

Minutes

UNEP-SBCI Annual General Meeting

Paris, France, 18 May 2010

Master of Ceremonies: Arab Hoballah, Chief, Sustainable Consumption and Production, UNEP

Members represented:

- | | | |
|-----------------------------|-----------------------------|------------------------------|
| 1. ADEME; | 11. City of Bordeaux; | 21. Malaysian Green |
| 2. Bayer MaterialScience; | 12. City of Madrid; | Technology Corporation; |
| 3. Blue Holding; | 13. Council for Built | 22. REALpac; |
| 4. BCA Singapore; | Environment; | 23. RESNET; |
| 5. Canada Wood; | 14. CSTB; | 24. Saint Gobain; |
| 6. CBCS; | 15. Fasken Martineau; | 25. Sika; |
| 7. CEMEX; | 16. FIDIC; | 26. Sinotech; |
| 8. Central European | 17. Hydro Aluminium; | 27. SBAlliance; |
| University; | 18. Jordan Green Building | 28. The Energy and Resources |
| 9. China Merchants Property | Council; | Institute; |
| Development Co. Ltd; | 19. Lafarge; | 29. USGBC; and |
| 10. CIDB; | 20. Lend Lease Corporation; | 30. WorldGBC. |

9:00 – 9:10 **Opening: Sylvie Lemmet, Director UNEP-Division of Technology, Industry and Economics**

UNEP-SBCI is a unique initiative, which benefits from the different points of view of its members, including stakeholders from industry and business. We have to highlight that the Initiative has already made a significant contribution by building awareness and raising attention to the issue of sustainable buildings, especially with policy makers. Thanks to the involvement and action of its members, the initiative and its message were noticed in Poznan, Copenhagen, and other events. The upcoming Sustainable Buildings Index is our new challenge to define and explore the different issues relevant to buildings sustainability. We would like to thank members for their contributions, and welcome the new members who are joining us in this effort.

9:10 – 9:20 **Welcome: Alfonso Ponce on behalf of Carole le Gall, Chair, SBAlliance**

We are at a defining moment, at the beginning of a revolution that will change everything, where we will be accountable for our success or our failure. Assessing building performance for sustainability, from cradle to grave, is a key objective to drive the language of common metrics internationally. This is why SBAlliance and the World Green Building Council are working with UNEP-SBCI and have agreed to sponsor the Steering Committee and pilot the Common Carbon Metric.

9:20 – 9:30 **Keynote Address: Maria Atkinson, Global Head of Sustainability, Lend Lease Corporation, & Chair Elect UNEP-SBCI Board**

SBCI has developed a process in four steps to achieve its mission to promote sustainable building policies and practices worldwide. The first step is to provide a common platform to gather the knowledge that lies in all stakeholders and address the challenges of sustainability issues in the sector. We already have the solutions to halve the greenhouse gas emissions with available technologies! But we need to gather and disclose information to promote and highlight sustainable buildings. This is why SBCI's second step is establishing globally acknowledged baselines based on a life cycle approach. The third step is to develop tools and strategies to achieve a wide acceptance and adoption of sustainable building practices worldwide. Finally, the last step is to demonstrate this approach through pilot projects, as well as by participating in and supporting policy developments recognizing the role of buildings for mitigation and adaptation to climate change at local, national, and global levels.

9:30 – 9:40 **Annual General Meeting - Agenda**

Arab Hoballah, Chief, Sustainable Consumption & Production, UNEP

SBCI would like to thank the Board for its amazing work during this year, and especially our Board Chair, Birgitte Holter. Once again, we thank the members for their contributions and support. The Secretariat is proposing a new structure to better meet the goals set for the initiative, which will be submitted for membership decision.

9:40 – 10:30 **UNEP-SBCI 2009-2010 Results**

Niclas Svenningsen, Head, Sustainable United Nations, UNEP

UNEP-SBCI has achieved impressive results during this year. It has doubled its membership basis, which now represents 25 countries. It collaborates with leading organizations in the buildings sector and related initiatives, including for instance GRI, CIB, iiSBE, ISO, the Marrakech Task Force on SBC, and the UNEP Finance Initiative. Our partnerships are based on alignment, to develop and use the same references, and not build competition.

UNEP-SBCI has increased its communications through a new website, new publications and materials, and through meetings around the world, including three SBCI meetings in Washington, Paris and Singapore. We contributed to UNFCCC negotiations until the landmark of COP15 in Copenhagen, and will keep contributing to this crucial process. SBCI stakeholders made the case for sustainable buildings, and called for policy, industry and business action in this field.

UNEP-SBCI Publications

Peter Graham, Technical Consultant, UNEP-SBCI

The Common Carbon Metric, result of two years of work, was released at COP15, providing the first internationally agreed metric to measure and report on energy use and greenhouse gas emissions from building operations. SBCI has launched a call for pilots to participate in the pilot testing of the Metric with the support of the World Resources Institute. Thirty pilots at the level of city, portfolio, or single buildings, will be selected for the 2009 process.

The Buildings and Climate Change Summary for Decision Makers, also released in December 2009, highlights the major opportunities for greenhouse gas emissions reductions and outlines a step-by-step approach to harness these opportunities. This

publication was accompanied by two regional reports providing the GHG emission baselines for buildings in Mexico and South Africa.

SBCI has supported policy development also by producing Guidelines on Education Policy & Curriculum for Sustainable Built Environments, producing a report on the State of Play of Sustainable Buildings in India, and developing with the Central European University a World Building Energy End Use & Scenario Modelling report.

The Initiative also contributes to other effort such as the Global Energy Assessment (GEA), the Green Economy Report. Finally, SBCI has led the development of spin-off projects like the Sustainable Social Housing Initiative (SUSHI) or the Sustainable Building Policies for Developing Countries (SPoD) project.

10:30 – 11:00 **Coffee/Tea**

11:00 – 12:00 **UNEP-SBCI 2010-2011 Work Plan and Budget**

Donna McIntire, Programme Officer, Buildings & Climate Change, UNEP

SBCI benefits from an increased financial commitment for 2010, and is calling for partners and sponsors to take a leadership role and contribute increasingly to the work programme. The work plan has been structured according to the UNEP-SBCI goals and around 4 specific objectives: (1) Outreach and Awareness Raising; (2) Frame a common language, through the SBIndex namely; (3a) Contribute to UNFCCC negotiations through publications and direct consultation and participation; (3b) Support Policy Development at local, national and global level; and (4) Facilitate piloting of tools, including the Common Carbon Metric pilot process.

UNEP-SBCI will continue to coordinate its work with linked initiatives such as the UNEP Finance Initiative, the UNEP/SETAC Life Cycle Initiative, the UNEP Eco-Tourism Program, GRI, ISO and others. Other UNEP projects such as SPoD, SUSHI or SUN will feed into the work of SBCI.

✓ **Vote on Issue 5: Work Plan and Budget: (See annex 1 for vote results)**
✓ **Work Plan and Budget were approved.**

12:00 – 13:30 **Lunch**

13:30 – 14:30 **Amended Charter: Birgitte Holter, Head of Sales-, Market- and Business Development, Hydro Extrusion Eurasia, & Chair, UNEP-SBCI Board**

The Secretariat and Board propose a new membership structure and logo to better reflect the goals and activities of SBCI. We also propose the launch of three committees: A) Advocacy Committee; B) Sustainable Buildings Index Steering Committee; and C) Technical Advisory Committee for Energy/Greenhouse Gas

✓ **Vote on Issue 1: Charter (See annex 1 for vote results)**
✓ **The new Charter was approved (See the new Charter in annex 2).**

- ✓ **Vote on Issue 2: Membership Structure (See annex 1 for vote results)**
- ✓ The new membership structure is approved, with the exception of the title 'Liaison'. Members shall be classified as Partners, Donors, International Members, National Members, and Members.

- ✓ **Vote on Issue 3: Logo (See annex 1 for vote results)**
- ✓ The new SBCI logo was approved (reflecting issue 2).

- ✓ **Vote on Issue 4: Committees (See annex 1 for vote results)**
- ✓ The launch of the new Committees was approved.

14:30 – 15:00 *Coffee/Tea*

15:00 – 16:30 **Committee Workshops:**

Newly elected committee members and interested parties (as observers) convened to elect their leadership and review their work programme, schedule and next steps.

16:30 – 17:00 **Election of UNEP-SBCI Board:** Nominee Statements to Membership

Arab Hoballah assisted by UNEP-SBCI Secretariat

Q&A with Nominees

- ✓ **Vote on Issue 6: Board of Directors**
- ✓ The elected 2010-2011 Board members are:
Chair: Maria Atkinson (Lend Lease Corporation, Australia);
Past Chair: Birgitte Holter (Hydro Aluminium, Switzerland);
Choo Whatt Bin (Building and Construction Authority, Singapore);
Marcelo Takaoka (CBCS, Brazil);
Alfonso Ponce (CSTB, France);
Richard Fedrizzi (USGBC, USA); and
Jane Henley (WGBC, New Zealand).

17:00 – 17:15 *Review of Agenda for the Symposium on Sustainable Buildings*

17:15 – 18:00 **Membership Ceremony:** Arab Hoballah, UNEP

Recognition of Founding, Sustaining and New Members

Thank you to Outgoing Board & Welcome to New Board

18:00 *Adjourn*

Annex 1. UNEP-SBCI 2010 Annual General Meeting Minutes - VOTE RESULTS

Note: The vote count includes absentee ballots.

List of voting members:

- | | | |
|---|--|--|
| 1. ADEME; | 15. City of Madrid; | 29. Natural Resources |
| 2. Arcelor-Mittal; | 16. City of São Paulo; | Defense Council; |
| 3. BARWA and Qatari Diar
Research Institute; | 17. Council for Built
Environment; | 30. Plastedil; |
| 4. Bayer MaterialScience; | 18. CSTB; | 31. Property Council of
Australia; |
| 5. BCA Singapore; | 19. Environment, Health and
Safety (EHS); | 32. REALpac; |
| 6. Blue Holding; | 20. Fasken Martineau; | 33. Résilience; |
| 7. Broad Air Conditioning; | 21. FIDIC; | 34. RESNET; |
| 8. Canada Wood; | 22. Hydro Aluminium; | 35. Saint Gobain; |
| 9. CBCS; | 23. ITC Ltd.; | 36. SBAlliance; |
| 10. CEMEX; | 24. Jordan Green Building
Council; | 37. Sika; |
| 11. Central European
University; | 25. Lafarge; | 38. Sinotech; |
| 12. China Merchants
Property Development
Co. Ltd; | 26. Lend Lease Corporation; | 39. SKANSKA; |
| 13. CIDB; | 27. Malaysian Green
Technology Corporation; | 40. T.C. Chan Center; |
| 14. City of Bordeaux; | 28. Monplaisir Group; | 41. The Energy and
Resources Institute; |
| | | 42. USGBC; |
| | | 43. WGBC. |

Issue 1. Amended Charter

Yes	No	No vote
34	1	8
Comments: - It is a very well thought out structure. Congratulations. - Board size/term is odd. No continuity. In the future, consider increasing to 9; 3 rotate off every year. - Idea should be to link competences of all sectors to provide a holistic data and decision base for sustainable buildings. - Ensure language (e.g. Liaison) is appropriate (India's comment). 12 months renew.		

Issue 2. New membership structure and fees

Yes	No	No vote
33	2	8
Comments: - Where is the accountability for membership, this is still unclear why a company would pay less and have the same rights than founder companies? - How does one put a cost if contribution in-kind? - New logos should be circulated after incorporating simplification - Subject to visible actions and monitoring to drive membership - Definition or only one "quotation" for donors - Change the amount to be specific e.g. Donor to be for example \$20K or \$30K or \$40K or \$50K not a		

band

- Even if “Partner” or Donor it has to be ensured, that the reports reflect a “neutral” content
- There needs to be a clear marketing drive to ensure increased membership and perhaps revisit benefits of membership
- I have doubts that offering the same to partners and donors will encourage people to go for \$60K. There is a risk to have lots of donors at \$20K! Why not only donors with a fee <\$30K?
- I don’t think the value proposition for membership is clear. Changing the fees won’t drive membership alone.
- The current one is preferable in terms of its relevance to the organization type as opposed to the measure of contribution

Issue 3. New logo

Yes	No	No vote
33	2	8
Comments: <ul style="list-style-type: none"> - More clarity on the categories is needed; - Simplify! - Wonderful initiative! - Fantastic! - Consider do not differentiate- only use “member” - Just one logo “member” - Reduce logo variety - Would be better to have simply “member” instead of international/national liaison - 3 versions: 1st for SBCI, 1 for partner, 1 for member - The differentiation doesn’t mean anything outside of SBCI. My proposal if the logo without corresponding version 		

Issue 4. Establishing new committees

Yes	No	No vote
35	0	8
Comments: <ul style="list-style-type: none"> - But decision making ability of the group needs to be clear that they advise the Board. Also in TOR they need to develop need to figure out how to interact with SBA/WGBC - Please ensure that developed metrics/indicators will be fully compatible with existing or country ISO, EU... standards! - New finance/audit committee and membership committee with “cabine” ministers of all 4 committees - DUV happy to contribute to SC or TAC - Re-consider the name ‘steering’ as it does not necessarily depict the responsibilities of the committee - Establishment: my organization and other members are concerned by the ‘charter’ and activities of the committees. A charter with governance is required 		

Issue 5. 2010-2011 Work Plan and Budget

Yes	No	No vote
35	0	8
<p>Comments:</p> <ul style="list-style-type: none"> - The proposed work plan has a potential of making great impact in knowledge creation and distribution - It will be good to prepare a plan B if part of money doesn't come - More studies in water consumption in buildings and the effect in energy consumption - FYII plan to include strategy for UNEP to fund secretariat by 2012 - The membership could be encouraged to generate funds where big activities such as preparation of regional baseline GHG reports etc... can be taken up. 		

Issue 6. Board of Directors

Only the 5 nominees with the highest number of votes are shown below. Other nominees may request their total number of votes to the Secretariat.

Marcelo Vespoli Takaoka, Brazilian Sustainable Building Council	23
Alfonso Ponce, CSTB	23
Jane Henley, World Green Building Council	20
Choo Whatt Bin, Building and Construction Authority Singapore	18
Richard Fedrizzi, US Green Building Council	17