

**CLUSTER
FOR
LOGISTICS**

LUXEMBOURG

ADDING VALUE IS THE KEY.



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de la Mobilité
et des Travaux publics

Département de la mobilité
et des transports



Lean and Green Label for Luxembourg


**Ruleset
&
Subscription Document**


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Lean and Green Applicant:

Cluster for Logistics

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1. Introduction

The Lean and Green program was developed by Connekt, an independent network of companies and government officials whose members are committed to work together in order to improve the sustainable mobility in the Netherlands. The objective of this program is to provide support and expertise to companies wishing to attempt a radically different approach regarding the CO₂ emissions generated by their transportation and logistics activities.

Lean and Green is based on a simple principle: the applying company (management and employees) drafts an Action Plan which identifies concrete and detailed measures (on a qualitative and quantitative level) enabling to decrease the CO₂ emissions produced by its transportation and/or logistics activities by 20% in 5 years.

Outside of the Netherlands, Connekt delegates the implementation of the program to other organizations to extend the Community Lean and Green on an international scale. The program has been launched in Italy, Flanders, Wallonia, Germany, Switzerland, Poland and Spain while negotiations are underway in France.

In 2014, the Cluster for Logistics Luxembourg signed an agreement with Connekt to support the expansion of Lean and Green in Luxembourg. In June 2014, the program was officially launched in Luxembourg.

The Cluster collaborates with the Ministry of Mobility and Public Works, the training partner DART Consulting and the auditing partner Vrije Universiteit Brussel (VUB). An independent auditor will be responsible for the analysis, evaluation and certification of the Action Plans developed by the candidate. This team, competent in the field of sustainable logistics, will make sure that companies can benefit from a neutral process and their expertise will guarantee the value of the label.



2. Description of the Lean and Green Programme

Lean and Green is aimed at shippers, logistics service providers and infrastructure managers in Luxembourg. The companies design and execute voluntary action plans to reduce their ecological footprint and increase their competitiveness at the same time.

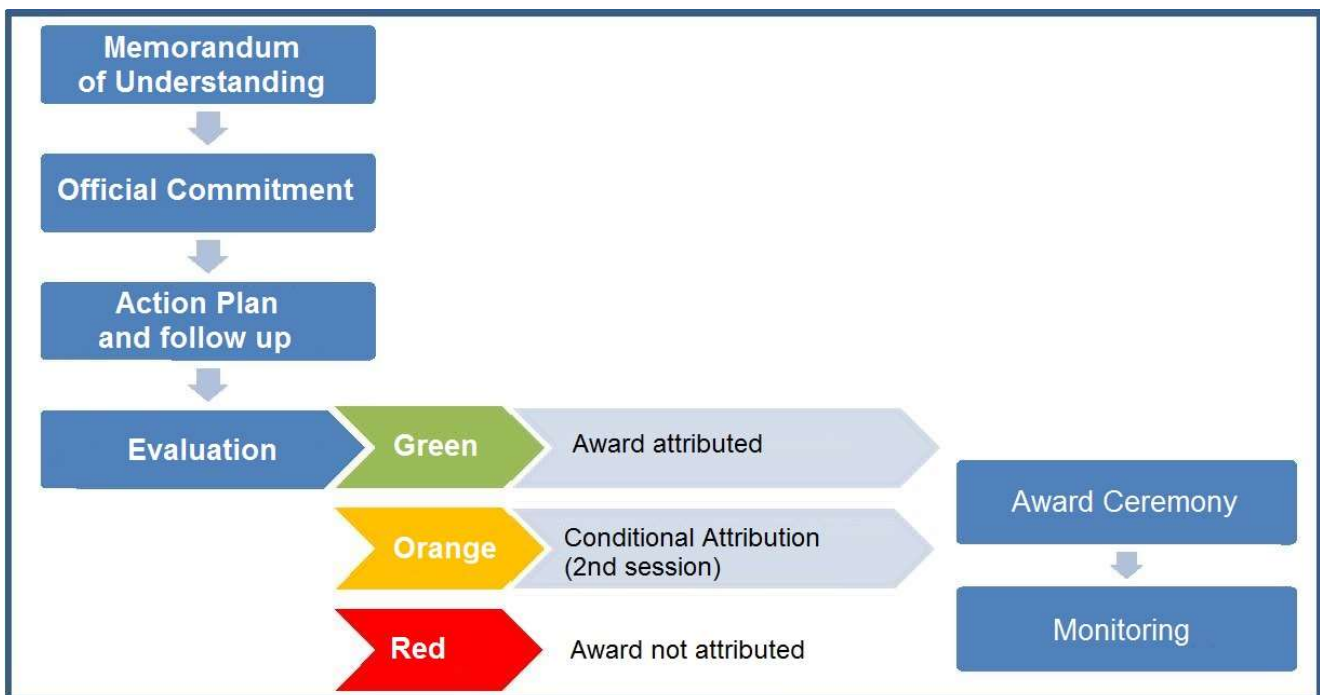
The different strengths of the program are:

- Companies can actively work on a sustainable framework which translates into concrete actions;
- Collegiality is federated around a collaborative project;
- Relationship with customers and suppliers can be strengthened by integrating them into the rethinking of the supply chain;
- Logistics processes can be optimized;
- Access to a unique community of innovative companies;
- Benefits from the exchange of experiences and good practices of the network;
- Position your company as a major player in this network and in the logistics sector

3. Lean and Green Programme steps for potential candidates

Candidate companies commit to a program that lasts for 5 to 7 months between the kick-off meeting and the delivery of the Lean and Green Award.

The key steps of the Programme are:





4. Aims of this ruleset

This regulation sets out the terms of participation in the Lean and Green Program, namely:

- The rights and obligations of both parties: Cluster for Logistics Luxembourg and the applying company;
- The rules and procedures to be followed;
- The responsibilities and duties of each party;
- The role of the academic department responsible for the evaluation;
- Information on confidentiality and litigation;
- The code of practice regarding the use of the logo and the name "Lean and Green";
- The rules regarding communication and marketing;
- The costs involved and the terms of payment

5. Project team of the Cluster for Logistics Luxembourg

The Cluster for Logistics-Team around Lean and Green consists of a manager, a deputy manager and an assistant. Thanks to a collaboration agreement, the team is supported by the Ministry of Mobility and Public Works of Luxembourg, DART Consulting sprl and the Vrije Universiteit Brussel (VUB).

This team works closely with the candidates in order to achieve a qualitative Action Plan.

The following responsibilities are assigned to the team:

- Monitor and survey the timing and progress of the program;
- Screen the action and, if necessary, provide advice and suggestions to improve the Plan;
- Communicate and publish the results in accordance with the regulation relating to confidentiality, as indicated in paragraph 8 of this Ruleset;
- Organisation of the kick-off meeting, workshops, individual counselling sessions and Awards Ceremony Lean and Green;
- Overall project management



6. Candidates for the Lean and Green label

The group of companies bidding to obtain the Lean and Green Award is composed exclusively of representatives of companies involved in the Program. Third parties may not participate unless they have been explicitly invited by the Cluster for Logistics Luxembourg.

Once a Program has started, new candidates may not be added unless the commitment is made before the first workshop.

The composition of the group working in the Program is ensured by the presence of the same limited number of participants, in order to ensure the smooth running of the Program.

Each signatory candidate hereto agrees to participate to the Program for 5 years, starting with the reference year.

The Annual Report Program prepared by the company includes the following information:

- Results of the measures included in the Action Plan;
- Newly implemented measures and the impact of these measures on CO₂ emissions;
- The absolute and relative CO₂-emissions of the relevant year.

Upon request, the Cluster will offer Lean and Green candidates support services for the preparation and evaluation of the annual results. This service will be subject to a separate agreement.

7. The role of the Evaluator

An external auditor will be responsible for the final evaluation of the Action Plans prepared by the candidates. Each plan will be evaluated and approved on the basis of pre-established criteria, which are identical for all the Plans.

8. Confidentiality

The parties explicitly recognize that the exchanged information in the Lean and Green Program is confidential and the content and related rights are the exclusive property of the party who discloses it.

Regardless of the form in which they receive the information, the parties agree to treat the information as strictly confidential and their measures regarding the protection and safety will be at least equivalent to those applied to their own confidential information.

The parties expressly agree to use confidential information for the sole purposes specified in this Ruleset. They shall refrain from using it for other purposes.

However, the parties agree that certain confidential information is required for their employees or subcontractors, but within the strict framework of the Program. This is subject to the conditions imposed by this Ruleset and is subject to the confidentiality rules mentioned above.



9. Code of practice regarding the Lean and Green Award logo and name

The following information is not confidential:

- Any information on the publication date;
- Any information that the recipient can prove he had knowledge before the signing of this Ruleset

The members of the group of participants recognize that intellectual property rights derived from the results are generated by the Cluster during the implementation of the Program and that these belong to Cluster for Logistics Luxembourg.

The members of the candidate company cannot ask any charge or payment for the intellectual property/knowledge included in the Program.

9.1 Communication by Cluster for Logistics Luxembourg

Cluster for Logistics Luxembourg has the right to use the names and logos of participants in its internal and external communications related to the Program.

For the public use of other information, the Cluster will require the prior approval of the participants. In any case, the individual score or the results of the Action Plan analysed by the auditor cannot be made public within the group of participants or outside.

9.2 Communication by the group of candidates

If Lean and Green candidates communicate about their participation, they have to respect the framework of the concept, related to logistics processes, activities and sustainable resources as well as the energy efficiency target for reducing CO₂ emissions. Communication by the candidates must meet the following guidelines for the different phases of the project:

- **Before obtaining the Award**

After the kick-off meeting, the group of participants can communicate about their participation in the Lean and Green program (eg: news on the website or in the general introduction presentations or interviews). The logo may not be used in any case before the delivery of the Award.

- **Embargo period**

Companies are informed in good time about the grant or refusal of the Award. Upon receipt of this information, an embargo applies during which the companies cannot make this information public but which can nevertheless be used to prepare communication actions. This period extends until the Awards ceremony.



- **After the reception of the Award**

After official reception of the award, companies can communicate freely using the official logo Lean and Green in all their supports. Recipients are encouraged to use it on their trucks, delivery documents, packaging, website, etc., within the following limits:

- **Use of the Lean and Green logo**

The official Lean and Green logo is standardized and cannot be changed, nor in its content, nor in colour, nor in its dimensions (with the exception of the height and width while proportions are to be maintained).

The Lean and Green logo is protected. Any use without permission may result in legal action.

The Lean and Green logo is personal: it is linked to the company name or institution and is not transferable.

The right to use the Lean and Green logo is awarded at the ceremony of the Award for a period of 5 years.

Cluster for Logistics Luxembourg reserves the right to exclude the group of participants of every company that would misuse the logo, without prejudice to its right to initiate legal proceedings. However, the exclusion of group participants does not affect the responsibility of the participant with respect to the Program and, where appropriate, the payment collected by the Cluster remains acquired.

10. Cost and terms of payment

The cost of participation in the Program Lean and Green for members of the Cluster for Logistics is: 2.750 €.

For non-members of the Cluster for Logistics, the cost of participation is 3.250 €.

In the case of an "orange" result at the end of the evaluation process of the Action Plan, a second session will be offered on the basis of recommendations of the Evaluator. A supplement of € 450 is required in this case in order to cover additional information and the costs of re-evaluation.

The invoice for the participation will be sent after the initial commitment and payment of the invoice must occur within 30 days of the date of the invoice.

In case of non-payment of the invoice within the prescribed period, the Cluster reserves the right to exclude the participant undertaking the program. However, this does not affect the responsibility of the participant and, if applicable, the payments collected by the Cluster are acquired. This also applies if a participant decides to withdraw from the Program for any reason.



11. Miscellaneous measures

The parties recognize the services provided by the Cluster for Logistics Luxembourg and approve the means that are invested. The Cluster does not in any way guarantee a positive evaluation of the Action Plan of the candidate by the Evaluator, nor any right related to the use of the name and logo of the Program Lean and Green.

The parties state that the Luxembourg law is applicable to these regulations. If the validity or enforceability of any provision of this regulation is compromised, it will in no way affect the validity and enforceability of any remaining provisions of the Ruleset.

In the absence of a settlement, all disputes relating to this Regulation shall be subject to the jurisdiction of the courts of Luxembourg.

This Regulation shall enter into force on the date of its signature by both parties and shall continue to apply during the whole duration of the program as described in Point 2.

Two copies signed in Luxembourg on

For the **Cluster for Logistics**,

7, rue Alcide de Gasperi

L-2981 Luxembourg

Signature Read and approved

For
(Name of the company)

.....

.....
(Address)

.....

.....
(Name et Surname of Project Leader
Function)

Signature Read and approved