

Progressio Environmental Assessment 2009-2010

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1 Introduction

This report provides an appraisal of Progressio's environmental performance for 2009/10. The focus of this report is on:

- The activities of our London office;
- Total flights for the organisation (composed of London office, recruitment and in-country flights).

This report does not include impacts from overseas offices. It had been hoped that this would be possible but resource limitations during a difficult financial year have meant it was not. It is hoped that these activities can be included in future reports.

This yearly report on our environmental impacts reflects the importance Progressio, as an organisation working on environmental issues, places on our own green credentials. Progressio aspires to be a leading organisation in best practice on environmental impact reduction.¹

Objectives

The objectives of Progressio's environmental assessments are twofold.

1. To quantify and thereby better understand the impact that Progressio's work has on the environment
 - a. Aggregated results tell us the full impact of all that we do
 - b. Itemising these shows us how our different activities contribute

In order:

2. To identify the areas in which we should focus efforts to reduce our negative environmental impacts.

Progressio is committed to work on reducing environmental impacts across the board. This requires ambitious planning and significant, long-term investments. To do that sensibly we need a breakdown of our impacts to facilitate good strategic decisions. We need to ensure that long-term investments are as effective as possible and that our efforts to reduce environmental impacts are properly monitored.

Scope

Over the past three financial years Progressio has been building up our environmental reporting. In 2006-2007 we produced a travel survey, which looked at flights made by London office staff. In 2007-2008 this was extended to an assessment of the environmental impact of our London office staff air travel and paper usage, two major impacts. In 2008-2009 we made extensions in this work in two areas:

1. To include flights booked throughout the whole of the organisation
2. To introduce an assessment of two more major impacts from the London office, natural gas and electricity

¹ See Appendix 3: Vision for 2011 taken from Progressio's Environmental Impact Reduction Strategy 2008-11.

The extended assessment of the form of 2008-2009 has been repeated this year, 2009-2010.

It had been hoped that for 2009-2010 reporting on the environmental impacts of the running of Country Offices could have been included in this assessment.

Unfortunately, limitations in resources for administrative and Green Group work – impacted on by reductions in capacity across the organisation – have meant that this has not been achieved this year. It remains our aim to bring these factors into future assessments.

Auditing and Verification

Environmental consultants Waterman Environmental Limited verified the environmental data in the main body of our 2008-2009 environmental assessment. This verification process covered the raw data and methodology used in compiling the results for that year. It also covered the production of a procedure document for producing future assessments.

In the production of this assessment for 2009-2010 this procedure document and identical collection and analysis methods to last year have been followed. On this basis we feel that this report gives a rigorous portrayal of all the environmental impacts it covers.

During their consultancy work in 2008-2009 and due to shortcomings identified in the calculation methodology Waterman were not able to verify emissions calculations we made for our paper usage.

In that year we showed calculations for paper impacts in an appendix, as an unverified indication of the sort of scale that these emissions might have. In the same vein we include 2009-2010 paper usage emissions in Appendix 4 of this assessment.

Avoiding Double Counting

When companies 'produce' output, when consumers 'consume' goods and services, and when an NGO like Progressio does its work, environmental impacts result. However, often a company produces output and it is then consumed by a consumer, or an NGO. If we were to calculate the environmental impacts of all these activities we would probably end up double counting certain impacts. How can we make sure this audit is not a part of a big process of double counting? There is an answer to this.

Progressio's emissions must be seen as our activities' contribution to the sum total of emissions caused by private and government consumption. This is an economic definition. Such a conceptualisation is sensible because our funding comes in three forms which all fit the model of provision of a final good or service:

- 1 Government expenditure embodies 'government consumption'
- 2 Donations from the public embody a form of 'private consumption'
- 3 Donations from trusts embody a form of 'consumption' on behalf of private individuals (living or not) or associations of people

Methodology: Office Activities and Air Travel

In looking at Progressio's environmental impacts we have separated out our office activities from our air travel.

Both are significant impacts. Progressio's London office activities, for example, make up over 30% of the combined impact of running the office and flights made by London-based staff.²

One of the ways in which we can make progress in cutting our impacts as an organisation is by comparing the emissions levels of different country offices. We can then look to disseminate instances of best practice.

Progressio believes that our level of flights should be seen as the result of corporate and not individual country policies and should be addressed accordingly. Three features of the situation explain the thinking behind this:

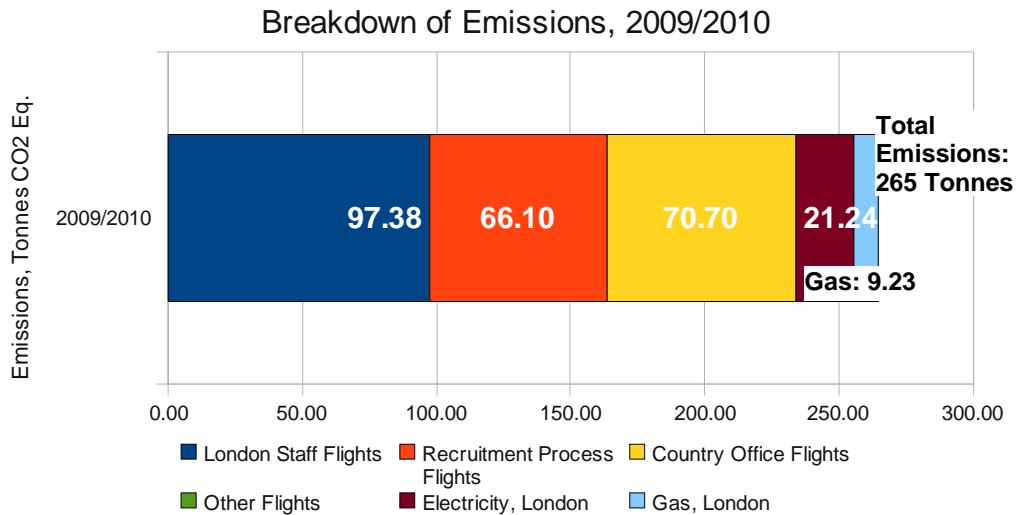
- Many of our flights are booked during the recruitment process for candidates who are not a member of any Progressio office at that time, and therefore it would be hard to attribute these flights to a particular office;
- Even flights that are booked for specific country office staff are the consequence of Progressio decisions about how we operate – we have a culture of using air travel to aid communication. For example, staff conferences are Progressio events which currently require flights from all offices;
- Reducing flights involves investment in equipment, services and a working culture across a number of offices, ultimately all of them.

²

Using the information collected about Nicaragua office activities we estimate that across Progressio's office and flight activities office activities generate over 30% of our total impact in terms of CO2 emissions.

2 Summary of Our Impacts 2009-2010

Total CO2 Emissions

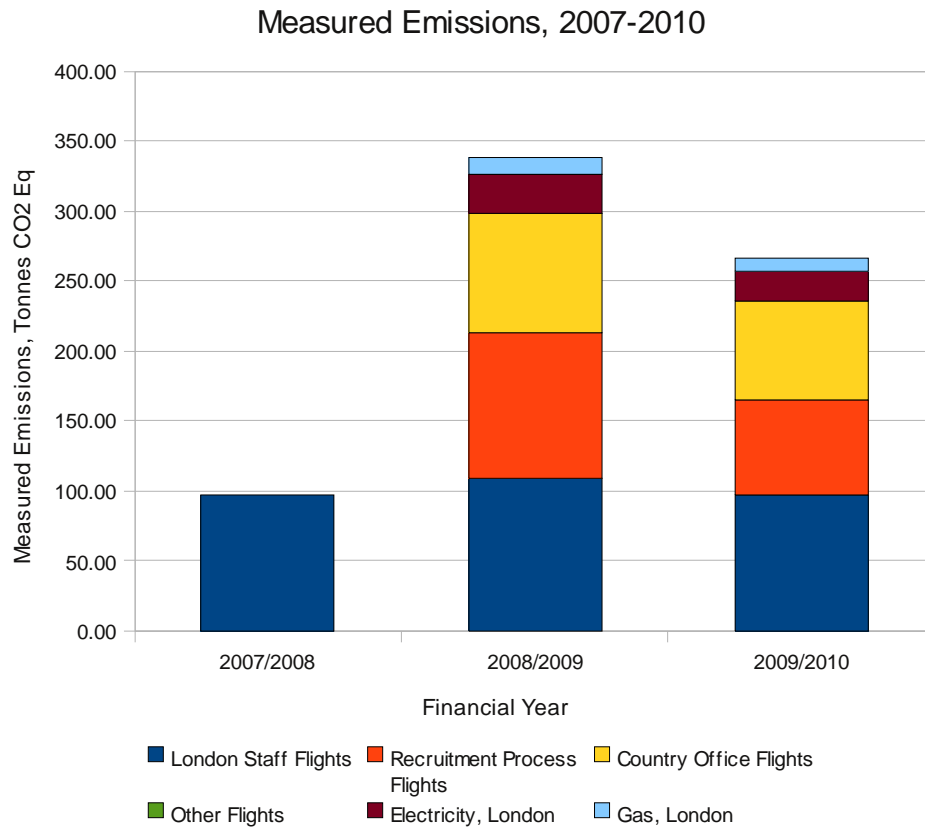


A key part of Progressio's programme work is on environmental projects which seek to improve the lives of the poor and marginalised. However implementing that work inevitably has environmental impacts which are not insignificant.

Total measured emissions for 2009-2010 are 265 tonnes of carbon dioxide equivalent. This is mainly composed of flights booked by the organisation, with the remaining 11% from London Office activities.

This breaks down as 1.64 tonnes of CO2 per member of staff at Progressio.

Emissions Over the Years



For 2008-09 total emissions were 338 tonnes, for 2009-2010 they have dropped to 265. This is a very significant fall - of 22% - and was contributed to by reductions in all six components of emissions.

In emissions per member of staff working at Progressio there is a fall from 2.08 tonnes CO₂/person to 1.68 tonnes CO₂/person.

The impact of electricity and gas usage in the London office – measured for the first time last year - has fallen around 25% over the year. (More detailed analysis of this is given in section 3)

Almost all Progressio flights fall into one of three³ categories: those oriented towards recruiting development workers, business trips for London staff and business trips for country office staff. London staff flights were the only environmental impact measured in 2007/2008, the other two types have been measured since 2008/2009.

London Office staff flights - with emissions measured since 2007-08 – have fluctuated a little since that year, but show no overall trend. The other two categories of flight have shown a quite dramatic fall in emissions in 2009-10 compared with 2008-09.

³ A fourth category – 'other' – accounted for two short flights in 2008/09 but none in 2009/10. This is the sixth overall category of emissions.

Flights reflect the largest contribution to greenhouse gasses based on what we have managed to measure so far and this represents Progressio's key challenge in terms of environmental impact reduction. More detailed analysis of our current activities and impacts (which have fallen somewhat this year), as well as strategies in place to reduce flight usage is given in section 4.

What we have been doing

For our London office activities there are some small incremental changes we have made to cut our impacts. An innovation this year which seems to have given us a big result was to install timer devices to our heating system, and actively work to maximise the efficient use of the system by regularly setting heating times. As will be seen below we believe that this was the main cause of a big reduction in natural gas consumption and emissions from this in the past year.

We are close to reaching a limit to what can be achieved through changes at the office because the leasehold nature of our tenure in our offices means certain more major features of the building are not in our control. This could be addressed by looking for a different sort of arrangement, or a different sort of office, when this lease comes to an end.

With flights we have started making changes – both in office capability and in working practices – to seek to reduce activity and thereby cut emissions. Video conferencing, a different kind of working culture and recruitment of more locally based staff can all contribute to this change towards working effectively as an organisation with less reliance on air travel.

It is important to state that whilst we have measured the negative environmental impacts of our work we have not undertaken any measurement of the positive environmental impact of our work. However we will investigate other measures such as carbon offsetting or similar schemes that can in some way mitigate the impact we have as an organisation.

On all of these things there are other organisations that we can look to for examples of good practice.

Achievements 2009-2010

During the 2009-2010 financial year Progressio made three big achievements relating to environmental impact:

1. Better environmental reporting – in the form of our environmental assessment 2008-2009, to which this is the follow up.
2. Investing in video conferencing – a dedicated meeting room in the London Office for video conferencing with Country Offices, Staff Role Candidates and Third Party Clients and Colleagues. A measure which should reduce the need for flights.
3. Installing and actively using a timer system for our gas boiler

Alongside these recent developments we have made various strategic and practical environmental improvements. A selection of what has been done to date:

- The Board has approved an Environmental Impact Reduction Strategy, of which this report is one result. The implementation of this strategy should result in Progressio making the big strategic decisions we need to significantly cut our environmental impacts
- We have established a Green Group which meets monthly to discuss and implement our green strategy
- Moved to a green energy supplier
- Addressed office procurement (including cleaning products, low energy lighting, plumbed-in water fountain)
- Made presentations to staff meetings in order to change the attitudes and behaviour of staff
- Instituted in-office recycling collection points for glass, tins, plastics, etc, and a system for regular recycling using collections made by Islington Council
- Joined the cycle to work scheme allowing staff to purchase bicycles at a subsidised rate and installed cyclists' facilities in the office to encourage cycling to the office.

Initiatives 2010-2011

For the current year we have four major activities planned:

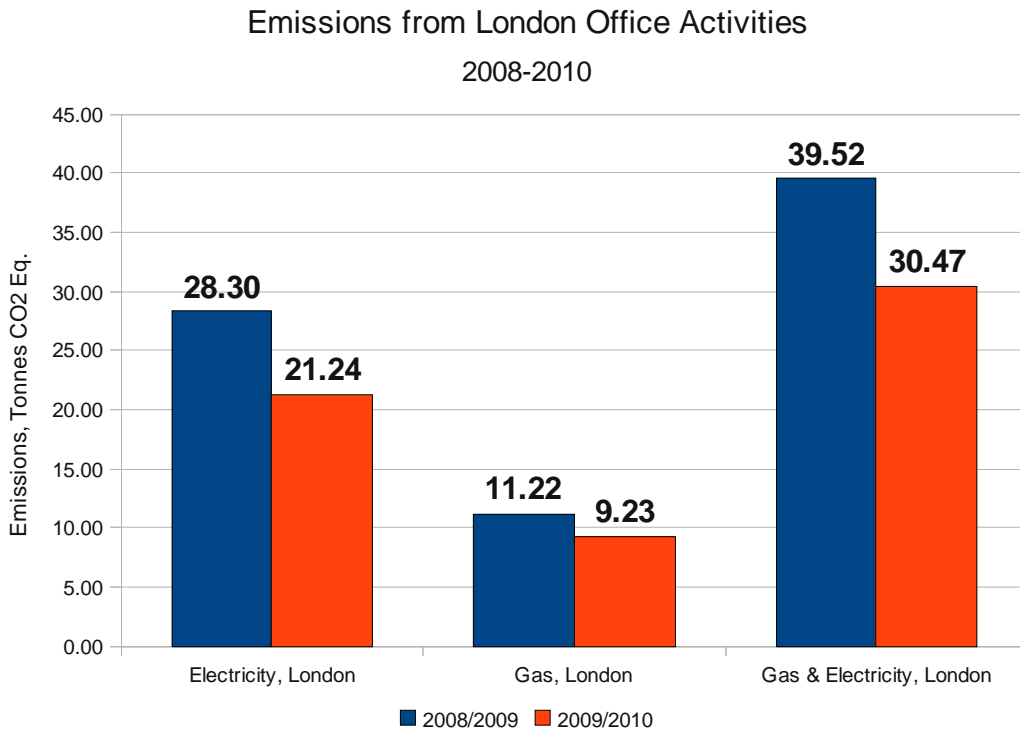
- Continuing our work to reduce flights in the organisation;
- Creating a medium term target for achieving environmental impact reduction at the organisation – of the form 'A 40% reduction in emissions by 2015' or similar
- Other research projects described in the Environmental Impact Reduction Strategy which facilitate cutting our impacts. Research issues include: *a travel policy directive; a long term vision for change at Progressio⁴; priorities for improving in-country environmental impacts;*
- The inclusion of country office activities in our environmental assessment for 2010-2011

These activities are essential for Progressio as we seek to make big reductions in our environmental impact.

⁴ To include a look at where we want to be in 2015, 2020. See also Appendix 3: Vision for 2011 taken from Progressio's Environmental Impact Reduction Strategy 2008-11.

3 The London Office

Impacts today



London office activities generated just over 30 tonnes of CO₂ in 2009-2010. All of this was from energy usage - 70% from electricity, 30% from consumption of natural gas.

The 2009-10 emissions figure represents a reduction of 9 tonnes of Carbon from the 40 tonnes of emissions from similar activities in 2008-2009 (see chart above). This is a reduction of 23%.

Turning to the two categories, reduction in gas consumption was 18%, reduction in electricity consumption was 25%.

What has caused this?

Electricity

Around 3.7 tonnes of the 7.1 tonne reduction in emissions attributed to electricity seems to have occurred because of a reduction in Progressio's responsibilities to pay for communal electricity use.

This leaves around 3½ tonnes of reductions in emissions from electricity from elsewhere, unexplained.

Analysis below suggests that this can not be explained by lower staff numbers in the office as reduced staffing (which is expected in the current period) did not seem to have yet occurred in 2009-2010. However, anecdotal evidence suggests that more

home working and perhaps more trips abroad for some staff may have meant office numbers were reduced. Some other potential factors impacting on electricity consumption:

- Changes in weather may have reduced the need for cooling (this is unlikely to have been the case regarding heating as the winter was more severe than in previous years)
- Increased awareness amongst staff of the benefits of reducing energy consumption may have contributed to a change in behaviour

Gas

In 2009-10 the winter weather in the UK was reportedly more severe than the previous few years. So a reduction of 18% in natural gas usage – which is mainly used for heating - is a very significant change.

This reduction coincided with the introduction of a timing system in the middle of 2009. This timing system has been actively managed to optimise gas usage through the different seasons and on different days of the week (for example, making sure the heating is not on over the weekend).

It seems more than likely that the introduction of the timer system has contributed significantly to the change – a big success for our energy efficiency efforts.

Per Person Energy Usage

We believe that gas and electricity usage in an office should relate quite strongly to staff numbers – heating office space and providing light and computers for one person is going to require a lot less gas and electricity than doing the same for 15 people. Because of this, in order that we can monitor our environmental performance in a meaningful way we need to look at the emissions from energy per person in the office.

The indicator 'Number of Full Time Effective Office Workers' has been developed which reflects two pieces of data – numbers of staff members as recorded by the Administration Manager at various times in the year; and an estimate of staff days taken away from the office per week due to working from home.⁵

Effective Full Time Office Workers, London

2008/09	28.63
2009/10	28.93

Emissions Per Effective Full Time Staff Member, (Kg CO2 Eq. / Person)

Gas

2008/09	0.39
2009/10	0.32

Electricity

2008/09	0.99
2009/10	0.73

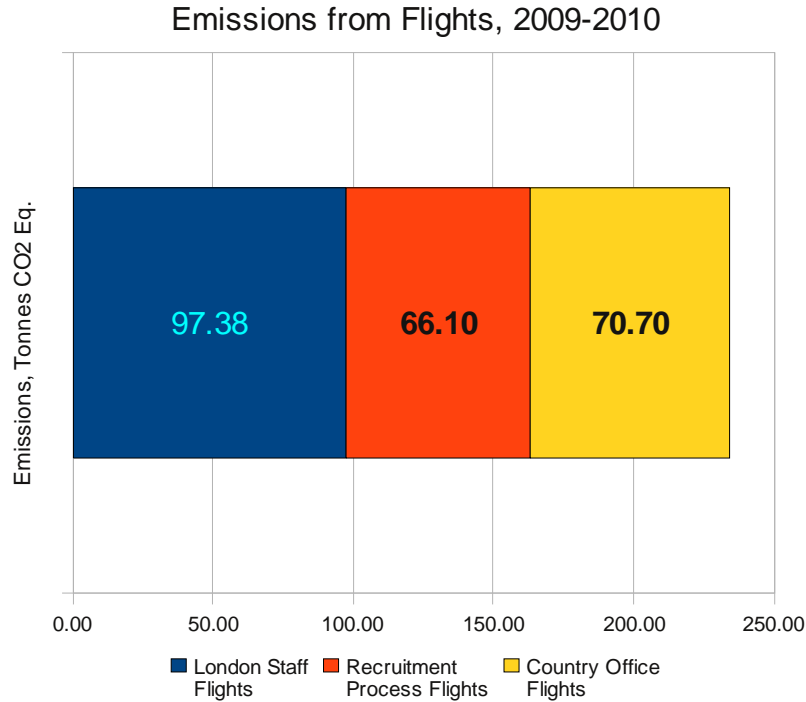
⁵ For future assessments this latter figure will be calculated from a survey of staff and not simply an estimate.

If the effective full time office worker (EFTOW) figure had fallen from 2008-09 to 2009-10 it might have helped explain the fall in emissions. However the EFTOW figure *increased* from 2008-09 to 2009-10. Accordingly, the emissions per effective staff member shows a dramatic fall for both Gas and Electricity during the period.

4 Air Travel

Flights and impacts today

The chart below shows the emissions of flights we booked in 2009-2010.



The total emissions from flights during 2009-10 were 236 Tonnes CO2 equivalent.

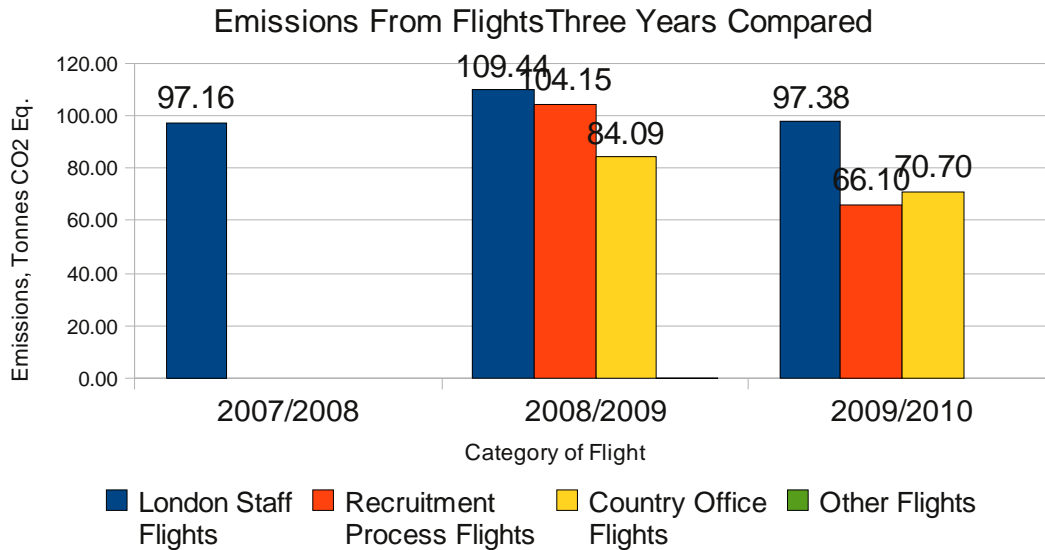
These emissions can be broken down into three categories:

- Flights booked by the London office for staff - 97.4 tonnes of carbon dioxide, 42% of flights emissions
- Flights booked by various offices for recruitment purposes - 66.1 tonnes of carbon dioxide, 28% of flights emissions
- Flights booked by country offices for country representatives (CRs – managers of our country offices) and development workers – 70.7 tonnes of carbon dioxide, 30% of flights emissions
- This year we had no flights from the fourth and final category, 'Other', which featured last year

Compared with the previous two years

The chart below shows the emissions from flights from each of the four categories in the last three financial years. Only London Staff flights were monitored in 2007/2008.

We can see a reduction in emissions from all three main categories occurred in the last year, compared with 2008-2009:



London Staff Flights. A reduction of...	...12.06 tonnes	...11%
Recruitment Process Flights. A reduction of...	...38.1 tonnes	...37%
CR and DW Flights. A reduction of...	...13.4 tonnes	...16%
Other Flights. A reduction of...	...0.3 tonnes	...100%

For some explanations of these, we look at each category in turn below (except for 'Other' flights which only accounted for one anomalous return flight between the UK and France in 2008-09).

Analysis of our different flights

London Office

The table below shows different teams' flights and carbon emissions over the past three years:

Team	Number of Flights		Number of Trips			Emissions		
	(09/10)	(08/09)	(09/10)	(08/09)	(07/08)	(09/10)	(08/09)	(07/08)
Programmes	12	20	3	6	5	7.81	11.56	
LAC	21	27	3	5	8	13.45	14.47	
AMEA	30	23	6	5	10	19.21	14.81	
Funding	18	14	5	4	3	10.86	8.07	
Comms	8	24	2	5	0	5.82	22.32	
Advocacy	39	27	9	10	8	25.08	15.91	
Finance/Admin	10	28	4	8	6	3.23	18.12	
Board/Director	13	11	3	4	5	6.92	4.18	
Recruitment	7	0	2	0	1	4.98	0	
Totals	158	174	37	47	34	97.38	109.44	97.16

London Staff flights contributed 37% of our carbon emissions, 41% of those from flights.

Trends:

- In total the emissions for the past three years have been similar, around 100 tonnes. They were higher in 2008-2009 but have returned this year to the level of 2007-2008
- For some teams there seem to be dramatic changes in emissions volume - Comms and Fin/Admin produced a lot of emissions from flying in 2008/09 but very much less in 2009/2010. The Recruitment team produced none in 2008/09 and 5 tonnes in 2009/10. The Advocacy team's emissions increased from 15 tonnes in 08/09 to 25 this year
- For LAC and AMEA emissions are consistently in the mid-teens
- The Funding team, Programmes (usually accounted for by just the Director of Programmes) and the Board and Director (mainly the Executive Director) seem to produce a consistent but lower amount – around 10 tonnes for the former two, 5 tonnes for Board/Director
- Looking forward, looking at the causes of flights for each team/role and working out ways to plan and reduce flight volume would be a good strategy for understanding and reducing emissions

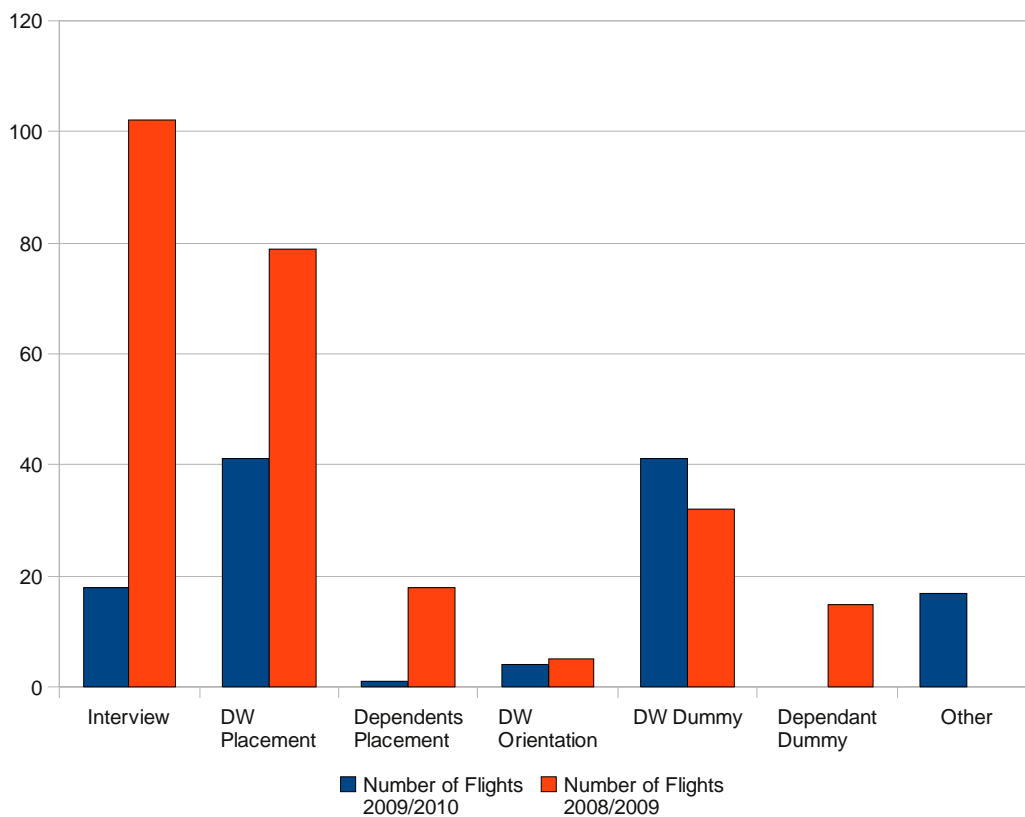
Recruitment

Various activities in the development worker (DW) recruitment process contributed 66.1 tonnes of emissions, 28% of those from flights, in 2009-10.⁶

This represents a 37% reduction from a contribution of 104.1 tonnes of emissions, 35% of our flights emissions through 2008-2009.

The chart below shows the emissions from the various recruitment activities over the two year period.

One category in the chart is new this year - 'Other' flights contributed 6.3 tonnes of emissions this year (none before). This category is composed of flights for compassionate leave and training visits.



The changes in emissions from individual activities have all been much more dramatic than the overall drop of 34% in emissions. In detail there has been a:

- 70% reduction in emissions from flights relating to DW interviews
- 43% reduction in emissions from DW placements
- 76% reduction in emissions from placement of DW dependants
- 59% reduction in emissions from DW orientations

⁶ This year these figures also include two new kinds of flight. 1. Flights which occurred in the recruitment of our new PDFO staff – funding staff based in countries in the two regions in which Progressio works. 2. In the 'Other' category are some flights for compassionate leave, and some for field trips for existing DWs.

- 59% increase in emissions from DW dummy flights
- 100% reduction in dependant dummy flights to none
- 100% increase in other flights to 5.2 tonnes of CO2

Some possible explanations for these changes:

1. A reduction in DW recruitment would explain all the reductions
2. Increased use of local or remote (telephone/web-based) recruitment methods would explain reductions in emissions relating to DW interviews
3. A reduction in the propensity for new DWs to have dependants they want to bring with them to a placement would explain reductions in the two dependant categories
4. A changing mixture of locations of placements would explain increases in dummy flights, as would changing visa requirements in destination countries
5. Finally, errors or gaps in data from either year might explain some of the change

Because of the scale of the changes of individual emissions levels it is impossible to build a detailed theory about the general contributions of different recruitment activities on the environment.

However, over the two years for which we have data there are three clear areas where most emissions emerge. These are:

DW Interviews	– 15% in 09/10; 30% in 08/09
DW Placements	– 39% in 09/10; 40% in 08/09
DW Dummy Flights	– 42% in 09/10; 15% in 08/09

The table below gives more detailed figures for emissions and numbers of flights in each category over the two years:

Explanation	Number of Flights 2009/2010	Number of Flights 2008/2009	Emissions 2009/2010	Emissions 2008/2009
Flying applicants to be interviewed	18	102	9.28	31.00
Flying DWs to their work placement country	41	79	23.90	41.70
Same function for family of DW	1	18	1.63	6.70
Flying new DWs to pre-role orientation training	4	5	0.94	2.30
Return flights from destination booked to diminish potential for visa problems on entry	41	32	25.47	16.00
Flying family of DW to same	0	15	0.00	6.40
Training Visits/Compassionate Leave	15	0	4.90	0.00
	120	251	66.12	104.10

Country Office

Flights by DWs or CRs are frequently booked in-country for information sharing meetings between Progressio staff or meetings with external groups.

Country office flights contributed 70.7 tonnes CO2 in 2009-2010, 30% of our emissions from flights.

This represents a reduction of 16% of emissions from 84.09 tonnes CO2 2008-2009.

Around 30% of this was for country representatives, 70% for development workers. This contrasts with 55% for development workers the previous year.

The table below shows a country-by-country breakdown of emissions from flights for both years:

Country Office Breakdown

Country Office	CRs		DWs		Total Emissions, Tonnes CO2	
	2009/10	2008/09	2009/10	2008/09	2009/10	2008/09
Zimbabwe	0.96	3.48	0.00	0.00	0.96	3.48
Somaliland	1.30	3.49	0.83	1.14	2.13	4.63
Nicaragua	2.82	2.96	13.45	19.21	16.27	22.17
Ecuador	0.00	4.16	4.46	3.36	4.46	7.52
El Salvador	1.06	3.42	3.26	1.04	4.32	4.46
Peru	2.49	4.13	3.02	9.55	5.51	13.68
Dom Rep	3.03	4.02	11.56	0.08	14.59	4.10
Malawi	0.70	2.92	0.11	0.00	0.81	2.92
Timor Leste	5.17	5.37	4.96	1.08	10.13	6.45
Yemen	3.70	2.87	6.58	0.00	10.27	2.87
Honduras	0.00	0.00	1.25	11.79	1.25	11.79
Total	21.23	36.84	49.47	47.25	70.70	84.09
Mean Average	1.93	3.35	4.50	4.30	6.43	7.64

Overall the emissions of CR flights were nearly 50% less during 2009-10 than in 2008-09. DW flight emissions up around 5%.

Since we have been measuring DW and CR flights the most striking attribute we have noticed is how varied emissions are between countries. High levels of variation seem to also be occurring within the country offices over time.

Turning first to Development Worker flights: Zimbabwe and Malawi have produced zero or barely any emissions from DW flights in either year. Ecuador and Nicaragua show quite and very high emissions respectively in both years. While in the Dominican Republic and Honduras one of two years has produced near to zero emissions and the other year an amount three to five times the country average. Other countries show similar fluctuations to these latter two.

Country Representative emissions are also variable, though with the highest emissions from any CR is considerably lower than the higher figures for DWs. Honduras is notable for having produced zero emissions in either year, Timor L'este has accounted for over 5 tonnes of emissions from the CR each year, the Dominican Republic over 3 tonnes.

Some possible explanation for these trends:

- The fall in CR flight emissions may be largely due to the cancellation of the staff conference planned for the year. Cancelled due to the ash cloud phenomenon, this would have involved CRs from all countries making their way to London and back to their office location. This would have roughly corresponded to the emissions involved in the inter-office conference which occurred in 2008-09
- Dominican Republic DW flights have increased a lot during 2009-10. Could this be explained by more activity in the country?
- Timor L'Este has had a new CR in post in the past two years which - as well as the remoteness of the country - may explain a need for more flights than other country representatives during that time

Other Air Travel

This accounted for one, short return flight for a visiting speaker in 2008-2009, creating 0.30 tonnes of emissions. In 2009-2010 there was no flying in this category.

5 Conclusions

Progressio is serious about monitoring and reducing carbon emissions. In recent years we have made great progress in both of these areas – developing an annual and comprehensive measurement of our emissions, and continuing on the long journey of transforming our working practices to dramatically reduce them.

In 2009/10 measured carbon emissions were 265 tonnes, down from 338 in 2008/2009. These emissions came mainly from flights taken by staff, with the remaining 11% coming from London office activities.

Emissions from the London Office fell 23% compared with the previous year. This is a significant drop which comes in the wake of a number of energy saving initiatives taken by the Green Group. Particularly, the recent adoption of a timer for the gas boiler seems to have been the main cause of an 18% fall in emissions from natural gas.

Emissions from flights dropped overall. Category by category - London Staff flights remained roughly stable; Recruitment activities flights fell 37%; and Country Office staff flights fell 16%, probably mainly due to the cancelled staff conference in London.

In recent years we have made many positive changes to reduce specific impacts in the London Office and elsewhere, and to raise awareness amongst staff about these impacts. The figures above show that we have made good progress, but of course there is a long way to go to reduce our emissions to an environmentally sound level.

The figures above also indicate that we need to focus on our flights, which represented 89% of our measured emissions for 2009-2010.

The purchase of some high quality video conferencing facilities over the last year is an excellent first step in this next stage. Encouraging staff to embrace video conferencing technology, and a smarter and more efficient use of flights must be the key priority for the next period.

Appendix 1: Methodology: Data, Emissions Factors & Assumptions

Data Collection

1. London Flights – Administration Manager
2. Country Office Flights – Administration Manager/Central Services Administrator
3. Recruitment Flights – Recruitment and Selection Co-ordinator / Recruitment and Selection Officer
4. Paper Usage – Central Services Administrator
5. Gas & Electricity Usage – Administration Manager

Emissions Factors

1. All Flights – Factors from UK Government, DECC
2. Gas & Electricity Usage – Factors from the Carbon Trust
3. Paper Usage – Results from the Paper Calculator at www.edf.org

Assumptions

A number of assumptions have been made in compiling the data in this report. More information regarding these can be obtained direct from Progressio.

Appendix 2: Environmental Statement

Progressio is committed to sustainable development both in our international development work and our office working practices.

We believe that it is important to see the connection between the choices we make as an organisation and the environmental impact of those choices for the planet as a whole, and particularly for people in the global South.

Damage to the environment threatens livelihoods and increases people's vulnerability to natural disasters. Invariably the poor are worst affected. We believe that communities have a right to a better quality of life through safeguarding the environment.

In our international development work, we therefore promote the sustainable use and local management of natural resources in order to help improve the lives of poor urban and rural communities. For example, we work alongside small-scale farmers to help them reduce both their poverty and their environmental vulnerability by farming in a way that protects and conserves natural resources. We also work to raise awareness and understanding of how policy and practice in the global North can contribute to environmental degradation and poverty in developing countries.

Sustainability is not just an aim of our development work. It is also a value embodied in the activities and practices of the organisation. By 2010, we aim to have incorporated environmentally sustainable approaches into all our work.

As a charity, Progressio must ensure cost-effectiveness in order to maximise the use of our resources for our charitable purposes. Similarly as an international organisation, some overseas travel is unavoidable for the effective management and implementation of our programmes. However, wherever possible within the terms of our charitable objectives, Progressio will seek to minimise the environmental impact of all our activities.

July 2007

Appendix 3: Vision for 2011

- Progressio will have embedded environmental responsibility as a core value of the organisation including strong commitments in its 2011-2015 *Strategic Framework*
- Progressio will have a comprehensive understanding of its negative environmental impacts and will have practices in place to constantly measure and minimise those impacts
- Progressio will be seen by policy-makers, actual and potential donors/supporters, and by the third sector generally as a charity leading the way in understanding and facing up to its environmental responsibilities
- Progressio's environmental change practices will exemplify integrated action – being developed and applied at all levels of the organisation in London and in country offices, and involving all staff.

(Taken from Progressio's Environmental Impact Reduction Strategy 2008-11)

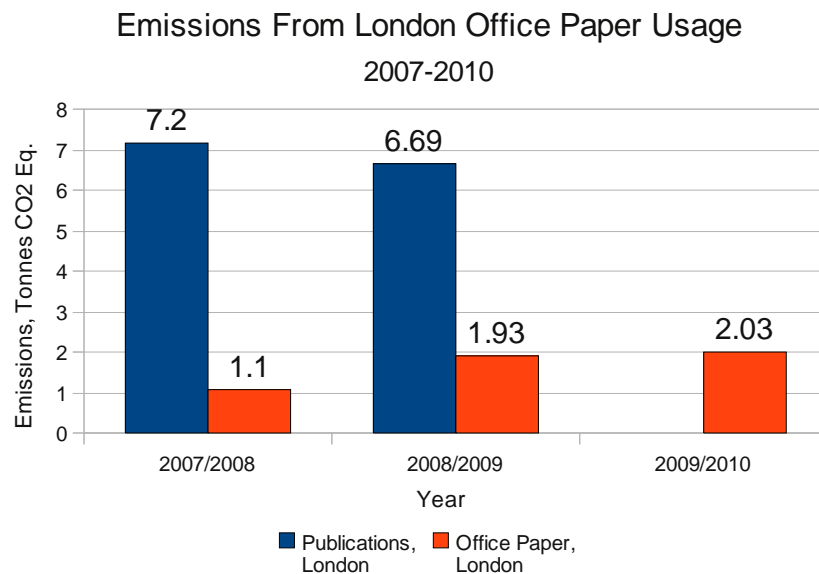
Appendix 4: Unverified Emissions, Paper Usage

These emissions calculations for paper usage are not verified as having a rigorous methodological basis.

However we feel that they likely represent a close approximation of the scale of our emissions from paper usage and they certainly communicate our fluctuating year on year physical usage of paper.

Using a web-based emissions calculator we have calculated our paper emissions from publications and office stationary usage for the London Office in both 2007-2008 and 2008-2009, and for office stationary usage for 2009-2010.

The table below shows the results of these calculations:



Office Paper emissions were 2.03 tonnes CO2 Equivalent for 2009-2010, a small increase on those for 2008-2009 which was significantly higher than those of 2007-2008. The increase in office stationary usage in that period and the similar scale *decrease* in publications usage was explained by Progressio bringing in-house some printing for communications purposes.

For this report we did not have the information with which to calculate emissions from publications produced in 2009-2010. Progressio has a policy of producing all publications, apart from corporate materials such as the Annual Report, Interact magazine and fundraising brochures, primarily in electronic format, with only small quantities printed as hard copies.

By distributing our publications electronically we can reduce CO2 emissions derived from printing and distribution activities.