



Environment and Climate

*A practical implementation framework aligned with the
Environment and Climate Charter for Humanitarian Organizations*

Document information	Details
Organization	UPAMA-Unnayan Parikalpanay Manush
Plan period	Customizable: 01 January 2027 – 2030 (three years)
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Approved by	M H Talha Chowdhury
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This plan can be scaled to UPAMA’s organizational capacity, project locations and available resources.

1 Introduction

UPAMA recognizes that humanitarian and development work must reduce environmental harm while helping communities prepare for climate risks. This Environment and Climate Action Plan translates the seven commitments of the Environment and Climate Charter for Humanitarian Organizations into manageable actions for a small or medium NGO. It is designed for use in organizational planning, project proposals, donor reporting and internal accountability.

The plan is intentionally flexible. UPAMA may prioritize actions according to its mandate, operating locations, budgets, partner capacity and exposure to climate and environmental risks. The steps provided are intended only as guidance. The dates and target timelines may be adjusted and finalized in accordance with local realities and circumstances.

2 Overall objective

To integrate environmentally responsible, climate-resilient and accountable practices across UPAMA's governance, operations, programmes and partnerships, while progressively reducing its environmental footprint and strengthening the resilience of people and communities it serves.

3 Implementation principles

- Do no environmental harm: identify and manage environmental and climate risks before activities begin.
- Proportionate action: start with practical, low-cost measures and increase ambition as capacity and resources grow.
- Local relevance: use community knowledge, seasonal calendars and local environmental priorities.
- Inclusion and accountability: involve women, young people, persons with disabilities, marginalized groups and affected communities in relevant decisions.
- Evidence and learning: track a small number of useful indicators, review progress regularly and adapt.
- Partnership: coordinate with local government, communities, civil society, suppliers and donors where collaboration improves results.

4 How to use this plan

- Identify and specify the responsible position holder/person.
- Select priority activities for the current annual plan or project work plan.
- Replace flexible timeframes with specific months, quarters, or project dates.
- Establish a baseline and set realistic targets for the selected activities.
- Maintain evidence in a simple action tracker and review it at least quarterly.

5 Roles and accountability

Role	Core responsibility
Executive Director	Accountable for approval, resources and management oversight.
Environment and Climate Focal Point	Coordinates implementation, supports teams, maintains the action tracker and prepares consolidated updates.
Head of Programme and Project Coordinators	Apply screening, integrate actions in project design and deliver relevant community activities.
Head of Finance, Admin and Procurement	Lead operational actions, records and environmentally responsible purchasing.
MEAL Officer	Supports indicators, evidence quality, learning and reporting.
All staff and partners	Follow applicable procedures, identify risks and contribute to practical improvements.

6 Action plan by Charter commitment

Each table below is editable. Activities may be selected, adapted or phased according to need. The suggested timeline is not a fixed requirement.

6.1 Commitment 1 Reduce greenhouse gas emissions and transition to renewable energy

Planning field	Editable action plan
Objective	Reduce avoidable energy use and fuel consumption while introducing feasible renewable-energy and low-carbon practices.
Activities	• Complete a simple annual electricity, fuel and travel baseline using bills and logbooks. • Replace high-use lighting with LEDs and apply switch-off, temperature-control and equipment shutdown rules. • Prioritize virtual meetings and combine field travel; maintain vehicle servicing and route planning. • Assess solar lighting or rooftop solar feasibility for the office or selected project sites. • Include energy efficiency and low-carbon options in new procurement decisions.
Expected outputs	• Annual energy and travel baseline established.

Planning field	Editable action plan
	• Energy-saving office practice in operation. • Feasibility note and phased renewable-energy plan prepared.
Indicators	• Electricity use in kWh or bill value compared with baseline. • Fuel use or vehicle kilometers per month. • Number or percentage of lights/equipment upgraded or managed under the practice. • Renewable-energy option assessed or installed.
Means of verification	• Electricity and fuel bills; meter readings. • Vehicle logbooks and maintenance records. • Procurement records; photos; feasibility note.
Responsible person or unit	Administration and Finance Officer (lead); Programme Manager; Executive Director for approvals.
Timeline or target period	Customizable: Baseline and quick wins Month 1–6; upgrades and review Month 7–12; then annual.

6.2 Commitment 2 Ensure responsible use of natural resources

Planning field	Editable action plan
Objective	Use water, paper, materials and purchased goods efficiently, with preference for lower-impact and durable options.
Activities	• Introduce water-saving practices, leak checks and monthly meter or bill tracking where available. • Use digital approvals, e-filing and double-sided printing; set print controls for high-volume use. • Create a practical sustainable procurement checklist for common office and project purchases. • Prioritize durable, repairable, refillable and locally sourced materials when suitable. • Promote rainwater harvesting or water conservation measures in

Planning field	Editable action plan
	relevant community activities.
Expected outputs	• Resource-use rules and procurement checklist adopted. • Paper and water tracking routine established. • Staff and relevant partners oriented on resource efficiency.
Indicators	• Paper reams purchased per staff member or per quarter. • Water use or bill value compared with baseline. • Percentage of sampled procurements applying the checklist. • Number of staff/partners oriented.
Means of verification	• Purchase orders, invoices and stock records. • Water bills or meter logs. • Checklist forms; orientation attendance sheets.
Responsible person or unit	Administration and Procurement focal point; Project Coordinators; Finance Officer.
Timeline or target period	Customizable: Rules and baseline Month 1–6; routine implementation Month 7–12; review annually.

6.3 Commitment 3 Prevent pollution and manage waste responsibly

Planning field	Editable action plan
Objective	Prevent pollution at source and ensure safe segregation, reuse, recycling and disposal of office and project waste.
Activities	• Conduct a simple waste mapping exercise for office and selected project locations. • Place labelled bins for organic, recyclable and residual waste; display simple instructions. • Reduce single-use plastics in meetings, events and field distributions where alternatives are viable. • Arrange safe collection or handover of e-waste, batteries, printer cartridges and hazardous waste to authorized providers where available. • Promote reuse, recycling and composting through office and community activities; prohibit open burning.
Expected outputs	• Waste management procedure and bin system operating.

Planning field	Editable action plan
	• Single-use plastic reduction practices applied. • E-waste and hazardous-waste records maintained.
Indicators	• Number of locations with segregated bins. • Quantity or number of e-waste items safely handed over. • Number of events applying plastic-reduction measures. • Waste awareness or clean-up activities completed.
Means of verification	• Waste logs; handover receipts; photos. • Event checklists and procurement records. • Clean-up reports and attendance sheets.
Responsible person or unit	Administration Officer (lead); Office Support Staff; Project Coordinators.
Timeline or target period	Customizable: Waste mapping and set-up Month 1–6; routine practice Month 7–12; quarterly checks.

6.4 Commitment 4 Protect and restore ecosystems and biodiversity

Planning field	Editable action plan
Objective	Avoid harm to ecosystems and support locally appropriate protection, restoration and biodiversity-friendly practices.
Activities	• Screen project activities and site selection for risks to wetlands, forests, rivers, coastal areas and habitats. • Promote native tree planting, homestead greening or restoration only where it suits local ecology and land rights. • Integrate biodiversity messages into community awareness and school or youth activities. • Support climate-resilient, low-chemical and soil-health practices in livelihoods or agriculture projects where relevant. • Do not support activities that cause avoidable habitat loss, illegal resource extraction or pollution of water bodies.
Expected outputs	• Environmental screening included in relevant project design. • Local restoration or awareness activities implemented where appropriate. • Biodiversity-friendly livelihood guidance available.

Planning field	Editable action plan
Indicators	• Number of projects screened for ecosystem risks. • Number of native trees planted and survival rate after a defined period. • Area or sites supported for restoration/protection, where applicable. • Number of households or groups adopting promoted practices.
Means of verification	• Screening forms; project files; GPS/photos where appropriate. • Planting registers and survival monitoring records. • Training reports; beneficiary follow-up records.
Responsible person or unit	Programme Manager (lead); Project Coordinators; MEAL Officer; community partners.
Timeline or target period	Customizable: Screening at design stage; seasonal restoration actions; survival/impact review after 6–12 months.

6.5 Commitment 5 Strengthen climate change adaptation and resilience

Planning field	Editable action plan
Objective	Use climate and disaster risk information to design safer, more resilient programmes and strengthen community preparedness.
Activities	• Undertake or update participatory climate and disaster risk assessments for priority locations. • Integrate climate risk, inclusion, safeguarding and contingency measures into project design and workplans. • Promote locally suitable climate-smart agriculture, water management, diversified livelihoods and resilient shelter measures where relevant. • Support community early-warning, preparedness, evacuation and anticipatory action activities in coordination with local systems. • Capture local knowledge and lessons from shocks to improve future plans.
Expected outputs	• Risk assessment and resilience actions incorporated in plans. • Priority communities receive practical preparedness or adaptation support. • Lessons learned documented for programme improvement.
Indicators	• Percentage of new relevant projects with climate/disaster risk assessment. • Number of communities, households or groups supported with resilience measures. • Number of preparedness plans, drills or early-warning activities completed.

Planning field	Editable action plan
	• Number of lessons acted upon in subsequent workplans.
Means of verification	• Risk assessment reports; proposals and workplans. • Training/drill reports; distribution records; photos. • Community plans; after-action reviews; case studies.
Responsible person or unit	Programme Manager (lead); Disaster Risk Reduction focal point; Project Coordinators; MEAL Officer.
Timeline or target period	Customizable: Assessment during project inception; actions aligned to seasonal risk calendar; review after each major event and annually.

6.6 Commitment 6 Promote environmental and climate awareness and advocacy

Planning field	Editable action plan
Objective	Build staff, partner and community knowledge so environmental responsibility and climate resilience are reflected in everyday decisions and local advocacy.
Activities	• Provide induction and annual refresher sessions on the Charter, office practices and project responsibilities. • Develop simple Bangla and English awareness materials suited to staff, community groups and youth. • Observe relevant environment and climate dates through practical campaigns, dialogues or learning events. • Engage local government, schools, civil society and community groups on locally identified environmental and climate priorities. • Share evidence and community voices through appropriate donor reports, learning products and policy dialogues.
Expected outputs	• Annual awareness and capacity-building plan implemented. • Accessible materials and messages available. • Stakeholder engagement and advocacy actions documented.
Indicators	• Number and profile of staff, partners and community members reached. • Number of awareness sessions/materials/events delivered. • Number of stakeholder meetings or advocacy submissions. • Percentage of sampled participants demonstrating improved knowledge.
Means of verification	• Training attendance and pre/post assessments. • Materials, event reports, photos and media links. • Meeting minutes; advocacy briefs; donor reports.

Planning field	Editable action plan
Responsible person or unit	Communications or Advocacy Focal Point (lead); HR; Project Coordinators; Executive Director.
Timeline or target period	Customizable: Induction Month 1–3; campaigns aligned with annual calendar; quarterly outreach review.

6.7 Commitment 7 Embed environmental and climate responsibility in organizational systems

Planning field	Editable action plan
Objective	Make environmental and climate responsibility part of governance, planning, procurement, partnerships, safeguarding of resources and accountability.
Activities	• Appoint an Environment and Climate Focal Point and establish a small cross-functional working group. • Approve this Action Plan and integrate priority actions into annual plans, budgets, proposals and risk registers. • Add environmental and climate criteria to procurement, partner due diligence, event planning and project design templates. • Set minimum compliance expectations for offices, project sites and partner organizations, proportionate to their capacity. • Review performance, risks, incidents and lessons at management meetings; update the Action Plan annually.
Expected outputs	• Focal point and working group functioning. • Core templates and procedures updated. • Annual budgeted action plan and management review completed.
Indicators	• Focal point appointed and meetings held. • Number or percentage of relevant templates updated. • Percentage of new proposals/plans applying the screening criteria. • Management review completed and action tracker updated.
Means of verification	• Appointment letter; meeting minutes; action tracker. • Approved policies, templates and procurement files. • Annual plan, budget, management review report.
Responsible person or unit	Executive Director (accountable); Environment and Climate Focal Point (coordination); Management Team; Board oversight as applicable.
Timeline or target period	Customizable: Governance set-up Month 1–6; systems integration Month 7–12; annual review and refresh thereafter.

7 Consolidated monitoring matrixes

Use this matrix for quarterly or semi-annual monitoring. Add baseline and target values only for actions selected by UPAMA. Keep supporting records in the relevant project, administration or finance files.

N o.	Commitment	Priority indicator	Baseline and target	Review frequency	Owner
1	Reduce greenhouse gas emissions and transition to renewable energy	Electricity use in kWh or bill value compared with baseline.	Target: 20%	Annual	Assigned lead: Manager Operation
2	Ensure responsible use of natural resources	Paper reams purchased per staff member or per quarter.	Target: 20%	Annual	Assigned lead: Manager Operation
3	Prevent pollution and manage waste responsibly	Number of locations with segregated bins.	Target: 20%	Annual	Assigned lead: Coordinator
4	Protect and restore ecosystems and biodiversity	Number of projects screened for ecosystem risks.	Target: 20%	Annual	Assigned lead: Coprdinator
5	Strengthen climate change adaptation and resilience	Percentage of new relevant projects with climate/disaster risk assessment.	Target: 20%	Annua	Assigned lead: Head of Program
6	Promote environmental and climate awareness and advocacy	Number and profile of staff, partners and community members reached.	Target: 20%	Annua	Assigned lead: Head of Program
7	Embed environmental and climate responsibility in organizational systems	Focal point appointed and meetings held.	Target: 20%	Annua	Assigned lead: Executive Director

8 Review and reporting

The Environment and Climate Focal Point should maintain a simple action tracker and request updates from responsible teams before each review. A quarterly review is recommended for operational actions

and an annual review is recommended for the full plan. Where projects have donor-specific requirements, their reporting schedule and indicators should be aligned with this plan.

Review step	Recommended practice	Suggested timing
Collect updates	Responsible persons submit indicator data, evidence, barriers and next actions.	Customizable: monthly or quarterly
Verify and consolidate	Focal Point and MEAL Officer check completeness, identify gaps and update the action tracker.	Customizable: before management review
Management review	Management Team considers progress, budget needs, risks and decisions needed.	Customizable: quarterly or semi-annually
Report and learn	Include relevant progress, results and lessons in annual reports, donor reports and staff learning.	Customizable: annually and as required
Refresh the plan	Update priorities, targets, roles and timeline based on lessons, risks and available resources.	Customizable: annually

9 Annual management review templates

Review question	Notes and decision
What progress was achieved against selected priorities?	
What evidence confirms progress and what gaps remain?	
What barriers, environmental risks or climate events affected delivery?	
What resources, partnerships or approvals are required next?	
What actions, owners and deadlines were agreed?	

THE END