

“Pilot Project for environmental management to Toplofikacia - Sofia District Heating Utility”



With the contribution of
Italian Ministry of Productive Activities
Law No. 212/92

Executive summary

Partners to the Project



- E.C.O. Eco Consultants Organization srl
 - Italian Propitiator



- Toplofikacia-Sofia AD
 - Local Propitiator



- Sofia Energy Agency – SOFENA
 - Local Partner

Targets of the Project

General Targets		Specific Targets
1	Support to structural interventions by providing technical assistance and training on the most suitable management system to optimize environmental, economical and social performances of Toplofikacia-Sofia AD	<ul style="list-style-type: none">• Environmental analysis and definition of most significant environmental aspects in order to implement corrective actions• Toplofikacia’s EMS projecting and structuring under ISO 14001 rules• Sustaining all useful conditions necessary to the most correct EMS’s implementation<ul style="list-style-type: none">– Improving, at all organization’s levels, the knowledge of the environmental implications of activities and services rendered– Propagating Toplofikacia’s environmental policies and operative modalities• EMS’ implementation with all Toplofikacia-Sofia AD’s operative sites and involved personnel

Targets of the Project

General Targets		Specific Targets
2	Activity of public information and involvement on the project's outcomes	Involvement of stakeholders such as: <ul style="list-style-type: none">● Local Public Administration● Corporate bodies/associations● Citizens and customers● Interested associations● Certification authorities● Consulting firms/professionals

Targets of the Project

General Targets		Specific Targets
3	Check on the possibility to build up Italian/Bulgarian consultancy joint-ventures wich may offer services to improve and certify quality in their own processes / services / products	<ul style="list-style-type: none">● Referral market’s evaluation● Technical, economical and financial capabilities’ evaluation● Start up the new-company operative phase

Structure of the Project

- Start up
- Design of Environmental Management System (EMS)
- Preliminary environmental review
- Draft of EMS documentation (Management and Technical Procedures and EMS Manual)
- Training of Personnel involved in Toplofikacia EMS
- EMS implementation
- Public presentation and divulgation of the project
- Analysis for joint venture opportunities
- Handling and monitoring of the project

PHASE 1 - Start up

The start up phase is composed of all the preliminary activities which are necessary to define how to conduct the project scheduled activities in compliance with Law 212/92 and the project itself, and how to demonstrate the results which are expected to be achieved by means of the partners' work.

PHASE 2 - Design of EMS

The aim of this phase is to individuate the main steps and resources for the EMS building up and implementing.

The designing phase foresees opportune verify, re-exam and validation actions by which the work group will evaluate the results of the project phases and their conformance with the expected results.

PHASE 3 - Preliminary Environmental Review

The environmental review consists of a series of activities in order to analyse any interactions of the production processes and the environment.

The aim of this analysis is to establish which of them are significant in terms of environmental impacts and, therefore, which aspects of Toplofikacia’s processes should be improved for eliminate/mitigate their effects on the environment.

PHASE 4 - Draft of EMS documentation

The EMS' documental structure of Toplofikacia will be developed in compliance with project plan.

Environmental procedures and manual will describe the Toplofikacia's organisation and its process conformance with ISO 14001 standard.

EMS's documentation will be produced by means of a programmed cycle of actions:

- analysis
- drafting
- re-exam
- verify
- modify / approval

PHASE 5 - Training

E.C.O. will provide Toplofikacia’s personnel, from each Organisation’s area, with a series of training courses in order to develop the necessary competences for an adequate EMS implementation.

PHASE 6 - EMS implementation

EMS' implementation represents a fundamental phase of the project and consists in planning, applying, verifying and increasing day by day the efficiency and efficacy of the EMS in Toplofikacia's Organisation.

Implementation will be managed by the Toplofikacia' Environmental Manager and his staff of personnel, appointed by top management on purpose.

Experts from Toplofikacia and Sofena will support the above mentioned management team, especially in EMS audits activities.

PHASE 7 - Public presentation and divuligation of the project

Dissemination and publicity of the project is one of the more important phases in the view of the Italian Ministry for Productive Activities.

Partners should cooperate in order to give the best visibility to this initiative and its results, from the beginning till the end of the project.

This phase will end with the organisation of a final workshop of the project, through which involving all the local stakeholders.

PHASE 8 - Analysis for joint venture opportunities

The aim of this phase is to evaluate the opportunity of realize an Italy-Bulgaria joint venture for the development of a consulting company for both private and public sector in the following fields:

- Quality/Environmental management
- Research and apply for funding
- Internationalization

This phase will be conducted by E.C.O.'s and Sofena's experts.

PHASE 9 - Handling and monitoring of the project

Project monitoring will take place by means of specific activities under coordination of E.C.O.

The aim of monitoring is to evaluate and to demonstrate the technical, economics and administrative congruence of the project

Duties and responsibilities

E.C.O. srl & Sofena

- Co-ordination of partners for conducting the scheduled activities in conformity with Law No. 212/92 and the objectives of the Project
- Carrying out the **Preliminary Environmental Review** of Toplofikacia-Sofia AD and of the following District Region:
 - District Heating Region “Sofia”
 - District Heating Region “Sofia-East”
 - District Heating Region “Zemliane”
 - District Heating Region “Lulin”
- Analyze Toplofikacia’s processes/products and services to design and realize the structure of the EMS documentation
- Provide Toplofikacia’s Personnel with training courses;
- Support to Toplofikacia’s management in order to implementing EMS, especially for environmental programming, Audit conducting and EMS management review
- Organization and participation of activities for public presentations and divulgations of the project
- Analysis for joint venture opportunities in Bulgaria
- Monitoring of results and costs of the Project, providing periodical and final reports to Italian Ministry

Duties and responsibilities

Toplofikacia-Sofia AD

With the coordination of E.C.O. srl & Sofena

- Supplying the Project team with information and documentation regarding Toplofikacia-Sofia AD, its activities and related environmental aspects for:
 - District Heating Region “Sofia”
 - District Heating Region “Sofia-East”
 - District Heating Region “Zemliane”
 - District Heating Region “Lulin”
- Statement of Toplofikacia’s Environmental Policy
- Re-examination and approval of EMS documentation
- Participating in training programs with Personnel belonging to each district heating region
- Constituting a team of selected persons for the EMS implementation
- Organization and participation of activities for presentations and divulgations of the project
- Providing E.C.O. srl with information regarding project monitoring (periodical reports with costs of personnel)

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Timing of the Project

ID	Nome attività	Anno 1				Anno 2				Anno 3	
		Tri 4	Tri 1	Tri 2	Tri 3	Tri 4	Tri 1	Tri 2	Tri 3	Tri 4	Tri 1
1											
2	Phase 1. Start up		■								
5											
6	Phase 2. Design of Environmental Management System (EMS)		■								
10											
11	Phase 3. Preliminary environmental analysis		■								
16											
17	Phase 4. Draft of EMS documentation			■							
28											
29	Phase 5. Training of Personnel involved in Toplofikacia EMS			■							
33											
34	Phase 6. EMS implementation				■						
37											
38	Phase 7. Public presentation and divulgation of the project		■								
42											
43	Phase 8. Analysis for joint venture opportunities		■								
47											
48	Phase 9. Handling and monitoring of the project		■								