

meets the federal and departmental objectives. In this way the responsibility centre would not be required to complete those aspects that are already managed in a comprehensive way.

A – Baseline and Inventory of Environmental Risks – Template No. 1

In order to achieve continuous improvement from year to year, responsibility centres should establish a base year from which to measure that improvement. The base year (FY 1996/97) will provide responsibility centres a reference point when comparing performance from one year to the next. The baseline is comprised of tombstone responsibility centre data, overall consumption levels and an inventory of items that may pose risks to human health or the environment. Although the baseline and subsequent templates are to be completed for the **chancery only**, the database may also be used to track utility consumption for the official residence or staff quarters.

B – Environmental Management Planning Template – Template No. 2

To help simplify development of environmental plans for materiel and property management, the data entered in the baseline section is automatically carried forward to Template No. 2 – the environmental plan. Detailed guidance on the various subject areas (e.g. Green Procurement and Fleet Management) is available on the DFAIT Sustainable Development Home Page.

The plan template is partially completed to reflect the federal and departmental objectives, targets and implementation items for the various aspect areas. These are the Environmental Management defaults and are achievable in most cases. However, it is clear that not all the defaults will be appropriate in all cases, and therefore **should be considered as guidelines**. In situations where the responsibility centre can not achieve the Government objective, they can simply adjust the template entry accordingly and provide a narrative rationale for the changes.

C – Annual Mission Environmental Statement – Template No. 3

Achievement of targets set in Template No. 2 are reported in the Annual Environmental Statement in December of each year. In the case of multi-year targets, the statement summarizes progress towards these targets and provides opportunity to record variances in performance expectations from the year just completed. Further instructions on completing an annual environmental statement will follow in the coming months.

3. References

- *Agenda 2000: A Sustainable Development Strategy for the Department of Foreign Affairs and International Trade* (Circular Document No. 9/97)
- *Destination 2000: DFAIT and Sustainable Development* (Annual Report 1996-1997)
- DFAIT Mission Checklist for Greening Operations
- *Environmental Policy and Guidelines for Conferences, Large Meetings and Events* (Circular Document No. 7/97)
- *Guidelines for Conducting Environmental Assessments of Projects Outside Canada* (Circular Document No. 2/98)
- DFAIT Environmental Management Plan (1995)
- Environment Chapter 8 of the *Materiel Management Manual*, FAIT 7(1), 11/97

JEN has provided to all missions a package of reference guides, publicity material and computer-based training programs. Additional information, including copies of EMPs already adopted by DFAIT missions (Paris, PESCO, POECD, Canberra, Madrid), is available through the DFAIT Sustainable Development Home Page.

4. For more information

The Environmental Services Division (JEN) provides advice and assistance on incorporating environmental considerations into the physical operations of the Department. Contact Thomas Gillmore at 944-1066, fax 944-0432.