



**FOURTH MEETING OF THE ISSUE MANAGEMENT GROUP ON
SUSTAINABILITY MANAGEMENT**

**10 March 2011
On-line
15.00-18.00 CET**

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I. Background

1. The Issue Management Group on sustainability management (IMG) was created upon request of the 15th senior officials meeting of the Environment Management Group (EMG) held in New York on 23 September 2009 with the goal of bringing forward the existing work on climate neutrality and sustainable procurement and to develop a coherent approach to sustainable management in the United Nations system¹.
2. A first Meeting of the IMG took place in Geneva on 9-10th February 2010. At this meeting IMG adopted a work plan with specific milestones and outputs for 2010, including work on the annual greenhouse gas inventory, development of emission reduction plans for each UN organization, recommendations on procurement of offsets, and proposal for a sustainability management system in UN².
3. A second meeting of the IMG was held on 26 and 27 May 2010 as an on-line event. At this meeting, organizations discussed the timing for the development of the 2009 inventories, agreed on a common model for emissions reduction plans and discussed various other key issues.³
4. The progress of the IMG and a proposal for a work plan for 2011 and 2012 was discussed by the Senior officials meeting of the EMG on 21 September in NY. The meeting welcomed and commended the progress achieved by IMG, and provided the following directions for its continued work:
 - Given the ongoing nature of the work of the IMG, the meeting decided to extend its time-period until the end of 2012;
 - In view of the need to anchor sustainable management in intergovernmental processes and in the internal management and operational structures of the UN system, the meeting requested the IMG to continue its work and to report this to the Senior Officials EMG meeting in September 2011 as part of a Strategic Plan for Sustainable Management in the UN system;
 - The senior officials also noted that the work of the IMG on sustainable management in the UN and the work of the EMG consultative process on environmental and social safeguards framework in UN are complementing each other, and that the two processes should seek to coordinate their input to the UN CSD process.⁴
5. The third meeting of the IMG took place on 28-29 October in New York. The achievements of this meeting included: taking into consideration the EMG senior officials meeting and its implications for the IMG; reviewing the work of the 2009 greenhouse gas (GHG) emission inventories and considering the challenges to improve the second generation of inventories; presenting and developing the path forward for the most recent IMG streams of work such as e-communications, travel policies, facilities, procurement, communications, the second edition of the “Towards a Climate Neutral UN”; providing an overview of the trends emerging from the Emission Reduction Plans; analyzing the difficulties agencies are facing while drafting the ERS and how SUN can help them; discussing the procurement of offsets; presenting the Umoja project’s role in the future UN secretariat Enterprise Resource Planning (ERP) system and the sustainability management systems; provide focal points with the basic rules for a successful communications on Emissions Reduction Plans to high level management and internal campaigns on sustainable office behaviours.
6. The fourth meeting of the IMG took place March 10, 2011 as an on-line conference call and was attended by 48 out of the 52 UN agencies. This document provides the minutes of the meeting with support materials as annexes. This report is also available on the Greening the Blue website (www.greeningtheblue.org).

¹ <http://www.unemg.org/MeetingsDocuments/EMGSeniorOfficialsMeetings/2009/tabid/1330/Default.aspx>

² <http://www.unemg.org/MeetingsDocuments/IssueManagementGroups/SustainabilityManagement/IMGMeetings/SustainabilityManagement2010IMG1/tabid/4008/language/en-US/Default.aspx>

³ <http://www.unemg.org/MeetingsDocuments/IssueManagementGroups/SustainabilityManagement/tabid/3971/language/en-US/Default.aspx>

⁴ <http://www.unemg.org/MeetingsDocuments/EMGSeniorOfficialsMeetings/2010/tabid/5027/Default.aspx>

II. Agenda Items

Agenda Item 1: Adoption of Agenda

Presenter: Niclas Svenningsen

7. Agenda of meeting was presented and a request for additional items proposed. There were no comments therefore agenda was adopted.
8. Julie Mackenzie announced “delighted to rejoin the SUN team and work with excellent colleagues”. She will be based in NY.

Agenda Item 2: GHG inventory exercise 2011

Presenter: Shoa Ehsani/Jacob Kurian

9. Results of the 2009 GHG inventory was presented and compared with the 2008 results.
10. The new flat file and BYO will be shared by the end of April. It will be similar to last year’s version
11. GHG training will be conducted by the Helpdesk during mid-April 2011
12. Inventory Management Plan (IMP): draft templates for a UN-wide IMP is ready and the UN-wide IMP will be prepared by SUN by mid 2011. The template for Agency IMP would soon be finalized and the Agencies are requested to complete their IMPs by end of year
13. The Technical Group of the IMG will meet four times this year.
14. Improvements and updates are being made on methodologies, emission factors, proxies and the User Manual
15. The timeline for the current GHG inventory exercise was presented. The data collection and uploading of flat files/BYOs is expected to be completed by September 2011, and error management and finalizing the results by October.

Agenda Item 3: Communication Campaign

Presenter: Imogen Martineau/Tricia Graham

16. There are currently 80 UN organizations following Greening the Blue on twitter
17. Update on 2010 Climate Neutral UN report: it can now be downloaded from the Greening the Blue secure section; the UNEP Executive Director is currently looking at the draft; once approved Imogen will send out a communication pack including the press release to share with your communication team.
18. There is a new page on ‘Sustainability’ at: www.un.org/en/sustainability/
19. FAO asked if changes to text could be made. Answer: at this point the report is being approved so can’t make any changes other than modifications to numbers/data.
20. UNDP commented that report looks great and offered their congratulations
21. ISEEK is the intranet site for the UN Secretariat

Tricia Graham

22. has been working with ISEEK to create a new Greening the Blue section
23. The new section on ISEEK will be launched April 1
24. Provided an overview of the content and functionality of the new section

Agenda Item 4: Emissions Reduction Strategies

Presenter: Dominique Brief/Christina Stuhlberger

25. ERS dates and GHG dates have been scheduled so as not to create conflict that agencies found last year with the overlapping deadline dates. The important upcoming key dates for ERS are:
 - March 18: proposed for training on Emission Reduction Strategy (after doodle survey, actual training took place April 14)
 - May 31: Focal Points to send draft Emission Reduction Strategy to SUN and help desk
 - June 21: Help Desk to provide feedback to focal points on ERS

- July 5: focal points to submit ERS to their management for approval/adoption
 - November 8: date for management to adopt/approve ERS and allocate a budget for activities
26. Outlined the different roles between the Help Desk and SUN. Help Desk will call IMG members twice this year to discuss their progress and any bottlenecks they are encountering with the GHG inventories and ERS; SUN provides institutional and strategic support and develops the ERS guidance; both review and provide feedback on each agencies' emission reduction strategies.

Recommendations:

27. SUN and Help Desk suggest providing a training for those agencies that have not submitted their ERS. A doodle survey will be circulated to identify an appropriate date for training when the most agencies can participate. [IMG members voiced support for this idea and asked for alternative dates other than the proposed March 31].
28. Only 20 agencies out of 52 have submitted their ERS. We need more agencies to develop and send their ERS to SUN and the Help Desk. Of agencies that have not yet submitted their ERS, SUN suggests they try to submit by May 31, 2011. Any objections? [feedback: management is not cooperating, need pressure put on management to approve/adopt the ERSs, they have the ERSs but are not approving them; CEB pressure would be useful]
29. Of the 20 agencies that have provided their ERS to SUN, would you please consider allowing them to be shared on the secure-site of GtB. To do this, send email to SUN (Dominique.Brief@unep.org) or the Help Desk stating 'Yes, our ERS can be shared among IMG members only on the GtB website'.
30. Questions:
- Is ERS template and guide available? Answer: yes, on the GtB website.
 - Can you change the May 31 date? IMG members said they have conflict with this date.

Action	Who	When
SUN & Help Desk to consider changing May 31 date	Dominique Brief	by mid-May
SUN asked to put energy efficiency incentives from Canton of Geneva project on GTB website.	Dominique Brief	By mid-May

Agenda Item 5: Offsetting

Presenter: Niclas Svenningsen/ Cécile Bordier

Status:

31. Working group established in February 2010
32. Draft versions of recommendations and guide discussed at the IMG 3 meeting but not adopted; revised versions presented at the IMG4 meeting for endorsement.
33. Main revisions to offsetting document
- Timeline: there is no specific date to start offsetting but organizations are invited to consider a time-bound target to start offsetting – one that gives a clear objective to reach climate neutrality and also supports the Emission Reduction Strategies.
 - Each organization is to prepare a draft plan on how offsets could be financed and submit this to their Senior Management by July 2012. This action supports the CEB Statement “Moving towards a climate neutral United Nations” and will help Senior Management decide whether to offset or not.
34. Offsetting guide and recommendations adopted by the IMG during the meeting.

Questions from participants:

- Does buying carbon credits need to reflect political opinion of host country on the topic of the Kyoto Protocol? Answer: No, there is no relationship between UN agency and host country political decisions regarding the Kyoto Protocol. UN is part of CBD but an independent entity.

- Can ODA funds be used for offsetting? Answer: Each organization is to seek advice from its legal counsel. We are in process of setting International legal opinion on this matter
- Can we chose our own projects for offsetting? Answer: There is no policy, as long as it follows the recommendations from the IMG to purchase carbon credits from CDM projects

Action	Who	When
Adoption of the offsetting recommendations and guide	IMG Group	Done!
Presentation of the offsetting recommendations and guide to EMG	SUN	September 2011

Agenda Item 6: Strategic Plan for Sustainable Management Systems (SMS)

Presenter: Niclas Svenningsen/ Cécile Bordier

Status:

35. IMG was requested by EMG to propose UN-wide Strategic Plan for Sustainability by September 2011.
36. An online survey among IMG focal points identified your priorities for the strategic plan: 50% believe SMS will help reduce environment impact and improve UN's credibility; 95% agree that UN should have a sustainability policy; 35% believe social and environment safeguards should be included; 76% think the policy should cover more than HQ – although starting with HQ is fine, as long as it is expanded to field offices; 90% think all UN orgs should have a plan to implement policy, based on SMS, with regular updates, responsibilities assigned including senior management, with key indicators regularly reported, and documentation of process, and emergency plan. More survey findings are indicated on the meeting powerpoint slides hosted on the greening the blue website.
37. An SMS model will be drafted to include boundaries and parameters and four key elements: agreement that sustainability is a management issue that is to be addressed by all UN organizations; a standard model on how to integrate sustainability management as an SMS; agreement on common functions to support common sustainability work; a model for maintaining common functions of sustainability.
38. A set of different indicators will be proposed to organizations. Each organization will look at their core activities and decide what they will integrate (e.g. waste, energy, etc)
39. As for the model for maintaining the common functions, different models will be identified.

Questions from participants:

- Do we link indicators to GRI? Answer: yes, there are several models that can be used including the GRI, Global Compact, etc.
- But GRI has 7 indicators and this is too many for us right now? Answer: each agency can determine what indicators is most important for it to begin with and expand the program over time.
- Will this be a shared UN budget or individual agencies funding sustainability? Answer: this has not been discussed yet, but will come in future. Will need to go to General Assembly to get SUN recognized.
- Will social support still come from SUN? Answer: yes, and will bring IMG members expertise into forum but central resource is goal. Easier to do 'in common' rather than agency-by-agency.
- Will SUN start looking at climate change adaptation for our operations? Answer: Yes, will note for future.

Action	Who	When
To draft a Strategic Plan for Sustainable Management Systems	Working Group	By next IMG meeting in June

Agenda Item 7: Other Business

Presenter: Niclas Svenningsen

40. SUN mandate is renewed by UNEP Governing Council:
41. Two weeks ago Governing Council took place and based on letters several of you wrote and sent to Mr. Steiner stating your appreciation of SUN's work, the work of SUN will be continued.
42. In addition, Governing Council made an explicit request to continue the environmental and socially responsible procurement work (pg. 20, #3)
43. Travel: Cost implications are now being examined; SUN has begun working with travel network (IATN); HLCP/HLCM is writing letter requesting IATN to work with SUN and is expected n June 2011.
44. ICT and E-communications group is set up but work is lagging due to consultant issues.
45. Sustainable procurement: In December 2010, the GA announced that it would not make any decision on Sustainable Procurement until 2013. This won't impact SUN work on the subject (cf. point 46).
46. Sustainable meetings: SUN is developing a sustainable events guide, as an annex of the Green Meeting Guide, in collaboration with ICLEI and IAMLADP – will be ready by end of the year
47. UN Competencies (HR): Sophie Ravier says, current New York initiative is to try to integrate environmental sustainable indicators in the new set of UN competencies and values currently under review.
48. Heads of agencies interviews: Currently organizing interviews to get their perspective and input. Interviews are anonymous to get honest feedback.
49. Next IMG meeting: IMG 5 will be in Rome, Italy the 21-22 of June. This will be the last meeting before Sustainability Management Systems goes to EMG for proposal.

Action	Who	When
Send draft of NY UN Competency core indicators to IMG members	Sophie Ravier	When available
Forward letter to focal point in addition to head of agency.	Imogen Martineau	Within one week of this meeting
Schedule June 21-22 date in your agendas and arrange travel plans for IMG 5	IMG members	Immediately

Agenda Item 8: Summary and Closing of Meeting

Presenter: Niclas Svenningsen

Overall, there are a number of key issues to note:

50. GHG: We learned a lot, for instance only to use tools that have been tested and ready for deployment. Will provide training on tools before asking members to use them.
51. Communications: April 1st is important date for: CEB report presented and ISEEK pages launched
52. ERS: This is the single most important issue for agencies to complete this year. Please check out models on the GtB website.
53. Offsetting: adoption of the offsetting recommendations and guide.
54. Strategic Plan: We are grateful for support from working group.

Question from participants:

- Can we have calendar of all dates (ERS, IMP, etc). Answer: Yes, this is in report and regularly updated on GtB website.

Looking forward to seeing you in Rome with nice weather and good food!

Niclas Svenningsen

III. ANNEX A: AGENDA

4th Meeting of the Issue Management Group on Sustainability Management (IMG 4) 10 March 2011, 15.00 – 18.00 (CET) On-line meeting	IMG/SM.4/01-08 Distribution: IMG members
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FOURTH ISSUE MANAGEMENT GROUP MEETING ON SUSTAINABILITY MANAGEMENT

10 March 2011
On-line
15.00-18.00 CET

AGENDA

Time (CET)	Item		Responsible
14.40 – 15.00		On-line meeting room opens for participants to log in.	-
15.00		Meeting starts	-
15.00 - 15.10	1	Adoption of agenda	IMG/SM.4/01 Niclas
15.10 – 15.30	2	GHG inventory exercise 2011 - Presentation of set-up/approach - Inventory Management Plans - Verification	IMG/SM.4/02 Jacob/Shoa
15:30 - 16:00	3	Communication Campaign - Release of the report “ <i>Moving towards a climate neutral UN</i> ” - Updated pages on iSeek	IMG/SM.4/03 Imogen/Tricia
16.00 – 16.30	4	Emission Reduction Strategies - Key deliveries in 2011 - Training - Support role of Help Desk and SUN	IMG/SM.4/04 Dominique /Christina
16.30 – 17.00	5	Offsetting - Presentation of revised recommendation and technical guide. - Move for adoption	IMG/SM.4/05 Niclas/Cécile
17.00-17.30	6	Strategic Plan for Sustainable Management System in UN - Update from working group - Presentation of survey results	IMG/SM.4/06 Niclas/Cécile
17.30 – 17.55	7	Any other business / for information - <i>Updates on travel, ICT, e-coms, facilities, procurement and meetings.</i> - <i>Competencies survey</i> - <i>Venue next meeting</i>	IMG/SM.4/07 Isabella
17.55-18.00	8	Summary and closing of meeting	IMG/SM.4/08 Niclas

IV. ANNEX B: BACKGROUND NOTES

Agenda Item 2

GHG Inventory

BACKGROUND

The annual reporting of the UN GHG Inventory is a key component of the UN's Climate Neutral mandate. A sound inventory provides the basis for the work on emission reductions and offsets. Two rounds of inventories using 2008 and 2009 operational data have been completed, providing valuable experiences.

STATUS

2010⁵ Reporting cycle: Development of a user friendly web-based reporting tool was initiated to replace the previous calculator. The data collection/file uploading/validation facilities of the tool was completed and used along with manual estimates of the emissions, to compile the inventory. A few errors that have since been noticed will be shared with the Focal Points.

2011 Reporting cycle: The existing tools and methodologies will be continued with but there will be improvements in emission factors, unit conversions, proxies, and guidance. An updated version of the existing data collection and file uploading/validation facilities of the reporting tool will be launched in April 2011. The development of the back-end calculator is progressing, and will be released in 2 phases: the section that estimates emissions from Flat File data will be launched by April and the rest of the tool by May 2011. A revised User Manual will be provided by April 2011. The data uploads and error management are to be completed by October 2011.

2012 Reporting cycle: The timelines are expected to be similar to those in 2011. The extent of changes to develop a more user-friendly system with improved methodologies will be assessed and initiated during May 2011.

Improvements to methodologies: The methodologies, data and proxies are being reviewed. Major changes will be presented to the Technical Group of the IMG. Approved changes will be gradually integrated into the reporting tool/process, based on availability of time and resources.

Inventory Management Plans (IMPs): Draft templates have been developed for UN-level and Agency-level IMPs which will be shared for IMG review. The UN-level IMP for the 2010 reporting cycle would be finalized by April 2011 and shared along with the Agency-level IMP template. Agencies are to complete their IMP's by December 2011. A separate UN-level IMP for the previous inventory report (2009 reporting cycle) will also be developed in 2011.

Technical Group of the IMG: The group was constituted by IMG3 to ensure more IMG involvement in the GHG Inventory development. The first half-day meeting was conducted online in November 2010. Four meetings are planned for 2011.

Training: The first half day training on GHG Inventory was conducted online in June 2010 and the second is planned for early 2011.

⁵ The year when the inventory was initiated. The data used for the inventory is from the previous calendar year.

RECOMMENDATION/ACTION

1. Adequate time to be given for the process. Error management to be strengthened.
2. Decisions need to be taken on: IMP templates and IMP preparations; policy for base year emission recalculation; lump sum travel and meeting related emissions methodology; approval for new or improved data and proxies.

Agenda Item 3

Communications Campaign

BACKGROUND

The 2010 edition of *Moving Towards a Climate Neutral UN* will be launched at the CEB meeting on 1st April in Nairobi. The SUN team is in discussions with the CEB organizing team about the possibility of the Secretary General being present at the press conference.

STATUS

The PDF of the final report and the summary report are available on the secure area of Greening the Blue: www.greeningtheblue.org/focal-point-area/greening-blue

2000 copies of the summary have been printed and are awaiting distribution.

A draft launch plan – including a draft press release and details of internal and external communications – is under discussion within UNEP. The press release draws heavily on the Secretary-General's introduction in the hopes that his views will attract maximum media coverage.

Meanwhile, in New York, great efforts have gone into the redesign of the 'Greening the UN' pages on iseek. These have now been re-branded 'Greening the Blue' and will be launched along with the report.

NEXT STEPS AT THE IMG

1. Imogen will provide an overview of how Focal Points can support the launch of the report within their individual organizations. This will be similar to the launch of the Greening the Blue (GtB) website (i.e. you will be supplied with ideas, draft intranet stories, draft emails from your head of organization and other suggestions).
2. Tricia Graham will provide an overview of the new pages on iseek and explain who can access these pages and how.
3. Where applicable, the launch of these pages will be included in the general story about the report launch.
4. The UN organization pages on GtB will be updated to reflect the latest data and received edits before the launch.

Agenda Item 4

Emission Reduction Strategies

BACKGROUND

Each UN agency is expected to develop an Emission Reduction Strategy (ERS) and submit it to SUN and the Help Desk⁶. The idea behind the Emission Reduction Strategies is for each agency to lay out how they will reduce their carbon emissions. At the first IMG meeting on Sustainability Management, 9-10 February 2010, IMG members agreed on a common format for the greenhouse gas (GHG) emission reduction strategy. The emission reduction plan template and guidance note are available on the Greening the Blue website in the password protected area (www.greeningtheblue.org/focal-point-area/emission-reduction-plans).

STATUS

ERSs submitted to SUN: As of January 2011, 18 UN agencies and 2 World Bank Group organizations have submitted their emission reduction strategies to SUN. There are a total of 52 agencies with GHG inventories, so 32 UN agencies have still not submitted their ERS to SUN. Several agencies have indicated that they are waiting for management adoption/approval of their ERS before submitting it to SUN.

ERS sharing: Four agencies have provided permission to share their ERS with the other focal points. These ERSs are available in the password protected area of the Greening the Blue (GtB) website (same URL as above). The key dates and deliverables for 2011 are:

- March 18: ERS training for Focal Points (FPs) and Facility Managers (might split group into two sessions to accommodate global time zones).
- May 31: FPs to send draft ERS to Help Desk/SUN (only 20 out of 52 agencies have submitted their ERS so far).
- June 21: Help Desk/SUN to provide feedback to FPs on the draft ERSs that were submitted by FPs by May 31.
- July 5: FPs to submit ERS to their management for adoption/approval (ERSs to include menu of options with associated budgets). This date takes into consideration the GHG inventory deadline this year, which is July/Aug, to accommodate FPs concern of last year of overlap between the two dates.
- November 8: date for UN agency managements to adopt/approve ERS and allocate budget. IMG focal points to send SUN/Help desk an update email when their management has adopted ERS.

Training on ERS will take place in conjunction with the Greenhouse Gas Inventory training. It may, however, be split into two separate timeframes to accommodate for our geographically dispersed office locations of IMG members.

Roles of SUN and the Help Desk: SUN and the Help Desk are both available to IMG members for questions regarding the ERSs. The Help Desk is where to send your draft ERS for feedback or ask questions regarding the peer review process. When submitting your ERS, please copy SUN in the email. The Help Desk will also contact you periodically to remind you of key dates. To maximize efficiency, most contact will include discussions of both the GHG inventory and ERS.

RECOMMENDATION/ACTION

1. Is March 18 as a training date available to IMG focal points?
2. Agencies which have not submitted their ERS to SUN/Help desk, do so by May 31, 2011?
3. Agencies which have submitted their draft ERSs consider sharing them among IMG members? To do this, simply send an email to SUN (Dominique.Brief@unep.org), and copy the help desk (ghg.help@unep.org) stating “we agree to post our ERS on the password protected area of GtB”. [*Sharing documents allows agencies in the process of developing their strategies to consult them for ideas or general information. This is considered helpful and might speed up the process for those in the process of developing their ERS.*]

⁶ Submit ERS and questions to: SUN (Dominique.Brief@unep.org) & Help Desk (ghg.help@unep.org)

Agenda Item 5

Offsetting

BACKGROUND

The Working Group on Offsetting was established at the 1st meeting of the Issue Management Group on Sustainability Management (IMG) on 9-10 February 2010.

The IMG Working Group on Offsetting included the following members: Georgina Stickels (WFP), Judith Moore (World Bank), Anne Fernqvist (UNDP), Steven Giwa (IAEA), Victor Ogbuneke (SCBD), Lorenzo Gavilli (ICAO), Lova Andre Nilsson (UNEP), Mirjam Steglich (UNEP) and John Miller (UNESCO). Oliver Buhler (UNFPA) and Dragoslav Jovanovic (UNFCCC) joined in May, David Sturt (UNFCCC) and Niels Ramm (UNOPS) in June.

The Working Group was tasked with:

- reviewing modalities for common offsetting
- preparing a guide on offsetting for UN organizations
- providing guidance on funding aspects for offsetting
- developing recommendations for EMG with regards to offsetting

STATUS

Draft versions of the offsetting recommendations and guide were presented at the 3rd meeting of IMG on October 28-29, 2010. Following these discussions and comments from the Working Group, the documents were revised by SUN and are presented at this meeting for adoption.

RECOMMENDATION/ACTION

1. Discuss the proposed recommendations for EMG on offsetting and in particular the aspects of:
 - Timing: The recommendations suggest that all organizations “should prepare a draft plan on how offsets could be financed, procured, accounted for and submitted for consideration by Senior Management by July 2012”. There is no date at which organizations should start offsetting;
 - Finance: The recommendation suggests central support to raise funds for offsetting (e.g. through establishment of a central facility coordinating fund-raising efforts and/or a multi-donor UN Trust Fund).
2. Formally adopt the recommendation and the guide.

Agenda Item 6

Strategic Plan for Sustainable Management System in UN

BACKGROUND

The Issue Management Group on Sustainable Management decided at its 3rd meeting on 28-29 October 2010 to (re-)establish the Working Group on Sustainable Management in UN (WG-SM). The mandate of the working group is to develop, for the consideration of IMG, a proposal for a *Strategic Plan for Sustainable Management in the UN System*.

In particular, this plan will:

- Provide the elements of a Sustainability Management System (SMS), which can be adopted and adapted by all UN organizations.
- Identify what elements are essential in each UN organization, and for all UN organizations to adopt and maintain sustainability management including elements such as dedicated staff, data collection system, common reporting, training, communication, etc.
- Propose in what format these elements can be maintained in the long term and how they can be resourced. As a specific sub-task to this work, a review of how existing HLCM networks are started and financed will be carried out.
- Suggest practical steps to implement the Strategic Plan.

The IMG Working Group on SM includes the following members: Georgina Stickels (WFP), John Miller (UNESCO), Oliver Buhler (UNFPA), Chiara Giamberardini (UN), Monika Kumar (WB), Sophie Ravier (UN), Tina Mittendorf (FAO), and Jessie Rose Mabutas (IFAD).

STATUS

- SUN provided an on-line training on Sustainable Management Systems on January 17, 2011. Approximately 20 participants participated.
- This Working Group is continuing the work of the (now defunct) Working Group on Sustainability Management Systems. To reflect that this new Working Group has a somewhat wider mandate, it has been agreed that it will be called the IMG Working Group on Sustainability Management (WG-SM).
- A first version of the Strategic Plan for Sustainable Management in the UN System was discussed by the WG-SM on February 17, 2011.
- A survey was developed so that **IMG members could give their point of view regarding what should be included in the Strategic Plan** (www.zoomerang.com/Survey/WEB22BWC8UV5DX). As of March 4, 2011, IMG focal points have responded.

RECOMMENDATION/ACTION

1. The results of the survey and the main points to be included in the Strategic Plan for Sustainable Management in the UN System will be presented.
2. IMG has been asked to present the Strategic Plan to the 17th session of the Senior Officials Meeting of the Environment Management Group (EMG-SOM 17). This is tentatively scheduled for October 2011.

Agenda Item 7

Any Other Business

No specific reactions are requested from IMG members on the issues described below but we wanted to inform the group on their progress.

- a. **SUN “mandate” renewed from UNEP Governing Council:** the Council issued a decision confirming the programme of work of the EMG and in particular: “encourages the Group to continue supporting the implementation of the United Nations climate-neutral strategy and advancing the sustainability of policies, management practices and operations in the United Nations system, including sustainable procurement and the establishment and agreement to put in place a process for environmental impact assessment and the use of environmental and social safeguards.”
- b. **Travel:** Since the release of the *Guide to Sustainable Travel in the UN* in mid-2010, SUN has considered different options for supporting a system-wide review of existing travel rules and practices. This has included discussions with HLCM, HLCP, IATN and JIU. Based on these discussions, SUN is hiring a consultant to carry out such a review – the review is expected to be concluded by mid-2011.
- c. **ICT:** SUN began cooperation in 2009 with the HLCM ICT network, establishing a working group on sustainable ICT in UN to review current practices and to identify options for how to use ICT to reduce UN’s climate footprint. Due to a string of tragic events concerning the expert engaged for this work, the study is only now being finalized and will be available for IMG in June 2011.
- d. **E-communications:** UNEP is analysing the trade offs and opportunities for e-communications as a travel replacement, in UNEP in particular, and developing a step by step plan to improve the e-communications capacity in the organization. Results will contribute to the work of the IMG and will be shared at IMG5.
- e. **Facilities:** Improving the environmental impacts of UN facilities has advanced on several fronts. In Geneva, SUN is engaged with the *Canton de Genève* in assisting UN agencies advance on energy efficiency and globally with the inter-agency network of facility members (INFM). The 2011 work plan includes best practices for sustainability in building management and the piloting of a ‘green lease’ in New York to be presented at the INFM April 2011 meeting.
- f. **Sustainable procurement:** The General Assembly has not been able to reach an agreement on SP and has deferred any further discussion to fall 2013. Meanwhile, the mandate to work on sustainable procurement (see above) has been renewed and we will continue work. UNEP has recently released guidelines for cafeterias and vehicles, and we should be able to present the first draft of the SP guide and guidelines for generators and freight forwarding at IMG5.
- g. **Sustainable meetings:** UNEP, UNON, and the international organizations’ network of conference managers will start in April to develop a guide for green (large) events. SUN with a small group of IMG members produced advice on the definition of boundaries and methodologies for the GHG calculations.
- h. **UN Competencies:** UN core values and competencies are being updated and we are working with Segolene de Basquiat, Sophie Ravier and the group in charge of drafting a proposal for revision to integrate sustainability in either one or both.
- i. **Heads of agencies interviews:** a letter from Achim Steiner (as chair of the HLCM) and Josette Sheeran (as chair of the HLCP) is being sent to invite heads of agencies to a half hour interview with SUN to share their visions of a more Sustainable UN.
- j. **Next meeting in Rome on 21-22 June 2011:** waiting on venue confirmation.