



## **21<sup>st</sup> Meeting of the Issue Management Group on Sustainable Management in the UN System (IMG 21)**

*Online, 16 June 2016*

### **Meeting Report**

The 21<sup>st</sup> meeting of the Issue Management Group on Sustainable Management in the UN System (IMG21) took place online on 16 June 2016. The meeting was attended by 44 participants from various institutions.

#### **Agenda Item 1: Opening**

##### **A. General Information**

The chair of the meeting, Isabella Marras (SUN), welcomed the participants and introduced the agenda. Isabella informed the IMG team about the latest updates on the SUN team work:

- SUN staff recruitment: The P3 officer selection process was completed in May 2016 and the recruited staff will likely start in September 2016.
- Funding: SUN received extra resources to be used in the coming months (by Fall 2016), which will be managed jointly with WFP support and dedicated to waste management.
- IMG meetings' online tool: The "Go-to-meeting" platform was tested for IMG 21, which allows audio access both online and by phone.

##### **A. Suggestions**

- None

##### **B. Outcomes/ Results/ Action Points**

- ✓ The agenda was adopted.
- ✓ Participants were invited to provide their feedback on the new online tool after the meeting.

## Agenda Item 2: Inventory Status and deadlines

### 2a) GHG emissions

#### A. General Information

Ariela d'Angiola (UNEP/SUN) informed the IMG participants on:

#### 1- Inventory deadlines and files

- Files Submission: all agencies must submit their GHG files **by 15<sup>th</sup> August 2016**.
- Files Correction: Ariela d'Angiola will liaise with the reporting agencies to correct their files **from 15<sup>th</sup> August to 15<sup>th</sup> September 2016**.
- Inventory finalization: the latest version of the files will need to be submitted **by 15<sup>th</sup> September 2016**. All agencies submitting their files after this date will not be included in the MTCN report.
- UN-wide inventory finalization: **beginning of October 2016**.

**2 – Online access to files**: Through UNITE, Greening the Blue (secured focal point area), and Dropbox. The access links were shared (see ppt presentation). All focal points were invited to share the files links with the colleagues involved in the GHG inventory compilation.

**3 – New features of the ICAO air travel emissions calculator (version 4 to be released in June 2016)**: Automatic accounting for emissions offset via EU-ETS. Therefore, the GHG emissions included in column H “*Total tonnes of CO<sub>2</sub>*” and I “*Total tonnes of CO<sub>2</sub> offsets from other sources*” will need to be added up to report on the actual emissions. This separation was made for offsetting purposes, to avoid double offsetting of the emissions already offset by airlines on intra-European flights. However, when it comes to reporting, the overall amount must be reported (sum of column I and H).

**4 – UN Secretariat HQ GHG reporting in NY**: As a result of the efforts made at the Secretariat in 2015/2016, the UNS was able to downscale its information and collect office facilities data for all the UN Secretariat entities based in NY. The following reporting rules will apply:

- From the 2015 reporting year onwards, the former UNHQ inventory will be addressed as the UNSHQ inventory

- All UNS entities based in NY who have not reported on their emissions in previous inventory exercises will be included in the UNS GHG reporting for office facilities.
- All UNS entities which are part of the secretariat but already report their emissions on their own, will need to cover their NY offices and inform the SUN team so that double counting is avoided.
- Offices or departments from the UNS that have never participated in the inventory exercise before can decide to report individually or as part of the UNSHQ inventory and will maintain this decision with future reports (even if they are not located in NY)
- All non-secretariat UN agencies based in NY will need to include in their reporting their NY office, as it won't be covered by the UN Secretariat inventory.

## **B. Suggestions**

- Fuel efficiency of vehicles use (e.g. in the case of hybrid vehicles use) can be shown by expressing information about their fuel consumption as liters, instead of kilometers, travelled. In the case of hybrids if only kilometers travelled is available, then a fuel efficiency of 45 MPG can be used to find the equivalent fuel usage and this data can be used.

## **C. Outcomes/ Results/ Action Points**

- ✓ All agencies should comply with the GHG inventory deadlines.
- ✓ SUN team to share with interested focal points the formula used for UNEP HQ to calculate the GHG emissions associated with their energy use. The formula shows how to include different emission factors based on the energy source (fossil, renewable, etc.).

## **2b) Waste inventory**

### **A. General Information**

Ivan Blazevic (UNEP/SUN) provided a summary of key dates related to 2016 Waste Inventory as follows:

- Harmonized methodology for UN-wide waste management inventory reporting was developed by the Working Group on Waste and Water Management and waste reporting workbook shared with IMG focal points on 15<sup>th</sup> April 2016.

- Waste inventory reporting training was held online on 7<sup>th</sup> and 8<sup>th</sup> June 2016. Over 70 people attended with significant participation from DPKO/DFS peacekeeping missions, which was encouraging given that peacekeeping amounts to half of all the UN in terms of personnel numbers
- Version 3 of the waste reporting workbook was released on 15<sup>th</sup> June and should be used for waste reporting, if possible. Alternatively, Ivan Blazevic will assist and transfer the compiled data to the latest workbook version. It is suggested and recommended to use as few workbooks as possible by including a maximum of 50 sites in a single workbook.
- The waste workbook file submission **deadline is 15<sup>th</sup> August 2016**.
- The files will be **finalized by 15<sup>th</sup> September 2016** and the results included in the MTCN publication for the first time.
- The SUN team is currently working with WFP on developing the next training modules and providing further guidance.

## **B. Suggestions**

- None

## **C. Outcomes/ Results/ Action Points**

- ✓ Focal points were invited to provide their feedback on the latest workbook version by the end of June, at the latest.
- ✓ All workbooks should be sent to Ivan Blazevic at [ivan.blazevic@unep.org](mailto:ivan.blazevic@unep.org)

## **2c) MTCN report**

### **A. General Information**

Imogen Martineau (UNEP/SUN) presented the changes envisaged in the formatting, structure & content, and statistics for the next MTCN report to be published in November 2016. The increase in the number of data to report on and communicate (e.g. data on waste), the difficulty in showing year-on-year progress, and the need to show progress as a UN system towards achieving climate neutrality and better environmental sustainability, made the SUN team consider the changes below for the next MTCN report:

1. Produce a poster to graphically display data related to measurement, offsetting, reduction efforts, and waste management and explain them. The SUN team will identify key data to be communicated to capture the attention of the target audience.

2. Produce a brochure containing case studies – either on the back of the poster or as a separate document.
3. Provide an overview page on Greening the Blue (GtB) containing information for all UN agencies.
4. Include individual agency pages on GtB.

#### **B. Suggestions**

- Ensure alignment of the GtB website and poster’s content and information.
- The information conveyed in the infographics will need to be clear and focused to ensure the effectiveness of the messaging.

#### **C. Outcomes/ Results/ Action Points**

- ✓ Focal points to provide feedback on the proposed infographics templates for the poster layout.
- ✓ Considering the challenges in showing year-on-year progress, the next MTCN will focus on showing environmental sustainability milestones achievement by the UN organizations.

### **2d) Where are we on climate neutrality**

#### **A. General Information**

UNFCCC made available its services to procure carbon credits for all UN agencies interested in offsetting their emissions. Two procurement processes are available:

1. **Adaptation Fund CERs:** this is an intergovernmental mechanism established by UNFCCC COP, which finances adaptation measures and projects in countries that are most vulnerable to the impacts of climate change. This option does not allow UN agencies to choose specific projects, although it will provide all agencies with a certificate stating which project they supported and the number of CERs purchased. The advantage is that the CERs cost is lower than the market one. Should the multi-year modality be selected, UNFCCC will send an updated climate neutrality certificate annually based on the actual emissions reported by the agency (Contact: [ajona@unfccc.int](mailto:ajona@unfccc.int); [djovanovic@unfccc.int](mailto:djovanovic@unfccc.int)).
2. **“Go Climate Neutral Now!”** the UN online platform for voluntary cancellation. Individuals or agencies can choose their CERs based on the type of project, their

price, or the initiative's geographical location. Payment is through credit card and paypal only at the moment (Contact: [mnaranjogonzalez@unfccc.int](mailto:mnaranjogonzalez@unfccc.int)).

## **B. Suggestions**

- None

## **C. Outcomes/ Results/ Action Points**

- ✓ Action points for the Adaptation Fund CERs modality:
- ✓ UNFCCC uploads to UNITE the standard UN Agency-UNFCCC Agreement template for purchase and cancellation of AF CERs.
- ✓ Agreement on contractual tools for annual or multi-year CERs purchase **by 19<sup>th</sup> September**:
  - Review and agree on the draft agreement with UNFCCC based on estimate emissions (Legal and Procurement teams will likely be involved).
  - Alternatively, Purchase Orders, Financial/Payment Authorizations, UNDG Agency-to-Agency contribution agreement format, and other options will equally be accepted by UNFCCC. However, this route might take more time because UNFCCC legal team will need to be involved.
- ✓ Confirmation of the exact amount of CERs to be procured (based on SUN confirmation) – **19<sup>th</sup> September**.
- ✓ Contract with UNFCCC signed **by 4<sup>th</sup> October**.
- ✓ UNFCCC consolidates all CERs requests into a single PO and purchases the CERs. The price will depend on the market price, the amount of CERs purchased and the exchange rate of the purchase date by UNFCCC – **7<sup>th</sup> October**.
- ✓ UNFCCC will then send each agency the certificate and confirmation from EU registry – **28<sup>th</sup> October**.
- ✓ Payment will be made by bank transfer or coding block (Umoja).

### **Agenda Item 3: Survey on UN-wide emission reduction strategies**

#### **A. General information**

Yimin Li (SUN) explained that SUN had noted in autumn 2015 that 19 UN organizations had an emission reduction strategy (ERS), an environmental sustainability management strategy (SMS), or an environmental management system (EMS). During spring 2016 these organizations were contacted, to confirm this information and to further investigate

these emission reduction strategies and the specific measures contained therein to outlines a concrete picture of UN-wide work progress on emissions reduction. The summary of the research can be found in an Excel-sheet.

Concerning GHG emissions, 65 UN entities participate in the annual GHG emission inventory and 20 of them have an ERS, SMS or EMS. Out of them, 12 entities have targets and timelines. The majority of the climate neutral agencies have an ERS or similar. The contacted agencies are mainly working on the following topics: energy efficiency, waste, air travel and staff awareness, but also to some extent on sustainable meetings, sustainable procurement, water, and paper usage.

Yimin Li also presented a number of good practices on GHG emissions, waste and air travel found during the research. These were found in for example FAO, IMF and also UN AIDS, which have achieved big savings through their new Travel policy. Concerning EMS, there are three UN entities that are ISO 14001-certified and nine UN entities are now implementing an EMS.

This exercise has given us a good overview of the present status of ERS, SMS and EMS.

#### **B. Suggestions**

- There were no comments from the Focal Points.

#### **C. Outcome/Results/Action points**

- ✓ Some agencies are currently developing or updating their emission reduction strategies. To get a more complete picture of the latest progress of all agencies, SUN invites the Focal Point to share updates of their work on emission reduction strategies, and also to give comments on the survey. The updates can be emailed to [Isabella.marras@unep.org](mailto:Isabella.marras@unep.org)

### **Agenda Item 4: Greening events: UNEA-2 efforts and achievements**

#### **A. General information**

Flavia Reale (UNEP/SUN) explained that UNEP made the second United Nations Environment Assembly (UNEA-2) a Climate Neutral, Paper Smart, and Plastic bottle-free event. More than 2,000 persons participated in UNEA-2. UNEP wanted to raise awareness and show how environmental sustainability can be integrated into large events

and become the standard practice for future meetings. This was also a part of the work in UNEP's EMS.

Flavia Reale demonstrated the significant difference in greening UNEA-2 as compared to the previous UNEA two years ago. The papers smart initiative meant that all material was provided as soft copies through the UNEA-2 app. For the plastic-free element of the meetings, it was estimated that around 50,000 plastic cups and/or 30,000 plastic bottles were saved. By applying the 'Reduce, Reuse, Recycle' approach, waste generated during UNEA was significantly reduced, and a lot of the material have been donated to local schools. UNON has confirmed that the amount of waste generated was much smaller than at the previous UNEA. UNEP developed a methodology for the greening of this event, which is available upon request. In the method it is also suggested to calculate how many participants could participate through the online platform.

The expected results are

- Reduced environmental footprint of UNEP events and Climate Neutrality;
- Continuous measurement and benchmarking of UNEA GHG emissions in the coming years;
- Use of consistent, transparent and verifiable methodology to produce Environmental Sustainability Reports for UNEA events over the years;
- Share good practices and tools for green events with other UN organizations and UNEP duty stations;
- Sensitized Governments, private sector and civil society representatives about the need for greener meetings.

Flavia Reale also presented some of the challenges during this greening approach, and which UN agencies contributed to make this possible.

## **B. Suggestions**

- Several Focal Points indicated interest in reading the final report and the methodology.
- Isabella Marras mentioned that SUN will work together with UNFCCC on sustainable events, and a plan for this work will be presented next month.

## **C. Outcome/Results/Action points**

- ✓ The draft methodology is available from the presenter upon demand.



- ✓ In July 2016 a final report will be published by UNEP with the methodology and final assessment of the UNEA greening.

**Agenda Item 5: N/A**

There was no session 5 due to shortness of time.

**Agenda Item 6: Common Services - Lighting Upgrade Toolkit Package I**

**A. General information**

Mitchell Hall (FAO) explained background and the work of Common Service Package. The ‘Standardized Common Service Package for LED Lighting Installation’ package provides guidance and assessment tools for offices to replace the regular lights with LED lights. The lifespan of different types of lights are compared, which shows that LED lights have a longer life expectancy. The further cost comparison gives an idea that LED is the most cost saving choice. In Annex 2, including energy efficiency & energy costs, environmental impact, etc. of lighting technologies are compared. LED contains no mercury, emits very little heat and is easier to dimming.

The LED Lighting Assessment Tool is designed to conduct technical assessment. The Initial Assessment consists of three parts. These are Baseline Analysis, Needs Analysis, and Cost-Benefit Analysis and Environmental Calculations. By entering data collected, the tool provides an automatic calculation and assessment of the LED lighting system of the facility.

**B. Suggestions**

- Isabella Marras indicated that the assessment tool is useful for life costing assessment during procurement. She also suggested Ivan Blazevic to invite FAO to give a presentation to Working group on waste and water management, INFM sustainability group and facility managers of other organizations.

**C. Outcome/Results/Action points**

- ✓ FAO to share the package to IMG focal points.

## **Agenda Item 7: VIC green efforts**

### **A. General information**

Starting with the mandates, Diego Masera (UNIDO) introduced the motivation of VIC to moving towards being climate neutral. In general, VIC is a big compound: 380,000m<sup>2</sup> gross area, houses 7,300 staff members as well as conference participants, visitors and others. The measurement of VIC Greenhouse Gases follows the UN approach, which includes the process of monitoring, reducing and offsetting. The assessment scope is defined. Electricity, on-site fuel combustion, purchased heated/chilled water, refrigerants leakage and mobile combustion are the emission sources included in the assessment. The majority of the GHG emissions come from purchased hot/chilled water.

Since 2012 GHG emissions have been reduced by 56%. Reductions have been achieved by a variety of measures, including renovation and modernization of elevators, upgrading building automation system, etc. From 2014 to 2015, there is an obvious decrease of GHG emission due to the employment of renewable energies. VIC's energy intensity is lower than the average of non-residential buildings in Austria. The GHG emissions level, 11.1kg CO<sub>2</sub>e/m<sup>2</sup> is also well below UN average.

Diego Masera expressed his thankfulness to UNFCCC for their supportive role in assisting VIC to be climate neutral. The next step of VIC is to achieve building energy certification, set green action plan, implement EMS, etc.

### **B. Suggestions**

- Diego Masera indicated that the peer review is useful for the 'greening'. Since taking peer review as a basis, one can know what is going on and what else to do.

### **C. Outcome/Results/Action points**

- ✓ None

## **Agenda Item 8: EMS Movie**

### **A. General information**

One of the key elements of an environmental management system is to increase staff awareness and skills. Without the support of management and employees, it is difficult to

maintain and develop any environmental work. Kristina von Oelreich explained that in the course of the several exchanges the Swedish EPA-SUN team had with IMG focal points, they realized how important it would be to raise UN awareness of what an EMS is and how it can help improve environmental performance. Organizations wanting to embark in an EMS also need tools to convince in a concise and compelling manner their management as well as staff on the interest of having a more systematic approach to emission reductions. This is how the idea of a short video on EMS developed.

There was no showing of the EMS video due to technical difficulties.

### **B. Suggestions**

- The video can be viewed by participants online at: <http://www.greeningtheblue.org/our-approach/reducing-our-impacts/emission-reduction-strategies>. It comes with a launch pack that has been made available to all focal points.

### **C. Outcome/Results/Action points**

- ✓ Organizations that have launched or intend to launch the video are invited share feedback received with the SUN team.

<b>Conclusion and Next Meeting</b>
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The chair apologized to the participants for the technical difficulties due to a new remote meeting platform. She invited focal points to give their feedback on the meeting using the Feedback forms made available on UNITE. She further reminded focal points of the following:

- a) Deadlines for the GHG and waste management inventory need to be respected as this year the publication date (coinciding with the UNFCCC COP in Morocco) is one month earlier than last year;
- b) Comments to the new format for the Moving towards a climate neutral UN report can be made directly to Ms. Imogen Martineau;
- c) Organizations intending to purchase carbon offsets can already make part of their intentions to the SUN team, UNFCCC and/or UNOPS so we can follow up and their name can be tentatively included in the draft reports and a possible prediction on how the climate neutral effort will go for 2015 emissions;
- d) The FAO ‘Standardized Common Service Package for LED Lighting Installation’ can be shared as appropriate by Ivan Blazevic with the Interagency Facilities

- Managers Network (INFM) and by the SUN Sustainable Procurement consultant with the procurement network. The tool will be included in the forthcoming SUN emissions reductions best practices sharing platform (on UNITE);
- e) The SUN team will make available to Focal points the contents of session 5 via the IMG bulletin.

### **NEXT MEETING**

The next IMG meeting will take place on 27<sup>th</sup>-28<sup>th</sup> October in Rome and will be generously hosted by IFAD. As usual focal points are invited to book the whole week from 24<sup>th</sup>-28<sup>th</sup> October. SUN and IFAD are preparing the agenda for the week which will most likely also include one training session on waste management right before the actual event. Focal points willing to share their best practices are invited to contact the SUN team.



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