

FY2020

Environmental Management Report

Institute for Global Environmental Strategies (IGES)

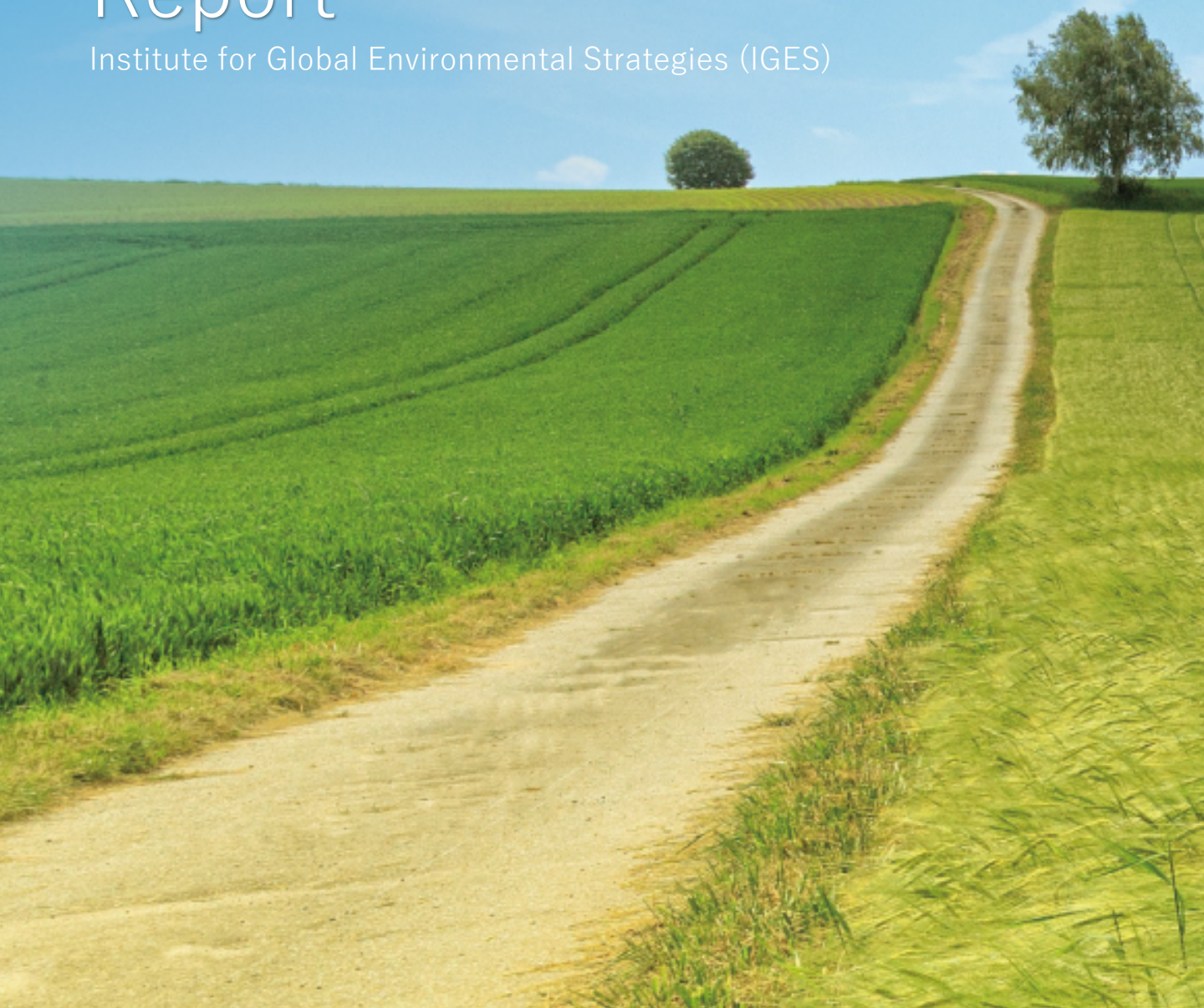


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1. Organisation Overview

Institute for Global Environmental Strategies (IGES)

IGES was established in March 1998 at the initiative of the Japanese government and with the support of Kanagawa Prefecture. It became a public interest incorporated foundation in April 2012.

Business overview

IGES conducts practical, innovative, decarbonisation, low-resource-consumption policy research and sustainable problem-solving research on a wide range of global environmental issues in the Asia-Pacific region and beyond, in close collaboration with international organisations, governments, research institutions, businesses, CSOs, local governments and citizens. We are also involved in the policy-making process in the international community and actively make policy recommendations to help achieve a sustainable society. During the Integrative Strategic Research Programme of IGES for the 7th Phase(ISRP7)(July 2017 to June 2021), our research activities aimed at promoting the transition to a sustainable society and improving people's quality of life. In July 2021, we launched our Integrative Strategic Research Programme of IGES for the 8th Phase(ISRP8), in which we will use our wide range of expertise in the current global issue of the COVID-19 to create a significant impact towards a sustainable and resilient society by acting as a "Agent of Change."

Office and address

< Japan >

◇ 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, Wakinhama-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. 4 F, Disaster Reduction and Human Renovation Institution, 1-5-2, Wakinhama-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

< Overseas >

◇ Bangkok Regional Centre

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

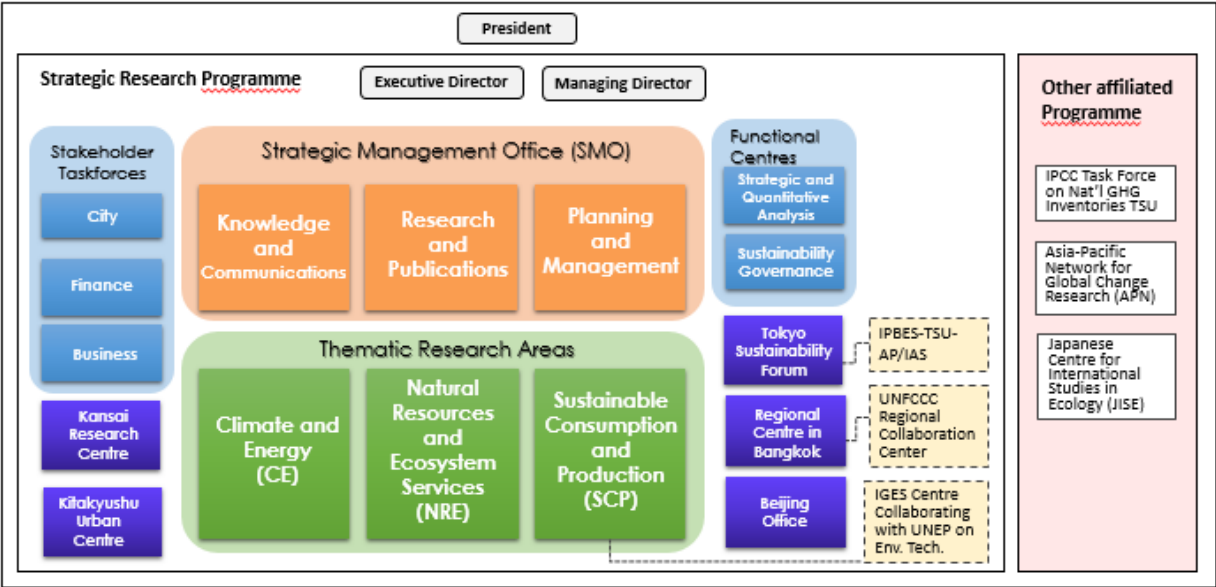
◇ Beijing Office

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

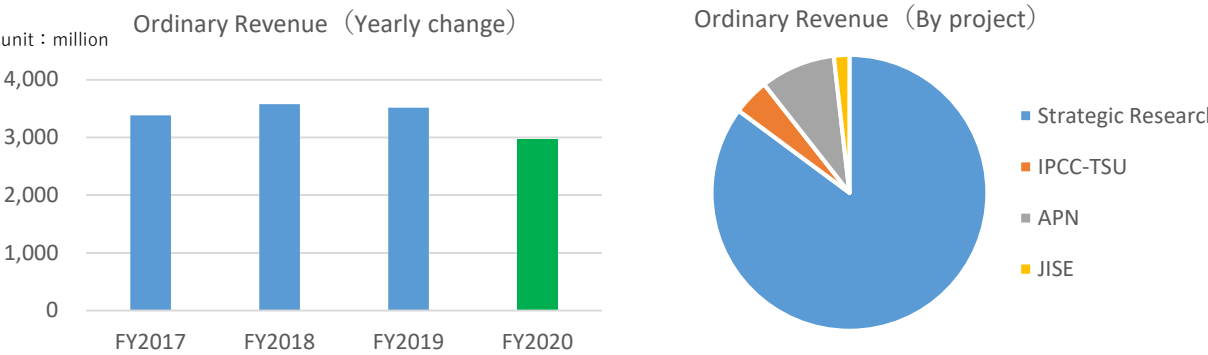
In accordance with the Integrative Strategic Research Programme of the IGES for the 7th Phase(ISRP7), and under the coordination of the Strategic Management Office(SMO), three research areas(Clim ate and Energy, Natural Resources and Ecosystem Services, Sustainable Consumption and Production), two functional centres(Strategic and Quantitative Analysis, Sustainability Governance), and three task forces(City, Finance, Business) have been established, and IGES has conducted problem-solving policy research at each domestic and international office.

Research Activity Structure



The Strategic Management Office(SMO) is responsible for developing an integrated research strategy for IGES as a whole, as well as for knowledge management, capacity building, research output quality management, networking, outreach, and external funding strategies to promote strategic research and generate impact at IGES.

Scale of business (FY2020)



Ordinary income continued to be affected by the COVID-19 pandemic that struck in the latter half of FY 2019, and the scale of operations in FY2020 shrank due to reasons such as postponements and changes in domestic and international meetings and field surveys.

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 (㎡)	Number of employees*
Hayama Headquarters	Hayama, Miura	7,408	143
Tokyo Sustainability Forum (TSF)	Nishi-Shinbashi, Minato-ku,	303	7
Kansai Research Centre (KRC)	Chuo-ku, Kobe,	246	9
Kitakyushu Urban Centre (KUC)	Yahatahigashi-ku, Kitakyushu,	150	7
Asia-Pacific Network for Global Change Research (APN)	Chuo-ku, Kobe,	196	10
Center for International Studies in Ecology (JISE)	Kohoku-ku, Yokohama,	383	5

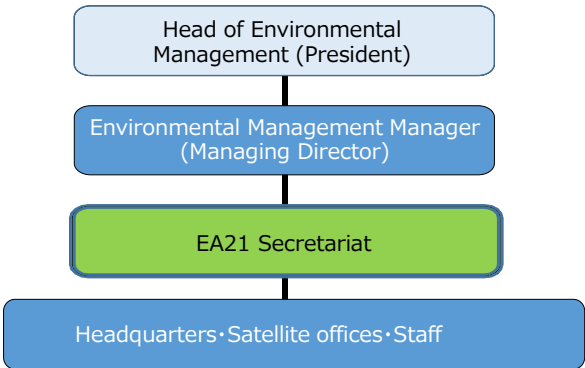
We have two international offices (Bangkok and Beijing), and although these offices are not under the scope of Eco Action 21 (EA21) audits, they are conducting voluntary activities to reduce the environmental impact by referring to examples of initiatives taken at our headquarters and offices in Japan.

*Number of employees: As of 30 June 2021

Period covered by Eco Action 21 activities: 1 July 2020 – 30 June 2021

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

- EA21 interim/renewal audits
- Setting Environmental Goals
- Developing annual schedule of activities
- Reducing environmental impact
- Conducting internal audits
- Creating posters, etc.
- Conducting staff surveys, etc.

Poster of 2021 Environmental Goals

Poster for Meat Free Lunch

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 collaborations

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 April 2016

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. Keep a pro-environmental conscious mind when performing your duties.
2. Set the appropriate air-conditioning temperature at 28 degrees C for cooling and 20 degrees C for heating.
3. We periodically check condition of EA21 initiatives and compliance with environmental laws and then correct them if there is a problem.
4. We will regularly educate our staff as necessary in order to implement EA21 actions.
5. Turn the lights off during the lunch break or when a room is not in use.
6. Turn PC to standby-mode when your PC is not in use for a prolonged time.
7. Purchase eco-friendly products (products with eco-labels).
8. Use the back of printed papers or both sides so that paper is used efficiently.
9. Separate waste and promote activities to reduce and recycle them.
10. Minimise the use of water and try not to waste water.

Medium-Term Environmental Management Goals (Reduction of environmental impact)

- These measures cover the environmental impact (CO2 and waste from energy use) at IGES Headquarters for four years during the period of the ISRP7. The target period is a cycle of July-June that matches the business year cycle of IGES.
- At other satellite offices, we will work to the extent possible in consideration of conditions such as building occupancy.
- Revised in 2019 based on the results of the two years from 2017 to 2018.
- Long-term goals for the ISRP7 and beyond have not been established because the scale of activities (businesses and personnel) changes from phase to phase.

Items	Medium-term goals		Method of implementation, entity in charge, department in charge, etc.
	Initially	After revision	
CO2 emissions	5% reduction in CO2 equivalent over 4 years (Around 1.3% reduction compared to the previous year)	26.6% reduction in CO2 equivalent over 4 years (for FY2019-FY2020, around 6% reduction compared to the previous year)	Implemented by improving the energy mix of electricity and gas used in the facilities. The Eco Action Secretariat and the HQ building management company are the main implementers.
Waste emissions	Reduction of non-combustible waste by 10% in 4 years (Around 2.6% reduction compared to the previous year)	Reduction of non-combustible waste by approximately 50% in 4 years (For FY2019-FY2020, around 8 % reduction compared to the previous year)	In collaboration with the HQ building management company, we are working to reduce the generation of non-combustible waste (by reducing the purchase of items that generate non-combustible waste as a contributing factor, switching to the use of combustible or recyclable materials, etc.) and to increase recycling, while maintaining the strict separation and collection of waste. All staff members and IGES as a whole (including the cafeteria) are the main implementers.
	Reduce combustible waste to less than 2,400kg/year on average over 4 years	Keep the average for 2017-2018 results at around 2,890 kg/year	In collaboration with the HQ building management company, we are working to reduce the generation of combustible waste (e.g. by reducing the use of paper through the use of IT and other means, reducing the purchase of goods that generate combustible waste, etc.), while strengthening the separate collection and recycling of paper in particular. All staff members and IGES as a whole (including the cafeteria) are the main implementers.

FY2020 Environmental Management Goals



Goal 1 Reduction of Environmental Impact

This year, IGES will continue to gain an understanding of and reduce its environmental impact, and work on reducing its CO2 emissions.

- ◇ We will introduce a method to effectively measure the amount of CO2 generated when staff go on business trips etc., and make efforts to measure total CO2 emissions, especially for overseas missions.
- ◇ Looking to reduce the amount of paper waste generated as a part of burnable garbage, we will encourage staff to make the transition to electronic media for stored documents and evidence documents, rather than using paper. This will make further progress towards paperless operations.

Goal 2 Promotion of SDGs Implementation

- ◇ To realise sustainable society, IGES is steadily conducting research activities based on our business plan, and we are conveying the results to society and giving back to the local community through collaborative efforts with relevant stakeholders.
- ◇ In an effort to improve the working environment, IGES obtained two certificates (childcare support certification and women’s participation promotion). In addition, based on changes in the way we live and work triggered by COVID-19 prevention measures, we are making progress on work style reform at IGES. We will also continue to encourage staggered commuting, teleworking, remote/on-line meetings, etc. that are already being carried out, and work to build an effective and comfortable working environment.
- ◇ In line with the new system for cafeteria management implemented this fiscal year at IGES Hayama headquarters, we will continue to work on reducing food loss from last year. We will consider a lunch reservation system and work to build a system to reduce food waste.

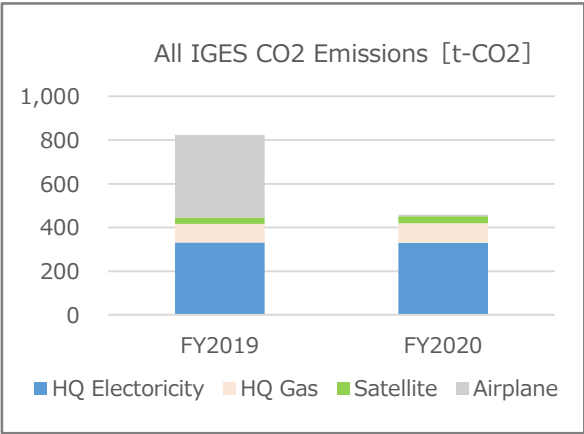
3. Achievements and Initiatives for Environmental Management

Goals and Environmental Management Plan for FY2020

Goal 1 : Reduction of Environmental Impact

We will continuously strive to understand and reduce the environmental impact of the entire institute.

CO2 Emissions from IGES Energy Use



Most of the CO2 emissions from energy consumption in IGES are due to the use of facilities and equipment at the Hayama Headquarters, and air travel during overseas business trips associated with research activities in the Asia-Pacific region, which is the core business of IGES. We monitor these CO2 emissions and work to reduce them. In FY2020, there were many cancellations etc. of originally planned on-site international conferences due to the COVID-19 pandemic that struck in the latter half of FY2019, so most of the conferences were held with participants attending on-line. As such, CO2 emissions, including those from the use of facilities, were significantly reduced compared to the previous year (down 45% from the previous year). In FY2021, it is expected that the number of overseas business trips will fluctuate depending on the situation with COVID-19.

The CO2 Emission Factors Used (FY2017-2020)

Electric power	Office	(kg-CO2/kWh)	Source / Emission factors by business sector (published by the Ministry of the Environment)	
	Headquater	0.674	SHONAN POWER Co., Ltd.	(A0177) FY2015 results (adjusted)
	TSF	0.474	TEPCO Energy Partner, Incorporated	(A0269) FY2016 results (adjusted, for reference only)
	KRC/APN	0.500	ENESERVE CORPORATION	(A0014) FY2016 results (adjusted)
	KUC	0.128	KITAKYUSHU POWER CO.,LTD.	(A0141) FY2016 results (adjusted)
	JISE	0.474	TEPCO Energy Partner, Incorporated	(A0269) FY2016 results (adjusted, for reference only)

Gas	Office	(kg-CO2/Nm3)	Source / Emission factors by business sector (published by the Ministry of the Environment)	
	Headquater	2.21	Tokyo Gas Co., Ltd.	Tokyo Gas website
	KUC	2.21	Saibu Gas Co., Ltd.	Saibu Gas website

Calculation of Emissions for Air Travel

- Aggregation of emission values by WEB-based business trip application of in-house system
- Number of overseas business trips and total number of business travelers (FY2019: 357/504, FY2020: 4/4)
- This is calculated by multiplying the aircraft emission value for each business trip by the number of business travelers.
- Calculation of emission figures
- WEB tool [Bye-Bye CO2(GHG Reduction Carbon offset)]is used.
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

Over the past year, we have been considering the introduction of renewable energy, and have been reviewing our current electric power supplier with a view to switching to 100% renewable energy use in 2021. If we switch to using 100% renewable electricity, we expect that CO2 emissions will be reduced by the similar amount as those for air travel in FY2019.

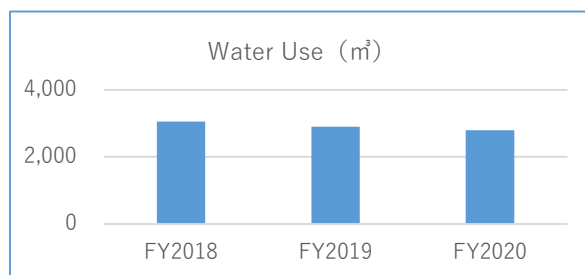


◆Initiatives at Hayama Headquarters

Water Use

(Policy) We aim to conserve water when washing hands and dishes, and at IGES Headquarters we will monitor and adjust all water facilities appropriately.

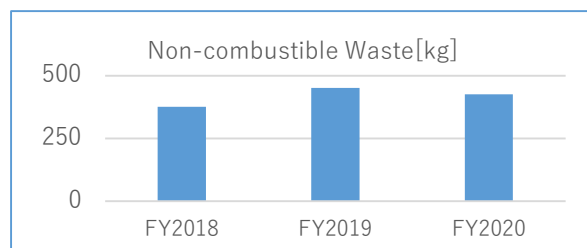
(Result) In order to control COVID-19 infections, there was a decrease in the number of employees coming to office due to the introduction of a year-round telecommuting work system. While efforts were made to save water throughout the year, there was a temporary increase in water consumption due to a valve failure in the water system resulted in a smaller reduction of around 3%.



Non-combustible Waste

(Policy) At IGES headquarters, we make efforts to sort waste properly, reuse office supplies and equipment, reduce the purchase of non-combustible waste, and switch to the use of recyclable materials.

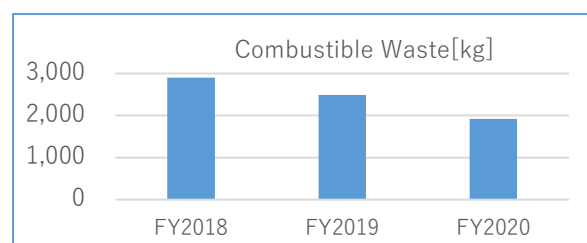
(Result) As a result of our active reuse of equipment and efforts to reduce the purchase of equipment and other items, we have been able to achieve a reduction of approximately 5%.



Combustible Waste

(Policy) At IGES headquarters, we promote recycling through proper separation and reduce the generation of combustible waste for incineration.

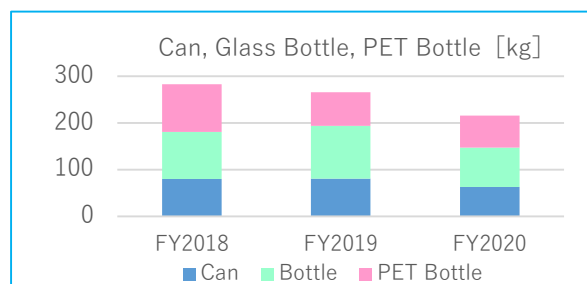
(Result) In addition to a decrease in the number of employees coming to office due to telecommuting and a decrease in the amount of waste from employees, we were able to reduce the amount of office paper and other materials disposed of due to a decrease in the amount of paper used, resulting in a reduction of approximately 23%.



Cans, Glass Bottles, PET Bottles

(Policy) We promote recycling through proper separation.

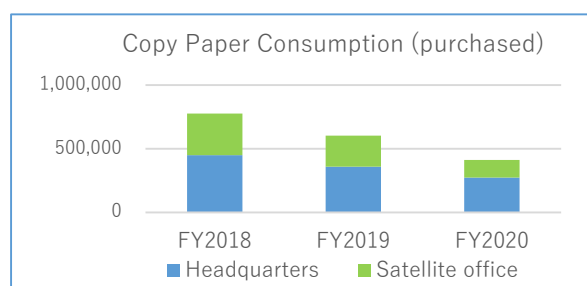
(Result) There was a downward trend in emissions (-19% compared to the previous year) and separation was conducted steadily. In particular, both cans and bottles decreased by more than 20% compared to the previous year, which is thought to be the result of a decrease in the number of people using the accommodation facilities and a decrease in the number of meetings held at the HQ.



Copy Paper Consumption (purchased, All-IGES)

(Policy) We promote the double-sided/consolidated photocopies and reuse of single-sided used paper, and paperless meetings are implemented for in-house meetings (e.g. Board of Directors and Trustees meetings and other meetings).

(Result) In addition to a reduction in the use of photocopiers as a result of fewer staff members coming to office, electronic storage has replaced the traditional paper-based storage of materials, and has greatly reduced the amount of photocopying used.



Goal 2 : Promotion of SDGs Implementation

Research Areas

◆ Climate and Energy Area

With focus on the Asia-Pacific region, IGES is carrying out initiatives to facilitate the transition to decarbonised societies at the national and local levels. The institute 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.

◆ Natural Resources and Ecosystem Services Area

IGES conducts problem-solving research activities on integrated natural resource management to promote the conservation and sustainable use of natural resources in the Asia-Pacific region, focusing on forest conservation, climate change adaptation, water resources management and biodiversity conservation.

◆ Sustainable Consumption and Production Area

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.

◆ Strategic and Quantitative Analysis Centre

The functions of the centre as a hub to promote science-policy linkage for achieving sustainable development. It contributes in creating value-added knowledge through strategic research and quantitative policy assessment so as to provide practical policy recommendations, helping informed policymaking and problem-solving in developing countries in Asia and the Pacific and beyond.

◆ Sustainability Governance Centre

Some of the work of this centre focused chiefly on how national governments, businesses and other actors can collaborate on the SDGs. An additional stream of research explored how cities can govern low-carbon transitions. A third area of study focused on governance that can promote the co-benefits between climate change and other development priorities.

< Satellite offices >

◆ Kansai Research Centre

KRC carries out research focused on actions taken by the private sector, in particular businesses that promote environmental and energy conservation measures, under the theme of “Business and the Environment”.

◆ Kitakyushu Urban Centre

KUC is located in the City of Kitakyushu, which is now aiming to become a SDGs frontrunner city. It conducts practical research activities with cities in Asia and the Pacific to promote local governmental initiatives to realise sustainable cities and localisation of the SDGs.

◆ Bangkok Regional Centre

BRC has served as a hub for networks and partnerships in the Asia-Pacific region since its establishment in 2011.

◆ Beijing Office 〈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 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).

◆ Tokyo Sustainability Forum

TSF aims to facilitate impact generation with various stakeholders, particularly those based in Tokyo. It hosts the IPBES Technical Support Units and is co-located with the office of ICLEI Japan. The Forum implements the Japan Biodiversity Fund (JBF) IPBES Capacity Building Project

◆ City Taskforce

IGES 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.

◆ Finance Taskforce

Delivering on the SDGs and commitments under the Paris Agreement requires mobilising and shifting large amounts of public and private capital.

◆ Business Taskforce

IGES 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.



IGES Headquarters



Disaster
Reduction and
Human
Renovation
Institution
(KRC/APN)



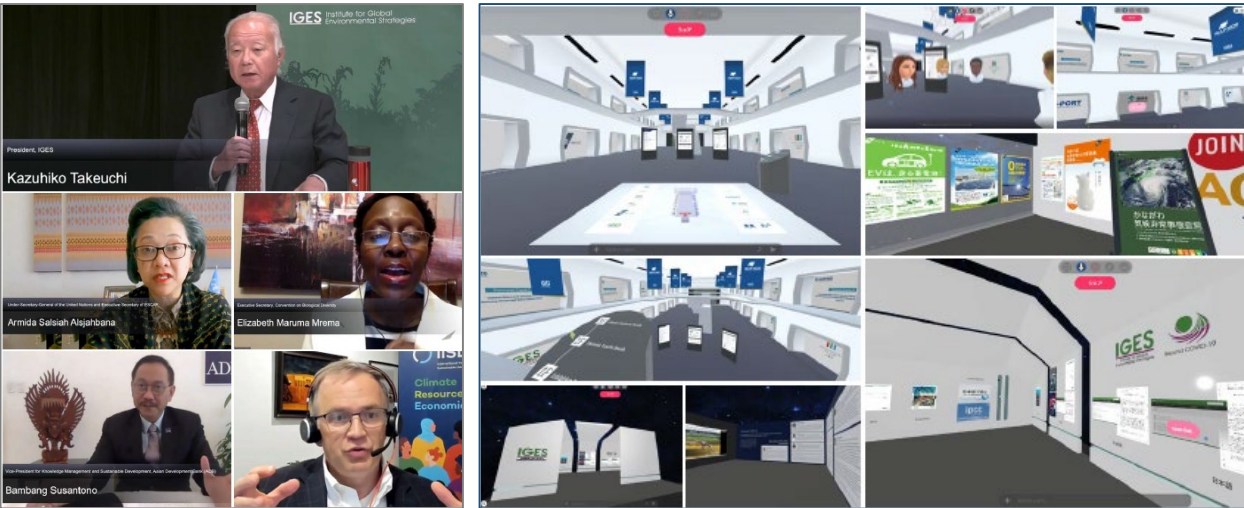
International Village Center (KUC)

Projects

◆International Forum for Sustainable Asia and the Pacific: ISAP2020

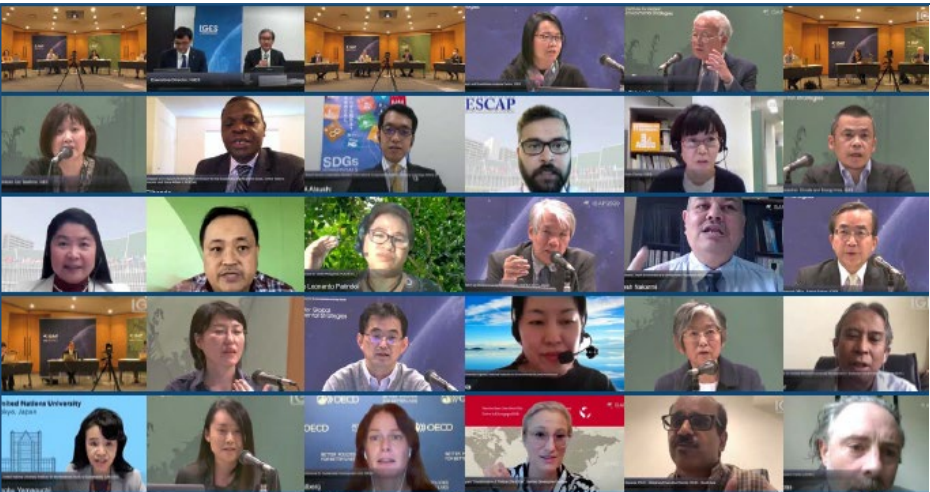
The International Forum for Sustainable Asia and the Pacific (ISAP) is held annually to share information and facilitate diverse discussions on sustainable development in Asia and the Pacific, with the participation of front-line experts and diverse stakeholders from international organisations, governments, business and NGOs. It is held annually in Japan with the aim of promoting information sharing and strengthening cooperation between the parties concerned, in cooperation with the international network in which IGES as the organiser, is involved. The theme for ISAP2020 was "Just Transitions Toward Sustainable Societies in Asia and the Pacific: Building Forward Better for Our Future Beyond COVID-19" and with the initial response to COVID-19, the recovery and redesign process in mind, we discussed actions needed for change towards a sustainable, resilient and inclusive society. We also took an innovative approach by introducing an online tool to facilitate discussions between different stakeholders, with wider participation than in previous years.

Date	9 November 2020 (Mon) –13 November 2020 (Fri), 30 November 2020(Mon) Online and on-demand broadcast
Organiser	Institute for Global Environmental Strategies (IGES)
Collaboration	United Nations Environment Programme(UNEP), United Nations Economic and Social Commission for Asia and the Pacific(UNESCAP), International Institute for Applied Systems Analysis (IIASA), International Centre for Integrated Mountain Development (ICIMOD), Korea Environment Institute(KEI), Club of Rome, The Energy and Resources Institute (TERI), Asia-Europe Environment Forum (ENVforum), National Institute for Environmental Studies(NIES), Sustainable Development Solution Network Japan (SDSN Japan)
Support	Ministry of the Environment, Japan, Kanagawa Prefectural Government, Hyogo Prefectural Government, City of Yokohama, City of Kitakyushu, Kawasaki City National Institute for Environmental Studies(NIES),ICLEI Japan, Japan International Cooperation Agency(JICA), Global Environmental Action(GEA), KEIDANREN (Japan Business Federation)

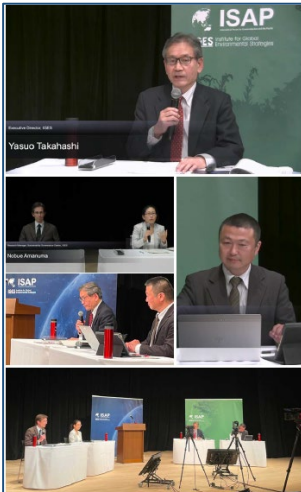


Plenary Session : Dialogue with IGES President and Guests

For the first time, ISAP2020 featured an online 3D virtual venue



Thematic Session : Discussions between different stakeholders



Scenes from the main venue

◆ Climate Change Webinar Series

In Japan, the Prime Minister at the time, Yoshihide Suga declared at the end of October 2020 that Japan would aim to reduce its greenhouse gas emissions to zero by 2050, i.e. to become carbon neutral by 2050 and achieve a decarbonised society. In other countries, such as the United States, the European Union, China and Republic of Korea, a similar movement is underway. IGES researchers conducted 2-3 webinars per month with two tracks, featuring topics such as negotiations at the Conference of the Parties (COP26) to the United Nations Framework Convention on Climate Change (UNFCCC) that took place in November 2021, and strategies and actions that companies and local governments need to take in order to make the transition to a decarbonised society.



Climate Change Track : For companies and local governments seeking to respond to the need to achieve a decarbonised society, this track provides updated information on climate change to help develop a vision and strategies for the future.

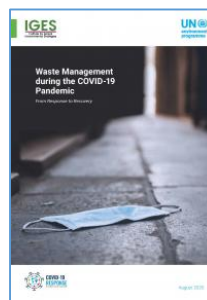
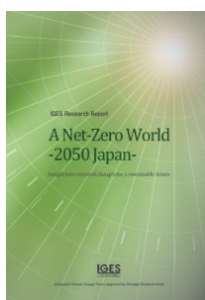


Carbon Market track : Provides up-to-date domestic and international information on the carbon market for practitioners in companies and local governments.

◆ Major Publications

IGES has been actively engaged in practical research activities that meet the trends and needs of society both domestically and internationally, as well as the dissemination of information on policy recommendations and solutions that contribute to the transformation of society into a sustainable one, making an impact through numerous publications.

In particular, we have been able to influence domestic and international debate and policymaking by providing short-, medium- and long-term analyses of trends in the international climate change negotiation process and the environmental and sustainability impacts of COVID-19 and by presenting policy messages and recommendations. Publications also include pioneering and unique research findings, such as analysis of Japan's net-zero society and decarbonised lifestyles, as well as Japanese companies' approaches to the SDGs.



Collaboration with Kanagawa Prefectural Government

◆ Seminar: "What we can do to achieve a decarbonised society in 2050 - Green recovery from the impact of COVID-19"

IGES co-hosted a seminar with Kanagawa Prefectural Government on this topic. Based on the concept of "green recovery", which links economic stimulus measures as a response to the impact of COVID-19 with measures to address climate change and other environmental challenges, rather than simply returning to the pre-COVID-19 situation, discussions focused on how our lives will change in the face of a major shift towards a decarbonised society. IGES researchers gave presentations and participated in panel discussions to discuss what each of us can do to change our lives in the future.



Other initiatives

◆ Countermeasures against COVID-19 Infections



At IGES, we placed disinfectant in various locations in the building and took measures such as installing acrylic plates in the conference room and cafeteria. In addition, by displaying posters inside the building, we clarified the behaviors and places where the risk of infection increases, and raised the awareness of staff members about the pandemic. With online conferences becoming mainstream, we ensured a stable environment for virtual meetings, such as strengthening LAN and setting up new booths for individual online conferences making use of unused space.

◆ Introduction of Teleworking System



During the state of emergency, IGES set a target for the teleworking rate of employees at 70% and promoted teleworking including satellite offices. We have also introduced a system that enables 40% teleworking even in normal times. Along with the introduction of this system, we have promoted the development of an efficient and comfortable working environment by developing an online approval system.

◆ Promoting Women's Activities

IGES is also actively working on United Nations SDG 5 on “Gender equality,” and on 24 December 2019, IGES gained “Eruboshi Certification (Level 2)” certifying the status of efforts to promote women’s activities. The 18th Board of Directors meeting on 28 May, 2021 also included plans for the next year and beyond to increase the percentage of female managers from the current 20% to 30%.



◆ Providing Diverse and Environmentally-friendly Lunches

The Hayama Headquarters employee cafeteria is open to staff members with diverse backgrounds, and serves vegetarian food and halal food. Furthermore, with the cooperation of the cafeteria company, we have been looking into a meat-free menu with less environmental impact, on a trial basis.



About IGES Activities

For other project activities in FY2020 (research activities, seminars / symposiums, publications, etc.), please refer to the "2020 Annual Report" and "2020 Business Report" posted on the IGES website.

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



4. Evaluation of Environmental Aactivities in FY2020

As part of various efforts to reduce our environmental impact, we have calculated CO2 emissions not only at Hayama Headquarters, but also at satellite offices in Japan to the extent possible. We have also added the emissions from air travel for overseas business trips to understand emissions amounts for the whole institute. We were also able to significantly reduce the amount of emissions compared to last year. At Hayama Headquarters, we were also able to reduce other environmental impacts (water, combustible and non-combustible waste, and resource waste such as cans and bottles) compared to the previous year. As with last year, this was due to a reduction in the number of staff members coming to the office as a result of the establishment of teleworking system in response to the COVID-19 pandemic. As in previous years, the reduction in the use of air conditioning, lighting, tap water for hot water supply, and the reduction in the generation of rubbish by individual staff members were direct factors for less environmental impact. In the coming year and beyond, we will continue to reduce our environmental impact through the continued and effective implementation of teleworking and the effective use of our facilities and equipment.

Our ongoing efforts to save energy, in cooperation with the facility management company, have reached a certain level of success, with small but sustained annual reductions. Over the past several years we have looked at ways of saving energy and increasing the use of renewable energy as much as possible, and this year we started to introduce LED lighting in stages. In addition, in the coming year, we will switch to electricity from renewable sources (electricity companies) to further reduce our environmental impact. In addition, from this year, we have started to work more efficiently and effectively, stepping up paperless operations by digitising the vouchers and approval documents that have traditionally been saved on paper.

FY2020 was the final year under the ISRP7 and we have been conducting policy research for the effective implementation of the SDGs. However, due to the effects of the COVID-19 pandemic, scheduled meetings and other events in Japan and overseas were postponed or changed, so we used a variety of electronic tools to carry out the equivalent of on-site mission work. We have also conducted large seminars and symposia by setting up or using a virtual conference environment to effectively conduct meetings at the same level as in-person meetings.

We will continue to consider more effective measures for the workplace environment and facility management, including the prevention of COVID-19 infections, to reduce our environmental impact and create a more comfortable working environment.



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

The facilities and equipment were regularly inspected on a monthly basis to ensure that there were no problems in terms of compliance with environmental legislation. And there have been no violations of the law, no litigation or no complaints.

★ Internal Audit

We carried out an internal audit for IGES in compliance with the requirements of the Eco Action 21 Guidelines. As there are 15 units in the whole organisation, we have divided it into three groups and carry out an audit of five areas each year. Each rotation takes three years to complete the audit of the whole institute (this is the second year of a three-year cycle). We interviewed staff members to make sure they understand the purpose of EA 21, the status of their efforts to comply with the rules set by the institute and their awareness of the rules. In our efforts to ensure a neutral audit, the research and administrative departments carried out mutual audits and there were no incompatibilities. There has also been an overall improvement in awareness among IGES staff, and the results of EA21 activities have been further enhanced in everyday initiatives such as waste separation.



Poster for separation of mixed paper



Poster for FY2020 Environmental Management Goals

5. Overall Evaluation and Review by IGES President

After reviewing the business activities and eco-action initiatives for 2020, the IGES president gave the following evaluations and instructions.

We have been significantly affected by the COVID-19 pandemic, but each staff member has been able to make creative efforts to reduce the environmental impact this year. We were able to keep CO2 emissions from the use of our facilities at the same level as last year. In addition, the cancellation of overseas business trips as a result of COVID-19 measures has led to a dramatic reduction in CO2 emissions from air travel, resulting in significant reduction for IGES as a whole. On the other hand, we were able to hold international conferences and collaborate with local stakeholders more smoothly by improving communication environment facilities, holding conferences online, and by improving the technology used to do so. Thus, we were able to achieve sufficient international and academic results despite the impacts from the pandemic.



President, TAKEUCHI Kazuhiko

As we move into the post-COVID-19 era, I am hoping not to simply return to a pre-COVID-19 society, but to transform ourselves into a form suitable for IGES. Specifically, I hope that IGES will play a pioneering role in Eco Action in the post-COVID-19 era by continuing to hold hybrid on-site and online conferences, making active use of teleworking system, and promoting the switch to 100% renewable electricity.

June, 2021

6. Environmental Management Goals and Environmental Management Plan for FY2021

Our environmental management goals and plans for 2021 are as follows.

Goal 1

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) Actively disseminate a wide range of information on IGES research activities using tools which utilize electronic media such as video distribution and e-mail newsletters.
- (2) As practice at IGES, we will introduce five new actions in promotion of the SDGs including the following:
 - Along with the implementation and introduction of teleworking and other initiatives, work to create a better working environment and more efficient use of energy and other resources from office operations.
 - Establish and implement new electronic systems within FY2021 to improve the efficiency of decision-making and accounting processes.

Goal 2

Reduction of Environmental Impact

In fiscal year 2021, we will continue our efforts to reduce our environmental impact.

- (1) Continue to monitor the energy use of our facilities and the use of paper in photocopiers and other equipment; and provide feedback to our staff to raise their awareness of the need to reduce our environmental impact.
- (2) In view of the recent significant changes in the situation, we have set FY2021 as the period for considering goals for the reduction of CO2 emissions and will continue to discuss the issue to formulate specific goals and measures.
- (3) Review our electricity procurement during FY2021 to further expand the use of renewable energy in HQ.



Production

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