



SUSTAINABLE DEVELOPMENT
ACTION PLAN
2007



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Introduction

- 1 The UK Sustainable Development Strategy (UKSDS) 'Securing the Future', launched by the Prime Minister in March 2005, committed all central Government Departments to produce Sustainable Development Action Plans (SDAPs) by December 2005 and to report on their actions by December 2006, for example in their Departmental Annual Reports, and regularly thereafter.

- 2 In November 2005, ECGD published a scene-setting document setting out the actions it intended to undertake to produce a comprehensive SDAP. This noted that ECGD's domestic operation is small, and that its impacts are generally confined to the use of resources such as water, electricity, office supplies that are essential to carry out its functions. Therefore, domestically, the scope for ECGD to make a difference on sustainable development issues is small. However, it also noted that through its international role ECGD has some opportunity to influence sustainable development through working alongside other Export Credit Agencies (ECAs) and in multilateral international fora.

- 3 This document, which has been developed from the 2005 scene-setting document, is ECGD's SDAP for implementation in 2007. It has been endorsed by the Minister for Trade, Foreign Affairs and Investment as the responsible Minister for ECGD, following approval by ECGD's Management Board and input from the Export Guarantees Advisory Council (EGAC), senior executives and staff and the wider stakeholder community. Ultimate responsibility for the implementation of the SDAP rests with ECGD's Chief Executive. Responsibility for taking action on individual items is identified in Appendix A.

What is Sustainable Development?

- 4 The UK Government has stated that: ‘The goal of sustainable development is to enable all people throughout the world to satisfy their basic needs and enjoy a better quality of life, without compromising the quality of life of future generations.’¹ In the UKSDS, the following five principles, which form the basis for UK domestic and international policies, are set out:
 - 1) Living within environmental limits;
 - 2) Ensuring a strong, healthy and just society;
 - 3) Achieving a sustainable economy;
 - 4) Promoting good governance; and
 - 5) Using sound science responsibly.

- 5 These are referred to collectively as “Sustainable Development” for the purposes of the ECGD SDAP. The Government is seeking to achieve the goals of living within environmental limits and of ensuring a just society by means of a sustainable economy, good governance and sound science. Although underpinned by these five principles, some actions will place more emphasis on certain principles than others. Any trade-offs required between principles are expected to be made in an explicit and transparent way.

- 6 The UKSDS goes on to identify the following four areas for immediate action:
 - 1) Sustainable Consumption and Production;
 - 2) Climate Change and Energy;
 - 3) Natural Resource Protection and Environmental Enhancement; and
 - 4) Sustainable Communities.

- 7 The UKSDS identifies several priorities for international actions. Those of most relevance to ECGD are:
 - Ensuring environmental sustainability;
 - Ensuring that debt financing is sustainable;
 - Tackling corruption and improving transparency;
 - Promoting public access to information and public participation in decision-making;
 - “Mainstreaming” Sustainable Development in International Financial Institutions;
 - Using sustainability impact assessments; and
 - Strengthening international environmental governance.

¹ The UK Sustainable Development Strategy (UKSDS) ‘Securing the Future’, 2005.

Role and Function of ECGD

- 8 ECGD's primary objective under the Export and Investment Guarantees Act, 1991 is to facilitate UK trade. It does this by providing support to UK exporters against non-payment risks on overseas contracts or to banks financing those contracts, and by insuring UK firms investing overseas against political risks. All ECGD's operations are carried out with the consent of HM Treasury.
- 9 ECGD also has certain secondary duties set for it by Ministers. These include compliance with its Statement of Business Principles², which was published in 2000. This includes the principle that it "will ensure its activities take into account the Government's international policies, including those on sustainable development". Lead responsibility for the formulation of these international policies lies with other Government Departments. ECGD contributes to these workstreams where appropriate to its role.
- 10 ECGD's Statement of Business Principles sets out the associated objectives that:
 - ECGD will, when considering support, look not only at the payment risks but also at the underlying quality of the project, including its environmental, social and human rights impacts.
 - ECGD's approach in determining whether to support a project will be one of constructive engagement with a view to achieving improvements in the project's impacts.
 - ECGD will press for reform on sustainable development and human rights issues in relation to export credits.

Progress towards these objectives promotes Sustainable Development covering the priority areas listed at paragraph 7 above. ECGD implements its Statement of Business Principles through its Case Impact Analysis Process³, which provides assurance that ECGD's activities are consistent with relevant Government policies and through pursuit of a multilateral strategy in international fora. A review of the Case Impact Analysis Process is planned (see paragraph 18 below). The third point above is reflected in ECGD's multilateral actions (as described further below).

² Available on the ECGD website at: www.ecgd.gov.uk/ecgdbusprinciples.pdf

³ Available on the ECGD website at:

www.ecgd.gov.uk/index/pi_home/case_impact_analysis_process.htm

- 11 ECGD adheres to the OECD Arrangement on Officially Supported Export Credits (the “OECD Arrangement”), which prescribes minimum prices and maximum terms for the support provided by OECD official export credit agencies (“ECAs”) and which has been amended from time to time since it was put in place in 1978, in order to curb subsidy practices and to instil better disciplines against trade-distortive practices.
- 12 ECGD’s stance is accordingly to hold itself ready to respond to requests for support from UK exporters or UK investors and to pursue the objective of achieving a level playing field for ECA support to exporters internationally.

ECGD and Sustainable Development

Multilateral International Action

- 13 ECGD sees the main opportunity for it to exercise an influencing role in favour of Sustainable Development principles internationally as being to work alongside other ECAs and through the international fora in which ECAs conduct discussions, including the EU, the OECD, and the Berne Union (the International Union of Credit and Investment Insurers). In doing so, ECGD must act on a basis that takes due account of the nature of its role and functions and of the other policy objectives set for it by the Government.
- 14 ECGD will accordingly continue to address Sustainable Development issues, as described below. It recognises that its influence is limited in practice to engaging in analysis, discussion and presentations. However, progress on a multilateral basis maximises the wider international effect and seeks to assure a level playing field for exporters and investors; but the need for collective agreement may mean progress is sometimes slow.
- 15 ECGD will continue to discuss Sustainable Development practices informally with international colleagues to learn of the policies and practices of other ECAs in order to help improve ECGD’s practices where relevant, and to encourage others to adopt common standards and practices where appropriate. Each of the actions listed below is consistent with the priorities for international action identified in the UKSDS (see paragraph 7 above).
- 16 Developments on the most significant of the actions mentioned below will be reported in ECGD’s Annual Review (See Appendix A). Since progress on multilateral initiatives is slow and unreliable due to the number of organisations involved, it is not appropriate to set hard targets against fixed time limits.

OECD Recommendation on Common Approaches

- 17 A review of the OECD Recommendation on Common Approaches on the Environment and Export Credits (the “Common Approaches”) is under way with the aim of strengthening the standards that it specifies. As part of the review, ECGD will work in consultation with the Department for Environment Food and Rural Affairs (“DEFRA”) and the Foreign and Commonwealth Office to support collective agreement to the environmental assessment procedures already adopted by the leading members. To this end, ECGD has proposed internationally that key elements for discussion, as part of the review that started in 2006, should include:
- Greater consistency in the process for identifying and categorising projects;
 - A clear definition of the minimum international standards with which projects must comply; and
 - The extent to which social impacts beyond the current ones might be included in the Common Approaches.
- 18 ECGD will review its Case Impact Analysis Process after these negotiations have been concluded to take into account any amended OECD Recommendation and possible process improvements.

Enhanced OECD Action Statement on Anti-Bribery & Corruption

- 19 In May 2006, OECD countries agreed on a revised OECD Action Statement on Bribery and Officially Supported Export Credits (the “Action Statement”). This stipulated the minimum standards each OECD Member must have in place in respect of the anti-bribery and corruption procedures of its ECA, in order to step up efforts to combat the provision of official support for export contracts that are tainted by bribery. The Action Statement represented a positive step forward: it tightened existing arrangements; it improved transparency; and it brought all OECD members closer to the anti-bribery and corruption procedures already adopted by leading ECAs, including ECGD.
- 20 The UK Government supported it being designated as an OECD Recommendation, since this represents a higher degree of commitment to compliance and would send a strong public statement of the commitment of OECD members to take steps to combat bribery and corruption in export credits. All the OECD ECAs supported such a step and the OECD Council decided to upgrade the Action Statement to an OECD Recommendation in December 2006.

- 21 The large majority of OECD country ECAs were in full compliance with the Recommendation by 31 December 2006. Thereafter, the OECD Secretariat will monitor whether all OECD Members have achieved full compliance and to raise any concerns on compliance at the OECD Working Groups on Export Credits. ECGD's full compliance had been achieved in July 2006.

Responsible Lending to Poorer Emerging Markets

- 22 The OECD Statement of Principles on Official Export Credit Support to Heavily Indebted Poor Countries⁴ (the "OECD Statement of Principles") requires ECAs to support only exports or investments to these countries if they meet certain criteria. ECGD has embodied these criteria in its Productive Expenditure Screening process⁵.
- 23 The UK is working with other OECD members to propose for consideration by the OECD Export Credit Group an amended framework for lending to HIPC countries and IDA-only countries⁶ in the context of the Multilateral Debt Relief Initiative (MDRI). For this purpose, ECGD and HM Treasury have held discussions with individual OECD members, the OECD Secretariat, the IMF and the World Bank. As a result, Italy, the Netherlands, Sweden and the UK are acting together to seek the agreement of OECD members to the strengthening of the current OECD Statement of Principles, and to extend it to cover IDA-only countries. Currently, the OECD Statement of Principles only applies to HIPC countries, with voluntary reporting by OECD Members of any cases in IDA-only countries; whereas ECGD already applies the requirements of the Statement to all IDA-only countries. ECGD and the ECAs of its partner governments will propose to other OECD members that the following more detailed objectives should be included in any revised OECD Statement of Principles:
- New lending should avoid rendering a country's debt burden unsustainable;
 - New investments should be needs-driven, based on demonstrable economic and/or social benefits; and
 - There should be improved information sharing on ECA-supported lending.

⁴ Available on the ECGD website at:
www.oecd.org/document/27/0,3343,en_2649_34179_2675739_1_1_1_1,00.html

⁵ Available on the ECGD website at:
[www.ecgd.gov.uk/productive_expenditure_guidance_\(march_04\).doc](http://www.ecgd.gov.uk/productive_expenditure_guidance_(march_04).doc)

⁶ "IDA-only" countries are those that can only borrow from the World Bank on highly concessional terms.

Renewable Energies and Water Projects

- 24 Special financial terms under the OECD Arrangement for renewable energy and water treatment and sewage projects came into effect on 1 July 2005, for a trial period of two years. Hydropower projects were included within the scope of these terms with effect from 1 December 2005 after the OECD had agreed to higher environmental standards for these projects.
- 25 During the two-year trial period, ECGD and all the other OECD ECAs are to report any cases that have been supported on the new terms to the OECD Secretariat.
- 26 At the United Nations World Summit on Sustainable Development in Johannesburg in September 2002, the UK Government announced that ECGD would commit a £50 million line of credit to finance renewable energy projects undertaken by UK exporters internationally that were eligible for ECGD support. ECGD has worked with DTI Export Promoters to raise awareness of ECGD's services on the part of all exporters. To date no applications seeking to utilise this commitment have been received for ECGD to consider.
- 27 In its Annual Review, ECGD will henceforth report:
 - Any case it has underwritten under the OECD Arrangement for renewable energy and water treatment and sewage projects on special financing terms; and
 - Any case it has underwritten under its renewable energy facility.

Action on a Project-by-Project Basis

- 28 The annual total value of capital goods exported with medium to long term finance supported by all the ECAs of the OECD countries usually ranges between £30 billion and £40 billion, with ECGD's share being around £2 billion. Although this level of ECGD support represents only around 2% of UK exports annually, the exports that are supported often form part of larger projects in which other ECAs and other financial institutions are involved. Moreover, such projects usually involve environmental, social and economic impacts. ECGD's involvement provides an opportunity for it to influence the attitudes of project sponsors, host Governments and the other financial institutions in regard to Sustainable Development issues at the project level.

Acceptability of Transaction Impacts

- 29 ECGD applies its Case Impact Analysis Process to determine the potential environmental and social impacts of projects on which it receives requests for its support for civil, non-aerospace business, including those of defence projects which do not require an export license or equivalent approval. During the preparation of this document ECGD received comments from some external stakeholders concerning climate change. The UK Government's formal position on climate change is stated in "Climate Change, The UK Programme 2006" presented to Parliament by the Secretary of State for the Environment, Food and Rural Affairs in March 2006⁷; this does not refer to ECGD.
- 30 For civil aircraft exports, ECGD relies on the EU and North American aircraft certification system to determine the acceptability of the emissions from individual types of aircraft and aero-engines⁸. The latest UK Government position on air transport including emissions is stated in "The Future of Air Transport Progress Report" published by the Secretary of State for Transport on 14 December 2006⁹.
- 31 For defence exports, ECGD relies on the export licensing system operated by the Export Control Organisation of the Department of Trade and Industry, which determines whether support would be consistent with UK Government policies¹⁰.
- 32 As described in paragraph 18 above, ECGD is planning to review its Case Impact Analysis Process after the negotiations for the OECD Recommendation on Common Approaches have been concluded (see Appendix A).

Working with other ECAs

- 33 In projects where other ECAs and financial institutions are involved, ECGD encourages those institutions to apply the appropriate policy and practice for Sustainable Development. As noted in paragraph 22 above, ECGD checks that support for a project located in a HIPC or IDA-only country is consistent with its Productive Expenditure Screening criteria.

⁷ Available at: www.defra.gov.uk/environment/climatechange/uk/ukccp/pdf/ukccp06-all.pdf

⁸ Available at: www.icao.int/icao/en/env/aee.htm

⁹ Available at: www.dft.gov.uk/162259/165217/185629/progressreport

¹⁰ Available at: www.dti.gov.uk/europeandtrade/strategic-export-control/about-eco/index.html

Internal Action

- 34 ECGD employs less than 270 members of staff and operates from one main location in London. The domestic impact of its operations is generally confined to the use of resources such as water, electricity and office supplies, as required to carry out its functions. ECGD also has a public duty to consider value for money when considering how to minimise its impacts. While ECGD seeks to set a good example, where possible, the scope for ECGD to promote Sustainable Development domestically is accordingly limited.
- 35 The Sustainable Development Commission's latest annual report on Sustainable Development in Government highlights the need for action by ECGD relating to data collection and reporting on Sustainable Development impacts and use of renewable energy.
- 36 As described in more detail below, ECGD will focus on the following areas:
- Reducing ECGD's internal environmental footprint;
 - Reducing or offsetting CO₂ emissions;
 - Developing its staff; and
 - Contributing to its local community.

Reduction of ECGD's internal environmental footprint

- 37 ECGD has systems in place for recycling paper, drink cans, paper and plastic cups, and for using recycled paper, etc. Nevertheless, further improvement can be made. Putting better systems and facilities in place, such as changing all printers to duplex and redesigning the recycling stations, should improve ECGD's performance further. ECGD will also arrange for the Carbon Trust to carry out an energy audit to identify potential areas where further energy savings could be made. A complete list of action points can be found in Appendix A. Raising staff awareness and measuring performance will play an important role. Each of these actions aims to reduce ECGD's internal environmental footprint and promotes Sustainable Development in the priority areas.

Reducing or offsetting all CO₂ emissions

- 38 The UK Government committed itself to offset all CO₂ emissions from Ministerial and official air travel from April 2006. Beyond this, ECGD will examine the possibility and cost of offsetting all such emissions arising from:
- All official travel, whatever the transport mode. (For 2005 the cost for offsetting such emissions would have been around £2,500); and
 - Electricity and gas consumption in its main London office and gas consumption at its Cardiff file repository from April 2007. (A first estimate suggests that the cost for offsetting such emissions in 2005 would have been around £10,000). Offsetting electricity consumption would not be necessary if ECGD were successful in encouraging the London office building management to purchase renewable matched electricity, as ECGD already does for its Cardiff file repository.
- 39 Details about ECGD's estimated CO₂ footprint and how this might be offset will be published on its staff intranet. Any eventual offset arrangements will be reported in ECGD's Annual Reviews.

Professional development of staff

- 40 ECGD is committed to staff development and has held Investor in People (IIP) status since 1999. Since its initial accreditation, ECGD has undergone four successful reviews (the last being in November 2005). Its Human Resources Division (HRD) provides a framework for staff development within which individual staff members, in coordination with their line managers, plan their own development according to their needs. Extensive guidance and resources are made available to staff by HRD. Apart from the IIP review, an annual Learning & Development Report is published, which provides details of training activity.
- 41 A need to increase staff awareness about developments and achievements in other parts of ECGD has been identified. This will be addressed through regular presentations by Divisions that have undergone recent change, undertaken major initiatives or achieved successes. These presentations will be coordinated by HRD. Presentation material will be made available on the staff Intranet. In addition, consideration will be given by HRD to promote work shadowing and mentoring for staff to gain work experience outside their own Division. Over the next year, HRD will seek to increase awareness of the Professional Skills for Government programme (PSG) and to strengthen its implementation within ECGD.

Contribution to local community

- 42 ECGD has in the past contributed to its local community (Tower Hamlets) in different ways, e.g. work opportunities for local school pupils. These activities rely on the initiative of individual members of staff to take them forward. Although ECGD can not provide financial assistance, it is able to approve special leave to allow staff to contribute to charity events and voluntary work. Over the next year, ECGD expects to raise staff awareness about this facility.

Reporting on Sustainable Development

- 43 ECGD will report on its contribution to Sustainable Development internally mainly through its staff intranet, and externally mostly through its Internet site and its Annual Reviews. Some progress will also be reported through special internal reports, such as project reports. The Measure and the Report columns in Appendix A set out how and where each of the actions is going to be reported. Appendix B shows the raw data ECGD is considering including in its Annual Review from 2007/2008 onwards. Appendix C shows the raw data ECGD being considered for its staff intranet. Derived indicators on a per member of staff or per issued/managed case basis may be developed for some of these.
- 44 The tables of data have been developed taking account of those suggested by stakeholders and those proposed by the Global Reporting Initiative (GRI) in its Sector Supplements¹¹ for public agencies and the financial services sectors (Environmental & Social Performance). ECGD's Annual Reviews and Resource Accounts in its current format already cover several areas proposed by the GRI, such as economic and human resources.
- 45 Staff and Trade Unions will be involved in the process of developing and implementing the actions.

EXPORT CREDITS GUARANTEE DEPARTMENT
30 April 2007

¹¹ Available on: www.globalreporting.org/ReportingFramework/G3Online/SectorSupplements/

Appendix A

	Description of Action Point	UKSDS Principles					How	Benefits	Measure	Report	Who
		1	2	3	4	5					
1	Improve SD aspect of ECGD's business	✓	✓	✓	✓	✓		Increase SD best practice internationally			
1.1	Progress SD standards on a multilateral basis: <ul style="list-style-type: none"> • OECD Recommendation on Common Approaches • Enhanced OECD Recommendation on Anti-Bribery & Corruption • Responsible Lending to Poorer Emerging Markets • Renewable Energies and Water Projects 	✓	✓	✓	✓	✓	Development multilaterally at EU, OECD level and Berne Union	See 1	Description of progress	Staff Intranet/ ECGD Annual Review	Head of International Relations Branch (IRB), and Head of Business Principles Unit (BPU)
1.2	Consider SD on a project-by-project basis <ul style="list-style-type: none"> • Acceptability of transaction impacts • Working with other ECAs 	✓	✓	✓	✓	✓	Through analysis and information sharing about projects in which ECGD and other ECAs are involved	Increase the number of projects that follow international standards	Descriptive	Case Impact Analysis Process reports	Head of BPU

Description of Action Point	UKSDS Principles					How	Benefits	Measure	Report	Who
	1	2	3	4	5					
1.3 Review ECGD's Case Impact Analysis Process	✓	✓	✓	✓	✓	Review ECGD's Case Impact Analysis Process after the negotiations on the OECD Recommendation on Common Approaches have been concluded	More efficient process	Descriptive	Letter to customers, Annual Review and Website	Head of BPU
1.4 Communicate progress on SDAP actions	✓		✓		✓	Publish information in Annual Review and on Website	Transparency	Description of activities	Annual Review and Website	Heads of Business Group, BPU and Communications Branch (Comms)
2 Reduce paper consumption (Priority Area i)	✓						Reduce energy & resources used for moving, printing and recycling Reduce storage space	Measure amount of paper purchased per year	Staff Intranet	Manager of Purchasing and Facilities Management
2.1 Raise awareness and set targets	✓					Presentations, posters and Staff Intranet	See 2	As part of 2		Heads of Infrastructure Division (ID), BPU & Comms

	Description of Action Point	UKSDS Principles					How	Benefits	Measure	Report	Who
		1	2	3	4	5					
2.2	Encourage double-sided printing & photocopying	✓					Increase the number of duplex printers (see 5.4) Change default setting to double sided printing & photocopying Raise awareness	See 2	Number of printers/ photocopiers set to duplex	Staff Intranet and regular internal reports to management	Manager of Purchasing and Facilities Management
2.3	Discourage printing of drafts and emails	✓					Raise awareness and issue periodic reminders	See 2	As part of 2		Manager of Purchasing and Facilities Management, Head of BPU & Comms
2.4	Stop sending documents through post that can be emailed	✓					Raise awareness and issue periodic reminders	See 2	As part of 2		Manager of Purchasing and Facilities Management, Head of BPU & Comms
2.5	Move to electronic filing	✓			✓		Through ECGD's Information Management Project (IMPACT)	See 2	As part of 2 and as part of IMPACT	IMPACT project report	Senior Responsible Owner of IMPACT project

	Description of Action Point	UKSDS Principles					How	Benefits	Measure	Report	Who
		1	2	3	4	5					
2.6	Reduce the number of hard copies of newspapers bought by ECGD	✓					Improve press cutting service Provide appropriate staff with online access to newspapers Review the number of hard copies bought	See 2	Measure number of copies of newspapers bought per person	Staff Intranet	Head of Comms
3	Improve paper recycling (Priority Area i)	✓					Raise awareness Reduce the number of desk rubbish bins to encourage recycling Review distribution and quality of the recycling stations (including plastic and cans) now that the office reorganisation is complete	More efficient use of natural resources	Kg of paper sent for recycling per year	Staff Intranet	Manager of Purchasing and Facilities Management
3.1	Reduce the number of paper/plastic cups used	✓					Raise awareness about re-use being preferable to re-cycle	See 3	Regular (6 or 12 monthly) attitude surveys at Team Briefings	Staff Intranet	Directors
4	Use re-cycled paper as far as possible (publications, business cards) (Priority Area i)	✓					Review current practice and, if necessary, propose improvements	See 3	Identify areas where not yet used	Staff Intranet/Annual Reviews	Manager of Purchasing and Facilities Management

Description of Action Point		UKSDS Principles					How	Benefits	Measure	Report	Who
		1	2	3	4	5					
5	Reduce energy used (Priority Area ii)	✓						Reduce use of resources for power generation Reduce pollution	Energy consumed by office (by floor)/ persons	Staff Intranet/ Annual Reviews	Manager of Purchasing and Facilities Management & Head of BPU
5.1	Arrange an energy audit	✓					Use the free of charge auditing service offered by the Carbon Trust	Identify potential areas where energy could be saved	As part of 5		Manager of Purchasing and Facilities Management & Head of BPU
5.2	Raise staff awareness. Put guidelines in place. Set targets	✓					Presentations, posters and Staff Intranet	See 5	As part of 5		Manager of Purchasing and Facilities Management, Head of BPU & Comms
5.3	Reduce overnight energy consumption	✓					Arrange to switch off lights in the evenings and switch them on in the mornings	See 5	As part of 5		Manager of Purchasing and Facilities Management
5.4	Switch off PC & monitors overnight. Also fans & COMMS's TV	✓					Put guidelines in place	See 5	As part of 5		All Directors and Manager of Purchasing and Facilities Management

Description of Action Point	UKSDS Principles					How	Benefits	Measure	Report	Who
	1	2	3	4	5					
5.5 Encourage photocopying rather than printing	✓					Review printing capacity of photocopiers and identify needs by end of June 2007 Update copiers to meet needs identified by end of September 2007	See 5	As part of 5		Manager of Purchasing and Facilities Management
5.6 Encourage staff to cycle to work	✓	✓				Raise staff awareness	Better health for staff, less traffic congestion and as in 5	Survey measuring the number of people cycling	Staff Intranet	Manager of Purchasing and Facilities Management & Head of Human Resources Division (HRD)
5.7 Encourage reduction of private car use for home-work travel	✓					Encourage car-pooling Consider reducing availability of parking spaces Consider charging for car park (and use contributions for CO ₂ offsetting)	Less traffic congestion and as in 5	Survey measuring the number of people car-pooling	Staff Intranet	Manager of Purchasing and Facilities Management & Head of HRD
5.8 Review home working policy	✓					Once external access to email and file servers has been successfully trialled and tested, consider review of policy	Reduce home to work travel	Descriptive	Staff Intranet	Head of HRD

Description of Action Point		UKSDS Principles					How	Benefits	Measure	Report	Who
		1	2	3	4	5					
5.9	Seek to limit use of couriers to the minimum necessary	✓					Monitoring use of couriers. Review of policy	Possible reduction in use of couriers	£ spend on couriers	Staff Intranet	Manager of Purchasing and Facilities Management
5.10	For meetings, offer carafes with filtered tap water rather than bottled water	✓					Provide meeting rooms with carafes that are suitable for filling from water coolers	Less transport of water on roads and less use of glass bottles	Descriptive	Staff Intranet	Manager of Purchasing and Facilities Management
5.11	Apply Government SD procurement policy	✓		✓	✓		Apply Government SD procurement policy	Broaden Sustainable Development awareness and practice	Descriptive	Staff Intranet	Manager of Purchasing and Facilities Management
5.12	Seek to limit numbers of staff sent on overseas visits to the minimum necessary	✓					Annual review by Directors of journeys undertaken	Transparency and see 5	List of travels undertaken	Report to individual Directors.	Directors. Data from Manager of Purchasing and Facilities Management
5.13	Encourage the use of video link and conference calling where possible	✓					Review usage and produce guidelines	See 5	Descriptive	Staff Intranet	Manager of Purchasing and Facilities Management
6	Increase proportion of renewable energy used (Priority Area i, ii & iii)	✓					Continue to encourage London office building management to switch to renewable matched energy	Less use of fossil fuels	Descriptive	Report progress to Head of ID. Report achievement in Annual Review	Manager of Purchasing and Facilities Management

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	Description of Action Point	UKSDS Principles					How	Benefits	Measure	Report	Who
		1	2	3	4	5					
7	Investigate potential expansion of CO₂ offsetting to other travel and office CO₂ footprint (Priority Area ii)	✓					Calculate CO ₂ footprint	Mitigate pollution	Amount of CO ₂ offset required broken down into air, rail, road and office	Staff Intranet/ Annual Reviews	Manager of Purchasing and Facilities Management
8	Investigate water consumption (Priority Area i & iii)	✓					Estimate water consumption from data obtained from London office building management	Better understanding of amount of water used	m ³ of water used	Staff Intranet & Sustainable Development in Government report	Manager of Purchasing and Facilities Management
9	Professional development (Priority Area iv)		✓					Better-trained, motivated and efficient staff			Head of HRD
9.1	Raise intra-departmental awareness (BPU, IR, new products, Public Expenditure, OGDs)		✓				Devise programme of monthly or bi-monthly presentations by divisions e.g. that have undergone change or had major initiatives / successes	See 7	Number of presentations and number of staff attending	Staff Intranet	Head of HRD
10	Encourage volunteering and charity activities (Priority Area iv)		✓		✓		Raise awareness of Special Leave arrangements to allow staff to contribute to voluntary public service	Contribute to a healthy and just society	Description of activities Number of special leave requests and authorised for charity and voluntary work	Staff Intranet/ Annual Reviews	Head of HRD

Appendix B

This Appendix lists the tables of data envisaged for publication in ECGD's Annual Reviews in respect of each financial year.

1 Information related to ECGD's case impact analysis

		Value
1.1	The number of insurance cases and guarantees issued annually that were screened for environmental impacts	n
1.2	The number of insurance cases and guarantees issued for which an environmental impact assessment was provided	n
1.3	The number of issued cases within the medium and high potential impact category, for which the project is expected to comply fully with the relevant international standards at the time of the guarantee being issued	n
1.4	The number of issued cases within the medium and high potential impact category for which the project is expected, at the time the guarantee is issued, to partially comply with the relevant international standards but to become fully compliant following the implementation of an agreed action plan	n
1.5	The number of projects for which an explanation for non-compliance with the relevant international standards has been reported to the OECD under the terms of the Common Approaches	n
1.6	The number of guarantees issued for medium and high potential impact cases to which environmental conditions were attached	n
1.7	The number of transactions that ECGD has declined to cover on environmental/social impact grounds	n

2 Freedom of Information

		Value
2.1	The number of information requests (Freedom of Information & Environmental Information Request) received	n
2.2	The number of responses that exceeded the time limits under the Freedom of Information Act	n
2.3	The number of appeals to the Information Commissioner	n
2.4	The number of appeals to the Information Tribunal	n

Appendix C

This Appendix lists the tables of data envisaged for publication on ECGD's Staff Intranet in respect of each financial year. In tables 1 to 3 extra columns might be included to report the data factored by the number of staff or the number/value of cases issued as appropriate.

1 Data about paper consumption and recycling (Relevant Global Reporting Initiative (GRI) indicators: EN1 & EN11)			
		Value	
1.1	Amount of paper purchased per year	n boxes of 2500 sheets	
1.2	Percentage of printers with duplex capacity	x.x%	
1.3	Number of newspapers bought by ECGD	n	
1.4	Amount (Kg) of paper sent for recycling	n Kg	
2 Data about office energy consumption (Relevant GRI indicators: EN3, EN4 & EN 8)			
		kWh	CO ₂ emitted
2.1	Electricity consumption by Harbour Exchange floor 13	x	x Kg
2.2	Electricity consumption by Harbour Exchange floor 14	x	x Kg
2.3	Electricity consumption by Harbour Exchange floor 15	x	x Kg
2.4	Electricity consumption by Harbour Exchange floor 16	x	x Kg
2.5	ECGD's share of electricity consumption for the Harbour Exchange common areas ¹²	x	x Kg
2.6	Gas consumption by the staff restaurant	x	x Kg
2.7	ECGD's share of gas consumption for space heating of the Harbour Exchange office and common areas ¹³	x	x Kg
2.8	Electricity consumption by Lambourne Crescent ¹⁴	x	
2.9	Gas consumption by Lambourne Crescent	x	x Kg
2.10	Amount of CO ₂ offset by ECGD for emissions from office energy consumption		x Kg

¹² This includes roof top chillers of air-conditioning and elevators.

¹³ This includes hot water for restrooms and under window radiators.

¹⁴ All electricity for Lambourne Crescent is from renewable matched sources.

3 Data about travel by officials on ECGD business (Relevant GRI indicator: EN19)				
		miles	CO ₂ emitted	CO ₂ offset
3.1	Distance travelled by ECGD officials by air	x	x Kg	x Kg
3.2	Distance travelled by ECGD officials by road (excluding home-office travel)	x	x Kg	x Kg
3.3	Distance travelled by ECGD officials by train (excluding home-office travel)	x	x Kg	x Kg

4 Data about other travel and transport		
		Value
4.1	Number of car park spaces allotted	n
4.2	Number of staff cycling to work	n
4.3	Number of people walking or running to work	n
4.4	Number of people car-pooling	n
4.5	Spend on couriers	x £

5 Data about staff development and volunteering (Relevant GRI indicators: SO1 & F5)		
		Value
5.1	Number of presentations about developments within ECGD and OGDs	n
5.2	Number of staff attending presentations	n
5.3	Number of days of special leave granted for volunteering activities by ECGD staff	n
5.4	Spend on training	x £