

# TRAINERS' GUIDEBOOK



with the funding support from



# INTERNAL ENVIRONMENTAL MANAGEMENT SYSTEM

**GREEN YOUR OFFICE, GREEN YOUR BOTTOMLINE:**

*How to improve environmental performance of your financial institution*







**INTERNAL  
ENVIRONMENTAL  
MANAGEMENT  
SYSTEM**

# ABOUT THIS GUIDEBOOK

This guidebook was prepared by the UNEP/ Wuppertal Institute Collaborating Centre on Sustainable Consumption and Production (CSCP). It is one of the deliverables of the “Environmental Governance Standards for Development Finance Institutions (DFIs) in Asia,” an 18-month grant project under the EU-Asia Pro Eco Programme. This project ([www.egs-asia.com](http://www.egs-asia.com)) aims to develop and support the initial application of Environmental Governance Standards (EGS) for financial institutions in Asia. Besides the CSCP, the project partners include the Association of Development Financing Institutions in Asia and the Pacific (ADFIAP); the Wuppertal Institute of Climate, Environment and Energy; the University of Leeds; and the University of St. Andrews.

# ACKNOWLEDGEMENT

The CSCP would like to thank its project partners and participants of numerous workshops for their feedback and collaboration.

# CONTENTS

Abbreviations and Acronyms	5
Preface	6
[Section One] <b>OVERVIEW</b>	7
[Section Two] How to Use this Guidebook	
[Section Two] Objectives	
[Section Two] Direct Benefits to Beneficiaries/Partners	
<b>TRAINING MODULES</b>	
MODULE 1 : The Business Case of IEMS	9
MODULE 2 : Development of Environmental Policies and Setting Priorities	13
MODULE 3 : Better Management of Material Use / Waste	18
MODULE 4 : Better Management of Water Consumption	23
MODULE 5 : Better Management of Energy Use	28
MODULE 6 : Better Management of Business Travel	34
MODULE 7 : Better Management of Greenhouse Gas Emissions	40
MODULE 8 : The Benefits of Green Procurement	46
MODULE 9 : Better Facility Management	50
Impressum	53

# ABBREVIATIONS & ACRONYMS

<b>ADFIAP</b>	Association of Development Financing Institutions in Asia and the Pacific
<b>DFI</b>	Development Finance Institution
<b>EGS</b>	Environmental Governance Standards
<b>ERS</b>	Environmental Risk SCAN
<b>IEMS</b>	Internal Environmental Management System
<b>WI</b>	Wuppertal Institute for Climate, Environment and Energy, Wuppertal, Germany

# PREFACE

This guidebook provides a suggested structure in conducting training sessions for the bank staff on the business case and the implementation of the internal environmental management system (IEMS) in your institution.

Together with the IEMS Resource Book and CD-ROM that come in a package, it outlines a training session plan, complete with suggested timing, methodology, powerpoint materials and handouts for the participants.

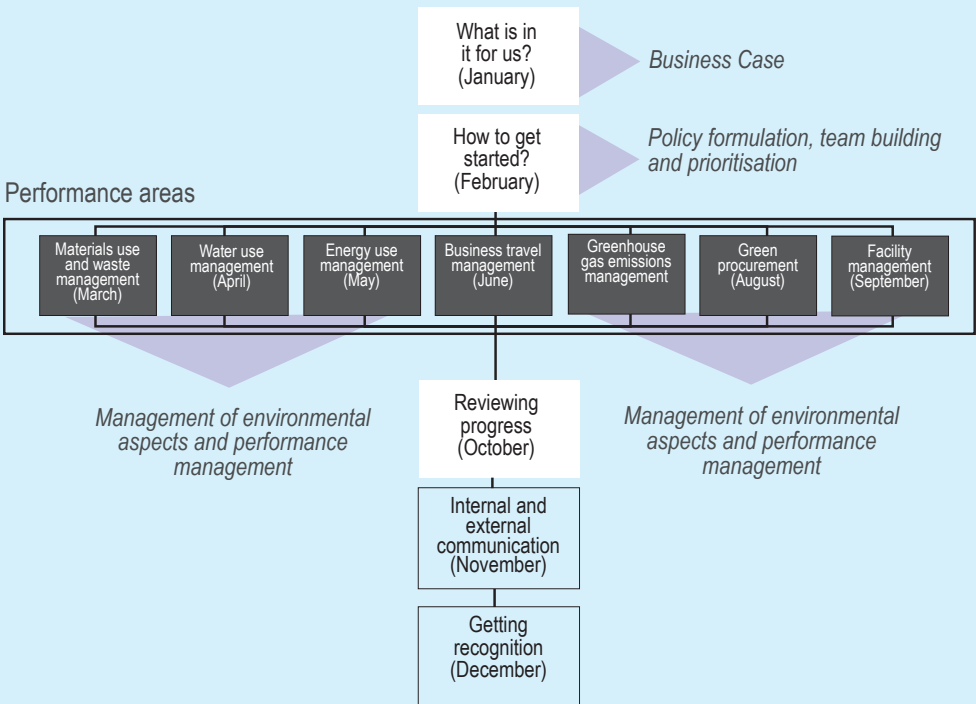
We encourage you to go through the IEMS Resource Book first to get a better understanding of the IEMS concept and its framework, and use this guidebook to communicate and build capacity in your own organization.

We hope you find this guidebook useful!

# OVERVIEW

## HOW TO USE THIS GUIDEBOOK

This trainers' guidebook is structured according to the major components of the IEMS Resource Book. The picture below shows the main parts of the guide.



The contents of this trainers' guidebook are based on the IEMS Resource Book, which includes references, case studies, handouts, among other things, that can be used by the trainer in conducting the training sessions. The slides here are for visual reference only, and the actual powerpoint presentations are in the CD-ROM that comes with this guidebook. You may modify the suggested presentation slides to suit your own requirements and local context.

This guidebook provides only for nine training modules covering the aspects of the business case, policy formulation and prioritisation and the performance areas (please see the diagram on the previous page). For the three remaining aspects (i.e., reviewing progress, internal and external communication, and getting recognition), the accompanying IEMS Resource Book has ample information and presentation materials for the trainer to use in the development of training sessions concerning these areas.

## **1.0 OBJECTIVES**

This trainers' guidebook aims to achieve the following objectives:

- 1.1 Prepare EGS trainers in planning and organizing the training activities anchored on the components of IEMS
- 1.2 Assist EGS trainers in drawing up their implementation plans and training schedules
- 1.3 Provide EGS trainers in determining appropriate training methods and materials
- 1.4 Orient them on how to prepare materials and other equipment / facility requirements
- 1.5 Prepare them for evaluating their training plans

## **2.0 DIRECT TARGET BENEFICIARIES/PARTICIPANTS**

- 2.1 From ADFIAP member-development financing institutions
  - Human resource development officers
  - Environmental action officers
- 2.2 From other non-member financial institutions
  - Investment officers
  - Lending officers
  - Public relations officers
- 2.3 From national and regional government agencies
  - Ministries of finance, environment and natural resources
  - Policy planning officers of the ministries of natural resources, environment, and local governments
- 2.4 From civil society organizations
  - Research and academic institutions
  - Training institutions
  - Environment NGOs