



**ACTION
AGAINST
HUNGER**



CARBON FOOTPRINT REDUCTION PLAN



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1

INTRODUCTION AND OBJECTIVES



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The carbon footprint report released last April 2023, and this reduction plan are part of **commitment 1 (Assess and Plan) of Action Against Hunger's environment and climate policy** and, more specifically, are reflected in principle 1.1: Know and reduce our carbon footprint.

This action plan attempts to go into detail on each of the elements of Action Against Hunger's activity in order to reduce our carbon footprint and improve our performance in different areas that are not measured through this methodology. The aim is to establish a series of concrete measures that will allow us to improve the impact of our action.

In a world increasingly aware of climate change and its impacts, it is critical that all organizations, including humanitarian organizations, commit to reducing their carbon footprint and adopting more sustainable practices. As a humanitarian organization providing assistance and support to the most vulnerable communities affected by natural disasters or conflict, we have a responsibility to lead by example and ensure that our activities do not contribute to global warming and its negative consequences.

The aim of this action plan is to provide a clear and practical guide to try to reduce our carbon footprint and adopt more sustainable practices, and to



do this we need to consider three key areas: energy management, mobility, and procurement.

- Firstly, **energy management** is key to reducing a humanitarian organization's carbon footprint. Measures should be implemented to increase energy efficiency in facilities, such as using LED lighting, installing motion sensors to automatically turn off lights in unoccupied rooms, and improving the thermal insulation of buildings. In addition, the use of renewable energy sources, such as solar or wind energy, should be promoted to reduce dependence on fossil fuels and reduce carbon emissions.
- Secondly, it is essential to address **mobility and transport** to reduce the carbon footprint. More sustainable forms of transport such as cycling, walking and car sharing should be promoted, and we will build on a number of initiatives already underway in collaboration with other organizations and supported by the Fleet Forum¹. More in the medium to long term, electric or hybrid

vehicles should be considered for field operations. It is also important to promote training in efficient driving and to encourage the reduction of air travel, where possible.

- Thirdly, it is crucial to assess and reduce the carbon footprint of the **goods and services purchased** for the different activities carried out by Action Against Hunger. This involves analyzing the products purchased and promoting responsible purchasing, considering factors such as energy efficiency, the use of recycled materials and sustainable production. Alliances with suppliers who share the same values and principles in terms of sustainability should be encouraged. In addition, it is important to promote proper waste management, encouraging recycling and reuse of materials, to reduce the amount of waste that ends up in landfills and contributes to global warming. All these aspects are being addressed through the updating and improvement of the Kit Log, which includes specific documents on **sustainable procurement** and **waste management**.



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¹ Fleet Forum is an organization that promotes cleaner, safer and more efficient humanitarian transport in developing countries through professional fleet management - helping members to do their work more efficiently, saving lives, saving costs and saving the planet (develops an overall fleet management strategy linked to an organization's strategy, establishes the people, processes and resources needed to implement the strategy, and places social, financial and environmental sustainability at the heart of the fleet management strategy).



2

CURRENT SITUATION. BASELINE



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The carbon footprint is a measure of greenhouse gas emissions released into the atmosphere as a result of human activities. In the context of the fight against hunger and poverty, we recognize the importance of understanding and reducing our carbon footprint for more effective and sustainable action by setting specific and measurable targets and strategies that also contribute to the promotion of sustainable practices in the humanitarian community and beyond.

Conducting a carbon footprint baseline involves the detailed analysis of all sources of greenhouse gas emissions related to our operations and activities. This includes both the measurement of direct emis-

sions (e.g. fossil fuel consumption in vehicles and generators) and indirect emissions (e.g. electricity consumption, indirect emissions caused by the production and transportation of goods and services used by the organization or employee travel).

To carry out these measurements, we used a Greenhouse Gas (GHG) calculation methodology using the Humanitarian Carbon Calculator (HCC) tool developed by the ICRC as a result of the Sustainable Supply Chain Alliance programme² and in response to the adoption by more than 330 organizations by January 2023 of the Climate and Environment Charter for Humanitarian Organizations³, including Action against Hunger - Spain⁴.

² This partnership was launched in September 2020 and aims to integrate the three pillars of sustainability - environmental (planet), social (people) and economic (performance) - into supply chain activities. It is led by the International Red Cross and Red Crescent Movement, through the Geneva-based ICRC.

³ <https://www.climate-charter.org/>

⁴ Action Against Hunger signed it on 18 January 2022.

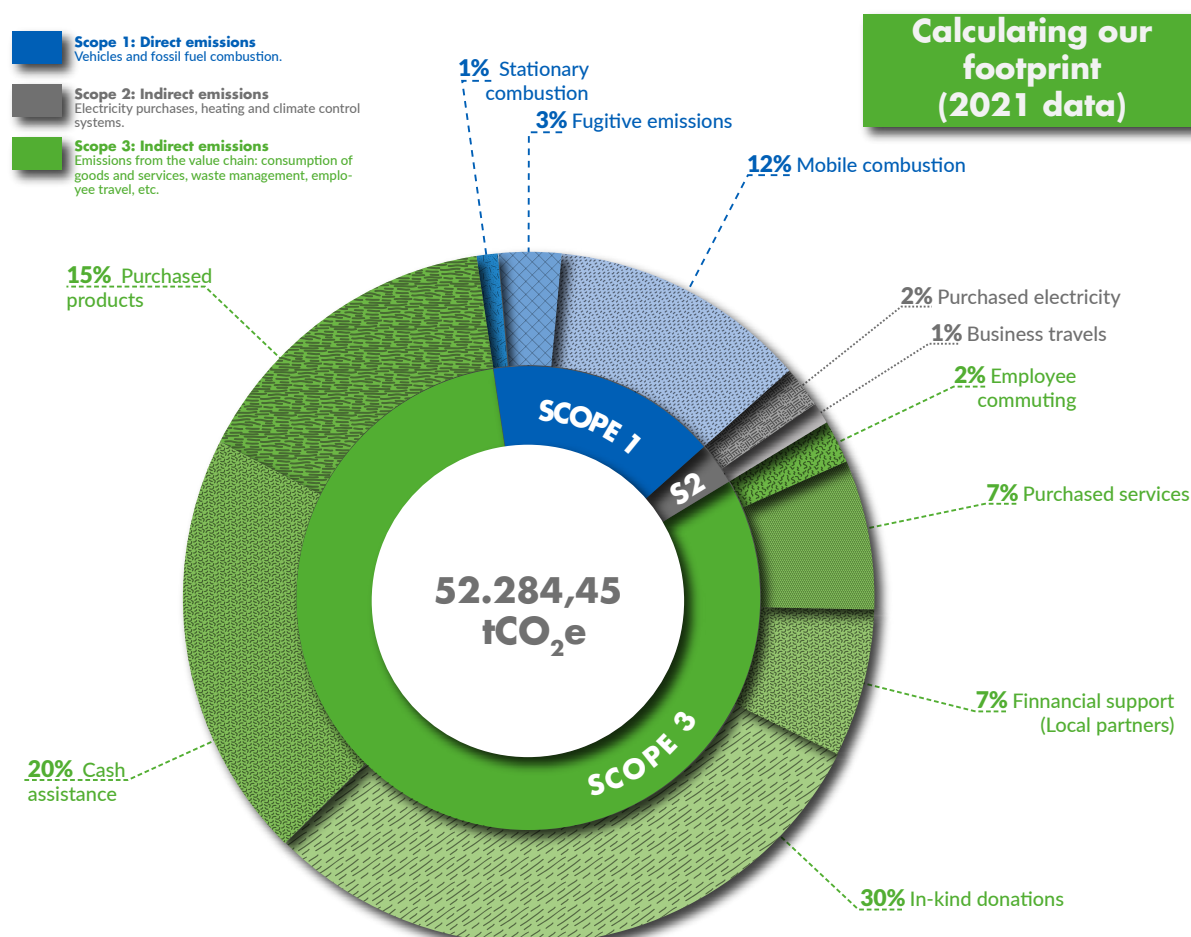


The methodology follows a standard (the GHG *protocol*)⁵ used internationally to quantify and manage greenhouse gas emissions. Based on strict criteria of Transparency, Completeness, Relevance, Consistency and Accuracy, the tool allows GHG emissions to be quantified numerically⁶ and divided according to the nature of the activities that generate them:

- **Scope 1:** direct, own GHG emissions generated by fossil fuel consumption of vehicles and generators, as well as refrigerant gas leaks in air conditioning. Accounting is mandatory.
- **Scope 2:** indirect GHG emissions from electricity generation purchased and consumed by the organization. Accounting is mandatory.

- **Scope 3:** indirect GHG emissions that result from the organization's operations but are not directly owned or controlled by the organization. It covers employee commuting, business travel, third party distribution and logistics, emissions from purchased products and services (which generate emissions before and after they are purchased). Accounting is optional.

Taking into account the data obtained from all missions, the total result of our carbon footprint is **52.5 thousand tons of CO₂ equivalent**. Of this, **85% falls within Scope 3 and 78% within the category of goods and services** (including the footprint calculated from the production processes of these goods and services, transport, distribution and related waste).



⁵ The *Greenhouse Gas Protocol (GHG protocol)*, developed by the World Business Council for Sustainable Development (WBCSD) and the World Resources Institute (WRI).

⁶ In kg or tons of CO₂ or equivalent (CO₂e), as all greenhouse gases stipulated in the Kyoto Protocol are considered: CO₂, CH₄, N₂O, HFCs, PFCs, SF₆ and NF₃.



3

ACTION PLAN



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Once the carbon footprint baseline has been established, we can identify key areas of focus and set specific targets to reduce greenhouse gas emissions. This may include implementing energy efficiency measures, promoting renewable energy sources, adopting cleaner and more sustainable technologies, and raising awareness and training staff to encourage sustainable practices in all areas of the organization.


Based on the results obtained and taking into account the baseline established, the next step is to establish the action plan to try to reduce the carbon footprint; the first thing to bear in mind is that **85% of our carbon footprint falls within scope 3**, which is the most difficult to mitigate and, above all, to measure. There are some measures that are already included in the action plan, but most of them are linked to a policy approach with suppliers, partners, etc. but the emission factors against which they are measured do not change. The impact of such measures cannot be accounted for and the footprint has to be measured with statistical indicators that are not linked to such improvements.






3.1 LIST OF MEASURES


Based on these limitations in terms of our current ability to quantify our carbon footprint and our pow-

er to influence it, below we detail the specific measures of our 2022-25 Action Plan, classifying them according to their scope and ranking them in order of increasing complexity in their implementation:

- QUICK-WINS:** Actions without excessive impact on the budget and easy and quick to implement. Within these initiatives, we highlight with the icon  those considered “eco-gestures” that are very easy to implement by our teams as they usually require only simple changes in attitude.
- ACTIONS WITH HIGHER COST IMPACT,** although bearable as part of the improvement budget.
- MORE COMPLEX AND COSTLY IMPLEMENTATION ACTIONS.** They require a more detailed analysis of their impact.

For each measure we have assigned an indicator of the level of potential impact it can have on reducing Action Against Hunger’s carbon footprint:

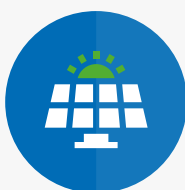
-  Strategic measures to reduce our carbon footprint, albeit with **limited impact**.
-  Strategic measures to reduce our carbon footprint with a **medium impact**.
-  Strategic actions to reduce our **high impact** carbon footprint.

Finally, in order to demonstrate the practical applicability of these measures, we have highlighted with the icon  imminent or already implemented measures towards the carbon footprint reduction targets described in the thematic cards attached to this Action Plan.

With the additional objective of facilitating their thematic identification and streamlining their practical management, we have subdivided each of the measures according to the functional category to which it corresponds:



TRANSPORT



ENERGY AND BUILDINGS



DIGITAL AND TRANSVERSAL



SUPPLY OF GOODS AND SERVICES



WASTE AND RESOURCE MANAGEMENT



TRANSPORT

Reduce the carbon footprint of business travel

1		Prioritize the choice of train rather than air travel for journeys that allow this option.
2		Fly economy rather than premium economy or business class for long-haul flights.
3		Review and reformulate Action Against Hunger's travel policy with clear criteria for determining the need for each trip. <ul style="list-style-type: none"> • Establish eco-responsible standards for site visits, briefings/debriefings, R&R, etc. • Determine appropriate transport providers and routes in each case.
4		Select the location of large corporate events (trainings, international meetings) based on the current location of your attendees in order to optimize the overall distance travelled.
5		Stop reimbursing car mileage for journeys that can be made by train or public transport without a significant increase in transit time.
6		Include the carbon emissions information in the travel booking system to make staff aware of the impact of each trip.
7		Prioritize green and carbon neutral hotels.
8		Develop communication materials to raise awareness among our teams about the impact of travelling on the carbon footprint and the ways to reduce it.
9		Develop tools and platforms to facilitate the choice of more sustainable transport alternatives. <ul style="list-style-type: none"> • E.g. Enable booking platforms that prioritize the most sustainable options by default.
10		Prioritize direct flights over connecting flights; always giving higher priority to possible more sustainable alternatives to air transport.

Reduce the carbon footprint of staff commuting

11		Study the widespread implementation of a telework policy.
12		Develop and promote car sharing initiatives among ACH staff and among staff of other NGOs. <ul style="list-style-type: none"> • Ensuring the implementation of these initiatives in at least 20% of the countries where we operate by 2025: in line with the Fleet Forum 2023 Agreements. • Taking advantage of the fact that NGO staff often stay in the same neighborhoods.



13		Encourage the use of bicycles.
14		Promote public transport and active mobility.
15		Promote the creation and dissemination of an application that facilitates car sharing among Action Against Hunger workers and members of other NGOs.
Optimize fleet size, composition and movements		
16		Optimize the service life of the fleet, prioritizing repair over replacement.
17		Disseminate and promote eco-driving practices among our staff.
18		Implement strict speed limits.
19		Use sustainable taxi companies.
20		Implement mobility plans for equipment to projects optimizing the use of the fleet as much as possible.
21		Avoid unnecessary comfort devices in the fleet. <ul style="list-style-type: none"> • E.g. screens, electric windows.
22		Implement a car rental system based on sustainable criteria (vehicles with low emissions or lower consumption).
23		Ensure optimal utilization of the mobile fleet through GPS monitoring.
24		Use low-emission vehicles (electric, hybrid, etc.) or vehicles with lower fuel consumption in urban areas.
Reduce the carbon footprint of transport in our supply chain		
25		Promote collaborative distribution with other NGOs for last mile deliveries.
26		Ask our suppliers to include an estimate of the environmental impact of their inputs and services as part of their quotations and base our procurement decisions also on this parameter.
27		Avoid using delivery trucks with less than 70% of their capacity utilized. Maximize utilization percentages and avoid empty runs; even including this requirement in our contracts with suppliers.
28		Reduce distances between production, storage, and distribution/use.
29		Reduce air transport by favoring other less carbon-intensive modes of transport (e.g. rail or sea freight).



ENERGY AND BUILDINGS

Reduce emissions linked to gases with a high global warming potential (GWP)⁷

30		Optimize electricity consumption for cooling our facilities by systematically combining the use of air conditioning and ceiling fans.
31		Ensure proper BTU calculation or cooling needs for each space.
32		Gradual replacement of air conditioning equipment based on refrigerant gases (R410A, R12 and others) with R32 or other less polluting gases; ensuring responsible dismantling of the equipment to be replaced.

Improve efficiency in buildings and facilities

33		Redefining temperature standards in our facilities. <ul style="list-style-type: none"> • A single degree difference in thermostats can increase energy consumption by 15% (heating) or 10% (air conditioning).
34		Install sunscreens for windows.
35		Plant trees and vegetation whenever possible in offices, guesthouses, etc.
36		Install water saving aerators in restroom taps and prioritize water efficient appliances.
37		Promote gardening services that give greater prominence to local species (native vegetation, native plants for pollinators, etc.).
38		Improve the energy efficiency of buildings through sustainable design and relevant/feasible passive measures (e.g. improved insulation or shading).
39		Apply low environmental impact construction techniques adapted to local climate context.
40		Monitor and reduce leaks in the drinking water supply network.

Reduce energy consumption and improve energy efficiency of electric installations

41		Promote responsible choices and behaviors in all domains that require the use of energy. <ul style="list-style-type: none"> • E.g. switching off equipment that is not in use, switching off the light when leaving a room, switching off Wi-Fi after work, putting equipment into hibernation mode when not in use after a few minutes.
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⁷ High-GWP gases (GWP) are gases that have a greater potential to trap heat in the atmosphere than carbon dioxide (CO₂). These gases include chlorofluorocarbons (CFCs), hydrofluorocarbons (HFCs), hydrochlorofluorocarbons (HCFCs), perfluorocarbons (PFCs) and sulphur hexafluoride (SF₆). The GWP for these gases can be in the range of thousands or tens of thousands."



42		Ban the use of halogen lamps.
43		Minimize the unnecessary use of artificial lighting; always prioritize natural light.
44		Diagnose and monitor our energy consumption. <ul style="list-style-type: none">• Knowing our energy consumption better means knowing how to manage it better.
45		Reduce energy consumption by installing automatic control devices. <ul style="list-style-type: none">• Motion or presence detectors.• Photocells, which allow a lamp to be switched on at an illumination level set by the user.• Timers to shut off power at night and weekends and/or automatically switch off electronic equipment.
46		Prioritize the use of energy-efficient light bulbs. Progressively implement LED light bulbs when old bulbs stop working.
47		Minimize the need for cooling by minimising the heating of the ambient temperature caused by electronic equipment and devices (e.g. refrigerators, IT equipment) or by using more energy-efficient equipment.
Decarbonize electricity and energy production		
48		Contract energy from renewable sources where possible.
49		Reduce the consumption of energy from non-renewable sources as much as possible.
50		Use solar energy for specific equipment (generators, pumps, etc.).

DIGITAL AND TRANSVERSAL



Rationalize data storage and transfer

51		<p>Raise staff awareness and promote best practices:</p> <ul style="list-style-type: none"> • Send an email only when necessary, minimizing the exchange of messages as much as possible. • Prioritize the exchange of documents through links and file sharing platforms (clouds, one drive, google drive, teams, etc.) rather than through emails with attachments. • Limit the number of recipients of our emails in order to rationalize the amount of emails stored on the servers.
52		<p>Monitor the carbon emissions of the online platforms we use.</p> <ul style="list-style-type: none"> • E.g. with the Microsoft Emissions Impact Dashboard.
53		<p>Archive emails regularly (e.g. every 6 months) and clean your inbox to reduce the numbers of emails stored on servers.</p>
54		<p>Avoid duplication of files saved in different devices.</p>
55		<p>Unsubscribe from unnecessary newsletters or commercial distribution lists.</p> <ul style="list-style-type: none"> • There are automatic applications that help with this, such as Cleanfox
56		<p>Optimize the document's lifecycle; delete them once they are not useful anymore (as long as not required for audit purposes).</p>
57		<p>Install by default on computing devices environmentally friendly search engines.</p> <ul style="list-style-type: none"> • E.g. Google alternatives such as Ecosia or Lilo donate part of their revenues to environmental projects.
58		<p>Prioritize web browsing via "Favourites/Bookmarks" rather than searches.</p>
59		<p>Prioritize the use of green data centers.</p> <ul style="list-style-type: none"> • E.g. if PUE* (Energy use efficiency) < 1.5; no air conditioning required.
60		<p>Analyze the need for online and digitalization services in order to enhance a sustainable and lightweight digital framework.</p>
61		<p>Analyze the websites of Action Against Hunger from an ECO perspective to minimize the environmental impact of the users who use them.</p> <ul style="list-style-type: none"> • E.g. with tools such as GreenIT.

Reduce the carbon footprint of our digital equipment

62		<p>Establish agreements with suppliers that offer collection, reuse and recycling options for devices used on mission once they are no longer needed, prioritizing the procurement of equipment from suppliers with these options.</p>
63		<p>Prioritize laptops over desktops.</p>

* PUE = Total electrical power of the centre / Total electrical power consumed by systems



64		Extend the lifespan of our IT equipment as much as possible. <ul style="list-style-type: none"> It should be noted that ecological impact occurs at production and disposal.
65		In the event of a fault, always give priority to repairing the affected parts rather than replacing the entire device.
66		Ensure good hardware performance. <ul style="list-style-type: none"> Ensure good ventilation, regular cleaning, defragmented hard drives, etc. Protect them from possible power surges.
67		Optimize the use of our software. <ul style="list-style-type: none"> Update it only when necessary. Regularly uninstall unused software.
68		Promote and implement a reconditioned procurement policy.
69		Minimize the number of corporate phones by providing dual SIM-capable devices to avoid duplication between professional and personal phones.
Reduce the use of paper and printers		
70		Minimize the ink and paper consumption of our printers by setting the default option to print on both sides of the paper and in grayscale (black and white).
71		Buy 100% recycled paper.
72		Implement a <i>paperless</i> policy in offices.
73		Print only when necessary.
74		When writing a document, use pattern fills rather than colors to differentiate areas in a graphic. <ul style="list-style-type: none"> So if someone has to print your document they don't necessarily have to print it in color.
75		Prioritize the use of shared multifunction printers with badgeswiping access and double paper load (recycled) over personal desktop printers.
Training and awareness-raising		
76		Establish awareness-raising sessions for staff on the magnitude of the current climate crisis and the importance of fighting for sustainability.
77		Consider and ensure the eco-efficiency of our online trainings. <ul style="list-style-type: none"> Minimize the digital carbon footprint of the materials used (e.g. rationalize the weight of the videos used).
78		Prioritize online training over face-to-face training.
79		Systematize good practices and promote good environmental habits in the office. <ul style="list-style-type: none"> E.g. Create a manual of good environmental practices in the office for headquarters and missions.
80		Establish and implement environmental guidelines for events, trainings and meetings.

SUPPLY OF GOODS AND SERVICES

Reduce the carbon footprint of our supply chain



81		Apply sustainability criteria in the selection of suppliers and establish sustainable procurement guidelines for procurement staff in the field.
82		Prioritize local supply chains, where they can guarantee supply, durability, adequacy and environmental sustainability.
83		Ensure right-size procurements. <ul style="list-style-type: none"> • E.g. to avoid unnecessary transport, storage, disposal.
84		Implement second-hand and reconditioned equipment procurement services.
85		Systematically request <i>eco-gestures</i> from service providers, hotels and catering services when organizing events.
86		Consider environmental impact when designing the implementation modality of our programmes (e.g. choose between in-kind, voucher or cash donations).
87		Reduce and optimize secondary and tertiary packaging of food and non-food items (NFI) by using the minimum possible packaging or those made from recycled/biodegradable materials, by setting these packaging requirements in tenders.
88		Identify greener alternatives to the goods we already distribute. Avoid single-use disposable items where possible and favour products with greater durability and high recycled content. <ul style="list-style-type: none"> • E.g. hygiene kits with biodegradable materials.

WASTE AND RESOURCE MANAGEMENT





Avoid, reduce and manage our waste

89		Reduce consumption of single-use plastic items at meetings and events (e.g. ban plastic bottles and cups).
90		<p>Define a policy for the use of single-use items.</p> <ul style="list-style-type: none"> Prohibit the purchase of non-medical single-use items and favour reusable and biodegradable items. Reduce the consumption of single-use medical supplies (masks, gloves, etc.) and look for sustainable alternatives. Find an alternative to plastic bags in the distribution of medicines. Reuse and recycle disposable cups in the office, reuse kits, etc.
91		Eliminate waste bins at workplaces and set up recycling points instead.
92		Use misprints as notepaper.
93		<p>Promote reforestation based on fruit trees and/or trees of agro-pastoral interest into our projects.</p> <ul style="list-style-type: none"> E.g. 2 trees per beneficiary household.
94		Identify and promote food suitable for use in emergency distribution, but with less environmental impact.
95		<p>Implement a recycling programme for headquarters and missions.</p> <ul style="list-style-type: none"> Ensure correct separation of waste. Identify available recycling circuits. Promote the recycling of electronic devices.
96		Monitor the amount of waste and define and implement a waste management programme for each mission and site.
97		Implement composting systems in the offices and guesthouse.
98		Promote greywater and rainwater recovery systems.






3.2 OBJECTIVES 2022-2025

Although there is divergence in terms of difficulty of implementation, potential for impact and nature of the measures, they all help us to make progress in reducing our carbon footprint. Taken together they demonstrate our commitments and we estimate that they will enable us to achieve the following targets:

	TARGET	RESULTS	INDICATOR	# MEASURES
 TRANSPORT	Reduce the carbon footprint of business travel	20% of business travel reduced by 2025	<ul style="list-style-type: none"> kg CO₂ eq per business trips 	#1 - #29
	Reduce the carbon footprint of employee commuting	20% of emissions from commuting reduced by 2025	<ul style="list-style-type: none"> kg CO₂ eq for commuting to work 	
	Optimize fleet size, composition and movements	25% of vehicle fuel consumption reduced by 2025 By 2025 at least 20% of missions have implemented a <i>carsharing</i> system	<ul style="list-style-type: none"> Fleet fuel consumption # of EURO3 vehicles in our fleet⁸ # missions with fleet sharing systems 	
 ENERGY AND BUILDINGS	Reduce emissions of high global warming potential (GWP) gases	By 2025 we reduce 20% of fugitive emissions from our air conditioning equipment.	<ul style="list-style-type: none"> # of HFC-free air-conditioning equipment kg of refrigerant gas recharged 	#30 - #50
	Improve efficiency in buildings and facilities	At least 2 bases/year install passive and insulation measures to improve efficiency.	<ul style="list-style-type: none"> # of bases with insulation measures installed 	
	Reduce energy consumption and improve the energy efficiency of electrical installations	30% of energy consumption at headquarters and missions reduced by 2025	<ul style="list-style-type: none"> Energy consumption (kWh) 	
	Decarbonize electricity and energy production	20 % of the electricity consumed is from renewable origin by 2025 Installation of renewable energy sources on at least 4 bases each year	<ul style="list-style-type: none"> # of offices with clean energy suppliers # of solarised buildings (pharmacies, offices, GH, etc.) 	

⁸ By EURO 3 we mean the emission standards set by the European Commission in its Directive 98/69/EC (2000); which regulate and limit the permissible emissions for light-duty vehicles.



	TARGET	RESULTS	INDICATOR	# MEASURES
 DIGITAL AND CROSS-CUTTING	Rationalize data storage and transfer	Reduce data stored per user by 10% by 2025	<ul style="list-style-type: none"> # of data stored online per user 	#51 - #80
	Reduce the carbon footprint of our digital equipment	Increasing the lifetime of IT equipment by 30% by the end of 2025	<ul style="list-style-type: none"> # of years of useful life of IT equipment 	
	Reduce the use of paper and printers	Paper consumption has been reduced by 20% by 2025	<ul style="list-style-type: none"> kg of paper purchased 	
	Training and awareness-raising	Best practices systematized between headquarters and missions by the end of 2025	<ul style="list-style-type: none"> # good housekeeping guides produced # actions to disseminate good practices # awareness-raising actions carried out in our teams 	
 SUPPLY OF GOODS AND SERVICES	Reduce the carbon footprint of our supply chain	By 2025 all recommendations of the sustainable sourcing and procurement guide are implemented	<ul style="list-style-type: none"> # of recommendations from the procurement guide implemented 	#81 - #88
 WASTE AND RESOURCE MANAGEMENT	Avoid, reduce and manage our waste	All missions have a waste management plan developed by the end of 2025	<ul style="list-style-type: none"> # of waste management plans developed 	#89 - #98
		Reduce waste by 30% by 2030	<ul style="list-style-type: none"> Tonnes of waste produced 	
		Recycling loops identified in all missions by the end of 2025	<ul style="list-style-type: none"> # recycling circuits identified 	

In all cases, the objectives are concrete, achievable, and numerically quantifiable, which will facilitate monitoring and evaluation of the degree of achievement.



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