

# Climate and Environmental Report 2016



# Imprint

## Published by

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices  
Bonn und Eschborn

Friedrich-Ebert-Allee 36+40  
53113 Bonn, Germany  
T +49 228 4460-0  
F +49 228 4460-17 65

Dag-Hammarskjöld-Weg 1-5  
65760 Eschborn, Germany  
T +49 61 96 79-0  
F +49 61 96 79-11 15

E [info@giz.de](mailto:info@giz.de)  
I [www.giz.de](http://www.giz.de)

Responsible:  
Elke Winter, Carsten Hildebrand (GIZ)

Concept and text:  
Carsten Hildebrand, Carolin Richthammer (GIZ)

Collaboration and editing:  
Jan-Hendrik Eisenbarth, Luis Vollath (GIZ)

Data collection and analysis:  
Wiebke Hansen (freie Gutachterin),  
Carsten Hildebrand, Hendrik Krautschneider (GIZ)

Design and layout:  
kipconcept GmbH, Bonn

Photos: GIZ

<b>Foreword by the Chair of the Management Board</b>	<b>05</b>
<b>GIZ—our corporate profile and environmental mission statement</b>	<b>06</b>
GIZ. A service provider for sustainable development	06
GIZ's environmental mission statement	06
<b>Corporate environmental management at GIZ</b>	<b>07</b>
Environmental management in Germany and abroad	
<b>Materiality of our environmental aspects</b>	<b>09</b>
<b>Key objectives and measures of the Environmental Programme 2016–2020</b>	<b>10</b>
<b>Review of significant climate and environmental aspects</b>	<b>11</b>
Greenhouse gas emissions and reduction targets for Germany	11
Reduction targets for Germany and abroad	12
GHG emissions by source in Germany and in the CSH	13
Digression on GHG emissions: reduce—substitute—compensate	14
Business trips and mobility	15
Energy	16
Paper	16
Water	17
Waste	17
<b>Sustainable procurement</b>	<b>18</b>
<b>Sustainable construction</b>	<b>19</b>
<b>Sustainable event management</b>	<b>20</b>
<b>Biodiversity and employee participation</b>	<b>21</b>
<b>Annex</b>	
GIZs Environmental Programme 2016–2020	24
Elaboration of our data collection and calculation method	27
Detailed description of key environmental figures	29

# About this report

This Climate and Environmental Report presents GIZ's climate and environmental data for Germany and abroad for 2016. It incorporates the data collected under EMAS and from our locations with more than 20 full-time equivalent staff members in Germany as well as the data available from the Corporate Sustainability Handprint® (CSH) in our partner countries.

More than 92% of our partner countries with a GIZ country office completed their first local CSH assessment by the end of 2016. This allows us to report comprehensively on climate and environmental aspects in the field for the first time.

The Climate and Environmental Report 2016 begins by presenting GIZ's corporate environmental management systems. It identifies the main environmental aspects for the company and the measures implemented in 2016. For interested readers, the climate and environmental data for material aspects are shown in full in this annex. In the interest of transparent reporting, the annex also shows the environmental data collected and the calculation methods applied.

The Climate and Environmental Report is aimed at internal and external stakeholders. It informs our staff and interested external experts and complements GIZ's sustainability reporting. The Report includes data up to 31 December 2016.

# Foreword by the Chair of the Management Board



Tanja Gönner

The German Sustainable Development Strategy, last updated in 2016, is fully aligned with the 2030 Agenda. It set Germany's targets for the Sustainable Development Goals. It is the framework in which GIZ has been further developing its environmental management systems and is making its contribution towards achieving the goals.

In 2016, a highlight for us was the worldwide introduction of our Corporate Sustainability Handprint (CSH). This is the instrument we use to systematically collect the environmental data from our country and project offices abroad and to measure our sustainability. These environmental data are now available for the first time, and although challenges remain in the data collection methodology, we have taken a very important step towards obtaining an overview of our worldwide figures. I would like to thank all those who were involved and showed great commitment in taking on this additional responsibility.

With the first Eco Management and Audit Scheme (EMAS) certification of our new building in Bonn, the International Training Centre in Feldafing and a further office building in Eschborn, we significantly expanded our EMAS obligations once again in 2016 and are planning to continuously improve our environmental performance here as well. It is also in this context that the Meander Building in Bonn received gold certification in accordance with the criteria of the German Sustainable Building Council (DGBN) in the same year. The current building projects on the Kottenforst Campus in Röttgen and the Bonn Campus were also planned in line with these criteria and will be built to meet these standards.

In 2016, we were able to make the unavoidable greenhouse gas emissions from our German locations climate neutral for the second time. In a first for the company, we used certificates from a climate action project of our own in Thailand. These certificates meet the high Clean Development Mechanism (CDM) gold standard. We also introduced a new printer policy for all German locations. This is designed to further reduce our consumption of paper and electricity, avoid waste and promote the recycling of toner cartridges.

Our first ever Sustainability Stakeholders' Day took place in Berlin in December 2016. It confirmed that the expectations placed on us with regard to the environment and climate action are high. It became particularly evident that our stakeholders are only partially aware of many of our achievements in recent years. We must step up our internal and external communication from now on and use target-group appropriate language.

We have expanded our commitment to protecting the environment by adopting our Corporate Strategy 2017-2019. Cutting greenhouse gas emissions and reducing the consumption of resources is of strategic importance in this context. Sustainable procurement is also a priority field of activity for our company.

I wish to sincerely thank all the colleagues who contribute to GIZ's environmental management. I would like to make a special mention of the environmental initiatives in Germany and abroad, which are providing important input for in-house ideas and discussions and leading by example.

# GIZ—our corporate profile and environmental mission statement

## GIZ. A service provider for sustainable development

As a provider of international cooperation services for sustainable development and international education work, we are dedicated to building a future worth living around the world. GIZ has over 50 years of experience in a wide variety of areas, including economic development and employment, energy and the environment, and peace and security. The diverse expertise of our federal enterprise is in demand around the globe. Our main commissioning party is the German Federal Ministry for Economic Cooperation and Development (BMZ). We work closely with the private sector, fostering successful interaction between development policy and foreign trade. We support local capacity building and the sharing of knowledge and experiences at local and global level so that our partners can continue development processes themselves.

GIZ's registered offices are in Bonn and Eschborn, and in 2016 our business volume was around EUR 2.4 billion. Of our 18,260 employees in some 120 countries, almost 70 % are national personnel.

The Integrated Company Report 2016 provides an insight into our work.



 Integrated Company Report 2016



 Progress Report on Sustainability 2015

### Environmental mission statement

## GIZ's environmental mission statement

Sustainable development must be premised on responsible management of the environment and its resources in order to safeguard development opportunities for future generations. GIZ has set up its own environmental mission statement, which sets out the following responsibilities:

- to prevent or reduce the company's environmental impacts by means of systematic environmental management;
- to make sparing use of scarce resources such as energy and water and increase the deployment of eco-efficient technologies and materials;
- to implement our strategy of becoming a carbon-neutral company;
- to plan and carry out all projects and programmes with minimum environmental impact;
- to engage in participatory environmental communication with our staff and raise their awareness of environmental issues;
- to continue to develop our environmental mission statement through open dialogue with fellow professionals within and beyond the company;
- to inform our partner companies, service providers and suppliers about the binding nature of our environmental mission statement.

Furthermore, GIZ has committed itself to continuously improving environmental performance at its EMAS locations.

# Corporate environmental management at GIZ

The *Sustainable Development Goals (SDGs)* set universal global standards for sustainable development priorities and targets to be achieved by 2030. They call upon governments, enterprises and civil society all over the world to act, and they provide the opportunity to eradicate extreme poverty and take the world on a sustainable pathway. *Germany's Sustainable Development Strategy 2016*—which is an update to the strategy produced in 2002—is fully aligned with this Agenda. It defines Germany's targets under the SDGs and describes the measures which the German Federal Government will adopt to meet them by 2030 in all areas of sustainable development.

We have established the main objectives for our corporate environmental management in our Environmental Programme 2016–2020 on the basis of the *German Sustainable Development Strategy* and our environmental mission statement. This also incorporates the results of GIZ's first Stakeholders' Day in 2016 and contributions from our environmental team and environmental initiatives in Germany. The Environmental Programme enables internal and external stakeholders to view at a glance

what priorities GIZ has set and what commitments it has undertaken. Our Corporate Strategy, which was adopted at the end of 2016, also sets out the main environmental management goals. In the environment sector, the strategy focuses particularly on sustainable procurement and reducing our carbon emissions and resource consumption.



 German Sustainability Development Strategy

Objective	Period	Measure	Indicator
We reduce our CO <sub>2</sub> emissions globally and strive to achieve climate neutrality for GIZ worldwide.	2016	Record our CO <sub>2</sub> emissions in the field as well.	Basic emissions data from at least 90 % of the country offices are available. Data includes CO <sub>2</sub> emissions from business flights, fuel use by company vehicles and generators, and energy consumption in offices.
	2018	Record GHG emissions along the supply chain of procured goods on a pilot basis.	GHG emission data are available for five material goods procured in Germany. Recommendations for action have been formulated.
	2020	Reduce our specific CO <sub>2</sub> emissions values (emissions per person) in Germany and abroad. Also offset CO <sub>2</sub> emissions generated abroad.	Reduction of per capita consumption in Germany and abroad by 2 % per year. CDM Gold Standard certificates are obtained for all emissions (in Germany and abroad).
	2018	Explore measures aimed at promoting electric mobility (including natural gas and hybrid vehicles).	Main potentials and implications (e.g. costs, handover to partners) are analysed.

## Environmental management in Germany and abroad

As part of our sustainability management system, our corporate environmental management is directed by an executive decision-making body, the Sustainability Board. It is presided over by the Chair of our Management Board and includes a further seven departmental directors general and directors of corporate units. The Sustainability Board convenes three to four times a year and determines the long-term strategic direction and further development of corporate sustainability and environmental management. It analyses and assesses GIZ's corporate performance, decides on the establishment of working groups and adopts goals and corresponding implementation steps. We apply different environmental management systems to take account of the different conditions prevailing in Germany and abroad.



In Germany we apply EMAS—the Eco Management and Audit Scheme. Our Bonn and Eschborn locations were validated according to EMAS for the first time in 2013. In addition, two further office buildings in Bonn and Eschborn and our International Training Centre in Feldafing were successfully validated in line with EMAS requirements in 2016.

The Sustainability Office makes a key contribution at conceptual and advisory level towards expanding the environmental management system and implementing the Environmental Programme. The office coordinates its activities closely with the relevant organisational units. The central units are the *Property Division* and the *Procurement and Contracting Division*, which are heavily involved in developing and subsequently implementing most of the measures. All EMAS-certified locations have environmental teams that meet on a regular basis. The environmental team meetings are open to all interested employees.



Environmental management abroad is organised on a decentralised basis and falls under the purview of the country directors and the project and programme managers. It is subject not to EMAS but to the Corporate Sustainability Handprint (CSH) developed by GIZ. This provides staff with a uniform framework for corporate sustainability and, thus, for environmental management. The CSH is structured as a tool for collecting essential environmental data abroad, self-assessing performance and defining targets. The tool is designed in a way that



gives us the flexibility we need to respond in accordance with each national context.

A CSH coordinator is appointed in most countries. This person steers data collection on site within the team and guides the team members through the process. The coordinator also liaises with the Sustainability Office, which is available to answer questions regarding implementation, collates worldwide environmental figures, and prepares and disseminates good practices from the countries.

Since the pilot phase in 2013/14, 73 of 79 offices (92%) in our partner countries have implemented the CSH at least once. The current plan is for all countries to implement the CSH every two years. This does not include countries in which we have no country offices or where the fragile situation seriously hampers the implementation of the CSH.

With respect to the environmental data obtained through the CSH it must be noted that we are still in the early stages of data collection and processing. As a result, the figures are still incomplete and not of the highest quality.



 Environmental Statement 2017  
(in German only)



 CSH Report for 2015/16

# The materiality of our environmental aspects

As our company operates all over the world, it is a challenge for us to determine the materiality of our environmental aspects. As a prime example, take mobility and the use of company vehicles. In Germany, our staff prefer to travel by train and we have hardly more than a dozen company vehicles. But other countries often lack railroad infrastructure, so more than 4,000 vehicles are in use. Depending on the portfolio in a given country,

business trips into remote areas are sometimes inevitable. In addition, the security situation in some countries may require air travel.

Water, for example, plays a rather minor role at our German locations, but this environmental aspect can be very important at locations in water-stressed countries.



GIZ's first Stakeholders' Day took place in December 2016. For the area of environment, the materiality analysis identified the following topics as being of high or very high relevance:

environment  
and climate  
change  
mitigation

sustainable  
procurement

resource  
protection &  
efficiency

sustainable  
mobility

reduction of  
carbon emissions

sustainable  
construction

sustainable  
event  
management



Focused fields of action of the CSH also include:

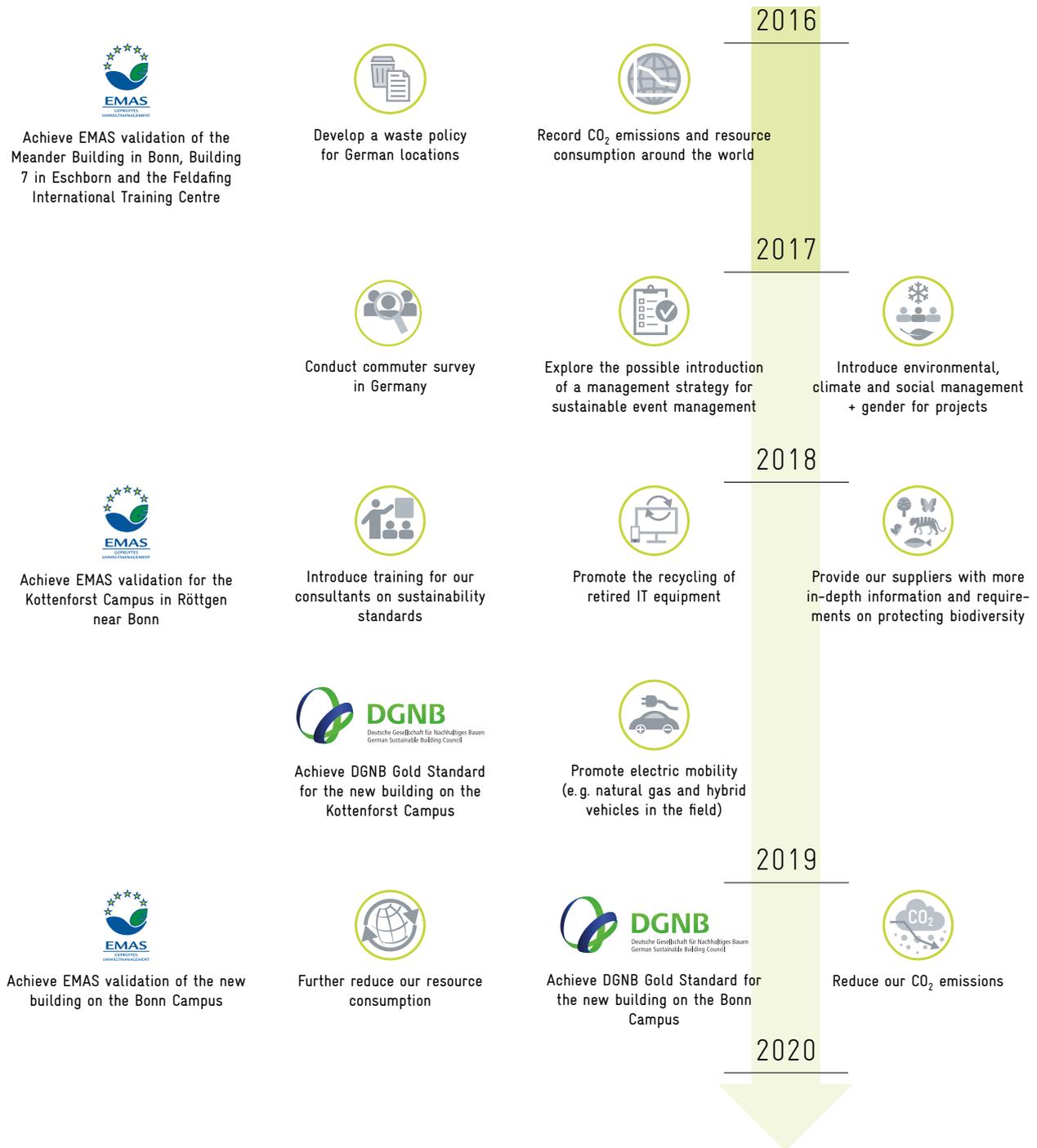
CO<sub>2</sub> emissions

resource  
efficiency

sustainable  
event  
management

sustainable  
procurement

# Key objectives and measures of the Environmental Programme 2016 – 2020



## Continuous goals



Further develop the principles of sustainable procurement for important product and service groups.



Continuously review the criteria for our investments (e.g. pension funds)



Promote our employees' voluntary engagement in environmental protection



Step up our engagement in environmental management networks

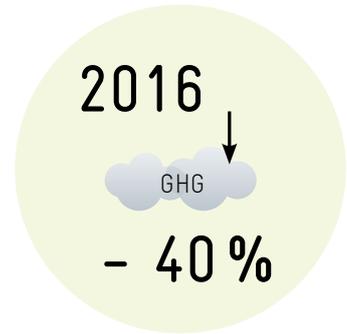


Expand bicycle infrastructure at German locations

# Review of significant climate and environmental aspects

## Greenhouse gas emissions and reduction targets for Germany

Since the first environmental report of GIZ after its merger in 2010, we have reduced the greenhouse gas emissions which we cause in Germany and in absolute terms by around 13%. The number of staff grew during the same period from 1,742 to 3,600 (full-time equivalents), which means a 40% per-capita emission reduction.



 Total GHG in Germany in t

2010	2011	2012 <sup>1</sup>	2013	2014	2015	2016
↓	↓	↓	↓	↓	↓	↓
25,277	27,162	25,398	24,445	20,411	21,791	22,509

 Total GHG in Germany per staff member in t

2010	2011	2012	2013	2014	2015	2016
↓	↓	↓	↓	↓	↓	↓
8.8	8.9	8.9	7.7	6.6	6.5	6.3

<sup>1</sup> Introduction of EMAS at German GIZ locations

### CO<sub>2</sub> emissions

CO<sub>2</sub> emissions are mostly generated in energy conversion. However, the greenhouse gas effect is intensified by other gases such as coolants. In order to compare their greenhouse gas potential, we calculate what is referred to as CO<sub>2</sub> equivalents (CO<sub>2</sub>e). For better understanding, however, the expression greenhouse gas emissions (GHG emissions) is used in the text.



The value for Germany was calculated from electrical and heat energy, coolants, generators, company vehicles and commuter traffic at the German locations. This was added to the figures for all business travel on trains in Germany as well as national and international air travel by staff based in Germany. The total value of emissions was divided by the number of staff in Germany.



 For our offices abroad we collected environmental data using our management instrument, the CSH, in 90% of participating countries for the first time for 2015/16. This represents a big step, even if more work needs to be done on data quality and no comparisons with previous years can yet be made. But in future this will be possible with the two-year implementation cycle. In 2016, greenhouse gas emissions abroad totalled 108,850 tonnes. That was 7.86 tonnes per capita. 

 Total emissions abroad originated from electrical and heat energy, generators and company vehicles. They also included all national and international air travel by field staff, national personnel, development workers, consulting firms and consultants working for us and for representatives of partner organisations. The total value of emissions was divided by the number of field staff, national personnel and development workers.



### Targets for reductions in Germany and abroad

Our Environmental Programme for 2016-2020 sets the goal of reducing our global GHG emissions and making GIZ climate neutral around the world. Specifically, we plan to reduce our specific GHG emissions (per capita) in Germany and abroad by 2% annually.

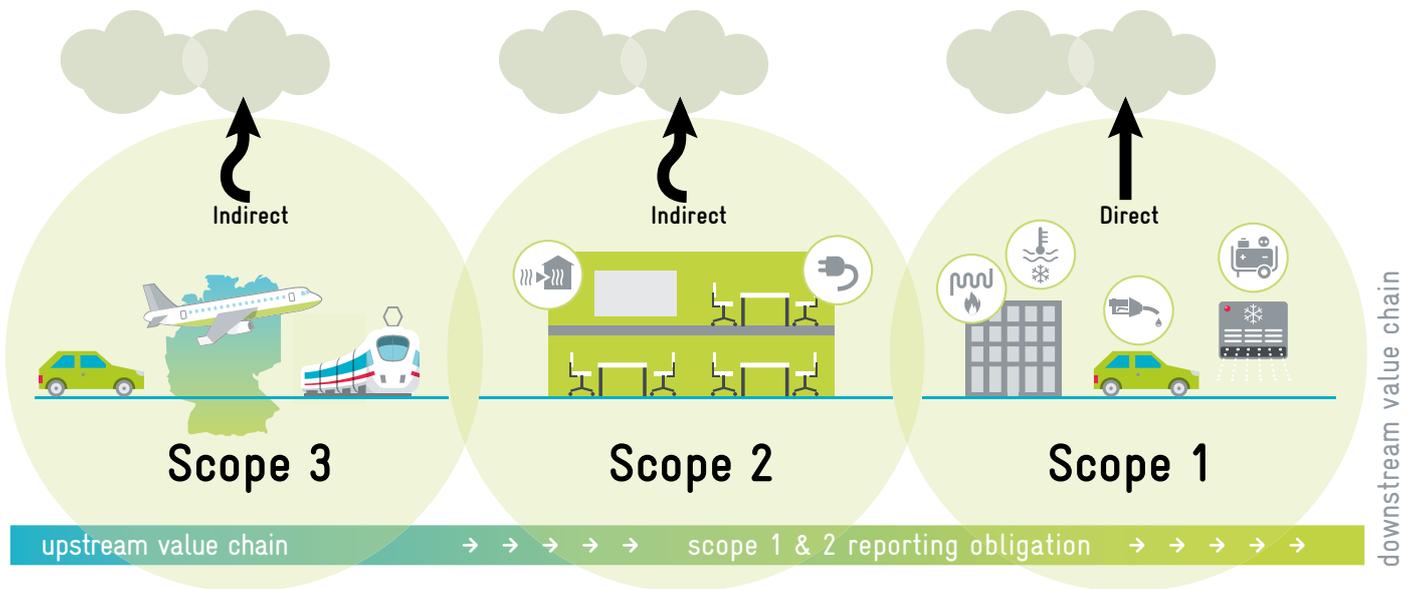
## GHG emissions by source in Germany and in the CSH

Our assessment follows the Greenhouse Gas Protocol (GHGP). It distinguishes between direct and indirect emissions in three 'scopes':

**Scope 1** Direct emission sources owned or controlled by the company (e.g. vehicle fuels, natural gas heating)

**Scope 2** Indirect emissions from consumed energy (e.g. electricity, district heating)

**Scope 3** Other indirect emissions that lie along the value chain and therefore also within the responsibility of the company (e.g. business trips)



<b>Commuting by staff</b>		
Germany	➔	3,287
Abroad	➔	not collected
<b>Flights by staff</b>		
Germany	➔	16,898
<b>Flights in the CSH</b>		
Abroad	➔	82,225

<b>District heating/cooling</b>		
Germany	➔	440
Abroad	➔	not collected
<b>Electricity</b>		
Germany	➔	124
Abroad	➔	12,577

<b>Natural gas heating</b>		
Germany	➔	1,592
Abroad	➔	1,344
<b>Fuel for company vehicles</b>		
Germany	➔	51
Abroad	➔	11,238
<b>Coolants</b>		
Germany	➔	115
Abroad	➔	not collected
<b>Generators</b>		
Germany	➔	3
Abroad	➔	1,466

2016

to make climate-neutral

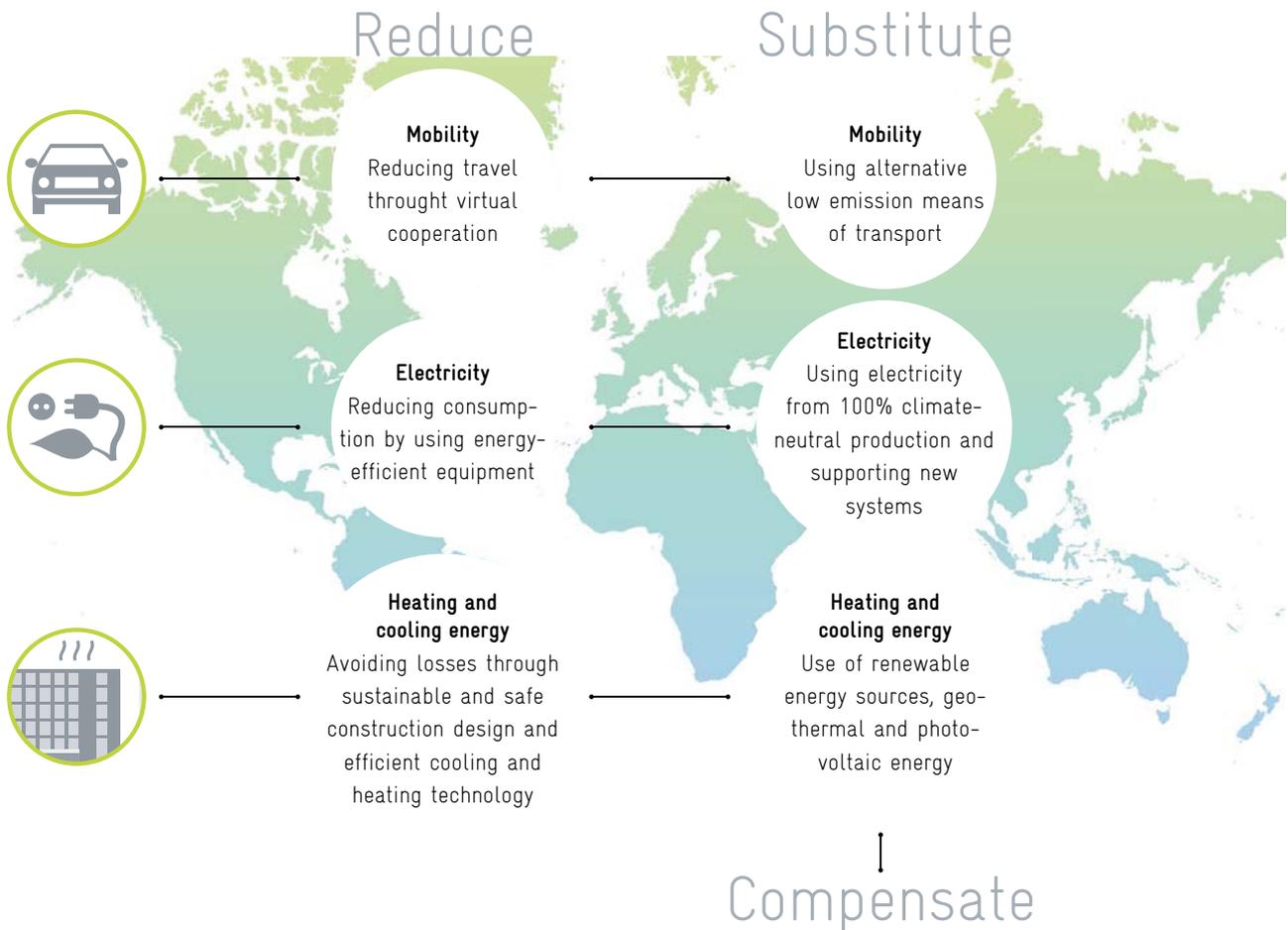
**Greenhouse gas emissions**

**22,509 t**

## Digression: Reduce–substitute–compensate

Reducing GHG emissions is a key element of preserving the ecological balance in order to mitigate global climate

change. We reduce, substitute and offset our GHG emissions in Germany in three steps.



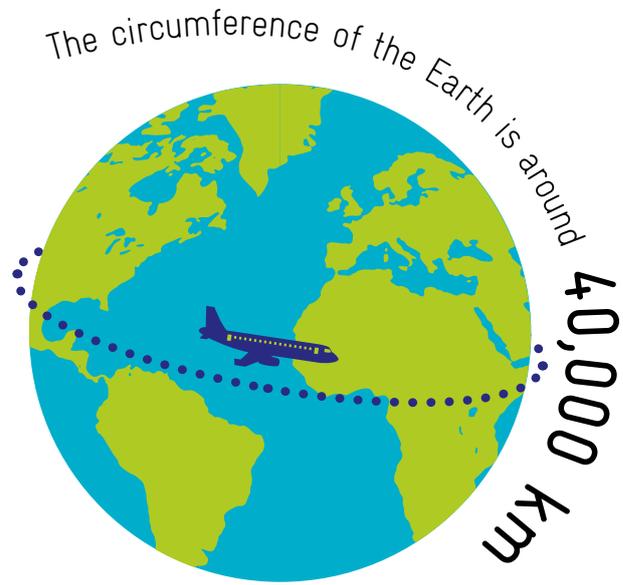
In 2016, GIZ offset all emissions at its German locations with certificates from a climate project of its own for the first time. In Thailand, GIZ is supporting the company Chumporn Palm Oil Industry in using wastewater from palm oil production systematically for biogas plants, thereby capturing methane gas which is harmful to the climate and emits an unpleasant odour. The biogas substitutes fossil fuels and thereby also helps to reduce emissions. In 2014, GIZ required 20,411 certificates to offset emissions at German locations.

In our partner countries it is particularly important to avoid GHG emissions because substitution alternatives (e.g. procurement of green electricity) are often not available.

## Business trips and mobility

 In order to reduce our business trips as much as possible, more than 70 videoconferencing systems were acquired at our German locations. Virtual meetings and conferences can also be held from any workstation.

Company vehicles do not represent a material environmental aspect for us in Germany. In 2016, GIZ had a fleet of 18 vehicles which travelled a total of 265,000 km that year. Within Germany, staff prefer to travel by rail, using 100 % green electricity under *Deutsche Bahn Umwelt Plus* environmental programme.



In recent years, staff in Germany have travelled more kilometres by rail and fewer kilometres by air.

For staff in Germany	2014	2015	2016
 Total flights in km (thousands)	55,804	51,123	53,869
Flights per person in km	19,319	15,292	14,963
 Rail trips in km (thousands)	8,055	8,386	10,672
Rail trips per person in km	2,789	2,508	2,964
 Trips using company vehicles in km (thousands)	277	282	265
 Total travel in km (thousands)	64,136	59,791	64,806
Total travel per person in km	22,204	17,884	18,001

In our partner countries, we assess the environmental impact of company vehicles differently. Eco-friendly alternatives are usually not available. As a result, nearly 4,000 vehicles were in use around the world in 2016, and all of them were insured through the Eschborn Head Office. Most of them were passenger cars and motorcycles. The kilometres travelled have not yet been assessed within the CSH.

Another material environmental aspect for us is our staff members' daily commute to work. It accounts for 14.6% of our GHG emissions from mobility. This is an indirect environmental aspect because we as a company have

limited influence on how our staff choose to commute between home and work. In addition to promoting season tickets for local public transport, we also encourage cycling to work. In order to obtain a better understanding of our staff members' mobility behaviour, a commuter survey will be carried out at our three major German locations in Bonn, Eschborn and Berlin in 2017.

 No figures on commuter behaviour abroad are available yet. We intend to use the CSH to improve our database in the future by including commuting as well.

## Energy

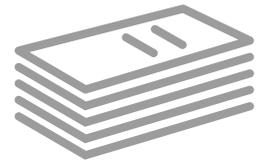
 Both in Germany and abroad, energy consumption is made up of different components. It includes electricity, heating energy and direct energy consumption involving motor vehicle fuels and generators.

In Germany, the company consumes almost exclusively green electricity. In 2016, electricity from renewable energy accounted for 97.3 % of consumption. In our offices abroad, however, renewables cannot achieve such a high share because the supply of electricity from renewable sources has not yet been sufficiently developed in most countries.

In Germany, annual electricity consumption averages 2,357 kWh per staff member. The rate was steady compared with previous years. By contrast, electricity consumption abroad was only 1,273 kWh per staff member, although we should also note that not all staff work at GIZ offices but often in partner organisations, to whose data we have no access.

The difference in heating energy consumption is also noteworthy. In Germany, it is 2,955 kWh per staff member, whereas in other countries, few of which have heating systems and some of which also use electricity for heating, consumption is a mere 167 kWh per staff member.

The largest differences probably lie in direct energy consumption from motor vehicle fuels. The total figures were 217,079 kWh in Germany but 46,022,087 kWh abroad.



2016

## Paper Consumption

**5,054** per staff

Abroad per staff: 4,318 sheets

## Paper

 We have succeeded in reducing the consumption of paper by 12 % in Germany in the past three years. In Germany, we use 100 % recycled paper, which also bears the Blue Angel ecolabel.

Annual per-capita paper consumption (Germany)

		sheets per staff		total sheets
2014	➔	6,474	➔	18.6 m
2015	➔	5,959	➔	18.5 m
2016	➔	5,054	➔	16.3 m

In mid-2016, a new printer system was introduced at all locations across Germany. Most of the workstation printers were replaced by floor printers. Continued use of individual workstation printers is subject to approval.

 In our offices abroad, the share of partly and wholly recycled paper averages just under 14 %, as these products are usually not available on the local market. Annual per-capita consumption was 4,318 sheets of paper in 2016. Total consumption exceeded 65.3 million sheets.



2016

## Electricity Consumption

**2,357** per staff

Abroad per staff: 1,273 kWh

## Water

Despite numerous measures, we were unable to achieve a reduction in water consumption in Germany. The extensive installation of water-efficient facilities did lead to savings but these were not significant, for example as a result of additionally prescribed flushing of water pipes to prevent Legionella growth. Increasing the use of rainwater in our new buildings is designed to reduce overall consumption and maintain a low consumption level in existing buildings.

Annual per-capita water consumption (Germany)			
		litres per staff	total (m <sup>3</sup> )
2014	➔	7,986	➔ 27,914
2015	➔	9,022	➔ 29,991
2016	➔	9,564	➔ 32,630

In many of our partner countries, water is a particularly precious good, but we have found that data collection there is very difficult and incomplete. In some countries, the CSH has revealed defective or inaccurate water meters or water leakages on premises. The CSH identified per-capita consumption of 24,037 litres per year for our staff. This amounts to 363,727 m<sup>3</sup> in total consumption.



2016

## Water Consumption

**9,564** per staff

Abroad per staff: 24,037 l



2016

## Waste

**87 kg** per staff

Abroad per staff: Data not collected

## Waste

As a service enterprise we generate virtually no hazardous waste at all in Germany. Most waste is commercial refuse that resembles domestic waste, paper and cardboard as well as refuse from the company restaurant. This is therefore not a material environmental aspect. Nevertheless, we conducted a review of our major German locations at the end of 2016 in order to better organise our waste management and move forward with waste separation in the future. Annual residual waste per staff member was around 87 kg in 2016.

Since 2013, we have also been recycling the main product groups of our IT material in Germany. The main groups are PCs, notebooks and flat screen monitors, which are refurbished as far as possible by a service provider and resold as used models or sent for recycling in Germany if they are no longer fit for resale.

The toners from our floor printers are replaced by our service provider and sent for recycling. We collect batteries and CDs in containers, as well as text markers and board markers, and send them for recycling.

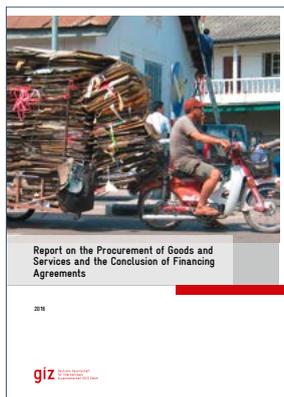
Waste is not a field of action in the CSH. Accordingly, this environmental issue is not systematically reflected in our field structure and no figures are collected. Waste separation and, in general, waste management systems are not well developed in most countries so there is little scope for action. Measures therefore focus more strongly on avoiding waste, for example by purchasing goods in reusable packaging, avoiding plastic and raising awareness among staff at the office.

# Sustainable procurement

 Sustainable procurement is of strategic importance to GIZ. It was therefore incorporated with targets, measures and indicators into the Corporate Strategy 2017–2019. During that period, a binding document for the procurement of goods and services is to be prepared to ensure that procurement follows the most stringent sustainability criteria available. Moreover, the service providers working for GIZ will be trained on our sustainability standards through appropriate platforms such as e-learning. Environmental and social criteria in tenders for services and / or goods in our partner countries will be optimised. We plan to carry out market analyses in pilot countries in order to develop criteria for main product groups that can also be applied in other countries. In addition, all CSH countries are required to consider ways of procuring more sustainable office materials.

In 2016, GIZ entered into contracts with suppliers, service providers and recipients of financial contributions or grants worth a total of around EUR 1.35 billion. Services represent the bulk of purchases made by GIZ.

In addition, we procure goods and technical equipment both abroad and in Germany. Purchases are primarily determined by the needs of the programmes and projects in Germany and our partner countries, ranging from agricultural machinery and medical equipment to tents and teaching materials. In 2016, goods worth EUR 66.1 million were purchased by the regional offices and in roughly the same volume by the Procurement and Contracting Division in Germany. This division is also in charge of training measures and developing procurement guidelines and regulations.



 Procurement Report 2016



 Sustainable Procurement Report 2016 (German only)



Our Sustainable Procurement Report was completed in 2015. It contains a number of practical examples as well as terms of reference that provide guidance for various products and service areas. It is intended as a living document that is continuously updated and evaluated for the main product and service areas.

We follow sustainable procurement practices at all our locations in Germany, for example using office furniture from certified forestry operations. We plan to use even more environmentally friendly office materials in the future, such as writing utensils made from recycled plastic. Tenders for cleaning services will include requirements for the cleaning agents to be procured to comply with the criteria of the EU Ecolabel. Textile products used as promotional items must consist of at least 70 % organically grown natural fibres. Coffee capsules will be banned from our order catalogue.

Computers are an important product group for us. Their energy consumption is a criterion in the price evaluation of bids. In 2016, the Procurement and Contracting Division purchased 2,321 laptops, 397 PCs and 1,326 monitors for Germany and the field structure. We should note, however, that most IT products are procured locally in our partner countries and only a portion of them are obtained through Germany. In this product group, GHG emissions from production and later disposal total some 1,127 tonnes. In our partner countries we also face challenges, however, for example when environmentally friendly alternatives cannot be obtained locally, other norms and standards apply, or when there are no suitable return or recycling facilities.

## Sustainable construction

In 2016, our new office building, the Meander Building in Bonn, was certified in line with the criteria of the *German Sustainable Building Council (DGBN)*. The Meander Building was awarded a gold label and has 500 offices spread over more than 17,000 m<sup>2</sup> of usable space. The key features of the building are its environmentally friendly building materials, the low operating costs over the building's life-cycle, the excellent cleaning and maintenance friendliness of the structure, and accessibility. The building was also validated in accordance with EMAS in 2016.

Planning for the new-build next to the Meander Building also progressed in 2016. The campus building is also being designed to meet DGNB standards and is scheduled for completion by the end of 2019. The structure will have some 850 workplaces and the investment cost is roughly EUR 130 million. It will be connected to the Meander Building, creating a joint campus with office space for more than 1,300 employees.

In 2016, GIZ marked a further milestone for sustainable building. The foundation stone was laid for the new building at the Kottenforst Campus in Bonn-Röttgen. The Kottenforst Campus consists of an existing building (accommodation facilities) and a new building (for seminar activities). In future, operations here will focus on preparatory courses and safety and security training for GIZ staff who will be leaving on field assignments, as well as seminars conducted by commissioning parties and other organisations. The new building was planned in line with the latest ecological standards and complies with the criteria for gold certification of the German Sustainable Building Council (DGNB). It is scheduled to be completed by 2017. The cost of acquisition, construction and modernisation at the site amounts to around EUR 28 million.

 Sustainable construction is not an explicit field of action in the CSH. Most buildings in our partner countries are rented and many of our staff have their offices directly on the premises of the partner organisations. That limits our scope for intervention in this environmental aspect. However, the country directors and project managers take sustainability into consideration as much as possible when building and renting abroad.

In Bonn, the new campus building will be constructed next to the meander building by 2019.



# Sustainable event management



 GIZ plans, organises and carries out numerous events on a commission basis every year. These include expert dialogues and networking meetings, large-scale international conferences and project workshops, as well as a variety of internal formats. Event management is therefore firmly anchored as a major environmental aspect within EMAS. The *Navigator for sustainable event management* was revised once again and published in the middle of the year. A short, four-page version was also produced. This guideline provides orientation for employees on planning and implementing events in Germany and abroad.

In early December 2016, GIZ's first Stakeholders' Day on sustainability was held at the Berlin Representation. The event was planned in accordance with sustainability aspects on the basis of the *Navigator for sustainable event*

*management*. The criteria for selecting the caterer, for example, included fair trade / organic production. Avoiding long travel distances and recommending accommodation in hotels with *Green Globe* certification were further aspects. The event itself was held at our EMAS-certified Berlin Representation. The building is already geared heavily towards events and is an important venue for maintaining contact with those working in the political sphere. In 2016, it hosted conferences, panel discussions and other events with more than 10,120 visitors. Catering services were hired in accordance with binding guidelines that require the use of environmentally friendly and socially sustainable products and services.

Our International Training Centre in Feldafing, where we hosted some 6,850 overnight stays in 2016, follows similar standards as well. The seminar and accommodation building was certified in accordance with EMAS requirements in 2016, the canteen primarily uses products from the region and conferences are carried out in a resource-efficient manner and without using disposable products and individual packaging.

 Sustainable event management is a firmly established field of action in the CSH. The *Navigator for sustainable event management* provides orientation, although in many countries the scope for action is narrower than in Germany. Environmentally friendly hotels, particularly those with certification, are few and far between.



 Navigator for sustainable event management

# Biodiversity and employee participation

 We have been a member of the cross-sectoral *Biodiversity in Good Company* initiative since it was founded. As such, we pursue the common goal of fighting the dramatic loss of ecosystems, species and genetic diversity and moving the UN Convention on Biological Diversity forward. We are also a member of the *Biodiversitätsnetzwerk Bonn* (BION), and a full member of the *International Union for Conservation of Nature* (IUCN) and of the *Bundesdeutscher Arbeitskreis für Umweltbewusstes Management* (German Environmental Management Association; B.A.U.M).



Even if our premises in Germany are primarily located in cities and the small areas allow only little scope for promoting biodiversity, we have set ourselves the goal in our Environmental Programme of developing a plan for biodiversity-friendly design and providing a guideline for our offices abroad. We also plan to inform our service providers about biodiversity conservation at GIZ in order to raise awareness of the importance of this topic.

The aim is to plant native species on the grounds and on roofs and to keep the degree of soil sealing as low as possible. Product compliance with environmental sustainability requirements will be assessed and ensured through corresponding procurement criteria. Particularly when purchasing wood products we will take care, both in direct procurement and in tenders, to ensure biodiversity conservation and to apply relevant international standards.

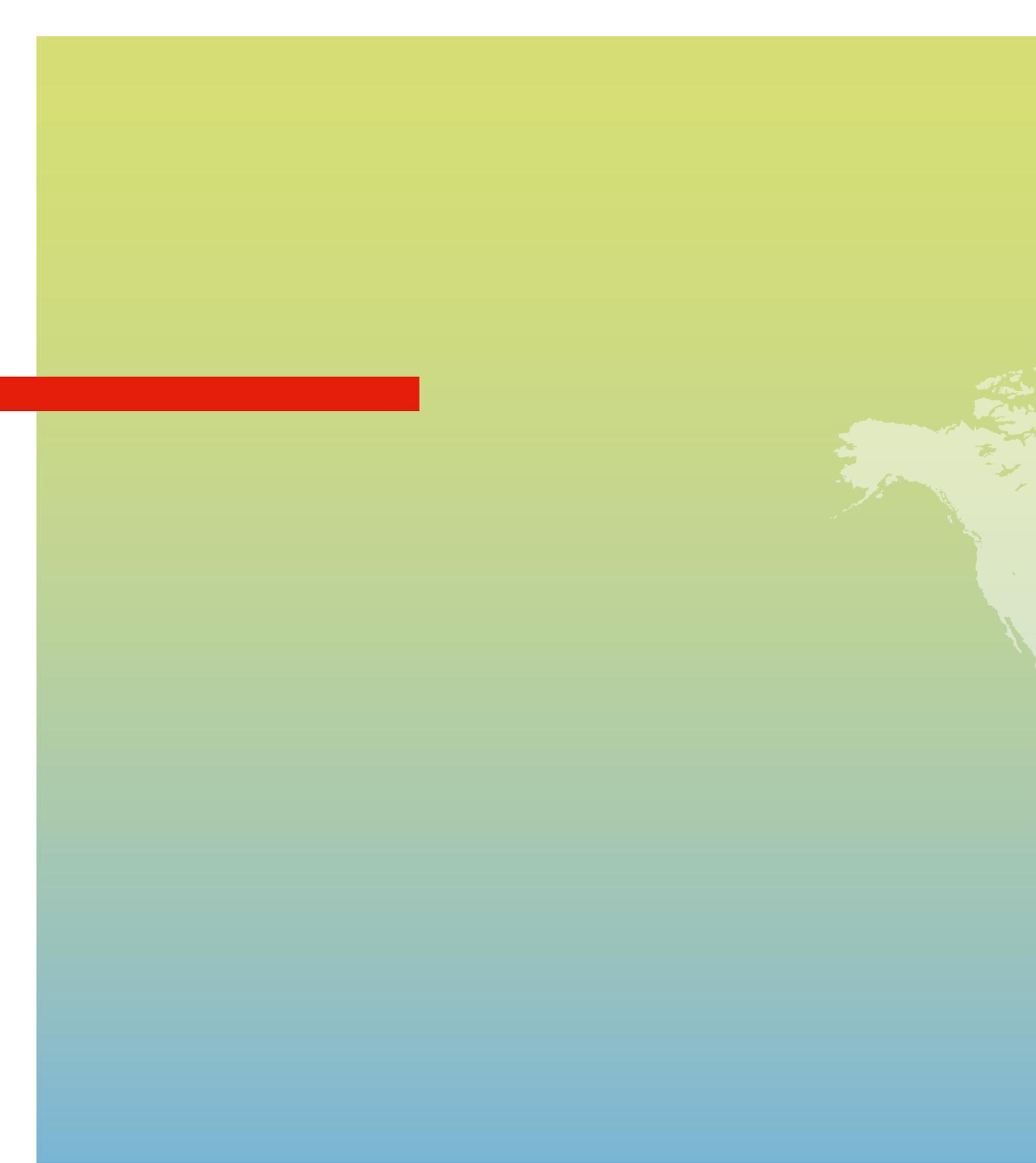
In Germany, we have well-established environmental initiatives. In Eschborn, for example, the beekeeping group not only maintains a bee colony, but also sells honey within the company, which it then donates to charity. In 2017, nuclei are to be brought to Bonn and a beekeeping group will be formed there as well. The gardening group at the Meander Building in Bonn has taken up urban gardening and our *Umwelthelden* ('eco-heroes') group in Berlin is promoting cycling and encouraging people to use resources more economically. Many of our employees' activities therefore do not just protect the environment in general but specifically promote biodiversity. We receive constructive ideas for improvements on a regular basis, whether for our buildings and facilities, or for our company restaurants.



Biodiversity

Biodiversity is an important theme not just in GIZ's corporate environmental management. In 2016, total commissioning volume was nearly EUR 930 million for projects that contribute to achieving the goals of the UN Convention on Biological Diversity.





Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices  
Bonn und Eschborn

Friedrich-Ebert-Allee 36+40  
53113 Bonn, Germany  
T +49 228 4460-0  
F +49 228 4460-17 65

Dag-Hammarskjöld-Weg 1-5  
65760 Eschborn, Germany  
T +49 61 96 79-0  
F +49 61 96 79-11 15

E [info@giz.de](mailto:info@giz.de)  
I [www.giz.de](http://www.giz.de)

# Climate and Environmental Report 2016

## Annex



# Environmental Programme 2016–2020

Objective	Measures	Indicators	
We reduce our CO <sub>2</sub> emissions globally and strive to achieve climate neutrality for GIZ worldwide.	2016	Record our CO <sub>2</sub> emissions in the field as well.	Basic emissions data from at least 90% of the country offices are available.
	2018	Record GHG emissions along the supply chain of procured goods on a pilot basis.	GHG emission data are available for five material goods procured in Germany. Recommendations for action have been formulated.
	2020	Reduce our CO <sub>2</sub> emission values (emissions per person) in Germany and abroad. Offset CO <sub>2</sub> emissions generated abroad as well.	Reduction of per capita consumption in Germany and abroad by 2% per year. CDM Gold Standard certificates are obtained for all emissions (in Germany and abroad).
	2018	Explore measures aimed at promoting electric mobility (including natural gas and hybrid vehicles).	Main potentials and implications (e.g. costs, handover to partners) are analysed.
We reduce our resource consumption worldwide. <sup>2 3</sup>	2017	Introduce a printer policy for all German locations, digitise personnel files, and contract award documentation.	Target values (electricity and paper) for each location for 2020 are specified in the location-specific environmental programmes.
	2020	Reduce our specific water, paper and electricity consumption worldwide.	A 10% reduction in per capita consumption is achieved. The proportion of recycled paper used abroad is up by at least 50%.
We reduce residual waste and send more recyclables for recycling.	2020	Develop a waste management plan for the Bonn, Eschborn and Berlin locations in 2016.	Target values for each location for 2020 are specified in the location-specific environmental programmes.
	2018	Promote the recycling of old, retired IT equipment.	New service agreements with suppliers are concluded by 2017.
We procure goods and services that meet the highest sustainability criteria. <sup>1</sup>	2016ff	Adopt guidance on sustainable procurement.	Guidance (Sustainable Procurement Report) is developed, approved and enshrined in company-wide rules.
	2017ff	Further develop the principles of sustainable procurement for the main product and service groups. Increase the use of ambitious environmental and social labels.	The impacts on the Sustainable Procurement Report of the reform of public procurement legislation are analysed. Share of goods and services procured in Germany in accordance with established sustainability criteria.
	2017	Optimise the use of environmental and social criteria in tenders for services and/or goods in the field structure.	Pilot countries are identified and have developed regional policies. One country by the end of 2017, three countries by 2020.
	2018	Train consultants/appraisers contracted by us in partner countries on our sustainability standards.	Training courses for our German service providers are offered on an ongoing basis. Standards must be applied by all.

Objective		Measures	Indicators
We implement sustainable construction.	2020	Construct the new buildings for AIZ in Röttgen and the GIZ Campus in Bonn in line with the DGNB Gold Standard.	The certifications have been awarded for Röttgen (2018) and for the GIZ Campus (2020).
	2016	Acquire EMAS validation for the Meander Building in Bonn, Building 7 in Eschborn and the International Training Centre in Feldafing.	The buildings are validated without deviations.
We extend EMAS validation to our new buildings in Germany.	2020	Acquire EMAS validation for the buildings in Röttgen and the GIZ Campus in Bonn.	The buildings (Röttgen in 2018 and GIZ Campus in 2020) are validated without deviations.
	2017ff	Optimise needs-based expansion of bicycle infrastructure in Germany.	Needs-based individual measures are developed for the relevant locations and implemented.
	2017	Conduct a commuter survey among the staff at the major German and EMAS-certified locations.	The commuter survey reveals any need for innovative mobility offerings that can be assessed and introduced by 2020.
We strengthen and promote healthy and environment-friendly mobility.	2018	Develop an instrument for recording commuter mobility for the field structure in 2017 and apply it on a pilot basis in 2018.	The instrument is piloted at a minimum of five locations.
	2017ff	Update the environmental guidelines for raising awareness among staff at the EMAS-certified locations.	The environmental guidelines for Bonn, Eschborn, Berlin and Feldafing are prepared/revised in 2017.
	2017	Develop a strategy for boosting participation across all locations (focus: environmental management, German Sustainability Action Days and activities in the context of the CSH).	The strategy is available in 2017, key measures for environmental management are derived from it and recommendations on promoting participation under the CSH are communicated.
We promote staff participation in our environmental and sustainability management systems.	2018	Develop and implement communication methods on sustainable procurement and for mainstreaming the topic among the staff.	The workforce are aware of the importance of sustainable procurement as a relevant and material topic for GIZ (survey).
	2016ff	Promote the voluntary engagement of our staff in environmental protection activities.	Professional development activities and events are conducted and the financial resources required to carry on existing environmental initiatives are secured.
	2017ff	Develop processes and procedures for the environmental, climate and social compliance management + gender (ECSM +G) system for projects and enhance them with IT solutions.	The ECSM +G system has been introduced and is binding for all newly commissioned projects and is being applied. The number of projects that have already applied the ECSM +G system is growing continuously.
We prevent our projects from having adverse impacts on the environment and the climate.	2017ff	Develop processes and procedures for the environmental, climate and social compliance management + gender (ECSM +G) system for projects and enhance them with IT solutions.	The ECSM +G system has been introduced and is binding for all newly commissioned projects and is being applied. The number of projects that have already applied the ECSM +G system is growing continuously.

Objective	Measures	Indicators	
We promote sustainable event management within the company and apply international standards.	2018	Further develop the strategies and guidelines for sustainable event management in Germany.	The strategies are developed and the corresponding guidelines are followed.
	2019	Develop implementation aids with criteria for events organised by the Management Board and the regional training hubs.	From 2017, essential sustainability criteria are applied and communicated for internal events. Essential elements of sustainable event management are fully known in the field structure.
	2017	Explore the introduction of a management system for establishing and implementing sustainable events (e.g. ISO 20121) for GIZ.	Based on the assessment in 2017, a management system is introduced or, alternatively, further measures are developed and introduced by 2020.
We strengthen biodiversity in the company.	2018	Develop a policy for the biodiversity-friendly design of the German locations and prepare guidelines for the locations in the field.	The policy defines material aspects that can be promoted in the field of biodiversity (e.g. beekeeping groups) and refers to existing and new buildings.
	2019	GIZ informs suppliers on biodiversity conservation and develops criteria for sustainable procurement.	Suppliers of material goods and services in Germany have a certified environmental management system and/or largely offer products that meet high biodiversity conservation standards.
When investing our funds (e.g. pension funds) we take sustainability issues into account and avoid investments in enterprises and financial products that harm the climate.	2016ff	Regularly review existing sustainability criteria, develop them further where needed, and comply with them.	The criteria meet international social and environmental sustainability standards.
We participate in environmental management networks	2017ff	Maintain important memberships of networks such as B.A.U.M. and Biodiversity in Good Company and carefully assess potential new memberships.	At least four visible contributions are communicated to the public annually through the channels of our networks and six contributions through our own channels.

# Explanations on data collection and calculation method

In Germany, we have been comprehensively collecting our environmental data for many years and have published them in annual environmental audits. The data are supplied by the participating organisational units in collaboration with an external service provider. Our environmental management officer and Sustainability Office subsequently conduct a plausibility check. The data are also audited as part of the annual EMAS monitoring audit and revalidation process.

Greenhouse gas emissions (CO<sub>2</sub> equivalents) from electricity, heating, fuel and passenger transport are calculated in accordance with GEMIS 4.8 (Global Emission Model for Integrated Systems). Our travel agency reports all business trips to an external service provider once a year. We calculate our greenhouse gas emissions in accordance with the Radiative Forcing Index (RFI) and apply a factor of 2.7 as recommended by the Intergovernmental Panel on Climate Change (IPCC). Our resource consumption figures also include water, solid waste, paper and the percentage of recycled paper used. In Germany, the audit covers all large and medium-sized locations. The calculation of resource consumption does not include data from the small locations with fewer than 20 people. Only the GHG emissions generated by trips undertaken by this group of persons are included. The greenhouse gas potential from coolants is determined using the conversion factors recommended by IPCC IV.

 In our partner countries, we have used the CSH to record our resource consumption and greenhouse gas emissions in a systematic and binding manner since 2015. The CSH assessment is conducted every two years and covers all countries in which we have a country office. More than 92% of our partner countries with a GIZ country office completed their first local CSH assessment by the end of 2016. As the collection of data has only just begun, data quality will improve over the coming years. The CSH assessment records greenhouse gas emissions from flights, company vehicles, heating energy, electricity and generators. It also records the consumption of resources such as paper, the percentage of recycled paper/paper with recycled content, and water consumption. The data collection is coordinated by the CSH officer in the country.



In order to calculate GHG emissions from flights in other countries, the flight route is entered manually through an online tool and assessed in accordance with the RFI and multiplied by a factor of 2.7. In a bid to reduce the effort involved in entering data, all flights are assessed on the basis of a mixed calculation. In other words, the calculation does not distinguish by type of aircraft, booking class and type of flight, but is based instead on an average value that lies between business class and economy class, for example. Nor does it distinguish whether the flight tickets were procured by GIZ for its own staff or other groups of persons. Accordingly, all flights are included that are booked locally at a travel agency or directly with an airline. This covers flights undertaken by our staff, development workers and consultants, as well as trips by representatives of partner organisations, study tours and delegation missions, for example. Some travel agencies in other countries report CO<sub>2</sub> emissions directly calculated from flights in accordance with the International Civil Aviation Organization (ICAO). In order



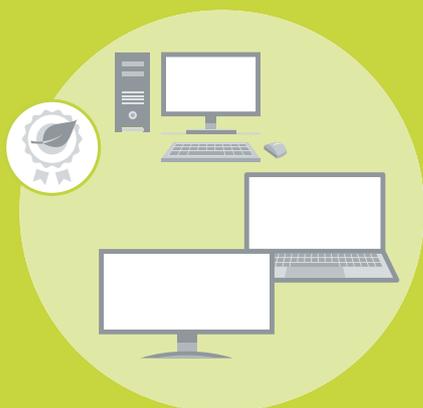


to minimise effort here, the CO<sub>2</sub> emissions of all flights are multiplied by a factor of 2.7. This results in a slightly higher total value because short-haul flights conducted at a lower cruising altitude are multiplied by the same factor, although in those cases the condensation trail or ozone formation is lower than RFI 2.7. The total value of all greenhouse gas emissions is translated into a per capita value based on the total number of staff and all development workers. External persons such as partners or consultants are not included. Our Sustainability Office and an external service provider check the quality and plausibility of flight calculations.

CO<sub>2</sub> emissions from electricity are audited on the basis of country-specific emission factors (referred to as the electricity mix) of the United Nations Framework Convention on Climate Change (UNFCCC). Fuels are calculated in accordance with the Global Emission Model for Integrated Systems (GEMIS 4.8).

Not all staff working abroad can be included in the calculation of resource consumption. One reason for this is that many staff work in the offices of our partner organisations, which means that we have no access to receipts and invoices. Another reason is that in some countries we have what are referred to as antenna offices—small offices with a low headcount in remote areas. Their resource consumption is not calculated if data collection is too onerous or if there is no basis for calculation. The only parameter we currently use is per capita consumption of individual resources, not total consumption. If the staff members' relevant consumption is not collected for the reasons mentioned, these persons are not included in the per capita calculation either.

For motor vehicles, we apply the value of 9.2 tonnes per vehicle produced in order to obtain approximate values for greenhouse gas emissions by material product groups in the context of our procurement. According to the Institut für Energie- und Umweltforschung Heidelberg (ifeu), this corresponds to the category 'large car'. Although we also use small and medium-sized vehicles in the field, most of them have off-road capability and are more appropriately assigned to the upper level of the 'large car' category. For computer workstations, we can use manufacturers' product specifications. For laptops and monitors, we use general values on product categories provided by the Plattform für ökologische Spitzenprodukte (EcoTopTen).

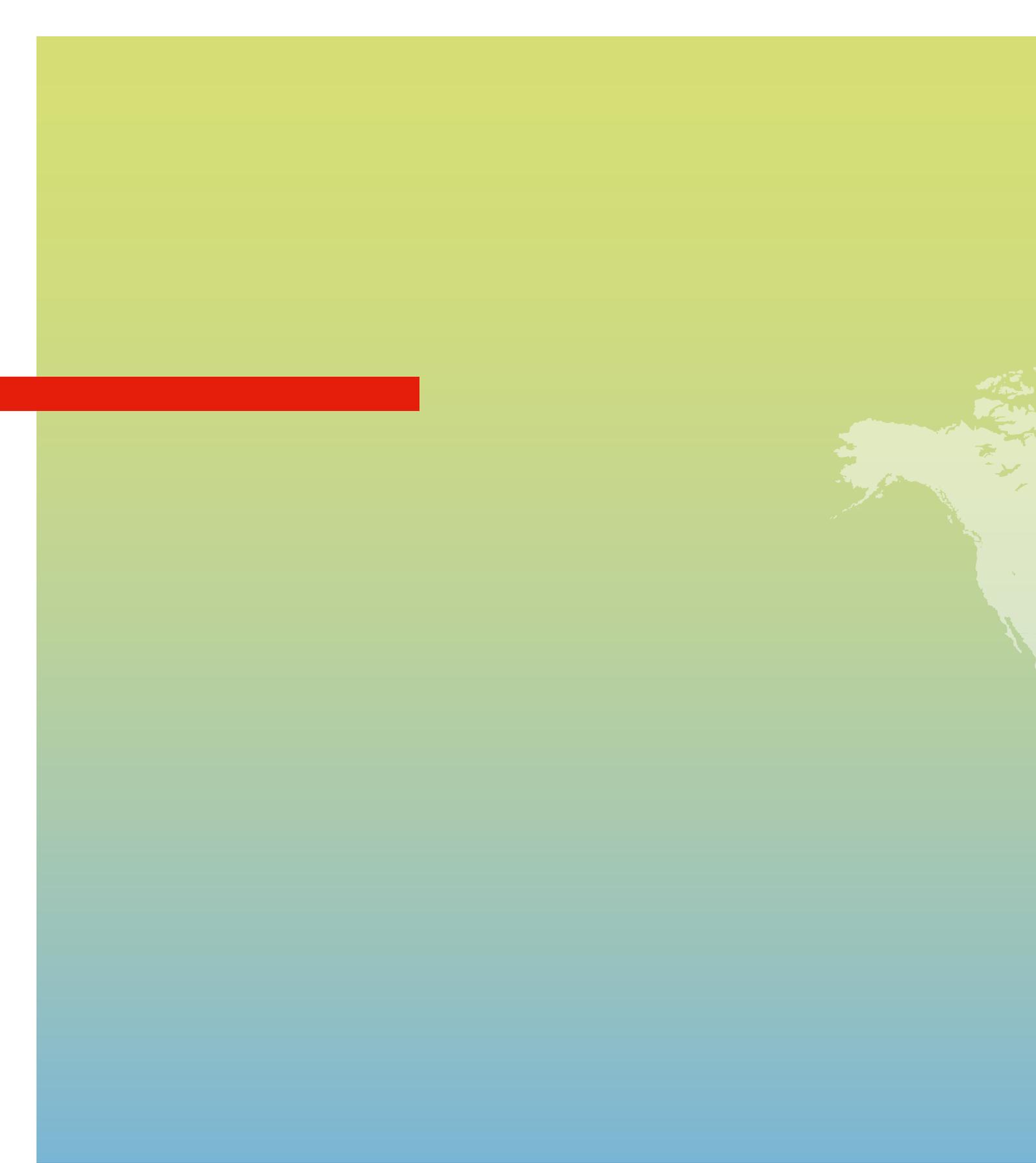


## Table of key environmental figures

Aspect	Germany			Abroad
	2014	2015	2016	2016
<b>Members of staff</b>				
Total number of internal staff in FTEs	2,888	3,343	3,600	15,132
Total number of external staff in FTEs	132	127	133	Data not collected in CSH
Total number of internal and external staff in FTEs	3,021	3,471	3,733	Data not collected in CSH
<b>Biodiversity</b>				
Total usable space in m <sup>2</sup>	99,497	125,871	131,463	Data not collected in CSH
Total usable space in m <sup>2</sup> per staff member	38.1	42.7	42.8	Data not collected in CSH
Sealed land in m <sup>2</sup>	47,202	55,129	55,129	Data not collected in CSH
Sealed land in m <sup>2</sup> per staff member	18.1	18.7	18	Data not collected in CSH
<b>Energy</b>				
Total energy consumption in kWh	16,572,208	18,891,443	18,737,664	73,739,472
Total energy consumption per staff member in kWh	5,260	5,513	5,375	4,873
Total electricity consumption in kWh	6,839,840	7,989,112	8,213,748	19,266,168
Total electricity consumption per staff member in kWh	2,318	2,365	2,357	1,273
Share of green electricity	100%	97.30%	97.30%	Data not collected in CSH
Total heating energy in kWh	9,472,868	10,699,752	10,296,887	2,527,348
Total heating energy per staff member in kWh	2,853	3,087	2,955	167
Total energy consumption from motor vehicle fuel in kWh	249,550	192,629	217,079	46,022,087
Total energy consumption from motor vehicle fuel per staff member in kWh	86	58	60	3,041
Total energy consumption from diesel generators in kWh	9,950	9,950	9,950	5,923,869
Total energy consumption from generators in kWh	3	3	3	391

Aspect	Germany			Abroad
	2014	2015	2016	2016
<b>Paper consumption</b>				
Paper consumption (sheets)	18,530,192	18,535,534	16,245,894	65,336,413
Per capita paper consumption (sheets per staff member)	6,474	5,959	5,023	4,318
Percentage of recycled paper used	92 %	97 %	100.00 %	13.70 %
<b>Business trips</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>
Total flights purchased in Germany for staff in Germany in km (thousands)	55,804	51,123	53,869	Data not collected in CSH
Total flights purchased in Germany per staff member in Germany in km (thousands)	19,319	15,292	14,963	Data not collected in CSH
Total rail kilometres travelled in Germany in thousands	8,055	8,386	10,672	Data not collected in CSH
Total rail kilometres travelled in Germany per staff member in thousands	2,789	2,508	2,964	Data not collected in CSH
Total kilometres travelled by company vehicles in Germany in thousands	277	282	265	Data not collected in CSH
Total kilometres travelled in thousands	64,136	59,791	64,806	Data not collected in CSH
Total kilometres travelled per staff member	22,204	17,884	18,001	Data not collected in CSH
<b>Waste</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>
Total waste in t	443	786	1,074	Data not collected in CSH
Total residual waste in t	171	195	266	Data not collected in CSH
Total paper waste in t	117	279	331	Data not collected in CSH
Total residual waste per staff member in kg	65	66	87	Data not collected in CSH
Total paper waste per staff member in kg	45	95	108	Data not collected in CSH
Total hazardous waste in t	0.3	0.3	0.6	Data not collected in CSH

Aspect	Germany			Abroad
	2014	2015	2016	2016
<b>Water</b>				
Total drinking water consumption in m <sup>3</sup>	27,914	29,991	33,239	363,727
Total drinking water consumption per staff member in l	7,986	9,022	9,539	24,037
<b>GHG emissions</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>
Total GHG emissions in t	20,411	21,791	22,509	108,850
Total GHG emissions from mobility in t	18,437	19,456	20,236	93,463
Total GHG emissions from electricity and heating energy in t	1,972	2,238	2,155	13,921
Total GHG emissions from coolants in t	n.a.	94	115	Data not collected in CSH
Total GHG emissions from generators in t	3	3	3	1,466
Total GHG emissions per staff member in t	6.63	6.52	6.25	7.19
Total GHG emissions from mobility per staff member in t	5.92	5.82	5.62	6.18
Total GHG emissions from electricity and heating energy, coolants and generators per staff member in t	0.71	0.7	0.63	1.01
Gesamt THG-Emissionen aus Strom- und Heizenergie, Kühlmitteln und Generatoren pro MA in t	0,71	0,7	0,63	1,01
<b>Other airborne emissions</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>
NO <sub>x</sub> (nitrous oxides) in kg	37,091	27,030	31,060	Data not collected in CSH
SO <sub>2</sub> (sulphur dioxide) in kg	46,669	33,222	34,639	Data not collected in CSH
PM 10 (particulate matter) in kg	1,022	844	905	Data not collected in CSH



Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices  
Bonn und Eschborn

Friedrich-Ebert-Allee 36+40  
53113 Bonn, Germany  
T +49 228 4460-0  
F +49 228 4460-17 65

Dag-Hammarskjöld-Weg 1-5  
65760 Eschborn, Germany  
T +49 61 96 79-0  
F +49 61 96 79-11 15

E [info@giz.de](mailto:info@giz.de)  
I [www.giz.de](http://www.giz.de)