

#FCO₂

FCO Sustainability



FCO Sustainability Report
2019–20



Foreign &
Commonwealth
Office

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The reporting period for this document is 1st April 2019-31st March 2020. Therefore this document represents our performance prior to the impact of Covid-19.

Foreword



Peter Jones

Chief Operating Officer

This is another year of progress for sustainability in a challenging year for the FCO. It is fantastic that our progress has been recognised through the Sustainability Team winning two industry awards for its work on avoidable single-use plastics: a real tribute from the wider sustainability community.

Compared to last year, the FCO took fewer domestic flights, emitted fewer greenhouse gases and consumed less paper. We kept water use to a minimum and continued to reduce our consumption of single-use plastics.

In the year when the UK committed to a Net Zero economy, I am proud that the FCO has begun to make real our aspiration for a lower carbon estate. We have committed to use our carbon offsets to invest in improving estate sustainability, and, as part of pursuing our ambition to be the greenest Diplomatic Service in the world, deployed thirty

Low Emission Vehicles (LEV) to overseas Posts as flag cars—the first fruits of our new LEV by default policy. These are clear and positive signals of the UK’s leadership as we resume preparations for hosting the postponed COP26 conference on climate change.

As ever, it is the dedication of our staff that has continued to deliver results. Their commitment is founded on our core values of courage, creativity, expertise, resilience, respect and public service. As I write this, with the world is in the midst of the COVID-19 pandemic, those values have never been needed more. We will continue to draw on them all in taking forward the sustainability agenda.



Edward Hobart

Director, Estates and Security Directorate

The UK’s commitment to Net Zero has set the bar for us over the coming years and our new carbon offsetting policy, investing in improving our buildings around the world, as well as our first concrete steps towards a low emission fleet, are a fantastic start to developing a low carbon estate.

Our Greening Government Commitment targets will remain the core roadmap for our sustainability work in the years ahead. I am pleased that even in a year as demanding and as full of change as this one has been, our underlying GGC performance has continued to improve. However, challenges remain in meeting some specific targets.

Staff engagement remains high despite the testing times COVID-19 places us in. Our success at winning two external awards for our work around #BeyondPlastic is a brilliant endorsement of our sustainability work and how professionally we carry it out

Strategy & Purpose



Climate Diplomacy

Nick Bridge, the Foreign Secretary's Special Representative for Climate Change

While Covid-19 is the immediate global threat, climate change remains an existential challenge and a top foreign office priority. In 2021, the UK will co-host with Italy the major UN Climate Change Conference, 'COP 26'. It will be a critical moment for raising global action and ambition in order to avoid the most detrimental impacts of climate change.

In light of COVID-19, we have worked with the COP Bureau of the UNFCCC (United Nations Framework Convention on Climate Change) and all our partners internationally to ensure we maintain diplomatic momentum on climate action in 2020, ahead of a rescheduled COP 26 in Glasgow in 2021.

We must ensure that we make a clean, green recovery from Covid-19 and align this with our

COP 26 priorities around five themes:

- > **Adaptation and Resilience:** helping people, economies and the environment adapt and prepare for the impacts of climate change;
- > **Nature:** safeguard and restore ecosystems to reduce emissions, including partnering with China as they host the Convention on Biological Diversity COP 15, and COP 26;
- > **Energy transition:** seize opportunities of cheaper renewables and storage and help achieve a transformational shift away from fossil fuel generation;
- > **Zero Emissions Vehicles:** accelerate move to zero-carbon road transport;
- > **Finance:** reset the financial system to drive a rapid global net zero emissions transition.

Only if we act urgently to clean up the global economy can we secure prosperity for current and future generations.

What is the UK doing about climate change?

- > **The UK is a leader in ambitious climate action**, as the first of the major economies to legislate for net zero emissions by 2050.
- > The UK is committed to **double our International Climate Finance** to at least £11.6bn over the next five years, to help developing countries to take action. This represents a doubling of the UK's existing 5 year commitment to spend at least £5.8 billion on

tackling climate change in developing countries by 2020.

- > At UNCAS in September 2019, in partnership with Egypt and with the support of a wider coalition (Malawi, Bangladesh, St Lucia and the Netherlands), we launched a **Call for Action** which has now been signed by 119 countries and 86 organisations and institutions. This calls for raised ambition in three main areas: to act now to respond to immediate climate impacts, to build resilient futures by putting climate risk at the centre of decision making, and to increase the access to adaptation and resilience finance.
- > We have invested almost £1.5bn to support the transition to **zero emission vehicles** by 2021. One in five zero emission cars sold in Europe are made in the UK. The UK has also committed that by 2040 all new cars sold will be zero emissions, and the Government is planning to bring this forward to 2035 or earlier, if a faster transition is feasible.

FCO Diplomacy

- > FCO diplomatic engagement can only be successful if we are serious about our own greening process, and 'walk the walk' rather than just 'talk the talk'.
- > We are continuing to work with governments and companies in consumer countries to build sustainable business models that promote clean growth, prioritise green credentials, promote trade and enable a transition away from high carbon investments.



- > The FCO has appointed four new regional climate ambassadors, who will support John Murton, the COP 26 Envoy, and me. Together we will engage with our international partners to ensure momentum on climate action in the run-up to COP 26.
- > Fifty new climate diplomats have been appointed locally and are now part of the Climate and Energy Attaché's Network working globally on COP 26 in FY19/20.
- > Climate change is a top priority for almost every Post and Head of Mission in the network.

our policy goal of promoting a low carbon, high growth global economy, but it is also essential if we are to meet our legal obligations and wider government targets on the sustainability of the government estate. We are therefore committed to continual improvement in our environmental performance, protecting the natural environment, preventing pollution and minimising to the extent reasonably practicable adverse environmental impacts.

FCO Sustainability: FCO2

In order to address the threat from climate change, the Foreign and Commonwealth Office has made tackling the global threat of Climate Change and taking a global leadership role, part of its Foreign Policy Priorities. The FCO is determined that all aspects of its operations at home and overseas should be managed sustainably. We are working to ensure that environmental considerations are at the heart of the way the FCO is run. Not only is this necessary to provide support and credibility to

Priorities



Champion for Sustainability

Richard Moore, Director General Political and Board Champion for Sustainability

In late 2019 I became the FCO's first Board Champion for Sustainability. It is a role whose time has come: not only is sustainability crucial to many areas of policy work (e.g. as chairs of COP26), but also is hugely mobilising to Diplomatic Service staff who join government service to make the world a better place.

I see three prongs to the role:

1. Board and ExCo: to be an advocate for Sustainability in all our discussions, probing policy and planning papers to establish their sustainability impacts
2. Trouble-shooting: I hope those working on sustainability issues across the office—whether as part of the Sustainability Team or as a departmental or post sustainability

rep—feel that they can reach out to me and my office to help them “unlock” any tricky sustainability challenges;

3. Green Team: work as an informal senior sponsor of the FCO Green Team, using it as a mechanism to gather staff comments on ExCo and Board Papers, and to encourage “bottom up” sustainability work across the Network.

COVID-19 has slowed this work as we rightly focused on the crisis in front of us. I—like many members of the Green Team—have scooped up extra responsibilities, and we are all operating under new pressures. The FCO wants to be part of the “Green Phoenix” following COVID-19 and we have a real chance to re-examine root and branch both our policy goals and the ways we work to achieve them. As we emerge from COVID-19, I hope I can use my voice as Board Champion to advocate for a greener, more sustainable future for the FCO. I shall certainly be trying to fly less!

Materiality

The reporting scope within this report is limited to the FCO's UK operations, unless otherwise stated. The FCO strives to continually improve and increase the reporting scope of its most material impacts. As an organisation which operates out of over 270 posts globally, a large proportion of our impact therefore resides overseas.

To further understand the scale and scope of our reporting, the FCO's UK operations account for 14% of our global total utility costs.

Inroads into our global material sustainability impacts are being made, notably through our Facilities Managed regions in Europe and Asia Pacific and through investment in improved Management Information systems and service contracts.

UN Sustainable Development Goals

Whilst the FCO does not lead on the UK's commitments to the UN Global Sustainable Development Goals (SDGs), we have highlighted how each section within the report contributes to the goals, including our global commitment to remove avoidable single-use plastic, our operational work to increase the resilience of our estate to climate changes and our efforts to reduce carbon emissions from our infrastructure; to the Department's contribution to increase biodiversity across our estate to support sustainable cities and communities in the UK.

| Report Section | Sustainable Development Goals |
|----------------------|-------------------------------|
| Strategy and Purpose | 7,11,12,13,17 |
| Priorities | 3,5,8,10,12,23 |
| Performance | 6,7,12,13,14,15,17 |
| Broader Impact | 11,13,14,15,17 |
| Transparency | 16 |

People

The FCO is committed to equality and continues to increase the diversity of its workforce in the UK and overseas. In February 2020, we launched a new Inclusion Strategy 2020-23, to drive our aspiration for the FCO to be the most inclusive government department and the UK to have the most diverse and inclusive Diplomatic Service in the world. The new Inclusion Strategy recognises that an inclusive working environment needs three things: to be respectful; to celebrate and promote diversity in its broadest sense; and to look after staff wellbeing. The strategy provides an overarching framework to help coordinate our efforts in these three related areas.

The annual the *FCO Diversity and Equality Report (2018/19)* showed FCO representation of all the protected groups across the organisation increased year on year over the past three years. We have continued to seek out high-potential applicants from BAME and lower socio-economic backgrounds through our targeted Diversity Outreach campaign.

In response to the Covid-19 crisis, a dedicated Inclusion and Wellbeing Team, supported by the FCO's staff

Wellbeing Network, have used a variety of channels (including senior messaging, intranet guidance, support for Mental Health First Aid network, online training) to support and promote wellbeing among a workforce in the UK largely working from home and a global network at the forefront of supporting British nationals across the world affected by the pandemic.

On 6 February—'Time to Talk' Day 2020—the PUS again signed the 'Time to Change' pledge, committing to end the stigma and discrimination of people experiencing mental health problems through increased awareness, improved understanding and highlighting available advice and support.



Risks & Opportunities

The risks and opportunities identified by the FCO are held within the FCO's UK Environmental Management System and documents in detail the political, economic, social, technological, legal and environmental drivers.

One of the main opportunities to reduce environmental impacts in the UK is through better waste and recycling; we have failed to meet both our waste and recycling targets for 2020. We have undertaken a waste audit to review our current waste streams and provide recommendations for how we upgrade our existing waste infrastructure in order to help achieve our targets. Over the next year we will be implementing the recommendations from this review and implementing a staff engagement campaign to further increase our recycling percentages.

The key risk for us is the ongoing awareness and availability of staff. With the diverse nature of the FCO's work, sustainability can often be perceived as competing with other operational priorities, seen as a cost rather than a "value-add". This is particularly relevant with the current COVID-19 pandemic which is requiring staff to rethink priorities and define new ways of working, new ways of living. While the pandemic risks decreased staff engagement on sustainability, there are also opportunities; to reframe the importance of sustainability and, capitalising on these new ways of working, to consider, not only, how we travel but also whether we need to in the first place. This year, we made significant improvements in

staff engagement through the #BeyondPlastic programme and the Green Teams, establishing a strong network of champions both in the UK and overseas. We need to sustain their commitment and continue to build on this engagement over the coming year, empowering staff to be more sustainable in all aspects of their work.

A large proportion of the material impacts for the FCO are found within the overseas estate. The #BeyondPlastic programme and environmental performance targets are raising awareness of plastic pollution and climate change at the highest levels of our global network. We must play our part in the UK achieving its commitment to becoming Net Zero by 2050. Building on the successes of the #BeyondPlastic programme we are developing a Net Zero carbon strategy that will increase our oversight of the carbon impact of our overseas operations and show us how to reduce them, while embedding the principles of good environmental management throughout our entire operation.

Significant parts of our operations are managed by third-parties on our behalf. We will continue to work closely with those partners across our facilities managed operations in UK, Europe and Asia Pacific as we seek to move towards Net Zero.



Performance

KPIs & Targets

Greening Government Commitments

The Greening Government Commitments (GGC) set out the actions UK government departments and their agencies will take to reduce their impacts on the environment. More information and GGC annual reports published by Defra on government-wide performance against these targets can be found on gov.uk.

The FCO's current UK GGC Targets:

| Theme | 2020 Target* |
|------------------------------|--|
| Greenhouse gases | 10,386tCO ₂ e: 46% reduction |
| Domestic flights | 515 flights: 30% reduction |
| Office water | Benchmark performance: 6m ³ /FTE** |
| Waste | 493 tonnes: 62% reduction |
| Recycling | 75% recycled |
| Paper consumption | 19,464 reams A4e: 50% Reduction |
| Avoidable single-use plastic | 2018 Target: 100% of 1.56 Million item baseline for UK estate removed. |

*Unless otherwise stated. (Baseline year: 2009/10)

** FTE= Full time employee

Future Targets

As part of the Greening Government Commitments overseen by DEFRA, we are currently reviewing our targets for post-2020, and a plan for delivering those targets will be assembled in due course.

Environmental Management Systems (EMS)

The FCO has held environmental management certification to ISO14001 since 2006, and continues to invest in the environmental management system in the UK to drive continuous improvement and ensure the FCO complies with its legal obligations. We undertake a number of internal audits on key areas to ensure compliance, including waste management, emergency preparedness, catering, car, wood and metal workshops. The FCO is also working to improve performance of our data centres to ensure they achieve the EU Code of Conduct standards, delivering a 21st century platform for the FCO, reducing operating costs and improving the environmental efficiency of our estate.

The sewage treatment works continue to present difficulties and we have seen a number of breaches of our Environment Agency Discharge Consent. However the improvements to this system are almost finished, and will future proof the system to prevent further breaches. Our Facilities Management provider along with staff within the FCO are working to provide efficient, cost effective and long lasting solutions to this ongoing problem to ensure we are able to meet our legal requirements and maintain our ISO14001 certification.



Impacts

Headline Performance—UK Estate

Here is an overview of the FCO's UK operations performance against its Greener Government Commitment targets. The colour coding provides an indication as to whether the performance in 2019/20 achieved the targets.

| UK Performance Target (Baseline 2009-10 unless otherwise stated) | 2020 Target (unless otherwise stated) | Cost | Performance |
|---|---|--|-----------------|
|  Greenhouse Gases 7,316 tCO ₂ e 62% reduction | 10,386tCO ₂ e 46% reduction | Estate energy expenditure: £4,064,713 | Achieved |
|  Domestic Flights 791 flights 8% Increase over baseline | 515 flights 30% reduction | Vehicle, domestic train and air travel expenditure £766,313 | Not Achieved |
|  Office Water 6.04 m ³ /FTE | Good Practice 6m ³ /FTE | Office water expenditure £74,915 | Close to Target |
|  Total Waste 618 tonnes 52% reduction | 493 tonnes 62% Reduction | Waste disposal expenditure £151,012 | Not Achieved |
|  Recycling Rate 57% recycled | 75% recycled | | Not Achieved |
|  Paper Consumption 11,468 reams A4e 71% reduction | 19,464 reams A4e 50% Reduction | | Achieved |
|  Avoidable Single-Use Plastic 100% of baseline catering ASUPs were eliminated by Dec '18. Total figure for all UK baselined ASUPs is 94% removed. | <i>2018 Target</i> 100% of avoidable single-use plastics removed | | Close to target |

Carbon Emissions

Greenhouse Gas Emissions by Scope

The table below provides a breakdown of the FCO's UK operations by source and scope and includes the associated costs.

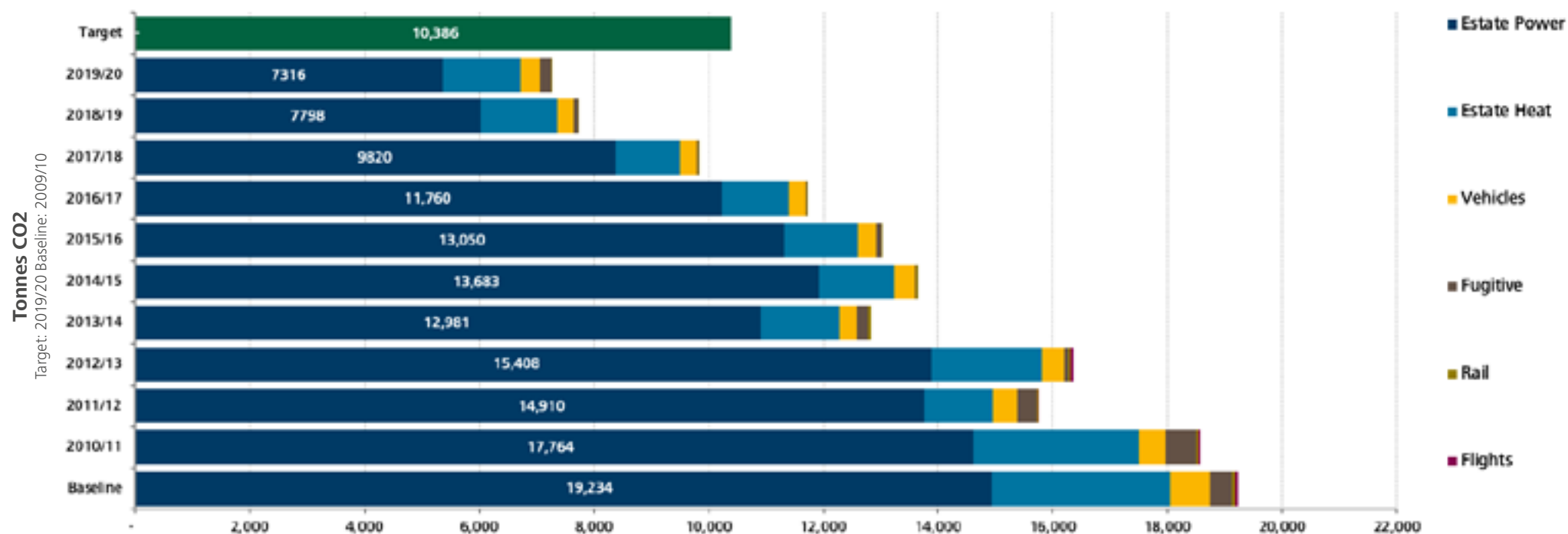
| 2019–20 | | kWh-miles | tCO ₂ e | GBP (£) |
|---------------------|---------------------------|---|-------------------------------|--------------------|
| Greenhouse gases: | Electricity | 19,337,916 | 5,362 | 3,326,336 |
| | Gas | 1,433,059 | 263 | 38,401 |
| | Heating Oil | 2,452,116 | 646 | 119,458 |
| | Biodiesel | 2,297,158 | 9 | 167,762 |
| | Biomass | 223,894 | 3 | |
| | District Heating | 1,648,900 | 438 | 316,325 |
| | Fugitive | | 186 | |
| | Domestic flights | 185,195 | 40 | 152,226 |
| | Train | 511,162 | 34 | 178,959 |
| | Private mileage | 349,709 | 107 | 81,579 |
| | Fleet | 543,298 | 164 | |
| | Car Services | 5,713 | 2 | 123,080 |
| | Car Hire | 114,117 | 35 | 20,165 |
| | Taxis | 107,707 | 26 | 210,301 |
| TOTALS: | | 27,393,043 kWh 1,816,999 miles | 7,316 tCO₂e | £ 4,734,596 |
| Emissions by Scope: | Scope 1 (Energy Direct) | – | 1,271 | – |
| | Scope 2 (Energy Indirect) | – | 5,381 | – |
| | Scope 3 (Other indirect) | – | 664 | – |

The FCO is pleased to have achieved our greenhouse gas (GHG) emission reduction target. The reduction was driven by a significant reduction in the grid electricity carbon factor whilst electricity consumption continued to fall overall. There has been an increase in emissions associated with heating; for operational reasons there has been a switch from biodiesel to low-sulphur fuel oil.

There has been an increase since last year in GHG emissions associated with travel, these have a marginal impact on our total GHG emissions. An error in the calculation of our fleet emissions was identified, historic data has been

corrected in the notes section. We have seen a reduction in domestic flights this year, however we have not achieved our target, are currently reviewing our domestic flights policy, to encourage staff to use other methods of transport ahead of flying.

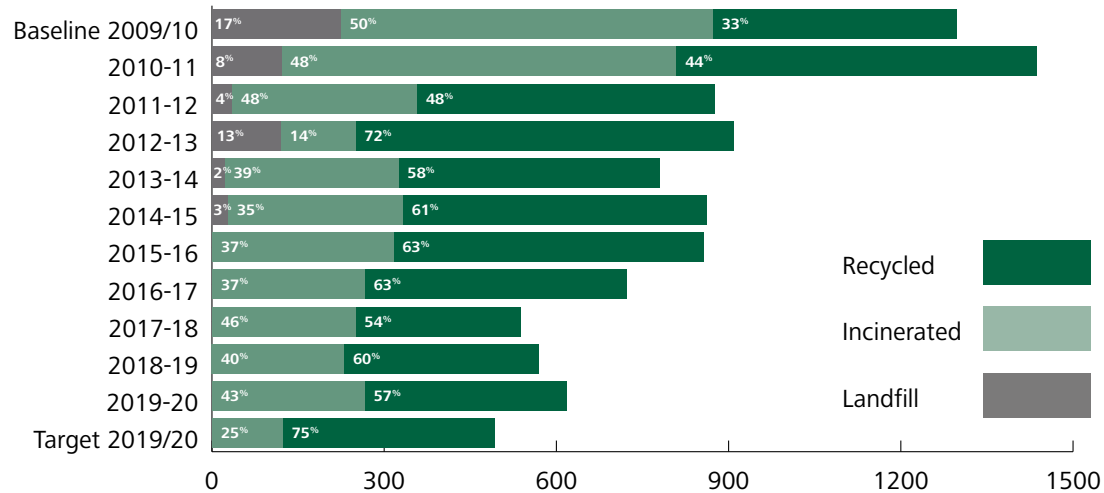
Total CO₂e



Waste

The tables below provide the headline waste disposed figures and costs across the FCO’s UK operations.

Greening Government Commitments – FCO performance against Waste target



| Waste | 2018-19 | |
|-----------------------------------|-------------------------------------|---------|
| | Tonnes | GBP (£) |
| Total Waste | 618 | 151,012 |
| Hazardous waste | 78 | 9,921 |
| Total waste by method of disposal | Landfill | 0 |
| | Reused- Recycled | 352 |
| | Incinerated without energy recovery | 15 |
| | Incinerated with energy recovery | 251 |

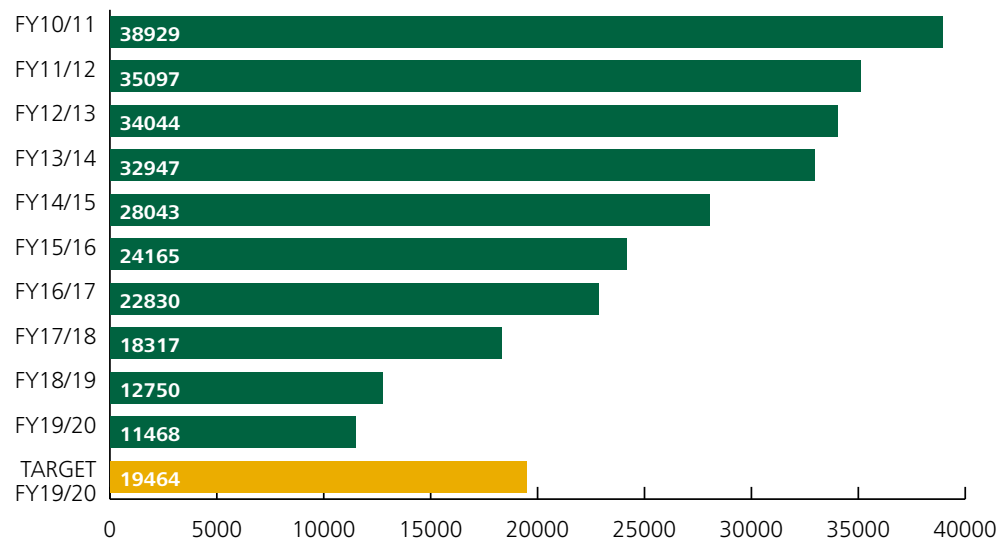
We have seen an increase in total waste this year of 47 tonnes, therefore we have reduced 52% since 2019/20 but have not met our waste reductions target of 62%. This was caused in part due to an increase in FTE, however waste per FTE has increased from 101 kg to 106 kg. Disposal of legacy servers and IT equipment also contributed towards this increase in waste arising. We are working with our FM provider, Interserve to improve the recycling infrastructure and are planning a staff engagement campaign to increase staff awareness and engagement with waste and recycling.

We have seen a decrease in our recycling performance this year, dropping slightly from 60% to 58%, and therefore have not met our recycling target of 75% recycled. We believe an increase in Vegware compostable materials is the cause for this decrease in recycling. Significant changes are needed to meet this target and increase our recycling rates. Alongside our Facilities Management provider, Interserve, we are reviewing our waste signage to increase awareness by staff of what can be recycled, and we are reviewing the feasibility of increasing our food waste, glass and compostable recycling.

Paper

The FCO is pleased to have achieved the 50% reduction target. With a 71% reduction this year, we've seen a step change in attitudes to paper use. Driving reductions in paper use helps the FCO to better keep information secure and reduce the chance of information breaches.

Greening Government Commitments—A4 Paper Reams Purchased



The #WorkSmarter engagement programme, and the introduction of Microsoft Teams and One Note for staff to make and keep notes and collaborate have both caused a change in staff behaviour where technology is being utilised and printing has reduced. Surveys have been conducted by different parts of the business to assess staff attitudes to printing and behaviours around paper consumption. This is with a view to driving continuous improvement and building on our successes to date.

Reams (500 sheets) of A4 paper per FTE

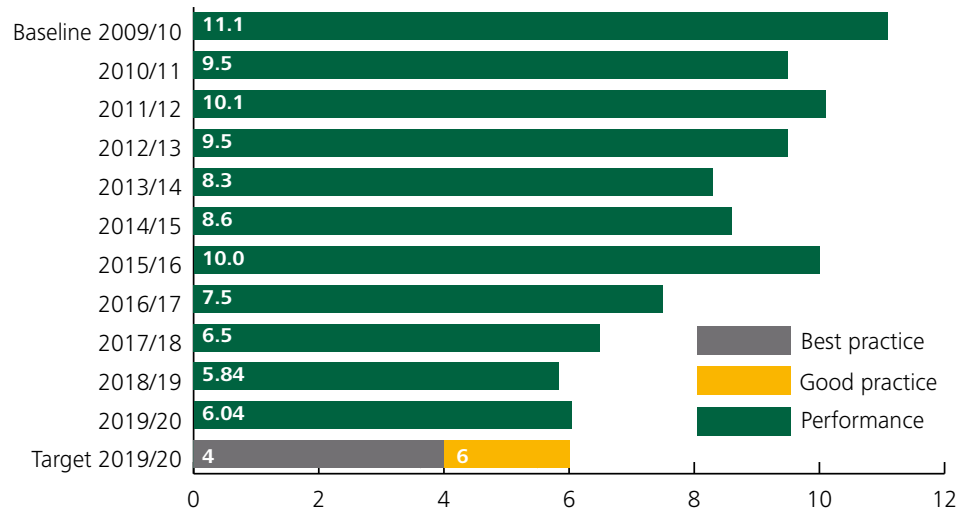
| 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 | Best Practice |
|---------|---------|---------|---------|---------|---------|---------------|
| 6.8 | 5.9 | 5.4 | 3.9 | 2.3 | 2.1 | 7 |

The surveys found:

- > 52% say their laptops allow them to take personal or shared notes in meetings (Transformation Metrics Survey, August 2019)
- > 70% now regularly take their laptop to meeting and a further 17% do occasionally (Green Survey, August 2019)
- > 53% rarely or never print something that could be read on their laptop and only 13% say they do so regularly (August 2019)

Water

Greening Government Commitments—Office Water Consumption all Buildings (m³ per person)



| Finite Resource Consumption—Water | | 2018–19 | |
|-----------------------------------|------------|--------------|----------|
| | | Cubic metres | GBP (£) |
| Office Water Consumption | Supplied | 33,434 | £74,915 |
| | Abstracted | 0 | 0 |
| Non-Office Water Consumption | Supplied | 15,663 | £35,095 |
| | Abstracted | 0 | 0 |
| Total | Supplied | 49,097 | £110,010 |

Overall water consumption has decreased slightly this year with a further 1% reduction, however office water consumption has increased on last year. There has not been much focus on this as investments in other areas of our estate have continued, in addition we have seen a number of water leaks occurring at King Charles Street this year resulting in higher water usage across our office estate. When comparing consumption (m³) per person (FTE) usage has increased, however we are close to the good practice benchmark of 6 m³/FTE, achieving 6.04 m³/FTE this year.

In 2020 we will conduct feasibility studies to assess the ability to change urinals in our Grade I listed building at King Charles Street to low water systems.

Biodiversity & the Natural Environment

The conservation of biodiversity is important for the FCO's site at Hanslope Park. In contrast to King Charles Street in the centre of Westminster, Hanslope Park is a 44 acre site in rural Buckinghamshire, owned and operated by the FCO. The site provides administrative functions as well as being a logistics hub for the FCO network. Although not specifically located in a protection area the adjacent agricultural land means there is inherent natural capital supporting a breadth and depth of flora and fauna. Potential impacts on existing habitats and species in this rural area are factored into management and landscaping of the Hanslope Park site and where possible, wildlife corridors and natural habitats have been enhanced.

With a series of network access roads onto site at Hanslope and oil storage facilities the conservation of existing habitats is critical to support the range of native species. When construction or refurbishment activities are planned on site an ecological survey is a key element of the feasibility study to determine potential impacts on biodiversity and particular attention is paid to conservation features on site such as the Grade II listed Park House and the 'Ha-Ha'. The FCO maintains ongoing dialogue with English Heritage to ensure that conservation and preservation requirements are strictly adhered to.

In 2019-20 we have enhanced the natural capital at Hanslope Park by continuing to implement our tree planting plan, which will see up to 200 trees

planted over the next five years, 45 of which have already been planted. We have two protected species of bat in the loft of the Manor house and we have provided a protected area for them to roost safely. A survey is being carried out to futureproof their habitat.

Continuous management is undertaken to maintain the pond, plant trimming and reed reduction. The wild flower meadow is being re-sown to include four different seasons of wildflower to encourage more insect and birdlife, and the dry brook next to the overflow car park has been turned back into a wet brook and is attracting wildlife.



Display Energy Certificates

The sites which are mandated to produce DEC's continue to perform well based on this methodology.

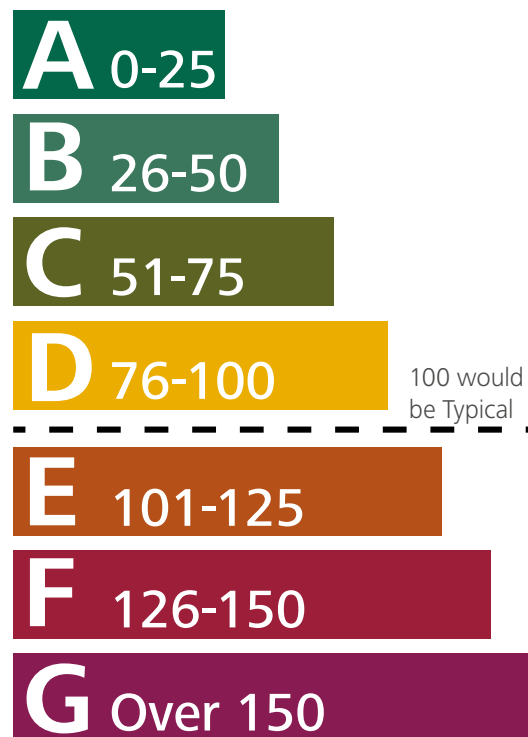
At King Charles Street performance has dropped slightly this year, as a result of increased energy usage due to increased occupancy. For a listed building and considering its 24 hour operation the building performance is good at just above average. Lancaster House has improved their performance ratings this year, again highlighting the efforts of Interserve and the Estates Operations team in managing the buildings effectively.

Energy Consumption by Site

Electricity consumption has seen a slight reduction this year King Charles Street and Hanslope Park which is good performance despite FTE having increased significantly over the last two years. Additionally at Hanslope Park, up to 50% of the site now has LED lights installed, to be 90% by mid-2021. All switches are being replaced with motion sensing switches at the same time.

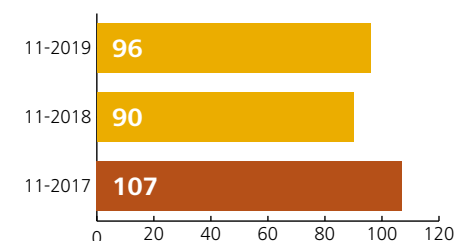
Cold conditions in the winter have led to further changes to our heating supply, particularly in Hanslope Park, where sub-zero temperatures caused biodiesel supply lines to freeze, leading to a necessary switch to low-sulphur fuel oil, further boilers have been transferred this year. However a number of the boilers are due to be replaced, which will decrease fuel consumption. We will also be undertaking a review of the heating systems

More Energy Efficient

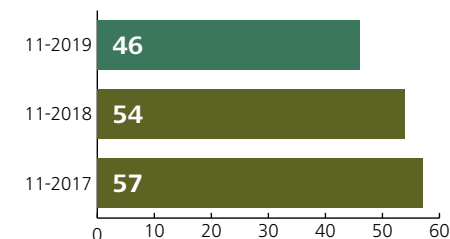


Less Energy Efficient

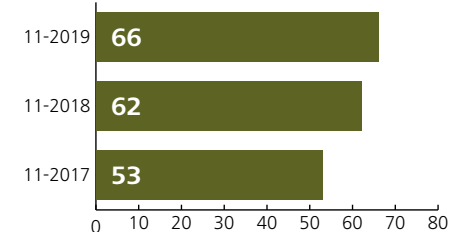
King Charles Street



Lancaster House



Carlton Gardens



Energy Consumption (in kWh) by site

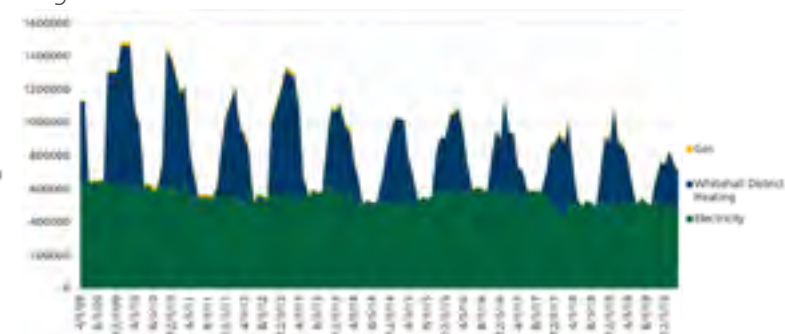
at Hanslope Park, to identify further areas of improvement.

Northgate House has seen slightly reduced electricity and gas consumption, it is a leased building which is managed by a managing agent, and we continue to work closely with the agent to reduce consumption levels, although investment in the site infrastructure is outside of our control.

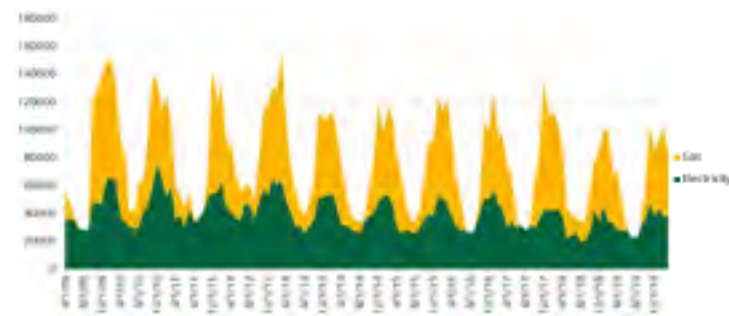
Hanslope Park



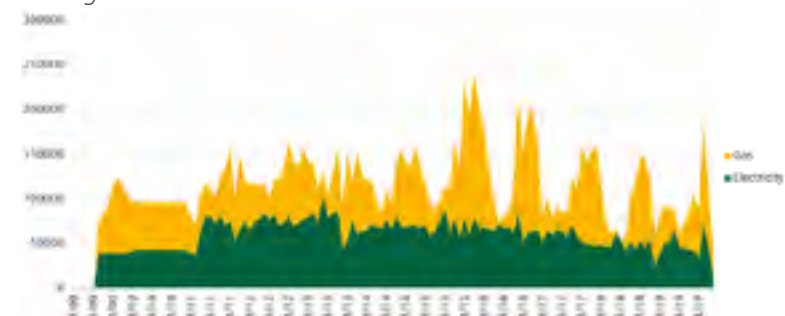
King Charles Street



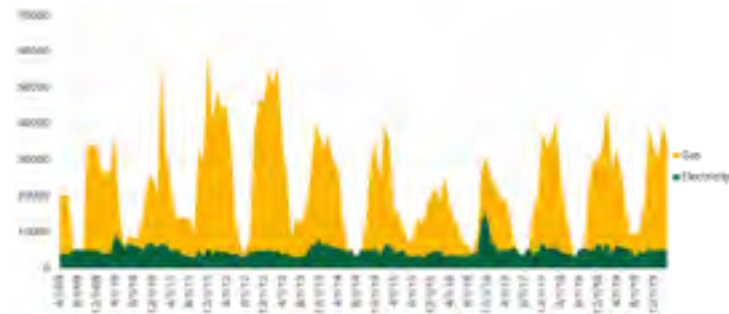
Lancaster House



Northgate House



Carlton Gardens

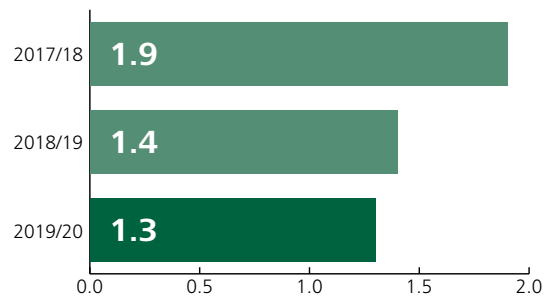


Normalised Performance

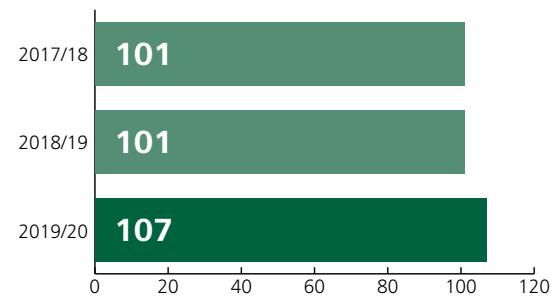
To allow comparison between years and organisations, the following table normalises sustainability impacts by staff numbers. The FCO UK estate occupancy full time equivalent (FTE) staff number is 5,787 and comprises staff, contractors and work agency personnel working on FCO and Wilton Park premises in the UK; non-wider market FCO Services staff working on UK premises; and FTE visitors to UK premises. The Office FTE for the reduced scope of the office water consumption target is 5,536

| Impact per full time equivalent (FTE) | 2019–20 | 2018–19 | 2017–18 | 2016–17 | 2015–16 | 2014–15 | 2013–14 | 2012–13 | 2011–12 |
|---------------------------------------|---|---|---|---|---|---|---|---|---|
| Greenhouse gas emissions | 1.3 tonnes of CO ₂ e per FTE | 1.4 tonnes of CO ₂ e per FTE | 1.9 tonnes of CO ₂ e per FTE | 2.6 tonnes of CO ₂ e per FTE | 3.0 tonnes of CO ₂ e per FTE | 3.1 tonnes of CO ₂ e per FTE | 2.8 tonnes of CO ₂ e per FTE | 3.4 tonnes of CO ₂ e per FTE | 3.5 tonnes of CO ₂ e per FTE |
| Waste arising | 106 kg per FTE | 101 kg per FTE | 101 kg per FTE | 161 kg per FTE | 208 kg per FTE | 196 kg per FTE | 167 kg per FTE | 204 kg per FTE | 205 kg per FTE |
| Office water consumption | 6.0 cubic meters per FTE | 5.8 cubic meters per FTE | 6.5 cubic meters per FTE | 7.5 cubic metres per FTE | 9.9 cubic metres per FTE | 8.6 cubic metres per FTE | 8.3 cubic metres per FTE | 9.5 cubic metres per FTE | 9.7 cubic metres per FTE |

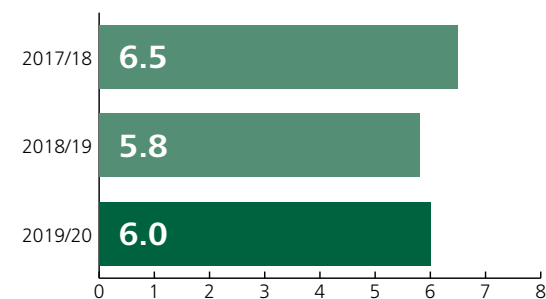
Greenhouse gas emissions (kgCO₂e/FTE)



Waste arising (kg/FTE)



Office water consumption (m³/FTE)



Fleet

As part of its contribution to UK’s commitment to be Net Zero by 2050, the FCO has mandated that its fleet of overseas vehicles should be low or zero emission vehicles.

The FCO has a fleet of around 1,200 non-armoured vehicles throughout its network of 300 Embassies and High Commissions. This year saw the beginning of a concerted effort to reduce the overall CO2 footprint of those vehicles, and achieve government targets of 25% of all fleet vehicles to be electric by 2022.

In August 2019 the FCO established a new policy that makes Low Emission Vehicles (LEV) the default option when replacing any of its fleet vehicles. In future any non-armoured vehicle considered for purchase must not produce emissions exceeding 75g CO2/km and be capable of travelling 16km with zero emissions as a minimum. Best practice is for vehicles to meet the Office for Low Emission Vehicles standard for Ultra Low Emission of no more than 50g CO2/km. The only exceptions are strictly where local conditions, or the intended use of the vehicle make an electric or hybrid vehicle impractical.

Flag cars are the vehicles used by Heads of Mission in a post for official and representational purposes. As such they are a very public statement of the FCO’s intention and commitment to a more sustainable organisation. By the end of March 2020 thirty posts had replaced their flag cars with either a fully electric or hybrid vehicle.

Posts receiving LEV flag cars in 2019-20:

Fully electric

| | | |
|-----------|-----------|----------------|
| Abu Dhabi | The Hague | Moscow |
| Brussels | Kiev | Rio De Janeiro |
| Dubai | Kingston | Sao Paulo |
| Hanoi | Lisbon | Singapore |
| | | Taiwan |

Petrol-hybrid

| | | |
|-----------|-------------|-----------|
| Atlanta | Colombo | Riga |
| Brasilia | Madrid | Stockholm |
| Bucharest | Mexico City | Sydney |
| Calgary | Montreal | Tallin |
| Chicago | Paris | Vilnius |
| | Pristina | Zagreb |



iPace, Singapore

#BeyondPlastic

On 27th February 2018, the Foreign Secretary announced in a press release: “The FCO will eliminate avoidable single-use plastics from its UK operations by the end of this year, and from its global operations by 2020. It is the first UK government department to announce such a ban.”

To achieve this, the FCO created the first working definition of avoidable single-use plastics for use in government: *“products that are made wholly or partly of plastic and are typically used once or for a short period of time before being disposed and are technically, environmentally and economically practicable to avoid”*. The first such definition in Government, now widely adopted.

With the enthusiastic support of our staff and strong collaboration with our FM supplier, progress in the UK was rapid. By November 2018, 98% of catering ASUPs had been eliminated. By the December, 100% of our baseline figure had gone.

Our performance for all ASUPs sits at 94%¹, representing 1.73 Million items of ASUP eliminated from our UK estate.

There remains work to be done, mainly in the FCO’s supply chains and one or two areas whose operational requirements mean fully removing ASUPs from them is not yet possible. We are

engaging with our supply chains through the FCO’s Commercial Team.

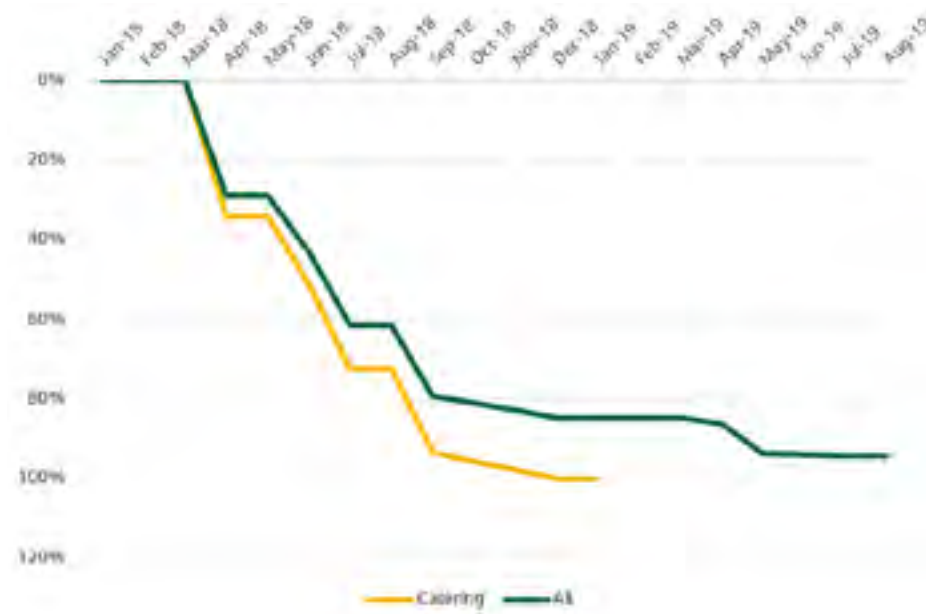
Overseas we engage with our posts around the network through a network of #BeyondPlastic Champions, volunteers who locally promote and take forward the #BeyondPlastic ambition. Initially relying on traditional e-mail lists the network took advantage of an advance delivered as part of the FCO’s Tech Overhaul programme to improve ICT and migrated to Microsoft Teams in-mid 2019. This eroded time-zone barriers enabling the sharing of ideas and experience at the click of a mouse. It is a lively community of 300 which has peaked at 177 members accessing the site in one day.

Apart from advice and encouragement, we support our Champions through the Kickstarter Fund. This is a small fund matching scheme to provide a modest amount of financial encouragement for posts to do the right thing. Carefully monitored for results it has been popular and successful at removing ASUPs. Sixty five overseas posts have used the fund removing an average of 16,850 items of single-use plastic annually at an average cost of £609 per post.

Each post is working at its own pace towards the goal of being ASUP free. So far we have 21 posts who have formally declared themselves ASUP free, they range in size from Victoria in the Seychelles to Washington DC—our most recent success.

By committing to eliminate ASUPs, our Heads of Mission have a platform to raise awareness

Reduction in avoidable single-use plastics over time



of the single-use plastic issue and engage with governments, civil society and other opinion formers in the debate on single-use plastic locally. One of the more unusual ways in which this has been done was in Bandar Seri Begawan where the ambassador, Richard Lindsay, ran the entire length of Brunei’s 130km of beaches to raise awareness of Ocean plastic.

In June the FCO became the first Government Department to become a partner of the Zoological Society of London’s [#OneLess Campaign](#), joining its Pioneer Network. [#OneLess](#)

¹ Initial reporting gave a figure of 98% by November for the total UK progress. This was the figure for catering ASUPs. The actual overall amount by which the FCO has eliminated all ASUPs is 94%. This is 1.73M

was established in 2016 to reduce London’s single-use plastic footprint and tackle ocean plastic pollution at source. They are spearheading a change in the way Londoners access and drink water, encouraging a move away from single-use plastic water bottles to refilling and reusing; supporting a growing citywide network of more than 150 public drinking fountains.

The event was marked with a small ceremony in the penguin enclosure at London Zoo. The FCO was recognised for its #BeyondPlastic campaign that resulted in the removal of 30,000 plastic bottles of water from FCO catering outlets.

What next?

The remainder of the year will be focused on ensuring all our missions abroad cross the finish line. But we cannot ignore the effect the COVID-19 Pandemic has had and continues to have. Here in the UK we saw a move away from some of the better practices in the commercial world, for example, coffee outlets returning to single-use cups and refusing to accept customers’ own. Our catering supplier too felt compelled to follow suit. Overseas, the Asia Pacific region was the first to be hit by COVID-19 before it became a recognised global pandemic. Posts in the region anecdotally report a significant increase in the amount of single-use plastic in daily use to meet health and safety and hygiene concerns. In either case, we simply do not yet know what the impact will have been. A proper sense of the numbers will have to wait until the UK and our posts overseas are able to return to more normal working. More broadly, it remains to be seen what effect the Pandemic may have had on individuals’ attitudes to ASUPs and their willingness to move away from their use when they have become linked so closely to health, safety and wellbeing.

And finally....

For their work on the #BeyondPlastic Campaign in 2019, the Sustainability Team were proud recipients of an FCO Staff Award, The Way We Work, for multidisciplinary team working and two industry awards; from IEMA for Staff Engagement and Business Green for Best Team.



Sir Simon McDonald, PUS, and Peter Jones, Chief Operating Officer are welcomed to #OneLess by ZSL’s Director-General, Dominic Jermey, and Heathcliffe, a Humboldt penguin.

Broader impacts

Value Chain

Sustainable Procurement

The Foreign & Commonwealth Office (FCO) across its locations in the UK and its 300 plus overseas offices buy a wide range of goods, services and works. The FCO provides the overseas 'platform' for several other Government Departments and this includes procuring goods, services and works to support their activities overseas. These range from construction and maintenance of embassies to services supporting the operations of the FCO and its Partners in the UK and overseas, as well as supporting delivery of the both the Prosperity and Conflict Stability and Security Fund programmes. Approximately 74% of FCO commercial spend is attributed to overseas operations and 11% of the remainder attributable to using other Government Department Framework solutions especially Crown Commercial Services. We publish details of both contract opportunities and awards in Contracts Finder as well as details of our commercial activity on our website.

The FCO Commercial Strategy was updated in July 2019 to confirm and update on strategic objectives for 2019/20 in Category Management, Contract Management, and FCO Commercial Systems. These objectives continue to reflect strategic aims of embedding category management, supplier relationship management and relevant policy delivery in FCO Commercial activity. For example,

- > FCO is working closely with Crown Commercial Services to develop a global travel solution,

delivering enhanced Duty of Care on a Global scale, and an increased visibility of the Carbon Impact of FCO global travel.

- > FCO is currently evaluating tenders to provide a full range of Facilities Management services in the Asia Pacific region. This is the first work package awarded from a dynamic framework which will eventually have a global coverage that will embed the FCO commitment to managing its operations overseas in a sustainable manner in line with the current version of Her Majesty's Government's "Public sector annual reports: Sustainability reporting guidance". By ensuring sustainability is at the core of this procurement, the FCO will achieve adherence to the relevant policies, targets and mandates on resource efficiency, carbon management and sustainable procurement. Tenderers responding to FCO requirements (in May 2020) must develop a Sustainability Management Plan for each of the twenty four Posts within scope. The plan, which accounts for 5% of the evaluation criteria, must be reviewed and updated annually and must include, for example -management and reduction of carbon; water management; waste and recycling; sustainable procurement and travel. The successful tenderer will be required to keep abreast of, and advise upon, any new sustainable technologies that may present opportunities for the improvement of the FCOs environmental performance and their performance will be monitored through a number of specific sustainability Key Performance Indicators which feed directly into

the payment reward mechanism under the new contract.

- > A baseline has been established by surveying all CSSF and Prosperity Fund suppliers to establish their current accreditations, aspirations and initiatives around sustainability, to be able to build bespoke improvement plans where applicable. Within the Prosperity Fund we have also facilitated a Climate working group session, supported by The Carbon Trust to drive continuous improvement and recognition of the shared responsibilities of the supply chain.

Sustainable Construction

The FCO adheres to sustainable construction standards, and with our FM providers reviews projects to understand if there are supply chain options to reduce waste and maximise construction efficiency. The work that did take place resulted in 495 tonnes of construction waste being generated 92% of which was diverted from landfill, and was recycled or treated by other means. Construction waste has increased significantly since last year, due to increased works at Hanslope Park.

The FCO continues to support the UK Government's Timber Procurement Policy and with its FM contractor the FCO continues to procure timber through a supply chain that is committed to sourcing timber responsibly.

Transparency

Balanced Reporting

We aim to present information in this report and wider public reporting, in a balanced and transparent fashion and endeavor to explain where and how improvements will be made. We include risks and performance issues as well as successful outcomes, in line with our core civil service principles.

Assurance

Performance data & processes are assured through the following schemes:

- > Performance data assured on a quarterly-basis by BRE for the Greening Government Commitments on behalf of Defra.
- > Processes for recording and reporting performance data are auditing through our external EMS provider, LRQA, annually to ISO14001:2015 standards.



Notes

1. Although FCO Services and Wilton Park are Executive Agencies with their own Annual Reports and Accounts, all of Wilton Park's and most of FCO Services' sustainability impacts are included in the figures in this report because they are included in the FCO's GGC targets. Also, FCO and FCO Services are largely co-located. FCO Services' Wider Market impacts are not included, as the GGC Exemption Panel decided in 2012/13 that they should be exempted from the scope of GGC. The sustainability impacts of the FCO's overseas operations are not included.
2. Estate electricity consumption includes electricity consumed in charging FCO Services-owned electric vehicles. The FCO has not yet baselined or reported emissions from underground, bus or coach travel.
3. BEIS conversion factors have been used to calculate carbon emissions. The greenhouse gas emission figures are non-weather corrected. All data reported are taken from actual measurements.
4. Scope 1 direct emissions arise from organisation owned equipment; Scope 2 indirect emissions from consumption of purchased energy; and Scope 3 other indirect emissions from non-owned transport. Organisations have most control over Scope 1 emissions.
5. We have identified a reporting error relating to fleet vehicle, which we have corrected in this report:

| | Corrected Fleet Mileage | Corrected tCO ₂ e | Additional tCO ₂ e from previous report |
|----------------|-------------------------|------------------------------|--|
| 2017/18 | 478,609 | 155 | 59 |
| 2018/19 | 424,693 | 138 | 44 |

6. 2009/10 Carbon Emissions Baseline for UK Operations Greening Government Commitment Target is split as follows:

| | tCO ₂ e |
|---------|--------------------|
| Scope 1 | 2,295 |
| Scope 2 | 15,494 |
| Scope 3 | 1,446 |

7. The expenditure figures relate to the FCO's UK operations only and exclude VAT. Expenditure figures for utilities exclude Northgate House as the costs are included in the rental service charge and HMGCC at Hanslope Park where the cost is recharged to the tenants.
8. Apportioned FCO Services' wider market estate energy, water and waste costs are deducted. FCO Services purchase fuel for their fleet (except electricity for electric vehicles) and that expenditure is recorded in the FCO Services Accounts and sustainability reporting. FCO Services also disposes of certain waste streams and accounts for the cost of their disposal.
9. Deducted FCO Services Wider Market impacts and expenditure in 2019/20 were:

| | Impact | Expenditure |
|----------------|--------------------------|-------------|
| Greenhouse gas | 1,135 tCO ₂ e | £ 146,881 |
| Water | 1,817m ³ | £ 4,072.25 |
| Waste | 23 tonnes | £ 5,590 |

10. Wider Market impacts are calculated using the Wider Market revenue percentage from the FCO Services Annual Report and Accounts plus estimated Wider Market data-centre emissions for greenhouse gases.
11. The breakdown of waste disposal costs reflects actual charges for specific methods where available. Wherever the charge to the FCO does not distinguish between disposal methods, the cost has been allocated in proportion to how the waste was disposed.
12. The paper volumes figures are based on the number of reams of A4 paper equivalent purchased by the office in the financial year.
13. The number of domestic flights; domestic flight and train travel emissions; and associated expenditure relate only to flights and train travel booked with the FCO's travel provider, unless otherwise stated. Flights and train travel booked by other means are not readily identifiable.



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Comments and Suggestions

We welcome your views on the quality of service we provide. Please write to the Head of Sustainability at the address above or email: fco2@fco.gov.uk

[gov.uk/fco](https://www.gov.uk/fco)