Approved at the meeting of
Scientific Council at Baku Eurasian
University on 30.05.2025

Carbon Management and Emissions Reduction Policy

Policy Statement and Scope

Baku Eurasian University (BAAU) is committed to managing its carbon footprint and reducing carbon dioxide and other greenhouse gas emissions through a documented process of measurement, action planning, implementation and annual review.

This policy applies to all university departments, campus buildings, facilities and operational activities. It covers direct emissions from university-controlled sources (Scope 1), indirect emissions from purchased electricity and other purchased energy (Scope 2), and relevant indirect emissions associated with university activities (Scope 3), where reliable data are available.

BAAU retains its long-term goal of achieving carbon neutrality for Scope 1 and Scope 2 emissions by 2050, prioritising reductions in energy consumption and emissions.

1. Responsibilities

The university administration shall designate a staff member responsible for coordinating carbon management and maintaining the university's emissions records.

The unit responsible for facilities management shall collect energy consumption data, identify opportunities for reducing emissions and implement approved operational improvements. Finance and procurement staff shall provide relevant billing and purchasing records. Other departments shall supply information on transport, business travel, waste and other relevant activities.

The university administration shall review annual findings, approve reduction targets and actions, and allocate responsibilities and resources for implementation.

2. Annual Carbon Measurement

BAAU shall prepare an annual greenhouse gas inventory using available records, including:

- Electricity bills and meter readings;
- Natural gas and other fuel consumption records, where applicable;
- Fuel used by university-controlled vehicles or equipment, where applicable;
- Available data on commuting, business travel, waste and procurement.

Emissions shall be calculated by multiplying activity data by appropriate, documented emission factors and reported in tonnes of carbon dioxide equivalent (tCO_2e). The inventory shall distinguish Scope 1, Scope 2 and the Scope 3 categories included.

Calculation records shall identify data sources, emission factors, assumptions and gaps. Unavailable data shall be recorded as a limitation rather than treated as zero emissions.

3. Baseline and Reduction Targets

The earliest year with sufficiently complete and verifiable Scope 1 and Scope 2 data shall be selected as the baseline year. The baseline year, emissions total and reporting boundaries shall be documented.

Following the baseline assessment, the university administration shall approve measurable interim reduction targets with defined deadlines. Progress shall be assessed using both total emissions and relevant intensity indicators, such as emissions per student or per square metre of building floor area.

Significant changes in campus size, activities or calculation methods shall be documented to ensure meaningful comparisons between years.

4. Carbon Reduction Action Plan

An annual action plan shall identify priority measures, responsible staff, implementation deadlines, required resources and expected reductions in energy use or emissions.

Priority measures shall include:

- Replacing inefficient lighting with LED lighting and using motion sensors where appropriate;
- Improving heating and cooling schedules, equipment maintenance and building insulation;
- Switching off unused lighting, computers and other electrical equipment;
- Considering energy efficiency in equipment purchases, renovation and refurbishment;
- Encouraging walking, cycling, public transport and shared commuting;
- Reducing unnecessary business travel through online meetings;
- Preventing waste, improving recycling and reducing paper consumption;
- Assessing the technical and financial feasibility of renewable energy and lower-carbon heating options.

Measures shall be selected according to the university's emissions profile and operational needs. Proposed investments shall be distinguished from approved or completed actions.

5. Monitoring, Reporting and Corrective Action

Energy consumption shall be checked monthly using utility bills and available meter readings. Unusual increases shall be investigated, and corrective measures shall be recorded.

An annual carbon management report shall:

- Present emissions by scope and compare results with the baseline and approved targets;
- Summarise completed actions and available evidence of their results;
- Explain significant changes, data limitations and delays;
- Identify corrective measures and priorities for the following year.

The university administration shall review the report and update the action plan where progress is insufficient. A summary of annual results shall be made publicly available through the university's sustainability reporting channels.

Utility records, calculation sheets, action plans and review decisions shall be retained to support verification and continuity.

6. Awareness and Participation

BAAU shall provide staff and students with practical guidance on energy conservation, sustainable transport and waste reduction. Awareness activities shall support the priorities identified in the carbon reduction action plan.

Review

This policy shall be reviewed at least every two years, or earlier where significant operational changes or monitoring findings require revision. Carbon measurement, progress reporting and action-plan updates shall take place annually. The existing policy shall remain in force until a revised version is formally approved.