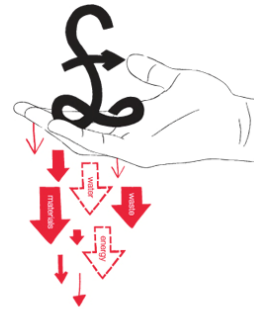


A specialist deliverer of



Improving Your Resource Efficiency

The EMS Club – Service Overview & Registration Form

Thank you for your interest in Resource Efficiency East's new programme **The EMS Club**.

The EMS Club offers you the chance to access a comprehensive package of free support to assist your business to implement an environmental management system. However, due to the nature of the support on offer it is important that all potential participants understand the scope of the programme and the level of commitment that is expected of them.

Below you will find further details of **The EMS Club** and notes on how to complete the registration form itself.

If you have any questions please call the Resource Efficiency East team on 01733 294 524.

About Resource Efficiency East

Resource Efficiency East is a specialist provider of the Improving Your Resource Efficiency product. It delivers guidance and support on how businesses in the East of England can reduce the use of resources; water, energy and materials and achieve financial savings as a result.

Resource Efficiency East is co-funded by the East of England Development Agency and the European Regional Development Fund.

The Improving Your Resource Efficiency product is part of Solutions for Business, the Government's package of publicly funded business support designed to help companies to start and grow.

Background to The EMS Club

It is widely acknowledged that small businesses looking to improve resource efficiency will often benefit from adopting an environmental management system (EMS). An EMS can help a company identify cost saving opportunities, ensure compliance with relevant legislation,

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meet the requirements of key customers and reduce the organisations impact on the environment.

However, more often than not, small businesses will lack the background knowledge, understanding or time to implement such a system unaided.

In order to address some of these issues the Resource Efficiency East programme has developed **The EMS Club** to assist eligible small businesses who are looking to develop an EMS.

Those businesses that have already got an accredited EMS in place may be able to access alternative support and should contact the Resource Efficiency East team to discuss this on 01733 294 524.

The EMS Club - What's On Offer?

The EMS Club will assist businesses to understand and implement an environmental management system in a methodical, concise and staged manner, in line with recognised standards such as BS8555 and ISO14001. Support will be provided through a series of workshops designed to encourage knowledge exchange and peer-to-peer networking.

In addition businesses will have access to additional 'one-to-one' support to help them assess the priority areas within their organisation in terms of EMS implementation or get support to conduct internal audits prior to accreditation.

The EMS Club will be run as a series of 'hubs' across the region so as to make the support as accessible as possible to small businesses with limited time available for such activities.

The Workshop Programme

The workshop programme will be run in line with the six phases of the BS8555 standard for the implementation of an environmental management system.

There will be ten workshops in total, one each month from April 2010 to February 2011* (excluding December 2010). Each workshop will run for approximately 2½ to 3 hours and lunch will be provided afterwards to allow delegates additional opportunities to network with fellow participants.

1. An Introduction to Environmental Management
2. Environmental Policy and Environmental Performance Indicators
3. Legal and Other Requirements
4. Checking and Ongoing Legal Compliance
5. Developing Objectives, Targets and Programmes Part 1
6. Developing Objectives, Targets and Programmes Part 2
7. Implementation and Operation of the EMS Part 1
8. Implementation and Operation of the EMS Part 2
9. Internal Audit and Management Review
10. Continual Improvement and an Introduction to ISO 14001 and EMAS

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The workshop sessions will be a mixture of lecture style learning, individual and group exercises, as well as open discussion between the facilitators and delegates about best practice and how to tackle key issues and barriers.

*** The exact start date of each hub will be dependent on a minimum of 12-16 businesses signing up in order for that hub to start. Resource Efficiency East anticipate that hubs will start in April 2010 – though it is possible they may be delayed until May if insufficient numbers sign up initially.**

1-2-1 Support

As well as the workshop programme each participating business will be able to sign-up for a 1-2-1 site visit aimed at assisting your business with the process of adopting an EMS.

The full details of this support will be presented at the first workshop, but, in brief, it includes;

- A site visit to conduct an initial review of your business in terms of what needs to be achieved to fully implement an EMS
- A short report summarising the key findings of the site visit
- Ongoing 'arms length' support via telephone and email

In total 2 days of support is available through the 1-2-1 service and the exact scope of the support is, within reason, flexible to the needs of the individual organisation.

Support Materials

As part of **The EMS Club** participating businesses will also receive a detailed set of support materials designed to assist with the implementation of an EMS and take forward the ideas that are introduced as part of the workshop programme.

These materials will include;

- A guidance workbook to help implement an effective EMS
- Register of Environmental Legislation
- A number of support documents/templates to assist with the development of key documents required for an EMS.

Service Exclusions

Resource Efficiency East feel that as well as telling you what support you will get through **The EMS Club** it's important to detail what we don't provide as well.

The EMS Club has been designed to help businesses adopt an EMS in line with the phased approach of BS8555. The workshops, support materials and 1-2-1 support will go a long way to helping you achieve this, but the process will still require a significant commitment from your organisation in terms of time and resources.

We recommend that you fully consider the resource implications of taking part in **The EMS Club** as ideally we are looking to support companies who are committed to the completing the entire workshop programme.

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For many participants in **The EMS Club** the end goal will no doubt be to obtain accreditation to a recognised EMS standard such as BS8555, ISO14001 or EMAS.

The EMS Club stops short of the accreditation process itself – though the support on offer will help you to prepare for this. Any costs to secure accreditation to a recognised standard, be that support to conduct pre-accreditation internal audits or the cost of third-party accreditation itself will be at your own expense. **The EMS Club** will, however, help you to establish what these costs might be and indeed whether accreditation is an appropriate end goal for your organisation at this time.

Our Programme Partners

Following a highly competitive tender process, the Resource Efficiency East programme was delighted to appoint five contractors to help deliver the support on offer through **The EMS Club**.

The four hubs that will deliver the workshop programmes will be managed by;

- Groundwork East of England
- WYG
- WSP

The 1-2-1 support available to help you conduct an on-site review of activities in relation to an EMS will be provided by;

- Carbonomics
- Pro Enviro
- WYG



The EMS Club – Not For You?

If, after reading the above, you feel **The EMS Club** is not for you, we would encourage you to visit the Resource Efficiency East website www.resourceefficiencyeast.org.uk or contact the team at info@resourceefficiencyeast.org.uk or by calling 01733 294 524.

The programme offers a number of other support services designed to help smaller businesses improve energy and water efficiency, as well as reduce waste and these may be of interest.

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Completing The Registration Form

We have provided below some short notes aimed at helping you to complete the registration form. If you have any questions or require assistance to complete the form please don't hesitate to contact one of the Resource Efficiency East programme team on 01733 294 524.

1. Company Details

Simply provide the main contact information for your business and tell us which industry sector you are in. We need to know your sector so we can confirm your eligibility for support through Resource Efficiency East.

In addition, we need to know what work you have already completed with respect to environmental management. Those organisations who already have an accredited EMS in place are not eligible for support through **The EMS Club**, but can access other support within the Resource Efficiency East programme.

2. Delegate Details

Each company participating in **The EMS Club** will be able to send **one** delegate to each workshop. It is recommended that the same person attends each workshop where possible, but you are able to nominate a stand-in as and when required.

Please provide details of the primary delegate, so we can ensure they receive any relevant materials and are kept informed about programme developments.

3. Eligibility Criteria

The EMS Club, like all of Resource Efficiency East's services, is available to eligible small businesses in the East of England, often referred to as SMEs (small and medium sized enterprises).

Eligible businesses are those that meet the following criteria;

- Employ fewer than 250 staff
- Turnover of less than 50 million Euros per annum
- No more than 25% owned by a larger organisation
- Located in the East of England (Cams/Beds/Norfolk/Suffolk/Herts/Essex)

In addition, some specific sectors, such as farming, are not eligible for support.

*If you are interested in **The EMS Club**, but unsure as to whether you are eligible, please contact us on 01733 294 524.*

4. State Aid

Under the European Commission's *de Minimis* regulation (Regulation 69/2001) a company is allowed to receive up to €200,000 of *de Minimis* aid over a three-year period (a list of possible forms of aid can be found in annex 2).

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Under the EC Regulations 69/2001 (“*de minimis*” aid regulation); this service is a *de minimis* aid valued at approximately **£3500**. Any *de minimis* aid awarded to you under this service will be relevant if you wish to apply, or have applied, for any other *de minimis* aid. For the purposes of the *de minimis* regulations, you must retain any materials/reports provided via **The EMS Club** for three years from the date of receipt and produce it on any request by the UK public authorities or the European Commission. (You may need to keep the reports longer than three years for other purposes).

To confirm that you are able to receive this assistance, you must therefore declare the full amount of *de Minimis* aid you have already received over the last 36 months. This criterion must apply to the company as a whole including all subsidiaries. (See Annex 2 for further notes)

5. Hub Locations

The EMS Club will be delivered via four sub-regional ‘hubs’ across the East of England.

Each participating business will be allocated a place at one of these hubs and we ask you to let us know which of the four locations you would most prefer. We also ask you to indicate a 2nd choice should your preferred location already be fully booked (there is a limit of 16 businesses per hub).

You are not obligated to choose a hub located closest to your business and we recommend choosing the one best suited to your nominated delegate in terms of travel time and accessibility.

The four locations are;

- **HUB 1:** Norwich, Norfolk
- **HUB 2:** St Neots, Cambridgeshire
- **HUB 3:** Chelmsford, Essex
- **HUB 4:** Bury St Edmunds, Suffolk

6. Making A Commitment

Through **The EMS Club**, Resource Efficiency East is offering a comprehensive package of support that is likely to be in high demand.

As we can only offer a limited number of places on the workshop programme, it is important that we know you aim to attend as many of the workshop sessions as possible and that your organisation is committed to adopting an environmental management system.

As such we ask that a senior individual from your organisation, preferably a Managing Director, or equivalent, signs the registration form to indicate their personal commitment to the business being involved.

Help Completing The Registration Form

If you have any further questions about **The EMS Club** or need help completing the registration form, please contact the Resource Efficiency East team on 01733 294 524 or by emailing info@resourceefficiencyeast.org.uk

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The EMS Club Registration Form

To register with **The EMS Club** please complete the form below to confirm; your understanding of the service to be provided; that your business is eligible for support; and your commitment to the workshop programme.

Information that you provide will be entered into our database, which complies with the requirements laid down in the Data Protection Act 1998.

1. Company Details

Company Name:		Sector:	
Address:			
Postcode:		Telephone No:	
Email Address:		Fax No:	
Does your organisation have an environmental policy? (Y/N)			
Has your organisation got an environmental management system in place? (Y/N)			
Does your organisation have any other management system in place? (Y/N) (i.e. Quality)			

2. Delegate Details

Contact Name:		Title: (Mr/Mrs etc)	
Job Title:		Department:	
Address (if different from above):			
Telephone No:		Mobile No:	
Email Address:		Fax No:	

3. Eligibility Criteria

PLEASE COMPLETE THE FOLLOWING SECTION SO THAT RESOURCE EFFICIENCY EAST CAN CHECK YOUR ELIGIBILITY TO TAKE PART IN **THE EMS CLUB**

Current number of employees:	
Does your business have an annual turnover of less than €50m? (Y/N) – please enter amount	
Does your business have a balance sheet of less than €43m ? (Y/N) – please enter amount	
Is your business owned by a larger company or combination of larger companies? (Y/N)	If so, please specify the percentage of ownership

4. State Aid

I declare that the amount of *de Minimis* aid received by the business over the last three years was:

Year:	Funding Organisation:	Amount:
Total		

Name: (please print)

Signature: Date:

**If you require additional space please submit the full details as a separate document.*

5. Hub Locations

Please indicate below your preferred hub location. Enter '1st' for your most preferred option and '2nd' for your reserve choice. Whilst we cannot guarantee a place on **The EMS Club** hub of your choice, we will do our best to accommodate your request as best we can.

HUB NUMBER	HUB LOCATION	YOUR PREFERENCE
1	Norwich, Norfolk	
2	St Neots, Cambridgeshire	
3	Chelmsford, Essex	
4	Bury St Edmunds, Suffolk	

6. Making A Commitment

I confirm that _____(enter company name) is committed to adopting an environmental management system and taking part in **The EMS Club** workshop programme.

We will endeavour to ensure we are represented at as many of the workshops as we can and where we become aware that this is not practical we will ensure that we contact Resource Efficiency East and our Hub Facilitator as soon as possible.

I hereby declare that the information provided in this form is true and accurate and that it fairly reflects the status of _____(enter company name) and that I have read, understood and agree to the terms and conditions of the service provided.

Name: _____ Position in Company: _____

Signature: _____ Date: _____

This form, fully completed and signed with all the necessary information requested, should be returned to Resource Efficiency East at info@resourceefficiencyeast.org.uk or posted to;

The EMS Club, Resource Efficiency East, Eco Innovation Centre, City Road, Peterborough, PE2 9JD

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Resource Efficiency East, Eco-Innovation Centre, City Road, Peterborough, PE1 1SA

Email: info@resourceefficiencyeast.org.uk

Telephone: 01733 294524

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For use by Renewables East only:

Programme/Project

Name: *(please print)*

Signature: **Date:**

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Annex 1 Scope of Service

Information and recommendations provided through **The EMS Club** are given as guidance only and it is a matter for you to investigate further to establish whether any information or recommendations given are appropriate for your business. Renewables East is not liable for any actions taken or not taken as a result of the information and recommendations contained in or omissions from **The EMS Club** programme and related materials.

During your participation in **The EMS Club** it may be suggested that you contact other organisations to seek further information and/or support. These organisations have not been vetted by Renewables East and it is a matter for you to establish whether or not these organisations may be of assistance to you. Renewables East accepts no liability for your use of any of these organisations.

Resource Efficiency East is a publicly funded programme that does not provide advice in relation to compliance with legislation. Whilst great care has been taken to ensure that any information provided is correct, Renewables East cannot be held responsible for any errors or omissions, or for any organisation or individual acting or failing to act upon the content. The information pertaining to legislation contained in documents distributed via **The EMS Club** are for general guidance purposes only, as it is only the courts who can interpret the law with any authority.

Terms & Conditions

You agree to supply Renewables East with information which is reasonably required to conduct **The EMS Club** and follow up support.

Where you indicate when you supply information this is confidential, or where it would appear to a reasonable person to be confidential, Renewables East will treat the information as confidential.

The exceptions to this are where:

- a) The confidential information was already lawfully known, or become lawfully known to Renewables East independently;
- b) The confidential information is in, or comes into, the public domain other than due to wrong full use or disclosure by Renewables East;
- c) Disclosure is required by law (including but not limiting to under the Freedom of Information Act 2000)

In accepting this offer, you ensure that an employee with the relevant experience and management responsibility will represent your company at **The EMS Club**. In addition you commit to working with **The EMS Club** and to supplying the programme facilitator and/or advisor with relevant information required to undertake the service.

This service is part of the Resource Efficiency East programme funded by the East of England Development Agency (EEDA) and the European Regional Development Fund (ERDF). For the purpose of managing and reporting on this programme, Renewables East is required to report project performance information to EEDA and ERDF. This includes CO₂ savings, financial savings, and but not limited to, details and the total number of businesses which have participated in the programme.

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Telephone: 01733 294524

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At the end of **The EMS Club** you will be sent a customer satisfaction survey which you are requested to and as part of the terms and conditions of taking part, you agree to complete and return. Any survey results will be used by Renewables East to develop the service and to report on the success of the project. When reporting, we will not attribute to any source comments made in the customer satisfactions surveys.

Renewables East wishes to develop case studies where this service has been particularly successful. If you would like to be excluded from this case study element of the service which will be used to promote the service in a variety of media it is your responsibility to communicate this to us. If we wish to use your case study for PR and marketing purposes e.g. in press releases, we will contact you beforehand to discuss the nature and context of the PR and marketing activity.

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Annex 2 Group Exemption – Aid to SME’s for investment consultancy and R&D

In the event that you have received the maximum level of *De Minimis* aid or are close to breaching the maximum and you qualify as an SME under the EU definition, additional support can be provided through the group exemption for Aid to SMEs for Investment Consultancy of R&D. The maximum levels of assistance under this exemption are given below (non-assisted Regions - gross):

Investment:	15% for Medium sized firms 7.5% for Small firms
Consultancy Aid	Up to: 50%
R&D Aid	Up to: 100% for fundamental research 60% for industrial research and 35% for pre-competitive development

Aid for research and development/ aid for environmental protection

In the event that you have received the maximum level of *De Minimis* aid or are close to breaching the maximum and you do not qualify as an SME under the EU definition, additional support **may** be provided through the frameworks for Research and Development and / or Environmental Protection Measures. Such aid can only be secured through prior notification and approval by the Commission. It is not intended that such aid be provided under the this project, however the project officers will consider such intervention on a case by case basis and request approval where such intervention is justified.

Forms of State Aid

The following is not a comprehensive list of the possible forms of aid. However, it should give an indication of the most common forms of aid which you may have been given over the past three years. Potentially, any assistance from a public body might be an aid, however not all public funding is State Aid. Should you have any doubts on this matter, please contact the body from which the assistance was received:

- Grants from public bodies
- Loans from public bodies at favourable rates
- Loan guarantees from public bodies
- Differential tax benefits
- Grants from an investment trust (including charities) which may themselves have received the funds from a public body
- Grants from a part publicly funded venture capital fund
- Publicly administered funds, even if the funds were originally not public such as the national lottery
- Waiving or deferral of fees or interest normally due to a public body such as the waiving or deferral of rent or waiver of interest normally due on late payment of taxation or other costs to a public body
- Monopoly licenses or guarantees of market share
- Advertising via a public channel such as a tourist board or state owned television
- Consultancy advice provided either free or at a reduced rate
- Training provided either free or at a reduced rate
- Aid for investment in environmental projects

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- Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
- Purchase of public land or property at a less than market rate
- Benefiting from the provision of infrastructure where your organisation was pre-identified as a beneficiary

Cumulation is the assessment of relative aid intensity when receiving aid from different sources. De Minimis Aid only cumulates with itself and can be considered alongside other aid including that given under the SME group exemption. Equally firms can receive funding from SME Aid, Regional Aid and that offered under particular Frameworks (e.g. R&D, Environmental Protection) provided aid is for different projects with distinct eligible expenses and the cumulation of aid does not exceed permitted regional aid intensity.

In the event that you are unsure of whether cumulation is an issue for your participation in this project, please ask the project officers.

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