

# Climate Action Roadmap 2024

Version 1.1

Date: June 2024

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# Background

## Overview

The Government's Climate Action Plan 2021 envisages that the public sector leads by example on climate action, to reach the target of reducing Ireland's greenhouse gas emissions by 51% by 2030 and achieving climate neutrality by 2050. The plan is underpinned by the Climate Action and Low Carbon Development (Amendment) Act 2021, under which public bodies are required to perform their functions consistently with national climate ambitions.

To support public sector bodies leading by example, a Public Sector Climate Action Mandate applies to public bodies covered by the Climate Action Plan, including PSI. The Climate Action Mandate sets out objectives, across four categories, for public sector bodies to meet to support climate action and sustainability targets. All bodies are required to implement a Climate Action Roadmap setting out how it will implement the Mandate objectives, review the document annually, submit it to the Sustainable Energy Authority of Ireland (SEAI) and publish it.

## Organisational Context

The Pharmaceutical Society of Ireland (PSI), the pharmacy regulator, is a public body established under the Pharmacy Act 2007 to protect the health, safety and wellbeing of patients and the public by regulating pharmacists and pharmacies in Ireland. Current data on the numbers of pharmacists, pharmaceutical assistants and retail pharmacies registered with the PSI are available [on the PSI website](#).

The head office is located at PSI House, Fenian Street, Dublin 2. Approximately 55 staff operate out of the office building with opening hours typically from 7.00am to 7.00pm, Monday to Friday. The building consists of a 5-storey over basement building with a plant room located at roof level. The building is made of open plan office spaces, cubicle offices, meeting rooms, Council meeting room, inquiry rooms, ICT comms rooms, lift lobbies, toilet blocks and plant rooms. The building was constructed circa 1980 with an extensive refurbishment carried out in 2012.

## Establishing PSI's Roadmap

In order to develop PSI's first Climate Action Roadmap, an audit of existing processes, reporting data, and project documentation was undertaken, together with feedback informed by a staff engagement workshop to form a baseline. This baseline was aligned with the objectives of the Climate Action Mandate, and resulted in the development of PSI's Climate Action Roadmap which has been developed as a tool to guide ongoing implementation of climate action activities within PSI and represents the organisation's commitment to sustainable practice. To date, the PSI continues to develop its Climate Action Roadmap, while focusing on ongoing implementation of the actions that have previously been committed to. A detailed list of actions is set out in Appendix 1.

# The Mandate – a Summary

## 1. Our People

- Establish and resource Green Teams, reporting to senior management.
- Nominate a Climate and Sustainability Champion.
- Incorporate appropriate climate action and sustainability training into learning and development strategies for staff.
- Organise staff workshops to engage on climate issues.
- Ensure all senior management and members of State Boards complete a climate action leadership training course.

## 2. Our Targets

- Reduce energy related GHG Emissions by 51% in 2030
- Improve energy efficiency in the public sector by 50% by 2030
- Update Climate Action Roadmaps annually within 6 months of the publication of the Climate Action Plan.

## 3. Our Way of Working

- Report on the required information in the Annual Report of the public sector body, using a 'comply *and* explain' approach.
- Achieve formal environmental certification for large public sector bodies, or implement energy management programmes.
- Implement Green Public Procurement (GPP) using EPA and OGP guidance.
- Align with best practice guidelines and methods for construction.
- Measure and monitor food waste generation, and address waste in food service contracts.
- Review and eliminate any paper-based processes, as far as practicable (digitisation as default approach), and monitor paper consumption.
- Provide drinking water refill points, and monitor usage.
- Cease using single use kitchenware in canteens, and progressively eliminate all single use items within the organisation.
- Support Producer Responsibility Initiatives in collection and recycling, and use waste collection separated into three streams.

## 4. Our Buildings and Vehicles

- Promote the use of bicycles and shared mobility options as an alternative to car use, with a view to achieving the National Transport Authority's Smarter Travel Mark.
- Phase out the use of parking in buildings that have access to a range of public transport services and active/shared mobility options (maintaining accessibility parking).
- Display an up-to-date Display Energy Certificate in every public building.
- The public sector will not install heating systems that use fossil fuels after 2023 (unless exceptions apply).
- Develop a building stock analysis for existing buildings.
- Procure (purchase or lease) only zero-emission vehicles from the end of 2022.

# 1. Our People

The Climate Action Mandate requires that public bodies address staff engagement with climate action and ensure that appropriate training, as well as leadership and governance structures are established to facilitate this.

## 1.1 Leadership and Governance

The PSI is fully committed to, and engaged with, the Public Sector Energy Strategy, published in 2017, and the subsequent Public Sector Climate Action Strategy 2023. To ensure strong climate action governance within the organisation, PSI has implemented the following leadership positions:

- *Climate and Sustainability Champion* - Eileen Troy, Finance and Support Services Manager.
- *Energy Performance Officer* - Cheryl Stokes, Head of Corporate Services.

In order to further drive this agenda, the PSI, in May 2018, established the Health, Safety and Sustainability Committee (HSSC) made up of voluntary membership, formerly known as the Workplace Safety and Environmental Sustainability Committee.

The Committee has been established to represent the views of PSI staff on health, safety, and environmental sustainability issues, and heighten awareness amongst all colleagues on these issues; with the aim to encourage individual, as well as collective responsibility, and ensure engagement at all levels of the organisation, with the PSI's health, safety, and environmental sustainability objectives. The Committee advises and reports to the Executive Leadership Team (ELT) of PSI on matters relating to its remit, for which the ELT reviews, and reports in turn to the Performance and Resources Committee, and Council, both of whom provide oversight on the implementation of the Roadmap and relevant PSI functions.

The main functions of the Health, Safety and Sustainability Committee are to:

- Promote health, safety, and environmental awareness in the workplace.
- Assist the PSI in the discharge of its statutory duty with regard to articles 26(2)(3) of the *Safety, Health and Welfare at Work Act 2005(Part 4)*, by providing a forum for consultation with the employer (the PSI), regarding the safety, health, and welfare at work, of PSI employees.
- Inform and update all staff about safety in the workplace, and environmental awareness.
- Act as Climate Action Champions and ensure the implementation of the PSI's Climate Action Roadmap.
- Foster collaboration and enthusiasm among colleagues on safety and environmental sustainability issues.
- Organise safety-related, and environmental sustainability-related, events throughout the year to maintain a focus on these matters and with the aim of improving health and safety, and environmental sustainability awareness, in our workplaces.
- Advise ELT on health and safety matters. Committee members, after giving reasonable notice to the employer, have the right to inspect the whole or part of a workplace that they represent at a frequency or on a schedule agreed between them and the employer.

- Review and update the PSI's Safety Statement, to ensure that the PSI is in compliance with the law, as it relates to health and safety in the workplace and advise the ELT with regard to this.
- Gather ideas and suggestions from staff about ways to improve health and safety in the workplace and environmental awareness.
- Review and agree any safety and environmental initiatives and projects that staff may present for consideration, and submission to ELT for approval.
- With the assistance of the appropriate external expertise, review proposals relating to office layout and configuration for submission to ELT.
- Advise ELT on measures to ensure the PSI complies with all applicable environmental legislation.
- Identify and encourage areas of collaboration between the Health, Safety and Sustainability Committee and other workplace groups as well as relevant external parties.

Membership of the Health, Safety and Sustainability Committee is drawn from across the organisation and will seek to reflect a balanced representation of the PSI workforce. It includes employees whose work for the PSI is predominately based in PSI House, and those, such as Quality Assessors/Authorised Officers, whose role requires them to travel to multiple locations during their work.

Current members of the Committee:

- Leanne Sisley – Regulatory Support Assistant
- Cheryl Stokes – Head of Corporate Services
- Ciara Dooley – Regulatory Risk Coordinator
- Eileen Troy – Finance and Support Services Manager
- Emily Keogh – Quality Assessor – Pharmacy Services
- Isabel Turnock – Business Support Services Executive
- Patience Tafuma – Strategic HR Manager
- Ruth Baily – Business Planning and Information Governance Executive

Actions:

- Review the possibility of implementing further cross-organisational climate leadership, including Climate Action Champions for each business area.

## 1.2 Staff Training and Engagement

Since its establishment in 2018, the Health Safety and Sustainability Committee has overseen regular communications and engagement with staff on energy and resource efficiency.

Following the establishment of the PSI's first Climate Action Roadmap in 2023, the Committee has commenced regular communications to all staff on various sustainability topics, including device use and energy efficiency, with support from Facilities staff. The annual staff engagement workshop on climate action at PSI is due to be scheduled later in 2024 and will provide further areas of focus for ongoing engagement activities.

Climate action leadership training has been scheduled for all senior management staff through the IPA Climate Action Leadership programme. This training is due to commence at the end of June

2024, and will take staff up to 3 months to complete. The programme covers key issues in climate action and sustainability, including relevant laws and policy approaches, climate leadership and reporting tools.

PSI staff are eligible to apply to undertake learning and development opportunities with a climate action and sustainability focus under the organisations' Learning and Development Policy. PSI will continue to explore role-related climate focused training for business groups across the organisation, where applicable.

Actions:

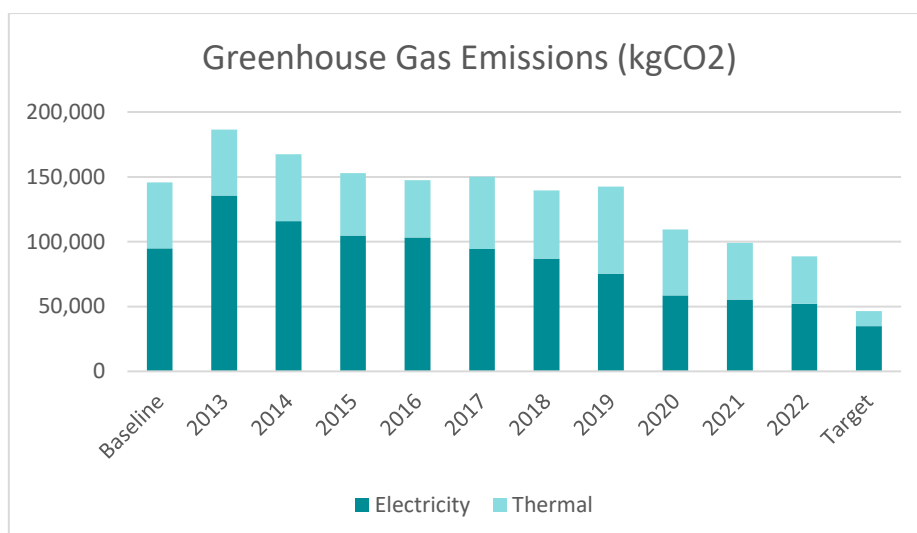
- Facilitate a co-ordinated and planned programme of external talks and tailored training for specific 'champions' to support ongoing staff awareness.
- Draw from existing sustainability campaigns and resources to increase staff engagement capabilities, including participation in government-led programmes such as the 'Reduce Your Use' campaign.
- Schedule annual staff engagement workshops to enable ongoing feedback on climate action approaches and issues, taking advantage of anchor days to reduce unnecessary travel.
- Continue to encourage role-based climate and sustainability training for Facilities and Business Support staff, and other business groups where available.
- Review and implement sustainability content in the organisation-wide employee induction package.

## 2. Our Targets

*As the SEAI are currently updating the Monitoring and Reporting (M&R) System, the data for 2023 is not yet available. Therefore, this iteration of PSI's Roadmap has been completed with reference to the available energy and emissions data from 2022. Further updates will be completed as the 2023 reporting data is made available on the M&R system later in 2024.*

### 2.1 Carbon Emissions Analysis

Under the Mandate, public bodies must implement plans to achieve a reduction in greenhouse gas (GHG) emissions by 51% in 2030. PSI's baseline energy emissions, as calculated from the 2016-2018 average, totals 145,718.3 kgCO<sub>2</sub>. As a result, PSI's 2030 GHG emissions target totals 46,333.1 kgCO<sub>2</sub>, which PSI continues to work towards, with an energy-related emissions total of 88,598kgCO<sub>2</sub> in 2022.



Further actions are being considered to address the electrical consumption of the building, as addressed by PSI's 2022 Energy Audit. Analysis of the PSI's emissions shows that electricity is the primary significant emitter, at 59% of GHG emissions, followed by thermal (natural gas) at 41%. Consideration will be given to opportunities for renewable energy sources, such as photovoltaic panels, as recommended following the 2022 energy audit. In particular, analysis of the annual electricity consumption broken down by day/night rates showed that the current night usage is relatively high, accounting for 37.5% over the total electrical energy consumption. This would suggest similar electricity consumption as during the day when the office is occupied. Furthermore, the base load accounts for 82% of the electrical load, suggesting electrical items may be operational during the night, when not required. This is particularly relevant as the PSI continues to support a blended work policy, allowing staff to work both from home and the office environment, and the office will not be at full capacity daily. As a start, PSI is implementing a reduction in the number of network switches at PSI house, which link the equipment at individual desks to the internet. PSI's hardware policy has also been updated, to ensure that any laptop left on overnight is automatically powered off.

The Energy Audit further highlights that 12% of the electrical consumption of the building is attributed to lighting. The PSI is shortly undertaking an upgrade of both the general and emergency lighting systems at PSI house, which will involve replacing the standard lighting fittings, many of which are fluorescent with LED fittings. The proposed upgrade will be estimated to equate to an annual saving in carbon emissions of 19,727kgCO2.

It is anticipated that the Life Cycle Review of PSI house, due to be undertaken in 2024, will survey the building structure, and review the status of the mechanical and electrical components of the building, and as such may address further opportunities for decarbonisation. A further review will be completed later in 2024 to analyse energy efficiency and optimisation. The reports provided upon the completion of these reviews will identify actions to enable further reduction in greenhouse gas emissions at PSI House and ensure the 2030 targets will be met.

#### Actions:

- Review PSI's greenhouse gas emissions data and calculate the updated gap to target when the M&R 2030 system scorecards and Gap to Target tool are made available by SEAI.
- Consider membership in the SEAI Partnership Programme to support further reporting and implementation capabilities within PSI.

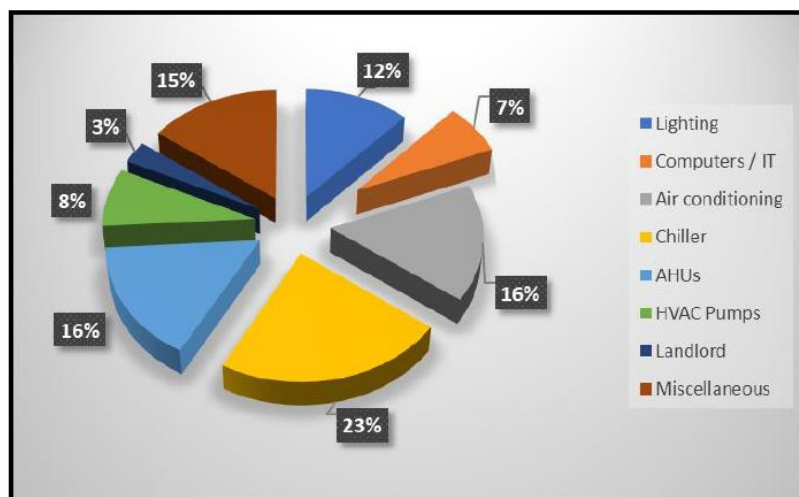


- Following the upgrade to the emergency and general lighting system, review the operation of the new system to ensure it is maximising efficiencies.
- Continue to encourage staff awareness of efficient use of kitchen appliances, including fridges, microwaves, toasters and kettles.
- Implement recommendations from the Life Cycle Review of PSI House, once completed.

## 2.2 Energy Efficiency Analysis

The Mandate aims to increase the improvement in energy efficiency in the public sector from the 33% target in 2020 to 50% by 2030. The energy efficiency baseline is calculated based on the Energy Performance Indicator from 2006-2008, and PSI continues to work towards an increase in energy efficiency in line with this target, totalling an Energy Performance Indicator (EnPI) value of 9,526 kWh/FTE Employees. Updated figures and gap to target analysis will be calculated in accordance with the release of 2023 data on the M&R 2030 system in the coming months.

The PSI carried out an Energy Audit in 2022, which included analysis of Significant Energy Users (SEUs). Analysis of the initial Energy Performance Indicator for the building showed that the consumption benchmarks exceeded CIBSE’s guide for good practice for air-conditioned offices.



*Summary of Significant Energy Users*

Lighting, as accounting for 12% of energy users in the building, is expected to undergo a system upgrade in 2024, potentially resulting in energy savings of 65% based on unit price per kWh of 0.30c and 50 hours per week running hours. It is anticipated that the 2024 Life Cycle Review of PSI House will identify further opportunities for increasing energy efficiency.

With the chiller, air handling units and air conditioning accounting for a combined total of 55% of energy use, the regulation of temperatures in the building is the most significant energy user.

The PSI has committed to increasing the efficiency of the heating system on site. For the warmer months, the building temperature is being regulated by turning off the radiators. This stabilises energy use from the heating system as the temperature is controlled locally via individual controllers around the building and managed by Facilities staff. The heating and cooling systems have been altered to a set schedule based on the office traffic and outdoor temperatures. Monitoring the response to this change will allow the PSI to identify areas where heating can be reduced, allowing for more efficient energy use.

Fridges and freezers on site undergo regular cleaning and maintenance to prevent seal degradation and build-up of ice, ensuring the most energy efficient use of these appliances possible.

As previously mentioned, PSI is due to undertake a review of the optimisation opportunities and energy efficiency of the building in 2024, following the Life Cycle review. This audit will inform energy efficiency improvement opportunities and support PSI to continue to work in alignment with the 33% improvement target.

#### Actions:

- Implement an energy awareness programme aimed at all management and staff to make them more aware of the need for energy efficiency and the role they can play in reducing the overall energy costs.
- Review the existing processes for analysis of meter reading data to identify opportunities for energy saving projects and their effectiveness.
- Calculate updated figures and gap to target using the 2023 data, once the scorecard is released on the M&R 2030 system, later in 2024.

### 2.3 Ensuring the public sector body's consistency with Section 15(1) of the Climate Action and Low Carbon Act 2021.

The PSI endeavors to perform all functions in line with Section 15(1) of the Climate Action and Low Carbon Act 2021 and to document our progress in the annual updating of the Climate Action Roadmap. The Roadmap and the projects outlined within it, demonstrate PSI's ongoing commitment to the climate action objectives in the legislative instruments outlined in this provision. Continued performance of PSI's functions in compliance with Section 15(1) of the Act will be considered during the development of the next Corporate Strategy, due to be published for 2025.

## 3. Our Way of Working

### 3.1 Annual Reporting Requirements

PSI confirmed its commitment to energy efficiency and sustainability in the 2023 Annual Report, including the electrical and energy consumption values from the previous year. Reporting requirements for public bodies are met by PSI under the M&R system overseen by SEAI.

#### Actions:

- Continue climate action reporting, particularly in relation to mandate-required activities, including the following:
  - o Current greenhouse gas emissions and comparison to 2016-18 baseline as per M&R system requirements.
  - o PSI's progress towards implementation of the requirements of the most recent Mandate
  - o A report of sustainability activities undertaken by the organisation within the last year

- Evidence of continued compliance with Circular 1/2020: Procedures for offsetting the emissions associated with official air travel.

### 3.2 Energy and environmental management systems

As a small public sector body, the PSI is not required to achieve formal environmental accreditation such as ISO 50001 (Energy Management Standard) or ISO 14001 (Environmental Management System), or to progress beyond ISO14001 to adopting EMAS (Eco Management and Audit Scheme).

The PSI actively engages with SEAI on a continuous basis to remain apprised of any developments with regard to energy management systems and requirements.

#### Actions:

- Review PSI's energy management approach following the scheduled Life Cycle review of PSI House in 2024, including the identification and implementation of an energy management system to monitor, review and improve PSI's energy use, appropriate to the size of the organisation.

### 3.3 Green Public Procurement

Green Public Procurement (GPP) is a process where public authorities can meet their needs for goods, services or works and utilities through choosing solutions that have a reduced impact on the environment throughout their lifecycle, as compared to alternative products/services.

The Environmental Protection Agency (EPA) has published guidance and ten accompanying criteria sets that support the inclusion of sustainable and green practices into public sector procurement procedures.

The PSI operates a centralised procurement structure, with the Finance and Support Services Team administering, co-ordinating, advising and supporting the procurement activities for all business areas.

As part of commitments made under the Corporate Procurement Policy 2021 – 2024, the PSI has committed to ensure consideration for environmental and social sustainability factors. Such factors can be relevant at several stages of the procurement process, including the specification, selection, award and contract management stages of a procurement. In this regard, for inclusion of green criteria in all procurements, the PSI make reference to Government policy and the EPA's Green Procurement Guidance for the Public Sector.

Following the implementation of PSI's first Climate Action Roadmap 2022-23, the Procurement Policy has been updated to include a commitment to the environment and sustainability, with reference to the inclusion of GPP criteria using the guidance and search tools available. The PSI undertakes actions to improve procurement processes and expertise on an ongoing basis, ensuring that purchasing practices and procurement staff have the necessary competence to operate in line with best practice and our declared values. The PSI also monitors the implementation of GPP criteria in procurement activities via the contracts register.

#### Actions:

- Continue to review the existing capabilities of GPP implementation data captured and reported, with reference to Government reporting guidance and templates.

- Undertake a training session on procurement processes, and green public procurement criteria with relevant staff across the organisation.
- Implement a procedure to ensure Green Public Procurement criteria is incorporated into future procurements.

### 3.4 Construction

The PSI, along with our facilities management partner, commits to ensure that construction and maintenance projects undertaken at PSI House adhere to best practice guidelines for environmental impact and waste production. The PSI will be undergoing a lighting upgrade project in 2024, wherein the current fluorescent lighting will be replaced with LED lighting. Under the green procurement regulations, these lights will meet standards to ensure minimal environmental impact. All waste produced in the process of upgrading will be monitored and disposed of in an environmentally safe manner.

#### Actions:

- Continue to liaise with our Facilities partner to ensure compliance with best practice guidelines for materials and waste management in construction and maintenance projects.

### 3.5 Food waste

The PSI has recently implemented a 'brown' food waste bin to allow for proper disposal of waste produced on site. Following the installation of the bins, measures are being introduced to monitor the waste produced, and actions will be taken to minimise the output.

The PSI does not have a catered canteen and all organised catering for PSI events is monitored to ensure minimum food waste is produced. This includes the ordering process and the handling of leftovers. In the event that the ordering process overestimates the amount of food necessary, leftover food is stored in food safe containers and refrigerated and staff are encouraged to bring them home.

#### Actions:

- Continue to measure and monitor food waste generated at PSI House.
- Ensure staff are aware of waste segregation rules and food waste prevention opportunities.

### 3.6 Paper and digitisation of processes

In 2018, the PSI initiated a Business Transformation Programme with the objective of changing the ways of working across the organisation enabled through well-designed, reliable and effective Digital ICT systems. The ultimate goal is of transforming the PSI into a 'digital first' organisation.

This project also gave effect to the PSI's [Digital Policy Statement](#) – Digital First 2018-2021, which reflects the broader public service context within which the PSI operates.

The PSI's Digital Policy Statement – Digital First 2018–2021, operated under three headline actions, with Action 2: Maximise the use of digital channels holding a specific focus on minimising the requirement for paper-based processes when availing of PSI services.

The first major development in our digital transformation journey was the implementation of a new online registration system and online portal in early 2021, offering a much improved, streamlined

and user-friendly experience for all who register with the PSI and for those who want to update their details. Further phases of this new system will be developed and implemented in 2024-2025.

Strategic Objective 3 of the PSI Corporate Strategy 2021–2024: Building our Capability and Performance as a Regulatory Organisation seeks to further enhance the PSI’s digital offerings. The PSI developed its first ICT Strategy under this objective, to cover the period 2024–2027, which set out the PSI’s vision as to how technology will be used to support and shape the implementation of PSI’s strategic goals and ongoing continuous improvement initiatives. A digital future for the PSI will require cultural change, learning new skills, simplifying or removing obsolete processes, and becoming a data-driven organisation. The impact on the environment of the manner in which PSI conducts its business must be factored into all future use of technology considerations.

Where paper is still necessary, PSI considers recycled paper first across company stationery orders. Historically, the PSI has used Canon Black Label printer paper, which is produced carbon neutrally. For future sourcing of paper, the PSI will be sourcing recycled paper.

#### Actions:

- Continue to investigate the possibility of removing paper-based elements from PSI’s processes where possible, such as the qualification recognition and registration/continued registration processes, or the digitisation of the duty registers used by registered retail pharmacy businesses, and promote legislative change where required to that effect.
- Measure and monitor paper consumption and printing trends to identify opportunities for reducing paper use.

### 3.7 Water

There are drinking water refill points established throughout the building for staff. Water use is tracked upon receipt of the biannual water bill and usage report; however, management and analysis of this data presents an opportunity for further consideration.

#### Actions:

- Review the data collection and monitoring systems for water use at PSI House to inform consumption reduction opportunities.

### 3.8 Single use items

PSI does not use single-use disposable cutlery or kitchenware, and ensures catering is served to visitors and staff using the reusable kitchen equipment available in the canteen at PSI House. PSI is transforming its approach to waste, and has removed all singular staff rubbish bins, instead opting for shared rubbish bins, both recycling and general waste on all floors. In 2020, PSI completed the CSO Waste Generation Survey, which presented a high-level overview of the waste generation of PSI House across 2020.

#### Actions:

- Undertake analysis of single-use items at PSI to progressively eliminate their use, in favour of reusable and sustainable alternatives.

### 3.9 Other materials

PSI supports Ireland's producer responsibility initiatives in the collection and recycling of products, and endeavours to use all resources sustainably and efficiently. The organisation recycles all computers/devices that are no longer required, for use to the charity [Camara](#). Battery collection points have been established throughout the building to allow for safe recycling.

To reduce overconsumption and to minimise personal resources at PSI House, shared stationery libraries have been established for communal use. A system has also been established to allow staff to swap books, encouraging a circular economy within the PSI community.

The organisation has also procured brown bins for the office, ensuring that waste is segregated into a minimum of three streams, general, recycling, and organic.

#### Actions:

- Expand upon the newly established 'swap shop,' wherein staff exchange old books instead of disposing of them. Include further resources such as clothing, toys, or homewares.

## 4. Our Buildings and Vehicles

### 4.1 Our Vehicles

PSI supports more sustainable commuting practices to assist Ireland to move towards a lower global carbon footprint, and as such, promotes the use of bicycles and shared mobility services as transport options.

PSI is committed to promoting our 'Cycle to Work' scheme, which allows a bicycle (and/or safety equipment) to be purchased by PSI on behalf of its employees, and the cost deducted through payroll over an agreed period of time up to 12 months. The bicycles are purchased for employee personal use, and 'qualifying journeys' i.e. commuting to and from work. We are in the process of procuring an upgraded bicycle shelter for PSI House, which, along with the shower and changing facilities, will promote the use of bicycles among employees. The PSI commits to continued promotion of bicycle and shared mobility service use among both employees and visitors, with a view to achieving the National Transport Authority's [Smarter Travel Mark](#) for the organisation.

PSI's Travel and Subsistence Policy is being reviewed and updated in 2024 to incorporate sustainability and emissions reduction as a priority, as well as cost and efficiency. The policy requires staff to consider alternatives to travel to conduct business in a sustainable manner, including virtual collaboration tools. However, when travel is required, public transport should be the primary method of transportation used, unless there is a clear efficiency reason not to do so. The updated policy also supports the use of carpooling with colleagues where feasible, or using a personal bicycle to travel, with mileage rates being available to be reimbursed.

PSI offers Tax Saver tickets which provide substantial savings on annual and monthly public transport tickets for employees. The tickets apply to both bus and rail passes, and are purchased directly by PSI, and deducted through payroll over an agreed period of time up to 12 months.

A car park with 13 parking spaces is available at PSI House for staff, which are allocated on a "first come, first served" basis, and are not available to visitors. PSI does not procure vehicles, however,

supports the use of zero emission vehicles through the installation of two electric vehicle chargers in the car park.

Actions:

- Continue to promote the Cycle to Work Scheme to staff.
- Explore opportunities to promote sustainable transport for Council and Committee members, visitors and stakeholders, with a view to achieving the Smarter Travel Mark.

#### 4.2 Our Buildings

PSI has one building in its building stock, PSI House, located on Fenian Street in Dublin 2. PSI House is open to the public, by appointment only.

The building and its key infrastructure (including roof, lifts, tarmac, mechanical and electrical components, and windows) are due to undergo a Building Survey and Technical Diligence (Life cycle) Review scheduled in 2024. This will assist in managing and maintaining the property, identifying plans for future upgrades and improvements, opportunities for energy consumption reductions, and compliance with health and safety regulations. The project will involve reporting on a projected timeline for the replacement and upgrade of the building and its key infrastructure, with an estimated cost for such, as well as a review of the energy efficiency of PSI House. The completed life cycle review will inform the foundation of the building stock management and maintenance plan for PSI going forward.

PSI is not planning to acquire a new building or undergo a major renovation of the existing building, and as such, is compliant with the requirement to implement no fossil fuel heating systems after 2023. PSI commits to incorporate this requirement into the procurement procedures in its upcoming reviews to ensure continued compliance.

PSI has completed the required reporting in relation to its building stock in the SEAI M&R system (M&R 2030) to date, and will continue to review and complete updates where necessary. PSI’s building stock plan has been included as Appendix 2 to this Roadmap and will be reviewed annually.

Actions:

- Obtain a Display Energy Certificate (DEC) for PSI House.
- Review and implement recommendations as provided upon completion of the Building Survey and Technical Diligence (Life Cycle) Review.
- Update PSI’s Procurement Policy to include a commitment to comply with the requirement not to install new heating systems that uses fossil fuels after 2023.

## Appendix 1: Table of Actions

Category	Action	Status
Our People	Review the possibility of implementing further cross-organisational climate governance, including Climate Action Champions for each business area, as suggested in the October 2023 staff engagement workshop on this subject.	Ongoing

	Facilitate a coordinated and planned programme of external talks and tailored training for specific 'champions' to support ongoing staff awareness-raising.	Ongoing
	Review other methods of ensuring staff engagement, including regular communications, a communal sustainability tip library, or emission-friendly transport competitions, as suggested during the October workshop.	In progress
	Draw from existing sustainability campaigns and resources to increase staff engagement capabilities, including participation in government-led programmes such as the 'Reduce Your Use' campaign.	Ongoing
	Schedule annual staff engagement workshops to enable ongoing feedback on climate action approaches and issues, taking advantage of anchor days to reduce unnecessary travel.	Ongoing
	Continue to prioritise attendance at a climate action leadership training course for all senior management.	In progress
	Continue to encourage role-based climate and sustainability training for Facilities and Business Support staff, and other business groups where available.	Ongoing
	Review and implement sustainability content in the organisation-wide employee induction package.	Ongoing
Our Targets	Following the upgrade to the Emergency and General Lighting System review the operation of the new system to ensure it is maximising efficiencies.	Ongoing
	Further review configuration of computer equipment on site to prioritise energy saving modes and low electrical consumption where possible, including reminders to staff about switching off monitors if not in use.	Complete
	Review cleaning and maintenance scheduling of fridges and freezers to decrease frost build up and seal degradation.	Complete
	Continue to increase staff awareness of efficient use of kitchen appliances, including fridges, microwaves, toasters and kettles.	Ongoing
	Conduct a Life Cycle Review of PSI house, and implement additional emissions reductions as recommended.	In progress
	Review set point temperatures and heating schedules for the building and identify areas where they can be reduced.	In progress
	Implement an energy awareness programme aimed at all management and staff to make them more aware of the need for energy efficiency and the role they can play in reducing the overall energy costs.	Ongoing
	Review the existing processes for analysis of meter reading data to identify opportunities for energy saving projects and their effectiveness.	Ongoing
Our Ways of Working	Continue climate action reporting, particularly including mandate-required activities: <ul style="list-style-type: none"> <li>- GHG emissions</li> <li>- Implementation of the mandate</li> <li>- Sustainability activities report</li> <li>- Continued compliance with Circular 1/2020: Procedures for offsetting the emissions associated with official air travel.</li> </ul>	In progress



Review PSI's energy management approach following the scheduled Life Cycle review of PSI House in 2024.	In progress
Review the Procurement Policy to identify opportunities for increasing the consideration of green criteria in procurement, with reference to the GPP Criteria Search tool and criteria guidance available.	Complete
Continue to include a commitment to green public procurement in the subsequent review of the Corporate Procurement Plan in 2024.	Complete
Continue to review the existing capabilities of GPP implementation data captured and reported, with reference to Government reporting guidance and templates.	Ongoing
Implement a procedure to ensure Green Public Procurement criteria is incorporated into future procurements.	Ongoing
Review the process for stationery orders, to ensure procurement of recycled paper as a default, and sustainable office supplies where possible.	Complete
Undertake a training session on procurement processes, and green public procurement criteria with relevant staff across the organisation.	Ongoing
Continue to liaise with our Facilities partner to ensure compliance with best practice guidelines for materials and waste management in construction and maintenance projects.	Ongoing
Continue to measure and monitor food waste generated at PSI House.	Ongoing
Ensure staff are aware of waste segregation rules and food waste prevention opportunities.	Ongoing
Continue to investigate the possibility of removing paper-based elements from PSI's processes where possible, such as the qualification recognition and registration/continued registration processes, or the digitisation of the duty registers used by registered retail pharmacy businesses, and promote legislative change where required to that effect.	Ongoing
Ensure that PSI's ICT Strategy contains future sustainability commitments.	Complete
Measure and monitor paper consumption and printing trends to identify opportunities for reducing paper use.	Ongoing
Introduce a 'brown' food waste bin to PSI House.	Complete
Review the data collection and monitoring systems for water use and waste production at PSI House to inform reduction opportunities.	Ongoing
Consider opportunities to prevent waste, particularly when catering is procured for Council or Committee meetings.	In progress
Explore opportunities to minimise personal resources at PSI House, including shared stationery libraries in central locations.	Complete
Undertake analysis of single-use items at PSI to progressively eliminate their use, in favour of reusable and sustainable alternatives.	Ongoing

	Expand upon the established 'swap shop,' wherein staff exchange old books instead of disposing of them. Include further resources such as clothing, toys, or homewares.	In progress
Our Buildings and Vehicles	Continue to promote the Cycle to Work Scheme to staff.	Ongoing
	Explore opportunities to promote sustainable transport for Council and committee members, visitors and stakeholders, with a view to achieving the Smarter Travel Mark.	Ongoing
	Obtain a Display Energy Certificate (DEC) for PSI House.	Ongoing
	Review and implement recommendations as provided upon completion of the Building Survey and Technical Diligence (Life Cycle) Review.	Ongoing
	Update PSI's Procurement Policy to include a commitment to comply with the requirement not to install new heating systems that use fossil fuels after 2023.	Ongoing
	Input data into the Pilot Building Register where required.	Complete

## Appendix 2: Stage 1 Building Stock Plan

**Public Sector**

**Stage 1 Building Stock Plan - simple checklist for completion**

This is a simple checklist for public bodies to refer to when completing their stage 1 BSP. Public bodies should complete the fields and submit to SEAI at [publicsector@seai.ie](mailto:publicsector@seai.ie). Completing this checksheet is sufficient to demonstrate compliance with the CAP requirement for public bodies to develop a Building Stock Plan in 2023. NOTE: there is also more detailed template for public bodies to undertake a more detailed and comprehensive stage 1 plan. We encourage PBs to use the more detailed template if they have more than 50 buildings, or use their own format if comprehensive plans have already been developed. Please submit either template, the simple or detailed version, or the organisations own format, to SEAI to demonstrate completion.

**Using this spreadsheet**

Enter data in the light green cells only

M&R PB ID	PB 00406	ORGANISATION	Pharmaceutical Society of Ireland (PSI - Pharmacy Regulator )		
<b>STEP 1</b> Identify and classify your buildings	Total number of buildings Identified and classified	TOTAL		1	
	Total number of sites/campuses identified	TOTAL		0	
	Total floor area (m2)	TOTAL		1913	
	Percentage in state ownership	Percentage		100%	
	Percentage rented or leased	Percentage		0	
	* Classification 1	Office	TOTAL		1
	Classification 2		TOTAL		
	Classification 3		TOTAL		
	Classification 4		TOTAL		
			TOTAL		1
<b>STEP 2</b> Complete the building register	The SEAI Building Register has been completed for all buildings for Pharmaceutical Society of Ireland (PSI - Pharmacy Regulator )	Status		Fully complete	
<b>STEP 3</b> Use M&R and other data to quantify energy use and identify buildings that are biggest users and emitters	The largest energy using buildings have been identified and linked to the M&R and energy use data Note the largest energy using buildings are those accounting for over 80% of the organisational <b>heat</b> use.				
	No of largest energy use buildings	TOTAL		1	
	Heat usage of largest energy use buildings/ organisational heat usage	%		100	
	No of largest energy use buildings that are leased	TOTAL		0	
<b>STEP 4</b> Identify buildings that have been earmarked for exit in short-medium term	Number of buildings planned for exit - if known	TOTAL		0	
	Total floor area of buildings planned for exit - if known	TOTAL		0	
	Commentary (the degree to which the increase or decrease will impact your fossil fuel use) n/a				
<b>STEP 5</b> Undertake a preliminary assessment of your accommodation needs to 2030 & beyond	Preliminary future assessment of accommodation needs				
	Accommodation floor area requirements to 2030	INCREASE	%		
		STATIC	Yes		
		DECREASE	%		
	Commentary (the degree to which the increase or decrease will impact your fossil fuel use) Building optimisation and efficiency is being reviewed in 2nd half of 2024 to assess accommodation needs to 2030				
Building Stock Plan STAGE 1 Completed by				19	
Completed by	Eileen Troy	Email	<a href="mailto:eileen.troy@psi.ie">eileen.troy@psi.ie</a>		
* Please use the classification categories used in the Building Register					

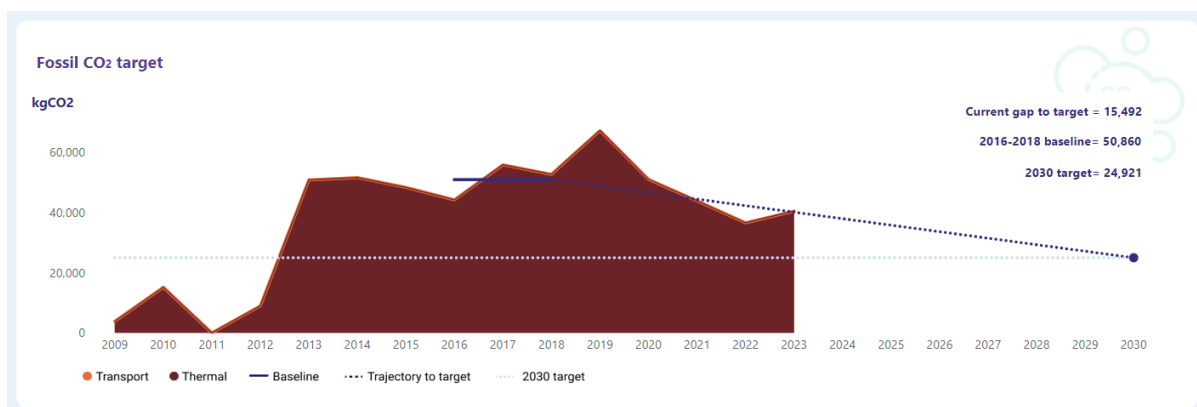
## Appendix 3 – Our Targets

PSI has committed to achieving the targets for energy efficiency and emissions reduction as set out in the Government’s Climate Action Mandate.<sup>1</sup> We monitor the following three key indicators:

- Overall greenhouse gas emissions, to meet the overall emissions target.
- Energy related (fossil-fuel) GHG emissions, to meet the target reduction of 51% by 2030.
- Energy efficiency (EnPI), to meet the target improvement of 50% by 2030.

### 2.1.1 Achieving the energy related carbon emissions reduction targets (51% reduction by 2030)

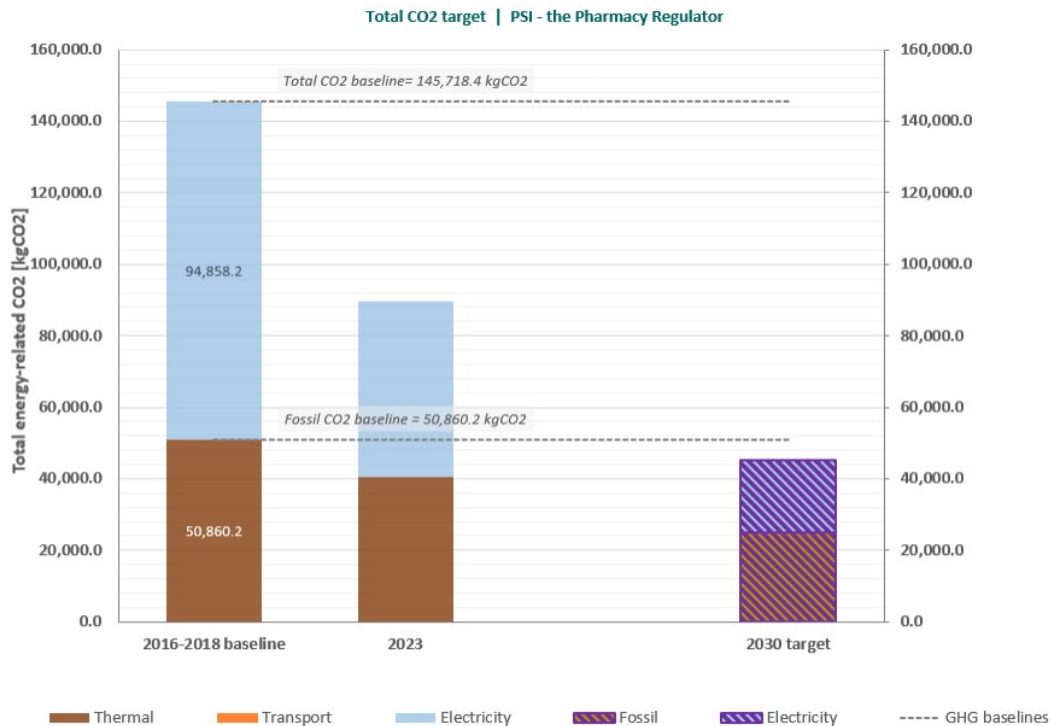
The PSI operates under the Climate Action Mandate, where public bodies have been set a target to reduce greenhouse gas (GHG) emissions by 51% by 2030. The PSI’s progress is tracked against a baseline formed by 2016-2018 emissions data, calculated as 50,860.2 kgCO<sub>2</sub>. In 2023, the PSI had a GHG emission total of 40,413.3 kgCO<sub>2</sub>. This leaves a further 38.3% reduction to be achieved to meet the 2030 target of 24,921 kgCO<sub>2</sub>.



The PSI’s total emission target accounts for both GHG and electricity related emissions. The PSI’s total emissions baseline is 145,718 kgCO<sub>2</sub>, and in 2023 the PSI had an emission total of 89,601 kgCO<sub>2</sub>. It is predicted that due to decarbonisation initiatives and other modelled changes there will be a significant reduction in emissions from electricity, which will support PSI to achieve the total GHG target of 45,313 kgCO<sub>2</sub>.

Reducing fossil emissions will be the main challenge for the PSI, due to our reliance on gas boilers for heating PSI House, and a strong focus will need to be applied in order to reach the 2030 target.

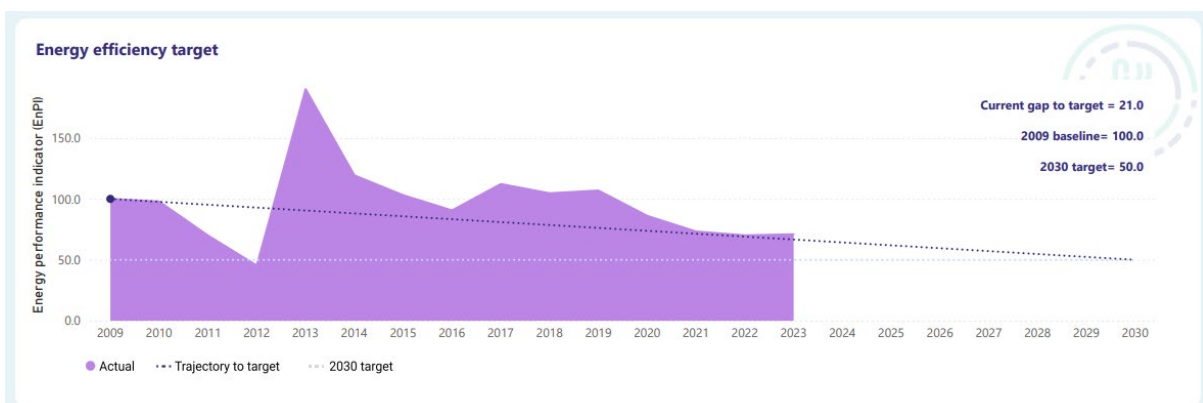
<sup>1</sup> More information about the targets, and how the gap to target is calculated is available in SEAI’s M&R 2030 Methodology Guidance document - [MR-2030-methodology-guidance.pdf](#).



### 2.1.2 Achieving the energy efficiency target (50% improvement by 2030)

PSI's energy efficiency is calculated using our chosen activity metric, FTE employees, which is a key driver of energy consumption within the organisation. The energy performance indicator (EnPI) measures PSI's performance and is expressed as an improvement percentage from the 2009 baseline of 167,332 kWh.

In 2023, PSI's total final energy consumption was 375,287 kWh. As calculated against the chosen activity metric of FTE employees (which has increased from 26 employees at the baseline to 57 in 2023), PSI has improved our energy efficiency by 29%, and further improvement of 21 percentage points is required to ensure PSI meets the target efficiency level.



**PSI's Progress Summary:**

	Baseline	Target	2023 Data	Gap to Target
Overall GHG Target	145,718 kgCO2	45,313kgCO2	89,601kgCO2	44,288 kgCO2
Energy-related (fossil) GHG Target	50,680.2 kgCO2	24,921kgCO2	40,413.3kgCO2	15,491.8 kgCO2
Energy Efficiency Target <sup>2</sup>	100%	50%	71%	21%

**The PSI is committed to reducing its emissions and increasing its energy efficiency.** The PSI will

- Undertake an LED lighting upgrade in 2024 for PSI House, to reduce energy consumption by lighting, and capture and report on energy savings.
- Continue to engage with the SEAI and update the Monitoring and Reporting system to obtain an in-depth analysis of our energy data that can be used to effectively plan towards our targets.
- Investigate potential changes which can be made to increase efficiency based on findings from the Energy Audit conducted in 2022.
- Utilise the SEAI Partnership Programme to implement a structured energy management system, and identify further efficiency opportunities.
- Explore alternative heating and energy solutions, taking into account future optimised use of the building.
- Participate in the public sector Reduce Your Use campaign, which will explore further opportunities for improvement and facilitate staff engagement.

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<sup>2</sup> This target is not given as an energy consumption value, as it is calculated against the activity metric and expressed as a percentage. See [MR-2030-methodology-guidance.pdf](#) for more information.