

Tdh Suisse **Carbon** **Footprint** **Report** **2019**

[August 2022]



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Introduction

Terre des Hommes Suisse engages in country-level environmental initiatives by developing programs and projects that involve children in concrete actions for a fairer and more sustainable world. With its expertise in education for sustainable and inclusive development, Tdh Suisse raises awareness of the environment among young people and children and their communities through different projects. To complement its environmental programming, Tdh Suisse has integrated environmental responsibility, with regards to its own impact, into its strategy.

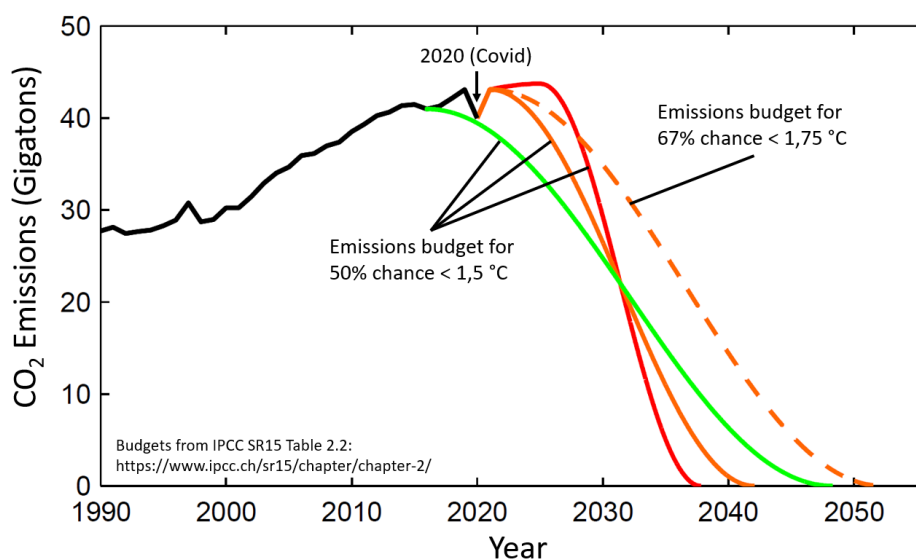
As a partner of the Climate Action Accelerator, Terre des Hommes Suisse has committed to halving its CO₂ emissions by 2030, in line with the Paris agreement, to limit the rise in temperatures to 1.5 degrees Celsius.

This report provides a detailed account of the carbon footprint of the headquarters (IC) and national coordinations (NCs) of Terre des Hommes Suisse. It will be used as a reference to identify and measure the main sources of the organisation's emissions in order to help define a roadmap to limit its environmental impact.

Tdh Suisse commits to science-based targets compatible with the Paris Agreement.

The graph below serves as a reminder and a presentation of the objectives of the Paris Agreement (COP21), i.e., the need for a 50% reduction in emissions by 2030 to achieve carbon neutrality by 2050 in order to limit global warming to below +1.5°C. Terre des Hommes Suisse's pledge reflects this global ambition and urgency for drastic emissions reductions.

Global emissions compatible with the Paris Accord



Methodology

The methodology chosen for this assessment of Terre des Hommes Suisse's carbon footprint complies with the international standard on the matter (ISO 14064) and follows the Greenhouse Gas (GHG) Protocol methodology, particularly with regards to relevance, comprehensiveness, consistency, transparency, and accuracy. Carrying out a GHG assessment allows an organisation to:

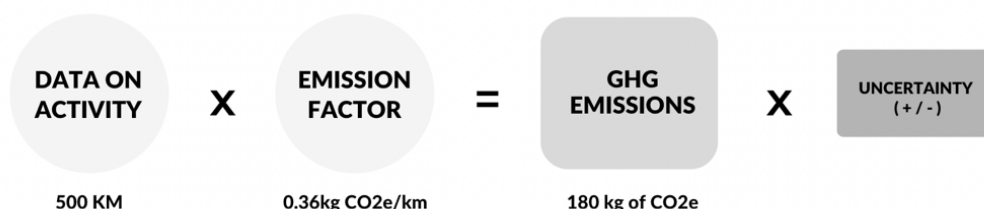
- Structure its environmental policy
- Identify actions to reduce its energy costs and overall impact
- Assess its vulnerabilities
- Stand out as an example
- Comply with regulations (if subject to them)
- Engage with its employees and partners

What is a greenhouse assessment?

The main objective of a GHG assessment is to give a global overview of an activity with an indicator that is not economic (CHF or Euros), but climatic (emissions expressed in tonnes of CO₂). The greenhouse gases and their impacts are defined in the Kyoto Protocol (CO₂, CH₄, N₂O, HFCs, PFCs, SF₆). In addition to these, there are a number of so-called "non-Kyoto" gases, including halocarbons (similar to HFCs, PFCs), which are found in air conditioning systems, which are relevant here as they are emitted through Tdh Suisse activities.

Methodology for calculating emissions

To calculate Tdh Suisse's GHG emissions, we collected activity data (€, km travelled, litres of fuel consumed, etc.) and multiplied them by an emission factor¹ to calculate their equivalence in terms of the quantity of CO₂ emitted².



¹ Emission factors are developed by measuring the life-cycle emissions of products or services, i.e., the emissions required for their manufacture, operation and disposal.

² GHG emissions are always expressed in Kgs or tonnes of CO₂ equivalent (CO₂e).

Boundaries of the evaluation

Determining the boundaries of the evaluation is a crucial step. It determines the scope and comprehensiveness of the study as well as the period covered. It must certainly include all the entities and activities that enable the organisation to carry out its social mission. Once the scope has been defined, it is validated by the organisation.

There are 3 types of boundaries:

1. Organisational: Which entities depend on the organisation
2. Operational: Which categories of emissions are included
3. Temporal: What period of activity is concerned

Organisational boundary



The organisational boundary identifies all the sites and facilities of the organisation that will be assessed; the present carbon measurement is applied to everything that is financially dependent on Terre des Hommes Suisse. Thus, this includes the Geneva international coordination (IC) as well as all the countries where Tdh Suisse carries out its activities (national coordination or NCs) and has thus made an expenditure. This perimeter include:

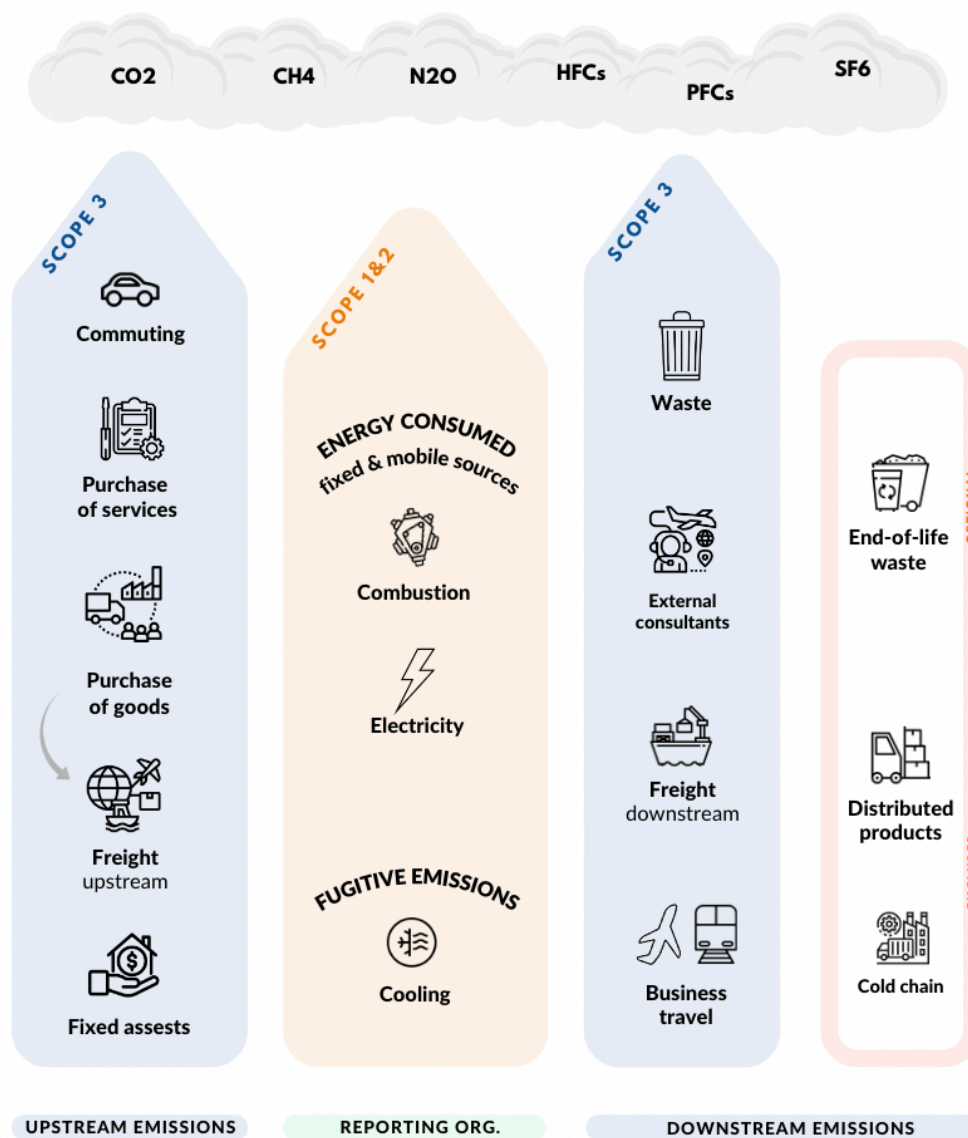
HQ (IC)	Geneva, Switzerland
Countries (NCs)	Bolivia, Brazil, Burkina Faso, Colombia, Haiti, India, Mali, Peru, Senegal
Employees	47
Budget	8.5 M CHF (3.7 M CHF excluding funding for operational partners)

Operational boundary

International carbon accounting classifies greenhouse gas emissions into three groups:

- **Scope 1:** direct emissions from the combustion of fossil fuels,
- **Scope 2:** indirect emissions associated with the consumption of purchased electricity, cooling and heating,
- **Scope 3:** all other indirect emissions.

The operational boundary defines which processes of the organisation are included in the measurement. It includes all activities for which the organisation is considered responsible. In the case of Terre des Hommes Suisse's carbon footprint, the operational scope is as follows:



Selected emission sources

It was decided that all significant sources would be included in the scope of study.

- **Scope 1 and 2:**
 - Fuels for stationary and mobile use
 - Purchased electricity
- **Scope 3:**
 - Purchased goods and services
 - Fixed assets acquired in 2019
 - Transport services: freight, travel, and commuting

Excluded emission sources

- **Scope 1:**
 - Fugitive emissions: *refrigerant leakage from air conditioning will not be calculated for the initial footprint. They concern only a few national coordinations and are difficult to estimate for 2019. These emissions will have to be estimated for the following footprints.*
- **Scope 3:**
 - Waste: *the organisation's activities generate very little waste. It is mainly office supplies. It was difficult to estimate the volumes and to know the method of treatment, particularly for the national coordinations.*
 - Processing of distributed products: *not applicable*
 - Use of sold products: *not applicable*
 - End-of-life treatment of sold products: *not applicable*
 - Downstream leased assets: *not applicable*
 - Franchises: *not applicable*
 - Investments: *not applicable*

Limitations

This carbon footprint report does not include emissions from operational partners even though they represent 50% of the budget. To fill this gap, we have set up a simplified assessment method which will allow us to provide a complete footprint in a second stage.

Temporal boundary

The measurement is for a full year and represents the year 2019, in order to define a baseline measurement for Terre des Hommes Suisse that does not consider the disruptions related to COVID-19. Indeed, the years 2020 and 2021 were strongly impacted, drastically reducing air travel in particular. The emissions retained are therefore those induced by expenditures actually made in 2019. Thus, products purchased at the end of 2019 and received in 2020 are accounted for in 2019. Similarly, products received in 2019 but purchased in 2018 are not included in this measure.³

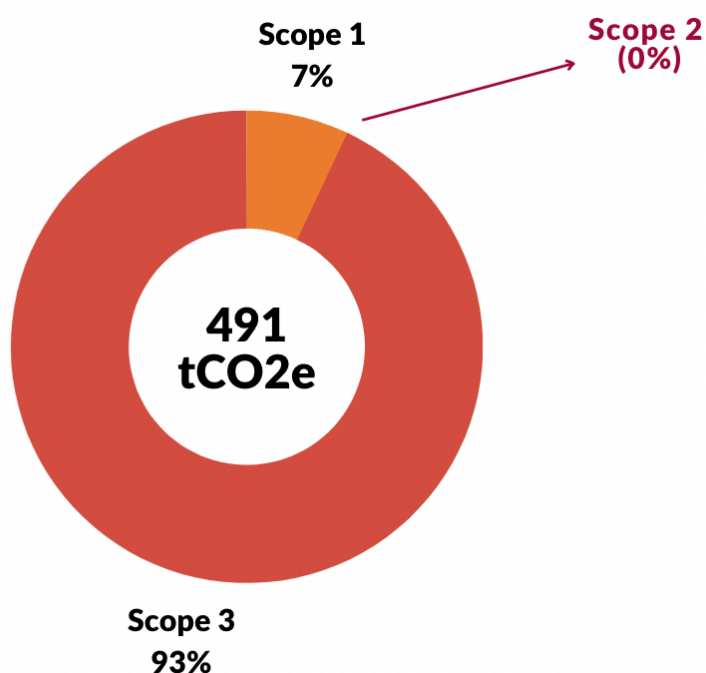
³ For example, an electricity bill from 25 December 2018 to 25 January 2019 is included in the scope of the study because it is paid in 2019. However, the bill from 25 December 2019 to 25 January 2020 is not included. As it is not possible to discretise the electricity consumption by day, this assumption has been retained.

Terre des Hommes Suisse 2019 Carbon Footprint

The results of this carbon footprint will be presented in two forms:

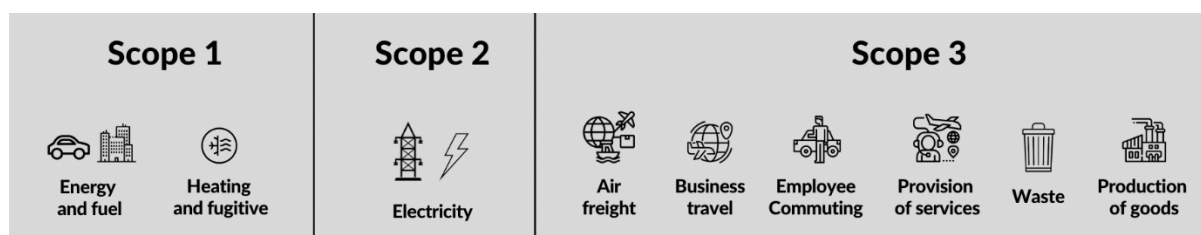
1. An analysis by Scope 1, 2 and 3 in accordance with the GHG Protocol
2. An analysis by emissions category: the analysis by emissions categories and sub-categories will be more detailed as it allows a more synthesised reading

Global footprint by scopes



Terre des hommes suisse's greenhouse gas emissions in 2019 total 491 tCO₂e, as shown above. Direct emissions from scope 1 represent 7% of the total footprint. Scope 2 emissions account for 0.2%, and finally, Scope 3 emissions account for 93%.

Considering the level of uncertainty in this measurement, which is 51%⁴, the estimated footprint of 491 tonnes of CO₂e could in fact be found within in a lower or higher range, between 242 and 739 tonnes of CO₂e.



⁴ Although the level of uncertainty seems high, it is not uncommon to reach this level. On average, the level of uncertainty of a carbon footprint is around 50%.

Analysis of Scope 1, 2 and 3

Scope 1: 7.1% or 35 tCO₂e

This scope accounts for the organisation's direct emissions generated by the combustion of fossil fuels (such as oil or gas for heating or fuel for the vehicles owned by the organisation). Tdh Suisse's scope 1 concerns exclusively fuel combustion used for the heating of office space based in Geneva (the IC). It represents 35 tCO₂e, 7% of Tdh Suisse total emissions.

Scope 2: 0.2% or 1.2 tCO₂e

Scope 2 includes indirect emissions related to the consumption of purchased energy: in this case, the consumption of electricity from the grid. Tdh Suisse's scope 2 consists exclusively of the purchase of electricity by National Coordinations (NCs) and the HQ in Geneva (IC). The purchase of electricity represents 0.2% of Tdh total emissions with 1 220 kg of CO₂ e (1.2 tCO₂ e). Electricity used by the 9 NCs represent 66% of scope 2 emissions (807 kg of CO₂ e) and the IC represents 34% of CO₂ emissions in this category (412 kg of CO₂e).

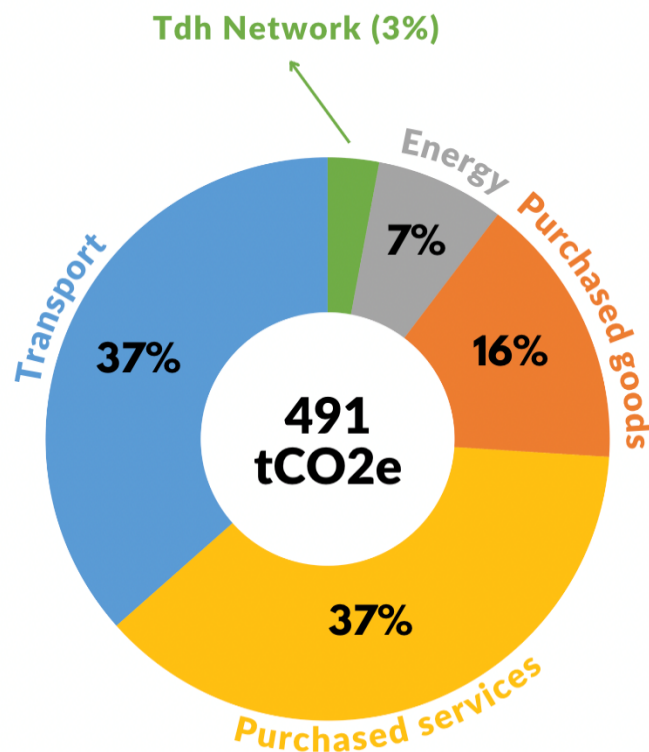
Scope 3: 92.6% or 454.5 tCO₂e

Scope 3 includes all other indirect emissions induced by the organisation's activity, such as: emissions from purchased goods and services, business travel and employee commuting. The posts of emissions from Scope 3 are as follows:

- Purchase of services: 184 tCO₂e, 41% of Scope 3
- Travel, Transport: 180 tCO₂e, 39% of Scope 3
- Purchase of goods: 77 tCO₂e, 17% of Scope 3
- Tdh Network: 14 tCO₂e, 3% of Scope 3

Emissions from Tdh Suisse's activities are heavily dependent on Scope 3. We can observe that within scope 3, "services", "travel" and "goods" alone account for 90% of Tdh Suisse's total footprint. A more detailed description for each emission category is provided in the section "Details of emission sources by category". The IC represents 65% of scope 3 emissions (294,5 tCO₂e), NCs represents 35% of scope 3 emissions (160 tCO₂e). This brief analysis already helps us to identify activities which are the most important carbon emissions sources.

Carbon footprint results by emission category

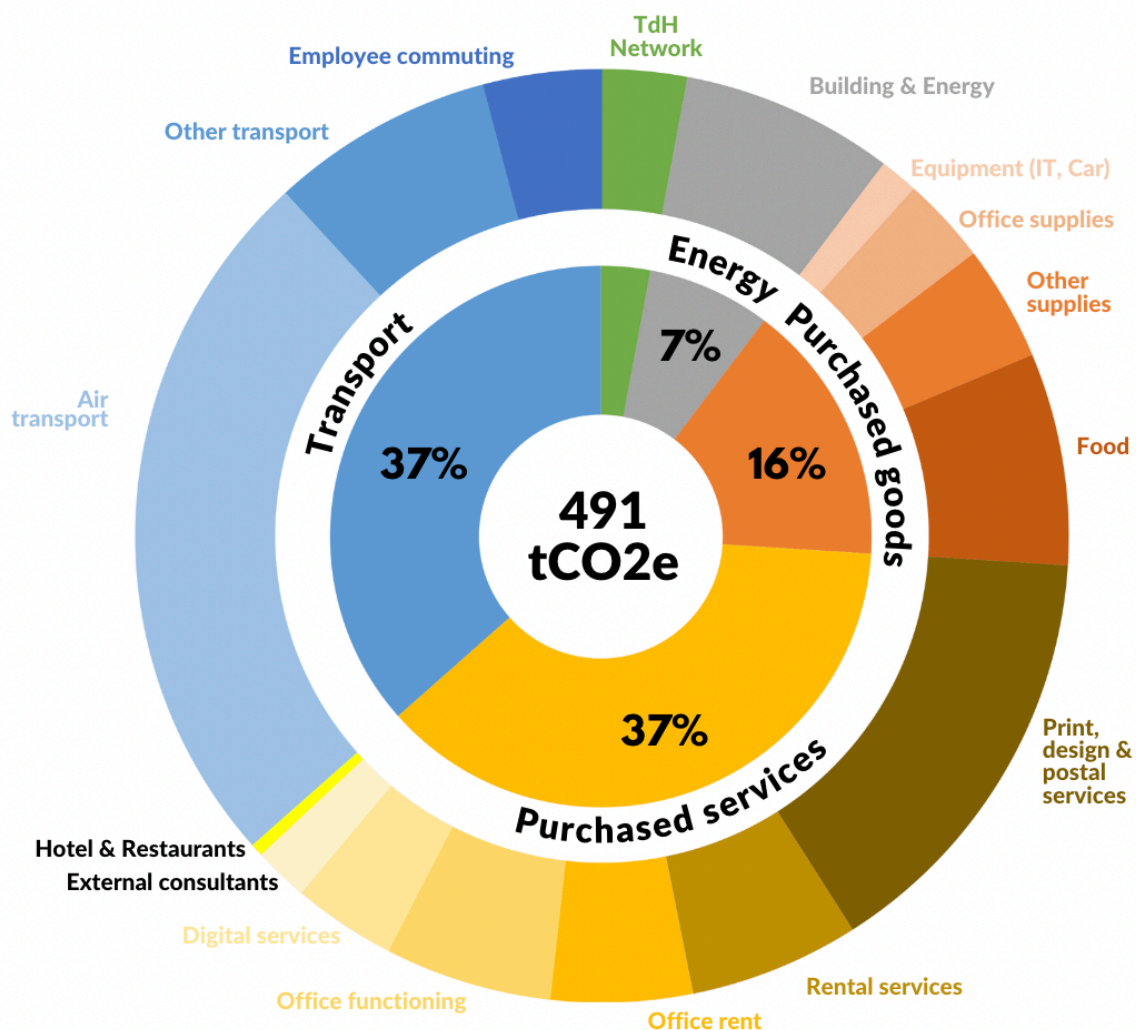


This breakdown, proposed in particular by the humanitarian sectoral recommendation drawn up by the ICRC, provides a more operational overview of the composition of Terre des Hommes Suisse's carbon footprint. The carbon footprint is divided in 5 distinct categories and is particularly concentrated in two of them: purchase of services and transport. These two account for almost 70% of the organisation's emissions.

Description of the categories of emissions in descending order:

- **Purchase of services represents 37% of the footprint or 184 tCO₂e.** This covers the emissions associated with the provision of services required for the successful functioning of offices and programmes.
- **Transport represents 36.5% of the footprint or 180 tCO₂e.** This represents business travel (by air and road) and employee commuting.
- **Purchases of goods: represent 15.7% of the footprint or 77 tCO₂e.** This is composed of the emissions associated with the purchase of office supplies, small equipment and material investments.
- **Energy emissions represent 7.4% of the footprint or 36 tCO₂e.** This category comprises the emissions related to energy consumption of buildings (heating, and electricity).
- **Financial support (Tdh network) represents 2.9% of the footprint or 14 tCO₂e.** These are all contributions paid to other organisations such as Alliancesud, Caritas and Label Zewo.

Details of emission sources by category

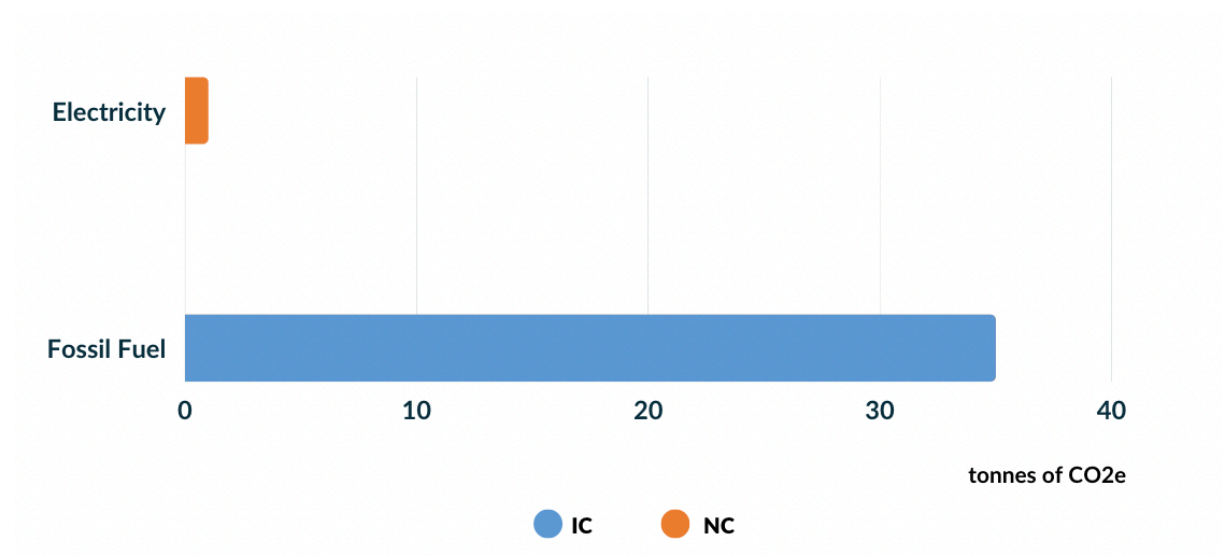
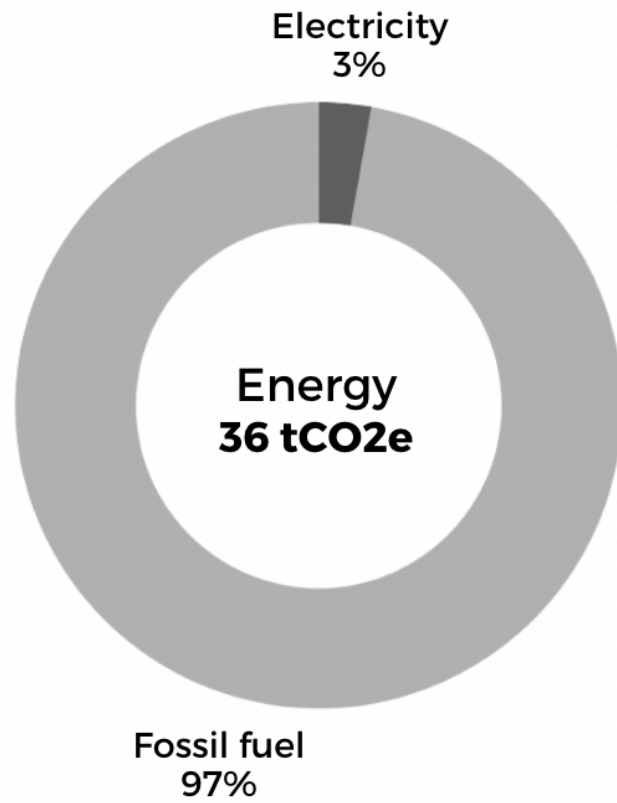


The categories below are each represented in detail, in the order that they appear in the footprint diagram above (clockwise):

- Page 12 **ENERGY**
- Page 14 **PURCHASED GOODS**
- Page 16 **PURCHASED SERVICES**
- Page 18 **TRANSPORT**
- Page 19 **TDH NETWORK**

Energy and fugitive emissions

Energy accounts for 7.4% of the total footprint with 36 tonnes of CO₂.



Energy and fugitive emissions: analysis

Energy is the organisation's fourth largest GHG emission source. The category represents the electricity and fuels consumed by the organisation's headquarters and its 9 National Coordinations offices located in India, Bolivia, Brazil, Colombia, Peru, Burkina Faso, Haiti, Mali, Senegal.

97% of these emissions come from the heating of the headquarters. The remaining 3% includes all the electricity consumption via the local electricity both used at Geneva and by the 9 national coordination offices.

Emission items from energy in order of importance:

- **Fuel used mainly for heat production at the IC (HQ based in Geneva): 35 tCO₂ eq or 97% of this category**

Fossil fuel emissions represent 35 tonnes of CO₂ and are mainly related to the heating system of the headquarters. Data from National Coordinations (NCs) and their fossil fuel consumption for heating is available but represents very low values; 0,24 kgCO₂e for all of the 9 National Coordinations offices (NCs) combined (less than 0,007% of emissions in this category).

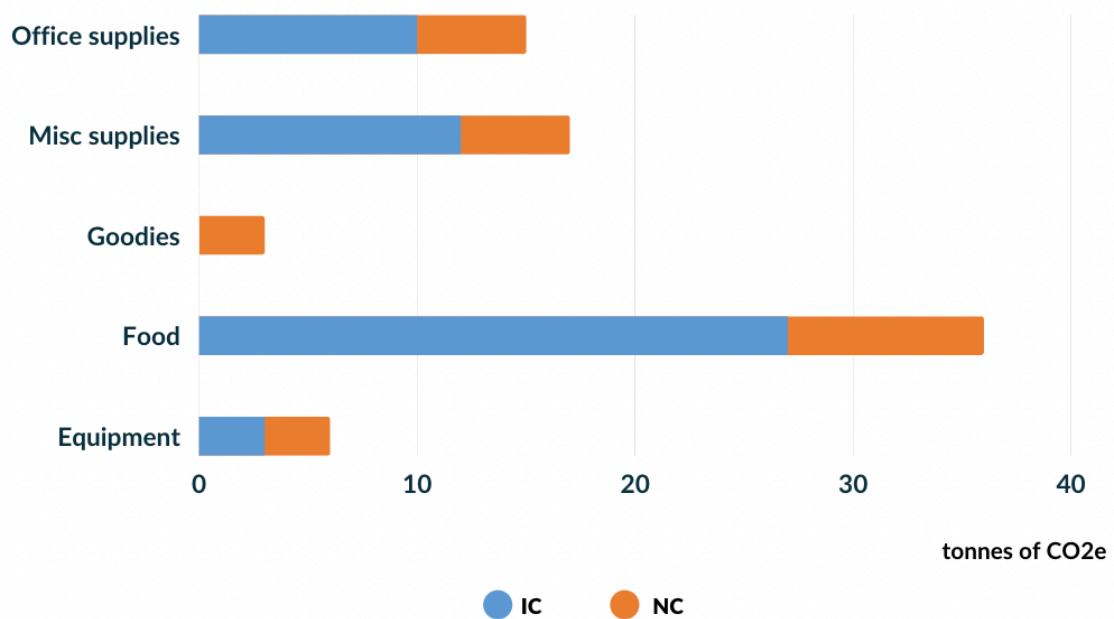
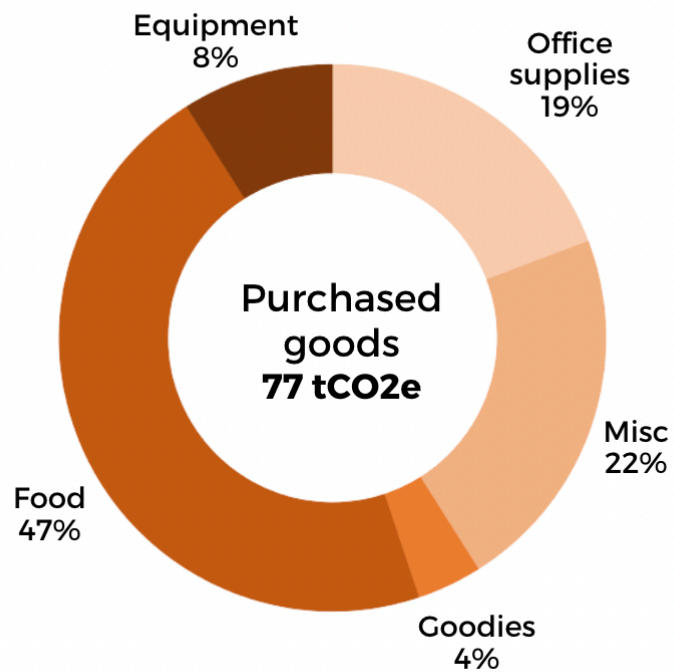
- **Electricity: 1,2 tCO₂e or 3% of this category.**

Both the headquarters and NCs consume electricity from the local grid. CO₂ emissions inducted from electricity represent 0,4 tCO₂e for the IC and 0,8 tCO₂e for NCs.

It is important to note that the electricity purchased by the Geneva headquarters is produced from hydraulic power stations which means that it is considerably less emissive than in the majority of the countries of intervention. Indeed, emissions from electricity will be directly linked to the context of the country and the energy source of its local electricity production.

Purchase of goods: analysis

Purchased goods account for 15.7% of the total footprint with 77 tonnes of CO₂.



Purchase of goods: analysis

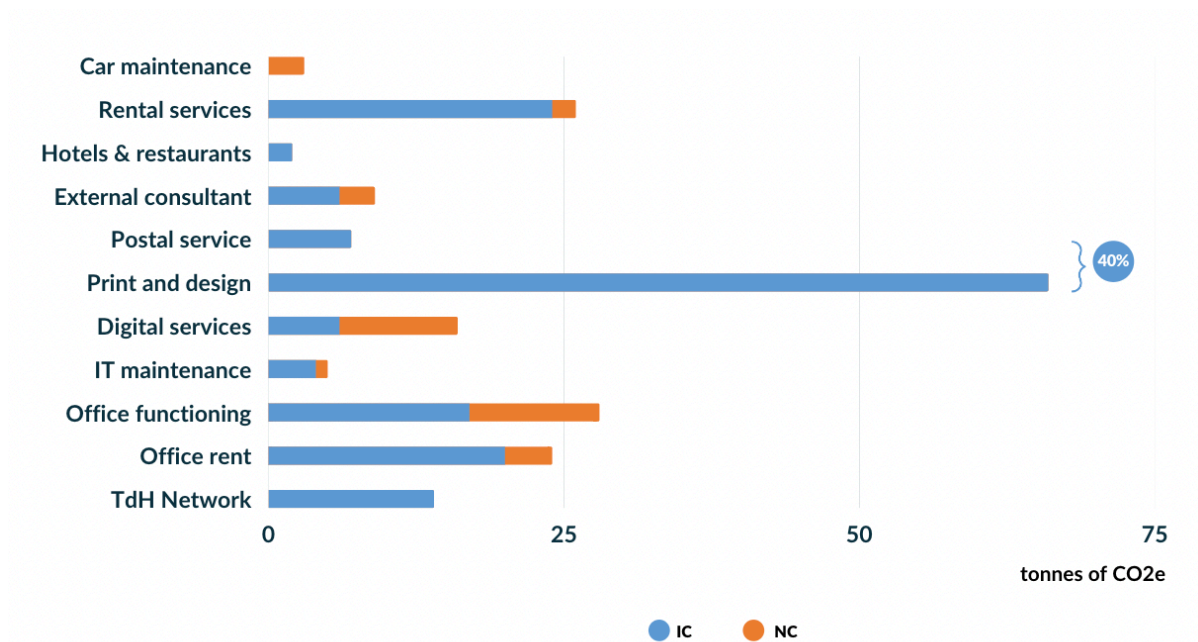
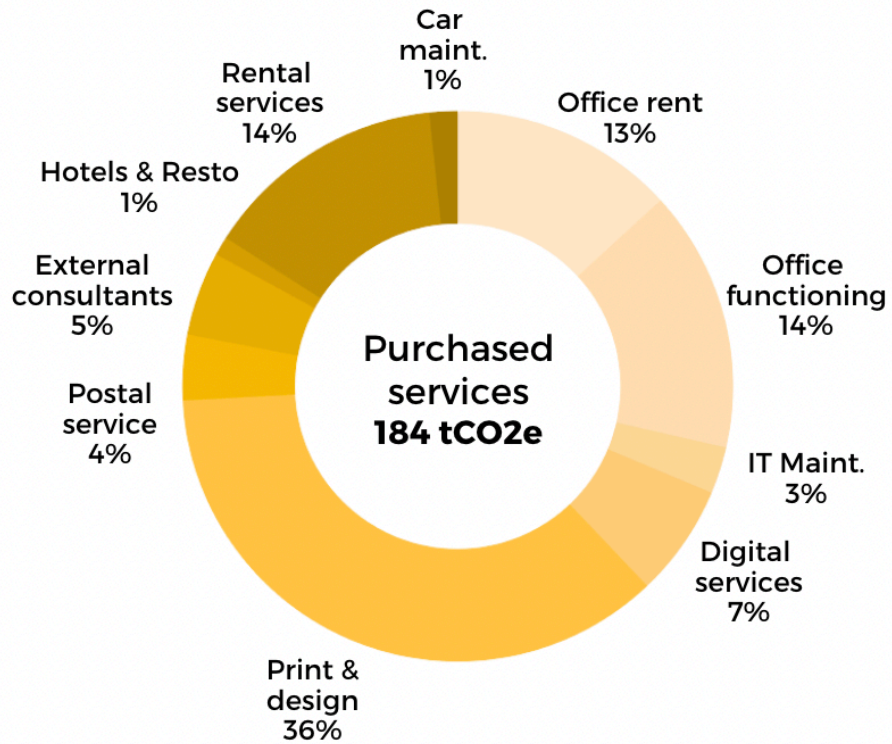
Purchases of goods are the third largest source of emissions for Tdh Suisse. They come mainly from food purchased for events and office supplies.

Emission items from purchases of goods in order of importance:

- **Food accounts for 47% of CO₂ emissions in this category with 36 tCO₂e.** It is linked to the purchase of all food products used for events, conferences and other activities and represents 7,3% of the total footprint. 74% of these emissions are related to the headquarters with 27 tCO₂e and 26% comes from NCs representing 9tCO₂e.
- **Miscellaneous purchases account for 22% of CO₂ emissions in this category with 17 tCO₂e.** This purchasing subcategory makes up 3,4% of the total footprint. It includes all small office supplies and activities such as editing, newspapers and documents. CO₂ emissions come mainly from the headquarters representing 71% (12 tCO₂ e) against 29% from NCs (5 tCO₂e).
- **Office supplies account for 19% in this category with 15 tCO₂e.** This represents 3% of the total footprint. This subcategory is linked to the purchase of office supplies such as paper, toner, and small furniture. 66% of these emissions are affected to the headquarters, representing 10 tCO₂e and 34% comes from NCs representing 5 tCO₂e.
- **Equipment accounts for 8% in this category with 6,5 tCO₂e.** This represents 1,3 % of the total footprint. Equipment includes all electronic material use for offices activities such as laptops, printers, smartphones, video projectors, servers etc. In this category, emissions are almost equitably distributed between the IC (3,1 tCO₂e) and NCs (3,4 tCO₂e). It is important to note that this sub-category only accounts for equipment purchased in 2019. The methodology for calculating carbon emissions does not take into account equipment that has already been purchased.
- **Goodies represents 4% in this category with 2,8 tCO₂e.** They make up 0,6% of the organisation's total footprint. This subcategory concerns the purchase of goodies such as tee-shirts, pens, and all tools used for communication, and only concerns NCs.

Purchase of services

Purchased services account for 37.5% of the total footprint with 184 tonnes of CO₂.



Purchase of services: analysis

Purchase of services are the largest source of emissions for Tdh Suisse. Emissions from purchased services are divided between the headquarters (83% of this category i.e., 153 tCO₂e) and NCs (17% with 31 tCO₂e emitted). The subcategory "Print and design" and "postal services", which are the important items in fundraising, represent 40% of the emissions in this category and 15% of Tdh Suisse's total GHG emissions.

Main emission items from purchases of services in order of importance:

- **Print and design accounts for 36% of this category with 66 tCO₂e.** These emissions only concern the headquarters and include services such as printing and advertising for the fundraising.
- **Office functioning accounts for 15% of this category with 28 tCO₂e.** This category includes the following activities: recruitment and temporary staff agencies, financial and insurance services, telecommunication, staff training. Over 60% of these emissions are attributed to the headquarters, amounting to 17 tCO₂e. NCs generate 40% of emissions in this subcategory with 11 tCO₂e.
- **Rental services accounts for 14% of this category with 26 tCO₂e.** Emissions here are mainly attributed to headquarters, representing 91% of these emissions, i.e., 24 tCO₂e. This data is used to estimate greenhouse gas emissions from the use of vehicles not owned or operated by the organisation. It includes rental services used for passenger transport but also all the rentals necessary for the organization of the events (tents, sound system...). It does not include official mobiles sources owned by the organisation (these emissions are detailed below in the transport section).
- **Office rent accounts for 13% of this category with 24 tCO₂e.** This post is mainly attributed to the headquarters, representing 82% of these emissions, i.e., almost 20 tCO₂ e. This calculation is an estimate of the depreciation of the construction of the leased premises. We calculate that NCs are only responsible for 4,3 tCO₂e, i.e., 18% of emissions in this category.
- **Digital services accounts for 7% of this category with 12 tCO₂ e.** This item mainly concerns IT development services. Emissions here are almost equally divided between the IC (6,1 tCO₂ e) and NCs (6 tCO₂ e).
- **External consultants account for 5% of this category with 9 tCO₂ e.** This subcategory of emissions covers the fees associated with consultants or external project managers (audits, translation, etc...). In total external consultancies represent 1,9% of the

organisation's total emissions. Within this category, NCs are only responsible for 2,8 tCO₂ e, (i.e., 31% of CO₂ emissions in this category), whereas the headquarter accounts for 6,3 tCO₂ e, representing the other 69%.

Others posts of emissions, all combined represent less than 4% of Tdh's total emissions (17 tCO₂ e). This corresponds to:

- **Postal service** which represents 4% of the purchased of services category with 7 tCO₂e emitted.
- **IT maintenance** which represents 3% of the purchased of services category with 5tCO₂e emitted.
- **Car maintenance** which represents 1,4% of the purchased of services category with 3tCO₂e emitted.
- **Hotels & restaurants** which represent 1,2% of the purchased of services category with 2tCO₂e emitted.

Aside from "car maintenance" for which emissions are only linked to the field office activities, we can quickly observe that all of these last posts of emissions are mainly attributed at the international coordination level.

Tdh Network

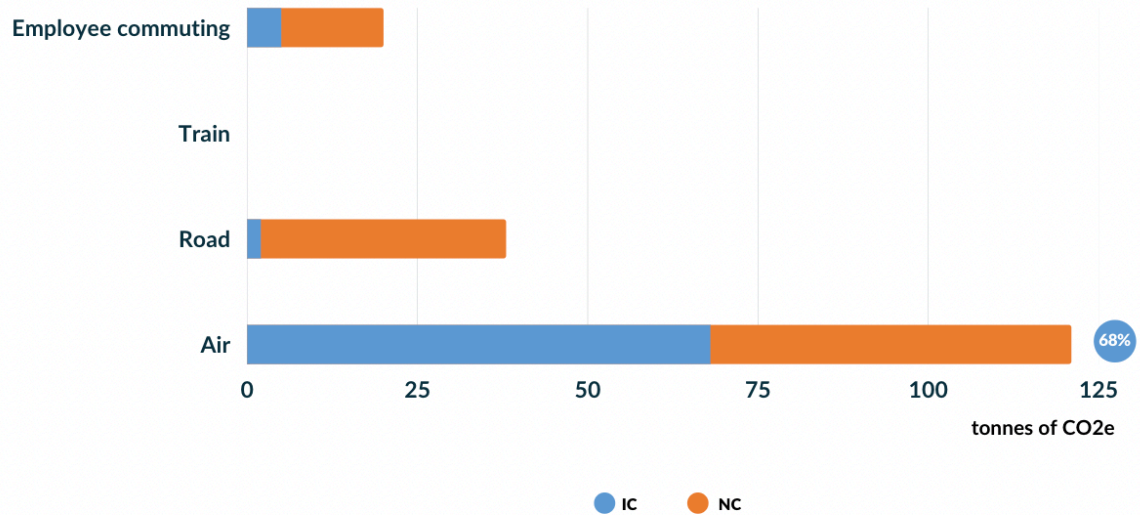
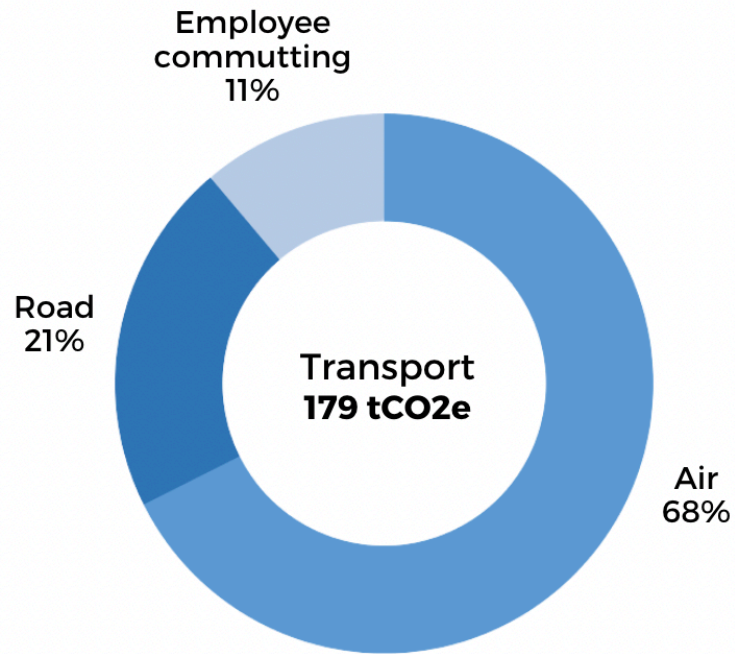
Tdh network, which equals to 3% of the total footprint of Tdh Suisse or 14 tCO₂e, accounts for contributions to organisations such as: Alliancesud, Caritas, Label Zewo. These emissions are only generated by the IC in Geneva.

In a carbon footprint, we also have to assess the emissions related to the financial support given to other organisations. It is considered that the organisation remains responsible for its investments and that it can influence the practices of the funded NGOs.

The emissions are proportional to the amounts financed because the same emission factor is used.

Transport

Transport account for 37% of the total footprint with 179 tonnes of CO₂



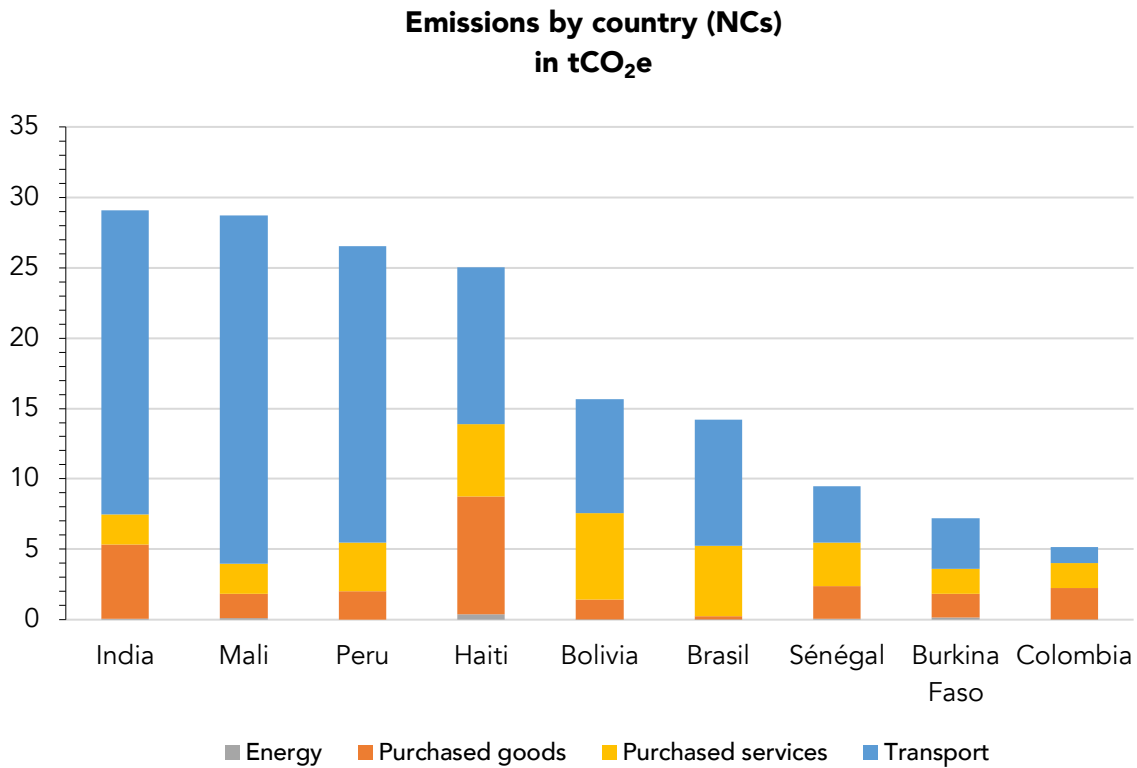
Transport

Transport is the second largest source of the organisation's emissions. Air travel is responsible of 68% of CO₂ emissions within this category, while transport by road represents 21% and employee commuting, 11%.

Main transport-related emissions in order of importance:

- **Air travel represents 68% of this category with 121 tCO₂e** (i.e., 24,7% of the organisation's total footprint). NCs and the IC are responsible for almost the same amount of CO₂ in this category; 68 tCO₂e for Geneva (representing 56% of air travel emission) and 53 tCO₂ e for the 9 NCs offices (representing 44% of air travel emission).
- **Road travel represents 21% of this category with 38 tCO₂e** (i.e., 7,7% of the organisation's total footprint). This emission item concerns mainly the activities of the national coordinations (accounting for 95% of CO₂ emissions within this category). Diesel vehicles emitted 18,5 tCO₂e against 4,8 tCO₂ e for gasoline vehicles. Further, 11 tCO₂ e are emitted by medium motorized cars used on the field. Buses account for 1,2 tCO₂ e. The rest of the emissions in this subcategory are linked to the IC with 2 tCO₂ e, representing 5% of road-related emissions (allocated between medium cars and buses).
- **Employee commuting represents 11% of this category with 20 tCO₂e** (i.e., 4,1% of organisation's total footprint). This emission item concerns staff travel to and from work. NCs are responsible for 15 tCO₂ e emissions, while the IC emitted 5tCO₂ in this category. 63% of the emissions here are due to car travel by NCs. The distances travelled are as follows: more than 22 000 km by car and 77 851 km by train.

Emissions by country



It is possible to break down the footprint analysed through another lens, that is results by country of intervention. First of all, it is important to take into consideration that the emissions per country are closely linked to the context of intervention, i.e. the number of partners and their geographical location (urban, rural). We can therefore note the following regarding country emissions:

National coordinations:

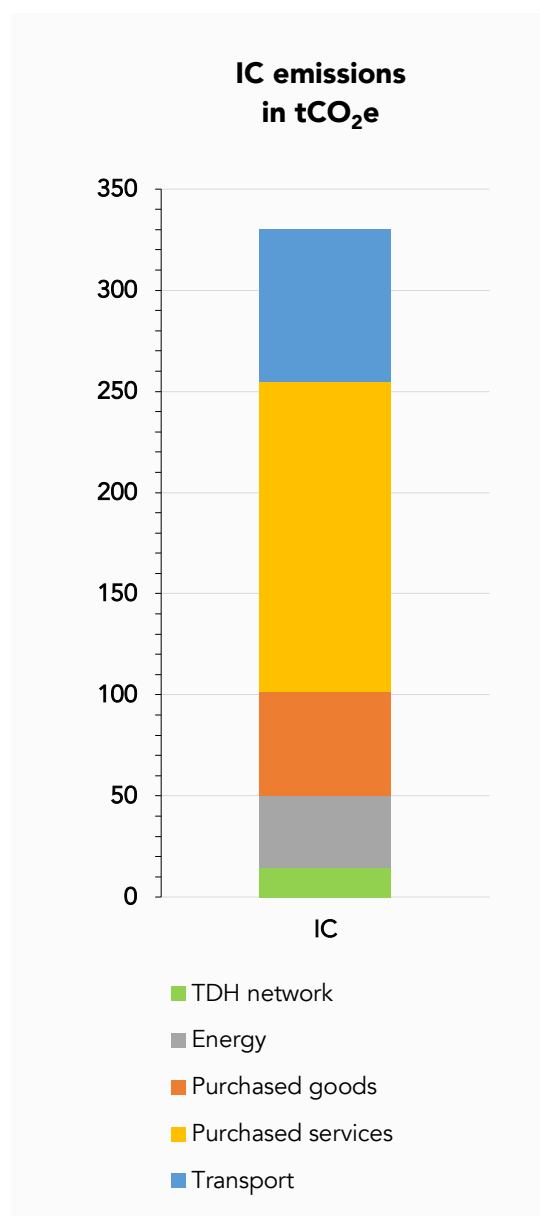
- **Transport:** represents between 42% and 86% of emissions for each country. It is the main source of CO₂ emissions.
- **Purchase of services:** accounts for around 30% of emissions for each country except for India and Mali (7%). The most important distinctions are for Bolivia and Brazil, which in 2019 used more IT services.
- **Purchase of goods:** comes up to between 8% and 30% of emissions for each country. It differs greatly from country to country. The most significant differences are mainly due to the "food" item category, particularly for Haiti.
- **Energy:** emissions related to this item are very low and are closely linked to the size of the premises used and the local energy mix. Only Haiti, which sometimes uses generators, differs slightly from the other national coordinations.

International coordination:

As the role of the IC is very distinct from that of the NCs, a comparison of the entities is not relevant. However, we are able to summarise the emissions categories of the headquarters as follows:

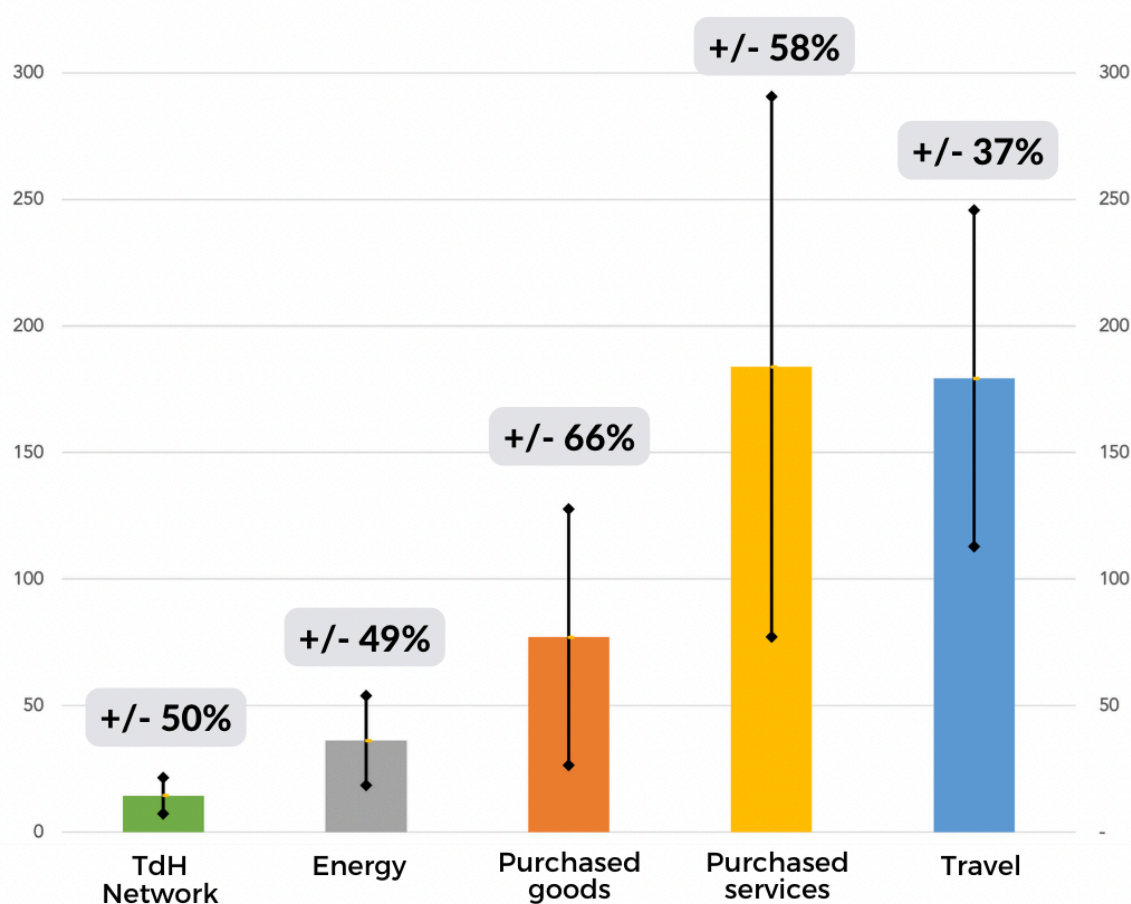
- **Transport:** accounts to 23%, mainly due to international air travel.
- **Purchased services:** represent 46%, of which half of the footprint comes from fundraising services (printing, design, postage).
- **Purchased goods:** represent 16%, half of which come from the "food" sub-category for events.
- **Energy:** accounts for 11%, mainly emissions for heating the headquarters.
- **TDH network:** financial contributions equal the remaining 4%.

Please note that this analysis by country should not be interpreted too strictly, as this initial assessment may be affected by a certain inconsistency in the quality and completeness of the data collected between coordinations.



Measurement uncertainties

Our measurement has an uncertainty of 51%, due to emission factors. It is 49% for energy, 66% for purchased goods, 58% for purchased services, 37% for transport and 50% for the Tdh network category. This means that the estimated footprint of 491 tonnes of CO₂e could in fact be found within in a lower or higher range, between 242 and 739 tonnes of CO₂e.

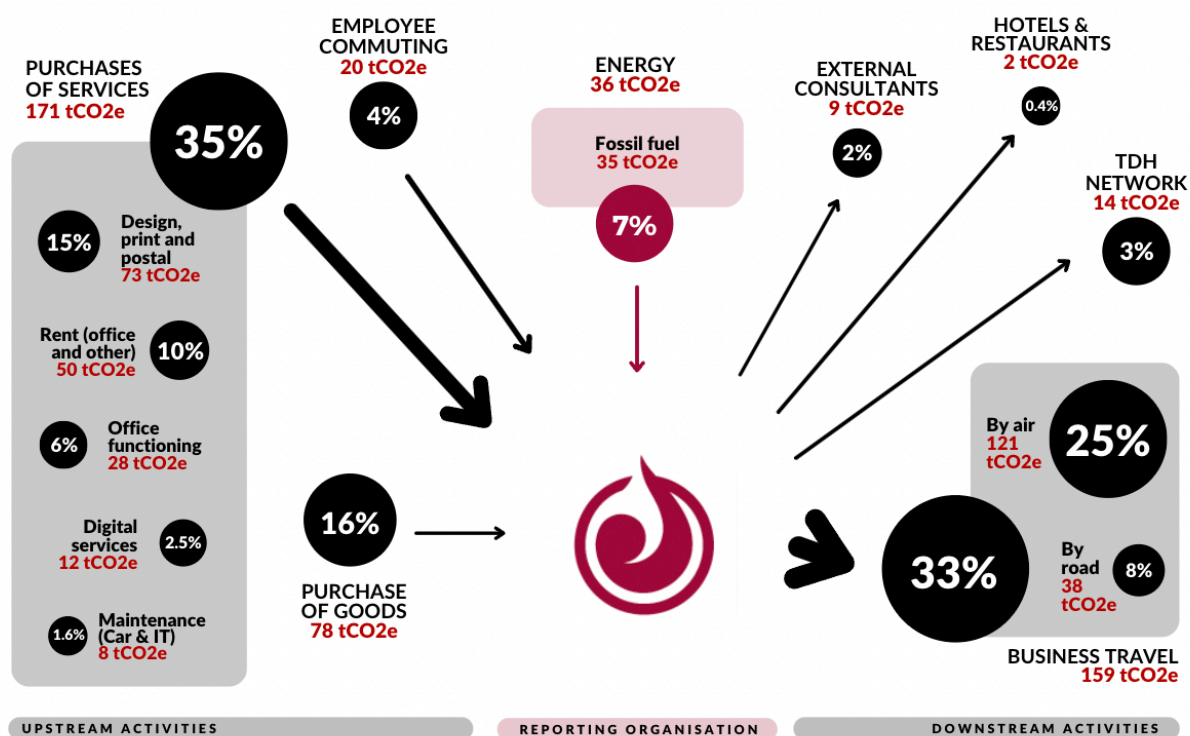


This measure is, for several reasons, far from absolute. There are many uncertainties at various levels. Some of these uncertainties can be improved by Tdh Suisse improving the quality of its data, but others are inherent in the process of measuring carbon emissions.

This invites us to take a step back from the aforementioned figures. While one can analyse and breakdown the exact tCO₂e of each activity, it is also important to reflect on these figures in terms of the orders of magnitude and proportions they indicate rather than the absolute value of the carbon emissions.

Mapping emission flows

The flow map below shows the movements and proportions of GHG volumes required for Terre des Hommes Suisse's operations. It can be seen that two main groups (purchase of services and business travel) account for almost 70% of the organisation's total emissions.



Performance indicators & benchmark

This assessment of Tdh Suisse's footprint allows for the production of a certain number of indicators that will enable future assessments to monitor the organisation's carbon intensity.

Key performance indicators	Value	Unit
Per employee		
Total GHG emissions	10,44	tCO ₂ eq/FTE
Total Scope 1 & 2	0,77	tCO ₂ eq/FTE
Total Scope 3	9,67	tCO ₂ eq/FTE
Per CHF spent*		
Total GHG emissions	0,13	kgCO ₂ eq/CHF
Total Scope 1 & 2	0,01	kgCO ₂ eq/CHF
Total Scope 3	0,12	kgCO ₂ eq/CHF

*This benchmark is based on the budget excluding funding for operational partners (3.7M CHF).

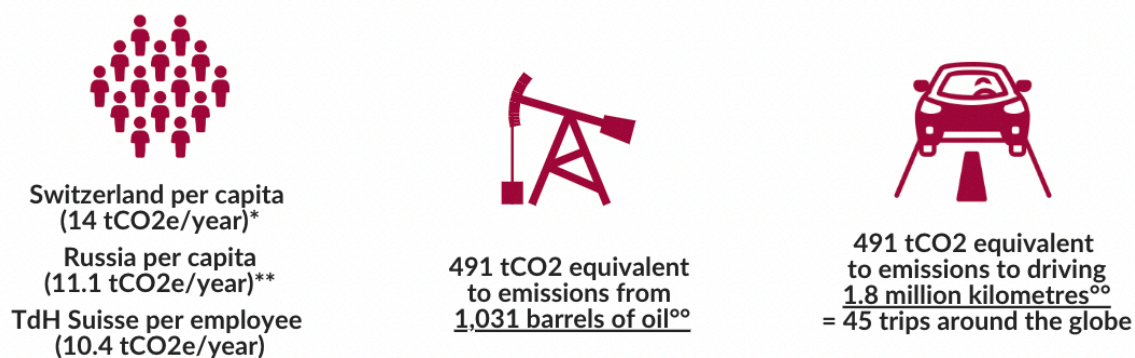
Benchmark

For reflection purposes, here are some indicators of emissions in the aid sector. However, it is important to be critical as not all organisations have assessed exactly the same scope of activities, some emission factors may differ and the activities in question are not necessarily the same.

Benchmarking indicators	Tdh Suisse	Tdh Schweiz	ACTED	ICRC	Unit
Per employee*					
		Value			
Total GHG emissions	10,44	6,91	10,36	58,54	tCO ₂ eq/FTE
Total Scope 1 & 2	0,64	0,52	1,85	3,98	tCO ₂ eq/FTE
Total Scope 3	7,74	6,39	8,51	54,56	tCO ₂ eq/FTE
<i>*On the basis of 47 FTE</i>					
Per CHF spent*					
Total GHG emissions	0,13	0,10	0,23	0,6	kgCO ₂ eq/CHF
Total Scope 1 & 2	0,01	0,008	0,04	0,04	kgCO ₂ eq/CHF
Total Scope 3	0,12	0,096	0,19	0,56	kgCO ₂ eq/CHF

** Based on the budget excluding funding for operational partners (3.7M CHF).*

It is sometimes difficult to grasp the GHG emissions indicators in tonnes or kilograms of CO₂e. To further illustrate the volumes obtained in Tdh Suisse's carbon footprint, which equal to 491 tonnes of CO₂e, here are some useful comparisons (orders of magnitude):



**Environmental Footprints of Switzerland (FOE, 2018)*

***Russia (2020) - Our world in data*

^{oo}www.epa.gov or oee.nrcan.gc.ca

Recommendations

Monitoring and continuous improvement of measurement

The process of measuring Tdh Suisse's GHG emissions should be viewed as a long-term exercise, with this footprint report being the first baseline study. The study of the evolution of the organisation's emissions should be repeated every year, in order to ensure continuing improvement and an accurate read of reductions. It will complement the accounting information to help determine the organisation's decisions and strategy in a coherent manner, but also to monitor the impact of the actions implemented as part of the environmental roadmap.

Monitoring lends to a continuous improvement process and serves the following functions:

- To enable the organisation to gradually improve the quality and comprehensiveness of the data collected,
- To facilitate, or even automate, the collection process,
- To evaluate the successes and shortcomings of the emissions assessment process but also of the decarbonisation actions implemented. Moreover, such a process will enable Tdh Suisse to develop a "climate culture" within the organisation, which will encourage the implementation of mitigation actions.

Suggestions for improvements

In the next campaign to measure the Tdh Suisse emissions, the quality of data collection should be improved, especially regarding fundraising and event organisation.

The sub-categories mainly concerned are the following:

- **Print, design & postal services:** the majority of the information collected is financial. This often brings together a variety of information that should be further detailed, such as the share of the volume of paper in the printing service and the share of the creative service. The idea is to achieve a better specification of the services and goods involved.
- **Food:** a better knowledge of the content and volumes of this sub-category will allow a more precise estimation (quantity of meat, vegetables, processed products, soda, types of diets...).
- **Other supplies & goodies:** A more detailed identification with physical quantities of the items that make up this sub-category would be a plus. For this first measure we have essentially based the analysis on monetary values.

For the other sub-categories, it is necessary to consider systematising the collection for:

- **Hotel & restaurant:** to obtain the number of overnight stays and the level of standing of hotels. For restaurants, the number of meals and an average of the type of diet.
- **Travel by air:** systematically record the number of kilometres travelled for each flight.

Annexes

1. Details and description of emissions categories

Category	Subcategory	Description
	TDH network	Membership fees and contributions to other associations: Alliancesud, Caritas, Label Zewo...
Energy	Building & energy	Fuel consumption for heating and electricity consumption.
Purchased goods	Equipment (IT, car)	Purchase of computer equipment and transport in the reference year.
	Office supplies	Small supplies : pens, paper, toner, etc.
	Other supplies	Purchase of supplies and small equipment including goodies.
	Food (events)	Purchase of food for events (Marche de l'espoire...) and by the NCs.
Purchased services	Print, design & postal services	All design, printing and mailing costs for events, fundraising and programmes.
	Rental services	Costs of hiring equipment and vehicles for events by the IC and NC.
	Office rent	The surface area of the buildings rented and occupied by the organisation.
	Office functioning	All office running costs: insurance, banking services, maintenance, telephone and internet subscriptions, training, recruitment, and other miscellaneous services.
	Digital services	Provision of IT development and maintenance services
	External consultant	Audit, consulting, translation...
	Hotels & restaurants	Business travel and entertainment expenses.
Transport	Air	Airline tickets
	Other travel expenses	Travel by car, bus, and train
	Employee commuting	All travel between the workplace and the home of employees by car, train, metro, and bus.

2. Emissions reporting by category (carbon footprint in detail)

in tonnes of CO ₂ e					
Category	Sub-category	IC	NC	Total	Percentage
	TDH network	14	0	14	2,9%
Energy	Electricity	0	1	1	0,2%
	Fossil fuel	35	0	35	7,1%
Purchased goods	Office supplies	10	5	15	3,0%
	Miscellaneous supplies	12	5	17	3,4%
	Goodies	0	3	3	0,6%
	Food (events, field)	27	9	36	7,3%
	Equipment (IT, car)	3	3	7	1,3%
Purchased services	Office rent	20	4	24	4,9%
	Office functioning	17	11	28	5,8%
	IT maintenance	4	1	5	1,1%
	Digital services	6	6	12	2,5%
	Print & design	66	0	66	13,5%
	Postal service	7	0	7	1,4%
	External consultant	6	3	9	1,9%
	Hotels & restaurants	2	0	2	0,4%
	Rental services	24	2	26	5,4%
	Car maintenance	0	3	3	0,5%
Travel	Air	68	53	121	24,7%
	Road	2	36	38	7,7%
	Train	0	0	0	0,0%
	Employee commuting	5	15	20	4,1%
TOTAL		330	161	491	100%

3. Emissions by country (ICs and NCs)

<i>in tonnes of CO₂e</i>									
IC	India	Bolivia	Brazil	Colombia	Peru	Burkina Faso	Haiti	Mali	Senegal
TDH network									
14,40	-	-	-	-	-	-	-	-	-
Energy									
35,41	0,05	0,02	0,04	0,00	-	0,15	0,36	0,11	0,07
Purchased goods									
51,76	5,29	1,40	0,22	2,22	2,02	1,68	8,39	1,74	2,30
Purchased services									
153,17	2,14	6,16	5,00	1,80	3,44	1,80	5,13	2,14	3,10
Transport									
75,09	21,57	8,07	8,95	1,11	21,05	3,55	11,16	24,70	4,02
Total									
329,84	29,06	15,66	14,20	5,13	26,51	7,18	25,04	28,70	9,49

4. Description of the main emission factors (EF) used

Category	FE-category	Source	EF	Unit	Uncertainty
Energy	E85 petrol (mobile source)	ADEME	1,68	kgCO ₂ e /Litre	10%
Energy	Road diesel (mobile sources)	ADEME	3,16	kgCO ₂ e /m ² /year	10%
Energy	ECD class: "C" tertiary sector	DPE	15,00	kgCO ₂ e /m ² /year	50%
Energy	DPE class: "D" tertiary sector	DPE	25,00	kgCO ₂ e /m ² /year	50%
Energy	ECD class: "E" tertiary sector	DPE	35,00	kgCO ₂ e /m ² /year	50%
Energy	ECD class: "F" tertiary sector	DPE	50,00	kgCO ₂ e /m ² /year	50%
Energy	Electricity - Switzerland	ADEME	0,03	kgCO ₂ e /kWh	10%
Goods	Office consumables	ADEME	0,85	kgCO ₂ e / CHF	50%
Goods	Small supplies	ADEME	0,34	kgCO ₂ e / CHF	50%
Goods	Publishing (books, newspapers, magazines, etc.)	ADEME	0,26	kgCO ₂ e / CHF	80%
Goods	Machinery and equipment	ADEME	0,65	kgCO ₂ e / CHF	80%
Goods	Furniture and other manufactured goods	ADEME	0,55	kgCO ₂ e / CHF	80%
Goods	Transport equipment	ADEME	0,65	kgCO ₂ e / CHF	80%
Goods	Ream of paper - white 80g A4	ADEME	2,29	kgCO ₂ e /unit	80%
Goods	Processed food products	ADEME	0,92	kgCO ₂ e / CHF	80%
Goods	Computer, electronic and optical products	ADEME	0,37	kgCO ₂ e / CHF	80%
Services	Creative, artistic and cultural activities, libraries, and the	ADEME	0,19	kgCO ₂ e / CHF	80%

	organisation of games of chance				
Services	Activities of voluntary organisations	ADEME	0,20	kgCO ₂ e / CHF	80%
Services	Insurance, banking services, advice and fees	ADEME	0,10	kgCO ₂ e / CHF	80%
Services	Construction and maintenance of premises	ADEME	9,29	kg CO ₂ e / m ²	50%
Services	Mail	ADEME	0,12	kgCO ₂ e / CHF	80%
Services	Film, sound recording, television and radio	ADEME	0,29	kgCO ₂ e / CHF	80%
Services	Accommodation and catering	ADEME	0,30	kgCO ₂ e / CHF	80%
Services	Multi-technical maintenance	ADEME	0,20	kgCO ₂ e / CHF	33%
Services	Transport equipment	ADEME	0,65	kgCO ₂ e / CHF	80%
Services	Research and development	ADEME	0,23	kgCO ₂ e / CHF	80%
Services	Recruitment and temporary staff agencies	CEDA Database	0,15	kgCO ₂ e / CHF	80%
Services	Services (printing, advertising, architecture and engineering, multi-technical maintenance of buildings, etc.)	ADEME	0,16	kgCO ₂ e / CHF	80%
Services	Staff training	CEDA Database	0,21	kgCO ₂ e / CHF	80%
Services	Telecommunications	ADEME	0,16	kgCO ₂ e / CHF	80%
Services	Translations	CEDA Database	0,17	kgCO ₂ e / CHF	80%
Services	Voice and data transmission	CEDA Database	0,24	kgCO ₂ e / CHF	80%
Travel	Passenger aircraft, medium-haul, with trailers	ADEME	0,19	kgCO ₂ e / passenger.km	45%
Travel	Passenger aircraft, long-haul, with drag	ADEME	0,15	kgCO ₂ e / passenger.km	45%

<i>Travel</i>	Air transport (monetary ratio)	ADEME	1,32	kgCO ₂ e/ passenger.km	80%
<i>Travel</i>	Passenger trains - Switzerland (passenger.km)	ADEME	0,00	kgCO ₂ e/ passenger.km	20%
<i>Travel</i>	Motorbike	ADEME	0,06	kgCO ₂ e/ passenger.km	60%
<i>Travel</i>	Agglomeration bus	ADEME	0,13	kgCO ₂ e/ passenger.km	60%
<i>Travel</i>	Car with petrol engine	ADEME	0,20	kgCO ₂ e/ km	60%
<i>Travel</i>	Car with diesel engine	ADEME	0,19	kgCO ₂ e/ km	60%
<i>Travel</i>	Car medium motorisation	ADEME	0,23	kgCO ₂ e/ km	60%

<i>Capital goods</i>	Laptop computer	ADEME	156,24	kgCO ₂ e /unit	50%
<i>Capital goods</i>	Fixed computer - office automation	ADEME	169,00	kgCO ₂ e /unit	50%
<i>Capital goods</i>	Multi-function printer	ADEME	87,84	kgCO ₂ e /unit	50%
<i>Capital goods</i>	Video projector	ADEME	94,00	kgCO ₂ e /unit	75%
<i>Capital goods</i>	Photocopiers	ADEME	2935,00	kgCO ₂ e /unit	50%
<i>Capital goods</i>	23.8-inch screen	ADEME	248,18	kgCO ₂ e /unit	50%
<i>Capital goods</i>	Computer servers	ADEME	600,00	kgCO ₂ e /unit	80%
<i>Capital goods</i>	Computer equipment (monetary ratio)	ADEME	0,85	kgCO ₂ e /unit	50%

<i>Investment</i>	Activities of voluntary organisations (France)	ADEME	203,15	kgCO ₂ e / CHF	50%
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About the Tdh Suisse

Terre des Hommes Suisse is an independent non-governmental organisation, recognised as a public utility, with its headquarters in Geneva. For almost 60 years, Terre des Hommes Suisse has been committed to children and a solidarity-based development, working in partnership with local organisations in 10 countries to defend children's rights. The organisation has a strong expertise in the integrated promotion of the right to participation, protection against exploitation and violence, and education, including education for sustainable development.

About the Climate Action Accelerator

The Climate Action Accelerator is a non-profit Geneva-based initiative that aims to keep global warming below 2°C and avoid the risk of runaway climate change. Its aim is to help move the aid, health and higher education sectors towards a radical transformation of their practices, through an exponential increase in the number of organisations pursuing emissions reduction targets. By showing that direct action is possible, accessible and beneficial, these organisations will influence their ecosystems and accelerate the implementation of sustainable climate solutions.