



NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY

ENVIRONMENTAL SUSTAINABILITY PERFORMANCE CONTRACT TARGETS FOR MINISTRIES, DEPARTMENTS AND AGENCIES (MDAs) FOR 2013-2014 FINANCIAL YEAR

Introduction

The 10th cycle Performance Contract Guidelines for 2013-2014 for all Ministries, Departments and Agencies (MDAs) incorporated the inclusion of at least four (4) out of eight Environmental Sustainability targets in their Performance Contracts. Further MDAs are required to submit quarterly reports to the National Environment Management Authority (NEMA) the lead agency on environmental sustainability.

The following are guidelines proposed for the 10th cycle environmental sustainability Targets (refer also to the 10th edition PC guidelines)

Responsibility of NEMA

The Authority will:-

- Upload reporting formats for MDA's on the website www.nema.go.ke.
- Analyze and provide feedback to reporting institutions.
- Submit a copy of the analyzed feedback and quarterly report to the Secretary, Directorate of Public Service Management not later than **2 weeks** after receipt of quarterly performance reports. The report will indicate the trend of performance on environmental sustainability targets.

ENVIRONMENTAL SUSTAINABILITY TARGETS AND REPORTING TEMPLATE

Table 1: Targets, Activities, Indicators and Outcomes

No.	Target	Activity	Indicators	Expected Outcomes
1.	Domesticating the Environmental Policy at the workplace	<ul style="list-style-type: none"> -Development of an institutional operational environment policy - Preparation and submission of an implementation plan for the policy -Submission of the policy and plan to NEMA for approval -Implementation of the policy -Quarterly reporting on implementation of policy 	<ul style="list-style-type: none"> -Approved Internal environmental policy and implementation plan -Implementation of the environment policy and plan -Quarterly reports 	Mainstreaming of environmental sustainability in MDA activities
2.	Developing and implementing environmental awareness creation programmes	<ul style="list-style-type: none"> -Sensitization of staff on environmental conservation measures 	<ul style="list-style-type: none"> -No. of staff sensitized 	Increased awareness and participation of staff in environmental conservation initiatives
3.	Waste management initiatives that include;-	<ul style="list-style-type: none"> 7 Rs in Waste management (Reducing, Recycling, Reusing, Refusing, Rejecting, Returning, Refilling) -Install waste bins and segregation of waste -Waste collectors licensed by NEMA -Procurement of goods and services that are environmentally friendly (Green product purchase that gives environmental consideration in the evaluation criteria) 	<ul style="list-style-type: none"> -Segregated bins in place and in use -Disposal of waste as per the waste management regulations -Evaluation criteria incorporating green purchases in the evaluation 	Sustainable management of waste
4.	Measures to mitigate against all forms of pollution (water, air, noise etc)	<ul style="list-style-type: none"> -Application and renewal of relevant licenses under Environmental Management and Coordination Act -1999 (EMCA) and other regulation there to -Submission of Annual Environmental Audit reports to NEMA -Submission of EIA reports for new projects -Review and Submission of comments to NEMA on Environmental impact assessment (EIAs) reports -Installation of pollution mitigation 	<ul style="list-style-type: none"> -Application of Licenses under EMCA and other regulations there to -Environmental licenses issued -Annual environmental audit submitted -EIA reports for new projects -No. of EIAs received and comments sent to NEMA -Pollution mitigation technologies in place 	The environment protected and conserved

No.	Target	Activity	Indicators	Expected Outcomes
		technologies		
5.	Developing and implementing climate change adaptation and mitigation initiatives such as energy saving, water harvesting, etc.	<ul style="list-style-type: none"> -Installation of low energy consumption devices (lights, air conditioners, heating systems, computers, printers etc) -Installation of rain water harvesting structures -Installation of alternative sources of green energy 	<ul style="list-style-type: none"> -Low energy consumption devices in place -Rain water harvesting structures in place -Use of rainwater for cleaning and watering - Alternative sources of green energy in place 	Reduced impact of MDAs on Climate Change
6.	Planting trees	<ul style="list-style-type: none"> -Plant or support tree planting initiatives -Monitor survival of the planted trees 	<ul style="list-style-type: none"> -No of trees planted, species, and location of the site -Survival rate in % 	Increased forest cover
7.	Protection of riverbanks by enforcing riparian regulations	<ul style="list-style-type: none"> - Restore, Secure and conserve riparian reserves 	<ul style="list-style-type: none"> -Length or area restored, secured and conserved in Km or Ha. 	Riverbanks and riparian areas restored and protected and conserved
8.	Promoting environmental protection and conservation through partnerships with stakeholders	<ul style="list-style-type: none"> -Identify and implement environmental projects and activities through partnership with stakeholders -Promote Corporate Social Responsibility (CSR) on environment 	<ul style="list-style-type: none"> -No. of projects and activities undertaken in partnership - No. of Corporate Social Responsibility activities on Environment 	Enhanced protection and conservation of the environment
9.	Management of waste in Counties, Urban, Townships and Market centres	<p>Waste collection</p> <ul style="list-style-type: none"> -Identify and Zone waste collection areas and protected from scavengers -Prepare waste collection schedules -w 	<ul style="list-style-type: none"> -Waste collection areas are zoned and identifiable -waste collection schedule 	Sustainable management of waste in Counties, Urban, Townships and Market centres
		<p>Waste transportation</p> <ul style="list-style-type: none"> -Procure /manage waste transportation vehicles that meets waste management regulations specifications -Designate the waste transportation routes 	<ul style="list-style-type: none"> -Improved transportation methods that do not litter the streets -Licenced vehicle by NEMA for transportation of waste -Transportation routes defined 	
		<p>Waste disposal site</p> <ul style="list-style-type: none"> -Designate official Disposal site -Application to NEMA for a waste management licence to operate waste disposal site -Fencing and securing the site -Recording of type of wastes and weight in tones 	<ul style="list-style-type: none"> -Official site designated -Waste management licence for the site -Fenced site with gate -Records of type of waste and weight in tones 	

No.	Target	Activity	Indicators	Expected Outcomes
		-Maintain motorable road into the disposal site -Control and Stop burning of waste at site -Put in place security and stop illegal activities at site	-Motorable road into the site -Burning of waste controlled and stopped -Security provided at site and no illegal activities and gangs	

NB: -All MDAs to submit Annual work plan on environmental sustainability targets selected by end of 1st quarter

Reporting template for the Quarterly reports on Environmental Sustainability to be availed on NEMA Website

Table 2: Sample Reporting Format

Reporting format for Environmental Sustainability for Public Institutions Quarterly report for the Period –1 st July-30 th Sept, 2013						
Name of Organization	Type of Organizations (tick where Applicable)					
	Ministry or Department		County		Public University	
	State Corporation		Tertiary Institution		Others Specify	
Targets	Annual Activities	Targets- Indicator	achievement (%)	Target for the Quarter	Variance	Challenges
Domesticating the Environmental Policy at the workplace	-Development of an institutional workplace environment policy for the institution	-Workplace environmental policy -	100%	100%	Nil	Committee members need sensitization
Developing and implementing environmental awareness creation programmes	-Sensitization of staff on Environmental Health and safety -Sensitization of public on Environmental Health and safety	-No. of staff sensitized -	50%	100%	(50%)	
Achievements during the reporting period and reasons for under achievement						
1. Domesticating the Environmental Policy at the workplace: During the period a draft workplace environment policy was prepared as planned 2. Developing and implementing environmental awareness creation programmes: 20 staff was sensitized during the quarter out of the targets 40. To be finalized in the 2 nd quarter						
Reporting officer						
Name: Address: Telephone Contacts: E-Mail: Signature.....						

GUIDELINES TO DEVELOPING AN INSTITUTIONAL ENVIRONMENT POLICY

A. What is an institutional environment policy?

An environmental policy for an institution/MDA is the top management's declaration of its environmental commitment to reducing its environmental impacts.

It is a set of basic principles which guide the institution when defining objectives and targets for improving environmental performance.

It is also a key tool for informing employees, customers, environmental interest groups, etc. what the institution's environmental priorities are.

The institution must act according to its principles. For example, an institution cannot be committed to energy efficiency on paper, while using obsolete energy-intensive production processes in practice. If the institution has decided that energy is a key issue, it must act accordingly and back this up with resources, in so far as this is economically and financially reasonable.

An environmental policy:

- Is written clearly, concisely and in plain language so everyone can understand it.
- Is credible and realistic.
- Does not make promises that the institution cannot keep.
- It motivates employees to action.
- It addresses top priorities for being an efficient environmental performer.
- It gives clear direction of how it can be achieved through objectives and targets.
- Should be developed with input from staff.

B. Outline of an institutional Environment policy

The policy should:

1. State the organisation's missions and core values
2. Commit to:
 - protecting the environment
 - complying with relevant legislation and/or regulation
 - complying with relevant government policy commitments
 - continual improvement in environmental performance
3. Set a timeline for periodically reviewing environmental goals
4. Be signed off by the organisations chief executive officer
5. Be easily accessible and publicly available
6. Be included in staff and contractor inductions
7. Incorporated in other relevant documents (e.g. contract and business planning documents).

C. Sample

The Department of Sustainability and Environment is committed to a future in which all people are living sustainably within their natural and built environments.

The Department will focus on sustainability as a key driver in its own activities. We are committed to improving the environmental performance of our office-based activities, and to be leaders in best practice environmental management of these. This forms a key component of our commitment to demonstrate good environmental practice in our own operations.

To do this we will establish appropriate procedures and practices to minimise the consumption of energy, water, paper and other material inputs, and minimise the generation of waste, associated with our office-based activities. These will include:

- reducing energy, water and paper intensity of our office-based operations.
- purchasing Green Power (if applicable)
- reducing the amount of waste we produce, and maximising the amount reused and recycled.
- separating our office waste into reusable, recyclable, compost and true waste components.
- reducing greenhouse gas emissions associated with our vehicle fleet.
- ensuring that all new capital works programs incorporate comprehensive environmental sustainability principles.
- making environmentally-sound purchasing decisions for capital items and consumables.
- adopting a pollution prevention approach to our activities.
- communicating our environmental performance through regular reporting.
- striving for continual improvement in our environmental performance.
- recognising that all staff have a responsibility to assist the Department to meet these commitments, empowering staff to minimise our environmental impacts through generating staff awareness, and encouraging participation and feedback.

The institution will comply with all relevant Government environmental management policy, practices, regulations and legislation.

NB: Reference may be made to the Draft National Environment Policy available from the Ministry of Environment and Natural Resources (MENR) website –www.environment.go.ke or through the NEMA website www.nema.go.ke linkage to MEMR website.

Our environment, Our Life, our responsibility