

Meeting of the Issue management Group on Sustainable Management in the UN System, IMG 20

Online, 17 February 2016

Meeting Report

Agenda item 1: Opening and adoption of agenda, Isabella Marras

A. General information

The chair of the meeting, Isabella Marras from SUN, welcomed the participants and introduced the agenda. Isabella gave a brief introduction of the SUN team members and stated the objectives of the meeting; to take stock of work progress and to plan future work.

B. Suggestions

None

C. Outcome/Results/Action points

- The agenda was adopted.

Agenda item 2: Moving Towards Climate Neutral UN 2015

2a) GHG Inventory 2015 - *The process (Ariela D'Angiola)*

A. General information

2014 Inventory results and challenges:

- Significant increase in the number of agencies that reported on their GHG emissions, from 49 in 2008 to 65 in 2015. This has also led to an increase in the total UN emissions reported.
- As of 2014 GHG inventory, the field agencies previously considered separate, such as DPKO, were merged into a single larger group named "Field missions". As they cover about 55% of the overall UN emissions, any change in their footprint will directly affect the overall UN emissions also in terms of distribution among the different emission sectors (air travel, buildings, etc.). It was highlighted that humanitarian emergencies also play an important role in the field organizations' emissions increase.
- In 2014, the completeness of the inventory was improved thanks to a larger number of agencies reporting for the totality of their offices (such as UNICEF)
- Overall, a downward trend for air travel per capita has been observed.

Highlights:

- Due to the field missions' wide contribution to the UN footprint, reporting on their emissions is key to produce a more accurate and reliable report.
- The 2015 GHG inventory will be launched at an earlier stage this year:
 - 15th August 2016 – Focal Points submission of the flat files

- 15th September 2016 – End of correction period and file submission; after this date submissions from agencies will no longer be accepted.
- 1st October 2016 – finalization of the inventory which must be ready for the next COP in November.
- 32% of organizations have claimed their climate neutrality for 2014, namely BRS, UNDP, UNV, IFAD, UNECE, UNWTO, IMF, UNEP, UPU, IMO, UNFCCC, WBG, Ozone Secretariat, UNFPA, WFP, UNAIDS, UNICEF, WIPO, UNCCD, UNOPS, WMO, UN Women (HQ only).

B. Suggestions

Recommendations for better reporting:

- The organizations' headcount should include both staff and non-staff (Consultants, etc.) to ensure the consistency of data at the UN-wide level and avoid anomalies. The wide use of UN per capita figures explains the need for reliable and consistent headcounts across the UN.
- Office facilities: 100% of offices (HQ and field/regional offices) should be included in the GHG inventory. Should the data for field offices not be available, average indicators could be used to estimate the overall footprint of the organization.
- Air travel:
 - Both staff and participant travel should be covered based on the principle of "who purchases the air ticket offsets its emissions". Should a ticket be co-funded by two organizations, the CERs will be purchased by the organization that actually made the ticket purchase request in the system, regardless of the fact that some funding will be transferred by the co-funder.
 - Premium travel should be reported as such, as the emissions associated to it are twice those of economy travel.
 - Lumpsum and Entitlement travel should be reported as well.
- Heating: Accurate reporting on the source of heating should be provided as the emission factor may vary widely. FPs are invited to contact Ariela D'Angiola should they need some further support. Specific attention should be paid to Geneva and New York offices.
- Offsetting by Facilities Managers: Information should be requested to the Facilities managers to ensure that no double offsetting is taking place.
- Completeness: 27 agencies, out of which 23 correspond to the UN Secretariat, are still not reporting their GHG emissions. Therefore, efforts to include the missing ones will be made to increase the accuracy of the inventory year on year.
- Personnel reporting: Agencies with offices in NY should make sure that their personnel is not reported twice by the mother agency and the NY office.
- Georgina Stickels from WFP informed that WFP has information on UN operated flights (UNHAS), and with the collaboration from agencies that use these services, they could estimate the emissions from these flights.

C. Outcome/Results/Action points

- The FPs experiencing problems with the scheduled submission dates are advised to contact the SUN GHG Focal Point, Ariela D'Angiola.
- The next GHG training will be held in March/April 2016, the date will be confirmed by the SUN team in the coming months. FPs attendance is recommended as the latest changes to the flat files will be presented.

- Emissions offsetting for the 2016 Inventory (2015 GHG emissions): All agencies willing to claim their climate neutrality for 2015 will need to have the CERs certificates ready ahead of printing of the next MTCN report (October 2016).
- CERs purchase: UNFCCC and UNOPS are the main providers of CERs in the UN system and will need to be informed by the organizations about their intention of becoming climate neutral by August (UNOPS) and September (UNFCCC), indicatively. The exact deadlines will be sent by the SUN team to all FPs as soon as available. Should the 2015 GHG data not be available at the time of the CERs purchase request, it will be possible to assume 2015 emissions similar to 2014 and purchase the corresponding CERs. For further information, the FPs are invited to contact UNOPS or UNFCCC directly. CERs purchased by other brokers will also be accepted.

2a) GHG Inventory 2015 - *The MTCN report (Imogen Martineau)*

A. General information

The Moving Towards a Climate Neutral UN will be produced in October 2016 to be ready for the next COP in November 2016.

B. Suggestions

- It was suggested to also have an A4 format of the MTCN poster with some introductory information on the top to be shared during meetings with Senior Management. Ideally, a simplified format easy to print and to carry - to be included in the SUN press package - should be produced. The discussed format options are: booklets, pamphlets, dashboard. Tina Mittendorf from FAO will share IFAD's pamphlet with the SUN team (Isabella Marras and Imogen Martineau).
- Georgina Stickels from WFP suggested including some space for Focal Points to add their agency's key statistics (% emissions variation, etc.) to provide senior managers with a comparative overview of the UN environmental performance.

C. Outcome/Results/Action points

- The next MTCN report will likely have more infographics and a new format. The Focal Points are therefore invited to suggest the preferred format and share any successful posters/flyers used in other organizations.

2a) GHG Inventory 2015 - *New features in ICAO calculator (Ted Thrasher)*

A. General information

- The new version of the ICAO calculator will be launched in June 2016. FPs might decide to prepare the air travel portion of their inventories using the former version of the calculator before June 2016. ICAO indicated that the format of the input will not change, so the data entered in the current calculator can be copied and pasted into the updated calculator when it becomes available, in order to have a higher degree of accuracy.
- The new features of the air travel calculator include the following aspects:
 - Avoid double offsetting by deducting the emissions already offset as a result of the EU Emissions Trading System (EU-ETS). Emissions in excess of the allowances issued under the system from intra-European flights are offset and the update to the ICAO Carbon Emissions Calculator automatically accounts for this.

- Additionally, it will be possible to include and mark flight legs not taken by air (train, etc.) and flight legs that should not to be considered in the GHG counting so that they are properly excluded from the inventory.
- Gaps for most aircraft have been filled and a larger number of airport codes included.
- A new type of fuel is included in the new version of the calculator.
- A cargo emissions methodology has been approved by ICAO's Committee on Aviation Environmental Protection and a dedicated calculator is under development.

B. Suggestions

None

C. Outcome/Results/Action points

- Information on the cargo emissions methodology will be exchanged with UPU to avoid double offsetting for postal operators.
- ICAO will start discussions with the Field agencies that deal with UN operated/humanitarian flights to further refine the portion of the calculator aimed at these operations.

2a) GHG Inventory 2015 - *Umoja challenges (Shoa Ehsani)*

A. General information

The transition to Umoja has affected the capacity of easily gathering the annual air travel emissions for the UN Secretariat agencies. However, UNEP in collaboration with the Umoja team in NY have finally come up with a travel report whose flight details will need to be manually copied into the ICAO air travel calculator to estimate the annual air travel emissions for 2015. Among the positives, the report includes both lumpsum travel and the type of traveller.

B. Suggestions

- UNSG agencies were warned that the flight data collection process should start well ahead the next GHG inventory deadline as it took 8 months for UNEP to receive a travel report in the right format.

C. Outcome/Results/Action points

- ICAO has reached out to the Umoja team to jointly develop a solution that would streamline the process in the future.

2b) Waste and water management working group - *Waste reporting 2015 & Training options and dates (Ivan Blazevic)*

A. General information

IMG Working Group on Waste and Water Management was founded in December 2015 comprising over 10 agencies. To date the group has had two meetings where TORs and Work Plan were agreed.

B. Suggestions

None

C. Outcome/Results/Action points

- The first outputs from the work plan will be a revised waste accounting spreadsheet and a list of benchmarks and terminology related to waste accounting. It is hoped that these initial outputs will be finalised by April 2016.
- Following from this, the working group will start the work on developing a 10-step guide to better waste management as well as an online training module on waste.
- The guide is currently due to be ready by July 2016 and no deadline has been set for the training module yet.
- The group will also look at a suitability of limited-timeframe waste accounting methodologies in order to assist with data collection.
- Regarding water management, the group plans to start detailed discussions during the second half of 2016. UNFPA expressed some concerns about the proposed deadline, as they would need the waste report format as early as possible for them to be able to integrate the waste reporting sheets into their calculator and have enough time to collect the information. UNAIDS as well mentioned that their waste reporting might be postponed to 2017.
- The organizations are not expected to have a fully complete inventory as of 2016, but to improve the completeness of their waste inventory year on year, and especially as of 2017, once the training sessions will be provided (expected for mid-2016).
- Focal Points may request online meetings with Ivan Blazevic (SUN team) to discuss their specific needs as well as in person meetings in Geneva.

<p>Agenda item 3: A proposal for sharing information on emission reduction techniques, Imogen Martineu</p>

A. General information

Imogen Martineau gave a brief background to this agenda item. A number of IMG Focal Points have asked SUN to provide a better means of capturing and sharing experiences and technical information regarding environmental sustainability measures. If, for example, a Focal Point would like to implement a measure to reduce certain emissions, he/she should be able to easily get in contact with another UN organization that has already implemented similar measures. It needs to be decided how the communication concerning this can be improved. Previous channels, such as a Wiki on UNITE, have not been very successful. Imogen Martineau, Mitchell Hall and Anne Fernqvist, have discussed present challenges and possible solutions. The exact needs of the Focal Points should be identified, and so should the problems with the existing tools. A possible solution could be developing our own search engine to put on the secure area on the Greening the Blue website. We would have more control over a tool that is developed specifically for this need. The content in the system should be tagged from a drop-down list with predetermined tags. These tags could contain different search options such as material (water, gas etc.) and regional area (Switzerland, Thailand etc.). A quote and budget will be developed for this.

Isabella Marras suggested that content to the information bank could be collected once a year, e.g. in connection to the GHG inventory. It will be a collaboration tool, and the agencies will be requested to contribute with detailed descriptions on emission reduction

measures, and also financial investments. The SUN team will not be able to invest in the tool creation at present.

B. Suggestions

The following comments were provided by IMG members:

- FAO and ILO expressed their support to the initiative of sharing examples, and FAO expressed their hope that many UN agencies will contribute and put documents online.
- UNFPA questioned the advantages of a new tool compared to UNITE, and also UNFCCC suggested that it should be possible to use UNITE or other existing tool for this purpose.

C. Outcome/Results/Action points

- The exact needs of the Focal Points should be identified
- Both the problems and the possibilities with the existing tools should be identified
- If the existing tools such as UNITE are considered not being sufficient, a quote and budget will be developed for a new search engine on GtB

Agenda item 4: UN buildings inventory, Ivan Blazevic

A. General information

Ivan Blazevic outlined the work he is doing in conjunction with SUN in developing a database of UN owned building assets (facilities) of greater than 5,000 m². The aim of the project is to be able to tackle issue of UN facilities from a point of information and best practices. Benchmarking can also help as an analysis tool for facility managers. The scope of the project is global.

B. Suggestions

None

C. Outcome/Results/Action points

- The questionnaire for the building inventory is on UNITE Connections. It can also be emailed to Focal Points. Data shall be treated confidentially.
- Focal Points were asked to participate in helping obtain data.

Agenda item 5: Progress on EMS, Kristina von Oelreich, Emma Håkansson and Imogen Martineau

A. General information

a. The stocktaking exercise

Kristina von Oelreich (Swedish EPA) presented the status of the work on the stocktaking exercise report. The stocktaking exercise is being finalized and the Executive Summary will be distributed during March. The report will be available on both UNITE and the Swedish EPA website soon.

b. The four EMS pilots

Kristina von Oelreich (Swedish EPA) introduced the work progress of the four EMS pilots in New York, Nairobi, Bangkok and Goma. Site visits are scheduled for Nairobi and Bangkok during spring.

c. Site visit at MONUSCO, Goma

Emma Hakansson (SUN) gave a summary of the site visit in early February and the meeting with the environmental officer Tom Sengalama and the MONUSCO EMS team. Interesting learning from the visit was related to waste management. MONUSCO outsources paper waste management to an organization that works in a nearby village. The paper and cardboard is processed and turned into “briquettes” that are used as fuel. 50% of the briquettes are given to the refugees in that area and the remaining 50% is sold. In this project, 600 people are employed and among them 400 are women.

d. A new EMS animation

Imogen Martineau (SUN) reported about a new EMS animation. A 3-minute EMS animation will be available from April. The animation is supposed to demonstrate the work of EMS and to engage UN staff in the EMS process.

B. Suggestions

- There is a cheap way to improve the cook stoves: line the inside or outside of the stoves with baked mud, which would make them more energy efficient.
- More communication work is needed among the organizations to raise the understanding among more staff on what EMS is about and how the work is done.

C. Outcome/Results/Action points

- It was suggested that the Focal Points strengthen the communication on the key values of an EMS, with their senior managers and staff.

Agenda item 6: Environmental management at ILO, Carolina Ferreira
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A. General information

The presentation from Carolina Ferreira (ILO) aimed at sharing experience of environmental management system in ILO with other organizations.

In 2007, as a response to Ban Ki-moon's call of “go green”, ILO issued “Measures to protect the environment in ILO workplaces” and established a “Greening Task Force” to work on energy savings and environmental measures. Straight after, ILO developed the Strategic Policy Framework 2010-2015 and a programme and budget regarding an improvement. Measures were taken in the field of recycling, energy-saving, transportation and communication. An Initial Environmental Review (IER) was done covering the time period from 2012 to 2013, as a step towards more systematic environmental management.

An ILO environmental sustainability policy and an Office directive were published on 11 January 2016. The new policy embraces all ILO programmes, projects and operations at headquarters and 48 external offices. The aspects of GHG emissions, travel, energy efficiency, sustainable meeting, waste and water management, etc. are included. The

Office Directive is the implementation of the new policy. An office-wide Environmental Sustainability Committee (ESC) is established, which is chaired by the Deputy Director General of Management and Reform (DDG/MR) and supported by Facilities and Green Jobs. Biennial Action Plans will be formulated.

The next steps of ILO is to finalize the action plan and monitor progress in the following two ESC meetings. Carolina emphasized the importance to improve communications and ensure continuity of the EMS. The biggest challenge is to identify best manners to reflect the policy's large scope in the action plan.

B. Suggestions

The following comments were provided by IMG members:

- It is very useful that the experience is shared. The quick development process of the new policy is impressive.
- The correlation between the increment of video conference and the decrease of environmental impacts is not determinable.

C. Outcome/Results/Action points

- Emma Hakansson (SUN) proposed to organize an online seminar where tips on video conferences and experience from Swedish EPA and UN organizations can be shared. The Focal Points supported the suggestion.

Agenda item 7: Conclusions, next steps and meetings, Isabella Marras

Isabella Marras (SUN) concluded the meeting with a wrap-up of the main findings and follow-ups to the meeting.

- SUN will send a bulletin to the focal points with deadlines, the Climate Neutral roadmap and other relevant information.
- The GHG and waste inventory training will be held in March/April.
- The next IMG online meeting will be rescheduled to later in June.

Isabella Marras (SUN) thanked the participants and closed the meeting at 17.56.

The meeting minutes have been compiled by Emma Hakansson, Yimin Li, Flavia Reale and Shoa Ehsani.

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30	8 more only telephone numbers			