



# UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement      Programa de las Naciones Unidas para el Medio Ambiente  
Программа Организации Объединенных Наций по окружающей среде      برنامج الأمم المتحدة للبيئة

联合国环境规划署



## First Meeting of the Issue Management Group on Sustainability Management

9-10 February 2010, *Palais des Nations, Geneva*

### DRAFT REPORT

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#### I Background

1. The 15th senior officials meeting of the Environment Management Group (EMG) held in New York 23 September 2009<sup>1</sup> considered the ongoing and future work related to moving toward climate neutrality, sustainable procurement and a coherent approach to sustainable management in the United Nations system. The meeting decided to extend the mandates of the issue management groups on climate neutrality and sustainable procurement, and to merge them into a joint Issue Management Group on sustainability management (IMG). The mandate of the IMG is further elaborated in Annex 3.
2. The First Meeting of the Issue Management Group on Sustainability Management took place at the Palais des Nations in Geneva on 9-10<sup>th</sup> February 2010. The meeting was attended by approximately 60 persons including participants also connected by video- and tele-conference from Bonn, Montreal, Nairobi, Santiago and Vienna. The meeting adopted the agenda as contained in Annex I to this report. The list of participants is contained in Annex II.

#### II Review of Terms of Reference of IMG

3. The Terms of Reference (annex 3) were presented and accepted by the group. Key objectives include the annual preparation of greenhouse gas inventories, preparation of

emission reduction plans by the end of 2010, preparation of a recommendation on how to approach emission offsetting in the UN system, further implementation of a sustainable procurement approach, and proposal for how sustainability management systems can be introduced to the UN family.

### III Results from 2008-2009

4. A review of results achieved and lessons learned from the work of the IMG on climate change and the IMG on sustainable procurement in 2008-2009 was presented. Specific presentations were heard on:
  - The work of IMG on Sustainable Procurement,
  - The work of IMG on climate neutrality as presented in the report, *“Moving Towards a Climate Neutral UN”* which was launched at COP15 in Copenhagen in December 2009,
  - Summaries of reports *“Implementation by the Environmental Management Group (EMG) Secretariat of the Secretary -General's Commitment to Move the United Nations Towards Climate-Neutrality”* (Office of Internal Oversight Service, June 2009) and the report *“Environmental Profile Of The United Nations System Organizations: Review of their in-house environmental management policies and practices”* (the Joint Inspection Unit, February 2010),
  - Lessons learnt from 2009, based on questionnaires filled in by IMG members.
5. The meeting then split into working groups to develop, based on the above presentations, guidance to SUN and IMG on how to build on the lessons learned, when conducting the work of the new IMG in 2010-2011. The recommendations touched i.a. upon communication and interaction among IMG members, and between IMG members and SUN and EMG; about the need to have realistic time plans which are respected by all; and the need to more actively ensure high level support from within the organizations. The outcome from this session formed a basis for the rest of the discussions in the meeting, and is reflected in recommendations reported below.

### IV Sustainability Management Systems

6. Lead contact in SUN: Niclas Svenningsen ([Niclas.Svenningsen@unep.org](mailto:Niclas.Svenningsen@unep.org))
7. This session addressed the request from the Senior Official of EMG that IMG explore how sustainable management in the United Nations system can be developed, including by identifying options for developing sustainability management systems as an integral part of enterprise resource planning (ERP) systems. Niclas Svenningsen presented an overview of how different organizations are using ISO 14001, and other more or less formalized systems as sustainability management systems. Ensuing discussions addressed what boundaries (HQ versus field offices, and internal versus external operations) should be included, what type of issues should be included, and what level of verification should be required.
8. Recommendations
  - IMG agreed to establish a working group (WG) to develop a specific proposal for an SMS model for UN to be presented for IMG's consideration at its next meeting (mid May 2010). The WG will propose a simplified SMS for the UN, based on existing internationally recognized SMS standards (in particular ISO 14.001). The WG shall take into account:
    - the need for a common model, which can be adopted and adapted by each organization to their specific needs and priorities.
    - that the model should be flexible enough to be useful for different types and sizes of organizations and offices.

- that the model would at a minimum include headquarters, but also on a voluntary basis field offices and field operations.
- As part of proposing the model the WG will also propose the parameters that should be included in the SMS. This shall, inter alia:
  - take into account the Global Compact and GRI requirements
  - recommend the core parameters that all UN organizations have to include in the SMS
  - provide a list of additional parameters that may (in short term or long term) be reported on a voluntary basis, based on the relevance and preference of each organization
- As part of proposing the model the WG will also propose a process for verification of the SMS (none, self-reporting, second party audit, or external certification)
- In order to support the proposals, conduct a survey among IMG members to identify key considerations.
- The WG will be coordinated and supported by SUN.
- The following IMG members have kindly volunteered to be part of the WG:
  - Rom Kieffer (UNOV)
  - Monika Kumar (World Bank Group)
  - John Miller (UNESCO)
  - Imogen Martineau (UNEP)
  - Victor Ogbuneke (CBD Secretariat)
  - Lorenzo Gavilli, ICAO
  - UNHCR (a rep to nominated)
- SUN will call the first on-line meeting with this group before the end of February.

Action	Who	When
● SUN to call the first conference call with members of the WG	SUN/Niclas	Early March
● Draft SMS recommendation to be presented to IMG at its May meeting	WG SMS	Mid May
● Recommendation to be submitted to EMG's senior officials meeting.	IMG	Sep/Oct

## V Offsets

9. Lead contact in SUN: Lova Andre' Nilsson ([lova.andre@unep.org](mailto:lova.andre@unep.org)).
10. The session included a brief introduction to offsets and carbon trading, a description of how procurement is carried out within the UN, with particular focus on how to procure offsets, and finally sharing of experience from UNOG and UNEP on procurement of offsets. The session also included discussions on benefits/draw-backs with offsetting, the legality of procurement offsets within the UN, and the importance to confirm quality of offset selected.
11. Recommendations:
  - IMG recognizes offsetting as a "last resort" and emphasizes that emission reduction efforts should be given priority. At the same time, IMG agrees to respond to the mandate given by EMG to propose a recommendation for how to address procurement of offsets in the UN family.
  - The UN climate neutral strategy clearly defines what types of offsets should be used by UN (only certified emission reduction from CER). It was clarified that other activities such as tree planting or voluntary emission reductions (credits generated outside CDM) are not recommended for official offsetting within the UN.
  - A few organizations, including UNEP, have purchased offsets in 2009. The practical/technical aspects for offsetting for individual organizations are thereby mainly

resolved, and a guide on the practical aspects of procuring offsets in UN will be prepared by SUN by May 2010.

- The approval to use funds for procurement of offsets is not yet addressed, and presents an obstacle to offsetting in most organizations. This emphasizes the need for IMG to respond to the mandate given by EMG, to propose a recommendation on “*modalities for the common purchase of offsets*”. To this end a working group will be established to elaborate, for the consideration of IMG at its next meeting in May, a recommendation on how to approach offsetting in the UN system and if/how a shared system for procurement of offsets could be set up.
- The working group should have its first on-line meeting in early March
- The WG will be coordinated and supported by SUN
- The following IMG members have kindly volunteered to be part of the WG:
  - a. Anne Fernqvist (UNDP)
  - b. Lorenzo Gavelli (ICAO)
  - c. Georgina Stickels (WFP)
  - d. Judith Moore (Worldbank)
  - e. Lova Andre (UNEP)
  - f. Steven Giwa (IAEA)
  - g. Victor Ogbuneke (CBD)
  - h. John Miller (UNESCO)
- SUN will call the first on-line meeting with this group in early March.

Action	Who	When
• Share presentations at EMG website	SUN/ Imo	DONE
• A guide to summarize the process and aspects of offsetting will be prepared by SUN	SUN/ Lova	May 2010
• Initiate the IMG working group on offsetting and organize its first meeting in early March.	SUN/ Lova	March 5
• Sharing of offset procurement information at the EMG website, including evaluation criteria, TOR and shortlists of suppliers	SUN/ Lova w. Input fr. Caroline	March 13
• Sharing, at the EMG website, the ICAO-UNON agreement on right to link the ICAO calculator to IMIS	SUN/Lova ICAO/Ted	Early April

## VI Emission reduction plans

12. Lead contact in SUN: Inhee Chung ([inhee.chung@unep.org](mailto:inhee.chung@unep.org) )
13. The session agreed on a common approach to developing a greenhouse gas (GHG) emission reduction plan by the end of 2010. The draft emission reduction plan template, consisting of ten elements, was welcomed by the IMG members with a request for only minor revisions. The IMG members also appreciated continuous support from SUN in preparing and implementing their ER plans.
14. Recommendations:
  - Revise the ER plan template incorporating the following comments:
    - Include key performance indicators as well as emissions targets
    - Link to sustainable procurement
    - Include a section on ‘risks’ (or a SWOT analysis)
    - Include information on MEAs and the Global Compact
    - Include a forecasts section (activity and emissions)
  - While a common format for the ER plan is helpful, the individual ER plan should be adapted to the specific context of each organization.

- The IMG members can share and peer review the draft ER plans in the password protected part of the EMG website.
- All ER plans will include targets. The targets should not be absolute and can be set by each organization based on individual circumstances.
- SUN should continue to work with the High Level Committee on Management (HLCM) networks to review existing rules and procedures affecting the sustainability of the organization.
- A letter from the Secretary General to the heads of organizations is needed to acknowledge the work accomplished during 2008-2009 and encourage the work of the IMG in 2010 and beyond.

Action	Who	When
• Revise ER plan template	SUN/ Inhee	DONE (see webpage)
• Prepare a draft letter from the SG to the heads of organizations	SUN/ Niclas	5 March
• Make UNEP's draft climate neutral strategy available	SUN/ Lova	Mid March
• Consider ways to set up a Help Desk	SUN/ Niclas	End March
• Submit draft ER plan to SUN for reporting to EMG	IMG focal points	15 Aug

## VII Communication

15. Lead contact in SUN: Imogen Martineau ([Imogen.martineau@unep.org](mailto:Imogen.martineau@unep.org))
16. The session set out SUN's ambitions for communications in 2010. These focused on the launch of the new 'Greening the Blue' website on World Environment Day (5<sup>th</sup> June 2010) which aims to raise awareness among staff across the UN of what's happening to make the UN more sustainable. The SUN team asked for support from the Sustainability Management Focal Points in promoting the Greening the Blue brand within their agencies, and asked for a contact point in each organization (either the SMFP or a communications colleague), who will be given a toolkit in April 2010.
17. SUN will be proactively engaging with senior staff across the UN system to raise the profile of the work of IMG by attending senior-level meetings and organizing a high-level workshop on sustainability.
18. Delegates were shown a short film about a successful internal communications campaign on sustainability issues, run by the mobile phone company, Nokia. The film can be viewed here: [http://www.greenawards.co.uk/past\\_winners/grand\\_prix\\_winner\\_2008](http://www.greenawards.co.uk/past_winners/grand_prix_winner_2008)

Action	Who	When
• SUN to invite all IMG focal points to join the Greening the Blue Google group	SUN/Imo	DONE
• SUN to provide a full contact list to IMG focal points and associated contacts & HLCM networks will be provided by SUN	SUN/Imo	DONE
• IMG focal points to inform Imogen of who the contact point in their organization if it isn't the SMFP.	IMG focal points	March 13 <sup>th</sup> 2010
• SUN to provide the focal points/ communication experts with a tool kit for the WED launch of Greening the Blue	SUN/Imo	Early April
• SUN to send IMG focal points information on how to	SUN/Imo	Mid March

nominate senior staff for the one-day Green Leaders Workshop in June		
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## VIII Preparation of 2009 GHG inventory

19. Lead contact in SUN: Shoa Ehsani ([shoa.ehsani@unep.org](mailto:shoa.ehsani@unep.org))
20. Preparation of annual greenhouse gas inventories is a requirement in the UN climate neutral strategy and is a necessary for any organization to identify emission reduction opportunities, and to monitor and report on its implementation.
21. Based on experiences from the 2008 inventory preparation, the UN Greenhouse Gas inventory for 2009 seeks to simplify the data collection and reporting process. The 2009 system will use a “flat-file” data gathering spreadsheet and a web-portal for upload of this information. The use of the ICAO Carbon Emissions Calculator will continue to be the tool for calculation of air travel emissions in UN. The flat-file will be made available to IMG focal points in March /April 2010. The tool to be used to upload the flat files into the calculator on-line (the “back-end tool”) will be available for IMG focal points in September 2010.
22. The importance of an Inventory Management Plan (IMP) for ensuring continuity and comparability of inventories from different years, and for buildings the institutional memory, was discussed. The World Bank made a presentation on their existing IMP and how it helps the Bank to consistently address “grey areas” in their inventory
23. Representatives from the Umoja project presented their work on developing a new common, Enterprise Resource Planning (ERP) system for the UN Secretariat and associated agencies. IMG was invited to provide input to Umoja so as to ensure that the new ERP system will support data collection for annual greenhouse gas inventories, emission reduction plans, and sustainability management systems.
24. The issue of data verification was discussed. In the past the Help Desk has “double checked” submitted data, which however was a very time consuming and laborious task. In 2010 the responsibility for verification of inventories will be put on each IMG focal point, who can however now also compare results to the previous year’s inventory. In addition, IMG last year committed to seek to support a few agencies with external verification services. Due to lack of time/funds this was not carried out in 2009. However, if funds are made available (and SUN will seek to secure funds for this purpose) in 2010, SUN will seek to organize external verification services for the 2010 inventories. Each organization may of course also seek to secure funding internally for external verification, in which case SUN will be happy to assist in drafting the Terms of reference for the verification assignment.
25. Recommendations:
  - The ICAO Carbon Emissions Calculator is now available to travel agents through the Amadeus network, so these agents can use the calculator to provide flight emission information for UN clients. For other travel agents it is recommended that the travel agent provides the raw data to the IMG focal point for entering into the calculator. ICAO was recommended to review if they can make the calculator directly available to other travel agents servicing UN, as this would greatly simplify the inventory preparation process for the IMG focal points.
  - The flat file (see above) will be made available in March/April. SUN will at the same time prepare guidelines on how to use and fill in the flat-file. This guide will be provided in English, Spanish and French.
  - As requested by DFS and UNDP, the flat-file will also allow for the reporting of consumed aviation fuel for chartered and non-commercial flights.

- ICAO will provide a standard MOU for seeking permission from ICAO to allow the programming of the travel calculator into each organization's ERP system, to allow auto-load and calculation of flight data.
- IMG focal points were invited to directly inform ICAO about the need for additional airport codes to be entered into the ICAO calculator.
- The definition of exact system boundaries for the inventory was discussed. While these by and large were defined and settled last year, and are also reported on the EMG website, SUN was requested to further highlight these and post the criteria on the EMG website
- SUN was requested to make available the emission factors embedded in the 2009 calculator tool, to support further refinement/verification of inventories.
- An example and outline of IMP will shortly be posted at the EMG website.

Action	Who	When
• Make emission factors available	SUN/Shoa	DONE
• Flat-file to include aviation fuel calculation	SUN/Shoa	DONE
• Organize help desk support	SUN/Niclas	Subject to funds being made available
• Guidelines for flat-file	SUN/ Shoa	April
• Translation of flat-file guidelines into Spanish and French	SUN/Shoa	May/June
• Provide further airport/ city codes for the ICAO travel calculator	ICAO/Ted	June
• Provide MOU for use of ICAO by agent or ERP	ICAO/Ted	DONE
• Clarification of system boundaries and scopes	SUN/Shoa	June
• IMP outline and guidelines	WB/Judith Moore and SUN/Shoa	August

## **IX Preparation of 2010 work plan for IMG**

The following work plan and time line were developed by SUN based on discussions and conclusions in the meeting. The work plan defines tasks and deadlines for the IMG focal points specifically, while the time plan provides an overview over IMG related activities more broadly.

### **IMG Focal Points' Work Plan 2010**

#### Emission Reduction Plans:

- 8 Mar            Template for emission reduction plans is to be provided by SUN and examples of existing emission reduction plans/climate neutral strategies uploaded to web site. From this date the IMG focal point can start preparing the ER plan. Support will be provided through the Help Desk, through issue specific guides provided by SUN, and through peer review of draft plans, either by sharing them on the password protected web site, or by sharing with peer organizations.
- 15 Aug            Draft ER plans to be submitted to SUN, for summary reporting to EMG in Sep/Oct.
- XXXX            Final ER plans submitted for approval to the appropriate authority in each organization. The target is that the plan should be approved before the end of 2011. XXXX is the latest date when formal submission can be made, and would be specific for each organization.

#### GHG Inventory:

- 31 Mar:            The data collection file for the 2009 GHG inventory ("Flat File") will be provided to IMG focal points, together with short user manual in English, Spanish and French.
- 31 Aug            Data collected by IMG focal points and ready to be entered into calculation tool, which will then have been provided by SUN.
- 30 Sep            All data to have been entered into the calculation tool by IMG focal points
- 31 Dec            Final inventory report prepared and printed by SUN

#### Communication:

- 6 June            Official launch of Greening the Blue website and campaign (on World Environment Day)

#### Meetings:

- Mid-May            IMG 2: On line meeting. Issues will include draft recommendation from the working group on Sustainability Management Systems and draft recommendation from the working group on offsets. Other issues include findings from workshop on how to address the Radiative Forcing Index for air travel, presentation of new reports and guidelines etc.
- Sep/Oct            IMG 3: Finalization of recommendations to senior officials meeting of EMG. Exact date and venue to be confirmed.



## Time plan for IMG 2010

OUTPUT	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>ER Plans</b>												
- Template provided and examples uploaded on web												
- Draft ER plans submitted to SUN												
- Final ER plans approved by each organization												2011
<b>GHG Inventory</b>												
- Flat file & user guide available (31 March)												
- Data collection												
- Uploading of data (by 31 August)												
- Final report (by 31 Dec)												
<b>Working Group on Sustainability Management</b>												
- Survey for IMG focal points to respond to												
- Draft recommendation to IMG2												
- Final recommendation to EMG												
<b>Working Group on Offsetting</b>												
- Draft recommendation to IMG												
- Final recommendation to EMG												
<b>Communication</b>												
- Soft launch of Greening the Blue website												
- Official launch of Website & campaign												
- Green leaders workshop												
<b>ER &amp; inventory help desk</b>												
- Operational												

OUTPUT	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Inventory Management Plans</b>												
- Examples of IMP uploaded on web site												
- Generic template for IMPs provided												
- Deadline for preparation of IMPs												2011
<b>Meetings</b>												
IMG 1												
IMG 2												
EMG senior officials meeting												
COP 16												
HLCM ICT Network (New York) 23-24 Mar												
HLCM facility managers meeting (Nairobi) 3-5 Mar												
HLCM travel network – IATN (London) 22-23 Sep												
<b>Reports &amp; Guides</b>												
Sustainable travel guides												
Climate friendly office guide												
Distance work report												
Budgeting for sustainability – best practices												
Sustainable procurement												
- Vehicles guidelines												
- Catering guidelines												
- Buildings procurement guidelines												
Technical guide to procurement of GHG offsets												
<b>Training</b>												
On-line training for ER plans and inventories												
Sustainable procurement on-line training												

## X Conclusion and summary

1. Lead contact in SUN: Niclas Svenningsen ([Niclas.Svenningsen@unep.org](mailto:Niclas.Svenningsen@unep.org))
2. The chair of the meeting summarized the discussions and main conclusions from the meeting, as reflected in previous sections in this report. In addition, the following items were discussed:
  - SUN committed to include a work plan in the meeting report. Attached to this report are
    - The IMG work plan, only showing dates/deadlines directly concerning IMG focal points,
    - The IMG time plan, also including other relevant dates that the IMG may want to keep in mind (expected dates for report and relevant meetings).
  - The next IMG meeting will be conducted on-line in mid-May. SUN will shortly send out a few proposed dates for the consideration of IMG.
  - There will be one more face-to-face IMG meeting this year, shortly before the 16<sup>th</sup> meeting of the senior officials of EMG. This is tentatively scheduled for September/October 2010. The exact date and venue for the IMG meeting will be communicated once the EMG meeting coordinates are decided.
  - SUN asked if organizations participating in IMG would consider to financially contribute to covering the costs of the Help Desk on emission reduction plans and inventories, with approximately US\$ 3,000 per organization. SUN was requested to send in writing a formal request to each organization outlining the purpose, expected output, and specific calculation of costs.
3. Recommendations:
  - It was reiterated that there is a need for organizations to assign designated staff and resources to carry out the work agreed to by the senior officials of EMG and that this should be highlighted in IMG's recommendations to EMG, and also in the above mentioned letter from the SG to heads of organizations.

Action	Who	When
• Prepare a work plan for IMG reflecting outcomes from the Geneva meeting	SUN/Niclas	DONE
• Proposed meeting date for IMG 2 to be sent to IMG focal points	SUN/Niclas	Early March
• Formal request to organizations to financially support the Help desk to be sent to each organization	SUN/Niclas	Early March

## Annex 1: Agenda

### ISSUE MANAGEMENT GROUP ON SUSTAINABILITY MANAGEMENT SYSTEM

*Geneva, 9-10 February 2010*

#### TUESDAY 9 FEBRUARY

**9.00 ~ 9.30**            **1. Welcome and approval of agenda**

**9.30 ~ 10.00**        **2. Review of ToR for IMG**

*Coffee break*

**10.30 ~ 12.30**      **3. Result from 2008-2009**  
a. Procurement  
b. COP15 report  
c. OIOS and JIU reports  
d. Lessons learned

*Lunch*

**14.00 ~ 15.30**      **4. Sustainability management systems (SMS)**  
a. Basics of SMS  
b. Examples from inside UN  
c. Identification of issues to be addressed in  
    recommendation to EMG

*Coffee break*

**16.00 ~ 17.30**      **5. Offsets**  
a. Background  
b. Presentation on admin approach  
c. Technical review part  
d. Discussion on next steps + bulk purchases,  
    and recommendation to EMG

*End of day + Cocktail at Palais des Nations*

**WEDNESDAY 10 FEBRUARY**

- 9.00 ~ 11.00**      **6. Preparation of emission reduction plans**
- a. Format and deadlines and examples
  - b. Targets
  - c. Status of tools, guides, training and policies under preparation (travel, facilities management, ICT, staff engagement, procurement)

*Coffee break*

- 11.30 ~ 12.15**      **7. Communication and senior level engagement**

*Lunch*

- 13.30 ~ 16.00**      **8. Preparation of GHG inventory for 2009**
- a. Tools to be used for 2009 inventory
  - b. Inventory management plan
  - c. ERP links
  - d. Training and support

*Coffee break*

- 16.00 ~ 17.00**      **9. Preparation of work plan for IMG 2010-2011**
- a. Background
  - b. Presentation on admin approach
  - c. Technical review part
  - d. Discussion on next steps + bulk purchases, and recommendation to EMG

- 17.00 ~ 17.30**      **10. Conclusion and summary**

*END*

## Annex 2: Meeting participants

Organization	Family Name	Name
CTBTO	NETTLEINGHAM	Carol
DFS / DPA / DPKO	RAVIER	Sophie
DPKO/DFS	VIALLE	Anne-Cécile
ESCWA	GEADAH	Lara
ESCWA	NADER	Halim
FAO/NRC	HIEPE	Claudia
FAO/NRC	MITTENDORF	Tina
GAIA	GOLLAN	Juan
GAIA	CLARK	Jenifer
GEN	RIZZOLIO	Diana
HABITAT	<u>AHMED</u>	Sharif
IAEA	GIWA	Steven
<u>ICAO</u>	THRASHER	Ted
ICAO	GAVILLI	Lorenzo
IFAD	RAHDIANSYAH	Danny
ILO	POSCHEN-EICHE	Peter
ILO	OSTOVIC	Vanja
ILO	DUBUIS	Raynald
ITU	PLESSE	Dietmar
JIU	DE ALWIS	Ruvan
JIU	INOMATA	Tadanori
JIU	CASTELLS	Nuria
OHCHR	HOLM	Karina
OPCW	VAN WIJK	Catharina
OPCW	WEIDMAN	Marc
PricewaterhouseCoopers	FRANKE	Fredrik
SCBD	OGBUNEKE	Victor
UN Secretariat	SMITH	Kim William
UNAIDS	BOLVENKEL-PRIOR	Susie
UNCCD	PILLAI	Somarajan
UNCTAD	ASSUNCAO	Lucas
UNCTAD	DI CAPUA	Giuseppe
UNCTAD	LLEANDER	Lalen
UNDP	FERNQVIST	Anne
UNESCO	MILLER	John
UNFCCC	BEYENE	Asfaha
UNFPA	BUEHLER	Oliver
UNHCR	NDIBALEMA	Valentine
UNHCR	<u>NAMBU</u>	<u>Shigeko</u>
UNHCR	TSONEVA	Valentina
UNHCR	BADOR	Genevieve

Organization	Family Name	Name
UNIDO	<u>KRAUTZER</u>	Florian
UNOG	BURCHARD	Matthias
UNOG	LEPEU	Caroline
UNON	STANNAH	Stephen
UNON	OWEN-FRIGYIK	Talia
UNON	MUNGA	Elijah
UNOPS	RAMM	Niels
UNOV	KIEFFER	Romain
UNV	NABEL-MEYER	Heidi
UNWTO	SIV	Samiti
UPU	BLET	Anne-Claire
WFP	STICKELS	Georgina
WHO	N'GAIDE	Ibrahima
WHO	MAEIRO	Maria
WHO	SIBUT-PINOTE	Olivier
WIPO	<u>JEWELL</u>	Cathy
World Bank	MOORE	Judith
WTO	PELLAN	Marie Isabelle
WTO	McKEE	Amanda
ZOI	HEBERLEIN	Claudia
<b>UNEP DTIE / SUN</b>		
	SVENNINGSSEN	Niclas
	CHUNG	Inhee
	GUEDON	Marie-Christine
	EHSANI	Shoa
	MARTINEAU	Imogen
	ANDRE NILSSON	Lova

## **Annex 3: Terms of reference for IMG on Sustainability Management**

### ***A. Background***

1. The 15th senior officials meeting of the Environment Management Group (EMG) held in New York 23 September 2009<sup>1</sup> considered the ongoing and future work related to moving toward climate neutrality, sustainable procurement and a coherent approach to sustainable management in the United Nations system. The senior officials stressed that efforts related to greening the United Nations, such as through sustainable procurement, must be anchored in intergovernmental processes and in the United Nations system's internal management and operational structures.
2. The senior officials decided to consolidate the work of the issue management group (IMG) on climate neutral United Nations and on sustainable procurement under a single issue management group on sustainable management in the United Nations system for a period of two years. They welcomed the support of the United Nations Environment Programme's Sustainable United Nations facility for the work of the issue management group on sustainable management in the United Nations.

### ***B. Composition, function and responsibilities***

3. The issue management group (IMG) on sustainable management in the United Nations system is composed of focal points nominated by EMG members and is open to observers as agreed by the IMG.
4. The senior officials in its 15th meeting requested the IMG to build on and enhance the cooperation underway with the High-level Committee on Management and the United Nations Development Group and build on the work of the High-level Committee on Management on facility management, procurement, information and communications technology, travel, finance and budget by:
  - a. Facilitating continued cooperation between Environment Management Group members on implementing the United Nations System Chief Executives Board for Coordination statement on moving toward a climate-neutral United Nations, in particular by:
    - i. Facilitating a common methodology for greenhouse gas inventories and tracking performance through an online reporting and monitoring system with appropriate linkages to enterprise-resource-based planning systems;
    - ii. Facilitating the development of individual emissions reduction strategies for each organization by the end of 2010, including for travel, in addition to a common approach on emission reductions throughout the United Nations system;
    - iii. Exploring modalities for the common purchase of offsets;
  - b. Developing, in cooperation with the procurement network of the High-level Committee on Management, support services for integrating sustainable procurement practices in the United Nations system in line with a common definition and approach by the United Nations,<sup>2</sup> including by:
    - i. Promoting training for requisitioners and procurement practitioners and finalizing an online training module;
    - ii. Documenting success stories and good practices related to sustainable procurement from within the United Nations system;
    - iii. Continuing the development of sustainable procurement practical tools such as product guidelines;



- iv. Updating the section of the United Nations procurement practitioner's handbook on sustainable procurement;
- v. Promoting awareness on sustainability for the business community through business seminars in collaboration with the United Nations Global Compact;
- c. Exploring how sustainable management in the United Nations system can be developed, including by identifying options for developing sustainable management systems as an integral part of enterprise-resource-based planning systems;
- d. Reporting on progress and proposed further actions to the senior officials of the Environment Management Group at their sixteenth meeting;
- e. Preparing a short practical overview guide to sustainable management practices in the United Nations system that includes references to relevant technical documents.

***C. Timeframe, work-plan and secretariat support***

5. The IMG was constituted by the 15th senior officials meeting of the EMG for a period of two years. In performing its functions and responsibilities set out in paragraph 4 above, the IMG shall prepare its own work-plan and working modalities. Secretariat support to the IMG is provided by UNEP through the UNEP Sustainable UN facility.