



G R E S B<sup>®</sup>

Global Real Estate  
Sustainability Benchmark

BEFIMMO SA

GRESB Survey 2015

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## ASPECT CHECKLIST

There are no checklist items.

## ENTITY AND REPORTING CHARACTERISTICS

### Entity Characteristics

#### EC2

Nature of ownership

Listed entity

Please specify ISIN

BE0003678894

Non-listed entity

#### EC3

The reporting period is

Calendar year

Fiscal year

#### EC4

Is the organization a member of a real estate association?

Yes (multiple answers possible)

Asian Association for Investors in Non-listed Real Estate Vehicles (ANREV)

Asia Pacific Real Estate Association (APREA)

British Property Federation (BPF)

European Public Real Estate Association (EPRA)

European Association for Investors in Non-Listed Real Estate Vehicles (INREV)

Vereniging van Institutionele Beleggers in Vastgoed, Nederland (IVBN)

National Association of Real Estate Investment Trusts (NAREIT)

Pension Real Estate Association (PREA)

Real Property Association of Canada (REALpac)

No

## ENTITY AND REPORTING CHARACTERISTICS

### Reporting Characteristics

RC1

Values are reported in

Euro EUR

RC2

What was the gross asset value (GAV) of the entity at the end of the reporting period?

2285.2

RC3

Metrics are reported in

m2

sq. ft.

RC4

Did the entity have operating buildings during the reporting period?

Yes

Management of standing investments only

Management of standing investments and new construction and major renovation projects

No, new construction and major renovation projects only



RC5.1 (continued)

			Floor Area			
Property Type	% of GAV	Number of Assets	m <sup>2</sup>	Floor Area Type	Units	% Indirectly Managed Assets
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Totals:</b>						

**Note:** The table above defines the scope of your 2015 GRESB submission and should include the total portfolio

RC5.2

Provide additional context for the reporting boundaries (maximum 250 words)

We would point out that the policy implemented by Befimmo at operational level cannot yet be fully applied to the Fedimmo portfolio (326.751 m<sup>2</sup>) (portfolio let to the Buildings Agency (Public Sector)). The agreement with the Buildings Agency stipulates that most of the recurring work is its responsibility, so Befimmo does not have absolute control over those activities. Nevertheless, through regular dialogue and consultation with the Buildings Agency, the environmental performance of the buildings is gradually being improved.

» Word count: 0 out of 250 words



## RC6

Which countries are included in the entity's portfolio?

Country	% of GAV
Belgium	<input type="text" value="96.3"/>
Luxembourg	<input type="text" value="3.7"/>
Total % GAV	

## ENTITY AND REPORTING CHARACTERISTICS

### New Construction & Major Renovations

## RC-NC1

Describe the composition of the entity's new construction projects during the reporting period:

Property Type	In progress at the end of reporting period			Completed during reporting period		
	Number of Assets	Gross Floor Area	GAV* in millions	Number of Assets	Gross Floor Area	GAV* in millions
Retail, High Street	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Retail, Shopping Center	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* GAV either according to fair value or based on construction costs

RC-NC1 (continued)

Property Type	In progress at the end of reporting period			Completed during reporting period		
	Number of Assets	Gross Floor Area	GAV* in millions	Number of Assets	Gross Floor Area	GAV* in millions
Retail, Warehouse	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Office	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="40040"/>	<input type="text" value="95"/>
Industrial, Distribution Warehouse	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Industrial, Manufacturing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hotel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Healthcare	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* GAV either according to fair value or based on construction costs

RC-NC2

Describe the composition of the entity's major renovation projects during the reporting period:

Property Type	In progress at the end of reporting period			Completed during reporting period		
	Number of Assets	Gross Floor Area	GAV* in millions	Number of Assets	Gross Floor Area	GAV* in millions
Retail, High Street	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Retail, Shopping Center	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Retail, Warehouse	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Office	<input type="text" value="2"/>	<input type="text" value="8800"/>	<input type="text" value="14"/>	<input type="text" value="3"/>	<input type="text" value="27800"/>	<input type="text" value="42"/>
Industrial, Distribution Warehouse	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Industrial, Manufacturing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hotel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Healthcare	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* GAV either according to fair value or based on construction costs

### RC-NC3

Which countries are included in the entity's portfolio of new construction and major renovation projects?

Country	% of GAV
Belgium	<input type="text" value="100"/>
Total % GAV	

## MANAGEMENT

## Sustainability Objectives

1.1

Does the entity have specific sustainability objectives?

 Yes

The objectives are

 Publicly available Online

Hyperlink

[http://www.befimmo.be/sites/default/files/imce/150327\\_bef\\_ra2014\\_annexes\\_online\\_rsep\\_uk\\_final.pdf](http://www.befimmo.be/sites/default/files/imce/150327_bef_ra2014_annexes_online_rsep_uk_final.pdf) Offline - separate document

Communicate the objectives (maximum 250 words)

Befimmo seeks to strike a balance between its stakeholders expectations and the challenges it regularly faces. Accordingly, it has identified and prioritized - through a materiality exercise - thirteen environmental, economic and social challenges grouped into four major themes: Environment, Team, Tenants and Governance. For each of these challenges, Befimmo undertakes to act on important initiatives both in its own interests and for the society in which it operates. The response to these challenges takes the form of specific measures, long-term quantifiable and measurable objectives described in the CSR Program prepared in cooperation with the management and the team. This program is published on Befimmo website (<http://www.befimmo.be/en/corporate-social-responsibility-programme>). Since Befimmo operates in the real-estate business, the main focus is on the (1) ENVIRONMENT. The external stakeholders have also broadly agreed that this topic is the most important overall. Therefore Befimmo focuses on the following priorities: Energy, Pollution, Mobility and Certification. The involvement of (2) its TEAM is crucial to the success of its global strategy, so Befimmo identified as priorities related to this topic in consultation with stakeholders: Well-being, Ethics and Dialogue. Befimmo attaches great importance to (3) its TENANTS by providing quality spaces that are easily accessible, with good environmental management. The Dialogue between the landlord and tenant and their Safety and Health are priorities. Regarding the fourth identified theme, (4) GOVERNANCE, the main priorities are Dialogue and Communication with stakeholders, Ethics and Compliance.

» Word count: 0 out of 250 words

 Not publicly available No

1.2

Does the entity incorporate its sustainability objectives in the overall business strategy?

Yes

Describe how the objectives are incorporated (maximum 250 words)

Befimmo has integrated the principles of Social Responsibility into its strategy, and these are reflected in the environmental, economic and social aspects of its day-to-day operations. It is convinced that a proactive approach leads to a strong position in terms of reputation and improved profitability; since 2008 it has gradually evolved from a qualitative environmental policy to a true, proactive Social Responsibility policy with quantifiable & measurable objectives, integrated into its overall strategy. It recognizes that effective governance over the long term requires a committed approach, applying the precautionary principle, designed to anticipate its risks and control its costs. Indeed, identifying the risks that could affect Befimmo, it is putting in place the necessary measures to anticipate these risks and limit their potential impact. It undertakes to take account of the expectations of its stakeholders in devising its strategy and to establish an open dialogue and constructive consultation with them. Befimmo regards Social Responsibility as a part of its strategy, taking opportunities to improve its performances and create value in the medium and long term for all its stakeholders. Befimmo strives to differentiate itself and also to become a benchmark for Social Responsibility. In a process of continuous improvement of its Social Responsibility policy, Befimmo has conducted a materiality study, created its first materiality matrix and initiated a process of regular dialogue with all its stakeholders. The response those priorities is reflected in specific commitments, measures and their impacts, qualitative targets, described in the Social Responsibility Programme.

» Word count: 0 out of 250 words

No

Not applicable

2

Does the organization have one or more persons responsible for implementing the sustainability objectives at entity level? (multiple answers possible)

Yes

Dedicated employee(s) for whom sustainability is the core responsibility

Provide the details for the most senior of these employees

Name

Emilie Delacroix

Job title

CSR Manager

E-mail (optional)

e.delacroix@befimmo.be

LinkedIn profile (optional)

https://be.linkedin.com/pub/emilie-delacroix/21/baa/617

Employee(s) for whom sustainability is among their responsibilities

Provide the details for the most senior of these employees

Name

Frédéric Tourné

Job title

Senior Environmental Officer

E-mail (optional)

f.tourne@befimmo.be

LinkedIn profile (optional)

External consultants/manager

Other

No

## MANAGEMENT

### Sustainability Decision-Making

3

Does the organization have a sustainability taskforce or committee that is applicable to the entity?

Yes

Select the members of this taskforce or committee (multiple answers possible)

Board of Directors

Senior Management Team

- Fund/portfolio managers
- Asset managers
- Property managers
- External consultants
- Other

No

4

Does the entity have a senior decision-maker dedicated to sustainability?

Yes

The individual is part of

Board of Directors

Provide the details for the most senior decision-maker on sustainability issues

Name

Benoit De Blieck

Job title

CEO

E-mail (optional)

b.deblieck@befimmo.be

LinkedIn profile (optional)

-

- Senior Management Team
- Investment Committee
- Fund/portfolio managers
- Asset managers



Property managers Other No

5

Does the entity have a formal process to inform the most senior decision-maker on sustainability performance of the entity?

 Yes

Describe the process (maximum 250 words)

At strategic level, the Social Responsibility (CRS) team consists of five people including three Executive Officers: CEO, CFO, COO, the Senior Environmental Manager (SEM) and the Corporate Social Responsibility Manager (CSR Manager). The CEO joined this team in September 2013 to become more involved in decision-making on Social Responsibility and in the implementation of the action plan. This team is responsible for devising and monitoring the CSR Programme, releasing sufficient human resources, and conducting the annual management review. The team meets every quarter. The Directors of Befimmo also take part in defining and approving budgets and taking major decisions on Social Responsibility, especially at the strategy meetings held each year and at the meetings scheduled every quarter when the results are published. At operational level, the Environmental Technical Team – which meets regularly – is responsible for assessing the implementation of the Environmental Management System and implementing the CSR Programme. He is a member of the Social Responsibility team and reports directly to the CEO. His role is both strategic (developing CSR strategy, managing relations with stakeholders) and operational (coordinating CSR projects, managing the CSR Programme, and acting as in-house consultant for other departments). Regarding human resources, the HRO is responsible for educating all members of the team to take more account of Social Responsibility, to follow up initiatives put in place and to develop further the employee sustainable awareness. The HRO works with the CSR Manager and reports to the Social Responsibility team.

» Word count: 0 out of 250 words

 No Not applicable

6

Does the organization include sustainability factors in the annual performance targets of the employees responsible for this entity?

Yes

Select the employees to whom these factors apply (multiple answers possible)

Board of Directors

Senior Management Team

Acquisitions team

Client services team

Fund/portfolio managers

Asset managers

Property managers

All employees

Other

Other selected. Please describe

Environmental Technical Team

No

POLICY AND DISCLOSURE

**Sustainability Disclosure**

## 7.1

Does the organization disclose its sustainability performance?

Yes (multiple answers possible)

Section in Annual Report

Upload supporting evidence

[BEFIMMO - ANNUAL REPORT 2014 - CSR PART & appendix.pdf](#)

Select the applicable reporting level

Entity

Investment manager

Group

Aligned with

Stand-alone sustainability report(s)

Integrated Report

Dedicated section on the corporate website

Provide the applicable hyperlink

Select the applicable reporting level

Entity

Investment manager

Group

Section in entity reporting to investors

Other

No

## 7.2

Is the organization's sustainability disclosure reviewed by an independent third party?

Yes

Select all applicable options (multiple answers possible, selections must match selections in Q7.1)

Section in Annual Report

Externally checked by

Externally verified by

Externally assured by

Deloitte

using ISAE 3000

Stand-alone sustainability report

Integrated Report

Section in entity reporting to investors

Other

No

Not applicable

## POLICY AND DISCLOSURE

# Sustainability Policies

8

Does the organization have a policy/policies in place, applicable to the entity level, that address(es) environmental issues?

Yes

Select all environmental issues included (multiple answers possible)

Energy consumption/management

GHG emissions/management

Water consumption/management

Waste management

Climate/climate change

Resilience

Other

Upload supporting evidence

[BEFIMMO - CSR Policy & Program.pdf](#)

OR

Document name AND

Publication date

No

9

Does the organization have a policy/policies in place that address the entity's risks from exposure to bribery and corruption?

Yes

Upload supporting evidence

[BEFIMMO Dealing & Ethics Codes.pdf](#)

OR

Document name AND

Publication date

No

10

Does the organization have a stakeholder engagement policy in place that applies to the entity?

Yes

Select all stakeholders included (multiple answers possible)

Employees

Tenants/occupiers

Supply chain

Community

Investors/shareholders

Consumers

Government/local authorities

Investment partners

Other

Upload supporting evidence

[Befimmo - Communication with Stakeholders \(complete\).pdf](#)

OR

Document name AND

Publication date

No

11

Does the organization have an employee policy in place that applies to the employees responsible for this entity?

Yes

Select all issues included (multiple answers possible)

Diversity

Remuneration

Performance and career development

Health & safety

Cyber security

Other

Upload supporting evidence

[BEFIMMO - ANNUAL REPORT 2014 - Extract TEAM \(complet\).pdf](#)

OR

Document name AND

Publication date

No



## RISKS AND OPPORTUNITIES

## Bribery &amp; Corruption

12

Does the organization assess the entity's risk of exposure to bribery and corruption?

 Yes

Describe the process (maximum 250 words)

Befimmo works to keep harmonious human relations within its team guided by professional ethics and ensures that rights of its colleagues are respected with the focus on a dialogue based on trust. It ensures that all employees respect deontology, good business practice and the principles outlined in the code of ethics. It doesn't tolerate any form of corruption and refuses to enter into relations with anyone involved in illegal activities or suspected of being so. For this purpose it has developed an internal policy for the purpose of limiting the risks associated with money laundering and the financing of terrorism. Every employee must avoid situations where there is a conflict between their personal interest and the interests of the shareholders, particularly in relations with clients, suppliers and other third parties. Any employee for whom the Board of Directors has ruled was subject to the rules to prevent market abuse as defined in the Governance charter and in the Dealing Code cannot carry out any transactions on shares except within strict observance of the rules defined in the Charter. Any employee who has any questions about the application of these principles, or suspects or is aware of any breaches may apply to Compliance Officer. The Dealing Code and Governance Charter have been updated in 2014. The content of the Code of ethics will also be reviewed to determine whether it should be updated. The information sessions to all employees will be held by the end of 2015 by the General Counsel.

» Word count: 0 out of 250 words

 No

13

Does the organization have systems and procedures in place to facilitate effective implementation of the bribery and corruption policy in Q9 above? (refer to Q9 Policy & Disclosure Aspect)

 Yes

Select all applicable options (multiple answers possible)

 Whistle-blower mechanism Investment due diligence process

Training related to bribery and corruption risks for employees (multiple answers possible)

When an employee joins the organization

Regular follow-ups

Other

Upload supporting evidence

[BEFIMMO Dealing & Ethics Codes & page RFA.pdf](#)

OR

Document name AND

Publication date

No

Not applicable

14

Is the organization involved in any legal cases regarding corrupt practices?

Yes

No

## RISKS AND OPPORTUNITIES

### Risk Assessments

15.1

Does the entity perform sustainability risk assessments as a standard part of its due diligence process for new acquisitions?

Yes

Select all issues included (multiple answers possible)

Energy efficiency

Water efficiency

GHG emissions

Building safety and materials

Transportation

Contamination

Natural hazards

Climate change

Socio-economic

Regulatory

Health, safety and well-being

Other

Other selected. Please describe

Environmental, Buildings certifications & Energy Ratings

Upload supporting evidence

[Befimmo RISK FACTORS & Identité et stratégie.pdf](#)

OR

Document name AND

Publication date

No

Not applicable

15.2

Has the entity performed sustainability risk assessments of its standing investments during the last three years?

Yes

Select all issues included (multiple answers possible)

GHG emissions

Building safety and materials

Transportation

Contamination

Natural hazards

Climate change

Socio-economic

Regulatory

Health, safety and well-being

Other

Other selected. Please describe

Environmental

Describe how the outcomes of the sustainability risk assessments are used in order to mitigate the selected risks (maximum 250 words)

RISK ANALYSIS is based on an update of a study to classify the Company's major risks, in order of importance and estimated frequency of occurrence, and to determine the extent to which it controls these risks. During the 2013 year, an external consultant was commissioned to produce a new version of the risk matrix, and the extent to which they are under control, through interviews with Company managers. The findings of this study provide the framework for the work of the internal audit service, reviewed annually as part of a three year plan by the Audit Committee. Risk analysis is reviewed annually by the Audit Committee. The risk factors, as well as the measures taken to control and limit the potential impact of each risk identified, are described and published twice a year.

RISK: Befimmo is exposed to environmental risks (soil, water, air (CO2e emissions) and noise pollution). POTENTIAL IMPACT: Such risks could damage the environment and also entail significant costs for Befimmo and adversely impact its image. MITIGATION: Befimmo adopts a responsible approach under which it has aimed to take the necessary measures to reduce the environmental impact of the activities it controls and directly influences, such as its site checks for renovation and compliance with the environmental permits for the operational portfolio. Furthermore, the implementation of its Environmental Management System (ISO 14001 certified) allows it to better anticipate environmental risks at both strategic level (acquisitions, major renovations, etc.) and operational level (building maintenance, etc.).

» Word count: 0 out of 250 words

No

Not applicable

## RISKS AND OPPORTUNITIES

### Energy Efficiency

16

Has the entity performed technical building assessments during the last four years to identify energy efficiency opportunities within the portfolio?

Yes

Select applicable options (multiple answers possible)

In-house assessment

External assessment

Name of the organization

>0%, <25% of the portfolio covered

≥25%, <50% of the portfolio covered

$\geq 50\%$ ,  $< 75\%$  of the portfolio covered

$\geq 75\%$ ,  $\leq 100\%$  of the portfolio covered

Upload supporting evidence

[Example of Building Energy Audit \(Poelaert\).pdf](#)

OR

Document name AND

Publication date

No

Has the entity implemented measures during the last four years to improve the energy efficiency of the portfolio?

Yes

Describe the measures using the table below.

Measure	% portfolio covered during the last 4 years	% whole portfolio covered	Estimated savings (MWh)	Estimated ROI (%)	Scope
Installation of high-efficiency equipment and appliances	≥25%, <50%	≥50%, <75%	4113		Common areas
Systems commissioning or retro-commissioning	0%, <25%	≥75%, ≤100%	1302		Common areas
Wall/roof insulation	0%, <25%	≥25%, <50%	3213	11	Common areas
BMS (Building Management System)	0%, <25%	≥50%, <75%	1076	19	Common areas

No

Not applicable

RISKS AND OPPORTUNITIES

**Water Efficiency**



Has the entity implemented measures during the last four years to improve the water efficiency of the portfolio?

Yes

Describe the measures using the table below.

Measure	% portfolio covered during the last 4 years	% whole portfolio covered	Estimated savings (m <sup>3</sup> )	Estimated ROI (%)	Scope
High-efficiency/dry fixtures	0%, <25%	≥75, ≤100%			Common areas
Reuse of storm water and/or grey water for non-potable applications	0%, <25%	0%, <25%	362		Common areas
Leak detection system	0%, <25%	0%, <25%			Common areas
underground water	0%, <25%	0%, <25%	160		Common areas
Occupant sensors	≥50%, <75%	≥25%, <50%			Common areas

No

Not applicable

## RISKS AND OPPORTUNITIES

### Environmental Fines & Penalties

19

Has the entity received any environmental fines and/or penalties?

Yes

No

## MONITORING AND EMS

### Environmental Management Systems

20.1

Does the organization have an Environmental Management System (EMS) that applies to the entity level?

Yes

Upload supporting evidence  
[BEFIMMO - ISO14001 - 2013.pdf](#)

No

20.2

Is the Environmental Management System (EMS) in Q20.1 aligned with a standard and/or verified or certified by an independent third party?

Yes

Aligned with

Externally verified by

Externally certified by

Lloyd's Register Quality Assurance Ltd

using

ISO 14001

Upload supporting evidence

[BEFIMMO - ISO14001 - 2013.pdf](#)

No

Not applicable

## MONITORING AND EMS

### Data Management Systems

#### 21.1

Does the organization have a data management system in place that applies to the entity level?

Yes

Percentage of whole portfolio covered by floor area

100

Select one of the following

Developed internally

Bespoke internal system developed by a third party

External system

Name of the system

Thinkstep (ex. PE International - SoFi)

Select the aspects included (multiple answers possible)

Energy consumption/management

GHG emissions/management

- Water consumption/management
- Waste streams/management
- Refrigerants
- Employee travel and transportation
- Indoor environmental quality
- Occupant comfort and satisfaction
- Other

Energy & BREEAM Certifications

Upload supporting evidence

[Thinkstep \(Ex- PE International - SoFi\).pdf](#)

No

## 21.2

Is the data management system in Q21.1 aligned with a standard and/or verified or certified by an independent third party?

Yes

Aligned with

GRI G4 Standards, CDP, GRES

Externally verified by

Externally certified by

Upload supporting evidence

[Thinkstep \(Ex- PE International - SoFi\) - part GRI & CDP.pdf](#)

No

Not applicable

MONITORING AND EMS

# Monitoring Consumption

22

Does the entity monitor the energy consumption of the portfolio?

Yes

Percentage of whole portfolio covered by floor area

Type of monitoring: (multiple answers possible)

Automatic meter readings

Percentage of the whole portfolio covered by floor area

Based on invoices

Percentage of the whole portfolio covered by floor area

Manual-visual readings

Provided by the tenant

Other

No

Not applicable

23

Does the entity monitor the water consumption of the portfolio?

Yes

Percentage of whole portfolio covered by floor area

Type of monitoring: (multiple answers possible)

Automatic meter readings

Percentage of the whole portfolio covered by floor area

53.84

Based on invoices

Percentage of the whole portfolio covered by floor area

46.16

Manual-visual readings

Provided by the tenant

Other

No

Not applicable

## PERFORMANCE INDICATORS

### Office › Energy Consumption

Q24.0

Does the entity collect energy consumption data for Office?

Yes

No

Q24.1

Energy Consumption for Office

Report absolute values and like-for-like consumption for 2013 and 2014. **All assets in the whole portfolio for Office should be included.**

To make sure you insert data in the correct section of the table, check the definition of “Managed Assets” and “Indirectly Managed Assets”.

Only use Whole Building if no breakdown of data is possible between Base Building and Tenant Space. Additionally, if consumption cannot be separated between Common Areas and Shared Services/ Central Plant, provide both in Shared Services/Central Plant.

Managed Assets Base Building		Absolute Consumption					Like-for-Like Consumption		
		2013	2014			2013	2014	Like-for-Like Change	
		Consumption (MWh)	Consumption (MWh)	Data coverage (m <sup>2</sup> )	Maximum coverage (m <sup>2</sup> )	Floor area type	Consumption (MWh)	Consumption (MWh)	%
1	Common areas	Fuels							
2		District Heating & Cooling							
3		Electricity	23451	22302	596864	596864	Lettable floor area	18820	17290
4	Shared services / central plant	Fuels							
5		District Heating & Cooling							
6		Electricity							
7	Outdoor/Exterior areas / Parking	Fuels		N/A	N/A	N/A			
8		Electricity		N/A	N/A	N/A			
9	Total energy consumption of Base Building			N/A	N/A	N/A			



Managed Assets Tenant space		Absolute Consumption					Like-for-Like Consumption		
		2013	2014			2013	2014	Like-for-Like Change	
		Consumption (MWh)	Consumption (MWh)	Data coverage (m <sup>2</sup> / units)	Maximum coverage (m <sup>2</sup> / units)	Floor area type	Consumption (MWh)	Consumption (MWh)	%
10	Purchased by landlord	Fuels							
11		District Heating & Cooling							
12		Electricity							
13	Purchased by tenant	Fuels							
14		District Heating & Cooling							
15		Electricity	32186	28142	596864	596864	Lettable floor area	26219	21983
16	Total energy consumption of Tenant Areas			N/A	N/A				

Managed Assets Whole building		Absolute Consumption					Like-for-Like Consumption				
		2013	2014			2013	2014	Like-for-Like Change			
		Consumption (MWh)	Consumption (MWh)	Data coverage (m <sup>2</sup> )	Maximum coverage (m <sup>2</sup> )	Floor area type	Consumption (MWh)	Consumption (MWh)	%		
17	Combined consumption common areas + tenant space		Fuels	44075	35615	583411	583411	Lettable floor area	36782	26760	

Q24.1 (continued)

Managed Assets Whole building		Absolute Consumption					Like-for-Like Consumption		
		2013	2014				2013	2014	Like-for-Like Change
		Consumption (MWh)	Consumption (MWh)	Data coverage (m <sup>2</sup> )	Maximum coverage (m <sup>2</sup> )	Floor area type	Consumption (MWh)	Consumption (MWh)	%
18	District Heating & Cooling	2014	1377	13453	13453	Lettable floor area	2014	1377	
19	Electricity								
20	Total energy consumption of Whole Building			N/A	N/A	N/A			
21	Total energy consumption of Managed Assets			N/A	N/A	N/A			

Indirectly Managed Assets Whole building		Absolute Consumption					Like-for-Like Consumption		
		2013	2014				2013	2014	Like-for-Like Change
		Consumption (MWh)	Consumption (MWh)	Data coverage (m <sup>2</sup> )	Maximum coverage (m <sup>2</sup> )	Floor area type	Consumption (MWh)	Consumption (MWh)	%
22	Fuels	35527	28221	318255	326751	Lettable floor area	34397	24435	
23	District Heating & Cooling								
24	Electricity	18254	17347	321523	326751	Lettable floor area	8625	7049	
25	Outdoor/Exterior areas / Parking			N/A	N/A	N/A			

Q24.1 (continued)

		Absolute Consumption					Like-for-Like Consumption		
		2013	2014			2013	2014	Like-for-Like Change	
Indirectly Managed Assets		Consumption (MWh)	Consumption (MWh)	Data coverage (m <sup>2</sup> )	Maximum coverage (m <sup>2</sup> )	Floor area type	Consumption (MWh)	Consumption (MWh)	%
<b>Whole building</b>									
26	Electricity			N/A	N/A	N/A			
27	Total energy consumption of Indirectly Managed Assets			N/A	N/A	N/A			
28	Total energy consumption of Whole Portfolio			N/A	N/A	N/A			

Explain (a) assumptions made in reporting, (b) limitations in the ability to collect data and (c) exclusions from like-for-like portfolio (maximum 250 words)

[A] Within the 100% private electricity consumption filled/included in “purchased by tenant”, there is a minority of buildings with an energy contract purchased by the landlord.

[B] No data is collected (i) for private consumptions non communicated, (ii) for unknown and non-received meter readings and (iii) for non-received energy contract mandates

[C] The like-for-like calculation (at constant perimeter), expressed as a year-on-year percentage difference, helps to assess how an indicator changes over time. Indeed, by excluding variations due to changes in perimeter (as a result of major renovations, acquisitions or sales within the reference period and also for buildings where the meter readings is not received), it is possible to analyze, compare and explain the results achieved in relation to the stated objectives. Note, however, that the like-for-like calculation does not take account of changes in the occupancy of the buildings. We would point out that the method of like-for-like calculation was changed for 2014 reporting (vs. 2013) to bring it into line with the EPRA Sustainability Reporting .

» Word count: 0 out of 250 words

The information above is correct and complete for all Office assets

Q24.2

Energy use intensity rates Office

Does the entity report energy use intensity?

Yes

If optional base-line year data is provided, specify year of the data

	Optional base-line year	2013	2014
Energy use intensity	<input type="text" value="188.25"/>	<input type="text" value="175.60"/>	<input type="text" value="160.40"/>
% of portfolio covered	<input type="text" value="60.83"/>	<input type="text" value="64.57"/>	<input type="text" value="64.62"/>

Select the elements for which intensities are normalized in your calculations.

Occupancy rate

Footfall

Operational hours

Weather conditions

Degree days

Air conditioning and/or natural ventilation

Building age

Other

Other selected. Please describe:

By Region

None of the above

Explain (a) the Energy use intensity calculation method, (b) assumptions made in the calculation, and (c) how intensities are used by the entity in its operations (maximum 250 words)

[A] Specific consumption or Intensity (kWh/m<sup>2</sup>) = Absolute consumption (gas & electricity) divided by the total surface (included in the perimeter). Consumption data for heating are normalized for the influence of the outdoor temperature using the 16.5/16.5 degree-day method.

[B] Regarding specific energy consumption (gas + electricity), it is unfortunately impossible to consolidate data related to two different energy sources through two distinct portfolios with different perimeters. Our choice here is to present the specific energy consumption data concerning Directly Managed Assets and which represent the largest share (64.62%) of the assets in our portfolio. To ensure consistency in specific consumption and to ensure that it is properly representative, some buildings are excluded from the scope solely for the calculation of specific consumption: (i) buildings under construction and/or renovation; (ii) buildings other than offices (for 2014, this concerns only part of one building, that houses an indoor pool and fitness centre); (iii) buildings with incomplete consumption data; (iv) buildings with an average annual occupancy rate below 50% (calculated on the basis of the monthly occupancy history). In the few cases where consumption of common and private areas could not be obtained separately, a distribution of 40/60 between common areas and private areas firmed and retained for 2013 and 2014.

[C] Those specific data help the Entity to analyse and compare the energy performances of its portfolio, in order to define new quantifiable and measurable targets.

» Word count: 0 out of 250 words

No

Q24.3

Renewable energy generated Office

Does the entity collect renewable energy consumption and generation data in the whole portfolio for this property type?

Yes

Report absolute renewable energy generation and consumption. All assets in the portfolio for this property type should be included.

	Absolute measurement	
	2013	2014
On-site renewable energy (MWh generated and consumed on-site)	2319	1449
Off-site renewable energy (MWh generated off-site or purchased from utility or third party)		
On-site renewable energy (MWh generated on-site and exported)		
Total renewable energy		
Percentage renewable energy	1.5	1.1

No

Q24.4

Review, verification and assurance of Energy Consumption data

Has the entity's Energy Consumption data reported above been reviewed by an independent third party?



Yes

Externally checked

Externally verified

Externally assured

Assured by

Using scheme

Upload supporting evidence

[Limited review report as of 31.12.2014.pdf](#)

OR

Document name AND

Publication date

No

Not applicable

PERFORMANCE INDICATORS

Office > GHG Emissions

Q25.0

Does the entity collect GHG emissions data for Office?

Yes

No

Q25.1

GHG Emissions for Office

Report absolute values and like-for-like consumption for 2013 and 2014. All assets in the whole portfolio for Office should be included.

		Absolute GHG Emissions				Like-for-Like Consumption			
		2013	2014			2013	2014	Like-for-Like Change	
		Emissions (tonnes)	Emissions (tonnes)	Data coverage (m <sup>2</sup> )	Maximum coverage (m <sup>2</sup> )	Floor area type	Emissions (tonnes)	Emissions (tonnes)	%
1	Scope 1	<input type="text" value="238"/>	<input type="text" value="265"/>	<input type="text" value="2997"/>	<input type="text" value="2997"/>	<input type="text" value="Lettable floor area"/>	<input type="text" value="238"/>	<input type="text" value="265"/>	
2	Scope 2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2997"/>	<input type="text" value="2997"/>	<input type="text" value="Lettable floor area"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	



Q25.1 (continued)

	Absolute GHG Emissions					Like-for-Like Consumption		
	2013	2014				2013	2014	Like-for-Like Change
	Emissions (tonnes)	Emissions (tonnes)	Data coverage (m <sup>2</sup> )	Maximum coverage (m <sup>2</sup> )	Floor area type	Emissions (tonnes)	Emissions (tonnes)	%
3 Scope 3 (optional)	10039	7325	593867	593867	Lettable floor area	8355	5341	

Explain (a) the GHG emissions calculation standard/methodology/protocol, (b) emissions factors used, (c) level of uncertainty in data accuracy, (d) exclusions from like-for-like portfolio, and (e) Scope 3 emissions (maximum 250 words)

[A] Befimmo applies the GHG Protocol. Please note that for scope 2 there are no CO2 emissions due to the fact that Befimmo has a green electricity contract for its corporate surfaces. [B] The conversion factors needed to calculate CO2e emissions were checked and updated. Gas 188 gCO2/kwh, Green Electricity 0 gCO2/kwh (ADEME, Carbon balance), Electricity (non-green) 153 gCO2/kwh (2013) - 181gCO2/kwh (2014), Fuel (heating oil boilers) 2,662 kg CO2/L, Diesel (Befimmo's cars use) 2,662 kgCO2/L (ADEME, Carbon balance), Petrol (Befimmo's cars use) 2,425 kgCO2/L (ADEME, Carbon balance). [C] We can estimate that scope 1,2,3 uncertainty range is less than, or equal to 2%. [D] There is no exclusion. It's relevant to calculate the CO2 emissions of waste. But, at this stage, Befimmo collects the tones or/ and volume of the waste for the Befimmo's buildings in-use as well as for the renovation projects but doesn't convert these data yet into CO2 emissions as well for absolute emissions as for like-for-like calculation . However, Befimmo is studying this issue. [E] It's impossible to consolidate data related to 2 distinct portfolios with different perimeters. Our choice is to present the GHG Emissions of the Directly Managed Assets, which represent the largest share (64.62%) of the total assets in our portfolio. Befimmo is seeking its tenants and try to convince them to subscribe to green electricity supply contracts for their private parts. This awareness is a significant potential for reducing CO2 emissions since last year (2013).

>> Word count: 0 out of 250 words

The information above is correct and complete for all Office assets

Q25.2

GHG emissions intensity rates Office

Does the entity report GHG emissions intensity?

Yes

If optional base-line year data is provided, specify year of the data

	Optional base-line year	2013	2014
GHG emissions intensity	<input type="text" value="28.99"/>	<input type="text" value="26.87"/>	<input type="text" value="14.36"/>
% of portfolio covered	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="100"/>

Select the elements for which intensities are normalized in your calculations.

Occupancy rate

Footfall

Operational hours

Weather conditions

Degree days

Air conditioning and/or natural ventilation

Building age

Other

None of the above

Explain (a) the GHG emissions intensity calculation method, (b) assumptions made in the calculation, and (c) how intensities are used by the entity in its operations (maximum 250 words)

[A] Specific consumption = Absolute CO2 emissions divided by the total surface (included in the perimeter). The units of intensity measurements are used CO2e/m<sup>2</sup>. [B] Electricity consumption data for private areas obtained directly from information received from tenants with a utility-company meter and unspecified own supply contracts are counted as non-renewable power.

Where the type of supply contract is known, only contracts specified as “100% green” are considered renewable, and a zero CO2e emission rate is applied.

Abnormal consumption data (gas, electricity) discovered and possibly related to an occasional activity in the building, such as a major renovation, are removed from the reporting perimeter so as to avoid influencing the results and specific consumption/emission in particular. Any incomplete or partial consumption data obtained are systematically excluded from the perimeter of CO2e calculation. This decrease is due (i) to the energy investments achieved in several buildings of Befimmo's portfolio in order to improve the energy performance of the global Befimmo's portfolio; (ii) more green electricity contracts for private areas => Befimmo is seeking its tenants and try to convince them to subscribe to green electricity supply contracts for their private parts. This awareness is a significant potential for reducing CO2 emissions. [C] Those specific data help the Entity to analyse and compare the GHG emissions of its portfolio, in order to define new quantifiable and measurable targets.

» Word count: 0 out of 250 words

No

Q25.3

Review, verification and assurance of GHG Emissions data

Has the entity's GHG Emissions data reported above been reviewed by an independent third party?

Yes

Externally checked

Externally verified

Externally assured

Assured by

Using scheme

Upload supporting evidence

[Limited review report as of 31.12.2014.pdf](#)

OR

Document name AND

Publication date

No

Not applicable

## PERFORMANCE INDICATORS

### Office › Water Use

Q26.0

Does the entity collect water use data for Office?

Yes

No

Q26.1

Water Use for Office

Report absolute values and like-for-like consumption for 2013 and 2014. **All assets in the whole portfolio for Office should be included.**

To make sure you insert data in the correct section of the table, check the definition of “Managed Assets” and “Indirectly Managed Assets”.

Only use Whole Building if no breakdown of data is possible between Base Building and Tenant Space. Additionally, if consumption cannot be separated between Common Areas and Shared Services/ Central Plant, provide both in Shared Services/Central Plant.

Managed Assets		Absolute Consumption					Like-for-Like Consumption		
		2013	2014			2013	2014	Like-for-Like Change	
		Consumption (m <sup>3</sup> )	Consumption (m <sup>3</sup> )	Data coverage (m <sup>2</sup> )	Maximum coverage (m <sup>2</sup> )	Floor area type	Consumption (m <sup>3</sup> )	Consumption (m <sup>3</sup> )	%
1	Base building	Common areas							
2		Outdoor / Exterior areas / Parking		N/A	N/A	N/A			
3	Total water usage Base Building			N/A	N/A	N/A			
4	Tenant space	Purchased by landlord							
5		Purchased by tenant							
6	Total water usage Tenant Areas			N/A	N/A	N/A			
7	Whole building	Combined consumption common areas + tenant space	174304	172540	584927	596864	Lettable floor area	119214	117374
8	Total water usage Whole Building			N/A	N/A	N/A			
9	Total water usage Managed Assets			N/A	N/A	N/A			

Indirectly Managed Assets		Absolute Consumption				Like-for-Like Consumption			
		2013	2014		Floor area type	2013	2014	Like-for-Like Change	
		Consumption (m <sup>3</sup> )	Consumption (m <sup>3</sup> )	Data coverage (m <sup>2</sup> )		Maximum coverage (m <sup>2</sup> )	Consumption (m <sup>3</sup> )	Consumption (m <sup>3</sup> )	%
10	Whole Building	53792	51982	205853	326751	Lettable floor area	45341	38222	
11	Outdoor / Exterior areas / Parking			N/A	N/A	N/A			
12	Total water usage Indirectly Managed Assets			N/A	N/A	N/A			
13	Total water usage Whole Portfolio			N/A	N/A	N/A			

Explain (a) assumptions made in reporting, (b) limitations in the ability to collect data and (c) exclusions from like-for-like portfolio (maximum 250 words)

(A) None. (B) No data is collected for private consumptions non communicated, for unknown and non-received meter readings and for non-received energy contract mandates. (C) some buildings are excluded from the scope solely for the calculation of like-for-like: (i) buildings under construction and/or renovation; (ii) buildings other than offices (for 2014, this concerns only part of one building, that houses an indoor pool and fitness centre); (iii) buildings with incomplete consumption data; (iv) buildings with an average annual occupancy rate below 50% (calculated on the basis of the monthly occupancy history).

» Word count: 0 out of 250 words

The information above is correct and complete for all Office assets

Q26.2

Water use intensity rates Office

Does the entity report water use intensity?

Yes

If optional base-line year data is provided, specify year of the data

	Optional base-line year	2013	2014
Water use intensity	<input type="text" value="0.21"/>	<input type="text" value="0.25"/>	<input type="text" value="0.26"/>
% of portfolio covered	<input type="text" value="56.1"/>	<input type="text" value="72.46"/>	<input type="text" value="75.92"/>

Select the elements for which intensities are normalized in your calculations.

Occupancy rate

Footfall

Operational hours

Weather conditions

Degree days

Air conditioning and/or natural ventilation



Building age

Other

None of the above

Explain (a) the Water use intensity calculation method, (b) assumptions made in the calculation, and (c) how intensities are used by the entity in its operations (maximum 250 words)

[A] Specific consumption or Intensity = Absolute water consumption divided by the total surface (included in the perimeter). The units of intensity measurements are used  $\text{m}^3/\text{m}^2$ . [B] Abnormal water consumption discovered and possibly related to an occasional activity in the building, such as a major renovation, are removed from the reporting perimeter so as to avoid influencing the results and specific consumption in particular. Any incomplete or partial consumption data obtained are systematically excluded from the perimeter of calculation. The area of a building used to calculate the specific water consumption is proportional to the average annual occupancy rate. An occupancy rate of 100% implies taking account of 100% of the area of the property when calculating the floor area. However, to cater for irreducible basic consumption, the minimum rate is deliberately restricted to 50%. [C] Those specific data help the entity to analyse and compare the water consumption of its portfolio, in order to define new quantifiable and measurable targets.

» Word count: 0 out of 250 words

No

### Q26.3

Review, verification and assurance of Water Use data

Has the entity's Water Use data reported above been reviewed by an independent third party?

Yes

Externally checked

Externally verified

Externally assured

Assured by

Using scheme

Upload supporting evidence

[Limited review report as of 31.12.2014.pdf](#)

OR

Document name AND

Publication date

No

Not applicable

PERFORMANCE INDICATORS

Office > Waste Management

Q27.0

Does the entity collect waste management data for Office?

Yes

No

Q27.1

Waste Management for Office

Report absolute values for 2013 and 2014. All assets in the whole portfolio for Office should be included.

		Absolute Measurement		
		2013	2014	
1	Managed Assets	Total weight of hazardous waste in metric tonnes	2.4	6
2		Total weight of non-hazardous waste in metric tonnes	7471	2653
3		% managed portfolio covered	76	91

Q27.1 (continued)

		Absolute Measurement		
		2013	2014	
4	Indirectly Managed Assets	Total weight of hazardous waste in metric tonnes	0	26
5		Total weight of non-hazardous waste in metric tonnes	609	1389
6		% indirectly managed portfolio covered	13	42
7	Proportion of waste by disposal route (% of total by weight)	Recycling	79	50
8		Incineration	15	37
9		Landfill	6	13

Explain (a) assumptions made in reporting, and (b) limitations in the ability to collect data (maximum 250 words). (maximum 250 words)

[A] Building waste includes all waste related to building/renovation projects, 100% of which is reported. The waste associated with such projects has been systematically collected since 2013. The data given relate to the quantities of hazardous [waste that presents a specific hazard to humans or the environment. Types of hazardous waste are identified and listed in regional regulations.] and non-hazardous waste, all categories (paper and cardboard, plastic, glass, wood, earth, concrete, rubble, metals and other mixed waste). The proportion of waste related to renovation/construction sites in 2013 is much higher than in 2014 because during that period more renovation projects occurred. [B] The most important limitation is collecting data from the Indirectly Managed Assets, especially for operational buildings.

» Word count: 0 out of 250 words

The information above is correct and complete for all Office assets

Q27.2

Review, verification and assurance of Waste Management data

Has the entity's Waste Management data reported above been reviewed by an independent third party?



Yes

Externally checked

Externally verified

Externally assured

Assured by

Using scheme

Upload supporting evidence

[Limited review report as of 31.12.2014.pdf](#)

OR

Document name AND

Publication date

No

Not applicable

## Targets

Q28

Has your entity set long-term reduction targets?

Yes

Area	Target type	Long-term target	Baseline year	End year	2014 target	Are these targets communicated externally?
Energy consumption	Intensity-based	9.0	2013	2016	3.0	Yes
GHG emissions						
Water consumption	Like-for-like	2.0	2014	2017	0	Yes
Waste diverted from landfill						
Energy consumption (electricity on	Intensity-based	7.5	2013	2016	2.5	Yes

No

**BUILDING CERTIFICATIONS**

**Office > Green Building Certificates**

29.1

Does the entity's portfolio include standing investments that obtained a green building certificate at the time of design and/or construction?

Yes

Specify the certification scheme(s) used and the percentage of the portfolio certified (multiple answers possible)

Scheme name/ sub-scheme name	% portfolio covered by floor area
BREEAM New Construction	<input type="text" value="11.9"/>

No

Not applicable

29.2

Does the entity's portfolio include standing investments that obtained an operational green building certificate?

Yes

Specify the certification scheme(s) used and the percentage of the portfolio certified (multiple answers possible)

Scheme name/ sub-scheme name	% portfolio covered by floor area
BREEAM In Use	<input type="text" value="63.0"/>

No

Not applicable

**BUILDING CERTIFICATIONS**

**Office > Energy Ratings**

30

Does the entity's portfolio include standing investments that obtained an energy rating?

Yes

Specify the rating scheme used and the percentage of the portfolio rated (multiple answers possible).

EU EPC (Energy Performance Certificate) for % of the portfolio based on floor area

for

Country	% Coverage (within country)	Number of rated assets	Floor area weighted score
Luxembourg	<input type="text" value="100"/>	<input type="text" value="1"/>	<input type="text" value="778"/>
Belgium	<input type="text" value="73"/>	<input type="text" value="55"/>	<input type="text" value="234"/>

NABERS Energy

ENERGY STAR

Government energy efficiency benchmarking

Other

No

Not applicable



## STAKEHOLDER ENGAGEMENT

### Employees

31.1

Does the organization have a remuneration policy in place, applicable at the entity level?

Yes

Select all applicable options (multiple answers possible)

Policy includes performance-related long-term incentives

Policy includes performance-related incentives, but not long-term

Other

Upload supporting evidence

[Befimmo - Annual Financial Report 2014 - Remuneration Report.pdf](#)

OR

Document name AND

Publication date

No

31.2

Does the organization monitor implementation of the remuneration plan using an independent oversight group or committee?

Yes

No

Not applicable

32

Do the employees responsible for the entity receive annual performance and career development reviews?

Yes

Percentage of employees covered

No

33

Do the employees responsible for the entity receive regular training?

Yes

Percentage of the employees who received professional training

Percentage of the employees who received sustainability-specific training

No

34.1

Has the organization undertaken an employee satisfaction survey during the last three years?

Yes

The survey is undertaken (multiple answers possible)

Internally

Percentage of employees covered

Survey response rate

By an independent third party

Upload supporting evidence

[Befimmo - Extract 2013 Annual Report - Satisfaction survey.pdf](#)

OR

Document name AND

Publication date

No

### 34.2

Does the organization have a program in place to improve its employee satisfaction based on the outcomes of the survey referred to in Q 34.1?

Yes

Select all applicable options (multiple answers possible)

Feedback sessions with Senior Management Team

Feedback sessions with separate teams/departments

Development of action plan

Focus groups

Other

No

Not applicable

## STAKEHOLDER ENGAGEMENT

### Health and Safety

35.1

Has the organization undertaken employee health and safety checks during the last three years?

Yes

Select all applicable options (multiple answers possible)

Written surveys for

Physical health checks for

percentage of employees

12

Work station checks for

percentage of employees

44

Other

No

Not applicable

35.2

Does the organization monitor employee occupational health and safety indicators?

Yes

Select all applicable options (multiple answers possible)

Lost day rate

0.0025

Absentee rate

0.0213

Other metric

Other selected. Please describe

Part-time employment

0.1

Explain the employee occupational health and safety indicators calculation method (maximum 250 words)

Absenteeism rate: ratio of the number of hours of short-term sickness (<30 days) to the total hours worked.

Lost day rate: ratio of the number of hours lost due to occupational injury to the total number of hours scheduled to be worked by the workforce.

» Word count: 0 out of 250 words

No

## STAKEHOLDER ENGAGEMENT

### Tenants/Occupiers

36

Does the entity have a tenant engagement program in place that includes sustainability-specific issues?

Yes

Select all issues included (multiple answers possible)

Tenant sustainability guide

Percentage of portfolio covered 0%, <25%

Tenant engagement meetings

Percentage of portfolio covered ≥50%, <75%

Tenant sustainability training

Tenant events focused on increasing sustainability awareness

Provide tenants with feedback on energy/water consumption and waste

Percentage of portfolio covered

Building/asset communication

Social media / online platform

Other

No

37.1

Has the entity undertaken tenant satisfaction surveys during the last three years?

Yes

The survey is undertaken (multiple answers possible)

Internally

Percentage of tenants covered

Survey response rate

By an independent third party

Upload supporting evidence

[Tenants dialogue \(RFA 2013 & 2014\).pdf](#)

OR

Document name AND

Publication date

No Not applicable**37.2**

Does the entity have a program in place to improve its tenant satisfaction based on the outcomes of the survey referred to in Q 37.1?

 Yes

Select all applicable options (multiple answers possible)

 Feedback sessions with asset/property managers Feedback sessions with individual tenants Development of an asset-specific action plan Other

Describe the tenant satisfaction improvement program (maximum 250 words)

Befimmo attaches great importance to the occupants and users of its property portfolio. It endeavours to retain its tenants by providing quality spaces that are easily accessible, with good environmental management and affordable. Befimmo has a team of motivated professionals (commercial and technical staff, managers, etc.), reporting to the Chief Operating Officer (COO), whose goal is to improve the quality of “customer service”. Indeed, tenants’ satisfaction, the dialogue between the landlord and tenant and their security and health are priorities for Befimmo and are essential in the eyes of all its stakeholders. Befimmo intends to invite its tenants to take part in its approach to achieve more sustainable development, and to that end proposes to organise biannual meetings between tenants, the Property Management and Befimmo’s commercial department in order to inform tenants about the building they occupy, its technical operation, and the influence and role of each party in relation to environmental protection. An Environmental Cooperation Agreement and a Building User Guide (BUG) will be systematically offered to new tenants as well as to existing ones. Furthermore, the integration of the Property Management (May 2013) business has made Befimmo the tenant’s day-to-day contact point, and it therefore has more room to manoeuvre in raising its customers’ awareness of these environmental issues.

» Word count: 0 out of 250 words

 No Not applicable

38

Does the entity have a fit-out and refurbishment program in place for tenants that includes sustainability-specific issues?

Yes

Select all topics included (multiple answers possible)

Tenant fit-out guides for

Percentage of portfolio covered

Minimum fit-out standards are prescribed for

Fit-out and refurbishment assistance for meeting the minimum fit-out standards for

Procurement assistance for tenants for

Other

No

Not applicable

39

Does the entity include sustainability-specific requirements in its standard lease contracts?

Yes

Select all topics included (multiple answers possible)

Obligations to do nothing to adversely affect the environmental performance of the building

Sharing of utility data

Cost-recovery clause for energy-efficiency-related capital improvements

Shared consumption targets/goals in place



Energy-efficient and/or environmentally responsible specifications for tenant works

Operational performance standards for the building

Information sharing relevant to green building certificates

Ability for the landlord to prioritize sustainability requirements over minimizing costs of improvements and adjustments

Legal obligations regarding the correctness of landlord/tenant information required for mandatory energy rating schemes

Other

Upload supporting evidence

[Befimmo - Env. Coop. Agreement - Tenants.pdf](#)

OR

Document name AND

Publication date

No

Not applicable

## STAKEHOLDER ENGAGEMENT

### Supply chain

40

Does the organization include sustainability-specific requirements in its procurement process applicable to the entity level?

Yes

Select the parties to whom the requirements apply (multiple answers possible)

External property/asset managers

External contractors

External service providers

External suppliers

Other

Upload supporting evidence

[Befimmo - supply chain \(complete\).pdf](#)

OR

Document name AND

Publication date

No

Not applicable

#### 41.1

Does the organization monitor external property/asset managers' compliance with the sustainability-specific requirements in place for this entity?

Yes

Select all methods used (multiple answers possible)

Receive update reports from external property/asset managers

Regular meetings with external property/asset managers

Checks performed by organization's employees

Checks performed by external consultants

Name of the organization

Check external property/asset managers' alignment with applicable professional standards

Other

No

No, all property/asset management is undertaken internally

41.2

Does the organization monitor other direct external suppliers' and/or service providers' compliance with the sustainability-specific requirements in place for this entity?

Yes

Select all methods used (multiple answers possible)

Receive update reports from suppliers

Regular meetings with suppliers

Checks performed by organization employees

Checks performed by external consultant

Name of the organization

Checks performed by property/asset manager

Check external suppliers' and/or service providers' alignment with applicable professional standards

Supplier survey

Other

No

Not applicable

## STAKEHOLDER ENGAGEMENT

### Community

42.1

Does the organization have a community engagement program in place that includes sustainability-specific issues?

Yes

No

42.2

Does the organization monitor its impact on the community?

Yes

No

Not applicable

42.3

Does the organization have a monitoring process for the community engagement program in place?

Yes

No

Not applicable

## NEW CONSTRUCTION AND MAJOR RENOVATIONS

## Sustainability Requirements

NC 1

Does the entity have a sustainability strategy in place for new construction and major renovation projects?

 Yes

The Strategy is

 Publicly available OnlineHyperlink  Offline - separate document

Communicate the objectives (maximum 250 words)

Over the years, Befimmo has put together a technical team to manage the construction of new buildings and the renovation of existing buildings for its rental customers. This strategy of ongoing renovation and building goes hand-in-hand with a proactive environmental policy; between 6% and 10% of the cost of a new building or major renovation is linked to sustainable investments. Befimmo has integrated the principles of corporate social responsibility (including the identification of the climate change issues) into its long-term strategy, and these are reflected in the environmental, economic and social aspects of its day-to-day operation. Since it is in the real-estate business, the main focus of Befimmo's action in this area relates to the environment. For several years, it has built energy performances and sustainable development into its renovation, acquisition and construction projects. Like all market players, Befimmo is aware that the value of a building is also measured in terms of sustainability. Accordingly, the Company has wasted no opportunity to demonstrate the efforts it has been making in recent years: (1) its Environmental Management System has been ISO 14001 certified since 2010 (recertified in 2013), (2) it uses several recognised tools such as the BREEAM certifications, (3) in 2011 it adopted short, medium and long-term quantitative targets that can be measured objectively year by year - those targets were revised in 2013, and (4) it identifies sustainable and climate change risks & opportunities.

» Word count: 0 out of 250 words

 Not publicly available No

NC 2

Does the entity have sustainable site selection criteria in place for new construction projects?

Yes

Select all criteria included (multiple answers possible)

Limit development on farmland

Protect floodplain functions

Conserve aquatic ecosystems

Conserve habitats for threatened and endangered species

Redevelop brownfield

Locate projects within existing developed areas

Connect to multi-modal transit networks

Other

Other selected. Please describe

Contaminated land

Upload supporting evidence

[Example of sustainable site selection - Liège II.pdf](#)

OR

Document name AND

Publication date

No

Not applicable

## NC 3

Does the entity have sustainable site development requirements for new construction and major renovation projects?

Yes

Select all applicable options (multiple answers possible)

Control and retain construction pollutants

Restore soils disturbed during construction and/or during previous development

Divert construction and demolition materials from disposal

Divert reusable vegetation, rocks, and soil from disposal

Protect air quality during construction

Communicate and verify sustainable construction practices

Other

No

## NEW CONSTRUCTION AND MAJOR RENOVATIONS

## Community Engagement

## NC 4.1

Does the organization have a policy in place for communication with the local community regarding the impact of new construction and major renovation projects?

Yes

No

## NC 4.2

Does the entity monitor the impact of the project on the local community during different stages of the project?

Yes

Describe the monitoring process (maximum 250 words)

1. Approach: communication with the community before and during the works implementation through e-mails, displays as well as community conference organized on site.
2. Contact details of the builder contractor (phone number & email) are available for the community. A follow-up of the potential complaints is done by the contractor and the owner.
3. Befimmo takes things in hand in collaboration with the contractor to resolve quickly the issue and communicate its action-plan and its follow-up with the community.
4. Moreover, preventive measures are included in the ISO 14001 procedures, which are followed Befimmo.

» Word count: 0 out of 250 words

No

## NEW CONSTRUCTION AND MAJOR RENOVATIONS

## Materials and Certifications

## NC 5

Does the organization have a policy in place on construction materials, that applies to the entity, including sustainability-specific requirements?

Yes

Select all issues included (multiple answers possible)

- Specification and purchasing of building materials or products that have been locally extracted or recovered
- Red list of specific materials or ingredients that should not be used on the basis of their human and/or environmental impacts
- Specification and purchasing of rapidly renewable materials, low embodied carbon materials, and recycled content materials
- Specification and purchasing materials that can easily be recycled



- Specification and purchasing of third-party certified wood-based materials and products
- Specification and purchasing of low-emitting materials
- Preferential specification and purchasing of materials that disclose potential health hazards
- Preferential specification and purchasing of materials that disclose environmental impacts
- Other

Upload supporting evidence

[Befimmo - supply chain \(complete\).pdf](#)

OR

Document name AND

Publication date

No

Not applicable

**NC 6**

Does the entity's portfolio include new construction and major renovation projects that obtained a green building certificate?

Yes

Specify the certification scheme(s) used and the percentage of the portfolio certified (multiple answers possible)

Projects in progress at the end of reporting period

Scheme name/ sub-scheme name	% portfolio covered by floor area
BREEAM New Construction	9.96

Projects completed during the reporting period

Scheme name/ sub-scheme name	% portfolio covered by floor area
------------------------------------	-----------------------------------

BERDE For  
New  
Construction

No

Not applicable

NEW CONSTRUCTION AND MAJOR RENOVATIONS

Energy Efficiency

NC 7

Does the entity have minimum energy efficiency requirements for new construction and major renovation projects?

Yes

Select all applicable energy efficiency requirements (multiple answers possible)

Energy performance that exceeds applicable mandatory requirements by at least 10% for new construction projects and 5% for major renovations

Specification and purchase of high-efficiency equipment and appliances

Development and implementation of a commissioning plan

Commitment to operational energy monitoring for a specific period of time

Other

Other selected. Please describe

Fundamental refrigerant management, Verification of the installation and performance of the building energy

No

Not applicable

## NC 8.1

Are the entity's new construction and major renovation projects designed to generate energy from on-site renewable sources?

Yes

Percentage of projects covered

80

The combined renewable energy produced on-site (out of the total annual energy use for these projects) is

1.1

Renewable sources include (multiple answers possible)

Solar/photovoltaic

Wind

Geothermal

Hydro

Co/tri-generation

Other

No

## NC 8.2

Are the entity's new construction and major renovation projects designed to meet net-zero energy codes and/or standards?

Yes

Percentage of projects covered

30

No

Not applicable

## NEW CONSTRUCTION AND MAJOR RENOVATIONS

### Building Requirements

#### NC 9

Does the entity implement building measures specifically focused on occupant well-being for new construction and major renovation projects?

Yes

Select all measures implemented (multiple answers possible)

Daylight

Natural ventilation

Occupant controls

Indoor air quality monitoring

Provision of green spaces, non-built areas and social spaces

Other

No

Not applicable

#### NC 10

Does the entity have minimum water efficiency requirements for new construction and major renovation projects?

Yes

Select all applicable water efficiency requirements (multiple answers possible)

High-efficiency/dry fixtures

Occupant sensors

Re-use of storm water and grey water for non-potable applications

- On-site waste water treatment
- Leak detection system
- Drip/smart irrigation
- Drought tolerant/low-water landscaping
- Other

No

Not applicable

**NC 11**

Does the entity have a waste policy in place for new construction and major renovation projects?

Yes

Select all topics included (multiple answers possible)

- Waste management plans
- Project-specific targets with regard to waste reduction, re-use or recycling
- Incentives for contractors for recovering and recycling building materials
- Education of relevant employees/contractors about waste management techniques
- Other

Upload supporting evidence

[Befimmo - supply chain \(complete\).pdf](#)

OR

Document name AND

Publication date

No

## NEW CONSTRUCTION AND MAJOR RENOVATIONS

### Supply Chain Requirements

#### NC 12.1

Does the organization have sustainability-specific requirements in place for its contractors applicable to the entity level?

Yes

Percentage of portfolio covered

100

Upload supporting evidence

[Befimmo - supply chain \(complete\).pdf](#)

OR

Document name AND

Publication date

No

#### NC 12.2

Does the organization monitor its contractors' compliance with its sustainability-specific requirements in place for this entity?

Yes

Select all applicable options (multiple answers possible)

Contractor needs to be in compliance with a national/international environmental management standard

Contractor needs to have on-site sustainability resources/staff

Contractor provides update reports on environmental and social aspects during construction

Internal audits

Percentage of projects audited during the reporting period

100

External audits by third party

Name of the organization

Percentage of projects audited during the reporting period

Weekly/monthly (on-site) meetings and/or ad hoc site visits

Require contractors to enforce sub-contractors' compliance with the entity's sustainability requirements and/or the construction management plan

Other

No

Not applicable

### NC 13.1

Does the entity implement an on-site occupational health and safety management system?

Yes

Aligned with

Externally checked by

using

Externally verified by

using

Externally certified by

Bopro

using

a recognized standard

Upload supporting evidence

[FED BRE phase 2 PV32 rapport visite de chantier\\_20131018.pdf](#)

OR

Document name AND

Publication date

No



## NC 13.2

Does the organization monitor occupational health and safety indicators at construction sites?

Yes

Select all applicable options (multiple answers possible)

Injury rate

0

Fatalities

Near misses

Explain the employee occupational health and safety indicators calculation method (maximum 250 words)

(1) SITES: Monitoring of safety compliance on building sites. Specific safety measures – compliant with regulations – are included in the specifications. Compliance with these measures is monitored while the works are in progress (notably by external safety coordinators, site audits, BREEAM assessors, etc.). This process is ongoing.

(2) OTHER: Property Management checks that all statutory controls are properly implemented and that any observations and/or infringements arising from reports by inspectors are remedied. In 2014, a complete inventory of risks associated with the operation of the buildings was drawn up and monitoring reports are systematically included in a database with validity dates and comments. This process is ongoing.

» Word count: 0 out of 250 words

No

## NEW CONSTRUCTION AND MAJOR RENOVATIONS

## Community Impact

## NC 14

Does the entity assess the socio-economic impact on the community of its new construction and major renovation projects?

Yes

No

## SUPPLEMENTAL

### Leader in the Light

Q0

Do you want to participate in Leader in the Light?

Yes

No

Q1

Define the key financial performance indicators that your company uses for measuring the success of its sustainability strategy. In addition, you can also provide a link to your organization's website where a description may be available. (maximum 200 words)

In recent years, Befimmo has followed the trend towards standardisation of financial reporting and also reporting on Social Responsibility by adopting the indicators published by EPRA, the GRI-G4 guidelines ("In accordance" – Essential criteria) and those for the real-estate sector, GRI-CRESS. The summary table of all the EPRA indicators can be found on page 98 of this Report, while the index of GRI content is published on the Company's website at <http://www.befimmo.be/en/gri-reporting>. Economic performance G4 EC1-EC3, CATEGORY: ENVIRONMENT: G4 EN3-EN8, G4 EN10, G4 EN15-EN19, G4 EN23-EN24, G4 EN26-EN27, G4 EN 29, G4 EN30-EN33.

» Word count: 0 out of 200 words

<http://www.befimmo.be/en/corporate-social-responsibility-programme>

Q2

Energy efficiency

Enter information for the projects, that best describe the implementation of Energy efficiency measures in your portfolio

Project Type	Portfolio Coverage & Opportunity		Total Capital Investment (USD)	Savings		Description
	Portfolio Covered by this Project	Cumulative Area Covered by this Project		Total Annual Projected Savings	Total Annual Projected Savings	
	%	%		Kwh	USD	
1 Energy Management System (enterprise-wide or building-level)	65	65	0	1302166	87549	Befimmo is aware of the importance of checking proper implementation in the field of its investments in the environmental and energy performance of its buildings. In 2014, it recruited a Green Adviser who, among other things, monitors energy consumption by telemonitoring and optimising it (for Befimmo's portfolio and corporate surfaces) while ensuring a high level of comfort for tenants.
2						
3						

Q3

Water efficiency

Enter information for the projects, that best describe the implementation of Water efficiency measures in your portfolio

Project Type	Portfolio Coverage & Opportunity		Total Capital Investment (USD)	Savings		Description
	Portfolio Covered by this Project	Cumulative Area Covered by this Project		Total Annual Projected Savings	Total Annual Projected Savings	
	%	%		m <sup>3</sup>	USD	
1 Water Recycling & Rainwater Harvesting	5	20	83029	750	2906	For the first time, Befimmo has set a quantitative target for water recovery (m <sup>3</sup> ) of covering 2% of water requirements et constant perimeter (LfL) of the Befimmo portfolio by the end of 2017, in relation to the referencd period of 2014. In 2015, two groundwater abstraction projects will be completed in the Befimmo portfolio.
2						
3						

**Q4**

Renewable energy

Enter information for the projects, that best describe the implementation of Renewable energy measures in your portfolio

Project Type	Portfolio Coverage & Opportunity		Total Capital Investment (USD)	Savings		Description
	Portfolio Covered by this Project	Cumulative Area Covered by this Project		Total Annual Projected Savings	Total Annual Projected Savings	
	%	%		Kwh	USD	
1 Solar Power System	5	12	1566490	141500	16918	<p>The current total coverage of photovoltaic panels for the Befimmo and Fedimmo portfolios is 3,310 m<sup>2</sup> as against 1,895 m<sup>2</sup> installed at the end of 2013. The target of a 15% increase in area was well exceeded. In view of the renovation and construction in progress and planned, the total area of solar panels will be further increased. The total coverage should increase from 3,310 m<sup>2</sup> at the end of 2014 to 3,790 m<sup>2</sup> by the end of 2015, a further 15% increase.</p>
2 Cogeneration/CHP (Combined Heat & Power)/Fuel Cell	2	2	211448	410000	49021	<p>Installation of cogeneration in the View Building (2014). This building has a fitness center with a swimming pool. The long opening hours and heat requirements make the fitting of a cogeneration plant worthwhile in terms of the environment and cutting energy costs of common areas. The electricity generated by this installation will actually be fed directly back into the common areas of the building so as to substantially reduction its dependence on the electricity grid.</p>
3						

Q5

### Waste management

Enter information for the projects, that best describe the implementation of Waste management measures in your portfolio

Project Type	Portfolio Coverage & Opportunity		Total Capital Investment (USD)	Savings		Description
	Portfolio Covered by this Project	Cumulative Area Covered by this Project		Total Annual Projected Savings	Total Annual Projected Savings	
	%	%		tonnes	USD	
1 Contract Waste Management	25	25				In 2014 Befimmo, in cooperation with an external partner, launched an awareness campaign for tenants and their respective cleaning companies, etc. with a view to reducing the total amount of unsorted waste (= household waste) and thereby improve the recycling rate. During 2014, some 140 tenants in a total of 16 buildings were informed in this way, which helped to reduce unsorted waste by more than 50% and increased the volume of recycled paper by around 36%.
2						
3						

## SUPPLEMENTAL

## Innovation Case Study

Sustainability is a well-established topic in the global real estate sector. But in what is a dynamic and fast-moving environment, the development and integration of sustainability best practices into decision-making varies widely across regions and property sectors. With its global and multi-sector coverage, GRESB is well-placed to document innovation in the real estate sector. Our ambition is to promote and highlight innovative approaches and best practices in sustainability. GRESB's benchmark participants are a rich source of knowledge and practical experience, and we have therefore developed an innovation platform to start to map benchmark participants' innovative approaches to the integration of sustainability best practices into the management and development of their real estate portfolios. In addition to their Survey submission, we invite participants to submit examples of their innovations. These case studies will be added to participants' Scorecards and/or Benchmark Report. We also plan to include selected examples in GRESB's innovation platform which will be developed as part of the output materials for the 2014 benchmark results. We will inform you in advance whether your case study has been selected for inclusion in the platform.

Innovations should be (i) related to the topics covered by the 2014 Survey and (ii) specifically focused on the practical benefit of the measure. You can include information regarding the financial benefit of the measure, e.g. return on investment. However, we encourage participants to also include measures with other short and long-term benefits, e.g. socio-economic, resource-use efficiency, risk mitigation and operational benefits. GRESB also encourages participants to explain how they deal with issues that may currently not be priced, but which they consider will become more important over time.

Q1

Would you like to submit an innovation case study?

Yes

Innovation Title

Renewable energy production | Cogeneration

Topic IS1 Energy efficiency (Risks & Opportunities Q17)

Purpose of the project (max. 100 words)

Principle of cogeneration is that it generates heat and power at the same time. This combined generation cuts energy losses significantly. Thus, cogeneration can save between 15 and 20% in primary energy in relation to separate production of the same amounts of heat and power. In addition, CO2 emissions from the use of cogeneration are substantially less than with conventional heat production and electricity generation. In principle, cogeneration is more suitable and efficient for sites needing constant heat (hot water), such as hospitals, nursing homes, etc. It is therefore best to target buildings for which this technology is properly suited.

» Word count: 0 out of 100 words

## Approach (max. 250 words)

After the installation of cogeneration in some Befimmo's building, namely the WTC III (2012) and View Building (2014), Befimmo planned a feasibility study for fitting cogeneration in the Brederode 9 building was conducted and the installation should take place during the renovation work planned for 2015. New feasibility studies will be conducted during 2015 throughout the whole portfolio, including Fedimmo properties.

Cogeneration in the View Building (installation was completed in late 2014 and this cogeneration was commissioned early 2015.) : has a fitness center with a swimming pool. The long opening hours and heat requirements make the fitting of a cogeneration plant worthwhile in terms of the environment and cutting energy costs of common areas. The electricity generated by this installation will actually be fed directly back into the common areas of the building so as to substantially reduction its dependence on the electricity grid.

» Word count: 0 out of 250 words

Results (actual and anticipated) (max. 250 words)

The cogeneration system in the WTC III building commissioned in February 2012 has given rise to 625 green certificates and cut overall CO2 emissions by 16%.

NEW TARGET: For the first time, Befimmo has set a quantitative goal for self-generation of renewable energy (photovoltaic panels and cogenerations), which is to cover 5% of the electricity needs, at constant perimeter [LfL], of common areas in the Befimmo portfolio by the end of 2017, compared with the reference period of 2014.

» Word count: 0 out of 250 words

Upload Picture/Scheme

[Cogeneration.JPG](#)

Provide hyperlink (if applicable)

No

## Q2

Would you like to submit a second innovation case study?

Yes

No

## Q3

Would you like to submit a third innovation case study?

Yes

No