

FY2023

Environmental Management Report

Institute for Global Environmental Strategies (IGES)



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1. Organisation overview

Institute for Global Environmental strategies (IGES)

公益財団法人 地球環境戦略研究機関

Business overview

IGES was established in April 1998 under an initiative of the Japanese government and with the support of Kanagawa Prefecture, with the aim of creating a new paradigm for global civilisation, 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 policymaking by various actors, and achieving sustainable development on a global scale, especially in the Asia-Pacific region.

We promote integrated and inclusive initiatives across the fields of climate change, biodiversity, and establishment of a circular society and circular economy in collaboration with international organisations, governments, local governments, research institutions, businesses, NGOs and citizens aiming to create impact on various policy formation processes and national and international discussions through co-design, co-implementation, co-production and co-delivery approaches.

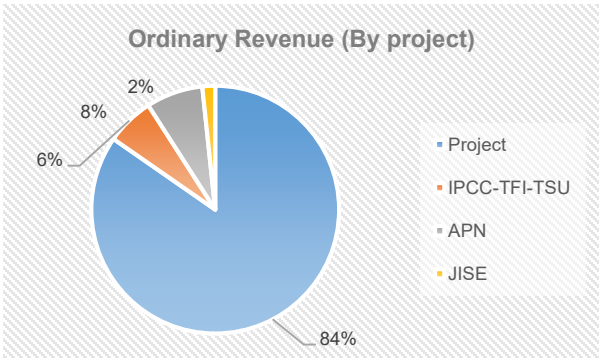
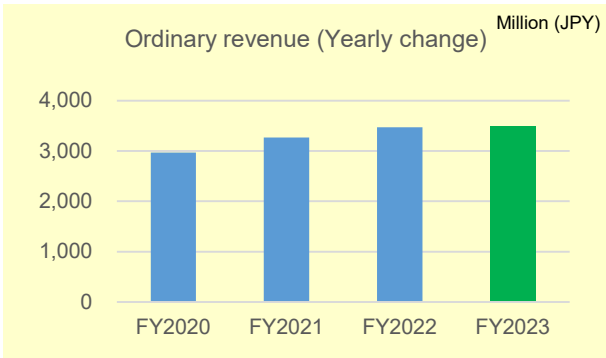
Office and address

- ◇ **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
- ◇ **Asia-Pacific Network for Global Change Research (APN)**
East Bldg. 4 F, Disaster Reduction and Human Renovation Institution, 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo, 651-0073, Japan
- ◇ **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

History

- 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
- March 2015 Establishment of the IGES Centre Collaborating with UNEP on Environmental Technologies (CCET) at IGES HQ
- April 2015 Establishment of Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) TSU for the Regional Assessment for Asia and the Pacific (TSU-AP)
- September 2015 Establishment of the UNFCCC-IGES Regional Collaboration Centre (RCC) in IGES Regional Centre in Bangkok
- July 2017 Tokyo Office renamed the Tokyo Sustainability Forum
- February 2019 Establishment of IPBES TSU for the assessment of invasive alien species (IAS)
- March 2024 Establishment of TSU for the IPBES Task Force on Scenarios and Models of Biodiversity and Ecosystem Services

Scale of Business (FY2023)



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

Scope of Eco Action 21

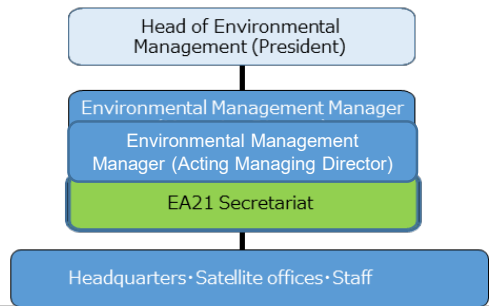
As of June 2024

Office < Japan >	Total floor area(m ²)	Number of employees
Hayama Headquarters, Center for International Studies in Ecology (JISE) , IPCC TFI Technical Support Unit (TSU)	7,408	168 (JISE 6)
Tokyo Sustainability Forum (TSF)	303	10
Kansai Research Centre (KRC)	232	8
Kitakyushu Urban Centre (KUC)	150	8
Asia-Pacific Network for Global Change Research (APN)	196	10

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 in FY2023: 1 July 2023 – 30 June 2024

Organisational Chart of EA21 Implementation



Activities of the EA21 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 2024 Environmental Goals

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.

Sustainability

Recognising the happiness and well-being of future generations, we contribute to realising sustainable development through changing resource intensive lifestyles and value systems.

Action

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.

Culture

We aim to advocate the principles of sustainable development by utilising local wisdom and tradition, respecting gender balance and cultural diversity.

Local Engagement

We promote and participate in local actions with communities and youth, encouraging sustainability and a learning society.

International Collaboration

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 overseas 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

Environmental Management Goals and Environmental Management Plan for FY2023

Goal1

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.

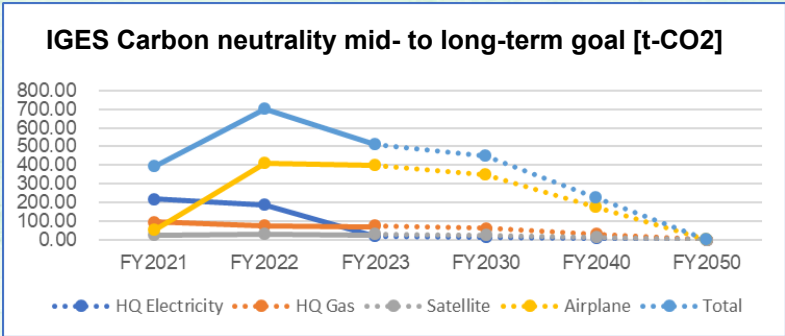
<Achievements and Initiatives for Environmental Management Goals and Environmental Management Plan for FY2023>

(◎: Achieved ○: Largely achieved △: Not yet achieved)

Contents of Goals	Initiatives	Update of Achievements	
(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.	<ul style="list-style-type: none"> Review of teleworking guidelines Formulation of IGES Human Rights Policy 	◎	<ul style="list-style-type: none"> Teleworking guidelines were revised on 1 July 2023. As part of DE&I (Diversity, Equity and Inclusion), IGES human rights policy was formulated and posted on the website on March 2024 .
(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.	<ul style="list-style-type: none"> SDG progress report by United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP), etc. 	◎	<ul style="list-style-type: none"> Published a translation of "Asia and the Pacific SDG Progress Report 2024: Showcasing Transformative Actions (July 2024) Published a book "An Integrated Approach to Building a Sustainable Society" (July 2024)
(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.	<ul style="list-style-type: none"> Webinar co-hosted by Kanagawa Prefecture International Forum for Sustainable Asia and the Pacific (ISAP2023) 	◎	<ul style="list-style-type: none"> ISAP2023 plenary session was held in a hybrid form (19 December 2023), and the Thematic tracks were held online (14 December 2023 to 29 January 2024). Webinar "What can we do to achieve a decarbonised society in 2050?: How to link individual action to social change" co-hosted by Kanagawa Prefecture was held (24 January 2024).
(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.	<ul style="list-style-type: none"> Electronic accounting processing system (additional functions) Cloud-based HR system (additional functions) Cloud-based attendance management system 	◎	<ul style="list-style-type: none"> Introduced an accounting processing system (additional functions)(January 2024) Introduced cloud-based HR system (additional functions)(April 2024) Introduced cloud-based attendance management system (June 2024)

Medium-Term Environmental Management Goals

- Our institute's main source of greenhouse gas emissions is CO2 associated with office energy use and air travel for overseas business trips. We believe that emissions from air travel are likely to increase as we recover from the COVID-19 pandemic, but as an institution we will aim for carbon neutrality in the long term.
- With respect to energy use, we will continue to procure renewable energy power at our headquarters and Kitakyushu Urban Centre, and encourage the owners of the buildings at our other three business sites to do the same. Furthermore, the headquarters will consider the possibility of
- demonstrating the use of new material solar cells.
- Regarding the use of airplanes, we will continue monitoring and analysing the actual status of airplane use, and consider ways to raise staff awareness by widely disclosing the actual status, efficient business trip planning, and mechanisms that lead to reduced use. We will also continue our efforts to reduce waste (combustible, non-combustible, and recyclable) and conservation of water.



Environmental Management Goals and Environmental Management Plan for FY2023

Goal2

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 three 3Rs activities within the institute.

<Achievements and Initiatives for Environmental Management Goals and Environmental Management Plan for FY2023>

(◎: Achieved ○: Largely achieved △: Not yet achieved)

Contents of Goals	Initiatives		Update of Achievements
(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.	・ Eco-action seminar	○	<ul style="list-style-type: none"> ・ Held an internal eco-action seminar (July 2024) (Postponed from the planned June meeting). ・ Introduced Power Generation Aerobike (2024)
(2) Working on reducing CO2 emissions, we will promote the introduction of renewable energy and strive to further reduce CO2 emissions.	・ Introduction of renewable energy (Hayama Headquarters)	◎	<ul style="list-style-type: none"> ・ Participated in a co-auction of renewable energy power jointly held by Kanagawa Prefecture and Enerbank Corporation (June 2023). ・ Signed contract and electricity receiving procedures in June-July 2023. ・ Started to receive 100% renewable electricity from August 2023. ・ Introduced power generation aerobike (April 2024)
(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.	<ul style="list-style-type: none"> ・ Participation in "Hayama Ethical Action" led by Hayama Town ・ Participation in beach cleaning event ・ Participation in a symposium hosted by Hayama Town 	◎	<ul style="list-style-type: none"> ・ Participated in an Ethical Partner offline meeting (October 2023) ・ Participated in "Clean Hayama" a beach cleaning event organised by Hayama Town (May 2024) ・ Dispatched speakers to the Hayama 2nd Ethical Symposium (March 2024)
(4) We are aware of the 3Rs (reduce, reuse, and recycle) and in order to realise a circulating society, we will carry out three 3Rs activities within the institute.	<ul style="list-style-type: none"> ・ Holding an internal event using bamboo from thinned forests ・ Coffee grounds recycling ・ Donation of office supplies 	◎	<ul style="list-style-type: none"> ・ "Nagashi Somen" noodle event using bamboo from thinned forests was held (August 2023). ・ Continued coffee grounds recycling activities from January 2024. ・ Donated office supplies to an elementary school in Hayama (February 2024)

About IGES Activities

For other project activities in FY2023 (research activities, seminars / symposiums, publications, etc.), please refer to the "2023 Annual Report" and "2023 Business Report" posted on the IGES website.

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



3. Achievements and Initiatives for Environmental Management Goals and Environmental Management Plan for FY2023

Goal 1 : Promotion of SDGs Implementation

◆ International Forum for Sustainable Asia and the Pacific : ISAP2023

The International Forum for Sustainable Asia and the Pacific (ISAP) is an international forum where leading experts, international organisations, government, business and NGO representatives gather to discuss a wide range of issues related to sustainable development in Asia and the Pacific. It is held annually in Japan with the aim of promoting information sharing and strengthening collaboration among stakeholders, in cooperation with the international network in which the Institute for Global Environmental Strategies (IGES) is involved as a host organisation.

The theme of the ISAP2023 was “Accelerating Sustainability Transitions in Asia and the Pacific: The Transformative Potential of Integration, Inclusion and Localisation”, and discussions focused on these three transformative dynamics to bring about advances in the sustainability agenda in the region.

ISAP2023 Plenary session was held on 19 December 2023 and Thematic Tracks (online sessions) were held from 14 December 2023 to 29 January 2024 to discuss the priorities for the transition to a sustainable society and how these challenges should be addressed. The sessions were attended by leading experts and practitioners, as well as members of the public, to discuss the priorities of the transition to a sustainable society and how these challenges should be tackled in practice.

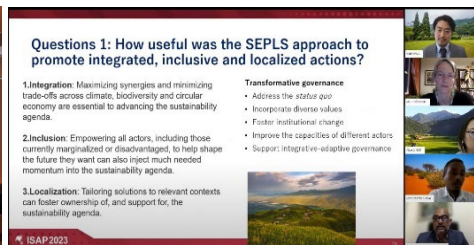
The plenary and parallel sessions were held in a hybrid format at Pacifico Yokohama (Minato Mirai, Nishi-ku, Yokohama), while the thematic tracks were held online from IGES Hayama Headquarters to facilitate the participation of various stakeholders in the discussions.



Plenary Session at the main venue



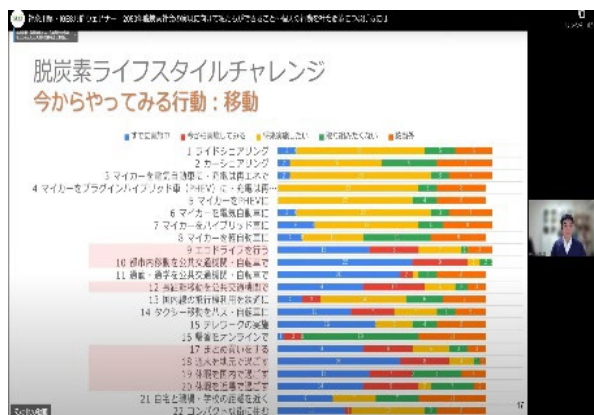
Plenary Session at the main venue



Thematic Tracks session

◆ Collaboration with Local Governments

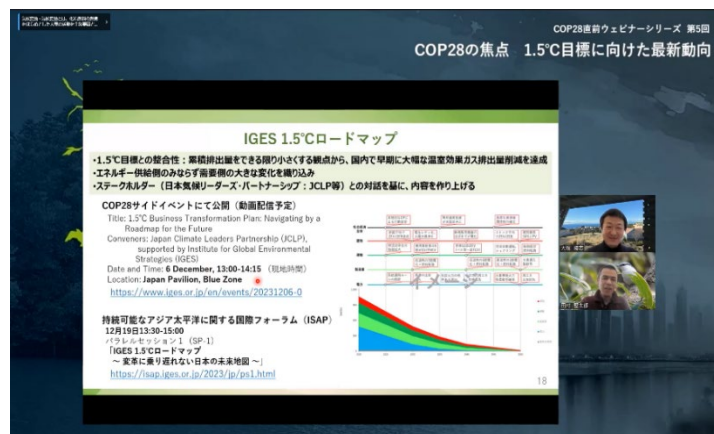
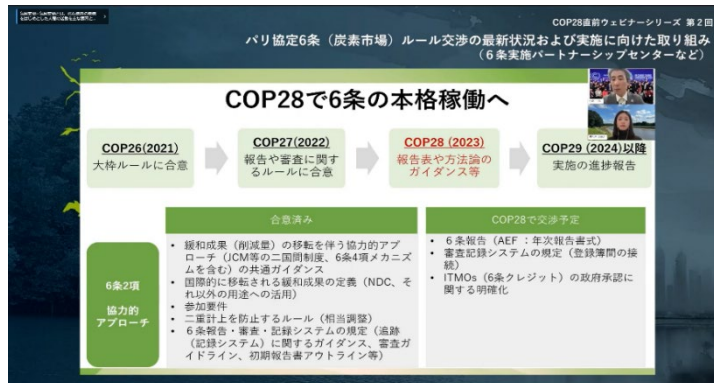
IGES co-organised a public webinar with Kanagawa Prefecture on “What can we do to achieve a decarbonised society in 2050?: How to link individual action to social change”. The presentations included case studies of European Climate Citizens' Conferences which IGES has conducted in recent years, the “1.5° C Lifestyle” study, as well as various examples of local initiatives. These examples show that we can make a statement of intent towards a decarbonised society by making our own wise choices about the food, clothing, shelter, mobility and lifestyles that surround us. The webinar looked at what individuals can do to help achieve a decarbonised society, and what the communities around us can do, and their respective roles and potentials. <https://www.iges.or.jp/jp/events/20240124>



24 January 2024

◆Pre-COP28 Webinar Series

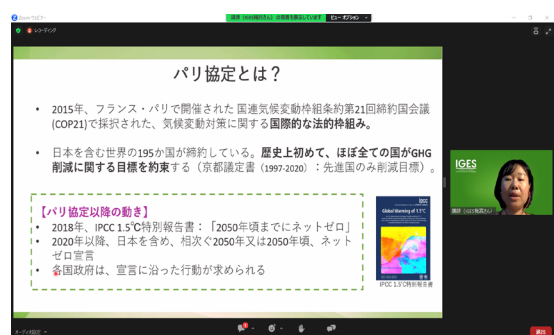
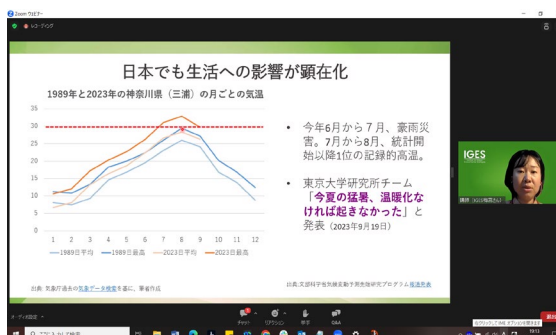
The 28th Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC COP28) was held in Dubai, United Arab Emirates (UAE), from 30 November to 13 December 2023. IGES organised the “Pre-COP28 Webinar Series” over five sessions online, to learn about the focus of COP28 before it began. Based on the focus topics at COP28, IGES researchers provided in-depth coverage of the following topics: “GST”, “Update on the Article 6 Rule negotiations and efforts towards implementation”, “Climate finance”, “Adaptation, loss and damage” and “Mitigation”.



◆On-line lecture for citizens

In FY2023, the Kanagawa International Foundation (KIF), in cooperation with relevant organisations in Shonan International Village, contributed to the lecture series “Café Integral”, which focuses on themes based on international affairs and social trends.

One of the lectures, entitled “Progress on the international climate change framework, the Paris Agreement: Learning in the age of ‘global boiling’”, was delivered by a researcher, Dr. Umemiya of IGES Climate Change and Energy area, who introduced the efforts being made to tackle global warming on a global scale.



Online lecture “Café Integral”
 (2 November 2023)

SDGs-related Activities

◆Publications



An Integrated Approach to Building a Sustainable Society

Based on the knowledge gained through IGES research activities, this publication visualises the processes essential to the practice of integrated approaches and presents a wealth of practical examples of attempts being made in Japan and abroad to provide a concrete pathway to the creation of sustainable societies. The first half of the book provides a detailed background to the integrated approach and the seven processes that comprise it, while the latter half, from Chapter 4 onwards, provides examples of the approach in practice, including strengthening synergies to accelerate the implementation of the Sustainable Development Goals (SDGs), the efforts of national, municipal and Asian cities to achieve net zero and climate-resilient development, the transition to a circular economy and society, efforts to realise nature positivity, and the organic linkages between business and finance.



IGES 1.5° C Roadmap : An action plan for Japan - more ambitious emissions reduction and a prosperous, vibrant society

This report examines the feasibility of Japan not only achieving carbon neutrality by 2050, but also making significant reductions in greenhouse gas (GHG) emissions, so as to make its cumulative emissions as small as possible, thereby contributing to the global goal of limiting the average temperature increase to below 1.5° C compared to the pre-industrial levels. The report examines pathways for Japan and provides an action plan to realise them.



1.5° C Lifestyle Project Options Catalogue (national edition)

This catalogue was produced for the 1.5° C Lifestyle workshop and the Decarbonised Lifestyle Challenge. The catalogue describes lifestyle choices that reduce greenhouse gas emissions in five areas of our lives: mobility, energy, food, products and leisure. Each page gives specific details and the maximum amount of Carbon Foot Prints (CFPs) that can be reduced by adopting each choice.



Asia and the Pacific SDG Progress Report 2024: Showcasing Transformative Actions

Japanese translation (provisional unofficial translation) of the “Asia and the Pacific SDG Progress Report 2024: Showcasing Transformative Actions”, published by the UN Economic and Social Commission for Asia and the Pacific (UNESCAP). The report analyses progress towards achieving the 17 Sustainable Development Goals (SDGs) and 169 targets in the Asia-Pacific region.



10 New Insights in Climate Science 2023/2024

A Japanese translation was published of a report by Future Earth, The Earth League and the World Climate Research Programme, summarising the latest and most important scientific findings on climate change. The report has been published annually since 2017 and was released in conjunction with the Conference of the Parties (COP) of the United Nations Framework Convention on Climate Change (UNFCCC).

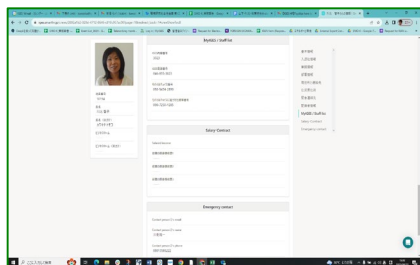


Changes in electricity consumption due to the progress of digitalisation and implications for the realisation of the 1.5° C target

This paper reviews the literature on previous estimates of future electricity consumption in data centers (DCs) worldwide and in Japan, and summarises the estimation assumptions made in those estimates. The report then considers whether the 1.5° C target can be pursued by limiting the increase in DC electricity consumption to a level where renewable energy can be used to supply electricity, in the light of the various measures and technological developments aimed at reducing DC electricity consumption.

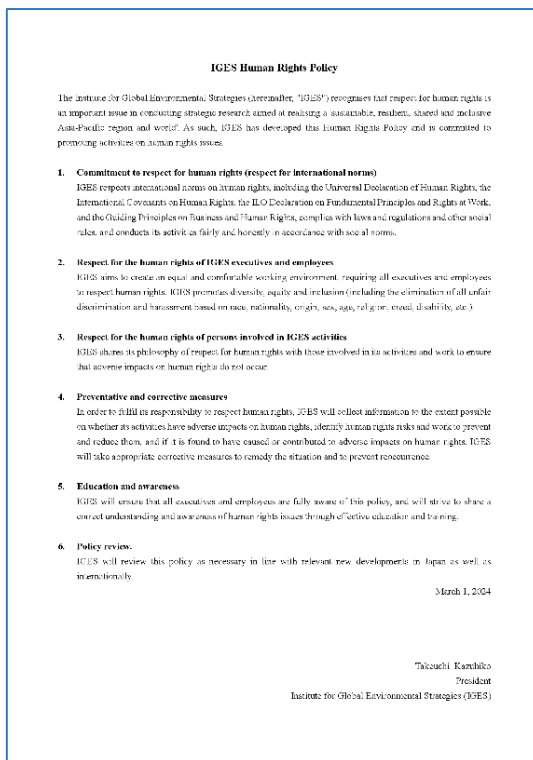
◆Preparation for adding performance evaluation system functions to the cloud-based HR management system

IGES introduced on a trial basis the cloud-based human resources (HR) management system in November 2022 with the purpose of installing a system to make human resources and labour-management procedures paperless and electronic. In addition, preparations to add the function for a personal evaluation system was due to start operations in July 2024. This is expected to further facilitate a paperless evaluation process for all employees.



◆Formulation of IGES Human Rights Policy

An action plan for diversity and inclusion, including gender equality, has been in place since 2021. As part of these activities, the IGES Human Rights Policy was formulated in March 2024 (in Japanese and English) and published on the website in order to promote initiatives on human rights issues.

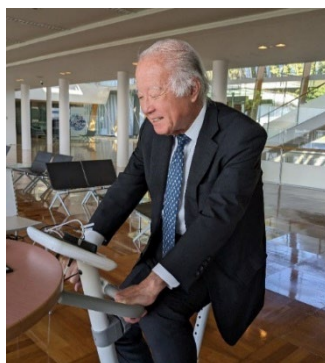


Full text of IGES Human Rights Policy
(English version) of IGES

Goal 2 : Reduction of Environmental Impact

◆Introduction of power-generating aerobikes

IGES installed two power-generating aerobikes at its headquarters on 16 April 2024. The energy generated by pedalling can be used to charge smartphones, tablets, etc. This is a system that allows employees to experience converting their own kinetic energy into clean energy, while also improving the amount of exercise for employees who spend long periods at their desks, thus improving their physical and mental health. The project was launched as a “decarbonisation × health” experience-type initiative. IGES conducts research activities related to decarbonisation at the industry-government-academic-private sector level, but it is also expected that the project will take decarbonisation from the more familiar category as “health”. This energy creation experience will be used in various future activities, and it is hoped that new communication between staff will be created by pedalling the aerobikes together with others. In general, the project aims to contribute to targets 3, 7, 8 and 13 of the SDGs. Usage results will be monitored in the future on a dedicated control list.



Assembling the aerobikes

◆ Coffee grounds recycle

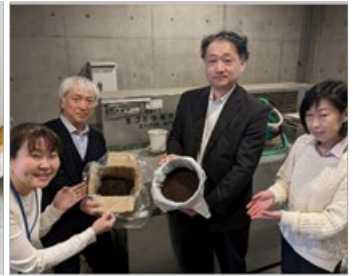
From the idea of a staff member who suggested recycling coffee grounds, IGES has been collecting coffee grounds in a dedicated bucket starting from January 2024 and drying them in a sunny place to make them dry and silky. The dried grounds can be taken home by those who wish to use them. The coffee grounds can be reused in various ways, including as deodorant, herbicide, cat repellent, and insect repellent.



Coffee grounds collected in a bucket



Dry in a sunny place



Reuse collected coffee grounds

◆ Donation of office supplies

IGES donated unused office supplies to a nearby elementary school in February 2024 as part of an effort to recycle them within the community.



14 February 2024

◆ “Nagashi Somen” noodle event using bamboo from thinned forests

IGES Eco-Action committee members reused thinned bamboo and held a handmade “Nagashi Somen” (fine white noodles served flowing in a small flume) event.

It took a lot of time and effort to cut and shave the bamboo and assemble the flume, but with the support of the cafeteria staff and the participation of staff member and their families, the event was a very successful.



31 August 2023

◆ EcoAction 21 Seminar

As in the previous year, we held an internal eco-action seminar and introduced the EcoAction 21 activities to new staff members. Although the number of participants was small, we were able to have a productive exchange of opinions, with participants sharing their impressions of the presentations and ideas for eco-activities that they would be willing to participate in.



17 July 2024

◆Hayama Beach Cleaning Activity

“Clean Hayama 2024”, 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. At first glance, Morito Beach appeared to be very clean with no noticeable litter, but at the end, we collected a variety of trash, including plastic containers, plastic bottles, as well as small pieces of plastic, nails, glass and ceramics. The Mayor of Hayama town attended the closing ceremony, and the participants including Hitorizawa High-School students presented their impressions of the event. A commemorative group photo was taken with all participants and with the “Myusy”, the character of Hayama town.



(11 May 2024)



Various types of trash were collected

◆ Participation in Hayama Ethical Action

IGES was registered as an Ethical Partner of “Hayama Ethical Action” in 2023, a project led by the local town of Hayama. The first off-line meeting provided a valuable opportunity to exchange views with other supporting organisations in Hayama Town.



(24 October 2023)

◆Hayama Ethical Symposium

Following on from last year, the 2nd Hayama Ethical Symposium was organised in Hayama Town, and IGES researcher Dr. Watabe delivered a lecture entitled “Considering decarbonisation in Hayama in a daily life: learning from the Climate Citizens’ Meeting”. He introduced the “Climate Citizens’ Meetings” held in Hayama and Zushi, and explained the theme of decarbonisation in an easy-to-understand manner, together with Ms. Yamabe, a researcher from his team. There were also presentations by junior high school students on “Hayama Future Promotion Council” who introduced ethical initiatives taking place in the town. Finally, a panel discussion took place with participants including Dr. Watabe and other panelists.

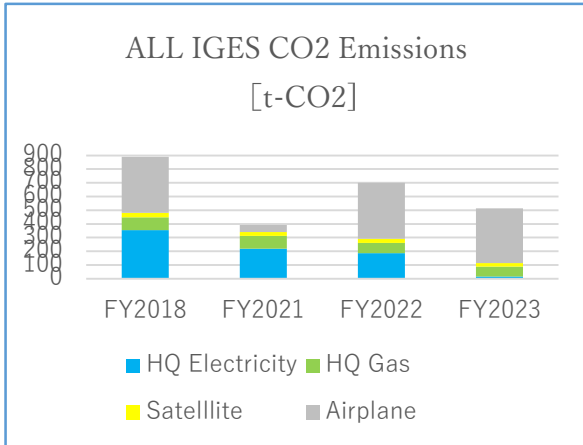


(3 March 2024, Hayama Town Hall of Welfare and Culture)

◆ 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 travelling overseas, we will avoid unnecessary and non-urgent business trips and carry out efficient business activities.

(Result) As an ongoing initiative of IGES, we are reducing electricity and gas consumption at our offices and monitoring CO2 emissions from airplane use on overseas business trips. CO2 emissions from energy use in IGES offices in FY2023 (from electricity and gas use at HQ, KRC, KUC, TSF, APN and JISE) were estimated to total 107.1 t-CO₂, a reduction of approximately 60% from the previous year. This reduction is mostly due to the switch to electricity from renewable energy (RE) sources at the Hayama headquarters, which accounted for about 64% of total energy consumption in the previous year, but there are also ongoing efforts to reduce energy use at satellite offices. IGES procured electricity through the Kanagawa Prefecture's joint programme for the purchase of electricity derived from renewable energy sources and started using such sources from August 2023. CO2 emissions from another major source of IGES emissions, the use of air travel for business trips abroad, were totalled at 398 t-CO₂ (342 business trips abroad), a decrease of approximately 2.2% compared to the previous year.



※ The emission factors used to calculate the CO2 emission figures are shown in the table below (FY2021-2023)

Electric Power	Office	(kg-CO ₂ /kWh)	Source/Emission factors by business sector (Published by the Ministry of Environment, Japan) https://ghg-santeikohyo.env.go.jp/files/calc/r06_denki_coefficient_rev8.pdf	
	HQ (July 2018-February 2022)	0.674	SHONAN POWER Co., Ltd.	(A0177) FY2022 results(adjusted)
	HQ (March 2022 – June 2022)	0.000	Loop Inc.	eneco RE100 with tracking
	HQ (July 2022 – July 2023)	0.433	TEPCO Power Grid, Inc.	Final terms and conditions
	HQ (March 2022 – August 2022)	0.000	Rakuten Energy, Inc.	Reco
	TSF	0.456	TEPCO Energy Partner, Incorporated	FY2022(adjusted, reference data)
	KRC / APN	0.311	KEPCO THE KANSAI ELECTRIC POWER CO., INC.	(A0014) FY2022(adjusted)
	KUC	0.00	Kitakyushu Power Co., Ltd.	(A0141) FY2022(adjusted)
	JISE	0.456	TEPCO Energy Partner, Incorporated	(A0269) FY2022(adjusted, reference data)

Gas	Office	(kg-CO ₂ /Nm ³)	出典 / 事業者別排出係数	
	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 travelers (Before COVID-19 and last 3 years)

(FY2018: 258 trips/301 persons; FY2021: 37 trips/41 persons, FY2022: 232 trips/298 persons,

FY2023: 342 trips/449 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



Introduction of renewable energy for electric power

In May 2023, Kanagawa Prefecture and Enerbank Corporation jointly held a co-auction for renewable energy power, and IGES HQ participated in this participatory joint bidding. <https://www.enerbank.co.jp/kanagawa-pref/>

※About the co-auction

Kanagawa Prefecture widely call for companies who wish to sell and use renewable energy power which enables us to offer electricity at a lower price by calling for a large number of companies and thereby generating volume benefits. In addition, by grouping companies with high power consumption during the daytime and companies with high power consumption at night in the same group, for example, the daily power consumption can be kept constant and more effective power generation, transmission, and supply can be achieved.

This volume merit and grouping makes this a very effective method of bidding for renewable energy power.

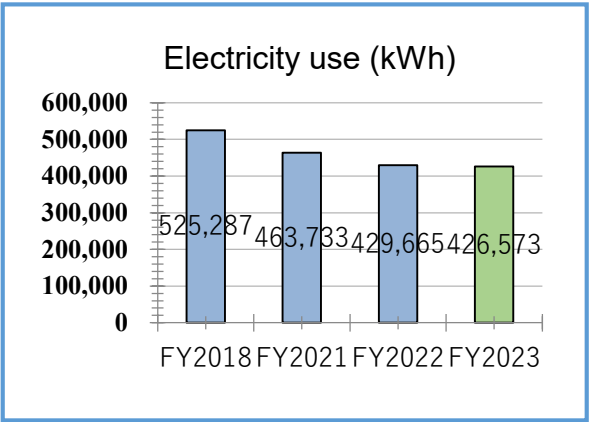
This co-auction has been adopted not only in Kanagawa Prefecture, but also in other municipalities in the Tokyo metropolitan area, including Saitama City, Katsushika Ward, Minato Ward, and others. We hope that this type of measure will spread nationwide in the future.

◆Initiatives at Hayama Headquarters

Electricity use

(Policy) We will strive to save electricity and will work to ensure proper and effective operation of facilities at HQ. We were able to achieve 100% renewable energy procurement at HQ, but since it is difficult to see the status of energy consumption only by presenting CO2 emission data in the Environmental Management Report, we will also include the transition of electricity consumption in the report in the future.

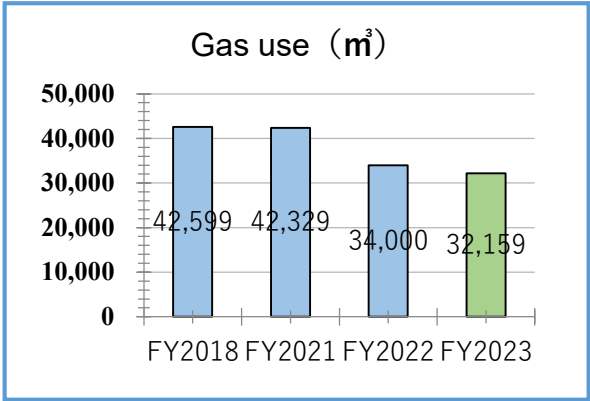
(Result) Despite negative factors such as an increase in staff numbers and the failure of the rooftop solar power system, we have been able to reduce use of energy every year, even within a normal work regime in aftermath of the COVID-19 pandemic. Compared to FY2018 before the pandemic, we were able to reduce electricity consumption by approximately 19%.



Gas use

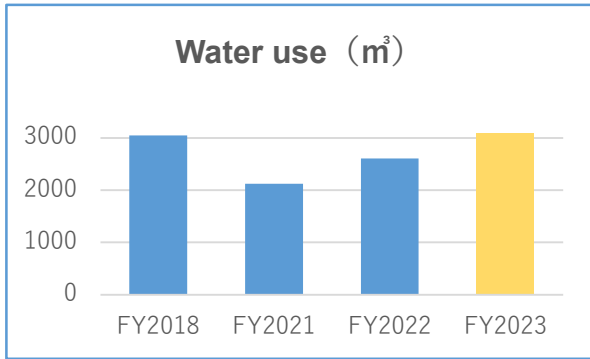
(Policy) We will strive for proper and effective operation of facilities at HQ. For gas consumption, as with electricity use, it is difficult to see the status of energy consumption only by presenting CO2 emissions data in the environmental management report, so we will also post the transition of gas consumption in the future.

(Result) Gas is used for air conditioning and heating facilities (absorption chiller/heater generators), hot water boilers, and kitchen equipment (fryers, noodle boiling machines, rice cookers). Through proper use/operation of these facilities and equipment, we have been able to reduce the amount of gas used each year. We have been able to reduce usage by approximately 25% compared to FY2018 before the pandemic.



Water use

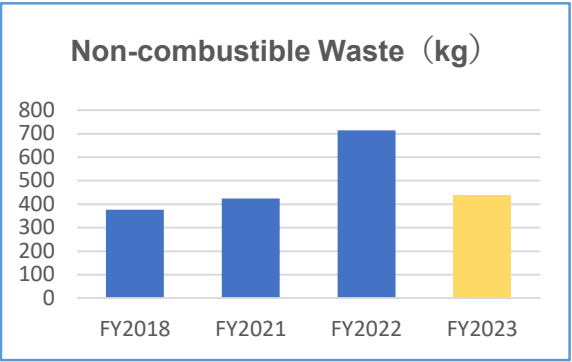
(Policy) We strive to save water and ensure proper and effective operation of equipment at Hayama HQ. (Result) Water consumption increased by 18% compared to the previous year. The main factors were an increase in the number of people using the accommodation facilities (lounge, laundry, toilets) as a result of the relaxation of the policy of accepting interns and other external visitors, which had been suspended during the COVID-19 pandemic, as well as an increase in water consumption (including grey water for flushing toilets) due to an increase in the number of people coming to work and larger numbers of people using the cafeteria.



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.

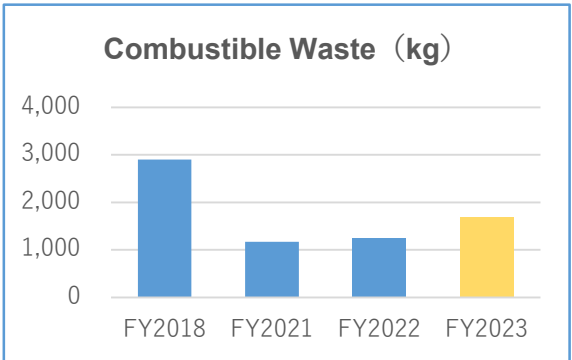
(Result) The recent generation of non-combustible waste is due to the disposal of unused items and artifacts from previous years. The significant increase in the previous year, FY2022, was due to the disposal of old deliverables (plastic CDs) in one batch. We will continue our efforts to reduce waste generation in accordance with the above policy.



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.

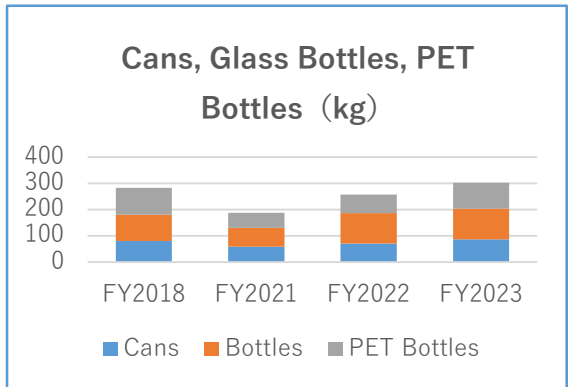
(Result) This fiscal year, the amount of combustible waste increased by approximately 34% compared to the previous year. While we are working on proper separation and reduction of paper use in our daily operations, this increase was due to our ongoing efforts to sort out unnecessary items over time and dispose of past materials to improve the office environment and to make space more efficient to accommodate the increase in employees due to the expansion of the business.



Cans, Glass Bottles, PET Bottles

(Policy) Proper separation and recycling is promoted.

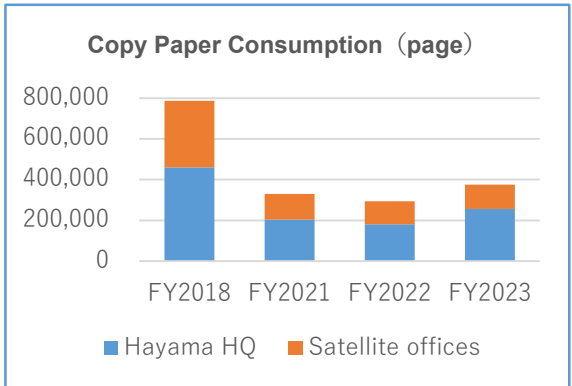
(Result) The current year has seen a 17% increase over the previous year, returning to before COVID levels. This is due to the increase in the number of employees and the increase in the number of beverage bottles discharged at conference receptions, etc. We will continue our efforts to control and reduce emissions based on these factors.



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) Despite our efforts from previous years, the amount of copy paper used increased 27% from the previous year. We will continue our efforts to curb this trend.



4. Evaluation of Environmental Activities in FY2023

With ease of COVID-19 restrictions, the activities of IGES in FY2023 also showed a recovery trend, with an increase in the number of meetings and overseas travel the previous year, although most of the meetings and events were more widely held in a hybrid format based at the main venue with face-to-face participation. As a result, there was an increase in CO2 emissions from air travel for overseas business trips.

On the other hand, with regard to CO2 emissions from energy use at IGES headquarters, in FY2023, the Hayama Headquarters switched to electricity derived from renewable energy (RE) sources, which accounted for approximately 64% of its total energy consumption in the previous fiscal year, thereby significantly reducing CO2 emissions.

Continuous efforts were also made to reduce energy consumption at each satellite office. We will identify and analyse the actual situation regarding emissions from air travel, which is IGES' main source of CO2 emissions, and consider initiatives and specific measures to promote a review of business travel operations, as well as more efficient business travel planning.

As for the promotion of SDGs implementation, specific details of the achievements are included in this report, but we have further improved operational efficiency by deploying a cloud-based HR management system, which was introduced on a trial basis last fiscal year. The introduction of an additional personnel evaluation system function has enabled further paperless promotion and centralisation of staff information management. In addition, as part of the DE&I (Diversity, Equity & Inclusion) initiative being promoted within IGES, we have formulated the IGES Human Rights Policy, which outlines our commitment to the protection of human rights. We will continue to promote these activities as well.

As for other major initiatives in FY2023, we have continued to contribute to EA21 in the local community where the institute is located. As a partner organisation of "Hayama Ethical Action," an ethical activity led by the local town of Hayama, IGES eco-action staff participated in a beach clean-up activity and dispatched lecturers to symposium hosted by Hayama Town and an online lecture organised by Kanagawa Prefecture to introduce a wide range of research activities conducted by IGES. We will continue to engage in activities that will contribute to society at large regarding the implementation of the SDGs.

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

The facilities and equipment underwent 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.

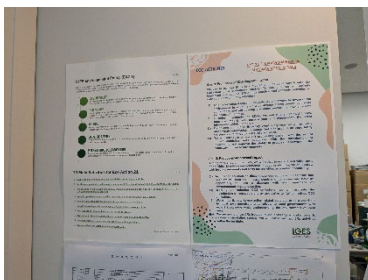
◆Internal Audit

Internal audits were carried out in four research units in FY2023, the third 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 2023 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.

In addition, in response to a comment expressed in an internal audit conducted in FY2022 that we should collaborate with the local town of Hayama, IGES registered as a "Hayama Ethical Partner" led by Hayama Town in FY2023, and have been participating in the events and conducting activities to contribute to the local community. We will further strengthen our activities on implementation of SDGs, one of our environmental management goals for the long term.



Trash cans for separation



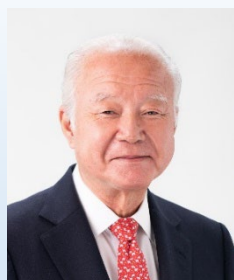
Posters of EA21 and 10 Articles of Environmental Management



Trash cans for coffee grounds

5. Overall Evaluation and Review by IGES President

After reviewing the business activities and eco-action initiatives for FY2023, IGES president gave the following evaluation and instructions.



President
Kazuhiko Takeuchi

Looking back on our efforts in FY2023, with regard to the promotion of SDGs implementation, we continued to promote further paperless operations and centralised information management by introducing additional functions to the cloud-based HR and labour management system and electronic accounting processing system to promote operational efficiency, as we did in the previous year. In addition, as part of activities related to diversity, equity and inclusion (DE&I), a policy was formulated this year to promote initiatives for the protection of human rights. Furthermore, as part of activities to promote the SDGs, etc. in society, we dispatched speakers to citizen participation webinars and disseminated information to a wide range of audiences on the topics including the “1.5° C lifestyle” research and climate change issues.

In FY2023, the number of face-to-face meetings and overseas business trips by employees increased, and the level of activity was comparable to that before the COVID-19 pandemic. IGES actively participated in the activities of the local municipality where the IGES headquarters is located, such as donating office supplies, participating in the Ethical Action and beach clean-up event promoted by the town of Hayama.

In addition, the introduction of power-generating aerobikes has provided employees with the opportunity to convert kinetic energy into clean energy while enjoying exercise. Efforts were also made to improve resource efficiency, for example by reusing coffee grounds discarded in the office. However, issues remain on CO2 emissions (particularly emissions associated with the use of airplanes for overseas business trips), especially at the Hayama Headquarters, and we need to continue to work on curbing these emissions by maintaining the procurement of electricity from 100% renewable energy sources and considering more efficient business trip planning.

IGES will continue to play a role as an environmental think-tank that leads the way in realising a sustainable society by conducting various strategic researches, providing information to stakeholders, promoting its own SDGs implementation, improving the working environment and contributing to local communities, in cooperation with international organisations, national governments, local governments and citizens, while responding flexibly to changes in society.

6. Environmental Management Goals and Environmental Management Plan for FY2024

Environmental management goals and plans for FY2024 are as follows.

Goal 1 Promotion of SDGs Implementation

To realise a sustainable society, we will continue to put the SDGs into practice in our own operations. We will promote activities in collaboration with relevant stakeholders, and aim to manage IGES in a diverse and inclusive way.

- (1) 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.
- (2) We will hold a public participatory event more than twice every year to widely disseminate information to society, and provide an opportunity for everyone to enhance understanding of the SDGs.
- (3) As an international research institute, we will develop an DE&I Vision for IGES as a whole, aiming to create comfortable working environment for staff with diverse backgrounds and become an inclusive organisation.
- (4) We will introduce a new, cloud-based work management processing system and improve the efficiency of paperwork processing in the same way in diverse environments.

Goal 2 Reduction of Environmental Impact

Aiming to realise a circulating society, we will strive to engage to monitor and reduce the environmental impact of our workplaces. We will also contribute to the activities of local governments, etc., and carry out activities in a united manner.

- (1) Through internal audits or in-house seminars, we will create opportunities to engage in dialogue with staff members on environmental impact reduction.
- (2) We will continue to introduce 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, etc., and while understanding the local activities, we will contribute to local governments with expert knowledge.
- (4) We will carry out the three activities related to the 3Rs (reduce, reuse, and recycle) within our facility.

Production

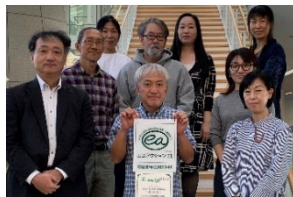
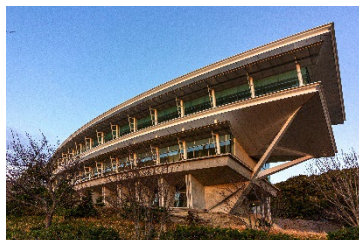
Eco-Action 21 Committee

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

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