CIEEM Carbon Reduction Plan 2021-2030

2022 Update

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 work from our main office in Ampfield, Romsey and from home (50:50 split), 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 since 2015. 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.

Between 2016 and 2020 (pre-COVID-19, and before target setting detailed below) we reduced our Secretariat and Committee energy consumption by 2.1% 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.

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 (gas usage only applied to our previous office in Winchester), using the calculator provided by CarbonFootprint.com. We 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.

In 2021, we formally signed up to the Pledge to Net Zero[1] which commits us to:

1. Set and commit to deliver a greenhouse gas target in line with either a 1.5°C (encouraged) or well below 2°C climate change scenario – covering buildings and travel as a minimum.
2. Publicly report greenhouse gas emissions and progress against this target each year.
3. Publish one piece of research/thought-leadership each year on practical steps to delivering an economy in line with climate science and in support of net zero carbon. Alternatively, provide

[1] https://www.pledgetonetzero.org/pledge

mentoring and support for smaller signatory companies in setting targets, reporting and meeting the requirements of the pledge.

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 (if applicable)

Scope 2

- Purchased electricity
- Purchased gas (no longer relevant in main office)
- Hired vehicles

Scope 3

- National Grid Emissions Factor
- 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
- Delegate travel (not included in Pledge to Net Zero calculations as currently rely on attendees reporting back)
- Data storage and website footprint (NB: there is not currently a reliable method of recording this)

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 and updated annually, based on DEFRA carbon dioxide conversion factors for Company Reporting[2].

[2] https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2020

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:

- Records of Secretariat and Committee travel
- Calculation of home working energy use using EcoAct methodology[3]
- Monitoring of energy and water meters in CIEEM Main Office
- 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_2e tonnage equivalent using DEFRA factors for Company Reporting[4] in a bespoke carbon calculator.

Carbon Footprint Baseline and costs

CIEEM's overall Carbon Footprint (tonnesCO_2e) for the Baseline year of 2019/20 (used due to the impacts of the COVID-19 pandemic on usual business activities in 2020/21) is 77.52. This equates to between around £550-£1550 in offsetting costs (range from Woodland Carbon Code projects).

In order to more accurately represent the change is emissions from the baseline year to 2030, we have retrospecitvely calculated figures for as much of our current scope as possible, and as accurately as possible. Areas where this was not possible to achieve include water treatment (cubic metres) and delegate travel to events.

Carbon Management

Introduction

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 unavoidable residual carbon emissions. 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_2 offsetting in a transparent and accountable process.

[3] https://info.eco-act.com/en/homeworking-emissions-whitepaper-2020
[4] https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2020

- Remove CO_2 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_2 removed from the atmosphere should not be released in the future except through natural processes and habitat management.
- Undertaken in real-time - CO_2 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.

These principles take account of PAS 2060[5], the Oxford Offsetting Principles[6] and the 2021 Environment Agency review of offsetting approaches[7].

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

Pre-Carbon Reduction Plan Actions

From 2016 to 2021, CIEEM made a donation equivalent to the average cost of offsetting the annual unavoidable carbon emissions, to support the following environmental projects:

- 2016/17: Plantlife wildflower meadow habitat conservation in England (https://www.plantlife.org.uk/uk) This donation was made to the general habitat creation work of Plantlife. Plantlife protect and restore a range of habitats including grasslands, woodlands, coastal habitats, heathland, wetlands and biodiverse roadside verges.
- 2017/18: The Native Woodland Trust planting programme in Ireland (https://www.nativewoodlandtrust.ie/) This project has so far raised 1.3 million euro and planted over 2,500 native trees (and most woodland expansion done by natural regeneration) as well as growing the number of their protected reserves to 11 sites.
- 2018/19: Trees for Life Caledonian Forest restoration in Scotland (https://treesforlife.org.uk/) Trees for Life has been working since 1993 to restore the Caledonian forest, and has developed a local tree nursery to grow rare trees for planting in the forest such as aspen. The charity has also returned red squirrels to forests in the North West Highlands where they had not lived for over 50 years and it has sought to bring back beavers to rivers and lochs.
- 2019/20: Project Seagrass in Wales (https://www.projectseagrass.org/) Project Seagrass undertakes research, community engagement and seagrass restoration projects around the UK. In west-Wales, Project Seagrass has planted 2 hectares of seagrass using over 1 million seeds.

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[5] https://www.bsigroup.com/en-GB/PAS-2060-Carbon-Neutrality/

[6] 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.

[7] Environment Agency (2021). *Achieving Net Zero. A review of the evidence behind potential carbon offsetting approaches.* Version 7, FRS19212. Environment Agency, Bristol.

- 2020/21: Fleet Moss Peatland Restoration (https://www.ywt.org.uk/give-peat-a-chance) Yorkshire Wildlife Trust is working with partners to restore over 100 hectares of Fleet Moss peatland, as part of a wider project to restore over 30,000 hectares. This project is in the process of being developed and assessed under the UK Peatland Code.

A New System

Going forwards, we will seek to utilise certified carbon market projects (e.g. Woodland Carbon Code and Peatland Code) to ensure accurate measurement of carbon absorbed vs carbon produced. We also encourage member involvement in scheme choice to raise awareness and increase transparency.

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 2019/20 that mostly represents our expanded scope.

1. Conference Delegate Travel Offsetting – For our conferences immediately preceding the COVID-19 pandemic, and for in-person conferences since the pandemic began, 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 for future conferences.
2. 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.
3. 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 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.

<u>Production of Certificates and Welcome Packs</u>

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.

2022 Progress: Research commenced into a new platform that houses all membership documents online (with option for printed if needed). Implementation will depend on costs of new platforms and best course of action for the website.

Heating

In July 2021, the main office for the Secretariat 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 and meaning we can now focus on general reductions in energy use

2022 Progress: We have now moved to the Ampfield office and have procured renewable electricity. In the coming year we will continue to promote energy saving measures to staff.

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.

2022 Progress: Due to the ongoing pandemic, we have not yet fully returned to in-person meetings, using online meetings wherever possible. We utilised trains to attend COP26 in Glasgow, the 2021 Awards in London and the 2021 Autumn Conference in Bristol.

We have included an offsetting travel option for delegates in follow up emails and are integrating this into feedback forms.

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.

2022 Progress: as mentioned previously, we have not yet fully returned to in-person meetings and will continue to monitor this.

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 exerience.

2022 Progress: Since 2019, we have been promoting the option for members to switch to a virtual copy of *In Practice* instead of receiving a printed copy. In September 2019 we printed 5,300 copies, while in September 2021 we printed 4,900 copies. By March 2022, that figure was down to 4,700 – an 11% decrease.

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.

2022 Progress: We have approached our web provider to ask if they can provide a reliable figure for the carbon footprint of our website but this is not currently the case. When searching for alternative providers, we will include this as part of the interview process. We have sorted files in the Sharepoint storage area and will continue to remove files that are not needed. In 2022 we will remind staff of the importance of clearing old data.

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 2019/20 has been used used to inform an evidence-based target for reduction of our Carbon Footprint by 2030. Our target is to reduce our GHG emissions by 90% by 2030.

This will be supported by an interim target for 2024 (the end of our current strategic plan). The target will be submitted to Pledge to Net Zero and has followed the Science-Based Target methodology[8].

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. NB: this initiative was launched in January 2022 with a goal to sign up 500 members by April 2022. At the time of publicatuion we have 50 signed up so we are looking at ways to boost engagement.
- 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.

[8] https://sciencebasedtargets.org/how-it-works

Progress Reporting

Yearly Updates to the Carbon Reduction Plan

The Carbon Reduction Plan (CRP) 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 CRP remains 'fit for purpose' to deliver targeted carbon savings, the document will be reviewed on an annual basis.

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

- Progress towards overall carbon reduction target including CO_2e savings against target and quantifiable benefits
- Progress with identified carbon reduction projects
- Financial savings achieved as a result of carbon reduction projects where applicable
- Costs of the programme where applicable
- 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 reduction remains on track and to identify areas for further improvement. This document will highlight the priorities for the forthcoming year.

Public Reporting

The Pledge to Net Zero initiative requires us to publically report the progress against our science-based target. This will be achieved through the publication of this plan and at the CIEEM Annual General Meetings each Autumn. We will also issue a project report on Action 2030 which includes external actions to promote sustainability amongst the wider sector.

APPENDIX 1

Ampfield Office EPC statement

Energy Performance Certificate

HM Government

Non-Domestic Building

Dale Barn
Grosvenor Barns
Ampfield Hill, Ampfield
ROMSEY
SO51 9BD

Certificate Reference Number:
0192-2631-6530-9400-6903

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 www.communities.gov.uk/epbd.

Energy Performance Asset Rating

More energy efficient

A+

Net zero CO_2 emissions

A 0-25

B 26-50

C 51-75

D 76-100

E 101-125

F 126-150

G Over 150

62 This is how energy efficient the building is.

Less energy efficient

Technical information

Main heating fuel:	Grid Supplied Electricity
Building environment:	Heating and Natural Ventilation
Total useful floor area (m^2):	414
Building complexity (NOS level):	4
Building emission rate ($kgCO_2/m^2$):	38.16

Benchmarks

Buildings similar to this one could have ratings as follows:

32 If newly built

84 If typical of the existing stock

Administrative information

This is an Energy Performance Certificate as defined in SI2007:991 as amended

Assessment Software:	iSBEM v4.1.c using calculation engine SBEM v4.1.c.2
Property Reference:	626416510000
Assessor Name:	Richard Smith
Assessor Number:	EES/005369
Accreditation Scheme:	Elmhurst Energy Systems
Employer/Trading Name:	Elmhurst Energy Services
Employer/Trading Address:	Unit 16, St Johns Business Park
Issue Date:	21 Jul 2011
Valid Until:	20 Jul 2021 (unless superseded by a later certificate)
Related Party Disclosure:	Not related to the owner

Recommendations for improving the property are contained in Report Reference Number: 0230-6941-0469-1950-6024

If you have a complaint or wish to confirm that the certificate is genuine

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 www.communities.gov.uk/epbd, together with details of the procedures for confirming authenticity of a certificate and for making a complaint.

CARBON TRUST

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** or call us on **0800 085 2005**