

FY2022

# Environmental Management Report

Institute for Global Environmental Strategies (IGES)



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Formulation of plans <Plan>

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# 1. Organisation overview

## Institute for Global Environmental strategies (IGES)

April 1998	Inauguration of IGES under an initiative of the Japanese government and with the support of Kanagawa Prefecture
September 1999	Establishment within IGES of the Technical Support Unit (TSU) for the IPCC Task Force on National Greenhouse Gas Inventories
October 1999	Establishment of the Kitakyushu Office
June 2001	Establishment of the Kansai Research Centre
April 2003	IGES was granted Special Consultative Status under the United Nations Economic and Social Council (UN/ECOSOC)
May 2003	Opening of the IGES Bangkok Project Office
April 2004	IGES takes on the role of Secretariat for Asia-Pacific Network for Global Change Research (APN)
July 2006	Opening of the Beijing Office
April 2007	Japanese Center for International Studies in Ecology (JISE) was merged with IGES
April 2010	Kitakyushu Office renamed the Kitakyushu Urban Centre
June 2011	Opening of the IGES Regional Centre in Bangkok
April 2012	IGES made the transition to a public-interest incorporated foundation

## Business overview

IGES was established in April 1998 at the initiative of the Japanese government and with the support of Kanagawa Prefecture, with the aim of creating a new paradigm for global civilization, developing innovative policy approaches for sustainable development and conducting policy and practical research (strategic research) to create strategies for environmental measures, embodying the results in policy making by various actors, and achieving sustainable development on a global scale, especially in the Asia-Pacific region.

In a wide range of research fields (climate change countermeasures, establishment of a circular society and circular economy, and biodiversity conservation), IGES work with international organisations, governments, local governments, research institutions, businesses, NGOs, and citizens to create impact on various policy formation processes and national and international discussions through co-design, co-implementation, co-production, and co-delivery approaches. As the road to recovery from the COVID-19 pandemic leads to the realisation of a sustainable and resilient society, IGES will play the role of "change agent" to lead the social transformation.

## Office and address

### ◇ Hayama Headquarters

2108-11, Kamiyamaguchi, Hayama, Kanagawa, 240-0115, Japan

### ◇ Tokyo Sustainability Forum

Shinbashi SY Bldg. 4F, 1-14-2, Nishi-Shinbashi, Minato-ku, Tokyo, 105-0003, Japan

### ◇ Kansai Research Centre

East Bldg. 5F, Disaster Reduction and Human Renovation Institution, 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo, 651-0073, Japan

### ◇ Kitakyushu Urban Centre

International Village Center 3F, 1-1-1, Hirano, Yahatahigashi-ku, Kitakyushu, Fukuoka, 805-0062, Japan

### ◇ IPCC TFI Technical Support Unit (TSU)

2108-11, Kamiyamaguchi, Hayama, Kanagawa, 240-0115, Japan (IGES Headquarters)

### ◇ Asia-Pacific Network for Global Change Research (APN)

East Bldg. 4F, Disaster Reduction and Human Renovation Institution, 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo, 651-0073, Japan

### ◇ IGES-Japanese Center for International Studies in Ecology (IGES-JISE)

2-14-27 Shin-Yokohama, Kohoku-ku, Yokohama, Kanagawa, 222-0033, Japan (-September 2023)  
2108-11, Kamiyamaguchi, Hayama, Kanagawa, 240-0115, Japan (IGES Headquarters) (October 2023-present)

### ◇ Bangkok Regional Centre

604 SG Tower 6F, 161/1 Soi Mahadlek Luang 3. Rajdamri Road, Patumwan, Bangkok, 10330, Thailand

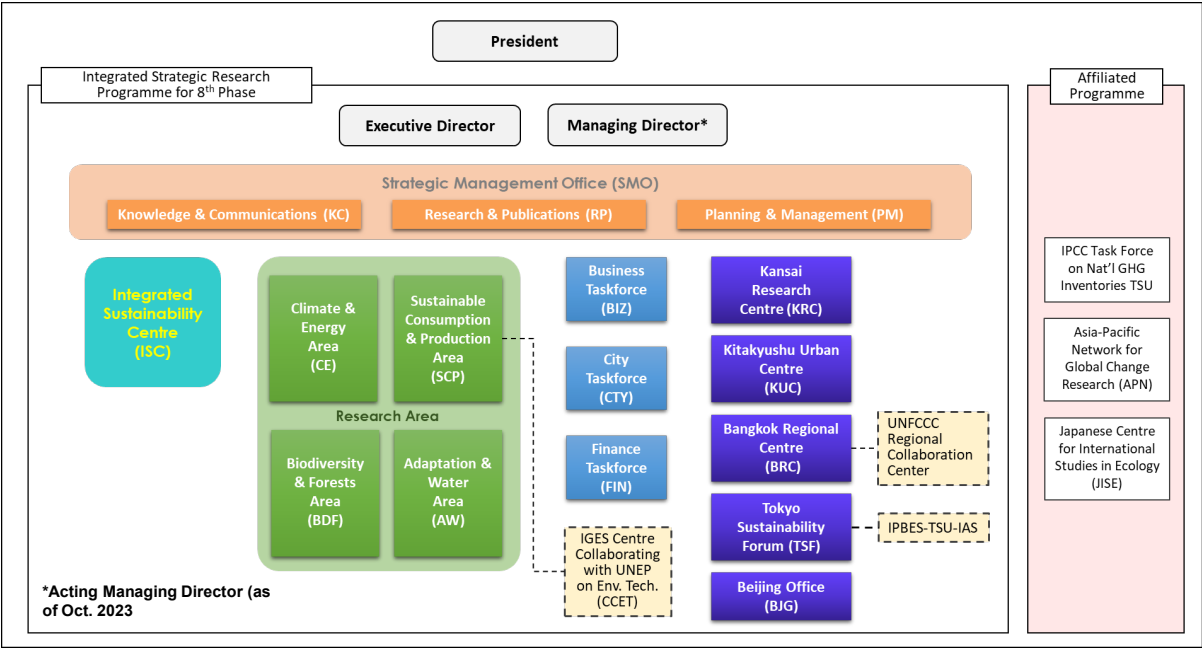
### ◇ Beijing Office

IGES Sino-Japan Cooperation Project Office, Room No.1114, 11F, Sino-Japan Friendship Center for Environmental Protection, No.1 Yuhuinanlu, Chaoyang District, Beijing, 100029, China

## Organisational Chart

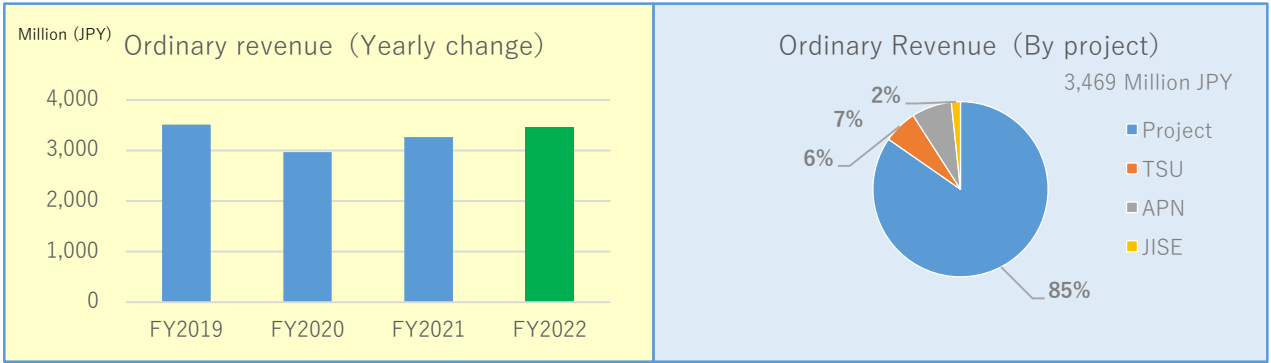
In July 2021, IGES launched its 8th Integrated Strategic Research Programme (ISRP8). ISRP8 saw the launch of a new Integrated Sustainability Centre (ISC) and aims to further promote cross-sectoral, integrated and inclusive approaches through the realisation of the concept of a Regional Circulating and Ecological Sphere (Regional CES), which implements the localisation of the Sustainable Development Goals (SDGs), as well as proposals for an integrated governance approach.

## Research Activity Structure



The Strategic Management Office (SMO) oversees and coordinates the implementation of strategic research from a comprehensive perspective, in order to maximise IGES' impact-making and dissemination capabilities as a change agent.

## Scale of Business (FY2022)



## 2. Eco Action 21 (EA21) Implementation Policy, Environmental Management Goals and Environmental Management Plan

### Scope of Eco Action 21

Office <Japan>	Address	Total floor area(m <sup>2</sup> )	Number of employees
Hayama Headquarters	Hayama, Miura	7,408	152
Tokyo Sustainability Forum (TSF)	Nishi-Shinbashi, Minato-ku	303	9
Kansai Research Centre (KRC)	Chuo-ku, Kobe	246	8
Kitakyushu Urban Centre (KUC)	Yahatahigashi-ku, Kitakyushu	150	9
Asia-Pacific Network for Global Change Research (APN)	Chuo-ku, Kobe	196	10
Center for International Studies in Ecology (JISE)	Kohoku-ku, Yokohama	383	6

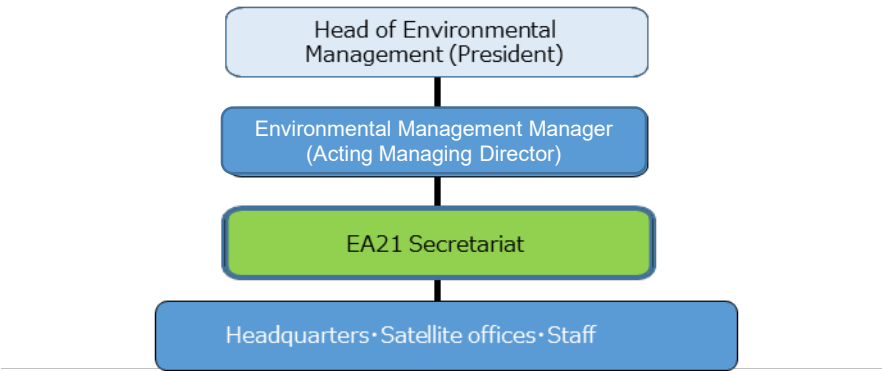
As of June 2023

We have two international offices (Bangkok and Beijing), and although these offices are not under the scope of Eco Action 21 (EA21) audits, they are conducting voluntary activities to reduce the environmental impact by referring to examples of initiatives taken at our headquarters and offices in Japan.

Period covered by Eco Action 21 activities: 1 July 2022 – 30 June 2023

### Organisational Chart of EA 21 Implementation

The EA 21 Committee is composed of staff members under the supervision of the environmental manager.

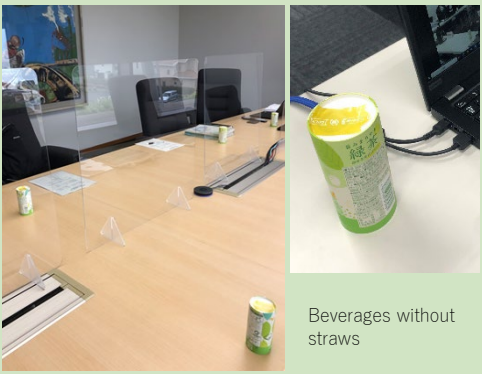


### Activities of the EA 21 Committee

- Setting Environmental Goals
- Developing annual schedule of activities
- Initiatives for SDGs-related activities
- Reducing environmental impact
- Conducting interim audit
- Preparation of posters, notice boards, etc.
- EA21 interim/renewal audits



Poster of 2023 Environmental Goals



Beverages without straws

# Environmental Management Policy

Established on 1 October 2008

We, as members of the research institute “IGES” that conducts pragmatic and innovative strategic policy research on sustainable development, commit to this Environmental Policy while managing our daily operations, obeying the relevant environmental law and the agreement and achieving our research objectives.

<b>Sustainability</b>	Recognising the happiness and well-being of future generations, we contribute to realising sustainable development through changing resource intensive lifestyles and value systems.
<b>Action</b>	We demonstrate our principles and research outcomes by promoting environmentally sustainable, socially acceptable, and economically feasible practices. Further, we endeavour to reduce the environmental footprint incurred in carrying out our mission.
<b>Culture</b>	We aim to advocate the principles of sustainable development by utilising local wisdom and tradition, respecting gender balance and cultural diversity.
<b>Local Engagement</b>	We promote and participate in local actions with communities and youth, encouraging sustainability and a learning society.
<b>International collaborations</b>	Through trans-boundary collaboration, we work to create international communities of practice by sharing ideas and expertise towards sustainable development.

TAKEUCHI Kazuhiko, President, IGES

## 10 Articles of Environmental Management

Established in July 2022

In order to achieve our environmental targets, we have established the "10 Environmental Articles" as actions that each of our employees can take, and we are working on them voluntarily and proactively.

1. Each and every employee will carry out their work in an environmentally friendly manner with the aim of transitioning to a sustainable society, including net-zero.
2. We strive to reduce the environmental impact of travel, including oversea business trips.
3. IT is used to promote paperless operations in business to reduce the use of paper resources and improve operational efficiency.
4. We try to save energy by maintaining proper air conditioning (room temperature 28° C in summer and 20° C in winter) and switching off unused lights, PCs, printers, etc.
5. We expand the use of renewable energy sources.
6. We separate waste, reduce waste and recycle.
7. We minimise water use and conserve water.
8. We purchase environmentally friendly goods (e.g. goods bearing the Eco Mark).
9. The status of initiatives, environment-related regulations, etc. are regularly checked and any problems are promptly rectified.
10. We disseminate Eco Action 21 initiatives widely inside and outside the institute.



# Environmental Management Goals and Environmental Management Plan and Report

## Medium-Term Environmental Management Goals

In view of the social impact of COVID-19 and the opportunity to flexibly review the way IGES is managed, including staff working styles, a two-year study period from 2021 to 2022 was set. By monitoring and analysing emissions of CO<sub>2</sub>, and the amount of combustible and non-combustible waste during that period, further consideration will be given to how the institute as a whole and each staff member can contribute to a sustainable society, including the setting of medium- and long-term reduction targets.

## Environmental Management Goals and Environmental Management Plan for FY2022

### Goal1 Promotion of SDGs Implementation

To realise a sustainable society, as IGES is steadily conducting research activities based on our business plan, we will promote the implementation of SDGs in society through collaboration with relevant stakeholders, and at the same time we will incorporate SDG practices in our business, disseminating the results to:

- (1) In order to deepen understanding of the SDGs and promote their implementation, we will hold events each year that involve not only experts but also the general public. The event will be held at least once within the year to disseminate information to society.
- (2) Establish an internal task force to create a diverse and inclusive organization and hold at least one meeting within the year. We will consider specific initiatives with the participation of many employees.
- (3) Continuously monitoring the effects of using the electric system for approval and accounting that was adopted to improve business efficiency, we are proceeding with the introduction of a new electric system.

### Goal2 Reduction of Environmental Impact

We will strive to reduce the environmental impact as much as possible while considering the new coronavirus infection on the environmental impact from the workplace.

- (1) CO<sub>2</sub>: we will monitor and understand emissions from overseas business trips.
- (2) Paper waste: we will monitor the use of paper by copy machines, etc., and further promote electronic distribution of materials, etc. We will strive to reduce the amount of paper purchased by approximately 5% compared to the previous year.
- (3) Food waste and plastic waste: we will carry out three internal initiatives to reduce food loss and plastic use.
- (4) An in-house seminar on Eco Action activities and environmental impact reduction will be held once a year to raise employee awareness.

## Achievements and Initiatives for Environmental Management Goals and Environmental Management Plan for FY2022

	Contents of Goals	Initiatives	Update of Achievements
Goal1 Promotion of SDGs implementation	(1) In order to promote the SDGs, we will hold events at least once a year that involve not only experts but also the general public to disseminate information to society	<ul style="list-style-type: none"> <li>International Forum for Sustainable Asia and the Pacific (ISAP2022)</li> <li>Public Webinar co-hosted with Kanagawa Prefecture</li> <li>The 4th Kitakyushu SDGs Training</li> </ul>	<ul style="list-style-type: none"> <li>ISAP2022 the plenary session was held in a hybrid form on 28 November 2022, and the Thematic Tracks were held online from 29 November to 5 December 2022</li> <li>Public Webinar "Circular Economy and Net Zero: Transforming Business and Life" was held on 25 January 2023</li> <li>"The Fourth Kitakyushu SDGs Training: Learn from the Front-runner Practices of Creating Synergy Effects from Renewable Energy by Visiting Two Zero-Carbon Cities in Kyushu" was held from 6-10 March 2023</li> </ul>
	(2) Establish an internal task force to create a diverse and inclusive organisation and hold at least one meeting within the year. We will consider specific initiatives with the participation of many employees	<ul style="list-style-type: none"> <li>Establish D&amp;I (Diversity &amp; Inclusion) Taskforce and group meeting</li> </ul>	<ul style="list-style-type: none"> <li>September-November 2022: Thematic meetings were held in each Focus Group</li> <li>December-January 2022: Summarise discussions in each group and report progress to management</li> <li>February 2023: Creating a Proposal within D&amp;I Taskforce</li> <li>May 2023: Sharing the first draft internally and collect opinions</li> <li>August 29 2023: All IGES D&amp;I meeting was held</li> </ul>
	(3) Continuously monitoring the effects of using the electronic system for approval and accounting that was adopted to improve business efficiency, we are proceeding with the introduction of a new electric system	<ul style="list-style-type: none"> <li>Introduction of Electronic Payment System</li> <li>Trial introduction of a cloud-based human resources management system</li> </ul>	<ul style="list-style-type: none"> <li>Installed in July 2022</li> <li>Installed in November 2022</li> </ul>
Goal 2 Reduction of Environmental Impact	(1) CO <sub>2</sub> : we will monitor and understand emissions from overseas business trips	<ul style="list-style-type: none"> <li>Calculation of amount of emissions for business trips</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring data throughout the year</li> </ul>
	(2) Paper waste: we will monitor the use of paper by copy machines, etc., and further promote electronic distribution of materials, etc. We will strive to reduce the amount of paper purchased by approximately 5% compared to the previous year	<ul style="list-style-type: none"> <li>Calculation of amount of paper purchased for all IGES offices</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring data throughout the year</li> </ul>
	(3) Food waste and plastic waste: we will carry out three internal initiatives to reduce food loss and plastic use	<ul style="list-style-type: none"> <li>Participation in beach cleaning activity</li> <li>Collaboration with a cafeteria</li> <li>Food Bank</li> </ul>	<ul style="list-style-type: none"> <li>Participated in Hayama beach cleaning activity on 28 May 2023.</li> <li>A trial implementation of the "FEW- Footprint Calculator" on 6 July 2022</li> <li>Collecting unused food from 1 - 27 March 2023 and donated to Zushi City on 4 April 2023</li> </ul>
	(4) An in-house seminar on Eco Action activities and environmental impact reduction will be held once a year to raise employee awareness	<ul style="list-style-type: none"> <li>Eco-Action seminar</li> </ul>	<ul style="list-style-type: none"> <li>Eco-Action seminar was held on 28 June 2023</li> </ul>

# 3. Achievements and Initiatives for Environmental Management Goals and Environmental Management Plan for FY2022

## Goal 1 : Promotion of SDGs Implementation

### Research Activities

#### < Hayama Headquarters >

##### ◆Integrated Sustainability Centre (ISC)

ISC is an interdisciplinary unit that fully integrates sustainability issues across IGES research and programming by using a variety of tools and approaches to contribute to key policymaking processes.

In FY 2022, ISC supported Japanese business in accelerating the achievement of the SDGs, integrated policy planning and capacity development activities using SDGs interrelationship analysis methods, conducted long-term scenario analysis for cities, and contributed to important policy processes such as G20 and the High-Level Political Forum (HLPF).

##### ◆Climate and Energy Area (CE)

With particular focus on the Asia-Pacific region, CE is carrying out initiatives to facilitate the transition to decarbonised societies at the national and local levels. Specifically, CE looks towards strengthening climate and energy-related strategies and policies, and engages in international climate negotiations, bilateral and multilateral cooperation, carbon pricing initiatives, market-based mechanisms, and the development and maintenance of databases.

In FY 2022, CE continuously participated in UNFCCC COP27 as members of Japanese delegation to support negotiations.

##### ◆Sustainable Consumption and Production Area (SCP)

IGES conducts policy analysis from the perspective of sustainable consumption and production (SCP) including environmentally-sound waste management in cities, formation of effective recycling systems with a view of Asia as a whole, and improvement in resource productivity. Likewise, IGES makes policy recommendations to stimulate lifestyle changes.

In FY 2022, SCP contributed to drafting of G7's Circular Economy and Resource Efficiency Principles (CEREP). SCP also started to engage in International Negotiation Committee for Legally-binding Instruments for Plastic Pollution (INC) and supported negotiation for Japanese delegation. As for sustainable lifestyles, IGES worked with the citizens in Japan to develop visions for decarbonised lifestyles and societies.

##### ◆Biodiversity and Forests Area (BDF)

BDF conducts problem-solving research and implementation in the Asia-Pacific region.

Forest team has contributed to the operation and revision of Japan's Clean Wood Act (Law Concerning the Promotion of the Distribution and Use of Legally Logged Timber, etc.) as well as formulating necessary guidelines. The team also conducted research on sustainable value chains such as palm oil and coffee beans productions, contributed to the development of ISO standards on biodiversity, and worked with Keidanren (Japanese Business Federation) Committee on Nature Conservation (KCNC) to conduct a survey on the impact on biodiversity. Biodiversity team participated in international processes as IPBES and the Conference of the Parties to the Convention on Biological Diversity (COP15) to disseminate the results of these processes within Japan.

##### ◆Adaptation and Water Area (AW)

To contribute to the realisation of a resilient and sustainable society, particularly in the Asia-Pacific region, AW promotes initiatives focusing on climate change adaptation and water environment measures.

In FY 2022, AW continued to lead development of the Asia-Pacific Climate Change Adaptation Information Platform (AP-PLAT) partnership for enhancing adaptation action by regional stakeholders and developed capacity building contents in developing countries. AW also took the lead in holding an AP-PLAT Plenary meeting, where the "AP-PLAT Framework for Action 2023-2025" was adopted by representatives from various organisations, including government agencies, international organisations, research institutes, universities and private companies.



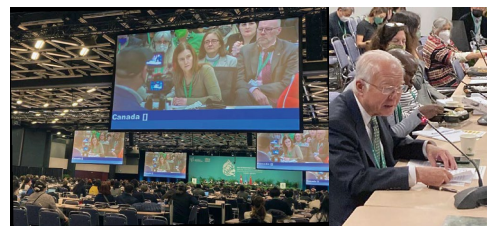
The Third UN Climate and SDG Synergies Conference (Tokyo, Japan)



Climate change webinar on COP27 report



Webinar on innovations in citizen engagement toward advancing the decarbonisation of cities and lifestyles



Plenary session of CBD COP15 (Montreal, Canada)



Workshop on compound and cascading disaster risks in Bangladesh (Dhaka, Bangladesh)



#### ◆Business Taskforce (BIZ)

BIZ has continued its activities to generate outcomes and impacts by supporting highly motivated businesses in Japan, specifically targeting the promotion of climate change and decarbonisation policies in businesses in Japan.

BIZ has been appointed as the Secretariat of Japan Climate Leaders' Partnership (JCLP), a coalition of business in Japan, and has continued to support progressive companies to lead a positive momentum towards net zero in business and to contribute to the progress of climate policies in Japan.

#### ◆City Taskforce (CTY)

CTY co-creates solutions and promotes policies and strategies for low-carbon/carbon neutral, resilient and sustainable societies with stakeholders in Asian cities, including those in Japan. In FY2022, CTY supported city-to-city collaboration projects, and one of its projects "T2KLLCS" (Tokyo to Kuala Lumpur Low Carbon System), which focused on sustainable building policies in Kuala Lumpur won the C40 Bloomberg Philanthropy Award (Building a Climate Movement).

#### ◆Finance Taskforce (FIN)

Delivering on the SDGs and commitments under the Paris Agreement requires mobilising and shifting large amounts of public and private capital. To achieve low-carbon and climate resilient sustainable development, FIN is engaged in policy research and recommendations as well as capacity building. Specific areas of focus in FY2022 are research and enabling environment improvement for advancing ESG finance, shifting financial flows to decarbonisation efforts in Japan, green & low carbon technology transfer between Middle East & North Africa and Japan, and financing for decarbonisation at the city level.



UN experts group with the participation of JCLP Co-Chair released its recommendations on the credibility of net zero emissions declarations at COP27



Climate change webinar on finance flow related to the discussion at COP27

### <IGES Satellite Offices>

#### ◆Kansai Research Centre (KRC)

KRC carries out research focusing on actions taken by the private sector, including businesses that promote environmental and energy-conservation measures, under the theme of "Business and the Environment".

In FY2022, with support from The Energy and Resource Institute (TERI), KRC contributed to preparations for holding "the Japan-India Environment Week in New Delhi" as a project of low-carbon/environmental technology transfer in India. Moreover, a national workshop entitled "Promotion of the Regional Circulating and Ecological Sphere (Regional-CES) Concept for Resilient and Sustainable Communities in Thailand" was held in Bangkok.



Regional-CES National Workshop in Thailand

#### ◆Kitakyushu Urban Centre (KUC)

KUC conducts practical research activities with Asian cities to promote local governmental initiatives to realise sustainable cities in the areas of low-carbon and resilient cities, sound waste management, and green growth and sound urban environmental management. In FY2022, in light of the increasing number of commitments to zero-carbon declared by cities in Japan, KUC conducted a needs survey for zero-carbon cities in Kyushu on action plan development and implementation. KUC also conducted awareness-raising activities for youth and encouraged further dialogue with local stakeholders in Kitakyushu and Kagoshima by holding a "1.5 ° C Lifestyle Workshop".



The Kagoshima 1.5°C Lifestyle Workshop

◆Regional Centre in Bangkok (BRC)

IGES Regional Centre in Bangkok (BRC) has been serving as a hub for networks and partnerships in the Asia-Pacific region. It focuses on priority issues including climate change mitigation, adaptation, environmental safeguards and sustainable cities, and manages relevant networks for knowledge- sharing, as well as implements relevant projects in close collaboration with various supporting organisations and national and sub-national governments. The UNFCCC-IGES Regional Collaboration Centre (RCC), which was set up within BRC provides multifaceted support to facilitate the implementation of the Paris Agreement. In FY2022, RCC organised two webinars to support the publication of NDC and LT-LDS Synthesis Reports.



Webinar on climate change mitigation

◆Beijing Office (BJG)  
<IGES Sino-Japan Cooperation Project Office>

The Beijing Office was set up within the Sino-Japan Friendship Center for Environmental Protection of the Ministry of Environmental Protection of China (currently the Ministry of Ecology and Environment of China) in 2006 as a base to facilitate the implementation of research activities in China. The office conducts a variety of studies and research activities based on bilateral cooperation with China, as well as multilateral cooperation (including international organisations). In FY2022, in order to deploy good results obtained from some of the model projects implemented in China, IGES engaged in discussion and coordination with relevant parties in Japan and in third countries (Indonesia and Malaysia), to consider the possibilities of developing model projects using the Joint Crediting Mechanism (JCM) scheme. IGES also conducted site surveys at candidate companies in Indonesia and Malaysia for implementation of model projects.



Technology (highly efficient tenter) planned to be spread in Indonesia

◆Tokyo Sustainability Forum (TSF)

TSF aims to facilitate impact generation with various stakeholders, particularly those based in Tokyo. It hosts IPBES Technical Support Unit and is co-located with the ICLEI Japan office in collaboration with the Biodiversity and Forests Area and the City Taskforce. As for the contribution to the formulation of new ISO standards on biodiversity, TSF analysed ISO documents, liaised with related organisations, supported discussions at ISO plenary meetings, and assisted with voting and decision-making. Efforts were made to maintain and improve the office environment to facilitate the activities of Tokyo-based IGES Management, Senior fellows and Fellows, in the face of the COVID-19 pandemic.

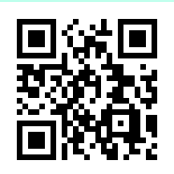


MOU ceremony with the International Centre for Integrated Mountain Development (ICIMOD)

About IGES Activities

For other project activities in FY2022 (research activities, seminars / symposiums, publications, etc.), please refer to the "2022 Annual Report" and "2022 Business Report" posted on the IGES website.

<https://www.iges.or.jp>

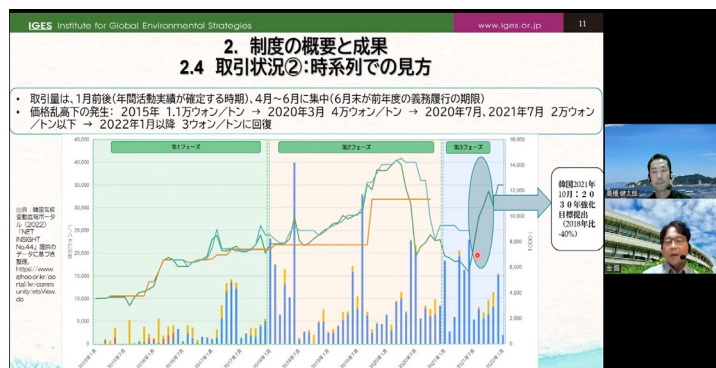






## ◆Climate Change Webinar Series

IGES holds online webinars once or twice a month with updates on these latest climate change developments. In FY2022, a total of 11 webinars were held. The webinars were streamed on two tracks, focusing on “climate change” and “carbon markets”, and discussed how companies and local governments should respond to climate change in the midst of rapidly changing domestic and international circumstances and an abundance of information.



## ◆Workshops for Citizens

This year, IGES contributed in creating opportunities for children to have fun and learn about the SDGs.

Children from Little Fairy Montessori Home International School in Yokohama visited IGES Hayama headquarters and had fun learning about the SDGs.

As a contribution to the local community, IGES researchers visited Futaba Nursery School in Zushi City and held classes on SDGs for children and nursery teachers.



**Futaba Nursery School in Zushi City  
(10 March 2023)**

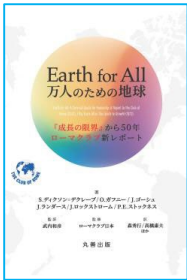


**Children from Little  
Fairy Montessori  
Home International  
School  
(27 December 2022)**



# SDGs-related Activities

## ◆Publications



**Earth for All: A Survival Guide for Humanity: A Report to the Club of Rome (2022), Fifty Years After The Limits to Growth (1972)**  
This is a Japanese translation of the report Earth for All: A Survival Guide for Humanity published by the Club of Rome in 2022, 50 years after their publication of The Limits to Growth in 1972. It is compiled mainly by the international initiative "Earth for All" that promotes transformation to a sustainable future. Based on a new system dynamics model, it provides a concrete path to pursuing a sustainable socio-economic paradigm within planetary limits.



**The Asia-Pacific SDG progress report 2023: championing sustainability despite adversities (Japanese translation version)**  
This report analyses progress towards the 17 Sustainable Development Goals and 169 targeted accomplishments in the Asia-Pacific. It highlights the achievements of countries that are leveraging evidence of effective policies to accelerate progress.



**SDG progress report 2023 Annex: Survey result on the cooperation / collaboration by GCNJ non-business participants**  
This report lists 14 answers to a question from the SDGs Survey which was conducted in 2022, “What are the main initiatives that you have undertaken in collaboration with companies, local governments, academia, and non-profit organizations to achieve the SDGs goals?” from non-business(non-corporate) members that are permitted to publish.



**SDGs Progress Report 2023: the Efforts of GCNJ Companies and Organizations**  
In addition to the level of awareness regarding the SDGs, this report introduces analysis and considerations by experts in various fields regarding SDG goals 5 (gender equality), 8 (decent work and human rights), 13 (climate change), and 16 (anti-corruption), which are emphasized by the United Nations Global Compact, as well as progress of the five goals (themes) of Goal 12 (Sustainable Consumption and Production), which are expected to accelerate among Japanese companies.



**10 New insights in Climate Science 2022 (Japanese translated version)**  
It is a Japanese translation of the report 10 New Insights in Climate Science 2022 by Future Earth, The Earth League, and World Climate Research Programme, which summarizes the latest and essential scientific findings on climate change. Its series have been published annually since 2017 and release in conjunction with the Conference of the Parties (COP) of the United Nations Framework Convention on Climate Change (UNFCCC).



**Case studies of domestic initiatives that have synergistic impacts on climate change, biodiversity and the SDGs**  
This paper presents three initiatives by Japanese local governments that bring synergies to climate change, biodiversity, and the SDGs. These examples were shared with the world by the Ministry of the Environment, Japan at the High-Level Political Forum in 2023.



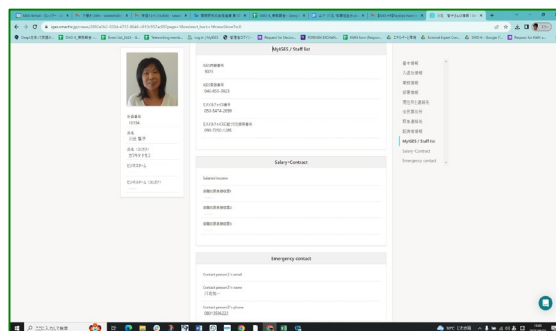
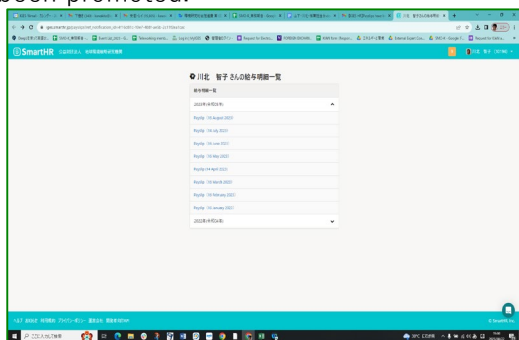
## ◆Introduction of Electronic Payment System

From July 2022, a new electronic payment system has been introduced aiming for a paperless and electronic process. Through the introduction of the system, all receipts can be converted to PDF while previously the application forms were required to be printed out for payment process, thereby further promoting paperless payments. In addition, the process can now be completed online, making it possible to proceed with smooth accounting settlements even in a working environment where teleworking is promoted.



## ◆Introduction of cloud-based human resources management system

In November 2022, IGES installed a cloud-based human resources management system with the main purpose of making human resources and labour-management procedures paperless and electronic. The introduction of the system also enables centralised staff information management including for satellite offices, to be linked to e-Gov, social insurance, etc., automatically updated to changes in accordance with laws and regulations, and immediately visualising personnel data output, analysis, and aggregation. Various complicated procedures have been dramatically simplified and operational efficiency has been promoted.



## ◆D&I

An action plan has been implemented since FY 2021 with the aim of improving diversity and inclusion as well as gender equality, which enables employees to work by leveraging their individuality and abilities. As part of this effort, IGES has formed the D&I (Diversity and Inclusion) Task Force, which provides opportunities for staff to learn and broadly discuss issues of diversity and inclusion. Specifically, IGES has introduced a mentorship programme, revised the teleworking guidelines, and worked on a hiring, evaluation, and promotion system that takes into consideration the balance of gender and nationality.



D&I Meeting

◆Collaboration with the cafeteria

IGES has installed a reservation system at the cafeteria in Hayama headquarters, which prevents the purchase of excess ingredients and promotes the reduction of food-loss. IGES conducted a trial implementation of the FEW\* Footprint Calculator, an application that visualises the carbon footprint of menu items, and obtained feedback from staff to raise awareness about the environmental impact of meals.

\*FEW Print=Food’s Energy Water Footprint



◆Food Drive

Zushi City has been promoting a “Food Drive” as an initiative to circulate unnecessary food within the community. To support the initiative, IGES solicited donations of food and drinks that are nearing their expiration date from employees for approximately one month from 1 to 27 March 2023.



◆Donation of books

A box was set up inside the IGES office calling for books, DVDs, textbooks for children. Through this “Thank you book project”, IGES donated books to school children.



## ◆Hayama Beach Cleaning Activity

“Clean Hayama 2023”, an activity to protect the beautiful town of Hayama and its beaches hosted by the town, was held, and IGES volunteers gathered at Morito Beach to clean up the shoreline. The clean-up participants found plastic garbage, plastic bottles, cigarette butts, etc. left on the beach - some washed up by the sea, and some thrown away by visitors. At the closing ceremony, Acting Managing Director Kawakami made some remarks on behalf of IGES and stated that as an organisation headquartered in Hayama, IGES would like to continue contribute to the local community.



(2 March 2023)

## ◆Eco-Action 21 Seminar

A seminar on the activities of Eco-Action 21 within our institute was held to introduce the activities carried by the Eco-Action Committee. Participants were mainly newly joined employees, and the member introduced the EA21 report and explained the past activities. The participants recognised that the daily activities they had carried out on their own were related to eco-action in many cases. The seminar was very productive, with some participants expressing their interest in participating in eco-action activities in the future.



Eco-Action 21 Seminar

## ◆Hayama Machi Ethical Symposium

The First Hayama Ethical Symposium was organised in Hayama Town, and IGES Researcher Dr. Zhen Jin delivered a lecture at the event. He analysed various data on Hayama Town using a drone and proposed suggestions for making the town more sustainable and ethical. Many participants at the venue were interested in his fieldwork and research using the latest drone technology, and after the lecture, a lively discussion was held between Dr. Jin and the participants. There were also presentations by elementary school students of their daily eco-actions, and an awards ceremony was held at the end of the symposium, together with other presentations.



Hayama Ethical Symposium, 26 March 2023

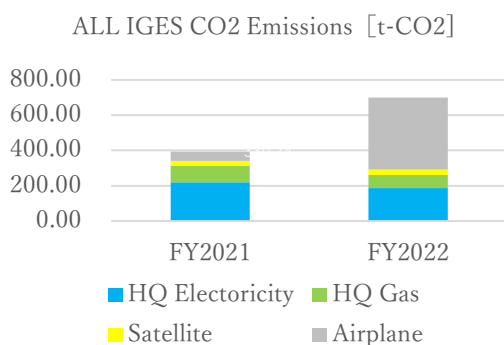


## Goal 2 : Reduction of Environmental Impact

Efforts will be made to switch to the procurement of renewable electricity and to operate facility equipment efficiently. In addition, regarding overseas business using air flights, we will avoid unnecessary and non-urgent business trips and implement efficient business activities.

### CO2 Emissions from IGES Energy Use

(Policy) We will strive to switch to renewable energy power procurement and operate facilities and equipment efficiently and when traveling overseas, we will avoid unnecessary and non-urgent business trips and carry out efficient business activities.



(Result) As an ongoing initiative of IGES, we monitor CO2 emissions from electricity and gas usage at our offices and from airplane use for overseas business trips. The total for FY2022 was 699.5t-CO2, an increase of 78% compared to the previous year. The reason for the increase is that overseas business trips, which had been suspended due to COVID-19, gradually resumed from the second half of FY2022. Although overseas business trips associated with research activities are essential and cannot be waived, we will continue to review and improve the efficiency of business trips. With regard to the use of electricity for facility equipment at IGES headquarters, due to a review of energy and electricity procurement, annual emissions decreased compared to the previous year (186.04t-CO2, 15% decrease compared to the previous year). As for gas, we worked to properly operate facility management equipment and reduced gas usage compared to the previous year (74.97t-CO2, 20% less than the previous year). The use of airplanes for overseas business trips is necessary for our organisation's business, and we will continue to confirm the necessity and strive to reduce emissions as much as possible.

※The emission factors used to calculate the CO2 emission figures are shown in the table below (FY2021-2022)

Electric Power	Office	(kg-CO2/kWh)	Source / Emission factors by business sector (Published by the Ministry of Economy, Trade and Industry) <a href="https://ghg-santeikohyo.env.go.jp/files/calcr05_coefficient_rev4.pdf">https://ghg-santeikohyo.env.go.jp/files/calcr05_coefficient_rev4.pdf</a>	
	HQ (July 2021 – February 2022)	0.674	SHONAN POWER Co., Ltd.	(A0177) FY2015 results(adjusted)
	HQ (March 2022 – June 2022)	0.000	Loop Inc.	eneco RE100 with tracking
	HQ (March 2022 – July 2023)	0.434	TEPCO Power Grid, Inc.	(revised) Final terms and conditions
	TSF (FY2021)	0.474	TEPCO Energy Partner, Incorporated	(A0269) FY2016(adjusted, reference data)
	TSF (FY2022)	0.456	TEPCO Energy Partner, Incorporated	(A0269) FY2021 results menu L(adjusted)
	KRC / APN (FY2021)	0.500	ENESERVE CORPORATION	(A0014) FY2016results(adjusted)
	KRC / APN (FY2022)	0.311	Kansai Electric Power Co., Inc.	(A0272)) FY2021 results menu I(adjusted)
	KUC (FY2021)	0.128	KITAKYUSHU POWER CO., LTD.	(A0141) FY2016 results(adjusted)
	KUC (FY2022)	0.239	KITAKYUSHU POWER CO., LTD.	(A0141) (FY2021 results menu B) (adjusted)
	JISE (FY2021)	0.474	TEPCO Energy Partner, Incorporated	(A0269) FY2016 results (adjusted, reference data)
	JISE (FY2022)	0.456	TEPCO Energy Partner, Incorporated	(A0269) FY2021 results menu L(adjusted)
Gas	Office	(kg-CO2/Nm3)	Source / Emission factors by business sector (Published by the Ministry of Economy, Trade and Industry) <a href="https://www.meti.go.jp/shingikai/energy_environment/ontaiho_gas/pdf/001_05_01.pdf">https://www.meti.go.jp/shingikai/energy_environment/ontaiho_gas/pdf/001_05_01.pdf</a>	
	HQ	2.21	Tokyo Gas Co., Ltd.	Tokyo Gas website
	KUC	2.21	Seibu Gas Co., Ltd.	Seibu Gas website

※Calculation of Emission for Air Travel

#### • Aggregate emission values from web-based business trip applications in the office system

Number of overseas business trips and total number of business travellers

(FY2021: 37 trips/41persons; FY2022: 232 trips/298 persons)

The air emission value of each business trip is multiplied by the number of business travellers.

#### • Calculation of emission values

WEB tool 「Bye-Bye CO2 (GHG Reduction Carbon offset) 」 is used.

[http://tco2.com/app/tool/acc/AviationCo2Calculator\\_dolnit.action?lc=en\\_US](http://tco2.com/app/tool/acc/AviationCo2Calculator_dolnit.action?lc=en_US)

If the destination for the business trip is not an option on the tool, a country in the vicinity or a similar distance is used for the alternative calculation.

• Other offices (TSU, APN, JISE) are excluded from the calculation of emission figures.



### Introduction of renewable energy for electric power

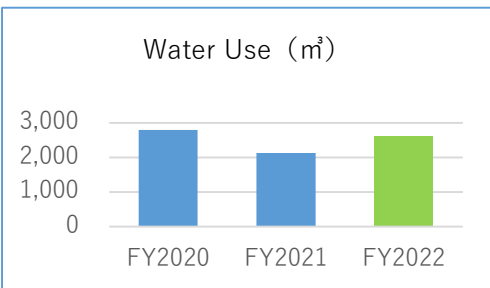
In the previous year, IGES headquarters were able to temporarily procure 100% renewable electricity. However, due to the major turmoil in Japan's domestic electricity market due to the global rise in fuel prices caused by the situation in Ukraine, the electricity companies with which IGES had contracted withdrew, and all applications for high-voltage electricity were suspended. Thus, we had no choice but to enter into a contact with TEPCO Power Grid for FY2022 as a relief measure. Towards the end of the fiscal year, information was provided by Kanagawa Prefecture that a joint auction of renewable energy electricity would be held by companies and Kanagawa Prefecture and IGES Hayama headquarters decided to participate in the joint bidding accordingly.

## ◆Initiatives at Hayama Headquarters

### Water Use

(Policy) We strive to save water and ensure proper and effective operation of equipment at IGES Hayama HQ.

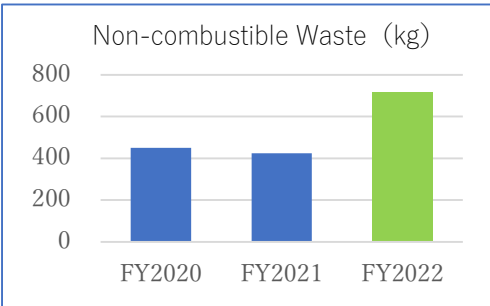
(Result) The main reason for the increase in water consumption was an increase in the number of accommodation facility users (22.8% increase compared to the previous year) as restrictions were eased on accepting interns and other outsiders, which had been suspended last year to prevent the spread of COVID-19 (In FY2021, the number of operating days was 566 nights/year, compared to 1098 nights/year in FY2022 and 1202 nights/year in FY2020). Water usage in kitchens, laundry rooms, bathrooms increased due to the reason above.



### Non-combustible Waste

(Policy) Efforts are made to ensure proper separation of waste, as well as to reuse office supplies and equipment, reduce the purchase of items that become non-combustible waste, and switch to the use of renewable materials.

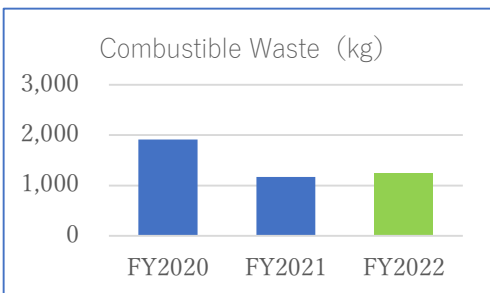
(Result) The reason for the significant increase compared to FY2021 is likely due to the fact that materials produced in previous years were disposed of in one batch. Excluding this waste, the figures would be lower than the previous year. We will accurately consider the purpose of use of items and surplus, and strive to reduce waste generation.



### Combustible Waste

(Policy) Recycling is promoted through proper separation, and efforts are made to reduce the amount of paper used for printing and other purposes, thereby reducing the generation of combustible waste to be incinerated.

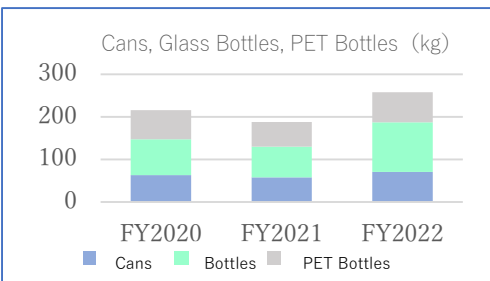
(Result) The combustible waste slightly increased (by 6.8% compared to the previous year). The reason for this was because although we strive to properly separate items and reduce paper usage, we cleared away unnecessary items and disposed of old documents in order to improve the office environment and make space available to accommodate the increase in staff due to expansion of operations.



### Cans, Glass Bottles, PET Bottles

(Policy) Proper separation and recycling is promoted.

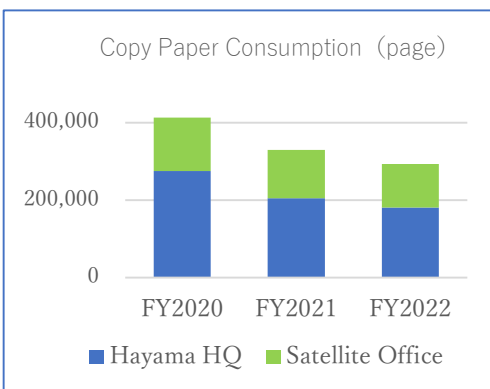
(Result) Emissions increased by 37% compared to the previous year especially for glass bottles (61% increase). This was due to an increase in the number of beverage bottles being disposed of at conference receptions, etc. as restrictions to prevent the spread of COVID-19 were eased. We will strive to control and reduce emissions.



### Copy Paper Consumption (purchased, ALL-IGES offices)

(Policy) As in previous years, we will continue to promote double-sided and consolidated photocopying and the re-use of single-sided used paper, as well as implementing paperless meetings at IGES.

(Result) As efforts have been made from previous years, we managed to control paper consumption (by 11% decrease compared to the previous year). In particular, the reason for the decrease was the digitization of administrative settlements, document creation, etc. in business operations.





# 4. Evaluation of Environmental Activities in FY2022

With the significantly reduced impact of COVID-19, IGES activities are returning to the same level as before. Many conferences and events are being held in a hybrid format with face-to-face and online participation, and overseas business trips and invited overseas participants have increased. Various data (CO2 emissions, water and electricity usage, waste volume, etc.) show a decline due to the impact of COVID-19 which indicates that the next challenge will be to minimise future increases. IGES will therefore deepen discussion on such issues and consider specific measures.

Regarding the goals for FY2022, we have reported on specific achievements, and in terms of promoting the implementation of SDGs, IGES has made every effort to work more efficiently and introduced a cloud-based human resources system, which not only promotes paperless operations but also enables integration of employee management, whereby it has become possible to output, aggregate, and analyse various personnel data. Furthermore, the data can be used for analysis on D&I (diversity and inclusion) activities currently being carried within the institute, and is expected to further promote D&I in the future. As for the other initiatives, we were able to participate in eco-action activities in the local area where IGES is located. By exchanging opinions with the local community, participating in ethical activities led by Hayama Town, beach cleaning events and symposiums, we have gained new perspective for research conducted by the institute. We also participated in a food bank run by Zushi City, and were able to expand our activities for food waste prevention. We would like to further continue to take a step forward in implementing the SDGs widely in society.

At IGES Hayama headquarters, we have continued to work with the facility management company to reduce CO2 emissions every fiscal year, and we were able to achieve reductions compared to the previous year by managing the use of electricity and gas effectively. However, air travel for business trips, which accounts for the largest proportion of CO2 emissions, has increased significantly this year, and has returned to almost the same level as before the start of COVID-19 countermeasures. We will review our operations to make business trips more efficient, and at same time, will continuously look into the possibility of the procurement of renewable electricity.

## ◆Compliance with Relevant Legislation and Breaches of the Law, Litigation or Complaints

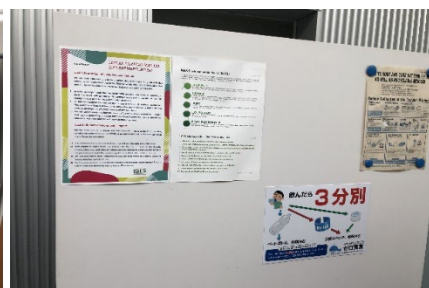
The facilities and equipment had regular monthly inspections to ensure that there were no problems in terms of compliance with environmental legislation. There have been no violations of the law, no litigation and no complaints.

## ◆Internal Audit

Internal audits were carried out in four research units in 2022, the second year of a four-year rotation to audit all research units at IGES(ISRP8, 2021-2024). The increased communication and posting of eco-action activities have been successful, and the results of the internal audit also confirmed that the annual activity targets and contents of eco-action are understood in the research units, with all units compatible. There is a high level of staff awareness regarding the reduction of environmental impact. In addition, based on the suggestion from last year's internal audit to contribute more to local citizens and activities, in 2022 we cooperated with citizen-oriented events and carried out activities that contributed to the local community. We will further strengthen our activities regarding the implementation of SDGs, which is one of our environmental management goals over the years.



Recycling and separation of waste



EA21 posters



Trash for coffee grounds

## 5. Overall Evaluation and Review by IGES President

After reviewing the business activities and eco-action initiatives for FY2022, IGES president gave the following evaluation and instructions.



President  
Kazuhiko Takeuchi

Looking back on our efforts in FY2022, IGES began activities related to diversity and inclusion (D&I) to promote the SDGs, and worked enthusiastically to create a workplace that takes diversity into consideration and allows each employee to demonstrate their creativity. In addition, to further promote the SDGs throughout society, IGES has focused on making approaches to the next generation by providing learning opportunities for children.

While society is gradually returning to normal from the impact of COVID-19, we are seeing our working styles and activities as they were previously, including more in-person meetings and overseas business trips. In addition, IGES has actively participated in eco-action activities in Hayama Town, where IGES headquarters are located, as well as in Zushi City. These activities include food drives, book donations, and participation in beach cleaning events. As a research institute rooted in the community, we have made efforts to take part in a variety of initiatives. Furthermore, IGES has promoted the reduction of plastic use by introducing drinks without straws at internal meetings and events hosted by IGES. We also took measures to prevent food waste generated in the cafeteria and improved resource efficiency. However, there have been times when we had to act in response to significant and ever-changing social circumstances. One example is that procurement of 100% renewable energy, which was achieved last year, had to be halted in the middle of the project due to the international situation.

IGES will continue to strive to be an organisation leading the way in realising a sustainable society through various contributions such as policy research, improving the workplace environment, and community activities, while responding flexibly to social changes.

## 6. Environmental Management Goals and Environmental Management Plan for FY2023

Environmental management goals and plans for FY2023 are as follows.

### Goal 1 Promotion of SDGs Implementation

We will lead initiatives to achieve a sustainable society and carry out activities related to the implementation of the SDGs in collaboration with stakeholders. We also aim to manage IGES in a diverse and inclusive way based on the SDGs.

- (1) As an international research institute, we will always be aware of the environment in which staff with diverse backgrounds can work comfortably, and will develop a working environment which meets the needs of the times.
- (2) In order to promote the SDGs, we will publish related books, translated reports, etc. once a year and disseminate the latest information widely to society.
- (3) By holding a public participatory event every year, we will not only disseminate information to society, but also provide an opportunity for everyone to participate in SDGs activities.
- (4) We will introduce a new HR processing system with the aim of further digitising work associated with the introduction of teleworking and improve the ability to process paperwork in the same way in diverse environments.

### Goal 2 Reduction of Environmental Impact

Aiming for a circulating society, we will strive to engage in a wide range of activities to reduce environmental impact. In addition, we collaborate with local governments and carry out activities as a united community.

- (1) In order to continue to disseminate eco-action activities from last year, we will hold an in-house seminar once a year and have an opportunity to have a dialogue with staff members on environmental impact reduction.
- (2) Working on reducing CO2 emissions, we will promote the introduction of renewable energy and strive to further reduce CO2 emissions.
- (3) We will participate in eco-action related activities once a year held by local governments, and contribute to local governments with expert knowledge while understanding the environment of local area.
- (4) We are aware of the 3Rs (reduce, reuse, and recycle) and in order to realise a circulating society, we will carry out two 3Rs activities within the institute.

## Production

Eco-Action 21 Committee

IGES Hayama Headquarters  
Tokyo Sustainability Forum  
Kansai Research Centre  
Kitakyushu Urban Centre  
Asia-Pacific Network for Global Change Research  
IGES-Japanese Center for International Studies in Ecology

## Support

CBS Corporation (Facility Management)  
Ichifuji Food Service Corp. (Cafeteria)

Published in October 2023

