

PROGRESSIO

Progressio Environmental Assessment 2010-11

Key findings:

- Total measured emissions for 2010-11 were 350 tonnes of carbon dioxide equivalent – an increase of 21% on the previous year.
- Emissions per member of staff working at Progressio were 2.26 tonnes CO₂/person.
- Total emissions were mainly composed of flights booked by the organisation (91%), with the remaining 9% from London office activities.
- Emissions from electricity and gas usage in the London office were 32.5 tonnes – a decrease of 6% on the previous year's figures.
- Emissions from flights were 317.6 tonnes – an increase of 24% on the previous year's figures.
- This increase was mainly due to increases in emissions from London staff flights which related to specific, one-off programmes of work; and a series of flights booked for consultants to monitor elections in Somaliland (again, meeting the objectives of a specific programme of work).
- The increase in total emissions, while it can be justified in terms of specific work objectives, shows that we cannot be complacent about maintaining our focus on minimising our carbon footprint while continuing to achieve our charitable objectives.

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1 Introduction

Climate change and environmental sustainability is an important issue for Progressio and we believe we need to show our own action on the issue.¹ In line with our environmental policy, we have sought to monitor our environmental performance in a variety of ways since 2006. This has been done through an internal working group (the Green Group) which coordinates various activities and helps the organisation keep its “eye on the ball” on this issue.

The Green Group commissions this annual environmental assessment of our progress against targets. The information is gathered, collated and processed by the external consultant. Progressio also assesses and analyses the findings in order to fully understand our impacts, identify any issues and concerns around our environmental performance, and identify lessons for the future.

This report provides an appraisal of Progressio’s environmental performance for 2010-11. The focus of this report is on:

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

This report does not include impacts from overseas offices. It is hoped that these activities can be included in future reports.

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.

As an international organisation, there are limits to how much we can reduce our carbon footprint. However, we are fully committed to working to continue to minimise carbon emissions insofar as the Progressio business model, organisational sustainability, and the achievement of our charitable objectives, will permit.

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 four financial years Progressio has been building up our environmental reporting. In 2006-07 we produced a travel survey, which looked at flights made by London office staff. In 2007-08 this was extended to an assessment of the environmental impact of air travel and paper usage by our London office staff, two major impacts. In 2008-09 we made extensions in this work in two areas:

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

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.

The extended assessment of 2008-09 was repeated in 2009-10 and is again this year, 2010-11.

It had been hoped that for 2009-10 reporting on the environmental impacts of the running of country offices could have been included in the assessment. Unfortunately, limitations in resources for administrative and Green Group work – impacted on by reductions in capacity across the organisation – meant that this was not achieved that year or in this year's assessment. 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 2008-09 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 2010-11 this procedure document and identical collection and analysis methods to 2008-09 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 2008-09 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 2010-11 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 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 19% of the combined impact of running the office and flights made by London-based staff (and 9% of the combined impact of running the London office and all flights booked by the organisation – see 'Total CO₂ Emissions' on next page).

As already mentioned, we have not yet been able to measure the impacts of our country office activities, although doing this remains our long-term aim.

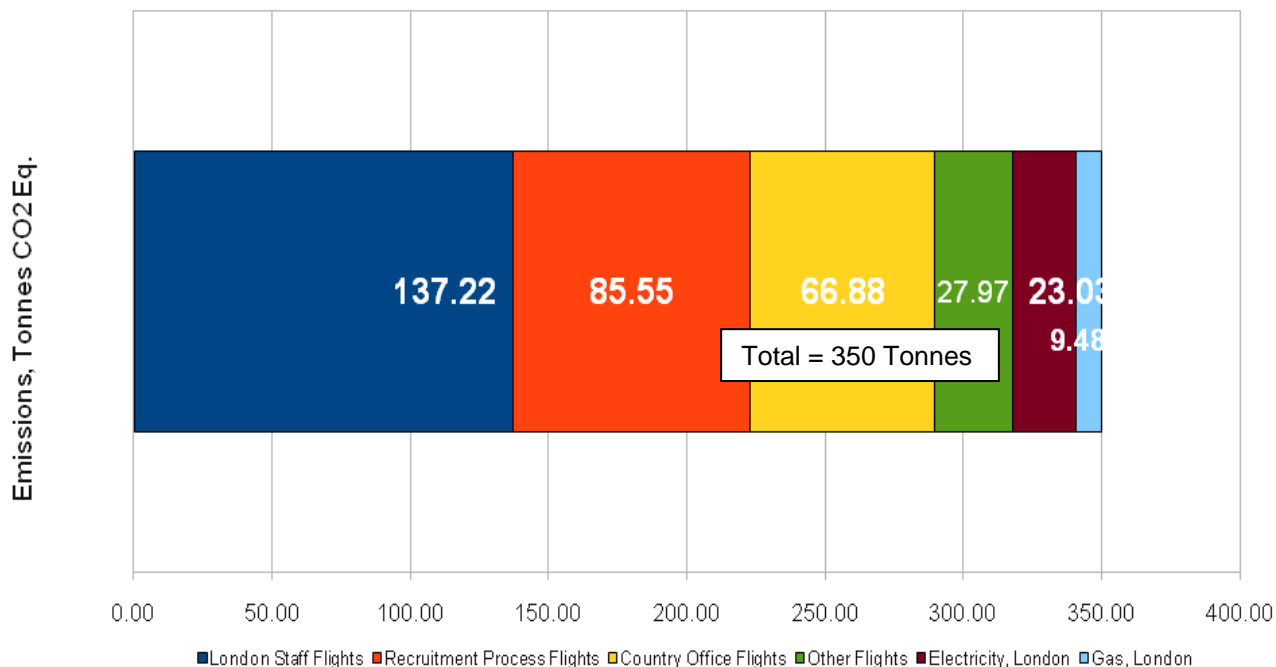
Progressio believes that our level of flights should be seen as the result of corporate and not individual country policies and should be addressed accordingly. Three features of the situation explain the thinking behind this:

- 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 – as an international organisation working across four continents, we have a culture of using air travel to aid communication or programme implementation, and some flights taken by country office staff are in pursuance of organisation-wide objectives rather than country-specific ones (for example, staff conferences or regional team meetings are Progressio events involving several or all countries which currently require flights for all staff involved to a single location);
- Reducing flights would involve investment in equipment/services and changes to working culture across a number of offices, ultimately all of them.

2 Summary of our impacts 2010-11

Total CO₂ emissions

Breakdown of Emissions, 2010/2011



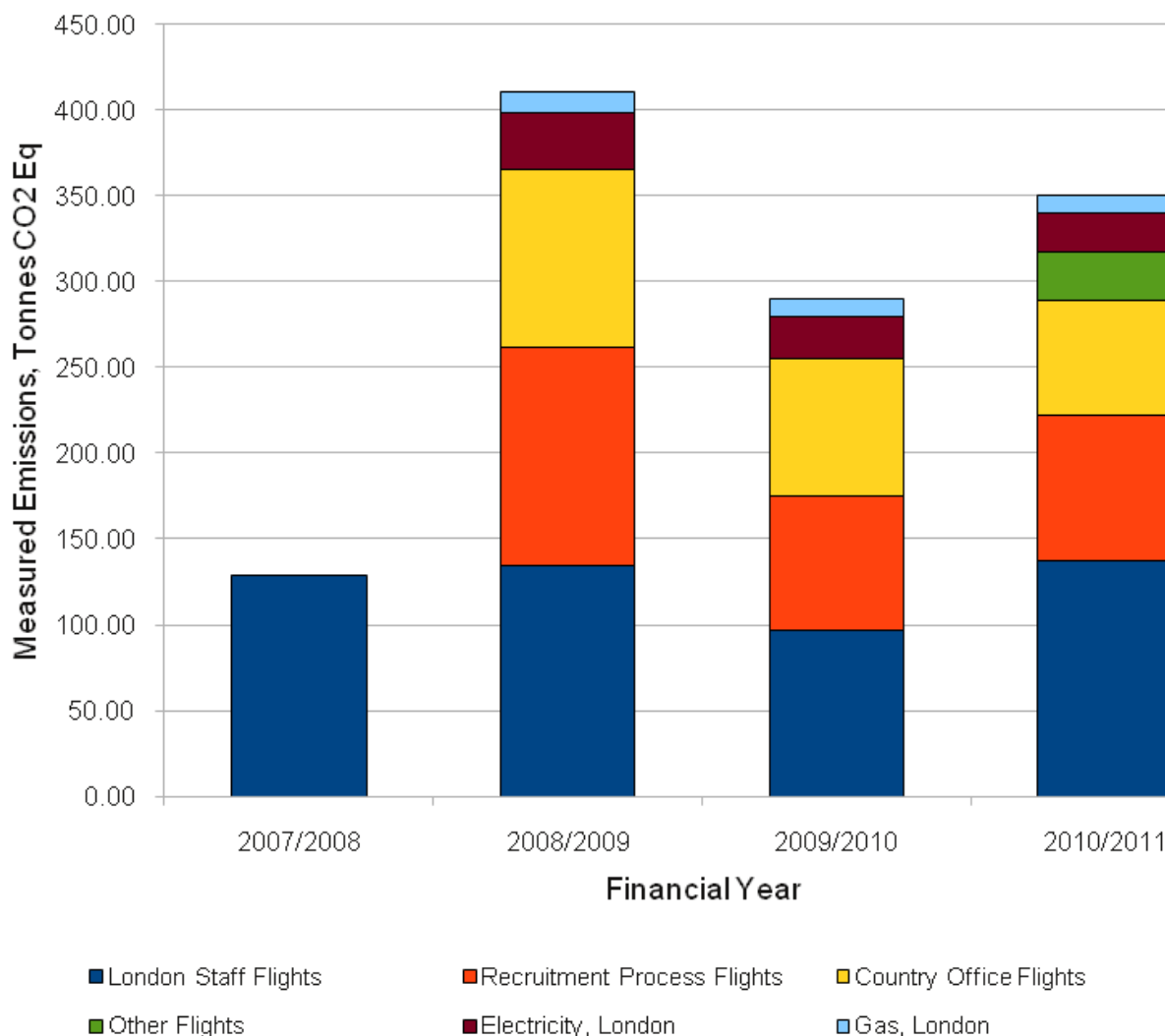
A key part of Progressio’s programme work is on environmental projects which seek to improve the lives of the poor and marginalised. However implementing that work inevitably has environmental impacts which are not insignificant.

Total measured emissions for 2010-11 are 350.13 tonnes of carbon dioxide equivalent. This is mainly composed of flights booked by the organisation (317.62 tonnes, 91%), with the remaining 32.51 tonnes (9%) from London office activities.

Category	CO ₂ emissions	% of total
London flights	137.22	39.2%
Recruitment process flights	85.55	24.4%
Country office flights	66.88	19.1%
Other flights	27.97	8%
London office electricity	23.03	6.6%
London office gas	9.48	2.7%

Comparing emissions over the past four years

Measured Emissions, 2007-2011



Total emissions

For 2008-09 total emissions were 411 tonnes,² for 2009-10 they dropped 29% to 290. The 2010-11 figure of 350 tonnes is an increase of 21% on the previous year. This increase was mainly due to increases in emissions from London staff flights (which related to specific programmes of work which are discussed further in section 4) and a series of ‘Other’ flights booked for consultants to monitor elections in Somaliland.

The figure for total emissions still represents a decrease on the figure for 2008-09 (the first year for which full figures were collected), and the increase over the figure for 2009-10 can largely be accounted for by one-off events. Nevertheless, the increase shows that we cannot be complacent

² This 411 tonne emissions figure is an adjustment to the reported figure from last year’s assessment, which was 338 tonnes. Updated emissions factors for air travel were used to recalculate the emissions from London Staff Flights. An equivalent proportionate adjustment to emissions has been calculated for the other kinds of flights. Together these changes bring the total emissions for the year to 411 tonnes CO2 Equivalent.

about maintaining our focus on minimising our carbon footprint while continuing to achieve our charitable objectives.

In emissions per member of staff working at Progressio the figures for the three years are as follows:

- 2008-09 – 2.54 tonnes CO₂/person
- 2009-10 – 1.79 tonnes CO₂/person
- 2010-11 – 2.26 tonnes CO₂/person

London office emissions

The impact of electricity and gas usage in the London office – measured for the first time in 2008-09 – fell by 6% in the past year. This follows a 23% fall during 2009-10, giving an overall drop in the past 2 years of 28%. More detailed analysis of this is given in section 3.

Flights emissions

The total figure for flights emissions in 2010-11 is an increase of 24% on the figure for 2009-10.

Business trips for London staff have been measured since 2007-08. Figures for 2009-10 saw a significant fall (of nearly 30%), but in the other three years measured, emissions from London staff have been roughly the same. After the decrease of 2009-10, the figure for 2010-11 returns to the previous mean level (in fact it is a new high, by a small margin). But a major factor in the increase is flights attributable to specific circumstances (a restructuring of our country programmes) and one-off programmes of work (implementation of a new monitoring and evaluation system) which would not normally be part of our regular programme of work.

The other three categories of flights have been measured since 2008-09.

Emissions from flights oriented to recruitment of development workers fell significantly in 2009-10 but increased a little during 2010-11.

Flight emissions for country office staff fell significantly in each of the last two years.

This year, 9% of flights were in a final 'Other' category. This category accounted for only two short flights in 2008-09 and none in 2009-10. The flights in this category in 2010-11 were taken by consultants visiting Somaliland to monitor elections there.

Flights reflect the largest contribution to greenhouse gases based on what we have managed to measure so far and this represents Progressio's key challenge in terms of minimising our environmental impact. More detailed analysis of flights emissions 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 during 2009-10 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. We believe that this was the main cause of a big reduction in natural gas consumption and emissions during that 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.³

³ We can expect a further reduction in total emissions in the year 2011-12 because, while remaining in the same location, we reduced the size of our leased office space by approximately one-quarter in March 2011. However this may not translate into a reduction per person because the number of full-time equivalent staff has also reduced.

With regard to flights, we have attempted to make changes – both in office capability and in working practices – to seek to reduce activity and thereby cut emissions. The aim was that video conferencing, a different kind of working culture and recruitment of more regionally based staff could all contribute to effective working with less reliance on air travel.

In practice, the video conferencing was not used as much as hoped, and some big organisational changes (structural reviews and the implementation of a new monitoring and evaluation system) required face-to-face engagement which necessitated air travel.

In this context the large increase in emissions from London staff flights in this year is understandable, but it is still a disappointment that we have seen such an increase in emissions. The reasons for this, and the lessons we can learn, are discussed later in this report.

Our positive environmental impacts

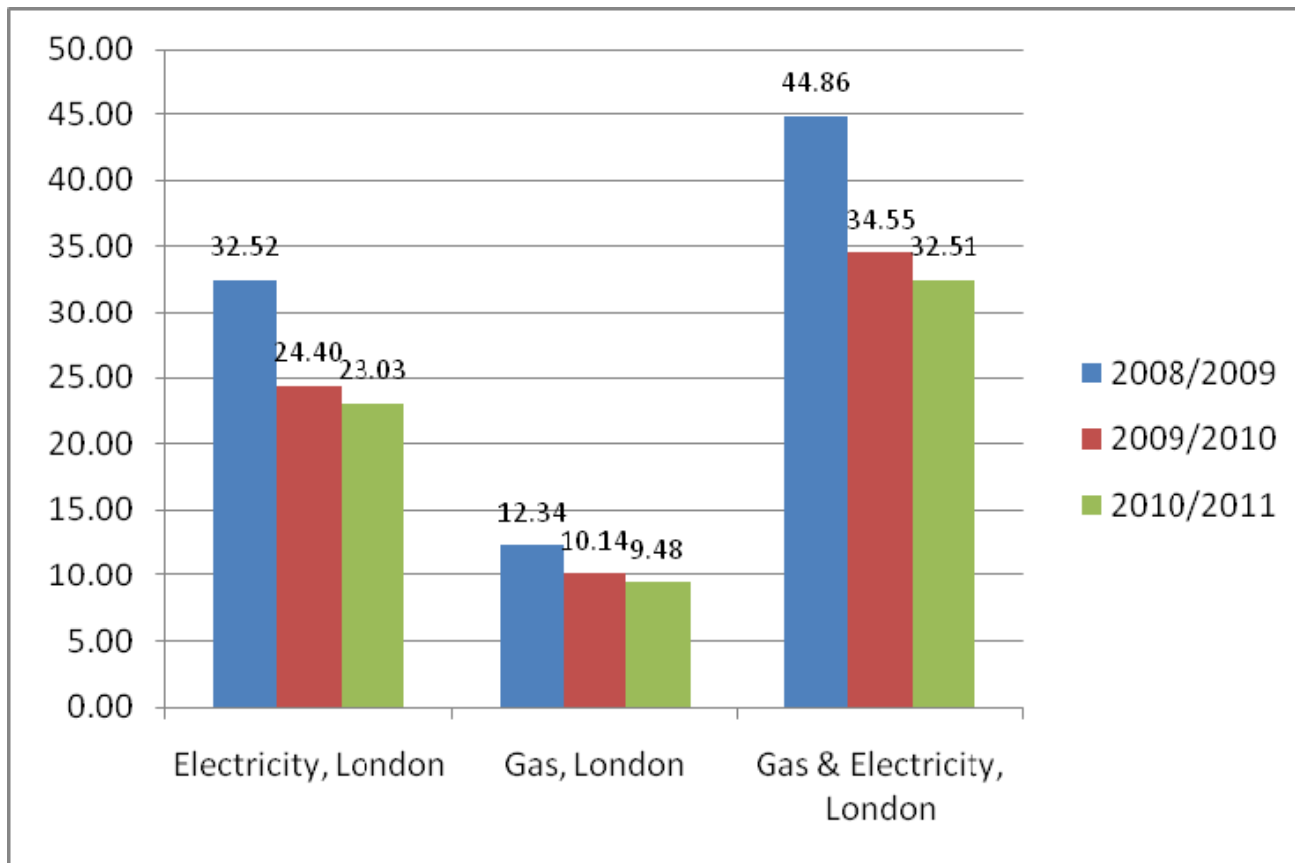
It is important to state that whilst we have measured the negative environmental impacts of our work we have not undertaken any measurement of the positive environmental impact of our work – particularly the work that we carry out under our organisational theme of promoting a sustainable environment (although all of our international development work has sustainability, including environmental sustainability, at its core).

This assessment also does not measure the impact of our efforts to seek sustainability in supplies – for example in our choice of electricity provider and our policy of using 100% recycled paper for office supplies.

3 The London office

Impacts

Emissions from London Office Activities 2008-2011



London office activities generated 32.5 tonnes of CO₂ in 2010-11. All of this was from energy usage – 70% from electricity, 30% from consumption of natural gas.

This 2010-11 emissions figure represents a reduction of 2 tonnes in emissions compared with 2009-10. As there was a 10 tonne reduction from 2008-09 to 2009-10, this means over the two year period emissions from these sources have fallen 12 tonnes, or 28%.

Both gas and electricity emissions have fallen in each of the last two years: gas emissions by a total of 23% over that time, electricity by 29%.

Electricity

2009-10

In depth analysis was done into the reductions in these emissions observed during 2009-10. Key factors included a reduction in Progressio's responsibilities to pay for communal electricity use, more home working (thereby reducing the amount of office equipment use), and increased staff focus on reducing energy consumption (for example, turning off office equipment at night and when away from the desk).

2010-11

An additional factor during 2010-11 was a reduction in staff numbers, from around 29 full time equivalent staff to under 24.

Gas

2009-10

In depth analysis was done into the reductions in emissions from gas consumption observed during 2009-10. The key factor attributed to this was the introduction of a timing system for gas central heating in mid 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).

Per person energy usage

We believe that electricity usage in an office should relate quite strongly to staff numbers – office equipment used by one person is going to consume less power than office equipment used by 15 people (although not necessarily one-fifteenth less, since some shared office equipment such as a printer or photocopier, or office lighting, will need to be turned on whether one person or 15 are actually using it). The situation with gas usage is more complex because office heating requirements will be the same regardless of the number of staff in the office, unless those staff are using fewer rooms and therefore less space requires to be heated.

Overall, however, the number of staff will have a bearing on overall consumption, so in order to monitor our environmental performance in a meaningful way we need to look at the emissions from energy per staff member in the office.

The indicator 'Effective Full Time Staff Members' 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.

Effective Full Time Staff Members, London

2008/09	28.63
2009/10	28.93
2010/11	23.74

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

Gas

2008/09	0.43
2009/10	0.39
2010/11	0.40

Electricity

2008/09	1.14
2009/10	0.84
2010/11	0.97

These figures show that in 2009-10 we made significant reductions in our gas and electricity emissions despite an equivalent number of staff; but 2010-11 saw a slight increase in gas emissions, and a larger increase in electricity emissions per effective full time staff member.

One possible explanation might be that, while in 2010-11 there was a significant reduction in the number of staff in the London office, organisationally we responded to this reduction in the staff complement by using more volunteers to undertake specific tasks in the London office, most of which will involve using computers and other office equipment. It was also possible that there was a relaxation of staff focus on energy-saving measures such as turning off computers and other office equipment when these are not being used.

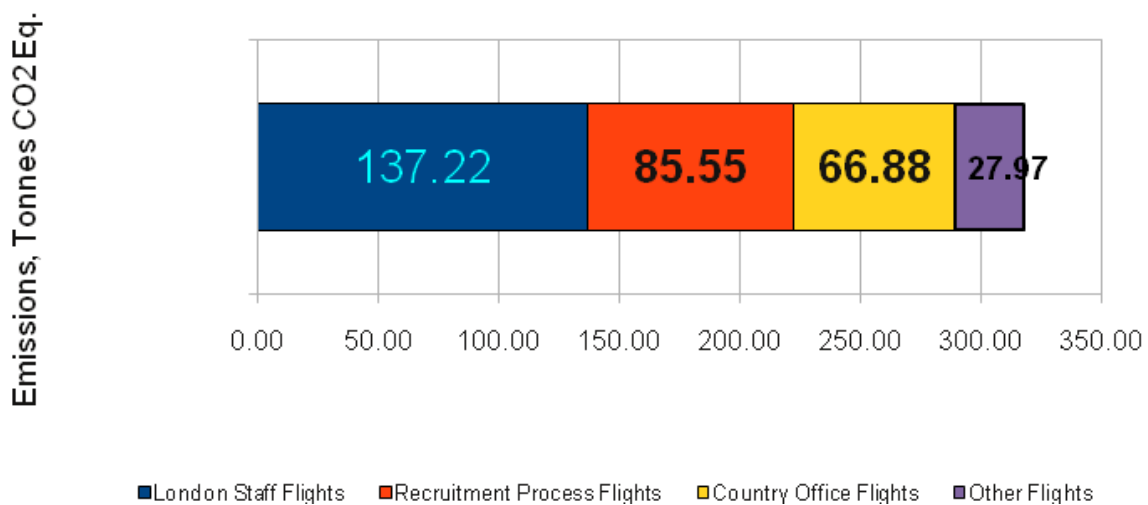
4 Air travel

This area has the greatest impact on Progressio’s carbon footprint. As highlighted above flight emissions were higher than those in the previous year.

Impacts

The chart below shows the emissions of flights we booked in 2010-11.

Emissions from Flights, 2010-2011



The total emissions from flights during 2010-11 were 318 Tonnes CO₂ equivalent.

These emissions can be broken down into four categories:

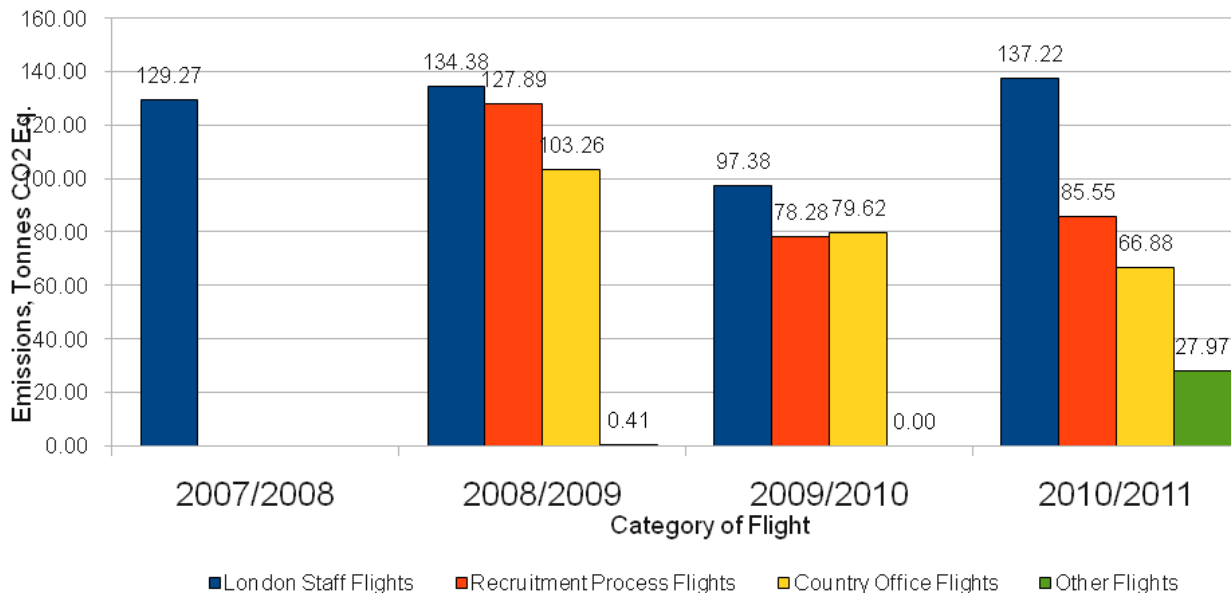
- Flights booked by the London office for staff – 137.2 tonnes of carbon dioxide, 43% of flights emissions.
- Flights booked by various offices for recruitment purposes – 85.6 tonnes of carbon dioxide, 27% of flights emissions.
- Flights booked by country offices for country representatives (ie, managers of our country offices) and development workers – 66.9 tonnes of carbon dioxide, 21% of flights emissions.
- 'Other' flights – 28.0 tonnes of carbon dioxide, 9% of flights emissions. These consisted of flights for a team of international election observers who were flown to Somaliland to witness and monitor elections held there in June 2010.

Flights emissions compared with previous years

The chart below shows the emissions from flights from each of the four categories in the last four financial years. Only London Staff flights were monitored in 2007-08.

We can see that when compared with 2009-10, emissions from three of the four categories are up; with only those from country office flights reduced.

Emissions From Flights 2007-2011



London Staff Flights. An increase of	...39.9 tonnes	...41%
Recruitment Process Flights. An increase of...	...7.3 tonnes	...9%
CR and DW Flights. A reduction of...	...12.7 tonnes	...16%
Other Flights. An increase of...	...28.0 tonnes	...100%

For some explanations of these, we look at each category in turn below. (See also Section 5 for further conclusions and learning points.)

London staff flights

The table below shows different staff teams' flights and carbon emissions over the past three years. The category 'Programmes' consists of flights taken by the International Programmes Director (the senior manager with overall responsibility for our international programmes, until the post was made redundant in December 2010) and, in 2010-11, flights taken by a consultant carrying out an evaluation of our international programmes. 'LAC' is the London office staff team responsible for managing our programmes in Latin America and the Caribbean. 'AMEA' is the team responsible for our programmes in Africa, the Middle East and Asia.

Team	Number of Flights			Number of Trips				Emissions			
	(10/11)	(09/10)	(08/09)	(10/11)	(09/10)	(08/09)	(07/08)	(10/11)	(09/10)	(08/09)	(07/08)
Programmes	7	12	20	2	3	6	5	6.87	7.81	11.56	
LAC	39	21	27	7	3	5	8	33.50	13.45	14.47	
AMEA	11	30	23	3	6	5	10	10.30	19.21	14.81	
Fundraising		18	14		5	4	3		10.86	8.07	
Communications	10	8	24	3	2	5	0	9.56	5.82	22.32	0.00
Advocacy	52	39	27	13	9	10	8	40.81	25.08	15.91	
Finance/Admin	41	10	28	10	4	8	0	36.18	3.23	18.12	0.00
Board/Director		13	11		3	4	5		6.92	4.18	
Recruitment		7	0		2	0	1		4.98	0.00	
Totals	160	158	174	38	37	47	34	137.22	97.38	109.44	97.16

London staff flights contributed 39% of our total carbon emissions, and 43% of our emissions from flights, during 2010-11.

Key points:

- Total emissions were around 100 tonnes for each of the three years 2007-2010. Last year (2010-11) this rose by more than a third to 137.22 tonnes.
- This increase can be accounted for by very large increases in emissions from LAC, Advocacy and Finance/Admin (other teams had significant rises and falls in emissions, but nowhere on the scale of change of these three). These increases are looked into in detail below.
- In general for many teams there seem to be dramatic changes in emissions volume year on year. Communications, Advocacy and Finance/Admin have all shown big fluctuations in emissions levels in the past three years. This shows that there isn't such a thing as an 'average' year
- LAC and AMEA emissions were in the previous two years consistently in the mid-teens. But again there was big change this year: LAC leapt up to 33.50 tonnes, while AMEA fell to 10.30 tonnes.
- A final group of usually consistently lower emitters are the Fundraising team, Programmes (usually accounted for by just the International Programmes Director) and the Board and Director (mainly the Executive Director). They have usually produced consistent emissions of around 10 tonnes for the former two, 5 tonnes for Board/Director. This year neither Fundraising nor Board/Director produced any emissions at all; Programmes kept to trend, emitting 6.9 tonnes.

The fluctuations in emissions levels year on year within individual teams suggests that there isn't such a thing as an 'average' year: flights in some teams are dependent to a large extent on specific work programmes, objectives, and opportunities in any particular year. However, the fluctuations show the importance of monitoring flights by teams and activity.

We analyse below what caused the large increases in flight emissions from the LAC, Advocacy and Finance/Admin teams.

LAC

Emissions in 2008-09 were 14.5 tonnes; 2009-10 were 13.5 tonnes; 2010-11 were 33.5 tonnes.

Two-thirds of the increased emissions during 2010-11 were caused by visits to all programmes (including AMEA) by the Learning Manager to roll out a new organisation-wide monitoring and evaluation scheme, RICA (Regular Impact and Capacity Assessment) – specifically, to provide in-depth training in implementing the scheme to our country office staff and development workers through workshops and hands-on training sessions. The emissions are included under the LAC category because the postholder was situated within the LAC team for the bulk of the year 2010-11.

While the level of flights accounted for by the introduction of the scheme will not be repeated, Progressio has taken steps to minimise the environmental impacts of the ongoing management and implementation of the scheme. These include a strategy of setting up local “champions” for RICA with whom the Learning Manager is in regular Skype contact, thus ensuring that problems and issues can be managed and dealt with locally.

One-third of the increased emissions during 2010-11 were caused by increased trips by the Regional Manager for LAC. These trips were occasioned by a significant restructuring of the management of our international programmes, and in particular those in LAC, during the year in question. (In December 2010 the Regional Manager for LAC became Head of Programmes and flights taken in that capacity – many of which were directly associated with implementing the restructuring of our international programmes – are attributed in this report to the LAC team.)

Advocacy

Emissions in 2008-09 were 16 tonnes; 2009-10 were 25 tonnes; 2010-11 were 41 tonnes.

Increases of emissions from Advocacy travel came mainly from three sources, all of which were in pursuance of specific work objectives:

1. Non-staff members undertaking flights for research purposes: a series of flights by a consultant commissioned by Progressio to undertake research for a publication on HIV; and flights to Haiti for a journalist in order to generate in-depth coverage of the situation there following the January 2010 earthquake.
2. Flights by the Environmental Advocacy Officer in order to attend UN climate change negotiations, in pursuance of advocacy objectives related to climate change. As a result, emissions for this officer rose from 4 tonnes in 2009-10 to 11 tonnes in 2010-11.
3. An increase in flights by the AMEA Advocacy Officer (emissions rose from 8 tonnes in 2009-10 to 13 tonnes in 2010-11) caused by his involvement in the international election observation mission to Somaliland which was coordinated by Progressio.

Finance/Admin

Emissions in 2008-09 were 18 tonnes; 2009-10 were 3 tonnes; 2010-11 were 36 tonnes.

The emissions from Finance and Admin flights are from auditing activities. Three particular factors are relevant to this situation:

1. The general situation is that funders are asking for a higher level of monitoring of finances from Progressio, which has been the main cause of increased travel for auditing purposes and is likely to mean continued higher emissions from Finance/Admin flights.

2. During 2010-11 we booked flights for external auditors accounting for just under 8 tonnes of carbon and these are included in the report. In previous years auditor flights have not been booked by Progressio so were not included in the assessment.
3. Progressio's Accountant had to do a particularly large number of trips during 2010-11 – setting up new financial systems, training staff in country offices and dealing with some specific queries and issues in country offices.

Recruitment process flights

Various activities in the development worker (DW) recruitment process contributed 85.6 tonnes of emissions, amounting to 27% of emissions from flights, in 2009-10.

This represents a 9% increase from a contribution of 78.3 tonnes of emissions during 2009-10. However it was still a 33% reduction from emissions during 2008-09.

Between 2008-09 and 2009-10 large fluctuations in recruitment process flights were observed. For 2010-11 we do not have data on the kinds of flights accounted for in the emissions. This is because data for just under two-thirds of these flights has been supplied to us direct from Progressio's travel agents instead of this data being processed by Progressio staff. This has saved Progressio time in data preparation but unfortunately means the data we have only includes lead passenger names and flight locations.

For information, the table below shows fluctuations in flight numbers for different recruitment activities between 2008-09 and 2009-10:

Type of Flight	Explanation	Number of Flights 2009/2010	Number of Flights 2008/2009
Interview	Flying applicants to be interviewed	18	102
DW Placement	Flying DWs to their work placement country	41	79
Dependents Placement	Same function for family of DW	1	18
DW Orientation	Flying new DWs to pre-role orientation training	4	5
DW Dummy	Return flights from destination booked to diminish potential for visa problems on entry	41	32
Dependant Dummy	Flying family of DW to same	0	15
Other	Training Visits/Compassionate Leave	15	0
Total		120	251

Recruitment flights cover a range of types of flight – from candidates flying to interviews or for orientation training, to flights for DWs and their dependants to their work placement country. We also need to count the carbon emissions from 'dummy' flights which are booked but not actually taken, because the booking has still in theory taken up a seat on a flight and is therefore responsible for those carbon emissions. ('Dummy' flights are return flights that have to be booked as a condition of the granting of a visa by the destination country.)

We aim where possible to minimise flights taken for interviews or training – instead we aim to conduct interviews by telephone, or in one of our country offices if that is closer to the candidate's current country of residence. However, in general, we can always expect fluctuations in recruitment flights because of the global nature of our DW recruitment process (we recruit people from all over the world), and because we do not exclude people with dependants from our recruitment process. Other factors include variations in the numbers of development workers in place or being recruited over the reporting period, and variations in our business model such as an increase in short term placements to respond to a particular need or situation in one of the countries where we work.

Country office flights

Flights by development workers (DWs) or country representatives (CRs) are frequently booked in-country for information-sharing meetings between Progressio staff and DWs, or for meetings with external groups. In some countries, flights may be the safest and/or most cost-effective mode of transport (taking into account journey time as well as ticket cost).

Country office flights contributed 66.9 tonnes CO₂ in 2010-11, 21% of our emissions from flights.

This represents a reduction in emissions of 16% from 79.6 tonnes CO₂ in 2009-10.

Around 23% of this was for CRs, and 67% for DWs. In the two previous years the breakdowns were 30% CR: 70% DW (2009-10) and 45% CR: 55% DW (2008-09) so development workers are taking an increasing share of flights.

The table below shows a country-by-country breakdown of emissions from flights for 2010-11:

Country Office Breakdown			
Country Office	CRs	DWs	Total Emissions, Tonnes CO₂
Zimbabwe	0.96	0.00	0.96
Somaliland	1.30	0.83	2.13
Nicaragua	2.82	13.45	16.27
Ecuador	0.00	4.46	4.46
El Salvador	1.06	3.26	4.32
Peru	2.49	3.02	5.51
Dom Rep	3.03	11.56	14.59
Malawi	0.70	0.11	0.81
Timor Leste	5.17	4.96	10.13
Yemen	3.70	6.58	10.27
Honduras	0.00	1.25	1.25
Total	21.23	49.47	70.70
Mean Average	1.93	4.50	6.43

Overleaf this is added to with data from the two previous years.

Because new flights emissions factors were used this year, the emissions from flights in previous years have been revised up. However it has not been possible to use the revised data on each flight to calculate the emissions from different categories during 2008-09 and 2009-10. Instead of doing this, the overall percentage revision up for country office flights has been used as a multiplier for each detailed category in the table below. This should give a pretty accurate picture of the revised emissions for these categories.

Country Office	CRs			DWs			Total Emissions, Tonnes CO ₂		
	2010/11	2009/10	2008/09	2010/11	2009/10	2008/09	2010/11	2009/10	2008/09
Zimbabwe	4.27	1.08	4.28	0.00	0.00	0.00	6.36	1.08	4.28
Somaliland	1.11	1.47	4.29	0.83	0.93	1.40	2.89	2.40	5.69
Nicaragua	2.10	3.18	3.64	13.45	15.14	23.59	16.14	18.32	27.23
Ecuador	0.00	0.00	5.11	4.46	5.03	4.12	1.88	5.03	9.24
El Salvador	4.19	1.19	4.20	3.26	3.67	1.28	4.19	4.86	5.48
Peru	1.12	2.80	5.07	3.02	3.40	11.73	9.29	6.20	16.80
Dom Rep	0.06	3.41	4.94	11.56	13.02	0.10	0.94	16.43	5.04
Malawi	1.04	0.79	3.59	0.11	0.12	0.00	4.42	0.91	3.59
Timor Leste	1.60	5.82	6.59	4.96	5.58	1.33	8.61	11.41	7.92
Yemen	0.00	4.17	3.52	6.58	7.41	0.00	8.79	11.57	3.52
Honduras	0.00	0.00	0.00	1.25	1.40	14.48	3.37	1.40	14.48
Total	15.50	23.91	45.23	49.47	55.71	58.02	66.88	79.62	103.25
Mean Average	1.41	2.17	4.11	4.50	5.06	5.27	6.08	7.24	9.39

Some points from the data above:

- Overall the emissions of CR flights have fallen almost two-thirds between 2008-09 and 2010-11. DW flights have reduced just over one-third in the same time.
- 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 all three years. Ecuador and Nicaragua show high emissions in all three years. While in the Dominican Republic and Honduras one or two years has produced near to zero emissions, and the other years an amount three to five times the country average. Other countries show similar fluctuations to these latter two. Factors in this include the length of placement, turnover in placements, and whether or not there are conferences or training events, all of which makes it hard to establish trends or benchmarks.
- Country representative emissions are also variable. Honduras is notable for having produced zero emissions in any year, Timor-Leste has accounted for over 5 tonnes of emissions from the CR for two of the three years, El Salvador and Zimbabwe over 4 tonnes, and Dominican Republic over 3 tonnes.

Other air travel

This accounted for one, short return flight for a visiting speaker in 2008-09, creating 0.30 tonnes of emissions. In 2009-10 there was no flying in this category.

During 2010-11, 20 flights were booked for participants in the international election observation mission to Somaliland which was coordinated by Progressio. These flights generated just under 28 tonnes of CO₂, which is 9% of total flight emissions for the year.

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 taking proactive steps to transform our working practices with the aim of reducing emissions.

London office

Emissions from the London office have fallen 28% in the past two years. This is a significant drop which comes in the wake of a number of energy saving initiatives taken by the Green Group. However for 2010-11, emissions per full time member of staff did grow for both of the components of London office emissions – gas and electricity consumption.

The year 2010-11 was a year of considerable upheaval for the organisation. During the year the organisation underwent two restructurings, both of which brought a reduction in the number of full time equivalent staff posts in the London office. During the year there was, however, no reduction in the office space (although from April 2011 the office space was reduced by approximately one quarter, which should in theory lead to some reduction in overall total emissions from the London office). Other factors may include emissions from the increased number of volunteers (who are not included in staff numbers) working at the London office.

We acknowledge that the increase in London office emissions in 2010-11 demonstrates the need for Progressio to maintain focus on both the strategic approaches and the day-to-day practices that are needed to minimise office emissions.

Flights

Unfortunately the main story is that emissions from flights – which make up the vast majority of Progressio's measureable environmental impact – rose by 62 tonnes during 2010-11 compared with 2009-10.

The biggest area of increase (39.9 tonnes) was in flights by London office staff. The specific contributors to this increase have already been enumerated, but broadly speaking they fall into the following categories:

- Flights undertaken to facilitate the management of change – such as additional programme management flights to Latin America to manage significant operational management changes, including the closure of some offices and programmes, and the restructuring of programme management arrangements for others.
- Flights undertaken to introduce new organisation-wide processes which required hands-on guidance and training for country office staff and/or development workers – such as the new monitoring and evaluation scheme RICA, and new financial management systems.
- Flights undertaken on Progressio's behalf in pursuance of specific, time-limited, one-off programmes of work – such as flights taken by consultants undertaking research for advocacy projects, or in order to undertake evaluations for monitoring purposes; flights booked for external auditors; flights booked for participants in the international election observers' mission to Somaliland in which Progressio played a coordinating role (these flights to monitor the Somaliland elections contributed just under half of the increase in overall flights emissions).
- Flights undertaken by staff in pursuance of their programme of work – such as increased flying by the Environmental Advocacy Officer (to attend international conferences) and the

AMEA Advocacy Officer (relating to the coordination of the international election observation mission to Somaliland).

Other categories – such as Recruitment activities, where flight emissions rose by 7.3 tonnes compared with the previous year (though they are 33% lower than in 2008-09); or Country Office staff flight emissions, which fell 12.7 tonnes (matching a similar drop in the previous year) – show that flights relating to implementing an ongoing programme of work fluctuate considerably year on year, according to the particular demands of that programme of work.

In this respect, it can be noted that during 2008-09 the Communications team produced 22 tonnes of flight emissions for trips to country programmes to gather communications materials (stories and photographs). In the two years since, the team has produced only 15 tonnes of emissions.

It is clear that the level of flights emissions within individual teams moves up and down. In 2010-11, the sum total of these fluctuations was a significant overall increase. What might we conclude from the various factors leading to this increase?

- That the personal, hands-on approach that is part of the organisational culture, combined with the international nature of the organisation, means that change management, or crisis management, tends to involve a short-term increase in flights.
- That the personal, hands-on approach that is part of the organisational culture, combined with the international nature of the organisation, means that introducing new organisation-wide processes tends to involve a short-term increase in flights.
- That some programmes of work may require flights in order to effectively achieve their objectives. While we are committed to doing all we can to minimise our carbon footprint, as an international organisation we do need to incorporate flights into our programmes of work in order to achieve our charitable objectives.
- That specific programmes of work for which Progressio has received dedicated funding may involve considerable additional flights.⁴
- That initiatives to minimise emissions from flights have not as yet had a significant impact. For example, video conferencing facilities were purchased and set up during 2009-10 but in practice the system proved too limiting in scope. Staff regularly use Skype for international communication but this complements rather than replaces visits by London staff to our country programmes.

Conclusions

Practical steps to minimise emissions must continue to be taken – such as making smarter and more efficient use of flights (for example, aggregating objectives from country visits across projects or teams), and continuing to minimise energy use in the London office.

We must continue to embed consideration of environmental impacts into strategic decision-making at all levels: at senior level, at the point of designing new programmes or processes, or making changes to existing programmes and processes; and at all levels, at the point of planning the delivery of those programmes and processes.

Progressio's Strategic Framework 2010-2015 includes the following organisational objective:

⁴ In this respect, it is worth noting that in 2011-12, after much consideration – including consideration of the environmental impacts – Progressio is participating in a pilot youth volunteering scheme, International Citizen Service (ICS). This will involve Progressio coordinating volunteering placements for 120 young people during the year, including booking return flights from the UK to Malawi, El Salvador or Peru. The environmental impact of the scheme is being monitored by the ICS consortium, of which Progressio is a part, and by the scheme's funder, the UK Department for International Development. Progressio will monitor the impacts of our participation in this scheme as a separate element in future Progressio environmental assessments.

Manage our resources strategically, efficiently and sustainably

We will ensure that we target our resources on priority areas in order to effectively implement this strategy. We will continue to pursue value for money. We will minimise our carbon footprint.

We will now seek to review our Environmental Impact Reduction Strategy in order to ensure that we can achieve the objective of minimising our carbon footprint, whilst continuing to deliver the poverty reduction impacts that constitute our charitable objectives as an international development charity.

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)

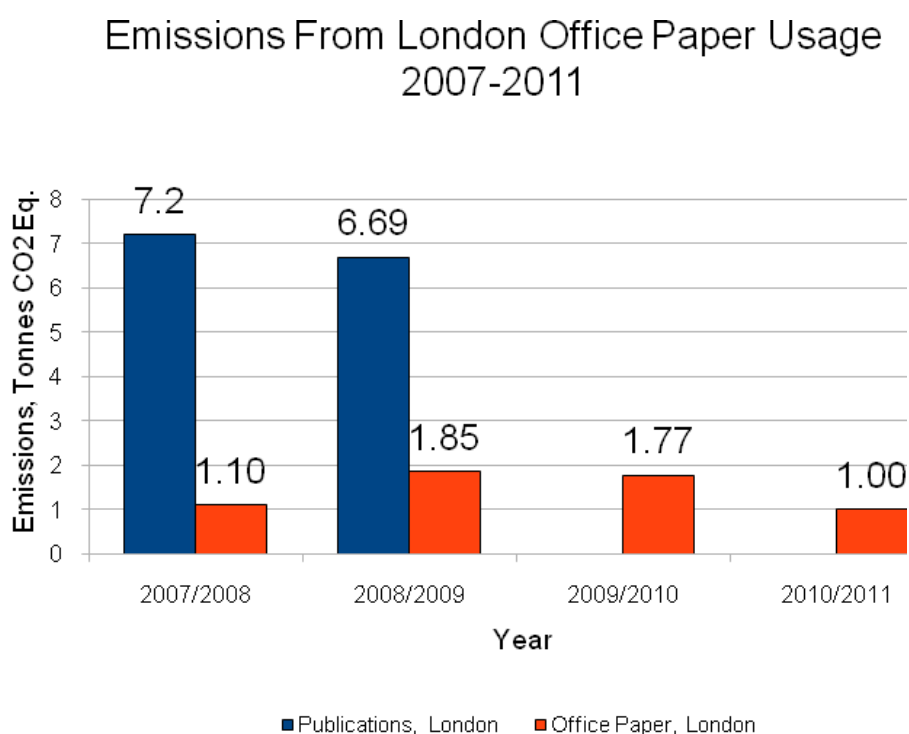
Appendix 4: Unverified Emissions, Paper Usage

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 print publications and office stationary usage for the London office in both 2007-08 and 2008-09, and for office stationary usage for 2009-10 and 2010-11.

The table below shows the results of these calculations:



Office paper emissions were 1.00 tonne CO2 Equivalent for 2010-11, a big fall from those of 2009-10, and the lowest figure we have recorded.

Unfortunately resource constraints mean we have not been able to compile emissions data for the larger contributor of paper based emissions, Publications.⁵

⁵ However, it should be noted that since 2009-10, Progressio’s publishing policy is to produce publications primarily in electronic format (usually a PDF), and to print a minimum number of paper copies for immediate use only. See www.progressio.org.uk/publications for more information.