

**Report on the meeting of the EMG Issue Management Groups  
on a Climate Neutral UN and Sustainable Procurement**  
World Bank Headquarters, Washington D.C., USA  
25-27 June 2007

**Background**

1. Following the meetings in 2006 and 2007 of the UN Secretary General's Policy Committee, requests were made to the UN Environment Management Group (EMG) to take a leading role in greening the UN and making the UN climate neutral. The Secretary General announced on 5 June his commitment to lead by example on these issues.
2. In response to this, the EMG constituted an open-ended Issue Management Group (IMG) on a Climate-Neutral UN and reconvened the IMG on sustainable procurement that was established in 2004. These Issue Management Groups met from 25-27 June 2007, hosted by the World Bank at their Headquarters in Washington DC. The meetings were organized back-to-back given the inter-linkages between the issues.
3. The final programme and list of participants are contained in Annexes I and II respectively, while the presentations made during the meeting may be downloaded from <http://www.unemg.org/document/IMG%27s%20Washington.php>. The membership of these IMGs includes the organizations listed in Annex II. The membership, however, is open-ended, and others in the EMG may join at any moment.
4. The back-to-back meeting of the two IMGs was preceded by an introductory session, dealing with both subjects, and the linkages between them.

**Part 1: Issue Management Group on a Climate Neutral UN**

**Background**

5. The UN Secretary General's Policy Committee decided, in 2006, that the UN should encourage steps to reduce emissions from UN operations and that the Environment Management Group will study the feasibility of making the organization carbon-neutral.
6. The Policy Committee at its recent meeting in February 2007 recalled its last year's decision on greening the UN and requested the EMG and the UN Department of Management to take the necessary steps, including measures such as:
  - a) Active fund-raising for the implementation of the emissions-reduction plans;
  - b) Continuing the pilot project regarding United Nations Office at Nairobi (UNON) premises;
  - c) Study the feasibility for integrating such efforts into the plans for the renovation of UN headquarters; and
  - d) Undertaking a review of procurement procedures and waste management practices; and continue to make more UN meetings climate-neutral.

7. In response to these decisions, the EMG Secretariat in collaboration with the UNDESA, solicited EMG members' views and contribution on how to make the UN system carbon neutral. The EMG Secretariat also assisted in the preparation of a UNEP proposal on "Greening the United Nations" which was shared, discussed and commented on by UNFCCC and UNDESA.
8. Based on the views and suggestions provided by the UNFCCC, UNEP and UNDESA, an informal teleconference was organized on 26 April with these organizations. The teleconference discussed definitions of carbon neutral and climate neutral, existing initiatives and policy decisions on carbon neutrality, the scope and approach for an EMG exercise and the EMG short and long terms deliverables. The meeting suggested that the EMG establish an Issue Management Group on the issue.
9. Consequently, an IMG on a Climate Neutral UN (C-Neutral UN) was established at the meeting in Washington DC, which met for the first one-and-half days. At this meeting, it reviewed the definition of concepts, existing initiatives on climate neutrality by participating institutions, methodologies used, and lessons learned.
10. Another session took place on inventories and mitigation strategies, with presentations of methods and best practice. Another session addressed offsets, the carbon market, certified emissions reductions (CERs), verified emissions reductions (VERs), volumes of transactions and prices, quality control, and standards. The final session reviewed implementation and monitoring, including costs and benefits associated with climate neutrality. The full programme is contained in the Annex I to this report, while additional information on the presentations is on the EMG website (see paragraph 3 above).

### **Next steps for follow-up**

11. There was agreement by participating agencies to move forward with a package for September, which would comprise:
  - a) a statement by the Secretary-General and by as many Executive Heads as possible announcing the decision that the operations of the UN family will become climate neutral in 2008.
  - b) a background paper to support the decision outlining some of the issues, providing guidance on areas where there is broad agreement for a common approach, options that have been identified in discussion, as well as areas where additional work would be needed.
  - c) a fact sheet for each agency or organization member of the EMG, and willing to join the "C-neutral club" of agencies, providing an initial, first order estimate of each organization's inventory of greenhouse gas emissions.
12. With regard to a) –c) above, there was, in addition, agreement on the following:
  - a) The EMG will prepare the background paper with the support of a technical group on inventory and offset issues comprised of technical experts designated by the ILO, IMF, UNDESA, UNDP, UNEP, UNFCCC and the World Bank. The EMG secretariat should be informed of the names of the designated colleagues as soon as possible, but before 11 July.

- b) The EMG secretariat will prepare approximately 40 fact sheets (one for each of member of the EMG) in full cooperation with the organization in question, which is requested to designate a focal point for the provision of data necessary for preparing the inventory at the latest by 11 July.
- c) UN agencies will be encouraged to use the GHG Protocol of the WRI/WBCSD for the calculation of GHG emissions (which is equivalent to the ISO Standard). Organizations will have the flexibility to set their own boundary conditions, but these must be explained. The recommended initial scope of coverage is the emissions associated with Headquarters operations, but field operations may be included too. However, at this point the exercise is limited to the operations of the UN offices and staff, and does not cover in-country operations through projects.
- d) “Climate neutrality” must be of high-quality as defined by the consistent and transparent inventories as well as reasoned choice of offsets and other relevant parameters. It is such “quality” that will make the UN credible, inspire others and contribute to bench-marking.
- e) To publish regular progress reports in the public domain with data on emissions and overall performance in order to ensure transparency and to inspire others.
- f) To be credible, targets will be set out for emissions reductions, which will include, inter alia, measures to reduce air travel and also improve energy efficiency of buildings. These targets would be set after each organization has reviewed their emissions inventory, including, as appropriate, doing energy audits, identifying low hanging fruit, etc. The commitment to set targets should be included in the September statement.
- g) With regard to offsets, more discussion is needed on the relative merits of certified emissions reductions (CERs) and verified emissions reductions (VERs), as well as different standards that have been developed. There was agreement that at a minimum, there was a need to define criteria to guide which offsets are purchased by the UN. Other important issues include the mechanism for the procurement of offsets and the source of funds for the purchase, including the identification of innovative sources of funding.

13. Throughout its work, the EMG will liaise with the team supporting the Capital Master Plan in New York, to ensure that results of the EMG’s work can be made use of as soon as possible in the renovation of the UN Headquarters building.

### **Schedule for delivery**

14. There is a need for an immediate and rapid response given the spotlight on these issues and upcoming 24 September High-Level event on climate change convened by the UN Secretary-General and the UN Climate Change Conference in Bali from 3-14 December. Consequently the work on a) - c) above will take place between July-August.

15. The schedule for preparation of the background document is as follows, with preparation of the fact sheets taking place in parallel:

First draft of analytical paper on a Climate Neutral UN sent to IMG	6 August
Consultation / comments by IMG members by	13 August
Second draft of paper will be sent to full EMG membership by	16 August
Consultation and comments by EMG members by	28 August
Final draft	31 August

## **Part B: Issue Management Group on Sustainable Procurement**

### **Background**

16. There is increased public scrutiny on how the UN operates and the environmental impact of its activities. At the eighth meeting of the EMG in Nairobi in September 2004, UNEP was tasked with carrying out a survey on the implementation of Sustainable Procurement in UN operations and work practices. UNEP lead the survey process and worked in close consultation with procurement departments of fifteen major UN agencies. Key partners in this process have been: UN Procurement Services, UNOPS, IAPSO, UNDP, and ILO.

17. The survey highlighted an interest from several procurement offices of UN agencies towards more sustainable procurement practices but also a lack of capacity and tools to do so. The report highlights how:

- a) Sustainable development is present as a concept in UN procurement, although different terminology is used; some initial steps are being taken to include environmental or social considerations in purchasing;
- b) No coordination or guidelines exist across the UN system. Agencies take action on their own, often as a result of motivated procurement officials.
- c) Procurers are open to include sustainability in their work, but they need a legal mandate through a formal decision taken at the level of the executive heads of the respective agencies, adapted legal documents and procedures, supported by training and well-targeted specific information (database or clear guidelines per product category).

18. The report also makes concrete suggestions on how to advance the integration of sustainability in UN procurement policies and makes suggestions on what the role of the EMG could be in such a process. In particular the following actions are suggested:

- a) *Policy recommendations:*
  - i. provide high-level support resulting in legal mandates;
  - ii. set the bar;
  - iii. designate a champion; and
  - iv. systematically document initiatives.
- b) *Programmatic recommendations:*
  - i. increase the focus on upstream activities (prescreening of vendors, project drafts etc.);

- ii. develop an internal education and awareness strategy for all UN staff (CD-ROM, posters, intranet, etc.);
- iii. develop specific tools for procurers (checklists for procurers and for vendors; standard terms of reference for most-purchased products in different languages; insert sustainable procurement in existing training efforts; etc.); and
- iv. information sharing and reporting of cases studies.

19. Participants at the IMG meeting on sustainable procurement agreed overall with these recommendations and stressed the importance of raising staff awareness. The importance was also emphasized of considering this work as not only as a procurement matter, but also an issue involving the various other internal actors within the UN system, such as staff unions and human resources services, legal services, and others. Finally, the need was stressed to consider Country systems and how these can influence and interact with the efforts to work of making the UN more sustainable. All participants also agreed on the need to further discuss how to develop a system to monitor and benchmark progress on the way sustainable development is integrated into the UN procurement and facilities management.

20. The IMG discussions on sustainable procurement focussed on the results of the study and on reactions to and observations about its conclusions. These conclusions served as a base to define priority actions for the inclusion of sustainable development considerations in how the UN system manages its corporate procurement (including facilities management) at headquarters and main offices.

### **Next steps for follow-up**

21. The discussions resulted in an agreement on a series of actions for the EMG. If the EMG were to take responsibility to lead the work (and raise the funds for it), the various agencies would collaborate to joint efforts by contributing technical knowledge and policy advice, and where possible would make available human resources.

22. Within the next 3 years the EMG will:

- a) Draft text for a commitment of the UN Secretary-General and Executive Heads to be ready for approval before the end of September 2007;
- b) Facilitate the implementation of sustainable procurement (including facilities management), and, in particular:
  - i. include sustainable development considerations in the various documents that guide the work of procurers, requisitioners and facilities managers;
  - ii. draft “model documents” such as: a standard sustainable procurement policy, standard text for terms of reference that could help the inclusion of sustainable development considerations;
  - iii. define in collaboration with the agencies what are the most-purchased products and services for office procurement and management, and assess which have the highest environmental impact over their life cycle (taking into considerations also geographic variables). On this basis, and within a year from now, design for at least two product guidelines for product specifications that can be easily attached to the purchasing bid. Time and additional funds permitting, more such product specifications will be developed.

- iv. develop a web- and CD-ROM-based educational and awareness-raising training course for all UN staff that will illustrate how to make daily activities at work more sustainable. The training course will highlight the importance of the basic principles and main conventions that are at the core of the UN's existence and activities and translate them into concrete actions in their professional life. A special (and independent) section of the training course will be related to the work of procurers and facilities managers so as to have for each agency an easy reference document for the training of this specific category of staff. The IMG will also explore the potential for a system of incentives (e.g. awards) to motivate staff to apply the principles included in the training course.
- c) Provide specific training opportunities on sustainable procurement and facilities management in collaboration with other UN agencies. IMG members will provide the EMG with a list of the events and training opportunities that already exist for procurement and facilities managers. The EMG would ensure that these events include due importance to sustainable procurement and facilities management.
- d) Provide case studies and examples collected with the help of other IMG members and UN agencies.
- e) Initiate discussions on how to monitor progress in the implementation of sustainable procurement.

23. Throughout its work, the EMG will liaise with the team supporting the Capital Master Plan in New York, to ensure that results of the EMG's work can be made use of as soon as possible in the renovation of the UN Headquarters building.

24. It was agreed that the scope of work of the EMG would be limited to:

- a) *High-level commitment*: engaging the Secretary-General and the Executive Heads to commit to make the UN management and operations more sustainable;
- b) *Corporate management*: developing tools and capacity to manage offices in a more sustainable manner, including purchasing; and

In a later phase of the work, one could expand the concepts of sustainable procurement to a third area, namely:

- c) *Operations*: working to make programmes and operations at the country level more sustainable. This would include UN support of country efforts, including sustainable public procurement of national public sectors as well as UN country operations.

25. IMG members will support the EMG by providing relevant data as needed (e.g. documents, data and events lists) and advise the EMG on the best ways to proceed in the implementation of the actions indicated above.

### **Schedule for delivery**

26. The work described above will take approximately 2 years (and more needed for the monitoring of results).

27. A concrete and better defined work plan will be presented to the planned September 2007 meeting of the EMG for approval, together with an analytical paper on sustainable procurement, which would be presented to the Secretary-General and Executive Heads to support their decision to commit themselves to the introduction of sustainable procurement in their organizations. For the latter analytical paper the IMG on sustainable procurement will follow the following deadlines:

First draft of analytical paper on sustainable procurement sent to IMG	6 August
Consultation / comments by IMG members by	13 August
Second draft of paper will be sent to full EMG membership by	16 August
Consultation and comments by EMG members by	28 August
Final draft	31 August

## Annex I - Programme

**Monday 25 June 2007**

### **SESSION 1: Introduction**

#### **Welcoming remarks**

Warren Evans (Director, Environment Division, World Bank)

Olav Kjørven (Director, Bureau for Development Policy, UNDP)

Judith Moore (Senior Environment Specialist, World Bank)

#### **Introduction**

Janos Pasztor (Director, EMG)

### **SESSION 2: Review of the existing Initiatives on C-Neutrality and Sustainable Procurement (experiences of agencies, key policy issues)**

#### **Speakers - C-Neutral Initiatives**

World Bank (Judith Moore)

UNFCCC (Kanwar Sachdeva)

UNEP (Martina Otto)

UNEP/GRID-Arendal (Svein Tveitdal)

Norway (Jostein Leiro))

#### **Speakers - Sustainable and socially responsible procurement**

UNPS (Jacqueline Schroeder)

### **SESSION 3: C-Neutral UN – Overview of the work of the IMG on a climate neutral UN**

#### **Speakers**

UNEP (Aniket Ghai)

IMF (Meg Kleckner)

### **SESSION 4: C-Neutral UN – Inventories and mitigation strategies**

#### **Speakers**

Taryn Fransen (World Resources Institute)

Leela Menon (World Bank)

**Tuesday 26 June 2007**

### **SESSION 6: C-Neutral UN - Offset measures**

#### **Speakers**

Alexandre Kossoy (World Bank)

Philippe Ambrosi (World Bank)



## **SESSION 7: Implementation and monitoring, costs and benefits**

### **Speaker**

Sarah Matheson (World Bank)

## **SESSION 8: C-Neutral - Effective communication, exchange of information and knowledge management.**

### **Speaker**

Kristyn Schroeder and Anita Gordon (World Bank)

## **SESSION 9: C-Neutral UN - Specific EMG deliverables in short and long terms**

Janos Pasztor (Chair)

## **Wednesday 27 June 2007**

Opening: Summary of the discussions of the IMG on C-Neutral UN, and ways forward (Janos Pasztor)

## **SESSION 10: Sustainable Procurement: Definition of sustainable corporate procurement and findings of the EMG survey on sustainable procurement in the UN system**

### **Speakers:**

Isabella Marras (UNEP)

Janine Ferretti (IADB)

## **SESSION 11: How do we move forward: key recommendations from the EMG survey on Sustainable Procurement, in order to provide guidance for implementing the next steps?**

### **Speaker:**

Isabella Marras (UNEP)

## **SESSION 12: Concluding meeting of the two IMGs**

Janos Pasztor (Chair)

**Speaker:** Kristalina I. Georgieva (Acting Vice President, Sustainable Development, World Bank)

## **Concluding remarks by the chair**

Closure of the meeting

## **Annex II – List of participants**

### **Inter-American Development Bank (IADB)**

Janine Ferretti  
Director, Environment  
Email: janinef@iadb.org

### **International Labour Organization (ILO)**

Armand F. Pereira  
Representative to the Multilateral Institutions in Washington  
Director, ILO Washington Office  
E-mail: pereira@ilo.org

### **International Monetary Fund (IMF)**

Mary Beth Kelly  
Deputy Division Chief of the Facilities Management Division  
Email: mkelly@imf.org

Caro Cook  
Chief of Transportation  
Email: ccook@imf.org

Meg Kleckner  
Senior Facilities Officer  
Environmental Health and Safety  
Email: mkleckner@imf.org

### **Norway**

Jostein Leiro  
Deputy Director General, UN Section  
Ministry of Foreign Affairs  
Oslo, Norway  
E-mail: jostein.leiro@mfa.no

Stein I. Nesvaag  
First Secretary, International Development  
Norwegian Embassy, Washington D.C.  
Email: sin@mfa.no

### **United Nations Children's Fund (UNICEF)**

Enedelsy Escobar-King  
Senior Programme Supply Officer, Supply Division  
Email: eescobarking@unicef.org

## **United Nations Department of Management**

Vivian van de Perre  
Chief of Administration and Communication of the Capital Master Plan  
E-mail: perre@un.org

## **United Nations Development Programme (UNDP)**

Olav Kjørven  
Director, Bureau for Development Policy  
Email: olav.kjorven@undp.org  
(video conference)

Charles McNeill  
Environment Programme Team Manager and Senior Biodiversity Advisor  
Bureau for Development Policy  
Email: charles.mcneill@undp.org

## **United Nations Division of Economic and Social Affairs (UNDESA)**

Ralph Wahnschafft  
Senior Economics Affairs Officer  
Email: wahnschafft@un.org

## **United Nations Environment Programme (UNEP)**

Aniket Ghai  
Issue manager / IMG C-Neutral UN  
Coordinator, Geneva Environment Network  
Email: aniket.ghai@unep.ch

Isabella Marras  
Issue manager / IMG Sustainable Procurement  
Programme Officer, Division of Technology, Industry & Economics, Paris  
Email: isabella.marras@unep.fr

Martina Otto  
Head, Policy Unit - Energy Branch, Division of Technology, Industry & Economics, Paris  
Email: martina.otto@unep.fr  
(video conference)

## **UNEP GRID Arendal**

Svein Tveitdal  
Deputy Director  
Email: svein@grida.no

## **United Nations Framework Convention on Climate Change (UNFCCC)**

Kanwar Sachdeva  
Chief, Procurement and General Services  
Email: ksachdeva@unfccc.int

## **United Nations Office for Project Services (UNOPS)**

Roswitha Newels  
Director, North America Office  
Email: roswithan@unops.org

## **United Nations Procurement Service**

Jacqueline Schroeder  
Team leader (PRIT)  
United Nations Procurement Service  
Email: schroederj@un.org

## **World Resources Institute (WRI)**

Taryn Fransen  
Senior Associate, GHG Protocol Team  
Email: tfransen@wri.org

## **World Bank**

Kristalina I. Georgieva  
Acting Vice-President, Sustainable Development  
Email: kgeorgieva@worldbank.org

Warren Evans  
Sector Director, Environment Department  
Email: wevans@worldbank.org

Therese Ballard  
Senior Manager, General Services Department  
Email: tballard@worldbank.org

Judith Moore  
Senior Environment Specialist, Environment Department  
Email: jmoore1@worldbank.org

Anita Gordon  
Senior Communications Officer, Carbon Finance Unit  
Email: agordon@worldbank.org

Alexandre Kossoy  
Senior Financial Specialist, Carbon Finance Unit  
Email: akossoy@worldbank.org

Leela Menon  
Energy Efficiency and Green Building Section  
Email: lmenon@worldbank.org

Maureen Moore  
Senior Advisor, General Services Department  
Email: mmoore@worldbank.org

Sui Cher Nah  
Senior Contracts Officer, General Services Department  
Email: Snah1@worldbank.org

Philippe Ambrosi  
Development Economics Research Group  
Email: pambrosi@worldbank.org

Sarah Matheson  
Junior Professional Associate, Environment Department  
Email: smatheson@worldbank.org

Kristyn Schrader  
Communications Officer, Sustainable Development  
Email: kschrader@worldbank.org

Dominique Brief  
Consultant, Operations Procurement (OPCPR)  
Email: dbrief@worldbank.org

Mimi Diez  
Consultant, Environment Department  
Email: mdiez@worldbank.org

Cizuka Seki  
Consultant, Environment Department  
Email: cseki@worldbank.org

**EMG secretariat**

Janos Pasztor  
Director  
Email: janos.pasztor@unep.ch

Hossein Fadaei  
Interagency Liaison Officer  
Email: hossein.fadaei@unep.ch  
(video conference)

Julie Nevski  
Team Assistant  
Email: Julie.nevski@unep.ch  
(video conference)