

SUSTAINABLE UNITED NATIONS (SUN)

INITIAL ASSESSMENT OF SUSTAINABILITY PERFORMANCE AND OPPORTUNITIES

This questionnaire serves to provide SUN with general information about the organization. This is required for an initial assessment of the potential for greenhouse gas emission reduction across the entire width of activities and physical assets of the organization. Please note that while some questions may seem irrelevant, they are all contributing to a complete understanding of the current status of the organization. This is why we would be grateful for a complete submission as possible.

In case you need further explanation about how to respond to individual questions, please do not hesitate to contact the SUN team (sustainable.un@unep.fr). If you cannot respond to a question, please provide a short explanation of the reason.

The questionnaire is divided into five sections:

- Section I. General Information*
- Section II. Management Systems and Initiatives*
- Section III. Procurement*
- Section IV. Buildings and Facilities Management*
- Section V. Culture and Other Issues*

It will probably be impossible for one single person to respond to all sections/all questions. We therefore request that the most suitable person for each section responds to that section and that a focal person compiles the responses before submitting to us.

Once responses are reviewed from this questionnaire, SUN may propose areas of further investigation to analyze specific opportunities for greenhouse gas emission reduction and improved sustainability. The required input from SUN and the organization respectively will be decided jointly, partly based on the findings in this questionnaire. The objective is to develop an action plan for the organization for the reduction of greenhouse gas emissions in a short, medium and long term perspective.

HOW TO RESPOND TO THIS QUESTIONNAIRE

This questionnaire refers to “the organization”. Before starting to respond you have to decide what to include in this definition. This can be:

- An entire organization (e.g. UNEP or WHO) including all offices worldwide
- The office of an organization at one duty station (e.g. UNEP in Paris, or WHO in Geneva)
- The common facilities and services of several organizations in one duty station (e.g. UNOG or ESCAP)

Please indicate your definition of “the organization” in question 5 below.

For clarification: In this questionnaire we are referring to greenhouse gases. The most important ones in this context is CO₂ linked to energy use from fossil fuels, e.g. through grid supplied electricity, on-site energy production (e.g. back-up generators and boilers), and fuel use for automobiles and flights for transport and official missions. Other important and for us relevant greenhouse gases include some chemicals (SF₆ and HCFC) typically used in air conditioning aggregates, chillers and refrigerators, as well as methane (CH₄) from waste decomposition.

The term “sustainability” refers to a process of continual improvement driven by efforts to minimise resource consumption and waste generation, improve environmental quality and well-being, and adhere to social imperatives such as equal opportunities, recognition and respect of gender issues, abolition of child labour etc. Any actions contributing to this process (e.g. reduction of energy use, or paper use, recycling of materials, social criteria for subcontracted services) are referred to as “sustainability activities”.

Section I. GENERAL INFORMATION

1. Name of organization

2. Address of organization

Street address 1:

Street address 2:

City / State:

Post code:

Country:

3. Contact person for SUN in organization

Name (Ms/Mr):

Email:

Phone number:

4. Number of staff at location covered by this questionnaire.

5. What is included in your **definition of “the organization”** when responding to this questionnaire (see above for explanation)?



Section II. MANAGEMENT SYSTEMS AND INITIATIVES	YES	NO
<p>6. Has the organization adopted any sustainability policy for its internal operations, including environmental and/or social issues.</p> <p><i>If yes, please attach a summary and – if available – any report on its implementation.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. Has the organization adopted an environmental management system (ISO 14.001 or similar)?</p> <p><i>If yes, what type? What areas and operations is the management system covering?</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. Has the organization conducted any review of its environmental and/or sustainability performance within the last five years?</p> <p><i>If yes, please attach a summary of the findings and recommendations.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Has the organization estimated its greenhouse gas emissions (or “carbon footprint”)?</p> <p><i>If yes, please attach a short summary of amounts and sources.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10. Has the organization adopted a strategy for reducing greenhouse gas emissions?</p> <p><i>If yes, please attach a short summary of reduction goals and how these will be achieved.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>11. Has the organization, in other ways than described above, identified priorities for reducing greenhouse gas emissions and/or improve its sustainability?</p> <p><i>If yes, please indicate what the priorities are.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>



Section III. PROCUREMENT	YES	NO
<p>12. Do you have any data about what kind of products/services the organization is mainly buying?</p> <p><i>If yes, please attach a summary of the volume of the largest product/service groups and their approximate annual value/cost.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>13. Is the organization managing its own procurement (as opposed to having another organization managing it for you, e.g. UNOPS, UNOG or UNDP)?</p> <p><i>If no, please indicate <u>what organization is managing</u> and <u>proceed directly to question 18.</u></i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>14. Has the organization adopted any policy on energy efficient or sustainable procurement?</p> <p><i>If yes, please provide a short summary.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>15. Does the organization have its own procurement manual or is it using the United Nations Procurement Service (UNPS) manual (this is the case for UNOG, UNOV, UNON, etc.)?</p> <p><i>Please define which one or give reference to/attach copy if available.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>16. Has the organization included in its procurement manual any requirement for procurers to consider sustainability criteria (including energy efficiency and environmental and/or social issues such as child labour) in procurement decisions?</p> <p><i>If yes, please provide a short summary of what these requirements are.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>



Section III. PROCUREMENT (cont'd)	YES	NO
<p>17. Has the organizations established any standardized product criteria for the most common categories of products services purchased?</p> <p>If yes, do these include any energy efficiency or sustainability criteria?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>18. Do the procurers and/or requisitioners (typically programme officers initiating the request for purchasing goods or services) receive training on how to do procurement requests they prepare?</p> <p>If yes, does this training contain sustainable procurement notions?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>19. Please provide any additional information regarding the performance of your procurement systems that you believe is relevant to understand the potential for improvement.</p>		



Section IV. BUILDINGS AND FACILITIES MANAGEMENT

General information

YES

NO

20. Is the organization undertaking, or planning to undertake, any major renovation or improvement projects in any of the buildings?

If yes, please describe what these plans are and when they are planned for.

21. Please provide information on all buildings managed by the organization (i.e. where the organization is responsible for maintenance, operations and renovation when needed). For each building please fill in the table below:

Building name and location	Main functions (% Floor area used for each)	Year of construction and major renovation	Net Floor area (m ²) (occupied / conditioned space)	Number of staff
1. Example Building UN Street No 8 Bonn	Office (70%) Restaurant (5%) Common areas (10%) Car park (5% - 100 spaces)	1965 (major renovation in 1987)	25.000	750
2.				
3.				
4.				
5.				
...				



General information (cont'd)

22. Number of buildings used, but not managed, by the organization, i.e. buildings and office space which are rented, leased or provided by other organization and where maintenance, operation and renovation are not managed by UN.

Building name	Form and duration of agreement to use the building	Main functions (% Floor area used for each)	Net Floor area (m ²) (occupied / conditioned space)	Number of staff
1. Example building Green road 3527 Paris	20 years lease agreement, expiring in 2025.	Office (90%) Public information centre (10%)	420	40
2.				
3.				
4.				
...				

Building design	YES	NO
23. Does the building allow flexible interior space allocation (e.g. movable inner walls and fixtures)?	<input type="checkbox"/>	<input type="checkbox"/>
24. Please attach a recent picture of main façades from the outside of the building/s and site-plan showing building footprint and orientation.		
25. What type of windows is the building equipped with (single, double, triple glass, or other types such as glass-gas-glass)? Please list or attach a window schedule if available.		



Energy supply and use

26. How is energy supplied to, or generated within, the building?

27. How much energy is consumed within each building on an annual basis?
Please fill in the table below.

Type of energy	Amount	Cost (US\$)
As grid supplied electricity (KWh)		
As on-site generated electricity (fuel type and amount)		
As on site generated heat (fuel type and amount), including gas used for boilers and food preparation in canteens etc.		
As heat/steam supplied from outside (Giga Joule)		
Fuel for vehicles (type and amount)		
Other sources of supplied or on-site generated energy (type and energy value in applicable SI unit)		

28. To what level of detail do you have a breakdown of energy consumption for different areas/purposes within the building?
Please note that you do NOT need to submit data, only indicate areas where you have installed sub-metering or other devices to measure local energy use (e.g. server rooms, kitchen, fans, heating/cooling plants).

29. Is "green energy" available to purchase (i.e. electricity, heat etc. generated from renewable energy sources such as bio fuels and hydro power)?

If yes, to what extent does the organization purchase green energy?



Energy supply and use (cont'd)	YES	NO
<p>30. Has the organization adopted any energy management polices and plans? <i>If yes, please attach a summary explaining goals and how this is implemented.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>31. Does your energy management plan include regular audits of the performance of individual energy systems? <i>If yes, does this include ventilation duct leak testing?</i></p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p>32. Have you conducted retro-commissioning (comprehensive external audit of the performance of building equipment and energy systems <u>as integrated systems</u>)? <i>If yes, please provide the date for the most recent retro-commissioning and a summary of findings</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>33. Do you have operation manuals for engineering staff to follow in operating the energy systems within the building and/or is regular training provided to operators on how to operate and maintain the energy systems?</p>	<input type="checkbox"/>	<input type="checkbox"/>

Indoor climate, lighting control and fire safety	YES	NO
<p>34. Do you know if air conditioning and other form of coolers/chillers in the building contain refrigerants that are ozone depleting substances or are listed as greenhouse gases? <i>Please provide details if available</i></p>	<input type="checkbox"/>	<input type="checkbox"/>



Indoor climate, lighting control and fire safety (cont'd)

35. Please describe what kind of HVAC (Heating Ventilation and Air Conditioning) systems are installed.

36. What form of fire safety systems are installed in the building (for example halon / CO₂ fire expression systems)?

37. How often are preventive maintenance and cleaning of A/C, sanitary fittings and plumbing undertaken?

38. How is indoor temperature controlled (central or local? through sensors? through manual or automated controls etc)?

39. What is the target indoor temperature for different areas of the building at different times of the day, week and year?



Indoor climate, lighting control and fire safety (cont'd)	YES	NO
<p>40. Has the organization surveyed staff in the building about their satisfaction of the indoor environment?</p> <p><i>If yes, please attach a summary of the findings.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>41. Do you use energy efficient lighting, including light-sensors, low energy lamps and efficient ballast?</p> <p><i>If yes, to what extent?</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>42. Are instructions provided to new staff/tenants in the building on how to control temperature, ventilation and lighting?</p>	<input type="checkbox"/>	<input type="checkbox"/>

Water	YES	NO
<p>43. What is the annual water consumption in the building?</p> <p>Do you have breakdown on different functions/areas (e.g. irrigation, cleaning, toilets, food preparation etc)?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>44. Is the organization paying a fee for water use or waste water discharge? If yes, please indicate the amount per m³ water</p>	<input type="checkbox"/>	<input type="checkbox"/>



Water (cont'd)	YES	NO
45. Is the building equipped with water saving taps, toilets and showers?	<input type="checkbox"/>	<input type="checkbox"/>
46. Does the wastewater undergo any treatment within the building/compound?	<input type="checkbox"/>	<input type="checkbox"/>
47. Is black water and grey water separated and/or recycled?	<input type="checkbox"/>	<input type="checkbox"/>
48. What source(s) is the water derived from and where is the waste water release to?		

Waste	YES	NO
<p>49. Has the organization conducted a waste stream audit and/or adopted a waste management plan?</p> <p><i>If yes, please provide a summary of the findings.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>50. Has the organization arranged for recycling of any kind of waste materials (paper, plastics, ICT equipment, batteries, toner cartridges etc) inside or outside the organization?</p> <p><i>If yes, please describe how this is set-up and works in reality.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>



Section V. OFFICE CULTURE		
Organizational value	YES	NO
<p>51. Does the organization require sustainability criteria (environmental and/or social) to be considered in daily operations of the organization, e.g. by requiring that all project activities include sustainability criteria, or that all staff undergo training in these issues?</p> <p><i>Please feel free to provide details.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>52. Is the organization providing any guidelines and/or incentives for how staff organize and travel on mission (e.g. by providing high quality video conferencing as alternative, by encouraging staff to travel by train for shorter distances, by encouraging staff to pool several missions requiring long haul flights under one mission etc)?</p> <p><i>Please feel free to provide details.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>53. Has the organization adopted any formal programs or policies to improve/encourage sustainable staff behaviour (e.g. to encourage public transport, recycling of paper, turning of computers when not in use, turning off lights, tele-commuting, avoiding non essential missions etc)?</p> <p><i>Please feel free to provide details.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>54. Does the organization track the mode and volume of staff travel?</p> <p><i>If so, what is the annual distance travelled based on different modes of transport (train, air, car etc)?</i></p> <p>Train Air Car</p>	<input type="checkbox"/>	<input type="checkbox"/>



Staff Culture	YES	NO
<p>55. Has the organization conducted any survey among staff to collect ideas for how to improve the work space and/or efficiency of the organization?</p> <p><i>If yes, please attach a summary of the findings.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>56. Are there any staff driven initiatives to “green” the office? If yes, please provide the contact persons name and e-mail/phone number.</p> <p>Name</p> <p>Telephone</p> <p>Email</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>57. Is the organization providing any training on sustainable behaviour to staff?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>58. Is the organization providing opportunities for staff to telecommute (work from home)?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>59. Has the organization conducted any mapping of how staff commutes to the office?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>60. Is the organization providing any incentives to staff to use more sustainable modes of transport to the office (e.g., subsidized tickets to public transport, reserved parking for hybrid vehicles, dedicated bicycle parking etc)?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>61. Is the organization providing means for staff to minimize waste, e.g. by providing clearly marked recycling stations, printers automatically printing on two sides, by providing office equipment with a short activation of stand-by mode etc?</p>	<input type="checkbox"/>	<input type="checkbox"/>



Staff Culture (cont'd)	YES	NO
62. Are major office equipments for copying, printing etc, located in common designated rooms/stations, or are they spread over the office?	<input type="checkbox"/>	<input type="checkbox"/>
63. If there are any in-house restaurants, shops or vending machines, do these provide sustainable products (biodynamic food, minimized packaging of products, locally produced products)?	<input type="checkbox"/>	<input type="checkbox"/>
64. Are there other initiatives or needs related to staff culture (day-to-day behaviour)? If yes, please describe what they are.	<input type="checkbox"/>	<input type="checkbox"/>



Other issues

65. In addition to what has been described above, are there any priorities or needs that you are aware about pertaining to the performance (effectiveness of work, energy efficiency or overall sustainability performance) that you would like to highlight?



Glossary of Terms & Acronyms

A/C	Air conditioners.
Carbon footprint	A measure of the impact human activities have on the environment in terms of the amount of green house gases produced, measured in units of carbon dioxide.
CO ₂	Carbon dioxide a chemical compound composed of two oxygen atoms covalently bonded to a single carbon atom.
ESCAP	(United Nations) Economic and Social Commission for Asia and the Pacific.
Giga Joule	Joule is a SI unit of energy measuring heat, electricity and mechanical work. It was named after English physicist James Prescott Joule. One Giga Joule is 10 ⁹ Joule.
HCFC	Hydrochlorofluorocarbon widely used in the refrigeration, foam, solvent, aerosol and fire fighting sectors as a transitional substance to substitute Chlorofluorocarbons (CFCs).
HVAC	An acronym for "heating, ventilating, and air conditioning". HVAC is sometimes referred to as climate control.
ICT	Information and Communications Technology, a broad subject concerned with technology and other aspects of managing and processing information.
ISO 14001	An internationally accepted standard that sets out how you can go about putting in place an effective Environmental Management System (EMS).
KWh	Kilowatt hour. Unit of energy, most commonly used on household electricity meters. The SI unit of energy is the joule (J), equal to one watt second.
Retro-commissioning	Also known as existing-building commissioning, it is an event in the life of a building that applies a systematic investigation process for improving and optimizing a building's operations and maintenance. Occurs as an independent process after construction, and usually focuses on energy-using equipment such as mechanical equipment, lighting, related controls.
SF ₆	Sulphur hexafluoride is an inorganic compound, colourless, odourless, non-toxic and non-flammable gas (under standard conditions). Application include gaseous dielectric medium or other use in the electrical industry; inert gas for the casting of magnesium; and inert filling for windows.
SI	International System of Units
SUN	Sustainable United Nations
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNOG	United Nations Office at Geneva
UNON	United Nations Office at Nairobi
UNOPS	United Nations Office for Project Services
UNOV	United Nations Office at Vienna
UNPS	United Nations Procurement Services
WHO	World Health Organization

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