

No.	Tasks & subtasks	2002		2003												2004												2005				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
		XI	XII	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	I	II	III	IV	
1	Project preparation and reporting																															
1.1	Assignment of the responsibilities and role of each partner's experts in the project, including the continuous monitoring of the results and of the progress made;																															
1.2	Determination of the communication means and methods among partners;																															
1.3	Preparation of the necessary work tools, able to help and to do more effective the project management;																															
1.4	Selection of different pilot entities: a) selection of 2 pilot FM in order to test the EAM; b) selection of one pilot FM in order to apply the FEM; c) selection of 4 SMEs as pilot companies that will be prepared for eco-labelling																															
1.5	Organization of a project launching symposium in order to sensitise the stakeholders with regard to eco-labelling issues; high priority will be given to the participation of local administrations and SMEs;																													S		
1.6	Reporting to the EC with regard to the progress obtained in the project management during the task 1.																															
2	Upgrading of the existing EMS by introducing an EMS complying with ISO 14001 standard in the BCH																															
2.1	Analyse the EMS implemented in some European City Halls. Development of a model applicable to Romania.																															
2.2	Drawing up an environmental policy, objectives, targets and an environmental programme in line with the ISO 14001, preparation of a programme for controlling and monitoring the pollution of the main environmental factors by BCH activities and services, conceiving a waste management and hygiene scheme for food markets																															
2.3	Purchasing the specified equipment for pollution control and monitoring																															
2.4	Drawing up the environmental documentation system																															
2.5	Implementation of EMS and measures specified in the Environmental Management Programmes for the whole project period																															
2.6	Training on ISO 14001 and EMS of the City Hall's involved staff																															
2.7	Drawing up an internal environmental audit and final preparation for certification																															
3	Development of the environmental assessment method and the sustainability indicators for food markets																															
3.1	Evaluation of existing EAM and schemes in Denmark																															
3.2	Study trips to Denmark (in the eco-labelling field - representatives of the BCH and of the pilot SMEs)																															
3.3	Establishment of parameters and indicators for: a) food markets, b) retail shops within food markets																															
3.4	Collection of the environmental impact characteristics of FM																															
3.5	Development of the EAM.																															
4	Development of a food market ecological model																															
4.1	Testing the EAM on two FM in Bucharest: a) field survey; b) evaluation																															
4.2	Setting applicable parameters to be observed																															
4.3	Completion of the model and development of a user guide																															
4.4	Implementation of the ecological model within the selected pilot FM																															
4.5	Opinion poll (run on customers) on the operation and the effects of the pilot ecological market																															
5	Development and application of a voluntary eco-labelling scheme for the shops situated within the food markets																															
5.1	Evaluation and finalization of the EAM for FM																															
5.2	Setting applicable criteria and rules for a VES																															
5.3	Implementation of a VES for the 4 pilot SMEs;																															
5.4	Opinion poll (run on customers) on the operation and the effects of the VES																															
5.5	Development of the SMEs' skills of implementing the VES at a national level by disseminating the methodologies and tools employed																															
6	Monitoring and dissemination of project results																															
6.1	Establishment of a monitoring program																															
6.2	Establishment of a dissemination strategy																															
6.3	Implementation of the actions																															

S project launching symposium
W regional workshops and press conferences

