

EXCELLENCE THROUGH
EDUCATION AND TRAINING

Climate Action Roadmap 2025

Version 1

Approved by the SMT on

13 October 2025

www.loetb.ie





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Foreword

I am pleased to present the Climate Action Roadmap 2025, which sets out our commitment to reducing emissions, improving efficiency, and embedding sustainability across our organisation.

National climate targets require the public sector to achieve a 51% reduction in greenhouse gas emissions and a 50% improvement in energy efficiency by 2030. This roadmap outlines the practical steps we will take in 2025 and beyond to play our part. These include decarbonising our buildings, strengthening green procurement, and engaging staff and learners in building a sustainable future.

Our focus is on actions that are achievable, measurable, and aligned with SEAI reporting requirements and the Climate Action Mandate. We will monitor progress closely, report transparently, and continually build climate awareness into the delivery of our services.

I want to thank our staff, learners, and partners for their ongoing commitment. Together, we can make steady, practical progress towards a low-carbon future for our organisation and our community.



Joe Cunningham
Chief Executive

Executive Summary

This Climate Action Roadmap sets out how LOETB will meet national public sector targets to cut greenhouse gas emissions by 51% and improve energy efficiency by 50% by 2030. It provides a clear, practical plan to help LOETB reduce its environmental impact while supporting Ireland's wider climate commitments.

Most of LOETB's energy use comes from heating and electricity, with transport making up a smaller share. The main challenge is to reduce the use of oil and gas for heating and to manage electricity use more efficiently. The roadmap focuses on realistic, achievable actions such as improving building insulation, upgrading heating systems, expanding renewable energy, and promoting simple energy-saving habits across schools and centres.

It also includes measures to reduce waste, support sustainable transport, and embed climate awareness in daily practice. Each action has defined responsibilities, timelines, and reporting arrangements to ensure accountability.

Progress will be reviewed and reported each year through SEAI's Monitoring and Reporting system and LOETB's Annual Report. The roadmap will be updated annually to reflect progress, new data, and available funding supports, ensuring continuous improvement and transparency in how LOETB delivers on its climate responsibilities.

Introduction

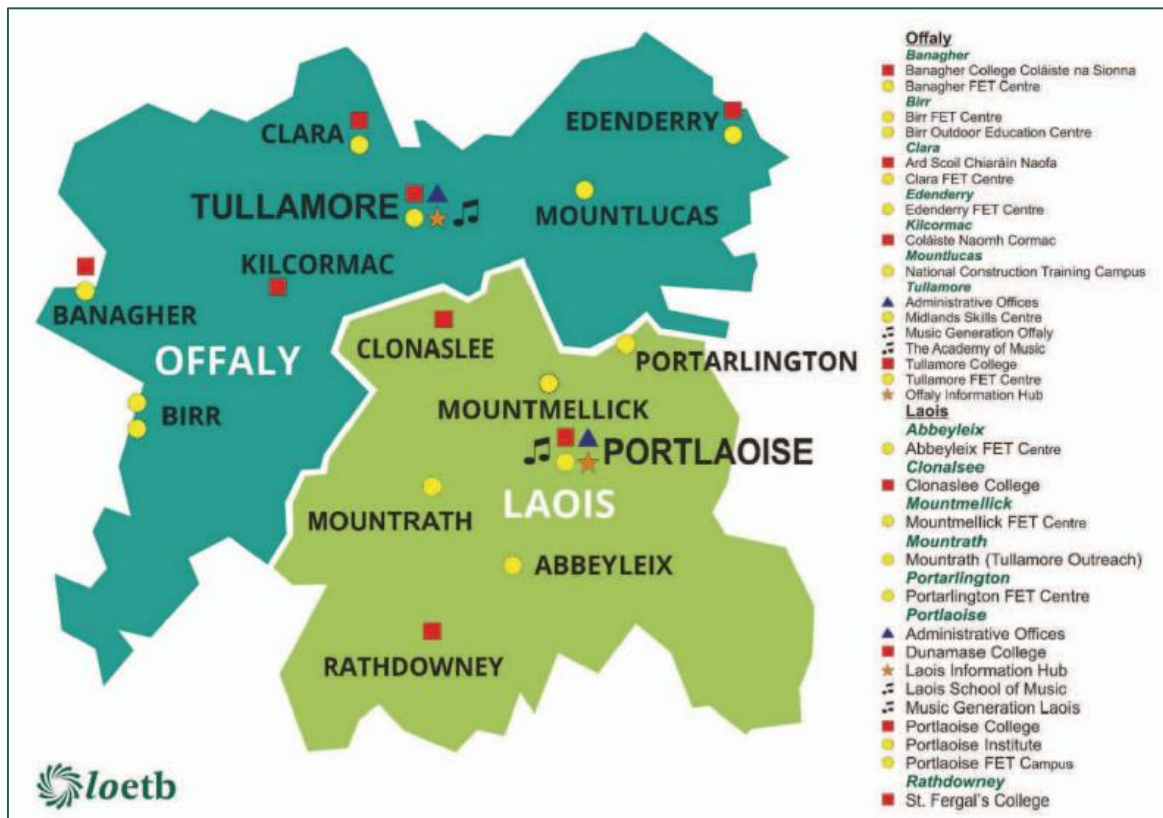
Organisational Context

LOETB was established on 1 July 2013 as the statutory provider of a broad range of education and training services across the counties of Laois and Offaly. As one of the largest employers in the Midlands, with over 1,600 staff, LOETB provides education to more than 4,700 post-primary students and delivers Further Education and Training (FET) programmes and services to over 17,000 learners each year.

We manage nine post-primary schools and operate thirteen dedicated FET centres, including the National Construction Training Campus at Mount Lucas. In addition, we provide learner information and guidance services through hubs in Portlaoise and Tullamore. LOETB also delivers an extensive programme of music education, including Music Generation Laois, Music Generation Offaly, Laois School of Music, and the Academy of Music in Tullamore.

Under the Education and Training Boards Act 2013, LOETB is responsible for supporting the provision, coordination, administration, and assessment of youth work services in the region. Through collaboration with other institutions and agencies, we also deliver education and training programmes that extend beyond mainstream provision, ensuring a wide range of opportunities for the communities of Laois and Offaly.

LOETB Schools, Centres and Services in Laois and Offaly



Our Targets

Overview

In line with the Public Sector Climate Action Mandate, LOETB is committed to:

- Reducing energy-related greenhouse gas (GHG) emissions by 51% by 2030, relative to the 2016–2018 baseline.
- Improving energy efficiency by 50% by 2030, relative to the same baseline.
- Updating this Climate Action Roadmap annually to reflect progress and new national guidance.

The following sections outline LOETB’s current energy and emissions profile, its 2030 targets, and the actions required to close the identified gaps.

Achieving Our Energy Efficiency Targets

2024 Final Energy Consumption

Our 2024 energy profile (Figure 1) shows total energy use distributed across Electricity, Thermal, and Transport. It highlights the significant role of thermal energy, which accounts for 52% of total consumption.

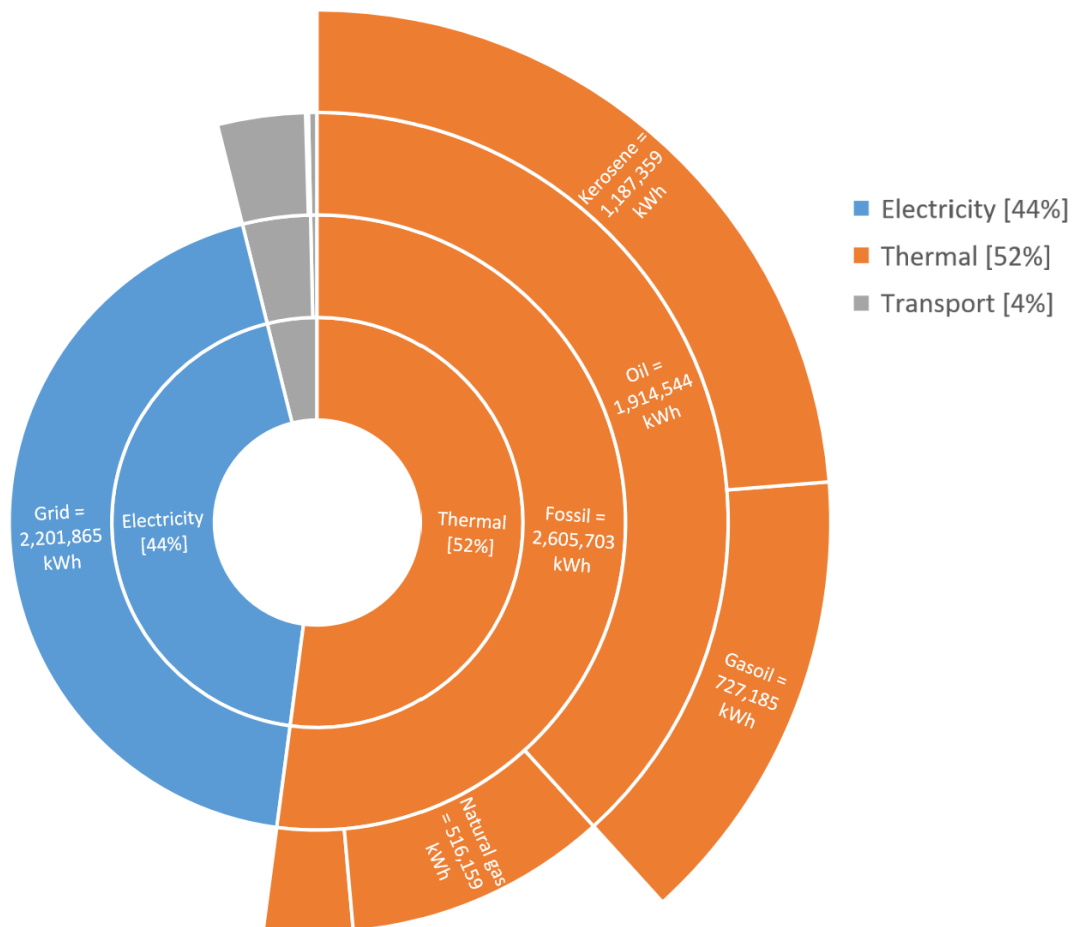


Figure 1: Distribution of Total Energy Consumption by Source (2024)

This demand is entirely fossil-based, made up of oil (1,914,544 kWh), comprising kerosene (1,187,359 kWh) and gas oil (727,185 kWh), along with natural gas (516,159 kWh). This underscores the current reliance on non-renewable sources for heating and other thermal requirements.

Electricity represents 44% of total consumption (2,201,865 kWh). All electricity used in 2024 was drawn from the grid, making it the second largest component of the energy profile and a critical element of day-to-day operations in schools, training centres, and offices.

Transport accounts for 4% of total energy use (approximately 178,339 kWh). The vast majority of this demand is fossil-based, with diesel consumption (172,678 kWh) making up the dominant share.

2024 Energy Efficiency Focus Areas

Improving energy efficiency means using less energy to deliver the same outputs — through better technology, smarter management, and behavioural change.

Key opportunities to enhance energy efficiency across LOETB's operations include:

- **Retrofitting buildings** to improve insulation, glazing, and heating controls, prioritising high-energy-use sites.
- **Optimising lighting, ventilation, and ICT systems** to reduce electrical demand through LED upgrades, occupancy sensors, and efficient equipment procurement.
- **Promoting digitalisation and managed print systems** to reduce paper, printing, and peripheral energy use.
- **Encouraging behavioural change** through energy awareness campaigns, competitions, and feedback loops that make efficiency visible and measurable.
- **Enhancing energy monitoring** through SEAI's Monitoring & Reporting (M&R) system and EnergyElephant to identify trends, benchmark performance, and inform future projects.

To support delivery of the 50% efficiency target, LOETB will complete a Register of Opportunities (ROO) to identify site-level projects and prioritise those with the highest potential impact.

Achieving Our Emissions Reductions

2024 CO₂ Emissions

Our emissions profile (Figure 2) broadly mirrors the energy consumption profile, with thermal (51%) and electricity (46%) together making up almost the entire footprint (97%).

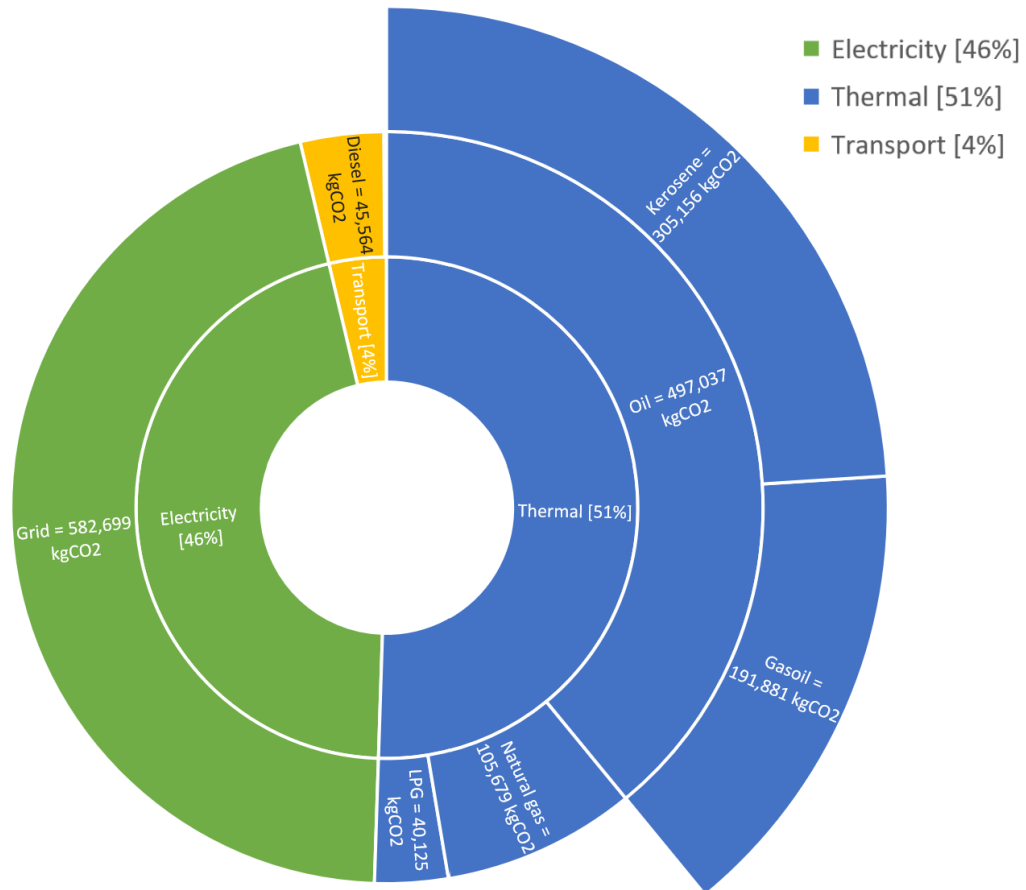


Figure 2: Distribution of Total CO₂ Emissions by Source (2024)

The largest single source of emissions is thermal fossil fuels, particularly kerosene, while grid electricity is the next most significant contributor. Transport plays a relatively minor role in total emissions but is entirely fossil-fuel based.

This breakdown highlights that:

- Heating fuels are the most carbon-intensive part of ETB operations.
- Electricity remains a major source of emissions, tied directly to the grid mix.
- Transport emissions are comparatively small but are diesel-driven.

Emissions Reductions Focus Areas

Reducing emissions requires a targeted focus on the sources that contribute most to LOETB's carbon footprint. Key opportunities include:

- **Transitioning from oil and gas heating to renewable alternatives** such as air-to-water or ground-source heat pumps during capital and retrofit projects.
- **Improving building fabric efficiency** through insulation, glazing, and heating controls to reduce overall thermal demand.
- **Enhancing energy management** to optimise electricity use, including lighting upgrades, ICT efficiency, and smart controls.
- **Encouraging low-carbon travel**, including fleet electrification, where feasible, and sustainable commuting options for staff and learners.
- **Strengthening data quality and monitoring**, using SEAI's M&R system and EnergyElephant to track progress and identify high-impact opportunities.

To support delivery of the 51% reduction in energy-related greenhouse gas emissions by 2030, LOETB will Integrate decarbonisation priorities into the LOETB Capital Works and Energy Management Plans, ensuring all new projects contribute to the 2030 target.

Fossil CO₂ Emissions Pathway

As depicted in Figure 3 below, the fossil CO₂ baseline for LOETB is set at 686,678 kgCO₂, based on the 2016–2018 average. At that time, emissions were almost entirely driven by thermal energy (670,445 kgCO₂), with a small contribution from transport (16,233 kgCO₂).

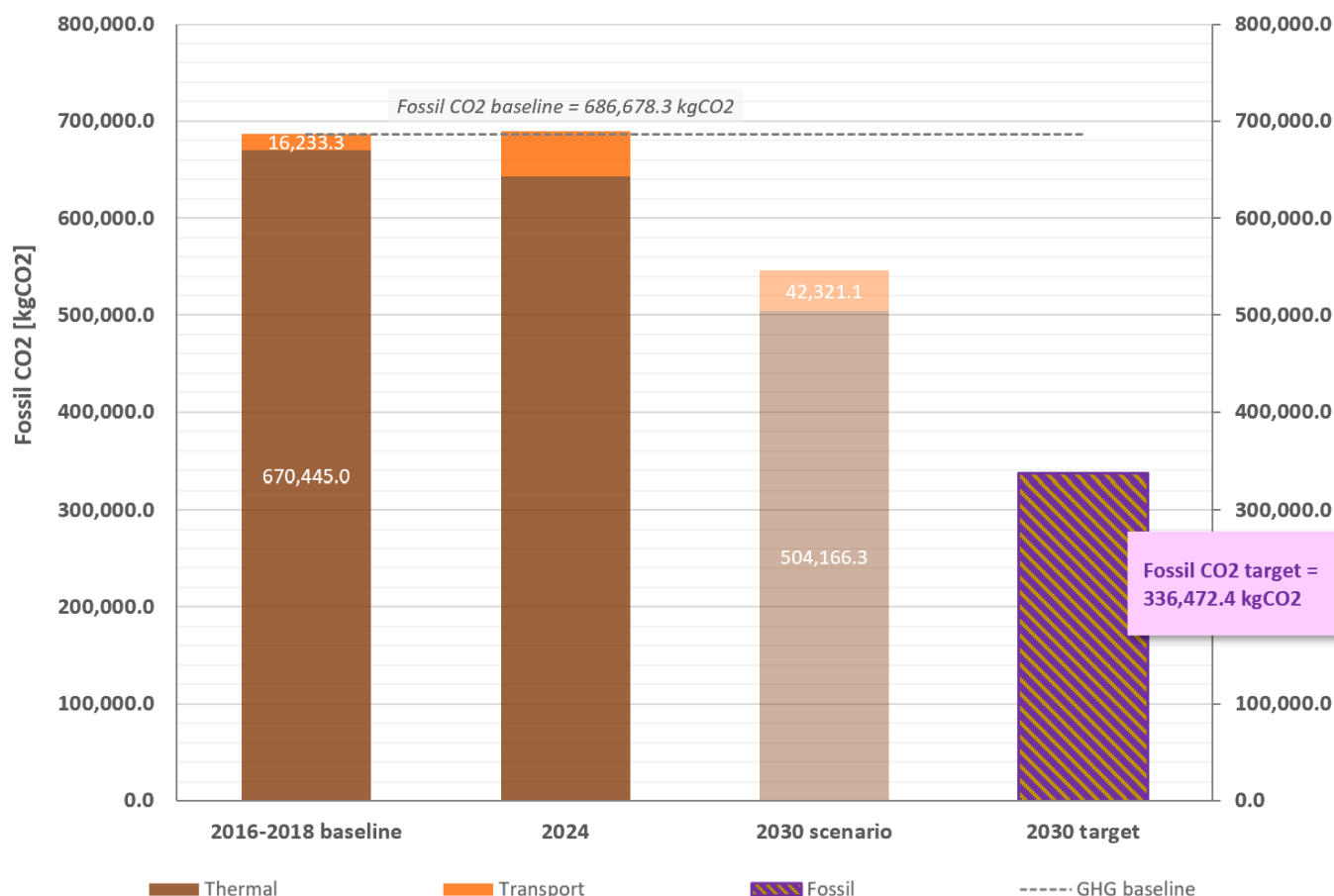


Figure 3: Fossil CO₂ Emissions Pathway to 2030

By 2024, emissions remain broadly in line with the baseline, indicating limited overall change in the fossil fuel profile. Thermal emissions have decreased slightly compared to the 2016–2018 baseline. This reduction was influenced by factors such as a milder winter, temporary changes in building use, and incremental efficiency improvements. However, it does not reflect large-scale decarbonisation, as measures such as heat pump deployment or significant renewable integration have not yet been widely adopted. At the same time, transport emissions have increased, reflecting a greater requirement for learner transport across LOETB.

Looking ahead, the 2030 scenario projects fossil CO₂ emissions reducing to approximately 546,487 kgCO₂. This reduction is split between thermal (504,166 kgCO₂) and transport (42,321

kgCO₂). While this represents progress compared to baseline levels, it is still significantly above the required target.

The 2030 target is set at 336,472 kgCO₂, representing a reduction of 50% against the baseline. Achieving this target will require accelerated action to cut reliance on fossil fuels for both heating and transport, with the greatest opportunity lying in reducing thermal demand through better insulation of buildings, smarter management of when and where heating is used, and the gradual replacement of oil and gas systems with renewable technologies such as heat pumps.

Total CO₂ Pathway

As depicted in Figure 4 below, the total CO₂ baseline for LOETB, calculated from the 2016–2018 average, is 1,437,795 kgCO₂. Unlike the fossil baseline, this figure also includes electricity-related emissions, which made up just over half of the total at baseline.

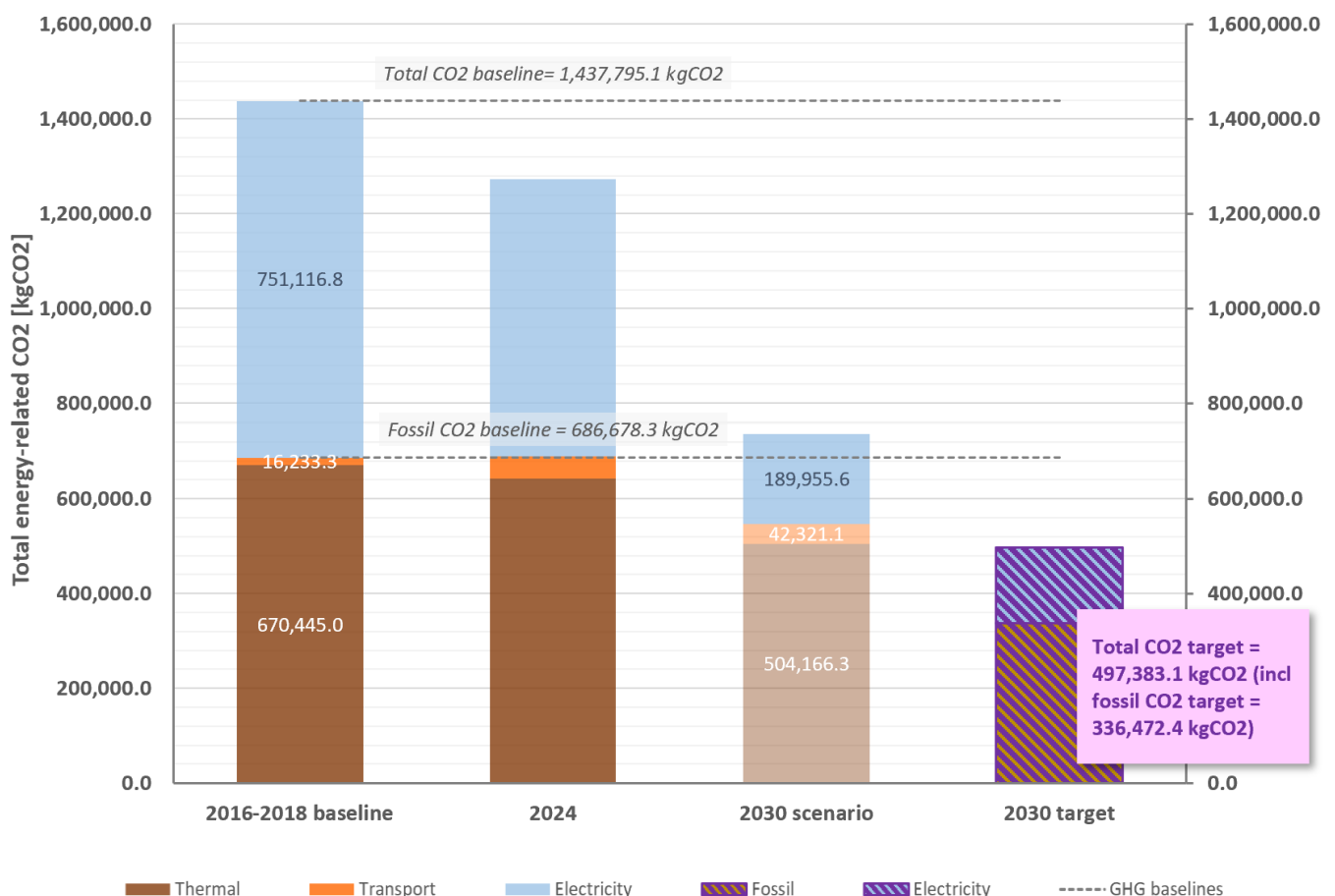


Figure 4: Total CO₂ Pathway to 2030

By 2024, overall emissions remain high and close to the baseline. While there has been some reduction in thermal emissions, electricity continues to represent a significant share of the

organisation’s carbon footprint. This underlines that the challenge is not only reducing fossil fuel use, but also managing electricity demand until further decarbonisation of the national grid reduces its carbon intensity.

The 2030 scenario projects total emissions of 736,442 kgCO₂, with electricity falling to 189,956 kgCO₂ due to anticipated grid decarbonisation. This reduction in grid emissions is a positive development, but thermal energy still dominates the profile and transport remains fully fossil-based.

The 2030 target is set at 497,383 kgCO₂, which includes a fossil CO₂ target of 336,472 kgCO₂, representing a 50% reduction from the fossil baseline. Even with lower electricity emissions, the gap between the projected scenario and the target is significant. Closing this gap will require a dual focus: driving down thermal demand through efficiency and renewable technologies such as heat pumps, while also actively reducing electricity use through improved energy management and behavioural change across all ETB facilities.

Analysis of 2024 Schools Energy Use

Understanding where energy is used across LOETB’s schools and Further Education and Training (FET) centres is key to identifying where the greatest opportunities for efficiency and decarbonisation lie. The 2024 data shows that a number of large sites account for a significant proportion of overall energy use, underscoring the need for targeted interventions.

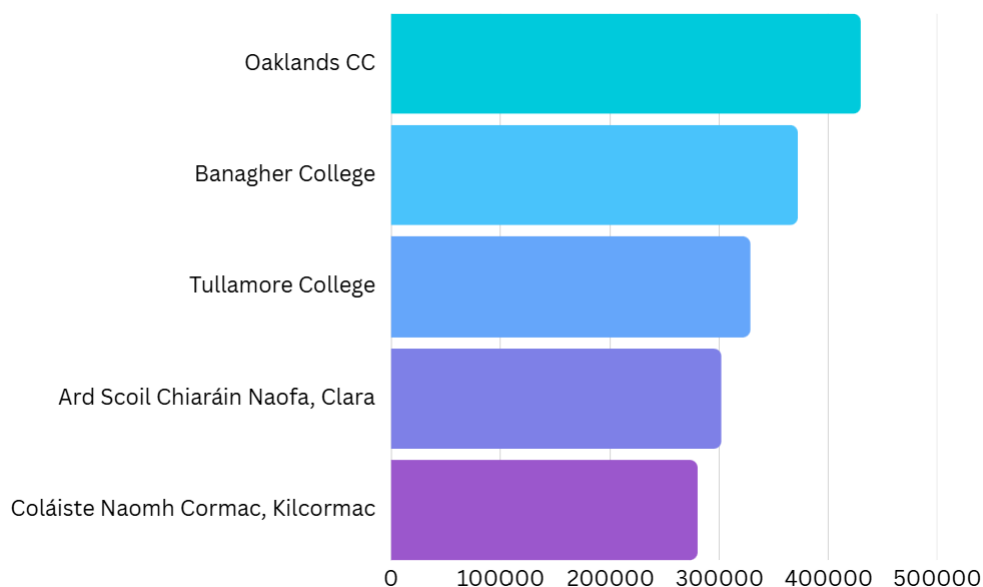


Figure 5: Top 5 Schools Energy Consumption

The top five schools by total energy use in 2024, as depicted above in Figure 5, represent a large share of LOETB’s energy footprint. Their high consumption reflects factors such as building size, heating demand, and the range of facilities in operation. Energy use at these

sites is dominated by heating fuels (kerosene and LPG), with electricity accounting for a smaller but significant portion. Improving insulation, introducing smart heating controls, and transitioning to low-carbon heating systems will be critical for achieving meaningful emissions reductions in this sector.

Analysis of 2024 FET Energy Use

Energy consumption in FET centres is similarly concentrated among a few high-demand sites. These centres account for a substantial share of total FET energy demand, reflecting extensive training operations, equipment use, and long operational hours.

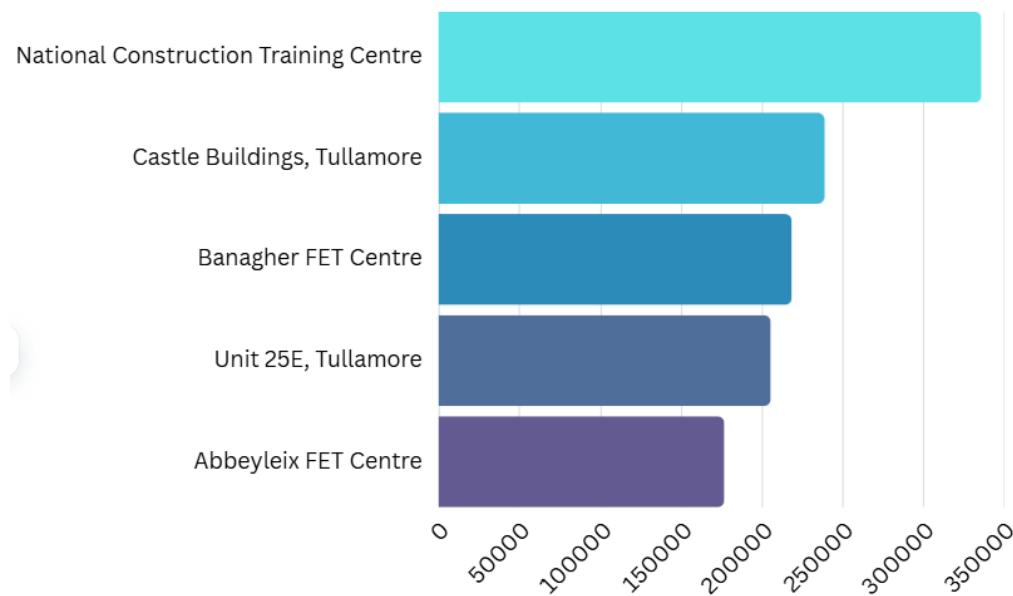


Figure 6: Top 5 FET Centres for Energy Consumption

Fossil fuels such as oil and LPG remain the primary sources of heating energy, highlighting the need for focused decarbonisation efforts. The greatest opportunities for impact lie in heating system replacement, fabric upgrades, and renewable energy integration (e.g., heat pumps).

Our People

Leadership & Governance

Senior Management Commitment

The Senior Management Team (SMT) is committed to fulfilling LOETB's obligations under the Public Sector Climate Action Mandate and contributing to Ireland's climate and energy targets. While this work must be advanced within existing operational and financial resources, the SMT will ensure that sustainability is embedded across all aspects of our organisation.

This commitment is firmly anchored in the **LOETB Statement of Strategy (2023–2027)**, which sets out four organisational goals with associated priorities. Reflecting LOETB's focus on sustainability, **Goal 2: Building Sustainability** is dedicated to strengthening our environmental and social responsibilities:

“LOETB recognises that while our organisation is continually improving how we operate, there is also a requirement on us to undertake our business ethically without negatively impacting the environment, community, or society. To improve how we operate as a sustainable business, LOETB is planning a series of initiatives to minimise the effect our business has on the environment and on the community. Sustainability provides us with an opportunity to reflect, research, react and realign the when, why, where, and how we conduct our business. It provides a valuable springboard for improvement in operations while concomitantly providing new opportunities in teaching and learning in the migration from a fossil fuel past.”

The Climate Action Roadmap is therefore a key mechanism through which Goal 2 of the Statement of Strategy will be implemented, translating strategic intent into concrete actions across LOETB.

Climate and Sustainability Champion and Energy Performance Officer

Ms. Pam Nolan, Director of Organisation Support and Development and member of the SMT, has been designated as LOETB's Climate and Sustainability Champion (CSC). In this role, she will also serve as the organisation's Energy Performance Officer (EPO), as permitted under national guidance.

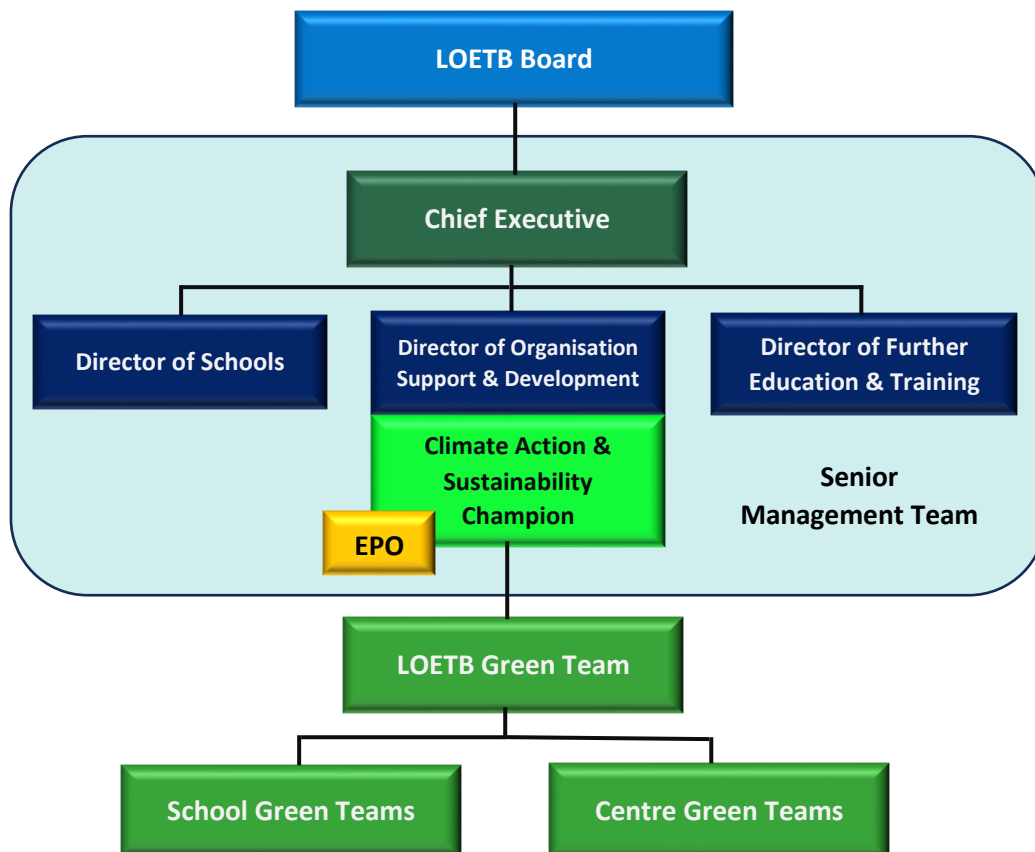
Governance Structure

LOETB has established a clear governance framework to deliver on the Public Sector Climate Action Mandate. The LOETB Board provides oversight and assurance, ensuring climate action remains a strategic priority and that the executive is held accountable for progress.

The Chief Executive and SMT hold executive responsibility for delivery, with the CSC overseeing the work of the Green Team, ensuring that actions set out in this roadmap are advanced, monitored, and reported. As a member of the SMT, she will also champion sustainability at executive level, keeping climate action firmly on the organisation’s strategic agenda.

The LOETB Green Team, chaired by the CSC/EPO, coordinates sustainability initiatives across the organisation and reports to the SMT. At local level, School Green Teams and Centre Green Teams implement actions and feed into the LOETB Green Team, ensuring a direct link between day-to-day practice and organisational oversight. Strengthening these connections is a central focus of our approach, with a commitment to establishing active Green Teams in every school and centre so that local action shapes organisational progress and oversight remains rooted in daily practice.

LOETB Climate Action Governance Structure



Green Team

The LOETB Green Team is a multidisciplinary group established to lead and coordinate the organisation’s climate action efforts. Its primary purpose is to support the development and implementation of the Climate Action Roadmap, ensuring delivery in line with the Public Sector Climate Action Mandate.

Acting as a catalyst for change, the Green Team plays a central role in reducing emissions and embedding sustainability across LOETB by:

- **Influencing and empowering colleagues** to work and live more sustainably, fostering a culture of environmental responsibility.
- **Embedding climate and environmental considerations** into LOETB's operational and strategic decision-making, ensuring sustainability is a core criterion in how we plan, procure, build, and deliver services.

The operation of the Green Team is guided by its **Terms of Reference (Appendix 2)**, which set out the purpose, membership, scope, and operating arrangements of the group.

Engaging Our Staff

Staff Training Plans

LOETB will provide targeted training to build staff capacity in climate action and sustainability. Training will be tailored to the needs of different staff groups, ensuring that all staff have the knowledge and skills to contribute to the organisation's climate goals. To support this, LOETB will undertake a training needs analysis to identify specific requirements across schools, centres, and functions, ensuring that training is relevant, targeted, and effective.

This will include:

- **Awareness training** to familiarise staff with LOETB's Climate Action Roadmap, the Public Sector Climate Action Mandate, and their role in reducing emissions. Staff will also be encouraged to complete SEAI's *Energy Academy* modules and short *Energy Basics* and *Carbon Basics* training to strengthen their understanding of energy and carbon reduction.
- **Operational training** for staff involved in areas such as facilities management, procurement, and transport, focusing on energy efficiency, sustainable practices, and compliance with national standards. Supports will include SEAI's *Energy MAP Training* to guide structured energy management and *Green Procurement Training* to embed sustainability into purchasing processes.
- **Ongoing learning supports**, including access to SEAI resources, e-learning modules, and practical guidance to embed sustainable practices into day-to-day work. This will be complemented by themed awareness events (e.g., SDG Week) to engage staff and encourage behavioural change across the organisation.

Completion of training will be tracked and reported annually through LOETB's Annual Report and SEAI's Monitoring & Reporting (M&R) system, in line with the requirements of the Public Sector Climate Action Mandate.

Climate Action and Sustainability Workshops

LOETB will deliver a series of climate action and sustainability workshops to foster organisation-wide awareness, engagement, and action.

Each year, during Climate Action Week in October, LOETB will convene a central flagship workshop to highlight progress on the Climate Action Roadmap, showcase best practice, and provide staff and Green Team members with practical tools to reduce energy use, improve waste management, and support sustainable transport. The event will include contributions from the SMT, the CSC/EPO, and external experts where appropriate.

To ensure broad participation, the central workshop will be complemented by local workshops in schools and centres led by their Green Teams, supported by resources from the LOETB Green Team. These local sessions will encourage dialogue and idea-sharing, engage learners, and reinforce the connection between individual actions and organisational impact. This combined approach ensures visibility at senior leadership level, active involvement of School and Centre Green Teams, and consistent engagement with staff and learners across LOETB.

Senior Leadership Training

Senior leadership training will be delivered annually and aligned where possible with the implementation cycle of the Climate Action Roadmap, ensuring that leaders are consistently supported in driving progress.

Training will focus on three key areas:

- **Understanding obligations and responsibilities**, including governance, compliance, and reporting requirements under the Public Sector Climate Action Mandate.
- **Integrating sustainability into strategic planning and decision-making**, ensuring climate and environmental considerations are a core criterion in how LOETB allocates resources, procures, and develops infrastructure.
- **Promoting behavioural change and embedding sustainability into organisational culture**, supporting staff engagement and strengthening the work of School and Centre Green Teams.

LOETB will ensure that all leaders at Director level and above actively participate in national leadership supports and sectoral briefings provided under the Mandate. This commitment will be complemented by relevant SEAI programmes. These supports will keep senior leaders up to date with national policy, governance requirements, and best practice in energy and carbon management.

Our Way of Working

Energy and Environmental Management System

LOETB is strengthening its approach to energy and environmental performance by developing a structured management framework aligned with the principles of ISO 50001 (Energy Management) and ISO 14001 (Environmental Management). While formal certification to these standards is not required, LOETB will implement an energy management programme consistent with SEAI's energy management guidance (S.I. 426 of 2014), with performance tracked and reported annually through SEAI's M&R system. This approach applies the core principles of these standards to ensure that energy use, emissions, and environmental impacts are systematically monitored, reviewed, and improved across all sites.

The system will be governed at senior management level and operate on the Plan–Do–Check–Act (PDCA) model to drive continuous improvement:

- **Plan:** Set objectives, targets, and action plans to reduce energy use and emissions.
- **Do:** Implement initiatives to improve efficiency and transition to low-carbon alternatives.
- **Check:** Monitor performance through the SEAI M&R platform and *EnergyElephant*¹, which together provide detailed data analysis, benchmarking, and performance insights.
- **Act:** Review outcomes, share learning, and refine future plans to ensure sustained progress.

LOETB's Green Team will play a central role in the operation of this system, leading much of the planning, monitoring, and review activity, and contributing directly to implementation. The team will coordinate actions across sites, engage staff, and identify opportunities for improvement based on data and performance trends.

Green Public Procurement

LOETB recognises Green Public Procurement (GPP) as a key mechanism to reduce environmental impacts, promote the circular economy, and deliver value for money through sustainable purchasing. GPP will be progressively embedded across procurement activities, ensuring that over time, goods, services, and works procured deliver lower environmental impacts throughout their life cycle.

¹ *EnergyElephant* is an energy and carbon management platform that enables organisations to collect, analyse, and visualise their energy data. It supports evidence-based decision-making by identifying trends, high-consumption areas, and opportunities for efficiency and decarbonisation.

In alignment with Circular 17/2025: Updated Green Public Procurement Instructions for Public Sector Bodies and the Green Public Procurement Implementation Mandate set out in *Buying Greener: Green Public Procurement Strategy and Action Plan 2024–2027*, LOETB is developing the internal structures and capacity required to implement GPP effectively. The EPA’s Green Public Procurement Guidance and the Office of Government Procurement’s (OGP) online GPP Criteria Search Tool (gppcriteria.gov.ie) will serve as key resources as these practices become embedded in procurement processes.

LOETB’s Procurement Department will work towards ensuring that GPP principles are applied at each stage of the procurement process — from needs assessment and market engagement through to tender evaluation and contract management. Priority actions include:

- Building internal capability through GPP training for procurement and administrative staff.
- Applying EPA and OGP green criteria in relevant procurement categories such as ICT, transport, catering, cleaning, construction, and energy-related products.
- Including environmental award criteria in tenders, such as sustainability weighting under the Most Economically Advantageous Tender model.
- Requiring tenderers to demonstrate appropriate environmental management systems or equivalent sustainability measures.
- Incorporating environmentally preferable options within contract specifications, such as energy-efficient products, recycled materials, or reduced packaging.
- Where feasible, prioritising the purchase or lease of zero-emission vehicles and specifying low-emission requirements for delivery and haulage contracts, in line with SI 381/2021 Clean Vehicles Directive.
- Monitoring and reviewing waste management and cleaning service contracts to ensure environmental compliance.
- Establishing systems to record and track GPP implementation and to report progress annually in line with EPA guidance.

As LOETB continues to strengthen its procurement processes, the focus will be on building consistency and capability in applying green criteria, with a view to demonstrating measurable environmental and climate benefits over time.

Food Waste

LOETB will begin developing a standardised approach to measuring and monitoring food waste in line with the EPA Public Sector Food Waste Guidance. This is to recognise the importance of addressing food waste as part of Ireland’s national commitment to halve food waste by 2030.

All new and renewing canteen and food service contracts will include a requirement for service providers to weigh and record food waste generated on site, using the EPA's recommended method and templates. This data will be reported to the relevant school and collated centrally to support future climate action reporting. Service providers (i.e. canteen operators) will also be encouraged to sign up to the national Food Waste Charter², demonstrating their commitment to food waste prevention and responsible management.

In locations without canteen facilities, food waste will continue to be segregated in designated receptacles for organic collection. LOETB will work with waste contractors to obtain periodic data on collection weights, helping to build an understanding of office-based food waste volumes over time.

Once consistent data is available, LOETB will use this information to identify target areas for reduction and develop site-specific actions to minimise food waste. This will enable a more proactive and evidence-based approach to managing food waste across all sites.

The Green Team will play a key role in promoting food waste awareness and prevention activities, including supporting National Stop Food Waste Day on 1st March through local awareness campaigns and the sharing of Stop Food Waste resources with staff.

Single-Use Items

LOETB will ensure the use of disposable (single-use) cups, plates, and cutlery across all facilities is ceased. Staff and learners will be encouraged to use reusable alternatives such as personal cups and utensils.

All new and renewing catering and canteen contracts will include requirements to eliminate single-use items and replace them with reusable or compostable options. Event organisers will also be asked to avoid single-use products at LOETB-funded or hosted events.

The Green Team will support awareness and behaviour change to promote the transition to reusable options across schools, centres, and offices.

Paper

LOETB will work to reduce paper consumption across all schools, centres, and offices by identifying opportunities to replace paper-based processes with digital alternatives wherever practicable, while recognising that paper remains essential for some teaching and learning activities.

² The EPA's website describes the Food Waste Charter as "a public commitment by companies and organisations to measure and report on target-based actions to reduce food waste."

Paper usage data is monitored, enabling LOETB to track trends and identify areas of high consumption. This information will be used to inform targeted reduction actions and encourage more efficient use of paper across the organisation.

Where printing or paper use remains necessary, recycled paper will continue to be the default option for procurement, where available and cost-effective.

LOETB will implement practical measures such as managed print settings (i.e. default double-sided and black-and-white printing) to reduce unnecessary paper use. The Green Team will support awareness initiatives encouraging staff to “think before printing” and to adopt digital-first practices for day-to-day administrative work.

Organic Food

LOETB will work towards integrating organic food procurement in line with the *Buying Greener: Green Public Procurement Strategy and Action Plan 2024–2027* and the *National Irish Organic Strategy 2024–2030*. In doing so, LOETB aims to support more sustainable food systems and contribute to Ireland’s national commitment to increase the use of organic produce within the public sector.

As part of future food and canteen contracts, LOETB will seek to include a minimum of **10% of food (by value)** sourced from certified organic suppliers, where feasible. This will apply across categories such as cereals, meat, fish, vegetables, fruit, and dairy products.

To enable progress toward this target, LOETB will:

- Engage with food and canteen service providers to explore practical opportunities for introducing organic produce.
- Monitor food procurement data annually to track the proportion of organic food purchased.
- Encourage awareness among staff and contractors of the benefits of sustainable and organic food sourcing.

This approach ensures compliance with national guidance while taking a phased and achievable approach that aligns with LOETB’s wider sustainability and green procurement goals.

ICT Equipment

LOETB will prioritise the procurement of energy-efficient and sustainable ICT equipment in line with national Green Public Procurement (GPP) standards. A minimum of **80% of new ICT**

end-user products (e.g. desktops, laptops, tablets, and mobile phones) purchased under new contracts will be EPEAT Gold³, TCO Certified⁴, or remanufactured where feasible.

Procurement records will be used to monitor progress toward this target. Where possible, LOETB will also utilise the Office of Government Procurement’s remanufactured laptop framework⁵, supporting circular economy practices and extending the lifespan of ICT assets.

These measures reduce energy demand and lifecycle emissions, while also minimising electronic waste, ensuring ICT investments contribute to LOETB’s broader sustainability and climate action goals.

³ EPEAT (Electronic Product Environmental Assessment Tool) Gold is an internationally recognised sustainability certification for electronic products such as laptops, desktops, monitors, and mobile devices.

⁴ TCO Certified is a globally recognised sustainability certification for IT products — such as laptops, monitors, headsets, and smartphones — developed by TCO Development, a Swedish non-profit organisation.

⁵ 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.

Our Vehicles and Buildings

Vehicles

Procurement or Lease of Zero Emissions Vehicles

As a provider of education and training, LOETB operates a relatively small vehicle fleet, which represents only a marginal share of the organisation's overall energy use and emissions. Nonetheless, LOETB will take steps to decarbonise its fleet in line with the SI 381/2021 Clean Vehicles Directive.

Vehicle procurement and leasing processes will be updated to prioritise zero-emission vehicles (ZEVs) and to meet or exceed the minimum clean vehicle targets set out under this legislation, progressing toward full compliance as targets become more stringent from 2026 onwards.

Where operationally and financially feasible, new fleet additions will consist of electric or other zero-emission alternatives, supported by the phased development of EV charging infrastructure and an ongoing review of fleet utilisation. LOETB will also promote efficient vehicle use, including journey consolidation and shared vehicle arrangements, to reduce travel demand and associated emissions.

While this is a longer-term transition, implementation will begin within existing financial and operational parameters, ensuring that fleet decarbonisation progresses in a structured and sustainable manner.

Installation of Charging Infrastructure

LOETB has already commenced work on the installation of electric vehicle (EV) charging points at a number of its sites, marking an important step in supporting the transition to low-emission transport. Building on this progress, LOETB will take a phased and practical approach to expanding EV charging infrastructure across its facilities.

The focus will initially be on locations with fleet vehicles or higher levels of staff and visitor parking, ensuring that infrastructure supports both LOETB's operational needs and those who already use electric vehicles. Installation will be guided by available funding, site suitability, and grid capacity, and will align with national initiatives such as Zero Emission Vehicles Ireland (ZEVI) and the Public Sector Charging Strategy.

LOETB will explore opportunities to access grant supports and partnerships to optimise investment and reduce costs. Charging points will be designed to meet both current and future needs and will be integrated with LOETB's wider energy management and

decarbonisation plans, ensuring efficient operation and compatibility with any future on-site renewable generation.

Recognising that this is a longer-term implementation goal, LOETB will continue to expand charging provision in line with operational requirements, user demand, and budgetary capacity.

Promoting Active and Shared Mobility

LOETB will promote active and shared travel options to reduce the carbon footprint associated with staff and learner commuting and short-distance travel. Encouraging the use of bicycles, e-bikes, and shared mobility options aligns with national transport and climate policy objectives and supports the transition to more sustainable modes of transport.

As part of this effort, LOETB will:

- Facilitate and promote participation in the Cycle to Work Scheme, supporting staff in purchasing bicycles or e-bikes for commuting.
- Provide or improve secure bicycle storage, showers, and changing facilities at key sites to make cycling a more practical choice.
- Encourage the use of shared mobility options — such as carpooling, local transport links, and community-based shared vehicles — particularly for travel between centres or to external meetings.
- Communicate the environmental, financial, and wellbeing benefits of active and shared travel through our Wellbeing Team-led awareness initiatives.

By supporting sustainable commuting choices, LOETB will reduce transport-related emissions but also contribute to improved wellbeing and stronger community engagement across its network of schools and centres.

Buildings

Elimination of Fossil Fuel Heating Systems

LOETB will ensure that no new fossil fuel heating systems are installed in new buildings or during major retrofit projects, in line with national requirements. Procurement and design procedures will be updated to reflect this standard, ensuring that all future projects incorporate low-carbon or renewable heating solutions, such as heat pumps, where feasible.

A major retrofit project is defined as one where more than 25% of the building envelope is renovated. For such projects, LOETB will explore alternatives to fossil fuel heating and consider opportunities to integrate renewable technologies under the SEAI Support Scheme for Renewable Heat (SSRH).

Recognising the diversity of its existing building stock, LOETB will apply this policy progressively, prioritising opportunities through planned capital works and retrofit programmes. This approach supports compliance with the national decarbonisation agenda while progressively reducing dependency on fossil fuels for heating across the LOETB estate.

LOETB Climate Action Roadmap Action Plan

1. Governance and Leadership			
Objective: Strengthen leadership, oversight, and accountability for climate action.			
Step	Action	Responsibility	Timeline
1.1	Confirm Climate & Sustainability Champion (CSC) and Energy Performance Officer (EPO) roles and responsibilities.	SMT	Complete
1.2	Strengthen Green Team structure, ensuring active Green Teams in all schools and centres.	CSC/SMT/Green Team	Q4 2025 – Q1 2026
1.3	Integrate climate action progress reporting into SMT meetings, Board reports, and Annual Report.	CSC	Ongoing
1.4	Ensure compliance with Public Sector Climate Action Mandate reporting requirements via SEAI M&R system.	EPO/EO/Green Team	Annual
2. Capacity Building and Engagement			
Objective: Build the knowledge, skills, and culture for sustainable change.			
Step	Action	Responsibility	Timeline
2.1	Conduct Climate Action Training Needs Analysis across all staff groups.	Corporate Services / Green Team	Q4 2025

2.2	Implement awareness campaign on LOETB Climate Action Roadmap and Mandate obligations.	Green Team	2025 – 2026
2.3	Deliver Annual Climate Action Week Workshops (central & local sessions).	Green Team	Annual
2.4	Facilitate SEAI training for facilities and procurement staff.	Green Team / SEAI PSM	2025 – 2026
2.5	Provide annual senior leadership training to support understanding of climate responsibilities, how to include sustainability in planning and operations, and meeting national compliance requirements.	SMT / SEAI PSM	Annual

3. Energy and Environmental Management

Objective: Establish a structured system to monitor, manage, and improve energy and environmental performance.

Step	Action	Responsibility	Timeline
3.1	Implement an energy and environmental management system aligned with ISO 50001/14001 principles (Plan–Do–Check–Act).	CSC / EPO / EO / Green Team	2025
3.2	Monitor energy and emissions data using SEAI M&R tool and EnergyElephant platform.	EO / Buildings / Green Team	Annual
3.3	Identify and prioritise sites for retrofit and efficiency upgrades (based on energy audits).	Buildings / Green Team / SEAI PSM	2025 – 2026

3.4	Progress low-cost energy efficiency actions (LED retrofits, heating controls, insulation).	Buildings / Green Team	2025 – 2027
4. Green Public Procurement (GPP) Objective: Embed green criteria and sustainability into all procurement activities.			
Step	Action	Responsibility	Timeline
4.1	Train procurement and admin staff in EPA/OGP Green Public Procurement.	Procurement / Corporate Services / SEAI PSM	2025 – 2026
4.2	Apply GPP criteria for ICT, construction, catering, cleaning, and energy-related products.	Procurement / ICT	Ongoing
4.3	Introduce sustainability weighting under the Most Economically Advantageous Tender (MEAT) model.	Procurement	2025 – 2026
4.4	Record and report GPP implementation in line with EPA guidance.	Procurement CSC / EPO / EO	Annual
4.5	Integrate a minimum 10% organic food target into new and renewing canteen contracts.	Procurement	2026
4.6	Monitor organic food procurement data annually.	Procurement / Green Team	Annual
4.7	Promote awareness of sustainable food sourcing among staff and contractors.	Green Team	Ongoing

5. Waste and Resource Management			
Objective: Reduce waste generation and promote circular economy practices.			
Step	Action	Responsibility	Timeline
5.1	Eliminate single-use cups, plates, and cutlery; promote reusable alternatives	Green Teams	2025 – 2026
5.2	Track paper consumption and implement digital-first practices (e.g., managed print settings).	ICT / Green Team	Ongoing
5.3	Prioritise recycled paper in procurement and reduce total print volume.	Procurement	Ongoing
5.4	Develop a system for measuring and monitoring food waste in line with EPA guidance.	Green Team	2025 – 2026
5.5	Require canteen contractors to weigh and report food waste; encourage Food Waste Charter sign-up.	Procurement	On Renewal
5.6	Gather waste data from contractors at non-canteen sites for baseline reporting.	EO / Green Team	2025 – 2026
6. ICT and Digital Sustainability			
Objective: Reduce the environmental footprint of ICT equipment.			
Step	Action	Responsibility	Timeline

6.1	Ensure at least 80% of new ICT end-user devices are EPEAT Gold, TCO Certified, or remanufactured.	ICT	Ongoing
6.2	Utilise OGP Remanufactured Laptop Framework where feasible.	ICT	Ongoing
6.3	Track ICT procurement to verify compliance with GPP standards.	ICT / Procurement	Annual
7. Transport and Mobility			
Objective: Promote sustainable transport choices and decarbonise fleet			
Step	Action	Responsibility	Timeline
7.1	Track and report fleet and transport emissions annually.	EPO / EO / Green Team	Annual
7.2	Promote active and shared travel options (Cycle to Work Scheme, secure bike parking, carpooling)	Green Team	2025 – 2026
7.3	Continue installing EV charging points at key sites and plan network expansion.	Buildings / Green Team	Ongoing
7.4	Access ZEVI and SEAI grant supports for charging infrastructure.	Buildings / SEAI PSM	2025 – 2026
7.5	Update vehicle procurement and leasing processes to prioritise Zero Emission Vehicles (ZEVs).	Procurement	2025 – 2026

7.6	Plan and phase the replacement of existing vehicles with electric or other ZEVs where feasible.	SMT / Green Team	2026 – 2030
8. Buildings and Decarbonisation Objective: Transition to energy-efficient, fossil-free, and zero emissions buildings.			
Step	Action	Responsibility	Timeline
8.1	Prohibit installation of new fossil fuel heating systems in new builds or major retrofits.	Buildings / Procurement	Immediate
8.2	Prioritise buildings for retrofit based on energy use and readiness.	Buildings	2025
8.3	Integrate renewable heating systems (e.g., heat pumps) in new projects and major retrofits.	Buildings	2025 – 2030
8.4	Ensure all new buildings from 2028 meet Zero Emission Building (ZEB) standards.	Buildings / Design Teams	From Jan 2028
8.5	Maintain and update Display Energy Certificates (DECs) for all buildings >250 m ² .	Procurement	Annual
9. Build Awareness and Behaviour Change Objective: Embed sustainability into everyday behaviour across all LOETB schools, centres, and offices.			
Step	Action	Responsibility	Timeline

9.1	Conduct awareness campaigns (e.g., Reduce Your Use) on key themes such as energy efficiency, waste reduction, and sustainable transport.	Green Team	2025 – 2026
9.2	Use EnergyElephant and SEAI M&R data to identify behaviour-related trends and target awareness efforts.	CSC / EO / Green Team	Ongoing
9.3	Support School and Centre Green Teams to lead local sustainability initiatives and learner engagement projects.	Principals / FET Managers / Green Teams	Ongoing
10. Monitoring, Reporting, and Continuous Improvement			
Objective: Measure progress, refine actions, and sustain improvement.			
Step	Action	Responsibility	Timeline
10.1	Submit annual energy and emissions data through SEAI’s Monitoring & Reporting (M&R) system in line with national requirements.	EPO / EO / Buildings	Annual
10.2	Review progress each year and report outcomes in LOETB’s Annual Report.	CSC / EO / Green Team	Annual
10.3	Undertake a review and update of the Climate Action Roadmap.	CSC / Green Team	Annual
10.4	Share progress updates with staff, the Board, and SEAI to ensure transparency and continued engagement across the organisation.	CSC / EPO / SMT	Annual



LOETB Green Team - Terms of Reference

1. Introduction

These Terms of Reference outline the purpose, membership, scope, and operating arrangements of LOETB's Green Team. They are intended to provide clear direction and structure to support LOETB in effectively delivering on its climate action mandate.

2. Purpose

The purpose of LOETB's Green Team is to lead and coordinate the organisation's climate action efforts, supporting the development and implementation of its Climate Action Roadmap in line with the Public Sector Climate Action Mandate. Acting as a catalyst for change, the team plays a central role in reducing emissions and embedding sustainability across LOETB by:

- **Influencing and empowering colleagues** to work and live more sustainably, fostering a culture of environmental responsibility;
- **Embedding climate and environmental considerations** into LOETB's operational and strategic decision-making, ensuring sustainability is a core criterion in how we plan, procure, build, and deliver services.

3. Aims

The Green Team will:

- Provide oversight and coordination of LOETB's climate action initiatives.
- Develop, implement, and annually update the Climate Action Roadmap, aligned with the Public Sector Climate Action Mandate and SEAI guidance.
- Ensure compliance with statutory climate and energy requirements.
- Promote continuous improvement and staff engagement in sustainability practices.
- Monitor and report progress through SEAI's Monitoring & Reporting (M&R) cycle and public sector reporting frameworks.

4. Scope of Work

LOETB's Green Team will initially focus primarily on the organisation's energy management, recognising its central role in emissions reduction and compliance with SEAI's Monitoring & Reporting (M&R) obligations. Once initial targets have been met in this area, the team will expand its focus to address the broader range of actions required under the Climate Action Mandate.

The Green Team will coordinate actions under the following areas of the Mandate and relevant legislation:

- Energy Management & Emissions Reduction (M&R, Building Energy Ratings, Energy Audits)
- Green Public Procurement
- Sustainable Construction Methods & Materials
- ICT Equipment and Resource Efficiency
- Water, Paper & Waste Management
- Organic Food and Sustainable Catering
- Procurement of Energy-related Products
- Sustainable Transport and Clean Vehicles
- Awareness, Training and Engagement
- Governance, Risk and Compliance Reporting

5. Membership

The Green Team will be **multidisciplinary**, representing **key functional areas across LOETB**, and will include members from a **range of grade levels**, as recommended in the *Public Sector Climate Action Strategy 2023–2025*.

Role	Name	Remarks
Chairperson	Pam Nolan	*LOETB Climate & Sustainability Champion and Energy Performance Officer
Buildings	Carl Stewart Liam Dunne	Oversees building energy use, waste, water, etc.
Procurement	Jo O'Connor	Ensures alignment with green public procurement requirements
IT	Nominated as Required	Leads on sustainable IT practices
Governance & Compliance	Derek McGourty Mary Loughrey Brenda Scully	Responsible for governance, compliance, policy & reporting

Learning & Development	Caitriona Montgomery	Facilitates learning and development initiatives, promoting awareness and sustainable practices across LOETB
Communications	Suzanne Hoey	Coordinates climate action messaging, internal updates, and awareness campaigns across LOETB.
Human Resources	Nominated as Required	Supports integration of climate action into HR policies, behaviours, and staff practices.
Schools Representative(s)	Josephine Moore	Represents school-level climate initiatives and promotes sustainable practices across school communities
FET Representative(s)	Jolene Hall Michelle Shanahan	Supports sustainability initiatives within FET centres, including energy use, waste management, and staff engagement.
Notetaker	To Be Nominated by Corporate Services	Records and circulates minutes

***Note:** An appropriately ranked Climate and Sustainability Champion (minimum director level) may also serve as an organisation’s Energy Performance Officer (minimum director level). It is for each public body to decide if the Champion and Energy Performance Officer are the same or different members of the senior management team, in accordance with the Government’s *Public Sector Climate Action Roadmap Guidance 2025*.

6. Meeting Frequency

The Green Team will meet **every two weeks** from the date of establishment until **mid-October 2025**. This initial phase will focus on developing LOETB’s Climate Action Roadmap and coordinating priority actions in line with the Public Sector Climate Action Mandate.

The meeting frequency will be reviewed in mid-October, at which point the team will transition to a provisional schedule of **monthly meetings**, unless otherwise agreed. This will support ongoing implementation, monitoring, and reporting responsibilities while ensuring momentum is maintained.

7. Quorum

A meeting of the Green Team will be considered quorate when at least **50% of members are present, including the Chairperson** (or their formally nominated delegate). The presence of the Chairperson is required for any formal decisions, approvals, or recommendations to be made.

If a quorum is not met, the meeting may still proceed for discussion purposes only, but no formal decisions or approvals may be made. Any matters requiring decision will be deferred to a future quorate meeting.

8. Governance & Reporting

The Green Team, whose work is overseen by LOETB's Climate and Sustainability Champion, will provide **biannual progress updates to the Senior Management Team** — once mid-year and once at year-end — or more frequently if required. These updates will outline implementation progress on the Climate Action Roadmap, identify any risks or resource needs, and ensure alignment with the Public Sector Climate Action Mandate.

The year-end update will also support LOETB's obligations under the SEAI Monitoring & Reporting (M&R) cycle (January–May) and contribute to climate-related content in LOETB's Annual Report, including emissions data, sustainability initiatives, and compliance with applicable climate-related circulars.

9. Review & Approval

These Terms of Reference will remain in effect until amended or replaced and should be reviewed **annually**, or sooner if required, to ensure they remain aligned with national climate policy, the Public Sector Climate Action Mandate, and LOETB's evolving priorities.

The Terms of Reference will be **approved by the Green Team, including the Chairperson**, and any future amendments will require agreement from the team at a quorate meeting.