**Aga Khan Development Network (AKDN) Carbon Management Tool**

**Training**

**1-4 August 2023**

**Hatfield Office**

**Meeting objectives**

1. Introduction and Familiarization with the Tool
2. Deep Dive into the Tool and Energy Management
3. Practical Application - Site Visit
4. Practical Application - Analysis and Improvement Strategies
5. Reflections and Feedback

**Day 1: 1 August Tuesday 2023**

**Chair: Craig Parker**

**Introduction and Familiarization with the Tool**

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| **Time** | **Item** | **Lead** |
| 08:30 – 09:00 | Arrival and registration, Introductions | All |
| 09:00 – 10:00 | Ice Breaker Activities: Fun activities to help the interns get to know each other and the trainers. | Craig/ Celeste |
| 10:00 - 11:00 | Introduction to the Aga Khan Development Network's Carbon Management Tool. | Craig |
| 11:00 - 12:00 | Understanding the purpose and scope of the tool, and its basic structure. |  |
| **12:00 – 13:00** | **Lunch Break** | **All** |
| 13:00 – 14:00 | Understanding the tool's coverage of Scope 1, 2, and 3 greenhouse gas emissions, including supply chain and specific areas relevant to the healthcare sector |  |
| 14:00 - 15:00 | Hands-on session: Navigating through the tool and understanding how it converts input data into instant carbon read-outs and simple diagnostic dashboards |  |
| 15:00 – 16:30 | Guest Session: from AKDN sharing his experience of working with the tool and answering technical questions | Aquinius Mungatia |
| 16:30 - 1700 | Wrap-up and Q&A |  |

**Day 2: Wednesday 2 August 2023**

**Chair: Craig Parker**

**Deep Dive into the Tool and Energy Management**

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| **Time** | **Item** | **Lead** |
| 09:00 - 10:00 | Understanding the importance of data accuracy and how to collect data from your own records. | All |
| 10:00 - 11:00 | Learning about grid-supplied electricity and how to collect data from electricity meters. |  |
| 11:00 - 12:00 | Understanding the carbon emissions for electricity and how they vary from country to country. |  |
| **12:00 - 13:00** | **Lunch Break** | **All** |
| 14:00 - 15:00 | Learning how to source an emissions factor from a national or international source. |  |
| 14:00 - 15:00 | Hands-on session: Entering data into the tool and interpreting the results. |  |
| 15:00 - 16:30 | Guest Session: Thabani Muronzie from Ceshhar sharing their experiences of using the tool to do the baseline assessment in Zimbabwe. | Thabani Muronzie |
| 16:30 - 17:00 | Wrap-up and Q&A |  |

**Day 3. Thursday 3 August 2023**

**Practical Application – Hugh Solomon Building**

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| Time | Item | Lead |
| 09:00 - 12:00 | Visit to one of your facilities. | All |
| 12:00 – 13:00 | Lunch Break | All |
| 13:00 - 17:00 | Practical application of the tool: Collecting data, entering it into the tool, and interpreting the results. Identifying areas for improvement in the facility. |  |

**Day 4. Friday 4 August 2023**

**Chair Craig**

**Practical Application - Analysis and Improvement Strategies**

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| **Time** | **Item** | **Lead** |
| 09:00 - 11:00 | Understanding the impact of refrigerant gases on the environment and their contribution to the carbon footprint. | All |
| 11:00 - 12:00 | Learning how to identify the type and amount of gases in use at your sites. |  |
| 12:00 – 13:00 | Lunch Break | All |
| 13:00 - 15:00 | Understanding how significant leaks can impact your carbon footprint. Developing strategies for improvement: Installation of low-energy 'LED' lights, efficient air conditioning systems, efficient fridges, fans, and pumps |  |

**Monday 7 August:**

**Reflections and Feedback**

* **09:00 - 11:00: Reflections on the learning experience.**
* **11:00 - 12:00: Feedback session: What went well? What could be improved?**
* **12:00 - 13:00: Closing remarks and next steps.**