



Recommendations for the Implementation of ICVA Environmental Policy 2022

This document is intended to provide a more direct link to our monitoring efforts, and CO² emissions reduction and to be in-line with our commitments to signing the Climate and Environment Charter for Humanitarian Organisations. It also recommends the development and implementation of a simple and incremental action plan, based on 2050TODAY's indicators structure for the same reason.

As some indicators are lower hanging fruit, we suggest refining monitoring practices and schedule their gradual application in our ICVA locations (Geneva and-regions). Timeframes are suggested, linking this policy to our 2030 strategy. We recommend that starting with January 2023 reporting procedures are put in place accordingly giving time for data collection during 2022. The restructuring of the document follows examples by CARE and ICRC referenced below.

Next steps towards main targets

Actions	Deadlines	Notes and recommendations
1. 30% air travel reduction	2025	<ul style="list-style-type: none"> • Benchmark year: should be 2019 or earlier. Taking 2020 as a benchmark would portray air travel reductions only due to pandemic limitations, rather than efforts to limit emissions. • Data collected for insurance purposes is available and could be easily used for measuring and linking with 2050TODAY and Myclimate reporting. (ICVA Finance and Admin team) • It is recommended that ICVA Secretariat centralises all efforts for ease of monitoring and evaluating overall CO₂ emissions and offsetting. (SMT) • Fully compensate all air travel (including those of the regional staff) via MyClimate or by other means as directed by management. (SMT) • It is recommended that individually bought flights (meetings, projects etc.) be also compensated by Geneva level to the extent possible. (Admin/Finance/SMT) • It is recommended that information on CO₂ emission reductions and compensation opportunities is included in all participant meeting packs, information notes etc. (All staff and regional reps organising meetings/conferences etc.)
2. Offices hosting arrangements revision in the light of ICVA's CO ₂ emissions reduction targets	Every time hosting arrangements expire or require renewal,	<ul style="list-style-type: none"> • Regional offices to review hosting agreements where possible to be in-line with the Environment policy and follow

	incrementally 2022-2024	<p>the revised policy where applicable. (Regional Staff)</p> <ul style="list-style-type: none"> • Offsetting CO₂ should either be done by ICVA providing a compensation to the host organisation to offset or the host organisation to pay the offset for ICVA staff use of energy, printing, etc.
3. Procurement	2022	<ul style="list-style-type: none"> • It is recommended to review and begin application of the commitments that are not applied at present such as: <ul style="list-style-type: none"> - Communicate with suppliers and other externals on ICVA Environmental Policy (Finance/Admin/SMT) - Include environment policy in the procurement policy integral to the ICVA Financial Management Policies and Procurement documents (Finance/Admin/SMT) - Apply the commitment for procuring of sustainable options for bigger or conference/project specific materials exceeding CHF 500. (Finance/Admin/Regional colleagues/SMT) • It is recommended to define suppliers' selection criteria including for digital devices procurement (including computers, printers, and mobile phones) and end of life repurposing.
4. Reassessment of current reporting practices and data collection	2022	<ul style="list-style-type: none"> • According to 2050TODAY ICVA 2020 report, food/hotels and energy contribute to the core of our CO₂ emissions. • At present, it appears that ICVA is only partially reporting against this structure. Of the 63 indicators for the calculation of the carbon footprint, ICVA reports on 22 indicators only. • While 4 are not applicable, ICVA is not reporting on 37 indicators. See recommendations below:
5. ICVA improves its reporting to 2050TODAY	Incrementally 2022-2024	<ul style="list-style-type: none"> • ICVA to review which of the 37 indicators not reported can be reported on in a sustainable manner (SMT/Admin/Finance) • Prioritisation of indicators to report on, based on reassessment (activity #3) • To support the above reporting, data collection at minimum level may need to be revisited, noting most data is available at Finance level when making payments etc. Recommend some linkages be made to reporting. (Finance/Admin/SMT) • Stemming from the reporting requirements of 2050today, a carbon

		<p>footprint analysis is performed initially based upon defined scope:</p> <ul style="list-style-type: none"> - Flights - Vehicle use - Office energy consumption - Climate smart measures (intended as measures to create a climate-sensitive environment, while offering alternatives/measures to reduce the climate change impacts of individual actions). <p>(SMT/Finance/Admin/All staff)</p>
6. Finances	2022	ICVA to review its banking services and seek to transition to climate friendly ones, provided that international transfer of funds remains satisfactory and is not deteriorated
7. Action plan	2022 or based on capacity	<p>It is recommended that an action plan is developed based upon 2050TODAY's defined targets:</p> <ul style="list-style-type: none"> • Global targets • Targets by category • Base line year identification (2019 suggested) • Per capita emissions are traced, and carbon budgeting

References

- CARE, Becoming a Climate-Smart Organization
<https://careclimatechange.org/academy/courses/becoming-a-climate-smart-organisation/>
- ICRC, Carbon Tracking Tool for Humanitarian Organisations
- ALIMA, Roadmap
https://www.flipsnack.com/climateactionaccelerator/feuille-de-route-environnementale-alima_12-2021/full-view.html
- MSF, Environmental impact toolkit
<https://msf-transformation.org/news/environmentalimpacttoolkit/>
- <https://www.fairclimatefund.nl/en/co2-calculator>
- <https://www.atmosfair.de/en/>
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- <https://climateactionaccelerator.org>
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- <https://www.fairphone.com/en/>