



**The activities and professional information services of CENIA, the Czech Environmental Information Agency, are performed and provided in an environmentally responsible manner.**

## **Statement of CENIA's Self-declared Environmental Claim**

Pursuant to ČSN ISO 14021 Environmental Labels and Declarations, the Self-declared Environmental Claim (Type II Environmental Labelling) was adopted by

**The Decision of the Director No. 02-2006**

*Effective from:* **1 February 2006**

Scope and applicability: **CENIA, the Czech Environmental Information Agency**

*Approved:* **1 February 2006**

*Drafted by:* **Petr Saifříd**

*Director and coordinator:* **Ing. Rut Bízková**, Director of the Evaluation and Publication Division

*Approved by:* **Ing. Jiří Hradec**, Director of CENIA

By means of this Decision:

**XXIII. I declare** the following wording of the Self-declared Environmental Claim of CENIA:  
**“The activities and professional information services of CENIA, the Czech Environmental Information Agency, are performed and provided in an environmentally responsible manner.”**

**II. I require** all managerial staff to inform all their subordinates of this Decision as soon as

possible.

**III. I require** all employees to consistently adhere to the Directive of the Director of CENIA No. 03-2005 pertaining to environmentalisation of administrative operations and on a day-to-day basis perform the tasks ensuing from the following supplementary measures, which have been adopted in order to support CENIA's Self-declared Environmental Claim:

Related to the reduction of paper consumption:

- Electronisation of administrative operations
- Including the appeal to consider the need to print CENIA's e-mails – recommended wording:

***Please consider the environment before deciding to print this email.***

- Printing on both sides, as preset on all CENIA's printers and photocopiers

Related to energy management:

- Partial illumination using only some ceiling fixtures in corridors and rooms according to marked switches
- Gradual replacement of traditional light bulbs with energy saving compact fluorescent lamps in appropriate places within CENIA
- Reduction (where possible) of heating in corridors
- Turning off electrical appliances (PCs, monitors) outside of business hours

Related to preferential procurement of labelled products:

- Checking agreements with suppliers, which allow for CENIA's use of environmentally friendly products to be broadened in the years 2006-2007
- Setting up a system of purchase preferences

Related to education and training, enhancing employees' awareness:

- Informing the employees of CENIA's Self-declared Environmental Claim, education promoting the fulfilment of individual measures and motivation to propose new measures to support the Self-declared Environmental Claim

Related to the promotion of environmentally friendly operations and measures within CENIA

- Installation of an information notice board in the CENIA building
- Cooperation with media
- Labelling envelopes made from recycled paper with the logo "Environmentally Friendly Product" (using a stamp manufactured for this purpose)

**The professional coordinator** for the area of environmentally friendly measures within CENIA is the Education and Information Services Group.

**The contact person** for the area of environmentally friendly measures within CENIA is Petr Saifrid.

**Ing. Jiří Hradec**

**Director**