

FY2021

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 was established in April 1998 at the initiative of the Japanese government and with the support of Kanagawa Prefecture, with the aim of creating a new paradigm for global civilization, developing innovative policy approaches for sustainable development and conducting policy and practical research (strategic research) to create strategies for environmental measures, embodying the results in policy making by various actors, and achieving sustainable development on a global scale, especially in the Asia-Pacific region. In a wide range of research fields (climate change countermeasures, establishment of a circular society and circular economy, and biodiversity conservation), IGES work with international organisations, governments, local governments, research institutions, businesses, NGOs, and citizens to create impact on various policy formation processes and national and international discussions through co-design, co-implementation, co-production, and co-delivery approaches. As the road to recovery from the COVID-19 pandemic leads to the realisation of a sustainable and resilient society, IGES will play the role of "change agent" to lead the social transformation.

Office and address

< 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, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo, 651-0073, Japan

◇ Kitakyushu urban Centre

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

◇ IPCC TFI Technical Support Unit (TSU)

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

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

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

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

2-14-27 Shin-Yokohama, Kohoku-ku, Yokohama, Kanagawa, 222-0033, Japan

< Overseas >

◇ Bangkok Regional Centre

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

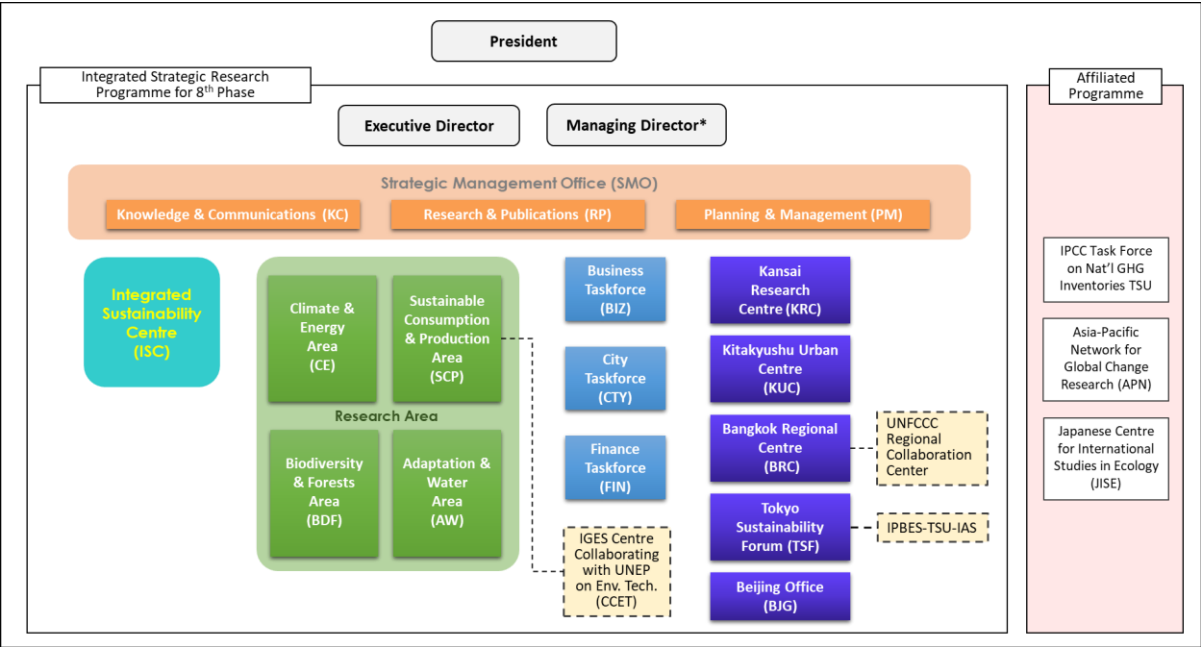
◇ Beijing Office

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

Organisational chart

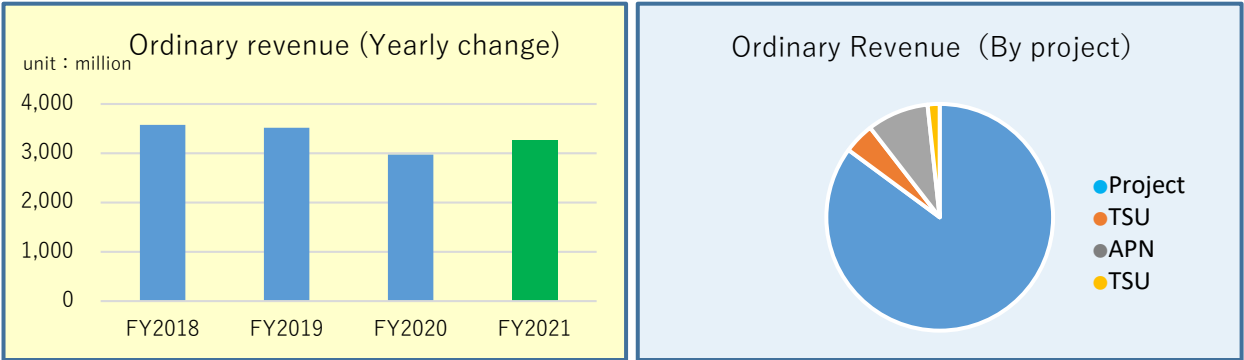
In July 2021, IGES launched its 8th Integrated Strategic Research Programme (ISRP8). ISRP8 saw the launch of a new Integrated Sustainability Centre (ISC) and aims to further promote cross-sectoral, integrated and inclusive approaches through the realisation of the concept of a Regional Circulating and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

Research Activity Structure



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

Scale of business (FY2021)



Since 2019, business activities such as conferences and surveys had been curtailed due to the impact of the new coronavirus infection, but in FY2021, the curtailment of activities due to the coronavirus infection eased and projects postponed and carried over from the previous year were completed, resulting in an increase in recurrent income.

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	168
Tokyo Sustainability Forum (TSF)	Nishi-Shinbashi, Minato-ku,	303	6
Kansai Research Centre (KRC)	Chuo-ku, Kobe,	246	11
Kitakyushu Urban Centre (KUC)	Yahatahigashi-ku, Kitakyushu,	150	11
Asia-Pacific Network for Global Change Research (APN)	Chuo-ku, Kobe,	196	9
Center for International Studies in Ecology (JISE)	Kohoku-ku, Yokohama,	383	7

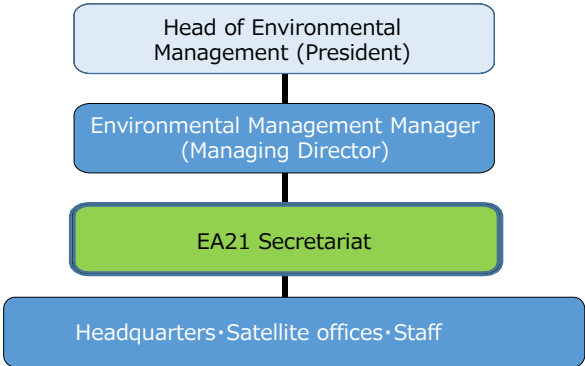
We have two international offices (Bangkok and Beijing), and although these offices are not under the scope of Eco Action 21 (EA21) audits, they are conducting voluntary activities to reduce the environmental impact by referring to examples of initiatives taken at our headquarters and offices in Japan.

*Number of employees: As of 30 June 2022

Period covered by Eco Action 21 activities: 1 July 2021 – 30 June 2022

Organisational Chart of EA 21 Implementation

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



Activities of the EA 21 Committee

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

Poster of 2022 Environmental Goals

Initiatives to reduce food loss

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 July 2022

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

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

Medium-Term Environmental Management Goals

In view of the social impact of COVID-19 and the opportunity to flexibly review the way IGES is managed, including staff working styles, a two-year study period from 2021 to 2022 was set. By monitoring and analyzing emissions of CO₂, and the amount of combustible and non-combustible waste during that period, further consideration will be given to how the institute as a whole and each staff member can contribute to a sustainable society, including the setting of medium- and long-term reduction targets.



Environmental Management Goals FY2021

Goal1 Promotion of SDGs implementation

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

- (1) 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 to society and the local community.
- (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.

Goal2 Reduction of environmental impact

In FY2021, 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 Hayama HQ.



3. Achievements and Initiatives for Environmental Management Goals and Environmental Management Plan for FY2021

Goal2 :Promotion of SDGs Implementation

Research Activities

< Headquarters >



IGES HQ

◆Integrated Sustainability Centre (ISC)

ISC, established in July 2021, is an interdisciplinary unit that fully integrates sustainability issues across IGES research and programming. Using a variety of tools and approaches to promote practical case studies and contribute to key policymaking processes, ISC will lead the transformation of societies towards sustainability, particularly in the Asia-Pacific region.

◆Climate Change & Energy (CE)

CE area aims to accompany this transition by conducting strategic research and supporting the development of zero-carbon initiatives. Using its knowledge of the Asia-Pacific region, CE is involved in the development and implementation of diverse projects on climate change and energy-related strategies and policies, in particular on international climate change negotiations, bilateral and multilateral cooperation, carbon pricing, market mechanisms and database building.

◆Sustainable Consumption and Production (SCP)

SCP area aims to achieve sustainability throughout the entire life cycle of products and services, including production, consumption, disposal and recycling. It focuses on practical research on multi-stakeholder collaboration toward creating decarbonised and prosperous lifestyles in local communities, mainstreaming of the circular economy and reduction of plastic waste at the global, regional and national scales, as well as policy support and capacity-building on integrated waste management at the national and local levels in emerging and developing countries.

◆Biodiversity & Forest (BDF)

As the global debate evolves towards sustainable land use, including the protection of forests that provide the natural bounty essential for human wellbeing, BDF is engaged in international policymaking processes and practical projects to deliver science-based policies.

◆Adaptation and Water (AW)

In the realm of adaptation, the Adaptation and Water (AW) area aims to contribute to building societies resilient to climate change risks, particularly in the Asia-Pacific region, by developing and promoting international adaptation policies, contributing to the Intergovernmental Panel on Climate Change (IPCC) and other organisations, working on the Asia-Pacific Climate Change Adaptation Information Platform (AP-PLAT), and promoting projects and research on key issues related to adaptation.

◆Business Taskforce

Business Taskforce conducts market and policy research in Japan and beyond, examining business opportunities and risks driven by climate change, as well as the relevance of corporate behaviour and corporate value in addressing long-term decarbonisation.

◆City Taskforce

In cooperation with stakeholders in other countries, the city task force conducts research and projects with Asian cities, including Japan, to jointly create solutions for the transition to a sustainable, resilient and decarbonised society.

◆Finance Taskforce

Finance Taskforce is engaged in policy research, advocacy, and capacity building with a focus on sustainable finance policies, sustainability-related information disclosure, green bonds and other financial products, the environmental and social impact of these products, and ESG (environmental, social, and governance) regional finance.



Solution network of companies tackling global challenges by combining business and decarbonisation.<https://japan-clp.jp/about/integration>

◆Kansai Research Centre (KRC)

KRC carries out research focusing on the international transfer and promotion of low-carbon environmental technologies, and works with the private sector to support the establishment of regional circular and ecological spheres in Hyogo Prefecture, under the theme of “Business and the Environment”. In addition, KRC contributes to environmental efforts and climate actions in Hyogo Prefecture, through projects such as the Hyogo RE100 Project, the Joint Lecture on Decarbonised Societies with Kobe University, and the Decarbonised Society Workshops for high school students in Hyogo prefecture.

◆Kitakyushu Urban Centre (KUC)

KUC aims to be a local hub for zero-carbon cities, proposing measures and disseminating best practices to encourage municipalities in Kyushu to make the transition to a decarbonised society. Under city-to-city collaboration between municipalities that include Kitakyushu and overseas cities, KUC supports the transfer and implementation of environmental measurements and technologies, and works to make practical changes at the local level under the themes of decarbonisation, circular economy, green growth and the SDGs.



Disaster Reduction and Human Renovation Institute (KRC/APN)



International Village Center (KUC)



SG Tower (BRC)



Shimbashi SY Building (TSF)

◆Bangkok Regional Centre (BRC)

BRC functions as a hub for networking and collaboration in the Asia-Pacific region, working with various donor agencies, national governments and local authorities on themes such as climate change mitigation and adaptation, environmental conservation and sustainable cities, as well as operating networks for sharing relevant information and implementing related projects.

◆Beijing Office (BJG)

The Beijing Office was established within the Sino-Japan Friendship Center for Environmental Protection of the Ministry of Environmental Protection of China (MEP) in July 2006 as a base to carry out research activities in China more flexibly. It has a pivotal role in developing various studies and research activities bilaterally between Japan and China, as well as multilaterally.

◆Tokyo Sustainability Forum (TSF)

TSF is carrying out projects and holding events to facilitate impact generation in collaboration with Tokyo-based national organisations and various stakeholders. TSF works closely with the IPBES TSU-IAS and ICLEI Japan, both of which share office space with TSF.



Strengthening capacity to formulate and implement ASEAN climate change adaptation policies and projects (<https://aseanrrr.org/>)



Asia-Pacific Climate Change Adaptation Information Platform (Website)



SDG Interlinkages and Data Visualization Web Tool (2021 version 4.0) 」

About IGES Activities

For other project activities in FY2020 (research activities, seminars / symposiums, publications, etc.), please refer to the "2021 Annual Report" and "2021 Business Report" posted on the IGES website.

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



Projects

◆International Forum for Sustainable Asia and the Pacific : ISAP2021

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 ISAP2021 was 'The Decisive Decade: Towards Integrated Solutions to Climate, Biodiversity and Other Planetary Challenges'. The Plenary Sessions were held on 24 November to discuss what actions are required in the decisive decade from 2021 to 2030, with biodiversity, climate change and the Sustainable Development Goals (SDGs) as the pillars. The Thematic Tracks were held from 25 November to 3 December to discuss the latest global trends and research findings in the various areas of IGES. These meetings were the occasion for a lively discussion on how world leaders see these global challenges in the wake of the two Conferences of the Parties (COP) on climate change and biodiversity, and what we should be doing by 2030 in the context of the current situation.

The participation of various stakeholders in the discussions was facilitated by offering viewing options tailored to participants' preferences, such as a hybrid format of plenary sessions with on-site and online participation, thematic sessions held online and recordings of all sessions made available.



Main venue recording

Thematic sessions: discussions between different stakeholders

◆Collaboration with Local Governments



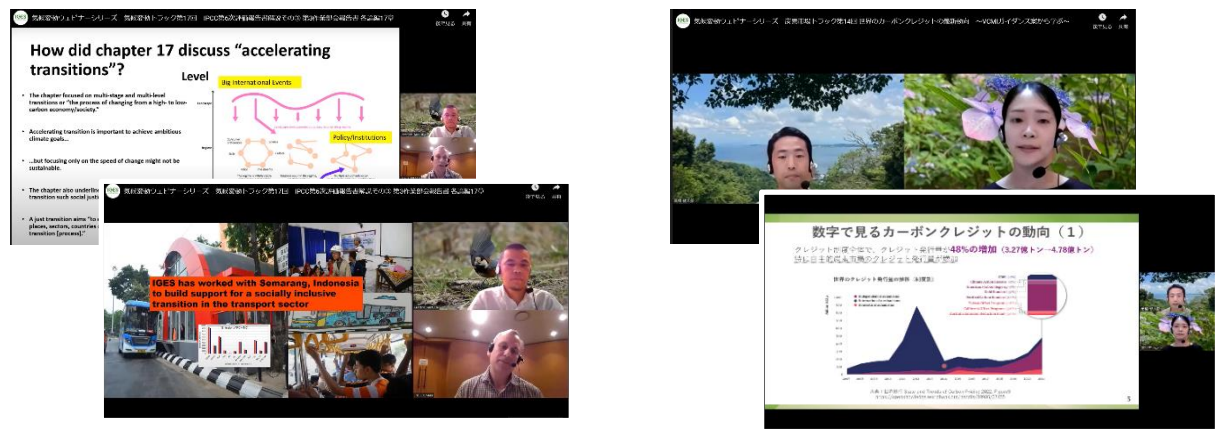
IGES supported Kanagawa prefectural environmental policymaking and implementation by conducting joint research to develop a decarbonisation vision for Kanagawa Prefecture ('Kanagawa Decarbonisation Vision 2050 - Protecting Lives in Kanagawa Today and in the Future', a reference document for the 'Kanagawa Global Warming Prevention Plan'), and held a public webinar 'Regional Decarbonisation Trends and the 'Kanagawa Decarbonisation Vision 2050''. (Feb 2022)
<https://www.iges.or.jp/jp/events/20220126>



“3rd Kitakyushu SDGs training”
To promote decarbonisation in the Kyushu region, stakeholders, including officials from Kitakyushu city and Goto city, companies involved in local energy and wind power maintenance and solar panel recycling, and a marine centre aiming to coexist with the fishing industry, with speakers presenting on-the-ground strategies on themes such as local government policies, local energy production for local consumption and human resource development, renewable energy and coexistence with nature. Themes such as renewable energy and living in harmony with nature were introduced by real voices from the frontline.
<https://www.iges.or.jp/jp/events/20220315>

◆Climate Change Webinar Series

Following Prime Minister Naoto Kan's declaration at the end of October 2020 that Japan would aim to reduce its greenhouse gas emissions to zero overall by 2050, i.e. carbon neutrality and a decarbonised society by 2050, companies and local authorities are accelerating their efforts to reduce emissions. Outside of Japan, the US, EU, China and Republic of Korea have all announced their intention to become carbon neutral, and the movement towards a decarbonised society is gaining momentum. In response to this situation, COP26, held in 2021, attracted the most attention since COP21, when the Paris Agreement was adopted. IGES holds online webinars once or twice a month with updates on these latest climate change developments. In FY2021, a total of 25 webinars were held. The webinars focused on 'climate change' and 'carbon markets', and discussed how companies and local governments should respond to climate change in the midst of rapidly changing domestic and international circumstances and an abundance of information. The webinars were streamed on two tracks, focusing on 'climate change' and 'carbon markets'.



A. Climate Change Track
On this track, IGES researchers provide commentary on topics related to climate change and realising a decarbonised society. It covered a wide range of topics, including the national and international situation and various issues surrounding climate change and the realisation of a decarbonised society.

B. Carbon Market track :
On this track, IGES researchers explain topics related to carbon markets, such as national emissions trading markets and Article 6 of the Paris Agreement. (This track is aimed at those actually in charge of practical work within companies and local authorities).

◆Workshops with the public

'Yokohama 2030 Towards a 1.5° C lifestyle' was held in cooperation YOKOHAMA Living Lab Support Office ('Living Lab', *1), and a total of two workshops were held to exchange views with citizens living in Yokohama.



In the first session, Mr. Kawahara, Representative Director of Living Lab, introduced efforts to solve regional issues through collaboration between residents, businesses and government, and IGES introduced the 1.5° C Lifestyle Project and the Yokohama City household experiment. In the exchange of opinions on how to realise the 1.5° C lifestyle in the community, comments were made on the benefits of the new lifestyle and how to involve children and the elderly.



In the second session, the participants explained what they thought about the 1.5° C lifestyle and what they had realised in the month following the first session. To further deepen the discussion, group discussions were held using eight different option cards (*2) prepared by IGES. The discussion included topics such as what kind of activities could make decarbonisation enjoyable and take root in the community.

(*1) YOKOHAMA Living Lab Support Office | <https://livinglabsupportoffice.yokohama/>
(*2) 8 different option cards

'Reduce the distance you travel by train' 'Travel as little as possible' 'Use air conditioning efficiently' 'Review your meat diet' 'Eat a well-balanced diet - eight portions' 'Don't waste food' 'Eat locally grown vegetables' 'Use things carefully and for a long time'.

SDGS-related activities

◆Major publication



Actionable Recommendations and Ambitious Directions for Restoring Planetary Health Recovery in the COVID-19 Era - IGES Position Paper 3.0
The far-reaching social, environmental and economic impacts of COVID-19 require policymakers to reclaim planetary health. This third position paper by IGES aims to support ambitious policymaking by proposing feasible actions for a healthy planet.



Essential Knowledge for Corporate Management: Better Understanding of ESG
In the context of a rapidly changing and difficult to predict global environment and associated social and economic changes, companies are under pressure to respond in order to survive. Under these circumstances, the approach of integrating environmental (E), social (S), corporate governance and governance (G), so-called ESG, into management policies and investment decisions is being used as one useful approach. This publication explains not only how to address ESG, but also why it is necessary to do so, including international trends and scientific perspectives.



Vision 2050 :Time to Transform
This is the Japanese translation of 'Vision 2050 :Time to Transform' ('Vision 2050'), published by the World Business Council for Sustainable Development (WBCSD) in March 2021. After two years of discussion, the WBCSD has now updated its Vision 2050, setting out a path towards a Transformation that will enable a world where more than 9 billion people can truly live within the planetary boundaries by the middle of this century. The Japanese translation was prepared mainly by IGES, with the cooperation of Sompo Japan Insurance Inc, Toyota Motor Corporation and Fujitsu Limited, which participated in the update project.



From COVID-19 Response to Sustainable Redesign: How Decarbonization, Circular Economy, and Decentralization can Guide the Transition and Strengthen National Climate Objectives
This paper provides good practice examples of strategies that governments have already implemented to contribute to a sustainable and resilient recovery from COVID-19 and to a longer-term redesign of their economies, which align with global goals and makes recommendations for further action.



IPBES-IPCC Co-Sponsored Workshop Report on Biodiversity and Climate Change: Translation and Commentary by IGES
This report is a Japanese translation of the IPBES/IPCC Co-Sponsored Workshop Report on Biodiversity and Climate Change, published in June 2021, with commentary by IGES researchers, related information and stories from relevant stakeholders. The report gives a clear explanation of the importance and arguments for integrated approaches to biodiversity and climate change, as well as the implications for future IPBES, IPCC and others.



'Asia-Pacific SDG Progress Report 2022: Widening Disparities amid COVID-19 (Japanese translation)'
The report analyses progress towards the Sustainable Development Goals (SDGs) in the Asia-Pacific region and the five sub-regions, and looks at inequalities and vulnerabilities among different population groups. It also aims to keep local action on track towards targets and address challenges that arise.

◆Introduction of electronic signatures and electronic contracts, etc.



IGES has introduced an electronic signature and contracting system in order to promote operational efficiency and paperless operations. The system has made it possible to continue important operations such as decision-making and contracts even when working remotely, not only in the event of a pandemic such as COVID-19, but also in disaster situations when it is difficult to continue operations in the office. In addition, in the accounting unit, a decision was made to introduce a new accounting system in order to improve the efficiency of operations. The new system will greatly facilitate paperless operations.

◆Improvement of the work environment

○Introduction of flexi-system

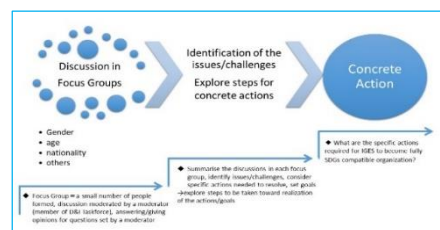
A flexitime system has been introduced to promote work-life balance, enabling regular staff to work more efficiently in line with fluctuating workloads.

Example of use :

- Work is concentrated at the end of the month : Leave the office early in the first half of the month when there is less work, and work longer in the second half of the month in line with the increased workload.
- Co-working and parenting : Couples share the responsibility of picking up and dropping off children from nursery school on a daily basis
- Obtain qualifications : Leave the office early on days when you study

○Launch of a taskforce to discuss diversity and inclusion (D&I) issues

In its 8th Strategic Integrated Research Programme (ISRP8), IGES has set itself the goal of becoming an SDG-responsive research organisation, including promotion of D&I in the workplace. In FY2021, as a first step, a D&I taskforce and focus groups to study specific topics were set up to deepen understanding of the challenges and benefits of D&I promotion.



◆Collaboration with the cafeteria

○Introduction of meat-free menus

Following last year's trial of a vegetarian menu, meat-free lunches were introduced in earnest this year with the help of cafeteria supplier ICHIFUJI Co. During the trial period, cafeteria users were asked to complete a questionnaire and many positive responses were received, such as "I would definitely like to try it again", "I would like to try different meat-free menus", "I wanted to lower my environmental impact by skipping meat", "I have not used the cafeteria because I have been a vegetarian for many years, but this time it is meat-free so I used it", "It's kind of a unique idea, as well as being healthy", and many other positive responses. Meat-free menu has now become a popular environmentally-friendly lunch menu that appears regularly twice a month.

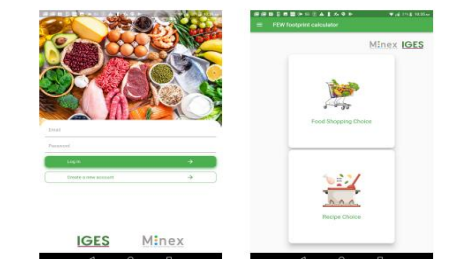


○Verification of application functions developed by IGES researchers

IGES researchers are developing the IGES FEW Print* Calculator, an app that estimates the CO2 generated and water consumed in the process of delivering food to households and cooking it. In order to verify the functionality of the app, ICHIFUJI will cooperate with us and provide us with information on the ingredients, origin and cooking methods used in their menus. Based on the results, the app will be further improved.

*FEW Print=Food's Energy Water Footprint

Know Your FEW Footprint



◆Foodbank

We took part in the COVID Pandemic Food Support Project (donations to residents who require support) in Hayama, where our headquarters is located. When we asked for cooperation at the office, we collected many foodstuffs such as canned food, long-life food and dried noodles. The project was then introduced on Twitter by the project organiser, Hayama Town Council of Social Welfare.



Please join the Food Bank Project in Hayama town

EA 21 Committee will collect **food and beverages donations** and take them to Hayama town on Dec 1.
The donated food and beverages will be distributed to people requiring support.

Duration: 18 November to 30 November

※There must be more than one month remaining before the expiration date on the donated items.
※Donations of raw food and alcoholic beverages are not accepted.

◆Donation of books



In June 2022, IGES HQ started the 'Thank you book project!' to donate books to school children and children's homes. Many staff members at the headquarters are also raising children and plan to collect many books (including picture books and learning reference books), CDs and DVDs to send to the NPOs.

(Picture) Collection box installed in front of HQ elevator



◆IGES featured in SHONAN TIME

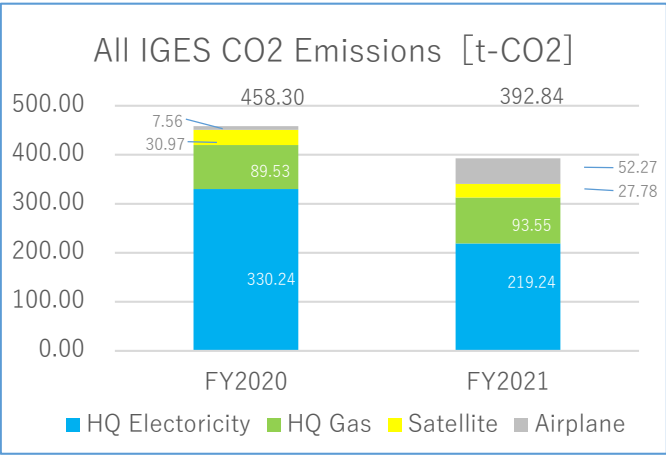
IGES was featured in the June issue of SHONAN TIME, a culture and lifestyle magazine from Shonan area, 'Thinking about the Earth from Shonan'. In addition to an overview of IGES' organisation and activities, and an introduction to the environmentally friendly headquarters office, the report also featured significant coverage of IGES' eco-action initiatives, such as food loss reduction and meat-free lunches in the cafeteria, reducing CO2 emissions in the office and making meetings and operations paperless. A children's book 'Let's Measure and Reduce CO2 1.5° C' published by IGES, was also introduced.



Goal 2 : Reduction of Environmental Impact

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

CO2 Emissions from IGES Energy Use



IGES is making comprehensive efforts to monitor CO2 emissions from electricity and gas use at its offices and from the use of flights for overseas business trips . The total for FY2021 was 392.8 t-CO2, a reduction of 14% on the previous year. With regard to the use of electricity for HQ facility equipment, which is the largest source of emissions, continuous efforts to reduce use and procure renewable electricity (fourth quarter of FY2021: March-June 2022) resulted in a significant decrease in annual emissions compared to the previous year (219.2 t-CO2, down 34% on the previous year). Emissions from air travel on overseas business trips were negligible last year, as only a few overseas business trips were made due to the impact of COVID-19 pandemic, but in FY2021, due to the relaxation of travel restrictions, the number of overseas business trips increased to 37, and the total emissions calculated were 52.3 t-CO2. Although the number of business trips abroad in 2021 was lower than before the pandemic, it is expected that the number of business trips will increase in the future and efforts will continue to be made to control this.

※The emission factors used to calculate the CO2 emission figures are shown in the table below (2017-2021).

CO2 emission factor

Electric power	Office	(kg-CO2/kWh)	Source / Emission factors by business sector (Published by the Ministry of the Environment)	
	HQ (July 2021- February 2022)	0.674	SHONAN POWER Co.,Ltd.	(A0177) FY2015 results (adjusted)
	HQ (March 2022- June 2022)	0.000	LOOOP Inc.	eneco RE100 with tracking
	TSF	0.474	TEPCO Energy Partner, Incorporated	(A0269) FY2016 results(adjusted, reference data)
	KRC/ APN	0.500	ENESERVE CORPORATION	(A0014) FY2016 results (adjusted)
	KUC	0.128	KITAKYUSHU POWER CO.,LTD.	(A0141) FY2016results(adjusted)
	JISE	0.474	TEPCO Energy Partner, Incorporated	(A0269) FY2016 results (adjusted, reference data)

Gas	Office	(kg-CO2/Nm3)	出典 / 事業者別排出係数 (環境省発表)	
	Headquarters	2.21	Tokyo Gas Co., Ltd.	Tokyo Gas website
	KUC	2.21	Seibu Gas Co., Ltd.	Seibu Gas website



※Calculation of Emissions for Air Travel

- Aggregate emission values from web-based business trip applications in the office system
Number of overseas business trips and total number of business travellers
(FY2020: 4 trips/4 persons; FY2021: 37 trips/41 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
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



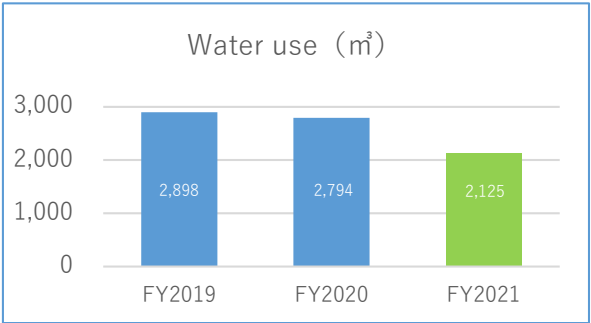
Although IGES headquarters had previously procured electricity partly derived from renewable energy sources, it has been considering the use of 100% renewable electricity for the past years, and after a tender in autumn 2021, switched to 100% renewable electricity in March 2022. However, due to the major turmoil in the Japanese domestic electricity market caused by the subsequent sharp rise in global fuel prices due to the situation in Ukraine and other factors, the electricity company with which we had contracted to supply high-voltage electricity withdrew from the business at the end of June.
In May 2022, another attempt was made to procure renewable electricity, but no bids were received and no power companies were willing to accept new contracts for high-voltage electricity, so the procurement of renewable electricity was suspended since then. We will continue to gather information on the electricity market with a view to resuming procurement of 100% renewable electricity as soon as possible.

◆Initiatives at Hayama Headquarters

Water Use

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

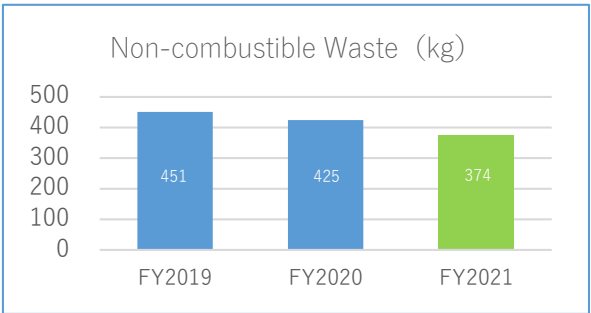
(Result) In 2021, water consumption decreased (by 24% compared to 2020, when there were no abnormalities in the water supply system) due to the proper operation of the water supply system and the year-round use of telecommuting.



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.

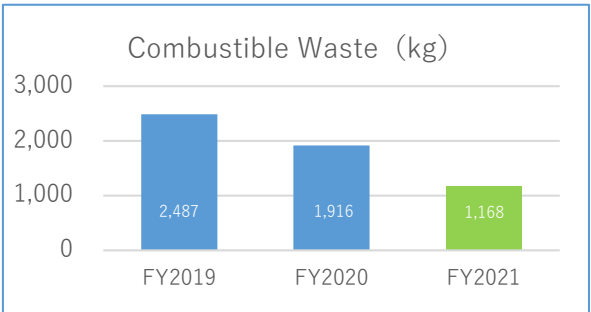
(Result) Waste from staff decreased due to telecommuting, and was also reduced (by 12% compared to the previous year) by informing and enforcing the separation of waste, reusing equipment and reducing purchases.



Combustible Waste

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

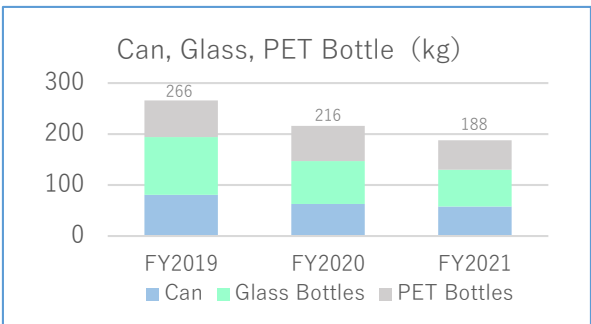
(Result) The use of paper has decreased (by approximately 39% compared to the previous year) due to a reduction in waste from staff as a result of teleworking and paperless initiatives.



Cans, Glass Bottles, PET Bottles

(Policy) Proper separation and recycling is promoted.

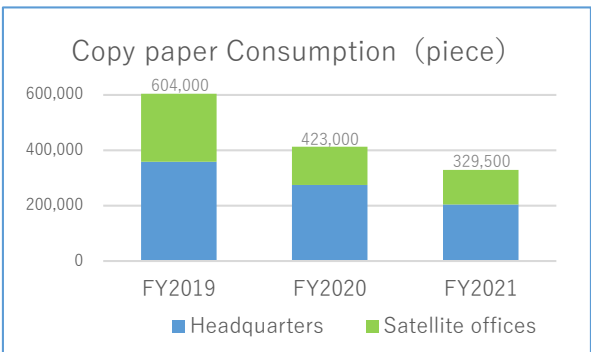
(Result) While sorting was steadily carried out, emissions decreased (by approximately 13% compared to the previous year) due to teleworking and a decrease in the use of IGES accommodation, as well as the use of alternative products (e.g. paper cartons).



Copy Paper Consumption (purchased, All-IGES)

(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) In addition to a decrease in copy printing due to teleworking, further electronic storage of documents and other materials has resulted in a significant reduction in usage (-20% compared to the previous year). It was decided to review the number of photocopiers used in the future.



4. Evaluation of Environmental Activities in FY2021

The impact of the COVID-19 pandemic on IGES activities continued this year. For example, many meetings and events were conducted online (or hybrid events with a limited number of participants at the venue), and activities such as overseas travel and invitations from abroad were also limited. Under these circumstances, IGES has carried out policy research to promote sustainable development and disseminated the results both nationally and internationally.

With regard to the promotion of SDGs practice set out in the first goal, in addition to activities within the institute, IGES introduced a system to improve operational efficiency and further improved the work environment. In terms of activities within the institute, this year we implemented specific initiatives for a sustainable society through food-related activities (such as the introduction of a meat-free menu and a trial footprint measurement application) and book donations, with the cooperation of the headquarters cafeteria. We were also able to contribute to the food donation activities (food bank) organised by Hayama town, where our headquarters is located. In terms of operational efficiency, among the systems within the institute, the electronic approval system has enabled staff to carry out their work even when teleworking, and a paperless is also expected in the future for accounting, where a new system is planned. There were other developments including the introduction of a flexible working hours system and the establishment of a diversity and inclusion (D&I) taskforce. We will continue to engage in activities that take the lead in society both inside and outside the institute.

We also continued our efforts to reduce the environmental impact of our second goal: with regard to CO2 emissions, the procurement of renewable energy electricity in the fourth quarter at IGES HQ led to a reduction in emissions from the use of electricity for facilities and equipment. On the other hand, emissions from air travel increased due to an increase in overseas business trips compared to the previous year. Procurement of renewable energy electricity was supposed to be realised in 2021 as a result of review in previous years, but due to disruptions in the energy market and changes in social conditions in the second half of 2021, renewable energy electricity suppliers withdrew from the market, forcing us to abandon continuous procurement. In the future, we will maintain our efforts to reduce various environmental impacts and seek procurement opportunities for renewable electricity.

We will continue to work on the two goals while seeking to shape our activities post-COVID in a way that is appropriate for IGES.



◆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. There have been no violations of the law, no litigation or no complaints.

◆Internal Audit

Internal audits were carried out in four research units in 2021, the first year of a four-year rotation to audit all research units at IGES, in line with the cycle of the new four-year research period that started in July 2021 (ISRP8, 2021-2024). The increased communication and posting of Eco-Action activities and committees has also 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, so we will further strengthen our activities regarding the implementation of the SDGs, which is set as one of this year's environmental management objectives.

5. Overall Evaluation and Review by IGES President

After reviewing the business activities and eco-action initiatives for FY2021, IGES president gave the following evaluations and instructions.



President, TAKEUCHI Kazuhiko

This year, while continuing to be affected by the COVID-19 pandemic, we were able to make progress with post-COVID initiatives. The introduction of an online system for office procedures and a flextime system, together with teleworking, has helped to realise a working style suited to each individual staff member. Continuous efforts were made to reduce environmental impact, including through the procurement of renewable energy. Through the ingenuity of our staff, we also implemented and energetically worked on activities that contribute to the community, such as food banks and book donations, as well as activities within our offices that take into account the environment and diversity, such as the introduction of meat-free menus in our cafeteria.

In the future, we will look into the implementation of further initiatives such as diverse and inclusive organisational management, reduction of CO2 emissions in the workplace and resource efficiency (e.g. reduction of food loss and plastic use).

Although the procurement of renewable energy had to be suspended due to the turmoil in the energy market and changes in social conditions, IGES will continue to adhere to its policy of active promotion and work on preparations for procurement. IGES will continue to contribute in various aspects, including policy research, improvement of the working environment and activities in the community, in order to be a leading organisation for the realisation of a sustainable society in the post-COVID era. June, 2022

6. Environmental Management Goals and Environmental Management Plan for FY2022

Our environmental management goals and plans for FY2022 are as follows.

Goal 1 Promotion of SDGs Implementation

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

- (1) In order to deepen understanding of the SDGs and promote its implementation, at least one event with general public participation as well as experts will be held during the year to disseminate information to society.
- (2) An internal taskforce has been set up to create a diverse and inclusive organisation. The taskforce will meet at least once during the year to discuss specific initiatives with the participation of a large number of staff members.
- (3) We will continuously monitor the results of using electronic systems for decision-making and accounting processes that have been installed to improve operational efficiency, and move forward with new electronic systems.

Goal 2 Reduce environmental impact

We will make efforts to reduce our environmental impact as much as possible, considering what influence the COVID-19 pandemic has had on the environmental impact from the workplace.

- (1) CO2 emissions from overseas business trips will be monitored and understood.
- (2) With regard to paper waste, we will monitor the use of paper by checking the photocopiers, etc., and strive to reduce paper purchasing by about 5% compared to the previous year by further promoting electronic distribution of documents, etc.
- (3) We will implement three initiatives at IGES on food waste and plastic waste to reduce food loss and plastic use.
- (4) An in-house seminar on Eco-Action activities and reducing environmental impact will be held once during the year to raise staff awareness.

Production

Eco Action 21 Committee

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

Support

CBS Corporation (Facility Management)
Ichifuji food service Corp. (Cafeteria)

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