

**22th Meeting of the Issue Management Group on
Environmental Sustainability Management (IMG 22)**

Date: 27-28 October 2016

Place: IFAD HQ – Room: Oval Room

IMG/ESM.22/Agenda

Distribution: IMG
members

Agenda Item 1: Opening Remarks

A. General Information

Matthias Meyerhans -Director of Administrative Services from International Fund for Agricultural Development (IFAD) - welcomed the participants. A tour de table ensued. Mr. Meyerhans introduced IFAD and its function.

Isabella Marras, Sustainable United Nations (SUN) coordinator- opened the 22nd meeting on the Issue Management Group, welcomed everyone and thanked the hosting institution. She shared with the group updates concerning the SUN team: a) the SUN / IMG have won the UN SG awards; b) Ms. Hillary Green, the new SUN team member, will work with emission reductions, water and environmental management and; c) Ms. Ariela D'Angiola's functions were extended from the Helpdesk for the UN greenhouse gas emission inventory to SUN Project Officer in charge of facilitating the current management of the SUN facility.

Agenda Item 2: 2015 UN GHG Inventory

A. General Information

Ariela D'Angiola (SUN) thanked agencies for their participation and shared the results of the greenhouse gas emission inventory for the 2015 operational year which included 66 UN / common system entities.

It was suggested in informal pre-IMG22 meetings to introduce budget / expenditure in next year's inventory exercise as an additional normalizing factor for GHG emissions. Currently emissions are reported in terms of personnel and surface area. It was also stressed, during the presentation, on the need to clarify how humanitarian air travel services (UNHAS) provided by WFP need to be claimed by the agencies concerned. In absence of this breakdown, the flights will be reported as a separate category in the report.

B. Suggestions/ Comments

- UNHAS data is not quite disaggregated, WFP is working on this. This is detailed work and separation of data into countries may help further segregation.
- The question was raised as to how do 2015 flights compare to that of 2014 in the Umoja-age. The difference was some 10 % less and Umoja is being prepped to work directly with ICAO and feed this data into the calculator.
- It was noted that the tracking of the reduction of emissions related to the travel avoided by online meetings is very challenging.
- It was mentioned that all data gaps and anomalies in the reporting will be communicated on the Greening the Blue website on each organisations' page.
- It was proposed and agreed to look into an online interactive reporting, allowing drill downs and greater detail than for the printed version.
- The issue of reporting renewable energy emissions into the grid was discussed. These would have zero emissions as per GHG Protocol guidance. The issue of what proxies to use for district heating will also need to be addressed.
- The WB and IFC are looking at setting emission targets to keep pace with the 2°C maximum climate targets aimed for by the member states.

C. Outcome/Results/Action Points

- Normalised emissions on a budget / expenditure basis will be reported starting from next inventory exercise.
- SUN to look at a more interactive online Greening the Blue report.
- Any agencies wishing to tie their emission reduction efforts to temperature targets adopted by member states, to get in touch with the WB and IFC.
- To develop proxies for offices with district heating that need to report their GHG emissions.

Agenda Item 3: UN Waste Inventory 2015

A. General Information

Ivan Blazevic (SUN) presented the outcome of the first UN-wide Waste Management inventory that took place for the 2015 reporting year. The waste inventory was carried out based on the methodology developed by the IMG waste & water management working group and used dedicated reporting tools. Training was delivered to all interested focal points to provide them with an understanding of the reporting methodology and tools prior to the inventory submission deadline.

The 2015 waste inventory received an encouraging number of responses with 67% of the UN entities already reporting on GHG emissions also providing data on waste. The exercise covered over 128,000 UN personnel across 550 sites.

B. Suggestions/ Comments

- The importance of improve data quality assurance at entities' level was stressed. E.g. only consider logical recycling proportions and waste types.
- Share hard copies of waste policies and other best practice examples with IMG. Several entities reported good practices for waste management including waste policies and strategies. This would add a degree of accountability
- It was proposed to carry out spot checks to audit/verify the waste reported data. Some focal points, volunteered their organization (UNV).
- It was suggested to a) explain better the impacts of waste to raise awareness and support action, b) work on common standards to help collect more accurate data, and c) train focal points.
- In the future, the waste inventory could provide data to calculate the GHG emissions associated with waste. To date, only UNFCCC estimated its waste related emissions. It was suggested that the new SUN staff member could start the work on this aspect.
- The methodology for waste quantities estimation was discussed. It is in line with GHG inventory methodology, estimates can only be made according to previous years' actual data and data cannot be extrapolated for the whole entity based on actual data relating to the proportion of that entity. However, this will be a topic of working group discussion going forward
- It was asked whether data analysis would be carried out by building type; SUN confirmed that it would be
- The issue of a one-type waste quantity such as construction waste and whether it should be reported was raised. SUN responded that the working group agreed to include such quantities but the topic should be discussed within the working group again.
- Reporting entities have very different locations, working environments and type of operations. Therefore, caution must be taken when comparing their results. In the coming years, the waste reporting exercise could be expanded to compare similar locations.

C. Outcome/Results/Action Points

- The UN, especially field missions, to carefully avoid using locally authorized dumpsites and open waste burning, practices that have massive environmental and social impacts.
- Improve the waste data quality by enhancing the verification skills of Focal Points and building capacity especially in non-HQ duty stations where less formal procedures are usually in place.
- The next steps for SUN are summarized as:

- Continue data analysis (e.g. by building/site type, location type)
 - Provide further training and guidance
 - Raise awareness
 - Translate the reporting tool in several languages to support field offices
 - Start the work on the 2016 inventory (e.g. improve 2015 tool)
- The Waste working group to discuss the possibility of establishing a minimum location size for data collection for the waste inventory and the waste generation estimation methodology.
 - To share/develop a methodology for waste audits to be used consistently across the UN.
 - To train local staff/personnel on how to report sensible waste data and to manage waste properly (cleaning and waste management staff, etc.).
 - To continue the synchronization between the Initial Environmental Review development and the waste inventory.
 - UNFCCC to share the proxy used for GHG emissions from waste used.

Agenda Item 4: Moving Towards Climate Neutral report feedback on new format and launch plans

A. General Information

Imogen Martineau (SUN) presented the new report on 2015 UN environmental performance, previously known as the *Moving Towards a Climate Neutral UN* report. As of 2015, the report has been renamed as the *Greening the Blue* report since the UN reporting expanded to include waste in addition to GHG emissions.

The UN climate neutrality and environmental sustainability efforts will be presented at CEB on November 9th and the summary will be distributed to the heads of agencies.

B. Suggestions/ Comments

- The GtB report will be launched on November 7th. UN entities are encouraged to promote the report across their organization, on their social media and website platforms on that day/week, if possible.
- More interactive on-line formats were suggested for the next edition of the GtB report.
- The GHG emissions of the UN will be shown as a pie chart by agency for the first time. No objections were received from focal points.

C. Outcome/Results/Action Points

- All entities to update their information on the GtB page by the first week of November at the latest, if not done yet.

Agenda Item 5: Water management and Staff Training, Two new reporting pillars for next year

A. General Information

Isabella Marras and Hala Jamhoury (SUN) presented the first assessment to support the new SUN reporting pillar to be developed as of 2017: water management and staff training. Water reporting answers to the guidelines set in the strategic plan for environmental sustainability management by the HLCCM.

Hala Jamhoury presented the main indicators, standards and directives for water management adopted also in the private sector.

B. Suggestions/ Comments

- The risk of overwhelming the focal points in the field was discussed. Some organizations suggested to look for funding first to ensure the availability of resources to undertake this reporting before asking for additional work from the fields.
- It was also suggested to do a mapping on the water management situation in the UN system as a first step.
- A pilot project development as of 2017 was proposed to carry out the water reporting initiative. It was also noted that water reporting might be easier than waste as there is quite a number of water use calculators based on the area occupied.
- It was assumed best to keep water and waste management working groups separate, as some organizations might be more interested in one than the other.

C. Outcome/Results/Action Points

- UNFCCC to share the proxy used for water resources in the optional GHG emissions reporting.
- SUN/UN agencies will need to brief all focal points in the field on the background of this initiative to ensure understanding and more support. SUN will prepare a short brief on this to be circulated to focal points.
- The work on water management will come as a package which will have further support from SUN in terms of training as well in the coming years.
- Small offices will not be the focus of this initiative, but HQ and main field offices will certainly be.

For a better agenda management, the discussion on the staff training indicator was moved to the day two.

Agenda Item 6: Staff awareness and Sustainable Procurement in IFAD

A. General Information

Dave Nolan - Facilities Management Officer (IFAD) - and his team presented their efforts at IFAD to create awareness among their personnel concerning environmental issues.

B. Suggestions/ Comments

- It was suggested to team up with co-located entities (cities or buildings) to have similar solutions and use synergies
- It was noted that sustainable procurement implementation should move to field offices as well.

C. Outcome/Results/Action Points

- IMG members to share sustainable procurement tenders with SUN
- SUN to share common procurement tenders with IMG members

Agenda Item 7: Innovative Funding Strategies

A. General Information

Mitch Hall (FAO) proposed funding alternatives that can help allocating money for environmental issues. A new innovative funding strategy for projects where energy or financial savings can be calculated was introduced

B. Suggestions/ Comments

- It was pointed out that the choice of words is very important: use cost avoidance instead of cost saving
- It was mentioned that budget reallocation of savings can take place: e.g. The Canton of Geneva acted as ESCO when funding UN agencies for energy work.
- It was noted that some companies install leased equipment to provide renewable energy.

C. Outcome/Results/Action Points

- SUN will prepare a white paper with innovative funding solutions

Agenda Item 8: Green Building Certification Standards: Overview, Comparison and Relevance to the UN
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A. General Information

Ivan Blazevic (SUN), Dave Nolan (IFAD) and Emma Hakansson (SUN) delivered an introductory presentation on Green Building Certification Standards (GBCS) and how they relate to UN facilities and EMS.

The presentation focused on three leading standards, namely BREEAM, LEED and Green Stars. A quantitative comparison by applying BREEAM on IFAD's building (LEED certified) was then provided.

B. Suggestions/ Comments

- Given that facilities are now responsible for major share (46%) of UN-wide greenhouse gas emissions as well as waste generation and water consumption, there could be a greater uptake of building standards across the UN.
- UN facility managers should be aware of the numerous standards available globally and should carefully choose the standard that best fits their needs; SUN can offer initial advice (subject to resources) to those considering different standards by carrying out pre-assessments.
- The issue of these standards' integrity was raised. Some cases were discussed: LEED certification in New York where actions seemed to have been carried out just obtain certification and abandoned right after certification was obtained. The group agreed that such examples are unavoidable but the overall quality assurance associated with building standards is of the highest level. It depends on which type of certification the agency is aiming for. 'BREEAM In-use' for example, relies on site verification by an independent auditor. It was also mentioned that United States Green Building Council is considering use of dynamic LEED plaques showing live performance.
- The Green Building Standards technical manuals offer a useful tool that should be referred to even if not aiming to achieve certified status.

C. Outcome/Results/Action Points

- EMS and building standards are mutually beneficial and since their scope and objectives are different, organizations should not be using one instead of the other but should find ways to benefit from both.
- A wider implementation of Green building standards in the UN system was encouraged.
- SUN will offer support to interested entities.
- IMG focal points are encouraged to explore Green Building Standards Technical Manuals
 - BREEAM In-use International 2015 manual can be downloaded from [here](#).
 - LEED v4 Existing Buildings manual can be downloaded from [here](#).

Agenda Item 9: Outcome of World Bank Strategic Planning and Survey Exercise

A. General Information

Adam Rubinfield and Monika Kumar (WB) presented the background, challenges and successes in developing a strategic plan within the WB.

B. Suggestions/ Comments

- It was noted that the prioritized environmental issues noted in the survey match the reporting pillars of the Greening the Blue report.
- The importance of integrating safeguards and standards in the strategic plan was highlighted.
- For implementation, the importance of having a management champion and conducting trainings was emphasized, as well as the integration of environmental issues within the projects and a good communication of the benefits of setting up an environmental policy etc.
- ILO raised the issue of internal and external information gathering. In ILO only internal technical advisors are reached out to and not the external operational partners. In WB projects they are, via a sustainability unit for operations in charge of checking that internal work and external standards are in line.
- WFP reported to have two separate policies: the environmental policy addressing the impacts they have on the environment and the climate change policy addressing how they actually work.

C. Outcome/Results/Action Points

- Share examples of integration of safeguards in the IMG work.
- SUN to share the notes of the SOM that took place in September 2016.

Agenda Item 10: Waste Management in the UN: Overview of new resources

A. General information

Following the request from IMG members to SUN to accelerate work on producing waste management guidance for the UN system based on international best practices and legal frameworks, SUN and WFP have joined in the 'Waste Management in United Nations' project.

Anne Fernqvist (representing WFP in this session) presented the proposed structure for the Waste management guide, which will be divided in ten chapters: The waste stream, Monitoring, Strategize, Policy, Procurement, Reuse, Partners, Waste Audits, Behavior change and Communication. The intended target audience is the UN staff.

B. Suggestions/ Comments

- Several Focal Points emphasized the need to focus the guide on field level, not only the HQ level and to include both leased and owned space.
- It is important to have a good collaboration with waste contractors and to include clauses in their contracts to make sure they provide the necessary data when possible. In case of issues with the contractors, penalty clauses and the use of KPIs were recommended, as well as regular meetings for continuous work improvement. Finally, organizations need to follow up on the waste fate once collected by the contractor.
- The importance of providing regular training on waste management, especially for key functions such as facility managers was stressed. For some agencies it has been a challenge to raise awareness on waste management among staff and managers partly due to the high staff turnover.
- It was discussed whether the UN is allowed to make profit from their waste, together with the request of further clarifications on where does the responsibility of the UN ends in terms of waste life cycle.
- High priority should be given to the organizations and offices located in countries with unsound waste management practices, such as dump sites and open burning.

C. Outcome/Results/Action points

- Focal Points to contribute to the guide development e.g. case studies, contractual language, and other tips.

Additional Agenda Item: Future Training for IMG

A live poll on future training for IMG members was carried out. Most focal points have modest budgets to attend such events. The most popular issues were energy audits and corporate responsibility strategies. No preference was noted concerning having the trainings face to face or online.

➤ **Outcome/Results/Action Points**

SUN to share the pool with other focal points and plan more trainings for focal points in 2017. Sun also facilitates sharing of information on good training occasions amongst focal points via the Bulletin.

Agenda Item 11: IFI Sustainability Session Summary

A. General Information

Monika Kumar (WB) provided a summary of the meeting between International Financial Institutions (IFI) that took place earlier in the week. Participants included: International Monetary Fund (IMF), International Finance Corporation (IFC), Asian Development Bank (ADB), European Investment Bank (EIB), Agence française de Développement (AFD) and European Bank for Reconstruction and Development (EBRD). The discussion was about corporate social responsibility/sustainability work undertaken by these specialized agencies and the faced challenges. Most participants found this session useful, their topics of interest were identified. The most popular common goal was to align their work with the SDGs.

A virtual meeting for follow up and identifying roles is envisaged.

B. Suggestions/ Comments

- It was interesting to the focal points to see the difference between the IFIs views and the IMG work.
- Having an insight into the EU work would be of interest, since they seem to operate according to their own guidelines.
- It was noted that the issue of internal sustainability rarely comes up even though the IFIs have regular meetings.

C. Outcome/Results/Action Points

- IFIs will have an online meeting to further discuss synergies and roles of this group.

Agenda Item 12: SUN work 2017

A. General information

Isabella Marras (SUN) presented the “Roadmap UN Climate Neutral by 2020 and SUN activities 2016-2017” outlining activities, timeline and anticipated results. The information is divided into Policy work, Measure, Reduce and Offset. The Excel-sheet containing this information will be sent to Focal Points and can also be found on Unite Connections.

Three new areas of work were highlighted for 2017:

1. Miguel Naranjo (UNFCCC) described the new collaboration between SUN and UNFCCC on sustainable events. The purpose is to develop a ‘Green Events Tool’ – the name will be important and it remains to be decided -. The tool will be based on the guide for Green Meetings and will be available online.
2. Hala Jamhoury (SUN) made a presentation on indicators for staff training, based on material compiled by her and the previous SUN intern Yimin Li. The information has been collected from ISO 14001 on EMS, ISO 14031 with guidance on environmental performance evaluation, the Global Reporting Initiative Standard (GRI) and other sources. In the presentation examples of questions and a baseline study were shown.
3. Imogen Martineau (SUN) explained that in 2009 a workshop about communicating environmental sustainability was held together with the IMG Focal Points, and Greening the Blue was then developed. A similar exercise should be organized soon remotely.

N.B. A forth new area of work tackling water management indicators was previously discussed in Item 5

B. Suggestions/ Comments

- *Green events tool:*
 - Several Focal Points welcomed the initiative.
 - Procedures for paying should be included, as well as a series of tips for communication before, during and after the event.
 - The results of using the tool should be used to plan the next event.
- *Staff Training Indicators:*
 - Suggestion to include a quantitative indicator as the number of staff that have taken the Stick & Bean tutorial.
 - The material has so far been in English; translation to other languages would increase the audience.
 - Material should be available to all contracted personnel and consultants.

- The need for special tools and customized training sessions for senior management was suggested.
- Inclusion of sustainability training in other mandatory training sessions such as occupational health and safety was proposed.
- It was suggested that the indicator should cover staff capacity rather than staff training since building capacity is the main aim.

C. Outcome/Results/Action points

- SUN to share the ToR of the green events tool with focal points and continue the search for the right forum for discussions on the Staff training indicators, e.g. with the newly established Staff College on sustainable development in Bonn.

Agenda Item 13: Fleet Sharing in the UN

A. General Information

Oliver Buehler (UNFPA) talked about the inter-agency fleet sharing project using a car pooling technology. There are examples of redundant vehicles in field duty stations, and car sharing in the private sector translates in 20 % reduction in vehicle numbers. A pilot in 5 countries is being undertaken, consisting of an online platform for booking, a live vehicle tracking system and in the future an Uber-style app. The organizations involved are UNDP, UNICEF and UNFPA, although other field agencies are also booking vehicles. A charging system based on usage mechanism has to be developed for the future.

B. Suggestions/ Comments

- The issue of GHG emissions allocation between different users was raised. At this point, the project is in pilot stage, consequently it was not yet addressed. Most probably the agency that pays for the fuel will be responsible of the emissions.
- Security issues might arise from agencies co-owning cars. This is being looked into, but most likely the vehicles will be owned by specific entities and shared.
- There has been a general good reaction among drivers to the experiment.
 - It was noted that the tool should not be used to apply disciplinary measures on the drivers as they usually follow orders (e.g. speed etc.)
 - The use of such a scheme could result in a faster vehicle replacement with modern fleets.
- WFP has conducted a training for 900 drivers on how to drive in the field.

- Rome based agencies are using fuel cards that help tracking fuel amounts and costs. This may be useful in this venture, but it should be closely analysed if used in developing countries.
- The project's relation with Fleet Forum was discussed
 - The procurement team is working with the founder of Fleet Forum Mr. Rob McConnel
 - It was noted that it is best for UN agencies to have one contract with one company and to get leased vehicles (in case of accidents)
- It was pointed out that the UNEP Partnership for Clean Fuels and Vehicles (PCFV) has a toolkit on sustainable vehicle maintenance and operation. UNEP has a document/ scoring sheet on procuring sustainable vehicles.
- The road safety subject should be integrated, noting that the UN has a programme tackling this issue.

C. Outcome/Results/Action Points

- None in the short term but the experience will be shared with DFS in the context of the REACT project for the greening of field operations.
- SUN is moving towards the development of the project concept for its 2018-2021 cycle and more work with shared premises in field locations is envisaged. Examples like this will be precious material for the next phase.

Agenda Item 14: Best Practices Sharing Platform

A. General Information

Following the requests from Focal Points and using suggestions from FAO and WFP, the SUN team has started working on the development of an excel-based file that will store best practices performed and shared by entities on energy, GHG emissions, waste, water, staff training and miscellanea. The idea is to have the spreadsheet used by the FPs, but only updated by SUN. Each agency is free regarding the amount of information it would like to share. Ariela D'Angiola (SUN) presented the spreadsheet and Hala Jamhoury (SUN) showed some filled in examples.

N.B. Another platform was developed for sustainable procurement, but was not presented in the meeting.

B. Suggestions/ Comments

The following questions/comments were provided by IMG members:

- The FPs welcomed the platform idea.
- To link the EMS best practices with this platform as well as with the GHG tool.
- Each technical working group can share their suggestions and fill in best practices information related to their topic (e.g. waste, water etc.)

- The issue of the file going outdated was raised. Should find a way to keep it active.
- To make the platform more interactive. E.g. include a search feature
- Developing the platform further will depend on how much it will actually be used. Excel-sheet was considered to be a good to start.
- To have the FPs give feedback on the actual file regarding which information to include before putting it in use.
- To integrate green events as one of the subjects.
- To include a privacy option for the information so that the agency can control if it is public or confidential.
- To create a form (even an online form like Google docs) the FPs could fill in and share with the SUN team.
- It was highlighted that there is a lack in tools sharing among the IMG.

C. Outcome/Results/Action Points

- Focal points to give clearance for the posters to be added on GtB website.
- SUN to create a single email account for the team to connect with IMG FPs.

Agenda Item 15: Space for focal points to bring up issues
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To-do for SUN

- Set-up one email address to SUN for FPs communication
- Focal Points list to be updated and shared with the focal points for checking
- Follow-up on training survey (will be included in the next bulletin)
- Share the meeting conclusions of the SOM (Sept 2016)
- Share the terms of reference to check the interest to work with UNEP and UNFCCC on green meetings.

To-do for the IMG

- Integrate the SDGs in the work of the IMG
 - Anne Fernqvist and Mitch Hall are working on a UNDP project to measure projects against SDGs. They will report back to the IMG on the progress and outcomes.
- Send feedback of the meeting
- Share case studies
- If anyone is interested in hosting next face-to-face IMG please let SUN know
- Look into a map for agencies/entities locations
 - Mitch Hall had an old similar project – to be checked
 - Ivan Blazevic conducted a mapping of major UN buildings

Next IMGs dates

- The next **IMG23** will be held on **March 2nd 2017**, followed by the **IMG24** on **June 15th 2017**.
- The next IMG meeting (face-to-face) will be in North America next October 2017.

List of participants

	Name	Organisation
1	Emma Håkansson	UNEP
2	Isabella Marras	UNEP
3	Shoa Ehsani	UNEP
4	Ariela D'Angiola	UNEP
5	Flavia Reale	UNEP
6	Imogen Martineau	UNEP
7	Ivan Blazevic	UNEP
8	Kristina von Oelreich	UNEP
9	Hilary Green	UNEP
10	<i>Hala Jamhoury</i>	UNEP

1	Joana Harvey	DFS
2	Ilary Ranalli	FAO
3	Mitch Hall	FAO
4	Tina Mittendorf	FAO
5	Lorenza Zagarese	FAO
6	Flavia Chiarello	FAO
7	Serena Forastiere	FAO
8	David Nolan	IFAD
9	Chiara Satta	IFAD
10	Matthias Meyerhans	IFAD
11	Kåre Pugerup	IFAD
12	Carolina Ferreira de Silva	ILO
13	Antonio Giangregorio	ITCILO
14	Peter Ransome	ITU
15	Karina Holm	OHCHR
16	Anne Fernqvist	UNDP
17	Anne Jona	UNFCCC
18	Miguel Naranjo	UNFCCC
19	Max Mei	UNFCU
20	Valentina Pinchetti	UNFCU
21	Oliver Buehler	UNFPA
22	Amare Gebre Egziabher	UNHCR

23	Diego Masera	UNIDO
24	Charlotte Jourdain	WFP
25	Julie MacKenzie	WFP
26	Francesca Gavassini	WFP
27	Vittoria Chiarelli	WFP
28	Agnes Lostis	WIPO
29	Alfio Favero	WIPO
30	Natasha Davis	ADB
31	Isabelle Cabos	EIB
32	Martin McKee	EBRD
33	Evelyn Nash	IMF
34	Rachel Madan	IFC
35	Monika Kumar	WB
36	Adam Rubinfield	WB
37	Sabrina A. Capanolla	WB

Remote Participants

1	Elisabeth Philippe	UNFCU
2	Andy Cole	WFP
3	Ana Ramos	UNWTO
4	Talia Owen-Frigyik	UNON
5	S. Di Filippo	
6	R. Opiyo	
7	Heidi Nabel-Meyer	UNV
8	Drago Jovanovic	UNFCCC
9	Lorenzo Gavilli	ICAO
10	Hala Jamhoury	UNEP