Rialtas na hÉireann
Government of Ireland

Public Sector Climate Action Roadmap Guidance

Final V1.0

2025

Prepared by the Department of Climate, Energy and the Environment, the Sustainable Energy Authority of Ireland and the Environmental Protection Agency

Sustainable Energy Authority of Ireland

SEAI is Ireland's national energy authority investing in, and delivering, appropriate, effective and sustainable solutions to help Ireland's transition to a clean energy future. We work with the public, businesses, communities and the Government to achieve this, through expertise, funding, educational programmes, policy advice, research and the development of new technologies.

SEAI is funded by the Government of Ireland through the Department of Climate, Energy and the Environment.

EPA

The EPA is responsible for protecting and improving the environment as a valuable asset for the people of Ireland. We are committed to protecting people and the environment from the harmful effects of radiation and pollution.

The work of the EPA can be divided into three main areas:

Regulation: Implementing regulation and environmental compliance systems to deliver good environmental outcomes and target those who don't comply.

Knowledge: Providing high quality, targeted and timely environmental data, information and assessment to inform decision making.

Advocacy: Working with others to advocate for a clean, productive and well protected environment and for sustainable environmental practices

Version Control

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V1.0	06/06/2025	Final version

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1 Overview

This document provides guidance for public sector bodies to update their climate action roadmaps in line with the updated public sector climate action mandate published on 15 April 2025.

The purpose of the climate action roadmap is to encourage strategic vision, coordination, organisation, mobilisation, and planning by each organisation.

Organisations that already undertake climate action wider than the requirements outlined in this guidance, or have plans to do so, such as reducing emissions of other greenhouse gases, reductions in other indirect emissions, or for adaptation activities, are encouraged to include these in their Roadmap as an additional section.

1.1 Changes since 2024 guidance

This guidance has been updated to include the new and enhanced elements of the Climate Action Mandate on:

- Green Public Procurement;
- Construction methods and materials;
- ICT Equipment;
- Water;
- Paper;
- Waste;
- Organic Food;
- Procurement of energy-related products;
- Cleaning Services.

1.2 Ensuring Public Sector Body's Functions are performed consistent with Section 15(1) of the Climate Action and Low Carbon Act 2021

Section 15(1) point (d) of the Climate Action and Low Carbon Act 2021 states that:

 "A relevant body shall, in so far as is practicable, perform its functions in a manner consistent with the furtherance of the national climate objective."

With this in mind, public bodies should undertake a screening exercise of their functions to ascertain whether they have a role in implementing a) the Climate Action Plan, b) the Public Sector Climate Action Strategy, or c) whether they have a material impact on the furtherance of the national Climate Objective. This could be through the provision of funding, infrastructure provision, through a planning or regulatory activity, or through another function of the public body.

Once the Public body has completed the screening for relevant activities under section 15(1) of the Act, it should then assess what measures are necessary to ensure those relevant activities are consistent with section 15(1) of the Act.

1.3 Climate Action Mandate

The Public Sector Climate Action Mandate 2025 was published in CAP25. The Mandate requires public sector bodies to show leadership in climate action and to demonstrate how they are taking the required actions. This document provides guidance on how to comply with the current Mandate. Public bodies may include climate action areas not currently required by the Mandate.

The adoption of the Mandate will support public sector bodies leading by example in demonstrating the necessary climate action to reduce Ireland's greenhouse gas (GHG) emissions by 51% by 2030.

For the Mandate, and to ensure consistency of reporting requirements with energy use and energy efficiency, it has been decided to base the definition of Public Body on that used in S.I. No. 426/2014 – European Union (Energy Efficiency) Regulations 2014. Therefore, all Public Bodies who report under the existing SEAI Monitoring & Reporting (M&R) system already in place are to follow the Mandate (except for Local Authorities, Commercial Semi-State Bodies, and the School Sector where separate mandates apply).

The Public Sector Climate Action Mandate will be reviewed annually, and the changes reflected in the CAP revision. Revised roadmap guidance will then be issued, enabling public bodies to update their Climate Action roadmap to reflect the latest Mandate.

1.4 Definition of large public bodies

Large public bodies for the purposes of the Mandate are defined as 'Organisations that consume over 50 GWh of energy per annum'. For the purposes of building stock planning, homogenous sectors such as schools, health, further and higher education and the civil service are also defined as large public sector bodies.

1.5 Public Sector Climate Action Strategy 2023-2025

The Public Sector Climate Action Strategy was published in March 2023 and focuses on the governance required to support public sector decarbonisation. It also addresses green public procurement, sustainable travel, a strategic approach for buildings, and financing. The Strategy provides additional guidance and should be read in conjunction with the Climate Action Roadmap guidance. A new Public Sector Climate Action Strategy 2026-2030 will be finalised in 2025. The Public Sector Climate Action Team will consult and engage with public sector bodies for feedback and observations during 2025.

1.6 Compliance with legal requirements

The Climate Action Roadmap should focus on meeting or going beyond the requirements of the Climate Action Mandate 2024. However, public bodies need to be aware of the legal requirements relating to energy and climate action and plan for compliance of these in their roadmaps. SEAI published a short guide to the energy efficiency and climate change legislation which affects most public bodies.

These requirements include:

- Climate Action and Low Carbon Development (Amendment) Act 2021, which requires all public bodies to perform their functions in a manner consistent with Ireland's climate ambition.
- SI393/2021 Energy Performance of buildings, which requires installation of Building Automation and Control by 2025 for buildings with HVAC rated output over 290kW; requires installation of electric vehicle charging points in carparks for new or refurbished buildings with more than 10 car parking spaces.
- SI381/2021 Clean Vehicles Directive, which sets targets for the procurement of clean light and heavy-duty vehicles, with the first target falling in 2025 and the second in 2030. The definition of clean vehicle changes to zero emission vehicles in 2025.
- SI4/2017 Energy Performance of Buildings, which requires all new public sector buildings built since 2018 to be "nearly zero emissions".
- SI646/2016, which requires that public bodies only procure energy-using products and vehicles that are on the Triple E register.
- SI426/2014, which requires the public sector to demonstrate exemplary energy management and requires public bodies to undertake energy audits every four years, and also requires that the public sector can only lease or buy buildings with BER A3 or higher.
- SI749/2024 Energy Performance of Buildings Directive, banning public bodies from providing grants for fossil fuel boilers

1.7 Format of the Roadmap

The roadmap should cover each public body's plan for implementing the Mandate. It may be compiled in whatever format is most useful for the public body. If the structure of the roadmap differs from the Mandate, it is recommended to include an index table mapping the roadmap to the Mandate.

For smaller public bodies, the headings and subheadings set out in Annex 1 shall serve as a template. The minimum content covers the required content for smaller public bodies.

1.8 Approval, sign off and publication of Roadmaps

The Roadmap must be signed off by the most senior management level within the organisation (e.g., CEO, Chair of the Board, Secretary General, etc.).

Once approved, public sector bodies are required to send their Roadmaps to the Climate and Sustainability Champion in the organisation's parent department, and to SEAI's Public Sector Team at publicsector@seai.ie. Government departments are required to submit their Roadmaps to the Department of Climate, Energy and the Environment at ClimateActionRoadmap@DCEE.gov.ie as well as to SEAI's Public Sector Team.

SEAI does not approve or publish Roadmaps; its role is to track Roadmaps completed and report compliance to government.

Where the governance/reporting relationships for a public sector body involves another public body or Government Department, the parent Department may provide separate additional guidance to the public bodies, on the submission of roadmaps, which takes into consideration the relevant governance/reporting/funding arrangements for that public body.

All public bodies should publish their Roadmaps. For Government departments, this fulfils the requirement to publish a Resource Efficiency Action Plan or REAP). Roadmaps may be published electronically on the public body's website.

1.9 Reporting progress against the Climate Action Mandate Requirements

1.9.1 Annual reporting requirements

Public bodies must publicly report on their climate action activities in their annual reports.

Annual reports must include at a minimum:

- Current greenhouse gas emissions and comparison to 2016-18 baseline as per M&R;

- Progress towards implementation of the requirements of the most recent Mandate;
- A report of sustainability activities undertaken by the organisation within the last year; public bodies can include relevant sustainability activities that do not fall strictly within the requirements of the Mandate;
- Evidence of compliance with Circular 1/2020: Procedures for offsetting the emissions associated with official air travel.

1.9.2 Public Sector Monitoring and Reporting System

SEAI's Public Sector Monitoring & Reporting system (M&R) tracks progress towards the energy efficiency and energy related carbon targets.

Climate and Sustainability Champions are required to confirm, via M&R, if Mandate actions from the previous year are complete or incomplete and to provide additional information ("Comply and Explain"). Reporting runs from January to May (in line with the M&R energy reporting cycle).

In line with obligations set out in the Public Sector Climate Action Strategy 2023-2025, the compliance results for each Department (including their Aegis Bodies) will be sent to the Climate & Sustainability Champion each year. Under the Strategy, Departments are required to monitor compliance with the Mandate for all organisations under their remit. Parent Departments should audit implementation of the Mandate through the existing arrangements for monitoring of compliance with Code of Practice requirements.

1.9.3 Code of Practice for the Governance of State Bodies

The reporting requirements relating to the mandate are reflected in the Code of Practice for the Governance of State Bodies as amended in 2023 (see [Code of Practice for the Governance of State Bodies](#).

This will enable parent departments to include climate considerations as part of the existing reporting structure for monitoring compliance statutory and governance requirements.

1.10 Updating the Climate Action Roadmap

The Roadmap must be in line with the Climate Action Mandate and must therefore be updated in line with any changes in the Mandate.

The Mandate will be reviewed and potentially updated annually in the context of the preparation of the annual update to the Climate Action Plan.

Additional guidance will be issued by SEAI and EPA within 2 months of publication of the Climate Action Plan. Public bodies have 6 months from publication of the Climate Action Plan to update their Roadmaps to reflect the revised Mandate requirements.

2 Content of Climate Action Roadmaps

This section covers the content required in Climate Action Roadmaps.

2.1 Our Targets

Climate Action Mandate Section 1 - Our targets
1.   Our Targets
1.1.   Reduce energy related GHG emissions by 51% in 2030.
1.2.   Improve energy efficiency in the public sector by 50% by 2030.
1.3.   Update Climate Action Roadmaps annually within 6 months of the publication of the Climate Action Plan. Develop Climate Action Roadmaps if none are in place.

For the purposes of the Mandate, greenhouse gas emissions are taken to be energy-related carbon dioxide-equivalent (CO_2e) emissions. The baseline for most organisations is the average of 2016-2018 emissions.

The total target for each individual public body is derived as follows:

- 51% reduction of direct fossil fuel related CO_2e emissions (thermal and transport consumption); plus
- projected supply side reductions in indirect fossil fuel related CO_2e emissions from electricity.

Public bodies must ensure that they meet BOTH the 51% reduction in direct fossil fuel related emissions (thermal and transport) target and the overall total emissions reduction target.

2.1.1 Achieving the energy related carbon emissions reduction targets

Minimum Content

This section should explain how the organisation plans to meet its 2030 energy related emissions targets. The analysis should identify the level of emissions reduction required to meet the target, taking into account the latest emissions data from M&R and should use the SEAI Gap to Target tool or equivalent modelling tool.

The following elements should be included in the Roadmap:

- Energy related CO_2e emissions baseline (average of 2016-18 emissions).
- Total emissions and thermal (heating and transport) emissions in target year (2030) if no new projects implemented.
- Any growth in emissions between the baseline and target years based on planned increase/growth in services (if applicable).
- Any planned energy related greenhouse gas emission reduction activities.
- Analysis of significant emitters.
- The 'Gap to Target' that needs to be addressed once growth and planned projects taken into account
- If there is a gap, public bodies should identify potential decarbonisation pathway(s), covering:
- Proposed actions to achieve energy related carbon target, detailing specific projects and timelines.
- Resources in place or to be mobilised.
- Project readiness status.

Recommended content

- Incorporate opportunities from any Register of Opportunities from your energy management programme, or an SI426 compliant audit[1].
- Detail the project pipeline to 2030, including specific projects and actions, timelines, financing requirements and responsibilities. For multi-site organisations, there may be a capacity building phase where one or two projects are completed to develop learnings and models and a delivery phase where the programme is ramped up and the remainder of projects are completed.
- Outline plans for emissions reduction between 2030 and 2050.
- Plans for financing projects.

Guidance/Best Practice

SEAI's M&R system provides data on each public body's progress towards their targets – see the "Review performance" section for reports on key indicators and details of energy use and carbon emissions. Public bodies can use SEAI's Gap to Target tool to model potential pathways to achieving the targets. The tool estimates energy related carbon emissions up to

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[1] An energy audit to SI426 is required for every public body with individual buildings with a total useful floor area of more than 500m^2 or an annual energy spend of more than €35,000 - https://www.seai.ie/business-and-public-sector/energy-auditing

2030 based on the energy data available for the baseline period of 2016/18, and the projected emission factors up to 2030. The tool also allows organisations to model approaches to achieving the targets. The Gap to Target will be updated whenever new emission factor data becomes available from SEAI's modelling team. Public bodies can download a Gap to Target tool from the M&R system which is pre-populated with energy and emissions data for their organisation.

Additional information, training or supports

- [Guidance on Annual Energy Statement](#)
- [Guidance on M&R Data reports](#)
- [Guidance on target setting methodology](#)
- [Guidance on GTT model](#)
- The [SEAI Partnership Programme](#) can provide support to SEAI partners on populating the Gap to Target tool and using it to analyse emission pathway submissions, developing pathways and project pipelines, as well as support with developing energy management and energy efficient design.

2.1.2 Achieving the energy efficiency target

Minimum Content

This section should explain how the organisation will achieve the energy efficiency target. It should set out analysis of target to 2030 based on the SEAI Gap to Target tool or equivalent. The analysis should cover:

- Energy efficiency baseline.
- Energy efficiency in target year (2030) if no new projects implemented.
- Any growth in energy use or change in the activity metric between the baseline and target years based on planned increase/growth in services (if applicable).
- Any planned energy efficiency activities.
- Analysis of significant energy users.
- Identify any 'Gap to Target' that needs to be addressed.

If there is a gap, identify additional energy efficiency pathways, covering:

- Proposed actions to achieve energy efficiency target, detailing specific projects and timelines.
- Resources in place or to be mobilised.
- Project readiness status.

Guidance/Best Practice

- The Gap to Target tool available from the M&R system also allows modelling of energy efficiency performance against the 50% efficiency improvement target, including expected growth in energy use.

- This section should include information on the contribution of good energy management systems to reducing energy wastage/improving energy productivity.

Additional information, training or supports

- In addition to supports listed in previous section:
    - [Guidance on Annual Energy Statement](#)
    - [Guidance on M&R Data reports](#)
    - [Guidance on target setting methodology](#)
    - [Guidance on GTT model](#)
    - The [SEAI Partnership Programme](#)

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

Minimum Content

In this section public bodies should list their functions that are relevant to the Act and detail the measures that are being taken to ensure their functions are consistent with section 15(1) of the Act in addition to Action CP/23/12 as set out in Climate Action Plan 2023.

Guidance/Best Practice

As public bodies have diverse responsibilities, it is recommended that each body develops/uses an appropriate methodology. However, it is proposed that each organisation incorporates the following guiding principles:

- Build on existing taxonomies/approaches where possible, to incorporate lessons learnt elsewhere and ensure consistency.

- When screening each key activity (e.g. the provision of funding, infrastructure provision, a planning or regulatory activity, or through any another function of the public body), make an assessment as to whether it has a material role in implementing: (i) the Climate Action Plan; and/or (ii) the Public Sector Climate Action Strategy; and/or (iii) the furtherance of the national Climate Objective.

- Reflect the full climate impact of decisions made – direct and indirect, including scope 1, 2 and 3 emissions.

- A public consultation on the screening report and proposed measures should be undertaken at least once, as well as after any major update of the Climate Action Plan, Long-term Climate Strategy and/or change in the activities of the organisation.

2.2   Our People

The Climate Action Mandate requires that leadership and governance structures for climate action are set up, and that staff are engaged with climate action and have appropriate training.

Climate Action Mandate Section 2 - Our People
2.   Our People
2.1   Establish and resource Green Teams, reporting to senior management, to become integrated drivers of sustainability in every public sector body.
2.2.   Nominate a member of the Management Board as the Climate and Sustainability Champion with responsibility for implementing and reporting on the Mandate.
2.3.   Incorporate appropriate climate action and sustainability training (technical and behavioural, including green procurement training) into learning and development strategies for staff.
2.4.   Organise staff workshops (at least annually) to engage on climate issues, including a focus on decreasing the organisation's carbon footprint.
2.5.   Ensure all senior management (P.O. level or equivalent and above) and members of State Boards complete a climate action leadership training course.

2.2.1 Leadership and governance for climate action

Minimum Content

- Confirmation that you have a Green Team in place.
- Terms of reference for Green Team and departments/roles represented in the Green Team.
- Governance structure for climate and sustainability including chart showing responsibilities.
- Name of nominated Climate and Sustainability Champion (minimum director level).
- Name and role of Energy Performance Officer (EPO) (minimum director level).

Recommended Content

- How climate action links to strategic energy management (if in place) and to Energy Performance Officer responsibilities.
- As annex: strategies or policies relating to energy/environment/sustainability, if available.

Guidance/Best Practice

The nominated Climate and Sustainability Champion should be a member of the Management Board. The Champion reports directly to the Secretary General (CEO or equivalent) in relation to their role, responsibilities, and actions. This is to ensure appropriate planning, investment, and resource allocation. The two primary functions of the Climate and Sustainability Champion are:

- to implement and report on the Public Sector Climate Action Mandate; and
- to function as a sponsor at management board level for the organisation's Green Team.

For more information on the role of the Climate and Sustainability Champion, see the [Public Sector Climate Action Strategy 2023-2025](#).

Appointment of a member of the senior management team as an Energy Performance Officer is a requirement of the [Public Sector Energy Strategy 2017](#). EPOs should have decision making powers with respect to facilities, corporate budgets, and procurement. This is usually at director level.

An appropriately ranked EPO may also serve as an organisation's Climate and Sustainability Champion. It is for each public body to decide if the Champion and EPO are the same or a different member of the senior management team.

The Green Team has two main objectives:

- to influence decision making in public sector bodies so that climate and environmental criteria are to the fore.
- to influence colleagues to commit to working and living sustainably.

It is recommended that the Green Team takes into account the mandate requirements when setting out its work programme for the year.

More information on Green Teams can be found in the Public Sector Climate Action Strategy 2023-2025.

Additional information, training or supports

- [The Public Sector Climate Action Strategy 2023 - 2025](#)

- SEAI training suitable for Green Teams:
  - [SEAI Energy Academy](#) - provides free online training on energy related issues
  - SEAI Energy Basics and Carbon Basics Training [2]
  - SEAI Energy MAP training.
  - SEAI ISO50001 accelerator.

2.2.2 Engaging and training staff

Minimum Content

The Roadmap should outline plans for training and briefing staff and senior leadership, including:

- actions taken or plans in place for annual staff engagement workshops on climate action.
- actions taken or plans in place to integrate appropriate climate action and sustainability actions into learning and development strategies for staff.
- actions taken or plans in place to develop or procure climate action leadership training for all senior management staff.

Recommended Content
- Information of any training needs analysis undertaken.
- Information on staff engagement already undertaken.

Guidance/Best practice

Staff engagement could take a number of forms – one off in person workshops, online workshops, energy days/weeks, Green Days/weeks. The important consideration is that the activities engage staff in climate issues and in reducing the organisation's carbon footprint.

Completion rates for training should be reported in the organisation's annual report and through M&R mandate reporting.

Senior leadership of the rank of Principal Officer or above (or equivalent) and members of State boards of state bodies (list below) which are subject to the Climate Action Mandate must undertake climate leadership training.

Training should be offered on a rolling basis, at least every 18months, for senior staff who have not yet completed it. Completion rates should be reported in M&R and in your annual

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[2] SEAI courses for the public sector are listed on the Energy Link platform https://energylink.seai.ie

report. Plans for additional leadership training will be outlined in the new Public Sector Climate Action Strategy 2026 – 2030 currently being developed and will be detailed in future Climate Action Roadmap guidance.

Separate guidance on climate leadership training has been published by the Department of Climate, Energy and the Environment and is attached as an appendix.

In fulfilment of CAP23 action PS/23/9/A, DECC has engaged with OneLearning on provision of climate related training and upskilling. CAP24 action PS/24/7 commits to the roll out of centralised climate-related training and upskilling for all Civil Service grades. The merger between the IPA and OneLearning in 2025 should further strengthen opportunities for training and upskilling.

Additional information, training or SEAI supports

- SEAI Energy Academy – provides free online training on energy related issues
- State boards are listed here: State Boards

2.3 Our way of working

Climate Action Mandate Section 3 - Our way of working

3. Our Way of Working

   3.1   Report on the following in the Annual Report of the public sector body:

- GHG emissions;

- Implementation of the mandate;

- Sustainability activities;

- Compliance with Circular 1/2020: Procedures for offsetting the emissions associated with official air travel.

   3.2   Using SEAI's Public Sector M&R System, public bodies are to report annually on implementation of the individual mandate requirements using a "comply and explain" approach.

   3.3   Achieve formal environmental certification for large public sector bodies, such as ISO 50001 (Energy Management Standard) or ISO 14001 (Environmental Management System), with a view to going beyond ISO 14001 to adopting Eco Management and Audit Scheme (EMAS). Specifically:

      3.3.1   All public sector bodies with an energy spend greater than €2 million per annum to achieve ISO 50001 certification by end-2024;

      3.3.2   All remaining public bodies to implement energy management programmes as per SEAI's energy management guidance (S.I. 426 of 2014) and report to SEAI annually on its M&R system.

   3.4   Green Public Procurement

      3.4.1   Implement Green Public Procurement in accordance with the Green Public Procurement Implementation Mandate set out in Buying Greener: Green Public Procurement Strategy and Action Plan 2024-2027, using the EPA Green Public Procurement Guidance and criteria/Office of Government Procurement's online Green Public Procurement Criteria Search tool as resources.

      3.4.2   Adhere to the new circular, which will replace Circular 20/2019, to be published by the Department of Public Expenditure, NDP Delivery and Reform regarding new Green Public Procurement

obligations included in the GPP Strategy and Action Plan 2024-2027.

3.5 Construction

3.5.1 Specify low carbon construction methods and low carbon cement material as far as practicable as per guidance issued by Department of Enterprise, Trade and Employment for directly procured or supported construction projects from 2024.

3.5.2 Adhere to the best practice guidelines for the preparation of Resource and Waste Management Plans for construction and demolition projects for directly procured or supported construction projects from 2024.

3.5.3 A minimum proportion of construction materials procured by public bodies under new contract arrangements to comprise recycled materials, that is informed by a Circularity Roadmap for the Construction Sector and the 2nd Whole of Government Circular Economy Strategy to be published in 2025.

3.6 Organic Food

3.6.1 A minimum of 10% by value (€) of food sought under new contract arrangements (including via contractors such as canteen service providers), is to be certified organic in each of the following categories of Cereals, fresh Beef, Lamb, Pork, Poultry, Fish, Vegetables and Dairy products, where possible.

3.7 Food Waste

3.7.1 Measure and monitor the food waste generated on premises from 2024, using a standardised approach to food waste measurement set out in the EPA public sector guidance

3.7.2 All new contract arrangements related to canteen or food services, including events and conferences, to include measures that are targeted at addressing food waste, (with a specific focus on food waste prevention and food waste segregation), taking into account Ireland's commitment to reduce food waste by 50% by 2030

3.8 ICT Equipment

3.8.1 A minimum of 80% of ICT end user products (desktop computers, portable computers and mobile phones) procured by public sector bodies under new contract arrangements are certified to EPEAT Gold Standard (or equivalent), TCO Certified (or equivalent) or will have been remanufactured.

3.9 Paper

3.9.1 Review any paper-based processes and evaluate the possibilities for digitisation so it becomes the default approach. Eliminate paper-based processes as far as is practicable. Where office paper for printing and photocopying must be procured, 100% of the paper must be recycled paper.

3.9.2 Measure and monitor paper consumption.

3.10 Water

3.10.1 Provide suitable drinking water refill points for all staff and in any premises accessed by the public.

3.10.2 Measure and monitor total water usage for the organisation as a whole.

3.11 Single Use

3.11.1 Cease using disposable cups, plates and cutlery in any public sector canteen or closed facility, excluding clinical (i.e., non-canteen healthcare) environments, and in publicly funded advertising or broadcasting.

3.11.2 Eliminate all single use items within the organisation and from events organised, funded, or sponsored.

3.12 Other Materials

3.12.1 Support Ireland's Producer Responsibility Initiatives in the collection and recycling of products including the Deposit Return Scheme

3.12.2 Contract waste collection services that are segregated into a minimum of 3 streams – residual/general waste, recycling waste and organic/biowaste and monitor weights collected.

2.3.1 Energy & environmental management systems

Minimum Content

- Large public bodies that have not achieved environmental certification shall set out timelines for achieving certification.
- All public bodies with an energy spend greater than €2 million per annum must achieve ISO50001 certification by the end of 2024. The Roadmap must set out progress towards achieving certification.
- Public bodies should identify which energy or environmental management system they have implemented or are planning to implement.
- Other public bodies shall ensure they have an energy management body appropriate to the size of organisation, as set out in SEAI's guide to Demonstrating Exemplar Energy Management.

Guidance/Best Practice

While energy prices will vary, meaning an organisation's energy spend could fluctuate while energy use remains the same, we highly encourage public bodies that are near or above this level of spend over a consistent period (2-3 years) to obtain ISO50001. Public bodies with a spend of this level will need to justify why they have not obtained ISO50001. Note that energy spend covers all spend on energy that is within the scope of M&R (i.e. spend on energy for heating, transport and electricity).

All public sector bodies should have some form of energy management system in place, even if not certified, as required by SI426/2014. SEAI have guidance on the appropriate level of energy management for organisations of different sizes. For organisations below the thresholds requiring ISO50001, SEAI's EnergyMAP would be the most appropriate level.

Additional information, training or supports

- SEAI, Demonstrating Exemplar Energy Management
- SEAI Partnership programme provides a range of energy management supports to embed the appropriate level of energy management in every organisation, namely:
- Basic and advanced energy management diagnostics.
- Energy MAP training.
- ISO 50001 gap analysis.
- ISO 50001 Accelerator.
- I.S. EN ISO 50001:2018 Energy Management Systems
- I.S. EN ISO 14001:2015 Environmental Management Systems
- European Commission guidance on EMAS – Environment - European Commission

2.3.2 Green public procurement

Minimum Content

- Adhere to the new circular, which will replace Circular 20/2019, to be published by the Department of Public Expenditure, NDP Delivery and Reform regarding new Green Public Procurement obligations included in the GPP Strategy and Action Plan 2024-2027.

- Implement Green Public Procurement in accordance with the Green Public Procurement Implementation Mandate set out in Buying Greener: Green Public Procurement Strategy and Action Plan 2024-2027

- Implement Green Public Procurement (GPP) using the EPA Green Public Procurement Guidance and criteria/Office of Government Procurement's online Green Public Procurement Criteria Search tool as resources.

- Adhere to the new circular, which will replace Circular 20/2019, to be published by the Department of Public Expenditure, NDP Delivery and Reform regarding new Green Public Procurement obligations included in the GPP Strategy and Action Plan 2024-2027.

- As set out under Section 2.2 Our People, incorporate green procurement training into learning and development strategies for staff.

Recommended Content

- Set up a system to gather and record data on GPP implementation.

- Measure the environmental and climate benefits achieved through the application of green criteria in future procurements.

Guidance/Best Practice

Green Public Procurement (GPP) is defined as a process whereby public bodies seek to procure goods, services and works with a reduced environmental impact throughout their life cycle when compared to goods, services and works with the same primary function that would otherwise be procured.

The Department of Climate, Energy and the Environment published Buying Greener: Green Public Procurement Strategy and Action Plan 2024 – 2027 in April 2024. Buying Greener aims to drive the implementation of green and circular procurement practices across the public sector and includes 54 actions and 12 targets.

In line with Buying Greener: GPP Strategy and Action Plan 2024-2027, all future central purchasing arrangements published shall include contract specific GPP criteria, where possible, including minimum environmental/sustainability criteria. The Office of Government

Procurement and its sector partners in the Education Procurement Service, HSE and local government, have established a range of centralised procurement arrangements from which goods and services can be procured. Public bodies are reminded that it is government policy that public bodies, where possible, should make use of all such centralised procurement arrangements. These can be found here; [Central Purchasing Arrangements Search](#).

To assist in the provision of green criteria that can be incorporated into public procurement, the EPA has published GPP Guidance for the Public Sector and eleven national criteria sets:

- Road Transport Vehicles & Services;
- ICT Products & Services;
- Food & Catering Services;
- Indoor Cleaning Services;
- Office Buildings Design, Construction & Management;
- Indoor & Outdoor Lighting;
- Heating Equipment;
- Energy related Products;
- Paper Products & Printing Services;
- Textile Products and Services; and
- Furniture & Related Services.

The Office of Government Procurement's GPP Criteria Search is an online search tool that allows the user to rapidly find, select, and download the Irish GPP criteria (as published by the EPA) relevant to a specific procurement project. The site was designed to facilitate uptake of green procurement and is available at [gppcriteria.gov.ie](#).

There are also EU GPP criteria (including for sectors where national criteria are not yet available, e.g. Paints, varnishes and road markings).

The EPA has published case studies to showcase implementation of green procurement within the Irish public sector in areas such as procurement of carpet tiles, cleaning services and catering & hospitality services.

Government Departments are required to report annually to the EPA on their implementation of GPP (since reference year 2020). Guidance and an Excel reporting template (see links below) are available as a resource that could be used by any public body looking to monitor their organisation's GPP implementation.

Additional information or supports

- [Buying Greener: Green Public Procurement Strategy and Action Plan 2024-2027](#)

- [Circular 20/2019 Promoting the use of Environmental and Social Considerations in Public Procurement](#) (DPER)
- [Green Public Procurement Guidance and Criteria Sets (EPA)](#)
- [GPP Criteria Search](#) (OGP)
- [EU GPP Criteria and Requirements (europa.eu)](#)
- [Irish GPP Case Studies (EPA)](#)
- [Government Department GPP implementation reporting template and guidance (EPA).](#)
- [Central Purchasing Arrangements Search](#)

2.3.3 Construction

Minimum Content
- Specify low carbon construction methods and low carbon cement material as far as practicable for directly procured or supported construction projects from 2023.
- Adhere to the best practice guidelines for the preparation of Resource and Waste Management Plans for construction and demolition projects for directly procured or supported construction projects from 2024.
- A minimum proportion of construction materials procured by public bodies under new contract arrangements to comprise recycled materials, that is informed by a Circularity Roadmap for the Construction Sector and the 2nd Whole of Government Circular Economy Strategy to be published in 2025.

Guidance/Best Practice

Under the Climate Action Plan, all public bodies are required to specify low carbon construction methods and low carbon cement material as far as practicable for directly procured construction projects or those projects supported in an advisory and financial role.

The Cement and Construction Sector Decarbonisation Working Group considers this requires that, at a minimum, for projects that commenced design from 1 September 2024:

- Public bodies should be guided **by best-practice carbon management design approaches**, including avoidance of over-specification of materials, when undertaking or procuring construction projects.
- Concrete products procured by public bodies, or used in publicly produced construction projects, including poured or pre-cast products, should in general specify **a minimum of 30% clinker replacement**, consistent with IS EN 206, except where a technical justification is made by a suitably qualified professional to the satisfaction of the procurer.

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- High-**carbon CEM I cement products should not be procured** by public bodies, or used in publicly produced construction projects, except where a technical justification is made by a suitably qualified professional to the satisfaction of the procurer.
- Public bodies should seek an **Environmental Product Declaration**, to an EN 15804 standard, or equivalent when directly procuring cement or concrete products. Confirmation of a similar disclosure should be sought by public bodies, where a contracted party is managing materials procurement. When available, public bodies should require a Declaration of Performance and Compliance under the Construction Product Regulation.

From 1 September 2025, public bodies that are commencing design for **new buildings** for projects in receipt of exchequer funding in excess of €10 million in the case of non-residential buildings, or in excess of €60 million in the case of residential buildings, should produce or procure a **Whole Life-Cycle Greenhouse Gas Emissions assessment** in accordance technical guidance to be provided by SEAI in 2025, consistent with the Energy Performance of Buildings Directive. Subject to a review of the first step, from 1 June 2026, projects in receipt of exchequer funding in excess of €5 million in the case of non-residential buildings, or in excess of €30 million in the case of residential buildings, should produce such an assessment. Projects below this scale should also consider implementing this assessment.

Public bodies procuring **infrastructure projects** (construction other than buildings) in receipt of exchequer funding in excess of €60 million, should produce or procure a **Whole Life-Cycle Greenhouse Gas Emissions assessment** for their project. From 1 January 2026, projects in receipt of exchequer funding in excess of €10 million should produce such an assessment. Public bodies should identify the most appropriate, available methodology to ensure that the project's embodied carbon is suitably interrogated, and applicable to the infrastructure or project type. Projects below this scale should also consider implementing this assessment. Data produced for Building Information Modelling (BIM), introduced under the Capital Works Management Framework can, in most cases, also be used to produce this assessment.

The consultant's report ['Reducing embodied carbon in cement and concrete through Public Procurement in Ireland'](#) informed the new government approach.

In 2021, Best Practice Guidelines for the Preparation of Resource & Waste Management Plans for Construction & Demolition Projects were published. These are voluntary guidelines; their purpose is to provide a practical approach which is informed by best practice in the prevention and management of construction & demolition wastes and resources from the design stage, through to construction and deconstruction. Public bodies

are to adhere to these guidelines when directly procuring or supporting construction projects from 2024.

Public sector organisations are to consider the best practice approaches for construction & demolition projects as set out in the guidelines for the following phases of a project:

- Prior to Construction – including the stages of design, planning and procurement in advance of works on site;
- During Construction – relating to the effective management of resources and wastes during construction or demolition operations.

Best practice approaches include (but are not limited to) green public procurement, designing out waste from the construction design, pre-demolition audits, consideration for re-use and recycling opportunities including use of end-of-waste and by-product criteria.

The guidelines set out templates for a Resource and Waste Management Plan for a C&D project, reflective of the project scale i.e. Tier 1 smaller scale projects, Tier 2 larger scale projects, as set out in the guidelines.

There are opportunities to prevent construction waste arising and use secondary materials in construction processes through availing of the circular economy regulatory mechanisms for by-products and end-of-waste. The EPA is the competent authority for these regulatory mechanisms. The EPA has to date published three national criteria for construction related materials:

- National by-product criteria for site-won asphalt;
- National end-of-waste criteria for recycled aggregates; and
- National by-product criteria for greenfield soil and stone (see links below).

Public bodies should consider incorporating green criteria in their tenders (see also [Section 2.3.2 on Green Public Procurement](#)). There is a national GPP criteria set on Office Buildings Design, Construction and Management which includes the following areas:

- Sourcing legal timber
- Installation and commissioning of buildings energy systems
- Site waste management
- Selection of fit-out materials and finishes

Additional information or supports

- [Best Practice Guidelines for the preparation of resource & waste management plans for construction & demolition projects](#) (EPA)
- [National GPP Guidance and criteria sets](#) (EPA)
- [GPP Criteria Search](#) (OGP)

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- [National By-product Criteria for Site-Won Asphalt](#) (EPA)
- [National End-of-Waste Criteria for Recycled Aggregates](#) (EPA)
- [National By-product Criteria for Greenfield Soil & Stone](#) (EPA)
- [Sectoral Sustainability: Public Sector Offices](#)

2.3.4 Organic Food

Buying Greener: Green Public Procurement Strategy and Action Plan 2024-2027, has a key role in driving the implementation of green and circular procurement practices across the public sector. The Strategy includes a key sectoral focus with GPP targets set out for a number of areas of public procurement within the economy including organic food procurement.

Minimum Content

A minimum of 10% by value (€) of food sought under new contract arrangements (including via contractors such as canteen service providers), is to be certified organic in each of the following categories of Cereals, fresh Beef, Lamb, Pork, Poultry, Fish, Vegetables and Dairy products, where possible. Public bodies should track the procurement of food to monitor attainment of the GPP organic food procurement target.

Guidance and best practice

- The National Irish Organic Strategy 2024-2030 was launched in September 2024. It outlines key priorities aimed at fostering the growth and sustainability of the organic sector in Ireland.
- The EPA has published National GPP criteria for Food and Catering Services.

Additional information and supports

- [National Irish Organic Strategy 2024-2030](#)
- [EPA GPP criteria for Food and Catering Services.](#)
- [Buying Greener: Green Public Procurement Strategy and Action Plan 2024-2027](#)
- [EPA GPP Guidance for the Public Sector.](#)
- [Central Purchasing Arrangements Search](#)

2.3.5 Food Waste

Minimum Content

- Measure and monitor the food waste generated on premises from 2024, using a standardised approach to food waste measurement set out in the EPA Public Sector Guidance.

- All new contract arrangements related to canteen or food services, including events and conferences, to include measures that are targeted at addressing food waste (with a specific focus on food waste prevention and food waste segregation), taking into account Ireland's commitment to reduce food waste by 50% by 2030.

Recommended Content

- Calculate your food waste benchmark (typical benchmark for organisations is kg of food waste generated per employee per year).
- Set a target to reduce food waste and identify actions to meet that target. Report on progress annually.
- Green Team focus on food waste prevention.
- Support National Stop Food Waste on 1st March.
- Share Stop Food Waste resources with staff.
- Make canteen operators aware of the Food Waste Charter and encourage them to sign up.

Guidance/Best Practice

Growing, processing and transporting food uses a huge amount of resources such as land, water, energy and fertiliser. Up to 10 per cent of global greenhouse gas emissions are associated with food waste so preventing food waste is an important climate action. Preventing food loss and food waste is a key sustainability step and supports Ireland's transition to a circular economy.

Under the United Nations Sustainable Development Goal 12.3, Ireland has committed to halving food waste by 2030. Ireland's National Food Waste Prevention Roadmap 2023 – 2025 sets out actions to meet this ambitious goal. With approx. 750,000 tonnes of food waste generated each year in Ireland (and approx. 70% of that generated from non-household sources), the public sector can play a leadership role in focussing on food waste prevention and signalling to the market the importance of introducing green criteria when procuring food and catering services.

Public bodies are to measure and monitor the food waste generated on premises from 2024 using a standardised approach set out in the EPA guidance (link below) to measure and reduce food waste in public sector offices. This should include food waste from onsite canteens as well as office areas and kitchenettes. The Roadmap should set out how your organisation will measure and monitor food waste generated on the premises (using the EPA guidance to support this activity).

All new contract arrangements related to canteen or food services, including events and conferences, are to include measures that are targeted at addressing food waste, with a specific focus on preventing food waste and properly segregating food waste for collection in the biowaste/organic bin for recycling. The Irish GPP criteria for Food and Catering Services sets out green criteria which can be incorporated into procurement practices. The Roadmap should set out information on how your organisation will ensure that any relevant new contracts will address food waste.

The Food Waste Charter is the national voluntary agreement for businesses across the food and drink sector (including food service providers) to pledge their commitment to reduce food waste. Implementation of the Food Waste Charter is a priority action under Ireland's National Food Waste Prevention Roadmap. Charter members pledge to measure food waste in a consistent way, set a target and take action to reduce food waste. Canteen service providers should be made aware of the Food Waste Charter and encouraged to sign up. Public bodies that prepare/serve food (e.g. hospitals, prisons) are also encouraged to sign up.

Green Teams could focus on food waste prevention as an activity. Stop Food Waste is the consumer-facing national food waste prevention programme, with information and tips on how to prevent food waste. Green Teams could support the annual National Stop Food Waste Day on 1st March and share Stop Food Waste resources with staff.

Additional information or supports
- [Ireland's National Food Waste Prevention Roadmap (DECC and DAFM)](#)
- [EPA guidance to measure and reduce food waste in public sector offices](#)
- [Food Waste Charter](#)
- [Stop Food Waste](#)
- [National GPP Criteria Food & Catering Services 2024](#) (EPA)
- [Central Purchasing Arrangements Search](#)

2.3.6 ICT Equipment

Buying Greener: Green Public Procurement Strategy and Action Plan 2024-2027, has a key role in driving the implementation of green and circular procurement practices across the public sector. The Strategy includes a key sectoral focus with GPP targets set out for a number of areas of public procurement within the economy including ICT equipment.

Minimum Content
- A minimum of 80% of ICT end user products (desktop computers, portable computers and mobile phones) procured by public sector bodies under new contract

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arrangements are certified to EPEAT Gold Standard (or equivalent), TCO Certified (or equivalent) or will have been remanufactured.

Recommended Content

- Track the procurement of ICT end user products to monitor attainment of the GPP ICT equipment procurement target.

Guidance and best practice

- The EPA has published National GPP criteria for ICT products and services.
- The Office of Government Procurement (OGP) has launched a framework that allows public bodies to purchase remanufactured laptops. This is the first arrangement of its kind in the EU and can be availed of by all public service bodies regardless of size.

Additional information and supports

- [EPA GPP Guidance for the Public Sector.](#)
- [Buying Greener: Green Public Procurement Strategy and Action Plan 2024-2027](#)
- [OGP Remanufactured Laptops Arrangement](#)
- [EPA GPP Criteria ICT Products and Services 2024](#)
- [Sectoral Sustainability Factsheets – Public Sector](#)
- [Central Purchasing Arrangements Search](#)

2.3.7 Paper

Minimum content

- Review any paper-based processes and evaluate the possibilities for digitisation so it becomes the default approach. Eliminate paper-based processes as far as is practicable.
- Where paper must be procured, ensure that recycled paper is the default.
- Measure and monitor paper consumption.

Recommended Content

- Once a baseline for paper consumption is known, set a target to reduce paper use and identify and take actions to meet that target. Report on activities in annual report.
- Measure paper waste generation (quantity and/or expenditure), e.g. waste paper collected for shredding.

- Once a baseline for waste paper generation is known, set a target to reduce the amount of paper waste generated.

Guidance/Best Practice

Paper production, distribution, use and waste management require a large amount of raw materials and energy. There are also additional resources associated with paper use such as printers, printer toner cartridges, paper clips, files and storage requirements.

An exercise to review any paper-based processes and (i) evaluate the possibilities for digitisation so it becomes the default approach and (ii) eliminate paper-based processes as far as practicable will need to be carried out, if not done previously.

Tracking systems may need to be set up to measure and monitor paper consumption if not already in place. It is recommended that tracking systems for measuring and monitoring waste paper management (e.g. on paper shredding services) is also set up if not already in place. The quantity of waste paper generated should reduce if consumption drops through taking targeted actions (e.g. digitisation of services, printing double sided as a default, or introducing managed print services). Once baseline measurements are known, targets can be set to reduce paper consumption/waste paper generated.

The EPA has published Sectoral Sustainability Factsheets for the Public Sector (linked below) which include practical actions to reduce paper consumption.

There is a requirement that where paper must be procured, purchase of recycled paper is the default.

The Irish GPP criteria for Paper Products and Printing Services sets out green criteria which can be incorporated into procurement practices.

Additional information or supports
- [EPA GPP Criteria Paper and Printing Services 2024](#)
- [Sectoral Sustainability Factsheets – Public Sector](#)
- [Central Purchasing Arrangements Search](#)

2.3.8 Water

Minimum Content
- Provide suitable drinking water refill points for all staff and in any premises accessed by the public.
- Measure and monitor total water consumption in the organisation.

Recommended Content

- Green Team focus on reducing water consumption.
- Measure and monitor water consumption.
- Plan in place to reduce water consumption.

Guidance/Best Practice

Sustainable water management is central to building the resilience of societies and ecosystems and to reducing carbon emissions. With growing demand for water (50% increase in global water demand expected by 2030) this increases the need for energy-intensive water pumping, transportation and treatment.

The public sector can play a leadership role in reducing water consumption.

By providing suitable drinking water refill stations for staff (and in any premises accessed by the public) there is the potential to reduce the consumption of single-use plastic water bottles. According to Refill Ireland, 220,000 single use plastic water bottles are generated in Ireland every day and people spend €100 million on these bottles every year in Ireland. Public bodies should consider installing mains-fed refill stations rather than bottle-fed refill stations, to reduce the use of plastic bottles and decrease transport emissions relating to service provision. Choose refill stations that can monitor usage.

Uisce Éireann (formerly Irish Water) outline five steps to better water stewardship:

- Getting Started - Building initial awareness of shared water challenges and risks
- Map & Plan - Developing a Water Map and achieving a high level of awareness
- Measure & Monitor - Understanding the sites water usage establishing a monitoring regime
- Analyse & Improve - Implementing solutions and building a system of continuous improvement
- Lead & Control - Continuous water stewardship embedded in the DNA of the firm

Uisce Éireann Water Stewardship Programme

The key to achieving sustainable water usage lies in educating and empowering businesses with training to lower water consumption, reduce operating costs and protect the environment. Uisce Éireann Water Stewardship Programme has trained hundreds of water users nationwide, enabling them to understand the importance of water conservation and equipping them with practical tools and strategies to minimise their water footprint. The programme's emphasis on education ensures a comprehensive and lasting impact on water consumption practices.

Programme benefits include:

- **Be a global leader -** Set sustainability standards at work with this first training of its kind.
- **Receive free training** - The programme is fully funded by Uisce Éireann and Sustainable Enterprise Skillnet.
- **Achieve international recognition** - Receive certification from the European Water Stewardship Standard.
- **Save water and money** - Learn how to reduce water use and lower running costs.
- **Protect the local environment** - Know how to improve your business' environmental performance.
- **Earn sustainability credits** - Submit your certificate to Origin Green and be rewarded.

Uisce Éireann also have developed Business Conservation resources specific to hospitals and water saving tips for business and for households.

Additional information or supports

- [Water Stewardship | Conservation | Uisce Éireann (formerly Irish Water)](#)
- [Hospitals | Business Conservation (water.ie)](#)
- [Uisce Eireann water saving tips - Business](#)
- [Uisce Eireann households](#)
- [Central Purchasing Arrangements Search](#)

2.3.9 Single Use

Minimum Content

Cease using disposable (single use) cups, plates and cutlery in any public sector canteen or closed facility, excluding clinical (i.e., non-canteen healthcare) environments, and in publicly funded advertising or broadcasting.

Eliminate all other single use items within the organisation and from events organised, funded or sponsored.

Guidance/Best Practice

Reducing overall consumption of single use goods is a very effective environmental action that public bodies can take. Avoiding unnecessary purchases is the first step to consider.

Single use products (SUP) are used once, or for a short period of time, before being thrown away. Huge resources go into the making of SUP, which are wastefully discarded after just one use. Waste management is also a major challenge – SUP items are particularly prone to

littering; most SUP cannot be effectively recycled due to their composition or contamination; incineration contributes to greenhouse gas emissions and air pollution and landfills are already overburdened with plastic waste.

Their use should be avoided and public bodies should consider how demand can be met in a way that requires fewer or better value goods to be bought (e.g. reusable or refillable options).

EU legislation has focused on reducing the impact of certain single-use plastic products on the environment (often referred to as the Single Use Plastics Directive, Directive (EU) 2019/904). This has introduced various legislative requirements including a ban on certain items being placed on the market, labelling requirements to inform consumers of the presence of plastic and the introduction of extended producer responsibility initiatives. Since 3 July 2021, the following single-use plastic items have been banned from being placed on the Irish market: cotton bud sticks, cutlery (forks, knives, spoons and chopsticks), plates, stirrers, chopsticks, straws, extended polystyrene single use food and beverage containers, all oxo-degradable plastic products.

Under minimum content requirements of the mandate, public bodies must cease using disposable cups, plates and cutlery (made from plastic or other materials and including items marked as recyclable, biodegradable and compostable) in any public sector canteen or closed facility, excluding clinical (i.e. non-canteen healthcare) environments and in publicly funded advertising or broadcasting. It is recommended that anyone procuring such items for in-house use, or procuring for advertising or broadcasting, are aware of these obligations. For example, if developing assets or content for advertising or broadcasting (TV, radio, billboards, digital marketing or other) don't use disposable cups, plates and cutlery, use reusable instead.

It is also a minimum requirement to eliminate all single-use items within the organisation and from events organised, funded and sponsored by the organisation. The first step would be to carry out a review of what single-use items are used within the organisation and prepare a plan to progressively eliminate them. Procedures should be put in place so that any staff with responsibility for organising meetings and events, or funding or sponsoring events are aware of these obligations and include the obligations in any procurement or funding or sponsorship agreements.

Additional information or supports
- EPA GPP Guidance for the Public Sector 2024
- Single Use Plastics
- Fáilte Ireland – A guide to running green meetings and events

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- [Plastic Free Guide for Festivals and Events](#) - published by MyWaste.ie
- [Central Purchasing Arrangements Search](#)

2.3.10   Other Materials

The Climate Action Mandate requires public bodies to:

- Support Ireland's Producer Responsibility Initiatives in the collection and recycling of products.
- Use waste collection services that are segregated into a minimum of 3 streams – residual/general waste, recycling waste and organic/biowaste.

Minimum Content

- Support Ireland's Producer Responsibility Initiatives in the collection and recycling of products.
- Use waste collection services that are segregated into a minimum of 3 streams – residual/general waste, recycling waste and organic/biowaste.

Recommended Content

- Track waste generation (general waste, dry recyclables, organic waste, other wastes e.g. waste electrical and electronic equipment).
- Set out plans to prevent waste (general waste, dry recyclables, organic waste, other wastes), to progressively reduce waste generation.

Guidance/Best Practice

Ireland uses the Extended Producer Responsibility (EPR) model for dealing with several waste streams: Packaging, Waste Electrical and Electronic Equipment (WEEE), Batteries & Accumulators, End of Life Vehicles, Tyres and Farm Plastics. In such initiatives the producers (those who manufacture or place the products on the market) have a responsibility to fund the collection and environmentally sound management of their products at end of life. All of these schemes have targets. The WEEE, packaging, batteries & accumulators, and end of life vehicles EPR schemes are based on EU Directives and have EU legislative targets. The tyres and farm plastics EPR schemes are based on national regulations and have national targets.

Public bodies are to support Ireland's Producer Responsibility Initiatives in the collection and recycling of products. This means that for material streams/products where there is an EPR, public bodies must take into consideration any producer obligations for separate collection of those wastes and facilitate their appropriate management. Each of the EPRs has a

compliance scheme which can arrange appropriate collection and management services – see links below.

National waste statistics published by the EPA have shown that Ireland is at risk of failing to meet EU legislative targets for recycling of municipal waste and recycling of plastic packaging waste. Public bodies must ensure that waste is segregated and separately collected where appropriate. Dry recyclables must be placed clean dry and loose in recyclables bins. This provides the maximum value for recycling the products at end-of-life. There are some waste streams that need to be segregated for separate collection (e.g. WEEE, batteries & accumulators) and not put into the waste bins (residual, recyclable, organic) that are collected at kerbside.

EPA waste characterisation studies on commercial waste bins have shown evidence of poor segregation; 70% of the contents of the average commercial waste bin could be diverted to recycling. This represents a massive loss of potentially recyclable material and an unnecessarily high cost for waste management, as waste charges would be lowered through proper segregation. Recyclables must be placed 'clean dry and loose' in the recyclables bin to reduce contamination and provide the maximum potential for recycling of waste packaging.

In July 2023, new waste collection regulations came into force:

- Collectors required to provide a 3-bin service to commercial customers (residual, mixed dry recyclable and bio-waste bin).
- All waste collected must be weighed, with details on the weights of the individual bins communicated to customers.
- Waste collection companies will be required to at least collect the recyclable waste materials as specified on www.mywaste.ie.
- Collection of recyclable waste and bio-waste must occur at least fortnightly.

The publicly funded MyWaste website is the go-to resource for information to support good waste management practices and has useful resources to download (e.g. standardised bin signage).

Additional information or supports
- My Waste business advice
- Incentivised charging for waste collection in the commercial sector (gov.ie)
- Factsheet for public sector offices
- Municipal waste characterisation
- Repak – Compliance Scheme for packaging and waste packaging

- [WEEE Ireland and ERP Ireland](#) – compliance schemes for WEEE and batteries & accumulators
- [Circol ELT](#) – compliance scheme for Tyres and waste tyres
- [ELVES](#) – compliance scheme for end of-life vehicles
- [IFFPG](#) – Compliance scheme for farm plastics

2.4 Our buildings and vehicles

Climate Action Mandate Section 4 - Our buildings and vehicles

4   Our Buildings and Vehicles
 	
4.1   Promote the use of bicycles (including push bikes, electric bikes, and cargo bikes) and shared mobility options as an alternative to car use among employees and visitors by creating and maintaining facilities (both inside and outside of buildings) that support such options, including secure and accessible bicycle parking, shared mobility parking, and charging stations, as appropriate, with a view to achieving the National Transport Authority's Smarter Travel Mark.
 	
4.2   Phase out the use of parking in buildings that have access to a range of public transport services and active/shared mobility options for the majority of staff/visitors, while providing that sufficient accessible parking is maintained for those with physical mobility issues.
 	
4.3   Display an up-to-date Display Energy Certificate in every public building that is open to the public to clearly show energy use.
 	
4.4   The public sector will not install heating systems that use fossil fuels after 2023, in (1) new buildings, and (2) "major renovation" retrofit projects as defined in the Energy Performance of Buildings Directive (EPBD) unless at least one of the following exceptions applies:
 	
      • The fossil-fuel use is only through using electricity from the grid.
      • There is no technically viable non-fossil alternative (generally only related to applications for a purpose other than space heating).
      • The installation of a renewable space heating system would increase final CO_2 emissions.
      • The fossil-fuel use is provided for backup, peaking, or operational purposes (and makes up less than 10% of annual heating energy).

- Where the direct replacement of existing fossil fuel heating is required for an emergency maintenance purpose.

4.5 All tenders for the public procurement of energy-related products, heating equipment, or indoor and outdoor lighting to include a requirement for tenderers to specify recommendations and options for the product, when the product or components of the product comes to the end of life, that consider environmental sustainability, including options for reuse, repair, and recycling. Comply with SI 626 of 2016 to procure Triple E registered products or equivalent.

4.6 All tenders for the public procurement of indoor cleaning services to include a requirement for tenderers to specify the training that will be put in place to ensure that all staff involved in delivery of the contract have the knowledge and skills to apply cleaning methods, which will reduce the environmental impact of the services.

4.7 In relation to existing buildings:

4.7.1 Building stock plans – all public bodies that have not yet completed a stage 1 Building Stock Plan should do so and submit to SEAI. Public bodies that have completed a BSP should update it regularly, minimum every two years. Public bodies are encouraged to include their BSPs in their Climate Action Roadmaps

4.7.2 National Estate Portfolio Leads are accountable for energy targets within their sectors and for developing pathways to achieve these targets. e.g., in relation to the Civil Service, the OPW will plan the deep retrofit of Government Departments' building stock. The specific sectors are outlined in the stage 1 Building Stock Guidance. These National Estate Portfolio leads (NEPLs) will undertake Stage 2 Building Stock plans for their respective sectors. They shall develop plans and roadmaps of how they & their respective sectors will address national and upcoming EU EPBD and EED directive targets, considering both the short-term actions (towards 2030 targets) and long-term vision (to 2050 net zero). SEAI will work with the NEPLs and National Working Group on Decarbonising Public Buildings to develop guidance for Stage 2 BSP. With a view to sectors completing initial plans and roadmaps by the end of 2025. SEAIs Monitoring and Reporting system will be enhanced to track national and relevant EU directive targets at NEPL level.

> 4.7.3 Small public sector bodies should include a basic building stock analysis or statement as part of their Climate Action Roadmap, in line with the guidance published by SEAI.
>
> 4.8 Procure (purchase or lease) only zero-emissions vehicles from the end of 2022, enabling Ireland to go beyond the requirements of the EU Directive, amending Directive 2009/33/EC on the promotion of clean and energy-efficient road transport vehicles (EU Directive 2019/1161, the Clean Vehicle Directive) and act as an international leader in this area. An exception applies where the vehicle is exempt under European Communities (Clean and Energy-Efficient Road Transport Vehicles) (Amendment) Regulations (S.I. 381 of 2021). Public sector procurement contracts for delivery and haulage should specify zero-emissions vehicles where possible.
>
> 4.8.1 As an enabler for the switch to zero-emissions vehicles and meeting Climate Action Plan targets, in 2024 public sector bodies with a vehicle fleet should develop a plan for installation of charging infrastructure in relevant locations. The plan should align installation of infrastructure with timelines for decarbonisation of the body's fleet. The plan should be included in the body's Climate Action Roadmap.

2.4.1 Promote the use of bicycles and shared mobility options

Minimum content

- Provide an updated plan for promotion of cycling and shared mobility
- Provide an update on progress towards the Smarter Travel Mark

Guidance

The National Transport Authority (NTA) launched the Smarter Travel Mark (STM) in May 2023 as part of the Department of Transport's Pathfinder Programme. The Smarter Travel Mark is a three-tier certification that recognises and celebrates organisations that support active and sustainable travel on the commute and beyond for their workforce, students, and visitors, resulting in a reduction in single-person car usage.

Organisations that have over 100 employees, are encouraged to join the TFI Smarter Travel Programme in line with the ambition set in the Public Sector Mandate. To join the programme, organisations must sign a programme charter. Once completed, they will gain access to:

- A dedicated Smarter Travel Consultant

- Online staff travel survey report and proposed action plan

- Assistance implementing actions

- Smarter Travel Mark certification

- Active Travel Challenges participation

- Partner seminars & networking

- Promotional materials

- Advice and information

Uptake by Public Sector bodies will be monitored by the NTA and reported to the National Sustainable Mobility Policy (SMP) Leadership Group.

Additional information or supports

- Apply for the [Smarter Travel Mark from the National Transport Authority](#)

- National Sustainable Mobility Policy - [gov.ie - National Sustainable Mobility Policy](#)

- Resources to help SMEs promote sustainable travel and active commuting [Small to Medium Sized Enterprises - National Transport](#)

- For the development of MMPs/Travel Plans [Implementers-Guide.pdf](#)

- To analyse how accessible places are, [Public Transport Accessibility Level](#)

2.4.2 Phase out parking

Minimum Content

- Set out your plans to phase out parking at relevant buildings.

Guidance

- Public bodies must phase out parking at buildings with sufficient public transport links and shared mobility options available to the majority of staff and visitors. Parking for those with additional mobility needs should be retained.

2.4.3 Display an up-to-date Display Energy Certificate

Minimum content

If not already completed, set out plan to ensure there is a Display Energy Certificate (DEC) in every building that meets the requirement (see guidance below).

Guidance

Display energy certificates must be displayed in buildings >250 m^2 that are occupied by a public body and frequently visited by the public (as defined in SI243/2012). Buildings that are

exempted from these requirements are also defined in SI243/2012 and include national monuments, temporary buildings, protected structures and buildings used as place of worship. Refer to SI243/2012 for full definitions of exempted buildings.

Additional information or supports

- [SEAI, Guidance on Display Energy Certificates.](#)
- [SI243/2012 European Union (Energy Performance of Buildings) Regulations 2012](#)

2.4.4 Installation of fossil fuel boilers

Minimum content

- Update procurement and design procedures to comply with the requirement for no fossil fuel heating in new buildings and in major retrofit projects

Guidance

The definition of "major retrofit project" means the renovation of a building where more than 25% of the surface of the building envelope undergoes renovation.

Additional information or supports

- [SEAI Support Scheme for Renewable Heat](#)

2.4.5 Procurement of energy-related products, heating equipment, indoor and outdoor lighting

Minimum content

- All tenders for the public procurement of energy-related products, heating equipment, or indoor and outdoor lighting to include a requirement for tenderers to specify recommendations and options for the product, when the product or components of the product comes to the end of life, that consider environmental sustainability, including options for reuse, repair, and recycling.
- Track the procurement of these products by your organisation to ensure that the relevant tender documentation has set out this requirement.
- Comply with SI 626 of 2016 to procure Triple E registered products or equivalent.

Guidance

The EPA has published national GPP Criteria for energy-related products, heating equipment and indoor and outdoor lighting which can be used as resources to meet the mandate requirements when tendering for these products and services. The OGP's GPP

Criteria Search is an online tool that allows the user to rapidly find, select, and download the Irish GPP criteria (as published by the EPA) relevant to a specific procurement project.

- [GPP Criteria for Energy-Related Products (EPA, 2024)](#)
- [GPP Criteria for Heating Equipment (EPA, 2024)](#)
- [GPP Criteria for Indoor and Outdoor Lighting (EPA, 2024)](#)
- [gppcriteria.gov.ie](#) (OGP)
- [Triple E](#)

2.4.6 Procurement of cleaning contracts

Minimum Content

All tenders for the public procurement of indoor cleaning services to include a requirement for tenderers to specify the training that will be put in place to ensure that all staff involved in delivery of the contract have the knowledge and skills to apply cleaning methods, which will reduce the environmental impact of the services. Track the procurement of indoor cleaning services by your organisation to ensure that the relevant tender documentation has set out this requirement.

Guidance/Best Practice

The EPA have prepared and published National GPP criteria for indoor cleaning services.

Additional information or supports

- [EPA GPP Criteria Indoor Cleaning 2024](#)
- [EPA GPP Guidance for the Public Sector.](#)
- [Buying Greener: Green Public Procurement Strategy & Action Plan 2024-2027](#)

2.4.7 Existing Buildings

Minimum content

- A summary of your latest building stock plan should be included in your roadmap, along with the key actions being taken to reduce emissions in your buildings.
- If no building stock plan has been developed for your organisation to date, one must be developed. Building Stock Plans must be updated every two years.

Guidance/Best practice

All public bodies need to produce a Stage 1 Building Stock Plan (BSP). The main objective of a Stage 1 BSP is for all public bodies to identify their building stock, including ownership/lease status, and to identify the largest energy users in the portfolio that the public body must address to achieve their energy targets.

Guidance for Stage 1 Building Stock Plans was issued in October 2023 with the first BSPs due by February 2024. BSPs need to be updated and submitted to SEAI every two years. The Stage 1 BSP guidance sets out 11 steps, although only steps 1-5 are mandatory for all public bodies. It is also very important to complete all mandatory fields on the M&R building register with good quality data.

Your roadmap should provide an overview of your buildings portfolio as identified in your Building Stock Plan along with key actions to be taken to reduce emissions.

National Estates Portfolio Leads and Stage 2 Building Stock Planning

The Climate Action Plan 2025 introduces the concept of National Estate Portfolio Leads (NEPL) for particular subsectors. These subsectors are:

- Civil service (Lead: OPW)
- Health (including Section 38/39 organisations) (Lead: HSE)
- Third level (Lead: Department of Further and Higher Education, Research, Innovation and Science)
- Schools (Lead: Department of Education)
- Local authorities

NEPLs will plan and co-ordinate/deliver deep retrofits of the building stock in their sector. In preparation for this, NEPLs will need to produce sectoral plans in 2025. Public bodies within these sectors need to liaise with NEPL on planning deeper measures, whilst continuing with energy management, control optimisation and other measures within their control on the buildings that can impact the targets most.

It is also particularly important for public bodies in these groups to ensure that their building register on M&R is up to date as it will be required by National Estate Portfolio Leads in order to plan pathways.

Individual public bodies, whether in a National Estate group or not, are not currently obliged to develop Stage 2 BSPs although they may do if they wish.

Additional information or supports
- [Building Stock Plan guidance](#)
- [Building Stock Plan checklist - simple](#)
- [Building Stock Plan checklist - detailed](#)
- [M&R Building register guidance](#)

2.4.8 Procure or lease only zero emission vehicles

Minimum content

- Update processes for vehicle procurement to meet target for purchase of zero emission vehicles where operationally feasible, as well as the minimum targets set out by SI381/2021 Clean Vehicles Directive.

Guidance/Best Practice

Developing policy to promote the uptake of electric vehicles more widely is a priority for the Government. Emissions from transport account for about 30% of the public sector's overall GHG emissions, the second largest portion after buildings. Increased use of electric vehicles by the public sector helps to demonstrate their value to wider society, improve urban air quality, and reduce noise pollution.

SI No. 381 of 2021 (the EU Clean Vehicles Directive) establishes in law binding minimum targets for the share of 'clean' vehicles in procurements undertaken by public sector bodies over the relevant service contract value thresholds. It is important to note that the clean vehicle targets will become more stringent from 2026 onwards.

Additional information or supports

- [SI 381 European Communities (Clean and Energy Efficient Road Transport Vehicles) (Amendment) Regulations 2021/2021](#)

2.4.9 Installation of charging infrastructure

Minimum content

- Public bodies with a vehicle fleet should include their plan for installation of charging infrastructure in relevant locations.

Guidance/Best Practice

The requirement to install charging infrastructure applies to public bodies with a vehicle fleet which are either owned or on a long-term lease. Vehicles in scope are those used to perform the functions of the organisation, excluding vehicles used to provide public transport. Public Sector Bodies should consider the following to demonstrate evidence of adherence to the mandate:

1. Has your organisation considered its fleet needs and EV's are/are part/are not considered viable for our purposes and function?
2. Where viable or part viable, has your organisation sought to procure zero-emission vehicles in the replacement or expansion of the existing fleet?

3. Has your organisation considered the use of the OGP framework for zero emission vehicles in the above?
4. Has your organisation considered the charging needs of your fleet/future fleet and are planning the designation of appropriate charging spaces at our sites/depots?
5. Has your organisation adapted the climate action roadmap to account for your future ZEV fleet?
6. Has your organisation adapted our business plan to account for your future EV fleet?

Additional information or supports

- [Zero Emission Vehicles Ireland](#) The Public Sector EV Infrastructure Delivery Group brings together public bodies active in the delivery of EV infrastructure. ZEVI collaborate closely with other Government departments, public sector bodies, and local and regional authorities to develop integrated policy and implementation approaches to EV infrastructure delivery.

2.5 Optional content

Public bodies are encouraged to include plans on wider climate action in their Roadmaps.

This could include:

- Reducing emissions of other greenhouse gases (e.g., methane, F gases).
- Reducing other indirect emissions (Scope 3).
- Identifying impact of climate change on organisation's operations and undertaking climate adaptation measures.
- Activities to raise awareness of climate change mitigation and adaptation.

Public bodies may also report on other climate action initiatives/pledges/reporting schemes they participate in.

3 Template for small public bodies

Smaller public bodies can use the following headings as a structure for their climate action roadmap, including at least the minimum content set out above.

Climate Action Roadmap

1   Introduction

                Organisational context

                Progress to date

2   Our targets

                Energy efficiency

                Emissions Reductions

3   Our People – Leadership and governance

                    Statement demonstrating Senior management commitment

                    Nominated climate and sustainability champion

                    Governance structure

                    Green team

4   Our People - Engaging our staff

                Staff training plans

                Plans for climate action and sustainability workshops

                Planned Senior leadership training

5   Our Way of Working

                Energy and environmental management systems

                Green public procurement

                Food waste

                Single use items

                Paper and paper-based processes

                Water

                Waste management

Organic Food

Procurement of ICT equipment

(if relevant also include a section on construction)

6   Our buildings and vehicles

Vehicles

Promoting cycling and shared mobility

Phasing out parking

Procurement of zero emission vehicles

If relevant, plans to install charging infrastructure

Buildings

Fossil fuel heating systems

Display of Display Energy Certificates (if relevant)

Procurement of cleaning services

Stage 1 building stock plan

7   Our wider climate action plans [OPTIONAL]

This is a suggested structure for a Roadmap that follows the Mandate structure closely.

Other document structures might work better for particular organisations, in which case we would recommend inclusion of a table to indicate compliance with the Mandate requirements.

4 Mapping to requirements of the Climate Action Mandate

Mandate section	Guidance Section
1. Our Targets	
1.1 Reduce energy related GHG emissions by 51% in 2030.	2.1.1
1.2 Improve energy efficiency in the public sector by 50% by 2030.	2.1.2
1.3 Update Climate Action Roadmaps annually within 6 months of the publication of the Climate Action Plan. Develop Climate Action Roadmaps if none are in place.	1.9
2. Our People	
2.1 Establish and resource Green Teams, reporting to senior management, to become integrated drivers of sustainability in every public sector body.	2.2.1
2.2 Nominate a member of the Management Board as the Climate and Sustainability Champion with responsibility for implementing and reporting on the mandate.	2.2.1
2.3 Incorporate appropriate climate action and sustainability training (technical and behavioural, including green procurement training) into learning and development strategies for staff.	2.2.2
2.4 Organise staff workshops (at least annually) to engage on climate issues, including a focus on decreasing the organisation's carbon footprint.	2.2.2
2.5 Ensure all senior management (P.O. level or equivalent and above) and members of State Boards[62], complete a climate action leadership training course.	2.2.2
3. Our Way of Working	
3.1 Report on the following in the Annual Report of the public sector body: • GHG emissions; • Implementation of the mandate; • Sustainability activities; • Compliance with Circular 1/2020: Procedures for offsetting the emissions associated with official air travel.	1.8
3.2 Using SEAI's Public Sector M&R System, public bodies are to report annually on implementation of the individual mandate requirements using a "comply and explain" approach.	1.8
3.3 Achieve formal environmental certification for large public sector bodies, such as ISO 50001 (Energy Management Standard) or ISO 14001	2.3.1

(Environmental Management System), with a view to going beyond ISO 14001 to adopting Eco Management and Audit Scheme (EMAS). Specifically: 3.3.1. All public sector bodies with an energy spend greater than €2 million per annum to achieve ISO 50001 certification by end-2024; 3.3.2. All remaining public bodies to implement energy management programmes as per SEAI's energy management guidance (S.I. 426 of 2014) and report to SEAI annually on its M&R system.	
3.4 Green Public Procurement 3.4.1 Implement Green Public Procurement in accordance with the Green Public Procurement Implementation Mandate set out in Buying Greener: Green Public Procurement Strategy and Action Plan 2024-2027, using the EPA Green Public Procurement Guidance and criteria/Office of Government Procurement's online Green Public Procurement Criteria Search tool as resources. 3.4.2 Adhere to the new circular, which will replace Circular 20/2019, to be published by the Department of Public Expenditure, NDP Delivery and Reform regarding new Green Public Procurement obligations included in the GPP Strategy and Action Plan 2024-2027.	2.3.2
3.5 Construction 3.5.1. Specify low carbon construction methods and low carbon cement material as far as practicable as per guidance issued by Department of Enterprise, Trade and Employment for directly procured or supported construction projects from 2024 3.5.2. Adhere to the best practice guidelines for the preparation of Resource and Waste Management Plans for construction and demolition projects for directly procured or supported construction projects from 2024 3.5.3. A minimum proportion of construction materials procured by public bodies under new contract arrangements to comprise recycled materials, that is informed by a Circularity Roadmap for the Construction Sector and the 2nd Whole of Government Circular Economy Strategy to be published in 2025	2.3.3
3.6 Organic Food 3.6.1. A minimum of 10% by value (€) of food sought under new contract arrangements (including via contractors such as canteen service providers), is to be certified organic in each of the following categories of Cereals, fresh Beef, Lamb, Pork, Poultry, Fish, Vegetables and Dairy products, where possible.	2.3.4
3.7 Food Waste 3.7.1. Measure and monitor the food waste generated on premises from 2024, using a standardised approach to food waste measurement set out in the EPA public sector guidance. 3.7.2. All new contract arrangements related to canteen or food services, including events and conferences, to include measures that are targeted at addressing food waste (with a specific focus on food waste prevention and food waste segregation, taking into account Ireland's commitment to reduce food waste by 50% by 2030.	2.3.4

3.8 ICT Equipment 3.8.1. A minimum of 80% of ICT end user products (desktop computers, portable computers and mobile phones) procured by public sector bodies under new contract arrangements are certified to EPEAT Gold Standard (or equivalent), TCO Certified (or equivalent) or will have been remanufactured.	2.3.5
3.9 Paper 3.9.1. Review any paper-based processes and evaluate the possibilities for digitisation so it becomes the default approach. Eliminate paper-based processes as far as is practicable. Where office paper for printing and photocopying must be procured, 100% of the paper must be recycled paper. 3.9.2. Measure and monitor paper consumption.	2.3.6
3.10 Water 3.10.1. Provide suitable drinking water refill points for all staff and in any premises accessed by the public 3.10.2. Measure and monitor total water usage for the organisation as a whole.	2.3.7
3.11 Single Use 3.11.1. Cease using disposable cups, plates and cutlery in any public sector canteen or closed facility, excluding clinical (i.e., non-canteen healthcare) environments, and in publicly funded advertising or broadcasting. 3.11.2. Eliminate all single use items within the organisation and from events organised, funded, or sponsored.	2.3.8
3.12 Other Materials 3.12.1. Support Ireland's Producer Responsibility Initiatives in the collection and recycling of products including the Deposit Return Scheme. 3.12.2. Contract waste collection services that are segregated into a minimum of 3 streams – residual/general waste, recycling waste and organic/biowaste and monitor weights collected.	2.3.9
4. Our Buildings and Vehicles	
4.1 Promote the use of bicycles (including push bikes, electric bikes, and cargo bikes) and shared mobility options as an alternative to car use among employees and visitors by creating and maintaining facilities (both inside and outside of buildings) that support such options, including secure and accessible bicycle parking, shared mobility parking, and charging stations, as appropriate, with a view to achieving the National Transport Authority's Smarter Travel Mark.	2.4.1
4.2 Phase out the use of parking in buildings that have access to a range of public transport services and active/shared mobility options for the majority of staff/visitors, while providing that sufficient accessible parking is maintained for those with physical mobility issues.	2.4.2

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4.3 Display an up-to-date Display Energy Certificate in every public building that is open to the public to clearly show energy use	2.4.3
4.4 The public sector will not install heating systems that use fossil fuels after 2023, in (1) new buildings, and (2) "major renovation" retrofit projects as defined in the Energy Performance of Buildings Directive (EPBD) unless at least one of the following exceptions applies: • The fossil-fuel use is only through using electricity from the grid. • There is no technically viable non-fossil alternative (generally only related to applications for a purpose other than space heating). • The installation of a renewable space heating system would increase final CO_2 emissions. • The fossil-fuel use is provided for backup, peaking, or operational purposes (and makes up less than 10% of annual heating energy). • Where the direct replacement of existing fossil fuel heating is required for an emergency maintenance purpose.	2.4.4
4.5 All tenders for the public procurement of energy-related products, heating equipment, or indoor and outdoor lighting to include a requirement for tenderers to specify recommendations and options for the product, when the product or components of the product comes to the end of life, that consider environmental sustainability, including options for reuse, repair, and recycling. Comply with SI 626 of 2016 to procure Triple E registered products or equivalent.	2.4.5
4.6 All tenders for the public procurement of indoor cleaning services to include a requirement for tenderers to specify the training that will be put in place to ensure that all staff involved in delivery of the contract have the knowledge and skills to apply cleaning methods, which will reduce the environmental impact of the services.	2.4.6
4.7 Buildings 4.7.1 Building stock plans – all public bodies that have not yet completed a stage 1 Building Stock Plan should do so and submit to SEAI. Public bodies that have completed a BSP should update it regularly, minimum every two years. Public bodies are encouraged to include their BSPs in their Climate Action Roadmaps 4.7.2 National Estate Portfolio Leads are accountable for energy targets within their sectors and for developing pathways to achieve these targets. e.g., in relation to the Civil Service, the OPW will plan the deep retrofit of Government Departments' building stock. The specific sectors are outlined in the stage 1 Building Stock Guidance. These National Estate Portfolio leads (NEPLs) will undertake Stage 2 Building Stock plans for their respective sectors. They shall develop plans and roadmaps of how they & their respective sectors will address national and upcoming EU EPBD and EED directive targets, considering both the short-term actions (towards 2030 targets) and long-term vision (to 2050 net zero). SEAI will work with the NEPLs and National Working Group on Decarbonising Public Buildings to develop guidance for Stage 2 BSP. With a view to sectors completing initial plans and roadmaps by the end of 2025. SEAIs Monitoring and Reporting system will be enhanced to track national and relevant EU directive targets at	2.4.7

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NEPL level. 4.7.4. Small public sector bodies should include a basic building stock analysis or statement as part of their Climate Action Roadmap, in line with the guidance published by SEAI.	
4.8 Vehicles Procure (purchase or lease) only zero-emissions vehicles from the end of 2022, enabling Ireland to go beyond the requirements of the EU Directive, amending Directive 2009/33/EC on the promotion of clean and energy-efficient road transport vehicles (EU Directive 2019/1161, the Clean Vehicle Directive) and act as an international leader in this area. An exception applies where the vehicle is exempt under European Communities (Clean and Energy-Efficient Road Transport Vehicles) (Amendment) Regulations (S.I. 381 of 2021). Public sector procurement contracts for delivery and haulage should specify zero-emissions vehicles where possible.	2.4.8
4.8.1. As an enabler for the switch to zero-emissions vehicles and meeting Climate Action Plan targets, in 2024 public sector bodies with a vehicle fleet should develop a plan for installation of charging infrastructure in relevant locations. The plan should align installation of infrastructure with timelines for decarbonisation of the body's fleet. The plan should be included in the body's Climate Action Roadmap.	2.4.9

5 Glossary

Climate and Sustainability Champion	Member of the management board with responsibility for implementing and reporting on the Climate Action Mandate
CO_2	Carbon dioxide
EMAS	Eco-management and Audit Scheme.
Energy MAP	SEAI bespoke energy management system training
Energy Performance Officer (EPO)	Member of senior management appointed to lead on energy management and performance
Gap to Target Tool	Spreadsheet model developed by SEAI for use by public bodies to evaluate their energy efficiency (EE) performance and energy related greenhouse gases
GHG	Greenhouse gases
Green Public Procurement (GPP)	Green Public Procurement is a process where public authorities seek to source goods, services or works with a reduced environmental impact.
GWh	Giga Watt hour
HVAC	Heating, ventilation and air conditioning
ISO14001:2015	International standard, setting requirements for environmental management systems
ISO50001	International standard, setting requirements for energy management systems
kW	Kilowatt
M&R	SEAI's Monitoring and Reporting system for public sector energy efficiency and carbon emissions
Register of Opportunities	List of energy efficiency opportunities developed as part of an energy management system
SMP	Sustainable Mobility Policy
Triple E register	List of energy efficient products. Products on this register all meet a minimum set of stringent energy efficiency criteria and typically will be of a best-in-class efficiency standard.

Appendix 1: Guidance on Provision of Climate Action Leadership Training

This guidance relates to the Mandate requirement 2.5:

"Ensure all senior management (P.O. level or equivalent and above) and members of State Boards complete a climate action leadership training course."

To fulfil this requirement, public sector bodies are free to procure their own training tailored to the needs of their organisation. This guidance note provides suggested content for the core modules of climate leadership training.

Suggested content of training modules

Module 1 Sections: Climate Fundamentals

a. Climate Change Overview - outlines the fundamental science of global climate change, how and why it has changed in the past, and human influence on the climate.

b. Climate Change and Ireland - describes how the changing global climate will impact on Ireland through changes in temperature, rainfall, and sea level.

c. Mitigation and Adaptation - outlines the actions that can be taken to reduce Greenhouse Gases and the actions that will help to reduce the impact of climate change.

d. Climate Innovation - includes new and emerging technologies.

Module 2 Sections: Climate Governance, Adaptation and Just Transition

a. Climate Governance - includes UNFCCC, Paris Agreement, EU targets Fit for 55 package legislation, Irish targets, legislation and policies, planning and reporting, and delivery structures that enable climate action, emissions trading, carbon tax, Just Transition, understanding the costs and value for money of any measures/actions being considered for inclusion in the Climate Action Plan.

b. Risk and Adaptation - how we are adapting to reduce the impact of climate change.

c. Public Sector Climate Action - how Government Departments/public sector bodies, and their staff can change their procedures, behaviours, and practices to deliver and promote climate action. Includes overview of Public Sector Climate Action Mandate, Strategy, Roadmaps.

Module 3 Sections: Climate Leadership

a. What is climate leadership? - identification of the particular characteristics of climate policy that will pose distinctive challenges for leadership in response to the climate challenge.

b. Climate Change is a "super wicked problem" – addresses implementation challenges, the need for building climate capacity, developing multi-disciplinary teams, and the need for cross-organisational collaboration.

c. Transformational Leadership – what skillset do leaders need to lead and embed transformational change.

d. Driving behavioural change – effective communication and winning "hearts and minds" both within in your organisation and in your organisation's wider sphere of impact

e. Policy making in crisis situations or emergent sectors.

Module 4: Optional additional content tailored to needs of individual organisations:

a. Climate and Sustainability Reporting (including Environmental, Social and Governance (ESG) and "Triple Bottom Line" reporting, "Double Materiality" as per CSR Directive).

b. Climate considerations in delivering current and capital projects.

c. Finance, budgeting and prioritisation of spending to meet climate targets.

d. Climate proofing policies and programmes.

e. Deep dive into emissions profile of a specific sector of the economy.

f. Workshop on impact of climate change on organisation's own operations/business model.

Duration

Public sector bodies are free to arrange the training tailored to the needs of their organisation, e.g. be either remote or in-person, and using e-learning, workshops and other learning delivery methods. It is recommended that organisations hold an in-person session on the Climate Leadership (module 3) themes.

Guidance

On completion of the training, participants should have:

- An understanding of climate leadership and their own role in climate action

- An understanding and awareness of global climate change and how these global changes are reflected in Ireland's climate

- An increased awareness of climate action, international and national climate action targets, and policies

- An understanding of existing and planned actions being taken by individual sectors in response to the challenges posed by climate change, both ongoing and planned

- An increased capacity to foster and demonstrate leadership to other organisations, sectors and communities in developing and implementing climate action measures

Training should include information in relation to:

- Climate leadership: transformational management, capacity building, delivery, and implementation of solutions

- Climate change: an overview of latest science behind both the impacts and the solutions. Climate Action policy: governance, legislation, targets and emissions reporting

Training Provision

Civil service departments and organisations took a range of approaches to the delivery of the climate action leadership training over 2023 – 2025.

The Department of Climate, Energy and the Environment worked with the Institute of Public Administration (IPA) who delivered an online, self-paced programme "Having an Impact on Climate Action" to all senior leaders. This was followed by in-person workshops delivered by SustainabilityWorks which are currently being rolled out to PO grade and above

In the context of CAP23 action PS/23/9/A "Engage with *One Learning* on provision of climate-related training and upskilling", OneLearning transferred to the IPA at the end of 2023. A centralised eLearning "Introduction to Climate Change" is available to departments on the OneLearning platform.

Some other providers civil service departments and organisations worked with in the delivery of the mandated training include:

Provider	Link
Sustineo	www.Sustineo.ie
Ciaran Hayes Consultancy	https://ciaranhayes.com/
Public Affairs Ireland	www.pai.ie
SustainabilityWorks	https://sustainabilityworks.ie

Micro credentials	
Climate Action and Sustainability Reporting	IPA
Environmental Management for Organisations	NUI, Galway
Energy Management for organisations	NUI, Galway
Green Lab Principles & Practice	NUI, Galway
Global Food Systems	University College Dublin
Foundations of Environmental Law	University College Dublin
Natural Resources Law	University College Dublin
Marine Environmental and Conservation Law	University College Dublin
Climate Change Law and Policy	University College Dublin
Creating value with the environment sustainable goals	Trinity College Dublin
Low Carbon Power Technology	Trinity College Dublin
Climate Leadership Development	Trinity College Dublin
Global Food Systems	University College Dublin

What are micro-credentials?

Micro-credentials are small, accredited courses designed to meet the demands of learners, enterprise, and organisations. Micro-credentials provide learning opportunities which offer a flexible, bite sized and accessible way of upskilling and reskilling. Micro-credentials are research-led, and quality assured. Learners may choose to undertake an individual micro-credential or continue on studying, advancing their skills and knowledge over time.

Other Courses (with a short time commitment)		
Course	*Provider*	*Time Commitment*
Environmental Sustainability in the Workplace	Solas	25 hours
Module in Global Sustainability Development: Interdisciplinary Perspectives	UCC	12 weeks
Postgraduate Diploma in Climate Entrepreneurship	TCD	5 months part time
Postgraduate Certificate in Business Sustainability Leadership	TU Dublin	9 months part time