



“Learning by Doing” UNEP DTIE Sustainability Report 2004 - 2005

Covering offices in Paris, Geneva and Osaka/Shiga



An annex to the UNEP DTIE Activity and Performance Report

UNEP Division of Technology, Industry and Economics (DTIE)

Contents

1. Introduction	3
2. From vision to implementation	5
3. Economic Performance	7
• Indirect economic impact: small energy business development	10
4. Environmental Performance	13
• Towards green meetings	23
5. Social Performance	25
• A diverse, international team	26
6. Indicators content index	36
7. Annex: Scope and boundary	37
8. Contact	40



1. Introduction

In 2004, UNEP DTIE began the development of a reporting system on the sustainability performance of its own operations, a natural step for one of the founders of the Global Reporting Initiative (GRI) process. Support for the idea was clear from stakeholder feedback. At our 2005 Consultative Meeting on Business & Industry, participants completed a survey questionnaire and 91 % of the respondents agreed or agreed strongly with the assertion that “it is important for UN agencies to report on their sustainability performance”. From the beginning it was foreseen that sustainability reporting by UNEP DTIE with its offices in Paris, Geneva and Osaka/Shiga would be typical of that of an office environment in the services sector. It was also foreseen that, based on the experience gained in UNEP DTIE, the reporting process and methodology could be introduced to the rest of UNEP. The reporting system complements the sustainable management and procurement systems under development at UNEP headquarters. These systems are also promoted under the UN’s interagency Environmental Management Group (EMG), which is chaired by UNEP.

As explained in the GRI Public Agencies Sector Supplement (2005), public agencies can report on their sustainability performance by providing information on: (i) organizational performance; (ii) external implementation measures and their performance; and (iii) economic, environmental, or social conditions within the agency’s mandate or area of jurisdiction. This implies reporting on internal operations as well as external outputs and outcomes. UNEP reports annually to its Governing Council on outputs and related outcomes. These are also reported in the UNEP DTIE Activity and Performance Report, giving an overview of the services

and products offered by the Division. The sustainability reporting system in UNEP DTIE builds on its Activity and Performance Report by adding information about the sustainability performance of internal operations, in other words about the performance of the production process behind the services and products.

Today we have available our first, 2004 – 2005 sustainability report. Our reporting remains “work in progress”, as we learn by doing in keeping track of our performance. UNEP DTIE’s sustainability report is made of eight parts including coverage of our organizational profile and our economic performance, environmental performance and social performance. The report has been prepared with reference to the 2002 version of the GRI Guidelines¹, including its core performance indicators and Public Agencies Sector Supplement (2005). The relevant indicators are indicated in brackets – for example “[EC1]” - throughout the text. The report covers most but not all of UNEP DTIE’s activities. For some indicators, information could not be collected for our offices in Geneva and Osaka / Shiga. In some instances only the latest or 2005 data is provided and identified as such, but as far as possible data for the whole period January 2004 – December 2005 is provided. Our sustainable development performance information and data will be updated annually and we will continue to develop a more complete reporting system. In the report it is made clear whether an indicator signals the situation in Paris, our main office with the greater part of our personnel, or also in Geneva and Osaka/Shiga.

The development of this first, experimental report has been a collective exercise running over two years and led by an internal “sustainability team”. Based on stakeholder feedback – our business & industry network and an internal employee

sustainability performance survey – we have been able to identify priority issues for UNEP DTIE where we have more significant impact. These key areas of our sustainability performance, addressed in greater detail in the 2004 - 2005 sustainability report, are the following:

- indirect economic impact (energy case study);
- official / mission travel by staff members and associated GHG emissions;
- green meetings;
- environmentally-friendly offices: materials use and office waste;
- training and career development; and
- diversity and human capital.

¹ Available at www.globalreporting.org. For a subsequent 2006 – 2007 report, we will be using the 2006 or 3d revised version of the GRI Guidelines.

2. From vision to implementation: Our policies, strategy, profile and governance structure

Our motto is environment for development. For many years now we have been working with business, industry and others to protect the natural resource base of our planet, underlining the business case for sustainable development. **Our mission** is to encourage decision-makers to integrate environment in their decision-making and promote policies, business models and practices that show care for humans and the environment.

Our mission is based on intergovernmental mandates determined by governments on what can be called our “Board of Directors”, namely the UNEP Governing Council. Governments start off with “policies”, on the basis of which follow “strategies” for positioning and implementation. Business often use these terms differently, viewing “strategy” as the broader term on the basis of which more specific company “policies” or “codes” are developed to implement and promote compliance at the production site level. As a public sector institution, our point of departure is the **overall policy mandate** laid down by governments on our Governing Council (GC) and Global Ministerial Environment Forum (GMEF, a biennial special session of our GC). The annual meetings of our GC and GMEF are attended by national delegations and representatives of all major stakeholder groups, including non-governmental organizations from all regions as well as business and industry (which also comprises labour). Governments guide us through Declarations, GC Decisions as well as our two-year **Programme of Work (PoW)**. We draft and finalise the latter in liaison with governments, who approve our PoW and monitor its implementation on an ongoing basis through monthly meetings in Nairobi of the Committee of Permanent Representatives (CPR). We report on implementation of

GC Decisions and our PoW to the CPR and the GC, which convenes annually in February.

The UNEP PoW lists the overall objectives, expected accomplishments and indicators of achievement for each division, including UNEP DTIE. For the 2004 – 2005 reporting period see the “Environment fund budgets: Proposed biennial programme and support budget for 2004 – 2005: Report of the Executive Director” available online at <http://www.unep.org/gc/gc22/documents.asp>. Reporting on implementation of UNEP DTIE’s 2004 – 2005 PoW and relevant GC Decisions can be found online at <http://www.unep.org/resources/gov/overview.asp>. Highlights of our activities appear in the UNEP DTIE 2004 and 2005 Activity and Performance Reports (see http://www.unep.fr/en/about/activity_report.htm), to which this report serves as an addendum.

Our strategy involves pursuing activities to raise awareness, improve the transfer of knowledge and information, foster technological cooperation and partnerships, and advance implementation of international conventions and agreements. These activities are executed through branches active in the areas of corporate responsibility, production and consumption, environmentally sound technologies, chemicals, energy, ozone, economics, trade and finance. At the broader UNEP level, our PoW is accompanied by a Strategic Framework that is developed by our secretariat and agreed to by governments.

The **organizational structure** of UNEP DTIE and its institutional setting along with seven other divisions within UNEP is set out on pages 2 – 4 of our 2004 and 2005 Activity and Performance Reports. The titles of our branches

reflect our activity areas. This and the geographic spread of our offices are also reported below under indicator EC2 (geographic breakdown). The scope of this sustainability report, covering our operations from January 2004 – December 2005, is addressed from a boundary perspective in section 7 (Annex) of this report.

The Director of UNEP DTIE, based in Paris, takes the lead in designing our policy and work programmes, coordinates activities and ensures liaison with other UNEP divisions, and promotes activities to extend stakeholder involvement. Along with Directors of the other UNEP divisions, the DTIE Director is a member of the UNEP Senior Management Group that meets on a regular basis under chairmanship of the UNEP Executive Director. Internally, our DTIE Director has her own senior management group comprising heads of Branches and Units as well as our Head of Financial Administration Services.

The **services we provide** include information, knowledge, advice, know-how, expertise, coordination, facilitation and organization. These are delivered through publications (hard copy and electronic, including training materials and guides), meetings (conferences, seminars, workshops, dialogues), networks (e.g. ozone, chemicals, energy centres), initiatives (e.g. forum with group of members) and demonstration projects (with a partner organizations such as companies and financing institutions).

Our stakeholders can be grouped as follows:

a) Internal stakeholders: Our (i) owners – governments and (ii) employees – internal staff.

b) External “customer” stakeholders: Our (iii) main target group - business & industry / labour organizations,

(sub)national public authorities, (iv) key partners – NGOs, research & training institutions, (v) parent or sister organizations – UN system, fellow UN agencies, and (vi) other international organisations – e.g. regional economic integration organisations.

c) External “supplier” stakeholders: Our (vii) host government / host local authorities, (viii) material / technology suppliers, (ix) knowledge suppliers (e.g. consultants, research centres) and (x) financing suppliers (donors, funding institutions, sponsors).

A key annual event of UNEP DTIE is our “Annual Consultative Meeting on Business and Industry”, held October every year in Paris. We use this meeting as a consultative dialogue, learning and partnering forum with our business and industry network of industry associations, companies, labour organizations, NGOs and other partner institutions. As is the case with other UNEP divisions, we encourage and promote stakeholder engagement throughout all our activities. In 2005 we among others co-published a guide on stakeholder engagement². Our work in the field of corporate environmental and social responsibility has only strengthened our awareness of its importance, similar to the importance of sustainability reporting in effective, transparent and accountable management. This sustainability report attests to our ongoing commitment.

² UNEP, AccountAbility, Stakeholder Research Associates. 2005. *The Stakeholder Engagement Manual (Volumes 1 and 2)*. Paris / London / Cobourg: UNEP DTIE, AA, SRA.



3. Economic performance

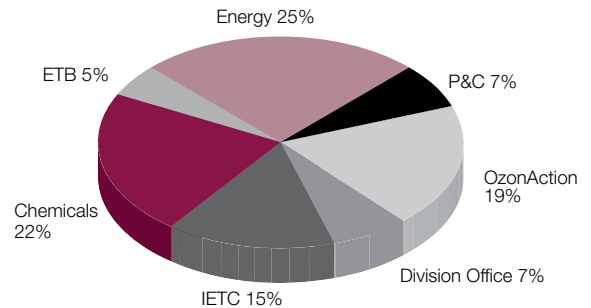
Customers

A budget to deliver in key business, industry, technology and trade areas ...

Net sales, grants [EC1, EC9] and main expenditure areas of application [PA9]

Our services are provided to serve the public interest, with no profit motive. Therefore “net sales” in the public agency context implies simply “total income”.³ In our case this comes through funding. Total funding of UNEP DTIE for the biennium 2004 – 2005 was US\$ 176.8 million (see sources of funding under “providers of capital” below). The budget breakdown, showing our main expenditure areas of activity by UNEP DTIE branch was as follows:

- IETC: 25,9 US\$ million
- Production & Consumption: 11,3 US\$ million
- Chemicals: 39,1 US\$ million
- Economics and Trade: 8,9 US\$ million
- Energy: 44,7 US\$ million
- OzonAction: 34,2 US\$ million
- Division office and private sector: 12,7 US\$ million



³ The GRI Public Agency supplement recommends that total income be broken down into capital and operating/recurrent revenue.

A network directed from Nairobi and Paris...

Geographic breakdown (of markets) by region [EC2]

Our mandate is global. As one of eight divisions falling under UNEP headquarters in Nairobi, UNEP DTIE has three offices located in Paris (France), Geneva (Switzerland) and Osaka/Shiga (Japan). The main office is in Paris, where around 60% of our personnel are based. The Paris Office includes the Production & Consumption Branch, OzonAction Branch, Energy Branch and office of the Division Director. The Chemicals Branch and Economics & Trade Branch are based in Geneva. Our International Environmental Technology Centre (IETC) is based in Japan, with offices in Osaka and Shiga.

At the regional level UNEP DTIE has the support of the UNEP Regional Offices, who report under the UNEP Division of Regional Cooperation (DRC). The Regional Offices help to identify specific regional needs for future programmes. Industry and Ozone officers in four of the six UNEP Regional Offices— Africa (ROA), Latin America and the Caribbean (ROLAC), Asia and the Pacific (ROAP) and West Asia (ROWA)—ensure the delivery of our activities in developing regions.

UNEP Regional Offices are located in:

- Nairobi, Kenya (Regional Office for Africa)
- Bangkok, Thailand (Regional Office for Asia and the Pacific)
- Geneva, Switzerland (Regional Office for Europe)
- Mexico City, Mexico (Regional Office for Latin America and the Caribbean)
- Washington D.C., USA (Regional Office for North America)
- Manama, Bahrain (Regional Office for West Asia)

Suppliers

Purchases typical of an urban, medium-sized, services sector office...

Cost of all goods, materials, and services purchased [EC3]

Gross expenditures by type of payment [PA8]

During the period 2004-2005, expenditure against the UNEP Environment Fund – our core fund – for UNEP DTIE comprised the following:

• Staff Cost (P and G staff):	14,693
• Activities (including travel, consulting, MoUs and meetings):	5,697
• Operational costs (including premises rent and equipment maintenance):	3,470
Total:	23,860

(In thousands of US\$)

Major components of our running costs relate to building rent in Paris, Geneva and Osaka, as well as expenditure related to travel, consultants, memorandums of understanding (MoUs) with partner organisations in projects, and the hosting of

Regional Offices



meetings. Lower level operational costs included in the figures above relate to services, materials and goods purchased on a regular basis, such as postal services, telecommunications, electronic equipment, paper, electricity and catering. On our procurement policy, see the environmental and social performance sections of this report.

Contracting consultants, researchers, printers...

Percentage of contracts that were paid in accordance with agreed terms, excluding agreed penalty arrangements [EC4]

Most of the contracts to support the *external* delivery of our services, as opposed to contracts to support our *internal* facility (building) operations, relate to use of consultants, research institutions and printers. During 2005, 121 contracts were signed with knowledge suppliers (consultants, researchers) by DTIE. All of them were paid in accordance with agreed terms. Upgrading or downgrading of payments only rarely happens. At the end of 2005, a template was introduced at the Paris Office for improved monitoring of delivery and payment of contracts. During 2004 – 2005 all printers were also paid in accordance with agreed terms.

Using material and knowledge suppliers world-wide...

Supplier breakdown by organisation and country [EC11]

Material suppliers and services suppliers (printing, catering, information and communications technology) for our internal operations are recruited locally. In 2004 – 2005 the Paris office also resorted to printers located in London and Malta. For the external delivery of our PoW we regularly contract consultants or what can be called “knowledge suppliers”. Of a total of 121 contracts signed with consultants in 2005, 45 involved consultants from developing countries. This represents 37% of the total number of consultants contracted.

Employees

Our total payroll...

Total payroll and benefits (including wages, pension, other benefits, and redundancy payments) broken down by country or region [EC5]

The total payroll of the 83 Paris-based staff members in 2005 was approximately US\$ 9,395,000 (see page 26 for our total staff numbers). Broken down by main post category, the figures for the Paris office were as follows:

- Professional staff: \$ 6,567,000
- General services staff: \$ 1,360,000
- Administration staff (Ps + Gs): \$ 1,468,000

Providers of capital

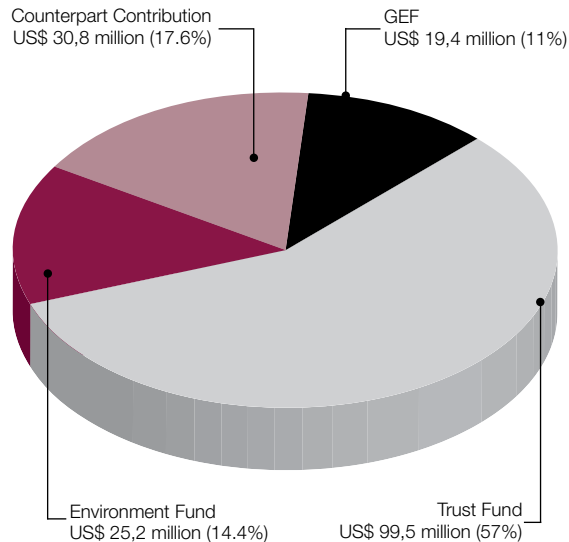
From the programmatic to the project specific, complementing public with private sector funding...

Providers of capital [EC6]

The UNEP Environment Fund is the foundational source of funding for our PoW as approved by the UNEP GC with its 58 government members. In addition, trust funds are created where donors earmark funds for specific purposes, in direct support of our PoW. Funding from the Global Environment Facility (GEF) is used to support implementation of the relevant multilateral environmental agreements (MEAs), for example the climate change convention. Counterpart contributions are also made in cash or kind by governments, UN agencies, other organizations, non-state actors including business and individuals, and earmarked for specific activities, services and facilities for individual projects.

Funding allocated to UNEP DTIE during the period 2004 – 2005 came from the following main sources:

- Environment Fund: 25,2 US\$ million
- GEF: 19,4 US\$ million
- Counterpart Contribution: 30,8 US\$ million
- Trust Funds: US\$ 99,5 US\$ million (including Multilateral Fund of the Montreal Protocol / Ozone Convention)



Public sector

Our purpose is to serve the public interest... *Donations to community, civil society, and other groups [EC10]*

During the reporting period UNEP DTIE has not made donations to local communities or civil society. As a non-

for-profit organisation, our overall mission is to serve the public interest.

Indirect economic impact

Outputs that deliver real outcomes; an ongoing challenge...

The organization's indirect economic impacts [EC13]

Economic indicators on direct impacts measure the monetary flows between UNEP DTIE and our stakeholders (clients, partners). Our total economic impact also includes indirect impacts, for example knowledge and information provided through training and workshops, business initiatives and award schemes, websites and publications, impact of conferences and other meetings on host cities or effects of projects on local communities.

A practical example of indirect economic impact can be found in the area of energy technology, an area where impacts can more easily be quantified in the short term. An example of this is given below. The REED initiative was started six years ago with the Africa Rural Energy Enterprise Development (AREED) initiative. It has since been introduced to Latin America and China.

SPECIAL FEATURE: SUPPORTING SMALL BUSINESS DEVELOPMENT IN THE ENERGY FIELD

The Rural Energy Enterprise Development (REED) initiative of UNEP DTIE's Energy Branch provides a good example where the indirect impacts of field projects exceed by far the amount of money actually spent on setting them up.

REED is an initiative offering enterprise development services and start-up financing to small and medium-sized enterprises (SMEs) delivering 'clean energy' products and services in seven developing countries. REED investments, ranging in size from US\$ 20 000 to US\$ 120 000, have seeded businesses in the areas of solar crop drying, efficient cook stove manufacture, wind water pumping, solar water heating, liquefied petroleum gas (LPG) distribution and energy efficiency. In 2004, a study conducted by an Oxford University researcher examined the impacts made by eight successfully performing REED-type enterprises and compared the cost of the investment with the economic, social and environmental benefits it allowed. Although quantifying all these benefits is difficult, they are real and measurable to some degree. Those impacts that can readily and meaningfully be quantified in monetary terms have been included in a cost-benefit analysis, where costs are essentially 'inputs' made by REED and the benefits are observed 'outputs' that can be reasonably attributed to the REED intervention. Economic benefits included income



and employment benefits for entrepreneurs and their employees, local suppliers, distributors and other related industries, as well as customer energy cost savings. All enterprises also produced significant social benefits in terms of greater equity in availability of clean energy services to customers in the local community. For the most part, enterprises were also found to be generating positive environmental impacts through offset greenhouse gas emissions, avoided deforestation or improved waste management. The table below summarizes the results of the impact assessment, and shows Benefit-to-Cost (B/C) ratios ranging from 1.0 (benefits=costs) to more than 7.0 (benefits are seven times the costs) across the eight enterprises.

Benefit-to-Cost (B/C) Ratios of selected REED investments

Enterprise name	Business area	REED investment	Country	B/C Ratio*
Anasset	LP Gas retail	\$ 38,000	Ghana	4.5
BETL	Alternative fuel retail	\$ 50,000	Tanzania	7.0
Sodigaz	LP Gas retail	\$ 183,088	Mali	2.0
USISS	Solar food-drying	\$ 19,665	Mali	1.0
GTEL	Energy-efficient lighting retail	\$ 70,000	Ghana	9.9
SHLN	Grid-connected mini-hydro	\$ 250,000	Honduras	2.2
CISA	Grid-connected small-hydro	\$ 450,000	Honduras	7.1
Tecnosol	Solar-home-system retail	\$ 100,000	Nicaragua	4.0

* higher = better

4. Environmental performance

The exact number of people in our offices is changing constantly, depending on for example the number of interns, Junior Professional Officers and consultants present every month. For some indicators in this and the following section, it made sense to include all individuals occupying the office. To be consistent, this report works on the basis of an average number of occupants in each office (for example 85 occupants for the Paris office). For some indicators, however, it was more appropriate to incorporate only the relevant staff category. An example is “Professional staff” when reporting GHG emissions associated with work travel, since this is the main staff category regularly traveling for work purposes.

Materials

More intelligent use of computer technology, and paper... *Total materials use other than water, by type [EN1]*

In the area of office materials use, our main ongoing impact lies in paper use. Beyond this, more significant expenses on an ad hoc basis relate to electronics equipment (computers, printers, photocopiers, telephones) and office furniture. A key challenge identified by our UNEP DTIE sustainability team is improved usage of information and communications technology (ICT) equipment to improve resource efficiency through dematerialisation and awareness raising to change the material use behaviour (habits) of staff. The latter involves special signs and reminders encouraging staff to for example do double sided printing and switch off equipment and lights at the end of working days.

Office paper:

As far as normal white A4 size paper use in for example office printing and photocopying is concerned, the Paris office of UNEP DTIE used 2200 reams (5.5 tonnes) in 2004 and 1450 reams (3.6 tonnes) in 2005. This corresponds to an average

of 26 reams per person in 2004 and 17 reams per person in 2005. Since January 2006 the Paris office is using only 100% recycled paper. During the reporting period the Paris office also used approximately:

- 8-10 reams of A3 size paper per year
- 10 reams of A4 colored paper per year
- 1 ream of A4 210 gram for cover pages per year

Our Economics & Trade Branch (ETB), located in Geneva, used 300 reams of paper in 2005. This corresponds to an average of 23 reams per person. The total number of pages printed in 2005 for ETB publications was 1,357,000. Our Chemicals Branch, servicing two new conventions during the reporting period, used 1200 reams of A4 size paper in 2005. During the reporting period both the ETB and Chemicals Branch used recycled paper for its publications but not for office paper.



Introduce systematic use of quality recycled paper at the offices in Geneva (ETB, CB) and Osaka / Shiga (IETC).

Printing and publications:

Each UNEP DTIE branch is responsible for its own publications, whilst following the requirements of the UNEP Publications Manual. Printing paper used for publications by all our branches must be recycled paper with the following specifications:

- over 50% of post consumer waste
- totally chlorine free (TCF) or elemental chlorine free (ECF)

The recycled content of the paper and its bleaching process must be specified on the data collection side. Use of vegetal inks is recommended.



As an alternative to printing large numbers of publications, publish more publications electronically on CD-ROM and in PDF, making greater use of websites for promotion. Staff members are made aware on an ongoing basis that an appreciable amount of paper can be saved in meetings if documents are printed on both sides and if hard copy documents are replaced by electronic, online documents.

Consumables related to ICT:

The Paris office used 94 toners for printers in 2004 and 113 in 2005. The ETB office in Geneva used 20 toners in 2005. Used toners are sent for recycling. The Paris office also used CD-ROMs (1000 in 2004; 1180 in 2005) and diskettes (190 in 2004; 100 in 2005) in significant quantities. Memory sticks are being introduced to replace disposable consumables.

Office furniture & stationery:

Furniture: In the provision of furniture for our offices, environmentally and ergonomically friendly materials are purchased whenever possible and available.

Stationery: In 2004 the Paris Office purchased 14,580 folders, 411 binders, 1694 pens, and 172 markers. Green products are purchased when possible but most of all employees are invited to reuse old binders, boxes and folders as much as possible to avoid waste. Thanks to systematic reusing, our purchase in 2005 totalled only 6040 folders, 70 binders, 1194 pens and 146 markers.

Catering - Food/Beverage:

In 2004 we used an "Express Yourself" employee sustainability survey to collect comments and ideas from all employees on sustainability issues related to UNEP DTIE's offices and activities. The survey was completed by

99 employees. The results showed, among others, that UNEP DTIE staff members – according to their own estimates – are responsible for an approximate:

- 22,000 plastic cups a year (120 per person)
- 15,000 plastic bottles a year (82 per person)
- 9,000 soft drink cans a year (49 per person)

Energy

Electricity consumption in our buildings...

Direct energy use segmented by primary source [EN3]

Electricity use (Paris office):

2004: 331,435 kWh i.e. 195.52 kWh/m² and 3899 kWh/floor occupant

2005: 418,780 kWh i.e. 247.05 kWh/m² and 4927 kWh/floor occupant

The Paris office is the largest office of UNEP DTIE. Its 25% raise in electricity consumption in 2005 does not necessarily reflect an increase in our own consumption, as there is not an electricity meter on the UNEP DTIE floor – one of 18 shared with other organisations in the Tour Mirabeau building. The building management calculates the floor-by-floor figures simply by dividing the building consumption by the total number of floors. Therefore the Paris electricity consumption given is only estimate.

According to the French Agency for Environment and Energy Management (ADEME, *Agence de l'Environnement et de la Maîtrise de l'Energie*), the average yearly electricity consumption in a French office is 286 kWh/m². Our Paris office is therefore reasonably energy-efficient, with electricity consumption per square meter 15% lower than the national average consumption.

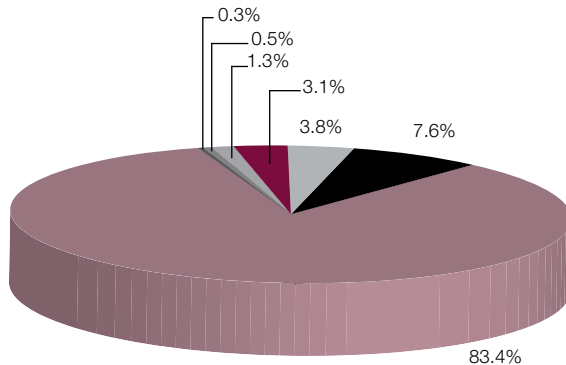
Sources of our power supplies...

Indirect energy use [EN4] and initiatives to use renewable energy sources and to increase energy efficiency [EN17]

The different primary energy sources used by our Paris provider EDF to supply electricity in France are indicated in the chart below:

Breakdown between the different primary energy sources used by EDF in 2004

- Nuclear
- Coal
- Others
- Hydro
- Fuel oil
- Gas
- Other renewables



As can be seen from the above, 8.1% of electricity in France is produced from renewable sources. For our Paris office, this translates to renewable sources-based used electricity of 30,161 kWh in 2004 and 38,528 kWh in 2005.

Every computer and monitor used at our offices in Paris, Geneva and Osaka / Shiga meets the Energy Star ® guidelines for energy efficiency. The automatic power saving mode reduces the power used by 99%. The sleep mode leads to residual energy consumption. Employees are encouraged to

switch off screens and printers when leaving their office and to switch off lights in unused spaces. Furthermore, energy efficient light bulbs are purchased whenever possible.



UNEP DTIE to explore at the Paris Office: EDF offers a “green contract” to its customers willing to encourage renewable electricity. Ultimately this decision lies with the Tour Mirabeau building management. We are in contact with EDF in order to initiate an energy audit of our Paris Office.

Small steps towards sustainable transport...

Other indirect (upstream/downstream) energy use and implications, such as organisational travel [EN19]

Other indirect energy use associated with our operations relate to personnel official / mission travel, personal office travel behaviour, and travel by our contracted consultants and participants to UNEP meetings (direct / indirect flights; rail or road transport). GHG emissions related to our official / mission staff travel are reported below in this report.



UNEP DTIE to consider: Set a formal policy on mission travel by train for short distances (employees are already encouraged to do this). Also to be considered are subsidized public transport monthly tickets for employees and environmentally friendly transport arrangements for meeting participants.

Participants at UNEP DTIE's 2005 Consultative Meeting on Business and Industry were given two day public transport cards provided by the Paris public transport company RATP. The company had to make a special agreement with other Paris transport organisations. Participants welcomed this gesture by the company RATP in cooperation with UNEP.

Water

The water and biodiversity impact of our office operations is minimal... *Total water use [EN5]*

The total water use in 2005 in the Paris office was 1368 m³, i.e. 16 m³/floor occupant/year.

Month	Water used (m ³)
January	118
February	94
March	102
April	118
May	138
June	113
July	135
August	115
September	110
October	104
November	92
December	129
Total 2005	1368

Every tap in the Paris Office is equipped with a timer.



UNEP DTIE to consider the following water efficiency measure in 2006: installation of low flush toilets in Paris, and tap timers or sensors in the Geneva and Osaka offices.

Emissions, effluents and waste

Getting systems in place to track our travel emissions... *Greenhouse gas emissions [EN8]*

Our more significant impacts in the area of emissions and waste relate to transport, in particular air travel, as well as the ongoing office waste from the buildings / facilities in Paris, Geneva and Osaka / Shiga. To start with, we used the setting up of our reporting system in the last two years to record our annual travel-related greenhouse gas (GHG) emissions and office waste.

Air and rail transport

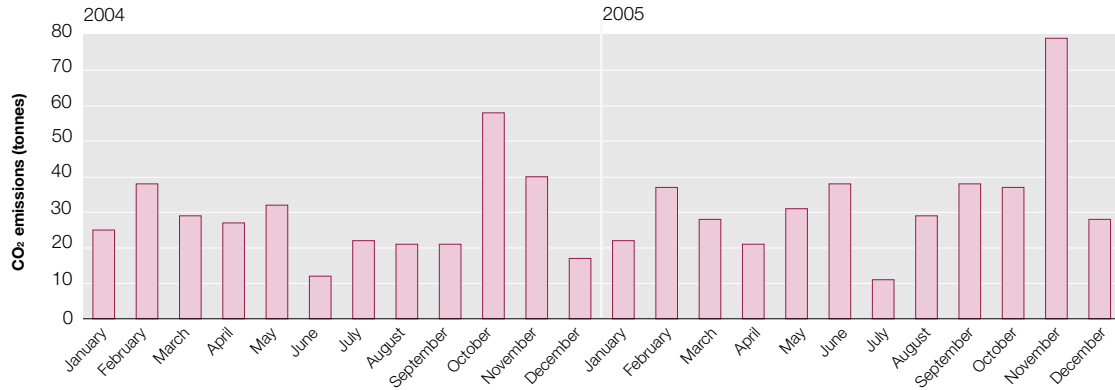
During the reporting period, UNEP DTIE has calculated GHG emissions associated with Paris-based staff members' official / mission travel. Total carbon dioxide (CO₂) emissions associated with air and rail travel amounted to 348 tonnes in 2004 and 406 tonnes in 2005. This corresponded to a total distance of about 3,050,000 km in 2004 and 3,584,000 km in 2005. Air travel alone represented approximately 98% of the emissions - 385 tCO₂ and 3,528,000 km in 2005 - while train travel only accounted for about 2% - 6.7 tCO₂ and 56,000 km in 2005. The average CO₂ emission per month was approximately 29 tonnes in 2004 and 34 tonnes in 2005.

Only "Professional staff" members travel regularly for work purposes: the average CO₂ emissions per staff member amounted to 6,6 tonnes in 2004 and 7,7 tonnes in 2005, calculated on the basis of 53 Professional staff in the Paris office.

When considering CO₂ emissions on a monthly basis, one can observe a drop in emissions during the July–August and December holiday periods. Peaks are observed in October and November.

The emission factors used for calculation are from the World Resources Institute: 0.18 kgCO₂/km for short distance flights (<452km), 0.13 kgCO₂/km for medium distance flights

CO₂ emissions associated with UNEP DTIE travel in 2004-2005*



* The emissions factors used for calculation are from the World Resources Institute

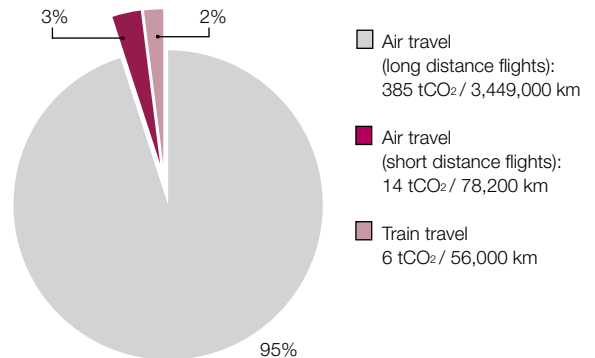
(between 452 km and 1600 km), 0.11 kgCO₂/km for long distance flights (>1600 km) and 0.12 kgCO₂/km for train travel. To ensure conservative results we used the highest emission factor for train travel calculations, mindful that this factor is probably overvalued for trains in Western Europe.

The distinction between short distance and medium to long distance flights (reported here under the same denomination "long flights") was made in order to assess to CO₂ emissions reduction potential into taking the train instead of the plane for short distance trips. Short distance flights are indeed high CO₂ emitting as more fuel is burned in take off and landing. The CO₂ emission factors used are 0.12 kg CO₂/km (conservative high value) for train travel and 0.18 kg CO₂/km for short distance flights (<452 km). While it is more appropriate for us to travel by rail rather than by air whenever possible, only a few tonnes of carbon per year (about 5 tCO₂/year) can be saved in this manner.

Practically, considering the routes taken, taking the train instead of the plane would not be enough to cut down CO₂ emissions drastically. However, when one considers all the

aspects of a short distance trip it is clear that travel by rail has many sustainability advantages. It allows more time to work during the trip, it usually costs substantially less (even more so for business class) and it has broader environmental benefits. Therefore, from an integrated economics and environment perspective, it is an efficient and attractive option to contribute to CO₂ reductions in a modest but responsible way. The graphic below shows the estimated total

Share of the CO₂ emissions associated with travels in 2005



time needed to travel from Paris to Geneva either by rail or air. Each starts from our Paris office with the trip by Metro underground to the *Gare du Lyon* train station or by the RER regional train or taxi to *Charles de Gaulle* (CDG) airport. Both ways of transportation require approximately the same travel time in total.



To improve our performance and travel-related environmental impact, UNEP DTIE will explore the following in 2006 - 2007:

- Make more frequent use of audio or videoconferences when direct presence is not essential.
- Try to optimise air and train travel by anticipating trips and linking missions and meetings when they are in the same region of the globe.
- Taking the train instead of the plane could prevent the emission of some tons of CO₂ each year.
- Reducing distances traveled by speakers and delegates is essential when organizing a conference, a consideration particularly relevant when deciding on (sub)regional meetings. Choosing a host city that is close to as many delegates as possible allows

participants to travel by rail instead of by air.

- Offsetting the harmful effects of CO₂ emissions that cannot be avoided, by buying back emissions to compensate for flight emissions or by financing carbon storage projects.

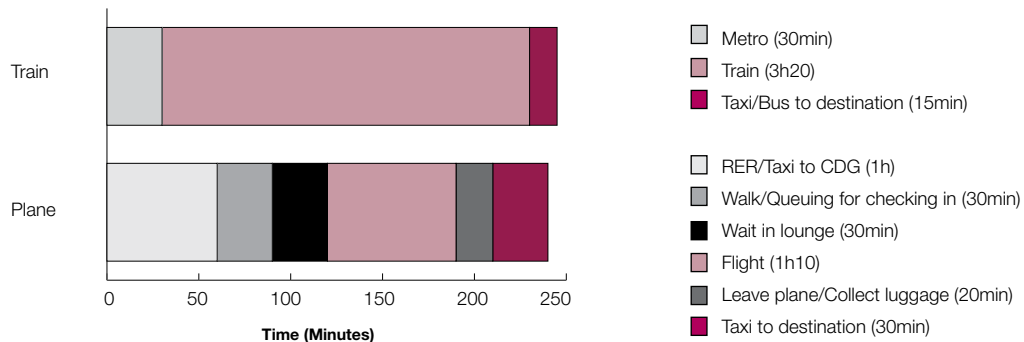
Office electricity use

In 2004, on average the supply of 1 kWh of electricity by the French company EDF to our Paris office resulted in the emission of 54 grams of CO₂. Due to the very high use of nuclear energy, carbon emissions related to electricity production are very low in France. In Europe the average carbon emissions associated with electricity production amount to 340 gCO₂/kWh.

The electricity consumption of our Paris office during the reporting period was responsible for the emission of:

- 17.9 tonnes of CO₂ in 2004, i.e. 210 kg/floor occupant
- 22.6 tonnes of CO₂ in 2005, i.e. 266 kg/floor occupant

Paris-Geneva trip: choosing a more sustainable route



Road transport

We have one UNEP DTIE official vehicle. It combines a gas engine and an emissions-free electric motor. This hybrid vehicle is also on average 80% cleaner in terms of smog-forming emissions than gasoline-powered cars. The hybrid car was purchased in September 2005 and is used in Paris. The total distance travelled during its initial use was 3200 km, from September to December 2005. We have no significant environmental impacts associated with transportation used for logistical purposes.

Applying our expertise locally to support action for the ozone layer...

Use and emissions of ozone-depleting substances [EN9]

Ozone-depleting substances (ODSs) are frequently used as foam blowing agents, solvents, fire extinguishing agents and refrigerants for air conditioning and refrigeration applications. The production and consumption of these are being phased out world-wide under the terms of the Montreal Protocol of the Vienna Convention.

In the 1990s the OzonAction Programme of UNEP DTIE initiated and supported the phase-out of chlorofluorocarbons



Maintenance team of Tour Mirabeau and R. Shende, Head of OzonAction.

(CFCs) from the 18-floor building in Paris of which UNEP DTIE occupies one floor. We involved the building maintenance engineers, built their awareness about ozone depletion and provided technical advice for selecting ozone friendly alternatives. During the winter of 1996 the air-conditioning system of the building was converted from CFC-11/CFC-114 refrigerants to ozone-friendly (though GHG “heavy”) HFC-134a. Since the summer of 1997, the nearly 2000 occupants of the building experience CFC-free, ozone-friendly air conditioning. The OzonAction team also ensured that halon was eliminated from fire extinguishers.



The focus under the Montreal Protocol on Substances that Deplete the Ozone Layer is also to gradually phase out production and consumption of HCFCs. The OzonAction team needs to monitor implementation of this in our Paris building.

Waste not, want not...

Total amount of waste by type and destination [EN11] and significant discharges to water by type [EN12]

Our offices in Paris, Geneva and Osaka produce the following types of solid and liquid waste: paper, plastic cups, electronic waste (computer parts, disks, printer cartridges), food waste, liquid waste soap & detergents.

In Paris waste is collected by the office cleaning companies, following which a recycling company collects it, sorts it and recycles what can be recycled. In 2005 the Tour Mirabeau building in Paris produced 171.36 tonnes of waste, i.e. 14.28 tonnes per month. Divided by the number of floors (18), this translates into 9.52 tonnes for UNEP DTIE i.e. 800 kg/month. Waste produced by Paris-based staff members was 112kg/year i.e. 9.3kg/month.

The waste from the Paris office is sorted manually to extract paper, which normally represents some 80% of the waste. The paper is sent to a recycling factory and fully recycled. The rest of the waste (20%) - mainly plastic cups, bottles, etc – is sent to a waste incineration plant for energy recovery. We have confirmed this with the recycling company, a 2nd tier services provider to us.

Electronic waste

Computer and related electronic equipment contain materials that have the potential to cause serious harm when they eventually enter the environment after disposal (through burning, or crushing and subsequent leaching at landfills, for instance). Computers contain lead, cadmium, chromium and mercury. The plastic cases, circuit boards, and cables in most computers also contain brominated flame-retardants which can have neurotoxic and endocrine disruption effects, and have been associated with cancers.

In 2005 UNEP DTIE disposed of outdated computer devices (83 screens, 45 desktops and 3 printers). To ensure that these devices would not be sent to landfill for disposal, our Paris office called on the company Veolia / ONYX which is specialized in environment-friendly disposal of e-waste. The devices were taken by the company for recycling. The valuable materials such as gold, platinum, silver and copper, but also plastics, iron and aluminum were recycled, and hazardous substances disposed of in an environment-friendly manner.

Catering - Food/Beverage

Disposable plastic cups are available at the coffee machine but employees are invited to use their own washable cups to avoid waste.



Provide washable cups and bulk dispensers for sugar to staff members.

Toners

The supplier from whom new toners are bought takes back our empty, used cartridges. UNEP DTIE gets a discount for this and the toners are recycled.

Furniture

In Paris old furniture is sometimes recycled by the recycling company contracted by the Tour Mirabeau building management. Nevertheless, our UNEP DTIE offices always try to repair broken parts of furniture and re-use them before purchasing new furniture.

Discharges to water by type

We have no significant discharges to water in Paris, Geneva or Osaka / Shiga.

Enabling our meeting participants to travel sustainably...

Other relevant indirect greenhouse gas emissions [EN30]

The impact of international meetings is an important issue for all UN agencies. Travel of attendees, coming from all over the world, entails significant GHG emissions. DTIE encourages participants to travel by train instead of plane whenever possible, in order to make meetings more socially responsible. DTIE also obtained an agreement from the RATP (Paris public transport company) to offer participants free public transport cards for the two-day duration of our 2005 Consultative Meeting on Business and Industry.

Suppliers

Sustainable procurement: taking the first basic steps...

Performance of suppliers relative to environmental components of our programmes and procedures [EN33; PA11]

Through our public procurement we interact with suppliers providing us with goods such as computers, photocopiers, furniture, stationary and paper. We typically have high volume in low value goods such as toilet paper. These goods tend to be supplied by small and medium-sized local enterprises which often meet only basic local regulatory requirements. We enquire about application of basic environmental management standards, such as ISO14001. UNEP DTIE purchases environmentally friendly materials whenever possible and available. We conform to the procurement policy of the United Nations Organization. Four basic principles that underlie all UN procurement activities are the following:

- best value for money
 - fairness, integrity and transparency
 - effective international competition
 - the interest of the United Nations
- See *UN Financial Regulations and Rules (Reg 5.12) and UN Procurement Manual (Jan 2004)*

Calls for the UN to address the topic of sustainable procurement have been made in Agenda 21 of the 1992 UNCED / Rio Earth Summit, in the Johannesburg Plan of Implementation of the 2002 WSSD / Johannesburg Summit, as well as in the Marrakech Process on Sustainable Consumption & Production international expert meeting that UNEP and the UNCSD hosted in 2003. At the latter,

participants called for the exploration of a UN code. Over the last two years UNEP DTIE has been working with fellow UN agencies in developing and promoting new sustainable procurement guidelines for use by UN agencies. Mandated by the UN interagency Environmental Management Group (EMG), we conducted a survey on sustainable procurement practices among fifteen UN agencies in 2005. The survey report will be delivered in 2006 and findings communicated to UN Procurement Services at headquarters in New York to support the introduction of the new UN Supplier Code of Conduct.

In 2004 – 2005 we also collaborated with the World Bank and the Interagency Procurement Services Organisation (UNDP/IAPSO, Copenhagen) in developing the *Buying for a Better World* sustainable procurement training kit and the web-based product criteria database *International Directory on Environmentally Sustainable Procurement*. Our services to other UN agencies in this field forms part of our contribution to advancing internalisation of the UN Global Compact principles in the UN system. These principles include “environmental responsibility”, which in this case focuses attention on the impact we can have through the buying power of UN agencies in the field of public procurement. The estimated value of business opportunities linked with UN direct and indirect spending is US\$ 30 billion per year (source: IAPSO).



Examine opportunities to take further steps towards sustainable procurement

Products and services

Indirect and direct impact in favour of the environment and human wellbeing...

Significant environmental impacts of principal products and services [EN14]

The explicit aim of our activities and the services that we provide is improved knowledge, capacity building and positive behavioural impact resulting from information products, network support, meetings and training undertaken by UNEP DTIE. Physical impact in the form of pollution reduction result from the implementation of supported projects (e.g. renewable energy, ozone friendly equipment) and clean technologies discovered through databases provided by UNEP DTIE and our partner organisations.

Another (in)direct, smaller but important impact of our work relate to that of conferences and other meetings organised by ourselves and partner organisations annually. The environmental impacts of conferences and other meetings, which can be seen as both production and product / service related impacts, is a significant accountability item for consideration by all UN and other international organisations. The special feature on the next page considers preventative actions in addressing this.



On track for sustainability

SPECIAL FEATURE: TOWARDS GREENER MEETINGS – FIRST STEPS AND NEW IDEAS

Taking steps to address the impact of international meetings (summits, conferences, roundtables, workshops, etc) remains a challenge for all UN agencies. Video- and teleconferencing provides one example of how new technologies can be applied to reduce travel and the associated resource use and pollution caused. While the use of video- and teleconferencing has to be encouraged, sometimes the interpersonal, direct and interactive contact of physical meetings is essential. In 2005 Paris and Geneva-based staff members of the UNEP DTIE Sustainability Team discussed ways of improving the sustainability of our international meetings.

As part of our ongoing stakeholder dialogue, participants at two key annual UNEP DTIE meetings in 2004 and 2005 were asked their opinions on ways of improving the environmental impact of our meetings. The order of priority given by the respondents of the surveys is as follows:

1. Choose an eco-friendly venue for the conference
2. Replace hard copy documents by electronic documents
3. Provide public transportation tickets for sale to participants
4. Encourage participants' travel by train instead of plane (where relevant)
5. Serve organic food at the conference

Participants to both our annual Consultative Meeting on Business & Industry and our SC&P Summit also expressed the wish of being proposed a list of “green” hotels and/or guesthouses in the host city. Ideas on organizing “green

meetings” can be found online at the website <http://www.bluegreenmeetings.org/> (see also <http://www.epa.gov/oppt/greenmeetings/tool.htm>). Some of these are highlighted below:

Green venue

The ideal eco-friendly venue is a venue that has programmes to:

- reduce and/or recycle solid waste (paper, metal, plastic and glass);
- reduce energy consumption - energy can be saved easily by ensuring that lights and air conditioning are turned off when rooms are not in use;
- reduce the consumption of water;
- minimize the use of harmful chemicals used in cleaning; and
- improve indoor air quality.



Paris, October 2005: Business & Industry Consultative Meeting

Catering

The food & beverage service provider should use bulk dispensers for sugar, salt, pepper and other condiments. Participants can be offered organic food, vegetarian meals, fair trade coffee and tea.

Paper use

Making full use of information and communications technology (ICT) can help dematerialize and reduce paper use. Creating a conference website and providing internet stations that make updated documentation available continuously, throughout the meeting, help avoid waste of paper and reduce need for photocopying equipment. Printed materials published on recycled paper, using vegetable-based inks, and printed on double-sides help reduce the amount and cost of paper used. Most meeting attendees today have laptops available and are in a position to download documents on memory sticks. Negotiating texts and meeting recommendations can be finalized on a large screen, connected with a computer and displayed to all meeting participants.

Public transport

Two main ideas emerged from discussions at UNEP DTIE:

- choose hotel and meeting venues that are connected to the airport by mass transit, and within walking distance of one another
- provide meeting participants with integrated public transport tickets for the duration of the meeting (in advance, if possible).

UNEP DTIE obtained an agreement from the RATP (Paris public transport authority) to offer participants free

public transport for the two-day duration of our 2005 Annual Consultative Meeting on Business & Industry (photo above).

Participants' travel

Reducing distances traveled by speakers and delegates is desirable when organizing an international meeting. Choosing a host city that is close to as many delegates as possible allows participants to travel by train or bus instead of plane. It saves time, energy and money. Many of the industry association participants to our Annual Consultative Meeting on Business & Industry are based in London and Brussels, and make use of fast train connections to Paris. The Brussels-Paris train connection of only one hour and fifteen minutes is promoted by both the railways companies involved and the Paris airports company ADP.

It is possible to offset the harmful greenhouse effects of CO₂ resulting from delegate travel and energy consumption during meetings. Buying carbon to compensate for flight emissions is an option. Carbon storage projects could also be financed. UNEP DTIE is considering different options for future meetings, sharing suggestions with the Bonn secretariat of the UN Climate Change Convention (UNFCCC).



5. Social performance

Employment

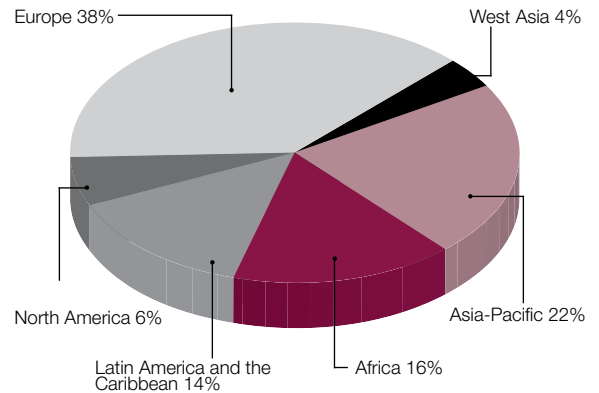
A diverse, international workforce...

Breakdown of workforce [LA1]

The breakdown of our workforce at UNEP DTIE can be done in terms of nationality, gender, age, type of post and type of contract. This information is on record on the internal UNEP IMIS database and the UNEP Staffing Report which is reported to governments and publicly.

The total staff (184) of UNEP DTIE is made up of 84 male and 100 female members, with every region of the world being represented. Over-representation of Europe and the Asia-Pacific region is explained by the location of our offices in Geneva, Osaka and Paris. Indeed, in UN agencies "General

Breakdown of employees by region



* Employees based in Paris, Geneva and Osaka/Shiga

services” staff is usually recruited locally while international recruitment prevails for “Professional” staff. The UNEP DTIE offices nevertheless have employees of 65 different nationalities, a cultural diversity which ensures that we benefit from new ideas and perspectives. This is one of the greatest assets for the fulfillment of our mission. Our staff breakdown by office, category and gender is as follows:

Duty Station	Professional Staff	General Service Staff
Paris	53	30
Geneva	32	19
Osaka/Shiga	11	8
Regional offices	22	9
TOTAL	118	66



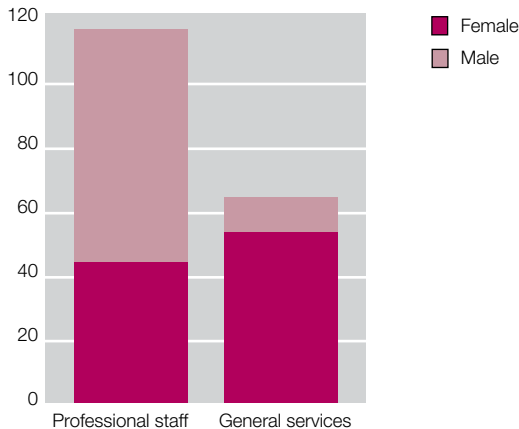
Special benefits for our employees...

Employee benefits beyond those legally mandated [LA12]

We have employee benefits determined by UN Staff Rules and administrative instructions. National law requirements do not apply to UN staff. Our benefits for employees include:

- **Educational grants** : Staff members who reside and serve at a duty station outside their home country and have a child aged 5 to 25 in full-time attendance at an educational institution are entitled to 75% of admissible costs. They are also entitled to 75% of expenses for the child’s tuition in a mother tongue language. A special education grant for disabled children is available to staff members of all categories.
- **Home leave** : Every two years, the UN pays transportation costs for eligible staff and family members for travel from the duty station to the officially recognized place of home leave within their country of nationality. However, in the case of designated duty stations having very difficult conditions of life and work, eligible staff members shall be granted home leave once in every twelve months.
- **Dependency** : Staff members may receive dependency allowance for a dependant spouse or child.

Breakdown of employees by gender and type of post*



* Employees based in Paris, Geneva, Osaka and Shiga

- **Taxes** : Most member states have granted UN staff exemption from national income taxation on their UN salaries. A staff assessment – a form of internal tax administered by the UN – is deducted from monthly salaries. The staff assessment rates are derived from income tax rates applicable at the seven headquarters cities of the organizations in the UN common system (Geneva, London, Montreal, New York, Paris, Rome, and Vienna).

In UNEP DTIE's "Express Yourself" online employee survey, which received a response rate of 55% in October 2004, respondents from Paris / Geneva / Osaka emphasized that short-term contracts are too short and 52% indicated they feel their job is not secure. Responding employees also felt when starting employment there is the need for more introductory information / guidance on benefits, on the UN system pension fund, health provisions etc. In terms of working hours, some respondents indicated that they wanted more flexible working time and time compensation for over-time and weekend work. Since the start of 2006 flexi-time applied with an online clocking system will be used, allowing employees who have worked more than a specified amount of overtime during the month the option of taking days off.

Labour / Management relations

Improving staff union representation...

Percentage of employees represented by independent trade union organisations or other bona fide employee representatives [LA3]

Employees become members of the Nairobi Staff Union (including UNEP, UN Habitat, UNON) free of charge. Its services are also available to DTIE staff. UNEP staff members belong to 25 electoral lists, composed according to different

categories of posts. Every list elects two staff members to represent it on the Staff Council. UNEP DTIE employees belong to lists 7 and 25, depending on whether they are "Professional" or "General services" staff.

Two issues being addressed with headquarters is (i) the number of representatives for each list and (ii) the ability for representatives of staff based at offices away from headquarters to participate meaningfully in Staff Council meetings held in Nairobi. The problem with the first is the fact that all lists have two representatives, irrespective of whether a list is very large or small. The list seven has for example 270 employees on it, while some other lists have only around 50 employees. Furthermore, the list seven includes 60% Nairobi-based employees and 40% employees based away from headquarters at so-called outposted offices. The second or alternate representative on list seven is based at UNEP DTIE in Paris, not in a position to participate in person at Staff Council meetings in Nairobi. The result is, and this refers to the second issue, a lack of representation of outposted offices during meetings at headquarters. The matter is being discussed between Staff Union representatives in Nairobi and the relevant staff representatives within UNEP DTIE.

Ongoing, open dialogue at the office...

Policy and procedures involving information, consultation, and negotiation with employees over changes in the reporting organisation's operations [LA4]

Weekly meetings are held by the Director with DTIE senior management, and by Branch / Unit heads with their staff. Ad hoc meetings of the Director with all DTIE staff are held to discuss major changes or challenges (minimum once annually). A system is in place for communicating information internally via the electronically emailed UNON Bulletin Board and the

UNEP DTIE Intranet. An expanded, more user-friendly Intranet was introduced to the benefit of all staff members in 2004.

Health and Safety

Looking after the work environment health of our employees... *Practices on recording and notification of occupational accidents and diseases [LA5]*

An entry on duty health clearance test is done with all new employees. Yet there is no annual health check and no follow up on the 1st UNESCO medical clearance. With respect to work-related travel, a travel advisory is circulated by email with information on risk / safety in relevant countries. At times special advice is sent by email on vaccination for travel to certain countries. No special measures exist for return from mission in epidemic areas. UN security training is mandatory for all travelling staff.

At our Paris office the indoor air quality is reported ad hoc, when asked from building management. Following an agreement with the Paris building management, monthly updates on asbestos removal was provided in the past two years.

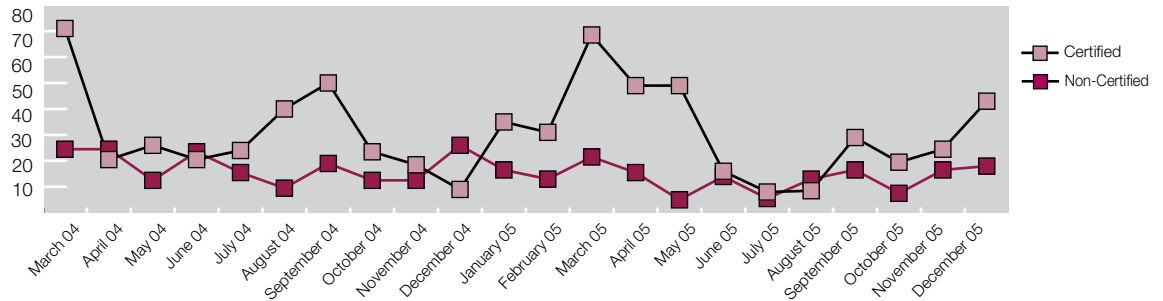
During the 2004 “Express Yourself” employee survey, 32% of respondents expressed the wish for improvement of ergonomics in the office. 71% of all respondents indicated that they work on the computer for more than 2 hours without taking a break.

No work-related injuries...

Standard injury, lost day, and absentee rates and number of work-related fatalities [LA7]

With respect to (un)certified sick leave data, an electronic absenteeism record was introduced in early 2004 at request of Director, providing month-by-month data on the Paris office. The introduction of the online record keeping system helps keeping track and addressing the number of certified / uncertified sick leave days taken by staff members (see graph below with figures per total number of person days every month). This system is being incorporated into a centralised reporting data collection system we are setting up. UNEP DTIE has had no work-related injuries or fatalities.

Certified and non-certified sick leave days 2004-2005



A clear position on HIV/AIDS...

Description of policies or programmes on HIV/AIDS [LA8]

"The United Nations is committed to providing a supportive workplace for its employees, regardless of their HIV status."

– UN Secretary-General Kofi Annan

UNEP follows the UN Personnel Policy on HIV/AIDS. This programme ensures that:

- staff and their families have access to information about how to protect themselves from infection and to cope with the presence of AIDS;
- confidential testing and counselling are available to all UN staff members and their families;
- candidates for recruitment and staff members cannot be screened for HIV;
- staff members affected by HIV do not suffer stigmatization or discrimination; and
- health insurance premiums are not affected by HIV status.

Training and education

Training and career development: presenting us a real challenge...

Average hours of training per year per employee by category of employee [LA9]

Systematic, ongoing training is not available at the outposted office. However, throughout 2005 the following training sessions were presented to staff in Paris:

May 2005 - Integrated Management Information System (IMIS) training: all administrative staff, programme assistants and programme managers participated.

June 2005 - Integrated Management Document Information System (IMDIS) training: for programme managers. Twenty one staff members participated.

Throughout the year, language training in UN languages is conducted by UNESCO. Since October 2005, UNEP DTIE staff members in Paris qualify for financial support from UNEP for French language courses.

As a rule, we view participating in meetings as a form of ongoing capacity building that allows participants to update their knowledge and expertise. This is an important consideration when providing new staff members the opportunity to attend meetings and go on mission travel, locally and abroad.



Establish systematic recording of hours of training of employees annually, laying the foundation for improved monitoring of different types of training and systematic improvement in this area.

In the 2004 "Express Yourself" survey, UNEP DTIE employees gave employment and career development the highest priority among social performance issues. It was clear that staff members with children give a higher importance to career development than respondents without children. When asking the respondents what additional training they thought would be beneficial, the following suggestions were given the highest priority:

- Computer skills (30%)
- Management for supervisors (18%)
- Communication, social skills (interpersonal skills training) (18%)
- Language (20%)
- Administrative procedures (8%)
- Representing UNEP and its policies (8%)

Career management...

Description of programmes to support the continued employability of employees and to manage career endings [LA16]

Our staff members have the UN Career Support Guide and receive PAS / personnel reporting training, which is important for continued employability in UN system. Training of senior management (> P5) in management is applied at UNEP headquarters but not provided at the UNEP DTIE offices.

Learning courses available...

Specific policies and programmes for skills management or for lifelong learning [LA17]

The UN Staff College (Turin) is ready to visit UNEP DTIE and present paid courses, for example in private sector partnership development. We are examining its expected added value for staff already working closely with the private sector.

An eLearning intranet facility is available from UN headquarters and taking courses can be acknowledged in PAS personnel reports. Still this is not systematically recorded, monitored or actively used by DTIE staff.



Consider repeat of employee survey questionnaire with special focus on staff training. Consider also participation in paid training courses presented by the UN Staff College.

Diversity and Opportunity

Opportunities for all...

Description of equal opportunity policies or programmes, as well as monitoring systems to ensure compliance and results of monitoring [LA10]

“The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.” – Charter of the United Nations, article 8

A UN administrative instruction entitled “Special measures for the achievement of gender equality” was issued in September 1999. It stated ambitious goals set by the UN General Assembly to achieve balanced gender distribution by 2000 in all posts in the Professional category, overall and at each level, including posts at the D-1 level and above. In addition, it stated that:

“Vacancies in the Professional category and above shall be filled, when there are one or more women candidates, by one of those candidates provided that:

- her qualifications meet the requirements for the vacant post;
- her qualifications are substantially equal or superior to those of competing male candidates.

“In evaluating women candidates, particular emphasis shall be given to potential to perform at the higher level, although women may not have been offered such an opportunity in their prior service.

“Every effort should be made to increase the number of women from developing countries, in particular those with which are unrepresented or under-represented or from countries that have a low representation of women, including countries with economies in transition.”

The above goals continue to be pursued by us. UNEP has a gender policy and gender focal points. Gender issues in recruitment / appointments are covered through procedures of the online Galaxy system. During recruitment

selection process interviews, a gender representative is often included in the selection panel.



Appoint a new focal point for gender and related issues within UNEP DTIE.

Our senior and middle management...

Composition of senior management and corporate governance bodies [LA11]

The composition of senior and middle management within UNEP DTIE is as follows:

- DTIE Director: female
- Five DTIE Branch Heads: male
- Eight Unit Heads: six male, two vacant

With respect to nationality and region, see the 2005 “UNEP Staffing Report” and graphic pie chart under indicator LA1 above.

Human rights policy

A matter of principle... *Description of policies, guidelines, corporate structure, and procedures to deal with all the aspects of human rights relevant to operations [HR1]*

The UN Staff Rules require as follows:
“Staff members shall uphold and respect the principles set out in the Charter, including faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women.”

All staff members are given copies of the Staff Rules when assuming duty. Awareness of human rights issues is promoted through UN headquarters circulars and special international event days.

Human rights training...

Employee training on policies and practices concerning all aspects of human rights relevant to operations [HR8]

No direct related training exists at UNEP DTIE. The topic is addressed only indirectly through the online UN security training that Professional staff have completed.

Non-discrimination

Being diverse and proud of it...

Description of global policy and procedures / programmes preventing all forms of discrimination in operations [HR4]

Being a UN office, diversity in our staff composition is a given and employees enjoy working with colleagues from diverse backgrounds. Special informal events, such as preparing national dishes for an office lunch, serve to promote appreciation for cultural diversity.

For cases of alleged discrimination, the UN system provides measures such as an Ombudsman and Appeals Board (see UN Staff Rules, appeals section). SOS providers are still to be made available for UNEP DTIE.

Freedom of association

The support of a staff union...

Description of freedom of association policy and extent to which this policy is universally applied independent of local laws [HR5]

Our staff members have automatic membership in the UNEP staff union. Since 2004 there is an elected staff representative in DTIE as out-posted office to deal only with generic issues (not individual cases).

Disciplinary practices

An opportunity, but not an issue for us...

Description of appeal practices, including, but not limited to, human rights issues [HR9]

The UN Staff Rules, applicable to all UNEP staff members, sets out the following procedures:

“A staff member wishing to appeal an administrative decision alleging the non-observance of his or her terms of appointment shall, as a first step, address a letter to the UN Secretary-General requesting that the administrative decision be reviewed. If the Secretary-General replies to the staff member’s letter, he or she may appeal against the answer within one month of the receipt of such reply. If the Secretary-General does not reply to the letter within two months, the staff member may appeal against the original administrative decision.

At any time after a request for review has been submitted, but before a panel of the Joint Appeals Board has been constituted to hear an appeal, conciliation may be sought on the issues involved at the initiative of the Secretary-General, the staff member or the presiding officer of the Joint Appeals Board.

An appeal shall be filed with the Secretary of the appropriate Joint Appeals Board. For the consideration of each appeal, the presiding officer of the appropriate Joint Appeals Board shall constitute a panel of the Board. Within one month of the date on which the consideration of an appeal has been completed, the panel shall, by majority vote, adopt and submit a report to the Secretary-General. The report shall be considered as constituting a record of the proceedings in the appeal and may include a summary of the matter as well as all recommendations that the panel considers appropriate.

The final decision on the appeal will normally be taken by

the Secretary-General within one month after the panel has forwarded its report, and shall be communicated to the staff member, together with a copy of the panel’s report.”

No UNEP DTIE employee has been involved in any human rights or discrimination related complaints during the 2004 – 2005 reporting period. Four employees have been involved in appeal practices related to other staff matters.

Giving opportunities for employees to express themselves...

Description of non-retaliation policy and effective, confidential employee grievance system [HR10]

Grievance procedures are not covered in the UN Staff Rules & Regulations. The UNEP / UNON intranet, operated from Nairobi, provides a suggestion box inviting reporting or description of problems or suggestions.

Within UNEP DTIE a biennial, confidential staff satisfaction survey (“Express Yourself” Sustainability Performance Survey) was introduced in October 2004. A summary report with its findings was made available to all staff and suggested recommendations discussed with interested staff participating in the UNEP DTIE Sustainability Team. The staff union representative in Paris is also available to advise on grievance related procedures for follow up with UNEP headquarters.

Community

Impacting positively on communities is our business...

Description of policies to manage impacts on communities in areas affected by activities [SO1]

The aim of all our activities is to have a positive impact on all communities, societies in all regions. With respect to

unintended, local level impacts of our own operations, there is no policy. The UNEP DTIE office in Paris has had a positive local impact through for example giving free advice to the building management on the phase-out of ozone depleting substances. The office supports the promotion of public transport use in Paris and the office has cards for bicycle parking lots, for use by staff. Other ad hoc examples include staff giving sustainability advice to local institutions (e.g. Paris City Council, Ile-de-France Regional Authority) and cooperating with the Geneva canton on Local Agenda 21 actions.

Bribery and Corruption

Internalising principles of social responsibility...

Description of the policy, procedures / management systems, and compliance mechanisms for organisations and employees addressing bribery and corruption [SO2]

The UN Staff Rules, applicable to all UNEP staff members, sets out the policy, including the following requirements: *"No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government. If refusal of an unanticipated honour, decoration, favour or gift from a Government would cause embarrassment to the Organization, the staff member may receive it on behalf of the Organization. No staff member shall accept any honour, decoration, favour, gift or remuneration from any non-governmental source without first obtaining the approval of the UN Secretary-General. Staff members shall only use the property and assets of the Organization for official purposes and shall exercise reasonable care when utilizing such property and assets. Staff members must respond fully to requests for information from staff members and other officials of the Organization authorized to investigate possible misuse of funds, waste or abuse."*

As focal point in UNEP for the UN Global Compact initiative, UNEP DTIE is closely involved in the process to internalize the Global Compact principles in the UN system.

Whilst tasked to play a leading support role with respect to the environmental principles (in particular sustainable procurement and environmental management at UN facilities) UNEP DTIE is following steps for a focussed internalization of the UN Global Compact anti-corruption principle. In September 2004 UNEP DTIE introduced the UN Global Compact and its principles to facility managers of all UN agencies at their annual network meeting (INFM5) in Beirut. This contribution of ours also served to raise awareness on the issue of bribery and corruption.

Customer Health and Safety

Health and safety of our clients...

Description of policy for preserving customer health and safety during use of products and services [PR1]

Relevance of customer "health and safety" during use of our services is not direct. UNEP DTIE has no general policy on meeting attendees, for example participants insurance when attending a workshop in any country. Certain security requirements (entry permission or "security clearance", safety advisory) do however have to be met when attending meetings in countries / zones classified as unsafe. Our UN staff and consultants have travel insurance. Contracted consultants are expected to submit a medical certificate, stating "fit for work" when their assignments are due to involve travelling.

Products and Services

Information and logos on our outputs...

Description of policy, procedures / management systems, and compliance mechanisms related to product information and labelling [PR2]

Our only direct, “physical products” are publications/ communications (hard copy and electronic). One relevant element here is indication of recycled paper composition on printed UNEP DTIE publications.

Beyond publications, our “tangible products” take the form of various outputs such as field level projects and meetings. Use of logos of other UN agencies and initiatives (such as the UN Global Compact) on project communications is done only following agreement by the relevant UN agency / office. In granting use of our own logos, we apply the Guidelines for Cooperation between UNEP and Business (available at <http://www.unep.fr/outreach/home.htm>). We led the development of the Guidelines within UNEP, following the general UN Guidelines. The adapted UNEP version was finalised by 2004 and presented for information to the UNEP GC in February 2004.

Keeping our clients satisfied...

Description of policy, procedures / management systems, and compliance mechanisms related to customer satisfaction [PR8]⁴

Governments have the opportunity to comment on work in progress at the annual UNEP GC meetings and regular meetings of the CPR in Nairobi. GC meetings are accompanied by Global Civil Society Forums where non-governmental stakeholder representatives comment on the UNEP (and DTIE) work programme. UNEP divisions also do

annual reporting to the UNEP GC against its work programme (PoW) performance indicators. Annual progress reports are done by the UNEP OzoneAction Branch to the Multilateral Fund of the Montreal Protocol.

In UNEP DTIE activities, client / consumer satisfaction is measured regularly through e.g. evaluation forms at major meetings such as the Annual Consultative Meeting on Business and Industry and the SC&P Summit; the completion of self-evaluation fact sheets at end of projects and evaluations done to report back to donors supporting specific projects; completion of participants questionnaires after ozone and cleaner production trainings.

UNEP DTIE also does ongoing monitoring of visits to its website www.unep.fr and use of its website downloads. These statistics are reported monthly by Branch / Unit to staff via the intranet.

Respect for Privacy

Consumer privacy...

Description of policy, procedures / management systems, and compliance mechanisms for consumer privacy [PR3]

UNEP DTIE does not have a formal web distribution and user monitoring policy. There is for example no formal policy regarding publication of meeting participant contact details. Meeting reports with participant lists are prepared for public distribution. If an electronic version of the text is distributed by email and made available online as a PDF document, participants email addresses are made available as well.

⁴ The GRI Public Sector Supplement (2004) refers to “service quality standards” and “quality assurance systems and procedures”.

In order to avoid junk mail and virus attacks, staff members' email addresses are not publicized on the DTIE website.

The public can send emails to a staff member using the software included in the online DTIE staff directory. On average, approximately 90 % of the total amount of emails we received during the reporting period was spam. UNEP DTIE uses commercial software to remove these and monitors the situation daily.



On track for sustainability

6. Indicators content index

Page	GRI indicator
7	EC1, EC9, PA9
8	EC2, EC3, PA8
9	EC4, EC11, EC5, EC6
10	EC10, EC13
13	EN1
14	EN3
15	EN4, EN17, EN19
16	EN5, EN8
19	EN9, EN11, EN12
20	EN30
21	EN33, PA11, EN14
25	LA1
26	LA12
27	LA3, LA4,
28	LA5, LA7
29	LA8, LA 9
30	LA16, LA17, LA10
31	LA11, HR1, HR8, HR4, HR5
32	HR9, HR10, S01
33	SO2, PR1,PR2
34	PR8, PR3

This index includes 34 core indicators and 13 additional indicators from the 2002 version of the GRI Guidelines, as well as 3 indicators from its Sector Supplement for Public Agencies (pilot version 1.0 of March 2005). The remaining 16 core indicators not used involve mainly issues that are not of direct relevance in our internal operations. These include issues such as use of waste materials from external sources, land in biodiversity-rich habitats, chemical or oil spills, reclaimable products sold, fines for non-compliance, child labour and political lobbying.

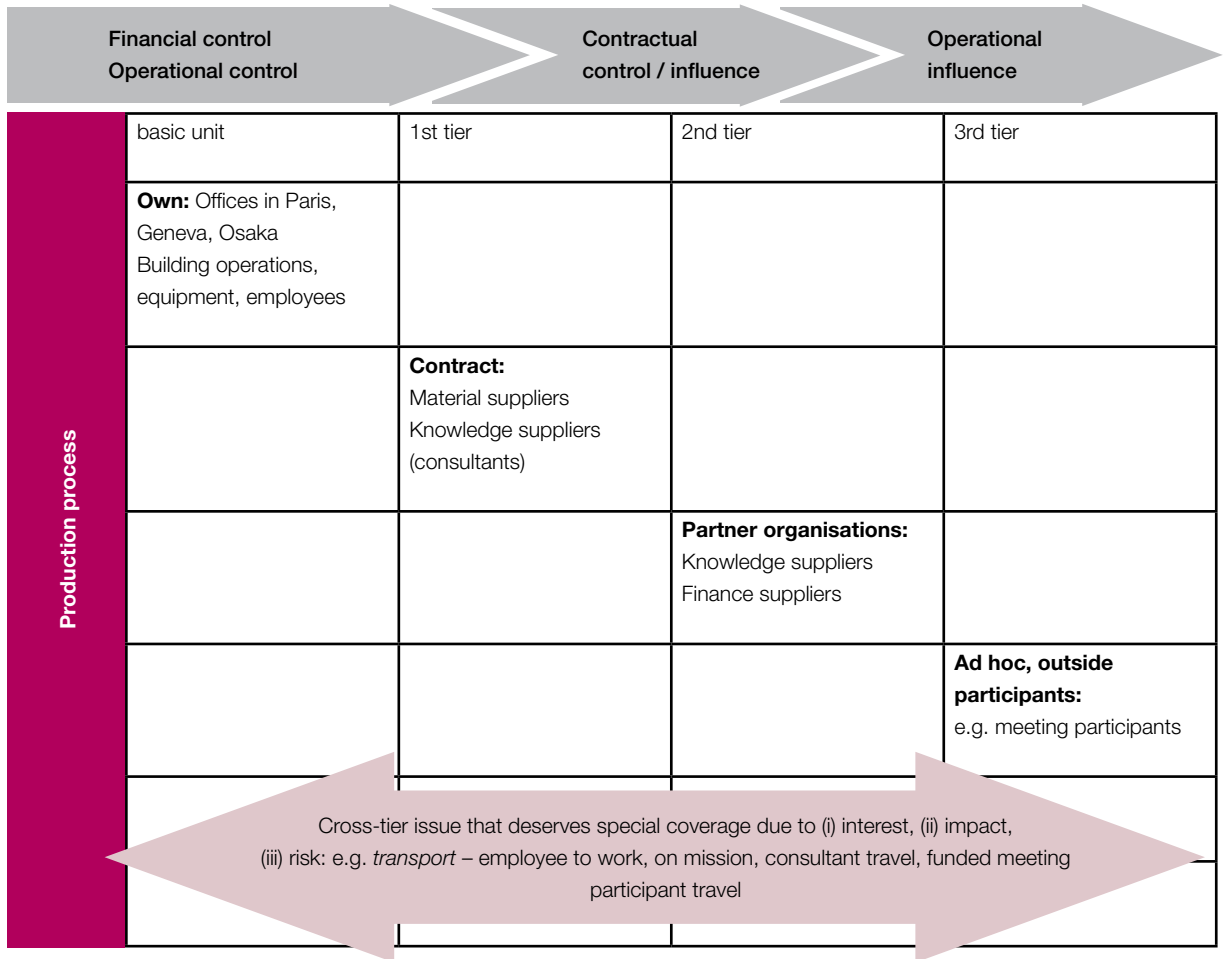


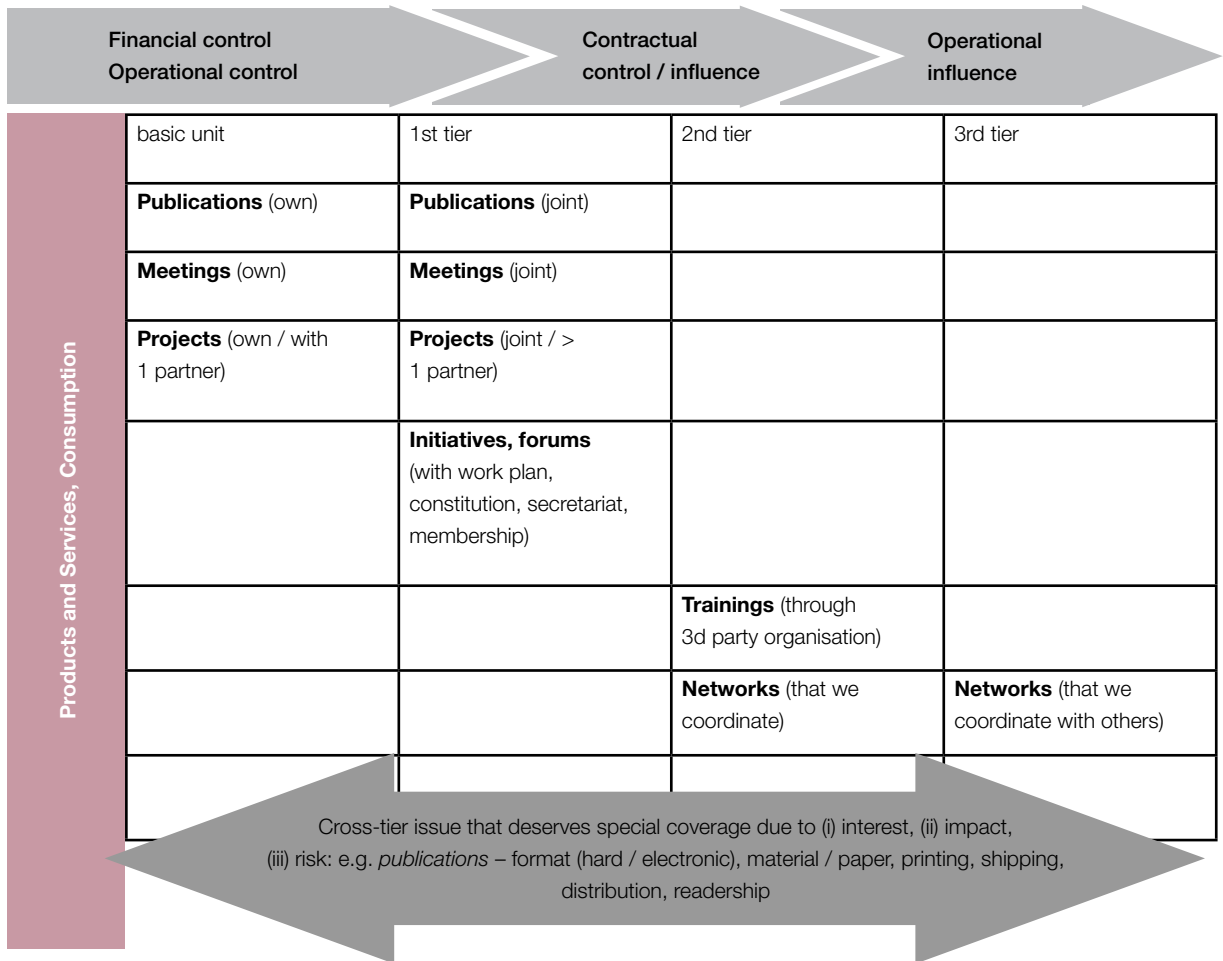
7. Annex: Report scope and boundary

This report covers the operations of all the UNEP DTIE branches, operations run from the cities Paris, Geneva, Osaka / Shiga and involving activities (such as meetings and travel) world-wide during the period January 2004 – December 2005. As indicated in the introduction, its main focus is on our own organizational performance.

In developing our sustainability reporting system and this report, we used the graphic sketches on the following two pages to unpack the boundaries of our control and influence, and determine the scope of our report. They consider our boundaries in the case of both production process and products & services. It represents an experiment used to structure our assessments and planning. The content of this report focuses on the basic unit. It does, however, include additional, 1st tier information related to our contracted suppliers, as well as 2nd tier information related to our indirect economic impact (energy case study) and special support given to meeting participants.

The second of the two graphic sketches sets out boundary considerations related to our “products and services”, which is covered in greater detail in our 2004 and 2005 UNEP DTIE Activity and Performance Reports.





8. Contact

This report and the reporting system behind it has been developed by the UNEP DTIE Sustainability Team over the period 2004 – 2005. The team comprises relevant and interested staff members who volunteered to participate. The process itself has helped many of the involved staff members to do on-the-job training, applying to internal UNEP DTIE operations the approaches and tools they promote externally when working with business and industry. The team of ten members met on a two-monthly basis throughout 2004 and 2005.

During the next biennium, the Sustainability Team will further develop our reporting system and keep track of goals and targets identified in this report. More information on our process and report content can be found at the following contact address:

UNEP DTIE Sustainability Team
Coordinator, Cornis van der Lugt (cornis.lugt@unep.fr)

Division of Technology, Industry and Economics (DTIE)
United Nations Environment Programme (UNEP)
Tour Mirabeau 11th floor
39- 43 quai Andre Citroen
75739 Paris Cedex 15
FRANCE
Tel: +33 - 1 - 4437 1450
Fax: +33 - 1 - 4437 1474
www.unep.fr

Director's statement:

This report has been prepared using the 2002 GRI Guidelines and its 2005 Public Agency Supplement. It is our 1st sustainability report, and as such not in full accordance with the GRI Guidelines. Read in conjunction with the 2004 and 2005 UNEP DTIE Activity and Performance Reports, it does however represent a balanced and reasonable presentation of our organisation's economic, environmental and social performance.

Monique Barbut

Director

UNEP Division of Technology, Industry and Economics
Paris, May 2006

For more information, contact:

Division of Technology, Industry and Economics (DTIE)

United Nations Environment Programme (UNEP)

Tour Mirabeau 11th floor

39- 43 quai Andre Citroen

75739 Paris Cedex 15

France

Tel: +33 - 1 - 4437 1450

Fax: +33 - 1 - 4437 1474

E-mail: unep.tie@unep.fr

Web: www.unep.fr

www.unep.org

United Nations Environment Programme

P.O. Box 30552 Nairobi, Kenya

Tel: ++254-(0)20-762 1234

Fax: ++254-(0)20-762 3927

E-mail: unep@unep.org



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

