

2014 CARBON MAPPING REPORT

JUNE 2015



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We are committed to mapping our carbon footprint each year to understand and reduce the impact of our activities on the environment. We see the urgent need to mitigate climate change and its adverse impact on children.

Our actions respond to the feedback of our people, as well as donor and peer expectations. With children on the frontline of climate change, every penny saved and action taken will help us to achieve our ambitious goals for children.

Calculating our Footprint

Save the Children UK have mapped our annual carbon footprint since 2011. This report gives details of our 2014 carbon footprint, which covers emissions from the following areas for our six UK offices (London Headquarters and regional offices in Edinburgh, Glasgow, Belfast, Cardiff and Manchester) and 139 shops:

- Travel by staff (to/from/within the UK¹)
- Energy use (electricity, gas, other fuels) at our UK offices and shops
- Paper use (in our offices)
- Waste and recycling (from our offices)
- Water use (in our offices and shops)

The reporting period is 1 January – 31 December 2014.

Our footprint is calculated in tonnes of carbon dioxide equivalent (CO₂e) which is the standard unit for measuring carbon footprints. It expresses the impact of each different greenhouse gas in terms of the amount of carbon dioxide, allowing a carbon footprint consisting of lots of different greenhouse gases to be expressed in a single number. This analysis uses the most recent conversion factors and guidance from the Department for Environment, Food & Rural Affairs (DEFRA)².

The data provided is derived from energy bills, expenses claims, data collected by employees and information from our travel agency. All the information is stored and processed in a specially tailored Microsoft Excel spreadsheet developed by the charity Global Action Plan, when they carried out our first carbon mapping in 2012 for our 2011 footprint. The spreadsheet has been updated to reflect the latest DEFRA conversion factors. Please note that our 2012 carbon footprint has been restated in this report in order to account for material changes to the conversion factors provided by DEFRA for our reporting purposes and to compare the figures between years.

We are working to streamline the way in which we collect data and helping our staff to know what information is required for the mapping. Areas that still have some gaps include our regional offices, where the inclusion of utilities in some of the rates can make it difficult to pick out individual consumption. Many of our shops do not have individual water metering or have incorrect meter readings, meaning that reliable water data is only available for a small number of shops.

¹ Our carbon footprint does not include any data for any offices or travel related to Save the Children International staff but some international travel is required by Save the Children UK

² Latest conversion factors and guidelines available here: <http://www.ukconversionfactorscarbonsmart.co.uk>

2014 footprint

In 2014 our carbon footprint was **5,307 tonnes CO₂e** for our UK offices and shops that were active over the year. Our electricity and travel accounted for 94% of our footprint, with paper, gas and other fuels, waste and water making up the other 6%. Figure 1 shows the breakdown of the footprint, and Figure 2 shows a summary of the data collected:

Figure 1 – How our 2014 footprint is made up

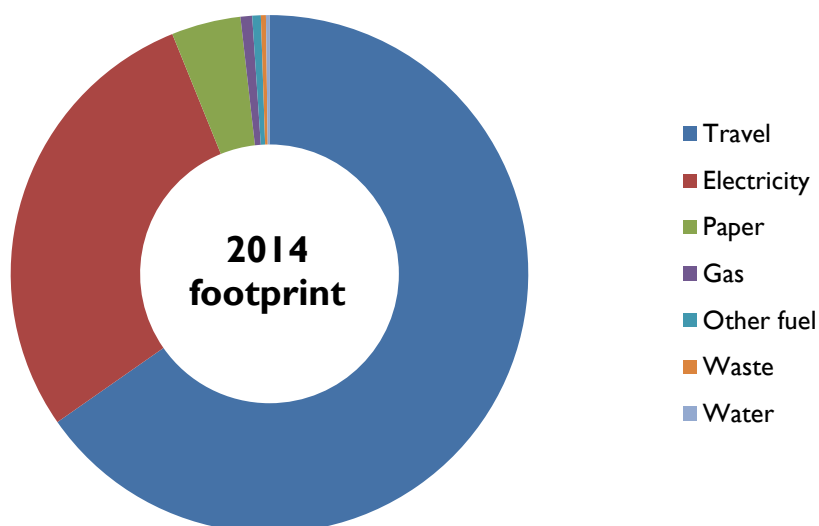


Figure 2 – Summary of data

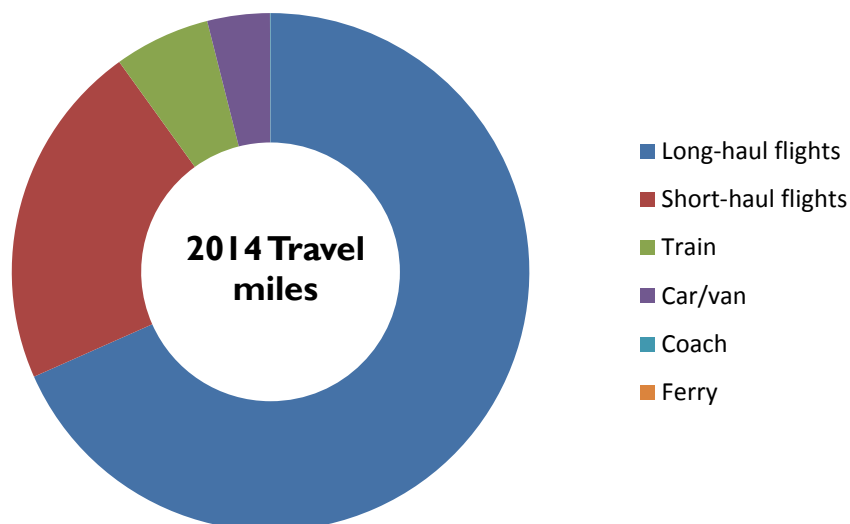
	Offices	Shops
Travel, miles	14,380,157	
Travel, tCO₂e	3,465	
Electricity, kWh	1,488,894	1,579,756
Electricity, tCO₂e	736	781
Paper, tonnes	241	
Paper, tCO₂e	230	
Gas, kWh	197,133	147,903
Gas, tCO₂e	22	16
Oil, litres	4,400	
Oil, tCO₂e	28	
Waste, tonnes	143	
Waste, tCO₂e	17	
Water, litres	5,628	1,020
Water, tCO₂e	10	2

By analysing and sharing how our footprint is made up, we can identify key areas for improvement and also encourage our staff to be part of our efforts to minimise our environmental impact. Our 2014 footprint is 5.5% less than our 2013 footprint, which was 5,621 tonnes CO₂e. Further comparison to our previous footprints is provided later in this report.

Our Travel – 3,465 tonnes Carbon Dioxide Equivalent (CO₂e)

Our staff travel extensively to achieve their mission; in 2014 we travelled over 14 million miles. In line with our environmental policy which came into force in December 2012, we aim to avoid flying where possible, and to travel by train instead of car. Figure 3 shows an overview of how we travelled in 2014:

Figure 3 – How we travelled in 2014



In Figure 3, ‘train’ covers UK train and European train journeys and ‘car/van’ refers to staff transport in Save the Children cars and hire vans as well as personal cars used for work purposes. Figure 4 below shows our travel miles broken down into the different modes of transport:

Figure 4 – our 2014 travel miles

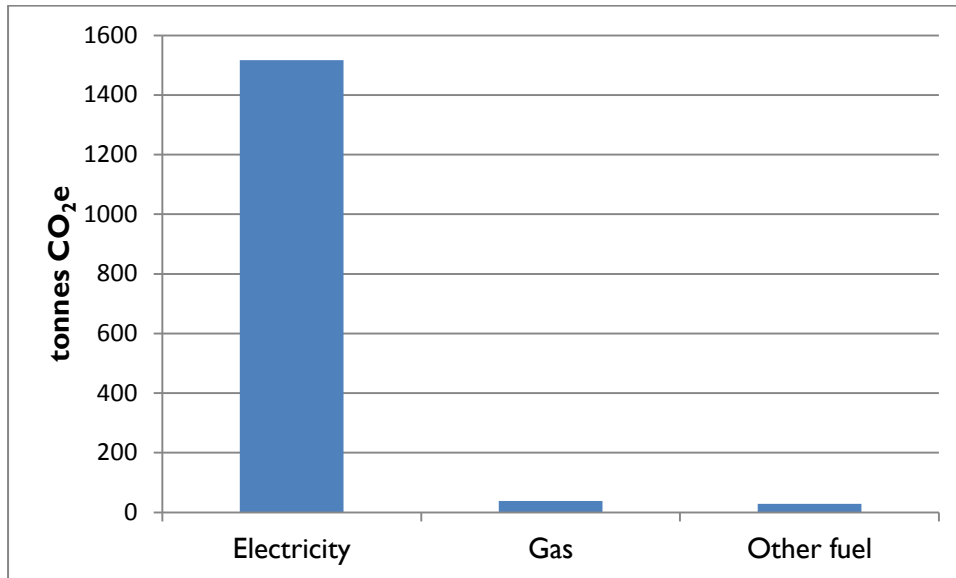
2014	
Type of Transport	Distance in miles
Long-haul flights	9,830,522
Short-haul flights	3,120,221
Train	862,755
Car/van/taxi	561,403
Coach	5,065
Ferry	193

Our staff fly many miles, primarily our humanitarian team, so the majority of our travel footprint comes from our flights. Travel to nearby mainland Europe, such as Paris and Brussels is mostly done by train, which has a lower carbon footprint than the equivalent journey by plane. We do not currently include staff commuting in the analysis; as our Headquarters is in central London the majority of staff travel by public transport. By understanding how much and the way in which we travel, we can identify areas where we can reduce our carbon footprint.

Our Energy – 1,583 tonnes Carbon Dioxide Equivalent (CO₂e)

After travel, our energy usage is our biggest contributor to our footprint, making up 29% of our impact. We use electricity in our offices and shops. We also use gas for heating in our London headquarters, our Glasgow regional office and a small number of shops. Our Belfast office uses the fuel oil Kerosene. Details of our energy footprint are given below and shown in Figure 5:

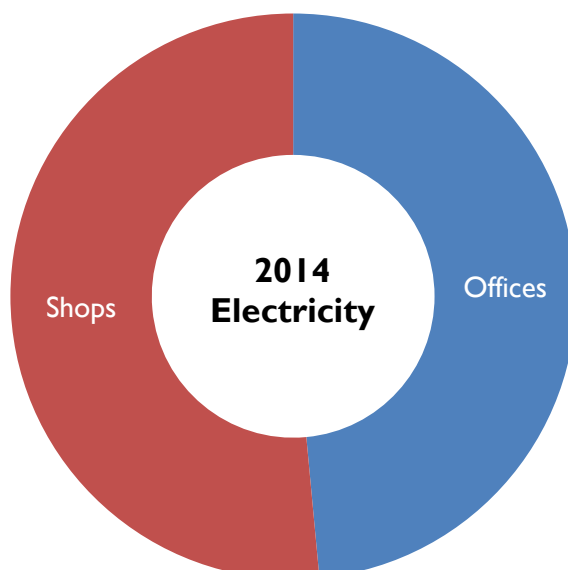
Figure 5 – Breakdown of CO₂e from our energy use in 2014



Electricity – 1,517 tonnes Carbon Dioxide Equivalent (CO₂e)

Our electricity use is divided between our offices (primarily our London headquarters) and our retail shops, with the latter making up slightly more than half the total electricity usage shown below in Figure 6. Our headquarters has used a renewable energy supplier since 2012 and as our carbon tracker assumes an average grid energy mix, our footprint is in fact lower than the calculated figures. In 2014 we used a total of 3,068,650 kWh of electricity.

Figure 6 – Distribution of electricity used in our offices and shops



Gas – 38 tonnes Carbon Dioxide Equivalent (CO₂e)

In 2014 our calculated gas use for heating was from our London Headquarters and from ten of our shops. There were a small number of shops where detailed billing information could not be collected for the reporting period, as well as for our regional office in Glasgow. Gas is one of the factors that varies most due to fluctuations in the climate.

Other fuels – 28 tonnes Carbon Dioxide Equivalent (CO₂e)

Our Belfast office uses the heating oil Kerosene and in 2014 they used 4,400 litres, equivalent to 28 tonnes CO₂e.

Our Paper – 230 tonnes Carbon Dioxide Equivalent (CO₂e)

In 2014 we used 241 tonnes of paper of which 210 tonnes was used for jobs through external printers for our London headquarters, and the rest was from our offices. Data was collected from our headquarters and from four of our regional offices. At our London headquarters over 99% of the paper used in our office printers was recycled paper in 2014.

Our Waste – 17 tonnes Carbon Dioxide Equivalent (CO₂e)

We have calculated that we produced 143 tonnes waste in 2014. Data was available for our London Headquarters and for two of our regional offices. In 2014 approximately 85% of our 143 tonnes of office waste was recycled.

This figure does not include the rag recycling from our shops, which amounted to 655 tonnes clothing in 2014, since the amount of rag generated is determined primarily by the amount and type of clothes donated to the shops by the public. Recycling this waste produced 14 tonnes CO₂e, compared to the 362 tonnes CO₂e that would have resulted from sending this material to landfill.

Our Water – 12 tonnes Carbon Dioxide Equivalent (CO₂e)

Whilst our water accounts for a very small proportion of our carbon footprint, it is important to make every effort to minimise our water usage. Currently there is only complete data for a small number of shops, our London Headquarters and our Belfast regional office, since water bills are often included in the rates and/or are not metered. We do expect that we will be able to collect more data for the forthcoming years, as more and more sites become metered.

Comparison to our 2012 and 2013 footprints

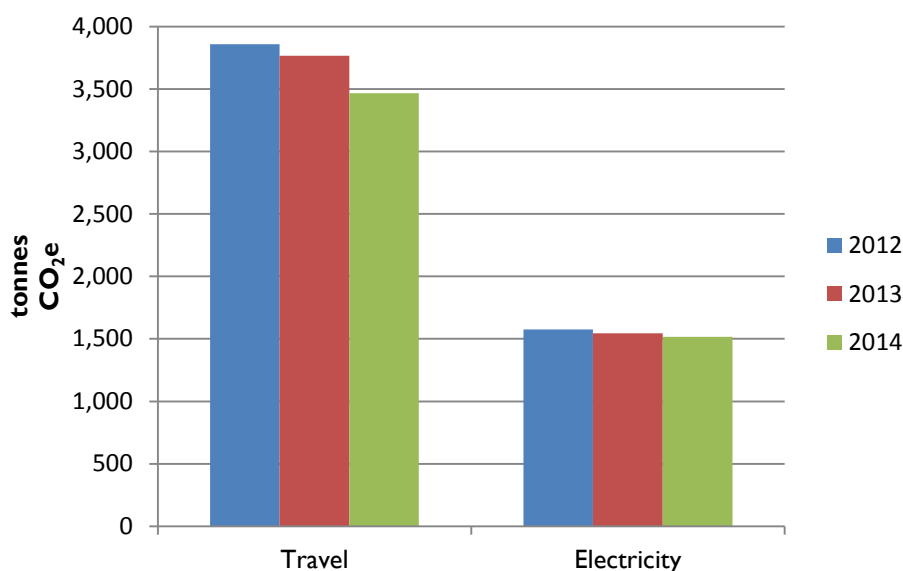
Our staff numbers and the number of shops differ each year, and a range of external factors produce variations in our energy use and travel, such as the number of natural disasters and emergencies as well as longer term weather conditions or health epidemics.

In 2013 our carbon footprint was 5,621 tonnes CO₂e and in 2012 our footprint³ was 5,807 tonnes CO₂e. These previous footprints are quite similar to our 2014 footprint (5,307 tonnes CO₂e) in how they are made up, with travel and electricity accounting for 94% of the footprint in each case.

It is also interesting to look at the carbon emissions per staff member; in 2012 our emissions were approximately 4.77 tonnes CO₂e per person. In 2013, whilst the number of staff increased, the emissions figure was 4.19 tonnes CO₂e per person. In 2014 our number of staff was lower, and we produced 4.27 tonnes CO₂e per person.

A comparison of the two biggest contributors to the footprint, travel and electricity, is shown for the past three years in Figure 7:

Figure 7 – Travel and electricity in 2012, 2013 and 2014



Though we travelled more miles in 2014 than 2013, we made less short-haul flights and our travel carbon emissions were lower. Our electricity use has steadily reduced over the three years also.

Our emissions from paper use were greater in 2014 making up over 4% of our footprint compared to 3% in 2013. We did reach a higher percentage of recycled paper used in our printers at the headquarters in 2014 – from 70% in 2012 to just over 99% in 2014.

Accuracy and completeness of the data collected for our 2014 mapping was very similar to the data for our 2013 mapping, with a couple of improvements. In 2014 we were able to collect paper usage information from four of our regional offices, compared to three in 2013. Water usage data was available in 2014 from one of our regional offices as it became metered, compared to none in 2013.

³ This figure has been recalculated from the original figure to reflect the updated DEFRA carbon factors

Conclusions

Save the Children will continue to calculate and monitor our carbon footprint each year. Our mapping identifies travel and electricity usage as the biggest contributors to our footprint, so changes in these areas have the greatest potential for reducing our environmental impact.

In 2014 as part of our Smart Working project we modernised our London working space, rolling out a number of initiatives that should have a positive impact on our carbon footprint going forward. We hope that our 2015 carbon mapping analysis will highlight areas where we have made progress so far and will help us to identify further areas for improvement.

To realise this potential and to continue to implement strategies that help us to reduce our environmental impact, we strive to engage staff at all levels of our organisation to minimise our carbon footprint whilst also achieving our ambitious goals for children.