



NEPCon Carbon Footprint 2018

Name of the document	
Type of document:	Internal document
Title:	NEPCon Carbon Footprint 2018
Status of document:	Approved
Version:	1.0
Date:	01 December 2019
Official language(-s)	English
Contact person:	Andreas Heinrich
Contact email:	asheinrich@nepcon.org



NEPCon has adopted an “open source” policy to share what we develop to advance sustainability. This work is published under the [Creative Commons Attribution Share-Alike 3.0 license](#). Permission is hereby granted, free of charge, to any person obtaining a copy of this document, to deal in the document without restriction, including without limitation the rights to use, copy, modify, merge, publish, and/or distribute copies of the document, subject to the following conditions:

- The above copyright notice and this permission notice shall be included in all copies or substantial portions of the document. We would appreciate receiving a copy of any modified version.
- You must credit NEPCon and include a visible link to our website www.nepcon.org.

Contents

Contents	2
Executive Summary	3
1 Methodology	4
1.1 Organisational and operational boundaries.....	4
1.2 Emission sources and activity data.....	6
1.3 GHGs applied	9
1.4 Emission factors	9
2 Results	10
2.1 Total net carbon emissions	10
2.2 Transportation in vehicles owned or controlled by NEPCon	12
2.3 Employee commuting.....	12
2.4 Electricity consumption.....	13
2.5 NEPCon Development Week.....	14

Executive Summary

NEPCon aims to lead by example in managing our environmental performance and disclosing the impact of our operations. We have been reporting on the climate impacts associated with our operations since 2016.

This report provides a comprehensive breakdown of NEPCon carbon emissions arising in 2018 from all its operations.

It should be noted that NEPCon on October 2018 significantly increased in size with the acquisition of RA-Cert – an acquisition significantly impacting our carbon emissions. We will therefore conduct a review in 2020 to determine the necessity of a baseline restatement. Nevertheless, NEPCon is strongly committed to reduce the environmental impact of its activities and the data presented in this report will among others form basis for a revision of our travel and procurement policies and help set targets for further reductions.

Over the past year, the significant acquisition of RA-Cert coupled with continued growth in our business and employee numbers has created upward pressure on both business travel and office-related emissions. In addition, the quality of emission data from NEPCon's internal system has increased compared to previous years.

In 2016, the total net carbon footprint of NEPCon's normal operations was 387,3 tCO₂e and the relative emissions 3,49 tCO₂e/full-time employee. In 2017, these figures increased to 499,6 tCO₂e and 3.84 tCO₂e/full-time employee, respectively. In 2018, these figures increased to 1 028 tCO₂e and 6.8 tCO₂e/full-time employee, respectively. Emissions from business travel accounted for 69% of total carbon emissions from NEPCon's normal operations in 2018 followed by business accommodation (17%), commuting (6%), electricity (3%) and NEPCon owned cars (2%).

In 2018, NEPCon held its biannual NEPCon Development Week (NDW) bringing together staff from all over the world to build relational ties as well as professional and social competencies. As the NDW is not part of normal operations, and to enable yearly comparison, the carbon emissions from the NDW are presented in this report separately from the emissions related to our regular operations. They are however of course considered part of the NEPCon's total carbon footprint for 2018 and will be included in our carbon off-setting scheme. The carbon emissions from the NDW 2018 amounted to approximately 381t CO₂e with travel and accommodation accounting for 86% and 14%, respectively.

1 Methodology

The carbon footprint accounting in this report is based on NEPCon Carbon Footprint Management Standard (2013 version 1,0). Additional documents were referenced during the accounting process:

- Corporate Value Chain (Scope 3) Accounting and Reporting Standard
- Technical Guidance for Calculating Scope 3 Emissions (2013 version 1.0)
- 2018 Government GHG Conversion Factors for Company Reporting (UK, Department of Business, Energy and Industrial Strategy)

1.1 Organisational and operational boundaries

The accounting covers the corporate carbon footprint of NEPCon's subsidiaries during the reporting year 01.01.2018 – 01.12.2018 (Table 1):

Legal Entity	Main Office	Region of activity	No of employees 2018
Nature Ecology and People Consult Sdn Bhd	Kuala Lumpur, Malaysia	Asia Pacific	3
Nature, Ecology and People Consult Sweden AB	Home Office	Sweden	1
NEPCon F.M.B.A	Copenhagen, Denmark	Global	18
NEPCon Bulgaria EOOD	Sofia, Bulgaria	Bulgaria	3
NEPCon Certificering ApS	Aarhus, Denmark	Denmark	8
NEPCon Group s.r.o	Brno, Czech Republic	Czech Republic	2
NEPCon LT UAB	Vilnius, Lithuania	Lithuania, Belarus, Ukraine	16
NEPCon OOO	Home Office	Russia	14
NEPCon OÜ	Tartu, Estonia	Estonia	16
NEPCon SIA	Riga, Latvia	Latvia	8
NEPCon Sp. z o.o.	Krakow, Poland	Belgium, Germany, Poland, Romania,	21
NEPCon Spain S.L.	Madrid, Spain	Spain	7
NEPCon UK Ltd	London, UK	UK	7
NEPCon Vietnam Ltd	Ho Chi Ming City, Vietnam	Vietnam	3
NEPCon Guatemala Certificaciones, Limitada*	Guatemala City, Guatemala	Meso America	7
Nepcon Costa Rica S.A.*	Home Office	Meso America	4
PT Nature Economy and People Connected*	Jakarta and Bali, Indonesia	Asia Pacific	20
Nepcon Kenya Limited*	Nairobi, Kenya	Africa	2
Nepcon Bolivia S.R.L.*	Santa Cruz, Bolivia	South America	6
Nepcon Peru S.A.C.*	Home Office	South America	2
Nature Economy People Connected (NEPCon)*	Accra, Ghana	Africa	4
Nepcon Canada Inc.*	Home Office	North America	10
NEPCON LLC*	Vermont, USA	North America	26
NEPCON MEXICO A.C.*	Durango, Mexico	Meso America	7
NEPcon (Beijing) Technical Promotion Co., Ltd*	Beijing, China	East Asia	2
TOTAL			217

Table 1 Legal entities of NEPCon covered by carbon footprint accounting 2018. *Accounting only covers Q4.

The accounting covers following organisational activities:

- Emissions from electricity usage in offices owned or controlled by NEPCo and from home offices used by NEPCo employees
- Emission from transportation in vehicles owned or controlled by NEPCo
- Emissions from business travel of NEPCo employees, board members, external auditors and consultants
- Emissions from NEPCo employees commuting to work
- Emissions from hotel accommodation due to business travel

Detailed activities are listed in Table 2

Activity	Description
Transportation in vehicles owned or controlled by NEPCo	Car travel in 4 NEPCo offices
Electricity	Electricity usage in NEPCo offices and home offices
Business travel (employees, board members, external consultants)	Air travel short-haul/Economy class
	Air travel long-haul/Economy class
	Rail travel (train travel and city train)
	Bus travel (long-distance bus and city bus)
	Metro travel
	Tram travel
	Ferry travel
	Taxi travel
	Employee owned car travel
	Rental car travel
	Hotel accommodation due to business travel
Commuting (employees)	Car travel
	Car sharing
	Rail travel
	Bus travel
	Other public transport (PT) travel
	Motorbike travel

Table 2 NEPCo's activities covered by carbon footprint accounting

Three organisational activities were excluded from the current accounting due to lack of relevance:

Activity	Reason for excluding
Product transportation by third parties	NEPCo is not producing, delivering or selling any kind of products
Extraction, production, transportation and storage of goods and services purchased or acquired	NEPCo is not producing, delivering or selling any kind of products

Downstream transportation and distribution of products sold by the reporting company

NEPCon is not producing, delivering or selling any kind of products

1.2 Emission sources and activity data

Following definitions were used to identify emissions associated with NEPCon's operations:

Direct GHG emissions – emissions from sources that are owned or controlled by the reporting company:

SCOPE 1

emissions from operations that are owned or controlled by the reporting company

Indirect GHG emissions – emissions that are a consequence of the activities of the reporting company, but occur at sources owned or controlled by another company:

SCOPE 2

emissions from the generation of purchased or acquired electricity, steam, heating or cooling consumed by the reporting company

SCOPE 3

all indirect emissions (not include in Scope 2) that occur in the value chain of the reporting company, including upstream emissions

Greenhouse gas emissions can be measured directly at the source by continuous emissions monitoring or by estimating the amount emitted using activity data (such as the amount of fuel or distance travelled) and applying relevant conversion factors. Table 3 lists the activity data used in current carbon footprint accounting. It is based on primary data received from following sources:

- NEPCon employees' expense reports registered in Salesforce – travel tickets and employee own car usage for work purposes
- Data from RA-Cert on Q4 expenses related to internal operations
- Office reports – data provided by office managers about company car usage and consumption of electricity
- Commuting survey – data from a questionnaire about employees commuting habits.

Emission type	Scope	Definition (GHG Protocol)	Category (GHG Protocol)	Emission source (NEPCon)	Unit	Activity data source (NEPCon)
Direct emission	Scope 1	Emissions from operations that are owned or controlled by the reporting company	Transportation of products, materials, waste and employees	Transportation in vehicles owned by NEPCon	km	Office report
Indirect emission	Scope 2	Emissions from the generation of purchased or acquired electricity, steam, heating or cooling consumed by the reporting company	Imports of electricity, heat and steam	Electricity	kWh	Office report
Indirect emission	Scope 3	All indirect emissions that occur in the value chain of the reporting company	Business travel - transportation of employees for business-related activities in vehicles owned or operated by third parties All indirect emissions that occur in the value chain of the reporting company	Business travel/Air travel long haul	passenger km	Employee expense report in Salesforce
				Business travel/Air travel short haul	passenger km	Employee expense report in Salesforce
				Business travel/Rail travel	passenger km	Employee expense report in Salesforce
				Business travel/City train travel	passenger km	Employee expense report in Salesforce
				Business travel/Bus travel	passenger km	Employee expense report in Salesforce
				Business travel/City bus travel	passenger km	Employee expense report in Salesforce
				Business travel/Metro travel	passenger km	Employee expense report in Salesforce
				Business travel/Ferry travel	passenger km	Employee expense report in Salesforce
				Business travel/Taxi travel	passenger km	Employee expense report in Salesforce
				Business travel/Rental car	km	Employee expense report in Salesforce
				Business travel/Employee owned car	km	Employee expense report in Salesforce
			Hotel accommodation	room/night	Employee expense report in Salesforce	
			Employee commuting - transportation of employees between their homes and their worksites	Commuting/Car travel	km	Commuting survey
				Commuting/Car sharing	km	Commuting survey
				Commuting/Bus travel	passenger km	Commuting survey
Commuting/Rail travel	passenger km	Commuting survey				
Commuting/Other PT	passenger.km	Commuting survey				
Commuting/Moped, motorcycle	km	Commuting survey				

Table 3 Activity data, units and data sources

The calculations were performed using an excel spreadsheet - an inventory of GHG emissions by source was calculated by applying the emission factors to relevant activity data and aggregating the results to calculate NEPCon's total carbon footprint.

Notes for calculations in different activity fields are listed in Table 4.

Activity	Notes for calculations
Business travel	Following distances were applied to trips where origin and destination were not indicated: <ul style="list-style-type: none"> - Taxi trip – 5 km - City bus trip – 10 km - City train trip - 20 km - Metro trip - 20 km
Hotel accommodation	Average number of nights per expense line registered in Salesforce was estimated from a sample and applied to the total number of expense lines used for hotel accommodation related to business travel in 2018.
Employee commuting	Data from 1 survey was used to estimate the yearly distances travelled and modal split. 224 annual working days (working days in Denmark) was used to estimate the annual value for distances.
Electricity consumption	<p>Electricity consumption data was collected from offices in 11 countries. In the remaining countries, either no data was available, or no office is in place.</p> <p>Based on reported data, an average yearly consumption was found per employee of NEPCon and applied to estimate the consumption in those offices or for those employees where data was not available.</p> <p>The estimation of electricity consumption included employees working from home, assuming that their electricity consumption is the same as for employees working in NEPCon offices.</p> <p>An average emission factor for all countries reported in DEFRA2014 was applied to the calculations.</p>

Table 4 Notes for calculations

According to NEPCon Carbon Footprint Management Standard p 2.1.8, emissions which do not account for more than 5% of the total anticipated carbon footprint and which are costly of unfeasible to quantify precisely, may be excluded from the calculations. Based on the 2016 and 2017 carbon footprint accounting, following activity data were left out from 2018 accounting: heating, water supply, water treatment, waste generation and paper purchases. To compensate for the emissions excluded from these activities, a buffer (3% of total emissions as per 2016 calculations) was added to the total annual carbon emission.

1.3 GHGs applied

Values for the non-carbon dioxide (CO₂) GHG, methane (CH₄) and nitrous oxide (N₂O), are presented as CO₂ equivalents (CO₂e) in the current accounting. UK "Government Greenhouse Gas (GHG) Conversion Factors for Company Reporting 2018" was used as the best available public data source for conversion factors.

1.4 Emission factors

Emission factors are calculated ratios that link GHG emissions to an activity at an emission source thereby converting activity data to carbon emissions. Emission factors used for the calculation of the 2018 carbon footprint and sources of data are found in Table 5.

Scope	Emission source	Type	Unit	Emission factor kgCO ₂ e /unit	Data source
Scope 1	Transportation in vehicles owned or controlled by NEPCon	Average car/ petrol	km	0.18368	DEFA2018/Business travel land
		Average car/ diesel	km	0.17753	DEFRA2018/Business travel land
		Average car/ hybrid	km	0.12568	DEFRA2018/Business travel land
Scope 2	Electricity	Country average, consumption	kWh	0.28307	DEFRA2014 ¹ /Overseas electricity
Scope 3	Air travel	Short/haul/Economy class	passengerkm	0.15970	DEFRA2018/Business travel air
		Long-haul/Economy class	passengerkm	0.16279	DEFRA2018/Business travel air
	Rail travel	National rail	passengerkm	0.04424	DEFRA2018/Business travel land
	Bus travel	Coach	passengerkm	0.02801	DEFRA2018/Business travel land
	Tram travel	Light rail and tram	passengerkm	0.03967	DEFRA2018/Business travel land
	Ferry travel	Car passenger	passengerkm	0.129529	DEFRA2018/Business travel sea
	Taxi travel	Regular Taxi	passengerkm	0.11529	DEFRA2018/Business travel land
	Car travel	Average car/ unknown fuel type	km	0.18064	DEFAR2018/Business travel land
	Accommodation	Average accommodation	bednight	52.2	DEFRA2018/Business travel land

Table 5 Emission factors and data sources

¹ DEFRA is not providing overseas CO₂ emission factors for electricity from 2015 onward.

2 Results

2.1 Total net carbon emissions

Total carbon footprint from NEPCon internal operations in 2018 was 1028 tCO₂e corresponding to a relative emission of 6.8 tCO₂e per employee. Table 6 below provides a details overview of the Scope 1, Scope 2 and Scope 3 emissions.

Scope	Category	Emission source	Unit	Activity data	Emission (tCO ₂ e)
Scope 1	Transportation of products, materials, waste and employees	Transportation in vehicles owned or controlled by NEPCon (diesel)	km	96 010	17.04
		Transportation in vehicles owned or controlled by NEPCon (hybrid)		36 875	3.99
		Transportation of employees TOTAL			
Scope 2	Imports of electricity, heat and steam	Electricity	kWh	93 360	26.28
		Imports of electricity TOTAL			
Scope 3	Business travel - transportation of employees for business-related activities in vehicles owned or operated by third parties	Business travel/Air travel long haul	passenger. km	2 298 566	374.18
		Business travel/Air travel short haul	passenger. km	1 244 883	198.80
		Business travel/Train travel	passenger. km	304 835	13.48
		Business travel/City train travel	passenger. km	5 933	0.25
		Business travel/Bus travel	passenger. km	25 314	0.71
		Business travel/City bus travel	passenger. km	3 190	0.32
		Business travel/Metro travel	passenger. km	7 700	0.29
		Business travel/Ferry travel	passenger. km	4 332	0.56
		Business travel/Taxi travel	passenger. km	8 120	0.94
		Business travel/Employee owned car	km	367 755	66.43
		Business travel/Rental car	km	34 095	6.16
		Business travel/hotel accommodation	bed night	3443	179.45
		Business travel/unidentified	NA		42.80
		Business travel TOTAL			
	Employee commuting - transportation of employees between their homes and their worksites	Commuting/Car travel petrol	km	184 346	33.86
		Commuting/Car travel diesel	km	100 814	17.89
		Commuting/Car travel hybrid	km	2 880	0.35
		Commuting/Carshare	passenger. km	14 918	2.7
		Commuting/Bus travel	passenger. km	24 109	0.67
		Commuting/Rail travel	passenger. km	90 406	3.6
Commuting/Other PT		passenger. km	8 760	0.33	
Commuting/Motorbike travel		passenger. km	16 558	1.9	
Commuting TOTAL				61	
TOTAL					998
Buffer 3%					30
GRAND TOTAL					1028

Table 6 Detailed overview of NEPCon's total emissions 2018

Almost 71% of the total carbon emissions were related to business travel followed by accommodation (18%) and electricity (3%) (Figure 1).

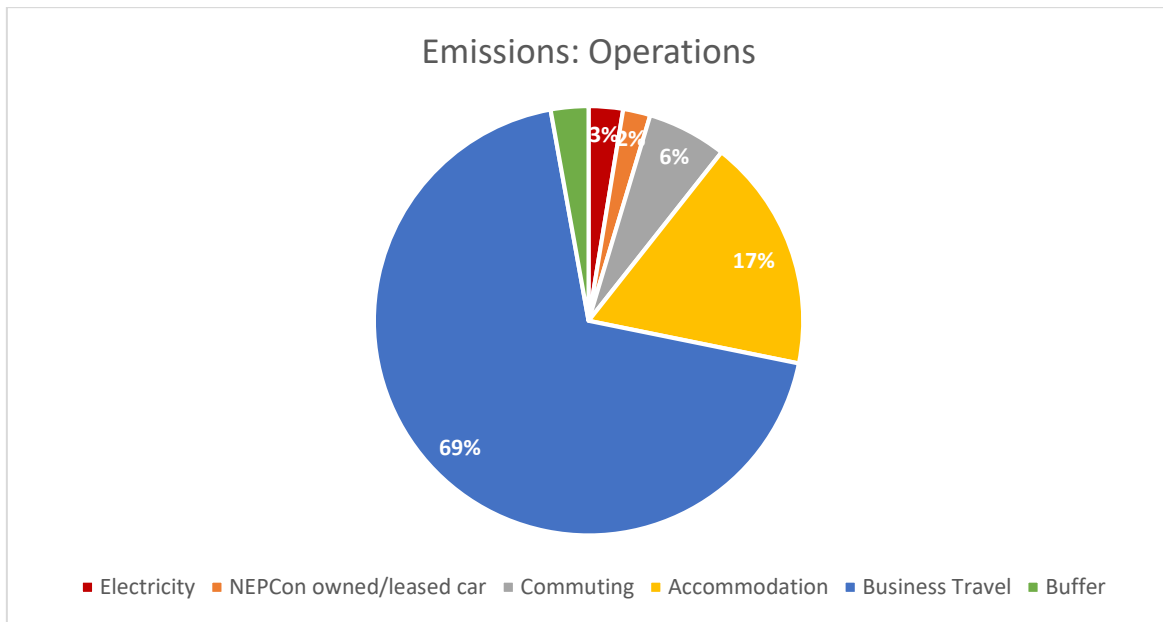


Figure 1 Total carbon footprint by emissions source

Mobility emissions such as business travel, owned/leased vehicles and employee commuting, accounted for 76% of NEPCon’s total carbon emission in 2018. The breakdown of the carbon emission from NEPCon’s business travel is shown in the figure below (Figure 2). Air travel accounts for 89% of all emissions related to business travel followed using car (9 %) and travel by train (2%)

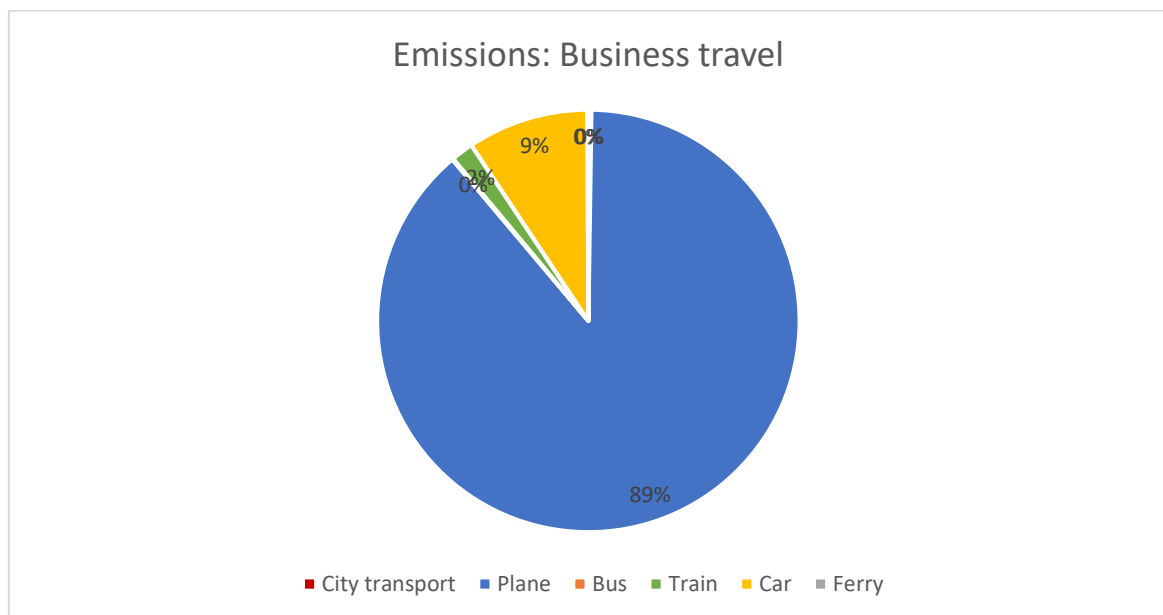


Figure 2 Carbon footprint from business travel by emissions source

2.2 Transportation in vehicles owned or controlled by NEPCon

Three of NEPCon’s subsidiaries reported to own or lease vehicles in 2018 (Table 10).

Entity	Car Model	Fuel type	Car Manufacture year
Nepcon OÜ	Hyundai i40 wagon	Diesel	2015
Nepcon OÜ	Open Astra	Diesel	2018
NEPCon SIA	Skoda Octavia	Diesel	2016
NEPCon LT UAB	Nissan Qashqai	Diesel	2016
NEPCon LT UAB	Kia Niro	Hybrid	2018

Table 7 Vehicles owned or leased by NEPCon

Approximately 130 000 kilometres was travelled in cars owned or leased by NEPCon in 2018, resulting in net carbon emissions of approximately 21 t CO₂e (Table 6).

2.3 Employee commuting

In 2018, NEPCon employees commuted approximately total distance of 443 000 km from their home to work (please note that 44% of NEPCon employees stated that they work from home and don’t regularly go to any offices). Personal car accounted for 63% of the total commuting distance followed by train (20%), bus (5%) and motorbike (4%). In terms of carbon emissions, commuting via personal car accounted for approximately 85 % (52 t CO₂e) of the total emissions from commuting.

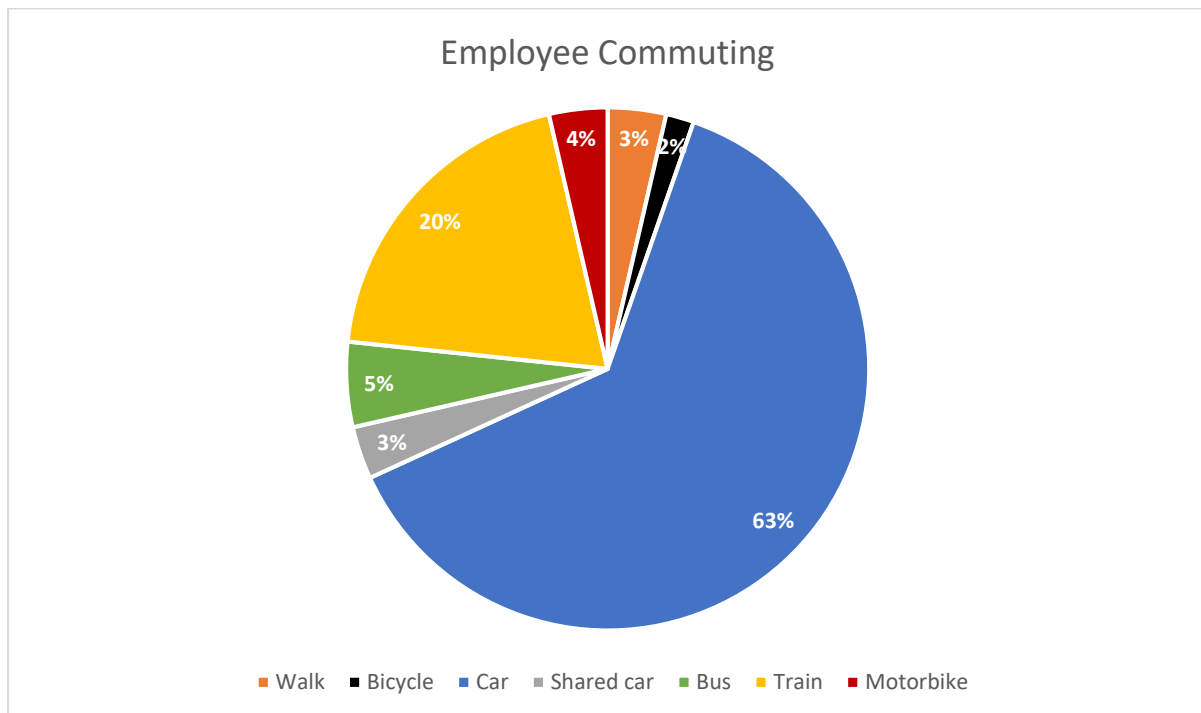


Figure 3 Employee commuting by mode

Of the NEPCon employees who stated that they go the office, 63 % of employees stated that they go to the office every day while 25 % go to the office 3-4 days a week and 12 % only 1-2 days a week.

2.4 Electricity consumption

Electricity consumption from NEPCon subsidiaries amounted to 93,360 kWh resulting in related emissions of 26.28 t CO₂e.

Subsidiary	# employees	Consumption (kWh)	Emissions (kgCO ₂ e)	Emissions/employee/year (kgCO ₂ e)
NEPCon LT UAB	16	24217	6855	428
NEPCon F.M.B.A.	18	21600	6114	340
NEPCon OOO	14	7165	2028	580
NEPCON LLC*	26	4333	1227	47
NEPCon Certificering ApS	8	4095	1159	145
NEPCon OÜ	16	4005	1134	71
NEPCon Sp. z o.o.	21	3788	1072	51
NEPCon Spain SL	7	3583	1014	145
NATURE ECONOMY AND PEOPLE CONNECTED SDN. BHD.	3	3004	850	283
PT Nature Economy and People Connected*	20	2559	724	145
NEPCon SIA	8	2131	603	75
NEPCon Bulgaria EOOD	3	1535	435	145
NEPCon Vietnam Ltd	3	1535	435	145
Nepcon Bolivia S.R.L.*	6	1515	429	286
NEPCon UK Ltd	7	1479	419	60
Nepcon Canada Inc.*	10	1280	362	145
Nepcon Peru S.A.C.*	2	1024	290	580
NEPCon Guatemala Certificaciones, Limitada*	7	896	254	145
NEPCON MEXICO A.C.*	7	896	254	145
NEPCon Group s.r.o	2	740	209	105
Nepcon Costa Rica S.A.*	4	512	145	145
Nature Economy People Connected (NEPCon)*	4	512	145	145
Nature, Ecology and People Consult Sweden AB	1	512	145	145
NEPcon (Beijing) Technical Promotion Co., Ltd.*	2	256	72	145
Nepcon Kenya Limited*	2	190	54	108

Table 8 Electricity consumption and related emissions by subsidiary. *Accounting only covers Q4.

2.5 NEPCon Development Week 2018

Every second year NEPCon holds an event for all staff called the NEPCon Development Week. As the Development Week is not part of normal operations it is decided for the purpose of yearly comparison not to include the carbon emissions in the statistics above. Nevertheless, the emissions from the NEPCon Development Week are considered part of the total carbon footprint for 2018 and will be included in NEPCon's carbon off-setting scheme. The carbon emissions from the NEPCon Development Week 2018 amounted to approximately 381 t CO₂e with travel and accommodation accounting for 86% and 14%, respectively.

About NEPCon

NEPCon (Nature Economy and People Connected) is an international non-profit organisation working to support better land management and business practices that benefit people, nature and the climate in 100+ countries around the world. We do this through innovation projects, capacity building and sustainability services. We focus on forest and climate impact commodities and related sectors, such as tourism.

We are accredited certifiers for sustainability schemes such as FSC™ (Forest Stewardship Council™), PEFC (Programme for the Endorsement of Forest Certification), RSPO (Roundtable on Sustainable Palm Oil), Rainforest Alliance Sustainable Agriculture and SBP (Sustainable Biomass Program). We also certify to our own LegalSource™, Sustainable Tourism and Carbon Footprint Management standards. A self-managing division of NEPCon promotes and delivers our certification services. Surplus from certification activities supports the NEPCon's non-profit activities.

NEPCon is recognised by the EU as a Monitoring Organisation under the EU Timber Regulation.

Contact

Andreas Søndergaard Heinrich
Executive Assistant
Email: asheinrich@nepcon.org
Phone: 004522492620
Skype: andreas.s.h

Or the NEPCon head office's contact details

FSC™ A000535 | PEFC/09-44-02



*Stay up-to-date
with our latest
news & events*



NEPCon Update

www.nepcon.org/newsletter