



## THE EUROPEAN ENVIRONMENTAL BUREAU'S ACCOUNTABILITY REPORT FOR 2011

Submitted to the Secretariat of the International NGO Accountability Charter

June 2012

# INGO Accountability Report of the European Environmental Bureau

## 1. Strategy and Analysis

### 1.1 Statement from most senior decision-maker

The European Environmental Bureau (EEB) was founded in 1974 by nature conservation and environmental organisations when it became increasingly clear that many environmental challenges could not only be fought at local or national levels. Our task was, and still is, to follow and intervene in the continually evolving environmental policy of the European Union. For nearly four decades, the EEB has been a reliable and motivating hub for a large number of national and international environmental organisations. We provide information about existing and upcoming EU policies, inform EU decision makers about the views and demands of our members and seek their support, as well as working in coalitions with other organisations (including those outside the environmental movement) to have our views accepted.

Our successes lie mainly in defending or increasing the level of ambition of EU legislation and campaigning for real enforcement of agreed laws. We do not only focus on new legislation, we also get involved in the more technical – and less spectacular – aspects of EU law. Without this work nothing would change. We constantly work to help our members better understand EU environmental policies, allowing them to better mobilise the public and decision makers to support a progressive role for the EU on environment and sustainable development.

The EEB remains a unique organisation. We aim to cover all essential aspects of environmental policy and look to sustainable development and environmental democracy as the means to reduce the EU's unsustainably large ecological footprint.

One area in which the EEB has played a leading role in shaping EU and broader European policy is with respect to transparency and accountability in the environmental field. For the past 15 years, we have coordinated NGO input into the negotiation and implementation of the Aarhus Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters. It is therefore logical that we should keep our own standards of transparency and accountability under review and always seek to improve them. I hope that our participation in the INGO Accountability Charter will contribute to that goal.

Jeremy Wates  
EEB Secretary General

## **2. Organisational Profile**

### **2.1 Name**

European Environmental Bureau (often abbreviated as EEB), or Bureau Européen de l'Environnement in French.

### **2.2 Primary activities. Indicate how these relate to the mission statement and primary strategic goal. Indicate the nature of the role in providing products and services. Indicate degree to which outsourcing is used.**

The EEB has a vision of a world in which all people of present and future generations are able to enjoy a rich, clean and healthy environment, where there is prosperity and peace for all; a world in which responsible societies respect the carrying capacity of the planet and preserve it for future generations, including its rich biodiversity. This vision requires prioritising long-term sustainability over short-term objectives that only meet the demands of the present generation or certain sections of society. The EEB stands for sustainable development, environmental justice, global equity, transparency, participatory democracy and shared but differentiated responsibilities. We promote the principles of prevention, precaution and the polluter pays. Our mission is to be the environmental voice of our members and European citizens. We focus on influencing EU policymaking and promoting better implementation. We aim to be effective by combining expert knowledge with representativeness, active involvement of our members and coalition building.

The EEB's main activities involve developing and promoting environmental policies. In working towards its vision and promoting its values, the EEB seeks to influence policy-making through credible campaigns. Our methods including organising or participating in conferences, seminars and workshops; producing various types of documentation, ranging from detailed research reports, memoranda setting out policy demands, open letters to high-level decision-makers and leaflets; conducting awareness-raising, media and outreach activities, e.g. using press releases, short videos and the website to get messages across; and lobbying at all stages of the decision-making process, notably with the Commission, the Parliament and the Council, in the latter case availing of our extensive membership network to influence Member State positions. These methods require us to work with experts, scientists, politicians and our members to develop and protect sound environmental policy.

The EEB makes some use of outsourcing, for example for the maintenance of our IT services. At a more substantive level, we regularly hire consultants to represent environmental interests in technical bodies (e.g. in relation to the implementation of REACH or the Industrial Emissions Directive) where this cannot be done within existing staff capacities. To maximise effectiveness, the EEB works in coalitions – on horizontal or high-level strategic issues with the Green 10 and the Spring Alliance (more information below), and on more specific topics through single-issue coalitions such as the Zero Mercury Working Group for global eradication of mercury, the Public Participation Campaign for increasing public participation and transparency or the Coalition for Energy Saving, as well as in ad-hoc coalitions. This is not outsourcing as such, though it involves extending beyond exclusive reliance of the capacities of the EEB staff.

### **2.3 Operational Structure**

The EEB is a European federation of non-governmental environmental organisations. It is made up of full members, associate members, and honorary members. Full members are non-governmental organisations that are legal entities and are registered in an EU Member State or candidate country or a Member State of the European Economic Area. Under Article 5 of the Statutes, full members must have as their main objective the conservation, promotion and study of the environment, the latter with the explicit aim of advancing environmental protection. Associate members are also non-governmental organisations, legal entities in their own right and active in environmental protection but which do not meet the criteria for full membership. Honorary members are individuals who are selected by the EEB in light of the moral support or actual work that they have contributed to the EEB. Only full members have the right to vote.

The General Assembly made up of the EEB members serves as the ultimate decision-making body, meeting annually to adopt the work programme and budget for the following year among other things. It elects a Board (sometimes referred to as the Executive Committee) comprising one representative of an EEB member organisation from each Member State where the EEB has one or more full member organisations, and may elect up to three additional representatives of member organizations. It also elects a President, at least two Vice-Presidents and a Treasurer. The Board has full power to manage and administer the EEB between meetings of the General Assembly.

The Board appoints a Secretary General who serves as the chief executive of the organization. The Secretary General's responsibilities include:

- Leading the EEB's advocacy work to achieve effective and lasting improvements in EU environmental policy;
- Representing the EEB in high level meetings and expert groups;
- Maintaining relations with the European Commission, European Parliament, European Council, Council of Ministers, and other relevant bodies and officials;
- Overseeing the development of EEB positions on environmental policy issues;
- Managerial oversight of the EEB office and organisation;
- Supervision of the work of EEB staff and representatives;
- Fundraising;
- Preparation of the EEB Board meetings and Annual General Meeting;
- Strengthening cooperation with the EEB member organisations;
- Serving as the EEB's chief spokesperson;
- Shaping the long-term strategic planning of the EEB.

The EEB functions on a day-to-day basis from its office in Brussels. The staff comprises four teams, namely the Secretary-General's Unit, the EU Policy Unit, the Membership and Communication Unit and the Administration and Finance Unit.

As mentioned above, the EEB works in coalitions such as the Spring Alliance and several ad-hoc coalitions. The Spring Alliance is a network of organisations which was set up by the EEB, the European Trade Union Confederation and Social Platform. Together with CONCORD, the umbrella group for development NGOs, these organisations make up the steering committee of the Spring Alliance. The Spring Alliance stands for a European Union that puts people and the planet first. To this end, it has produced a manifesto and many civil society organisations from within the European Union have signed up to this.

The EEB also works in political alliances. It is an active member of the G10, a grouping of ten of the largest Brussels-based green NGOs working at EU level. The EEB has also been working with the European Trade Union Confederation (ETUC) since 1995, the European Consumers' Organisation (BEUC) for over a decade on product related issues and with individual companies on product and on waste related issues.

EEB has established working groups to develop policy positions, provide fora for information exchange between the EEB and its members and plan concrete actions. These groups meet approximately twice a year. The groups are generally serviced by the responsible EEB Policy Officers, who hear the demands of the members and work to promote these demands by communicating with the European Institutions.

#### **2.4 Location of organisation headquarters**

The legal seat and the present headquarters of the EEB are in Brussels, 34 Bd. de Waterloo, B-1000 Brussels.

#### **2.5 Number of countries where the organisation operates**

The EEB has full and associate members located throughout Europe in 28 countries. At the end of 2011, it had members in Austria, Belgium, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Luxembourg, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, United Kingdom.

The EEB membership list can be found at <http://www.eeb.org/index.cfm/members>.

#### **2.6 Nature of ownership and legal form**

The EEB is a European-wide organisation, registered in Belgium as an international not-for-profit association (association internationale sans but lucratif – AISBL) in accordance with Belgian law, whose full and associate members are separate legal entities registered in their own countries. The statutes of the EEB establish the constitution and legal status of the EEB.

#### **2.7 Target audience and affected stakeholders**

In line with its goal of influencing the formulation and implementation of EU environmental policy, the EU institutions, notably the European Parliament, the European Commission and the Council, and the EU Member States in their capacities of shaping the positions of the Council and implementing EU policy and legislation at the national and sub-national levels, are the EEB's primary target audience. The EEB also seeks to influence other institutions and stakeholders whose positions may influence the primary target audience.

The EEB's affected stakeholders include the aforementioned target groups; they include the other members of the coalitions in which the EEB participates; they include businesses that could be affected by stricter environmental controls; they include the EEB members, full and associate, and staff; and they include the wider public.

Environmental concerns and issues that affect Europe can and do overlap with concerns and issues that exist on a global and international level. Climate change, air pollution and water quality are all examples of issues that require attention at an international level. Consequently, the EEB, in recognising the inter-connected relationship of environmental factors worldwide, does not limit its campaigns to Europe. Therefore, citizens around the world may also be seen as stakeholders. An example of how this is the case is the Zero Mercury Campaign. As a global campaign, the EEB is working with other non-governmental organisations within the framework of the Zero Mercury Working Group to control the demand and supply of mercury from all sources, with the aim of reducing mercury both in the European Union and around the world.

## **2.8 Scale of reporting organisation**

Total number of members and/or supporters: 143 member organizations at the end of 2011, themselves having a combined membership of some 15 million citizens.

Total number of employees: 20

Total number of volunteers: 2 (average)

Income for 2011: 2.174.202 Euros

Expenditure for 2011: 2.174.202 Euro

Assets: 1.358.246 Euros

Liabilities: 1.358.246 Euros

## **2.9 Significant changes during 2011**

The EEB underwent a change in Secretary General in 2011. John Hontelez who had served as Secretary General for 14 years left the EEB in February 2011 and was succeeded by Jeremy Wates in May 2011. The EEB made an announcement about the change on its website with a press release<sup>1</sup>.

The new Secretary General in conjunction with the Board introduced a number of changes in relation to reporting to the Board and AGM on implementation of the work programme and preparing the work programme for the following year. The practice hitherto had been to use the report to the Commission on the use of the EEB's operating grant as the basis for reporting to the Board and AGM, and the application to the Commission for next year's operating grant as the basis for preparing the new draft work programme. While there is clearly a strong link between the two types of documentation, the formats required by the Commission were unduly cumbersome for the EEB's internal governance purposes.

The new Secretary General also introduced a new methodology for prioritising topics in the context of preparing the draft work programme for 2012. This involved full engagement of the policy staff

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<sup>1</sup> <http://www.eeb.org/index.cfm/news-events/news/eeb-secretary-general-moves-on/>

prior to its uptake by the Board. The Board and AGM welcomed the new approach and it is being used in preparing the 2013 work programme as well.

### **2.10 Awards received in the reporting period**

None

## **3. Report parameters**

### **3.1 Reporting period**

Calendar year 2011

### **3.2 Date of previous report**

No previous report has been submitted using the GRI NGO Reporting Template.

### **3.3 Reporting cycle**

Annual

### **3.4 Contact for any questions regarding the report**

Jeremy Wates, Secretary General

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tel: +32 (0) 2 289 10 90

### **3.5 Process for defining report content**

In preparing the content of this report, the Secretary General has consulted with staff and has provided the opportunity for Board members to have an input. One Board member in particular has played an important role in shaping the content, and several members of staff have provided input.

To a large extent, due to its nature as a federation of European environmental organisations, the EEB's work is defined by the demands of its members.

It follows that the EEB expects that stakeholders who will have most use for and interest in the content of this report will be those who represent and work on behalf of its member organisations throughout Europe. In light of this consideration, the EEB has prioritised and included information that it considers useful to these member organisations.

The EEB occupies a unique position in bringing together the demands of different European environmental organisations and presenting these at an EU policy level. Therefore this report focuses on the effectiveness of this unique position and how effectively the EEB is serving its members' interests.

The EEB has produced this report using the GRI Level C Template for NGOs. In doing so it has aimed to address 18 indicators on performance as specified in the INGO Accountability Charter

Instructions. The EEB has considered the principles for defining the content of a report which are stated in the Sustainability Reporting Guidelines.

### **3.6 Boundary of the report**

The focus of this report is the functioning of the EEB as an entity focussed on 'Brussels', co-ordinating and presenting the demands of its member organisations across Europe.

### **3.7 State any specific limits on the scope or boundary of the report**

The report does not attempt to cover the activities of the member organizations except insofar as they are relevant to the functioning of the EEB's activities at EU level.

### **3.8 Basis for reporting on joint ventures, subsidiaries, leased facilities, outsourced operations, and other entities that can significantly affect comparability from period to period and/or between organisations.**

None.

### **3.10 Explanation of the effect of any re-statements of information provided in earlier reports, and the reason for such re-statement**

This is the first report using the GRI Level C Reporting structure following the change to reporting introduced by the International NGO Accountability Charter.

### **3.11 Significant changes from previous reporting periods in the scope, boundary, or measurement methods applied in the report.**

This is the first report using the GRI Level C Reporting structure following the change to reporting introduced by the International NGO Accountability Charter.

### **3.12 Table identifying the location of the Standard Disclosure in the report**

This report follows the structure of the GRI Level C Reporting Template.

## **4. Governance, Committees and Engagement**

### **4.1 Governance structure of the organisation**

The body of the EEB which is vested of all the powers necessary for achieving the realisation of the objective of the EEB is the General Assembly. The General Assembly convenes at least once a year, at a time, place and date that is decided by the Board.

The EEB is managed between meetings of the General Assembly by a Board which is elected by the General Assembly. One representative of an EEB member organisation from each Member State where the EEB has one or more full member organisations sits on the Board. The Board includes a President, two Vice-Presidents and a Treasurer who are all elected by the General Assembly.



The EEB has a Secretary General who is responsible for the day-to-day running of the office and staff of the EEB. The staff is divided into four teams: the Secretary General Team, the EU Policy Team, the Finance and Admin Team and the Membership and Communications Team.

**4.2 Indicate whether chair of the highest governance body is also an executive officer. Describe the division of responsibility between the highest governance body and the management and/or executives.**

The President, who serves as Chair of the Board, is elected by the General Meeting and is not an Executive Officer.

The Board has the power to appoint and to dismiss the Secretary General. The Secretary General is an employee of the EEB and the Board is his/her employer.

**4.3 Organisations that have a unitary board structure**

Not applicable.

**4.4 Mechanisms for internal stakeholders, shareholders and employees to provide recommendations to highest governance body.**

Some of the key decisions made by the General Meeting, notably the draft work programme for the forthcoming year, are based on proposals from the Board which in turn have been drafted by the Secretary General with the extensive support and involvement of the staff. There is no formal right for the staff to make representations to the AGM other than through the Secretary General.

**Stakeholder engagement**

**4.14 List of stakeholder groups, to include internal stakeholders**

The internal stakeholders are the EEB members. These are listed on the website. EEB's stakeholders also include individuals, Member State governments, the political institutions of the European Union, funders, volunteers, academic institutions, peer organisations, networks, coalitions and strategic alliance members.

**4.15 Basis for identifying stakeholders**

Article 5 of the Statutes addresses the procedure by which an organisation or body can become a member of the EEB. An organisation must apply to the EEB for membership. An organisation applying for admission as a full member or as an associate member must provide a copy of its act of constitution, by-laws or articles of association and most recent annual and financial report to the Board. In addition, the applicant must establish that it is not dependent on any commercial, industrial, or political influence or interest. The Board reaches an opinion and provides its opinion to the General Assembly. Based on the opinion presented and all the documentation provided, the General Assembly then decides on whether to grant membership to the applicant.

In the case of honorary members, the procedure differs. The Board can nominate individuals for honorary membership. Full members are able to propose individuals for honorary membership.

These proposals are made in confidentiality to the President of EEB, who presents the proposal to the Board. The Board makes a decision at the General Assembly. The General Assembly meets at least once a year at a date, time and place decided by the Board.

## **PERFORMANCE INDICATORS**

### **Program effectiveness**

#### **NG01 – participation of affected stakeholders in the design, implementation, monitoring and evaluation of policies and programs**

Internal stakeholders such as the EEB membership and staff participate actively in the design, implementation, monitoring and evaluation of the EEB policies and the EEB work programme. As regards the policies, one way that the EEB tries to achieve this is through its seventeen working groups. The working groups are established by the General Assembly and run by the relevant EEB Policy Officer and those representatives of the EEB's member organisations which are active in area of work being addressed by the working group in question. They are one of the key places where policy is formulated, refined and evaluated. As regards the work programme, the first draft of the next year's work programme is initially built up within the staff before being transmitted to the Board and then the AGM. Thus the staff are mainly involved in the early part of the process and the EEB members in the latter part, having the final say through adopting it at the AGM. A similar process is involved in reviewing and reporting on the work programme.

The EEB's Long Term Strategy 2010-2014 identified the development of an Extranet facility which can be accessed by member organisations. The objective of the Extranet is to enable an enhanced flow of information between EEB and its member organisations. This provides member organisations with access to EEB organisational documents and the development of working group activities. The system became operational in 2011, though it was not and is still not sufficiently used. Probably it will be necessary to stop e-mailing documents in order to encourage members to use the system.

As regards external stakeholders, they are able to engage in and influence the EEB's policies through their involvement in EEB conferences and workshops, seminars. For example, the EEB annual conference normally brings together a wide range of external stakeholders, ranging from high-level politicians and officials through representatives of business, trade unions and academia to other environmental NGOs.

In the EEB's Annual Report for 2010, the EEB recognised that it is not always easy to find the right contact person for an organisation, nor the right balance between technical and understandable messages. The Report described initiatives that the EEB has introduced to try and aid communication with stakeholders who are primarily member organisations that it is actively working with. Initiatives include inviting EEB members to comment and submit proposals on a draft EEB work programme for the up-coming year; the circulation of information on EU policy developments to members; sending members an electronic newsletter every three weeks with information on up-coming EEB activities, and providing information on Commission consultations to members.

#### **NG02 – mechanisms for feedback and complaints in relation to programs and policies and for determining actions to take in response to breaches of policies**

The primary mechanisms for feedback and complaints in relation to EEB policies and implementation of the work programme are communication within the relevant working group, or raising the matter with the relevant Policy Officer, the Policy Director, the Secretary General or the Board, or submitting a resolution to the AGM. Generally the complainant is encouraged to start by addressing the complaint to the lower levels and only elevate it to the higher levels where it cannot be resolved at a lower level.

The EEB proposed in its Long Term Strategy 2010-2014 that the Board Members organise a yearly meeting in which it invites contact persons from the EEB member organisations. The Contact persons will be appointed by their own member organisation as a representative. The meeting provides contact persons with the opportunity to comment on the service provided by the EEB, on the relevance of EEB's work to their own work, and on ideas for EEB's future focus. This process also allows stakeholders to influence and evaluate EEB policies and programs (and is therefore relevant to NG01). The EEB did not hold such a meeting in 2011.

### **NG03 – system for monitoring, evaluation and learning (including measuring program effectiveness and impact), resulting changes to programs, and how they are communicated**

The EEB produces an annual report in which it evaluates its responses to EU policy developments in each area of its work programme, sets its own agenda for a future strategy on addressing EU policy in each of its work programme areas, examines the EEB's internal organisation, and lists the results and lessons learned for each of its work programmes.

The EEB has produced a Long Term Strategy for 2010-2014. This document was agreed by the EEB Board on the 26<sup>th</sup> May 2009 following discussion at the AGM of the EEB in 2008. The Long Term Strategy is available online from EEB's homepage and is therefore readily accessible to its stakeholders. The Strategy outlines the objectives of the EEB for the upcoming years. It also examines the general characteristics of the EEB, and evaluates which of these characteristics it wants to keep and which it wishes to improve upon. For example, the EEB values its broad and inclusive character but has identified that it wishes to improve its presence at a global level where the EU plays an important role.

One objective in the Long Term Strategy is to increase the participation of EEB members in the work of the EEB, in particular through EEB's Working Groups. As part of increasing participation, each member organisation is invited to appoint a contact person. The contact person will receive general information and publications from EEB and will attend a yearly meeting with Board members where they can comment on the services delivered by the EEB, the relevance of EEB's work to their own organisation's work and ideas for the future focus of EEB's work. This has yet to be implemented.

### **NG04 – measures to integrate gender and diversity into program design and implementation, and the monitoring, evaluation and learning cycle**

Gender awareness and respect for diversity are valued by the EEB and are taken into account both internally (e.g. in matters of recruitment) and externally (e.g. in identifying moderators, speakers and panellists for conferences). They do not play a big role in policy content, though the EEB is always supportive of the integration of gender and diversity dimensions in for example intergovernmental policy documents (e.g. the Rio+20 outcome document).

### **NG05 – processes to formulate, communicate, implement, and change advocacy positions and public awareness campaigns**

EEB works in close partnership with member organisations when adopting positions and advocating them in the context of European Policy. The EEB has made use of Working Groups across its Work Programme Areas in order to formulate, develop and deliver work in partnership with member organisations.

The seventeen Working Groups that were established and running in 2011 were on agriculture, air pollution, biodiversity, chemicals (REACH), Ecolabel, Ecological Product Policy, energy efficiency, Environmental Fiscal Reform, industry (IPPC / Seveso), Law-group (EEB + J&E), nanotechnology, natural resources / SCP, noise, soil, waste, water and mercury (Zero Mercury Campaign). An ad hoc working group was established to follow the Rio+20 Conference. In addition, the EEB coordinates networks on the Aarhus Convention in the pan-European region and on OECD providing NGO input to OECD processes, but these serve a different function, i.e. they do not formulate EEB policy but rather are wider fora in which the EEB interacts with other NGOs.

One weakness that has been identified but is only now (June 2012) being addressed is the lack of information about the working groups on the website. As the working groups are planning NGO campaign strategies, much of their documentation is and should remain internal, but nonetheless it should be possible for the public to find out from the website which working groups exist, what they do and how to get more information. This is now being rectified.

The EEB has succeeded in organising events and inviting its stakeholders along. The Clean Air Work Programme and EEB managed to hold a three-day meeting in Brussels involving 30 participants. The EEB has a range of means to ensure that it distributes information to its members and to stakeholders more generally. The EEB list its publications and press releases in its Annual Report. These are also accessible online from EEB's website. EEB has created an online library of all its publications, found at <http://www.eeb.org/index.cfm/library/>. These can be searched by type of publication, type of activity and date of the publication (month and year). The EEB publishes its own quarterly magazine – Metamorphosis – which is available online. It sends an internal electronic newsletter – In Brief – to its members as well as emailing relevant press clippings and information on consultations.

The EEB provides information on what it is doing under each of its work programme areas on its website. The contact details for the Policy Officer working at the EEB and who carries responsibility for each area of work are also provided on the EEB website alongside the information on the work activity. However, the EEB has already identified a need for improvement in press work with the need for a faster response and linking its own work at the EU-level into the work of its members at a national level.

In its Long Term Strategy 2010-2014, the EEB has identified as one of its strategic objectives, the use of new IT opportunities, to set up new forms of communication with its members, through an online facility, 'Extranet', and with other stakeholders through blogs and increased coverage in the media. This is with the aim of increasing public awareness about the existence and work of the EEB. This is partly implemented – the Extranet is now functional though not sufficiently used, we make increasing use of tools like Twitter and video messages though more remains to be done.

#### **NG06 – processes to take into account and co-ordinate with the activities of other actors**

The EEB acknowledges the value in working closely with other organisations in order to ensure that its position is consistent with that of actors holding broadly similar values. This has been particularly apparent in the context of collaboration within the Green 10, where a special meeting was held to coordinate policy on biofuels, and within the Spring Alliance, where we have attempted, with partial

success, to coordinate positions over the EU reaction to the economic crisis. The EEB has identified the need to keep close co-ordination with the Chemical Taskforce Group - a group including non-EEB member environmental NGOs – for its work on health and environment.

## **Economic**

### **NG07 – Resource Allocation**

The initial allocation of resources for 2011 was made through the 2010 AGM's adoption of the Work Programme and Budget for 2011. However, as the implementation of the work programme is always dependent on income which is not confirmed at the time of the AGM, an evolving 'working budget' is subsequently developed under the authority of the Secretary General and the oversight of the Management Committee (a sub-committee of the Board which includes the President, a Vice-President and the Treasurer among others).

#### **Expenditure (Euros) 2011: -**

General Expenditure: 259.494

Personnel Costs: 1.170.767

Activities: 678.236

Allocation to reserve fund: 65.705

Total Expenditure: 2.174.202

### **NG08 - Sources of funding by category of and five largest donors and monetary value of their contribution**

In the year 2011, the EEB's gross income was 2.174.202 Euros, consisting of:

EU Commission : 894.000 Euros

EU Member State Governments : 282.152 Euros

EEB Members: 127.062 Euros

Non-government Organisations : 98.698 Euros

Trusts and Foundations: 692.918 Euros

Other : 79.372 Euros

Top 5 donors overall:

EU Commission – DG Environment (Core Grant) : 860.400 Euros

Sigrid Trust Foundation : 380.468 Euros

European Climate Foundation : 228.521 Euros

French Government : 45.000 Euros

UNEP: 44.000 Euros

Top 5 donors from EU Commission: DG Environment

Top 5 donors from Member State Governments: France, Netherlands, Germany, Denmark and Norway

Top 5 donors from non-governmental organisations: UNEP, OECD and Air Pollution and Climate Secretariat

Top 5 donors from Trusts and Foundations: Sigrid Rausing Trust, European Climate Foundation, Packard, Mava and Garfield

#### **EC7 – processes for local hiring**

We advertise on our website, on jobsites and newspapers. The recruitment panel includes usually three staffs that selects +/- 5 candidates to interview. According to the outcome of the first interviews, there may be a second round of interviews with fewer candidates.

### **Environmental**

#### **EN16 – total direct and indirect greenhouse gas emissions by weight**

Not calculated.

#### **EN18 – Initiatives to reduce greenhouse gas emissions and reductions achieved**

Among other measures, EEB staff travel by train to cities such as London, Paris, Amsterdam, Bonn etc. Use of taxis must be justified (e.g. late night/early morning) for both economic and environmental reasons. Radiators are turned right down at night in winter. Reductions unknown.

### **Labour**

#### **LA1 – total workforce, including volunteers, by employment type, employment contract, and region**

For 2011: -

Total staff: 20

Employees on full-time contract: 16 (14 permanent contracts, 2 temporary contracts)

Employees on part-time contracts: 4 (2 permanent contracts, 2 temporary contracts)

Full-time volunteers/interns who work a minimum 30 hours a week: 5 temporary contracts

Part-time volunteers/interns who work less than 30 hours a week: 1 temporary contract

Occasionally mobilised volunteers who work on a non regular basis: less than 1

All employees worked from the Brussels Office.

#### **LA10 – average hours of training per year per employee by employee category**

In 2011, we did not have a training policy but we have introduced one for 2012, albeit with a small budget.

**LA12 – percentage of employees receiving regular performance and career development reviews.**

Once a year (end of the year), all staff have a performance review, included the Heads of Unit, which includes the opportunity to discuss career development. Staff also have the opportunity to give and receive feedback in the regular meetings with the supervisor.

**LA13 – composition of governance bodies and breakdown of employees per category according to gender, age group, minority group membership, other indicators of diversity.**

<b>Category</b>	<b>Gender %</b>	<b>Nationality - number</b>	<b>Age %</b>
<b>Board</b>	<b>Female: 42%</b> <b>Male: 58%</b>	<b>26</b>	<b>Under 30: 0</b> <b>30 – 50: 13 (50%)</b> <b>50+: 13 (50%)</b>
<b>Senior Management</b>	<b>Female: 33%</b> <b>Male: 67%</b>	<b>5</b>	<b>Under 30: 0</b> <b>30-50: 4 (67%)</b> <b>50+: 2 (33%)</b>
<b>Team staff in Brussels Office</b>	<b>Female: 79%</b> <b>Male: 21%</b>	<b>15</b>	<b>Under 30:11 (55%)</b> <b>30 -50: 3 (15%)</b> <b>50+: 6 (30%)</b>

As regards minority groups: the current EEB staff and Board, while having a very high level of national diversity, do not currently contain individuals known to come from ethnic minorities or with disabilities.

**Society**

**S01 – nature, scope, and effectiveness of any programs and practices that assess and manage the impacts of operations on communities, including entering, operating and exiting.**

Not applicable.

**S03 – Percentage of staff trained in organisation’s anti-corruption policies and procedures**

None.

**Product Responsibility**

**PR6 – programs for adherence to laws, standards, and voluntary codes related to ethical fundraising and marketing communications, including advertising, promotion, and sponsorship.**

In July 2011, the Board adopted a position on the ethics of fundraising from companies. The position includes the following:

“EEB directly denies gifts, donations etc from any company which states in its annual report that it to a noticeable part produces, sells, uses or supports, or which according to any other transparent and

credible information, is involved in the following industries: (i) weapon; (ii) child labour; (iii) tobacco; (iv) pornography; (v) nuclear and mining of uranium. Any company that violates human rights is excluded from any collaboration with EEB.

"In addition, EEB reserves the right to refuse support from any company or other organization, if the support directly or indirectly originates from an activity that is incompatible with EEB basic values and working methods. In such cases EEB decides in individual cases. This can for instance relate to companies involved in fossil fuels production, logging of natural forests or that violate widely accepted social standards."

The types of companies listed here were considered to be indicative examples. It was agreed that beyond respecting the above guidance, the Secretary General should use his discretion in specific cases and revert to the Management Committee or Board if he considered it necessary to consult or seek endorsement.