



**WWF**

*for a living planet*

**WWF-UK**  
**Environmental Report**

*2007-08*

## Introduction

WWF's mission is to stop the degradation of the planet's natural environment and build a future in which humans live in harmony with nature. To achieve this on a global scale it is inevitable that we have an impact on the environment. However, we are dedicated to reducing this impact to a minimum.

To help us achieve this, WWF-UK has an environmental policy and an Environmental Management System (EMS). In particular, we monitor energy consumption, water, waste, staff business travel and purchasing.

This report outlines our environmental performance in these areas during the 12 months from 1 July 2007 to 30 June 2008. To minimise the environmental and financial costs associated with printing, our Environmental Report is only available online. To track our performance against previous years, view our earlier Environmental Reports.

[1999/2000](#) - [2000/01](#) - [2001/02](#) - [2002/03](#) - [2003/04](#) - [2004/05](#) - [2005/06](#) - [2006/07](#)

If you have any comments about this report, or suggestions on how we could improve our environmental reporting, please e-mail us at [ems@wwf.org.uk](mailto:ems@wwf.org.uk).

An overview of WWF-UK's work during the reporting period can be found in our [2008 Annual Review](#).

The Director of Resources is responsible for running our EMS, to make sure we stick to our environmental policy and set an example to others by finding innovative ways to reduce our impact on the environment. We have to balance this against the need for site visits to our overseas field work, and for meetings with stakeholders to ensure projects progress as effectively as possible.

As well as striving to improve our own performance, we help other organisations to reduce their environmental impact. During the year, the UK government, commercial companies, other non-governmental organisations (NGOs) and other offices from the WWF network asked us for advice and assistance. We offer advice on reducing carbon emissions from a variety of sources, especially travel, recycling, carbon offsetting and generally adopting a more environmentally-sustainable mode of operating.

## Overview

WWF-UK operates from six locations: our head office in Godalming, Surrey (Panda House), offices in London, Scotland and Northern Ireland, and two offices in Wales. We employ approximately 287 full-time equivalents, 240 of whom are based at Panda House.

## Overall results

In May 2008, we achieved certification to ISO14001, the internationally recognised environmental standard. To the best of the certification body's knowledge, WWF-UK is the first NGO to be accredited to this standard.

Our Trustees have decided that we should move from our current head office at the end of the lease in 2012 and build a new headquarters. The new office will be an exemplar in terms of its impact on the environment. In the mean time, we remain committed to minimising any negative environmental impact resulting from our existing premises.

Our efforts to reduce our environmental footprint are recorded below. We set ourselves very challenging targets, from baselines that reflected very good practice when they were set.

We're addressing areas where we didn't reach our targets. Where possible we measure our impact in terms of overall environmental impacts, but we often use CO<sub>2</sub> emissions as a

proxy. Using that as a measure of our performance this year we emitted a total of 699 tonnes of CO<sub>2</sub> – 448 tonnes from travel, and 251 tonnes from energy consumption. The equivalent figures for FY07 were 399 tonnes from travel and 265 tonnes from energy consumption.

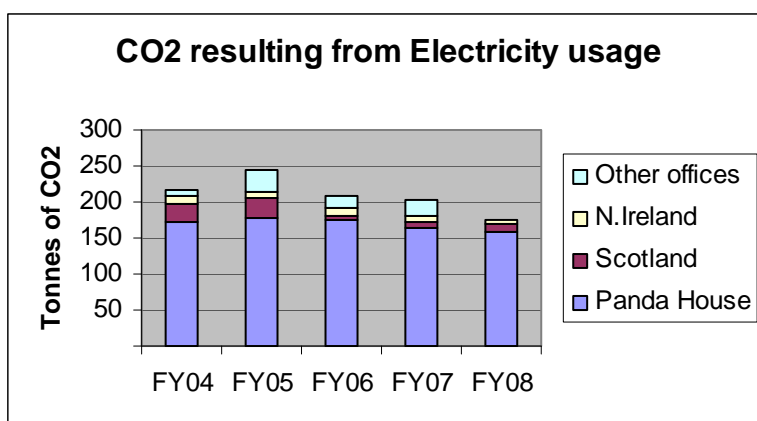
## Energy

During this year our emissions from energy use were 175<sup>1</sup> tonnes for electricity, a decrease of 14% compared to the previous year, and 76 tonnes for gas, a 21% increase compared to the previous year.

### Electricity

Our overall electricity consumption was 329,090 kilowatts (of which 91.5% were consumed at Panda House).

The installation of the [Powerperfector](#) was extended to the whole of Panda House, and reductions in electricity consumption were immediately seen. This device also provides a smoothed supply at lower voltage which ensures cooler running and longer life of electrical devices. Additional technologies were adopted by the IT department to reduce the power consumed by our servers (see Green IT).



Target for FY08	Performance against target	Comments
<b>5% reduction</b> in CO <sub>2</sub> emissions from electricity use.	<b>14% reduction</b> – exceeded target.	<ul style="list-style-type: none"> <li>We began introducing software that will put all PCs in sleep mode when they are left unattended. This will be completed in FY09.</li> <li>We cut the number of printers in Panda House by two-thirds. Our new printers use a third less energy than the previous models. This was completed in June 2008.</li> <li>The closure of two offices helped us to exceed our target.</li> </ul>

<sup>1</sup> The basis of this figure has changed compared to the FY07 report. It is calculated using Defra guidance from June 2008 (see <http://www.defra.gov.uk/environment/business/reporting/pdf/ghg-cf-guidelines2008.pdf>). We employed Defra's recommended guidance for our report last year, which gave a lower result, of 96.8 tonnes of CO<sub>2</sub>. Using the revised guidance the equivalent number in FY07 would have been 204 tonnes. Serviced offices in Wales and London Bridge do not have separate electricity meters and we are unable to report separately on their consumption.

Target for FY09	Action plan to achieve target
<b>5% reduction</b> in CO <sub>2</sub> emissions from electricity use.	<ul style="list-style-type: none"> <li>All PCs being automatically switched off when the burglar alarm is set.</li> <li>Completing the introduction of software that will put all PCs in sleep mode when they are left unattended.</li> </ul>

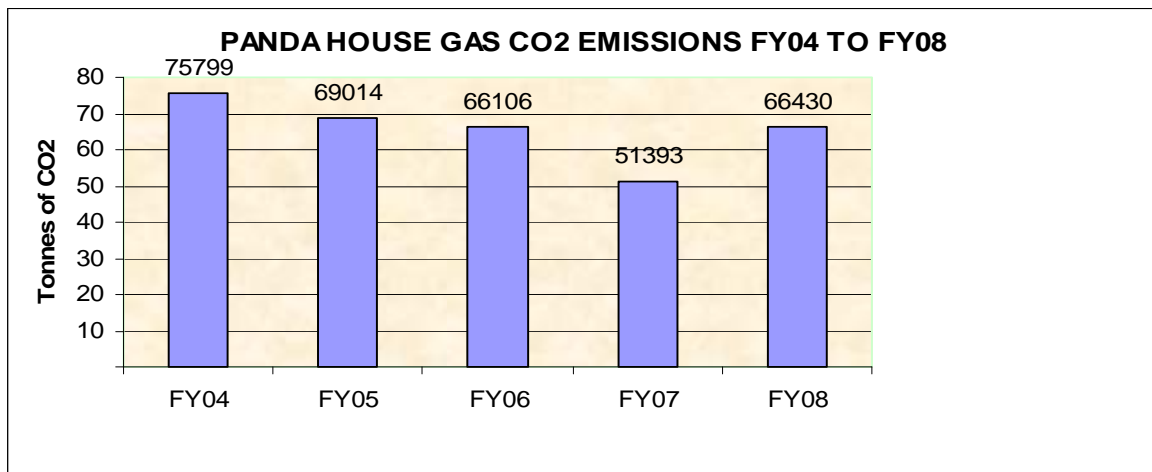
#### Green IT

Our IT team has reduced electricity use in several ways over the last two years, notably by 'virtualising' our servers. In a traditional setup, each physical server uses electricity even when idle. We now run 30 virtual servers on just four physical machines.

We have also replaced traditional servers with 'blades', which are machines stripped to the bare minimum: a processor and the devices and memory immediately associated with the task of computing. Monitoring devices give the server 'farm' just enough power, cooling and other resources, switching on and off power supplies and fans as required. Next year we will be able to switch blades on and off in response to demand.

#### Gas

The downward trend in our use of gas over several previous years reversed, with a 21% increase overall. Our CO<sub>2</sub> emissions relating to gas use were 76 tonnes. Our Scottish office finally obtained planning permission to erect the boiler house for the wood-chip boiler, which was installed in June. Thus the Dunkeld office no longer needs to rely on gas for heating. We hope the gas boiler will not be needed at all this winter.



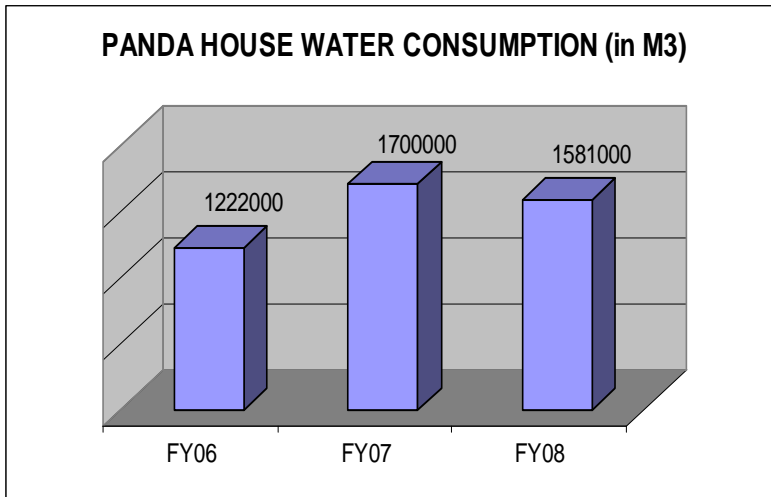
Target for FY08	Performance against target	Comments
<b>5% reduction</b> in gas use.	<b>21% increase</b> – missed target.	The increase is partially explained by adopting a different heating programme for Panda House to ensure a workable temperature during office hours. We are investigating other causes such as poor mechanical performance or maintenance.

Target for FY09	Action plan to achieve target
<b>0% increase</b> in gas use – while maintaining a workable office temperature.	<ul style="list-style-type: none"> <li>Overhaul or replace boilers.</li> <li>Reduce the standard temperature in the office, and the length of time the heating is on.</li> <li>Switch to a boiler fuelled by wood pellets at the Dunkeld office. This should help us achieve our target. Results from the study of gas use at Panda</li> </ul>

	<p>House should highlight if and where additional savings can be made.</p> <ul style="list-style-type: none"> <li>This target could be unachievable if there is a long cold winter.</li> </ul>
--	--

Water

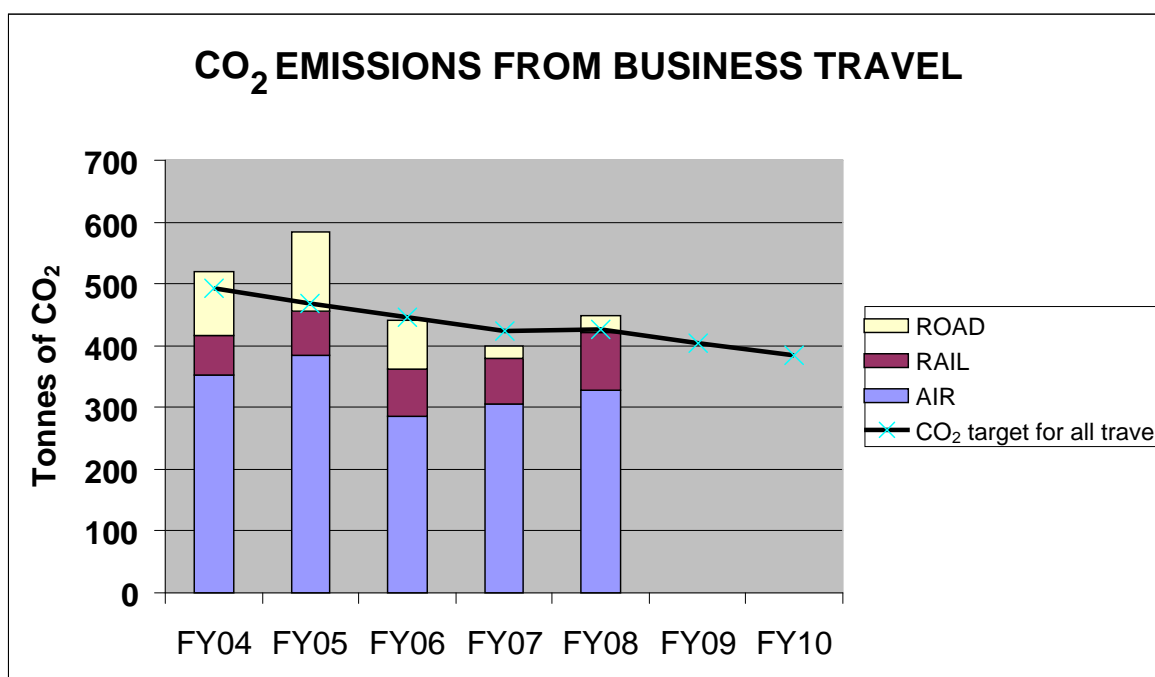
We continue to monitor water use at Panda House, based on the invoices we receive from the water company. This year there was a significant 14% decrease in per capita use. To help conserve water we have installed auto-shut-off taps in the toilets. Thames Water's recommended figure for larger office usage such as our headquarters, with catering, is 8.3 cubic metres per person per year. So, at 6.6 cubic metres per person per year, our usage is well within this range.



Target for FY08	Performance against target	Comments
Reduce per capita water use.	<b>14% reduction</b> – exceeded target.	Replaced all toilet taps with auto-shut-off taps.

Target for FY09	Action plan to achieve target
Maintain or reduce our per capita water use.	<ul style="list-style-type: none"> <li>Investigate reducing the amount of water used to flush toilets.</li> </ul>

## Travel



### Air travel

There was an overall increase in our air travel of 7.2% against a targeted reduction of 5%. The final figure for the year was 328 tonnes, meaning we did not achieve our target.

### Road travel

Bus and taxi travel accounted for an estimated 2.3 tonnes of CO<sub>2</sub> for the year, a very significant reduction from the previous year's 4.8 tonnes. Emissions from all private and pool cars dropped to 25.5 tonnes from 30.7, largely as a result of the reduction of the pool car fleet from six to just two Toyota hybrids. The Toyota Prius results are based on actual miles driven; the other figures are estimates, based on expenditure and the Office of National Statistics (ONS) figures for these modes of transport.<sup>2</sup>

### Rail travel

Based on cost, we estimated that our staff travelled 1.5 million kilometres on business during the year. Using ONS estimates as above, this translates to an estimated 92 tonnes of CO<sub>2</sub>. This is up from 73 tonnes last year.

### Video-conferencing

We introduced a web-based conferencing tool, Webex, in February. It is very popular with our offices in many countries. Main offices still maintain separate video-conference facilities, but we are using web-based systems more frequently. There has been promising take-up of web-based conferencing across the WWF network. We actively encourage staff to use these technologies as an alternative to travelling.

Targets for FY08	Performance against target	Comments
<b>5% reduction</b> in CO <sub>2</sub> emissions from air travel.	<b>7% increase</b> – missed target.	<ul style="list-style-type: none"> <li>Most parts of the organisation kept within the CO<sub>2</sub> targets that we set for air travel.</li> <li>Trips to our international headquarters near Geneva increased to 68, but 7 of those were by train.</li> <li>Several flights were booked by an</li> </ul>
Keep total CO <sub>2</sub> from all travel to less than 422 tonnes.	<b>448 tonnes</b> – missed target.	

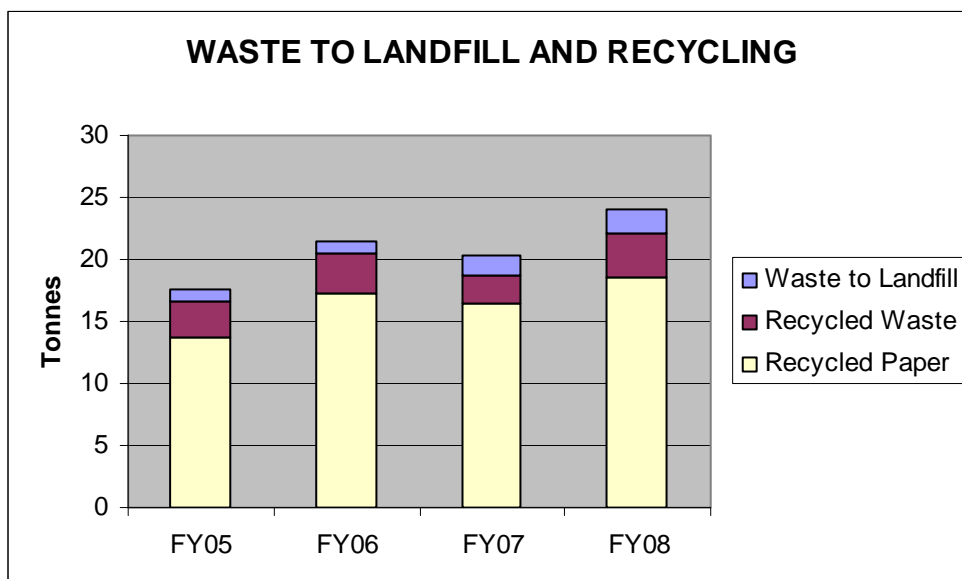
<sup>2</sup> The ONS publishes data which records the relationship between the average expenditure on different modes of transport, and the CO<sub>2</sub> emitted. We use this as a guide to convert expenditure to CO<sub>2</sub>.

Encourage greater use of rail over air for European destinations.	Target achieved.	<p>out-posted member of staff without going through the agreed travel approval process. These accounted for 26.7 tonnes of CO<sub>2</sub> – almost exactly the amount by which we missed our travel emissions target. This problem has been addressed.</p> <ul style="list-style-type: none"> <li>• Our rail trips within Europe extended well beyond Eurostar limits, with destinations including Geneva, Rome, Copenhagen, Bonn, Freiberg (4) and Amsterdam (3). All journeys to Paris and all except one to Brussels (from Edinburgh) were by train.</li> </ul>
---	------------------	--

Targets for FY09	Action plan to achieve target
<b>20% reduction</b> in CO <sub>2</sub> from air travel – to 263 tonnes or less.	<ul style="list-style-type: none"> <li>• Apply carbon budgets strictly for each division.</li> </ul>
<b>11% reduction</b> in overall CO <sub>2</sub> emissions from travel – to 400 tonnes or less.	<ul style="list-style-type: none"> <li>• The budget for air travel CO<sub>2</sub> emissions for FY09 is a further 5% below the previous year's target. This will be tough to meet but there is a strong will from staff to get to grips with our travel CO<sub>2</sub> emissions. The budget was issued very early in the year so every manager was aware of their quota.</li> <li>• We will extend the range within which rail is the default option for staff travel, and reiterate that staff should seek alternatives to travel wherever possible.</li> </ul>

### Waste and recycling

We continue to reduce, reuse and recycle. However, despite our efforts we continue to produce a larger amount of waste and to recycle less than our targets. The total weight of our waste increased by 18% to 24 tonnes. Our waste contractor improved its recycling ratio, from 57% to 64%, during the year. However, waste to landfill increased to 2 tonnes – more than double the FY05 result. The amount of waste paper for recycling grew to 18.5 tonnes, an increase of nearly 12.5%. It is expected that the new in-house printing system will greatly reduce the amount of paper wasted.



Targets for FY08	Performance against target	Comments
<b>40% reduction</b> in the amount of waste going to landfill.	<b>18% increase</b> – missed target.	The proportion of total waste going to landfill remained the same as the previous year.
Introduce software that allows printing only when the person is present – thus reducing the amount of uncollected printed material in the office and therefore our paper consumption.	Achieved target, June 2008.	In June, we replaced the many laser printers and photocopiers in Panda House with a smaller number of centralised, more efficient multi-function devices.

Target for FY09	Action plan to achieve target
Reduce the proportion of waste going to landfill to no more than 5% of total waste.	<ul style="list-style-type: none"> <li>Find a replacement recycling contractor with a significantly better recycling performance.</li> <li>Reduce food waste by appropriate means (e.g. composting).</li> </ul>
<b>25% reduction</b> in the amount of waste paper we produce – to FY07 levels (16.5 tonnes).	<ul style="list-style-type: none"> <li>This should be mainly achieved through new printer technology (see above) which requires users to be present when printing and deletes unprinted jobs after 24 hours.</li> </ul>

## Procurement

We implement strict purchasing policies and guidelines and where appropriate we require suppliers to complete environmental and ethical questionnaires in advance of placing an order. When considering whether to include goods in our [gift catalogue](#) we extend this selection process to a detailed analysis of the product, its manufacture, the raw materials involved and the logistics of getting it to the customer. This year, our environmental department reviewed more than 250 submissions about products being considered for the catalogue.

We collated and submitted our second report to WWF's Global Forest & Trade Network (GFTN) on all the timber-based products we purchased during the year. The following results are an extract from the report. For details of the various categories and the aims and objectives of the GFTN, please visit <http://gftn.panda.org>

The volume of FSC recycled post-consumer waste we purchased comprised a satisfactory 91.8% of our timber and paper. We reduced our use of recycled pre-consumer waste to 2.5%. Regrettably, our use of unknown or unwanted product increased to 2.6% rather than being eliminated. We expect that the appointment of Etrinsic (see below) will prevent a recurrence. Credibly certified FSC timber made up the balance.

Certified scheme	Category	Volume in cubic metres
FSC Recycled	Rii, Recycled post-consumer	681.69
No Certification Scheme	Ri, Recycled pre-consumer	18.87
No Certification Scheme	1, Unknown or unwanted	19.72
FSC	5, Credibly certified	15.45
PEFC	3, Licensed source	6.28
<b>Total In cubic metres</b>		<b>742.01</b>



The majority of our print work is now channelled through a print management company, Etrinsic, which ensures no printing jobs are undertaken using anything other than paper and board that meets WWF-UK's procurement policy, and that only those print businesses capable of meeting our exacting environmental standards are employed. A roster of qualifying printers is being established in collaboration with Etrinsic.

We continue to use Evolve office paper, which is 100% post-consumer waste. We used 485 boxes (6.25 tonnes) during the year – a reduction of 8.5%. The new printers in Panda House should greatly reduce this amount. The M-Real mill, to which our waste paper goes for recycling to produce our copier paper, was sold earlier in the year to a company that only makes recycled corrugated card. This is good for the recycled card market, but is bad news for us. In November, supplies of Evolve paper ceased to be made in Kent, and transferred to France. We will continue to review this supply.

Targets for FY08	Performance against target	Comments
Ensure that an increasing proportion of our printing meets our environmental standards.	Achieved target.	Etrinsic was contracted to provide this service and commenced work in January.
Remove all 'unidentified or unwanted' timber sources from our purchasing stream.	Missed target.	See FTN report, above.
Ensure our suppliers all meet agreed environmental standards.	Mostly achieved.	This is monitored through a procurement procedure including a detailed questionnaire. In a very few cases, suitable products are not readily available.
Reduce in-house paper use by introducing new technology.	Partially achieved.	The introduction of the new printing system should show results in the next year.

Targets for FY09	Action plan to achieve target
Ensure office paper supply has lowest possible impact.	<ul style="list-style-type: none"> <li>Investigate the replacement of our office paper, Evolve, and find a product that provides a lower environmental impact, if possible.</li> </ul>
Report to the GFTN the elimination of all 'unidentified or unwanted' timber sources from our purchasing stream.	<ul style="list-style-type: none"> <li>Monitor through Etrinsic and ensure all print jobs and other procurement of timber products meet agreed criteria.</li> </ul>
Reduce in-house paper use.	<ul style="list-style-type: none"> <li>Our new printer technology should help us achieve this target.</li> </ul>

## ISO14001

Target for FY08	Performance against target	Comments
Achieve certification to the international environmental standard ISO14001.	Achieved, May 2008.	

Target for FY09	Action plan to achieve target
Retain ISO14001 certification and demonstrate 'continual improvement'.	<ul style="list-style-type: none"> <li>We have set up a new subgroup to monitor progress against ISO14001.</li> </ul>

## Carbon offsets

This is the third year that WWF-UK has offset carbon emissions by purchasing Gold Standard offsets from Climatefriendly in Australia. Since Climatefriendly calculates emissions from air travel using a 2.7 times 'forcing factor' multiplier, its figures for emissions from this sector are higher than ours. For the sake of consistency, we've decided to remain with our existing method of calculating CO<sub>2</sub> from flights until 2010.

Before seeking 'carbon neutrality' by buying offsets, we strive to reduce our carbon emissions to the irreducible minimum. The activities detailed above show our commitment and resolve to achieve this.

Targets for FY08	Performance against target	Comments
<b>10% reduction</b> in our carbon emissions from all activities.	<b>6% increase</b> – missed target.	See above. This was due to increases in travel CO <sub>2</sub> .
Offset all FY08 emissions in a Gold Standard offset scheme.	Achieved target.	We invested in the Anemon Intepe 30.4MW wind farm project in the Marmara region of Turkey.

Targets for FY09	Action plan to achieve target
<b>10% reduction</b> in our total carbon emissions as set out above, from 699 tonnes to approximately 629 tonnes.	<ul style="list-style-type: none"> <li>• See above for details.</li> </ul>
Offset all FY09 emissions in a Gold Standard offset scheme.	<ul style="list-style-type: none"> <li>• We will select a project during the year.</li> </ul>



**WWF-UK**  
 Panda House, Weyside Park  
 Godalming, Surrey GU7 1XR  
 tel: +44 (0)1483 426444  
 fax: +44 (0)1483 426409

**for a living planet®**

The mission of WWF is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by

- conserving the world's biological diversity
- ensuring that the use of renewable natural resources is sustainable
- reducing pollution and wasteful consumption

**wwf.org.uk**