

Responses To Campaign Strategy NGO Air Travel And Carbon Accounting Survey

Action Aid

Contact: Ramesh Singh, Ramesh.Singh@actionaid.org

1. Does ActionAid have a carbon accounting system (tracking its own greenhouse gas emissions)? If so do you publish the results?

ActionAid International has already started the process of developing carbon accounting policy, system and capacity. To this end we will be contracting external expertise and hope to learn from other organisations' policies, practices and experience. We expect to have the policy in place by mid-2007 and implement during the 2008 fiscal year. We will publish our first annual report against our carbon accounting policy as a part of our 2008 annual report.

2. What's ActionAid's policy on air travel (given the impact on climate) and do you have any targets in this respect?

Although ActionAid's work includes promoting community activists and leaders as well as our staff to connect and meet to exchange solidarity and ideas and work together, across various countries north-south as well as south-south, we have a system of monitoring international meetings and workshops to minimise them and make travel and these face to face meetings efficient and effective.

Increasingly, we now take south-south routes instead of south-north-south air travel routes thus cutting the travel time (and thus emission but not necessarily the cost of travel). Over 90% of our staff come from and are based in the south.

We have also installed and promoted video conferencing facilities in major international hubs thus reducing the need to travel. Telephone conferencing has been practiced for several years again reducing the need to travel.

We expect to develop an air travel policy as a part of the carbon accounting policy to put in place by mid- 2007.

3. Have you found ways to do business while reducing air travel, and if so with what results? (If you'd like to share any successes for others to maybe learn from, please do)

Telephone conferencing works very well and can reduce travel substantially.

Video-conferencing works well mainly in the northern developed countries although it is becoming increasingly reliable for connections between our main hubs in the south too.

However, the technology in terms of poor connectivity (and to some extent the high cost of telephone communication) in the poorer southern countries have prevented the practice of video conferencing taking roots or reducing the travel.

Australian Conservation Foundation (ACF)

Contact: D.Edwards@acfonline.org.au

1. Does ACF have a carbon accounting system (tracking its own greenhouse gas emissions)? If so do you publish the results?

We complete a full accounting for our travel (airfares, vehicles, taxi) and energy carbon impacts. We offset there impact through a third party service provider "Climate Friendly" through a combination of accredited energy efficiency savings and renewable energy certificates for new wind and solar energy production. We may also in future seek certification for the significant carbon savings our greenhome challenge program is generating as a means of offsetting our organisational emissions. See our website for more details on this program and it impacts - http://www.acfonline.org.au/default.asp?section_id=86

We do disclose this information in various forums such as our annual report.

2. What's ACF's policy on air travel (given the impact on climate) and do you have any targets in this respect?

ACF does not have a formal policy or targets on air travel. Management encourage all staff to carefully consider the need for air travel and where ever possible seek to group activities together to ensure trips have multiple outcomes.

3. Have you found ways to do business while reducing air travel, and if so with what results? (If you'd like to share any successes for others to maybe learn from, please do)

This is an area that has been a real challenge for the organisation. We acknowledge the significant carbon footprint of air travel, but have struggled to find effective alternatives to face to face meetings for much of our work. Disappointingly we have not found any silver bullets for this issue as yet.

BUND (Germany)

Contact: Werner Reh, transport campaigner, werner.reh@bund.net

1. Does BUND have a carbon accounting system (tracking its own greenhouse gas emissions)? If so do you publish the results?

A.: We don't have such a system so far in the BUND. Our board discussed taking part officially in project "atmosfair" (see: www.atmosfair.de) where you balance your CO2-emissions of the flights by investing in CO2-saving projects. But it was left in the disposition of the BUND-officials themselves to take part. There is no publication of results.

2. What's BUND's policy on air travel (given the impact on climate) and do you have any targets in this respect?

A: The reduction targets of the German NGO are completely unanimous: We want aviation to be fully integrated in the CO2-reduction target of 30% until 2020. Our positions are coordinated in the aviation working group of all NGOs that is led by the BUND traffic campaigner.

3. Have you found ways to do business while reducing air travel, and if so with what results? (If you'd like to share any successes for others to maybe learn from, please do)

A.: We do all that is possible to reduce air travels by using that train (e.g. night trains for long trips from Berlin to Brussels) and very seldom fly. And we use telefon conferences intensively in order to spare travels and flights. The BUND-assembly decided that our officials shouldn't fly within Germany. And on the basis of travel reimbursements we checked the travel habits of our officials. Our board decided, that we take part in an eco-audit in 2007 which includes a documentation of environmental impacts of our travels.

Christian Aid (UK)

Contact: Andrew Pendleton, APendleton@christian-aid.org

1. Does Christian Aid have a carbon accounting system (tracking its own greenhouse gas emissions)? If so do you publish the results?

We are currently involved in an exhaustive exercise to calculate our carbon footprint, which is nearing completion. Once we have our 'first cut' of this, we will have an independent auditor check our methodology to ensure we've not missed anything significant. And, yes, we will publish it. Climate change is undermining development and so we must take account of and reduce our own emissions as well as campaigning for others to do so.

2. What's Christian Aid's policy on air travel (given the impact on climate) and do you have any targets in this respect?

Aviation emissions are a cause for concern in the climate change debate because they're rapidly increasing. Christian Aid is currently involved in a process of 'decentralisation' whereby programme staff are increasingly being based in the field rather than in the UK.

We're doing this because we believe it's the right thing to do anyway - our staff should be based close to our partner organisations and programmes and should, wherever possible, be nationals of those countries - but we also expect to reduce our flights as a result.

That said, we have also to acknowledge that flying is an important part of our work and some of the flights our staff take - such as humanitarian flights to disasters - we would defend and would want to make cuts in our emissions elsewhere in order to allow 'carbon budget' for.

It's important also to say that in May this year we announced our intention to make annual 3 per cent and we're enthusiastic supporters of the climate change bill, which calls on the government to do the same across the UK economy. In the future, organisations that emit a lot of CO2 may be exposing themselves to big financial risks and we need to be mindful of this too.

3. Have you found ways to do business while reducing air travel, and if so with what results? (If you'd like to share any successes for others to maybe learn from, please do)

I'm afraid we don't yet have anything much to share with you on this (apart from the obvious - intranet, skype, looking at video conferencing etc), although we've made some big technological leaps forward in recent years and our internal communications are much improved, which will save us money as well as CO2 emissions.

Conservation International

Contact: Tom Cohen, t.cohen@conservation.org

1. Does CI have a carbon accounting system (tracking its own greenhouse gas emissions)? If so do you publish the results?

CI began offsetting 100% of our DC office carbon emissions in FY06. We account for the carbon emissions of our DC office (approximately 380 staff) due to air travel, commuting, energy consumption, resource use, and waste generation. Some of the mileage data for air travel is provided to us by our contracted travel agent, though that agent's sales account for roughly half of all air travel purchases - the remaining data is extrapolated. As a tenant in our building, we also extrapolate energy

consumption and waste generation from the building's total data, as our portion is not measured independently. Each year we select an offset recipient and bill the cost out to CI departments based on their contribution to our overall emissions (as determined by space occupied and expenditures on air travel).

The FY06 offset recipient is the Makira Forest Project in Madagascar, a "conservation carbon" project working to bring down the rate of deforestation in one of Madagascar's most biologically important forests. We do not currently publish results externally, though we do communicate this information within CI through our internal greening initiative, GreeningCI. We are preparing a footprint report for the first time for FY06 and will make this information available externally with the publication of our Annual Report.

2. What's CI's policy on air travel (given the impact on climate) and do you have any targets in this respect?

As a global organization with offices, partners, and potential partners all over the world, face-to-face interaction is a central part of CI's success as an organization. However, we are very aware of the environmental impacts of travel and ask staff to be mindful of these impacts. We encourage staff to book multi-purpose trips, fly direct, use alternative forms of transportation when available, and to use travel alternatives such as videoconferencing, web-meetings, etc. when feasible. As an added measure, our carbon offset aims to mitigate the impacts we cause. While we continue to work on reducing travel, we are taking the step to address the impacts we are already causing.

3. Have you found ways to do business while reducing air travel, and if so with what results? (If you'd like to share any successes for others to maybe learn from, please do)

Over the past year, CI's videoconferencing infrastructure has expanded and continues to expand as our field offices acquire adequate internet connectivity. Training has intensified, and more staff are using videoconferencing and other web-based meeting tools as an alternative to travel. As our internal network becomes more robust, we are increasing and improving the communications options that are available to staff, and they in turn are becoming more creative in their use of this technology.

Examples of CI videoconferencing include: live finance systems training, job candidate interviews, live broadcast of our bi-annual Global Symposium, and a multipoint conference among CI's conservationists and business leaders in Johannesburg, London, and Peru. Our Brazil program staff, with offices in four locations across the country, are now meeting via videoconference once a week, replacing a face-to-face meeting that used to occur less regularly and required a great deal of travel.

Clean Air-Cool Planet

Contact: Bob Sheppard, bsheppard@cleanair-coolplanet.org

1. Does CA-CP have a carbon accounting system (tracking its own greenhouse gas emissions)? If so do you publish the results?

Clean Air - Cool Planet has for several years tracked our staff travel as part of the process of measuring and monitoring our environmental footprint. With less than a dozen people on the payroll it's relatively simple to track these figures based on monthly expense reports, which are handled by our bookkeeper. In an effort to become carbon neutral, we do purchase carbon offsets through NativeEnergy a for-profit company that is helping to drive construction of new sources of clean, affordable electricity. There has been discussion at the staff level of writing up the details in the form of a brief case study or as part of our on-line resource guide for other small organizations, but to date the information has not been made public.

2. What's CA-CP's policy on air travel (given the impact on climate) and do you have any targets in this respect?

CA-CP is a small regionally focused environmental group, and the geographic locations of our partner campuses, communities and corporations allow us to rely on ground transportation for the majority of our travel. In an effort to reduce carbon pollution we strongly encourage staff to use public transportation, or the most energy efficient vehicle available., which could mean renting a small car, and to suggest video and teleconference calls when possible.

3. Have you found ways to do business while reducing air travel, and if so with what results? (If you'd like to share any successes for others to maybe learn from, please do)

Our joint effort with the London-based Climate Group has included a series of video conference calls bringing together members of the Global Brands Working Group to discuss managing carbon in the supply chain and messaging around corporate climate action. Video conferencing has allowed each organization to gather corporate partners (Bank of America, Staples, Timberland in New England, Marks & Spencer, Nike Europe and BSkyB in London) for a preliminary work session, prior to a transatlantic connection. The model, which is admittedly well developed by other enviros including WWF and WRI has helped the group advance a number of critical issues in a short period of time, without threatening corporate travel budgets and holding the line on carbon pollution from air travel.

David Suzuki Foundation (Canada)
Contact: Paul Lingl, paul@davidsuzuki.org

1. Does the Foundation have a carbon accounting system (tracking its own greenhouse gas emissions)? If so do you publish the results?

We do have a carbon accounting system. You can read more about it here:

http://www.davidsuzuki.org/Climate_Change/What_You_Can_Do/carbon_neutral_office.asp

and

http://www.davidsuzuki.org/Climate_Change/What_You_Can_Do/carbon_neutral.asp . In terms of publishing the details, we will begin to do that in our Annual Report, beginning with the next one.

2. What's the Foundation's policy on air travel (given the impact on climate) and do you have any targets in this respect?

We do not have a specific policy regarding air travel, except to use it as little as possible, and then offset the emissions we do generate (as per above). In the next few months, we will be creating further reduction targets in terms of CO2 from flights. Right now, we are working on a reduction plan for our electricity use.

3. Have you found ways to do business while reducing air travel, and if so with what results? (If you'd like to share any successes for others to maybe learn from, please do)

We have begun to avoid meetings/conferences when air travel is required and instead asking for minutes & conference proceedings instead. We also participate in most meetings via conference call. We have also recently ordered a new video conferencing system that will allow better interactions with out-of-town colleagues.

Friends of the Earth Ltd (England and Wales)
Contact: Mike Childs, mikeychilds@btinternet.com

[It is] obviously overly simplistic to look at climate change only through the lens of air travel

1. Does FoE have a carbon accounting system (tracking its own greenhouse gas emissions)? If so do you publish the results?

We commissioned an independent comprehensive environmental audit a few years ago and are following through on their recommendations to reduce our climate change footprint. Our largest emissions footprint was due to the energy used in producing the paper the organization uses (internal, fundraising, supporter communications) together with estimated impacts from disposal (based on an assumption that some of the paper we distribute will not be recycled by individuals).

We have made some small reductions in paper use at the same time as the organization has grown. Our campaigns for better recycling facilities have also increased national paper recycling rates which would have further reduced our impact. Carbon dioxide from paper usage far outweighed our contributions from transport (our transport practices were highly praised) or from our offices. We are committed to undertaking comprehensive reviews every few years which will estimate our climate change footprint and we will implement recommendations. We are in the process of publishing a social & environmental report

2. What's FoE's policy on air travel (given the impact on climate) and do you have any targets in this respect?

Staff should not fly if they can make the same journey on land-based public transport within 8 hours from their place of work. In practice some journeys that take longer than this are carried out on public transport (e.g. Belfast to London using overnight boat then train, or trips in mainland Europe where sleeper trains are available). More generally we want to minimize the use of flights but some business flights are essential to our working in an international arena (for example, attending and lobbying at international climate talks). We also have stringent policy restricting the use of taxis and cars. It would be a mistake to ignore car use when considering environmental impacts of travel.

3. Have you found ways to do business while reducing air travel, and if so with what results? (If you'd like to share any successes for others to maybe learn from, please do)

All our meeting rooms are equipped with conference telephones and the use of these instead of travel is the norm (for example, discussions with international colleagues, and discussions

internally with regionally-based staff). We are also installing video conferencing facilities.

Greenpeace International

**Contact: Tatiana Pergl-Wilson,
tatiana.pergl-wilson@int.greenpeace.org**

Please be aware that these answers relate only to Greenpeace international and not to any of our regional offices.

1. Does Greenpeace have a carbon accounting system (tracking its own greenhouse gas emissions)? If so do you publish the results?

Yes we do - we worked with a company called EcoSecurities to put together a comprehensive monitoring system for our activities.

Yes - we will publish the results for the first time in this year's annual report.

2. What's Greenpeace's policy on air travel (given the impact on climate) and do you have any targets in this respect?

Obviously we only travel by air when absolutely necessary. We are coming to the end of our first year of detailed travel reporting and are using this data to come up with the most appropriate travel policy for our staff.

Our target is to reduce greenhouse gas emission from all our activities, not just air travel but also our office and our ships.

3. Have you found ways to do business while reducing air travel, and if so with what results? (If you'd like to share any successes for others to maybe learn from, please do)

We can already see a reduction in business travel since we implemented webcams in our meeting rooms to enable in house video conferencing, we analyse our travel figures quarterly and by putting cameras in various rooms from our largest meeting room to our small one-to-one spaces we have given staff the opportunity to have face to face meetings with out travelling.

International Union for the Conservation of Nature (Switzerland)
Contact: Earl Saxon Earl.Saxon@iucn.org, Climate Change & Ecosystems Programme Officer

- 1. Does IUCN have a carbon accounting system (tracking its own greenhouse gas emissions)? If so do you publish the results?*
- 2. What's IUCN's policy on air travel (given the impact on climate) and do you have any targets in this respect?*
- 3. Have you found ways to do business while reducing air travel, and if so with what results? (If you'd like to share any successes for others to maybe learn from, please do)*

IUCN Headquarters does have a carbon accounting system and invests in Kyoto-compliant and socially-responsible offsets in the forest sector. We also use video-conferencing to reduce air travel.

The staff group "My Green IUCN" looks for a range of ways to reduce IUCN's environmental footprint, including greenhouse gas emissions avoidance.

National Trust (UK)
Contact: Tony Burton, Tony.Burton@nationaltrust.org.uk

- 1. Does the Trust have a carbon accounting system (tracking its own greenhouse gas emissions)? If so do you publish the results?*

We have a commitment in our strategy to 2010 and beyond to reduce our environmental footprint and are putting measures in place to achieve this. We already have a programme to reduce electricity consumption and will be extending this and looking at the opportunities to contribute through increased renewable energy generation on our properties, improved energy efficiency, management of our land and estate in way that manage its carbon content and addressing the impact of travel by both staff and visitors. We will be establishing management information systems to support this and setting clear targets which will be published in our Annual Report.

- 2. What's the Trust's policy on air travel (given the impact on climate) and do you have any targets in this respect?*

We will be reducing our overall environmental footprint and addressing the role of air travel within this.

- 3. Have you found ways to do business while reducing air travel, and if so with what results? (If you'd like to share any successes for others to maybe learn from, please do)*

We are open to ideas and suggestions beyond greater use of teleconferencing which is already in place.

NRDC

Contact: Sandy Kolakowski, skolakowski@nrdc.org

1. Does NRDC have a carbon accounting system (tracking its own greenhouse gas emissions)? If so do you publish the results?

Since 2002 NRDC has used the California Climate Registry Protocol for accounting direct emissions from natural gas-powered water heaters, and indirect emissions from purchased electricity and oil for our four main offices. We report the results with them and the results are available on their website.

2. What's NRDC's policy on air travel (given the impact on climate) and do you have any targets in this respect?

Beginning in 2005, NRDC's senior management group approved a revised travel policy (air, rail, auto) requiring submission of miles traveled on expense reimbursement forms. The miles are tallied by our accounting department and a business travel related ghg inventory can be calculated. We will include NRDC's business related travel in our carbon offset program for calendar year 2006.

3. Have you found ways to do business while reducing air travel, and if so with what results? (If you'd like to share any successes for others to maybe learn from, please do)

In 2002, NRDC implemented video conferencing in its four main offices (New York, Washington D.C., San Francisco, and Southern California) allowing internal staff to have "face" to "face" communications without having to travel to attend routine meetings. We are expanding this capacity to two of our newest offices, Beijing and Chicago. In Beijing, we estimate video conferencing will reduce the number of flights to New York by four per year, producing an annual carbon savings of approximately 15.6 metric tons. Key staff in Chicago would be able to reduce the number of flights to New York by 22 per year, an annual carbon savings of approximately 10.12 metric tons.

Rainforest Action Network RAN (US)

Contact: Bill Barclay

- 1. Does RAN have a carbon accounting system (tracking its own greenhouse gas emissions)? If so do you publish the results?*
- 2. What's RAN's policy on air travel (given the impact on climate) and do you have any targets in this respect?*
- 3. Have you found ways to do business while reducing air travel, and if so with what results? (If you'd like to share any successes for others to maybe learn from, please do)*

RAN staff all work out of one office in San Francisco, until just a few months ago. We now have one staff person (out of 37) who is working remotely out of Salt Lake City. So we are considering options for simple webcam conferencing.

Obviously there are two types of travel that large international organizations like Greenpeace can address through technology. First are internal meetings between offices, for which the organization can invest directly in video conferencing technology. That makes a lot of sense when you have offices in different cities and countries, and the travel savings directly accrue to the organization. Second are external meetings, for which there needs to be investment by all partner organizations around a compatible technology.

To keep in mind is that RAN is usually the "big" NGO by comparison to our grassroots partner groups, so we need a low-cost widely available technological approach.

For us the issue of travel relates to meetings with other NGO allies, corporate targets and allies, actions, conferences, support and development of grassroots network groups etc. Some of these functions are more amenable to videoconferencing than others. We are already doing a lot of work in these areas through conference calls.

RSPB (UK)

Contact: Ruth Davis, Ruth.Davis@rspb.org.uk

1. Does RSPB have a carbon accounting system (tracking its own greenhouse gas emissions)? If so do you publish the results?

For a number of years, we have been able to track the CO2 emissions from a substantial part of our business travel, and from some but not of all of our heat and lighting use. We are in the process of putting in place a more sophisticated CO2 assessment system which will capture travel, light and heat related emissions across our whole estate, with a view to setting a carbon budget with a year on year per capita target for reduction. Next year (April 2007 - April 2008) will be our base year - we will then use the budget to manage reductions from 2008 onwards. We don't publish the results of our existing carbon monitoring, because we do not think they yet give a sufficiently accurate picture, though we would share them if asked. We do intend to publish our carbon accounting in the future, though in what precise form we have not yet decided.

2. What's RSPB's policy on air travel (given the impact on climate) and do you have any targets in this respect?

We have an accounting system in RSPB which means that rail travel is paid for centrally (rather than through individual cost centres), whilst more polluting forms of travel (air and car) are paid for by individual teams. This innovation provides a good incentive for budget holders to promote rail travel and is having the effect of increasing the proportion of journeys taken by train, albeit by a small margin, each year.

In addition to this, we require that all flights taken by staff are cleared with line management, and there is a strong presumption against internal flights as well as flights to Brussels or Paris; we expect staff to use alternative methods in the UK and the Eurostar to Brussels and Paris, unless there are compelling reasons not to.

Our international work, which involves a number of RSPB staff in capacity building and conservation activities with partners across the world, of necessity involves flying. In these circumstances, we try to manage these journeys in an efficient way, but recognise in our business planning that face to face contact is sometimes the only way in which we can get the job done.

In future, as part of our carbon budgeting process, we will seek to find more ways to reduce our air travel, wherever this is compatible with the RSPB's basic conservation mission.

In addition to air travel, we recognise that some of the journeys our staff make by car are essential to our conservation effort, particularly where research biologists and ecologists need to carry out field work in inaccessible places.

Acknowledging that car travel is a substantial part of our carbon footprint, we have made considerable efforts to reduce this; in part through the scheme incentivising rail travel, but also through investment in more fuel efficient fleet cars, and in encouraging more sustainable staff travel to work.

We provide subsidised bus travel to and from work for staff in the villages surrounding our headquarters, along with a shuttle service to and from the railway station. We support lift-sharing through the provision of a lift-share database on our intranet system, and by the allocation of specific lift-sharing spaces in our headquarters car-park. We are investigating more ways in which we can reduce the impact both of car use within the business, and travel to and from work.

3. Have you found ways to do business while reducing air travel, and if so with what results? (If you'd like to share any successes for others to maybe learn from, please do)

We have found that the financial incentive to use rail above other forms of transport has worked to reduce the volume of journeys undertaken by air or car. Our staff are increasingly aware of the need to consider other options before flying.

We have installed and have been using video link technology in all our regional and country offices for a number of years, and many staff use this as a routine part of communicating with colleagues. We are investigating the potential to use video conferencing facilities with the BirdLife European Office in Brussels, with a view to reducing emissions from air travel. We hope we can learn from others experiences in this area too, and are always keen to do more.

Sierra Club (US)

**Contact: David Perry, Sierra Club Information,
Information@sierraclub.org**

1. Does The Sierra Club have a carbon accounting system (tracking its own greenhouse gas emissions)? If so do you publish the results?

2. What's The Sierra Club's policy on air travel (given the impact on climate) and do you have any targets in this respect?

3. Have you found ways to do business while reducing air travel, and if so with what results? (If you'd like to share any successes for others to maybe learn from, please do)

No, Sierra Club does not currently use a carbon accounting system to track greenhouse gas emissions.

We do try to limit our air travel, but since we are such a large, national organization, it is often necessary.

On the other hand, our employees often utilize tele-conferencing as a substitute for face-to-face meetings (for instance, between our San Francisco Headquarters and our Washington, DC Office).

Swedish Nature Foundation (SNF)

Contact: Ylva Rylander, Ylva.Rylander@snf.se

1. Does SNF have a carbon accounting system (tracking its own greenhouse gas emissions)? If so do you publish the results?

No - only in one year (1997). It was found that our international department spent 99 percent of the carbon dioxide used. Otherwise we travel by train, mostly. We did not publish the results, but we kept track of it through our travel agency. We also made an internal study at the office in Gothenburgh and it became clear that it was one of our staff that was responsible for most emissions, because he is working internationally.

Most people bike or take the train or metro to work. Only three people out of 70 employees travel by car to work, and that is only a couple of times every week.

2. What's SNF's policy on air travel (given the impact on climate) and do you have any targets in this respect?

Domestic air travels are not allowed. No targets but everyone travelling in work take the metro, bike or train. Also all our conferences are planned in the cities to make it possible to use public transport. We also always travel by train if we are going

to another city in Sweden for meetings or for a big conference.
No company cars.

3. Have you found ways to do business while reducing air travel, and if so with what results? (If you'd like to share any successes for others to maybe learn from, please do)

SSNC makes it possible for people to buy emission allowances from the ETS-system and allocate the ETS-allowances from the ETS-system. SSNC make sure they are not emitted and the public get a certificate on the amount of allocated allowances.

We make much use of our video conference system, have a bike parking, no parking space for cars (only two for visitors). We plan to only send one person if we have to go to ex. Brussels, instead of sending two or three people.

World Development Movement (UK)

Contact: Benedict Southworth, Benedict@wdm.org.uk

1. Does WDM have a carbon accounting system (tracking its own greenhouse gas emissions)? If so do you publish the results?

No. We recently moved our main office in London which included a refurbishment of a 1870s workshop/warehouse building. We used an environmental consultant to establish what we could do to reduce the environmental footprint of the new building. As a result we brought the building up to modern energy efficiency standards via a substantial insulation program as well as a range of other measures too detailed to go into here.

Happy to provide more details to any other organisation trying to do the same.

We are now undertaking an environmental audit of the way we run our operations. This will include our office and our travel.

2. What's WDM's policy on air travel (given the impact on climate) and do you have any targets in this respect?

We are currently developing our formal policy - see above. In the meantime there is an expectation that staff will limit the number of flights in general and within Europe to travel by train if at all possible. Although we don't need to police this given the size and nature of the staff body managers keep track of this. As a small NGO we have a financial pressure to reduce travel anyway and most interactions take place by email and phone.

3. Have you found ways to do business while reducing air travel, and if so with what results? (If you'd like to share any successes for others to maybe learn from, please do)

Still learning. Would be interested in sharing other groups' video conferencing facilities.

WRI (US)

Contact: Samantha Putt del Pino [sam@wri.org], Project manager in WRI's Climate, Energy and Pollution program

1. Does WRI have a carbon accounting system (tracking its own greenhouse gas emissions)? If so do you publish the results?

Yes. In 1999, WRI committed to reduce its CO2 emissions to "net zero" each year, to share lessons learned and to publish its results. WRI tracks its emissions from business air travel, electricity use, employee commuting and paper. WRI has implemented a number of actions to reduce its emissions over the years. For example, WRI's office space is "green" and incorporates a number of energy-saving measures such as maximization of natural daylighting, office lights controlled by motion sensor and Energy Star-rated equipment and appliances. Each year WRI has "offset" the emissions it was not able to reduce in order to meet its "net zero" goal.

WRI follows the GHG Protocol (www.ghgprotocol.org) standards in developing its inventory. The GHG Protocol is a corporate GHG accounting and reporting standard developed by a multi-stakeholder initiative co-convened by WRI and the World Business Council for Sustainable Development. The GHG Protocol is the most widely used standard for voluntary and mandatory GHG programs.

WRI publishes its inventory on its website. WRI's inventory reports for 2000 - 2003 are located at http://www.wri.org/climate/project_description2.cfm?pid=14.

WRI's most recent inventory report which describes our 2004 and 2005 emissions is being finalized and will be posted on the website within the next few weeks.

WRI has a number of programs that engage businesses on corporate climate change strategies. In addition, we also have reached out to other NGOs and organizations through workshops, meetings and publications. WRI has developed 2 publications of particular relevance to other NGOs: The first is "Working 9 to 5 on Climate Change: An Office Guide." This publication provides simple step-by-step guidance for small office-based companies and organizations on how to develop a CO2 inventory and begin taking steps to reduce emissions. The second publication is "Hot

Climate, Cool Commerce: A Service Sector Guide to Greenhouse Gas Management." This publication provides more sophisticated guidance and can be applied by any office- or retail-based company or organization, regardless of size. Both these documents can be downloaded, free of charge, from WRI's website (www.wri.org).

2. What's WRI's policy on air travel (given the impact on climate) and do you have any targets in this respect?

WRI staff travel all over the world to meet with partners. However, we are acutely aware of the impact that air travel has on climate change.

WRI's overall CO2 reduction goal is to be "net zero" each year. The emission sources included in this goal include air travel.

3. Have you found ways to do business while reducing air travel, and if so with what results? (If you'd like to share any successes for others to maybe learn from, please do)

WRI has taken steps to reduce the amount of air travel its employees must undertake. The organization's Washington DC headquarters includes video-conferencing equipment and several staff utilize web-based conferencing also. The office itself is located a few short blocks from the city's main mass transit hub, which connects travelers by rail to other East Coast cities.

This is particularly useful for staff traveling to New York who can travel by rail instead of air. Staff also maximize travel time, especially when they are traveling long distances. So, for example, instead of flying to a destination for one meeting, staff endeavor to arrange multiple meetings to avoid frequent trips.

Despite these efforts, WRI's most significant source of emissions remains air travel. Air travel is a critical activity that WRI must undertake in order to carry out its mission. However, we also recognize that with air travel comes a corresponding climate impact. WRI meets this responsibility each year by offsetting emissions it has not been able to reduce.

Please do let me know if you have any other questions about WRI's internal "walk the talk" initiative.

WWF International

Lynda Mansson, Director, Global Operations, LMansson@wwfint.org

1. Does WWF have a carbon accounting system (tracking its own greenhouse gas emissions)? If so do you publish the results?

WWF has recently introduced a Network-wide policy on tracking and offsetting greenhouse gas emissions. WWF is a worldwide Network of 55 decentralised offices, and many of these offices have been tracking and offsetting emissions on a local basis. This new policy is the first time that this becomes a requirement for all offices in the WWF Network. This financial year (FY), ending June 2007, is the first year that this policy comes into effect and should be fully implemented by year-end.

This is meant to be an internal management tool. We have not yet decided whether or how to publish the results.

2. What's WWF's policy on air travel (given the impact on climate) and do you have any targets in this respect?

The WWF Network agreed in November 2005 to a set of targets concerning reducing air travel and reducing greenhouse gas emissions. Using the FY2005 data as a baseline, travel budgets are reduced in FY2007 by 10%, and another 10% per annum over five years total.

FY2007 will be the first year with complete emissions tracking. Each office is required to put in place an energy strategy and meet reduction targets.

We have guidelines in place recommending reducing the numbers of meetings, reducing the number of participants in meetings, selecting the best location in terms of air travel, using trains for transport wherever possible, and using electronic alternative wherever possible.

3. Have you found ways to do business while reducing air travel, and if so with what results? (If you'd like to share any successes for others to maybe learn from, please do)

WWF is increasingly using other means of conducting business to reduce air travel. In June 2006 the Network agreed a new streamlined decision-making structure, and closed all previous decision-making committees and bodies, thus eliminating the associated travel.

WWF has been testing several different on-line meeting services and is in the process of negotiating an agreement with an on-line meeting provider. We have conducted on-line meetings with specific expert groups, made up of staff in different countries. These "webinars" allow us to have regular meetings where we can

share experiences and materials in a virtual environment, on topics usually discussed and distributed in an annual 2 day meeting.

We have also used our Intranet to conduct interactive discussions, for issues that would normally have been decided in multiple 2-3 day meetings, involving 10-20 participants. By holding these discussions on-line, we save on the costs of CO2 emissions, travel and meetings costs, and can now benefit from the inclusion of more participants than in the past and a full history of the discussion.

WWF has been using videoconferencing since 1996 and 15 offices have video conference capacity in house while others use local commercial facilities. Increasingly, WWF meetings are taking place via telephone conference and video conference.