

Befimmo Sustainable Development Programme (2009-2010)						
General	Specifics	Floor area		Action	Status ■ completed ■ part complete ■ unfinished	Objectives / Remarks
Management level		BEF	FED			
management commitment	develop a sustainable development policy	√	√	develop a sustainable development policy	■	The policy will be published on the Befimmo website in November 2009.
	create the position of environmental coordinator	√	√	coordinate sustainable development activities	■	The coordinator began work in October 2009. On the strategic level, a sustainable development unit was set up. The unit is composed of four senior managerial staff and is responsible for monitoring and implementing strategic action. Given that Befimmo employs only 32 staff in total, this demonstrates the importance the Company attaches to sustainable development.
	annual progress assessment by external auditors	√	√	independent progress assessment	■	This exercise was not carried out in 2009.
financial resources	improvement and prevention budget	√	√	release the necessary resources	■	€700,000 (2010), €500,000 (2011), €500,000 (2012) The 2010 budget includes part of the 2008 budget that was not spent.
	major renovation budget	√	√	release the necessary resources	■	5 to 10% surplus per project. This gives the following results for the projects below: <ul style="list-style-type: none"> • Empress Court (formerly known as Impératrice): 5.14% extra cost • Froissart: 8.1% extra cost • Paradis: 5.0% extra cost • Science: 8.6% extra cost
external communication	inform stakeholders of progress on sustainable development projects	√	√	gradual compliance with reporting standards laid down by the GRI (Global Reporting Initiative)	■	The Global Reporting Initiative (GRI) is a sustainable development reporting standard recognised worldwide.
	website	√	√	annual revision	■	Website updated end November 2009.
	annual report	√	√	annual revision	■	
Operational Organisation Level						
Five principles of Befimmo policy						
compliance with laws and regulations	register of legislation	√	√	devise register of legislation and keep up to date	■	The register of legislation has been devised as a document of the Environmental Management System (EMS).
preventive approach to environmental impact	procedures of the environmental management system	√	√	devise operational procedures within the EMS so as to reduce environmental impacts	■	The most tangible operational procedures (energy management, asbestos management, ozone-depleting gas management, major and minor renovations, etc.) will be finalised early in 2010. The approaches for these topics are already being implemented now; the official EMS procedures have yet to be finalised. A second implementation phase for additional operational procedures (water management, waste, etc.) is

						planned for late 2010.
environmental impact management	move from a lightweight version to the complete version of ISO 14001.	√	√	have the EMS certified	■	Certification of the EMS is an external recognition of achievements. Certification is planned during the 2010 fiscal year.
continuous assessment and improvement	environmental management system	√	√	devise structural procedures within the EMS	■	The strategic procedures of the EMS have been approved.
	formalise the approach followed for major renovations	√	√	eco-construction, feasibility study for recovering rainwater, mobility plan, specifications for raw materials to be used and waste produced	■	Procedure to be finalised early 2010; the approach is already followed in practice.
		√	√	Specifications for general contractors for works costing upwards of €100,000.	■	Procedure to be finalised early 2010. The procedure will involve requirements proportional to the cost of the works (> €100,000, > €500,000, > €4,500,000).
	obtain green label	√	√	Systematically after each renovation	■	Procedure to be finalised early 2010. The BREEAM certificate is the most widely recognised and complete standard currently on the market. All major renovations will be certified, and buildings in use will also be gradually certified. Specifically, the Paradis, Empress Court, Science-Montoyer, Froissart buildings are currently in the process of obtaining BREEAM certification following major renovations. A further ten buildings in use will also be certified during the 2010 fiscal year.
	formalise the approach followed for minor renovations	√	√	EMS procedure	■	Procedure to be finalised early 2010; the approach is already followed in practice.
	introduction of sustainable "conditions of purchase"	√	√	EMS procedure	■	The level of criteria defined will be proportional to the value of purchases. The procedure will follow BREEAM recommendations. To be finalised early 2010.
	finalise energy performance audit and certification programme	√		All buildings audited	■	The whole BEF portfolio was audited in 2009. The energy performance certificates have been drawn up for buildings located in Flanders, where the calculation methodology has already been determined.
	digital energy meters	√		direct intervention in the event of anomalies and more detailed analysis for energy consumption	■	There has been a change of approach: all the BEF portfolio will be equipped with digital meters by the end of 2010 instead of 10 buildings/year; the pilot phase is in progress.
take part in working groups	√	√	active participation in two working groups	■	Befimmo has joined the "International Sustainability Alliance", and also takes part in several UPSI and RICS projects.	
digitise and centralise information	√	√	accessibility of important documents	■	A working group has been set up.	

promote environmentally friendly practices with tenants	code of practice for tenants	√	√	Develop, disseminate, obtain feedback	■	Procedure to be finalised in 2010; this approach is no longer applied in practice.
	define comfort criteria	√	√	introduce clear environmentally friendly criteria	■	Procedure to be finalised in 2010; this approach is no longer applied in practice.
communication systems for coordinating subcontracted activities.	external management company obligations	√	√	review contract with portfolio manager	■	The new contract includes clauses specifically dealing with improving the environmental performance of buildings.
	optimise communication between various active players: Fedesco, FREPM, Buildings Agency.	√	√	annual sustainable development meeting for each building involving all players	■	Procedure to be finalised early 2010, implementation in 2010.
Other aspects						
renewable electricity	Fedimmo renewable energy study		√	study the possibilities for implementing renewable energy	■	As the sustainable development coordinator began work in October 2009, this exercise has yet to take place.
change to gas	replace oil-fired heating with gas-fired	√		0	■	
	replace oil-fired heating with gas-fired		√	0	■	

* GRI: Global Reporting Initiative, an organisation which develops sustainability reporting standards. They are global reference standards.

** IPD Environment Code: this code was developed by IPD as a standard for measuring the environmental performance of buildings.