



**First meeting of the EMG Peer-Review Body (PRB)**  
Hosted by the World Meteorological Organisation  
28-29 January 2014  
Geneva, Switzerland

**EMG/Peer-Reviews/04**  
Distribution: Peer-Review  
Body Meeting Participants  
24 March 2014

## Report of the Meeting

### I. Introduction

The 1st meeting of the Peer Review Body (PRB) was held during 28-29 January 2014 in Geneva, Switzerland, hosted by the World Meteorological Organization (WMO). The meeting considered the main features of the EMG Peer Review Process, the findings of the two pilot Peer Review Reports on the corporate environmental sustainability management of WMO and UNIDO (on behalf of the Vienna International Centre, VIC); the next steps of the pilot phase and provided its recommendations.

The meeting was co-chaired by Mr. Elliott Harris, Director of EMG and the UNEP New York office; Ms. Brenda Behan, Chief, Infrastructure and Facilities Management, Management Services Division, World Food Programme (WFP); and Mr. Angiolo Rolli, Director, Resource Management Department, WMO.

The Agenda of the meeting and the list of participants are provided in Annex I and II of this report.

### II. Considerations and agreed actions

#### A. Day 1- 28 January 2014

##### 1. Opening Session

The opening session heard introductory remarks by WHO as host, UNIDO and the co-chairs of the meeting.

Mr. Angiolo Rolli, WMO, welcomed participants to the WMO Headquarters. It was natural for WMO to volunteer for the Peer Review, as environmental management is closely related to its mandate. Mr. Rolli emphasized that the Peer Reviews will help to bring out tangible benefits of environmental efforts, that make economic as well as environmental sense.

Mr. Stefano Bologna, Director, Operational Support Services Branch, UNIDO reiterated UNIDO's keen interest in the Peer Review. He commended the exercise and highlighted the potential embedded in learning from and sharing with Peers.

Ms. Brenda Behan, WFP, noted that a recurring theme in the Peer Reviews is the difficulty in resourcing environmental management efforts despite a strong business case. Ms. Behan highlighted a number of key issues that needed further attention: alternate financing routes such as through an internal carbon tax; keeping up with technological advances, for example in the field of energy storage; the environmental implications of food waste; and the need for qualified human resources for facility management.

Mr. Elliott Harris expressed his thanks and appreciations to WMO and UNIDO for volunteering to be reviewed in the pilot phase and made an introductory presentation on the history, the key features, the benefits and the process of the Peer Review. An evaluation of the pilot phase of the Peer Review will be submitted to the EMG Senior Officials at their meeting in late 2014, and the possibility to extend the review beyond the pilot phase will be explored. The cost-effectiveness of the review process will be assessed and efficiency of the process will be improved.

## **2. Adoption of the Agenda**

Mr. Harris, EMG, briefly introduced the agenda, and the PRB adopted it with no changes.

## **3. Introduction to the Peer Review Process and the overall findings so far**

The substantive sessions of the meeting started with introductory presentations on Corporate Environment Management and Environment Management Systems.

### **3.1 Introduction to corporate environmental management**

Professor Brahmanand Mohanty, School of Environment, Resources and Development, Asian Institute of Technology, Thailand and EMG Consultant for the Peer Review project, introduced the basic concept and principles of Corporate Environmental Management. He took the audience through the need for Corporate Environmental Management, the importance of systems thinking and the principles of an environmental assessment. Prof. Mohanty introduced desirable approaches for managing energy, water and waste, starting with demand reduction before progressing into resource efficiency measures and alternate sources.

### **3.2 Environment Management Systems**

Mr. Muralee Thummarukudy, Senior Programme Officer (Disaster Risk Reduction) Post Conflict and Disaster Management Branch, UNEP, Geneva, gave a presentation on Environment Management Systems (EMS), a systematic and continuous approach for environmental management. He introduced its basic elements relating to how to get started, implement, measure, review and audit an EMS. He also introduced certification systems such as the ISO 14000 series and the EU Eco-Management and Audit Scheme (EMAS), against which the EMS could be certified, explaining its relevance. Findings of surveys were presented, which highlighted the benefits of using an EMS.

### **Considerations/Recommendations of the PRB:**

- There are various UN system-wide initiatives to reduce the environmental impact of UN operations, including the development and implementation of an EMS largely based on the ISO 14000, but without the requirement of a certification.
- Such environmental management measures should be taken only after properly taking into account each UN entity's specific situation, progress and priorities.
- The UN-wide effort to develop an EMS is focussing on tailoring a system suited for the specific needs of individual agencies, while ensuring consistency across the UN system.
- It is helpful to follow standards, especially for benchmarking and comparison, but it should not be a goal in itself. The main objective is to improve environmental performance, through the most effective routes available.
- WFP is implementing an EMS based on ISO 14000 without pursuing certification. IMF informed that its HQ in Washington DC is LEED Platinum certified, but stressed that more important for them was proper monitoring and evaluation. For this purpose, an extensive data warehouse facility has been installed in the HQ building.
- The World Bank follows local green building standards wherever possible and is also implementing a Sustainability Management System (SMS).
- The case of other certified UN buildings were highlighted by participants, such as the LEED certified IFAD building in Rome, Italy and the UN City building in Copenhagen, Denmark.
- Challenges unique to the UN were highlighted:
  - Most agencies have buildings built by host countries. Therefore the UN cannot always decide on modifications independently. Some buildings have become landmarks and host countries do not accept changes that would affect their heritage value.
  - An additional challenge is created by increasing budget cuts where the budgets for building management often are severely reduced. For this reason many UN buildings have not been maintained properly for decades and it has become difficult to upgrade them to meet current standards.
  - The Buildings Management Services(BMS) unit hosted by UNIDO, which manages the facilities of the Vienna International Centre (VIC), manages a special fund for the VIC, which other agencies have started to use as a model. A special feature of this fund is that it allows leftover amounts at the end of year to be carried over to the new budget year, which is unique in the UN system and especially beneficial for environmental upgrades, many of which require initial investments.

#### **4. Peer Review of Corporate Environmental Management in WMO**

Participants were given the opportunity to acquaint themselves with the WMO building guided by Mr. Manoutchehr Hadji, Resource Management Officer, (WMO), which was followed by presentations on the Peer Review of WMO.

##### **4.1 Introduction to the Peer-Review of WMO**

Ms. Anne-Claire Blet, Environment and Sustainable Development Specialist, Universal Postal Union (UPU), gave a brief introduction to the Peer Review of WMO. The review covered the WMO Headquarters in Geneva and the following themes: buildings/facilities and GHG emissions; air travel and GHG emissions; waste management; and water management. The Peer Review was carried out by a team with representation from the Canton of Geneva, UPU, UNEP and EMG/SUN. A detailed questionnaire was shared with UNIDO prior to the formal Peer Review mission. The Peer Review mission was carried out during 29-31 May 2013, with formal dialogue with WMO counterparts, the staff association, and service providers. The mission was followed up by several visits by EMG for data collection.

##### **4.2 WMO building/facilities and GHG emissions**

Mr. Jacob Kurian, Programme Officer, Sustainable UN (SUN) facility, UNEP and Coordinator, EMG Peer Review project, presented the review of WMO's buildings/facilities in relation to their GHG emissions. Facility operations account for 17% of WMO's GHG emissions, all of which stems from energy. Natural gas and grid electricity sourced almost entirely from hydropower, were the main forms of energy used. Total energy costs for 2012 amounted to around CHF 0.5 million.

The WMO building is well designed, with several good and advanced technologies and practices including: double skin facades, daylight optimisation, Canadian Wells (Earth to Air Heat Exchangers), natural and night time ventilation, rotary heat exchangers, energy efficient lighting controls, and energy and water efficient operation of the Cooling Towers.

In terms of challenges, the following were noted:

- (i) usage of the Combined Heat and Power (CHP) plant, hot water boiler and the Vapour Absorption Chiller (VAC), was neither the most thermally and cost efficient nor climate friendly option for electricity production and space heating and cooling needs ;
- ii) monitoring and maintenance issues. Although the building has a sophisticated Building Management System (BMS), interpretation and analysis of the data needs to be undertaken and
- iii) lack of a focal point for sustainability management issues.

Key recommendations outlined included:

- i) installation of a reversible heat pump as the primary source for space cooling and heating;
- ii) The CHP to be used only for winter peak hours to reduce need for purchasing high priced electricity for the proposed heat pump;
- iii) The VAC to be used only as a stand by unit;
- iv) Regular monitoring and maintenance of key systems and parameters. Mr. Kurian also noted that the Canton of Geneva and Geneva city have several programmes and subsidies available for energy efficient building refurbishment/ installation and energy monitoring.

##### **Considerations/Recommendations of the PRB**

- It could be useful to consider standardizing cost-benefit analysis methodologies.
- There is a need for careful consideration of the local context and the alternatives available, before technological options are selected. CHP is traditionally considered a very effective and environmentally friendly way to produce energy in spite of it is low efficiency. VACs are also a very good alternative for refrigeration and air-conditioning solutions, wherever free or low cost waste heat is available. However, in the specific situation for WMO, considering the tariff of grid electricity and natural gas and the efficiency of the equipment, the use of a CHP, boiler and VAC, was found to be unattractive, especially compared to the use of an electricity driven reversible heat pump which has a high efficiency.
- WIPO indicated its plan to use the water from Lake Geneva to meet 100% of their cooling needs, adding that it is important to find new ways to achieve environmental benefits as budgets continue to decrease.

- The negative environmental impact and security risks related to the use of personal equipment in the office was highlighted, such as space heaters and personal fridges.
- The installation of high efficiency hand dryers in bathrooms in FAO has been a success, liked by the employees and resulting in elimination of paper towels.

### **4.3. Waste Management in WMO**

Ms. Olga Villarubia, Directrice, Département de l'environnement, des transports et de l'agriculture (DETA), République et Canton de Genève, gave a presentation on waste management in WMO. WMO has an effective sorting infrastructure and three contractors are in charge of disposal of office, cafeteria, and IT waste.

The key achievements included:

- i) a significant reduction in paper waste due to green IT and green events policy and measures, and the introduction of a paper compactor have helped to reduce transportation of paper waste;
- ii) a reduction of waste from the cafeteria, mainly by ensuring environmental clauses in the catering contract.

The main challenges identified were:

- i) a lack of knowledge about legal responsibilities;
- ii) improvements needed in waste monitoring and reporting and
- iii) need for a focal point for sustainability management issues.

The key recommendations included:

- i) an improved monitoring system;
- ii) replacement of IT equipment to be done based on their technical status and remaining lifetime, and not based on the requirements for meeting financial accounting standards;
- iii) enhanced communication and awareness raising efforts.

### **Considerations/Recommendations of the PRB**

- There is rapid change in the field of technology resulting in short ICT equipment life cycles. A two year life cycle is typically recommended for laptops, while the IPSAS financial accounting standard is four years for renewing IT equipment. It was agreed that a flexible approach may be the best option. UNESCO also noted that their trial to expand equipment life cycles had resulted in an increased need for support services.
- Avoiding the use of local printers and improving network printing was important for economic, health, and environmental benefits.

### **4.4 ICT and Green meetings in WMO**

Ms. Anne-Claire Blet, UPU presented WMO's performance in the Peer Review theme of ICT and green meetings.

WMO has a substantial IT budget of USD 1.6 million/ year, and has integrated green IT into its daily activities resulting in many benefits. Investments in e-meetings and videoconferencing systems since 2009 have been a success. In 2012 alone, 700 virtual meetings were conducted. Ever since its 2007 Congress, WMO has pursued a paperless meeting policy including change of format and reduced length of documents, e-distribution, e-registration, e-voting and the use of 100% recycled paper. WMO hosts greener meetings amounting to at least 30 major events per year with more than 100 participants. Important features include recycling bins, no water bottles and no goodie bags for meeting participants, and selection of meeting venues based on carbon emissions. Offsetting of emissions is done for travel to UNFCCC meetings.

WMO's decision to virtualise servers, coupled with other energy efficiency measures has reduced energy consumption from ICT equipment. WMO is also the first UN agency to apply a 'Bring-your-own-device' (BYOD) policy, which has been reported to reduce the number of electronic devices needed and recycling needs and costs.

The report further recommends:

- i) an assessment of the greener ICT measures and
- ii) developing and implementing a strategy for green events.

#### **Considerations/Recommendations of the PRB**

- The option and environmental benefits of remote work was missing from the Peer Review report. The 700 meetings that were listed as teleconferences had also not been categorized, making it difficult to assess their true emissions reduction impact, e.g. by not knowing where the meeting participants would have travelled from, had they participated in person.
- Often, estimates for savings in paper consumption at meetings, did not take into consideration the printing of documents by participants themselves.
- IMF is monitoring the quantity of paper procured every year.
- WIPO has defined a maximum number of pages per document. A decrease in the number of pages per document has since been realised.
- The three Rome-based agencies (FAO, IFAD and WFP) are currently in a trial phase for using card readers for printing, and the results show a reduced amount of printed paper.
- Getting rid of personal printers has not only environmental advantages but brings financial and health related benefits as well.
- Language policies requiring fewer translations could also help reduce the amount of paper consumed.
- On a query on why WMO only offsets emissions when travelling to UNFCCC meetings, WMO responded that there was no appetite for wider offsetting. They were also trying to encourage remote working.

#### **4.5 Air Travel and GHG emissions in WMO**

Mr. Shoa Ehsani, Climate Neutral Officer, UNEP, gave a presentation on WMO's air travel and GHG emissions. The majority of WMO's travel is undertaken by meeting participants, the footprint being provided by the travel agency AMEX. WMO currently has no policy to encourage economy travel instead of travel in business class.

Over 80 % of the WMO GHG footprint comes from flights. However, based on 2011 and 2012 data, the number of flights appears to be decreasing. WMO makes good use of its video conferencing facilities; uses rail instead of short-haul flights; and have a directive from the WMO Secretary General to voluntarily reduce the number of flights.

Key recommendations include:

- i) monitor and measure air travel and its climate footprint regularly;
- ii) implement a formal emissions reduction strategy and make explicit targets;
- iii) formalize a carbon off-setting scheme and
- iv) encourage use of public and non-motorized transport by staff, (introduce higher car parking charges).

#### **Considerations/Recommendations of the PRB**

- There is an advantage with virtual meetings involving a social inclusion aspect through bringing more people and wider participation, compared to an in person meeting.
- With regard to the discussion on travelling economy class instead of business class for environmental reasons, WFP's approach is to look closely at when employees travel rather than how.
- The UN policy of encouraging employees to downgrade from business to premium class travel is ineffective, as premium class is still considered business travel in environmental calculations.
- For some agencies, it can be difficult to set quantitative targets for air travel as it is linked to the delivery of outputs.
- In OECD, member states decide where the annual conference will be held, which has a large impact on the carbon footprint.

#### **4.6 Cross-cutting issues and recommendations**

Ms. Olga Villarubia, Canton of Geneva, and Mr. Shoa Ehsani, UNEP, presented issues and recommendations in the Peer Review of WMO, which were strategic and cross-cutting in nature. The key recommendations include: a base-line study on resource use, development of a comprehensive policy and set targets, implementation of an EMS to ensure a systematic and continuous response; appointment a qualified focal point for sustainability management issues, improvement of monitoring; and improved contracts and contract management as many of the building services in WMO are outsourced.

### **B. Day 2 – 29 January 2014**

#### **5. Peer Review of Corporate Environmental Management at the Vienna International Centre (VIC)**

##### **5.1 Introduction to the Peer Review of VIC**

Mr. Elhousseine Gouaini, Chief, Conference Services Unit, WMO, began with an introduction to the Peer Review of VIC. The review covered the following themes: buildings and GHG emissions, waste management, water management, and staff awareness (involvement and training). The Review covered the VIC operations, involving the impact of 16 organisations based there. The Peer Review team had representation from OECD, WMO and EMG/SUN. A detailed questionnaire was shared with UNIDO prior to the formal Peer Review mission. The Peer Review mission was carried out during 11-13 September 2013, with interactions with UNIDO, IAEA, UNOV, CTBTO, the staff association, contractors and service providers. The mission was followed up by an additional visit by EMG for data collection.

##### **5.2 Facilities and GHG emissions at VIC**

Mr. Jacob Kurian, UNEP SUN, presented the findings of the review on VIC's buildings/ facilities with respect to their GHG emissions. VIC is arguably the largest UN complex globally, and most of the buildings are over 30 years old. The major GHG emission sources were purchased electricity and hot water, and the total annual energy cost for 2012 was around EUR 5.2 million. On behalf of the VIC based agencies, the facility is managed by the UNIDO hosted Building Management Services(BMS). An Austrian government-managed facility supplies or transmits most of the utilities needed for VIC.

The energy intensity figures reveal relatively good performance, considering the age and design of the building, as well as the size of the complex. However, a large potential for energy savings exists. A major achievement has been the setting up a special fund for facility maintenance and upgrades of VIC, which allows unused funds to be carried over and used for the following year's improvements, which helps longer term planning and environmental upgrades. Several energy demand reduction and efficiency measures have been taken or are planned: double glazed windows, energy recovery heat exchangers, high efficiency chillers; Variable Speed Drives, and efficient lighting systems.

Key recommendations include: reducing HVAC system fresh air rates; reducing the night time electrical load; reducing relative humidity settings; utilising free-cooling; installing additional heat recovery devices; and providing task lighting.

#### **Considerations/Recommendations of the PRB**

- UNIDO welcomed the report and the recommendations, but would like to further review it to strengthen the recommendations. For example, there would be issues with the recommendation to raise temperature set points in summer and lower it in winter, due to the special design of the buildings and their thermal mass.
- To set up the special fund for VIC, each contributing agency(CTBTO,IAEA, UNIDO, UNOV) had to get the authorisation of its Member States in 2005. The request had been to allow the agency managing the fund, UNIDO, to accumulate funds with no limit, which today stands at around 20 million euros. However, now a ceiling has been introduced. Contributions have been made by Member States, but have been linked to the biannual project budget submissions of the Building Management Services (BMS). A formula exists to determine the contribution from

each contributing agency, based on staff numbers and floor area occupied. The funds run according to a five-year plan that cannot cover staff costs. Decisions regarding the fund are taken collectively in quarterly meetings.

- FAO inquired whether staff who works after hours or on weekends complain about the office temperatures, as the heating or air-conditioning is turned off.
- Questions were asked about the environmental impacts of the boiler combusting fat from kitchen waste.
- Considering the limitation of staff and the increased input requirements that EMS may bring, the IMF stressed the cost saving opportunities in outsourcing.
- UNIDO concluded that emphasising the energy savings aspects of measures taken usually resonates well with management. UNIDO will compile a list of prioritized actions based on the recommendations made in the Peer Review.

### **5.3 Staff awareness, involvement and training in VIC based organisations**

Mr. Elhoussaine Gouaini, WMO, gave a presentation on the theme of staff awareness, involvement and training in environmental management. VIC hosts the Headquarters of CTBTO, IAEA, UNIDO and UNOV, and has an average occupancy of 8000 people per day, of which around 5000 are UN staff.

Actions taken include: UNOV staff being encouraged to reduce paper use and increase commuting by bicycle/ public transport; setting up on line tools for communication at UNODC; use of video-conferencing and eco-friendly office equipment at CTBTO; and intranet pages at UNIDO informing staff on environmentally sustainable behaviour.

Key recommendations include:

- i) to provide incentives for staff – e.g., green awards, day care centres;
- ii) remove perverse benefits – e.g., low priced parking, tax-free vehicle fuel; and
- iii) further engaging staff associations.

### **Considerations/Recommendations of the PRB**

- The Reviews have addressed the issue of staff density or space utilisation. For example, WFP has twice as many people in a same size building as WMO. It is important to make better use of existing space and changing staff behaviour for that.
- UNEP changed to an open-plan workspace before constructing the new \$25 million headquarters in Nairobi. As a result, the new building could also accommodate other UN agencies.
- If space as well as people could be treated as a resource, this might improve decision making, for example deter investment in a new building. To make such changes, there are issues related to staff willingness and adaptability. Very firm decisions at management level would be needed to realise change.
- Ms. Julie MacKenzie, Senior Advisor on Sustainability, UNHQ, offered to share the UN Secretariat's report on space utilisation.
- There are challenges to measure staff awareness. There could be an effort to develop a set of suitable quantifiable objectives and measurable indicators. Staff generally do not respond to surveys.
- UNDP and UNEP are jointly developing a tutorial on sustainability, that will become mandatory for UNEP and UNDP staff in due course.
- Staff is more willing to do their part when there is a sense of belonging to the process, leading to them choosing to act in a more sustainable way voluntarily.
- A bottom-up approach by including personal sustainability objectives into performance appraisals was mentioned as a way to increase staff motivation.

### **5.4 “Smart occupants are key to smart buildings”**

As a substantive input for the discussions, Professor Brahmanand Mohanty, EMG Consultant, made a presentation on the topic ‘Smart Occupants are Key to Smart Buildings.’ Well-designed buildings and appropriate technologies alone cannot assure good facility performance. Smart operation of a well-designed building requires careful monitoring and analysis. Building Management Systems can generate huge amount of data, however it is important to know what is relevant and how they can be

uses for further monitoring, analysis and performance improvement. Examples were provided, mainly using the case of a chiller plant.

### **5.5 Waste management in VIC**

Ms. Liisa-Maija Harju, Environmental Coordinator, OECD, presented the review on waste management in VIC. The focus of waste management efforts in VIC is on proper disposal, done in accordance with Austrian regulations. In terms of waste reduction, there has been a significant decrease in paper waste. Asbestos was also removed from the complex between 2004 and 2013. The key recommendations include: focus on all aspects of waste management, especially on waste reduction; improve the sorting and recycling of electronic and electrical waste; and reduce the amount of food waste.

### **5.6 Water management in VIC**

Mr. Jacob Kurian, UNEP SUN, gave a presentation on water management in VIC. The main sources of water are well water, followed by water from the city network. Waterless urinals, sensor based faucets and dual flush systems have been installed in the campus. However, the per capita consumption of water for personal use by the occupants of the building was high. In internal accounting, well water was accounted as free of charge, though it had a significant cost for water treatment and pumping. The key recommendations were highlighted as: a more proper accounting of costs for well water and communicating water costs to staff; improving monitoring & assessment; and optimising water usage in water intensive equipment's, such as the Cooling Tower.

### **Considerations/Recommendations of the PRB**

- It was pointed out that putting a price on utilities does give an incentive to minimise consumption.
- UNIDO clarified that a possible reason for higher water usage could be that until 2013 the contractor operating the kitchen did not pay for water usage. This has now changed and the new contractor will pay for water.
- The review has so far covered HQ based organisations, but field based agencies would have a different situation, especially for issues such as accommodation, power generation, water supply and waste management. They also often operate in countries with little infrastructure or policies, guidelines or regulations. Future Peer Reviews could cover field based UN entities also.
- The Peer Review could in the future also look at procurement, as it could be a leveraging point for green performance. Some UN agencies, including UNHCR, have developed their own Sustainable Procurement policy, though the UN Secretariat is constrained on sustainable procurement issues due to a longstanding objection to it at the General Assembly.

### **5.7. Crosscutting recommendations for VIC**

Ms Liisa-Maija Harju, OECD, laid out cross-cutting recommendations in the Peer Review of VIC including: implement an Environmental Management System (EMS) covering planning, assessment, monitoring, communication and reporting; and appointing a focal point.

## **6. Preparation of the second meeting of the PRB, finalization of the Peer Review Reports and recommendations for the next phase of the Peer Reviews**

The Co-Chairs led a discussion on issues related to the preparation of the second meeting of the PRB, finalization of the Peer Review Reports and recommendations for the next phase of the Peer Reviews.

The following leading questions and issues were raised to stimulate discussions:

- For the Peer Review, has the right balance been struck between the amount of details, questions asked and analysis done compared to the outcome/ output of the process? Does the review need to go into more details or can a reasonable job be done with less effort?
- Are all relevant issues under the purview of the Peer Review? For example, based on the interest shown by different participants, should Procurement be included in future Peer Reviews?
- The Peer Review process is currently voluntary and recommendations non-binding. What should happen now in terms of follow-up and the PRB's expectations from the reviewed agencies in the pilot phase, since they have received recommendations? Would the reviewed agencies consider themselves accountable?
- There is a cost to the Peer Reviews and the pilot phase has benefited from a contribution from



Norway.

- How can money be raised/shared for future Peer Reviews?
- The carbon footprint is predominately due to air travel. It may not be enough for agencies to have the occasional video conference. It should not be a case of business/ economy class, but whether agencies/ UN staff should travel at all. There needs to be a justification, i.e. something that cannot be accomplished without a face-to-face meeting if travel is to take place. Would a face-to-face meeting be necessary for the second PRB meeting and if so, where should be the venue ?
- The issue of Peer Reviewing of field based agencies / missions could be considered by the PRB.
- The PRB needs to recommend to the EMG Senior Officials Meeting how to continue with the process.

### **Considerations/Recommendations of the PRB**

- UNIDO described the VIC Peer Review process as a success, and they will now further review the report and help to fine tune it. UNIDO highlighted its experience and contribution to the INFM's (UN Inter-Agency Network of Facilities Managers) annual benchmarking exercise, where the VIC is currently placed 2nd best out of 20 benchmarked buildings.
- The Peer Review reports were very descriptive but also time consuming to produce. Will the EMG be able to cope with many more agencies to be reviewed? Should the scope and detail be reduced?

The amount of effort being put into the Peer Review seems to be solid and worthwhile with respect to the returns.

The reports are very useful in their current shape and the same usefulness might not be there if it were less detailed. If the level of detail in the Peer Review report is reduced too much, the results become too intangible to be of worth.

- A better sense of the full cost of the exercise is needed.
- It would be good to check if the Peer Review process could be speeded up, for example by using certain standards to make the estimates.
- The candour of the reviewed UN entities was highlighted, especially in not being defensive when shortcomings were highlighted.
- The Peer Reviews were also informal enough for agencies to feel comfortable sharing information without the need to defend themselves when faced with feedback.
- The idea of the organisations under review being part of the Peer Reviews of other reviewed entities is a very good idea and will help in a mutual learning process.
- It would be good that the reviewed agencies are given the freedom to decide on the recommendations that they would and would not implement.
- The findings could be reported back to a higher level to allow the organizations to see value. For example, the reports could be used to make presentations to the governing bodies.
- It would be good to see what has happened in the reviewed entities later, for example two years after an agency has been reviewed.
- Procurement is already in the list of themes that an entity could select for being Peer Reviewed and agencies are free to choose it. It was noted that some entities may have difficulty in selecting this theme.
- There are several agencies, for example WFP, for which air travel is not the major component of the GHG emissions.
- All the documentation from the current and future Peer Reviews, could be placed on an electronic platform.

## **III. Conclusions and Next Steps**

Before closing the meeting, the Co-chairs made the following conclusions based on the discussions during the 2 days:

- PRB appreciated the candour resulting from the informal and voluntary nature of the Peer Reviews. The Peer Reviews are to be kept informal to sustain a candid atmosphere;
- The reports are valuable, offering good lessons on how to review HQ oriented agencies
- The PRB expects that agencies will make use of the Peer Review reports, but leaves it to the discretion of the agencies themselves. No pressure should be put on reviewed agencies to follow-up on the recommendations. Instead, the reviewed entities could informally inform the PRB about the Peer Review outcomes within a reasonable timeframe after the reports are finalised.

- The level of detail in the draft Peer Review Reports is adequate and good allowing conclusions to be drawn.
- The PRB is aware of the sustainability challenges caused by air travel, which remains a challenge.
- A review of field-based agency could be different in nature, but very valuable.
- A solution also needs to be found for the challenge to review agencies with offices scattered around the globe.
- In due course, attempts could be made to develop standards for the Peer Reviews.
- The EMG Secretariat will provide a more clear idea of the total costs for undertaking the Peer Reviews.
- Documentations of the Peer Review exercise can be shared in an electronic platform with restricted access.
- The PRB reports will be sent to the EMG SOM for information.
- UN WOMEN, IMF and UNESCO expressed interest in being reviewed.
- The draft report of the UNEP Peer Review will be finalised by May 2014.
- The next meeting of the PRB was decided to be held in early June 2014, to review the draft UNEP Peer Review report and to discuss the feedback to be provided to the EMG SOM on the pilot phase of the Peer Review. UNIDO kindly offered to host the meeting at VIC, Vienna.

## Annex I

# Provisional Agenda

1. **Opening Remarks:** Angiolo Rolli, Director, Resource Management Department, WMO; Elliot Harris, Director of the New York Office and EMG Secretary; Brenda Behan, Chief, Infrastructure and Facilities Management, Management Services Division, WFP; Mr. Stefano Bologna, Director, Operational Support Services Branch (UNIDO).
2. **Adoption of the Agenda.**
3. **Introduction to the Peer-Review Process and the overall findings so far.** Presentation of the Peer-Review process and initial findings by the EMG Secretariat. Presentation on Introduction to Corporate Environmental Management by Brahmanand Mohanty, EMG Consultant, followed by Presentation on Environment Management Systems by Muralee Thummarukudy, UNEP.
4. **Consideration of the Peer-Review Report on Environmental Management of WMO.**  
Site visit of the WMO Building led by Manoucheri Hadji, WMO, followed by the following presentations:
  - a. Introduction to the Peer-Review of WMO by Anne-Claire Blet, Universal Postal Union (UPU).
  - b. WMO Buildings/ facilities and GHG emissions by Jacob Kurian, EMG Secretariat; followed by questions and answers.
  - c. Waste Management in WMO by Olga Villarubia, Canton of Geneva; followed by questions and answers.
  - d. ICT and Green meetings in WMO by Anne-Claire Blet, UPU, followed by questions and answers.
  - e. Air Travel and GHG emissions in WMO by Shoa Ehsani, UNEP, followed by questions and answers.
  - f. Cross-cutting issues and recommendations by Olga Villarubia, Canton of Geneva and Shoa Ehsani, UNEP
  - g. Concluding discussion on the WMO Peer-Review report.
  - h. Closure of the first day of the meeting.
5. **Consideration of the Peer-Review Report on Environmental Management of UNIDO and the Vienna International Centre (VIC):**
  - a. Introduction to the Peer Review of VIC by Elhousseine Gouaini of WMO.
  - b. UNIDO/ VIC building/ facilities and GHG emissions by Jacob Kurian, EMG Secretariat, followed by questions and answers.
  - c. Staff awareness, involvement and training on environmental management in VIC based organisations by Elhousseine Gouaini of WMO, followed by questions and answers.
  - d. Presentation entitled ‘Smart occupants are key to smart buildings’ by Brahmanand Mohanty, EMG Consultant.
  - e. Waste management in VIC by Liisa-Maija Harju, OECD, followed by questions and answers.
  - f. Water management in VIC by Jacob Kurian, EMG Secretariat, followed by questions and answers.
  - g. Cross-cutting issues and recommendations by Liisa-Maija Harju of OECD and Jacob Kurian, EMG Secretariat.
  - h. Concluding discussion on UNIDO/ VIC Peer-Review Report, facilitated by co-chairs, followed by questions and answers.
6. **Preparation of the second meeting of the PRB,** modalities for finalisation of the Peer-Review Reports and recommendations for the next phase of the Peer Reviews for consideration of the 20<sup>th</sup> meeting of the EMG Senior Officials.
7. **Any other business**
8. **Closure of the meeting**

## List of participants

1. **FAO** **Mr. Mitchel Hall**, acting Corporate Environmental Responsibility Officer
2. **ILO** **Mr. Remo Becci**, Internal Services and Administration Department  
**Ms. Carolina Ferreira E Silva**, Environmental audit officer
3. **IMF** **Ms. Frank Harnischfeger**, Director,  
Technology & General Services Department
4. **ITU** **Mr. Peter Ransome**, Head, Facilities Management Division
5. **UNESCO** **Ms. Khadija Zammouri Ribes**, Assistant Director-General,  
Management of Support Services
6. **UNHCR** **Mr. Stephen Ingles**, Head of Procurement Management and  
Contracting Service/Division of Emergency, Security and Supply  
**Mr. Alain Gonin**, General Service Section
7. **UNIDO** **Ms. Teresa Garcia-Gill Cuellar**, Chief,  
Buildings Management Services  
**Mr. Stefano Bologna**, Director,  
Operational Support Services Branch
8. **UNOG** **Mr. Francesco Savarese**, Chief, Buildings and Engineering Section
9. **UNWOMEN** **Mr. Carlos Haddad**, Deputy Director, Division of Management and  
Administration
10. **WFP** **Ms. Brenda Behan**, Chief,  
Infrastructure and Facilities Management  
Management Services Division
11. **WHO** **Ms. Donna Kynaston**, acting Coordinator for Infrastructure Support  
Services, Department of Operational Support and Services
12. **WIPO** **Ms. Isabelle Boutillon**, Director Premises Infrastructure Division,  
Administration and Management sector
13. **WMO** **Mr. Angiolo Rolli**, Director, Resource Management Department  
**Mr. Manoutchehr Hadji**, Resource Management Officer

- 14. World Bank** **Ms. Jeannie Egan**, Manager, Institutional Services Division
- 15. DFS** **Mr. Moha Batta**, Supply Officer, Logistics Support Division
- 16. UN Secretariat** **Ms. Julie MacKenzie**, Senior Advisor Sustainability
- 17. UNEP** **Mr. Muralee Thummarukudy**, Senior Programme Officer, Disaster Risk Reduction  
**Yurie Shirakawa**, Disaster Risk Reduction (observer)
- 18. UNEP EMG** **Mr. Elliott Harris**, Director NY Office and EMG Secretary  
**Mr. Hossein Fadaei**, EMG Secretariat  
**Ms. Isabella Marras**, Sustainable UN coordinator  
**Mr. Jacob Kurian**, Programme Officer  
**Ms. Jannica Pitkanen-Brunnsberg**, Junior Professional Officer  
**Prof. Brahmanand Mohanty**, consultant  
**Mr. Hugues Delcourt**, consultant  
**Mr. Stephen Caudwell**, consultant
- 19. Peer Review Team Members** **Ms. Anne-Claire Blet**, Specialist Environment & Sustainable Development (UPU)  
**Mr. Elhousseine Gouaini**, Chief, Conference Services Unit, (WMO)  
**Ms. Liisa-Maija Harju**, Liisa-Maija Harju  
Environmental Coordinator & Junior Project Officer, Executive Directorate, (OECD, Paris)  
**Ms. Olga Villarubia**, Directrice, République et Canton De Genève, Département de l'environnement, des transports et de l'agriculture (DETA)  
**Mr. Shoa Ehsani**, Climate Neutral Officer (UNEP)