

**Meeting of the EMG Issue Management Groups  
on C-Neutral and Sustainable Procurement**  
**Venue:** World Bank Headquarters, Washington D.C.  
**Date:** 25-27 June

**Draft Programme of work**  
As of 22 June

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**Monday 25 June**

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**9:00-9:45      SESSION 1: Introduction**

**Opening:**

Janos Pasztor (Director, EMG Secretariat)

**Welcoming remarks:**

Warren Evans (Director, Environment Division, World Bank)  
Olav Kjørven (Director, Bureau for Development Policy, UNDP)

**Introduction:**

Janos Pasztor

Background information on the EMG, its work on C-Neutral and Sustainable Procurement, as well as on the initiative of the UN Secretary-General. Presentation of the programme of work and expected outcomes of the meeting

**9:45–10:30      SESSION 2: Overview: sustainable management practices  
(Overview of C-neutrality, sustainable procurement, facilities  
management and their inter-linkages)**

**Objective:**

Introduction to the key issues in the area of sustainable management practices, with specific references to C-neutrality, sustainable procurement, and facilities management, and the linkages between these

**Speakers:**

World Bank (Judith Moore)

UNDM: tbc

IMF: tbc

**Short discussion**

**10:45-11:00 Coffee Break**

**11:00-13:00 SESSION 3: Review of the existing Initiatives on C-Neutrality and Sustainable Procurement (experiences of agencies, key policy issues)**

**Objective:** to exchange experience on existing initiatives to better understand the problem, lessons learned, and possible solutions.

**Speakers – C-Neutral Initiatives**

World Bank: (Judith Moore- presentation: Overview of the Bank's C-neutral initiative and links to sustainable procurement, Sarah Matheson will expand on the Initiative)

UNFCCC: (Kanwar Sachdeva, Chief Procurement and General Services)- UNFCCC green meetings, experiences of the UNFCCC on regular reporting of emissions according to ISO standards, and experiences in making UNFCCC events C-neutral,

UNEP – GRID/ARENDAL: tbc

IMF: tbc

IADB: tbc

Norway: (country committed to be C-Neutral-tbc)

**Speakers - Sustainable and socially responsible procurement**

IAPSO: tbc

UNOPS: tbc

UNDM: tbc

UNPS: Jacqueline Schroeder

**Short discussion**

**13:00-14:00 Lunch Break**

**14:00-15:45 SESSION 4: C-Neutral – Overview**

**Objective:**

Inform the meeting on the planned work of the EMG in this area, and the expected outcomes. Also, provide an overview of key concepts, definitions, and the need to delineate boundaries.

**Speakers:**

UNEP (Aniket Ghai)  
Introduction to the work of the EMG on C-neutral, including expected achievements in the short- (2007) and mid-term (2008).

UNEP (Martina Otto)  
Definitions, boundaries, implications of going carbon/climate neutral.

**Short discussion**

**15:45-16:00 Coffee Break**

**16:00–17:30 SESSION 5: C-Neutral - Inventories, Calculation of Carbon footprint, corporate accounting and reporting standards.**

**Objective: to find answers to the following questions:** What are existing accounting modules or standards? How have they been developed? Who is using them? What do they encompass? What other options/competitors to the standard are out there? How can the EMG help identifying or developing common approach for preparing inventories of emissions?

**Speakers:**

Taryn Fransen (World Resources Institute)  
GHG Protocol, how it was developed, who's using it and what else might be out there.

Sarah Matheson, (World Bank)  
Experience of the World Bank in developing its inventory scope and methodology used and findings

**Short discussion**

**15:45-16:00 Coffee Break**

**16:00-17:30 SESSION 6: C-Neutral - Mitigation strategies**  
Energy efficiency and green building experiences (e.g: LEED Initiatives)  
Existing modules that can be replicated in the UN system

**Objective: to understand the range of mitigation options available to reduce emissions by UN organizations.**

**Speakers:**

Leela Menon (World Bank) Bank's energy efficiency and green building experiences.

UNDM: tbc

IMF: tbc

UNPS: tbc

**Short discussion**

**17:30-19:00 World Bank RECEPTION**

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**Tuesday 26 June**

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**9:00 – 10:45 SESSION 7: C-Neutral - Offset measures**

**Objective: to review the available options for offsetting emissions, and to discuss how we might achieve common approaches**

**Speaker:**

Alexandre Kossoy, World Bank Carbon Finance Unit  
Overview of the carbon market, voluntary or compliance markets (VERs, vs. CERs). Sustainable development considerations.

**Short discussion**

**10:45-11:00 Coffee Break**

**11:00-12:30 SESSION 8: Implementation and monitoring, costs and benefits of becoming carbon neutral, short and long term measures**

Overall discussion on costs and benefits associated with mitigation and offsets. What analysis has been prepared and what the EMG can build on to add value and eventually prepare a cost benefit analysis for UN to become C-Neutral?

A centralized or decentralized implementation by one or a few organizations, provision of broad policy and standard setting to allow each organization and duty station to put policy into practice with workable ideas.

**Speakers:**

IADB: tbc

UNOPS: tbc

World Bank: Tbc

**Short Discussion**

**12:30-14:15 Lunch Break**

**14:15-15:45 SESSION 9: C-Neutral - Effective communication, exchange of information and knowledge management.**

How to make available for the UN system and the public a reliable source of information on policies, guidelines, training manuals, and successful initiatives on C-neutral? How do we communicate our success?

**Speakers:**

WRI: tbc

IADB: tbc

World Bank: tbc

**Short Discussion**

**15:45-16:00 Coffee Break**

**16:00-17:30 SESSION 9: C-Neutral - Specific EMG deliverables in short and long terms**

Janos Pasztor (Chair)

**Discussion**

**Expected outcome:**

Work programme and deliverables for the EMG, including:

Preparation of a C-neutral policy for the UN, agencies and programmes;  
Guidelines on inventories, on mitigation measures, and on offset possibilities;  
Communications and knowledge management strategy;  
Monitoring, evaluation.

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**Wednesday 27 June**

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**09:00-11:00 SESSION 10: Sustainable Procurement**

**Objective:**

Introduce the work of the EMG on Sustainable procurement, the survey of the EMG and its conclusions and discuss the follow up actions

**i) Introduction**

**Speaker: Isabella Marras (UNEP DTIE)**

Background of the IMG  
Membership of the Group  
Review the TOR of the Group and its membership  
Expected outcome of this meeting

**ii) Definition of sustainable corporate procurement and findings of the EMG survey on SP in the UN system**

**Speaker:**

Isabella Marras (UNEP DTIE)

A picture of the current status of procurement practices in the UN in relation to sustainable development, a selection of current SP initiatives and review of the survey's recommendations on what could be done to integrate sustainable development provisions into UN procurement policies and practices

**iii) Current trends in sustainable procurement practices and projects as well as sustainable facilities management, best practices and lessons learned**

**Speakers:**

Janine Ferretti (IADB- Director, Environment Division)

World Bank: tbc

**Short Discussion**

**11:00-11:30 Coffee Break**

**11:30-12:30 SESSION 11: How do we move forward on Sustainable Procurement**

**Objective: to discuss key recommendations from the EMG survey on Sustainable Procurement, in order to provide guidance for implementing the next steps.**

**Key Issues**

Open discussions on how to go ahead (based on the proposals of the EMG survey). Should the IMG be on SP or on making the UN more sustainable (this could include procurement, facilities, and staff awareness)

Provision of a high level endorsement of SP principles and guidelines

Common initiative for SP awareness raising and training within the UN system

UN wide guidelines for a more environmentally and socially responsible procurement

Minimal standards for the 10 most purchased product categories

Harmonization of SP practices

Develop a specific monitoring system

Linkages with facilities management

Linking SP to the UN Capital Master Plan to enhance the work in progress to green the UN headquarters.

**12:30-14:00 SESSION 12: Concluding meeting of the two IMGs \***

**Chair:** Kristalina I. Georgieva (Acting vice president, sustainable development, World Bank)

Summary of the discussions of the two IMGs, and ways forward (Janos Pasztor)

**Discussion**

**Concluding remarks by the chair**

Closure of the meeting

\*Sandwiches will be provided, but no formal lunch-break, in order to allow early closure so that those with afternoon flights can leave.