



# United Nations Environment Programme

برنامج الأمم المتحدة للبيئة • 联合国环境规划署  
PROGRAMME DES NATIONS UNIES POUR L'ENVIRONNEMENT • PROGRAMA DE LAS NACIONES UNIDAS PARA EL MEDIO AMBIENTE  
ПРОГРАММА ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ ПО ОКРУЖАЮЩЕЙ СРЕДЕ

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11 June 2007

Dear Colleagues,

I would like to invite you to the **first meeting of the Issue Management Group (IMG) on Climate, or Carbon Neutral UN (C-Neutral)**, and to the **first meeting of the IMG on Sustainable Procurement**, to be held on **25-27 June 2007 in Washington D.C., kindly hosted by the World Bank**. Recent background information on the EMG can be found on the EMG website under "Events and Meetings", and also in the June 2007 Update sent to the EMG, also available from the website, under "News".

This invitation is addressed to those who have already expressed interest in contributing to the development of these issues (see details in the Annex). If there are other colleagues who wish to participate, please let the EMG secretariat know at your earliest convenience.

You may recall from the above mentioned update that we would focus our initial energies on these two issues, in the context of an overarching approach of the sustainable management of UN facilities and operations. Given the linkages between the two issues, including the fact that in a number of organizations the same divisions or persons may be responsible for these, we felt that organizing these two events back-to-back, with a joint introductory session would be sensible. Furthermore, the opportunity of responding to the invitation of the World Bank to host the meeting in Washington DC could not be missed, where a number of agencies have extensive experience on C-neutrality, and Sustainable Procurement (e.g., World Bank Group, IADB, WRI, etc.).

Given the requests made to the EMG by the Secretary-General's Policy Committee in 2006 and 2007; the intensification of efforts in the area of climate change at all levels; and the recent initiative of the UN Secretary-General to make the UN climate neutral, the pressure is on the EMG to move quickly. We need to prepare the ground for a possible high-level strategic decision by the UN Secretary-General, and hopefully by as many executive heads of agencies as possible to adopt a commitment on C-neutrality well before the end of this year.

There is also strong demand that the UN puts its house in order and commits itself to more sustainable patterns of procurement and facilities management. A few years ago the EMG started an issue management project on sustainable procurement, and UNEP's Division on Technology, Industry and Economics prepared an analytical paper to launch work in that area. We are now ready to consider that paper, and decide how best to proceed. Preparing a similar strategic decision on sustainable procurement at the same time as the C-neutral would make sense.

Given these pressures, we felt that this meeting had to be organized before the end of June, to give us enough time afterwards to deliver the outputs needed.

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Environment Management Group (EMG)

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The key objectives of the meeting would include the following:

1. To establish the EMG Issue Management Group on UN C-Neutrality including its objectives and expected outputs, as well as its work plan and resource needs for 2007 and beyond.
2. To revive the Issue Management Group on Sustainable Procurement, considering previous work accomplished, and then preparing a new terms of reference for the group, including its objectives and expected outputs, as well as its work plan and resource needs for 2007 and beyond.
3. Agree specifically on how the two IMGs above need to be tailored to directly support the initiative of the UN Secretary-General to "Green the UN", including the designing of a package of strategic policy decisions for consideration of the UN Secretary General and respective executive heads of UN agencies by September 2007.

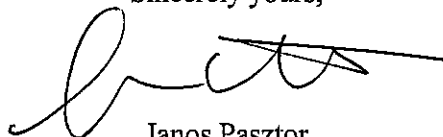
If the meeting is successful in reaching the above objectives, the outcome will include a detailed Terms of Reference for the two IMGs, including objectives, outputs, resource needs and work plans, as well as specific references to how the initiative of the UN Secretary-General will be supported.

We are planning to start on Monday, 25th with a joint session in the morning, looking at the overall objectives, and listening to a few presentations on case studies, and relevant issues. In the case of C-neutrality, the key issues relate to methodologies for inventories, nature of different offset mechanisms, and mitigation strategies to bring down the emissions. For Sustainable Procurement, the key issues are: high level endorsement, internal capacity building and work on awareness, linkages with facilities management and development of product specific guidance. On Monday afternoon, and most of Tuesday we expect to deal with C-neutrality. We would then start work on Sustainable Procurement on Tuesday evening, and continue most of Wednesday, to close with a brief joint meeting on Wednesday evening. A more detailed annotated agenda, as well as relevant background papers is being prepared, and will be sent to you shortly.

With this, and given the time constraints, I would highly appreciate if you could kindly let us know your availability to attend this meeting at your earliest convenience. You may wish to send your response to me or to Hossein Fadaei (hossein.fadaei@unep.ch, copy to emg@unep.ch) who is coordinating the organization of the meeting.

I look forward to working with you in successfully making the UN adopt C-neutral, and sustainable procurement practices as soon as possible.

Sincerely yours,



Janos Pasztor  
Director, EMG