

# GGGI GREEN OFFICE GUIDE

## About this guide

Developed as part of GGGI's corporate social responsibility initiative, this guide aims to provide tips on how to make our operations more environmentally sustainable across all GGGI offices and to reduce negative impact of our daily activities. Together we can make a difference by taking simple steps today that will bring a bigger impact tomorrow. Let us practice what we preach as an organization.



## How to use this guide

Step 1. Use the checklist below as a guide on what changes can be made in your office

Step 2. Complete the Checklist Evaluation, Office Pledge, and Carbon Footprint Report at the end of every year

Step 3. Submit to ASU [SharePoint Document Library](#) by 31 January of the following year

### GETTING STARTED

- 1. **Designate a Green Team**  
Pick a person or team who can be the green ambassador(s) of your office; this team is to lead the process of making your office more environmentally sustainable
- 2. **Engage everyone in your office**  
Hold staff meetings/orientation to inform and discuss ways to make day-to-day operations more sustainable
- 3. **Develop and post signage/reminders** \*See sample posters [here](#)  
Create "Green Office" signage/reminders and post on office noticeboards and other relevant areas  
Print on recycled/eco-friendly paper

### ENERGY

#### *Computers and Electronics*

- 4. **Use energy saving settings for computers, printers, and other office equipment**
- 5. **Turn off/use sleep mode for computers and monitors before you leave office**
- 6. **Last one to leave the office to turn off all lights and office equipment**  
Lights/ AC / air purifiers / fans/ printers/ photocopiers
- 7. **Unplug electronics when not in use, or use power strips with energy-saving features**  
Invest in "smart" power strips to reduce the energy consumed; these power strips have outlets with timers, motion detectors, and/or current sensors to minimize energy waste (Ask your local electronic stores/check online stores)

#### *Heating/Cooling Systems*

- 8. **Set heating/cooling systems properly**  
Adjust accordingly to local weather; avoid cooling more than 6°C (42.8 F) below the outside temperature and heating more than 20 °C (68 F) above, or no higher than 20-21 °C for heating or lower than 23-25 °C for cooling  
Make sure that no furniture or wall blocks the systems and get in the way of providing heating/cooling efficiently
- 9. **If possible, open windows before resorting to use of AC**
- 10. **Keep windows and doors closed when AC or heating is on**

### *Lighting*

- 11. **Switch off all lights when not in use, especially meeting rooms and other shared spaces**
- 12. **Place reminder stickers on light switches**
- 13. **Use natural light whenever possible**
- 14. **Use energy-efficient bulbs (LED/fluorescent lights)**
- 15. **If possible, install motion sensor switches, and/or timers for office lighting and other equipment (AC), especially in meeting rooms, hallways, and restrooms**

### **WATER**

- 16. **Do not keep water running unnecessarily**
- 17. **Fix any water leaks or dripping faucets immediately (or report to Facilities Manager, if there is one)**
- 18. **If possible, install water-saving heads (aerators), toilets with low-flush and full-flush options, and/or touchless faucets**

### **WASTE**

#### *Paper*

- 19. **Avoid printing as much as possible**  
Share files and documents via email or share by uploading them to SharePoint
- 20. **Print double-sided**
- 21. **Print several slides on one page (ppt)**
- 22. **Use smaller fonts and lighter print to use less ink, if possible**
- 23. **Discourage printing of any presentation materials – bring laptops to meetings or use projector**

#### *Mail*

- 24. **Keep mailing list up-to-date**  
Request to have your name/address removed from mailing list of any junk mail (flyers, free magazines, etc.)
- 25. **Share newspaper/journal subscriptions with others or switch to digital subscription**

#### *Pantry/Kitchen*

- 26. **Avoid using disposable cups and utensils; instead, use re-usable glassware, mugs, and containers**
- 27. **Drink water from water dispenser**
- 28. **Avoid use of bottled water (especially at meetings and workshops, etc.)**
- 29. **Use less paper towels**

#### *Recycling*

- 30. **Provide clearly-labeled waste bins**  
Separate all waste by category: Paper, Plastic, Metal, Cans, Other Waste, etc. and recycle accordingly
- 31. **Use scrap paper as notepads**
- 32. **Reuse office supplies**  
Check office supply inventory (both new and used) before ordering additional supplies
- 33. **Consider donating used furniture and other equipment**
- 34. **Recycle and/or dispose e-waste properly**  
Contact Technology Services Unit ([srticket@gggi.org](mailto:srticket@gggi.org)) for how to recycle old laptops and other electronic device and batteries  
Inform staff about proper methods for disposing of electronic waste and old electronic equipment

## COMMUTE/TRAVEL

- 35. **Encourage use of public transportation or consider carpool if driving**  
Consider vehicles that run on low-emitting fuels such as Compressed Natural Gas (CNG), electricity, and biofuels
- 36. **Fly less**  
Consider having meetings via phone/web conferencing before submitting your Travel Request in ERP
- 37. **Encourage walking and cycling**

## GREEN PROCUREMENT

- 38. **Buy recycled or eco-friendly paper**
- 39. **Purchase environmentally-friendly office supplies**  
Examples: Refillable markers and pens, recycled paper and notepads, biodegradable cups, recycled tissues and paper towels
- 40. **Research local vendors and service providers that participate in environmentally-sustainable practices**
- 41. **When replacing office equipment (printers, photocopiers, lighting, etc.), look for energy-efficient ratings and features**
- 42. **If given an option, select minimal packaging and buy in bulk**
- 43. **When selecting an office, look for buildings with LEED-certification or other equivalent ratings**
- 44. **Use indoor plants that can improve office air quality** \*See [examples](#)

## RECORD CARBON FOOTPRINT

- 45. **Measure carbon footprint**  
Use the carbon footprint calculators provided in this guide to measure and record your office carbon footprint  
Submit an annual report, along with the Checklist Evaluation and Office Pledge, every year by 31 January of the following year – Note that data provided will be used for GGGI Annual Report

## GREEN PROJECTS

- 46. **Plan and participate in community outreach or other programs related to green growth or sustainability**  
Examples: planting trees, recycling drives, and partnering up with local “green” organizations, etc.

This checklist is meant to serve as a guide that provides tips, not a policy or rules. We understand that not all items listed above are applicable to all offices due to different circumstances. For example, avoiding use of bottled water and walking/cycling may be difficult because of safety reasons, or your office is in a government building and you cannot control certain aspects of the operations like heating/cooling. Please use your discretion in determining which actions can help make your office more environmentally friendly.

# CHECKLIST EVALUATION

**INSTRUCTIONS:** This Checklist Evaluation is intended for you to complete at the end of each year after reviewing your office activities for the year. Goal is to get as many check marks as possible. Let's count!

**OFFICE GREEN TEAM REPRESENTATIVE:** Click or tap here to enter name.

Category	No. of Items Checked	Total No. of Items	% Achieved (No. of Items Checked/ Total No. of Items x 100)
GETTING STARTED	3	3	100
ENERGY	9	12	75
WATER	2	3	66.7
WASTE	13	16	81.25
COMMUTE/TRAVEL	3	3	100
GREEN PROCUREMENT	4	7	71.42
CARBON FOOTPRINT	1	1	100
GREEN PROJECTS	1	1	100
<b>TOTAL</b>	<b>37</b>	<b>46</b>	<b>80.43</b>

## How Did We Do?

Document your office's green activities this year and any recommendations or reminders for next year.

Add notes on meetings,

Meeting GGGI Pacific Team - Green Office Strategy

DATE: 23/01/2019

VENUE: Level 8 Conference Room, Ro Lalabalavu House

### ATTENDEES:

Kristin Deason – Regional Senior Officer (GGGI)  
 Ulaiasi Butukoro – Programme Officer (GGGI)  
 Roxane Castelein – Green Financing Specialist (GGGI)  
 Rosi Banuve – Senior Admin Associate (GGGI)  
 Yunae Nam – Senior Admin Associate (GGGI)  
 On Skype:  
 Chris Simelum – Green Investment Officer (GGGI)  
 Paul Kaun – Senior Project Officer (GGGI)  
 Norma Rivera – Programme Officer (GGGI)

### OBJECTIVE

Finalize Green Office Initiatives for 2019

### GENERAL COMMENTS

All present in the meeting have agreed that the Green Team will comprise of Ulaiasi (leading), Rosi and Roxane to play supporting role.

## COMMENTS AND TASKS RELATED TO CONTENT OF THE GGGI GREEN OFFICE GUIDE

- No. 3: Fiji, Vanuatu, and Kiribati offices have been given GGGI green signages and posters. Vanuatu office to stick their posters.
- No. 4: All laptop printer settings has been set to back to back printing. This will continue for 2019. Roxane had developed the 6 pager computer printer saving tips and Ulaiasi has pasted beside office printer.
- No. 6: Everyone must switch off power points before knock-off every Fridays.
- No. 8: This is basically out of GGGI's control as the building AC is a centralized system managed by the Facilities Manager (Rewa Holdings Ltd).
- No. 12: Ulaiasi to get energy saver stickers from EFL for office use.
- No. 15: As per comments for No. 8.
- No. 16 to No. 18: To be raised with Facilities Manager for monitoring and maintenance.
- No. 27: Most staff prefer water dispenser rather than tap water.
- No. 28: Green Team has purchased of glass cups and glass bottles (tall ones) including pinchers and avoid disposables (cups, plates, etc.). Budget was sources from country budget.
- No. 30: Green Team has setup a plastic bottle and paper recycling program with MOE. 2 rubbish bins for plastic waste and 2 rubbish bins for paper waste. Ulaiasi to provide an update of the recycling program every quarter. Vanuatu office to discuss with DOE Vanuatu on implementing recycling initiative for 2019.
- No. 31: A scrap paper cartage has been set-up and staff can use the scrap if they wish to.
- No. 33: Is not applicable as furnitures and office appliances are provided by our host counterparts.
- No. 36: Comparison of officer's flights in 2019 with previous year (2018).
- No. 38: There is currently no supplier of recycled papers available in the market. However, GGGI Pacific offices reports and publications are printing in recycled papers.
- No. 39: Rosi to be in charge of Eco Friendly Office supplies, cleaning equipment, etc.
- No. 40: Kristin has developed a standard guideline for hiring catering and workshop services and is also available on sharepoint.
- No. 45: Pacific Team to follow the recommended flight calculator websites that was sent by Head Office for our carbon footprint monitoring.
- No. 46: Katerina has purchased pot plants for office use and Yunae has developed a watering plant schedule for the Fiji Team. Fiji Office to initiate with MOE and Ministry of Forestry a planting trees/mangroves event/project for 2019. Vanautu and Kiribati office to discuss with their respective counterparts on pot plant initiatives.

## ACTIONS

- Rosi to enquire electricity bills for level 8 with facility manager.
- Ulaiasi to get energy saver stickers from EFL for office use.
- Paul/Chris to discuss with DOE Vanuatu on implementing a recycling initiative.
- Ulaiasi to re-circulate standard guideline for hiring catering and workshop services.
- All Pacific offices to use GGGI green office posters.
- Pacific team to take note of the flight calculator websites sent out by Head Office for our carbon footprint monitoring.
- Vanuatu and Kiribati office to discuss with their respective counterparts on pot plant initiatives.
- Fiji Office to initiate with MOE a planting trees event/project for 2019.
- Team to forward Ulaiasi recommendations on pledges.

## For more information

- Check [ASU SharePoint site](#) for the most updated version of this Green Office Guide
- Planning a GGGI-funded event? See [GGGI Green Event Guide](#)
- Contact Natalya Tin ([natalya.tin@gggi.org](mailto:natalya.tin@gggi.org)) for any questions or comments about this guide

# OFFICE PLEDGE

**INSTRUCTIONS:** All GGGI offices are encouraged to take actions towards greening office operations. Here is your chance to make commitments on sustainable office practices. Share your goals for next year with us and let's keep each other accountable. Click [HERE](#) to see HQ Office Pledge.

**OFFICE LOCATION:** Level 8, Ro Lalabavu House, Victoria Parade, Suva.

## OUR OFFICE WILL COMMIT TO MAKING THE FOLLOWING CHANGES BY THE DATES SPECIFIED:

Action Item(s)	Target Completion Date (If Applicable)
Post energy saver stickers at visible areas of the office including kitchen	2/28/2019
Initiate a planting trees event/project with our counterparts	12/31/2019
Reduce total annual electricity consumption by 20%	12/31/2019
Recycle all unused plastics and papers through a recycling program	12/31/2019
Every staff to switch-off power points and switches every Fridays before weekends	12/31/2019
Print all papers from laptops in back to back printing mode	12/31/2019
No use of disposable items in office or office events	12/31/2019

**INSTRUCTIONS:** When the entire document is ready for submission, double click the signature line below, type in your name and click Sign. Then close the file *without* saving to keep the signature valid. Your signature should be automatically saved. Please sign using your GGGI email account certificate([xxx@gggi.org](mailto:xxx@gggi.org)). In case you encounter any technical issues using digital signature below, you may also print out the guide, sign, and scan to submit.



Pacific Regional Representative

1/31/2019

Date Signed

# CARBON FOOTPRINT REPORT

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Click [here](#) to download the template for Carbon Footprint Report

**INSTRUCTIONS:** Download the report, fill it out, and submit it to ASU [SharePoint Document Library](#) by 31 January of the following year, along with your Checklist Evaluation and signed Office Pledge.

Facilities:

- Record electricity and gas usage for each country office, which will be part of our annual report starting in 2018. Carbon footprint will be consolidated and calculated by Seoul HQ
- If your office is in a government building and you do not pay utilities bill, please ask the government counterpart if they can provide the utility usage data. They will most likely have the overall utility usage data for the building, which you can divide by the ratio of the space that you are currently using in the building to get an estimate value of the utility usage.

Travel:

- We do not require carbon footprint data for travel that was booked by SM Town Travel. What we require from country offices is all other flights booked by local Travel Management Company (TMC), or travel agency.

If you have any questions about **Carbon Footprint Report** requirements, please contact Yoon Suk Choi [yoonsuk.choi@gggi.org](mailto:yoonsuk.choi@gggi.org)