributes to 48,000 new cases of ischemic heart disease (caused by a narrowing of heart arteries) per year across Europe. It is also estimated that 22 million people suffer chronic high annoyance and 6.5 million people suffer chronic high sleep disturbance.

Road traffic is the source of noise with the greatest population exposure in Europe, according to the report, followed by railways, airports and industry. Larger cities are noisier. Cities housing more than 250,000 people generally have a larger share of the population exposed to levels above the legal guidelines.

The report also says that noise considerations should be incorporated into planning and building new infrastructure and that, moreover, quiet areas should be protected. Finally, the document also states that wildlife may also be seriously affected by noise, according to a mounting body of evidence.

The Environmental Noise Directive (2002/49/EC) is one of the main instruments to identify noise pollution levels and to trigger the necessary action both at Member State and at EU level. It relates to the assessment and management of environmental noise. Its principle aim is to ‘define a common approach’ intended to avoid, prevent or reduce, on a prioritised basis, the harmful effects, including annoyance, due to the exposure to environmental noise. The Directive refers to noise that people are exposed to continuously and not to noise created by persons themselves, their neighbours, their workplaces or while in transit. Its aim is to provide a basis for developing EU measures to reduce noise emitted by major sources, in particular, road and rail vehicles and infrastructures, aircraft, outdoor and industrial equipment and mobile machinery. The underlying principles of the Directive include:

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- Periodic monitoring environmental noise pollution through the development of ‘strategic noise maps’ for major roads, railways, airports and agglomerations, using harmonised noise indicators $L_{den}$ and $L_n$;

- Informing and consulting the public about noise exposure, its effects, and the measures considered to address, manage and reduce noise;

- Addressing local noise issues by developing action plans to reduce noise and mitigate its effects where necessary and maintain, and improve, environmental acoustic quality in areas where it is good; and

- Developing a long-term EU strategy; this includes providing objectives to reduce the number of people affected by noise in the longer term, and providing a framework for developing existing community policy on noise reduction from sources.

EU regulations on noise management have been based on internal market objectives such as setting harmonised noise limits for motor vehicles, household appliances and other noise-generating products. These laws have encouraged the development of innovations that can help limit noise pollution, such as low noise tyres and more silent road surfaces, as well as noise barriers and soundproofing.

The city must provide clear evidence of its commitment and involvement in the improvement of its acoustic quality. This includes actions undertaken or planned, and information on the municipal policies regarding the reduction of noise and the improvement of the acoustic environment as well as the management of areas with good acoustic quality in the municipal territory in its application. Details must be given on urban noise data, on noise abatement actions both already adopted and envisaged for the future, and on urban soundscape management considering the protection of existing zones with good acoustic quality and the definition, delimitation and preservation of quiet or sound improved areas.

The application must detail the municipal strategies for the management of the acoustical environment, the involvement of stakeholders and of the local population and report on informational, educational and awareness raising campaigns performed and planned regarding sound and noise issues. Information on the costs undertaken and on the budgets for future measures shall be provided. Information addressing the measures adopted to guarantee and monitor the implementation of action plans is also very valuable.

Regarding the present situation, noise data should be provided, at least on the share of population exposed to total noise values of $L_{den}$ (day-evening-night indicator) above 55 dB(A) and above 65 dB(A) and to total noise values of $L_n$ (night indicator) above 45 dB(A) and 55 dB(A). In addition, figures for noise exposure to individual noise sources (e.g. road, rail, air, industry, and leisure/entertainment) can also be provided for a better picture of the present situation.

Where available, information/data for the previous (5-10) years should be included to show trends. Information on existing or planned quiet areas, or sound improved areas, should also be included. Recommendations and advice concerning quiet areas shall be found in the ‘Good practice guide on quiet areas’ - EEA Technical Report No 4/2014.
The description of the measures implemented over the last five to ten years to improve the urban sound quality and to increase awareness to noise should highlight whether these measures are part of an overall and long-term noise action plan. The applicant should:

- Report on noise maps, acoustic zoning and on action plans;
- Comment on which measures have been most effective;
- Explain how the implemented measures have influenced the present situation; and
- Refer to stakeholder involvement, specifically in the adoption of the plans, participation and communication with the population, and plans to preserve areas where the acoustic environment is good.

The short and long-term objectives for the quality of the acoustic environment and the proposed approach for their achievement must be described in detail together with assigned budgets. The applicant should:

- Emphasise to what extent plans are adopted, consolidated by commitments, budget allocations, and monitoring and performance evaluation schemes;
- Indicate the target foreseen reduction in the share of population exposed to noise values of $L_{den}$ above 55 dB(A) and above 65 dB(A) and in the share of population exposed to noise values of $L_n$ above 45 dB(A) and 55 dB(A), mention other targets; and
- Refer to stakeholder involvement, consultations, and actions to manage and preserve urban and open country quiet areas, and actions concerning sound improved areas (holistic/qualitative approaches to the acoustic environment, e.g. by soundscape design approaches).
2.3 WASTE

The Waste Framework Directive (2008/98/EC) (WFD) as amended in May 2018 sets out the regulatory structure to protect the environment and human health by preventing or reducing the generation of waste, by reducing overall impacts of resource use and improving the efficiency of such use. The WFD is a key policy tool in support of the transition to a circular economy. The Directive includes key definitions such as waste, municipal waste, recycling, recovery etc. In responding to the questions on this indicator applicants are required to use the relevant definitions as set out in the Directive when describing their waste system.

![Waste Hierarchy Diagram](image)

Figure 2.2 - The Waste Hierarchy

The Directive describes basic waste management principles such as the waste hierarchy, separate collection of waste to ensure high quality recycling, extended producer responsibility and the polluter pays principle. It also includes recycling & preparation for reuse targets for municipal waste: the recycling targets for municipal waste will gradually move up from 50% in 2020 to 65% in 2035.

At the same time, Member States will have to reduce the landfilling of municipal waste to a maximum of 10% in 2035. Moreover, the revised WFD introduces a ban on the landfilling and incineration of all waste that has been collected separately for recycling purposes.

The Directive requires that Member States adopt waste management plans and waste prevention programmes and there is thus an opportunity for an applicant city to describe the waste management plans and prevention programmes in place.

Member States must transpose these provisions into their national legislation and policies by 05 July 2020 as well as review and adapt their waste management and waste prevention programmes by the same date. Key elements of the revised waste legislation include:

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Stricter rules for calculating recycling rates will help to better monitor real progress towards the circular economy.

As part of the 2015 Circular Economy Package, the Packaging and Packaging Waste Directive was also revised, and new recycling targets were set:

**Table 2.1 - Recycling Targets for Municipal Waste**

<table>
<thead>
<tr>
<th></th>
<th>By 2020</th>
<th>By 2025</th>
<th>By 2030</th>
<th>By 2035</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>50%</td>
<td>55%</td>
<td>60%</td>
<td>65%</td>
</tr>
</tbody>
</table>

**Table 2.2 - New Recycling Targets for Packaging Waste**

<table>
<thead>
<tr>
<th>Waste Type</th>
<th>By 2025</th>
<th>By 2030</th>
</tr>
</thead>
<tbody>
<tr>
<td>All packaging</td>
<td>65%</td>
<td>70%</td>
</tr>
<tr>
<td>Plastic</td>
<td>50%</td>
<td>55%</td>
</tr>
<tr>
<td>Wood</td>
<td>25%</td>
<td>30%</td>
</tr>
<tr>
<td>Ferrous metals</td>
<td>70%</td>
<td>80%</td>
</tr>
<tr>
<td>Aluminium</td>
<td>50%</td>
<td>60%</td>
</tr>
<tr>
<td>Glass</td>
<td>70%</td>
<td>75%</td>
</tr>
<tr>
<td>Paper and cardboard</td>
<td>75%</td>
<td>85%</td>
</tr>
</tbody>
</table>

**Separate collection**

In addition to the separate collection obligation which already existed for paper and cardboard, glass, metals and plastic, new provisions now mandate separate collection for biowaste, hazardous household waste and textiles and should boost the quality of the secondary raw materials and their uptake. **Hazardous household waste will have to be collected separately by 2022, biowaste by 2023 and textiles by 2025.**

**Incentives**

The new legislation foresees more use of effective economic instruments and other measures in support of the waste hierarchy. The use of economic instruments like Pay-as-you-throw systems, "Please note that - as opposed to the existing 2020 targets referred to above – the new targets covered all municipal waste as defined in Article 3 of the revised Directive. **When providing figures on the performance of waste management in the city please make sure to provide details in terms of municipal waste.**"
landfill and incineration taxes and Extended Producer Responsibility\(^6\) (EPR) has proved a necessary condition and an efficient way to promote waste prevention and increase recycling. They give the right economic incentive to the economic actors (producers, consumers, citizens, waste management operators) in line with the Polluter Pays Principle and it provides financial means for the set-up of efficient and convenient waste collection and treatment operations.

**Prevention**

The new legislation\(^7\) will place a particular focus on waste prevention and introduce important objectives such as reducing by 50% food waste in the EU and halting marine litter with the aim to achieve the UN sustainable development goals\(^8\) in these areas. On 11 March 2020, the Commission published its proposal for a new Circular Economy Action Plan\(^9\) under the European Green Deal. Measures will be introduced for waste prevention and reduction, increasing recycled content, minimising waste exports outside the EU. An EU model for separate collection and labelling of products will be launched.

The information provided should include references to how waste management is considered and managed in the wider context of the circular economy (particularly in responding to Section 3C).

**3A. Present Situation**

In response to this section the applicant should aim to provide comprehensive details on the current waste management practices in the city tackling each of the bulleted items. Food and plastic wastes are specifically referenced in the question and should be addressed in the response. It is recommended that data tables and charts are used to complement the answer.

Cities are encouraged to use waste data in the form of tables and charts to support the responses. Any data submitted should be clear and complement the qualitative response.

**3B. Past Performance**

In response to this section the applicant should focus on describing how the programme of waste management, its implementation and development of infrastructure (collection and treatment) has progressed in the city over the past five to ten years. Each bulleted item is to be addressed and it is recommended that data tables and charts are used to complement the response.

**3C. Future Plans**

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\(^6\) Meaning a producer’s responsibility for a product is extended to the post-consumer stage of a product’s life cycle


\(^8\) [https://sustainabledevelopment.un.org/?menu=1300](https://sustainabledevelopment.un.org/?menu=1300)

In response to this section the applicant should focus on describing the future plans, objectives and targets the city is aiming to achieve whilst emphasising the commitment to and continual assessment of the delivery programme.

In responding the applicant should also make reference to the circular economy and the steps the city intends to take in the move away from linear economic models. Each bulleted item is to be addressed and it is recommended that data tables and charts are used to complement the response. The new EU Circular Economy Action Plan\(^\text{10}\), EU Strategy for Plastics in the Circular Economy and EU Monitoring Framework for the Circular Economy are key reference documents for responding to this question.

**General Notes:**

- Answer all parts of the indicator questions. If city data is not available, please provide a brief explanation and use regional or national data, where available. If no data is available, please state this and indicate the reason why;
- Waste data should be provided using the definitions set out in Article 3 of the revised Waste Framework Directive. In particular, please ensure to provide data for *all municipal waste* (and not just household waste) and *all packaging waste*. Where such data is not available for the city please explain why not and provide the most relevant data that is available.
- Reference to ‘measures’ must include compliance with the EU Waste Framework Directive in terms of the preparation and implementation of ‘waste management plans’ and waste prevention programmes on either a municipal or regional basis as well as the specific use of economic instruments. Where specific packaging waste data is not available for the city or only available at a national level then measures to promote the prevention, reuse and recycling of packaging waste should be outlined;
- When providing details of separately collected wastes, include the types of waste collected and types of collection systems (e.g. drop off points, civic amenity, kerbside, other initiatives);
- The meaning of the ‘polluter pays’ principle is as described in Article 14 of the WFD;
- Refer Article 8 and 8a for information Extended Producer Responsibility; and
- When describing measures for treatment of residual waste, information should be provided on any energy recovery measures such as Waste to Energy facilities and, where applicable, the relative efficiency of the recovery measures (e.g. combined heat & power).

2.4 WATER

The Fitness Check of EU water law\textsuperscript{11} established that the legislation is still largely fit for purpose. However, implementation efforts of Member States, investment in water and integrating water policy objectives in other policies (agriculture, transport, industry, and also spatial planning) should be improved. All actors should do their part: the European Commission, Member States, water industry, agriculture, regional governments and also cities. As regards cities, relevant indicators include:

- The status of water bodies identified under the Water Framework Directive (WFD) and which are relevant at city level;
- For households, units should be litres/capita/day;
- For industry, agriculture, small business and tourism, water demand values should be reported for each sector both as total amount of used water (in cubic meter/year) and as share of total water consumption in the city (%);
- For the industry sector, please include water demand for cooling in energy production;
- If the city is a tourist destination, detail the variation in water demand during the tourist season;
- Provide trends of water demand per sector during the last 5-10 years;
- Explain what sector-specific technical measures have been put in place to improve water efficiency (e.g. water saving devices, network rehabilitation, water recycling/reuse), what incentives have been chosen (e.g. pricing, taxes, subsidies, metering, product eco-labelling, building rating), and what institutional and regulatory changes accompanied the implementation of measures (e.g. were they mandatory or voluntary) to reach the current situation;
- Give details of technical, nature-based, economic and institutional measures planned to improve water management (from both demand and supply side) for each sector, including possible use of alternative water sources; and
- Give details of measures aimed at preventing/reducing impacts of floods and droughts and at improving the status of water bodies within the city, e.g. restrictions implemented.

Applicants should provide relevant information in the context of current EU Water legislation, mainly the Water Framework Directive (WFD) and related legislation (Groundwater, Environmental Quality Standards), the Floods Directive, the Urban Waste Water Treatment Directive (UWWTD), the Drinking Water Directive (DWD), the Bathing Water Directive (BWD) and requirements that result from this legislation.

- Population equivalent (PE), collecting systems, primary, secondary and more stringent treatments are defined in the UWWTD;
- For the purposes of the application form, the following minimum treatment efficiencies define a tertiary treatment: organic pollution removal of at least 70-90% for Biochemical Oxygen

\textsuperscript{11} Available at: https://ec.europa.eu/environment/water/fitness_check_of_the_eu_water_legislation/index_en.htm
Demand (BOD₅) and 75% for Chemical Oxygen Demand (COD), and at least one of the following:

- Nitrogen removal of at least 70-80%;
- Phosphorus removal of at least 80%;
- Further treatment necessary to fulfil other Council Directives, e.g. microbiological removal, according to needs. The nature of the discharge area, if considered as ‘sensitive’, will determine the needs and requirements for compliance with the Directive;
- The population not connected to waste water collecting systems might be served by individual and other appropriate systems. Examples: on-site systems (e.g. septic tanks, constructed wetlands), which achieve different treatment levels. Another option is that the waste water is stored in water-tight cesspools and transported to an urban waste water treatment plant (UWWTP) by truck. In the case of on-site systems, estimate the treatment level achieved (i.e. primary, secondary, and more stringent treatment levels). In the case of transport to UWWTPs, please provide information on the treatment performance of the plants;
- UWWTPs: if data on incoming and discharged loads is not measured, please say why;
- Provide a short explanation in the case of missing information for specific indicators (1-6) in 4A; and
- Describe innovative actions and emphasise initiatives that go beyond the legal requirements.
2.5 NATURE AND BIODIVERSITY

The technical assessment for Indicator 5 is designed to explore how much information each city holds for its natural spaces and biodiversity, how well it monitors and manages these assets and how it engages its citizens and stakeholders in improving their local biodiversity. A good application will include maps of habitats and sites, examples of habitat and species monitoring programmes, details of strategies, plans and projects for the management of ecological networks and key sites and priority species. It will show how the city collects its biodiversity data, protects habitats and species and involves its people in biodiversity education, decision making and practical actions. The city should describe what it is currently doing, has done in the past and what plans it has for the future.

Applicant cities will be aware of the EU 2020 and 2030 Biodiversity Strategy\(^\text{12}\) that specifically mentions the European Green Capital and Green Leaf initiatives, and especially the targets on improving the status of all species and habitats protected under EU nature legislation, and the idea that ‘ecosystems and their services are maintained and enhanced by establishing green infrastructure and restoring at least 15% of degraded ecosystems’. The links between biodiversity action and climate change mitigation and adaptation should also be clearly recognised and understood by the city.

To demonstrate that nature and biodiversity are protected there should be a description of the status of species (including their trends) and the status of protected habitats and other open spaces, both green and blue, which are used by wild species. A summary of city policies and the range of measures taken to protect, enhance and buffer biodiversity in the city should be given. The natural and semi-natural spaces may include nature areas, parks, school grounds, other grassed areas, woodlands, street trees, river corridors, water bodies and green roofs and walls.

It is expected that the city will have an action plan to promote local biodiversity which will contain these details. This plan will include objectives, measures taken and planned, and an explanation of how actions will be funded to achieve the city’s aims.

Enhancing biodiversity may take the form of protection from harm and disturbance, increasing the size of natural areas or improving management. Conservation actions taken in compliance with the EU Nature Directives for the Natura 2000 sites and their protected habitats and species should be noted, and it should be mentioned whether they are part of comprehensive management plans. Policies and plans for other nature conservation sites, and the condition of those sites, should be included; these may include sites of national or local city level importance. Those degraded ecosystems in and around the city (not necessarily protected areas) that have potential for restoration, should also be highlighted in accordance with the Nature Restoration Plan of the 2030 Biodiversity Strategy.

Other measures may include improving the connectivity between nature sites to permit migration, foraging and breeding. Special actions may be taken to favour particular species and habitats.

Management of both green and blue spaces that employs ecological methods and safeguards species from ecotoxicological products should be noted.

Particular attention should be paid to any action plans, projects or activities that support the conservation of wild pollinating insects, contributing to the EU Pollinators initiative. These can include actions addressing key threats to pollinators (loss of habitats, chemical and light pollution, invasive alien species) monitoring of pollinator species, citizens initiatives (including citizen science), and other awareness raising and educational activities.

Article 12 of the Sustainable Use of Pesticides Directive 128/2009 and other legislation concerning water quality is also relevant. Appropriate action on invasive species should also be in line with EC Regulation 1143/2014 on invasive non-native species. Measures taken to protect native biodiversity and ecosystem services from these species, as well as to minimise and mitigate the human health or economic impacts that they can have should be discussed.

Please outline activities which educate people about the values of nature and raise public awareness of the city’s biodiversity including reference to the Natura 2000 network of sites, and any other locally and nationally protected areas. Also, describe opportunities provided for citizens to make decisions about and engage with natural spaces. Research into local issues including climate change impacts may be another contributing factor to the conservation and enhancement of biodiversity.

The assessment of applications will take into account the context of the city and the pressures it faces, the current status of biodiversity and the achievements of past protection and conservation work, the monitoring of wildlife and its management, as well as what use is made of monitoring information. Applicant cities should provide evidence of commitment to agreed plans and funding from a range of sources to back the city’s aspirations for its nature and biodiversity. It is important that good maps are included to show locations of sites, their context and connectivity.
2.6 SUSTAINABLE LAND USE & SOIL

The technical assessment of this indicator has three focal points:

A. Improving the living environment using green infrastructure and green urban areas;
B. Limiting, mitigating or compensating the effects of urban sprawl. This includes, but is not solely defined as, soil sealing. Mitigating options may preferably be nature based solutions;
C. Enhancing urban gardening, with a strong focus on urban food production.

Green urban areas and green infrastructure\(^{13}\) (Communication on Green Infrastructure (COM (2013) 249)) can be more beneficial to society than merely serving aesthetics and recreation. Green infrastructure can be defined as a strategically planned network of natural and semi-natural areas with other environmental features designed and managed to deliver a wide range of benefits to citizens in the urban environment. It incorporates green spaces, such as parks, sports facilities and gardens, and also considers green rooftops, vertical gardens, areas allocated for urban farming, high-quality business parks and public spaces, biodiversity-rich communal gardens, green belts and metropolitan park systems and sustainable urban drainage systems.

Public green areas (as per the table in Section 6A) are defined as:

- Public parks or gardens/forests, for the exclusive use of pedestrians and cyclists, except green traffic islands or dividers, graveyards (unless the local authority recognises their recreational function or natural, historical or cultural importance);
- Green open-air sports facilities accessible to the public free of charge; private green areas (agricultural areas, private parks, forests) accessible to the public free of charge.

The benefits of green urban areas or green infrastructure are very diverse, such as: improving the living environment by providing adaptation to the effects of extreme weather (heat, storm water), purification of air and water or noise reduction. In addition, green areas provide benefits for public health by offering space for physical activity, peaceful places or stress reduction or social interaction. The design of green urban areas depends on what needs the areas are required to meet.

Green areas play an important role in creating a healthy and sustainable living environment for citizens. The distribution of green urban areas across the city and the accessibility of green to all groups in the city is therefore essential. The level of participation in planning processes dealing with the design, construction and maintenance is also of importance, since it is closely related to the way the green areas are used and valued by the residents.

A good application on this indicator describes what benefits of green areas are adding to the liveability of the city and makes clear that the green urban areas really meet the needs of the citizens. The quality of green and blue areas can be indicated in many ways (ranging from e.g. satisfaction of users,

maintenance status, to accessibility or nature/recreation index). The indicator used for measuring and monitoring the quality of green and blue areas should be described.

In the context of **Sustainable Land Use & Soil**, urban sprawl and the spread of low-density settlements are the main threats to sustainable territorial development. Urban sprawl causes an ongoing process of **soil sealing**, thus reducing the soils ability to control water surplus or shortage and playing a role in food production. Soil sealing is the permanent covering of an area of land and its soil by impermeable artificial material (e.g. asphalt and concrete), for example through buildings and roads. Green sites, including those parts of settlement areas not covered by an impervious surface, like gardens or sites covered by permeable surfaces should be excluded from the sealed surface area. If this information is not available, please estimate what part of the residential areas are sealed and what part are permeable surfaces, and use this factor in the calculations.

By 2020, 80% of Europe’s population is likely to live in urban and peri-urban areas. Urban design inspired by a sustainable land use concept is contributing to good living conditions for city dwellers and at the same time reducing the environmental impact of the urban fabric. This is usually best achieved through strategic urban planning following a more integrated approach to land management. Measures like short distances to services and facilities reduce the transport demand and promote walking and cycling; multi-apartment houses save energy for heating, cooling, reduce infrastructural needs and investments in green infrastructure meet the demand for spaces for recreational activities.

Information should be provided on new developments and where they are located. It is important to provide the relative proportion of green fields, natural and semi-natural areas, and brownfield sites, where the construction of new buildings and/or commercial and industrial areas have taken place. The applicant should detail what these new developments mean to the densification in the inner-city or urban cores.

When defining ‘Inner City’ and ‘Overall City’ for the EGCA application, cities should follow the guidelines laid out by the European Commission (Cities in Europe; The new OECD-EC definition – RF 01/2012)\(^1\) whereby the inner city is equivalent to ‘high density clusters’.

The 7\(^{th}\) European Environment Action Programme (Decision No 1386/2013/EU of the European Parliament and of the Council of 20 November 2013) is promoting integrated approaches to planning, building and managing cities and urban settlements in a sustainable way, in which long-term environmental considerations are fully taken into account alongside economic, social and territorial challenges. The Programme underlines that environmental considerations including water protection and biodiversity conservation should be integrated into planning decisions relating to land use so that they are made more sustainable, with a view to making progress towards the objective of ‘no net land take’ by 2050.

The Soil Sealing Guidelines on best practice to limit, mitigate or compensate soil sealing\textsuperscript{15} (SWD (2012) 101 final/2) contains examples of policies, legislation, funding schemes, local planning tools, information campaigns and many other best practices implemented throughout the EU. Additionally, the EU brochure on soil sealing, ‘Hard Surfaces, Hidden Costs’ (2013), is a useful reference.

Reusing brownfields may be a sensible way to avoid or slow down the urban sprawl. Brownfield sites are derelict and underused or even abandoned former industrial or commercial sites, which may have real or perceived (soil) contamination problems. Bringing them to beneficial use, thus saving precious green field sites, normally requires co-ordinated intervention on the part of owners, local authorities and citizens living in the neighbourhood.

The interest in \textbf{urban farming} is becoming increasingly important and many cities or groups of cities already made a coupling of urban farming to an urban food policy. Although this indicator is not focusing on the urban food policies, some references to inspirational documents are presented in the footnote\textsuperscript{16}. It is to be advised that - if cities have an urban food policy coupled to urban agriculture that this is mentioned in the application form.

A good application contains information about the extent of urban farming and/or gardening, the organisation of urban farming and the impact on both environmental and social aspects of urban farms of any scale. Where urban farming or urban gardening is closely linked to nature and biodiversity activities, for example through Green Infrastructure, cities should describe this relationship in terms of planned or achieved synergies (e.g. conservation of pollinators) and stakeholder involvement.

\textsuperscript{15} \url{http://ec.europa.eu/environment/soil/pdf/soil_sealing_guidelines_en.pdf}

\textsuperscript{16} For some background information and inspirational reports on urban agriculture see: \url{http://www.ideabooks.it/wp-content/uploads/2016/12/Urban-Agriculture-Europe.pdf}; more information about urban food policy can be found on (e.g.): \url{http://urbact.eu/food}
2.7 GREEN GROWTH AND ECO-INNOVATION

Green growth is economic growth that uses natural resources in a sustainable manner. It is used globally to provide an alternative concept to typical industrial economic growth. Green growth strategies should focus on ensuring that natural assets can deliver their full economic potential on a sustainable basis. The EU has the ambition to be more resource efficient by 2020 and is investing in developing a circular economy. The Organisation for Economic Co-operation and Development (OECD) has placed the environment at the heart of its economic policymaking through its green growth strategy. At the global level, all countries have committed themselves to the United Nations (UN) 17 Sustainable Development Goals adopted in September 2015. Some of these goals are linked directly to green growth. The green growth strategy and the ambition of a resource efficient Europe can therefore be perceived as ways to implement these aspects of sustainable development. The municipality can build awareness and stimulate, demand or require measures in the field of all economic activities.

![Green Growth and Eco-Innovation Diagram]

**Figure 2.3 - Municipal Green Influence on Economic Activities**

The numbers in Figure 2.3 refer to the references in Section 7A of the application form. A detailed description of the numbers is below.

1. Reuse, reduce;
2. Awareness raising, industrial symbiosis, Research & Development (R&D), eco-innovation;
3. Green skills, green jobs;
4. Develop policy measures;
5. Implement policy measures;
6. Develop urban tissue/infrastructure;
7. Share system, cradle to cradle, reuse; and
8. Increase quality, eco-innovation.
Applicants should discuss plans, programmes and policies in the context of promoting green growth and eco-innovation in the city. The focus should highlight innovative approaches of how technological and non-technological eco-innovations are supported or directly implemented by the applicant city. Applicants should also consider policies aiming to create jobs in green and circular economy sectors.

Jobs in ‘green and circular economy sectors’, such as renewable energy, energy efficiency, waste recycling and end market development, green chemistry, organic farming and green construction etc., should be included when discussing issues associated with sustainable employment. This should include activities and jobs in the municipality that are legally obliged and that go beyond the standards set by environmental legislation.

Include data and information on how ‘green growth and sustainable eco-innovation has developed over time. For example, show how the share of the city budget dedicated to support environmental R&D developed during the last five to ten years (also as a percentage of total budget), how the number of jobs in green and circular economy sectors changed over time and how the city is implementing the public procurement of innovation.

Provide information about the timelines of future plans (Section 7C). Discuss whether the city takes active steps in promoting the application and diffusion of eco-innovation by the different city departments and also by industries within the city boundary.

Include information on budgets for future plans and strategies, note if these are secured or prospective.

**Useful References:**

Glossary of Key Green Growth, Eco-innovation and Green Procurement Management Terms in keeping with European Commission Definitions:


Circular Economy:

https://ec.europa.eu/environment/circular-economy/

http://www.unep.org/greeneconomy

Green Procurement:

http://ec.europa.eu/environment/gpp/index_en.htm

http://ec.europa.eu/environment/gpp/toolkit_en.htm

Eco-innovation:

http://ec.europa.eu/environment/ecoap/index_en.htm
2.8 CLIMATE CHANGE: MITIGATION

The EU has set targets for reducing its greenhouse gas (GHG) emissions progressively up to 2050, set out in the 2020 climate and energy package, the 2030 climate and energy framework, the European Green Deal, and the 2050 long-term Strategy. These targets are defined to put the EU on the way to achieve the transformation towards a low-carbon economy as detailed in the 2050 low-carbon roadmap and the long-term strategy for a climate resilient, low-carbon strategy as detailed in the EU Strategy on Adaptation to Climate Change, 2050 low-carbon roadmap and the long-term strategy for a prosperous, modern, competitive and climate-neutral economy by 205017.

The targets for 2020 include the reduction in GHG emissions of at least 20% below 1990 levels, 20% of EU energy consumption to come from renewable resources, and 20% reduction in primary energy use, to be achieved principally by improving energy efficiency. With the key objective of limiting the rise in global temperature to well below 2°C, the targets for 2030 include: a 40% cut in GHG emissions compared to 1990 levels, at least 32.5% energy savings compared with a business-as-usual scenario and at least a 32% share of renewable energy consumption. Legally binding targets have been set for each Member State.

Please consider the following as part of Section 8:

A - The Present Situation - level of quality and quantitative data and numerical analysis, baseline inventory (CO2, GHG) methodological approach, relevant infrastructure and systems, state of play with environmental performance, integrated approaches to environmental management, and governance arrangements.

B - The Past Performance - strategies, plans, measures, and trends implemented over the last five to ten years (justifying decisions on actions), quantitative data, innovation and mechanisms used, private sector engagement, and monitoring arrangements.

C - Future Plans - realistic and achievable plans with clear objectives (short and long-term), highlighting clear measures in place (not implemented) and those already adopted, clear budget allocations and performance indicators identified.

Whether or not national governments have established legal requirements or targets for local authorities on climate change, applicant cities will be expected to show that they are able to establish a CO₂ (and possibly other GHGs) emissions baseline inventory (which is considered a basic requirement for this indicator) for a specific year using an EU18 or internationally recognised methodology.

(providing specific references), identify the main sources of emissions, set achievable territorial targets aligned with EU objectives, take action to reduce emissions (justifying the decisions on the implemented policies and measures), and continuously measure and monitor their progress towards agreed targets year by year.

When reporting on the specific indicators in Section 8A:

- Note that explanatory leaflets on their preparation are available within the Reference Framework for Sustainable European Cities;¹⁹
- The methodological approach used should be explained. Make clear whether or not it addresses both direct emissions (from sources within the city boundary) and indirect emissions (from goods and services provided outside the city but consumed inside the city). Mention the main sources of data and the sectors covered by each indicator, distinguishing between national and local information sources;
- The measure for carbon content in electricity (tonnes CO₂ per MWh) should be based on consumption and should not include production. All the efforts of the city to reduce this parameter should be explained; and
- Where possible, applicants should use 2005 (or as close as possible) as the baseline year for reporting on progress.

Cities have a key role in the mitigation of climate change. If the city has an integrated approach to mitigation of climate change, this section can be used to highlight, in particular, any smart (‘win-win’) measures undertaken or planned which help both to reduce emissions and improve resilience. The Clean Energy for All Europeans legislative package opens up new rights for cities, companies and citizens collectively or individually to generate, consume, store, sell and share energy in ways that were not possible in several jurisdictions. Frontrunner cities should be at the forefront in exploiting these new options particularly in the retail energy market (self-consumption, demand response, citizens’ energy communities, aggregation, smart technologies, energy efficiency measures etc.) as part of the green and digital transformation.

The role of cities has been reinforced also in the preparation of the EU’s long-term strategy to meet its Paris Agreement goals by (the Member States) setting up national multilevel dialogues and involving the Covenant of Mayors in national energy and climate planning. Green Infrastructure (GI) solutions such as nature based solutions can form part of an overall climate strategy to help cities mitigate the adverse effects of climate change (For example see the EU Strategy on Adaptation to Climate Change or the EU Strategy on Green Infrastructure).

GI will also be a necessary adjunct to reducing the carbon footprint of transport and energy provision, mitigating the negative effects of land uptake and fragmentation, disaster risk mitigation and boosting

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opportunities to better integrate land use, ecosystem and biodiversity concerns into policy and planning.
2.9 CLIMATE CHANGE: ADAPTATION

European cities provide vital services for their inhabitants and people living beyond the city boundary, however they face serious climate change challenges that threaten the delivery of these services. Although climate change mitigation action can limit climate change impacts, it cannot completely avoid them. Temperature, sea level and the frequency and intensity of extreme weather events like heat waves, floods, torrential rain, storms and droughts are becoming more common and having greater impacts across Europe. The dense urban fabric, high building mass and soil sealing provoke specific urban climate effects such as the urban heat island effect and urban drainage floods (pluvial floods) that can worsen existing climate impacts like heatwaves and extreme rainfall events. Therefore, cities need both climate change mitigation and adaptation action.

Given the important role of cities, the EU Strategy on Adaptation to Climate Change includes specific urban actions such as the Covenant of Mayors for Climate and Energy. The Paris climate conference (COP21) also defined an action plan in December 2015. These and the new UN Sustainable Development Goals highlight the need for cities to take action.

Climate change impacts can differ from city to city and require an adaptation approach with measures tailored to the local and regional circumstances. As a systemic challenge, climate change impacts interact strongly with socio-economic factors such as demographic factors or urban design, which can lessen or worsen impacts. Therefore, adaptation requires a comprehensive and integrated approach.

Evaluators will, in particular, look at the level of awareness among decision-makers, citizens and other stakeholders and commitment for action. A comprehensive approach covering all possible climate impacts and interrelated socio-economic factors is seen as key to effective adaptation. Cities should, depending on their state in the adaptation process, present:

- The level of awareness among its stakeholders, the commitment to take action at local level and engagement in European/international initiatives such as the Covenant of Mayors for Climate and Energy, Urban Agenda for the EU, URBACT etc.;
- Their approach to assess climate change vulnerability and risk;
- Their vision, main objectives and strategy to adapt to climate change;
- The selection, prioritisation, planning and implementation of measures;
- The role of green and blue infrastructure measures;
- The approach to mainstream and interlinked measures with other policy areas such as climate change mitigation, disaster risk reduction, water management, biodiversity, health etc. and the use of win-win solutions;
- Governance of adaptation including participatory approaches;
- The monitoring approach to evaluate progress in implementation of adaptation measures and the effectiveness in terms of reduced risks and vulnerabilities.

As climate change adaptation is a relatively new policy area most action in cities is often at an early stage and is in the process of being built up. In this regard, it is important to describe the past starting
conditions, the evolvement of action since this starting point and achievements to date. Additionally, describe the short and long-term future plans to become more climate-resilient and show how the need for adaptation can be used as an opportunity to make cities even more attractive and liveable. Include time scales, level of commitments, budget and staff allocations.

Useful References:

EU Strategy on Adaptation to Climate Change:
https://ec.europa.eu/clima/policies/adaptation/what_en

Covenant of Mayors for Climate and Energy:

Urban Adaptation Support Tool:

Covenant of Mayors for Climate and Energy reporting guidelines:

Joint Research Centre (European Commission)’s Guidebook ‘How to develop a Sustainable Energy and Climate Action Plan (SECAP)’ - Parts 1-3:

Urban adaptation to climate change in Europe 2016 - Transforming cities in a changing climate. EEA report 12/2016:

Urban adaptation to climate change in Europe - Challenges and opportunities for cities together with supportive national and European policies, EEA report 2/2012:
2.10 SUSTAINABLE URBAN MOBILITY

The responsibility for urban mobility policies is shared with local, regional and national authorities. There are key European strategies that should be taken into account by applicant cities. These include the European Commission’s Transport White Paper, ‘Roadmap to a Single European Transport Area’ (2011), which emphasises the need for clean urban transport and commuting, and sets goals to halve the use of ‘conventionally-fuelled’ cars in urban transport by 2030; phase them out in cities by 2050; and to achieve essentially CO₂ free city logistics in major urban centres by 2030. The Commission’s 2013 Communication ‘Together towards competitive and resource-efficient urban mobility’ emphasises the importance of the adoption of Sustainable Urban Mobility Plans (SUMPs), as well as for more action on urban logistics, for smarter urban access requirements and for the co-ordinated deployment of Intelligent Transport Systems (ITS).

In the section on the Present Situation (10A), cities are encouraged to provide information (for both local passenger transport and urban freight transport) on:

- **Transport infrastructure**, i.e. that in place for public transport (e.g. rail, trams, trolley buses, buses and any water-based transport), cyclists (e.g. cycle lanes, bicycle parks, etc.) and pedestrians (i.e. the extent of pedestrianisation);
- **Vehicle numbers**, i.e. for different public transport types;
- **Mobility flows**, for all modes, both within the city and to and from the surrounding region;
- **Infrastructure management tools**, including, for example, the use of ITS to optimise infrastructure use and to prioritise public transport, cycling and walking;
- **Existing modal shares** in the city for both local passenger and urban freight transport;
- **Shared mobility schemes**, including public bicycle sharing schemes, car clubs, carpooling;
- **Use of alternative-fuel vehicles**, both in the city generally, and by the city authorities (including public transport operators) in particular. Information on the number of vehicles and the relevant infrastructure should be provided for gas (if the city has plans or programmes for biogas please make reference to these), biofuels, electricity and hydrogen, including the extent to which these fuels are renewable and sustainable;
- **Any relevant disadvantages or constraints of relevance to transport**, including those resulting from historical, geographical and/or socio-economic factors;
- **Governance arrangements and responsibilities**, including how the city works with any private (bus, rail and freight) transport operators. If a city has no responsibility over an area, it will be important to demonstrate engagement and co-operation with those organisations that have the responsibility;
- **Sustainable Urban Mobility Plans (SUMP)** - confirm if there is one in place (or under revision) for the city;
- **Urban vehicle access regulations (UVAR)** are there schemes such as low-emission zones or congestion charging in place;

In Section 10A three indicators must be provided:

A. ‘Proportion (%) of population living within 300 metres of an hourly (or more frequent) public transport service’. If the indicator cannot be provided from existing GIS or other data, please provide a best estimate. The data and calculation method for all figures should be described;

B. For all journeys under 5 km, proportion of these journeys undertaken by: i) car (private car and/or shared car), ii) public transport, iii) bicycle (private bike and/or shared bike), iv) by foot, v) Multimodal (active/shared mobility + public transport), vi) (E)-scooters and similar personal mobility devices, and vii) other. Provide the modal split (%) of all journeys of under 5 km that start and/or end in the city:

- Journeys made by car should include those journeys made as a passenger, as well as a driver;
- For public transport, please include journeys by any type of public transport present in the city (e.g. buses, trams, trolleybuses, light rail and other rail services) even if these are privately-operated;
- If ‘other’ forms of transport are used, please state what is covered by the figure presented for ‘other’;

If it is not possible to supply the modal split for journeys of less than 5 km, please provide the ‘Modal split (%)s) of all journeys that start and/or end in the city’;

C. ‘Proportion of buses operating in the city that are low emission (at least Euro VI) and/or alternatively fuelled (electric, hydrogen, LNG, etc.’; provide (or estimate) the share of buses in the urban transport fleet (owned by the city or region, or by private operators operating in the city or region) that have certified low emissions that meet at least the EURO VI emissions standards (or equivalent), including buses with zero tailpipe emissions.

Section 10B (Past Performance) should focus on the plans, strategies and measures that have been put in place to deliver the current situation. It should describe the strategies and plans that have been implemented over the last five to ten years (including any SUMP or equivalent) to ensure that the development of transport in the city has been undertaken in an integrated manner. Be explicit about the main principles underlying the development of the plan to demonstrate that it is consistent with a SUMP. Refer to the way in which the city authorities involved stakeholders in the development of these plans, and in the development and implementation of relevant measures. Include any available results from the implementation of the SUMP (or equivalent).

All modes of transport - for both passenger and freight - should be covered. The description should include both the integration between the different modes of transport and also the integration of transport and land use planning in order to avoid unnecessary travel, to limit urban sprawl and to stimulate the use of public transport, cycling and walking. It will be important to demonstrate that attention is being paid to the needs of public transport users, cyclists and pedestrians throughout the whole city, not just in city centre.

The section on ‘Past Performance’ should also include an overview of relevant measures that have been implemented, both to support the increased use of public transport, cycling and walking, and to
discourage the use of the car and to make the remaining car use more efficient. It will also be important to set out the measures that have been implemented to improve the environmental performance of freight within the city, including diverting trucks from the city centre and distributing goods (including food) within the city in a more efficient manner and using alternatively-fuelled vehicle or cargo bicycles. Measures to promote the use of alternatively-fuelled vehicles using sustainable fuels and energy sources should also be mentioned, as should the introduction and promotion of alternative mobility schemes, such as car sharing, car pooling and bicycle rental schemes. Any Urban vehicle access regulation (UVAR) schemes should be mentioned, as should any measures that promote shared mobility. If there are any spatial planning approaches which have led to more environmentally friendly transport models, these should be outlined here.

Section 10C (Future Plans) should focus on the city’s future plans, including relevant objectives, and the measures that are being, or will be, put in place to deliver these. Objectives should demonstrate the city’s ambition in terms of delivering sustainable transport. Section 10C should cover similar issues to Section 10B (Past Performance), and demonstrate the city’s continued commitment to implementing measures to develop its transport system in a sustainable direction with the full engagement of citizens and other stakeholders.
2.11 ENERGY PERFORMANCE

The EU has recently updated its energy policy framework in a way that will facilitate the clean energy transition and make it fit for the 21st century. The European Green Deal, adopted in December 2019, is a new growth strategy that aims to transform the EU into a fair and prosperous society, with a modern, resource-efficient and competitive economy where there are no net emissions of greenhouse gases (GHG) in 2050 and where economic growth is decoupled from resource use.

The European Green Deal is an integral part of the Commission’s strategy to implement the United Nation’s 2030 Agenda and the sustainable development goals\(^{22}\), including the sustainable energy development goal through supplying clean, affordable and secure energy.

![The European Green Deal](image)

**Figure 2.4 - The European Green Deal**

The new policy framework brings regulatory certainty, in particular, through the introduction of the first national energy and climate plans and will encourage essential investments to take place in this important sector.

It empowers European consumers to become fully active players in the energy transition through a range of new rights and protection related to the energy markets and fixes two new targets for the EU for 2030: a binding renewable energy target of at least 32% and an energy efficiency target of at least 32.5% - with a possible upward revision in 2023. For the electricity market, it confirms the 2030 interconnection target of 15%, following on from the 10% target for 2020. These ambitious targets will stimulate Europe's industrial competitiveness, boost growth and jobs, reduce energy bills, help tackle energy poverty and improve air quality.

When these policies are fully implemented, they will lead to steeper emission reductions than anticipated for the whole EU - some 45% by 2030 relative to 1990 (compared to the existing target of a 40% reduction).

To strive towards a long-term GHG reduction objective, the framework also sets up a robust governance system for the Energy Union, and each Member State is now required to draft integrated national energy and climate plans for 2021 to 2030 outlining how they will achieve their respective targets. Cities are to be involved in this process through multi-level dialogues to be set up by each Member State.

The package also outlines specific measures for the building sector - the largest single energy consumer in Europe, with considerable potential for gains in energy performance. It also sets out ‘a just transition’ objectives to fight energy poverty and ensure that nobody is left behind in the transition.

The Commission’s proposal for the first European Climate Law aims to write into law the goal set out in the European Green Deal - for Europe’s economy and society to become climate-neutral by 205023.

With the European Climate Law, the Commission proposes a legally binding target of net zero GHG emissions by 2050. The Climate Law includes measures to keep track of progress and adjust actions accordingly, based on existing systems such as the governance process for Member States’ National Energy and Climate Plans, regular reports by the European Environment Agency, and the latest scientific evidence on climate change and its impacts. Progress will be reviewed every five years, in line with the global stocktake exercise under the Paris Agreement.

The Climate Law also addresses the necessary steps to get to the 2050 target:

- Based on a comprehensive impact assessment, the Commission will propose a new EU target for 2030 GHG emissions reductions;
- By June 2021, the Commission will review, and where necessary propose to revise, all relevant policy instruments to deliver the additional emissions reductions for 2030;
- The Commission proposes the adoption of a 2030-2050 EU-wide trajectory for GHG emission reductions, to measure progress and give predictability to public authorities, businesses and citizens;
- By September 2023, and every five years thereafter, the Commission will assess the consistency of EU and national measures with the climate-neutrality objective and the 2030-2050 trajectory; and
- The Commission will be empowered to issue Recommendations to Member States whose actions are inconsistent with the climate-neutrality objective, and Member States will be obliged to take due account of these Recommendations or to explain their reasoning if they fail to do so;

23 https://ec.europa.eu/clima/policies/eu-climate-action/law_en
• Member States will also be required to develop and implement adaptation strategies to strengthen resilience and reduce vulnerability to the effects of climate change.

These new targets also played an important part in the Commission’s preparations for its long-term vision for a climate neutral Europe by 2050\(^\text{24}\), published on 28 November 2018.

A further part of the package seeks to establish a modern design for the EU electricity market, adapted to the new realities of the market - more flexible, more market-oriented, better placed to integrate a greater share of renewables.

These new rules also aim to put consumers at the heart of the transition - in terms of giving them more choice, strengthening their rights, and enabling everyone to participate in the transition themselves by producing their own renewable energy, consuming, sharing, storing or feeding it into the grid. Rights to dynamic energy contracts, smart metering and demand response allows consumers to cut their electricity bills against flexibility in their consumption habits. New rules also provide for the possibility for consumers to join forces and implement the shift towards a decentralised, clean and efficient energy system, by forming ‘cooperatives’ (dubbed ‘energy communities’) specialised on clean energy production or storage, home renovation, etc. By allowing electricity to move freely to where it is most needed and when it is most needed via undistorted price signals, consumers will also benefit from cross-border competition. This will drive the investments necessary to provide security of supply, whilst decarbonising the European energy system.

Furthermore, the Clean Energy for all Europeans package, introduced several important legislative acts in 2018 and 2019 that are relevant to this indicator:

• Directive EU 2018/844 on Energy Performances in Buildings;
• Directive EU 2018/2001 on Renewable Energy Sources;
• Regulation EU 2018/1999 on the governance of the Energy Union and Climate Action; and

Current development or Action Plan refers to city plans or strategies, formulated and adopted over the last five to ten years which are now being implemented, such as Sustainable Energy Action Plans (SEAP) through the Covenant of Mayors (or Sustainable Action Plan for Climate and Energy - SECAP through the Covenant of Mayors for Climate and Energy).

The energy mix refers to the share of different energy sources which help meet the energy demand of the city. The dynamics and details of the energy mix over time and future plans for such highlight the intentions of the city in terms of its renewable energy transition. If possible, demonstrate an

understanding of the economic, ecological, technical or other (aesthetic, social, infrastructural, cultural) implications of different energy strategies.

Flexible, efficient and well co-ordinated compatible and integrated district heating and electricity systems can be key components in a city’s energy mix.

Increasing energy efficiency is a key strategy for achieving a carbon neutral energy system, but it is equally important to lower energy demand and shift it away from moments of grid congestion through campaigns and incentives for citizens, organisations, companies and public institutions.

Refer to the built environment of the city in current development or action plans and the current status of energy performance including buildings, industry, tertiary and transport sectors. In this respect, and in the context of the European Green Deal, the European Commission will launch an initiative aimed at accelerating the uptake of home renovation in the EU: the Renovation Wave.

For 2050 the European Commission is upgrading its long-term goals for 80-95% reduction of GHGs to full carbon neutrality in the context of the European Green Deal. This will require large and systematic investments in energy efficiency, energy substitution and new renewable energy and just transition to ensure no citizen, city or region is left behind.

For future and in particular long-term future energy plans, systems visions about transport, industry and food systems may also be included. In addition to the building stock those systems represent three important energy sectors, in particular, for the use of renewable energy, with potentially conflicting and/or supplementing uses in the overall future energy system.
2.12 GOVERNANCE

The sections within Indicator 12: Governance are different to the other 11 indicators. This is to reflect the nature of the topic and to provide applicants with a suitable structure to describe their performance. The section headings are:

A. Plan and Commitments;
B. Governance and Management Arrangements;
C. Partnerships and Public Involvement;
D. References - for clarification purposes only.

Please see the Application Form for the detail required within each section.

The various dimensions of urban life, environmental, economic, social and cultural, are interwoven and successful urban management requires an integrated approach. Measures for environmental protection and improvement should be combined with those for physical urban renewal, education, economic development and social inclusion. Strong partnerships between citizens, civil society, the local economy and the various parts of government are a pre-requisite for effective action.

This approach is especially important given the seriousness of the challenges that European cities currently face, from demographic change to job creation, social progress, and the impacts of climate change. Effective local responses to these challenges are critical for achieving the smart, sustainable, inclusive society envisaged in the Europe 2020 Strategy.

In the response to this indicator, describe the integrated approach to the environmental management of the city.

Section 12A requires details on the integrated environmental vision of the city, how this is reflected in the various plans and strategies of the city and how this is implemented in integrated projects. The key aspect is the cascade from vision into real projects and an integrated rather than sector specific only approach.

Section 12B looks at how the city council organises the delivery of the vision, strategy and projects. Describe the organisational structure of the city council (administration) and show how the environmental vision/strategies are integrated into the organisation.

Please include an organogram and indicate which department or political body is the driving force behind the environmental vision/strategies.

Budget

Is there a dedicated budget for implementing the environmental vision? If so, please describe it.
Management, Monitoring and Evaluation

What management tools are used to achieve the City environmental objectives and targets? For example, environmental/sustainability impact assessment of policy proposals, cross departmental project structures, etc.

Describe the system of monitoring and reporting the implementation of the City’s environmental strategy. What is generally reported to whom, at what frequency? For example, what indicators of the state of the environment are reported to the council each year?

In delivering its environmental policy does the City use any innovative approaches, tools or instruments?

Leadership by the City Council

Is the city council (administration) leading by example in environmental behaviour? Describe the activities regarding corporate environmental policy and initiatives, environmental management systems, green public procurement, council staff skills development etc.

Section 12C considers how the Municipal Administration works with other stakeholders and with citizens. The application should describe how the city works in partnership with other stakeholders (for example other government bodies, 3rd level institutions, businesses and other non-governmental organisations) to develop and deliver the vision, strategy and projects.

The application should also describe how the Municipal Administration involves citizens. It should describe the activities and engagement with the different communities within the city that contribute to the development or implementation of the City’s environmental vision, strategy and action plans. In particular, it should describe how the city involves particular groups of society e.g. young people, elderly citizens, disabled, deprived citizens, or people from different ethnic groups. Ideally the application should be clear about the goals of these activities, e.g. public awareness raising, policy/plan development, or practical delivery of the environmental vision etc.

Since no city has all the solutions to environmental challenges, the application should demonstrate how the city works with other cities and learns from them. It should describe co-operation at a regional, national, international level on environmental and sustainability issues. Ideally it will describe the role of the city in these partnerships and projects, for example as a lead partner. The application should describe the city’s involvement in relevant international networks and how this learning has been used in the city.

Public support for being a European Green Capital is important and so the application should demonstrate the action taken to involve or inform citizens of this bid for example: consultation or participation by citizens or stakeholders in the development of the bid; consultation with stakeholders or citizens; or simply publication or announcement of the bid.
Useful References:

For guidance on integrated environmental management, see the Reference Framework for European Sustainable Cities (Governance chapter), and the 2007 Integrated Environmental Management, Guidance in relation to the Thematic Strategy on the Urban Environment report.

A number of practical tools exist to strengthen protection of the urban environment in promoting more integration. One of them is an Integrated Environmental Management System (IEMS); a strong voluntary commitment by the city to act on its environmental problems. A well-developed IEMS helps avoid conflicts by considering competing demands from various policy areas and initiatives (economic well-being, competitiveness, health, environment, spatial planning), and by setting long-term goals. Furthermore, EU guidance on IEMS in urban areas provides best practice examples and experiences.

25 www.rfsc.eu
GOOD PRACTICES

Applicants are requested to provide a minimum of one and maximum of six good practices in this section.

At least one of these must relate to Indicator 12: Governance and should present details of at least one present or future flagship project that demonstrates the City’s commitment to an integrated approach to the management of the urban environment.

Up to five additional good practices can be provided to demonstrate how the city is improving its environmental record. These can relate to one or more of each of the twelve indicators. Cities are required to specify to which indicator their good practices relate to.

Good practices should be taken from information already provided within the application form.
Annex 3

European Green Leaf Award 2022 Application Form
European Green Leaf Award 2022

Application Form

Please complete the submission for the EGLA 2022 Award in this Application Form. All sections must be answered and all questions should be addressed. In the instance that an applicant cannot provide an answer to a question, reasons must be provided in the relevant section.

Text included in square brackets [EXAMPLE] should be deleted and replaced with the applicant’s response to each respective section. Do not delete the questions in the application form.

Please note, The ‘City Introduction and Context’ section does not form part of the overall assessment however it is a key component of the application and therefore must be completed. This section sets the scene for the application as a whole in the context of historical, geographic, socio-economic and political constraints, contentious infrastructure/environmental projects and initiatives, and provides the Expert Panel with a clear insight into the factors influencing the city’s development and environmental quality.

All six Topic Areas carry equal weight. Within each Topic Area, part a carries 70% of the weight while part b carries a weighting of 30%.

Word exceedances will not be accepted and applicants must complete the Word Count Check at the end of the Application Form to verify that their response is within the word limits set out. This Word Count Check is a tool for cities to check that word exceedances have not occurred and ensure that answers are not left incomplete.

Applicants must read the EGLA 2022 Guidance Note before completing their application and consult this document while undertaking their responses.
# Application Form for the European Green Leaf Award 2022

## Section A: City Introduction and Context

Use this section to provide an overview of the city and provide context to the items that are addressed in Sections B and C.

Give an overview of the city including its population, surface area, population density, geographical location, some historical and economic background (e.g. GDP, €/capita), notable features and any other factors which have influenced or will influence the environment of the city and its surrounding area.

What are the key environmental challenges the city faces (or has addressed in the recent past)? Make reference to the city’s infrastructure (transport, water and drainage, buildings, parks etc.). If appropriate, mention any significant legal proceedings on environmental issues.

Please describe the services provided by the municipality relevant to the Topic Areas in Section B. The aim of this section is to assist in understanding the responsibilities of the city, its controls and the ability of the city to act and effect change.

Please include an up to date map of the city and a maximum of one additional image i.e. a maximum of two images in total including the map. The map should show the layout of urban areas, geographical and other features, across the city.

Before responding to the question please read the EGLA 2022 Guidance Note.

(max. 600 words and two graphics or images as detailed above)

[INSERT RESPONSE TO CITY INTRODUCTION AND CONTEXT HERE]
Section B: Topic Areas

- Please note ALL topic areas in this Section must be completed.
- Section B is used in the evaluation/ranking process. Please read the accompanying EGLA Guidance Note carefully in advance and during the preparation of the EGLA application.
- Please note all six Topic Areas carry equal weight. Within each Topic Area, part a carries 70% of the weight while part b carries a weighting of 30%.

Topic Area 1: Nature, Biodiversity, Sustainable Land Use and Soil

Note: The answers to sub-sections 1a and 1b together must not exceed a total of 600 and 300 words respectively (i.e. 600 word limit for sub-section a and 300 word limit for sub-section b). A total of six graphics, images or tables may be included in Topic Area 1.

Note: It is important to address Nature/Biodiversity and Sustainable Land Use/Soil equally in the response.

Before responding to the questions in Topic Area 1 please read the EGLA 2022 Guidance Note.

1a – Current Situation and Strategic Approach

Please outline the city’s approach to Nature, Biodiversity, Sustainable Land Use and Soil. What are the key objectives and targets of the city for Nature, Biodiversity, Sustainable Land Use and Soil? These may include:

- Conservation and protection measures;
- Green infrastructure;
- Plans of projects to support the conservation of wild pollinators;
- Increase and improvement of parks and green spaces;
- Sites of special interest for biodiversity;
- Connectivity of green and blue areas;
- Integrated planning and managing city expansion and growth; and
- Dealing with contaminated land etc.

Where plans/programmes have been developed at regional and national level it is important to provide information on how these are implemented at the city level.

Please provide details of the percentage of the population living within 300 metres of a green area open to the public and percentage of green areas open to the public in the city.

Also, please describe how the city is encouraging the conservation of wild pollinating insects? Is there a city-wide policy, plan and/or ambition? Have biodiversity conservation measures to support pollinator populations been implemented? Are citizens engaged in pollinator-related activities, such as monitoring or raising awareness? Does the importance of pollinators feature in local education and
**Part A**

Learning? Please provide current examples and proposed actions.

**Word Limit - 600 Words**

[INSERT RESPONSE TO PART A HERE]

**Part B**

What public awareness, citizen engagement or stakeholder participation campaigns are undertaken in the city to foster Nature, Biodiversity, Sustainable Land Use and Soil? These may include:

(a) Campaigns, events, citizen science initiatives, or activities such as advertising and media, campaigns and events;
(b) Public consultation, school education, dialogue, stakeholder groups/forums, citizen science initiatives, working groups, implementation partnerships, joint ventures with local businesses etc.;
(c) Who is the target audience and what benefits have been achieved or are expected?

Please show the connection between sections 1a and 1b.

**Word Limit - 300 Words**

[INSERT RESPONSE TO PART B HERE]

---

To access the full EGLA 2022 application form, please register your city’s interest on the application portal at:

http://ec.europa.eu/environment/europeangreencapital/europeangreenleaf/application/
Annex 4

European Green Leaf Award 2022 Guidance Note
European Green Leaf Award 2022

Guidance Note

May 2020

www.ec.europa.eu/europeangreenleaf
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1 INTRODUCTION

This Guidance Note should be read in conjunction with the Application Form for the European Green Leaf Award 2022. The Application Form can be downloaded in English from the application portal. The full application shall be written in one of the official languages of the European Union. However, submission of the Application Form in English is encouraged for the smooth and timely running of the assessment of the applications.

The Mayoral Declaration (Annex 6 to the Rules of Contest governing the European Green Leaf Award 2022 competition) is available in English and must be completed, dated, signed, stamped, scanned and submitted in English. The signatory should be authorised by national law to legally represent the city.

The Declaration on Honour (Annex 10 to the Rules of Contest governing the European Green Leaf Award 2022 competition) is available in English and must be completed, dated, signed, scanned and submitted in English.

The application process investigates a set of indicators, which are grouped together as six topic areas.

2 SELECTION PROCESS

2.1 FORMAT OF THE APPLICATION

For an application to be valid, all sections and sub-sections in the application form must be completed. Applications must comply with the formal requirements set out in the Rules of Contest governing the European Green Leaf Award 2022 competition. Applicants will only be assessed on the content of the application form. Each section of the application form must be completed and shall adhere to the stated word and graphic/image/table limits outlined for each section. Please see guidelines with regards word count and limitations in Section 2.1.1. Incomplete application forms will not be assessed i.e. applications with missing topic areas or missing sections within a topic area which are not justified by the applicant. In the event that a question cannot be answered, reasons shall be given in the corresponding section of the application form.

Applicants are required to submit their response within the application form in the areas indicated by italic text in square brackets [EXAMPLE]. Original text in the application form should not be deleted. The format of the template of the application form must be adhered to.

All application forms must be submitted in a single word document (.doc or .docx), which should not exceed 20MB in size, and uploaded via the online application registration portal. Application forms sent by email, fax or post cannot be validated.
Applications which do not follow the requirements set out in Section 3 of the Rules of Contest at pre-selection stage shall not be examined further.

### 2.1.1 Word Count and Limitations

The original text of the application form and text within ‘Benchmarking Data’ tables for Topic Areas 2, 3 and 4 will not be included in the word count.

All word limits must be strictly adhered to. Any words above the specified limits will not be taken into account and may leave applicant’s responses incomplete. Applicants must complete the ‘Word Count Check’ provided at the end of the Application Form to verify that their word count is within the acceptable limits. This word count includes a check of:

- Words in graphics/images/tables;
- Words in the body of text;
- Total number of words (words in graphics/images/tables and words in the body of text).

Applicants should also complete the ‘Application Form Checklist’ provided at the end of the Application Form to review and ensure they have completed all sections of their form prior to submission of their application.

**Graphics/Images/Tables Word Limits:**

Text within the body of graphics/images/tables must be submitted in an editable format (for purposes of the word count and translation, where applicable). Text included in the captions and heading (titles) of graphics/images/tables will not be included in the word count. These shall not exceed more than 20 words.

Screenshots or images of websites/leaflets/posters which illustrate an item but are not intended to be read will not be counted towards the topic area word count, but will be included in the count of permitted graphics/images/tables per topic area.

Information essential to understanding a graphic/image/table (i.e. headings/titles/legends/text in columns/place names/numbers) will not be included in the word count, as these are relevant and essential to understand the information within. All other text included in graphics/images/tables will be included in the word count.

Please see below for a sample tables (Tables 2.1 - 2.3) and sample graphics (Figures 2.1 - 2.5).
Table 2.1 - Sample of Table Format to be used in the EGLA Application Form

<table>
<thead>
<tr>
<th>Building Type</th>
<th>Potential area for roof gardens or Urban agriculture</th>
<th>Additional areas for extensive green roofs or habitats for biodiversity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. of roofs</td>
<td>Total m²</td>
</tr>
<tr>
<td>Industrial buildings</td>
<td>21</td>
<td>21</td>
</tr>
<tr>
<td>Office and retail</td>
<td>32</td>
<td>32</td>
</tr>
<tr>
<td>Schools</td>
<td>43</td>
<td>43</td>
</tr>
<tr>
<td>Hospitals and care homes</td>
<td>54</td>
<td>54</td>
</tr>
<tr>
<td>Residential buildings</td>
<td>65</td>
<td>65</td>
</tr>
<tr>
<td>Mixed use buildings</td>
<td>76</td>
<td>76</td>
</tr>
<tr>
<td>Other buildings</td>
<td>87</td>
<td>87</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>378</strong></td>
<td><strong>378</strong></td>
</tr>
</tbody>
</table>

All information provided in this table is essential in order to understand the information featured in the table and would not be included in the word count (Lahti Application EGCA 2021).

Table 2.2 - Sample of acceptable Table where there would be no addition to the Word Count

<table>
<thead>
<tr>
<th>Main Identified [1] Climate Change Hazards and Challenges in Lahti</th>
<th>Action, Project Name</th>
<th>Partners</th>
<th>Lahti City Consortium Staff Allocation</th>
<th>Year</th>
<th>Estimated Cost (£) and Funding Source</th>
<th>Monitoring and Performance Evaluation Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Floods</td>
<td>City centre vulnerability assessment</td>
<td>Lahti School of Applied Sciences (LUAS), City of Lahti</td>
<td>1</td>
<td>2014</td>
<td>10 000 EUROS, student thesis</td>
<td>Assessment, did not contain monitoring</td>
</tr>
<tr>
<td>Europhication</td>
<td>Large-scale investment and R&amp;D project; hybrid solutions for Urban Storm Water</td>
<td>City of Lahti, University of Helsinki, Smart &amp; Clean Foundation, LADEC, City of Helsinki, Espoo and Vantaa</td>
<td>2</td>
<td>2017-2020</td>
<td>2.2 ME Finnish Government 2017-2018 Applications will be sent to several other funding sources</td>
<td>Monitoring (quantity and quality of storm water) is part of the project</td>
</tr>
<tr>
<td>Heat Waves and Health Risks</td>
<td>District cooling system analysed for new residential areas</td>
<td>City of Lahti, Lahti Energy, private companies</td>
<td>1</td>
<td>2012</td>
<td>Planning costs, 10 000 €</td>
<td>No investments made</td>
</tr>
<tr>
<td></td>
<td>Good network of street trees (Tilia vulgaris); Circa 3 000 trees in the centre of Lahti and 10 000 overall (fig. 84)</td>
<td>City of Lahti, private companies</td>
<td>1</td>
<td>1900-</td>
<td>Maintenance 150 000 €/a</td>
<td>Maintenance is monitored</td>
</tr>
</tbody>
</table>
Table 2.3 - Sample of Table with Excessive Text

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Residual waste from households shall be reduced by a minimum of 30% per capita by 2025, compared to 2015-level.</td>
<td>1. All hazardous waste and electric and electronic waste shall be collected and treated safely.</td>
<td>1. Residual waste from the City shall be reduced by a minimum of 30% by 2025, compared to 2015-level.</td>
<td>1. By 2025, 95% of the inhabitants will have confidence that the waste resources are properly utilized.</td>
</tr>
<tr>
<td>2. Food waste from households shall be reduced by 30% by 2025.</td>
<td>2. The waste management in Oslo shall be climate neutral by 2025.</td>
<td>2. There shall be recycling bins in all larger parks and public spaces by 2025.</td>
<td>2. By 2025, 80% of the inhabitants shall experience that it is easy to sort waste and recycle in Oslo.</td>
</tr>
<tr>
<td>3. A minimum of 50% of food waste from households shall be collected and recycled by 2025.</td>
<td>3. The number of illegal dumping sites shall be halved by 2025, compared to 2017-level.</td>
<td>3. Residual waste from enterprises shall be reduced to a maximum of 30% by 2025.</td>
<td>3. By 2025, 90% of the inhabitants shall know about facilities where they can deliver materials and items for reuse.</td>
</tr>
<tr>
<td>4. A minimum of 50% of plastic waste from households shall be recycled by 2025.</td>
<td></td>
<td>4. By 2020 a minimum of 70% (by weight) of construction and demolition waste shall be prepared for re-use, recycled or undergo other material recovery.</td>
<td></td>
</tr>
<tr>
<td>5. The municipal waste-to-energy plants shall have an energy recovery rate of minimum 95% by 2025.</td>
<td></td>
<td>5. Regional solutions for waste management shall be established by 2025.</td>
<td></td>
</tr>
<tr>
<td>6. Oslo shall be one of the cities with the most cost efficient waste management systems in Norway, by 2025.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This is an example of a table which would be considered to have a high word count, and this text would all be counted in the topic area word count (Oslo Application EGCA 2019).

A picture is worth a thousand words! It is highly recommended to make efficient use of the graphic/image/table allowance in order to optimise the application. The clever use of graphics/images/tables including infographics can reduce the amount of text required to describe a particular aspect of the application.

Using before and after pictures to illustrate the implementation or effect of specific projects can be very useful and a good way to visually highlight the change resulting from a project.
Figures 2.1 & 2.2 illustrate two sample ‘Graphics/ Images’ where all text is necessary to understand the information within. The labels of each 'place' and 'process' are necessary to understand the diagram.
Figure 2.3 - A text based infographic where there is no addition to the Word Count (Lahti EGCA 2021)

Figure 2.4 - A text based infographic where there is no addition to the Word Count (Lahti EGCA 2021)
Figures 2.3 & 2.4 illustrate text based ‘Graphics/Images’ where the information consists of concise descriptions of projects, titles or relationships where all text is necessary to understand the information within and would not be included in the word count.

All limits for numbers of graphics/images/tables must be adhered to. Images which consist of multiple jpegs combining to form one image/subject may be accepted if they are addressing a common theme. If the grouped images are not deemed to address a common theme, these will be considered as separate individual images which may result in exceedances of the limit. Figure 2.5 below shows an example of where multiple jpegs are accepted as one image (taken from the City of Leuven’s winning application for EGLA 2018).

**Figure 2.5 - Grouped Images on a Theme that may be counted as a Single Image**

All graphs, tables, images and graphics should be included within the application form itself. Appendices will not be accepted.

### 2.1.2 Captioning and Aligning Graphics/Images/Tables

In order to ensure that the application is transmitted in a legible format, graphics/images/tables should be inserted using the wrap text functions ‘In Line with Text’, ‘Square’ or ‘Top and Bottom’ and captioned using the caption function. Using other functions may cause graphics/images/tables to interfere with the format of the application form and not appear on the template, leaving submissions incomplete. Applicants are advised to test that the format of their application is retained after upload to the applicant portal.

**How to Caption Graphics/Images/Tables:**

1. After inserting a graphic/image/table, **right click** on the inserted item to show the pop-up menu displayed below:
Figure 2.6 - Caption Drop-down Menu

2. Clicking on the ‘Insert Caption’ button will bring up the pop-up box below:

![Caption Drop-down Menu](image1.png)

Figure 2.7 - Caption Description Pop-up Menu

3. In this window, the ‘Caption’ can be filled in appropriately and the caption (figure or table) number assigned.

**Correct Graphic/Image/Table Alignment:**

1. To prevent inserted items from moving around or blocking text (as below) please use the wrap text function:
2. To ensure correct placement of an image, select an option within the ‘Wrap text’ menu in the Format toolbar (as below). Do not use any options from the ‘Position’ menu as the images are not held in place and may move after submission:
Further Guidance

The completed official EGLA application form must be submitted as one individual file. The EGLA Application Form file must be a word document and labelled correctly e.g. City Name_EGLA 2022_Application Form.

If you have any queries on the application form, please do not hesitate to contact the European Green Leaf Award Secretariat who can field procedural questions or refer technical questions to the expert panel on behalf of a city.

Please note that all queries should be directed to the Secretariat. Cities are not permitted to liaise directly with the expert panel.

The Secretariat can be contacted via email at info@europeangreenleaf.eu or by telephone at +353 87 361 90 39 for any queries.

The deadline for receipt of applications is at 23:59 CET (GMT +1) on the 28 October 2020.

Please note, that no technical support will be available past 18:00 CET (GMT + 1) on the closing date.

Please make sure that the application form is complete (as detailed above) by the time of submission.

Upon submission of the application form, the EGLA Secretariat will confirm receipt of the city application. Applications will be checked and validated for official admission to the competition. All valid applications will be issued to the Expert Panel for technical assessment.

2.2 TRANSLATION

The technical assessment process is conducted in English. The full application shall be written in one of the official languages of the European Union. However, submission of the application form in English is encouraged for the smooth and timely running of the assessment of the applications.

If an application is submitted in a city’s native language, the word count will be examined based on the original application, i.e. before it is translated into English. The word count shall be strictly adhered to regardless of the language in which the application is submitted.

It should be noted that the European Green Leaf Award is conducted in the English language. It is advised that a native English speaker is consulted during the application process and/or before the application is submitted.
It shall be noted that the jury meetings are held in English. Cities selected as finalists for the award and invited to the jury meeting shall present in English. The winning city(s) shall accept their award in English. Communication with the winning city(s) shall be conducted in English.

2.3 NEXT STEPS

- **Expert evaluation:** A panel of twelve experts (two per topic area) will co-evaluate each application based on its own merit. They will rank applicants, and provide detailed comments on the applicants’ environmental performance for each topic area. The rankings will be discussed in the framework of an expert meeting and experts will then select a shortlist of finalist cities.

Please note that ALL topic areas (Section B) in the Application Form must be fully completed. Section B **only** is used in the evaluation/ranking process. Within each Topic Area, sub-section a carries 70% of the weight while sub-section b carries a weighting of 30%.

It is also important to address both topics covered within each topic area (i.e. for Climate Change (mitigation and adaptation) and Energy Performance) equally in the response.

- **Reporting:** Each city will receive an individual Technical Assessment Report which will include rankings and expert comments for each topic area. A Synopsis Technical Assessment Report containing rankings and comments for finalist cities only will be made public and published on the EGLA website. Furthermore, a series of Good Practice Factsheets will be prepared and published, as appropriate. These factsheets may include good practices from finalist and non-shortlisted cities, based on the information provided in the application forms and any additional information requested by the EGLA Secretariat.

- **Jury evaluation:** Finalist cities will be asked to attend the EGLA Jury Meeting where they are invited to present their bid for the 2022 EGL Award. Members of the Jury will also have the opportunity to ask the Finalist Cities questions, as necessary. The high-level jury will decide on the winner(s) and the Jury's decision shall be final. The Winner(s) will be announced during an Awards Ceremony in 2021. A Jury Report, as well as the application form of winning cities, will be published on the EGCA/EGLA website.
3 HINTS AND TIPS: HOW TO COMPLETE A HIGH QUALITY APPLICATION

- Provide clear objectives, i.e. clearly meet the requirements asked for in the application form;
- Establish context, i.e. use the introduction wisely, giving context to the city, providing an overall description and vision of the city, remit and support of the city council;
- Show commitment, i.e. progress measured with reports, public opinion surveys, driving national regulations and models;
- Show certainty, for example, by providing information on financially sustainable activities and dedicated budgets;
- Show cohesion, how different themes and topic areas are integrated, e.g., climate, ecology, environment. This can be done by making cross-references between different sections, sub-sections and topic areas;
- Show future ambitions, i.e. target dates such as 2025, 2030, 2050 etc.;
- Always provide the information asked for or give a reason why it is not available (and provide in the section within which it was asked);
- Where the topic area covers two aspects, for example with Air Quality & Noise, it is important that each aspect, air and noise in this case, is addressed equally in the response. Failure to address both areas will result in a lower ranking;
- Demonstrate innovative actions that the city has taken or plans to take;
- Focus on the most relevant information. Before starting to write the application think about its ideal structure and content. A concise and well formulated response will enable cities to take full advantage of the word limit;
- Make full use of graphics, a picture is worth a thousand words;
- Consider timelines and the time that may be required to complete the application. Gathering the relevant data and information for the application can take a considerable amount of time. Allow plenty of time (several months) to prepare the application and have the application reviewed by someone who is not directly involved in the process;
- Nominate one team member to have document control, with contributors providing information to that person;
- Applications should be reviewed and proofread before submitting;
- In advance of preparing an application, it is recommended that applicants look at the following:

  Past EGLA winning city applications, highlighting what made a high-ranking technical application.

  - EGLA Winning Cities

Historical EGLA Technical Assessment Report’s will allow applicants to see what reoccurring themes are mentioned by experts in their feedback and allow the applicant to address these particular concerns.
Together, these documents can help a city to understand what is expected from a winning city application and hopefully answer any questions that applicants may have.
4 THE APPLICATION FORM: OVERVIEW

4.1 DECLARATIONS

In order to submit a complete application form, the following must be adhered to:

The **Mayoral Declaration** (Annex 6 of the Rules of Contest) must be signed by the Mayor or highest ranking City Representative\(^1\) and stamped with the official city seal, scanned and uploaded to the portal. Please ensure the Mayoral Declaration document is labelled correctly e.g. City Name_Mayoral Declaration_EGLA 2022.

The **Declaration on Honour** on exclusion criteria and selection criteria (Annex 10 of the Rules of Contest) must also be completed, dated, signed, scanned, submitted in English, and uploaded to the portal. Please ensure the Declaration on Honour document is labelled correctly e.g. City Name_Declaration on Honour_EGLA 2022.

Both Declarations must be submitted with the **fully completed application form**. It is not necessary to send the original documents by post.

An application form will be considered invalid if it is not accompanied by a completed, signed and stamped Mayoral Declaration, and completed and signed Declaration on Honour.

4.2 SECTION A: CITY INTRODUCTION AND CONTEXT

The Introduction section of the application form provides the Expert Panel and Jury Members with valuable insights into the history and background of the city and the challenges faced. Although this section is not included as part of the ranking process, it is the first thing the Expert Panel reads and shapes the impression the Expert forms of the city and the application presented at a very early stage in the process. This section is highly relevant and provides essential background information.

Please note that although Sections A (Introduction) and C (Good Practices) for each city are for additional information only and will not be used to technically evaluate and rank cities, they must still be completed in full. Note that if certain text is included in Section A and/or C but not in Section B, it will not be counted in the technical assessment. Therefore, if the information is relevant to the technical assessment it must also be included or at the least referred to in Section B by way of a cross-reference.

4.3 SECTION B: TOPIC AREAS

**Section B will be used in the evaluation process to rank cities.** The 2022 EGL Award Application Form has two sub-sections per topic area:

\(^1\) Signatory must be authorised by national law to legally represent the city.
(a) Current Situation and Strategic Approach

Describe the current situation, e.g. the relevant infrastructure and systems that are in place and the relevant state of play with respect to environmental performance for each topic area. The aim of this section is to clarify how the present situation has been achieved. Information on any relevant disadvantages or constraints resulting from historical, geographical and/or socio-economic factors which may have influenced this category may be included and/or by cross-reference to Section A: City Introduction and Context. Please describe evolutions that have taken place over the last five to ten years. Comment on which measures have been most effective. Such information should be supported by the relevant figures.

Provide an overview of the city’s overall strategic approach to the topic area. Describe the city’s future plans, key objectives and targets. Where plans or programmes have been developed at a level above the city level, i.e. regional or national level, it is important to provide information on such plans or programmes and how they impact the city and/or are implemented at the city level.

(b) Citizen Participation and Public Awareness

Please mention any public awareness raising, citizen engagement or stakeholder participation undertaken in the city. Mention the target audience and benefits of the initiative. If a participation action concerns more than one topic area, for example, mobility and air quality, mention it in all relevant topic areas or by means of a cross-reference. Examples may include events or activities such as:

- Public Awareness: awareness raising activities including advertising and media, campaigns and events, citizen science initiatives;
- Stakeholder/Citizens Participation: public consultation, schools education, citizen science initiatives, open dialogue, stakeholder groups/forums, working groups, implementation partnerships, joint ventures with local businesses etc.

Note: The experts’ ranking will be based on the information provided within sub-sections, a and b, within Section B. A word limit for sub-section a is set at 600 words and a word limit of 300 words is set for sub-section b. These word limits must not be exceeded in the application submitted.

Please note that ALL topic areas in the Application Form must be fully completed. For the purposes of the Technical Assessment please note that within each Topic Area in Section B sub-section a Current Situation and Strategic Approach carries 70% of the weight and sub-section b Citizen Participation and Public Awareness carries 30% of the weight.

Where there are multiple topics in a heading it is important to address all topics covered within each Topic Area equally in the response (i.e. for Nature/Biodiversity and Sustainable Land Use/Soil; Air Quality and Noise; Waste and Circular Economy; Climate Change (mitigation and adaptation) and Energy Performance).
A limit of six graphics/images/tables (which may include tables, graphs, screenshots, photos and graphics) is set for each topic area section overall. The use of graphics/images/tables within each topic area is at the discretion of the applicant i.e. there is no limit per sub-section rather an overall limit.

4.4 SECTION C: GOOD PRACTICES

Good practices will be used solely for information purposes and will not be considered as part of the technical ranking but must be completed. However, this section is very useful for the Expert Panel as it provides a good overview of the initiatives that the city considers to be exemplary.

Good practices submitted may be used to produce Good Practice Factsheets, which will be drafted and promoted by the EGLA Secretariat. EGLA applicant cities must propose a minimum of one and a maximum of three good practices. For each good practice, please provide a detailed description, and explain why these good practices have selected. Identify target groups as well as relevant stakeholder groups with whom collaboration has been established.
5 TOPIC AREAS

5.1 NATURE, BIODIVERSITY, SUSTAINABLE LAND USE AND SOIL

This topic area deals with nature/biodiversity and sustainable land use/soil. Both elements are assessed equally and so the response should provide suitable evidence for both.

The technical assessment for biodiversity is designed to explore how much information each city holds on its natural spaces and biodiversity, how well it protects, monitors and manages these assets, what plans it has for future management and how it is engaging with its citizens and stakeholders in improving biodiversity. The city should describe what it has achieved to date, is doing now and what plans it has for the future. A good application will include maps of habitats and sites; biodiversity trend data; policy, strategy, initiatives and projects that conserve existing habitats and species whilst trying to increase and improve biodiversity; and examples of citizen engagement in nature projects.

Applicant cities will be aware of the EU 2020 and 2030\(^1\) Biodiversity Strategy\(^2\) that specifically mentions the European Green Capital and Green Leaf initiatives, and especially the targets on improving the status of all species and habitats protected under EU nature legislation, and the idea that ‘ecosystems and their services are maintained and enhanced by establishing green infrastructure and restoring at least 15% of degraded ecosystems’. The links between biodiversity action and climate change mitigation and adaptation should also be clearly recognised and understood by the city. Biodiversity may be enhanced by increasing the size of natural areas or improving management. Conservation actions taken in compliance with the EU Nature Directives for the Natura 2000 sites and their protected habitats and species should be noted and it should be mentioned whether they are part of more comprehensive management plans. Those degraded ecosystems in and around the city (not necessarily protected areas) that have potential for restoration, should also be highlighted in accordance with the Nature Restoration Plan of the 2030 Biodiversity Strategy. Applicants should make reference to the city’s use, if any, of Prioritised Action Framework (PAF) planning tools and measures to achieve the objectives of nature legislation.

Applicants should make reference to plans or projects to support the conservation of wild pollinating insects, contributing to the EU Pollinators Initiative\(^3\). Article 12 of the Sustainable Use of Pesticides Directive 128/2009 and other legislation concerning water quality is also relevant. Appropriate action on invasive species should also be in line with EC Regulation 1143/2014 on invasive non-native species.

The technical assessment of sustainable land use has three focal points:

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- Improving the living environment using green infrastructure and green urban areas;
- Limiting urban sprawl and creating an urban environment suitable for a sustainable lifestyle;
- Limiting, mitigating or compensating soil sealing, preferably with nature based solutions.

Green urban areas and green infrastructure\(^4\) (Communication on Green Infrastructure (COM (2013) 249)) can be more beneficial to society than merely serving aesthetics and recreation\(^5\). Green infrastructure can be defined as a strategically planned network of natural and semi-natural areas with other environmental features designed and managed to deliver a wide range of benefits to the urban citizen. It incorporates green spaces, like parks, sports facilities and gardens, but also takes cognisance of green rooftops, vertical gardens, high-quality business parks and public spaces, biodiversity-rich communal gardens, green belts and metropolitan park systems and sustainable urban drainage systems.

The benefits of green urban areas or green infrastructure are very diverse, and include improving the living environment by providing adaptation to the effects of extreme weather (heat, storm water), purification of air and water or noise reduction. In addition, green areas provide benefits for public health by offering space for physical activity, peaceful places or stress reduction or social interaction. The design of green urban areas depends on what needs the areas have to meet.

A good application on this indicator describes what benefits of green areas are adding to the livability of the city and makes clear that the green urban areas really meet the needs of the citizens.

Urban sprawl and the spread of low-density settlements is one of the main threats to sustainable territorial development. By 2020, 80% of Europe’s population is likely to live in urban and peri-urban areas. Urban design inspired by a sustainable land use concept is contributing to good living conditions for city dwellers and at the same time reducing the environmental impact of the urban fabric. This is usually best achieved through strategic urban planning following a more integrated approach to land management. Measures like short distances to services and facilities reduce the transport demand and promote walking and cycling; multi-apartment houses save energy for heating, cooling, reduce infrastructural needs and investments in green infrastructure meet the demand for spaces for recreational activities.

Information should be provided on new developments and where they are located. For example, what is the relative proportion of greenfields, natural and semi-natural areas, and brownfield sites, where has the construction of new buildings and/or commercial and industrial areas taken place? What do these new developments mean for densification in the inner-city or urban cores?

Soil sealing means the permanent covering of an area of land and its soil by impermeable artificial material (e.g. asphalt and concrete), for example through buildings and roads. Green sites, including


those parts of settlement areas not covered by an impervious surface like gardens or sites covered by permeable surfaces should be excluded from the sealed surface area. If this information is not available, please make an estimate of what portion of the residential areas is sealed and what parts are permeable surfaces and use this factor in the calculations.

The Guidelines on best practice to limit, mitigate or compensate soil sealing (SWD(2012) 101 final/2) collect examples of policies, legislation, funding schemes, local planning tools, information campaigns and many other best practices implemented throughout the EU. Another reference is the EU brochure on soil sealing (Hard surfaces, hidden costs).6

Brownfield sites are derelict and underused or even abandoned former industrial or commercial sites, which may have real or perceived (soil) contamination problems. Bringing them to beneficial use, thus saving precious greenfield sites from development, normally requires co-ordinated intervention on the part of owners, local authorities and citizens living in the neighbourhood.

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5.2 AIR QUALITY AND NOISE

Indicators for air quality are described in Directive 2008/50/EC of 21 May 2008 on ambient air quality and cleaner air for Europe.

The target and limit values in this directive are set to protect human health and the environment. Member States and their competent authorities should take action in order to comply with the limit and target values. These include the following:

- The limit value for the annual mean of Nitrogen Dioxide (NO₂) is 40 µg/m³;
- The limit value for the daily mean particulate matter PM₁₀ is 50 µg/m³ not to be exceeded more than 35 times during a year;
- The limit value for the annual mean of PM₁₀ is 40 µg/m³;
- The target value for particulate matter PM₂.₅ is 25 µg/m³;
- The hourly limit value for NO₂ of 200 µg/m³ is not to be exceeded more than 18 times during a year.

Regarding the present situation, for all air quality data presented, specify the type of sampling point (e.g. traffic, urban background, regional background).

Applicants must complete the Benchmarking Data tables for Air Quality and Noise in Section 2a. Applicants should provide the most recent data available for their city. If city data is not available, please provide a brief explanation and use regional or national data. If no data is available, please state this and indicate the reason why.

For the annual concentrations of NO₂, PM₂.₅ and PM₁₀ provide a quantitative assessment of the contribution from local sources and from long-range transport for these pollutants as a percentage. For example, of the annual mean of NO₂ at traffic measurement stations about 75% originates from local sources and 25% from long-range transport. The contribution from long-range transport should ideally be determined as originating from outside the administrative boundaries of the city. The purpose of this assessment is to estimate how much of observed concentrations can be managed by the city government. If available, provide information on the spatial variation in air pollutant concentrations (maps) and the trends in the annual mean concentrations during the past five to ten years.

Regarding noise, the Environmental Noise Directive (2002/49/EC) is a basic instrument to identify noise pollution levels and to trigger the necessary action both at Member State and at EU level. The Environmental Noise Directive (END) covers the noise, to which humans are exposed to, particularly in built-up areas, near schools, hospitals and other noise-sensitive buildings, like residential buildings, and in noise-sensitive areas, like public parks or other quiet areas in an agglomeration, and in quiet areas in open country. It is based on systematic and periodic assessment and planning to reduce noise exposure.
Since END’s strategic noise mapping is not mandatory for cities with less than 100,000 inhabitants, many of EGLA applicants do not have a noise map. However, the END still shows the roadmap, and noise management requires a diagnosis of the problem. Therefore, regarding the present situation, the available data on noise exposure should be provided.

Where available, sound exposure data and acoustic information/data for the previous five to ten years should be included to show trends. Information on existing or planned quiet areas, or sound-improved areas, should also be included. Recommendations and advice concerning quiet areas shall be found in the ‘Good practice guide on quiet areas’ - EEA Technical Report No4/2014.

The city must provide clear information on the policies, municipal, national and/or regional, concerning the reduction of air and noise pollution and the improvement of the acoustic environment as well as the protection of environments with good acoustic quality within the municipal territory.

Detail the city’s strategies for the management of the air quality and noise, involving stakeholders and the local population, report on informational, educational, awareness raising campaigns, participation, engagement and citizen science initiatives performed and planned regarding air quality, sound and noise issues.

Describe the measures implemented over the last 5 to 10 years to improve air quality and noise and underline whether these measures are part of an overall and long-term air quality action plan and noise action plan.

Provide information on the costs undertaken and on the budgets envisaged for future measures. Details must be given on air pollution and noise abatement measures both already adopted and envisaged for the future, and on air quality management and urban soundscape management considering the protection of existing zones with good acoustic quality and the definition, implementation and preservation of quiet or sound-improved areas.

- Noise and air quality maps, acoustic zoning and on action plans, including plans to preserve areas where the acoustic environment is good;
- Comment on which measures regarding air and noise have been most effective;
- Explain how the implemented measures have influenced the present situation;
- Refer to stakeholder involvement and communication with the population, including where and how citizen science initiatives were deployed or taken up.

The short and long-term objectives for air quality and noise, and the proposed approach for their achievement, must be described in detail together with assigned budgets.

- Emphasise to what extent plans are consolidated by commitments, budget allocations, and monitoring and performance evaluation schemes, and describe their expected impact in terms of future pollutant concentrations in ambient air;
- Indicate long-term objectives and aims regarding air quality;
- Indicate the target reduction in the share of population exposed to noise values of $L_{den}$ above 55 dB(A) and above 65 dB(A) and in the share of population exposed to noise values of $L_n$ above 45 dB(A) and 55 dB(A);
- Refer to stakeholder involvement, consultations, and actions to manage and preserve urban and open country quiet areas, and actions concerning sound-improved areas (holistic/qualitative approaches to the acoustic environment, e.g. soundscape design approaches).
5.3  WASTE AND CIRCULAR ECONOMY

The following guidance is provided to support applicants in preparing their response to Topic Area 3:

3a - Current Situation and Strategic Approach

a. Applicants must complete the Benchmarking Data table in part a of section 3a. Applicants should provide the most recent data available for their city. If city data is not available, please provide a brief explanation and use regional or national data. If no data is available, please state this and indicate the reason why.

b. In responding to this question applicants are asked to provide a concise but clear summary of the city’s approach to the management of waste. The focus should be primarily on household waste. Applicants should describe waste prevention and collection systems including the development of the waste system, the types of treatment infrastructure in place, the materials treated. The progress made in terms of collection systems, recycling, and diverting waste away from landfill and/or incineration should also be included. Cities are encouraged to use waste data in the form of tables or charts to support the responses. Any data submitted should be clear and complement the qualitative response.

Moving towards a circular economy is a fundamental transformation in our approach to materials and consumption. It involves everyone in society, institutions, businesses, and industry. All cities have a responsibility to support the transformation to a more sustainable and circular economy. Applicants should provide examples underway which demonstrate a commitment to the circular economy. Measures such as waste prevention, material reuse, repair, the sharing economy, green public procurement, and industrial symbiosis which the city is engaged in are suggested and in the response one or more such measures should be described.

c. In responding to this part of the question the applicant’s response should include details of the waste management plans, programmes or strategies in place for the city. Where the applicant is part of regional or national waste plans, programmes or strategies it is important to provide information on these and how they impact on the city and/or are implemented at city level.

In the response, please demonstrate that the waste plan for the city contains progressive objectives and targets to improve the future management of wastes. State if circular economy measures form part of the waste plan? If so, describe how the city is planning the transformation to a circular economy and the strategic measures planned or underway. If relevant provide a brief statement as to how the waste plan relates to other city plans.

3b - Citizen Participation and Public Awareness

In this response the applicant should include detail of relevant citizen engagement or public
awareness activities undertaken in the city which are improving the management of waste and the transition to a circular economy. The response should provide examples of public awareness activities and citizen participation activities (such as public forums, citizen science initiatives, stakeholder programmes etc.). It is suggested that applicants focus on activities which are primarily targeted at household waste. Where possible connect activities to the current approach to waste management outlined in section 3a. Examples referenced in the response should describe the type of campaign, the target audience and the actual or potential benefits realised or expected. The use of images to support the response in this section is recommended.

General Notes

When answering the questions provide responses to all parts;

- Waste data provided should primarily relate to household waste. Household waste is defined as all waste generated by a household including residual, recyclable materials (e.g. paper, plastics, glass etc.), bulky and green waste;
- In demonstrating the progress the city has made the city may wish to refer to the management of other waste streams, such as municipal waste or construction and demolition. If referring to other waste streams make sure this distinction is clear in the presentation of data;
- If the city is part of a regional (or national level) system for the purposes of waste planning and/or waste data provide details of the wider system and identify any national data used. It is important to demonstrate how the city interacts within the region/nationally in terms of implementing and progressing the waste management system;
- When providing details of separately collected wastes, include details of the types of waste collected, the types of collection systems (e.g. drop off points, civic amenity, kerbside, other initiatives) and the extent of coverage; and
- When describing the treatment of wastes managed by the city provide brief detail of infrastructure managed by the city and details of those wastes treated elsewhere.

Useful References:

5.4 WATER

The Fitness Check of EU water law\(^7\) established that the legislation is still largely fit for purpose. However, implementation efforts of Member States, investment in water and integrating water policy objectives in other policies (agriculture, transport, industry, and also spatial planning) should be improved. All actors should do their part: the European Commission, Member States, water industry, agriculture, regional governments and also cities.

Current Situation and Strategic Approach

Applicants should provide relevant information in the context of the Urban Waste Water Treatment Directive (UWWTD)\(^8\) and related legislation (Groundwater, Environmental Quality Standards), the Floods Directive, the Drinking Water Directive (DWD)\(^9\) and its proposed recast\(^10\), and the Bathing Water Directive (BWD)\(^11\), which regulate waste water management, the quality of drinking water, and the quality of bathing water. Information on any relevant disadvantages or constraints resulting from historical, geographical and/or socio-economic factors which may have influenced this category may be included and/or by cross-reference to Section A: City Introduction and Context.

Applicants must complete the requested Benchmarking Data table at the beginning of Section 4a. Applicants should provide the most recent data available for their city. If city data is not available, please provide a brief explanation and use regional or national data. If no data is available, please state this and indicate the reason why.

Explain the proportion (%) of population not connected to waste water collecting systems, including an explanation of the type of waste water treatment applied to this fraction (reference to individual or other appropriate systems). Please describe the ecological status of water bodies in the city, such as the Water Framework Directive (WFD) status and measures taken or intended to improve it if necessary.

Please describe if the city has a water and/or waste water management plan, including targets (if any) concerning per capita, water consumption, water losses, waste water collection and treatment, improvement of water bodies receiving the city waste water, water reuse, sludge management, rainwater management and adaptation to climate change. When describing plans to improve water and waste water management define the priorities and set targets, and emphasise to what extent plans are consolidated by commitments, budget allocations, and monitoring and performance evaluation schemes.

\(^7\) Available at: https://ec.europa.eu/environment/water/fitness_check_of_the_eu_water_legislation/index_en.htm
\(^8\) Directive 91/271/EEC
\(^9\) Directive 98/83/EC
\(^11\) Directive 2006/7/EC
For any already existing bathing site(s) identified in accordance with the Bathing Water Directive (2006/7/EC), present its current status in the classification as well as challenges faced (if any) and management measures.

**Citizen Participation and Public Awareness**

Describe how citizens are encouraged to be actively involved in water and waste water management in practice. Mention if any communication strategies to promote more rational water use have been put in place. Mention improvements as regards access to and promotion of tap water. Make clear the extent and level of success of actions for citizen participation and public awareness (for example duration, number of persons reached).
5.5 CLIMATE CHANGE AND ENERGY PERFORMANCE

The European Green Deal (EGD), adopted in December 2019, is a new growth strategy that aims to transform the EU into a fair and prosperous society, with a modern, resource-efficient and competitive economy where there are no net emissions of greenhouse gases (GHG) in 2050 and where economic growth is decoupled from resource use.

The European Green Deal is an integral part of the Commission’s strategy to implement the United Nation’s 2030 Agenda and the sustainable development goals\(^\text{12}\).

\[\text{Figure 5.1 - The European Green Deal}\]

The Commission’s proposal for the first European Climate Law aims to write into law the goal set out in the European Green Deal for Europe’s economy and society to become climate-neutral by 2050\(^\text{13}\).

With the European Climate Law, the Commission proposes a legally binding target of net zero GHG emissions by 2050. The Climate Law includes measures to keep track of progress and adjust actions accordingly based on existing systems such as the governance process for Member States’ National Energy and Climate Plans, regular reports by the European Environment Agency, and the latest scientific evidence on climate change and its impacts. Progress will be reviewed every five years, in line with the global stocktake exercise under the Paris Agreement.

These new targets also played an important part in the Commission’s preparations for its long-term vision for a climate neutral Europe by 2050\(^\text{14}\), published on 28 November 2018.


\(^{13}\) https://ec.europa.eu/clima/policies/eu-climate-action/law_en

The EU has set itself targets for reducing its GHG emissions progressively up to 2050, set in the 2020 climate and energy package and the 2030 climate and energy framework, and in 2010 with the Climate Law, that will see emissions reaching net-Zero by 2050, with strict intermediate targets.

The Clean Energy for All European legislative package\textsuperscript{15} updated key pieces of EU energy legislation to meet the upgraded 2030 climate and energy headline targets as adopted by EU leaders in 2018-2019. The new key targets for the year 2030; at least 40% cuts in greenhouse gas emissions (from 1990), at least 32% share for renewable energy and at least 32.5% improvement in energy efficiency. It is also aligned to the EU long-term perspective of achieving climate neutrality by 2050, as set out in the European Green Deal, the Roadmap for moving to a competitive low carbon economy in 2050, the Energy Roadmap 2050 and the Transport White Paper.

Whether or not national governments have established legal requirements or targets for local authorities on climate change and energy performance, applicants should demonstrate awareness of the contribution of their city to implementation of these EU targets, highlighting strategies and measures which contribute to meeting both national obligations and their own objectives as a city with a vision of a low-carbon future. Also, the participation in eventual multilevel dialogues as per the Governance regulation should be indicated.

When reporting on the specific Topic Area in Section 5a, please outline the city’s overall approach to improve Climate Change and Energy Performance, including:

**Data and Inventories:**

- Outline inventories/data availability/statistics/budgets/innovative financing;
- Identify the main sources of data by sector, distinguishing between national and local information sources. If available, data should demonstrate past developments (past 5-10 years);
- Describe past trends arising from the data presented and quantify future estimated reductions in Greenhouse Gases (GHG) and measures.

**Approach to Objectives and Targets:**

- Outline principles that have shaped plans and programmes. Describe the city’s commitment and overall approach to improve Energy Performance;
- Outline relevant infrastructure and systems and the state of play in terms of environmental performance;
- Demonstrate past developments from the past 5-10 years that inform the present situation and comment on which measures have been most effective;
- Describe existing future targets/strategies/plans/objectives (short and/or mid-term) and also long-term objectives if available;

\textsuperscript{15} https://ec.europa.eu/energy/topics/energy-strategy/clean-energy-all-europeans_en
Strategy/plans/objectives refer to city plans or strategies, which are currently being implemented, such as a Sustainable Energy and Climate Action Plan (SECAP) through the Covenant of Mayors for Climate and Energy;

Comment on budget allocation, future ambitions, innovative actions, and the contribution of the city to Directives.

Impact:

Outline the impact and outcomes of past measures from the past 5-10 years. Describe budgets or innovative forms of financing influencing key outcomes;

Comment on impact(s) experienced and how this influences and informs future plans and projects;

Comment on effective strategies, measures, systematic planning, future strategies, plans, targets and their impact at city level;

Highlight the proposed impacts of future projects/measures and the expected benefits.

Adaptation:

Since cities have a key role not only in mitigation of climate change but also in managing its impacts, applicants are also asked to describe their approach to the EU's Adaptation Strategy. This point should include the works performed to identify and improve the adaptive capacity of the city;

Describe the city's approach to adaptation strategy, include measures to improve adaptive capacity;

Describe the city’s strategy and approach to green infrastructure.

If data or figures are not available at a local level, please state this in the application.

Where possible please include the following information:

Specific measures such as Green Infrastructure (GI) solutions and nature based solutions. These solutions can form part of an overall climate strategy to help cities adapt to or mitigate the adverse effects of climate change (see for example the EU Strategy on Adaptation to Climate Change);

Describe regional or national plans and how they are implemented at the city/municipal level;

Mention relevant awards for energy achievements and climate action;

Mention actions to promote energy demand response.

Applicants are advised to take account of EU policy to mainstream climate adaptation across all policy sectors and may find it useful to refer to specific initiatives for cities such as the Covenant of Mayors for Climate and Energy.

When reporting on the specific indicators in Section 5b:
- Try to make clear the extent and level of success of actions for stakeholders, citizen engagement, citizen participation and public awareness (for example duration, number of persons reached), and discuss methodologies for citizen or civic engagement and measurement and monitoring of engagement;
- Outline measures and their target audience, and the quantifiable benefits.
5.6 SUSTAINABLE URBAN MOBILITY

The responsibility for sustainable urban mobility policies lies primarily with local, regional and national authorities. Nevertheless, there are key European strategies that applicant cities should take into consideration. These include the European Commission’s Transport White Paper, Roadmap to a Single European Transport Area (2011), which emphasises the need for clean urban transport and commuting, and sets goals to ‘halve the use of ‘conventionally-fuelled’ cars in urban transport by 2030; phase them out in cities by 2050; and to achieve essentially CO₂-free city logistics in major urban centres by 2030’. The Commission’s 2013 Communication ‘Together towards competitive and resource-efficient urban mobility’ emphasises the importance of the adoption of Sustainable Urban Mobility Plans (SUMPs), as well as for more action on urban logistics, for smarter urban access requirements and for the co-ordinated deployment of Intelligent Transport Systems (ITS).

In the sub-section on the ‘Current Situation and Strategic Approach’ (6a), cities are encouraged to provide information on:

- Relevant infrastructure for public transport, cycling and walking;
- Qualitative assessment of public transport services (frequency, geography, connections, reliability);
- Existing modal shares for passenger transport. Include where possible data on the percentage of journeys undertaken by each mode;
- Measures that have been put in place to improve conditions for public transport, cycling and walking;
- Measures that have been put in place to reduce car usage and make it more efficient including access and parking controls, as well as infrastructure management tools (including ITS);
- Measures that have been put in place to improve the environmental performance of freight transport including the diversion of trucks from the city and urban freight deliveries (including food) within the city in a more efficient manner and the use of alternatively-fuelled vehicles or cargo bicycles;
- Alternative mobility schemes, such as car sharing;
- Measures to encourage the use of alternatively-fuelled vehicles (e.g. electric, biogas, etc.);
- Any disadvantages or constraints of relevance to transport.

Cities are also encouraged to include information that sets out the principles of the city’s approach to transport. It is particularly important in this respect to refer to any strategies, objectives, targets or priorities for transport, both short-term and/or long-term, that clearly show the direction of future transport policies in the city. If transport-specific strategies do not exist, reference should be made to relevant objectives, targets or priorities that are present in other strategies.

Please mention relevant background information, performance statistics, dedicated budgets or innovative forms of financing and key outcomes. Highlight why the measures were needed and any achievements and expected benefits from their implementation.
After having read this Section, the evaluator should have a clear picture of the current transport situation in the city, including the measures that have been put in place to green the city’s transport system.

The sub-section, ‘Citizen Participation and Public Awareness’ (6b) should set out how the city communicates with, and engages, its citizens and relevant stakeholders in the identification of issues with the current transport system, and on the future direction and implementation of transport policy. While it is important to mention how the city communicates and informs its citizens and relevant stakeholders, it will also be important to mention how the city actively engages with its citizens and relevant stakeholders to listen to their views and include them in decision making processes.
Annex 5

European Green Capital Award 2023 Mayoral Declaration
Mayoral Declaration on Application for European Green Capital Award 2023

I, the Mayor of [insert City name here], [insert Country name here], hereby declare that [insert City name here] has submitted an application for the European Green Capital Award 2023.

I confirm that all information submitted in the application is true and accurate to the best of my knowledge and I agree in full to the Rules of Contest.

Signed:

____________________________

Name in block capitals:

____________________________

Mayor of [insert city name]¹

Official City Seal:

____________________________

Date:

____________________________

¹ Signatory authorised by national law to legally represent the city
Annex 6

European Green Leaf Award 2022 Mayoral Declaration
Mayoral Declaration on Application for European Green Leaf Award 2022

I, the Mayor of [insert City name here], [insert Country name here], hereby declare that [insert City name here] has submitted an application for the European Green Leaf Award 2022.

I confirm that all information submitted in the application is true and accurate to the best of my knowledge and I agree in full to the Rules of Contest.

Signed:

______________________________

Name in block capitals:

______________________________

Mayor of [insert city name]¹

Official City Seal:

______________________________

Date:

______________________________

¹ Signatory authorised by national law to legally represent the city
Annex 7

European Green Capital Award Draft Letter of Intent
European Green Capital Award

DRAFT LETTER OF INTENT

Signed

Between the European Commission, Directorate-General for Environment

&

[city name],
European Green Capital 2023
Introduction

The European Green Capital Award was launched by the European Commission in 2008 building on the initiative of 15 European cities and the Association of Estonian cities on 15 May 2006 in Tallinn, Estonia. Their green vision resulted in a joint Memorandum of Understanding establishing an award to recognise cities that are leading the way with environmentally friendly and sustainable urban living.

The overarching message of the European Green Capital Award is that Europeans have a right to live in healthy urban areas. The award stimulates cities to inspire each other and to share best practices, while at the same time engaging in friendly competition.

With every city awarded the European Green Capital title, DG Environment signs the present "letter of intent". In this document, the awarded city and the European Commission formalize their intention of making the European Green Capital year a success. Herewith they declare to agree upon, among other things, the amount and nature of activities to be undertaken, guidelines regarding publicity and branding.

Agreement

This Letter of Intent is a non-binding agreement between DG Environment and [city name], European Green Capital 2023.

The following are a list of activities that should be undertaken as a minimum during the winning year:

- Events to be organised by the winning city:
  - Organise international events (at least 3).
  - Organise EU-wide events (at least 3).
  - Organise national events (several).
  - Organise local events (several).
  - Organise Opening and Handover Ceremony (January / to be agreed with European Commission).
  - Potentially host a satellite Green Week in the winning city (typically early June).
  - Assist DG Environment in organising the EGC Award Ceremony (typically June), i.e. providing venue(s) with necessary technical equipment as a minimum.
  - Host at least two meetings of the EGC Network (most likely in conjunction with the Opening Ceremony, Award Ceremony and / or stand-alone, thematic meetings).
  - Host one meeting of the Expert Panel (typically January, March or November), providing at a minimum the venue, technical support and possibly catering.
  - Host one meeting of the EGCA Jury (typically held in June, one day prior to the EGCA Awards Ceremony).

- Attendance required by the winning city:
  - Attend Green Week events (Brussels and / or winning city). Both political and operational attendance is required.
  - Attend the 2023 EGC Award Ceremony (June 2021). Both political and operational attendance is required.
o Attend the 2022 Opening / Handover Ceremony in January 2022 (location to be agreed with European Commission), the 2023 Opening / Handover Ceremony (December 2022 or January 2023) and the 2024 Opening / Handover Ceremony (December 2023 or January 2024, date / location to be agreed with European Commission). Both political and operational attendance is required.

- Publicity by the winning city:

Branding Rules and Requirements are to be strictly adhered to (annex 2).

Unless the Commission requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, print, via social media, etc.) must:

o Display the European Green Capital "winning city" Brand

o Include the following text "An Initiative of the European Commission"

The European Green Capital Brand must have appropriate prominence. For the purposes of its obligations, the winning city may use the European Green Capital Brand without first obtaining approval from the European Commission. This does not, however, give it the right to exclusive use. Moreover, the winning city may not appropriate the European Green Capital Brand or any similar trademark or logo, either by registration or by any other means.

- Publicity by DG Environment:

o EU-wide profiling of the winning city and the European Green Capital Network.

- Branding requirements of the winning city:

o Fully implement the European Green Capital "winning city" Brand within the online and printed materials produced by the Winning City. The European Green Capital Brand must be the dominant branding on display at all European Green Capital Award Events hosted in 2023 (such as the Handover Ceremony, Award Ceremony and Opening Ceremony). This must be implemented as per the branding rules and requirements that have been provided. The European Commission may request that the EGC branding be increased within publications and events as necessary.

- Support to be provided by DG Environment

o Support the European Green Capital Network, with support of the external EGCA Secretariat (communication and organisational support).

o Support to position the winning city within relevant and suitable communication channels and networks.

o Support in positioning the winning city in Commission events where possible (such as Sustainable Energy Week, Green Week, Mobility Week, European Week of Regions and Cities).

o Support in providing adequate Commission attendance and speakers (at both political and technical levels) for events organised by the winning city.

o Compile synopsis brochure on the winning city.

o Support in producing the guest lists for major ceremonies and events.

o Supply promotional gadgets to the winning city.

o Produce video footage of the Award Ceremony and Handover Ceremony.
- Promote the award via the “Will your city” leaflet and various other promotional activities.

- Provide ongoing support from the appointed EGCA Secretariat.

- Collaboration to be encouraged by the winning city (where possible):
  
  - Collaboration with the European Green Leaf Laureates.
  
  - Collaboration with the European Capitals of Culture and / or winners of other Commission city initiatives (European Mobility Week, Sustainable Urban Mobility Planning Awards, Capital of Innovation, Cities for Fair and Ethical Trade, etc.).
  
  
  - Collaboration with The Council of European Municipalities and Regions (CEMR);
  
  - Collaboration and liaison with different networks, notably regarding speaking and exhibition opportunities at events.

- Minimum communication requirements between DG Environment, the winning city and the Secretariat:
  
  - Regular (i.e. monthly) telephone conferences between the winning city and the EGCA Secretariat.
  
  - Regular calls between the winning city and the DG Environment Project Manager.
  
  - Regular emails from the winning city to the EGCA Secretariat & DG Environment Project Manager detailing winning city news and events for use on the EGCA website as well as social media.

- Winning City Reporting:
  
  - A winning city final report (an ex-post evaluation report), evaluating the impact of the award on the city, should be completed and ready for publication as early as possible and at the latest by the end of June in the year immediately following the winning year (i.e. 6 months after the end of the winning year). A five year update report will also be required from the 2023 EGC. See Annex 1 for more detailed guidance on how to monitor the impact of the award over the winning year.

Signed and dated (in duplicate):

__________________________________________  _______________________________________
Daniel Calleja                           [Name]
Director General for the Environment     Mayor of the city of [name]
European Commission                     

Annex 1: EGCA Monitoring Guidelines
Annex 2: Branding Rules and Requirements
ANNEX 1: EGCA MONITORING GUIDELINES

GUIDELINE DOCUMENT FOR MONITORING THE IMPACT OF THE EGC TITLE

1 Introduction

In line with the third objective of the European Green Capital Award (EGCA), the winning city should act as a role model to inspire other cities and promote best practice and experiences in all other European cities. It is also essential for the future development of the EGCA to understand what the added value of the award is for European cities and citizens.

For these reasons, it is important to measure the success of the title in each winning city by developing a set of indicators to monitor before, during, and after the award year. These indicators (and the methods for monitoring them) should, where possible, be defined in advance of the award year. The results of this monitoring exercise will be used to produce an ex-post evaluation report by the winning city, at the end of their winning year.

This document provides guidance on the development of indicators which could be used by winning cities to monitor the benefits of the EGCA. Winning cities should follow it at their own discretion – some suggestions will suit some cities better than others.

It should be noted that the financial and human resource cost of monitoring the proposed indicators will need to be paid for by the winning city.

2 Indicator Categories

In line with the three main elements of sustainable development, the following indicator categories are recommended:

1. Society
2. Economy
3. Environment

3 Society Indicators

The aim of monitoring societal indicators is to better understand the impact of the EGCA on the citizens of the winning city and the European community as a whole.

It is therefore recommended that data is collected on the following indicators:

- **Key events and activities organised to promote green aspects of the city or general urban living**
  
  *Data to collect:* List of the events and activities organised during the year, number of people in attendance, and type of event (public, stakeholder, etc.).

- **Printed publicity material**
Data to collect: List (and samples) of any promotional material produced to publicise the EGCA locally and across Europe, quantities printed, dissemination channels, etc.

- **Written and audio-visual press**

  Data to collect: Number and quality of press clippings and/or audio-visual material, type of support (magazine, newspaper, documentary etc.), and at which level (local, regional, national, European).

- **Website & social media**

  Data to collect: metrics used for their evaluation, comment on use and benefits of such tools, number of hits, etc.

- **Any studies, research, tasks commissioned by or on behalf of the city in relation to the EGCA**

  Data to collect: number, titles, authors, etc.

More subjective indicators could also be put in place and data collected via:

- Polls before and after the EGCA winning year (e.g. % of people who know which city the EGC is in the winning city itself, the country, and abroad; % of people who are aware of the environmental achievements of the city; etc.). It is possible that this could be done via the authorized city website and/or social media forums.

- Interviews with the city's EGCA management/promotion team both pre- and post-award year.

- Opinion polls from the city population and wider Europe via key stakeholders in the winning city. Again, it is possible this could be done via the authorized city website and/or social media forums.

- The qualitative impact of the award (over the medium and longer term) such as the impact on the image of the city, social cohesion, networks, organisations, co-operations etc.

4 **Economic Indicators**

Economic indicators give an indication of a city’s ability to operate successfully.

It is recommended that the following “green” economic indicators are closely monitored, with targets to increase activity in each of the indicators described by a set increment (i.e. % or number) where possible. The set increment could be linked to an existing city sustainability plan or similar.

- Increase in jobs and specifically “green jobs”

- Increase in "green procurement"

- Increase in tourism and specifically "green tourism"

- Infrastructure projects procured specifically under "green procurement"
• Changes in GDP

(It should also be noted that some of these “green” indicators are integrated into the ‘Eco innovation and sustainable employment’ indicator of the initial EGCA application and subsequent evaluation process. Some ideas for monitoring these aspects may be gained from this.)

5 Environmental indicators

Over the course of the winning year it is suggested that each of the 12 environmental indicator areas described on the EGCA application form are monitored at a high level using the original application form text/data as the baseline. Details of any significant milestones during the winning year should be captured, and monitoring should be cross-cutting across both the societal and economic indicator areas.

In addition, it is recommended that a small number (~3 or 4) of these environmental indicator areas are selected at the beginning of the winning year to monitor in more detail. Cities may focus on environmental indicator areas that they excelled in during the technical assessment, or they might find it more interesting to focus on those areas where they did less well – it is up to the winning city to decide.

Once identified, the monitoring of these 3 or 4 environmental indicator areas should include: overall improvement (or otherwise) of the indicator, city plans implemented, achievements to date, and new plans for the future. The winning city should also monitor how interaction with citizens contributed to the improvement or otherwise of the environmental indicator areas. This information should be presented in both qualitative and quantitative terms where applicable/possible.

6 Conclusion

The legacy of the EGCA for winning cities is becoming more significant as the award continues to gain integrity and prestige. The evaluation of a winning city should cover the many different impacts of the award, at various times before, during and after the winning year. It is anticipated that the ex-post evaluation reports produced by the winning cities will allow other cities across Europe to learn from their experiences, regardless of size or location.

The question of what constitutes success or failure for an EGC is very difficult to answer since all EGCs are different. The reasons why cities bid for the title, their long-term objectives, and the ways in which they prepare are all different and therefore the achievements are different. There is no single way to be successful; each winning city must decide on what constitutes success for them. DG ENV should be consulted in the process.

7 Timeline for ex-post evaluation report

The plan for the ex-post evaluation report should ideally be prepared in advance of the winning year in order for the winning city to have a clear idea of the information that should be recorded, how it will be done, and who will be responsible for the task.

The final report should be delivered to DG Environment no later than 6 months after the end of the winning year i.e. the end of June of the following year.

The report will then be published on the winning cities page of the European Green Capital website and may be used at European Green Capital promotional events in the future.
8 Five year review reporting

It is anticipated that a post five year update report will be requested from each winning city. This report should detail the continuous improvement of the city under the societal, economic and environmental indicators outlined above. This report can be written using information that is generally found in a cities sustainability report. The city will also be invited to present their situation five years on at one of the European Green Capital Award events.
ANNEX 2: BRANDING RULES AND REQUIREMENTS

BRANDING RULES AND REQUIREMENTS - MAY 2020

Overview

A strong graphic identity (logo) for the Awards was developed by the European Commission to build awareness that European Green Capital / European Green Leaf (EGC / EGL) status is awarded following a stringent competition that is adjudicated on by both an international expert panel and a jury.

The simple but impactful logo highlights that the Award is an initiative of the European Commission and, as such, is a credible and verified European competition.

The European Commission and the winning cities have been building international awareness of the Awards since 2010. The European Green Capital and European Green Leaf brand and logo are each important communications tools in that regard and ensure continuity of the EGC / EGL brand, from one winner to the next, year on year, and thus extend beyond any given winner’s time as EGC / EGL (corresponding to one calendar year).

Winning City Obligations

The EGC / EGL logo represents the prestigious European Commission designation that a city is awarded following a Europe-wide competition. It is the reason why a winning city is able to promote itself as a Green Capital / Green Leaf. The EGC / EGL “winning city” logo should be used in its configuration by all winning cities and their agents.

Cities are not allowed to develop their own brand to promote their EGC / EGL status. The official European Commission EGC / EGL brand is the only symbol of a winning city and should be prominently displayed. The marketing and communications strategy, including communication materials (printed and online), used by a winning city and the projects / actions the city set in place to enhance the city's environmental sustainability and to achieve the city’s sustainability vision using the financial prize1 must clearly reflect the fact that the

1 As set out in the Rules of Contest that govern the EGC EGL competitions
awards are an initiative of the European Commission. For this purpose, an EGC / EGL winning city shall make exclusive use of the official "winning city" branding.

It is an absolute requirement and part of the signed "Letter of Intent" between each winning city and the European Commission's DG Environment to reinforce awareness of the EGC / EGL initiative by applying the full EGC / EGL logo correctly to all communications activities and materials. Important instructions regarding size, position and co-branding with other city coats of arms, crests or other third party logos (companies, associations, etc) will be provided in a new "Branding Toolkit". Instructions and guidelines in the latter toolkit should be fully adhered to.

The Commission and its Secretariat will be auditing the actual use and correct application of the logo by winning cities and advises cities that, as per the "Letter of Intent", they are obliged to fully and correctly comply with the branding guidelines at all times and in all communications.

Size, Position and Co-branding

It is a requirement of each winning city to reinforce awareness of the EGC / EGL initiatives by applying the full and correct EGC / EGL "winning city" logo to all communications activities and online and printed materials, such as (indicative, non-exhaustive list): advertisements, websites, flags, posters, newspaper articles and supplements, brochures, leaflets, reports, postcards, t-shirts, PowerPoint presentations, etc.

SIZE:

- The logo should be displayed at a minimum size of 25mm wide on an A5 page; and appropriately scaled up for larger applications, i.e. 100% larger on A4; 200% larger on A3, etc.
- The EGC / EGL logo should be at least 10% larger than any other crest / logo being displayed on the same page, flag, t-shirt, screen, advertisement, etc.
- The EGC / EGL logo should be displayed prominently on the home page of all websites at a minimum size of 50mm wide.

POSITION:

The EGC / EGL logo must be displayed on the front cover of all printed publications, top of the page.

CO-BRANDING:

When other (sponsor) logos have to be displayed on the same page, screen, other media as the EGC / EGL logo, the Commission stipulates, that as a condition of the Award, the EGC / EGL brand should always have dominance above all other brands in terms of size and position. The minimum sizes for the EGC / EGL logo as will be detailed in the branding toolkit mentioned above must be adhered to all times.

SPONSORS AND PARTNERS:

Importantly, the EGC / EGL or its "winning city" logo should never be referred to as a sponsor and should never be displayed underneath / alongside any heading that infers that it is a sponsor - it is not.
The EGC / EGL "winning city" logo should not be displayed alongside any sponsor and should not be provided to sponsors without the European Commission’s prior permission. If a winning city secures partners from the commercial or other sectors, all requests to provide the EGC / EGL logo to partners must be sent to the European Commission and be subject to the Commissions verification and prior approval.

EXAMPLES OF "winning city" LOGOS:
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Foreword

A strong graphic identity (logo) was developed by the European Commission to build awareness of the European Green Capital Award (EGCA) and European Green Leaf Award (EGLA); and to demonstrate that winning the Awards is a prestigious seal of approval, following a stringent internal competition.

The simple but impactful brand identity that includes the European Commission logo and tagline ‘An initiative of the European Commission’, highlights that the Award is a credible and verified international scheme.

The European Commission and the winning cities have been building international awareness of the Awards over the past 11 years. The EGCA / EGLA brands and logos are important communication tools and ensure continuity of the EGCA / EGLA brand, from one winner to the next, year on year, and thus extends beyond any given winner’s time as an EGCA / EGLA winning city.

Sections 1-2 of this Branding Toolkit contain essential information for cities on the requirements and regulations regarding use of the EGCA / EGLA logos in line with the Rules of Competition.

Sections 3-5 contain additional detailed information about colour, typeface and slogans, and information for graphic designers.

Section 6 outlines the requirements for how to mention the EGCA / EGLA competitions on social media.
Section 1 Logo

1.1 Responsibilities of Winning Cities

The EGCA / EGLA logo represents the prestigious European Commission designation that a city is awarded. It is the reason why a winning city is able to promote itself as a European Green Capital or European Green Leaf. The status of the EGCA / EGLA logo should be respected by all winning cities and their agents.

- The European Commission does not allow cities to develop their own brand to promote their EGCA / EGLA status.
- The official EGCA / EGLA brand containing the European Commission logo and the tagline ‘An initiative of the European Commission’, is the only symbol of a winning city and should be prominently displayed in its entirety.
- The marketing and communications strategy, and communication materials (printed and online), used by a winning city must clearly reflect the fact that the Awards are an initiative of the European Commission.
- For this purpose, an EGCA / EGLA winning city shall make exclusive use of the official “winning city” branding.
1.1 Responsibilities of Winning Cities

It is an absolute requirement and part of the Letter of Intent of each winning city to reinforce awareness of the EGCA / EGLA initiative by applying the full EGCA / EGLA logo correctly to all communications activities and materials.

The European Commission and its Secretariat will be auditing correct application of the logo by winning cities and advises cities that, as per the Letter of Intent, they are obliged to fully and correctly comply with the branding guidelines at all times and in all communications.

1.2 Winning City Requirements

It is a requirement of each winning city to reinforce awareness of the EGCA / EGLA initiatives by applying the full and correct EGCA / EGLA logo to all communications activities and materials including advertisements, websites, flags, posters, newspaper supplements, brochures, leaflets, reports, postcards, t-shirts, PowerPoint presentations, etc.

The European Green Capital and European Green Leaf Awards are initiatives of the European Commission. The European Commission logo and the tagline “An initiative of the European Commission”, must appear in all communications. The European Commission logo and tagline is embedded into the EGCA / EGLA main logos and winning city logos and must not be interfered with or omitted under any circumstances.
1.3 Correct Use of the EGCA / EGLA Logo

**Size**

The logo should be displayed at a **minimum size of 25mm wide** on an A5 page; and appropriately **scaled up** for larger applications, i.e. 100% larger on A4; 200% larger on A3, etc.

The EGCA / EGLA logo should be at **least 10% larger** than any other crest / logo being displayed on the same page, flag, t-shirt, screen, advertisement, etc.

The EGCA / EGLA logo should be **displayed prominently** on the home page of all winning EGCA / EGLA city websites at a **minimum size of 50mm wide**.

**Position**

The EGCA / EGLA logo must be displayed on the **front cover of all printed publications**.

**Prior Approval for Sponsors and Partners**

The EGCA / EGLA logo should not be displayed alongside any sponsor and should not be provided to sponsors **without the European Commission’s prior permission**.

If a winning city secures partners from the commercial or other sectors, all requests to provide the EGCA / EGLA logo to partners must be sent to the European Commission and be subject to the Commission’s verification and prior approval.

If use of the EGCA / EGLA brand is approved, the award logo and European Commission logo should be placed well apart from the logo of the third-party organisation and its placement should not give the impression that the third party is part of the EU institutions.

The EGCA / EGLA or its logo should **never be referred to as a sponsor** and should never be displayed underneath / alongside any heading that infers that it is a sponsor - because it is not.
1.4 European Green Capital Award Logo

Logo Introduction

The European Green Capital Award logo consists of a symbol and a logotype. These objects should always be used together as one unit and may not be used separately.

The colours have a light and optimistic feel. They represent clean air, a green approach to the environment and encourage a positive attitude to living in a city. The leaf embracing the city represents how the candidate cities care for their citizens by striving to improve the environment in which they live. The stars refer to the European Union.
The Logo

OPTION 2
European Green Capital Award Logo

Small Version <25mm

The logo may not be stretched or distorted in any way.
Logo Construction

This illustration outlines the construction of the logo.

a) At the base of the leaf, the ‘E’ and ‘G’ are aligned.

b) The ‘N’ and ‘L’ are aligned, below the star.

Logo Versions

The logo can be used in both positive and negative versions.

There is also a mono version of the logo.

a) Logo Positive

b) Logo Negative

c) Logo Mono
EXAMPLES

When a city is awarded the European Green Capital title, the winning logo consists of the main logo (see page 7), the name of the city, the winning year and the word ‘winner’.

The winning logos are provided in both English and the winning city’s native language.

Logo Construction - Winning City

a The name of the winning city is written in turquoise (see Section 4), in Scene Std Bold 23pt., 150pt. tracking - longer names may require less tracking (sizes based on downloadable file on the right).

To create a winning logo, you need the typefaces Scene Std Bold which can be purchased at www.fonts.com, and Foxjump which can be downloaded free of charge at: www.fontspace.com/foxy-fonts/foxjump.

b The year of the reward is written in green (see Section 4) and set in the typeface Foxjump at 23pt. (sizes based on downloadable file). It is set at a 4 degree angle.
Logo - Exclusion Zone

To ensure optimal conditions for the exposure of the logo, there must be an exclusion zone around it, in which no other logos, text, etc. may be placed.

It also indicates the minimum distance the logo may be placed from the edge of a paper/screen/other media.

The URL is exempt from this rule.

Logo Scaling

The logo can be scaled up to any size. The minimum size is 25mm wide.

If a smaller size is absolutely necessary, you can use the small logo version.
1.5 European Green Leaf Award Logo

Logo Introduction

The European Green Leaf Award logo consists of a symbol and a logotype. These objects should always be used together as one unit and may not be used separately.

The colours have a light and optimistic feel. They represent clean air, a green approach to the environment and encourage a positive attitude to living in a city. The leaf embracing the city represents how the candidate cities care for their citizens by striving to improve the environment in which they live. The stars refer to the European Union.
The Logo

OPTION 1
European Green Leaf Award Symbol & Logotype
Smallest Size

OPTION 2
European Green Leaf Award Logo
Small <25mm
Must include the European Commission logo and accompanying tagline separately.

The logo may not be stretched or distorted in any way.
Logo Construction

This illustration outlines the construction of the logo.

Logo Versions

The logo can be used in both positive and negative versions.

There is also a mono version of the logo.

a Logo Positive

b Logo Negative

c Logo Mono
Logo - Winning City

EXEMPLARY

When a city is awarded the European Green Leaf title, the winning logo consists of the main logo (see page 13) with the name of the city, the winning year and the word ‘winner’.

The winning logos are also provided in the winning city’s native language.

Logo Construction - Winning City

a The name of the winning city is written in turquoise (see Section 4), in Scene Std Bold XXpt.*, -25pt. tracking. To create a winning logo, you need the typefaces Scene Std Bold which can be purchased at www.fonts.com.

b The year of the award is written in turquoise (see Section 4) using the Old Style Figures from the Glyphs contained in the font.

*(sizes based on downloadable file on the right).
Logo - Exclusion Zone

To ensure optimal conditions for the exposure of the logo, there must be an exclusion zone around the logo in which no other logos, text etc. may be placed. It also indicates the minimum distance the logo may be placed from the edge of a paper/screen/other media. The URL is exempt from this rule.

Logo Scaling

The logo can be scaled up to any size. The minimum size is 25mm wide.

If a smaller size is absolutely necessary, you can use the logo without the European Commission logo and accompanying text, provided you include it separately as seen in second image.
1.6 Applicant and Finalist City Logos

Throughout the competition, applicant cities, may be provided with the relevant award logo.

Applicant logos are provided to cities entering the European Green Capital and European Green Leaf Awards after the closing date for entries and when their application has been confirmed.

The cities who progress to the final stages of the European Green Capital and European Green Leaf Awards are provided with the relevant logo after the shortlist is announced.
The correct EGCA / EGLA logo must be placed prominently on the front of all promotional materials including brochures, posters, flags, advertisements, etc., to reinforce that it is a prestigious European Commission initiative, and to build awareness of the Awards.

As detailed above in Section 1, the EGCA / EGLA logo should not be displayed alongside any sponsor with the same status and should not be provided to sponsors without the European Commission’s permission.
Example for European Green Capital Award
Winner logo on front cover

Example of internal pages
Sample Brochure

Example for European Green Leaf Award Winner logo on front cover

Example of internal pages
The branding platform becomes doubly powerful by combining the logo with text. This is why a slogan has been developed for the European Green Capital and European Green Leaf Awards.
Campaign Slogan - EGCA

Green cities - fit for life

Campaign Slogan - EGLA

Towns and Cities, Growing Greener
The colours chosen for the European Green Capital and European Green Leaf Awards’ identity are clean, light and serene. The green symbolises the environment and the turquoise connotes an uplifting and clean feeling.

The colours can be used as a tint. They may also be used as a gradient, blended from full colour to white.
## Corporate Colours

### Pantone 354C

<table>
<thead>
<tr>
<th>CMYK</th>
<th>RGB</th>
<th>HTML#</th>
</tr>
</thead>
<tbody>
<tr>
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<td>R 64</td>
<td>339900</td>
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<tr>
<td>M 0</td>
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<tr>
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*Conversion to RAL: RAL 6037*

### Pantone 3272C

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<tr>
<td>M 10</td>
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<tr>
<td>K 0</td>
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*Conversion to RAL: RAL 5018*

### Colour Tints

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</thead>
<tbody>
<tr>
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<td>30%</td>
</tr>
</tbody>
</table>

### Colour Gradient

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<th>50%</th>
<th>30%</th>
</tr>
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<tbody>
<tr>
<td>80%</td>
<td>50%</td>
<td>30%</td>
</tr>
</tbody>
</table>
Typography also helps to reinforce the EGCA / EGLA brand identity and should be used consistently across all communications activities and materials. To help ensure that all visual communications are consistent, EGCA / EGLA use one primary brand typeface and a web-safe typeface for digital materials.
Brand Typeface

The logotype is based on the font Scene Standard. This font is used throughout the visual identity as the main typeface.

A variety of upper and lowercase letters is used throughout the visual identity alongside the use of different weights of Scene Standard. It underlines the hierarchy of the messages communicated in the promotional material.

THIS IS SCENE STD REGULAR USING UPPER-CASE LETTERS

This is an example of a sentence using lower-case letters

<table>
<thead>
<tr>
<th>Font</th>
<th>Sample</th>
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<tr>
<td>Scene Standard Light</td>
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<td></td>
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<tr>
<td></td>
<td>1234567890%&amp;?!;</td>
</tr>
<tr>
<td>Scene Standard Regular</td>
<td>ABCDEFGHIJKLMNOPQRSTUVWXYZ</td>
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<td></td>
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<tr>
<td></td>
<td>1234567890%&amp;?!;</td>
</tr>
<tr>
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<tr>
<td></td>
<td>abcdefghijklmnopqrstuvwxyz</td>
</tr>
<tr>
<td></td>
<td>1234567890%&amp;?!;</td>
</tr>
</tbody>
</table>
Web Typeface

The font Arial is used for web purposes, letterheads and other material which require a cross platform font available to virtually everyone and it is the chosen font of the new European Commission website.

Arial Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890%&?!;:

Arial Regular Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890%&?!;:

Arial Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890%&?!;:

Arial Bold Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890%&?!;:
Social media is another key channel where the EGCA / EGLA competitions are promoted. To help ensure consistency and harmonisation of how the initiatives are referred to across all social media channels, this section outlines the rules regarding hashtag use.
Hashtag Use - EGCA

When mentioning the European Green Capital Award or competition on social media channels, applicant / finalist / winning cities must always include the hashtag #EGCA. Avoid using any other variation to ensure consistency.

When posting content specifically about a winning European Green Capital city, make reference to their winning year in the hashtag. For example, Ljubljana was the European Green Capital in 2016, therefore the hashtag referencing Ljubljana should always be #EGCA2016.

Hashtag Use - EGLA

When mentioning the European Green Leaf Award or competition on social media channels, applicant / finalist / winning cities must always include the hashtag #EGLA. Avoid using any other variation to ensure consistency.

When posting content specifically about a winning European Green Leaf city, make a reference to their winning year in the hashtag. For example, Galway was the European Green Leaf in 2017, therefore the hashtag referencing Galway should always be #EGLA2017.
Annex 8

European Green Leaf Award Draft Letter of Intent
European Green Leaf

DRAFT LETTER OF INTENT

Signed

Between the European Commission, Directorate-General for Environment

&

[city name],
European Green Leaf 2022
Introduction

Due to the interest from cities and building on the success of the European Green Capital Award the need to create a competition for cities of a smaller size was identified by the European Commission in 2014. This competition now exists as the “European Green Leaf” (EGL) Award.

As for the European Green Capital Award, the overarching message of the European Green Leaf Award is that Europeans have a right to live in healthy urban areas. The award stimulates cities to inspire each other and to share best practices, while at the same time engaging in friendly competition.

With every city awarded the European Green Leaf title, DG Environment signs the present "letter of intent". In this document, the awarded city and the European Commission formalize their intention of making the European Green Leaf year a success. Herewith they declare to agree upon, among other things, the amount and nature of activities to be undertaken, guidelines regarding publicity and branding.

Agreement

This “Letter of Intent” is a non-binding agreement between DG Environment and [city name], European Green Leaf 2022.

The following are a list of activities that should be undertaken as a minimum during the winning year:

- Events to be organised by the winning city
  
  o Organise a national event;
  
  o Organise two local events;
  
  o Organise the EGL 2022 "Plaque unveiling" Ceremony (January / to be agreed with European Commission);
  
  o Potentially host a satellite Green Week in the winning city (typically early June);
  
  o Host at least one meeting of the EGL Network and / or a stand-alone, thematic meeting.
  
  o Host one meeting of the Expert Panel (typically January, March or November), providing at a minimum the venue, technical support and possibly catering.

- Attendance requested by the winning city
  
  o Participate in Green Week 2022 (Brussels and/or winning city). Both political and operational participation is requested;
  
  o Attend the 2022 EGL Award Ceremony at both political and operational levels.

- Publicity by the winning city:

  Branding Rules and Requirements are to be strictly adhered to (annex 2).

  Unless the Commission requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, via social media, etc.) must:
  
  o Display the European Green Leaf "winning city" Brand
  
  o Include the following text "An Initiative of the European Commission"
The European Green Leaf Brand must have appropriate prominence. For the purposes of its obligations, the winning city may use the European Green Leaf Brand without first obtaining approval from the European Commission. This does not, however, give it the right to exclusive use. Moreover, the winning city may not appropriate the European Green Leaf Brand or any similar trademark or logo, either by registration or by any other means.

- Publicity by DG Environment:
  - EU-wide profiling of the winning city and the European Green Leaf Network.

- Branding requirements of the winning city
  - Fully implement the European Green Leaf "winning city" Brand within the online and printed materials produced by the Winning City. The European Green Leaf Brand must be the dominant branding on display at all European Green Leaf events hosted in 2022 (such as the Plaque Unveiling Ceremony). This must be implemented as per the banding rules and requirements that have been provided. The European Commission may request that the EGL branding be increased within publications and events as necessary.

- Support to be provided by DG Environment
  - Support the European Green Leaf Network, with support of the external EGLA Secretariat (communication and organisational support);
  - Provide adequate speakers (at both political and technical levels) for events organised by the winning city;
  - Compile the synopsis leaflet on the winning city;
  - Provide support in producing the guest lists for major ceremonies and events;
  - Supply promotional gadgets to the winning city;
  - Promote the award via the "Will your city" leaflet and various other promotional activities;
  - Provide ongoing support from the appointed EGL Secretariat.

- Collaboration to be encouraged by the winning city (where possible)
  - Collaboration with the European Green Capital laureates;
  - Collaboration with the European Capitals of Culture and / or winners of other Commission city initiatives (European Mobility Week, Sustainable Urban Mobility Planning Awards, Capital of Innovation, Cities for Fair and Ethical Trade, etc.);
  - Collaboration with The Council of European Municipalities and Regions (CEMR);
  - Collaboration and liaison with different networks, notably regarding speaking and exhibition opportunities at events;
  - Chairing the European Green Leaf Network during the winning year of 2022.
Communication between DG Environment, the winning city and the EGL Secretariat

- Regular (i.e. monthly) telephone conferences between the winning city and the EGL Secretariat;
- Regular calls between the winning city and the DG Environment Project Manager;
- Regular emails from the winning city to the EGLA Secretariat & DG Environment Project Manager detailing winning city news and events for use on the EGCA/EGL website as well as social media.

Winning City Reporting

- A winning city final report (an ex-post evaluation report), evaluating the impact of the award on the city, should be completed and ready for publication as early as possible and at the latest 6 months after the end of the winning year (i.e. by June 2023);
- A five year update report would also be desirable from the EGL winner (voluntary).

See Annex 1 for more detailed guidance on how to monitor the impact of the award over the winning year.

Signed and dated (in duplicate):

____________________________________  ______________________________________
Daniel Calleja [Name]
Director General for the Environment Mayor of the city of [name]
European Commission

Annex 1: EGL Monitoring Guidelines
Annex 2: Branding Rules and Requirements
Annex 1: EGLA Monitoring Guidelines

Guideline Document for monitoring the impact of the EGL recognition

1 Introduction

In line with the third objective of the European Green Leaf initiative (EGL), the winning city should act as a green ambassador to other cities and encourage other cities to progress towards environmental sustainability. It is also essential for the future development of the EGL to understand what the added value of the award is for European cities and citizens.

For these reasons, it is important to measure the success of European Green Leaf in each winning city by developing a set of indicators to monitor the situation before, during, and after the winning year. These indicators (and the methods for monitoring them) should, where possible, be defined at the start of the winning year. The results of this monitoring exercise will be used to produce an ex-post evaluation report by the winning city, at the end of their winning year.

This document provides guidance on the development of indicators which could be used by winning cities to monitor the benefits of EGL. Winning cities should follow it at their own discretion – some suggestions will suit some cities better than others. The list of indicators is non-exhaustive.

2 Indicator Categories

In line with the three main elements of sustainable development, the following indicator categories are recommended:

1. Societal
2. Economic
3. Environmental

3 Societal Indicators

The aim of monitoring societal indicators is to better understand the impact of the EGL on the citizens of the winning city and to draw out any useful lessons for Europe as a whole.

It is therefore recommended that data is collected on the following indicators:

- **Key events and activities organised to promote green aspects of the city or general urban living**
  
  *Data to collect:* List of the events and activities organised during the year, number of participants, and type of event (public, stakeholder, for children, general entertainment, educational etc.).

- **Printed publicity material**
Data to collect: List (and samples) of any promotional material produced to publicise EGL locally and across Europe, quantities printed, dissemination channels, etc.

- **Written and audio-visual press**

  Data to collect: Number and quality of press clippings and/or audio-visual material, type of support (magazine, newspaper, documentary etc.), and at which level (local, regional, national, European).

- **Website & social media**

  Data to collect: Metrics used for their evaluation, comment on use and benefits of such tools, number of hits, etc.

- **Any studies, research, tasks commissioned by or on behalf of the city in relation to the EGL**

  Data to collect: Number, titles, authors, summaries etc.

Other indicators could also be put in place and data collected, e.g. via:

- Polls at the start of and after the EGL winning year (e.g. % of local residents who know the city has won the EGL; % of people who are aware of the key environmental achievements of the city; etc.). This could be measured via the authorised city website and/or social media forums;

- Interviews with the city's EGL management/promotion team, both pre- and post-award year;

- Opinion polls from the city population and wider Europe via key stakeholders in the winning city. Again, if possible this could be done via the authorised city website and/or social media forums;

- The qualitative impact of the award (over the medium and longer term) such as the impact on the image of the city, social cohesion, networks, organisations etc.

## 4 Economic Indicators

Economic indicators give an indication of a city’s ability to operate successfully within various budgetary constraints.

It is recommended that the following “green” economic indicators are closely monitored, with targets aiming to increase activity in each of the indicators described by a set increment (i.e. % or number) where possible. The set increment could be linked to an existing city sustainability plan or similar.

- Increase in jobs and specifically “green jobs”;
• Increase in "green procurement" (public budget purchasing of environmentally sound goods and services);

• Increase in tourism and specifically "green tourism" (visits to sites of environmental interest);

• Infrastructure projects procured specifically under "green procurement" rules;

• Changes in city income related to EGL.

(It should also be noted that some of these "green" indicators are integrated into the “Waste and Green Economy” environmental category of the initial EGL application and subsequent evaluation process. Ideas for monitoring these aspects are particularly welcome.)

5 Environmental Categories

Over the course of the winning year it is suggested that each of the 6 environmental category areas described on the EGL application form are monitored using the original application form text/data as the baseline. Details of any significant milestones during the winning year should be included, and monitoring may be cross-cutting (linking to either the societal, or economic indicator areas, or both).

In addition, it is recommended that a small number (~2-3) of these environmental category areas are selected at the beginning of the winning year to be monitored in more detail. Cities may focus on environmental category areas in which they excelled during the EGL technical assessment, or they might find it more interesting to focus on those areas where they did less well.

Once identified, the monitoring of these 2-3 environmental category areas should include: overall improvement (or otherwise) of the category, city plans implemented, achievements to date, and new plans for the future. The winning city should also monitor how interaction with citizens contributed to the improvement or otherwise of the relevant environmental category. This information should be presented in both qualitative and quantitative terms where possible.

6 Conclusion

The legacy of the EGL for winning cities will become significant as the European Green Leaf Award gains reputation and prestige. The evaluation of a winning city should cover the various impacts of the award before, during and after the winning year. It is anticipated that the ex-post evaluation reports produced by the winning cities will allow other cities across Europe to learn from their experiences, regardless of size or location.

The question of what constitutes success or failure is very difficult to answer since all cities are different. The reasons why they applied, their long-term objectives, and the ways in which they prepare will all be different, so therefore definitions of success will vary. There is no single way to define success: each winning city should decide what constitutes a successful outcome in the context of their European Green Leaf experience. DG ENV should be consulted in the process.
7 Timeline for Ex-post Evaluation Report

The plan for the ex-post evaluation report should ideally be prepared in time for the start of the winning year in order for the winning city to have a clear idea of the information that needs to be recorded, how it will be done, and who will be responsible.

The final report should be delivered to the European Commission Environment Directorate General no later than 6 months after the end of the winning year.

The report will then be published on the winning cities page of the European Green Capital/European Green Leaf website and may be used at European Green Leaf promotional events in the future.

8 Subsequent Reporting

The winning city is encouraged to draft an updated report five years after the winning year. This report should detail the changes in the city under the societal, economic and environmental indicators outlined above. This report can be written using the information that is generally found in a city sustainability report. The city may also be invited to present their observations and comments at one of the later European Green Leaf events.
ANNEX 2: BRANDING RULES AND REQUIREMENTS

BRANDING RULES AND REQUIREMENTS - MAY 2020

Overview

A strong graphic identity (logo) for the Awards was developed by the European Commission to build awareness that European Green Capital / European Green Leaf (EGC / EGL) status is awarded following a stringent competition that is adjudicated on by both an international expert panel and a jury.

The simple but impactful logo highlights that the Award is an initiative of the European Commission and, as such, is a credible and verified European competition.

The European Commission and the winning cities have been building international awareness of the Awards since 2010. The European Green Capital and European Green Leaf brand and logo are each important communications tools in that regard and ensure continuity of the EGC / EGL brand, from one winner to the next, year on year, and thus extend beyond any given winner’s time as EGC / EGL (corresponding to one calendar year).

Winning City Obligations

The EGC / EGL logo represents the prestigious European Commission designation that a city is awarded following a Europe-wide competition. It is the reason why a winning city is able to promote itself as a Green Capital / Green Leaf. The EGC / EGL “winning city” logo should be used in its configuration by all winning cities and their agents.

Cities are not allowed to develop their own brand to promote their EGC / EGL status. The official European Commission EGC / EGL brand is the only symbol of a winning city and should be prominently displayed. The marketing and communications strategy, including communication materials (printed and online), used by a winning city and the projects / actions the city set in place to enhance the city’s environmental sustainability and to achieve the city’s sustainability vision using the financial prize must Clearly reflect the fact that the

1 As set out in the Rules of Contest that govern the EGC EGL competitions
awards are an initiative of the European Commission. For this purpose, an EGC / EGL winning city shall make **exclusive use** of the official "winning city" branding.

It is an absolute requirement and part of the signed "Letter of Intent" between each winning city and the European Commission's DG Environment to reinforce awareness of the EGC / EGL initiative by applying the full EGC / EGL logo correctly to all communications activities and materials. Important instructions regarding size, position and co-branding with other city coats of arms, crests or other third party logos (companies, associations, etc) will be provided in a new "Branding Toolkit". Instructions and guidelines in the latter toolkit should be fully adhered to.

The Commission and its Secretariat will be auditing the actual use and correct application of the logo by winning cities and advises cities that, as per the "Letter of Intent", they are obliged to fully and correctly comply with the branding guidelines at all times and in all communications.

**Size, Position and Co-branding**

It is a requirement of each winning city to reinforce awareness of the EGC / EGL initiatives by applying the full and correct EGC / EGL "winning city" logo to all communications activities and online and printed materials, such as (indicative, non-exhaustive list): advertisements, websites, flags, posters, newspaper articles and supplements, brochures, leaflets, reports, postcards, t-shirts, PowerPoint presentations, etc.

**SIZE:**

- The logo should be displayed at a minimum size of 25mm wide on an A5 page; and appropriately scaled up for larger applications, i.e. 100% larger on A4; 200% larger on A3, etc.
- The EGC / EGL logo should be at least 10% larger than any other crest / logo being displayed on the same page, flag, t-shirt, screen, advertisement, etc.
- The EGC / EGL logo should be displayed prominently on the home page of all websites at a minimum size of 50mm wide.

**POSITION:**

The EGC / EGL logo must be displayed on the **front cover** of all printed publications, top of the page.

**CO-BRANDING:**

When other (sponsor) logos have to be displayed on the same page, screen, other media as the EGC / EGL logo, the Commission stipulates, that as a condition of the Award, the EGC / EGL brand should always have dominance above all other brands in terms of size and position. The minimum sizes for the EGC / EGL logo as will be detailed in the branding toolkit mentioned above must be adhered to all times.

**SPONSORS AND PARTNERS:**
Importantly, the EGC / EGL or its "winning city" logo should never be referred to as a sponsor and should never be displayed underneath / alongside any heading that infers that it is a sponsor - it is not.

The EGC / EGL "winning city" logo should not be displayed alongside any sponsor and should not be provided to sponsors without the European Commission’s prior permission. If a winning city secures partners from the commercial or other sectors, all requests to provide the EGC / EGL logo to partners must be sent to the European Commission and be subject to the Commissions verification and prior approval.

EXAMPLES OF "winning city" LOGOS:
# Contents

<table>
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<tr>
<th>Section</th>
<th>Logo</th>
<th>1.1 Responsibilities of Winning Cities</th>
<th>1.2 Winning City Requirements</th>
<th>1.3 Correct Use of the EGCA / EGLA Logo</th>
<th>1.4 European Green Capital Award Logo</th>
<th>1.5 European Green Leaf Award Logo</th>
<th>1.6 Applicant and Finalist City Logos</th>
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Foreword

A strong graphic identity (logo) was developed by the European Commission to build awareness of the European Green Capital Award (EGCA) and European Green Leaf Award (EGLA); and to demonstrate that winning the Awards is a prestigious seal of approval, following a stringent internal competition.

The simple but impactful brand identity that includes the European Commission logo and tagline ‘An initiative of the European Commission’, highlights that the Award is a credible and verified international scheme.

The European Commission and the winning cities have been building international awareness of the Awards over the past 11 years. The EGCA / EGLA brands and logos are important communication tools and ensure continuity of the EGCA / EGLA brand, from one winner to the next, year on year, and thus extends beyond any given winner’s time as an EGCA / EGLA winning city.

Sections 1-2 of this Branding Toolkit contain essential information for cities on the requirements and regulations regarding use of the EGCA / EGLA logos in line with the Rules of Competition.

Sections 3-5 contain additional detailed information about colour, typeface and slogans, and information for graphic designers.

Section 6 outlines the requirements for how to mention the EGCA / EGLA competitions on social media.
Section 1 Logo

1.1 Responsibilities of Winning Cities

The EGCA / EGLA logo represents the prestigious European Commission designation that a city is awarded. It is the reason why a winning city is able to promote itself as a European Green Capital or European Green Leaf. The status of the EGCA / EGLA logo should be respected by all winning cities and their agents.

- The European Commission does not allow cities to develop their own brand to promote their EGCA / EGLA status.

- The official EGCA / EGLA brand containing the European Commission logo and the tagline ‘An initiative of the European Commission’, is the only symbol of a winning city and should be prominently displayed in its entirety.

- The marketing and communications strategy, and communication materials (printed and online), used by a winning city must clearly reflect the fact that the Awards are an initiative of the European Commission.

- For this purpose, an EGCA / EGLA winning city shall make exclusive use of the official “winning city” branding.
1.1 Responsibilities of Winning Cities

It is an absolute requirement and part of the Letter of Intent of each winning city to reinforce awareness of the EGCA / EGLA initiative by applying the full EGCA / EGLA logo correctly to all communications activities and materials.

The European Commission and its Secretariat will be auditing correct application of the logo by winning cities and advises cities that, as per the Letter of Intent, they are obliged to fully and correctly comply with the branding guidelines at all times and in all communications.

1.2 Winning City Requirements

It is a requirement of each winning city to reinforce awareness of the EGCA / EGLA initiatives by applying the full and correct EGCA / EGLA logo to all communications activities and materials including advertisements, websites, flags, posters, newspaper supplements, brochures, leaflets, reports, postcards, t-shirts, PowerPoint presentations, etc.

The European Green Capital and European Green Leaf Awards are initiatives of the European Commission. The European Commission logo and the tagline “An initiative of the European Commission”, must appear in all communications. The European Commission logo and tagline is embedded into the EGCA / EGLA main logos and winning city logos and must not be interfered with or omitted under any circumstances.
1.3 Correct Use of the EGCA / EGLA Logo

**Size**

The logo should be displayed at a **minimum size of 25mm wide** on an A5 page; and appropriately **scaled up** for larger applications, i.e. 100% larger on A4; 200% larger on A3, etc.

The EGCA / EGLA logo should be at **least 10% larger** than any other crest / logo being displayed on the same page, flag, t-shirt, screen, advertisement, etc.

The EGCA / EGLA logo should be **displayed prominently** on the home page of all winning EGCA / EGLA city websites at a **minimum size of 50mm wide**.

**Position**

The EGCA / EGLA logo must be displayed on the **front cover of all printed publications**.

**Prior Approval for Sponsors and Partners**

The EGCA / EGLA logo should not be displayed alongside any sponsor and should not be provided to sponsors **without the European Commission’s prior permission**.

If a winning city secures partners from the commercial or other sectors, all requests to provide the EGCA / EGLA logo to partners must be sent to the European Commission and be subject to the Commission’s verification and prior approval.

If use of the EGCA / EGLA brand is approved, the award logo and European Commission logo should be placed well apart from the logo of the third-party organisation and its placement should not give the impression that the third party is part of the EU institutions.

The EGCA / EGLA or its logo should **never be referred to as a sponsor** and should never be displayed underneath / alongside any heading that infers that it is a sponsor - because it is not.
Logo Introduction

The European Green Capital Award logo consists of a symbol and a logotype. These objects should always be used together as one unit and may not be used separately.

The colours have a light and optimistic feel. They represent clean air, a green approach to the environment and encourage a positive attitude to living in a city. The leaf embracing the city represents how the candidate cities care for their citizens by striving to improve the environment in which they live. The stars refer to the European Union.
The Logo

OPTION 2
European Green Capital Award Logo

Small Version <25mm

The logo may not be stretched or distorted in any way.
Logo Construction

This illustration outlines the construction of the logo.

a At the base of the leaf, the 'E' and 'G' are aligned.

b The 'N' and 'L' are aligned, below the star.

Logo Versions

The logo can be used in both positive and negative versions.

There is also a mono version of the logo.

a Logo Positive

b Logo Negative

c Logo Mono
Logo - Winning City

EXAMPLES

When a city is awarded the European Green Capital title, the winning logo consists of the main logo (see page 7), the name of the city, the winning year and the word ‘winner’.

The winning logos are provided in both English and the winning city’s native language.

Logo Construction - Winning City

a The name of the winning city is written in turquoise (see Section 4), in Scene Std Bold 23pt., 150pt. tracking - longer names may require less tracking (sizes based on downloadable file on the right).

To create a winning logo, you need the typefaces Scene Std Bold which can be purchased at www.fonts.com, and Foxjump which can be downloaded free of charge at: www.fontspace.com/foxy-fonts/foxjump.

b The year of the reward is written in green (see Section 4) and set in the typeface Foxjump at 23pt. (sizes based on downloadable file). It is set at a 4 degree angle.

10 Branding Rules & Requirements European Green Capital & European Green Leaf Awards
Logo - Exclusion Zone

To ensure optimal conditions for the exposure of the logo, there must be an exclusion zone around it, in which no other logos, text, etc. may be placed.

It also indicates the minimum distance the logo may be placed from the edge of a paper/screen/other media.

The URL is exempt from this rule.

Logo Scaling

The logo can be scaled up to any size. The minimum size is 25mm wide.

If a smaller size is absolutely necessary, you can use the small logo version.
1.5 European Green Leaf Award Logo

Logo Introduction

The European Green Leaf Award logo consists of a symbol and a logotype. These objects should always be used together as one unit and may not be used separately.

The colours have a light and optimistic feel. They represent clean air, a green approach to the environment and encourage a positive attitude to living in a city. The leaf embracing the city represents how the candidate cities care for their citizens by striving to improve the environment in which they live. The stars refer to the European Union.
The Logo

**OPTION 1**
European Green Leaf Award Symbol & Logotype

Smallest Size

![European Green Leaf Award Symbol & Logotype]

25mm

**OPTION 2**
European Green Leaf Award Logo

Small <25mm

Must include the European Commission logo and accompanying tagline separately.

![European Green Leaf Award Logo]

The logo may not be stretched or distorted in any way.
Logo Construction

This illustration outlines the construction of the logo.

Logo Versions

The logo can be used in both positive and negative versions.

There is also a mono version of the logo.

- Logo Positive
- Logo Negative
- Logo Mono
EXAMPLES

When a city is awarded the European Green Leaf title, the winning logo consists of the main logo (see page 13) with the name of the city, the winning year and the word ‘winner’.

The winning logos are also provided in the winning city’s native language.

Logo Construction - Winning City

a The name of the winning city is written in turquoise (see Section 4), in Scene Std Bold XXpt.*, -25pt. tracking. To create a winning logo, you need the typefaces Scene Std Bold which can be purchased at www.fonts.com.

b The year of the award is written in turquoise (see Section 4) using the Old Style Figures from the Glyphs contained in the font.

*(sizes based on downloadable file on the right).*
Logo - Exclusion Zone

To ensure optimal conditions for the exposure of the logo, there must be an exclusion zone around the logo in which no other logos, text etc. may be placed. It also indicates the minimum distance the logo may be placed from the edge of a paper/screen/other media.

The URL is exempt from this rule.

Logo Scaling

The logo can be scaled up to any size. The minimum size is 25mm wide.

If a smaller size is absolutely necessary, you can use the logo without the European Commission logo and accompanying text, provided you include it separately as seen in second image.
1.6 Applicant and Finalist City Logos

Throughout the competition, applicant cities, may be provided with the relevant award logo.

Applicant logos are provided to cities entering the European Green Capital and European Green Leaf Awards after the closing date for entries and when their application has been confirmed.

The cities who progress to the final stages of the European Green Capital and European Green Leaf Awards are provided with the relevant logo after the shortlist is announced.
The correct EGCA / EGLA logo must be placed prominently on the front of all promotional materials including brochures, posters, flags, advertisements, etc., to reinforce that it is a prestigious European Commission initiative, and to build awareness of the Awards.

As detailed above in Section 1, the EGCA / EGLA logo should not be displayed alongside any sponsor with the same status and should not be provided to sponsors without the European Commission’s permission.
Oslo - The blue-green city

Oslo, the capital of Norway, is often described as one of the most beautiful cities in the world. It is known for its stunning landscapes, including the nearby Oslo Fjord and the nearby mountains. However, it is also known for its commitment to sustainability and environmental protection. Oslo is a leader in green initiatives and is one of the few cities in the world that has successfully combined urban development with nature conservation.

Oslo has a population of around 650,000 inhabitants and is located in the Oslofjord region. It is the economic, cultural, and administrative center of Norway. Oslo is home to many famous landmarks, including the Oslo Opera House, the Royal Palace, and the Nobel Peace Center. It is also known for its vibrant arts and culture scene, with numerous museums, galleries, and theaters.

Oslo has made significant efforts to reduce its carbon footprint and to promote sustainable living. It has implemented various green initiatives, including eco-friendly public transport systems, recycling programs, and sustainable building practices. In addition, Oslo has made efforts to create more green spaces within the city, including parks, gardens, and green roofs.

Green facts

- 37 square meters of green space per citizen
- 98% of the city is located within 300 meters of green urban area
- Over 3,000 meters of rivers are now visible
- 90% of the population lives within 300 meters of public transport service
- Oslo is a world leader in electric vehicle ownership
- Electric cars account for 60% of new cars bought in the first quarter of 2018
- 56% of all public transport journeys are on zero-emissions trams, trains, and metro
- Since 2007, public transport journeys have increased by 50%
Sample Brochure

Example for European Green Leaf Award Winner logo on front cover

Example of internal pages
Section 3 Campaign Slogan

The branding platform becomes doubly powerful by combining the logo with text. This is why a slogan has been developed for the European Green Capital and European Green Leaf Awards.
Campaign Slogan - EGCA

Campaign Slogan for European Green Capital Award.

Green cities - fit for life

Campaign Slogan - EGLA

Campaign Slogan for European Green Leaf Award.

Towns and Cities, Growing Greener
The colours chosen for the European Green Capital and European Green Leaf Awards’ identity are clean, light and serene. The green symbolises the environment and the turquoise connotes an uplifting and clean feeling.

The colours can be used as a tint. They may also be used as a gradient, blended from full colour to white.
Corporate Colours

Pantone 354C

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<td>G 165</td>
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conversion to RAL: RAL 6037

Pantone 3272C

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<td>G 159</td>
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<tr>
<td>Y 45</td>
<td>B 149</td>
</tr>
<tr>
<td>K  0</td>
<td>HTML# 009999</td>
</tr>
</tbody>
</table>

conversion to RAL: RAL 5018

Colour Tints

80% 50% 30%

80% 50% 30%

Colour Gradient

Colour Gradient
Section 5 Typography

Typography also helps to reinforce the EGCA / EGLA brand identity and should be used consistently across all communications activities and materials. To help ensure that all visual communications are consistent, EGCA / EGLA use one primary brand typeface and a web-safe typeface for digital materials.
## Brand Typeface

The logotype is based on the font Scene Standard. This font is used throughout the visual identity as the main typeface.

A variety of upper and lowercase letters is used throughout the visual identity alongside the use of different weights of Scene Standard. It underlines the hierarchy of the messages communicated in the promotional material.

<table>
<thead>
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<th>Font Style</th>
<th>Example Characters</th>
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<tr>
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<tr>
<td>Scene Standard Regular</td>
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</tr>
<tr>
<td>Scene Standard Italic</td>
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</tr>
<tr>
<td>Scene Standard Bold</td>
<td>ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890%&amp;?!;</td>
</tr>
</tbody>
</table>
Web Typeface

The font Arial is used for web purposes, letterheads and other material which require a cross platform font available to virtually everyone and it is the chosen font of the new European Commission website.

| Arial Regular          | ABCDEFGHIJKLMNOPQRSTUVWXYZ  |
|                       | abcdefghijklmnopqrstuvwxyz  |
|                       | 1234567890%&?!;             |
| Arial Regular Italic   | ABCDEFGHIJKLMNOPQRSTUVWXYZ  |
|                       | abcdefghijklmnopqrstuvwxyz  |
|                       | 1234567890%&?!;             |
| Arial Bold             | ABCDEFGHIJKLMNOPQRSTUVWXYZ  |
|                       | abcdefghijklmnopqrstuvwxyz  |
|                       | 1234567890%&?!;             |
| Arial Bold Italic      | ABCDEFGHIJKLMNOPQRSTUVWXYZ  |
|                       | abcdefghijklmnopqrstuvwxyz  |
|                       | 1234567890%&?!;             |
Social media is another key channel where the EGCA / EGLA competitions are promoted. To help ensure consistency and harmonisation of how the initiatives are referred to across all social media channels, this section outlines the rules regarding hashtag use.
Hashtag Use - EGCA

When mentioning the European Green Capital Award or competition on social media channels, applicant / finalist / winning cities must always include the hashtag #EGCA. Avoid using any other variation to ensure consistency.

When posting content specifically about a winning European Green Capital city, make reference to their winning year in the hashtag. For example, Ljubljana was the European Green Capital in 2016, therefore the hashtag referencing Ljubljana should always be #EGCA2016.

Hashtag Use - EGLA

When mentioning the European Green Leaf Award or competition on social media channels, applicant / finalist / winning cities must always include the hashtag #EGLA. Avoid using any other variation to ensure consistency.

When posting content specifically about a winning European Green Leaf city, make a reference to their winning year in the hashtag. For example, Galway was the European Green Leaf in 2017, therefore the hashtag referencing Galway should always be #EGLA2017.
Annex 9

Data Protection Notice
PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: European Green Capital Award 2023 and European Green Leaf Award 2022
Data Controller: DG Environment, Directorate A, Unit Environmental Knowledge, Eco-Innovation and SMEs
Record reference: DPO-2011

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2. Why and how do we process your personal data?
3. On what legal ground(s) do we process your personal data?
4. Which personal data do we collect and further process?
5. How long do we keep your personal data?
6. How do we protect and safeguard your personal data?
7. Who has access to your personal data and to whom is it disclosed?
8. What are your rights and how can you exercise them?
9. Contact information
10. Where to find more detailed information?
1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation for the competition to identify the winners of the “European Green Capital Award 2023 and European Green Leaf Award 2022” undertaken by the European Commission’s Directorate General for Environment, Unit ENV.A.3 is presented below.

2. Why and how do we process your personal data?

Purpose of the processing operation: DG ENV.A.3 collects and uses your personal information to enable the competition for the award of the titles of European Green Capital 2023 and European Green Leaf 2022. This action contributes to Priority Objective 8 of the 7th Environmental Action Programme as well as the Urban Agenda for the EU-Pact of Amsterdam. The ultimate aim is to enhance the sustainability of the Union’s cities by promoting smart, green and inclusive cities as well as to support and stimulate policies for sustainable urban planning and design.

Your personal data will not be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

The processing operations on personal data for the organization and management of the meeting/event/conference are necessary and lawful under the following article of the Regulation (EU) 2018/1725:

- Article 5 (a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body. The processing operations on personal data linked to the organisation and management of the meeting is necessary for the management and functioning of the Commission, as mandated by the treaties, and more specifically Article 5 of TEU, Article 11, Article 13 TEU and Articles 244-250 TFEU.

- Article 5 (d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

4. Which personal data do we collect and further process?

In order to carry out this processing operation ENV.A.3 collects the following categories of personal data:

The provision of personal data is mandatory to meet the requirement of running of the competition, i.e. to award the title of European Green Capital 2023 or European Green Leaf
If you do not provide your personal data, possible consequences are that the city’s participation in European Green Capital 2023 or European Green Leaf Award 2022 competition process will be hindered as the Commission will have no means to set up the necessary administrative steps that are necessary for contacting the applicant city’s representative and for paying the financial incentive to the winning EGC 2023 or EGL 2022 cities as outlined in the Rules of Contest that govern this competition.

- Name;
- Function;
- Contact details (e-mail address, telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, IP address, etc.);

5. **How long do we keep your personal data?**

ENV.A.3 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing. All personal data will be deleted from databases 1 year after the last action in relation to the meeting.

Your personal data will be part of a list of contact details shared internally amongst the staff of ENV.A3 or its contractor (see under point 6) for the purpose of contacting you in the future in the margins of subsequent activities such as the registration and participation to relevant events. If you change your mind in this regard, please contact us using the Contact Information below and explicitly specifying your request.

6. **How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the European Commission or of its contractor the European Green Capital and Green Leaf Secretariat. All processing operations are carried out pursuant to the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission.

The Commission’s contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States (‘GDPR’ Regulation (EU) 2016/679).

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

7. **Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.
8. **What are your rights and how can you exercise them?**

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a).

You have consented to provide your personal data to ENV.A.3 for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. **Contact information**

- **The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, ENV.A.3 and ENV-EGCA-EGL@ec.europa.eu.

- **The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer [DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor [edps@edps.europa.eu](mailto:edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. **Where to find more detailed information?**

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: [http://ec.europa.eu/dpo-register](http://ec.europa.eu/dpo-register).

This specific processing operation has been included in the DPO’s public register with the following Record reference: DPO-2011.
Annex 10

Declaration on Honour
Declaration on honour

Ref: European Green Capital Award 2023 and European Green Leaf Award 2022

The undersigned [insert the name of the person signing this form], representing:

(for legal persons and entities without legal personality) the following entity:

Full official name:
Official legal form:
Statutory registration number:
Full official address:

VAT registration number:
(‘the person’)

The person is not required to submit the declaration on exclusion criteria if the same declaration has already been submitted for the purposes of another award procedure of the Commission, provided the situation has not changed, and that the time that has elapsed since the issuing date of the declaration does not exceed one year.

In this case, the signatory declares that the person has already provided the same declaration on exclusion criteria for a previous procedure and confirms that there has been no change in its situation:

<table>
<thead>
<tr>
<th>Date of the declaration</th>
<th>Full reference to previous procedure and the institution/body that launched it (EC or an Executive Agency)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[which has been authorised to sign the present declaration on behalf of the following other persons]: [insert names of other entities on behalf of which the declaration is being signed]]

declares that [the] [each] person is eligible in accordance with the criteria set out in the rules of contest.

I – Situations of exclusion concerning the person

(1) declares that [the] [each] person is not in one of the following situations. If yes, please indicate in annex to this declaration which situation and the name(s) of the concerned person with a brief explanation.

a) it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;

b) it has been established by a final judgement or a final administrative decision that it is in breach

1 Please also consult the Rules of Contest in case specific options are defined to sign the declaration
of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;

c) it has been established by a final judgement or a final administrative decision that it is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility and selection criteria or in the performance of a contract, a grant agreement or a grant decision;

(ii) entering into agreement with other persons with the aim of distorting competition;

(iii) violating intellectual property rights;

(iv) attempting to influence the decision-making process of the Commission/ the Agency during the award procedure;

(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;

d) it has been established by a final judgement that it is guilty of the following:

(i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;

(ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, and conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;

(iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;

(iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;

(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;

(vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;

e) it has shown significant deficiencies in complying with the main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union’s budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;

f) it has been established by a final judgment or final administrative decision that it has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;

g) it has been established by a final judgment or final administrative decision that the person has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;

h) (only for legal persons and entities without legal personality) it has been established by a final
judgment or final administrative decision that the person has been created with the intent provided for in point (g);

i) for the situations referred to in points (c) to (h) above the person is subject to:
   i. facts established in the context of audits or investigations carried out by the European Public Prosecutor’s Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
   ii. non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
   iii. facts referred to in decisions of entities or persons being entrusted with EU budget implementation tasks;
   iv. information transmitted by Member States implementing Union funds;
   v. decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law;
   vi. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

II –III –V – GROUNDS FOR REJECTION FROM THIS PROCEDURE

(7) declares that the [the] [each] person:

was not previously involved in the preparation of documents used in this award procedure, where this entailed a breach of the principle of equality of treatment including distortion of competition that cannot be remedied otherwise. If yes, please indicate in annex to this declaration the name(s) of the concerned person(s) with a brief explanation.

VI – REMEDIAL MEASURES

If the person(s) declare one of the situations of exclusion listed above, it/they must indicate measures it/they has/have taken to remedy the exclusion situation, thus demonstrating its/their reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

VII – EVIDENCE UPON REQUEST

The Commission may request any person subject to this declaration to provide information and the applicable evidence on any natural or legal person that is member of an administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and controle structure and beneficial owners, as well as on a natural persons who are essential for the award or for the implementation of the action or work programme subject to the grant application.

The Commission may request any person subject to this declaration to provide the applicable evidence concerning the person itself and the natural or legal persons which assume unlimited liability for the debts of the person.

Evidence may be requested as follows:
For situations described in (a), (c), (d), (f), (g) and (h) production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the entity showing that those requirements are satisfied.

For the situation described in point (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the entity is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

If a person has already submitted such evidence for the purpose of another award procedure of the Commission the documents must have been issued no more than one year before the date of their request and must still be valid at that date.

If selected to be awarded a financial incentive, the person subject to this declaration accept(s) the terms and conditions laid down in the Rules of Contest of the European Green Capital Award 2023 and European Green Leaf Award 2022.

The person subject to this declaration may be subject to rejection from this procedure and to administrative sanctions (exclusion) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

Full name Date Signature
Annex 11

Examples of Measures and Actions for Guidance Purposes
Suggested examples of projects / actions to set in place to enhance the city’s environmental sustainability and to achieve the city’s sustainability vision
(non-exhaustive list)

- **Air Quality**

Actions are in addition to measures already taken to meet the Ambient Air Quality Directives\(^1\) target and limit values.

- Cities can take **measures** that go beyond those already foreseen, such as in existing air quality plans. The measures should focus on addressing local sources of pollution that have the largest impact on local air pollutant concentrations, such as pollution coming from transport and / or housing:

  - Promoting soft transport modes, such as cycling by creating additional, segregated bike lanes of at least 5 km, or walking by creating pedestrianised areas and/or traffic-calmed areas, in cooperation with the local stakeholders (business community and citizens).
  - Replace ‘conventional buses’ (Euro 5 or lower) with ‘electric’, ‘hybrid’, or ‘low emission buses’.
  - Promotion of electric and / or hybrid vehicles, by installing public street chargers and / or promoting parking privileges for electric / hybrid car owners.
  - Installation of solar panels in cooperation with local stakeholders, for instance by promoting business-to-business cooperation.
  - Providing financial support / financial incentives to citizens to insulate their houses and install less polluting heating devices.

- Cities can put in place air quality **monitoring** stations beyond the minimum legal requirements of the Ambient Air Quality Directives\(^2\) and make the real-time corresponding information available the public. The monitoring stations should

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\(^1\) 2008/50/EC and 2004/107/EC

\(^2\) While respecting the provisions on monitoring foreseen in the Directives, such as on the technology used, and including daily and annual mean data on particulate matter, and hourly and annual mean data on nitrogen dioxide.
preferably be placed in (heavily) frequented public spaces (such as in front of schools), showing real-time air quality values.

- **Nature, Biodiversity and Soil**

Actions are in addition to the targets on improving the status of all species and habitats protected under EU nature legislation and the recently published the EU 2030 Biodiversity Strategy\(^3\), where cities should bring nature back into the city and also develop ambitious Urban Greening Plans (UGP) by the end of 2021.

Cities can take **measures** to bring back nature into the city by:

- Protecting an additional nature-rich area with the objective to extend the coverage of the city’s protected areas and the level of protection in existing areas.
- Creating biodiverse and accessible urban forests, parks and gardens; urban meadows and urban hedges.
- Repurposing derelict sites / land to create allotment gardens (at least two), which will also contribute to feeding the local population and provide jobs.
- Addressing soil sealing, for example by removing at least 100.000 tiles to put in ‘green’.
- Planting trees in the city, inter alia tree-lining streets (at least 5.000 trees, depending on the city size).
- Creating pocket parks, green roofs and / or green walls in different neighbourhoods with the citizens.
- Connecting the main green areas in the city (parks) by creating ‘nature corridors’ to connect the city’s natural areas with the aim to allow biodiversity to spread (within and / or areas surrounding the city).
- Abandon use of chemical pesticides in the entire city before 2030, including privately owned land (gardens).

- **Noise**

Actions are in addition to the Environmental Noise Directive (END)\(^4\), under which local authorities are responsible for tackling noise pollution, by implementing local plans, including considering different options to reduce the number of people affected by noise and by then prescribing and eventually paying for measures to reduce citizen exposure to harmful noise.

Cities can take measures to **reduce** the levels of noise in the city by:

- Implement limits mirroring WHO recommended levels (e.g. noise levels from road traffic below L\(_{DEN}\)=53 decibels) in residential areas by setting low maximum speed

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limits (e.g.: 30 km/h), by renewing roads with low noise surfaces (for instance recycling used tyres).

- Promoting soft transport modes, such as cycling by creating additional, segregated bike lanes of at least 5 km, or walking by creating pedestrianised areas and/or traffic-calmed residential areas, in cooperation with the local stakeholders (business community and citizens).
- Increasing the number of ‘quiet areas’ in the city’s noise action plans by at least three.
- Put in place a citizens information campaign where at least 100 information sessions of at least 1 full day with experienced communicators are foreseen in schools and heavily visited public squares to inform about the benefits of noise reduction and the possible technical solutions.

- **Waste and Circular Economy**

Actions are in addition to the Waste Framework Directive (2008/98/EC) (WFD) as amended in May 2018\(^5\) that sets out the regulatory structure to protect the environment and human health by preventing or reducing the generation of waste, by reducing overall impacts of resource use and improving the efficiency of such use. The WFD is a key policy tool in support of the transition to a circular economy. The urban aspect of the circular economy, and corresponding initiatives, are mentioned in the Commission’s new Circular Economy Action Plan. Adopted in March 2020, the plan announces initiatives for the entire life cycle of products, from design and manufacturing to consumption, repair, reuse, recycling, and bringing resources back into the economy. The Action Plan is at the core of the European Green Deal, and the aim is to reduce the EU's consumption footprint and double the EU's circular material use rate in the coming decade, while boosting economic growth.

Cities need to make sure that the waste collection and waste management schemes are in line with the waste hierarchy, prioritising waste prevention, and limiting waste that is disposed. Cities can take measures to **reduce** the amount of waste generated per inhabitant in the city, such as:

- Adopt a quantitative reduction target for municipal waste or residual waste and related indicators to monitor progress. Analyse progress to assess what and how many resources are still wasted.
- Encouraging re-use, e.g. through setting up of systems promoting repair and re-use activities and designing places for sharing unused items between citizens (such as household items, books, toys or clothes) or supporting business models that stimulate re-use and waste prevention.
- Putting in place innovative circular economy solutions at city level, in particular supporting local corporate initiatives by providing financial incentives or encouraging industrial symbiosis.
- Implement local actions for waste prevention such as promoting home composting, packaging free businesses and shops, the use of tap water, and by defining local regulations for sustainable management of events.

Engaging waste reduction actions with collective catering, e.g. in schools, hospitals or offices.

Putting in place a mechanism for multi-stakeholder partnerships across industry, academia and civil society and in cooperation with the municipality.

Promote zero waste events and provide related advice and material to the organisers and organise awareness-raising campaigns on waste reduction actions or zero waste challenges.

Combat littering identifying products that are the main sources of littering and take measures to prevent and reduce litter from such products.

Manage public parks with zero green waste strategies.

Develop and implement a zero-single use plastic strategy for the city with relevant local stakeholders (citizens, businesses, NGOs, etc.).

Putting effective measures in place to reduce the consumption of single-use plastic items and tackle litter, for instance by installing at least 200 drinking water fountains across the city (citizens to refill their water bottle on the go) or providing each citizen with a reusable bottle or mug (with container deposit system) or help take away and delivery of food businesses moving to reusable containers.

Increasing recycling of municipal waste in line with the EU targets by:

- Implementing new measures aimed at reaching the highest levels of quality recycling and diverting waste from incineration and landfilling. (CEAP objective is to halve the amount of residual (non-recycled) municipal waste by 2030).
- Improving and extending the separate collection systems, in particular for paper and cardboard, glass, metals, plastics, bio-waste, hazardous household waste, textiles, construction and demolition waste, promoting local reuse and recycling loops.
- Replacing all public litter bins by separate collection bins in the city’s streets and public parks.
- Refining policies, including economic instruments (e.g. Pay-as-you throw schemes, landfill and incineration taxes, Extended Producer Responsibility) and monitor costs paid by the citizens and producers based on a true cost policy in line with the polluter pays principle.

- **Water**

The EU has a comprehensive body of water legislation in place to control the main pollution sources. The European Green Deal’s Zero pollution ambition recognises the need for more action to prevent urban water pollution (including urban runoff) and the Biodiversity Strategy supports large scale river and floodplain investments. Cities are key drivers in sustainable urban water management and are well placed to deliver improvements in a way that best meets the needs of their communities, such as to protect their citizens against water-related disasters (e.g. droughts and floods), to guarantee water availability and high-quality groundwater, surface water and drinking water.

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Actions are in addition to measures already taken to meet the Water Framework Directives\(^7\) target and limit values.

- Cities can take measures to enhance **sustainability** by:
  - Addressing local sources of pollution, by providing more space for water and by integrating water into spatial planning.
  - Reducing the ‘water footprint’ by promoting schemes to reduce individual water consumption (households) and / or by reducing leakage.
  - Drive green infrastructure for urban runoff by addressing soil-sealing and for instance removing hard surfaces (e.g. tiles).
  - Tackling storm water overflows – ensuring that storm water overflows are managed and controlled, including by looking at the possibilities offered by natural water retention measures.
  - Putting effective measures in place to promote the use of tap water, reducing at the same time the consumption of single-use plastic items and tackle litter, for instance by installing at least 200 drinking water fountains across the city (citizens to refill their water bottle on the go).

- Addressing **contaminants** of emerging concern (like pharmaceuticals and microplastics) by building awareness with citizens (including through Citizen Science), to ensure that citizens understand water and are aware of the costs/effort to ensure its safety and understand water’s role in achieving a circular economy.

\(^7\) 2008/50/EC and 2004/107/EC