Twelfth Meeting of the Issue Management Group on Environmental Sustainability Management in the UN System (IMG 12)

Paris, France, 13-14 June 2013

Meeting Report

The 12th meeting of the Issue Management Group on Environmental Sustainability Management in the UN System (IMG12) took place in Paris, France on 13-14 June 2013. The meeting was attended by 21 IMG focal points and observers in person, with another 14 participants joining on-line. The meeting was held at the World Bank office, and included a guided tour of the building which has many green features, followed by a presentation of the energy audit of the facility. The meeting agenda is attached.

Agenda item 1: Introduction and adoption of agenda

A. General Information
There were welcoming statements from Adam Rubenfield of the World Bank and Arab Hoballah, Director of the Sustainable Consumption and Production Branch of UNEP. Isabella Marras, Coordinator, SUN took over as meeting chair and a tour of the table was carried out, that included those online. An update of the SUN team was conducted: all team members remain the same with the exception of Julie Mackenzie who is doing more for the UN secretariat and helping with fundraising for SUN.

B. Discussions

None

C. Outcome/Results/Action points

The agenda was approved

Agenda item 2: Streams of work

A. General Information

The 2011 UN GHG inventory was presented by Florian Krautzer from the SUN Helpdesk. There is not much change in the UN climate footprint, although there are more agencies reporting on their inventories and there is a 5 % increase in the number of staff (due to better reporting). The GHG inventory exercise has new deadlines of 31 October and 15 December for uploading and finalising files respectively. There will be two half day training sessions for the inventory on 25 & 26 June 2013.

Louise Boom of SUN explained that this year's report would be of a less traditional shape, in a short poster format. It will be a big, bold, bright and colourful sheet that folds out. The launch of the report is scheduled for 21 June. There are various media tools that can be used by FPs for the launch date. A review of the process was carried out during the meeting.

Jacob Kurian, SUN introduced future options for the software for the GHG inventory reporting system being and for reporting that might be needed for the EMS. The options could be to either develop the existing software that was developed in-house or to procure a new software. The current software was developed in-house back in 2008/2009 in collaboration with DFS, but it has limitations and internal resources to upgrade it is currently limited. External, off-the shelve softwares are available. For example, a particular product with great flexibility and scope is available for a cost of about US$ 100,000 for the initial investment/ licensing fee and a quarter of that per

annum for maintenance and updates, with discounts possible. It can be synchronised with ERPs. IMG's guidance was sought on how to proceed.

Imogen Martineau, SUN, presented the progress with the hour long tutorial on UN internal environmental sustainability being developed by UNEP and UNDP. A brief demo of one of the chapters was shown. There are several topics that the tutorial shall cover. The animation was done by an Indian company. It is to be rolled out soon.

B. Discussions

GHG Inventory and MTCN
- Currently there is no way to include and aggregate waste, water or other resources that would be needed for an EMS, in the current reporting tool used for the GHG Inventory. We would need to see how many agencies would want to report on this.
- The inventory helpdesk is there to help with proxies and other technical issues but no internal data collection of agencies will be undertaken by SUN.
- Some agencies have created their own templates to help with field based needs, so you can approach other agencies for some of these in-house tools to help with data collection. The Greening the Blue website also has a lot of help and tips.
- Make an assessment of the scope and depth of our reporting. i.e. What is cuirrently being covered and what has been left out. The technical group could look at this.
- The timing of the Moving Toward a Climate Neutral UN (MTCN) report is key in getting support from senior management. Getting reports 2 years-on does not bode well for agencies.
- The requisite webpages on Greening the Blue for the current launch was already updated, this was in anticipation of an earlier launch.
- There are two reasons for the lateness of the report: first, the software needs one year's exercise to be closed before the other cycle opens. Also, many agencies are late with their files and verifications.
- A hard deadline for the GHG Inventory can be enforced. However, the current system does not allow the left out data to be added at a later data after the deadline. Hence, this option also needs to be weighed

Reporting software
- There is a third option for the reporting software, apart from that what was presented: that of using other products currently used by some of the agencies. UNFPA, WFP, World Bank, UNDP, IFAD and some others have either developed their own software or are using other licensed products.
- We could also check if some funds for the new software could come in through the EMGs Consultative Process on Environmental and Social Sustainability which is dealing with a broader environmental, social and possibly economic sustainability reporting in the UN at the level of policy/planning, programmes/projects and internal operations. This could be possible if the new software could serve the overall sustainability reporting in the UN
- The specific software which was given as an example, has the capability to link to other offices via the internet and allow nodes at various locations to enter data, see results and be involved; cost is about US$ 200 per node. The company can provide a demonstration of the software for us.
- Discussion on software systems used by different agencies ensued:
  - The World Bank has a web-based tool and online trainings that were developed by the IFC and World Bank World Bank's system can include GRI indices, allows back end changes and recalculation – it is commercial grade called Credit 360, it also has interactive nodes.

- UNDP has adopted the old EMG calculator and made adjustments. UNDP tool doesn't back calculate, it is not web-based, but emission factors are easily updated.
- UNFPA's calculator was created in-house and back calculations and changes would be difficult to perform although the system is web-based.
- WFP also has an off-the -shelf software called Archibus, which is a facility management software which also takes into account GHG data as well as EMS parameters; they would be willing to share its function and provide a demo as well.

- Agencies need to be consulted much more regarding the future software if a purchase is made in which agencies are required to pay.
- It may be advantageous to consult with other well known reporting systems like the Carbon Disclosure Project, prior to procuring a software.
- While it is important that the new software links with ERPs, one should not be overambitious with the software and create requirements that no software can meet, ERP connections can be challenging as many ERP systems exist in the UN system.
- A face to face meeting of the technical group on the software may be prudent prior to the year's end to discuss matters in more detail and look at a number of systems.

Sustainability Tutorial

- UNDP shall roll the software out internally in UNDP, it will also be on Greening the Blue; there may be a cost-recovery fee for other agencies to use it. The course can be taken in several sittings, a certificate can be printed out on completion, personal pledges can be made.
- Some agencies expressed interest in investing in the tutorial.The topics of import for SUN were outlined initially as far as training was concerned. These lessons/ chapters can be increased, so investors are welcome.
- New topics to be developed, whenever possible, in conjunction with expert working groups for the subject.

C. Outcome/Results/Action points
- Try to get MTCN report out sooner.
- Through the Technical Group, conduct a mapping of the scope and depth of the GHG Inventory reporting, to understand what is reported and what is being left out at present.
- IMG needs to be further consulted and a face to face meeting to be conducted this year to decide on a future software.
- UNDP to roll the tutorial software out internally, it will also be on Greening the Blue; there may be a cost-recovery fee for other agencies to use it.
- To find out which agencies have interest in investing in the tutorial and which topics need to be further developed. Topics to be developed in conjunction with expert working groups.

Agenda item 3: Fundraising ideas

A. General Information

Isabella Marras introduced opportunities for fund raising. Essential funding for core functions carried out by SUN, are being provided by UNEP. However, UNEP is not funding additional activities such as the development of tutorials.

She mentioned about three possibilities and the actions that needs to be taken:

❖ At the end of the year, UNEP as well as other agencies have funds that they have not been able to spend. Few of the SUN activities have been done by accessing these end of year unspent funds. However, the time to prepare and respond to access these funds is very short and it is difficult to make full use of this opportunity at short notice. Hence it is good to be ready with project concepts and ToRs. For these end of year fund based projects administrative delays could be reduced by using the UN agency to agency legal agreement developed by UNDG. This can be used by members of UNDG.

❖ SUN is working with Swedish Environment Protection Agency, to get a P3 level staff on loan from SEPA for 3 years. This officer will handle EMS related activities, including the possibility of providing a helpdesk support using SEPA expertise and handholding of 3 or 4 agencies on EMS implementation. Informal discussions have been completed and the feedbacks have been positive, though formalization has just been initiated and could pose some challenges. If everything goes well, the new staff is expected to join SUN by January 2014.

❖ SUN has also been working on another fund raising proposal that proposes sharing of UN experience in corporate environment management with governments and thereby helping them build their capacity. If it is fine with IMG, then SUN would proceed with other approval processes, including from the EMG.

B. Discussions

- World Bank and UNDP supported the idea of using UN experiences to support governments, and they have experience providing similar service. Close consultation with entities with country presence is important. For such initiatives, there should be clarity in the communication. Link should be created with various relevant initiatives, for example the IFC solar PV programme.

- The Sustainable Public Procurement initiative of UNEP has requested SUN to coordinate their working group on synergising Sustainable Procurement work among Governments, International Organisations, and Multilateral Development Banks. There is the possibility for seed funding for initiating the work, for example for organizing an initial consultation meeting. A concept paper is to be prepared for consideration of the steering committee of the project in early July.

C. Outcome/Results/Action points

❖ At least 5 project concepts to be developed by September 2013 for accessing end of year funds. This could be done through a separate working group on this issue or through initiating a discussion on it in Unite Connection.
❖ SUN to proceed with further development of the proposal to support select governments, using SUN experience and expertise

Agenda item 4: Emissions reduction strategies and Environment management systems

A. General information
The session focused on the development of emission reduction strategies and on the results of the Environment Management Systems working group that took place on 12 June 2013.

❖ IFAD presented its emissions reduction plan (ERP) approved by the Associate Vice President, CSD in March 2013 and shared the challenges and salient points related to its development and approval process. IFAD was supported by a consultant for the background analysis and first phase of the process. An informal reference group was established with relevant divisions represented; an online questionnaire and a series of interviews were carried out to identify emission reduction opportunities and gather staff ideas and input. A staff workshop was organised to present and evaluate various options. The proposal of raising the number of hours to be entitled to business travel from 4 to 7 hours met strong resistance and was not approved. For 2013, IFADs budget was cut by 7,5 % which also affected which planned actions could be included in the plan. The IFAD plan was developed in accordance with the template developed by SUN and the process took about18 months. Apart from key actions related to Renewable Energy Certificates (RECs), reducing travel and promoting sustainable procurement, IFAD has also put in place initiatives to reduce car commuting to work. Parking fees help finance a shuttle bus between IFAD and the closest metro station. HR procedures now also have provisions to enable remote working. IFAD also showed a brief video made to present the green features of the new Printshop which uses cartridge free solid ink printers.

❖ UNAIDS presented its Emissions Reduction Strategy (ERS) which was approved by senior management in January 2013. The goal of the strategy is to reduce emission by 5% in a biennium compared to 2010 GHG totals. UNAIDS hired a consultancy in 2009 to advise on the development of an ERS. The ERS development and approval process took two years with inputs from UNAIDS Secretariat Staff Association, the voluntary Environmental Working Group and various units. UNAIDS country offices were not involved in the development of the ERS (unless as part of the Staff Association/voluntary group). Many country offices have at a maximum 5 staff, and it was considered these offices did not have sufficient resources to commit time to the process. UNAIDS HQ is based in a recently constructed energy efficient building which it jointly owns with WHO. Therefore scope for emissions reduction in the building is limited. The annual GHG inventory exercise helped in arguing for measures to rationalize travel, and the travel threshold for business class was raised from 6 to 9 hours in 2011 prior to the ERS. The Strategy has a strong focus on behavioural changes as the experience of UNAIDS with AIDS campaigns shows how much can be achieved through awareness and personal engagement. For instance, publishing GHG emission data office by office can stimulats a sense of healthy competition. The Strategy includes: work to be done on the shipping of materials, on fleet management and on the purchase of vehicles. In addition UNAIDS will update and recirculate the "Green House Rules". The UNEP UNDP tutorial will, in addition be made mandatory for all staff.

❖ Finally, Shoa Ehsani (SUN) reported about the results of the meeting of the Environmental Sustainability Management Working group that took place on 12 June 2013. The group discussed various issues related to the development of an EMS, the support that can be given by the group to the IMG and related matters. The decisions made by the group and proposed to the IMG were the following:

   ❖ The work and guidance of the IMG on EMS will focus on the concept of milestones rather than on achievements on emissions reductions or indicators for the EMS, which can be considered as the final milestones. The HLCM asked for a flexible approach, and some agencies also suggested that ERS be included in the notion of progress towards EMS. With this in mind and also noting the suggestions in this sense from various agencies, the SMS working group agreed to meet during the

week of 8 July to agree on a number of milestones against which agencies with an ERS or agencies about to develop an EMS will be able to rate themselves.

❖ Distinctions between ERS and EMS will be nuanced. An EMS is a system, while and ERS reflects a strategy for emission reductions that can be one of the elements of an EMS. However, an ERS should not be confused to be the same or on equal footing as an ERS.

❖ The ESMS working group will set up on UNITE, a wiki that will be divided by milestones and include per milestone examples of work from organisations (environmental policy, or action plans, or tenders for consultants, etc.)

B. Discussions

There were several questions on specific contents of the presentations, which were clarified.

- For IFAD, the initial study was done by a consulting firm and this was further verified through the consultation workshop. The online questionnaire was key. Overall this was an iterative process. The resources for additional activities have not been identified yet. This needs to be done. The paper reduction activities had multiple objectives, apart from paper reduction itself. The impact of this on the waste going to landfills has not been evaluated.

- There was a brief discussion on the need to develop and/or strengthen guidance on offsets and use of RECs as offsets. It was suggested to take this up under the Technical Group. World Bank offered to share the advisory support of a third party.

- UNEP has a clean fleet tool available online, which is used by WFP, and this was shared with participants

- The 28 % reduction of paper consumption was achieved by UNAIDS mainly by introducing badging (use of badges). The printers used now are mostly centralized printers, around 20 metres from the users. Users need to physically introduce their badges at the printer to release the documents printed by them. The badges also allowed tracking. This created an incentive to reduce unnecessary printing.

- FAO also has implemented badging or managed print services and World Bank is in the process of implementing it.

- Further information on managed print services can be added to the existing wiki page created by IMF. Sharing of such experience through Unite Connections would be very useful.

- It was informed that there was a gradual progress by some agencies from Emission Reduction Strategies to Environmental Management Systems.

- As part of the implementation of the EMS, HLCM Secretariat has asked SUN to develop a proposal for funding from the HLCM as part of their strategic planning for 2014-16, for a 3 year project on environmental management in facilities and procurement, in consultation with relevant networks. SUN submitted such a concept note on facilities, in consultation with INFM, but HLCM secretariat has given a feedback that the actions should result in concrete, measurable footprint

reductions and the accountability for ensuring that should be specified in the proposal. SUN, and if needed some focal points, will need to clarify to the HLCM that things are not that simple and it is difficult to guarantee such reductions within short periods, especially considering the limitations of the UN system.

C. Outcome/Results/Action points

❖ Technical Group to develop and/or strengthen guidance on offsets and use of RECs as offsets. To request details from World Bank of possible advisory support from a third party.

❖ Information on managed print services to be added to the existing wiki page created by IMF.

❖ SUN to report to the HLCM Secretariat the concerns of the Focal Points regarding the fund raising proposal on facilities

Agenda item 5: Training on UN guidelines for offsets

A. General information

❖ David Abbas, UNFCCC, presented on the Kyoto Protocol's Clean Development Mechanism (CDM). The sustainable development benefits of CDM, the mechanism/methodology and possible future scope of CDM were discussed. Some of the anomalies and challenges with the CDM market system and projects were also explored.

❖ There has been limited progress on this topic in the UN. Anne Fernqvist, UNDP presented and mentioned that the working group on offsets did and complete its work some years back. There was a review of the CEB decision and the work done by the working group. Typical pitfalls in offsetting were the credibility and accountability of the offsets, is additionality really there? Were volumes/ masses of emissions equal to offsets? There were therefore UN minimum standard that were set for offsets. The choice to only purchase CERs resolves most of these uncertainties; UNFCCC is then burdened/ tasked with the credibility of the CDM process.

B. Discussions

• CER projects can optimally take 6 months to be registered, but there was a queue of projects (symptom of the CDM success- this has been reduced) that meant registration would take longer. An NGO can claim the CERs in donations if that has not been given to the end user, or the profits from sale of CER can be ploughed back to the stove recipients.
• There are several ways to cancel CER certificates, one is through UNFCCC (the online market system is new). The other is through dealers. Searches and compliance can be seen in the registry for each projects based on documents (and there are many, so this can be time consuming). POAs can be registered; however one has to look at the amount of effort expended for a small amount of CERs versus being able to buy cheaply from the registry or dealers.
• While CER prices are currently very low, additionality value apart from being non tangible is earned on scale, the value of additionality doesn't have to be that big – it just has to put it over the top as compared to the "business as usual scenario".

- There is no mechanism like a central bank that can regulate price of CERs. There has been talk of such strategies though. Demand/ targets are also to blame; when these are low there is no incentive to buy CERs.
- The original UN offset guidelines document was not really disseminated, it went on GtB, and there was no training on it after completion

C. Outcome/Results/Action points

❖ The Offseting Working Group to be reconvened to look at issues of RECs, POAs and also defining other climate friendly options and update the UN offsetting guidelines.

Agenda item 6: Climate friendly choices
This agenda item was cancelled

Agenda item 7: Purchasing offsets

A. General information

❖ Isabella Marras initiated the session summarizing some key activities that the IMG has decided to work on:
  - relaunching of the working group on carbon offsetting
  - Revise the guidance material on carbon offsets
  - Develop clear guidance on climate neutral events

❖ This was followed by a presentation by Shoa Ehsani, UNEP and Nives Costa, UNOPS on the recent joint offset procurement process conducted by UNOPS, for UNEP and UNOPS. Shoa provided the background for the offset procurement, including the development and progress with the UNEP Climate Neutral strategy. UNEP has been Climate Neutral from 2008. To achieve this, UNEP has done 3 rounds of offset procurement thus far: one in mid 2009 for 2008 emissions, one in late 2011 for 2009 emissions, and one in 2012-13 for 2010-13 emissions. The offset prices for each of these rounds were 19.7, 17.3 and 2.6 USD respectively. Shoa gave details of the 2012-13 procurement process. The objectives were to: a) Streamlining process and reduce cycle time; b) Look for joint procurement possibilities; and c) reduce price by increasing volume. He mentioned that UNEP first approached UNON and UNOG, but the procurement could not happen due to various reasons. Later, UNEP approached UNOPS, which resulted in a low price of 2.6 USD/ton CO2eq, as well as a reduction in the procurement cycle to 6 weeks, both of which was a considerable improvement compared to previous price of around 17 USD and cycle time of around 1.5 years.

❖ Nives Costa then presented the procurement process followed by UNOPS and the challenges faced and lessons learnt. The first procurement round was initiated with a Request For Proposals(RFP), and the criteria was stringent, with CDM Gold Standard based offsets from Africa or Least Developed Countries being sought. However there was no response. The second round was launched after modifying the ToR and accepting CERs from any developing country. Gold Standard was made optional, though high points were given for it. UNOPS also did an outreach to suppliers. They further added to the tender the offset volume UNOPS needed internally. Though there were offers on Gold Standard based offsets, their prices were double that of normal CERs and hence they were not selected. Finally the offsets were purchased from First Climate. First Climate offered UNEP and UNOPS to choose between 4 projects that met the criteria It was found that setting up a Long Term Agreement (LTA) was difficult, as the dealer overheads were too high for an LTA. It was also found difficult to attract qualified offers with lower offset volumes, and hence joint procurement was an

attractive option. A possible roadmap for a potential next round of carbon offset procurement for the UN system for the 2012 inventory process was presented, with the steps and timelines mentioned.

❖ Jochen Gassner of First Climate made a presentation on the offset projects from which CERs were supplied to UNEP and UNOPS. He introduced First Climate's genesis, progress and services. The UNOPS and UNEP project was for a total of 65000 CERs. These were sourced from 2 kinds of projects: a) Landfill gas projects in Colombia, close to Medellin; b) Wind farm project in Tamil Nadu, India. He gave more details of each of these projects, including the scope of the project, the registration time, crediting period and the sustainable development benefits from the projects. He then gave an overview of the Carbon Market, its current status, a comparison between major standards used in the compliance market, geographical and project based sources of offsets, the trends of CER prices and volumes, and potential future changes to the composition of the project types. He also introduced the carbon offset project development cycle. The CER price trend showed large fluctuations. The current low price levels, which is due to an excess of supply, is expected to continue, unless a large carbon market, like China, is added to the compliance market. Currently most of the CERs are from China, India etc, but this might change in future, mainly because the EU Emission Trading Scheme (EU ETS) is giving preference is being given to projects registered in Least Developed Countries, for the next round of the EU ETS

B. Discussions

• UNEP paid a 7 % fee to UNOPS for the offset procurement, but for further procurement by any UN entity, UNOPS would be charging a flat fee of 4,000 USD per UN agency.

• There was a discussion on how the issue of procuring offsets for previous year inventories, could match with IPSAS compliance needs. UNOPS clarified that this has not been an issue within UNOPS.

• UNDP mentioned that they developed an LTA for their own offset procurement, which was much lower in volume than the UNEP UNOPS procurement. The price obtained was 2.5 USD per tonne of CO2eq for CDM Gold Standard based offsets, guaranteed for 3 years. There is a 25 % cushion on the volumes and hence there is a possibility for other UN agencies to piggyback on this LTA, if needed. The issue of recovering cost from agencies using this LTA, could be discussed

• The project developers like First Climate does carry out a due diligence of each project, including on issues like human rights. This could give the buyer a certain level of comfort. However for large projects (eg, a cooking stove improvement project for a country), there is still the risk of issues like human rights, as it is practically difficult to monitor the project in its entirety.

Agenda item 8:: Verification of the GHG inventory

A. General information

Some years back UN OIOS requested for the external verification of UN GHG inventories. As such SUN has been partnering with the Landcare Research programme and their CarboNZero group on this issue. SUN and Landcare are fundraising for the verification of UN inventories. Ann Smith of Landcare explained that CarboNZero does GHG certification, and has been accredited in New Zealand and Australia. It is also

recognised by the Carbon Disclosure project. The group offers two programmes of verification of inventories, they also look at verifying emission factors for calculators. UN is a large and complex organisation, so verification of its GHG inventory would not be a simple task. Consistency and reproducibility of the verification process in the UN are important. Existing inventory practices will be compared to best practices internationally, such as the GHG Protocol and ISO14064/ 69

B. Discussions

- The cost for this activity is estimated at US$ 250,000 for the first three years and includes the development of standards for the UN, training and site visits.There may not be much expense associated in this for the agency being verified save the cost of mission for training.

- There was a concern that the 95 % materiality requirement of the GHG inventory may not be met if our scope / boundary captures less than that level. However, it was clarified that the scope and boundary are set first and the 95 % materiality then applies to the measurements within the boundary or scope.

- We are still in the fundraising stage, and this is taking long. By the end of the year we hope to have funds to start work on this.

C. Outcome / Results/ Action points
None

Agenda item 8: OECD greening efforts

A. General information
- Lisa–Maija Harju, Environment Coordinator for the OECD presented a summary of OECD's greening campaign - 'Let's act together – agissions ensemble'. Since 2010 all OECD buildings in Paris were certified Haute Qualité Environmental (HQE). To maintain the accreditation they must improve each year, in 2013 the focus is on reducing greenhouse gas emissions. Since emissions were first measured in 2010, there has been a 9% decrease in 2011 and a 3% decrease on 2010 in 2012.

- OECD is now in the process of developing an Environment Management Strategy (EMS) focusing on five areas - waste management, natural resource use, greenhouse gas emissions, procurement and risk management. Since emissions were first measured in 2010, there has been a 9% decrease in 2011 and a 3% decrease on 2010 in 2012.

B. Discussions
- On request, more details were presented on the research OCED had done on assessing whether its more sustainable to recycle paper or choose electronic alternatives.

C. Outcome / Results/ Action points
- Lisa–Maija Harju offered to send the IMG reports and statistics on whether electronic and recycled paper are always the most sustainable options.

Agenda item 9: Environment management systems : waste management exercise

A. **General information**

B. **Discussions**

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

Agenda item 10: Workstreams

A. **General information**

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Sustainable Procurement

Jacob Kurian spoke about current and upcoming activities. A 5 hour training module was launched earlier this year hosted on the UN Global Marketplace, based on which face to face training was being planned for the African Development Bank and possibly also in Vietnam. Content for a 1 hour on-line training module was being developed through Swedish Environment Management Council (SEMCO), with input from UNDP also possible. The free help desk services on Sustainable Procurement are also continuing. Ongoing and upcoming sustainable procurement related include: common procurement of postal services in Geneva based UN agencies; UNIDO catering and cleaning services; project to integrate green procurement into the global health sector; UNFPA's sustainable procurement policy development; and potentially a project by WFP on sustainable food procurement.   UNOPS and UNEP were conducting a survey on the state of SP in the UN. SEMCO is also partnering with SUN to develop SP FAQs and was also bringing together a compendium of case studies of SP in the UN.

Sustainable Facilities

Jacob Kurian, SUN provided an update on SUNs work on sustainable facilities, especially in collaboration with the Inter-agency Network of Facility Managers Working Group on Sustainability: guidance materials on green leasing and energy audits and an approach for benchmarking UN facilities for energy efficiency has been developed. Health and safety protocols in building construction is to be developed. A free helpdesk services on energy management is ongoing, and a Frequently Asked Questions(FAQ) section on energy management is expected to be available by the end of 2013. The helpdesk service has recently reviewed the design of the African Development Bank's new building in Nigeria and has a request from DFS for its new facilities in Entebbe. The helpdesk service will also be used to support EMGs Peer Review process in which WMO, Vienna based UN entities and UNEP are being reviewed in the pilot phase.

Jacob Kurian explained about the HLCM request for a proposal for UN system action in the area of sustainable facilities and procurement, and the need to be able to demonstrate quantified improvements and accountability inside 3 years (eg, emission reductions). He shared the outline proposal that had been submitted. He shared the specific requirement from HLCM to produce quantifiable results and the need to make specific agencies accountable for achieving the improvements. To meet this challenge, current thinking is to focus on areas such as improvements in specific areas like lighting or waste management, taking care to reduce procurement requirements as they could cause delays in achieving results within a short period. However this still is a challenge. A detailed proposal is due with HLCM by end July, following further consultation with relevant networks.

UN e-communications

Shoa Ehsani advised that a draft report on e-communication for the UN was under preparation by a SUN consultant. Once it was further advanced it would be forwarded to the ICT network and uploaded onto the Green IT wiki on Unite for feedback. The genesis of the report was the need to develop a response to the high levels of air travel. The key findings of the report so far are that the UN is very dispersed in IT terms and was not investing sufficiently in its IT structures. The report was more descriptive than prescriptive, although it was intended that it make recommendations for leveraging IT to reduce flights and also for ensuring greater awareness of e-comms efforts both within and across organizations.

B. Discussions

Based on queries, the following clarifications were provided:

- ❖ SUN is working to get the 1 hour online training module on SP to be ready by end of 2013
- ❖ The potential WFP project on SP is in its very preliminary phases and WFP is currently reflecting on its scope
- ❖ The UNOPS/UNEP survey on SP is being carried out online through a survey circulated to HLCM Procurement Network 2-3 weeks back. It was based on an UNOPS interviews with staff from various UN organizations, and it sets out to identify barriers and what might be done to overcome them.

UNDP reported that in partnership with SUN, UNDP was reviewing proposals for a Long Term Agreement on environmental auditing with a view to awarding the contract in July, the purpose being to identify one or more environmental auditing companies for auditing of country offices, which could be potentially used by other UN entities also.

D. Outcome/Results/Action points

- ❖ UNOPS/SUN to provide IMG focal points with the SP survey to ensure is reaching appropriate people in each organization

- ❖ UNDP to circulate TOR for LTA on environmental audits.

- ❖ SUN to ensure online consultations with interested IMG focal points to decide details of HLCM project proposal.

- ❖ Exchanges to take place on Unite platform about the SUN Wiki.

Agenda item 11: Unite Connections

A. General Information
UNHQ OICT introduced the Unite Connections platform as a possible solution for the IMG's growing needs for sharing and storing information and exchanging views. Over time, a number of attempts had been made to identify a mechanism for meeting the IMG's diverse communication needs, but that these had always fallen short. There was no guarantee that Unite would meet all possible needs either, but it could certainly respond to the 3 priority needs: to be able to share files (Files), to be able to have discussions in a linear way with the possibility to refer back to them (Forum), and to store experience that can be accessed by all (Wiki). Such collaboration could take place across geographic and UN agency boundaries and include external partners.

E. Discussions

An interactive discussion took place, centred around Q & A.

F. Outcome/Results/Action Points
None.

CONCLUSIONS

Isabella Marras concluded the 2 day meeting, summarizing the following key decisions made:

- The Working on EMS is to meet to discussion on various issues, such as on milestones, integration of ERS and EMS etc

- The Technical Group of the IMG is to meet after summer to discuss issues like: new software for reporting and planning; revising the guidance on Offsets; guidance on climate neutrality of events; guidance on the use of RECS as offsets; frequency of reporting of the GHG inventory

- The working group on Tutorials to discuss how agencies could adapt the online tutorials being developed and about the add on tutorials being planned or developed on various themes

- The IMG to be consulted on the proposal on facilities and procurement being submitted to the HLCM

- The IMG members should make more use of Unite Connection. All major IMG related documentation, including meeting documents, will be uploaded in Unite Connections.

- IMG has supported the proposal to support Governments wherever possible and continue fund raising for this purpose

- It was decided to have the next meeting in March 2014, and the frequency of face to face meetings to be reduced.

ANNEX 1

**TWELVTH ISSUE MANAGEMENT GROUP MEETING ON
ENVIRONMENTAL SUSTAINABILITY MANAGEMENT**

AGENDA

Day one : 13 June

Time (CET)	Item	Topic	Speaker
8.30		On-line meeting room opens	
9.00		**Meeting starts**	
9.00-9.30	1	Opening: - Welcome from the World Bank host - Kaveh Zahedi, UNEP DTIE - Update from the SUN Team - Review and adoption of agenda	Isabella Marras
9.30-10.45	2	Streams of work: - The UNEP UNDP tutorial - The 2011 inventory results and fourth Moving Towards Climate Neutral Report - World environment day award ceremony	Imogen Martineau Jacob Kurian
10.45-11.00		Break	
11.00-11.45	3	Fundraising ideas - End of year money ideas - Friends of SUN (to bring to EMG)	Isabella Marras
11.45-12.45	4	Emissions reduction strategies (ERS) and Environment Management Systems (EMS) - Progress to date in ERS - EMS Working group plans - IFAD and UNAIDS Emissions Reduction Strategies	Shoa Ehsani Kare Pugerup, IFAD Susan Bolvenkel-Prior, UNAIDS
12.45-14.00		Visit of building and lunch	
14.00-14.30		WB energy audit, results and plans ahead	
14.30-15.00		Time/Space to bring up issues	

Time (CET)	Item	Topic	Speaker
15.00-16.00	5	Training on UN guidelines for offsets - What is CDM and how it works - Why the UN guidelines - How they were developed - What do they ask - How we committed to them	David Abbass, UNFCCC Anne Fernqvist, UNDP
16.00-16.15		Break	
16.15-16.45	6	Climate friendly choices? - UPU; UNCDD; WB: purchase of other than CERs - How to handle and communicate about different offsetting choices?	
16.45-18.00	7	Purchasing offsets - UNOPS and UNEP experience in joint purchasing - Presentation from a vendor	Nives Costa, UNOPS Shoa Ehsani Jochen Gassner, First Climate

Day two: 14 June

Time (CET)	Item	Topic	Speakers
8.30 - 9.00		On-line meeting room opens	
9.00		**Meeting starts**	
9.00 - 10.00		Verification of the GHG inventory	Jacob Kurian Ann Smith, Landcare
10.00-10.30	8	OECD greening efforts	Liisa-Maija Harju
10.30 - 12.30/13.00 (with break)	9	Environment management systems : waste management exercise	Monika Kumar
13.00-14.00		Lunch	
14.00-15.00	10	Workstreams: - INFM - Sustainable Procurement - SUN Wiki - UN E-communications	Jacob Kurian Imogen Martineau Shoa Ehsani
15.00-16.00	11	Unite Connections - Introduction to the Greening the Blue community and 'basics' on how to use it	UN OICT
16.00		Conclusions, next steps & meetings	Isabella Marras
16.00		Collection of evaluation forms	I. Martineau