

REPORT ON SUSTAINABILITY PERFORMANCE
OF THE SECRETARIAT OF THE BASEL,
ROTTERDAM AND STOCKHOLM
CONVENTIONS

DRAFT REPORT AS OF 5 APRIL 2012

TABLE OF CONTENTS

- List of acronyms and abbreviations 4
- I. Introduction..... 6
 - I.1 Approach and methodology 6
 - I.2 Scope of the report 7
- II. Baseline Assessment..... 8
 - II.1 Management systems and initiatives 8
 - II.2 Sustainability performance 8
 - II.3 Staff culture/ work environment..... 17
 - II.4 Financial performance 19
- III. Recommendations and conclusions 31
 - III.1 Summary of Recommendations 31
 - III.2 Obstacles and ways of overcoming them 33
 - III.3 Overall conclusions and way forward..... 33
- Annex 1 Membership of the sustainability task force 35
- Annex 2 Information on management systems and initiatives within the UN..... 36
- Annex 3 SUN questionnaire for information gathering 37
- Annex 4 Questionnaire for a green and sustainable work environment 48
- Annex 5 Data files..... 50

LIST OF ACRONYMS AND ABBREVIATIONS

Basel Convention	Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal
BRS	Basel, Rotterdam and Stockholm Conventions
COP	Conference of the Parties
CRP	Conference Room Paper
CS	Conference Services
Ex-COPs	Simultaneous extraordinary meetings of the Conferences of the Parties to the Basel, Stockholm and Rotterdam Conventions
FAO	United Nations Food and Agriculture Organization
FIPOI	Foundation for buildings for international organisations
GEN	Geneva Environment Network
GHG	Greenhouse gas
ICAO	International Civil Aviation Organization
ICT	Information Communications Technology
IEH	International Environment House (Office to the Secretariat)
IMG	Issue Management Group
IP	Internet Protocol
ISDN	Integrated Services Digital Network
ITORC	Interactive Training on the Operation of the Rotterdam Convention
MEA	Multilateral Environmental Agreement
Rotterdam Convention	Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade
POPs	Persistent Organic Pollutants
Stockholm Convention	Stockholm Convention on Persistent Organic Pollutants
SUN	Sustainable United Nations
UNEP	United Nations Environment Programme
UNEP ASC	United Nations Environment Programme Administrative Services Centre
UNOG	United Nations Office in Geneva
UNON	United Nations Office in Nairobi

UNOV

United Nations Office in Vienna

WCO

World Customs Organization

I. INTRODUCTION

In 2012, the Secretariat¹ of the Basel, Rotterdam and Stockholm Conventions developed its first report on its sustainability performance, covering the period 2010-2011. The process was conducted by a sustainability task force, composed of Secretariat staff (see Annex 1 for its membership).

The report is based on the results of the baseline assessment (Chapter II) and includes a list of recommendations suggested by the task force suggests for improving the Secretariat's sustainability performance (Chapter III).

When this report was developed, the task-team tried to include the most up-to-date (accurate) information available at the time. However, comprehensive data covering the activities of all three Secretariats were in some cases very difficult to obtain; in such cases, indicators/ estimates are presented based on available partial data sets. As such, the report is still "work in progress", which will be further improved based on a future systematic and periodic monitoring of the sustainability performance of the Secretariat. In considering this report, the reader should also bear in mind that the report was prepared by Secretariat staff, with minimal support from sustainability experts.

I.1 APPROACH AND METHODOLOGY

In preparing this baseline report, a questionnaire developed by the Sustainable United Nations (SUN) under the UN Climate Neutral Strategy for assessing organizations' sustainability performance and opportunities was used, and data were collected for indicators developed by the SUN for this purpose. This questionnaire is an initial form developed to assist organizations in developing their first/preliminary sustainability assessment, and is not used for reporting purposes.²

Data and information were gathered according to this questionnaire, including: general information about the organization, management systems and initiatives, procurement, buildings and facilities management, and staff culture. The task force collected from the various Secretariats' units, which are responsible for the different areas, additional information on meeting organization, travel and publications. The SUN questionnaire and the information collected for the 2010-2011 reference period for the three Secretariats are included in Annex 3.

The 2010-2011 baseline data are in some cases complemented by 2008 data gathered in a previous greenhouse gas (GHG) inventory process. These were used in 2009 for estimating the Secretariats' GHG emissions. Two different calculators were separately used for this purpose – one for office operations and land transport (UN GHG Calculator), and the other for air travel (the International Civil Aviation Organization (ICAO) Carbon Emissions Calculator). With these two calculators, UN organizations are able to report and calculate their overall GHG footprint (results published yearly in the report "*Moving Towards a Climate Neutral UN: The UN System's Footprint and Efforts to Reduce It*³". Based on the above methodology, the present report includes 2008 GHG

¹ Also, it should be noted that, in February 2012, the Secretariats of the Basel, Rotterdam and Stockholm Conventions were reorganized into one joint Secretariat. The present report sometimes refers to the Secretariats and sometimes to the Secretariat, depending on the time period being considered. Any data and information relating to the baseline assessment refers to the Secretariats (since data from the past was collected), while the recommendations and future actions to be implemented refer to the joint Secretariat.

² It no longer constitutes the main pillar of the methodology used by the Issue Management Group (IMG) on Sustainability Management under the UN Climate Neutral Strategy. The focus is now to assist organizations in developing and maintaining Greenhouse Gas (GHG) Inventory Management Plans and Emission Reduction Strategies, through an improved and simplified GHG inventory process methodology (i.e. structured excel spreadsheets).

³ <http://www.greeningtheblue.org/resources/Climate-Neutrality>.

estimates for office operation, which were complemented by a partial assessment of GHG emissions from air travel for 2010.

The use of the SUN methodology in this baseline assessment ensures comparability between the results obtained for the Secretariats and sustainability indicators developed similarly for other UN organizations/departments (e.g. UNEP DTIE Sustainability Report 2004-2005) and will allow for benchmarking in the future.

Parallel to the process to assess the sustainability performance of the organization, a review of staff attitude towards sustainable behaviour has equally been initiated via a general survey on a green and sustainable work environment. The survey was designed to assess current environmental awareness in the offices, and collect ideas on how to improve the work environment and efficiency of the organization. The questionnaire addressed issues related to waste reduction, energy saving, air and water quality and organization of meetings (see Annex 4).

A fourth chapter aims to investigate the "financial" sustainability of the Secretariat. It reviews the Secretariat's spending policies in a number of areas in which possible cost savings have been identified. In a number of areas, it can be noted that by pursuing environmental sustainability, reduction in costs are expected.

1.2 SCOPE OF THE REPORT

The present report includes a baseline assessment of the performance of the Secretariats in two main areas: environmental sustainability, including waste production issues, and financial sustainability.

The recommendations to improve the Secretariat's performance were developed by addressing greening activities as opportunities to save costs and reduce quantities of waste produced, while also taking into account best practices and tools put in place by other UN organizations in their strategies towards sustainability, including climate neutrality, along with other guidelines published by the IMG on Sustainability Management.

II. BASELINE ASSESSMENT

A number of activities are ongoing in the Secretariats to tackle environmental performance issues. As part of UNEP's efforts towards climate neutrality, a programme to offset CO₂ emissions from air travel has been in place since 2009, including offsets of GHG emissions from travel organized by UNEP-administered multilateral environment agreements (MEAs). From 2010 onwards, all three conventions adopted a paperless policy for their major meetings (meetings of the Conferences of the Parties and subsidiary bodies). As a consequence, paper consumption in these large meetings has significantly decreased. In 2011, the sustainability task force was created in the Secretariats.

II.1 MANAGEMENT SYSTEMS AND INITIATIVES

There is currently no specific sustainability/environmental strategy within the Secretariats, but UNEP strategies are in principle followed by UNEP-administered MEAs. A number of initiatives are ongoing within the UN system, and their most important elements are detailed in Annex 2.

In the box below, we list some recommendations that could be applied/ implemented by/for the Secretariat in this area:

Recommendations:

- *Mandate the sustainability task force to continue its work, through implementing the recommendations of the report and through monitoring/ evaluating the progress achieved.*
- *Consideration should also be given to financial implications of implementing the recommendations and further sustainability strategy actions, which can act as potential obstacles in the implementation.*
- *All information and outputs (e.g. reports, guidelines) of existing sustainability initiatives in the UN and other relevant greening strategies and tips should be stored in a central repository accessible to all staff (e.g. on the shared drive, intranet, etc.)*
- *Communicate externally with Parties and other stakeholders on the steps taken towards improving the sustainability performance of the Secretariat.⁴*

II.2 SUSTAINABILITY PERFORMANCE

In the following sections, sustainability performance indicators are summarized and recommendations are made for the following assessment areas: procurement, office operations, travel and meetings.

Materials

a. Office paper

Office paper represents one of the main expendable goods purchased through UNOG Procurement services. Recycled office paper was purchased in rather small quantities in 2010 as compared with earlier years, taking into account the large stock left from the previous year in which the meetings of the Conferences of the Parties were organized. The overall use of office paper is thus estimated at 0.5 boxes per staff member in 2010. This is however considered as a conservative estimate due to the amount left in use from the previous year, which was not precisely quantified.

⁴ On the Conventions' website and through the website of the UN 'Greening the Blue' initiative (www.greeningtheblue.org)

The use of paper in meetings and related costs have significantly decreased by applying a paperless policy in major meetings (i.e. COPs and subsidiary bodies). On average, a decrease of 96% has been noted in paper consumption between the COPs organised for the three conventions in 2008-2009 and in 2011.

The implementation of the paperless policy required subsequent investment in IT equipment (e.g. wi-fi antennas) of around USD 66,000. This investment is considered to be rapidly recovered by obtaining savings in paper costs (For more details, please refer to the financial sustainability chapter).

Recommendations:

- *Apply consistently within the Secretariat a set of good practices such as double sided printing, printing in draft mode, use of colour printing only when absolutely necessary, use of the Print Preview feature to avoid printing unwanted pages.*
- *Explore the possibility to use more widely an electronic system (including e-signatures), to avoid printing out of administrative procedures and correspondence, based on experiences of UNON and UNOV.⁵*
- *Raise awareness on such means of reducing printing in the offices through compiling and publicizing a set of green office tips.*

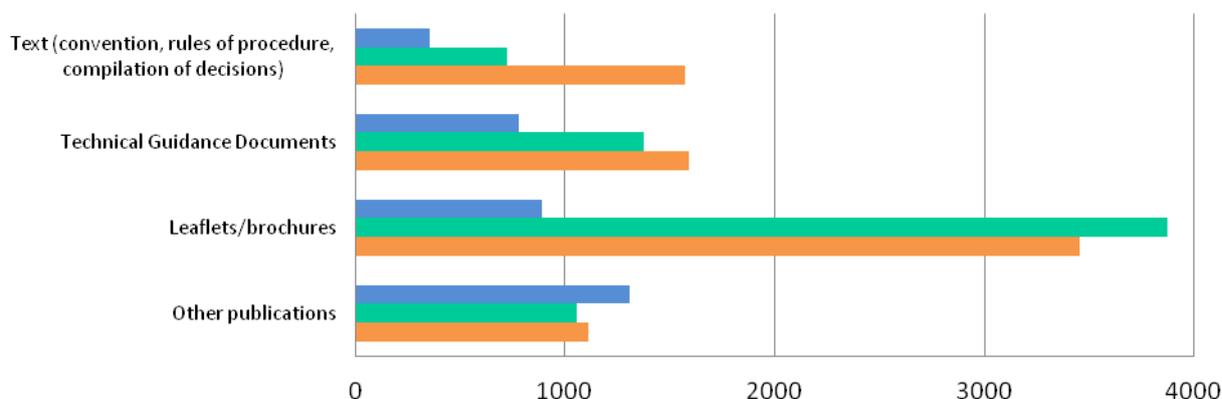
b. Publications

The majority of the Secretariats publications are printed at UNOG's Printing Section on recycled paper and boards produced from 100% recovered paper, containing a minimum of 50% post-consumer recycled fibres, in line with UNEP's Sustainable Procurement Guidelines. As for outsourced publications, the requirements for use of paper, waste management, etc. for individual contractors vary to a large extent. In 2010, the three Secretariats published 40 publications, with a total number of 28,800 copies (28,490 printed and 310 in CDs) (for details see Annex 5).

The major platforms for distribution of publications are the biennial meetings of the Conferences of the Parties and the meetings of the subsidiary bodies. The distribution of publications at 2011 COP meetings is shown in the figure below.

⁵ <http://www.greeningtheblue.org/case-study/unov-more-online-and-less-paper>

**Distribution of publications at 2011 meetings of the Conference
of the Parties:
BC COP-10, RC COP-5, SC COP-5**



	Other publications	Leaflets/brochures	Technical Guidance Documents	Text (convention, rules of procedure, compilation of decisions)
RC publications	1306	888	782	355
BC publications	1058	3873	1375	725
SC publications	1110	3455	1590	1570

The average distribution costs (i.e. transportation) depend on the meeting venue: around USD 1,000 /event was spent in the meetings that took place in Geneva (based on RC COP-5, SC COP-5 at CIGG). While USD 5,000 was allocated for one-way shipment (by ship) to Cartagena (BC COP-10). In the latter case, the publications that were not distributed during the COP were handed over to the regional centres for further dissemination.

Recommendations:

- Promote sustainable meetings by using the Green Meeting Guide⁶ and building on the experiences gained during the paperless COP meetings organized in 2011 for the three conventions.

Existing publications

- As a first step towards improved performance, undertake an inventory of publication stocks, taking into account the key dates by which these will be outdated.

- Put in place a strategy to distribute existing publications before these become outdated.

- Estimate more precisely the amount of publications, including copies in languages, which can be distributed at meetings (e.g. COPs) to avoid shipping back/transfer to other distribution points.

Future publications

- As an alternative to printing large numbers of publications, publish more publications electronically on CD-ROM and on the web.

- For future publications, there is a need for a more careful planning strategy for designing (e.g. choosing a modular design to allow for easier updates), printing (when necessary), storage and distribution of publications.

⁶ Green Meeting Guide, SUN, UNEP, 2009, http://www.unglobalcompact.org/docs/issues_doc/Environment/Green_Meeting_Guide_WEB.pdf

c. *Procurement (office furniture & stationery)*

No quantitative information was collected on office furniture and stationary. Based on information on the quality of office supplies currently in use in the Secretariats, the following recommendations are made:

Recommendations:

- *Encourage UNOG in the application of green criteria for procurement⁷.*
- *Identify environmental criteria that should be taken into account for organizing meetings, procurement and external contractors and introduce an office policy accordingly.*
- *Office supplies should meet the highest environmental standards. We should also keep in mind the environmental footprint of transport, and favour purchasing items produced in Switzerland.⁸*

Energy, travel and CO2 emissions

a. *Electricity, Cleaning and Heating*

In 2010, electricity charges amounted to USD 73,954 for the three Secretariats, approximately 25% of the total cost for the building. A breakdown of energy consumption for different areas within the building is not possible, as there is no decentralized electricity metering system. Electricity consumption is calculated by dividing the total consumption in the building by the surface area, where each office pays the electricity bill according to surface occupied in the building. The bill only includes cost information.

Therefore the Secretariats' electricity consumption can only be given as an estimate:

- 2008: 110.8 kWh/m² or 3015 kWh/floor occupant (based on 2008 GHG inventory data)
- 2010: 140.7 kWh/m² or 3920 kWh/floor occupant (data for BC/RC/SC, source: FIPOI⁹)

In addition, energy consumption for heat production is estimated at:

- 2.4 kWh/m² or 65.7 kWh/floor occupant in 2008 (based on 2008 GHG inventory data)
- 27 kWh/m² or 760 kWh/floor occupant in 2010 (data for BC/RC/SC, source: FIPOI)

The discrepancy in the values calculated for the two different years comes from the use of different reference data sets, where the total surface of the building, the surface occupied by the Secretariats in the building and the number of staff at the location is radically different. In both cases, the same

⁷ Buying For a Better World: A Guide on Sustainable Procurement for the UN System, SUN, UNEP, 2010, http://www.greeningtheblue.org/sites/default/files/BFABW_Final_web_0.pdf

⁸ For example, today the Secretariat staff use Office Depot FSC certified agendas, but one could envisage ordering QUO VADIS Aquology agendas with even higher standards: biodegradable covers, recycled paper certified Blue Angel, vegetal inks, produced in ISO 9001 and 14001 certified sites. Similarly, for pens and crayons: order REMARKABLE ones, made from recycled plastic or similar.

⁹ The Foundation for buildings for international organisations (FIPOI) is a not-for profit private-law foundation created by the Confederation and the Canton of Geneva. Among other services, FIPOI rents office space to international organizations in Geneva.

source (FIPOI) produced the information (for more information, see Annex 3 section IV Building and Facilities Management and Annex 5 GHG calculator for BC RC SC 2008).

100% of the electricity used in the building comes from renewable sources, notably hydro (From the Geneva-based water utility company, Services Industriels de Genève (SIG) - SIG Vitale Bleu). According to the life cycle analysis performed by the Geneva-based electricity utility company on the hydroelectricity provided via SIG Vitale Bleu, environmental impacts are limited to 12.4 g CO₂ equivalent for every kWh consumed.

Recommendations:

- *Energy saving devices should be harmonized across the building, such as installation of motion sensors in bathrooms, kitchenettes, etc., on every floor.*
- *Seek information from FIPOI/others on the types and functioning of appliances in the building e.g. what are the characteristics of cooling systems in use in the building, automatic schedule for closing blinds, switching-off of lights etc., requirements and plans for energy auditing and control, information on environmental audit of the building etc., and circulate this information widely within the Secretariats.*
- *Undertake an inventory of individual or accessory electrical devices in offices e.g. kettles.*
- *Raise awareness on good practices to reduce energy consumption through compiling/publicizing a set of green office tips.*

Other areas of energy use relate to staff travel, personal office travel behaviour, and travel by contracted consultants and participants to meetings.

b. Travel and CO₂ emissions

Knowing an organization's carbon footprint is the first crucial step towards reduced emissions and climate neutrality.

In 2008, a first estimate of CO₂ emissions being released by the three Secretariats was made for office operations (electricity/ heating consumption, refrigeration and air conditioning) and official travel by bus, train or car (excluding air travel), using the UN greenhouse gas calculator. The total 2008 CO₂ estimate for the three Secretariats, air travel excluded, is **6.37 t CO₂ eq (0.12 t CO₂ eq per staff member)**. For the same time period, SBC also estimated air travel emissions, which added up to around 90% of total CO₂ emission estimates. It is not sure if/how the Secretariats' 2008 GHG estimates were used or included in the overall UNEP estimates published in "Moving towards a climate neutral UN".

As part of the current baseline assessment, an attempt was made to quantify GHG emissions from air travel in 2010 for the three Secretariats. In this regard, information was received from the UNEP Climate Neutral Officer that the Secretariats' GHG estimates are automatically calculated and centralized in Nairobi for any travels processed in IMIS. For 2010, it was not possible to obtain the specific GHG estimates for the Secretariats, as the estimates of UNEP-administered MEAs, UNEP regional offices, and UNEP headquarters have been aggregated together. Further collaboration is needed with UNEP Headquarters in this area to establish a process for future retrievals of Secretariat's estimates, starting with 2011.

In the meantime, the following results have been obtained based on the listings of travel provided by UNEP ASC and using the latest version of the ICAO calculator:

**GHG emissions estimates and related indicators
based on a sub-set of travels retrieved for 2010**

	Number of travels	Total number of kilometers traveled	Total tons CO2	Greenhouse gas emission per kilometer travelled	t CO2 per staff members
Basel Convention¹⁰ (staff members and consultants: 24)	142	3,310,731	268.01	0.081	11.167
Rotterdam Convention (staff members and consultants: 16)	218	3,229,555	281.09	0.087	17.57
Stockholm Convention¹¹ (staff members and consultants: 35)	313	3,588,111	364.51	0.102	10.41
Total	673	10,128,397	913.61	0.09	12.18

The above estimates should be considered as partial and preliminary. Indeed, not all the travels made in 2010 could be retrieved and thus be considered for the calculation of the estimates. In addition, the listings provided did not include all the details required by in the ICAO calculator. The listing of travels provided by UNEP ASC did not specify important details e.g. travel class, airport codes and, as a consequence, assumptions were made to fill these information gaps.

With regards to the findings, it should also be noted that the large majority of travels organized by the Secretariats (from 60% for SC to 80% for RC) relate to participants' travel to meetings. Travel undertaken by staff sums up on average to 20-30% of the travels, whereas a limited part of the travel is undertaken by experts and consultants. The methodology of including participants' travel in CO2 estimates per staff member is commonplace.

Recommendations:

- *Make arrangements with UNEP headquarters to retrieve the Secretariat's GHG emissions estimates in a systematic manner every year and receive more information on how Secretariats' GHG emissions are offset through the UNEP Climate Neutral Fund.*
- *Submit the Secretariat's GHG emissions estimates for 2010 to the SUN, under the framework of the Towards a Climate Neutral UN initiative, by end of April 2012, through the Greening the Blue website.*
- *Update the Secretariat's GHG emissions inventory from 2011 air travel and office operations, under the framework of the Moving Towards a Climate Neutral UN, by the end of December 2012.*
- *Promote sustainable travel by:*
 - *travelling less: replace missions with on-line communications, reduce the number of staff travelling for the same meeting, use regional centres and UNEP/FAO regional offices to represent the Secretariat during relevant meetings, as appropriate,*

¹⁰ Only the travels that were processed through UNON have been considered for the calculation of the estimates.

¹¹ The travels of participants to Bali for the simultaneous extraordinary meetings of the COPs (EX-COPs) could not be taken into account in the estimates.

- *travelling more efficiently: use more efficient modes of travel (e.g. go by train instead of flying) when appropriate, give preference to airlines with modern aircrafts and direct routes, etc.*
- *Establish an Emission Reduction Plan for the Secretariat, under the framework of the Moving Towards a Climate Neutral UN.*
- *Explore opportunities to offset more systematically GHG emissions from travel organized by the Secretariat, under the UNEP Climate Neutral Fund.*
- *Liaise with the GEN green team to revive/ encourage a car sharing policy and alternative ways of transport of staff to the office.*
- *Publicise and encourage more participation by staff in initiatives such as 'Bike to Work'.*

Water

Data on real water consumption within the building could not be found.

In addition to the availability of tap water, water fountains are found in the vicinity of kitchenettes on every floor. According to certain drinking fountain manufacturer data, energy consumption of refrigerated fountains similar to those in our offices is estimated to be between 7.8–10.8 kWh per 40-hour work week.¹²

Recommendations:

- *Raise awareness on the environmental and economic benefits of using tap water as opposed to bottled water and drinking fountains, including issues related to water quality and CO₂.*
- *Phase-out plastic water fountains in the offices and promote the use of tap water.*
- *Inform staff on who the person of contact is in case of water leakages, and more generally on the role of the building concierge. For example, in cases of malfunctioning devices (e.g. water tap) or dirty facilities, stair cases at IEH.*

Waste

Quantitative data on the production of waste for the three Secretariats are not available. To obtain such data, a monitoring system could be put in place to assess the actual amount of waste generated. FIPOI reports that 83.4 tons of wastes were recycled at IEH-1 in 2009.

As for waste management, a system to sort waste is implemented in the building to improve re-use, recycling and appropriate treatment. Recycling is organized for paper, PET, glass, aluminium, batteries and coffee machine capsules. Waste separation is preserved until the end of the waste management chain, including by the cleaning personnel. Four recycling stations are available on every floor.

The specific case of electronic waste is addressed in the next section.

Recommendation:

¹² Calculated by using manufacturers' specification sheets, 40 hours per week and a 60% operating rate. Manufacturers specification sheets located at the following websites:

- OASIS <http://www.drinking-fountain.net/p8acinfo.html>
- ELKAY <http://www.drinkingfountains.us/ez.html>
- Halsey Taylor <http://www.drinking-fountain.us/hacinfo.html>

- *Better signalling of recycling containers and more recycling stations in the building would enable staff to make more efficient use of these facilities.*
- *Obtain more detailed information from FIPOI about waste generation and management statistics and their cost implications; assess whether there are areas where waste and cost reduction measures could be introduced.*
- *Develop and implement a monitoring system for waste generation in the Secretariat.*
- *Make sure that recycling bins for paper are available in all offices and in particular in the printing room.*
- *Raise awareness on waste recycling issues, including staff responsibility in sorting the different kinds of waste.*

ICT and electronic waste

IT equipment is purchased through UNOG procurement services. UNOG is also responsible for recycling end-of-life IT equipment. However, the waiting time for end-of-life equipment to be transferred to UNOG for recycling is rather long, the administrative process is cumbersome, which makes that a significant number of old computers are stored for long periods of time before being transported for recycling. As for empty toner cartridges, these are returned to the manufacturer.

The standards for IT equipment currently available in offices vary: while the desktops in use come from the same manufacturer, different models of laptops are presently in use, which contributes to reducing the helpdesk's efficiency when repairing laptops of such variable configurations. Some 45 laptops and 45 desktops are in use in the three Secretariats. In general, laptops consume less energy than desktops, but the investment costs are higher.

In 2010, 43 toner cartridges were bought by the Rotterdam Convention and Stockholm Convention for small individual printers in the offices (1.2 per staff member). For the larger printers/scanners, the supply of cartridges is part of the lease agreement, and no detailed records are available.

Servers are large consumers of energy for daily operations and cooling. The Secretariats have partially put in place a system to reduce energy consumption of servers via the use of virtual platforms, where several virtual servers are placed on the same physical machine. Through this configuration, less energy is used and maintenance costs are equally lowered. The initial investment cost is higher in the case of virtual server technology, but this is rapidly balanced through use.

There are some 30 small individual printers in the Secretariats' offices. The management costs for this equipment, including the purchasing of toner cartridges, are rather high. The price per printed page is equally higher than in the case for printing on larger printer units. Electricity consumption is also higher in the case of a large number of small individual printers. There is also more e-waste produced through the recycling of more end-of-life equipment. The implications for recycling cartridges from these small printers are nevertheless uncertain, as it cannot be clearly determined if the rate of ink use is different than in the case of larger printers. In any case, this situation also causes additional workload for the helpdesk to maintain such a large number of printing units. Finally, large printers are set by default to print on two sides of the page, while in the case of small printers, one needs to select this option every time printing is done and manually switch the paper on the other side.

Recommendations:

- Seek more precise information from FIPOI on the type of cooling systems currently in use in server rooms.
- Consider phasing-out the use of small individual printers should be encouraged except in specific circumstances, e.g. disabilities, potentially confidential documents, etc.
- Encourage staff to apply good practices when using IT equipment, by turning off computers, printers, screens when not in use, using the shared drive for transmitting documents instead of attaching them to emails, applying a hibernation policy for desktops after one hour of inactivity to reduce energy consumption by 99% (for reference, putting the computer in sleep mode also saves some 60% of the energy consumption).

E-communications

The Secretariats of the Basel, Rotterdam and Stockholm Conventions are increasingly using e-communication tools to interact and exchange information with its Parties, stakeholders; and partners.

In 2011, the Secretariat of the Stockholm Convention introduced a number of innovative communication tools that have had positive benefits in reducing the need to travel and keeping GHG emissions to reasonable levels.

For instance, the Secretariat has introduced the use of online “webinars” to its programme of training and capacity building activities. The initial objective was to complement traditional training activities and achieve more frequent and direct forms of communication between the Secretariat and Parties while making cost savings. The Secretariat has also launched the POPs Social Network, which is a social network platform similar to Facebook, where people can exchange information and interact via forums and posts.

As of 1 November 2011, around **300 people** have attended the online training webinars conducted on 20 different issues relevant to the implementation of the Conventions. The feedback received from participants on the webinars has been extremely positive. The webinars have allowed the Secretariats to expand the reach and effectiveness of the technical assistance programme to Parties and stakeholders; while delivering savings not only in GHG emissions, but also in costs, staff time and travel-related stress. A new system for webinars allowing for a wider participation is currently being used. This initiative can be seen as a showcase of UN good practice, resulting in improved communications with Parties and partners, real cost savings, and a reduced carbon footprint for the Secretariats.

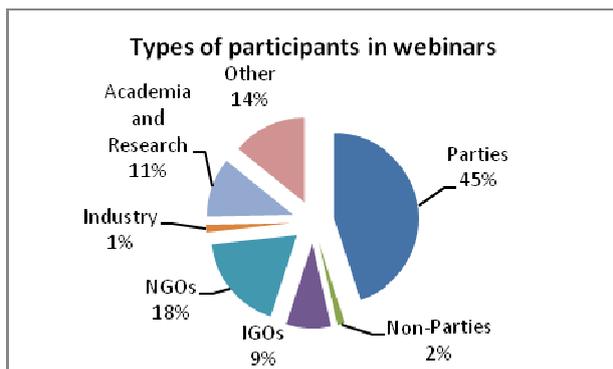


Figure 1: Profiles of participants during webinars

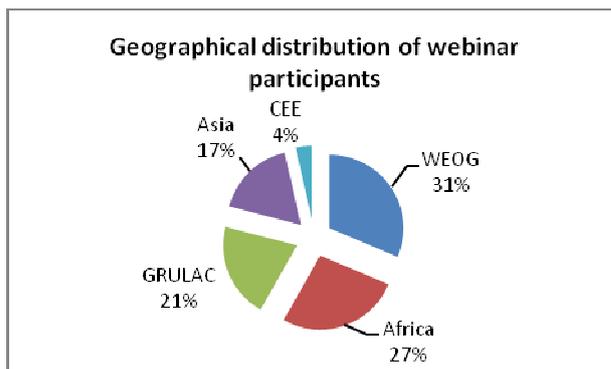


Figure 2: Geographical distribution of participants during webinars

It should also be noted that such a change in approach is based on an assumption that Parties and other stakeholders have a certain level of technological capacity to interact in this manner.

Recommendations:

- *Increase the availability and use of e-communications (e.g. online meetings/ webinars, teleconferencing, videoconferencing) in the Secretariat, when adequate and possible.*
- *Consider developing an overall strategy to make use of a full suite of high quality e-communications tools, including for major meetings (i.e. COP, subsidiary bodies). The use of ICT will reduce the need to for staff to travel¹³.*
- *Increase in such equipment (online meeting software, video conferencing, etc.) would also require additional attention to ensure that a dedicated room, where the equipment has to be set up permanently, and IT support are made available. Care should also be taken in doing so, to minimise the creation of unnecessary e-waste.*

II.3 STAFF CULTURE/ WORK ENVIRONMENT

As part of the baseline assessment, a survey was carried out in October/November 2011 among the staff of the three Secretariats to assess current environmental awareness in the offices and the staff's attitude towards sustainable behaviour. The survey also aimed at collecting ideas on how to improve the work environment and efficiency of the organization. The suggestions put forward by participants in the survey are included in the recommendation sections under each section of this report.

The survey was sent to 73 staff members of the three Secretariats, 24 (33%) of whom replied to the questionnaire within the two-week deadline. The most pertinent results of the survey are summarised below and full results of the survey can be found in Annex 5 to the present report.

Waste reduction

In the area of waste reduction, most staff members answering the survey are confident about their efforts to minimize waste, for example by making use of the “electronic office” and recycling papers. Further improvements could be made in the following areas:

- Reusing printed paper as scratch paper or for note taking;
- Drinking tap water instead of buying bottled water;
- Avoiding the use of disposable glasses/cups/dishes in the cafeteria and in the office (e.g. use own mugs and/or non-disposable plates and cutlery and returning the latter ones to the cafeteria in case they are brought upstairs to the offices).

Energy saving

In the area of energy saving, the survey shows that while staff is generally aware of switching off the lights and computers in their offices when leaving the building in the evening, improvements could be made concerning:

- Switching off the light in common rooms (e.g. kitchens, meeting rooms, bathrooms);
- Turning off additional equipment (e.g. printers, chargers, other devices);

¹³ Publication. “Sustainable Travel in the UN, UNEP, SUN, 2010, <http://www.greeningtheblue.org/resources/Climate-Neutrality>

- Using the stairs instead of the elevators whenever possible.

Meeting organization and participation

In the area of meetings, the survey has shown that the majority of the respondents are frequently or always conscious about the choices made concerning paper use, distribution of publications and promotional items and recycling of materials when organizing or participating in meetings. In the following areas, the percentage of staff that is frequently or always conscious about its ecological impacts is below 50% and improvements could thus be made in:

- Mode of transportation (e.g. consider taking the train/bus instead of airplanes for short distances, organize meetings at central hubs, try to reduce travel distances, etc.);
- Food and drink services (e.g. consider using local and/or organic catering);
- Electricity and water consumption (e.g. ask host countries/meeting venues to comply with certain energy efficiency standards, to distribute water in jugs instead of bottles, etc.);
- Choice of hotel (e.g. consider distance from the meeting venue and environmental standards of the hotel).

In addition, a database could be developed for internal use to facilitate decision making by meeting organizers; this could gather information, as it is collected by staff, on various aspects of meeting organizations, their costs and sustainability considerations such as hotels publicizing environmentally responsible practices, catering agencies providing organic options etc.

Other

A low percentage of respondents (25%) frequently or always take sustainability criteria into account when developing terms of references for external contractors. This could be improved by introducing a general policy for green procurement (e.g. using recycled paper and vegetable ink when printing externally).

II.4 FINANCIAL PERFORMANCE

The following section aims to investigate the "financial" sustainability of the Secretariat. The methodology assesses the Secretariat's spending policies in a number of areas, for which options have been identified. The analysis below highlights the areas where potential savings could be made and gives an overview of the advantages and disadvantages for considering alternative options, as appropriate. The last column provides a list of criteria that could be considered when choosing which option is preferable, under particular circumstances.

The areas considered in this analysis often have very different nature, scope, modalities of implementation and level of delivery. As a consequence, it is difficult to compare them in an accurate and comprehensive manner. Estimates of costs and staff time allocations are to be considered as indicative, since they were carried out on a limited sample of activities (e.g. workshops) and can vary over time and due to specific circumstances. They should thus be considered with caution.

The listing of advantages and disadvantages can be seen as a first attempt to assess the level of delivery of each area against some important indicators, as presented in the category "points of consideration".

It is important to point out that some of the areas considered for savings, as presented below, intersect the recommendations put forward in the other parts of the report (e.g. hard copy publications vs. electronic, increase of e-communications vs. travel). It translates that stronger environmental management can lead to better financial performance.

Areas	Cost	Advantages and disadvantages	Points of consideration for choosing course of actions
MEETINGS			
1. Face-to-face meetings	<p>Indicators:</p> <ul style="list-style-type: none"> - Average costs per event per participant and staff time <p>Indicator values:</p> <p>1. <u>Average cost for travel/subsistence/venue:</u></p> <ul style="list-style-type: none"> - Meetings (in Geneva)¹⁴: USD 1,093 per funded participant/ day - Meetings or workshops (elsewhere)¹⁵: USD 760 per funded participant/ day <p>2. Staff time:</p> <ul style="list-style-type: none"> - Support staff: 3 weeks - Professional staff: 4 weeks (incl. meeting time) 	<ul style="list-style-type: none"> - Face-to-face meetings are preferable when meeting outcomes require dialogue, coordination, consensus, etc. - Face-to-face meetings are more effective when there is a need for a “rich” communication: such as meeting that involves complex information/tasks/decisions (e.g. preparation of reports and other documents). - Face-to-face meetings promote participants’ attentiveness, as people are removed from the distractions that their offices hold. - Face-to-face meetings are likely to be more costly than other options, as having both transport and accommodation costs, and requiring more preparation time. 	<ul style="list-style-type: none"> - Purpose/ objectives/mandate of meeting (e.g. COP decision) - Attendance/ participation and geographical coverage of target participants - Funds availability - Level of interactions required - Time available to organize meeting
<p>Conclusion: Face-to-face meetings have a cost but can be seen as more effective for promoting coordination and interactions among attendees, supporting complex information sharing, as well as enhancing attendees’ attentiveness.</p>			

¹⁴ *Note:* This average cost is an estimate based on 5 meetings organized by SC in Geneva in 2010 and 2011. Therefore, it can only be considered as indicative. An estimate based on a larger number of meetings is necessary to provide a more accurate evaluation (Source: Finance unit).

¹⁵ *Note:* this average cost is only an estimate based on 16 workshops organized by SC in UN 4 regions, apart from WEOG, in 2010 and 2011. Therefore, it can only be considered as indicative. An estimate based on a larger number of meetings is necessary to provide a more accurate evaluation (Source: Stockholm Convention Technical Assistance Programme)

Areas	Cost	Advantages and disadvantages	Points of consideration for choosing course of actions
2. Online meetings	<p>Indicators: - Average costs and staff time per event</p> <p>Indicator values:</p> <p>1. Online meetings¹⁶:</p> <p>a. <u>Software license cost:</u> - USD 468 per year (independent from number of meetings)</p> <p>b. Staff time (per online meeting): - Support staff: 2 days - Professional staff: 4 days (incl. time spent during online meeting)</p> <p>2. Webinars¹⁷:</p> <p>a. Software license cost: - USD 6,470 per year (independent from number of meetings)</p> <p>b. Staff time (per webinar): - Support staff: 5 hours - Professional staff (coordination): 4 hours - Professional staff (presenter): 10 hours (incl. time to prepare presentations)</p> <p><i>(Source: Finance unit/ SC TA programme/ Sustainability task-team, 2012)</i></p> <p>Conclusion: Online meetings/ webinars can save travel cost and time. They offer the flexibility to arrange a meeting at short notice without significant logistical arrangements. Beyond the purchase of the license, the cost of the online meetings/webinars relate to staff time for the coordination and running of meetings. Online meetings are not always adequate for meetings that require high level of interactions or aim at obtaining complex outcomes. Online meetings are not readily accessible to those participants with limited internet connection.</p>	<ul style="list-style-type: none"> - Online meetings/ webinars are time efficient, as travel time is reduced, and fast dissemination of information is allowed. - Webinars allow to train large audiences, connecting participants no matter where they are located geographically. - The logistics of online meetings are quicker and easier to organize than face-to-face meetings. - Online meetings/ webinars do not always allow a comprehensive coverage of target audience, e.g. developing countries with poor internet connection. - Online meetings/ webinars could be seen as limited in terms of interactions and exchange among participants, they usually have a short duration. 	<ul style="list-style-type: none"> - Purpose/ objectives of meeting/training - Attendance/ participation required (incl. geographical coverage) - Topic of the training - Format of training (e.g. hands-on training/ working group sessions, infrastructure needed (e.g. lab instruments), site visits) - Level of interaction needed - Funds availability - Time available to organize meeting

¹⁶ Online meetings organized by the Secretariat can accommodate up to 25 participants. They are currently used to discuss certain issues with participants known in advance and that are part of a certain group (e.g. DDT expert group, GMP group, regional centres). They usually have a duration of 1 to 2 hours.

¹⁷ Webinars organized by the Secretariat can accommodate up to 100 participants. They are currently used to raise awareness and train participants on relevant convention issues. Two webinars of a duration of 1 hour are usually organized on the same topic to cover different time zones.

Areas	Cost	Advantages and disadvantages	Points of consideration for choosing course of actions
3. Telephone audio conference (for multiple sites)	<p>Indicators:</p> <ul style="list-style-type: none"> - Cost of setting up an audioconference - Cost of calls <p>Indicator values:</p> <p>If it is done through UNOG:</p> <ul style="list-style-type: none"> • Currently there are no charges for setting up the audio conference (this might change in the near future). • The Secretariats pay for the phone calls done for each teleconference, as any other phone call. 	<ul style="list-style-type: none"> - Easy to set up and use, as the technology is relatively familiar to all - Not expensive. - If the number of participants is important, an audio conference requires longer meetings, because the interaction among participants can be delayed. - It can reach more people since it relies on phone lines. - It can be impersonal since you cannot see and understand the body language of the people you are talking to. 	<ul style="list-style-type: none"> - Purpose/ objectives of meeting/training - Attendance/ participation required (incl. geographical coverage) - Level of interaction needed - Funds availability - Equipment available (several microphones connected to one phone, etc.).
<p>Conclusion: Telephone audio conferences are not expensive and are easy to organize and conduct. A facilitator might be needed when the audio conference consists of a large number of people. Like online meetings, telephone audio conferences are not always adequate for meetings that require high levels of interaction or aim at obtaining complex outcomes.</p>			
4. Video conference ¹⁸	<p>Indicators:</p> <ul style="list-style-type: none"> - Cost of connection to platform - Cost of “call” <p>Indicator values:</p> <ul style="list-style-type: none"> • ISDN based videoconference, provided by UNOG, requires payment of USD 50 per hour, per site connected. There is no limit on the number of sites to be simultaneously connected. • IP based videoconference connecting only two sites are free of charge. 	<ul style="list-style-type: none"> - Easy to set up. - Easy to carry out. - Higher engagement of participants when compared with other e-communication tools such as audio conference or webinars. - It is expensive; multiple sites videoconference requires investment on the full set of equipment at the Secretariat side and at the participants’ sides (i.e. special microphones, the video screen, camera, etc). 	<ul style="list-style-type: none"> - Purpose/ objectives of meeting/training - Attendance/ participation required (incl. geographical coverage) - Level of interactions needed - Funds availability - Availability of equipment in the building and in the partners
<p>Conclusion: The equipment required to perform the videoconferencing considered is expensive but opportunity to borrow such equipment is available in the building. The system seems to be suitable for meetings that require high quality connections or for internal meetings in UNEP, as headquarters and regional offices are equipped. Alike online meetings and telephone teleconferences, videoconferencing is not always adequate for meetings that require high level of interactions or aim at obtaining complex outcomes.</p>			

¹⁸ Videoconferencing is a generic term that covers different set of technologies which allow two or more locations to communicate by simultaneous two-way video and audio transmissions. Different systems with various levels of technologies are being used to conduct videoconferencing, e.g. from highly sophisticated systems/equipment to simpler ones (e.g. Skype or Microsoft messenger). This assessment refers to sophisticated videoconferencing systems, like the ones available in IEH (e.g. CITES, UNEP ROE) which can be borrowed for free.

Areas	Cost	Advantages and disadvantages	Points of consideration for choosing course of actions
5. E-learning courses for self-training	<p>Indicators:</p> <ul style="list-style-type: none"> - Cost of development (i.e. content, design and programming), and maintenance of training module - Cost of software platform (e-learning management tool) to allow for registration, tracking, certification, etc. <p>Indicator values:</p> <p>Electronic self-directed training tools:</p> <ul style="list-style-type: none"> - Average cost of development/design (incl. consultant): from USD 30,000 to USD 100,000 (depending on the length of the tool)¹⁹ - Average professional staff time: up to 30 working days (could be much more depending on length and structure of the tool) <p>E-learning course (over a period of 4/8 weeks, use of moderators, forums, tests and deliver certificates):</p> <p>1. <u>UNITAR e-course cost²⁰ (4 weeks):</u></p> <ul style="list-style-type: none"> - Development: USD 50,000 - Pilot-testing: USD 20,000 - Participant fee: from USD 1,000 to 2,000 depending on participant's country of origin (option to subsidize participants and pay for fees) - Staff time: Not identified 	<ul style="list-style-type: none"> - Number of persons trained can be larger than in other sorts of training formats (for e.g. face to face training sessions). - Allows for flexible learning, following the pace and availability of the learner. - Successfully completed courses build self-knowledge and self-confidence and encourage students to take responsibility for their learning. - Reduces travel cost and time to a physical location. - Slow or unreliable Internet connections can be frustrating. - Managing learning software can involve a learning curve. - Some training such as hands-on exercises can be difficult to implement through e-learning courses. - Usually no direct contact with the trainer. 	<ul style="list-style-type: none"> - Topic/subject of training - IT infrastructure and software required - Audience coverage (number of persons to be trained) - Foreseen frequency of module updates
<p>Conclusion: E-learning courses have the potential to reach out to a large audience. The cost in terms of staff time spent for preparations is significant. This is why they could be considered for topics that do not change often.</p>			

¹⁹ Based on the costs of the SC POPs wastes tool (2008), the Interactive Training on the Operation of the Rotterdam Convention (ITORC) and the BRS WCO e-learning course (under development).

²⁰ This is an example of what could be done in the field of e-learning courses (never implemented in the Secretariat).

Areas	Cost	Advantages and disadvantages	Points of consideration for choosing course of actions
6. Use of UNEP/FAO regional offices, regional centers and UNEP regional chemicals and waste officers for attending meetings on behalf of BRS	<p>Indicators:</p> <ul style="list-style-type: none"> - Average staff travel cost and staff time per event <p>Indicator values:</p> <ul style="list-style-type: none"> Average travel cost from Geneva to regions²¹: USD 3,125 Average travel cost intra-regions²²: USD 1,067 	<ul style="list-style-type: none"> - A staff member would be in a better position to ensure that priorities and mandates from the COP to the Secretariat are respected. A staff member also brings back knowledge to the Secretariat to facilitate and encourage a more holistic approach to follow up if needed. - A regional representative would be better informed of on-the-ground issues and regional dynamics. 	<ul style="list-style-type: none"> - Purpose/ objectives of meeting/training - Expertise of regional centres and UNEP/FAO regional offices - Regional cooperation and empowerment of regional centres - Logistics requirements - Quality assurance
<p>Conclusion: For meetings taking place outside of Europe, it is likely to cost less to have representation by staff from regional offices than from the Secretariat. The choice between the two options will be influenced by the objectives of attending the meeting and whether the Secretariat is able to ensure that these objectives, as well as its mandate, are met if its own staff does not attend.</p>			
7. Paperless meetings	<p>Indicators:</p> <ul style="list-style-type: none"> - Cost of paper/printing vs. ICT costs and staff time <p>Indicator values:</p> <ul style="list-style-type: none"> - Cost saving for paper/printing at SC COP-5 in 2011 as compared with SC COP-4 in 2009: 41,500 USD - WiFi equipment cost (initial investment): 66,162 USD - Laptops for delegates: borrowed free of charge from UNEP Nairobi <p><i>(Source: Finance unit, 2011)</i></p>	<ul style="list-style-type: none"> - Quicker document distribution and more possibilities of sharing information (in addition to CRPs), instant access to up-to-date information via intranet, updated information can be immediately consulted by participants. - Positive feedback received from participants at paperless meetings (2011 COPs and subsidiary bodies). - Paperless meeting considerably reduce the carbon footprint of the meeting. 	<ul style="list-style-type: none"> - Speed of availability of information - IT infrastructure available - Participants equipment - Participants skills - Ease of working from electronic sources - Location of meeting - UNEP policy - Feedback from Parties and observers

²¹ Note: this average travel cost is based on a sample of travels made in 2010 and related to SC activities: i.e. GVA-Beijing (China), GVA-Nairobi (Kenya), GVA-Vienna (Austria), GVA-Cancun (Mexico), excluding DSA. Therefore, it can only be considered as indicative. An estimate based on a larger number of travels is necessary to provide a more accurate evaluation

²² Note: this average travel cost is based on average travel costs incurred during three workshops organized each region in 2009-2011, excluding DSA. Therefore, it can only be considered as indicative. An estimate based on a larger number of travels is necessary to provide a more accurate evaluation.

Areas	Cost	Advantages and disadvantages	Points of consideration for choosing course of actions
<p>Conclusion: The initial costs for purchasing the WiFi equipment for BRS will be offset over the years by the considerable cost savings from paper/printing. Paperless meetings have proven to speed up and enhance the distribution of meeting documents and other information.</p>			
<p>8. Translation of documents</p>	<p>Indicators:</p> <ul style="list-style-type: none"> - Translation costs and number of pages per meeting <p>Indicator values:</p> <p><u>1. Unit costs from UNON conference services (CS) in Nairobi:</u></p> <ul style="list-style-type: none"> a) <u>Translation:</u> USD 110 per page per language b) <u>Editing:</u> USD 40 per page <p><u>2. UNOG official rates (for freelance translators):</u></p> <ul style="list-style-type: none"> a) <u>Translation:</u> USD 88 par page²³ per language <p><u>3. Paying a lump sum:</u></p> <p>It is also possible to sub-contract a partner, e.g. a regional centre, to translate documents through a SSFA.</p> <p>The costs incurred by translation and editing for COP documents are significant. For SC COP-5, there were:</p> <ul style="list-style-type: none"> - <u>Translation (all languages):</u> USD 298,199 - <u>Editing:</u> USD 23,230 <p>(Source: Finance unit, 2011)</p>	<ul style="list-style-type: none"> - Reducing the need for translation and editing of documents could offer savings that could be allocated to other activities of the Secretariat's work programme(s). - Limiting the number pages of meeting documents could facilitate delegates' preparation and participation in the COPs. - If documents, particularly on strategic issues, are not made available in languages, this could impact discussions by Parties during meetings. 	<ul style="list-style-type: none"> - Requirements under the Conventions/rules of procedure/COP decisions - Funds available - Significance of topic - Feedback from Parties and observers
<p>Conclusion: Bearing in mind the Convention(s) requirements about provision of documents in the six UN official languages, cost savings can be obtained by reducing the number of pages of meeting documents being translated and edited. The Secretariat has developed guidance on the preparation of meeting documents that will help staff to shorten their documents and identify their need for translation.</p>			

²³ The official rate provided is: 242 CHF per 1,000 words for translation. This rate has been divided by three, since 1,000 words is around 3 pages, and converted into dollars, which makes USD 88 per page.

Areas	Cost	Advantages and disadvantages	Points of consideration for choosing course of actions				
<p>9. Organizing separate COPs versus back-to-back COPs</p>	<p>Indicators:</p> <ul style="list-style-type: none"> - Participants travel costs, costs of Conference Service and staff time; venue and other organizational costs <p>Indicator values: <i>Estimated non-staff costs for the 2013 COPs:</i></p> <table border="1" data-bbox="315 488 831 655"> <tr> <td>Separate COPs and Ex-COPs</td> <td>USD 3,785,247</td> </tr> <tr> <td>Back-to-back COPs & Ex-COP</td> <td>USD 3,173,347</td> </tr> </table> <p><i>Cost reductions mainly result from savings in conference service (i.e. document editing and translation, simultaneous interpretation during plenary, meeting management, staff travel, equipment, venue and other local costs</i></p> <p>Additional cost reductions are expected for staff cost, between 33% to 50% compared to 2011 COPs.</p> <p>Total estimated cost savings for holding the 2013 COPs and Ex-COP back-to-back: Between US\$ 1,196,910 and 1,467,976.</p> <p><i>(Source: Draft Executive Secretary proposal to hold the ordinary and extraordinary meetings of the conferences of the parties to the BRS conventions back-to-back from 29 April to 10 May 2013 in Geneva, Switzerland)</i></p>	Separate COPs and Ex-COPs	USD 3,785,247	Back-to-back COPs & Ex-COP	USD 3,173,347	<ul style="list-style-type: none"> - Joint COPs facilitate decision-making on issues of concern for the three conventions (synergies process, joint activities, budget, etc.) since parties to the three conventions are present and can take decisions simultaneously. - Meetings can be held in fewer days when being organized back-to-back since certain issues can be discussed jointly. - User satisfaction has not been determined yet (bureaux will decide on the proposal of back-to-back COPs). - Care is needed to ensure the legal autonomy of each Convention, particular as relates to Convention-specific issues 	<ul style="list-style-type: none"> - Requirement for decision-making on synergies issues - Funds available - Venue available - Satisfaction of Parties and observers - Proportion of issues of concern for the three Conventions on the respective agenda
Separate COPs and Ex-COPs	USD 3,785,247						
Back-to-back COPs & Ex-COP	USD 3,173,347						
<p>Conclusion: Considerable cost savings can be achieved by holding COPs back-to-back due to reduced staff time for preparations and reduced costs for Conference Services. This course of action can also be seen as facilitating Parties' decision-making on issues of concern for the three conventions.</p>							

Areas	Cost	Advantages and disadvantages	Points of consideration for choosing course of actions
ICT			
10. Secretariat-owned mobile phones	<p>Indicators: - Average monthly cost per mobile phone subscription</p> <p>Indicator values: Total cost per year (SC and RC): USD 36,000 Total cost per month (SC and RC): USD 3,000 Average costs (SC and RC): USD 333 per subscription and per month (for a total of 9 subscriptions)</p> <p><i>(Source: SC/RC Finance unit, 2011)</i></p>	<ul style="list-style-type: none"> - Using mobile phones allows for increased flexibility and working ability to multitask. - Using mobile phones allows staff to be reachable when not in the office, e.g. during meetings or missions. 	<ul style="list-style-type: none"> - Requirements / Common policy for cell phone - UN policy - Mission frequency of the concerned staff - Grade/responsibility of the staff - Availability of common “mission mobile phones” - Ease in reaching staff and facilitate communication
<p>Conclusion: Costs for mobile phones could be reduced by developing a policy for using Secretariat’s mobile phones (criteria for allocation: responsibility of staff, missions, etc.). An analysis could be carried out to compare the costs of using Secretariat-owned mobile phones versus those incurred by reimbursing personally owned mobile phones charges when used for business.</p>			
11. Charging staff members for private calls from office phones (land lines)	<p>Indicators: - Average monthly cost of private calls per staff</p> <p>Indicator values: According to UNOG, 20% savings could be achieved if staff gets charged for their private calls.</p>	<ul style="list-style-type: none"> - Promote better transparency and accountability with phone use. 	<ul style="list-style-type: none"> - Administrative requirements (UNON/UNOG procedures) - Estimated cost savings
<p>Conclusion: Cost savings can be achieved in this field, following the billing system in place in the Secretariat of the Basel Convention. The Administrative Services Branch has taken steps to establish such a system across the board.</p>			

Areas	Cost	Advantages and disadvantages	Points of consideration for choosing course of actions
12. Phasing out individual printers	<p>Indicators:</p> <ul style="list-style-type: none"> - Total purchase cost - Total maintenance cost (incl. staff time and replacement of toners) <p>Indicator values:</p> <p><u>Costs of 30 individual printers:</u></p> <ul style="list-style-type: none"> - Purchase costs: USD 2,100 - Toner replacement costs (per year): USD 864 - Maintenance staff time: 4 hours/month <p><u>Cost per pages:</u></p> <ul style="list-style-type: none"> - Individual printers: USD 0,024 - Shared printers: USD 0,006 - Printed pages per user per year: 1,200 <p><i>(Source: IT unit, 2012)</i></p>	<ul style="list-style-type: none"> - Shared printers are designed for an office environment and are therefore more efficient than individual ones (store more pages in their slots, print more pages per minutes, choice of formats, double sided without manual intervention, scan, copy, staple and sort out, etc.). - Purchasing fewer new individual printers will decrease the amount of e-waste to be disposed of. 	<ul style="list-style-type: none"> - Life cycle of existing individual printers - Location of common printers - Need for confidentiality when printing documents - E-waste and paper reduction
<p>Conclusion: Cost savings (purchase and maintenance) could be achieved by limiting the use of individual printers in the Secretariat. This can be organized through a progressive phasing-out of individual printers, for instance by not replacing printers that reach their end-of-life.</p>			
<p>PUBLICATIONS AND DOCUMENTS</p>			
13. Promote electronic publications	<p>Indicators:</p> <ul style="list-style-type: none"> - Average cost for publication in electronic media vs. printing cost. <p>Indicator values:</p> <ul style="list-style-type: none"> - Cost for a 100-page publication (for 500 copies): USD 4,000 - Cost of an electronic publication (no printing): USD 1,500 - Cost savings: USD 2,500, around 37.5% <p><i>(Source: Finance unit, 2012)</i></p>	<ul style="list-style-type: none"> - Electronic publications offer new opportunities for publication design, with hyperlinks, and sometimes with use of multimedia, detailed illustrations and animations. - They offer a high visibility and their dissemination is easy and fast, e.g. via web sites, email attachments and CD-ROM. - They provide a compact storage. - They require the Secretariat to have stable, secure and easily accessible internet servers. - They might not be readily accessible for users with limited internet access. - Reading on paper can be more convenient than reading on a screen. 	<ul style="list-style-type: none"> - Ease of dissemination - Distribution patterns and target audience - Type of publication (objectives incl. geographical coverage) - Funds availability - Possibility for updating - Storage space availability - Presentation style - Responds to a request by parties (COP decision) - Environmental impact
<p>Conclusion: In addition to making all publications available electronically, the Secretariat should consider carefully if and how many printed publications are required. Minimizing printed copies will reduce costs, avoid having stocks of obsolete publications and reduce negative environmental impacts. For some information materials (newsletters, leaflets, etc.) the Secretariat could consider developing them directly on the Conventions' websites in html.</p>			

Areas	Cost	Advantages and disadvantages	Points of consideration for choosing course of actions
14. Electronic archiving	<p>Indicators:</p> <ul style="list-style-type: none"> - Storage and space cost - Time spent in organizing and searching documents - Paper cost <p>Indicator values:</p> <ul style="list-style-type: none"> - Total costs for the storage in the basement for BC/SC/RC per year: USD 1,786 - Staff time (organizing documents)/ paper cost: non determined <p><i>(Source: Finance unit, 2012)</i></p>	<ul style="list-style-type: none"> - Digital archiving or electronic document storage allows for an easier retrieval of documents and access to documents, reduce storage space, increase security. - Appropriate actions have to be taken to avoid loss of memory in case of IT problems. 	<ul style="list-style-type: none"> - Ease in organizing and tracking documents - Accessibility to archived documents and management of document life cycle - IT infrastructure/ equipment - Back-up strategy - Importance of documents / risk of memory loss - Space availability - Environmental impacts
<p>Conclusion: An electronic archiving system already exists in the Secretariat and its systematic use could be implemented more broadly. Promoting adoption of the system by staff requires training and access to technical support. Fully transitioning to an electronic archiving system requires a time investment (e.g. digitalizing and classifying files).</p>			
BUILDING			
15. Phasing out water fountains	<p>Indicators:</p> <ul style="list-style-type: none"> - Maintenance cost <p>Indicator values:</p> <ul style="list-style-type: none"> - Total costs for BC, RC and SC: USD 1,901 per year <p><i>(Source: Finance unit, 2012)</i></p>	<ul style="list-style-type: none"> - Tap water available in the building is of good quality, as being regularly controlled by SIG. - UN encourages through various campaigns to use tap water, e.g. UNOG campaign “Drink tap water, Reduce waste!”, February 2012. 	<ul style="list-style-type: none"> - Staff (and visitors) satisfaction - Water quality - Water availability in the building - Ecological footprint i.e. plastic cups, bottles, electricity, etc.
<p>Conclusion: Cost savings can be achieved by phasing out water fountains. This will also have a positive impact on the environment. This action would need to be reinforced by communicating on the good quality of tap water and the expected benefits for the environment of using tap water, instead of water fountains and bottled water.</p>			

Areas	Cost	Advantages and disadvantages	Points of consideration for choosing course of actions
16. Promoting minimization of electricity/cleaning/heating consumption	<p>Indicators:</p> <ul style="list-style-type: none"> - Electricity/cleaning/heating costs (not billed according to actual use but fixed per square meter of office) <p>Indicator values:</p> <ul style="list-style-type: none"> - Total costs of electricity/cleaning/heating in 2011: USD 83,137 - Total costs of electricity/cleaning/heating after move: USD 62,684 - Reduction: USD 20,453, approx 25% <p><i>(Source: Finance unit, 2012)</i></p>	<ul style="list-style-type: none"> - Saving energy reduces the demand for such fossil fuels as coal, oil, and natural gas. Less burning of fossil fuels means lower emissions of carbon dioxide (CO₂). 	<ul style="list-style-type: none"> - Convenience of implementing energy-saving behavior (e.g. switching of computers, etc.) - Environmental impacts of office operation
<p>Conclusion: Cost savings have been obtained by the office move operated in March 2012. Future cost savings in this area are difficult to predict as the electricity/heating/cleaning bill is calculated according to surface occupied in the building. This current situation should not prevent us from implementing actions towards reducing energy use, such as raising awareness on green office tips.</p>			
19. Office furniture re-use	<p>Indicators</p> <ul style="list-style-type: none"> - Purchasing cost - Total costs of purchasing a full set of new furniture for one employee: USD 4,156 <p>(Desk \$792, Office chair \$623, Visitor chair \$324, Cabinet with locker \$882, Cabinet with shelves \$531, Half cabinet with doors \$473, cabinet with 4 drawers and wheels \$531)</p> <p><i>(Source Finance unit, 2012)</i></p>	<ul style="list-style-type: none"> - Comfortable and ergonomic office design motivates employees and increases their performance. 	<ul style="list-style-type: none"> - Conditions/functionality of the furniture - Ergonomic considerations - Staff satisfaction in work environment, which influences work productivity
<p>Conclusion: The cost incurred by the purchase of a new set of office furniture is significant. Cost savings can be achieved by re-using furniture that is still in good shape, taking staff satisfaction into consideration.</p>			

III. RECOMMENDATIONS AND CONCLUSIONS

III.1 SUMMARY OF RECOMMENDATIONS

The recommendations of the task team, which are summarized below, target actions in 4 different thematic areas, as follows:

A. Strengthening institutional and organizational arrangements for promoting sustainability

Short-term

- 1. Formalize the Secretariat's involvement in UNEP's Climate Neutral strategy by nominating focal points within the framework of the SUN.*
- 2. Mandate the sustainability task force to continue its work through implementing the recommendations put forward in this report and through monitoring/evaluating the progress achieved by a yearly review of the baseline. This will be done through a work plan that will assign leads among the task force members for implementing the recommendations.*
- 3. Establish an e-library (or central storage) where all environmental information, such as reports and guidelines, are compiled, classified and made available to all staff.*

Medium and long-term:

- 4. Communicate externally with Parties and other stakeholders on the steps taken towards improving the sustainability performance of the Secretariat.*

B. Promoting sustainable travel reducing CO₂ emissions

Short-term

- 5. Submit the Secretariat's GHG emissions estimates for 2010 to the SUN, under the framework of the Towards a Climate Neutral UN initiative, by end of April 2012, through the Greening the Blue website.*
- 6. Make arrangements with UNEP headquarters to retrieve the Secretariat's GHG emissions estimates in a systematic manner every year and receive more information how Secretariat's GHG emissions are offset through the UNEP Climate Neutral Fund.*
- 7. Promote sustainable travel by travelling less and more efficiently.*
- 8. Increase use of e-communications (such as online meetings/webinars, videoconferencing) by developing options for using a full suite of e-communications tools in the Secretariats, including for major meetings (COPs, subsidiary bodies).*

Medium and long-term

- 9. Update the Secretariat's annual GHG inventory for 2011 air travel and building operation, under the framework of the Towards a Climate Neutral UN initiative, by end of December 2012,*
- 10. Establish an Emission Reduction Plan for the Secretariat, under the framework of the Moving Towards a Climate Neutral UN.*
- 11. Explore ways of offsetting more systematically GHG emissions from travel organized by the Secretariat, under the UNEP Climate Neutral Fund.*
- 12. Liaise with the GEN green team to revive/encourage a car sharing policy and alternative ways of transport of staff to the office.*

C. Promoting sustainable procurement, energy, water and paper consumption

Procurement

Medium and long term:

13. *Encourage UNOG in the application of green criteria for procurement.*
14. *Identify environmental criteria that should be taken into account for organizing meetings, procurement and external contractors and introduce an office policy accordingly.*
15. *Raise awareness on good practices to reduce energy consumption, including when using IT equipment, through compiling/publicizing a set of green office tips.*

Energy

Short-term:

16. *Ask FIPOI to provide us with the types and functioning of appliances in the building e.g. what are the characteristics of cooling systems in use in the building and the server rooms, automatic schedule for closing blinds, switching-off of lights etc., requirements and plans for energy auditing, etc. and circulate this information widely within the Secretariat.*

Medium and long-term:

17. *Consider inviting FIPOI to install energy saving devices (e.g. light motion sensors) in every floor in the building.*

Water

Short-term:

18. *Raise awareness on the environmental benefits of using tap water.*

Medium-term:

19. *Phase-out plastic water fountains in the offices.*

Paper use and publications

Short-term:

20. *Raise awareness on good practices for paper use and printing through publicizing a set of green office tips.*
21. *Improve the inventory system of stocks.*
22. *Estimate more precisely the amount of publications, including copies in languages that can be distributed at meetings to avoid shipping back/transfer to other distribution points.*
23. *A more careful planning strategy is needed for designing (e.g. choosing a modular design to allow for easier updates), printing, storage and distribution of publications.*
24. *Publish more publications electronically on CD-ROM and on the web.*

Medium and long-term:

25. *Explore the possibility to use more widely an electronic system (including e-signatures), to avoid printing out of administrative procedures and correspondence.*

26. *Promote sustainable meetings by using the Green Meeting Guide and building on the experiences gained during the paperless COP meetings organized in 2011 for the three Conventions.*

27. *Put in place a strategy to distribute existing publications before these become outdated.*

D. Promoting sustainable waste management

Short-term:

28. *Obtain more detailed information from FIPOI about waste generation and management statistics and their cost implications; assess whether there are areas where waste and cost reduction measures could be introduced.*

29. *Make sure that recycling bins for paper are available in all offices and rooms.*

30. *Raise awareness on waste recycling issues, including staff responsibility in sorting the different kinds of waste and using non-disposable glasses/cups/dishes in the cafeteria.*

Medium and long-term:

31. *Better signal recycling containers and increase number of recycling stations in the building.*

32. *Gather more information on the current system of recycling of office e-waste and alternative options.*

III.2 OBSTACLES AND WAYS OF OVERCOMING THEM

Three major obstacles to implementing these recommendations have been identified:

Firstly, the financial implications of implementing the recommendations, in terms of costs and staff time could be a potential obstacle. However, many recommendations should be either cost-neutral or have a positive effect on the budget (e.g. waste reduction, energy saving, reduction in travel, etc.). Efforts could be concentrated on cost-neutral activities and on finding “sponsors” for activities with cost implications (e.g. ask organizers of receptions to pay for organic catering, etc.).

Secondly, staff awareness on sustainable behaviour could be improved so as to change existing habits. This obstacle could be overcome through awareness-raising, e.g. in the form of reminders, green tips, discussions at staff meetings, etc.

Thirdly, sustainability criteria sometimes conflict with other criteria for our work: for example, when considering meeting venues for major meetings such as the COPs, factors such as location and availability of the venue, equipment, etc. might be given more importance than sustainability criteria. Also, some elements are not always influenceable, e.g. procurement requirements from UNOG, electricity and water consumption at the meeting venues, etc. Future efforts could be concentrated on taking sustainability criteria into account when possible and for example, when meetings are done outside of Geneva, we could try to include criteria into the host country agreements.

III.3 OVERALL CONCLUSIONS AND WAY FORWARD

Today the Secretariat has available its first 2010-2011 sustainability report, which nevertheless remains “work in progress”, as it learns by doing in keeping track of our performance. The report covers most, but not all of our activities. For some indicators, it was not possible to collect quantitative data for the specified time frame, but only qualitative information, which was used as a basis for recommendations. Comprehensive data covering the activities of all three Secretariats were in some cases very difficult to obtain; in such cases, indicators are presented based on partial or incomplete data sets.

The data collection process represented a major effort, largely relying on the participation of relevant staff in the activities of the task force, including further external support to obtain data and information on a number of issues. The complexity of the process (including identification of information sources, data retrieval and compilation, data processing prior to analysis), its implementation on an ad-hoc basis and within a very tight timeframe are among the main difficulties encountered. For future similar assessments, a more systematic and broader process for data and information collection is needed, based on identification of focal points responsible for data collection for the various areas of the assessment to cover the full range of activities of the Secretariats, and periodic reporting on key indicators through maintaining an up-to-data database/directory on the shared drive etc.

The general survey on a sustainable work environment has offered interesting results and could be replicated for future assessments. Nevertheless, a more in-depth review of the questions put forward in the questionnaire will be needed to ensure both the clarity and the relevance of the topics addressed.

It has become clear in many of the areas examined that an easy and cost-effective manner to improve sustainability would be greater staff awareness. Activities to promote sustainable behaviour could be initiated at little or no cost yet have the potential to significantly impact the results of future assessments.

The activities of the sustainability task force should continue in the future, based on the need for continued and periodic monitoring of the sustainability performance of the Secretariat, to follow the implementation of the recommendations put forward in this first report and keep track of selected indicator information. In the future, the current baseline results and those of further sustainability assessments could also be benchmarked against other organizations' performance to determine more precisely our level of performance within the UN system.

Last but not least, stronger linkages and better communication and coordination with UNEP is needed on all these issues, as well as full participation in and contribution to UNEP initiatives through attending relevant meetings/ on-line conferences (e.g. meetings of the IMG on Sustainability Management), input to the UNEP GHG inventory process, coordination with the GEN green team within the building, etc.

ANNEX 1 MEMBERSHIP OF THE SUSTAINABILITY TASK FORCE

Ana Priceputu

Andrea Warmuth

Carla Valle-Klann

Cherryl Andre De La Porte

Frank Moser

Jacqueline Alvarez

Julien Hortonedo

Katarina Magulova

Kei Ohno

Marylene Beau

Melisa Lim

Susanne Bengtsson

Tatiana Terekhova

Susan Wingfield

Wade Bowers

Yvonne Ewang-Sanvincenti

ANNEX 2 INFORMATION ON MANAGEMENT SYSTEMS AND INITIATIVES WITHIN THE UN

A number of sustainability policy documents were developed and provide general guiding principles for sustainability activities in UN agencies:

- Sustainability Management Policy Documents:
 - Terms of Reference for the IMG on Sustainability Management
[<http://www.unemg.org/LinkClick.aspx?fileticket=2tGUX2q-CIk%3d&tabid=4008&language=en-US>]
- Climate Neutral UN Policy Documents:
 - The UN System Chief Executives Board for Coordination (CEB): Decision on moving towards a climate-neutral United Nations
[<http://www.unemg.org/LinkClick.aspx?fileticket=Cu0nyra2wDU%3d&tabid=3974&language=en-US>]
 - The Environment Management Group Strategy for a Climate Neutral UN
[<http://www.unemg.org/LinkClick.aspx?fileticket=JcRYrmMO3Xs%3d&tabid=3974&language=en-US>]
- Sustainable Procurement Policy Documents
 - Sustainable Procurement Practice Note
[<http://www.unemg.org/LinkClick.aspx?fileticket=dcFlwHXfwSM%3d&tabid=3974&language=en-US>]

Some UN agencies are ISO14001 certified, including UNON and UNOG printing services. UNEP also plans to establish an Environmental Management System to become operational by the end of 2011 (2010 UNEP Climate Neutral Strategy).

The Sustainable United Nations (SUN) Unit based within the Sustainable Consumption and Production Branch of UNEP's Division of Technology, Industry and Economics works with a number of UN agencies to improve the sustainability performance of the UN system. In particular, the SUN supports UN agencies in developing their own emission reduction strategies. Although particularly focused on climate mitigation actions, these strategies also include broader sustainability aspects such as procurement, water, material handling and storage, and staff training.

The SUN also publishes general guidance documents to assist in such initiatives as mentioned above:

- A guide to greenhouse gas emission reduction in UN organizations
[<http://www.unep.fr/scp/sun/facility/reduce/PDFs/EmissionReductionGuide.pdf>]
- Green Office Guide
[<http://www.unep.fr/scp/sun/publications/pdf/Green%20Office%20Guide%202008%20part%201%20low%20%281%29.pdf>],
- Green Meeting Guide [<http://www.unep.fr/shared/publications/pdf/DTIx1141xPA-GreenMeetingGuide.pdf>]
- Sustainable Travel in the UN
[http://www.greeningtheblue.org/sites/default/files/sustravel_13.09.10.pdf]

SUSTAINABLE UNITED NATIONS (SUN)
INITIAL ASSESSMENT OF
SUSTAINABILITY PERFORMANCE AND OPPORTUNITIES

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

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

The questionnaire is divided into five sections:

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

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

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

HOW TO RESPOND TO THIS QUESTIONNAIRE

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

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

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

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

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

Section I. GENERAL INFORMATION

1. Organization

SBC / SRC/ SSC

2. **Number of staff** at location covered by this questionnaire [including consultants].
2010 data:

- BC 24
- RC 16
- SC 35

3. Total floor area occupied in the building

2010/2011 data: 833.9 m² for BC + 1,200 m² for RC and SC. Includes depot/cave of 40m² for Basel (and corridors, kitchenettes for all 3 Conventions).

Section II. MANAGEMENT SYSTEMS AND INITIATIVES

YES NO

4. Has the organization adopted any sustainability policy for its internal operations, including environmental and/or social issues.

If yes, please attach a summary and – if available – any report on its implementation.

5. Has the organization adopted an environmental management system (ISO 14.001 or similar)? *If yes, what type? What areas and operations is the management system covering?*

6. Has the organization conducted any review of its environmental and/or sustainability performance within the last five years? *If yes, please attach a summary of the findings and recommendations.*

7. Has the organization estimated its greenhouse gas emissions (or “carbon footprint”)? *If yes, please attach a short summary of amounts and sources.*

See page 54 and Annex 5.

8. Has the organization adopted a strategy for reducing greenhouse gas emissions? *If yes, please attach a short summary of reduction goals and how these will be achieved. Indicate progress towards achieving these goals, how this was measured and any perceived obstacles to their achievements. What is the budget allocated to offsetting CO₂ emission from air travel / what amount of carbon units is purchased annually?*

9. Has the organization, in other ways than described above, identified priorities for reducing greenhouse gas emissions and/or improve its sustainability?

See Chapter III on conclusions and recommendations.

10. Are you aware of any impact on the organization's sustainability or greenhouse emissions by policies or choices adopted or implemented by other entities e.g. office management company etc.? *If yes, please indicate what policies or choices have been adopted, how much influence the organization had in those policies or choices and what impact this has had (Further information may be provided in Section IV below).*

IEH-1 received the MINERGIE certification in 2009. A new heating, ventilation and

air conditioning (HVAC) system and improved insulation have helped to reduce energy consumption by 58%. Further savings in CO2 emissions are ensured by the IEH opting for the local electricity utility company's green all-hydroelectricity tariff. Water savings amount to almost 25%, due to low water consumption taps and toilets, combined with savings attributable to the new HVAC system. The IEH has also implemented a system to sort waste to improve re-use, recycling and appropriate treatment.		
---	--	--

Section III. PROCUREMENT	YES	NO
<p>11. Do you have any data about what kind of products/services the organization is mainly buying?</p> <p><i>If yes, please attach a summary of the volume of the largest product/service groups e.g. paper, office supplies, toner cartridges and their approximate annual value/cost.</i></p> <p>2010:</p> <p>Toner cartridges for desktop printers (RC+SC): 43. For the larger machines this is part of the lease agreement and we have no records.</p> <p>Paper (recycled): 20 boxes (taking into account the large stock left from 2009 (COP-year) this amount was purchased especially for POPRC).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>12. Is the organization managing its own procurement (as opposed to having another organization managing it for you, e.g. UNOPS, UNOG or UNDP)?</p> <p><i>If no, please indicate <u>what organization is managing</u> and <u>proceed directly to question 16.</u></i></p> <p>All purchases, except low-value, are administered via UNOG for all Secretariats.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>13. Has the organization adopted any policy on energy efficient or sustainable procurement?</p> <p><i>If yes, please provide a short summary.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>14. Does the organization have its own procurement manual or is it using the United Nations Procurement Service (UNPS) manual (this is the case for UNOG, UNOV, UNON, etc.)?</p> <p>Using UNON manual.</p> <p><i>Please define which one or give reference to/attach copy if available.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>15. Has the organization included in its procurement manual any requirement for procurers to consider sustainability criteria (including energy efficiency and environmental and/or social issues such as child labour) in procurement decisions?</p>	<input type="checkbox"/>	<input type="checkbox"/>

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

New Section. ORGANIZATION OF MEETINGS, TRAVEL, PUBLICATIONS	YES	NO
19. How much paper is used in major meetings (please provide volume and cost data per meeting) Data file included in Annex 5		
20. Does the organization off-set its carbon emissions? If so, what proportion of the travel arranged by the organization (for staff and participants) does this cover? Through UNEP's Climate Neutral Commitment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21. How many publication copies printed annually? At what cost? Data file included in Annex 5		
22. What are the measurable benefits obtained through these publications? No quantitative data but following areas can be explored: <i>Demand:</i> Is there a recurrent demand for the publication from selected key audiences (media, government, Regional centers, business and industry, civic associations, educational institutions etc.)? <i>Citations:</i> How many times is the publication cited in journals, policy documents or other UN, Government or academic reports? <i>Mass media:</i> Did announcement of the publication's release capture mass media attention, how many media mentions appeared following publication? <i>Web traffic/electronic distribution:</i> How many hits did the electronic version of the publication receive on the convention website? How many times was it downloaded? <i>Reference:</i> How often does the individual user refer to the publication, for		

information, statistics or inspiration? Is it an essential reference source of information useful in one's daily work or life? This could be captured and quantified by a SurveyMonkey.

Section IV. BUILDINGS AND FACILITIES MANAGEMENT

General information

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

Building name	Form and duration of agreement to use the building	Main functions (% Floor area used for each)	Net Floor area (m ²) (occupied / conditioned space)	Number of staff
IEH-1		Office (100%)	2000	73

Building design

YES NO

24. Does the building allow flexible interior space allocation (e.g. movable inner walls and fixtures)?



25. What type of windows is the building equipped with (single, double, triple glass, or other types such as glass-gas-glass)?

Please list or attach a window schedule if available.

Energy supply and use

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

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

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

<p>Fuel for vehicles (type and amount)</p> <p>Other sources of supplied or on-site generated energy (type and energy value in applicable SI unit)</p> <p>Electricity charges in 2010 (Based on % of the total space occupied by offices – no details on real consumption):</p> <ul style="list-style-type: none"> • BC: 10.27% of total consumption = 117,268 kWh (10.27% of total cost = \$7,884) • RC+SC: 14.79% of total consumption = 168,880 kWh (14.79% of total cost for electricity = \$11,356) <p>Energy consumption for heating:</p> <ul style="list-style-type: none"> • BC: 10.27% of total consumption = 22,757 kWh • RC+SC: 14.79% of total consumption = 32,773 kWh 		
<p>28. To what level of detail do you have a breakdown of energy consumption for different areas/purposes within the building? Please note that <u>you do NOT need to submit data</u>, only indicate areas where you have installed sub-metering or other devices to measure local energy use (e.g. server rooms, kitchen, fans, heating/cooling plants).</p> <p>No breakdown at all.</p>		
<p>29. Is “green energy” available to purchase (i.e. electricity, heat etc. generated from renewable energy sources such as bio fuels and hydro power)? <i>If yes, to what extent does the organization purchase green energy?</i></p> <p>100% hydro ‘SIG Vitale Bleu’</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Energy supply and use (cont’d)	YES	NO
<p>30. Has the organization adopted any energy management polices and plans? <i>If yes, please attach a summary explaining goals and how this is implemented.</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>31. Does your energy management plan include regular audits of the performance of individual energy systems?</p> <p><i>If yes, does this include ventilation duct leak testing?</i></p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p>32. Have you conducted retro-commissioning (comprehensive external audit of the performance of building equipment and energy systems <u>as integrated systems</u>)? <i>If yes, please provide the date for the most recent retro-commissioning and a summary of findings</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>33. Do you have operation manuals for engineering staff to follow in operating the energy systems within the building and/or is regular training provided to operators on how to operate and maintain the energy systems?</p>	<input type="checkbox"/>	<input type="checkbox"/>
Indoor climate, lighting control and fire safety	YES	NO
<p>34. Do you know if air conditioning and other form of coolers/chillers in the building contain refrigerants that are ozone depleting substances or are listed as greenhouse gases? <i>Please provide details if available</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Indoor climate, lighting control and fire safety (cont'd)			
35. Please describe what kind of HVAC (Heating Ventilation and Air Conditioning) systems are installed.			
36. What form of fire safety systems are installed in the building (for example halon / CO ₂ fire expression systems)?			
37. How often are preventive maintenance and cleaning of A/C, sanitary fittings and plumbing undertaken?			
38. How is indoor temperature controlled (central or local? through sensors? through manual or automated controls etc)?			
39. What is the target indoor temperature for different areas of the building at different times of the day, week and year?			
Indoor climate, lighting control and fire safety (cont'd)		YES	NO
40. Has the organization surveyed staff in the building about their satisfaction of the indoor environment? <i>If yes, please attach a summary of the findings.</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
41. Do you use energy efficient lighting, including light-sensors, low energy lamps and efficient ballast? <i>If yes, to what extent?</i> Partially available in the building		<input checked="" type="checkbox"/>	<input type="checkbox"/>
42. Are instructions provided to new staff/tenants in the building on how to control temperature, ventilation and lighting?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Water		YES	NO
43. What is the annual water consumption in the building? Do you have breakdown on different functions/areas (e.g. irrigation, cleaning, toilets, food preparation etc)? Cleaning charges in 2010 (based on % of the total space occupied by office): BC: 10.27% of total cost = \$18,396 RC+SC: 14.79% of total cost for cleaning = \$26,496		<input type="checkbox"/>	<input checked="" type="checkbox"/>
44. Is the organization paying a fee for water use or waste water discharge? If yes , please indicate the amount per m ³ water		<input type="checkbox"/>	<input type="checkbox"/>

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

<u>Waste</u>	YES	NO
49. Has the organization conducted a waste stream audit and/or adopted a waste management plan? <i>If yes, please provide a summary of the findings.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
50. Has the organization arranged for recycling of any kind of waste materials (paper, plastics, ICT equipment, batteries, toner cartridges etc) inside or outside the organization? <i>If yes, please describe how this is set-up and works in reality.</i> Recycling organized for paper/PET/glass/aluminium/batteries/coffee machine capsules; Empty toner cartridges are returned to manufacturer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

<p>Please feel free to provide details, including any mapping and calculations undertaken on the impact of changes in staff behaviour.</p>		
<p>54. Does the organization track the mode and volume of staff travel? <i>If so, what is the annual distance travelled based on different modes of transport (train, air, car etc)?</i></p> <p>Air travel (2010): 10,128,397 km</p> <p>Data for other modes of transport not available.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Staff Culture</u>	YES	NO
<p>55. Has the organization conducted any survey among staff to collect ideas for how to improve the work space and/or efficiency of the organization?</p> <p>See Annex 3.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>56. Are there any staff driven initiatives to “green” the office? If yes, please provide the contact persons name and e-mail/phone number.</p> <p>Sustainability task-team (see Annex I).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>57. Is the organization providing any training on sustainable behaviour to staff?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>58. Is the organization providing opportunities for staff to telecommute (work from home)?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>59. Has the organization conducted any mapping of how staff commutes to the office?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>60. Is the organization providing any incentives to staff to use more sustainable modes of transport to the office (e.g., subsidized tickets to public transport, reserved parking for hybrid vehicles, dedicated bicycle parking etc)?</p> <p>Dedicated bicycle parking</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>61. Is the organization providing means for staff to minimize waste, e.g. by providing clearly marked recycling stations, printers automatically printing on two sides, by providing office equipment with a short activation of stand-by mode etc?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Staff Culture (cont'd)</u>	YES	NO
<p>62. Are major office equipments for copying, printing etc, located in common designated rooms/stations, or are they spread over the office?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

63. If there are any in-house restaurants, shops or vending machines, do these provide sustainable products (biodynamic food, minimized packaging of products, locally produced products)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
64. Are there other initiatives or needs related to staff culture (day-to-day behaviour)? If yes, please describe what they are.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other issues

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

Glossary of Terms & Acronyms

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

Sustainable United Nations

Tel 33 1 44 37 14 50 - Fax 33 1 44 37 14 74

sustainable.un@unep.fr - <http://www.unep.fr/scp/sun/>

ANNEX 4 QUESTIONNAIRE FOR A GREEN AND SUSTAINABLE WORK ENVIRONMENT

Please use the scale below to assess each item. Please indicate the score in [].

0 = Not Applicable 1 = Never 2 = Rarely 3 = Occasionally 4 = Frequently 5 = Always

Actions towards waste reduction

- 1) I minimize printing of documents. []
- 2) I e-mail memos instead of printing them and faxing/sending them by post. []
- 3) I reuse printed paper as scratch paper or for note taking. []
- 4) I adjust my printer settings to minimize environmental impact e.g. toner saver, double-sided printing. []
- 5) I reuse file folders, binders and other non-expendable office supplies. []
- 6) I put used papers in the recycle box. []
- 7) I put empty PET bottles in the recycle box. []
- 8) I put empty glass bottles in the recycle box. []
- 9) I put empty aluminium cans in the recycle box. []
- 10) I put used toner cartridges in the recycle box. []
- 11) I put used batteries in the recycle bins (on the ground floor between the elevators). []
- 12) I drink tap water instead of buying bottled water. []
- 13) I avoid the use of disposable glasses/cups/utensils at the cafeteria and in the office. []

Actions towards energy saving

- 14) I turn off the room light when I leave the room for more than 5 min. []
- 15) I turn off the room light in empty offices when leaving. []
- 16) I turn off the light in the meeting room at the end of the meeting. []
- 17) I turn off the lights in office facilities (kitchen, toilets) when not in use. []
- 18) I turn off the computer when not using it. []
- 19) I turn off the monitor (computer screen) when not using it. []
- 20) I turn off the printer (in my office) when not using it. []

21) I unplug chargers and other devices when not in use for a considerable period of time. []

22) I only call one elevator at a time. []

23) I use the stairs instead of the elevators whenever I can. []

24) I make sure to close the water tap. []

25) I make sure to use the water saving function of the toilet flush. []

26) I come to the office by public transportation, bicycle, or on foot. []

27) If I have to use a car, I car-share whenever possible. []

28) I make sure my window is closed when I leave my office. []

Actions towards improving air and water quality

29) I have plants in my office to improve air quality. []

30) I use an air humidifier to improve air quality in the office. []

31) I minimize the use of detergents when washing-up in the kitchen. []

Actions taken outside of your office

32) When organizing or participating in meetings, I am conscious in the choices I make about:

a. Mode of transportation []

b. Use of papers []

c. Distribution of publications []

d. Distribution of promotional items []

e. Food and drink services []

f. Recycling of materials []

g. Electricity and water consumption []

h. Choosing hotels (located close to meeting venue, promoting sustainability, etc.) []

33) When developing ToRs for external contractors, I take into account the environmental impact of the services contracted and include sustainability criteria. []

Recommendations

34) Please provide your suggestions for a healthier work environment and improved sustainability in our offices:

ANNEX 5 DATA FILES

GHG Calculator BC RC SC 2008



GHG-CALC-Basel,
Stockholm and Rotter

Publications and number of copies printed in 2010



Sustainability task
force report_Publicati

Publication distribution at 2011 COP meetings



Publication
distribution at 2011 C

Paper use and costs at 2011 COP meetings



Paper use BC RC SC
2011 COP.xls

Staff survey results



Staff survey
results.pdf