



Sustainable Buildings & Climate Initiative

Policy & Procedures for the Advocacy Committee of the UNITED NATIONS ENVIRONMENT PROGRAMME

This document is provided to define the policies and procedures to guide the work of the United Nations Environment Programme Sustainable Buildings and Climate Initiative (UNEP-SBCI) Advocacy Committee (AC). The committee's mission is to develop a strategy and deliver tools to raise awareness of stakeholders with a special focus on National and Local decision-makers of the important role of sustainable buildings in climate change.

Background

UNEP-SBCI is a partnership between UNEP and the building sector. The objective of UNEP-SBCI is to promote sustainable buildings in general and buildings with a low carbon footprint in particular.

There is a need for much greater awareness of the impacts and opportunities related to climate change represented by the building sector. This sector holds the greatest potential to reduce emissions at the lowest cost using readily available technologies while creating millions of quality jobs. Improvements in building performance can support the international agenda to reach carbon reduction targets and gain participation in incentives and programs to support national emissions reductions. UNEP-SBCI is leading the global sustainable buildings agenda, developing tools for concrete improvements in the sector's sustainability performance and reaching out to developing country stakeholders to promote and enhance the sustainability of buildings worldwide.

UNEP-SBCI works to promote sustainable building practices worldwide through its partnerships with key stakeholders and decision-makers of this sector including industry, business, governments, local authorities, research institutions, academia, technical experts, NGOs, etc. The Initiative has had impressive results in 2009, made possible through active participation by its members. At the United Nations Framework Convention on Climate Change (UNFCCC) 15th Conference of Parties (COP15) in Copenhagen, in December 2009, UNEP-SBCI released the results of more than three years of work, produced by its Members and Partners. These results included the following advocacy tools:

- **Made official submissions to the working groups of the UNFCCC**, taking a prominent role in raising awareness of the significant role of buildings in achieving international goals to reduce greenhouse gas emissions.
- **Released the *UNEP-SBCI Call to Action***, representing voices of building sector stakeholders, which received great attention and praise from organizations and governments worldwide.

- **Published *The Buildings and Climate Change - Summary for Decision-Makers***, accompanied by three regional reports on *Greenhouse Gas Emission Baselines and Reduction Potentials for Buildings* in South Africa, India and Mexico. These reports provide concrete assessments of the building sector's potential in climate change mitigation.

At UNEP-SBCI's meeting in Singapore, in late October 2009, it became clear that our members need to organize a strong working committee to guide, manage, and deliver the tools necessary to gain access to and impress key decision-makers on the advantages of working with the building sector to reduce emissions. UNEP-SBCI members with broad networks and firm commitments will work together during 2010 under the AC using the following policies and procedures defined to support the work of this group.

UNEP-SBCI is working to gain greater recognition at National and local levels, with strong focus on becoming more visible at the UNFCCC proceedings. For 2010, UNEP-SBCI will need to prepare a briefing packet of information to convey the messages of the Initiative to National Delegations and other relevant decision-makers. By February 2011, UNEP-SBCI shall apply to become an official observer of COP17 allowing the membership greater access to the meetings, display materials, have a booth and host side events inside the official COP area. As an observer, UNEP-SBCI can provide badges to its members and guests without direct sponsorship from one of the M2M Partners.

Advocacy Committee

Mission: to develop a strategy and deliver tools to raise awareness of stakeholders with a special focus on National and Local decision-makers of the important role of sustainable buildings in climate change.

Governance: The AC shall be initiated and governed by UNEP-SBCI's Board of Directors (Board). The AC shall report progress on deliverables for the Board's review on a quarterly basis.

Financial Support: The AC shall be sponsored by one UNEP-SBCI Member (Sponsor) for a period of one year. The Sponsor shall be approved by UNEP. The Sponsor shall assume a voting position on the AC and fund the AC Meetings. The Sponsor is prohibited from Chairing the AC to keep the integrity of the committee free and clear of financial persuasion or special interests. (*See Appendix 1*)

Coordinator (C): UNEP-SBCI shall provide support to the AC through the participation of the SBCI Coordinator (Coordinator) during AC meetings and conference calls. The Coordinator shall not vote on issues of the AC, but shall provide information to the Chair and logistical support to the Sponsor. The Coordinator's primary role is to liaison between the AC and the Board.

AC Members: The AC shall be a balanced multi-stakeholder committee consisting of nine UNEP-SBCI Members representing a balance of industry interests designated according to the following seats:

- Coordinator (0) (*occupied by SBCI staff*);
- Sponsor (1) (*occupied by the Sponsor*);
- Research Institution (1);
- Not-for-Profit (1);
- Private Sector (1);
- Product Manufacturer (1);
- Government (2); and
- At-Large (2) (*elected by highest number of total votes*).

The AC shall have balanced representation from developing and developed countries.

Eligibility: All Members in good-standing are eligible for nomination to the AC (*according to the designation of seats noted above*). Partners are automatically nominated to the AC (*the Sponsor automatically occupies one seat*). Nominations shall occur prior to the Annual General Meeting (AGM) according to the call and deadline announced by the Coordinator.

To complete the nomination process, nominees must provide the Board with a biography in accordance with the call and deadline announced by the Coordinator. The Board shall screen the completed nominations for eligibility and may disqualify nominees that do not meet the following criteria

- 1) Direct, long-term, experience (*10-years minimum*) working with sustainable buildings related issues; and
- 2) Excellent command of the English language or accompanied by an interpreter.

Election: All Members in good-standing may cast their vote at the AGM or prior to the AGM via email absentee ballot. The vote shall proceed as directed by the Coordinator. The majority of votes cast shall determine the TAC Members for a one-year term.

Chair: The AC shall be chaired by an AC Member elected by the AC Members during the AGM. The Coordinator shall conduct the election process. Each newly elected AC Member shall nominate one AC Member. Each nominee shall make a two-minute statement to the AC Members stating their reasons for wanting to Chair the AC. Immediately following, each AC Member shall cast an anonymous vote. The Coordinator shall announce the nominee with highest number of votes to chair the AC. The Chair must attend all AC Meetings and Conference Calls to remain in good-standing. The Chair is responsible for setting the agenda and gathering and developing the briefing information to support the meetings and calls. The Chair shall take responsibility and leadership for convening and running the meetings and calls.

Vice Chair: The AC shall elect one Vice Chair (VC) by nomination and anonymous vote at the AGM using the same process used to elect the co-chairs. The VC's term shall be one year. To remain in good-standing, the VC must attend all AC Meetings and Conference Calls. The VC is responsible for working with the Co-Chairs to form the agenda of the meetings and calls. The VC shall correspond with the SC Members and deliver agendas to the AC five working days prior to the meeting or call, including any required appendices. The VC is also responsible for documenting the meeting results and producing and delivering the minutes not more than five working days following the meeting or call.

AC Meetings: The dates and locations of all three meetings, listed below, shall be proposed by the Sponsor and must be agreed upon by the AC (*by majority vote*) prior to the close of the AGM. If majority vote on a meeting location or date cannot be reached, then the Sponsor must provide an alternative location or date.

- 1) Kick-off Meeting (*held not more than two months after UNEP-SBCI's AGM*);
- 2) Progress Meeting; and
- 3) Annual Report Meeting (*held not less than one month prior to UNEP-SBCI's AGM*).

Meetings must have a quorum of five AC Members present to proceed. One AC Member may attend via phone or video conference to complete the quorum.

AC Members' accommodations related to the meetings shall be paid directly by the Sponsor. The meeting venue fee, food, and incidentals directly related to the meeting proceedings shall also be paid

for directly by the Sponsor. Each AC Member shall be responsible for their travel to and from the meeting venue, unless specifically sponsored in advance by UNEP-SBCI.

General Policies for AC:

Responsibilities: Each committee member agrees to take the responsibility to represent the general positions and interests of their seat, not special interests of their organization or personal interests. At all levels of decision-making in proceedings, committee members (Members) shall be aware of actual, potential or perceived conflicts of interest regarding the matter which is subject to the vote or decision and shall disclose any such conflict and shall abstain from voting on the subject matter.

Furthermore, Members must review, in advance, the meeting and call materials provided by their Chair. Where required by their Chair, Members must provide written comments and/or votes for edit and/or approval of agenda items. Members are expected to contribute substantially to the content of the agenda. Contributions may take the form of written input, research, or tasks as requested by the Chair.

Voting: All UNEP-SBCI Partners, Donors, and Members shall have one vote to elect the Members. Majority of votes cast shall determine the membership for a one-year term for each seat. Voting on committee matters shall take place at the request of the Chair and must be done in person, via telephone, video conference or email. A record of the voting results must be recorded in the minutes of the meeting or call. Proxy voting is not permitted.

Conference Calls: Each committee shall hold one conference call a month. The time and date shall be determined at the close of the previous call. The time of the call shall be set to reasonably accommodate all Members (between the hours of 6:00 and 22:00). UNEP-SBCI shall host the conference calls.

Good-Standing: To remain in good-standing, each Member must attend their Kick-off Meeting and one of their other meetings and must not miss two consecutive conference calls. Members that fall out of good-standing may be replaced at the discretion of their Chair.

Conduct: Members are required to conduct themselves in a professional manner, respect their fellow Members, and be cordial and cooperative in meetings. No Member shall dominate their committee. Members may be discharged with or without cause by their Chair. Cause may be a result of, but not limited to, violation of Conflict of Interest, Antitrust or Anti-Harassment policies or misconduct.

Public Statements: made on behalf of any committee must be approved by the Board.

Deliverables:

1. Draft a Programme of Work (PoW) and Schedule for 2010 as the main discussion piece for the AC Kick-off Meeting. Not more than two weeks following the AC Kick-off Meeting, the AC shall propose the PoW and Schedule for UNEP-SBCI Board approval, through the Coordinator, outlining the next steps in development and delivery of tools. The PoW and Schedule for 2010 shall include:
 - a. Deliver Tools for UNEP-SBCI Members to meet with key stakeholders and decision-makers together with a strategy and schedule for the delivery;
 - i. Tools shall include: introductory letter, PowerPoint Presentation, and briefing packet of most relevant and useful publications;
 - ii. List including contact information for key stakeholders & decision-makers;
 - iii. Schedule of high-level conferences/meetings where UNEP-SBCI should be represented and by which Member; and
 - iv. Participate in the development of the UNEP-SBCI NAMA publication.

- b. Provide progress reports to the Board following each AC Meeting;
- c. Produce a 2010-11 Annual Report on results, progress and recommendations of the AC.

Schedule:

The AC is an on-going work programme of UNEP-SBCI, dependant on available funding and commitment of UNEP-SBCI Partners, Donors, and Members. The issues must be prioritised for phased development and implementation and shall work to achieve the following Schedule of milestones to be refined under the AC PoW. *(Highlighted items below indicate related responsibilities of UNEP-SBCI)*

	2010
- Board approval to Establish AC	Feb
- Canvas Parties Interested in AC	Mar
- Secure Partner to Sponsor AC	Apr
- Call for Member Nominations for AC	Apr
- 2010 AGM – Election AC Members	May
- AC Kick-off Meeting – Define work & schedule	Jul
- AC Draft Work-Programme & Schedule	Aug
- AC Review of the UNEP-SBCI NAMA Publication	Sep
- AC Progress Meeting – Draft Materials to support COP16	Oct
- Finalize Materials to support COP16	Nov
	2011
- AC Annual Report Meeting – Finalize Results for Reporting at AGM	Jan
- Finalize Observer Status to COP17	Feb
- Canvas Parties Interested in AC	Feb
- Secure Partner to Sponsor AC	Mar
- Call for Member Nominations for AC	Apr
- 2011 AGM - Annual Report & Election of AC Members	May

Appendix 1: Advocacy Committee Main Activities and Associated Costs

Summary Deliverables 2010 – 2011	
1. Steering Committee Meetings (per year);	
<p>Activities:</p> <p><i>Coordinator</i> UNEP-SBCI shall provide a coordinator to administer work required for AC nominations & elections of committee members, support meeting organisation, and manage meetings, reports and publications. UNEP-SBCI shall sponsor travel (only) for developing country or expert participants to the AC Meetings as needed.</p> <p><i>Sponsor</i> There will be three, one-day, AC Meetings per year. Costs incurred to lease the meeting space, cater lunch and two breaks, treat meeting participants to dinner, and print briefing materials shall be paid for directly by the Sponsor. Additionally, it is the responsibility of the Sponsor to provide accommodations for all AC Members, UNEP-SBCI Coordinator and any invited Expert Advisors required for the meetings. Finally, the Sponsor shall be responsible for making all necessary arrangements and coordination for the items listed above.</p> <p><i>NAMA Publication</i> AC members will conduct review & comment on the drafts of the NAMA Publication as an in-kind contribution. Final printing of the NAMA document shall be funded by the UNEP-SBCI.</p>	<p>Costs (US\$) for 12 months:</p> <p>Coordinator: \$25,000 (staff shared with SC) Travel: \$6,000 Support Costs (13%): \$4,000 Total Coordination: = \$35,000</p> <p>Expert Advisor Travel & DSA (for 1 person: \$2,000) Total x 3 meetings: = \$6,000</p> <p>Venue: \$1,000 Catering & Dinner: \$2,000 Printing materials & briefing docs: \$500 Accommodations for SC Members: \$2,000 <u>Sub Total</u>: \$5,500/meeting x 3 meetings = \$16,500</p> <p>In-kind contributions (1 day/month x 9 people) x 12 months = 54 days @ \$500USD/Day ea. <u>Sub Total</u>: = \$27,000 (in-Kind)</p> <p>Publication Cost: = \$10,000</p>
Total Project Cost for 2010-11	= \$94,500