

# UBC Agenda 21 Action Program 2002-2003

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**ANNEX: UBC INTERNAL SUSTAINABILITY GUIDELINES**

The guidelines comprise 17 Pages, including UBC Sustainable Practices statement, practical guidelines and some tools for making the different UBC activities more sustainable.

## **1. Purpose of UBC Agenda 21 Action Program**

### *1.1 Recognising our Responsibility and Potential*

Cities and other local level actors have a huge potential in turning our common future into a sustainable one. Local Agenda 21 is most likely the best existing concept for mobilising this potential. The Union of the Baltic Cities, as a major network of cities in the Baltic Sea Region, continuously recognises its responsibility for making our future a sustainable one. The purpose of this action program is to communicate our vision, create strategies, set guidelines and define actions for our work on Agenda 21 both within our organisation and with other actors for the two-year period 2002 - 2003.

In its fifth General Conference, Stockholm, September 1999, the Union of the Baltic Cities decided on its first Agenda 21 program for the whole organisation. This program was approved for three years, 2000-2002. The implementation has been surprisingly successful and fast.

We have initiated and run several good Agenda 21 projects and other activities, and we have made a strong contribution in the international co-operation for sustainable development. At the same time, sustainable development policies have advanced on all levels and the international context of our work has slightly changed.

Due to these reasons, the UBC Executive Board decided that a new Agenda 21 Action Program is needed already for the two-year period 2002-2003. So the old and new program are overlapping during 2002, and the new program will prevail over the old one.

### *1.2 Serving the Member Cities*

The central goal of the activities of the UBC is answering to the needs of its members. In order to facilitate this with regard to Local Agenda 21 work, the UBC Commission on Environment organised in 1998 a large UBC Local Agenda 21 Survey. According to the results, almost 90% of UBC member cities were actively working on Local Agenda 21 or currently planning to start such work. Even if now slightly outdated, the results together with information based on continuous communication and exchange still provide a good basis for planning services to support the work of the member cities.

The UBC Local Agenda 21 Survey will be carried out again during Autumn 2001, and the results will be published in February 2002. The results of the new survey will enable follow-up and evaluation of our work, and they will be used for planning of activities as soon as they are available.

As the number of member cities working on Agenda 21 is very high, and the interest to participate in Agenda 21 activities organised by the UBC has been high as well, support activities organised by the UBC most likely serve well the interests of UBC members.

### *1.3 Strategies for Co-operation*

The UBC is strongly involved in international Local Agenda 21 co-operation with other actors. One of the purposes of this action program is to set the strategies for this co-operation both in the Baltic Sea region (BSR) and in the whole Europe. The UBC has so far made a good and recognised contribution on both of these levels: in political processes as well as in direct co-operation with other partners.

### *1.4 Making Our Own Activities and Practises More Sustainable*

One more important purpose of our own Agenda 21 Action Program is the need of the UBC to act in a sustainable way. We should integrate sustainability to all the work of our organisation, not just to consider it as a part of the work of one commission and/or some projects, not just an issue for co-operation, but as a principle that should be an integral part of everything that we do.

One of the goals of the 2000-2002 LA 21 program was to develop and agree on internal sustainability recommendations for the UBC. Now this work has been carried out, and the UBC Internal Sustainability Guidelines are an annex to this Action Program.

### *1.5 Co-ordination and Synergy*

There are a lot of good activities going on in many member cities - even international Local Agenda 21 co-operation. One of the approaches of the 2000-2002 LA 21 Program was to co-ordinate such activities within the UBC network and to involve more member cities to act as lead cities for different UBC Agenda 21 activities.

This goal has been met to a reasonable extent. However, most of the Local Agenda 21 activities of the UBC have still been mainly carried out by the Commission on Environment. In addition to active lead cities, UBC Women's Network and Commission on Health and Social Issues have also strongly contributed. Local Agenda 21 work should be a cross-sectoral effort, and cross-sectoral approaches usually bring the best results in this work. Therefore there is still a need of getting the other UBC commissions more involved.

Involvement of members as lead cities has already mobilised a great amount of capacities and human and other resources. It can be expected that

increasing their involvement as well as the involvement of different UBC bodies will make our effort and advancements even stronger.

## **2. Local Agenda 21**

### *2.1 What is Local Agenda 21?*

The Union of the Baltic Cities considers the implementation and advancement of Agenda 21 in the Baltic Sea Region to be one of its most important goals as an organisation. In practical activities, the UBC is mainly concentrating on work on Local Agenda 21.

The Union of the Baltic Cities (UBC) shares the view that Local Agenda 21 (LA21) consists of the local participatory process and the local action program for achieving sustainable development. Sustainable development is a continuous, controlled and democratic process of societal change at global, regional and local levels, aimed at improving the quality of life for present and future generations. Sustainable development integrates environmental protection and efficient use of natural resources with other essential social, economic and cultural activities.

Although, if Local Agenda 21s always necessarily are local processes adapted to local circumstances, there are features that successful ones do have in common. They concentrate on and strive to integrate all the three central aspects of sustainable development (environmental, social and economic), they utilise co-operation/networking between all the stakeholders of local community, they conceive Local Agenda 21 as a continuous process and aim at making a local action plan (and emphasise local action), they implement strong elements of public participation (Local Agenda 21 Forum), they have a strong future perspective/vision, they motivate/connect local action with global impact, and they emphasise both shared responsibility and personal commitment. Participation and equality are important features of Local Agenda 21 work. Advancing Gender Equality should be an integral part of the process.

### *2.2 International Context of Local Agenda 21 Work*

Since the Rio Conference on Environment and Development (UNCED) 1992, thousands of municipalities all around the world have committed themselves to sustainable development and worked on local action plans for sustainable development, Local Agenda 21s. The mandate and challenge to this work was formulated in Chapter 28 of the Rio Document, Agenda 21. In 2002 in the Johannesburg Sustainable Development Summit, the United Nations will evaluate the progress since Rio, and decide on future strategies.

In Europe local authorities have joined their efforts through numerous networks, the most prominent one in this respect being the European

Sustainable Cities and Towns Campaign (the Campaign). The Campaign was launched by 80 municipalities and five networks at the Aalborg Conference 1994, and the work has then been further developed at the Lisbon Conference 1996, the four regional conferences during 1998-1999, and the third Pan-European Conference in Hannover 2000. The Campaign now comprises some 1500 local authorities throughout Europe. Local authorities become campaign members by signing the Aalborg Charter, which is the basic policy document of the Campaign.

Many of the UBC member cities have contributed to the Campaign, and the UBC functioned as one of the main organisers of one of the regional conferences, the Baltic Local Agenda 21 - Health and Sustainable Cities Conference, which was organised in Turku, Finland in September 1998. 400 people from 27 countries participated in the Turku Conference, most of the participants representing local authorities in the BSR countries. The conference endorsed a statement on Local Agenda 21 work in the Baltic Sea Region. This statement, the Turku Statement, provides all actors with strong goals and guidelines, and it is also one of the strategic documents of the Campaign.

During recent years, the Campaign has strongly developed, and the UBC has become one of the members of its Steering Committee. In this forum are represented all European major networks contributing to sustainable development.

Parallel with the development of the Campaign, the policies of the European Union have evolved. The EU has launched by the decision of Council and Parliament a Framework for co-operation on Urban Sustainability. The framework comprises a Platform for Dialogue and a funding program. The UBC is participating in this platform and it has also already applied for project funding from the funding program.

In the Baltic Sea Region (BSR), very prominent work has been carried out during the recent years in the Baltic 21 process (Agenda 21 for the Baltic Sea Region). The Baltic 21 Action Plan was approved by all the BSR states and the EU in June 1998, and the implementation process has been going on since then. In the implementation local authorities play an important role, and the UBC has a special Responsible Actor role in Joint Action 4, City Co-operation and Sustainable Development Issues in Cities and Communities.

Agenda 21 is a global movement which has strong support and contributions in Europe and in the Baltic Sea Region. Implementation of Agenda 21 requires strong efforts and co-operation between all levels: global, continental, regional, national, sub-regional and local. By active Local Agenda 21 work the UBC is an important contributor and participant of this large multilevel process. This brings about many good contacts and co-

operation possibilities for the whole organisation. And, most important, such work and participation makes a strong contribution to the future of our member cities, and it also means that our organisation meets its own global responsibility.

### 3. Present Situation

#### 3.1 Increase of UBC Agenda 21 activities in 2000-2001

Before the adoption of the UBC Local Agenda 21 Action Program 2000-2002 by the fifth General Conference 1999, the UBC already had worked intensively on Local Agenda 21 activities. These activities include for example work in Baltic 21 and HELCOM, co-operation with the Campaign, as well as several projects and information and exchange activities within the UBC network.

However, co-ordinating and "programming" such activities by the Agenda 21 program has proved to be highly beneficial.

*During 2000-2001 Agenda 21 activities of the UBC increased remarkably and involvement of members and other partners rose. By this work, the UBC also gained international recognition in various fora.*

During 2000-2001 for example the following remarkable activities were implemented:

- Active work of UBC Local Agenda 21 Working Group, three meetings with altogether some 150 participants,
- Continuous work in Baltic 21, HELCOM and the European Campaign as well as in a number of European Expert Groups,
- Intensive information work and exchange within UBC network,
- Several projects (Municipal Environmental Auditing, Success Factors in Local Environmental Policy, Gender Equality in Local Agenda 21, Best City Practices, Sustainable Demonstration Areas, Sustainable Harbour Policy, and Indicators of Sustainable Development) were successfully carried out, mobilising altogether a considerable number of member cities and other actors.

The overall implemented expenditure of the projects and other activities of the UBC Agenda 21 program during 2000-2001 was about 1,2 MEURO. The funding came mainly from different European Union sources. The Nordic Council of Ministers, Finnish Ministry of the Environment, and the member cities as well as some other partners also made remarkable financial contributions. The relatively small budget allocation of the UBC also played a critical role.



### 3.2 *Situation in Europe*

Politically, the European Union (EU) has been adopting the principles of sustainability during the recent years. Also in practice, the demand of sustainability is being increasingly integrated into the different policies of the EU. However, this work is subject to debate and still far from complete. The integration of sustainable development into EU legislation and policies means, that municipalities both in the EU member states and in the accession countries have to take this into account in their administrative measures and practises.

On the European level there are both clear challenges for the UBC to improve its services to its members and some potential to influence the developments according to the needs of its members.

### 3.3 *Situation in the Baltic Sea Region*

In the Baltic Sea Region, the intensive co-operation on all levels from municipalities and non-governmental organisations (NGOs) to national governments is very prominent and brings good results. Baltic 21 is a unique initiative in the world. The UBC plays an important role in its implementation, and it is partly due to UBC's active participation that the Baltic 21 Action Program was also planned and formulated according to the needs of cities.

The different countries in the BSR are in different stages in their Agenda 21 work. In Sweden, principally every municipality has already started the Local Agenda 21 process, in some countries maybe half of the municipalities have started, and in some there exists so far just some good pilot projects. In any case in every country of the BSR the situation is generally quite favourable for further strengthening the work. Naturally, there are also a lot of problems to be solved, and there is a constant need, e.g., for exchange of experiences and spreading of good practises.

In the BSR there are also a group of other international organisations which by their work contribute to sustainability. Many of these organisations already are UBC's co-operation partners, and some are potential partners.

### 3.4 *Situation in the Member Cities*

In 1998, The UBC Commission on Environment in co-operation with the Åbo Akademi University carried out a Local Agenda 21 Survey in the UBC member cities. As already mention previously, this survey is being carried out again during Autumn 2001.

In 1998, over 70% of the member cities answered to the survey. According to the results 73% (of those cities that answered) had an on-going Local Agenda 21 project, 13% were planning to start one, and only in 12% of the cities such

activities had not been proposed. The UBC member cities are thus very active in Local Agenda 21, and this is a good basis for the work of the UBC too. A good basis is also the fact that 73% of the cities are basing their Local Agenda 21 activities on combining local and imported models. This implies that the spreading of good practises, and the exchange of information and experiences can be very beneficial. Member cities are continuously very actively participating in the Agenda 21 work of the UBC.

## **4. Our Vision and Strategies**

### *4.1 Vision*

The Union of the Baltic Cities, as a major network of cities in the Baltic Sea Region, recognises its responsibility for making our future a sustainable one. The UBC has the potential and the will to contribute to sustainable development for the good of the citizens of its member cities and for the common future of our cities, countries, the Baltic Sea Region, Europe and the Planet Earth.

The vision of the UBC is that:

- The cities in the Baltic Sea Region will, using Local Agenda 21 as a central tool, through a process of balanced economic, social and environmental development strive towards sustainability, democracy and equality, and the Baltic Sea Region as a whole will develop towards a more sustainable future. All UBC members will start their own Local Agenda 21 processes.
- UBC and its members will play an important part in the advancement of sustainability in Europe and contribute to a balanced development of the whole continent by facilitating co-operation between cities in the EU and in those countries of the BSR, which are not EU members.
- The co-operation between all stakeholders in the Baltic Sea Region for sustainable development will be strengthened, and Baltic 21 will be successfully implemented. The UBC will make a strong contribution to the implementation process.
- The quality of the Local Agenda 21 work will increase in all UBC member cities, e.g., through spreading of good practises, exchange of experiences, increasing evaluation of activities, benchmarking, and development projects. The services provided by the UBC to its members will provide an excellent basis for this.
- The member cities themselves will support sustainability through monitoring, education, fees, and by all other means they possess.

- The internal work of the UBC will become more sustainable and all UBC activities will be organised according to the internal sustainability guidelines.
- Gender Equality will be integrated into all UBC activities.
- Through Agenda 21 co-operation with Lake Victoria Cities, the UBC will contribute in practice to global partnership.

#### 4.2 *Strategies for Serving and Supporting the Member Cities*

The added value that the UBC can bring to its members is connected to the success of the UBC in realising the potential of its network. This network is a functional structure that as a sum of input of several participants creates an output which from the participant's perspective usually is larger than the input. Network is a "net" that "works". This means that the activity is not only about contacts but contains also strong and beneficial practical elements of "doing together".

According to the results of the UBC Local Agenda 21 Survey 1998 and experience gained in practice, the following activities would correspond to the needs of the member cities. The feedback from various already implemented projects and other activities support the results of the survey.

With our network we can offer added value to our members by:

- taking strong initiatives for supporting sustainable development in the Baltic Sea Region and advancing European and Global partnerships,
- exchanging experiences in meetings, workshops and seminars, and through our bulletins, web-pages and mailing lists,
- sharing information and expertise, and cumulating resources for our common activities,
- evaluating our cities' practises and activities and implementing benchmarking,
- building human capacities by training,
- spreading good practises,
- organising development projects,
- supporting the LA 21 work in our member cities by our example (developing the Agenda 21 of the UBC, etc.), and
- by making the Baltic Cities' voice heard in various forums.

*The strategy of the Local Agenda 21 work of the UBC for serving the member cities will be to mobilise the potential of the network by all relevant means.*

### 4.3 Strategies for Contributing in the International Co-operation

The developments of the policies of the European Union with regard to advancing sustainability set challenges also for the Local Agenda 21 work of the UBC. *The strategy of the UBC will be to closely follow the developments of these policies and to seek to advance its members' possibilities to adapt to these changes and to utilise the possibilities that will emerge, e.g., with regard to various EU programs and funding possibilities on sustainable development.*

The work carried out by various European and Global organisations and initiatives like the European Sustainable Cities and Towns Campaign and its steering networks is beneficial also for many of our members. *The strategy of the UBC is to seek good co-operation with all these actors and try to influence and contribute to the further development of the Campaign according to the needs of the Baltic cities.*

The UBC plays an important role in the implementation of the Baltic 21 Action Program, particularly Joint Action 4 (City Co-operation and Sustainable Development in Cities and Local Communities). *The strategy of the UBC in Baltic 21 is to further contribute to the local level issues and to contribute strongly to the implementation in its own members and other cities.*

The situation in all countries of the BSR is relatively favourable for Local Agenda 21 Work. As different countries in the BSR are in very different stages in their Agenda 21 work, *the strategy of the UBC will be to enhance the exchange of experiences and the multi-way transfer of know-how, and to contribute to balanced advancement in the whole region.*

In the BSR there are also a group of other international organisations which by their work contribute to sustainability. Many of these organisations already are UBC's co-operation partner's, and some are potential partners. *The strategy of the UBC is to search good co-operation and synergy with all the other relevant actors by, e.g., joint projects and continuous exchange of experiences and insights.*

## 5. Activities in International Co-operation

### 5.1 Co-operation with European and Global Actors

The UBC will contribute to the development of European policies and co-operation for sustainable development. We will work actively in the Steering Committee of the European Sustainable Cities and Towns Campaign and participate actively in the European Platform for Dialogue on Urban Sustainability. We will also seek good and close co-operation with other European networks, like the European Secretariat of ICLEI and Eurocities organisation, and propose good candidates for possible new European Expert Groups on urban sustainability issues.

The co-operation between the UBC and Lake Victoria Cities is further developing. During 2002-2003 the UBC will together with the African partners actively develop urban sustainability activities to be included in this co-operation.

### **5.2 *Strong participation in Baltic 21***

The UBC is carrying out the Lead Party / Responsible Actor role over Joint Action 4 of Baltic 21, City co-operation and sustainable development issues in cities and communities. The UBC aims at providing a strong leadership in the implementation of the Joint Action 4 and, by doing this, to foster the implementation of the Baltic 21 at the local level among the UBC members and other cities and local communities of the Baltic Sea Region. This will also include actions to strengthen the interest of other actors in the region towards contributing to Joint Action 4, and increasing co-operation possibilities between the UBC's respective commissions and Baltic 21 sectors.

### **5.3 *Co-operation with National Actors***

The UBC will seek an even closer co-operation in the BSR with the ministries of the environment and the national associations of local and regional authorities. The UBC will also encourage these national co-operation partners to nominate special staff for serving municipalities in Local Agenda 21 activities.

### **5.4 *International co-operation with single cities (and between single cities)***

The UBC will in all relevant ways facilitate the co-operation between its members and also between the members and other cities, e.g., cities in other parts of our common Europe.

### **5.5 *International supporters***

The UBC will continue establishing good contacts and co-operation for common goals with the EU authorities, other relevant institutions which are active in Europe, and the Nordic Council of Ministers in order to find support for the implementation of its actions in the field of Local Agenda 21.

## **6. Network activities within the UBC**

### **6.1 *Contacts and exchange***

Networking is all about contacts, finding common interests and creating added value by doing things together. Due to the demands of sustainability, the UBC may start to use more and more distance communication and even organise virtual meetings, etc. However, even if such development is

desirable and beneficial, the necessity for face-to-face meetings and personal contacts will always prevail.

The co-operation between cities is also co-operation between people. In order to co-operate successfully, we have to know each other.

In the Agenda 21 work of the UBC, lots of possibilities will be created for establishing contacts between colleagues in different cities and organisations. In practice, this will take place at the UBC Local Agenda 21 Working Group meetings, meetings of different commissions, and in workshops, seminars and conferences organised by the UBC or with involvement of the UBC.

Each UBC Agenda 21 project also serves the needs of exchange and contacts.

## **6.2 *Information services***

Cities constantly need information as a basis for their work and development. In the Agenda 21 work of the UBC, this information can be created by one city and spread to other cities. The roles of the cities as "producers" and "receivers" change continuously, and in practice this is an on-going multi-way process.

The UBC will continue to offer means for the analysis, management and dissemination of this information. In addition to activities mentioned above, the Baltic Cities Environmental Bulletin and other sustainable development related publications produced by the UBC are useful tools. The use of e-publishing and internet-based information services should be further developed.

One important service is also dissemination of research-based information. The UBC also co-operates with research partners in order to communicate the research needs of cities into the focus of research activity. Some Local Agenda 21 research may also be conducted by UBC bodies.

The results of the UBC Local Agenda 21 Survey will be used for further development of the network services.

## **6.3 *Increasing participation***

Already during 2000-2001 several UBC bodies contributed to the Agenda 21 work. As sustainable development actually requires involvement and activity of all municipal sectors, the involvement of as many UBC bodies as possible is desirable. The UBC Local Agenda 21 Working Group provides a central forum for advancing this involvement and co-operation. As the body responsible for the implementation of this program, and consisting of city leaders, the UBC Executive Board also has considerable potential for advancing this goal.

## 6.4 *Analysing and advancing Gender Equality*

One of the projects of the UBC Agenda 21 Action Program during 2000, LA 21 and Gender Equality Project, carried out a very fruitful analysis of participation and influence of men and women in Local Agenda 21 work of three member cities. The results could be used also at UBC level, and on the joint proposal of the Women's Network and Local Agenda 21 Working Group, the UBC Executive Board decided to carry out a similar gender analysis of UBC activities. The results are foreseen to become interesting.

Also during 2002-2003, the Agenda 21 work of the UBC will seek to advance Gender Equality within the UBC network, as well as facilitate the member cities work on the topic.

## 7. Projects

### 7.1 *Working with projects*

According to the survey of the UBC services, carried out by UBC EU Co-ordinator, the most often mentioned reason for cities to be UBC members is the prospect of becoming involved in UBC projects or finding partners for projects within the UBC network. Also practical experience from the projects carried out by the UBC on sustainable development issues proves the great interest and benefit of good projects.

Needs for projects in member cities are great and the resources of the UBC are limited. The best added value of making UBC projects can be reached by concentrating on such projects which largely both utilise and benefit the UBC network. Usually these are projects with large direct involvement of member cities and pilot projects. In pilot projects the wider benefit is foreseen in the dissemination phase.

For increasing involvement of the member cities and mobilising more resources, the leading responsibilities in many new UBC Agenda 21 projects are allocated to different cities. This also implies that cities with reasonable plans for good network projects can have these projects included in the Agenda 21 work of the UBC.

The UBC Agenda 21 and Environmental Secretariat (Commission on Environment Secretariat) functions as a co-ordination and clearing house unit for the project activities. On the proposal of this secretariat, the UBC Executive Board may update the list of UBC Agenda 21 projects.

### 7.2 *On-going projects to be continued in 2002*

#### 7.2.1 *Sustainable Harbour Policy Project*

Within the environmental commission, the cities and harbours of Turku, Mariehamn and Stockholm carried out in 1997-1998 an Interreg II C pilot

project on the environmental impacts of passenger car ferry traffic and harmonisation of harbour policies in order to diminish the environmental problems caused by this traffic to both the cities and the Archipelago Sea between them.

The City of Lübeck has started a larger project on the basis of the pilot project. In many member cities, the emissions from ships at the harbours constitute a big environmental problem. The emissions to the Baltic Sea are a problem as well. The solutions necessarily have to be developed together by respective harbour cities and they also include new investments to harbour facilities.

The implementation of the project has started in 2001. German Federal Environmental Ministry is funding the project with EURO 300.000 in the period 2001-2004. More funding will be sought from INTERREG III B. Estimated total budget: EURO 800.000 – 1.500.000.

UBC Leader: City of Lübeck

#### *7.2.2 Sustainable demonstration areas*

This project aims at increasing the use of demonstration techniques in informing and educating different target groups of practical sustainability solutions.

UBC Leader: City of Nacka

### *7.3 Projects prepared to be started in the beginning of 2002*

#### *7.3.1 EMAS Peer Review Project*

Municipal Environmental Auditing projects co-ordinated and/or supported by the UBC have so far (1997-2001) been carried out in altogether nine cities in Estonia, Lithuania (with strong implementation support from ECAT-LT), and Finland. MEAs have been so far co-funded by the EU (LIFE), the World Bank, ministries of the environment and the Nordic Council of Ministers.

During 2002-2003 the UBC will carry out a project on MEA and EMAS (Environment Management Scheme) in co-operation with Eurocities Environment Committee. Cities of Liepaja, Jelgava and Jekabpils, as well as some Lithuanian and Polish cities will have the chance to implement MEA as part of this project. Also some member cities of Eurocities will be invited to participate in the activities. The intention is to carry out successful MEAs and to experiment the possibilities of linking MEA and EMAS, and to build support for the implementation of Agenda 21.

Funding will be sought from the European Commission DG Environment and the Finnish Ministry of the Environment. Estimated budget is EURO 600.000.



UBC Leader: UBC Agenda 21 and Commission on Environment Secretariat  
(co-ordinator of the whole project is Eurocities)

### *7.3.2 CEE-BUS 21 Project*

During 1999-2001 the UBC carried out the SAIL and SUFA projects on Local Agenda 21 capacity-building, information, networking and research. The experiences gained in these projects build good basis for new ones.

In 2002-2003 the UBC will carry out in co-operation with ICLEI a project on Local Agenda 21 capacity-building, information, networking, and policy development in the Baltic States, Poland, and a number of other Central and Eastern European countries.

The project activities will concentrate on making training packages on native languages, organising training for trainers simultaneously with several national training courses, as well as marketing Local Agenda 21 and organising a series of roundtables, where the local and national level actors will be encouraged for dialogue and co-operation.

Funding is being applied from the European Commission DG Environment, the Finnish Ministry of the Environment, and Nordic Council of Ministers. Estimated budget is EURO 600.000.

UBC Leader: UBC Agenda 21 and Commission on Environment Secretariat  
(co-ordinator of the whole project is ICLEI)

### *7.3.3 Nordic-Baltic Good Practices Project*

During 2000-2001 the UBC carried out the Best City Practices (BCP) project where good environmental and Local Agenda 21 practises were spread, compared and implementation prepared by benchmarking in five city pairs. This project received funding from the Nordic Council of Ministries.

During 2002-2003 A new project based on the BCP and the environmental award of 2001 will be implemented. Funding will be sought from the Nordic Council of Ministers. Estimated budget EURO 70.000.

UBC Leader: UBC Agenda 21 and Commission on Environment Secretariat

## *7.4 Projects under planning*

### *7.4.1 Creative process*

During the meetings of the UBC Local Agenda 21 Working Group, many new project ideas have been „brainstormed” and preliminarily drafted. Some of these ideas are presented here. The intention is to further elaborate these ideas during the following meetings, and step by step to develop them into implemented projects and/or activities.

The UBC Local Agenda 21 Working Group has become an active think-tank for planning new activities and initiatives. The further development of the

ideas into projects is usually carried out by different UBC secretariats and/or member cities.

#### *7.4.2 Benchmarking Project on Environmental Information Systems*

This project will aim at strengthening the information basis of the environmental co-operation of the UBC, as well as that of environmental management in the participating member cities. The intention is to gather information of the environmental information systems and the management of this information in Baltic cities. Benchmarking will be used as a method of comparing and improving these systems in the participating cities.

During 2001 the UBC is carrying out a Baltic 21 Pre-feasibility Study on the possibilities of using the European Common Indicators for Sustainable Urban Development in monitoring the implementation of Baltic 21 in cities. This study will gather information on the environmental information systems in the cities, and it will thereby also create basis for the project.

Funding source is not specified yet. The estimated budget is EURO 600.000.

UBC Leader: UBC Commission on Environment

#### *7.4.3 Sustainable Urban Mobility*

On the basis of the urban transport co-operation within the Baltic 21 process with German Federal Environmental Ministry and the Wuppertal Institut, a new project is being planned. The planned activities would include benchmarking of good practices on organising public transportation systems in a number of Baltic cities.

Estimated budget: EURO 200.000.

UBC Leader: UBC Commission on Transport

#### *7.4.4 Co-operation projects with Lake Victoria Cities*

As the co-operation between the UBC and the organisation of Lake Victoria Cities is developing, activities and projects on sustainability issues will also be included. The Sustainable Demonstration Areas approach may be feasible also for this co-operation.

UBC Leaders: City of Nacka, and UBC Agenda 21 and Environmental Secretariat

#### *7.4.5 Project ideas under discussion at UBC Agenda 21 Working Group*

**Follow-up to LA 21 and Gender Equality project:** During 2000 the UBC Women's Network and the member cities Sundsvall, Lübeck and Lahti finalised this project which produced very interesting results on the gender representation and influence in the Local Agenda 21 processes. Some follow-up, possibly a new project, should be developed.

**Management Systems:** There has been an initiative from the City of Kalmar to start a new UBC project on environmental management systems. The idea would be to make ISO environmental and quality management standards available in all BSR-languages, to develop user-friendly guidelines for supporting the implementation of management systems within municipalities and to support actions that would increase the number of qualified auditors and consultants within the Eastern part of the BSR. The project would also include training and gathering of experiences and good practises.

**Co-operation with Universities:** Universities in the Baltic Cities are in many ways a very good resource for LA 21 work. They can carry out LA 21 research, experiences can be exchanged between universities and municipalities, and research results can be used for developing the practical LA 21 work. The UBC will continue its active co-operation with the Baltic Universities Network and contribute to developing the universities' co-operation in the field of LA 21 research.

**Lifestyle Changes:** Similar lifestyle changes which have occurred in the Western European countries in the last 25 years have during the latest decades started to take place in the Eastern European countries too. The amount of pollution from point sources in Western countries has decreased greatly in the last 25 years but the amount of pollution from non-point sources has increased during this time due to lifestyle changes. Similar trends are now prominent also in the Eastern cities. There is a constant need to affect the lifestyles in cities in the whole Baltic Sea Region.

**LA 21 Youth Projects:** The idea of a youth exchange would be to have the young people of the Baltic Sea Region either through writing, poetry, painting, pictures, theatre, music or any medium they choose to describe their city. It has been also discussed how to bring Local Agenda 21 into schools. The hardest difficulty may be staying within the guidelines of the school curriculum and having Local Agenda 21 as part of these guidelines.

**Democracy and Minorities:** With regard to democracy, Local Agenda 21 can be used to spread the themes and ideas of what democracy is. Minorities points of views should also be involved. Research needs to be done to see what will encourage people to come to LA 21 meetings and what can be done to make these meetings a valued part of their life. It is often said that the municipalities do not have time for LA21 work. One suggestion may be to have people who are unemployed and have interest to work on LA21 in cities.

**Economic Agenda:** The economic Agenda 21 could try to explain to consumers why they should pay more for environmentally less harmful goods. The more the public shows interest and buys such goods, the less expensive they will become as the demand for them increases and companies

start producing them at cheaper prices. The power of the consumer needs to be shown, and it is especially important to show women the power they have in countries where they are the primary purchaser of goods.

Starting a green purchasing circle of UBC cities has also been discussed.

**Involvement of the Private Sector:** As requested in the Turku statement, municipalities should actively seek and develop tools for co-operation and networking with local businesses, recognising the important role that the private sector plays in global, national and local economies and the opportunities this provides for a more sustainable future.

**Exchange with Developing Countries:** In addition to the activities already under planning with Lake Victoria Cities, this could include exchange of technical expertise and knowledge with local authorities in countries whose economies are in transition and between countries with developing economies in Asia, Africa and Latin America. This exchange should also include awareness raising, information and control on how „western” consumption and production patterns cause serious degradation on other countries.

**More Ideas:** Also ideas on for example translation of pilot local Agenda 21s into English, Sport competitions linked to sustainable development, projects against narcotics, sustainability activities for elderly people, green families’ co-operation, eco-tourism, sustainability projects for the unemployed, youth projects on search for inner harmony / balance, mass-media projects, and education projects have been discussed in the UBC Local Agenda 21 Working Group.

## **8. Organising the work**

### *8.1 Responsibilities within the UBC*

#### *8.1.1 General Conference*

The UBC General Conference, as the highest decision-making authority of the Union, has the responsibility of deciding about the Agenda 21 strategies of the UBC. In practice, the General Conference is fulfilling this mission by deciding on this action program.

#### *8.1.2 UBC Executive Board*

The UBC Board has the main responsibility of the implementation of this Action Program. It is to discuss and decide on strategies, update the Program, and to evaluate the progress.

### *8.1.3 Presidium*

The UBC President or one of the vice presidents will have the responsibility to represent the UBC in the Political Committee of the European Sustainable Cities and Towns Campaign.

### *8.1.4 UBC Agenda 21 Working Group*

The UBC Local Agenda 21 Working Group was formally established by the V UBC General Conference in 1999 as a part of the adoption of the first UBC Local Agenda 21 Action Program. This working group is an open forum to all UBC members and bodies, and it is intended for boosting the implementation of this Action Program, for sharing experiences and expertise, and for facilitating a wide participation. The Working Group will utilise the services of the UBC Agenda 21 and Commission on Environment Secretariat.

### *8.1.5 UBC Agenda 21 and Commission on Environment Secretariat*

Practical co-ordination, preparation work and facilitation will be carried out by the Commission on Environment Secretariat, which will report to the UBC Board. The Secretariat is also responsible for organising the representation of the UBC in various international forums with regard to Agenda 21 and sustainable development.

Each commission and member city has its own specific responsibility of running projects on Local Agenda 21 or with Local Agenda 21 dimensions.

Funding of the actions will be a shared initiative of all those involved

## ANNEX to UBC Agenda 21:

# UBC Sustainability Practice Guidelines and 'The Green Office'

## Introduction

In article 1 of the purpose and aims of the union within the UBC Statue, one of the objectives is to achieve sustainable development in the Baltic Sea Region (BSR).

The UBC has recognised that internally it has its own responsibility for sustainable development especially as it is an important actor in Agenda 21. We need to make our own activities and practices more sustainable. Sustainability should be integrated into all of the work that we do. This need was highlighted and the development of sustainable practice guidelines included in the UBC Local Agenda 21 Action Program 2000 - 2002, approved by the general conference in Stockholm on the 25<sup>th</sup> September 1999.

The vision statement included the following:

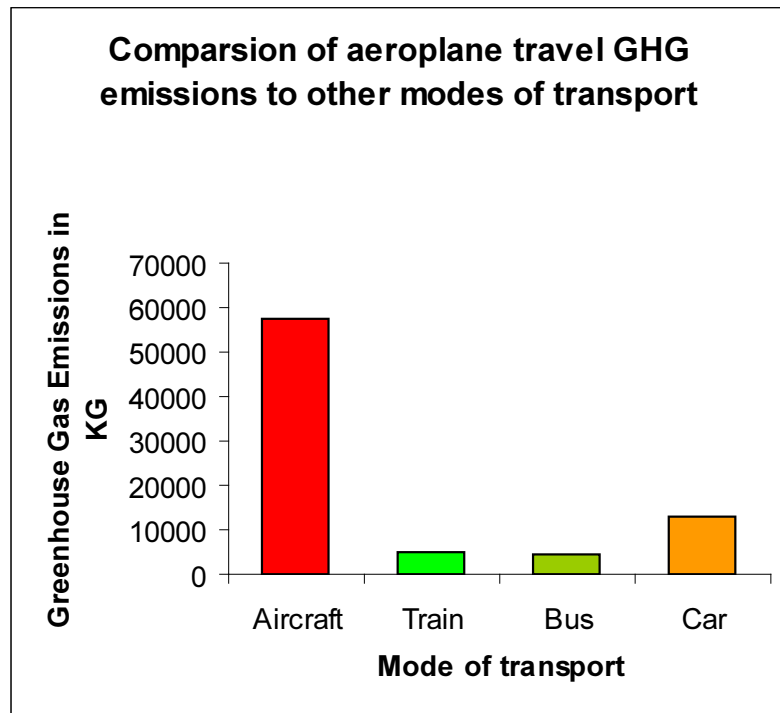
'The internal work of the UBC will become more sustainable and all UBC activities will be organised according to the internal sustainability recommendations.'

Sustainable offices play a vital role in Agenda 21. A questionnaire was carried out to see what sustainable practices our commissions and networks currently undertake. Also to ask for ideas as to how we as an organisation can become more sustainable.

It is often hard to imagine how anything each one of us does as an individual or organisation will have an impact globally. For example, the following graph shows the amount of greenhouse gas emissions produced by 25 participants travelling to the 27<sup>th</sup> UBC Executive Board Meeting in Kemi, Finland by aeroplane in comparison to train, bus or car.

Sustainability also has economic benefits through increased efficiency in energy use and waste minimisation. Employees of the UBC and all people in the world today have a duty of care in all of their activities both personal and professional to become more sustainable.

Not everyone is really concerned about the future of the planet, we can only influence ourselves to become more sustainable and set a good example to others, but if we do not start then change will never happen!



## Aims and Objectives

The aim of the guidelines is to provide useful and practical information on how to make UBC activities more sustainable.

To draw together all relevant information that can be used in an easy and informative way. The guidelines are not designed to cause an increase in workload, just to change the way we work and think about the products we use and the environmental impact.

Organisations in every city in the UBC should be able to look at the UBC commissions and networks as a role model for sustainable practices. This will enhance the image of the UBC both within the Baltic Sea Region and around the world.



## UBC Sustainable Practices Statement

### UBC Activities

#### *Meetings/ Workshops / Conferences*

- We will actively encourage all commissions and networks to develop video conferencing facilities
- We will seek to reduce air travel
- All meetings organised will follow the sustainable meetings checklist

### Publications

- We will seek to ensure that the printing companies used have sustainable practices
- All publications will be labelled with relevant environmental information
- We will seek to print only the number required and not overprint
- Recycled paper will be used where possible

### The Office Environment

#### *Paper*

- We will seek to reduce the amount of paper used
- We will buy recycled paper and/or paper from a sustainable source
- All paper that cannot be reused will be recycled where possible

#### *Energy*

- We will seek to reduce the amount of energy used as much as possible
- We will where possible ensure that our energy providers supply environmentally friendly energy

#### *Office supplies*

- All new products bought will where possible have an Eco-label

#### *Transport*

- All employees will be encouraged and supported in their efforts to use environmentally friendly forms of transport



## Sustainability Guidelines

The guidelines have been divided into six separate sections:

1. **UBC ACTIVITIES**
2. **PAPER**
3. **ENERGY**
4. **OFFICE SUPPLIES**
5. **GENERAL OFFICE**
6. **TRANSPORT**

Each section will have a number of goals stated at the beginning. By implementing the ideas suggested, it is hoped that many of the goals can be achieved.

The following symbols found throughout the guidelines indicate the time required for implementation:



Immediate



Short term



Long term

The motto to keep in mind is the three R's

**REDUCE**

**REUSE**

**RECYCLE**

Any further suggestions and/or improvements will be most welcome. Contact details can be found at end of the guidelines.

## Section One: UBC Activities

### Goals

- Reduce aeroplane travel by travelling to conferences/meetings/workshops by train and/or bus and/or boat
- Organise sustainable meetings<sup>1</sup>
- Reduce the amount of paper used for publications

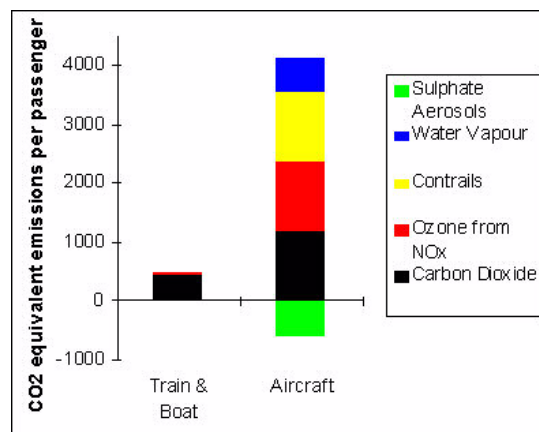
### SUSTAINABLE MEETINGS

- Only attend if you will contribute and/or learn from the experience
- Reduce and/or combine the number of meetings
- The meeting must have a positive outcome e.g. concrete action plans for the future
- All participants to arrive by train, sea transport and/or bus where possible
- If a number of people from the same area are attending the meeting by car arrange to travel together
- Only travel by air if absolutely necessary



**FACT!** Each unit of fuel used from air transport has a greenhouse effect about three times bigger than a unit of fuel used by ground based transport.

A journey from Frankfurt (Germany) to Kyoto (Japan), carbon dioxide emission comparison between train and boat to plane



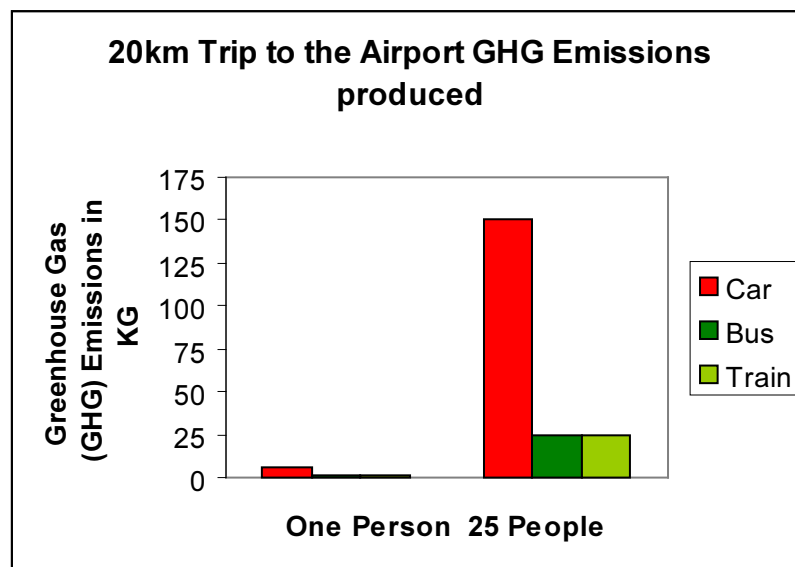
Source: Dietrich Brockhagen 2001 Further information can be found at [www.chooseclimate.org/](http://www.chooseclimate.org/)

- Hold a local, regional meeting and send one representative of that country/region to national/international meetings and conferences

'Remember, only fifty years ago, there were no commercial airlines, yet European's still managed to run vast empires around the world. Now, we have global telecommunications, it should be much easier to influence the world without flying' ([www.chooseclimate.org](http://www.chooseclimate.org))

- If you must fly, take a train or bus to & from the airport

Example: If twenty-five people attend a meeting and travel by aircraft and all of them travel to the airport by car, it does make a difference. The following graph shows a comparison between one person and the greenhouse gas emissions for twenty-five people for a 20km trip to the airport and the different modes of transport that could be used.



- Tableware should be reusable for example: china not paper cups & plates
- Accommodation used should have environmentally friendly practices e.g. recycling etc....
- Seek and support locally owned businesses
- Programs and information should be provided on floppy disk for laptop use to prevent paper usage.

#### Videoconferencing

A small camera can be bought which enables your computer to be used for videoconferencing. It works over a normal telephone line and costs the same as a telephone call.

Videoconferences can be set up where people can meet from around the world, talking together and sharing resources such as a virtual whiteboard or presentation

## PUBLICATIONS

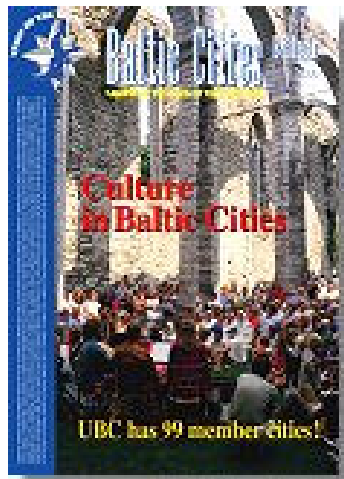
- Label publication with relevant environmental information on how it was produced e.g. type of paper, ink used etc...
- Don't overprint - Only produce the number required, you can always have more printed
- Ensure the printing company uses sustainable practices
- Assemble e-mail lists and send an e-mail version instead of a hardcopy
- Produce in brief with contact details to request full publication if required & Web-site address
- Internet - Make publications available for viewing and download

The Internet provides a new opportunity to add value to publications by providing link facilities (hyperlink) for further information. It is also interactive therefore discussion and feedback can take place. (Risto Vievo UBC Commission on Environment)

The following guidelines refer to what is generally thought of as an office working environment however, many of the recommendations can be applied to conferences etc...For example: using recycled paper for programs.

A sustainable meeting checklist can be found in Annex one.

### The UBC Bulletin 3/00



## Section Two: PAPER

### GOALS

- Reduce paper usage by 25% in one month (Monitoring form – Annex two)
- All new paper bought will be 100% recycled or from a sustainable source<sup>1</sup>
- Recycle all paper that cannot be reused

### PAPER SAVING TECHNIQUES

#### PHOTOCOPYING

- Photocopy on both sides of the paper
- Reduce two sheets of A4 paper to one (A3 - A4)
- Photocopy on paper already used
- Avoid making mistakes - **THINK BEFORE YOU ACT!**
- Rather than using multiple copies circulate material whenever possible



#### PRINTING

- CHECK SPELLING & LAYOUT BEFORE PRINTING
- Print drafts and internal documents on used paper
- Change default margins to increase paper use
- Use smaller font sizes
- Only print pages you need to print rather than full document



#### ENVELOPES

- Reuse envelopes in post and for internal mail
- Used envelopes can be used as internal files
- Cut up used envelopes and use for note pads
- Buy envelopes designed for reuse i.e. envelopes with windows



#### FAX MACHINE

- Don't use fax headers, buy small fax header sticky notes
- Buy a computer programme that can receive and send faxes



#### RECYCLING

- Put recycling boxes near sources of paper i.e. photocopier & printer
- Separate quality paper from 'household paper' to help in recycle process



#### MISCELLANEOUS

- Use e-mail whenever possible
- Any Junk Mail received, return and ask to be removed from mailing list
- If you use letterheads, don't print a supply. Keep a copy on computer and print as necessary. Names can be changed accordingly for different people within the office. (Sari: UBC Commission on Environment)



Further information on different types of paper can be found on The Alliance for Environmental Innovation website:

<http://www.edfpewalliance.org/OfficeTips.html>

### **FACT!**

More than 80% of people in the world do not have access to enough paper needed for reading and writing. More than a billion adults are still illiterate and over 100 million children world-wide receive no primary education.

World paper production says one estimate would have to rise about 70% simply for developing countries to reach the world's paper consumption rates at the beginning of this century!

(Source: World Business Council for Sustainable Development 2001)

### **Sustainable Paper Sources**



PEFC (Pan European Forest Certification)

Sustainable Forest Management

This symbol indicates that the product has been made from sustainable timber.

Source: [www.pefc.org](http://www.pefc.org)



Forest Stewardship council

This symbol guarantees that the product has come from a forest that has been evaluated and certified as being managed according to agreed economic, social and environmental standards

Source: [www.fs.coax.org/index.html](http://www.fs.coax.org/index.html)

## Section Three: ENERGY

### GOALS

- Reduce office consumption of energy
- Make best possible use of NATURAL LIGHT
- Ensure energy provider supplies environmentally friendly energy e.g. wind energy

**FACT!** 'The EU estimates that between 25% and 60% of the electricity consumption of the average office is used in lighting'

(FOE Scotland 1996)

### LIGHTING

- Always turn off lights when leaving the room
- Keep windows free from obstructions and clean
- Rearrange office layout
- Replace light bulbs with energy efficient ones where ever possible or change to a lower wattage bulb
- Use a reading lamp rather than all the lights in the room if working on your own
- Install light switches with motion detectors to turn off lights automatically when a room is unoccupied



### HEATING

- Do not use electrical heating (Petra Hamann Commission on Health&Social Affairs)
- Radiators
- In rooms that are rarely used, keep radiators off or on low
- Keep radiators free from obstruction



### Room Thermostats

- Make sure the timer is not set to come on at night or at the weekend
- Change with the weather to correspond to temperatures outside e.g. don't open windows when you can reduce the room temperature by turning down the room thermostat.



### EQUIPMENT

- Switch off all equipment overnight if safe to do so
- Don't switch equipment on until you need it
- Switch off after use
- Set computers, printers to turn off after a period of inactivity
- If leaving the computer for a short time, turn off the computer screen (it doesn't effect the program)
- When buying new office equipment, look at its energy consumption and note other features such as standby etc...



## Section Four: OFFICE SUPPLIES

All products use energy and raw materials during manufacture, if your office uses more than what is needed then more resources are being used than is necessary.

### GOALS

- Only use what you REALLY need
- Undertake a stationary audit every six months to ensure you buy only what is needed
- Hold an office amnesty once every three months
- Buy as many products as possible that have Eco-labels

### STATIONARY AUDIT

- List all stationary items that are essential to the working of the office.
- Reorder only what is required and when needed
- Buy toner cartridges that can be recycled and recycle them!

### OFFICE AMNESTY

- All employees to tidy and clear out their desk of any unwanted or duplicate working stationary items e.g. two staplers - put in a box at a central location for others to use.

### ECO-LABELS



EU Eco-Label

'The label is awarded only to products, which have a reduced environmental impact... The ecological criteria require scientific assessment of the environmental impacts of the product for each part of its cycle. They address energy consumption, water pollution, air pollution, waste production, sustainable forestry, management and in some cases noise or soil pollution.' (European Commission 2001)

Products such as copying paper, computers, light bulbs etc... have been awarded the European Eco-label.

Further information can be found on the following website address

<http://europa.eu.int/comm/environment/ecolabel>





### Blue Angel Eco Label

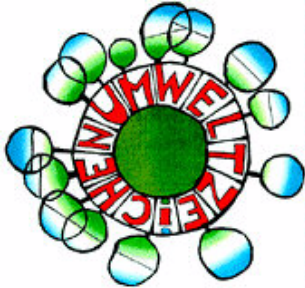
A successful and well-respected German Eco label that symbolises products that have positive environmental features. It has been awarded to over 4,000 products from paper to wristwatches!

Further information can be found at:

<http://www.blauer-engel.de/Englisch/englisch.htm>



### Nordic Swan Eco label – Paper standards



### Austrian Eco label

The paper with this label is recyclable. It comes from companies that use environmentally friendly chemicals and have work routines that have quality and environmental assurance.

Products supporting this label have environmentally sustainable product processes and it also certifies the quality of the product. There are 150 products in total that range from photocopiers to fire extinguishers. Ten foreign companies carry the Austrian Eco label on their products.

## Section Five: GENERAL OFFICE

Health and safety of all employees is of the up most importance and we are all an essential part of the Agenda 21 process. We can make our offices more sustainable while creating the best working environment possible.

### GOAL

#### Make the office environment as healthy as possible!

- Have scheduled breaks for employees who work on computers all day e.g. 10 min. in every hour to reduce tiredness and eye strain
- Reduce noise where possible e.g. lower telephone volume
- Ensure workstation is set up correctly for the employee e.g. provide footrest if a person's feet are unable to rest flat on the floor, adjustable chair etc....
- Have a no smoking policy
- Move printers and copiers as far away as possible from where people work



**FACT!** Photocopiers, printers and other electronic equipment produce ozone because of electricity acting on oxygen. Symptoms caused are similar to hay fever - headaches, runny nose & sore throat, watery and sore eyes.  
(Source: FOE 1996)

- Keep office well ventilated. Open window wide for a few minutes rather than keep it slightly open for longer periods (less heat is lost).
- Have many plants around the office, as well as being pleasing to the eye they give out oxygen and absorb chemicals particularly ferns and parlour palms.
- Use environmentally friendly cleaning products for office cleaning.



## Section Six: TRANSPORT

### GOALS

- Reduce car journeys
- Prepare a public transport pack (Train & Bus)
- Use the bus and/or train for all local and regional business travels

### FOOT

- Encourage employees to walk to work if they can OR

### BIKE

- Cycle to work
- Put up a cycling noticeboard with different cycling routes etc...
- Set up an equipment pool
- Provide cycle parking facilities

**FACT!** 'The British Medical Council says cycling for 15 mins. a day reduces the risk of a heart attack by 50%'

### BUS

- Prepare a public transport pack which holds information about bus routes, prices, travel passes, discounts etc....

### TRAIN

- Prepare a public transport pack as above

### CAR

- Car pool with other employees or friends and neighbours
- Drive sensibly - Don't speed
- Keep car in good condition, have it serviced regularly
- 'In Finland and Sweden: attend an education in fuel efficient driving technique. In other countries ask your local driving school to provide such education.' (Johan Jareman A21 Project Manager Växjö)

For further information check [www.ecodriving.com](http://www.ecodriving.com)

### MISCELLANEOUS

- Avoid using taxis
- Use cycle couriers for post in own city
- Consider working from home a couple of days a week if possible



## Sustainable Meetings Checklist

Can we hold a Video Conference? YES NO

### Location

Where are the largest numbers of participants travelling from?

Which member city is the closest?

When did they last hold a meeting/conference/workshop?

### City: Meeting Organisers

Access/transport links to proposed meeting location

	YES	NO
Bus		
Express Bus		
Train		
Airport		

Distance of airport from location?

### Accommodation

	YES	NO
Centrally Located		
Locally Owned		
Environmentally Friendly Practices		

### Meeting Resources

	YES	NO
Presentation facilities e.g projection screen		
Electrical connections for laptops		
Recycled/ <sup>China/not tableware available</sup> Sustainable paper to be used		

## Paper Monitoring Form

Paper Type	Amount used per week				Recycled	Cost
	Week Number					
	1	2	3	4		
Letter Headed Paper						
Continuation Paper						
Printer Paper						
Photocopier Paper						
Fax Paper						
Note Pads						
Envelopes						
Post-it Notes						
Folders						

## Acknowledgements and references

Please note many of the suggestions listed within these guidelines can be used/adopted in your personal life as well as professional life.

Thankyou for reading these guidelines and we hope they will be useful.

### Acknowledgements

The work on the guidelines was initiated by the UBC Local Agenda 21 Working Group.

The following UBC bodies contributed to the preparations by kindly completing and returning a preparatory questionnaire and providing suggestions: Commission on Education, Commission on Environment, Commission on Health and Social Affairs, Commission on Tourism, Commission on Transportation, UBC EU Co-ordinator, UBC Women's Network and UBC Secretariat.

The guidelines were compiled and written by Ms. Sarah Smith, English Geography Student who worked as trainee in UBC Commission on Environment Secretariat during 2001. Help and guidance were provided by the staff of the UBC Commission on Environment Secretariat.

Johan Jareman Agenda 21 Project Manager from Municipality of Växjö provided several useful comments and suggestions.

Provision of data and UBC information from Anna Sosnicka at UBC Secretariat.

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