



Climate Action Training 2024 - 18th June

Developing Action Plans - office-based organisations and production companies



Welcome



Cedar Lake performing Necessity Again (Photo by Jane Hobson)



Housekeeping

- Auto-captioning
- Chat and Q&A functions
- Webinar feedback
- Recording and slides available post webinar on Arts Council climate action webpage

<https://www.artscouncil.ie/Arts-in-Ireland/Climate-action/Arts-Council-resources-and-supports/>





Climate Action Training 2024 - 18th June

Developing Action Plans - office-based organisations and production companies



Our team today

Claire Buckley

Julie's Bicycle

CREATIVE • CLIMATE • ACTION

Megan Best



native
events

Brecken Byron



native
events



Training webinars

4 June 11am-12pm
Policy development I
Getting Started

11 June 11am-12pm
Policy development II
Getting People on Board

18 June 10-11am
Developing Action Plans
Public-facing buildings
+ bigger energy users

2 July 10-11am
Nature & Biodiversity

25 June 10-11am
Measuring Impacts

18 June 2-3pm
Developing Action Plans:
Office-based organisations
+ production companies

9 July 10-11am
Buildings Energy

16 July 10-11am
Materials & Procurement

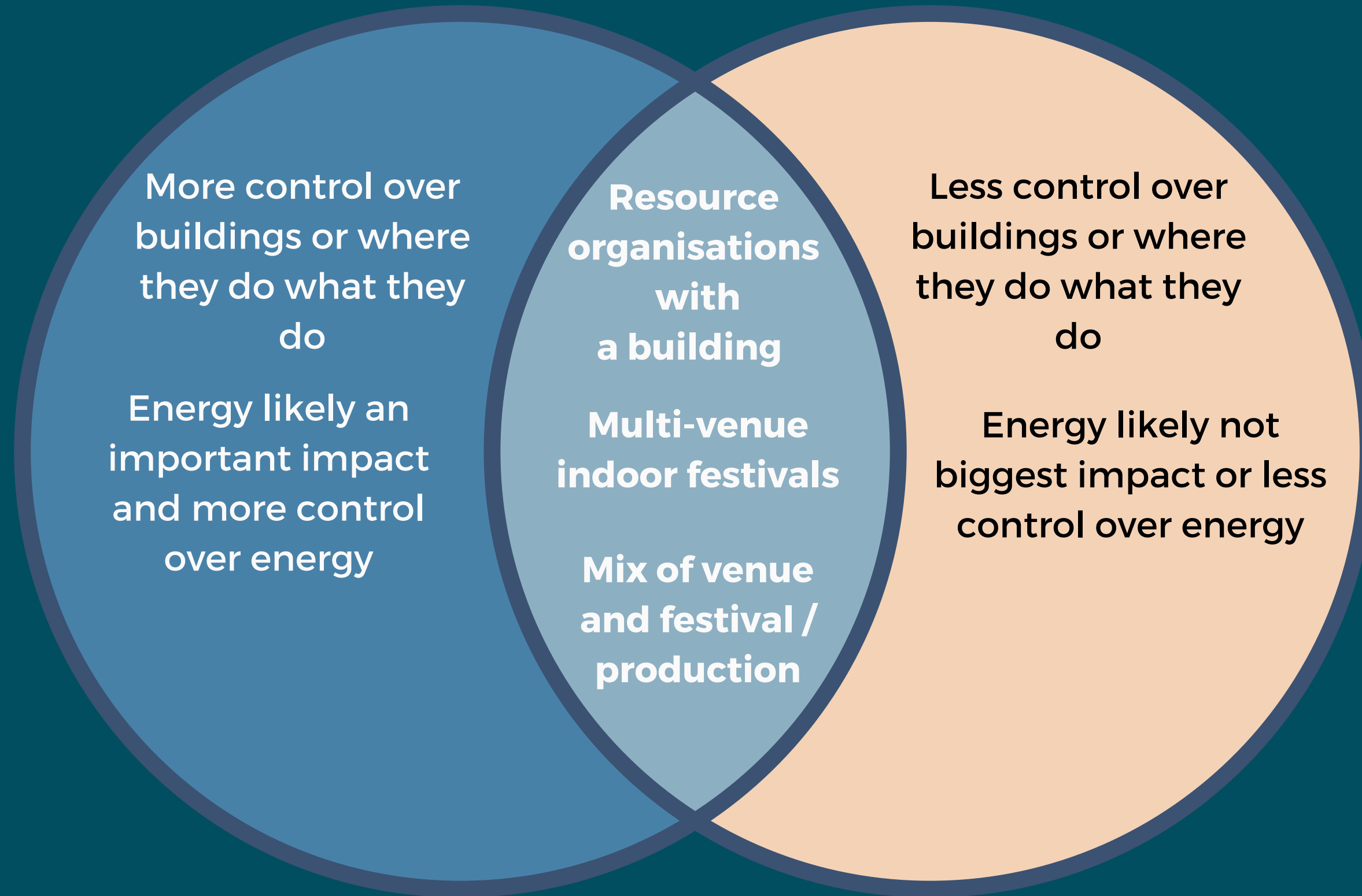
October date TBC
Influencing change

**+ Sept-Oct
Festivals training
webinars**



Organisations with public-facing buildings or buildings with higher energy use

Theatres
Arts Centres
Galleries
Studios
Printing
Fabrication
Archives
ROs with public-facing buildings



Office-based organisations

Membership or resource organisations with non-public facing buildings

Production Companies

Publishing

Festival-specific training webinars in autumn



Which of these best describes your organisation?

- Resource organisation - without public building
- Resource organisation - with public building
- Production company
- Festival
- Arts centre
- Theatre
- Visual arts venue e.g. gallery, museum
- Artist studio / print workshop
- Publishing
- Other



If you joined the first two sessions you should feel you have an understanding of...

- What a climate action and environmental **policy** should cover and how to go about developing it
- How to **identify and map your impacts** and where you have most **control and influence**
- Why it's important to **get people on board** in developing your approach
- How to go about identifying **who to engage** and different ways of doing this



If you didn't join the first two sessions
(4th and 11th June) you can access the
recordings and slides at:

<https://www.artscouncil.ie/Arts-in-Ireland/Climate-action/Arts-Council-resources-and-supports/>



What are the aims of this session?

WE MUST
CULTIVATE
OUR GARDEN



Image: Tanya Beer, Strung (This is not Rubbish)



What will we cover today?

- Quick recap of sessions I and II
- What should a climate and environmental **action plan** include
- How to go about developing your **action plan**
- Examples for different types of organisation and activity
- Do's and Dont's
- Q & A





Developing your action plan



Recap - Policy vs. Plan

POLICY - statement of topline environmental ambition, commitment, goals, values, principles which is:

- specific to size, scale and nature of activity
- makes clear who is accountable and who is responsible overall
- provides a framework for environmental action and reporting

PLAN - plan of action for how you will achieve what you have set out in your policy e.g.:

- action to reduce impacts and green place, practice and/or production
- action to inform, inspire or support change e.g. programming, sector support
- environmental comms and engagement





ENVIRONMENTAL POLICY & ACTION PLAN 2024 - 2027

INTRODUCTION

Led by David Bolger, CoisCéim is one of Ireland’s leading dance companies. It aims to be at the forefront of the evolution of dance as an artform – in performance, in access and participation initiatives, as an advocate for dance and those who work in the sector – to provoke, to inspire, to entertain and to bring contemporary dance theatre to new audiences across diverse settings and media.

We strive for artistic integrity through enabling realistic creative ambition; bringing together artists, technicians and production personnel in ways that stretch, challenge and nourish their practice, the art of performance and audience experience in a manner that places imagination and experimentation at the core of everything we do.

Sustainability is a cornerstone of our current strategic plan, **THREE ANCHORS TO THRIVE** (<https://coisceim.com/strategic-plan-2022-2027/>) with the objective to become a carbon positive business by 2027. Environmental responsibility and care are embedded into every aspect of our strategy and we are putting in place independent measurement processes and initiate collaborations to achieve this aim.

- The action plan presented below seeks to achieve the following:
- Reduce the environmental impact of our activities and independently measure these changes
 - Minimise waste through resource sharing, astute procurement, partnerships and collaborations
 - Mainstream environmental care in all our activities, communications and through relevant artistic projects
 - Be valued and independently recognised as an innovator in the evolution of sustainable working practices

Approved by the Board on 07 November 2023, responsibility for the delivery of the action plan below lies with the Executive in conjunction with the General Manager and the core team.

ENVIRONMENTAL ACTION PLAN

THEME	OBJECTIVES	ACTIONS 2024 – 2027
<p>REDUCING OUR IMPACT & MEASURING CHANGE</p> <p>Work towards operating a carbon positive business that can be measured by effective, independent, fit-for-purpose tools</p>	<ul style="list-style-type: none"> • Optimise our use of resources such as energy, administration and production materials • Assess and analyse our organisations carbon footprint and make changes to improve our practices • Continue to replace inefficient fixtures & fittings and updated processes to achieve carbon neutrality 	<p>In order to reduce our impact and become a carbon zero business we will:</p> <ul style="list-style-type: none"> • With Stream E Funding from the Department of Tourism, Culture, Arts, Gaeltacht, Tourism and Media make the following improvements by end 2024. <ul style="list-style-type: none"> ○ replace our wall heaters ○ redesign and rebuild our website from scratch ○ conduct an energy audit and develop a plan to implement its recommendations • Complete our environmental impact profile on Julie's Bicycle Creative Climate Tools by 30 June 2024 and set annual environmental goals. • Continue and expand ways we can make positive changes especially in relation to national / international touring and encourage others to do the same e.g. we already use <ul style="list-style-type: none"> ○ carbon offset programmes for air travel as a matter of course ○ a print supplier with an accredited carbon balancing programme • Continue and complete our BCorp certification process by 2026.



Webinar 1

Map out
your
activities

Identify
related
impacts

Webinar 2

Map and
collaborate
with key
people /
groups

Webinar 3 & 4

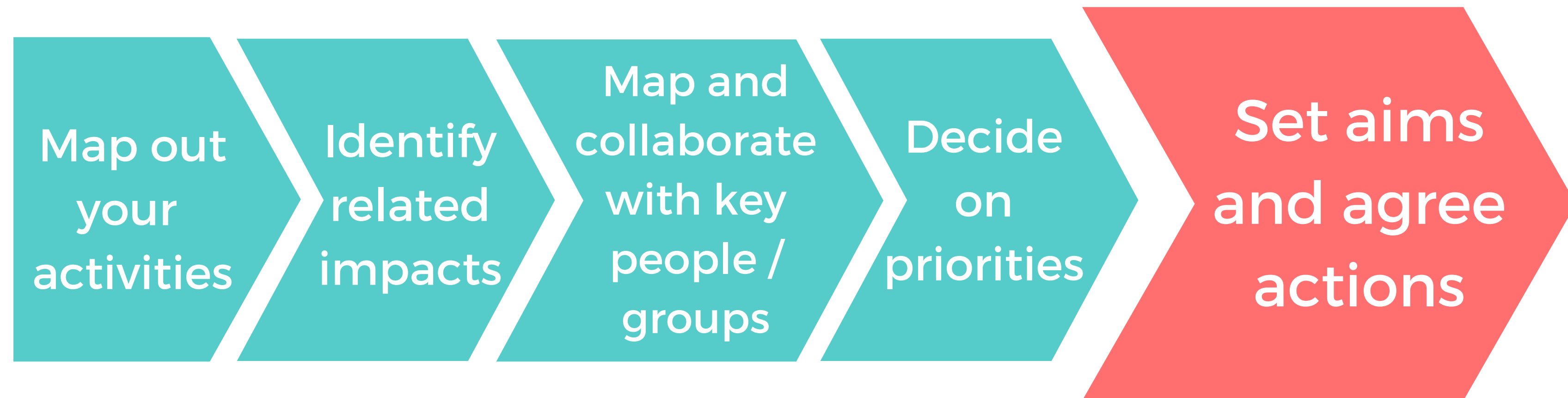
Decide
on
priorities

Set aims
and
agree
actions



Avoid beginning at the end!!

If you haven't grasped and understood the impact of your activities, and engaged with others, you might find yourself setting aims and actions that are not well-informed or supported by others...



What should your action plan include?

- **Agreed** priorities, aims, objectives or targets
- A **breakdown of the actions** which will allow your organisation to reach each one
- **WHO** is responsible for each action
- A **DEADLINE** or timescale for completion of each action
- What you **need to complete** the action (e.g budget)
- What is the expected **outcome** / indicator or metric of **success**



Example of what a plan might look like:

Priorities / Aims / Objectives / Targets	Actions	Responsibilities (Lead, support)	Time frame / deadlines	Budget / other resource	Outcomes



Example - Resource Organisation

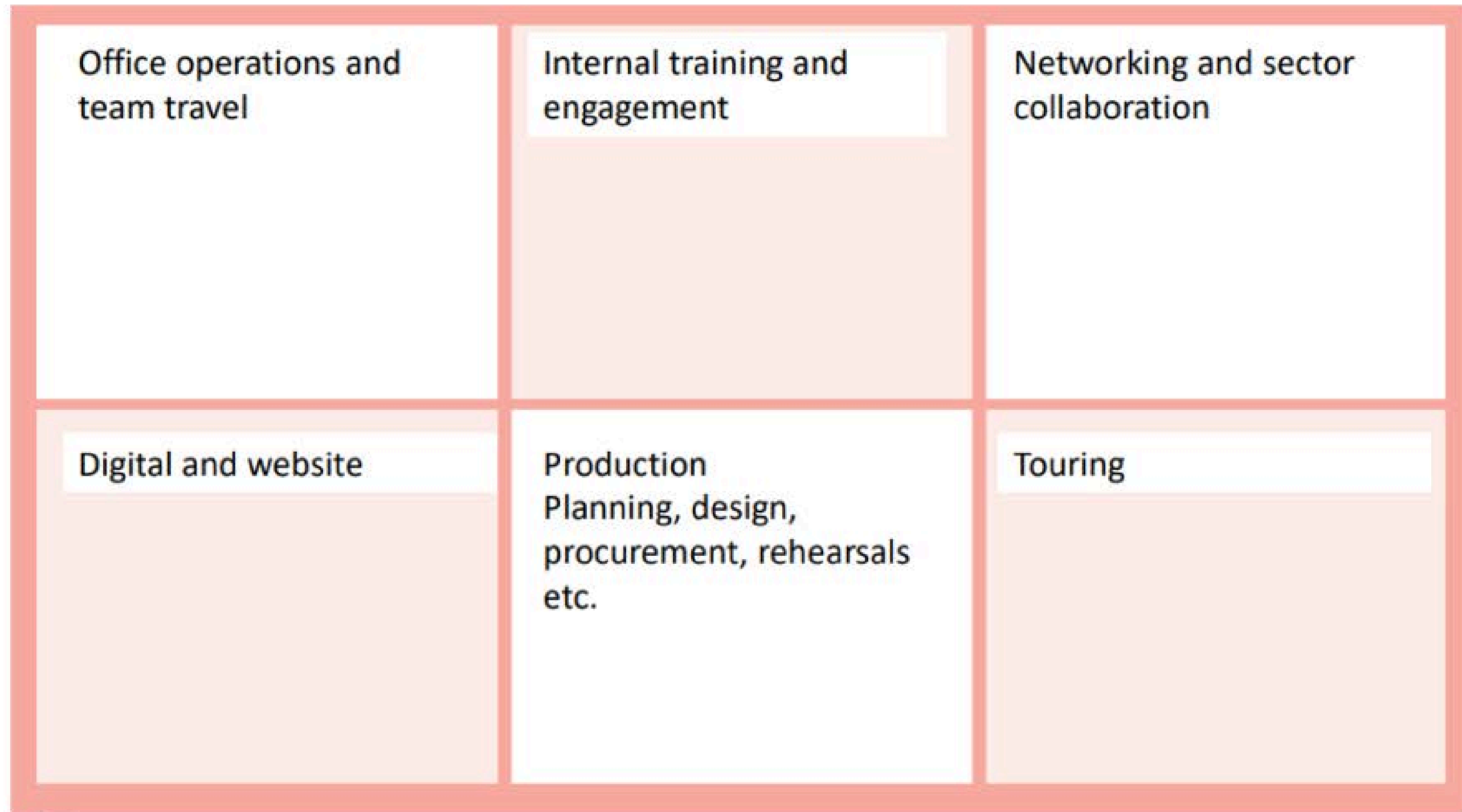


Example - Resource Organisation

PRIORITIES / AIMS / OBJECTIVES	ACTIONS	RESPONSIBILITIES	TIMEFRAME/ DEADLINES	BUDGET / RESOURCE	OUTCOME
Develop understanding of our business travel impacts and a sustainable travel policy	Calculate travel impacts	General Manager	Q1 2025	Staff time	Business travel impact tracking and sustainable travel policy in place
	Review existing practice and policy		Q1 2025		
	Consult with team		Q2 2025		
	Develop travel policy		Q3 2025		
Green our events	Consult with venues	Events Manager working with partner venues and suppliers	Q2 2025	TBC	By 2026 all our events demonstrate environmental good practice
	Pilot green rider and sustainable catering for annual event		Q3 2025		
	Roll out good practice for other events		2026		
Support members to take informed action	Consult with members	Programme Manager	Q3 2025	Staff time Website developer costs Programming costs and funding opportunities tbc	Programme of environmental resources and support in place for members by mid 2026
	Review existing initiatives		Q3 2025		
	Develop online resources		Q4 2025		
	Develop environmental strand in programming		2026		



Example - Production Company





Manchester Day green production



WALK THE PLANK

“One of our biggest achievements is creating a culture at Walk the Plank where challenging current ways of working and continually striving to use less resources, reuse materials and find innovative solutions to reduce our impact on the environment is very much the ‘norm’.”
Nathan Jackson, Head of Production, Walk the Plank



Climate Mythbuster engagement piece



Without Walls Green Production Lab



Insights from the first edition of the Green Production Lab, created in partnership with Walk the Plank

Team Training

Green Office

Green Hosted Website

Green Spaces Dark Skies Sustainable Production



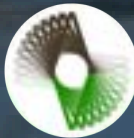
Which of the following statements best describes where you are on your action plan?

- Just starting to think about it
- Working on it
- We have a list of actions
- We have a plan but it's not great
- We have the beginnings of a good plan
- We don't have an action plan but we have done a lot
- Other, please share in the chat





Examples





WE ARE...
**PERFORMING
ARTS FORUM**

www.performingartsforum.ie



**SLIGO
GATHERING**
// 28 & 29 MAY 2024

**PERFORMING
ARTS FORUM**

**WHERE
CONNECTION
CREATES
CHANGE**



www.greenarts.ie

We are part of the
**GREEN
ARTS
INITIATIVE**



WORKING GROUPS

Arts Centres Working Group
Producer Working Group
Green Arts Working Group coming soon

GREEN ARTS 11 JUN 2024

**Tungsten to LED
Transition Forum
Discussion**

by ISPD



Our Green Approach



Category	Action	Status	BAU
Business practices			
Materials selection and sourcing			
Waste reduction			
Energy	e.g. Work with landlord to move them to green power and policies, or provide us with the autonomy to do so in our demised spaces.		
Transport			
Education and awareness			
Documentation and evaluation			

Our priority areas



People:

environmental training, skills development and capacity-building for leadership and employees



Place:

greening our workplaces and office working and engaging employees on greener home working



Travel:

reducing business travel and promoting sustainable travel options for business travel and staff commuting



Technology:

engaging with key technology and digital service providers to understand impacts and explore low and zero carbon and circular systems and solutions



Procurement:

developing clearer internal guidance on how our procurement choices can contribute environmental, social and financial value

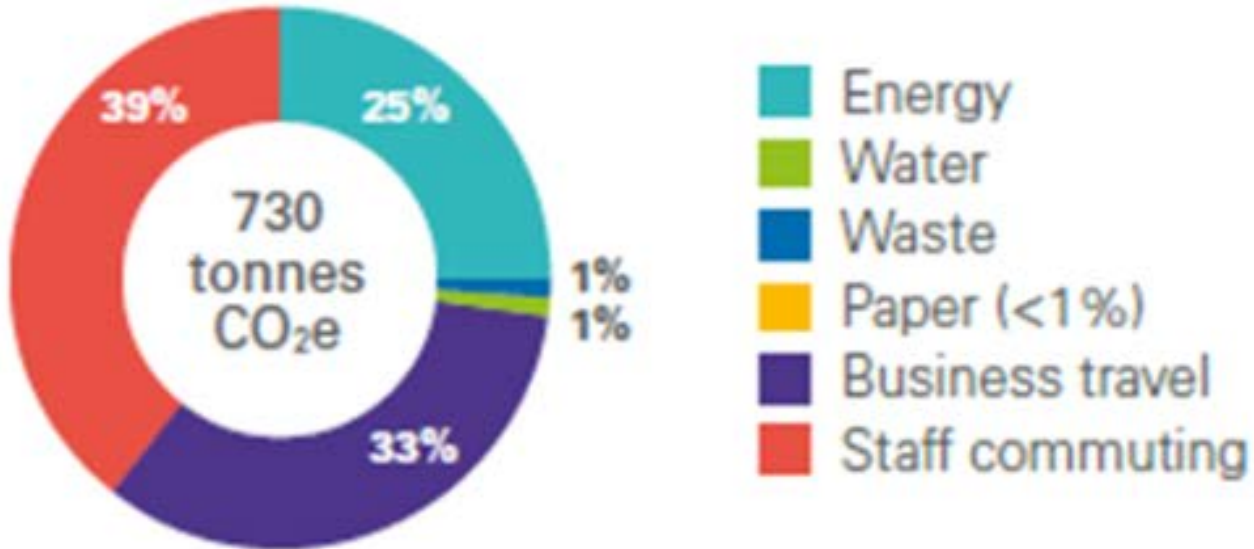


Pension:

engaging with our pension plan partners, advisors and members to develop understanding of responsible investment and future divestment options



Offices and travel – based on volumes, distances etc.



ARTS COUNCIL ENGLAND



Business travel	miles	% of total miles	tonnes CO2e	% of total tonnes CO2e
Car	307,481	15%	95	39%
Air	159,606	8%	48	20%
Rail	1,526,460	77%	101	41%
	1,993,547		244	



Staff commuting	miles	% of total miles	tonnes CO2e	% of total tonnes CO2e
Bike or foot	64,899	3%	0	-
Public transport	1,790,607	72%	119	42%
Car	469,738	19%	142	50%
Mixed travel modes	167,066	7%	24	8%
	2,492,309		284	





Travel:

reducing business travel and promoting sustainable travel options for business travel and staff commuting



ARTS COUNCIL ENGLAND

	Outcome	Action	Arts Council England Team Lead	Timescale
Travel	25% less business travel emissions compared with 2019/20	Review and update our business travel emissions target, as part of our carbon reduction plan.	ER / Finance / HR	2024
		Review and update our travel and expenses policies to support development of our carbon reduction plan.	ER / Finance / HR	2024
		Complete our investigation into electric vehicle salary sacrifice options.	HR / Finance	2024
	We have done everything we can to encourage sustainable travel for staff commuting	Raise staff awareness of environmental issues including sharing information on travel choices and associated impacts via internal communications and staff intranet.	ER	2024
Review local initiatives on public transport and cycling for each office, and make information publicly available on our website. When relocating to new office space, secure cycle storage and shower facilities where possible.		ER / Comms	2024	





Environmental approach

- First actions focused on office, travel and procurement
- Assigns Sustainability Representative for each project - who creates project sustainability plan, agrees it with wider team, refers to throughout project, evaluates at end
- Developed climate-themed production 'How To Save The Planet When You're A Young Carer' in consultation with their youth advisory group

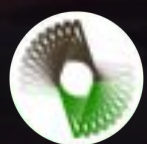
Boundless Theatre

- 6 core staff
- Office with hybrid working
- Work with young people
- Do projects in London, UK and EU
- 1-2 productions p.a.



Production Companies - Action Plans

- Adjusting work schedules - seasonality
- Considering materials
- Recycling and repurposing
- Understanding paints and adhesives
- Strategic, long-term partnerships
- Programming - what do we want to present?



Case Study

Body & Soul Festival

Sustainability Strategy 2013 - 2019



US & You - Body & Soul Festival

Us

- Introduce a 'Green' campsite
- Green Trader Award
- Switch to compostable serveware
- Smart Power Plan
- Switched waste management supplier
- Increase messaging around sustainability

You

- Take the bus or carpool
- Bring a reusable water bottle
- Use the correct bins onsite
- Sign the code of conduct for the Us & You campsite
- Take your tents home
- Take everything home!
- Respect the land and each other



US & You - Body & Soul Festival

In 2019, nearly half of the festival - 6,000 people - signed up to stay in Us&You.

Success and growth:

- **Pre-event messaging was really strong**
- **Attendees simply had a better time camping there**



Case Study

Galway Film Fleadh

Sustainability Plan





Galway Film Fleadh

Greening the Fleadh

Sustainable Festival Plan



Greening the Fleadh

Focussing On:

- Venues - advice on travel for audiences
- Events & Partners - policy on reusables and combatting food waste
- Festival Guests - advice on travel for guests
- Marketing and Comms - reduced printing
- Programming - providing a platform for environmental issues
- Digital Films
- Fleadh Office - LED lighting and thermostatic heating



Galway Film Fleadh

TOWN HALL THEATRE

HARCLANN NA GAILLIMHE

LL THEATRE



Case Study

Tour Rider

Requirements for venues - international tour



Impact Areas -

WATER

WASTE

FOOD

AUDIENCE TRAVEL

POWER

ESSENTIAL

- Bare minimum required

DESIRABLE

- Working towards larger goals



WATER

ESSENTIAL

- No plastics
- Free and accessible water refill stations
- Allow guests to bring refillable bottles
- Promote on socials and website, especially in "permitted items" section

DESIRABLE

- Automatic faucets to stop water when not in use
- Low flow or high efficiency water appliances
- Use recycled/reclaimed/grey water for non-potable water uses such as toilets, urinals, landscaping, etc



WASTE

ESSENTIAL

- Set properly labeled waste stations throughout venue
- Each station should include, at least:
- 1 x bin for General Waste
- 1 x bin for Mixed Recycling
- If your venue has a composting contract, please include 1 x bin with each station labeled "Organic"
- Place clearly marked signs on all bins to help with separation including images/illustrations



WASTE

DESIRABLE

- Wherever possible, go paperless
- Electronic ticketing system and parking
- Paperless policy for production/offices
- Electronic receipt options
- Provide staff or volunteers to monitor waste stations and in backstage catering for contamination and help direct proper separation
- Aim to be Zero Waste to Landfill



FOOD

ESSENTIAL

- No plastics
- Serve all food in compostable, easily recyclable, or reusable containers
- Provide at least 1 vegan/vegetarian meal option
- No single-use plastic bottles or cups to be sold/used (water, soda, beer, etc)
- No polystyrene, under any circumstances



FOOD

DESIRABLE

- Source local, organic, seasonal produce
- Source meat that is certified humane/meets strict animal welfare standards and lacks antibiotics/growth hormones
- Consider adopting a long-term reusable cup program for fans



AUDIENCE TRAVEL

ESSENTIAL

- Promote low-carbon transportation options for audience in "Know Before You Go" email
- Provide a contact for your local Public Transportation company
- Send Audience Travel Survey post show to all ticket holders

DESIRABLE

- Consider green travel incentives eg.
- Premium parking for electric vehicles
- Free or subsidised shuttle buses to/from major towns
- Small, exclusive "gift" for those who cycle to the show
- Other - get creative!



POWER

ESSENTIAL

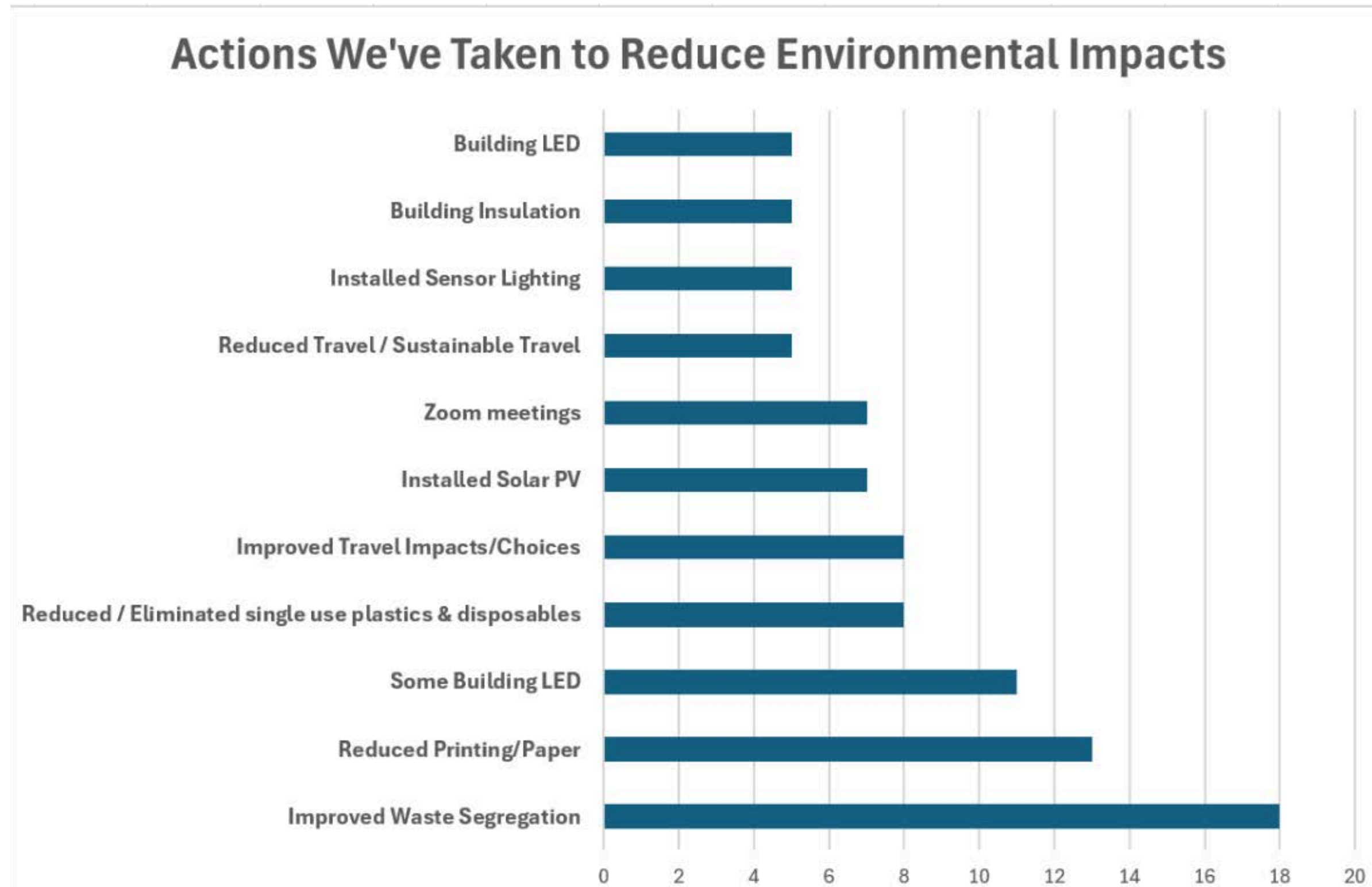
- Limit or eliminate Fossil Fuel Powered Generators
- If generators are needed, attempt alternative fuels (HVO, eco-fuel, etc)
- Ask any outsourced vendors (rentals, etc) to use low energy demand equipment only, and avoid idling

DESIRABLE

- Turn off equipment and area lighting when not in use
- Utilize motion sensor switches, LED bulbs, and low energy appliances wherever possible
- Ask your utility provider for renewable options or create an eco-power plan



What roadshow participants said they were doing...





If you have already taken some action, please share examples in the chat - especially what you're most proud of?



Action Plan Do's

- Develop a plan which clearly links to your broader policy
- Be realistic about what you can achieve and do given where you are starting from
- Involve the people concerned in how to achieve the aims
- Be clear who is responsible for what
- It's ok to have a 'plan for a plan' - sometimes you need better understanding first
- Share with the wider team
- Remember it's an iterative process - review and update regularly

Action Plan Dont's

- Develop a random list of actions with no clear link to your broader policy
- Set very ambitious aims or targets unless you really understand and have some hope of achieving them
- Develop actions without involving the key people concerned
- Give people responsibilities without authority and resource - time, € etc.
- Set specific aims or targets if you don't have to sufficient understanding or data on which to base them



Environmental Action Plan

1. Define 5 key priorities, aims, objectives and/or targets, each with a corresponding timeframe

1.	
2.	
3.	
4.	
5.	



Define your actions for each of your 5 objectives/targets, including deadline, responsibilities and, if appropriate, budget and key outcomes.

Priorities / Aims / Objectives / Targets	Actions	Responsibilities (Lead, support)	Time frame / deadlines	Budget / other resource	Outcomes



Try to be as SMART...IE... as you can

- **S**pecific (simple, sensible, significant)
- **M**easurable (meaningful, motivating)
- **A**chievable (agreed, attainable)
- **R**elevant (reasonable, realistic and resourced, results-based)
- **T**ime bound (time-based, time limited, time/cost limited, timely, time-sensitive)
- **I**nclusive and equitable



Work things through as a team e.g.

	What are we doing already - and who is doing it?	What could we do - and who needs to be involved?	How can we engage relevant people / groups / suppliers etc.?	Risks/ challenges	Benefits/ opportunities
Energy - source, use, efficiency					
Art/installations/ creative work - materials, waste, themes					
Food & drink - sourcing, packaging and serveware, waste					
Travel & transport - audience travel, other transport					
Other:					



Power-mapping

Section C

Try and move all of your green actions from Section B into these four categories:

(1) Actions you are already doing. **(2)** actions you have the power to do and can do now **(3)** actions can do but might require additional knowledge, funding, or capacity (write those needs down as well in orange) **(4)** things that are not possible or outside of your control right now.

1. I am already doing...

2. I can do...

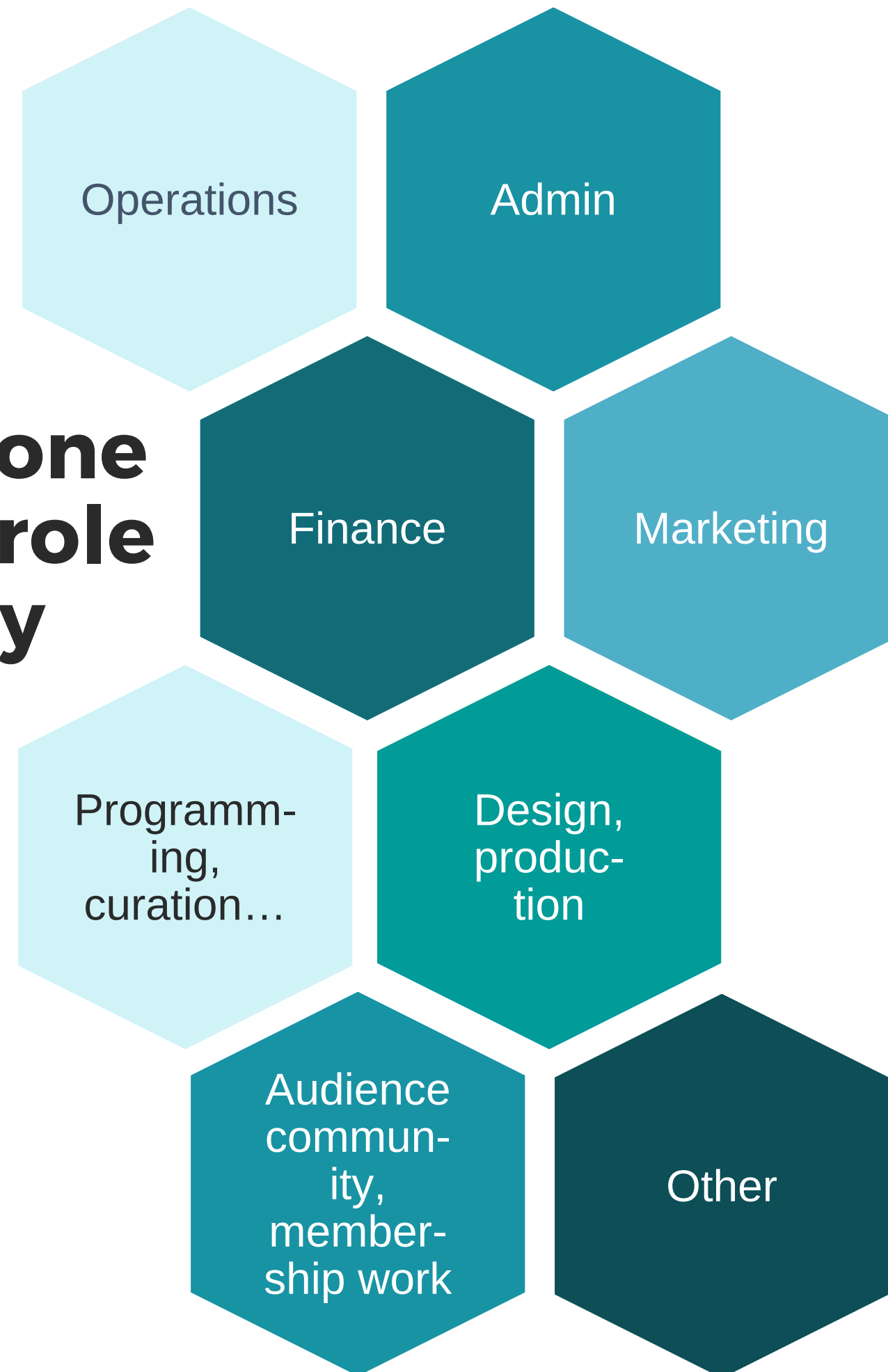
3. I can do but I need...

4. Not possible...

Work things through as a team e.g.



**Everyone
has a role
to play**



**Ask people to think what they
can do in their roles?**

- Operations
- Finance
- Admin
- Marketing, comms and events
- Programming, curation...
- Design, production e.g. performance, exhibition
- Audience, community, membership work
- Other....



Prioritise the different actions you could take

EFFECT	Effective	Medium Priority	High Priority	High Priority
	Moderate	Low Priority	Medium Priority	High Priority
	Ineffective	Park It (for now)	Low Priority	Medium Priority
		Difficult	Moderate	Easy
		EASE		



Start at the beginning, not the end!



Remember it's an iterative process



What next?

Sept-Oct
Festivals training webinars

4 June 11am-12pm
Policy development I
Getting Started

11 June 11am-12pm
Policy development II
Getting People on Board

18 June 10-11am
Developing Action Plans
Public-facing buildings
+ bigger energy users

2 July 10-11am
Nature & Biodiversity

25 June 10-11am
Measuring Impacts

18 June 2-3pm
Developing Action Plans
Office-based organisations
+ production companies

9 July 10-11am
Buildings Energy

16 July 10-11am
Materials & Procurement

October date TBC
Influencing change

+Nov-Dec
Some group and 121
support on policies
and plans



**Thank you for
joining us today
Over to you for
Q&A....**

