Asian Infrastructure Investment Bank

Report on the
Act Green Together Initiative for Annual Meeting Environmental Sustainability

Abbreviations

AIIB	Asian Infrastructure Investment Bank
AGT	Act Green Together
CER	Certified Emission Reduction
CO_2e	carbon dioxide equivalent
DEFRA	Department for Environment, Food and Rural Affairs
ECCL	European Convention Center Luxembourg
GHG	greenhouse gas
ISO	International Organization for Standardization
kg	kilogram
km	kilometer
kWh	kilowatt hour
MDB	multilateral development banks
UN	United Nations
UNFCCC	United Nations Framework Convention on Climate Change

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Executive Summary

During the December 2018 Katowice Climate Change Conference (24th session of the Conference of the Parties to the United Nations Framework Convention on Climate Change [UNFCCC]), the Asian Infrastructure Investment Bank (AIIB), along with other multilateral development banks (MDBs), announced a joint framework for aligning activities with the goals of the Paris Agreement, notably to limit the global temperature rise to well below two degrees Celsius and pursue efforts to limit the temperature rise to 1.5 degrees Celsius.

Within the framework, AIIB committed to progressively ensuring that internal operations are in line with the Paris Agreement's objectives.

AIIB subsequently launched the Act Green Together (AGT) initiative as part of the 2019 AIIB Annual Meeting. AGT is the Bank's first attempt at improving event environmental sustainability. It focuses on four components:

(a) Sustainable event management.
(b) Carbon emission measurement and offset.
(c) Participant action.
(d) Communications and reporting.

AGT was aligned with international best practices in sustainable event management and monitoring and measurement of carbon emissions. AIIB worked closely with its host, the Government of Luxembourg, to establish strong environmental management practices and improve the sustainability of the meeting. Notably, the government offered free use of public transport to all Annual Meeting participants.

AIIB developed a bespoke carbon emission monitoring framework, covering five main categories of the Annual Meeting's carbon emissions: transportation, accommodation, venue, food and waste.

Through the AGT initiative, AIIB was successful in measuring the carbon emissions associated with the Annual Meeting for the first time and offsetting them, achieving a carbon-neutral event.

The 2019 AGT establishes a baseline against which future events will be assessed, as AIIB seeks continual improvement of the environmental sustainability of the Annual Meeting.

An innovative feature of AGT was the involvement of participants in improving event sustainability. Throughout the Annual Meeting, participants could earn points each time they completed one of eight green actions—choices provided that help reduce the event's environmental impact, such as using public transport or sharing a virtual business card. Participants with the highest scores were recognized with sustainable prizes.

Communication tactics centered around green "fun facts" were aimed at raising awareness among Annual Meeting participants of the environmental impact of their green actions.

Building on the experience of AGT, AIIB will continue to refine its framework for assessing event sustainability and consider working towards an international standard such as the International Organization for Standardization (ISO) 20121 for sustainable events.

Since AIIB meetings are hosted in locations with varying levels of environmental management in place, AIIB will remain flexible in its approach and focus on optimizing sustainability according to local conditions.

1. Introduction

As an MDB with a mission to improve social and economic outcomes, AIIB is committed to supporting climate and environmental goals. The joint framework of AIIB and other MDBs, announced during the December 2018 Katowice Climate Change Conference, includes six high-level goals for MDBs—one of which is to align internal activities with the goals of the Paris Agreement, notably to limit the global temperature rise to well below two degrees Celsius and pursue efforts to limit the temperature rise to 1.5 degrees Celsius. AIIB has committed to progressively ensuring that its internal operations are in line with these objectives.[1]

On July 12-13, 2019, Luxembourg hosted the AIIB Annual Meeting on the theme of Cooperation and Connectivity. AIIB, in line with its mission to operate as a "lean, clean and green" institution, launched AGT as part of the meeting. The Bank took active steps to measure the carbon footprint of the Annual Meeting and work with the host government to strengthen the environmental management of the event. Carbon emissions associated were measured and offset by purchasing Certified Emission Reductions (CERs) to achieve carbon neutrality.

The 2019 Annual Meeting attracted 1,877 participants, including a broad spectrum of delegates from countries and regions around the world, representing governments, development financing institutions, the private sector, banking community, academic institutions, civil society organizations and media. Participants were invited to take part in AGT by making environmentally responsible choices during the event.

This report presents the activities undertaken by AIIB to make the 2019 Annual Meeting more sustainable through the AGT initiative. Section two provides a review of event management practices and suitability for AIIB's Annual Meeting. Section three explains AIIB's sustainable event management approach, including the definition of the event's scope, selection of sustainable measurement indicators, identification of reduction activities and offset of remaining emissions to achieve carbon neutrality. It also focuses on detailed carbon footprint calculations with data interpretation and results. Furthermore, section three summarizes available data on delegate participation. Section four includes recommendations for improvement at future annual meetings, including actions to reduce carbon emissions and recommendations on building an AIIB sustainable event management framework that can be implemented in different host cities.

2. Assessment of Existing Event Management Practices

AIIB reviewed existing internationally recognized sustainable event management frameworks and methodologies used to assess the environmental impacts of other international conventions, which are comparable to the Annual Meeting.

When assessing frameworks and methodologies, AIIB considered applicability to the Annual Meeting and how these could inform AIIB's sustainable event management strategy. Table 1 provides a summary of key documents reviewed.

[1] AIIB. https://www.aiib.org/en/about-aiib/who-we-are/partnership/_download/alignment-approach-paris-agreement.pdf

Table 1: Documents Reviewed and Assessment Results

Document Reviewed	Assessment Results
The World Bank Group Greenhouse Gas Emissions Inventory Management Plan[a]	The document details the World Bank's efforts to measure and manage greenhouse gas (GHG) emissions from its internal global business operations. Although the plan provides information on the assessment of major meetings, only carbon emissions estimation methodologies are included.
The United Nations (UN) Sustainable Event Checklist (C10)[b]	This guide provides practical advice and a checklist on communication aspects, main implementation considerations, carbon offset possibilities and reporting guidelines for sustainable events. While it has provided guidance on overall sustainable event management practices, it does not include detailed information of carbon emissions measurement and reporting requirements.
ISO 14064-1:2018[c]	The ISO sets out the principles and requirements for quantifying and reporting GHG emissions. However, categorizing Annual Meeting emissions using this framework was not considered to be appropriate as emissions are broken down by scope in relation to an organization's activities (e.g., office facilities).
ISO 20121 Sustainable Events[d]	The ISO recognizes that a process-based approach has been established to manage the economic, environmental and social impacts of an event. This voluntary approach does not specify which activities should be included and how they should be measured.
London Olympics 2012: Carbon Footprint Study[e]	The study defines the methodology used to measure the carbon footprint of the London 2012 Olympic Games. The methodology borrows and adapts principles established in standards for organizational and product footprinting, namely the Greenhouse Gas Protocol and Publicly Available Specification 2050. However, as the Annual Meeting has a much smaller scale and simpler boundaries, the approach was not applicable.

[a] The World Bank. The World Bank Group Greenhouse Gas Emissions: Inventory Management Plan for Internal Business Operations 2017. http://documents.worldbank.org/curated/en/603571540925509108/The-World-Bank-Group-Greenhouse-Gas-Emissions-Inventory-Management-Plan-for-Internal-Business-Operations-2017

[b] UN. Greening the Blue. https://www.greeningtheblue.org/

[c] ISO. ISO 14064-1:2018. Greenhouse Gases Part 1: Specification with Guidance at the Organization Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals. https://www.iso.org/standard/66453.html

[d] ISO. ISO 20121 Sustainable Events. https://www.iso.org/iso-20121-sustainable-events.html

[e] London 2012. March 2010. Carbon Footprint Study – Methodology and Reference Footprint. https://www.mma.gov.br/estruturas/255/_arquivos/carbon_footprint_study_relat_255.pdf

Based on the review of current international best practices, there is presently no formal and unique framework defining how environmental impacts of events should be captured and calculated. For an event to be considered as sustainably managed, the key lessons learned were:

(a) Activities measured and monitored within the event's carbon footprint should be as comprehensive as possible.
(b) Emission calculation methodologies should be clear, and estimations, if any, should use reasonable assumptions.
(c) A process approach should be developed to allow tracking of progress on defined indicators.
(d) Reporting should be transparent and explain the event's boundary and data sources used.

AGT is AIIB's first attempt to address event environmental sustainability. The initiative is aligned with international best practices in sustainable event management and includes a bespoke sustainable event monitoring framework that allows monitoring and measurement of carbon emissions associated with the Annual Meeting.

3. AGT Sustainable Event Framework

AIIB launched the AGT initiative at the 2019 Annual Meeting in Luxembourg, aiming to improve the event's environmental impact by reducing carbon emissions and engaging as many participants of the meeting as possible. The four components of the framework are shown in Figure 1: AGT Sustainable Event Framework

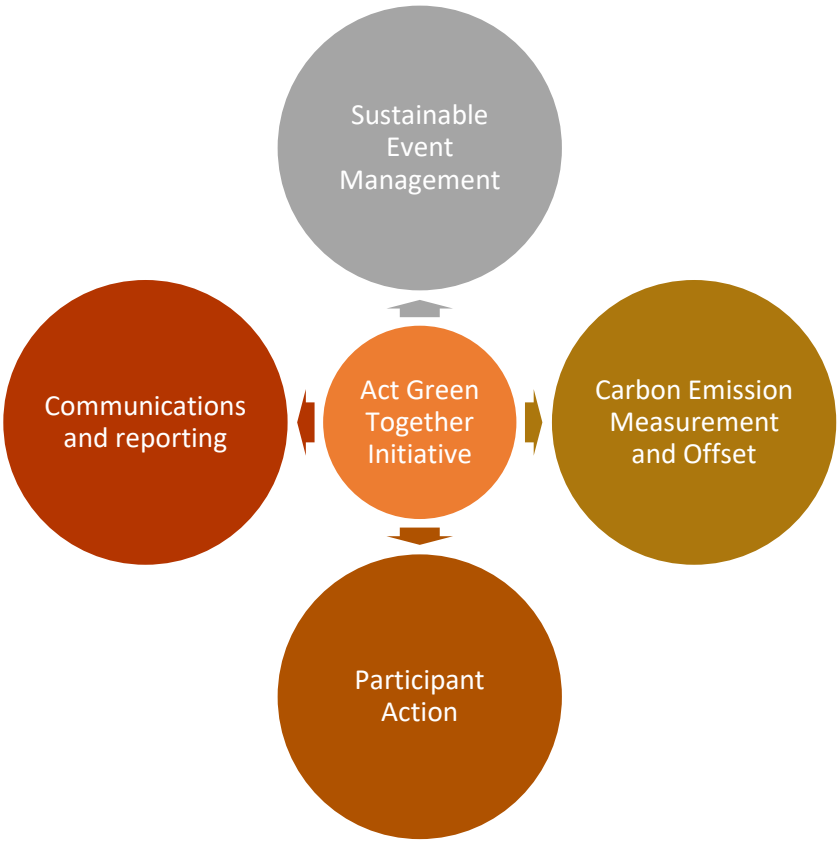


Figure 1: AGT Sustainable Event Framework

3.1. Sustainable Event Management

AIIB worked with the host government to ensure that best practices for green events were followed wherever possible. This was made easier as the official venue and many of the contractors (e.g., catering, transportation, etc.) already meet European Union (EU) standards of environmental sustainability.

Working collaboratively, actions taken for the implementation of sustainable event management included:

(a) Free public transport provided by the Government of Luxembourg for all AIIB Annual Meeting participants.
(b) Most official hotels within walking distance of the venue, reducing car usage.
(c) Provision of shuttle buses for airport transfers and in-city trips for all participants.
(d) Operation of a carpool for VIPs instead of individual cars. Official cars all meet Euro five or Euro six standards.
(e) No single-use plastic available in meeting venues.
(f) Availability of recycling bins throughout meeting venues.
(g) Use of recyclable badges.
(h) Use of sustainably produced materials for printed boards and signs.
(i) Sustainably produced and recyclable gifts distributed to participants in AGT.

3.2. Carbon Emission Measurement and Offset

3.2.1. AIIB's Event Carbon Emission Assessment Scope

The scope for the carbon impact evaluation is limited to events and activities directly related to the Annual Meeting:

(a) **Annual Meeting**. The 2019 Annual Meeting started on July 11 when participants began arriving in Luxembourg and ended on July 13.
(b) **Lead-up Events.** AIIB included international air travel of the Annual Meeting's lead-up events, which took place in eight different locations in Europe before the meeting. Only the emissions associated with AIIB staff traveling to Europe were assessed as they represent one of the most significant areas of carbon impact.

Within this boundary, if not explicitly stated, a full life cycle approach was taken to cover the end-to-end carbon impact of the energy and materials associated with the 2019 Annual Meeting.

The key environmental impacts quantified are GHG emissions, including carbon dioxide, methane and nitrous oxide weighted according to their global warming potential[2] and waste.

[2] Global warming potential with a time horizon of 100 years was utilized according to Intergovernmental Panel on Climate Change data.

3.2.2. **Sustainable Event Monitoring Framework**

AIIB identified five categories that are relevant in measuring carbon emissions of the Annual Meeting:

(a) **Transportation**. Event fleet and participants' transportation.
(b) **Accommodation**. Energy consumption and toiletries usage.
(c) **Venue**. Energy consumption and material usage such as for promotion boards.
(d) **Food**. Restaurant and catering services.
(e) **Waste**. Waste management practices.

Table 2 provides a detailed description of the Sustainable Event Monitoring Framework defined for the Annual Meeting.

Table 2: Sustainable Event Monitoring Framework

Event	Category	Assessed Item	Emissions Sources within Category
Lead-up Event	**Transportation**	Aircraft	Flights taken by AIIB staff participating in lead-up events
Annual Meeting	**Transportation**	Aircraft	Flights taken by participants and visitors of the Annual Meeting
		Trains	Rail transport taken by participants and visitors of the Annual Meeting
		Vehicles–Regional transport	Car transport taken by participants and visitors of the Annual Meeting
		Vehicles–Local transport	Fleet cars for VIPs
			Shuttle bus for participants and visitors
	Accommodation	Official hotels	Electricity consumption*
			Toiletries usage
	Venue	Conference center	Electricity consumption*
			Promotion materials
	Food	Restaurant and catering services	Food consumption
	Waste	Waste treatment	Waste treatment

*Well-to-tank emissions for electricity generation and transmission and distribution losses were not considered in the footprint. The well-to-tank emissions only have a very small carbon impact for Luxembourg, and electricity consumption only represents less than one percent of the event's overall footprint.

3.2.2.1. **Carbon Footprint Measurement Results**

AIIB used the Sustainable Event Monitoring Framework to capture necessary data, working with local authorities, service providers and participants to calculate the overall carbon impact

of the Annual Meeting event. The source of the emission factors used for the footprint calculation are from the CarbonNeutral Calculator, which uses the Government of the United Kingdom's Department for Environment, Food and Rural Affairs (DEFRA) data. The emission factors are related to the DEFRA 2012 and 2013 databases, which provide higher carbon impact than more recent emission factors. AIIB chose to use emission factors with the highest impact for this first carbon measurement to ensure enough carbon credits are purchased to offset the impact of the 2019 Annual Meeting.

The total carbon emissions for AIIB's 2019 Annual Meeting within the assessed boundary is 2,045.43 tons of carbon dioxide equivalent (tCO2e). Table 3 summarizes the carbon emissions associated with the activities assessed within the monitoring framework.

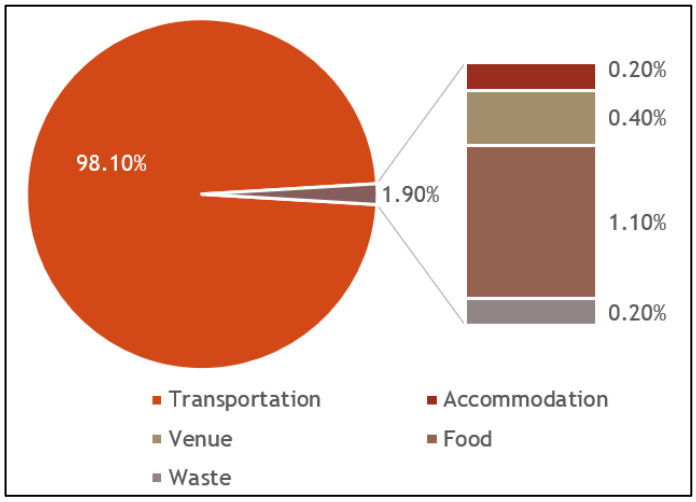
Table 3: Carbon Emissions by Monitored Activities

Events	**Category**	**Assessed Item**	**Emissions** (tCO2e)
Lead-up Events	Transportation	Aircrafts	89.69
Annual Meeting	Transportation	Aircrafts	1,828.78
		Trains	6.98
		Vehicles – Regional transport	75.80
		Vehicles – Local transport	4.02
			2.17
	Accommodation	Official hotels	4.58*
			0.03
	Venue	Conference center	6.55*
		Promotion materials	1.08
	Food	Restaurant and catering services	22.42
	Waste	Waste treatment	3.34
Total			**2,045.43**

*Well-to-tank emissions for electricity generation and transmission and distribution losses were not considered in the footprint. The well-to-tank emissions only have a very small carbon impact for Luxembourg, and electricity consumption only represents less than one percent of the event's overall footprint.

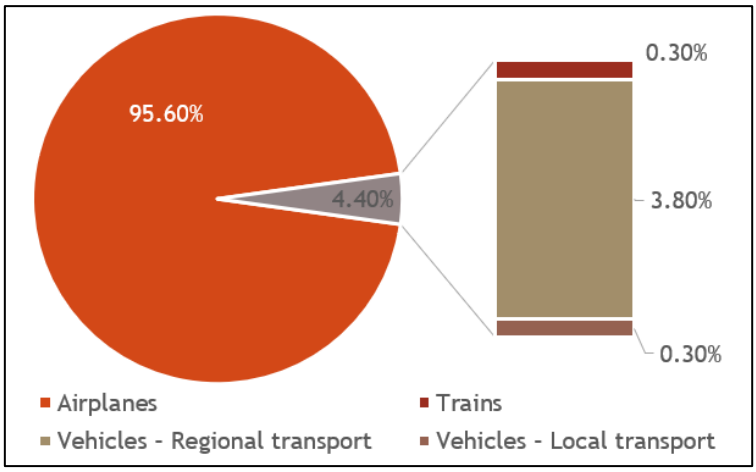
The analysis of carbon impacts of AIIB's 2019 Annual Meeting shows that transportation of participants and visitors during the event represented the main category of carbon emissions at 98.1 percent, followed by the food category at 1.1 percent. Figure 2 provides a breakdown of carbon emissions by assessed category.

Figure 2: Breakdown of Share of Carbon Emissions by Category



Within the transportation category, most of the emissions can be attributed to air travel, which accounts for 95.6 percent of transport's carbon emissions. Figure 3 provides a breakdown of the transportation category.

Figure 3: Breakdown of Share of Carbon Emissions by Transport Mode



(a) **Lead-up Events**

From March to June 2019, eight lead-up events were hosted across Europe. Lead-up events are an established activity associated with the Annual Meeting; the 2018 host government, India, also arranged such events in different cities across the country. The 2019 lead-up events were typically a one-day event hosted by the Ministry of Finance (or equivalent) in the capital city. Three or four AIIB officials participated in panel discussions and workshops with local government and private sector stakeholders.

Aircrafts

Currently, the monitoring framework only covers emissions associated with flights taken by AIIB participants for lead-up events as most other participants were from the host country. Travel data on local participants was not available this year but may be collected in the future. The events, hosted by eight different AIIB members in Europe, resulted in 30 return flights. The total flight distance was 365,862 kilometers (km), all in business class, which is equivalent to 89.69 tCO2e. Table 4 shows the details of the travel journeys by distance.

Table 4: Air Travel Breakdown of Lead-up Events

Journey Type	**No. of Trips**	**Distance** (km)	**Emissions** (tCO2e)
Long haul	21	337,346	85.51
Medium haul	8	27,648	4.02
Short haul	1	868	0.15
Total	**30**	**365,862**	**89.68**

(b) **Annual Meeting**

Transportation

In total, 1,877 participants and visitors attended the meeting. Of these, 505 came from the local area, while 1,372 people traveled to Luxembourg from outside the country. Participants and visitors traveled in various ways. A total of 851 people traveled by air, 130 people took the train and 391 drove to the meeting location. Table 5 summarizes the transportation modes of the participants.

Table 5: Breakdown of Transportation Used by Participants of the Annual Meeting

Journey Type	**No. of Participants**	**Share of total** (%)
Local participants– No transport required	505	27%
Aircrafts	851	45%
Trains	130	7%
Vehicles– Regional transport	391	21%
Total	**1,877**	**100%**

When calculating transport carbon emissions, round-trip journeys were always considered for all transport modes.

(1) **Aircrafts.** Air travel was the main transportation method used by participants. The total distance traveled using both business and economy class was 9,041,075 km, which is equivalent to 1,828.78 tCO2e. The breakdown of air travel is provided in Table 6. This is the most significant area of the Annual Meeting's footprint and is highly related to the location chosen by AIIB to hold the event.

Table 6: Annual Meeting's Air Travel Breakdown

Journey Type	**No. of Travel**	**Distance** (km)	**Emissions** (tCO2e)
Long haul	548	8,977,684	1,749.10
Medium haul	148	59,834	51.86
Short haul	155	3,557	27.82
Total	**851**	**9,041,075**	**1,828.78**

(2) **Trains.** Train travel was the transportation method least used by participants. A total of 130 participants traveled by train, representing only seven percent of all participants. All train journeys were from Paris, France to Luxembourg. The distance traveled between Paris and Luxembourg was rounded up to 400 km for footprint calculations. In total, the round-trip distance traveled by train represents 104,000 km and 6.98 tCO2e.

(3) **Vehicles–Regional Transport.** A significant number of participants (391 people) chose to drive to the Annual Meeting, which accounts for 21 percent of the total number of participants. AIIB assumed the distance traveled by car and train was similar and therefore used 400 km as the average distance traveled to the Annual Meeting. In total, the calculated distance traveled by car represents 312,800 km and 75.8 tCO2e. The emission factor used is for an average petrol car.

(4) **Vehicles–Local Transport**. In addition to participants' travel to the Annual Meeting, the transportation category also captures transportation taken between their accommodation and conference venues throughout the three day-event.

Although public transport was provided to all participants, data on its usage was not monitored during the 2019 Annual Meeting. Travel by local transport typically has a very small carbon impact, therefore only two types of transport mode were assessed for local transportation this year: (a) fleet cars for VIPs and (b) shuttle buses for other participants and visitors.

In total, the emissions associated with the local transportation represented 32,591 km traveled and 6.19 tCO2e. The breakdown of the impact of the two transport modes is provided in Table 7.

Table 7: Annual Meeting's Local Transportation Breakdown

Journey Type	**No. of Vehicles**	**Distance** (km)	**Emissions** (tCO2e)
Shuttle bus	54	16,027	2.17
Car	68	16,564	4.01
Total	**122**	**32,591**	**6.19**

Accommodation

(1) **Official Hotels**. Official hotels were located close to the main conference center, allowing participants to easily commute to the event on foot and/or by

bicycle. AIIB also worked with the local government to make local public transport free for participants during the three-day event period.

(2) For the accommodation category, two activities were assessed to calculate the carbon impact:

- **Electricity Consumption**. The approximate amount of electricity consumption was calculated using the average kilowatt hour (kWh) of electricity consumed by the hotel per day in the summer, the total number of hotel guest rooms and the number of guest rooms reserved by Annual Meeting participants from July 11 to July 13.
- **Toiletries Usage**. The selected hotels provided reusable containers for toiletries; therefore, toiletry containers were not considered in the assessment. Toiletries usage was estimated using 40 milliliters per use of bathing product (e.g., shampoo, conditioner and bath foam).

(3) The total consumption of electricity was 10,489 kWh, which represents 4.58 tCO2e. Toiletries usage was 137 kilograms (kg), equivalent to 0.03 tCO2e. The total carbon emissions for the accommodation category was 4.61 tCO2e.

Venue

(1) **Conference Center.** Luxembourg, the 2019 Annual Meeting host city, is ideally located in Western Europe and well-served by public transport domestically and internationally. The airport is eight km away from the Luxembourg city center and can be reached with the bus network. Direct bus lines connected the Annual Meeting's conference venues to the city center, airport and railway station. Luxembourg also offers many cycle paths and a public bicycle service called vel'OH!; easy access for participants was provided. Availability of these services was considered essential to encourage participants to engage in green actions within the AGT initiative.

(2) The main Annual Meeting venue was the European Convention Center Luxembourg (ECCL), with further events held at the nearby Philharmonie Luxembourg and the AIIB President's reception event held in the Cercle Cité. The ECCL has strong environmental management systems in place, including the elimination of single use plastic; the use of light-emitting diodes and smart technology to reduce expenditure on lighting, heating and air conditioning; and targets to reduce overall energy usage and increase usage of renewable energy. The conference venues by date are provided in

Table **8**.

Table 8: Conference Venue by Date

Date	Venue
July 11, 2019	Cercle Cité
July 12, 2019	Philharmonie Luxembourg ECCL
July 13, 2019	Philharmonie Luxembourg ECCL

(3) For the venue category, two activities were assessed to calculate the carbon impact:

- **Electricity Consumption**. The average kWh of electricity consumed by the venues per day in the summer was used to estimate the electricity consumption.
- **Plastic Consumption**. Some promotion boards were used at the conference venue; therefore, emissions associated with the use of plastic materials were calculated.

(4) Based on the average consumption in the summer, the total electricity use was estimated at 15,000 kWh for the venue category, which represents 6.55 tCO2e. Promotion boards consisted of 427.08 kg of various types of plastic materials and correspond to 1.08 tCO2e. The total carbon emissions for the venue category is 7.63 tCO2e.

Food

(1) **Restaurant and Catering Services**. The food category only includes two lunches and two dinners. The emission factor used comes from a 2011 study, which calculated the average impact of food consumption as 7.7 kg CO2e/person daily.[3] The number of participants consuming food was estimated and rounded up according to available data and is provided in Table 9.

(2) The total carbon emissions for the food category is estimated at 22.42 tCO2e.

Table 9: Estimated Number of Participants Consuming Food during the Annual Meeting

Date	Mealtime	Number of participants
July 11, 2019	Supper	400
July 12, 2019	Lunch	2,000
July 12, 2019	Supper	1,500
July 13, 2019	Lunch	2,000

Waste

(1) **Waste Treatment**. Conference venues provided the quantity of waste generated based on the number of participants present during the event. Disposal of venue promotion materials was also considered. In total, it was estimated that 3,967 kg of waste was generated.

Table **10** provides details on estimated waste by conference venue.

[3] Yrjö Virtanen et al. 2011. Carbon Footprint of Food—Approaches from National Input—Output Statistics and a LCA of a Food Portion. Journal of Cleaner Production.

(2) The total carbon emissions for the waste category was estimated at 3.34 tCO2e.

Table 10: Breakdown of Waste Generated during the Annual Meeting

Waste Source	**Weight** (kg)	**Assumption**
Cercle Cité	500	Average daily solid waste generated by a conference with 600 participants
Philharmonie Luxembourg	1,520	Average daily solid waste generated by a conference with 2,000 participants
ECCL	1,520	
Promotion material	427	Disposal of plastic materials
Total	**3,967**	

3.2.2.2. **Carbon Offset**

Remaining carbon emissions from the event were offset through the purchase of UN CERs from the UNFCCC platform, achieving carbon neutrality for the 2019 Annual Meeting. CERs are emission units generated by climate-friendly projects vetted by the UNFCCC. Projects are mainly located in developing countries and aim to support the UN Sustainable Development Goals. They help bring sustainable development benefits to communities, such as improved air and water quality, improved income, improved health and reduced energy consumption, while avoiding carbon emissions.

AIIB purchased 2,050 tonnes of CERs from the Solar Power Generation Project at Jaisalmer, Rajasthan.[4] The project is located in India, AIIB's largest borrower, and has the additional advantage of being certified Gold Standard—a certification given to nongovernmental emission reduction projects in the Clean Development Mechanism, voluntary carbon market and other climate and development interventions. The certification is published and administered by the Gold Standard Foundation.[5]

The certificate for carbon credits purchased is in Annex 3.

3.3. **Participant Action**

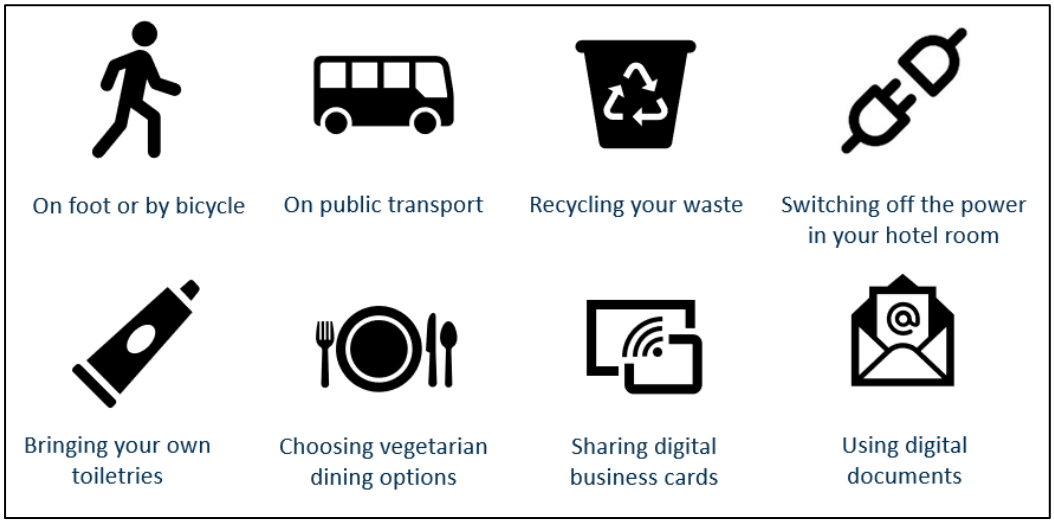
Engagement of participants during the event in green actions—choices to help reduce the environmental impact of the Annual Meeting—was an innovative component of the AGT initiative. AIIB encouraged all participants to "Act Green Together" and play an active role in making environmentally responsible choices while attending the event, such as taking advantage of the free public transport for delegates or having low carbon catering meals.

Eight areas were identified as green actions and are described in Figure 4.

[4] United Nations Carbon Offset Platform. GHG abatement through Solar Power Generation at Jaisalmer, Rajasthan, India. https://offset.climateneutralnow.org/ghg-abatement-through-solar-power-generation-at-jaisalmer-rajasthan-india

[5] Gold Standard. https://www.goldstandard.org/

Figure 4: Eight Green Actions Encouraged during the Annual Meeting



Instead of registering onsite, AIIB asked participants to register online through the event's official website and collect an electronic button attached to their delegate badge at the Annual Meeting registration desk. This was used to keep track of their personal green actions.

Touchpoints were installed throughout the Annual Meeting venue for each of the eight green actions. Participants could easily find touchpoint boards in areas such as the foyer outside conference room 1 on the ground floor, main staircase and corridor on the first floor. They could register green actions by clicking their electronic button at the relevant touchpoints and earning points accordingly.

The participant action component of AGT relied on self-reporting. Errors or multiple registrations for the same action were therefore possible. However, the calculation of the Annual Meeting carbon footprint was not adjusted according to green actions taken. The goal of encouraging participant action this year was to raise awareness of event sustainability issues. If green actions can be independently verified in future years, the data may be used to refine the carbon footprint calculation.

To encourage people to participate in AGT whenever possible, there was no upper limit for points earned per action. Different actions were assigned with different scores (Table 11).

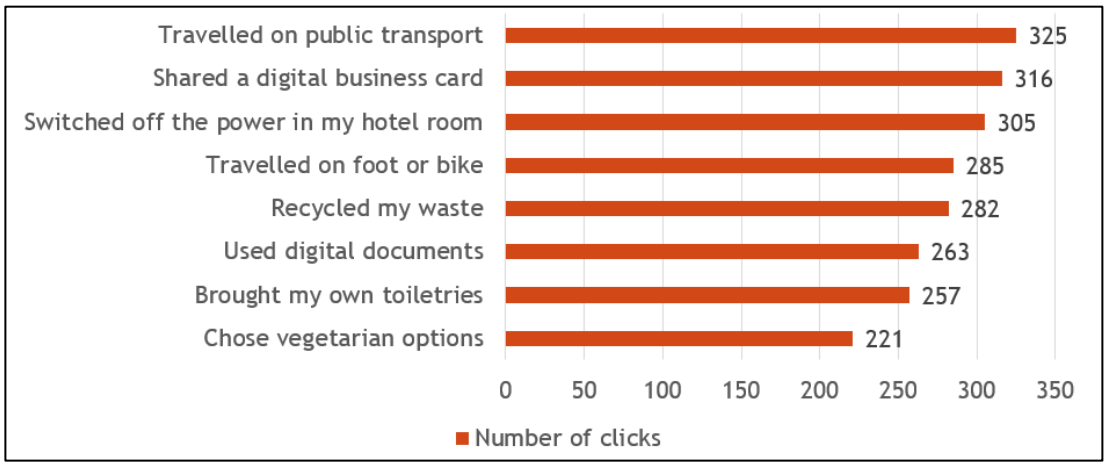
Table 11: Breakdown of Points by Green Actions

Action	Points
Did you travel by foot or bicycle?	200
Did you travel on public transport?	200
Did you share a digital business card?	50
Did you use digital documents?	100
Did you recycle your waste?	200
Did you choose a vegetarian dining option?	100
Did you switch off the power in your hotel room?	150

Did you bring your own toiletries?	100

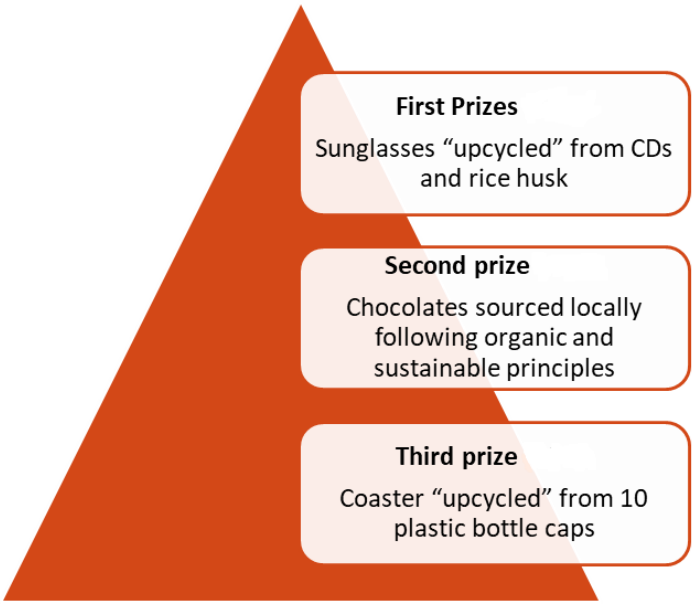
There was a total of 2,254 clicks to the touchpoints, with an average 7.6 clicks per participant taking part in the green actions. Among all the green actions, traveling by public transport was the most popular with 325 clicks, while the action with the least number of clicks was vegetarian dining with 221 clicks. The detailed number of clicks per action is provided in Figure 5. People tended to register their actions when entering and/or leaving the conference venue; there were 950 clicks collected at the touchpoint located at the ground floor close to the main entrance.

Figure 5: Number of Clicks per Annual Meeting's Green Action



Participants were able to track their real-time ranking on the AIIB event application. At the end of the Annual Meeting, top-scoring participants were awarded sustainable gifts to recognize their contributions. Participants were offered three levels of prizes, all of which were made with recycled materials or sourced from suppliers that follow sustainable principles. Figure 6 provides a description of the prizes. The total number of AGT participants was 295.

Figure 6: Prizes by Score Achieved by Participants



3.4. **Communications and Reporting**

Effective communications and reporting on AGT were crucial to raising participant awareness of sustainability issues and encouraging them to adopt greener behaviour.

3.4.1. **Before and During the Annual Meeting**

The communication channels used before and during the Annual Meeting were:

(a) AGT webpage and AGT fun facts page.
(b) Promotional emails to Annual Meeting registrants.
(c) Notifications within the Annual Meeting app.
(d) Mentions in press communications about the Annual Meeting.
(e) Digital screens to promote prize winners.

Information on AGT and details on how to participate were provided through emails before and during the Annual Meeting. Table 12 provides the open rate of the three emails sent to participants during the event.

Table 12: Open Rate of Emails by Subject

Email Subject	**Number of Emails Opened**
Explore the Green Features of the Annual Meeting Badge	800
Don't forget to earn your GREEN POINTS	805
Stylish, sustainable prizes will be awarded to our #ActGreen champions	657

Additional information was provided through the Annual Meeting mobile app. During the event, participants received reminders to act green as well as fun facts about climate change and green issues whenever they registered green actions. They could also click through to a fun facts web page[6] with further related information. These facts allowed them to learn more about the impact of:

(a) Sustainable transport.
(b) Going from physical to digital.
(c) Reducing avoidable waste.
(d) Making sustainable choices.

Of the 1,883 Annual Meeting participants, 295 (around 16 percent) participated in the initiative by registering at least one green action. Based on the email open rate, around 37 percent of participants that read the emails participated in the initiative (using the highest open rate). In the post-Annual Meeting survey, AGT was named as one of the Annual Meeting's most successful features.

[6] AIIB. Act Green Together at the 2019 AIIB Annual Meeting. https://www.aiib.org/en/news-events/events/annual-meeting/overview/act-green-together/index.html

3.4.2. **After the Annual Meeting**

To show AIIB's continuing engagement to AGT, this report has been prepared to document actions taken by AIIB to reduce the environmental impact of its annual meetings.

The report captures the methodology used to assess the carbon emissions of the event, establishing a baseline for future annual meetings. The event carbon footprint calculations were developed with the support of the China Beijing Environmental Exchange. AIIB aims to use this report to manage and monitor continuous improvement of the sustainability of its annual meeting event.

4. **Conclusion**

Through the AGT initiative, AIIB was successful in its first attempt at measuring the carbon emissions associated with the event and offsetting them, achieving a carbon-neutral Annual Meeting.

Annual Meeting AGT participant numbers were moderate, but sufficient to offer direction for future improvement. The communications campaign for AGT also achieved moderate success, which could be mitigated in the future through earlier integration within annual meeting general messaging and closer cooperation with the host government.

This year's host had a high capacity to execute AGT's sustainable event management component through the establishment of policies such as free public transport and no single-use plastic in venues. As Luxembourg partners follow EU reporting guidance, data quality was also of high standard. EU-based emission factors were used for the key emission categories.

Institutional learning has been considerable due to the engagement of a range of experts during preparation and implementation of the event. The 2019 AGT establishes a baseline against which future events will be assessed. AIIB's objective is to seek continual improvement of annual meeting environmental sustainability, working with future hosts to optimize sustainability according to local conditions.