

The background of the page is a photograph of a forest. The foreground is filled with a dense carpet of white daisies with yellow centers, growing in a grassy area. A fallen, light-colored branch lies horizontally across the middle of the daisy field. In the background, numerous tall, slender tree trunks rise vertically, their green foliage forming a canopy. A semi-transparent white rectangular box is positioned in the upper left quadrant, containing the title text. A solid red horizontal bar is located on the right side of the page, overlapping the forest image.

Climate and Environmental Report 2017

Impressum

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About this report and the method of calculation	04
Foreword by the Chair of the Management Board	05
GIZ – our corporate profile and environmental mission statement	06
Key objectives and measures of the Environmental Programme 2016–2020	06
Corporate environmental management at GIZ	08
Corporate environmental management in Germany	09
EMAS organisation chart and scope of environmental management at GIZ	11
Corporate environmental management abroad	12
The materiality of our environmental aspects	13
Review of climate and environmental aspects	14
Climate management at GIZ	14
Mobility	19
Energy	23
Paper	24
Water	25
Waste	26
Sustainable procurement	27
Sustainable construction	30
Sustainable event management	30
Sustainable funding	31
Biodiversity	32
Employee participation	33
Annex	
GIZ's Environmental Programme 2016–2020	36
Tables of key environmental figures in Germany and abroad	40

About this report and the method of calculation

This Climate and Environmental Report presents GIZ's climate and environmental data for Germany and abroad for 2017. It incorporates data collected under the Eco-Management and Audit Scheme (EMAS) and from our locations with more than 20 full-time equivalent (FTE) staff members in Germany. Results supplied from our partner countries in the context of the Corporate Sustainability Handprint® (CSH) have also been included. The CSH was developed and introduced on a pilot basis by GIZ in 2013. The environmental data from abroad for 2017 are still incomplete and have certain weaknesses, but are being published here in order to provide as complete a picture as possible. In this context GIZ has set itself the goal of raising the quality of data to a reliable level by 2020.

The Climate and Environmental Report is aimed at internal and external stakeholders. It informs both our staff and interested external professionals and complements GIZ's Integrated Company Report. This Climate and Environmental Report includes data up to 31 December 2017.

Greenhouse gas emissions (CO₂ equivalents) from electricity, heating, fuel and passenger transport are calculated in accordance with GEMIS 4.8 (Global Emissions Model for Integrated Systems). In Germany, once a year our travel agency reports all business flights to an external service provider, who calculates our greenhouse gas emissions on the basis of the VDR standard in accordance with the Radiative Forcing Index (RFI) and applies a factor of 2.7, as recommended by the Intergovernmental Panel on Climate Change (IPCC). The greenhouse gas potential from coolants is determined using the conversion factors recommended by IPCC IV.

To calculate GHG emissions from flights in other countries, the flight route is entered manually using an online tool and assessed in accordance with the RFI and multiplied by a factor of 2.7. To reduce the effort involved in entering data, all flights are assessed on the basis of a mixed calculation. This means that 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.

GHG emissions from electricity abroad are audited on the basis of country-specific emission factors (referred to as the country's electricity mix) as per the United Nations Framework Convention on Climate Change (UNFCCC). Fuels are calculated in accordance with GEMIS 4.8.

For motor vehicles, we apply the value of 9.2 tonnes per vehicle produced in order to obtain approximate values for GHG emissions by key 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 for product categories provided by the Plattform für ökologische Spitzenprodukte (EcoTopTen).

Foreword by the Chair of the Management Board

We are dedicated to shaping a future worth living around the world, and as a company we take responsibility for sustainable action, which is grounded in the 2030 Agenda and the Paris Climate Agreement.

The Eco-Management and Audit Scheme (EMAS) and our own specially developed Corporate Sustainability Handprint® (CSH) support our efforts in environmental management in this context. Thanks to the CSH we have comprehensive environmental data from our offices in our partner countries for 2017. Even though there is still room for improvement in the informative value of these data, the CSH does allow us to make an initial assessment of our intended reduction targets. We set these targets in our Corporate Strategy 2017–2019. We aim to achieve a uniform standard in the quality of data in Germany and abroad by 2020.

An important milestone for us in 2017 was the conducting of a commuter and mobility survey at our major German locations. The participation rate was very high, at almost 50%, and we received many constructive suggestions and useful feedback that gave our highest corporate body dealing with sustainability – the Sustainability Board – food for thought. A number of key measures were subsequently agreed upon, including the introduction of the job bike, recertification of our major locations as bike-friendly employers and implementing a mobility app for staff members. The survey enabled us not only to update the basis on which we calculate greenhouse gas emissions, but also to expand it substantially. Now, for example, we also record business trips that colleagues make in private cars.

Sustainable procurement is a special concern for us as a public enterprise, and in 2017 we were able to update important framework agreements. At our canteens in Bonn and Eschborn, for instance, we stipulated that there should be a significantly larger proportion of regionally produced food and expanded the range of vegan and vegetarian options. Also, all the laptops that we now buy must be TCO Certified. This means that they meet the latest and highest sustainability standard, among other things requiring high levels of energy efficiency, and devices have to be repairable and comply with ILO core labour standards.

I would particularly like to take this opportunity to thank our environmental initiatives around the world, which time and again organise and run a variety of activities, raise other colleagues' awareness of the environment and point out potential for improvement in the careful use of resources. They enrich our corporate environmental management and make a significant contribution to improving our environmental performance day after day.



Tanja Gönner

GIZ – our corporate profile and environmental mission statement

GIZ. Service provider for sustainable development

As a service provider in the field of international cooperation for sustainable development and international education work, we are dedicated to shaping 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 experience at local and global level so that our partners can continue development processes themselves.

GIZ’s registered offices are in Bonn and Eschborn. In 2017 our business volume was around EUR 2.6 billion. Of our 19,506 employees in some 120 countries, almost 70% are national personnel working in the field. As a recognised development service provider, we currently have 590 development workers in action in partner countries. Furthermore, in 2017, the Centre for International Migration and Development (CIM), which is run jointly by GIZ and the Federal Employment Agency, placed 385 integrated experts and 484 returning experts with local employers in our partner countries, or provided them with financial support, advice or other services.

The Integrated Company Report 2017 and the GIZ Communication on Progress 2016 on the Global Compact Principles (UNGC Communication on Progress) provide an up-to-date insight into our work. The Integrated Company Report 2017 was also published on a microsite for the first time, and is complemented by the report on Corporate Sustainability.



 UNGC Communication on Progress 2016



 Integrierter Unternehmensbericht 2017



 Integrierter Unternehmensbericht 2017

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With its various project contexts and international locations, GIZ offers an exciting and at the same time challenging environment for implementing sustainable procurement. We will use the experience gained through the consideration of sustainability criteria in framework contract tenders and gradually transfer it to the further procurement portfolio.

Michael Schuster,
Sustainable Procurement in Procurement
and Contracting Division



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

At a global level the 2030 Agenda for Sustainable Development with its 17 Sustainable Development Goals (SDGs) calls on governments, businesses and civil society to take action and offers the opportunity to set the world on a sustainable course. The German Sustainable Development Strategy – New Version 2016 is fully in line with the Agenda. It defines Germany's targets under the SDGs and describes what measures the Federal German Government intends to take to achieve these by 2030.

We developed the key objectives of our Environmental Programme 2016–2020 (see Annex) on the basis of the German Sustainable Development Strategy and our environmental mission statement. The Environmental Programme also incorporates the results of GIZ's Stakeholder Dialogue on Sustainability, which took place for the first time in 2016. Our EMAS environmental teams and our environmental initiatives in Germany also played a part in designing the Environmental Programme. The Environmental Programme 2016–2020 will undergo a mid-term review in 2018, when the achievement of objectives up to that point will be assessed and there will be an opportunity to include additional measures to be taken before 2020.

Governance structure for corporate sustainability:

Corporate environmental management is a component of sustainability management at GIZ. The highest body responsible for corporate sustainability is the Sustainability Board, which is headed by the Chair of GIZ's Management Board. The other members of the Board are the Director Corporate Sustainability and a further seven heads of departments and corporate units. The Sustainability Board meets four times a year and determines the long-term strategic direction and further development of corporate sustainability and environmental management. It analyses and evaluates the company's sustainability performance, decides on the appointment of working groups and adopts targets with the relevant steps needed to achieve them.

We apply various environmental management systems appropriate to the differing conditions encountered in Germany and abroad.

Alongside the Environmental Programme, specific environmental targets for GIZ are laid down in the Corporate Strategy 2017–2019. This underlines the strategic importance that the company places on environmental goals. We have set ourselves various targets that strengthen GIZ's positioning as a public trailblazer in terms of responsible corporate governance. These include the top-level measure 'Strengthen sustainable business practices and sustainability performance', the reduction targets for greenhouse gas emissions, electricity, heating energy, water and paper consumption, and improvements in the percentage of recycled paper used. As part of the top-level measures, a pilot quantification of selected product and service sectors was conducted in 2017 and the impacts of the public procurement reform for contracts below the EU threshold were analysed. In addition, sustainable procurement on a local basis was analysed in India, which served as the pilot office, and local staff responsible for procurement received training.

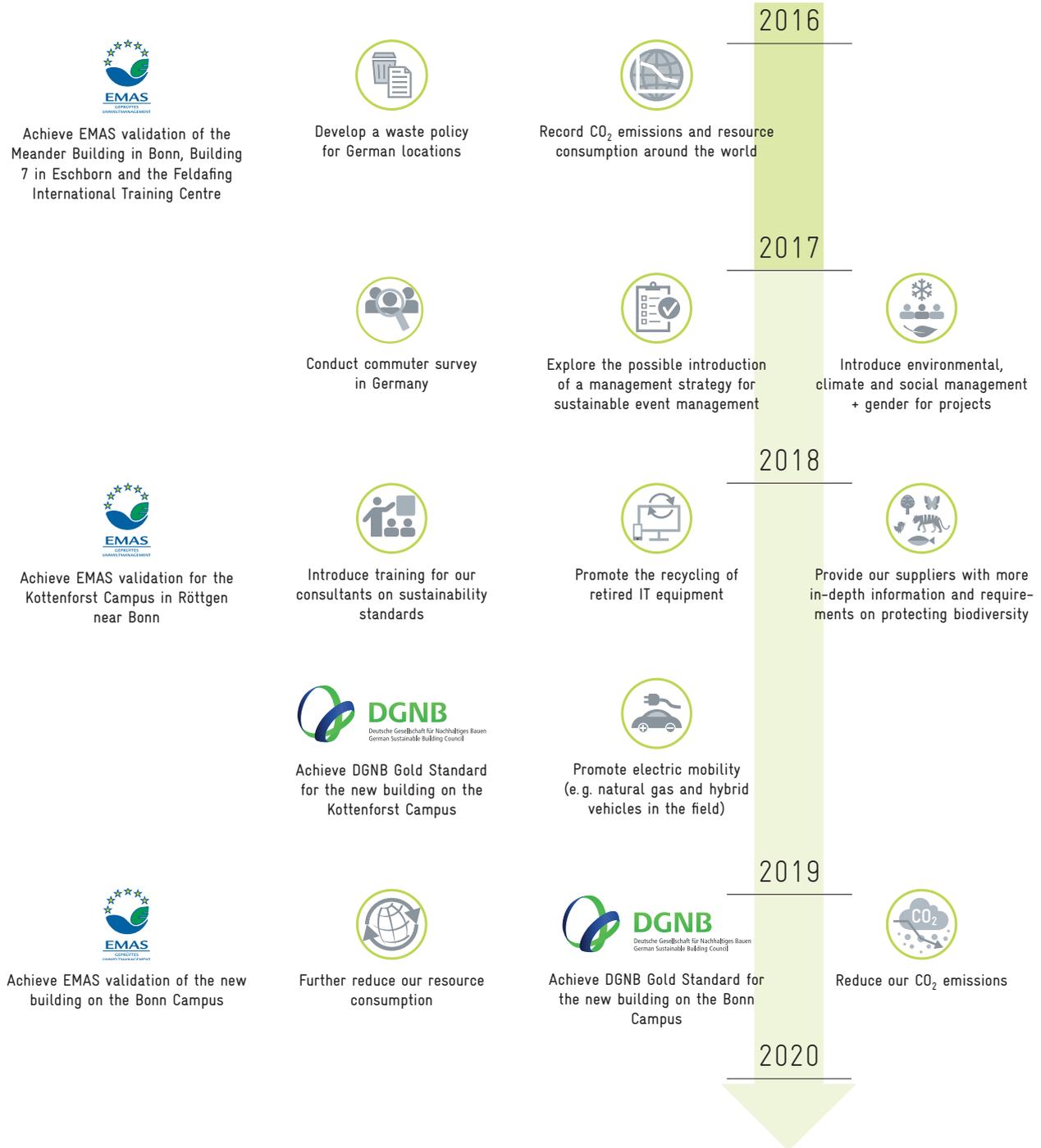
Efforts were also launched in our partner countries to explore the options for local sustainable procurement of office materials in the country itself or in the region, and to develop practicable criteria for each individual situation. This process is due to be completed by the end of 2018 for all countries with a GIZ office.



**SUSTAINABLE
DEVELOPMENT
GOALS**

 German Sustainable Development Strategy – New Version 2016

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

Corporate environmental management in Germany



In Germany, GIZ uses EMAS, the most rigorous certification in the world for corporate environmental management. Our main offices in Bonn and Eschborn and our representation in Berlin were first certified in 2013. In 2016 EMAS was extended to include a further two office buildings in Bonn and Eschborn and our international training centre in Feldafing. In 2017 the obligatory monitoring audits were also successfully completed. 2017 also saw preparations for extending EMAS to the new Kottenforst Campus in Bonn-Röttgen and the buildings on Köthener Strasse and Potsdamer Platz in Berlin from 2018 onwards.

At GIZ, the Chair of our Management Board assumes the role of EMAS environmental management representative. The appointment of an environmental management officer is also a requirement under EMAS. This role is based at the GIZ Sustainability Office. The EMAS environmental management officer makes a key contribution at the conceptual and advisory level towards expanding the environmental management system and implementing GIZ's cross-location Environmental Programme, in close consultation with the relevant organisational units.

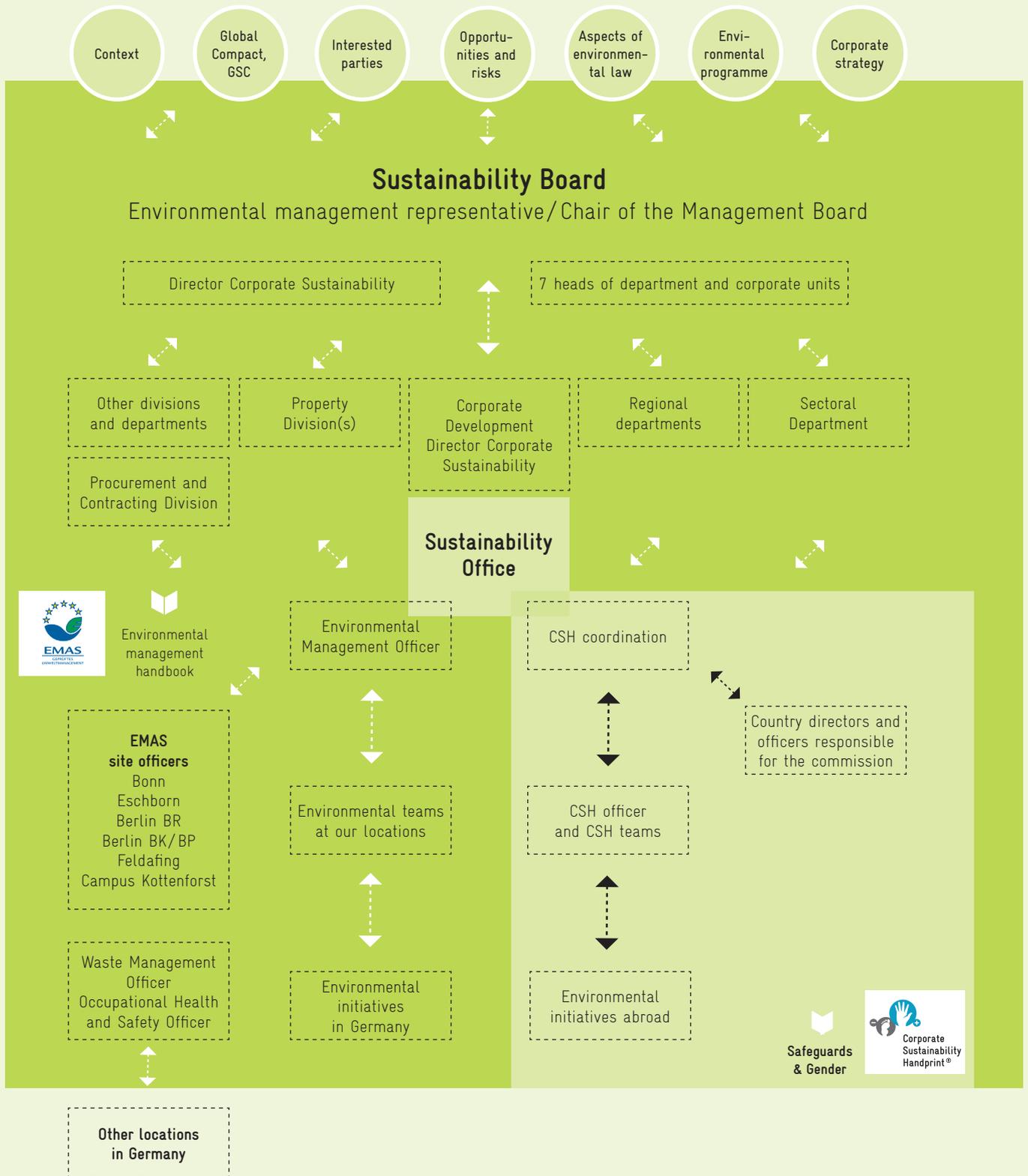
The environmental management officer works closely with the Property and the Procurement and Contracting Divisions. All of these units implement the relevant measures under EMAS. The EMAS site officers at each location are also assigned to the Property Divisions and are a crucial link with the EMAS environmental management officer.

All EMAS-certified locations have environmental teams that meet on a regular basis. The environmental team meetings are open to all interested employees. At these meetings site-specific environmental programmes are drawn up and then updated each year; resource consumption at the location is also discussed and steps to bring about improvements are agreed upon. The amendment of EMAS in 2017 reflects the expectations of the stakeholders, the context of the organisation and the opportunities and risks of environmental management for each EMAS-certified location. Since 2017, systematic analysis of the life cycle of our products has also been obligatory.



 Environmental Statement 2018
(German)

EMAS organisation chart and scope of environmental management at GIZ



Corporate environmental management abroad



Environmental management abroad is organised on a decentralised basis and is the responsibility of the country directors and the project or programme managers. EMAS is not used abroad because the country offices and programme offices are often spread across several buildings in the capital or elsewhere in the country and the premises are almost always rented on a temporary basis. Many colleagues' offices are on our partner organisations' premises, making it impossible to record their consumption figures. The scope for taking any action is limited there accordingly. Implementing a certification system such as EMAS would be inappropriate.



 CSH Statement 2015/16
(German)



As an alternative, GIZ developed the Corporate Sustainability Handprint® (CSH), which it introduced as a pilot scheme in 2013. This provides staff with a uniform framework for rating their corporate sustainability and, thus, for environmental management. The CSH is a tool for collecting key environmental data and assessing your own performance, so that you can then set targets for the next two years. It is designed in a way that ensures we have the necessary flexibility to operate appropriately within each specific national context.

A CSH coordinator, who manages data collection on site and guides the team members through the process, is appointed in most countries. 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.

The current plan is for all countries to implement the CSH every two years. Countries without GIZ country offices are exempt from the planned two-year cycle, as are countries in which implementation of the CSH is considerably more difficult due to fragile situations.

The materiality of our environmental aspects

When it comes to considering materiality, it is important to note that this breakdown is intended merely as a guide for the company as a whole. The importance of key environmental aspects varies from one GIZ location to another. In some cases when describing environmental aspects it is also necessary to distinguish between German locations and country offices. Water, for example, plays a lesser role at our German locations, but this environmental aspect can be of vital importance at locations in water-stressed countries.

The description of materiality given here is not consistent with our [Materiality Matrix](#), which we produce every two years as part of our sustainability reporting according to the Global Reporting Initiative (GRI) standard. A large number of environmental issues are not specified by name in the GRI matrix because they collectively come under headings such as 'Environment and climate'.

The following environmental aspects can be highlighted as being especially significant:

GHG emissions
especially those related
to mobility

Resource
efficiency
electricity, heating energy,
paper and water
consumption

Sustainable
procurement

The following environmental aspects can be described as being significant:

Sustainable
event
management

Sustainable
construction

Sustainable
funding

The following environmental aspects are relevant but less significant:

Biodiversity
at GIZ locations

Waste

Review of climate and environmental aspects

We have been collecting climate and environmental data for our German locations since 1999. The launch of EMAS in 2013 led to the environmental figures being checked each year by an accredited environmental consultant to ensure that they are complete and plausible.

The introduction of systematic data collection abroad did not begin until 2013, however, and became obligatory for all country offices in 2016. As relatively few empirical values have been gathered so far, there are still gaps and weaknesses in the data. This is the reason why no overall figures for the company are shown in this report, and why the data for Germany and abroad are presented separately. We have set ourselves the goal of improving the quality of the data from outside Germany to a sufficient extent by 2020 such that they are on a comparable level to the German data.

Climate management at GIZ

Reducing GHG emissions is a key element of preserving the ecological balance and mitigating climate change. We reduce, substitute and offset our GHG emissions at our German locations in three steps.

The first step is to avoid GHG emissions. GHG emissions should only occur when it is impossible to switch to any alternatives. Electricity consumption can be actively influenced, for example, by users switching off devices such as computers and not leaving them in standby mode if they are absent for lengthy periods.

The next thing to consider is whether the generated GHG emissions can be reduced, for instance by substituting different forms of energy. This includes the use of green electricity instead of conventional electricity. In our partner countries it is particularly important to avoid GHG emissions because substitution alternatives (such as green electricity) are often not available.

The aim of reduction and substitution is that GHG emissions should fall, in both relative and absolute terms. The third step is to offset emissions that are unavoidable. When offsetting emissions we ensure that we obtain certificates that meet the most demanding international standards.

GHG emissions

CO₂ emissions are mostly generated in energy conversion. However, the greenhouse effect is intensified by other gases such as coolants. In order to compare their global warming potential, we calculate what is referred to as CO₂ equivalents (CO₂e). To facilitate readability, however, the expression 'greenhouse gas emissions' (GHG emissions) is used in the text.

Greenhouse gas emissions and reduction targets in Germany

Compared with 2015, our GHG emissions in Germany rose by about 15 % in absolute terms. The reasons for this rise were our growing numbers of employees and the increase in business volume. The number of staff members in Germany grew by 22 % between 2015 and 2017, and business volume by 20 % in the same period. Per-capita emissions have dropped by about 4.6 % since 2015. We are thus well on the way to reducing our GHG emissions by 2.5 % per year through to 2020.

GHG emissions in Germany

	2015	2016	2017
Total GHG emissions in Germany [t]	21,791	22,509	25,088
GHG emissions in Germany per staff member [t]	6.52	6.25	6.15
Number of employees [FTE]	3,343	3,600	4,079
Business volume [EUR billion]	2.1	2.4	2.6

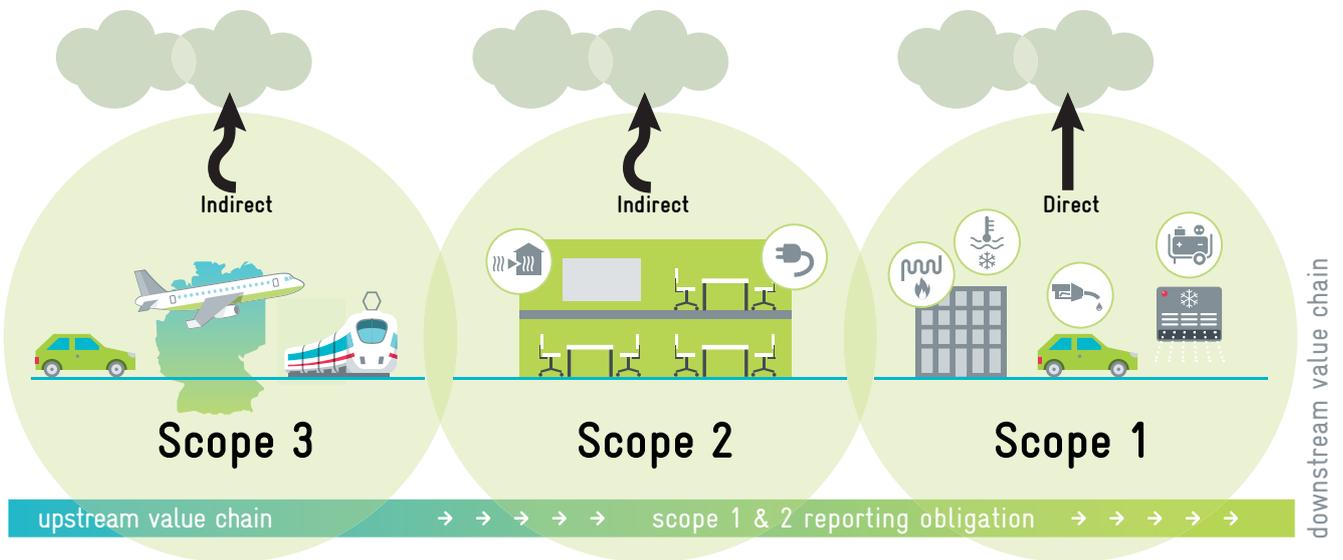
Our assessment follows the Greenhouse Gas Protocol (GHGP). It distinguishes between direct and indirect emissions in three 'scopes':

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)

Flights are responsible for around 77% of the GHG emissions that we cause in Germany. Com-muter mobility is responsible for about 12% and gas consumption about 8%. In total, therefore, 97% of the reviewed GHG emissions are caused by these three groups.



The GHG emissions for 2017 are broken down as follows:

Scope 3	Scope 2	Scope 1
Commuting by staff based in Germany 3,018	District heating/cooling 392	Natural gas heating 1,964
Flights by staff based in Germany 19,200	Electricity 391	Fuel for company vehicles 57
		Coolants 63
		Generators 3

2017

Total GHG emissions

(GHG emissions to be made climate-neutral)

25,088 t

Offsetting the GHG emissions caused in Germany

In 2003 GIZ decided to begin preparations to make our German locations climate neutral. The acquisition of Certified Emissions Reductions (CERs) on the basis of the Clean Development Mechanism (CDM) defined in the Kyoto Protocol was intended to ensure a high standard of verifiability, local participation and development impact. Verification according to the criteria laid down by the Gold Standard Foundation (GS) is also an aim we set ourselves. Certified reductions (also referred to as carbon credits) with CDM and GS verification are currently the most demanding international standards available.

In 2005 the Chumporn Applied Biogas Technology for Advanced Wastewater Management project in Thailand was chosen as the offsetting project; it is run by Chumporn Palm Oil Industry Public Company Limited (CPI). To be able to generate CERs, reductions in emissions have to be achieved. In the offsetting project in Thailand, wastewater from production is subjected to post-treatment to capture climate-damaging methane. The global warming potential of methane is many times higher than that of CO₂. Burning the methane converts it into CO₂, among other things, and thus reduces emissions. A contract between CPI and GIZ was concluded in March 2009.

It was not possible to complete the GS certification process until 2015 because structural changes were being made to the facility. The GIZ Sustainability Programme 2013-2015 had set 2014 as the target for offsetting to take place for the first time, so in that year CDM GS carbon credits for 24,445t of GHG emissions were acquired via a carbon offset provider for the emissions caused by GIZ in 2013. This involved supporting projects in India (biogas from cow manure), Lesotho (efficient wood stoves) and Nicaragua (generating electricity from wind power). In 2016, 20,441t of GHG emissions from 2014 were made climate neutral via the CPI project.

More structural changes to the biogas facility in Thailand, which led to major delays in verification, meant that the contract partner has not been able to issue any further carbon credits to date. Certification for further offsetting for 2015 and 2016 via the offsetting project is still in progress. Accordingly, GIZ still has to acquire and retire carbon credits for the past years (2015: 21,791 t; 2016: 22,509 t; 2017: 25,088 t).

So far no other source sectors in the upstream or downstream value chain have been made climate neutral as part of the offsetting process (green electricity or rail travel, for example). GHG emissions generated abroad are also not taken into account. In its Environmental Programme, GIZ set itself the target of making the GHG emissions it causes worldwide climate neutral by 2020.

In late 2017 at COP23 (United Nations Framework Convention on Climate Change, 23rd Conference of the Parties), the German Federal Ministry for Economic Cooperation and Development (BMZ) announced that it would be the first federal ministry to achieve climate neutrality, by 2020, and that this would include selected implementing organisations (GIZ and KfW). It launched the Climate-neutral BMZ 2020 project to achieve this. In order to define when climate neutrality has been achieved, it is necessary to determine the main current THG emissions. Moreover, they must be calculated for 2020 and neutralised by means of corresponding reduction and offsetting measures, bearing in mind the principle outlined above: first reduce, then substitute, then offset.

GIZ began gathering data on further key source groups of GHG emissions in 2015/2016.

The table below shows the volume of these GHG emissions for 2017.

Scope 3.1. covers GHG emissions arising from the production, distribution and disposal of these items. GHG emissions from the usage phase are already taken into account in the fuel consumption and electricity consumption under Scope 1 and Scope 2 (see page 16).

Scope 3.1.: GHG emissions from goods and services procured via Head Office in Germany [t] (used worldwide)

Laptops	➔	670
PCs	➔	105
TFT monitors	➔	439
Motor vehicles	➔	6,175
Total Scope 3.1.	➔	7,389

Scope 3.6. concerns GHG emissions from business trips made by staff members in means of transport that do not belong to the company, such as by taxi, air and rail. Trips undertaken by development workers, consultants and partners are also included in this category, even though they are not GIZ employees.

Scope 3.6.: GHG emissions from flights for business trips by staff members based abroad procured in Germany [t]

GIZ field staff members	→	5,633
GIZ development workers	→	3,049
Consultants working on behalf of GIZ	→	8,740
Partners and delegations in a GIZ project context	→	1,549
Gesamt Scope 3.6.	→	18,971

Other key Scopes in the upstream value chain for GIZ may include Category 3.2. Capital goods (e.g. new buildings) and Category 3.4. Transportation (global shipment of materials and equipment for projects and programmes). Data collection for these categories had not yet been initiated in 2017.

Other airborne emissions in Germany

Other airborne emissions arising from flights and other business trips, company vehicles, commuting by employees, electricity consumption and heating consumption are shown in the graphic below.

Other airborne emissions

	2015	2016	2017
NO _x (nitrogen oxides) [kg]	33,222	34,639	50,644
SO ₂ (sulphur dioxide) [kg]	27,030	31,060	35,914
PM 10 (particulate matter) [kg]	844	905	1,319

Greenhouse gas emissions and reduction targets abroad

We systematically collected data on GHG emissions abroad for the first time for the year 2015/16. Now that the figures for 2016/17 are available, we also have comparative data. The data from the CSH do not have the same standard of validity and informative value as the figures from Germany.

Even if there are still challenges with the availability and quality of data, we are making good progress towards systematic collection and would like to declare the figures available to us as a first step towards the full presentation of our footprint. The data collected comprise GHG emissions from flights, electricity and heating energy and fuel for company vehicles and generators.

The emissions figures for abroad are as follows:

GHG emissions abroad

	2015/2016	2016/2017
Total GHG emissions abroad [t]	108,850	103,855
GHG emissions abroad per staff member [t]	7.12	6.54
Number of employees [FTE]	15,132	15,880

The absolute GHG emissions abroad are almost four times as high as GHG emissions in Germany. In the case of flights, however, outside Germany all journeys are registered that are booked by our travel agencies locally. At present it is not yet possible to differentiate between

them, as is the case in Germany. To date, GHG emissions abroad have been calculated manually on site. To improve the quality of the data, as of 2018 a service provider will collect the raw data and carry out the calculations.

Per-capita emissions, on the other hand, are only slightly higher than the figures from Germany, mainly because intercontinental business trips are undertaken by only a small proportion of the workforce in the field structure. There is a distortion compared with the figures for Germany, too, in that no consultants, partners or accompanying family members travelling to/from the country are included in the calculations.

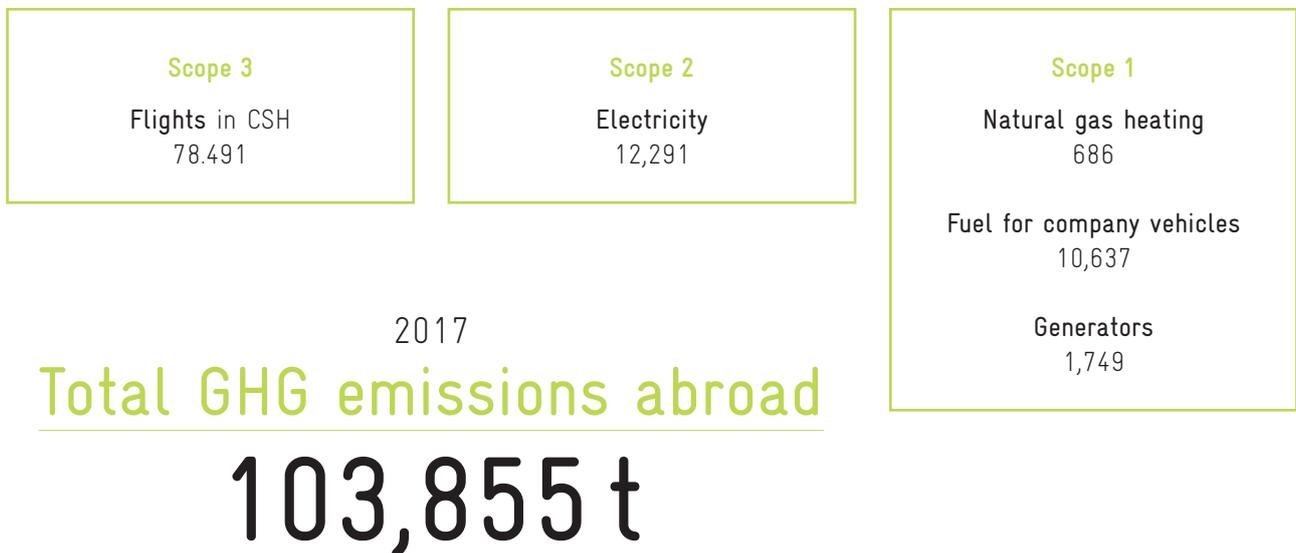
Until the data quality has improved, therefore, we would not want to rate the sharp decline in per-capita emissions of over 8% within a year as being a success. The Corporate Strategy 2017-2019 already includes a reduction target of 2% per annum for per-capita emissions. This target is meant to help cut down on flights as far as possible and to save energy.

The audit of GHG emissions abroad is essentially based on the Greenhouse Gas Protocol (GHGP). In contrast with the German data, to date it has not been possible to assign heating energy to a specific Scope. According to GHGP,

As in Germany, flights are the main cause of our GHG emissions abroad, being responsible for roughly 76% of emissions. Heating energy is a relatively minor factor compared with Germany, but electricity, at almost 12%, and fuel for company vehicles, at over 10%, are significant causes of emissions. No comparison of the percentage GHG emissions between Germany and abroad can be accurate, however, because commuter mobility is included in the audit in Germany.



gas and oil heating are assigned to Scope 1 and district heating to Scope 2. District heating is used in a few countries, but we have not yet been able to produce a precise breakdown. There is also no method for collecting data on coolants, because country offices and project offices are almost all rented and operator responsibility lies with the owners or lessors.

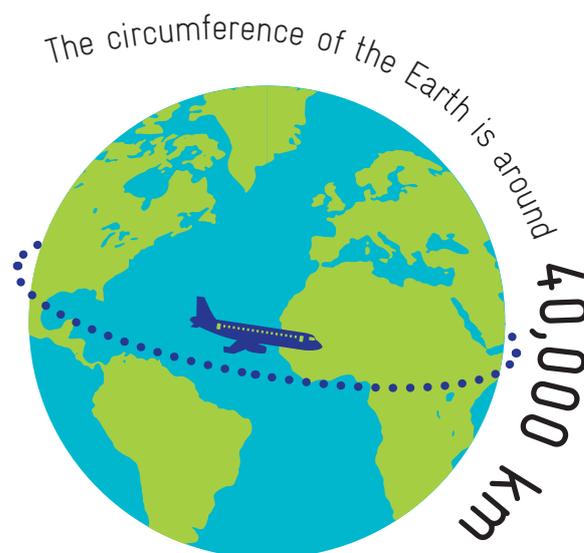


Mobility

Our mobility is the largest source of emissions in both Germany and abroad. This led to numerous measures being implemented in the past. To reduce our business trips as much as possible, over 70 video conference systems have been installed, just at our German locations. Virtual meetings and conferences can also be held on any PC or laptop at the workplace. The favoured means of transport for employees' business trips within Germany is rail, and such trips are powered by 100% green electricity thanks to participation in the Deutsche Bahn Umwelt-Plus scheme. In addition, in 2017 GIZ had a fleet of 18 company vehicles throughout Germany, which travelled a total of 271,000 km. This means that they were not a major source of emissions, but despite this we will further reduce our fleet in 2018 and continue to monitor the market for environmentally friendly types of propulsion.

Mobility data in Germany

The total distance travelled by our staff in Germany has increased by about 13% since 2015. This rise is attributable to the growing number of employees in Germany. The number of kilometres travelled per person has fallen by about 7%. The distance of roughly 16,600 km per capita is equivalent to travelling by car from Hamburg to Munich about 19 times.



It can be seen that flights per person fell by about 1,400 km in 2017 compared with the previous year, while use of the railways remained almost constant. The figures for company vehicles have remained almost unchanged over the past three years.

When calculating the GHG emissions we also collect data from commuting. As previous calculations were based on an obsolete tool and were applied to only some of our locations in Germany, we conducted another commuter and mobility survey in 2017. Almost 50% of the workforce took part in this, giving us numerous pointers on how to improve cycling infrastructure and on car parks and future electric mobility. The main fact to emerge from this was a new modal split for the locations in Bonn, Eschborn and

Distance travelled by staff based in Germany		2015	2016	2017
	Total flights [thousand km]	51,123	53,869	55,395
	Flights per staff member based in Germany [km]	15,292	14,963	13,581
	Total rail trips [thousand km]	8,386	10,672	12,027
	Rail trips per staff member based in Germany [km]	2,508	2,964	2,948
	Total trips using company vehicles [thousand km]	282	265	271
	Total travel [thousand km]	59,791	64,806	67,693
	Travel per capita [km]	17,884	18,001	16,595

Berlin which has a significant part to play in the calculation of GHG emissions. The modal split describes which means of transport is used.

The commuter survey also expanded the collection of data on GHG emissions (business trips with a private vehicle, working at multiple locations, Eschborn / Bonn shuttle to the long-distance railway station at Frankfurt airport). The findings from the three locations were also used to extrapolate the figures for all employees in Germany in full for the first time. This calculation produced the following results:

to the previous method. The figures calculated according to the old method are shown here because they are used in order to be able to check achievement of the reduction target from the Corporate Strategy 2017-2019 and to map changes vis-à-vis the previous years more transparently. From this it is clear that both the absolute and per-capita GHG emissions fell according to the old calculation method. This means that the proportion of the workforce who used to travel to work by individual motorised transport diminished, while the proportion using local public transport or bicycles significantly increased. Measures such as introducing and subsidising the job ticket and improv-

Mobility	Unit	2015	2016	2017	Year-on-year change
Staff based in Germany	FTE	3,343	3,600	4,074	13 %
Commuting					
Distance	km	28,906,008	34,631,761	62,515,161	81 %
Distance per capita	km	8,646	9,619	15,345	60 %
GHG emissions	t	2,883.1	3,287.5	5,227	59 %
GHG emissions per capita	t	0.86	0.91	1.28	40 %
GHG emissions – old calculation method ¹	t	2,883.1	3,287.5	3,018	-8 %
GHG emissions per capita – old calculation method	t	0.86	0.91	0.74	-19 %

The figures for commuting rose significantly in 2017 compared with 2016, in terms of both distance and GHG emissions. Two different sets of figures are shown: the figures calculated according to the new method and those with a grey background, which were calculated for 2017 before the commuter and mobility survey and according

ing the cycling infrastructure have encouraged a change in mindset. Another positive factor worth mentioning is the further expansion of e-mobility. As well as Eschborn, the Meander Building in Bonn also has four charging stations. The new building at the Kottenforst Campus has charging stations installed in its underground car park, too.

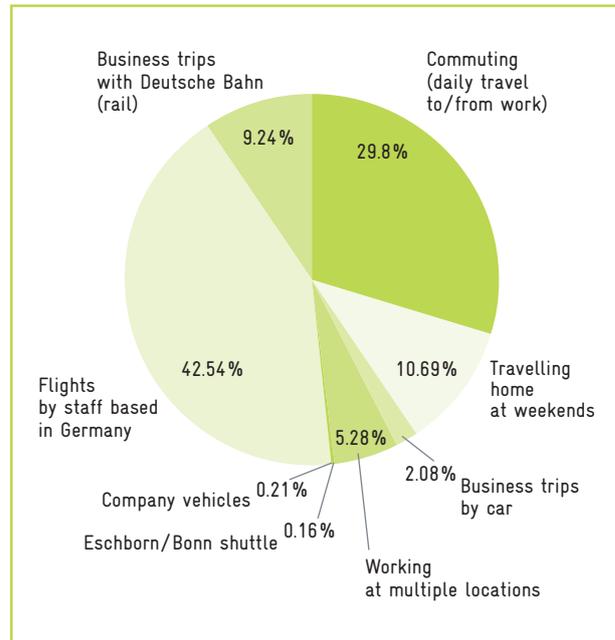
¹ The figures shown here are based on the old calculation method before the commuter survey in 2017 and the associated expansion of the relevant mobility aspects.

The chart below shows a detailed breakdown of forms of mobility at GIZ.

Almost 43 % of the total distance travelled is by air. This is followed by commuting at almost 30 %, travelling home at weekends at 10 % and travel by rail at over 9 %. Business trips with a private car, with company vehicles in Germany and shuttle trips from Eschborn to the ICE station at Frankfurt Airport and from Bonn to the ICE station in Siegburg are not significant.

From the overall figures for the mobility of staff based in Germany it becomes clear that according to the new calculation method each employee travels 31,940 km per year in connection with their work. This is equivalent to 41 times the distance from Hamburg to Munich by car.

Forms of mobility at GIZ



Mobility	Unit	2015	2016	2017	Year-on-year change
Overall figures for mobility of staff based in Germany					
Distance	km	88,697,646	99,437,790	130,208,904	31%
Distance per staff member	km	26,531	27,620	31,960	16%
GHG emissions	t	19,456	20,236	24,484	21%
GHG emissions per staff member	t	5.82	5.62	6.01	7%
GHG emissions – old calculation method	t	19,456	20,236	22,275	10%
GHG emissions per staff member – old calculation method	t	5.82	5.62	5.47	-3%





Solartankstelle für Fahrräder im GIZ-Büro Bolivien

Mobility data abroad

Much less detail is available for data on mobility abroad. Flight distances have so far been recorded solely in terms of their GHG emissions. The same applies to company vehicles, for which the GHG emissions are calculated on the basis of fuel consumption, not the corresponding distance travelled. Options for choosing between different means of transport are more limited than in Germany, because local public transport is usually less reliable or environmentally friendly alternatives such as rail travel are rarely available. As a result, nearly 4,000 vehicles were in use around the world in 2017, all of them insured via the Eschborn Head Office. Most of them were passenger cars and motorcycles. In contrast with the survey in Germany, no distances travelled by rail are recorded. Business trips by private car tend to be uncommon. One key aspect is probably travel home, whether journeys by staff members who travel home at weekends or at regular intervals, or to visit family members. Other travel includes the journeys made by our field-staff members and development workers to Germany, which are remunerated with a lump-sum allowance and accordingly cannot be recorded.

To improve the available data, from 2018 onwards an external service provider will calculate flight emissions and routes, using a sophisticated standard that also allows the distance flown to be shown.

In 2017 we developed a tool to estimate the GHG emissions arising from commuting by our employees. This means we do not have to carry out complex staff surveys in our various partner countries. The tool is mainly based on a UN HABITAT study from 2013 (Planning and Design for Sustainable Urban Mobility: Global Report on Human Settlements), which lists the volume of transport for various cities around the world broken down according to different means of transport, known as the modal split. Our tool uses the information from 38 major cities, which is then extrapolated to the number of employees in six different regions. The tool was used for the last two CSH cycles and produced the following figures:



	2015/2016	2016/2017
Total commuting distance [km]	111,855,744	117,381,264
Total CO ₂ [t]	9,573	10,445
CO ₂ per person [t]	0.82	0.90

Over the last CSH cycle almost 10,500 t of GHG emissions arose from commuting by our employees, which works out at just under one tonne per person. These figures are not currently included under the GHG emissions in the audit because when the reduction targets were set in 2016 there was still no database for commuting.

Energy

Both in Germany and abroad, energy consumption is made up of the consumption of electricity and heating energy and direct energy consumption from motor vehicle fuels and generators. The Corporate Strategy 2017–2019 envisages an annual reduction target of 2% per capita in this field.

Energy data in Germany

Almost all the electricity consumed in Germany is green electricity, with 89.4% originating from renewable sources in 2017. The consumption of conventional electricity stems from the use of common spaces (reception, lifts etc.), in other words where GIZ has rented only part of the building and thus has only limited influence on the choice of electricity product. The replacement of conventional lighting with LED lamps is progressing step by step at all locations, where this is possible and makes economic sense. We are also endeavouring to make savings through the control of ventilation systems.

In 2017, average electricity consumption per staff member in Germany was 2,245 kWh. A downward trend compared with previous years can therefore be observed. A similar decline is discernible in heating energy: the amount consumed in Germany was 2,813 kWh per staff member. The proportion sourced from renewable energy in this case is 14.1%, from the two geothermal facilities at the new buildings in Bonn and Eschborn and from small-scale solar thermal installations. Energy consumption from burning fuel for cars and generators is a relatively minor factor in Germany. Overall energy consumption per staff member, at 5,115 kWh in 2017, is also declining, even if absolute energy consumption is rising.

Energy data abroad

Outside Germany it is not possible to match the high proportion of energy from renewable sources, as supply on the electricity market is very limited. In a few countries solar systems have been installed to supply electricity (e.g. Liberia and Sierra Leone) or for charging stations for company bikes (e.g. Bolivia).

In 2016/17, electricity consumption of 1,228 kWh per staff member was calculated using the CSH, although it must be borne in mind that not all of our colleagues work in GIZ offices but often have an office on the premises of a partner organisation. In these cases we have no access to the data. In the CSH, however, total consumption is divided by the total number of employees, which makes this per-capita consumption considerably lower than in Germany.

The differences in the consumption of heating energy are even clearer. Only a very small number of countries have heating in the offices. The largest share of energy consumption in 2017, over 50% of the total, was attributable to the use of company vehicles and their fuel consumption.



2017

Electricity Consumption

5,115 kWh per staff

Abroad per staff: 4,558 kWh

Annual energy consumption in Germany

		kWh per staff member		Total [kWh]
2015	➔	5,776	➔	19,173,400
2016	➔	5,378	➔	18,737,664
2017	➔	5,115	➔	21,589,029

Annual energy consumption in the CSH

		kWh per staff member		Total [kWh]
2015/2016	➔	4,873	➔	73,739,472
2016/2017	➔	4,558	➔	72,381,592



Paper

The Corporate Strategy 2016–2019 set two targets for Germany and abroad with regard to the environmental aspect of paper. Firstly, the aim is to reduce per-capita paper consumption by 5 % per year in Germany and 2 % per year abroad. Secondly, the share of recycled paper is to be further increased to over 98 % in Germany and just under 27 % abroad.

To date, paper consumption has not been converted into GHG emissions.

Consumption data in Germany

After the new printer policy was introduced in 2016 and workplace printers were largely no longer provided, paper consumption fell significantly both in absolute terms and per capita; this decline continued in 2017. The proportion of recycled paper used was 99.4%. Apart from the company print shop in Bonn, which will cease operation at the latest by the end of 2019 with the move into the GIZ Campus, all printers exclusively use recycled paper. The recycled paper meets the criteria of the Blue Angel ecolabel. Ink cartridges are replaced by printer service providers and recycled to produce new cartridges. Further significant falls in consumption figures are expected over the coming years through the digitalisation of work processes, introduction of the electronic award file for procurement, introduction of the electronic personnel file and constantly increasing numbers of paperless events.



Consumption data abroad

In 2017 the average share of recycled paper and eco-paper in total paper consumption abroad was 8.9%. It is not as easy to bring about an increase in this share as in Germany because it is not always possible to obtain appropriate products on the local market.

Although measures have also been implemented abroad to reduce paper consumption (such as purchasing floor printers set to duplex printing by default), consumption has increased both in absolute terms and per capita. We currently presume that this increase was primarily down to better and more complete data collection. We shall have to keep this trend under observation.

Annual paper consumption in Germany

		Sheets per staff member		Total [sheets]
2015	➔	5,806	➔	18,535,534
2016	➔	5,023	➔	16,245,894
2017	➔	3,636	➔	14,654,339

Annual paper consumption in the CSH

		Sheets per staff member		Total [sheets]
2015/2016	➔	4,318	➔	65,336,413
2016/2017	➔	4,979	➔	79,061,190

Water

In our Corporate Strategy 2017–2019 we set an annual reduction target of 2% per capita for water consumption. The target applies both in Germany and abroad.

To date, water consumption has not yet been converted into GHG emissions.

Consumption data in Germany

In Germany, absolute and per-capita consumption of water rose by 2% in 2017 compared to the previous year. This amounts to 0.16 m³ per staff member, resulting in consumption of 9.7 m³ per person. A rain tank has been installed in the new Meander Building in Bonn, which will be used to supply rainwater to flush the toilets. Despite wide-ranging measures being taken such as the fitting of tap aerators, water-saving flush buttons for toilets, waterless urinals and reducing water pressure, water consumption in Germany was not reduced. The main reason for this is the 42nd ordinance implementing the Federal Pollution Control Act (42. BImSchV), which came into force in August 2017. One of the provisions under this legislation, referred to as the Legionella ordinance, is a requirement for regular flushing of water pipes. Another reason is the growing popularity of our canteens among both internal and external visitors. The kitchens consume significant amounts of water.

Consumption data abroad

Water is a particularly precious commodity in many of our partner countries. However, we have found that data collection there is especially difficult and in most cases therefore incomplete. In many countries the water meters are inaccurate, or none are installed at all. Sometimes water is billed simply as a flat rate. In some countries the CSH has revealed leakages on the premises. As there is only very limited scope for implementing technical measures to save water in many locations, offices have resorted to simple means and, for example, instead of installing water-saving flush buttons have reduced the volume of the toilet cistern with a large stone. In 2017 annual water consumption per staff member was almost 25 m³, about two-and-a-half times as high as in Germany.



2017

Water Consumption

9,564 per staff

Abroad per staff: 24,037 l

Annual water consumption in Germany

		m ³ per staff member		Total [m ³]
2015	➔	9.03	➔	29,991
2016	➔	9.54	➔	33,239
2017	➔	9.70	➔	40,951

Annual water consumption in the CSH

		m ³ per staff member		Gesamt (m ³)
2015/2016	➔	24.04	➔	363,727
2016/2017	➔	24.89	➔	395,212



Waste

No reduction target was set for the volume of waste arising at GIZ in the Corporate Strategy 2017 – 19. As a service enterprise, we mostly generate commercial waste with a make-up similar to domestic refuse, paper and canteen waste.

To date, waste has not yet been converted into GHG emissions.

Waste figures in Germany

Although waste is not a key environmental aspect for GIZ, we do aspire to generate as little waste as possible and, where feasible, to achieve a high rate of recycling and reuse. Since 2013, for instance, decommissioned PCs, laptops and monitors are refurbished by a service provider and marketed as second-hand devices within Germany. Defective items that cannot be refurbished are disposed of professionally, in an environmentally friendly manner. A total of 5,078 devices were collected in the period 2013–17, around 56 % of which have been refurbished and thus made available for resale. This procedure is equivalent to a saving of roughly 40 t of CO₂. There are also collection boxes for highlighters and felt-tip pens at all of our locations in Germany. When the boxes are full, they are sent free of charge to Edding, a company that recycles used writing implements. Collection bins for batteries and CDs are also kept at our German locations.

We take care at the procurement stage to make purchases that come with as little accompanying waste as possible. We favour reusable packaging, and the packaging that is used must meet our specific environmental requirements. One such requirement is that the packaging should be collected and properly disposed of by the supplier who has

delivered it. This motivates suppliers to use the minimum amount of packaging. Other steps taken in 2017 to reduce the volume of waste generated were replacing returnable plastic bottles in our canteens with returnable glass bottles, swapping paper cups for ceramic cups at coffee dispensers, and introducing reusable lunch boxes in place of takeaway polystyrene boxes.

With regard to residual waste it is noticeable that the per-capita figure for 2015 was significantly lower than that for 2016 and 2017. The reason for this is that in 2016 we developed a waste strategy, with external support, in which we changed the way we account for waste. Since then we additionally record all waste generated, including waste attributed to our service providers in the canteens, for example. The increase can therefore be explained by the fact that the method of data collection has changed and is more complete.

Waste figures abroad

The volume of waste generated is not recorded in the CSH. Accordingly, in our field structure this environmental aspect is not systematically taken into consideration and no data are available. Waste separation and waste management systems are less well developed in most countries compared with Germany, so usually there is less scope for action. Measures therefore focus more closely on avoiding waste, for example by purchasing goods in reusable packaging, avoiding plastic and raising awareness among staff working in our offices. In cases where relevant services are in fact available locally, we use them. In Kenya, for instance, we work with the waste management firm TakaTaka Solutions, a company founded in 2011 and the only waste collector in Kenya that sorts waste, sells recyclable materials to industry and composts biowaste. The compost is then put to use by smallholder farmers.



2017

Waste

85 kg per staff

Abroad per staff: Data not collected

		kg per staff member		Total [tonnes]
2015	➔	66	➔	195
2016	➔	87	➔	266
2017	➔	85	➔	359

Sustainable procurement

As a federal enterprise, GIZ is subject to public procurement law. Under the reforms to procurement law above the EU thresholds in 2016 and below the EU thresholds in 2017, one of the aims pursued was that public sector clients and enterprises should be given greater flexibility in future in the award of public contracts. This makes it easier to integrate sustainability criteria into tendering processes.

In 2017, GIZ entered into contracts with suppliers, service providers and recipients of financing or subsidies worth a total of around EUR 1.3 billion. This represented roughly 50% of GIZ's total turnover in 2017. The issue of procurement is therefore a matter of strategic importance for the company. For this reason, sustainable procurement was incorporated into the Corporate Strategy 2017–2019, along with relevant targets, measures and indicators. During that period a binding strategy is to be drawn up as a guide to the procurement of materials, equipment and services, integrating the most stringent sustainability criteria available. In addition, in future the service providers working for GIZ will receive training in the company's sustainability standards through appropriate platforms such as e-learning. Environmental and social criteria for framework tenders are to be further refined for both Germany and abroad.

The Procurement and Contracting Division, created in 2015, is responsible for procuring services, materials and equipment cost effectively and in line with the requirements of the commission and contract award legislation. It also handles advisory services, the design of procurement processes, training measures, policies and the design and development of our Orientation and Rules (O+R).

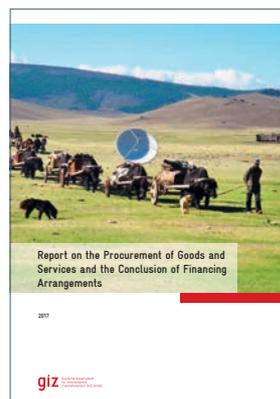
For the most part, the procurements undertaken by GIZ involve the buying of services. In addition, GIZ procures goods and technical equipment both abroad and in Germany. Purchases are primarily determined by the needs of the programmes and projects, and range from agricultural machinery and medical equipment to tents and teaching materials. In 2017, goods worth EUR 65.5 million were purchased via the country offices. The amount in Germany was roughly the same.

In the context of its tendering, GIZ requires that all bidders comply with the company's integrity standards. These are laid down in our General Purchase Conditions (GPC) and also apply to all employees whose work involves tasks in connection with the relevant framework agreement.

The possibilities for sustainable procurement in India were analysed in detail in 2017. Local tenders for laptops and printing services were drawn up and carried out together with local personnel, applying sustainability criteria in the same way as if the tender were in Germany. Practical experience on the ground shows that in some cases it is difficult to obtain products with high-standard quality labels locally. That said, the country office has already purchased an electric vehicle (small car), thus underlining the opportunities for environmentally friendly mobility abroad.



This safeguards principles of labour law, social standards and the application of the law of the country in question. In this, GIZ also requires an active contribution to the clarification of corruption-related circumstances. Our Sustainable Procurement Report was first completed in 2015 and updated in early 2017. It contains a number of practical examples as well as descriptions providing guidance for various products and service areas. The report is intended as a living document that is continually updated and is expanded for key product and service areas.



 Report on the procurement of goods and services 2017



 Sustainable Procurement Report 2016 (German)

In 2017 the company conducted major framework tenders that had particular environmental relevance. The following sustainability and environmental criteria were taken into account:



Canteens (Bonn/Eschborn)

- A specified, higher proportion of high-quality organic, Fairtrade and regionally grown products
- At least one vegan/vegetarian dish every day in each canteen and clear indication of additives and allergens
- No single-use packaging (paper cups, lunch-to-go containers), individual portion packaging (e.g. sugar) or flavour enhancers
- Changeover from plastic to glass returnable bottles
- Use of environmentally friendly cleaning agents
- A human resources strategy geared to inclusion and/or procurement of products from suppliers operating on corresponding principles
- Operational environmental management in accordance with ISO 14001 or EMAS
- Membership of UN Global Compact



IT equipment (laptops, monitors and accessories)

- TCO certification of main items of equipment as an exclusion criterion (laptops, monitors); TCO is the highest standard of certification, which in addition to energy efficiency, reparability and low emission levels also examines social aspects such as ILO core labour standards in the supply chain.
- Some headsets are also TCO certified.
- Certification according to the Blue Angel label was possible for some keyboards.
- To date there are few other accessories such as external hard disks, laptop bags or computer mice that are available on the market and have been granted a high-quality ecolabel that we can specify as a requirement.



Travel agency services

- Membership of the Code of Conduct for the Protection of Children from Sexual Exploitation in Travel and Tourism
- Membership of the Global Compact and proof of operational environmental management in accordance with ISO 14001 or EMAS
- Provision of information to help decision-making before booking a flight (e.g. airline ranking, indication of CO₂ emissions on the travel offer prior to booking)
- Calculation of the climate footprint of flights according to a specified standard and cascading of CO₂ emissions from flights to corporate units and departmental level for GIZ's Climate and Environmental Report
- Integration of awareness-raising information for GIZ staff members and promotion of rail travel for journeys within Germany

Sustainable construction

Sustainable construction is a key environmental aspect for GIZ in Germany. We place great emphasis on sustainable design for both refurbishment work and new-build projects. In recent years, therefore, all of our new buildings have been planned, completed and certified according to the DGNB (German Sustainable Building Council) Gold Standard.

In Eschborn this was Building 5, which has around 65 office workplaces, a canteen area and a daycare centre. This new building is heated and cooled using an energy-efficient low-temperature system. The primary energy source is a heat pump, heating or cooling the building as needed by means of geothermal probes.

The Meander Building in Bonn, which first opened its doors to staff in 2015 and provides around 500 office workplaces, also meets its energy needs for the most part from geothermal energy, photovoltaics and solar thermal systems. Social facilities such as parent-child rooms are available there, as are relaxation and exercise rooms for staff and a canteen.

Our Academy for International Cooperation was completed, ready for occupancy, at the new GIZ Kottenforst Campus in Bonn-Röttgen at the end of 2017. Here, too, alongside the existing buildings a new one was erected where seminars will be held from 2018 onwards. The building



has its own in-house facility to utilise geothermal energy, a combined heat and power (CHP) unit and an absorption refrigeration system. There are also four fast-charging stations available for electric vehicles; the electricity for these is generated by the CHP unit. The entire location will be EMAS certified in 2018.

Another example of sustainable construction is the new GIZ Campus building in Bonn. This is currently being built and is due to be completed by the end of 2019. The amount being invested here is EUR 130 million. The building will accommodate 850 office workplaces in modern working environments for around 1,200 employees.

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 on the premises of our partner organisations. However, the country directors and project managers take sustainability into consideration as much as possible when building and renting abroad.

Campus Kottenforst in Bonn-Röttgen



Sustainable event management

GIZ plans, organises and carries out a large number of events on a commission basis every year. These include expert dialogues, policy dialogues, networking meetings and large-scale international conferences. In 2017, for instance, GIZ supported Fiji in setting up the Climate Change Conference in Bonn by providing on-site advisory services to the Fijian COP23 Secretariat. Some 20,000 visitors attended the 12-day conference. The event was EMAS-validated. In this connection, GIZ also carried out activities for the German Federal Ministry for Economic Cooperation and Development (BMZ) and the then Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (BMUB). GIZ advised the German delegation during the climate change negotiations and provided support for the design and running of the German pavilion and numerous events.

The considerable significance of sustainable event management for GIZ becomes particularly apparent in the Corporate Strategy 2017–2020, where this issue was rated as being strategically important and milestones were set for the next three years. In early 2018 our Guide – Sustainable Event Management is being revised. This will be its third edition. The guide offers practical information to help colleagues who often organise events in their field of work. This includes a phase model, which shows the task packages of sustainable event organisation in chronological order. This is followed by a more detailed description of seven key fields of activity. It also provides practice-oriented checklists, which can be used for any event depending on what is feasible and relevant in each case.

The Corporate Strategy also states that key elements of sustainable event management should be propagated in the field structure and implemented on a pilot basis in the regional training hubs (Bogotá, Dakar, Addis Ababa and Bangkok). Sustainable event management is also an obligatory field of activity in the CSH, and is assessed by the country offices. The country office in Kathmandu (Nepal), for example, developed a ‘venue assessment’ within the framework of the CSH in 2016, in which potential hotels are asked questions about their sustainability performance within GIZ’s dimensions of sustainability. Contracts are then awarded on the basis of this information, a weighting within the set of questions and the price offers.



Furthermore, one of the goals of the Environmental Programme 2016–2020 for 2017 was to assess the possibility of introducing a management system for the establishment and implementation of sustainable events (e.g. ISO 20121) for GIZ. However, the introduction of such a system was deemed uneconomic. Instead, it was recommended that consideration be given to using a high-standard certification process for recurring large-scale events.

Our Berlin Offices have an important part to play in sustainable event management in their role as the GIZ Representation. Almost 21,000 visitors were hosted in 2017. Our training centres in Feldafing and Bonn-Röttgen are equally important. On average there are over





International training centre in Feldafing

6,000 overnight stays in Feldafing each year for people attending seminars, from GIZ and from partner organisations around the world. Around 16,000 overnight stays by internal and external participants are expected at the

Kottenforst Campus in Bonn-Röttgen in 2018. In light of these figures, these three buildings and the events they hold are highly important for the way GIZ presents itself to the outside world.

Sustainable funding

Like many other companies, GIZ faces the challenge of guaranteeing an appropriate pension scheme for its employees that can be financed over the long term. At the same time, in its investments, too, GIZ wants to do justice to its guiding principle of sustainability and meet its voluntary commitments. The issue of sustainable funding was mainstreamed in GIZ's Environmental Programme 2016–2020 in order to ensure continuous further developments.

With respect to the administration of the pension fund, investments are placed only in companies that are the best in their sector according to environmental and social criteria (best-in-class approach). For this purpose, the Climate Change Performance Index is used, ensuring that assets are regularly checked and compared for compliance with the standard.

A whole series of exclusion criteria are applied, too, prior to any financing decision. For example, no investments are made in companies that infringe labour rights or human rights, are involved in corruption or do not meet minimum environmental standards.

Various exclusion criteria are also applied to government bonds. The list of exclusions includes countries where the death penalty has not been fully abolished, countries that are particularly corrupt and countries taking inadequate action on climate change. Further exclusion criteria are child labour, discrimination, a lack of freedom of association or press freedom, violation of human rights and labour rights and authoritarian regimes.

Biodiversity

The Biodiversity in Good Company initiative was launched by GIZ on behalf of what is today the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) in 2008. The initiative helps to integrate the activities of the private sector into efforts to achieve the objectives of the international Convention on Biological Diversity. As a corporate member, GIZ uses the initiative as a learning and dialogue platform as part of the continuous development of its activities in this area. 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.).



is the Meander gardening group, which promotes biodiversity conservation by growing old varieties of plants on the GIZ grounds.

The environmental impact of products is taken into account in the procurement process, and environmental sustainability is ensured by means of appropriate criteria. Especially when we purchase wood products we apply relevant international standards in tenders in order to ensure the conservation of biodiversity in the supply regions. All office and construction materials made of wood, for example, must bear a sustainable forestry ecolabel.

As set out in the Environmental Programme, in future we aim to work with our service providers to identify further potential for jointly safeguarding and promoting biodiversity.



For GIZ, the most important instruments for protecting biodiversity are corporate environmental management and sustainable procurement. One of the measures formulated in the Environmental Programme 2016-2020, for example, was that a strategy for the biodiversity-friendly design of our German locations should be developed and guidelines for our locations abroad drawn up by 2018.

Since most of our office buildings are situated on inner-city sites, however, any scope for action to promote biodiversity is limited. There are more opportunities at our training centres in Bonn-Röttgen and Feldafing, where we have larger outdoor spaces.

When designing the grounds of our new buildings in Germany, our objective was to keep the area of sealed surfaces to a minimum. Green roofs were also installed. In Bonn and Eschborn there are beekeeping groups run by colleagues on a voluntary basis. Another initiative in Bonn



Employee participation

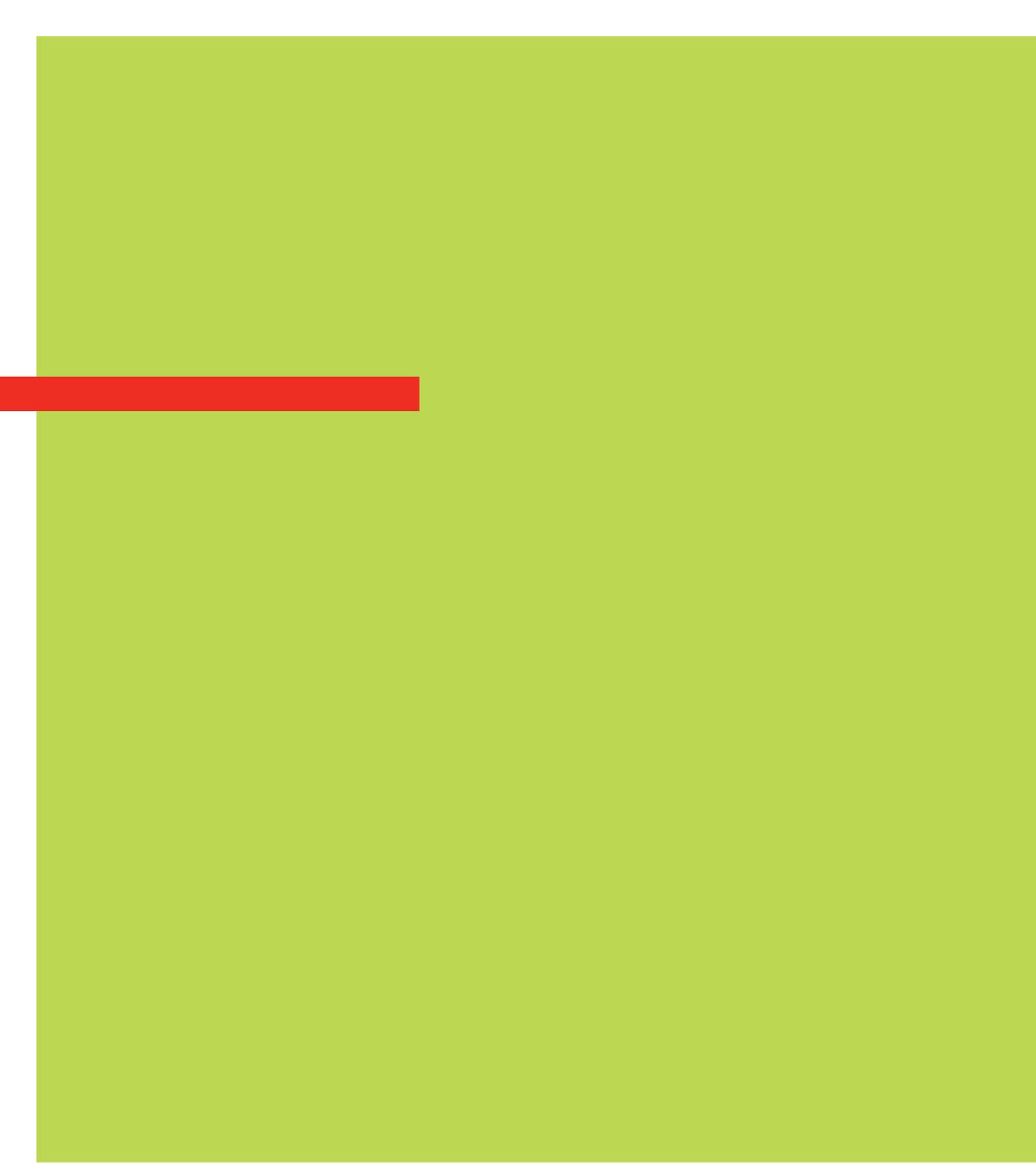
Under our Environmental Programme 2016–2020 we expressed the aim of increasing the degree to which our employees participate in environmental and sustainability management. There are clear indications that staff members are actively involved in climate change and environmental schemes around the world. There are established environmental initiatives in Germany, with large numbers of projects. The beekeeping group in Eschborn, for example, not only looks after the bees itself, it also sells honey within the company and donates the proceeds to charity. In 2017 some nuclei were taken to Bonn and a new beekeeping group was formed. The gardening group at the Meander Building in Bonn, on the other hand, works on the principle of urban gardening. Another new development in 2017 was the launch of the Sustainability Breakfast, where motivated colleagues regularly share ideas and discuss joint activities. The topics they cover range from car sharing to regional products and old plant varieties and from food sharing to cycling. Our *Umwelthelden* (eco-heroes) in Berlin promote cycling and encourage people to use resources more economically.

To sum up, our employees not only contribute to protecting the environment through their many activities, they also propose improvements in areas such as cycling infrastructure or our canteens. Employee participation in environmental management is therefore a vital element of corporate environmental management.

With regard to formalised structures, there are environmental teams at our EMAS-certified locations. The environmental team meetings are open to all interested employees and are chaired by the EMAS environmental management officer. Here, too, employees hear about the latest developments and have the opportunity to exert influence on the annual environmental programmes for their own location and to play a part in the company's medium-term overarching environmental programme.

In another formalised approach, the survey of employees and development workers held across the company every two years calls for assessments of GIZ's corporate sustainability performance. The last survey took place in 2016. In 2017 the Sustainability Board additionally decided to involve all employees and development workers in the second Stakeholder Dialogue on Sustainability 2018 by way of an online dialogue. This will present a further opportunity to assess performance and the materiality of environmental issues.





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Climate and Environmental Report 2017 – Annex

Environmental Programme 2016 – 2020

Objective	Measures	Indicators	
We reduce our CO ₂ emissions globally and strive to achieve climate neutrality for GIZ worldwide.	2016	Record our CO ₂ 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 ₂ emission values (emissions per person) in Germany and abroad. Offset CO ₂ 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. ^{2,3}	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. ¹	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.
We promote staff participation in our environmental and sustainability management systems.	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.
	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.

Tables of key environmental figures in Germany and abroad

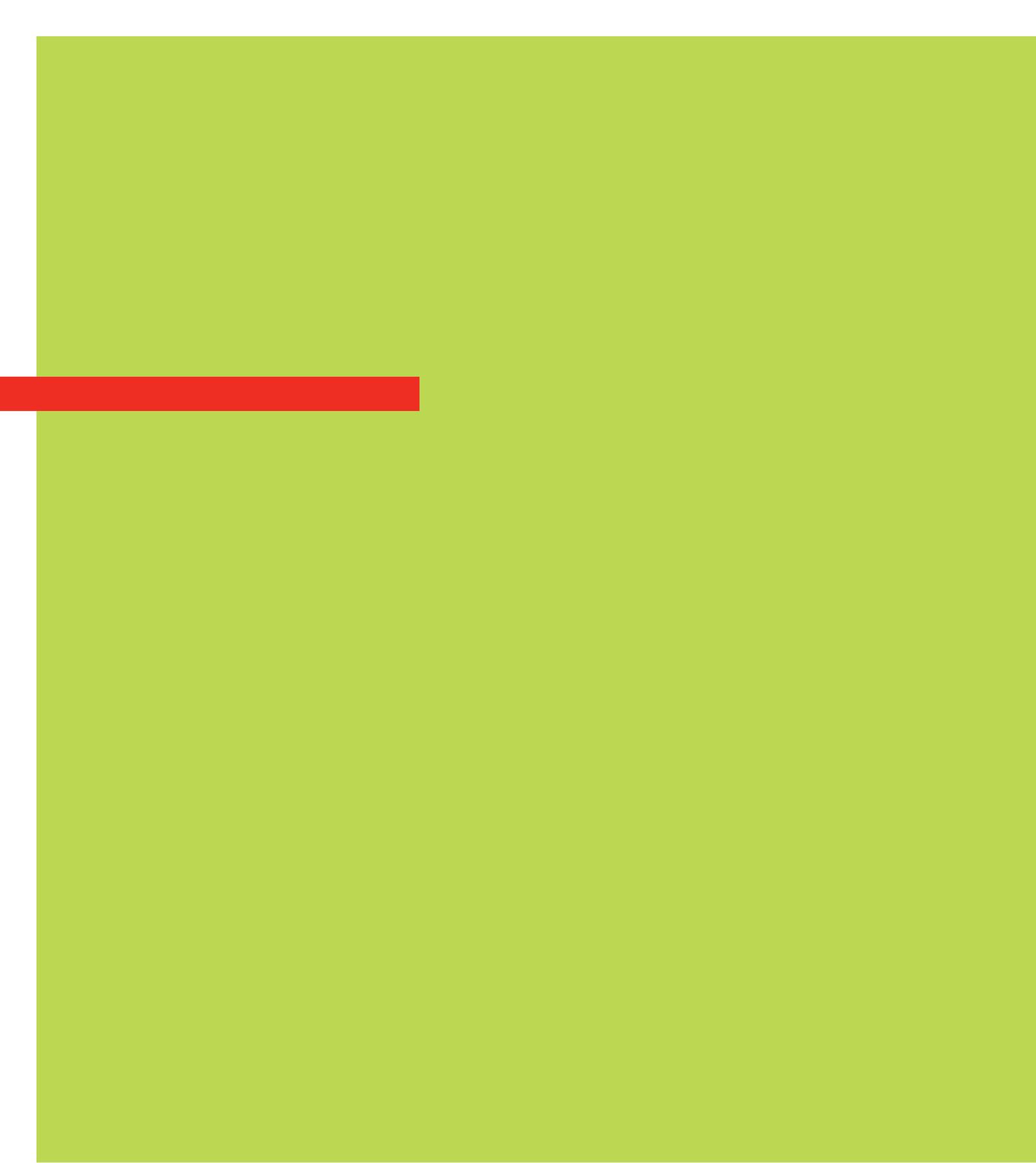
Aspect	Germany			Abroad	
	2015	2016	2017	2015/16	2016/17
Employees					
Total number of internal staff [FTE]	3,343	3,600	4,079	15,132	15,880
Total number of external staff [FTE]	127	133	212	Data not collected in CSH	Data not collected in CSH
Total number of internal and external staff [FTE]	3,471	3,733	4,291	Data not collected in CSH	Data not collected in CSH
GHG emissions					
Total GHG emissions [t]	21,791	22,509	25,088	108,850	103,855
Total GHG emissions per staff member [t]	6.52	6.25	6.15	7.19	6.54
Total GHG emissions from mobility [t]	19,456	20,236	24,484	93,463	89,128
Total GHG emissions from mobility per staff member [t]	5.82	5.62	5.46	6.18	5.61
Total GHG emissions from electricity and heating energy [t]	2,238	2,379	2,747	13,921	12,978
Total GHG emissions from coolants [t]	94	115	63	Data not collected in CSH	Data not collected in CSH
Total GHG emissions from generators [t]	3	3	3	1,466	1,749
Total GHG emissions from electricity and heating energy, coolants and generators per staff member [t]	0.70	0.69	0.69	1.01	0.93

Aspect	Germany			Abroad	
	2015	2016	2017	2015/16	2016/17
Other airborne emissions					
NO _x (nitrogen oxides) [kg]	33,222	34,639	50,644	Data not collected in CSH	Data not collected in CSH
SO ₂ (sulphur dioxide) [kg]	27,030	31,060	35,914	Data not collected in CSH	Data not collected in CSH
PM 10 (particulate matter) [kg]	844	905	1,319	Data not collected in CSH	Data not collected in CSH
Mobility					
Total flights [thousand km]	51,123	53,869	55,395	Data not collected in CSH	Data not collected in CSH
Distance flown per staff member [km]	15,292	14,963	13,580	Data not collected in CSH	Data not collected in CSH
Total rail trips [thousand km]	8,386	10,672	12,027	Data not collected in CSH	Data not collected in CSH
Distance travelled by rail per staff member [km]	2,508	2,964	2,948	Data not collected in CSH	Data not collected in CSH
Total trips using company vehicles [thousand km]	282	265	271	Data not collected in CSH	Data not collected in CSH
Total distance travelled [thousand km]	59,791	64,806	67,693	Data not collected in CSH	Data not collected in CSH
Distance travelled per staff member [km]	17,884	18,001	16,595	Data not collected in CSH	Data not collected in CSH

Aspect	Germany			Abroad	
	2015	2016	2017	2015/16	2016/17
Energy					
Total energy consumption [kWh]	19,173,400	18,737,664	21,589,029	73,739,472	72,381,592
Total energy consumption per staff member [kWh]	5,776	5,378	5,115	4,873	4,558
Total electricity consumption [kWh]	8,271,069	8,213,748	9,474,428	19,266,168	19,496,065
Total electricity consumption per staff member [kWh]	2,492	2,357	2,245	1,273	1,228
Share of green electricity	97.4 %	97.3 %	89.4 %	Data not collected in CSH	Data not collected in CSH
Total heating energy [kWh]	10,699,752	10,296,887	11,874,338	2,527,348	3,336,288
Total heating energy per staff member [kWh]	3,223	2,955	2,813	167	210
Share of heating energy from renewable sources	16.0 %	16.3 %	14.1 %	Data not collected in CSH	Data not collected in CSH
Total energy consumption from motor vehicle fuel [kWh]	192,629	217,079	230,314	46,022,087	42,482,774
Total energy consumption from motor vehicle fuel per staff member [kWh]	58	62	55	3,041	2,675
Total energy consumption from diesel generators [kWh]	9,950	9,950	9,950	5,923,869	5,407,835
Total energy consumption from generators [kWh]	3	3	2	391	357
Paper consumption					
Paper consumption (sheets)	18,535,534	16,245,894	14,654,339	65,336,413	79,061,190
Per-capita paper consumption (sheets per staff member)	5,806	5,023	3,636	4,318	4,979
Percentage of recycled paper used	97.0 %	99.1 %	99.4 %	13.7 %	8.9 %
Water					
Total drinking water consumption [m ³]	29,991	33,239	40,951	363,727	395,212
Total drinking water consumption per staff member [l]	9.03	9.54	9.70	24,037	24,888

Aspect	Germany		Abroad		
	2015	2016	2016	2015/16	2016/17
Waste					
Total waste [t]	792	1,082	856	Data not collected in CSH	Data not collected in CSH
Total waste per staff member [kg]	269	353	203	Data not collected in CSH	Data not collected in CSH
Total residual waste [t]	195	266	359	Data not collected in CSH	Data not collected in CSH
Total residual waste per staff member [kg]	66	87	85	Data not collected in CSH	Data not collected in CSH
Total paper waste [t]	279	331	155	Data not collected in CSH	Data not collected in CSH
Total paper waste per staff member [kg]	95	108	37	Data not collected in CSH	Data not collected in CSH
Total hazardous waste [t]	6.3	9.1	10.7	Data not collected in CSH	Data not collected in CSH
Biodiversity					
Usable space [m ²]	127,212	131,463	135,742	Data not collected in CSH	Data not collected in CSH
Usable space per staff member [m ²]	43.2	42.8	33.8	Data not collected in CSH	Data not collected in CSH





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