



2018 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

DUE: May 31, 2019

This form is for the use of BC Public Sector Organizations whose GHG emissions were less than 600 tonnes CO₂e during the previous reporting year (2018). Please fill in the required information below:

Organization Name:

Industry Training Authority

Contact name:

Natalia Dumitrescu

GHG Emissions and Offsets for 2018 (tCO ₂ e)	
GHG Emissions created in Calendar Year 2018 (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	59 tonnes
Total Offsets (tCO ₂ e)	59 tonnes
Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	
Total Offsets (tCO ₂ e)	
Grand Total Offsets for the 2018 Reporting Year (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2018)	
Grand Total Offsets (tCO ₂ e)	59 tonnes

To enable comparisons with all B.C. public sector organizations, please provide the following data for your organization:

- How many Full Time Equivalent (FTE) employees were part of your organization as of Dec 31, 2018? 112
- What was the total amount of floorspace (m²) in your organization (including occupied and unoccupied space, owned or leased) as of Dec 31, 2018: 7,910.47 (m²)
- What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? Office
- How many motor vehicles did your organization own or lease as of Dec 31, 2018? 0



Briefly describe the top three actions taken by your organization in 2018 to reduce GHG emissions and/or improve sustainability from its operations:

Action
1. Procurement at ITA continued to enhance its social responsible practices by engaging new and existing suppliers throughout the country in dialogue via a variety of creative procurement projects that led or will soon lead to sustainable contracts. In 2018/2019, ITA started 11 competitive procurements some of them continuing into the next fiscal year and engaged more than 79 organizations. ITA is represented at the Provincial Crowns Senior Procurement group and participates into various provincial collaborations and is a voting member of the Canadian Public Procurement Commission. In 2018 ITA became an active member of the Canadian Aboriginal Council and used its status to set base for a unique procurement model that engaged multiple Indigenous communities into discussions and will lead to sustainable contracts with Indigenous entities across British Columbia.
2. ITA continues to implement VM machines in its offices to enhance the employees' ability to work remotely and minimize carbon foot print. This is an ongoing process. ITA continues to set access to Skype for business on all desktops to reduce the amount of travel to and from meetings between ITA and outside parties. ITA is also hosting many webinars in lieu of in person meetings to reduce the amount of travel required by participants.
3. In 2015, ITA started to develop a CRM system to enhance communication and build electronic data base. This continued in 2017 and it is an ongoing process.

Briefly describe plans your organization has for continuing to reduce your GHG emissions in future years:

Continue with long term initiatives described above.

Describe any actions your organization took during 2018 to strengthen its ability to manage the likely effects of climate change in the coming years and decades (e.g., have assessed whether increased frequency of extreme weather events and/or long-term changes in climate will affect your organization's infrastructure, its employees and/or its clients.)

ITA offers a work-from-home flexibility that will enable employees to drive less and manage extreme weather events without impacting the operational needs.

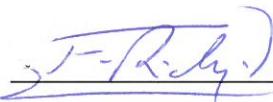


Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, Industry Training Authority (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2018 calendar year, together with any adjustments reported for past calendar years. The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy ensuring that these offsets are retired on the Organization's behalf, the Organization will pay the associated invoice to be issued by the Ministry in an amount equal to \$25 per tonne of offsets retired on its behalf plus GST.

Executive Sign-off

Name: Farnaz Riahi Title: CFO
(print) _____

Signature:  Date: May 30, 2019

Please scan and email the completed form to Carbon.Neutral@gov.bc.ca

