



## ANNUAL REPORT

**beginning of financial year:** 01.01.2018

**end of the financial year:** 31.12.2018

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## Table of contents

<b>Management report</b>	<b>3</b>
<b>The annual accounts</b>	<b>15</b>
<b>Statement of financial position</b>	<b>15</b>
<b>Statement of revenues and expenses</b>	<b>16</b>
<b>Statement of cash flows</b>	<b>17</b>
<b>Statement of changes in net assets</b>	<b>18</b>
<b>Notes</b>	<b>19</b>
<b>Note 1 Accounting policies</b>	<b>19</b>
<b>Note 2 Cash and cash equivalents</b>	<b>21</b>
<b>Note 3 Receivables and prepayments</b>	<b>22</b>
<b>Note 4 Tax prepayments and liabilities</b>	<b>22</b>
<b>Note 5 Property, plant and equipment</b>	<b>23</b>
<b>Note 6 Operating lease</b>	<b>23</b>
<b>Note 7 Payables and prepayments</b>	<b>24</b>
<b>Note 8 Grants and donations</b>	<b>24</b>
<b>Note 9 Business income</b>	<b>25</b>
<b>Note 10 Miscellaneous operating expenses</b>	<b>25</b>
<b>Note 11 Labor expense</b>	<b>25</b>
<b>Note 12 Related parties</b>	<b>26</b>
<b>Signatures</b>	<b>27</b>
<b>Sworn auditor's report</b>	<b>28</b>

## Management report

### SEI TALLINN IN 2018

In 2018, SEI Tallinn had solid performance in terms of our research output, policy engagement and capacity development activities and communication outreach. Environmental issues continue to grow in importance on both national and international agenda, which supports development of new partnerships. We were able present our work to high level audiences, among others also to the President of Estonia and the Crown Princess Victoria of Sweden during her state visit to Estonia.

Significant milestone for us was also moving to new offices in Arsenal Centre, in order to have more modern and functional work space. While the process itself took considerable time-resources, we have now settled in. New facilities have helped to also host series of events at our offices, starting with the seminar on Environmental Communication in September, continuing with number of events for our external partners in our area of work.

Another key trend was continued deepening of collaboration with other SEI offices. We are now engaged in 5 SEI wide initiatives (compared to 0 just a few years back) and lead SEI-wide Horizon scanning project, executed joint projects with SEI Africa, SEI Asia, helped with communication of the launch SEI Latin America, hosted and collaborated with SEI US experts at our conference for launching of Green to Scale report etc. All this adding up ca 4 times increase in cooperation projects and volumes with other SEI Centres.

### MANAGEMENT

Daily activities at SEI Tallinn are administered by the Centre Director (CD), the member of the Management Board. At the centre level the Management Team (MT) is an advisory body for the Centre Director. MT consists of the Centre Director, Financial Manager and Programme Directors. MT meets approximately once a month.

In 2018, we also had new developments in our Supervisory Board. Mans Nilsson, as the new SEI Executive Director, took over the Chairmanship of the Board. Also, we invited a new board member, Kaja Tael, who currently serves as Estonia's Ambassador at the Permanent Representation of Estonia to European Union, to join.

SEI Tallinn follows the SEI strategy and policies. The Centre Director is also a member of the SEI Global Management Committee (GMC), which consists of all Centre Directors and other Directors from HQ Executive Team. GMC is a decision-making body in terms of SEI-wide policies and strategies.

### COMMUNICATION

In March 2018, the SEI *digital redesign* process culminated with the presentation of SEI's new visual identity including the new logo and brand colours, but also the web platform [www.sei.org](http://www.sei.org). For SEI Tallinn this meant that in addition to having moved office during the year of 2018, we also moved our website. The contents of our previous website [www.seit.ee](http://www.seit.ee) can be now found on [www.sei.org/tallinn](http://www.sei.org/tallinn) in English and on [www.sei.org/tallinn-et](http://www.sei.org/tallinn-et) in Estonian.

The end of 2017 marked 25 years of SEI Tallinn's activity in Estonia which was celebrated with our partners on 9<sup>th</sup> January 2018. The event looked back a quarter of a century to the immense change that Estonia and the region has gone through in the context of sustainable development as well as looking into possible

developments in the field during the next 25 years. SEI Tallinn was honoured to welcome the Estonian President Kersti Kaljulaid, the Swedish State Secretary to the Minister for International Development, Cooperation and Climate of Sweden, Ms Eva Svedling and Vice Rector for Research of University of Tartu, Mr Kristjan Vassil as guests to our anniversary seminar, among its distinguished guests. More about the event: [www.sei.org/featured/celebrating-25-years-sei-tallinn/](http://www.sei.org/featured/celebrating-25-years-sei-tallinn/).

In 2017, SEI Tallinn finalised its **roadmap for 2018-2020**. The communication goals in the roadmap support the general strategy of the Tallinn centre and more specifically concentrate on increasing the level of op-eds, webinars organised by SEI Tallinn, international communication and enhancing communication through joining forces with partner organisations in our projects. These keywords were the guiding principle for communication activities in 2018.

SEI Tallinn's projects to have had most media attention in 2018 were the ending international projects [BLASTIC](#) on reducing marine plastic litter in the Baltic Sea and [NATTOURS](#), concentrating on developing urban nature tourism in Tallinn and Helsinki. There was also higher media interest for the new project on reducing food waste in schools: Let's Cook Together! ([Kokkame koos!](#)). SEI's experts were also able to share the results about the BLASTIC project at the EU Strategy for the Baltic Sea forum held in Tallinn in June in a seminar dedicated to [marine litter](#). Also, SEI Tallinn's employees introduced and discussed BLASTIC's findings during the state visit of Crown Princess Victoria on August 20th as well as contributing to the discussion about marine plastic litter in the framework of the [World Cleanup Day](#) on September 15th.

For the first time, communication work at SEI Tallinn expanded the customary borders of the European region and EU projects. SEI Tallinn's communication manager was able to participate in a research project for a photo story on sustainable textiles in India in collaboration with the fashion designer Reet Aus. The result of this process can be found here: [www.sei.org/featured/upmade-circular-fashion-industry/](http://www.sei.org/featured/upmade-circular-fashion-industry/). The communication manager was also able to contribute to the opening of a new SEI centre in South America, organizing the inauguration of SEI Latin America in Bogota, Colombia ([www.sei.org/featured/new-horizons-sei-centre-launched-latin-america/](http://www.sei.org/featured/new-horizons-sei-centre-launched-latin-america/)). Substantial collaboration projects with other SEI Centres included the food waste/citizen science project between SEI Tallinn and SEI York ([www.sei.org/events/citizen-science-food-waste-workshop/](http://www.sei.org/events/citizen-science-food-waste-workshop/)), the energy project Green to Scale in collaboration with SEI Africa ([www.sei.org/events/green-scale-10-low-carbon-solutions-estonia/](http://www.sei.org/events/green-scale-10-low-carbon-solutions-estonia/)) and the collaboration with SEI Asia in the framework of the SEI Initiative on Transforming Development and Disaster risk (<https://www.zilient.org/article/opinion-how-better-hydropower-planning-can-avert-future-disasters-mekong>).

As in the previous years, SEI Tallinn participated at the Estonian opinion festival called Arvamusfestival ([www.arvamusfestival.ee](http://www.arvamusfestival.ee)), where Lauri Tammiste moderated the discussion in the Energy Transition Area on electricity generation after the oil shale era.

SEI Tallinn continued to publish its newsletters which since 2016 have been issued bilingually in Estonian and in English. In addition, the use of the SEI twitter account [@SEIresearch](#) as an alternative social media channel for communicating SEI Tallinn's news in English was used ever more actively.

## EMPLOYEES

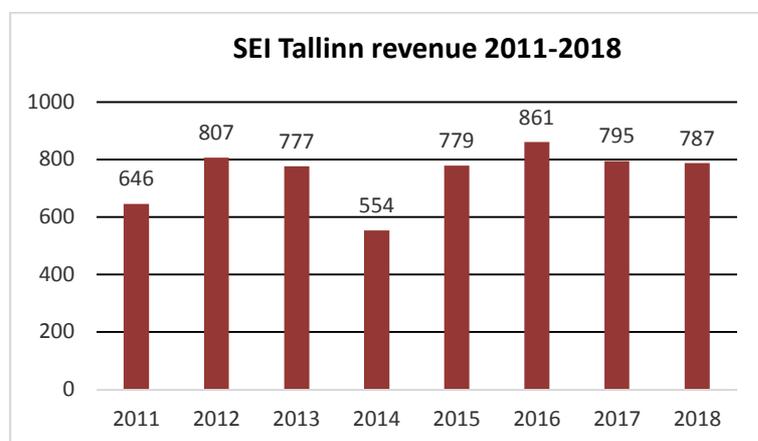
As of 1<sup>st</sup> of January 2019, SEI Tallinn has 13 employees (2M/11F), one of them is on parental leave. The full time equivalent of employees in 2018 was 13. Concerning research qualification, we have four PhD degree researchers. One researcher is currently a PhD student. Labour costs with social insurance payments comprised a total of 575,573 Euros (564,542 Euros in 2017), out of which fees paid to the Board member including social insurance payments totalled 92,418 Euros in 2018 (97,211 Euros in 2017).

## FUNDING

The revenue for 2018 decreased a bit compared to the actual outcomes in 2017 but still remained in the high level with the revenue of 787 thousand euros. In 2018 we put a lot of emphasis on developing a solid pipeline of projects and we expect this work to deliver ca 9% growth in revenues in 2019 reaching the revenue level of 850 000 euros. Currently we are on good track with nearly 75% of that forecasted revenue being secured with projects.

The scientific and developmental research as well as the implementation activities carried out by SEI Tallinn and driven by public interest is funded by several sources. SEI Tallinn receives its income mainly (over 50%) from public sector organisations: institutions of the Estonian state, county or local administration and other public sector institutions as well as the European Union and other member states' public sector finance programmes.

SEI Tallinn's revenues 2011-2018 are presented in the graph below (*thousand Euros*):



SEI Tallinn's funding sources (%) 2011-2018:

Funding sources	2011	2012	2013	2014	2015	2016	2017	2018
(% of total annual revenues)								
<b>European Commission</b>	43	44	35	15	12	27	32	29
<b>Other International Organizations (incl. SEI)</b>	11	14	26	24	12	36	41	51
<b>EEA</b>	0	0	0	11	44	1	0	0
<b>Estonian Universities</b>	1	2	1	1	0	0	0	0
<b>Estonian Non-Governmental Sector</b>	2	4	5	8	3	2	2	2
<b>Estonian Private Sector</b>	3	6	2	1	3	2	5	4
<b>Estonian Government Sector</b>	27	20	18	20	14	21	8	4
<b>SEI Core fund</b>	13	10	13	20	12	11	12	10
<b>TOTAL:</b>	100	100	100	100	100	100	100	100
<b>EUR thousand</b>	<b>646</b>	<b>807</b>	<b>777</b>	<b>555</b>	<b>779</b>	<b>861</b>	<b>795</b>	<b>787</b>

## MAIN ACTIVITIES

In order to deliver positive changes, the SEI global strategy focuses on scientific research, policy engagement and capacity building. SEI Tallinn's activities are aimed at identifying different environmental and developmental problems facing society as well as finding and developing solutions for these problems. The main parts of SEI Tallinn's activities are aimed at integrating environmental sustainability into economic and social areas, raising awareness of these issues as well as building capacity among different stakeholders in Estonia, the Baltic Sea region and Central and Eastern Europe.

**Climate and Energy Programme** supports the analysis global and EU energy and climate policies as well as governance. The programme analyses scenarios of greenhouse gas reduction and climate change mitigation and adaptation, as well as policy instruments of meeting energy efficiency targets. The programme staff carries out impact assessments and integration of environment and climate into sectoral policies. Capacity building and stakeholder engagement are also key methods to achieve the aims of the programme. In 2018 a Horizon 2020 project ENLARGE was finalised and a decision support tool "Choose your own adventure" for sustainable energy projects at local level was developed and translated into European languages, including Estonian. Programme staff also participated in the gathering of statistics on bioeconomy at regional level for Estonia in the framework of Interreg project RDI2CluB. Also, several project proposals were submitted to the Interreg and Horizon 2020 and Estonian Environmental Investment Centre. Programme staff also developed a proposal to the Tallinn Energy Agency to compile climate and energy plan for the capital city of Tallinn.

**The Environmental Management Programme** deals with policy implementation related to sustainable consumption and production, including circular economy, sustainable waste management, and risk assessment. The aim is to improve resource management and decrease environmental impact in both public and private sectors through research and capacity building. Through partner cooperation we develop a shared understanding of stakeholder needs and help identify tools and processes that enable knowledge transfer and increased competence of our partners related to environmental management. In 2018, 14 bigger projects were at work. The largest international projects were Interreg Central Baltic financed project, BLASTIC Interreg Europe financed project ENHANCE and Interreg Europe financed project CircPro. All these projects contribute to the policy analysis and implementation in the area of circular economy in Europe by developing action plans as well as methods and tools for the public sector to tackle the problems related to plastic marine litter and sustainable consumption and production. The programme also continued to facilitate and develop the cooperation with the Ministry of Environment on resource efficiency and environmental management (EMAS). EM programme experts (mainly Harri Moora) contributed to the SEI Asia project on plastic (United Nations Economic and Social Commission for Asia and the Pacific Closing the Loop project). The aim of the project was to quantify the environmental and financial contributions of informal plastic recovery and recycling in formal waste management processes with developing key policy recommendations to different institutions involved in the waste economy. The assessment was undertaken in selected cities, Bangkok, Thailand and Pune, India. This project gave us a possibility to transfer our knowledge in this area also in the Asian context.

**Sustainable Development Programme** focuses on environmental policy and governance analysis, impact assessment and stakeholders' engagement systems. The focus areas of research are environmental assessment methodology and application, urban biodiversity, ecosystem services. In 2018, 16 projects were at work. The largest projects were Interreg NATTOURS and RDI2CluB. The former included visitors' survey at pilot areas in Tallinn and Helsinki, and analysis of ecosystem services in urban green areas. The latter explores the readiness of bioeconomy at regional level. Statistical data gathering and analysis was completed by applying BERST tool. Several projects on SDGs were implemented. Firstly, the programme staff contributed to the compendium of sustainable development indicators for Estonia, developed by the

Statistics Estonia. And secondly the 9<sup>th</sup> Sustainable Development Forum, a signature event of SEI Tallinn, on the results of the compendium was organised by the programme. The programme also organised other project-related workshops and conferences, and training courses and lectures. The programme developed and implemented SEA course for Tallinn University MSc students, a workshop on state special planning for environmental experts and on Natura Assessment for officials of national environmental board.

**Environmental Economics Programme** carried out socio-economic impact assessments, valuation of ecosystem services and natural capital, and environmental resources. In addition, we have been doing economic analysis of environmental policy instruments and regulations, study monetary indicators of sustainable development and analyse green financing instruments like green bonds. Key project in 2018 was CAPITAL, which was directed at analysing the socio-economic aspects of Arctic marine ecosystems.

## RESEARCH AND PUBLICATIONS

SEI Tallinn has actively continued being engaged in several research programmes important for the EU and the Baltic Sea Region. As previously, in 2018 we also participated in research projects under Horizon 2020, BONUS, INTERREG, the Nordic Council of Ministers, etc., many of which already provided input for publications or will do that in the coming years.

One of the main outcomes of SEI Tallinn's scientific research is scientific publications in leading journals. To further stimulate publication activities, we continued to provide financial bonuses to SEI Tallinn's researchers per every academic publication to cover the time and effort that has gone into producing high quality work. Scientific outcomes are also be presented via policy or discussion briefs to various stakeholders, including policy makers.

Out of 41 projects in 2018 listed below, the following are scientific and applied research projects:

1. BONUS Go4Baltic - Coherent policies and governance of the Baltic Sea Ecosystems.
2. ENLARGE - Energies for Local Administrations: Renovate Governance in Europe. EC Horizon 2020.
3. NATTOURS - Sustainable urban nature routes using new IT solutions in cooperation with the Cities of Tallinn and Helsinki, EU INTERREG CB.
4. RDI2CluB - Rural RDI milieus in transition towards smart Bioeconomy Clusters and innovation ecosystems
5. BLASTIC - Plastic waste pathways into the Baltic Sea, EU INTERREG CB.
6. WATERDRIVE - Water driven rural development in the Baltic Sea Region. EU INTERREG BSR
7. EN'ROUTE - Enhancing Resilience of Urban Ecosystems through Green Infrastructure
8. ENERPO - Energy production improvement based on dynamic mobile positioning data.
9. CAPITAL - Arctic Freshwater Capital in the Nordic Countries.
10. Nordic Green to Scale - Analysis of Nordic green solutions deployment opportunities.
11. Wallenberg foundation project on Green Financing with York and Stockholm Centres.
12. SEI initiative TDRR - Transforming Development and Disaster Risk, phase 2.
13. SEI Initiative - Governing Bioeconomy Pathways.
14. Expert Network on Second Opinions (ENSO), phase 7 – 11.
15. SEI Initiative P2CS - Producer to Consumer Sustainability phase 2.
16. NCA SEI - The role of environmental economic accounts in portfolio management of inclusive wealth of nations.
17. Worldwide Health and Wellbeing across SEI Centre Locations.
18. Nordic-Baltic textile - Towards Nordic-Baltic circular textile system: an analyses of post-consumer textiles in Baltic countries.
19. Sustainable Development Indicators 2018.

20. Assessment of Carbon Footprint of Est-For biorefinery.
21. Exploring opportunities for citizen science approaches within producer to consumer research.
22. Fossil CO<sub>2</sub> coefficients for the mixed municipal waste combustion in Estonian Energy.
23. Assessment of the waste composition and biogenic/fossil CO<sub>2</sub> emissions for the waste with code 19 12 12 for Estonian Energy.
24. Assessment of the waste composition and biogenic/fossil CO<sub>2</sub> emissions for the waste with code 19 12 12 for Tallinn Technical University.
25. The report - Does Estonia meet the obligations of the Paris Climate Agreement?

Throughout last couple of years, we have put a lot of emphasis in strengthening the collaboration with other SEI centres to further contribute to the success of SEI mission. This has resulted in our researchers participating in the implementation of the following initiatives: SEI Initiative P2CS – Production to Consumer Sustainability and SEI initiative TDDR – Transforming Development and Disaster Risk, Bio-economy and Urban initiatives, plus contributing to the work of Global Sustainable Finance group. In addition to that, SEI Tallinn also joined a seed project aimed at developing new type of open-platform energy modelling capacities in SEI. Also, SEI Tallinn was leading on developing a new Horizon Scanning function across SEI to both support strategic planning of research internally in SEI, but possibly create a tool for outside research community as well. This cross-centre cooperation has significantly increased sharing knowledge and better utilisation of various talents expertise in different centres.

SEI Tallinn, in consortium with many other Estonian and European universities, participated in several research programmes. Long-lasting collaboration has taken place with organisations such as IVL, SYKE, Warsaw University, etc. In Estonia, depending on the topic, our most frequent collaborators are Tartu University, Tallinn University of Technology, Estonian University of Life Sciences, Tallinn University and Estonian Academy of Arts. SEI Tallinn’s researchers actively give lectures at the Estonian Academy of Arts, University of Tartu, Tallinn University, Tallinn University of Technology, and the Estonian University of Life Sciences.

## **INTERNATIONAL PROJECTS:**

1. BONUS Go4Baltic - Coherent policies and governance of the Baltic Sea Ecosystems.
2. GIFT for Europe - Green Ideas for Tourism for Europe. EU programme ERASMUS+.
3. NATTOURS - Sustainable urban nature routes using new IT solutions in cooperation with the Cities of Tallinn and Helsinki, EU INTERREG CB, in the process of contract negotiations.
4. RDI2CluB - Rural RDI milieus in transition towards smart Bioeconomy Clusters and innovation ecosystems
5. BLASTIC - Plastic waste pathways into the Baltic Sea, EU INTERREG CB, in the process of contract negotiations.
6. ENLARGE - Energies for Local Administrations: Renovate Governance in Europe. EC Horizon 2020.
7. ENROUTE - Enhancing Resilience of Urban Ecosystems through Green Infrastructure
8. ENHANCE - EMAS as a Nest to Help and Nurture the Circular Economy. Interreg Europe.
9. ENERPO - Energy production improvement based on dynamic mobile positioning data.
10. CAPITAL - Arctic Freshwater Capital in the Nordic Countries.
11. Nordic Green to Scale - Analysis of Nordic green solutions deployment opportunities.
12. Nordic-Baltic textile - Towards Nordic-Baltic circular textile system: an analyses of post-consumer textiles in Baltic countries.
13. CircPro - Smart Circular Procurement. EU INTERREG Europe Programme.
14. ESPON study on a European Territorial Reference Framework.
15. WATERDRIVE - Water driven rural development in the Baltic Sea Region. EU INTERREG BSR.

## NATIONAL PROJECTS:

1. Coordination of European Green Key in Estonia. Green Key is a voluntary eco-label for tourism facilities promoting sustainable tourism and aims to contribute to the prevention of climate change by awarding and advocating facilities with good initiatives.
2. Development and implementation of industrial textile waste upcycling method and certification scheme.
3. Fossil CO<sub>2</sub> coefficients for the mixed municipal waste combustion in Estonian Energy.
4. Assessment of the waste composition and biogenic/fossil CO<sub>2</sub> emissions for the waste with code 19 12 12 for Estonian Energy.
5. Assessment of the waste composition and biogenic/fossil CO<sub>2</sub> emissions for the waste with code 19 12 12 for
6. Participation in the Network of Environmental NGOs.
7. Assistance to and secretariat for the Estonian Association for Environmental Management.
8. Carbon Footprint of Est-For biorefinery.
9. Avoiding and reducing food waste in school catering.
10. Sustainable Development Forum 2018.
11. Sustainable Development Indicators 2018.
12. MSc course on Strategic Environmental Assessment in Tallinn University.

## SEI CROSS-CENTRE PROJECTS:

1. Wallenberg foundation project on Green Financing with York and Stockholm Centres
2. SEI initiative TDRR - Transforming Development and Disaster Risk, phase 2.
3. Expert Network on Second Opinions (ENSO), phase 7 – 11.
4. CAPITAL - Arctic Freshwater Capital in the Nordic Countries.
5. SEI Initiative P2CS - Producer to Consumer Sustainability phase 2.
6. SEI Initiative - Governing Bioeconomy Pathways.
7. SEI Capacity Development programme.
8. SEI Urban Initiative - Equitable Urbanisation for health and wellbeing.
9. NCA SEI - The role of environmental economic accounts in portfolio management of inclusive wealth of nations.
10. Worldwide Health and Wellbeing across SEI Centre Locations.
11. The study of sustainable textiles.
12. Unlocking the informal economy to recover plastic waste and reduce marine pollution as part of an inclusive circular economy approach.
13. Exploring opportunities for citizen science approaches within producer to consumer research.
14. SEI-wide horizon scannings.
15. ESCAP circular – collaboration project together with SEI Asia (United Nations Economic and Social Commission for Asia and the Pacific Closing the Loop project).

## PUBLICATIONS:

In 2018, SEI Tallinn experts published 10 publications (articles, monographs, project reports and other publications).

## PEER-REVIEWED ARTICLES IN JOURNALS:

Kløcker Larsen, R., M. Osbeck, E. Dawkins, H. **Tuhkanen**, H. Nguyen, A. Nugroho, T.A. Gardner, Zulfahm, P. Wolvekamp (2018). Hybrid governance in agricultural commodity chains: Insights from implementation of ‘No Deforestation, No Peat, No Exploitation’ (NDPE) policies in the oil palm industry.

*Journal of Cleaner Production*, vol. 183. Pp. 544-554.  
<https://doi.org/10.1016/j.jclepro.2018.02.125>

Thomalla, F., M. Boyland, K. Johnson, J. Ensor, H. **Tuhkanen**, A. Gerger Swartling, G. Han, J. Forrester, D. Wahl (2018). Transforming Development and Disaster Risk. *Sustainability* 2018, 10 (5), 1458.  
<https://doi.org/10.3390/su10051458>

**Tuhkanen**, H., M. Boyland, G. Han, A. Patel, K. Johnson, A. Rosemarin, L. Lim Mangada (2018). Typology Framework for Trade-Offs in Development and Disaster Risk Reduction: A Case Study of Typhoon Haiyan Recovery in Tacloban, Philippines. *Sustainability* 2018, 10 (6), 1924.  
<https://doi.org/10.3390/su10061924>

Ojaveer, H., S. Neuenfeldt, J. Dierking, L. Eek, J. Haldin, G. Martin, K. Märtin, K. **Peterson**, S. Valanko (2018). Sustainable use of Baltic Sea resources. *Ices Journal of Marine Science*. Pp. 1–5.  
[10.1093/icesjms/fsy133](https://doi.org/10.1093/icesjms/fsy133)

#### A BOOK/MONOGRAPH:

**Peterson**, K., R. Roasto (2018). Euroopa Liidu tähtsusega linnualad. J. Elts, E. Leibak, A. Kuus,( Eds.). Linnuatlas. Eesti haudelindude levik ja arvukus (230-230). Tartu: Eesti Ornitoloogiaühing. ISBN 9949960746

Oras, K., E. Enno-Sakwan, E. Niinepuu (2018). Säästva arengu näitajad. K. **Peterson** (Ed.) [Sustainable Development Indicators] Tallinn: Statistikaamet. 223 pp. ISBN 978-9985-74-620-

**Moora**, H., E. **Piirsalu** (2018). Food waste in Estonian food consumption-production chain. In: J. Simanovskaja, C. Billingham (Eds.). (Food) waste not want not. Why food waste is a big deal and how to scale-up preventive action (83-96). Foundation for European Progressive Studies. ISBN 9789934864735

#### PUBLISHED RESEARCH PROJECT REPORT OR STUDY:

**Tammiste**, L., H. **Poltimäe**, P. **Kuldna**, T. **Kallaste**, K. **Kirsimaa**, O. Grünvald, K. Kuusk (2018). Nordic Green to Scale for countries. Unlocking the potential of climate solutions in the Baltics, Poland and Ukraine. Technical analysis. Nordic Council of Ministers. 56 pp. ISBN 978-92-893-5614-5  
<http://norden.diva-portal.org/smash/get/diva2:1202698/FULLTEXT01.pdf>

**Kirsimaa**, K., K. **Peterson** (2018). Kas Eesti täidab Pariisi kliimakokkulepet? [Does Estonia meet the obligations of the Paris Climate Agreement?] T. **Kallaste** (Ed.) Tallinn: Stockholmi Keskkonnainstituudi Tallinna Keskus. 35 pp. ISBN 978-9949-9656-2-5 (pdf)  
[www.sei.org/wp-content/uploads/2018/11/kas-est-tdab-pariisi-kliimakokkulepet.pdf](http://www.sei.org/wp-content/uploads/2018/11/kas-est-tdab-pariisi-kliimakokkulepet.pdf)

**Peterson**, K (2018). Chapter 2. Regulatory And Compliance Assurance Instruments. Bosnia and Herzegovina. Environmental Performance Reviews. Third Review. United Nations Economic Commission Europe. ECE/CEP/184. New York and Geneva, 2018, p.41-50. ISSN 1020-4563  
[www.unece.org/environmental-policy/environmental-performance-reviews/meetings-and-events/environmental-performance-reviews/review-missions/2017/review-mission-for-the-3rd-epr-of-bosnia-and-herzegovina/docs.html](http://www.unece.org/environmental-policy/environmental-performance-reviews/meetings-and-events/environmental-performance-reviews/review-missions/2017/review-mission-for-the-3rd-epr-of-bosnia-and-herzegovina/docs.html)

## INPUT INTO POLICYMAKING

SEI Tallinn experts have long-standing experience in policy engagement and influence through working with public sector decision-makers at European, regional, national and local level.

Several SEI Tallinn staff perform as experts in national level expert groups and commissions:

- Dr Kaja Peterson is the member of the Monitoring Committee of the Rural Development Plan 2014-2020 and the member of the Steering Committee of the Agriculture and Fisheries Development Plan 2030 as the representative of the Council of the Environmental NGOs. K. Peterson is also the member of the national commission of licencing of EIA experts at the Ministry of the Environment. K. Peterson was invited to advisory panel of Tallinn strategy 2021+ and Estonia 2035+.
- Dr Tiit Kallaste and Lauri Tammiste are members of Advisory Board of Energy of the Ministry of Economic Affairs and Communications. Tiit Kallaste is Member of the Energy Council of the Estonian Academy of Science.
- Dr Harri Moora is regularly advising and consulting the Ministry of the Environment on food waste and other waste-related issues.
- Kerli Kirsimaa participated in COP event in Katowice.

The majority of SEI Tallinn's research projects' work plans include regular meetings with stakeholders, beneficiaries and decision-makers. We encourage our junior researchers to actively participate in those meetings. We also encourage our centre staff to regularly publish policy briefs and guidelines. Also, our communication manager has supported researchers to better communicate their work in order to make our project output more visible and easier to understand and use for decision-makers.

We take part in the policy development committees and processes. We also invite policymakers and opinion leaders in the field of sustainable development to be keynote speakers in our events.

## CAPACITY BUILDING

The SEI global strategy has three focal points: research, policy building and capacity development. To strengthen the impact of research, providing capacity development and trainings for decision makers is essential. We have the practice to include in international research projects plans also capacity development elements, such as trainings, study visits, and other tools (modelling, methodologies, software), where possible. In 2018, some of the key capacity development activities were the following:

1. Coordination of European Green Key in Estonia. Green Key is a voluntary eco-label for tourism facilities promoting sustainable tourism and aims to contribute to the prevention of climate change by awarding and advocating facilities with good initiatives.
2. Green Ideas for Tourism for Europe (GIFT for Europe).
3. The study of sustainable textiles.
4. Sustainable Development Forum 2018.
5. Development and implementation of industrial textile waste upcycling method and certification scheme.
6. Avoiding and reducing food waste in school catering.
7. MSc course on Strategic Environmental Assessment in Tallinn University.
8. Participation in the Network of Environmental NGOs.
9. Assistance to and secretariat for the Estonian Association for Environmental Management.

## OVERVIEW OF THE PROJECTS AND CUSTOMERS/FUNDERS IN 2018

No	Project	Customer/Funder
<b>LAURI TAMMISTE</b>		
1	Nordic Green to Scale 2 - Analysis of Nordic green solutions deployment opportunities	Finnish Innovation Fund Sitra
2	SEI-wide horizon scannings	SEI Stockholm
<b>ENVIRONMENTAL ECONOMICS</b>		
3	Expert Network on Second Opinions (ENSO) VII - XI	SEI Stockholm / CICERO
4	SEI P2CS II - SEI Initiative Producer to Consumer Sustainability	SEI / Programme Support New Initiatives
5	SEI Initiative Transforming Development and Disaster Risk II	SEI / Programme Support New Initiatives
6	SEI Urban Initiative - Equitable Urbanisation for health and wellbeing	SEI / Programme Support New Initiatives
7	Greening investments in the face of climate risk	SEI Stockholm/CICERO/Wallenberg Foundation
8	CAPITAL - Arctic Freshwater Capital in the Nordic Countries	Nordic Council of Ministers
9	NCA SEI - The role of environmental economic accounts in portfolio management of inclusive wealth of nations.	SEI Stockholm
10	ESPON study on a European Territorial Reference Framework	Spatial Foresight GmbH
<b>ENVIRONMENTAL MANAGEMENT</b>		
11	ENHANCE - EMAS as a Nest to Help and Nurture the Circular Economy.	Interreg Europe Programme 2014-2020
12	Coordination of Green Key in Estonia	Enterprise Estonia (EAS)/ European Social Fund
13	Assistance of the Estonian Association for Environmental Management	Estonian Association for Environmental Management (EKJA)
14	GIFT for Europe - Green Ideas for Tourism for Europe	EU programme ERASMUS+
15	BLASTIC - Plastic waste pathways into the Baltic Sea	Keep Sweden Tidy/ INTERREG Central Baltic Programme 2014-2020
16	Development and implementation of industrial textile waste upcycling method and certification scheme	NPO ReUse
17	Carbon Footprint of Est-For biorefinery	Est-For Invest
18	The study of sustainable textiles	SEI Stockholm
19	Exploring opportunities for citizen science approaches within producer to consumer research	SEI Stockholm
20	Fossil CO2 coefficients for the mixed municipal waste combustion in Estonian Energy	Eesti Energia AS
21	Unlocking the informal economy to recover plastic waste and reduce marine pollution as part of an inclusive circular economy approach	SEI Stockholm

22	Avoiding and reducing food waste in school catering	Ministry of the Environment
23	Composition study for the waste with code 19 12 12	Enefit Green AS
24	Composition study for the waste with code 19 12 12	Tallinn University of Technology/ Enefit Green AS
25	Towards Nordic-Baltic circular textile system: an analyses of post-consumer textiles in Baltic countries, recommendations for policy interventions and sector development	Nordic Council of Ministers` Office in Estonia
26	CircPro - Smart Circular Procurement	Interreg Europe Programme 2014-2020
<b>SUSTAINABLE DEVELOPMENT</b>		
27	Go4Baltic - Coherent policies and governance of the Baltic Sea Ecosystems	Arhus University, Denmark (project coordinator) /European Commission, BONUS: Sustainable ecosystem services
28	ENLARGE - Energies for Local Administrations: Renovate Governance in Europe	Instituto per la Ricerca Sociale Scarl/European Commission, Horizon 2020
29	NATTOURS - Sustainable urban nature routes using new IT solutions	Tallinn Environmental Department/INTERREG Central Baltic Programme 2014-2020
30	RDI2CluB - Rural RDI milieus in transition towards smart Bioeconomy Clusters and innovation ecosystems	Jyväskylä University of Applied Sciences/INTERREG Baltic Sea Region Programme
31	EN`ROUTE - Enhancing Resilience of Urban Ecosystems through Green Infrastructure	European Commission
32	ENERPO - Energy production improvement based on dynamic mobile positioning data	European Regional Development Fund (Interreg Seed Money Programme)
33	WATERDRIVE - Water driven rural development in the Baltic Sea Region	SLU/Swedish University of Agricultural Sciences /INTERREG Baltic Sea Region Programme
34	Worldwide Health and Wellbeing across SEI Centre Locations	SEI Seed and Innovation Fund
35	Sustainable Development Forum 2018	Ministry of the Environment
36	Sustainable Development Indicators 2018	Statistics Estonia
37	MSc course on Strategic Environmental Assessment in Tallinn University	Tallinn University
38	Participation in the Network of Environmental NGOs	Estonian Ministry of the Environment
<b>CLIMATE AND ENERGY PROGRAMME</b>		
39	Does Estonia meet the obligations of the Paris Climate Agreement?	Ministry of the Environment
40	Energy production improvement based on dynamic mobile positioning data	Interreg Seed Money Programme
41	Energies for Local Administrations: Renovate Governance in Europe – ENLARGE	Horizon 2020 programme

## SEI TALLINN'S GOALS FOR 2019

In 2018, SEI Tallinn showed stable and solid performance in terms of projects executed, proposals submitted, capacity building delivered and policy engagement. In order to continue that positive trend in 2019, we will focus on:

- Implementing follow-up activities for issues stemming from employee survey to ensure positive, opened working environment in our centre.
- Strengthening further the cooperation with other SEI centres and contributing to the new strategy and initiatives development.
- Recruiting new talent.
- Continue strong focus on project pipeline development and financial performance.
- Continue engaging both expert audiences and wide public.
- Obtaining Green Office certificate.
- Strengthen monitoring, evaluation and learning activities.

Developing partnerships through new associates and MOU's with universities. At the time of the annual report compilation in January 2019 there were about 20 projects in process.

## The annual accounts

### Statement of financial position

(In Euros)

	31.12.2018	31.12.2017	Note
Assets			
Current assets			
Cash and cash equivalents	16 042	181 956	2
Receivables and prepayments	294 637	256 038	3
Inventories	0	700	
<b>Total current assets</b>	<b>310 679</b>	<b>438 694</b>	
Non-current assets			
Receivables and prepayments	2 765	0	3
Property, plant and equipment	51 764	14 601	5
<b>Total non-current assets</b>	<b>54 529</b>	<b>14 601</b>	
<b>Total assets</b>	<b>365 208</b>	<b>453 295</b>	
Liabilities and net assets			
Liabilities			
Current liabilities			
Payables and prepayments	140 269	231 835	7
<b>Total current liabilities</b>	<b>140 269</b>	<b>231 835</b>	
<b>Total liabilities</b>	<b>140 269</b>	<b>231 835</b>	
Net assets			
Foundation/Issued capital	87 152	87 152	
Reserves	3 117	3 786	
Accumulated surpluses (deficits) from previous periods	130 522	122 944	
Surplus (deficit) for the period	4 148	7 578	
<b>Total net assets</b>	<b>224 939</b>	<b>221 460</b>	
<b>Total liabilities and net assets</b>	<b>365 208</b>	<b>453 295</b>	

## Statement of revenues and expenses

(In Euros)

	2018	2017	Note
Revenue			
Grants and donations	670 061	667 788	8
Business income	115 827	125 595	9
Other income	831	1 833	
<b>Total revenue</b>	<b>786 719</b>	<b>795 216</b>	
Expenses			
Other operating expense	-175 270	-205 773	10
Employee expense	-586 081	-570 445	11
Depreciation and impairment loss (reversal)	-11 318	-10 631	5
Other expenses	-7 319	-633	
<b>Total expenses</b>	<b>-779 988</b>	<b>-787 482</b>	
<b>Surplus (deficit) from operating activities</b>	<b>6 731</b>	<b>7 734</b>	
Interest income	6	19	
Other financial income and expense	-2 589	-175	
<b>Net surplus (deficit) for the period</b>	<b>4 148</b>	<b>7 578</b>	

## Statement of cash flows

(In Euros)

	2018	2017	Note
Cash flows from operating activities			
Surplus (deficit) from operating activities	6 731	7 734	
Adjustments			
Depreciation and impairment loss (reversal)	11 318	10 631	5
Profit (loss) from sale of non-current assets	4 475	0	
Other adjustments	-669	-1 757	
<b>Total adjustments</b>	<b>15 124</b>	<b>8 874</b>	
Adjustments for operating receivables and prepayments	-41 364	11 106	
Changes in inventories	700	550	
Adjustments for operating liabilities and prepayments	-91 566	-24 048	7
Interest received	6	19	
<b>Total cash flows from operating activities</b>	<b>-110 369</b>	<b>4 235</b>	
Cash flows from investing activities			
Purchase of property, plant and equipment and intangible assets	-54 743	-3 182	5
Proceeds from sales of property, plant and equipment and intangible assets	1 787	0	5
<b>Total cash flows from investing activities</b>	<b>-52 956</b>	<b>-3 182</b>	
<b>Total cash flows</b>	<b>-163 325</b>	<b>1 053</b>	
Cash and cash equivalents at beginning of period	181 956	181 078	
<b>Change in cash and cash equivalents</b>	<b>-163 325</b>	<b>1 053</b>	
Effect on exchange rate changes on cash and cash equivalents	-2 589	-175	
Cash and cash equivalents at end of period	16 042	181 956	2

## Statement of changes in net assets

(In Euros)

				Total net assets
	Foundation/Issued capital	Reserves	Accumulated surpluses deficits from previous period	
<b>31.12.2016</b>	87 152	5 543	122 944	215 639
Net surplus (deficit) for the period	0	0	7 578	7 578
Changes in reserves	0	-1 757	0	-1 757
<b>31.12.2017</b>	87 152	3 786	130 522	221 460
Net surplus (deficit) for the period	0	0	4 148	4 148
Changes in reserves	0	-669	0	-669
<b>31.12.2018</b>	87 152	3 117	134 670	224 939

As of 31.12.2018 the reserve fund under the net assets comprises a training fund in amount of 2,092 euros (2017: 592) and a support fund for operating activities in amount of 1,025 euros (2017: 3,194). In 2018 we did not use the training fund but raised the fund with amount of 1,500 euros. In 2018 we used the reserve fund formed to support the operating activities with amount of 2,169 euros.

## Notes

### Note 1 Accounting policies

#### General information

The financial statements of Stockholm Environment Institute Tallinn Centre (foundation or SEI Tallinn SA) have been prepared in accordance with the Generally Accepted Accounting Principles of Estonia and utilizing the acquisition cost model, unless otherwise specified in the accounting policies below. The Estonian Generally Accepted Accounting Principles are based on internationally acknowledged accounting and reporting principles, whose main requirements are stipulated in the Accounting Act of the Republic of Estonia and supplemented by the guidelines issued by the Accounting Standards Board.

The financial statements have been prepared in euros.

#### Cash and cash equivalents

Cash equivalents comprise short-term highly liquid investments that can be converted into a known amount of cash and that do not involve any significant risk of market value change, incl. cash.

#### Foreign currency transactions and assets and liabilities denominated in a foreign currency

Foreign currency transactions have been reported based on official rates of the European Central Bank prevailing on the transaction date. Monetary assets and liabilities denominated in foreign currencies are translated into euros as of the balance sheet date based on the official exchange rates of the European Central Bank prevailing on the balance sheet date.

Profits and losses from foreign currency transactions are recorded in the statement of activities of the reporting period.

#### Receivables and prepayments

All receivables (e.g. accounts receivable, accrued income, and other short-term and long-term receivables), except receivables acquired for resale, are generally reflected at adjusted cost in the balance sheet. The adjusted cost of short-term receivables is generally equal to their nominal value (less possible discounts), therefore the short-term receivables are reflected at their estimated collectible amounts (reflected for example in the invoice, contract or any other source document) in the balance sheet.

#### Inventories

#### Plant, property and equipment and intangible assets

Assets with an acquisition cost of over 600 euros and useful life exceeding one year are accounted for as property and equipment. Items with a useful life of over one year, but whose acquisition cost is below 600 euros, are classified as low-value items until taken into use and are fully expensed when the asset is taken into use. Expensed low-value assets are accounted for off the balance sheet.

Items of property and equipment are initially recognised at their acquisition cost, which comprises the purchase price and any costs directly attributable to the acquisition. After recognition, items of property, plant and equipment are carried at cost less any accumulated depreciation and possible accumulated impairment losses.

If an item of property and equipment consists of separately identifiable parts which have different useful lives, the parts are accounted for as separate asset items and are assigned depreciation rates which correspond to their useful lives.

Subsequent costs related to an item of property and equipment, such as the costs of replacing part of it, are recognised in the carrying amount of the item if the following conditions are met: (a) it is probable that there are future economic benefits associated with the costs, and (b) these costs can be measured reliably. The carrying amount of the parts which are replaced is derecognised. All other costs related to property, plant and equipment are recognised as an incurred expense over the period when the respective expense occurred.

Items of property and equipment are depreciated using the straight-line method. Each item is assigned a depreciation rate which corresponds to its useful life. Items of property and equipment are depreciated until their residual value exceeds their carrying amount. The residual value

of an asset is the amount that the foundation would currently obtain from disposal of the asset, if the asset were already of the age and in the condition expected at the end of its useful life.

The depreciation methods, depreciation rates and residual values of property and equipment are reviewed at least at the end of each financial year and, if expectations differ from previous estimates, the changes are recognised prospectively.

The foundation assesses the carrying amount of an item of property and equipment should any circumstances indicate that an asset may be impaired. Upon the presence of such circumstances the company shall conduct an assessment of the impairment. If the carrying amount of an asset exceeds its estimated recoverable amount, the asset or the cash-generating unit to which the asset belongs is written down to its recoverable amount. The recoverable amount of an asset is the current value of estimated cash flows (value in use) to be derived from the asset or the fair value of the asset, less selling costs, depending on which of these values is higher. Where necessary, the fair value of an asset is determined with the assistance of independent experts. Impairment losses on assets are recognised in the statement of activities as "Depreciation and impairment of non-current assets".

If there is any indication that the recoverable amount of an asset exceeds the carrying amount, the impairment loss recognised in prior periods is reversed and the carrying amount of the asset is increased; however, the amount attributable to a reversal of an impairment loss cannot exceed the carrying amount that would have been determined had no impairment loss been previously recognised for the asset. A reversal of an impairment loss is recognised in the statement of activities in the same row in which the original impairment loss was recognised.

The carrying amount of an item of property and equipment is derecognised when the item is disposed of or when no future economic benefits are expected from its use or disposal. Any gain or loss arising from the derecognition of an item of property, plant and equipment is included as other operating income or other operating expenses in the statement of activities of the period in which the item is derecognised.

**Minimal acquisition cost** 600

#### Useful life by assets group (years)

Assets group name	Useful life
Vehicles	3
Computers and other IT items	2-5
Other	2-5

#### Leases

In the case of operating leases, the leased assets are carried in the balance sheet of the lessor. Operating lease payments are recognised as lessor's income and lessee's expense on a straight-line basis over the lease period.

#### Financial liabilities

Financial liabilities are recognised initially at their acquisition cost, which is the fair value of the remuneration received for the financial liability. After initial recognition, financial liabilities are measured at an adjusted acquisition cost based on an effective interest rate. Transaction costs are taken into consideration upon calculating the effective interest rate, and charged to expenses over the term of the financial liability. Financial liabilities acquired for resale are measured at their fair value and any changes in the fair value are recorded in the statement of activities. Interest expenses related to the financial liability are recognised as an expense when incurred and presented in the statement of activities as financial income and expenses. Financial liabilities are derecognised when the obligations have been discharged, cancelled or expire.

#### Grants and donations

Accounting for received donations and grants (incl. grants and receipts for specific purposes) is based on the following principles:

- (a) donations and grants not designated for a specific purpose are recognised as income when the donation/grant becomes available;
- (b) donations and grants designated for specific purposes are recognised as income when the donation/grant becomes available and the accompanying conditions are met.

#### Revenue recognition

Revenue of SEI Tallinn is based on three different financing principles: core funding, project funding and business revenue.

- SEI core funding is project funding by the Stockholm Environment Institute (SEI), which mainly covers SEI-Tallinn's general administrative expenses.
- Other project funding received is used to cover operating expenses of specific projects funded by the donor. These funds are reported in the balance sheet as liabilities (prepayments) and as revenue in the amount of the project's expenses during the period or depending on the proportion of execution.
- Business revenue comprises all other revenue (sale of different services, sale of books etc.) and work performed outside project funding

e.g. revenue from projects related to conducting environmental audits and consultations on integrated environmental permits etc. In addition, competitive trainings (e.g. ISO standards, environmental management etc.) are also reflected in this section.

Revenue from the sale of services is reflected upon the rendering of services.

Interest income is recognised on accrual basis using internal interest rates.

#### Expense recognition

Expenses are recognised in the same period as the income related to them. Expenses, which are likely to be used for earning economic profit in future, are reflected as assets when they arise and are reflected as expenses during the period(s) they give profit (e.g. costs of property, plant and equipment). Expenses, which are used for creating income during the accounting period or are not used for creating income, are reflected as expenses in the period when they occur.

#### Related parties

In preparing the annual report of SEI Tallinn SA, related parties are the founder of the foundation and legal entities in the founder's consolidation group, chief management, supervisory board members, close family members of the above mentioned individuals and enterprises under their control or material influence.

## Note 2 Cash and cash equivalents

(In Euros)

	31.12.2018	31.12.2017
Cash at bank	16 042	181 956
<b>Total cash and cash equivalents</b>	<b>16 042</b>	<b>181 956</b>

## Note 3 Receivables and prepayments

(In Euros)

	31.12.2018	Allocation by remaining maturity		Note
		Within 12 months	1 - 5 years	
Accounts receivable	281 918	281 918	0	
Accounts receivables	281 918	281 918	0	
Tax prepayments and receivables	100	100	0	4
Other receivables	10 340	10 340	0	
Accrued income	10 340	10 340	0	
Prepayments	2 279	2 279	0	
Deferred expenses	2 279	2 279	0	
<b>Total receivables and prepayments</b>	<b>297 402</b>	<b>294 637</b>	<b>2 765</b>	

	31.12.2017	Allocation by remaining maturity		Note
		Within 12 months	1 - 5 years	
Accounts receivable	254 099	254 099	0	
Accounts receivables	254 099	254 099	0	
Tax prepayments and receivables	100	100	0	4
Other receivables	4	4	0	
Prepayments	1 835	1 835	0	
Deferred expenses	1 835	1 835	0	
<b>Total receivables and prepayments</b>	<b>256 038</b>	<b>256 038</b>	<b>0</b>	

## Note 4 Tax prepayments and liabilities

(In Euros)

	31.12.2018		31.12.2017	
	Tax prepayments	Tax liabilities	Tax prepayments	Tax liabilities
Value added tax	0	364	0	5 280
Personal income tax	0	0	0	0
Fringe benefit income tax	0	0	0	219
Social tax	0	7 898	0	7 281
Unemployment insurance tax	0	4	0	41
Prepayment account balance	100		100	
<b>Total tax prepayments and liabilities</b>	<b>100</b>	<b>8 266</b>	<b>100</b>	<b>12 821</b>

Lisainformatsioon on välja toodud lisades 3 ja 7.

## Note 5 Property, plant and equipment

(In Euros)

					Total
	Transportation	Computers and computer systems	Machinery and equipment	Other property, plant and equipment	
<b>31.12.2016</b>					
Carried at cost	0	37 366	37 366	50 665	88 031
Accumulated depreciation	0	-24 147	-24 147	-41 834	-65 981
<b>Residual cost</b>	0	13 219	13 219	8 831	22 050
Acquisitions and additions	751	2 431	3 182	0	3 182
Depreciation	-146	-8 187	-8 333	-2 298	-10 631
<b>31.12.2017</b>					
Carried at cost	751	37 020	37 771	50 665	88 436
Accumulated depreciation	-146	-29 557	-29 703	-44 132	-73 835
<b>Residual cost</b>	605	7 463	8 068	6 533	14 601
Acquisitions and additions	0	2 625	2 625	52 118	54 743
Depreciation	-146	-3 965	-4 111	-7 207	-11 318
Disposals	-459	0	-459	-5 803	-6 262
<b>31.12.2018</b>					
Carried at cost	0	32 219	32 219	52 118	84 337
Accumulated depreciation	0	-26 096	-26 096	-6 477	-32 573
<b>Residual cost</b>	0	6 123	6 123	45 641	51 764

### Disposed property, plant and equipment at selling price

	2018	2017
Machinery and equipment	700	0
Other property, plant and equipment	1 087	0
<b>Total</b>	<b>1 787</b>	<b>0</b>

## Note 6 Operating lease

(In Euros)

### Accounting entity as lessee

	2018	2017	Note
Operating lease expenses	30 423	14 570	10

As an operating lease, the annual report reflects the costs of the office space and the operating costs of one car. In April 2018, the new office space was rented with 5 years terms and the vehicle leasing agreement was signed with the end term July 2023 (the contract is for 60 months; the interest expense is related to the 3-month Euribor and the base margin is 2.2%).

## Note 7 Payables and prepayments

(In Euros)

	31.12.2018	Within 12 months	Note
Trade payables	18 158	18 158	
Employee payables	16 244	16 244	
Tax payables	8 266	8 266	4
Other payables	1 104	1 104	
Other accrued expenses	1 104	1 104	
Prepayments received	96 497	96 497	
<b>Total payables and prepayments</b>	<b>140 269</b>	<b>140 269</b>	
	31.12.2017	Within 12 months	Note
Trade payables	4 137	4 137	
Employee payables	24 718	24 718	
Tax payables	12 821	12 821	4
Other payables	895	895	
Other accrued expenses	895	895	
Prepayments received	189 264	189 264	
<b>Total payables and prepayments</b>	<b>231 835</b>	<b>231 835</b>	

## Note 8 Grants and donations

(In Euros)

	2018	2017
Grants and donations related to income	670 061	667 788
<b>Total grants and donations</b>	<b>670 061</b>	<b>667 788</b>

The Management Report provides information on SEI Tallinn's funding sources for the total annual revenues during the period 2011-2018.

## Note 9 Business income

(In Euros)

	2018	2017
Sales revenue (other international organizations)	49 800	36 276
Sales revenue (Estonian public sector)	17 923	34 303
Sales revenue (Estonian private sector)	29 637	38 970
Sales revenue (Estonian educational institutions)	1 000	184
Sales revenue (other Estonian organizations)	10 547	9 393
Sales revenue (SEI Centres)	6 920	6 469
<b>Total business income</b>	<b>115 827</b>	<b>125 595</b>

The Management Report provides information on SEI Tallinn's funding sources for the total annual revenues during the period 2011-2018.

## Note 10 Miscellaneous operating expenses

(In Euros)

	2018	2017	Note
Leases	30 423	14 570	6
<b>Energy</b>	<b>5 412</b>	<b>7 285</b>	
Electricity	4 007	6 059	
Fuel	1 405	1 226	
Miscellaneous office expenses	13 770	8 246	
Travel expense	49 121	53 545	
Training expense	1 575	2 292	
Other	74 969	119 835	
<b>Total miscellaneous operating expenses</b>	<b>175 270</b>	<b>205 773</b>	

## Note 11 Labor expense

(In Euros)

	2018	2017
Wage and salary expense	433 266	424 295
Social security taxes	142 306	137 084
Fringe benefits	10 509	9 066
<b>Total labor expense</b>	<b>586 081</b>	<b>570 445</b>
Average number of employees in full time equivalent units	13	14

## Note 12 Related parties

(In Euros)

Name of accounting entity's parent company	Stockholm Environment Institute
Country where accounting entity's parent company is registered	Sweden

Number of members by the end of economic year		
	31.12.2018	31.12.2017
Number of juridical person members	1	1

### Related party balances according to groups

	31.12.2018		31.12.2017
	Receivables	Liabilities	Receivables
Founders and members	62 567	14 411	15 316

2018	Purchases	Sales
Founders and members	14 411	425 985
Other entities belonging into same consolidation group	556	0
2017	Purchases	Sales
Founders and members	0	374 659
Other entities belonging into same consolidation group	361	625

Remuneration and other significant benefits calculated for members of management and highest supervisory body		
	2018	2017
Remuneration	69 661	73 091