

Emissions tracking

Information for MFAT suppliers and contractors

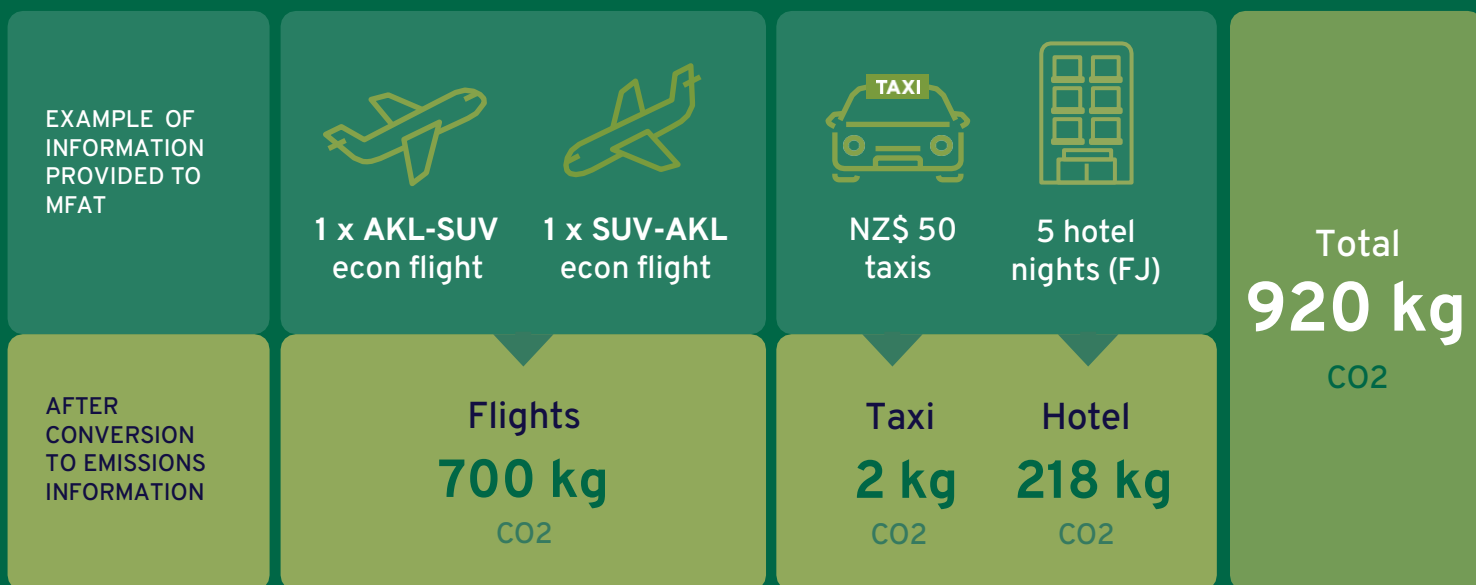
The Ministry works to ensure its operations are sustainable, and a sustainable future is a key MFAT goal.

MFAT measures its operational emissions and reports on them annually, making this information publicly available in line with ISO 14064-1:2018.

The Ministry will start measuring emissions from specific International Development Cooperation (IDC) activities to better understand the extent of emissions generated through these activities. We are working with our suppliers and contractors to ensure that we have the necessary information for accurate measurement. The initial focus is on Contracts for Services (CfS) with a total value of more than NZ\$ 500,000 and starting on or after 1 January 2025.

The information we need to measure IDC emissions is similar to what is [required for invoices](#) or reports – that is, data on activities undertaken to implement the project or programme, such as flight details, taxi trips, hotel nights, fuel use, etc. The Ministry will use that activity data and convert it into emissions information.

Not all IDC activities will need to provide this information – certain criteria need to be met. We will work with suppliers and contractors to assess if your activity meets these criteria.



Tracking emissions is a collaborative effort between the Ministry and its suppliers and contractors. The Ministry has detailed guidance available to suppliers and contractors to assist with tracking emissions.

For more information, contact: MFAT Decarbonisation Programme

Email: cnqp@mfat.govt.nz

Does every project have to track emissions?

No – MFAT is currently focusing on CfS with a total value of more than NZ\$ 500,000 and starting on or after 1 January 2025.

What will MFAT do with the information?

MFAT will aggregate your information with that from other IDC-funded activities (i.e. individual activity information will not be identifiable). MFAT will report on these emissions, though separately from organisational emissions, which are subject to different reporting requirements.

How often do we have to send this information to MFAT?

MFAT reports annually based on the financial year, so suppliers and contractors are expected to provide the data once per year in early July.

Does providing this information mean that the project emissions become MFAT emissions?

No, the emissions still belong to the supplier or contractor. MFAT can discuss with suppliers and contractors options for reporting their emissions from IDC- funded activities alongside organisational emissions.

Will the project's emissions need to decrease?

This is not a current requirement. MFAT wants to avoid any potential constraining of IDC activities; in addition, we recognise that emissions from some activities may be easier to reduce than others. Once there is a good dataset on emissions from IDC activities, it will be easier to identify potential opportunities to reduce emissions.



Example of emissions tracking template

Activity number: Supplier:

Activity name: Date:

Work Package number:

Scope 1 Emissions - Fuels (stationary and mobile)

FUEL TYPE	ASSUMPTIONS / COMMENTARY	QUANTITY	UNITS OF MEASURE	tCO2e (if known)
Diesel for generators	Diesel use for Jul-Dec '23 (6 months)	250	litres	

Scope 2 Emissions - Electricity

SITE/PROPERTY	ASSUMPTIONS / COMMENTARY	QUANTITY	UNITS OF MEASURE	tCO2e (if known)
Electricity usage for office set up for MFAT-funded activity	Electricity usage for Jul-Dec 2023 (6 months; quantity is amount charged to MFAT)	3500	kWh	

Scope 3 Emissions - Travel

TRAVEL COMPONENT	ASSUMPTIONS / COMMENTARY	QUANTITY	UNITS OF MEASURE	tCO2e (if known)
Flight from AKL to SUV	economy class ticket	2110	km	
Flight from SUV to AKL	economy class ticket	2110	km	
Taxi from AKL to office	regular taxi	50	NZD	
Hotel in Suva	one hotel room	5	nights	