



**COMMON GOOD REPORT
FOR MUNICIPALITIES
VERSION 2.0**

WORKBOOK

Electronic translation from the German original text, reviewed by Philippe Mastronardi



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introduction

Matrix Development Team Communities

The Matrix Development Team Municipalities (MET Municipalities) is a group of advisors, municipal councillors and actors who advise and accompany municipalities and have already carried out balancing processes.

The international team of editors is

Josef Rother, Andrea Behm, Anke Butscher from Germany, Philippe Mastronardi from Switzerland, Anke Schwind, David Hervaz, Salvador Garrido Soler, Barbara Calderon from Spain, Bernhard Oberrauch from South Tyrol and Kurt Egger, Ulrike Amann, Gebhard Moser, Roland Jaritz, Manfred Blachfellner from Austria.

Responsible for simple language: Georg Wimmer/Leichte Sprache Textagentur, www.leichte-sprache-textagentur.at

Contact the team

Country-specific email addresses are available for enquiries.

The questions are forwarded internally to the responsible editors.

A - Anke Butscher,

B - Gebhard Moser

C - Ulrike Amann, Roland Jaritz

D - David Hervaz, Bernhard Oberrauch

E - Philippe Mastronardi, Kurt Egger

Your questions will be forwarded to the responsible editors.

Please direct all questions to:

For Austria, Germany and Switzerland: Gemeinde@ecogood.org

For Italy: gemeinden@febc.eu, comuni@febc.eu

For English-speaking countries: municipalities@ecogood.org

For Spain: nodo-municipios@economia-del-bien-comun.es

What is NEW in Version V2.0

Building on the experience of version V1.0 and V1.2, this workbook will increasingly encourage communities to engage in a process when working through the issues.

The V2.0 is a workbook in which suggestions are given and answers from the communities are recorded directly under the corresponding questions.



The responses of the communities are divided into three steps. In the first step, the municipality has the opportunity to comment on the topics in principle and to describe their attitude to the topic. In a second step, the municipality looks at what it is already doing concretely on this topic. In a third step, the municipality considers what goals it would like to measure itself against in the future.

The workbook V2.0 currently does without key figures, mandatory indicators and an audit.

Common Good Economy (ECG): What is behind it?

Today, it is becoming increasingly clear that the current economic order (<https://de.wikipedia.org/wiki/Wirtschaftsordnung>) not only contributes to social well-being, but is also the cause of many problems.

The ECG movement, which was founded in 2011, focuses on the imbalance of the current economic order and wants to establish an ethical economic system. This is oriented towards sustainability and solidarity instead of growth and makes the well-being of people and the environment the primary goal of economic activity.

The ECG builds on the values of the rule of law and democracy (such as human dignity, solidarity, ecological sustainability, social justice, as well as transparency and co-determination). The core instrument of the ECG model is the common good balance sheet, in which the contribution to the common good becomes visible and measurable. It sees itself as an open-ended, participatory and locally growing process with global reach.

Communities play an important role in establishing an ethical economic system. They make the rules themselves and at the same time are economic actors

The following areas are considered in the context of ECG balancing:

- Public procurement according to ethical criteria with responsibility for the upstream value chain.
- Financial management with meaningful and sustainable use of financial resources.
- Dealing with employees, elected representatives and volunteers according to values such as the right to integrity, the free development of the personality and equality.
- Relationship of the municipality with its citizens based on the essential ethical values and principles of our constitutions.
- Creating meaning for citizens and for the social environment: in neighbouring communities, in the region, in the country and state, and for future generations.



The Common Good Economy and the UN Sustainable Development Goals



ECG offers a comprehensive approach to analysing and subsequently implementing the various Sustainable Development Goals (SDGs).

In this way, the municipality actively engages with its public procurement, analyses its procurement practices according to ethical criteria and assumes responsibility for the upstream value chain.

It looks at its financial management, asks for a meaningful and sustainable use of its financial resources and thus helps to shape a change in the financial markets towards a focus on the common good.

In dealing with employees, elected officials and volunteers, values such as the right to integrity, free development of the personality and gender apply.

The municipality examines the essential ethical values and principles as well as the relationship of the municipality to its citizens and questions whether its services are aligned with social and ecological criteria.

The municipality is concerned not least with whether its activities create meaning for the people and for the social environment. Thus, ECG connects and unites many SDGs and asks about their structural and strategic anchoring in the municipality.

Results of this process show where opportunities, risks, potentials and strengths lie. They can be used as an essential basis for further linking with the SDGs. This concerns both the data collected through the ECG balance sheet as well as the content-related engagement with the values and contact groups.



The SDGs are essentially in line with the ECG values. They focus on human dignity and respect for planetary boundaries, as well as on the successful relationships of citizens. They are based on partnership, cooperation, solidarity, ecology and democracy, taking into account a global perspective.

The municipality's common good accounting supports thinking and acting in terms of the SDGs. It can be an important step in addressing the implementation of the SDGs on the ground and improving the "SDG performance" of the municipality.



Core statements of the five values and principles

Human dignity and the rule of law

Human dignity is the ethical basis of personal freedom. The principle of the rule of law obliges the authorities to respect human rights and follow fair procedures.

- Municipal authorities must respect and protect the individual rights of their municipal citizens. Collective interests do not justify overriding the rights of individuals.

Solidarity and the common good

The municipality is obliged to act in the public interest. To do this, the municipality must define what it understands by this. What is a common benefit? What does solidarity mean? The municipality must find answers to these questions together with partners such as other municipalities, municipal associations, NGOs or companies.

- The municipality must balance its own interests with those of its partners. This may mean putting its own self-interest aside in order to optimise the common benefit of all stakeholders.

Ecological sustainability and environmental responsibility

The municipality ensures that the effects of its actions on the environment are sustainable in the long term. The municipality is obliged to do this by the ethical principle of sustainability and its legal environmental responsibility.

- The municipality must strive for a positive eco-balance of all its activities. This may mean limiting the consumption of natural resources.

Social justice and the welfare state principle

The municipality is committed to the principle of social justice as well as the principle of the welfare state. For all actions that promise a benefit, the question must be asked whether the result is also reasonable for those who benefit less or not at all.

- The municipality must correct the result of the market, which rewards capital and performance, through interpersonal justice. This can mean giving preferential treatment to the weaker.

From transparency and co-determination to democracy

The ethical principles of transparency and participation as well as the state principle of democracy oblige the municipality to turn those affected into participants.

- The municipality is called upon to create and maintain the appropriate form of participation of those affected in all its actions.
- These values and principles of state are to be observed towards all municipality contact groups.

Assessment levels and indicators



Assessment levels

For each reporting question, the municipality is invited (voluntarily) to give a self-assessment of the distance it has already travelled towards the optimum. The scale ranges from 0-10.

This version of the workbook does not specify which quantitative indicators should be used for grading. The ratings on the scale are possible with little effort, avoid the false accuracy that would be conveyed by calculable indicators, and promote discussion in the municipality as well as with the ECG advisors. The municipality must justify its self-assessment with arguments.

We trust in the ability of the municipalities to make a realistic classification for themselves. Comparisons between municipalities can only be made in the context of a peer evaluation among municipalities.

Municipalities that only fulfil the legal requirements and have not thought about additional measures receive 0 points for the corresponding report question. 10 points can be awarded if the municipality has taken the best possible measures at present.

The developmental stages are always structured in the same way.

The figures in the individual levels only serve to be able to use one's own values in a multi-year comparison. It does not make sense to calculate totals across all topics, as the levels vary and the topics have different numbers of sub-topics.

Example: Steps to field E 1 (nature and future)

Minimum requirement	Steps	Highest goal
We comply with the legal requirements for public tasks. (=0)		We fulfil our public duties by identifying and considering the effects for future people and nature. (=10)

R - Risk: We accept a possible risk.




Valuation benchmark

Addition to the assessment by Bernhard Oberrauch, ECG auditor and member of the matrix development team in AK Gemeinden:

As described before, no audit is currently foreseen for the matrix 2.0, also because there is no common assessment table yet, the assessment is up to the intuition of the consultants and the respective municipalities (see following chapter on bindingness and flexibility). As a GW consultant and auditor, I nevertheless find a shared basis in the evaluation helpful, which is why I like to orientate myself on the general evaluation matrix in the corporate public good balance sheets, as described below.

Level	Description of the assessment levels
7..10	Exemplary: Innovative measures and far-reaching improvements have been implemented, acts as a source of ideas. Evaluations confirm very good effects.
4..6	Experienced: Far-reaching measures resulting in recognisable improvements have been implemented. Evaluations confirm good effects. Further measures are derived from the evaluations and implemented.
2..3	Advanced: A more in-depth examination of these issues is practised, initial measures are implemented resulting in first improvements and good effects.
1	First steps: There is an internal discussion and reflection on the issues, measures have been considered, there is an initial commitment.
0	Baseline: We comply with the legal requirements. We have not made any efforts beyond that. <i>It is not ethically exemplary, but we do not take risks.</i>
R	R - Risk: <i>We consider the discussion of this topic to be dispensable and accept possible risks.</i>

As an entry aid, three levels can be ticked in the traffic light matrix as a quick self-assessment:



green (advanced, experienced or exemplary),
 yellow (baseline),
 red (critical, high-risk).

In the detailed assessment we refrain from scoring red and concentrate on green and yellow. From critical situations (which could be marked red) we try to find solutions in the yellow and green area.

Quantification helps to identify the extent to which the value in question is taken into account. For first steps, quantification is not yet present, but for advanced common good orientation, quantification is an important tool.

General notes on evaluation:

A-suppliers

Assessment levels and indicators Benefits of the Common Good Economy for the community



It is essential to look at the entire supply chain. The risks often do not lie with the direct supplier, but in the 2nd + 5th level or even at the end of the supply chain, when the raw materials are mined.



Assessment levels

This chapter lists examples of topics, measures, impacts, etc. that can be considered as criteria for self-assessment. This list is not exhaustive, but should serve as food for thought. Each municipality can describe and justify its assessment according to its individual situation in line with the minimum requirements or its highest goals. The municipality can also include already existing activities that fit the thematic fields.

Indicators (This is what we will measure our progress against - self-selected indicators)

Municipalities are encouraged in this version of the manual to formulate their own indicators against which they will measure their own progress in subsequent years. In principle, both quantitative and qualitative data can serve as indicators. Both serve to justify the assessment.

Binding nature and flexibility of the specifications in the workbook and the public good report

The following structural elements of the matrix are **obligatory** for all those who work with the matrix under the logo of ECG for municipalities:

- The five values
- The five principles of the state
- The five contact groups (also called contact groups) as municipality stakeholders
- The twenty-five thematic fields with their titles

Standards are the guiding principles that apply to the relationship between the municipality and its partners in the contact group or sub-group within the thematic fields. Standards may only be deviated from with comprehensible justification if certain conditions (national laws, locally compelling conditions, special features or regulations as well as a new understanding of the topic area) require an adjustment or change.

The reporting questions included in the workbook are considered non-binding **guidelines**. Guidelines may be defined differently for the national manuals or for the individual municipality depending on local circumstances.

The **justifications** for the classification in the assessment scale are only an offer to the municipality. The municipality may adopt individual justification proposals and elaborate on them in detail or replace them with its own justifications. The only decisive factor is whether the justification justifies the classification in the assessment level claimed by the municipality.



Benefits of the Common Good Economy for the municipality

What is the benefit for a municipality that engages in the common good process?

- The municipality starts a meaningful learning process.
- The motivation to work for the common good increases in all those who work for the municipality.
- Political leadership provides employees at all levels in the municipality with a compass for future behaviour.
- In the maze of legislation, the compass creates a focus on what is right and essential.
- Everyone learns what tasks the municipality has set itself and how far these have been implemented to date. Everyone knows in which direction the development is going.
- A spider profile of the municipality shows where the strengths of the municipality lie and how these have developed in the past. This provides an impetus for future development.
- The municipality can better meet its challenges of strategically aligning itself and developing its potential.
- The municipal administration gains the support of all its contact groups and with their help can take on a sustainable pioneering role.
- Being in this municipality is a source of pride and joy.



Matrix V2.0 for municipalities

Values	Human dignity	Solidarity	Ecological sustainability	Social justice	Transparency and democracy
Contact group					
A - Suppliers / Service providers, outsourced independent establishments	A1 - Fundamental rights protection and human dignity in the supply chain	A2 - Benefits for the municipality	A3 - Environmental responsibility for the supply chain	A4 - Social responsibility for the supply chain	A5 - Public accountability and participation
B - Financial partners, donors,	B1 - Ethical Financial Conduct / Money and Human Being	B2 - Common good in financial management	B3 - Ecological responsibility of fiscal policy	B4 - Social responsibility of fiscal policy	B5 - Accountability and Participation in Fiscal Policy
C - Political leadership, administration, coordinated volunteers	C1 - Individual legal status and equal rights	C2 - Common agreement on objectives for the common good	C3 - Promotion of ecological behaviour	C4 - Fair distribution of work	C5 - Transparent communication and democratic processes
D - Population and economy	D1 - Protection of the individual, equal rights	D2 - Overall well-being in the municipality	D3 - Ecological design of the public service	D4 - Social design of public performance	D5 - Transparent communication and democratic involvement
E - State, Society, Nature	E1 - Shaping the conditions for a decent life - future generations	E2 - Contribution to the overall good	E3 - Responsibility for ecological impact	E4 - Contribution to social balance	E5 - Transparent and democratic co-determination
State principles of the common good	Rule of Law-Principle	Common good	Environmental responsibility	Welfare State-principle	Democracy



A - Suppliers, service providers, outsourced independent establishments

Definition

Topic A deals with the responsibility of the municipality for consequences arising from the procurement of products and services along the supply chain.

Specifically, the relationship of the municipality to the following contact groups is described:

- Suppliers of raw materials, consumables and supplies and merchandise
- external service providers,
- outsourced independent own establishments,

A distinction should be made between suppliers of current material and services (including financial service providers such as banks and insurance companies) on the one hand and suppliers of capital goods on the other.

The focus of the analysis is on the 10-15 largest suppliers or product groups in terms of purchasing volume. In addition, attention should be paid to the companies themselves as well as to the purchased products and services.

Objective

- The subject of the municipality's ethical responsibility for its public procurement is both the products and services themselves and the suppliers.
- Direct suppliers are to be asked about the five values and the state principles. The rest of the supply chain is assessed indirectly via suppliers or labels.
- Responsibility of the municipality for the ethical conduct of its own outsourced independent operations.

Course of action

A municipality-based municipality seeks to minimise overall resource consumption as well as ethical impacts through active measures throughout the product life cycle.

- It wants to make the entire value chain of its procurements ethical beyond the minimum legal requirements.
- In doing so, it makes the most of the room for manoeuvre allowed by the budgetary and legal framework.

Intended impact

- A ECG municipality wants to achieve local, national and international sustainability goals and contribute to improving living conditions here and in the countries of origin of the products and suppliers.
- At the same time, the municipality wants to strengthen its image and act as a role model for citizens, companies and other actors.



Thematic focus

Here it is important to examine which essential products and services (energy, raw materials, materials, components, services, merchandise, etc.) the municipality purchases from outside and from its own outsourced establishments.



Overview table for A

Contact group	Values	Human dignity	Solidarity	Ecological sustainability	Social justice	Transparency and democracy
A - Suppliers / Service providers, outsourced / independent establishments		A1 - Fundamental rights protection and human dignity in the supply chain	A2 - Benefits for the municipality	A3 - Environmental responsibility for the supply chain	A4 - Social responsibility for the supply chain	A5 - Public accountability and participation
		A1.1 - Fundamental rights protection in the supply chain	A2.1 - Benefits for the population	A3.1 - Environmental protection in the supply chain	A4.1 - Social standards in the supply chain	A5.1 - Transparency for suppliers
		A1.2 - Procedural rights of all stakeholders in the supply chain	A2.2 - Solidarity in business conditions			A5.2 - Co-decision for residents
State principles of the common good		Rule of Law-Principle	Common good	Environmental responsibility	Welfare State-principle	Democracy



A1 - Fundamental rights protection and human dignity in the supply chain

Human dignity and the rule of law

Human dignity is the ethical basis of personal freedom. The principle of the rule of law obliges the authorities to respect human rights and follow fair procedures.

Municipal authorities must respect and protect the individual rights of their municipal citizens. Collective interests do not justify overriding the rights of individuals.

The protection of human dignity, fundamental rights and the rule of law apply to all people in the supply chain. The same applies to the people in the municipality.

The administration must recognise and protect the individual rights of all people affected in any way by the procurement process.

Entry considerations

- The municipality promotes fairness and the protection of human dignity in its purchasing decisions. This applies to the contracts with suppliers as well as to the products purchased.
- Those affected can assert and enforce their fundamental rights throughout the supply chain.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

A1.1 - Fundamental rights protection in the supply chain



Guiding principle: Fundamental rights within and vis-à-vis the supply chain

The municipality takes care in its purchasing decisions that all persons concerned are protected from violations, especially with regard to their physical integrity, freedom of movement and elementary areas of life such as nutrition, health, education and work.

It actively engages with the products it purchases and services it commissions. The municipality promotes the implementation of fundamental rights throughout the supply chain through appropriate measures.



Report question: A1.1 - Fundamental rights protection in the supply chain

"How do we check and evaluate whether there are violations of fundamental rights by suppliers in the supply chain?"



Fundamental

Click here to enter your answers.

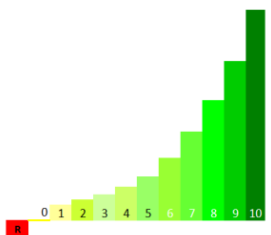


We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Steps	Highest goal
We have not yet dealt with this question.		We systematically check the extent to which our direct suppliers and own operations respect fundamental rights in their supply chain.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications

- We have developed procurement guidelines and apply them systematically.
- We ask our suppliers for their procurement guidelines and/or we provide them with a checklist to query their purchasing criteria.
- We have said goodbye to suppliers who are problematic in terms of human rights.



- We do not do business with suppliers who violate human rights.

Examples of verifiable performance records

- We influence our direct suppliers to take greater account of fundamental rights in the supply chain.
- When purchasing products / commissioning services, we ensure that the fundamental rights of all those affected are not violated throughout the supply chain.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

A1.2 - Procedural rights of all stakeholders in the supply chain



Guiding principle: procedural rights

Procedural rights include basic entitlements in legal proceedings, both in criminal and civil disputes. These include the right to a fair trial and to a public hearing or the right to an independent court.



Report question: A1.2 - Procedural rights

"How do we check, directly or indirectly, that all affected parties throughout the supply chain can claim procedural rights?"



Fundamental

[Click here to enter your answers.](#)

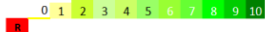


We are already doing this concretely today (justification for the classification)

[Click here to enter your answers.](#)



Assessment levels

Minimum requirement	Development	Highest goal
We have not yet dealt with this question.		We monitor our suppliers on how they protect the procedural rights of persons concerned in the supply chain.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications

- The municipality has procurement guidelines that address aspects of procedural rights.
- The municipality excludes suppliers who have violated the procedural rights of concerned persons.

Examples of verifiable performance records

- We have bidder dialogues in which the municipality's criteria are made transparent.
- We check whether our suppliers have ombudspersons or complaints bodies for human rights violations in the supply chain.
- We check whether our suppliers ensure in their supply chain that people whose human dignity has been violated can turn to a low-threshold body.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



A2 - Benefits for the municipality

Solidarity and the common good

The municipality is obliged to act in the public interest. To do this, the municipality must define what it understands by this. What is a common benefit? What does solidarity mean? The municipality must find answers to these questions together with partners such as other municipalities, municipal associations, NGOs or companies.

- The municipality must balance its own interests with those of its residents and suppliers. This may mean putting their financial advantage on the back burner.

Entry considerations

- Investigate whether there are outsourced services in your municipality and what benefits this brings to the people in the municipality, or what harm it may cause.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

A2.1 - Benefits for the population



Guiding principle: Benefit for the municipality

When purchasing products and outsourcing services, the municipality ensures that the welfare of the residents is not violated. It always wants to create a benefit for the community of the municipality.



Reporting question: A2.1 - Municipality benefits

"What criteria do we use in contracts with suppliers and service providers to promote the benefits of the people in the municipality and how do we evaluate these criteria?"



Fundamental

Click here to enter your answers.

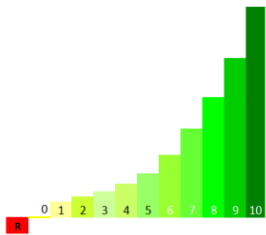


We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Steps	Highest goal
We have not yet dealt with this question.		We have defined clear quality criteria for the benefits and apply them systematically in monitoring our suppliers and service providers.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications for the municipality

- We know the added value that services and purchases of products create for the municipality.
- We take regional providers into account as long as they can demonstrate at least the same benefits as non-regional providers.
- In contracts with suppliers and service providers, we apply quality criteria that achieve increased benefits for the people in the municipality.
- We monitor and evaluate quality criteria. (for larger municipalities)



Examples of verifiable performance records

- We have entrusted the hosting of a public hall to a municipality worker, ensuring that our ethical standards are met.
- We have refrained from outsourcing services, thus keeping jobs in the municipality.
- We take care to avoid monopoly positions of companies that could jeopardise the performance of a public service.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

A2.2 - Solidarity in business conditions



Guiding principle: Partnership / Fairness

The municipality maintains a respectful partnership with its suppliers and service providers.



Reporting question: A2.2 - solidarity in business relationships

"How do we ensure solidarity in business relations and cooperation with suppliers and service providers?"



Fundamental

[Click here to enter your answers.](#)



We are already doing this concretely today (justification for the classification)

[Click here to enter your answers.](#)



Assessment levels

Minimum requirement	Steps	Highest goal
We adhere to the statutory contractual rules and primarily pursue our own interests within their framework.		We systematically check the satisfaction of suppliers and service providers with our price, delivery and payment conditions and determine a high level of satisfaction.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We have concrete contact persons and ensure punctual payment.
- We achieve a high level of satisfaction among suppliers and service providers with the municipality's price, delivery and payment conditions.
- We expect this to lead to less conflict between us and the suppliers in terms of creative and innovative performance.
- We pursue the goal of long-term cooperation with suppliers and service providers. We measure the duration of key relationships and periodically review their competitiveness. (for larger municipalities)

Examples of verifiable performance records

- We set clear payment targets and deadlines.
- We conduct surveys with the suppliers.
- In the case of equal bidders, we implement a fair principle of contract rotation.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



A3 - Environmental responsibility for the supply chain

Ecological sustainability and environmental responsibility

The municipality ensures that the effects of its actions on the environment are sustainable in the long term. The municipality is committed to this through the ethical principle of environmental sustainability.

The ethical principle of environmental sustainability and legal environmental responsibility oblige the municipality to ensure that the effects of its supply chain on the environment are sustainable in the long term. The municipality must strive for a positive environmental balance of all its activities. This may mean limiting the consumption of natural resources.

With raw materials, products and services, the municipality also purchases their environmental impacts in the supply chain. It is therefore jointly responsible for environmental sustainability in its supply chain. The goal is to contribute to the reduction of environmental impacts in the (entire) supply chain.

Entry considerations

- The municipality strives to assess the environmental impacts in the supply chain, especially for the larger suppliers or those products and services that are associated with high environmental risks.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

A3.1 - Environmental protection in the supply chain¹



Guiding principle: Reducing ecological risks and impacts

Procuring environmentally sound products and services means using energy and resources efficiently and sparingly and putting fewer pollutants into circulation. This also strengthens the demand for environmentally sound products and services.



Reporting question: A3.1 - Environmental protection in the supply chain

"What environmental protection criteria do we apply when selecting products and suppliers or service providers in order to reduce harmful environmental impacts in the supply chain?"

1



Fundamental

Click here to enter your answers.



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Steps	Highest goal
We have not dealt with this yet.		We apply and enforce high standards of environmental protection.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We are aware of the harmful environmental impacts in the supply chain or in purchased products and services.
- We take concrete measures to reduce the environmental impact of our direct suppliers, service providers and the entire supply chain (examples).
- We take into account the environmental footprint of products.
- We make use of certain labels with ecologically oriented content or comparable external certifications.
- We collect, review and evaluate our criteria using recognised certificates, questionnaires, internal / external audits or labels (for larger municipalities).

Examples of verifiable performance records



- We have switched to environmentally friendly cleaning products, e.g.: with recognised and transparent environmental seals) We have switched to regionally produced products.
- We use products with seals - e.g. Blue Angel.
- We have a green procurement guide.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



A4 - Social responsibility for the supply chain

Social justice and the welfare state principle

The municipality is committed to the principle of social justice as well as the principle of the welfare state. For all actions that promise a benefit, the question must be asked whether the result is also reasonable for those who benefit less or not at all.

The municipality must correct the result of the market, which rewards capital and performance, through interpersonal justice. This may mean giving preferential treatment to the weaker.

By purchasing raw materials, products and services, the municipality contributes to their social risks and social impacts. It is therefore jointly responsible for compliance with the social and labour law framework conditions in its supply chain. It avoids suppliers who violate applicable minimum standards, such as the core labour standards of the International Labour Organization (ILO).

Entry considerations

- The municipality formulates criteria and standards for compliance with social standards in the supply chain, especially for the larger suppliers and their products and services.
- The municipality and all stakeholders throughout the supply chain contribute to compliance with the formulated social compliance criteria.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

A4.1 - Social standards in the supply chain



Guiding principle: Improving the situation of workers in the supply chain

The municipality complies with all social standards (all agreements between workers' and employers' organizations) in its contracts - beyond the legal regulations.

It campaigns for compliance with the so-called core labour standards of the International Labour Organization (ILO- <https://www.ilo.org/berlin/arbeits-und-standards/lang--de/index.htm>) in the supply chain. These include the right to form trade unions, the right to equal pay for equal work for women and men, and the elimination of discrimination in working life.



Reporting question: A4.1 - Improving the situation of workers in the supply chain



What social and labour law criteria do we apply when procuring products and selecting service providers? Criteria can be, for example, the ILO core labour standards, living wages or occupational health and safety for hazardous activities, etc.



Fundamental

Click here to enter your answers.



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Steps	Highest goal
We adhere to the legal requirements. We have not yet dealt with international standards.		We apply and enforce high social and labour law criteria.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We collect, check and evaluate these criteria and risks with the help of recognised certificates, questionnaires, internal or external audits or labels. A high proportion of products or services are manufactured in compliance with social criteria.
- As a consequence, we separate ourselves from suppliers who do not comply with our specifications.

Examples of verifiable performance records



- We use products with GOTs label (<https://www.global-standard.org/de>), Fair Wear Foundation, Fair Trade labels, etc.
- In administration and catering for in-house events, we only use Fair Trade coffee, tea or chocolate.



This is what we plan to do in the near future (please name concrete measures if possible)

Click here to enter your answers.



We will measure our progress by the following means (self-selected indicators)

Click here to enter your answers.



A5 - Public accountability and participation

From transparency and co-determination to democracy

The ethical principles of transparency and participation as well as the state principle of democracy oblige the municipality to turn those affected into participants.

- The municipality is called upon to create and maintain the appropriate form of participation of those affected in all its actions.
- These values and principles of state are to be observed towards all municipality contact groups.

Entry considerations

The municipality discloses its procurement management to suppliers and citizens.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

A5.1 - Transparency for suppliers



Guiding principle: Comprehensive transparency in the supply chain

In its procurement practice, the municipality creates the deepest and most comprehensive transparency possible vis-à-vis suppliers and service providers. The practice requires "promoting and demanding" transparency.



Report question: A5.1 - Transparency

"How and to what extent do we inform suppliers and service providers about our decision-making criteria?"



Fundamental

Click here to enter your answers.



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Steps	Highest goal
We have not dealt with this yet.		We inform and involve our suppliers and service providers in all decision-making processes relevant to them.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We provide our suppliers and service providers with all relevant information.
- We maintain an open and transparent information policy towards them about our procurement projects.
- We demand and promote transparency and openness on the part of suppliers and service providers.

Examples of verifiable performance records

- We publish our purchasing guidelines.
- We anonymise the offers.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



A5.2 - Co-decision for residents

Guiding principle: Participation and co-decision-making

The municipality ensures the deepest and most comprehensive transparency possible for its residents in procurement. The municipality allows its residents to participate in the ethical orientation of its procurement practices.

Report question: A5.2 - Co-decision for residents

"How and to what extent do we enable residents to have a say in important procurement projects?"

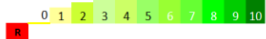
Fundamental

Click here to enter your answers.

We are already doing this concretely today (justification for the classification)

Click here to enter your answers.

Assessment levels

Minimum requirement	Steps	Highest goal
We adhere to the legal requirements. Furthermore, we do not involve the residents in our decisions.		We inform and involve our residents in all procurement decision-making processes relevant to them.

R - Risk: We accept a possible risk.

Our classification

R	1	2	3	4	5	6	7	8	9	10



Examples of possible justifications by the municipality

- We provide residents with all relevant information about our procurements.
- We maintain an open and transparent information policy towards them about our procurement projects.
- Residents have a say in the criteria for purchasing products and outsourcing services.
- List of information made available to residents regarding the municipality's procurement policies and practices (for larger municipalities).

Examples of verifiable performance records

- With regard to social and environmental requirements, we have developed the purchasing guidelines together with the population.
- We regularly report on compliance with the purchasing guidelines.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



B - Financial partners, donors (and in Switzerland: taxpayers)

Definition

This contact group deals with the municipality's handling of public funds in relation to its financial partners (banks, insurance companies, the state, etc.), donors (and in Switzerland, taxpayers).

In B we consider:

- Where the money comes from that the bank gives to the municipality.
- What the financial partners do with the money of the municipality.

In B we do not look at how the municipality spends the money on individual products, services and investments. This is considered in A, C, D and E.

Objective

- High ethical quality of the municipality's handling of money.
- Money is only a means of payment. The multiplication of money is not an end in itself.
- Dealing with money without exercising power and respecting the rights of all partners.

Course of action

A municipality for the common good

- conducts its financial management according to the ethical principles of the common good economy.
- will put structures and processes in place to safeguard this ethical orientation.
- will distribute its financial resources among its areas of responsibility according to ethical criteria.

Intended impact

- Money should act as a means for the good and just public coexistence of people.
- How many resources are used in a task area becomes an indicator for the ethical weighting of the tasks.

The guiding principle of ethical financial conduct is to be determined for each subgroup of the involved contact groups. The guiding principles are an expression of the five common good values and state principles of the common good.

Thematic focus

Do we consider according to which ethical values the selection of our financial partners is made? Do the basic values of the common good economy play a role in this?



Overview table for B

Contact group	Values	Human dignity	Solidarity	Ecological sustainability	Social justice	Transparency and democracy
B - Financial partners, donors,		B1 - Ethical Financial Conduct / Money and People	B2 - Common good in financial management	B3 - Ecological responsibility of fiscal policy	B4 - Social responsibility of fiscal policy	B5 - Accountability and participation in fiscal policy
		B1.1 - Integral relationship with financial partners	B2.1 - Balancing performance and finances of all municipalities	B3.1.1 - Environmentally sound fiscal policy	B4.1.1 - Socially just fiscal policy	B5.1 - Accountability and participation
				B3.1.2 - Environmentally conscious investment policy	B4.1.2 - Socially equitable investment policy	
				B3.2 - Environmental taxes, charges and fees		
(only for Switzerland) Taxpayers		B1.2 - Taxpayers' rights				
State principles of the common good		Rule of Law-principle	Common good	Environmental responsibility	Welfare State-principle	Democracy



B1 - Ethical Financial Conduct / Money and People

Human dignity and the rule of law

In the performance of all municipal duties, attention shall be paid to,

- that the municipality respects the fundamental rights of those affected and involved.
- that all persons concerned are given a reasonable chance to exercise their rights.
- that the effects of financial management are reasonable for all.

As a consequence, financial partners and donors must also be committed to these principles.

Entry considerations

In dealing with public finances, the human value takes precedence over money.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

B1.1 - Integral relationship with financial partners



Guiding principle: Integrity in financial conduct

Financial integrity demands honest and transparent handling of the municipality's money. The relationship of trust with financial partners takes precedence over personal financial gain. Needed are therefore:

- Building mutual trust between the municipality and its financial partners and donors.
- Consideration of the impact of financial investments on the human dignity of those affected.



Report question: B1.1 - Ethical evaluation of financial services providers

"How do we assess banks and insurance companies on their ethical conduct before we work with them?"



Fundamental

[Click here to enter your answers.](#)



We are already doing this concretely today (justification for the classification)

[Click here to enter your answers.](#)



Assessment levels

Minimum requirement	Steps	Highest goal
We have not yet dealt with this and decide solely on the basis of profitability criteria.		We have dealt with this comprehensively and decide on the basis of an elaborated catalogue of criteria.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We have a procedure for the ethical evaluation of financial service providers.
- We check whether the financial partners respect the individual human rights of externally affected persons (e.g. gentle treatment of insolvent debtors; financing of Fairtrade companies, etc.).
- We select our financial partners according to whether they design their products, investments, refinancing and lending in such a way that respect for the human dignity of all those involved and affected is an important criterion.
- We select our financial partners according to whether they grant loans to disadvantaged (vulnerable) groups², even though there is an increased risk that these loans cannot be repaid.
- We select our financial partners according to whether they support social projects.

Examples of verifiable performance records

- We look at the classification of the financial products we use by various control institutions (e.g. ÖKOM, etc.).
- We examine loans, investments, subsidies, (social) insurances according to their orientation towards human dignity.

² Vulnerable groups are groups of people who are vulnerable due to their physical, mental or psychological constitution or due to their particular social situation. Source: https://www.fh-campuswien.ac.at/.../Ethik-Komitee/Def._vulnerable_Gruppen_Maerz19.pdf



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

B1.2 - Taxpayers' rights (only applicable to Switzerland)



Guiding principle: Fairness for taxpayers

Fairness here means individualised legal protection. The municipality is legally obliged to respect and protect the taxpayers in their individuality. It is responsible for this to the residents of the municipality. This requires:

- Maintaining good faith in dealings with taxpayers (e.g.: information from clerks binds the municipality).
- Citizen-friendly behaviour towards taxpayers (for example, generally understandable wording instead of "officialese").
- Help with tax assessment, for example advice on completing tax returns



Report question: B.1.2 - Citizen-friendly behaviour towards private taxpayers

"How do we deal with problems of our taxpayers from filling in the tax return to the delay in paying the tax instalments?"



Fundamental

[Click here to enter your answers.](#)

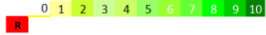


We are already doing this concretely today (justification for the classification)

[Click here to enter your answers.](#)



Assessment levels

Minimum requirement	Steps	Highest goal
We adhere to the legal requirements. Counselling is limited to social welfare recipients.		We are a citizen-friendly administration. A service supports taxpayers in fulfilling their duties.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We provide comprehensive advice and support for municipal citizens on possible tax deductions or instalment payments.
- We take into account citizens' personal circumstances when setting municipal taxes and levies and ensure that the contribution they are asked to pay is fair.

Examples of verifiable performance records

- Open counselling hours for taxpayers: Requests for deferral, help with tax returns etc.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



B2 - Common good in financial management

Solidarity and the common good

The principle of solidarity requires that cooperation among municipalities is more important than competition among them. Common good requires alignment with the public interest common to all municipalities. In financial management, this means using the available money in such a way that it yields the greatest possible benefit for the community (the public good of the region).

The solidarity of the municipality concerns the horizontal relationship with other bearers of similar tasks, mostly public-law organizations.

It does not concern the (vertical) relationship with the citizens of the municipality. This is addressed in topic B4 (social justice / welfare state principle).

Joint promotion of development cooperation and international cooperation with other countries falls under E2.

Entry considerations

- The municipality uses its financial resources in such a way that they provide the greatest possible benefit to the community.
- The municipality responsibly weighs the use of funds for the region, even if it means higher costs for the municipality itself.
- The municipality is pushing for possible solutions to tasks that we solve alone today, but which could be better solved together with other municipalities.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

B2.1 – Balance of performance and finances of all municipalities



Guiding principle: Inter-municipal balance

The public interest is more important than the idea of competition. This applies in particular to the cooperation of the municipality with other bodies responsible for public tasks.



Reporting question: B2.1 - Balanced relationship between services and finances of all municipalities (in the region / in the canton / country / state)

"How do we influence and calculate our share in the inter-municipal financial equalisation? Is it only about our advantage or also about solidarity among the municipalities?"



Fundamental



Click here to enter your answers.

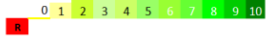


We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Steps	Highest goal
We optimise only our own financial budget.		We ensure an optimal solidarity balance among the municipalities in the region.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We take into account legitimate financial needs of other municipalities (e.g. by comparing tax rates).
- In financial equalisation, we show solidarity with other municipalities in order to optimise the common benefit of the region (CH; DE).
- We limit tax competition among municipalities.
- We are willing to compromise with communities that are worse off.
- We make a solidarity contribution to financially weak municipalities.
- We refrain from maximising our self-interest in favour of the region.
- We promote regional currencies (complementary currencies).

Examples of verifiable performance records



- We have foregone the implementation of a project that would have meant lucrative financial returns in favour of another municipality.
- We have planned industrial estates together with other municipalities.
- We have renounced any possible financial competition with neighbouring municipalities.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



B3 - Ecological responsibility of fiscal policy

Ecological sustainability and environmental responsibility

The ethical principle of environmental sustainability and the legal responsibility for the environment oblige the municipality to ensure in its financial policy that its effects on the environment are sustainable in the long term.

- The municipality must strive for a positive eco-balance of all its activities, especially its financial management. This may mean limiting the consumption of natural resources.

The effects of fiscal policy outside the municipal area are recorded under E3. The two fields E3 and B3 can also be considered together.

Entry considerations

- The municipality examines the effects of its financial policies to determine whether they are sustainable in the long term. It strives for a positive ecological balance of all activities. In weighing up the costs and benefits, it takes into account the effects of its financial policy on the environment in the municipality. The long-term effects of the use of money take precedence over the short-term effects.
- Priority in the financial management of the municipality is given to the ethical value of environmental sustainability and the state principle of responsibility for the environment.
- The municipality selects the financial partners according to ecological criteria.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

B3.1.1 - Environmentally sound fiscal policy



Guiding principle: Environmentally sound fiscal policy

The municipality demands that its financial partners give priority to environmentally conscious financial products instead of financial products with maximum returns.



Report question: B3.1.1 Environmentally sound fiscal policy

"What is the importance of environmental sustainability criteria in financial planning and the budget process?"



Fundamental

[Click here to enter your answers.](#)



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Steps	Highest goal
Outside the environmental service, the ecological criteria have no significance in financial planning and budgeting.		We have every item in the financial planning and budget assessed according to ecological criteria and account for them.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We have guidelines or directives on environmentally conscious budgeting.
- We have controlling for compliance with environmentally conscious budgeting.
- We observe the ecological goals of the 2030 Agenda in our financial policy.

Examples of verifiable performance records

- We have selected our financial partners and donors according to ecological criteria.



This is what we plan to do in the near future (please name concrete measures if possible)

Click here to enter your answers.



We will measure our progress by the following means (self-selected indicators)

Click here to enter your answers.

B3.1.2 - Environmentally sound investment policy



Guiding principle: Environmentally sound investment policy

The municipality demands environmentally sound investment products from its financial partners. For its part, it gives priority to environmentally sound financial products over those with maximum returns.



Reporting question: B3.1.2 - Environmentally sound investment policy

"What is the importance of environmental sustainability criteria in the selection of financial service providers and their products?"



Basic things to do

Click here to enter your answers.



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Steps	Highest goal
We do not give particular importance to ecological criteria within the investment strategy.		We follow ecological criteria in our investment strategy.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We have guidelines or directives on environmentally sound investment strategy.
- We have a controlling of their compliance with the financial service providers.
- We evaluate the environmental risks of financial investments.

Examples of verifiable performance records

- We initiate citizen participation models for the energy transition, take over the administration of the projects and take care of the funding applications.
- We align our budget and budgeting with the UN Sustainable Development Goals (SDGs) or other sustainability criteria.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

B3.2 - Environmental taxes, charges and fees



Guiding principle: Ecological taxes, charges and fees

Taxes, charges and fees are used as steering instruments for the promotion of environmentally conscious behaviour by taxpayers.



Report question: B3.2 - Environmental taxes, charges and fees

"To what extent and how do we use taxes, charges and fees as steering instruments for the promotion of environmentally conscious behaviour by taxpayers?"



Fundamental

Click here to enter your answers.

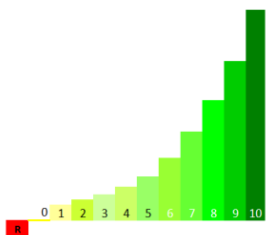


We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Steps	Highest goal
We do not give special importance to ecological criteria within tax, fee and charge policies.		We primarily follow ecological criteria in our tax, fee and charge policy within the framework of what is legally permissible.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We grant tariff reductions for environmentally conscious behaviour by entrepreneurs, homeowners and users. This applies, for example, to public transport or waste management.
- Our tariffs for taxes, charges and fees are designed ecologically.
- We account to taxpayers for the environmental impact of the municipality's spending.

Examples of verifiable performance records

- To motivate correct disposal, we grant tax relief to all those who take their bulky waste to a collection point (municipalities in Spain).



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



B4 - Social responsibility of fiscal policy

Social justice and the welfare state principle

This principle requires the municipality to orient its financial behaviour towards the ethical value of social justice and the principle of the welfare state. This means that thinking in terms of benefits must be complemented by thinking in terms of justice. This is especially true with regard to those uninformed who are affected by the financial behaviour of the municipality.

- Is the result of the financially most favourable variant reasonable for those who benefit less or not at all? What are the social consequences of the municipality's financial policy?

Entry considerations

- The municipality strives to ensure that its revenue and expenditure policies contribute to reducing inequalities among residents.
- The municipality selects the financial partners according to social criteria.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

B4.1.1 - Socially just fiscal policy



Guiding principle: Socially just fiscal policy

The municipality demands socially just investments from its financial partners and in turn gives priority to socially just financial products over those with maximum returns.



Report question: B4.1.1 - Socially just fiscal policy

"What is the importance of social justice criteria in the selection of financial service providers and their products?"



Fundamental

[Click here to enter your answers.](#)



We are already doing this concretely today (justification for the classification)

[Click here to enter your answers.](#)



Assessment levels

Minimum requirement	Steps	Highest goal
We do not give special importance to social criteria within financial policy.		Within the framework of what is legally permissible, we primarily follow social criteria in our financial policy.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We oblige our financial service providers to pay attention to social criteria. Our concrete requirements in terms of the ILO core labour standards relate, for example, to living wages, occupational health and safety in hazardous activities or the observance of social risks vis-à-vis third parties.)
- We follow the social goals of the 2030 Agenda in financial management.
- We provide information about the financial resources we devote to the task of social justice.
- We know how the municipality's financial policies affect people who are economically or socially worse off.
- We compensate the negative consequences of economic and social competition for the losers.
- We ensure a fair financial share of the common good for all people in the municipality.
- We provide those in need with a livelihood that enables them to lead a dignified social life.
- When selecting our financial partners, we consider whether they make socially responsible investments.

Examples of verifiable performance records

- We grant the local Fair Trade shop a reduced rent in a municipality-owned property.
- We prefer a bank that does not terminate borrowers who cannot repay their loans on time and that exhausts all possibilities to support these borrowers in advance.



This is what we plan to do in the near future (please name concrete measures if possible)

Click here to enter your answers.



We will measure our progress by the following means (self-selected indicators)

Click here to enter your answers.

B4.1.2 - Socially just investment policy



Guiding principle: Socially just investment policy

Financial investments of the municipality are chosen in such a way that they exclusively finance projects that pursue socially just goals.



Reporting question: B4.1.2 - Socially just investment policy

"Do we use free funds in the accounting result in subsequent budgets to improve the (social) quality of life in our municipality?"



Fundamental

Click here to enter your answers.



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Steps	Highest goal
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<p>There is no strategy for how to deal with free funds.</p>		<p>We use free funds to take measures to improve the quality of life in our municipality.</p>
--	--	---

R - Risk: We accept a possible risk.

Our classification R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We use part of our discretionary funds for the five goals of the common good.
- We apply progressive tariffs to levies and charges where permitted.

We account to citizens for the social impact of municipal expenditure

Examples of verifiable performance records

- When supporting childcare outside the family, we use a graduated tariff according to income.
- We invest our discretionary funds with banks that provide microcredit in the Global South or in our own region, e.g. OIKO-Credit or other ethical banks.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



B5 - Accountability and Participation in Fiscal Policy

Transparency, codetermination and democracy

In financial policy, too, those affected are to become participants.

- The prerequisite for this is a transparent financial policy and the opening of decision-making processes to those affected.
- Democratic procedures enable a discourse between the authorities and the population on the formation of wills in financial policy.

Entry considerations

- The municipality creates the conditions for residents to have a say in the financial management of the municipality.
- The municipality is publicly accountable for its relations with financial partners.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

B5.1 - Accountability and participation



Guiding principle: Clear accountability and participation

The municipality discloses to its citizens what it uses its money for and what it plans to do financially. The municipality creates the conditions for the will of the citizens to be heard in financial management.



Reporting question: B5.1 - Accountability and participation

"How do we cultivate the conversation with citizens about the municipal budget?"



Fundamental

Click here to enter your answers.



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Steps	Highest goal
We do not talk to our citizens about our fiscal intentions.		We regularly discuss our municipal budget with our citizens.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We talk intensively with financial partners and donors about ethical aspects of financial policy (please specify the forms and degrees of intensity).
- We maintain a dialogue with citizens about our financial plans and investments.
- We know the effects of our financial policy on citizens, businesses and other organizations in the municipality.
- We turn those affected into participants in planning and budgeting processes.
- We are improving transparency and participation in our financial policy.

Examples of verifiable performance records

- We regularly hold future conferences on financial planning in which all residents can participate (e.g. citizens' budgets, conventions).



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



C - Political leadership, administration, co-ordinated volunteers

Definition

Contact group C deals with municipal administration in the broadest sense and includes the following subgroups:

- At the political level, the elected representatives of the legislature and the executive.
- At the administrative level, all employees who implement decisions of the municipal executive and legislature (municipal employees).
- At the civil society level, all volunteers coordinated by the municipality.

Where only "employees" are referred to in the following for reasons of simplification, the statements apply to all three subgroups.

Objective

The municipality creates an organizational framework in which the employees identify with the agreed work objectives. The employees fulfil their tasks in solidarity with each other and assume their responsibility towards the residents.

Course of action

A municipality for the common good

- is oriented towards the needs as well as the rights and duties of its employees.
- promotes cooperation among its employees and their social responsibility towards the residents.
- creates incentives for its employees to behave ecologically so they become a role model for the residents.
- distributes work fairly among employees.
- creates an organizational culture of mutual respect and of transparent and democratic communication among its employees.

Intended impact

Good interaction between political leadership, administrators and volunteers is aimed at both internally and externally. It benefits everyone.



Thematic focus

The municipality strives to implement criteria of the common good economy among its employees.



Overview table for C

Contact group	Values	Human dignity	Solidarity	Ecological sustainability	Social justice	Transparency and democracy
C) Political leadership, administration, coordinated volunteers		C1 - Individual legal rights and equality	C2 - Common agreement on objectives for the common good	C3 - Promotion of ecological behaviour	C4 - Fair distribution of work	C5 - Transparent communication and democratic processes
		C1.1 - Respect for individuals in the organization	C2.1 - Solidarity-based cooperation	C3.1 - Respect of environment in mobility	C4.1 - Fair distribution of work	C5.1 - Transparency in information and communication processes
		C1.2 - Safety and health	C2.2 - Service to the common good	C3.2 - Organic food	C4.2 – Socially fair organization of working time	C5.2 - Democratic decision-making processes
		C1.3 - Equal opportunities and diversity		C3.3 - Ecological process design		
		C1.4 - Gender justice				
	State principles of the common good	Rule of Law-principle	Common good	Environmental responsibility	Welfare State-principle	Democracy



C1 - Individual legal rights and equality

Human dignity and the rule of law

Human dignity provides the ethical basis for personal freedom. The principle of the rule of law obliges the authorities to respect human rights and to conduct fair proceedings. Municipality work is oriented towards the needs as well as the rights and duties of the employees. It meets their individual needs and ensures that everyone can exercise their rights. Everyone works under healthy and cooperative working conditions, is treated equally and enjoys equal opportunities.

- All superiors must recognise and protect their employees in their individuality. Collective interests of the administration do not justify overriding the rights of the individual in service.

Entry considerations

The municipality orients its organizational culture towards the needs as well as the rights and duties of the employees (administration, politics, volunteers organized by the municipality).

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

C1.1 - Respect for individuals in the organization



Guiding principle: Respect for employees

The municipality guarantees procedural rights that ensure the enforcement of employees' rights. Cooperation is based on respect, esteem and trust. Dealing with mistakes is constructive. Conflicts are seen as opportunities and are resolved at eye level.



Reporting question: C1.1 - Respect for individuals in the organization

"How do we ensure a culture of respect for the rights and needs of individual employees in our municipality"?



Fundamental

Click here to enter your answers.



We are already doing this concretely today (justification for the classification)



Click here to enter your answers.



Assessment levels

Minimum requirement	Steps	Highest goal
We comply with the legal requirements.		We maintain a high culture of mutual respect and offer informal and formal channels for this.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- Our employees can efficiently assert their rights in the fulfilment of their tasks. Needs are given a space to be heard. Violations of procedural rights are sanctioned.
- The hierarchy in our municipality is already flat and we maintain a cooperative leadership style.
- To resolve staff conflicts, we have created institutions and procedures that have proven their worth.
- The guidelines of our employment policy ensure respect for individuals. Human resources planning is transparent.
- We grant our employees a high degree of self-organization.
- We have insured our volunteers against accidents and liability.
- We recognise voluntary achievements annually at special events.



Examples of verifiable performance records

- Enquiries from employees are answered within one month.
- A complaints management system has been set up for employees and an ombudsperson is available.
- We make the anonymised documents of the applicants available for inspection.
- We hold regular team meetings to clarify in which areas the staff can organize independently and bear responsibility.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

C1.2 - Safety and health



Guiding principle: Ensuring secure jobs

The municipality ensures a safe environment in all workplaces and supports the physical well-being and health of employees. Preventive measures promote the maintenance, improvement and restoration of employees' health.



Report question: C1.2 - Safety and health

"How do we ensure safety in all municipality workplaces and support the physical well-being and health of our employees?"



Fundamental

[Click here to enter your answers.](#)



We are already doing this concretely today (justification for the classification)

[Click here to enter your answers.](#)



Assessment levels

Minimum requirement	Steps	Highest goal
We comply with the legal requirements. We have not made any efforts beyond that.		We have a comprehensive safety and health concept that we systematically implement.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We take concrete measures for workplace safety that are evaluated externally and internally.
- We take concrete preventive health measures that are evaluated externally and internally (back school, skin cancer prevention, eye training, smoking cessation, health-promoting building and room design, etc.).
- We have a course offer on burnout prevention.

Examples of verifiable performance records

- We have showers for employees who come to work by bike.
- At our workplaces, employees find safe building and room design.
- Employees can help themselves to a fruit basket.
- We support healthy food for our employees (e.g. vouchers for organic food, etc.).



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

Click here to enter your answers.

C1.3 - Equal opportunities and diversity



Guiding principle: Diversity as enrichment

Differences among staff are an enrichment. All staff members have equal opportunities in the municipality. Structures that disadvantage people (or certain groups of people) must be overcome.



Reporting question: C1.3 - Equal opportunities and diversity

"What measures do we use to promote equal opportunities and diversity?"



Fundamental

Click here to enter your answers.



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Steps	Highest goal
We have not dealt with this yet.		We have a comprehensive concept and live a culture of equal opportunities and diversity.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications for the municipality

- At all levels of the municipality, we demand fair treatment of all employees, regardless of gender, age, religion, ethnicity or sexual orientation.
- We pay attention to a good workplace for people with disabilities.

Examples of verifiable performance records

- We regularly survey the satisfaction of our staff so that hidden exclusions (e.g. sexual orientation) can be addressed.
- Where we do not employ people with disabilities according to the legal regulations, we cooperate with the social institutions of our municipality or region.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

C1.4 - Gender justice



Guiding principle: gender equality

Women and men have the same opportunities in the municipality. The differences between men and women are an enrichment. Structures that disadvantage women or men must be overcome.



Reporting question: C1.4 - Gender equality

"What measures do we use to promote gender equality?"



Fundamental

Click here to enter your answers.



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Steps	Highest goal
We have not dealt with this yet.		We have a comprehensive concept and live a culture of gender justice.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We design our financial planning according to the principles of gender budgeting.
- We have an Equal Opportunities Officer.
- Our application process is anonymised.
- Former employees who have left their employment due to caregiving and childcare will be given priority for re-employment.
- We address and enable the reconciliation of family and career equally for women and men.

Examples of verifiable performance records

- We budget annually for measures to raise awareness among employees.



- We request the application documents anonymised with regard to gender and nationality.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



C2 - Common agreement on objectives for the common good

Solidarity and the common good

The work goals of the municipality for the implementation of the political guidelines are developed in solidarity and achieved in teamwork. The structures and processes of the administration are geared towards the joint fulfilment of tasks and promote the consensus of all employees.

Entry considerations

The municipality ensures that employees at all levels identify with the objectives of the municipality.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

C2.1 - Solidarity-based cooperation



Guiding principle: Solidarity-based cooperation

We achieve our work goals thanks to the constructive thinking of all our employees, their innovative strength and their creativity. The wealth of experience and expertise of all staff members is taken into account when new work objectives are set and also when regulations or ordinances of the municipality are issued.



Reporting question: C2.1 - Solidarity-based cooperation

"What processes do we use to promote solidarity-based task fulfilment in the municipality?"



Fundamental

Click here to enter your answers.

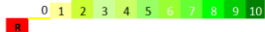


We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Steps	Highest goal
We have not dealt with this yet.		We use comprehensive instruments of solidarity among employees at all levels.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We provide for processes in which work goals are (further) developed together.
- We involve employees at all levels in defining goals.
- We promote internal solidarity.
- We use and value the wealth of experience of our employees.

Examples of verifiable performance records

- Abolition of party-based seating arrangements in the municipal council, e.g. in Kirchanschöring (Bavaria), in order to promote fact-based and solution-oriented decision-making processes.
- We have a nursery school teacher who works as a stand-in to compensate for overtime and sick leave.
- We involve municipality staff and volunteers in goal setting.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

Click here to enter your answers.

C2.2 - Service orientation to the common good



Guiding principle: service for the common good

The municipality cultivates solidarity-based action that promotes the common good for public coexistence.



Report question: C2.2 - Service orientation on the common good

"How do we ensure that employees see themselves as service providers for the common good?"



Fundamental

Click here to enter your answers.



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Steps	Highest goal
We have not dealt with this yet.		We have taken every measure possible to promote a culture of service to the common good and to measure success.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- Our way of working with local civil society promotes the common good for public coexistence.

Examples of verifiable performance records

- We train our employees' service culture and have it assessed externally on a regular basis.
- Inter-party and inter-departmental hearing on controversial issue (organic food in urban facilities).



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



C3 - Promotion of ecological behaviour

Ecological sustainability and environmental responsibility

The municipality assesses the impact of its actions according to criteria of responsibility for people and nature. It promotes environmental awareness and ecological behaviour among its employees.

Entry considerations

Our municipality promotes the ecological behaviour of its employees according to clear criteria.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

C3.1 – Respect of environment in mobility



Guiding principle: Environmental responsibility in mobility

We keep the CO2 emissions of our employees on the way to their workplace and the environmental impact of their internal mobility as low as possible.



Report question: C3.1 – Respect of Environment in mobility

"What measures do we take to reduce the CO2 emissions of our employees on their way to and from work as well as on duty?"



Fundamental

Click here to enter your answers.



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Steps	Highest goal
We have not dealt with this yet.		We regularly determine the CO2 emissions of our employees and reduce them annually.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We take concrete measures to reduce the annual CO² emissions of our employees.
- We promote environmentally conscious mobility behaviour among our employees both inside and outside the service.
- We are shifting the share of travel by car in favour of travel by public transport, by bike or on foot.

Examples of verifiable performance records

- Our bicycles and/or an e-bike fleet are available for employees.
- We install showers for employees who come to work by bike.
- We operate a car-sharing scheme for our employees and residents.
- We are expanding cycle paths.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

Click here to enter your answers.

C3.2 - Organic food



Guiding principle: Promoting organic food

We promote awareness of ecological interrelationships and provide impetus for new eating habits among employees.



Report question

"How do we promote awareness of ecologically sustainable nutrition among our employees?"



Fundamental

Click here to enter your answers.



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Steps	Highest goal
We have not dealt with this yet.		We provide our employees with information and offers on organic nutrition.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We offer organic and regional food at official municipality receptions, at the workplace and/or in our canteen.
- We offer programmes to promote organic food.
- We have set up an organic canteen in the municipality's own day-care centre for children, where employees of the administration can also eat.
- We offer further training on the topic of nutrition.

Examples of verifiable performance records

- Our events are managed as Green Events. We have contracts with the surrounding farmers.
- We offer nutrition and health counselling after hours.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

C3.3 - Ecological process design



Guiding principle: Ecological culture

Our municipality is developing an ecologically oriented culture to change the habits of its employees. The employees are setting an example for the residents.



Report question: C3.3 - Ecological culture



"How do we guarantee an ecological quality of the work processes in the municipal administration?"



Fundamental

Click here to enter your answers.



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Steps	Highest goal
We have not dealt with this yet.		We guarantee the ecological quality of the work processes through a system of quality assurance.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We regularly sensitise our employees to ecological behaviour.
- We are conscious of our ecological footprint.
- We strive for quality credentials.
- We participate in other networks (Fair Trade municipality, Transition Town municipality etc.).
- There is a high level of awareness of energy issues among residents.
- We only authorise business trips by public transport, in a car-sharing car or in car-pools.



Examples of verifiable performance records

- In a municipality-wide coordinated process, we are planning a biogas plant and a wind farm; the goal is, at least in part, an energy-autonomous municipality.
- We have set up a farm shop in a building of the municipal administration where farmers sell organically produced food.
- We train our employees in the economical use of salt in winter and in the dosage of cleaning agents.
- Every year, we survey the ecological footprint of the municipal administration and its employees and make it visible. Together we discuss measures to reduce the ecological footprint.
- We conduct annual thematic trainings.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



C4 - Fair distribution of work

Social justice and the welfare state principle

Within the municipality, care is taken to ensure an equitable distribution of work for all staff.

Entry considerations

The municipality ensures the equitable distribution of work.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

C4.1 - Fair distribution of work



Guiding principle: Fair distribution of work

The municipality distributes the tasks to be done to the staff and volunteers fairly and sets up coordination processes for this purpose.



Reporting question: C4.1 - Fair distribution of work

"How do we guarantee that across all levels of the municipal administration, work output is fairly distributed in relation to income?"



Fundamental

Click here to enter your answers.



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Steps	Highest goal
We have not dealt with this yet.		Our practice of distributing work fairly in relation to income is exemplary.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

Honorary office

- We have a volunteer card with discounts.
- Volunteers are duly acknowledged.
- The work of coordinated volunteers is valued; the value of their "unpaid" work is seen as high.
- In the municipal administration, there is a responsible contact person for the topic of volunteering.

Local council

- The work in the municipal council is fairly distributed. The focus is on the common goal, without regard to party lines.

Employees

- We voluntarily provide adequate social benefits for all employees.
- For municipal employees, leeway from statutory pay scales is used to distribute their work fairly relative to income and responsibility.
- The municipality carries out its own tasks internally (e.g. taking care of refugees, ...).
- Our target agreement takes into account the equitable distribution of workload within our administration.
- Our employment contracts are adapted to individual needs as far as the mission of the municipality and the workload of other employees allow.

Examples of verifiable performance records



- We collect money for spontaneous emergencies of employees.
- Twice a year, we organize an afternoon with the volunteers and honour them with a meal and a cultivated exchange (after 10 years of volunteering, there is a weekend in a wellness hotel).
- We reflect on the workload once a year in the team meetings and redistribute it if necessary.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

C4.2 - Socially fair organization of working time



Guiding principle: Fair organization of working time

The municipality is looking for creative solutions to enable socially just working time arrangements for employees.



Report question: C4.2 - Socially fair organization of working time

"How do we create a socially just balance between the demands on employees on the one hand and their needs on the other?"



Fundamental

[Click here to enter your answers.](#)

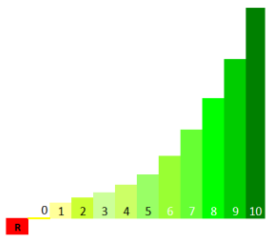


We are already doing this concretely today (justification for the classification)

[Click here to enter your answers.](#)



Assessment levels

Minimum requirement	Steps	Highest goal
We have not dealt with this yet.		We determine the entire working time according to the demands of the common good and distribute it according to the needs and possibilities of the employees.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We offer flexible working time models. The working time can be determined by the municipal employees themselves in a self-organized manner as long as they fulfil their mission as stipulated in the joint agreement on objectives.
- Overtime is not built up for the success of our municipality.

Examples of verifiable performance records

- Although there is a flexitime regulation, the employees in the citizens' service agree to open the office at 7:30 a.m. because there are a lot of citizens at that time. Instead of one person, there are two on duty so that no one has to wait long. In the mornings, one person is on time off for two hours because there is not much work. These duties are scheduled jointly and autonomously by the staff.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



C5 - Transparent communication and democratic processes

Transparency, co-determination and democracy

Transparency is an essential prerequisite for co-decision-making. All employees are encouraged to actively participate through a transparent organizational structure and goal-oriented processes.

All employees can contribute their ideas, suggestions or impulses and thus assume joint responsibility. The identification with the municipality increases and the wisdom of the many is used.

Entry considerations

The municipality lives the values of transparency and participation.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

C5.1 - Transparency in information and communication processes



Guiding principle: Transparency of internal decision-making processes

Employees have access to all essential information, so they can form a sound opinion and actively participate.



Reporting question: C5.1 - Transparency in information and communication processes

"How do we ensure that all those involved in the delivery of municipality functions have easy access to all essential information so that they can form sound opinions and actively participate?"



Fundamental

[Click here to enter your answers.](#)



We are already doing this concretely today (justification for the classification)

[Click here to enter your answers.](#)



Assessment levels

Minimum requirement	Steps	Highest goal
We have not dealt with this yet.		We have systematically removed all barriers to stakeholder access. We ensure free access for all stakeholders.

R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- As far as data protection allows, all information is freely available and prepared in such a way that it can be easily understood by all those involved in decision-making processes. Many physical, intellectual or other barriers to accessing information have been removed for those involved. Only a few critical or essential pieces of information are not freely available.
- Information on budgets or finances is presented in a way that everyone can easily understand.
- The level of team spirit has increased in recent years, as evidenced by surveys of those involved.

Examples of verifiable performance records

- We actively communicate new hires, retirements or staff changes internally and externally, thus ensuring transparency.
- Our information is accessible at all levels, including on the intranet and the internet.



This is what we plan to do in the near future (please name concrete measures if possible)



[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

C5.2 - Democratic decision-making processes



Guiding principle: Democratic internal decision-making processes

The municipality creates the conditions so that employees at all levels can and want to participate in decision-making. The higher the degree of co-determination, the higher the willingness of employees to get involved.



Reporting question: C5.2 - Democratic decision-making processes

"How do we guarantee employees at all levels the greatest possible participation and co-determination in our decision-making processes"?



Fundamental

[Click here to enter your answers.](#)



We are already doing this concretely today (justification for the classification)

[Click here to enter your answers.](#)



Assessment levels

Minimum requirement	Steps	Highest goal
We comply with the provisions of personnel law.		We grant our employees extensive opportunities for co-determination in personnel decisions. We systematically extend internal co-determination to all areas of responsibility.



R - Risk: We accept a possible risk.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- Although managers are formally appointed by those in charge, employees in the administration have a say in the selection of candidates.
- The same applies to the appointment of chiefs with the participation of team members.
- Feedback from employees to their managers leads to concrete measures.
- The municipality creates the conditions for autonomous, decentralised and comprehensive decisions by its employees and supports them on this path. We demand the corresponding co-responsibility and the willingness to actively inform themselves and to make themselves capable of making decisions.
- We are giving more and more decision-making responsibility to municipal staff and coordinated volunteers.
- We are making more and more decisions in a joint process between leadership and staff.
- Decision-making documents (official reports) for political office-holders are written in such a way that they provide clarity about the task and the associated contexts.
- Political representatives are committed to non-partisan cooperation.

Examples of verifiable performance records

- In the course of filling vacancies in the administration, possible structural changes and replacements are always discussed with the employees. If structural changes are necessary, solutions are worked out in joint workshops.
- We analyse the feedback from employees, set appropriate measures and make them transparent.
- All projects and concepts of the municipality are developed in cooperation with the employees. Decisions by consensus are important to us.
- We have increased the proportion of managers in the administration who are legitimised through co-determination of their own employees. This can also be done through consultation or discussion.
- We have more decisions in which municipal staff and coordinated volunteers can participate.
- In the municipality, unanimous decisions are sought through systemic consentment.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



D - Population and economy

Definition

In contact group D, we focus on those actions whose effects unfold within the boundaries of the municipality.

The consideration of nature in D is limited exclusively to the municipal area. Nature has its focus in contact group E.

Population

The population primarily includes the residents who live in the municipality and are most directly affected by municipal policy and administrative action.

A special group among the residents are the citizens (eligible voters) who, thanks to their political rights, can participate in the work of the municipality.

The contact group also includes the rest of the population, such as commuters, Migrants, tourists, etc.

In addition to the population as individuals, we also consider here the organizations of civil society, to which people unite and which bundle the interests of the population, such as associations, cooperatives, citizens' initiatives, etc. These organizations act as mediators between the population on the one hand and municipal politics and administration on the other. These organizations act as mediators between the population on the one hand and municipal politics and administration on the other.

Economy

Anyone who works or invests in the municipality is directly affected by the economically significant actions of the municipal authorities. The term economy encompasses entrepreneurs, employers, employees and consumers alike. The economy is therefore the population in its role as a participant in the production, trade and consumption of economic goods and services.

In addition to the individual participants in economic life, the organizations that bundle the interests of the individuals and mediate with politics and administration in the municipality are also considered here. These include associations and chambers, trade unions, etc.

Objective

- The relationship of the municipality to its population, to businesses and to organizations of the population and the economy is guided by the five values and state principles of the common good.
- The municipality takes the responsibility for the quality of life in the municipal area as far as this is within its power.



Course of action

A municipality oriented towards the common good creates successful relationships with the population, the economy and their organizations. It wants to provide all economic actors with forms and ways to increase the common economic good.

- It is oriented towards the quality of life of the people and measures its political and administrative actions against this.
- To measure the quality of life, it first uses its experience from future workshops, surveys and from the implementation of mission statements.
- In a further step, it orients itself to general benchmarks, e. g. the UN's World Happiness Report or the OECD's Better Life Index.

Intended impact

- The way the municipality shapes its relationship with the population, the business municipality and organizations also affects the relationships between these groups.
- A high quality of life and successful relationships within the municipality benefit everyone.

Thematic focus

The municipality aligns its relationship with the population, the economy and their organizations according to criteria of the common good economy.



Overview table for D

Contact group	Values	Human dignity	Solidarity	Ecological sustainability	Social justice	Transparency and democracy
D - Population and economy		D1 - Protection of the individual - equality of rights	D2 - Overall well-being in the municipality	D3 - Ecological design of public service	D4 - Social design of public service	D5 - Transparent communication and democratic involvement
Population and their organizations		D1.1 - Well-being of the individual in the municipality	D2.1 - Social well-being	D3.1.1 - Dimension of sustainability of public services	D4.1.1 - Social justice of public services	D5.1.1 - Transparency
				D3.1.2 - Creating an ecological culture	D4.1.2 - Creating a culture of togetherness	D5.1.2 - Democratic participation
				D3.1.3 - Right to nature		
Economy and its organizations		D1.2 - Humane economic activity in the municipality	D2.2 – Economic Solidarity in the Municipality	D3.2 - Ecological management in the municipality	D4.2 - Social economy in the municipality	D5.2 - Information and involvement of the local business in the development of the municipality
State principles of the common good		Rule of Law-principle	Common good	Environmental Responsibility	Welfare State-principle	Democracy



D1 - Protection of the individual, equality of rights

Human dignity and the rule of law

Every human being deserves appreciation, respect and esteem. He stands above every objective and every asset. His dignity is independent of his performance.

Human dignity is the ethical basis of personal freedom. The principle of the rule of law obliges the authorities to respect human rights and to conduct and ensure fair proceedings.

- Municipal authorities must respect and protect the individual rights of the population. Collective interests do not entitle them to override individual rights.
- All measures taken by the municipality are to be measured against the protection of the individual and equality under the law. Furthermore, the population has an individual right to integrity, health and quality of life.
- Municipality processes and structures are based on mutual respect and shared responsibility.

The right of the individual is partly at odds with the needs of society.

Entry considerations

The municipality focuses its objectives on the protection of freedom, security and on ensuring basic services for all, as well as on the equality of the population under the law.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

D1.1 - Well-being of the individual in the municipality



Guiding principle: Individual well-being and integrity

The municipality respects and promotes the health and safety of the individual. Health is understood in the sense of the WHO definition as a "state of complete physical, mental and social well-being".



Reporting question: D1.1 - Well-being of the individual in the municipality

"How do we take into account the individual's best interests in our projects and regulations?"



Fundamental

Click here to enter your answers.



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Development	Highest goal
Our projects and regulations have no particular regard for the well-being of the individual.		The well-being of the individual is one of the highest goals of our projects and regulations.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We align the goals of the municipality with the individual well-being of the population.
- We orient ourselves in reports and courses to concrete demands of the European Convention on Human Rights.
- We implement concrete measures to increase and improve the quality of life in public spaces (e. g. accessibility, safety, air, noise, etc.).



Examples of verifiable performance records

- We improve the compatibility of work and family life through needs-oriented childcare services.
- We realize pedestrian zones.
- We create a resistance plan that shows which promotion or resistance cause the different modes of transport experience, e.g.: Pedestrian traffic, bicycle traffic, car traffic or public transport. In this way we can intelligently control the development of traffic. As a result pedestrian zones, car-free settlements, cycle paths, etc. are created.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

D1.2 - Humane economic activity in the municipality



Guiding principle: Promoting humane economic activities

The municipality creates favourable conditions for a humane and economically independent life. It promotes the establishment of companies that create exemplary working conditions in accordance with the European Social Charter and the International Labour Organization (ILO).



Reporting question: D1.2 - Humane economic activity in the municipality

"What framework do we create to align economic activities in the municipal area with human rights requirements?"



Fundamental

[Click here to enter your answers.](#)



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Development	Highest goal
We do not take influence on the observance of human rights in the companies in our municipality.		We promote respect for and protection of individual rights of workers of companies in our municipality.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We promote a diverse industry structure in order to provide as many residents as possible with training or jobs that match their talents and inclinations.
- We have a mission statement for the municipality as a business location that attracts companies that distinguish themselves through exemplary treatment of employees and customers. We also have criteria for our preferences in locating industries and businesses in our area.
- We promote a diverse range of educational opportunities.
- We promote small business.

Examples of verifiable performance records

- We give preference to companies that take measures to respect human dignity.
- We ensure local medical care by renting out a doctor's practice.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



D2 - Overall well-being in the municipality

Solidarity and the common good

The overall good is the collective benefit for the public coexistence of all people.

- The municipality, in solidarity with all its partners, strives to promote the common good in the municipality.
- It strives for the well-being of its people, the economy and their respective organizations

Solidarity determines the municipality's joint action with its partners. These include other public bodies (e. g. authorities, interest groups, etc.) or civil society organizations (e. g. NGOs, associations, church institutions, etc.). For the municipality, the obligation of public benefit means defining and pursuing the public interest together with these partners.

- The municipality must balance its own interests with those of its partners. This may mean putting self-interest aside to optimise the benefit of the municipality.

Entry considerations

The municipality finds a balance between the public interests and the individual needs of the population and economic actors.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

D2.1 - Social well-being



Guiding principle: Social well-being

The municipality sets effective framework conditions for the well-being of all and considers the quality of life of all people in its decisions.



Reporting question: D2.1 - Social well-being

"What measures do we take to improve the social well-being of people in our municipality?"



Fundamental

Click here to enter your answers.



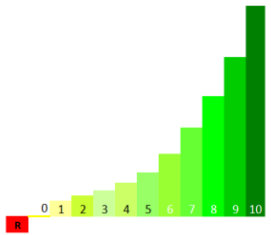
We are already doing this concretely today (justification for the classification)



Click here to enter your answers.



Assessment levels

Minimum requirement	Development	Highest goal
We do not take measures to improve the social well-being of the people in our municipality.		We conduct a systematic evaluation of the effects of our measures on the well-being of all.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We create framework conditions for the participation of all in social life.
- We recognise and support the achievements of civil society organizations such as citizens' initiatives, non-governmental organizations and volunteers with their associations and clubs.
- The use of public space is available to all residents without restriction. Age or belonging to certain social groups is irrelevant.
- We review the impact of the measures taken by the municipality on the well-being of the people within the municipal area. Possible bases are the UN's World Happiness Report or the OECD's Better Life Index.

Examples of verifiable performance records

- With the participation of civil society organizations, we have developed a catalogue of criteria that identifies disadvantaged groups and structures worthy of support.



This is what we plan to do in the near future (please name concrete measures if possible)



Click here to enter your answers.



We will measure our progress by the following means (self-selected indicators)

Click here to enter your answers.

D2.2 – Economic Solidarity in the Municipality



Guiding principle: Solidarity-based economy

The municipality promotes companies that are willing to act in solidarity. The municipality pursues the increase of the common good through the enterprises. The municipality works in solidarity with the actors of the economy and promotes and fosters a network of these actors among themselves characterised by fairness and solidarity.



Reporting question: D2.2 - solidarity-based management in the municipality

"How do we create favourable conditions for solidarity-based economic activity in the municipality?"



Fundamental

Click here to enter your answers.



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Development	Highest goal
----------------------------	--------------------	---------------------



<p>We limit ourselves to the legally prescribed tasks and only react to the interests and initiatives of business actors in individual cases.</p>		<p>On the basis of the five core values, we intensively network all actors in the economy and use potentials and synergies for solidarity-based economic activity.</p>
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R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We strive for a solidary cooperation with actors of the economy, which is oriented towards the basic values of ECG.
- In exercising our right to award contracts, we give preference to companies that are cooperative and show solidarity with each other.
- We offer platforms for networking the actors of the economy and promote fairness and solidarity.
- Within the framework of our economic development, we develop strategies and measures to promote the economy, employment and location marketing together with several actors.
- We guarantee sufficient quantity and quality of public space and public goods (measures, methods, results).

Examples of verifiable performance records

- We offer a CSR award and honour the companies that show special commitment.
- We bring together neighbouring companies that want to have company childcare but are not big enough to do it on their own.
- We present the actors of the economy in our municipality on a platform via our municipal homepage. The presentation is free of advertising and competition-neutral, i. e. the same for everyone.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



D3- Ecological design of public service

Ecological sustainability and environmental responsibility

Environmental sustainability requires that the effects of the measures taken by the municipality on the environment are sustainable in the long term.

Ecological dimension of sustainability and environmental responsibility:

- The ethical imperatives of ecological sustainability and environmental responsibility oblige the municipality to give higher priority to long-term public interests than short-term ones.
- The municipality strives for a positive ecological balance. The municipality is obliged to consider its impact on the environment when balancing different interests. It promotes the awareness of the inhabitants for ecological aspects.

Entry considerations

The municipality bases projects, measures, decisions and resolutions on ecological standards.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

D3.1.1- Dimension of sustainability of public services



Guiding principle: Environmental sustainability of public services

In all its actions, the municipality is guided by ecological criteria and the far-sighted and considerate use of natural resources.



Reporting question: D3.1.1 - Environmental sustainability of public services

"What measures do we use to implement ecological criteria and the protection of resources in our projects and services?"



Fundamental

Click here to enter your answers.

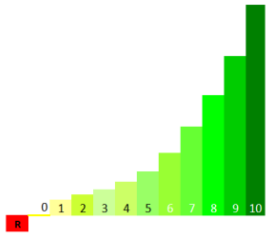


We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Development	Highest goal
We have not even dealt with this yet. Only the legal mandate is being implemented.		We follow high ecological standards in all our actions.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We have formulated our ecological goals, defined measurement methods, collected data and derived improvements from them.
- Ecological aspects play an essential role in approvals for construction projects or conversions of green spaces into building land.
- We promote green roofs, green facades, reduction of land sealing, heating systems with renewable energies, ...
- We have taken measures to reduce CO2 in mobility on our municipal territory.
- We develop and implement an energy saving plan
- We develop and implement a water conservation plan and measure its success.

Examples of verifiable performance records

- We have launched a project in the municipality to build colourful flower meadows, bee meadows, roadsides on municipality land, parks and gardens and children's playgrounds.



- We have a list of areas in which flower meadows are designated. We support developers who plan and implement such areas.
- A non-commercial "Repair Café" is supported, in which a room is made available to the volunteer operators free of charge.
- We implement an innovative waste concept. The focus is on waste avoidance before waste recycling.
- We have an increasing share of regeneratively powered vehicles that run on renewable energy.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

D3.1.2 - Creating an ecological culture



Guiding principle: Creating an ecological culture

The municipality promotes and encourages the ecological awareness of its inhabitants. In this way, it improves individual and social behaviour towards the environment.



Reporting question: D3.1.2 - Creating an ecological culture

"How do we promote and communicate the formation of an ecological culture?"



Fundamental

[Click here to enter your answers.](#)

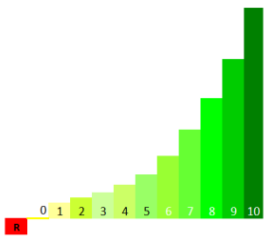


We are already doing this concretely today (justification for the classification)

[Click here to enter your answers.](#)



Assessment levels

Minimum requirement	Development	Highest goal
We have not even dealt with this yet. Only the legal mandate is being implemented.		We actively promote and inform the actors in the municipality to achieve a higher ecological standard.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We have sensitised the population of the municipality to ecological issues to a high degree and are role models ourselves. This applies to municipality development, spatial planning, mobility, the use of common goods and much more.
- We have mobilised civil society groups for participatory environmental care projects.
- We create incentive systems for this, such as competitions, prizes, scholarships.
- We review the impact of our measures.
- We implement educational programmes in school and out-of-school settings.

Examples of verifiable performance records

- We invest in public transport to make it easier for people to switch to public transport.
- We have expanded and reduced the cost of local public transport in recent years.
- In green zones, we design near-natural public spaces.
- We create incentive systems for ecologically sustainable transport. Health aspects in this regard are considered in D1.1 - "Individual well-being of the individual in the municipality".



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

D3.1.3 - Right to nature



Guiding principle: Right to nature

The municipality protects and promotes people's right to an intact, natural environment through nature and animal conservation measures. Nature's own rights are dealt with in Contact Group E.



Report question: D3.1.3 - Right to nature

"How do we take nature conservation and animal welfare into account in the municipality beyond the legal requirements?"



Fundamental

[Click here to enter your answers.](#)



We are already doing this concretely today (justification for the classification)

[Click here to enter your answers.](#)



Assessment levels

Minimum requirement	Development	Highest goal
We consider the legal requirements with regard to nature conservation and animal welfare to be sufficient.		We guarantee people the right to an intact, natural local environment.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We take nature conservation and animal welfare into account beyond the requirements of the law.
- We work closely with local nature and animal protection organizations and involve them in decision-making.
- We ensure the population's access to intact nature.

Examples of verifiable performance records

- We grant environmental organizations a right to file claims in our decision-making procedures. This is the case, for example, when it comes to recognising the priority of Alpine protection over hydropower or transport infrastructure. A concrete case could be roads in the municipal area.
- A specialised unit of the municipality regularly publishes reports on the implemented projects.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

D3.2 - Ecological management in the municipality



Guiding principle: Promoting ecological management

The municipality demands and promotes the ecological behaviour of the economic actors in the municipality.



Report question: D3.2 - Promoting ecological management

"What framework conditions do we set in order to promote the ecological behaviour of the actors of the economy in the municipal area?"



Fundamental

Click here to enter your answers.

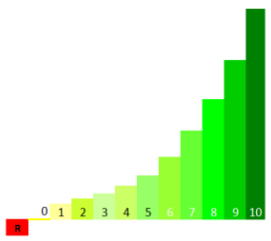


We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Development	Highest goal
We do not create a framework for the ecological behaviour of economic actors.		We create optimal framework conditions for the ecological behaviour of the economic actors in the municipality.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We promote the networking of our economic actors and thereby foster small-scale economic cycles.
- We have a concept for the sustainable development of commercial areas
- We create incentives for companies to organize any activities in an ecological way and provide information about this on a regular basis.



Examples of verifiable performance records

- When awarding public contracts, bidders are required to comply with ecological standards.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



D4 - Social design of public service

Social justice and the welfare state principle

The ethical principle of social justice and the welfare state principle oblige the municipality to ask in all socially significant decisions whether the outcome is reasonable for those who benefit less or not at all.

- The municipality must correct the outcome of the market process, which rewards capital and performance, through interpersonal justice. This may mean that weaker people should be given preferential treatment.

The municipality promotes awareness of social issues among the population and business municipality and sets a high standard for itself.

Entry considerations

The municipality has a clear vision of how it delivers its services in a socially equitable way.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

D4.1.1 - Social justice of public services



Guiding principle: Social justice of public services

The municipality aligns its projects, services, strategies and measures with social criteria.



Reporting question: D4.1.1 - Social equity of public services

"Which measures do we direct towards a social objective and what effects do we achieve with them?"



Fundamental

Click here to enter your answers.

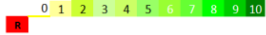


We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Development	Highest goal
We have not even dealt with this yet. The legal mandate is being implemented.		We promote the social orientation of public projects and services with our measures.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications for the municipality

- We have formulated our social goals, developed measurement methods, evaluate their implementation and make improvements.
- We achieve good social impacts with our projects, services, strategies and measures.
- We provide residents with barrier-free access to municipal services in all four dimensions of accessibility: physical, visual, linguistic and intellectual.

Examples of verifiable performance records

- We have established a social fund through which rapid and unbureaucratic help is offered in emergency situations.
- The public facilities are accessible without barriers.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)



Click here to enter your answers.

D4.1.2 - Creating a culture of togetherness

Guiding principle: Creating a culture of togetherness

The municipality promotes social awareness among the population in order to improve individual and social behaviour among fellow human beings.

Reporting question: D4.1.2 - Creating a culture of togetherness

"How do we promote and communicate the formation of a culture of togetherness?"

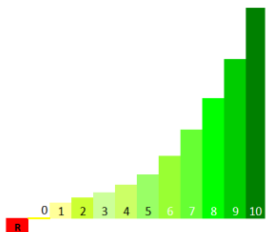
Fundamental

Click here to enter your answers.

We are already doing this concretely today (justification for the classification)

Click here to enter your answers.

Assessment levels

Minimum requirement	Development	Highest goal
We have not even dealt with this yet. The legal mandate is being implemented.		We actively promote and inform municipality stakeholders to achieve greater social responsibility.

R - Risk: We consider the discussion of this topic to be dispensable.

Our classification

R	1	2	3	4	5	6	7	8	9	10
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Examples of possible justifications by the municipality

- We have made the municipality's population highly aware of social issues and are role models ourselves (participation opportunities, prevention of social exclusion, vibrant neighbourhoods, etc.).
- We measure and evaluate implementation and have derived improvements from this.
- We implement educational programmes in school and out-of-school settings.
- We create information and counselling services in the municipality.
- We cooperate with other actors in the municipality to address social disparities.

Examples of verifiable performance records

- A group of volunteers, coordinated and supported by the municipality, provides versatile everyday assistance so that the residents perceive their municipality as a place where one can live and grow old well.
- We create spaces for encounters, in public spaces and in buildings, and monitor their quality.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

D4.2 - Social economy in the municipality



Guiding principle: Promoting social economy

The municipality supports and promotes the social behaviour of business operators in the municipality area.



Report question: D4.2 - Promoting social economy

"What framework do we set to promote social behaviour among business operators in the municipal area?"



Fundamental

Click here to enter your answers.

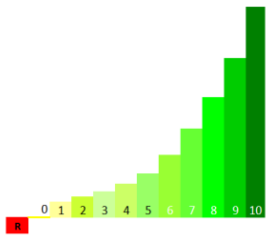


We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Development	Highest goal
We do not create a framework for the social behaviour of economic operators.		We create optimal framework conditions for the social behaviour of business operators in the municipal area.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications for the municipality

- We design our economic and employment promotion in a socially balanced way, taking into account disadvantaged population groups.
- We promote social entrepreneurship (e.g. social business networks or social entrepreneurs).

Examples of verifiable performance records

- When awarding public contracts, we take into account social measures of the bidders that go beyond the legal and social standards.
- We organize the meeting of business people to revitalise town centres.
- We are committed to avoiding vacant properties.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



D5 - Transparent communication and democratic involvement

Transparency, co-determination and democracy

The municipality creates transparency and ensures comprehensive and early information of the public (principle of publicity). It allows the residents to participate in its decisions. What is important for the common good is determined democratically by those affected.

The ethical principles of transparency and participation as well as the state principle of democracy oblige the municipality to turn those affected into participants.

- The municipality is called upon to create and maintain the appropriate form of participation of the residents in all its actions.

Entry considerations

The municipality invites all those concerned to get involved and have a say. The municipality creates framework conditions so that this can succeed.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

D5.1.1 - Transparency



Guiding principle: Transparency

The municipality makes all relevant information accessible to all residents in an understandable way.



Reporting question: D5.1.1 - Transparency for the public

"How do we implement transparency in the rulebooks and in our practice?"



Fundamental

Click here to enter your answers.



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Development	Highest goal
We have not even dealt with this yet. The legal mandate is being implemented.		We implement transparency in our regulations and in practice and have high standards for this.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications for the municipality

- We implement the transparency of politics towards the public in the best possible way.
- We have anchored transparency and co-determination in strategies and rules.
- We integrate those organizations and individuals who want to participate in decision-making as representatives of non-voting groups (nature, minorities, marginalised groups, children, etc.). Conflicting interests of different target groups are balanced.
- We organize cross-thematic events for social co-determination where different contact groups come together (only on a case-by-case basis or as an institutionalised process)

Examples of verifiable performance records

- We provide information on agenda items, meeting documents and resolutions of our political bodies on our municipal homepage according to the principles of accessibility and transparency (Germany: Ratsinformationssystem; this is required by law in many states of the country).
- We present our projects and other activities on the municipal website, before and after the respective decisions. The timely and wide-ranging presentation before decisions is intended to enable residents to influence decisions before they are made.
- We do more citizens' meetings than required by law.
- We have strict rules on transparency in information and opinion-forming, including with regard to sources of funding. Any initiative group running a popular initiative or



referendum must disclose its income to show the public and the whole citizenry who is funding it.

- In the case of information from investors that is intended to help shape public opinion, we pay attention to transparency and accuracy.
- Through municipality centres and central information points, we actively and deeply inform residents about upcoming and ongoing projects.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

D5.1.2 - Democratic participation



Guiding principle: Democratic participation

The municipality involves its residents in decision-making through appropriate forms of participation.

In order to achieve broad participation, the municipality evaluates how the different forms of participation offered to the public are used.

The goal is not the best participation process but a high level of participation; if participation does not take place, the processes must be rethought, starting with the invitation.



Reporting question: D5.1.2 - Responsible citizens

"Through which forms of participation do we ensure the social, economic and political co-determination of the population?"



Fundamental

[Click here to enter your answers.](#)



We are already doing this concretely today (justification for the classification)



Click here to enter your answers.



Assessment levels

Minimum requirement	Development	Highest goal
We have not even dealt with this yet. The legal mandate is being implemented.		We promote the most comprehensive individual and collective forms of participation far beyond the legal standards. We grant the public far-reaching co-determination in politics, local economic and social policy.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We have created framework conditions for the co-determination of the population and their organizations that go beyond the legal requirements.
- We cultivate transparency in the various areas of municipal decision-making.
- We promote innovative, individual and collective forms of participation. We ensure that the different population groups are represented. In doing so, we pay attention to representative participation according to the main population criteria (social, education, age, lifestyle,).
- We involve the population and local civil society organizations in decision-making processes that affect critical issues of municipal administration (urban planning, urban development, budget, taxes, energy, security, social welfare, employment and many more). Where possible, we also grant decision-making rights to those affected.
- We promote self-management and co-management of spaces, areas and services by residents or civil society organizations.
- We enable the use of necessary infrastructure for the holding of meetings that correspond to the common good in the broadest sense. This also includes opinion-forming processes, training events and the like.



Examples of verifiable performance records

- We have achieved positive impacts for social cohesion, economic development or political participation.
- We have developed our concept for public play spaces with children, young people and parents and are implementing it together with them.
- We held an ideas workshop for the new use of an abandoned football pitch. The results were assessed by a jury of residents and architects and presented to the municipal authorities.
- We develop strategic documents and urban planning projects based on public-private-social governance.
- We promote new forms of participation through public or self-managed spaces.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

D5.2 - Information and involvement of the local business in the development of the municipality



Guiding principle: Corporate citizenship (CC)³

The municipality informs the business actors concerned about the available support options and relevant municipality developments. The municipality involves business actors in its development projects and gives preference to those who assume civic responsibility. The municipality also involves the population.



Reporting question: D5.2 - Information and involvement of local business actors in municipality development

"How do we involve the economic actors in a municipality development oriented towards the common good?"

³ Corporate Citizenship (CC) refers to the civic engagement in and of companies that pursue a medium- and long-term entrepreneurial strategy based on responsible action and are actively involved as "good citizens" in local civil society or, for example, for ecological or cultural concerns beyond their actual business activities (Wikipedia 21.03.2020).



Fundamental

Click here to enter your answers.



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Development	Highest goal
We have not even dealt with this yet. The legal mandate is being implemented.		We involve companies with a high level of civic responsibility (CC) in our community development and involve the population.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We provide the actors of the economy with information relevant to them.
- We actively involve business actors who are committed to the principles of sustainability in our community development plans.
- We are setting up a business advisory board to which we are appointing entrepreneurs who are actively involved in local civil society as "citizens" beyond their actual business activities.

Examples of verifiable performance records



- We approach companies specifically about funding opportunities that are relevant to them.
- We inform companies at an early stage about planned construction or traffic measures.
- We conduct a company survey on sustainability issues in the companies.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



E - State, Society, Nature

Definition

In contact group E we look at ethical responsibility beyond the boundaries of our own municipality. It is about the relationship of the municipality to the state, society and nature. This means other municipalities in particular, as well as the social and political surroundings. The focus is always on future effects.

The guiding principles for the municipality's ethical relationship with its surroundings must be described appropriately for each subgroup of the contact group:

- **"Political surroundings"** requires consideration for other municipalities, constructive cooperation with higher political levels and the promotion of global solidarity. Examples of verifiable proof of performance are partnerships with cities abroad or participation in international development cooperation projects.
- **"Social surroundings"** calls for the respect, protection and promotion of interpersonal relations, including economic relations beyond municipal boundaries. This applies especially to the relationship with civil society organizations in the regional, national and global context. Examples of verifiable evidence of performance are the FairTrade City or the orientation towards Gross National Happiness following the example of Bhutan.
- **"Nature and the Future"** calls for a long-term policy to preserve the natural foundations of human life in a regional, national and global context. Furthermore, it is important to assert the rights of nature vis-à-vis humans. One example is the cross-municipality projects of the 2030 Agenda.

Note: Ratio of E to A to D

In the contact group E, all those municipal tasks are recorded which mainly relate to tasks and projects beyond the municipal boundary. Projects with mainly internal effects are to be presented in D.

The principle applies: D has priority over E.

If a topic fits equally well in A to D, it does not belong to E. In E, only topics are presented which cross municipal boundaries by nature and could therefore be dealt with at most in part in A to D.

Objective

- Responsibility of the municipality for conditions outside its municipal territory.
- Alignment with the five values and state principles of the common good.
- Ethical quality of the municipality's interaction with its political surroundings, society and nature outside the municipality's territory according to the motto "Think globally, act regionally".



Course of action

A municipality aiming for the common good seeks to distribute the benefits of its actions equitably across its geographical surroundings.

- It avoids buying local benefits for its own municipality members at the expense of their surroundings.
- It is prepared to bear burdens that are necessary for the benefit of the surroundings.

Intended impact

An ECG municipality researches the interdependencies of its actions. It wants to know,

- how it affects its political surroundings, society and nature outside the municipal area.
- how their political surroundings, society and nature have an external impact on their municipality area.

Thematic focus

The municipality takes responsibility for the political and social surroundings, nature and the future.



Overview table for E

Values	Human dignity	Solidarity	Ecological sustainability	Social justice	Transparency and democracy
Contact group					
E - State, Society, Nature	E1 - Shaping the conditions for a decent life - future generations	E2 - Contribution to the overall good	E3 - Responsibility for ecological impact	E4 - Contribution to social balance	E5 - Transparent and democratic co-determination
Political surroundings	E1.1- Consideration for the rights and interests of third parties in the political surroundings	E2.1 - Participation in responsibility for the public good	E3.1 - Cooperation with other public bodies responsible for the environment	E4.1 - Shared political responsibility for social equality	E5.1 - Promoting participation at all political levels
Social surroundings	E1.2 - Consideration for the rights and interests of third parties in the social surroundings	E2.2 - Quality of life in the surroundings of the municipality	E3.2 - Ecological cooperation with civil society organizations	E4.2 - Promoting social integration	E5.2 - Promoting participatory social structures and processes
Nature and the future	E1.3 - Long-term responsibility for people and nature	E2.3 - Preserving biodiversity	E3.3 - Avoiding irreversible decisions	E4.3 - Sustainable preservation of the relationship with nature for all people	E5.3 - Nature as a co-environment of humans
State principles of the Common Good	Rule of Law-principle	Common good	Environmental responsibility	Welfare State-principle	Democracy



E1 - Shaping the conditions for a decent life, future generations

Human dignity and the rule of law

Every human being deserves appreciation, respect and esteem. He stands above every objective and every asset. His dignity is independent of his performance.

Human dignity is the ethical basis of personal freedom. The principle of the rule of law obliges the authorities to respect human rights and follow fair procedures.

- Municipal authorities must respect and protect the individual rights of people outside their municipal territory. Collective interests of the municipality do not entitle them to override rights of individuals beyond the municipal boundary.

Entry considerations

The municipality takes concrete measures to ensure and promote the conditions for a dignified life, especially for future generations, beyond the municipal boundaries.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

E1.1 - Consideration for the rights and interests of third parties in the political surroundings



Guiding principle: Consideration for the rights and interests of third parties in the political environment

In all its decisions concerning the political surroundings, the municipality takes into account how they affect people living outside the municipality's territory.



Reporting question: E1.1 Consideration for the rights and interests of third parties in the political surroundings

"How much do we allow ourselves to be guided by the political interests and rights of stakeholders outside the municipality when carrying out our tasks?"



Fundamental

[Click here to enter your answers.](#)



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Development	Highest goal
We comply with the legal requirements.		We fulfil our public duties by carefully seeking to determine the political interests of all those affected and their rights in each individual case. We pay attention to the effects on people outside the municipality's territory.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications for the municipality

- We protect the fundamental rights of people outside the municipality through decisions and resolutions of the municipality. (e.g. freedom of expression, freedom of assembly).
- Fair balancing of the interests of people inside and outside the municipal area.

Examples of verifiable performance records

- The municipality voluntarily appoints an ombudsman to address the concerns of people residing outside the municipality boundary.



This is what we plan to do in the near future (please name concrete measures if possible)

Click here to enter your answers.



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

E1.2 - Consideration for the rights and interests of third parties in the social surroundings



Guiding principle: Consideration for the rights and interests of third parties in the social surroundings

In all its decisions concerning the social surroundings, the municipality takes into account how they affect people living outside the municipality's territory.

Reporting question: E1.2 - Consideration for the rights and interests of third parties in the social environment

"How much are we guided by the societal interests and rights of stakeholders outside the municipality when carrying out our tasks?"



Fundamental

[Click here to enter your answers.](#)



We are already doing this concretely today (justification for the classification)

[Click here to enter your answers.](#)



Assessment levels

Minimum requirement	Development	Highest goal
We comply with the legal requirements.		We fulfil our public duties by carefully seeking to determine the social interests of all those affected and their private rights in each individual case. We consider the effects for people outside the municipal area.



R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We have a consultation hour / ombudsman that is also open to people outside the municipal area.
- Fair balancing of the interests of people inside and outside the municipal area.
- In controversial projects, the municipality ensures equal access to public meeting rooms and municipality-owned media for all stakeholders to present their private interests.

Examples of verifiable performance records

- In the event of a pandemic that has led to cases of illness in its municipal area, the municipality issues a curfew for its inhabitants in order to protect neighbouring municipalities from a further spread and restriction of their freedom of movement (COVID 19 in 2020).
- In the event of a pandemic that has led to cases of illness in its municipal area, the municipality imposes a closure of retail outlets (with exceptions for basic services) in order to protect neighbouring municipalities from the spread of the disease and similar residual risks (COVID 19 in 2020).



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

E1.3 - Long-term responsibility for people and nature



Guiding principle: Nature and the future



In all its decisions, the municipality considers how they affect people and nature outside its borders, now and in the future.



Report question: E1.3 - Long-term responsibility for people and nature

"To what extent are we guided by future impacts on people and nature when carrying out our tasks?"



Fundamental

[Click here to enter your answers.](#)



We are already doing this concretely today (justification for the classification)

[Click here to enter your answers.](#)



Assessment levels

Minimum requirement	Development	Highest goal
With regard to the effects of our public tasks on people and nature, we adhere to the legal requirements.		We fulfil our public duties by determining and observing the effects for future people and nature in our environment.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality



- In regional projects, assessing the impacts on people and nature is a high priority.
- We support spatial planning with cross-border guideline plans for the protection of fauna and flora.
- We refrain from irreversible measures that affect the decision-making freedom of future generations in the region.

Examples of verifiable performance records

- Together with our neighbouring municipalities, we have expanded regional public transport based on long-term planning. As a result, we have taken up less land compared to an expansion of the road network and have made a contribution to reducing CO² emissions.
- The municipality actively campaigns for a lower tariff for the public transport annual ticket within the transport association.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



E2 - Contribution to the overall good

Solidarity and the common good

The municipality cooperates in solidarity with its environment (other public bodies, neighbouring municipalities, regions, national and international partners, etc.). It also directs its activities towards the common good of the larger community.

The municipality is obliged to act in the public interest. To do this, the municipality must define what it understands by this. What is a common benefit? What does solidarity mean? The municipality must find answers to these questions together with partners such as other municipalities, municipal associations, NGOs or companies.

- The municipality must balance its own interests with those of its partners. This may mean putting its own self-interest aside in order to optimize the common benefit of all stakeholders in its environment.

Entry considerations

The municipality takes into consideration the welfare of other municipalities and public bodies in its own decisions.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

E2.1 - Participation in responsibility for the public good



Guiding principle: Responsibility for the political surroundings

The municipality cooperates with other municipalities and higher levels of the state. It promotes the optimal development of people living outside the municipality's territory.



Reporting question: E2.1 - Participation in public responsibility for the public good

"Where do we fulfil public tasks in a cooperative way? Are there concrete cooperations with other municipalities?"



Fundamental

[Click here to enter your answers.](#)



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Development	Highest goal
According to our federalist self-understanding, each municipality should find and test its own solutions.		For us, the public task means working together for the benefit of all. We maintain direct exchange with other municipalities in mutual support and co-operation.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We maintain cooperation with other municipalities on a national and international level.
- We maintain a town twinning arrangement.
- We shape public goods and tasks together with neighbouring municipalities (e.g. in the form of municipal associations).
- We are ready to bear the burden of an infrastructure on our territory that will serve the whole region.
- We are willing to participate in an infrastructure whose benefits are evident in the territory of another municipality.

Examples of verifiable performance records

- In order to fulfil a regional task, we have provided labour to a neighbouring municipality and exchanged some of the workers.
- We run the common storage yard for building materials and machinery for a neighbouring municipality on our land.



- Together with neighbouring municipalities, we have drawn up a regional development plan.
- In a special-purpose association, we have improved the tourism infrastructure together with neighbouring communities.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

E2.2 - Quality of life in the surroundings of the municipality



Guiding principle: Responsibility for the social surroundings

In all decisions concerning the social surroundings, the municipality considers how they affect the living conditions of people who live outside the municipality's territory.



Report question: E2.2 - Promoting quality of life

"How do we capture the impact of our actions on the quality of life of people in neighbouring communities and beyond?"



Fundamental

[Click here to enter your answers.](#)



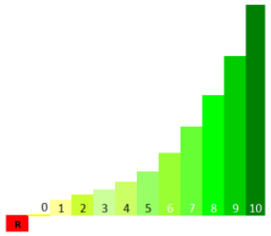
We are already doing this concretely today (justification for the classification)

[Click here to enter your answers.](#)



Assessment levels



Minimum requirement	Development	Highest goal
We only experience the effects due to reactions from outside.		For relevant projects, we invite feedback from the population outside the municipal boundaries to survey the impact.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We review our impacts on the well-being of people outside the municipal area.
- We are developing a welfare or common good index.

Examples of verifiable performance records

- Together with a neighbouring municipality, we have built a cycle and footpath along a busy road connecting the two communities.
- We review our activities on the basis of the UN Sustainable Development Goals. The municipality of Nenzing won the SDG-award of the Senate of the Economy in 2019.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

E2.3 - Preserving biodiversity



Guiding principle: Protecting biodiversity

The municipality recognises nature's right to preserve biodiversity in the region's fauna and flora and participates in solidarity in the joint fulfilment of its duty towards biodiversity.



Report question: E2.3 - Preserving biodiversity

"Do we know the impact of our municipality on biodiversity in the region?"



Fundamental

[Click here to enter your answers.](#)

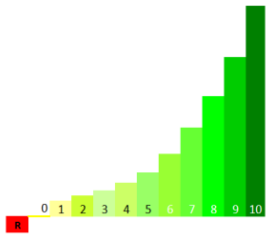


We are already doing this concretely today (justification for the classification)

[Click here to enter your answers.](#)



Assessment levels

Minimum requirement	Development	Highest goal
We have not dealt with that so far.		Together with other municipalities in the region, we set incentives for the promotion of biodiversity on the basis of concretely elaborated guidelines.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications for the municipality



- Significant measures to identify and reduce negative impacts on biodiversity have been implemented.

Examples of verifiable performance records

- In a regional guideline plan, together with our neighbouring communities, we have ensured that forest edges are layered, upgraded and provided with adjacent ecological compensation areas.
- Late cutting (from 1 August) protects a broad herbaceous margin along streams in the region.
- The dry stone walls are regularly maintained throughout the municipality.
- We promote biodiversity on the basis of the checklist of the Biosuisse biodiversity measures catalogue.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



E3 - Responsibility for ecological impact

Ecological sustainability and environmental responsibility

The municipality ensures that the effects of its actions on the environment are sustainable in the long term. The municipality is obliged to do this by the ethical principle of sustainability and its legal environmental responsibility.

- The municipality must strive for a positive eco-balance of all its activities. This may mean limiting the consumption of natural resources.
- Ecological dimension of sustainability and environmental responsibility means: The ethical value of the ecological dimension of sustainability and the legal environmental responsibility oblige the municipality to ensure in all its actions that its effects on the environment in the region are sustainable in the long term.

Entry considerations

The municipality analyses the ecological effects of its actions on its geographical surroundings and takes responsibility for them.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

E3.1 - Cooperation with other public bodies responsible for the environment



Guiding principle: Consideration of regional and supra-regional contexts

In all its environmental decisions, the municipality takes into account how they affect the work of external environmental stewards.



Reporting question: E3.1 - Cooperation with other public bodies responsible for the environment

"How much do we cooperate with our surroundings to achieve a higher ecological standard?"



Fundamental

Click here to enter your answers.

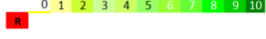


We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Development	Highest goal
We have not even dealt with this yet. We act as an individual municipality under a legal mandate.		In cooperation with other municipalities and other partners, we have developed a public standard that clearly limits the negative ecological impacts. Compliance with this standard is monitored.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications for the municipality

- We initiate ecological cooperation between municipalities.
- Scientific projects on ecological standards of municipalities are carried out and show the potential.

Examples of verifiable performance records

- Together with three neighbouring municipalities, we have developed a spatial development plan for the region, which includes all ecological impacts and provides for measures to reduce environmental pollution (green zones, forest areas, nature trails...).



This is what we plan to do in the near future (please name concrete measures if possible)



[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

E3.2 - Ecological cooperation with civil society organizations



Guiding principle: Cooperation in the social surroundings

The municipality considers in all its environmental decisions how they affect the work of civil environmental organizations in the municipality's surroundings.



Report question: E3.2 - Ecological cooperation with civil society organizations

"How much do we cooperate with private organizations to achieve a higher ecological standard in the region and beyond?"



Fundamental

[Click here to enter your answers.](#)



We are already doing this concretely today (justification for the classification)

[Click here to enter your answers.](#)



Assessment levels

Minimum requirement	Development	Highest goal
We have not even dealt with this yet. We act as an individual municipality under a legal mandate.		In cooperation with private organizations in the region and beyond, we have developed a standard that significantly limits the ecological impact.



		Compliance with this standard is monitored.
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R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We initiate ecological cooperations with private and civil society organizations (NGOs, companies, foundations, ...)

Examples of verifiable performance records

- Together with an association in the neighbouring municipality, we have set up a swap meet where used items can be obtained free of charge.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

E3.3 - Avoiding irreversible decisions



Guiding principle: Preserving the freedom of choice for future generations

The municipality ensures that through all its environmentally relevant decisions, the renewal power of nature is preserved and future generations can reverse the decisions.



Report question: E3.3 - Avoid irreversible decisions



"How do we capture the effects of our actions on the future decision-making of people and authorities in neighbouring municipalities and beyond?"



Fundamental

Click here to enter your answers.

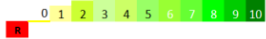


We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Development	Highest goal
We have no way of detecting such effects.		For relevant projects, we invite feedback from the population to survey the impact.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We review the future effects of our decisions on areas outside our municipality.

Examples of verifiable performance records

- When planning a wind farm, we worked with three communities to determine all long-term ecological impacts.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



E4 - Contribution to social balance

Social justice and the welfare state principle

The municipality is committed to the principle of social justice as well as the welfare state principle. In all actions that promise a benefit, the question must be asked whether the result is also reasonable for those who live outside the municipality and benefit less or not at all.

- The municipality must correct the result of the market, which rewards capital and performance, through interpersonal justice. This may mean giving preferential treatment to the weaker, especially those affected in neighbouring municipalities.
- The municipality promotes the equitable distribution of goods, resources and power. It also promotes the equitable distribution of people's opportunities and responsibilities. The municipality strives for a balance between the strong and the weak.

Entry considerations

The municipality goes beyond its borders to promote the good life for the inhabitants of the region.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

E4.1 - Shared political responsibility for social equality

Guiding principle: Social responsibility

In its decisions, the municipality takes into account the socio-political effects they may have outside the municipality's territory.



Report question: 4.1 - Political co-responsibility for social equality

"Do we consult with other municipalities and partners on social equality measures for people?"



Fundamental

[Click here to enter your answers.](#)



We are already doing this concretely today (justification for the classification)

[Click here to enter your answers.](#)



Assessment levels

Minimum requirement	Development	Highest goal
We do not know these effects and we do not know what we could do to reduce social disparities in the region.		Together with our neighbouring municipalities, we evaluate and promote social equality outside the municipal area.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We check the effect of our measures on the social equality of people outside the municipal area using indicators of social inequality (e. g. income, participation in certain areas, health, education, etc.).
- In the event of inequalities between municipalities, fair compensation options are developed and implemented.
- We cooperate with other municipalities to address the social disparities in the region.

Examples of verifiable performance records from other municipalities

- In a working group called "Alliance for Dementia", we have joined forces with two municipalities, citizens, associations, business and educational institutions to permanently improve the living situation of people with dementia and their relatives.



This is what we plan to do in the near future (please name concrete measures if possible)

Click here to enter your answers.



We will measure our progress by the following means (self-selected indicators)

Click here to enter your answers.

E4.2 - Promoting social integration



Guiding principle: Social integration

In all its social policy decisions, the municipality considers how they affect the social position of people living outside the municipality's territory.



Report question: E4.2 - Promoting social inclusion

"How do we capture the impact of our interventions on the social integration of people in neighbouring municipalities and beyond?"



Fundamental

Click here to enter your answers.



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Development	Highest goal
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<p>We only experience the effects through reactions from outside.</p>		<p>We are doing an evaluation of how our measures affect social integration outside the municipal area.</p>
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R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We check our effects on the integration of people outside the municipality area by means of developed indicators.
- We promote successful relationships among civil society organizations beyond the municipal boundaries.

Examples of verifiable performance records

- In a "cultural ring" with four other communities, we have developed and implemented an offer for further education within the framework of general adult education.
- In cooperation with private individuals, we took in women and children from northern Iraq (Yezidis) who had become victims of IS in a foundation house.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



E4.3 - Sustainable preservation of the relationship with nature for all people



Guiding principle: Promoting a connection with nature for all people

In its decisions, the municipality takes into account the effects on the relationship between people and nature and on the experience of nature.



Report question: E4.3 - Sustainable preservation of the relationship to nature for all people

"How do we cooperate with neighbouring municipalities and regional private organizations to promote people's connection to nature in the region?"



Fundamental

Click here to enter your answers.

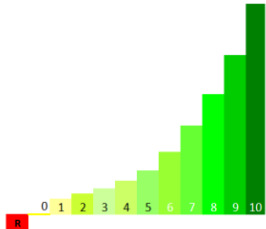


We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Development	Highest goal
We do not see this as a public task.		We initiate, run or support nature experience projects in the region.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10
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Examples of possible justifications by the municipality

- We create local recreation areas in the region.
- We organize courses on urban gardening or permaculture that are open to all.

Examples of verifiable performance records

- The municipality supports a farm where school classes from the region can experience interaction with the animal and plant world.
- In cooperation with a neighbouring municipality, we have created a regional nature trail.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



E5 - Transparent and democratic co-determination

The ethical principles of transparency and participation as well as the state principle of democracy oblige the municipality to turn those affected into participants. The municipality informs openly. What is important for the common good is determined democratically by those affected. People outside the municipality's boundaries are also involved.

- The municipality is called upon to enable and nurture the appropriate form of participation of those affected in all its actions.
- These values and principles of state are to be observed towards all municipality contact groups in the region.

Entry considerations

The municipality involves civil society from other municipalities in the decision-making processes for relevant projects and decisions. The municipality knows which projects are relevant because it has developed a culture of cooperation with civil society organizations.

Note: Please give some thought to these statements. Discuss them before you answer the following report questions specifically.

E5.1 - Promoting participation at all political levels



Guiding principle: Political participation

The municipality strives for a democratic culture that also involves those affected beyond the municipal area in political processes, regardless of their legal status.



Reporting question: E5.1 - Promoting participation at all political levels

"How do we involve civil society in the region in our politics?"



Fundamental

Click here to enter your answers.

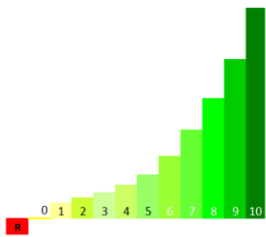


We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Development	Highest goal
Our municipal authorities adhere to the legal requirements as well as to the democratically made decisions.		Together with neighbouring municipalities, we regularly conduct democratic processes in which the population proposes and shapes the goals and means of regional policy.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We organize processes in which the inhabitants of the region propose goals and principles.
- We involve civil society in relevant regional policy issues on a regular or project-related basis. In doing so, we make sure that the social strata are represented.

Examples of verifiable performance records

- In our urban agglomerations, we have established civil society consultative bodies for the spatial development of the region. The composition of these bodies reflects the five income strata in terms of numbers.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)



[Click here to enter your answers.](#)

E5.2 - Promoting participatory social structures and processes



Guiding principle: Participation in the social neighborhood

- The municipality activates civil society in its neighborhood to participate in public life according to democratic principles. The municipality opens its decision-making processes to influences from the neighborhood.



Reporting question: E5.2 - Promoting participatory social structures and processes

"How do we organize the distribution of power between civil society, the economy and the state (here: the municipalities in the region) on the one hand and the cooperation and mutual control of these three actors on the other?"



Fundamental

[Click here to enter your answers.](#)



We are already doing this concretely today (justification for the classification)

[Click here to enter your answers.](#)



Assessment levels

Minimum requirement	Development	Highest goal
We adhere to the legal competences of the municipality as well as to the rights and duties in economy and society.		We recognise and promote the autonomy of civil society organizations and business in the region and ensure cooperation and balanced, mutual control between the state, business and civil society.

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We promote the joint development of regional projects through informal channels.
- We initiate future conferences and participation formats on regional topics together with actors from civil society and the economy so that they can participate in decisions.

Examples of verifiable performance records

- In a building project, the municipality also grants party status to those who do not have to be involved according to the law.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)

E5.3 - Nature as a co-environment of humans



Guiding principle: Nature as a co-environment

- The municipality treats the environment as a partner of people, society and the state. It strives to make this partnership sustainable.



Report question: E5.3 - Nature as a co-environment of humans

"How do we involve civil society organizations of nature and environmental protection from the region in the decision-making processes of the municipality?"



Fundamental

Click here to enter your answers.



We are already doing this concretely today (justification for the classification)

Click here to enter your answers.



Assessment levels

Minimum requirement	Development	Highest goal
Environmental organizations outside the municipal area do not have any opportunities to participate in our work.		We involve regional environmental organizations. They can have a say in decisions that affect their goals

R - Risk: We consider the discussion of this topic to be dispensable.



Our classification

R	1	2	3	4	5	6	7	8	9	10

Examples of possible justifications by the municipality

- We take on the role of an ombudsperson for nature ourselves or we organize a proxy for nature's concerns.
- We recognise the rights of nature by granting decision-making and appeal rights to regional environmental organizations.

Examples of verifiable performance records from other municipalities

- We strive for the recognition of the priority of Alpine protection over hydropower or transport infrastructure in the case of motorways crossing the Alps.



This is what we plan to do in the near future (please name concrete measures if possible)

[Click here to enter your answers.](#)



We will measure our progress by the following means (self-selected indicators)

[Click here to enter your answers.](#)



Concluding remarks

After we have worked through all the fields of the matrix and assessed our current state, we ask ourselves the following question:

Which topics do we want to continue working on - which improvements do we want to achieve in two years?

The two following documents, the spider profile and the matrix, are helpful for this.

The spider profile makes it clear to what extent the values are already being lived. It allows the municipality to identify the strengths and weaknesses in the implementation of the ECG values.

The green inner line shows the current status. The second line represents the target value aimed at by the municipality. The outer line shows the value that is possible.

It is not an assessment of an audit, it refers to the process and offers an insight into the actions of the municipality.

The matrix can be used as an aid when looking at a sheet of paper to make a statement.

The matrix in this version shows the desire of how the municipality wants to develop. It is the desired target value that becomes visible.

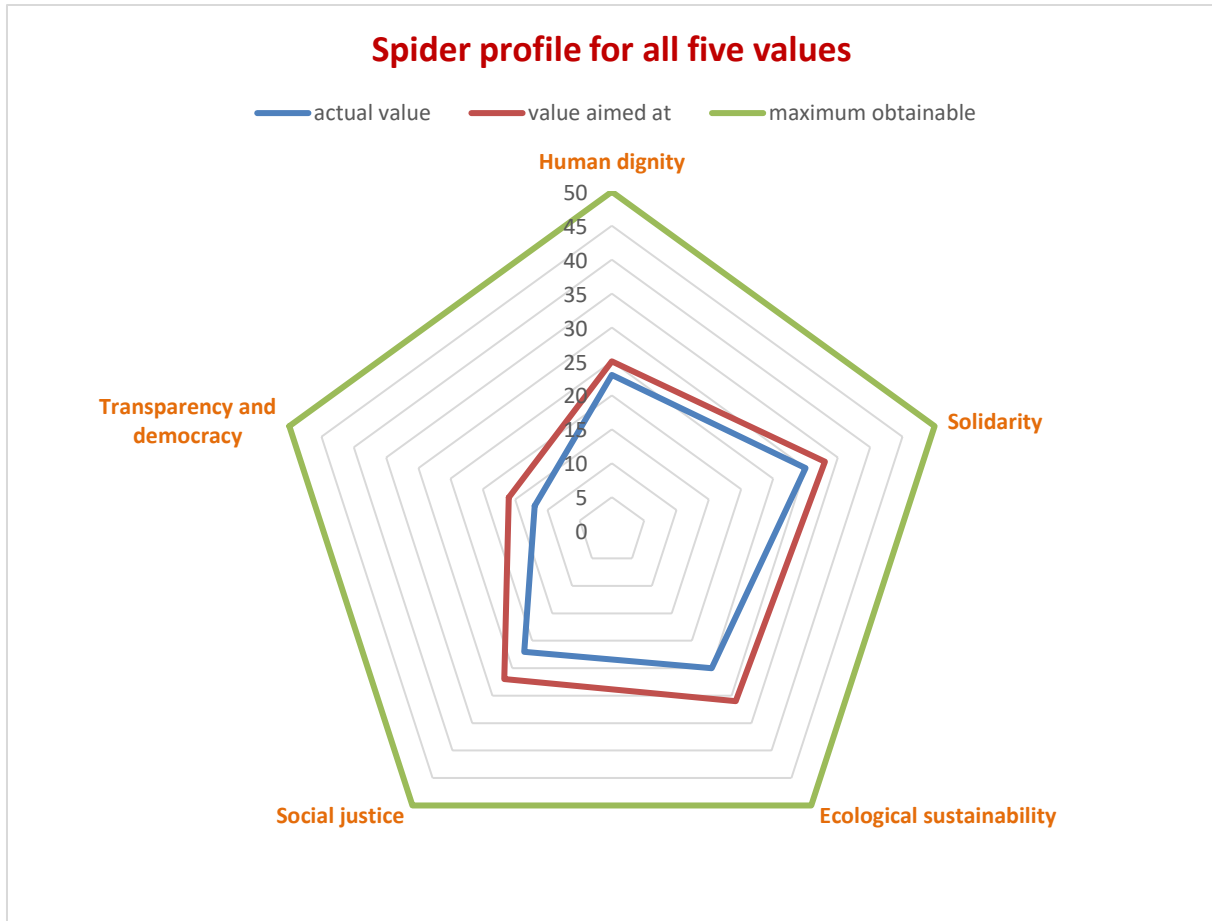
Example: e.g.: $3 \Rightarrow 7$ means: Now the municipality classifies itself with 3 points. The goal until the next balancing is to reach 7 points.

Both graphs show the change compared to the previous report.

The municipality gives itself points, but summation is not foreseen.



Spider profile values





Target matrix

Values	Human dignity	Solidarity	Ecological sustainability	Social justice	Transparency and democracy
Contact group					
A - Suppliers / Service providers, outsourced independent businesses	e.g.: 3 ⇒ 7				
B - Financial partners, donors					
C - Political leadership, administration, coordinated volunteers					
D - Population and economy					
E - State, Society, Nature					
State principles of the common good	Principle of the rule of law	Common good	Environmental responsibility	Welfare state principle	Democracy