

# Moving Towards a Climate Neutral UN

The UN system's footprint and efforts to reduce it



This is a United Nations Environment Programme publication, prepared in its capacity as secretariat of the UN Environment Management Group (EMG), with contributions from the institutions of the UN system. This publication has been produced with the support of GRID-Arendal and Zoï Environment Network.



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# Foreword

**Climate change is the defining challenge of our generation. Scientists warn we have less than 10 years to halt the global rise in greenhouse gas emissions if we are to avoid catastrophic consequences. For this reason, I made climate change a top priority as soon as I took office. It is a practical and moral imperative. The decisions we make today will affect almost all the work of the United Nations for sustainable development, social progress, human rights, peace and stability.**

In combating climate change I resolved that the United Nations should lead by example. On World Environment Day 2007 I mandated that we would use energy more efficiently and eliminate wasteful practices in our headquarters and offices around the globe. In New York I instructed that the Capital Master Plan for the new Secretariat building be a model of energy efficiency and green best practice.

All heads of United Nations agencies, funds and programmes have joined this effort. The UN system is collectively developing a climate-neutral approach for its premises and operations. I would like to thank the members of the UN System Chief Executives Board

and, in particular, Mr. Achim Steiner, Executive Director of the United Nations Environment Programme, in his capacity as Chair of the Environment Management Group, for coordinating this initiative.

While much remains to be done, I am pleased to note we have made progress. This report documents the steps we have taken towards climate-neutrality and environmental sustainability. I hope it serves as inspiration for further achievement.

The responsibility for the future lies in our hands. Let change begin at home.



New York, 4 December 2009

  
**Ban Ki-moon**  
United Nations Secretary-General

# Acknowledgements

This publication is the result of the collective effort of over a thousand staff members from across the UN system who have pooled their expertise, skills and know-how in service of the organization as a whole and to support efforts to combat climate change. It has brought together staff from within each organization, from the climate neutral focal point in each agency, to facility managers, staff from travel units, procurement, engineering, as well as the senior staff who have championed the process.

Countless hours of work have gone into the preparation and use of the greenhouse gas calculators, emissions reductions guides and other tools, the provision of training, and putting into place data collection systems.

United Nations Environment Programme (UNEP)'s Environment Management Group secretariat is grateful to the World Bank, which has been climate neutral since 2006, for playing an instrumental role in launching the UN's climate neutral initiative by hosting the kick-off meeting and generously sharing its experience.

Acknowledgement is also made for the information and data used in the UN Greenhouse Gas Calculator from the World Resources Institute (WRI), the Intergovernmental Panel on Climate Change (IPCC), the United States Environmental Protection Agency (US EPA) Climate Leaders Programme and the International Energy Agency (IEA), and the considerable time commitment from staff of the United Nations Department of Field Support/Information and Communications Technology Division (DFS/ICTD) to develop the UN Greenhouse Gas Calculator, the UN greenhouse gas database and reporting tool. UNEP would also like to express its appreciation to the secretariat of the International Civil Aviation Organization (ICAO) for the development and maintenance of a custom-built interface to the ICAO Aviation Carbon Emissions Calculator for use by UN system organizations. UNEP is grateful to the Government of Norway for financial support for the climate-neutral initiative.

Special thanks are due to the climate neutral focal points and their colleagues across the UN system, the UN Secretary-General's Climate Change Support Team and the UN Chief Executives Board secretariat.

# Preface

**Combating climate change and catalyzing the transition to a low carbon, more resource efficient global Green Economy is everyone's responsibility – international, regional and national organizations and the individuals that work for them, regional and municipal authorities and companies and civil society.**

The UN system is responding to the Secretary-General's call to make its in-house practices alongside its field operations more climate-friendly and environmentally sustainable. This publication presents the first greenhouse gas inventory for the UN system and an overview of the initial steps that have been taken to manage these emissions.

This first-ever footprint of the UN system includes data from UN headquarters, major centres and field office operations. It covers the full range of institutions that make up the UN system, from the Secretariat and its regional economic commissions, to the specialized agencies, funds and programmes.

It is an excellent example of coordination within the UN system, where a collection of diverse institutions has come together despite differences in mandate, constituents and priorities to adopt a common approach and single methodology. This is in large part due to the network of climate neutral focal points across the UN system and countless others who have contributed in sharing their knowledge, expertise and experience.

In 2008, the organizations that make up the UN system are collectively responsible for three-quarters of a million tonnes of carbon dioxide equivalents – around

1.5% of the amount emitted by New York City in that year. UN peacekeeping operations emitted an additional one million tonnes of carbon dioxide equivalents.

While the UN system's worldwide footprint is small when compared with the global total, we hope to send out a collective signal to the world that combating climate change begins at home and that we take accountability and credibility seriously.

This is in many ways just the beginning and major challenges lie ahead. Over the coming year, the UN will make its greenhouse gas inventory methodology more user-friendly. Collective efforts are needed to improve data quality and fill current data gaps, particularly on travel and field offices in order to bring the inventory numbers up to a standard against which we can meaningfully measure the effects of our emission-reduction measures. Above all we need to make the transition from a collection of success stories to emission reduction plans with targets for each UN organization.

I am sure that these efforts towards a lower-carbon UN will contribute to lowering the organization's environmental impacts while reducing operating costs, promoting credibility and hopefully inspiring others to take a climate-friendly, resource efficient path.



**Achim Steiner**

Under-Secretary General

Executive Director of UNEP

Chair of the UN Environment Management Group

# 1. CLIMATE NEUTRAL UN

## The UN system

The UN system is made up of the organizations established by the Charter of the United Nations, namely, the United Nations principal organs, the specialized agencies provided for in Article 57 of the Charter and a number of programmes established by the General Assembly under its authority derived from Article 22 of the Charter. The agencies are legally independent international organizations with their own rules, membership, organs and financial resources.

The international institutions that make up the UN system have diverse fields of action and operations, structures, mandate and governing body arrangements, and varying field office presence.

The UN System Chief Executives Board for Coordination (CEB) brings together the executive heads of the organizations that make up the United Nations system, under the chairmanship of the Secretary General of the United Nations.

The agencies, funds and programmes of the UN system together with the secretariats of Multilateral Environmental Agreements (MEAs) are member of the UN Environment Management Group (EMG), which was established by the General Assembly to coordinate environmental issues across the UN system. The secretariat for the EMG is provided by UNEP.

### Progress so far

The aggregated GHG emissions of the UN system organizations for their facility operations and travel in 2008, not including peacekeeping, are estimated at approximately 770'000 tonnes of CO<sub>2</sub> equivalent. The average annual GHG emissions across the UN system are approximately 8.3 tonnes of CO<sub>2</sub> equivalent per staff member.

Policies and measures are being implemented across the UN system to reduce greenhouse gas emissions. The focus so far has been on improving the energy-efficiency of buildings and office equipment, increased use of renewable energy, raising staff awareness on energy-savings and

the greening of meetings. Areas where efforts have begun but which hold considerable future potential include the use of information and communication technologies to reduce emissions and streamlining air travel. Measures to cut emissions have also reduced the consumption of energy, water and paper – and therefore costs, and improved planning and efficiency in work delivery.

A number of organizations have already put into place offsetting initiatives. Five UN system institutions have declared themselves climate- or carbon-neutral, while six others have offset specific events.



# Moving towards climate-neutrality

At the October 2007 meeting of the CEB, the executive heads of the UN agencies, funds and programmes made a commitment to move their respective organizations towards climate neutrality in headquarters and UN centres for their facility operations and travel (see Annex II for the text of the statement).

In particular, they agreed to estimate greenhouse gas (GHG) emissions consistent with accepted international standards, to undertake efforts to reduce GHG emissions to the extent possible; and to analyze the cost implications and explore budgetary modalities – including consulting with governing bodies as needed – of purchasing carbon offsets to eventually reach climate neutrality. The initial milestone for this work was set for December 2009.

The UN system set out its approach in the UN Climate Neutral Strategy. In this document, the UN defined its “climate neutrality” as the entire set of policies that it uses to estimate its known GHG emissions, measures to reduce them, and to purchase carbon offsets to “neutralize” those emissions that remain, aiming at the highest standards possible. It identifies the following elements that should be included:

- a commitment to reducing GHG emissions as part of an integrated and comprehensive environmental management approach;
- the preparation of consistent, comparable and transparent inventory data, according to agreed methodologies, which subsequently undergo periodic independent verification;
- the development and implementation of a package of measures to reduce GHG emissions;
- a decision to offset the remaining emissions through a reasoned choice of offsets that satisfy a list of agreed criteria, ensuring their high quality;
- regular transparent reporting combined with the public communication of each organization’s emissions inventory, together with any targets or goals for emissions reductions;
- the development and implementation of a knowledge-management system serving the entire UN, to document initiatives, data, lessons learned and best practice; to post guidelines and methodologies; to post model strategies and work plans; to provide e-training courses; to host Q&A; to provide technical assistance; and to host e-discussions.

The UN Climate Neutral Strategy highlighted advantages of harmonization. A common approach across the UN system brings greater impact, lowers transactions costs, facilitates practical action on the ground through the

development of common tools, ensures comparability of data across organizations, and pooling of results for better-informed decisions and knowledge-sharing.

The UN Environment Management Group (EMG) was tasked with coordinating the UN system’s efforts to move towards climate neutrality, and has been working through a network of climate neutral focal points from each organization.

In addition, the Sustainable United Nations facility (SUN) was established in UNEP’s Paris-based Division for Technology, Industry and Economics to provide additional support on becoming climate neutral, particularly on emissions reductions.

The EMG secretariat and SUN have been working with the UN system to develop common methodologies, tools, guidelines and briefing information, and provide training and technical support. Annex III contains a list of resources prepared and planned to support the UN system’s move towards climate neutrality. Most of these are in the public domain and aim to encourage institutions and individuals to reduce their own climate footprint.

The data collection procedure in each organization was managed and coordinated by the designated climate neutral focal point within each organization. Focal points received training on the use of the calculator tools and the inventory process through workshops, teleconferences and several web-based training sessions. In addition, the EMG secretariat established a GHG Helpdesk consisting of a team of experts which provided assistance to climate neutral focal points via phone and e-mail on technical and organizational issues.

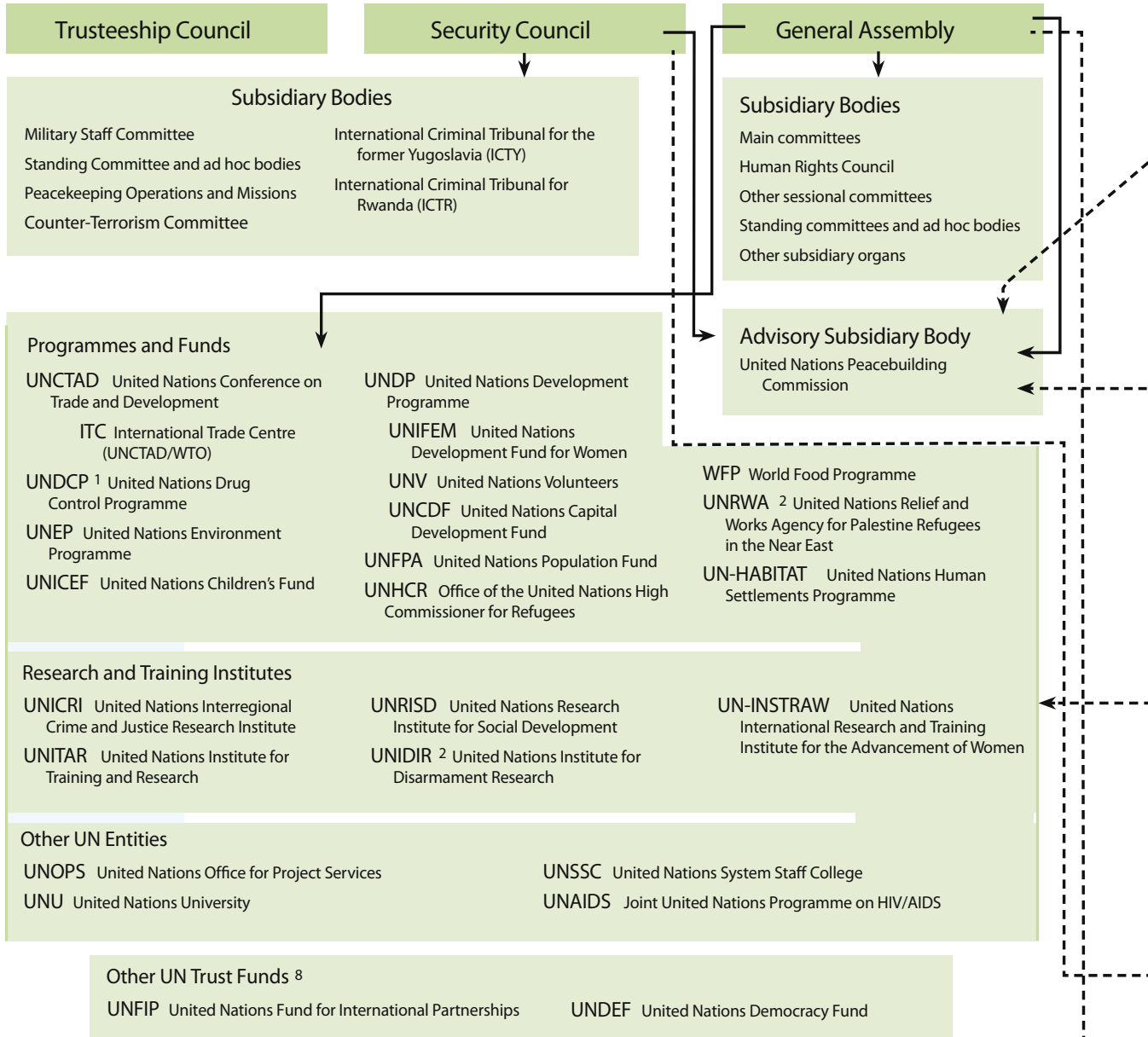
The focal points typically worked on the internal data collection with offices and departments which had access to relevant information. Facility managers, travel agents, and technical and administrative staff were therefore heavily involved in collecting and aggregating information for the GHG inventory.

The full UN system has been covered by this exercise, through forty-nine reporting entities. The reporting entity is typically a distinct UN agency, fund, programme, regional commission or institute, but in some cases the reporting office has been based on administrative responsibility or the specificity of its mandate and activities. In this report, the term “UN organization” is used interchangeably with reporting entity.



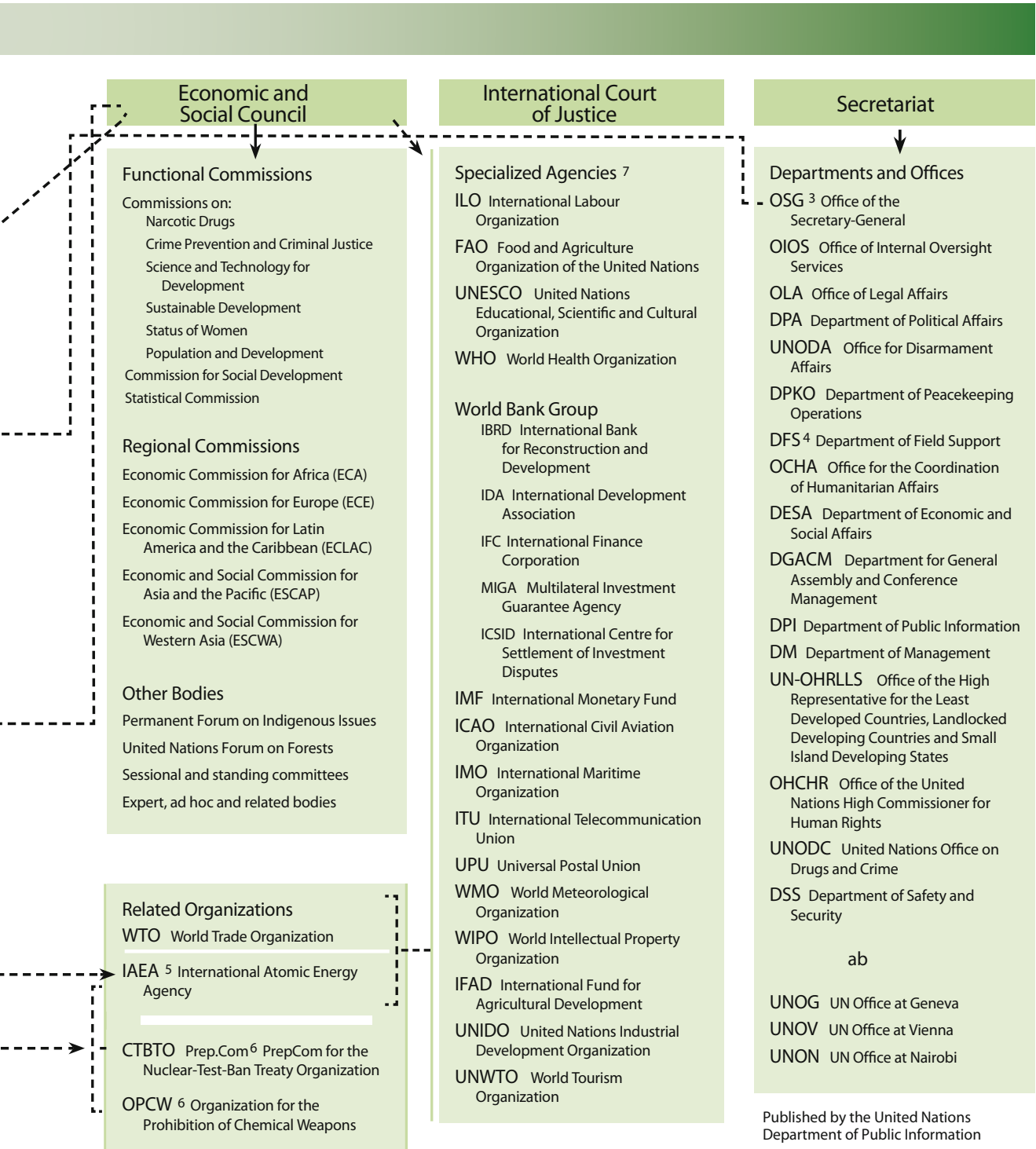
# The United Nations System

## Principal Organs



NOTES: Solid lines from a Principal Organ indicate a direct reporting relationship; dashes indicate a non-subsidiary relationship.

- The UN Drug Control Programme is part of the UN Office on Drugs and Crime.
- UNRWA and UNIDIR report only to the GA.
- The United Nations Ethics Office, the United Nations Ombudsman's Office, and the Chief Information Technology Officer report directly to the Secretary-General.
- In an exceptional arrangement, the Under-Secretary-General for Field Support reports directly to the Under-Secretary-General for Peacekeeping Operations.
- IAEA reports to the Security Council and the General Assembly (GA).
- The CTBTO Prep.Com and OPCW report to the GA.
- Specialized agencies are autonomous organizations working with the UN and each other through the coordinating machinery of the ECOSOC at the intergovernmental level, and through the Chief Executives Board for coordination (CEB) at the inter-secretariat level.
- UNFIP is an autonomous trust fund operating under the leadership of the United Nations Deputy Secretary-General. UNDEF's advisory board recommends funding proposals for approval by the Secretary-General.



# Challenges and limitations

This report presents the UN's GHG inventory for the calendar year 2008 and information on emissions reductions and offsets that has been gathered for the first time. In order to obtain this information, it was necessary to set up data collection systems where they did not previously exist, to train staff in GHG foot-printing techniques and the use of new tools specially developed for the purpose.

The data collection systems and tools are in their first iteration, and will be refined and improved over the coming months and years. The results presented in this report should be viewed as a first effort which will become more comprehensive and precise over time. Efforts will be made to raise the level of accuracy in inventory data, for example by improving transparency and traceability, filling data gaps, obtaining better coverage of field offices and replacing proxies and estimates with actual data. In many cases, organizations' GHG inventories will require improvement before they can be used as a base year.

In some cases, there have been constraints in the funding related to the allocation of staff resources that are required for the introduction of GHG foot-printing across the UN. Making the internal institutional arrangements,

such as committees, senior level champions and assigning of responsibilities has also taken time.

The overall coordination exercise across organizations with diverse mandates, management structures and geographical locations has also presented challenges, with case-by-case solutions needed, for example when defining a common boundary. Situations where several organizations are sharing common office space also require special coordination to allocate emissions to each organization.

In developing common tools, a further challenge has been the fact that different enterprise resource planning (ERP) systems are in use across UN system organizations. This has complicated the extraction of input data for the GHG calculator tools.

It was not always possible to meet all the data-collection challenges in the current inventory and achieve a high level of accuracy, coverage and comprehensiveness across organizations. The performance indicators and relative emissions are therefore expected to change in the future, due to improved and more systematic inventory-data collection systems and emissions-reduction efforts.

# Next steps

## Greenhouse gas inventories

The UN system is using a common methodology to calculate its GHG emissions and has agreed on what emission sources to include in the inventory.

Over the coming months and years, the UN system will improve the quality of data and coverage, and will fill data gaps, improving the accuracy of data, especially for the larger source categories such as air travel. It aims to replace estimates with actual data where possible, and gradually expand to achieve full coverage of field offices.

This will entail corresponding improvements to data collections systems, integrating links to ERP systems in use, improving the methodology used by the UN on an ongoing basis, and moving the UN's overall reporting system onto an online Internet-based platform. The agreed common boundary will also be kept under continuous review.

To support these efforts, training will be provided on an ongoing basis to ensure that field offices have the necessary skills and training to prepare high quality data and inventories.

## Emissions reduction measures

A range of different measures is being implemented across the UN system in all duty stations, from energy efficiency measures, efficient lighting and the refurbishing of buildings, to staff awareness programmes, sustainable procurement and even the introduction of environmental management systems.

The next steps will involve making the transition from a collection of success stories to the development of coherent emissions reduction strategies for each or-

ganization, which the UN system has agreed to do as its next step in 2010. These plans will address the full range of measures to reduce emissions, including from travel, which is the largest source category for many UN system organizations. Performance indicators will be developed to assess progress which will be reflected in the inventories.

## Offsets

The UN System Chief Executives Board opted to purchase only offsets generated under the Clean Development Mechanism (CDM). Only a few organizations have purchased offsets. A handful of organizations are or will be fully climate-neutral, one will have offset part of its footprint, while several others have made only specific high-profile events climate-neutral. Some organizations have highlighted that they have yet to hold consultations with their governing bodies on related budgetary issues.

In the future, common approaches to offsetting will be explored across the UN system, as appropriate, to internalize climate change costs, build additional incentives for emissions reductions and efficiency gains.

## Sustainable Management of the UN

At the annual senior officials meeting of the UN Environment Management Group in September 2009, the UN system decided to consolidate its work on a climate neutral UN and parallel work on sustainable procurement into a single work stream, on sustainable management in the UN. The UN climate-neutrality strategy will henceforth be addressed as part of a broader effort to "green" the way the UN works, which will, in a holistic and systematic manner, address the full range of sustainability issues.

# 2. GREENHOUSE GAS INVENTORY FOR 2008

**Establishing an inventory of GHG emissions from the various activities and operations is the first step towards reducing these emissions. The inventory allows the institution to identify the main emission sources and to take targeted action to reduce these emissions and also obtain efficiency gains.**

Many UN agencies collected their GHG data for the first time in 2008, whereas some have been preparing inventories since 2004. It is the first time that a coordinated approach for a UN-wide GHG inventory with a common methodology has been implemented. The use of a common boundary and methodology ensures that data can be aggregated and compared across all UN system organizations.

This exercise has been a difficult but successful process that resulted in real number baseline GHG inventories crucial for moving towards climate neutrality. Since this was the first time most organizations have prepared a GHG inventory, data gaps, estimates and the use of proxies could not be avoided. However, the exercise has been a useful learning experience which will improve practices and make data collection more efficient and easier in the future.

## UN system methodology and tools

The calculation of GHG emissions is based on the GHG Protocol of the World Resources Institute (WRI) and World Business Council on Sustainable Development (WBCSD), which is compatible with the new ISO 14'064 standard for GHG accounting. It is the most widely used international accounting tool for government and business leaders to understand, quantify, and manage GHG emissions and draws upon internationally recognized methodologies for calculating GHG emissions from buildings and transport. The goal is to provide a credible and transparent approach to quantifying and reporting GHG emissions reductions.

### UN Greenhouse Gas Calculator

The UN Greenhouse Gas Calculator estimates GHG emissions resulting from building-related emissions and travel by road and rail. It provides the methodology and suggests emission factors for calculating GHG emissions from official vehicles, buses, trains, taxis,

self-generated power, refrigerants, purchased heat and steam, and electricity. The calculator was developed, programmed and designed by the United Nations Department of Field Support/Information and Communications Technology Division (DFS/ICTD) with input from the WRI, which provided emission factors and internationally recognized methodologies. Contributions were also made by staff from over a dozen organizations across the UN system who have pooled their expertise, skills and know-how in the service of the organization as a whole.

The tool is specially designed for the UN agencies, funds and programmes to facilitate the preparation of their baseline GHG inventories. It aims to ensure that the inventories of the UN organizations are consistent, comparable with one another, transparent and based on the best available information sources.

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1. [www.unemg.org/sustainableun](http://www.unemg.org/sustainableun)

The UN Greenhouse Gas Calculator methodology is explained in detail in its user manual<sup>1</sup>. The calculator and the user guide provide step-by-step instructions on how to prepare an inventory according to the common boundary agreed by the UN system for its GHG accounting. After the required activity data are entered into the tool, the GHG footprint is automatically estimated by applying a set of default emission factors, allowing flexibility to enter more specific data where available.

### International Civil Aviation Organization (ICAO) Aviation Carbon Emissions Calculator

The International Civil Aviation Organization (ICAO), one of the UN system organizations, has developed a methodology for calculating the carbon dioxide emissions from official air travel. A tool for calculating emissions is available on the ICAO website together with a description of the methodology underpinning the Calculator. The UN system organizations have chosen to use this tool for estimating emissions from air travel as there can be very significant differences in emissions for the same trip travelled via different routings<sup>2</sup>. A special interface to the ICAO tool was developed by the ICAO secretariat for specific use by the UN system organizations, to facilitate the aggregation of travel data. This tool complements the UN Greenhouse Gas Calculator. The methodology applies the best publicly available industry data to account for various factors such as aircraft types, route specific data, passenger load factors and cargo carried. The methodology makes a distinction between cabin class factors “economy” and “premium”, and weights these with a ratio of 1:2.

### Non-CO<sub>2</sub> emissions from air travel

The full climate impact of air travel goes beyond the effect of CO<sub>2</sub> emissions alone. For example, aircraft emit nitrogen oxides (NO<sub>x</sub>) which tend to increase the level of ozone and reduce the level of methane, both of which are greenhouse gases. Aircraft also contribute to water condensation in the atmosphere which has a warming effect. There is still considerable scientific uncertainty about the scale and dynamics of these effects.

The “Special Report on Aviation and the Global Atmosphere”, prepared by the Intergovernmental Panel on Climate Change (IPCC) in 1999, estimated the overall climate impact of aviation to be between two to four times larger than that of the CO<sub>2</sub> emissions alone. It used a Radiative Forcing Index (RFI) in these estimates. The RFI for aircraft in 1992 was estimated to be 2.7 with

aviation’s total contribution to radiative forcing being approximately 3.5 per cent.

More recent data in the 2007 IPCC “Fourth Assessment Report” suggests an RFI of 1.9 for aircraft in 2005 and aviation’s contribution being at 3 per cent. Although reference to the RFI is made, the report states that the RFI should not be used as an emission metric since it does not account for the different residence times of different forcing agents. Other metrics such as Global Warming Potential (GWP) and Global Temperature Potential (GTP) could be considered as alternatives. However, to date, the IPCC has not provided further guidance on these issues, but work is underway in the Fifth Assessment Report.

In its decision on how to consider the effect of non-CO<sub>2</sub> gases, in the EMG, the UN system organizations weighed up various factors, including scientific uncertainty, risk to reputation, the need to follow the precautionary approach, the need to maintain high environmental standards, and legal and budgetary considerations. A collective decision was taken, on a provisional basis and until further guidance is provided by the IPCC, in keeping with the current WRI/WBCSD methodology, only to take into account the effects of CO<sub>2</sub> from air travel.

The ICAO and UNEP secretariats were also requested to convene a meeting of experts who will be identified based on, inter alia, recommendations of the IPCC. The meeting will aim to provide further guidance as a matter of priority on the question of an appropriate metric to account for all GHG effects from aviation, while waiting for additional guidance from the IPCC. Preparations are underway to convene this meeting in spring 2010.

The decision to account provisionally only for CO<sub>2</sub> emissions has resulted in some UN organizations describing their current approach as carbon neutral (as opposed to climate neutral), but the goal of reaching climate neutrality remains in place.

### Alternative reporting format

An alternative reporting format was made available to UN agencies which had already concluded their GHG inventory for 2008 before the inventory tools were available or where other means of compiling the inventory had been used. If methods other than that agreed by the WRI/WBCSD were used, the assumptions had to be explained in the individual organization’s inventory management plan. Information on emissions for each of the Kyoto Protocol gases, kilometres travelled, number of trips and kWh electricity used etc. was to be entered in this pre-formatted Excel spreadsheet. Data submitted in this alternative format was treated in the same way as data submitted in the UN GHG Calculator inventory tool.

2. The World Bank Group continues to use the WRI/WBCSD methodology with the latest DEFRA emission factors to calculate its emissions from business travel.

# Inventory boundary

The UN system has agreed on a common minimum boundary for its GHG inventory, which specifies activities, emission sources and GHGs, as described below.

## Activities

The October 2007 decision of the UN system Chief Executives Board (CEB) limits the boundary of the UN to facility operations and travel. The UN agencies, funds and programmes therefore accounted for GHG emissions from headquarters, regional and administrative centres and field offices. Emissions from activities that are funded both through the regular and extra-budgetary sources are included in the UN's boundary.

Among others, the following are not included in the UN minimum agreed boundary:

- Emissions from staff commuting to work;
- Emissions from projects implemented by external entities or from grants to other institutions;
- Emissions from electricity losses, courier, mail, printing and shipping;
- Embodied carbon in for instance food, beverages, paper and computers; and
- Emissions from construction.

## Emission sources

The GHG inventory of UN system organizations includes as a minimum the following emission sources:

- Mobile fuel combustion, such as emissions from official air, rail or road travel;
- Stationary fuel combustion, such as energy consumption in buildings for electricity, heating, air conditioning, hot water and cooking, and so on; and
- Fugitive emissions, such as leakage of GHGs from refrigeration and air-conditioning equipment.

If for some reason the organization was not able to include the above in the inventory, the omission was to be documented and an explanation provided in the inventory management plan.

## Greenhouse gas coverage

The GHG Protocol requires reporting of the six GHGs covered by the Kyoto Protocol, namely CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O, HFC, PFC and SF<sub>6</sub>. There are no emissions of SF<sub>6</sub> from UN activities. The methodology requires emissions to be reported separately for each GHG as well as aggregated as carbon-dioxide equivalent (CO<sub>2</sub> eq). There are several areas where it has been difficult to report on all GHGs. As indicated above, in 2008, the UN's methodology does not take into account the non-CO<sub>2</sub> effects of aviation, although efforts were underway

to develop appropriate metrics and approaches to resolve this issue. Similarly, the default national emission factors that were available for public transport and electricity production did not include gases other than CO<sub>2</sub>.

The UN's methodology allows the use of proxies to estimate GHG emissions from "small" offices, which it has defined as offices with fewer than five staff members. If such offices have been excluded altogether from the inventory, the data gap must be reported with an indication of plans on how to account for these small offices in the future.

To assess inventory completeness, organizations were asked to identify and report the data gaps in coverage of emissions under the minimum agreed boundary. Whenever data were not readily available, organizations had the option of estimating GHG emissions based on clearly defined assumptions and proxies (kWh per square metre of office floor space). Such proxies can be derived from real data collected from similar buildings in the region and are discussed in the individual agencies inventory management plans.

## Emissions from sources outside the UN minimum agreed boundary

UN system organizations have been allowed the flexibility to report on an optional basis on emissions from sources that lie outside the UN minimum agreed boundary, provided an explanation is provided in the inventory management plan. These could include for example emissions from commuting, waste and paper use. If organizations chose to do so, emissions from these source categories should also be reported in subsequent years for the purpose of time series comparison.

## UN GHG inventory database and reports

According to the system in place in 2008, UN system organizations have provided their GHG data in several standardized Calculators (the UN Greenhouse Gas Calculator, the UN Interface to the ICAO Carbon Emissions Calculator, and a spreadsheet for reported data using other methods of compiling the inventory). To accommodate the UN system's specific GHG reporting needs, DFS/ICTD developed and designed a customized "data-mining tool" to extract data from the workbooks and store all the information in a common GHG database. DFS/ICTD has also made available a web-portal where registered users can generate customized GHG reports directly from the Internet.



# Experience and results

## Data results and statistics

The climate neutral focal points received the standardized methodology, tools and templates in April 2009, together with training sessions on their use. Over the following four months, the forty-nine UN system reporting entities collected data and submitted GHG inventories to the EMG secretariat using the standardized reporting formats. The result is a comprehensive overview of source categories and emissions.

The proposed methodology and tools were used by all participating organizations except four organizations, which already had a GHG data collection system in place. Those submitted their results in the alternative format. Since the methodologies used by those organizations were based on the GHG Protocol, like the other UN GHG Calculator, their approaches are similar and therefore compatible.

The aggregated GHG emissions of the UN system organizations for their facility operations and travel in 2008 are estimated at approximately 770 000 tonnes of CO<sub>2</sub> equivalent. An estimated additional one million tonnes of CO<sub>2</sub> equivalent are emitted from operations related to peacekeeping missions, including uniformed personnel. The average annual greenhouse emissions across the UN system are approximately 8.3 tonnes of CO<sub>2</sub> equivalent per staff member<sup>3</sup>.

Total GHG emissions vary across organizations due to their different sizes and types of operations. The largest source of GHG emissions for the UN system organizations is air travel, accounting on average for almost 50 per cent of total emissions, one third are from electricity and heating of facilities, twelve per cent are from official vehicles and five per cent from refrigeration and air conditioning. There is significant variation between organizations, with air travel resulting in over 90 per cent in some cases down to a few per cent in others.

The use of official vehicles is more common in country offices. There is also variation in GHG emissions from facilities, with average emission factors from electricity production ranging, for example from 0.0013 kg CO<sub>2</sub> / kWh in Mozambique to 0.9434 kg CO<sub>2</sub> / kWh in India.

3. The term "staff member" is used in this inventory process to include all personnel contributing to an organization's footprint and therefore also includes short-term staff, consultants and interns. Numbers may therefore differ from those provided in other official documents, depending on whether these refer to posts established in budgets or other definitions.

Furthermore, the local climatic conditions, the extent of heating and air-conditioning, and the energy efficiency of the buildings play an important role. These factors increase the share of total emissions from facilities and vehicles.

Carbon dioxide is the most significant GHG, accounting for more than 90 per cent of total GHG emissions. This result reflects the fact that fossil fuel combustion is the principal source of GHG emissions. Another reason is that other GHGs, such as HFCs and PFCs have probably been undervalued, because of limited data availability. Furthermore, some energy providers have provided data to organizations only in aggregated CO<sub>2</sub> eq format. In the latter cases, these emissions have been counted as CO<sub>2</sub> emissions in the inventory.

## Completeness and quality

Organizations generally succeeded in reporting their GHG emissions required under the minimum agreed boundary. However, there are variations in quality and completeness.

The highest quality data were those which were systematically collected and recorded, such as air travel and electricity consumption. There were often difficulties obtaining data for fugitive emissions from air-conditioning and refrigeration, because maintenance of air-conditioning equipment is often outsourced and various types of equipment and refrigerants are used in one facility.

## Air travel data

Although air travel data were most of the time readily available through the ERP system or servicing travel agent, difficulties were experienced by some organizations in obtaining the data in the required data format. The ICAO Carbon Emissions Calculator takes into account the actual routing of a flight rather than just the distance between origin and destination in order to better estimate emissions resulting from the trip. Furthermore, data need to be expressed in three-letter IATA airport codes. It also differentiates emissions created by a business-class flight and one in economy. However, this requires data on the exact routing and travel class which was difficult for some organizations to obtain retroactively.

For certain categories of official travel – such as entitlement travel (home leave), self-ticketed travel or charter flights – information on the routing and class of travel was not readily available. In these cases, estimates were made either by estimating the routing by select-

ing commonly-travelled routes, or else using the average emissions per flight calculated by the ICAO Carbon Emissions Calculator which was then applied to the number of flights with missing data. One way of overcoming such problems in the future would be to adapt the ERP system to collect the required travel data, with support from the ICAO secretariat if appropriate, so that estimated itineraries can be replaced with actual data where possible.

The emissions from air travel included in the inventory include all trips paid for by the organization, both those of staff members as well as for example conference participants. The indicator “Air travel per staff member” will therefore be higher than the actual average per staff member and should thus be understood as a general indicator for the emission intensity of the organization. A high value may reflect a large amount of participant travel.

### Field offices

The inclusion of field offices in the GHG inventory presents major challenges. Data on energy consumption and other relevant emissions sources were often difficult to obtain or not available, either because data are not being collected or because local infrastructure lacks emission control devices or consumption information. The need for additional staff training, the geographical distance and the large number of field offices all increase the challenges.

Some organizations with a large number of country offices succeeded in obtaining good coverage of these offices in their first inventory. Others have prioritized headquarters and/or larger offices for which reliable

data were more readily available, and will expand the scope of their GHG inventory over time.

### Comparability

The UN system organizations have followed a common methodology and minimum agreed boundary, as a result of which their data are broadly comparable. However, there are divergences between organizations on coverage of country or field offices, and so the aggregated UN system data do not reflect the full impact of operations. Furthermore, data collection systems for air travel and refrigerants in air-conditioners will need to be improved to harmonize to a high quality across organizations.

### Data collection systems

Data collection systems play one of the most important roles in preparing the GHG inventory. A critical lesson learned for many organizations was to integrate data requirements and the data collection process itself into the day-to-day operations of the organization, in order to ensure that data are readily available and are of high quality. The necessary procedures, roles and responsibilities need to be established, with empowerment from senior management.

### Quality control

The UN Climate Neutral Strategy recommends that the GHG inventories should undergo periodic independent verification. Plans are underway to carry out such verification of the methodologies developed by the UN for their GHG inventory, as well as efforts to ensure that a harmonized and coordinated approach for the verification of individual organizations’ inventories, including the provision of related training for UN system.

## Next steps

A review will be undertaken of the experience in compiling the 2008 inventory, including lessons learned for 2009. A priority area will be to simplify the process and facilitate data submission and emissions calculations, which is planned using an online data submission system.

Other areas of focus will be facilitating data collection from country offices, improving other areas of coverage and enhancing data quality.

The experience in using the tools will also be reviewed, and improvements made together with updates on emission factors. Better use will be made of the knowledge-sharing website to collect and disseminate information on local emission factors for energy generation, and other data.

Ongoing efforts will be needed to further automate data collection from the various ERP systems in use by the UN system.

Organizations	Total emissions	Air travel	Emissions per reported personnel	Emissions from air travel per reported personnel	Office-related emissions	Number of staff included in inventory
	t CO <sub>2</sub> eq	%	t CO <sub>2</sub> eq/staff	t CO <sub>2</sub> eq/staff	kg CO <sub>2</sub> eq/m <sup>2</sup>	
CBD	3518.0	44.21	37.03	16.37	706.87	95
CTBTO	2275.7	59.63	6.58	3.92	47.25	346
DFS	3075.1	8.98	6.15	0.55	45.18	500
DPA	19928.5	31.56	11.81	3.73	n/a	1687
DPKO	972304.8	46.90	8.51	3.99	n/a	114206
ECA	4188.9	55.82	3.03	1.69	19.12	1381
ECE*	1076.0	67.41	4.60	3.10	26.00	234
ECLAC	3266.0	59.03	4.67	2.75	63.86	700
ESCAP	6409.6	16.76	5.83	0.98	265.01	1100
ESCWA	3512.2	16.45	11.19	1.84	86.08	314
FAO	50008.1	64.51	8.25	5.32	62.36	6065
IAEA	26570.5	77.78	8.05	6.26	47.26	3300
ICAO	5460.4	40.94	7.68	3.14	70.13	711
IFAD	3289.1	70.05	3.65	2.56	38.55	900
ILO	11661.7	61.30	5.51	3.38	21.81	2118
IMO	4270.6	20.88	12.31	2.57	141.68	347
ITC	3054.8	94.04	9.55	8.98	20.39	320
ITU	2879.7	61.15	3.33	2.04	19.06	865
UN Geneva	17065.6	74.16	6.19	4.59	25.74	2756
UN Nairobi	1760.3	41.41	2.94	1.22	26.57	599
UN Vienna	9133.6	49.12	8.66	4.25	92.45	1055
UNAIDS	1473.3	83.12	5.17	4.30	19.20	285
UNCCD	562.7	90.66	14.07	12.75	0.02	40
UNCTAD*	4017.0	80.30	8.00	6.40	26.00	504
UNDP	56230.8	50.22	4.93	2.47	n/a	11417
UNEP	11754.3	86.18	9.56	8.24	41.92	1229
UNESCO	24165.0	52.81	4.81	2.54	42.41	5028
UNFCCC	1687.2	79.80	4.49	3.58	0.51	376
UNFPA	18128.5	48.42	6.12	2.96	44.95	2961
UN-HABITAT	3371.3	94.44	10.64	10.04	23.45	317
UNHCR	1962.0	77.07	1.85	1.43	12.18	1058
UNHQ	90953.9	40.61	10.28	4.17	166.22	8850
UNICEF**	9564.7	66.04	7.99	5.28	9.98	1197
UNIDO	10220.8	55.39	18.09	10.07	49.29	565
UNIFEM	2233.0	73.20	3.44	2.51	44.67	650
UNISDR*	586.6	89.67	6.90	6.19	20.44	85
UNITAR*	292.4	91.32	4.87	4.45	19.02	60
UNOPS	546.8	57.91	3.62	2.10	57.39	151
UNRWA	11953.0	2.00	4.77	0.10	93.96	2505
UNU	1321.1	30.72	14.68	4.51	704.08	90
UNV	536.3	74.32	3.65	2.71	11.79	147
UNWTO	900.0	72.15	9.37	6.76	37.04	96
UPU	1510.4	28.12	6.24	1.76	40.36	242
WFP	104262.6	9.47	10.22	0.97	56.38	10200
WHO	23675.5	75.55	9.50	7.18	50.47	2493
WIPO	9663.7	59.75	7.87	4.70	39.60	1228
WMO	2681.0	89.74	8.38	7.52	13.65	320
World Bank Group	192255.0	57.16	13.8	7.9	102.02	13892
WTO	5241.2	84.03	8.05	6.77	30.11	651
<b>UN system</b>	<b>1741412.6</b>	<b>48.00</b>	<b>8.41</b>	<b>4.02</b>	<b>139.38</b>	<b>206954</b>
<b>UN system without DPKO</b>	<b>769107.8</b>	<b>49.30</b>	<b>8.29</b>	<b>4.10</b>	<b>93.58</b>	<b>92748</b>

\* GHG emissions included in UN Geneva inventory \*\* UNICEF is included in the overall inventory, but not in the fact sheet.

# 3. EMISSIONS REDUCTIONS

## A strategic approach

The UN System Chief Executives Board for Coordination (CEB) committed to reduce GHG emissions to the extent possible. At its September 2009 meeting, the Environment Management Group (EMG) agreed to facilitate the development of individual emission reduction strategies for each organization as well as a common approach to emission reduction across the UN system.

The Sustainable United Nations facility (SUN), hosted by UNEP, was set up in 2008 to provide support alongside EMG, to all organizations within the UN system, and others outside, to reduce their GHG emissions.

Support is provided in three areas:

- Identification and implementation of emission reductions opportunities in individual UN organizations, each one having assigned a climate neutral focal point responsible for coordinating internal emission-reduction activities;

- Development of common tools and guidelines to support emissions-reduction efforts in organizations. This is a joint effort by all UN organizations, coordinated by SUN and EMG. Tools include guidelines for emissions-reductions through sustainable policies for facilities management, travel and procurement, green meetings, distance working, etc.;
- Revision of common policies affecting the ability of UN organizations to behave in a more climate-friendly and sustainable way. This includes minimum standards for energy efficiency in facilities owned or leased by UN, and for access to e-communication tools by UN staff, thus reducing the need for travel, with revised procurement guidelines to allow the purchase of energy-efficient equipment when possible.

The following section describes progress and achievements in these work streams in greater detail.

### UNITAR: where there's a will there is a way

Within a few months in autumn 2008, UNITAR set up its 2009–10 climate-neutral policy and strategy, completed a first inventory of GHG emissions, set measurable emissions-reduction targets, and promulgated a number of measures to reduce its climate impact. What made such rapid process possible?

UNITAR's Executive Director, Carlos Lopes, simply took the decision by the UN Chief Executives' Board on Coordination (CEB) literally and made it a strategic priority for the Institute to become climate neutral. A Climate Neutral Task Force was set up, headed by the Associate Director of Environment and comprising staff from the Climate Change Programme and the Administration and Finance Section to ensure swift implementation. The Task Force meets at least once a quarter and regular briefings occur with the Executive Directors to review progress and challenges.

The Climate Neutral Policy was promulgated through an administrative circular, making it binding across the Institute. It states that all 2008 emissions emanating from staff travel and headquarters office operations will be offset. In 2009 the target is to offset all GHG emissions from all office locations, all emissions originating from staff travel and half the emissions from travel of workshop participants and trainees. In 2010 all of UNITAR's operations, including emissions from all workshop participants, will be offset.

An important aspect of the Policy is that it does not comprise the ability of the Institute to meet increasing demand for its training services. This is achieved by setting a target of reducing GHG emissions per person trained and unit of training delivered rather than absolute emissions-reduction benchmarks. The target is to halve emissions by 2012 per unit of training delivered, using 2009 data as a baseline. Enhancing the use of technology-supported learning, such as e-learning and video-conferencing, is an important factor in reaching this target.

## Focus areas

Activities within specific focus areas, where emissions reductions have been achieved in the past two years, are presented below:

### Preparation and/or adoption of emission-reduction policies

Fifteen UN organizations have adopted, or are in the process of developing, specific emission reduction policies, guiding organization-wide efforts to reduce the climate footprint of the organization. These policies typically link climate-neutral work with the mandate of the organization.

With a few exceptions the emissions-reduction policies do not yet contain any quantified targets. But they are based on GHG inventories which are now complete, and assessments of associated options in each organization. It has now been agreed that all organizations will strive to adopt specific emissions-reduction plans by the end of 2010.

### Sustainable travel

Travel is the major source of GHG emissions in most UN organizations, typically 50 to 60 per cent but in some cases up to 90 per cent of total emissions. This includes official travel by staff, and travel by meeting participants, consultants and experts the cost of which is paid for by the organization. Thirty-one UN system organizations have implemented measures of some kind to reduce the climate footprint of their travel. Measures include:

- Reduced travel, replacing travel by improved e-communication, such as on-line meetings, high quality

- video conferencing, and web conferencing;
- More efficient travel, by train instead of by plane for short distances, or flying in economy class instead of business class.
- Improved travel planning and coordination to reduce the number of trips by bundling several objectives into one mission.

Specific examples include UNV requiring staff to travel by train if the destination can be reached in less than six hours; UNFPA where travel is approved only if the purpose cannot be fulfilled through video conferencing or other forms of e-communication; UPU only allowing travel in business class in exceptional cases; UNITAR strengthening networks of regional training institutions to reduce the distance travelled to workshop sites; ICAO giving preference to carriers with modern fuel-efficient aircrafts; and UNIDO where travel authorizations state the quantity of GHG emissions that the staff member is responsible for over the previous year, and where each travel reservation shows the resulting GHG emissions. In a few organizations specific targets have been adopted to reduce travel, including UNAIDS (25 per cent cut in Secretariat travel in 2010–11) and UNIDO (30 per cent cut in directors' travel in 2009).

There is a clear trend within the UN for an increasing number of organizations to seek ways to cutting travel, both to reduce GHG emissions and costs. While staff travel is essential for the UN to fulfil its mandate, past and current experience shows that there is room for improvement both in the number of missions and the way travel is undertaken.

### The Universal Postal Union: travel policies

The UPU has been actively reducing its climate footprint since 2005 when it established the Environment and Sustainable Development Project Group and adopted UPU's environmental policy. A key area for UPU is reducing GHG emissions from travel. To this end, it adopted a travel policy which has been successfully implemented over the past years.

UPU's travel policy includes several recommendations, including taking the most direct route and giving preference to traveling by train instead of flying, particularly for short-distance trips. As an incentive to promote train over air travel, the UPU offers its staff to travel in first class and pay for a half-fare card on public transport within Switzerland. When air travel is unavoidable, UPU only allows travel in economy class (except for the Director General and the Deputy Direc-

tor General) rather than in business class owing to the latter's larger climate impact. This larger impact arises because a business class passenger occupies more space and has a greater luggage allowance than one traveling in economy. This recommendation is broadly accepted by staff.

Other UPU travel recommendations include promoting the use of teleconferencing to replace travel, reducing the number of staff traveling on the same mission when possible, and deploying local staff instead of staff from headquarters.

Information on travel emissions is collected on an annual basis and communicated by the organization. UPU's travel policies have resulted in considerable cost savings and have reduced the organization's climate footprint.

In support of this effort a guide to sustainable travel in the UN is planned for release in spring 2010 and a help desk was established to assist UN organizations in developing sustainable travel strategies. The Inter-Agency Travel Network (IATN) is also reviewing how sustainable travel can be supported through information exchange on best practices, standard requirements on travel agents, and possibly revision of existing travel regulations.

The GHG inventories show that organizations with significant field operations tend to have larger vehicle fleets and a high proportion of emissions from vehicles, compared to other organizations. Organizations with large vehicle fleets are working to reduce emissions from ground transport: WHO and WFP, for instance, are increasing the share of hybrid vehicles in their fleets. UNWRA and several other organizations are including fuel efficiency as a criterion in procurement of new vehicles. The UN Web Buy site (the procurement portal developed by UNOPS and accessible by all UN agencies) now includes such information for all listed vehicles. WFP is also training all its drivers in fuel-efficient driving, and monitoring the fuel consumption of each vehicle.

Sustainable commuting is supported by a number of organizations. Examples range from providing staff

with subsidized tickets for local transport and electric chargers for electric scooters to reserving parking space for car pools. Several organizations have increased the parking area available for bicycles.

### Emissions reduction in buildings

Buildings are another major source of GHG emissions in the UN. Emissions are typically caused by electricity and fuel use for heating, cooling, ventilation, lighting, and powering of office equipment, and refrigerants used to cool the buildings.

Several new buildings or renovation projects undertaken in the past two years have paid attention to energy efficiency and associated GHG emissions reductions. Examples include:

- The renovation of the UN Secretariat in New York (the Capital Master Plan), where an improved building envelope, improved chillers and smart building features, such as daylight harvesting and occupancy sensors, are estimated to achieve approximately 45 per cent reduction in energy use. (see text box below).
- The new UNON/UNEP office building in Nairobi, which is set to become the first energy-neutral office building in Africa.
- The Green One UN House in Hanoi, created under the Delivering as One UN reform, where state-of-the-art

## UN Headquarters in NY: Capital Master Plan

When the original UN Headquarters complex in New York City (UNHQ) was built in 1952, it was considered one of the most modern facilities in the world. Today, the facility must meet new challenges and requirements. To bring the UN Headquarters into compliance with current codes and standards, the UN Secretary-General proposed a comprehensive renovation of the complex, known as the Capital Master Plan (CMP).

Under the CMP, the UN intends to renovate the complex and upgrade all major building systems including the electrical, plumbing, fire suppression, heating and air-conditioning systems, and to reinforce the structural integrity of the building and remove all asbestos.

Renovation of the UNHQ complex will allow application of latest environmental technologies and highest energy-efficiency standards. The environmental performance of UNHQ is expected to progress significantly. Compared to the existing campus, the following improvements are expected:

#### Energy

1. At least 50 per cent reduction of total energy use;
2. At least 65 per cent reduction of energy for heating and cooling;

#### Greenhouse gases

3. At least 45 per cent reduction in CO<sub>2</sub> emissions related

to total energy consumption (23'000 tonnes emissions);

4. Removal of ozone-depleting refrigerants (CFCs);
5. Use of reduced GHG HVAC coolants;

#### Water

6. 40 per cent reduction in water use;
7. Low-flow lavatories, toilets fixtures and urinals;
8. Rainwater harvesting;

#### Resources and waste

9. Removal of hazardous materials;
10. Construction waste management programme;
11. Use of recycled materials;

Energy savings are achieved through improved insulation and enhanced energy conservation. A high performance double-glazed curtain wall, automated interior shades/blinds and other energy-conserving measures systems will be installed on roofs and exterior walls. A daylight harvesting system, which automatically controls artificial light in response to natural light levels, high-efficiency lamps and ballasts, and occupancy sensors, which automatically turn off lights if a space is unoccupied further decrease the building's energy demand.

The renovation will also demonstrate new technologies, including photovoltaic roof panels.

design and technology will minimize both the carbon footprint and other environmental impacts such as water use. At the same time, thanks to this project, the Vietnamese building sector is better equipped to design sustainable buildings. (see text box).

- The new IFAD headquarters in Rome, incorporating sustainable design features in the choice of materials, building envelope, windows, heating-cooling systems, lighting, interior design, building control systems.
- The new home of UNOPS headquarters and other UN organizations in Copenhagen – the “UN City” – which is to be completed by 2013 and is designed to meet the highest national standards of energy efficiency and sustainability.
- The ICAO Headquarters in Montréal (Place de la Cité Internationale), obtained Canada’s first Leadership in Energy and Environmental Design Certification for Existing Buildings (LEED-EB), a benchmark in property management in terms of both energy efficiency and environmental sustainability.

To reduce GHG emissions, 24 organizations of the UN system have carried out assessments and improvements on at least some of their facilities. This includes hardware investments (improving insulation of the building envelope, replacing boilers, switching to

### WMO Headquarters building: A model of energy efficiency

The new WMO Headquarters building reflects the organization’s commitment to environmental protection and energy efficient management. A system of Canadian wells runs vertically through the building, through which cold air is drawn up, rising as it heats up, thereby maintaining the building at a constant temperature between 20 and 26 degrees Centigrade. An innovative double façade – or protective skin outside the core of the building – functions as a thermal flue. When closed, the outer skin provides insulation from cold weather in winter, and shade from over-heating in the summer. The outer skin also provides an effective ventilation system to complement the Canadian wells – in the summer automatic ventilators operate during the hours before dawn, drawing in cold air from the basement through stairwells. Glass interior walls make optimal use of natural light, reducing costs from artificial lighting. Further savings are achieved through motion sensors to activate lighting and the use of energy efficient bulbs.

compact fluorescent lights, installing double-glazing) and modified building control (restricting operational hours for indoor heating-cooling systems, connecting ventilation and lighting to motion sensors, regulating heating-cooling through sensors in each part of the

### UNIDO Headquarters: Environmental approaches in building management at the Vienna International Centre

The impressive modern building of the Vienna International Centre (VIC) is currently shared by four international organizations IAEA, UNIDO, UNOV/UNODC and CTBTO. The VIC complex covers an area of 180’000 square meters comprising nearly 4’500 offices and nine conference rooms and accommodating nearly 4’000 staff members plus up to 1’000 visitors each day. Maintenance and operating costs of the office complex are shared by the VIC-based organizations. The facility is managed by the Buildings Management Services, an organization operated under UNIDO management.

Buildings Management Services has been putting energy saving and environmental protection measures at the top of its agenda. These measures have not only contributed tremendously to save energy and protect the environment, but have also enhanced the safety, security and reliability of the VIC and brought about a modern and state-of-the-art office working environment.

The replacement of façade window panes resulted in energy savings for heating (27 per cent), cooling (17 per cent), and total annual cost savings of €300 000 to €450 000. In addition, lighting systems were modernized by replacing the old lighting systems with modern ones. Nearly 43 000 light fixtures were replaced in 4’500 offices, garages and staircases. This halved electricity consumption

for lighting and saved a calculated €250 000 a year. The condensation pipes on 15’000 air-conditioning units were replaced, significantly improving cooling capacity while lowering energy consumption.

To improve water management in the facility, toilets, sprinkler systems and manual irrigation water systems were connected to groundwater wells to save drinking water. Several measures were implemented to reduce water use in sanitary areas.

To reduce paper use, paper towel dispensers in sanitary areas of VIC have been replaced with washable cloth towel roll dispensers. Furthermore all contractors have been asked to use only environmentally-friendly products and detergents.

Special waste bins and containers were installed on VIC premises to improve the recycling rate. All paper waste is now collected separately and dispatched for 100 per cent recycling.

An initial energy audit revealed that further ecological and economic savings could be achieved. The implementation of the recommendations, which were made based on the initial audit, were discussed by the VIC-wide buildings committee and the UNIDO Climate Team and will be evaluated further.

## A Green One UN House in Hanoi, Viet Nam

In Hanoi, the Government of Viet Nam, the UN Country Team, and several donors are contributing towards the construction of a Green One UN House. There are currently 16 UN organizations present in Hanoi at 10 different locations. The co-location of those organizations is expected to substantially enhance the effectiveness of interagency coordination and provide a wide range of opportunities to cut GHG emissions and other environmental impacts such as waste and water use.

Rapid urbanization and high vulnerability to climate change are critical to the future of Viet Nam. According to scientific estimates, a possible one metre rise in sea level by 2100 will result in the displacement of nearly 22 million people and financial losses equal to approximately 10 per cent of GDP. The Green One UN House seeks to provide a model for Viet Nam and other countries by demonstrating the viability of innovative sustainable buildings to counter climate change.

In the Green One UN House, energy consumption is expected to be reduced by 36 per cent compared to business-as-usual designs for offices in Hanoi by maximizing heating and cooling efficiency and using energy efficient lighting. The water management system will harvest rainwater, recycle and filter it, thereby reducing water use by 30 per cent.

Among others, the building will use thermal insulation to minimize the need for air-conditioning, which is the prime source of ozone-depleting substances. One or two atria will bring natural light inside, and green space will be created through landscaping of the external area of the site. It will use

lead-free paints, with carpets and other fittings that are low in volatile organic compounds. Wood products will originate from sustainably managed forests. Building materials will be recycled and reused and the use of virgin materials will be minimized.

Beyond environmental sustainability, bringing the UN together in one building will create synergies, enhance effectiveness, and inter-agency coordination among the 16 UN organizations in order to “deliver as one”. In the One UN House, the UN Country Team can improve development effectiveness through functional clustering of staff and establish a wide range of common support services yielding cost savings. The annual savings in operational costs created by this project are estimated at US\$500 000.

Cost savings, however, are not the ultimate argument for establishing a Green One UN House. The priority is to implement the reform programme for UN organizations, use energy more efficiently and eliminate wasteful practices.

As an example of best-practice in an eco-friendly and energy-efficient office building in the region, the Green One UN House in Hanoi will be an important demonstration of the UN's commitment to environmental sustainability and fighting climate change. Alongside this project, UNEP will undertake capacity building to encourage the building sector in Viet Nam pursue sustainable buildings. Here is an example for other UN agencies and a model for eco-design and green technology in Viet Nam.

## ICAO Headquarters: the first LEED certified UN Building

ICAO Headquarters in Montreal (Place de la Cité Internationale), obtained Canada's first Leadership in Energy and Environmental Design Certification for Existing Buildings (LEED-EB) in 2007. ICAO's Headquarters is the first UN premise that has obtained the LEED-EB Gold certification.

The LEED-EB is recognized internationally as the benchmark in property management in terms of both energy efficiency and environmental sustainability. The achievement of this certification reflects ICAO's willingness to integrate environmental considerations into its operational management and to comply with a set of performance standards. These standards cover the following categories:

- Sustainable management of the site
- Water quality and efficiency
- Energy efficiency and atmosphere protection

- Sustainable use and disposal of materials and resources
- Indoor environmental quality
- Innovation in operations & upgrades

ICAO Headquarters required major work in order to become compliant with LEED standards, which represented a significant challenge. Several modifications were made in terms of lighting, plumbing, ventilation, responsible water use, recycling, maintenance processes and methods, and operations. For example, fluorescent tubes, ballasts, high-efficiency systems and speed regulators were replaced.

This certification, as demonstrated by the excellent ICAO's GHG performance indicators, has helped to reduce carbon emissions arising from the Headquarters operations, and is helping move ICAO towards Climate Neutrality.

building). The Secretary-General's “Cool UN” initiative also contributes to this effort. By reducing heating and cooling in relation to outdoor temperatures, supported by a relaxed dress code during the hot season, the UN Secretariat in New York reduced its GHG emissions by an estimated 3,100 tonnes in 2008.

Investments to reduce GHG emissions from buildings typically have multiple benefits. Even though up-front investments are required for this type of intervention, the annual savings through reduced energy consumption recoup the outlay well within the buildings' life cycle.



## IFAD: A Green Building in Rome

After four years of preparation, in June 2008, IFAD moved into its new headquarters, uniting the formerly three IFAD locations to one. The aim was to reduce the organization's impact on environment, to provide more space of higher quality, and to improve work conditions for its employees.

The new building has 18'000 sq m of office space, which is 2'000 sq m more than the three previous IFAD buildings together, and includes 750 work places, 13 meeting rooms (eight more than previously) and a 3,000 sq m state-of-the-art conference area.

The building's sustainability features include a high-performance building envelope façade, reducing energy demand and greenhouse gas emissions. Inside the building, the major sustainability features include high-energy efficiency standards for heating, ventilation, lighting and air-conditioning. In addition, the building's air-conditioning and fire suppression systems have zero chlorofluorocarbon (CFC) emissions. To reduce drinking water consumption, several water recovery systems were installed to supply the building. Paper waste is collected at the facility and sent for recycling.

IFAD is currently exploring possibilities of obtaining Leadership in Energy and Environmental Design (LEED) certification that will represent recognition of building's high performance with respect to water savings, energy efficiency, material selection and indoor air quality

With buildings at more than 530 UN duty stations around the world, and with many more smaller offices, not to mention the pre-fabricated buildings used in peacekeeping operations, the building stock leased or owned by the UN represents a significant emissions-reduction potential. Buildings, together with travel, will most likely constitute the main focus for UN emissions-reduction efforts over the next few years.

In 2009 the Inter-Agency Facility Management Network (INFM) established a working group to develop recommendations on the minimum efficiency performance of facilities owned or leased by the UN. Two guidelines on emissions reduction from existing buildings were released in 2009, and a third guideline on procurement of sustainable buildings is being prepared for release in 2010.

### Increased use of renewable energy

Fifteen organizations report that they have increasing the share of renewable energy sources, or are planning to do so. In a few cases on-site renewable energy production through solar heaters (for hot water) or photovoltaic cells (for electricity production) are supplementing other energy sources. With the support from the

German government, all UN organizations in Bonn are using green renewable electricity since January 2007.

Guidelines for renewable energy procurement in the UN are being prepared for release in 2010.

### Green offices and energy efficient office equipment

In addition to the design of the building itself, the set-up and operation of offices within the building can impact the climate footprint too. The accumulation of many small measures can have a large effect. This refers to issues such as using the energy-saving features of office equipment, reducing the amount of paper printed and minimizing the number of individual printers/copiers/scanners, unplugging or turning off computers completely after working hours, maximizing the penetration of natural light into offices to reduce the need for artificial lighting (using transparent inner walls and bright colors on walls and ceilings). Thirty-two UN organizations report having carried out such measures at their headquarters.

The UNDP Bureau for Development Policy has systematically institutionalized green office measures as part of a refurbishment of one office floor in the FF-building. They include the purchase of renewable energy certificates (RECs) and offsets to compensate for the remaining office emissions. Furthermore, water consumption was reduced by 40 per cent, indoor environmental quality improved and materials reused or selected under sustainability considerations. The bureau is the first UN office in New York that has been awarded the US Green Building Councils Gold Certification for Leadership in Energy and Environment Design (LEED) for one of its occupied office floors.

Other organizations have issued Green Office Guides to help field offices implement immediate cost-effective actions toward greener day-to-day operations, including standard double-sided printing, saving and recycling of paper and toner, turning off lights and computers when not in use, and maximizing the use of natural lighting. Such measures are often very cost-effective. But staff members need to understand and support the reason for change, as their personal behaviour often has a substantial impact on performance. This is one of the reasons why staff training and communication are important parts of emissions-reduction efforts at the UN (see text box below).

### Green ICT and improved access to e-communication tools

Information and Communication Technologies (ICT) are of particular importance for the climate footprint of UN offices, both in terms of the direct impact from elec-

tricity use for computers and servers (operation and cooling), and due to scope for reducing travel through increased use of e-communication tools.

Regarding the direct climate footprint of computers and servers, most UN organizations are upgrading computers, in so far as new hardware includes energy-saving features as a standard, and where desktops are often replaced with considerably more energy efficient laptops. Server rooms, which are on average responsible for about 10 per cent of the total energy consumption in offices, are in some cases, such as the UN Secretariat in New York, downsized so that more virtual servers run on fewer physical machines, which has a proportional impact on the energy consumption and costs for both energy and hardware.

While use of e-mail, phone- and video-conferencing has been commonplace throughout UN for many years, 29 UN organizations are now developing access to more modern e-communication tools such as on-line conferencing, personalized PC-based video links, internet phone conferencing and on-line class rooms. Several organizations require staff to consider conducting meetings and missions through e-communication, before travel is approved. In many organizations all new computers are supplied with headsets and webcams to enable voice-over-IP and personal video conferencing applications.

There is a clear trend for UN organizations to take advantage of the many opportunities for more efficient ICT support, both to reduce the direct climate footprint of ICT equipment and support reduced emissions from other activities, in particular meetings, travel and communication.

UNECE has also implemented a pilot project, entitled 'Facilitating Electronic Public Participation and Mitigating Climate Change: Proposed Feasibility Study of Teleconferencing and Webcasting in Selected Aarhus Convention Meetings'. This will reduce travel to meetings, thereby contributing to a reduction of carbon emissions caused by UNECE activities. At the same time, an increase in web-based meeting techniques also offers greater potential for public participation in such meetings, if appropriate.

The UN ICT Network has established a working group to review the potential for improving access by all UN staff to high quality e-communication tools.

### Flexible/remote working arrangements

2003 saw the launch of the UN Flex policy, enabling organizations to arrange work schedules for staff in a way that allows work to be done more flexibly in terms of

both time and place. Sixteen UN organizations now use this policy. Although it is primarily a means of enhancing the work-life balance of staff, the UN Flex Policy also has positive effects on GHG emissions. It reduces commuting and the need for travel, allows bundling of missions and reduces the need for office space. A methodology for assessing the potential for applying UN Flex to reduce GHG emissions in individual UN offices is due for release in early 2010.

### Green meetings

One of the UN's main activities is to bring together stakeholders in meetings for negotiations, training, planning and assessments. The direct and indirect climate footprint of meetings can be large, depending on the location of the meeting, time of year, number of participants, accommodation, catering and preparation of meeting materials. Typically, the largest source of GHG emissions from meetings is travel by participants. Other sources include use of heating, cooling and electricity at the meeting venue and hotels, and (indirectly) printing of meeting documents, catering, and local transport.

The UN Green Meetings Guide was released in early 2009, providing advice and checklists on how to minimize the environmental impact of meetings. Twelve UN organizations have already started to organize at least some of their meetings as green meetings. Prominent examples include the World Food Summit organized in Rome by FAO in 2008, UNFCCC's COP 14 in Poznan and UNEP's Global Environment Forum in Monaco the same year, and the Governing Council in Nairobi in 2009. In these meetings measures were implemented such as on-demand printing, pooling of transport for meeting delegates, avoidance of excessive cooling of meeting rooms, web-casting of sessions, video presentation by some delegates from their home countries, provision of organic food and use of recyclable cups. The travel-related climate footprint of participants paid for by the organization was compensated for through purchase of offsets.

For UNFCCC COP15 in Copenhagen virtual presence teleconferencing rooms connected to similar rooms around the world have been set-up, to allow delegations and other participants to organize virtual face-to-face meetings with colleagues and experts abroad without requiring them to come to Copenhagen.

Simply because of the very large number of meetings organized by the UN every year, paying more attention to minimizing the climate footprint and other negative environmental impact from meetings would have a large cumulative impact. This is expected to remain one of the focus areas for emissions-reductions at the UN in the coming years.

## UN Headquarters in New York: ICT Electronic Measures

The UN Secretariat Office of Information and Communications Technology (OICT) is in the process of implementing ICT Guidelines for Greening and Environmental Sustainability for the Secretariat. The guidelines, developed as part of the ICT Fast Forward Programme, promote high-level climate neutral and green ICT procurement practices to achieve GHG emissions reduction and reduce the waste of energy and paper.

The guidelines include:

- Recommendations on standards for acquisition of environmentally-friendly ICT equipment;
- Guidelines on replacement and disposal of old equipment;
- Recommendations concerning consolidation of equipment and server rooms to save energy;

- Proposals for reducing the number of peripheral devices such as desktop printers, scanners, copiers and fax machines;
- Measures to reduce paper consumption by using double-sided printing and document digitizing solutions;
- Green business processes such as electronic document workflow and electronic signatures; and
- Promoting new methods of work by using telepresence and telecommuting technology for reducing travel needs.

Successful implementation of the Green ICT guidelines will therefore result in reduction of paper and power consumption, promotion of greening initiatives and a better work environment.

## Sustainable procurement

The ability of the UN to move towards climate neutrality depends to a large extent on its ability to identify and purchase services and equipment with a reduced life-cycle climate impact. Fuel-efficient vehicles, energy-efficient office equipment, building systems that allow better control of energy usage, goods and commodities with a lower life-cycle climate impact are examples of measures that can make a difference. Because of the critical role of the UN procurement system, another EMG work stream has focussed on sustainable procurement for the past two years, alongside its work on climate-neutrality. This work will be integrated with the climate neutral work in 2010, contributes directly to the UN's ability to move towards climate neutrality. Supporting activities include the preparation of specific guidelines for 20 different product categories and the provision of training and information of staff. An on-line training kit is to be released in 2010. At the same time it is very important that sustainable procurement be applied in such a way as to avoid distorting markets or skewing suppliers' access to UN's internal markets. Instead, sustainable procurement should be introduced gradually and with great care to adopt its interpretation to local conditions and requirements, and in accordance with respective UN organizations' governing bodies' decisions.

Twenty-one UN organizations are in the process of introducing, and building capacity on, sustainable procurement. Examples of product categories where sustainable procurement principles are already applied in some UN organizations include ICT, cleaning, office stationery, vehicles, furniture, communications hardware, and office equipment.

## Training and awareness

A key requirement for successful implementation of the UN Climate Neutral Strategy is to gain the full support of the staff. While most UN staff are well aware of the challenge that climate change poses and how they may address this through UN's external work, they are often do not realize how they too can contribute to reducing the UN's climate footprint. Training and awareness are consequently core activities.

Twenty-five UN organizations have undertaken various forms of staff training and awareness campaigns. Examples of activities include:

- Preparation of green office guides, which are shared with all staff;
- Establish "Green house rules";
- Regular formal staff training sessions on climate neutrality and improved greening practices, as well as informal sessions (brown bag lunches, "green learning afternoons", etc);
- Compulsory on-line training for all staff in headquarters and field offices;
- Intranet sites highlighting efforts to reduce the climate footprint, and usually also to improve the sustainability of the organization;
- Notice boards in common areas where the performance (energy use, waste generation etc) of each individual department within the organization is posted every month;
- Campaigns use of energy, water and paper, using multi-media, art installations, posters, handouts, rolling clips on TV monitors, etc;
- Using events and thematic days such as the World Environment Day, to highlight the role of staff in reducing the organization's emissions;

## FAO staff take action

FAO has conducted a number of activities towards implementing the organization's Climate Neutral Strategy. One of the priorities is to raise FAO's staff awareness for more environmentally friendly behavior. To support the climate neutral initiative, in December 2008, staff members formed a voluntary Going Green Group (GGG).

The Going Green Group promotes information exchange and develops strategies for enhanced environmental management and enlightened staff behaviour. In 2009, it organized and participated in a number of awareness-raising activities ranging from internet platforms to workshops and information stands. Communication tools used by the "Going Green Group" include:

- Preparation of a green stand at the FAO Knowledge Share Fair, an information and best practice knowledge-exchange event for several Rome-based international organizations.
- Promotion of the Going Green Group on the Share Fair website [www.sharefair.net](http://www.sharefair.net) and creation of its own website [www.netvibes.com/gggfao](http://www.netvibes.com/gggfao).
- Participation in promoting the European Mobility Week, the World Earth Day and World Environment Day.
- Screening of environmental awareness raising films.

FAO's "Going Green Group" has also shown that raising environmental awareness can be creative. In June 2009, for example, the GGG was instrumental in realizing a multi-media campaign called the "Plastic Water Bottle Awareness Campaign". The centre-piece was an art installation in the central building area consisting of 70 plastic bags suspended from ceiling containing the number of plastic bottles disposed of by FAO staff every working day. The campaign was accompanied by posters, handouts, a TV clip, and related recommendations and a business case for water fountains as an alternative to bottled water. Other concrete activities include:

- Distribution of Green Tips for FAO staff via log-on messages and email, focussed to date on waste generation and paper consumption.
- Promotion of alternatives to private car transport for the daily commute and advertising of new eco-transport loans provided by the FAO Credit Union.

The Going Green Group is currently looking at ways to further enhance environmental and climate-neutrality knowledge and seeking to inspire other staff members to join in.

## Raising staff awareness at ESCAP

ESCAP has been actively promoting an environmentally friendly work culture in its buildings in Bangkok since 2002. It formed its own working group on energy efficiency in 2005 to identify potential options for energy-efficient and environmentally friendly approach to many aspects of work and day-to-day practices. To reduce carbon emissions and to improve environmental performance, ESCAP initiated a number of greening and staff awareness activities through the provision of appropriate guidance and participation in environmental activities.

"Green Boards" were placed in strategic positions around the building complex. Made entirely of recycled materials, the boards display information on energy-saving and greening projects. They also feature related articles of interest, data and reports. Other awareness-raising activities include multiple reminders to staff and visitors. All internal doors carry signs to keep them closed at all times, while office entrances feature everyday advice on how to reduce the carbon footprint.

Waste recycling is encouraged by placing recycling stations on every floor of the complex with separate bins for office paper, magazines and brochures, plastic bottles, cans and batteries. In addition, every desk and workstation has two bins, one for general waste and one for recyclable materials. This enables staff members to separate waste at their desks and, so less recyclable waste is spoiled. Monthly records of recycling quantities by floor are posted on the FMU intranet site to inform staff on the results of their efforts.

To promote the use of emissions-efficient transportation, car parks have been fitted with 50 display boards with information on environmental friendly behaviour and alternatives. In support of reducing individual car travel, the ESCAP online discussion board facilitates the organization of car pooling and encourages its staff to engage in existing car pools. In addition, a notice board for posting requests and offers has been placed in the main entrance of the Secretariat Building.

- Suggestion boxes where staff can propose how the organization may improve its climate or sustainability performance; and
- Explain to staff the background every time emissions-reduction actions are undertaken, for instance when energy-efficient lamps are installed, when printers are set to double-sided printing by default, or when staff are asked to travel by train instead of flying.

For several years now, staff members in many UN organizations have been volunteering to promote sustainable practices, including climate neutrality. As part of the UN climate-neutral effort, these groups met up with the UN climate neutral focal points for a two-day workshop in 2009, leading to an agreement to coordinate and cooperate among these groups and focal points, thus further enhancing staff awareness and commitment.

# Lessons learned

There are many opportunities for the UN to reduce its climate footprint. Action often produces direct savings, in particular through reduced energy consumption in buildings, lower travel costs, and greater efficiency in work delivery. However, business-as-usual attitudes, delays in changing administrative practice and competing priorities slow down implementation.

The first years of implementing the UN Climate Neutral Strategy have helped to identify both a large potential for emission reductions and areas where more attention is required to reduce emissions and improve efficiency. The level of success will depend on many factors. The dedication of committed staff and the ability of UN to reform key guidelines and policies will be crucial factors in the drive to support a wider systematic shift towards climate neutrality.

UN's Climate Neutral Strategy supports the modernization and reform of the UN. Emissions reduction requires key operational areas such as procurement, travel, building management, office operations, ICT planning, meetings and staff training to be reviewed from an efficiency perspective, across the UN system. In many cases, action to cut emissions will also reduce resource consumption (energy, water and paper), improve planning (travel, building maintenance and budgeting), and improve efficiency in work delivery (increased use of e-tools, allowing quicker response and better tracking of issues). The climate neutral effort is consequently an opportunity to move the organization towards integrated sustainable management. Several UN organizations are already coordinating their climate-neutral work with a

wider strategic approach to sustainable and efficient management. For example, it has been proposed that all new common UN facilities in the eight "Delivering as One UN" countries should be designed as green buildings and that the UN organizations using these buildings should be required to adopt a sustainable management system in their daily work.

There is still a great deal to be done. While all UN organizations have initiated activities in the past two years, and several UN organizations have made significant progress, there is still plenty to do. The following are priorities:

- All UN organizations have started their activities in their main offices, in some cases also involving field offices. However, most organizations have yet to develop a systematic approach to addressing emissions reductions consistently throughout the organization.
- To this end, specific emissions-reduction plans will be established for all organizations by the end of 2010.
- Emissions-reduction measures cannot always be implemented on in a short time-frame. It takes time to identify emissions-reduction interventions, and carry out planning, budgeting and execution. This will remain as ongoing activity in most organizations. The regular maintenance that is part of standard operating procedures in all buildings will need to be planned and conducted taking into account impacts on the climate footprint and long-term sustainability.
- Work to review and revise common UN policies and regulations to facilitate emission reductions has been initiated through various UN networks and bodies in 2008–09. However, these processes are lengthy and will require additional time to be completed.

## Next steps

The momentum that has been built under the UN Climate Neutral Strategy will be maintained, with an increasing focus on implementing emissions reductions. Over the years 2010–11, efforts will be made to strengthen the surrounding framework for a greener and more sustainable UN, as envisaged by the Secretary-General. The UN's efforts on climate neutrality are neither a one-off effort, nor a two- to three-year project. Sustained effort and systematic management approaches will be needed to allow organizations to leverage climate neutrality and sustainability to save

resources and improve the organization's performance. Most UN organizations have found that the effort to prepare GHG inventories, and reduce emissions, has also helped to identify opportunities for improvements in areas not directly affected by the climate neutral agenda. To allow organizations to address these issues collectively, the next two years will also see more attention focus on the prospect of establishing sustainable management systems in the UN as supporting management frameworks for achieving a greener, more efficient UN.

# 4. OFFSETS

## Offset choice and procedure

The UN system has endeavoured to ensure that its approach to offsetting meets the highest standards of reliability and overall credibility, and contributes as much as possible to environmental protection and sustainable development. By its October 2007 decision, the UN system Chief Executives Board for Coordination chose buying offsets from the Clean Development Mechanism (CDM) to meet its future climate-neutrality goals<sup>4</sup>.

This decision was based on, among others, the UN Climate Neutral Strategy<sup>5</sup> adopted by the UN system through the UN Environment Management Group. The Strategy specifies a set of criteria that the institutions of the UN system consider to be important for their offset choice, namely, additionality, verification and certification, transparency, conditions related to the time-frame and permanency of emissions reductions, sustainable development benefits from the projects, the need to be consistent with inter-governmentally accepted standards, and the importance of avoiding conflict of interests through the organization's own projects.

From within the set of CDM projects, individual UN organizations have the flexibility to specify additional criteria that they would like projects to meet. The UN Climate Neutral Strategy identifies some such criteria, such as the promoting employment, providing additional social benefits, selecting certain types of projects for their good environmental performance, the minimizing negative secondary environmental impacts, and supporting a specific geographical region.

In purchasing offsets, the UN system organizations have followed the relevant administrative rules and regulations that apply to the procurement of goods

and services in their respective organizations<sup>6</sup>. These cover issues such as the identification of potential vendors, solicitation documents, expression of interest documents, evaluation of bids, etc. In particular, it is essential to follow an open, unbiased and transparent process for identification of potential vendors. Expression of Interest documents have been posted in the usual media used by the UN for advertising upcoming procurement, on the CDM Bazaar, and by posting to relevant major email lists and other vehicles for reaching a broad audience.

This process allows for organizations to specify additional criteria that they may wish the Certified Emission Reduction units (CERs) to satisfy, such as those described above. In addition, the practice has been followed to purchase only CERs that have already been issued, to minimize risk to the UN organizations. Furthermore, practice has evolved to include the requirement that offset providers carry out the function of retiring CERs so that these do not enter the organization's accounting as assets. The overall process to procure offsets is managed by the procurement department of the UN system organization in question.

The price paid for offsets varies according to the market and the price offered as a result of the tendering process. The UN rules for procurement require that the solicitation document indicate specifications that the offsets must satisfy. During the evaluation phase, criteria are defined in advance to decide whether these specifications are met. Price of offsets could be one of several criteria used. These criteria could include a pass/fail item, such as the requirement that offsets be generated by the CDM, or also a weighting system, if there are desirable but not essential attributes. The UN rules aim to ensure that the overall process is fair, objective and balanced.

4. The World Bank Group has purchased VER+ and pre-CDM emission reductions credits.

5. See <http://www.unemg.org/sustainableun>.

6. For the UN Secretariat, see [http://www.un.org/depts/ptd/pdf/pm\\_english\\_08.pdf](http://www.un.org/depts/ptd/pdf/pm_english_08.pdf).

## Experience to date

In both the UN Climate Neutral Strategy and the statement adopted by the heads of the agencies, funds and programmes of the UN system, the UN approach stresses the importance of implementing ongoing measures to reduce GHG emissions on an ongoing basis as part of a plan with specific targets, whether or not any offsets are purchased. The UN Climate Neutral Strategy considers that offsetting GHG emissions should not be seen as a substitute for efforts to reduce emissions, and should only compensate for emissions which cannot be avoided.

Overall, the UN system organizations are still in the early stages of the offsetting process. Roughly one-third of the reporting organizations have undertaken some type of activity related to offsetting. A number of organizations have indicated that they are still in the process of reviewing the financial implications and cost considerations. For most organizations, this is the first year that an inventory has been prepared; some organizations – particularly those with a significant number of field offices – have not yet got full coverage and are therefore lacking an accurate picture of the full GHG inventory. Others have reported that they have chosen to focus first on emissions reductions before offsetting.

Five UN system institutions have declared themselves climate-neutral or carbon-neutral<sup>7</sup>. Yet another organization<sup>8</sup> offset part of its footprint in 2008 using a more restricted boundary, expanding to full coverage in 2009.

Another six organizations<sup>9</sup> have made specific high-profile events or meetings entirely or partially climate-neutral. Two organizations have indicated that they are at the stage of having put forward proposals to include financial provision for offsetting in the 2010–11 biennium, one of which has been approved.

When purchasing offsets, organizations have selected projects which have additional environment benefits, which belong to projects in a geographical location

of special interest to that organization, are generated under a specific CDM-methodology (e.g. renewable energy, energy efficiency), or in some cases which have also satisfied the Gold Standard criteria.

There has also been variation in the means by which offsets have been funded, with both core funds and extra-budgetary resources being used. In some cases, particularly concerning the offsetting of specific events, funding has been provided through external sponsors, for example individual governments or private foundations. In these cases, the procurement of offsets has not always been conducted by the UN.

A more systematic approach, pioneered by one UN organization and now being taken up or piloted by several others, has been to finance offsets at the point where the GHG emissions are being generated. In the case of travel, in several cases organizations are charging the offset costs to the travel budget line without increasing the overall allocation to the latter. This keeps the overall initiative cost-neutral, while reducing GHG emissions as compared to what they would otherwise have been. Furthermore, this has had the additional benefit of sensitizing staff to the climate impact of travel.

In the future, the organizations of the UN system will explore options for cooperating on offsetting initiatives, including putting in place mechanisms for joint purchase. Such approaches could generate economies of scale, both in terms of the transactions costs of conducting the process, skill sharing and in terms of lower offset price.

Offsetting could be combined with efforts to reduce or limit emissions. There have been some innovative suggestions which could be further developed. For example – as one organization has suggested – the possibility could be explored with airline companies of converting frequent flyer miles from official travel into contributions towards offsets. Another proposal for possible future consideration is to “cap-and-trade” emissions by allocating a certain amount of travel-related emissions to each division within the organization, and allowing divisions to trade between themselves.

7. These are the GEF Secretariat, SBC, SCBD, UNEP and the World Bank Group: IFC.

8. UNITAR.

9. FAO, ILO, UNDP, UNECE, UN/ISDR and the UN Secretariat.

## UNEP's offset scheme

In 2008, UNEP was among the first UN system organizations to start a process for compensating its GHG emissions. This required a careful analysis of the existing market and identification of reliable and high-quality providers suitable to the organization's needs. UNEP's goal was to develop a methodology that is also applicable for other organizations to ensure a common approach and best-practice throughout the UN.

According to the recommended approach for achieving climate neutrality, UNEP sought to offset its emissions created in 2008. To achieve this, a total of 11,508 tonnes of CO<sub>2</sub> equivalent needed to be compensated. UNEP thus developed new applications to budget and purchase offsets suitable to the UN financial and administrative system.

UNEP officially requested proposals by offset providers in early 2009, followed by a technical evaluation of the six proposed tenders in May 2009. Most important and an exclusion criterion in the technical evaluation was that offsets offered are issued Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects. Other criteria for selection of a offset provider comprised:

1. CERs offered from projects in least developed countries;
2. CERs offered from CDM projects within one or several of the preferred sectors (renewable energy, end-user energy efficiency or biomass/biogas)
3. CERs are certified 'Gold Standard' from one CDM project in order to contribute to poverty alleviation and environmental improvement in addition to mitigating climate change
4. CERs from HFC or other gas burning projects with no additional benefits apart from reducing GHG emissions are not eligible
5. The total amount of required CERs is offered by the provider

To achieve the highest standards and to avoid potential conflict of interest, UNEP has decided to exclude the purchase of offsets in self-generated or self-supported activities and to purchase offsets directly from the original source that has generated the CER. Since the cost for purchasing required offsets is more than US\$30,000, the process has to follow the full UN procurement procedures.

Methods and procedures developed by UNEP with the purpose of offset procurement have been shared with other organizations of the UN system. The UNEP approach outlines an overview of basic steps that need to be taken, identifies criteria necessary for ensuring the highest standards possible and lists areas where additional work is required as the organization moves into the implementation stage.



# 5. UN SYSTEM ORGANIZATIONS

## Greenhouse gas emissions and reduction status in 2008

36	UN SYSTEM	62	IAEA	88	UNFCCC	114	UNU
38	UNHQ	64	ICAO	90	UNFPA	116	UNV
40	CBD	66	IFAD	92	UN-HABITAT	118	UNWTO
42	CTBTO	68	ILO	94	UNHCR	120	UPU
44	DFS	70	IMO	96	UNIDO	122	WFP
46	DPA	72	ITC	98	UNIFEM	124	WHO
48	DPKO	74	ITU	100	UNISDR	126	WIPO
50	ECA	76	UNAIDS	102	UNITAR	128	WMO
52	ECE	78	UNCCD	104	UNOG	130	WBG
54	ECLAC	80	UNCTAD	106	UNON	132	WTO
56	ESCAP	82	UNDP	108	UNOPS		
58	ESCWA	84	UNEP	110	UNOV/UNODC		
60	FAO	86	UNESCO	112	UNRWA		

The 2008 UN greenhouse gas inventory comprises data from all the UN agencies, funds and programmes. This annex presents brief summaries for the total UN climate footprint as well as results per organization. This inventory data are preliminary, unverified results which may change, following the verification phase.

## United Nations Headquarters (UNHQ)

[www.un.org](http://www.un.org)



HQ: New York, USA  
Number of staff: 8'850<sup>1</sup>  
Number of locations: 1

### Mission

■ ■ The



**Number of staff in the organization.** The staff number provided in the inventory may differ from figures for staff numbers in other official documents. The reason for this is that the number reported in the inventory may include permanent staff, short-term staff, consultants, interns and other personnel that contribute to the greenhouse gas footprint. In some cases, an explanation for the difference in numbers of staff or additional underlying assumptions is provided in a footnote.

**Locations.** Most organizations have offices in a number of different locations. The world map indicates headquarters and regional and field offices where appropriate.

### Reduction efforts

"Cool UN" Initiative – Lower thermostat 5 degrees in the winter and raise by 5 degrees in the summer, as well as making operation hours of main HVAC equipment more efficient.

- Existing reporting tools often do not include critical GHG inventory information. Especially true of air travel data and rental office space energy consumption. Remedy: Provis

**Air travel per staff member (CO<sub>2</sub>).** Average CO<sub>2</sub> emissions from air travel per personnel. Please note that the underlying number of staff is not limited to permanent staff members, but can also include consultants and other personnel reported by the organization.

**Air travel per staff member (km).** Average distance traveled by air. The underlying number of staff is not limited to permanent staff members, but can also include consultants and other personnel reported by the organization.

**Building-related fuel combustion:** GHG emissions from the combustion of fossil fuels in boilers, furnaces and other types of stationary fuel technologies owned or controlled by the organization. In many cases heating falls into this category, but it could also encompass electricity generation from a generator operated by the agency.

**Electricity:** GHG emissions from purchased electricity for buildings and operations controlled by the organization.

**Emissions per staff member.** The average CO<sub>2</sub> eq emissions per personnel. Please note that the underlying number of staff is not limited to permanent

staff members, but can also include consultants and other personnel reported by the organization.

**Heat and steam:** GHG emissions from purchasing steam or heat for equipment or operations controlled by the organization.

**Office related emissions per m<sup>2</sup>.** Average building related CO<sub>2</sub> eq emissions by the organization per surface area in square meters. Buildings-related emissions include emissions from four different sources: "Purchased heat and steam", "power generation", "purchased electricity" and "refrigeration and air-conditioning (RAC)" as defined in the UN Greenhouse Gas Calculator.

**Optional emission.** GHG emissions from sources outside the UN minimum agreed boundary, e.g. staff commuting, freight and military operations.

**Refrigerants:** Fugitive emissions of refrigerants during installation, maintenance and operational leakage of equipment such as air-conditioners or fridges.

**Road and rail travel:** Emissions arising from travel in owned or leased vehicles and public ground transport (can include taxis to and from airports for example).

**Total emissions.** Total amount of GHG emissions emitted in 2008 by the organization according to the methodology and boundary agreed by the UN.

**Secretary General's message**

... as we mark World Environment Day today, I would like to make a public commitment, as the Organization's direct contribution to global efforts to safeguard our planet and climate. We are already moving towards making our Headquarters in New York climate-neutral and environmentally sustainable. The UN's Capital Master Plan to renovate the 55-year old landmark is a good starting point, and we have already identified ways to reduce our energy use significantly. I would like to see our renovated headquarters complex eventually become a globally acclaimed model of efficient use of energy and resources. Beyond New York, the initiative should include the other UN headquarters and offices around the globe. We need to work on our operations too, by using energy more efficiently and eliminating wasteful practices. That is why, today, I am asking the heads of all UN agencies, funds and programmes to join me in this effort. And I am asking all staff members throughout the UN family to make common cause with me. This undertaking will require dedication, perseverance and considerable financial resources, and the strong support of our Member States.

– Ban Ki-moon, on World Environment Day 2007

**Next steps**

Reduce energy consumption related to lighting at leased spaces.

Reduce emissions related to use of refrigerants and fire suppression systems at leased spaces.

Reduce emission related to the use of official vehicles, including use of hybrid vehicles.

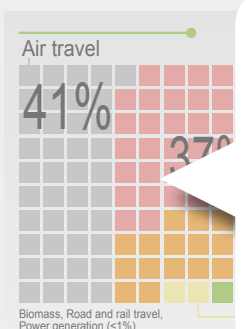
Consider requirements for reporting on GHG emissions related to air travel in the UN Resource Plan.

Discuss with a view to reporting on offsets in lieu of official travel.

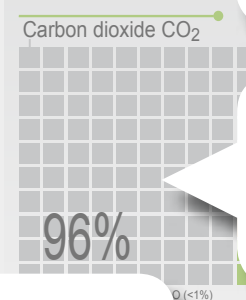
Ongoing coordination on greening measures.

**Key figures**

Total emissions	90'954 t CO <sub>2</sub> eq
Emissions per staff member	10.3 t CO <sub>2</sub> eq
Air travel per staff member	4.2 t CO <sub>2</sub>
Air travel per staff member	35'540 km
Office-related emissions per m <sup>2</sup>	166 kg CO <sub>2</sub> eq



The graphs entitled "emissions by source" and "emission by gas" illustrate how each emission source or greenhouse gas contribute to the organization's total GHG emissions. One square represents one per cent. When necessary, results were rounded off manually to conserve a grand total of 100 per cent. A number of the organizations were not able to report on gases other than CO<sub>2</sub>. The relative amounts of different greenhouse gases may change in coming years with improved data availability and refined methodologies.



**HFCs and CFCs:**

It is not compulsory to report on HFCs and CFCs under the GHG Protocol. However, some organizations have reported them on an optional basis. In these cases, such information has been reflected in the tables.

This table indicates the level of data accuracy provided for the different emission sources:

**Actual data:** If this box is highlighted it indicates that actual and recorded activity data, or input values, were provided for the emissions calculations.

**Estimated data:** If this box is highlighted it indicates that actual and recorded activity data, or input values, were not available, and the GHG emissions were estimated by applying a set of proxies.

**No data:** If this box is highlighted it indicates that actual and recorded data could not be identified for the emission source and no estimates were made, and therefore, no emissions were reported.

**n/a:** The emission source does not apply to the organization and is therefore not relevant.

**Data quality**

	Actual data	Estimated data	No data	n/a
Team				

have reported with different levels of multiple entries in data quality table.

# UNITED NATIONS SYSTEM




**Number of staff\*: 92 748**

**Number of staff including personnel from peacekeeping operations: 206 954**


**Number of reporting institutions or offices: 49**

\* Number does not include peacekeeping operations, but does include short-term staff and consultants

## Statement by the UN Secretary-General

 On World Environment Day, 5 June 2007, the UN Secretary-General pledged to contribute to global efforts to safeguard the planet by making the in-house practices of the United Nations more climate-neutral and environmentally sustainable.

## Statement by the UN Chief Executives Board for Coordination (CEB)

 At the October 2007 meeting of the UN System Chief Executives Board for Coordination (CEB), Executive Heads of UN agencies, funds and programmes committed to move their respective organizations towards climate neutrality. In particular, they agreed to:

- Estimate the greenhouse gas emissions of UN system organizations consistent with accepted international standards;
- Undertake efforts to reduce greenhouse gas emissions;
- Analyze the cost implications and explore budgetary modalities of purchasing carbon offsets to eventually reach climate neutrality

### Experience so far

Policies and measures are being implemented across the UN system to reduce greenhouse gas emissions. The focus so far has been on improving the energy-efficiency of buildings and office equipment, increased use of renewable energy, raising staff awareness on energy-savings and the greening of meetings. Areas where efforts have begun and which hold considerable future potential include the use of information and communication technologies and the streamlining of air travel. Measures to cut emissions have also reduced the consumption of energy, water and paper – and therefore costs, and improved planning and efficiency in work delivery.

A number of organizations have already put into place offsetting initiatives. Five organizations have declared themselves climate- or carbon-neutral, while six others have offset specific events.

### Next steps

In the future, efforts will be made to improve the accuracy and completeness of the UN greenhouse gas inventory, by developing better methods and improving data collection systems, data quality and coverage – especially of field offices.

Efforts to reduce emissions will increase. In 2010, the UN system will prepare coherent emissions reduction strategies for each organization addressing the major greenhouse gas sources, and develop performance indicators to measure progress over time.

The UN system's climate neutral strategy will be scaled up into a broader effort to "green" the UN system. By establishing sustainable management systems the UN will address, in a holistic and systematic manner, the full range of sustainability issues.

## 2008 greenhouse gas inventory

The full range of institutions that make up the UN system have compiled their greenhouse gas emissions inventory for 2008 – including the agencies, funds and programmes.

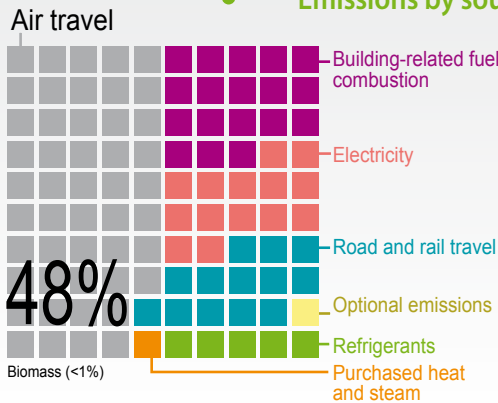
The inventory includes emissions from facility operations and travel, from headquarters, major centres and field offices. Data on peacekeeping operations is provided separately.

### UN system facilities, travel and peacekeeping operations

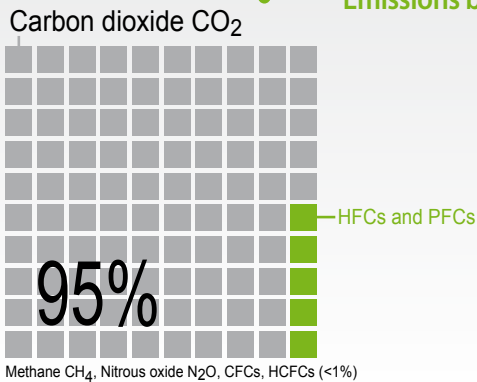
#### key figures 2008

Total emissions	1'741'413 t CO <sub>2</sub> eq
Emissions per staff member	8.4 t CO <sub>2</sub> eq
Air travel per staff member	4.0 t CO <sub>2</sub>
Number of staff	206'954

#### Emissions by source



#### Emissions by gas

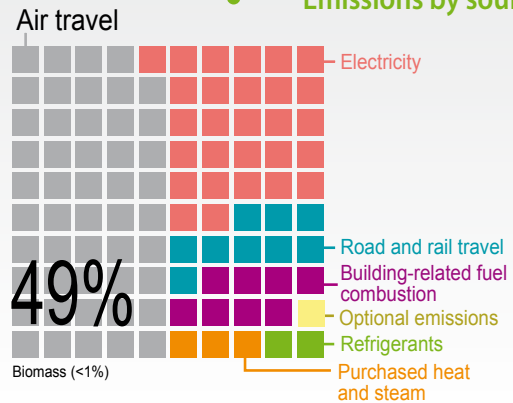


### UN system facilities and travel

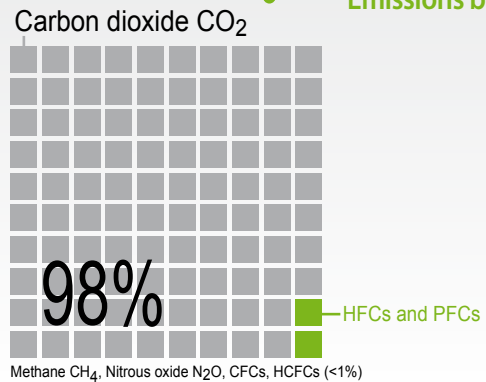
#### key figures 2008

Total emissions	769'108 t CO <sub>2</sub> eq
Emissions per staff member	8.3 t CO <sub>2</sub> eq
Air travel per staff member	4.0 t CO <sub>2</sub>
Number of staff	92'748

#### Emissions by source



#### Emissions by gas



# United Nations Headquarters (UNHQ)

[www.un.org](http://www.un.org)



**HQ: New York, USA**  
**Number of staff: 8'850<sup>1</sup>**  
**Number of locations: 1**

## Mission

**!** *The Secretariat — an international staff working around the world — services the other principal organs of the United Nations and administers the programmes and policies laid down by them. The duties carried out by the Secretariat range from administering peacekeeping operations to mediating international disputes, from surveying economic and social trends to preparing studies on human rights and sustainable development. Secretariat staff also inform the world's media about the work of the UN and organize international conferences on issues of worldwide concern.*



## Experience so far

Difficulties and solutions proposed:

- Existing reporting tools often do not include critical GHG inventory information. Especially true of air travel data and rental office space energy consumption. Remedy: Proxies used; GHG information is a criteria under consideration of new ERP software currently in design phase.
- Staffing – GHG inventory difficult to complete with existing staffing resources. Remedy: Recruitment of dedicated staff is underway.

## Offsetting

Emissions related to the 2009 Summit on Climate Change were offset through the purchase of Gold Standard Certified Emission Reductions (CERs) provided by the Clean Development Mechanism (CDM). The offsets were achieved through the Bagepalli CDM Biogas Programme, a renewable energy project in India, which delivers both environment and development benefits.

## Reduction efforts

“Cool UN” Initiative – Lower thermostat 5 degrees in the winter and raise by 5 degrees in the summer, as well as making operation hours of main HVAC equipment more efficient.

Key strategies of the Capital Master Plan:

- Building envelope: High performance double-glazed curtain wall, automated interior shades/blinds and new insulation on roofs and exterior walls;
- Heating, ventilation and airconditioning (HVAC) system: Hybrid electric-steam chiller plant configuration, automated building management system and high-density, in-row data center cooling system;
- Lighting systems: High-efficiency lamps and ballasts, occupancy sensors, which automatically turn off lights if a space is unoccupied, daylight harvesting system, which controls artificial light levels in response to natural light levels;
- Renewable Energy: Demonstration photovoltaic roof panels, with the possibility of future expansion.

All measures combined will reduce GHG emissions of the Headquarters facility by at least 45%; with estimated reductions in emissions of over 21'000 t CO<sub>2</sub> eq per year. The CMP is expected to be complete by 2013.

**Secretary General’s message**

“... as we mark World Environment Day today, I would like to make a public commitment, as the Organization’s direct contribution to global efforts to safeguard our planet and climate. We are already moving towards making our Headquarters in New York climate-neutral and environmentally sustainable. The UN’s Capital Master Plan to renovate the 55-year old landmark is a good starting point, and we have already identified ways to reduce our energy use significantly. I would like to see our renovated headquarters complex eventually become a globally acclaimed model of efficient use of energy and resources. Beyond New York, the initiative should include the other UN headquarters and offices around the globe. We need to work on our operations too, by using energy more efficiently and eliminating wasteful practices. That is why, today, I am asking the heads of all UN agencies, funds and programmes to join me in this effort. And I am asking all staff members throughout the UN family to make common cause with me. This undertaking will require dedication, perseverance and considerable financial resources, and the strong support of our Member States.

– Ban Ki-moon, on World Environment Day 2007

**Next steps**

Reduce energy consumption related to lighting at leased spaces.

Reduce emissions related to use of refrigerants and fire suppression systems at leased spaces.

Reduce emission related to the use of official vehicles, including use of hybrid vehicles.

Consider requirements for reporting on GHG emissions related to air travel in the development of the Enterprise Resource Planning system.

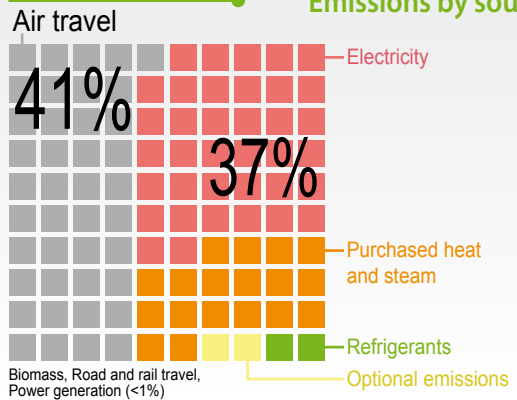
Discuss with airlines to consider the purchase of carbon offsets in lieu of the provision of frequent flyer miles for official travel.

Ongoing coordinated communications campaign to staff on greening measures to inform and influence behaviours.

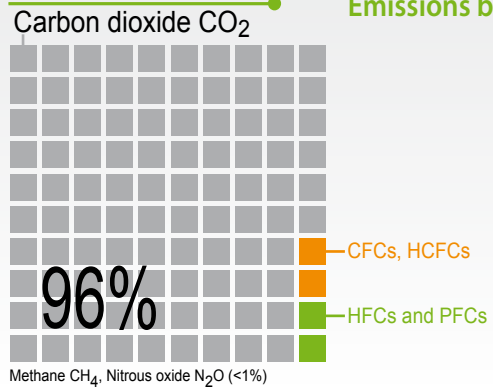
**Key figures**

Total emissions	90'954 t CO <sub>2</sub> eq
Emissions per staff member	10.3 t CO <sub>2</sub> eq
Air travel per staff member	4.2 t CO <sub>2</sub>
Air travel per staff member	35'540 km
Office-related emissions per m <sup>2</sup>	166 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles				
Buses, trains, taxis				
Self-generated power				
Refrigerants				
Purchased electricity				
Purchased heat and steam				
Air travel				

Different locations might have reported with different levels of accuracy, which explains multiple entries in data quality table.

# Convention on Biological Diversity (CBD)

[www.cbd.int](http://www.cbd.int)



Convention on  
Biological Diversity

**HQ: Montreal, Canada**  
**Number of staff: 95**  
**Number of locations: 2**

## Mission



*At the 1992 Earth Summit in Rio de Janeiro, world leaders agreed on a comprehensive strategy for "sustainable development" – meeting our needs while ensuring we leave a healthy and viable world for future generations. One of the key agreements adopted at Rio was the Convention on Biological Diversity. It establishes three main goals: conservation of biological diversity, sustainable use of its components, and fair and equitable sharing of the benefits from the use of genetic resources.*



● Headquarters ● Other office

## Experience so far

A difficulty that SCBD faces in reporting the energy consumption of the office is that the secretariat is located in a commercial building which sells its energy to a hotel. The energy consumption is shared between the building and the hotel and is not metered separately, but counted as one unit. A hotel has different electricity consumption patterns than an office building, which makes it difficult to identify CBD's electricity share.

## Offsetting

Since 2006, the SCBD has offset the carbon emissions of:

1. Official staff travel as well as travel of funded delegates and travel of interpreters to SCBD meetings;
2. Paper consumption at meetings, in the SCBD office in Montreal and used in official publications;
3. Hydro-electrical usage of the SCBD office in Montreal;
4. Staff commute to work at Montreal office.

## Related efforts

A highlight of the offsetting of the SCBD activities is the Riparian Restoration Programme. The biodiversity-friendly way to offset carbon emissions is part of a larger award-winning project led by the Parana State government. The Riparian Forest Program is partner of UNEP's "Billion Tree Campaign". By the end of 2008, 100 million trees have been planted along conservation corridors that connect parks. By using endemic and locally occurring trees, in areas adjacent to natural gene banks, reforestation leads to the restoration of ecosystems associated with the original Atlantic Rain Forest, and protect river borders from erosion. The area is a buffer zone for the protected areas around Foz de Iguacu National Park, and is part of one of the most biodiverse – and threatened – ecosystems in Brazil. All plantations are done in legal reserves on rural properties and farms, whose owners must sign legally binding commitments to permanent (or at least 30 years per contract, automatically renewed – this is the time span used to calculate offsets) protection of the areas. The site planted for the SCBD is on State-owned land. It is envisaged that the area will be converted into a protected area – the SCBD Park.



**Executive Secretary's message**

**SC** *The Secretariat of the Convention on Biological Diversity (SCBD), as the lead international instrument in the field of biodiversity, fully supports the commitments of the Secretary-General made on 05 June 2007 to reduce carbon emissions and to work towards a more efficient use of energy and resources.*

*As the leading international instrument for the conservation and protection of biodiversity, we feel it is our job not only to green our practices but also to ensure that our practices do not directly harm the very thing we are trying to protect: biodiversity.*

*As we all know, biodiversity is at the root of all life and every activity. Thus, actually achieving conservation of biodiversity requires a multi-layered web of intersecting initiatives involving all stakeholders. Every small step counts and helps to build towards larger initiatives. It is our role, and moral responsibility as the SCBD, to forge new ground and set new standards.*

– Ahmed Djoghlaif

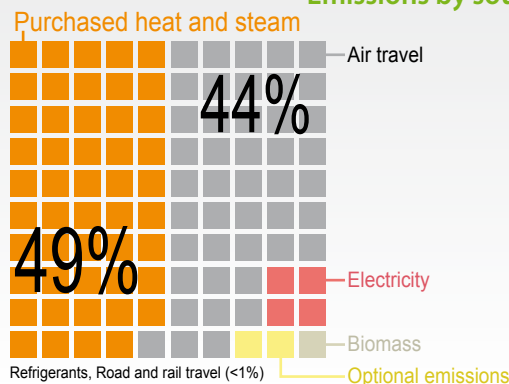
**Next steps**

The Secretariat is looking at various options for emission offsets beyond 2010, and until 2010, has made an arrangement for all emissions of the Secretariat with the Government of Parana through a riparian reforestation project in the Atlantic Rainforest ecozone (Riparian Restoration Programme).

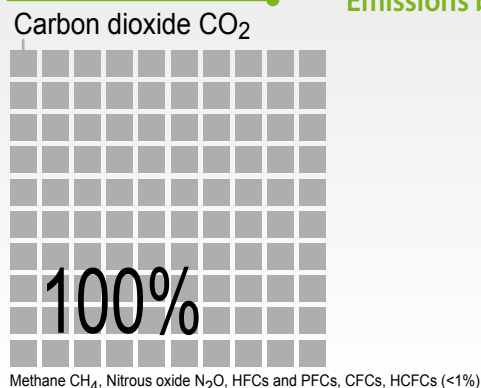
**Key figures**

Total emissions	3'518 t CO <sub>2</sub> eq
Emissions per staff member	37 t CO <sub>2</sub> eq
Air travel per staff member	16.4 t CO <sub>2</sub>
Air travel per staff member	159'500 km
Office-related emissions per m <sup>2</sup>	707 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles				
Buses, trains, taxis				
Self-generated power				
Refrigerants				
Purchased electricity				
Purchased heat and steam				
Air travel				

# Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO)

[www.ctbto.org](http://www.ctbto.org)



**HQ: Vienna, Austria**  
**Number of staff: 286<sup>1</sup>**  
**Number of locations: 1**

## Mission

**!** *CTBTO is the international organization established to ensure the build-up of a global verification regime capable of detecting nuclear explosions underground, underwater and in the atmosphere. The regime must be operational by the time the Comprehensive Nuclear-Test-Ban Treaty (CTBT), which bans all nuclear explosions, enters into force. The verification regime consists of 337 monitoring facilities supported by an International Data Centre and on-site inspection measures in the event of a suspected nuclear test.*



## Experience so far

The CTBTO adopted a policy of conducting all job interviews via video-conference in June 2007, thereby saving more than 200 air trips over the past two years.

The decision to save on cooling and heating costs by keeping office buildings two degrees warmer in summer and two degrees colder in winter created some discomfort initially, but is now accepted.

Installed a green roof on one of our buildings.

## Reduction efforts

1. Collaboration with Vienna-based organizations on the Vienna International Centre complex related to building, energy and air-conditioning measures.

2. Multiple sustainable travel initiatives:

- Suspended travel policy to nine-plus hours for Business Class travel instead of seven-plus;
- Equipped organization with good quality video-conferencing facilities to limit the need for travel; all CTBTO interviews are held via video-conferencing;
- Requested travel agent to report for all itineraries the CO<sub>2</sub> emissions (carbon footprint) of travel; Encourage train travel within Europe.

3. Office equipment (i.e. personal computers, monitors, etc.) was completely replaced with eco-friendly equipment.

<sup>1</sup> 346 personnel (thereof 60 consultants) included in inventory.

# ehensive

## Executive Secretary's message

**“**The CTBTO recognizes that climate change threatens the planet and is committed to doing its share to move toward the goal of a climate-neutral UN. Along with its sister international organizations at the Vienna International Centre, the CTBTO has undertaken initiatives to reduce energy consumption, curtail air travel, and encourage use of mass transit. The organization is also exploring, wherever possible, ways to make the network of monitoring facilities more carbon-neutral, but realizes that it will not for the present be able to achieve complete carbon neutrality because of the energy requirements of some of the specialized technology that underpins the verification regime.

– Tibor Tóth

## Next steps

No strategy or policy paper has been produced, however, a draft Environmental Plan, initiated by our counterparts UNOV and UNIDO for other VIC organizations has been contributed to and joint initiatives undertaken.

The CTBTO is very conscious of this issue and is looking to the UN and other sources to seek good practice related to sustainable procurement in order to develop an appropriate policy.

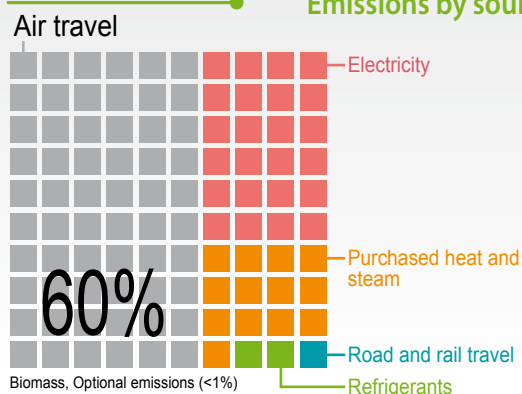
## Offsetting

The CTBTO has not looked into this option at this point.

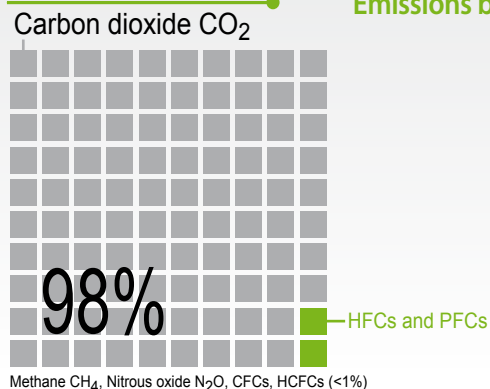
## Key figures

Total emissions	2'275.7 t CO <sub>2</sub> eq
Emissions per staff member	6.6 t CO <sub>2</sub> eq
Air travel per staff member	3.9 t CO <sub>2</sub>
Air travel per staff member	33'577.7 km
Office-related emissions per m <sup>2</sup>	47 kg CO <sub>2</sub> eq

## Emissions by source



## Emissions by gas



## Data quality

	Actual data	Estimated data	No data	n/a
Official vehicles	█			
Buses, trains, taxis		█		
Self-generated power	█			
Refrigerants	█			
Purchased electricity	█			
Purchased heat and steam	█			
Air travel	█			

# Department of Field Support (DFS)

[www.un.org/Depts/dpko/dpko/dfs](http://www.un.org/Depts/dpko/dpko/dfs)



**HQ: New York, United States**

**Number of staff: 850<sup>1</sup>**

**Number of locations: 2<sup>2</sup>**

## Mission

**!** *The Department of Field Support was created in July 2007 to better support UN peace operations - peacekeeping and special political missions - in terms of logistics, information and communications technology, budget and finance, and personnel. DFS is a key enabler of multidimensional and varied field missions. It works very closely with DPKO and DPA. In 2009, DFS has also been tasked to support the African Union Mission in Somalia.*



○ Headquarters ● UN Logistics Base

## Experience so far

DFS is encouraging its headquarters staff to make best use of the UN Flex policy. Compressed work schedule and telecommuting are two possible options, which besides reducing the office's footprint, also improve the efficiency and happiness of staff who are already implementing it.

Since 2008 DFS has a position at Headquarters dedicated full-time to environmental issues. Some peacekeeping missions also have such a position. This new environmental network will, among other, monitor GHG emissions from the various missions.

Both DFS and DPKO Under-Secretaries-General signed the Seal the Deal climate petition and encouraged staff to do so.

## Offsetting

DFS will align its policy with a decision to be taken for the UN Secretariat by the Member States.

## Reduction efforts

1. Solar panels for ICT equipment are being deployed on some missions' remote team sites (e.g. Lebanon)
2. The DPKO/DFS Environmental Policy for UN Field Missions, effective since 01 June 2009, states that the mission "will take measures to ensure that the use of energy is optimized by the mission with the aim to minimize the mission's greenhouse gas emissions while ensuring enough power for proper functioning."
3. Electric cars have been bought for the UN Logistic Base in Brindisi, Italy.
4. A Community of Practice on Environmental Management has been set up for all missions to share best practices and experiences; an intranet webpage with green tips has also been put in place.
5. To avoid too much mission-related travel, many meetings with various sections of Headquarters are done through videoteleconferences (VTCs). Most DPKO/DFS meeting rooms are equipped with such facilities.

<sup>1</sup> Number aggregated by the UN Logistics Base (UNLB) in Brindisi, Italy, submission for the GHG inventory plus various UN documents. It may not reflect official statistics.

<sup>2</sup> This inventory includes only DFS Brindisi offices.

**Under-Secretary-General's message**

*During my first town hall meeting with staff as DFS Under-Secretary-General in June 2008, I mentioned the environment as being a priority of my term. Since then, slowly but surely, the environment is being mainstreamed in DFS activities, both at Headquarters and the field levels. Greenhouse gases are only one part of the peace operations' footprint, but it is not a small one as operating in remote and harsh areas, we generate most of our own power. DPKO and DFS recently promulgated an Environmental Policy for UN Field Missions, in which optimized use of energy is required inter alia. DFS wants to be part of the UN endeavour to tackle climate change; its staff is also very willing to lead by example in all the areas where they are working.*

– Susana Malcorra

**Next steps**

DFS is working on the implementation of the DPKO/DFS Environmental Policy for UN Field Missions and will provide in 2010 more detailed Environmental Guidelines as well as practical tools for the missions to do so. We are working in close cooperation with UNEP which gives us their environmental expertise on our support strategy.

Staff behaviour can help improve our footprint; therefore we will carry out awareness-raising and training.

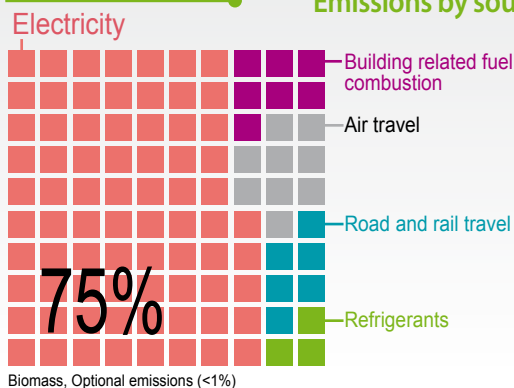
DFS is also improving its reporting systems and a Mission Information Management System will be set up in 2010 for all missions. We hope to include GHG reporting in this system in the next phase. This would help us to monitor better GHG in different areas and react accordingly, when rules, procedures and budget make it possible. Following the 2008 GHG emissions inventory exercise, it is also planned to develop a DFS-wide emissions reduction strategy by the end of 2010, in which the various sections shall propose strategies in their areas of expertise.

At New York Headquarters, DFS is fully supportive of the 'Greening the UN' initiative of the Secretary General and will support any related propositions to 'green' the Secretariat.

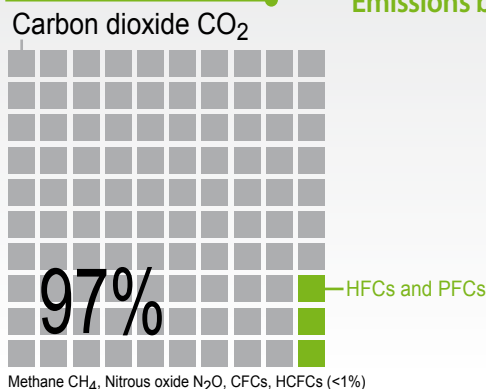
**Key figures**

Total emissions	3'075 t CO <sub>2</sub> eq
Emissions per staff member	6.2 t CO <sub>2</sub> eq
Air travel per staff member	0.6 t CO <sub>2</sub>
Air travel per staff member	4'140 km
Office-related emissions per m <sup>2</sup>	45 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	█			
Buses, trains, taxis			█	
Self-generated power	█			
Refrigerants		█		
Purchased electricity	█			
Purchased heat and steam			█	
Air travel	█			

ics. This includes contractors and UNOPS personnel. 500 staff members included in the inventory for UNLB.

# Department of Political Affairs (DPA)

[www.un.org/Depts/dpa/](http://www.un.org/Depts/dpa/)



**HQ: New York, USA**  
**Number of staff: 2'000** <sup>1</sup>  
**Number of locations: 11**

**Mission**

**!** *Through peacemaking, preventive diplomacy and a host of other means, the UN works to prevent and resolve deadly conflict around the globe and to promote lasting peace in societies emerging from wars. DPA plays a central role in these efforts: monitoring and assessing global political developments; providing support and guidance to UN peace envoys and political missions in the field; serving Member States through electoral assistance and through the support to the work of the Security Council.*



○ Headquarters ● Other office

**Offsetting**

DPA will align its policy with a decision to be taken for the UN Secretariat by the Member States.

**Reduction efforts**

1. Some political missions have already created «Green committees» to give a local response to environmental issues, addressing GHG emissions.
2. Environmental focal points have been appointed in each mission.

<sup>1</sup> Number derived by aggregating the missions' submissions for their GHG inventory and various UN documents. It may not reflect official statistics .  
<sup>1</sup>'687 staff included in the inventory excluding New York HQ staff.  
<sup>2</sup> Does not include emissions from DPA NY offices.

**Under-Secretary-General’s message**

**3** Climate change is one of the defining challenges of our time. It is also developing into a major threat to human security by causing drought and desertification, extreme weather events, and the rise of sea-levels. Of particular concern for DPA, the effects of climate change may also increase the risk of violent conflict in some parts of the world. Therefore we have to increasingly factor in climate change in our thinking on how to prevent and resolve conflicts, build peace and foster cooperation. We all have to play our part in addressing the challenge of climate change.

– B. Lynn Pascoe

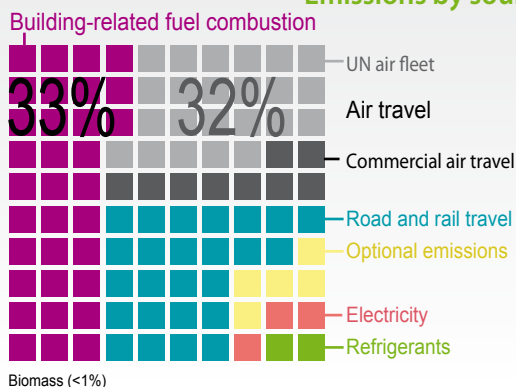
**Next steps**

At its Headquarters in New York, DPA staff will be active participants in the Secretariat’s greening efforts.

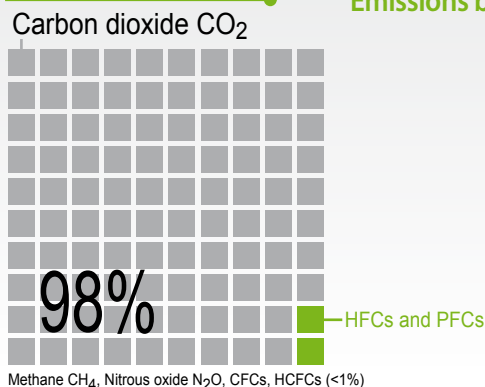
**Key figures**

Total emissions <sup>2</sup>	19'928.5 t CO <sub>2</sub> eq
Emissions per staff member	11.8 t CO <sub>2</sub> eq
Air travel per staff member	3.7 t CO <sub>2</sub>

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	Actual data	Estimated data	No data	n/a
Buses, trains, taxis	No data	No data	No data	n/a
Self-generated power	Actual data	Estimated data	No data	n/a
Refrigerants	Estimated data	Estimated data	No data	n/a
Purchased electricity	Actual data	Estimated data	No data	n/a
Purchased heat and steam	No data	No data	No data	n/a
Air travel	Actual data	Estimated data	No data	n/a

Different locations might have reported with different levels of accuracy, which explains multiple entries in data quality table.

# Department of Peacekeeping Operations (DPKO)

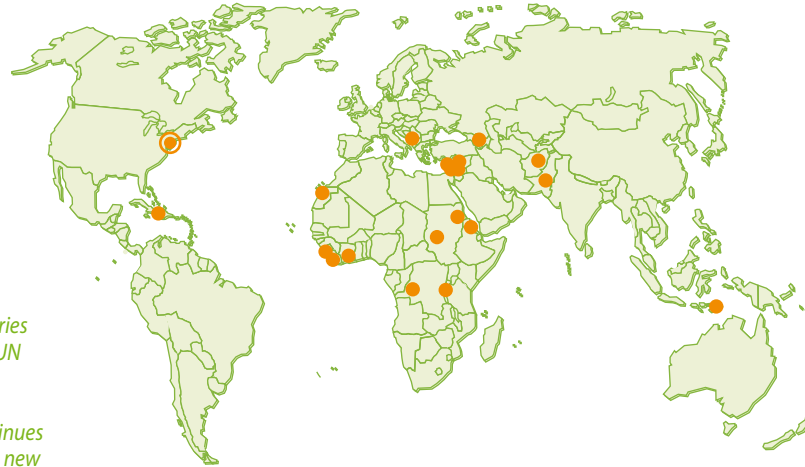
[www.un.org/Depts/dpko/dpko/](http://www.un.org/Depts/dpko/dpko/)



**HQ: New York, USA**  
**Number of staff: 114'554<sup>1</sup>**  
**Number of locations: 21**

## Mission

**!** *United Nations peacekeeping is a unique and dynamic instrument developed by the UN as a way to help countries torn by conflict create the conditions for lasting peace. UN peacekeeping missions are authorized by the Security Council. Since 1948 there have been a total of 63 UN peacekeeping operations around the world. DPKO continues to evolve, both conceptually and operationally, to meet new challenges and political realities.*



○ Headquarters ● Other office

## Experience so far

Some of the peacekeeping GHG footprint will be difficult to minimize, as the essence of our activity consists of military operations and their troops rotation by air travel, or access to remote areas by air where road infrastructure may not exist.

Thirteen peacekeeping missions participated in the UNEP's Billion Tree Campaign and have pledged 117'848 trees to be planted by the end of 2009.

## Offsetting

DPKO will align its policy with a decision to be taken for the UN Secretariat by the Member States.

## Reduction efforts

1. DPKO is encouraging its headquarters staff to make best use of the UN Flex policy. Compressed work schedule and telecommuting are two possible options, which besides reducing the office's footprint also improve the efficiency and happiness of staff.
2. In order to avoid too much travel in missions, many meetings with them and various sections of Headquarters are done through video-teleconferences (VTCs). Most of DPKO/DFS meeting rooms are equipped with such facilities.
3. Solar panels for ICT equipment are being deployed in some missions' remote team sites (e.g. Lebanon).
4. A Community of Practice on Environmental Management has been set up for all missions to share best practice and experience; an intranet webpage with green tips has also been set up.
5. Some peacekeeping missions have already created green committees to give a local response to environmental issues, including GHG emissions.
6. Awareness-raising has been done through a town hall meeting for all staff on environmental issues and regular broadcast emails remind staff to switch off their appliances and lights when they leave the office after work.

<sup>1</sup> The inventory includes 114'206 staff from 20 missions excluding New York HQ staff.

<sup>2</sup> This does not include emissions from DPKO NY offices.



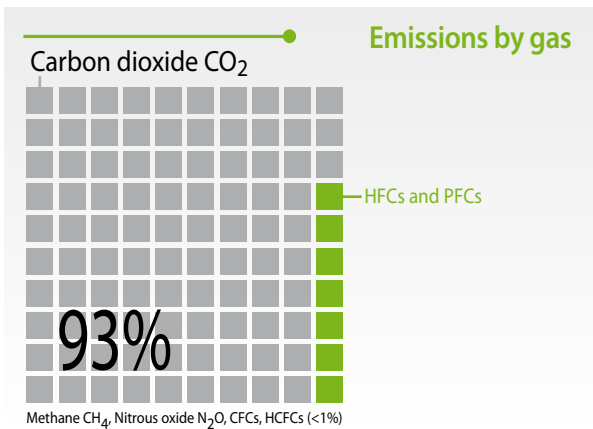
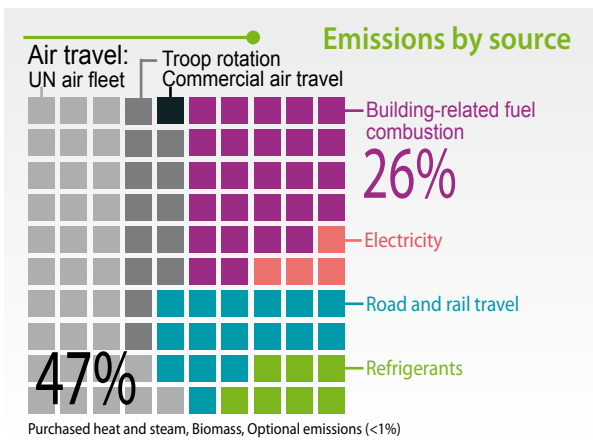
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**Under-Secretary-General's message**

**3** Climate change is unfortunately already happening, affecting millions of people, mostly in areas where they are already suffering. If we do not tackle it, it can only worsen. Fighting over highly valued or scarce natural resources is also among the causes of some conflicts (e.g. Liberia, DR Congo or Darfur). Some studies already show that climate change can be a "threat multiplier for instability" in some countries. It is therefore important and our duty that when peacekeepers arrive in the countries where we operate, they lead by example in our overall environmental management. And as One UN, it is our responsibility to contribute to the Millennium Development Goal 7 "Ensuring Environmental Sustainability".

– Alain Le Roy

Key figures	
Total emissions <sup>2</sup>	972'304.8 t CO <sub>2</sub> eq
Emissions per staff member	8.5 t CO <sub>2</sub> eq
Air travel per staff member	4.0 t CO <sub>2</sub>



**Next steps**

The DPKO/DFS Environmental Policy for UN Field Missions, effective since 1 June 2009, states that the mission "will take measures to ensure that the use of energy is optimized by the mission with the aim to minimize the mission's greenhouse-gas emissions while ensuring enough power for proper functioning."

DPKO is therefore working very closely with the Department of Field Support (DFS) to mitigate the environmental footprint of the peacekeeping missions.

Data quality		Actual data	Estimated data	No data	n/a
Official vehicles		Actual data	Estimated data	No data	n/a
Buses, trains, taxis		Actual data	Estimated data	No data	n/a
Self-generated power		Actual data	Estimated data	No data	n/a
Refrigerants		Actual data	Estimated data	No data	n/a
Purchased electricity		Actual data	Estimated data	No data	n/a
Purchased heat and steam		Actual data	Estimated data	No data	n/a
Air travel		Actual data	Estimated data	No data	n/a

Different locations might have reported with different levels of accuracy, which explains multiple entries in data quality table.

# Economic Commission for Africa (ECA)

[www.uneca.org](http://www.uneca.org)



**HQ: Addis Ababa, Ethiopia**

**Number of staff: 1'381**

**Number of locations: 5**

## Mission

**!** *The Economic Commission for Africa (ECA) was established by the Economic and Social Council (ECOSOC) of the United Nations (UN) in 1958 as one of the UN's five regional commissions. ECA's mandate is to promote the economic and social development of its member States, foster intra-regional integration, and promote international cooperation for Africa's development.*



## Experience so far

ECA is facing challenges both in terms of personnel motivation and resources allocated to carry out GHG reduction programmes.

## Offsetting

Planned but not yet implemented.

## Reduction efforts

1. Optimizing use of energy and water by implementing automated irrigation project for the Secretariat's 56'647 m<sup>2</sup> green area. The project included upgrading the conventional hose-and-tap irrigation system to pop-up sprinklers, drip irrigation and a weather monitoring system, incorporated with variable-frequency drive (VFD) motors. Underground water was used, from a depth of 160 metres, and raised using VFD pumps.
2. Evacuated tube solar water heaters are used to feed two kitchen installations and bathrooms. ECA also uses solar lighting pipes or "light tubes" in selected areas of our facilities (these devices capture sunlight and convey it to the rooms below).
3. Ensuring that ECA does not damage the environment by recycling ozone-depleting refrigerants with a device that removes such substances from refrigerators and HVAC systems requiring maintenance. The gas is then pumped back into the appliance rather than being released into the atmosphere.
4. Use of Building Automation and Control System (BACS) to manage lighting energy for the 42'184 m<sup>2</sup> Conference Centre. This is supplemented by coordinating with the security team to ensure that lights are switched off manually in unoccupied buildings and in off working hours.

**Executive Secretary's message**

**3** Climate change is the most serious environmental threat facing our planet. While promoting economic and social development of its member states, ECA team members have to travel, organize meetings and conferences to ensure that technical assistance to institutions driving the regional integration agenda is received timely and efficiently. However, we are committed to harmonizing our processes and work plans to ensure that ECA gradually become climate-neutral by encouraging more efficient travel, improved access to e-communication, ensuring that all necessary meetings, conferences become green meetings, and last but not least improving the energy efficiency of our facilities and installations. It is the vision of our Secretariat and the five sub-regional offices that we shall become climate-neutral by 2014.

– Abdoulie Janne

**Next steps**

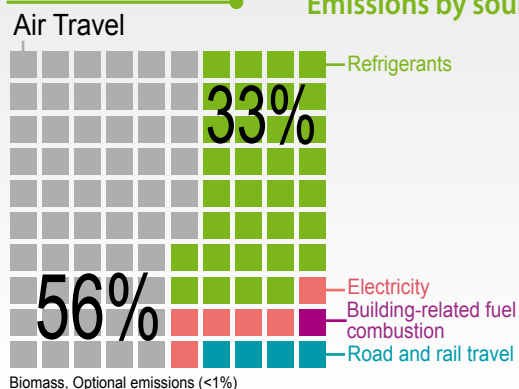
ECA has the following strategy for its climate neutrality:

- Making official travel more efficient by optimizing travel requirements of each division, reflecting GHG emissions on each official travel plan, and consolidating travel on the same routes as much as possible, offsetting the unavoidable GHGs by 2012;
- Carrying out an energy audit of our facilities, and upgrading the electromechanical installations with energy-efficient drives; this includes the HVAC vertical transportation system, lights and building envelopes. The project will be done in phases, starting 2009, and is slated for completion in 2012;
- Enhancing the use of renewable energies at the Secretariat and in sub-regional offices, and ensure 100% use for this energy for emergency lights, water heating by 2010;
- Offsetting remaining emissions through emission-reduction credits purchased through the Clean Development Mechanism (CDM) by 2013.

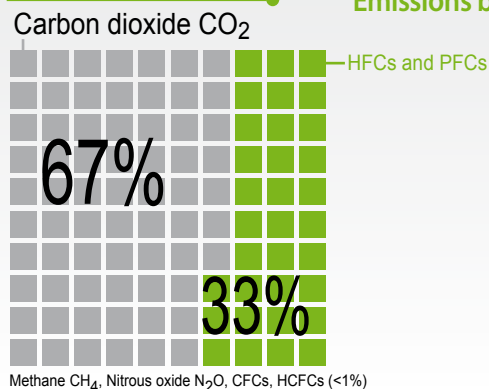
**Key figures**

Total emissions	4'188 t CO <sub>2</sub> eq
Emissions per staff member	3.1 t CO <sub>2</sub> eq
Air travel per staff member	1.7 t CO <sub>2</sub>
Air travel per staff member	14'370 km
Office-related emissions per m <sup>2</sup>	19 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	█			
Buses, trains, taxis	█			
Self-generated power	█			
Refrigerants		█		
Purchased electricity	█			
Purchased heat and steam			█	
Air travel	█			

# Economic Commission for Europe (ECE)

[www.unece.org](http://www.unece.org)



**HQ: Geneva, Switzerland**

**Number of staff: 234**

**Number of locations: 1**

## Mission

**!** *The Economic Commission for Europe pursues the key objectives of all the regional commissions, namely, to foster economic integration at the subregional and regional levels, to promote the regional implementation of internationally agreed development goals, and to support regional sustainable development by contributing to the bridging of economic, social and environmental gaps among their member countries. To achieve those objectives, UN regional commissions generate multilateral dialogue, knowledge-sharing and networking at the regional level, and work together to promote intraregional and interregional cooperation.*



## Experience so far

In addition, on the substantive side UNECE has also implemented a pilot project, entitled 'Facilitating Electronic Public Participation and Mitigating Climate Change: Proposed Feasibility Study of Teleconferencing and Webcasting Selected Aarhus Convention Meetings'. This will reduce the amount of travel to meetings, thereby contributing to a reduction in the carbon footprint of UNECE activities, while also exploiting potential efficiency gains through greater public participation.

## Reduction efforts

UNECE uses video-conferencing whenever possible in an effort to reduce official travel.

## Offsetting

UNOG has already taken the initiative to create an offset mechanism for the office and aims to undertake efforts to reduce its greenhouse gas emission in so far as possible by the end of 2009. The plans by UNOG to offset the remainder through the purchase of offsets are underway with details still to be fixed and decided upon. Therefore, as a client organization of UNOG, UNECE would be part of these efforts.

In 2007, UNECE organized the sixth Ministerial Conference "Environment for Europe" in Belgrade for which it compensated related CO<sub>2</sub> emissions.

<sup>1</sup> GHG emissions accounted for under UNOG

**Executive Secretary's message**

**3** Climate change is a serious threat to the UNECE region. Expected temperature increases and changes in the distribution of precipitation levels will result inter alia in water shortages, higher demand for water, decreased food production and less scope for hydropower production with consequent negative impacts on livelihoods and heightened security threats. As the convenor for supporting global, regional and national action in our region, UNECE is pursuing steps to become climate neutral to set good practice.

– Jan Kubis

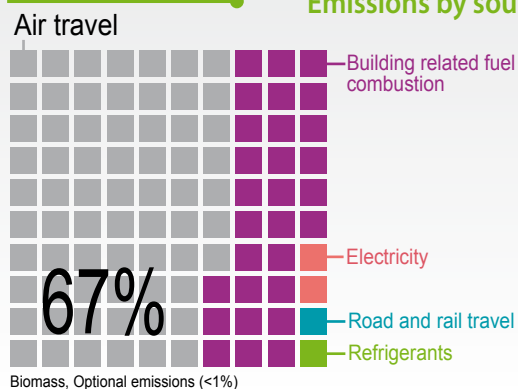
**Next steps**

In preparation for becoming climate neutral, UNOG, which manages the buildings that house UNECE and which provides direct procurement, travel and administrative support to UNECE, is taking concrete steps, in close cooperation with the Canton of Geneva and Geneva utility provider, to increase the energy-efficiency of the Palais des Nations and to ensure energy-efficient practices are being developed within its activities. UNECE will ensure it adheres to any guidelines put in place by UNOG.

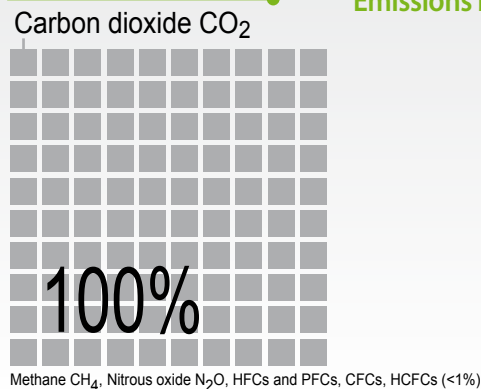
**Key figures 2008**

Total emissions <sup>1</sup>	1'076 t CO <sub>2</sub> eq
Emissions per staff member	4.6 t CO <sub>2</sub> eq
Air travel per staff member	3.1 t CO <sub>2</sub>
Air travel per staff member	28'007 km
Office-related emissions per m <sup>2</sup>	26 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	█			
Buses, trains, taxis	█			
Self-generated power	█			
Refrigerants	█			
Purchased electricity	█			
Purchased heat and steam			█	
Air travel	█			

# Economic Commission for Latin America and the Caribbean (ECLAC)

[www.eclac.org](http://www.eclac.org)



HQ: Santiago, Chile  
Number of staff: 716<sup>1</sup>  
Number of locations: 8

## Mission

**!** ECLAC is one of the five regional commissions of the United Nations. It was founded to contribute to the economic development of Latin America and the Caribbean, coordinating actions directed to this end, and re-enforcing economic ties among countries and with other nations of the world. The promotion of the region's social development was later included among the Commission's primary objectives.



○ Headquarters ● Other office

## Experience so far

Some obstacles have been identified in improving the individual contributions to emission reductions. These include the motivation of staff to participate personally in reduction efforts when it comes to behavioural changes.

## Reduction efforts

Reduction of lighting, energy usage, HVAC equipment operating time, number of photocopies, use of paper, personal printers and use of centralized multi-function machines. The cafeteria has been instructed to replace the material of disposable glasses and plates. Decreased lighting in garage parking, cafeteria and hallways.

Raising of summer air-conditioning temperature by 1°C and lowering winter heating temperature by 1°C. The whole air conditioning system turned off after 17:30.

ECLAC has confirmed with its external energy provider that all the energy has been generated under low-carbon footprint emissions (Hydroelectric).

Envelope: Roofing system provides light coloured reflecting membrane for insulation purposes.

All windows have reflective film incorporated.

Skylights have been incorporated to design of new entrance building. Additional skylights are being installed in North Building. Vegetation has been controlled on surrounding perimeter to maximize light and still act in its sun screen effect capacity.

IT equipment is purchased through systems contract in NY HQ in accordance to ITSD's standards.

We encourage working in open office space to save HVAC, lighting and financial resources.

<sup>1</sup>700 staff included in the inventory.

a

**Executive Secretary's message**

**ECLAC** is committed to reducing its greenhouse gas emissions in order to "Walk the UN Talk", leading by example on the world's effort to minimize the organization's environmental impact through the active engagement of our staff and our continuous improvement.

– Alicia Barcena

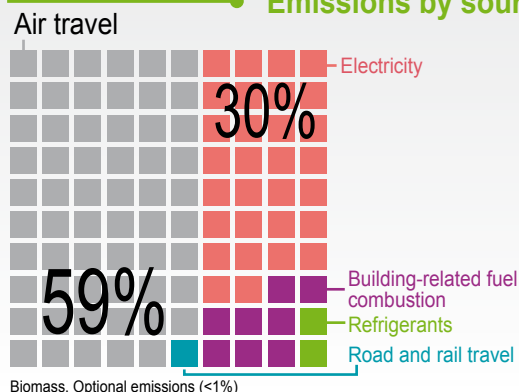
**Next steps**

Next steps are in the process of being defined.

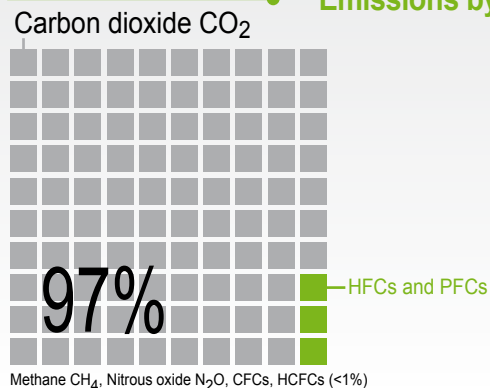
**Key figures**

Total emissions	3266.0 t CO <sub>2</sub> eq
Emissions per staff member	4.7 t CO <sub>2</sub> eq
Air travel per staff member	2.8 t CO <sub>2</sub>
Air travel per staff member	27'521 km
Office-related emissions per m <sup>2</sup>	64 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	█			
Buses, trains, taxis		█		
Self-generated power	█			
Refrigerants	█			
Purchased electricity	█			
Purchased heat and steam			█	
Air travel	█			

# Economic and Social Commission for Asia and the Pacific (ESCAP)

[www.unescap.org](http://www.unescap.org)



**HQ: Bangkok, Thailand**  
**Number of occupants: 1'100<sup>1</sup>**  
**Number of locations: 7<sup>2</sup>**

## Mission

**!** *As the regional arm of the United Nations, ESCAP plays a unique role as the only intergovernmental forum for all countries and territories of the Asian and Pacific region. ESCAP's mission is to serve as the regional hub to achieve inclusive and sustainable economic and social development in the region through programmes on Macroeconomic Policy and Development, Trade and Investment, Transport, Environment and Development, Information, Communications, Space Technology and Disaster Risk Reduction, Social Development, and Statistics.*



## Reduction efforts

ESCAP has implemented a series of building technical reviews and the corresponding retrofit projects with regard to replacement of building plant, machinery and equipment and the associated operating procedures of building systems, such as air-conditioning, to reduce utility consumption. Energy saving projects include renovation and automation of elevators at the UN complex, replacement of air handling units, pumps (chiller & lift) and condenser water pumps, improvement of chiller operation, installation of energy saving lighting, replacement of standby diesel generating sets, upgrading of all fire doors and seals, installation of solar panels and wind turbines, etc. These projects have enabled ESCAP to reduce their total energy consumption by 22 per cent and electricity costs by 11.4 per cent between 2003 and 2008. This improvement of energy efficiency brought about the decrease of electricity-derived greenhouse gas emissions from 7'761 tonnes of CO<sub>2</sub>eq to 6'036 t CO<sub>2</sub>eq during the same period.

## Experience so far

There is a need for dedicated resources and adequate funding to achieve the required building modifications that would have a major impact on utility consumption within the building. Such funding could be made available by adopting an innovative approach towards utilization of resources generated by ESCAP as landlord of the UN premises.

## Offsetting

ESCAP has not undertaken any offsetting activities yet. The issue of potential offsetting activities in certain areas is being pursued.

<sup>1</sup>680 ESCAP plus 420 affiliates. This figure does not include other UN agencies' presence in the compound.

<sup>2</sup> Includes ESCAP HQ, EPOC and five regional institutes.



# Asia and the Pacific

## Executive Secretary's message

*In Asia-Pacific, climate change is no longer a distant threat; it is a reality and a sign of what lies ahead. For many of our Pacific Island States, it is a question of their survival or extinction. Rising temperatures are causing sea levels to rise; increased frequency of extreme weather events such as storms and cyclones are resulting in frequent floods and land erosion. This Asia Pacific region is currently responsible for one-third of the greenhouse gas emissions while suffering from the largest number of human casualties from natural disasters in the world. Thus, we should also look for the opportunity for new growth, for innovation, and for a modern economy based upon low carbon, green growth. If climate change is the challenge of our generation, it also presents the opportunity that advances inclusive sustainable development.*

– Noeleen Heyzer

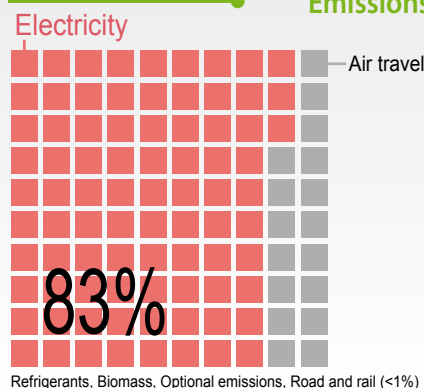
## Next steps

ESCAP has been undertaking energy saving projects since 2002 and is now working in collaboration with UNEP SUN in order to adopt their recommendations and standards as well as improve environmental performance. Of particular importance is the recent completion of an investment grade building energy audit that identifies further energy reduction projects.

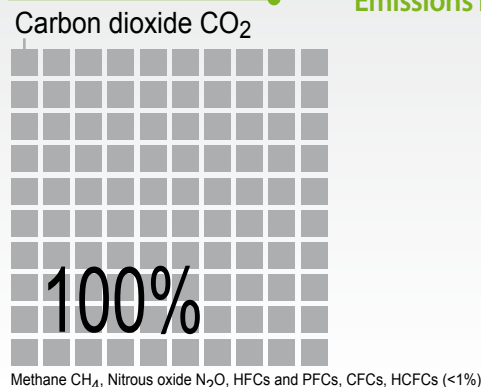
### Key figures

Total emissions	6'410 t CO <sub>2</sub> eq
Emissions per staff member	5.8 CO <sub>2</sub> eq
Air travel per staff member	0.9 t CO <sub>2</sub>
Air travel per staff member	7'078 km
Office-related emissions per m <sup>2</sup>	265 kg CO <sub>2</sub> eq

### Emissions by source



### Emissions by gas



### Data quality

	Actual data	Estimated data	No data	n/a
Official vehicles				
Buses, trains, taxis				
Self-generated power				
Refrigerants				
Purchased electricity				
Purchased heat and steam				
Air travel				

# Economic and Social Commission for Western Asia (ESCWA)

[www.escwa.un.org](http://www.escwa.un.org)



**HQ: Beirut, Lebanon**  
**Number of staff: 261<sup>1</sup>**  
**Number of locations: 1**

## Mission

**!** *ESCWA provides a framework for the formulation and harmonization of sectoral policies for member countries, a platform for congress and coordination, a home for expertise and knowledge, and an information observatory. ESCWA activities are coordinated with the divisions and main offices of the Headquarters of the United Nations, specialized agencies, and international and regional organizations, including the League of Arab States, the Organisation of the Islamic Conference, and the Gulf Cooperation Council.*



## Reduction efforts

1. Reduction to half lighting in office floors at 3:30 pm. Lights switched off at 6 pm during working days, except for emergency lighting during night and weekends. Additional lighting may be provided for official purposes upon request;
2. Air-conditioning in office floors is turned off at 3:30 pm during working days, additional air-conditioning may be provided for official purposes upon request;
3. Water heated for the minimum time with an automatic shutoff thermostat control;
4. Paper recycling being undertaken by staff and during disposal of old publications and meeting-related documents; the sale of the recyclable paper/paperboard (e.g, cartons) is to a local contractor, who picks-up the recyclable materials from UN House;
5. Staff member are encouraged to switch off computers and monitors every evening;
6. Photocopiers, scanners and printers at ESCWA have energy -saving mechanisms, with new units purchased per energy-saving specifications;
7. Double sided printing set as default for all networked printers;
8. Continued development of workflows to reduce the amount of paper.

## Experience so far

The use of teleconferencing and videoconferencing has increased, reducing the need for international travel and associated technology, including new telephone/videophones, computer equipment and telephony applications have been purchased and installed to facilitate video and tele-conferencing. Telecommuting, which was initially pursued and envisioned as a business-continuity security response measure, also holds opportunities for reducing GHG emissions related to ground transportation in the congested Beirut road network.

<sup>1</sup> 314 personnel included in inventory.

# Western Asia

## Executive Secretary's message

Recognizing the negative repercussions of climate change on the Arab region, ESCWA endeavours to address this threat in its Member States by raising awareness and promoting policy dialogue on climate change adaptation and mitigation measures. ESCWA also recognizes the importance of leading by example to better assist Member States in responding to the climate change threat. ESCWA is committed to moving towards climate neutrality for its facility operations and travel. As a first step, ESCWA will be starting to estimate its greenhouse gas emissions in accordance with acceptable international standards.

– Bader Omar Al Dafa

## Next steps

ESCWA is establishing a Task Force on Climate Neutrality that involves representatives from both substantive and administrative divisions.

ESCWA has established an Information and Communication Technology (ICT) Greening Committee, with representatives from administration and substantive divisions, that reviews, advocates and endorses greening initiatives at ESCWA.

Photocopiers are being converted to function as network printers and scanners. ESCWA no longer procures desktop/stand alone printers and focuses on energy efficient networked/shared printers with power saving capability.

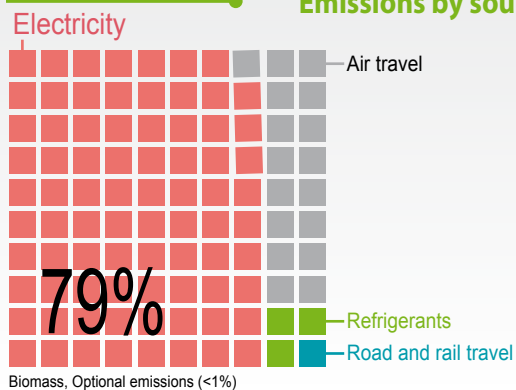
## Offsetting

No offsetting has been done so far at the institutional level.

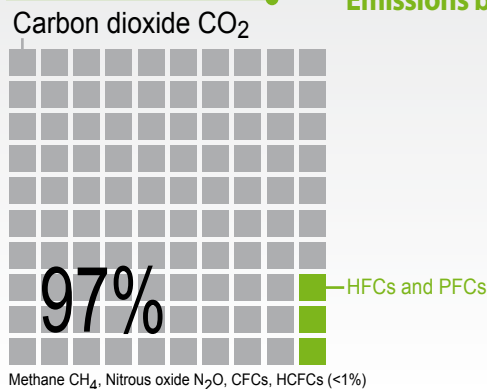
## Key figures

Total emissions	3'512.2 t CO <sub>2</sub> eq
Emissions per staff member	11.2 t CO <sub>2</sub> eq
Air travel per staff member	1.8 t CO <sub>2</sub>
Air travel per staff member	14'781.4 km
Office-related emissions per m <sup>2</sup>	86 kg CO <sub>2</sub> eq

## Emissions by source



## Emissions by gas



## Data quality

	Actual data	Estimated data	No data	n/a
Official vehicles	█			
Buses, trains, taxis	█			
Self-generated power	█			
Refrigerants	█			
Purchased electricity	█			
Purchased heat and steam				█
Air travel	█			

# The Food and Agriculture Organization of the United Nations (FAO)

[www.fao.org](http://www.fao.org)



**HQ: Rome, Italy**

**Number of staff: 2'800 HQ, 3'265 in field offices<sup>1</sup>**

**Number of locations: 106**

## Mission

**I** The FAO spearheads international efforts to defeat hunger and build a food-secure world for present and future generations. As the lead agency for agriculture, forestry, fisheries and rural development, it seeks to alleviate poverty, hunger and malnutrition by promoting sustainable agricultural development, improved nutrition and the targeting of food security. Serving both developed and developing countries, it acts as a neutral forum where all nations meet as equals to negotiate agreements and debate policy.



○ Headquarters ● Other office

## Experience so far

### Highlights

1. Plastic water bottle awareness campaign: multimedia involving giant art installation in central atrium (70 plastic bags suspended from ceiling containing one day's worth of FAO's plastic bottle waste), poster, handouts, rolling clip on TV monitor, electronic distribution of FAO data and related advice, business case to install refrigerated sparkling and flat water fountains throughout HQ premises, with the objective of halving by June 2010 FAO's use of approximately 2'500 half liter water bottles per working day – a first step towards phasing out of plastic-bottled water.
2. Formation and growth of staff Going Green Group: active in Knowledge Share Fair, World Earth Day, World Environment Day, European Mobility Week, Green Tips, GGG website, films, etc.
3. Rolling out of Green Tips for FAO staff: based on FAO data, target office practices. Tips released to date have focussed on reducing plastic water bottle waste, reducing paper consumption (environmentally-friendly printing and encouraging use of recycled paper), commuting. Other tips on waste differentiation, energy, catering and air travel are planned.

### Challenges

1. Competing senior management priorities, exacerbated by massive FAO reform process;
2. Complexities of effective communication with staff in a world of information-overload;
3. Funding.

## Reduction efforts

A selection of measures implemented are:

Electric battery charger installed in FAO parking lot for electric scooter commuting, enhanced flexi-time policy, reserved car parks for car pools, advice to FAO Credit Union for launch of Eco-Transport loans, active FAO Cycle Community, 100% renewable energy in 2009 (up from 25% in 2008), environmental checklist in place since late 2008, applied and (where possible) improved for all major FAO-hosted meetings; questionnaire on eco-friendly hotel management sent to hotels in vicinity of three Rome-based agencies and green ratings included in list of hotels distributed; empirical studies of FAO's procurement practices for office paper, IT, furniture, cleaning and waste service plus recommended actions; differentiated waste bins, bio-cups or 100% biodegradable cups in bars and the cafeteria pending return to use of crockery/glass supplies.

## Offsetting

FAO's focus is on reducing its emissions before formulating a policy for offsetting remaining emissions. That policy will ultimately be a political rather than a technical decision, so it is important to approach it responsibly and have a credible audit trail in place. In June 2008, FAO gained experience in offsetting in making its "High Level Conference on World Food Security: Challenges of Climate Change and Bioenergy" a climate-friendly event. Conference-related emissions were offset for delegates from the Low Income Food Deficit Countries by purchasing CERs from a small-scale hydro-electricity project in Honduras with sponsorship from the UK Department of International Development. The emissions generated by 434 LIFDC delegates were calculated to be 1'360 tonnes of CO<sub>2</sub>e; cost of offsetting was USD 48'600.

# tion

## Director-General's message

**A**griculture, sustainable management of natural resources and food security are fundamental to the challenges of climate change. FAO, through its expertise in agriculture, forestry and fisheries, facilitates an integrated approach to climate change adaptation and mitigation. We cannot credibly advise others, however, if we do not at the same time look in our own backyard: FAO's workplace and work practices. Consequently, in 2008, I commissioned a project for an organisation-wide Environmental Management System, along with a strategy to measure and reduce greenhouse gas emissions from our facilities management and travel. FAO wants to stand up and be counted as a champion of the drive towards a Climate Neutral UN.

– Jacques Diouf

## Next steps

In the course of 2008, FAO has gathered and analysed data for an Environmental Management System consistent with ISO-14001 for its Headquarters premises. Together with data on FAO-purchased travel, this will provide the empirical, policy and behavioural foundations for FAO's Emissions Reduction Strategy. FAO will be able to measure the emissions reduction impact of specific environmental improvement actions, primarily in the area of reduced energy consumption but also reduced water consumption and enhanced waste management (measures programmed over 2009/2010) and in the area of travel. FAO's base year for this ongoing process will be 2008. Pending the formulation and adoption of a revised FAO travel policy and UN system guidance on the nature of targets to be adopted, FAO has not yet devised a time or target-bound emissions reduction strategy, but thanks to the comprehensive base-year data now available, is well placed to do so. As elsewhere, the Organization's budgetary priorities will of necessity affect the pace of implementation.

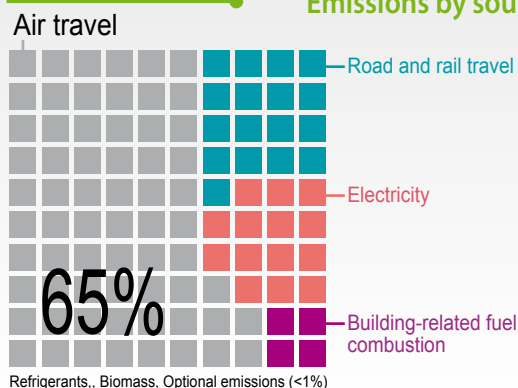
Concrete emission reduction measures planned include:

User-friendly labels for differentiated waste bins, plus more bins; photocopying paper choice reduced to two: recycled and ecologically produced; rationalization (virtualization) of computer servers; banning use of virgin paper at HQ, retrofitting of HVACs to phase out use of refrigerant gas R-22, upgrading HQ and Regional Offices' video-conferencing equipment to HD; centralized monitoring of office lighting via electronically controlled light bulbs, installation of rooftop mini-windmill energy generators or photovoltaic panels (with sponsorship), extension of corridor light-timers and bathroom presence-sensors, installation of water flow reducers in bathrooms, replacement of bathroom paper towels by energy efficient electric hand driers, new travel policy.

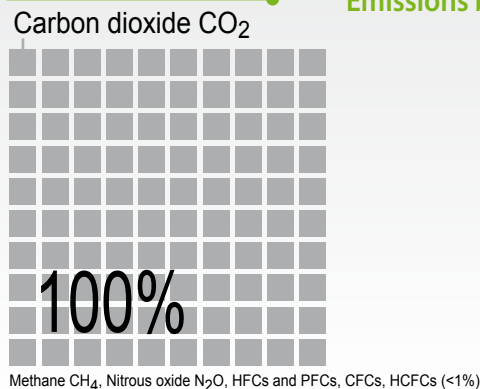
## Key figures

Total emissions	50'008.1 t CO <sub>2</sub> eq
Emissions per staff member	8.2 t CO <sub>2</sub> eq
Air travel per staff member	5.3 t CO <sub>2</sub>
Air travel per staff member	37'036 km
Office-related emissions per m <sup>2</sup>	62 kg CO <sub>2</sub> eq

## Emissions by source



## Emissions by gas



## Data quality

	Actual data	Estimated data	No data	n/a
Official vehicles	█	█		
Buses, trains, taxis			█	
Self-generated power	█	█		
Refrigerants			█	
Purchased electricity	█	█		
Purchased heat and steam				█
Air travel	█			

Different locations might have reported with different levels of accuracy, which explains multiple entries in data quality table.

# International Atomic Energy Agency (IAEA)

[www.iaea.org](http://www.iaea.org)



**HQ: Vienna, Austria**  
**Number of staff: 3'300**  
**Number of locations: 5**

## Mission

**!** *The Agency shall seek to accelerate and enlarge the contribution of atomic energy to peace, health and prosperity throughout the world. It shall ensure, so far as it is able, that assistance provided by it or at its request or under its supervision or control is not used in such a way as to further any military purpose. The IAEA works for the safe, secure and peaceful uses of nuclear science and technology. Its key roles contribute to international peace and security, and to the World's Millennium Goals for social, economic and environmental development.*



○ Headquarters ● Other office

## Experience so far

There are real developmental, political, mentality and staff relations issues being considered.

## Offsetting

There are deliberations and measures at various stages of discussion and implementation

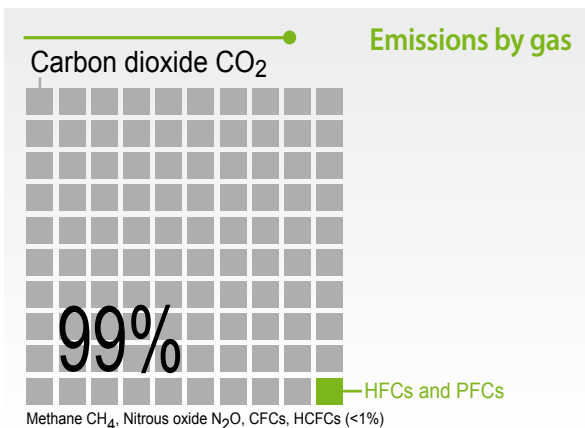
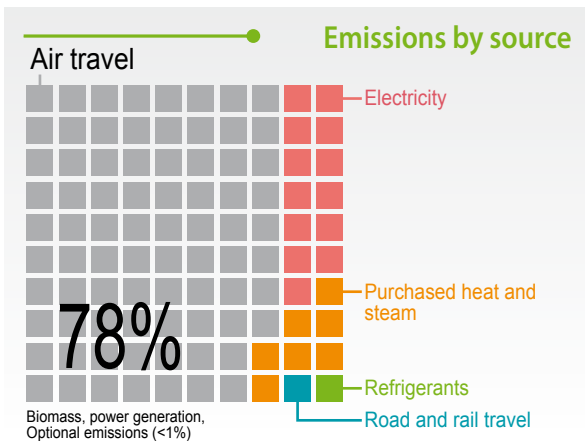
**Director General's message**

“Nuclear power emits almost no greenhouse gases and it is therefore seen by many as part of the solution to the problems of global warming and climate change. The entry-into-force of the Kyoto Protocol and the European carbon trading scheme means there is now a real financial benefit to avoiding GHGs. This increases the attractiveness of low-carbon electricity generation such as nuclear power and renewables. Energy is the engine of development and development is life. For many countries, nuclear power, with its good performance and safety record, is a way to meet their surging demand for energy, reduce their vulnerability to fluctuations in the cost of fossil fuels and combat climate change.

– Yukiya Amano

### Key figures

Total emissions	26'570 t CO <sub>2</sub> eq
Emissions per staff member	8.1 t CO <sub>2</sub> eq
Air travel per staff member	6.3 t CO <sub>2</sub>
Air travel per staff member	51'051 km
Office-related emissions per m <sup>2</sup>	47 kg CO <sub>2</sub> eq



### Data quality

	Actual data	Estimated data	No data	n/a
Official vehicles				
Buses, trains, taxis				
Self-generated power				
Refrigerants				
Purchased electricity				
Purchased heat and steam				
Air travel				

**Reduction efforts**

Several measures have been taken, some of them in conjunction with the other Vienna-based UN organizations sharing the Vienna International Centre site.

# International Civil Aviation Organization (ICAO)

[www.icao.int](http://www.icao.int)



**HQ: Montreal, Canada**  
**Number of staff: 711**  
**Number of locations: 8**

## Mission

**!** A specialized agency of the United Nations, the International Civil Aviation Organization (ICAO) was set up in 1944 to promote safe and orderly development of international civil aviation worldwide. It sets standards and regulations for aviation safety, security, efficiency and regularity, and for aviation environmental protection. The Organization serves as the forum for cooperation in all fields of civil aviation among its 190 Contracting States.



○ Headquarters ● Other office

## Experience so far

ICAO Headquarters in Canada has received the country's first LEED-EB Certification. This certification is recognized internationally as the benchmark in property management and construction in terms of both energy efficiency and environmental responsibility. ICAO Headquarters required major work to become compliant with LEEDS standards, which represented a significant challenge. Several modifications were made in terms of lighting, plumbing, ventilation, responsible water use, recycling, maintenance processes and methods, and operations. For example, fluorescent tubes, ballasts, high-efficiency systems and speed regulators were replaced after it was estimated that the 11.9% improvement in energy performance represented potential annual savings of US\$50'000 to US\$100'000.

Furthermore, we customized and tailored ICAO carbon-calculator to the needs of the UN Climate Neutral Initiative and provided online training and direct assistance to organizations using the UN prototype interface to the ICAO Carbon Emissions Calculator.

## Reduction efforts

ICAO has implemented a series of environmentally-friendly measures and practices such as conducting paperless meetings, using audio, video, and web-meeting services when practical, and many other initiatives aimed to reduce our energy consumption. ICAO's headquarters in Montreal was the first LEED (Leadership in Energy and Environmental Design) Gold-certified building in Canada.

In 2009, a World Environment Day celebration was organized at ICAO to sensitize ICAO staff and families on climate-change issues and carbon neutrality. Environmental green tips are addressed to staff on how to reduce their individual carbon footprint disseminated weekly through ICAO's Secretariat website.

<sup>1</sup>Preliminary results, do not cite or quote. These results are subject to change following the verification phase



n

**Secretary General's message**

*On World Environment Day on 5 June 2007, Secretary-General Ban Ki-moon pledged to move the UN towards climate neutrality.*

*I am proud to reaffirm ICAO's total support for the success of this initiative. If the UN is to be credible in promoting policies for sustainable environmental development, it must lead by example. Dealing with environmental issues has been part of the ICAO work programme for nearly 40 years and we are pleased to support the UN objective of climate neutrality.*

*As the specialized UN agency for international aviation, ICAO plays a crucial role in supporting this initiative through our work on estimating emissions from air travel. We developed the ICAO Carbon Emissions Calculator so that the UN family (and the rest of the world) could calculate the carbon footprint of their air travel consistently. We are committed to continuously improving the methodology, supporting data, and special UN interface to ensure that the Calculator meets the needs of all UN users.*

– Raymond Benjamin

**Next steps**

The ICAO emission reduction strategy is being prepared and will be based on the results of the verified GHG inventory and the guidance materials / recommendations to be issued by the Environmental Management Group (EMG), the Issues Management Group (IMG) and Sustainable UN (SUN).

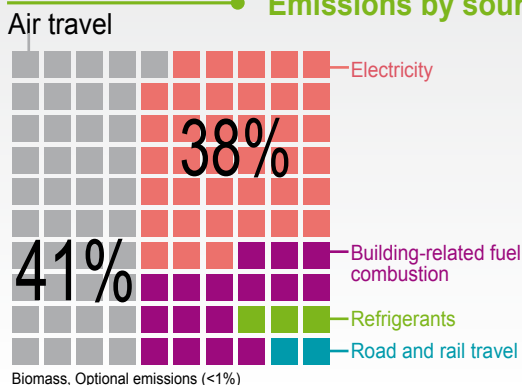
**Offsetting**

ICAO will consider any offset measures in the light of further discussions and decisions at UN level in this area.

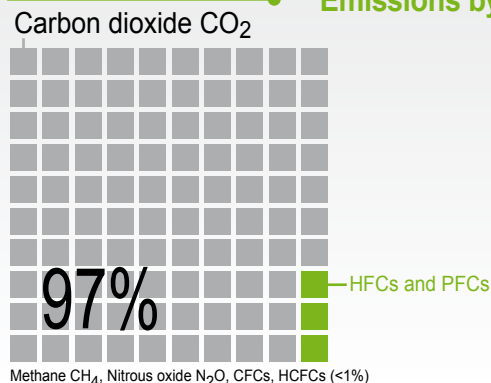
**Key figures<sup>1</sup>**

Total emissions	5'460.4 t CO <sub>2</sub> eq
Emissions per staff member	7.7 t CO <sub>2</sub> eq
Air travel per staff member	3.1 t CO <sub>2</sub>
Air travel per staff member	24'427 km
Office-related emissions per m <sup>2</sup>	70 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	█			
Buses, trains, taxis	█	█		
Self-generated power	█	█		
Refrigerants		█		
Purchased electricity	█	█		
Purchased heat and steam				█
Air travel	█	█		

Different locations might have reported with different levels of accuracy, which explains multiple entries in data quality table.

# The International Fund for Agricultural (IFAD)

[www.ifad.org](http://www.ifad.org)



**HQ: Rome, Italy**  
**Number of staff: 900**  
**Number of locations: 1**

## Mission

**I** *The International Fund for Agricultural Development (IFAD) finances and implements agricultural projects in developing countries in order to enable poor rural people to overcome poverty.*



## Experience so far

1. Established a Green Policy in 2006;
2. Introduced eco-products whenever possible for cleaning, etc. ;
3. Implemented a number of energy conservation measures to reduce energy consumption;
4. Purchased green certificates for 100% of the energy consumption in the building;
5. Taken various measures to promote green attitude: Shuttle bus from the metro station to promote use of public transport;
6. Bike racks and lockers for the bikers and runners  
Go-Green group established and supporting the promotion of green initiatives.

## Reduction efforts

Following are some initiatives completed or in progress:

1. Design plan of action for environmentally friendly initiatives in Headquarters building aimed at obtaining LEED certification;
2. Increase communication and awareness of environmentally friendly measures to help staff decrease their carbon footprint;
3. Organize a staff competition on sharing good environmental practices;
4. Establish benchmarks for electricity usage;
5. Propose divisional plans for reducing carbon emissions from travel.

# Development

## President's message

Climate change is of particular relevance to IFAD's work because, apart from being an environmental problem, it is ultimately a development issue. The Global Environment and Climate Change Unit (GECC) is IFAD's technical arm on climate change issues, providing technical backstopping to promote low-carbon and climate-resilient investments in IFAD's country portfolios. On the facilities side, IFAD is proud of its recently renovated headquarters which is aiming for LEED certification, and we are continuously studying new ways to play a proactive role in the UN Zero Carbon Initiative. Three working groups have been set up to define how the IFAD Fund will respond to climate change and what actions it will take to reduce its own carbon imprint.

– Kanayo F. Nwanze

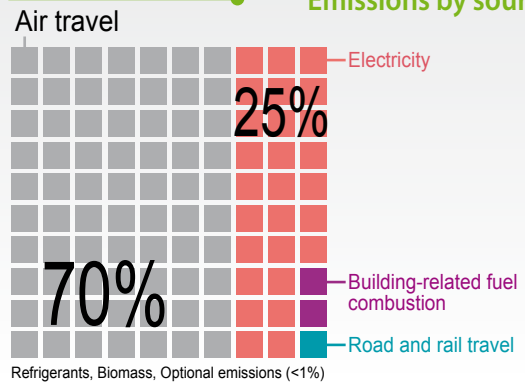
## Offsetting

No strategy for offsetting has been put in place at this stage by IFAD.

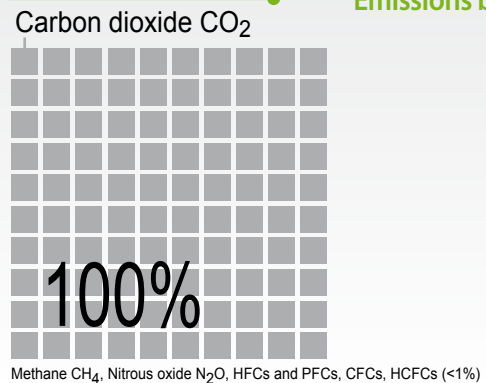
## Key figures

Total emissions	3'289 t CO <sub>2</sub> eq
Emissions per staff member	3.7 t CO <sub>2</sub> eq
Air travel per staff member	2.6 t CO <sub>2</sub>
Air travel per staff member	18'123 km
Office-related emissions per m <sup>2</sup>	39 kg CO <sub>2</sub> eq

## Emissions by source



## Emissions by gas



## Data quality

	Actual data	Estimated data	No data	n/a
Official vehicles	Actual data			
Buses, trains, taxis			No data	
Self-generated power	Actual data			
Refrigerants	Actual data			
Purchased electricity	Actual data			
Purchased heat and steam				n/a
Air travel	Actual data			

# International Labour Organization (ILO)

[www.ilo.org](http://www.ilo.org)



**HQ: Geneva, Switzerland**

**Number of staff: 3'113<sup>1</sup>**

**Number of locations: 65**

## Mission

**!** *The International Labour Organization is the tripartite UN agency that brings together governments, employers and workers of its member states in common action to promote decent work throughout the world. The ILO is devoted to advancing opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security and human dignity. Its main aims are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue in handling work-related issues.*



○ Headquarters ● Other office

## Experience so far

There is a high level of commitment throughout the organization. The support of senior management has been essential to carrying out measures.

Formal targets have been set to achieve climate neutrality at Headquarters and in the numerous field locations.

Communication with staff and their involvement has been crucial for the effectiveness of the measures and will be a fundamental for the success of the future strategy.

Lack of detailed information on energy consumption and travel has been the most difficult barrier to overcome in producing the GHG inventory. A total of 51 external offices (with more than five staff) were contacted. Air travel and facility operations data was only available for ILO headquarters and 18 field offices.

## Offsetting

Offsets have been purchased on isolated occasions for major meetings.

The general strategy to reduce GHG emissions will include a plan to offset unavoidable emissions, in particular from indispensable air travel. The particularities of the offsetting plan will be addressed in due course.

## Reduction efforts

**Institutional mechanisms:** There is an institutional mechanism to assess environmental impacts, evaluate options, draw up a strategy and mobilize staff in place. Environmental responsibilities are progressively incorporated into job descriptions and taken into account in staff training.

1. Reducing travel: Since 2008, 37 field offices have been equipped with tele-conference systems and eight additional offices will follow shortly. A circular has been sent to all ILO employees to encourage the use of tele-conference.

2. Reducing emissions and impacts from ILO buildings: An energy audit was undertaken in headquarters. As a result the central heating system was changed, shifting from diesel oil to natural gas and adding new equipment to reduce the use of energy by 10 to 15% and CO<sub>2</sub> emissions by 30%.

3. The insulation of the roof in ILO HQ was replaced, doubling efficiency. The air-conditioning system was partially changed, joining the Geneva-Lac-Nations project, saving 650'000 kWh of electricity and 40 t of CO<sub>2</sub> emissions a year. The ILO HQ purchases hydro-electricity as a low-carbon source of power.

4. Green IT guidelines are applied in procurement policy for the last five years.

5. A tele-working policy is to be issued shortly and a "Green Meeting Guide" is applied. In becoming greener, the procurement department has made much progress towards a greener print and publishing policy.

<sup>1</sup> 2'118 staff included in the inventory.

**Director-General’s message**

**A**chieving climate neutrality is a challenge in an international organization with a global mandate and presence, but decisive action on climate change is essential and the UN system must lead by example.

The ILO is fully committed to achieving the target of becoming climate-neutral set by the UN Chief Executive’s Board. The ILO Governing Body comprising representatives of government employers and workers’ organizations has set the goal to become climate-neutral by 2015. The ILO’s management team and I are committed to giving the leadership needed to meet this goal. Crucial to success is the mobilization and engagement of all colleagues and we are striving to ensure that conditions are in place for a sound collective effort. I issued a staff circular on “measures to protect the environment in ILO workplaces” to enforce this aspect.

– Juan Somavia

**Next steps**

The climate-neutrality objective is included in the ILO Strategic Policy Framework for 2010-15. Its first outcome “Effective and efficient utilization of all ILO resources” contains a triple target toward climate neutrality for 2010-11:

1. Measures implemented on energy savings, recycling, waste management and reduction of greenhouse gas emissions,
2. Proportion of travel expenditures under all sources of funds reduced, and
3. Use of video conferences increased by 25%.

The target for 2012-13 is the introduction of an environmental audit and for 2014-15 achievement of climate neutrality.

The upcoming ILO strategy to become climate neutral and reduce other environmental impacts will be consulted closely with ILO personnel in cooperation with the ILO Staff Union and will also contain a staff communication plan about measures to be taken.

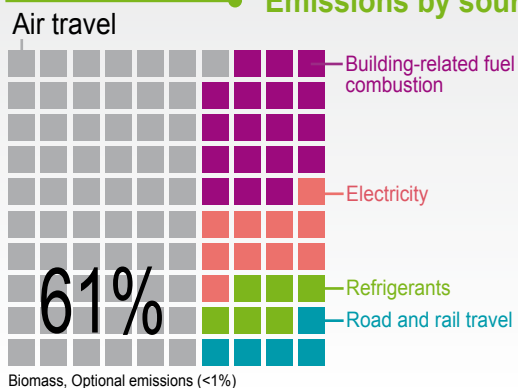
Areas to reduce emissions include:

Reduced travel by increasing tele- and video-conference and improving other means of communication, detailing information on GHG emissions linked to missions, incentives to use low-emission modes of transport); green procurement policies in an increasing range of products and services, improved energy efficiency in heating, air-conditioning, lighting etc., renewable energy in some ILO office buildings and application of the guidelines for green meetings to official ILO meetings.

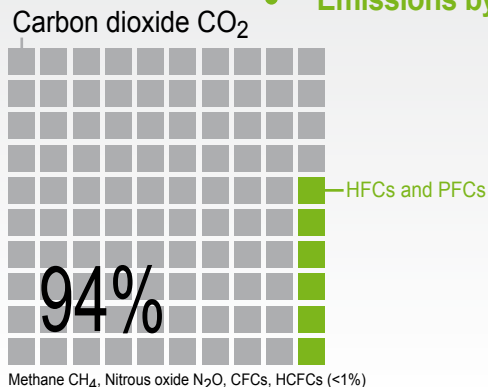
**Key figures**

Total emissions	11'661.7 t CO <sub>2</sub> eq
Emissions per staff member	5.5 t CO <sub>2</sub> eq
Air travel per staff member	3.4 t CO <sub>2</sub>
Air travel per staff member	23'797 km
Office-related emissions per m <sup>2</sup>	22 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	█	█	█	
Buses, trains, taxis	█	█	█	
Self-generated power	█		█	
Refrigerants	█	█	█	
Purchased electricity	█		█	
Purchased heat and steam	█		█	
Air travel	█			

Different locations might have reported with different levels of accuracy, which explains multiple entries in data quality table.

# International Maritime Organization (IMO)

[www.imo.org](http://www.imo.org)



**INTERNATIONAL  
MARITIME  
ORGANIZATION**

**HQ: London, UK**  
**Number of staff: 347**  
**Number of locations: 8<sup>1</sup>**

## Mission

**I** To promote safe, secure, environmentally sound, efficient and sustainable shipping through co-operation. This will be accomplished by adopting the highest practicable standards of maritime safety and security, efficiency of navigation and prevention and control of pollution from ships, as well as through consideration of the related legal matters and effective implementation of IMO's instruments with a view to their universal and uniform application.



○ Headquarters ● Other office

## Experience so far

1. General budgetary restriction on any kind of travel; economy class stipulated for all travel within Europe; train used where feasible (not many options from London);
2. 60% of working space laid out in open space;
3. Video-conferencing facilities are available and their use is encouraged; tele-conferencing is easy from all telephones and encouraged;
4. Travel by public transport encouraged through interest-free travelcard loans; showers, bicycle parking and charging sockets for electric cars provided. London Congestion Charge (£8 per day (app. 13 USD)) provides considerable disincentive for commuting by car;
5. Director-level focal point established. Action on specific areas (e.g. building, travel) delegated to appropriate staff members;
6. In June 2009 the IMO Council approved several measures that follow the recommendations of UNEP's Green Meeting Guide 2009.

## Reduction efforts

1. Headquarters building newly refurbished in compliance with the latest UK legislation on energy efficiency: energy-efficient windows, lighting, heating/cooling (all lighting, heating and air-conditioning connected to motion detectors and/or timers). Host Government preparing in-depth sustainability review of building.
2. All photocopying/printing double-sided and reduced-toner by default; unnecessary printing/photocopying strongly discouraged; most printers networked and shared.

## Offsetting

No offsetting in place at present, but allocation made in 2010-2011 budget. Awaiting confirmation of UN-approved mechanism for offsets.

<sup>1</sup>Regional offices not included in inventory.

**Secretary-General's message**

IMO is permanently engaged in the protection and preservation of our environment – both marine and atmospheric. Having achieved a breakthrough in further reducing air pollution from ships, we are now energetically working towards the adoption of a robust, global regulatory regime to limit and reduce GHG emissions from shipping operations and thus contribute to the deceleration of climate change. To this end, IMO has already developed an Energy Efficiency Design Index for new ships, a Ship Energy Efficiency Management Plan, best practices for fuel-efficient ship operations and an Energy Efficiency Operational Indicator. To complement these measures, which will deliver significant GHG emission reductions, discussions on market-based mechanisms are also well under way. Considerable progress has been and continues to be made by IMO. I hope COP 15 will continue to entrust the Organization with this important task.

– Efthimios E. Mitropoulos

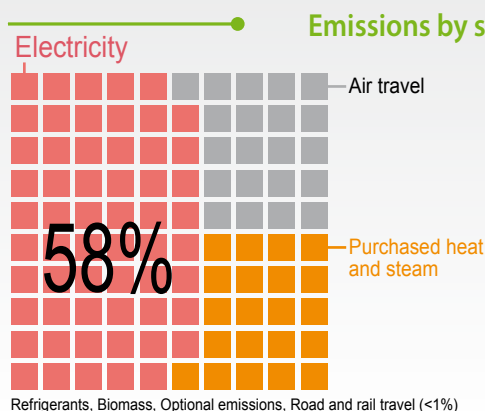
**Next steps**

As a regulatory agency for shipping, IMO is working to an established action plan to address GHG emissions from ships, as described in the message from Secretary-General Mitropoulos. In its day-to-day operations, too, IMO is implementing several emission-reduction actions, particularly in important areas like the headquarters building, and will continue to take further action wherever practicable.

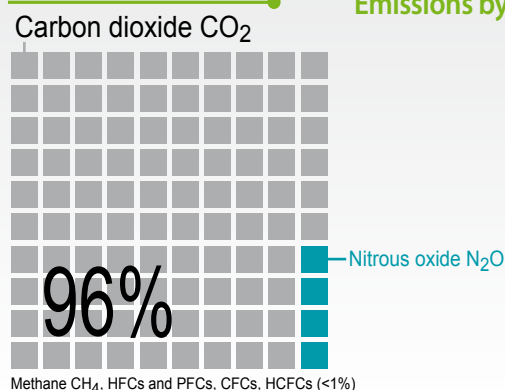
**Key figures**

Total emissions	4'270.6 t CO <sub>2</sub> eq
Emissions per staff member	12.3 t CO <sub>2</sub> eq
Air travel per staff member	2.6 t CO <sub>2</sub>
Air travel per staff member	20'895 km
Office-related emissions per m <sup>2</sup>	142 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	█			
Buses, trains, taxis		█		
Self-generated power				█
Refrigerants				█
Purchased electricity	█			
Purchased heat and steam	█			
Air travel	█			

# International Trade Centre (ITC)

[www.intracen.org](http://www.intracen.org)



**HQ: Geneva, Switzerland**

**Number of staff: 261<sup>1</sup>**

**Number of locations: 1**

## Mission

**I**TC enables small business in developing countries to export successfully by providing, with partners, sustainable and inclusive trade development solutions for the private sector, trade support institutions and policymakers.

*ITC's strategic objectives:*

- Enterprises: strengthen the international competitiveness of enterprises.
- Trade support institutions: develop the capacity of trade service providers to support business.
- Policymakers: support policymakers in integrating the business sector into the global economy.



## Experience so far

Key examples of mitigation efforts include the following:

Travel

- Installation and usage of video conferencing

Buildings

- Fine-tuning of ventilation systems (25% savings)
- Internal improvement measure on heating
- Replacement by building's owner of all bulbs in toilets
- Automatic central device for equipment switch off

## Offsetting

ITC is considering offsetting as part of its mitigation strategy.

## Reduction efforts

New fuel and gas heating system; heating temperature reduced to 20°C to suit local guidelines, information circular to raise staff awareness; fine-tuning of ventilation systems; clean electricity (100% hydropower); replacement of bulbs in toilets (from 60 to 8 watts); daily rounds to switch off office lightings.

All waste recycled through dedicated solutions and directly through procurement; new visible recycling stations for paper in common areas and paper bins in offices; "win-win" arrangement with recycling firm, with no charge for pick-up and recycling service; procurement of 100% recycled or FSC paper through joint purchasing group; double-sided printing policy; automatic equipment shut-down after working hours, week-ends and days-off; standardization of office supplies.

Increased capacity for cycle parking.

Leaflet on energy-saving to optimize use of existing cooling systems and equipment.

Audit of building and facilities, including CO<sub>2</sub> emissions and carbon footprint; mitigation strategy with findings and recommendations submitted to building owner in February 2009 for onward implementation.

CO<sub>2</sub> total trip emissions reported on each air ticket; collection of 2008 emissions data; installation and usage of video conferencing.

<sup>1</sup>320 staff included in the inventory.



**Executive Director's message**

Climate change is the defining development challenge of this century. ITC fully supports the UN commitment to fight climate change and is determined to reduce its own carbon footprint in line with the UN's Climate Neutral Initiative. ITC has therefore established a TaskForce to measure its emissions from buildings and staff travel and to draft actions for reducing emissions. ITC's strategy for emissions reduction will be formally launched in 2009. This process involves full staff and management participation as well as close cooperation with other Geneva-based UN agencies.

– Patricia Francis

**Next steps**

ITC is currently formulating a strategy for reducing carbon emissions related to travel. Options under consideration include:

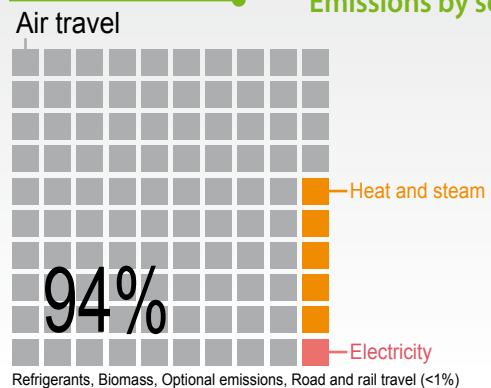
- Continued monitoring of travel and conference-related carbon emissions;
- Continued reporting of individual travel emissions
- Increased video conferencing;
- Drafting policies to discourage unnecessary travel and encourage greater train usage.

Funding and implementation in 2010 of a revolving entrance door for security and to limit heating and cooling waste; commuting study and survey; half as many light bulbs to save energy; lighting in offices to be replaced by motion-activated energy-efficient devices.

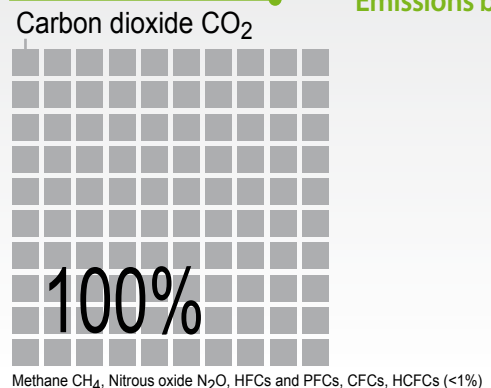
**Key figures**

Total emissions	3'055 t CO <sub>2</sub> eq
Emissions per staff member	9.5 t CO <sub>2</sub> eq
Air travel per staff member	9.0 t CO <sub>2</sub>
Air travel per staff member	67'296 km
Office-related emissions per m <sup>2</sup>	20 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	█			
Buses, trains, taxis			█	
Self-generated power				█
Refrigerants			█	
Purchased electricity	█			
Purchased heat and steam	█			
Air travel	█			

# International Telecommunication Union (ITU)

[www.itu.int](http://www.itu.int)



**HQ: Geneva, Switzerland**

**Number of staff: 865**

**Number of locations: 13**

## Mission

**I** As a global organization with both Member States and industry sector members, ITU plays a leading role in an integrated approach to the relation between ICTs and climate change, focusing on technology, monitoring, adaptation and mitigation. As the specialized agency of the UN for telecommunications and ICTs, ITU works with others to “deliver as one”, participating actively in UNFCCC and contributing expertise to IPCC. As a responsible global citizen, ITU will move in close collaboration with the United Nations Agencies, Funds and Programmes, towards climate neutrality in its operations.



● Headquarters ● Other office

## Experience so far

ITU has held symposia on ICTs and Climate Change in Kyoto, London, (with CITIC) in Quito and (as a Virtual Symposium) with Republic of Korea.

With partners, ITU has organized side-events during the UN Climate Change Conference: on ICTs and Climate Change - “Finding Solutions” and “Towards a Low-Carbon Economy”. In the Internet Governance Forum, ITU is leading the Dynamic Coalition on Internet and Climate Change (DCICC).

A web page dedicated to ITU’s work on climate change is available at [www.itu.int/climate](http://www.itu.int/climate).

## Offsetting

Apart from reduction of its own emissions, an ongoing process, ITU is evaluating technical and financial mechanisms for offsetting its residual emissions:

- according to an organizational boundary compatible with UN standards;
- using best-practice offset projects compatible with UN standards, in close collaboration with UN experts.

## Reduction efforts

1. All electricity for HQ use is from 100% renewable resources. Heating is generated from a centralized communal facility powered by gas. ITU HQ is negotiating with the local utilities supplier to join an innovative building cooling project using water from nearby Lake Geneva.
2. ITU is already holding paperless meetings, plus remote participation and virtual meetings via the use of video and tele conferencing. The Union is reducing the use of paper in offices; for instance, salary slips and personnel movement notifications are no longer printed and mailed, but are available online via a secure delivery system. ITU is also contributing its ICT expertise to enable other organizations to use technology to become more energy-efficient.
3. The Union recycles consumables such as paper, plastics, toner cartridges, batteries, light-bulbs and waste food from its cafeterias.
4. ITU has created a Climate Change and Emergency Telecommunications Taskforce, chaired by ITU Deputy Secretary-Genera, has appointed a Focal Point for Climate-Neutrality in Operations, and has created an independent Green Group of motivated staff members. This Group works on a voluntary basis to encourage ITU staff members to become more aware of their environment and to propose eco-friendly habits for adoption in the workspace with a view to reducing day-to-day waste. ITU is sponsoring staff commuting via public transport from 2010.

**Secretary-General's message**

Climate change is a global challenge that the world simply cannot afford to lose – not just for our sake, but for that of our children. ITU is undertaking important work using ICTs to help prevent and avert climate change. ITU has a strong role in creating standards for energy efficiency of the ICT equipment on which we all depend. ITU is continuing to help developing countries to mitigate the effects of climate change, including the use of emergency telecommunications and warning systems for disaster relief. ITU, in collaboration with its membership, is identifying radio spectrum for climate monitoring and disaster prediction, detection and relief, including cooperation with the WMO in the field of remote-sensing. ITU will continue to join in UN efforts to "deliver as one" with a principal focus on ICTs and climate change. It is crucial to empower developing countries by facilitating their access to the ICTs needed for climate-change adaptation and disaster-risk reduction.

Climate change is a global concern, which needs a global response. ITU's work is in line with the needs and priorities of our Member States in taking vital action to combat climate change.

– Hamadoun I. Touré

**Next steps**

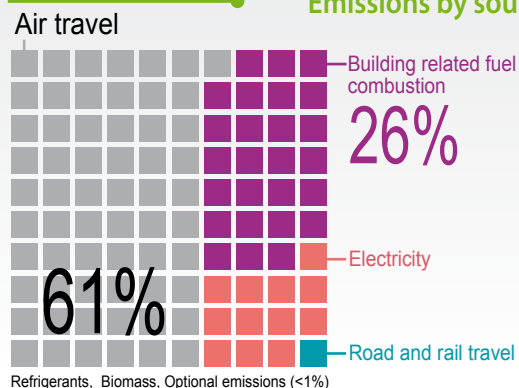
ITU is continuing its efforts towards climate neutrality, and is achieving this in close coordination with other UN Agencies, Funds and Programmes. ITU has conducted energy audits to establish its GHG inventory for operations during 2007 and 2008, and this process will be repeated annually, with a consolidated report published in the standard UN format. ITU has already taken a number of practical steps to improve energy efficiency and reduce heat loss, which have been included in the design of the latest HQ Building. Future projects in this area are dependent on the availability of financial resources.

The Union is assessing all new facilities projects for their potential reductions in the use of electricity and heating fuel. We are cutting the use of paper in offices, and assessing all potential business travel options in each case for their environmental impact. ITU is increasingly virtualizing its own ICT Servers to save power drain and cooling load. ITU is also contributing its expertise in ICTs to enable other organizations to use technology to become more energy-efficient.

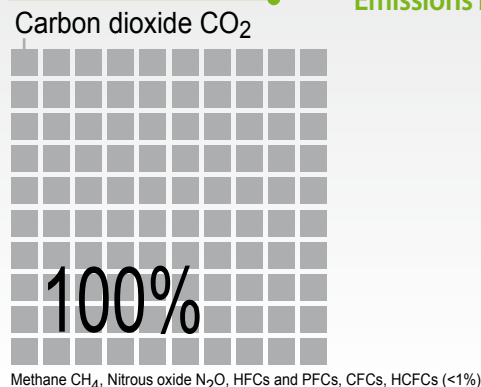
**Key figures**

Total emissions	2'879.7 t CO <sub>2</sub> eq
Emissions per staff member	3.3 t CO <sub>2</sub> eq
Air travel per staff member	2.0 t CO <sub>2</sub>
Air travel per staff member	14'278 km
Office-related emissions per m <sup>2</sup>	19 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	█			
Buses, trains, taxis		█		
Self-generated power	█			
Refrigerants	█			
Purchased electricity	█			
Purchased heat and steam	█			
Air travel	█			

# Joint United Nations Programme on HIV (UNAIDS)

[www.unaids.org](http://www.unaids.org)



**HQ: Geneva, Switzerland**

**Number of staff: 858**

**Number of locations: 86**

## Mission

**!** UNAIDS is an innovative joint venture of the United Nations, bringing together the efforts and resources of the UNAIDS Secretariat and 10 UN system organizations in the AIDS response. The Secretariat headquarters is in Geneva, Switzerland – with staff on the ground in more than 80 countries. Cosponsors include UNHCR, UNICEF, WFP, UNDP, UNFPA, UNODC, ILO, UNESCO, WHO and the World Bank.



○ Headquarters ● Other office

## Experience so far

One of the challenges facing UNAIDS and many other organizations is the collection of data for the UN GHG Calculator. It has often been difficult for UNAIDS, a small UN programme, to obtain facilities data from UN Common premises management or private landlords. UNAIDS anticipates it may take two years to confirm its full carbon emissions profile.

## Offsetting

UNAIDS should finalize its global carbon-emissions inventory by the end of 2009. The Programme will then be in a position to undertake an economic analysis of the cost implications relating to the purchase of offsets.

## Reduction efforts

1. Development of a UNAIDS environmental management policy by the end of 2009.
2. "Project Green", a series of initiatives for UNAIDS headquarters building in Geneva.
3. Development of UNAIDS "Green House Rules" with global distribution to all UNAIDS offices – to sensitize staff to environmental issues and what they can do in the work environment.
4. Establishment of a UNAIDS Task Force for "Greening" UNAIDS in coordination with the UNAIDS Secretariat Staff Association.
5. Sensitization of staff to green issues and UNAIDS goals, through inclusion of a module on the environment in the new staff orientation training.

<sup>1</sup>285 staff from 4 locations included in inventory.

# /AIDS

## Executive Director's message

Addressing climate change is a priority for UNAIDS not only in the way we operate but also in increasing our understanding of the implications climate change has on the AIDS epidemic and our response to it. I have committed to meeting the targets set by the Chief Executives Board on a climate-neutral UN. And at our June 2009 board meeting I announced that we will reduce by 25% the number of meetings and travel funded by the UNAIDS Secretariat in 2010-11. I have also called for further research into the effects for climate change on the AIDS response and to assess risk. Just as the AIDS response requires all partners from governments to civil society and the private sector to work together – so must we work together to reach goals in addressing climate change.

– Michel Sidibé

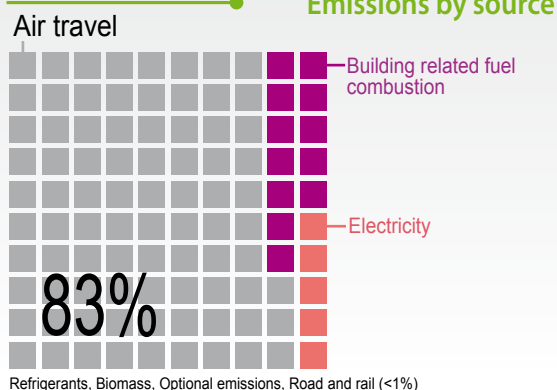
## Next steps

The commitment by the UNAIDS Executive Director, in June 2009, to reduce UNAIDS Secretariat meetings and travel by 25% in 2010-11 will be a major element of UNAIDS emission reduction strategy. UNAIDS should finalize its global carbon-emissions inventory by the end of 2009, at which point the Programme will be in a position to finalize a UNAIDS environmental management policy with concrete objectives.

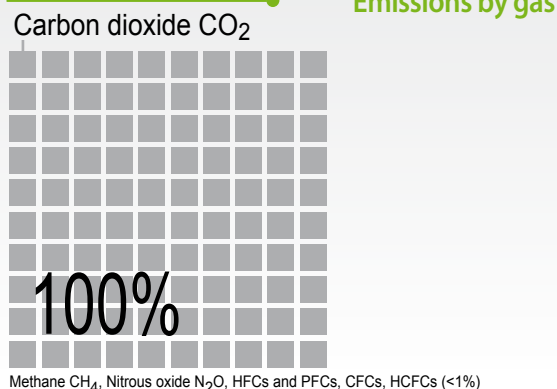
## Key figures

Total emissions	1'473.3 t CO <sub>2</sub> eq
Emissions per staff member	5.2 t CO <sub>2</sub> eq
Air travel per staff member	4.3 t CO <sub>2</sub>
Air travel per staff member	30'211 km
Office-related emissions per m <sup>2</sup>	19 kg CO <sub>2</sub> eq

## Emissions by source



## Emissions by gas



## Data quality

	Actual data	Estimated data	No data	n/a
Official vehicles	Green	Grey	Orange	Grey
Buses, trains, taxis	Green	Grey	Orange	Grey
Self-generated power	Green	Blue	Orange	Grey
Refrigerants	Green	Grey	Orange	Grey
Purchased electricity	Green	Blue	Grey	Grey
Purchased heat and steam	Grey	Grey	Orange	Grey
Air travel	Green	Grey	Grey	Grey

Different locations might have reported with different levels of accuracy, which explains multiple entries in data quality table.

# United Nations Convention to Combat Desertification (UNCCD)

[www.unccd.int](http://www.unccd.int)



**HQ: Bonn, Germany**  
**Number of staff: 50<sup>1</sup>**  
**Number of locations: 6**

## Mission

**!** *Adopted as a direct recommendation of the 1992 Rio Summit, UNCCD is the only international legally binding instrument to effectively tackle desertification and the effects of drought. As such it has brought attention to the immense challenges of land degradation and its impacts on some of the most vulnerable ecosystems in the world. Today, the UNCCD enjoys almost universal membership with 193 Parties and is recognized as one of the Rio Generation conventions that make a lasting contribution to the achievement of global sustainable development and poverty reduction.*



○ Headquarters ● Other office

## Offsetting

The ninth session of the Conference of Parties (COP) in the fall of 2009 was organized to be climate neutral, partly using sponsorship for offsetting its greenhouse gas emissions, and partly relying on voluntary carbon offsets. In view of their mandates, the Secretariat and the Host Country, Argentina, went further than the EMG stipulations. The Secretariat and the Secretary of Environment of Argentina will endeavour to link the emission offsets to projects through which the offsets are directly translated to real-life effects on the ground that are related to mitigation of land degradation and preservation of biodiversity. UNCCD is moving from climate neutrality towards full “environmental” neutrality, taking advantage of synergies among Rio Conventions at local level.

The Secretariat provided technical advice in the development and launching of the Great Green Wall for the Sahara initiative, the launching of projects to stabilize sand dunes in China and a reforestation project in Argentina. The projects promoted go a long way in enhancing carbon sequestration through tree planting. The UNCCD Secretariat has also provided funding to a number of African countries for Youth Projects through UNV. The bulk of the funds went to tree planting projects in Ethiopia, Zambia and Zimbabwe.

## Reduction efforts

1. Improve the environmental soundness of building management practices at our Headquarters by centralizing services for all co-located agencies with a service provider committed to the objectives of green management;
2. Promote the use of public transport services and bicycles;
3. Include offsetting costs in fund-raising strategy (special voluntary fund), relevant annexes of Host Country Agreements as well as in the travel plan;
4. Green procurement.

## Experience so far

The carbon neutral initiative launched for COP-9 was very well received by parties and other stakeholders. Challenges faced were mainly related to technical considerations linked to the first time use of such a system. For instance, the system conceived was based on a corporate offsetting strategy, whereby carbon emissions of UN staff and funded participants was offset upstream of the process, whereas concerned participants would have also liked to personally contribute to the initiative.

<sup>1</sup>40 staff included in the inventory.

# Desertification

## Executive Secretary's message

**CC** In response to the increasing challenge of climate change, UNCCD like many other United Nations bodies are starting to estimate the greenhouse gas emissions generated from their meetings and office operations and to take steps to control and compensate for them, whereby "climate neutrality is defined by the entire set of policies that an institution uses when it estimates its known greenhouse gas emissions, takes measures to reduce them, and purchases carbon offsets to neutralize those emissions that remain". The UNCCD secretariat has started addressing this matter by exploring the possibility of reducing the number of, and having climate-neutral meetings.

– Luc Gnacadja

## Next steps

The UNCCD Secretariat has engaged in the system-wide UN reflection on the emission reduction strategy. As a result of this process and based on objective considerations, such as core mandate, size and administrative arrangements, the secretariat has chosen to address the question through the specific topic of the environmental impact generated by the statutory governing bodies' meetings of the Convention.

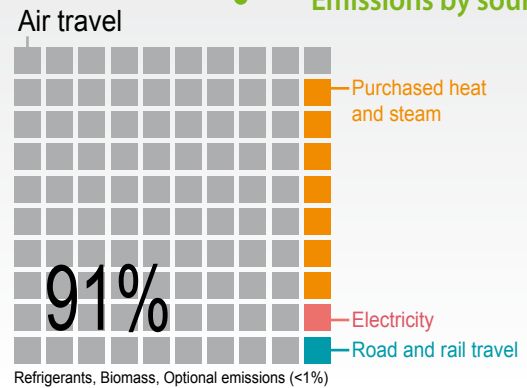
As process-wise this constitutes the main challenge in terms of GHG impact, the secretariat is committed to enhance its meeting management and planning approach, including scheduling of back-to-back meetings that might reduce emissions generated by delegates and UN staff travel by up to half.

The secretariat is firmly dedicated to further reduce carbon emissions through pioneering and diversified approaches based on systematic exploration, testing and assessment of innovative and green solutions, including virtual and paperless meetings as well as staff personal commitment.

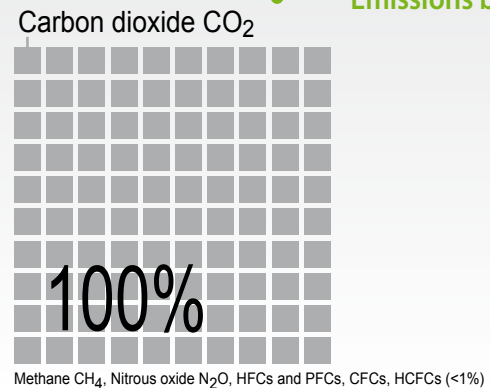
## Key figures

Total emissions	562.7 t CO <sub>2</sub> eq
Emissions per staff member	14.1 t CO <sub>2</sub> eq
Air travel per staff member	12.8 t CO <sub>2</sub>
Air travel per staff member	127'697 km
Office-related emissions per m <sup>2</sup>	19 kg CO <sub>2</sub> eq

## Emissions by source



## Emissions by gas



## Data quality

	Actual data	Estimated data	No data	n/a
Official vehicles				
Buses, trains, taxis				
Self-generated power				
Refrigerants				
Purchased electricity				
Purchased heat and steam				
Air travel				

# United Nations Conference on Trade and Development (UNCTAD)

[www.unctad.org](http://www.unctad.org)



UNCTAD

**HQ: Geneva, Switzerland**

**Number of staff: 504**

**Number of locations: 2**

## Mission

**!** *The United Nations Conference on Trade and Development promotes the development-friendly integration of developing countries into the world economy through the three pillars of work – research and analysis, consensus building and technical cooperation. It has gradually evolved into an authoritative knowledge-based institution that aims to help shape current policy debates and thinking on development, with a particular focus on ensuring that domestic policies and international action are mutually supportive in bringing about sustainable development.*



● Headquarters ● Other office

## Experience so far

UNCTAD is leading by example by being one of the first UN agencies to complete its annual GHG inventories since 2006 and formulate its own mitigation strategy. The UNCTAD Climate Neutral Programme, launched on 28 August 2007, enables a better understanding of the climate impacts of UNCTAD programmes and operations through effective and systematic monitoring of GHG emissions, developing and coordinating actions at UNCTAD and with partners to reduce emissions and organizing the purchase of carbon offsets to neutralize unavoidable emissions.

## Reduction efforts

Reduction efforts at UNCTAD concentrate on the following areas:

1. Air travel reduction;
2. Organization of low-carbon conferences;
3. Energy efficiency partnership with UNOG;
4. Engaging staff in various GHG mitigating initiatives.

<sup>1</sup> GHG emissions accounted for under UNOG.



**Secretary-General's message**

**CC** Climate change is a continuing global and UN-wide concern. As the United Nations system has been called upon to lead by example by monitoring and reducing its greenhouse gas emissions, UNCTAD has launched its own Carbon Neutral Initiative and has conducted a greenhouse gas inventory of its carbon footprint. In responding to the United Nations Secretary-General's call to make the UN climate-neutral, UNCTAD commits to monitor and reduce its annual GHG emissions by 20% by 2020 without compromising its core work and goals. This is our small initial contribution to the UN effort to address climate change.

– Supachai Panitchpakdi

**Next steps**

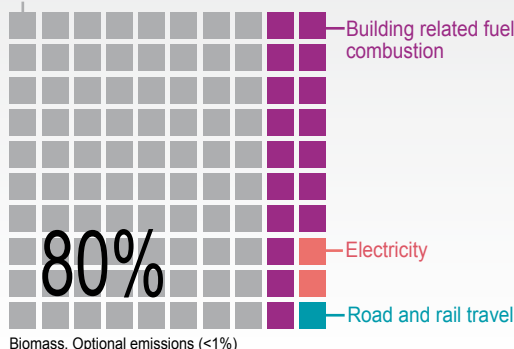
UNCTAD aims to reduce its annual GHG emissions by 20% by 2020 without compromising the work and goals of the agency. This will be achieved by implementing the four programme elements under the GHG mitigation strategy – air travel reduction, organization of low-carbon conferences, engaging in an energy-efficiency partnership with UNOG, and engaging staff in various GHG mitigating initiatives.

**Key figures**

Total emissions <sup>1</sup>	4'017 t CO <sub>2</sub> eq
Emissions per staff member	8.0 t CO <sub>2</sub> eq
Air travel per staff member	6.4 t CO <sub>2</sub>
Air travel per staff member	50'497 km
Office-related emissions per m <sup>2</sup>	26 kg CO <sub>2</sub> eq

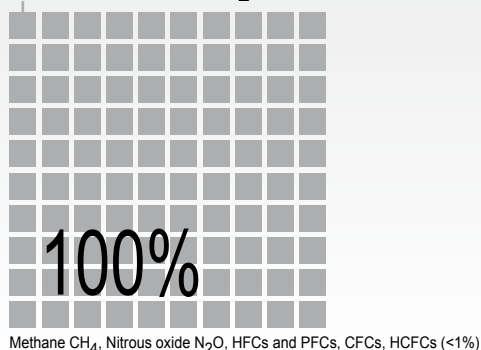
**Emissions by source**

**Air travel**



**Emissions by gas**

**Carbon dioxide CO<sub>2</sub>**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	Actual data			
Buses, trains, taxis	Actual data			
Self-generated power	Actual data			
Refrigerants	Actual data			
Purchased electricity	Actual data			
Purchased heat and steam			No data	
Air travel	Actual data			

# United Nations Development Programme (UNDP)

[www.undp.org](http://www.undp.org)



**HQ: New York, USA**  
**Number of staff: 8'482<sup>1</sup>**  
**Number of locations: 163**

## Mission

**!** *UNDP is the UN's global development network, an organization advocating change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges.*



○ Headquarters ● Regional office<sup>2</sup>

## Experience so far

1. UNDP is in the process of piloting a travel supplement on official travel towards making one of UNDP's Bureaux climate neutral;
2. UNDP HQ, various country offices and regional centres have developed or are developing greening strategies and started to implement emission reduction activities;
3. UNDP HQ GHG inventory completed, pilot series of 35-40 Country Office/Regional Centre inventories presently underway with plan to roll out to all UNDP in 2010.

## Reduction efforts

UNDP Regional Centre in Bratislava has installed roof top solar panels representing total GHG reductions of 8.5 mt CO<sub>2</sub>eq/year.

Options for purchasing green electricity (where available) are being pursued at HQ and in selected field offices.

HQ and many field offices are also implementing or investigating emission reductions through procurement of more energy efficient office equipment, vehicles, lighting, etc.

## Offsetting

UNDP has offset events and meetings in the past. UNDP has also used Renewable Energy Certificates (RECs) to offset part of UNDP-HQ's electricity consumption. Efforts are underway to expand this initiative through either direct purchase of renewable electricity or CERs.

UNDP is furthermore in the process of piloting a travel supplement that will generate funds to be used for offsetting travel and any other emissions that can't be otherwise eliminated/reduced (e.g. via green power). Offsets will be achieved through purchase of Gold Standard CERs.

There are various offsetting initiatives taking place in country offices and regional centres – from offsetting meetings to making entire offices climate neutral.

<sup>1</sup>11'417 personnel included in inventory. <sup>2</sup>Only HQ and Regional Centres are indicated on the map.

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**Administrator's message**

**C**limate change is a threat to everyone. But without action, the brunt of the impact would be felt by poor and vulnerable people in developing countries. With little capacity to cope, many more would become malnourished and struggle to find water, and even be displaced. This highlights just how intertwined the tasks of addressing climate change, reducing global poverty, and reaching the Millennium Development Goals are. A new, sustainable development path is essential in the face of climate change. Tackling this challenge head-on means doing more than intervening in traditional environmental sectors. It requires investments in developing capacity to run cleaner economies. It requires action on governance, such as ensuring that local decision-makers have the knowledge and tools they need to make sustainable policy and investment decisions. Climate change considerations need to be built into the core of all development planning if we are to have a sustainable future.

– Helen Clark

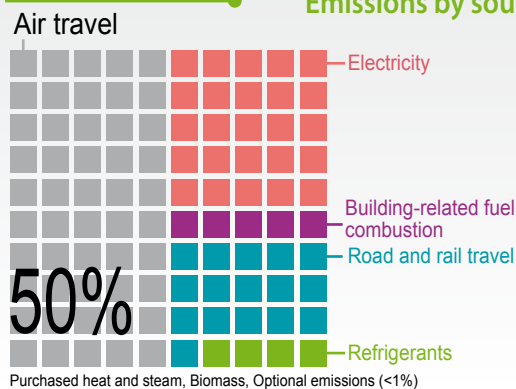
**Next steps**

Following the pledge of the United Nations Secretary-General on World Environment Day in 2007 and follow-on commitments by the UN Chief Executives Board, UNDP is joining the rest of the UN and “walking the talk” on climate change. We are taking steps to conduct an institution-wide greenhouse gas inventory, and will pilot a carbon neutrality initiative in one of our bureaux with the aim of taking it across the organization. These are just two among a number of “green” practices UNDP is mainstreaming into its overall operations.

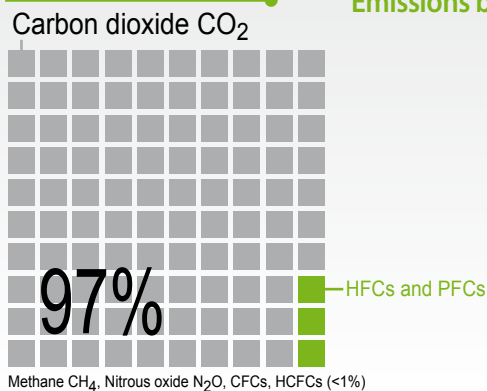
**Key figures**

Total emissions	56'230.7 t CO <sub>2</sub> eq
Emissions per staff member	4.9 t CO <sub>2</sub> eq
Air travel per staff member	2.5 t CO <sub>2</sub>

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	■	■		
Buses, trains, taxis		■		
Self-generated power	■	■		
Refrigerants	■	■		
Purchased electricity	■	■		
Purchased heat and steam	■	■		
Air travel	■	■		

Different locations might have reported with different levels of accuracy, which explains multiple entries in the data quality table.

# United Nations Environment Programme (UNEP)

[www.unep.org](http://www.unep.org)



**HQ: Nairobi, Kenya**  
**Number of staff: 1'229**  
**Number of locations: 35<sup>1</sup>**

## Mission

**!** *UNEP's mission is to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations.*



○ Headquarters ● Other office

## Experience so far

UNEP has been climate neutral since 1st January 2008. This was achieved by reducing greenhouse gas emissions as far as possible, and procuring offsets to compensate for the remaining emissions. Offsets have been purchased as issued Certified Emission Reductions (CERs) through the Clean Development Mechanism (CDM) under the Kyoto Protocol.

The greenhouse gas inventory completed for UNEP for 2007 helped us understand our footprint and identify where to focus reduction measures.

UNEP's work to support Climate Neutral UN has resulted in harmonized methodologies within UN, and inspired organizations within as well as outside the UN to take action to reduce greenhouse gas emissions and achieve improved sustainability.

49 UN organizations and three governments have already received or are receiving support from UNEP, through provision of tools and methodologies, training, awareness raising, coordination and information sharing.

UNEP also facilitated UN inter-agency groups on travel, facilities management, information and communications technology, and procurement work for low-carbon solutions.

<sup>1</sup> 1'229 staff members from all 35 offices included in inventory. Office related emission data received from 954 staff and extrapolation has been used to include remaining staff.

## Offsetting

The first year of UNEP climate neutrality was 2008. To compensate for emissions caused by UNEP operations worldwide, UNEP procured CERs from a CDM project identified through an open procurement process. A total of 11'508 CERs based on 2007 emissions were procured, offsetting the total emissions of 11'508 t CO<sub>2</sub>-eq. Preference was given to CERs generated by projects addressing renewable energy, end-user energy efficiency or biomass/biogas and projects that also contribute to poverty alleviation and environmental improvement in addition to GHG emissions reduction. CERs from HFC or other gas burning with no additional benefits than reducing GHG emissions were not eligible.

## Reduction efforts

UNEP aims at reducing GHG emissions to the extent possible, while also reducing our overall environmental footprint. Some examples include:

1. Improved the waste management system at UNEP HQ, Nairobi (office waste sent for disposal has been reduced by more than 50% since June 2008).
2. Reduced emissions from conferences and events (e.g. GMEF 2008 and UNEP GC25/GMEF 2009).
3. Conducted research to support the New Office Facility in Nairobi (the new UNEP HQ) to become energy neutral, using solar PV panels on the roof, energy-efficient building design and office equipment.

**Executive Director’s message**

*Climate change is an environmental change phenomenon that poses a serious threat to the health, security and prosperity of current and future generations. UNEP leads the way in supporting the entire UN system to respond to the challenge by operating in an environmentally sustainable manner.”*

*UNEP must not only promote climate neutrality – it must practice climate neutrality. UNEP has been climate neutral since 1 st January 2008. As one of the first UN organizations to take on this challenge we are able to understand the challenges and the necessary enabling measures to become climate neutral. Reducing our emissions is our priority, as it should be for all organisations around the world, and we will continue to lead by example.*

– Achim Steiner

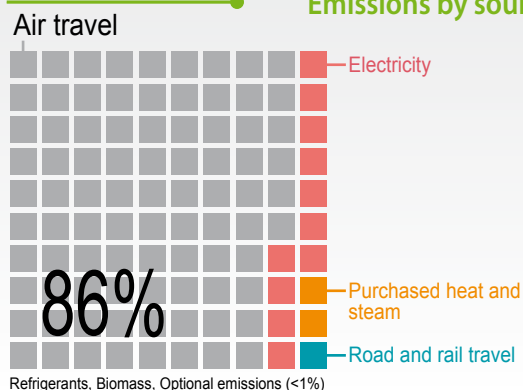
**Next steps**

1. The UNEP climate neutral strategy will be updated before the end of 2009, to include targets and organizational structures for its implementation. This will include measures to improve efficiency of travel, reduce emissions from facilities management, include checkpoints in management systems and administrative processes to encourage greener behaviour, and training, information and incentives for staff to better support a climate neutral and green UNEP.
2. UNEP GHG emission inventories will be updated yearly.
3. Offsetting will be arranged on a yearly basis, using issued Certified Emission Reductions (CERs) through the Clean Development Mechanism (CDM) under the Kyoto Protocol.
4. UNEP will develop and implement an environmental management system to support continuous improvement on emission reductions and other sustainability aspects.
5. UNEP will continue to support other organizations, inside and outside UN, in achieving climate neutrality through information sharing, awareness raising and training, provision of tools and methodologies, inspiration and coordination via the Environment Management Group (EMG) and the UNEP Sustainable United Nations (SUN) facility.

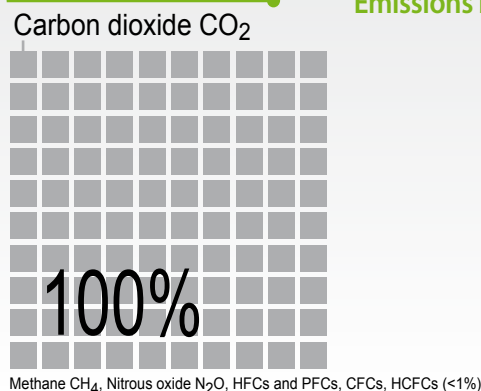
**Key figures**

Total emissions	11'754 t CO <sub>2</sub> eq
Emissions per staff member	9.5 t CO <sub>2</sub> eq
Air travel per staff member	8.2 t CO <sub>2</sub>
Air travel per staff member	56'806 km
Office-related emissions per m <sup>2</sup>	42 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	■	■		
Buses, trains, taxis	■	■		
Self-generated power	■	■		
Refrigerants	■	■		
Purchased electricity	■	■		
Purchased heat and steam	■	■		
Air travel	■	■		

Different locations might have reported with different levels of accuracy, which explains multiple entries in data quality table.

# United Nations Educational, Scientific and Cultural Organization (UNESCO)

[www.unesco.org](http://www.unesco.org)



United Nations  
Educational, Scientific and  
Cultural Organization

**HQ: Paris, France**

**Number of staff: 5'028**

**Number of locations: 64**

## Mission

**U** *UNESCO functions as a laboratory of ideas and a standard-setter to forge universal agreements on emerging ethical issues. It serves as a clearinghouse for the dissemination and sharing of information and knowledge while helping to build human and institutional capacities in diverse fields. UNESCO promotes international co-operation in the fields of education, science, culture and communication, working to create conditions for genuine dialogue among its Member States and Associate Members.*



○ Headquarters ● Regional office

## Experience so far

Building renovations have led to savings in energy usage in heating and ventilation, and travel has been reduced, with greater use of video and teleconference facilities. Administrative and financial rules must change to prioritise train travel as appropriate. Small carbon gain policies like paper recycling and own cup usage in canteens have high symbolic value for staff.

## Offsetting

UNESCO is committed to following the UN strategy on climate neutrality agreed at the CEB. UNESCO's first choice is to seek to reduce its emissions wherever possible rather than simply buying offsets, but some travel is inevitable and necessary to fulfil UNESCO's mission, hence the proposed purchase of carbon offsets as a last resort once all other means of reducing emissions have been exhausted. Offsets within the Clean Development Mechanism will be purchased on the carbon trading market. No specific offset purchases are yet planned. The Bureau of the Budget has been provided with draft figures for possible offset costs in the coming biennium.

## Reduction efforts

UNESCO has been involved in Climate Neutrality initiatives since 2007, and has undertaken two Green Audits – in December 2007 on 2006 greenhouse gas emissions for HQ and in December 2008 to assess compliance with ISO 14001 requirement on emissions at HQ. Concrete actions implemented include:

1. Building renovations leading to environmental improvements (more efficient heating and ventilation systems in particular);
2. Multi-functional energy-efficient copier-printers were purchased in 2008, and IT supplies sourced from environmentally acceptable suppliers;
3. Travel has been reduced, with greater use of video-conference and teleconference facilities and a more rigorous approach to travel by multiple members of staff to the same events. More needs to be done in this area, with train travel for shorter distances prioritized and travel policy and administrative documentation re-written accordingly (travel policy change proposals have been tabled by the Climate Neutral Focal Point);
4. At the end of 2008 a paper recycling system was introduced in offices at HQ;
5. Reductions in staff restaurant prices when bringing personal cups (reducing waste on plastic cups) were agreed after negotiations between the Green Working Group and the restaurant operator.

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**Director-General's message**

**A** positive contribution to climate change requires a change of deep-rooted patterns of behaviour and a collective effort involving every individual and countless everyday gestures. UNESCO is critically examining greenhouse gas (GHG) emissions with a view to diminishing our carbon footprint. In that spirit, at the UNFCCC COP-13 in Bali the Organization joined the UN-wide effort towards climate neutrality in our internal operations. In June 2007, UNESCO commissioned a Green Audit at Headquarters. Phase I of that Audit was completed late the same year. Phase II compiled data and began the implementation of the Audit's recommendations from its Phase I. UNESCO's 2008 GHG Emissions Inventory provides baseline data against which future progress will be measured. In the light of these findings, I will determine further changes to travel policy and possibilities for procuring carbon offsets.

– Irina Guerguieva Bokova

**Next steps**

Based on the results of the UN GHG inventory, UNESCO will be able to identify emissions reduction targets in four main areas: travel, energy usage, operational processes and organisational culture. The exercise will also include the implementation of the remaining open recommendations of the Green Audit and the creation of a mechanism for purchasing Clean Development Mechanism (CDM) offsets to cancel out UNESCO's GHG emissions.

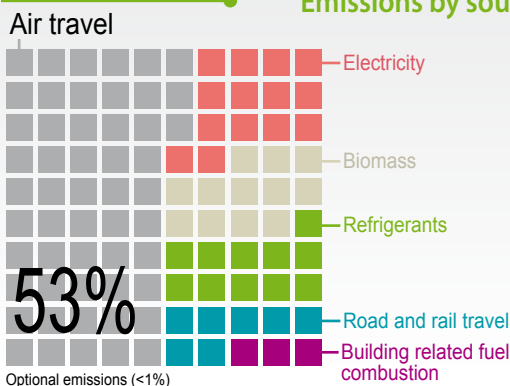
UNESCO's Emissions Reduction Strategy will be based on a comprehensive Climate Neutral Policy including the implementation from 2010 of an Environmental Management System (EMS) in line with UN requirements and as called for in the Green Audit. It will include updating of travel policies in the Administrative Manual and Staff Rules to reflect the new environmental realities and pressing climate neutrality concerns, green procurement strategies and making staff more aware of how to reduce emissions. The EMS will be coordinated and monitored by the UNESCO Climate Neutral Team with the support of contact persons in all sectors, field office and units.

The Green Working Group will continue working to make staff aware of how their personal actions and decisions can have a positive impact on UNESCO's carbon footprint.

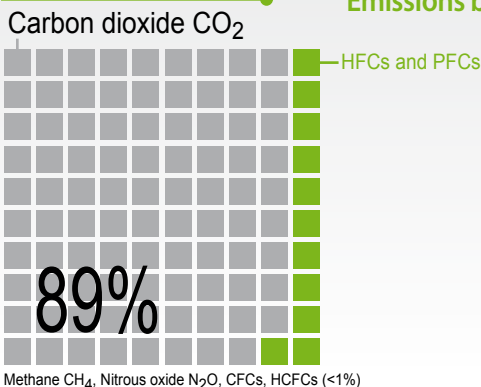
**Key figures 2008**

Total emissions	24'165.0 t CO <sub>2</sub> eq
Emissions per staff member	4.8 t CO <sub>2</sub> eq
Air travel per staff member	2.5 t CO <sub>2</sub>
Air travel per staff member	23'767 km
Office-related emissions per m <sup>2</sup>	42 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	█	█		
Buses, trains, taxis	█	█		
Self-generated power	█	█		
Refrigerants	█	█		
Purchased electricity	█	█		
Purchased heat and steam			█	
Air travel	█			

Different locations might have reported with different levels of accuracy, which explains multiple entries in data quality table.

# United Nations Framework Convention (UNFCCC)

<http://unfccc.int>



**HQ: Bonn, Germany**  
**Number of staff: 376**  
**Number of locations: 1**

## Mission

**!** *The Convention on Climate Change sets an overall framework for intergovernmental efforts to tackle the challenge posed by climate change. It recognizes that the climate system is a shared resource whose stability can be affected by industrial and other emissions of carbon dioxide and other greenhouse gases. The Convention enjoys near universal membership, with 192 countries having ratified.*



## Reduction efforts

1. Purchase of 'green' electricity;
2. Travel policy supporting emissions reductions, including reducing the amount of travel when possible by use of video and tele-conferences and improving access to e-communication, VOIP; and considering the most efficient mode of travel and direct routing;
3. Upgrade of office equipment;
4. Use of energy-efficient lighting;
5. Use of shared printers;
6. Use of recycled paper;
7. Vendor's sustainability required in the criteria for procurement;
8. Encouraging host countries on organization of green meetings;
9. Awareness-raising for staff;
10. Budgetary arrangement for financing investments in emissions reduction under consideration;
11. Use of energy efficient vehicles and bicycles for local transportation.

## Experience so far

The use of green electricity has helped significantly to reduce its GHG emissions from operating its offices. Energy-efficient office equipment and vehicles are also used by the secretariat. A major challenge in the work on climate neutrality is to internalize the environmental costs of travel and procurement. In this respect, a sustainable travel policy is in place, with routes and modes of travel always being taken into consideration. The use of video-conferences is encouraged whenever possible. Implementation of the travel policy has led to maximizing the use of train travel to Poznan and Copenhagen for staff supporting these sessions of the COP.

## Offsetting

To achieve climate neutrality, the secretariat follows a three-step approach: estimate, reduce and offset GHG emissions. The selection of offsets is an essential aspect to the overall climate-neutral policy. To ensure the highest quality and reliability, the secretariat considers that offsets are to come from Certified Emissions Reductions (CERs) generated from registered CDM projects. The secretariat has a commitment to reduce and offset the GHG emissions resulting from its participation in COP-14 using the Adaptation Fund and encourages and assists the host governments to offset the GHG emissions related to the Conference of the Parties.



# on Climate Change

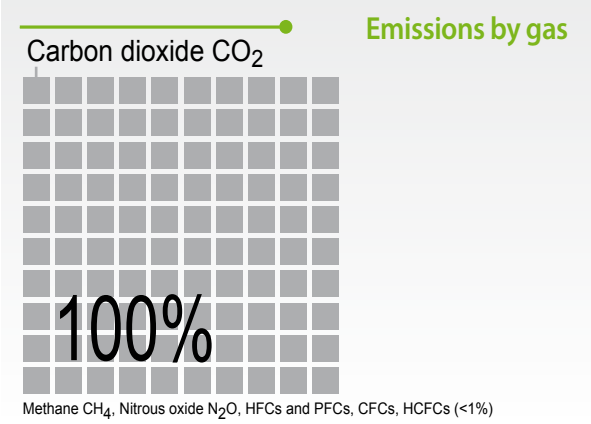
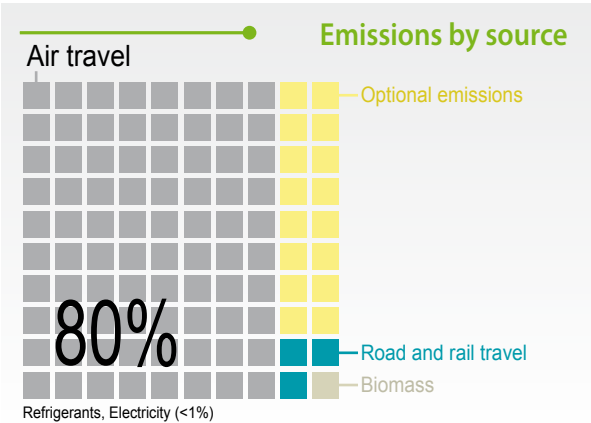
### Executive Secretary's message

*The UNFCCC secretariat has been working on making its operations climate-neutral, and encouraging and providing advice and assistance to host governments of the sessions of the Conference of the Parties (COP) and of the subsidiary bodies on estimating, reducing and offsetting emissions resulting from such sessions. The goal of this initiative is to reduce as much as possible and then compensate for the GHG emissions produced as a result of conducting these events through climate-change mitigation activities elsewhere.*

– Yvo de Boer

### Key figures

Total emissions	1'687.2 t CO <sub>2</sub> eq
Emissions per staff member	4.5 t CO <sub>2</sub> eq
Air travel per staff member	3.6 t CO <sub>2</sub>
Air travel per staff member	22'010 km
Office-related emissions per m <sup>2</sup>	0.5 kg CO <sub>2</sub> eq



### Data quality

	Actual data	Estimated data	No data	n/a
Official vehicles	█			
Buses, trains, taxis	█			
Self-generated power			█	
Refrigerants	█			
Purchased electricity	█			
Purchased heat and steam	█			
Air travel	█			

### Next steps

The UNFCCC secretariat is working on further reducing its greenhouse gas emissions. Activities to reduce the emissions from the operations of its offices are underway and the Subsidiary Body for Implementation (SBI), at its 30th session (June 2009), forwarded a draft decision for adoption by COP-15 that includes provisions to reduce and offset the GHG emissions of the secretariat's operations and activities.

The secretariat's activities are guided by the UN-wide policies for making GHG inventories and for taking actions to reduce GHG emissions. The secretariat provides assistance to host governments for estimating the GHG footprint of the Conference of the Parties.

# United Nations Population Fund (UNFPA)

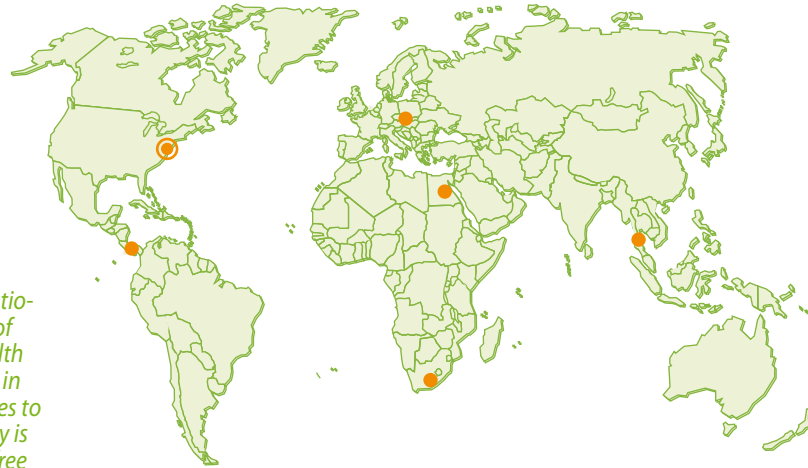
[www.unfpa.org](http://www.unfpa.org)



HQ: New York, USA  
Number of staff: 1'119<sup>1</sup>  
Number of locations: 120

## Mission

**!** *The United Nations Population Fund, is an international development agency that promotes the right of every woman, man and child to enjoy a life of health and equal opportunity. UNFPA supports countries in using population data for policies and programmes to reduce poverty and to ensure that every pregnancy is wanted, every birth is safe, every young person is free of HIV/AIDS, and every girl and woman is treated with dignity and respect.*



○ Headquarters ● Other office

## Experience so far

The ultimate goal of UNFPA Going Green – the Initiative for a Climate Neutral UNFPA – is to make UNFPA a “zero impact” organization by eliminating the negative environmental effects stemming from daily operations and facilities. UNFPA has initiated the process by basing its Emissions Reduction Strategy on the ecological footprint established by the UNFPA GHG Emissions Calculator online tool, which is based on the UN GHG Emissions Calculator. A thorough analysis of the organization’s environmental performance was prepared to determine the best opportunities for reducing environmental impact.

## Offsetting

UNFPA is committed to exploring options for offsetting of greenhouse gas emissions. Details will be discussed after the methodology for calculating emissions is fully standardized and progress towards emissions reduction can be measured accordingly. UNFPA believes that offsets are a good method for alleviating the environmental impact of facilities and operations, but should not be used as a “quick fix” for emissions that could be otherwise minimized or eliminated. The focus of the organization remains on reducing emissions and operating in a way that has a minimal or zero impact on the environment.

## Reduction efforts

1. Leadership and guidance of UNFPA Going Green Initiative by UNFPA senior management.
2. Development of a user-friendly Green Office Guide to help field offices implement instant and cost-effective steps toward greener day-to-day operations.
3. Creation of the Green Team – an informal group of staff volunteers interested in environmental issues that is committed to helping implement greening activities.
4. Development of a detailed Emissions Reduction Strategy with cost-benefit analyses to determine the next steps towards climate neutrality.
5. Development of a “Green Learning Afternoon” to raise awareness for all staff followed by distribution of “green products” that will help eliminate the use of plastic bags and bottles, and disposable cups at the organization.
6. Internal UNFPA Going Green website, which includes extensive information on “being green” at the office and beyond, forums for discussion on green topics, links to resources for information on environmental issues, and much more.
7. Mandatory office practices at Headquarters, such as Standard double-sided printing, turning off lights and computers when not in use. Improvement of the recycling system, and switching to 100% recycled paper and ink-saving “eco” font.

<sup>1</sup>2'961 personnel included in the inventory.

**Executive Director's message**

*In the face of new environmental challenges, the United Nations must not only promote sustainable development, it must lead by example and make its operations and facilities environmentally friendly. UNFPA is committed to environmental protection and the implementation of the UN Climate Neutral Strategy.*

*A coherent and strategic approach towards climate neutrality, including measuring and reducing greenhouse gas emissions and fostering an organizational culture based on the conscious use of resources, is essential in protecting the health of the planet for future generations.*

– Thoraya Ahmed Obaid

**Next steps**

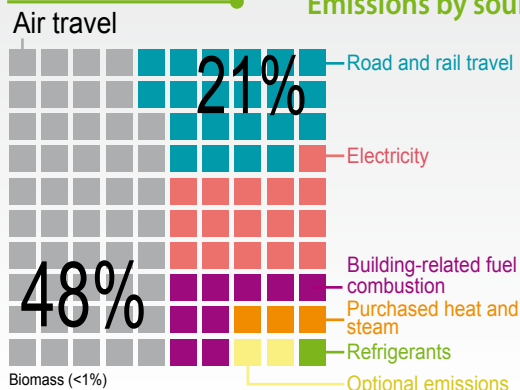
The Emissions Reduction Strategy is an organization-wide approach outlining the overall emissions reduction goals of UNFPA in the following areas:

1. Energy-saving measures, including exploration of alternative energy options where appropriate- Revision of travel policy and practices;
  2. Switching to more fuel-efficient vehicles where appropriate;
  3. Recycling where possible;
  4. Procurement of environmentally friendly office supplies and exploration of eco-furnishings;
  5. Employee recognition and incentives for responsible office behaviour;
  6. Exploration of offsetting options in diverse areas
- UNFPA is committed to vigorous evaluation of the effectiveness of its Emissions Reduction Strategy through continuous measurement of its ecological footprint, and re-evaluation and fine-tuning of its policies and activities. This will ensure continuous improvement of the organization's environmental performance until climate neutrality has been attained.

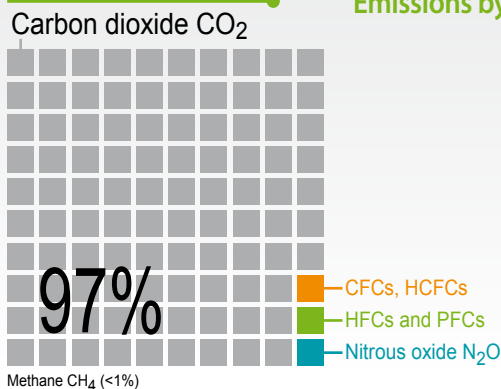
**Key figures**

Total emissions	18'128.5 t CO <sub>2</sub> eq
Emissions per staff member	6.1 t CO <sub>2</sub> eq
Air travel per staff member	3.0 t CO <sub>2</sub>
Air travel per staff member	16'332 km
Office-related emissions per m <sup>2</sup>	45 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	█			
Buses, trains, taxis	█			
Self-generated power	█			
Refrigerants	█			
Purchased electricity	█			
Purchased heat and steam		█		
Air travel	█			

# United Nations Human Settlements Programme (UN-HABITAT)

[www.unhabitat.org](http://www.unhabitat.org)



**HQ: Nairobi, Kenya**  
**Number of staff: 353<sup>1</sup>**  
**Number of locations: 4**

## Mission

**U** The United Nations Human Settlements Programme is the lead UN agency for cities. The agency is promoting sustainable energy production and energy use by encouraging energy efficiency, alternative energy, mass transit and public awareness. To this end, UN-habitat encourages partnerships to promote the climate neutral urban environment by inspiring, informing and enabling local authorities and peoples to improve their quality of life without compromising that of future generations.



○ Headquarters ● Other office

## Experience so far

CO<sub>2</sub> is mainly emitted in urban areas and it is urban and inter-urban activities that lead to the emission of significant amounts of other radiatively-active gases such as methane, carbon monoxide, and chlorofluorocarbons (CFCs).

As part of helping cities to achieve climate neutrality, the agency is actively supporting a selected group of cities in developing countries to develop climate action plans by transferring experience to the partners to adopt.

## Offsetting

The possibility of offsetting recent footprints is there, but offsetting past (completed or closed) projects, where difficulties to allocate funds are encountered, will probably be ignored. Due to this fact the agency will start offsetting when the EMG process is complete and the UN-HABITAT senior management decision has become official. This is scheduled to occur shortly before the end of 2009.

## Reduction efforts

1. A taskforce is in place and a Climate Neutral Strategy has been drafted.
2. Air travel inventories for the years 2006, 2007 and 2008 were prepared using UNEP Calculator.
3. The agency is following the step-by-step guidelines to illustrate the climate friendly behaviour of the administration and the staff.
4. UN-Habitat is supporting UNEP and UNON efforts to green the UN GIGIRI compound, enforcing the appropriate actions.
5. Many meetings and conferences now use tele- or video-conferencing. The agency has also partially implemented the delegation of backstopping to the filed offices.

<sup>1</sup> 317 staff included in the inventory.

# gramme

## Executive Director's message

**U**N-Habitat focuses primarily on affordable housing and sustainable urban development. The largest single group of people suffering the effects of climate change are the urban poor. Lack of access to decent housing and basic urban services means that they are the most at risk of losing life, property and livelihoods from rising sea levels and other extreme weather patterns. At the same time, cities consume over 65 per cent of the world's energy and constitute the largest source of greenhouse gas (GHG) emissions.

UN-Habitat helps cities and communities to devise integrated approaches to implementing climate change mitigation and adaptation strategies. This requires more rational land-use planning, more robust infrastructure and smarter, greener urban services that are equally accessible by all.

– Anna Tibaijuka

## Next steps

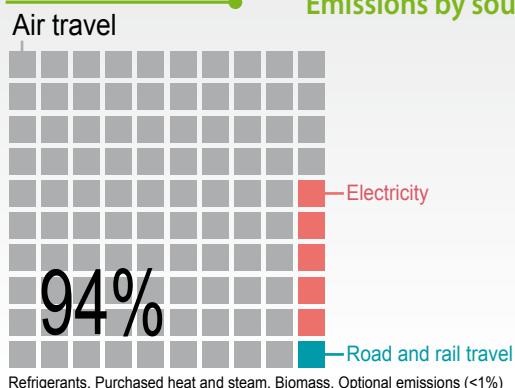
Upon completion of the inventory the UN-Habitat Task Force will meet to set reduction targets and put a climate-neutral (CN) policy in place. Reduction steps have been initiated and will be integrated in time to achieve the best GHG emissions reduction. All running projects will illustrate the agency reduction strategy and offset the remaining emissions. Certified Emission Reductions (CERs), from purchased offsets, will be used accordingly through the Clean Development Mechanism (CDM) to help cities control their emission level. In this context the following steps are considered:

1. The taskforce will check GHG emission inventories and set annual reduction targets.
2. The UN-Habitat climate neutral strategy will be updated continuously, to include targets and organizational structures for its implementation, guidelines on procurement, office culture, staff commuting and related issues.
3. The agency will, in collaboration with other UN agencies share and implement CDM projects and help cities in developing countries to cope with climate change and work outside UN towards achieving climate neutrality through information sharing, awareness raising and training, provision of tools and methodologies.

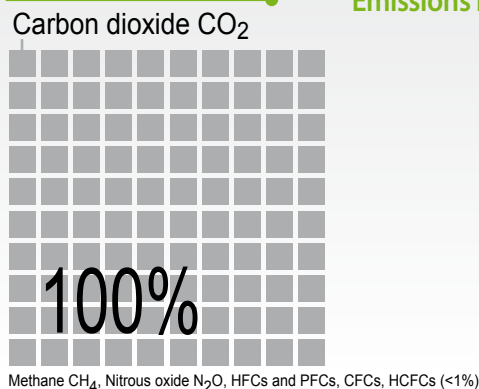
## Key figures

Total emissions	3'371 t CO <sub>2</sub> eq
Emissions per staff member	10.6 t CO <sub>2</sub> eq
Air travel per staff member	10.0 t CO <sub>2</sub>
Air travel per staff member	77'370 km
Office-related emissions per m <sup>2</sup>	23 kg CO <sub>2</sub> eq

## Emissions by source



## Emissions by gas



## Data quality

	Actual data	Estimated data	No data	n/a
Official vehicles	Actual data		No data	
Buses, trains, taxis	Actual data	Estimated data	No data	
Self-generated power	Actual data	Estimated data	No data	
Refrigerants	Actual data		No data	
Purchased electricity	Actual data		No data	
Purchased heat and steam			No data	
Air travel	Actual data			

Different locations might have reported with different levels of accuracy, which explains multiple entries in data quality table.

# United Nations High Commissioner for Refugees (UNHCR)

[www.unhcr.ch](http://www.unhcr.ch)



**HQ: Geneva, Switzerland**

**Number of staff: 6'503<sup>1</sup>**

**Number of locations: 267 in 116 countries**

## Mission

**!** *The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or resettle in a third country. It also has a mandate to help stateless people.*



○ Headquarters ● Other office

## Experience so far

UNHCR has helped to slow deforestation in Ethiopia by supplying “CleanCook” stoves and ethanol to refugee families in Ethiopia. The stoves help reduce the fuel wood each family needs to collect by nearly four tonnes a year. The ethanol is produced from a by-product of the local sugar industry, whose disposal previously caused water pollution. The main difficulty is the rising price and limited availability of ethanol.

Since 2007, UNHCR has planted approximately 10 million trees worldwide in areas of human displacement. This has helped hold back desertification and deforestation and absorb climate emissions. A main challenge has been to ensure a high survival rate of planted trees in the face of limited precipitation.

In a number of field operations in Africa and Asia, UNHCR has introduced energy-efficient stoves, solar cookers/lights and other renewable-energy technology to reduce carbon emissions. The high unit price of this equipment has been an obstacle.

## Reduction efforts

1. Installed automatic sensors on bathroom lighting;
2. Established a bicycle shed;
3. Introduced a system to recycle paper;
4. Organized environmental awareness-raising events at Headquarters in Geneva;
5. Environmental activities in the field e.g. tree planting, awareness-raising, introduction of energy efficient stoves, solar stoves and lighting, alternative renewable energy (i.e. ethanol).

## Offsetting

This decision has to be taken at the highest level together with Member States.

<sup>1</sup> 1'058 staff, of which 665 from HQs in Geneva, the rest from the Global Service Centre in Budapest, are included.

# Refugees

## High Commissioner's message

UNHCR has a clear mandate to protect and assist refugees and stateless persons. Some substantial percentage of the people who will be displaced will be escaping conflict or persecution brought on by civil strife caused in turn by climate change. Those who flee their country because the country no longer exists may well become stateless and therefore become charges of UNHCR. In all of these situations UNHCR has the mandate and responsibility to assume the responsibility to protect.

We will need to consider whether or not additional international legal frameworks are necessary to tackle the issues or whether existing mechanisms coupled with intense and careful coordination will suffice.

– António Guterres

## Next steps

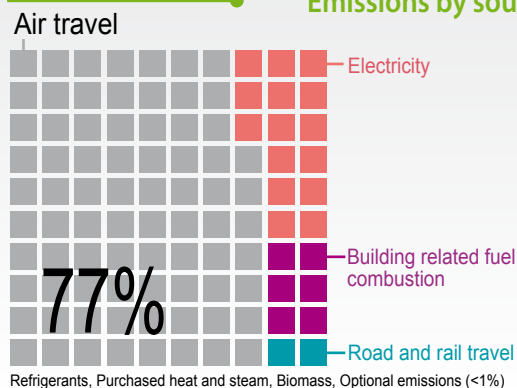
The plan is to extend the climate-footprint data-collection exercise and the Green Office Programme to the field offices next year (this year, this exercise has been limited to the headquarters in Geneva and the Global Service Centre in Budapest). Efforts to reduce emissions will continue as far as possible.

Plans are in place within Geneva to install a district cooling system using water from Lake Geneva which will reduce the requirements for cooling via the vapour compression and ice bank system, yielding a considerable reduction in carbon emissions.

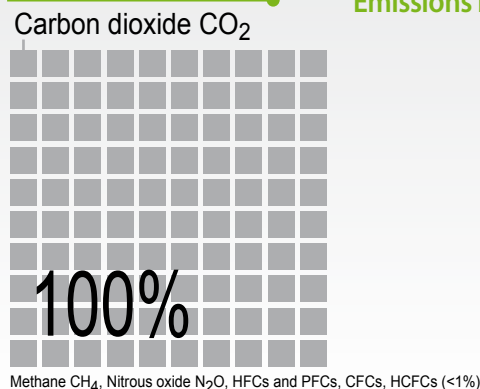
## Key figures

Total emissions	1'962 t CO <sub>2</sub> eq
Emissions per staff member	1.9 t CO <sub>2</sub> eq
Air travel per staff member	1.4 t CO <sub>2</sub>
Air travel per staff member	15'406 km
Office-related emissions per m <sup>2</sup>	12 kg CO <sub>2</sub> eq

## Emissions by source



## Emissions by gas



## Data quality

	Actual data	Estimated data	No data	n/a
Official vehicles	Actual data			
Buses, trains, taxis	Actual data		No data	
Self-generated power		Estimated data	No data	
Refrigerants	Actual data		No data	
Purchased electricity	Actual data			
Purchased heat and steam			No data	
Air travel	Actual data			

Different locations might have reported with different levels of accuracy, which explains multiple entries in data quality table.

# United Nations Industrial Development (UNIDO)

[www.unido.org](http://www.unido.org)



**HQ: Vienna, Austria**  
**Number of staff: 684<sup>1</sup>**  
**Number of locations: 69**

## Mission

**!** *UNIDO is committed to achieving the UN-wide goal of climate neutrality. To this effect, it is the Organization's goal to prepare annually and make publicly available a detailed analysis of its GHG emissions, to take steps to reduce these emissions wherever possible, and – subject to approval by its Governing Bodies – to offset those emissions which it cannot eliminate through emission-reduction credits purchased through the Clean Development Mechanism.*



## Experience so far

A UNIDO Climate Team tasked with coordinating the emissions calculation and ongoing reduction efforts has been established. The Climate Team developed specific methods and tools to come up with the most accurate estimates possible while trying to keep the reporting burden to a minimum. Furthermore, it continuously evaluates and develops ideas looking to improve the environmental performance of UNIDO. To date, a number of measures have been taken to raise awareness, reduce the footprint and encourage staff to reduce travel wherever possible.

## Offsetting

Having gained a better understanding of the Organization's footprint, UNIDO is currently analyzing the cost implications and exploring budgetary modalities of purchasing carbon offsets to reach climate neutrality. Several options available to the Organization are being explored and discussions regarding the possibility of partnerships and collaborations are ongoing.

## Reduction efforts

**Air travel emissions:** Settings have been inserted in the Travel Authorization system, asking the authorizing party to confirm that the purpose of the travel cannot be achieved through video conferencing or similar. Also, travel authorizations state the amount of tons of GHG emissions the staff member has been responsible for in the last rolling 12 months, and each travel reservation lists the GHG emissions caused by the travel.

**Building-related emissions:** At Headquarters, UNIDO, which is in charge of buildings management for the entire Vienna International Centre, has already implemented a number of energy efficiency measures over the last few years.

<sup>1</sup>Included in inventory: 565 staff from HQ; 119 personnel in field offices accounted for under optional emissions.



# Organization

## Director General’s message

Climate change is one of the greatest challenges the global community has ever faced. The United Nations must be at the forefront of worldwide efforts to mitigate where possible, and otherwise adapt to, climate change. Primarily through our energy programmes, but also through our cleaner production and Montreal Protocol programmes, we are supporting the developing countries and transition economies in their efforts to mitigate their industrial GHG emissions. But we cannot credibly lead these efforts if we do not do whatever we can to reduce and offset our own climate footprint. It is for this reason that two years ago I pledged to the Member countries to make UNIDO climate-neutral and followed this up by endorsing, along with 30 other UN Agencies, the Statement on “Moving towards a Climate- Neutral UN”.

– Kandeh K. Yumkella

## Next steps

Current indications from the analysis of its 2008 emissions are that the majority of UNIDO’s emissions can be attributed to air travel, energy use in its various offices worldwide, and the Organization’s, primarily project and field office, vehicles.

**Air travel emissions:** A number of initiatives have been implemented. UNIDO’s Climate Team is currently considering further options to further reduce emissions from this field of activity. Possibilities include a “tax” on air travel to discourage travel; a cross-the-board percentage reduction in travel; improvement of videoconferencing and other communication systems to reduce the need for physical travel; increased decentralization of project implementation responsibilities to field offices to reduce project-related travel from Headquarters.

**Building-related emissions:** Various options reducing these types of emissions, some identified in a recent energy audit, are being considered. In the field offices, a better understanding of UNIDO’s role and responsibilities in the management of the buildings where it rents office space is a pre requisite before further actions can be considered.

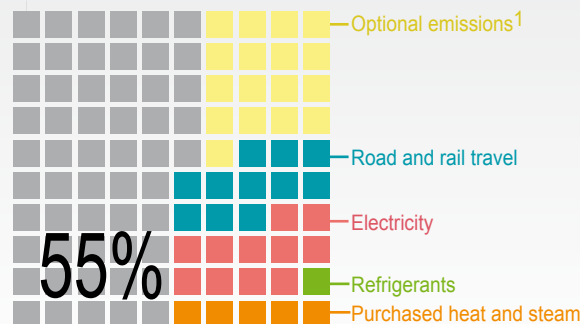
**Vehicles:** Discussions on the introduction of benchmarks are ongoing, and the Climate Team is exploring the different options available.

## Key figures

Total emissions	10'220.8tCO <sub>2</sub> eq
Emissions per staff member	18.1tCO <sub>2</sub> eq
Air travel per staff member	10.1 t CO <sub>2</sub>
Air travel per staff member	49023 km
Office-related emissions per m <sup>2</sup>	49 kg CO <sub>2</sub> eq

## Emissions by source

### Air travel

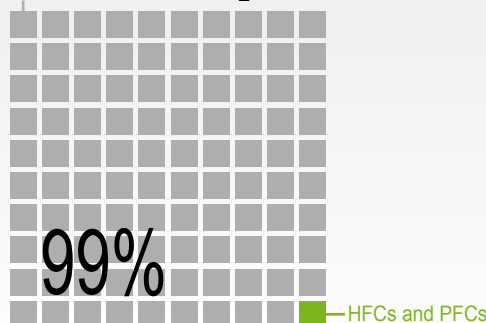


Biomass, (<1%)

<sup>1</sup> Optional emissions comprise estimated emissions from 68 field offices, incl. field office travel

## Emissions by gas

### Carbon dioxide CO<sub>2</sub>



Methane CH<sub>4</sub>, Nitrous oxide N<sub>2</sub>O, CFCs, HCFCs (<1%)

## Data quality

	Actual data	Estimated data	No data	n/a
Official vehicles				
Buses, trains, taxis				
Self-generated power				
Refrigerants				
Purchased electricity				
Purchased heat and steam				
Air travel				

Different locations might have reported with different levels of accuracy, which explains multiple entries in data quality table.

# United Nations Development Fund for Women (UNIFEM)

[www.unifem.org](http://www.unifem.org)



HQ: New York, USA

Number of staff: 650

Number of locations: 18<sup>1</sup>

## Mission

**!** UNIFEM is the women's fund at the UN, dedicated to advancing women's rights and achieving gender equality. UNIFEM supports implementation of existing international commitments to advance gender equality, focusing on four thematic areas: enhancing women's economic security and rights; ending violence against women; reducing the prevalence of HIV and AIDS among women and girls; and advancing gender justice in democratic governance in stable and fragile states. UNIFEM works on the premise that gender equality is essential to achieving development and to building just societies.



○ Headquarters ● Other office

## Experience so far

UNIFEM leadership has shown significant support for the climate-neutral initiative as demonstrated through UNIFEM's Executive Director's support for various pilot greening initiatives by UNIFEM's newly established Green Team, and the coordinated efforts at Headquarters between the Green Team, Information and Communications Technology Team, Operations, and Business Development Team to this end.

UNIFEM faces the challenge of having numerous offices with less than ten people, and many of these staff share space with other organizations or UN agencies. This complicates gathering information on staff practices and energy consumption, and places demand on their already limited time. Nonetheless, many staff are enthusiastic about the initiative, readily provided requested information for the first assessment, and look forward to plans to streamline the assessment process and better understand UNIFEM's green-house gas footprint so to best address it.

## Offsetting

UNIFEM aims to first improve the accuracy of its assessment process and target emission reductions, especially in areas of greatest impact, before developing and implementing an offsetting strategy. We expect to develop this in 2010-2011 with guidance from the Environmental Management Group and the Chief Executive Board on emission reduction targets and related outstanding questions regarding appropriate offsetting strategies.

## Reduction efforts

1. Support tele-presence meetings by providing equipment (headsets and microphones) with all new computers and to staff upon request.
2. Use UNDP green procurement guidelines for IT purchases.
3. Establish HQ Green Team to raise awareness among staff and help facilitate changes in office culture; recycling, energy conservation efforts, etc.

<sup>1</sup> Field offices included in inventory.

# Women

## Executive Director's message

UNIFEM recognizes that the credibility and responsibility of the United Nations lie in its capacity to model sustainable practices that ensure the long-term welfare and security of the planet and its people. As a member of the UN family, UNIFEM wholeheartedly supports the Secretary-General's climate-neutral initiative, as endorsed by the Chief Executive Board, and will play its part in this mission. Women are on the frontlines of global warming – frequently the first to face negative impacts on their livelihoods and lives. As managers of household resources – such as water, fuel and food – everyday activities become increasingly burdensome. As small-scale farmers they endure environmental stress more often with far fewer resources than men to cope. Conversely, as farmers, entrepreneurs, managers of household resources, scientists and politicians, women are poised to drive positive change and contribute to the vast array of strategies needed to address this threat. As a lead UN agency working to advance gender equality, it is critical that UNIFEM should do its utmost to mitigate its impact on the climate.

– Inés Alberdi

## Next steps

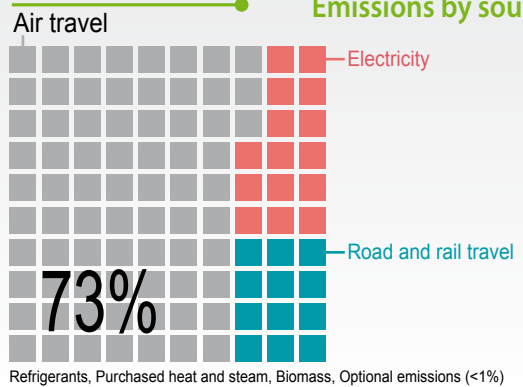
UNIFEM aims to target high emission areas identified by UNIFEM's internal green-house gas assessments, which began in 2008. Improved assessment methodology for 2009 and beyond may reveal other areas of high emissions and/or additional energy inefficient offices, however, this first assessment found that air travel and energy use in building(s) at Headquarters in New York are the areas of highest emissions. To reduce emissions and help the UN green, UNIFEM will:

1. Encourage staff to video- or tele-conference whenever possible;
2. Provide necessary equipment for distance-conferencing when purchasing all new desk- and lap-top computers and to all staff upon request;
3. Use UNDP green procurement guidelines for IT purchases immediately;
4. Encourage a culture of energy conservation among staff, including recycling, turning off lights, shutting down computers at day's end, use of mass transit, etc.;
5. Incorporate UNDP green-building standards for any future remodelling of office space; and
6. Reassess these efforts and UNIFEM's overall strategies twice annually to determine means to further reduce emissions and/or purchase offsets.

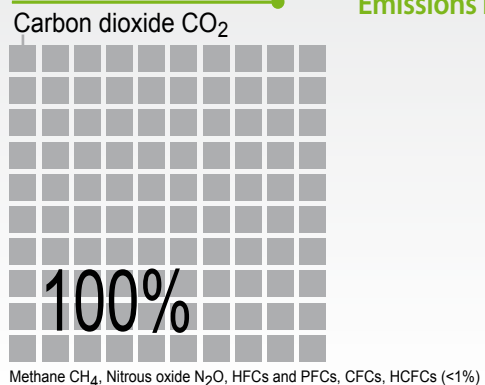
## Key figures

Total emissions	2'233 t CO <sub>2</sub> eq
Emissions per staff member	3.4 t CO <sub>2</sub> eq
Air travel per staff member	2.5 t CO <sub>2</sub>
Air travel per staff member	24'319 km
Office-related emissions per m <sup>2</sup>	45 kg CO <sub>2</sub> eq

## Emissions by source



## Emissions by gas



## Data quality

	Actual data	Estimated data	No data	n/a
Official vehicles				
Buses, trains, taxis				
Self-generated power				
Refrigerants				
Purchased electricity				
Purchased heat and steam				
Air travel				

Different locations might have reported with different levels of accuracy, which explains multiple entries in data quality table.

# United Nations International Strategy for Disaster Reduction (UNISDR)

[www.unisdr.org](http://www.unisdr.org)



United Nations  
International Strategy for Disaster Reduction

**HQ: Geneva, Switzerland**

**Number of staff: 120<sup>1</sup>**

**Number of locations: 11**

## Mission

**!** *The United Nations International Strategy for Disaster Reduction aims to build disaster resilient communities by promoting increased awareness of the importance of disaster reduction as an integral component of sustainable development, with the goal of reducing human, social, economic and environmental losses due to natural hazards and related technological and environmental disasters.*



○ Headquarters ● Other office

## Experience so far

The current headquarters building is new and already very energy efficient.

The Bangkok UNISDR office has shown that greening efforts (e.g. offsetting by forest planting) can be initiated by motivated staff and can be a means to develop office teamwork and morale.

Moving to intercontinental travel in economy class has a big impact on emissions but can reduce performance at distant locations for staff who travel frequently.

Public transport options are very limited for the many Geneva HQ staff who live in neighbouring France.

## Reduction efforts

An internal process with a lead focal point has reviewed the options for greening the secretariat, including reducing emissions. A position paper with recommendations was prepared for senior management's consideration. A key step was to agree to offset the travel of participants to the Global Platform for Disaster Risk Reduction. The reduction of business class travel has been another important contribution.

<sup>1</sup> 85 staff included in the inventory.

<sup>2</sup> GHG emissions accounted for under UNOG.

**Assistant Secretary-General for Disaster Risk Reduction’s message**

Climate change is a major challenge and poses special threats to developing countries. Among other things it is expected to increase the frequency and severity of hazardous events and at the same time reduce the capacities of communities to cope with hazards. UNISDR is the focal point in the UN’s efforts to reduce disaster risks, including for climate-change adaptation. This requires dealing with the root causes of vulnerability and risks in society, including climate change. Accordingly, UNISDR is actively working toward reducing its emissions, in association with UN-wide efforts. The UNISDR Asia office in Bangkok has already achieved carbon neutrality and UNISDR is offsetting travel emissions to the Global Platform.

– Margareta Wahlström

**Offsetting**

In order to make the second session of the Global Platform for Disaster Risk Reduction a carbon-neutral event, UNISDR identified a wind power project in Tamil Nadu, India, from which it will purchase CERs. The project involves the installation of 704 wind turbines. The total emissions reductions are estimated to be 10’000t CO<sub>2</sub> equivalent, verified under the Clean Development Mechanism (CDM).

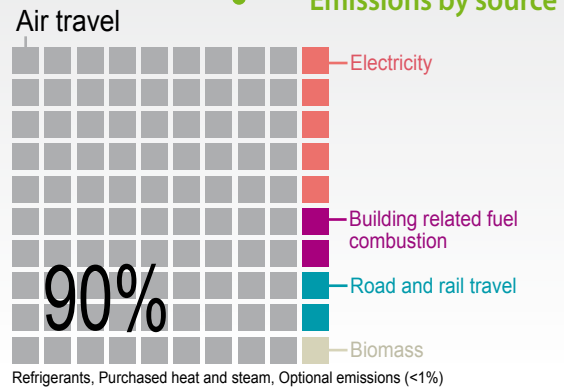
Status of issuance/guarantee of delivery: the project has “issued CERs” status.

The supplier will ensure that the CERs purchased by UNISDR are not sold to anyone else by withdrawing them from the market once these “retired CERs” are purchased.

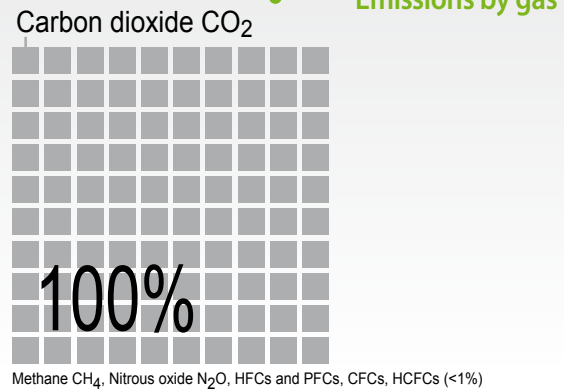
**Key figures**

Total emissions <sup>2</sup>	586.6 t CO <sub>2</sub> eq
Emissions per staff member	6.9 t CO <sub>2</sub> eq
Air travel per staff member	6.2 t CO <sub>2</sub>
Air travel per staff member	48’961 km
Office-related emissions per m <sup>2</sup>	20 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles			Orange	
Buses, trains, taxis		Teal		
Self-generated power	Green			
Refrigerants			Orange	
Purchased electricity	Green			
Purchased heat and steam	Green			
Air travel	Green			

# United Nations Institute For Training and Research (UNITAR)

[www.unitar.org](http://www.unitar.org)



**HQ: Geneva, Switzerland**

**Number of staff: 83<sup>1</sup>**

**Number of locations: 3**

## Mission

**!** UNITAR's mission is to deliver innovative training and conduct research on knowledge systems to develop the capacity of beneficiaries. "Building on our experience, we optimize expertise, information and knowledge-sharing to achieve this mission."



○ Headquarters ● Other office

## Experience so far

1. Introduced recycled paper, with printers automatically set to print on both sides.
2. Plan to set up an Emissions Reductions Team.
3. Produced a Frequently Asked Questions for Staff about UNITAR becoming climate-neutral.
4. Set up a climate-neutral task force to coordinate UNITAR's commitment to becoming carbon-neutral.
5. Plan to introduce sustainable travel measures such as coordinating travel at UNITAR.

## Reduction efforts

The goal of continuously reducing GHG emissions will be achieved by:

- a. Strengthening networks of regional training institutions to reduce travel distances to workshop sites;
- b. Limiting, whenever possible, the number of UNITAR representatives in international meetings and training workshops;
- c. Introducing modern video-conferencing facilities;
- d. Encouraging UNITAR staff to engage in daily energy saving measures.

<sup>1</sup>60 staff included in inventory.

## Offsetting

For 2008 UNITAR will offset 100% of all emissions included in the 2008 GHG Inventory (i.e. staff travel and Headquarters office emissions) and from January 2009 on, new project documents and budget proposals will not be approved by the Executive Director, unless they include a climate-neutral component. For 2009, the Institute has set the goal of offsetting:

- 100% of the GHG emissions from all its office locations;
- 100% of emissions originating from staff travel;
- 50% of emissions from travel of workshop participants and trainees.

By 2010, the Institute plans to offset 100% of the emission originating from participants travel to be consistent with the 2008 CEB decision that all emissions will be offset through the Clean Development Mechanism.

# and Research

## Executive Director's message

“Enhancing the use of technology-supported learning, such as e-learning and video-conferencing, is an important dimension of our strategy to become carbon-neutral and can be an effective complement to traditional learning approaches, such as face-to-face training. UNITAR is committed to becoming carbon-neutral and supports the decision of the Secretary-General of the United Nations, Mr. Ban Ki-moon and of the Chief Executives Board (CEB) to move the UN System towards climate-neutrality. To this end, the Institute will monitor and prepare annual inventories of its GHG emissions, take systematic steps to reduce its emission per unit of training delivered, and offset remaining emissions by purchasing offsets under the UN-approved Clean Development Mechanism.

– Carlos Lopes

## Next steps

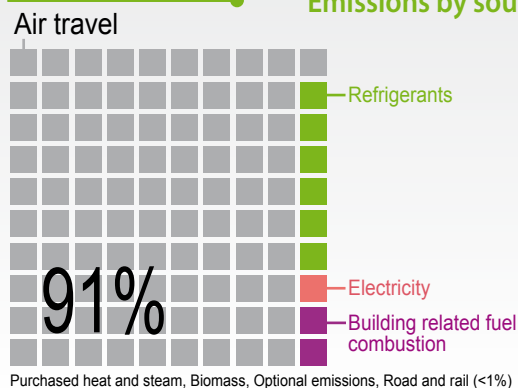
UNITAR is committed to measure and continuously reduce and offset the emissions of greenhouse gases (GHGs) associated with its operations at Headquarters, outposted offices and training activities in the field.

1. Starting in 2009, the Institute will establish a tracking and monitoring system to calculate emissions of GHGs per person trained and units of training delivered.
2. The Institute will pursue a goal of reducing GHG emissions per person trained and unit of training delivered. The envisioned reduction goal of the Institute's carbon footprint per unit of training delivered is 50% by 2012, using 2008 data as a baseline.
3. All remaining emissions will be compensated with an increasingly robust carbon offsetting programme.

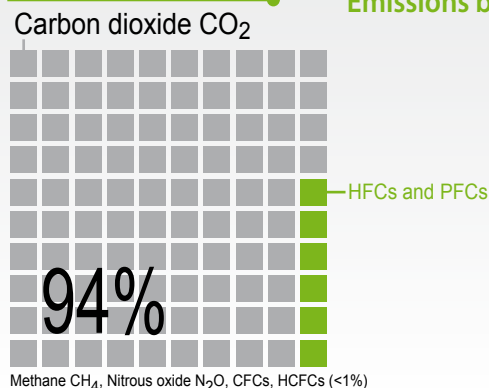
## Key figures

Total emissions	292.4 t CO <sub>2</sub> eq
Emissions per staff member	4.9 t CO <sub>2</sub> eq
Air travel per staff member	4.5 t CO <sub>2</sub>
Air travel per staff member	35'450 km
Office-related emissions per m <sup>2</sup>	19 kg CO <sub>2</sub> eq

## Emissions by source



## Emissions by gas



## Data quality

	Actual data	Estimated data	No data	n/a
Official vehicles				
Buses, trains, taxis				
Self-generated power				
Refrigerants				
Purchased electricity				
Purchased heat and steam				
Air travel				

# United Nations Office at Geneva (UNOG)

[www.unog.ch](http://www.unog.ch)



**HQ: Geneva, Switzerland**

**Number of staff: 1'600<sup>1</sup>**

**Number of locations: 1**

## Mission

**!** *UNOG is the representative office of the Secretary-General in Switzerland and the largest duty station outside of UNHQ. Servicing over 9'000 meetings annually, UNOG is one of the busiest global intergovernmental conference centres and a focal point for multilateral diplomacy. As a major service provider, UNOG provides critical support a large number of UN entities in Geneva and beyond, including administrative, conference management, information and library services.*



## Reduction efforts

Since 2009 the Palais des Nations has been heated with natural gas instead of fuel, which will significantly reduce carbon-dioxide emissions, as well as oxide, dioxide and sulphur dioxide.

260 m<sup>2</sup> of solar panels have been installed in the old Secretariat building of the Palais des Nations to heat all hot sanitary water during the summer.

The temperature in air-conditioned meeting rooms is kept at an average of 24°C (74°F) when rooms are in use. All air-conditioners are turned off when rooms are not in use. Since July 2009, the Palais des Nations buildings are cooled mainly through renewable energy, with water from Lake Geneva as part of the Genève-Lac-Nations project.

As a result, the following reductions in emissions were realised:

1. UNOG has cut electricity consumption by 20% (by 10'625'758 kWh from 2000 to 2008).
2. UNOG has reduced heating oil consumption by 19.5% (by 1'433'430 liters from 2000 to 2007).
3. UNOG has cut water consumption by 41.4% (by 710'885 m<sup>3</sup> from 2000 to 2007).

## Offsetting

There are currently no budgetary provisions for purchasing carbon offsets.

<sup>1</sup>Building and travel data for the following Geneva-based entities: CEB office in Geneva, ECA office in Geneva, ECE, JIU, OCHA, OIOS, UNCC, UNCCD office in Geneva, Building-related data for the following Geneva-based entities: FAO office in Geneva, IAEA office in Geneva, UNICRI office in Geneva, UNIDO office in Geneva UNRW



**Director General's message**

*Fighting climate change is a shared challenge, and UNOG is firmly committed to reducing its carbon footprint as part of these collective efforts. UNOG has already significantly cut consumption of electricity, water and heating fuel, and we will build on these achievements to become more climate-neutral. As a major service provider, we are integrating the greening dimension in all areas of our work, from conference management, to administration and library services. This includes more efficient use of energy, elimination of wasteful practices, sustainable procurement and better management of demand. We are not only adapting policies and practices, but we strive to change mindsets and habits. Because confronting climate-change starts with each individual making a difference for our common future.*

– Sergei Ordzhonikidze

**Next steps**

Building on achievements over the past eight years, UNOG is working to put in place by 2010 a strategy for further emissions reductions. Calculations provided for the 2008 UN-wide report will serve as baselines. The strategy is expected to consist of two parts: an inventory of measures to be implemented by the different Divisions and Services with deadlines and expected reductions, and a plan for awareness-raising among staff for implementation of more climate-neutral daily practices.

Among measures planned are:

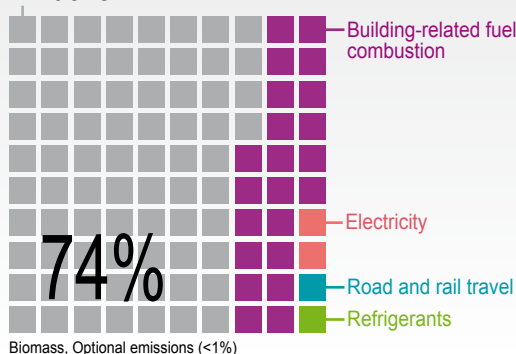
- Creation of 233 additional parking spaces for bicycles and 64 for motorcycles, and installation of additional showers, to encourage greater use of sustainable modes of transportation.
- Gradual replacement of official vehicles by more fuel-efficient models.
- Installation of additional solar panels for hot-water production (not included in allotments 2010/2011).
- Compulsory double-sided printing of official documents on recycled paper.
- Progressive replacement of fuel-based gardening equipment.
- For official travel, suggested use of train transportation for destinations within a certain distance.
- Further incentives to use alternative modes of transportation for commuting.

**Key figures**

Total emissions	17'066 t CO <sub>2</sub> eq
Emissions per staff member	6.2 t CO <sub>2</sub> eq
Air travel per staff member	4.6 t CO <sub>2</sub>
Air travel per staff member	38'402 km
Office-related emissions per m <sup>2</sup>	26 kg CO <sub>2</sub> eq

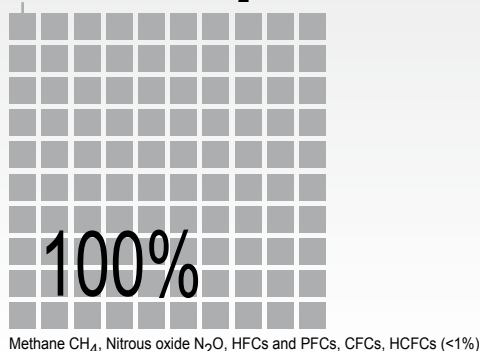
**Emissions by source**

**Air travel**



**Emissions by gas**

**Carbon dioxide CO<sub>2</sub>**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	█			
Buses, trains, taxis	█			
Self-generated power	█			
Refrigerants	█			
Purchased electricity	█			
Purchased heat and steam				█
Air travel	█			

# United Nations Office at Nairobi (UNON)

[www.unon.org](http://www.unon.org)



**HQ: Nairobi, Kenya**  
**Number of staff: 599**  
**Number of locations: 1**

## Mission

**!** *UNON was established in 1996 as the common administrative and programme support office for the two UN programmes headquartered in Nairobi, namely UNEP and UN-HABITAT. In addition UNON manages the UN complex in Nairobi, providing office services to over 30 UN agencies based on the complex. Various common services are provided to most offices of UN funds, programmes and agencies located in Kenya.*



## Reduction efforts

1. UNON is building a New Office Facility in 2009/10 which features a significant number of environmental aspects including:
  - Absence of mechanical heating or cooling as maximum natural ventilation and natural light will be used;
  - Rainwater harvesting and solar thermal heating;
  - Waste water treatment and recycling for irrigation;
  - Solar photovoltaic panels as well as energy efficient building design and office equipment;
  - Material selection prioritized environmental aspects.
2. Lighting sensors were installed in most toilets within the last two years;
3. Flush systems in all toilets have been upgraded to reduce water usage from 15 litres to 9 litres;
4. Energy saving light bulbs have been installed in all offices, and desk lamps;
5. To improve waste management the UNON complex, a 'Near Zero' waste separation station was built in 2008. Thereby the amount of waste leaving the compound was reduced by 50 per cent;
6. Emissions from conferences and events held at the UNON Gigiri compound were reduced;
7. Implementation of sustainable procurement procedures through UNON were supported.

## Offsetting

UNON plans to introduce a climate surcharge at the UNON duty free fuel station and to use the income generated from this surcharge to offset all fuel purchased, which will cover all UN offices and professional staff as well as the whole diplomatic community in Kenya. The UNON fuel station should therefore be climate neutral by the end of 2009.

## Experience so far

An Environmental Review was conducted by UNON in 2007 with the objectives to review current environmental performance of UNON and to provide recommendations on further steps for the implementation of an environmental management system (EMS) for the UNON complex. Recently, UNON DCS (Division of Conference Services) achieved ISO 14001 compliance for all Printing Services

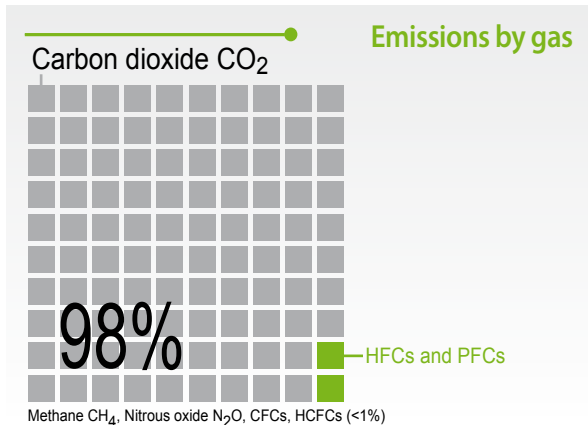
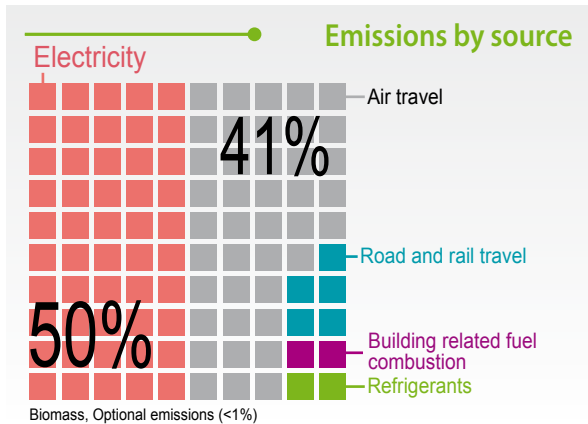
UNON supports over 30 UN offices based at the UNON complex in the accurate and consistent collection of GHG emissions inventories for facilities and transportation related services. Furthermore, UNON is working towards an energy neutral new office facility in Nairobi by early 2011 This will be the first building of its kind in East Africa.

**Director General's message**

**3** Climate change is, without doubt, the most serious threat to the health, wealth and happiness of current and future generations. UNON aims to operate in an environmentally sustainable way as possible.

– Achim Steiner

Key figures	
Total emissions	1'760.3 t CO <sub>2</sub> eq
Emissions per staff member	2.9 t CO <sub>2</sub> eq
Air travel per staff member	1.2 t CO <sub>2</sub>
Air travel per staff member	8'305 km
Office-related emissions per m <sup>2</sup>	27 kg CO <sub>2</sub> eq



Data quality		Actual data	Estimated data	No data	n/a
Official vehicles		█			
Buses, trains, taxis			█		
Self-generated power		█			
Refrigerants		█			
Purchased electricity		█			
Purchased heat and steam				█	
Air travel		█			

**Next steps**

UNON will continue to consult with UNEP on the most suitable offsetting mechanisms, which will be considered by the end of 2009 for the UNON duty free fuel station. UNON DAS (Division of Administrative Services) is investigating the possibility of ISO 14001 compliance for the Facilities Section by end 2010. UNON will continue to support all UN offices based at the UNON complex through the timely provision of accurate emissions data, and the introduction of environmental and emission reduction initiatives at the complex that will benefit all agencies that use the services provided.

The UNON climate neutral strategy will be developed further during 2009, to ensure that all data collection mechanisms are in place to ensure all power, water, waste and transport services can be accurately measured on a monthly and annual basis. This will form the basis for an Environmental Management System which will support continuous improvement on emission reductions and other sustainability aspects.

Bike racks will be installed to encourage none-motorized transportation. UNON is working with UNEP to conduct a detail study of the parking and transport patterns of UN staff, and to introduce a UNON transport and parking policy which will include shuttle services, car pooling and parking fees to reduce the number of vehicles to and from the UNON complex.

# UNOPS

[www.unops.org](http://www.unops.org)



**HQ: Copenhagen, Denmark**

**Number of staff: 1'000<sup>1</sup>**

**Number of locations: 25 (5 regional offices)**

## Mission

**!** *UNOPS mission is to expand the capacity of the UN system and its partners to implement peacebuilding, humanitarian and development operations that matter for people in need. Our partners range from UN organizations, international financial institutions to governments, non-governmental organizations and intergovernmental organizations and our services include project management, procurement, human resources management and financial management. Working in some of the world's most challenging environments UNOPS vision is to always satisfy partners with management services that meet world-class standards of quality, speed and cost effectiveness.*



○ Headquarters ● Other office

## Experience so far

UNOPS, together with the other Copenhagen-based UN agencies, will move into a new UN City building in 2013. Since the outset of the project, UNOPS has been actively working and supporting the planning process to ensure that GHG emissions from the projected building are kept to the lowest possible level. On-site production of renewable energy is also envisaged, together with passive measures such as insulation and minimal energy consumption.

## Reduction efforts

UNOPS travel policy explicitly states that official duty travel can be approved only when it is ascertained that video and tele-conferencing cannot be used in lieu of the travel.

To provide concrete alternatives to travel, UNOPS offices are equipped with high quality IT communication tools, such as video conferencing, internet-based phone and teleconferencing software.

## Offsetting

The offsetting strategy will follow the completion of the GHG-emission inventory and the emission reduction plan, on the agenda for 2010.

<sup>1</sup>151 staff from Headquarters included in inventory.

**Executive Director’s message**

**U**NOPS is determined to do its share in the fight against climate change, and demonstrate that it is possible to operate a business model which is respectful of the delicate balance of our planet’s climate system.

UNOPS is a decentralized organization with many diverse field locations around the world. Yet we are eager to take up the challenge of climate neutrality and lead by example to show the world that an economic and social model based on sustainable consumption and production is not only a possibility but a necessity.

We continuously strive to improve our environmental management, become more sustainable and reduce emissions in all our activities and operations.

– Jan Mattsson

**Next steps**

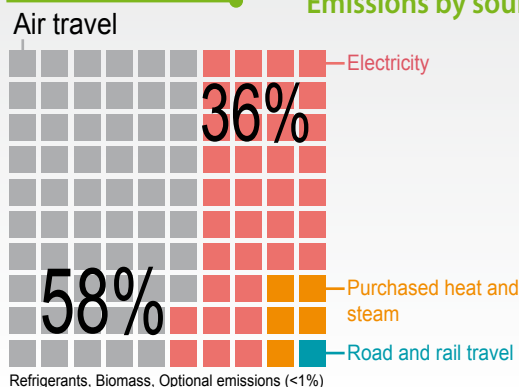
UNOPS is completing a GHG emission report for the first time within its Headquarters in Copenhagen. For this first year, it is premature to establish reduction goals and/or targets. However, it is part of UNOPS plan for 2010 to develop an emission-reduction strategy based on the results of this first inventory. Furthermore, UNOPS is closely following the progress made by other agencies in the framework of the Climate Neutral UN initiative; this close dialogue with other agencies that are already considering emission-reduction strategies will facilitate the development of a solid common approach.

In addition, all UNOPS personnel are to be required to complete online training on reducing emissions in the office environment.

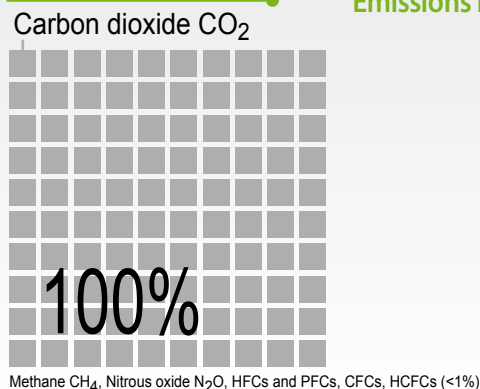
**Key figures**

Total emissions	547 t CO <sub>2</sub> eq
Emissions per staff member	3.6 t CO <sub>2</sub> eq
Air travel per staff member	2.1 t CO <sub>2</sub>
Air travel per staff member	16'820 km
Office-related emissions per m <sup>2</sup>	57 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	Actual data			
Buses, trains, taxis		Estimated data		
Self-generated power				No data
Refrigerants				n/a
Purchased electricity	Actual data			
Purchased heat and steam		Estimated data		
Air travel	Actual data			

# United Nations Office at Vienna (UNOV) United Nations Office on Drugs and Crime

[www.unodc.org](http://www.unodc.org)



**UNODC**

United Nations Office on Drugs and Crime



UNITED NATIONS OFFICE AT VIENNA

**HQ: Vienna, Austria**

**Number of staff: 1'063<sup>1</sup>**

**Number of locations: 1 (UNODC operating in more than 150 countries)**

## Mission

**!** UNOV manages services for the United Nations organizations located at the Vienna International Centre.

*UNODC assists Member States in their struggle against illicit drugs, crime and terrorism, transnational crime, to counter the world drug problem and to take concerted action against international terrorism through field-based technical cooperation projects, research and analytical work, normative work to assist States in the ratification and implementation of international treaties, domestic legislation.*



## Experience so far

The Secretary-General wants all UN duty stations to be carbon-neutral by 2009. This is a challenging task, but we are trying, for example by reducing travel. Tele-communicating enables staff to work from home. Tele-conferencing allows us to keep in touch with field offices and institutional partners, without flying around the world at great expense and polluting the atmosphere. Waste separation is enabling recycling of metals, plastic, paper and glass. Procurement has been directed to use environmentally friendly products and companies. Staff are being encouraged to bike to work, and to use public transport. Other initiatives are planned, with new ideas being generated by a growing group of planet-friendly staff. UNOV/UNODC has the ambition to implement heat-pump systems, like the ones used to amazing effect by other facilities.

It should be noted that the major initiatives such as windows and lights replacement are paying for themselves through very substantial savings.

<sup>1</sup>1'055 staff members included in inventory.

## Offsetting

The Secretariat has initiated the GHG inventory to prepare for offsetting processes in the years to come. UNOV/UNODC will join this process as it crystallizes through administrative guidelines and instructions.

In the meantime UNOV/UNODC is working out procedures not only to decrease its footprint but also to find innovative ways to offset its GHG production, for example by starting a tree-planting campaign funded through parking surcharges for staff members driving to work.

## Reduction efforts

1. All window panes have been replaced, reducing heating/cooling requirements.
2. Lights have been replaced in all offices, halving consumption.
3. Implementing the "cool UN" as demonstrated by the SG has further reduced consumption.

# me (UNODC)

## Executive Director's message

**3** The Vienna International Centre – more exactly the Vienna Ecological Centre – is often referred to as UNO City. We are, indeed, a little city, and can all do more to keep it clean by following the "3 Rs": reduce, reuse, recycle.

Major renovation work has removed asbestos from the buildings and installed new energy-efficient windows. New energy-efficient lights (longer lasting, more light with less energy, PCB-free) have been fitted in every office.

Lights turn off automatically every evening and weekend, and computers, copiers, and printers enter sleep mode when not in use.

Every day VIC staff use 400 000 sheets of paper, so printers and photocopiers have been set for double-sided mode. At conferences, we hand out documents on CD-ROMs and memory sticks.

– Antonio Costa

## Next steps

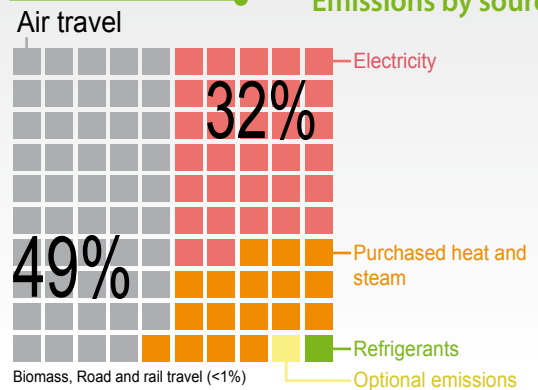
UNOV/UNODC is committed to climate-neutral operations and is pushing forward energetically with its partners in the VIC and the local community (host city, host country and missions).

An implementation plan based on the strategy document has been accepted by the Executive Committee, new initiatives will be launched during the fall of 2009 with the goal of further reducing emissions, to offset remaining emissions through activities such as tree planting. Heat pumps and wind- powered generation are under investigation.

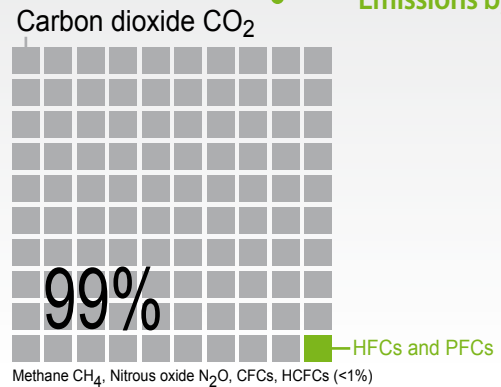
## Key figures

Total emissions	9'133 t CO <sub>2</sub> eq
Emissions per staff member	8.7 t CO <sub>2</sub> eq
Air travel per staff member	4.3 t CO <sub>2</sub>
Air travel per staff member	37'370 km
Office-related emissions per m <sup>2</sup>	92 kg CO <sub>2</sub> eq

## Emissions by source



## Emissions by gas



## Data quality

	Actual data	Estimated data	No data	n/a
Official vehicles				
Buses, trains, taxis				
Self-generated power				
Refrigerants				
Purchased electricity				
Purchased heat and steam				
Air travel				

# United Nations Relief and Works Agency Refugees in the Near East (UNRWA)

[www.unrwa.org](http://www.unrwa.org)



HQ: Amman, Jordan and Gaza

Number of staff: 28'800 permanent employees<sup>1</sup>

Number of locations: 5

## Mission

**!** *The mission of UNRWA is to “help Palestine refugees achieve their full potential in human development under the difficult circumstances in which they live”. The Agency fulfils this mission by providing a variety of essential services within the framework of international standards. Today UNRWA is the main provider of basic services – education, health, relief and social services – to over 4.4 million registered Palestine refugees in the Middle East.*



## Experience so far

UNRWA started the process to become climate-neutral as of 1 January 2008, which means that emissions are to be reduced in so far as operationally possible. In 2008, UNRWA attempted to track the required information to capture main emissions related to its operations and completed, by August 2009, its first climate footprint assessment.

## Offsetting

Due to financial constraints, it is not expected to offset emissions in the next two years.

## Reduction efforts

In 2009 the first measures were implemented to facilitate environmental awareness among staff. Use of video conference rooms is encouraged to reduce transport/travel emissions and UNRWA is working to secure recycling contracts, in so far as available, with companies in the area.

- Minimize travel by using video-conference systems. Both field offices and Headquarters have video conference facilities to enhance communication and training and minimize travel between field offices. A new additional video conference room has been equipped at the Amman Headquarters to increase the scope of these services to all departments in HQA and field offices.

- Environmental awareness campaign.

Ownership by UNRWA staff will be essential to reduce CO<sub>2</sub> emissions as 50% of UNRWA emissions come from energy consumption (electricity, heating and air-conditioning systems). As a first step to reduce emissions UNRWA will summarize best-behaviour practice in guidelines to inform staff on measures to reduce consumption. Around 25 000 staff are working in UNRWA facilities so this measure could have a considerable impact.

<sup>1</sup> 2'505 included in inventory.



# y for Palestinian

## Commissioner-General's message

UNRWA aims to contribute to UN efforts to collectively achieve climate neutrality through systematic, sustained, and measured reduction in consumption of electricity, travel, and fuel and energy consumption in its operations, when possible in all areas that are under its direct control

Since unsustainable human activities are the root cause of environmental issues, changes in attitudes and human behaviour, correcting misconceptions of the environment are all required to solve the pervasive problem of environmental degradation.

UNRWA acknowledges that it has a key role to play in addressing the environmental issues within the Palestine refugee community and an obligation to minimize the negative environmental impacts of its own operations. UNRWA will also promote energy, water, and material conservation amongst the Palestine refugee community, emphasizing the environmental benefits and prospective cost-savings to refugees as consumers.

In support of the above, UNRWA is in the process of developing an Environmental management framework to guide the efforts of the organization.

– Karen Koning AbuZayd

## Next steps

In the short term UNRWA will strive to reduce GHG emissions by implementing the following reduction measures:

- Project Greening the UN.

UNRWA will require external funding support in order to implement a comprehensive CO2 reduction plan. A project proposal with concrete actions to reduce CO2 emissions will be presented to donors during first quarter of 2010. It will include an awareness campaign among children in UNRWA schools and information collected during the implementation of the project (reduction of carbon emissions, return-on-investment, cost-benefit analysis, etc.) could be provided to donors/national governments to implement similar projects in Palestinian refugee camps in the area.

- Environmental task force and energy control plan in place.

Environmental focal points will be appointed in all field offices and specific energy control plans will be designed combining both behaviour and more efficient heating and lighting systems. Focal points will be in charge of monitoring all the process according to the energy control plan.

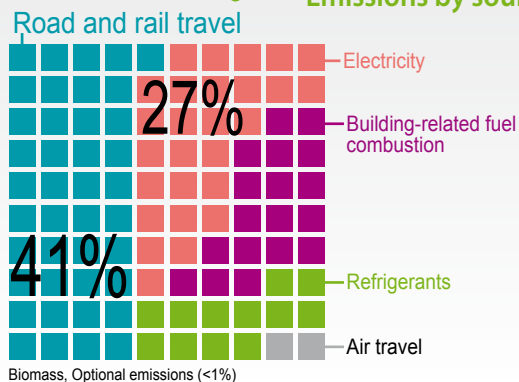
- Renewal of vehicle fleet and infrastructure.

Vehicle replacements will not be possible during the 2010-11 biennium, but instructions will be delivered to take environmental aspects into account when evaluating the acquisition of new vehicles.

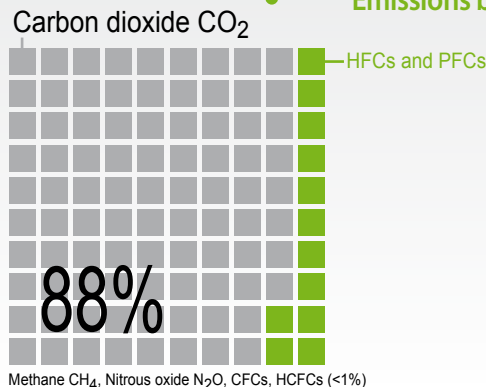
## Key figures

Total emissions	11'953 t CO <sub>2</sub> eq
Emissions per staff member	4.8 t CO <sub>2</sub> eq
Air travel per staff member	0.1 t CO <sub>2</sub>
Air travel per staff member	704 km
Office-related emissions per m <sup>2</sup>	94 kg CO <sub>2</sub> eq

## Emissions by source



## Emissions by gas



## Data quality

	Actual data	Estimated data	No data	n/a
Official vehicles	█			
Buses, trains, taxis				█
Self-generated power	█	█		
Refrigerants		█		
Purchased electricity	█	█		
Purchased heat and steam				█
Air travel	█			

Different locations might have reported with different levels of accuracy, which explains multiple entries in data quality table.

# United Nations University (UNU)

<http://unu.edu>




UNITED NATIONS  
UNIVERSITY

HQ: Tokyo, Japan

Number of staff: 559<sup>1</sup>

Number of locations: 13

## Mission

 *The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations, its Peoples and Member States.*



## Experience so far

A significant reduction in CO<sub>2</sub> emissions was achieved through the combined efforts undertaken in connection with the environmental certification process ISO 14001, such as utilities consumption monitoring and the Warm UNU Campaign.

The mileage travelled by individual personnel using international flights has been steadily decreasing from 2004 to 2008. While there is a conscious effort to reduce CO<sub>2</sub> emissions from this source, the decrease in the distance travelled was found to be closely linked to the cut in the budget allocated for international travels. One impediment hindering the emission reduction efforts from this source is the preference of people for face-to-face meetings over facing a computer monitor when discussing issues.

The UNU has implemented the Cool UNU campaign in August 2009 and temperature monitoring data had been collected, analyzed and interpreted. The UNU, being located in Tokyo where summer weather is characterized by high relative humidity and high atmospheric temperature, incurs the highest energy consumption levels in the summer months mainly due to air-conditioning. This is seen as a major obstacle in the campaign as people are less willing to work in warm and humid environment.

## Reduction efforts

1. Warm UNU campaign in winter (setting of air-conditioning thermostats at 20°C, promotion of wearing suitable indoor winter clothes and thick socks, and using lap-blanket, etc.). The Warm UNU campaign implemented in December 2008 to February 2009 resulted to a 5% reduction in electricity consumption and a 12% cut in gas consumption compared to the utility consumption data recorded in the same period in 2007-2008. These utility consumption reduction figures translated to 11 kg decrease in CO<sub>2</sub> emissions.
2. Cool UNU campaign in summer (setting of air-conditioning thermostats at 28°C, promotion of wearing light business casual clothing, and using hand-held fans, etc.)
3. Reduction of utility consumption (water, gas, and electricity) and the consumption of copy paper
4. Monitoring of CO<sub>2</sub> emissions from international travels of university administration and staff.

<sup>1</sup>90 persons included in inventory.

**Rector's message**

*The United Nations University is committed to the ideals and practices of environmental sustainability and has established four goals for the continual improvement of the University's environmental performance and for the prevention of pollution namely, greening our work practices, greening our workplace, contribute to local community, and contribute to global community. We consider that these goals are appropriate to the nature, scale and environmental impacts of the University.*

– Konrad Osterwalder

**Next steps**

The UNU as an ISO 14001 accredited institution set out goals in its environmental policy statement that will be implemented through a comprehensive plan containing objectives and measurable targets and with monitoring, review, self-assessment and analysis of performance against the plan. Corrective action, whenever appropriate, would be taken and all personnel are encouraged to participate in an open dialogue on how best to improve the environmental performance and environmental management system of the University.

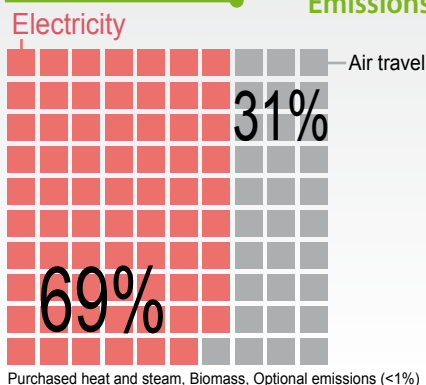
**Offsetting**

Currently, the UNU ISO team is considering climate offset options through which investments should be made to promote green infrastructures in developing countries rather than developed countries.

**Key figures**

Total emissions	1'321 t CO <sub>2</sub> eq
Emissions per staff member	14.7 t CO <sub>2</sub> eq
Air travel per staff member	4.5 t CO <sub>2</sub>
Air travel per staff member	40'364 km
Office-related emissions per m <sup>2</sup>	704 kg CO <sub>2</sub> eq

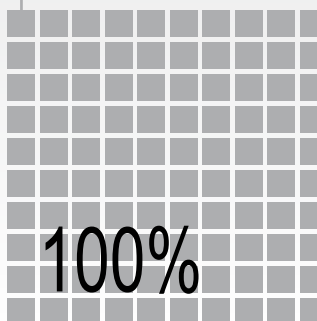
**Emissions by source**



Purchased heat and steam, Biomass, Optional emissions (<1%)

**Emissions by gas**

**Carbon dioxide CO<sub>2</sub>**



Methane CH<sub>4</sub>, Nitrous oxide N<sub>2</sub>O, HFCs and PFCs, CFCs, HCFCs (<1%)

**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles			Orange	
Buses, trains, taxis			Orange	
Self-generated power			Orange	
Refrigerants			Orange	
Purchased electricity	Green			
Purchased heat and steam	Green			
Air travel	Green			

# United Nations Volunteers (UNV)

[www.unv.org](http://www.unv.org)



**HQ: Bonn, Germany**  
**Number of staff: 161<sup>1</sup>**  
**Number of locations: 102**

## Mission

**!** *Volunteering brings benefits to both society and the individual. It contributes to a more cohesive society by building trust and reciprocity among citizens. The UNV programme supports sustainable human development globally through the promotion of volunteerism. It serves the causes of peace and development by enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer action in all its diversity. It values free will, commitment, engagement and solidarity.*



## Experience so far

1. In the past few years, the UNV Green Team has sent out numerous Green Tips to all staff on subjects such as: water usage reduction, reduction of energy usage, reducing paper usage, proper recycling, etc. The Green Team also organized recycle bins for plastics, a battery and CD/DVD recycle deposit station (that can be used by all UN organizations in the building), and awareness activities through environmental movies.
2. The UNV Green Team also took the initiative to work with other green/environmental teams or focal points of the other UN entities in Bonn to discuss joint activities to reduce emission, increase staff awareness and promote cultural change.

## Offsetting

UNV will be looking for offsetting of all organizational emissions from travel, office buildings, and activities for UNV HQ locations once recommendations from the EMG have been issued. Offsetting of field office emissions should be incorporated in the local offices offsetting. Offsetting of emissions from travel and office from fielded UNV volunteers should also be part of the responsibility of the hosting UN entities.

UNV believes that all offsetting projects should have a sustainable development benefit and should be located in developing countries.

## Reduction efforts

1. All our electricity is produced from renewable sources.
2. All printers are set to standard double-sided printing, always use recycled paper and black and white unless colour printing is necessary for comprehension.
3. Travel costs in 2009 should be reduced by 10% with subsequent emission reduction.
4. The UNV Staff Association bought two bikes that staff can borrow during office hours.

UNV is fully aware of the significant emissions which result from the travel of UNV volunteers from almost 160 different countries providing support to the work of the UN in more than 130 countries. In a globalized world where capacity-building is essential, UNV tries to promote South-South capacity-building in an environmentally conscious way.

<sup>1</sup>147 staff located at HQ are included in the inventory.

UNV is not including almost 8'000 UNV volunteers from 159 countries, serving in 132 countries as they are included by the organizations they serve.

**Executive Coordinator's message**

**C**limate change impacts all of us. Addressing this challenge, while at the same time protecting the most vulnerable will require the ingenuity and solidarity of every citizen. Through voluntary action all of us can take responsibility and make a contribution. Taken together, all our small actions can lead to big results. UNV mobilizes volunteers to contribute onsite and online ([www.onlinevolunteering.org](http://www.onlinevolunteering.org)) to peace and development, including tackling environmental challenges and building sustainable livelihoods. This year's International Volunteer Day (IVD) on 5 December wants to recognize all people who already volunteer to save our planet and contribute to sustainable development. We also want to inspire more volunteers to get involved, which explains our theme: *Volunteering for our Planet*. Volunteering is also measuring your carbon footprint and taking steps to climate-neutralize it.

– Flavia Pansieri

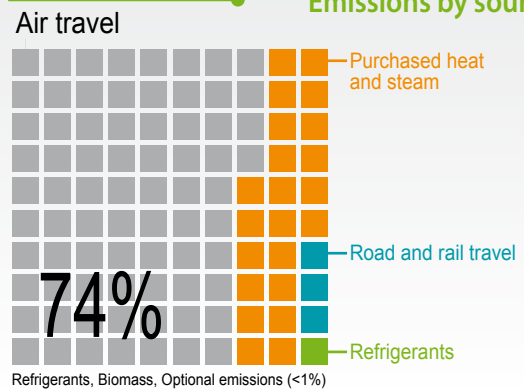
**Next steps**

UNV is committed to first analyze its climate footprint and then take the necessary steps to reduce and/or offset its emissions. To do so UNV participates in UNEP's Sustainable United Nations (SUN) programme. Following the analysis UNV HQ will take the necessary steps, supported by the Green Team – UNV staff engaged voluntarily in greening the office, to reduce emissions where possible. UNV is currently preparing its emission reduction program (ERP).

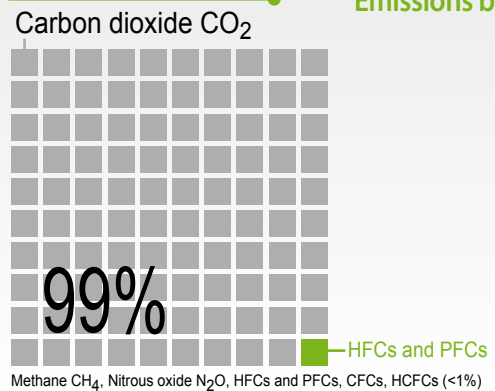
**Key figures**

Total emissions	536.3 t CO <sub>2</sub> eq
Emissions per staff member	3.6 t CO <sub>2</sub> eq
Air travel per staff member	2.7 t CO <sub>2</sub>
Air travel per staff member	21'152 km
Office-related emissions per m <sup>2</sup>	12 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	█			
Buses, trains, taxis		█		
Self-generated power				█
Refrigerants	█			
Purchased electricity	█			
Purchased heat and steam	█			
Air travel	█			

# World Tourism Organization (UNWTO)

[www.unwto.org](http://www.unwto.org)



**HQ: Madrid, Spain**  
**Number of staff: 96**  
**Number of locations: 1**

## Mission

**!** *The World Tourism Organization is an intergovernmental body, fully integrated into the United Nations system as one of its specialized agencies, with a central and decisive role in tourism and travel issues. UNWTO has a twofold mission:*

- *to provide leadership to the entire tourism sector, serving as a global forum for tourism policy issues and a practical source of tourism knowledge, and*
- *to support its members in their efforts to develop tourism, improve competitiveness and achieve sustainability.*



## Reduction efforts

1. Coordination of trips has been improved to avoid overlaps (e.g. one person is entrusted with all the activities in the same country at one time).
2. An environmental audit of the HQ building was requested to and conducted by the Spanish Government (which owns the building).
3. UNWTO Headquarters' material (light-bulbs, computers, etc.) is gradually being replaced by energy-efficient devices. In parallel, the use of printers has been optimized through better distribution and their number has been reduced.
4. A videoconference facility has been installed.
5. An internal environmental awareness-raising circular has been produced and distributed, including recommendations on reducing electricity consumption in offices and trips.

## Experience so far

All actions taken by the UNWTO Secretariat regarding internal environmental issues are debated during the sessions of its legislative bodies, in order to engage and commit Member States to the climate-neutral objective.

## Offsetting

In October 2009, a proposal to offset all GHG emission for the year 2008 was submitted to, and accepted by, the UNWTO General Assembly.

The UNWTO Secretariat is currently studying offset mechanisms, with the help of UNEP.

**Secretary General's message**

UNWTO has recognized the high dependence of tourism activities on climate conditions, and the high vulnerability of many destinations to climate-change impacts. Transport, which is at the heart of travel and tourism is an evident challenge – not only high-profile air transport with its direct interrelationship to GHGs, but also road transport and cruises, the latter being one of the fastest growing areas of the sector.

Our commitment towards reducing the carbon footprint in our own activities is total until we reach the objective of climate-neutrality. At the same time, we must carefully take into account the message we would like to send to our members, represented by their national tourism administrations, and especially those of the poor countries that are economically dependent on tourist arrivals from the main outbound countries.

– Taleb Rifai

**Next steps**

UNWTO has a very clear position on the importance of combating negative impacts of climate change and adapting to them.

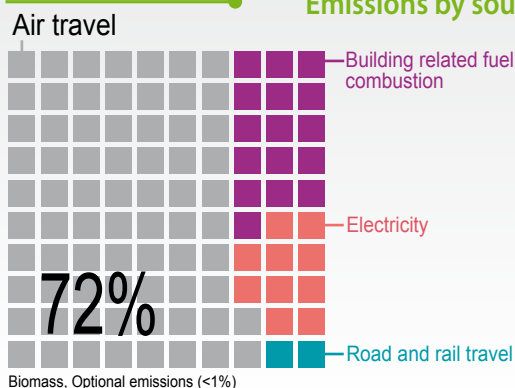
The Management Strategy document for the coming four-year mandate (2010-2013) refers to the climate-neutral commitment and advocates for the adoption of measures aiming at reducing travel as well as energy and paper consumption. It will serve as a basis for an environmental management system and include clear targets in terms of GHG emissions, paper consumption, etc.

In addition, the Organization will pursue its efforts to reduce its own emissions by raising awareness among its staff, encouraging more efficient travel, investing in energy-efficient material, etc.

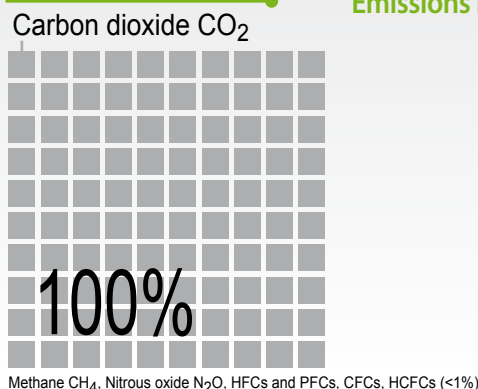
**Key figures**

Total emissions	900.0 t CO <sub>2</sub> eq
Emissions per staff member	9.4 t CO <sub>2</sub> eq
Air travel per staff member	6.8 t CO <sub>2</sub>
Air travel per staff member	49'626 km
Office-related emissions per m <sup>2</sup>	37 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles				
Buses, trains, taxis				
Self-generated power				
Refrigerants				
Purchased electricity				
Purchased heat and steam				
Air travel				

# Universal Postal Union (UPU)

[www.upu.int](http://www.upu.int)



**HQ: Berne, Switzerland**

**Number of staff: 242**

**Number of locations: 1**

## Mission

**!** *Created in 1874, the UPU is the primary forum for cooperation between governments, postal regulators, operators and other stakeholders of the worldwide postal sector. In addition to maintaining a genuinely universal network that provides modern products and services, it establishes the rules and standards for international postal service exchanges among its 191 member countries and makes recommendations to stimulate mail volume growth and improve quality of service. Some 5.5 million employees and 700'000 postal establishments make the postal network the largest physical distribution network in the world.*



## Experience so far

On the whole, the UPU has encountered no major difficulties concerning measures to reduce the environmental impact of its activity. International Bureau staff are committed to this effort, and kept informed of progress.

However, there can be some obstacles, which are as much behavioural as the result of activities that any international organization engages in (travel on missions, the work of the secretariat, printing, etc.).

Because of the extent of the work involved in renovating the façade of the building, the UPU has had to seek external funding, which has somewhat delayed the finalization of the project. The same applies to the installation of videoconferencing systems, which are essential, but still too expensive. This project has therefore been postponed, but is, of course, still under consideration.

## Offsetting

At present, there are no plans to introduce offsetting measures. The UPU seeks first and foremost to avoid emissions. It will in due course consider the possibility of offsetting any that cannot be reduced.

## Reduction efforts

1. The vast majority of air travel by UPU staff is now in economy class;
2. For short journeys with good transport links, staff are asked to travel by train. As an incentive, the UPU pays for a half-fare card to travel on public transport in Switzerland;
3. Replacement of the lighting system in 2008: a 70% saving on electricity;
4. Appointment of a cleaning company offering a more ecological service;
5. Clean disposal of stamps and international reply coupons, which are recycled to make paper towels;
6. Insertion of the logo "Unite to combat climate change" on 10 million international reply coupons in circulation between 2009 and 2013;
7. Trials of videoconferencing at the UPU's major annual meetings in 2009;
8. Replacement of all traditional paper with FSC-certified paper (45 tonnes in 2008);
9. Organization of a 3-day training session on responsible procurement for 25 staff members.



**Director General's message**

Combating climate change has become everyone's responsibility. International organizations must set an example by making every effort to reduce the impact of their activities on the environment. The Universal Postal Union is committed to reducing its carbon footprint on several fronts: reducing energy consumption in its buildings, introducing a more environmentally-aware business-travel policy, and promoting a policy of eco-responsible procurement. There is still much work to be done, but 2009 is clearly the year of change and commitment. All initiatives must be encouraged to enable our organizations to promote and become stakeholders in a climate-neutral strategy.

– Edouard Dayan

**Next steps**

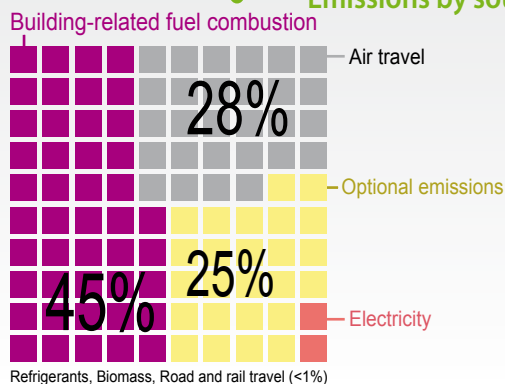
On the basis of the first review of its climate footprint and the cooperation agreement signed with UNEP, the UPU plans to draw up measures to achieve climate neutrality;

1. Missions: First and foremost, the UPU wants to rationalize its business travel. This calls for investment in new methods of communication, in particular to facilitate the use of tele- and video-conferencing. When travel is unavoidable, UPU-trained local and regional experts will be called on more and more, in order to keep distances travelled for missions to a minimum;
2. Responsible procurement: By training field procurement managers, the legal department and the logistics service at headquarters in eco-responsible procurement, the UPU aims to mobilize all its staff and to strengthen its policy in this area;
3. Management of buildings: The renovation of the façade of the UPU HQ building will be based on environmental specifications and should lead to a 58% saving in annual energy consumption (scheduled for 2010-2011);
4. Natural resources: The use of recycled paper is currently being studied, as is the gradual introduction of a "paperless" policy for big meetings and conferences;
5. Partnerships: The organization wishes to strengthen its partnerships with experts such as UNEP and environmental organizations in order to further its work on achieving climate neutrality.

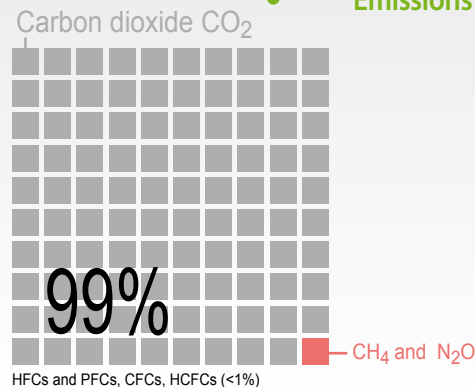
**Key figures**

Total emissions	1'510.4 t CO <sub>2</sub> eq
Emissions per staff member	6.24 t CO <sub>2</sub> eq
Air travel per staff member	1.8 t CO <sub>2</sub>
Air travel per staff member	18'356 km
Office-related emissions per m <sup>2</sup>	40 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	█			
Buses, trains, taxis	█			
Self-generated power	█			
Refrigerants				█
Purchased electricity	█			
Purchased heat and steam				█
Air travel	█			

# The World Bank Group (WBG<sup>1</sup>)

[www.worldbank.org](http://www.worldbank.org)



**HQ: Washington, DC, USA**

**Number of staff: 13'892<sup>2</sup>**

**Number of locations: 241 buildings in 155 locations**

## Mission



*The World Bank Group, one of the world's largest development institutions, is a major source of financial and technical assistance to developing countries around the world. The World Bank Group's mission is to "fight poverty with passion and professionalism for lasting results [and] to help people help themselves and their environment by providing resources, sharing knowledge, building capacity, and forging partnerships in the public and private sectors."*



## Experience so far

WBG has an active programme to measure, report and offset greenhouse gas emissions (GHG) associated with the WBG's global business operations, including fuel used in boilers and generators, electricity consumed in buildings, and emissions from key meetings and air travel.

WBG has also set emissions reductions targets. Through EPA's Climate Leaders Programme, the World Bank has committed to reducing GHG emissions by 7% between 2006-11. Simultaneously, IFC has an electricity reduction target of 10% over five years (2009-13).

In 2006 the WBG became "carbon neutral" for its Headquarters, including day-to-day operations and business travel. In September 2007 Bob Zoellick reiterated the WBG commitment to carbon neutrality, and we have continued to be carbon neutral since FY2007. In FY2008 and 2009, IFC was globally carbon neutral for all of its measurable GHG emissions (including country offices).

## Reduction efforts

An active reduction program is also undertaken in the WBG's Washington DC offices where building engineers constantly monitor the operations of our building systems to ensure that they are operating at their most efficient levels. In addition, we incorporate green building principles into our offices before they are constructed. Our Chennai, India office was built to LEED Silver standards, our newest building in Washington, DC is being built to LEED-Gold standard, and we are currently applying for LEED certification on two existing buildings (one for IFC and one for WB).

Listed below are a few more initiatives being undertaken:

1. Installed occupancy sensors in individual offices and conference rooms;
2. Upgraded our buildings' systems, including installing Variable Frequency Drives on cooling tower motors for our HVAC system;
3. Reduced operating hours of HQ's central HVAC and lighting systems;
4. Eliminated unnecessary lighting in open spaces by removing 50% of fluorescent bulbs in IFC Headquarters;
5. Powered off drive-lane lighting in parking levels of underground parking in IFC;
6. Installed a green roof on one of our buildings.

<sup>1</sup> The World Bank Group consists of five member institutions: International Bank for Reconstruction and Development (IBRD), International Development Association (IDA), International Finance Corporation (IFC), International Centre for the Settlement of Investment Disputes (ICSID), and the Global Environment Facility (GEF). The inventory also comprises data from the Global Environment Facility (GEF)

<sup>2</sup> 13'892 staff from WB (122 locations) and IFC (97 locations, some collocated with WB) included in the inventory, not counting in short-time consultants.

**Executive Director’s message**

**W**The World Bank Group has an active programme underway to make our facilities and operations more environmentally sustainable, and our offices in the Washington, DC area, as well as our operational travel, climate neutral. Since 2006, we have been committed to climate neutrality through emission reductions, purchases of wind power through renewable energy certificates, and the purchase of verified emissions reduction credits generated through projects by our developing country partners. Moreover, we are now developing methodologies for the much more difficult task of assessing the impacts of our lending portfolio. The WBG looks forward to continue working with the UN family on this initiative. Together, the World Bank Group and UN System can set an example for the international community by making our activities more environmentally sustainable.

– Robert B. Zoellick

**Next steps**

In an effort to strengthen our inventory we will launch our virtual data collection system this year. Credit360 is a web-based CSR and sustainability data management system that allows us to collect data on greenhouse gas emissions and other environmental and social data and aggregate it for analysis and communication through print and web media.

**Offsetting**

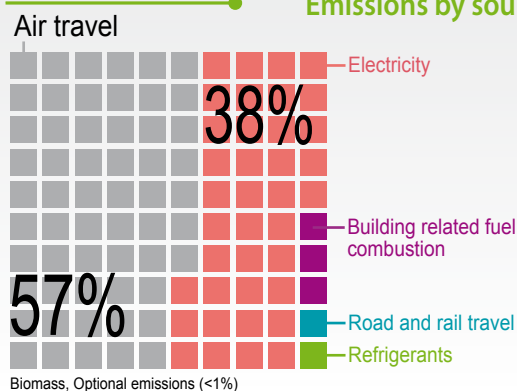
We offset the emissions we cannot reduce, through two different instruments:

1. Investing in Renewable Energy Certificates from new wind power, which offsets our electricity consumption, and
2. Investing in emissions reduction credits associated with projects in developing countries. Next year we will be offsetting our footprint with carbon credits generated from renewable biomass projects managed and developed by the Social Carbon Company in partnership with eight Brazilian production plants. The projects reduce greenhouse gas (GHG) emissions by substituting native wood and fossil fuel with a mix of renewable biomasses, such as sugar cane bagasse, renewable sawdust, açai pits, rice husk, and other residual biomass to generate thermal energy in industrial processes.

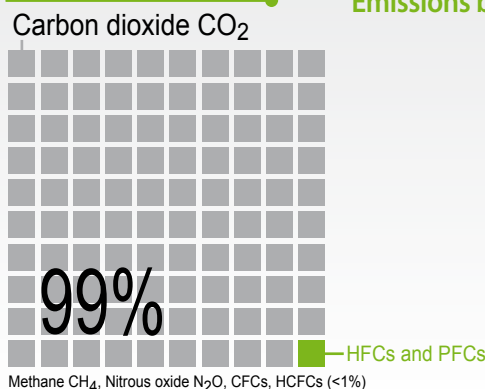
**Key figures**

Total emissions	192'255 t CO <sub>2</sub> eq
Emissions per staff member	13.8 t CO <sub>2</sub> eq
Air travel per staff member	7.9 t CO <sub>2</sub>
Air travel per staff member	62'325.3 km
Office-related emissions per m <sup>2</sup>	102 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	█			
Buses, trains, taxis			█	
Self-generated power	█			
Refrigerants	█	█		
Purchased electricity	█	█		
Purchased heat and steam			█	
Air travel	█	█		

Different locations might have reported with different levels of accuracy, which explains multiple entries in data quality table.

# World Food Programme (WFP)

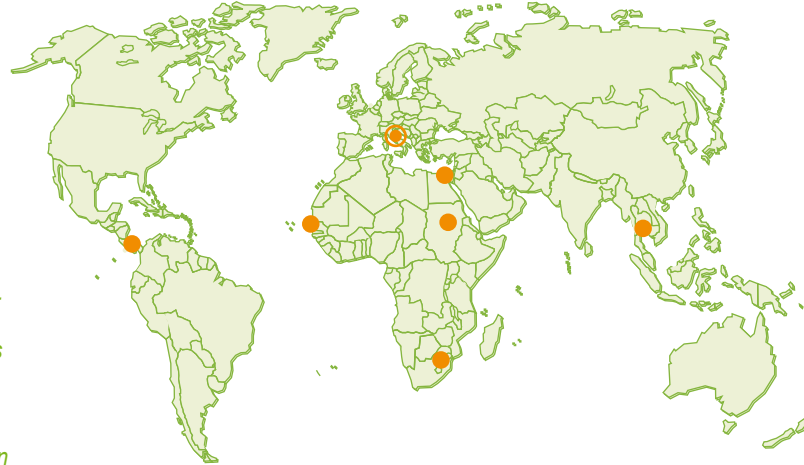
[www.wfp.org](http://www.wfp.org)



HQ: Rome, Italy  
Number of staff: 10'200  
Number of locations: 875

## Mission

**!** *WFP is the world's largest humanitarian organization, fighting hunger worldwide. In emergencies, we get food to where it is needed, saving the lives of victims of war, civil conflict and natural disasters. After the cause of an emergency has passed, we use food to help communities rebuild. WFP pursues a vision in which every man, woman and child has access at all times to the food needed for an active and healthy life.*



○ Headquarters ● Other office

## Experience so far

- WFP has identified clear opportunities to implement renewable energy systems, especially in remote areas where grid connection may not be available or cost-effective.
- Further opportunities exist to reduce staff-travel emissions, through new policies on tele and video-conferencing and using lower emissions transport.
- Engaging our people and creating operational synergy is a high priority: changes to operations and policies need to enable the WFP mission and ensure adequate working environments.
- WFP is addressing challenges arising from renting, not owning, our buildings and limited capital budget.

## Offsetting

WFP's current focus is on maximizing reduction of energy consumption. In an organization where the boundary is always changing, making energy reduction part of how we work every day is the best way to maximize our energy savings and reduce our emissions in the long term. Once we have finalized our reduction plan, WFP will investigate the costs and other issues surrounding offsetting, including ensuring the quality of offsets purchased, expected during 2010.

## Reduction efforts

1. Completed energy-efficiency improvement projects including boiler replacement and reduction of HVAC operating hours at Rome HQ and installation of energy-efficient lighting in offices in Rome and Bangkok.
2. Investigating feasibility of renewables in new-build and refurbishment projects including: PV in Ghana, Myanmar and Indonesia (planned); solar hot water for HQ (planned).
3. We have adopted an upgrade policy for our fleet of 700 motorcycles and 3'000 light vehicles, to replace two-stroke engine motorcycles with more efficient four-stroke models and all vehicles more than five years old. We will also pilot hybrid-electric vehicles in city areas. These will save at least 16% of our fleet emissions.
4. Our ongoing awareness training for all WFP drivers is expected to decrease fuel consumption by 10%, supported by monitoring of fuel economy per vehicle/driver.
5. WFP is committed to implementing sustainability criteria in procurement, including consideration of lifetime energy usage of equipment. Training for procurement staff was completed in January 2009.

**Deputy Executive Director's message**

**3** *In a world that already has more than 1 billion hungry people, we cannot afford to ignore climate change. Climate change and natural disasters mean more frequent, more severe droughts and floods. That means more hunger.*

*For decades, WFP has been meeting immediate hunger needs and helping communities rebuild their lives in the aftermath of weather disasters. As a frontline emergency response agency, often first on the ground after a crisis, we face challenges in measuring and reducing our greenhouse-gas footprint, but we are committed to making emissions-reduction part of our operations. We have already implemented initiatives in some countries. Our vision is for a strategic global approach that enables us to realize the greatest savings first, wherever they are in the world.*

– Amir Abdulla

**Next steps**

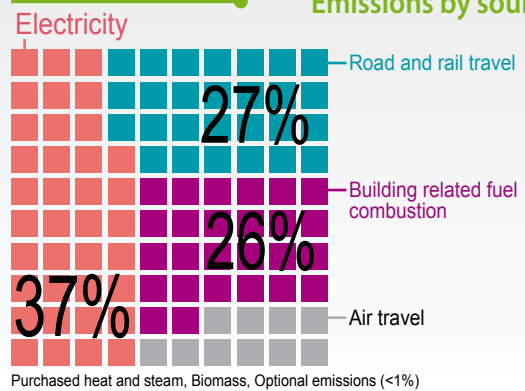
WFP has a sound track record of implementing energy-saving projects that also help us deliver aid more efficiently. We are committed to improving global co-ordination of this approach to ensure benefits are achieved across all regions, in offices and in the field. These will include energy-efficiency improvements in the design of our offices, warehouses, kitchens, and other facilities and a focus on how we heat, light, insulate and equip them. Large and energy intensive-facilities will be targeted for detailed energy reviews. Our approach also addresses vehicle-fleet management and official travel, procurement of energy-efficient equipment, use of ICT equipment, staff awareness and behaviour. Work is ongoing on the use of renewable energy sources for onsite generation and/or provision of hot water.

A global emissions-reduction strategy that sets targets for savings across WFP will be finalized in 2010. Our primary challenge in the meantime is to consolidate data collection from our many and diverse facilities. Reporting against this expanded boundary will develop during 2009-10. We will also continue to work with funders, suppliers, and private sector partners to investigate innovative ways of improving our data management and making further savings, drawing on their experience in this field.

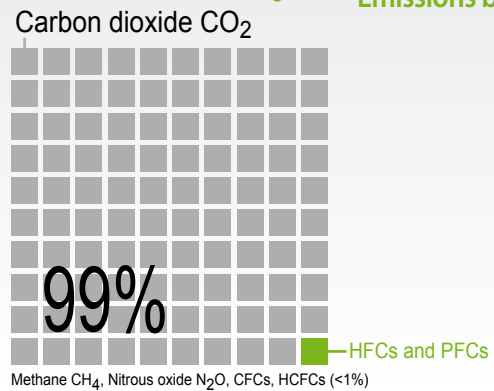
**Key figures**

Total emissions	104'262.6 t CO <sub>2</sub> eq
Emissions per staff member	10.2 t CO <sub>2</sub> eq
Air travel per staff member	1.0 t CO <sub>2</sub>
Air travel per staff member	3'119 km
Office-related emissions per m <sup>2</sup>	56.38 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	█	█	█	█
Buses, trains, taxis	█	█	█	█
Self-generated power	█	█	█	█
Refrigerants	█	█	█	█
Purchased electricity	█	█	█	█
Purchased heat and steam	█	█	█	█
Air travel	█	█	█	█

Different locations might have reported with different levels of accuracy, which explains multiple entries in data quality table.

# World Health Organization (WHO)

[www.who.int](http://www.who.int)



World Health  
Organization

**HQ: Geneva, Switzerland**  
**Number of staff: 8,000+<sup>1</sup>**  
**Number of locations: 147<sup>2</sup>**

## Mission

**!** WHO is the directing and coordinating authority for health within the United Nations system. It is responsible for providing leadership on global health matters, shaping the health research agenda, setting norms and standards, articulating evidence-based policy options, providing technical support to countries and monitoring and assessing health trends.



○ Headquarters ● Other office

## Experience so far

WHO has undertaken a Carbon Footprint Inventory and specific recommendations on carbon mitigations and reduction strategies are under discussion.

## Reduction efforts

1. WHO is currently exploring a possible policy (including targets) for reducing air travel
2. Renovations work's studies, which are estimated to reduce by up to 80% of WHO HQ current level of CO<sub>2</sub> with respect to power generation and electricity consumption, are under way.

## Offsetting

Under discussion.

<sup>1</sup> 2'493 staff from 4 locations included in the inventory.

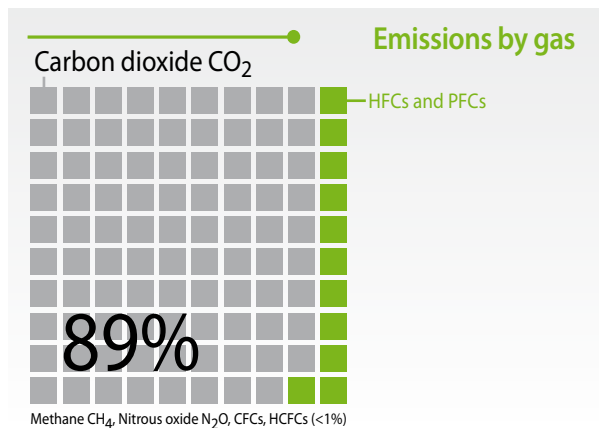
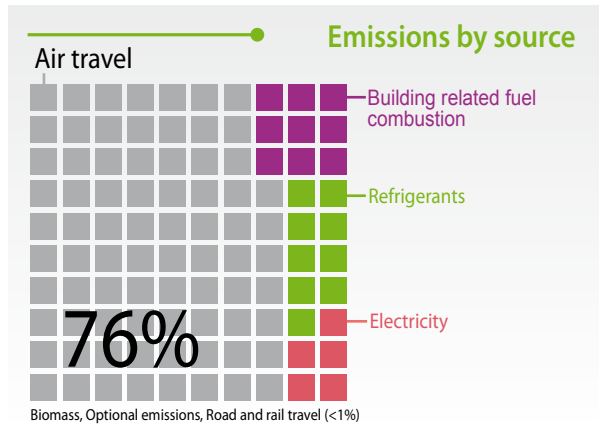
<sup>2</sup>The WHO Regional Office for South-East Asia (SEARO), the WHO Regional Office for the Western Pacific (WPRO) and the Pan American Health Organization (PAHO), have also reported greenhouse gas inventory data and other information on moving towards climate neutrality which will be reflected in the online updates to the print version of this report.

**Executive Director’s message**

**“** Climate change is one of the greatest challenges of our time. Climate change will affect, in profoundly adverse ways, some of the most fundamental determinants of health: food, air, water. In the face of this challenge, WHO is committed to do everything it can to ensure all is done to protect human health from climate change

– Margaret Chan

Key figures	
Total emissions	23'675.5 CO <sub>2</sub> eq
Emissions per staff member	9.5 t CO <sub>2</sub> eq
Air travel per staff member	7.2 t CO <sub>2</sub>
Air travel per staff member	50'690 km
Office-related emissions per m <sup>2</sup>	51 kg CO <sub>2</sub> eq



### Data quality

	Actual data	Estimated data	No data	n/a
Official vehicles	█			
Buses, trains, taxis			█	
Self-generated power	█		█	
Refrigerants	█		█	
Purchased electricity	█		█	
Purchased heat and steam			█	
Air travel	█			

Different locations might have reported with different levels of accuracy, which explains multiple entries in data quality table.

**Next steps**

WHO is setting up a Green Task Force team that will convert into actions the recommendations formulated during the WHO Carbon Footprint Assessment.

WHO will translate the actions to be taken into work plans in the next biennium.

# World Intellectual Property Organization (WIPO)

[www.wipo.int](http://www.wipo.int)



**HQ: Geneva, Switzerland**

**Number of staff: 1'228**

**Number of locations: 5<sup>1</sup>**

## Mission

**!** *WIPO is dedicated to developing a balanced and accessible international intellectual property system, which rewards creativity, stimulates innovation and contributes to economic development while safeguarding the public interest. WIPO was established by the WIPO Convention in 1967 with a mandate from its Member States to promote the protection of IP worldwide through cooperation among States and in collaboration with other international organizations.*



○ Headquarters ● Other office

## Experience so far

WIPO's Carbon Neutrality Project was launched in February 2009. Under the auspices of a main working group, various sub-working groups including technical and staff representatives are beginning work on identifying actions and policies that will strengthen the organization's green credentials.

## Reduction efforts

To date, five sub-working groups have been launched on buildings and construction, IT equipment, travel, mobility incentives (for the commute to and from work), and awareness-raising. Other sub-working groups on procurement, catering and restaurant facilities and the official WIPO car fleet are to be launched in the coming months. Each sub-working group is reviewing the current situation within the Organization with a view to identifying and developing actionable recommendations to improve the organization's green credentials within each specific area.

<sup>1</sup> Only HQ included in inventory.



n

**Director General's message**

Climate change is one of the greatest threats ever faced by society. Human activity, including decades of technological development, has damaged our planet. Widespread pollution and spiralling consumption of the world's mineral and biological reserves have put unprecedented stress on the environment. As human activity caused the problem, so too can human activity find the solutions. Green innovation – the development and diffusion of technological means to tackle climate change – is key to halting the depletion of the earth's resources. The race has started to develop accessible alternative sources of energy. A balanced IP system has an extremely important role to play in fostering the creation, diffusion and application of clean technologies. The power of human ingenuity is our best hope for restoring the delicate balance between ourselves and our environment. It is our greatest asset in finding solutions to this global challenge, enabling us to move forward from the carbon-based, grey technologies of the past to the carbon-neutral, green innovation of the future.

– Francis Gurry

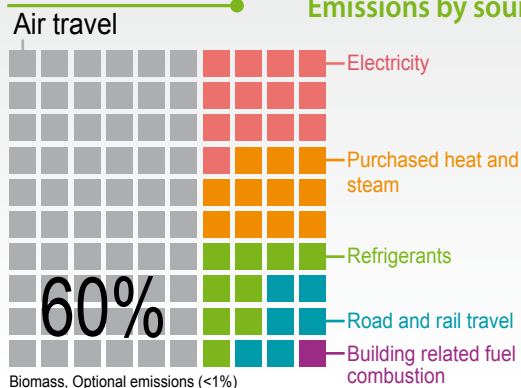
**Next steps**

A five-year strategic plan is under development and is due for completion at the end of 2009. The project has been integrated into the organization's formal programme and budget proposals to be endorsed by member states in September 2009 for 2010-11.

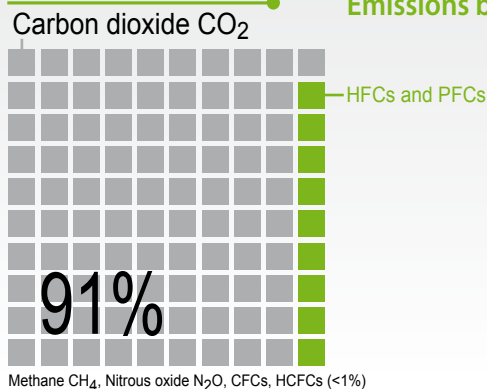
**Key figures**

Total emissions	9'664 t CO <sub>2</sub> eq
Emissions per staff member	7.9 t CO <sub>2</sub> eq
Air travel per staff member	4.7 t CO <sub>2</sub>
Air travel per staff member	33'256 km
Office-related emissions per m <sup>2</sup>	40 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles				
Buses, trains, taxis				
Self-generated power				
Refrigerants				
Purchased electricity				
Purchased heat and steam				
Air travel				

# World Meteorological Organization (WMO)

[www.wmo.int](http://www.wmo.int)



**HQ: Geneva, Switzerland**

**Number of staff: 294<sup>1</sup>**

**Number of locations: 9**

## Mission

**!** *The vision of WMO is to provide world leadership in expertise and international cooperation in weather, climate, hydrology and water resources and related environmental issues and thereby contribute to the safety and well-being of people throughout the world and to the economic benefit of all nations.*



○ Headquarters ● Other office

## Reduction efforts

1. Sustainable building design to minimize impact on the environment and the climate through the use of modern as well as traditional. In theory, the WMO building was capable of a 60% reduction in CO<sub>2</sub> emissions compared with a mature building of comparable size and function. Initially operating at 40% reduction in emissions, progressive measures were taken over succeeding years, and this lower theoretical limit has now nearly been achieved in practice;
2. Increased use of remote translation for WMO conferences via the internet;
3. Replacement of paper by distribution of documents, publications, etc. in electronic formats, with a corresponding reduction on CO<sub>2</sub> emissions;
4. Collection and recycling of paper, old computers, printer toners and batteries;
5. Increased use of tele- and video-conferencing;
6. A model has been developed to compute the CO<sub>2</sub> emissions for international conferences with participants from across the globe. This model is being introduced in practice to enable "minimum emissions" criteria for selection meeting venue.

## Experience so far

A conference emissions model highlighted is being used to show the relative total emissions for the regional meetings of WMO. It is expected that this will demonstrate conference methodologies and infrastructures that could be adopted to reduce CO<sub>2</sub> emissions. However, caution must be exercised when considering optimum locations, as this might political repercussions.

National offsetting policies should be harmonized with international organizations policy with regard to use of assessed contributions.

## Offsetting

For the current financial period 2008-2011 WMO governing body did not authorize use of regular budget resources to purchase carbon offsets. This issue will be revisited by the Congress on the basis of climate climate-friendly operations concept (referred under item 5 above), progress achieved in reduction of emissions, subsequent footprint trend and financial implications for offsetting.

WMO started the practice of green (climate-neutral) meetings sponsored with extra-budgetary resources, such as World Climate Conference-3 attended by about 2500 participants. WMO staff are being encouraged to offset their travel on an individual basis.

<sup>1</sup> 320 personnel included in inventory.

**Secretary-General's message**

**“**As the lead UN agency on weather, climate and water, WMO places highest priority on advancing our scientific knowledge about changing climate system and enhancing countries capacities for predicting future climate and using climate information and services in all social and economic activities.

Over the past half century WMO has been raising the climate change issue to the attention of policy-makers and established with partners a number of panels and programmes on global climate observations, research and assessments (GCOS, WCRP, WCP, IPCC) which have significantly contributed to our understanding of the climate system and its likely future evolution. The most recent initiative to establish a Global Framework for Climate Services, endorsed in September 2009 by the World Climate Conference-3, will ensure that the high quality user-tailored climate information and predictions are developed and made available to decision-makers and to all socio-economic sectors supporting green economies and sustainable growth for climate-friendly future.

– Michel Jarraud

**Next steps**

The WMO approach is consistent with the CEB statement “Moving towards a climate-neutral United Nations” and the “Strategy for a climate-neutral United Nations” developed by the EMG.

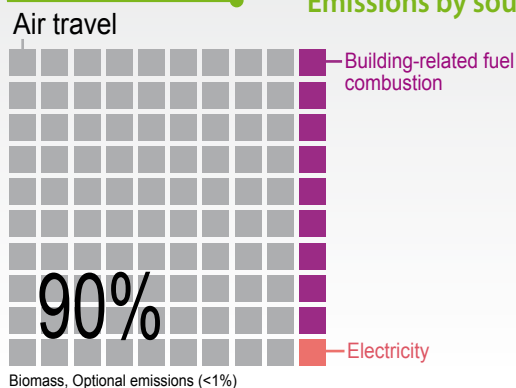
With the mandate from its Executive Council, WMO is developing a climate-friendly operations concept including greenhouse gas emissions inventory, baseline analysis, and targets and measures for reduction of carbon emissions, which should achieve the appropriate balance between targets and associated resource requirements to ensure that priority services to Members are not disadvantaged. The WMO continues to pursue efforts to modernize business practices to reduce carbon emissions deriving from WMO Secretariat operations, particularly through increased use of tele- and videoconferencing and consolidating meetings, to the extent possible within the current programme and budget. The WMO raises awareness, promotes and advocates for climate-friendly practices among the staff, National Meteorological and Hydrological Services, meteorological and hydrological communities, and the general public. Both Members and Staff Associations collaborate on that initiative.

In the future WMO will further improve energy efficiency of the building, advocate for green procurement, introduce green office/workshop practices, and optimise travel. Many initiatives are put forward by the staff associations.

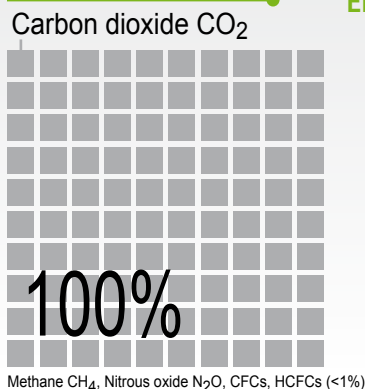
**Key figures**

Total emissions	2'681 t CO <sub>2</sub> eq
Emissions per staff member	8.4 t CO <sub>2</sub> eq
Air travel per staff member	7.5 t CO <sub>2</sub>
Air travel per staff member	79'470 km
Office-related emissions per m <sup>2</sup>	14 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles			Orange	
Buses, trains, taxis			Orange	
Self-generated power	Green			
Refrigerants			Orange	
Purchased electricity	Green			
Purchased heat and steam			Orange	
Air travel	Green			

# World Trade Organization (WTO)

[www.wto.org](http://www.wto.org)



**HQ: Geneva, Switzerland**

**Number of staff: 770**

**Number of locations: 1**

## Mission

**!** *WTO provides a forum for negotiating rules aimed at reducing obstacles to international trade and ensuring a level playing field for all, thus contributing to economic growth and development. It also provides a legal and institutional framework for implementing multilateral trade agreements and settling disputes. Preserving the environment and using the world's resources in accordance with sustainable development goals are key objectives enshrined in the founding charter of WTO.*



## Experience so far

The WTO is already taking action to reduce its GHG emissions. The building refurbishment and construction project presents a significant opportunity in terms of WTO's efforts to move towards climate neutrality. Conservation and energy efficiency aspects have been fully factored into the exercise. By recent estimates, the renovated WTO building will consume 20 per cent less energy than is currently the case. In addition, the planned new building will incorporate various new energy efficient technologies, including solar technology for lighting and water heating, as well as geothermal technology for cooling and heating using water drawn from Lac Léman, as part of the Genève Lac Nations (GLN) project.

## Offsetting

WTO is currently exploring the feasibility of purchasing offsets with a view to achieving climate neutrality.

## Reduction efforts

1. Promote the use of environmentally friendly materials and energy efficient technologies as part of the refurbishment and construction project at WTO headquarters;
2. Encourage sustainable travel practices through the implementation of WTO's travel policy (e.g. by favouring direct flights over connections; grouping trips and meetings; planning events at locations nearest most participants, etc.) and alternative, non-travel options such as e-training and video conferencing in the delivery of technical assistance and training activities;
3. Explore the possibility of implementing a subsidized public transport policy to encourage staff use of public transport for commuting to work;
4. Develop awareness raising and communication tools, including an intranet site to provide information on WTO's climate neutrality initiative and encourage the sharing of ideas on further actions that could be implemented by the organization.

**Director-General's message**

Climate change is the biggest sustainable development challenge the international community has had to tackle to date. WTO fully supports the UN wide commitment to deliver as one in the fight against climate change and is determined to play its part in the architecture of multilateral cooperation to reduce its climate footprint.

In response to the CEB initiative on climate neutrality, the WTO established a Task Force with senior management participation, conducted an initial assessment of its GHG emissions and identified key areas of action. Every effort will be made to engage staff towards a successful implementation of the «C-Neutral WTO» initiative. WTO will continue to cooperate with other agencies in this important common endeavour.

– Pascal Lamy

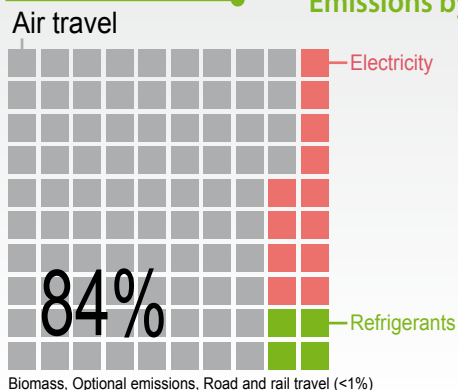
**Next steps**

WTO's inventory of emissions will be updated on a yearly basis. Reduction efforts will continue in key areas such as travel and energy/electricity use. Additional measures will be considered as part of the further refinement of WTO's strategy, on climate neutrality, including measures to offset emissions that cannot be reduced.

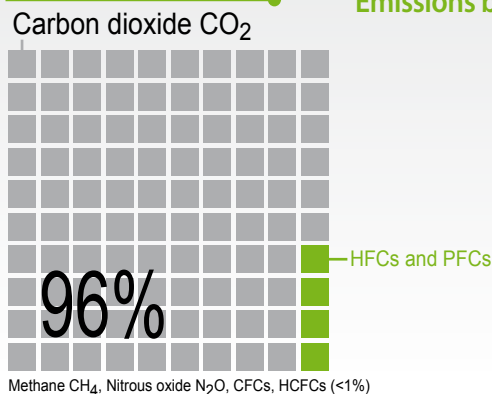
**Key figures**

Total emissions	5'241 t CO <sub>2</sub> eq
Emissions per staff member	8.1 t CO <sub>2</sub> eq
Air travel per staff member	6.8 t CO <sub>2</sub>
Air travel per staff member	52'299 km
Office-related emissions per m <sup>2</sup>	30 kg CO <sub>2</sub> eq

**Emissions by source**



**Emissions by gas**



**Data quality**

	Actual data	Estimated data	No data	n/a
Official vehicles	Green			
Buses, trains, taxis			Orange	
Self-generated power		Blue		
Refrigerants		Blue		
Purchased electricity	Green			
Purchased heat and steam			Orange	
Air travel	Green			



# ANNEXES

**Annex I: Statement adopted by the UN System Chief Executives Board for Coordination (CEB) at its October 2007 session**

**Annex II: Resources on climate-neutrality prepared for the UN system**

**Annex III: Acronyms and abbreviations**

# Annex I: Statement adopted by the UN System Chief Executives Board for Coordination (CEB) at its October 2007 session

## Moving towards a climate-neutral United Nations

*Having taken note* of the report entitled “Strategy for a climate-neutral United Nations” prepared by the Environment Management Group;

*Conscious* of the need for our broader engagement to integrate the principles of sustainable development into our daily work routines and activities;

*Recognizing* that leading by example will contribute to the ability of the United Nations to better support developing countries – those most vulnerable to climate change;

*Commending* efforts by those who have already taken initiatives to offset their emissions before the adoption of this common approach; and

*Noting* that there can be significant cost savings to the United Nations from energy efficiency and other mitigation measures;

We, the Heads of the United Nations agencies, funds and programmes, hereby *commit* ourselves to moving our respective organizations towards climate neutrality in our headquarters and United Nations centres for our facility operations and travel.

In particular, by the end of 2009 we will:

- Estimate our greenhouse gas emissions consistent with accepted international standards;
- Undertake efforts to reduce our greenhouse gas emissions to the extent possible;
- Analyse the cost implications and explore budgetary modalities – including consulting with governing bodies as needed – of purchasing carbon offsets to eventually reach climate neutrality.

We make this commitment with a view to achieving the goal of climate neutrality at a date to be set in the future, by reducing emissions first and then offsetting the remainder through the purchase of offsets from the Clean Development Mechanism, that meet high international standards of additionality, transparency and verification and which promote sustainable development in developing countries.

We support the further development and implementation of a United Nations system-wide strategy for reaching climate neutrality; for monitoring our collective efforts; and for reporting back on progress made and difficulties encountered.

October 2007, New York



## Annex II: Resources on climate-neutrality prepared for the UN system

The following resources are available from the UNEMG/UNEP sustainable UN website: [www.unemg.org/sustainableun/](http://www.unemg.org/sustainableun/)

*UN GHG inventory calculator*

*UN Interface to the ICAO Carbon Emissions Calculator\**

*ICAO Carbon Emissions Calculator*

*Green Meeting Guide 2009*

*A Guide to Greenhouse Gas Emissions Reduction in UN Organizations*

*Assessment of Policy Instruments for Reducing Greenhouse Gas Emissions from Buildings*

*Saving for a Bright Future: A Manual for Efficient Lighting Procurement in UN agencies*

*Climate Friendly Buildings and Office Guide*

*Sustainable Travel in the United Nations (early 2010)*

*An Approach to Distance Work in UN*

*Sustainable procurement guidelines for ICT, cleaning, furniture and stationary, and vehicles*

*Kick the Habit: A UN Guide to Climate Neutrality*

The material listed here may be used or cited without requesting permission provided that proper acknowledgement is made.

\* Available only to UN climate neutral focal points on the members section of UNEP's sustainable UN website.

## Annex III: Acronyms and abbreviations

<b>CDM</b>	Clean Development Mechanism	<b>IATN</b>	Inter-Agency Travel Network
<b>CEB</b>	UN System Chief Executives Board for Cooperation	<b>INFM</b>	Inter-Agency Facility Management Network
<b>CER</b>	Certified Emission Reduction	<b>IPCC</b>	Intergovernmental Panel on Climate Change
<b>CFC</b>	Chlorofluorocarbon	<b>ISO</b>	International Standards Organization
<b>CH<sub>4</sub></b>	Methane	<b>LEED</b>	Leadership in Energy and Environmental Design
<b>CMP</b>	Capital Master Plan	<b>LIF-DC</b>	Low-Income Food-Deficit Countries
<b>CNNet</b>	UNEP Climate Neutral Network	<b>MEA</b>	Multilateral Environmental Agreement
<b>CO<sub>2</sub></b>	Carbon dioxide	<b>NO<sub>2</sub></b>	Nitrous oxide
<b>CO<sub>2</sub>-eq</b>	Carbon dioxide equivalents	<b>PFC</b>	Perfluorocarbon
<b>COP</b>	Conference of the Parties	<b>REC</b>	Renewable Energy Certificate
<b>DFS/ICTD</b>	United Nations Department of Field Support/Information and Communications	<b>SF<sub>6</sub></b>	Sulphur hexafluoride
<b>DTIE</b>	UNEP's Paris-based Division for Technology, Industry and Economics	<b>SUN</b>	Sustainable United Nations facility hosted by UNEP
<b>EMG</b>	Environment Management Group hosted by UNEP	<b>US EPA</b>	United States Environmental Protection Agency
<b>ERP</b>	Enterprise Resource Planning	<b>UV</b>	Ultraviolet Radiation
<b>GDP</b>	Gross Domestic Product	<b>RFI</b>	Radiative Forcing Index
<b>GHG</b>	Greenhouse Gas	<b>VIC</b>	Vienna International Centre
<b>GMEF</b>	Global Ministerial Environment Forum	<b>VoIP</b>	Voice over IP
<b>GTP</b>	Global Temperature Potential	<b>WBCSD</b>	World Business Council on Sustainable Development
<b>GWP</b>	Global Warming Potential	<b>WRI</b>	World Resources Institute
<b>HFC</b>	Hydrofluorocarbon		
<b>HVAC</b>	Heating, Ventilation and Air Conditioning		

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The UN system is responding to the Secretary-General's call to make its in-house practices more climate-friendly and environmentally sustainable. This publication presents the first greenhouse gas inventory for the UN system and an overview of the initial steps that have been taken to manage these emissions.

[www.unep.org](http://www.unep.org)

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