

# Reporting CARE's carbon footprint and Climate-Smart practices in PIIRS

## Asked Questions

Date of update: 02.09.2020



### Step 1

### Flights and greenhouse gas emissions during the FY

**1.1. When a staff member takes a round trip flight of 1 hour to the destination and 1 hour back home, do we report it in PIIRS as a 2 hours flight or as a 1 hour flight ?**

You should report it in PIIRS as 2 separate flights under 2 hours (in the cell # flights under 2 hours).

**1.2. If the flight duration is 2 hours exactly, should this be reported it in PIIRS as a flight under 2 hours or over 2 hours?**

You should report it as a flight under 2 hours.

**1.3. In the cell “total # of hours of flights”, do we need to calculate the actual hours of flights of less than two hours or standard 2 hours for all those flights that lasted less than two hours?**

You should consider the actual hours, so if you have 10 flights of 1 hour, you will indicate 10 hours.

**1.4. We added the calculation of the CO<sub>2</sub>e to our travel agent agreement, so we receive regular reports from our travel agent that contain the CO<sub>2</sub>e caused by our flights travels ready calculated. Is it OK to use these data provided by our travel agent to report flight travel CO<sub>2</sub>e emissions in PIIRS?**

Yes, you can use your travel agent reports. Based on those data, you will then need to indicate the total amount of emissions in the PIIRS sheet. If your travel agency provides you the GHG emissions in another unit than tCO<sub>2</sub>e, make sure you convert your emissions in tCO<sub>2</sub>e. Please indicate which calculator the travel agency is using. You can also ask the travel agency to provide you with the total number of hours of flights and number of flights under or equal to 2 hours and above 2 hours.

**1.5. Assuming we have 2 staff on the same flight, do we report their journey as 2 different flights? Will this double the CO<sub>2</sub>e emissions?**

If you have 2 people flying on the same plane, you should report their journey as two separate flights in PIIRS. Online calculators give you the emissions for 1 passenger by multiplying the total emissions of the flight by the proportion of space occupied by the passenger. That is also the reason why calculators ask you to indicate the travel class of the passenger to calculate emissions caused by his

travel. Indeed, total amount of GHG emissions from people flying in business class is higher than the ones from people flying in economy class because they occupy more space.

**1.6. We receive two CO<sub>2</sub>e figures from our travel agent, one with RF Radiative Forcing and one without. Should the amount of flight generated tCO<sub>2</sub>e reported in PIIRS include Radiative Forcing (RF)?**

The value with the RF (Radiative Forcing) should be included into PIIRS. Thus, please report the figure given by your travel agent that includes the RF.

We strive to include all GHG emissions due to flights taken by CARE, and so the additional effect of releasing GHGs high up in the atmosphere should be accounted for (it has a stronger impact than if it was released at ground level). If your travel agent does not provide you with a value that includes the RF, you can use the recommended calculator by CARE - [Atmosfair.de](https://www.atmosfair.de) that does includes the RF.

**1.7. When you report the number of flights in PIIRS; do you consider flight with transit(s) as 1 flight or 2 or more separate flights?**

For flights with transit(s)/intermediate stop(s):

- When reporting number of flights: consider a flight with transit(s) as one flight.
- When reporting hours of flights: include the total hours of flying (summing the hours of each flight segments).
- When reporting GHG emissions of flights: with calculators such as Atmosfair, it is important to account for flight transits – for each and every flight, you will have to calculate GHG emissions by inputting departure airport, arrival airport, as well as any transit airports.

For example, a Paris-Quito flight with a transit in Amsterdam will count as 1 flight over 2 hours and not 2 flights even if the segment flight from Paris to Amsterdam will last less than 2 hours. Total GHG emissions in kg of CO<sub>2</sub>e (that you will have to convert in tCO<sub>2</sub>e) will be 2,591 kg of CO<sub>2</sub>e for a one-way trip indicating the transit in Amsterdam (using [atmosfair.de](https://www.atmosfair.de)). For information, without transit, the emissions would be of 2,441 kg of CO<sub>2</sub>e.

That is why we want to emphasize the importance of taking direct flights rather than those with transits since the latter pollute more.

**1.8. When differentiating flights according to “hours of flight time”, do we have to consider the actual time in the air, or do we include the transit time?**

Flight time is indeed actual time in the air – you do not have to consider transit time at airports.

**1.9. Does [Atmosfair.de](https://www.atmosfair.de) include domestic flights?**

Yes, the calculator includes them.

**1.10 Why did you choose Atmosfair and not choose another calculator (such as ICAO)?**

We do encourage you to use Atmosfair, because we have checked how they calculate their emissions and they integrate all Greenhouse Gas emissions (not only CO<sub>2</sub>) and the radiative forcing (see 1.6). In our analysis of FY19 data, we saw that not everyone has used Atmosfair (or calculators that have a similar approach) and this generates large differences in the reported emissions for similar types of flights, making it difficult to compare and compile the data.



## Step 2

## Fuel consumption for vehicle use in the FY

### **2.1. How do we report fuel consumption from vehicles hired for project purposes in the absence of office vehicles?**

The fuel consumption of vehicles hired for project purposes should be reported in PIIRS. If you are not paying directly for gasoline for those vehicles and paying a lumpsum for daily rent including gasoline for example, you can ask your rental company to provide you with this information (you can also request them to include it in the invoice). Another option is to calculate the fuel consumption by multiplying the fuel efficiency of each vehicle (average consumption of fuel per km) with number of km made with this vehicle (formula: fuel efficiency (l/km) \* number of kms).

### **2.2. If CARE has supported a partner with a vehicle/ motor bike, do we have to report the fuel consumption of this vehicle in PIIRS too?**

The scope of the fuel consumption is limited to what has been payed directly by CARE for its operations. So, if CARE is paying for the fuel of the partner, then it should be included. If gasoline/fuel is paid by partner, you do not include the fuel consumption from this vehicle in PIIRS.

### **2.3. Should we include fuel consumption of taxis/Ubers/Ola/radio taxi used by CARE staff or consultants for work purposes in PIIRS?**

No. Taxis/ Ubers/ Ola/ radio taxi are beyond the scope of the calculation. We acknowledge emissions related to taxis travels can be part of CARE carbon footprint, but at this stage these data are too complicated to collect. Even if some apps (such as Uber/Ola) do provide the total number of kms, it would be difficult to get the data for other types of taxi and even more complicated to get the average consumption of each vehicle used.

Though, if your office is paying for a lot of taxis/Uber, you might check with your provider if you can get this type of reliable information on regular basis. If you manage to have access to this data easily, please inform us and based on your feedbacks, we may enlarge the scope for the next year.

### **2.4. In fuel consumption (for vehicles or generators), what is "other fuel" ?**

For vehicles, this may be bio-diesel, ethanol, liquified petroleum (propane or LPG for liquified petroleum gas), methane (compressed natural gas) and hydrogen.

For generators this may be: bio-diesel, emulsified diesel, propane and natural gas.

### **2.5. Should we report fuel consumption of vehicles used to go to (internal and external) meetings in PIIRS ?**

You should report the fuel consumption of all CARE owned vehicles and rented vehicles by CARE staff and consultants. It is not limited to project related activities. Support activities, internal and external meetings should be included as well. For example, if a consultant is visiting a project with a CARE vehicle, the related fuel consumption should be reported in PIIRS as well.

**2.6. If we have bought 3 boats with motors for the communities and the project budget finances part of the gasoline, do we have to report the boats fuel consumption under vehicle fuel consumption?**

No, this should not be reported in PIIRS. The scope is limited to vehicle fuel consumptions for vehicles use related to the functioning of CARE offices. We do not include the emissions related to the activities that are run by communities (project beneficiaries). [note that, in the above example, if CARE staff are using the boats to go and visit the communities and paying the gasoline for that, we should count it].

**2.7. When we have CMP staff visiting programmes in country and using vehicles for that purpose, who has to report the vehicle fuel consumption? CMP or the Country Office?**

If the CO is arranging all travel for the CMP staff with its own office vehicles or if the CO is renting and financing vehicles, the CO should report this vehicle fuel consumption in PIIRS. If vehicles are financed and arranged by the CMP then the fuel consumption related to the use of these vehicles will be reported in PIIRS by the CMP.

**2.8. Do we have to report in PIIRS the fuel consumption from vehicles used by a number of staff to commute on a daily basis to a refugee camp located in a remote area of the country?**

If they come to the office and then CARE is arranging the daily transport from the office to the refugee camp, then the fuel consumption of these vehicles should be reported in PIIRS as it is a project related activity. If they are going directly to the camp from home, with their own private vehicles, it should not be reported in PIIRS.

**2.9. How do you report the carbon emissions of helicopter flights?**

There is no an easy CO2e calculator like Atmosfair that will allow you be able to easily calculate the GHG emissions of helicopter flight, Therefore, we would advise not to integrate the emissions from helicopters flights in PIIRS for this year, until we find a calculator that can manage the calculations in a relatively easy way.

However, if you do have any data on the fuel consumption during the helicopter flight (# of liters of fuel that were used during the flight), this could be reported in the section *fuel consumption for vehicle use during the fiscal year*. But again, indicate this **only if** you have access to this information.

If you have advice on how to calculate the carbon emissions of helicopter flights, please contact us.

**2.10 Does fuel consumption for vehicle use, also include the commute from home to work?**

No, we decided not to include it except if it is done with cars rented or owned by CARE.



**Step 3**

**Office(s) energy consumption during the FY**

**3.1. We have a yearly contract with our energy provider that ends in December (not June). Thus we don't have the exact energy consumption data for the FY in June. How should we report our energy consumption in PIIRS?**

There are different options:

Option 1 (preferred option): Consider going back to your energy provider to check if they would be able to give you mid-year consumption data (you might be able to check on your meter).

Option 2: Report the data for the previous year. For example, for FY19, you will report the data for January to December 2018).

**3.2. How do you report energy consumption from staff that are working from home?**

This does not have to be reported in PIIRS. Emissions generated by home-office are excluded from the scope of calculation.

**3.3. How do we report electric power consumption when CARE has moved from an office to a coworking modality, where only part of one of the floors is used, and the payment of the service is general and the building does not have disaggregation by floor.**

In order to get the electric power consumption value, you multiply the proportion of the CARE’s office surface in the whole facility by the total electricity consumption of the facility. In the guidance note, page 6, we have a formula on generator fuel consumption. The same approach works for the electricity consumption calculation. Use the following formula:

$$\frac{\text{Office surface (m}^2\text{)}}{\text{Total facility surface(m}^2\text{)}} \times \text{total electricity consumption of facility (KWh)} = \text{electricity consumption of office (KWh)}$$

If you can’t access the full consumption of your office nor building, leave it blank and please contact CCRP.

**3.4. Looking for the CO2 intensity of the energy provider, we have found the below data (screenshot) Different values are given such as EFOM, EFBM or EFCM. What value should we report in PIIRS?**

Region	Host Party	CDM-EB Ref	Starting Date of Public Comment	Registration Date	Operating Margin (OM)			Build Margin (BM)		Combined Margin (CM)	
					Data vintage	OM Calculation Method	Emission Factor (EFOM)	Data vintage	Emission Factor (EFBM)	Weights	CM Emission Factor (EFCM)
Africa	Ethiopia	10265	8/19/2015	2/29/2016	ex ante	Average OM	0.00006923		0	0.5:0.5	0.000034615

**EFOM** (Emission Factor Emission Margin) value should be reported in PIIRS. Build Margin (EFBM) is a reference to energy used to build the centre for electricity production. The combined margin EFCM is a combined value of Operating Margin (EFOM) and Build Margin (EFBM).

**3.5. If CO2 intensity cannot be provided by our energy provider and my country is not listed in the IGES national grid list provided in the guidance note, how do I report my office CO2 intensity?**

If you cannot find your country in the IGES file, we will strive to provide you with another potential source – or check IGES file updates (your country may be added in later).

**3.6 Do we include gas that we use for cooking?**

Yes, gas used for eating and/or cooking purposes are included.

**3.7 Do we need to take into account the electric consumption of houses that we are renting or owning for staff or visitors?**

Yes, it is included in the scope.

**3.8 Some offices have been closed since March because of COVID. Should we report the electric consumption of people from their homes as they were working from home?**

We have excluded the electric consumption from homeworking from our scope (though they do exist) because of the difficulty to gather the data and isolate the consumption related to work activities and other activities of the households. So you will have to report the emissions related to the offices and houses rented by CARE only. Even if the offices has been closed for a certain period, please do report the emissions until June 30<sup>th</sup> 2020 as there might be residual consumption still happening (from some electric appliances, IT serves, or staff still living there). The exclusion of this data from the scope will certainly have an impact on total level of emissions but this will be taken into account in the analysis of the data.

**3.9 We have one office in Canberra which is 100% renewable. Do we count 0 CO2 emissions when referring to electricity?**

Yes, even renewable energy generates GHG emissions. In the guidance note, we describe where on the bill you see the CO2 intensity.



**Step 4**

**Measures your office has taken to reduce and/or offset emissions in the FY**

**4.1. What is an example of internal offsetting for CARE?**

Some CARE offices have set up internal funds for offsetting emissions. Instead of using external parties, these internal funds are put in place by using a market-driven price of offsetting (€ / tCO<sub>2</sub>e), in which CARE offices then put aside the corresponding amount of funds related to their GHG emissions over the Fiscal Year. They will then decide how to invest it to fight climate change.

**4.2 For COs that show high trend of carbon emissions from last year, what recommendations do you have for them?**

There might be different reasons for high trend of carbon emissions. We advise you to look at the source and sensitize your staff about these causes. For example, if you have high carbon emissions due to flights, you can start sensitizing your staff on flight related emissions and include emissions calculation in the travel authorization form to ensure it is one of the criteria to decide on the necessity of a travel. For vehicles, you can work on your fleet management to make it more sustainable/green: choose cars that are more environmentally friendly, rationalize travels or train drivers to drive in more eco-friendly way. If your emissions mainly come from your offices' energy consumption, you can switch to renewable energies or install solar panels, buy energy efficient appliances...

This year (FY20) we will create a group of exchange of experiences, so feel free to reach out to CCRP – Edel Heuven ([heuven@careneland.org](mailto:heuven@careneland.org)) if you would like to join it.

#### **4.3 Do we need to send any back-up documents to justify the actions that have been taken by the office?**

No, you just need to select which type of actions you have taken so far. However, there is space at 'other measures' to document measures that are not listed. Furthermore, if you can, we encourage you to document your answers in a separate document, if not done already and share it with us so that we can compile all the detailed actions taken by offices and have a better overview of what is being done.

#### **4.4 Will there be webinar to present some actions that could be taken?**

CCRP will set up a group to exchange on best practices, to exchange knowledge and to motivate one another. If you are interested to join: please contact Edel (heuven@careneland.org).



## **5. Generic Questions**

### **5.1. Will there be someone from this team on the PIIRS hotline?**

If you post a question in the helpdesk or PIIRS email, the MEL team will find the right person to answer your query.

### **5.2. Will there be a calculation sheet with formula provided to COs for the different questions or will COs have to calculate on their own based on the formulas provided in the guidance note?**

The formulas and explanations are provided in the guidance note. If you do not find a needed formula /information for reporting the data in PIIRS, you can always contact the PIIRS hotline.

### **5.3. Should regional offices fill PIIRS forms as a CO?**

Yes. For example, ECSA should fill a KENYA form indicating "regional management unit" as type of office and provide all the answers to sections 1, 2, 3 and 6 of the form (and check with CARE USA if they will cover ECSA staff gender breakdown and pay gap under their form for sections 4 & 5, or whether you should include those also).

### **5.4. Who is responsible for collecting, analyzing and giving feedback on the carbon footprint/climate-smart measures reporting?**

The MEL coordinator of the CI Secretariat collects data jointly with all the different MEL officers in the CARE offices. CCRP will then together with the CI secretariat analyze the data and publish them in a report .

### **5.5 Who is making sure that all the members report?**

The CI secretariat encourages all offices to report in PIIRS.

### **5.6 Who needs to report in FY20?**

In FY20 all offices are required to report on climate-smart indicators in PIIRS. This is a change from FY 19 in which only CMPs were required to report on those indicators.

In the guidance note, examples of templates to collect data are presented and can be used as an inspiration. Some offices are already collecting these data, so we can also link you with them if you are interested in other examples.

#### **5.7 Who is making sure that this exercise is done not only once but regularly?**

As the exercise is part of PIIRS, it will be done on an annual basis but ideally, data need to be collected more regularly during the year.

#### **5.8 Based on the analyses of carbon emissions, will there be any plan to develop carbon budgeting and setting targets for CMPs/COs/Offices/etc?**

We are doing the analysis of the data right now. Based on the data, offices can set up their own targets and carbon budgets. CARE International, with support from CCRP will also assess if this could be relevant for the confederation. The reduction target should refer to a baseline year and should strive to reduce emissions in comparison to that year by a certain percentage. We strongly advise you to set up targets that are in line with what is needed to stay below a 1.5 degrees Celsius global temperature increase (-45% by 2030 since 2010).

#### **5.9 Are there any changes in the form compared to last year (FY19)?**

There are no changes in the indicators and data to be collected but note that PIIRS has gone digital.

#### **5.10 When is the deadline for offices to report on the indicators for FY20?**

Deadline is end of September.

#### **5.11 Where can we find the report from last year emissions?**

The report is being finalized and will be available in September 2020. If you need specific information, please contact Edel Heuven [heuven@careneland.org](mailto:heuven@careneland.org)

#### **5.12 For Data accuracy – what kind of error do you accept? Our CO does not use tracking sheets yet.**

We hope there is minimum error though we expect some errors as we are gathering the data for the first years. Little by little data accuracy is likely to increase and important data quality check is carried every year. To support data accuracy, we can also help you with this and bring you in contact with other offices that use tracking sheets to track the data.

#### **5.13 Are tracking documents available for these indicators for CO to use for next years?**

In the guidance note, we have screenshots of tracking documents. But there is not yet one unique tracking document available. We will try to generate examples upcoming year.



#### **5.14 what email shall we use if we have questions?**

You can contact Edel Heuven – [heuven@Careneland.nl](mailto:heuven@Careneland.nl) or contact the PIIRS helpdesk.

#### **5.15 Is there a process of verification for the data reported, should we prepare supporting documents?**

CCRP is checking the quality of data. We encourage you to keep track of the calculations made to fill in the climate smart indicators. You do not have to submit these documents but CCRP might come back to you for clarification and those justifying documents might be helpful.

#### **5.16 Is there any link between environmental and social safeguards and the climate smart indicators?**

There is a strong link between Climate Change and the environment<sup>1</sup> and thus environmental safeguards is highly related to climate change and the climate smart indicators.

Note that CARE does not have a global environmental policy that has been agreed on, but one has been agreed among European Members and there are currently discussions about such a global environmental policy. This policy is likely to focus on the environment which ‘consists of all the elements of our surrounding’ and thus including climate change with specific objectives and eventually targets. The climate-smart indicators can then help to measure our achievements.

---

<sup>1</sup> For example, some studies estimate that 15% of global emissions of greenhouse gases are due to deforestation. At the same time land and ocean ecosystems and their services have changed due to global warming. Degraded ecosystems also lead to reduced capacity of the environment to capture and store carbon.