



ÚDARÁS UCHTÁLA na hÉIREANN
THE ADOPTION AUTHORITY of IRELAND

ADOPTION AUTHORITY OF IRELAND

CLIMATE ACTION ROADMAP 2025

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1. FOREWORD

Message from the Interim Chief Executive Officer – Philip Crosby

In our Climate Action Roadmap 2025, the Adoption Authority of Ireland renews our commitment to environmental responsibility, while placing advocacy at the very heart of our mission. The climate crisis, once a distant threat, is now a pressing reality that impacts every aspect of our lives, from the air we breathe to the stability of our economies and the well-being of future generations. The choices we make today shape the world we will leave behind.

As the realities of climate change continue to unfold, the need not only to act but to advocate for a sustainable future has never been greater. Advocacy is more than raising awareness – it is about amplifying voices, influencing meaningful change and ensuring that sustainable practices become the standard across both our own sector and the broader community. By championing climate action, we can inspire others, strengthen partnerships and help to accelerate the transition towards renewable energy and resilient systems.

Although the climate challenge is urgent, it also an opportunity to innovate, collaborate and build a sustainable future for all. This Climate Action Roadmap charts a clear path for us to translate ambition into action and vision into results. By following this roadmap, we can reduce emissions, strengthen resilience and meet both our 2030 and 2050 obligations.



Philip Crosby

Interim Chief Executive Officer

October 2025

2. INTRODUCTION

2.1 Overview of the Adoption Authority of Ireland

The AAI, established on 1 November 2010 under the Adoption Act 2010, is an independent quasi-judicial body under the aegis of the Department of Children, Disability and Equality (DCDE).

Our main operating units and management team members are

- Board of the AAI;
- Chief Executive Officer;
- Director of Operations/Board Secretary;
 - Domestic Adoption Unit;
 - Intercountry Adoption Unit;
- Head of Finance, Assurance and Support Services;
 - Corporate Services and Accreditation Unit;
- Director of Information and Records;
 - Records Unit
 - Solutions Unit
 - Archives Unit
 - Data Protection Unit
- Head of HR and Staff Development
 - HR Team;
- Principal Social Worker
 - Social Work Team;
- Research Officer
 - Research Unit.

The AAI currently comprises a staff of approximately 60. The offices are located at Shelbourne House, Ballsbridge, Dublin 4 and occupy both the third and fourth floors with a net floor area of approximately 900 sqm per floor. The accommodation comprises of both open plan and cellular accommodation. The AAI also has a lease in its own

name on the lower ground floor of Shelbourne House used for records storage of circa 920sqm.

2.2 Legal requirements for energy and climate action

We aim to meet the requirements of the Public Sector Climate Action Mandate 2025 and recognise our minimum legal requirements as follows. These requirements include

Climate Action and Low Carbon Development (Amendment) Act 2021	Requires all public bodies to perform their functions in a manner consistent with Ireland's climate ambition.
S.I. No. 393/2021- European Union (Energy Performance of Buildings) Regulations 2021	Requires installation of Building Automation and Control by 2025 for buildings with heating, ventilation and air-conditioning (HVAC) rated output over 290kW; requires installation of electric vehicle charging points in car parks for new or refurbished buildings with more than 10 car parking spaces.
S.I. No. 381/2021 – European Communities (Clean and Energy Efficient Road Transport Vehicles)(Amendment) Regulations 2021	Sets targets for the procurement of clean light and heavy-duty vehicles, with the first target falling in 2025 and the second in 2030. The definition of clean vehicle changes to zero emission vehicles in 2025.
S.I. No. 646/2016 – European Union (Energy Efficiency) (Amendment) Regulations 2016	Requires that public bodies only procure energy-using products and vehicles that are on the Triple E register.

S.I 426/2014 – European Union (Energy Efficiency) Regulations 2014	Requires the public sector to demonstrate exemplary energy management and requires public bodies to undertake energy audits every four years and also requires that the public sector can only lease or buy buildings with BER A3 or higher.
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2.3 Progress to date

The AAI has been actively working to reduce its energy consumption since 2009. Energy consumption up to the end of 2024 has improved by 63.4% compared to the baseline.

In 2024 the AAI established its first Green Team with representation across departments. The Green Team has implemented several initiatives to reduce the AAI's carbon emissions and electricity usage. The team adopted a companywide drive to switch off all electrical equipment at night and to power down all devices that were not in use during the workday.

Throughout 2024, the Green Team completed Sustainable Energy Authority of Ireland (SEAI) Energy Academy courses to upskill and learn more about ways to reduce carbon and energy consumption in the workplace. Modules included Business Energy Efficiency, Energy Management Systems and General Business Energy Efficiency. This training and knowledge will be harnessed to raise awareness organisation wide to drive change and gather support for our climate action efforts. The Green Team is also involved in identifying activities and initiatives to minimise the consumption/generation of the following resources/waste:

- Food waste
- Paper
- Water
- Single use plastics

- Other materials.

The AAI's Climate Action Roadmap 2025 sets out how the AAI will improve energy efficiency and reduce greenhouse gas emissions in its building and operations, which will again be achieved through a range of ongoing and planned actions across four key pillars:

- Our People
- Our Targets
- Our Way of Working
- Our Building and Vehicles.

The AAI has identified **Advocacy** as the core theme to support ongoing efficiency improvements for this third iteration of our Climate Action Roadmap. This follows on from our previous themes of education and awareness in 2023 and collaboration in 2024.

3. OUR PEOPLE – LEADERSHIP AND GOVERNANCE

3.1 Statement demonstrating Senior Management commitment.

The Corporate Services team has responsibility for driving the climate action agenda for the AAI. The roles of Climate and Sustainability Champion and Energy Performance Officer are carried out by the Head of Finance, Assurance and Support Services, Catherine Breen.

The development and promotion of sustainability and environmental factors, such as Climate Action, are considered in our Strategic Plan 2025–2027. The commitment to deliver the Climate Action Roadmap 2025 is reinforced in our Business Plan 2025.

The Board of the AAI and the Senior Management Team are committed to achieving the 2030 targets and complying with the Public Sector Climate Action Mandate 2025.

Members of the Senior Management Team will meet their commitments regarding the

mandatory Climate Action Leadership Training as part of this year's climate action work programme.

3.2 AAI's Climate Action Governance

The governance structure is outlined in the visual below.

CLIMATE ACTION GOVERNANCE



AAI's Climate Action Leadership:

Position	Name	Roles and Responsibilities
Interim CEO	Philip Crosby	Senior Management Sponsor.
Senior Management	Aoife Gleason Catherine Breen Darren Broomfield Judy Lovett Ross Higgins Tara Downes	Lead by example to ensure that climate considerations are embedded into every aspect of our operations.
Sustainability and Climate Champion	Catherine Breen	Provides leadership and drives the climate agenda.
Energy Performance Officer	Catherine Breen	Leads the development of Adoption AAI of Ireland Energy Management strategy.
Core Green Team members	Aisling Smyth (Lead) Evin Nolan Michael Gueret Paul Kane Bhavya John David O'Brien Kornelia Kostek-Irfan Michelly Oliveira	Drive the implementation of climate values and initiatives organisation wide.

4. OUR PEOPLE – ENGAGING OUR STAFF

4.1 Staff training plans

Training and raising awareness is a key priority to support delivery of our climate action objectives and developing a culture of sustainability.

The Green Team have set out plans for annual staff engagement workshops, focused specifically and initially on energy related emissions, and over time on wider climate issues and reducing organisational carbon footprint. The Green Team have also set out a plan to identify appropriate climate action training for all staff, and recommend to HR for inclusion into ongoing staff learning and development. The Green Team intends to organise an information session to all staff on the importance of climate action and how to reduce energy emissions. This training will be carried out by an SEAI accredited energy advisor. The target for participation at all training across all teams is 70%. Senior management support will be key to achieving this target.

The Green Team has identified communications and knowledge sharing as key elements in meeting its objectives and targets. The Green Team will utilise its dedicated page on the AAI Intranet to highlight green issues and the AAI's climate targets, along with other resources for staff. In 2025, the Green Team developed a communications strategy which sets out the Green Team's objectives and initiatives for communicating with staff in respect of green issues. The Green Team proposes to use the following communication and knowledge sharing methods:

- Knowledge sharing by way of linking and re-publishing relevant communications from the SEAI Energy Link on the dedicated Climate Action page on the staff intranet.
- Internal communications to staff. In Q3 2025, the debut issue of the Green Team Newsletter was published to staff, highlighting climate action issues and communicating to staff the ways in which they can address energy and carbon emissions in the office and at home.

- Lunch and Learn Events for staff to include presentations and in-person knowledge sessions focusing on climate issues.

In addition, the Green Team will promote the SEAI Energy Academy to all staff in the organisation; a free, online, e-learning platform designed to help businesses and public bodies increase their energy efficiency and reduce their energy related costs.

In Q3 2025, the Human Resources team organised a Staff Volunteer Event – a clean-up initiative at Sandymount Strand, in conjunction with Clean Coasts – further promoting advocacy, shared responsibility and demonstrating the AAI's climate response in the local community.

The AAI has signed up to the SEAI Public Sector Decarbonisation Partnership Programme. This programme provides dedicated tailored supports to Public Bodies to deliver on their targets. By signing up to the programme, the AAI receives support from a dedicated SEAI appointed technical expert to help guide us on our decarbonisation journey. The expert will provide us with information on grants and funding to support our implementation of an appropriate and proportionate energy management programme and to develop a realistic project pipeline to ensure delivery of our 2030 targets.

5. OUR TARGETS

In accordance with the Climate Action Mandate 2025, our high level targets are

- Reduce energy related GHG emissions by 51% in 2030.
- Improve the energy efficiency in the public sector to 50% by 2030.
- Update our Climate Action Roadmap annually within six months of the publication of the Climate Action Plan.

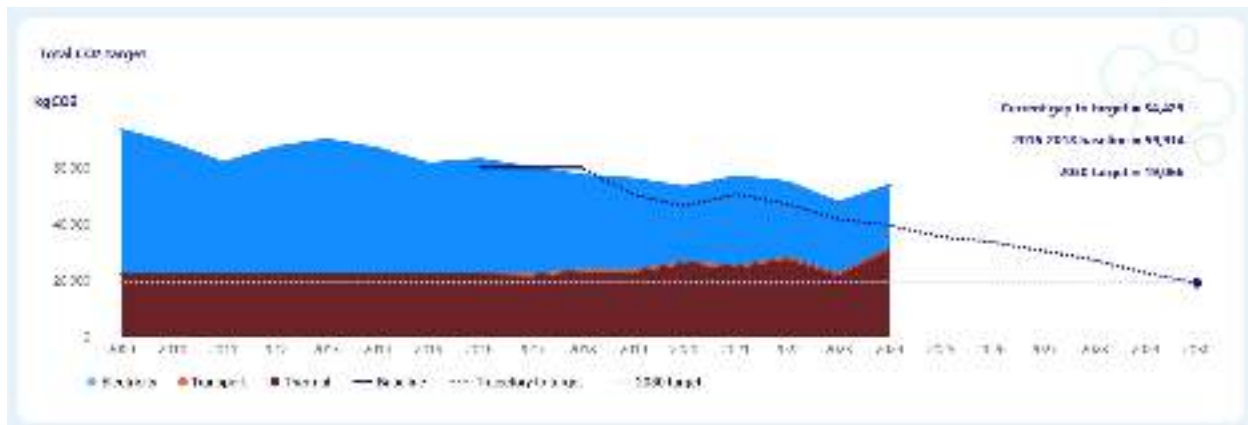
An energy audit of the AAI's premises at Shelbourne House was carried out by an SEAI accredited energy auditor in Q1 2024. The audit identified energy saving opportunities,

and further energy saving project initiatives. This energy audit is one of the main cornerstones of the AAI's roadmap to reducing carbon emissions by 2030.

A significant finding of the energy audit was that the AAI has been underreporting its gas emissions, as these costs are incorporated into management fees for Shelbourne House. This oversight has now been rectified but has impacted on the gap to target. (2023 showed a 70% improvement from baseline and 2024 demonstrates 63.4% improvement on the baselines).

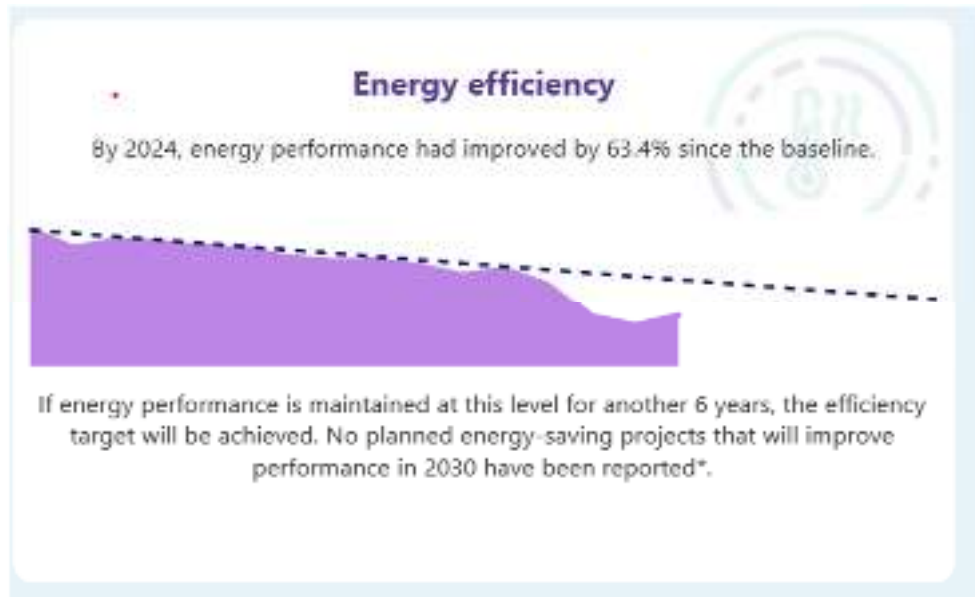
5.1 Carbon emissions analysis

The SEAI gap-to-target model shows the trajectory required to achieve the 2030 CO₂ reduction target. The chart below shows the status. The dotted line shows the 2030 target for AAI. The 'blue', 'brown' and 'orange' shading shows current status. The 'orange' and 'brown' (thermal) is a flat line each year unless decarbonisation initiatives are delivered however the model does factor in the CO₂ gains by electricity 'blue' shading being decarbonised to 2030.



5.2 Energy efficiency analysis

By end of 2024, the AAI improved energy efficiency by 63.4%. The AAI is currently on track to reach its 2030 efficiency target.



5.3 Actions required to meet targets.

The AAI continues to identify projects that will reduce our CO2 emissions as well as opportunities to improve our energy efficiency.

The energy audit identified a number of opportunities to improve energy efficiency, including

- Improve operational control of the building heating system;
- Install metering to improve understanding of energy use;
- Upgrade lighting to LEDs;
- Install lighting control;
- Solar PV.

Some of these opportunities identified in the energy audit completed in 2024 have been explored. Upon consultation with the Office of Public Works (OPW) it became apparent that the lighting upgrades were priced significantly outside of budget. Moving forward any repairs to lighting will be replaced with new LED bulbs with the infrastructure being retrofitted on a phased basis.

The AAI has targeted the installation of a smart metering system as the first phase towards the goal of reducing carbon emissions. The Green Team are currently

researching and reviewing lower cost energy metering tracking units, as tracking how much energy the AAI uses is key to benchmarking areas of potential reduction in the future. Procurement of this item is currently under review. A request for quotations has been made to a number of smart metering firms. We will select the most competitive quote that works within our budget. This will allow the AAI to drill down into more detail on how much electricity is consumed on an hourly and daily basis, what peak hours of consumption are and if the building consumes energy while the premises is empty. Once procurement and installation of our metering system has been completed, it will allow us to establish a baseline on energy consumption.

Additionally, Electric Ireland is currently replacing its existing electricity meters with next generation smart meters at no additional cost to the user. This is a nationwide upgrade to the entire power system, allowing Electric Ireland to more accurately measure energy consumption. As this upgrade completed for no cost, the AAI has greater scope in its budget to partner with private smart metering companies to provide us with the detailed readings we require to support reduction our emissions.

The AAI will explore whether it qualifies for SEAI grant funding. The organisation will liaise with its SEAI accredited advisor to target the areas where the greatest impact can be achieved.

5.4 Greening Our Procurement

The AAI continues to optimise opportunities for the inclusion of green criteria into procurement projects to support climate action ambitions, such as improved energy efficiency. All procurement is conducted with seeking to source goods and services with a reduced environmental impact in mind.

The Corporate Services Manager attended an information session on the Government's updated strategy – Buying Greener: Green Public Procurement Strategy and Action Plan 2024–2027. In 2024 and 2025, Green Public Procurement practices were included in all the AAI's major procurement projects and tenders. For 2025, the priority remains

to continue to monitor and maintain our procurement policy and procedures to ensure green criteria receives due consideration as part of the procurement process.

6. OUR WAYS OF WORKING

The AAI reports on the following in our Annual Report:

- Greenhouse Gas emissions;
- Implementation of the Climate Action Mandate;
- Sustainability activities;
- Compliance with Circular 01/2020: Procedures for Offsetting the Emissions Associated with Official Air Travel.

The AAI continues to report annually on the implementation of the Climate Action Mandate requirements using SEAI's Public Sector M&R System.

Onsite Actions

Food waste

Section 3.7.1 of the Climate Action Mandate 2025 requires that all public sector bodies measure and monitor food wastage in the organisation. Up to 10% of global greenhouse gas emissions come from food waste. Preventing food waste is an important aspect of the climate response.

The AAI introduced compost bins and glass recycling bins onsite in 2023. The AAI supported National 'Stop Food Waste Day' on 1 March 2025.

The AAI does not currently have a facility to measure and monitor the food waste generated on our premises. One objective of this roadmap is to identify such a mechanism. The AAI has signed up to the food waste charter and accessed the Food Waste Measurement tool. This tool helps public sector offices estimate their food waste

volumes to support ongoing monitoring and reduction of waste.

We continue to update our clear signage in communal kitchen areas, encouraging all staff to limit waste as much as possible in the workplace.

Paper

As part of our Green Public Procurement, the AAI utilises the Office of Government Procurement framework for recycled paper.

Our printers are set to default to print greyscale or black ink only, reducing our use of coloured ink where necessary.

Using our SafePrint printers the AAI will establish a baseline for paper usage. Once the baseline is established the AAI will promote measures to reduce consumption of paper and monitor and review progress.

In 2024, the AAI introduced an entirely digital payments process. All invoices and purchase orders are signed and stored digitally, erasing paper from the workflow of the finance function.

Water

The AAI offers chilled drinking water facilities to staff on both floors of its premises. By providing suitable drinking water facilities we provide an alternative to the consumption of single use plastic water bottles.

Single Use

As part of the 2024 Climate Action Roadmap guidance, the AAI has eliminated the use of disposable/single use cups in the two kitchens provided on its premises.

Air Travel

The AAI monitors and maintains a log of all official air travel, calculating liability based on relevant rates. In Q1 2025 the AAI paid €164.86 to the Climate Action Fund in respect to offsetting emissions relating to official air travel in 2024.

7. OUR BUILDINGS AND VEHICLES

The AAI occupies a rented property with dated facility systems. We are not responsible for a fleet, and do not own and operate our own vehicles. Therefore, the focus under our Buildings and Vehicles pillar remains engagement with partners and agents to identify opportunities for improvements and further efficacy. This continues to be particularly relevant for 2025 as the AAI engages with the OPW about future organisational requirements.

Although the AAI does not own a fleet, many staff opt to drive to work. The AAI will continue to encourage staff to avail of the Cycle to Work Scheme and explore alternative transportation methods to personal car travel.

Statutory Instrument 393/2021 sets out that public sector bodies are required to install electric vehicle charging points in car parks for new or refurbished buildings with more than 10 car parking spaces. The OPW has clarified that this applies to OPW owned and operated buildings only.

The AAI premises is bike friendly. In 2024, the AAI successfully liaised with Building Management to arrange a safe and secure bicycle shed for use by all staff at Shelbourne House. Access to this facility has resulted in an increased number of staff members cycling to work.

The HR team have responsibility for administering the Cycle to Work Scheme and continue to circulate periodic emails encouraging staff to avail of the scheme in efforts to further increase the number of staff cycling to work. These efforts have been successful

and in 2025 a further four staff members have signed up to avail of the Cycle to Work Scheme.

In keeping with the AAI's commitment to increase the number of staff cycling to work, and in collaboration with Building Management, a bicycle repair event was held in August 2025 in our car park. The event was open to all staff to bring their bikes for a free service and repair.

The AAI is also a participant in the TaxSaver Commuter Ticket Scheme. This scheme encourages staff to use public transport when travelling, further reducing carbon emissions.

It is also planned to survey staff to establish how they commute to work, the factors that influence their travel and estimate our collective carbon footprint commuting to work.

Effective climate action relies upon strong governance, where transparent decision making and collaboration guide policies into practice. Active participation ensures that we all play a role in driving sustainable solutions. Accountability closes the loop, by monitoring progress, sharing outcomes, and learning from results to support ongoing improvements. Together these principles create a cycle of trust, engagement and measurable impact to ensure we achieve climate resilience.

Roadmap 2025

Action Area 1: Our People

Description	Objective	Target	Update	Status
Training and Awareness	Mandatory Climate Action Leadership Training for members of the Senior Management Team	Q1 2026		
	Information sessions for broader staff engagement and learning	Q1 2026		
Internal Communications	Newsletter	Ongoing		
Engagement Workshops	Host participatory workshops to inform development of future roadmaps	Q2 2026		

Action Area 2: Our Targets

Description	Objective	Target	Update	Status
Utilise the Gap-to-Target tool to identify additional projects	New measurable projects identified	Q4 2025		
Power and Energy Monitoring System	Installation of smart meters by Electric Ireland pending	Q2 2026		

Action Area 3: Our Way of Working

Description	Objective	Target	Update	Status
Green Procurement	Ensure green procurement is integrated into our procurement practices	Ongoing		
Food Waste Monitoring	Identify a food waste monitoring system	Q1 2026		
Review of Printing Facilities and Usage	Identify paper usage baseline and develop initiative to reduce paper usage	Q1 2026		

Action Area 4: Our Buildings and Vehicle

Description	Objective	Target	Update	Status
Promotion of Green Transport	Identify new ways to encourage sustainable transport	Q4 2025		
	Staff survey on commuting to work	Q1 2026		
Energy Efficiency	Identify initiatives to reduce energy consumption in our premises	Q4 2025	AAI has signed up to the Reduce Your Use campaign 2025/2026	