



# UNEP Climate Neutrality

## Implementation Steps



1 Sept and 8 Sept 2008



## The steps....

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3. Institutional arrangements
4. Internal / External communication
5. Preliminary Comprehensive GHG Inventory
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6. Action Plan for GHG emission reduction
7. Verifiable Comprehensive GHG Inventory
8. Offset financing
9. Offset procurement





## Initial footprint estimate

- An initial footprint estimate was made in August 2007.
- To make the initial estimate, a template was sent to all main UNEP duty stations (HQ, outposted divisions and regional offices).
- Through the template, information was collected mainly on travel (by staff members only) and on electricity.
- The initial footprint was calculated using the WRI-WBCSD GHG Protocol and default values. A Radiative Forcing Index (\*) of 2.7 was then applied to air travel. The main findings of the initial footprint are:

- The GHG emissions were estimated at 10,400 tons of CO<sub>2</sub>e.
- Travel (by staff members only) represents almost 90% of the estimated GHG emissions.
- Other travels (meeting participants, consultants) were not included in the initial footprint but their numbers were estimated to be one to two times the number of travels by staff members.
- Electricity consumption represents some 10% of the estimated GHG emissions. However, this differs among duty stations. In duty stations where air conditioning is extensively used and electricity is generated from non-renewable sources, electricity consumption amounts up to 1/3 of the estimated GHG emissions.



(\*)The Radiative Forcing Index (RFI) is the ratio of total radiative forcing to that from CO<sub>2</sub> emissions alone. It is a measure of the importance of aircraft-induced climate change other than that from the release of fossil carbon alone.

Related documents:

- 1) Initial GHG inventory template ([UNEP\\_initial\\_GHG\\_inventory\\_template.xls](#))
- 2) Initial footprint ([UNEP\\_initial\\_footprint.xls](#))

## 2

## Development of a Strategy / Action plan

- On 28 October 2007, the Chief Executives Board endorsed the Environment Management Group's proposed strategy for committing the United Nations to move towards climate neutrality.
- In line with the UN-wide strategy and based on the initial footprint, a UNEP climate neutral strategy was prepared with specific objectives and targets to make UNEP climate neutral from 1<sup>st</sup> January 2008.
- The objectives of a climate neutral UNEP are three-fold:

- To reduce the climate footprint of UNEP through adoption of sustainable management practices for its operations at HQ and in all the regions;
- To 'lead by example' and provide a basis for raising awareness of similar organizations, of governments, and of the public as a whole; and,
- To develop methods, procedures, and approaches that could be used by others to achieve the same.



Related documents:

- 1) Strategy for a Climate Neutral UN ([UN\\_Climate\\_Neutral\\_Strategy.pdf](#))
- 2) UNEP Climate Neutral Strategy ([UNEP\\_Climate\\_Neutral\\_Strategy.pdf](#))

## 2

# Development of a Strategy / Action plan

The key milestones of the UNEP strategy include:

- **September 2007:** - Initial GHG emissions inventory prepared;  
- Climate Neutral UNEP Strategy developed and approved by the Senior Management Team;
- **1 January 2008:** - Initial actions to make UNEP carbon neutral starting on 1 January implemented based on the initial GHG emissions inventory;
- **March 2008:** - Preliminary Comprehensive GHG Emissions Inventory prepared;
- **June 2008:** - Action Plan for a Climate Neutral UNEP developed that will include a detailed assessment of reduction options, as well as recommendations for the closure of GHG data gaps;
- **March 2009:** - Verifiable Comprehensive GHG Emission Inventory prepared;
- **December 2009:** - Revised strategy to reflect all GHG data collected and analyzed, new innovations, and lessons learned over the last two years.



## 3 Institutional arrangements

- **Overall supervision:** the implementation of the strategy is supervised jointly by the Director, Division of Regional Cooperation (*to facilitate outreach to the regions*) and the Director, Environmental Management Group (*to link with developments on climate neutrality in the UN system*).
- **Day-to-day implementation coordination:** a new post has been created at HQ level to implement the UNEP climate neutral strategy, as well as the greening of the UN compound in Gigiri, Nairobi. Pending the post to be filled in, a UNEP staff member is assuming the coordination of the strategy implementation with support of 50% of a UNON general staff time. The coordinator is also supported by Step-by-Step, a staff initiative aiming at greening the UN compound in Gigiri.
- **Network of focal points:** a network of focal points in the regional offices and in the divisions has been created to help implement the strategy in the regions and across the various divisions.
- **Technical support:** a leading consultancy company has been contracted to provide technical support during the first six months of the implementation of the strategy. This also aims at building in-house capacities.



# 4

## Internal / External communication

### o Internal communication:

- o Message by the Executive Director to all staff;
- o Dissemination of information through the network of focal points;
- o Training programme on greening our offices and our homes;
- o Under consideration:
  - o A special issue in Tidbits.

### o External communication:

- o Announced at several international fora;
- o Announced on the web site of the Climate Neutral Network (CNNet);
- o Member of the CNNet;
- o Under consideration:
  - o UNEP Annual Report;
  - o Disclosure policy.



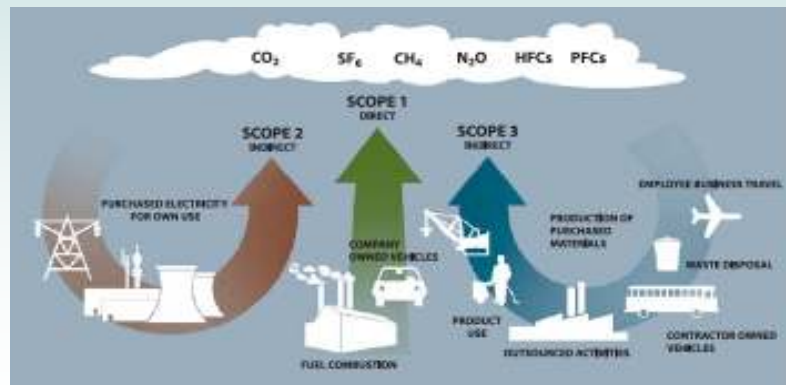
#### Related documents:

- 1) Message by the Executive Director ([Message\\_by\\_Executive\\_Director.pdf](#))
- 2) Training programme outline ([Green\\_Training\\_Powerpoint.pdf](#))
- 3) Climate Neutral Network ([UNEP\\_on\\_CNNet.pdf](#))

# 5

## Preliminary Comprehensive GHG Inventory Methodology

- In line with the UN-wide strategy, UNEP calculates its greenhouse gas (GHG) emissions based on the WRI-WBCSD GHG Protocol. It is one of the most commonly used formats for reporting GHG emissions and is compatible with the ISO 14064 for GHG accounting.
- The WRI-WBCSD Protocol covers the six greenhouse gases regulated under the Kyoto Protocol: CO<sub>2</sub> / CH<sub>4</sub> / SF<sub>6</sub> / N<sub>2</sub>O / HFCs / PFCs.
- Under the WRI-WBCSD protocol, GHG reporting is organized in three scopes:



References: - [www.ghgprotocol.org](http://www.ghgprotocol.org)  
- [www.wri.org/climate/pubs\\_description.cfm?pid=3756](http://www.wri.org/climate/pubs_description.cfm?pid=3756)



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## Preliminary Comprehensive GHG Inventory

### *Boundary setting*

Setting the boundary is a critical step that determines which GHG emissions to count and report when calculating the inventory.

For the first two-year of its implementation, the strategy is limited to:

- 1) office operations in ALL duty stations, that are controlled financially or operationally by UNEP.
- 2) staff who are managed administratively and financially by UNEP and who report programmatically to UNEP.

The strategy does NOT cover projects implemented by external entities.

More specifically regarding office operations and staff, the boundaries are:

INCLUDED	OUT (or not yet IN)
✓ Official vehicles	⊗ Commuting in personal vehicle
✓ Generators	⊗ Procurement
✓ Heating	⊗ Courier services
✓ Refrigerants	⊗ Waste disposal
✓ Electricity	⊗ Treatment of effluents
✓ Contracted daily transportation for staff	
✓ Official travel	



# 5

## Preliminary Comprehensive GHG Inventory

### *Identification of data sources*

A thorough analysis of where the data are recorded or kept helps identify the most complete and easily accessible data sources. It is highly advisable to analyze thoroughly the various data sources and, only then, to develop procedures to collect data from the identified sources... do not to rush in setting up procedures that later might appear ineffective!

Based on such analysis, two main sources of data were identified:

1. Data related to facilities, including, official vehicles, generators, heating, refrigerants, electricity and contracted daily transportation for staff, are recorded and kept at the facility / duty station level. The facility / duty station managers hold most of the required data.
2. Data related to official travels are recorded in centralized databases: Information Management System. Over 99% of UNEP official travel data are recorded in five different IMIS databases (NY, ESCAP, UNOG, UNON, UNOV).

# 5

## Preliminary Comprehensive GHG Inventory

### Data collection for office-related GHG emissions

Data related to office-related GHG emissions are recorded at the facility / duty station level. They include Scope 1, Scope 2 and part of Scope 3.

- Scope 1 { Official vehicles  
Generators  
Heating  
Refrigerants
- Scope 2 { Electricity
- Scope 3 { Contracted daily transportation for staff

A template was created in MS Excel to collect the data. The draft was sent to all the focal points for comments and revised accordingly. After the 1<sup>st</sup> round of data collection, the template was further revised to take into consideration some of the difficulties encountered by the focal points.

(Click on the table to enlarge it)



# 5

## Preliminary Comprehensive GHG Inventory

### Data collection for office-related GHG emissions

UNEP has 27 duty stations with staff number ranging from 1 to 380. In order to optimize efforts in collecting data, it has been decided to focus on the largest duty stations first and to ensure that the collected office-related GHG emission data covered at least 95% of all UNEP staff. To this end, priority has been set to collect data from duty stations hosting 4 or more staff. Such duty stations represent over 97% of all UNEP staff.

DUTY STATIONS		STAFF				
CITY	COUNTRY	PS	GS	TOTAL	%PS	%PS&GS
Addis Ababa	Ethiopia	1	1	2	0.24	0.27
Apia	Samoa	2	0	2	0.47	0.27
Bangkok	Thailand	32	15	47	7.53	6.39
Beijing	China	1	0	1	0.24	0.14
Brasilia	Brazil	1	0	1	0.24	0.14
Bridgetown	Barbados	1	0	1	0.24	0.14
Brussels	Belgium	2	2	4	0.47	0.54
Cairo	Egypt	1	0	1	0.24	0.14
Cambridge	United Kingdom	2	0	2	0.47	0.27
Castries	St Lucia	1	0	1	0.24	0.14
Copenhagen	Denmark	1	0	1	0.24	0.14
Geneva	Switzerland	60	36	96	14.12	13.04
Kabul	Afghanistan	2	0	2	0.47	0.27
Manama	Barhein	13	9	22	3.06	2.99
Mexico City	Mexico	2	1	3	0.47	0.41
Moscow	Russian Federation	3	1	4	0.71	0.54
Nairobi	Kenya	197	183	380	46.35	51.63
New York	USA	6	5	11	1.41	1.49
Osaka	Japan	5	7	12	1.18	1.63
Panama City	Panama	15	10	25	3.53	3.40
Paris	France	52	28	80	12.24	10.87
Pretoria	South Africa	1	0	1	0.24	0.14
Rome	Italy	1	0	1	0.24	0.14
Shiga	Japan	5	7	12	1.18	1.63
The Hague	Netherlands	6	2	8	1.41	1.09
Vienna	Austria	2	0	2	0.47	0.27
Washington	USA	10	4	14	2.35	1.90
Total staff		425	311	736		
# staff in small stations (<4)		19	2	21		
% staff in small stations (<4)		4.5%	0.6%	2.9%		



# 5

## Preliminary Comprehensive GHG Inventory

### *Calculator for office-related GHG emissions*

- ***Approximate missing data***

Missing data for small duty stations are approximated by using the median values (per staff) over all duty stations where data have been collected and by multiplying the median values with the number of staff in those small duty stations for which data are missing.

- ***Calculate the total office-related footprint***

A calculator has been developed in MS Excel. It calculates the resulting emissions in CO<sub>2</sub>e for each reported activities, sums up the CO<sub>2</sub>e emissions for each scope component and adjust those values to take into consideration duty stations for which data are missing.

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# Preliminary Comprehensive GHG Inventory

## Total office-related GHG emissions

		Scope 1			Scope 2	Scope 3			
		Sum of reported mobile combustion emissions (ton CO2e)	Sum of reported stationary combustion emissions (ton CO2e)	Sum of reported refrigerant emissions (ton CO2e)	Sum of reported electricity emissions (ton CO2e)	Sum of reported vehicle hire emissions (ton CO2e)	Sum of reported contracted transport emissions (ton CO2e)	Reported GHG Footprint (ton CO2e)	Total (reported and estimated) GHG Footprint (ton CO2e)
Addis Ababa	Ethiopia	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.92
Apia	Samoa	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.92
Athens	Greece	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bangkok	Thailand	4.45	0.00	78.46	278.32	0.00	0.00	361.23	361.23
Beijing	China	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.46
Brasilia	Brazil	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.46
Bridgetown	Barbados	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.46
Brussels	Belgium	0.00	0.00	0.00	2.53	0.00	0.00	2.53	2.60
Busan	Korea	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.46
Cairo	Egypt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.92
Cambridge	United Kingdom	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.46
Castries	St Lucia	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.46
Copenhagen	Denmark	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.46
Geneva	Switzerland	1.24	0.00	0.96	14.46	0.00	0.00	16.66	16.66
Kabul	Afghanistan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.92
Kingston	Jamaica	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Manama	Barhein	13.50	0.00	0.00	156.75	0.00	0.00	170.25	170.65
Mexico City	Mexico	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.38
Moscow	Russian Federation	0.00	0.00	0.00	8.23	0.00	0.00	8.23	8.30
Nairobi	Kenya	5.01	22.72	10.05	378.90	0.00	318.11	734.78	734.78
New York	USA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.08
Osaka	Japan	0.00	0.18	0.00	35.14	0.00	0.00	35.32	35.54
Panama City	Panama	0.00	0.00	0.00	62.08	0.00	0.00	62.08	62.08
Paris	France	0.00	40.30	0.00	0.00	0.00	0.00	40.30	41.76
Pretoria	South Africa	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.46
Rome	Italy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.46
Shiga	Japan	0.00	20.22	0.00	17.32	0.00	0.00	37.54	37.76
The Hague	Netherlands	0.00	0.00	0.00	0.00	0.10	0.00	0.10	11.79
Toyama	Japan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vienna	Austria	0.00	0.00	0.00	1.08	0.00	0.00	1.08	1.12
Washington	USA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.46
Blank 1	Blank 1a	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Blank 2	Blank 2a	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Blank 3	Blank 3a	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Blank 4	Blank 4a	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Blank 5	Blank 5a	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>		<b>24.20</b>	<b>83.42</b>	<b>89.47</b>	<b>954.80</b>	<b>0.10</b>	<b>318.11</b>	<b>1,470.10</b>	<b>1,548.58</b>
Reporting level (as per head count)		93%	89%	74%	93%	9%	70%		

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## Preliminary Comprehensive GHG Inventory

Office-related GHG emissions per staff

		Scope 1			Scope 2	Scope 3		Reported GHG Footprint per staff (Kg CO2e)	Total (reported and estimated) GHG Footprint per staff (Kg CO2e)
		Reported mobile combustion emissions (Kg CO2e)	Reported stationary combustion emissions (Kg CO2e)	Reported refrigerant emissions (Kg CO2e)	Reported electricity emissions (Kg CO2e)	Reported vehicle hire emissions (Kg CO2e)	Reported contracted transport emissions (Kg CO2e)		
Addis Ababa	Ethiopia	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,461.59
Apia	Samoa	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,461.59
Athens	Greece	N/A	N/A	N/A	N/A	N/A	N/A	0.00	0.00
Bangkok	Thailand	94.78	0.00	1,669.36	5,921.61	0.00	0.00	7,685.75	7,685.75
Beijing	China	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,461.59
Brasilia	Brazil	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,461.59
Bridgetown	Barbados	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,461.59
Brussels	Belgium	0.00	0.00	0.00	631.59	0.00	0.00	631.59	649.82
Busan	Korea	N/A	N/A	N/A	N/A	N/A	N/A	0.00	0.00
Cairo	Egypt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,461.59
Cambridge	United Kingdom	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,461.59
Castries	St Lucia	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,461.59
Copenhagen	Denmark	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,461.59
Geneva	Switzerland	12.94	0.00	10.00	150.63	0.00	0.00	173.57	173.57
Kabul	Afghanistan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,461.59
Kingston	Jamaica	N/A	N/A	N/A	N/A	N/A	N/A	0.00	0.00
Manama	Barhein	613.64	0.00	0.00	7,124.86	0.00	0.00	7,738.50	7,756.72
Mexico City	Mexico	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,461.59
Moscow	Russian Federation	0.00	0.00	0.00	2,056.63	0.00	0.00	2,056.63	2,074.85
Nairobi	Kenya	13.18	59.78	26.45	997.11	0.00	837.12	1,933.64	1,933.64
New York	USA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,461.59
Osaka	Japan	0.00	15.20	0.00	2,928.38	0.00	0.00	2,943.57	2,961.79
Panama City	Panama	0.01	0.00	0.00	2,483.11	0.00	0.00	2,483.12	2,483.12
Paris	France	0.00	503.73	0.00	0.00	0.00	0.00	503.73	521.96
Pretoria	South Africa	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,461.59
Rome	Italy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,461.59
Shiga	Japan	0.00	1,684.68	0.00	1,443.36	0.00	0.00	3,128.04	3,146.26
The Hague	Netherlands	0.00	0.00	0.00	0.00	12.50	0.00	12.50	1,474.08
Toyama	Japan	N/A	N/A	N/A	N/A	N/A	N/A	0.00	0.00
Vienna	Austria	0.00	0.00	0.00	541.60	0.00	0.00	541.60	559.83
Washington	USA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,461.59
Blank 1	Blank 1a	N/A	N/A	N/A	N/A	N/A	N/A	0.00	0.00
Blank 2	Blank 2a	N/A	N/A	N/A	N/A	N/A	N/A	0.00	0.00
Blank 3	Blank 3a	N/A	N/A	N/A	N/A	N/A	N/A	0.00	0.00
Blank 4	Blank 4a	N/A	N/A	N/A	N/A	N/A	N/A	0.00	0.00
Blank 5	Blank 5a	N/A	N/A	N/A	N/A	N/A	N/A	0.00	0.00
	Average per UNEP staff member	32.89	113.34	121.56	1,297.28	0.14	432.21	1,997.41	2,104.04
	Reporting level (as per head count)	93%	89%	74%	93%	9%	70%		

# 5 Preliminary Comprehensive GHG Inventory

## Data collection for official travel GHG emissions

In each of the 27 UNEP duty stations, travel data are recorded in administrative databases. In order to optimize efforts in collecting data, it has been decided to focus on the five most used databases: IMIS-UNON; IMIS-UNOG; IMIS-ESCAP; IMIS-UNOV; IMIS-UN-NY. A shown in the table below, over 99% of UNEP staff have their travel data recorded in those five databases.

DUTY STATIONS		STAFF					TRAVEL - IMIS					TRAVEL IN IMIS (%STAFF)		
CITY	COUNTRY	PS	GS	TOTAL	%PS	%PS&GS	UNON	UNOG	ESCAP	UN-NY	UNOV	In IMIS	%PS in IMIS	%PS&GS in IMIS
Addis Ababa	Ethiopia	1	1	2	0.24	0.27	x		& ECA			0.5	0.12	0.14
Apia	Samoa	2	0	2	0.47	0.27	x					1	0.47	0.27
Bangkok	Thailand	32	15	47	7.53	6.39	X		X			1	7.53	6.39
Beijing	China	1	0	1	0.24	0.14	x		x			1	0.24	0.14
Brasilia	Brazil	1	0	1	0.24	0.14	x					1	0.24	0.14
Bridgetown	Barbados	1	0	1	0.24	0.14	x					1	0.24	0.14
Brussels	Belgium	2	2	4	0.47	0.54	X					1	0.47	0.54
Cairo	Egypt	1	0	1	0.24	0.14	X					1	0.24	0.14
Cambridge	United Kingdom	2	0	2	0.47	0.27	X					1	0.47	0.27
Castries	St Lucia	1	0	1	0.24	0.14	x					1	0.24	0.14
Copenhagen	Denmark	1	0	1	0.24	0.14	X					1	0.24	0.14
Geneva	Switzerland	60	36	96	14.12	13.04	X	X				1	14.12	13.04
Kabul	Afghanistan	2	0	2	0.47	0.27	?					0	0.00	0.00
Manama	Barhein	13	9	22	3.06	2.99	X					1	3.06	2.99
Mexico City	Mexico	2	1	3	0.47	0.41	X					1	0.47	0.41
Moscow	Russian Federation	3	1	4	0.71	0.54			UNDP			0	0.00	0.00
Nairobi	Kenya	197	183	380	46.35	51.63	X					1	46.35	51.63
New York	USA	6	5	11	1.41	1.49				X		1	1.41	1.49
Osaka	Japan	5	7	12	1.18	1.63	X					1	1.18	1.63
Panama City	Panama	15	10	25	3.53	3.40	X					1	3.53	3.40
Paris	France	52	28	80	12.24	10.87	X					1	12.24	10.87
Pretoria	South Africa	1	0	1	0.24	0.14	x					1	0.24	0.14
Rome	Italy	1	0	1	0.24	0.14	x					1	0.24	0.14
Shiga	Japan	5	7	12	1.18	1.63	X					1	1.18	1.63
The Hague	Netherlands	6	2	8	1.41	1.09	X					1	1.41	1.09
Vienna	Austria	2	0	2	0.47	0.27					X	1	0.47	0.27
Washington	USA	10	4	14	2.35	1.90	X					1	2.35	1.90
Total staff		425	311	736			NOTE:					24.5	98.71	99.05
# staff in small stations (<4)		19	2	21			X: yes, direct reporting to IMIS							
% staff in small stations (<4)		4.5%	0.6%	2.9%			x: yes, but through another office							
							?: still under investigation							
							-: no							



(Click on the table to access the spreadsheet)



# 5

## Preliminary Comprehensive GHG Inventory

### *Data collection for official travel-related GHG emissions*

In order to estimate GHG emissions related to travel, the following information is required for each travel:

- The routing (using the IATA three letter codes for air travel, e.g. NBO-LHR-JFK);
- The class (first, business, premium economy, economy);
- The unit financing the travel (for footprinting at unit level and for offsetting).

The analysis of the travel types revealed that the required information is recorded with three exceptions: self-ticketing; lumpsum for staff entitlement; and meeting participants charged against an miscellaneous obligation document (OBMO).

TRAVEL TYPES	TA	IMIS	DEP. / DEST.	CODED ROUTE
Staff official mission	X	X	X	X
Staff entitlement:				
- initial travel	X	X	X	
- staff home leave	X	X	X	
- education grant	X	X	X	
- family visit	X	X	X	
- reassignment / transfer	X	X	X	
- repatriation / separation travel	X	X	X	
Security evacuation				
Medical evacuation	X	X	X	X
Meeting participants				
- TA	X	X	X	X
- TA and through third party (UNDP)	X	X	X	X
- No TA - through OBMO				
Job application / travel on interview	X	X	X	X
Consultants, Experts	X	X	X	X
Military personnel (funded by UN-NY)	-	-	-	-



# 5

## Preliminary Comprehensive GHG Inventory

### *Data collection for official travel-related GHG emissions*

Towards addressing the gaps in travel information, the following measures have been taken:

- **Self-ticketing:** self-ticketing is an exception. To address the information gaps, travel assistants are requested to record the exact routing once they receive the information from the person traveling.
- **Lump-sum for staff entitlement:** lump-sum is requested by most staff for their entitlements. The lump-sum is calculated as 75% of the full economy class fare. Since all lump-sums are calculated on the same basis, a correlation between lump-sum amount and offset amount has been derived based on 2007 lump-sums for which routing has been reconstituted. The offset amount for the 2008 lump sums will be calculated using that correlation.
- **Meeting participants charged against an OBMO:** this practice does not require a Travel Authorization, and therefore no travel data is recorded. The practice has been strongly discouraged by OIOS. Without a Travel Authorization, the travel is not insured by the UN.

Towards collecting IMIS data, a script has been developed by UNON-IMIS to be run by the other IMIS managers to extract the same data from all the IMIS systems.

Travel data from the five databases is then combined and checked by a travel assistant at HQ level.

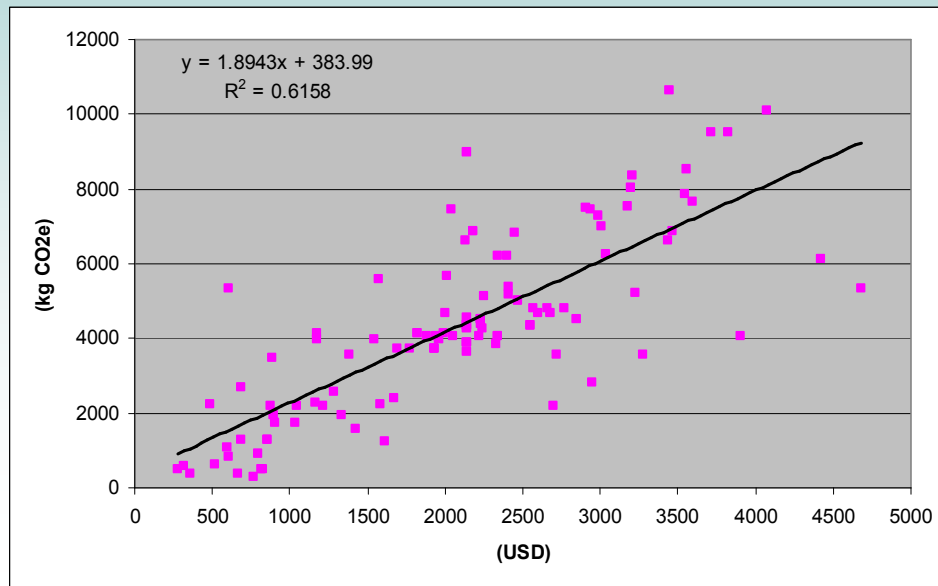


5

# Preliminary Comprehensive GHG Inventory

## Data collection for official travel-related GHG emissions

To estimate the GHG emissions derived from staff entitlements when a lump sum is provided in stead of an air ticket, a relationship between the lumpsum (expressed in USD) and the potential corresponding GHG emissions (tons CO<sub>2</sub>e) has been established based on 120 lumpsum for which the route that was used for estimating the lumpsum has been retrieved. The coefficient of correlation is: 0.78



# 5

## Preliminary Comprehensive GHG Inventory Calculator for official air travel-related GHG emissions

Air travel forms the lion-share of all official travel at UNEP. Closed to 10,000 air travels are funded by UNEP every year. In order to help calculate distances, CO2e emissions and offset, a calculator has been developed with the following characteristic:

- It uses as entry data routing information based on IATA three letter codes, e.g. NBO-LHR-JFK
- Three variable parameters are provided: Radiative Forcing Index (RFI), the offset cost for one ton of CO2, and airline classes;
- It can process at once 1000 air travels with up to nineteen legs each;
- It uses a in-built database of 4,149 airports, with the possibility of adding airports.

ASPIRATION		UNEP OFFICIAL TRAVEL RELATED EMISSIONS ESTIMATE			
Category	Value	Distance (km)	CO2e (kg)	Offset (kg)	Cost (USD)
Official air travel	10,000	1,000,000	100,000	10,000	1,000
Business class	5,000	500,000	50,000	5,000	500
Economy class	5,000	500,000	50,000	5,000	500
First class	1,000	100,000	10,000	1,000	100
Charter flights	1,000	100,000	10,000	1,000	100
Private jets	1,000	100,000	10,000	1,000	100
Helicopters	1,000	100,000	10,000	1,000	100
Small aircraft	1,000	100,000	10,000	1,000	100
Large aircraft	1,000	100,000	10,000	1,000	100
Other	1,000	100,000	10,000	1,000	100
<b>TOTAL</b>	<b>10,000</b>	<b>1,000,000</b>	<b>100,000</b>	<b>10,000</b>	<b>1,000</b>



(Click on the table to access the calculator)

# 5

## Preliminary Comprehensive GHG Inventory

### *Calculator for official air travel-related GHG emissions*

- For most air travel, the hiring of taxi is required to go from and to the departure and destination airports. However, collecting data on actual GHG emissions derived from taxi hire is an almost impossible task. To cover such GHG emissions, a default value of 120 km (4 x 30 km) of taxi hire is considered for each air trip.
- Premium economy, business and first class seats are usually associated with higher emissions on the basis of space used in the aircraft. In the inventory, a distinction is made between classes. The following factors are being used based on Carbon Planet:

Economy	1
Premium Economy	1.3
Business	2.1
First	3.4

- The calculation of all air travel-related GHG emissions will be finalized soon. However, based on the calculation of 3,996 air travels, the 2007 GHG emissions from air travel is estimated at 39,076 tons CO<sub>2</sub>e, corresponding to 25 times the office-related GHG emissions. The total estimation for UNEP's GHG emissions in 2007 is at ~41,000 tons CO<sub>2</sub>e.



# 6

## Action Plan for GHG emission reduction

- An Action Plan for GHG emission reduction is being prepared. It will cover the first two years of implementation of the Strategy.
- The Action Plan will:
  - Target GHG emissions from office operations, aiming at reducing electricity consumption from air-conditioning and lighting, streamlining office equipment setup and re-configuring energy-saving setup;
  - Target GHG emissions from air travel through the introduction of new guidelines on official travels, a new travel request template that brings to the front GHG emissions associated with travel and the promotion of tele- or video-conferencing;
  - Encourage more responsible behaviour in the office and at home, through training sessions on green practices at the office and at home; promotion of car-pooling; and promotion of greener transportation.
- The Action Plan is expected to be finalized by end of July for endorsement by the Senior Management Team.





## Verifiable Comprehensive GHG Inventory

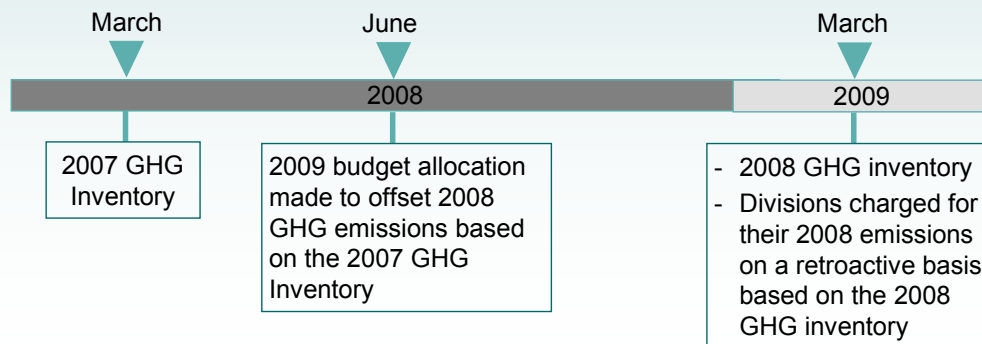
- In 2009 a Comprehensive GHG Inventory will be carried out to estimate the 2008 emissions related to UNEP operations.
- The 2009 Comprehensive GHG Inventory will be verified by a third party as well as the procured offset. The Terms of Reference for the verification process are being prepared with support from ERM.
- The verification process will provide an assurance statement regarding the climate neutrality claim.



# 8

## Offset financing

- Divisions are the units that primarily hold and manage the funds for UNEP work programme implementation. The GHG inventory will, therefore, be disaggregated at divisional level and the offset will be financed at divisional level, as well.
- In each division's budget, two budget lines will be created: one to offset travel-related GHG emissions and one to offset office-related GHG emissions.
- A new trust fund "UNEP Climate Neutral Trust Fund" has been created. The offset amounts charged against the divisional budget lines will be transferred to the trust fund for subsequent procurement of Certified Emissions Reductions (CERs).
- The offset financing cycle will be as follows:





# 9

## Offset procurement

- The offset funds levied from the Divisions are transferred to the newly created UNEP Climate Neutral Trust Fund.
- In line with the Strategy for a Climate-neutral UN, offsetting GHG emissions will be done through the purchase of Certified Emissions Reductions (CERs), in other words through the Clean Development Mechanism, in order to secure high degree of confidence regarding the stated emissions reductions.
- A Board of Trustees will be established to manage the Trust Fund. It will comprise staff members from the various divisions. The Board will, *inter alia*:
  - Define criteria for selecting CDM projects;
  - Be in charge of procuring CERs;
  - Be responsible for the accounting of offset vs emissions;
  - Be responsible for the climate neutral assurance report.
- The incumbent of the new post to coordinate the implementation of the Climate Neutral Strategy will act as the secretary to the Board.

