

# ENVIRONMENTAL SUSTAINABILITY DISCLOSURE

For the Financial Year 2023

# FOREWORD

## About This Disclosure

This disclosure explores the sustainability initiatives and performance of Intellectual Property Office of Singapore (IPOS) for the Financial Year (FY) 2023, unless otherwise stated. This report is to be read in conjunction with IPOS' other sustainability-related disclosures on our website.

This disclosure covers environmental topics (energy and water consumption, greenhouse gas emissions, and waste generation) and governance topics (senior management statement and environmental sustainability governance structure).

## About Gprnt.ai

This publication is facilitated by Gprnt.ai, an open digital infrastructure launched by the Monetary Authority of Singapore (MAS).

Gprnt.ai aims to facilitate the flow of comparable and verified sustainability data between the real economy and financial sector. It is committed to building a national utility that enables organisations to take their first step towards sustainability through simplifying disclosures and harnessing a strong ecosystem of partners.



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# ABOUT IPOS

**The Intellectual Property Office of Singapore (IPOS) is the national authority that registers and is responsible for the administration of IP rights in Singapore.**

IPOS helps businesses use intangible assets (IA) and IP to grow and is committed to building Singapore into an international IA/IP hub. IPOS is a statutory board under the Ministry of Law.



## Our Vision

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A Singapore where innovative enterprises use intangible assets to grow



## Our Mission

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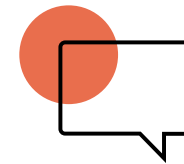
We use our IP expertise and networks to drive Singapore's future growth



## Our Values

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Integrity  
Professionalism  
Team Work  
People-focused



## Our Corporate Tagline

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Ideas Today,  
Assets Tomorrow

# SENIOR MANAGEMENT STATEMENT



We are pleased to present this inaugural Environment Sustainability Disclosure that highlights our ongoing efforts on sustainable office practices, in alignment with the Singapore Government's Green Plan 2030 towards carbon neutrality by 2050.

IPOS is committed to facilitating sustainability within our office through collaboration and education, thus supporting the transition towards a greener economy. This report serves as documentation of IPOS' efforts to assess and monitor our performance in achieving our sustainability targets.

The pursuit of environmental sustainability is a long-term endeavour. Here in IPOS, we will continue to integrate environmental considerations into our office strategies and ensure meaningful impact in sustainable office practices. Beyond sustainable office strategies and practices, IPOS will also seek to contribute to the overall Green Plan, through our efforts within the intellectual property and innovation ecosystem, to promote and facilitate green innovation.

IPOS will continue its journey towards a sustainable future for years to come.

**Rena Lee**  
Chief Executive, IPOS



# ENVIRONMENTAL SUSTAINABILITY TARGETS AND PERFORMANCE

# ENVIRONMENTAL SUSTAINABILITY TARGETS AND PERFORMANCE

**In line with the Singapore Green Plan 2030 and GreenGov.SG, our sustainability efforts are focused on the four key areas below :**



Reducing  
electricity use



Reducing  
greenhouse gas  
emissions



Reducing  
water use



Reducing  
waste  
disposed of

# ENVIRONMENTAL SUSTAINABILITY TARGETS AND PERFORMANCE

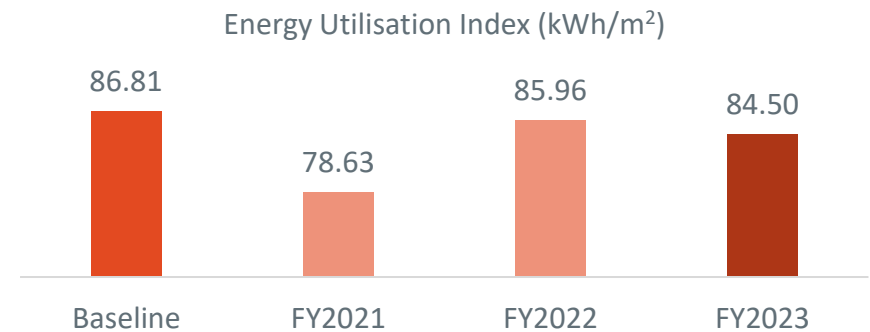
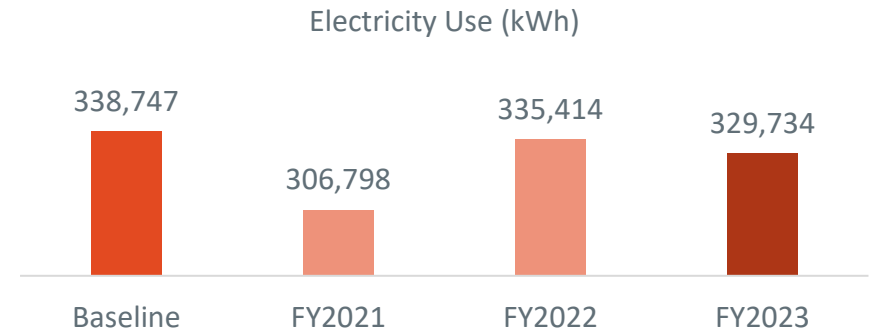
## Electricity

### Our Target

10% reduction in Energy Utilisation Index<sup>1</sup> (EUI) by 2030, compared to average of July 2019 to March 2021 levels<sup>2</sup>.

### Our Performance

Electricity use in FY2021 fell to an exceptionally low level due to the adoption of remote work in response to COVID-19. In FY2022 and FY2023, electricity use gradually rose as COVID-19 safe management measures were relaxed and staff progressively returned to office-based work.



#### Notes:

1. Energy Utilisation Index (EUI) is defined as the total electricity consumed by a facility in one year divided by its total gross floor area (GFA).
2. The baseline is derived from electricity consumption in IPOS's leased office space, from our move-in date on 1 July 2019 to the end of FY2020 on 31 March 2021.



# ENVIRONMENTAL SUSTAINABILITY TARGETS AND PERFORMANCE

## Greenhouse Gas (GHG) Emissions

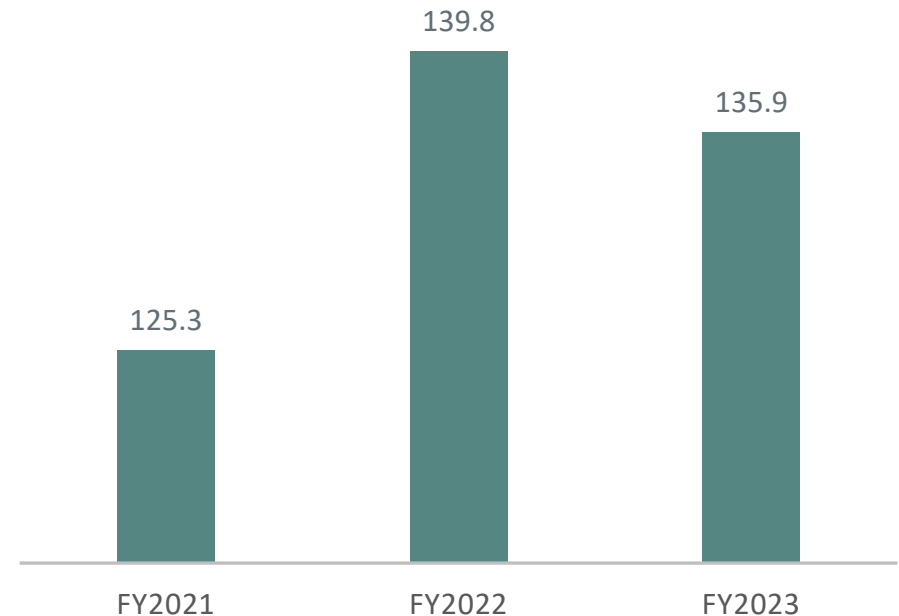
### Our Target

Peak emissions by 2025.

### Our Performance

The Scope 2 emissions<sup>1</sup> come from our use of purchased electricity, which is the sole source. The emissions mirror our electricity usage trend.

GHG Emissions (tonnes CO<sub>2</sub>e)



Note:

1. Scope 2 emissions refers to indirect emissions that result from the use of purchased electricity, heat and steam. IPOS does not produce Scope 1 emissions, which refers to direct emissions occurring from sources that are owned or controlled by IPOS.

# ENVIRONMENTAL SUSTAINABILITY TARGETS AND PERFORMANCE

## Water

### Our Target

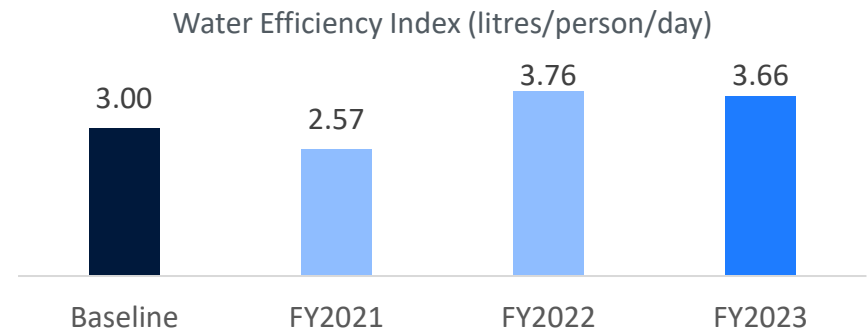
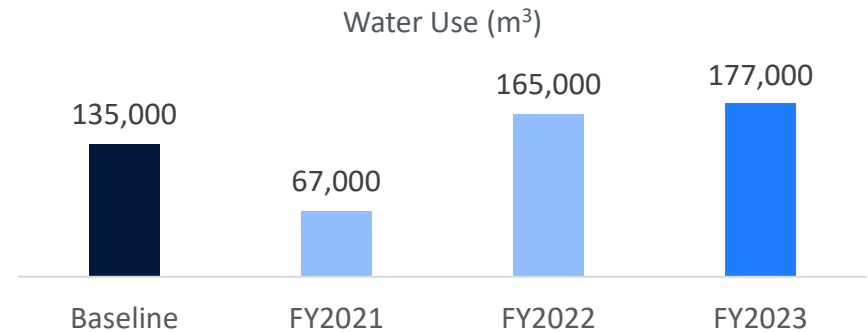
10% reduction in Water Utilisation Index<sup>1</sup> (WEI) by 2030, compared to average of July 2019 to March 2021 levels<sup>2</sup>.

### Our Performance

Water use in FY2021 fell to an exceptionally low level due to the adoption of remote work in response to COVID-19. In FY2022 and FY2023, water use gradually increased as staff returned to office-based work, primarily due to enhanced office cleaning processes and increased washing from the use of reusable foodware.

Notes:

1. Water Efficiency Index (WEI) is defined as the water consumption per day divided by the total headcount, including visitors to the premises.
2. The baseline is derived from water consumption in IPOS's leased office space, from our move-in date on 1 July 2019 to the end of FY2020 on 31 March 2021.



# ENVIRONMENTAL SUSTAINABILITY TARGETS AND PERFORMANCE

## Waste

### Our Target

30% reduction in Waste Disposal Index<sup>1</sup> (WDI) by 2030, compared to FY2023 levels<sup>2</sup>.

### Our Performance

IPOS began weighing waste disposed of in FY2023. This new measurement initiative allows us to establish a baseline for our waste management efforts and track our progress over time.

Waste Disposed of (kg)

4,300

Baseline

Waste Disposal Index (kg/person/day)

0.09

Baseline

#### Note:

1. Waste Disposal Index (WDI) is defined as the waste disposed of per day divided by the total headcount, including visitors to the premises.
2. The baseline is derived from the waste disposed of in IPOS's current leased office space in FY2023, from 1 Apr 2023 to 31 March 2024.



# ENVIRONMENTAL SUSTAINABILITY EFFORTS WITHIN IPOS

# ENVIRONMENTAL SUSTAINABILITY EFFORTS WITHIN IPOS

## Some measures implemented to help us achieve our targets



### Building a Sustainable Culture

- Environmental sustainability is integrated into our planning and decision-making processes. Our fully digital services platform, IPOS Digital Hub, illustrates this commitment by eliminating the need for printing and physical submission of documents.
- A paperless office programme has been implemented and actively promoted, establishing digital communication and documentation as standard practice.



### Reducing Energy Use and Carbon Footprint

- Our office lights switch off automatically at 7 pm. Bypass switches enable zone-specific activation in 2-hour intervals.
- Our air-conditioning systems maintain 25°C during business hours. Portable air coolers and fans offer localised cooling outside these hours.
- IT equipment with energy-efficient labels is prioritised for procurement.



# ENVIRONMENTAL SUSTAINABILITY EFFORTS WITHIN IPOS

## Some measures implemented to help us achieve our targets



### Reducing Water Use

- Taps undergo regular checks and servicing to promptly detect and repair leaks.
- Water aerators on taps reduce flow rates while maintaining effectiveness.



### Reducing Waste Disposed of

- Strategically placed recycling stations with clearly labelled bins facilitate proper waste segregation.
- Water dispensers are provided, eliminating the need for single-use bottled water.
- Staff are encouraged to use reusable foodware and utensils through regular reminders.

# ENVIRONMENTAL SUSTAINABILITY EFFORTS WITHIN IPOS

## Establishing an Environmental Sustainability Governance Structure

By FY2024, IPOS will establish an Environmental Sustainability Governance Structure as a whole-of-IPOS effort to oversee, monitor, and implement environmental sustainability measures. This structure will encompass senior management, departments, and staff. A Chief Sustainability Officer will also be appointed.

<p><b>Senior Management</b></p>	<p>To provide leadership and guidance on sustainability strategies and goals, as well as engage stakeholders.</p>
<p><b>Chief Sustainability Officer</b></p>	<p>To lead IPOS's overall sustainability efforts and coordinate with MSE<sup>1</sup> and across the MinLaw family.</p>
<p><b>Departments and Staff</b></p>	<p>To drive, implement, and achieve goals that align with IPOS' sustainability strategies.</p>

Note:

1. MSE refers to the Ministry of Sustainability and the Environment, the lead ministry for the GreenGov.SG initiative.



# CONCLUDING REMARKS

# CONCLUDING REMARKS

In alignment with the Singapore Government's Green Plan 2030 and the national goal of carbon neutrality by 2050, we reaffirm our commitment to environmental sustainability. Our ongoing efforts focus on monitoring and reducing energy and water consumption, while cultivating environmental awareness among our staff.

Recognising that sustainability demands a long-term perspective, we are dedicated to refining our strategies and driving progress in sustainable practices. Through these concerted efforts, we strive to contribute to a greener economy and forge a more sustainable future for IPOS, our office environment, and the broader community we serve.

