



PARLAMENTO EUROPEO EVROPSKÝ PARLAMENT
EUROPA-PARLAMENTET EUROPÄISCHES PARLAMENT EUROOPA PARLAMENT
ΕΥΡΩΠΑΪΚΟ ΚΟΙΝΟΒΟΥΛΙΟ EUROPEAN PARLIAMENT
PARLEMENT EUROPEEN PARLAMENTO EUROPEO EIROPAS PARLAMENTS
EUROPOS PARLAMENTAS EURÓPAI PARLAMENT
IL-PARLAMENT EWROPEW EUROPEES PARLEMENT PARLAMENT EUROPEJSKI
PARLAMENTO EUROPEU EURÓPSKY PARLAMENT
EVROPSKI PARLAMENT EUROOPAN PARLAMENTTI EUROPAPARLAMENTET

DIRECTORATE-GENERAL FOR COMMUNICATION

Annex D to the INVITATION TO TENDER

TECHNICAL SPECIFICATIONS

Open call for tender

Monitoring of audiovisual media coverage of European Parliament activities and the activities of the Members of the European Parliament (MEPs)

DGCOMM/DIRB/RM/47/2011

Ref: OJ S XXXXXXXX

1. SUBJECT OF THE CONTRACT

In accordance with the provisions of Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities, as amended by Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006, and Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of the aforementioned Financial Regulation, as amended by Regulations (EC, Euratom) No 1261/2005 of 20 July 2005, No 1248/2006 of 7 August 2006 and No 478/2007 of 23 April 2007, the European Parliament has decided to issue this invitation to tender for **monitoring of audiovisual media coverage of European Parliament activities and the activities of the Members of the European Parliament (MEPs), as provided by Italian national radio and television stations.**

2. DESCRIPTION, PURPOSE AND ESTIMATED VALUE OF THE CONTRACT

The European Parliament Information Office in Italy (IO), based in Rome, is part of the Directorate-General for Communication and its mission is to inform the Italian public on the European Parliament's activities, also by means of traditional and on-line media.

2.1. Description of the contract

The object of the contract is the monitoring of audiovisual media coverage as provided by Italian national radio and television stations of all the news related to the European Parliament and its Members.

The monitoring must also cover all news related to:

- Other EU institutions (European Commission, European Council, European Central Bank)
- The most significant political issues in Italy and also in the other EU Member States (political elections, etc.).

2.2. Purpose and tasks

The contractor must work in close cooperation with the European Parliament services at all stages during the lifetime of the contract, and all services carried out are subject to the approval of the European Parliament. The services will thus also involve participation in regular meetings with the European Parliament's services (no reimbursement is foreseen for the related expenses). Taking into account the specific geographical areas involved, the tasks concerned must be carried out in Italian. It will be the responsibility of the contractor to ensure that all copyright agreements are adhered to in the delivery of this service.

The contractor shall provide the services from its own premises and will indicate a contact person in order to facilitate relations with the IO. All the reviews and reports indicated below shall be sent to the IO in an electronic format compatible with the EP system (see point 2.2.2 below). The contractor shall ensure back-up personnel in the event of non-availability of the main contact person/persons proposed for delivery of the service.

2.2.1. Media to be monitored

The monitoring shall cover

- national television and radio broadcasters (analogical, digital and satellite)
- the web-TV channels of the major Italian newspapers and Tv broadcasters (Rai tv, Repubblica tv, Corriere tv, Rai news 24 tv, Mediacenter 24, Sky tg 24 etc....)

The monitoring shall also cover the most important information programs and talk shows related to the political debate (non exhaustive list, by way of example: *Porta a Porta*, *UNO Mattina*, *Omnibus*, *Matrix*, *Ballarò*, *Che tempo che fa*, *Otto e Mezzo*, *L'Infedele*, *TG 5 Mattina*, *In mezz'ora (RAI 3)*, *Report (RAI 3)*, *Speciale TG 1, TV7, TG 2 Dossier, TG 3 Linea Notte*).

The contractor will provide to the European Parliament a list of all media to be monitored.

Any changes proposed by the contractor to the list of channels monitored will have to be duly motivated and authorized in advance by the European Parliament.

It will be the responsibility of the contractor to ensure that all copyright regulations are adhered to in the delivery of this service.

Media monitoring must also cover national radio and television stations, including the news of TGR RAI (regional media)

2.2.2. Format of reviews and reports

The contractor shall provide:

- every day, by 9 a.m:

- a) A daily audiovisual review referring to the previous day (from 7 a.m. to midnight) including all the videos excerpts concerning specifically MEPs and a transcript of the relevant texts;
- b) A concise, written summary (3-4 lines) of each item listed in the daily audiovisual review, in the order indicated in section 2.1, i.e. European Parliament, MEPs, other EU Institutions, other political issues.

- by the 15th of each month:

- c) A concise monthly report showing and analysing, for the period of reference, the breakdown of the news between the main sectors of the audiovisual review and also between the different EU institutions,
- d) A concise report on TV and radio programmes about the EU (maximum 5 pages)
- upon request by the IO (approximately 5-10 times per year):
- e) Audiovisual reviews on the coverage of special events (such as visits to Italy by the EP President, MEPs, delegations, etc.).

All daily and ad-hoc reviews shall have the following format:

- they will include a short individual summary (see point b) above) of each instance of coverage by the media concerned.

- they will include a PDF version with a clear, relevant and understandable list of all coverage items mentioned in the reviews, with links to the audiovisual file. The layout of all documents provided must be such that they are clearly readable both on a computer screen and when printed.

The IO will request up to 5 CDs containing audio files (.mp3 or .wav) of selected interviews/reports/programmes broadcast during each calendar month of the contract.

The IO will request up to 2 DVDs containing selected interviews/reports/programmes broadcast during each calendar month of the contract.

The IO will request up to 5 transcripts of interviews/reports broadcast (including time codes) during each calendar month of the contract.

The IO will have access to an easily useable archive of the reviews and reports including all relevant audiovisual files.

2.2.3 Place of performance

The contract will be carried out at the premises of the contractor.

2.2.4 Contractual framework

The duration of the initial contract shall be twelve months. Performance of the contract shall not begin until the contract is signed. Any renewal of the contract shall take place in accordance with the terms laid down in the contract

2.3 Estimated value of the contract

The value of the contract is estimated at **200.000 EUR** (exclusive of VAT) over the maximum lifetime of the contract i.e. 4 years maximum duration.

3. PARTICIPATION IN THE TENDER PROCEDURE

Participation in competitive tendering is open on the same terms to all natural or legal persons and public entities coming within the scope of the Treaties and to all natural and legal persons and public entities of a third country which has concluded a specific agreement with the European Union concerning public procurement, on the terms laid down by that agreement.

If a potential tenderer is not eligible pursuant to the aforementioned agreements, he may exceptionally be permitted by the European Parliament to participate in the tender procedure on an ad hoc basis, without this creating any precedent or obligation for the future.

In order to ascertain the eligibility of tenderers, they must indicate in their tenders the country in which they have their registered office or in which they are domiciled. They shall also submit the evidence required under their national law.

4. PROOF OF STATUS

1. Any tenderer may be asked by the European Parliament to furnish proof of his authorisation to produce the subject of the contract under his national law. To do so, he shall submit the relevant supporting documents. By way of example the European Parliament may accept enrolment in the trade or professional register; a declaration on oath or a certificate attesting membership of a specific organisation; or inclusion in the VAT register. If none of these documents provides the requisite proof to substantiate and

assess the existence of such authorisation, the European Parliament may accept other equivalent official documents furnished by the tenderer.

2. In the case of consortiums, **each member** will be asked to furnish proof of authorisation to produce the subject of the contract.

5. CONSORTIUMS

Consortiums of economic operators may submit a tender. The European Parliament reserves the right to require the consortium retained to have a given legal form if this is necessary for the proper performance of the contract. This requirement may be communicated by the European Parliament at any time during the contract award procedure, but in any case before the contract is signed.

The tenderers who are members of the consortium shall describe in detail the contractual arrangements or agreements between them.

The consortium of economic operators shall furnish proof of its legal form in the tender. This may take one of the following forms:

- an entity with legal personality recognised by a Member State;
- an entity without legal personality but offering sufficient protection of the European Parliament's contractual interests (depending on the Member State concerned, this may be, for example, a consortium or a temporary association);
- the signature by all the partners of a type of 'power of attorney' or equivalent document confirming a form of cooperation.

The document supplied must prove the consortium's actual status.

The European Parliament may accept other legal forms not referred to above, provided that they ensure the parties' joint and several liability and are compatible with performance of the contract. However, in the contract to be signed with the consortium the European Parliament will refer expressly to the existence of such joint and several liability. In addition, it reserves the right to require, contractually, the appointment of an authorised representative who may represent the members and who is empowered, *inter alia*, to issue invoices on behalf of the other members.

Tenders from consortiums of economic operators must specify the role, qualifications and experience of each of the members of the consortium. The tender shall be submitted jointly by the economic operators, who shall also assume joint and several liability for the tender submission.

In the case of a consortium of economic operators, each member will furnish proof of the right of access to the contract (eligibility), as well as proof concerning compliance with the exclusion and selection criteria. With regard to the selection criteria, the European Parliament may rely on the capacity of the other members of the consortium in order to establish whether the tenderer will have the resources needed to perform the contract. In this case an undertaking will be required from those members stating that they will make available to the other members the resources needed to perform the contract.

6. SUBCONTRACTING

Subcontracting is permitted.

The tender must give details, as far as possible, of that part of the contract that the tenderer proposes to subcontract and the identity of the subcontractors. During the contract award procedure or performance of the contract the European Parliament reserves the right to

require tenderers to supply information about the financial, economic, technical and professional capacity of the proposed subcontractor(s). Likewise, the European Parliament may demand the requisite proof to establish whether the subcontractors comply with the requisite exclusion criteria. Tenderers are hereby informed that proposed subcontractors may not be in one of the situations described in Articles 93, 94 and 96 of the Financial Regulation, which entail exclusion from participation in a contract issued by the European Communities.

The European Parliament is entitled to reject any subcontractor who does not comply with the exclusion and/or selection criteria (see *points 14 and 15*, respectively).

Furthermore, the European Parliament must be informed by the contractor of any subsequent use of subcontracting not envisaged in the tender. The authorising officer responsible reserves the right to accept or reject the proposed subcontractor. In order to do so he may demand the requisite proof to establish whether the subcontractor(s) complies/comply with the requisite criteria. The European Parliament's authorisation will always be granted in writing.

If a contract is awarded to a tenderer who proposes a subcontractor in his tender, this equates to giving consent for the subcontracting.

7. PROBABLE TIMETABLE OF THE INVITATION TO TENDER

Deadline for receiving questions: **19 October 2011 at 12:00 AM vedi sotto**
Deadline for the European Parliament for sending replies: **24 October 2011**
Closing date and time for the submission of tenders: **26 October 2011 at 12:00 AM**
Date and time of opening of tenders: **7 November 2011 at 10:00 AM**
Probable date of award of the contract: **6 December 2011**

8. VISIT TO THE PREMISES

not applicable

9. VARIANTS

Variants are not permitted.

10. PRICES

Prices shall be revised in accordance with the terms set out in the contract.

Pursuant to Article 3 of the Protocol on the privileges and immunities of the European Communities of 8 April 1965, the price quotation shall be submitted excluding VAT and other equivalent indirect taxes.

The price quoted must be all-inclusive and expressed in euro, including for countries which are not part of the euro zone. For tenderers in those countries, the amount of the tender may not be revised in line with exchange rate movements. It is for the tenderer to select an exchange rate and accept the risks or the benefits deriving from any variation.

11. FINANCIAL GUARANTEES

not applicable

12. ENVIRONMENTAL ASPECTS

The European Parliament's environmental policy (as annexed to these Specifications)

Tenderers shall undertake to comply scrupulously with the environmental legislation in force in the field of the contract, should it be awarded to them. It should be noted in this connection that the European Parliament applies the EMAS environmental management system. Information about EMAS is provided by the authorising department in Annex to these specifications. The successful tenderer will be required to ensure that the information provided by the European Parliament on the EMAS programme in general, and more specifically on the implementation of environmental measures in practice, is known by all his staff working for the European Parliament. At the European Parliament's request the successful tenderer may be required to certify that anyone assigned to work under the contract has received the appropriate professional training required (technical, safety and environmental training) concerning compliance with safety rules and correct handling of the equipment and products to be used, including action to be taken in the event of incorrect handling or any other incidents. Upon request the successful tenderer will also supply the requisite information for European Parliament staff on the environmental measures to be taken with regard to the products used in connection with performance of the contract.

13. POLICY ON THE PROMOTION OF EQUAL OPPORTUNITIES

Tenderers shall undertake to observe a policy on the promotion of equality and diversity in the performance of the contract, should it be awarded to them, by applying the principles of non-discrimination and equality set out in the Community Treaties in full and in their entirety. More particularly, the tenderer awarded the contract shall undertake to establish, maintain and promote an open and inclusive working environment which respects human dignity and the principles of equal opportunities, based on three main elements:

- equality between men and women;
- employment and integration of disabled persons;
- the removal of all obstacles to recruitment and all potential discrimination based on sex, race or ethnic origin, religion or convictions, disability, age or sexual orientation.

14. EXCLUSION CRITERIA

Article 93 of the Financial Regulation¹

1. Tenderers shall be excluded from participation in procurement procedures if:
 - (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

¹ Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 (applicable from 01.01.2003); Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006 amending Regulation No 1605/2002 OJ L390, dated 30.12.2006 (applicable from 01.05.2007); Council Regulation (EC) No 1525/2007 of 17 December 2007 amending Regulation (EC, Euratom) No 1605/2002, OJ L343, dated 27.12.2007 (applicable from 28.12.2007); Corrigendum (1605/2002), OJ L 25, 30.1.2003; Corrigendum (1605/2002), OJ L 99, 14.4.2007; Corrigendum (1995/2006), OJ L 48, 22.2.2008.

- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulations.

Article 94 of the Financial Regulation:

- 2. A contract shall not be awarded to tenderers who, during the procurement procedure for that contract:
 - (a) are subject to a conflict of interest;
 - (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information;
 - (c) find themselves in one of the exclusion situations, referred to in paragraph 1, points (a) to (f), for this procurement procedure.

14. 1. Evaluation of the exclusion criteria

- 1. All tenderers shall furnish the following documentary evidence:
 - a recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that the tenderer to whom the contract is to be awarded is not in one of the situations referred to in Article 93(1)(a), (b) or (e) of the Financial Regulation.
 - a recent certificate issued by the competent authority of the State concerned proving that the tenderer is not in the situation referred to in Article 93 (1)(d) of the Financial Regulation.
 - where the documents or certificates referred to above are not issued in the country concerned, and in respect of the other exclusion situations referred to in Article 93 of the Financial Regulation, they may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance (*the model declaration on honour form, provided at Annex C of the Invitation to Tender Letter, may be used for this purpose*).
 - an attestation on the tenderer's honour, duly dated and signed, in which he declares that he is not in one of the situations referred to in Articles 93 and 94 of the Financial Regulation (*the requisite model declaration on honour is appended to the Invitation to Tender Letter - Annex C*).

2. Tenderers shall be exempt from the requirement to submit the documentary evidence referred to in paragraph 1 if that evidence has already been submitted for the purposes of another European Parliament procurement procedure and provided that the documents in question were not issued more than one year previously and are still valid. In such cases, tenderers shall attest on their honour that the supporting documents have already been provided in a previous procurement procedure, which they shall identify, and that no changes in their situation have occurred.

15. SELECTION CRITERIA

15.1. Financial and economic capacity

Tenderers must have sufficient economic and financial capacity to enable them to perform the contract in compliance with the contractual provisions. If in the light of the information supplied, the European Parliament has serious doubts about a tenderer's financial capacity, or if this is clearly insufficient for performance of the contract, the tender may be rejected without the tenderer being able to claim any financial compensation.

In respect of the contract which is the subject of this invitation to tender the European Parliament requires tenderers to have the following minimum financial and economic capacity:

- minimum average annual turnover of 100 000 EUR/year for each of the last three years for which the accounts have been closed.
- a positive operating result (profit) for each of the last three years for which the accounts have been closed.

The financial and economic capacity will be assessed on the basis of the information included in the following documents, to be supplied by the tenderers:

- a statement of overall turnover and turnover relating to the services associated with the field covered by the contract for the last three years for which the accounts have been closed
- Profit and Loss Account statements for the last three years for which the accounts have been closed

If the tenderer is unable to provide the references requested, he may prove his economic and financial capacity by any other means which the European Parliament considers appropriate. The tenderer may also rely on the capacity of other entities, irrespective of the legal nature of the links between himself and those entities. In that case he must prove to the European Parliament that he will have the resources needed to perform the contract, for instance by providing an assurance of the undertaking by those entities to make them available to him. In that case the European Parliament is entitled to refuse the application or the tender submitted if it has doubts about the undertaking by the third party.

15.2. Technical and professional capacity

Tenderers must have sufficient technical and professional capacity to enable them to perform the contract in compliance with the contractual provisions. If, in the light of the information supplied, the European Parliament has serious doubts about a tenderer's technical and professional capacity, or if this is clearly insufficient for performance of the contract, the tender may be rejected without the tenderer being able to claim any financial compensation.

In respect of the contract which is the subject of this invitation to tender the European Parliament requires tenderers to have the following minimum technical and professional capacity:

- at least three years' experience as a provider of services similar to those required by the contract, demonstrating in particular the capacity to monitor all Italian national television stations, radio stations and on-line media.
- the tenderer must have sufficient technical support and expertise to ensure efficient operation and maintenance of the service.
- a sufficient knowledge of the European Union and of the role of the European Parliament and the parliament's relationships with the other Institutions of the European Union, to the extent necessary to perform the tasks under the contract - at least for the personnel responsible.
- excellent knowledge of the Italian language for the personnel responsible for delivery of the service and liaison with the IO.
- the project leader must have at least 3 years of experience in the field of monitoring media related to politics and current affairs.

The technical and professional capacity of economic operators will be substantiated by the following documents:

- a list of the principal services provided in the past 3 years, with the sums, dates and recipients, public or private. If the recipient of those services was a department of an European Union institution, economic operators shall furnish proof in the form of certificates issued or countersigned by the competent authority;
- the educational and professional qualifications of the service provider or contractor and those of the firm's managerial staff and, in particular, those of the person/persons responsible for providing the services (project leader), in the form of Curriculum Vitae;
- a statement of the average annual manpower and the number of managerial staff of the service provider or contractor in the last three years;
- a description of the technical equipment to be employed to perform the contract.
- an indication of the technical support available to the tenderer, whether or not belonging directly to the firm, especially those responsible for quality control.

The tenderer or candidate may also rely on the capacity of other entities, irrespective of the legal nature of the links between himself and those entities. In that case he must prove to the European Parliament that he will have the resources needed to perform the contract, for instance by providing an assurance of the undertaking by those entities to make them available to him. In that case the European Parliament is entitled to refuse the application or the tender submitted if it has doubts about the undertaking by the third party.

16. AWARD CRITERIA

The contract will be awarded to the tender offering the best value for money (i.e. price/quality ratio).

Tenders will be evaluated on the basis of the following qualitative criteria:

- 1. Quality** - the quality, accuracy and relevance of the service will be evaluated on the basis of a sample daily review: tenderers must provide a sample review, in Italian,

of coverage relating to 18 October 2011. The sample should follow the format outlined in Section 2.2.2. and should include a comprehensive list of the media monitored. It should also be delivered on an accompanying CD or DVD (maximum 50 points)

2. Methodology - Quality and relevance of the tenderer's proposed methodology (maximum 30 points)

3. Understanding of requirements - the extent to which the tenderer has demonstrated an understanding of the requirements of the contract as set out in the technical specifications (maximum 20 points)

The methodology and the understanding of requirements will be evaluated on the basis of the technical offer referred to in point 1.6 of the invitation to tender.

Minimum scores: tenderers will have to score a minimum of 35 points for criterion 1, a minimum of 20 points for criterion 2, a minimum of 15 points for criterion 3, with a minimum total of 70 points out of a maximum total of 100. Tenders scoring less than the minimum required in any of the three criteria will be eliminated from the calculation of the price/quality ratio.

Price: the price/quality ratio is calculated by dividing the yearly price as quoted in Annex B to the Invitation to tender by the number of points awarded. The tender selected will be the one obtaining the lowest quotient, provided it achieves the minimum score.

17. NOTIFICATION OF RESULTS

The European Parliament will inform all unsuccessful tenderers, simultaneously and individually, by mail and by e-mail or fax, that their tender has not been accepted. In each case the European Parliament will indicate the reasons for the rejection of the tender and possible means of appeal.

Simultaneously with the notifications of rejection the European Parliament will communicate the award decision to the successful tenderer, stating that this does not constitute an obligation on the part of the institution. The contract may not be signed until a period of 14 calendar days, commencing the day after the date of simultaneous notification of the rejection and award decisions, has elapsed.

Any contract which is signed before the above period of 14 calendar days has elapsed is null and void.

Any unsuccessful tenderer may obtain additional information about the grounds for the rejection of his tender by requesting this in writing, by letter, fax or e-mail. Only tenderers who have submitted an admissible tender may obtain information about the characteristics and relative advantages of the tender chosen, together with the name of the tenderer awarded the contract. Tenders from tenderers who are not excluded and who comply with the selection criteria are deemed admissible. However, some information will not be communicated if it would hinder application of the law, would be contrary to the public interest or would harm the legitimate business interests of public or private undertakings or could distort fair competition between them.

18. SUSPENSION OF THE PROCEDURE

If necessary, after the results have been notified and before the contract is signed, the European Parliament may suspend the signing of the contract for additional examination if

this is justified by the requests or comments made by unsuccessful or aggrieved tenderers or by any other relevant information received. The requests, comments or information concerned must be received during the 14 calendar days commencing the day after the date of simultaneous notification of the rejection and award decisions or, where applicable, the publication of a contract award notice. In the case of suspension all the tenderers shall be informed within three working days of the suspension decision.

Following the additional examination arising from the suspension of the procedure the European Parliament may confirm its award decision, modify it or, where applicable, cancel the procedure. The reasons for any further decision shall be stated and communicated in writing to all the tenderers in contention.



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Annex

THE EUROPEAN PARLIAMENT'S ENVIRONMENTAL POLICY

The European Parliament recognises that it has a duty to make a positive contribution to sustainable development as a long-term goal, not only through its political role and its role in legislative procedures, but also in the context of how it operates and the decisions that it has to take on a day-to-day basis.

The European Parliament has therefore decided that its Administration will embark on the path of applying the EMAS (Eco-Management and Audit Scheme) standard, with the aim of continually improving its environmental results with regard to activities, products and services.

In doing so the European Parliament hereby undertakes to:

- *reduce carbon dioxide emissions*
- *promote the efficient use of energy, water and paper*
- *introduce best practices with regard to waste management*
- *incorporate environmental guidelines into procurement procedures*
- *encourage responsible and appropriate behaviour by training, providing information and increasing the awareness of all its staff, Members and their assistants about those aspects of their activities relating to the environment*
- *take preventive measures to counter pollution*
- *ensure compliance with requirements laid down by environmental legislation and regulations*
- *ensure that everyone within Parliament is committed to EMAS and to the measures to improve the environment which it entails*
- *provide sufficient resources for its environmental management system and activities relating thereto*
- *promote transparent communication and dialogue with interested parties, both internally and externally.*

The European Parliament undertakes to describe, implement and pursue its environmental policy, to communicate it to its Members, its staff, its contractors and any other interested parties and also to make it accessible to the public.

The European Parliament's environmental policy is implemented through its environmental management system. The environmental policy and the environmental management system cover the main environmental aspects, both directly and indirectly, as well as their impact on the sites concerned, and make it possible to establish corresponding objectives.

Hans-Gert Pöttering, President
Brussels, 27 November 2007

Harald Rømer, Secretary-General
Brussels, 27 November 2007