

<p>17th Meeting of the Issue Management Group on Environmental Sustainability Management (IMG 17)</p> <p>19 February 2015, Online</p>	<p>IMG/ESM.17/Report</p>
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Supporting Documents:

1. Draft Agenda (Appendix I)
2. List of Participants (Appendix II)

Report of the 17th meeting of the Issue Management Group on Sustainable Management

The 17th meeting of the Issue Management Group on Environmental Sustainability Management (IMG17) took place by teleconference on 19 February 2015, and was chaired by the Coordinator of the Sustainable United Nations (SUN) Facility, Isabella Marras. The meeting was attended by some 30 IMG Focal Points who connected via Arkadin.

The following meeting report will present the general discussion, suggestions and outcomes derived from the meeting.

<p>Agenda Item 1: Opening Remarks</p>
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A. General Information

The chair opened the meeting by welcoming all members and thanking them for their participation. She proceeded by outlining recent changes in IMG Focal Points, namely the replacement of Nives Costa by Chuck Gherardini as current Focal Point for UNOPS.

The chair subsequently introduced the draft agenda (Appendix I) and thanked all reporting agencies for providing their GHG data for the Moving Towards a Climate Neutral UN (MTCN) report. She noted that all supporting documents for the meeting can be found on UNITE and on the Focal Point Area on Greening the Blue (GtB).

B. Suggestions

None.

C. Outcomes/ Results/ Action Points

The agenda was adopted.

Agenda Item 2: GHG Inventory 2014; Moving Towards Climate Neutral UN 2014 edition; Gap analysis and GHG inventory 2015

A. General Information

Jacob Kurian (UNEP) provided the results of the UN's Greenhouse Gas (GHG) Inventory for the 2013 operational year. The number of reporting agencies was 64, with 56 entities providing updated 2013 data. Though there are no overall trends that can be accurately reported, most sources and magnitudes of emissions remain constant or exhibit little fluctuations.

Imogen Martineau then provided a brief update on the 6th edition of the MTCN report, which was launched on Thursday 26 February, 2015. All Focal Points should have received a launch pack with communications materials to promote the report. The MTCN Report can be found on the GtB website and on UNEP.org. Five hard copies per entity have been mailed, though more copies can be requested. The individual agency pages have been updated on GtB; kindly contact Imogen to provide any additional updates, if you have not already done so.

Following the status update on the MTCN, Jacob Kurian provided an overview of the gap analysis exercise of the UN inventory. The gap analysis is an effort to identify the items within our boundaries, emission sources and offices that are not being reported (including location and staff) in the current UN GHG inventory. This analysis serves to contribute to the development of an improved system for measuring and managing the UN's environmental footprint. With the support of the High Level Committee on Management (HLCM), this system will further inform management decisions of UN organizations and enable system-wide emissions trends to be analyzed. The GHG Helpdesk (Ariela D'Angiola) will follow-up with phone calls to agencies for further information. The aim is to have all data by mid-March 2015; the data submission deadline was 2nd March 2015.

B. Suggestions

The following questions were asked by IMG members:

- *How does the information required from us in the GAP Analysis differ from that in our Inventory Management Plans (IMPs)?* In response to this remark, Jacob emphasized the evolving nature of the IMPs, and how these require regular updating. Furthermore, this gap analysis would be useful as not all agencies have an IMP, and some of the questions may not have corresponding answers in the IMP.
- *How will we engage those agencies that have not reported their inventory for a while? How will they be encouraged to look at their gaps? Some of these agencies are large and their footprint can be the source of large errors/ distortion of the total UN footprint.* It was confirmed that the team will attempt to contact these agencies; limited work has been conducted with them of late, but efforts will be made to further engage them. There is a project with the HLCM to redo the inventory and to look at the challenge of non-reporting organizations. Given this, the Gap Analysis will include investigations on why it is difficult for some agencies to report. A mission to NY is planned for this purpose.
- *The last question of the Gap Analysis questionnaire looks at potential areas from which we may not be reporting our emissions. What can some of these be?* Some examples may include obvious areas like burning of fuels, refrigerants or other items that are clearly in scope but have not been included in reporting to date.
- *Since the Gap Analysis refers indirectly to our boundaries, can these be better defined?* These boundaries have been developed in accordance with internationally accepted standards, and have been adjusted slightly. For example, air travel, which is included as Scope 3 source, has been included in our boundaries; similarly, Montreal Protocol refrigerants, which would not typically be included in a Kyoto GHG inventory, have also been included in our boundaries. These are outlined on GtB. The idea for this analysis is to get a snapshot of what agencies are doing when reporting their GHGs.

Furthermore, the following comments and suggestions were expressed by IMG members:

- UNCCD cannot make the 2 March deadline for the Gap Analysis.
- It was highlighted that the buildings and offices of DFS/DPKO in NY do report their GHG emissions; it is the field missions, such as Peace Keeping and Political missions, which do not report their emissions.
- The GHG inventory training will take place on 17 & 18 March 2015, though the decision to host a live training compared to a pre-recorded session was proposed to the meeting. In response, most the participants noted they would prefer the live training.
- The SUN team will be present at the next HLCM meeting in March 2015; a plan on what will be presented to the HLCM (i.e. outlining inventory, climate neutrality and EMS work) will be shared with IMG members. The number of climate neutral agencies has grown to 9.
- Sachin Bhatt (UNESCO) will be assisting with the chairing of this HLCM meeting in Paris at UNESCO HQ. Right now there is an item on the agenda for the road map for UN climate neutrality by 2020.
- The objective of UN climate neutrality by 2020 is being supported jointly by UNFCCC and UNEP. Strategies and plans are being laid; Imogen Martineau is being used as a consultant to help with this campaign.

C. Outcomes/ Results/ Action Points

- All IMG agencies (except for UNCCD) are to report on the gap analysis questionnaire by 2 March 2015. Phone interviews with agencies will then follow.
- GHG inventory training will occur on 17 & 18 March 2015. The IMG would prefer live training sessions. The recordings of the session will also be sent to participants following the training.
- It is agreed by all IMG members that agencies will report their GHG Inventory for 2014 operational year, by September 2015 in order to have the MTCN report ready for the Paris COP21 in November-December 2015. Agencies are to affirm they can make this deadline; and to let SUN know if they need letters written to their service providers to release data earlier this year.
- UNEP, on behalf of EMG will present at the next HLCM meeting in March. The items to be presented will be shared with the IMG. UNESCO will be contacted by SUN for assistance in this meeting.

Agenda Item 3 : COP 21 and UN Climate Neutral side event

A. General information

The chair provided an overview of the work being done in preparation for the HLCM spring session; and the UNEP and UNFCCC joint-campaign on climate neutrality.

The HLCM spring session will take place on 19-20 March 2015 at the UNESCO Headquarters in Paris. SUN will circulate a plan outlining the key points to be presented at the HLCM; the objective is to provide status updates on IMG activities, such as the EMS project, and highlight key messages to senior managers relating to these activities. The SUN team will also produce a brief, highlighting the number of organizations that aim to be climate neutral by the next MTCN report. SUN will send these HLCM materials to IMG members for comments and invite them to circulate these to their HLCM representatives.

Though the number of agencies becoming climate neutral is increasing, there is still lack of clarity and awareness about the issue across the UN system. The UNEP and UNFCCC campaign was launched to make the concept of climate neutrality well understood by staff at all levels, including senior management. By the next IMG (or earlier), a more definite plan of the campaign will be shared. SUN will collaborate with all Focal Points on this issue.

As part of this objective, UNEP and UNFCCC, with support from all agencies, are planning to organise a side event at the UNFCCC COP21 in Paris in November-December 2015, to present the GHG inventory results of 2014 and highlight the UN system's efforts to reduce emissions. SUN would like to know if Focal Points agree with the idea of this side event and also if there are any case studies /stories that could be shared at the side event.

B. Suggestions

The following comments and suggestions were expressed by IMG members:

- UNESCO is chairing the upcoming HLCM session, and the UNESCO IMG Focal Point, Sachin Bhatt, will assist the HLCM chair particularly on the issue of climate neutrality in the HLCM spring session agenda. Sachin Bhatt requested suggestions from the group to positively influence the handling of the session at the meeting.
- In preparation for the COP 21, and based on the fact that the COP will be partly held in UNESCO premises, the French government has enquired with UNESCO regarding its sustainability plans and practices leading up to the conference. With this in mind, UNESCO suggested that the side event would be a good opportunity for the UN as a whole to show that it is serious on the issue of climate neutrality and sustainability.
- All Focal Points present supported the idea of the side event, however UNFCCC raised the question of whether the issue would get the importance it deserves at such a large-scale event as COP21.
- ICAO highlighted their interest in working with other IMG partners on the climate neutrality of COP21, as was done for the climate summit and other events.
- UPU suggested that it would be good to coordinate with the HLCP Working Group on Climate Change on the side event, as the CEB is likely to have a side event themselves since they have had one in previous years.
- UNFCCC introduced Mr. Marlan Pillai from UNFCCC, who is conducting an academic study on EMS in the UN, and particularly the benefits and challenges of implementing an EMS in this context. IMG members may be contacted by Marlan requesting support for this study.

C. Outcomes/Results/Action points

- The SUN facility will provide the HLCM documents to IMG members for comments and input shortly. IMG Focal Points are invited to provide ideas to Sachin Bhatt to positively influence the handling of the climate neutrality session at the HLCM.
- SUN will provide updates by the next IMG on the joint UNEP-UNFCCC campaign on climate neutrality.
- It is understood that planning will continue for the side event at COP21. Focal Points will be updated as plans progress.

Agenda Item 4: Waste Management

A. General Information

The UN has identified Waste Management as one of the key environmental aspects to be included and monitored by all UN organizations for environmental management. Waste management is particularly challenging in developing countries, where facilities for waste recycling and handling are not often in place, and a lack of awareness and limited laws and law enforcement are observed. In some countries, informal markets for waste management are also quite widespread.

The IMG agreed to develop a baseline study on UN Waste Management Practices in different UN duty stations in developing countries (Africa, Asia, South America and Middle East). The assessment was funded by UNEP SUN and FAO and comprised two main parts:

- Part 1: Baseline assessment of UN waste management practices
- Part 2: Development of a knowledge exchange hub on UN waste management

The baseline is key to understanding where UN organizations stand now with regard to waste management, while the setting up of a knowledge hub will be a key tool for information sharing on waste management improvement opportunities, particularly for the same local. Improvements will lead to waste reduction, safe disposal, and thus reduced environmental impact.

The assessment report has been completed, with a total of 34 questionnaires from 24 countries. Nine UN organizations contributed to this research (sometimes amalgamating data for hubs) including FAO, UNDP, WFP, IDB, UNFPA, UNICEF, ILO, UNON, UNEP and UNOPS.

FAO tried to keep the questionnaire as simple as possible to facilitate the sending of feedbacks. Most agencies lack information in terms of their own waste management process and available local facilities. This is the first gap to be filled for waste management improvement.

B. Suggestions

The following questions, comments and suggestions were expressed by meeting participants:

- The waste management knowledge hub could be hosted on the Greening the Blue website to provide free access to information and available options for waste management in each UN duty station.
- The organizations in charge of facilities management should take the lead on waste management improvements.
- A suggestion was made to include waste inventories as part of a more inclusive annual inventory that would encompass GHG emissions and data related to other sustainability/environmental aspects (e.g. water). This would be in line with the idea of sustainability software to be adopted UN-wide, and could go beyond the GHG emissions “concept” to embrace a broader scope where emissions are not the only reference measure and a more complete environmental management becomes key. This was supported by FAO and UNEP-SUN.
- The importance of having a standardized collection of data on waste was highlighted.
- WFP suggested that integrating the inventories could be a good opportunity to use economies of scale in the data gathering process. It was also acknowledged that this is only an initial step; a full picture and accurate data on waste will only come at a later stage.
- The World Bank Group (WBG) suggested that it would be ideal for all organizations to start collecting waste data, as well as GHG emissions data, as part of their EMS.
- Procurement is key for waste management improvement (take-back policies, etc.). Therefore, some guidelines on how to include waste management into selection requirements/criteria should be developed and provided to UN organizations.

C. Outcomes/ Results/ Action Points

- The IMG will work to set up a working group on waste management
- Suggestions on waste management indicators to be presented to organizations (publicly as of next year) should be sent to Ilary Ranalli and Mitchell Hall of FAO by email.
- Waste management will be included as part of the roadmap being developed for the HLCM and as the next steps for the EMS process.
- Suggestions are to be provided on waste management provisions to the UN Secretariat, as they are currently in the process of defining a new waste agreement with the new contractor.
- Sustainability reporting should become mandatory as of next year.

Agenda Item 5: Status of EMS: Update from Swedish EPA project and from UNHQ EMS

A. General information

Kristina von Oelreich and Emma Hakansson from the Swedish EPA provided their update on the current status of the development and implementation of Environmental Management Systems (EMS) within the UN. This project involves a series of steps that include a stock taking exercise, the selection of three pilot organizations and the development of guidelines for the EMS and monitoring system.

Brennan van Dyke (UN Secretariat) introduced the first steps being made towards the implementation of an EMS in the UN Secretariat; and outlined the possibilities for improving UNHQ's GHG emissions reporting activities and additional considerations for their path to climate neutrality.

Adam Rubinfeld (WBG) introduced the current status of the implementation of an EMS for the Bank.

B. Suggestions

The following questions, comments and suggestions were expressed by meeting participants:

- There are different ways to become a pilot organization; most notably, agencies can express interest to undergo the EMS process, or the organization can be requested to undertake the project based on their particular characteristics (e.g. agencies with high level commitment for the implementation of an EMS, significant environmental impacts, symbolic value within the UN or to the country where they have offices, gender dimensions as well as balance between headquarters and regional offices).
- Swedish EPA representatives have been in New York working with Brennan van Dyke of the UN Secretariat in the development and implementation of the EMS for the UNHQ. The meeting with the Steering Committee was very successful. The road to climate neutrality (i.e. emissions reduction and offsetting options), the systematization of data and the deadlines proposed by Secretary General were discussed.
- DFS/DPKO clarified the distinction that has to be made between the New York-based offices of DFS, DPKO and DPA and the field missions. DFS/DPKO is interested in implementing a pilot in one of its field missions; however, they are currently in no position for offsetting their GHG emissions due to their financing sources.
- The WBG is finalizing its commitment to an EMS. The final draft on the implementation of the EMS for the World Bank is working its way to Senior Management and their goal is to have it approved by April 2015.

C. Outcomes/Results/Action points

- The deadline for the entities to show interest in participating as pilot organizations for the development and implementation of the EMS has been extended to 27 March 2015. The pilot organizations will be chosen in April and meetings with these will start in May.
- The discussion on climate neutrality and financing options for the UNS has been forwarded to the next steering committee meeting.
- The work on implementing an EMS will continue to progress, and IMG members will be updated accordingly.

Agenda Item 6: Communications Touchstone Review

A. General Information

The SUN Facility is starting a new project phase and will be assessing its performance in terms of communication and looking at possible improvements. Currently, there are a number of communications channels used: internally, with SUN team members, and externally, with Focal points as well as with a larger audience following sustainability initiatives on the Greening the Blue website, Twitter and Facebook.

Since its inception, the SUN facility has worked to maintain and improve its engagement with target audiences. Efforts achieved in 2014 include a 48% increase in users on the Greening the Blue website, and a rise in Twitter and Facebook followers rose to over 9,700 and 5,900, respectively.

Against this background, the SUN facility is initiating a Touchstone Review of its communications to ensure it maintains and increases its impact across the UN system and beyond.

A Touchstone Review involves the quality assessment of the current communications processes, strategies and channels with the view of identifying key areas for improvement. In the context of SUN, the review aims to achieve the following:

- Strengthen existing, or develop new, channels of communications
- Generate ideas to further engage target audience(s) in SUN activities
- Provide input for strategies on internal team communications, external communications and outreach campaigns/initiatives.

B. Suggestions

N/A

C. Outcomes/ Results/ Action Points

- The review will be conducted via interviews (in parallel with the interviews for gap analysis and climate neutrality campaign) and brief online questionnaires; and will take place in two stages:
 - Stage 1: SUN Team (March 2015)
 - Stage 2: Focal Points and other external stakeholders (March 2015) – Replies are expected by end of the month
- Key recommendations and results of the review will be shared and implemented in April 2015. This will become part of the SUN communications strategy.

Agenda Item 7: Conclusion

In conclusion, the chair summarized the outcomes for each agenda item (referenced in the present report under *Section C - Outcomes/ Results/ Action Points* of each Action Item). She then proceeded to note the upcoming events for the IMG:

1. **On line IMG meeting:** Wednesday 10 June from 15.00 to 18.00 CET
2. **Face to face IMG meeting:** 8-9 October 2015 in New York City, hosted by UN WOMEN

ICAO has confirmed that the greenest destinations for IMG in-person meeting are Paris and London, followed by Amsterdam. This is a confirmation of what Lorenzo had already advised in previous occasions. To maintain the tradition of alternating continents on an annual basis as a way to maintain a balance in travels between our colleagues in North America and those in Europe; the IMG will take place in New York City in October. However, this will be discussed in further detail during IMG18.

Following this overview, Isabella Marras thanked all presenters and participants for their attendance. The meeting was concluded at 18.00 CET.

APPENDIX I

<p>17th Meeting of the Issue Management Group on Environmental Sustainability Management (IMG 17)</p> <p>19 February 2015, Online</p>	<p>IMG/ESM.17/01</p>
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SEVENTEENTH ISSUE MANAGEMENT GROUP MEETING ON ENVIRONMENTAL SUSTAINABILITY MANAGEMENT

Draft AGENDA

Time (CET)	Item	Topic	Speaker *
14.30		On-line meeting room opens	
15:00		Meeting starts	
15.00-15.10	1	Opening: <ul style="list-style-type: none"> - Welcome from Isabella Marras - Update from the SUN Team - Review and adoption of agenda 	Isabella Marras
15.10 – 16.00	2	GHG Inventory 2014 Moving Towards Climate Neutral UN 2014 Gap analysis and GHG inventory 2015	Jacob Kurian, Ariela d’Angiolo and Imogen Martineau
16.00-16.20	3	Updates : HLCM spring session; UNEP UNFCCC campaign	Isabella Marras
16.20-17.00	4	Waste management -FAO survey -Discussion on a) waste reporting; b) connections between waste management and procurement	Mitch Hall, Hillary Ranalli, FAO
17.00-17.30	5	Status of EMS -update from Swedish EPA project -update from UNHQ EMS -Waste and EMS at WB	Kristina vonOelreich Emma Hakansson Brennan VanDyke, UNHQ Adam Rubinfield, World Bank
17.30-17.40	6	Communications touchstone review	Dominique Souris and Imogen Martineau
17.40		Conclusions, next steps & meetings	Isabella Marras

*If not otherwise stated, speakers are from the SUN team

APPENDIX II

List of Participants

	Name	Organization
1	Andrea Sabelli	IDB
2	Andy Cole	WFP
3	Anne Fernqvist	UNDP
4	Anne-Claire	UPU
5	Ariela D'Angiola	UNEP – SUN (GHG Helpdesk)
6	Brennan Van Dyke	UNEP
7	Carolina Ferreira	ILO
8	Chuck Gherardini	UNOPS
9	Dominique Souris	UNEP - SUN
10	Dragoslav Jovanović	UNFCCC
11	Emma Hakansson	UNEP-Swedish EPA
12	Flavia Reale	UNEP-SUN
13	Georgina Stickels	WFP
14	Halim Nader	ESCWA
15	Heidi Nabel-Meyer	UNV
16	Illary Ranalli	FAO
17	Imogen Martineau	UNEP-SUN
18	Isabella Marras	UNEP-SUN
19	Jacob Kurian	UNEP-SUN
20	Kristina Van Oelreic	Swedish EPA
21	Laetitia Montero	ECLAC
22	Lorenzo Gavilli	ICAO
23	Marianna Belsky	UN Women
24	Marlan Pillai	UNFCCC
25	Mitch Hall	FAO
26	Oliver Buhler	UNFPA
27	Patricia Kim	DFS/DPKO
28	Peter Ransome	ITU
29	Sachin Bhatt	UNESCO
30	Somarajan Pillai	UNCCD
31	Susan Bolvenkel-Prior	UNAIDS
32	Shoa Ehsani	UNEP
33	Adam Rubinfield	World Bank
34	Yang Zhong	UNICEF
35	Mohammed Yunus	UNECA