

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

Frequently Asked Questions

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Step 1

Flights and greenhouse gas emissions during the FY

When we have a staff on a round trip flight of 1 hour each, do we calculate under 2 hours or 1 hour?

You should count that as 2 separate flights under 2 hours (in the cell # of flights under 2 hours).

If the flight is for 2 hours exactly, where should this be counted under 2 hours or over 2 hours?

We should include it in the flights under 2 hours.

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 less than two hours?

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

We added the calculation of the CO₂ to our travel agent agreement, so we are getting report containing the CO₂ related to our travel ready calculated, I assume this is okay?

Yes, it is ok. You then need to report the total amount of CO₂e emissions in your PIIRS sheet. Just be careful of the unit and indicate the calculator the travel agency is using. You can eventually also ask them to give you the number of hours of flights and number of flights under or equal to 2 hours and above 2 hours.

Assuming we have 2 staff on one flight, do we treat this as 2 different flights? Will not this double the CO₂ emissions?

If you have 2 people flying on the same plane, you should count that as two separated flights because the online calculators are giving you the emissions for 1 passenger by multiplying the total emissions of the flight by the % of space occupied by the passenger, that is also why you need to take into account the travel class of the passenger to know its emissions. Indeed, people flying in business class are "emitting" more than people flying in economy class because they have more space.



Step 2

Fuel consumption for vehicle use in the FY

How do we consider the hired vehicles for project purposes in the absence of office vehicle?

It should be considered in the calculation. If you are not paying directly for gasoline for those vehicles and paying a lumpsum for daily rent including gasoline for example, you should consider calculating the consumption using the fuel efficiency (average consumption of fuel per km) * number of km made with the vehicle.

If CARE has supported a partner with a vehicle or a motor bike, would we include those running costs as well?

The scope that has been decided is to calculate what has been paid directly by CARE for its operations. So, if CARE is paying for the fuel of the partner, then it should be included as the data is in your hand. If not, gasoline/fuel is directly handled by partner, it is excluded.

Additionally, would we include costs of taxis/Ubers? Should we include all kinds of vehicles used by CARE staff and consultants using CARE's money which include vehicle hired through Ola or Uber, radio taxi?

Taxis/ Ubers/ Ola are beyond the scope of the calculation. Indeed, it is part of CARE related emissions, but we estimate that it is quite complicated to collect data for this: we might be able to have the number of km done in Uber/Ola. But it will be difficult to get it for other types of taxi and it will be 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 Uber and Ola, if you can get this type of reliable information on regular basis. If it is the case, please inform us and based on your feedbacks we may enlarge the scope for the next year.

What can be the "other fuel" type?

For vehicles: Bio-diesel, ethanol, liquified petroleum (propane or LPG for liquified petroleum gas), Methane (compressed natural gas), hydrogen.

For generators, other fuels can be bio-diesel, emulsified diesel, propane, natural gas.

Should we count if the vehicles are used to go for meetings - internal and external meetings? How would you consider fuel remained after project work used for daily activity? If the internal meetings are beyond specific projects for program level review and reflection - but not going to field sites.

For the cells "fuel consumption for vehicle use during the FY", you should consider the whole consumption of the CARE owned and rented vehicles. It is not limited to project related activities, support activities should be included as well, internal and external meetings. For example, if a consultant is visiting a project with CARE vehicles, it should be considered as well.

Hi, we have a Amazon project in which we have bought 3 boats with outboard motor for the native communities and the project finances part of the gasoline. Is it included?

No, it is not part of the scope of emissions as we limited the scope of the emissions related to the functioning of CARE offices. We would not count the emissions related to the activities that are then run by communities. For example, if we are paying for the gasoline for these 3 boats that are used by the communities or for the gasoline for a water-pump, we would not count it. Though, it is true that these activities are emitting GHG so if there are other less emissive and still efficient alternatives, it might be better to encourage them (solar-pump for example).

[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]

When we have CMP staff visiting programmes in country, how would they get the information on fuel emissions? Would the CMP record this or the Country Office?

If the CO is arranging all travel with its own vehicles or rented vehicles, it should be reported by the CO as all the data are in the hand of CO. If everything is managed the CMP (and thus all data are in their hand), then it will be counted at CMP level.

A number of staff commutes daily to a refugee camp located in a remote area of the country - can this count as well?

If they come to the office and then CARE is arranging the daily commuting from the office to the refugee camp, then it will be counted. If they are going to the camp, with their own private vehicles, it won't be counted.

How do you calculate the carbon emission of helicopter flight?

- There is no an easy CO2 calculator like Atmosfair to be able to quickly determine the carbon emission of helicopter flight, therefore, we would advise not to try calculating the emissions for this first year, until we find a calculator that can do that in a relatively easy way.

- HOWEVER, if you do have any data on the fuel consumption during the helicopter flight (# of litters of fuel that were used during the flight), this could be reported in the section around vehicle use (# litters of OTHER FUELS) and we can find the way to translate that into emissions later. But again, only if you have access to this information.



Step 3

Office(s) energy consumption during the FY

How to do when we have a yearly contract that ends in December (not June) and thus we don't have the exact energy consumption data for the FY?

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).

Could you please clarify how do you calculate if all the LAC regional office works from home? How do we report that?

We are not including home office associated emissions in the scope of calculation.



Generic Questions

It appears we have a number of parameters being reported which may require good data management at the source level. Did we think of the level of accuracy when we are trying to request annual data when we hadn't been tracking such indicators throughout the year?

Yes, it has been considered. The collection of data is only compulsory for CARE members this year (where data will be easier to collect) and will be compulsory for COs next year to give time to implement the different necessary tracking process. So, it is advised to collect the data you have this year and develop the tracking processes for missing data and be ready for PIIRS FY20. In the guidance note, there are examples of templates of how the data could be collected. Some offices are already collecting these data, so we can also link you with them if you want to.

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.

Will there be calculation sheet with formula provided to COs or will COs have to develop on our own based on the formula provided?

The formulas and explanations are provided in the guidance note. If something is missing for your precise case, you contact PIIRS hotline.

Is this for FY18 or FY19?

FY19

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).