

Nineteenth Meeting of the Issue Management Group on Sustainable Management in the UN System

New York, USA, 08-09 October 2015

Meeting Report

The 19th meeting of the Issue Management Group on Sustainable Management in the UN System (IMG5) took place in New York, USA on the 8th and 9th of October 2015. A total of 27 Focal Points and observers attended in person attended, with another 20 participants joining on-line. The meeting was held at UN Women. The final meeting agenda is attached.

For logistical reasons, some of the meeting sessions were introduced earlier or later than indicated in the agenda. For ease of reference, the following report shows the order each session was listed in the agenda.

Agenda item 1: Opening and adoption of agenda

A. General information

The chair of the meeting (Isabella Marras, SUN) welcomed the participants and introduced the agenda. She gave an update on developments within the SUN team: Jacob Kurian has left SUN so the full team now consists of Ariela d'Angiolo, Brennan van Dyke, Shoa Ehsani, Emma Håkansson, Isabella Marras, Imogen Martineau, Kristina von Oelreich and Flavia Reale. Mr Ivan Blazevic will replace Jacob Kurian as a consultant on work related to facilities and emissions reductions. Marianna Blesky welcomed the group in her capacity as representative for the host, UN Women.

Agenda item 2: UN GHG inventory 2014 and Moving Towards Climate Neutrality report

A. General information

Imogen Martineau (SUN) gave an update on the *Moving Towards a Climate Neutral UN* report, which will have two editions this year. In spring 2015 the data for 2013 was published whilst the data for 2014 will be published in the last week of November, before COP 21 in Paris.

Ariela D'Angiolo (SUN) presented the on-going work with the UN GHG emission inventory for 2014. There was a better coverage this year compared to earlier years.

B. Suggestions

IMG members made the following comments/suggestions:

1. The group discussed whether the report should communicate the proportion of air travel that corresponds to meeting participants whenever this is available. There was agreement that it would be important to show where emissions travel from air travel wasn't differentiated in this way.

2. The term 'Personnel' includes staff and non-staff. The former refers to permanent and temporary staff, while the latter refers to consultants, interns, volunteers and JPOs.
3. It would be helpful to separate out individual peacekeeping missions in future reporting.

C. Outcome/Results/Action points

1. Focal Points should inform SUN by 15th Oct if they're going to be climate neutral for 2014
2. Focal Points will be invited to update their individual agency pages on Greening the Blue and will be sent a launch pack to assist them in promoting the next edition of MTCN within their organizations.
3. The Focal Points should contact the SUN team if they would like more than five hard copies of the MTCN report.
4. The discussion regarding whether or not to differentiate between personnel and meeting participant travel will continue outside of the meeting.

Agenda item 3: Moving towards a more complete inventory: Initial results on Waste Management reporting and what to do to facilitate reporting next year
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A. General information

The 2014 inventory marks the introduction of waste management reporting. During this session, Ivan Blazevic (SUN) presented the results of the IMG-initiated UN Waste Management Practices project, which preceded and somewhat inspired the 2014 waste inventory. He also shared initial results of the 2014 waste inventory.

The UN Waste Management Practices project comprised a baseline assessment of 34 UN offices in 24 countries across Asia, Africa and South America as well as development of a knowledge exchange hub. The baseline assessment, which was conducted during autumn of 2014, found that waste management was challenging due to existing conditions in duty station such as poor law enforcement, lack of infrastructure and limited awareness. While paper reduction, reuse and recycling measures were implemented in most places, practices such as composting, ban on plastics in catering facilities or use of take-back schemes were seldom implemented. Majority of locations did not establish a waste management policy and were not implementing waste management plans. Perhaps the cause for most concern is the evident lack of awareness and facilities for appropriate management of hazardous waste with only 33% of locations having safe storage facilities for hazardous waste.

The conclusion was that more work is needed on training, guidance and tools, hazardous and e-waste, waste classification, procurement and knowledge exchange.

The initial results of the 2014 pilot waste inventory confirmed the challenges identified within the baseline assessment. It also confirmed that over half of entities struggled to obtain requested data. This was particularly an issue for organisations with a large number of field offices, where early estimates show that fewer than 20% of field offices reported waste.

The lack of data may be due to time constraints (i.e. request for 2014 waste data was made in the second quarter of 2015), sub-contracting of waste management services, lack of mechanisms to collect data, different units of measurements and/or a lack of capacity.

On a positive side, the inventory provided an excellent baseline for UN waste management practices, and will inform a number of immediate follow-up activities aimed at improving the reporting as well as waste management practices. It has encouraged facility managers and those responsible for managing waste to ask questions, engage in waste-related discussion and search for solutions.

Finally, Ivan Blazevec concluded that waste data is inherently difficult to obtain, significantly more than data on greenhouse gas emissions.

B. Suggestions

IMG members provided the following comments:

1. Improved guidance, tools, communications, methodology, knowledge-exchange (e.g. through a hub) and key indicators are needed on waste.
2. When asked why the data for this year was not to be published, the chair explained that, this being the first time this data had been collected, it would likely contain many errors, and we therefore did not want to report it externally.
3. Focal Points agreed that any data should only be made public once we have a more coherent reporting structure in place across the UN.
4. The work on waste has been an excellent exercise, but has proven easier for headquarter offices than for field offices.
5. It may be necessary to simplify both the template and data collection techniques

C. Outcome/Results/Action points

1. Waste management reporting will be mandatory as of 2016. A Working group on Waste Management, managed by Ivan Blazevec, will be set up to define how, based on last years' experience, waste management information can be collected and what training and support focal points need to report as accurately as possible.
2. If organizations want to report it publicly already this year, they have the possibility to do so on their agency page on Greening the Blue.
3. Since waste is one of the indicators decided by CEB, the IMG should identify a number of waste indicators for UN organizations to report on.
4. SUN agreed to develop a short version of the "Quick-list" to emission reductions, to help field offices to come up with a list of 'quick-wins'.
5. Focal Points were invited to share any best practice examples of greening field operations with the SUN team to aid the development of a more detailed green field operations toolkit.
6. SUN will set up a working group to look at reporting of waste management.

Agenda item 4: GAP analysis of the UN GHG emissions inventory

A. General information

Throughout 2015, SUN has performed a study on the coverage of the UN greenhouse gas emission inventory. Ariela D'Angiola (SUN) presented the Gap analysis of the UN greenhouse gas emission inventory. Agencies were asked to reply to a questionnaire focused on the major data gaps in the inventory and many provided further information via one to one interviews.

B. Suggestions

1. There was a discussion about the definition of personnel, number of offices and air travel. The definition of personnel includes all the people that UN is paying for.
2. The GAP Analysis showed that what we are reporting is below our actual emissions. This will be addressed through better inventories in future and being transparent about the UN's current status and areas for improvements.
3. SUN proposed that Inventory Management Plans (IMPs) are required from each organization to state what was covered and what was not included in each inventory. The IMPs will not be published on Greening the Blue.

C. Outcome/Results/Action points

1. The GAP analysis will be finalized and shared with focal points; a conclusion with lessons drawn and ways to improve reporting will be provided.
2. Focal Points should contact Ariela D'Angiola with any queries and comments regarding their own organization.

Agenda item 5: Greening experiences at UNFCU

A. General information

Pamela Agnone (UNFCU) explained that the organization started their environmental sustainability work in 2006 with a green team and is now working to their Global Sustainability Program. The organization reports on greenhouse gas emissions and the work with Greening the Blue to share experience. They have achieved LEED silver certification for their building. UNFCU is also working towards the principles of the Global Impact.

Agenda item 7: Report from working group on new EMS software

A. General information

Shoa Ehani (UNEP/SUN) reported on the outcomes of the EMS Software Working Group meeting. A recent analysis document outlined the specific needs of any EMS software, considered several software solutions and also tried to chart a path in deciding whether to go for an off-the-shelve product or an in-house solution.

B. Suggestions

1. The benefit of homemade software is exact customisation to the UN. The expertise exists to develop a homemade solution. However, the key concern with this solution is the identification of a UN agency willing to host and maintain the software in the long term.
2. It was suggested that an EMS data analysis program running on an open-source platform would increase the availability of environmental management software to hard-to-reach UN offices. It was clarified that the confidential UN data would be hosted on private servers and that similar open-source systems are already in use across the UN.

3. A key concern is ensuring the presence of key personnel who can be held accountable for technical maintenance. A homemade solution using open-source software can also be a gift from the UN to those needing software to measure their environmental impacts.

C. Outcome/Results/Action points

1. The Software Working Group concluded that the IMG should (via SUN) go for a tender to purchase a new software system. The work will focus on procurement from a well-established company with expertise in this area. UN agencies are welcome to bid if they can build and operate a homemade system within a year (i.e. by January 2017), provide maintenance and support for 10 years, and abide by all terms of the procurement specification.

Agenda item 8: Report from working group on greening field operations

A. General Information

Patricia Kim (DFS) and Georgina Stickles (WFP) gave an update on progress within the Working Group on Greening Field Operations.

C. Outcomes/Results/Action Points

Isabella Marras informed the group that SUN will be meeting with the sustainability representatives from the Red Cross in Geneva in the following week. She will share the contact details with Patricia Kim and Georgina Stickles.

Agenda item 9: Environment Management System project progress

A. General information

Emma Håkansson and Kristina von Oelreich of the Swedish EPA, working with SUN, made a presentation describing their work and the EMS pilot projects being undertaken in the UN. The presentation focused on the result of a stocktaking exercise describing the development and implementation of environmental management systems (EMS) across the UN system, including recommendations.

A. Suggestions

The Stocktaking exercise report focuses on human resources in its existing strategies e.g. leadership, management and focal points. While this focus is important, the report should also include financial resources – both funds attached to systematic sustainability strategies but also unattached funds that have been integrated naturally and separately.

B. Outcomes/Results/Action Points

1. The Stocktaking exercise report of the implementation of Environment Management Systems in the UN system will be made available to Focal Points as soon as ready (December 2015); a letter will be sent to management of Focal Points with an executive summary of the report.

2. As a consequence of the emphasize on risk in the new ISO 14001, it was suggested to update the guidance material on EMS such as the initial environmental review template, to include specific examples of significant risks, associated risks, and solutions relevant to the UN.
3. The SUN team will coordinate sharing of reports regarding emission reduction efforts within the IMG. This is to encourage the formalization of sustainability process and create talking points for high-level management.

Agenda item 10: UN Experiences with LEED certification

A. General information

Mattias Meyerhans and Dave Nolan (IFAD) made a presentation on why IFAD chose to aim for LEED certification and how it was achieved.

Tony Daniels from Cycle Cities then talked about introducing LEED on behalf of UN Women in a section of a building and as a tenant in a historical building.

B. Suggestions

IMG members congratulated IFAD for their outstanding work and made the following comments/suggestions:

1. There are approximately 20 sustainable building standards around the world. The British and US standards are used most frequently but regional standards are also available. Ivan Balzevic offered to do a mock BREAM analysis of the IFAD building, just to see whether it would get BREAM 'excellent' or 'outstanding'. Matthias confirmed that IFAD would be happy to welcome him.
2. Anne Fernqvist (UNDP) has shared an analysis of the different standards with the Field Operations Working Group.
3. Dave Nolan explained that he believes that following the LEED protocol is as effective as an EMS. IFAD has achieved a reduction in emissions of 3.1% from electricity alone. This would likely increase if waste and procurement impacts were included.
4. Adam Rubinfield (World Bank Group) offered to share an analysis of different standards for country offices with Focal Points. One of the challenges WBG is having with LEED is the associated costs for consultants and certification.
5. Evelyn Nash (IMF) reminded the group that she was once a LEED certifier. IMF has looked at version 4 to get recertification. Dave Nolan said that the new version doesn't appear to take Europe into account. IFAD has therefore not yet made a decision as to whether they're going to go with version 4 or go quickly so they can use the current version.

C. Outcome/Results/Action points

1. Materials for the LEED certification will be collected from IFAD and distributed to focal points
2. Isabella Marras asked anyone interested in international standards to contact her
3. Isabella Marras suggested the next IMG should include a presentation on the different certifications available
4. Monika Kumar (World Bank Group) will share a link where Focal Points can compare LEED against GRI indicators.

Agenda item 11: UNICEF sustainability strategy

A. General information

William Abi Abdallah (UNICEF) gave a presentation outlining UNICEF's strategy on sustainability and progress in implementing the strategy.

B. Suggestions

1. Lorenzo Gavalli (ICAO) responded to William Abi Abdallah's question about the premium travel listing in the ICAO calculator. On the class of travel – the ICAO calculator methodology comes from the technical group of experts from different countries that meets periodically to discuss the methodology and updates. The World Bank released a report some time ago where they proposed a differentiation between classes of travel that goes beyond economy and business to include first class. ICAO confirmed that first class emissions are higher than those of business class – but if you include three classes of travel then economy class passengers should have a reduced footprint. It is an issue that ICAO will look into as soon as they have data on load factors and will then upgrade the software. For the time being ICAO is focusing on other upgrades including offsets from the EU Emission Trading Scheme – so these are already calculated to avoid double counting.
2. William Abi Abdallah was widely congratulated for UNICEF's progress and achievements and on having high levels of engagement with country offices. William Abi Abdallah explained that support from senior manager and field-offices had been invaluable. UNICEF also circulated research on how climate change affects children to all offices, which helped explain the rationale for action.

Agenda item 12: UN Women sustainability strategy

A. General information

Marianna Belsky (UN Women) talked about her organizations' work towards sustainability.

UN Women do not have dedicated staff member to work on sustainability. A part-time intern supports the sustainability efforts which means they struggle even with the greenhouse gas inventory.

Marianna Belsky introduced the group to the UN Women's Sustainability Framework. A discussion is underway within UN Women as to whether the approach should be described as a policy or a strategy.

B. Suggestions

IMG members made the following comments/suggestions:

1. Marianna Belsky was interested to know if other agencies are audited on their sustainability performance.
2. Shoa Eshani (UNEP) explained that UNEP was part of the Peer Review process. He also explained that organizations achieving ISO accreditation are required to have an audit.

3. Isabella Marras explained that SUN has an ally in OIOS which is a group of UN internal auditors in charge of assisting the UN Secretariat understand how GA decisions and commitments are implemented. Because there's no formal request from member states to do greening work, the overall UN Climate Neutral Strategy cannot really be audited by them. A mandate will make auditing possible.

Agenda item 13: Greening common services

A. General information

Oliver Bühler (UNFPA) and Luigi Demunnik (UNDG/DOCO) made a presentation on Greening Common Services using the Common Service Packages.

B. Suggestions

IMG members made the following comments/suggestions:

1. Adam Rubinfield asked about the process of moving from a solar PV plan to implementation. He also asked how individuals and organizations can join the Common Services Task Force?
2. Luigi Demunnik explained that the plan is for the Task Force to take a final look at the package before it is submitted for approval. Once it has the UNDG stamp of approval it will be distributed so that every Country Team has this package at its disposal.
3. Shoa Eshani asked how the information is shared with individuals and organizations that are not members of the Task Force. Luigi Demunnik confirmed that information is shared through the UNDG network – the Resident Coordinators, as well as the Community of Practice (cpn).
4. Isabella Marras highlighted the links to the Greening Field Operations Working Group. Luigi Demunnik explained that services are identified via the OMT survey. Decisions are informed by requests for common services i.e. LTAs, and the Business Operations Strategy (BOS) framework. Three main areas have been identified so far: Procurement, ICT and HR.
5. Oliver Bühler pointed out that not all the common service packages developed by the group will be green. Sustainability is not mandatory.
6. Isabella Marras asked if there had been any request for information on waste management. Oliver Bühler explained that the group just started. They might do another round of packages and that could include waste management. They need to raise it with the Business Operations Working Group (BOWG).
7. Georgina Stickles asked why guidance on solar is being introduced ahead of guidance on reduction efforts. She also asked if outcomes from the Greening Field Offices Working Group (i.e. tools etc.) could feed into the UNDG working group for consideration? Oliver Bühler responded saying the decision to focus on solar panels came from a high-level group. Specialists from the IMG are welcome to join the Task Force. Mitchell Hall from FAO is already on it, as is Georgina Stickles' line manager. Anyone else who wants to look over the drafts or suggest packages should get in touch with Oliver Bühler.

C. Outcome/Results/Action points

1. The Common Service Packages will be submitted for approval to the BOWG
2. An open invitation for participation in the Task Force on Common Service Packages (TFCS) has been issued for all member of the IMG
3. Coordination between TFCS and the Greening Field Offices Working Group is essential.

Agenda item 14: Waste management principles and practices**A. General information**

Ivan Blazevic (SUN) provided an overview of key waste management principles and latest global trends. This was followed by a presentation by Patricia Sungmin-Kim (DFS) about waste management policy and practice in the field.

Waste management is a basic human need. It sits alongside the provision of potable water, shelter, food, energy, transport and communications. Its importance is best represented in the fact that it affects at least half of post-2015 SDGs.

Accounting for global waste is extremely challenging due to, among other issues, differences and inconsistencies in classification approaches, definitions, units of measurement, maturity of practices, robustness of monitoring and infrastructure.

While it is difficult to predict future global waste trends, current projections show a significant rise in waste generation within urban centres of Sub-Saharan Africa.

Finally, both global and the UN waste problem can only be solved by looking further upstream into waste prevention and by transitioning from waste management within a linear economy to resource management associated with circular economy.

B. Suggestions

IMG members made the following comments/suggestions:

1. It would be helpful to have 10 principles relating to waste that could be shared with the country offices. These could be 10 'first steps' including links/case studies from other places.
2. A sample list of questions was requested to assist in management and selection of waste management contractors. Even in NYC it is difficult to know how effective recycling schemes are.
3. The report should suggest ways the flat files used for the greenhouse gas inventory could be improved with regards to waste data.
4. UNICEF is debating whether having three bins at each desk, or communal bins, is better. Dave Nolan explained that having centralized recycling bins is what helped IFAD reduce waste to landfill. Georgina Stickles said WFP is trialling this change now. They are starting with one floor and will feedback on how it goes. Patricia confirmed that in Peacekeeping they try to centralize waste collection but sometimes they don't have enough bins.
5. IMF give their contractor fee-based KPIs related to sustainability. The KPIs were very hard to meet. The contractor was required to achieve a % diversion from landfill – quite high percentages – or they would lose part of their fee. The challenge is that the people who pick up the waste are not paid to sort it. Performance has improved year on year.
6. Tina Mittendorf explained that FAO built their waste collection area on premises, and included a person who counted bags daily. Now they have a more accurate idea of how much waste they have, and better solutions.
7. Isabella Marras said putting in a clause into the cleaning contract is a good approach.

C. Outcome/Results/Action points

1. The work on waste management and water indicators will be associated and start as of December 2015.
2. SUN will do more work on waste management to assist the Focal Points and share experiences. It is hoped there will be additional funds to do more work at the end of the year. If any of the Focal Points are interested in working with SUN on this please get in touch with Isabella Marras.
3. SUN will share the [Global Waste Management Outlook](#) report with Focal Points.

Agenda item 15: Climate Neutral Now initiative and how it fits into the UN Climate neutral plans/ Update on ‘climate neutral organizations’

A. General information

Imogen Martineau (SUN), Miguel Naranjo and Anne Jona (UNFCCC) gave presentations on the recent launch of the *Climate Neutral Now* initiative, which offers organizations a way to purchase CERs and become climate neutral. It can be advertised within agencies also to encourage staff’s own climate neutrality.

Catherine Zanev (CEB) and Isabella Marras made a presentation about the path to climate neutrality as discussed in the CEB. The original implementation date for climate neutrality across the UN was set for 2020, however Christiana Figueres, the Executive Secretary of UNFCCC has suggested that this be moved to 2016. CEB informed SUN and the IMG on ways that the issue of climate neutrality can be presented – as a UN wide undertaking at COP.

Isabella Marras provided an update on preparations for COP21 and the CEB in November 2015. The United Nations System was invited to go climate neutral and sustainable by the Secretary General, but this was an invitation only and not a mandate. Brennan Van Dyke (UN Secretariat) has been working on getting the Second Committee to ask Secretary General to submit an Action Plan to climate neutrality and overall sustainability.

B. Suggestions

IMG members made the following comments/suggestions:

1. Focal Points were informed that the Secretary General is personally invested in Climate Neutrality and is very happy with work being done by the IMG. The UN Secretariat is meanwhile going through its own process towards climate neutrality.
2. Focal Points were told that the online platform through which UNFCCC expects to receive direct payments will be operational very soon, hopefully before COP 21. Next year, UNFCCC will introduce additional functionality that will cover further payment methods. The CERs of the Secretariat are procured on behalf of the other UN organizations come from an Adaptation Fund by the World Bank. So UN agencies are actually buying from the World Bank through the UNFCCC Secretariat. These CERs are an amalgamate of all CDM projects worldwide, so by buying these UN agencies are investing in all projects and helping the adaptation fund. In addition, there are thousands of other single CDM projects waiting to be uploaded but there is a process of preparation and approval that takes time.

3. Another question related to goals for number of projects or users. Why is there a decision to not include air travel in the direct calculation of inventories? UNFCCC is currently working to include air travel; it wasn't done from the beginning simply due to time issues. The goal is to see all project CERs purchased as soon as possible.
4. A final question was about management looking for proof of progress in our inventory exercise. Does UNFCCC only report agencies that buy offsets? The answer is that UNFCCC is not publishing a report (SUN does this via the *Moving Towards a Climate Neutral UN* report) so the information on climate neutrality is currently between Focal Points.
5. UN Secretariat (UNS) was invited by the Secretary General to become climate neutral and more sustainable. However, it should be emphasized that this was an invitation and not a mandate. Brennan Van Dyke of UNS has been working on getting a small set of member states who are interested in this idea to submit an Action Plan to the 2nd committee and get it approved by the Secretary-General so that this objective can then become reachable.

C. Outcomes/Results/Action Points

SUN to act on these suggestions on behalf of the IMG

Conclusions and next meetings

Isabella Marras thanked the Focal Points for their on-going participation in the work, the excellent efforts made during the year and the results achieved by many. She thanked the hosts again and indicated that the next on-line meeting will take place on 10th Feb 2016 and the next face-to-face meeting (possibly hosted by IFAD) will take place on October 2016 in Rome.

Conclusions from day one:

1. *Moving Towards a Climate Neutral UN* will be released on 27th November 2015. Organisations have time until 15th October to indicate whether they will be climate neutral or not for 2014 emissions
2. Waste management reporting will be mandatory as of 2016. A Working group on Waste Management, managed by Ivan Blazevic, will be set up to define how, based on last years' experience, waste management information can be collected and what training and support focal points need to report as accurately as possible.
3. The GAP analysis will be finalised right after the inventory exercise is concluded. The report will be shared with focal points; a conclusion with lessons drawn and ways to improve reporting will be provided
4. The *Climate Neutral Now* campaign offers to organizations a possible 'other' way to purchase CERs and become climate neutral; it can be advertised within agencies also to encourage staff's own climate neutrality;
5. The Stocktaking exercise of the implementation of Environment Management Systems in the UN system will be made available to Focal Points as soon as ready (December 2015); a letter will sent to management of Focal Points with an executive summary of the report.
6. The Software Working Group concluded that the IMG should (via SUN) go for a tender to purchase a new software system. If UN organisations want to develop the system (for the IMG) they are invited to respond to the tender and show their ability to deliver.

Conclusions from day two:

1. At the next IMG a session on building standards will be organised
2. The work on waste management and water indicators will be associated and start as of December 2015
3. Materials for the LEED certification will be collected from IFAD and distributed to focal points
4. The SUN team will consider at how to improve best practices sharing within the IMG and connect these with basic guidance on, for instance, waste management.

APPENDIX 1: Meeting participants

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43	Georgina Stickels	WFP	Facilities management	✓		Georgina.Stickels@wfp.org
44	Julie MacKenzie	WFP		✓		julie.mackenzie@wfp.org
45	Marina Maiero	WHO	Climate Change	✓		maierom@who.int
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47	Angiolo Rolli	WMO	Resource Management Department		✓	arolli@wmo.int

<p>19th Meeting of the Issue Management Group on Environmental Sustainability Management (IMG 19)</p> <p>Date: 8-9 October 2015</p> <p>Place: UNWomen HQ New York, USA - Room: 19-20 (19th floor)</p>	<p>IMG/ESM.19/Agenda</p> <p>Distribution: IMG members</p>
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**ISSUE MANAGEMENT GROUP MEETING ON
 ENVIRONMENTAL SUSTAINABILITY MANAGEMENT
 DRAFT AGENDA**

Day one, 8 October: (main) Focus on Measure and Reduce

Time (NY)	Item	Topic	Speaker
8.30		On-line meeting room opens	
9.00		Meeting starts	
9.00-9.30	1	Opening: <ul style="list-style-type: none"> - Welcome from the hosts - Update from the SUN Team - Review and adoption of agenda 	Isabella Marras
9.30-10.15	2	UN GHG inventory 2014 and Moving towards climate neutral report	Ariela d'Angiolo, Imogen Martineau
10.15-11.00	3	Moving towards a more complete inventory: Initial results on Waste Management reporting and what to do to facilitate reporting next year	Ivan Blazevic
11.00-11.15		Break	
11.15-12.00	4	GAP analysis of the UN GHG emissions inventory	Ariela d'Angiolo
12.00-12.30	5	Greening experiences at UNFCU	Pamela Agnone, UNFCU
12.30-13.30		Lunch	
13.30-14.15	6	<i>UN Women and gender policy in the UN system</i>	<i>Sharon Taylor UNWomen</i>
14.15-15.00	7	Report from Working group on new EMS software	Shoa Ehsani, UNEP
15.00-15.30	8	Report from Working group on Greening field operations	G.Stickels, WFP P. Sungmin-Kim, DFS
15.30-15.45		Break	
15.45-16.30 (45')	9	EMS project progress	<i>K. von Oelreich, E. Hakansson</i>
16.30-17.00		Space for focal points to bring up issues	

Day two 9 October: (main) Focus on Reduce and Offset

Time (NY)	Item	Topic	
8.30 - 9.00		On-line meeting room opens	Speakers*
9.00		Meeting starts	
9.00-9.15		Welcome, Summary of day one	Isabella Marras
9.15 – 9.45	10	UN experiences with Leed certification	Matthias Meyerhans, Dave Nolan, IFAD;
9.45-10.30	11	UNICEF Sustainability strategy	William Abi Abdalla, UNICEF
10.30-11.00	12	UN Women Sustainability strategy	Marianna Belsky, UNWomen
11.00-11.15		Break	
11.15-11.45	13	Greening common services	Oliver Bühler, UNFPA
11.45-12.45	14	Waste management principles and practices	Ivan Blazevic, Patricia Sungmin-Kim, DFS/DPKO
12.45-14.00		Lunch	
14.00-15.00	15	*Climate Neutral Now initiative and how it fits into the UN Climate neutral plans *Update on 'climate neutral organizations' *Coordination of IMG initiatives in preparation of COP21	Miguel Naranjo, UNFCCC Isabella Marras Catherine Zanev, CEB
15.00-15.45		Space for over time	
15.45-16.00		Conclusions, next steps & meetings	Isabella Marras

*Unless otherwise indicated speakers are from the SUN team