

National Carbon Offset Standard Carbon Neutral Program Pre-Event Public Disclosure Summary



RESPONSIBLE ENTITY NAME: Carbon Market Institute

EVENT NAME: 5th Australasian Emissions Reduction Summit

EVENT DATE: 1-2 May 2018

Declaration

To the best of my knowledge, the information provided in this Public Disclosure Summary is true and correct and meets the requirements of the National Carbon Offset Standard Carbon Neutral Program.

[Sign here]		[Date]	24/4/2018
[Name of Signatory]	PETER CASTELLAS		
[Position of Signatory]	CEO.		

1. Carbon neutral information

1A. Introduction

The Carbon Market Institute (CMI) is the peak industry body for climate change and business and we believe that market-based solutions are the most efficient policy mechanism to address the challenge of climate change. Reducing emissions and achieving carbon neutrality through offsetting are fundamentally important to the Institute, the reason for which it has once again chosen to obtain carbon neutrality for its 5th Australasian Emissions Reduction Summit, occurring from 1-2 May 2018. The Emission Reduction Summit involves Australian and international corporations, service providers, financiers and investors, technology developers, research and education leaders and federal, state and local governments. The summit provides a platform for leaders in these fields to discuss the oncoming opportunities and challenges of economic growth in a low-carbon economy.

This is the third time that the Emissions Reduction Summit has obtained certified carbon neutral status under the National Carbon Offset Standard and Carbon Neutral Program.

This inventory has been prepared based on the National Carbon Offset Standard for Events (Event Standard), published in 2017, and in accordance with the GHG Protocol – Corporate Standard (WBCSD and WRIO, 2004) and international standards, including AS ISO 14064 and ISO 14040 series (as referenced in 4.1 of the Event Standard), which are internationally recognised standards for greenhouse gas accounting and reporting.

Greenhouse gases considered are the seven main Greenhouse Gases (GHGs) that contribute to climate change, as covered by the Kyoto Protocol and the Greenhouse Gas Protocol: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF₆) and nitrogen trifluoride (NF₃).

The Summit's emissions boundary refers to the coverage and extent of the carbon account. This includes emissions sources that are part of the CMI boundary - under the control or influence of the CMI, are owned or shared by the CMI - as well as emissions sources outside the CMI boundary which occur as a consequence of the event and are considered relevant and where it is reasonably possible to estimate these emissions. Hence, the entities included are the Carbon Market Institute; event organisers including all employees and contractors of the entity responsible for the event, all speakers and sponsored guests; sites including the Melbourne Cricket Ground as the event's venue, and various hotels close to the Melbourne Central Business District for organizer and speaker accommodation.

Under this system boundary, the carbon calculation for the event has considered the following range of emission sources for both the event and pre-event

preparations: energy consumption at the venue; energy consumption from accommodation of organisers and speakers; additional fuel use; fleet vehicles; travel via car, taxi and public transport for organisers, speakers and attendees; air travel for organisers and speakers; food and catering; freight; paper and printed promotional material; and waste going to landfill.

1B. Emission sources within certification boundary

Quantified sources

The following emissions sources have been included within the emissions boundary, classified into the following scopes (to help delineate direct and indirect emissions sources)

- Scope 1 (nil)
- Scope 2 emissions from the electricity from the venue, the Melbourne Cricket Ground
- Scope 3
 - Electricity consumption for accommodation for organisers and speakers
 - Air travel by organisers and speakers
 - Fuel use for attendee land travel – car and taxi
 - Land travel via public transport for attendees and staff
 - Waste to landfill
 - Food and catering
 - Paper and promotional material
 - Onsite water use
 - Freight

Non-quantified sources

The following scope 3 emissions sources were assessed for relevance in accordance with the relevance test in the Event Standard and excluded from the total calculation of emissions for the event, in line with provisions in the Event Standard:

Pre event planning and preparation:

These emissions were not considered to contribute significantly to CMI's greenhouse gas risk exposure, nor were they deemed relevant by stakeholders.

Cleaning services:

CMI does not have reliable data on cleaning services at the venue and does not have the potential to influence the reduction of emissions from this outsourced activity,

IT services (data centres) & telecommunications services:

Scope 3 emissions from these sources strictly attributable to the event itself and not BAU operations are extremely difficult to separate out and measure.

Building refrigerants

Collecting data on building refrigerants is difficult, given it is a hired venue and not relevant given the primary source would be from the buildings air conditioning units which will not be in use at this period of the year. These are unlikely to be material and have been thus excluded.

Food & beverage vendor – diesel

Diesel fuel associated with the transport for the provision of food and beverage at the Summit is difficult to calculate and no reliable information is available.

Office equipment

Office equipment is not included because reliable emissions information and calculation methods are not publicly available. Conducting a study on emissions of office equipment would not be practicable or cost effective relative to the significance of its emissions overall.

1C. Emission sources outside certification boundary

The following emission sources have been excluded from the emissions boundary:

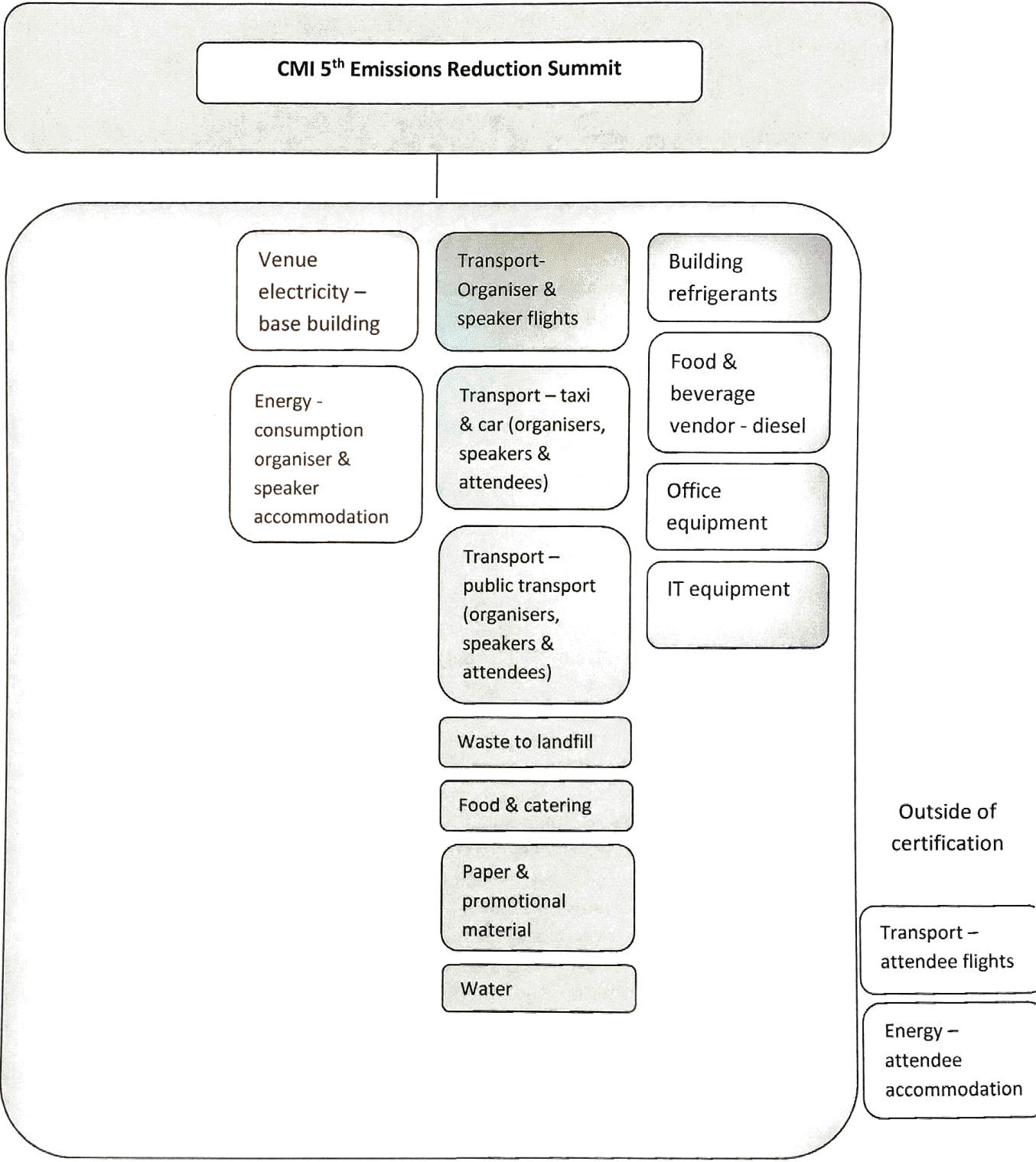
Attendee travel and accommodation

The Carbon Market Institute has chosen not to quantify all emission sources relating to attendee travel and accommodation as they do not fall within the organisation boundary as established from the perspective of CMI through two control approaches, either based on what CMI has direct financial control over, or operational control (implying CMI has full authority to introduce and implement its operating control).

Although it is likely that these emissions would be quite large and may constitute a significant exclusion as far as stakeholder expectations, reasonably accurate estimated quantifications were not considered possible for the amount of attendee air travel and accommodation. Summit attendees, not including speakers at the event, make their own travel arrangements to come to the event. CMI does not have any data on attendee travel arrangements, nor any reasonable influence to encourage emissions reductions in this category. Additional factors that could significantly alter attempts at estimations are that attendees are likely to have offset their flights themselves when booking (double accounting) and/or their travel may have been cumulated with other business appointments and therefore cannot be fully attributed to the Summit.

The Carbon Market Institute has however opted to include attendee ground travel to and from the Summit event from the Central Business District of Melbourne over the two days in their footprint calculation.

1D. Diagram of the certification boundary



- KEY:
- Scope 1
 - Scope 2
 - Scope 3
 - Not quantified
 - Excluded

2. Emissions reduction measures

2B. Emissions reduction strategy (recurring events only)

Opportunities to reduce emissions during the planning, organisation and duration of the event include the following:

- Use of recycled paper in all printed material produced by CMI (e.g. delegate booklet/program and flyers).
- Electronic registration (EventBrite) and scanning, as opposed to a paper system.
- Optimised ordering for catering. CMI orders catering for 55 per cent of total delegates to reduce wastage. This is due to the fact that not all delegates are present for meals and optimises efficiency of catering.
- Accommodation for staff close to venue to minimise transport distances.
- Conference delegates and staff are encouraged to minimise their emissions by using public transport to the venue.
- Procurement of carbon neutral products where possible
- Conference catering using reusable crockery – negligible disposable packaging.

2C. Emissions reduction actions

At the CMI 4th Emissions reduction Summit, CMI has applied the above strategy to ensure emissions reductions, thus utilising recycled paper in all printed materials, Eventbrite electronic registration, optimized catering and local accommodation coupled with encouraging use of public transport.

CMI has aimed to ensure the inclusion of carbon neutral certified products in its supply chain, thus avoiding associated emissions. Specifically, for the 2018 Summit, these carbon neutral products were:

- Ross Hill carbon neutral NCOS certified wine procured for drinks and dinner.
- Austral Fisheries carbon neutral NCOS certified Patagonian toothfish procured for 50 per cent of dinner main course (200 serves).

3. Sensitivity Analysis

Table 2. Sensitive emissions		
Emission source / activity	Effect of variation on carbon account	Conservative approach for sensitive emissions
Air Travel	<p>Air travel to and from the event by organisers and speakers is the largest contributor to overall calculated emissions. There is a possibility that a small number of speakers or guests may cancel their attendance, with replacement speakers invited in their place. In this scenario it is more likely that emissions from air travel would decrease. If cancellations occur, replacement speakers are typically sourced locally.</p> <p>However, some speaker spots were not confirmed until last minute, anterior to the carbon account and were not included.</p>	<p>CMI has included a 10% buffer on top of the total net emissions to ensure material changes in air travel if there are variations in speaker numbers.</p>
Catering	<p>Catering is the second largest emissions source at the Summit in the carbon account. The event in 2017 attracted 500 attendees, however ticket sales are currently higher than at this stage last year and it is anticipated this may cause a 10% increase in the emissions from catering.</p>	<p>An additional 10% buffer has been included for catering in the carbon account.</p>
Energy consumed for accommodation	<p>Electricity from accommodation only contributes minimal emissions to the overall event footprint. The number of room nights is calculated from 40 speakers staying two nights each and approximately half of the speakers are from out of town. These emissions could be influenced by any change in speaker numbers for the event.</p>	<p>This is incorporated in the 10% buffer on overall net emissions.</p>

4. Emissions summary

Scope	Emission source	Method reference	Emission factor	Unit	t CO ₂ -e
2	Purchased electricity venue	NGA Factors 2017	Drawn from Australian Gov. GHG Accounts and Green Building Council	kWh	0.596
2	Electricity – speaker and staff accommodation	NGA Factors 2017	Drawn from Australian Gov. GHG Accounts and Green Building Council	kWh	0.593
3	Transport – air travel – speaker and staff	NGA Factors 2017	Drawn from Australian Gov. GHG Accounts	tCO ₂ -e	55.856
3	Transport – ground travel Speaker and staff	NGA Factors 2017	Drawn from Australian Gov. GHG Accounts	km	0.0353
3	Catering	NGA Factors 2017	Drawn from Australian Gov. GHG Accounts		38.849
3	Catering 10% buffer				3.8849
3	Promotional Material	NGA Factors 2017	Drawn from Australian Gov. GHG Accounts	tCO ₂ /t	0.0013
3	Waste		Drawn from Australian Gov. GHG Accounts	KgCO ₂ /kg	0.308
3	Carbon Neutral wine and fish				0
TOTAL Emissions					100.123
	Buffer (10%)				10.012
TOTAL GROSS EMISSIONS					110.135 tco2-e

5. Carbon offsets

5A. Offsets summary

Table 4. Offsets Summary			
Offset type and registry	Year retired	Quantity	Serial numbers
VCUs Beneficial Owner: Qantas Airways Ltd Registry ID: VCSR1183	24 April 2018	111	5690-255261784-255261894-VCU-050- APX-IN-1-1519-01012016-31122016-0
Total offsets retired			111 VCUs

Public URL: <https://vcsregistry2.apx.com/myModule/rpt/myrpt.asp?r=206&h=21741>

5B. Offset projects (Co-benefits)

The emissions from the Summit are proudly offset through Qantas Future Planet and support a renewable wind energy in India.

CMI is supporting increasing the supply of renewable energy in India through new wind farms that create jobs, improve accessibility between remote communities and pump clean water to locals for drinking, washing and irrigating crops.

6. Use of trade mark

Table 5. Trade mark register	
Where used	Logo type
Summit Program for delegates	NCOS Certified Event
Summit website	NCOS Certified Event