

KEP TRUST 2023 GREENHOUSE GAS INVENTORY REPORT

TSKB Sustainability Consultancy (Escarus)

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CONTENT

DEFINITIONS AND ABBREVIATIONS	5
1. INTRODUCTION	7
2. PURPOSE AND SCOPE	8
3. ABOUT KEP TRUST	8
4. ORGANIZATIONAL BOUNDARIES	9
5. CALCULATION OF GREENHOUSE GAS EMISSIONS	10
6. EMISSION CALCULATION RESULTS	12
6.1.SCOPE -1 EMISSIONS	14
6.2.SCOPE - 2 EMISSIONS (FROM PURCHASED ELECTRICITY).....	15
6.3.SCOPE - 3 EMISSIONS	18
7. GREENHOUSE GAS EMISSION INTENSITY	23
8. ASSESMENT AND CONCLUSION	24
9. REFERENCES	26

LIST OF TABLES

Table 1: Inventory Boundary	9
Table 2: Activity Sources by Scope and Category for KEP Trust	11
Table 3: Total Emission Amount and Ratio of Activities for KEP Trust by Scope	12
Table 4: Total Emission Amount and Ratio of Activities for KEP Trust by Scope and Emission Sources	12
Table 5: Distribution of Scope 1 Emissions by Branches and Their Proportion to KEP Trust's Total Scope	15
1 Emissions	14
Table 6: Electricity Consumed and Emissions at Head Office and Branches	16
Table 7: Emission Calculation Results by Emission Sources in Total	18
Table 8: Emission Results From Transportation of Purchased Raw Materials and Fuel ...	19
Table 9: Emission Results of Employee Commuting and Business Travel	20
Table 10: Emission Results From Purchased Materials	21
Table 11: Emission Results From Capital Assets	21
Table 12: Emission Results of Waste Disposal and Water Supply.	22
Table 13: Emission Intensity by Area and Employees	23

LIST OF FIGURES

Figure 1: Distribution of KEP Trust's Scope 1 Emissions (tCO ₂ e)	27
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DEFINITIONS AND ABBREVIATIONS

COP: Conference of the Parties

CH₄: Methane gas

CO₂: Carbon dioxide gas

DEFRA : Department for Environment, Food and Rural Affairs.

Direct Greenhouse Gas Emission: This is defined as greenhouse gas emissions released from sources owned or controlled by an organization.

Indirect Greenhouse Gas Emission: This refers to greenhouse gas emissions that result from the organization's operations and activities but originate from sources not owned or controlled by the organization.

End User: Defined as the individual or organization identified by those reporting greenhouse gas-related information, who bases decisions on this information. All stakeholders of KEP Trust are considered end users.

HFC: Hydrofluorocarbon compounds

IPCC: Intergovernmental Panel on Climate Change

ISO: International Organization for Standardization

Monitoring: This is defined as the continuous or periodic assessment of greenhouse gas emissions, greenhouse gas removals, or other greenhouse gas-related data.

Carbon Dioxide Equivalent: This refers to a unit used to compare the warming potential of a greenhouse gas to that of carbon dioxide.

Scope 1 - Direct Emissions: These emissions are released from greenhouse gas emission sources that are owned or directly controlled by an organization. KEP

Trust's Scope 1 calculations include direct emissions from stationary combustion sources, direct emissions from mobile combustion and emission leakage from air conditioner units and fire extinguisher.

Scope 2 - Energy Indirect Emissions: These are the greenhouse gas emissions that occur during the generation of electricity, heat, or steam purchased by an organization from external sources. These emissions are associated with energy acquired externally, such as purchased electricity.

Scope 3 - Other Emissions: These are the greenhouse gas emissions that are purchased externally and not directly controlled by an organization, excluding

energy-related emissions. These emissions arise from activities sourced externally and occur at their origin. In KEP Trust's Greenhouse Gas Inventory Report, Scope 3 emissions calculations include emissions from employee transportation, emissions from business travel, indirect emissions from purchased raw materials, emissions from capital assets, and indirect emissions from the disposal of solid and liquid waste.

Global Warming Potential (GWP): This index measures the emission strength of a specific greenhouse gas unit mass, based on its radiative properties compared to carbon dioxide (CO₂), over a selected time horizon. It assesses the impact of a pulse emission of that greenhouse gas on the current atmosphere.

Greenhouse Gas: This term refers to the gaseous components of the atmosphere, both natural and anthropogenic, that absorb and emit specific wavelengths in the infrared radiation spectrum emitted from the Earth, the atmosphere, and clouds.

Greenhouse Gas Inventory: This term refers to a list of greenhouse gas sources and sinks, along with their calculated greenhouse gas emissions and removals.

Greenhouse Gas Activity Data: This term is defined as the quantitative measurement of activities that result in greenhouse gas emissions or removals.

Greenhouse Gas Emission Factor: This term refers to the coefficient used to calculate the amount of emissions based on greenhouse gas activity data.

Greenhouse Gas Report: This refers to an independent document prepared to convey information related to greenhouse gases from an organization or greenhouse gas project to its intended users.

Greenhouse Gas Protocol (GHG Protocol): This establishes effective and reliable approaches aimed at facilitating collaboration among businesses, environmental groups, and governments in the fight against climate change. The vision of the GHG Protocol Initiative is to provide a standardized protocol for the calculation, reporting, and offsetting of greenhouse gas emissions.

Taskforce on Climate Related Financial Disclosures (TCFD): Taskforce on Climate Related Financial Disclosures

UN: United Nations

UNFCCC : United Nations Framework Convention on Climate Change

INTRODUCTION

For the financial sector, the carbon footprint refers to the total greenhouse gas emissions resulting from the operational activities of banks and/or financial institutions (“direct” emissions) as well as the emissions generated by their clients' activities as a result of the financing provided (“indirect” emissions). In the banking sector where KEP Trust operates, greenhouse gas emission sources generally include energy use, transportation, heating, cooling, and lighting systems in branches, digital infrastructure, and financing processes. Nowadays, many financial institutions, including banks, are adopting strategies to reduce greenhouse gas emissions and are implementing various methods, such as carbon credits, energy efficiency investments, and divesting from carbon-intensive sectors, to achieve these reductions.

In accordance with the recommendations of the Taskforce on Climate-related Financial Disclosures (TCFD) established by the G20 Financial Stability Board (FSB), it is becoming common practice for all financial actors in the economy to disclose how they manage risks related to climate change, how they will be affected by climate change, and how they will influence climate change. KEP Trust recognizes the importance of raising awareness on these issues and taking steps aligned with these recommendations as part of its sustainability goals. Since climate change exposes the economy to various risks, it is crucial to examine the carbon footprints of investment portfolios, review investment principles and decisions from the perspective of combating climate change, and establish meaningful and long-term stakeholder relationships with suppliers and portfolio companies for a transition to a low-carbon economy. This report includes all Scope 1, Scope 2, and Scope 3 emissions based on the data obtained, excluding financed emissions.

PURPOSE AND SCOPE

This report has been prepared to serve as a foundation for KEP Trust's sustainability goals and is intended to be presented to all relevant stakeholders. KEP Trust aims to create a basis for reducing its environmental impacts and strengthening its sustainability efforts through the work carried out in this report. The objectives of this report are to ensure KEP Trust contributes to the following areas:

- Strengthening KEP Trust's sustainability mission,
- Establishing a foundation to achieve sustainability goals,
- Calculating the impact of its activities on climate change,

This report is viewed as an important step in KEP Trust's efforts to fulfill its environmental and sustainability commitments and aims to support the institution's initiatives in this area.

ABOUT KEP TRUST

KEP Trust, founded in 1999 by the International Catholic Migration Commission (ICMC) and the Klubi i Afaristëve të Prizrenit, is now Kosovo's leading microfinance institution. It provides a wide range of financial products and services, aiming to help clients meet their financial goals while promoting economic growth and job creation. With 31 branches across Kosovo, KEP Trust makes its services easily accessible. Its mission is to improve living standards and support the country's economic development. Registered with the Central Bank of Kosovo in 2000, it continues to be a key player in the local microfinance sector.

ORGANIZATIONAL BOUNDARIES

In determining greenhouse gas emissions, KEP Trust has applied a “control approach” which includes the greenhouse gas emissions occurring in branches under its financial and administrative control in the greenhouse gas inventory calculations. By using this approach, KEP Trust has taken an important step towards achieving its sustainability goals by accurately and transparently calculating its greenhouse gas emissions.

The branches included in KEP Trust's greenhouse gas inventory calculations are detailed in Table 1.

Table 1: Inventory Boundary

Emri i degës	Branch Area (m ²) - Gross	Branch Name	Branch Area (m ²) - Gross
1 - Head Office (Prishtinë)	1,390.00	17- Klinë	224.00
2- Prishtinë	201.00	18- Lipjan	110.21
3- Mitrovicë	196.20	19- Malisheve	159.20
4- Besianë	74.00	20- Mitrovicë (Veri)	84.33
5- Deçan	80.00	21- Pejë	350.00
6- Dragash	68.91	22- Prizren	336.00
7- Drenas	107.26	23- Rahovec	140.00
8- Ferizaj	550.00	24- Fushë Kosovë	118.00
9- Graçanicë	132.00	25- Shtime	88.00
10- Gjakovë	287.00	26- Skënderaj	74.00
11- Gjilan	300.00	27- Suharekë	134.15
12- Gjonaj	104.00	28- Shtërpçë	45.00
13- Istog	150.00	29- Vushtrri	112.00
14- Kaçanik	73.32	30- Viti	127.52
15- Kamenicë	100.00	31- Xërxë	83.00
16- Kastriot	60.00	32- Zubin Potok	100.00

CALCULATION OF GREENHOUSE GAS EMISSIONS

KEP Trust's 2023 Greenhouse Gas Inventory Report has been calculated based on activities conducted between January 1, 2023, and December 31, 2023.

The activity data included in the inventory has been obtained from officials related to the branches where KEP Trust operates and has been used for consolidated inventory calculations.

In the calculation and reporting of greenhouse gas emissions, the Greenhouse Gas Protocol (GHG Protocol), IPCC Assessment Reports (IPCC Sixth Assessment Report – AR6), and ISO 14064-1:2019 Standards have been used as guidance.

The most common methodological approach for greenhouse gas calculations involves collecting activity data for each scope and combining it with appropriate emission factors that quantify emissions per unit of activity. Accordingly, activity data is multiplied by emission factors to calculate emissions in terms of carbon dioxide equivalent (CO₂e). For greenhouse gases other than CO₂, such as CH₄, N₂O, and CFC, HCFC emissions, the activity data is also multiplied by the relevant emission factors to calculate the emission value for each greenhouse gas in CO₂e.

In the KEP Trust Greenhouse Gas Inventory, emission factors are based on methods and measurements published by international institutions such as the IPCC, the UK Department for Environment, Food and Rural Affairs (DEFRA), and ecoinvent database.

Calculations have been carried out to ensure that each of the Scope 1, Scope 2, and Scope 3 emissions is rounded up appropriately.

KEP Trust's greenhouse gas emissions for the year 2023 have been calculated based on activity data obtained from the Institution's branches. The assumptions used to include all activities in the greenhouse gas emissions calculations and the sources excluded from the scope are summarized below:

- The leakage rate for refrigerants in air conditioner units has been assumed to be 2%.
- The leakage rate for fire extinguishers has been assumed to be 4%.

Table 2: Activity Sources by Scope and Category for KEP Trust

Scope (GHG Protocol)	Category (ISO 14064-1)	Emission Sources	Greenhouse Gases
1	1.1	Direct Emissions from Stationary Combustion	
		Diesel (Generator)	CO ₂ , CH ₄ , N ₂ O
	1.2	Direct Emissions from Mobile Combustion	
		Company Vehicles (Diesel – Gasoline)	CO ₂ , CH ₄ , N ₂ O
	1.4	Emissions from Anthropogenic Systems (Refrigerant Gases, Fire Extinguishers)	
		Air Conditioner Refrigerant Leaks	HFC (s)
Fire Extinguishers (Extinguishing Gas)		CO ₂	
2	2.1	Electricity	CO ₂ , CH ₄ , N ₂ O
3	3.1	Transportation of Purchased Raw Materials	
		Paper	CO ₂ , CH ₄ , N ₂ O
		Stationery	CO ₂ , CH ₄ , N ₂ O
		Promotional Material	CO ₂ , CH ₄ , N ₂ O
		Other - Well to Tank	
		Diesel	CO ₂ , CH ₄ , N ₂ O
		Gasoline	CO ₂ , CH ₄ , N ₂ O
		Electricity	CO ₂ , CH ₄ , N ₂ O
	3.3	Emissions from Commuting	
		Employee Shuttle – Diesel	CO ₂ , CH ₄ , N ₂ O
		Commuting by Non-Company Employee Vehicles – Gasoline	CO ₂ , CH ₄ , N ₂ O
		Commuting by Non-Company Employee Vehicles - Diesel	CO ₂ , CH ₄ , N ₂ O
	3.5	Business Travel	
		Bus	CO ₂ , CH ₄ , N ₂ O
		Flights	CO ₂ , CH ₄ , N ₂ O
		Accommodation	CO ₂ , CH ₄ , N ₂ O
	4.1	Emissions From Purchased Raw Materials	
		Paper	CO ₂ , CH ₄ , N ₂ O
		Stationery	CO ₂ , CH ₄ , N ₂ O
		Promotional Material	CO ₂ , CH ₄ , N ₂ O
	4.2	Capital Assets	
		Monitor	CO ₂ , CH ₄ , N ₂ O
		Computer	CO ₂ , CH ₄ , N ₂ O
		Air Conditioner	CO ₂ , CH ₄ , N ₂ O
		Money Counting Machine	CO ₂ , CH ₄ , N ₂ O
		Furniture	CO ₂ , CH ₄ , N ₂ O
		Printer	CO ₂ , CH ₄ , N ₂ O
4.3	Services Received		
	Waste Disposal - Paper	CO ₂ , CH ₄ , N ₂ O	
	Water Supply	CO ₂ , CH ₄ , N ₂ O	
		Wastewater Treatment	CO ₂ , CH ₄ , N ₂ O

EMISSION CALCULATION RESULTS

KEP Trust's total emissions for the year 2023 have been calculated as 1,052.56 tCO₂e. The distribution of greenhouse gas emissions by scope, along with the total emission amounts for all branches and their proportion of total emissions, is presented in Table 3. While the direct emissions and other indirect emissions represent the 15.35% and 16.37%, respectively, indirect emissions caused by energy corresponds the 68.28% as the highest portion. Additionally, the distribution of KEP Trust's greenhouse gas emissions in total branches by scope, category and source is summarized in Table 4.

Table 3: Total Emission Amount and Ratio of Activities for KEP Trust by Scope

Emissions by Scope	Greenhouse Gases (tCO ₂ e)	Ratio Within Total Emissions (%)
Scope – 1: Direct Emissions	161.54	15.35
Scope – 2: Indirect Emissions (Electricity)	718.64	68.28
Scope – 3: Other Indirect Emissions	172.38	16.37
Total	1,052.56	100.00

KEP Trust's Scope 1, Scope 2, and Scope 3 emissions are detailed in the subsequent sections of this report. As indicated in Table 3, KEP Trust's Scope 1 emissions are primarily due to stationary combustion (generator-diesel), mobile combustion (company vehicles), and gas leaks from cooling and fire extinguishing units, totaling 161.54 tCO₂e. Scope 2 emissions have been calculated at 718.64 tCO₂e. Scope 3 emissions, which stem from sources such as transportation caused by the non-owned company vehicle, business travel, capital assets, services, amount to 172.38tCO₂e, bringing the total emissions to 1.052,56tCO₂e.

Table 4: Total Emission Amount and Ratio of Activities for KEP Trust by Scope and Emission Sources

Scope (GHG Protocol)	Category (ISO 14064-1)	Emission Sources	Greenhouse Gases (tCO ₂ e)	Ratio Within Total Emissions (%)
1	1.1	Direct Emissions from Stationary Combustion	6.12	0.58
		Diesel (Generator)	6.12	0.58
	1.2	Direct Emissions from Mobile Combustion	153.50	14.58
		Company Vehicles - Diesel	26.47	2.52
		Company Vehicles - Gasoline	127.02	12.07
	1.4	Emissions from Anthropogenic Systems (Refrigerant Gases, Fire Extinguishers)	1.92	0.18
		Refrigerant - R 410A	0.18	0.02
		Refrigerant - R 32	1.66	0.16
		Refrigerant - R 22	0.07	0.01

Scope (GHG Protocol)	Category (ISO 14064-1)	Emission Sources	Greenhouse Gases (tCO2e)	Ratio Within Total Emissions (%)
	1.4	Fire Extinguishers - CO2	0.005	0,00
2	2.1	Emissions From Electricity	718.64	68,28
3	3.1	Emissions From Transportation of Purchased Raw Materials	0.60	0,06
		Paper	0.36	0,03
		Stationery	0.18	0,02
		Promotional Material	0.05	0,00
		Emissions From Other Transportation - Well to Tank	61.87	5,68
		Diesel	7.34	0,70
		Gasoline	31.21	2,97
	Electricity	23.32	2,02	
	3.3	Emissions From Employee Shuttle Service Used For Commuting	44.01	4,18
		Employee Shuttle – Diesel	5.38	0,51
		Commuting by Non-company Employee Vehicles – Gasoline	3.26	0,31
		Commuting by Non-company Employee Vehicles - Diesel	35.37	3,36
	3.4	Emissions From Customer Business Travel	0.16	0,02
		Flights	0.16	0,02
	3.5	Emissions From Employee Business Travel	28.93	2,75
		Bus	19.54	1,86
		Flights	8.07	0,77
		Accommodation	1.32	0,13
	4.1	Emissions From Purchased Raw Materials Associated With the Manufacture of the Product	21.26	2,02
		Paper	11.51	1,09
		Stationery	5.98	0,57
		Promotional Material	3.77	0,36
	4.2	Emissions From Capital Assets	16.17	1,54
		Laptop	0.08	0,01
		Computer	11.02	1,05
		Monitor	2.54	0,24
		Air Conditioner	0.45	0,04
		Money Counter	0.10	0,01
		Furniture	1.06	0,10
		Printer	0.91	0,09
4.3	Emissions From Treatment of Water and Waste	0.83	0,08	
	Waste Disposal - Paper	0.05	0,01	
	Wastewater Treatment	0.78	0,07	
4.5	Emissions From Services Received	0.65	0,06	
	Water Supply	0.65	0,06	
Total			1,052.56	100.00

SCOPE - 1 EMISSIONS

The emissions from KEP Trust's Scope 1 activities for the year 2023 have been calculated to be 161.54 tCO₂e. In calculating KEP Trust's Scope 1 emissions, emissions from stationary and mobile combustion, as well as emissions from gas leaks in air conditioner and fire extinguishing systems, have been considered. The contribution of emissions from stationary combustion to total Scope 1 emissions is 3.79%, while emissions from mobile combustion account for 95.02% of total Scope 1 emissions. Additionally, other Scope 1 emissions related to gas leaks represent 1.19% of the total Scope 1 emissions (Figure 1 and Table 5).

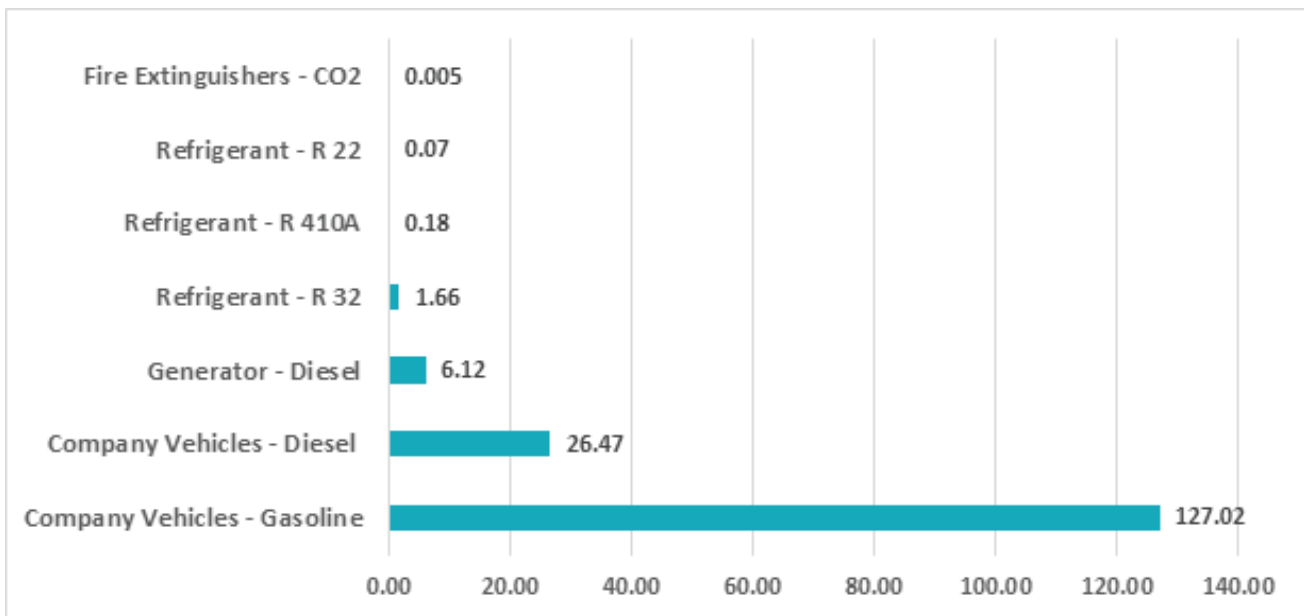


Figure 1: Distribution of KEP Trust's Scope 1 Emissions (tCO₂e)

When considering Scope 1 emissions on a branch basis, it was found that the Head Office, Kline, and Prizren Branch accounted for 32.57%, 4.40%, and 3.92% of the total Scope 1 emissions across all branches, respectively.

Table 5: Distribution of Scope 1 Emissions by Branches and Their Proportion to KEP Trust's Total Scope 1 Emissions

Head Office and Branches	Scope 1 - Direct Emissions (tCO ₂ e)	Emissions From Stationary Combustion (tCO ₂ e)		Emissions From Mobile Combustion (tCO ₂ e)			Other Emissions (Refrigerants and Fire Extinguishers) (tCO ₂ e)				
	Total	Total	Diesel	Total	Diesel	Gasoline	Total	R32	R410A	R22	CO ₂
1- Head Office (Prishtine)	52.62	0.90	0.90	51.48	8.79	42.68	0.24	0.24			0.0004
2- Prishtine	5.03			4.92	1.93	2.99	0.11	0.01	0.10		0.0004
3- Mitrovicë	4.19	0.47	0.47	3.67	1.04	2.63	0.05	0.05			0.0002
4- Besianë	1.22			1.20		1.20	0.03	0.03			
5- Deçan	2.43	0.08	0.08	2.32		2.32	0.04	0.04			0.0002
6- Dragash	4.38	0.23	0.23	4.11	4.11		0.04	0.04			
7- Drenas	3.25	0.05	0.05	3.14		3.14	0.06	0.06			0.0002
8- Ferizaj	5.51	0.26	0.26	5.17		5.17	0.07	0.07			0.0004
9- Graçanicë	4.08	0.27	0.27	3.70		3.70	0.11	0.07		0.04	
10- Gjakovë	6.10	0.29	0.29	5.71		5.71	0.10	0.10			0.0002
11- Gjilan	4.31			4.28	2.16	2.12	0.04	0.04			0.0002
12- Gjonaj	4.90	0.84	0.84	4.02		4.02	0.04	0.04			
13- Istog	1.58	0.25	0.25	1.25	1.25		0.08	0.08			0.0002
14- Kaçanik	3.39	0.24	0.24	3.10		3.10	0.04	0.04			0.0002
15- Kamenicë	2.37			2.33		2.33	0.04	0.04			
16- Kastriot	1.88			1.86		1.86	0.02	0.02			
17- Klinë	7.11	0.11	0.11	6.92		6.92	0.09	0.09			0.0002
18- Lipjan	3.22	0.16	0.16	3.03		3.03	0.03	0.03			
19- Malisheve	5.34	0.55	0.55	4.75		4.75	0.04	0.04			0.0002
20- Mitrovicë (Veri)	0.79			0.74		0.74	0.05		0.05		
21- Pejë	5.43	0.11	0.11	5.18	1.63	3.55	0.15	0.15			0.0002
22- Prizren	6.33			6.26		6.26	0.07	0.07			0.0006
23- Rahovec	2.22	0.09	0.09	2.08		2.08	0.04	0.04			0.0002
24- Fushë Kosovë	0.05						0.05	0.05			0.0002
25- Shtime	2.11	0.21	0.21	1.89		1.89	0.02	0.02			0.0002
26- Skënderaj	1.64			1.57		1.57	0.06		0.03	0.03	
27- Suharekë	4.61	0.10	0.10	4.46		4.46	0.05	0.05			0.0002
28- Shtërpçë	3.07			3.04	3.04		0.03	0.03			
29- Vushtrri	3.43	0.40	0.40	2.98		2.98	0.05	0.05			
30- Viti	2.08	0.05	0.05	1.98		1.98	0.05	0.05			0.0002
31- Xërxë	4.14	0.25	0.25	3.85		3.85	0.03	0.03			
32- Zubin Potok	2.75	0.21	0.21	2.52	2.52		0.02	0.02			
Total	161.54	6.12	6.12	153.50	26.47	127.02	1.92	1.66	0.18	0.07	0.0048

SCOPE - 2 EMISSIONS (FROM PURCHASED ELECTRICITY)

In 2023, KEP Trust's electricity consumption resulted in Scope-2 emissions amounting to 718.64 tCO₂e. Within the organizational boundaries, grid electricity was consumed and the emission and consumption amount are given in Table 6. The emission factor of Kosova is found in Ecoinvent Database. The highest emission caused by the electricity consumption resulted from the Head Office with 13.19%, and it is followed by the Ferizaj (7.30%) and Gjilan (5.45%).

Table 6: Electricity Consumed and Emissions at Head Office and Branches

Head Office and Branches	Electricity Consumption (kWh)	Greenhouse Gases (tCO ₂ e)	Ratio Within Total Scope-2 Emissions (%)
1- Head Office (Prishtine)	60,945.70	94.76	13.19
2- Prishtine	7,206.17	11.20	1.56
3- Mitrovicë	13,453.54	20.92	2.91
4- Besianë	7,317.35	11.38	1.58
5- Deçan	8,547.37	13.29	1.85
6- Dragash	6,651.29	10.34	1.44
7- Drenas	15,593.74	24.25	3.37
8- Ferizaj	33,740.37	52.46	7.30
9- Graçanicë	10,602.17	16.48	2.29
10- Gjakovë	17,665.80	27.47	3.82
11- Gjilan	25,187.99	39.16	5.45
12- Gjonaj	15,970.31	24.83	3.46
13- Istog	21,112.59	32.83	4.57
14- Kaçanik	12,702.67	19.75	2.75
15- Kamenicë	11,329.11	17.61	2.45
16- Kastriot	3,313.76	5.15	0.72
17- Klinë	13,375.56	20.80	2.89
18- Lipjan	9,843.20	15.30	2.13
19- Malisheve	25,046.62	38.94	5.42

Head Office and Branches	Electricity Consumption (kWh)	Greenhouse Gases (tCO ₂ e)	Ratio Within Total Scope-2 Emissions (%)
20- Mitrovicë (Veri)	-	-	-
21- Pejë	22,416.93	34.85	4.85
22- Prizren	17,606.42	27.37	3.81
23- Rahovec	17,395.33	27.05	3.76
24- Fushë Kosovë	-	-	-
25- Shtime	9,982.99	15.52	2.16
26- Skënderaj	10,943.29	17.01	2.37
27- Suharekë	15,081.73	23.45	3.26
28- Shtërpcë	10,935.28	17.00	2.37
29- Vushtrri	13,313.09	20.70	2.88
30- Viti	17,073.64	26.55	3.69
31- Xërxë	7,854.13	12.21	1.70
32- Zubin Potok	-	-	-
Total	462,208.17	718.65	100.00

SCOPE - 3 EMISSIONS

KEP Trust's Scope-3 emissions for 2023 have been calculated as 172.38tCO₂e, which accounts for 16.37% of the total emissions. All available data for KEP Trust's Scope-3 emissions in 2023 were utilized to calculate the relevant emissions (Table 7, 8, 9, 10, 11, and 12). Due to the lack of data at the branch level, the following consolidated activity data have been included in the calculations:

- Emissions from transportation of purchased raw materials,
- Emissions from other transportation - well to tank,
- Emissions from employee transportation used for commuting,
- Emissions from customer business travel,
- Emissions from employee business travel,
- Emissions from purchased raw materials associated with the manufacture of the product,
- Emissions from capital assets,
- Emissions from treatment of water and waste,
- Emissions from services received.

As indicated in the tables below, the largest source of emissions within Scope-3 is attributed to emissions from the transmission and distribution of fuels classified as well-to-tank, totaling 61.87 tCO₂e, which includes electricity, gasoline, and diesel energy sources. Due to its high consumption, gasoline has the greatest impact on this emission. (Table 8) The second highest source of emissions is identified as emissions from employee transportation services, totaling 44.01 tCO₂e.

Table 7: Emission Calculation Results by Emission Sources in Total

Category (ISO 14064-1)	Emission Sources	Greenhouse Gases (tCO ₂ e)	Ratio Within Total Emissions (%)
3.1	Emissions From Transportation of Purchased Raw Materials	0.60	0.06
	Emissions From Other Transportation - Well to Tank	59.77	5.68
3.3	Emissions From Employee Shuttle Service Used For Commuting	44.01	4.18
3.4	Emissions From Customer Business Travel	0.16	0.02
3.5	Emissions From Employee Business Travel	28.93	2.75
4.1	Emissions From Purchased Raw Materials Associated With the Manufacture of the Product	21.26	2.02
4.2	Emissions From Capital Assets	16.17	1.54
4.3	Emissions From Treatment of Water and Waste	0.83	0.07
4.5	Emissions From Services Received	0.65	0.06
Total		172.38	16.37

Table 8: Emission Results From Transportation of Purchased Raw Materials and Fuel

Head Office and Branches	Category 3.1. Emissions From Transportation of Purchased Raw Materials and Fuel							
	Emissions From Transportation of Purchased Raw Materials (tCO ₂ e)				Emissions From Other Transportation - Well to Tank (tCO ₂ e)			
	Total	Paper	Stationery	Promotional Material	Total	Diesel	Gasoline	Electricity
1- Head Office (Prishtine)	0.005	0.001	0.003	0.0004	15.795	2.181	10.488	2.797
2- Prishtine	0.006	0.002	0.004	0.0005	1.543	0.434	0.735	0.331
3- Mitrovicë	0.021	0.006	0.014	0.001	1.670	0.340	0.646	0.618
4- Besianë	0.013	0.003	0.009	0.001	0.673		0.294	0.336
5- Deçan	0.023	0.009	0.013	0.002	1.027	0.017	0.570	0.392
6- Dragash	0.021	0.003	0.016	0.002	1.323	0.977		0.305
7- Drenas	0.007	0.003	0.003	0.001	1.589	0.011	0.771	0.716
8- Ferizaj	0.040	0.016	0.022	0.003	3.021	0.060	1.272	1.549
9- Graçanicë	0.003	0.001	0.002	0.0003	1.513	0.061	0.910	0.487
10- Gjakovë	0.052	0.015	0.033	0.004	2.361	0.065	1.404	0.811
11- Gjilan	0.024	0.008	0.014	0.002	2.271	0.486	0.520	1.156
12- Gjonaj	0.028	0.010	0.017	0.002	1.987	0.191	0.987	0.733
13- Istog	0.025	0.007	0.016	0.002	1.401	0.338		0.969
14- Kaçanik	0.021	0.008	0.011	0.002	1.465	0.056	0.763	0.583
15- Kamenicë	0.015	0.005	0.008	0.002	1.151		0.572	0.520
16- Kastriot	0.003	0.001	0.002	0.0002	0.638		0.457	0.152
17- Klinë	0.024	0.008	0.015	0.001	2.404	0.024	1.700	0.614
18- Lipjan	0.008	0.002	0.005	0.001	1.285	0.035	0.745	0.452
19- Malisheve	0.020	0.006	0.012	0.002	2.551	0.126	1.166	1.150
20- Mitrovicë (Veri)	0.011	0.002	0.007	0.002	0.181		0.181	
21- Pejë	0.048	0.015	0.030	0.003	2.391	0.391	0.872	1.029
22- Prizren	0.043	0.010	0.029	0.003	2.246		1.538	0.808
23- Rahovec	0.012	0.004	0.007	0.001	1.411	0.022	0.511	0.798
24- Fushë Kosovë	0.001	0.0003	0.0005					
25- Shtime	0.006	0.001	0.004	0.001	1.022	0.048	0.463	0.458
26- Skënderaj	0.010	0.003	0.006	0.001	0.946		0.387	0.502
27- Suharekë	0.021	0.005	0.013	0.002	1.884	0.023	1.096	0.692
28- Shtërpcë	0.023	0.007	0.014	0.002	1.242	0.683		0.502
29- Vushtrri	0.017	0.005	0.010	0.001	1.498	0.090	0.731	0.611
30- Viti	0.015	0.004	0.009	0.002	1.362	0.012	0.487	0.784
31- Xërxë	0.024	0.009	0.013	0.001	1.411	0.058	0.947	0.361
32- Zubin Potok	0.008	0.002	0.005	0.001	0.614	0.614		
Total	0.597	0.183	0.365	0.050	61.874	7.344	31.212	21.215

Table 9: Emission Results of Employee Commuting and Business Travel

Head Office and Branches	Category 3.3. Emissions From Employee Transportation Used For Commuting				Category 3.4. Emissions From Costumer Business Travel - Flight	Category 3.5. Emissions From Employee Business Travel			
	Total	Employee Shuttle – Diesel	Non-company Employee Vehicles – Gasoline	Non-company Employee Vehicles - Diesel		Total	Bus	Flights	Accomodation
1- Head Office (Prishtine)	4.65	3.01		1.64	0.16	14.46	5.07	8.07	1.32
2- Prishtine	1.01	0.57		0.44		0.86	0.86		
3- Mitrovicë	0.50	0.19		0.32		0.54	0.54		
4- Besianë	2.36			2.36		0.39	0.39		
5- Deçan	0.38			0.38		0.26	0.26		
6- Dragash	0.86	0.35		0.51		0.34	0.34		
7- Drenas	1.90	0.14		1.77		0.34	0.34		
8- Ferizaj	2.68	0.88	0.19	1.61		0.99	0.99		
9- Graçanicë	0.06	0.06		0.00		0.33	0.33		
10- Gjakovë	1.07			1.07		0.67	0.67		
11- Gjilan	2.71			2.71		0.80	0.80		
12- Gjonaj	0.00			0.00		0.33	0.33		
13- Istog	1.48			1.48		0.39	0.39		
14- Kaçanik	1.51		0.65	0.86		0.28	0.28		
15- Kamenicë	1.77		0.93	0.83		0.33	0.33		
16- Kastriot	1.31			1.31		0.26	0.26		
17- Klinë	2.51		0.75	1.77		0.59	0.59		
18- Lipjan	0.69			0.69		0.41	0.41		
19- Malisheve	5.04			5.04		0.73	0.73		
20- Mitrovicë (Veri)	1.64			1.64		0.33	0.33		
21- Pejë	1.29		0.25	1.04		0.80	0.80		
22- Prizren	1.43			1.43		0.86	0.86		
23- Rahovec	0.10		0.04	0.07		0.34	0.34		
24- Fushë Kosovë	0.44	0.13	0.31	0.00		0.39	0.39		
25- Shtime	0.09	0.05	0.04	0.00		0.26	0.26		
26- Skënderaj	1.01			1.01		0.34	0.34		
27- Suharekë	0.79		0.09	0.69		0.39	0.39		
28- Shtërpçë	0.57			0.57		0.26	0.26		
29- Vushtrri	1.54			1.54		0.67	0.67		
30- Viti	2.21			2.21		0.33	0.33		
31- Xërxë	0.38			0.38		0.34	0.34		
32- Zubin Potok						0.33	0.33		
Total	44.01	5.38	3.26	35.37	0.16	28.93	19.54	8.07	1.32

Table 10: Emission Results From Purchased Materials

Head Office and Branches	Category 4.1. Emissions From Purchased Materials			
	Total	Paper	Stationery	Promotional Material
1- Head Office (Prishtine)	1.17	0.31	0.64	0.22
2- Prishtine	1.50	0.48	0.79	0.24
3- Mitrovicë	0.88	0.23	0.54	0.11
4- Besianë	0.62	0.12	0.39	0.11
5- Deçan	0.44	0.15	0.22	0.07
6- Dragash	0.34	0.05	0.22	0.07
7- Drenas	0.37	0.14	0.13	0.10
8- Ferizaj	1.66	0.59	0.80	0.26
9- Graçanicë	0.67	0.22	0.33	0.11
10- Gjakovë	1.01	0.27	0.57	0.17
11- Gjilan	0.88	0.26	0.45	0.17
12- Gjonaj	0.55	0.17	0.30	0.07
13- Istog	0.53	0.14	0.30	0.09
14- Kaçanik	0.62	0.22	0.28	0.11
15- Kamenicë	0.46	0.12	0.22	0.11
16- Kastriot	0.49	0.15	0.25	0.09
17- Klinë	0.66	0.20	0.39	0.08
18- Lipjan	0.76	0.19	0.44	0.13
19- Malisheve	0.74	0.19	0.40	0.15
20- Mitrovicë (Veri)	0.45	0.08	0.23	0.14
21- Pejë	0.95	0.27	0.55	0.13
22- Prizren	0.87	0.19	0.54	0.15
23- Rahovec	0.32	0.10	0.17	0.06
24- Fushë Kosovë	0.14	0.05	0.09	
25- Shtime	0.34	0.07	0.20	0.07
26- Skënderaj	0.38	0.08	0.20	0.09
27- Suharekë	0.59	0.13	0.33	0.13
28- Shtërpçë	0.56	0.15	0.32	0.10
29- Vushtrri	1.02	0.30	0.57	0.15
30- Viti	0.46	0.11	0.23	0.11
31- Xërxë	0.55	0.20	0.28	0.07
32- Zubin Potok	0.26	0.05	0.13	0.08
Total	21.26	5.98	11.51	3.77

Table 11: Emission Results From Capital Assets

Head Office and Branches	Category 4.2. Emissions From Capital Assets							
	Total	Monitor	Computer	Laptop	Air Conditioner	Money Counter	Furniture	Printer
1- Head Office (Prishtine)	7.803	0.084	4.577	2.204	0.020		0.792	0.127
2- Prishtine	0.374		0.170	0.170		0.003		0.032
3- Mitrovicë	0.717		0.678			0.003	0.004	0.032
4- Besianë	0.024					0.003		0.021
5- Deçan	0.024					0.003		0.021
6- Dragash	0.367		0.339			0.003	0.004	0.021
7- Drenas	0.024					0.003		0.021
8- Ferizaj	0.075					0.003	0.030	0.042
9- Graçanicë	0.028					0.003	0.004	0.021
10- Gjakovë	1.052		1.017			0.003		0.032
11- Gjilan	0.883		0.678	0.170		0.003		0.032
12- Gjonaj	0.367		0.339			0.003	0.004	0.021
13- Istog	0.133					0.003		0.032
14- Kaçanik	0.028					0.003	0.004	0.021
15- Kamenicë	0.576		0.509		0.039	0.003	0.004	0.021
16- Kastriot	0.044				0.020	0.003		0.021
17- Klinë	0.437		0.339		0.059	0.003	0.004	0.032
18- Lipjan	0.270		0.170		0.039	0.003	0.037	0.021
19- Malisheve	0.035					0.003		0.032
20- Mitrovicë (Veri)	0.024					0.003		0.021
21- Pejë	0.431		0.339		0.039	0.003	0.007	0.042
22- Prizren	0.150				0.059	0.003	0.056	0.032
23- Rahovec	0.383		0.339		0.020	0.003		0.021
24- Fushë Kosovë	0.146				0.039	0.003	0.082	0.021
25- Shtime	0.028					0.003	0.004	0.021
26- Skënderaj	0.702		0.678			0.003		0.021
27- Suharekë	0.047					0.003	0.022	0.021
28- Shtërpçë	0.024					0.003		0.021
29- Vushtrri	0.706		0.678			0.003	0.004	0.021
30- Viti	0.024					0.003		0.021
31- Xërxë	0.194		0.170			0.003		0.021
32- Zubin Potok	0.044				0.020	0.003		0.021
Total	16.168	0.084	11.018	2.543	0.452	0.105	1.060	0.907

Table 12: Emission Results of Waste Disposal and Water Supply

Head Office and Branches	Category 4.3. Emissions From Treatment of Water and Waste			Category 4.5. Emissions From Services Received
	Total	Waste Disposal - Paper	Wastewater Treatment	Water Supply
1- Head Office (Prishtine)	0.090		0.090	0.08
2- Prishtine	0.024	0.002	0.022	0.02
3- Mitrovicë	0.027	0.002	0.025	0.02
4- Besianë	0.012	0.000	0.012	0.01
5- Deçan	0.017	0.001	0.016	0.01
6- Dragash	0.014	0.000	0.013	0.01
7- Drenas	0.017	0.002	0.015	0.01
8- Ferizaj	0.033	0.004	0.029	0.02
9- Graçanicë	0.012	0.001	0.011	0.01
10- Gjakovë	0.017	0.001	0.017	0.01
11- Gjilan	0.038	0.006	0.033	0.03
12- Gjonaj	0.007		0.007	0.01
13- Istog	0.034	0.004	0.029	0.02
14- Kaçanik	0.017	0.000	0.017	0.01
15- Kamenicë	0.016	0.002	0.015	0.01
16- Kastriot	0.018	0.001	0.017	0.01
17- Klinë	0.044	0.002	0.041	0.03
18- Lipjan	0.012	0.001	0.010	0.01
19- Malisheve	0.017	0.002	0.015	0.01
20- Mitrovicë (Veri)	0.021	0.000	0.021	0.02
21- Pejë	0.065	0.001	0.064	0.05
22- Prizren	0.033	0.000	0.033	0.03
23- Rahovec	0.020	0.003	0.017	0.01
24- Fushë Kosovë	0.0003	0.0003		0.00
25- Shtime	0.029	0.001	0.028	0.02
26- Skënderaj	0.019	0.002	0.017	0.01
27- Suharekë	0.020	0.002	0.018	0.01
28- Shtërpçë	0.047	0.001	0.047	0.04
29- Vushtrri	0.017	0.005	0.011	0.01
30- Viti	0.022	0.001	0.021	0.02
31- Xërxë	0.056	0.001	0.055	0.05
32- Zubin Potok	0.018	0.002	0.016	0.01
Total	0.835	0.053	0.782	0.65

GREENHOUSE GAS EMISSION INTENSITY

When evaluating KEP Trust's total greenhouse gas emissions for 2023 based on the unit area used (total area of 6,159.10 m²) and the number of employees (total number of employees: 248), the emission intensities per unit area and per employee as of 2023 are 0.17 tCO₂e/m² and 4.24 tCO₂e/person considering the total emission of the KEP Trust while these results can be found in Table 13 for each branches.

Table 13: Emission Intensities by Area and Employees

Head Office and Branches	Branch Usage Area (m ²)	Number of Employee (person)	Emission Intensity per Area (tCO ₂ e/m ²)	Emission Intensity per Employee (tCO ₂ e/person)
1- Head Office (Prishtine)	1,390.00	58	0.14	3.30
2- Prishtine	201.00	10	0.11	2.15
3- Mitrovicë	196.20	7	0.15	4.20
4- Besianë	74.00	5	0.23	3.33
5- Deçan	80.00	4	0.22	4.47
6- Dragash	68.91	4	0.26	4.49
7- Drenas	107.26	4	0.30	7.92
8- Ferizaj	550.00	12	0.12	5.53
9- Graçanicë	132.00	5	0.18	4.63
10- Gjakovë	287.00	8	0.14	4.97
11- Gjilan	300.00	9	0.17	5.67
12- Gjonaj	104.00	3	0.32	10.98
13- Istog	150.00	6	0.26	6.39
14- Kaçanik	73.32	4	0.37	6.76
15- Kamenicë	100.00	5	0.24	4.85
16- Kastriot	60.00	4	0.16	2.45
17- Klinë	224.00	7	0.15	4.94
18- Lipjan	110.21	5	0.20	4.38
19- Malisheve	159.20	10	0.33	5.33
20- Mitrovicë (Veri)	84.33	5	0.04	0.69
21- Pejë	350.00	12	0.13	3.85
22- Prizren	336.00	13	0.12	3.04
23- Rahovec	140.00	4	0.23	7.95
24- Fushë Kosovë	118.00	4	0.01	0.29
25- Shtime	88.00	4	0.22	4.85
26- Skënderaj	74.00	4	0.30	5.50
27- Suharekë	134.15	6	0.24	5.29
28- Shtërpçë	45.00	4	0.51	5.69
29- Vushtrri	112.00	8	0.26	3.69
30- Viti	127.52	5	0.26	6.59
31- Xërxë	83.00	4	0.23	4.83
32- Zubin Potok	100.00	5	0.04	0.81
Total	6,159.10	248.00	0.17	4.24

ASSESSMENT AND CONCLUSION

To mitigate the effects of climate change caused by greenhouse gas emissions resulting from Institution activities, it is crucial to keep data as updated and reliable as possible for each emission source in all branches. Considering the activities that contribute to KEP Trust's greenhouse gas emissions, the following measures are recommended:

- The inventory indicates that emissions from electricity consumption are the highest. It is advisable for KEP Trust to conduct energy and resource efficiency studies in its branches and to develop and implement efficiency measures/projects based on the results of these studies.
- Replacing the diesel and gasoline vehicles owned or leased by the company with hybrid or electric vehicles will help reduce the impact of these emissions.
- To reduce emissions from employee transportation, it is recommended to review and maintain/renew the service vehicles, which will facilitate fuel savings and emission reductions. Additionally, incentives to encourage staff to use public transportation will promote more sustainable commuting and contribute to emission reductions. Optimizing service routes to minimize travel distances is another suggestion.
- Strategically integrating resource and energy efficiency approaches into the organizational culture will enable KEP Trust employees to adopt individual consumption habits aligned with this perspective. This, in turn, can lead to a cumulative reduction in consumption within the institution, thereby decreasing greenhouse gas emissions. To achieve this, it is recommended to provide regular training to employees on topics such as climate change, waste management, resource efficiency, and energy efficiency to enhance awareness and build capacity.
- To reduce emissions from air travel and accommodation, it is recommended to conduct business meetings via video conferencing whenever possible, thereby minimizing the need for business trips. Additionally, the use of trains should be encouraged, and for short domestic trips, employees should be incentivized to travel by bus. Furthermore, to decrease the use of private cars and taxis, employees should be encouraged to use public transportation options such as buses, and trains for both intra-city and inter-city travel.
- One of the key factors contributing to increased paper consumption is the use of printed documents for contracts and similar purposes, including sending them to clients and archiving. Promoting digital solutions will help reduce, or even eliminate, emissions associated with paper consumption.
- Implementing various projects within the organization to reduce paper usage will significantly decrease paper consumption. Additionally, separation practices are crucial for ensuring paper recycling. By setting the default settings of printers and copiers to double-sided printing and copying, the amount of paper used in these processes can be reduced. Using A5-sized paper instead of A4, based on need, can further decrease total consumption.
- Regular maintenance of equipment and devices in air conditioner systems is essential to address refrigerant gas leaks. During maintenance, monitoring the

amount of refrigerant gas loaded and preventing leaks in the system is necessary. Efforts should be made to ensure that air conditioning systems operate at optimal efficiency, which can reduce their impact on emissions.

- It is recommended that KEP Trust continue calculating its carbon footprint/greenhouse gas inventory in future periods and review its activities to enhance performance.

For 2023, KEP Trust's organization-wide greenhouse gas emissions were calculated by Escarus as 1,052.56 tCO₂e. Of these emissions within the scope of KEP Trust's greenhouse gas inventory, 68.28% is derived from electricity consumption. The sources of the remaining emissions are detailed in the earlier sections of the report.

In the future, KEP Trust should plan to take steps to establish targets supported by upper management across the Institution aimed at reducing the identified impacts after effectively collecting data and verifying the calculated figures through an integrated approach. It is recommended that the improvements identified by Escarus during the inventory assessment be addressed by KEP Trust and implemented to be reflected in the next calculations. Emissions resulting from financing activities hold significant importance for banks, as they play a crucial role in understanding the full environmental impact of financial operations. Therefore, it is recommended that KEP Trust conducts a comprehensive assessment and calculation of its financed emissions to be included in their strategy.

REFERENCES

Emission Source	Reference
Emission Factor for Electricity	Ecoinvent Database
Emission Factors For Stationary Combustion	2006 IPCC Guidelines for National Greenhouse Gas Inventories - Volume 2-Chapter 2 Stationary Combustion (Table 2.3) 2006 IPCC Guidelines for National Greenhouse Gas Inventories - Volume 2-Chapter 1 Introduction
Emission Factors For Mobile Combustion	2006 IPCC Guidelines for National Greenhouse Gas Inventories - Volume 2-Chapter 3 Mobile Combustion 2006 IPCC Guidelines for National Greenhouse Gas Inventories - Volume 2-Chapter 1 Introduction"
Emission From Leakage-Refrigerants/ Fire Extinguishers	IPCC AR6: https://ghgprotocol.org/sites/default/files/2024-08/Global-Warming-Potential-Values%20%28August%202024%29.pdf
Emissions From Employee Transportation Services	2006 IPCC Guidelines for National Greenhouse Gas Inventories - Volume 2-Chapter 3 Mobile Combustion DEFRA - 2024
Emissions From Business Travel	DEFRA – 2024 https://www.icao.int/environmental-protection/CarbonOffset/Pages/default.aspx
Emissions from Raw Materials Used	DEFRA – 2024
Emissions from Capital Assets	Ecoinvent Database Ademe Databasae
Indirect Greenhouse Gas Emissions from Other Sources	DEFRA – 2024

