



EUSAIR bringing the Green Deal to the region

Guidelines for implementing the Dashboard of Sustainability monitoring tool

04/02/2022



Forum of the Adriatic and Ionian Chambers of Commerce

www.forumaic.org

at Marche Chamber of Commerce

Largo XXIV Maggio, 1 60123 Ancona (Italy)

F.C. 93096320424

Tel.+39 071 5898249-202

E-mail: segreteria.forum@marche.camcom.it

Table of contents

1. Forward.....	2
2. Glossary	3
3. Aim and structure of the Dashboard of Sustainability monitoring tool	4
4. How to implement the monitoring	5
4.1 Event data gathering	5
4.2 Context indicator: GHG emissions.....	7
4.3 Direct result indicator: Estimated GHG emissions	8
4.4 Output indicators.....	11
4.4.1 <i>Participants</i>	11
4.4.2 <i>Meetings</i>	12
4.5 Process indicators: GPP procedures published and implemented.....	13
4.6 Input indicators: Expenses for GPP/total expenses for PP.....	14
Annex.....	16
Annex 1. The Event Data Gathering Sheet (EDGS)	16
Annex 2. The Monitoring tool	16
Annex 3: “Result Indicator_Event XYZ” Excel worksheet	16

1. Forward

These **Guidelines for implementing the Dashboard of Sustainability monitoring tool** aim to provide operational information on how to use the mathematical and graphical instrument developed for the quantification of the indicators described in the Study “EUSAIR - Bringing the Green Deal to the Region”.

This document is therefore addressed to EUSAIR implementers, stakeholders and other relevant actors that will be actively involved in monitoring progress towards indicators’ target values, thus pursuing the objective of promoting more sustainable practices in the organization and management of EUSAIR events. It is conceived as a user-friendly tool aimed to guide implementers in the task of collecting data relating to single events that will be aggregated at the macro-regional level. The Excel forms presented in these Guidelines will enable to verify whether events are organized based on green criteria and to monitor their contribution to the achievement of the targets set for the whole Macro-region.

To make users acquainted with these monitoring specificities, this document includes a Glossary (Chapter 2) aimed to clarify the main concepts and technical terms handled by the proposed indicators.

Chapter 3 describes the aim and structure of the Dashboard of Sustainability monitoring tool, also highlighting the need of ensuring complete and comparable data throughout the EUSAIR area; whereas Chapter 4 explains how to fill-in the different Excel forms to ensure the proper quantification of indicators, giving details on the information to be inserted and on how the tool automatically elaborates results.

Potential future modifications and/or integrations to the set of indicators might result in the need to update the monitoring tool and these accompanying Guidelines.

The Dashboard of Sustainability monitoring tool was developed based on the proposed set of indicators’ aims and structure. It has the twofold objective to explain the principles underpinning the monitoring of EUSAIR sustainable practices and procedures and to show how data should be collected and elaborated for monitoring purposes. It is a ready-to-use tool, which can be easily disseminated and used by EUSAIR stakeholders. Nonetheless, the authors are aware that using an Excel instrument may hinder the monitoring process due to possible digital incompatibilities, discontinuities, and gaps in data collection at the macro-regional level. To overcome such inconveniences, it would be appropriate to consider the adoption of an online instrument as a potential development of this monitoring tool. Based on the authors experience, platforms like Alchemer (<https://www.alchemer.com/>) would enable, on one hand, to collect information directly from participants (e.g., Country and city of provenience, mean of transport intended to be used, etc.) and, on the other, to set up all the needed data elaborations to quantify indicators’ values at different levels (event, national/organization and macro-regional levels).

2. Glossary

Context indicator. Context indicators relate to the conditions of well-being of the community and allow measuring the change occurring in the analysed area (external factors included). For this monitoring purposes, the context indicator is expressed as “Estimated GHG emissions”.

Direct result indicator. Index matching the direct effects (immediate and short-term) of an intervention for the direct addressees. It refers to project results (e.g., the direct benefit and outcome of programme interventions strictly related to, or derived from, the use of project outputs). In this context, the direct result indicator is “Estimated GHG emissions”.

Emission factor. Estimated average emission rate of a given pollutant for a given source, relative to units of activity.

Greenhouse gas (GHG) emissions. Production of gases responsible for the greenhouse effect, such as carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O) and the fluorinated gases (HFC, PFC, SF₆ and NF₃), which are weighted by their global warming potential (GWP) and expressed in CO₂ equivalents.

Green Public Procurement (GPP). Process whereby public authorities seek to procure goods, services and works with a reduced environmental impact throughout their life cycle when compared to goods, services and works with the same primary function that would otherwise be procured (COM (2008) 400).

Input indicator. Index measuring the financial resources invested in the initiatives/programmes. For current monitoring purposes, it is expressed as the ratio between the expenses on GPP and the total expenses on public procurement.

National participant. Person participating in an EUSAIR event coming from the same Country where the event takes place.

Non-national participant. Person participating in a EUSAIR event coming from a different Country from where the event takes place.

Output indicator. Index relating to the specific deliverables of an intervention. It measures what is produced or bought by the programme expenditure and investments through the projects.

Process indicator. It measures the strategy/ programme implementation process through the number and characteristics of procedures, providers and beneficiaries. In this context, it measures the number of procedures according to EU GPP published and implemented.

Remote participant. Person taking part to a EUSAIR event from home/office through online platforms in the case of online and/or hybrid events.

3. Aim and structure of the Dashboard of Sustainability monitoring tool

The **Dashboard of Sustainability monitoring tool** is the instrument to be used for collecting and processing data needed to quantify, and annually monitor, the indicators proposed through the Study “EUSAIR - Bringing the Green Deal to the Region”¹.

It is made up of **two interlinked Excel files** to be used in different moments of the monitoring process:

1. The **Event Data Gathering Sheet (EDGS)** (Annex 1) aimed to collect information on the type of event (e.g., Governing Board or Thematic Steering Groups meetings, EUSAIR annual forum, EUSAIR fora’s events, etc.), on the number and provenience of participants, on used transport modes and other relevant data for all events organized by EUSAIR implementers and stakeholders. The EDGS is the main and first information source for monitoring the progress towards indicators’ target values and shall be filled-in by each event organizer;
2. The **Monitoring tool** (Annex 2) is composed of five worksheets relating to the indicators to be quantified: direct result, output, process and input indicators. This tool enables data aggregation on a yearly basis and shall be used to verify progress towards indicators’ milestones and target values at both national/organization and macroregional levels as shown in the following pages (see Chapter 4).

Ultimately, the EDGS is meant to be used by all EUSAIR implementers and stakeholders with the twofold objective to verify the sustainability of their events and to monitor the contribution of their organizations to the achievement of target values set at the macroregional level. Thus, all EUSAIR implementers and stakeholders organizing events shall make use of the EDGS to ensure a proper monitoring and to guarantee the completeness and comparability of data throughout the Macro-Region.

¹ Forum AIC, t33, University of Padova, “EUSAIR - Bringing the Green Deal to the Region – Indicators, baselines, milestones and target values”, 30/11/2021

4. How to implement the monitoring

4.1 Event data gathering

Collecting information on events is the first step of the monitoring process. It is done through the **Event Data Gathering Sheet (EDGS)**, one per event. The EDGS is indeed used to collect data on each **single event**, quantify indicators and analyse their trends and final values.

To begin with, event organizers shall complete the “Introduction” worksheet of the EDGS, indicating the name and kind of event, the date and place of the event as well as the name and reference contact of their organization.

Please note that all cells shall be filled-in by the person compiling the file, except for the “Kind of event” column where a drop-down menu enables to choose among different types of events (Thematic Steering Group, Governing Board, Facility Points’ events, EUSAIR Forum, Interreg Adrion, events by for a/other stakeholders).

Figure 1 - EDGS - Introduction worksheet

EVENT DATA GATHERING SHEET					
The Event Data Gathering Sheet (EDGS) is the format that allows collecting all the information related to a certain event. These data are going to be placed in the Monitoring Tool to calculate the values of the various indicators and to analyse their trends.					
Please fill the various tables to provide all the relevant data that are needed to calculate the performance indicators. Please start with the one below and continue on the other sheets of this Excel file.					
NAME OF THE EVENT	KIND OF EVENT	DATE	PLACE	ORGANISER	REFERENCE CONTACT
The name of the event	Choose from one of the options	dd/mm/yyyy	City and nation	Name of the person in charge	Email and phone number

The second EDGS worksheet is devoted to gathering **information on participants** (organization, position, address and contacts), including their Country and city of provenience. For monitoring purposes, modes of transport used to reach the event venue should also be indicated.

Figure 2 - EDGS - Data about Participants worksheet

DATA ABOUT PARTICIPANTS							
Name	Organisation	Position	Address	Contacts	City of provenience	Country of provenience	Mode of transport 1
Name and surname of the participant	Working place of the participant	Role of the participant in the organization	Address of the organization	Email of the participant	City of departure of the participant	Country of departure of the participant	Mean of transport used by the participant to get to the event
							Mean of transport used by the participant to get to the event (if applicable)

The EDGS finally includes a worksheet dedicated to other relevant data aimed to enable the quantification of output, process and input indicators.

To this end, implementers are called to record information on the overall number of participants divided into national, non-national and remote participants (in the case of hybrid or online events).

Additional data relate to:

- The duration of the event expressed in number of days;
- The number of procedures according to GPP criteria published and successfully implemented;
- The expenses related to the above-mentioned GPP procurements;
- The total expenses of the event.

Figure 3 - EDGS – Other relevant data

OTHER RELEVANT DATA		
Kind of information	Description	Value
Number of National participants	Number of people coming from the same country where the event takes place	
Number of Non-National participants	Number of people coming from the a different country then the one where the event takes place	
Number of Remote participants	Number of people participating remotely	
Number of days of the event	Number of days of the event	
Number of procedures according to EU GPP criteria published and successfully implemented	Number of procedures according to GPP	
Expenses on Green Public Procurement (GPP)	Value of the expenses [€]	
Total expenses of the event (expenses on Public Procurement)	Value of the expenses [€]	

These calculations shall be made for all events organized by EUSAIR implementers and stakeholders. All subjects in charge of organizing events shall make sure to **always have an empty version of the EDGS** ready to be filled in for each event.

Moreover, it is advisable to create an archive to save information relating to each event so as to allow the aggregation of data and always contribute to the monitoring.

4.2 Context indicator: GHG emissions

The context indicator “**GHG emissions**” represents the **amount of GHGs emitted per person and per year**, expressed in tons of CO₂, in the nine EUSAIR Countries. It is calculated by dividing the total GHG emission of each country by its population (GHG emissions per capita). In addition, this context indicator enables the detection of macro-regional trends until 2050.

To this end, the “**Context indicator**” **worksheet in the Monitoring tool** shows a table organized in the following columns:

- **Year:** expresses the year data refer to (from 2020 to 2050);
- **Context indicator [ton CO₂ eq]:** refers to the whole Macro-region, showing the value of **GHGs emissions per capita in the EUSAIR area**, which is calculated automatically based on the data inserted in the next columns dedicated to each EUSAIR Country. The value of the context indicator will be automatically shown for each reference year. The histogram placed in the same worksheet shows the context indicator’s trends over time;
- **Country:** refers to the data to be inserted by users per each EUSAIR Country, the first one being **Population** and the second one **Total GHG emissions [Kt CO₂ eq]** for the year they refer to. The value of **GHG emission per capita [ton CO₂ eq]** in each Country, instead, is calculated automatically based on the previous two quantities. The context indicator value is updated accordingly. It is therefore essential to be sure that data on population and GHGs emissions per capita in each EUSAIR Country are properly filled in.

Figure 4 - Context indicator worksheet

YEAR	CONTEXT INDICATOR [ton CO ₂ eq]	COUNTRY	Country 1	Country 2	Country X
Year 2020	5,42	Population	566.464	61.541	561.561
		Total GHG emissions [kt CO ₂ eq]	531	456	5.466
		GHG emissions per capita [ton CO ₂ eq]	0,94	7,41	9,73
Year 2021	6,28	Population	4.654.538	5.163.531	35.315
		Total GHG emissions [kt CO ₂ eq]	5.415	51.131	5.315
		GHG emissions per capita [ton CO ₂ eq]	1,16	9,90	150,50

To ensure the homogeneity and comparability of data in the whole EUSAIR area, it is recommended to collect information from a single official statistical source, such as the World Bank website², which offers updated information for all EUSAIR Countries (both EU and non-EU Member States).

It is also worth stressing that the context indicator shall be updated every year to enable EC-DG Regio and EUSAIR implementers to **monitor trends and verify the achievement of both milestones and target values** defined in the Study “EUSAIR - Bringing the Green Deal to the Region”³.

² <https://data.worldbank.org/indicator/EN.ATM.GHGT.KT.CE>

³ Forum AIC, t33, University of Padua, “EUSAIR - Bringing the Green Deal to the Region – Indicators, baselines, milestones and target values”, 30/11/2021

4.3 Direct result indicator: Estimated GHG emissions

The direct result indicator “**Estimated GHG emissions**” measures the **total amount of GHG calculated from the annual travels of participants to EUSAIR governance meetings**. Emissions, and consequently the value of this indicator, are expressed in tons of CO₂ equivalent.

The elaboration of this indicator requires two types of data:

- 1) Information on the travels/transfers to participate in the meetings (distance and means of transport used), which are collected by EUSAIR implementers organizing events;
- 2) GHG emissions produced by each means of transport (e.g., plane, car etc.), calculated on the basis of emission factors using a data set from external sources and a software such as the **transportation emission tool** [ton CO₂ eq]⁴.

In short, **the direct result indicator estimates GHG emissions produced by the events organized by EUSAIR implementers during the years** (from 2020 until 2050). The Monitoring tool helps EUSAIR events’ organizers to aggregate values based on information collected through the “**Result Indicator_Event XYZ**” Excel worksheet (Annex 3) to be filled in for each event organized. It is therefore suggested to keep an unfilled file to be copied for next events.

The “Result Indicator_Event XYZ” Excel worksheet has to be filled in with the following data:

- **Event information:** name, kind of event (to be chosen among those presented in the menu), date, place, organizing institution and reference contact;
- **Number of participants to the event:** total number of people participating in the event;
- **Data on participants:** for each person, it is necessary to insert the **distance covered to reach the event venue (expressed in Km), per means of transportation**. It would be appropriate to also insert the distance covered by participants from the same city where the event takes place.

Figure 5 - Collecting data for single event (Result Indicator_Event XYZ worksheet)

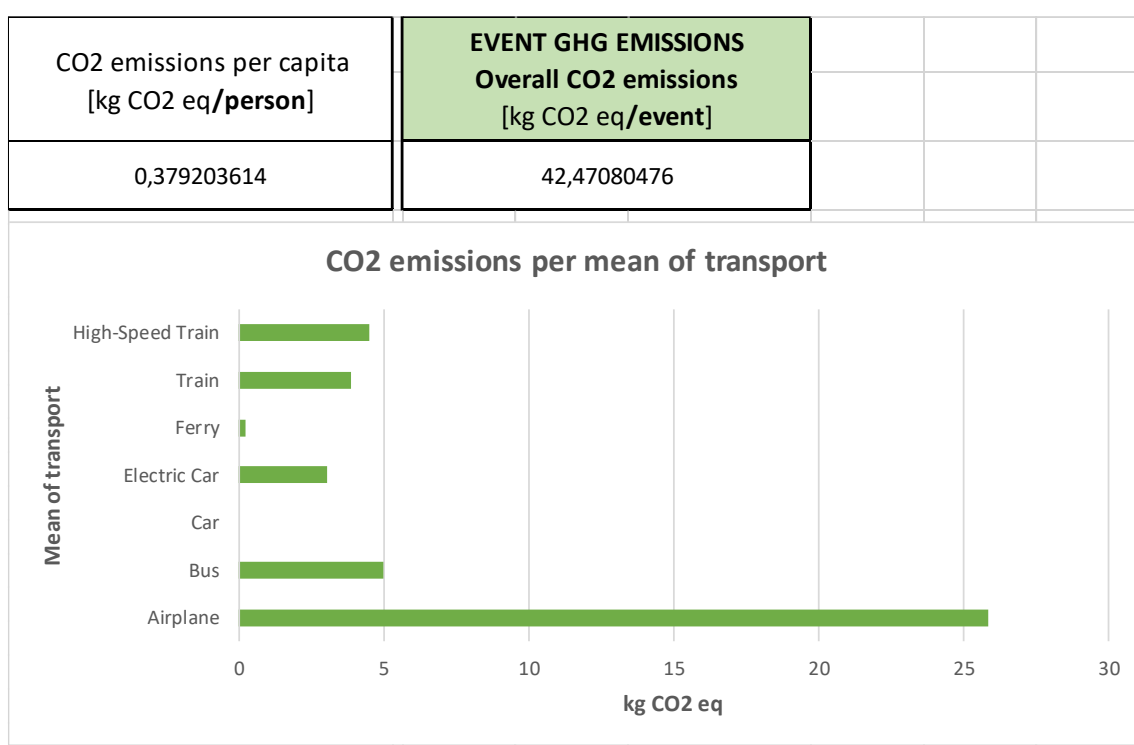
NAME OF THE EVENT	KIND OF EVENT (choose one of the options)	DATE	PLACE	ORGANISER			REFERENCE CONTACT	
NUMBER OF PARTICIPANTS TO THE EVENT		112						
MEAN OF TRANSPORT		Airplane	Bus	Car	Electric Car	Ferry	Train	High-Speed Train
IMPACT ON CLIMATE CHANGE	Emission factor [kg CO ₂ eq/km]	0,129	0,100	0,320	0,252	0,004	0,048	0,045
	CO ₂ emissions [kg CO ₂ eq]	25,865908	5,004134	0	3,02913648	0,24	3,84482168	4,4868046
DATA ON PARTICIPANTS	Number of people per mean of transport	1	1	0	1	1	1	1
	Distance [km] person 1	200						
	Distance [km] person 2		50					
	Distance [km] person 3				12			
	Distance [km] person 4					60		
	Distance [km] person 5						80	
	Distance [km] person 6							100
	Distance [km] person 7							
	Distance [km] person 8							

⁴ <https://www.ecotransit.org/en/emissioncalculator/>

Once the above data are inserted, the Excel worksheet **calculates automatically**:

- **Total emissions related to each means of transport** based on the emission factors per mode of transport [kg CO₂ eq/km] and the number of people travelling by each mode of transport. It also elaborates a graph showing emissions divided by mean of transport, making it possible to easily understand which transportation mode produces the highest impact in terms of CO₂ emissions;
- **CO₂ emissions per capita**;
- **Total GHG emissions per event**, referring to the overall CO₂ emissions based on transports used by participants to reach the event venue.

Figure 6 - Automatically calculated values on single event (Result Indicator_Event XYZ worksheet)



This latter value (total GHG emissions per event) must then be inserted in the **“Result indicator” worksheet in the Monitoring Tool**, in the column referring to the event (e.g., Event 3) and the year in which it is held (e.g. Year 2020).

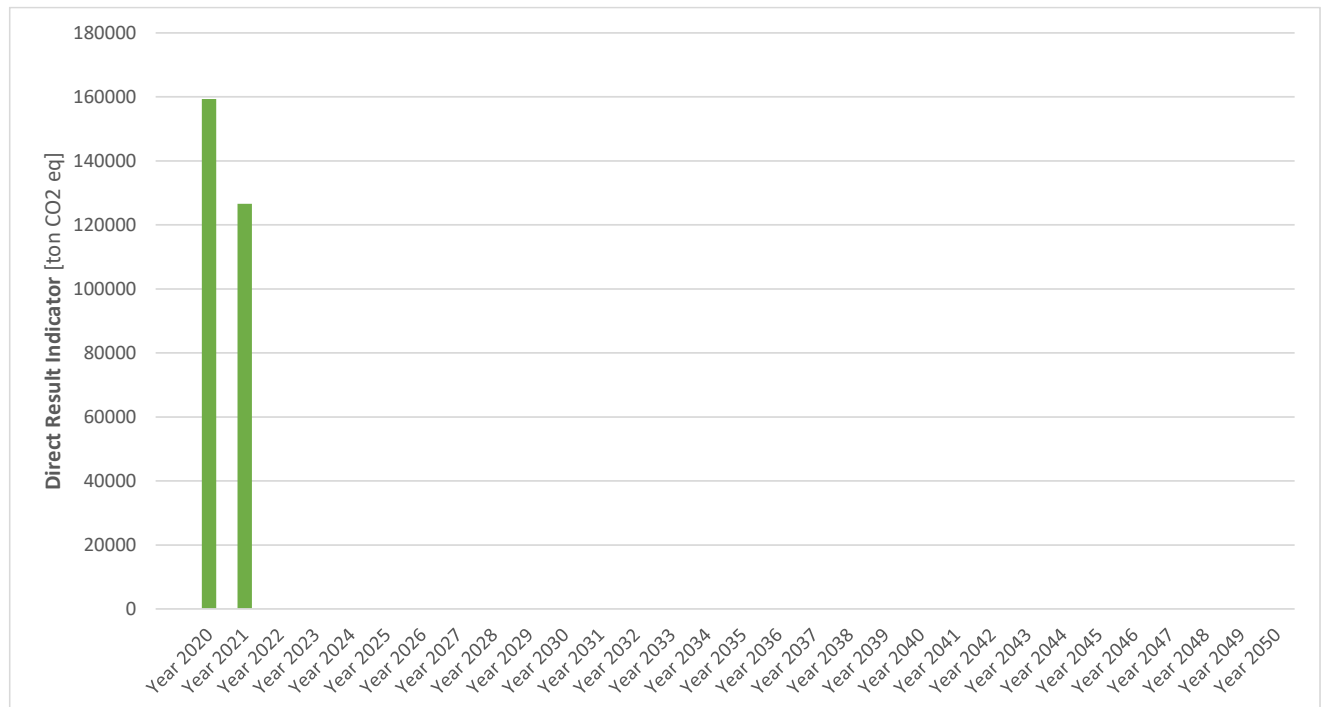
Figure 7 - Direct result indicator worksheet

YEARS		Year 2020	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025
DIRECT RESULT INDICATOR [ton CO2 eq]		159325	126564	0	0	0	0
EVENTS	Event 1	85431	8641				
	Event 2	64668	48651				
	Event 3	4388	4388				
	Event 4	4838	64884				
	Event 5						
	Event 6						
	Event 7						
	Event 8						
	Event 9						
	Event 10						

The Monitoring tool then automatically calculates the direct result indicator value by adding up GHG emissions produced by all the events organized each year.

As shown in the example below, the Monitoring tool also elaborates a graph showing GHG emissions per year giving a straightforward image of GHG trends over time. This further helps EUSAIR implementers to verify whether they are on track to reach the baseline and target values on estimated GHG emissions set in the Study “EUSAIR - Bringing the Green Deal to the Region”.

Figure 8 - Automatically calculated Direct result indicators trends



4.4 Output indicators

4.4.1 Participants

The “**Output indicator – Participants**” worksheet enables to quantify both the **overall number of participations to EUSAIR meetings/events per year** and the three output indicators relating to the number of **non-national participants** (people coming from outside the Country where the meeting/event takes place), number of **national participants** (people coming from the same Country where the meeting/event is organized) and number of **remote participation** (people taking part in the meeting/event online, in the case of hybrid or online events).

Every year (starting from 2020 until 2050), the user will have to insert the **number of people participating to each EUSAIR meeting/event** divided per non-national, national and remote participations, as shown in the table below.

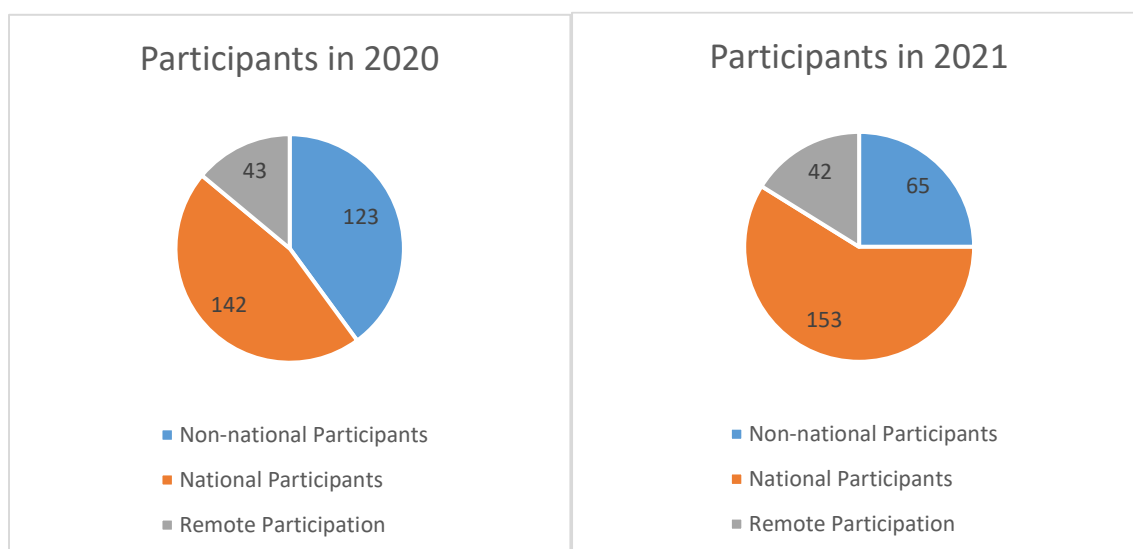
Data shall be taken from the “**Event Data Gathering Sheet**” through which events’ organizers should collect information on participants, such as their Country and city of provenience and the means of transport used to reach the meeting venue (see the Annex for details). Once these data are included, **the Monitoring tool automatically calculates the output indicators relating to participants** per typology of participation (national, non-national, remote) and per year.

Figure 9 - Output indicator – Participants’ worksheet

YEAR		2020			2021		
EVENT INFORMATION		Non-national Participants	National Participants	Remote Participation	Non-national Participants	National Participants	Remote Participation
OUTPUT INDICATORS		123	142	43	65	153	42
Event name	Number of people	75	80	20	40	58	10
Event name	Number of people	48	62	23	25	95	32
Event name	Number of people						
Event name	Number of people						

The same values will also be illustrated through graphs elaborated by the tool itself, giving a visual representation of the output indicator’s trends.

Figure 10 - Output indicator – Participants per typology of participation and per year (examples of graphs)



4.4.2 Meetings

The “Output indicator – Events” worksheet allows to quantify two output indicators: the “**Number of meetings**” organized by EUSAIR implementers per year and the “**Total number of days of meetings**”, which refers to the duration of all meetings organised yearly to ensure EUSAIR governance.

Based on the information reported in the “Event Data Gathering Sheet”, during each reference year, users will have to fill in the “Event information” column with the name of each event organized by EUSAIR implementers and their duration expressed in number of days.

The Monitoring tool will automatically calculate the yearly total number of events and days corresponding to the above-mentioned output indicators.

Figure 11 - Output indicator – Example of events’ worksheet

YEAR		2020		2021		2022	
EVENT INFORMATION		Number of days	Number of events	Number of days	Number of events	Number of days	Number of events
OUTPUT INDICATORS		24	4	26	4	0	0
Event name	Number of days	1		10			
Event name	Number of days	9		1			
Event name	Number of days	6		6			
Event name	Number of days	8		9			

The same values will be displayed in a histogram, which will be updated on a yearly basis, showing trends of the output indicators relating to the number of events until 2050.

4.5 Process indicators: GPP procedures published and implemented

The process indicator “**Number of procedures according to EU GPP published and implemented**” measures how many times, during the year, GPP rules have been adopted in public procurement practices for the organisation of EUSAIR meetings.

To quantify this indicator, the Monitoring tool includes the “**Process indicator**” **worksheet** where users are asked to insert, per each event, the name of the event and the number of GPP procedures published and implemented for the organization of the same event, based on the data collected through the “Event Data Gathering Sheet”.

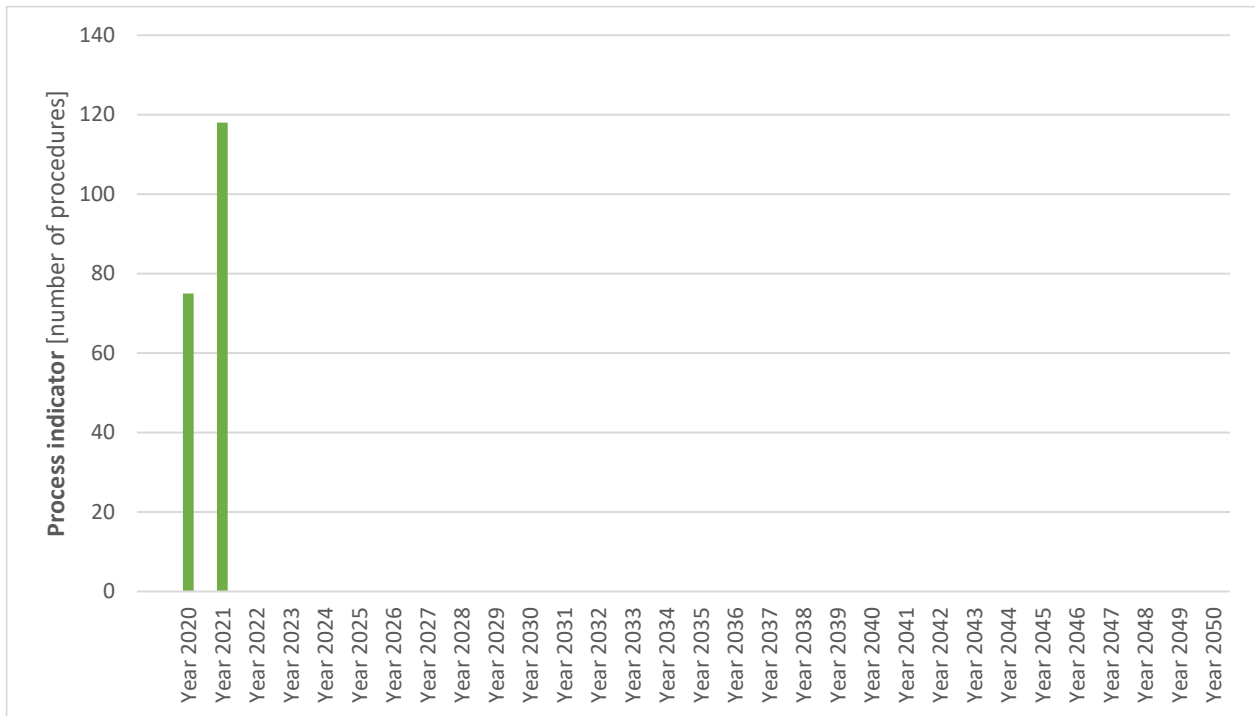
Like the previous indicators, data on GPP procedures will have to be collected on a yearly basis until year 2050, as shown in the table below.

Figure 12 - Process indicator – Example of GPP worksheet

YEAR		Year 2020	Year 2021	Year 2022	Year 2023	Year 2024
PROCESS INDICATOR		75	118	0	0	0
Event name	Number of procedures according to EU GPP published and implemented	20	6			
Event name	Number of procedures according to EU GPP published and implemented	47	47			
Event name	Number of procedures according to EU GPP published and implemented	3	21			
Event name	Number of procedures according to EU GPP published and implemented	5	44			

The same data will be automatically elaborated and represented graphically through a histogram, thus allowing EUSAIR implementers to monitor the number of GPP procedures published and implemented, and check if the numbers are in line with the target values set in the Study “EUSAIR - Bringing the Green Deal to the Region”.

Figure 13 - Automatically calculated Process indicators trends



4.6 Input indicators: Expenses for GPP/total expenses for PP

The indicator **“Expenses for GPP/total expenses for PP”** measures the ratio between the amount spent according to GPP rules and the whole amount spent (i.e., euro spent on GPP-compliant procedures vs. euro spent on total procedures). It shows the percentage of expenditure on green public procurement incurred during the year as a proportion of total expenditure on all public procurement procedures implemented. Both values shall refer to the same year. The calculation requires relating two quantities expressed in euro to obtain a comparable figure throughout the monitoring period. This involves conversions from currencies other than the euro.

To this end, users are expected to fill in the “Input indicator” worksheet with the following data, based on the information reported in the “Event Data Gathering Sheet”:

- Event name;
- Total expenses on public procurement procedures (€);
- Total expenses on public procurement following EU GPP criteria (€).

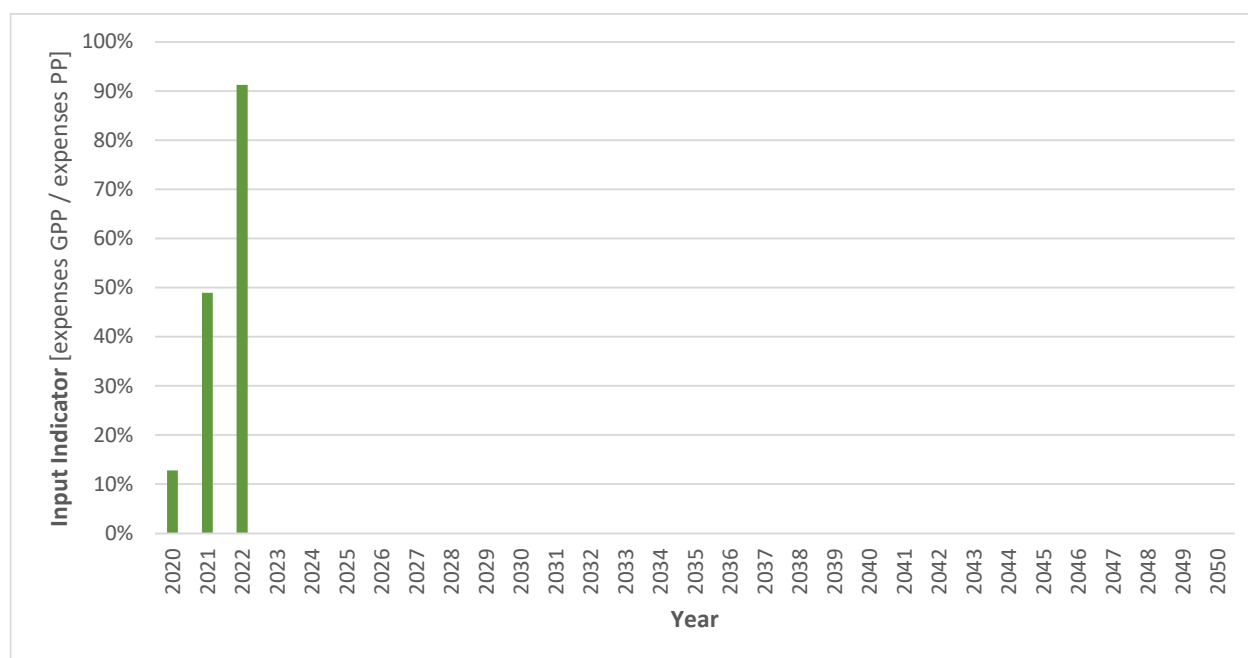
The Monitoring tool automatically calculates the input indicator (% of expenses for GPP on the total expenses for PP) for each event and then aggregates data. Considering all the events organized during the reference year, it quantifies the **“Total Expenses on GPP / Total Expenses on PP”**. This latter value, which is highlighted in green in the Monitoring Tool, is the value of the Input Indicator.

Figure 14 - Input indicator – Example from the Monitoring tool worksheet

	YEAR	2020	2021	2022
INPUT INDICATOR Do not fill this section	Total Expenses on GPP / Total Expenses on PP	13%	49%	91%
	Total expenses on PP	4.984.944	1.399.796	1.104.448
	Total expenses on GPP	636.764	684.802	1.007.968
Event Name	Expenses on PP	453.413	845.651	951.313
	Expenses on GPP	153.351	153.314	854.833
	Expenses on GPP / Expenses on PP	34%	18%	90%

Finally, the values of the Input indicator, expressed in percentages, are represented graphically. This also allows to easily verify whether the indicator meets the target throughout the years.

Figure 15 - Automatically calculated Input indicators trends



Annex

Annex 1. The Event Data Gathering Sheet (EDGS)

Annex 2. The Monitoring tool

Annex 3. “Result Indicator_Event XYZ” Excel worksheet

The annexes are available at the following link:

<https://drive.google.com/drive/folders/1SPRnunV7sdXp8OpMDDDs8uE-UujdLcZj?usp=sharing>