

SEAI Climate Action Roadmap

Q3 2023



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Date 28 September 2023

Sustainable Energy Authority of Ireland

SEAI is Ireland's national energy authority investing in, and delivering, appropriate, effective and sustainable solutions to help Ireland's transition to a clean energy future. We work with the public, businesses, communities and the Government to achieve this, through expertise, funding, educational programmes, policy advice, research and the development of new technologies.

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A message from the CEO

Dear Colleagues and Stakeholders,

I am delighted to release the updated Climate Action Roadmap for the Sustainable Energy Authority of Ireland (SEAI). This updated roadmap, along with all public sector bodies, signifies a crucial milestone of the public sector journey towards a more sustainable and environmentally conscious future. It builds upon the foundation laid in our previous roadmap, published in March, and aligns with the updated Climate Action Strategy and new public sector mandate approved by Government in May of this year.

SEAI is at the forefront of Ireland's energy transformation, and this roadmap reaffirms our steadfast commitment to climate action and emissions reduction. As an organisation, we recognise our contribution to all public sector targets, and to demonstrating leadership within our sector. This dedication resonates perfectly with our mission statement to be at the heart of Ireland's Energy Revolution.

This process has provided considerable value with a renewed reflection of our internal operations where our remit requires an external focus. Our dedicated Green Team has been instrumental. The mandate will not be a compliance-based exercise; instead, mandated requirement will consider an intended purpose and seek value-add. Our actions will reflect our genuine dedication to a sustainable future. As just one example, we are developing bespoke Climate Action Leadership training for our leadership and management team. This will add broader climate action thinking in our decision-making processes, programme development, and lifecycle thinking. We recognise the need to raise awareness now and ensure continual awareness, both within our direct and indirect staffing.

Climate action will become an intrinsic part of our operations, considering not only direct energy and waste, but also the broader ripple effects of our actions. Understanding scope 3 emissions is a new consideration. We will diagnose and will try to take active steps within our own decision-making and control, we acknowledge that no matter how modest our impact may appear in the grand scheme of the national target, the public sector role is to lead by example.

SEAI, like the broader public sector, is evolving and growing. We face the imperative to adapt our delivery methods to have a positive impact on emission reduction goals. While the public sector may not have own carbon budgetary ceiling, achieving its targets are linked to the overarching limits for the built environment, transport, and electricity sectors. Our climate action targets are undeniably ambitious, but they need to be so.

As we publish this roadmap, we also commit to sharing our experiences and insights with the wider community. Our roadmap has been rigorously examined and ratified by the Board of the SEAI who has a profound commitment as the energy authority.

In closing, I would like to express my gratitude to all the dedicated individuals within SEAI and our partners who have contributed to the development and 2023 revision of this roadmap. Together, we will continue to lead the way in Ireland's Energy Revolution, setting an example for the entire public sector and demonstrating our unwavering dedication to a sustainable, low-carbon future.

Sincerely,

William Walsh
CEO, Sustainable Energy Authority of Ireland

1. Introduction

SEAI is Ireland's national sustainable energy authority. We work with householders, businesses, communities and the Government to create a cleaner energy future. Our mission is to be at the heart of Ireland's energy revolution, driving the reduction and replacement of fossil fuel usage. We are a knowledge-led organisation. We are trusted collaborators, innovators, funders and educators.

Our remit is directly aligned to sustainable energy and providing necessary supports and guidance with a broader national emissions reduction impact. As a public sector body, we are also required to reduce emissions relating to our own buildings and operations. We have a very small contribution in absolute terms; however, we recognise the importance for public sector bodies, and particularly SEAI, to demonstrate leadership.

This SEAI Climate Action Roadmap 2023, hereinafter referred to as the Roadmap, sets out our plan to achieve our decarbonisation and energy efficiency targets pursuant to the National Climate Action Plan 2023 (CAP23). SEAI is committed to achieving its 2030 carbon emissions and energy efficiency targets. We will adhere to the requirements of the Public Sector Climate Action Mandate 2023 (the Mandate) and demonstrate leadership within the public sector. [The Mandate](#) requires public sector bodies such as SEAI to demonstrate climate action leadership by implementing and reporting on the actions of the Mandate. The Mandate was approved by the Government in May 2023 and issued to all departments by the Minister for Environment, Climate and Communications.

This version of the SEAI Roadmap is an update of our Roadmap published in March 2023, covering progress since March and including the new requirements introduced in the Mandate.

This Roadmap aligns entirely with SEAI's vision:

"To be a leading authority driving Ireland's sustainable energy transformation for the benefit of society."

In the SEAI Strategic Plan, the first strategic outcome listed is:

"Achievement of the carbon reduction targets we have set ourselves over the lifetime of this strategy."

The SEAI Climate Action Roadmap has been approved by the CEO and the Board of SEAI and will be reviewed and updated annually. The annual review will consider our own climate action progress, Gap-to-Target and any updates to the National Climate Action Plan and the Public Sector Climate Action Mandate.

1.1 Summary of focus areas

Our people

SEAI staff are passionate about energy, the environment and sustainability. They are attracted to the organisation because of our role in society. They want to be at the heart of delivering Ireland's energy revolution and drivers in Ireland's reduction and replacement of fossil fuel use. SEAI has a Green Team that is focused on delivering the managerial, technological, and behavioural improvements that will help us achieve our climate action targets.

Our targets

The Public Sector Climate Action Mandate sets emissions reduction and energy efficiency targets for SEAI:

- 51% reduction in energy related GHG emissions in 2030 (2016-2018 baseline)
- 50% increase in the improvement of energy efficiency by 2030 (2009 baseline)
- a net zero energy-related emissions target for 2050 at the latest

Our ways of working

Leadership and governance are fundamental factors to oversee our delivery.

Structures are in place for the delivery of our identified actions. These actions include staff engagement, integration of actions into departmental business planning, goals and objectives. We will promote best practices in the office, the home office and in daily life, supported by appropriate training. We shall consider improvements made through blended working and review paper-based processes in our drive toward digitalisation. We are in the process of implementing the Energy Management Standard ISO 50001 (2018).

We are subject to the Code of Practice for the Governance of State Bodies. SEAI will continue to report our GHG emissions and energy consumption. Like all public sector bodies, our data will be returned into the SEAI Monitoring and Reporting System (M&R). Our annual report will report on our greenhouse gas emissions, sustainability activities and implementation of the mandate.

Our buildings and vehicles

The largest contributor to carbon emissions is the heating, ventilation and air conditioning system (HVAC) powered by a natural gas boiler in our rented headquarters building. Together with other public sector tenants in the building, we will transition from fossil fuel heating to the electrification of heat.

We will ensure that our Display Energy Certificates (DEC) are displayed in each of the four buildings we share with others. SEAI has created bicycle-friendly buildings for employees and visitors at Three Park Place and operates only zero-emission vehicles.

Gap-to-Target

SEAI is responsible for the ongoing monitoring and reporting of public sector energy efficiency. This includes the data collection process into our Monitoring and Reporting System, annual reporting and supporting the public sector in this regard. SEAI will use the M&R data to model decarbonisation Gap-to-Target over the period to 2030. This will help us configure our GHG emissions target to 2030. It will also help us to model and report the impact of our planned actions, revisit our Gap-to-Target annually and assess future emissions pathways.

2. Our people

The Climate Action Mandate requires that leadership and governance structures for climate action are set up, and that staff are engaged with climate action and have appropriate training.

SEAI established and resourced a Green Team in 2022. This team reports to senior management, ensuring sustainability actions are integrated at all levels of the organisation. The Green Team comprises representation from across departments and grades, and including from management, technical, facilities, administration, human resources, marketing and communications.

GREEN TEAM



Transformation of our energy use requires leadership from management, technical inputs, and changed behaviour in people. In acknowledgement of that, the Green Team operates across three workstreams: Management, Technical, and People & Behaviour.

Since its establishment, the Green Team is prioritising activity under the three workstreams.

- Management;
 - o Ensuring energy policy and sustainability policy are up to date and fit for purpose
- Technical:
 - o Commissioning of an audit for Three Park Place to identify opportunities to reduce energy use and decarbonise heating
 - o Implementation of ISO 50001
 - o Identification of better energy performance indicators to improve energy management, significant variable(s) and energy use
 - o Understanding wider building energy and facility interactions and developing our measurement and management process
- People and behaviour:
 - o Developing bespoke Climate Action Leadership training for senior management
 - o Continuing to rollout our staff training programme, including the “Zippy Challenge” which rewards staff who complete assigned modules in the SEAI Energy Academy with a branded jacket, and leveraging our Info-SOLVE programme (short presentations every fortnight delivered by staff on their programme areas)
 - o Embedding climate and energy training in the new staff induction programme
 - o Maintain staff awareness, through energy awareness days and other approaches.

2.1 Leadership and governance for climate action

The Governance Structure for Climate and Sustainability is embedded in our organisational structure. Responsibility to implement and report on the Mandate is assigned to the Climate and Sustainability Champion.

The Climate and Sustainability Champion is Declan Meally, Director of Business, Public Sector and Transport and a member of the Executive Leadership Team in SEAI.

The Energy Performance Officer (EPO) is Marion O'Brien, Director of Corporate Services within SEAI and a member of the Executive Leadership Team in SEAI. Marion has decision-making powers with respect to facilities, corporate budgets and procurement.

The Senior Management Team Sponsor is John O'Sullivan, Head of Department, Public Sector and Regulatory Programmes.

We recognise that responsibilities of Green Team members will be integrated into job role descriptions.

We are ensuring that membership of a Green Network including representatives from every office location and for an IT team member, a procurement representative and the SEAI Smart Transport team to engage with the Green Team on a monthly/quarterly basis to explore opportunities for improvement.

SEAI has called together representatives from the public sector organisations, who share the offices in Three Park Place, to establish a joint forum for planning and delivery of our common carbon and energy efficiency objectives. This is to ensure that learning and practices are shared and that there is no duplication of effort leading to waste of public funds. This collaboration will ensure ongoing discussion on longer term actions individually, collectively and with the Landlord.

2.2 Green Team Membership

Team member	Representation
Declan Meally	Chair, Climate and Sustainability Champion
John O'Sullivan	Co-Chair
Alan Ryan	Public Sector Specialist
Alessandra McConville	Public Sector Specialist
Áine Carroll O'Hara	Administration
Amanda Power	ISO 50001
Eamonn Shiels	Technical Services Specialist
Gerry Shaw	Contractor, Health & Safety, Facilities Management
Jason Doherty	ISO 50001
Patrick Cantwell	Marketing and Communications
Mati Lafranque	Sustainable Transport
Luis Gay Tarazona	Technical expert

2.3 Additional reference documentation

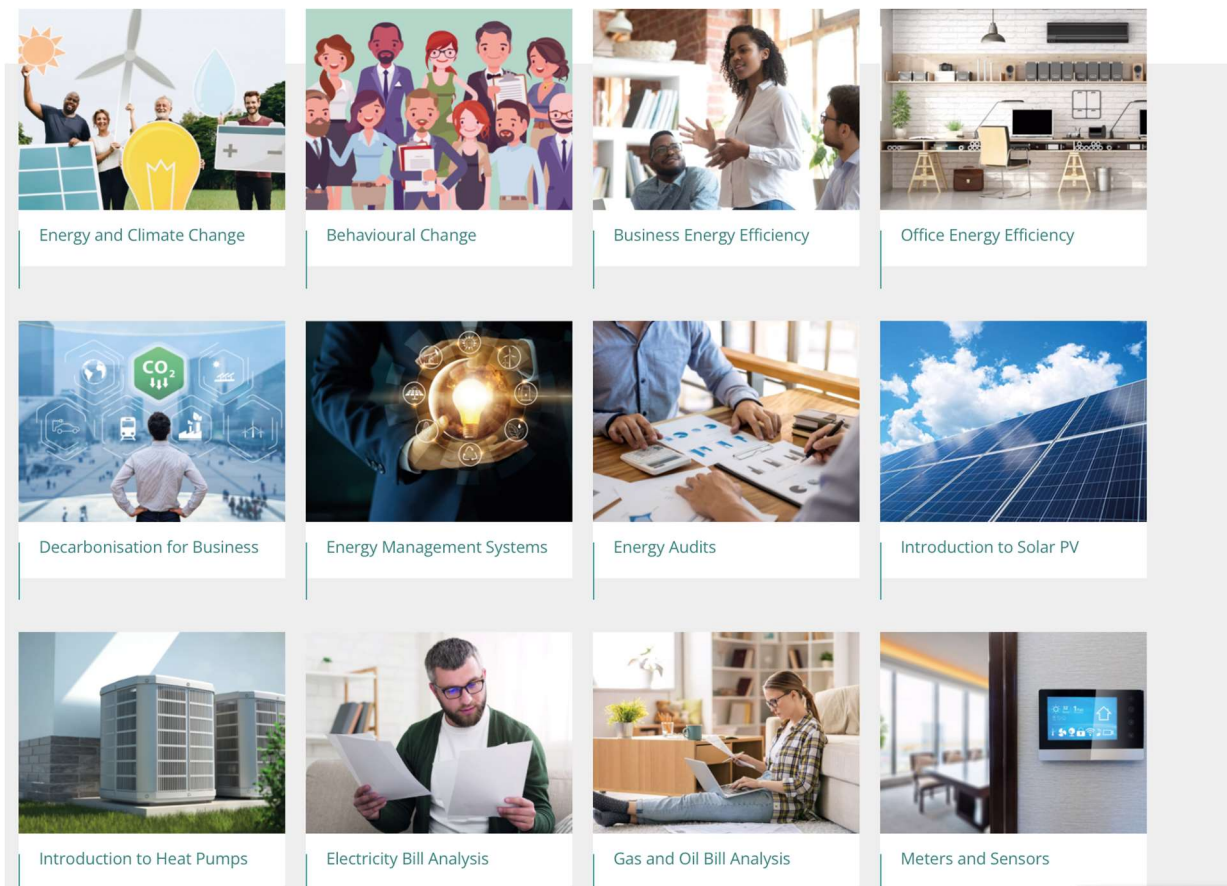
SEAI Sustainability Policy Statement (2022) and SEAI's updated Energy Policy (2023) are available in Appendices 1 and 2 respectively.

2.4 Climate action training

Climate action training for all direct and indirect staff is being rolled out through application of the SEAI Energy Academy. We have prioritised specific Modules and are requiring that all staff complete this training in 2023. Training and staff awareness programme will be an ongoing and continual annual process.

Aligned with the public sector mandate, SEAI is developing a bespoke leadership training programme on Climate Leadership for all senior management to be delivered by the end of 2023.

Modules Available



3. Our targets

The Climate Action Mandate sets key targets for emissions reduction and energy-efficiency for SEAI:

- 51% reduction in GHG emissions in 2030 (2016-2018 baseline), targets set for both thermal and total emissions.
- 50% energy efficiency improvement by 2030 (2009 baseline).
- a net zero energy-related emissions target for 2050 at the latest.

3.1 Achieving the carbon emissions reduction target (51% reduction by 2030)

Our greenhouse gas emissions target is based on energy-related carbon dioxide equivalent emissions, with the baseline average of 2016-2018 emissions. It requires energy-related greenhouse gas emissions for heating and transport, to be reduced by 51%, plus supply-side reductions in emissions from electricity. For SEAI, following our relocation of head office since the baseline period 2016-2018, this now requires a total emissions reduction from 2023 of 81%.

During its baseline period, the SEAI headquarters office was in Wilton Park House, a building with a 1,686m² footprint and a headcount under 100 persons. In October 2019, SEAI moved to its current headquarters in 3 Park Place. The footprint here across two floors totals 2,944m² and, as of 31 August 2023, the headcount is 240 persons.

The Register of Opportunities (ROO) is established as part of our energy management process. Projected energy savings are estimated based on engineering calculations and available metering in place for heat/cooling and electricity in our buildings and floors. The SEAI Monitoring and Reporting System, in combination with our own floor metering, will be used to validate savings. The Reduce Your Use (RYU) in the public sector programme completed over winter 2022 provided an understanding of the scale of energy savings through mandated actions relating to management of heating and lighting, in combination with a staff awareness programme. SEAI estimates energy savings at its headquarter building over this winter period to be 30%.

We are in the process of carrying out a comprehensive audit of our operations to determine additional opportunity and viability of energy efficiency, and further energy saving project initiatives. This assessment stage is the first key phase of our new Climate Action Roadmap to 2030.

Energy efficiency and related energy consumption reduction is crucial to any emissions reduction strategy. It will reduce the current fossil fuel system's impact; it may also allow for increased capacity when growing operations require more energy for lighting and heating. Ultimately, it will minimise the investment necessary when converting to a viable renewable energy alternative. SEAI is implementing an ISO50001 Energy Management System to reduce and continually improve energy performance, and to ensure continued staff awareness and engagement. It will initially standardise the energy reductions achieved through the RYU initiative over winter 2022/23 and prepare for an improved programme each year during peak heating periods.

The most significant project necessitated to impact SEAI carbon emissions will be a transition from the existing heating generated using fossil fuels to a renewable energy alternative. SEAI energy use is 93% concentrated in the Dublin headquarters office. Therefore, the main pillar of our decarbonisation strategy is to focus on improvements to this location to ensure the greatest impact.

Our key project involves working with the Landlord and other tenants to decarbonise the heating system for SEAI headquarters in Dublin. This may require the retrofit of a new heat pump heating system and the removal of the existing natural gas heating system. This project, if feasible, will require an investment of time and effort in terms of gaining agreements, technical and design solution assessment, technical system design, funding, tendering and install. The only alternative consideration using the current gas boiler configuration would be a change to sustainable and carbon neutral biogas. The office already has solar panels installed (approximately 30kWp).

Feasibility for removal of fossil fuel heating has been advancing through our engagement with the building owner, head tenant and with other public sector tenants sharing our building. We are also engaging specialist contractors who provide access to a broader range of measurement data from our Building Management System.

The Green Team completed an initial Gap-to-Target assessment to understand the combination of initiatives necessary to achieve our emissions target as part of preparing the first SEAI Climate Action Roadmap. This has not been updated in this edition of the Roadmap except to reflect 2021 emissions, as there is no substantive new information on energy or emissions reductions to be added. In addition, as part of our building stock plan, we will be looking at the remainder of our offices.

Future building plans will need to consider long-term occupancy needs, particularly in our regional satellite offices. Any building consideration will consider energy and emissions in decision-making. Any new leases will be required to be minimum A3 rated.

The Roadmap will identify savings, the impact on energy, finance, resources and public spending considerations. All these elements will be incorporated into the SEAI strategic infrastructure investment planning process.

3.2 Achieving the energy efficiency target (50% improvement by 2030)

Energy efficiency and carbon emissions reduction are intrinsically connected. We emphasise the significance of energy efficiency on emissions. We have already achieved the 50% energy efficiency target set from the 2009 baseline. This however is based on primary energy per metre squared of floor space. We are investigating developing an additional energy efficiency metric that will use final energy and be more reflective of our business activities, which is likely to be based on office occupancy data. This will encourage us to apply a specific energy consumption metric (i.e., energy per unit activity) as we grow our business. In combination with actual final energy consumption, it will allow SEAI to assess at a macro level an understanding of how energy and energy-related emissions may be sensitive to scaling programme activities, development, and planning.

We will institutionalise the SEAI supports offered to industry and public sector clients, including [SEAI Energy Academy](#) and ISO50001 training, to continually educate our new and existing staff.

In addition to these initiatives and those detailed in Section 3.1. for emissions reductions, other ideas that will be considered by the Green Team include the following:

- Feasibility of performing projects focused on recommissioning or retro-commissioning of SEAI buildings.
- Optimisation of blended working policy.
- Space optimisation – configure desk booking application.
- Regional offices to be appropriately sized. The first line of focus being the Dundalk office, which is generously spaced given the current number of staff assigned there.
- Setting, managing and achieving ambitious targets through continuous improvement projects as part of our ISO50001 programme and consider adding ISO14001 at a later stage.
- Consideration to be given to full fresh air changes that were implemented as a safety initiative to combat the possibility of Covid-19 in the office during the pandemic.

4. Our ways of working

We are subject to the Code of Practice for the Governance of State Bodies. SEAI adhere to the principles and standards that must be followed by Irish public sector organisations to ensure transparency, accountability, and effective management. We will analyse and report annually on our impact and progress on GHG emissions and sustainability activities in our Annual Report and on implementation of the Mandate. We will report on implementation of Green Public Procurement and on impact of air travel in our business. Our Annual Report 2023 will capture air travel in accordance with Circular 1/2020.

In addition to ensuring strong leadership and governance structures for oversight in implementation of the SEAI Climate Action Roadmap, SEAI will underpin this through certified management systems. We will maintain an ISO50001 energy management system and will assess the additional value of certification to ISO14001 environmental management system.

Alongside our plans in relation to the ISO Standards, SEAI Green Team and staff are committed to a waste action plan that increases recycling and minimises waste generation by focusing on minimising packaging, promoting eco-design and managing our segregation.

4.1 Energy and environmental management systems

The Climate Action Mandate requires large public sector bodies to achieve formal certification in environmental and/or energy management systems. SEAI is not a large public sector body, however, we will maintain a certified ISO50001 energy management system. Recertification is now required post Covid-19 and we have an action plan in development for transition to ISO50001 (2018).

SEAI shall update its processes, records and practices with an objective to achieve certification in late 2024:

- Our Energy Policy (2023) has been updated to reflect our Green Team and associated projects.
- Our Energy Manual determines how we manage energy in SEAI and is an important reference document for our practice, as well as for staff onboarding.
- Our Energy Review is completed annually and forms a key aspect of ISO50001 as it summarises energy performance and provides the data to inform impact, benefits, issues, and opportunities.
- Our sub-metering system must be reinstated; work is on-going to map current sub-metering and identify gaps.
- The Green Team is assisting with communication and awareness among staff.
- In collaboration with our HR department, training plans are being drawn up to keep staff abreast of our activities.
- Document control processes are in place.
- Operational control and maintenance procedures are in place; however, they will need updating with recertification processes.
- Green Public Procurement processes are addressed in Section 4.2 below.
- Systems for Internal Audit, Management Review and Corrective Action Procedures to be reactivated.

We will consider the additional value of adding ISO14001 (Environmental Management System) and/or Eco Management and Audit Scheme (EMAS) certifications. This is a requirement under the Mandate for large public sector bodies.

4.2 Green Public Procurement

SEAI is committed to environmental management principles in its activities, and it encourages the implementation of sustainability principles in its procurement practices. Tenderers and contractors are required to make all reasonable efforts to minimise adverse environmental impact in the methods of service delivery and in materials used.

SEAI is committed to develop its Green Public Procurement protocols in line with the public sector mandate. We do not currently have a system for recording the extent of our green public procurement practices. We have commenced a review in 2023 to inform our decision on development of our future procurement of services that support our capital programmes and broader activities.

Presently, tenderers should demonstrate either current or planned Green Public Procurement practices that provide increased sustainable awareness and work practices. Examples of environmental considerations factored into delivery operations may include an outline environmental management plan, an outline waste management plan or evidence of commitment to staff training in waste minimisation. SEAI encourages tenderers to develop green initiatives and to provide relevant information in their tenders as to their carbon footprint, ISO14001 or other certification, or proof of working towards a greener environment.

Specific requirements of the Mandate

Disposable cups/cutlery and plates - SEAI does not procure disposable cups, cutlery and plates. We use the IDA canteen at our Dublin office, which provides non-disposable cups, glasses, cutlery and plates for use in the canteen. Takeaway food is provided in compostable containers, with biodegradable cutlery and takeaway drinks are provided in compostable cups. Packaging from the canteen can be disposed of in our food waste bins and staff are reminded to do this.

Low carbon construction methods - SEAI does not directly commission construction work, we recognise however that the majority of our programmes use funding to incentivise retrofit construction work. We will consider what actions, and where appropriate to include the setting of new criteria for our programmes specifying low carbon construction methods.

Procurement of recycled paper - We currently procure paper using the OGP Framework which follows the GPP requirements for paper products.

4.3 Resource use

SEAI is reviewing our paper-based processes and evaluating the possibilities for digitalisation as the default approach. The move to working from home during the Covid-19 public health emergency meant that all processes required change for business continuity. During this time, our staff adjusted to working with online resources, cloud-based storage and sharing documents using links, rather than printing documentation. Many of our grant processes are completed and processed online using electronic signatures. Payments are made through online electronic transfers.

On return to blended working after the Covid pandemic, paper usage was approximately 15% of pre Covid levels. A further study of this data will enable an understanding of the departments where paper is still used frequently. Improvement projects, awareness campaigns and other supports will be provided to these departments to aid in reducing paper-based processes.

Waste production

We do not have the ability to track waste production at our buildings currently, as all our offices are in shared buildings where waste is collected and disposed of centrally. For our Dublin office, which would be our largest producer of waste, we intend to raise at the landlord forum and suggest that all tenants and the landlord collaborate on a building wide waste reduction initiative.

Water use

We do not have the ability to track water use at our buildings currently as all our offices are in shared buildings and do not have water sub metering for our areas. For our Dublin office, we intend to raise at the landlord forum and suggest that all tenants and the landlord collaborate on a building wide water use reduction initiative.

EU Funding

Capital received through the EU Recovery and Resilience Facility (RRF) under RePowerEU will comply with the Do No Significant Harm principle (DNSH) and Technical Guidance (2021/C58/01).

5. Our buildings and vehicles

SEAI has planned and implemented strategies to ensure that all buildings leased and all vehicles purchased meet the requirements set out in legislation, the Climate Action Plan and the Mandate.

- As mentioned, SEAI plans to use its influence, together with other public sector bodies who share tenancy of the buildings we lease, to change from fossil fuel to renewable energy. SEAI will not install fossil fuel heating systems after 2023.
- SEAI will purchase only zero-emission vehicles, supporting Ireland to go beyond the requirements of the Clean Vehicle Directive and act as an international leader in this area.

5.1 Our buildings

SEAI has four regional offices. Our Dublin headquarters are 3 Park Place, Dublin 2 and our regional offices are located in Dundalk, Cork and Sligo. All buildings are under leasehold tenancy. We continually seek to ensure that the buildings are operated as efficiently as possible and will negotiate with the head tenant or Landlord to this end. SEAI will improve performance where feasible. Areas of focus could include operational control procedures, housekeeping audits, setpoints, temperature control, timers, maintenance and other controls, or by investing in more energy-efficient lighting with improved controls. SEAI will ensure there is a Display Energy Certificate (DEC)¹ in each office building.

SEAI OFFICES



For procurement of office space, SEAI will observe the requirement for no fossil fuel heating after 2023 in any lease agreement (except for backup supply for up to 10% of the heating load).

SEAI is developing its building stock plan to be completed by the end of the year.

As mentioned in Section 3.1 above, efforts are underway to transition the Dublin office from fossil fuel heating and cooling. SEAI has convened all public sector tenants to share advice gained in implementing energy efficiency measures, to share the cost and learning from energy audits and to agree a common approach to negotiating carbon reduction measures with the landlord.

Our Dublin office is well connected to public transport and now has only 6 parking spaces, two of which are reserved for our staff electric vehicles. Our three other parking spaces have been repurposed as bike parking for SEAI staff. One of our remaining parking spaces may be repurposed as a bike maintenance station.

¹ [SEAI, Guidance on Display Energy Certificates.](#)

5.2 Our vehicles

SEAI currently owns two electric vehicles. EV chargers are provided in designated SEAI parking spaces at SEAI Dublin and Dundalk offices. We utilise commercial charge points throughout the country as required.

A business case for a charge point at the Sligo office is being evaluated. It is also envisaged that additional chargers will be provided in Dundalk.

The vehicles are 2018 models and will be upgraded in due course. At the time of vehicle replacement, SEAI will ensure procurement of vehicles meets the CAP23 Public Sector Mandate requirement for purchase of only zero-emission vehicles, as well as the minimum targets set out by SI381/2021 Clean Vehicles Directive.

5.3 Promotion of cycling and other workplace mobility options

Cycling

We are gold certified Cycle Friendly Employer (European recognised certification) for our Dublin office (one of only 11 employers in Ireland to have this certification). There are safe and secure access-controlled bicycle parking facilities at ground level. These facilities are accessed using the employee ID card and bikes are housed in a secure caged area in the underground parking area (provided in favour of having additional car parking spaces).

We have visitor bike parking at the front of the Dublin office. We are developing the case to introduce a bike repair station in Dublin, and potentially in Dundalk.

While SEAI headquarters is bike-friendly, we will take steps to ensure that the regional offices are also bicycle friendly for employees and visitors. Currently our Sligo office has a shower facility but no secure bike parking and our Dundalk office has outside bike parking but no covered bike storage, showers or lockers. When looking at options to relocate our Cork office, mobility facilities will be part of the brief.

We will be launching a Brompton foldable bike trial to encourage staff to commute or undertake business travel using bikes, in advance of deciding whether to purchase foldable bikes.

We are conducting regular facilities tours in Dublin twice a year to demonstrate the active travel /shared mobility options. Regular bike service days and regular bike showcase days to promote Bike to Work scheme.

Encouraging walking, public transport and shared mobility

We are looking to procure umbrellas and Leap cards for each of the offices to encourage people to walk or use public transport when travelling locally. Leap cards can also be used to hire Dublin Bikes.

Smarter Travel Mark

We are working on an application for the Smarter Travel mark which should be completed in October.

5.4 Climate action initiatives

SEAI will determine what steps it can take to reducing its indirect emissions (Scope 3), e.g., from business travel, commuting, working office environments, purchased goods and services, identifying the climate impact of our organisational operations and undertaking climate adaptation measures.

CAP23 clearly signals the intent for public bodies to measure and report on Scope 3 emissions. The purpose is for organisations to determine how, through their activities and decision-making, emissions upstream or downstream from their operations may be reduced – or eliminated. Low carbon construction methods and embodied carbon in construction materials contributes to total lifecycle impact in retrofit.

SEAI's programmes, in particularly capital programmes, incentivise direct activity externally. This may be in areas that SEAI has complete control as the contracting authority (e.g., Warmer Homes Scheme), or projects that SEAI is a grant funder where eligibility criterion must be satisfied, or services of external parties acting on behalf of SEAI. Our

programmes have a purpose to decarbonise and reduce lifetime energy consumption. SEAI will conduct an assessment to determine how our programme design, eligibility criterion, operational rules and guidelines, technical specification guidelines influence scope 3 emissions. We will determine how to reduce our own scope 3 emissions arising and thus benefitting overall lifecycle impacts.

We have issued a call for energy reduction suggestions as part of our 2023 summer staff day. We will look at including ideas in our register of opportunities and any initiatives/pledges/reporting schemes will be documented in the Roadmap updates.

6. SEAI Climate Action Roadmap

SEAI uses our Public Sector Programme, Gap-to-Target Tool (v3.12), to evaluate our energy performance over time, using data and methodologies from SEAI’s Public Sector Monitoring and Reporting System, which includes a feature to model the decarbonisation of our organisation’s energy use over the period to 2030.

The latest version incorporates data from 2022. Energy use increased in 2022 compared to 2021, with total primary use increasing by 22,000 kWh. This appears to be due to increased occupancy at our offices as our hybrid working policy takes effect, with electricity use at 3 Park Place and LPG at Sligo increasing, although natural gas use decreased. CO₂ emissions decreased slightly from 122 tCO₂ to 119 tCO₂, as a result of decrease in gas use and the decreasing carbon intensity of grid electricity.

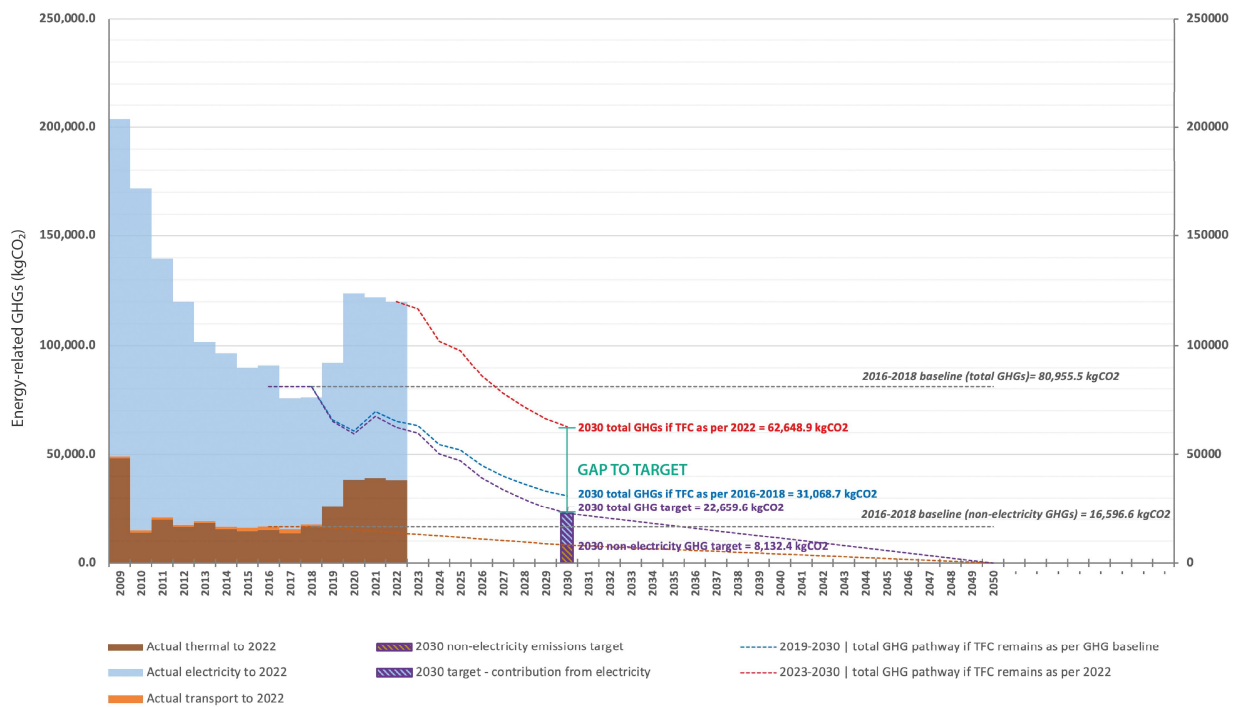
6.1 Progress to date

SEAI has been recording and reporting on our greenhouse gas emissions since 2009. Significant progress may be seen in the profile, and the 2016-2018 period sets out the baseline. In 2019, SEAI moved with the IDA from our offices in Wilton Park House to a new headquarters building at 3 Park Place, Dublin 2.

The new building at 3 Park Place has a controlled environment using HVAC system, with mechanical ventilation and a heating system utilising natural gas. There was no air conditioning system in the previous office. SEAI’s total emissions increased by just under 50% in 2022, compared with 2018.

Our challenge is that GHG reduction required from our own actions, through decarbonising our heating, is 39,993 kgCO₂.

TOTAL GHG PATHWAYS & TARGETS



The most significant opportunity is to electrify heat using a heat pump at our headquarters office. We are at the early discussion stage with our public sector co-tenants regarding planning to transition to a heat pump heating system, or other equivalent, in cooperation with the landlord.

Our recent successes during the winter 2022/23 Reduce Your Use in the Public Sector project was revealing for the Green Team. Since we vacated the property shortly after moving, in line with public health recommendations during the Covid-19 pandemic, many of the settings for heating, lighting, ventilation and hot water were unchanged from when they were commissioned by the construction contractors.

The Reduce Your Use initiative examined setpoints, dead-bands, fan speeds, hot and chilled water temperature, flowrate, and clock settings among others. The team reduced lighting power consumption by 30% and heating energy by 30% on our floors. We have implemented daylight harvesting in a section of the Dublin office and are working to implement throughout the office. These savings will be sustained by locking in new system configurations and incorporating ISO50001 operation control procedures.

A new lighting system has been installed in our Dundalk office; this has PIR controlled LED lighting with daylight harvesting.

Further efforts are ongoing as we explore broader opportunities and develop our understanding of the systems. This will require close cooperation with the main tenant and the landlord. Contact has been initiated with other public sector tenants of the building to share our knowledge and offer support in their roadmap development. Similar offers will be made to private sector co-tenants on the lower floors.

6.2 Closing the gap

There is considerable action required before 2030 and a work programme is being developed to close the gap. In summary, the current plans are outlined below:

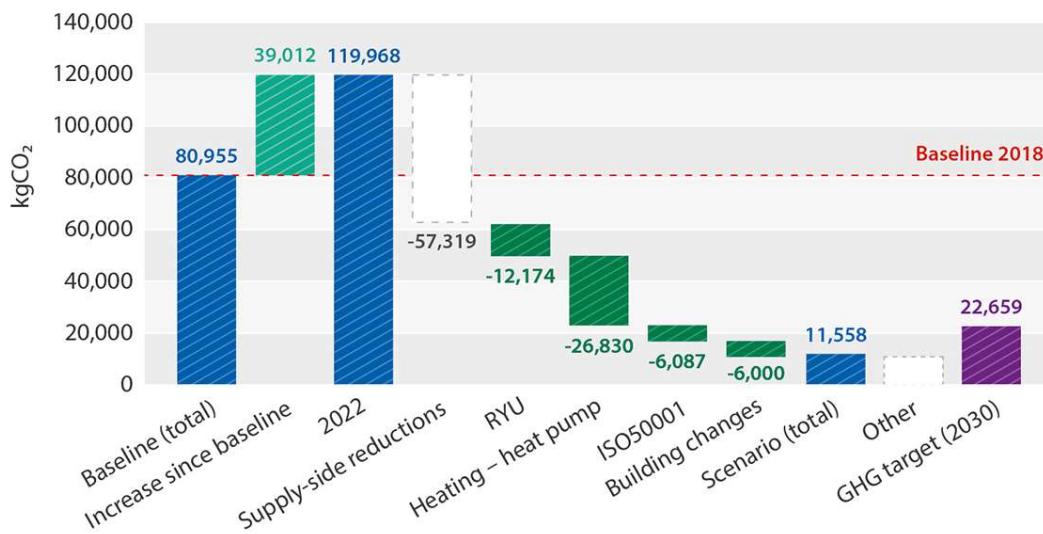
- Implement Reduce Your Use over winter 2023/24, with aim of maintaining or improving on savings achieved last winter.
- Implement ISO50001 – focus on energy efficiency, engagement of people and continual improvement.
- Dublin office – building heating system change, design and implementation.
- Regional satellite office upgrades, office strategy and space optimisation.
- Scope 3 further considerations.

PROJECTS

- | | |
|---|--|
| <p>1 > Reduce Your Use winter energy saving campaign</p> <hr/> <p>2 > Implement ISO50001 – focus on energy efficiency, engaging people, continual improvement</p> | <p>3 > Dublin office – building heating change, design & implement</p> <hr/> <p>4 > Regional satellite office upgrades, office strategy & space optimisation</p> <hr/> <p>5 > Scope 3 – further considerations</p> |
|---|--|

At a concept level, our waterfall chart below illustrates the contribution we predict from the various interventions planned.

2030 total emissions target – decarbonisation scenario



6.3 SEAI Climate Action Roadmap

Our Statement of Strategy 2022-2025 places significant focus on Delivering our Targets – Setting, Prioritising, Monitoring and Delivering Targets. It applies equally on the emission targets of SEAI for own operations as it does to supporting and facilitating all aspects of business and society to do likewise.

We are currently in the planning phase of our Roadmap implementation. Our staff training programme is underway and our Green Team are promoting the training programme and providing information on the ISO50001 process via our internal newsletters and via our Townhall meetings. We are in the process of supporting the CAP23 action to develop Building Stock Plans across the public sector and SEAI will also be submitting its own Building Stock Plan in 2023.

1. Planning phase (Year 1)

- Conduct initial energy audit of all buildings, in parallel with Building Stock Plan 2023
- Develop a decarbonisation strategy for building(s)
- Define emissions reduction targets for each building
- Identify possible building adjustments or moves to accommodate organisation growth
- Develop a capital budget plan and support for decarbonisation efforts

2. Energy efficiency improvements (Years 2-4)

- Maintain ISO50001 certification, integrating and standardising all RYU improvements
- Upgrade all lighting systems, controls and operational control measures
- Develop HVAC improvements and operational control to increase efficiency
- Incorporate building adjustments to facilitate SEAI growth
- Feasibility and implementation of other ideas for energy performance improvement

3. Renewable energy installations (Years 3-4)

- Transition to electrification of heat using heat pump heating system in 3 Park Place
- Identify heat electrification opportunities in other buildings, if applicable.
- Conduct feasibility studies for potential alternative renewable energy sources (solar, biofuel, biomass), as appropriate.
- Installation of solar panels with battery storage, as applicable.

4. Monitoring and reporting (Years 1-8)

- Monitor energy usage and emissions to track progress towards emissions reduction targets
- Conduct strategic assessments of; SEAI scope 3 emissions, programme related low carbon construction methods, Do No Significant Harm principles, with strategic decision making on programmes' adoption.
- Report impact to maintain momentum and build support for SEAI climate action efforts
- Annual ISO50001 Management Review process
- Evaluate and adjust the energy management plan as necessary based on monitoring and reporting results

5. Education and training (Years 1-8)

- Conduct awareness campaigns to encourage behavioural changes
- Deploy SEAI bespoke climate leadership training, integrate opportunities into operations
- Develop and deliver training programmes to educate employees and building occupants on energy efficiency and emissions reduction
- Raise awareness about the SEAI climate action efforts through communication and engagement with stakeholders
- Encourage employee participation in energy conservation and emissions reduction initiatives

Our technical team and advisors will explore technical designs that will facilitate reaching our targets, all the while collaborating, educating, and informing our public sector colleagues and our landlords. The shift from fossil fuelled thermal energy to clean electrical energy is pivotal to meeting our targets.

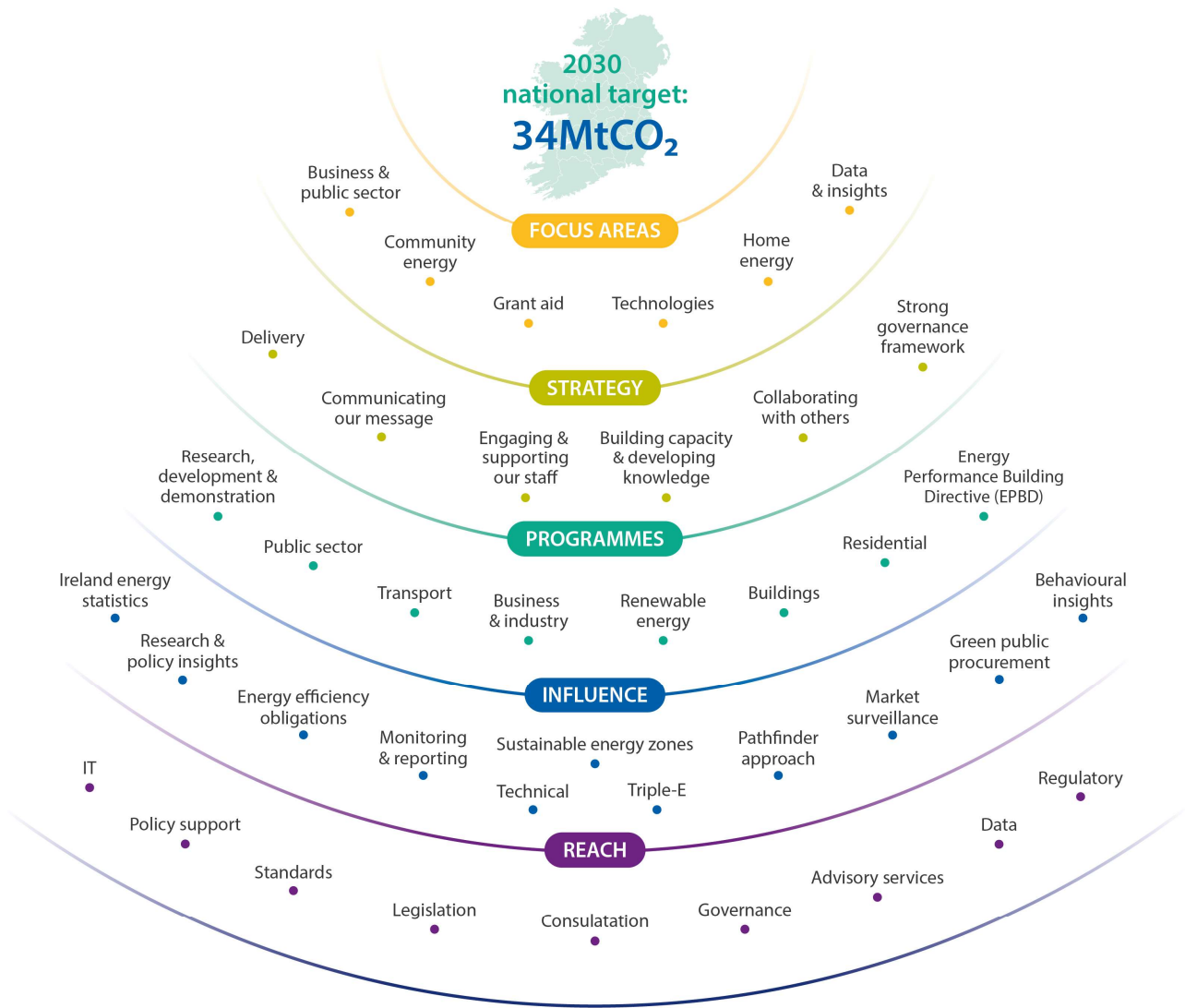
As our Roadmap progresses, we will continue to report, monitor and explore future opportunities. These might include the addition of further renewables, in consultation with our landlord and head tenant.

6.4 National climate action support

In parallel with this, we will maintain focus on how we support other sectors of Irish business and society in their efforts.

Our vision is for Ireland's energy to be sustainable, secure, affordable and clean. SEAI is now able to engage with almost every sector of Irish life to support the necessary changes in how we source and use energy. We work with all stakeholders to optimise schemes and improve offerings to drive emissions reductions from our energy system.

Within the public sector, SEAI's 40t CO₂ emissions target is minor. Our wider remit carries broader climate action impact and supports the national target of 34Mt CO₂.



6.5 SEAI Actions

Action Reference	Action	Timescale
Our targets	Identify strategic opportunities in Gap to Target modelling, to achieve energy savings and decarbonisation of heating within a leased, multi-tenant building.	Within 1st year of Roadmap publication
Our targets	Participate in collaborative forum with representatives from the public sector organisations who share the offices in 3 Park Place (and commercial co-tenants) to ensure ongoing discussion on longer term actions individually, collectively and with the Landlord	Initial meeting held. Next meeting to review building audit report (See 3.1).
Our Targets	Complete a comprehensive audit of 3 Park Place, including landlord areas and other public sector tenants' demises.	Autumn 2023
Our Targets	Establish a Register of Opportunities (ROO), as part of our ISO50001:2018 certification, to record all opportunities for energy saving at our facilities.	Spring 2024
Our Targets	Develop an additional energy efficiency metric that will use final energy and will be more sensitive to our business activities.	Spring 2024
Our Targets	Implement ISO50001 Energy Management System to reduce and continually improve energy performance, and to ensure continued staff awareness and engagement.	Late 2024
Our People	Expand SEAI Green Network to include representatives from every office location; IT, Procurement and SEAI Smart Transport team to engage with the Green Team monthly/quarterly.	By year end 2023
Our People	Develop and deliver a climate leadership training programme to senior SEAI leadership	December 2023
Our People	Encourage staff to propose energy and sustainability initiatives	Ongoing
Our People	Embed energy awareness training into our Learning and development offer for staff	Spring 2024
Our Buildings and Vehicles	SEAI will purchase only zero-emission vehicles	Immediate commitment
Our Way of Working	Report annually on our impact and progress on GHG emissions and sustainability activities in our Annual Report and on implementation of the Mandate	From 2023 Report to be issued mid 2024

Action Reference	Action	Timescale
Our Way of Working	Introduce a system for tracking Green Public Procurement	End 2023
Our Way of Working	Review paper usage to identify areas where paper is still used frequently, and identify opportunities for digitisation	End 2023
Our Way of Working	Waste production - raise at the landlord forum and suggest that all tenants and the landlord collaborate on a building wide waste reduction initiative.	Follow on from Audit Report – Late 2023 – Spring 2024.
Our Way of Working	Water use - raise at the landlord forum and suggest that all tenants and the landlord collaborate on a building wide water use reduction initiative.	Follow on from Audit Report – Late 2023 – Spring 2024.
Our Way of Working	Review our Sustainability Policy annually, starting with review in Sept 2023	End 2023
Our Buildings and Vehicles	Display a DEC in each of our buildings, for the areas that we control	End 2023
Our Buildings and Vehicles	Draft a building stock plan to be completed by the end of the year	End 2023
Our Buildings and Vehicles	Evaluate business case for a charge point at the Sligo office. Develop business case for additional chargers at Dundalk.	Spring 2024
Our Buildings and Vehicles	Promote increased use of cycling through initiatives such as regular bike service days, promoting Bike To Work scheme and trialling new approaches such as a foldable bike trial.	End 2024
Our Buildings and Vehicles	Apply for the NTA Smarter Travel mark.	October 2023

7. Conclusion

The SEAI Climate Action Roadmap outlines the plan to reduce our organisation's greenhouse gas emissions and increase energy efficiency up to 2030. The roadmap is aligned with the SEAI vision to be a leading authority driving Ireland's sustainable energy transformation. In future revisions of the Climate Action Roadmap, SEAI will add greater detail to the proposed steps, monitoring progress towards goals and implementing improvement steps where required. SEAI will also engage, educate, and involve staff in the initiative and collaborate with co-tenants in buildings to make sustainable enhancements. The management systems will be optimised within the framework of ISO50001 to support the Green Team and Green Network.

SEAI welcomes input from stakeholders to help achieve the goals.

Addendum: Mapping the requirements of the Climate Action Mandate

Climate Acton Mandate	Roadmap section
1. Our Targets	
1.1 Reduce GHG emissions by 51% in 2030	3.1 Achieving the carbon emissions reduction target
1.2. Increase the improvement in energy efficiency in the public sector from the 33% target in 2020 to 50% by 2030	3.2 Achieving the energy efficiency target
1.3. Update Climate Action Roadmaps annually in line with updated Public Sector Climate Action Mandate.	1. Introduction
2 Our People	
2.1. Establish and resource Green Teams, reporting to senior management, to become integrated drivers of sustainability in every public sector body	2.1 Leadership and governance for climate action 2.2 Green Team Membership
2.2. Nominate a member of the Management Board as the Climate and Sustainability Champion with responsibility for implementing and reporting on the Mandate	2.1 Leadership and governance for climate action
2.3. Incorporate appropriate climate action and sustainability training (technical and behavioural, including green procurement training) into learning and development strategies for staff	2. Our people
2.4. Organise staff workshops (at least annually) to engage on climate issues, including a focus on decreasing the organisation's carbon footprint	2. Our people
2.5. Ensure all senior management (P.O. level or equivalent and above) complete a climate action leadership training course in 2023, similar to the Local Authority training course as delivered by the CAROs	2.1 Leadership and governance for climate action
3 Our Way of Working	
3.1. Report on the following in the Annual Report: o GHG emissions o Implementation of the mandate o Sustainability activities report o Compliance with Circular 1/2020: Procedures for offsetting the emissions associated with official air travel. Using SEAI's Public Sector Monitoring and Reporting System, public bodies are to report annually on implementation of the individual mandate requirements using a 'comply or explain' approach.	4. Our Way of Working
3.2. Review any paper-based processes, and evaluate the possibilities for digitisation so it becomes the default approach. Eliminate paper-based processes as far as is practicable. Where paper must be procured, ensure that recycled paper is the default.	4.2 Green Public Procurement 4.3 Resource use

Climate Acton Mandate	Roadmap section
<p>3.3. Achieve formal environmental certification for large public sector bodies, such as ISO 50001 (Energy Management Standard) or ISO 14001 (Environmental Management System), with a view to going beyond ISO 14001 to adopting EMAS (Eco Management and Audit Scheme). Specifically:</p> <ul style="list-style-type: none"> - All public sector bodies with an energy spend greater than €2m per annum to achieve ISO 50001 certification by end-2024; - All remaining public bodies to implement energy management programmes as per SEAI's energy management guidance (S.I. 426 of 2014) and report to SEAI annually on M&R. 	4.1 Energy and environmental management systems
<p>3.4. Implement Green Public Procurement (GPP), in line with the EPA Green Public Procurement Guidance and using GPP Criteria Search where appropriate. All public bodies shall:</p> <ul style="list-style-type: none"> - Cease using disposable cups, plates and cutlery from any public sector canteen or closed facility, excluding clinical (i.e., non-canteen healthcare) environments; - Specify low carbon construction methods and low carbon cement material as far as practicable for directly procured or supported construction projects from 2023. 	4.2 Green Public Procurement
<p>4 Our Buildings and Vehicles</p>	
<p>4.1. Promote the use of bicycles (including push bikes, electric bikes, and cargo bikes) and shared mobility options as an alternative to car use among employees and visitors by creating and maintaining facilities (both inside and outside of buildings) that support such options, including secure and accessible bicycle parking, shared mobility parking, and charging stations, as appropriate, with a view to achieving the Smarter Travel Mark, which is currently being developed as part of the Sustainable Mobility Pathfinder Programme.</p>	<p>5.2 Our vehicles 5.3 Promotion of cycling and other workplace mobility options</p>
<p>4.2. Phase out the use of parking in buildings that have access to a range of public transport services and active/shared mobility options for the majority of staff/visitors while providing that sufficient accessible parking is maintained for those with physical mobility issues.</p>	5.1 Our buildings
<p>4.3. Display an up-to-date Display Energy Certificate in every public building that is open to the public to clearly show energy use.</p>	5.1 Our buildings

Climate Action Mandate	Roadmap section
<p>4.4. The public sector will not install heating systems that use fossil fuels after 2023, in (1) new buildings, and (2) “major renovation” retrofit projects (as defined in the Energy Performance of Buildings Directive (EPBD)) unless at least one of the following exceptions applies:</p> <ul style="list-style-type: none"> - The fossil-fuel use is only using electricity from the grid; - There is no technically viable non-fossil alternative (generally only related to applications for a purpose other than space heating); - The installation of a renewable space heating system would increase final CO2 emissions; - The fossil-fuel use is provided for backup, peaking, or operational purposes (and makes up less than 10% of annual heating energy); - Where the direct replacement of existing fossil fuel heating is required for an emergency maintenance purpose. 	5.1 Our buildings
<p>4.5. In relation to existing buildings:</p> <ul style="list-style-type: none"> - Large public sector bodies and sectoral groups with a large estate should commence a deep retrofit of at least one building in 2023 in pursuit of the 2030 51% target; - All public sector bodies should develop a building stock plan, in line with the EPBD, by end-2023 for retrofitting their building stock to meet CAP targets; - As part of the building stock plan, public sector bodies should undertake data gathering and consider the long-term (to 2050) retrofit key performance indicators to upgrade all their building stock to Nearly Zero Energy Buildings (NZEB) or Zero Emission Buildings (ZEB) as outlined in the EPBD proposal and Energy Efficiency Directive; - In 2023, SEAI will work with sectoral groups with a large estate to develop a renovation target. 	5.1 Our buildings
<p>4.6. Procure (purchase or lease) only zero-emission vehicles from the end of 2022, enabling Ireland to go beyond the requirements of the EU Directive, amending Directive 2009/33/EC on the promotion of clean and energy-efficient road transport vehicles (EU Directive 2019/1161, the Clean Vehicle Directive) and act as an international leader in this area. An exception applies where the vehicle is exempt under European Communities (Clean and Energy-Efficient Road Transport Vehicles) (Amendment) Regulations (S.I. 381 of 2021).¹ Public sector procurement contracts for delivery and haulage should specify zero emissions vehicles where possible.</p>	5.2 Our vehicles

Appendix 1: SEAI Sustainability Policy Statement



Internal Sustainability Policy Statement

The purpose of the Sustainable Energy Authority of Ireland (SEAI) is to be at the heart of delivering Ireland's energy revolution. We drive the reduction and replacement of fossil fuel usage. We are a knowledge organisation. We partner with citizens, communities, businesses, and Government. We are trusted collaborators, funders, and educators.

We recognise that we occupy a unique position in respect of sustainable energy, low carbon technologies, and energy efficiency. We are committed to incorporating exemplary sustainable energy management practices into our everyday activities.

We aim to minimise the impact of our own activities to achieve continual sustainability and energy improvements, to prevent emissions, to measure and reduce waste, adapt to climate change and encourage environmental awareness within our organisation. The SEAI is committed to comply with applicable energy efficiency and environmental legal and other requirements that apply to our activities.

We have introduced controls to reduce our impact across our activities including;

- SEAI's Energy Policy (established in 2016, appended below)
 - Implementation and recertification of ISO 50001 standards
- Waste management
- Energy use
- Water use
- Green public procurement criteria
- Transport and travel, encouraging minimising the need for travel, and providing zero emissions vehicles available for staff use
- Education and awareness among our staff

We will communicate our Sustainability Policy, plans and performance to staff and we recognise the significant contribution our staff make towards improving the overall performance of the SEAI, in particular the various activities driven by volunteers on SEAI's staff-led Green Team.

The Board of the SEAI has ultimate responsibility for the environmental performance of the organisation. It will ensure that the necessary environmental policies and resources are put in place to minimise the environmental impacts of the organisation.

A handwritten signature in black ink, appearing to read 'William Walsh'.

October 2022

William Walsh

Chief Executive Officer

Appendix 2: SEAI Energy Policy (2023)



SEAI's Energy Policy

Sustainable Energy Authority of Ireland (SEAI) commits to making efficient use of energy in their offices in Dublin, Dundalk, Cork and Sligo, and when driving the company cars. Having implemented ISO 50001: 2011 (and planned transition to ISO 50001: 2018), SEAI will maintain and review appropriate systems and processes to continually improve their energy performance.

Ensuring continuous improvement in energy performance throughout SEAI will be achieved by prioritising objectives and targets. The information and resources necessary to achieve these targets will be made available. SEAI will comply with all relevant legal and other requirements related to its energy use and efficiency, with an ambition to achieve public sector 2020 and 2030 energy efficiency and climate targets.

Action Plans to maintain ISO 50001 will follow on from energy reviews. These energy reviews will analyse energy use and determine opportunities for energy performance improvements within SEAI. By continuing to adopt this systematic approach to energy management and implementing the necessary action plans, SEAI will strive continuously to improve and achieve the most efficient delivery of energy services throughout the organisation.

Investment in appropriate energy efficient products and services will be supported as required. SEAI will also liaise with their facilities' partners and landlords to encourage and support initiatives for energy performance improvements and energy efficient design, where appropriate.

SEAI's Energy Policy will be communicated at all levels within the organisation, and will be regularly reviewed, and updated as necessary.

Signed:

A handwritten signature in black ink, appearing to read 'William Walsh', positioned above a horizontal line.

William Walsh

Chief Executive Officer

Date:

18/05/2023



Rialtas na hÉireann
Government of Ireland

Sustainable Energy Authority of Ireland

3 Park Place
Hatch Street Upper
Dublin 2
Ireland
D02 FX65

w: www.seai.ie

e: info@seai.ie

t: 01 8082100

