

Department of Foreign Affairs And Trade

Resource Efficiency Action Plan



Introduction

Climate Action, reduction of our carbon footprint, and sustainability are key elements of both Ireland's foreign policy and recent national policy on sustainability efforts of Government Departments.

Given this dual aspect of our work, as a Department driving climate action and a business unit pursuing more sustainable practices, DFAT is well placed to be a leader in the Green Government initiative and an exemplar of a Green Foreign Ministry internationally.

The issue of climate change is an urgent one. While a Departmental shift to sustainable practices cannot be initiated without leadership at the top, it will not be successful without leadership by colleagues throughout the Department.

Success in our effort to become a Green Foreign Ministry will call upon certain corporate functions of the Department to set up the systems and conditions for implementation and tracking of sustainable practices and greening initiatives, but the success of these initiatives will only be possible with the engagement and buy in of the staff of the Department, at home and abroad. The effort is not just one of corporate compliance, but of culture change throughout the organisation, which is at its core a staff engagement project.

The Green Foreign Ministry initiative has the potential to reduce the Department's carbon footprint and mark us as a leader in Green Government. It can also be a far reaching and meaningful staff engagement and empowerment tool.



Corporate Stakeholders

As outlined above, realising the vision of a Green Foreign Ministry will be based on certain corporate stakeholders setting up systems of tracking, measuring, and guiding the many greening initiatives that will be carried out by business units across the Department and our mission network. The corporate stakeholders are core members of the Green Team.

The key corporate stakeholders are:

Technical & Operational

- **Property Management Unit** – buildings, power, furniture, waste, metrics/tracking, coordination with D/Communications, Climate Action and Environment on Green Government (DCCAE)
- **ICT** – devices/technology solutions to reduce printing, flexible working
- **Finance** – green procurement
- **Human Resources** – employee engagement

Policy

- **Development Cooperation and Africa Division Policy Unit** – linkages to policy focuses, ‘A Better World’



Next Steps

This REAP outlines the Department’s approach to embedding the Green Foreign Ministry initiative. Three phases are set out below:



1) Goal Setting

2) Buy-in

3) Green Team & Development of Further Actions



1) Goal Setting

The Department has 9 sites in Ireland and 159 sites outside the State. All sites in Ireland are owned or leased by OPW. Sites outside the State are mainly composed of small commercial offices and residential accommodation.

The global footprint and reach of the Department in differing environments requires a careful assessment of what is feasible to achieve at each site. Current goal setting is focused on our sites within the State; expansion to our overseas sites is a medium term project of the Department.

In the initial phase of roll out, the Department is focused on energy, water, and waste reduction. In the first instance, our actions are targeted on our site at Harcourt Street. For this site our energy and water usage reduction goal is 5% by end June 2020. It is important to note that in terms of energy usage and reduction of energy usage the PSB target is 33% and this Department has already achieved a reduction of 38% to date.

For waste, at present in our Harcourt Street site, we have two streams: general waste and recycling. The current figure for recycling is 31%. The target is to reduce the general waste by 25% by end June 2020 with the introduction of a compostable stream; the elimination of Single Use Plastics will facilitate achievement of these targets.

On a phased basis, by end 2019, the Department will assess a baseline for energy, water and waste and put in place actions to reduce usage from 2020 onwards in our remaining sites within the State.

The full range of actions for the Department are to be found in Annex 1. The additional actions for our Harcourt Street site are to be found in Annex 2; the current data for our Harcourt Street site is in Annex 3. As baselines are identified and goals set for our additional sites in the State, further annexes will be added to later versions of this Department's REAP.

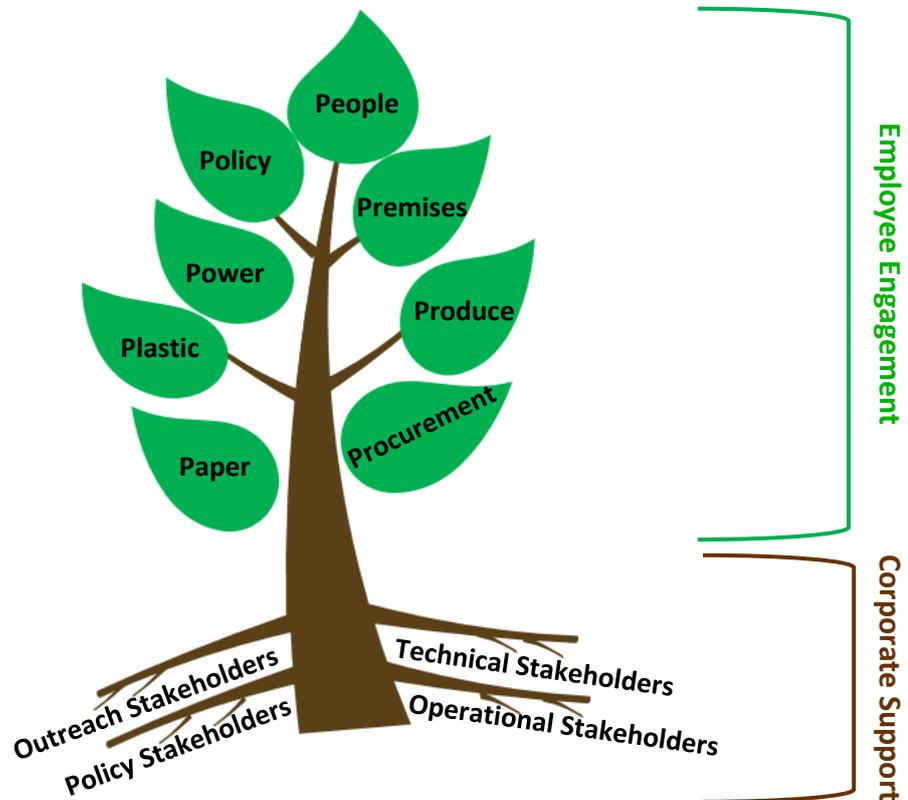


2) Buy-In

To ensure Departmental support and buy-in a roundtable is to be held in early July to bring together corporate stakeholders and staff from across the Department's Divisions and locations. The roundtable will present staff with details of the goals outlined above and inn

the annexes and seek input into a range of initiatives that can further the achievement of these goals.

It is envisaged that staff will be asked to consider across 8 areas, see below:



The outcome of this roundtable will be presented as a synthesis report to inform the Green Team in their planning of further actions and activities.

3) Green Team & Development of Further Actions

The Green Team is to be expanded and renewed following the rotation of officers over the summer period. At present the Green Team is composed of the corporate stakeholders and members of the Department's Wellness Committee.

Annex 1 Resource Efficiency Action Plan - Departmental actions

No.	Planned Action	Responsibility	Completion date
Other Waste			
1	Eliminate individual waste bins at employee desks	PMU	Jul-19
2	Raise awareness of use of reusable cups & possible introduction of reusable water bottle	Green Team/PMU	
3	Stop providing single sachets of coffee/sugar/uht milk/individually wrapped biscuits.	PMU/Protocol	Jul-19
4	Develop a REAP for each of the HQ buildings in 2019	PMU	Dec-19
5	Develop metrics to measure in our mission network, taking into account local variations and challenges	PMU/Regional Green Teams	Dec-20
Resources			
6	Feasibility of switch to 100% recycled paper to be investigated	Procurement/SCC	Dec-19
7	Set all printers to print double sided by default	ICT	Sep-19
Energy			
8	Staff energy awareness programme on-going as part of public sector energy efficiency programme	Energy Lead	Dec-19
9	Determine the costs of replacement of all light fittings to LED in HQ buildings	PMU/Finance	Dec-19
10	Fleet management: Examine the feasibility of electric vehicles and hybrids where available.	Finance Division	Dec-19
11	Phones go into energy saving mode at 17:30 local time across the network	ICT	Achieved

Employee engagement			
12	Create a diverse green team for the Department as part of the Wellbeing at Work programme	Workplace Relations Unit	Dec-19

Annex 2 Resource Efficiency Action Plan - Harcourt Street Site

No.	Planned Action	Responsibility	Completion date
Water			
1	Measure tap flowrates and reduce to 2 – 4 litres per minute	PMU	Oct-19
2	Staff awareness campaign to reduce water wastage	Green Team	Dec-19
Food Waste			
3	Introduce compostable waste stream to building	PMU	Aug-19
4	Staff awareness campaign on correct bin usage and how to reduce food wastage	Green Team	Aug-19
Other Waste			
5	Eliminate individual waste bins at employee desks	PMU	Jul-19
6	Raise awareness of use of reusable cups & possible introduction of reusable water bottle	Green Team/PMU	
7	Stop providing single sachets of coffee/sugar/uht milk/individually wrapped biscuits.	PMU/Protocol	Jul-19
Energy			
12	Staff energy awareness programme on-going as part of public sector energy efficiency programme	Energy Lead	Dec-19
13	Determine the costs of replacement of all light fittings to LED	PMU/Finance	Dec-19

Annex 3 Resource Efficiency Action Plan - Harcourt Street Site Current Data

Year:

Department name:

Site

Site address:

Green team contact person: Name:
email:
phone:

Total number of staff at this site (full time equivalent):

Total area of the building (m2): m2

Energy data

Total electricity use for the year kWh

Total thermal fuel use for the year (as relevant):

Natural gas, LPG, & biogas kWh

Heating oils kWh

Renewables kWh

Total thermal fuel use: kWh

Energy indicator: kWh per m2 per year

Total transport fuel use kWh

Water data

Total water use for the year | **1912.1987** m³

Water indicator: **m³ per employee per year**

Waste data

Total waste amounts for the year (fill in as relevant):

Recyclables	<input type="text" value="7"/>	tonnes
Food waste	<input type="text"/>	tonnes
General waste	<input type="text" value="16"/>	tonnes
Other (e.g. confidential paper, WEEE, etc.)	<input type="text"/>	tonnes
Total waste	<input type="text" value="24"/>	tonnes

Waste indicators: **kg per employee per year**
 percentage sent for recycling

A summary list of recent environmental actions already taken (waste, water, energy, resources)