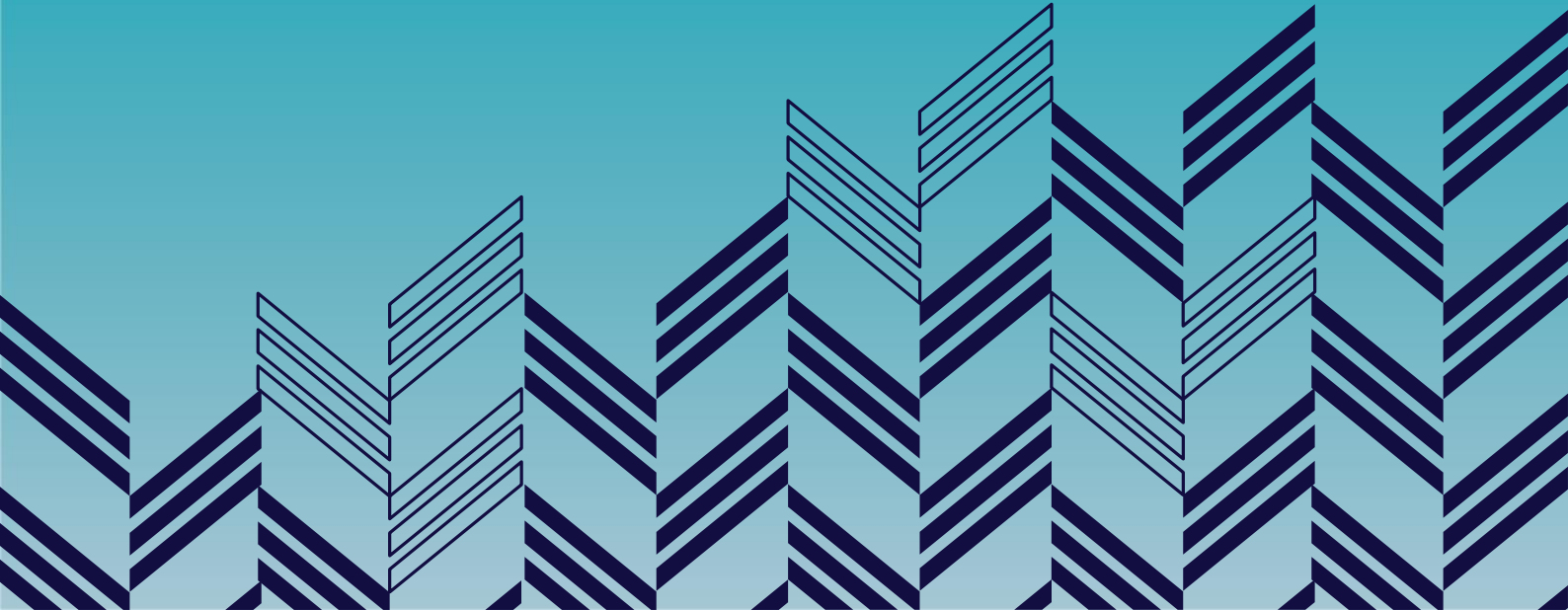




**NEW ZEALAND**  
**FOREIGN AFFAIRS & TRADE**  
Manatū Aorere

DEC 2022

# Emissions Reduction Plan



## Context

1. The Ministry of Foreign Affairs and Trade's (MFAT's) purpose is to act in the world to build a safer, more prosperous, and more sustainable future for New Zealanders. Building a sustainable future is reflected in one of the four value propositions in our Strategic Framework, *Kaitiakitanga: Generations of New Zealanders benefit from sustainable solutions to global and regional challenges*. In addition to our global and regional work to pursue climate action, we also work with other government agencies to support New Zealand's action to reduce our own greenhouse gas emissions and meet our international obligations.
2. In December 2020, the Government announced the Aotearoa New Zealand public sector would achieve carbon neutrality by 2025. As part of the Carbon Neutral Government Programme (CNGP), MFAT is expected to:
  - Report annually and make publicly available its total organisational emissions via Annual Reports and the CNGP Secretariat;
  - Establish emissions targets for 2025 and 2030 that are in line with a global emissions pathway that limits warming to no more than 1.5°C; and
  - Publish an emissions reduction plan to meet these targets.
3. As a foreign service for a geographically isolated country, MFAT's emissions are naturally dominated by air travel emissions. Our emissions intensity will also be higher than most other foreign services: we have to fly further for in-person engagement, and we do not have the option of choosing different travel modes given we always have to fly from Aotearoa New Zealand to other countries. In addition, sparse physical connectivity choices in the Pacific also adds complexity – point-to-point travel options are very limited and, in most cases, non-existent. Our challenge is therefore to identify how we can deliver for Aotearoa New Zealand while meeting the CNGP requirements and safeguarding the health and well-being of our staff and their families.
4. Diplomatic engagement is at the core of MFAT's work, with travel an essential tool for achieving our foreign policy, development, and trade objectives. As international relations return to a primary reliance on face-to-face diplomacy, travel to represent Aotearoa New Zealand's interests is non-discretionary.
5. The transition to less carbon intensive air travel will be challenging. There will always be circumstances where the imperative of achieving Aotearoa New Zealand's diplomatic goals will be the overriding consideration as we make our travel choices.

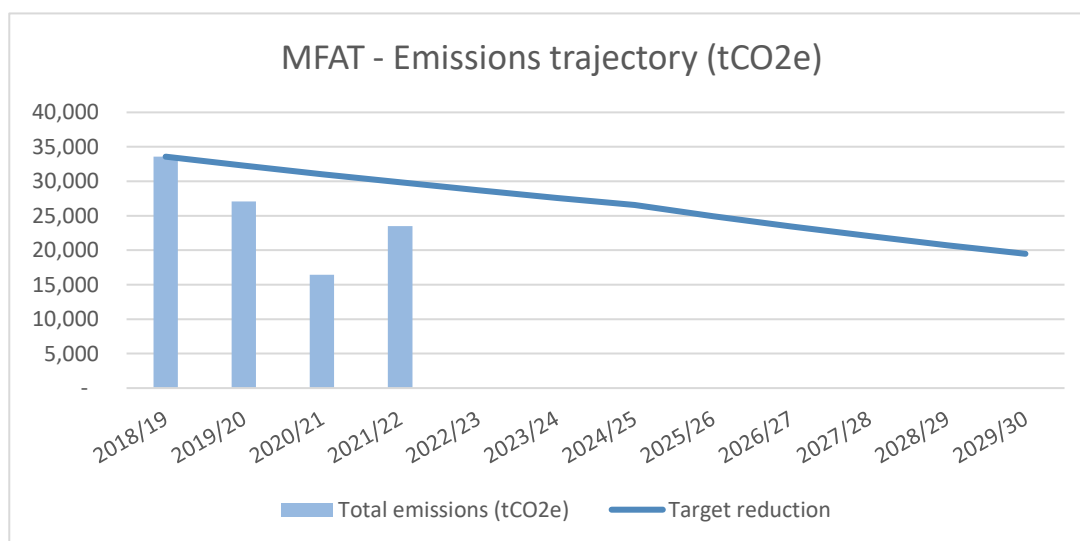
## Our emission sources and targets

6. An overview of our inventories since the 2018/19 baseline year is provided in the table below.

**MFAT emission sources 2018/19 – 2020/21 (tCO<sub>2</sub>e)**

Source	2018/19	2019/20	2020/21	2021/22
Air travel	21,092	14,410	4578	9885
Electricity	7254	8037	7777	8161
Freight	2306	2158	2113	2897
Accommodation	957	690	392	671
Natural gas	601	640	608	678
Vehicle fuels	584	480	298	383
Fuel oil	281	213	230	365
Diesel (generators)	206	169	201	183
Refrigerants	106	106	106	106
Waste/water	101	112	121	120
Taxis, rail, rental cars	90	67	37	39
<b>TOTALS</b>	<b>33,578</b>	<b>27,082</b>	<b>16,461</b>	<b>23,488</b>

7. In July 2022, the MFAT Board agreed on the following gross emissions reduction targets, which are in line with a global emissions pathway that limits warming to no more than 1.5°C: a 21% reduction (7,051 tCO<sub>2</sub>e) by 2024/25 from the 2018/19 baseline of 33,578 tCO<sub>2</sub>e, and a 42% reduction (14,103 tCO<sub>2</sub>e) by 2029/30 from the 2018/19 baseline.



8. With these targets, MFAT will aim to limit annual emissions to the totals indicated below. Exceeding emissions in one year will make reductions in following years more difficult.

Year	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
tCO <sub>2</sub> e	28,710	27,608	26,547	24,955	23,457	22,050	20,727	19,483

## Timeframe of MFAT Emissions Reduction Plan

9. MFAT's Emissions Reduction Plan covers the three years leading to the achievement of the first emissions reduction milestone in 2024/25 – a 21% reduction (7,051 tCO<sub>2</sub>e) from the 2018/19 baseline of 33,578 tCO<sub>2</sub>e.
10. The Plan will be updated annually to reflect new information and insights that arises from implementing measures as part of this Plan, as well as evolution and developments in MFAT's mahi. While our responses to unexpected events, such as humanitarian disasters, may see us departing from the planned trajectory for short periods, we will always endeavour to press on with our gross emissions reductions.
11. By 2024/25 there will be a major refresh of the Plan to set out steps we will take to achieve a 42% reduction (14,103 tCO<sub>2</sub>e) by 2029/30 from the 2018/19 baseline.

## Principles underpinning our approach to reducing emissions

12. Achieving our emissions reduction targets will require changes to MFAT systems and policies. Any changes to these systems and policies will be underpinned by a number of principles, including:
  - MFAT's enduring focus will be to realise its purpose and achieve collective impact
  - Business needs and strategic objectives will be met, and Aotearoa New Zealand interests will be protected
  - Health, safety, and well-being of staff will be safeguarded
  - Key career development activity, including learning offshore, will be preserved
  - Any changes will be evidence-based and widely consulted
13. Developing a credible organisational response to climate change requires thoughtful planning, extensive engagement, as well as clear communications and transparent processes. Evolving to a less carbon-intensive organisation must also be in line with our organisational values and support ongoing delivery of the Ministry's priorities, as set out in the Strategic Framework.

## A culture of kaitiakitanga and sustainability

14. Underpinning all decarbonisation activities is a strong culture of kaitiakitanga and sustainability. Advancing sustainability is not the task of one team – it happens through the actions and efforts of everyone. Building a strong ethos across the entire organisation means sustainable choices will be easier to make and will, with time, become a natural feature of how we do our work. Guidance and tools are needed to support staff to apply sustainability principles into their everyday work. These will be developed throughout the life of the Emissions Reduction Plan.

15. The Ministry's commitment to kaitiakitanga and sustainability should be visible in everything it does. Work will also be undertaken to integrate sustainability and decarbonisation into front-facing activities, for example through sustainable events, Post initiatives, and lower-carbon catering. Staff have expressed their support for our offshore representation to be 'on brand' – to showcase the sustainability values that are important to Aotearoa New Zealand.
16. Activities that advance the Ministry's kaitiakitanga and sustainability also link to and support organisational priorities such as Mātauranga Māori.

### Activities to reduce our emissions

17. The majority of the Ministry's emissions reductions will occur through intentional policy/systems changes that embed decarbonisation. The Ministry has available to it a range of levers across all sources to reduce emissions in order to meet our targets. There are some trade-offs to be made when identifying reduction opportunities: in some cases, lower-emissions options may be more costly (e.g. EVs can be more expensive than fossil-fuelled vehicles). Other options have technical solutions (lower-emitting travel choices), but require deeper behaviour change in order to make sufficient reductions.
18. The most effective way to meet our targets is to focus on our largest sources: air travel and electricity, and to a lesser extent, freight, accommodation, and vehicle fuels. The following subsections identify at a broad level the proposed approach to reducing emissions. More specific activities will be identified as further analytics are undertaken.

### Air travel

19. MFAT's work is driven by diplomatic engagement, an essential tool for achieving our foreign policy, development, and trade objectives. Air travel is and will remain the primary tool to facilitate diplomacy, even though new tools of digital diplomacy have emerged and can generate results in some circumstances. As international relations return to a primary reliance on face-to-face diplomacy, we will have to travel to represent Aotearoa New Zealand's interests.
20. MFAT cannot meet its emission reduction targets without some changes to how we travel. There are limits to how much we can control and influence the nature of our engagement (e.g., multilateral vs. bilateral mahi; responding to humanitarian crises), but we know that having the appropriate technology will expand the opportunities for lower-carbon diplomacy. Sometimes we will need to consider whether or not we fly; however, most times the question will be about how we fly in a less carbon-intensive way that still allows us to deliver for Aotearoa New Zealand.
21. The transition to less carbon intensive air travel will be challenging. There will always be circumstances where the imperative of achieving Aotearoa New Zealand's diplomatic goals will be the overriding consideration as we make our travel choices.

**Objectives:** To provide staff and managers with the tools and incentives that enable smart choices about how they travel. To undertake further analyses to better understand drivers and nature of MFAT travel patterns. To enhance digital diplomacy through expanded and more sophisticated digital tools.

Year	Analysis & data	Tools	Reduction activities
2022/23	<ul style="list-style-type: none"> <li>• Additional analysis of baseline travel data to understand patterns, drivers, and opportunities for reductions</li> <li>• Work with travel provider and MfE to identify emission factors that differentiate by aircraft type, fuel mix, route, seating configuration</li> <li>• Analysis of options / design of a carbon budget pilot</li> </ul>	<ul style="list-style-type: none"> <li>• Engage with travel provider to include estimated emissions to travel quotes</li> <li>• Work with travel provider to initiate quarterly reporting of travel emissions by Group</li> <li>• Guidance on accurate and consistent coding of travel purpose</li> <li>• Enhanced roll-out of digital collaboration tools</li> </ul>	<ul style="list-style-type: none"> <li>• Travel, leave, and other relevant policies revised to: <ul style="list-style-type: none"> <li>◦ introduce carbon emissions as a consideration when booking travel</li> <li>◦ include premium economy as an available option</li> </ul> </li> <li>• Encourage managers to forecast travel and to bundle travel where feasible and appropriate</li> </ul>
2023/24	<ul style="list-style-type: none"> <li>• Analysis of insights from 2022/23 travel</li> <li>• Analysis of the carbon budget system pilot</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff on 'smart air travel' based on aircraft type, fuel mix, route, seating configuration</li> <li>• Continued roll-out of digital collaboration tools</li> </ul>	<ul style="list-style-type: none"> <li>• Explore further revisions to travel and leave policies to ensure emissions reductions are on track, staff well-being is protected, and business objectives are being met</li> <li>• Carbon budget pilot as the primary tool to manage emissions</li> </ul>
2024/25	<ul style="list-style-type: none"> <li>• Analysis of insights from 2023/24 travel</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>	<ul style="list-style-type: none"> <li>• Carbon budgets formally introduced for each Group as the primary tool to manage emissions, as appropriate</li> </ul>

## Electricity

- Electricity consumption generates MFAT's second largest source of emissions. With 360 properties around the world – some owned, but most leased – the extent of electricity-related emissions reductions that can be achieved depends on several variables, including the level of electricity consumption at a given site, existing electricity efficiency, the willingness of landlords to introduce energy efficiency measures, and the local electricity grid mix.
- There are quick (but small) wins that can be achieved through straightforward efficiency activities, such as LED lighting replacements, installation of motion sensor lights, etc. However, more sizeable reductions can only be attained through more significant activities; these require longer-term capital investments. Consideration

will be given to creating a small, dedicated provision in the Ministry's Four-Year Capital Plan for installation of solar PV on Ministry-owned properties offshore, and other energy projects. This will build on recent solar investments in Canberra, Honiara, Honolulu, and also programmed for Riyadh. Best practice is for electricity consumption to be benchmarked and energy audits undertaken before investments in efficiency measures are made, to maximise the cost effectiveness of these investments.

**Objective:** To maximise energy efficiency of MFAT's property investments in a cost-effective way in order to lower electricity emissions.

Year	Analysis & data	Tools	Reduction activities
2022/23	<ul style="list-style-type: none"> <li>Analysis of consumption in higher consuming / emitting Posts</li> </ul>	<ul style="list-style-type: none"> <li>Development of system of collecting accurate electricity data from higher consuming / emitting Posts</li> <li>Start developing energy efficiency guidance for Posts</li> </ul>	<ul style="list-style-type: none"> <li>Continue to integrate efficiency measures into existing and future minor and major projects, as appropriate</li> </ul>
2023/24	<ul style="list-style-type: none"> <li>Extend analysis of consumption to more Posts;</li> <li>Energy audits and identification of emissions reduction potential in higher consuming / emitting Posts</li> </ul>	<ul style="list-style-type: none"> <li>Sustainable property guidance</li> <li>Initiate development of system to monitor energy emissions / dashboard system</li> </ul>	<ul style="list-style-type: none"> <li>Further integration of efficiency measures into existing and future minor and major projects, as appropriate</li> <li>Subject to resource availability, continue installation of solar PV on Ministry-owned properties</li> </ul>
2024/25	<ul style="list-style-type: none"> <li>Extend identification of emissions reduction potential in offshore properties</li> </ul>	<ul style="list-style-type: none"> <li>Establishment of dashboard / energy monitoring system</li> </ul>	<ul style="list-style-type: none"> <li>Further integration of efficiency measures into existing and future minor and major projects, as appropriate</li> <li>Subject to resource availability, continue installation of solar PV on Ministry-owned properties</li> </ul>

## Freight

24. Freight, made up of shipments of household goods for posted staff, as well as courier/diplomatic bag shipments, is MFAT's third largest source of emissions after air travel and electricity. Nearly all freight emissions come from long-haul air freight, split fairly evenly between household shipments and courier/diplomatic bag shipments. The ability to mode shift – i.e. move some long-haul air freight shipments

to sea freight – depends on a number of factors, including family requirements upon arrival at destination and supply chain reliability. Analysis is needed to understand the potential to reduce emissions from this source.

**Objective:** To reduce emissions from freight while ensuring MFAT’s business needs are met and staff and their families are well-equipped and comfortable when posted and upon their return

Year	Analysis & data	Tools	Reduction activities
2022/23	<ul style="list-style-type: none"> <li>Analysis of freight data</li> </ul>	<ul style="list-style-type: none"> <li>Guidance / information available for staff on emissions from freight</li> </ul>	<ul style="list-style-type: none"> <li>TBD – will depend on supply chains</li> </ul>
2023/24	<ul style="list-style-type: none"> <li>Ongoing analysis of freight data</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>	<ul style="list-style-type: none"> <li>TBD – will depend on supply chains</li> </ul>
2024/25	<ul style="list-style-type: none"> <li>Ongoing analysis of freight data</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>	<ul style="list-style-type: none"> <li>TBD – will depend on supply chains</li> </ul>

### Short-term accommodation (hotels, etc.)

25. Short-term accommodation emissions are MFAT’s fourth largest source of emissions. The extent to which accommodation emissions can be reduced is unclear. Locations change each year depending on events and priorities. In addition, accommodation numbers may increase if staff take longer trips offshore due to bundling their travel into multi-destination journeys and if policy changes to provide for rest days when undertaking long-haul travel in economy / premium economy class.

**Objective:** Establish a monitoring system to ensure implications of changes to travel and leave policies can be forecast and understood

Year	Analysis & data	Tools	Reduction activities
2022/23	<ul style="list-style-type: none"> <li>Analysis of accommodation data, including modelling where accommodation might increase due to potential changes to other policies</li> <li>Obtaining better data on sustainable hotel options and benefits</li> </ul>	<ul style="list-style-type: none"> <li>TBD – will depend on other policies</li> <li>Guidance to staff on carbon implications of accommodation choices</li> </ul>	<ul style="list-style-type: none"> <li>Encourage awareness and informed decision-making on accommodation</li> </ul>
2023/24	<ul style="list-style-type: none"> <li>Ongoing analysis of data</li> </ul>	<ul style="list-style-type: none"> <li>TBD – will depend on other policies</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>
2024/25	<ul style="list-style-type: none"> <li>Ongoing analysis of data</li> </ul>	<ul style="list-style-type: none"> <li>TBD – will depend on other policies</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>



## Vehicle fleet

26. Cleaner vehicle fleets are already on the radar of the Carbon Neutral Government Programme: the government currently has an “electric vehicles first” policy, though this is aimed at the onshore fleet. Nonetheless, it is still beneficial to shift MFAT’s fleet to EVs, hybrids, and lower carbon vehicles; this will help to reduce our overall emissions. As vehicles are replaced each year through the minor capital works process, fossil-fuelled vehicles can be replaced with lower-carbon ones.

**Objective:** To reduce emissions from MFAT’s fleet while ensuring business needs are met and staff safety is maintained

Year	Analysis & data	Tools	Reduction activities
2022/23	<ul style="list-style-type: none"> <li>• Analysis of vehicle fleet and fleet policy</li> <li>• Identification / prioritisation of vehicles for transition to EVs/hybrids</li> </ul>	<ul style="list-style-type: none"> <li>• Development of EV readiness guide for Posts</li> </ul>	<ul style="list-style-type: none"> <li>• Continued replacement of ICE vehicles with EVs/hybrids where practicable</li> <li>• Integration of EV charging infrastructure into building projects where appropriate</li> </ul>
2023/24	<ul style="list-style-type: none"> <li>• Further identification / prioritisation of vehicles for transition to EVs/hybrids</li> <li>• Assessment of cost / benefits of accelerating fleet transition</li> <li>• Analysis of incentives to use more active / public transport</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>	<ul style="list-style-type: none"> <li>• Same as above</li> </ul>
2024/25	<ul style="list-style-type: none"> <li>• TBD</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>	<ul style="list-style-type: none"> <li>• Possible acceleration of fleet transition</li> </ul>

## Other emissions

27. Efforts will also be undertaken to analyse and reduce remaining emissions – every little bit counts. Areas of focus will be: better understanding natural gas and other fuel usage across the network; waste minimisation and improved waste management; replacement of carbon-intensive tools (e.g., fossil-fuelled lawnmowers, etc.) with electric alternatives; and setting expectations with suppliers through our procurement activity.