


<b>Working office:</b> Johanna Renat, Secretary General Hasnerstraße 124A/ 3/ 9, 1160 Vienna, Austria phone: +43 660 34 68 064 mail: info@entente-florale.eu web : <a href="http://www.entente-florale.eu">www.entente-florale.eu</a>	Association Européenne pour le Fleurissement et le Paysage / aisbl <h1 style="margin: 0;">Entente Florale Europe</h1> <h2 style="margin: 0;">Portfolio</h2>	
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# PORTFOLIO 2019

According to our regulations and guidelines, all participant communities have to provide a portfolio with a maximum size of 24 sides of A4 (12 internal pages font size minimum 10 pt.), giving details of the all year-round activities of the entrant in accordance with the criteria of Entente Florale Europe.

The pdf. form, available for electronic downloading has to sent to the secretary general before the 1st of June (max. 10 MB please). One hard copy of the portfolio booklet has to be available for each jury member on site before judging. Simple, cost efficient methods are preferred.

**A portfolio that was sent after the deadline will be not circulated to jury members.**

Also, in case an entrant applies for one or more special awards, they should prepare a 2 pages portfolio about their activity related to it. This can be included into the portfolio (with additional 2 pages for each special prize) or prepared separately.

## The recommended content of the portfolio

### Introduction

### 1. Planning and Development

#### Policy and implementation for

- Spatial structure
- Green infrastructure
- Sustainability

#### Supplemental Information

- Responsible agency for urban planning (municipality/district/county/national level).
- Involvement of inhabitants/stakeholders in the planning process.
- Spatial plans and development strategies, (e.g. zoning plan).
- Environmental components: hydrology, geology, vegetation, ecology, green corridors and ecosystems.
- Sustainable ways of land use (e.g. multi-functional zones, protection of local water supply, traffic solutions).
- Universal access.

**Please specify:** Share of total budget and budget of green and garden agency in 2019. Maintenance share (%) “green” budget, share (%) in budget for “green” investment.

## 2. Sustainable Environment

### Policy and Management of

- Air
- Soil
- Water
- Waste
- Energy

### Supplemental Information

#### **Air**

- Levels of air quality and measures to implement improvements.

#### **Soil**

- Evidence of soil conservation measures for example reduced usage of fertiliser and pesticides.
- Methods to maintain soil quality and minimise erosion.

#### **Water**

- Level of water quality, water conservation and environmental protection.
- Value and usage of rivers, streams and lakes.
- Extent of sustainable urban drainage systems (SUDS), include permeable surfaces.
- Extent of separate and combined waste water systems and sewage treatment.

#### **Waste – Organic and Inorganic**

- System of waste separation and collection and level of success.
- System of green waste composting.
- Means of promotion sustainability to the public, agriculture, industry and in schools.

#### **Energy – Light and Heat**

- Extent of alternatives to fossil fuel usage for heat and transport.
- Promotional campaigns for energy reduction.
- Extent of insulation in buildings and energy certification.
- Level of photovoltaic cells, LED in lighting, reduction in light pollution.

**Please specify:** Environment projects (just finished, current or provided in the future). Local Agenda 21 (in process/in preparation/not planned).

## 3. Built Environment

### Policy, Management, cleanliness and tidiness

- Buildings
- Squares and streets

### Supplemental Information

- Heritage/monumental buildings and structures: status, register, public/private, regulations, public awareness, research/development.
- Design of new buildings: regulations, use of materials.
- Energy sources and use: solar panels, thermal insulation, green roofs/walls, water conservation.
- Harmonisation of old and new buildings: scale, materials etc.
- Care and Maintenance of buildings: subsidies, regulations, guidelines.

- Derelict buildings: regulations, strategy, guidelines.
- Streetscape, furnishings, sculptures: design, function, level of local respect, use of soft and hard landscape.
- Signage: regulation, design, function.

## 4. Landscape

### Policy and management of

- Landscapes
- Nature reserves
- Managed areas (Agriculture/forestry)
- Flora and Fauna

### Supplemental Information

- Interface of town/village with landscape.
- Protected areas.
- Streams, rivers and lakes.
- Respect for natural habitats, ecological structure and indigenous species.
- Protection of heritage trees, hedges and hedgerows.
- Scale of farming/forestry/other activity.

### Flora and Fauna

- Extent of natural areas in the City, Town or Village.
- Survey information on flora, fauna and biodiversity.
- Extent of native flora, fauna and wildlife conservation, including protected species.
- Extent of invasive species, level of awareness and control measures.

**Please specify:** Geographic context (short description) landscape.

## 5. Green spaces

### Policy, Management, cleanliness and tidiness

- Parks.
- Open spaces/Green corridors.
- Sports and playgrounds.
- Private gardens.
- Collection and Botanic Gardens.
- Cemeteries.
- Streams, ponds, lakes and adjacent areas.

### Supplemental Information

- Design, variety, size and location of green spaces.
- Integration and value to the community.
- Community involvement in developing new green spaces.
- Eco-friendly practices in maintenance programme.

### **Please specify:**

Total size of public green spaces and parks (ha) currently taken care of.

Number and nature of sport pitches, grounds (i.e. football, baseball, golf or similar).

Number of playgrounds.

Number and nature of special green spaces, parks and gardens (botanic, school or similar).

Number of graveyards / cemeteries.

## 6. Planting – Permanent and/or Seasonal

### Policy and management of

- Trees
- Shrubs
- Perennials
- Seasonal planting: display beds, containers, hanging baskets
- Special planting schemes: roses, etc.
- Grassed areas, wildflowers

### Supplemental Information

- Species, variety and location.
- Quantity and quality.
- Heritage/monumental plantings; tree register.
- Level of maintenance: inventory, pruning, weed, pest and disease control, mowing regime.

## 7. Environmental Education

### Policy and implementation by Municipality and/or Volunteers

- Different age/social groups
- Range of activities
- Special Interest groups

### Supplemental Information

- Involvement of community, business, teachers and children.
- Quality and range of education programme.
- Environmental activities: Lectures, demonstrations, exhibitions and visit to parks, gardens or natural areas.
- Environmental projects: cleaning rivers, planting trees, bird watching etc.
- Level of sustainable practices: water, waste and energy conservation techniques.
- Experience of planting and care of trees, shrubs, herbs, vegetables and flowers.
- Existence of school and/or community gardens.

## 8. Effort and involvement

### Policy and implementation

- Action of voluntary bodies
- Cooperation between municipality and citizens
- Support from private business

### Supplemental Information

- Evidence of community taking responsibility for their environment.
- Existence of voluntary environmental groups: specific projects, residential schemes.

- Effort by local and/or municipal authority, local businesses: hotels, restaurants, shops, industry.
- Promotional activities: access to private/heritage gardens, botanic gardens etc.
- Competitions: gardens, balconies, window box/displays etc.

**Please specify:** Number and names of associations/organisations representing in particular Entente Florale Europe matters.

## 9. Tourism and/or Leisure

**Policy, development, marketing and services.**

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### **Supplemental Information**

- Attractiveness and sustainability.
- Accommodation, infrastructure, signage.
- Sport and leisure facilities: playgrounds, touring routes etc.
- Events: festivals, fairs, markets, seminars, meetings etc.
- Promotion: literature, website, media, tourist office.
- Special programmes: environmental, seasonal attractions, cultural/historic, crafts, agro-tourism, sporting, equestrian, health and food.

**Please specify:**

Total amount of beds for visitors in hotels, guesthouses, private estates.

Total number of visitors' overnight stays (average of the previous three years).

Special programmes for visitors (events, facilities).

## 10. Communication

**Presentation and information to**

- Public
  - Jury
  - Press
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### **Supplemental Information**

- Clarity and quality of Documents: newsletter, press releases, portfolio, site maps etc.
- Evidence of promotion of Entente Florale.
- Presentation to the jury and site visit.
- Community involvement during the jury visit.
- Press coverage of the jury visit.

## 11. + 2 pages / thematic prizes

**If applicable.** This can be a part of the portfolio, or separate from this leaflet.

**Please note:**

The portfolio will be available on our homepage [www.entente-florale.eu](http://www.entente-florale.eu) and on our Facebook site.

Please send the pdf. form (less than 10 MB) to [info@entente-florale.eu](mailto:info@entente-florale.eu) before the 1st of June.