

EARTH DAY:

Learn how to take climate
action in your workplace



KEY PRINCIPLES

Earth Day: Learn how to take climate action in your workplace



ENVIRONMENTAL MANAGEMENT

Set of processes to understand and minimize the environmental impacts of an organization



CARBON ACCOUNTING PRINCIPLES

An entity is accountable for what it controls and can influence



DATA DRIVEN APPROACH

What you don't measure you can't manage

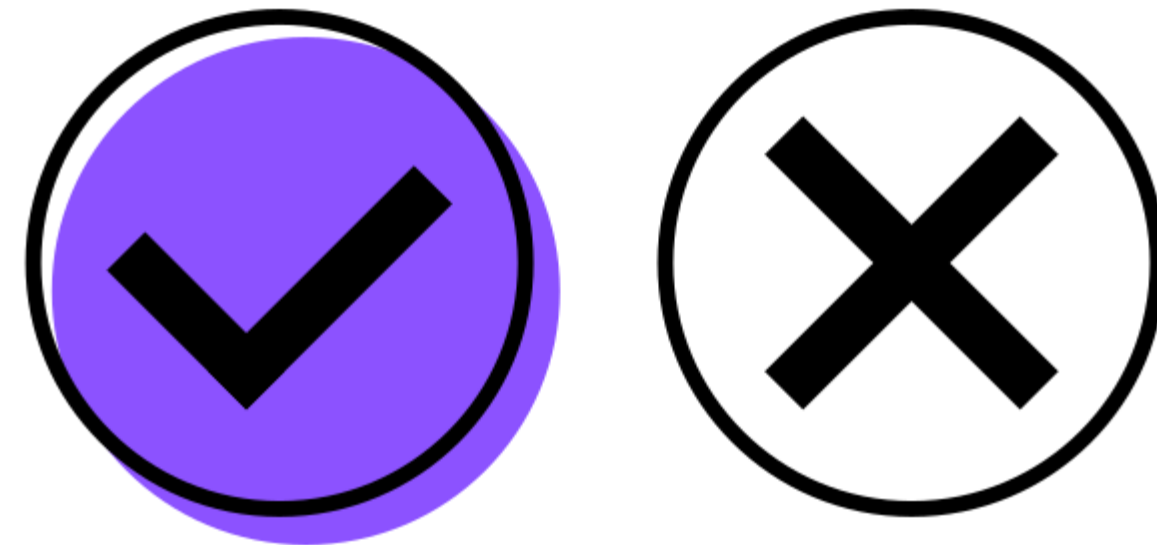


BENEFITS

Environmental, reputational, financial, staff motivation

WHAT ACTIONS CAN WE TAKE?

Earth Day: Learn how to take climate action in your workplace



Key question:
What do we control and what can we influence?

DISCLAIMER: Overview of key options, accessible to non-technical audience

HOW DOES MY WORKPLACE CONTRIBUTE TO CLIMATE CHANGE?

Earth Day: Learn how to take climate action in your workplace



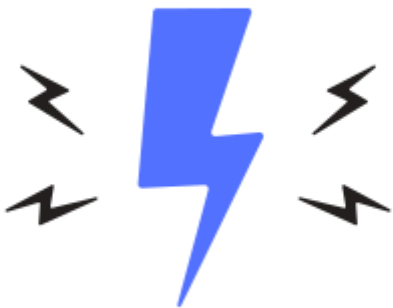
Waste



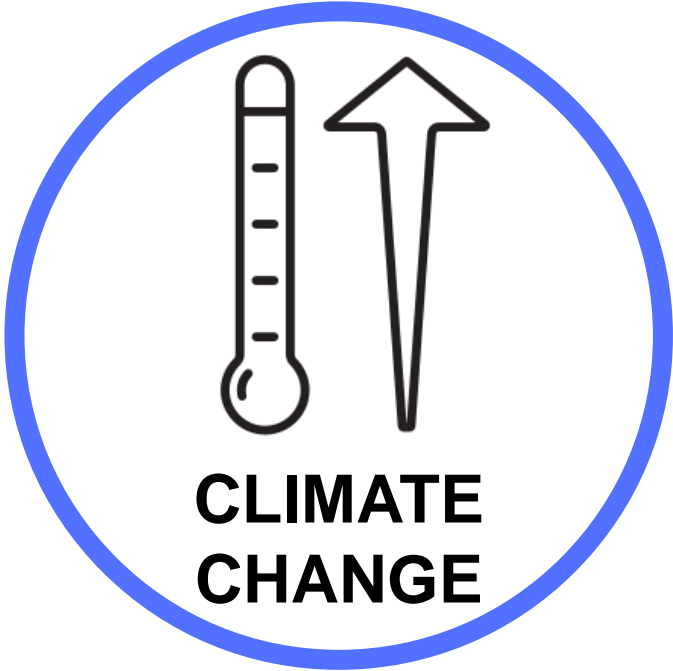
Paper



Travel



Energy



Catering

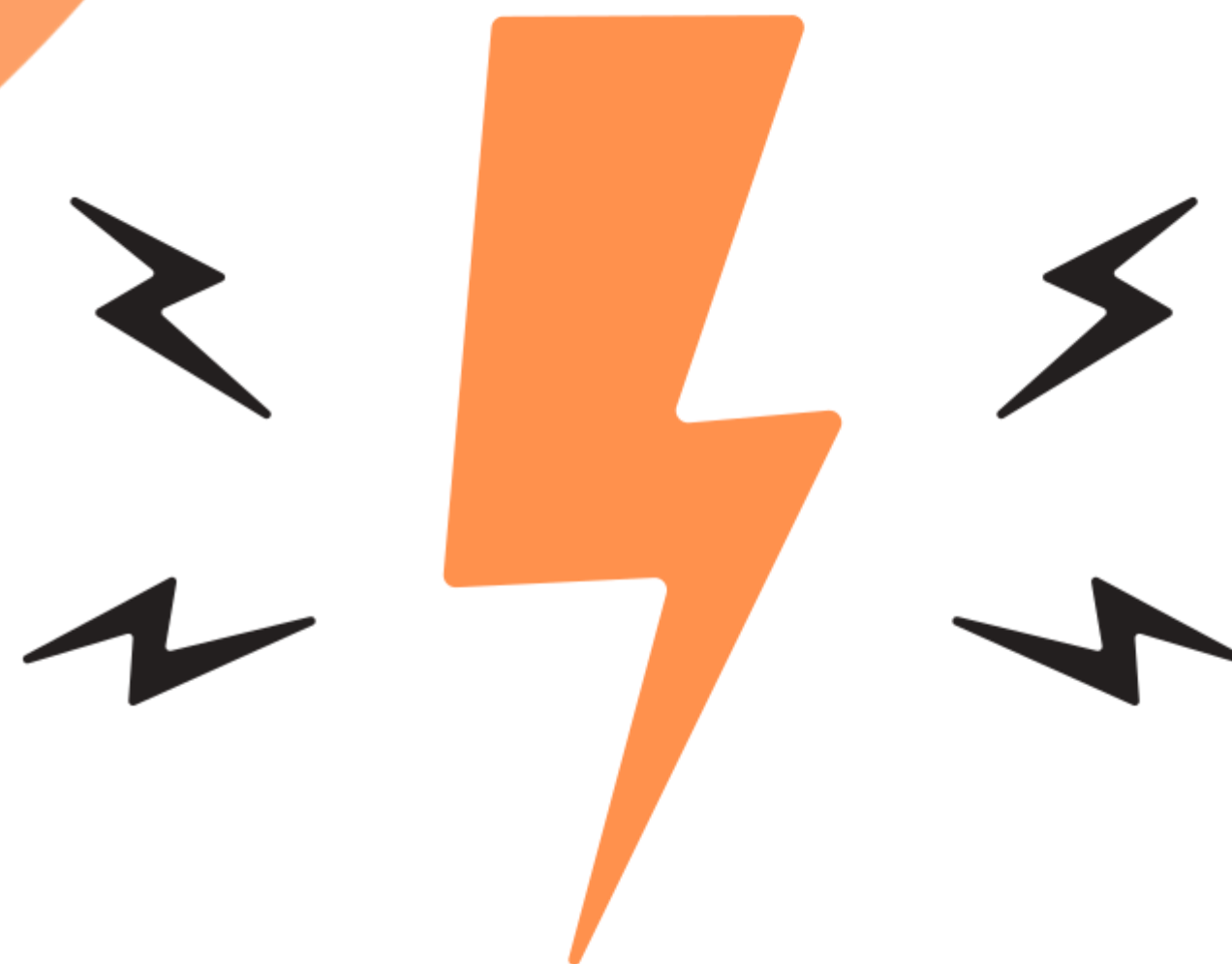


Water



Meetings

ENERGY



ENERGY



A) MEASURE

Collect and analyze data –
Informed decisions are key!

DIY: Check your energy bills!



- **Collect your annual energy consumption by energy source:**
 - Your admin team might have already this info!
 - If possible, compare monthly and annual trends for the past 2 to 3 years –
Any relevant change or trend observed?
- **Bills:**
 - Grid electricity: kWh consumed
 - Steam: Gcal, Btu, etc. of Natural gas (or other fuels)
 - Diesel generators: Liters (L) of fuel consumed
- **Measure your carbon footprint:**
 - Annual consumption x national emission factor (⚠ Be careful with units of measurement!)
 - Look up on the web national emission factors possibly from reliable sources



Energy audit

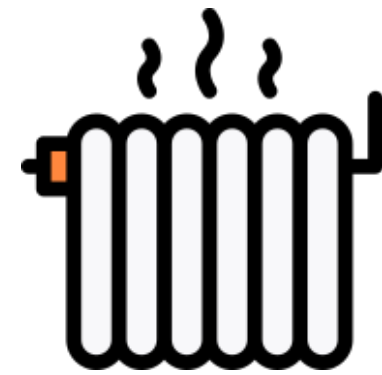
For best results and tailor-made solutions get an energy consultant!

READY FOR ACTION?



B) LIGHTING APPLIANCES

- **Switch to efficient lighting** fixtures, replace fluorescent tubes/inefficient lighting with LED
- **Raise awareness:** Launch a “Switch off campaign”
- **Shorten operation time** if centrally managed
- **Install lighting sensors** (motion and daylight) and Building/ Energy Management Systems



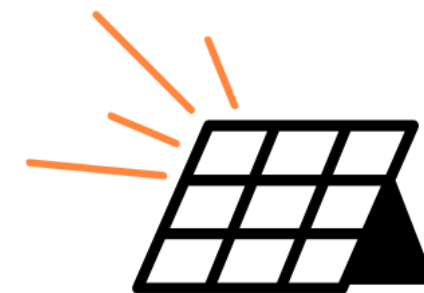
C) A/C OR HEATING

- **Shorten operation hours** if centralized
- **A/C:** increase office temperature to 24-26 °C (ASHRAE standard)
- **Heating:** Reduce office temperature to 20-23.5 °C
- **Energy audit** ideal for tailor-made energy efficiency advice!



D) IT EQUIPMENT

- **Buy energy efficient equipment**
- **Raise awareness:** Launch a “Switch off campaign” inviting all personnel to switch off appliances at the end of the day
- **Install smart meters**



E) RENEWABLE ENERGY

- **Install solar panels** / wind turbines
- **Buy I-RECs** on the local market to source 100% of your energy from renewables and boost the local REN market!

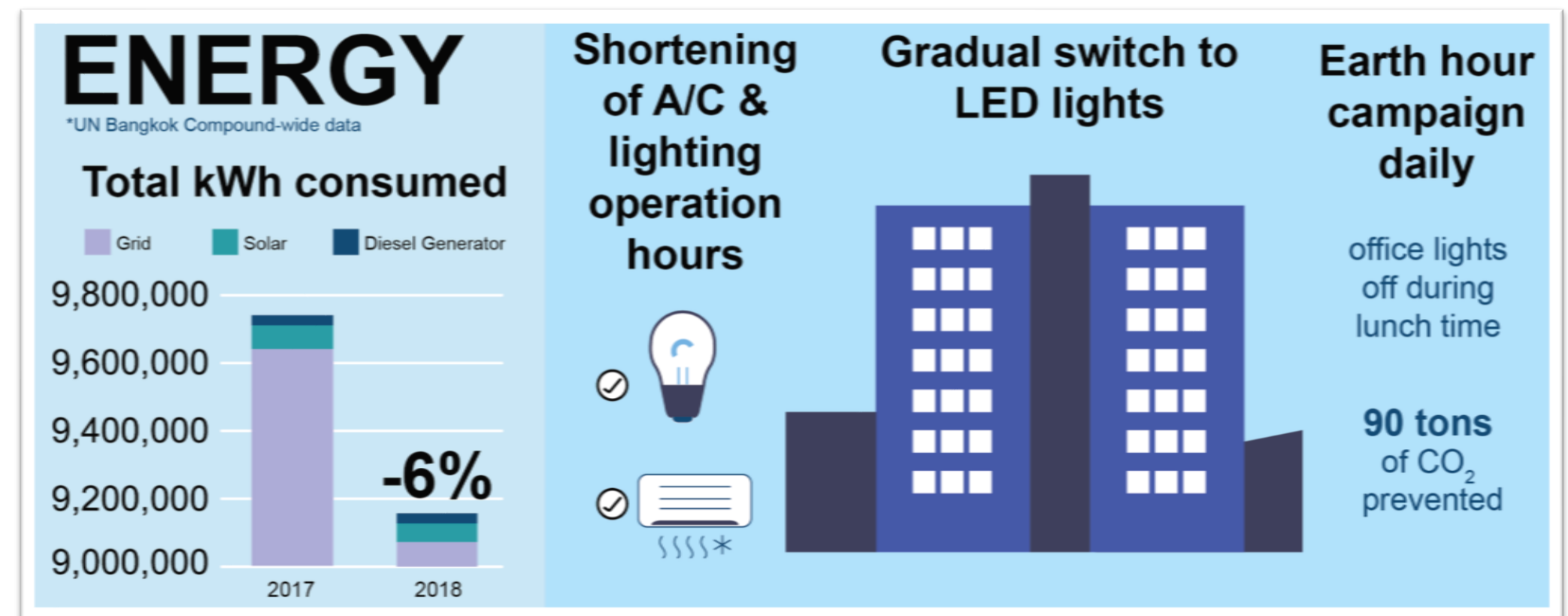
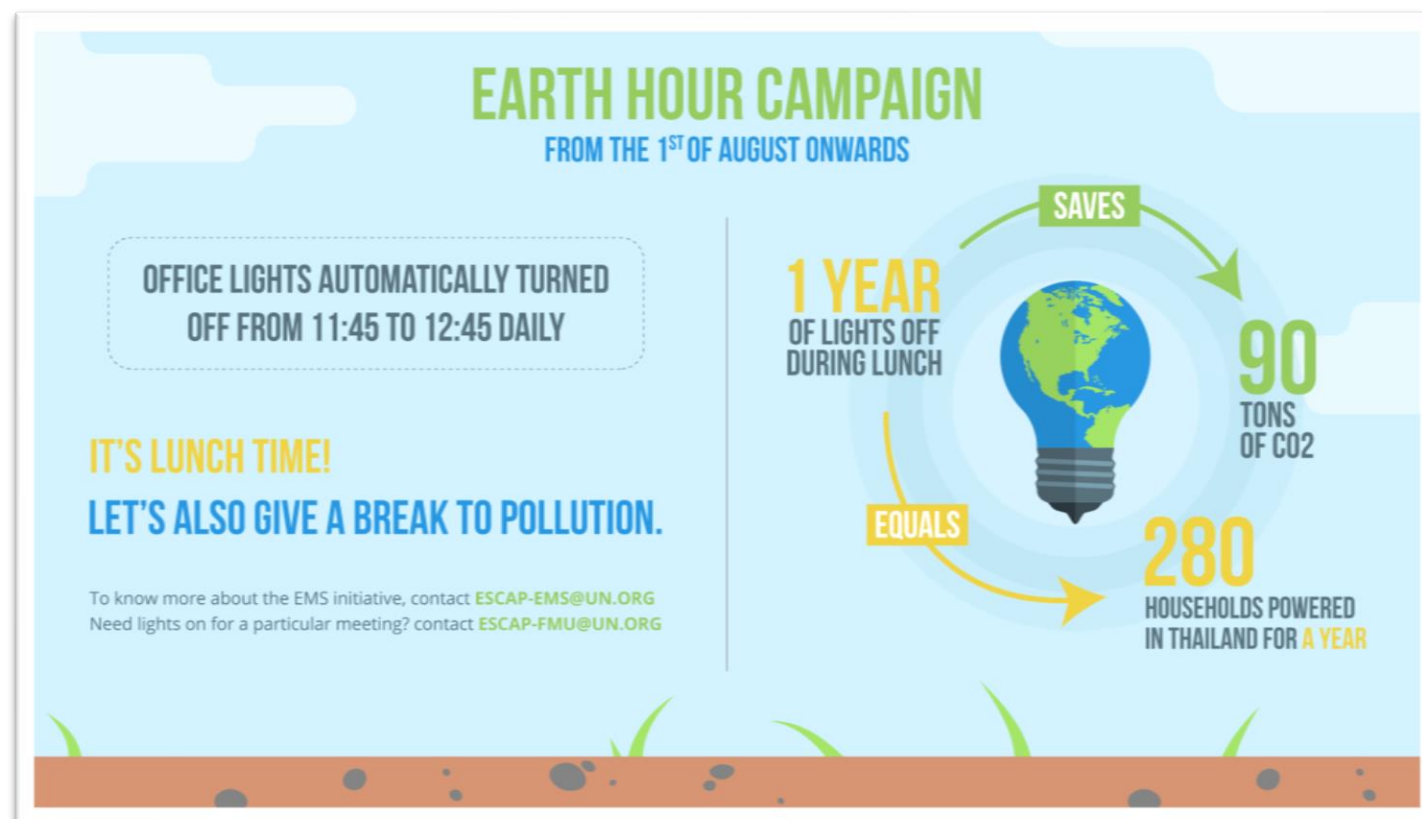
HOW TO SAVE ENERGY?

ESCAP CASE STUDY

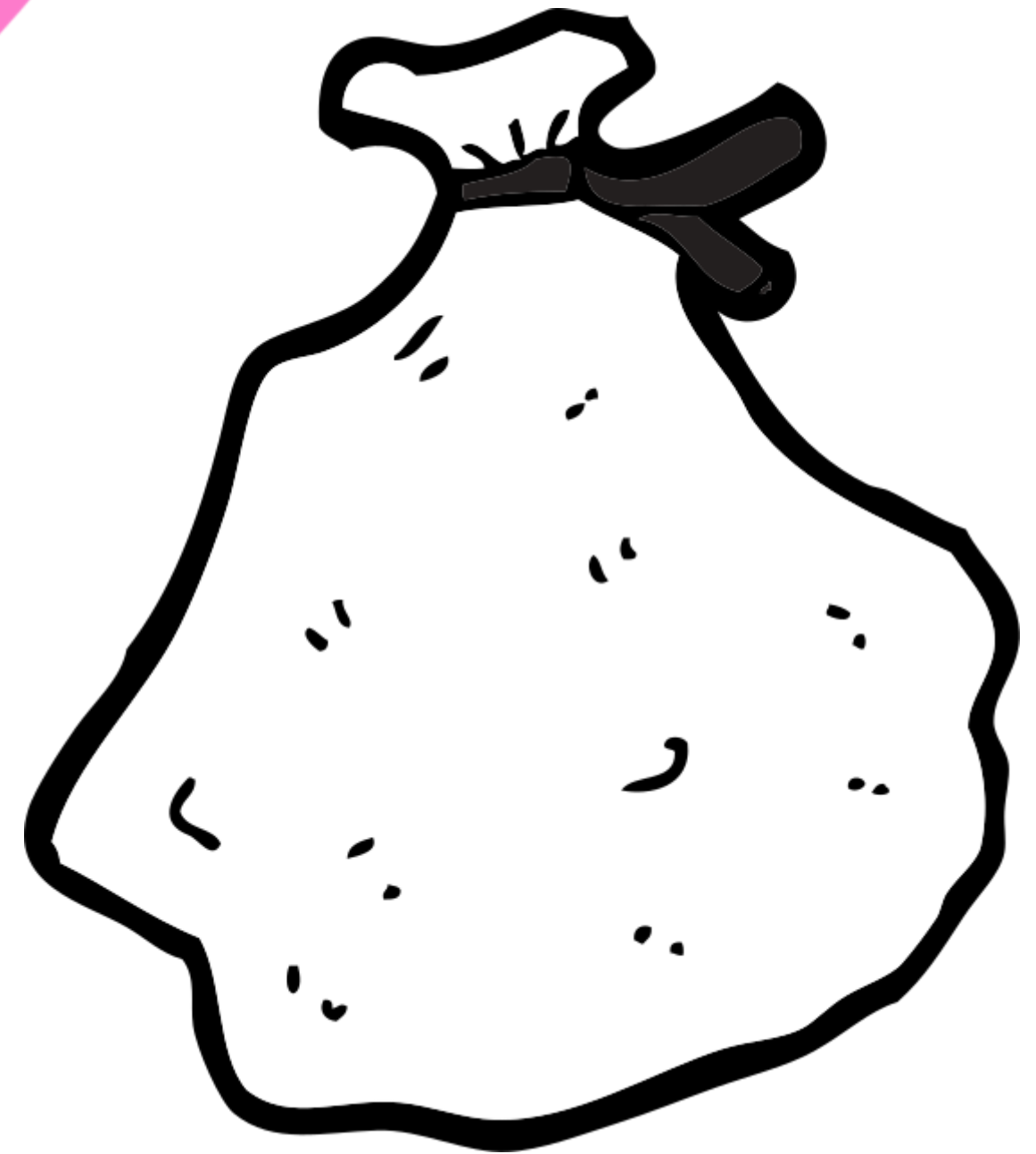
- ✓ Shortened operation hours
- ✓ Earth Hour campaign
- ✓ Switch to LED
- ✓ Solar panels

15% grid electricity savings in 3 years!

Cumulatively: USD 275,000 saved



WASTE



WASTE



- ✓ **Check your waste bills if information on volume is reported**

A) MEASURE

Collect and analyze data for informed decision making!

- ✓ **Perform a waste audit**

- Select a typical week (no major deviation from standard office occupancy conditions)
- Identify a team in charge
- Involve cleaning service providers in the audit
- Measure your waste daily: Get a scale (kg) or measure through volume and sort it out to get the waste shares by type (Paper, metal, plastic, glass, organic, mixed waste, e-waste, etc.).
- Get your annual waste figures: Multiply the weight by the number of working weeks in the year to monitor your trend and understand your environmental impact.

WASTE



B) PLAN

Analyze your data and plan action!

Now you know your priority action areas!



- ✓ Collect information on your current waste generation, management and disposal. Observe practices and ask your building or office managers, cleaning service providers and waste management authorities.

What could you do to prevent waste?

How is each type of waste disposed of?

C) MANAGE YOUR WASTE BETTER!



Prevent waste

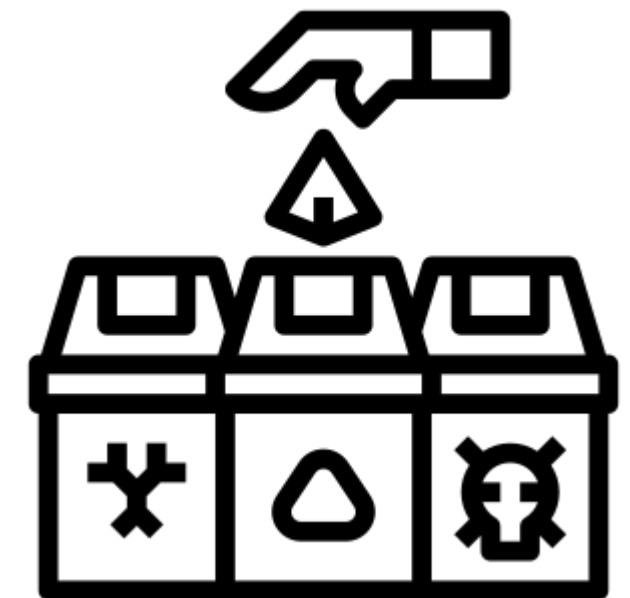
Through awareness campaigns or change of internal processes



Find local recyclers
that can collect and recycle your segregated waste



Install recycling bins
in your office to prevent waste contamination and support recycling



Put clear labels
to guide disposal and raise awareness!

ESCAP CASE STUDY

WASTE

- Waste audit
- Ban of single-use catering items (plastic+)
- Senior management commitment
- Awareness campaign
- Dialogue with vendors - teamwork
- Recycling bins
- Increased recycling - composting

Over 1 million single-use catering items prevented annually (approx. 9 tons of waste)



PAPER



PAPER



A) MEASURE

- ✓ Network printers? Check your paper printing reports!
 - Delete print option
 - # of prints/copies (total / per capita)
 - Double-sided printing rate
 - B&W vs Color printing
 - Cost (and potential savings)
- ✓ Reams of paper procured in a year

B) REDUCE

- ✓ Install network printers, remove individual ones
- ✓ Default settings: B&W, double-sided, recycled paper tray option
- ✓ Launch inter-team competitions based on baseline data and set reduction targets
- ✓ Explore online document management systems, signatures, to avoid printing for admin purposes
- ✓ Publications? Consider online distribution only
- ✓ Events? Provide link to shared folder with all documents, no hard copies, use QR codes
- ✓ Team meetings? Bring your laptop and use screens

C) MONITOR

- ✓ Monitor progress and trends, and share them with management and colleagues



ESCAP CASE STUDY

15% reduction in prints in only 1 year and financial savings!

- Switch to network printers
- Double-sided default printing
- Accurate data analysis
- Targeted paper reduction initiatives
- Environmental briefings & comparative interdivisional figures

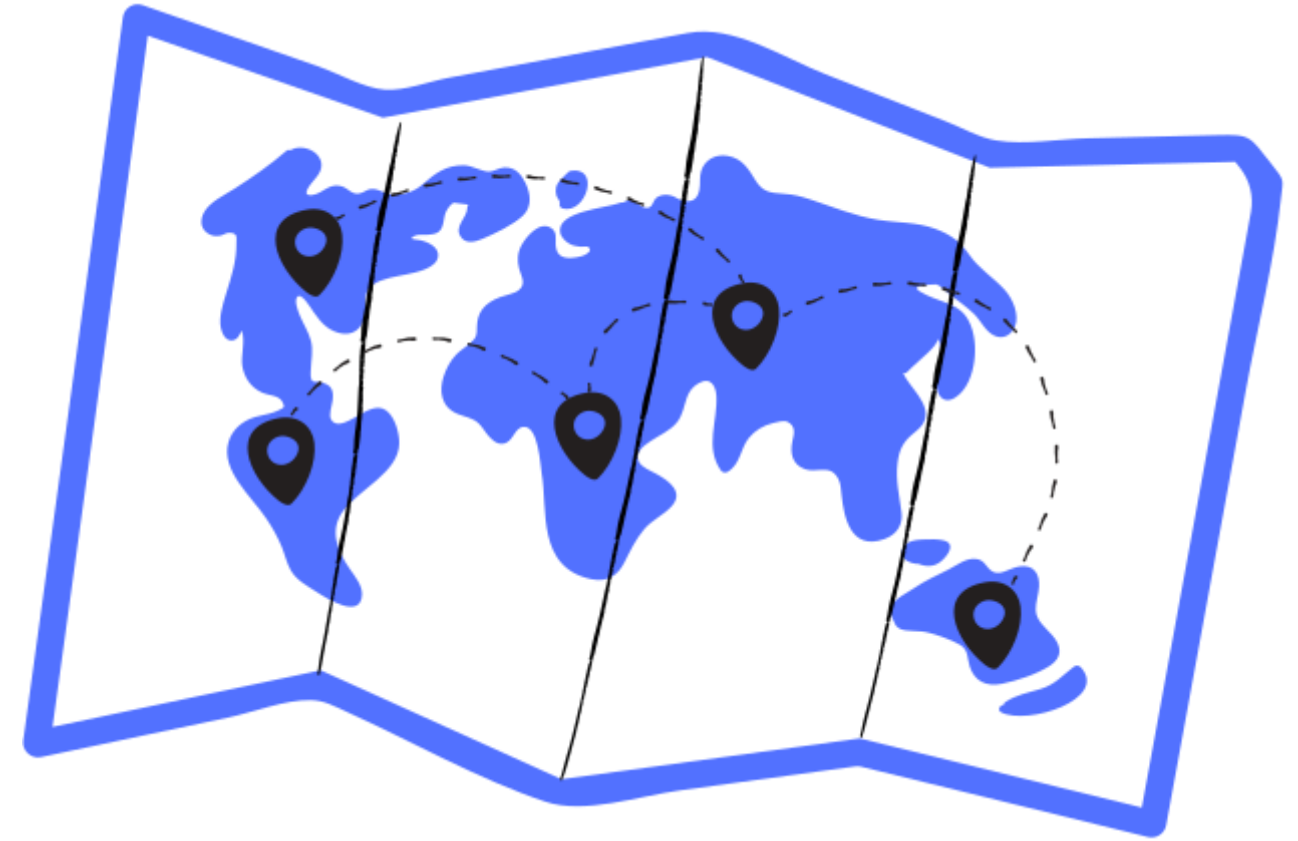


PAPER

Online & Paper smart training

The Learning centre reduced by 73% its printing/photocopying in 2019!
Approx. 20 tCO2 saved!

TRAVEL



TRAVEL



Highly dependent on type of business, budgets and company policies!

A) AIR TRAVEL FOR MISSIONS

Measure

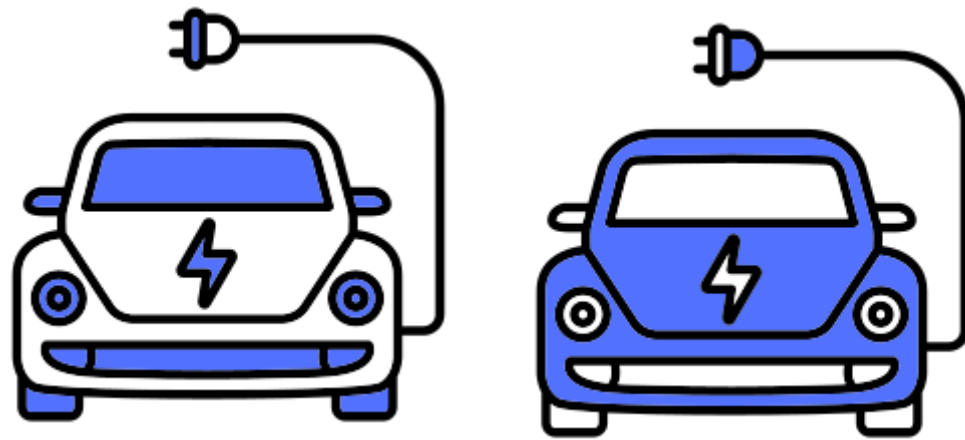
- Get the list of flights paid by your organization last year (2 years' comparison would be great!)
- Check if in the invoices there is the CO2 estimation
- Use online calculators to estimate the CO2e emissions (ICAO, etc.) or ask your travel agent
- Use both absolute and per capita figures (Total kg CO2e/# flights and kg CO2e/# staff)

Reduce

- Replace some of your in-person meetings with online ones – you'll see a decrease in your emissions! And a better work/life balance for your staff! **Key Question:** CAN WE DO THINGS DIFFERENTLY?
- Favor direct vs connecting flights – most emissions are emitted during take-off!
- Plan your missions well: combine missions, limit the number of colleagues joining the same mission, organize back-to-back meetings
- If you need to fly ... fly economy! As you occupy half the space, your emissions cut down by half!
- Switch to trains, if the rail system is well developed and efficient!

Offset

- Buy Carbon emission reduction credits (CERs) to offset your air travel emissions (e.g. [UNFCCC Climate Neutral Now platform](#), or other certified sellers).



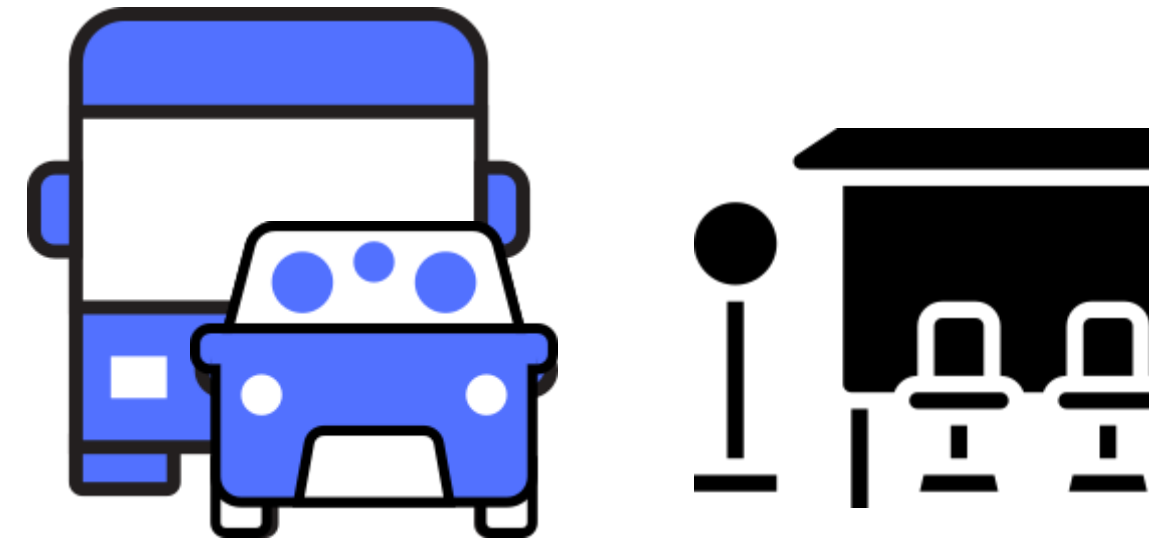
B) OFFICE FLEET

Measure

- Liters of fuel consumed by type (Gasoline, Diesel, etc.) in previous year – if not available use Km travelled
- Electricity consumed (electric vehicles)
- Find specific emission factors and calculate the CO₂e

Reduce

- Promote the use of public transportation if accessible
- Downsize your fleet, if possible
- Share your fleet with other partner entities, if possible
- Go electric! Use electric taxis or purchase electric vehicles



C) STAFF COMMUTE TO/ FROM THE OFFICE

⚠ Usually, no control only influence!

- Choose your office location close to public transport
- Promote the use of public transportation (give free public transport cards to personnel, etc.)
- Provide electric shuttle options to key public transportation stops
- Inform your personnel of green mobility options
- Engage with green mobility providers
- Promote telecommuting (⚠ Local climate and home practices might offset the environmental savings)

CATERING



CATERING



A) MEASURE

For large offices cafeterias, measure your organic waste per serving (total daily cafeteria organic waste / number of servings)

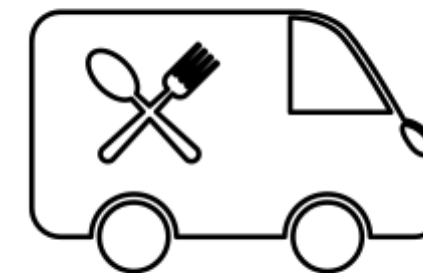
B) REDUCE

Ask your service providers to green their menus:

- Increase your vegetarian and vegan offering
- Propose organic vegetables from local communities
- Propose white meats and certified seafood from local communities, free-range, antibiotics free.
- Prevent food waste



Plan food quantities properly and build complementary menus to avoid waste



Donate surplus food daily



Raise awareness of personnel – ask for smaller portions, go vegetarian (more often)

MEETINGS



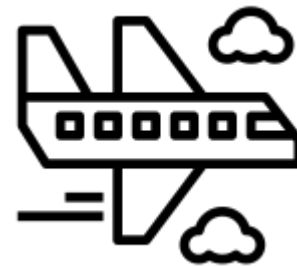
MEETINGS



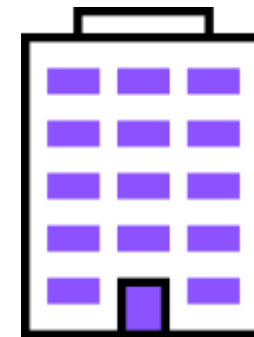
A) MEASURE

Calculate your meeting footprint by:

- Hiring a dedicated consultant or measuring emissions from:



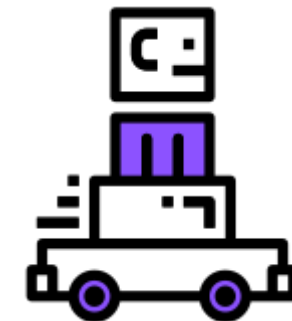
Air travel



Venue emissions
(e.g. electricity)



Paper use



Extras: Local transport,
accommodation, Food,
Waste, Water

B) REDUCE

- Plan online meetings if possible!
- Ban all single-use catering items
- Go paper smart
- Pick a venue close to public transportation
- Offer sustainable menus
- Raise participants awareness

C) OFFSET

- Buy Carbon Emission Reduction Credits (CERs) to offset your meeting emissions



ESCAP CASE STUDY

- ESCAP Eco tool to measure meeting emissions
- Green and climate neutral intergovernmental meetings and events

MEETINGS




EVENT'S NAME GOES GREEN

Let's live the SDGs together!

UNESCAP is committed to continuously improve the sustainability of its intergovernmental meetings and share best practices in the region. At ESCAP we Measure, Reduce and Offset our meeting emissions to reduce our footprint and become a promoter of change. However, the active support of all participants is crucial to green our work and experience the SDGs together.

Did you know that...

In-house SDGs implementation @ ESCAP

In 2018, ESCAP has established an Environmental Management System (EMS) to monitor and reduce its environmental footprint. Sustainable meetings are part of ESCAP environmental action!

UN sustainability motto

MEASURE – REDUCE – OFFSET (Greening the blue)

Event's name
Climate Neutrality

This is a Climate Neutral meeting. All meeting emissions will be reported and offset to get to zero net emissions and support certified emission reduction projects in the region.

How? In 5 easy steps....

- 1 Complete the online survey [Add hyperlink] to allow us to calculate the event's carbon footprint and find out what is your attendance footprint.
- 2 Bring your own reusable water bottle
water dispensers for refill will be available around the conference area free of charge!
- 3 Don't print... keep it on the screen!
Event's name is a paper smart event, no hard copies handed over to participants. Please bring your laptop.
- 4 Try out our vegetarian & vegan food options for a few days. Your food emissions will halve, and your health improve! No compromise on taste, explore our tasty green options!
- 5 If possible, book your hotel at a walking distance from the UN, you'll adopt a healthy habit, save time, and reduce CO2 emissions from local transport!


Want to know more?
Contact ESCAP-EMS@un.org

☒ Motorbike
☐ Boat
☐ Bus / Public Transportation
☐ Foot / Bicycle

My diet is _____
☐ Vegan
☐ Vegetarian
☒ Neither Vegan nor Vegetarian

How many do you _____
0

Do you improve _____



Calculating CO2 Emissions

Please wait

The ECO... of the
Developer. All other trademarks cited herein are the property of their respective owners. V.2-11 Is deployed on September 19, 2017.


Developer: [JEd Cabanero, AdQuant Media](#)

[LinkedIn](#)
[Website](#)
[Email](#)

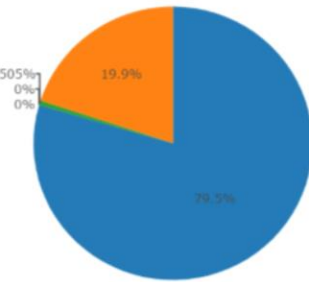
Thank you for your kind participation. With the information provided, we tentatively estimate your carbon-dioxide (or equivalency) impact for the duration of the meeting to be:

180.47 Kg of CO2

87% less than the average. (1385.6Kg CO2)



CO2 Breakdown



Category	Percentage
Accommodation CO2	78.5%
Food CO2	19.9%
Local Transportation CO2	0.505%
Flight CO2	0%
Paper CO2	0%

However be aware, that at this time - the calculated figures omit the following, because final figures will only be available post-meeting:

- Water consumption
- Food waste
- Conference room electrical load

If you have further questions regarding the calculated methodology, please do not hesitate to reach out to ESCAP's Environment and Development Division at escap-esdd-ivs@un.org.

[Restart Now](#)

WATER



WATER



A) MEASURE

Check your water bills or your meter recordings to:

- Get the liters of fresh water consumed (m³/L) in a year (or possibly in the last 2 years)
- Cost of water
- Any water recycling? Mark down the amount of water reused for other purposes.
- **Analysis:** what consumes water in your workplace and by how much (shares)? (e.g. Toilets, Kitchens, Gardening, Water cooling towers, etc.).



B) REDUCE

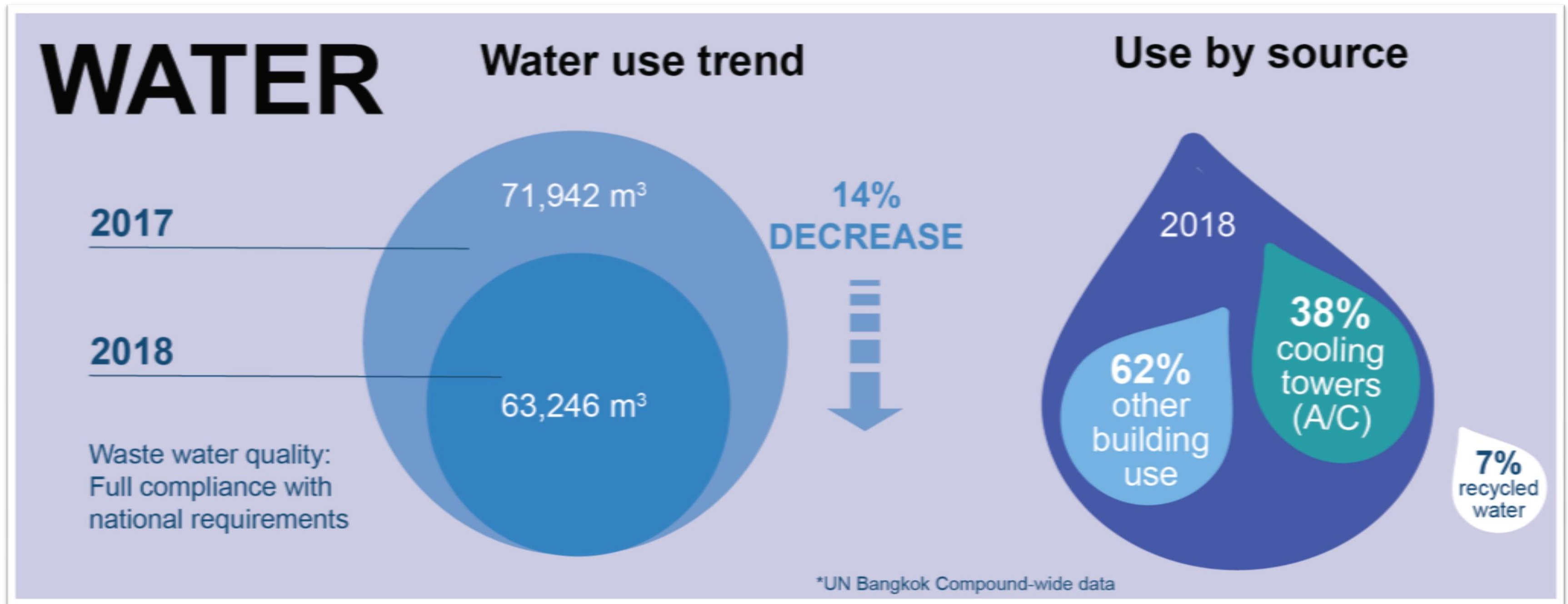
- Replace your toilet and kitchen fixtures with water efficient ones
- For large premises, install a water treatment plant to recycle water for reuse (gardening, etc.)
- If you have large facilities, consider getting a consultant on board 😊



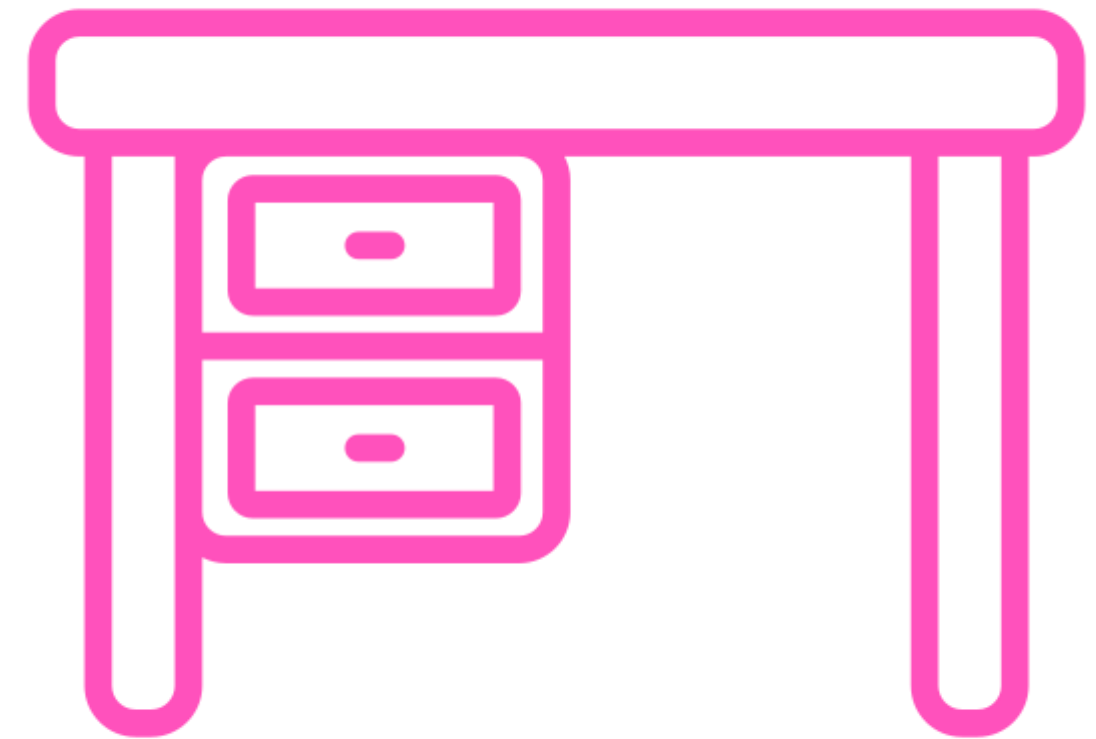
ESCAP CASE STUDY

- ESCAP water savings through energy efficiency
- Water efficient toilet fixtures

**18% fresh water use reduction in only 2 years
(2019 vs 2016)!**



FURNITURE & STATIONERY



FURNITURE & STATIONERY



Buy furniture with recycled content, easily renewable material (e.g. Bamboo), that can be recycled or repurposed



Buy local, avoid transport emissions



Buy refillable stationery



Minimize plastic components



Donate or sell furniture for reuse



Buy quality furniture to avoid early disposal



Buy certified (FSC, cradle to cradle, etc.)

ESCAP CASE STUDY

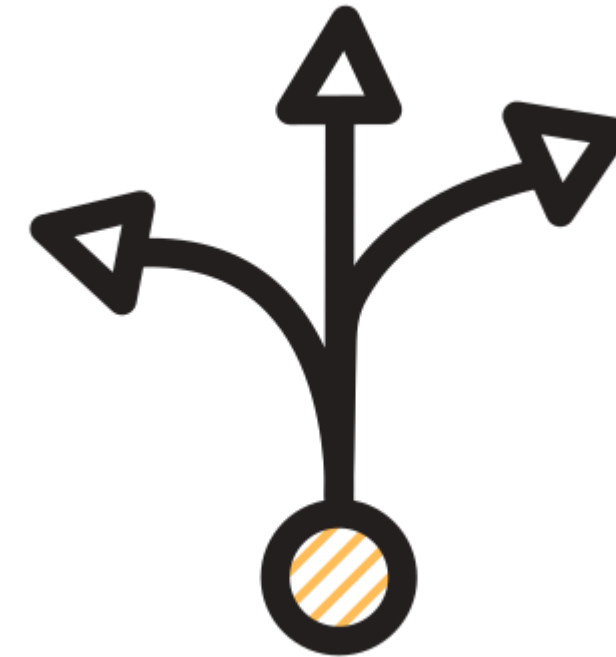
- ESCAP new waste recycling bins: locally manufactured, 100% recycled content!

FURNITURE & STATIONERY



**NOW, WE KNOW
WHAT TO DO, BUT ...
HOW TO MAKE IT
WORK?**

BE STRATEGIC!



**Two approaches:
Structured vs Non-structured**

Depending on the entity size and level of ambition!

Any team can achieve sound environmental management, no matter the size! We should all play our part in climate action!

NON-STRUCTURED

More suitable for small teams with limited environmental impacts and resources (human and financial)



Actions:

- After this webinar, share some ideas with your colleagues
- Ask for volunteers to support with data collection
- Based on data, identify the priority areas and one or more activities to implement
- Discuss who will take the lead and set a timeframe for updates and completion of the activity
- Implement
- Inform you colleagues of results!



Potential outcome:

- ✓ Some initiatives are implemented in the short-term
- ✓ Environmental performance improves moderately
- ✓ Risk: Continuous improvement or follow-up initiatives are at risk as no green team was officially appointed to carry the work forward on a regular basis.
- ✓ Success factor: highly reliant on team members availability and interest in the topic

STRUCTURED

Recommended approach especially for medium to large entities. It ensures continual improvement, systematic environmental management, and committed teams.



- **Get official commitment and support:**
 - ✓ Engage with senior management to seek support and commitment
 - ✓ Explain the benefits (environmental, reputational and financial) and vision
 - ✓ Identify a “Green leader” among senior management

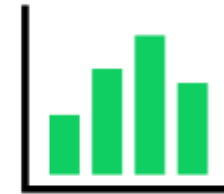


- **Set up a team:** With the support of senior management, set up a greening team. For large workplaces, a full-time environmental manager is highly recommended!



- **Establish an Environmental Management System (EMS)** for your organization in compliance with environmental management standards (e.g. ISO 14001, EMAS, etc.) to ensure comprehensive and effective action.

STRUCTURED



- **Collect and analyze data:** Data will guide informed decision making for greater impact!



- **Plan action:** What can you control and influence? Identify your priority initiatives based on your analysis!

- **Set targets:** Be ambitious but make them achievable. Strive for continual progress. It's not a race, it's a journey!



- **Implement the initiatives and monitor performance** – Don't forget to measure the impact of your initiatives and see what can be further improved!

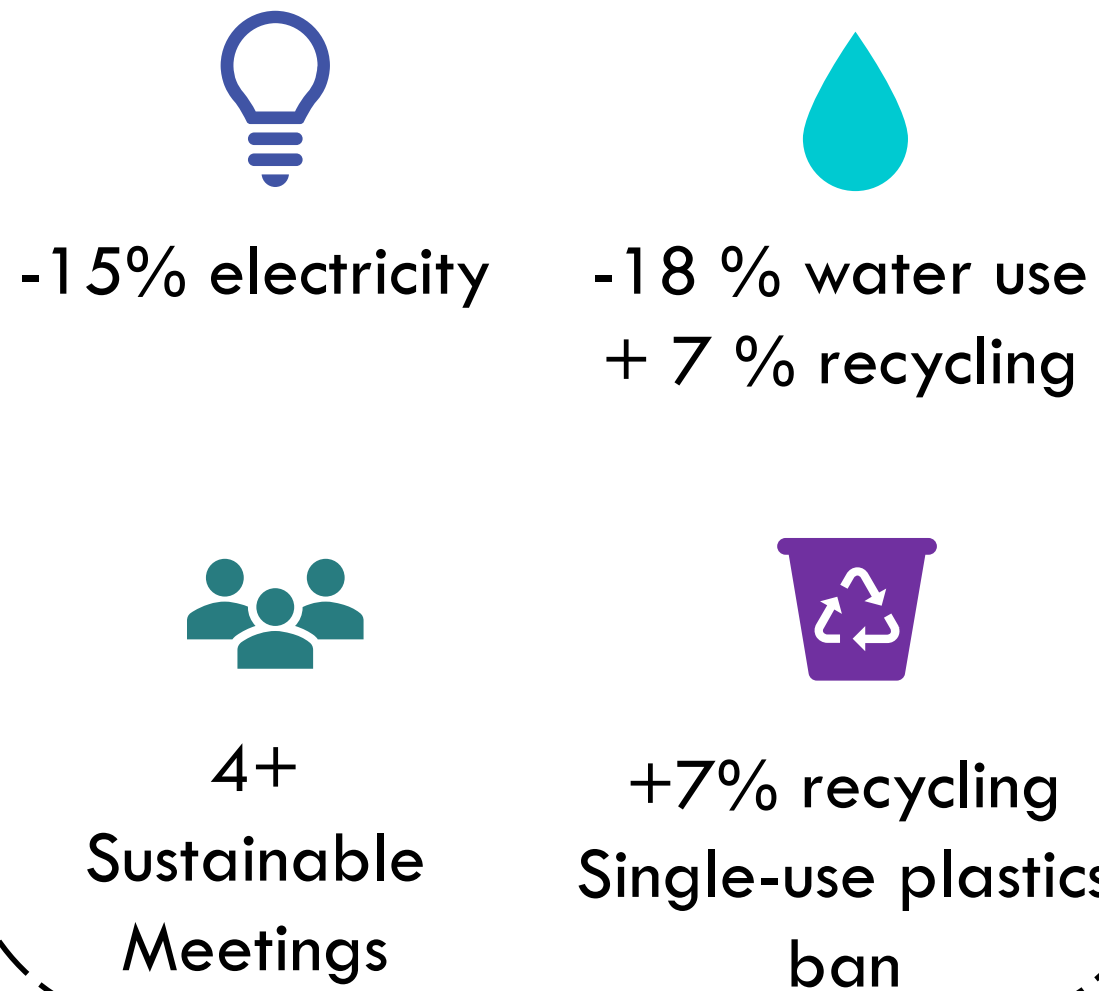


- **Communication:** Engage colleagues through awareness campaigns, share results internally and with external audiences (if possible)

ESCAP CASE STUDY

- ESCAP established an EMS
- Major progress in 2 years
- Raised awareness & ensured internal and external communication

2019 vs EMS Baseline (2016)



SUSTAINABILITY REPORT

EMS

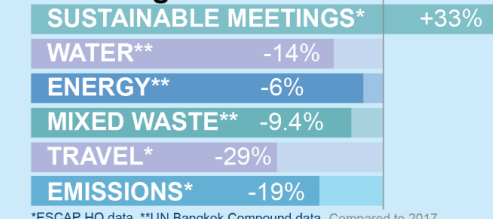
Environmental Management System

2018

OVERVIEW



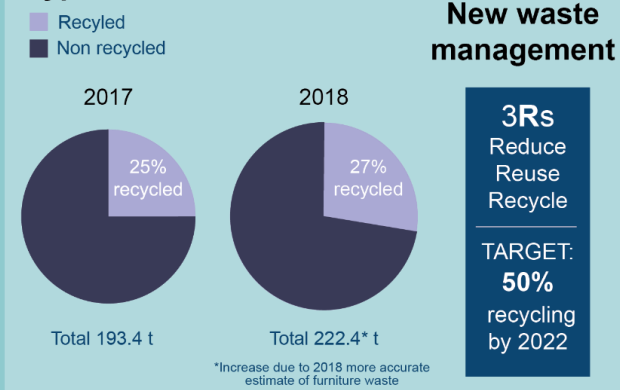
EMS Progress



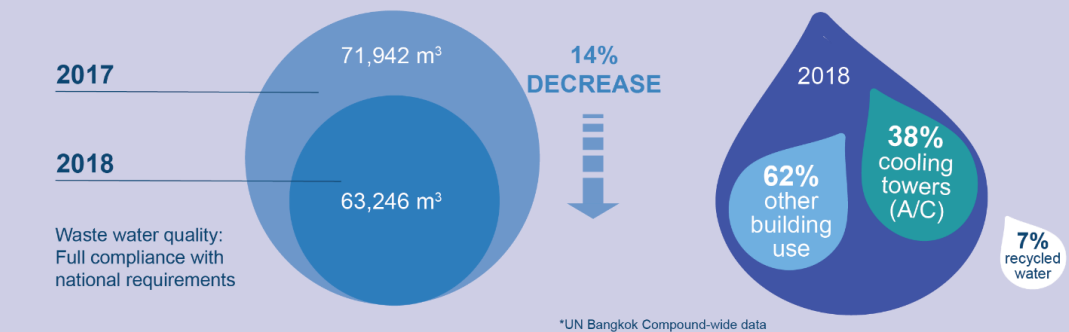
WASTE



Type of waste



WATER



ENERGY



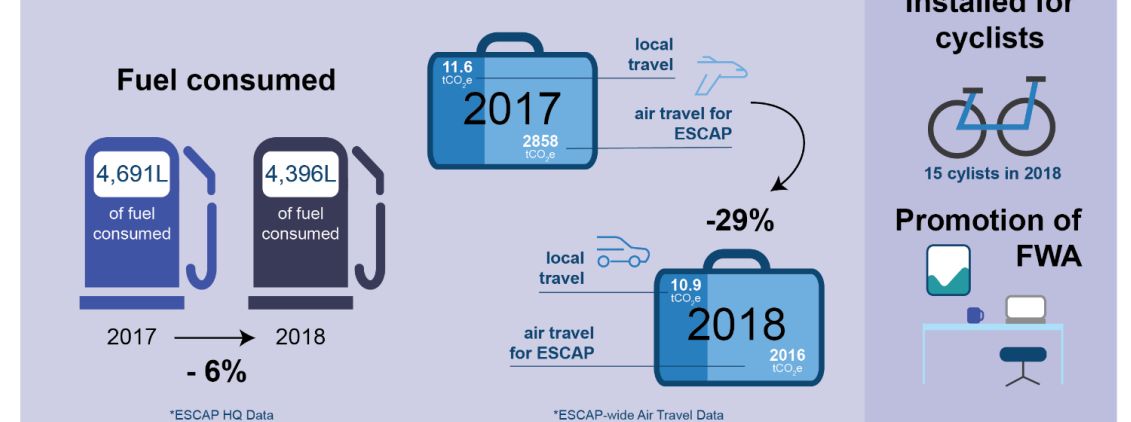
MEETINGS +94% offsetting



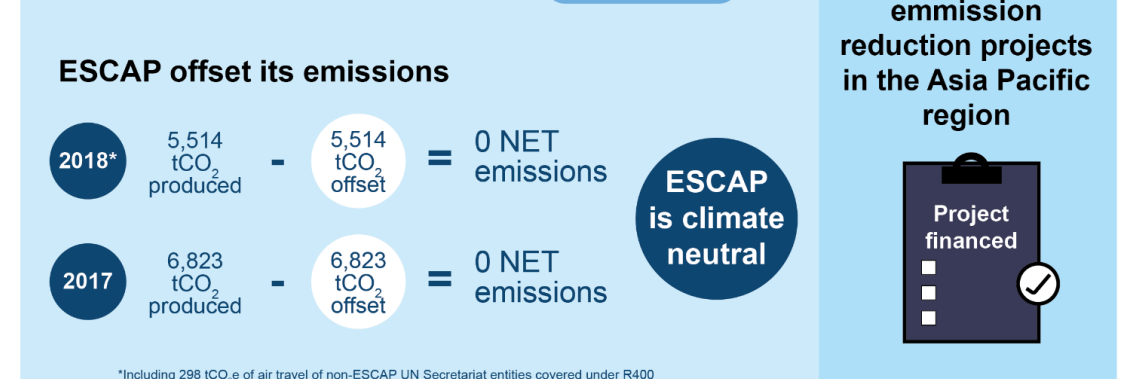
Green meeting features

- ✓ Carbon accounting
- ✓ Offsetting
- ✓ Paper smart
- ✓ Waste prevention
- ✓ Participants awareness
- ✓ Teleconferencing

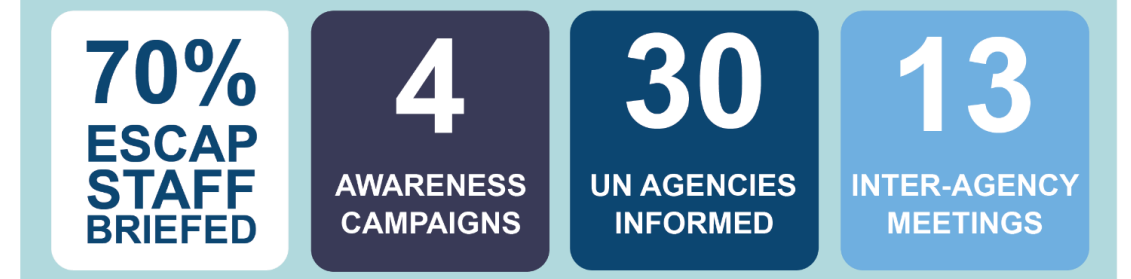
TRAVEL



OFFSETTING



AWARENESS





22 APRIL 2020

EARTH DAY: LEARN HOW TO
TAKE CLIMATE ACTION IN
YOUR WORKPLACE

THANKS!

Contact: escap-ems@un.org

bit.ly/2VEM9lq



Join the “Earth Day pledge”
group through the invite you
received or by using the QR
code

1

.....

2

.....

3



Make a pledge and
send your photo



Get your personalized
pledge photo!