مجليس كبغساءن ڤراوبهن ايكليم
نكارا بروني دارالسلام
Brunei Darussalam National Council
on Climate Change

PROTOKOL HIJAU



Guidelines to Reduce Greenhouse Gas Emissions Across Public Service Premises in Brunei Darussalam

Vol.1 (2021)

Protokol Hijau is an electronic document.
Printing a physical copy of this document is strongly discouraged.

INTRODUCTION

Protokol Hijau outlines the steps that need to be implemented in such a way that the government could be the best example to achieve the national target set out by the Brunei Darussalam National Climate Change Policy.

The government sector contributes an estimated 23% of total greenhouse gas emissions, electricity consumption and as much as 25% of total national water consumption as a whole.

The objective of this guideline is to reduce the carbon footprint of public service premises, taking into account several important elements as follows:-

1. Energy usage
2. Water usage
3. Paper usage
4. Plastic usage
5. Solid waste disposal
6. Management of official events
7. Tree-planting

Protokol Hijau was officially launched on 30th January 2021.

CONTENTS

1 Energy Usage 03

2 Water Usage 04

3 Paper Usage 05

4 Plastic Usage 07

5 Solid Waste Disposal 08

6 Management of Official Events 09

7 Tree Planting 10

General Guidelines 11

Annex

Appendix 1 12

Appendix 2 13

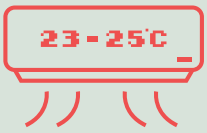
Appendix 3 15

Appendix 4 17

Appendix 5 20

1 ENERGY USAGE





1. Set the air conditioning temperature to 23-25°C;



2. Limit the usage of air-conditioning only during office hours;



3. To ensure all lights, computers, photocopy machines and other electrical appliances are switched off when not in use, especially after office hours. Avoid leaving unused devices in standby mode;



4. To encourage to use energy-saving lights or replace conventional lights with light-emitting diode (LED) lights;



5. Encourage to utilize motion sensor systems for electrical appliances such as lamps, in strategic places;



6. Procurement of electrical equipment appliances should be priority to energy efficient products;



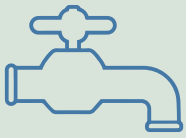
7. Affix energy saving labels which provided by the z on the main switches and sockets as shown in (Appendix 1); and



8. National Energy Managers certified by the Department of Energy shall carry out energy efficiency and saving programs in every premises at their respective ministries at least once a year as part of the audit process;

2 WATER USAGE





1. Make sure to turn off water taps when not in use.



2. Use or replace the washing facility with a water-saving product such as push-type taps or dual-flush type toilets with a maximum water capacity of 6 liters, etc.;



3. To ensure the automatic irrigation system (sprinkler) for garden are set to operate properly at suitable time and duration with the right amount of water pressure. Irrigation should cover the planting area only (avoid the water from run-off to pavements);



4. Encourage to practice rainwater harvesting for the purpose of watering plants, cleaning drains, etc.;



5. Report any water taps leakage immediately at Talian Darussalam 123;



6. Equipment procurement should prioritize products that can support water-saving initiatives; and



7. Pasting water saving labels/posters provided by the Department of Water Services at strategic places as shown in (Appendix 2).

3 PAPER USAGE





4 Print the document on both sides of the paper if printing is unavoidable;



1 Use Governments emails as the main medium of communication and internal official correspondence (Prime Minister's Office Circular No.-3/2012);



5 Utilize the e-Minit and intranet facilities set up by the National E-Government Center (EGNC) for documents storage, taking into account the roles, permissions and access to entitled users only;



2 Documents for circulation should be scanned and emailed. Avoid making photocopies or hard copies. Documents to be circulated must comply with the rules for data sharing and storage as outlined in the Information Security Manual;



6 Practising the use of QR Code scanning system (QR Code) in meetings or official events for attendance records, invitation cards, presentation slides and so on;



3 Share meeting materials via email in advance to avoid printing copies of documents;



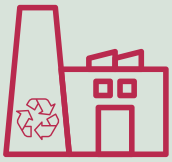
7 The use of a paper shredder to dispose of confidential or sensitive documents is encouraged;



8 Procurement of paper for office use should have a choice from recycled paper;



9 Check the inventory before making any purchase/order to avoid oversupply;



10 Segregate and send waste paper to the Recycling Company (lists of Recycling Companies can be found on the website of the Department of Environment, Parks and Recreation http://www.env.gov.bn);

gov.bn

11 Create an online version through the Gov.BN portal for all formats of forms or counter services; and



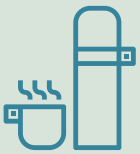
12 Minimize the demand or printing of individual documents such as Identity Cards and others that may already be in the system for any service matters by leveraging the integration of government applications or database platforms.

4 PLASTIC USAGE





1. All Ministries and Departments under it are not allowed to use single-use plastic bottles so that government premises can be a "plastic bottle free zone";



2. Every Civil Servant is encouraged to bring a reusable bottle. In addition, the use of own food containers is also encouraged;



3. Public Service Premises are encourage to provide water dispensers at strategic places to encouraged the use of reusable bottles;



4. Prohibited to use disposable materials made of plastic such as bags, spoons, forks, cups, and straws;



5. Drinking water should be served in a refillable jug, during meeting sessions in the office;



6. It is encouraged to use food coverings that are reusable or biodegradable;



7. Food sold in office cubes should use paper-based containers or biodegradable plastic materials. The photos of food can be displayed as sales products descriptions. Plastic, Styrofoam and single-use rubber are not allowed;



8. Plastic garbage bags used in public service premises should be made of biodegradable material; and



9. Plastic waste should be segregated for recycling.

5 SOLID WASTE DISPOSAL





1. Place recycle bins in an accessible location in every public service premises to encourage the 3R practice (Reduce, Reuse and Recycle) and the segregation of recyclable waste;



2. Dispose of electronic waste such as batteries, computers, printers, scanners, keyboards, mobile phones in a designated disposal area; and



3. Include specifications for recycling waste management in office cleaning services contracts.

6 MANAGEMENT OF OFFICIAL EVENTS





1. For official events, the organizing committee should prepare a plan for the implementation of green practices and present it to the respective Heads of Departments;



2. Provide water dispensers for large-scale events and encourage guests to bring reusable private bottles.



3. Using products made from eco-friendly materials for the preparation of souvenirs such as bags and so on;



4. Provide recycling bins in strategic areas;



5. Ensure waste collection is recycled and cleaning is done after the event; and



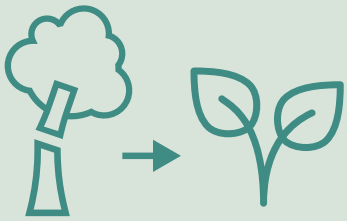
6. Use QR Codes in formal meetings or events for attendance, disseminating presentation slides, sending out invitations, and so on.



7 TREE PLANTING



1 For any government project proposal involving construction and conservation; tree cutting should be restricted to trees that need to be cut only;



2 For each opening of an area to be developed, measuring one (1) hectare and above, the developer is advised to implement replanting of trees for each felled tree, i.e. cut down one (1), plant one (1) according to the guidelines provided in Appendix 3;



3 Every Ministry is encouraged to participate in the "26,000 Trees Campaign" held throughout 2021, based on the guidelines provided in Appendix 4;

GENERAL GUIDELINES

1
The purchase of products should be given priority to eco-friendly, recycled or biodegradable products produced by local companies;

2
Public service premises are encouraged to implement other internal green initiatives;

3
Public service premises are required to practice these guidelines in their daily operations; and

4
These guidelines are effective from the date of issue and will be updated from time to time according to the latest needs and developments.

The poster to summarize these guidelines is as in Appendix 5

APPENDIX 1


كمنترين تناك
MINISTRY OF ENERGY
BRUNEI DARUSSALAM
SWITCH
OFF
ELECTRICAL
APPLIANCES
When
NOT in USE

APPENDIX 2

WATER-SAVING POSTER
Department of Water Services, Public Works Department
Ministry of Development



APPENDIX 2

WATER-SAVING POSTER
Department of Water Services, Public Works Department
Ministry of Development



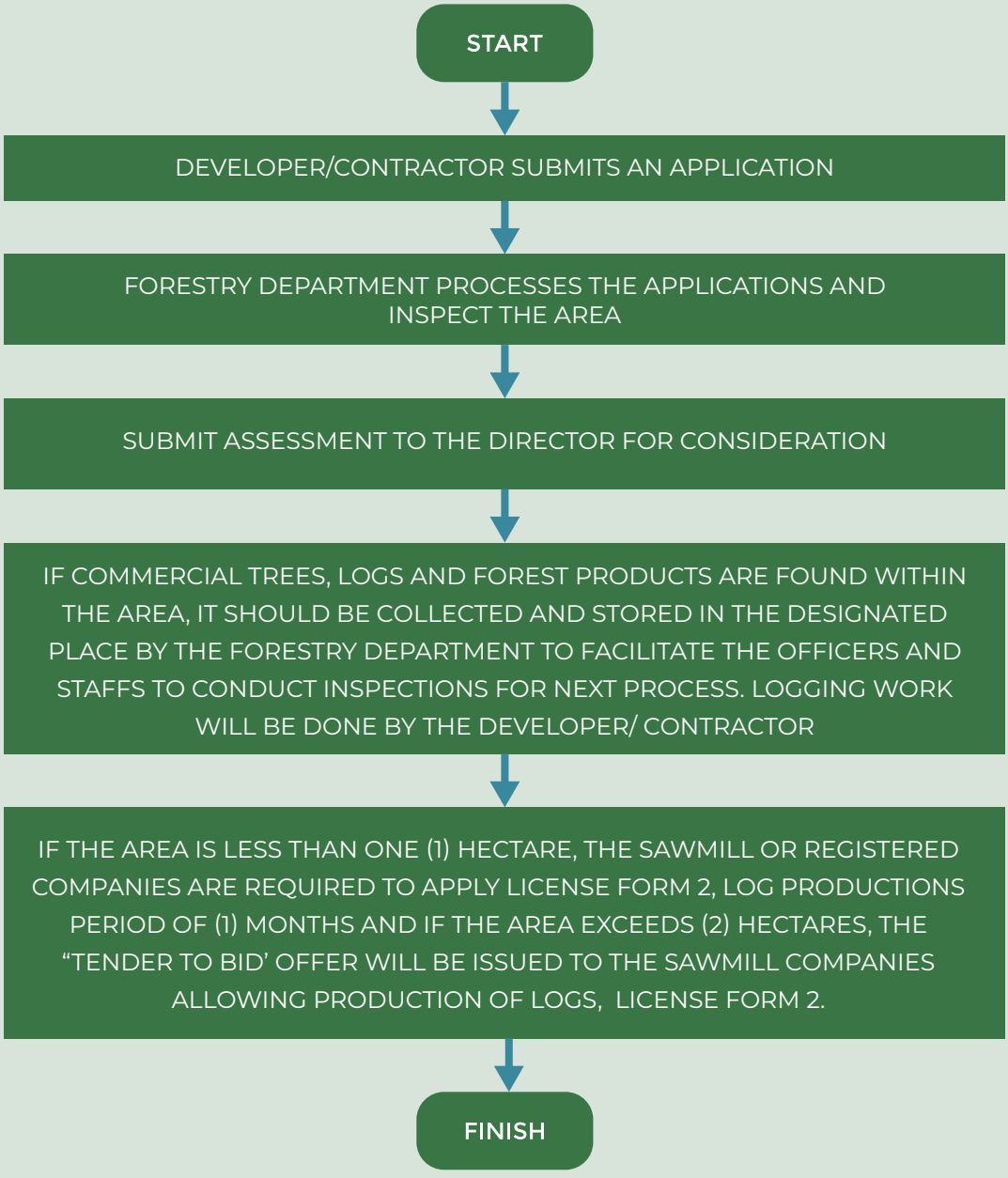
APPENDIX 3

Guidelines for
"Cut down 1: Plant 1"t

1. The cost of replanting trees should be allocated within the scope of the project based on estimation by the Forestry Department, Ministry of Primary Resources and Tourism.

2. Before the opening of a project area with more than 1 hectare, the Developer should submit the application to the Forestry Department for further evaluation according to the following procedure:-

WORKFLOW PROCESS
FOREST OPENING APPLICATION PROCEDURE FOR PROJECT PROGRESS/DEVELOPMENT



3. The Forestry Department will issue a “Tender to Bid” for trees which has commercial value.

4. The Sawmill companies will inform the total number of trees to be cut down.

5. The Forestry Department will inform the Project Developer, the number of trees that are required to be replanted.

6. The Project Developer may refer to the Forestry Department regarding replanting area and the appropriate type of saplings.

7. With references to the requirements of “Green Spaces” that has been set out by the Department of Environment, Parks and Recreation, Project Developer will plant trees within 10% of the total area of the project, as part of the landscape and the rest will be planted by the client.

8. Client or Project Developer should submit the plan replanting, in consultation with the Forestry Department.

9. The remaining trees will be planted in the area designated by the Forestry Department.

10. For any project areas less than 1 hectare, the client should replant at a minimum of 10 saplings.

APPENDIX 4

Guidelines for

Tree Planting for Ministries under Protokol Hijau

"26,000 Trees Campaign"

1. In implementing the Protokol Hijau, Ministries are recommended to support the "26,000 Trees Campaign" throughout 2021. The total number of trees to be planted by each ministry are set as follows:-

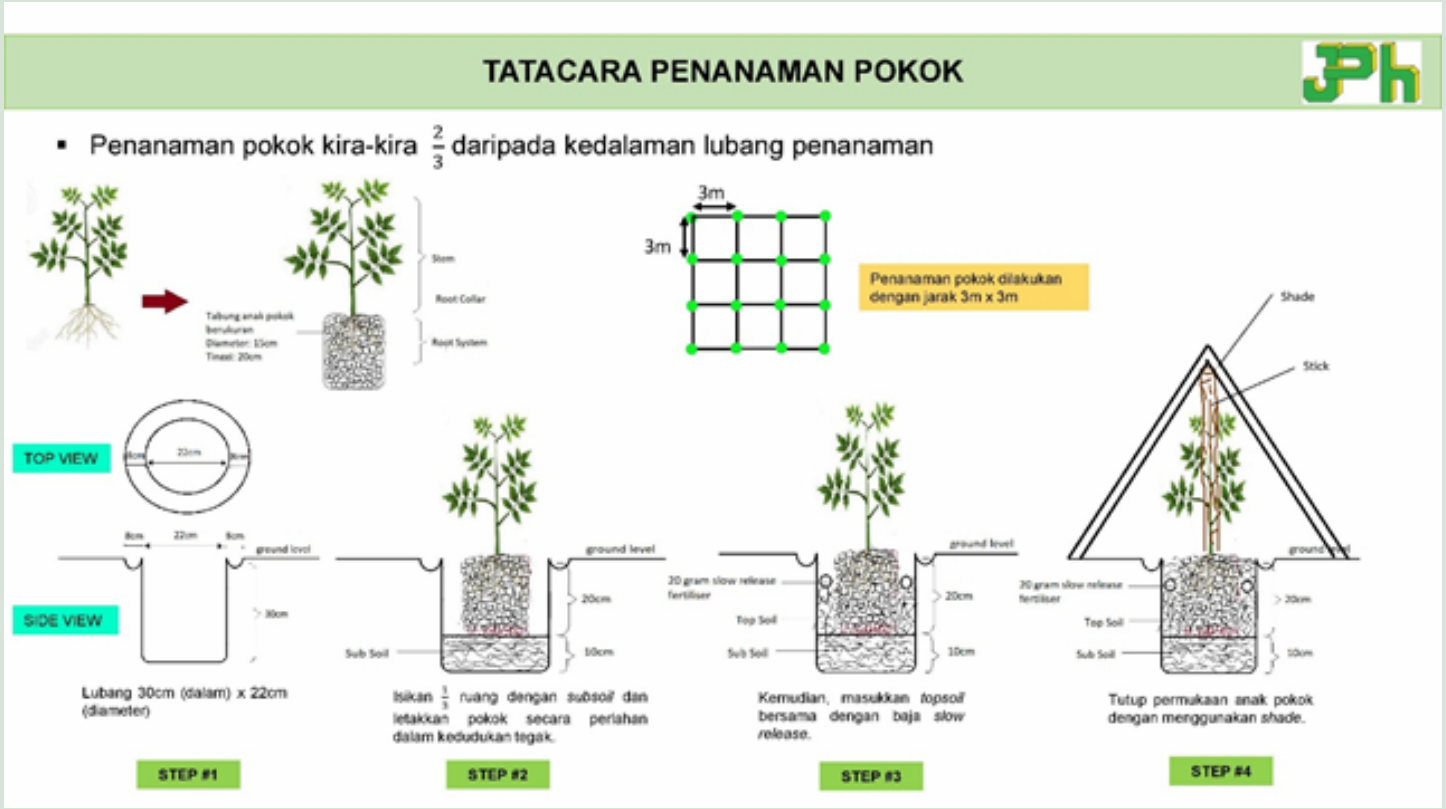
No.	Ministry	Total Number of Trees
1.	Prime Minister's Office	2,000
2.	Ministry of Finance and Economy	2,000
3.	Ministry of Defence	2,000
4.	Ministry of Foreign Affairs	2,000
5.	Ministry of Home Affairs	2,000
6.	Ministry of Education	2,000
7.	Ministry of Primary Resources and Tourism	2,000
8.	Ministry of Development	2,000
9.	Ministry of Culture, Youth and Sports	2,000
10.	Ministry of Health	2,000
11.	Ministry of Religious Affairs	2,000
12.	Ministry of Transport and Info-communications	2,000
13.	Department of Energy	2,000
	Total	26,000

2. **Area surrounding the respective ministries buildings and departments** should be given top priority considering a suitable area for tree planting. If the area is limited or unsuitable, the ministry can contact the Forest Rehabilitation Section, Amenities and Forestry Services Division, Forestry Department at 238 1687 to discuss areas for tree planting under the control of the Forestry Department.

3. The type of trees to be planted will **depend upon the environment.** Ornamental saplings, can be planted as a landscape and forest trees in the forest area. Saplings can be purchased directly from local subsidiary supplier companies such as KN Nursery, HTG Services, Hameera Enterprise, Jandi Company, and ornamental plant entrepreneurs or any other vendors operating at the Rimba Horticulture Centre and Pasar Gadong every Friday and Sunday.

4. To seek advice on the most suitable type of ornamental trees to be planted, please contact the Landscape Division, Department of Environment, Parks and Recreation at 2242462 ext 3303. To seek advice on the suitable type of forest trees, please contact the Forest Rehabilitation Section, Amenities and Forestry Services Division, Forestry Department at 238 1687.

5. The proper method for planting trees has been set out by the Forestry Department as follows:-



6. Tree planting should be carried out throughout the year 2021 strategically, taking into account weather changes. The deadline for the last planting is on 31st December 2021.

7. Following each tree planting activity, the respective ministries should ensure the **maintenance of the trees is carried out for the period of at least one (1) year,** and the growth rate is not less than 85%.

8. The cost of planting and maintenance of trees are borne by the respective ministries and their departments.

9. Detailed information regarding tree planting activities must be reported to the Forestry Department no later than two weeks after the event, through a form provided by the Brunei Climate Change Secretariat.

10. For further enquiries regarding this campaign, please contact Brunei Darussalam Climate Change Secretariat via email at **protokol.hijau@mod.gov.bn or bccs@mod.gov.bn.**

APPENDIX 5


PROTOKOL HIJAU
STEPS TOWARDS A GREEN PUBLIC SERVICES
Energy Usage
Adjust the air-conditioner temperature to 23-25°C
Switch off all lights and electrical appliances that are not in use
Limit the use of air-conditioners during office hours only
Utilise a motion sensor system (motion sensor) at a strategic place
Place energy saving labels at a strategic place near the main switch
Use energy saving lights or light emitting diode lights (LED)
Choose and use energy efficient electrical appliances (energy efficient)
National Energy Managers accredited by the Ministry of Energy shall conduct energy audits at every premises in their respective ministries at least once a year as an audit process
Water Usage
Turn off the water tap when not in use
Use or replace washing equipment with water-saving products
Ensure the use of automatic irrigation systems (sprinklers) for plants/garden set at appropriate time and period
Prioritize the acquisition of products that support water saving initiatives
POSTER
Place water saving labels/posters provided by the Water Services Department at the strategic areas
Report any water tap leakage immediately to Talian Darussalam 123
Encouraged to practice rain water harvesting for watering plants, cleaning drains, etc.
Plastic Usage
Avoid using disposable plastic such as bottles, bags, spoons, forks, cups, and straws
Provide water dispenser in the office
Food sold in office cubes should be packed by using paper-based containers/bags or biodegradable
Bring and use reusable bottles and individual containers
Use biodegradable plastic garbage bags
Segregate the reusable plastic for recycling
Each ministry and departments under it are encouraged to be an examples for plastic bottle free zone
DURING MEETING
Use food coverings that are reusable
Drinking water should be served in a refillable jug
Paper Usage
Use government email as the primary method of communication
Print the document on both sides of the paper
Scan and email documents to share
Segregate waste paper to send to a recycling company
Use the e-Minutes and Intranet facilities
Make a preliminary analysis before making any order/purchase to avoid oversupply
Reduce the demand or printing of individual documents such as identity cards for any applications and transactions
Use shredder machines is to dispose confidential or sensitive documents
Recycle paper should be considered when acquiring paper for office use
Practice the use of QR code scanning system (QR Code) in meetings or official events
gov.bn
Create and use online forms version through the GOV.BN portal
Management of Official Events
Practice 'Amalan Hijau' in every official events
Ensure waste collection is recycled after events to be collected and send for recycling
Provide recycling bins in strategic areas
Provide water dispenser
Use products made from environmentally eco-friendly materials for the preparation of souvenirs
Use QR Codes in meetings or official events to send invitations, distribute presentation slides and etc.
Solid Waste Disposal
Provide recycling bins in offices
Dispose of electronic waste in a designated place
Include specifications for recycling waste management in the office cleaning services contract
Tree-Planting
Tree cutting shall be limited only to the trees that needed to be cut down
Each Ministry is encourage to support and participate in the "26,000 Trees Campaign" to plant trees throughout 2021
Replant one (1) tree for every one (1) tree that have been cut down
For a full Protokol Hijau document, please scan this QR code
For any further information, please contact (Brunei Climate Change Secretariat)
@bccs.bn
+673 2383722 ext 704 / 730
/bccs.bn
@BCCS_BN
protokol.hijau@mod.gov.bn
bccs@mod.gov.bn

For any further information, please contact
Brunei Darussalam Climate Change Secretariat:

@bccs.bn

@BCCS_BN

/bccs.bn

protokol.hijau@mod.gov.bn
bccs@mod.gov.bn

+673 2383222 ext 704 / 730

The Protokol Hijau is an electronic document. Printing is strongly discouraged.