



CO₂ Footprint 2016 – ICT Group N.V.

ICT stands for green!



History

Version	Date	Author	Description
0.1	26-10-2016	Frits Wuts	Initial version - ICT Automatisering Nederland B.V. level
0.2	22-12-2016	Frits Wuts	Adjustment related to public transport
1.0	15-03-2017	Frits Wuts	Final version - ICT Automatisering Nederland B.V. level
2.0	30-10-2017	Mark van Eesteren	Initial version on ICT Group NV level
2.1	01-03-2018	Mark van Eesteren	Final version – ICT Group N.V. level
2.2	26-03-2018	Mark van Eesteren	Process review changes F. Wuts
2.3	05-04-2018	Mark van Eesteren	Process changes with respect to electricity and gas consumption Strypes Bulgaria

References

Ref	Version	Date	Author	Description
1	2.2	03-10-2017	Mark van Eesteren	Organizational Boundary 2017
2	2.1	28-10-2016	Frits Wuts	CO ₂ Reductieplan 2016-2020 – ICT Automatisering Nederland B.V.
3	3.1	02-03-2018	Mark van Eesteren	CO ₂ Reductieplan 2017-2020 – ICT Group N.V.

Summary

Table 1: Direct (scope 1) and indirect (scope 2) CO₂-emissions of ICT Group N.V. in the reference year 2016.

2016		
CO ₂ -emissions	Ton CO ₂	Ton CO ₂ /FTE
Direct emissions (scope 1)	3.418	4,10
Indirect emissions (scope 2)	756	0,91
Total emissions (scope 1 and scope 2)	4.174	5,01

The mobility CO₂ emissions are the largest part of the scope 1 and scope 2 CO₂-Footprint 2016.

Table 2: Total CO₂-emissions ICT Group N.V. 2016.

Building related emissions	Scope	ton CO ₂	% CO ₂ -footprint	ton CO ₂ /FTE
Electricity	2	143	3,4%	0,17
Heating (incl. WKO heating)	1&2	146	3,5%	0,18
Total building related emissions	2	289	6,9%	0,35
Mobility emissions	Scope	ton CO ₂	% CO ₂ -footprint	ton CO ₂ /FTE
Lease cars	1&2	3.331	79,8%	4,00
Privat cars of employees	2	236	5,7%	0,28
Business travel – flights	2	315	7,5%	0,38
Public transport	2	4	0,1%	0,00
Total mobility emissions	1 & 2	3.885	93,1%	4,66



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1 Introduction

ICT Group profile

ICT Group N.V. (ICT) is a leading industrial technology solutions and services providers offering high quality technological solutions in the information and communication technology areas within various functional domains, especially within Automotive, Logistics, Machine & Systems, Industrial Automation, Energy and Healthcare. ICT is active within the Netherlands, Belgium, France, Bulgaria and the United States.

The ICT solutions offered to clients involve software development, solutions on project basis, the secondment of experienced and highly educated staff as well as services to maintain IT systems.

Corporate social responsibility

For ICT sustainability is a natural and inevitable part of our daily work. In our day-to-day we pay attention to the sustainable use of energy and materials. We separately collect our waste and products we use are recycled as much as possible. Within ICT mobility is very important. Therefore, ICT has started an initiative to make it possible to drive electric. Also, charging stations are or will be placed at the offices to extend the possibility electric driving and promote this.

Active sustainability policy

Related to corporate social responsibility ICT is executing an active sustainability policy. Part of this is the participation in the 'CO₂ prestatieladder'.

CO₂-Footprint

In this document the CO₂-Footprint of ICT is documented based on paragraph 7.3 of the NEN ISO14064-1, the GHG protocol and the 'CO₂-prestatieladder' manual version 3.0 of 10 June 2015.

2 Organization and operational boundaries

In this chapter an overview of the organization and operational boundaries related to the CO₂-Footprint of ICT are recorded.

2.1 Organizational Boundary

In paragraph 6.3 of the 'CO₂ prestatieladder' manual is recorded that the organizational boundary should be chosen as such that no C-providers are amongst the A-providers. ICT has chosen for the 'control approach. Under the control approach, a company accounts for 100 percent of the GHG emissions from operations over which it has control. It does not account for GHG emissions from operations in which it owns an interest but has no control. Control can be defined in either financial or operational terms. When using the control approach to consolidate GHG emissions, companies shall choose between either the operational or financial control criteria which are defined below:

Financial control. The company has financial control over the operation if the form has the ability to direct the financial and operating policies of the latter with a view to gaining economic benefits from its activities.

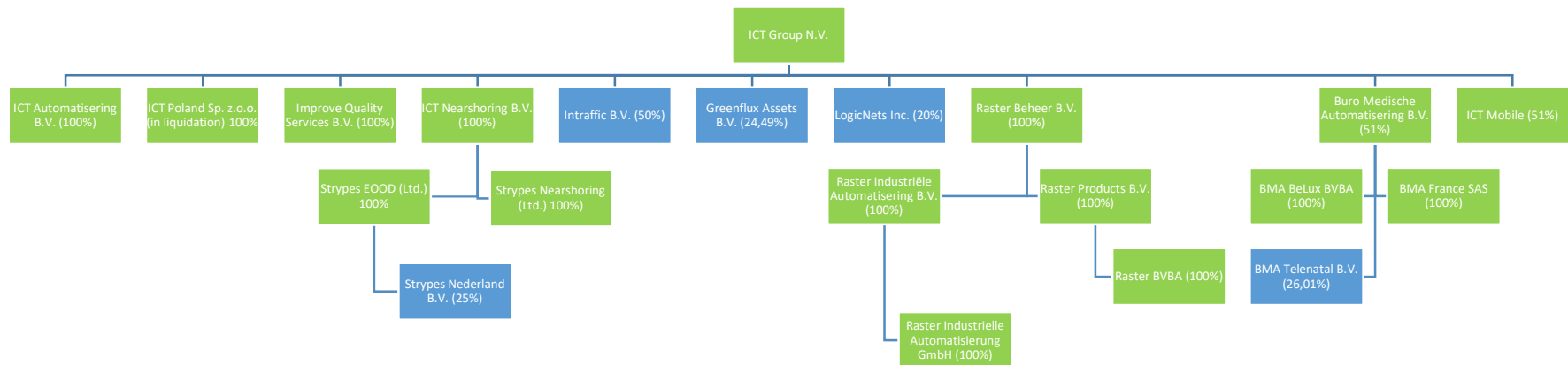
Operational control. A company has operational control over an operation if the former or one of its subsidiaries has the full authority to introduce and implement its operating policies at the operation.

If the criterion 'financial control' is chosen to determine control, emissions from joint ventures where partners have joint financial control are accounted for based on the equity share approach. With respect to the subsidiaries of ICT Group N.V. there is no difference between financial control and operational control. If a subsidiary is financially controlled there is also operational control. Based on the organizational chart of ICT Group N.V. in appendix A we have defined over which companies' ICT Group N.V. has financial control and for which percentage the GHG emissions must be accounted for. As ICT Group N.V. does not have financial control over the activities of Intraffic B.V. no GHG emissions are accounted in the CO₂ footprint of ICT Group N.V.

Company	Ownership percentage	Financial control?	Accounting for GHG emissions per GHG protocol corporate standard
ICT Automatisering B.V.	100%	Yes	100% of GHG emissions
ICT Poland Sp. z.o.o. (in liquidation)	100%	Yes	100% of GHG emissions
Improve Quality Services B.V.	100%	Yes	100% of GHG emissions
ICT Nearshoring B.V.	100%	Yes	100% of GHG emissions
Strypes EOOD Ltd.	100%	Yes	100% of GHG emissions
Strypes Nederland B.V.	25%	No	100% of GHG emissions
Strypes Nearshoring (Ltd.)	100%	Yes	100% of GHG emissions
Intraffic B.V.	50% (joint venture)	No	0% of GHG emissions
Greenflux Assets B.V.	24,49%	No	0% of GHG emissions
LogicNets Inc.	20%	No	0% of GHG emissions
Raster Beheer B.V.	100%	Yes	100% of GHG emissions
Raster Industriële Automatisering B.V.	100%	Yes	100% of GHG emissions
Raster Products B.V.	100%	Yes	100% of GHG emissions
Raster Industriële Automatisering GmbH	100%	Yes	100% of GHG emissions
Raster BVBA	100%	Yes	100% of GHG emissions
Buro Medische Automatisering B.V.	51%	Yes	100% of GHG emissions
BMA Belux BVBA	51%	Yes	100% of GHG emissions
BMA France SAS	51%	Yes	100% of GHG emissions
BMA Telenatal	26,01%	No	0% of GHG emissions
ICT Mobile B.V.	51%	Yes	100% of GHG emissions



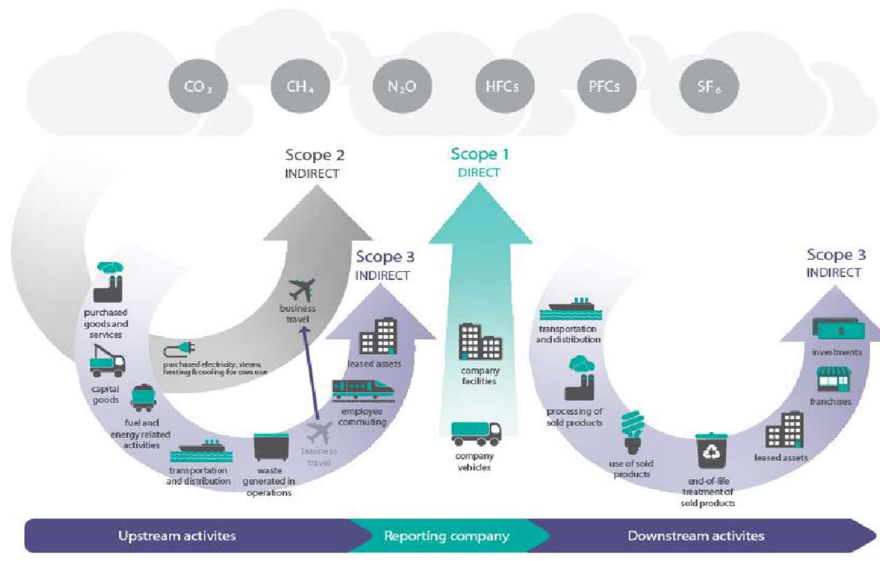
ICT has financial control with respect to the green marked entities. These entities are part of the Organizational boundary and must be recorded in the CO₂ Footprint.



2.2 Operational Boundary

In the determination, which CO₂ area ICT can influence an inventory of the emission activities has been made.

The used assumptions are based on the GHG-protocol and the adjusted scope mapping from the 'CO₂ prestatieladder' manual. The classification of the emission activities is recorded in chapter 5.



Picture 2 shows the various scope based on the CO₂ prestatieladder' manual.

This report only shows the scope 1 and 2 emissions of ICT.

Scope 1 (direct emissions) activities releasing emissions from:

- Natural gas and WKO heating (used to heating/cooling buildings).
- Business travel with lease cars.

Scope 2 (indirect emissions) activities releasing emissions from:

- Use of electricity.
- Business flights
- Business travel with own transport (private car)
- Public transport

3 Exclusions and verification

In paragraph 7.3 of NEN ISO 14064-1 a number of aspects are recorded which do not count for ICT. This contains the following aspects:

f	a description of how CO ₂ emissions from the combustion of biomass are treated in the GHG inventory (4.2.2)	Biomass is irrelevant within ICT
g	if quantified, GHG removals, quantified in tonnes of CO ₂ (4.2.2)	This is not relevant for ICT
h	explanation for the exclusion of any GHG sources or sinks from the quantification (4.3.1)	This is not relevant for ICT
k	explanation of any change to the base year or other historical GHG data, and any recalculation of the base.	Refer to Chapter 5
m	explanation of any change to quantification methodologies previously used (4.3.3)	Refer to Chapter 5
n	Reference to, or documentation of GHG emissions or removal factors used (4.3.5)	This is not relevant for ICT

All other demands with respect to ISO 14064-1 are included in this rapport and all data is verified by the responsible CO₂ manager.



4 Responsible employees

Within ICT the CO₂ manager is responsible to update the CO₂-footprint on a semi-annual basis. This includes the following steps as recorded in the Energy Management Plan:

- a. Collecting data
- b. Updating of the emission conversion factors
- c. Calculation of the CO₂-footprint
- d. Reporting of the CO₂-footprint
- e. Internal and external communication.

The Chief Financial Officer of ICT Group N.V. has the ending responsibility with respect to the sustainability policies.





5 Reporting period and basic year

This document provides an overview of the CO₂-Footprint of ICT Group N.V. for the year 2016. For a description of the organizational boundary, see chapter 2.

The basic year of ICT Group N.V. is 2016. Please note that already since 2011 (the base year) a CO₂-Footprint with respect to ICT Automatisering Nederland B.V. exists. The planning period for taking CO₂ reduction measures is 2017 until 2020. For the CO₂ reduction measures see the CO₂ reduction plan 2017-2020 of ICT Group N.V..



6 Methodology and uncertainties

The approach of collecting and processing data in the CO₂ Management application is described in the document 'Protocol Invulling CO₂-Management applicatie.docx'. The conversion factors to determine the CO₂ emissions are based on the 'CO₂ prestatieladder' manual version 3.0 and the lists recorded on <http://www.co2emissiefactoren.nl/>.

6.1 Data collection

6.1.1 Electricity

We only can measure the consumption of electricity based on the data-portal of the energy network manager, based on invoices or based on the energy meter positions. The consumption of electricity is tested by comparing the reported consumption to the invoices of the energy providers.

6.1.2 Natural gas

The natural gas for heating is based on the year overview of the natural gas provider or the natural gas meter positions. The consumption is tested based upon invoices from the natural gas provider as far as possible.

6.1.3 WKO heating

The WKO heating consumption is based on the yearly overview of the WKO heating provider. The consumption is tested based upon invoices from the natural gas provider as far as possible.

6.1.4 Lease cars

CO₂ emissions because of the use of lease cars are based on the reported fuel numbers of the lease company. The reports from the lease providers contain the quantities or consumed fuel, the fuel type and any used lubricants.

6.1.5 Rental cars (if applicable)

CO₂ emissions because of the use of temporary rental cars are based on the reports of the car dealer appointed by Athlon, Century or Alphabet or other lease company in which a MTC-fuel card was not used. The CO₂ emissions are calculated based on the total of driven business kilometers and refuel in litre for each fuel type.

6.1.6 Privat cars - employees

The private car use by employees for business travel is based on the number of declared kilometres. The fuel type used is unknown because the settlement is based on the mobility compensation.

6.1.7 e-Mobility

The electricity consumption of electronic cars is based on the electricity usage for each loading pole of ICT (office or private address). The electricity consumption is measured by the lease company for each individual car.

6.1.8 Business flights

ICT employees are using business flights. The flight distances are based on the website www.travelmath.com. The distance of a single flights is used to determine which CO₂ conversion factor is used to calculate the CO₂ emission.

6.2 Emission factors

CO₂-emissions are calculated based on the 'CO₂-Prestatieladder' manual version 3.0 and the pre-described CO₂-emission conversion factors on the website <http://www.co2emissiefactoren.nl/>



The consumed electricity in the Dutch offices of ICT Automatisering Nederland B.V. are based on green electricity which is raised from 100% wind energy. All used grey electricity is compensated by guarantees of origin (hereafter: 'GVO's'). The exception is the Apeldoorn office which is acquired during 2017 following from the acquisition of High Tech Solutions B.V..

Fuel consumption by lease cars is available in volume unit's gasoline, diesel and LPG and are reported by the lease companies Athlon, Century and Alphabet based on their lease administrations in Excel Sheets on a quarterly basis.

CO₂-emissions from the use of private cars for business travel are calculated based on an unknown fuel type and the declared costs for the use of private cards for business travel divided by € 0,19/km resulting in the number of the kilometres which is converted into the CO₂ emission. The declared costs are recorded in the salary administration.

CO₂-emissions from the use of rental cars are calculated based on an unknown fuel types and € 0,19/km based on the charged amounts from the invoices of the rental car companies.

CO₂-emissions from the use of electronic cars is based on grey electricity, because currently no distinction between grey and green electricity can be made.

With the possible increase of the number of electronic cars it is possible to compensate the use of grey electricity with 'GVO's'. The electricity use from loading poles at the various offices is based on green electricity because all offices are using green electricity.

CO₂-emissions from the use of public transport are calculated based on € 0,19/km for the train and € 1,95/km for a taxi. The costs are based on declarations which are recorded in the salary administration.

The emission factor with respect to natural gas used for heating is changed from 1,884 to 1,887 starting from 1 January 2017. The updated emission factor will be used in the 2017 calculations.

6.3 Uncertainties

The uncertainty in the size of the CO₂-emissions is related to the inaccuracy of the data from the various activities and the related CO₂-emissions. The data is for example based on data reported by suppliers who have legal obligations with respect to uncertainties for their meters (e.g. gas and electricity meters). These inaccuracies are not included within the conversion factors.

7 Emissions

7.1 Total emission results

In attachment 1 the total CO₂-emissions for each activity and location are reported. The data underlying the CO₂-emissions are based on the CO₂ management tool of the CO₂ manager, the financial administration, salary administration and the consolidation tool in which the subsidiaries are reporting their energy consumption per energy scope.

7.2 Split scope 1 and 2 emissions

In table 1 the split of the total CO₂-Footprint in scope 1 and scope 2 emissions is recorded. The data underlying this split is based on the CO₂ management tool of the CO₂ manager.

Table 1 - CO₂-Footprint split in scope and scope 2

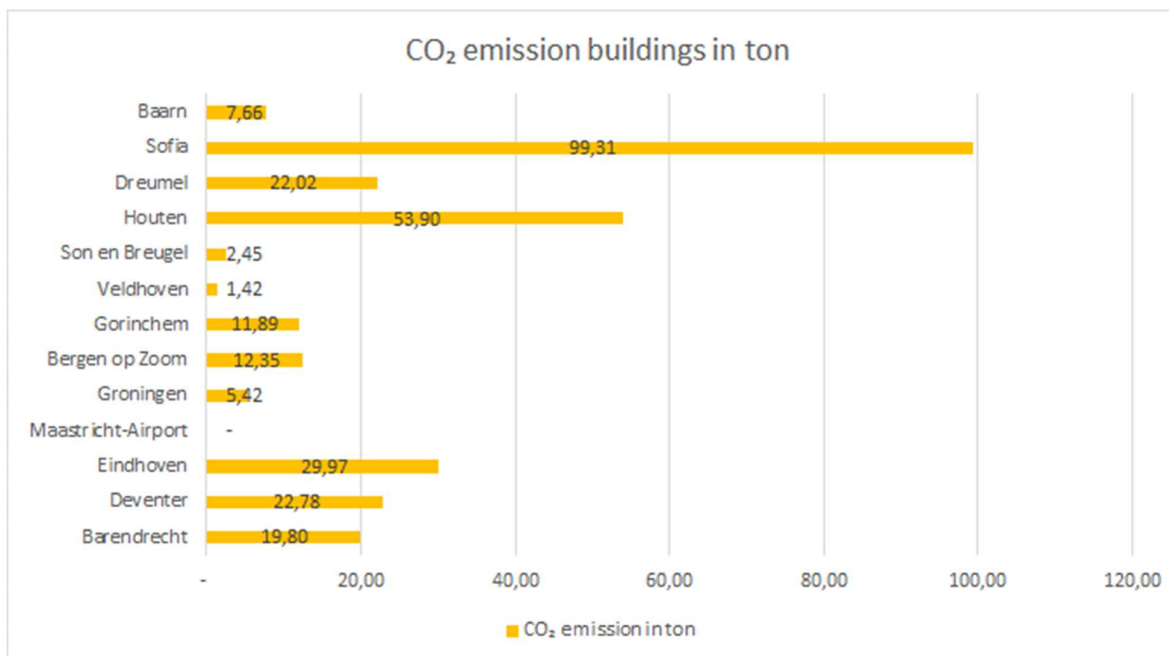
Scope	CO ₂ emissie (ton)	% of total CO ₂ Footprint
Scope 1, Lease cars	3.322	79,6%
Scope 1, Gas	96	2,3%
Scope 1, Total	3.418	81,9%
Scope 2, Electricity and e-mobility	9	0,2%
Scope 2, Electricity	143	3,4%
Scope 2, Private cars	236	5,7%
Scope 2, WKO heating	50	1,2%
Scope 2, Business flights	314	7,5%
Scope 2, Public transport	4	0,1%
Scope 2, Total	756	18,1%
Total CO₂ Footprint	4.174	100,0%

7.3 Split buildings and mobility

In table 2 an overview of the total emissions of ICT for each building is recorded.

Buildings	CO ₂ emission in ton
Barendrecht	19,80
Deventer	22,78
Eindhoven	29,97
Maastricht-Airport	-
Groningen	5,42
Bergen op Zoom	12,35
Gorinchem	11,89
Veldhoven	1,42
Son en Breugel	2,45
Houten	53,90
Dreumel	22,02
Sofia	99,31
Baarn	7,66
Total	288,98

Table 2 CO₂ Footprint emissions for the various ICT Group N.V. offices



Buildings

In table 3 shows an overview of the direct and indirect emissions split in natural gas and WKO heating and electricity

Table 3 Overview direct and indirect emissions ICT Group N.V. buildings

Buildings	CO ₂ emission in ton - elektricity - scope 2	CO ₂ emission in ton - gas - scope 1	CO ₂ emission in ton - WKO heating	CO ₂ emission in ton
Barendrecht	-	-	19,80	19,80
Deventer	-	22,78	-	22,78
Eindhoven	-	-	29,97	29,97
Maastricht-Airport	-	-	-	-
Groningen	-	5,42	-	5,42
Bergen op Zoom	-	12,35	-	12,35
Gorinchem	-	11,89	-	11,89
Veldhoven	-	1,42	-	1,42
Son en Breugel	-	2,45	-	2,45
Houten	35,31	18,60	-	53,90
Dreumel	17,96	4,06	-	22,02
Sofia	85,20	14,11	-	99,31
Baarn	4,45	3,21	-	7,66
Total	142,92	96,30	49,77	288,98

In table 4 an overview is made how the emissions are caused due to mobility.

Mobility

Table 4 CO₂-emission mobility.

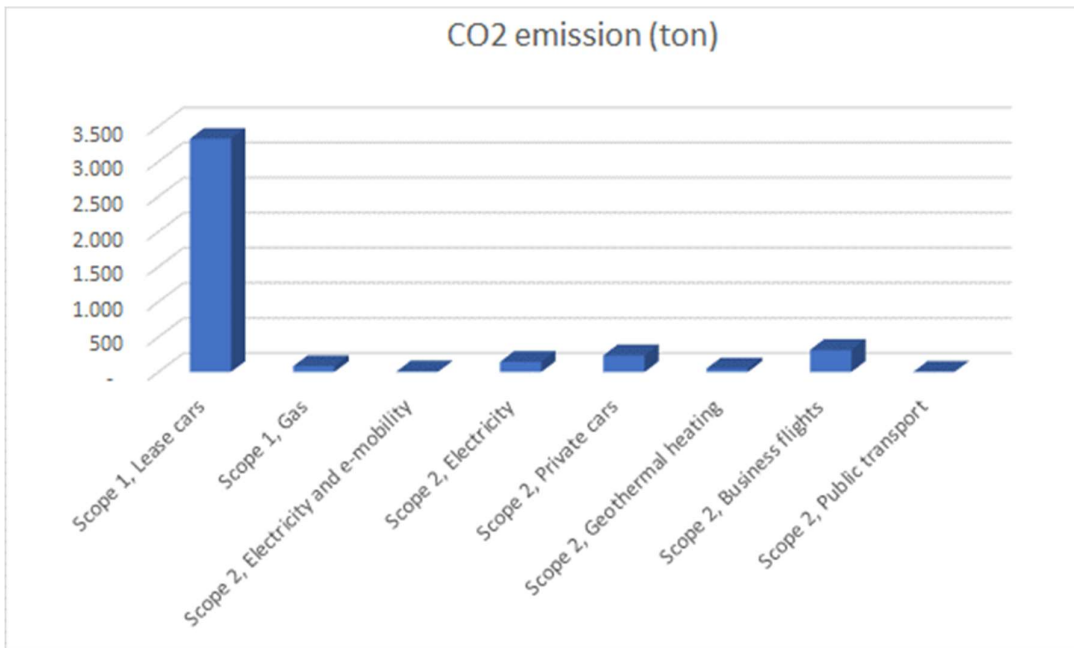
Category	Emission activity	Scope 1 / scope 2	CO ₂ emission - tons
Mobility	Lease cars	Scope 1	3.321,7
	Lease cars - electric	Scope 2	8,8
	Privat cars	Scope 2	235,8
	Business flights	Scope 2	314,5
	Public Transport	Scope 2	3,9
Total			3.884,7

8 Conclusion

This document shows the CO₂-Footprint of ICT Group N.V. over the year 2016.

Besides an overview of the total CO₂-Footprint splits are made between direct and indirect emissions (scope 1 and scope 2) and between buildings and mobility.

The total CO₂-Footprint of ICT Group N.V. in 2016 is 4.174 ton CO₂.
Resulting in the following overview of the CO₂-Footprint of ICT Group N.V.





9 Authorisation

	<u>Signature</u>	<u>date</u>
Mark van Eesteren – Financial controller & sustainability officer ICT Group N.V.	<hr/>	26-03-2018
Jan-Willem Wienbelt – Chief Financial Officer ICT Group N.V.	<hr/>	26-03-2018

10 Attachment 1: Data collection 2016

Entity	Scope	CO ₂ emission in ton
ICT Group N.V. - company only	Gasoline leasecars	7,47
ICT Group N.V. - company only	Leaseauto e-mobility public in kWh (grey)	2,62
ICT Automatisering Nederland B.V.	Athlon gasoline lease cars	411,25
ICT Automatisering Nederland B.V.	Athlon gasoline lease cars Young professionals	3,35
ICT Automatisering Nederland B.V.	Century gasoline leasecars	212,67
ICT Automatisering Nederland B.V.	Alphabet gasoline leasecars	8,22
ICT Automatisering Nederland B.V.	Athlon hybrid lease cars gasoline	168,88
ICT Automatisering Nederland B.V.	Century diesel lease cars	486,31
ICT Automatisering Nederland B.V.	Alphabet diesel lease cars	26,08
ICT Automatisering Nederland B.V.	Athlon diesel lease cars	1.633,71
ICT Automatisering Nederland B.V.	Athlon diesel lease cars Young professionals	65,59
ICT Automatisering Nederland B.V.	Athlon hybride cars diesel	42,01
ICT Automatisering Nederland B.V.	Athlon LPG lease cars	2,23
ICT Automatisering Nederland B.V.	Century LPG lease cars	3,41
ICT Automatisering Nederland B.V.	Leaseauto e-mobility public in kWh (grey)	0,13
ICT Automatisering Nederland B.V.	Leaseauto e-mobility offices in kWh (green)	1,11
ICT Automatisering Nederland B.V.	Electricity usage SMK Hydropower Groningen	0
ICT Automatisering Nederland B.V.	Electricity usage Green - Rental house Veldhoven (Guarantee of Origin)	0
ICT Automatisering Nederland B.V.	Electricity usage Green - Gorinchem (Guarantee of Origin)	0
ICT Automatisering Nederland B.V.	Electricity usage Green SMK Wind - Bergen op Zoom	0
ICT Automatisering Nederland B.V.	Electricity usage Green - Maastricht (Guarantee of Origin)	0
ICT Automatisering Nederland B.V.	Electricity usage Green SMK Wind - Barendrecht	0
ICT Automatisering Nederland B.V.	Electricity usage Green - Deventer (Guarantee of Origin)	0
ICT Automatisering Nederland B.V.	Electricity usage Green - Rental house Son en Breugel (Guarantee of Origin)	0
ICT Automatisering Nederland B.V.	Electricity usage Green - Eindhoven (Guarantee of Origin)	0
ICT Automatisering Nederland B.V.	Gas usage - Groningen	5,42
ICT Automatisering Nederland B.V.	Gas usage rental house Veldhoven	1,42
ICT Automatisering Nederland B.V.	Gas usage - Gorinchem	11,89
ICT Automatisering Nederland B.V.	Gas usage - Bergen op Zoom	12,35
ICT Automatisering Nederland B.V.	Gas usage - Deventer	22,78
ICT Automatisering Nederland B.V.	Gas usage rental house Huurhuis Son en Breugel	2,45
ICT Automatisering Nederland B.V.	Geothermal heating Barendrecht	19,80
ICT Automatisering Nederland B.V.	Geothermal heating Eindhoven	29,97
ICT Automatisering Nederland B.V.	Privat car with lease with lease compensation	209,45
ICT Automatisering Nederland B.V.	Public transport (train, taxi)	3,02
ICT Automatisering Nederland B.V.	Business Flights <700 km	16,93
ICT Automatisering Nederland B.V.	Business Flights 700-2500 km	75,61
ICT Automatisering Nederland B.V.	Business Flights >2500 km	39,91

Entity	Scope	CO ₂ emission in ton
Improve Quality Services B.V.	Century Gasoline leasecars	63,64
Improve Quality Services B.V.	Century Diesel leasecars	64,92
Improve Quality Services B.V.	Century e-mobility (grey)	4,95
Improve Quality Services B.V.	Electricity usage Baarn	4,45
Improve Quality Services B.V.	Gas usage Baarn	3,21
Improve Quality Services B.V.	Privat car with lease with lease compensation	12,87
Improve Quality Services B.V.	Business Flights >2500 km	3,90
Raster Beheer B.V. - consolidated	Leasecars - Diesel	7,64
Raster Beheer B.V. - consolidated	Electricity usage Dreumel	17,96
Raster Beheer B.V. - consolidated	Gas usage Dreumel	4,06
Raster Beheer B.V. - consolidated	Privat car with lease with lease compensation	12,61
Raster Beheer B.V. - consolidated	Business Flights <700 km	0,61
Raster Beheer B.V. - consolidated	Business Flights 700-2500 km	1,88
Raster Beheer B.V. - consolidated	Business Flights >2500 km	1,86
Buro Medische Automatisering B.V. - consolidated	Leasecars - Gasoline	28,19
Buro Medische Automatisering B.V. - consolidated	Leasecars - Diesel	86,15
Buro Medische Automatisering B.V. - consolidated	Electricity usage Houten	35,31
Buro Medische Automatisering B.V. - consolidated	Gas uage Houten	18,60
Buro Medische Automatisering B.V. - consolidated	Privat car with lease with lease compensation	0,90
Buro Medische Automatisering B.V. - consolidated	Business Flights <700 km	5,72
Buro Medische Automatisering B.V. - consolidated	Business Flights 700-2500 km	28,59
Buro Medische Automatisering B.V. - consolidated	Business Flights >2500 km	10,02
Buro Medische Automatisering B.V. - consolidated	Public transport (train, taxi)	0,87
Strypes EOOD	Electricity usage Sofia	85,20
Strypes EOOD	Gas usage Sofia	14,11
Strypes EOOD	Business Flights 700-2500 km	129,43
Total		4.173,69

11 Attachment 2: Data collection and disclosure 2016

Office / rental house	Electricity – Sort	Surface in M ₂ 2016	Rental / own property
Barendrecht, Kopenhagen 9	Green	2.144	Rental
Oosterhout, Wilheminakanaal Zuid 110	Green	461	Rental
Deventer, Munsterstraat 7	Green	2.206	Rental
Eindhoven, Prof. Dr. Dorgelolaan 30	Green	2.646	Rental
Maastricht-Airport, Luxemburglaan 33	Green	201	Rental
Groningen, Rozenburglaan 1	Green	461	Rental
Bergen op Zoom, Voltastraat 4	Green	560	Rental
Gorinchem, Avelingen-West 70	Green	625	Rental
Veldhoven (rental house)	Green	40	Rental
Son en Breugel (rental house)	Green	40	Rental
Houten, De Molen 1	Grey	1.714	Rental
Dreumel, Oude Maasdijk 30	Grey	700	Rental
Sofia, Maystor Aleksii Rilets, floor 2 10 A	Grey	1.888	Rental
Baarn, Amsterdamsestraatweg 55a	Grey	141	Rental

Data suppliers

Subjects	Supplier
Surface in m ₂ - offices ICT Automatisering Nederland B.V.	Marcella van Dijk (office manager)
Electricity and gas consumption (meter readings) – offices ICT Automatisering Nederland B.V.	Marcella van Dijk (office manager)
Electricity and gas consumption (invoices) – offices ICT Automatisering Nederland B.V.	Eneco website / Imco Bronswijk (purchaser)
Fuel usage – ICT Automatisering Nederland B.V.	Marian Pegels (Fleet administrator)
Privat car compensation – ICT Automatisering Nederland B.V.	Anton van Zomeren (Salary administrator)
Public transport – ICT Automatisering Nederland B.V.	Aldo Kolenbrander (Senior bookkeeper)
Business flights – ICT Automatisering Nederland B.V.	Cindy van der Steenhoven (Secretary)
All data - Improve Quality Services B.V.	Chantal Peeters (administrator)
All data – Buro Medische Automatisering B.V.	Annelies Riem (administrator / secretary)
All data – Raster Beheer B.V.	Reinie de Wijs (administrator)
All data – Strypes EOOD Ltd.	Sabko Sabkov (controller)
Fuel usage – ICT Group N.V.	Marian Pegels (fleet administrator)

Data sources

Subjects	Source
Surface in m ₂ - offices ICT Automatisering Nederland B.V.	Office maps and rental contracts
Electricity and gas consumption (meter readings) – offices ICT Automatisering Nederland B.V.	Reporting of secretaries per office in Excel sheet
Electricity and gas consumption (invoices) – offices ICT Automatisering Nederland B.V.	Invoices
Fuel and kWh usage – ICT Automatisering Nederland B.V.	Sheets from the lease companies
Privat car compensation – ICT Automatisering Nederland B.V.	Salary administration (AFAS)

Public transport – ICT Automatisering Nederland B.V.	Declarations in AllSolutions and
Business flights – ICT Automatisering Nederland B.V.	Excel administration of all business flights booked by secretaries
All data - Improve Quality Services B.V.	Fuel and kWh consumption: lease company data. Privat cars compensation: salary administration (declarations). Business flights: flight tickets. Electricity and gas consumption: calculated based on number of m ₂ and average usage numbers (www.energievergelijken.nl). Public transport: declared costs based on financial administration.
All data – Buro Medische Automatisering B.V.	Fuel and kWh consumption: lease company data. Privat cars compensation: salary administration (declarations). Business flights: flight tickets. Electricity and gas consumption: invoices from suppliers. Public transport: declared costs based on financial administration.
All data – Raster Beheer B.V.	Fuel and kWh consumption: lease company data. Privat cars compensation: salary administration (declarations). Business flights: flight tickets. Electricity and gas consumption: invoices from suppliers.
All data – Strypes EOOD Ltd.	Electricity consumption: Invoices. Business flights: HR administration with business flights.
Fuel consumption – ICT Group N.V.	Lease company data