



# Roadmap for a climate and greenhouse gas neutral federal administration

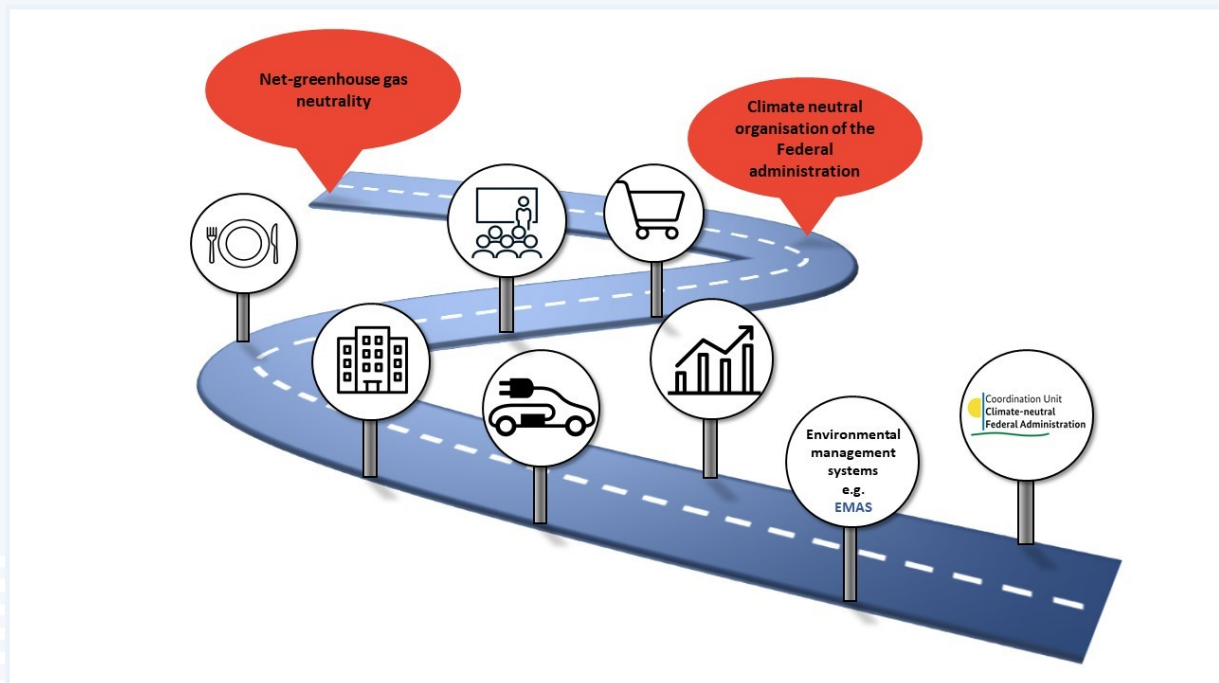
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Courtesy translation in English

## Where do we want to go?

### The objectives of the federal administrations are:

- **Climate-neutral organisation of the federal administration by 2030** (Section 15 (1) of the Federal Climate Action Act: [KSG]) Greenhouse gas emissions are to be primarily avoided or reduced. Unavoidable greenhouse gas emissions will be offset as of 2030 at the latest (“avoid first, reduce second, offset third”).
- **Reach net greenhouse gas neutrality of the federal administration by 2045 at the latest** (Section 13 KSG in conjunction with Section 3 (2) sentence 1 KSG)



## How do we reach our targets?

### A focus across different fields of action

- The public sector acts as a **role model**<sup>1</sup> and bodies discharging public duties must give due consideration in their planning and decisions to the **climate goals of the Federal Climate Action Act**.<sup>2</sup>
- Activities of federal agencies are coordinated by the **Coordination Unit Climate-neutral Federal Administration** (KKB) at the Federal Ministry for the Environment, Climate Action, Nature Conservation and Nuclear Safety.<sup>3</sup>
- **Monitoring** through annual **climate footprint evaluations** for the federal administration. The climate footprint is established according to the standards of the Greenhouse Gas Protocol. It includes direct greenhouse gas emissions in Scope 1, indirect greenhouse gas emissions in Scope 2 and greenhouse gas emissions on business trips (Scope 3).<sup>4</sup> The first climate footprint was established for 2022.<sup>5</sup>
- **Environmental management systems**, in particular EMAS (Eco Management and Audit Scheme) are introduced as a key control instrument in most federal agencies.<sup>6</sup>
- Developing a **uniform offsetting process** (carbon offsetting) and developing quality requirements for projects and for an exact calculation of offsets.<sup>7</sup>
- **Capacity building** for authorities and their employees in different sectors, which includes in particular:
  - **trainings and a continuous knowledge transfer**.<sup>8</sup>
  - providing **instructions, guidelines and sample documents**.<sup>9</sup>

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<sup>1</sup> Division 5 KSG.

<sup>2</sup> Section 13 KSG.

<sup>3</sup> [www.klimaneutralverwaltung.de](http://www.klimaneutralverwaltung.de) (see Sustainability Action Programme – Further Development 2021, M A I 1, p. 5 ff.)

<sup>4</sup> Sustainability Action Programme – Further Development 2021, , M A I 1 b, page 5.

<sup>5</sup> [www.klimaneutralverwaltung.de](http://www.klimaneutralverwaltung.de)

<sup>6</sup> Section 6 (4) of the Energy Efficiency Act [EnEfG]. An overview of environmental statements to date (Federation and Länder) according to EMAS can be found here:

[https://www.emas.de/umwelterklaerungen?tx\\_umweltdb\\_pi1%5Bcontroller%5D=Main&cHash=52fd16f8aee3d7223a5a381730033656](https://www.emas.de/umwelterklaerungen?tx_umweltdb_pi1%5Bcontroller%5D=Main&cHash=52fd16f8aee3d7223a5a381730033656)

<sup>7</sup> Sustainability Action Programme – Further Development 2021, M I 2 a, p. 6 f.

<sup>8</sup> e.g. BAKöV lecture series “Sustainable authorities in practice”; advisory services from the Federal Agency for Real Estate (BImA), e.g. energy awareness campaign missionE (see BImA, Climate Programme, p. 24 ff.), etc.

<sup>9</sup> e.g. Assistance from the German Environment Agency on procurement: [www.beschaffung-info.de](http://www.beschaffung-info.de).

## Focus on specific fields of action

Focal Points in the different fields of action:

### 1. Buildings

- Public authorities with an annual total energy consumption of at least 1 gigawatt hour must achieve **an annual saving in final energy consumption** of 2% per year by 2045.<sup>10</sup>
- Introduction of **construction works** to achieve an **energy efficient and, if possible, greenhouse gas neutral building stock**, in particular due to
  - **high energy standards** for new construction projects<sup>11</sup> and complete renovations<sup>12</sup>, which are significantly more ambitious than the general legal requirements for the thermal envelope and the annual primary energy consumption,
  - annual **renovation rates** that aim at renovating the entire building stock by 2045, taking an appropriate run-up period into account,<sup>13</sup>
  - **sustainability standards** for new buildings and renovations (assessment system for sustainable construction [BNB] including an environmental footprint),
  - implementing **greenhouse gas neutral energy supply** by
    - primarily **considering renewable energy for new buildings and renovations** when planning, implementing and operating a building (heat, cooling, lighting, etc.). Potential for sustainable electricity generation and/or solar thermal installations must be utilised,<sup>14</sup>
    - using 30% until 2025 and using all existing potential until 2030 in order to **install and expand photovoltaic installations**,<sup>15</sup>
    - **purchasing green electricity** for federal government buildings,<sup>16</sup>

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<sup>10</sup> Section 6 (1) to (3) EnEFG; Climate Action Programme 2030, Measure M 3.5.1.1, p. 140.

<sup>11</sup> Energy efficiency stipulations for federal buildings (EEFB), 2021, pages 1, 4: An EGB40 has an annual primary energy consumption that at entry into force of the energy efficiency stipulations must not exceed 40% of the legally stipulated requirements for the energy efficiency of a newly built house; cf. BImA, the Climate Programme, Making Climate Action Easy, 2023, pages 3,6 ff.

<sup>12</sup> EEFB, 2021, pages 1, 4: An EGB 55 has an annual energy consumption that at entry into force of the energy efficiency stipulations must not exceed 55% of the legally stipulated requirements for the energy efficiency of a newly built house; cf. BImA, the Climate Programme, Making Climate Action Easy, 2023 pages 3, 12 f.

<sup>13</sup> EEFB, 2021, page 7 f.

<sup>14</sup> EEFB, 2021, page 4. The proportional use of non-renewable energies is necessary as an exception but must be explained.

<sup>15</sup> Sustainability Action Programme – Further Development 2021, Measure A II 5 d (1), p. 8; see also BImA, Climate Programme, Making Climate Action Easy, 2023, p. 3, 14 f.

<sup>16</sup> Sustainability Action Programme – Further Development 2021, Measure A II 5 g, p. 9 (the target is 100% green electricity by the end of 2024).

- banning **old oil and gas boilers**,<sup>17</sup>
- using resource-efficient **lighting**.<sup>18</sup>
- **Conserving energy** in day-to-day operations through
  - a reduction of room energy consumption and therefore final energy consumption by **using space efficiently and implementing necessary requirements** (desk sharing etc.),<sup>19</sup>
  - recommendations for **inspecting and optimising heaters** (for example by lowering room temperature when rooms are not in use),<sup>20</sup>
  - recommendations for **increasing usage density during winter holiday periods** through temporary emptying and only emergency operation of buildings or parts of buildings,<sup>21</sup>
  - recommendations for **demand-oriented control** of lighting, reduction of electric appliances, reduction of cooling loads in the summer,<sup>22</sup>
  - **energy-efficient IT** and use of sustainable data centres (in particular the Green-IT initiative and the Blue Angel ecolabel for data centres),<sup>23</sup>
  - promoting **energy-conscious consumer behaviour** (for example turning off appliances if they are not in use, taking the stairs instead of the elevator, correct use of heating and correct timing for keeping the windows open).

## 2. Mobility

- **Avoiding travel**<sup>24</sup>, e.g. by allowing for virtual participation in meetings.<sup>25</sup>
- Choice of **low-emission travel options** for business trips and no air travel as far as possible.<sup>26</sup>

<sup>17</sup> Section 72 of the Buildings Energy Act (GEG).

<sup>18</sup> Decree BMVBS B12-8135.4/0, Specifications for the implementation of modern and energy-efficient lighting, 25 July 2013 (LED decree); BMUB 10.08.17.7 -14.13, Working aid for the LED decree, June 2016; BImA, Climate Programme, Making Climate Action Easy, 2023, p. 3, 28 f.

<sup>19</sup> BMF Decree on space requirement planning, 25 July 2023 (for new requirements); BMF Decree on reducing office space requirements in the existing federal authorities, 21 October, 2024 (for existing buildings).

<sup>20</sup> KKB, Permanent recommendation for energy conservation based on the 2022 immediate measures.

<sup>21</sup> KKB, Permanent recommendation for energy conservation based on the 2022 immediate measures.

<sup>22</sup> KKB, Permanent recommendation for energy conservation based on the 2022 immediate measures.

<sup>23</sup> Sustainability Action Programme – Further Development 2021, A II 5 f) p. 8 f., for more information go to <https://www.bmu.de/themen/digitalisierung/green-it-initiative/ueberblick-green-it-initiative>

<sup>24</sup> Section 2 (1), Sentences 3 and 4 of the Federal Travel Expenses Act (BRKG); see also Climate Action Programme 2030, October 2019, 3.5.1.3.

<sup>25</sup> Climate Action Programme 2030, October 2019, 3.5.1.3; BMUB, Climate Action Plan 2050, November 2016, p. 75

<sup>26</sup> Section 3 (1), page 2 BRKG Compensation of necessary travel costs for environmentally compatible and sustainable implementation; according to 3.1.2, 4.1.2 BRKG Administrative Regulation it is always possible to use trains for business trips (even if this proves more expensive) cf. Climate Action Programme 2030, October 2019, 3.5.1.3.

- **Downsizing<sup>27</sup> and modernising vehicle parks**, especially by switching to low-emission vehicles<sup>28</sup>, for example compulsory minimum goals for buying clean passenger vehicles and commercial vehicles and specific services with vehicles.<sup>29</sup>
- Promoting **low-emission commutes** by offering appropriate public transport services or alternative low-emission mobility options and by expanding opportunities to work from home.<sup>30</sup>

### 3. Procurement

- **Centralisation of procurement processes that can be grouped together** in order to establish uniform standards and requirements for environmentally sustainable, climate-friendly construction, delivery and services.<sup>31</sup>
- **Enabling** procurement centres and consumers by offering training courses, exchange and consultation services.<sup>32</sup>
- **Expanding data collection**, data assessment, carbon footprinting and offsetting for procurement, especially through:
  - a systematic collection and assessment of the procurement volume,
  - documenting and securing evidence of legal guidelines and requirements for an environmentally sustainable, climate-friendly procurement.<sup>33</sup>
- **Creating a uniform methodology**, also to **include life cycle costs, the “shadow carbon price”** in procurement award decisions, the footprinting and the offsetting of procurement-specific Scope 3-emissions.<sup>34</sup>
- Integrating **current relevant strategies, initiatives and measures in operative procurement processes** as far as possible (including the circular economy and Industrial Deep Decarbonisation Initiative).

<sup>27</sup> <https://www.bundeshaushalt.de/static/daten/2025/soll/draft/aufstellungs-rundschreiben-2025.pdf> (Appendix 3 to BMF - II A 1 - H 1105/23/10001:001 Doc: 2023/1110574)

<sup>28</sup> Cf. BMUB, Climate Action Plan 2050, November 2016, p. 75: “Measures of the Sustainability Action Programme in the mobility sector, such as [...] energy-efficient vehicle fleets, are being implemented quickly.”

<sup>29</sup> Since 1 January 2023, the AVV Clean Vehicles applies to vehicle procurement by the Federal Government. (Special rules for the Federation: minimum target of 42.5% for clean passenger vehicles and light-weight commercial vehicles as of 1 January 2026 - 31 December 2030 for federal contracting authorities of the Federation according to Section 6 (1a) Clean Vehicle Procurement Act.

<sup>30</sup> Sustainability Action Programme – Further Development 2021, M III 4, p. 13 f.; see also BMUB, Climate Action Plan 2050, November 2016, p. 75.; <https://www.badv.bund.de/DE/ZentraleAufgaben/JobTicket/start.html>

<sup>31</sup> Sustainability Action Programme – Further Development 2021, M IV 2 a, p. 15

<sup>32</sup> Sustainability Action Programme – Further Development 2021, M IV 2 f, p. 16.

<sup>33</sup> Sustainability Action Programme – Further Development 2021, M IV 2 h, p. 16.

<sup>34</sup> General administrative regulation for the procurement of climate-friendly services (AVV Klima), in particular Sections 2 (3) and Section 4 (4).

#### 4. Events

- **Avoid face-to-face events**, where these can be organised just as efficiently online or as hybrid events.<sup>35</sup>
- **Climate-friendly travel** for participants, choice of venue (this means a good public transport service), hotel accommodation in hotels that have been awarded a sustainability certificate.<sup>36</sup>
- **Event catering** that is environmentally sustainable and climate-friendly.<sup>37</sup>
- Knowledge management by establishing **central contact points** for sustainable event management in every authority .<sup>38</sup>

#### 5. Canteens/ community catering

- **Increasing proportions of plant-based foods** and offering vegetarian or purely plant-based options in the canteens of the Federal administration in accordance with the quality standards of the German Nutrition Society (DGE) for company catering.<sup>39</sup>
- Continuously **increasing the share in organic food**.<sup>40</sup>
- **Avoiding** food waste and packaging waste.<sup>41</sup>
- Taking **regional and seasonal aspects** into account.<sup>42</sup>
- Providing **tap water**.<sup>43</sup>
- **Employee participation** and target group-specific **stakeholder management**.<sup>44</sup>
- **Coaching** for employees of **community catering providers**.<sup>45</sup>
- **Subsidies** depending on compliance with the requirements for sustainable and climate-friendly operations.<sup>46</sup>
- Identification of **quality marks** and the **CO<sub>2</sub> footprint** as well as accounting of communal catering provided.<sup>47</sup>

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<sup>35</sup> Sustainability Action Programme – Further Development 2021, M V 1, p. 19

<sup>36</sup> Sustainability Action Programme – Further Development 2021, Appendix 2 Guidelines for the Sustainable Organisation of Events, 3.1-3.2, p. 8 f.

<sup>37</sup> Sustainability Action Programme – Further Development 2021, Annex 2 Guidelines for the Sustainable Organisation of Events, 3.6, p. 18 f.

<sup>38</sup> Sustainability Action Programme – Further Development 2021, M V 2 a, p. 19

<sup>39</sup> Sustainability Action Programme – Further Development 2021, M VI 1 a-c, p. 20 f.

<sup>40</sup> Sustainability Action Programme – Further Development 2021, M VI 2 a, p. 21; No. 3, Paragraph 3, Sentence 2 Guidelines for Canteens at Federal Agencies (Canteen Guidelines).

<sup>41</sup> Sustainability Action Programme – Further Development 2021, M VI 3 a-c, p. 22 .

<sup>42</sup> Sustainability Action Programme – Further Development 2021, M VI 1 e, p. 21 .

<sup>43</sup> Sustainability Action Programme – Further Development 2021, M VI 1 f, p. 20 .

<sup>44</sup> Sustainable Action Programme - Further Development 2021, M VI 1g, S. 21

<sup>45</sup> No5, paragraph 4 Canteen Guidelines.

<sup>46</sup> No 9 Canteen Guidelines.

<sup>47</sup> Sustainability Action Programme – Further Development 2021, M VI 2 e, p. 22 .

## Important links:

- [Federal Climate Action Act](#)
- [Homepage of the Coordination Unit Climate-neutral federal administration \(in particular responsible for the climate footprint\)](#)
- [Sustainability Action Programme by the Federal Government - Further Development 2021 and monitoring reports](#)
- [Environmental statements of the authorities according to EMAS](#)
- [Energy Efficiency Specifications for Federal Buildings](#)
- [Climate Programme of the Federal Institute for Federal Real Estate \(BImA\)](#)
- [Information on the Green-IT Initiative](#)
- [Information on the implementation of the Clean Vehicles Directive](#)
- [Overview of regulations on business trips by federal employees](#)
- [Competence Centre for Sustainable Procurement \(KNB\)](#)
- [Procurement assistance provided by the Federal Environment Agency](#)
- [Guidelines for Canteens at federal agencies \(Canteen Guidelines\)](#)
- [BaköV training courses "Sustainable authorities in practice"](#)