



An  
Coimisiún  
Pleanála

An Coimisiún Pleanála  
Climate Action Roadmap  
2025

## Contents

<b>Statement from our CEO</b> .....	<b>3</b>
Organisational context.....	4
Progress to date .....	4
<b>Our targets</b> .....	<b>5</b>
Carbon emissions analysis .....	5
Energy efficiency analysis .....	5
Actions/projects required to meet targets.....	5
<b>Our People – Leadership and governance</b> .....	<b>6</b>
Green Team .....	6
Nominated Climate and sustainability champion.....	6
<b>Our People- Engaging our Staff</b> .....	<b>7</b>
Planned Senior Leadership Training.....	7
Staff Training Plans and Sustainability Workshops .....	7
<b>Our Way of Working</b> .....	<b>8</b>
Governance structure .....	8
Energy and environmental management systems .....	8
Green Public Procurement .....	8
Resource Use.....	9
Waste Management.....	9
Food Waste and Organic Food .....	9
Single Use Items.....	9
Procurement of ICT Equipment.....	9
Digitisation and Paper-based processes .....	10
Water .....	10
<b>Our buildings and vehicles</b> .....	<b>11</b>
Vehicles.....	11
Promoting Cycling and Shared Mobility .....	11
Phasing out parking.....	11
Buildings.....	11
Fossil fuel heating systems.....	11
Display of Display Energy Certificates .....	12
Procurement of Cleaning Services .....	12
Building Stock Plans.....	12

## Statement from our CEO

An Coimisiún Pleanála is committed to play an active role in achieving national targets set out for public bodies regarding decarbonisation and energy efficiency. We fulfil these obligations by ensuring our organisation performs our functions consistent with section 15(1) of the Climate Action and Low Carbon Act 2021 and the Climate Action Mandate, as updated in CAP25.

We have undergone a period of change within the organisation, as is evident from our recent governance changes, significant increase in staff numbers and the change to our name. During this time climate action has remained a priority for us. We maintain our top-down approach and we have remained compliant with all reporting requirements, both through the SEAI M&R 2030 system and our Annual Report.

I wish to thank all our staff who make conscious efforts regarding climate action. In particular, our Green Team and Facilities Management team who implement positive changes, build momentum behind climate initiatives, and monitor and report on our actions.

An Coimisiún Pleanála is committed to minimise the environmental impact of our day-to-day processes and activities and will build upon the measures we have undertaken to date so that we can achieve our climate obligations as set out above.



**Peter Mullan**

**Chief Executive Officer**



## Organisational context

As a public body, An Coimisiún Pleanála is required under the Climate Action Mandate and the Public Sector Climate Action Strategy 2023-2025 to meet targets relating to decarbonisation and energy efficiency. This includes the publication of a Climate Action Roadmap. The purpose of the roadmap is to encourage strategic vision, coordination, organisation, mobilisation, and planning by the organisation, all with regard to achieving the following targets:

- At least a 51% reduction in Greenhouse Gas emissions by 2030
- 50% improvement in energy efficiency by 2030

## Progress to date

To date, An Coimisiún Pleanála has made considerable progress towards achieving these targets.

In 2024:

- our fossil CO<sub>2</sub> output was maintained at 0 kgCO<sub>2</sub>. This aligns with the baseline figure of the organisation.
- Our total CO<sub>2</sub> emissions were at a 41.7% reduction from our baseline figure.
- We improved our energy performance by 65.1% from our baseline figure.

Further information regarding the generation of baseline figures can be found under the “Our Targets” section. This Roadmap complies with the requirements outlined in the updated Climate Action Mandate as amended under CAP25.

## Our targets

### Carbon emissions analysis

The baseline for our total CO<sub>2</sub> emissions is **215,024 kg CO<sub>2</sub>**. This is generated from the average of our 2016-2018 figures, as set by the SEAI.

Our total CO<sub>2</sub> emission output for 2024 **124,647 kg CO<sub>2</sub>**. This is a **41.7% reduction** on our baseline. Our 2030 target is 46,210 kgCO<sub>2</sub>.

### Energy efficiency analysis

With regards to energy efficiency, An Coimisiún Pleanála have achieved a **65.1% improvement** from our baseline figure in 2024, as derived from our 2006-2008 average. This data is based on our Energy Efficiency Key Performance Indicators (EEKPI) as logged and monitored through the SEAI Monitoring and Reporting system (M&R 2030).

We have surpassed the 50% target and aim to maintain this reduction throughout the period up to 2030.

### Actions/projects required to meet targets

With relation to energy usage, An Coimisiún Pleanála will continue to use the monthly electricity invoices to record and monitor the usage and cost per month, differentiating between daytime and nighttime usage. This process allows us to compare and track usage from the same period of the previous year and help highlight any anomalies which need attention.

Throughout 2024 we have updated light fixtures to LED, when bulbs required changing. We will continue this process until all units are operating on LED bulbs.

## Our People – Leadership and governance

### Green Team

The Green Team is drawn from all sections in the building to develop and encourage environmentally friendly practices on behalf of all staff and the organisation. The aim is to promote awareness amongst staff of the necessity and benefits of environmentally friendly practices and to encourage the use of such practices in the day-to-day workings of the Commission. The Green Team plays an integral role in delivering climate actions that are effective and engaging for staff. The Green Team is responsible for:

- regular updates regarding environmental and climate initiatives,
- organising internal talks and workshops with topics including biodiversity, energy and climate action,
- managing the rooftop garden, and
- other sustainable tasks/initiatives as they arise.

### Nominated Climate and sustainability champion

The Senior Administrative Officer (SAO) of the Facilities and Environmental Section (FEM) is the Climate and Sustainability Champion for An Coimisiún Pleanála. The role of the Climate and Sustainability Champion within our organisation includes:

- implementing and reporting on the Climate Action Mandate,
- ensuring that staff are engaged with climate action and have appropriate training,
- act on behalf of the Green Team to relay initiatives to Senior Management to ensure staff can be facilitated to participate in activities, and
- provide feedback from senior management to the Green Team and FEM regarding potential projects or activities.

## **Our People- Engaging our Staff**

### **Planned Senior Leadership Training**

At present, members of Senior Management have completed a 2-day climate action leadership training course. While attendance is required under the mandate for all senior management at PO level, it was decided internally that senior management from AP level and above would attend, as they sit on the Management Committee. It is envisaged that the Governing Board, Planning Commissioners and all members of Senior Management will be invited to complete this training in the coming 12 months.

An Coimisiún Pleanála will ensure this training is delivered to all new staff of these levels going forward, to ensure the top-down approach to climate action is maintained as a priority across the organisation.

### **Staff Training Plans and Sustainability Workshops**

In addition to training organised by Learning and Development, the Green Team will also continue to engage with staff through regular talks and events on current environmental affairs such as National Biodiversity Week and Smarter Travel events. They also circulate regular digital news posts, including information on building and organisational updates, interactive quizzes and competitions.

## Our Way of Working

### Governance structure

An Coimisiún Pleanála adopt a top-down approach to climate action. Environmental initiatives are executed and managed by our Facilities and Environmental Management (FEM) section and our Facilities contractor, Aramark. Aramark are market leaders in Facilities and Property Management and adhere to best practice regarding green procurement. They assist FEM in improving building systems, energy efficiency and recycling methods.

### Energy and environmental management systems

An Coimisiún Pleanála are required to submit regular reports to the SEAI through their monitoring and reporting system, M&R 2030. This data is used to monitor our annual progress towards achieving our targets and to generate future projections. Aramark provide monthly statistics relating to waste disposal.

### Green Public Procurement

An Coimisiún Pleanála's annual procurement plan commits us to incorporating Green Public Procurement (GPP) criteria in our procurement processes, where practicable. GPP efforts are also facilitated by our use of OGP Frameworks which incorporate green criteria.

We plan to build on this commitment by:

- Adhering to Circular 17/2025 which provides updated Green Public Procurement Instructions for Public Sector Bodies
- Implementing Green Public Procurement in accordance with the Green Public Procurement Implementation Mandate set out in Buying Greener: Green Public Procurement Strategy and Action Plan 2024-2027
- Ensuring we incorporate GPP commitments into our Corporate Procurement Policy when it is revised.

## Resource Use

### Waste Management

The food waste that is generated on site is monitored by our facilities contractor Aramark and statistics are issued monthly. This includes a waste segregation graphic along with numeric values for what has been disposed of each month. Centralised collection bin systems with appropriate signage are located in all open plan areas and all individual bins at desks have been removed. This aims to encourage staff to segregate and use the centralised bins accordingly.

### Food Waste and Organic Food

Morning tea break is provided to staff in our canteen. The offerings are regularly monitored and adjusted in line with office attendance to minimise food waste. There are no other prepared food offerings available on site.

Food waste is monitored by our facilities contractor, Aramark, and reported to us as part of our monthly waste statistics.

Any new contract arrangements related to canteen or food services, including events and conferences, will include measures that are targeted at addressing food waste, with a specific focus on food waste prevention and food waste segregation, having regard for Ireland's commitment to reduce food waste by 50% by 2030.

### Single Use Items

An Coimisiún Pleanála eliminated use of single use plastics in 2019. This included disposable cups, cutlery and straws. An Coimisiún Pleanála is cognisant of the requirements regarding SUP in all procurement processes. This has been relayed to 3rd party contractors who may engage in procurement on our behalf.

### Procurement of ICT Equipment

In 2025, An Coimisiún Pleanála purchased 16 laptops under *the OGP Framework for the provision of Remanufactured Notebook Computers*. We will continue to purchase standard laptops using this Framework, where possible, and will continue to monitor updates to the framework in which additional devices are added.

When suitable equipment is unavailable through this framework, we refer to the *OGP framework for the provision of Windows Desktop, Notebook and 2-in-1 Notebook Computers and Associated ICT Peripherals and Services (Laptops)*. While this Framework is due to expire in July 2026, with the possibility of an extension until July 2027, we intend to track updates and utilise the OGP frameworks available. Where an OGP framework is unavailable for a device, we will refer to the Triple E register, which lists energy- efficient devices which perform their function within the top 15% of devices of similar functionality, as recommended by the SEAI.

#### Digitisation and Paper-based processes

The Transformation and Digital Services is leading the delivery of key digital transformation objectives through the increased use of electronic documentation. The Team is currently undertaking the New Case Management System, Digital Case Files for Direct Applications, Data Analytics and online capability for submitting Normal Panning Appeals. They also aim to provide a knowledge-based platform containing all procedural, legislative and operational information. Digitisation of these procedures will significantly reduce paper usage within the organisation. The long-term goal of this section is to eliminate paper-based processes as far as practicable.

Additionally, our Facilities and Environmental Management section conduct regular reviews of paper materials used by the organisation to investigate the sustainability of the products currently in use and the alternatives available.

We will continue measuring and monitoring paper consumption and paper waste generation and encouraging staff to reduce their contributions to paper waste.

#### Water

Drinking water is available to staff through mains-fed refill stations which are located throughout the building. They are maintained by an external contractor under our facilities management contract.

## Our buildings and vehicles

### Vehicles

An Coimisiún Pleanála do not hold a fleet of vehicles.

### Promoting Cycling and Shared Mobility

An Coimisiún Pleanála's Smarter Travel Team engage with initiatives run by the National Transport Authority and promote them across the organisation.

These include cycling and walking challenges.

In addition to this, we issue annual Staff Travel Survey and use the results and recommendations provided by the NTA to implement actions to make improvements.

Human Resources promotes and facilitates access to various transport schemes. Staff can avail of Tax Saver tickets for commuting which reduces their overall cost per journey. Staff can also avail of the Bike2Work Scheme which offers the opportunity to purchase a bicycle at a significantly reduced rate through "salary sacrifice".

Additionally, there are four Leap cards and two DublinBike cards available to staff who may require transport in line with work duties, to encourage sustainable travel for work purposes.

### Phasing out parking

We have a car park containing 19 regular car park spaces and 1 accessible parking space. These are allocated on a work needs basis. We have opened discussion with the building landlord regarding potential change of use of some of the parking spaces.

### Buildings

We hold one building on lease which is located at 64 Marlborough St. Dublin 1.

### Fossil fuel heating systems

An Coimisiún Pleanála do not use any fossil fuel heating systems.

## Display of Display Energy Certificates

Our Display Energy Certificate (DEC) is located at our Service desk which is accessible to both staff members and members of the public. Our current rating is a C2.

## Procurement of Cleaning Services

Procurement of cleaning services is managed by our Facilities contractor. Any updated requirements regarding climate and sustainable actions, will be highlighted for consideration in future tender processes.

## Building Stock Plans

Our building stock plan is currently under review.