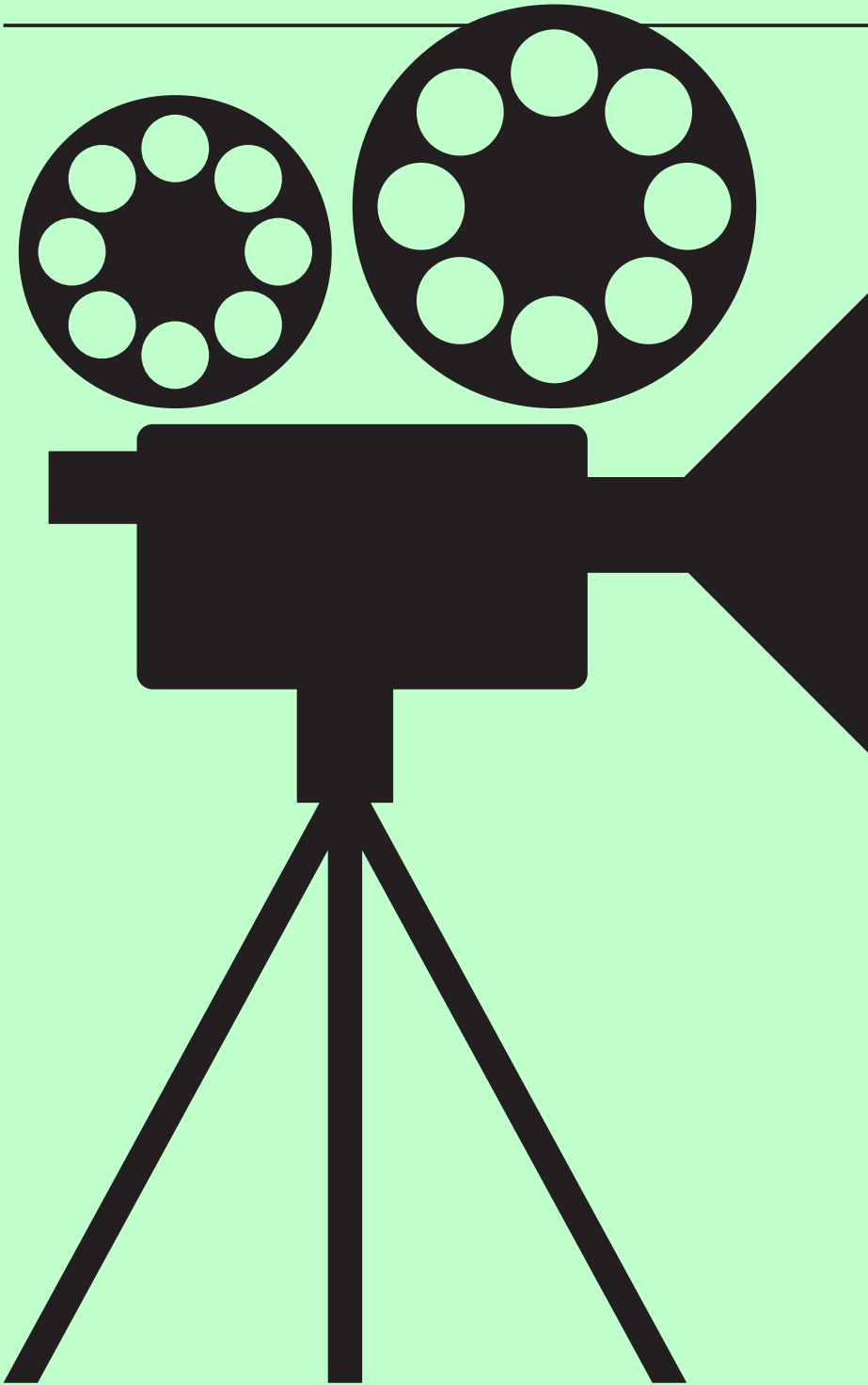


# Climate Policy & Action Plan 2025-29



# Introduction

## Vision

As the home of film in Ireland, we seek to be an inspiring, creative influence to promote a wider understanding of film culture and its critical importance, and to be a leading voice in the national cultural conversation on film.

## Mission

The Irish Film Institute is Ireland's national cultural institution for film. We present diverse audiences with the finest independent, Irish and international cinema, promoting critical reflection and discussion; through the national moving image collection at the IFI Irish Film Archive, we are the custodians of our unique and precious heritage; and through our educational programmes, we enable widespread engagement with film for people of all ages and backgrounds.

# IFI Values

**Passion**

**Excellence**

**Equity**

**Innovation**

**Community**

**Sustainability**

# Climate Action Strategic Commitment

Sustainability is a key value within IFI Strategy 2025-29. We commit to operating with sustainability at the core of all our thinking, from our environmental responsibility and ethical practices in all aspects of our work to ensuring our operational and financial security for the long-term future. We will aim to

minimise our ecological footprint and promote sustainable work practices. We are committed to playing our part in creating a sustainable future for the film industry and our planet, inspiring audiences and partners to embrace environmentally-conscious practices.

## Climate Action Principles

In tackling climate action, we will ensure a just transition, operating with principles of inclusion, transparency, equity, adaptation, innovation and collaboration; making changes based on scientific and numeric evidence, whilst ensuring we always deliver on our mission to Exhibit, Preserve and Educate.

## Oversight

In line with our commitment to environmental stewardship, we have established this Climate Policy to guide our actions and decisions. We have developed a Climate Action Plan which outlines - for a five-year period - what actions we will carry out and implement in order to meet our commitments, notwithstanding that some actions and changes have already taken place.

We will establish a Sustainability Group from the IFI staff who will be tasked with devising and implementing ongoing climate action plans, and for monitoring their implementation and reporting to the Executive on compliance and progress.

## Compliance

We will adhere to all relevant environmental laws, regulations and standards applicable to our activities.

# Key Areas Of Impact

**IFI activities include cinema exhibition programmes, IFI Irish Film Archive, IFI Education, IFI Café Bar, IFI Film Shop, marketing & development, IFI International, digital platforms and operations within a heritage building.**

We understand that the most significant environmental areas of impact for IFI are as follows:

## **Energy Use & Efficiency: Electricity**

Electricity and energy sources for our buildings.

## **Energy Use & Efficiency: Gas**

Heating our buildings.

## **Materials and Waste**

The use of paper and plastic, the production of water waste, and the need to move towards a circular economy.

## **Travel and Transport**

Travel to work, audience travel, staff travel to festivals and events, and transport of goods.

## **Catering**

The operations of the IFI Café Bar and the production of food and water waste.

## **Digital**

The use of digital platforms, and file and email storage.

## **Sustainable Procurement**

The location of suppliers and their own commitment to environmental action.

## **Raising Awareness**

To our audiences through our programmes and the wider public of climate action and our policy.

We will assess our impact and monitor our progress through the use of surveys, data collection, metric tools and analysis.

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# Targets and Timescales

**We will set aspirational but realistic targets that will not fundamentally undermine the IFI's mission and key activities. Some targets set may change depending on the scope and scale of our public activities. For example, we acknowledge that changes to numbers engaging with the IFI may affect the climate action targets achieved.**

**The time scales set to meet these targets will be achievable and reasonable, but will recognise the urgency around the need to achieve significant progress in reducing our carbon and environmental impact.**

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**“In tackling climate action, we will ensure a just transition, operating with principles of inclusion, transparency, equity, adaptation, innovation and collaboration.”**



## Finance & Funding

We acknowledge that taking action may result in cost savings, however some actions may require investment or the incurring of initial costs but with a longer-term benefit. A cost-benefit analysis for all actions will be undertaken. We will endeavour to seek funding where possible to facilitate actions that cannot be funded via the IFI's own resources. There may be costly actions that could not be undertaken without sufficient financial support.

We will undertake relevant due diligence regarding the source of any funding and sponsorship to ensure our funders align with our climate action policy and that they would not significantly undermine the integrity and credibility of our environmental efforts. We will develop a strategy for assessing if sponsors meet acceptable criteria and for the communication of same if necessary.

## Priorities

Our priority initially will be to understand and identify environmental impacts, to gather data and to carry out relevant risk assessments for the short, medium and long-term time scales.

## Communication

We will communicate this policy by disseminating it within the organisation to staff and locating it on our website, directing our customers and stakeholders to its location.



# Focus Areas

In order to deliver on our Climate Policy, we have established a Climate Action Plan that has a number of key focus areas. These Climate Action Focus Areas centre on six core aspects of the IFI's operations, namely:

**General &  
Introductory**

**Travel &  
Transport**

**Materials  
& Waste**

**Energy:  
Equipment Use**

**Building  
Energy Use**

**Digital  
Footprint**

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**“Our priority initially will be to understand and identify environmental impacts, to gather data and to carry out relevant risk assessments.”**

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# Policy Development Process

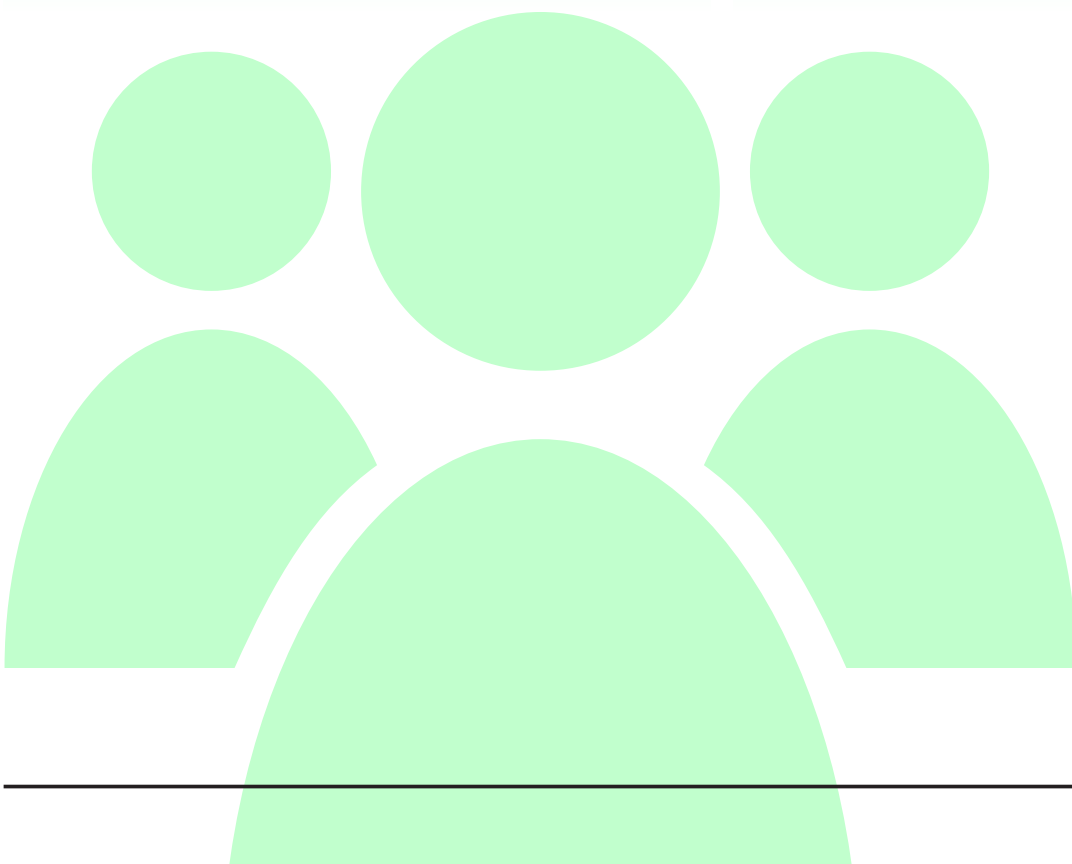
The IFI Climate Policy and Action Plan was developed by establishing a working group of representatives of staff across all departments in the IFI to understand our impact, to agree principles and actions, utilising external resources and guidance. This was finalised in consultation with the IFI Director.

## Accountability

The IFI Climate Policy and Action Plan was approved by the IFI Board in November 2024. Overall responsibility for its implementation rests with the Executive. We encourage all our employees, volunteers and customers to embrace these principles and work together to create a greener, more sustainable future for our organisation and our community.

## Review and Reporting

The IFI Climate Policy and Action Plan will be reviewed and revised as required on an ongoing basis to ensure its effectiveness and relevance. In order to assess the impact and progress of our IFI Climate Policy and Action Plan, the Sustainability Group will report to the Executive on a bi-annual basis. The Executive will, in turn, report to the Board on a bi-annual basis also. A progress update will feature in the IFI Annual Report.







**“We are committed to playing our part in creating a sustainable future for the film industry and our planet.”**





**“The overall goal of this climate action plan is to reduce the environmental impact of operations by reducing our carbon emissions and by operating in a sustainable way.”**



# Action Plan Overview

**The Climate Action Plan has been developed to practically deliver on our goal of operating sustainably as articulated in the IFI Strategy 2025-29. The overall goal of this Climate Action Plan is to reduce the environmental impact of operations by reducing our carbon emissions and by operating in a sustainable way.**

We considered the areas of climate action over which we have control and influence, and documented our work. Some sustainable initiatives are already in place at the IFI and they have been noted.

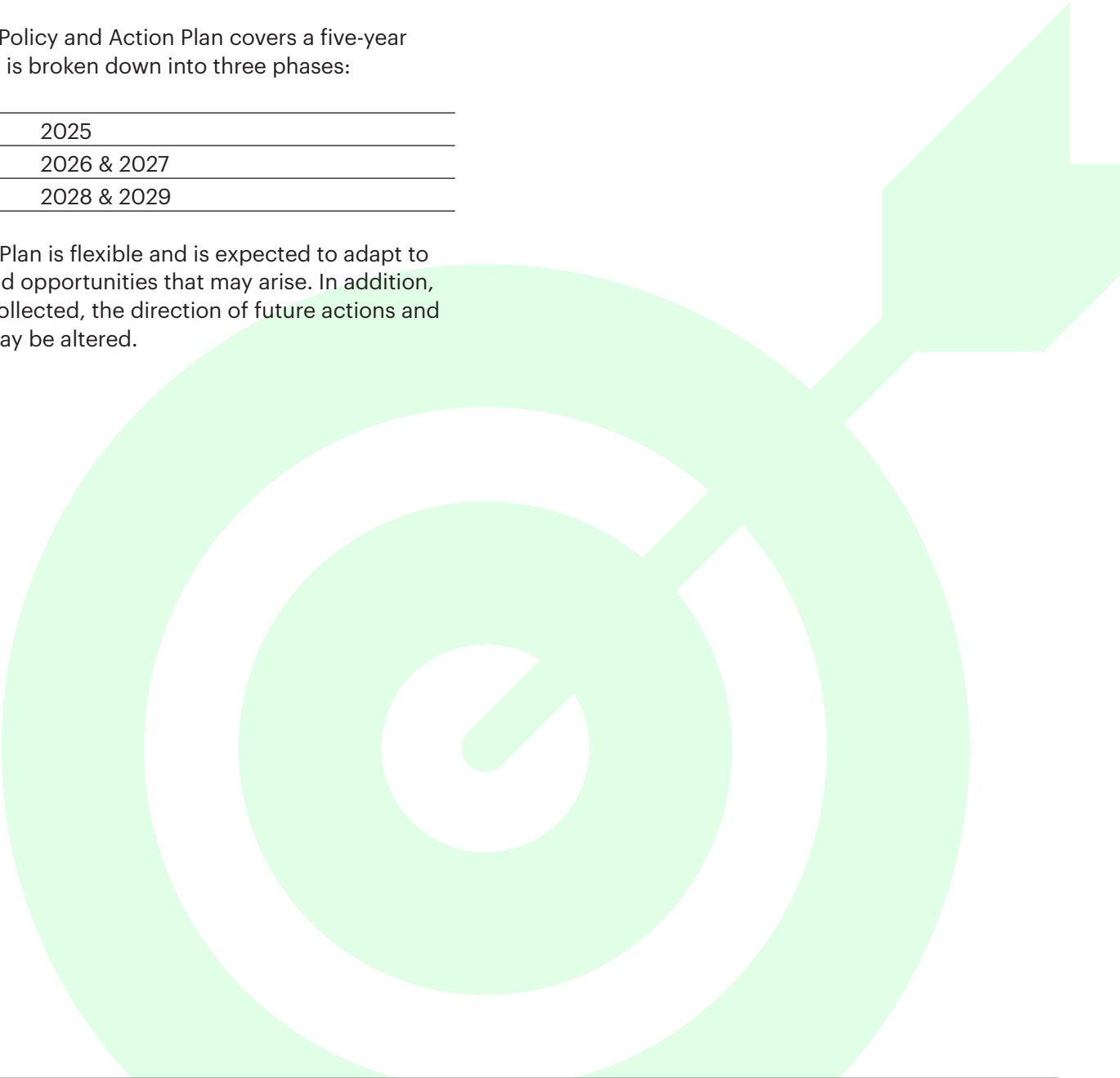
IFI Climate Policy and Action Plan covers a five-year period, and is broken down into three phases:

<b>Phase 1</b>	2025
<b>Phase 2</b>	2026 & 2027
<b>Phase 3</b>	2028 & 2029

The Action Plan is flexible and is expected to adapt to changes and opportunities that may arise. In addition, as data is collected, the direction of future actions and priorities may be altered.

The Sustainability Group will lead on overseeing the IFI Climate Policy and Action Plan, coordinating with all departments to gather information and obtain cooperation in acting on the agreed steps, reporting on progress, and providing suggestions on opportunities or changing timelines based on data, progress, funding and resources.

Costs, if they arise, are noted.



# General & Introductory Climate Actions

This section outlines the preliminary actions to be taken along with awareness and finance considerations

ACTION	GOAL	CURRENT ARRANGEMENTS	POSSIBLE ACTIONS	TIMELINE	RESPONSIBILITY	COST/ BUDGET
Appoint Sustainability Group	To ensure oversight and a mechanism to drive the Action Plan		Appoint Sustainability Group	Phase 1	Executive	N/A
			Develop and review Sustainability Group terms of reference	Phase 1 Phase 2 Phase 3	Executive	N/A
Communication to Staff	To ensure the IFI team as a whole understands the IFI Climate Policy and Action Plan in order to facilitate change in behaviours		Introduce IFI Climate Policy and Action Plan to staff	Phase 1	Sustainability Group/HR	N/A
			Include Sustainability updates/ information in Townhall Meetings	Phase 1 Phase 2 Phase 3	Sustainability Group/HR	N/A
Communicate to Public and Partners	To inform our audiences and stakeholders of our commitment to climate action		Develop communication strategy for our audiences and the wider public of the IFI Climate Policy and Action Plan	Phase 1 Phase 2 Phase 3	Marketing	N/A
Collate Data	To establish a baseline against which various actions can be measured and to reflect on the effectiveness and success of measures taken		Collate baseline figures for energy usage/waste and other measurable indicators against which we can measure progress and our carbon footprint	Phase 1 Phase 2 Phase 3 Ongoing	Finance	N/A
Raise awareness within our film programme and educational activities	To contribute to the raising of awareness amongst our general audiences of the issues around climate change	Ongoing one-off screenings of films as part of the IFI Education and cinema programme	Curate appropriate screenings of climate-related films that align with the IFI's overall exhibition strategy	Phase 1 Phase 2 Phase 3	Cinemas Education	N/A

ACTION	GOAL	CURRENT ARRANGEMENTS	POSSIBLE ACTIONS	TIMELINE	RESPONSIBILITY	COST/ BUDGET
			Look at introducing information stings in theatre or with our platforms	Phase 1	Marketing	TBC
Funding and grant availability	To reduce the financial barrier to the IFI of being able to carry out the more costly climate actions		Enquire what funding streams and grants are available for climate change and actions	Phase 1 Phase 2 Phase 3	Finance Development	N/A
Sponsorship	To ensure that the organisations that the IFI partners with align with our Climate Policy and don't undermine the integrity and credibility of our efforts		Develop strategy for assessing sponsor suitability	Phase 2	Director/ Development	N/A
Calculate overall IFI carbon emission figure and set annual target	To provide overall metric to measure IFI's progress in reducing carbon footprint		Produce calculator that calculates IFI's annual carbon emission figure	Phase 2	Finance	N/A



# Travel and Transport Climate Actions

This section looks at the various actions around the methods that staff, audiences, suppliers and other stakeholders use regarding transport.

Overall objective to reduce the use of fossil fuel based transport options and therefore reducing carbon emissions.

ACTION	GOAL	CURRENT ARRANGEMENTS	POSSIBLE ACTIONS	TIMELINE	RESPONSIBILITY	COST/ BUDGET
Staff Travel to Work	To facilitate and encourage staff to travel to and from work using low carbon options		Survey staff on how they get to/from work to understand our impact and obtain data to establish a baseline measure	Phase 1 Ongoing	Sustainability Group HR	N/A
			Ensure awareness of impact of transport options and discourage car use	Phase 1 Ongoing	Sustainability Group HR	N/A
		Taxsaver scheme in operation	Raise awareness to staff on the availability and operation of bus and rail tax saver scheme	Phase 1 Ongoing	Sustainability Group HR	N/A
		Bike to Work Scheme	Raise awareness to staff on the availability and operation of the Bike to Work Scheme	Phase 1 Ongoing	Sustainability Group HR	N/A
		Hybrid Working Policy	N/a – Policy in place	N/A	N/A	N/A

ACTION	GOAL	CURRENT ARRANGEMENTS	POSSIBLE ACTIONS	TIMELINE	RESPONSIBILITY	COST/ BUDGET
Customer & Audience Travel	To facilitate and encourage customers to travel to and from the IFI using low carbon options	Outside our control	Survey customers on how they get to/ from IFI	Phase 1 Ongoing	Sustainability Group/ Marketing	N/A
			Raise customer awareness of impact	Phase 1 Phase 2 Phase 3	Marketing	N/A
			Highlight through our comms how to get to the IFI using low carbon transport	Phase 1 Ongoing	Marketing	N/A
Staff Travel for Work	To ensure that staff use modes of travel with low carbon emissions whilst travelling on IFI business	Staff encouraged to use public transport to attend festivals, events, meetings	Conduct survey on transport use when at festivals etc.	Phase 1 Ongoing	Sustainability Group	N/A
			Raise awareness of use of low impact options	Phase 1 Ongoing	Sustainability Group	N/A
		Payment of mileage scheme	Review expense payment policy	Phase 2	Finance	N/A
			Ascertain what low carbon emission options the company taxi operates	Phase 1	Sustainability Group	N/A

ACTION	GOAL	CURRENT ARRANGEMENTS	POSSIBLE ACTIONS	TIMELINE	RESPONSIBILITY	COST/ BUDGET
Festival & Event Guests	To encourage guest travel that minimises our carbon emissions	Varies on guest availability	Consider alternative travel arrangements for guests with low impact and enquire if it is possible for guests to travel by better modes	Phase 1 Phase 2 Phase 3	Programming Departments	TBC
Schools travel to screenings at IFI/ regional venues	To facilitate and encourage schools to be able to travel to and from the IFI/partner venues using low carbon options	Students may travel by bus or public transport and/or alternative means or the school may hire a bus themselves	Survey schools as to their transport arrangements	Phase 1	Education	N/A
			Consider what strategy to pursue to increase awareness of options to travel to the IFI and other regional locations	Phase 1	Education	N/A
Film Transport	To minimise film transport to only when required and using the most sustainable method	DCPs/35mm/ 70mm transported by Expert Air or distributor to and/ or from UK usually and sometimes internationally	Collate data on film transport by the IFI	Phase 1	Programming/ Finance	N/A
	To use transport companies with similar commitments to green actions	If transport is required, combine multiple prints in the same delivery	Assess data and develop further plan if necessary	Phase 2	Programming	N/A
			Enquire from film transport companies what their climate action policy is	Phase 2 Phase 3	Programming	N/A
			Continue to coordinate film transport to reduce overall transport requirements	Ongoing	Programming	N/A

ACTION	GOAL	CURRENT ARRANGEMENTS	POSSIBLE ACTIONS	TIMELINE	RESPONSIBILITY	COST/ BUDGET
Supply of Goods to IFI	Using suppliers with similar commitment to green transport options		Enquire from suppliers what their climate action policy is and how they transport their goods	Phase 2 Phase 3	Each Department	N/A
			Communicate to suppliers the IFI's own policy	Phase 2 Phase 3	Each Department	N/A
Distribution of IFI programme	To reduce the number of IFI brochures that are physically distributed and to ensure the manner of distribution is a low emission option	IFI brochures posted to customers via An Post  Members are surveyed to see if they would accept a digital copy rather than by post	Collate the data on numbers of posted brochures	Phase 1	Marketing/ Finance	N/A
			Survey members on how they wish to receive the programme	Ongoing	Marketing/ Finance	N/A
		IFI Brochures distributed in the City Centre	Ascertain from brochure distribution company their method of distribution	Phase 1	Marketing	N/A
Delivery of goods to customers by IFI Film Shop	Collate data for future measurement and carbon emission calculation	Shop goods are posted to customers using An Post	Collect data on numbers etc.	Phase 1	Film Shop	N/A

# Materials and Waste Climate Actions

This section looks at the use of materials (paper, printing, plastic), recycling, food and water waste, alongside a review of suppliers and their own climate policies.

ACTION	GOAL	CURRENT ARRANGEMENTS	POSSIBLE ACTIONS	TIMELINE	RESPONSIBILITY	COST/ BUDGET
Office printing/ photocopying paper use/ stationery recycling	To reduce the use of paper, to use only recycled and recyclable materials and properly recycle paper in green bins	Paper printed materials: till receipts, credit card receipts, cinema tickets, weekly schedules, reports and documents for meetings  E-tickets for cinema events  Printer cartridges	Introduce bins to separate waste between green/ brown and residual in all offices and areas of the IFI and put in place a system to ensure waste is disposed in the correct bin for collection	Phase 1	Operations/ All Departments	Cost of bins tbc
			Develop Housekeeping Policy to be circulated to staff and present at a Townhall meeting with areas including: <ol style="list-style-type: none"> <li>1. Encourage review of working practices to reduce paper and materials use</li> <li>2. Use recyclable materials</li> <li>3. Devise a "print only if needed" culture to reduce paper and printing use</li> <li>4. Continue to recycle toner cartridges etc</li> <li>5. Print in black and white as default</li> </ol>	Phase 1	Operations/ Sustainability Group/HR	N/A
Disposable Coffee Cups	To reduce the use of single use coffee cups	Staff use	Collect data on the number of single use cups used by the IFI to enable us to measure success in the reduction of disposable cups	Phase 1	Café Bar Finance	N/A
			Get Staff to bring 'Keep Cups'/use mugs	Phase 1 Ongoing	Café Bar	N/A



ACTION	GOAL	CURRENT ARRANGEMENTS	POSSIBLE ACTIONS	TIMELINE	RESPONSIBILITY	COST/ BUDGET
		Café Bar	Look at various methods to reduce use of disposable coffee cups. For example providing credit for using a 'keep cup' or join Bring Cup Scheme or charge extra for disposable cup  Investigate the introduction of a loyalty app - which gives customers credit for using a 'keep cup'	Phase 2	Café Bar Operations Sustainability Group	N/A
		Café Bar	Following investigation, introduce best option of schemes outlined above that would reduce the use of disposable coffee cups	Phase 2	Café Bar Operations Sustainability Group	TBC
Plastic Use	To reduce the use of plastics	Water bottles in Café Bar	Investigate alternative materials and options for supply and sale of water to customers	Phase 1	Café Bar	N/A
			Introduce new method of supplying water to customers	Phase 2	All Departments	N/A
		Balloons & materials used for events	Investigate and introduce alternative dressing options for the venue for events	Phase 2	All Departments	N/A
		Packaging & Tape	Ensure all packaging is recycled if possible  Liaise with suppliers to encourage the use of recyclable materials	Phase 2	Café Bar	N/A
		Flexi glasses for take-away drinks for cinema	Investigate and introduce alternative materials to flexi glasses	Phase 2	Café Bar	N/A

ACTION	GOAL	CURRENT ARRANGEMENTS	POSSIBLE ACTIONS	TIMELINE	RESPONSIBILITY	COST/ BUDGET
		Waste bags/ sacks	Ensure sacks/bags are compostable	Phase 1	Café Bar	N/A
		Membership & gift cards	Investigate alternatives to physical cards – e.g. apps	Phase 3	Development/ Marketing	N/A
			Implement new system if practicable	Phase 3	Development/ Marketing	TBC
Other	To reduce, reuse or recycle various materials that are used in the operation of the IFI and to choose recycled materials if available	Materials include: Popcorn boxes, oil, napkins, cleaning products, dead stock (e.g. books/ magazines/ DVDs etc.), toilet paper	Review all material supplies to ensure the most sustainable and environmentally-friendly products are used and appropriately	Phase 1 Phase 2 Phase 3	All Departments	TBC
Electrical	To reduce the use of electrical storage devices  To correctly recycle electrical waste	Hard drives	Coordinate availability of hard drives/USBs across the organisation in order to facilitate the reuse of items	Phase 1  Ongoing	Archive/ Cinemas/ Operations/ Projection etc	N/A
	To reduce the use of electrical storage devices  To correctly recycle electrical waste  To extend the life of electrical equipment	Wires/cables	Electronic recycling occurs but coordinate with all departments	Phase 1 Phase 2 Phase 3	Operations/ All Departments	N/A
		Equipment	Investigate and introduce a policy of repairing first or recycling all electrical equipment if not repairable	Phase 2	Operations/ All Departments	

ACTION	GOAL	CURRENT ARRANGEMENTS	POSSIBLE ACTIONS	TIMELINE	RESPONSIBILITY	COST/ BUDGET
Brochure/ flyer printing etc	To establish a brochure with a minimal impact on the environment	Printed marketing collateral includes monthly programme, festival programmes, schools programme	Review programme printing in order to reduce environmental impact by possible reduction in frequency of brochures, number of pages, type of ink, type of paper etc.	Phase 2	Director/ Marketing	N/A
			Introduce new brochure strategy	Phase 2 Phase 3	Marketing	N/A
			Ensure unused programmes are correctly recycled	Phase 1 Phase 2 Phase 3	Marketing/ Education	N/A
	To establish a marketing printing strategy to minimise impact on the environment	Flyers Membership forms Weekly schedules	Consider printing of forms/ numbers printed/ type of ink, paper etc.	Phase 1 Ongoing	Director /Marketing/ Development/ Box Office/ Cinemas etc	N/A
Event materials	To reduce, reuse and recycle all event materials	Festival/ event dressing decorations	Ensure materials continue to be reused and opt for sustainable materials	Phase 1 Ongoing	Marketing/ Cinemas/ Education	N/A
Food waste	To reduce food waste	Food waste – unused food products	Collate data on food waste as a base line to record progress on reduction in food waste	Phase 1	Café Bar/ Operations/ Finance	N/A
		Food waste – uneaten meals				
		Unsold products (pastries etc)	Introduce a more formal system to record food waste to ascertain the reasons and take action on the results	Phase 1	Café Bar/ Operations/ Finance	N/A
		Staff Food Waste	Introduce brown/ compostable bins for offices/kitchens	Phase 1	Operations /All Departments	COST OF BINS

ACTION	GOAL	CURRENT ARRANGEMENTS	POSSIBLE ACTIONS	TIMELINE	RESPONSIBILITY	COST/ BUDGET
Water Use	To reduce water waste	Kitchen water use Toilets Sinks Power washing Window washing Café Bar Kitchen operations	Collate data on water usage	Phase 1	Operations/ Finance	N/A
			Encourage reduction in use of water by signage to remind staff/ customers not to leave taps running and other tips for bathrooms, kitchens etc.	Phase 1	Operations/ Sustainability Group	N/A
			Investigate sensor taps	Phase 3	Operations	TBC
			Investigate methods to reduce water use in toilets	Phase 3	Operations	TBC
			Investigate use of grey or recycled water	Phase 3	Operations	N/A
Supplier procurement/ third party projects	To ensure suppliers and third parties align with the IFI Climate Policy and Action Plan		In advance of events or projects, enquire what sustainable practices should be considered by the IFI and third party providers	Ongoing	All Departments	N/A

# Energy - Equipment Use Climate Actions

This section looks at the energy use and behaviours around all equipment and devices in operation in the IFI

ACTION	GOAL	CURRENT ARRANGEMENTS	POSSIBLE ACTIONS	TIMELINE	RESPONSIBILITY	COST/ BUDGET
Overall	To gather data and information upon which decision-making can be based		Research which equipment etc. uses the most electricity and what the optimum way to operate them is	Phase 1		N/A
Operation of PCs and computer equipment	To optimise the use of equipment, to avoid duplication of operation and to reduce energy use	Various arrangements re PC and laptop/ Macbooks usage for office staff and WFH  Printers etc. all left plugged in	Survey – how staff work regarding PCs/laptops	Phase 1	Operations/ Sustainability Group	N/A
			Encourage staff to operate IT in an efficient way by producing an awareness document	Phase 1	All Departments	N/A
			Review patterns of work around equipment left on constantly to facilitate downloads etc.	Phase 1	Operations/ All Departments	N/A
Hand dryers	To minimise the environmental impact of this operation	Hand dryers in public toilets and staff toilets	Consider what the most optimal arrangement is (hand dryers, towels, paper napkins) considering energy use, customer comfort and cost, and introduce plan	Phase 2	Operations/ Marketing/ Finance	N/A
Projection Equipment	To minimise the environmental impact of this operation	Projectors left on at all times to facilitate ingestion  Projection computers and screens left on at all times to allow remote log in and overnight ingestions	Review patterns of work and practices to see if changes can be made to reduce the need to leave devices and equipment on, considering reducing the occasions and implement same	Phase 1	Operations/ Projection	N/A
Archive equipment	To minimise the environmental impact of this operation	Some Archive equipment is left on at all times	Review patterns of work and practices to see if changes can be made to reduce the need to leave devices and equipment on, considering reducing the occasions and implement same	Phase 1	Archive/ Operations	N/A



ACTION	GOAL	CURRENT ARRANGEMENTS	POSSIBLE ACTIONS	TIMELINE	RESPONSIBILITY	COST/ BUDGET
Digital platforms	To minimise the environmental impact of this operation	Some equipment left on at all times for remote access and "any desk" access	Review patterns of work and practices to see if changes can be made to reduce the need to leave devices and equipment on, considering reducing the occasions and implement same	Phase 1	Digital Platforms/ Operations	N/A
Heaters/fans/ lights/fridges/ microwaves/ kettle water units/ air conditioning in offices	To reduce energy use		Devise a best method of use guide for staff in offices and communicate/ encourage changes of behaviours	Phase 2 Ongoing	Operations/All Departments	N/A
			Erect reminder signage at equipment location	Phase 2	Operations/All Departments	N/A
Lighting	To reduce electricity use	Lighting in most parts is operated by switches	Erect reminder signage at light switches	Phase 1	Sustainability Group/All Departments	N/A
Battery charged equipment	To prolong battery life to reduce use and to recycle used batteries		Look at informing staff around the optimum way to charge equipment and rechargeable batteries	Phase 1	Sustainability Group/All Departments	N/A
		Batteries are recycled	Raise awareness around recycling of batteries and allocate a person to manage the recycling activity	Phase 1	Sustainability Group	N/A
Café Bar equipment	To minimise the energy use required to operate equipment used to operate the Café Bar	Bar fridges left on at all times	Investigate the energy usage for alternative methods of operation e.g. turning off equipment at night	Phase 2	Café Bar/ Operations	N/A
		Coffee machines left on  Credit card machines	Introduce appropriate processes and procedures based on results of the investigation above	Phase 2	Café Bar	N/A
IFI Film Shop equipment		Plug in heaters  Credit card machines	Investigate the energy usage for alternative methods of operation e.g. turning off equipment at night or alternative heating methods	Phase 2	IFI Film Shop/ Operations	N/A

# Building Energy Use Climate Actions

This section looks at the potential actions around heating, insulation and efficiencies at the IFI

ACTION	GOAL	CURRENT ARRANGEMENTS	POSSIBLE ACTIONS	TIMELINE	RESPONSIBILITY	COST/ BUDGET
Overall	To communicate and inform staff in order to change behaviours		Energy awareness campaign for all staff	Phase 1	Operations / Sustainability Group	N/A
				Phase 2	Operations	TBC
Heating of IFI buildings	To reduce energy use		Reduce LPHW to 65 degrees from 70 and reduce further if necessary	Phase 1	Operations	
			Consider reducing LPHW below 65 degrees	Phase 2 Phase 3	Operations	
			Actively monitor the BMS to reduce overall temperature setpoints	Phase 1 Phase 2 Phase 3	Operations	
			Actively monitor the heating schedules to alter the starting and closing schedules	Phase 1 Phase 2 Phase 3	Operations	
Update pumps	To reduce energy use and make heating system more efficient	Fixed hot water pumps.	Move from fixed hot water pumps to low pressure variable hot water pumps	Phase 2 Phase 3	Operations Finance Development	TBC Grant Possibility
Insulate LPHW pipework	To reduce energy use and make heating system more efficient	Pipework has old or no insulation	Insulate all low pressure hot water pipework	Phase 2 Phase 3	Operations Finance Development	TBC Grant Possibility
Destratification fans	To reduce energy use and make heating system more efficient		Destratification fans for the main atrium to improve occupancy comfort and reduce heat demand.	Phase 2 Phase 3	Operations Finance Development	TBC Grant Possibility
Automated TRV (Thermostatic Radiator Valves)	To reduce energy use and make heating system more efficient		Heatboss (heat management system) for automated TRV control on the LPHW system	Phase 2 Phase 3	Operations Finance Development	TBC Grant Possibility

ACTION	GOAL	CURRENT ARRANGEMENTS	POSSIBLE ACTIONS	TIMELINE	RESPONSIBILITY	COST/ BUDGET
Improve U Value of main atrium glass (i.e. measure of how effective a material is as an insulator)	To reduce electricity use and make lighting system more efficient	Change over to LED lighting has commenced	Upgrade all building with LED lighting	Phase 1 Phase 2 Phase 3	Operations Development	LED lights cost TBC Grant Possibility
LED Upgrade	To reduce electricity use and make lighting system more efficient		Investigate the upgrade of lighting passive infrared sensors for all LEDs	Phase 2 Phase 3	Operations Development	TBC Grant Possibility
Automatic Doors	To reduce energy use and heating required	New doors added and the main entrance upgraded with an automatic door to reduce heat loss	Continue to review operation of automatic doors	Phase 2 Phase 3	Operations	N/A
Solar Power	To look at moving away from fossil fuels and to move to a more sustainable source of electricity		Investigate small solar array, 15 KwP (Note: Heritage structure)	Phase 3	Operations	Grant Possibility

# Digital Footprint Climate Action

This section looks at the environmental impact of data storage and digital use

ACTION	GOAL	CURRENT ARRANGEMENTS	POSSIBLE ACTIONS	TIMELINE	RESPONSIBILITY	COST/ BUDGET
Email	To reduce the energy use for data storage	All office-based staff and some staff in the IFI Café Bar, IFI Film Shop, box office and projection use email	Investigate current storage patterns by various departments	Phase 1	Operations/ Sustainability Group	N/A
			Draw up an email housekeeping protocol to only retain email for a specific period of time and communicate same to staff	Phase 1	Operations/ Sustainability Group	N/A
Digital Housekeeping	To reduce the energy use for data storage	All departments store files and documents on PCs and servers. This also includes the retention of films in digital files	Investigate and document current storage patterns and requirements by various departments	Phase 1	Operations/ Sustainability Group	N/A
			Draw up a digital retention protocol around the retention of files, documents, films, stock and sales data, and accounting data; and communicate to staff	Phase 1	Operations	N/A
			Investigate moving to cloud storage	Phase 1	Operations in Liaison with Spector	TBC
			Complete move to cloud storage	Phase 2	Operations in Liaison with Spector	TBC
Devices	To reduce energy use and to prolong the life of equipment	The majority of teams and departments have laptop or PC devices  Mobile phones are used by staff but the majority of them are personal devices	Collate a register of what devices are held where and how they are operated e.g. closed down each day or left on for various reasons	Phase 1	Sustainability Group/ Operations	N/A
		There are a number of servers currently operational	Devise guidelines for the operation of devices	Phase 1	Operations/All Departments	N/A
			Investigate and introduce a protocol for replacing devices	Phase 2	Operations/Finance	N/A

ACTION	GOAL	CURRENT ARRANGEMENTS	POSSIBLE ACTIONS	TIMELINE	RESPONSIBILITY	COST/ BUDGET
IFI Digital Platforms	To ensure the digital platforms operate with minimal impact on the environment	The IFI operates 4 online digital platforms	Investigate the environmental impact of our online platforms	Phase 2	Operations/Digital Platforms	N/A
			Devise climate action plan based on impact assessment	Phase 3	Operations/Digital Platforms	N/A
Social Media Use	To ensure that social media platforms use operates with minimal impact on the environment	The Marketing Department mainly uses social media platforms to communicate IFI activities to audiences  Some other departments may operate some social media accounts	Investigate what the environmental impact is for operating social media accounts	Phase 2	Operations/ Marketing/Relevant Departments	N/A
			Devise a protocol, if possible, to assess reducing the environmental impact of the use of these platforms and communicate same to relevant teams	Phase 2	Marketing/Relevant Departments	N/A
Online Digital Tools	To ensure that online platform use operates with minimal impact on the environment	The IFI uses the many digital online platforms including: Eventive, Shift 72, Wordpress, Anydesk, Vimeo, You Tube, Canva, Open Table, HR Locker, AutoPay, IBB, Stripe, Energy Elephant, Shopify, Spotify, Tap to Donate, Insightly and Showtime Analytics	Investigate what the environmental impact is of these packages  Consider what actions, if any, the IFI can take in relation to reducing the environmental impact of these tools	Phase 2  Phase 2	Operations/ Relevant Departments	N/A
Software Packages	To ensure that software package use operates with minimal impact on the environment	The IFI uses the following software packages: Admit 1, Opera, accounts packages, Sage Payroll Microsoft Office, Theatre Management Systems, Digital Preservation System, Building Management System, CCTV files	Investigate what the environmental impact is of these packages  Consider what actions, if any, the IFI can take in relation to reducing the environmental impact of these systems	Phase 2  Phase 3	Operations/Relevant Departments	N/A

ACTION	GOAL	CURRENT ARRANGEMENTS	POSSIBLE ACTIONS	TIMELINE	RESPONSIBILITY	COST/ BUDGET
Digital uploading/downloading	To ensure that processes for digital uploading and downloading operate with minimal impact on the environment	The IFI uses Media Shuttle, Naz, Lansat, virtual machines for downloading	Investigate the digital impact of the operation of these tools.  Consider what actions, if any, the IFI can take in relation to reducing the environmental impact of these processes	Phase 2  Phase 3	Operations/Cinemas	N/A
Remote Working Operation	To operate remote working in a manner that minimises environmental impact	Most office-based staff can work remotely at times and the bulk of those staff who can use VPN access, remote desktops and dial into PCs	Survey departments and staff to ascertain the methods of working from home and accessing IFI systems remotely	Phase 1	Operations/Relevant Departments/HR	N/A
			Draft guidelines for the best method of accessing IFI systems remotely	Phase 1	Operations/Relevant Departments/HR	N/A
			Review the current remote working protocol to incorporate any reasonable energy saving actions	Phase 1	Operations/Relevant Departments/HR	N/A
Online meetings	To inform staff on the best methods of operating online meetings that minimises environmental impact	Staff working remotely will meet using Teams or Zoom  Meetings with third parties often take place online via Teams or Zoom  Workshops or training may take place online	Communicate with staff about the best practice for online meetings to reduce environmental impact	Phase 1	Operations/Relevant Departments	N/A
IFI website	To operate the IFI website in a manner that minimises environmental impact	Website pages  Online bookings	Develop housekeeping around redundant and obsolete webpages	Phase 1	Operations/Marketing	N/A
			Investigate the redevelopment of the IFI website	Phase 2	Marketing/Director/Finance	N/A
			Redevelop website	Phase 2  Phase 3	Marketing/Director/Finance	Cost/Funding to be determined

