

Federal Ministry for Economic Affairs and Climate Action

Roadmap for a climate and greenhouse gas neutral federal administration

Courtesy translation in English

Where do we want to get to?

The federal administration must lead by example in its efforts to reach Germany's climate targets. These efforts must constitute ambitious climate action and generate positive examples of successful measures to lower greenhouse gas emissions.

The federal administration is working towards the following targets:

- climate-neutral organisation of the federal administration by 2030 (section 15(1) sentence 1 Federal Climate Change Act). Greenhouse gas emissions are therefore to be avoided to a large degree, otherwise reduced or, where this is not possible, offset as of 2030 (avoid-reduce-offset).
- net greenhouse gas neutral federal administration by 2045 at the latest (section 3(2) sentence 1 Federal Climate Change Act).

How will we reach these targets?

To achieve our mitigation targets, we have adopted cross-cutting measures and measures tailored to individual fields of action. Soon, the Federal Government will adopt additional measures and will regularly adopt new ones.¹

¹ The measures in this roadmap are set out in different German programs, laws etc., in particular the Program of Measures for Sustainability, as well as in individual specific sources such as the Energy Efficiency Act, Energy Efficiency Specifications for Federal Buildings etc.



Focus on cross-cutting measures

1. The Coordination Unit Climate-neutral Federal Administration

Each public authority and office belonging to the federal administration undertakes its own efforts to reduce greenhouse gas emissions. In addition to this, the Coordination Unit Climate-neutral Federal Administration (KKB) was created in 2020. This unit coordinates and supports the federal administration in its activities. Its focus is on

- calculating the annual climate footprint of the federal administration;
- drawing up a proposal for a uniform offsetting process and its financing, qualitative requirements for projects (in Germany and abroad) and for the exact calculation of offsets under our climate policy;
- supporting public authorities belonging to the federal administration as they introduce environmental management and auditing schemes.
- 2. Climate footprint

The greenhouse gas emissions caused by the federal administration are calculated so as to ensure measurability and traceability on the federal administration's path towards climate neutrality. The climate footprint covers direct greenhouse gas emissions (scope 1), indirect greenhouse gas emissions as per the Greenhouse Gas Protocol (scope 2) and greenhouse gas emissions from business trips undertaken by federal government officials (scope 3). The first stocktaking for the climate footprint of the federal administration will cover the

greenhouse gas emissions of a total of 116 public authorities and offices in the federal administration per se and of other supreme federal agencies.

3. Environmental management schemes

Environmental management systems according to EMAS (Eco Management and Audit Scheme) serve as a key steering instrument for internal improvement processes and will therefore be introduced in all supreme federal authorities. Environmental management systems (if necessary, different ones) will also be introduced at a minimum of 300 other sites. An IT application (EMS tool) has been tested since autumn 2023 to ensure the highest possible level of uniform implementation and methodological coherence.

Focus on individual fields of action

1. Buildings

Activities in the 'buildings' field of action are focused on the following:

- public-sector offices with an annual final energy consumption of at least 1 gigawatt hour are under obligation to reduce their annual final energy consumption by 2% every year up until 2045.
- room space and energy needs will be lowered thanks to more efficiency achieved through the use of more flexible room space budgets for new requirements where this is compatible with security, IT and health and safety requirements (for newly planned office space, the number of posts will generally be multiplied by a presence factor of 0.75 per post; also, a space budget of a maximum of 18 sqm per post will apply for office and service space).
- construction measures will be taken to render our building stock energy-efficient and greenhouse gas neutral, mainly by implementing
 - high energy standards for new buildings and buildings undergoing complete retrofitting; these will be considerably stricter than the general legal requirements for the thermal envelope and these buildings' annual primary energy consumption;
 - annual retrofitting rates designed to ensure that the entire building stock will undergo retrofitting over time;
 - sustainability standards for new buildings and buildings undergoing retrofitting (assessment system for sustainable building [BNB] incorporating an environmental footprint);
 - resource-efficient lighting strategies.
- a greenhouse-gas-neutral energy supply through
 - a systematic identification and use of potential for renewable energies (heat, power, cooling) in federal premises where these are newly constructed or undergoing

retrofitting;

- use of existing potential for the construction and expansion of photovoltaic systems;
- binding requirements for the construction of heating systems (e.g. ban on oil-fired boilers, ban on operating old gas-fired or oil-fired boilers, binding requirements for the use of renewables for heating and for hot-water supply).
- energy conservation measures in building operation through
 - checks on and improvements of heating systems (e.g. lowered temperatures when rooms are currently not in use);
 - recommendations on concentrating activities during the winter holiday period by temporarily vacating buildings or parts of buildings and reducing services in these to an absolute minimum;
 - recommendations on needs-based controls of lighting, for fewer electrical appliances and for reducing cooling loads in the summer;
 - energy-efficient IT operations and the use of sustainable computer centres (especially Green IT project, Blauer Engel ecolabel for computer centres);
 - fostering energy-efficient user behaviour (e.g. switching off appliances when not in use, using stairs instead of lifts, correct heating and ventilation habits).
- Data collection and quality assurance
- 2. Mobility

Activities in the 'mobility' field of action are focused on the following:

- avoiding travel, e.g. by allowing for virtual participation in meetings;
- choosing low-emissions modes of transport for official trips; flights are to be avoided wherever possible;
- reducing and modernising car fleets, especially by switching to zero-emission vehicles;
- promoting the use of low-emission modes of transport by creating needs-based possibilities to use public transport or alternative low-emission forms of mobility.
- 3. Procurement

Activities in the 'public procurement' field of action are focused on the following:

- making public procurement more climate-friendly and sustainable, especially where standardised and poolable supply and service contracts are concerned. This is to be achieved through
 - centralised procurement processes;
 - continuous enlargement of the catalogue of climate-friendly supply and service products.
- greater use of data collection, analysis, footprinting and offsetting through
 - documentation and collection of evidence to ensure the legal requirements on climate-friendly procurement are met;
 - recording and analysis of booked released quantifies of poolable standardised products from general agreements;
 - creating uniform and binding requirements and a sound methodological basis, e.g. for the calculation of life-cycle costs, the 'shadow carbon price', for footprinting and for the offsetting of procurement-specific scope-3 emissions;
 - forming the basis for a product carbon footprint label (CF label).
- capacity building among users and procurement bodies by
 - offering training sessions and courses and continuous knowledge transfer on climate-friendly procurement;
 - drawing up manuals, guidelines and sample documents.
- 4. Events

Activities in the 'events' field of action are focused on the following:

- The Federal Government's guideline on how to make events sustainable sets out different recommendations and practical tips. At the very beginning of the planning stage, it is important to decide carefully whether the event is to be hosted virtually, as a hybrid event, or as a physical meeting.
- Centralised knowledge management through
 - the creation of centralised contact points for sustainable event organisation in every public authority;
 - capacity building among officials/employees through (digital) training sessions and programmes on organising and hosting sustainable events.

5. Canteen/group catering

Activities in the 'canteen/group catering' field of action are focused on the following:

- identifying, documenting and avoiding greenhouse gas emissions in a targeted manner, e.g. by
 - increasing the share of plant-based foods by offering vegetarian or vegan staples;
 - continuously increasing the share of organic foods;
 - avoiding food waste (e.g. through monitoring quantities, through return-refill systems, portion sizes);
 - avoiding packaging waste (e.g. by giving preference to return-refill packaging);
 - factoring in regionality and seasonality;
 - offering tap water.
- increasing transparency, empowering stakeholders and raising acceptance levels through communications campaigns targeted at individual customer groups, e.g. through:
 - employee participation and targeted stakeholder management;
 - canteen coaching;
 - using quality labels and informing customers about products' carbon footprint;
 - making grants dependent on compliance with sustainability and climate-related criteria.