

Introduction

The emissions of CO₂ and other greenhouse gases by human beings are causing the global climate to change. Climate change affects the livelihoods of the people CARE Danmark works with and presents us with new challenges in our efforts to reduce poverty. Since 2006 CARE Danmark has worked in a number of countries to directly address the effects of climate change through the Poverty, Environment and Climate Change Network (PECCN).

With an increasing focus on the need for organizations to 'walk the talk', CARE Danmark acknowledges its role in mitigating climate change through direct action in the office in Copenhagen and through work related travel. In 2008 CARE Danmark was responsible for emitting 152 tons of CO₂ into the atmosphere. This is 19 tons more CO₂ emitted in 2008 than in 2007, corresponding to an increase of 17.5 % of the total CO₂ emissions from 2007 to 2008. From 2008 to 2009 CARE's CO₂ emissions again increased with almost 19 tons.

In order to reverse this negative development, CARE Danmark has set itself the goal of becoming carbon neutral from 2010. This means that our total emissions will equal zero after having carried out internal CO₂ reductions and after purchasing offsets. This Green Office Policy can help CARE Danmark to plan, carry out and monitor steps to achieving its goal. The policy will cover a number of areas where CARE Danmark will make efforts to reduce our carbon footprint and implement more environmentally sustainable practices. There are four principal areas that account for the largest share of CARE Danmark's carbon footprint. These are travel, paper consumption, electricity usage, and heating. Other than these four principal areas CARE Danmark will also strive to make significant efforts on areas of staff transport, IT-systems, recycling, purchasing of goods, and the use of hotels and restaurants.

The Green Office Policy outlines the overall approach to becoming carbon neutral, including reduction targets, roles and responsibilities, monitoring of CO₂ emissions and a detailed description of the focal areas for reduction of CO₂ emissions and implementation of more environmentally sustainable practices. The Green Office Policy finishes with outlining a strategy of offsetting carbon, as an addition to our emissions reductions. The Green Office Policy will be supplemented by an *Operational Plan* in 2010.

Reduction targets

CARE Danmark has chosen to set *an absolute CO₂ reduction target of 30% by 2014 in relation to our CO₂ emissions in 2009*. Since absolute reduction targets do not take organizational growth into account, this represents a more environmentally meaningful goal than relative reduction targets that are adjusted according to the growth of the organization (World Resources Institute 2002:43).

The emissions reductions will increase incrementally per year in 2010-2014 starting with a target of a 10% emissions reduction in 2010.

Reduction targets
2010-2014
2010: 10%
2011: 15%
2012: 20%
2013: 25%
2014: 30%

It is our goal that the emissions reductions in the four principal areas of travel, paper consumption, electricity usage and heating together will constitute the reduction target of 30% by 2014 in relation to our CO₂ emissions in 2009.

Focal areas

Travel:

Travel activities account for the largest share of CARE Danmark's carbon footprint. In 2009 travel activities accounted for 44% of CARE Danmarks carbon emissions, equivalent to 82.3 ton CO₂. CARE Danmark will seek ways to reduce our travel activities. This could be done, for example, by using videoconferencing where possible and trying to lump travel activities together.

Paper consumption:

The use of paper in the office, either for printing or publications, is another key focus area for this policy. In 2009 emissions from paper use were calculated at 51.9 ton CO₂ or roughly 28% of CARE Danmark's total carbon emissions. By using less paper and considering the recycled content of the paper we use, CARE Danmark will save wood, water and energy, and reduce the associated carbon emissions. This will also have a direct effect on paper waste in the office. Reducing overall paper use in the office will entail a range of new initiatives, such as educating staff on ways to minimize paper use, or providing technical solutions that makes it easy and accessible to print on both sides of the paper. Increasing the recycled content of the paper, both paper for printing and for publications, will also help to reduce emissions. All paper used in the office should as a minimum be certified by the Nordic Ecolabel, and to the extent possible also be certified by FCS.

Electricity usage:

The use of electricity at CARE Danmark's office accounted for the equivalent of 22.4 ton CO₂ in 2009. Electricity consumption is mainly related to lighting, computers, printers, server room, and various office and kitchen supplies. CARE Danmark will reduce this by using more energy efficient products and reducing overall use. For example this could be done by installing switch-off plugs for computers, by switching of the light in rooms that are not in use or that have sufficient natural light, or using outside air for cooling of the server room during winter. Electricity consumption will also be

reduced by having a green purchasing policy, and gradually changing the IT-systems to more low-energy solutions, which are both described in more detail below.

Heating:

The use of heating in the office building during winter season accounted for the equivalent of 31.3 ton CO₂ in 2009. This will be reduced mainly by using the heat more efficiently by, for example, ensuring sufficient isolation and adjusting radiators at the correct temperature.

Employee transportation to and from work:

CARE Danmark would like to promote the use of sustainable transportation options for employees travelling to and from work. Currently CARE Danmark has arranged for a favorable public transport travel card that has been offered as an option to all employees. CARE Danmark will consider other such initiatives that promote the use of sustainable transport options, such as public transport and bikes. Employee transport to and from work is not considered as part of CARE Danmark's total carbon emissions, and as such our reductions commitment target does not include this category. However it is still considered an important focus area, and could potentially also have other positive co-benefits on staff health.

Purchasing of goods and services:

In order to ensure an environmentally sound practice in relation to the purchasing of goods and services, CARE Danmark will develop a set of general principles that can guide the purchase of goods and services. Amongst other things, this means that CARE Danmark, to the furthest extend possible, and with consideration of price and quality, will purchase energy efficient products that meet the standards of Elsparefondens guidelines.

Particularly for the development of CARE Danmark's IT-systems and purchase of computer equipment, a separate strategy will be developed that meets the future requirements of the organization, but at the same time seeks to reduce the energy consumption and thereby carbon emissions of the IT equipment. This is of particular relevance in relation to servers, hosting services, computers, printers, television and projectors.

Other than electrical equipment and products, CARE Danmark will also seek to ensure that other products and services such as paper, soap, food, and the use of hotels and restaurants, have the smallest possible effect on the environment. As an example this means buying eco labeled products and using hotels and restaurants that are either certified or have strong policies with regards to their environmental impact. However such considerations would always have to also include considerations of price and quality.

Waste and recycling:

The handling of waste from the office also has an impact on the environment. CARE Danmark will therefore seek to dispose of waste in a way that separates waste for recycling, such as paper materials, and other types of waste. This also entails educating staff, and making it easy for them to separate waste products.

Green Team

CARE Denmark has formed a Green Team, which consists of staff from CARE Denmark's different organizational areas, including Management, Administration, Fundraising, Communication and Programming. The goals of the Green Team are as follows:

- Reduce CARE Denmark's CO₂ emissions according to the reduction target of 30% by 2014 in relation to our CO₂ emissions in 2009
- Strengthen staff understanding and awareness of the issue of climate change
- Engage staff and provide practical information and guidance to encourage behavior change

A minimum of one quarterly Green Team meeting will be held to monitor progress and discuss necessary adjustments. Although the Green Team is leading CARE Denmark's process to becoming a carbon neutral organization, the changes that need to take place require that all staff in CARE Denmark participate in the process. Successful reductions of CO₂ require:

- Changes in the administrative procedures of CARE Denmark
- Changes in the behavior of staff in relation to travel, paper consumption, electricity usage and heating
- Participation by all staff members in measuring and monitoring CO₂ emissions in the four key areas

CO₂ Emissions Inventory

To ensure that the Green Office Policy is translated into concrete carbon emissions reductions, CARE Denmark will carry out a CO₂ inventory each year. In order to allow for meaningful comparisons, it is imperative that the same method is used. CARE Denmark has chosen to use the carbon calculator at www.climatecompass.dk created by the Ministry of Economic and Business Affairs in Denmark.

The CO₂ inventory will include the four key areas that have been chosen for measurement; travel, paper consumption, electricity usage and heating. As the Climate Compass tool is not equipped with the possibility of calculating CO₂ emissions from paper consumption, the homepage www.papercalculator.org can be used instead. The result can then be inserted into the Climate Compass report, which provides CARE Denmark with a complete CO₂ inventory. A separate CO₂ *Inventory Manual* will be developed following the Green Office Policy.

CARE Denmark has monitored its CO₂ emissions since 2007, and has decided to use 2009 as the baseline year against which future CO₂ emissions reductions will be measured. CARE Denmark will carry out a CO₂ inventory each January and February. This will allow CARE Denmark to

assess the progress of the emissions reductions strategy and make any necessary adjustments for the forthcoming year.

In order to simplify the process of collecting the necessary data for the yearly CO₂ inventory, several administrative procedures must be created and implemented. All staff members play a vital role in ensuring that reliable and easily accessible data exists.

Employee steps to keeping track of CARE Danmark's carbon emissions in the four keys areas:
Travel: <ul style="list-style-type: none">• The amount of CO₂, which will be emitted as a consequence of any flight paid by CARE Danmark, should be monitored. The amount of CO₂ is noted on the travel plan from Vejle Rejser or Unitas Rejser. To simplify this procedure, CARE's financial assistant will be responsible for keeping track of the total amount of CO₂ in the process of receiving the invoices for flight tickets.
Paper consumption: <ul style="list-style-type: none">• Each January, the Finance Accountant should report how much copy paper and envelopes that have been bought; the weight of the paper and how many per cent of the different types of paper are recycled.• Each January, all persons in charge of different publications must report the number of publications; the weight of each publication and how many per cent of the paper is recycled (examples of publications: CARE Newsmagazines, CARE Newsletters, CARE Yearly Reports, and program related publications).
Electricity Usage: <ul style="list-style-type: none">• Each January, the Finance Accountant should report how many KWh of electricity that has been used in Nørrebrogade 68B, Nørrebrogade 66C, and Nørrebrogade 66D (basement) respectively.
Heating: <ul style="list-style-type: none">• Each January, the Finance Account should report how many KWh or MWh of heating that has been used in Nørrebrogade 68B and Nørrebrogade 66C respectively.

Offsetting

Carbon offsets represent a financial mechanism, which individuals, companies, or governments can make use of in order to mitigate their own greenhouse gas emissions. Carbon offsets are most commonly gained through the financial support of projects that reduce the emissions of greenhouse gases.

The primary target of the Green Office Policy is to reduce CARE Danmark's CO₂ emissions according to the reduction target. However over half of CARE Danmark's CO₂ emissions come from travels that constitute an essential part of CARE Danmark's work and serve as a prerequisite for the successful implementation of CARE Danmark's activities abroad. While it will be possible to minimize CARE Danmark's travels, electricity usage, heating and paper consumption, it will not be

possible to reach carbon neutrality entirely through these emissions reduction measures. There is therefore a recognizable need for offsetting in CARE Danmark when striving for carbon neutrality from the year of 2010.

As an international humanitarian organization with expertise in carbon finance, forestry, agriculture and livelihoods, as well as many years of experience working closely with the beneficiaries of CARE's programmes, CARE is equipped with the necessary knowledge and experience to create projects that not only generate carbon credits that adheres to international standards, but also have social and environmental benefits in the targeted areas. CARE Danmark will therefore purchase the amount of carbon credits needed to reach carbon neutrality from a certified CARE project. Any carbon credits generated through the project will also be available for purchase to other CARE countries and interested parties. CARE's Poverty, Environment and Climate Change Network is currently in the process of developing carbon projects, through which certified carbon credits can be purchased within an estimated 2-3 years time. Until carbon credits can be purchased from a CARE project, CARE Danmark commits itself to make annual accruals of funds necessary for offsetting the tons of CO₂ emitted by CARE Danmark in the given year beginning in 2010.

January 29th, 2010

