

STAFF GUIDE TO GREENING ITC

SIMPLE TIPS TO GREEN OUR WORK LIFE



ACKNOWLEDGMENTS

The Staff Guide to Greening ITC was prepared by the Trade, Climate Change and Environment Programme (TCCEP) in collaboration with the Division of Programme Support (DPS). The TCCEP is funded by the Government of Denmark.

The idea to publish this guide stems from ITC's Emission Reduction Strategy which was developed in consultation with all Divisions. During the preparation of the Emission Reduction Strategy, staff and management were invited to provide their feedback directly and through two meetings and presentations.

Working to reduce ITC's carbon footprint is a continual process and TCCEP and DPS welcome your feedback. Comments or suggestions on how ITC can further improve its environmental performance can be sent to: mckee@intracen.org.

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MESSAGE FROM THE EXECUTIVE DIRECTOR PATRICIA FRANCIS



Climate change is the defining development challenge of this century. To meet this challenge, every individual and organization has the responsibility to reduce their carbon footprint in whatever way possible.

United Nations Secretary General Ban Ki-Moon launched the UN's Climate Neutral Initiative in 2007 to reduce and offset greenhouse gas emissions throughout the UN system. ITC has responded with the preparation of our Emissions Reduction Strategy which is now being implemented.

During 2012, ITC will continue to review ways in which it can reduce its emissions. As part of this commitment to the environment, ITC has prepared this booklet to provide ideas where we can all reduce our carbon footprint during the course of the working day.

In this booklet, you will find interesting ideas to make a contribution. Please provide your feedback and ideas to our Trade and Environment team so that we can mainstream good environmental practices into all aspects of our work.

A handwritten signature in black ink, appearing to read 'Patricia Francis', written in a cursive style.

Patricia Francis
Executive Director

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1. WHAT IS CLIMATE CHANGE?

Climate change is the defining development challenge of the 21st century.

The increased concentration of greenhouse gas emissions in our atmosphere is causing the earth's average temperature to rise. As a result, the world is facing **increased drought, greater frequency and intensity of severe weather events, loss of coastal areas, water shortages and increases in the incidence of disease**. Populations in developing countries in particular, face potential catastrophe, due to their greater vulnerability as well as the severity of the changes in lower latitude tropical and dry land regions. As its impacts intensify, climate change is likely to result in large-scale migration and conflicts.



Global warming is the rise in the average temperature of Earth's atmosphere and oceans. It has been caused by increased concentrations of Greenhouse Gases (GHG) in the atmosphere since the start of the Industrial Revolution, resulting from human activity such as deforestation and burning of fossil fuels (coal, oil, natural gas).

Since the Industrial Revolution, the **global average temperature has risen by almost 0.8 °C** and is already causing serious climate change impacts for millions of people. Projections of future warming contain uncertainty due to assumptions that must be made on technology, income, and potential feedbacks of warming into the climate system. However, the Intergovernmental Panel on Climate Change has predicted a **likely continual rise of 2°C to 4.5°C** above pre-industrial levels over the next 100 years if we continue along a business as usual scenario. More recently, scientists at the Met Office in the UK have warned that 4°C warming can be expected by 2060.

Many experts suggest that a rise above 2°C relative to pre-industrial levels may be enough to trigger irrevocable and dire consequences on water resources, food production, sea levels, and ecosystems affecting billions of people. As such, many have called for a **target for climate stabilization of 2°C** warming above pre-industrial levels, or around 1.2°C above today's global temperature. Limiting warming to below 2°C will require stabilizing GHG concentrations in the atmosphere at about 445 to 490 ppm CO₂-equivalents. (Currently we are at 393ppm, with pre-industrial at 275ppm).



Others, including the Executive Director of the UNFCCC, have called for a **more stringent warming target of 1.5°C** in order to minimize the risk of climate change impacts. This target is consistent with a concentration of 350 ppm CO₂-equivalents.

All of this means that a **substantial decarbonisation of the global economy** will be required. If emissions from developing countries continue to grow, developed countries will be required to cut their emissions by 85% by 2050. Additional global emission reductions by all countries will be required beyond 2050 to lead us towards a zero carbon economy by the end of the century.

2. GREENING THE BLUE INITIATIVE

On 5 June (World Environment Day) 2007, UN Secretary-General Ban Ki-moon called on all UN agencies, funds and programmes to become climate neutral and 'go green'.

Since then, all UN organisations have been working together to put in place systems and procedures to measure and reduce the environmental impacts of the UN family.

The Greening the Blue Initiative was launched in 2010 to communicate these efforts to all UN staff as well as external stakeholders. The aim is to raise awareness of the importance of sustainability throughout the UN system and highlight what's been achieved, what's happening next and how staff can get involved.



Explore Greening the Blue for yourself:

Website: <http://greeningtheblue.org>

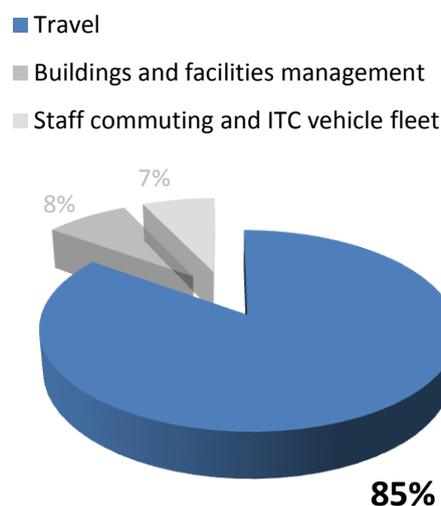
Twitter: [@UNGtB](https://twitter.com/UNGtB)

Facebook: <http://www.facebook.com/pages/Greening-the-Blue/111686805542892>

3. GREENING YOUR MISSIONS

Emissions from Travel

85%
of ITC's total
emissions come
from travel (2009)



What ITC is doing

- Installation and usage of **video conferencing**;
- Launch of **online platforms**, for example: "ITC's Africa enterprise competitiveness trainers and advisers' network" on LinkedIn) to enable the deployment of experts regionally to reproduce ITC knowledge and skills; [Organic Link](#) and [Leatherline](#) online databases of buyers and sellers to facilitate trade; e-learning projects;
- Instruction of travel agents to report on the **CO₂ emissions of the trip on each air ticket** to increase awareness among staff.

What you can do

- **Question the purpose of your travel**
 - *Should travel really take place? Is my presence essential and cannot be replaced by a local consultant? Make sure you really need to travel;*
- **Travel by train whenever possible** (as per ITC Travel Policy), especially for short trips (<500 km and below 4 hours). **Trains are more eco-friendly** than planes and allow you to travel from city centre to city centre without wasting time and energy travelling to the airport, passing through security, etc;
- **Establish divisional travel plans and an increased coordination of events management**;
- **Combine travels within the same region** (bundling) which reduces the number of trips and the number of participants to each meeting;
- **Strategically pick the location of international meetings** to reduce the amount of travel required by participants. The ICAO Green Meetings Calculator is a tool you can use to generate the optimal location for a meeting in terms of CO₂ emissions, taking into

consideration the city of origin and the number of participants, as well as other parameters. The tool is available at: <http://www.greeningtheblue.org/icao-green-meetings-calculator>.

- **Use communications tools instead of travelling whenever possible** (videoconferencing, phone and e-mail);
- **Reduce the number of staff sent on missions.** Share information so that colleagues can present each other's projects/results, this way one person can accomplish a mission instead of sending additional colleagues;
- **Choose local/regional experts** over international experts to reduce air travel from missions;
- If airplane travel is your only choice, **consider flying economy instead of business class.** Flying in economy class results in approximately a 50% lower carbon footprint than travelling in business class.

The best way to reduce your emissions is to travel less.

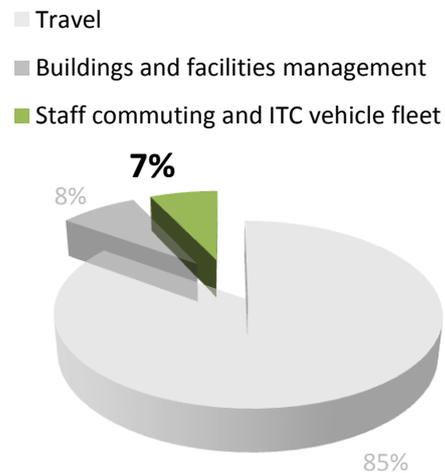
Interested in learning more?

- Guide on Sustainable Travel in the UN, available at:
http://www.greeningtheblue.org/sites/default/files/sustravel_13.09.10.pdf
- ICAO's Green Meetings Calculator:
<http://www.greeningtheblue.org/icao-green-meetings-calculator>
- ICAO's Carbon Emissions Calculator, available at:
<http://www2.icao.int/en/carbonoffset/Pages/default.aspx>

4. GREENING YOUR COMMUTE TO WORK

Emissions from staff commuting and ITC vehicle fleet

7%
of ITC's total
emissions come
from staff commuting
and the ITC vehicle
fleet (2009)



What ITC is doing

- Execution of a **staff survey** on staff commuting to work to identify mitigation measures;
- Development of a **GHG emissions calculator** for emissions from staff commuting and ITC vehicles;
- Gradual replacement of official ITC vehicles with hybrid or 100% electric vehicles whenever possible;
- **Increased capacity for bikes' parking** made available in ITC garage;
- As part of the UN, a 10% **subsidy on TPG** annual passes is available to staff.

What you can do

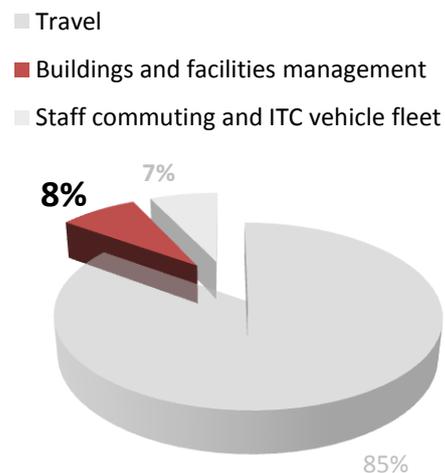
- Consider how you commute to work:
 - If **you live in the vicinity of ITC**, opt for **train, tram or bus** over driving to ITC by car or motorbike. Not only is it safer and eco-friendly, but usually faster and less expensive as you don't need to pay for fuel and parking;
 - If possible, **walk or ride your bike** to work;
 - **If driving is your only option**, consider **carpooling** with family, friends and colleagues to reduce your combined carbon footprint.
- Make sure that you **eco-drive**: tyres filled, steady speed, no air conditioning or idling;
- **Once you get to work**, take the stairs instead of the elevator especially to go up only a few floors.

Whenever possible, consider alternate modes of transport to get to and from work.

5. GREENING YOUR OFFICE

Emissions from buildings and facilities management

8%
of ITC's total
emissions come
from buildings and
facilities (2009)



Heating / Air conditioning

What ITC is doing

- Installation of a **mixed gas/fuel heating system** more environmental-friendly than traditional fuel heating systems;
- Installation of a dedicated device for the **regulation and optimization of heating** during winter time in order both to maintain a constant, comfortable temperature and to reduce energy consumption;
- **Optimization of the cooling system** in offices and the building's ventilation system in order to reduce energy consumption.

What you can do

- **Avoid wasting energy by heating / cooling the hallways.** Keep windows and doors closed in areas with different temperatures to conserve a comfortable and consistent air temperature.
- **Dress for the season.** Wear layers in the winter and breathable clothes in the summer (e.g. cotton, linen, no tie).

Specific actions to take in the summer time:

- Lower shutters when sunlight comes through the window. When shutters are open, heat from the sun increases inside temperature by up to 60 percent. (Remember to also close shutters before leaving at night to reduce heat produced by the morning sunlight);

- Avoid opening windows between 15:00 and 18:00 when sunlight is most intense;
- Close the door in order to allow cooling systems to function effectively;
- Take advantage of mild morning temperatures to air-out your office. This is more efficient and cost-effective than having the air-cooling system on.

Specific actions to take in the winter time:

- Use your window blinds to save energy: close them when you leave at night to help to conserve heat during the winter;
- If it gets too warm in your office, turn down the heating instead of opening the window.

Equipment

... Your computer

What ITC is doing

- Purchase of **Small Form Factor (SFF) PCs**. These PCs are smaller than traditional mini-towers or desktops and consume less energy;
- ITC Security Officers, in their nightly checks, will leave you a note when you forget to switch off your PC, reminding you to turn off your PC when you leave your office at the end of the day.

What you can do

- **Turn off your computer completely** when you leave your office at the end of the day;
- **Turn off other electronic devices** (e.g. printer, monitor, etc.) when they are not in use and before leaving the office at night;
- Use your computer's '**power saving**' options: go to: start>settings>control panel>power options>power scheme. This will allow you to automatically shut off your monitor and hard drive, the 2 biggest power consumers of your computer, when you're not using them. Programme the default setting for your monitor to turn off after 10 minutes maximum, and the computer after 30 minutes;
- **Set the default sleep and standby modes**, which are reactivated by simply moving your mouse or pressing a key;
- **Love your Laptop**: Whenever possible use your laptop instead of your desktop machine. Modern Core 2 Duo Laptops use only 1/3rd of the energy of equivalent desktop machines.

Remember that office equipment and electronics use energy even when idle or on stand-by. Activate the "power saving options" on your computer and switch the system completely off at night.



... Printing

What ITC is doing

- **The number of standalone printers in ITC has been reduced by 50%.** The new Konica printers have a lower cost per print and are more efficient than the old printers;
- A **smart-card system** is now being used with all multi-function printers. Documents you send to the printer are only printed out once scan your staff ID badge or enter your personal code. This will reduce waste printing as items you send to the printer and forget about will be deleted from the printer's memory after 24 hours;
- Konica printers are configured for a default **two-sided and gray scale** print to mitigate paper waste and the use of colour print;
- A limit is placed on each print job: 150 sheets (75 x 2 recto verso) for color printing and 200 (100 x 2 recto verso) for black and white printing. Printing jobs beyond this limit are to be sent to roneo where the cost per print is lower;
- Selection of **FSC paper** (i.e. paper made with wood from sustainable forests) and 100% recycled paper.

What you can do

- **Think before you print**, do you really need what you are printing?
- Print **two-sided**;
- **Limit your color printing.** Only print in color when absolutely necessary (e.g. for documents to distribute outside ITC);
- **Contact CSS** if you are unsure how to optimize your printing jobs.

Avoid printing whenever you can. If printing is required, print two-sided and in black and white.

... Lighting

What ITC is doing

- Systematic replacement of current lighting with **low energy light bulbs**;
- ITC Security Officers, in their nightly checks, turn off office lights that were left on. A note is left with the staff member reminding them to turn off their lights when they leave the office.

What you can do

- Make the best use of **natural light**. Overhead lights are unnecessary in most offices during daylight hours. In the evening use a desk lamp (with a compact bulb) instead of turning on overhead fluorescent lights;
- **Switch off lights** when areas are not occupied, even if you leave your office only for a short while.

Switch off the lights every time you leave the room.

... Recycling

What ITC is doing

- Installation in all floors of **recycling bins**, purchase of a compactor for paper recycling and set-up of a centralized recycling point to enable the recycling of 40 tons of paper per year. Establishment through the cleaning contract of recycling solutions for all other waste than paper (Integrated recycling chain);
- **Recycling or donating the old equipment**; preferably locally certified recycling of IT equipment.

What you can do

- **Reuse** 1-side printed sheets as scrap paper;
- **Use recycling bins** for paper, plastic, aluminium and glass;
- **Use a reusable cup** for your water, coffee or tea instead of using disposable cups.

Reducing, reusing and recycling in your office helps conserve energy, and reduces pollution and greenhouse gas emissions.

6. GREENING YOUR LUNCH AND COFFEE BREAKS

What you can do

- **Avoid the unnecessary waste** of aluminium cans, glass and plastic bottles: none of these materials are eco-friendly;
- **Buy your hot drinks** at the cafeteria instead of from the coffee machines to avoid the unnecessary use of plastic cups;
- **Reduce your use** of bottled water, fill up a reusable cup at the water cooler instead;
- **Avoid the disposable containers and packaging that comes with take away.** Eat in, or bring your own reusable containers;
- **Consider what you're eating.** Meats and dairy products are particularly greenhouse gas intensive in their production.

Avoid unnecessary waste. Choose reusable cups, mugs, plates and utensils over disposable items.



7. WHAT ITC HAS PLANNED FOR THE FUTURE

ITC has a number of exciting projects planned to improve the environmental sustainability of the organization:

- The front of the ground floor will be fitted with a metallic store, this will lower the building's energy consumption as drafts from outside are eliminated;
- A revolving door will replace the current ITC entrance. This will help to regulate the temperature inside the building, reducing the need for heating in the winter and cooling in the summer;
- The efficiency of the server room will be increased. The number of physical servers will be reduced by introducing a Virtualization technology;
- Installation of an automated system to completely switch off all electronic devices (including computers) during the night.
- Installation of a new lighting system in collaboration with the building's owner. Light sources will be reduced by 50%, resulting in energy savings.
- All ITC lifts will be renovated (with the building owner) to optimize energy savings.

8. ADDITIONAL LINKS

Greening the Blue

<http://greeningtheblue.org>

Climate Reality Project

<http://climaterealityproject.org/>

Kick the Habit, a UN Guide to Climate Neutrality:

<http://www.unep.org/publications/ebooks/kick-the-habit/>

WWF Green Living Guide

http://wwf.panda.org/how_you_can_help/live_green/

Do the Green Thing

<http://www.dothegreenthing.com/>

The Story of Stuff by Annie Leonard

www.storyofstuff.com

For information on ITC's Trade, Climate Change and Environment Programme, visit:

<http://www.intracen.org/projects/tccep/>