



# Climate Action Training 2024 - 18th June

## Developing Action Plans - public-facing buildings and bigger energy users



# Welcome

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# Housekeeping

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- 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/>



# Our team today

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**Noreen Lucey**



**Catriona Fallon**



**Brecken Byron**



# 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**



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

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- What an 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 you need to engage** with and different ways of doing this



# What are the aims of this session?

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WE MUST  
CULTIVATE  
OUR GARDEN



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



# What will we cover?

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





# What should an action plan include?

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- Agreed objectives
- A breakdown of the actions which will allow your organisation to reach those objectives
- 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)
- An indicator or metric of success



# What are the benefits to having a Climate Action Environmental Policy and Action Plan?

- A Climate Action Policy and Action Plan provides a **consistency of approach** across your organisation
- An Climate Action Policy and Action Plan provides the **guidance** and the **momentum** needed to achieve aims, objectives and targets
- An Action Plan can be **updated regularly** - it is a live document
- An Action Plan includes **tasks assigned** to team members
- An Action Plan provides the template to ensure all your team knows their **involvement** and **responsibilities**



# 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



# 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





# Developing your action plan

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## Webinar 1

## Webinar 2

Itemise  
your  
activities

Map  
your  
impacts

Map &  
Collaborate  
With partners



# OR... Begin by mapping & collaborating with partners

Map &  
Collaborate  
With partners

Itemise  
your  
activities

Map  
your  
impacts



## Webinar 1

## Webinar 2

## Webinar 3 & 4

Itemise  
your  
activities

Map  
your  
impacts

Map &  
Collaborate  
With partners

Decide  
on  
priorities

Set goals  
& agree  
actions





# Avoid beginning at the end!!

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





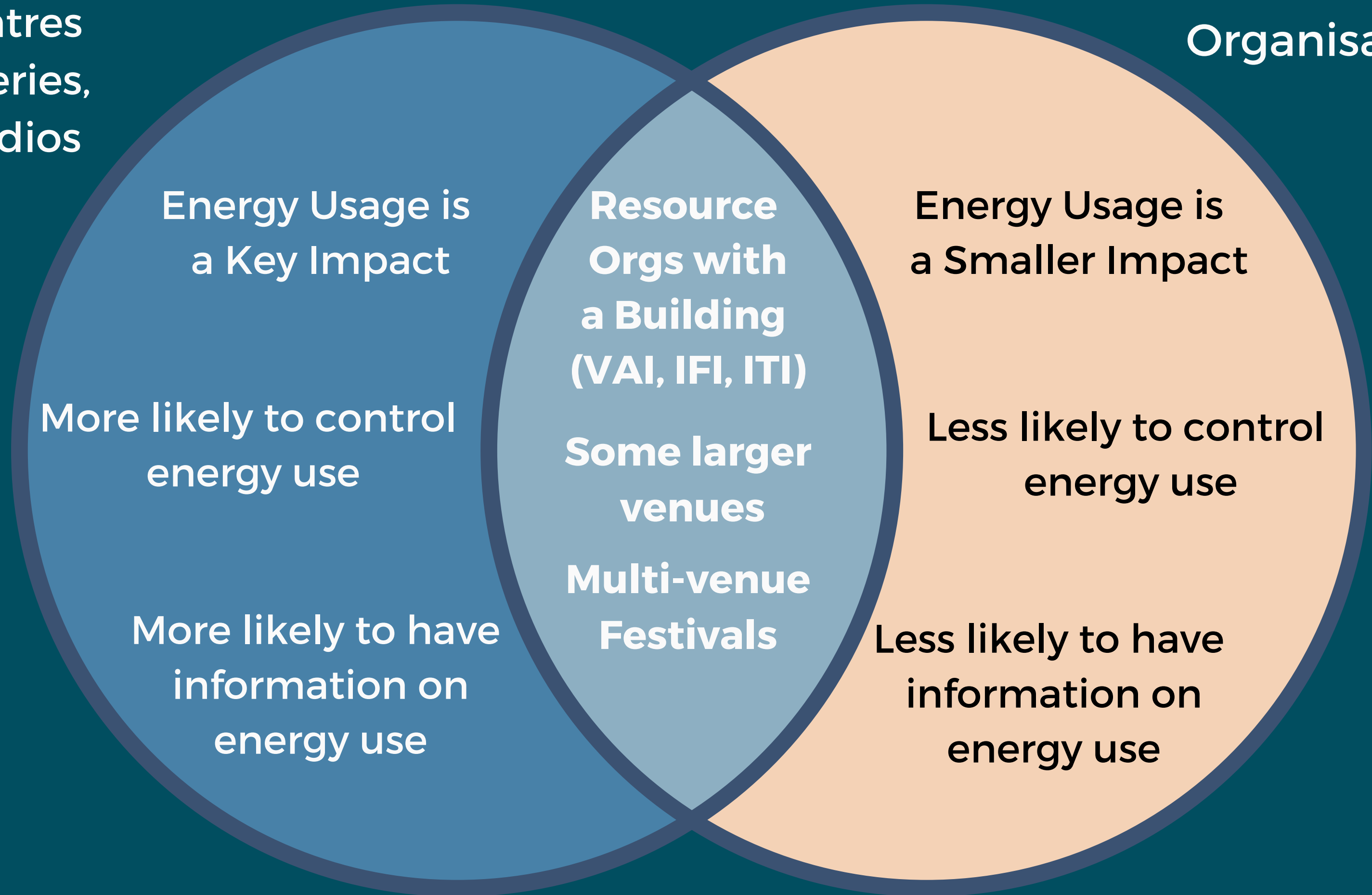
WHY?

Why have we divided this  
action planning session  
into two different events?



Theatres, Arts  
Centres  
Galleries,  
Studios

Resource  
Organisations



# Example: An Arts Centre - Axis Ballymun



# Example: An Arts Centre - Axis Ballymun

What are the key activities of this organisation?



## Activities & Facilities:

- Staged events (Auditorium)
- Exhibitions (Gallery spaces)
- Education and outreach (Workshop spaces)
- Run and staff a café
- Run a creche
- Rehearsal spaces
- Dance studio
- Recording space
- Tenants



# **Example: An Arts Centre - Axis Ballymun**

## **Impacts:**



**Pick one activity  
and map those  
impacts**



# Example: An Arts Centre - Axis Ballymun

## Impacts: Staging Events in the Auditorium



### Impacts

- Energy usage - Heating auditorium (gas)
- Energy usage - Lighting rig (electricity)
- Energy usage - All other building lighting, including dressing rooms and green room
- Energy usage - other equipment: sound, ticketing etc (electricity)
- Waste - Audience & Performers (sweet & snack packaging, wet wipes, make-up)
- Water - toilets and showers



# Example: An Arts Centre - Axis Ballymun

## Map the impacts of Staging Events in the Auditorium



Energy - Electricity:

Waste:

Energy - Heating:

Travel & Transport:

Café / Catering:\*

Other:  
(Digital, Printing, Water,  
Accommodation):





# **Example: An Arts Centre - Axis Ballymun Priorities**



**Once you have mapped the impacts of all your organisation's activities, you need to decide what are the priorities to be tackled in your Action Plan**



# Example: An Arts Centre - Axis Ballymun

## Priorities: Decide on priorities for Axis



### Priorities

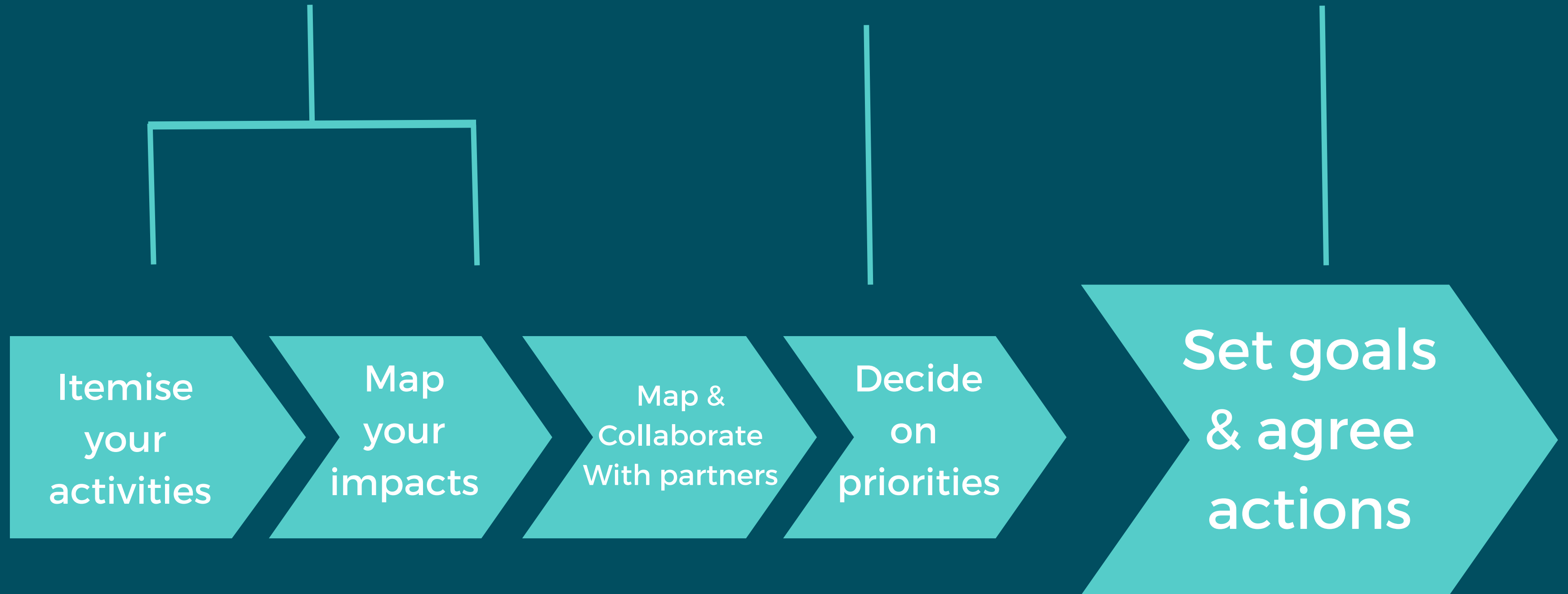
- Measuring, recording, understanding and reducing energy usage, both heating and electricity.
- Working with our local community and partners to ensure that our aims and actions are meaningful.



## Webinar 1

## Webinar 2

## Webinar 3 & 4



# 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

# Example: An Arts Centre - Axis Ballymun

## Sample goals based on one of the priority areas (energy)



- **Goal 1: UNDERSTAND ENERGY USAGE**
  - Measure our building energy usage, both heating and electricity, for 2025 and set a target for reduction by the end of 2026.
- **Goal 2: CHANGE BEHAVIOUR** - Work with the staff team and others in the building to change behaviour around energy usage.



# Example: An Arts Centre - Axis Ballymun

## Action Plan - Goal No 1: Energy Usage (Measurement)



### Actions

- Set up a spreadsheet with shared access for staff team with tabs for heating and electricity usage by month.
- Input monthly usage from energy bills
- Take meter readings and submit these to our energy providers on the first of every month
- Apply for an Energy Audit Voucher from SEAI and appoint an Energy Engineer to carry out that Energy Audit



# Example: An Arts Centre - Axis Ballymun

## Action Plan - Goal No 1: Energy Usage (Measurement)



Don't forget to agree WHO is going to carry out each action

AND

a DEADLINE for completion of that action

OR

- Request information on energy usage from landlord.
- Connect with another arts venue of a similar size.



# Example: An Arts Centre - Axis Ballymun

## Action Plan - Goal No 1: Energy Usage (Measurement)



### Actions

*Where an organisation has no information on energy usage...*

- Are your bills being paid elsewhere? A local authority, for example, can you get access to these?
- Request information on energy usage from landlord
- Connect with another arts venue of a similar size and similar activity that does have good information on their usage.
- Is sub-metering an option?





# **Example: An Arts Centre - Axis Ballymun**

## **Action Plan - Goal No 2: Energy Usage (Behaviour)**



- **Goal 2: CHANGE BEHAVIOUR**  
Work with the staff team and others in the building to change behaviour around energy usage.



# Example: An Arts Centre - Axis Ballymun

## Action Plan - Goal No 2: Energy Usage (Behaviour)



### Actions

- Arrange energy saving session with staff team
- Share information on energy usage and how this will be measured
- Do a walk-through of building, assessing energy wastage
- Agree a 'Switch Off' campaign
- Place 'Switch Off' Signage by lighting switches and in dressing rooms
- Encourage all staff to undertake online training with the SEAI Energy Academy



# How are you going to work towards them?

WHAT WE WANT TO ACHIEVE BY WHEN	WHAT WILL BE OUR MEASURE OF SUCCESS	WHAT WILL WE DO	WHAT'S THE TIMEFRAME	WHO WILL DO THIS (Lead, support)	WHAT DO WE NEED TO DO IT (€, comms....)
e.g. reduce energy use		Xyz	Dec '24	Xyz	
e.g. reduce the impact of our business travel					
e.g. develop better environmental practice for our events					
e.g. develop better environmental practices for our annual event					

- Specific (simple, sensible, significant)
- Measurable (meaningful, motivating)
- Achievable (agreed, attainable)
- Relevant (reasonable, realistic and resourced, results-based)
- Time bound (time-based, time limited, time/cost limited, timely, time-sensitive)





# Examples & Templates

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# West Cork Music

*“Our Action Plan is already in place*

*The **most impactful and meaningful actions** have been to firm up our residency policy for artists .... And asking artists directly to try and make more use of slow travel which is included in their contracts”*

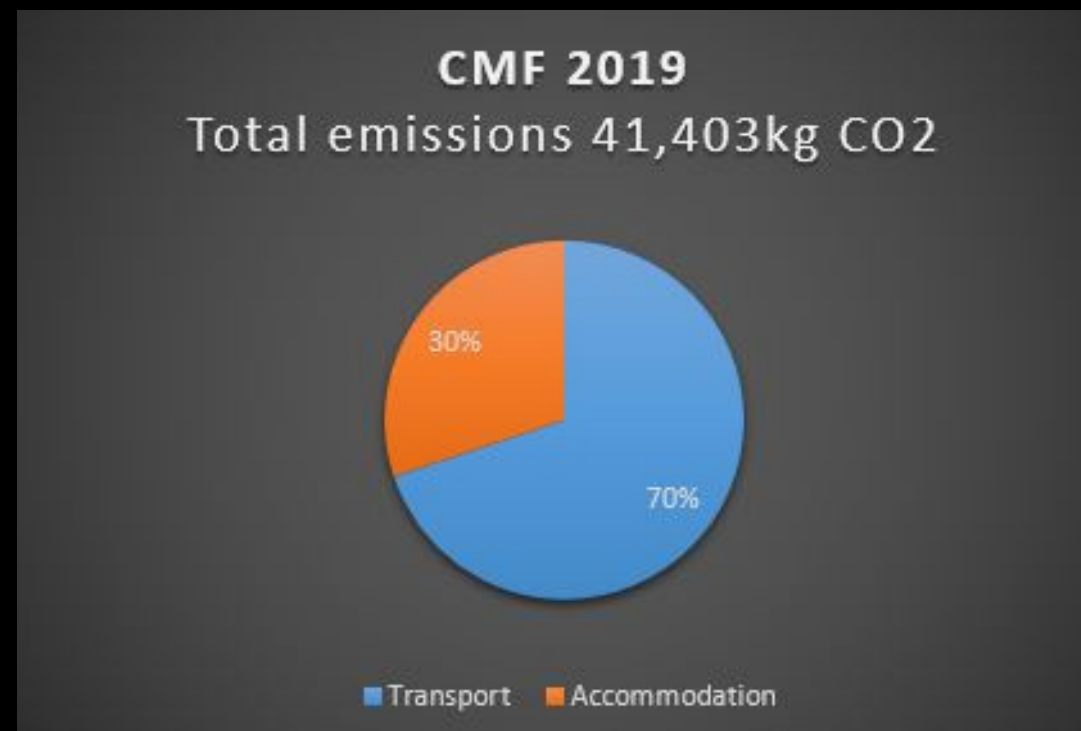
west | cork | music  
Green Policy

# West Cork Music

Ben Russell Photography



**2019:**  
**Transport: 70%**  
**Accommodation**  
**: 30%**



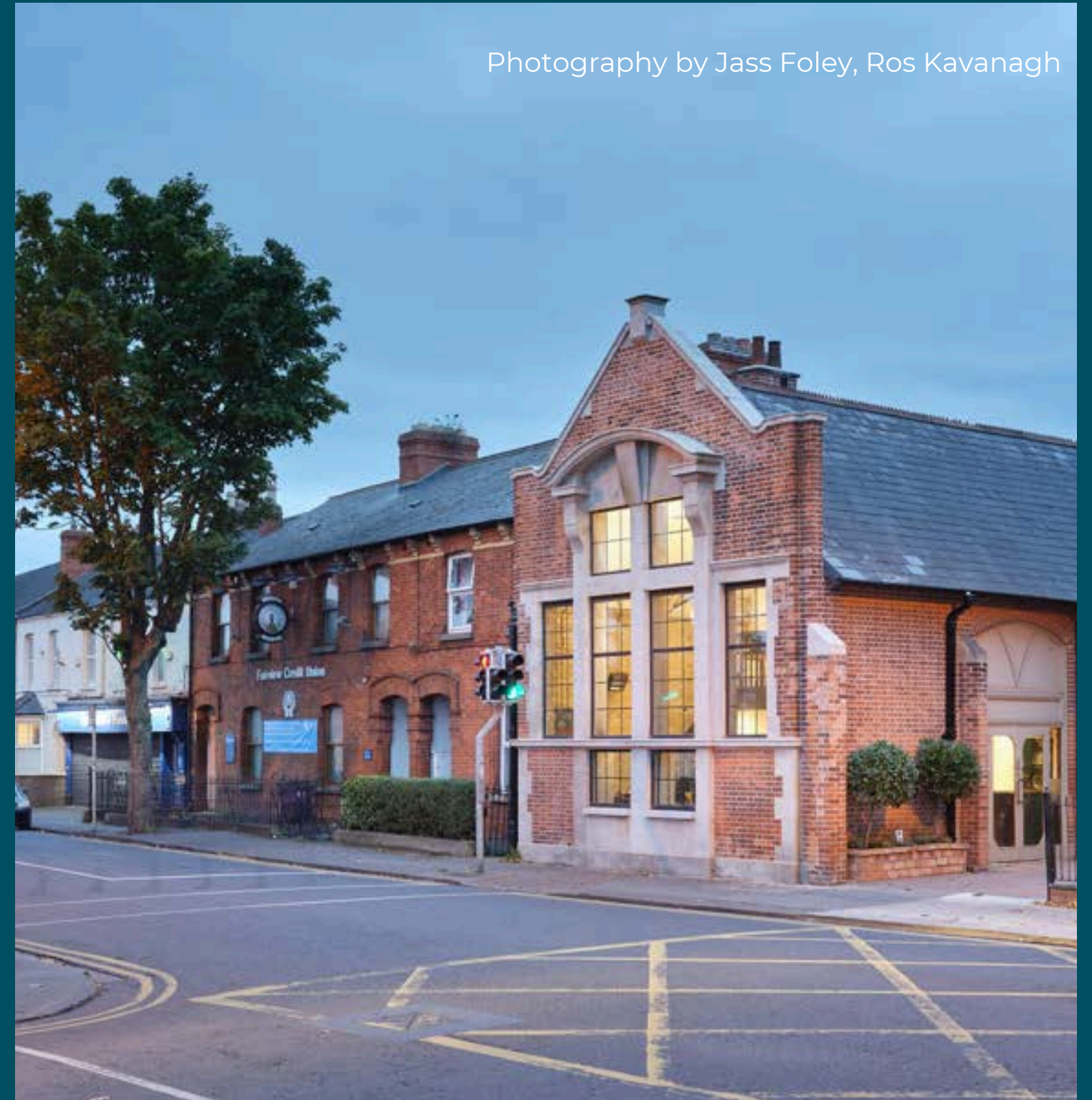
**2022:**  
**Transport: 51%**  
**Accommodation:**  
**49%**

# CoisCéim Dance Theatre

The **objectives of the action plan** 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*

Photography by Jass Foley, Ros Kavanagh



Objective	Action
<p>Continue to replace inefficient fixtures &amp; fittings and updated processes to achieve carbon neutrality</p>	<p>With Stream E Funding from the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media make the following improvements by end 2024.</p> <ul style="list-style-type: none"> <li>o replace our wall heaters</li> <li>o redesign and rebuild our website from scratch</li> <li>o conduct an energy audit and develop a plan to implement its recommendations</li> </ul>
<p>Implement and highlight micro actions that mitigate climate change in everyday life</p>	<p>Continue and expand everyday ways we can make positive changes such as participating in the BI- URBAN rain garden project and encourage others to do the same - e.g.</p> <ul style="list-style-type: none"> <li>o encouraging those who use our studio to take advantage of our dry waste recycling</li> <li>o avoiding the use and promotion of single use items (bottles, cups, wipes etc..)</li> <li>o promoting the "bike to work" scheme</li> <li>o using natural cleaning products</li> <li>o prioritising local suppliers</li> <li>o growing vegetables in our studio garden</li> <li>o consider resource sharing potential when making capital purchases</li> </ul>



# Theatre Royal Waterford



*The most impactful and meaningful actions have been “The development of partnerships with the Local Authority..and our Biodiversity Garden.”*  
(Mary Boland, Theatre Royal)



# Pavilion Theatre, Dun Laoghaire



*The **most impactful and meaningful actions** have been “Measuring & monitoring our energy usage (from bills). This has framed everything in fact and has allowed us to argue for more support and funding to improve our environmental sustainability.”*

*Niall O’Connell, Pavilion Theatre*

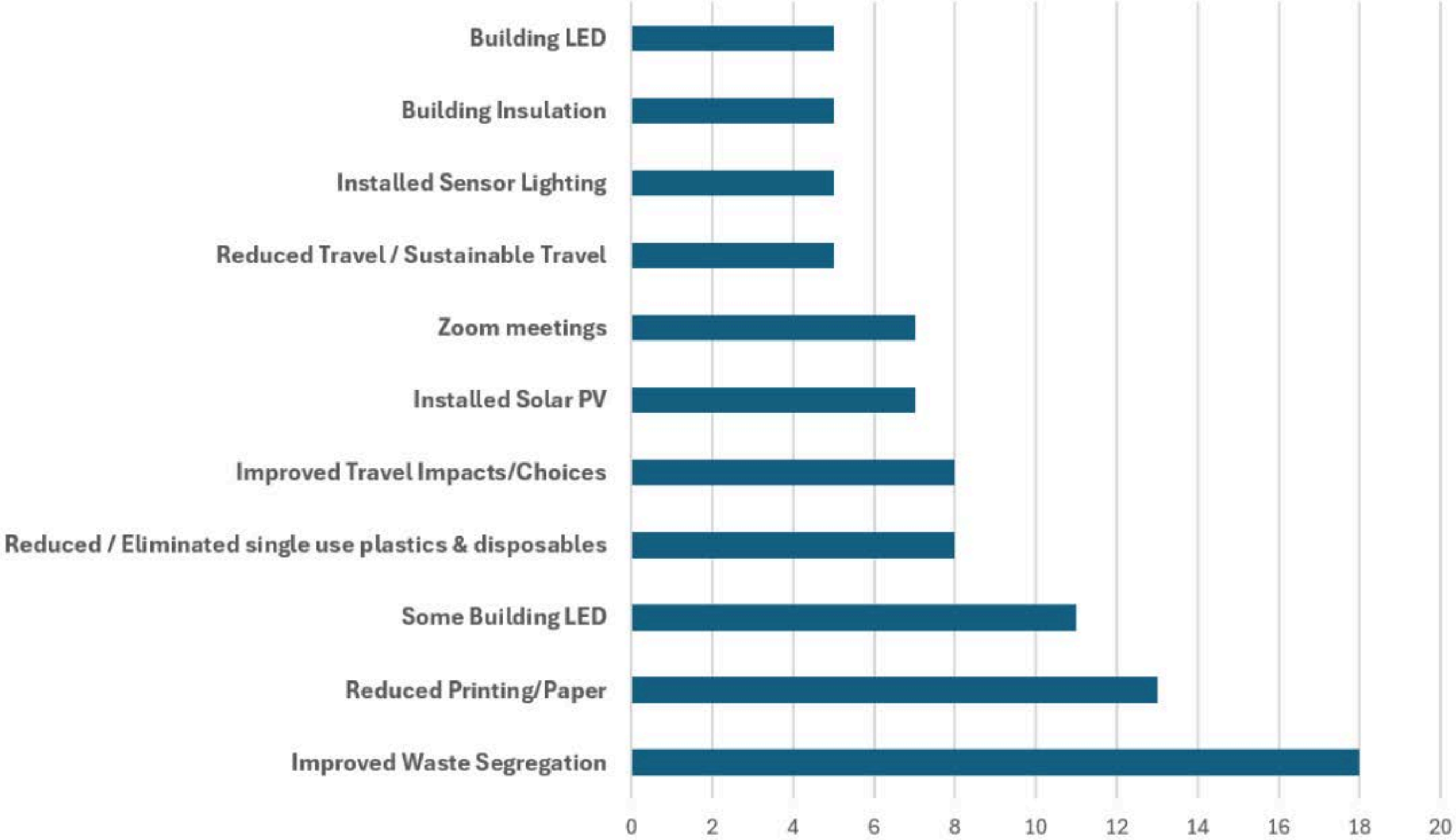




If you have already taken some action, please share examples in the chat - especially what you're most proud of?

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# Actions We've Taken to Reduce Environmental Impacts



# Environmental Action Plan

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

1.	
2.	
3.	
4.	
5.	



## Environmental Action Plan

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

- 1. UNDERSTAND ENERGY USAGE** - Measure our building energy usage, both heating and electricity, for 2025 and set a target for reduction by the end of 2026.
- 2. CHANGE BEHAVIOUR** - Work with the staff team and others in the building to change behaviour around energy usage.



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

<b>Objectives/ Targets/ Aims</b>	<b>Actions</b>	<b>Responsibilities</b>	<b>Deadlines</b>	<b>Budget</b>	<b>Outcomes</b>

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

Objectives/ Targets	Actions	Respon- sibilities	Deadlines	Budget	Outcomes
<p><b>UNDERSTAND ENERGY USAGE:</b> Measure our building energy usage, both heating and electricity, for 2025 and set a target for reduction by the end of 2026.</p>	<p>Set up a spreadsheet with shared access for staff team with tabs for heating and electricity usage by month.</p> <p>Input monthly usage from energy bills</p> <p>Take meter readings and submit these to our energy providers on the first of every month</p> <ul style="list-style-type: none"> <li>Apply for an Energy Audit Voucher from SEAI and appoint an Energy Engineer to carry out that Energy Audit</li> </ul>	<p>Facilities Manager</p> <p>Accounts Manager</p>	<p>Immediate and ongoing: input monthly energy usage</p> <p>1st July: Contact made with SEAI</p> <p>1st August: Local Engineer identified</p> <p>1st November: Audit Completed</p>	<p>€2,000</p> <p>SEAI Grant</p>	<p>Energy usage captured monthly</p> <p>Energy audit of building completed</p> <p>Recommended actions and related budget to reduce energy emissions of building received</p>



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

Objectives/ Targets/ Aim	Actions	Responsibilities	Deadlines	Budget	Outcomes
<p><b>CHANGE BEHAVIOUR</b></p> <p>Work with the staff team and others in the building to change behaviour around energy usage.</p>	<p>Arrange energy saving session with staff team</p> <p>Share information on energy usage and how this will be measured</p> <p>Do a walk-through of building, assessing energy wastage</p> <p>Agree a 'Switch Off' campaign</p> <p>Place 'Switch Off' Signage by lighting switches and in dressing rooms</p> <p>Encourage all staff to undertake online training with the SEAI Energy Academy</p>	<p>All Staff</p>	<p>Immediate with weekly recurring agenda item in team meetings</p>	<p>Zero</p>	<p>Reduction of energy usage</p> <p>Engagement with entire team</p> <p>Behavioural Change</p>

	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:					

## Action Plan Do's

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- Link your goals to your policy commitments / priorities
- Aim to update your action plan annually.
- Ensure that actions and outcomes are agreed with your wider team.
- Make it clear who is responsible for what
- Commit to no more than six objectives in a given year (unless they are very small).

## Action Plan Don't's

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- Be wary of having Net Zero as a goal unless you feel you really understand it and have some hope of achieving it
- Don't be vague
- Don't equivocate
- Don't set a goal for an impact that you don't yet understand (reduce energy usage by 50% but you haven't yet measured your energy usage)
- Don't focus exclusively on waste - emissions from energy are almost certainly more significant.



# What next?

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

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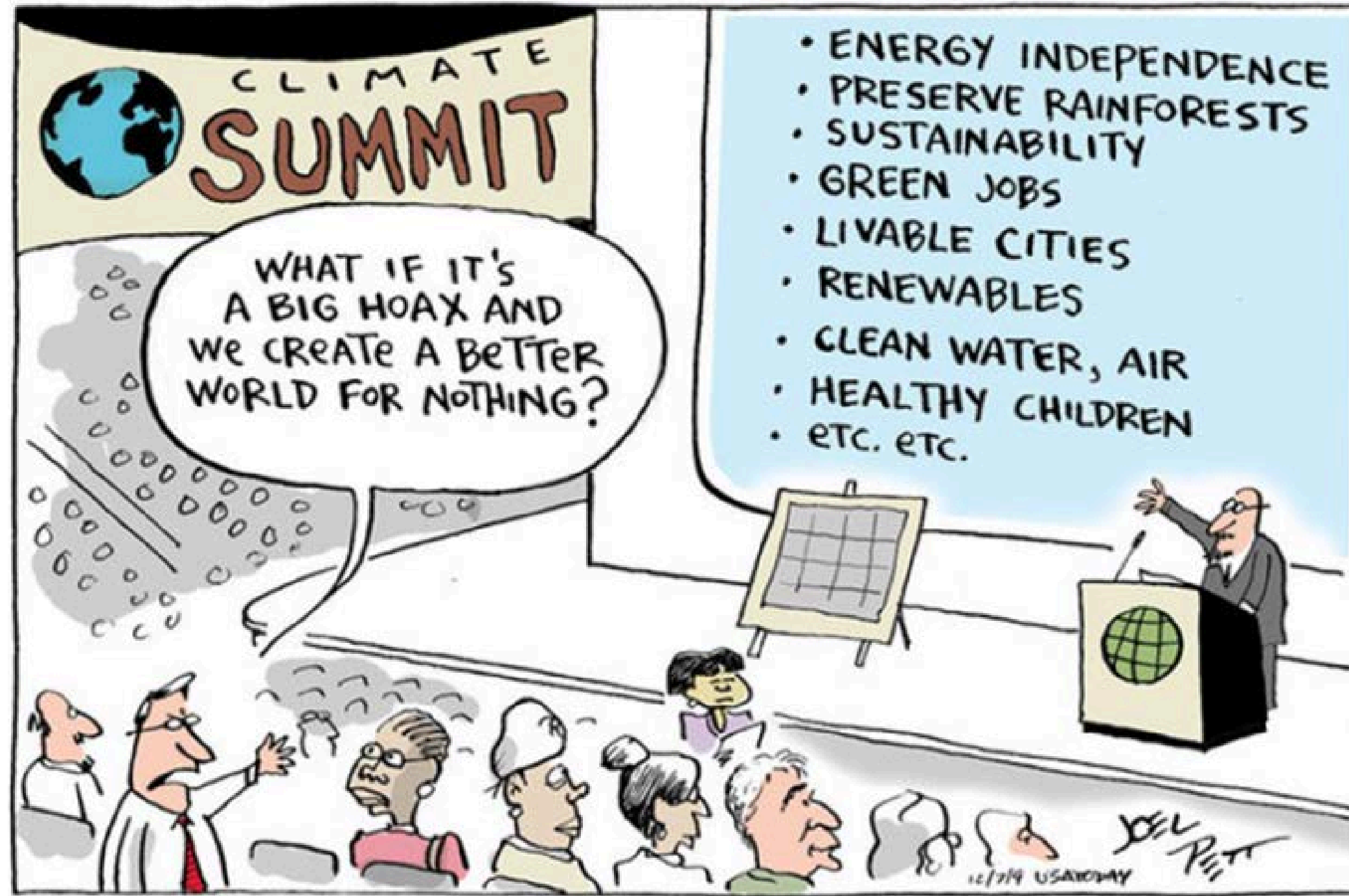
16 July 10-11am  
Materials & Procurement

October date TBC  
Influencing change

Sept-Oct  
Festivals training webinars

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





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

