



**An Roinn Gnó,
Fiontar agus Nuálaíochta**
Department of Business,
Enterprise and Innovation

Resource Efficiency Action Plan July 2019 - July 2020



Contents

Foreword	4
Overview	5
DBEI accommodation and the Office of Public Works	6
Going Green(er) in '19	7
Progress across DBEI to date in 2019	8
Energy Pillar Progress	12
Water conservation Pillar Progress	20
Waste Management Pillar Progress	23
Ecology (Plants/biodiversity) Pillar Progress	26
Future planned Actions	29

Foreword

The Department has made good progress over the past six months on reinvigorating our Green focus across the various locations. We believe that this report shows the progress that we've collectively made over a short period of time. We recognise that we are still in the early days of this journey but arguably the one key development over the past number of months is embedding a culture of being responsibly Green in what we do in the Department and our Offices. We believe that this is now palpably evident.

There has been strong support for the various initiatives already introduced, despite fears of resistance, such as the removal of individual waste bins or the significant reduction of water coolers and their replacement with filtered water taps in available kitchen areas. There is also a recognition of the periodic overlap and relevance between general Accommodation issues, Health and Safety factors and now Green initiatives, for example, reducing and rehousing a number of water coolers in Kildare Street has freed up some valuable space in certain areas. There are long-established Health & Safety committees across the various DBEI locations, and from feedback received the Green agenda is now forming a growing part of their respective discussions.

It has been very encouraging to see how quickly people have adapted to these changes with little complaint. It has also been impressive to see how many local new House Committees have emerged. They have not just passionately "talked the talk" but are also delivering positive changes in their respective areas. The added bonus for the Department is the enhanced networking across the various business units, at all levels with colleagues meeting other colleagues. Grade doesn't matter when it comes to the Green agenda. New ideas are being suggested and are being implemented. There is a clear sense of involvement and willingness to contribute.

Clearly different physical locations come with different demographics, be that the number of staff or the physical environment or external factors, such as shared tenancy in some buildings. Nonetheless the collective DBEI Green Team is now sharing ideas and informing colleagues of what is going on in their respective locations. There is even a sense of friendly competition involved in some instances, such as the ***Carlow Grow it Yourself*** project, which is further enhancing the momentum gained for Green actions there, and spurring others elsewhere into action.

Notwithstanding this, there is certainly much more that we can do and that needs to be done. We recognise that with Government recently publishing the Climate Action Plan 2019, Departments will have to up their Green game to an even higher level. DBEI is certainly keen to play its part in this national, and global challenge.

***DBEI Business Services Unit & DBEI Green Team
July 2019***

Overview

The Department of Business, Enterprise and Innovation (DBEI) has a staffing complement of approximately 900* spread across various locations around the country as outlined below.

Table 1: Location of the Department and its Offices in Ireland

Office	Location	Shared	Approx Staff No
Department of Business, Enterprise and Innovation	23 Kildare Street, Dublin 2	Yes	310
	Block C*, Earlsfort Centre, Earlsfort Terrace Hatch St.	No	135
	59 Dawson Street	No	35
Workplace Relations Commission	Lansdowne House, Lansdowne Road, Dublin 4	All buildings shared	180
	O'Brien Road, Carlow		
	Clare Technology Park, Gort Rd, Ennis, Clare.		
	Finisklin Business Park, Sligo		
	Centre Park House, Cork		
Companies Registration Office & The Registry of Friendly Societies	Bloom House, Gloucester St., Dublin 1	All buildings shared	100
	O'Brien Road, Carlow		
Patents Office	Lower Hebron Road, Kilkenny	Yes	45
Labour Court	Lansdowne House, Lansdowne Road, Dublin 4	Yes	35

*Block C, Earlsfort is occupied only by DBEI. Block C is situated in the Earlsfort Centre which also houses private sector tenants.

**Currently 12 DBEI staff are based abroad in London, Brussels and Geneva.

DBEI accommodation and the Office of Public Works

DBEI's property portfolio is managed by the Office of Public Works. The Department and its Offices occupy buildings that are either state owned or leased. In all locations, except the Dawson Street and Earlsfort buildings, the Department is in shared premises with other Government Departments and/or Agencies or private sector tenants. DBEI is the sole occupant at 59 Dawson Street and Block C Earlsfort Terrace.

Along with upkeep and maintenance of the buildings being dependent on assistance from, and in certain instances the approval of, the Office of Public Works (OPW), any significant upgrades and projects required to address key pillars of the Green Agenda are dependent on support of the OPW. An example of some specific planned actions where this support is imperative are the upgrades required to the interior lighting and water systems. The Department looks forward to further close engagement with the OPW to progress these and all OPW linked projects.

Staff assigned to the DBEI Offices; the Companies Registration Office; the Labour Court; the Patents Office; the Office of Director of Corporate Enforcement; the Patents Office and the Workplace Relations Commission are directly employed DBEI staff*. The Offices themselves, given their specific mandates, have a degree of operational independence from the Department and are resourced by the Department in terms of staff and financial allocations. The Offices experience the same dependency on the OPW in terms of their accommodation requirements.

In the recent past the Department had a very proactive Green Team which raised awareness on various initiatives. However largely in the context of the economic crisis the Green Team fell into abeyance as other priorities took precedence. The commentary that follows maps out what we have achieved since the beginning of 2019, recognising the relatively low base from where we began. Excellent progress has been made over recent months and we believe that there is now a solid platform in place right across the Department to deliver further over the medium-term.

This is the Department's first Resource Efficiency Action Plan (REAP) and contains our ambitious plans to contribute positively to the urgently needed national response to address Climate Action challenges. This REAP covers the Green agenda across the Department and its Offices collectively whereas traditionally, in terms of annual reporting requirements under the Public Sector Energy Efficiency requirements via the Sustainable Energy Authority of Ireland (SEAI), separate responses are provided across our locations. Since 2009, the DBEI Business Services Unit (BSU) has been responsible for reporting on the Department's energy performance under the annual SEAI conducted **Public Service Energy Performance** monitoring process. The 2018 Report shows the Department is in joint-first place with the Department of Children & Youth Affairs at 41% in energy savings achieved since the baseline year. Whilst the SEAI data shows that we are amongst the upper end in terms of public sector performers, we believe that we have scope to further improve and increase awareness around energy/Green issues across the Department during 2019 and beyond.

**there are a small number of exceptions in certain Offices.*

Going Green(er) in '19

The enhanced public awareness of and Government's action to address concerns around the impact of climate change led to a recognition that we needed to reinvigorate the DBEI Green Team and to broaden the focus wider than the energy efficiency element. The January 2019 Government decision banning the purchase of 'Single Use Plastics' gave us the platform to elevate the internal focus on the Green agenda.

In February 2019, DBEI formally re-established a cross-Departmental Green Team to promote and encourage awareness and sustainability under four pillars of:

- **Energy,**
- **Waste management,**
- **Water usage/conservation; and**
- **Ecology/plant-life etc.**

One of the Team's main aims is to assist Government in its commitment to meet international and national targets, aid in sustainable development and reduce our impact on the environment. Through this we want to promote a cultural shift and behavioural change by all DBEI staff, encouraging awareness amongst staff of the energy they use and the waste that they generate and dispose of.

There are 31 members of the DBEI Green Team with most Dublin-based and all regional locations represented. The Green Team meets formally every quarter and the overall actions are led and coordinated by the Business Services Unit. The head of unit (at Principal level) was nominated as the Department's representative on the **Green Government Cross-Departmental group** which is coordinated by the Department of Communications, Climate Action and the Environment.

The BSU, while leading on the new invigorated Green Team is directly responsible for accommodation and facilities management across the Kildare St, Earlsfort Centre and Dawson St. buildings. The growing nature of Green related initiatives means that it is essentially now part and parcel of BSUs workload which involves tasks daily for 1 Higher Executive Officer, 1 Executive Officer and 2 Clerical Officers.

Many of the other buildings, both regionally and Dublin-based, have already established separate House Committees. The responsibility for monitoring and reporting for these buildings, lies with the Corporate Services team of each respective building.

To facilitate greater cross-Departmental collaboration BSU has set up a dedicated Hive site on the Department's internal intranet for the collective DBEI Green Team to discuss topics, upload documents. All members are invited to contribute and post. We also use the Department's intranet (bob – business on business) to promote Green initiatives and to share information and best practice on Green issues across the various locations.

Progress across DBEI to date in 2019



Recognition of the importance of the Green agenda to deliver internal improvements

“dbeingnovation” is a cross-Departmental initiative comprising of a Steering Committee chaired by the Secretary General and a range of sub-groups with the objective of delivering positive changes to the Department’s working environment through the contribution and involvement of staff at all levels. The Steering Committee meets quarterly and seeks to ensure strong staff engagement on a collaborative basis. The sub-groups which cover a variety of themes have been established and are tasked with devising practical solutions to a specific issue or challenge in line with the agreed Work Programme. These sub-groups will work in a structured and time-limited manner, developing and delivering on an ‘Action Plan’ under the oversight of the overarching Steering Committee.

Such activity typically looks to support greater staff engagement, enhanced efficiency and effectiveness in the delivery of the Department's remit having regard to our statement of strategy, Ministerial priorities, the Civil Service reform agenda, and expectations of DBEI staff. The membership is dynamic and changes frequently depending on the projects being delivered or worked through.

From February 2019, the **dbeingnovation** Steering Committee added the Green Agenda as a theme and established a sub-group in recognition of this important and growing block of work. The Principal Officer from BSU is now a member of this group which further enhances our capacity and reach across the Department in driving the Green agenda. He is required to report quarterly to the **dbeingnovation** Steering Committee on progress being made, propose next steps or to elicit further ideas from across the group. Such updates are based on an evolving **dbeingnovation** annual plan which features many of the Green elements outlined below.

INNOVATION WEEK 2019 AND THE GREEN AGENDA

In late January 2019, DBEI hosted its first ‘Innovation Week’, a very successful event which featured a Hackathon (offsite); lunchtime talks on a range of topics with external speakers; ‘Call for Ideas’; articles on our internal intranet; innovation Case Studies and a Grand Finale event.

Through the ‘Call for Ideas’ process DBEI staff were invited to submit innovative suggestions on how we could improve what we do or anything that would make a positive contribution or change to our working environment. 118 ideas were submitted and a significant portion of these were Green/climate action related. The high-level of quality ideas clearly showed that DBEI staff are aware of our responsibilities to do more in response to the grand challenge in tackling

climate change. One of the themes addressed and indeed, one of the prizes at the Hackathon event was won by a Team who were tasked with '*How can the Department reduce its carbon footprint?*'. One of the top 10 ideas selected from the call for Ideas at the Grand Finale event was also a Green initiative. The BSU, with the assistance of the local House Committees and the OPW, are working to implement as many of the suggested Greening ideas as possible that emerged from Innovation Week.

DEVELOPMENT OF LOCAL HOUSE COMMITTEE - GREEN TEAMS IN 2019 ACROSS THE RESPECTIVE LOCATIONS

The response from colleagues across the Department to assist in our Green agenda was very positive with 26 colleagues (plus 5 others from BSU) attending a first meeting of the group on Wednesday 20th February.

- **COMPANIES REGISTRATION OFFICE (INC. THE REGISTRY OF FRIENDLY SOCIETIES) BLOOM HOUSE, DUBLIN**

In Q1 2019, the Companies Registration Office (CRO) established a new local House Committee. There are over 100 staff based in the CRO spread across 2 locations, Dublin and Carlow. It has created its own dedicated intranet page for staff to access Green/environmental information, tips, articles etc. In Carlow the "Green Team" is a joint venture between the CRO and Workplace Relations Commission colleagues based there.

Already colleagues in these locations have developed a number of very informative and impactful Green videos and animation features. This page is visible to all in DBEI – not just to CRO and WRC based staff. Its Green Team is benefitting significantly from having passionate local Green advocates and a colleague with strong graphic design and information communications technology expertise.

- **CARLOW OFFICE**

The Carlow House Committee has been meeting since March 2019. This Team is made up of staff from both the CRO and the Workplace Relations Commission (WRC). There are approx. 120 staff in the building and three of their staff are represented on the Department's Green Team.

- **WORKPLACE RELATIONS COMMISSION & LABOUR COURT, LANSDOWNE HOUSE, DUBLIN**

Colleagues in Lansdowne are in the process of establishing a House Committee which will look further to progressing the Green issues. There are three staff members on the Department's Green Team based in this location.

- **KILDARE STREET AND EARLSFORT CENTRE**

Given the large number of staff from Kildare Street that expressed an interest in joining the Green Team (17) it was decided to break this number down into House Committees by area of interest, i.e. water, plants, energy etc. Since the formation, the House Committees have met in their respective groups to discuss and formulate plans for future projects on both water waste management and 'Green fingers'. Earlsfort Centre has five members on the Green Team. They have set up their own House Committee which has been very active locally in publicising various methods of waste reduction.

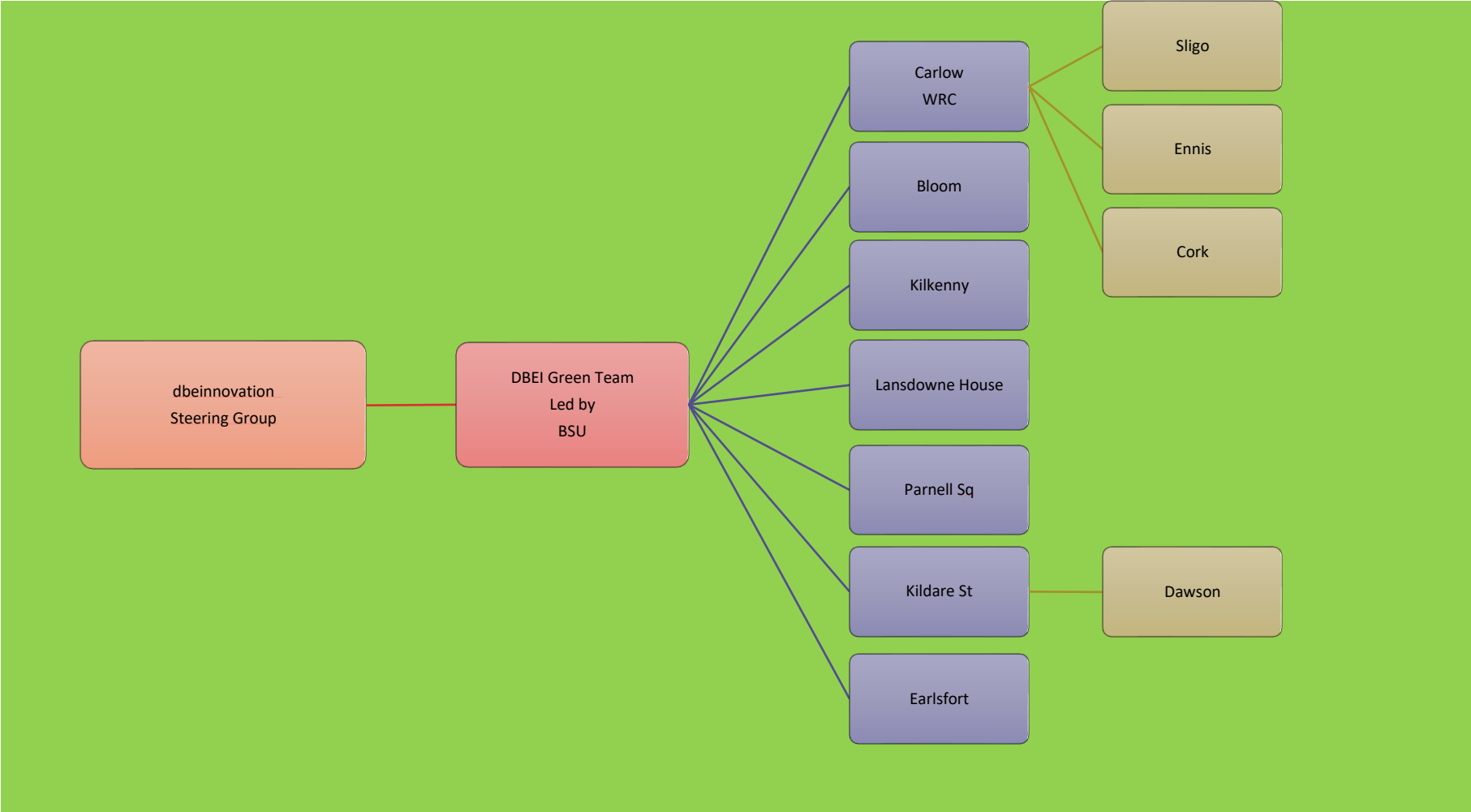


Table 2 – Representation of Green Team & House Committee Structure

1. Energy Pillar Progress

KILDARE STREET, EARLSFORT AND DAWSON STREET BUILDINGS:

Action	Description	Lead	Progress
1.1	Host an energy awareness “ Lunch and Learn ” workshop in Kildare Street and video conference to Kilkenny, Lansdowne House and Bloom House, highlighting areas where energy can be saved both at home and in the workplace. Colleagues from the SEAI and Aramark to present.	BSU	Event took place in March. It was well attended in all locations and was very well received. Other such events to be arranged for Lunch and learn calendar for 2019/2020.
1.2	In conjunction with the OPW, various energy saving projects were completed. A significant retrofit of floors two and three in the Earlsfort Centre was completed in August 2018, and new energy efficient lights are in place and a new energy efficient lifts were installed. The new fit out of Dawson St was complete in Q1 2018 and energy efficient lights were installed.	BSU/OPW	Significantly improve aesthetics of that area of the building and some energy efficiency gains.
1.3	In Kildare St new enhanced energy efficient LED lighting was installed on the first-floor lobby during 2018.	BSU/OPW	Significantly improve aesthetics of that area of the building and some energy efficiency gains. Similar upgrade works are in train for second floor lobby for Q3 2019.
1.4	Distribution of ‘ Remember to Switch me Off ’ stickers to all staff (including accessible printers, scanners, photocopiers and fax machines).	BSU	Ongoing. Focus attention on energy saving actions.
1.5	A new Building Monitoring System (BMS) system to manage the heating controls from Kildare Street is in the process of being installed. Currently we must request the heating controls to be changed by contacting the OPW helpdesk.	BSU	This is in progress and will result in better management of fuel wastage. Discussions are underway with OPW for installation of system in Earlsfort and Dawson St by end of 2019.

1.6	Actively participate in the OPW energy awareness campaign - Sending out OP@W information emails and posters on notice boards on a regular basis.	BSU/OPW	Ongoing. Focus attention on energy saving actions.
1.7	We are currently in discussions with the OPW regarding an Interior Lighting Retrofit Project for 23 Kildare Street such an upgrade would have to be done on a phased basis of a couple of years and on, at least, a co-funded basis with the OPW. The Kildare Street building is state owned and is a protected structure with strict conservation requirements. This adds to the complexity of any such project.	BSU/OPW	Anticipated 35% savings in electricity once completed. However, this will require a significant level of financial commitment, estimated in the region of €500,000 in total for which we do not currently have the financial capacity to absorb. OPW have indicated works to begin in Q4 2019.
1.8	We have initiated discussions with ICT Unit colleagues regarding the following: <ul style="list-style-type: none"> Implementing an earlier Switch-off/power down PC process, bringing it forward from 10pm to 8pm (with a “by-pass” process involved if required for those working late) Introducing a swipe or code to collect/activate print jobs to save energy and paper wastage. 	BSU/ICT	The ICT Unit has developed and tested the relevant technology and processes. It now requires agreement and rollout across the Department. DBEI Management Board approval will be sought on this matter in Q3.

Companies Registration Office, Bloom House

Action	Description	Lead	Progress
1.9	Contact made with OP@W/Aramark to install loggers to meters to monitor energy output.	CRO	Ongoing
1.10	An energy awareness workshop for staff is scheduled to be held soon.	CRO	Schedule to take place in Q3-4 2019.
1.11	Sending out OP@W information emails and posters on notice boards on a regular basis	CRO	Ongoing

Workplace Relations Commission and the Labour Court, Lansdowne House

Action	Description	Lead	Progress
1.12	OPW has engaged Aramark consultants to assess the energy optimisation in all of their buildings. Lansdowne House is working with Aramark in relation to the Lighting and heat conservation. Aramark has already assessed the Boiler House and the BMS for efficiency.	WRC/OPW	Ongoing
1.13	The OPW has been running a state-wide staff energy conservation campaign, entitled Optimising Power@Work, in Central Government buildings since 2008. Encourage behavioural change towards energy usage, with the aim of identifying and eliminating energy wastage	WRC/OPW	Ongoing
1.14	Lansdowne House has recently had a lighting upgrade where all lights have now been replaced with LED lights and operate on a PIR (passive infrared) system.	WRC	The lights will go off after a period of time of inactivity or if the room is empty

Carlow Offices, O'Brien Road (WRC & CRO occupied)

Action	Description	Lead	Progress
1.15	<p>An energy review of the building involved with the Optimising Power@Work programme was commissioned by the OPW in order to produce reports that can be used as part of the compliance with the SI426 of 2014.</p> <p>This review was carried out in mid-2017, however the report was only furnished in the first quarter of 2019. See Table 3 (p18) below for extract of review detailing potential savings.</p> <p>Weekly and monthly energy reports are received from the Optimising Power@Work programme and made available to staff.</p>	WRC/CRO	<p>Energy consumption in this building has reduced by 21% since joining the Optimising Power @ Work campaign in 2008.</p> <p>The total annual unit consumption of energy has decreased from 300,926kWh to 238,432 kWh. Electricity consumption on site has reduced by 21%. The number of units of electricity has decreased from 172,056 kWh to 136,030 kWh. Gas consumption on site has reduced by 21%. The number of units of Gas has decreased from 128,870 kWh to 102,402 kWh (HDDC).</p>

Earlsfort Centre

Since joining the Optimising Power @ Work campaign in 2012, the Earlsfort Centre facility has reduced energy consumption by 23%. It should be noted that since end of August 2018, the Department staff numbers effectively doubled in the building with staff moving out of a previously occupied building (Davitt House, 65A Adelaide Road, D2) upon lease expiry.

Annualised energy usage

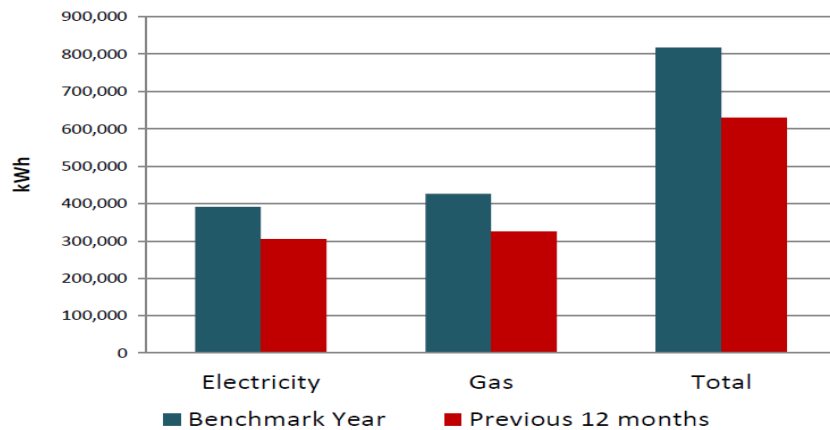
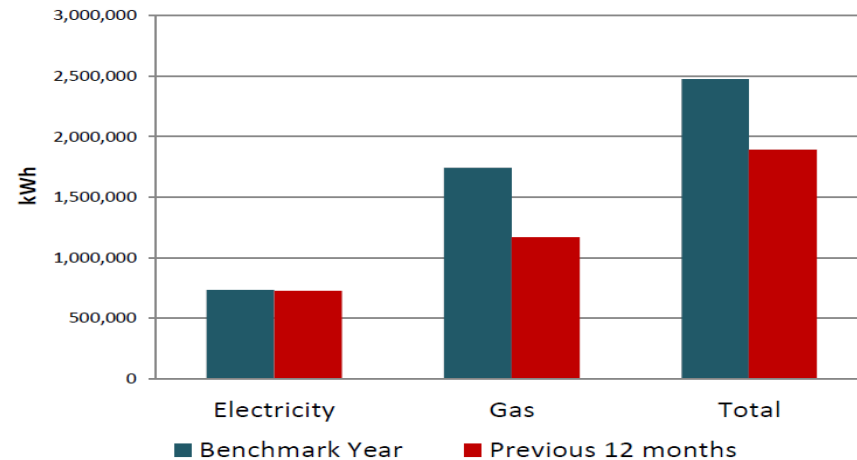


Image 1 OPW monthly energy report December 2018 Earlsfort

Kildare Street

Energy consumption in Kildare St building has reduced by 24% since joining the Optimising Power @ Work campaign in 2009.

Annualised energy usage



Description	Electricity	Fuel	Total
Benchmark Year	730,879	1,742,074	2,472,953
Previous 12 Months	724,887	1,167,917	1,892,804
% Difference	-0.8%	-33.0%	-23.5%

Image 2 OPW monthly energy report December 2018 Kildare Street

Reporting – The Department reports energy usage to SEAI via the Public Sector Monitoring and Reporting tool.

Carlow Staff Energy Awareness Day

An energy awareness day for staff in Carlow (pictures below) was held on 15 May 2019, involving the optimising power @work energy advisors.



Image 3 Carlow Staff Energy Awareness Day



Image 4 Carlow Optimising power @Work energy advisors

Table 3 – O Brien Road, Carlow Building Energy Review – Potential Savings

No	Category	Opportunity	Description	SAVINGS			Estimated Cost	Payback
				CO2 (Tons)	kWh	€		
1a	Energy Management	Continuation of the Optimising Power @ Work energy awareness campaign	Awareness events, poster campaign, regular meetings and general awareness program to continue on site	4.5	12,318	€ 1,322	None	1 Month (SPB)
1b	Energy Management	Appointment of energy officer and teams as well as staff engagement, energy reporting and monitoring	Continual review of energy performance and staff engagement with events and communication	4.5	12,318	€ 1,322	None	1 Month (SPB)
2	Building Management System Control	Ensure the BMS PC is operational, particular the comms & network connections so changes can be made to the scheduling locally & remotely expeditiously	Review BMS time schedules and temperature setpoints regularly. This is hard to quantify but an additional 5% is assumed	4.5	12,318	€ 1,322	None	0 Months (SPB)
3	Heating	Move location of a number of temperature sensors and add some more in the larger open plan offices with additional zoning.	Building has a tendency to overheat during summer. Splitting into more zones with the addition of more temperature sensors should improve comfort levels.	0.0	TBC	TBC	TBC	TBC
4	Heating	Review the heating temp & schedules as the year progresses in particular the colder and summer periods and continue to monitor and adjust Heating, DHW & AHU systems	Ensure heating is off during summer months and use natural ventilation where possible	4.5	12,318	€ 1,322	None	0 Months (SPB)
5	Ventilation	Reduce fresh air throughput of the AHU using accepted ASHRAE guidelines by using the speed control settings in the plant room. Reduce fan speed by half once no issue with odours etc.	Use ANSI / ASHRAE 2016 Standards for ventilation. By halving the I/p/s by 0.5 and applying fan laws the energy consumption could be reduced to 1/8th.	5.2	9,765	€ 1,514		< 1 month (SPB)
6	Lighting	Consider lighting upgrades on corridors and reception areas where PLCs are utilised	Replace existing PL-Cs with LED equivalent and install lux sensors ~50% saving on lighting load	0.9	1,685	€ 261	€ 1,500	3-5 Years
7	Lighting	Replace external carpark lighting with LED equivalent and install astronomical time clocks	Astronomical timeclock will follow sunrise and sunset for particular longitude and latitude. With LED replacements, expect savings of ~50% electrical savings	1.80	3,370	€ 522	€ 10,000	>10 Years

Patents Office, Hebron Road, Kilkenny

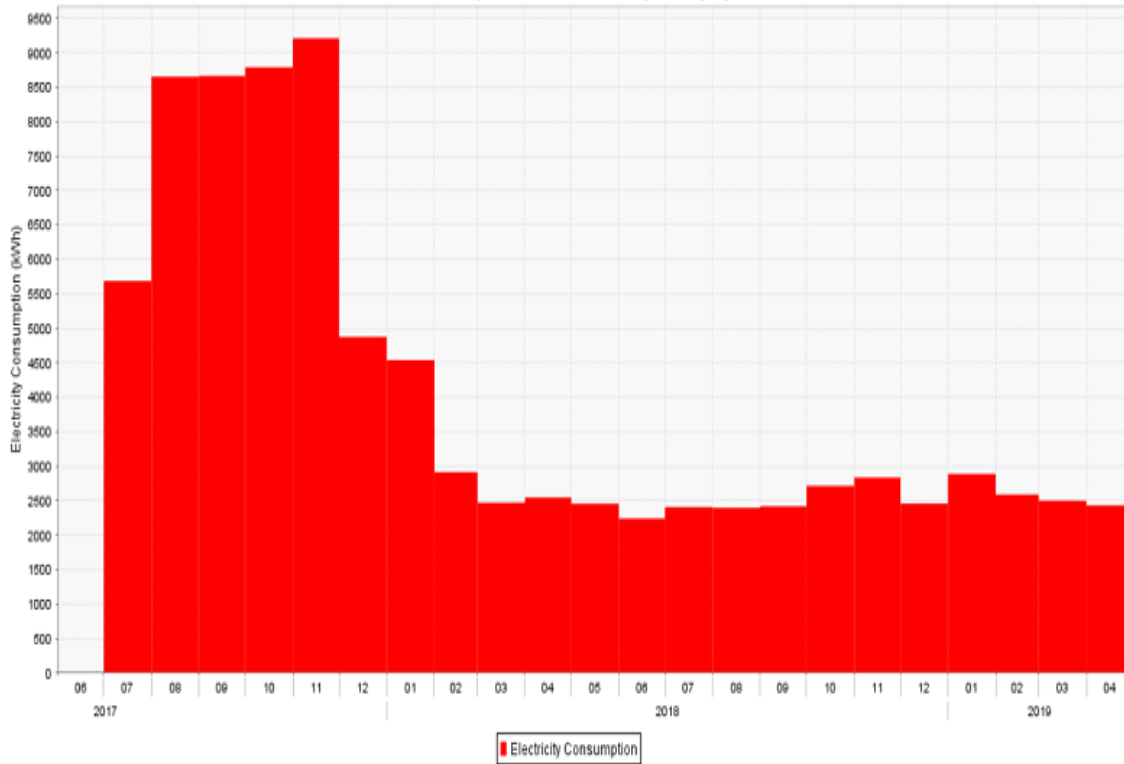
Action	Description	Lead	Progress
1.16	Weekly and monthly energy reports are received from the Optimising Power@work campaign and made available to staff.	Patents	Energy consumption in this building has reduced by 32% since joining the Optimising Power @ Work campaign in 2008. The total annual unit consumption of energy has decreased from 1,127,687 kWh to 765,114 kWh. Electricity consumption on site has reduced by 54%. The number of units of electricity has decreased from 868,826 kWh to 400,620 kWh.
1.17	Energy awareness posters are displayed around the offices and are replaced regularly to reflect current climates and seasons.	Patents	Focus attention on energy saving actions.
1.18	It is planned to hold an energy awareness day for staff in Kilkenny in September 2019.	Patents	Focus attention on energy saving actions.
1.19	An energy efficient lighting system was installed in Government buildings in Kilkenny in 2018.	Patents	This has resulted in significant savings as seen in Table 4 below.

Table 4 – Kilkenny Building Lighting Consumption 2017 -2019

B1 Total Lighting Consumption (kWh): Monthly: Graph

[29/04/2017 00:00 - 30/04/2019 00:00]

/OPW/Kilkenny Gov Offices/Block1 Sub-metering/Block 1 Lighting



6 Lighting Consumption Kilkenny Gov Offices

2. Water conservation Pillar Progress

KILDARE STREET, EARLSFORT AND DAWSON STREET BUILDINGS

Action	Description	Lead	Progress
2.1	<p>A water audit has been initiated in Kildare St, and a logger was placed on the meter at the end of May.</p> <p>A member of our Water House Committee who previously worked in service water in the private sector has significant expertise in this area. He has conducted an initial early stage review of water consumption patterns from logger data and has identified measures we can take to reduce waste.</p> <p>We will continue to monitor data from the logger over the coming months to get a fuller picture and plan to implement introduce initiatives to reduce waste.</p>	BSU	<p>Trends will be identified over the coming months measuring use and consumption, potential wastage and suggestions for remedial action.</p> <p>On the initial data received, we have the potential to significantly reduce the level of unaccounted for water (i.e. leaks/continuous service) by a possible 1.5 million litres per annum if there is no significant change to these consumption figures. This would translate into estimated annual financial saving of over €3k, or a 28% reduction on our water bill for the building.</p>
2.2	BSU has significantly reduced (by over 50%) the amount of bottled water coolers in use across the Kildare Street and Dawson Street buildings, reduced from 43 to 19 and in tandem with this we have installed mains filter taps and mains filter fountains	BSU	<p>This work has been</p> <ul style="list-style-type: none"> ➤ completed in the Dawson Street building ➤ due to be completed during Q3 in Kildare Street ➤ planned for Earlsfort in Q4 2019
2.3	To support the introduction of the ban of Single Use Plastics (SUPs) DBEI have provided “Keep Cups and Water Bottles” for staff (see photo on p23).	BSU	<p>All staff who have requested these will be provided with same by end of July 2019.</p> <p>Discounts provided for and advertised in Kildare St canteen for use of ‘Keep Cups’ or ‘bring your own’ cup.</p>

2.6	Since the introduction of the ban of SUPs, BSU has introduced glasses for all visitors to conference and meeting rooms in the 3 main buildings administered by the Business Services Unit.	BSU	Support ban of SUPs and change of culture within Department.
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COMPANIES REGISTRATION OFFICE, BLOOM HOUSE

Action	Description	Lead	Progress
2.7	Cool water/boiling water combi taps are now on all sinks in kitchen areas.	CRO	The CRO moved into these new, modern premises in Bloom House in April 2016 and as such would be up to appropriate building regulation green standard.

LANSDOWNE HOUSE

Action	Description	Lead	Progress
2.8	There are 6 Bottled Water stations covering 6 floors. All plastic cups have been replaced with biodegradable cups.	WRC	Reduction in single use plastics.
2.9	3 water filtration systems have been installed; one in the kitchen on the 8 th floor and the tea stations on the 6 th and 7 th floor.	WRC	Reduction in single use plastics.

CARLOW

Action	Description	Lead	Progress
2.10	An audit was carried out on all the taps and the showers to ensure that there were no leaks or drips	CRO/ WRC	Correspondence with Irish Water on this issue has confirmed - from the water usage recorded, that there is no indication of leaks at the premises.

PATENTS OFFICE, HEBRON ROAD, KILKENNY.

Action	Description	Lead	Progress
2.11	Since the introduction of the ban of Single Use Plastics, Patents Office has introduced glasses for all visitors to conference and meeting rooms.	Patents	Reduction in single use plastics.

➤ **DBEI “Keep Cups/Water Bottles” Campaign**

As part of a Green Team initiative, BSU surveyed all staff of the Department and subsequently tendered and purchased ‘keep’ cups and water bottles for all of those interested in using a sustainable vessel instead of disposable cups (pictured below). This was a huge success with over 1,000 vessels distributed country-wide. These were distributed in conjunction with a voluntary charitable donation to our chosen charity (Pieta House).



Image 7 DBEI refillable water bottle



Image 8 DBEI "Keep Cup"

3. Waste Management Pillar Progress

Kildare Street, Earlsfort Centre and Dawson Street buildings

Action	Description	Lead	Progress
3.1	<p>There has been significant progress in rolling out large recycling bins and centralising (i.e. reducing the number of individual bins in open plan areas across the three buildings). Another new initiative was the introduction during the spring of dedicated food/waste bins. We now have:</p> <ul style="list-style-type: none"> • Large recycling bins are now in place in central areas across the 3 main buildings with signage visible. • General waste bins at desks have been removed. We encourage staff to responsibly dispose of their waste in key areas throughout the office. • Eliminated single use disposable coffee cups and plastic cups at water coolers with the recent introduction of reusable coffee cups and water bottles. 	BSU	<p>There has been a swift and positive cultural adoption to these measures with minimal negative reaction across the buildings.</p> <p>The bins removed will be used in our 'Green Fingers' project for planting.</p>

CRO, Bloom House

Action	Description	Lead	Progress
3.2	Large recycling bins now in place in kitchens.	CRO	Ongoing -Encourage staff to responsibly dispose of their waste in key areas.
3.3	A review of general waste bins at desks is underway with a view to removing them.	CRO	Ongoing -Encourage staff to responsibly dispose of their waste in key areas.
3.4	Contacted Management Company to see what options would be available for food waste.	CRO	Ongoing -Encourage staff to responsibly dispose of their waste in key areas.

3.5	With the recent introduction of reusable coffee cups and water bottles. single use disposable coffee cups and plastic cups at water coolers are being eliminated	CRO	Ongoing -Encourage staff to responsibly dispose of their waste in key areas.
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Carlow

Action	Description	Lead	Progress
3.6	<p>To remove all individual bins under every staff member’s desk and install communal bins that would divide the waste into recycling, compost and all remaining general waste. The communal bins are in the canteen and on all floors of the building.</p> <p>The plastic bags used in the bins in the bathrooms for the used paper towels were removed and the bins are now emptied into one biodegradable plastic bag, significantly reducing the amount of plastic bags being used.</p>	CRO	<p>Complete.</p> <p>The bins removed have been used for planting by the Green fingers team, see pictures below.</p> <p>Reduction of plastic bags that were being used daily to collect waste.</p> <p>An estimate at the rate of changing the bags every second working day, of which there are 261, that equates to over 17,000 plastic bags taken out of circulation every year. As it was quite often that the bags were changed daily this figure is no doubt quite conservative.</p>
3.7	<p>Ceased putting plastic cups at the staff water dispensers. There are nine water dispensers in total, now staff are using their own cups, glasses or bottles when getting water. For the public areas we have sourced biodegradable cups for those dispensers and rolled out compostable bins.</p>	CRO	<p>Significant reduction of single use cups.</p>

Patents Office, Hebron Road, Kilkenny.

Action	Description	Lead	Progress
3.8	<p>The Patents Office is in the process of reviewing general waste bins at desks with a view to removing them by Quarter 4 2019.</p>	Patents	<p>Staff will be encouraged to responsibly dispose of their waste in key areas throughout the office.</p>

Carlow Bins – Have gone from this



Image 9 Carlow individual bins before new recycling bins were introduced.

To This



Image 10 New communal recycling bins

There are about 120 staff in the Carlow building and each one of them had a bin and each one of those bins would have the bag changed daily or every second day depending on its usage.

4. Ecology (Plants/biodiversity) Pillar Progress

CARLOW

Carlow's *Green finger Team* are utilising some of the bins removed from underneath the desks to grow Tomato and Strawberry plants in their first **Grow It Yourself (GIY)** Project. Over 20 staff so far have indicated that they would like to participate in this aspect of the Green agenda. A modest funding provision has been supplied by the BSU to progress this.

From latest updates it seems that it is becoming quite a competitive process with colleagues carefully attending to their plants almost daily whilst rumours of potential sabotage to their rivals' plants abound! More seriously, so not only is the Green agenda benefitting from this project, it is also leading to greater interaction of colleagues across the various business units in Carlow.



Image 11 Carlow's Tomato and Strawberry plants

➤ **Carlow Paper Towel Dispensers**

Action	Description	Lead	Progress
4.1	There are 16 paper towel dispensers on site in Carlow. These are motion sensor operated and require 4 (D 1.5 Volt) batteries for each dispenser. Carlow has commenced a programme of replacing these with manual operated dispensers that dispense a smaller sheet of paper and use no batteries.	CRO	So far in 2019, four dispensers have been replaced.

Kildare Street

➤ **Green Finger Meeting**

Plants have multifaceted benefits to the office workers of the world. Not only do they remove toxins from the air but having plants and Greenery in the office encourages a sense of calm and a sense of wellbeing.

The Green Finger Team (GFT) in the Kildare St met on the 13 June to discuss the possibility of Greening up the office building by introducing several plants into the offices. Six members of DBEI staff were present and discussed the necessary steps to promote the introduction of plants into the office space.

The possibility of starting a communal garden within the building that can be moved when necessary was agreed as a key goal to further Greening up the Department. The GFT is in the process of selecting a number of plants to act as “parent plants” and from there, use the cuttings or splitting’s from these plants to begin Greening up the Kildare Street offices.

The GFT discussed the ethics of introducing new plants into office spaces noting that a Green Team member should circulate an email to everyone in the room and ask for objections – dealt with in privacy if necessary. Also noting that plants should not compromise Health and Safety or Fire regulations, consulting local representatives from these areas before placing plants there.

It was agreed that for the Department to become “Greener” there needs to be buy in from colleagues outside of the Green Team and that the project should be a communal project.

Action	Description	Lead	Progress
4.2	A member of the Team is developing a budget proposal for the Business Services Unit in DBEI and the GFT is aiming to have the initial steps of Greening Kildare Street commenced in Q3 2019.	BSU	There are space constraints within the building but BSU is confident that this can be adequately addressed to enable reasonable progress to be made in the second half of the year.
4.3	The 3 core Dublin buildings moved from 3ply to 2ply hand towels.	BSU	Some environmental savings arising.
4.4	BSU along with a colleague in the building with beekeeping experience, is exploring the possibility of establishing a beehive on the roof of the Kildare Street building.		Aid biodiversity given the proximity to St Stephens Green. We recognise the merits of this initiative, but it will require the permission of the OPW and there may be health and safety factors to be considered.

5. Future planned Actions

For the remainder of 2019, we envisage further positive Green actions being delivered across the various DBEI location. Whilst we will continue ongoing actions across the main Green Team some other new initiatives to be considered will include:

Action	Description	Lead
5.1	Working with the DBEI Communications Unit to promote the Green Agenda: <ul style="list-style-type: none"> • Dedicated 'Green Week' in the Department • 'Going Green' on the homepage of bob (our intranet) • Strong ongoing Green presence on bob 	BSU/Comms Unit
5.2	Liaise with our HR Unit to request that they include a Green section/statement for new entrants to read and sign as part of the induction process.	BSU/HR
5.3	Future Greening of our meetings and events <ul style="list-style-type: none"> • Developing a greening event and meeting guidelines to minimise carbon footprint • Brochure of available reusable event/promotional materials • Include in branding of documents/materials DBEI commitment to green agenda. 	BSU/Comms Unit
5.3	Consider running a 'Green Flag' competition across our buildings (similar to the 'Green Schools' initiative).	Green Team
5.4	Consider establishing 'Green Ambassadors' for each building.	Green Team
5.5	Continue to engage with OGP and EPA regarding greening procurement.	Procurement Coordination Unit
5.6	Use the dbeinnovation platform to keep Green issues on the agenda and to elicit further ideas/suggestions.	Green Team
5.7	Given the growth in "Green" related work and its connectedness to many Accommodation issues, the Business Services Unit will look to restructure elements of its work across its business units to ensure an appropriate resource allocation to this area.	BSU

5.8	Continue engagement with ICT Unit to consider and implement any possible improvements with regard to system power down or server temperature reductions to contribute towards a positive reduction in the Department's energy usage.	BSU/ICT
5.9	Continue engagement with the OPW in terms of the 'Optimising Power @ Work' scheme. Specifically look to initiate an upgrade of at least one further floor in the Kildare Street building by year end. The Department is dependent on the OPW resource availability and their competing commitments.	BSU/OPW
5.10	Continue engagement with the OPW about much needed upgrade to our water systems in the Kildare Street building in particular. The building, a protected structure built in 1942, does not possess a 21 st century water system. This is a medium-term project and the OPW recognises the need to future-proof the building with significant investment being needed.	BSU/OPW