



**Annual Report 2022** Tafel Deutschland e.V.

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#### Dear Reader,

The past year was shaped by crises that continue to this day. The effects of the pandemic, the war in Ukraine and the associated increases in food and energy prices have changed our society and pushed food banks to their limits. Our network is helping more people than ever before. In 2022, around two million people came to the 963 branches throughout Germany. It is a sad record high in the 30-year history of our organisation.

And yet, the year has also shown what solidarity can do in our society. I would like to express my deep gratitude to the 60,000 activists for the humanity they display as volunteers at our food banks. Their commitment shows how important it is not to look the other way, but to act. We were also encouraged by the many generous monetary donations from individuals and companies, which enabled us to continue saving food and passing it on to people in poverty. The annual report details how we used your donations in 2022 and what effect your support has had. On behalf of the food banks, I would like to thank you most sincerely for this impressive willingness to help.

The rapid increase in food bank users combined with a simultaneous decline in food donations forced many food banks to suspend admissions in 2022. Our helpers are exhausted and are increasingly reaching their limits. We are not an organisation designed to grow or help without limits. But the plight in Germany is growing dramatically.



There is an increasing number of people who lack the money to eat well, get by and afford necessities like heating and utilities. Politicians are trying to help in this crisis, but the measures are insufficient and not targeted. As a food bank, we can only provide supplemental help and support where the need is greatest. We are not part of the welfare system and are unable to make up for the gaps it does not address. That is the job of the state!

For everyone to be content, we do not necessarily need to produce more. Instead, we need to distribute what we have more fairly and use existing resources more carefully. The fair redistribution of wealth in Germany would be a decisive step in the right direction. This is what we stand for as a food bank association.

In order to overcome the challenges ahead, we need your support in the future so that food doesn't end up being thrown away, but is passed on to people who so desperately need it!

With best regards,

Jochen Brühl

CEO of Tafel Deutschland e. V.

# What motivated us in 2022

A sad record was broken in 2022. Never before has the number of people reliant on the support of food banks been so high. This new level is due to the consequences of the pandemic, the war in Ukraine and the associated price increases. Nevertheless, the food banks also mastered the major challenges in 2022. In the year under review, around 60,000 volunteers once again took action against poverty and food waste in solidarity and united commitment.



## ALLEVIATIN



## **IG**





14.1 million people in Germany live in poverty. Around two million of them sought the support of food banks in 2022 – more than ever before. The increase in the number of people seeking help is a consequence of the ongoing crises in Germany. Tafel food banks aim to make the daily lives of those affected easier and thus contribute to the alleviation of poverty.



## SAVING



# food



Every year, 12 to 18 million tonnes of food end up in the bin. It is not only food that is being wasted, but also valuable resources created during production. Tafel food banks have made it their mission to save some of this food from the bin and distribute it to people affected by poverty.





**TERING** 

Ninety per cent of our **60,000 helpers** volunteer at the food banks. Many of the volunteers are over the age of 65, but many young people are also involved. They are united by a drive to make a difference. Together, the aid workers are fighting against poverty and food waste and overcoming the ongoing crises.

## Saving food. Helping people.

With around 60,000 active members, Tafel food banks are one of the largest socio-ecological movements in Germany. Their mission: to save food and help people in poverty. There are more than 960 Tafel food banks throughout Germany that campaign against food waste – regardless of political parties or religious denominations. Every year, they save around 265,000 tonnes of food from being thrown out and pass it on to people living in poverty who lack the money for food. In the year under review, this was around two million people.

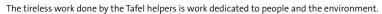
Tafel food banks have been under the umbrella of Tafel Deutschland e.V. since 1995. This non-profit association represents the interests of the Tafel vis-à-vis politics, business and society and supports the Tafel's work on the ground with practical help. The umbrella organisation is committed to improving the social situation of people affected by poverty and campaigning against food waste. Tafel Deutschland contributes expertise and experience in food rescue and the impact of poverty to political processes.

The umbrella organisation financially supports local Tafel projects. These could be projects that simplify work processes or promote social participation and diversity, purchases that make food banks more sustainable or projects that provide education in nutrition. Project funding is made possible by cooperation between companies and individual ministries. The umbrella organisation communicates what the food banks do to the outside world in order to bring as many people as possible round to the idea of food banks.



Further information on the principles of Tafel can be found at **www.tafel.de/grundsaetze**.

The guiding principles of Tafel food banks can be found at **www.tafel.de/leitbild.** 





#### WHAT TAFEL DEUTSCHLAND DOES



Collect food and material donations and distribute them to the food banks via the regional associations.



Generate cash donations for food bank operations and projects.



Raise awareness of food waste and poverty.



Inform, advise and train.



Large and special donations such as frozen food, coffee, canned food, dairy products, detergents and cleaning products, hygiene products and everyday necessities.



Social inclusion projects: children and young people, senior citizens, refugees.

Financial resources to maintain food bank operations despite rising costs: e.g. for refrigeration, transport, hygiene and sustainability.



Political communication, networks, press and public relations work, campaigns, support for food bank communications on the ground.



Member support, further training opportunities, training courses, assistance.



#### Benefits for the food banks

More food is available to the food banks to pass on.



The food banks receive financial support for sustainably effective projects.



Awareness of food banks is growing and their subject areas are being noticed.



The Tafel activists, most of whom are volunteers, receive support.



#### The effect for food banks and their customers

Food banks can distribute food to people living in poverty. Customers have a wider selection and can eat a balanced diet. Regional disparities and declining trade surpluses can be offset. The food banks can distribute donated food and goods in a hygienic way. They can also run projects that enable Tafel customers to integrate, participate in society and learn about nutrition.

The food banks strengthen their public position. It becomes easier to acquire donations of money and goods as well as volunteers. The work of the food banks becomes more professional and routine. This makes it easier to run the food banks and support people affected by poverty.



REDUCE FOOD WASTE AND ALLEVIATE THE CONSEQUENCES OF POVERTY AMONG FOOD BANK CUSTOMERS





and figures

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### **Balance sheet**

#### **ASSETS**

in euros

	31/12/2021	31/12/2022
A. Non-current assets	185,324.96	171,448.96
I. Intangible assets	2,980.00	845.00
Purchased concessions, industrial property rights and similar rights and assets, as well as licences to such rights and assets	2,980.00	845.00
II. Property, plant and equipment	113,430.00	101,689.00
1. Vehicles	35,430.00	28,988.00
2. Association facilities	1,100.00	2.00
3. Other assets and equipment	77,998.00	72,699.00
III. Financial assets	68,914.96	68,914.96
Shares in affiliated companies	25,000.00	25,000.00
Other loans	43,914.96	43,914.96
B. Current assets	13,697,753.71	19,367,405.96
I. Inventories	38,883.83	46,944.71
Goods	38,883.83	46,944.71
II. Receivables and other assets	896,804.48	653,525.02
1. Trade receivables	824,276.15	486,568.20
2. Receivables from affiliated companies	12,013.91	58,330.87
3. Other assets	60,514.42	108,625.95
III. Cash and cash equivalents	12,762,065.40	18,666,936.23
Cash on hand, bank balances	12,762,065.40	18,666,936.23
C. Prepaid expenses	182,522.94	171,280.56
Total assets	14,065,601.61	19,710,135.48

#### **EQUITY AND LIABILITIES**

in euros

	103		
		31/12/2021	31/12/2022
A.	Association assets	4,735,816.03	5,176,247.92
l.	Retained earnings	4,730,700.29	5,166,420.29
	1. Restricted retained earnings	18,651.76	4,371.76
	2. Free reserves	4,712,048.53	5,162,048.53
II.	Profit carried forward	5,115.74	9,827.63
	Profit carried forward	5,115.74	9,827.63
В.	Special items for donations not yet used	7,308,167.05	10,007,497.87
<b>C</b> .	Provisions	53,622.62	1,104,933.84
I.	Tax provisions	0.00	0.00
II.	Other provisions	53,622.62	1,104,933.84
D.	Liabilities	1,917,995.91	3,379,789.18
I.	Payments received on account	160,545.59	129,475.10
II.	Trade payables	264,606.51	117,096.10
Ш	. Liabilities to affiliated companies	364,638.16	242,882.45
IV	Liabilities from donations to be forwarded	1,097,878.80	2,687,964.34
V.	Other liabilities	30,326.85	202,371.19
E.	Deferred income	50,000.00	41,666.67
Total	equity and liabilities	14,065,601.61	19,710,135.48

### **Income statement**

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	2021	2022
1. Donations	11,118,906	18,659,735
a) of which monetary donations	7,880,030	11,217,491
b) of which donations in kind	3,238,876	7,411,261
c) Gifts	_	30,982
2. Income from grants	604,542	934,498
a) of which government grants	430,476	770,452
b) of which grants from other organisations	174,066	164,045
3. Allocations/fines	7,100	19,650
4. Membership fees	116,640	116,760
5. Revenue	379,638	285,699
6. Other operating income	1,129,582	1,014,676
Interim result	13,356,409	21,031,018
7. Expenses from forwarded donations	9,000,737	16,211,734
8. Cost of materials	90,402	94,690
a) Cost of purchased goods	55,706	59,501
b) Cost of purchased services	34,696	35,189
g. Personnel expenses	1,571,378	2,050,505
a) Wages and salaries	1,292,674	1,679,672
b) Social security contributions	278,703	370,832
10. Depreciation and amortisation of intangible assets and property, plant		
and equipment	51,320	50,688
11. Other operating expenses	1,524,424	2,172,946
12. Other interest and similar income	22	1
13. Interest and similar expenses	2	652
14. Taxes on income	29,306	8,330
15. Earnings after taxes	1,088,862	441,474
16. Other taxes	821	1,042
17. Net profit/loss for the year	1,088,041	440,432
18. Profit carried forward from the previous year	2,075	5,116
19. Withdrawals from retained earnings		14,280
20. Allocations to retained earnings	1,085,000	450,000
21. Net profit	5,116	9,828

## Notes on the balance sheet and income statement

#### **Income**

Ninety per cent of income in 2022 came from donations in cash and in kind (previous year: 84.9%), 4.34% from grants and allocations from ministries and foundations (previous year: 5.24%), 3.42% from sponsoring, licensing and the Tafel shop (previous year: 7.67%), 0.49% from membership fees (previous year: 0.79%) and 1.6% from other income (previous year: 1.16%), see illustration on page 35 in conjunction with page 62.

In our view, the key factors behind the strong increase in total income are the high willingness to donate as a result of the war in Ukraine, intensive proactive press work and, as a result, the strong media coverage of the situation in the food banks. In addition to public relations, the increased acquisition of donations in kind led to an increase of 128% from 3.24 million euros to 7.41 million euros.

Of the total income of 23.73 million euros, 13.92 million euros came from monetary donations and 7.41 million euros from donations in kind. Monetary donations increased by 48.9% compared to 2021 (9.35 million euros) and by 25% compared to 2020 (11.13 million euros). The months with the strongest donations in 2022 were November with 2.5 million euros and December with 4.07 million euros in monetary donations. As a result, detailed plans for the use of funds will only be possible for the coming financial year. Income from monetary donations is made up of donations from companies, customers of companies, employees of companies, supporting members and private individuals. With a 288% increase compared to the previous year and a total donation volume of 4.20 million euros (previous year: 1.08 million euros), monetary donations by private individuals saw the most significant growth. This shows that private donors were able to be reached and mobilised via traditional media and social media. Income from supporting memberships increased from 293,000 euros in 2021 to 493,000 euros in the reporting year. Together with their customers and employees, companies donated almost 9.23 million euros. At 3.03 million euros, Lidl's

bottle recycling initiative 'Pfandspende' remains the largest fund-raiser. The donations in kind of 7.41 million euros, confirmed by donation receipts, are 4.17 million euros above 2021 and 177,000 euros above 2020.

Income from government grants increased by 253,000 euros in 2022 to 1.03 million euros (2021: 777,000 euros). This income is made up of 339,000 euros from the Federal Ministry of Food and Agriculture for the 'Tafel macht Zukunft' digitisation project, 388,000 euros from the Federal Office of Family Affairs and Civil Society Functions for the Federal Volunteer Service's education allowance, 75,000 euros for the Federal Volunteer Service's administrative cost grant and 34,000 euros from the State Office for Nature, Environment and Consumer Protection of North Rhine-Westphalia for the pilot project 'Establishment of regional Tafel logistics centres'. For the Federal Voluntary Service programme, additional tax-exempt income of 257,000 euros was received from operational site contributions.

In addition to donations and subsidies, sponsorship and licensing agreements are important sources of income for Tafel Deutschland. Tafel Deutschland has enjoyed many years of successful cooperation with METRO AG, Lidl in Germany, Mercedes-Benz AG and the REWE Group, which significantly supports the professional work of the office. Deutsche Vermögensberatung (DVAG) has been another major partner of the umbrella organisation since 2020.

Income from membership fees remained constant at 117,000 euros. The standard fee of 120 euros per calendar year was decided at the meeting of members on 11 June 2005 and has remained unchanged ever since.

Of the total income of 23.73 million euros, 21.03 million euros were used through profit and loss (see the presentation on page 35 in conjunction with page 62). The difference of 2.7 million euros is calculated from allocations and withdrawals to the special items (balance sheet), in which unused donations from previous years are accumulated and used in subsequent years. A description of the composition of the special items can be found below under 'Balance sheet changes – equity and liabilities'.

#### **Expenses**

Total expenditure in 2022 amounted to 20.59 million euros. Of this amount, 16.14 million euros, or 78% of the total expenses, were passed on directly to the food banks in the form of in kind and monetary donations. Compared to 2021, the forwarding of in kind and monetary donations increased by 6.95 million euros. Compared to 2020, this represents a further increase of 1.61 million euros. In addition to in kind donations valuing 7.57 million euros, 8.33 million euros were made available to the Tafel members as direct transfers or project funds.

Since November 2022, Tafel members have each been able to apply for to 3,000 euros for energy costs through the 'Autumn Package' funding programme. By the end of 2022, 771,000 euros had already been approved out of 2.5 million euros. Lidl's bottle recycling initiative 'Pfandspende' also financed 2.5 million euros for 230 logistics projects in the areas of hygiene and sustainability, such as refrigerated vehicles, cooling systems and hygiene measures. The 'Energie-Invest' funding programme raised 390,000 euros for 97 food bank projects and measures to finance electric vehicles, photovoltaic systems and energy saving measures. 364,000 euros helped 536 food banks to finance their transportation costs as a result of rising fuel prices through the 'Delivery and Transport Fund'. In addition, the twelve regional associations received a total of 480,000 euros for the expansion of logistics infrastructure, rent, transport, operating and personnel costs, 99,000 euros for general logistics and 25,000 euros for the procurement of pallet trucks for logistics in the regional associations. 31,000 euros were used to cover transportation costs for aid supplies in connection with the war in Ukraine.

Children and young people from families affected by poverty received a total of 1.09 million euros in project funding through the 'Tafel-Bildungschancen' ('Tafel Education Opportunities'), 'Lidl-Pfandspende', 'Power Kiste' ('Power Box') and 'Tafel stärkt Kinder' ('Tafel Supports Children') funding programmes, as well as the children's fund and Christmas campaigns.

Other key areas of funding include projects for and with senior citizens as well as migrants and refugees. For these two areas, a total of 168,000 euros were allocated for 28 projects via Lidl's bottle recycling initiative 'Pfandspende' and the senior citizens' fund. As part of the 'Tafel Support: Overcoming Crises Together' funding programme, another 35 projects for refugees from Ukraine were supported with a total of 130,000 euros.

389,000 euros were spent on education projects for volunteers and full-time employees and 135,000 euros

were spent on Tafel Jugend, a food bank initiative for young people.

Due to the massive crises, food vouchers worth a total of 700,00 euros were handed out to Tafel service users for the first time in line with the wishes of the donors, and 150,000 euros were transferred to the Ukrainian Food Bank.

Personnel expenses amounted to 2.05 million euros in 2022 and were therefore 479,000 euros higher than in the previous year. The main reasons for this include the introduction of a middle management level (division heads) to adapt the structure to increased demands and growth, the financing of a pilot position in the logistics sector and the creation of a (part-time) HR staff function. The personnel budget was also affected by the continuation of new jobs started during the year in 2021, pay increases, changes in classification, level adjustments, inflation allowances and the filling of vacancies by returning employees or new recruits.

At 2.17 million euros, other operating expenses were approx. 649,000 euros higher than in the previous year. This item comprises, among other things, project funds from Tafel Deutschland, expenses for economic business operations, expenses for rent, office supplies, technical equipment in the office as well as association and public relations work. Unlike in the previous year, project resources are large items of expense. A total of 118,000 euros were spent on the FEBA Annual Convention. Excluding personnel costs, 298,000 euros were invested in the digitisation of processes as part of the 'Tafel macht Zukunft' digitisation project, financed by grants and donations. 575,000 euros were used to hold workshops for the Federal Volunteer Service (previous year: 311,000 euros).

Contracts were awarded to related parties within the scope of the financial and contract procedures adopted by the Executive Board. The wife of Jochen Brühl, Miriam Gamper-Brühl, is a freelance graphic designer who designed awards ("Tafel plate") for donors and sponsors as well as the Christmas presents for the employees of Tafel Deutschland and the Tafel Academy. In the year under review, these orders were worth 5,512.73 euros, including manufacturing costs and postage.

Tafel Deutschland has also purchased Radius (formerly Tankkarten Service GmbH) fuel cards for Tafel Deutschland vehicles. The brother of Marco Koppe, Thomas Koppe, is the Head of Sales at Radius Business Solutions GmbH.

Both contracts were reviewed by both the auditors and the Special Supervisory Body (BAO) who paid special attention to the awarding of contracts to related parties. They found no obvious signs of inappropriate terms.

#### Net profit for the year

The net profit in the reporting year amounted to 440,000 euros, compared to a net profit of 1.09 million euros in the previous year.

#### Balance sheet changes - assets

Total assets increased by 5.64 million euros in the 2022 reporting year compared to the previous year.

On the assets side, this is due in particular to the 5.9 million euro increase in cash and cash equivalents resulting from the high level of donations, especially in the last two months of the year. Receivables decreased by 243,000 euros to 654,000 euros. The majority of receivables result, among other things, from donations made in 2022 via partner companies for which payment was received in the first quarter of 2023.

With regard to the asset structure, the proportion of long-term fixed assets totalling 171,000 euros has decreased in relation to the total assets to 0.87% (previous year: 1.32%). With a value of 845 euros, the intangible assets include IT software and licences. Property, plant and equipment includes vehicles worth 28,988 euros and business equipment worth 72,699 euros.

#### Balance sheet changes - equity and liabilities

450,000 euros were allocated to the free reserves. The restricted reserves still contain 4,000 euros for the incomplete technical relaunch of the website **www.tafel.de**.

The special items for unused donations shown on the liabilities side increased by 2.7 million euros to 10.01 million euros. This primarily comprises earmarked donations for funding programmes as well as projects, focus areas and investments that were not yet spent during the period under review. Financial resources for

funding programmes (FP) include 639,000 euros for the 'Autumn Package' FP, 264,000 euros for the 'Energie-Invest' FP, 230,000 euros for the 'Lidl-Pfandspende' FP, 158,000 euros for the 'Tafel Support: Overcoming Crises Together' FP, 142,000 euros for the 'Tafel stärkt Senior:innen' ('Tafel Supports Seniors') FP and 82,000 euros for the 'Tafel stärkt Kinder' ('Tafel Supports Children') FP. Unused funds for focal points and projects include 2 million euros for the logistics strategy, 905,000 euros for the 'Power Kiste' ('Power Box') project, 891,000 euros for the 'Tafel macht Zukunft' digitisation project, 455,000 euros for other projects as part of the digitalisation strategy, 240,000 euros for fundraising activities, 116,000 euros for Tafel Jugend, 86,000 euros for two logistics projects and 80,000 euros for international work. For business reasons, 1.72 million euros have been secured for a potential property acquisition for the office.

Provisions amount to 1.1 million euros. These are primarily for the 'Autumn Package' funding programme.

Payments received on account amount to 129,000 euros and consist almost entirely of advance payments for the Federal Volunteer Service programme.

The increase in liabilities of 1.32 million euros was due primarily to the forwarding of project donations from grant commitments in the fourth quarter of 2022.

On 17 December 2021, Tafel Deutschland received the charity seal of approval from the German Central Institute for Social Issues (DZI) for the twelfth time. This is valid indefinitely until a new test certificate is received.

Berlin, 10 May 2023

Willi Schmid

Treasurer

### Non-current assets

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	ACQUISITION OR PRODUCTION COSTS				
	01/01/2022	Additions	Disposals	31/12/2022	
A. Assets					
I. Intangible Assets					
Purchased concessions, industrial property rights and similar rights and assets, as well as licences to such rights and assets	47,022	0	0	47,022	
	47,022	0	0	47,022	
II. Property, plant and equipment				· · · · · · · · · · · · · · · · · · ·	
Other equipment, operating and office equipment					
1. Vehicles, means of transport	51,535	0	0	51,535	
2. Club facilities	71,898	0	0	71,898	
3. Other assets and equipment	232,331	36,812	0	269,144	
	355,764	36,812	0	392,576	
III. Financial assets					
1. Shares in affiliated companies					
	25,000	0	0	25,000	
2. Other loans	43,915	0	0	43,915	
	68,915	0	0	68,915	
	471,701	36,812	0	508,513	

#### Notes on the audit

Tafel Deutschland e. V. has commissioned PricewaterhouseCoopers GmbH Wirtschaftsprüfungsgesellschaft to audit the annual financial statements for the financial year from 1 January to 31 December 2022, including the accounting for that financial year in accordance with Section 316 et seq. of the German Commercial Code (HGB), the management report and the orderliness of the Executive Board in accordance with Section 53 of the German Budgetary Principles Act (HGrG). The audit is not required by law. It was carried out on the basis of the mandate issued by the legal representatives in accordance with the provisions of Section 316 et seq. HGB. The umbrella organisation has prepared the annual financial statements in accordance with the requirements for small corporations. PricewaterhouseCoopers GmbH Wirtschaftsprüfungsgesellschaft has audited Tafel Deutschland since 2011 and also issued an unqualified audit opinion for the 2022 reporting year.

Author of all explanatory notes: Willi Schmid

NG AMOUNTS	RESIDUAL CARRYI		DEPRECIATION AND AMORTISATION		
31/12/2022	31/12/2021	31/12/2022	Disposals	Additions	01/01/2022
845	2,980	46,177	0	2,135	44,042
845	2,980	46,177	0	2,135	44,042
28,988	35,430	22,547	0	6,442	16,105
2	2	71,896	0	0	71,896
72,699	77,998	196,445	0	42,111	154,333
101,689	113,430	290,887	0	48,553	242,334
25,000	25,000	0	0	0	0
43,915	43,915	0	0		0
68,915	68,915	0	0		0
171,449	185,325	337,064		50,688	286,376

### **Cash flow statement**

#### in EUR k

		2021	2022
+/-	Net profit for the year	1,089	440
+	Depreciation on fixed assets	51	51
	Other non-cash expenses/income	1	1
=	Cash flow in the narrower sense	1,141	492
+/-	Increase/decrease in provisions	14	1,051
<del>-/+</del>	Increase/decrease in inventories, trade receivables and other assets not attributable to investing or financing activities	-601	247
+/-	Increase/decrease in current trade payables and other liabilities not attributable to investing or financing activities	254	4,152
+/-	Profit/loss on the disposal of non-current assets	0	0
+/-	Interest expenses/income (balance)	0	0
_	Income tax payments	-29	-1
+	Income tax expenses	29	1
=	Cash flow from operating activities	808	5,942
_	Payments for investments in fixed assets	-27	-37
+	Cash received from the disposal of intangible assets	0	0
+	Proceeds from interest	0	0
=	Cash flow from investing activities	-27	-37
	Cash change in cash and cash equivalents	781	5,905
	Cash and cash equivalents at the beginning of the period	11,981	12,762
=	Cash and cash equivalents at the end of the period	12,762	18,667

#### Notes to the cash flow statement

At 5.942 million euros, the cash flow from operating activities is positive. The increase results from the significantly greater increase in the previous year in the special item for donations not yet used recognised as of the reporting date, as well as liabilities from donations to be forwarded. The cash outflow from investing activities amounted to 37,000 euros. The cash flow from operating activities and the cash flow from investing activities resulted in an increase in cash and cash equivalents of 5.905 million euros, so that the cash and cash equivalents at the end of the period amounted to 18.667 million euros.

#### **Publishing details**

#### **Publisher**

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#### **Account for donations**

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#### Concept development and editorial management

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#### Text

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#### Consulting and design

#### KIRCHHOFF FARNER



www.kirchhoff.de

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#### Image credits

Page 1: Navina Neuschl Cover picture, pages 2, 3, 4, 5, 6, 8, 9, 10, 12, 13: Reiner Pfisterer Table of contents, page 7: Philip Wilsonn

#### **Notice**

In order to improve the readability of the text, we have used either the feminine or the masculine form of personal nouns in isolated cases. For the sake of equality, such terms generally apply to all genders (m/f/d).