



# **CIEEM Carbon Reduction Plan**

## **2021-2030**

### **Introduction**

#### ***Background to the Organisation***

The Chartered Institute of Ecology and Environmental Management (CIEEM) is the leading professional body supporting ecologists and environmental managers in the United Kingdom and Ireland. Our Objects are to advance the understanding and the standards of practice of ecology and environmental management for the benefit of the natural environment and the public good; and to further the conservation, management and enhancement of biodiversity and the maintenance of ecological processes and life support systems essential to a fully functional biosphere.

CIEEM was established in 1991 and has over 6,000 members drawn from local authorities, government agencies, industry, environmental consultancy, teaching/research, and voluntary environmental organisations. We have led the way in defining and raising the standards of ecological and environmental management practice for the benefit of nature and society. Our leadership was recognised in 2013 when we were awarded our [Royal Charter](#). We were further recognised for our contribution to the public good in June 2020 when we became a [charity](#).

We aim to achieve our Objects through a wide range of activities, including:

- Establishing and upholding standards of professional competence and conduct of those who practice ecological and environmental management as a profession.
- Promoting the sharing of best practice through publications, networking and awards.
- Supporting continuing professional development (CPD) through the provision of training and conferences.
- Being an influential voice for the sector by advising governments on policy and practice in relation to management of the natural environment.
- Promoting an integrated, inter-disciplinary approach to sustainable management of the natural environment.

We are led by a Governing Board, volunteers selected by the members and chaired by the President. The Board provides strategic leadership and direction whilst also ensuring good governance and effective control. The day-to-day running of CIEEM is undertaken by a Secretariat of 16 full-time and 5

part-time staff, along with a freelance Editor for our quarterly *In Practice* magazine. Most of our staff are based at our Head Office in Winchester (when not working from home due to COVID-19 restrictions), while 4 of our staff are permanently home-based.

We also have a network of 353 volunteers who, in February 2021, filled 464 different individual roles and equated to approximately 11 full-time staff.

### ***Performance on Carbon Management to date***

In September 2019, we [declared a climate emergency and biodiversity crisis](#), acknowledging that these two issues are inextricably linked and that urgent action is needed at all levels. We have since launched [Action 2030](#): a project which will see us reach net-zero carbon emissions by 2030 and lead the way for our professions in taking urgent action to address the climate emergency and biodiversity crisis.

Our [Environment Policy](#) is at the heart of what we are doing to tackle these crises. The key principles behind it are to **reduce** the use of energy and resources, **reuse** materials wherever possible, **recycle** all that can be, **avoid** materials and products where there is doubt concerning environmental impacts, and **encourage** members and suppliers to adopt similar practices.

We have procured 100% renewable electricity for our main office for 6 years. When purchasing goods or services, we endeavour to use suppliers and contractors with a demonstrable commitment to environmental good practice. We have chosen ethical banks and building societies for the management of our finances: Unity Trust, Triodos Bank, and Ecology Building Society. These banks and building societies fund and invest in socially responsible organisations that aim to bring about positive societal change. Our pension provider, TPT Retirement Solutions, offers an ethical option for the Secretariat which avoids investments in coal mining and oil sands.

In recent years we have calculated the cost of offsetting our carbon dioxide emissions for travel by members of the Secretariat our Governing Board and committees, along with the electricity and gas usage at the office in Winchester, using the calculator provided by CarbonFootprint.com. We have used this data to support responsible environmental projects in Great Britain and the island of Ireland by making an equivalent donation to offset our carbon emissions, prioritising projects that provide long-term carbon sequestration. From 2020/21, we will be using a bespoke calculator that uses conversion factors provided by the UK government, and donating to offsetting projects accredited on the carbon market to ensure we are offsetting accurately.

Since 2016 we have reduced our Secretariat and Committee energy consumption by 2.1% (pre-COVID-19) and Committee travel by 29%. However, we have significantly increased Secretariat travel due to an increased number of staff and the implementation of our objective to be a 'Stronger Voice' for the sector which has led to attendance at more meetings..

Since the COVID-19 pandemic began, we have been working from home and currently undertake all meetings via online videoconference. It is expected that this technology will permanently reduce the amount of travel to meetings.

## Emissions Baseline and Projections

### *Carbon Footprint Baseline, Cost and Projections*

This section covers the scope of CIEEM's carbon footprint and the data sources used to monitor greenhouse gas emissions from 2021 onwards.

### *Scope and Boundaries of the Carbon Footprint*

Over the course of our road to net-zero by 2030, we aim to include the sources below in determination of our carbon footprint:

#### Scope 1

- Onsite boilers

#### Scope 2

- Purchased electricity
- Purchased gas
- Hired vehicles

#### Scope 3

- National Grid Emissions Factor
- Delegate travel
- Staff and Committee travel to meetings
- *In Practice* production
- Catering for events
- Staff commuting
- Waste management
- Energy usage of venues
- Use of couriers
- Water usage

Every effort will be made to include these by contacting suppliers for figures and searching for conversion factors.

To calculate the carbon usage of these sources, we are using a bespoke carbon calculator, developed in 2021, based on DEFRA carbon dioxide conversion factors for Company Reporting<sup>1</sup>. Based on Government guidelines, certified renewable electricity and gas can be reported as zero emissions.

### *Data Sources*

The data sources used in our CM Plan are based on robust data provided by both internal and external partners. The main streams of data (consumption and costs) input are as follows:

- Secretariat records of Secretariat and Committee travel
- Calculation of home working energy use using EcoAct methodology<sup>2</sup>
- Monitoring of energy and water meters in CIEEM Main Office

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<sup>1</sup> <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2020>

<sup>2</sup> <https://info.eco-act.com/en/homeworking-emissions-whitepaper-2020>

- Carbon usage figure for *In Practice* provided by Greenhouse Graphics
- Secretariat monitoring of waste collection weights
- Suppliers' calculated emissions where possible

Data is collated and converted to a CO<sub>2</sub>e tonnage equivalent using DEFRA factors for Company Reporting<sup>3</sup>. We will continue monitoring usage for sources where Government guidance states we are able to record zero emissions, for example, purchasing gas and electricity from renewable sources means we can report zero carbon emissions from gas and electricity alongside a small emissions factor associated with providing electricity via the National Grid. However, these sources will not be included in our final offsetting amount.

### ***Carbon Footprint Baseline and costs***

CIEEM's overall Carbon Footprint (tonnesCO<sub>2</sub>e ) for the Baseline year of 2021/22 will be calculated in March 2022 and converted into a price of carbon to be offset as set out below.

## **Carbon Management**

### ***Introduction***

While net-zero carbon emissions could theoretically be achieved simply by expanding the scope of activities covered in our offsetting, the urgency and scale of the climate emergency mean that the best action is to stop emitting greenhouse gases and reserve offsetting for unavoidable emissions only.

We are committed to reducing the emissions associated with the use of energy and resources to as close to zero as possible by 2030, so we are only offsetting those which cannot be removed. When we offset emissions we will select high quality offsetting schemes that follow the offsetting principles and good practice set out below:

- Additional – it is fundamental that offsetting funds do not pay for work that would have happened anyway.
- Verifiable – verification and certification of the CO<sub>2</sub> offsetting in a transparent and accountable process.
- Remove CO<sub>2</sub> from the atmosphere - nature-based solutions that create new habitats and restore existing habitats and ecosystems will help to address the biodiversity crisis and deliver ecosystem services.
- Permanent – the CO<sub>2</sub> removed from the atmosphere should not be released in the future except through natural processes.
- Undertaken in real-time - CO<sub>2</sub> emissions should be offset simultaneously with their generation or over a defined short period of time.
- Based locally – offsetting schemes should ideally be based in Britain or the island of Ireland.
- Avoid negative impacts – offsetting schemes should have a very low risk of creating unintended consequences for people or the environment.

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<sup>3</sup> <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2020>

These principles take account of PAS 2060<sup>4</sup>, the Oxford Offsetting Principles<sup>5</sup> and the recent Environment Agency review of offsetting approaches<sup>6</sup>.

To continue achieving emissions reductions and avoiding financial exposure, we are committed to identifying and implementing carbon-saving actions.

### **Existing Actions**

Since 2016, CIEEM has offset its unavoidable emissions from office energy use, and staff and committee travel, every year by making a donation equivalent to the average cost of offsetting the annual carbon emissions determined by carbonfootprint.com to support environmental projects:

- Plantlife wildflower meadow habitat conservation in England (<https://www.plantlife.org.uk/uk>)
- The Native Woodland Trust planting programme in Ireland (<https://www.nativewoodlandtrust.ie/>)
- Trees for Life Caledonian Forest restoration in Scotland (<https://treesforlife.org.uk/>)
- Project Seagrass in Wales (<https://www.projectseagrass.org/>)

The following initiatives have already been completed or implemented since 2019. The carbon emission savings achieved by these schemes will therefore be included in the baseline carbon footprint for 2021/22 that will represent our expanded scope.

1. Updated Offsetting Procedure - From 2021, we will utilise certified carbon market projects to ensure accurate measurement of carbon absorbed vs carbon produced. We will also encourage member involvement in scheme choice to raise awareness and increase transparency.
2. Conference Delegate Travel Offsetting – For our conferences immediately preceding the COVID-19 pandemic, we began providing conference delegates with the opportunity to add their travel to our offsetting fund. We asked delegates to inform us of their travel method and distance so we could include that in our calculations. This will be continued once in-person conferences restart following easing of pandemic restrictions.
3. Promotion of Online Version of *In Practice* – We have increased promotion of the option for members to receive their copy of *In Practice* magazine online to reduce carbon emissions associated with printing, paper use and delivery.
4. Procurement Policy - When purchasing goods or services, we endeavour to use suppliers and contractors with a demonstrable commitment to environmental good practice. For example, we procure goods from suppliers who use minimal and biodegradable/recyclable plastic packaging

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<sup>4</sup> <https://www.bsigroup.com/en-GB/PAS-2060-Carbon-Neutrality/>

<sup>5</sup> Allen, M., Axelsson, K., Caldecott, B., Hale, T., Hepburn, C., Hickey, C., Mitchell-Larson, E., Malhi, Y., Otto, F., Seddon, N. and Smith, S. (2020). *The Oxford Principles for Net Zero Aligned Carbon Offsetting*. Smith School of Enterprise and the Environment, University of Oxford, Oxford. Available at <https://www.smithschool.ox.ac.uk/publications/reports/Oxford-Offsetting-Principles-2020.pdf>. Accessed 8 May 2021.

<sup>6</sup> Environment Agency (2021). *Achieving Net Zero. A review of the evidence behind potential carbon offsetting approaches*. Version 7, FRS19212. Environment Agency, Bristol.

and use external printers who use environmentally friendly practices. For events, we also request fair trade, organic food and drinks that are largely plant-based and locally produced as far as is possible.

### ***Planned Future Actions***

The actions identified below are a sample of those that have been selected for implementation within the period 2021 to 2024 because they either generally provide the largest proportion of savings or were already planned for delivery as part of an ongoing programme of works. These will be assessed annually and updated to reflect the priorities for carbon reduction.

#### **1. Production of Certificates and Welcome Packs**

To reduce carbon emissions associated with the production of certificates and welcome packs, we will provide an online option for members, ensuring the documents are secure so they cannot be edited. Where members have selected a printed option, we will use recycled paper and remove any plastic packaging. The carbon cost of delivery will be included in our carbon monitoring for offsetting.

#### **2. Heating**

In July 2021, the main office for the Secretariat will be moved to a more energy efficient office in Ampfield, Romsey. The EPC for the Ampfield office is included in Appendix 1.

The Ampfield office also has several 'green' features we will make use of where needed, including solar panels and electric vehicle charging points. This office also does not have a gas supply, therefore reducing the need to purchase non-renewable energies.

#### **3. Travel to Events**

Once in-person events can resume, we will limit travel so that only essential staff are in attendance. We will also continue with a proportion of our conferences online post COVID-19 restrictions to maintain reduced delegate travel.

We will integrate an offsetting travel option into our website booking form for all events which will include an optional donation option with automatic calculator.

#### **4. Travel to Meetings**

We will continue use of virtual meeting solutions wherever possible and aim to halve the number of in person meetings that occurred in the reference year of 2018/19.

#### **5. Production of *In Practice***

We will proactively promote the online version of *InPractice* and increase its take-up by improving its accessibility and the reader experience.

#### **6. Digital Data**

To minimise the carbon embedded in the storage of our data, we will routinely delete outdated data from SharePoint and email inboxes. We will also introduce processes to ensure data is only held for as long as is needed.

In addition to the above actions, there are some “enabling” actions which, while not directly leading to carbon savings, will “enable” further savings to be achieved through subsequent outcomes/actions. These will also require funding to be identified and allocated.

### ***Target Setting***

The Baseline Carbon Footprint for 2021/22 will be used to inform an evidence-based, achievable yet challenging target for reduction of the Carbon Footprint by 2030. This will be supported by an interim target for 2024: the end of our current strategic plan.

### ***Wider Impacts***

Our Action 2030 project does not only focus on CIEEM’s carbon emissions, but seeks to influence other organisations, our members and non-member ecologists and environmental managers to reduce their carbon emissions and adopt more sustainable practices.

Planned projects to achieve this aim include:

- Developing guidance on the sustainable use of materials in ecology and environmental management
- Launching a Member pledge for action to address the climate emergency and biodiversity crisis
- Reviewing both our Continued Professional Development offering and Competency Framework to ensure they adequately address the climate emergency and biodiversity crisis
- Holding webinars and publishing blogs and *In Practice* articles on various topics relating to addressing the joint crises as part of a proactive Communications Plan for our Action 2030 work.

## **Progress Reporting**

### ***Yearly Updates to the Carbon Management Plan***

The Carbon Management Plan is viewed as a ‘live’ document and it is envisaged this will change on an annual basis as CIEEM’s projects change and assumptions become reality. To ensure that the CM Plan remains ‘fit for purpose’ to deliver targeted carbon savings, the document will be reviewed on an annual basis.

Specifically, the following areas of the CM Plan will be subject to annual review:

- Progress towards overall carbon reduction target including CO<sub>2</sub>e savings against target and quantifiable benefits
- Progress with identified carbon reduction projects
- Financial savings achieved as a result of carbon reduction projects
- Costs of the programme
- Wider benefits

## Annual Action 2030 Report

Following each Annual Review, a report on our Action 2030 progress will be compiled and presented to the Governing Board ensuring that Carbon Management remains on track and to identify areas for further improvement. This document will highlight the priorities for the forthcoming year.

## APPENDIX 1

### Ampfield Office EPC statement

Energy Performance Certificate		HM Government	
Non-Domestic Building			
Date: Barn Grosvenor Barns Ampfield Hill, Ampfield ROMSEY SO51 9BD		Certificate Reference Number: 0192-2831-6530-9400-6903	
<p>This certificate shows the energy rating of this building. It indicates the energy efficiency of the building fabric and the heating, ventilation, cooling and lighting systems. The rating is compared to two benchmarks for this type of building: one appropriate for new buildings and one appropriate for existing buildings. There is more advice on how to interpret this information on the Government's website <a href="http://www.communities.gov.uk/epbd">www.communities.gov.uk/epbd</a>.</p>			
Energy Performance Asset Rating			
<p>More energy efficient</p> <p><b>A+</b> 0-25</p> <p><b>B</b> 26-50</p> <p><b>C</b> 51-75</p> <p><b>D</b> 76-100</p> <p><b>E</b> 101-125</p> <p><b>F</b> 126-150</p> <p><b>G</b> Over 150</p> <p>Less energy efficient</p> <p>Net zero CO<sub>2</sub> emissions</p> <p><b>62</b> This is how energy efficient the building is.</p>			
Technical information		Benchmarks	
Main heating fuel: Grid Supplied Electricity Building environment: Heating and Natural Ventilation Total useful floor area (m <sup>2</sup> ): 414 Building complexity (NOS level): 4 Building emission rate (kgCO <sub>2</sub> /m <sup>2</sup> ): 38.16		Buildings similar to this one could have ratings as follows: <b>32</b> If newly built <b>84</b> If typical of the existing stock	
<p><b>Administrative information</b></p> <p>This is an Energy Performance Certificate as defined in S10007/991 as amended</p> <p>Assessment Software: SBEM v4.1 c. using calculation engine SBEM v4.1 c.2</p> <p>Property Reference: 626416510000</p> <p>Assessor Name: Richard Smith</p> <p>Assessor Number: EES/006369</p> <p>Accreditation Scheme: Elmhurst Energy Systems</p> <p>Employer/Trading Name: Elmhurst Energy Services</p> <p>Employer/Trading Address: Unit 16, St Johns Business Park</p> <p>Issue Date: 21 Jul 2011</p> <p>Valid Until: 20 Jul 2021 (unless superseded by a later certificate)</p> <p>Related Party Disclosure: Not related to the owner</p> <p>Recommendations for improving the property are contained in Report Reference Number: 0220-6941-0469-1950-6024</p>			
<p><b>If you have a complaint or wish to confirm that the certificate is genuine</b></p> <p>Details of the assessor and the relevant accreditation scheme are on the certificate. You can get contact details of the accreditation scheme from the Government's website at <a href="http://www.communities.gov.uk/epbd">www.communities.gov.uk/epbd</a>, together with details of the procedures for confirming authenticity of a certificate and for making a complaint.</p>			



For advice on how to take action and to find out about technical and financial assistance schemes to help make buildings more energy efficient visit [www.carbontrust.co.uk](http://www.carbontrust.co.uk) or call us on 0800 085 2005