

Tenth Meeting of the Issue management Group on Environmental Sustainability Management in the UN System.
New York, USA, 24-25 January 2013

Meeting Report

The tenth meeting of the Issue Management Group on Environmental Sustainability Management in the UN System (IMG 10) took place in New York, USA, during 24-25 January 2013. The meeting was attended by an average of 30 focal points and observers in person and online. The meeting was held at the UN Headquarters, and also included a guided tour of the newly renovated building, displaying its sustainability features. The meeting agenda and the list of participants are attached.

Day 1: 24 January 2013

Agenda Item 1: Opening

A) General Information

The chair of the meeting (Isabella Marras, SUN) welcomed the participants, explained the objectives of the meeting and introduced the agenda. She also explained that there are no changes in the SUN team. This was followed by a round of self-introduction.

B) Outcome/Results/Action Points

The agenda was adopted

Agenda Item 2: Cost Benefit Analysis of Environment Management System
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A) General Information

Georgina Stickels, WFP, introduced the study on cost benefit analysis of an EMS for the UN system, its background, and objectives. UNEP (SUN) and WFP are collaborating to present this study to HLCM, based mainly on evidence of savings, risk reduction and management improvements resulting from either fully fledged EMSs or individual environmental/ resource efficiency measures. The study will be presented to the HLCM to help them consider the implementation of an EMS. The drivers for an EMS at the UN wide and agency levels were mentioned and synergies with other UN initiatives like the Global Compact were highlighted. Georgina Stickels went on to describe an EMS, its definition, objectives, and advantages in general and for the UN. The UN EMS model will be based on ISO 14001, as depicted in the UN Strategic Plan for Environmental Sustainability Management. Approximate estimates of cost and resource savings possible through an EMS were mentioned, such as for energy and water consumption and waste management. UNU was the first UN agency to have implemented an EMS. Other examples from the UN system were provided, including the fleet management system at WFP. Such systems have helped to identify major cost and resource savings, and in general have been found to pay back for themselves.

B) Discussions/Suggestions

The discussions that followed included confirmation that the return on investments can be attractive, with a 3 year pay back period common. The importance of aligning an EMS with existing processes was also underlined. For example, in WFP, the environmental Key Performance Indicators (KPI) have been included in the Annual Performance Review report. Many WFP divisions have also enquired how to include environmental KPI's in their own workplans. In UNEP, the environmental parameters are normalized (eg, per USD). In general, however, it can be difficult to link the KPI's to individual performance and compensation.

C) Outcome/Results/Action Points

Most of the study to be completed by February 2013.

Agenda Item 3: Preparing for meetings of High Level Committee on Management & Chief Executives Board

A) General Information

Isabella Marras, introduced the background and guided the discussions. On 7 March 2013 the HLCM will consider how the collective commitment 'to' or 'towards' Environmental Management System (EMS). The decision of the EMG to implement an EMS was made at a higher level than heads of management; but without the buy-in of the UN managers and the HLCM, the EMG decision could end up being ignored. The outcome of the HLCM discussions will pave the way for discussion in the CEB on 5 April 2013. Initial discussions indicate that the HLCM is more likely to favor a gradual and voluntary approach to EMS. Support for the arguments of the IMG in favour of an EMS will need to be orchestrated in view of the HLCM meeting and later for the CEB. The study on costs and benefits (Agenda item 2) will be key.

B) Discussions/Suggestions

Sustainability or environmental management systems?

The Rio+20 Outcome Document recommendations refer to "sustainability" in general, not "environmental", so there could be a case to work on all three pillars of sustainable development. However, EMG and SUN expertise is limited to environmental management and hence it would be prudent to limit ourselves to environmental management only and show progress in it.

Mandatory or voluntary implementation of an EMS?

Since there is a wide range of participating agencies, it is better to make the EMS flexible and voluntary, though following a common approach.

CEB decision or statement?

Isabella Marras explained that the HLCM can do 2 things:

- Make a decision, which then goes to the CEB. Unless major objections are raised, the CEB normally endorses it.
- Make a statement. The statement is for a larger audience, including those beyond the UN. Hence more discussions might be needed.

The CEB Secretariat had indicated that a "decision" would be a better choice.

C) Outcome/Results/Action Points

- The paper to HLCM will focus on EMS but ensure through appropriate language that EMS is presented as an element of a (needed) wider UN SMS umbrella.
- The EMS should be flexible and voluntary, though following a common approach.
- The IMG agreed that a HLCM “decision” would be a better route.
- Focal Points should identify their designated HLCM representatives. SUN and WFP will do their best to support focal points preparing their agencies for the HLCM discussions with
 - A summary of the cost benefits paper that will be presented to the HLCM
 - A powerpoint presentation highlighting major arguments
 - A memo to be tailored and forwarded to Heads of Management in preparation for the HLCM meeting

Session 4: IMG work streams

a) Sustainable Procurement: online training. Info session with key principles
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A) General Information

Jacob Kurian, SUN, presented the work of the High Level Committee on Management on Sustainable Procurement (SP), which is co-chaired by UNEP (SUN) and UNOPS. He informed the IMG that a web-based training module has been developed on SP and a shorter version of this in-depth training should be ready in 2013. A helpdesk and an FAQ facility are also available for focal points, requisitioners or procurement officials.

A presentation by Guillaume Lemenez, UNOPS looked at practical do’s and don’ts on SP, elucidated what constitutes SP in the UN and how to go about developing this in focal points’ organizations. The important aspects of SP were presented. Nives Costa, UNOPS joined in from Copenhagen via audio and answered some questions.

B) Discussions/Suggestions

The group discussed the difficulties of small companies from developing countries to respond to SP oriented bids and the solutions that one can apply to this, such as adapt the demand to the local market, establish dialogue with suppliers, sometimes divide the contract into small pieces so different and diverse suppliers can apply. One has to be reasonable on SP expectations. Above all it is about understanding the market and using the strength of the UN to proceed step by step. The question was raised on how manufacturers respond to SP. The issue is not so much small or large companies but local conditions. Apart from the government setting standards, it is very important to discuss needs with suppliers, things are moving fast in the market place and many vendors may be able to provide SP but need to be prompted.

SP and ethical procurement have been long standing and difficult issues and are still under consideration at political level. There has been a lot of sensitivity from developing countries about potentially losing-out in selling their goods if there was an SP regime. The ongoing discussions in the GA about sustainable procurement may be an obstacle for agencies directly dependent on GA decisions, but that is not so for all UN agencies and a critical number now is developing sustainable procurement policies.

The issue of total cost of ownership (TCO) is another way to look at SP. The UNWEBBUY for instance asks vehicle manufacturers to indicate fuel economies and also environmental characteristic of the vehicle. This gives the buyer the option to look at lowest cost of ownership.

UNDP is leading a study on the lowest cost of ownership with the Swedish permanent mission. UNDP advised that TCO works only if the analysis is commodity-specific. The biggest challenge however is to get the requisitioners to think of total cost of ownership and provide the appropriate criteria. TCO does not raise as many hackles as the wording SP as its implications are financial; in fact, sustainability that provides an economic benefit can be incorporated in procurement guidelines in all agencies.

C) Outcome/Results/Action Points

No specific action point emerged from this session. SUN will keep on informing the IMG on progress in this area.

Session 5: Case study on waste management in IMF & discussion: what are questions/expectations from IMG?

A) General Information

Evelyn Nash and Mimi Diez, IMF, presented on the IMF waste management plan. The Sustainability Unit of IMF is housed in the Facilities division. The sustainability effort at the IMF started in 2008. There are 3 IMF facilities in the U.S., 2 of them are owner-operated. HQ1 & HQ2 have been LEED gold certified and IMF is Energy Star compliant. There are also over 180 smaller leased facilities throughout the world.

The presentation consisted of a video illustrating how IMF raised its performance in waste management through an EMS approach (plan, do check, act) and constant attention to staff needs, local realities and dialogue with stakeholders.

B) Discussions/Suggestions

The two methodologies of common area waste bins vs desk waste bins, were discussed. There is a strong cultural element to take into account. While in some contexts staff prefers sorting bins by their desks (as is the case in IMF) in others communal bins work better.

Trust in the correct disposal of the sorted waste collected was discussed and -related to that- also the fact that in some cases cleaners were seen putting the sorted waste back together. IMF reported that implementation of the waste policy required a close collaboration and trust building among all actors, the waste company, facilities management staff representatives and also the canteen's service providers. IMF made a visit to the landfill and saw the extent of operations which was very impressive. Going to the various stations was an eye-opener as it showed what other material can be recycled and "it told a story". But while the waste facility sorts all trash downstream (thus not needing sorting) the pre-sorting is important for staff to do to be part of this exercise, plus it is much cleaner and more efficient if staff sort waste at the start.

Computers and batteries required a different treatment. IMF has a battery recycling programme; all computers are stored and hauled to separation facilities that takes away hazardous parts before disposing of the rest.

Options for waste reduction were discussed: IMF tried reusable products (mugs, water bottles) and, like other organizations in the DC area, this did not seem to work. Reusable wares seems to be another cultural element to consider: they seem to work well in Europe but not so in the U.S

Focal points agreed that the IMF's experience provided an excellent practical example of what could be done on waste management and that it came at a particularly appropriate time as organizations started to consider this work stream in the context of EMS preparations. Other

experiences such as FAO had led to different but no less valid decisions and it could be interesting for FPs to hear about that too.

C) Outcome/Results/Action Points

- FAO and other focal points with experience on waste management will be contacted by SUN to ensure more is shared on the topic
- Various aspects of waste management were identified during the UNDP hosted workshop on how to share information among focal points. The IMG therefore will have more data and advice on waste management in the future.

Session 12: Report on UNDP hosted workshop on how to address IMG info gaps

A) General information

Imogen Martineau, SUN presented the results of the workshop that was organized by UNDP prior to the IMG10 to discuss how to share knowledge on the many projects and processes the IMG has undertaken. The aim of such workshop was to facilitate the collection and use of focal points’ our collective knowledge so everyone can learn from others. Ten issues were chosen for initial development, amongst them:

	Issue	Led by
1.	Managed print service	Tricia Graham
2.	ERS / ETS	Monika Kumar
3.	Solar PV	Georgina Stickels
4.	Purchasing offsets	Shoa Ehsani / Adam Rubinfield
5.	E-waste	Adam Rubinfield
6.	Waste disposal company	Sarah Riposa
7.	Green IT / data centre	Shoa Ehsani
8.	Renovations / office space	Anne Fernquist
9.	Reducing bottled water	Mitch Hall
10.	Green leases	Jacob Kurian

The workshop concluded that a series of Wiki pages will be developed where experiences, basic suggestions on what to do, and literature will be posted. Agencies with certain areas of competence were chosen to develop corresponding pages, other IMG members are welcome to participate and also share their comments and documents.

B) Discussions/Suggestions

The issue of public sharing of information was discussed, but the project is for the moment only meant for IMG members to help them share resources on a secure platform. The wiki page approach is still an experiment and its success will depend on the use focal points make of the information provided.

More topics for the moment will not be added as human resources are limited but if some focal points want to volunteer to take care of an extra section they may contact the SUN team.

C) Outcome/Results/Action Points

- The volunteering focal points will start drafting the materials for their own topic. Information on progress will be shared through the IMG bulletin and at the next IMG meeting

The full report of the workshop is in Annex II to this report

<p>Session 9: SUN – IMG post 2014 creative solutions, members’ engagement, partnerships among IMG members, Greening the blue report.</p>

A) General Information

Isabella Marras led this session which looked at how the IMG could improve upon its performance and be more effective and collaborative in future, especially from 2014 when SUN and the IMG is expected to become more permanent. The presenter felt that there is a lot of knowledge that IMG members have. In the EMG, while UNEP will continue to support the SUN staff, it is hoped that IMG members will make in-kind and staff time contributions to projects and outputs of SUN. Examples are the work done jointly by SUN-UNDP on a short tutorial, or UNOPS-SUN on sustainable procurement.

B) Discussions/Suggestions

The group discussed some of the topics in the background material.

Several reasons were provided for the *drop in interaction and participation in the group*. It seems the SUN-IMG has moved more towards a survival mode during the past 2 years. Sometimes the Focal Points themselves are discouraged due to lack of support from the management. Many agencies –especially smaller ones- have resource constraints in attending the IMG meetings, both financially and in terms of human resource. There also has been lot of turnover of staff and shifting of posts both in the SUN team and in the IMG. SUN does keep track of focal points but more can be done to ensure the address list is up to date. During the initial years there was a large collaborative effort to get the inventory out. Now the network has moved into other things, and smaller agencies may not be ready for it. Some of the recent work has been more procedural in nature, and some agencies might prefer more practical work.

The question was also raised of *what focal points expect from the IMG* as a whole. Suggestions included: going back to focus on technical guidance, knowledge sharing, development of common approaches but also getting universal mandates on difficult issues such as say a travel policy collectively is of benefit. The idea to create a ‘buddy system’ (partnering between agencies) was also raised.

Isabella Marras indicated that SUN has secured for 2013 a series of *helpdesk services* that can assist focal points with specific issues. The IMG now benefits from the experience of a senior facilities expert, the GHG inventory work and a team of sustainable procurement experts. The information from the help received can then be shared with others, this maybe more useful than creating a lot of guidance documents.

In addition Isabella Marras indicated that given the drop in SUN resources but also the higher level of maturity of the IMG overall, *more collaborative projects will be sought*. SUN needs focal points to indicate which topics they would like to collaborate on. She made the example of

sustainable events. Mimi Diez indicated willingness to continue work on green meetings. Isabella Marras indicated that the future work on green events will involve more case studies collection and also a reflection on waste management at events. Rio+20, the UNCCD experiences on paperless are potential case studies.

C) Outcome/Results/Action Points

- Letter from SUN to be written to EMG to find out about FPs that may have moved on/ do not participate.
- Topics on IMG library: if there are more items/ issues to be added, then FPs have to volunteer for this.
- SUN will follow through with exchanges with Mimi Diez and, Somarayan Pillai (UNCCD) about potential case studies on sustainable events.

Session 4c: Environmental Sustainability Management Systems

A) General Information

Shoa Ehsani, SUN/UNEP Nairobi, presented the progress made in the IMG Working Group on Environmental Sustainability Management Systems (ESMS). The Working Group met thrice in 2012, focusing on the preparation of a Question & Answer section and case studies. The guidance work on ESMS has been completed, edited and will be posted on Greening the Blue. A survey of the work on ESMS was sent out by WFP a few months ago. Universal participation in this survey will allow the Working Group to better ascertain the needs of the IMG and provide useful training.

There was also the issue of the name to be used for the ESMS. At the November 2012 meeting of EMG senior officials, it was decided that term ‘Sustainability Management’ did not accurately reflect the IMG’s work. Hence, the term ‘Environment Sustainability Management Systems’ or just ‘Environmental Management Systems’ (EMS) would be more appropriate. The IMG needs to decide which of the two to use.

The focus on the ESMS has resulted in the work on Emission Reduction Strategies (ERS) being put on the back-burner for some time. As of June 2013, SUN had tracked a little over 30 emissions reduction strategies. As such, a review of system wide ERS’s of the IMG is prudent.

B) Discussions/Suggestions

The preference is for Environmental Management System (EMS), instead of ESMS. It will be explained that the EMS is a first step, and the system is open to adding social and economic sustainability considerations as and when we decide to do it.

Many agencies have prepared their ERS, however SUN is not aware of the fate of these. The progress in this domain needs now to be followed closely.

C) Outcome/Results/Action Points

- The name “Environmental Management System (EMS)”, should be used instead of ESMS or SMS.
- All IMG members to complete the survey on EMS sent out by WFP
- More IMG members are invited to join the Working Group on EMS

- SUN should arrange to track the fate of the existing ERS's and look into an other ERS training for agencies that have lagged behind.

Session 7: Panel session: emission reduction strategies (and links to ESMS)
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A) General Information

The panel session on Emission Reduction Strategies (ERS) was led by Julie MacKenzie, SUN/UNS. The panelists included Peter Ransome (ITU), Marina Majeiro (WHO) and Shoa Ehsani (SUN/UNEP Nairobi). Julie MacKenzie introduced the background and then triggered the discussions through specific questions.

In 2012, IMG attention shifted to EMS, but because emissions reductions are a key building block for a broader environmental management system, it remains important for the IMG to continue work on ERS and for SUN to track them, to understand what obstacles are being encountered and how to overcome them, and to start taking stock of results.

The questions that were discussed included: How did the approval for the ERS come about? Was it approved by the top management or the governing body? How were they convinced? When did implementation start, what were the main obstacles, what are the main results so far? How close is the agency to the targets set and what are the main lessons learned? Was the SUN template and related training useful?

B) Discussions/Suggestions

Peter Ransome: In the case of ITU, a series of decisions and actions led to the ERS. The initial request from SUN was followed up and the Deputy Secretary General was very interested. ITU respects Swiss laws on health, safety and environment. Member States of ITU are interested in this issue, especially emission reductions in ICT. Various resolutions and concerns of the ITU Governing Council were relevant to emissions reduction and ITU is trying to address it. Beyond the internally focused ERS, the Secretary General has a group on Climate Change and ITU sets global standards on smart grids.

Marina Maiero: For WHO, a different approach was followed. In 2010, an ERS was submitted to the top management, but there was no response. Later a new colleague, a green champion, suggested that they do actions at the grass roots even without top management support. They started with a survey focusing on priorities, and based on it a report was prepared, including a simplified ERS. This was presented to the top management and it was approved. The grass roots approach was more effective, except that the results are not being monitored now. Once progress is made, monitoring might be done. For all efforts, a linkage is made to WHO's core mandate of health. A reason for the recent success was that they were able to get a green champion at the top management level (Director of Public Health), who championed their cause, specially with the ADG for Management. Recently the travel manager has sent a proposal to tax air travel, which could fund investments in video conferencing facilities. WHO found the SUN template useful and has used it.

Shoa Ehsani: In UNEP, the ERS was prepared in 2010 before the SUN template was available and had a 3 % annual reduction target. With the new UNEP building, facility related emissions have reduced considerably. However, air travel -which is the major emission source- has not reduced significantly. Hence, the overall target has not been met so far. This is in spite of the creation of the Climate Neutral fund which taxes air travel. Recently the emission performance has been reported to the Committee of Permanent Representatives (CPR) in their preparation for

the UNEP Governing Council. Considering the failure to meet the emission reduction target, UNEP might consider reducing the target.

Questions were raised on how ERS compliant agencies sorted out the financing of the ERSs. Julie MacKenzie mentioned her proposal to senior management in UNS for a sustainability tax on travel. 2% (for example) of a \$52 million annual travel spend would result in over \$1 million for sustainability projects. Initial reaction had not been encouraging, but further consultations were under way. She offered to share its concept paper if anyone were interested, UNDP was also putting in place a carbon tax on its headquarters travel, proceeds from which would be used to fund the purchase of carbon offsets and sustainability projects. Georgina Stickle said that WFP already levies a carbon tax on its vehicles, through its vehicle insurance scheme. Proceeds, expected to be in the range of USD 300,00 a year, will be used to fund energy saving projects in the field, on a competitive basis, with priority being given to those with attractive pay back periods.

UNDP said they had not used the SUN ERS template. Instead, they had created location specific working groups to share location specific case studies and had delivered location specific training involving facilities management staff. WFP noted that the Rome based agencies (including Bioversity) have regular informal gatherings of focal points, which help to provide peer support and peer pressure.

C) Outcome/Results/Action Points

- SUN will update the ERS template, indicating its relation to the EMS
- SUN will look at setting up location specific working groups
- SUN will update and provide ERS training

DAY 2: 25 January 2013

Session 8: Peer reviews what they are and how will they fit in the IMG work
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A) General Information

Dr. Christian Averous, Consultant, EMG, made an online presentation on the process for peer reviewing of the environmental profile of UN agencies, initiated through the EMG. The aim was to inform the IMG of the plans and progress. He described the need, international and UN experience in peer reviewing, the general characteristics and benefits of a peer review process and how it is now being initiated in the UN. For the UN the scope of the peer review process will be corporate environmental management. Three UN entities (WMO, UNEP and UNIDO on behalf of the Vienna based agencies) have volunteered for the pilot phase to be held during 2013-14. The report for the pilot reviews would include three standard chapters, one optional chapter, possibly a special/focus chapter, and one chapter on recommendations. A sample of the thematic areas that could be covered and the tools and methodologies that could be used were also presented. The IMG will be associated with this process at first just as an observer.

B) Discussions/Suggestions

The process, and coordination structure for doing the peer review should be very clear. Agencies need to understand how the results will be used. The peer review should give less emphasis on the weaknesses of volunteering agencies. The reviews will examine documents to identify best practices, potential improvements and recommendations. The EMG Secretariat will be coordinating with advice from Dr Averous. Who should be in the review panel is under review.

C) Outcome/Results/Action Points

No specific action point emerged from this session. Sun will keep focal points constantly informed on the progress of the peer to peer process

Session 10: 2011 Inventory and related Moving towards climate neutral UN report
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The UN GHG inventory

Jacob Kurian presented the background and status of the UN GHG Inventory process. **The 2012 GHG Inventory process (using 2011 data) is nearing completion** and the Focal Points need to finalize the data by 15 February 2013. The 2013 reporting cycle (using 2012 data) is expected to start in March/April 2013. SUN has signed an MoU with Landcare Research, New Zealand in developing an external verification system for the GHG Inventory. Currently fund raising is being done for the project. SUN will continue to provide helpdesk services and online training on the GHG Inventory. The Technical Group of the IMG is planning to meet in the first quarter of 2013. Agencies are encouraged to develop their own Inventory Management Plans (IMP) to ensure the GHG inventory process is well documented.

Jacob also suggested the IMG provides guidance on the future of the calculator/software being used for the GHG Inventory. The UN GHG Inventory software is in a partially developed state, with SUN making up for it with several manual interventions. Lack of funding is preventing further development of the software. The options might be three: to continue with the existing system as it is; develop the existing software; acquire software's available in the market. Based on the guidance from the IMG, the Technical Group of the IMG could work out the details and the business case. The IMG's guidance was also sought on how to deal with requests from external agencies to use the tools developed by the UN.

B) Discussions/Suggestions

Purchase of new software:

- IMG agreed that the Technical Group could go ahead and look at the possibility of purchasing a software from the market and work out the business case for it
- This will also give an occasion to look into what the IMG really needs and to look at the future.
- The new system should be very flexible and compatible with ERP systems, including Umoja.
- We need to specify our requirements for the software. Examples include need for real time reporting, creating our own parameters and reporting features, data other than GHG emissions we may need in the future.

- Some also voiced concerns related to the real costs of shift to a new system: initial investment, adaptation and re-training,. SUN recently was introduced to one of the softwares (Sofia from PE International) and initial indications are that the initial investment and license fee may not be very high. The cost increases with the number of data upload points.
- It is important to look at the procurement procedures involved in purchasing a new system.
- The new software's compatibility with the ICAO calculator needs to be checked. ICAO calculator can be integrated with ERP systems or with any softwares being used by travel agencies such as Amadeus.

Request from external agencies for using UN GHG Inventory tools:

- IMG felt that this would require lot of efforts. We need to ensure it works well before giving it to others

C) Outcome/Results/Action Points

- Arrange a special presentation for interested IMG Focal Points, of software available in the market
 - Technical Group to look into the details of options for purchasing a new software
- Discuss with the travel agent in Geneva about the integration of the ICAO calculator into their system to ensure easy retrieval of travel data needed for the GHG Inventory

<i>Moving Towards Climate Neutral report</i>
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A) General Information

Imogen Martineau presented her thinking for the 2012 edition of the Moving Towards Climate Neutral report. The purpose of the report is to make the case for improving environmental sustainability within the UN by detailing GHG emissions for 2011 by agency and source, highlighting emission reduction plans, and identifying key challenges to winning support. But looking at the hits on the Greening the Blue website and the returns SUN has had for the past editions, it seems that the most interesting part of the report are simply the agency focused pages and the overall data. Emission reductions reports and the 40 pages report seem not to be interesting to the readers.

B) Discussions/Suggestions

Overall focal points seem to indicate a preference for maintaining the 4 pages summary as this is what is brought to management and it is used to show the system wide inventory effort. A variety of highlights on specific agencies can make the 4 pager different year on year. Individual pages on Greening the blue are essential but the narrative report is less essential.

C) Outcome/Results/Action Points

- SUN will look at solutions but overall it is agreed that a one page PDF for each agency (on the website) is necessary as is the 4 pager.
- SUN will provide visual examples of what the new report will look like to focal points

Session 13: Panel session on the purchase of green energy

A) General Information

The panel session on the purchase of green energy was led by Isabella Marras. The panelists included Andrew Hudson, UNDP, Tina Mittendorf and Mitch Hall, FAO, Julie MacKenzie, SUN/UNS and Adam Rubinfield, WB. Isabella Marras introduced the background and then triggered the discussions through specific questions.

A growing number of UN entities are purchasing 'green energy', be this hydroelectric, cooling-water from Lake Geneva, or RECs (renewable energy certificates). This is the result of choices made by management, mainly on environmental grounds, for something that in some cases may have a higher initial investment, but has an excellent return on image and lowers the facilities-related emissions of the organization. As with any new choice, the purchase of greener energy has challenges from a procurement point of view, needs to meet the usual reticence to change, needs to avoid 'tricks' or green washing from the utilities companies, and has lessons to offer.

Questions included: Is the purchase of green energy a valid alternative to the purchase of offsets? Is it cheaper? Is it easier? What have been the main obstacles confronted by organisations and how were they overcome? Is there need for common UN criteria for the purchase of green energy?

B) Discussions/Suggestions

Julie MacKenzie: For the refurbished Headquarters the UN Secretariat last year signed up to a 2 year contract for 100 % renewable energy (wind) for its electricity requirements. The price premium was less than 2% . The purchase was done through the US federal government's General Services Administration (GSA). It can be expected that having now taken the step to purchase renewable energy, this will henceforth be the default standard for UNHQ electricity.

Adam Rubinfield: At the World Bank RECs are procured every year and are based on 100 % wind generation. Prices are very competitive as there is collective buying of RECs with several other big purchasers through the GSA. When procuring RECs one is buying the environmental benefits of renewable energy, not actually the green electricity. RECs are not an offset, but certificates that prove ownership of emissions reduction and that also qualify you for points under the LEED certification system.. RECs and procurement of green energy are one of the most cost effective ways to reduce emissions: for example the WB spent US\$ 12 million on electricity purchase and the premiums for the RECs was approximately US\$ 60,000.

Andrew Hudson & Anne Fernqvist: UNDP mentioned that their New York headquarters has recently started purchasing RECs to "green" and reduce its greenhouse gas emissions from operations. While some offices in the field produce their own green energy, the use of RECs gives the same benefits in areas that do not produce their own green energy.

Tina Mittendorf: FAO HQ has been purchasing RECs for its electricity usage since 2007. This has been done through a joint procurement tender with WFP and IFAD in order to achieve cost savings. In the past, the procurement process solicited various bidders who would then provide three offers within the same day. This process was an exception to the norm at the time, but approved by the procurement committee because it better aligned with the market practices of the private sector. The limitation of this approach, however, was the need to take a decision on a single day, which could entail higher prices depending on the market at that time. In order to further reduce the market uncertainty, therefore, in 2011 a different approach was taken, using a broker to purchase the RECs for 2012. This enabled the window for bids to be extended beyond a

single day, which provided a better opportunity for lower prices. For a relatively small fee (0.08 % of total electricity costs), the broker managed all the interactions with the potential sellers which significantly reduced the overheads for the staff involved from the Rome-based agencies. The price secured for the RECS was very economical price and represented only a small percentage of the overall cost of FAO's electricity (less than 1%?). One lesson learned was that during the procurement of the broker, it would be a better practice to link their payment to the price obtained for the RECS. The tender was awarded to the broker who had the lowest set fee, but since that fee is such a small amount in comparison to the overall cost of electricity, it would be better to reward the broker who is able to obtain the lowest price for the actual RECS so they would work harder at it – similar to a commission based payment.

The panelists agreed that once managers have been persuaded to purchase green electricity, it is almost a foregone conclusion that they will continue to do so.

Isabella Marras asked if the IMG should develop criteria for the procurement of RECs? In the discussion that followed, it was felt that guidelines would be useful, with those who have already purchased RECs agreeing that there is an issue of RECs quality assurance. Is it possible to know who the actual end users of the green electricity are? Each REC has a serial number which links to its verification by independent third party auditors as meeting certain standards (eg, Green-e. As to whether RECs can be purchased on the international market, the jury is still out on this, with LEED saying yes but others no. Most countries seem to not have the means for selling RECs that are not from local sources. Typically these sources are close by, as there are significant losses in transmitting electricity over long distances. Information on where RECs are available could help country offices.

The panelists agreed that in terms of costs there is a 1-2 % premium for green energy as compared to normal electricity prices but this is not valid universally. Peter Ransome indicated that in Switzerland 3 electricity tariff modes exist: blue, green and brown. The UN procures blue electricity collectively (hydro and renewable with zero emissions) which is a few percentage points more expensive than brown (normal) electricity. Green electricity is much more expensive 50 % more, despite being derived locally, making offsetting with CERs more cost effective..

C) Outcome/Results/Action Points

- The IMG virtual library could benefit from information on RECs.
- SUN and IMG to look into guidance for IMG members on RECs with an eye to quality assurance, a clear explanation of what RECS are, and how they compare to offsets.

Session 6: cost benefit case study, facilities improvements in UPU, Berne

A) General Information

In April 2009, the Universal Postal Union (UPU) became involved in the UN Climate neutral strategy. The initial drivers were to demonstrate support for the UN family and to be a showcase for the postal sector. It then became evident that a GHG inventory and an emissions reduction strategy could function as management tools.

In December 2009, at COP 15, the former DG of UPU announced an emissions reduction target of 20%, 2008-2012

In March 2010 the emissions reduction strategy (ERS) was approved by the UPU management committee. It includes the following features:

- Renovation of the facade of the building (to achieve an energy saving of 58%)
- Training on the use of tele-video conferencing and changes to the travel request form to encourage the use of e-communication
- Replacement of computers and IT servers with more energy efficient models
- Reduction of paper consumption and a switch to 100% recycled paper

The third UPU inventory (for 2011) showed a 27% reduction in GHG emissions.

Now UPU is waiting for the newly elected DG to commit to further reductions but in 2012 the postal congress gave an explicit mandate to UPU: “to incorporate an environmental protection element into its strategy. It must take concrete measures applicable at national, regional and international level, and all the projects it carries out must be based on a sustainable development approach, for both its secretariat and the sector.” (Resolution C66/2012)

UPU will now work on updating the ERS, focusing on travel missions and staff commuting (currently working on soft mobility plan with City of Berne) and on offsetting remaining emissions through the postal sector offsetting carbon fund (to be set up in 2014).

B) Discussions/Suggestions

Anne Claire Blet indicated to focal points that the very good results in reducing emission from lighting were due to two factors. The replacement of the lightbulbs was of course the key investment to make but a very intense work of awareness raising was instrumental to encouraging behavioral change for both staff and the cleaning company employees.

C) Outcome/Results/Action Points

- The UPU case and savings are part of the 7 case studies that will be presented to HLCM

Session 14: Global compact (GC) reporting and internalization of GC principles in UN

A) General Information

Sarah Bostwick, and Ana Blanco Barrera, from Global Compact gave an initial overview of the Global Compact, its objectives and the profiles of its signatories. The Global Compact is the largest global sustainability initiative for the private sector. The core of the compact consists of 10 principles all based on multilateral agreements and conventions. For the UN, the objective is to internalize these principles in the private sector and for companies it is to leverage their strength to bring about sustainable development. Every year the business partners report on their implementation of the 10 principles. The non-business partners are expected to internalise these principles but report only on how they support the compact. The Global Compact proposes also training and guidance on how to internalize the principles and has developed a Management Model, consisting of a recurring cycle with several steps. Reporting is not aimed at showing a perfect company, but to provide a transparent view of matters showing yearly improvements.

B) Discussions/Suggestions

Questions ranged from whether Global Compact signatories have to pay a fee, to how checks are made that the declarations in the reports are true and accurate. Global Compact companies could join for free at first but need now to pay a fee to participate in the scheme. There are 7,000 reports that are posted in a year. Global Compact is a public disclosure platform, so a lot of stakeholders do the vetting and controls are done this way. If a company is repeatedly reported as having provided inaccurate information, the Global Compact intervenes to understand how to improve the situation or whether the company needs to be removed from the register.

Signatories of the Global Compact are requested to sign all the 10 principles and cannot choose some over others. Some companies may not be strong on the full implementation of the Compact but they need to report on all principles.

Participation of non business partners is also important and what is requested from them is to foster the Global Compact in their constituencies. The scope of internalization of the Global Compact principles among non business partners (UN agencies for instance) is left to the non-business partners, although it is “expected” that the principles be applied organization-wide.

C) Outcome/Results/Action Points

- SUN needs to look at ways to link to Global Compact more in the future (especially when it comes to reporting) but for the moment no specific next steps are envisaged.

Session 4 b): IMG work streams: Sustainability tutorial and planning for annexes on procurement and facilities

A) General Information

Imogen Martineau explained the working group was set up about 18 months ago as the IMG determined that more staff engagement is required beyond Greening the Blue platform. In some agencies, this tutorial may become mandatory for all staff. There are 10 chapters covering 10 aspects of the life of a staff member in regard to sustainability. The objectives of the tutorial were also expounded. There is to be a partnership between the individual and the organisation. The technical work of design is being done by UNDP; UNEP is helping with the contents and the communications aspect. There are two friendly animated characters, Bill & Bob that teach us about sustainability through their interaction. A certificate of completion of the tutorial is printed at the end of the course and there is also an option to make a pledge. The tutorial should be 1 hour in length. There could also be add-on tutorials that are more specific (travel, facilities, green IT).

B) Discussions/Suggestions

The question was asked if there will there be links to other green UN material or to the agency’s green champion. Imogen Martineau said that for the purposes of the online training everyone is considered a green champion and follow-up could include advice on how to limit one’s footprint. UNDP said they would like to link completing the training with individuals’ performance assessments and/or the level of staff compliance in taking the tutorial with the rating of country offices.

C) Outcome/Results/Action Points

- The next stages of development of the tutorial will be communicated to focal points. The tutorial may be ready as a prototype by June 2013

Meeting Conclusions, next steps

Isabella Marras thanked participants for their rich contributions to the meeting. She noted some preliminary conclusions and that all ideas and follow up would be recorded in the minutes.

Particular action points that stood out in her mind included:

1. More information needed on RECS
2. Decision required on web platform for IMG virtual library
3. It had been agreed that the issue of waste was a top priority for addressing further
4. The format for the MTCN report remains to be decided.
5. How to engage with the Global Compact had been left open for further reflection.
6. IMG focal points seemed to like the SUN news bulletin and by sharing it with non-IMG members it reached a wider audience.. Isabella Marras requested focal points to provide more news from their agencies to balance out what to date has been mostly SUN news.

Isabella Marras asked if there were any further tasks/ requests for SUN. Focal points asked that SUN look into other reporting frameworks apart from the Global Compact, such as GRI. They also asked that SUN start looking into water and issues pertaining to it for the next IMG meeting.

Dates for the next meetings were explored. It was decided that the next online IMG will take place in the week after the CEB's 5 April meeting and the next face to face towards the end of June. Based on the ICAO meetings calculator, Geneva & London are top-rated for flight connections. However for the next meeting, Rome is a possibility, the World Bank has a Paris meeting facility that may be used and Bonn will also look into hosting the IMG.

The meeting was closed.

Annex I

Participants

IMG member	Day 1	Day 2
1. Isabella Marras, UNEP	x	x
2. Julie MacKenzie, UN	X	x
3. Jacob Kurian, UNEP	x	X
4. Shoa Eshani, UNEP	X	x
5. Peter Ransome, ITU	x	X
6. Georgina Stickels, WFP	x	x
7. Adam Rubinfield, WBG	X	x
8. Mimi Diez, IMF	X	X
9. Kåre Pugertrup, IFAD	x	X
10. Anne Fernqvist, UNDP	x	x
11. Devin McDaniels, WTO	X on line	
12. Somarajan PILLAI, UNCCD	x	x
13. Evelyn Nash, IMF	x	X
14. Karina Holm, OHCHR	X	X
15. Monika Kumar, WBG	x	X
16. Jeannie Egan, WB	X	x
17. Paul Egerton, WMO	x	X
18. Anne-Claire Blet, UPU	X	x
19. Marina Maiero, WHO	x	X
20. Mitchell Hall, FAO	X	x
21. Morgan Squires, UNWOMEN	x	
22. Imogen Martineau, Martineau&co	x	X
23. Guillaume Lemenez, UNOPS	X	
24. Tricia Graham , UN		
38. Mara Cavemagh, UNICEF	x	x
39. Xenia Von Lilien, CEB	x	
40. Maaike Jansen, UNEP	X	
25. Ana blanco, Global Compact		x
26. Sarah Bostwick, Global Compact		x
27. Andrew Hudson, UNDP		x
28. Anne Jona, UNFCCC	X on line	X on line
29. Andy Cole	X on line	X on line
30. Lorenzo Gavilli, ICAO	X on line	X on line
31. Susan Bolvenkel-Prior UNAIDS	X on line	X online

ANNEX II

Content workshop

**UNHQ, New York
Wednesday 23rd January**

Participants

Monika Kumar (World Bank), Adam Rubinfeld (World Bank), Georgina Stickles (WFP), Mitchell Hall (FAO), Anne Fernqvist (UNDP), Imogen Martineau (Consultant), Tricia Graham (UN Secretariat)

1. Background and purpose

The meeting was convened with the aim of identifying opportunities for more strategic and coordinated sharing of information across the IMG. Anne Fernqvist from UNDP explained that the need for the workshop was driven by a number of considerations including:

- EMSs require us to be more strategic and less opportunistic
- Defining a common picture of greening will make it easier to share guidance
- It will also help to maximize use of limited resources
- We can prove the benefits of working together and sharing knowledge
- New technologies, e.g. tagging, make the sharing and accessing of information easier than ever.

2. Information sharing and tagging

The group discussed the various options for defining different information types. They discussed the trend in online communications to move from pre defined 'buckets' of information towards 'tagging'.

The 'buckets' approach means information is separated using a predetermined system of categorization. This is how the current Greening the Blue website works with information accessible via Agency ('What the UN is doing') or activity area ('Our approach').

'Tagging' is a more fluid way of saving and accessing information. One piece of information (for example, a procurement tender for an energy consultant in Kenya) might be tagged in several different ways (e.g. under procurement, consultant, energy and Kenya). This means the document will show up under a search for any of the above terms or combination of such.

3. Wiki

The group went on to discuss Wiki's as a way of sharing information within the IMG group. The direct definition of a 'wiki' is "A Web site developed collaboratively by a community of users, allowing any user to add and edit content."¹

"A wiki is a space on the Web where you can share work and ideas, pictures and links, videos and media — and anything else you can think of."²

The group felt that a Wiki had the potential to help organize information whilst giving the community the opportunity to add comments and questions.

4. Post-Its of areas where more guidance is needed

The group members were given five minutes to think about the areas where they would be grateful for additional guidance and information. They were asked to focus on greenhouse emissions reductions rather than measurement. Their responses were sharing and grouped together. The full list is shown below:

Waste	Hand sanitizers
Hazardous waste	Air quality
Waste management contracts	Air pollution
Waste (solid, water, hazardous)	OVC emissions
Recycling	Training for cleaners
Solid waste	Green cleaning
Specifications for waste disposal companies	Specification for cleaning services
Sewage treatment	Sustainable cleaning suppliers
Sustainable disposal	
Office e-waste	
E waste policy and specifications	Specifications for energy audits
Improve separations of waste practices	Energy audits
	Energy
How to procure printers / printing services	Energy
Key factors in digital v paper	How to explain RECs
	Green energy procurement
PR materials (internal / external)	Solar cookers
Communication strategy	
Staff outreach / communication	IMG qualifications etc (classes / capacity building)
Staff sensitization	Training for focal point staff
Best practice for co-opting facilities managers	Training courses
Winning over management	
Best practice getting senior management on board	Templates
High level memos/meetings	Reporting formats

¹ Wiki.org

² <http://www.wikispaces.com/>

Engaging senior managers	Database of data proxies
Emission reduction strategies	Failures
Agencies ERSs	
Corporate sustainability policy	Individual cost benefit case studies
Management systems guidance.	Budget projections / Other financial info
Sustainable event	Green hotels
Sustainable events – Paper Smart, waste, offsets	
	Presentations
Fleets	Translation of emissions services practical daily examples
Vehicle waste, vehicle disposal	
Fleet services	Location
Electric vehicles	Local vendors
Business travel target/benchmark	
Vehicle maintenance	Emerging technologies
Travel	
Tackling the flight footprint	Offset procurement
	Carbon credits/offsets
Water testing and results / RTQ / standard	Procurement of green energy / RECs
Water quality	CER procurement
Grey water collection	REC guidance
Water conservation	
Rainwater collection	Presentations
	Translation of emissions savings into practical daily requirement
Facility renovation criteria	
Big renovation contracts	Server rooms
Hand driers v other approaches	Green IT
Green roofs	Green IT
Green roofs	IT equipment
Office space set up	
Sustainable materials	Emerging technologies
Sustainable lighting	
New building facilities and greening elements	Sustainable foods
Carpet flooring wall covering finishes glazing insulation	Sustainable food services
Office fit-out	
Refurbishing greening old facilities	Procurement policy
Facility selection criteria	How to procure printers/printing services
HVAC systems	Key factors in digital v paper
HVAC	Sustainable procurement
Lighting	Procurement indicators
Buildings in the field	Sustainable procurement
Camp management	Procurement of office supplies
Construction sites	Sustainable paper procurement guide
Implementing solar PV	Procurement docs

Energy management in buildings	Hiring consultant help
Office furniture	Procurement

5. Top 10 issues

The group was asked to identify the top issues where guidance is needed sooner rather than later. They were asked to also consider areas of work where guidance and/or expertise already exist within the IMG. The results are shown below. A ‘volunteer’ was identified to lead on each area.

	Issue	Led by
1.	Managed print service	Tricia Graham
2.	ERS / ETS	Monika Kumman
3.	Solar PV	Georgina Stickles
4.	Purchasing offsets	Shoa Ehsani / Adam Rubinfield
5.	E-waste	Adam Rubinfield
6.	Waste disposal company	Sarah Riposa
7.	Green IT / data centre	Shoa Ehsani
8.	Renovations / office space	Anne Fernqvist
9.	Reducing bottled water	Mitchell Hall
10.	Green leases	Jacob Kurian

Further issues that didn’t quite make the shortlist:

Computer purchasing	
Communications	
Green Washrooms	
Greening your fleet	

6. Categories for tagging

The group considered the different types of tags required for each piece of information (e.g. each Wiki page or additional resources). This will help audiences find the information they are looking for, either through a broad (‘Rwanda’) search or a more specific (‘energy consultants in Rwanda’) search.

1. Intended audience (e.g. SUN, IMG, UN staff, public)
2. Impact area (e.g. water, greenhouse gases, waste)
3. Agency (e.g. UNDP, UNEP etc)
4. Access Level (e.g. SUN, IMG, UN staff, public)–
5. Document type (e.g. contract, policy document, research document, checklist)
6. Activity area (e.g. buildings, procurement, vehicles)
7. Geographical location (e.g. Kenya, Brazil, Indonesia)
8. Date (e.g. 1st March 2013)

Further tags that didn’t quite make the shortlist:

9. HQ
10. Technology solutions
11. Purpose - Capacity / environment activity / communications

7. Key content

The group members were asked to consider the type of information they would expect to see for the 10 key areas they had identified. They were asked to think of two types of information – one, for the Wikipage (these would take the form of possible headings for page content) and two, additional resources (these are pre-existing documents that could be shared via tagging and/or links in the Wikipages. The results are shown below:

Wikipages	Additional materials
Table of contents	Procurement contract
Background / Introduction	Communications resources
Why is it important?	Standards
Benefits of addressing the issue / costs of not addressing it	SUN publications
Things to consider / do's and don'ts	Case studies
Resources implications	Images / films
Measuring and monitoring	Technical guidance
Communications	Research
Focal Points	Vacancy announcement
Links to case studies	Tools / spreadsheets
Links to standards	Policies
Vendors	
See also...	
Comments	

8. Requirements of a knowledge platform

The group was asked to consider the software requirements of an ideal knowledge sharing platform. The results are shown below:

- UN wide
- Used
- User friendly
- Log in system
- Could be made public
- Living owner for each page
- Comments and flags
- Permissions – view / add / edit
- Tagging
- Search function
- Easy editing / CMS
- Document sharing
- Hosting?

- Security
- Recreate pages / templates
- Tracking by person / date
- Access levels
- Control individual access levels

9. Existing platforms

The group spent some time considering the pros and cons of existing UN and public knowledge sharing platforms. These included Unite Connections, Teamworks and Greening the Blue. The group received a brief presentation on Unite Connections

10. Working Group ToR

The group considered possible Terms of Reference for future meetings that would help to address quality control concerns regarding the information that is being shared.

- The aim of the knowledge library is to provide an introductory level summary of sustainability topics and access to a list of good quality references for further research, to be used by IMG Focal points to improve their own knowledge and help secure organizational approval for implementing sustainability actions. It is intended to save time for individual focal points by undertaking, on a one-off basis, thorough research on a range of priority topics.
- Any IMG member can suggest a sustainability topic and take responsibility for authoring a new page.
- Pages should generally follow the publishing guidelines of Wikipedia (http://en.wikipedia.org/wiki/Category:Wikipedia_content_guidelines): authors should avoid expressing opinion; use transparent and reliable references; avoid plagiarism.
- Page editors remain responsible for checking that their links remain up to date, for monitoring and responding to comments posted by readers, and for agreeing to periodic updates and edits to their page over time.
- Information published to wikipages will only able to be accessed by IMG members, but members may share the content with their Authors need to be aware that their materials may therefore be read by anyone within the UN system.
- If an author leaves the IMG community, page authorship will be passed to a new author.
- Any IMG member can make comments on an existing page, or contact the designated author of an existing page and suggest additions/updates (alternative: authors will be notified whenever someone).
- Content and structure review: a standing working group of the IMG will review the creation of new pages (they may also recommend that a topic should be added to an existing page). The working group will also review the content of each page prior to first publication and will be responsible for reviewing any complaints about content accuracy.
- The working group will also determine who can have access to the wiki, how the information may be used, copyright and citation issues.
- In reviewing content, the working group will ascertain that text is appropriately supported by published material/documents and can decline to publish/remove any content that appears to be inaccurate. The working group publishes in good faith and does not guarantee that all information is free of errors. Users should undertake additional research as required in order

to verify material before using it.

11. Next Steps:

- Imogen Martineau to compile notes from the workshop stages and circulate to participants. DONE
- Imogen Martineau to present to IMG (Friday), including describing the purpose of the resource and why we want it, advising on the top 10 topics (asking for inputs) and asking members for input on preferred platform for the trial period. DONE
- All authors (as designated at the meeting) responsible for commencing work on compiling their pages, which are due at the end of February.
- Isabella Marras to contact Jacob Ehsani and Sara Riposa to ask them to prepare the pages the group considers them experts in.