



# Sustainable Buildings & Climate Initiative

## Policy & Procedures for the Steering Committee of the UNITED NATIONS ENVIRONMENT PROGRAMME Sustainable Building Index

This document is provided to define the policies and procedures to guide the work of the Sustainable Buildings (SB) Index Steering Committee (SC) to develop and deliver the United Nations Environment Programme (UNEP) Sustainable Buildings Index (SB Index).

### **Background**

The Sustainable Buildings and Climate Initiative (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.

Within the building sector, the need for a common language and definition for sustainable buildings is widely recognized. While some countries have defined sustainable buildings through national rating systems and legislation, most countries do not yet have such references. Many organizations are working hard to define this common language and UNEP-SBCI is committed to close collaboration with organizations, such as, International Organization for Standardization, Global Reporting Initiative, World Green Building Council, Sustainable Building (SB) Alliance, and others. Without global consensus, the definition of basic issues, indicators, and metrics and the costs and benefits associated with sustainable buildings, tend to vary causing confusion in the market and inaccurate perceptions of political or financial risks to persist, undermining efforts to fully implement sustainable building practices. The purpose of the SB Index is to frame the core issues providing globally consistent understanding, measurement, reporting, and verification of actual building performance and addresses core sustainability issues, particularly in developing countries. The Index is focused on measurable, reportable, and verifiable indicators for sustainable buildings and shall be applicable to existing residential and non-residential buildings and facilitate a top-down and bottom-up aggregation of the performance of building stock<sup>1</sup>.

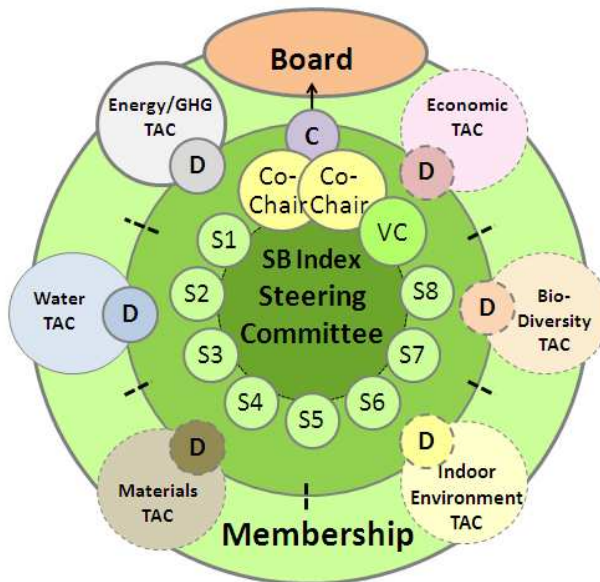
Over the past two years UNEP-SBCI's Think Tanks have developed consensus on core performance issues to form the basis for just such a tool. These core issues require a structure and further development of associated common metrics, measurement protocols and reporting templates. Additionally, identification of social and economic issues are needed to balance and complete the Index.

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<sup>1</sup> Refer to the Common Carbon Metric for description of top-down and bottom-up approaches.

It became clear through UNEP-SBCI’s stakeholder meetings in Paris and Singapore, in 2009, that a group of experts with diverse viewpoints is needed to guide and manage the work of the SB Index and that policies and procedures of this group must be defined to support the work. This group has been named, the SB Index Steering Committee (SC).

For 2010, UNEP-SBCI is working to progress the general development of the SB Index structure, with strong focus on completing the work on the Common Carbon Metric. UNEP-SBCI engaged the World Resources Institute (WRI), developer of the globally recognized Greenhouse Gas (GHG) Protocol, to draft measurement protocols, calculation tool, and reporting template for this first core issue, these tools are immediately needed to build on the momentum achieved through the meetings in Copenhagen, 2009. UNEP-SBCI Members have specifically requested these tools to participate in piloting testing of the Common Carbon Metric as it relates to their data collection and reporting activities. With success in early 2010, the work on the SB Index may grow to include work on the issues of water, materials, indoor environment, biodiversity, and economic issues.



**Figure 1: SC Organizational and Relationships Diagram**

*(C = Coordinator, D = Donor, TAC= Technical Advisory Committee, VC= Vice Chair, and S = Seat)*

### **Steering Committee**

**Mission:** to deliver the SB Index; providing common understanding of the core issues, measuring tools, reporting protocols and verification process for sustainable buildings.

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

**Financial Support:** The SC 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 SC and fund the SC Meetings. The Sponsor is prohibited from Co-Chairing the SC 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 SC through the participation of the SBCI Coordinator (Coordinator) during SC meetings and conference calls. The Coordinator shall not vote on issues of the SC, but shall provide information to the Co-Chairs and logistical support to the Sponsor. The Coordinator's primary role is as liaison between the SC and the Board.

**SC Members:** The SC shall be a balanced multi-stakeholder committee consisting of eleven 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 sponsoring Partner*);
- Research Institution (2);
- Not-for-Profit (2);
- Private Sector (2);
- Product Manufacturer (2);
- Local Government (1); and
- National Government (1).

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

Eligibility: All Members in good-standing are eligible for nomination to the SC (*according to the designation of seats noted above*). Partners are automatically nominated to the SC (*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 a biography in accordance with the call and deadline announced by the Coordinator. The Coordinator 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 SC Members for a one-year term.

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

**Vice Chair:** The SC 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 SC 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 SC 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.

**SC Meetings:** The dates and locations of all four meetings, listed below, shall be proposed by the Sponsor and must be agreed upon by the SC (*by majority vote*). The date and location of the Kick-off Meeting must be determined 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 1;
- 3) Progress Meeting 2; and
- 4) Annual Report Meeting (*held not less than one month prior to UNEP-SBCI's AGM*).

Meetings must have a quorum of nine SC Members present to proceed. Two SC Members may attend via phone or video conference to complete the quorum.

SC Members' accommodations related to the meetings shall be paid directly by the Sponsor. The meeting venue fee, food, and incidentals shall also be paid for directly by the Sponsor. Each SC Member shall be responsible for their travel to and from the meeting venue, unless specifically sponsored one month in advance by UNEP-SBCI.

### **Technical Advisory Committees**

The SC shall be supported by the gradual establishment of Technical Advisory Committees (TACs). In 2010, it is planned that TACs gaining sponsorship shall be established at the AGM. The mission of each TAC is to develop measurement and reporting metrics, protocols and templates for a specific core issue. (See Figure 1)

**Governance:** Each TAC shall be initiated and governed by the SC. Each TAC shall report progress on Deliverables to the SC for review. Progress reports are due two weeks prior to the SC Progress and Annual Report Meetings.

**Financial Support:** Each TAC shall be sponsored by one UNEP-SBCI Member (Donor) for a period of one year. The Donor shall be approved by UNEP. Each Donor shall assume a voting position on their TAC and fund their TAC Meetings. Donors are prohibited from Chairing their TAC to keep the integrity of the committee free and clear of financial persuasion or special interests.

**TAC Members:** Each TAC shall consist of seven technical experts that are UNEP-SBCI Members, Donors, and/or Partners representing a balance of industry interests designated as follows:

- Donor (1);
- Research Institution (1);
- Not-for-Profit (1);
- Private Sector (1);
- Product Manufacturer (1);
- Government (1); and
- At-Large (1) (*elected by highest number of total votes*).

Each TAC shall have balanced representation from both developing and developed countries.

**Eligibility:** All Members in good-standing are eligible for nomination to a TAC (*according to the designation of seats noted above*). Nominations shall occur prior to the AGM according to the call and deadline announced by the Coordinator. To complete the nomination process, the nominees must

provide a biography in accordance with the call and deadline of the Coordinator. The Coordinator shall screen the completed nominations for eligibility and disqualify parties that do not meet the following criteria:

- 1) Direct, long-term, experience (*10-years minimum*) working with sustainable buildings related issues;
- 2) Expertise in the area of the TAC that they are nominated for including a specific degree or long-term career experience (*5-years minimum*) in the subject area; and
- 3) 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.

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

The Donor shall act as the liaison between their TAC and SC. At the request of the SC, a Donor may attend a SC meeting, but may not vote. In circumstances where an issue being developed by a TAC becomes complex or difficult, a SC Member may be assigned by the SC to assist the TAC Chair. The TAC may engage the assistance of Expert Advisors to better inform the committee. Expert Advisors may not vote on committee issues.

**TAC Meetings:** Each TAC Member must attend the TAC Kick-Off Meeting and Annual Report Meeting to remain in good-standing. The Donor shall determine the location and date of the three meetings:

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

Meetings must have a quorum of five TAC Members present to proceed with the meeting. One member may attend via phone or video conference to complete the quorum.

### **General Policies for SC & TAC:**

**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, 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 Partners, Donors, and Members shall have one vote to elect the SC & TAC Members (Members). Majority of votes cast shall determine the membership for a one-year term for each seat. Voting on matters of the SC or TAC shall take place at the request of a SC Co-Chair or TAC Chair (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 two of their other meetings and must not miss two consecutive conference calls. Members that fall out of good-standing may be replaced by 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 UNEP-SBCI Board.

### **Deliverables:**

1. Draft a Programme of Work (PoW) and Schedule for 2010 as the main discussion piece for the SC Kick-off Meeting. Not more than two weeks following the SC Kick-off Meeting, the SC shall propose the PoW and Schedule for Board approval, through the Coordinator, outlining the next steps in development and delivery of the UNEP-SB Index. The PoW and Schedule for 2010 shall include:
  - a. Design the framework for UNEP-SB Index; develop a structure to communicate the elements and core issues of the Index by the 2011 AGM;
    - i. Overall Framework (draft document)
    - ii. Reach agreement on the core issues including Economic and Social
    - iii. Describe the rationale of the importance of each issue
    - iv. Provide a statement of intent to address each issue
    - v. Define the Metrics for measurement and reporting on each issue
  - b. Provide progress reports to the Board following each SC Meeting;
  - c. Produce a 2010 annual report on results of the SC and progress on the SB Index.
2. Draft guidelines defining the schedule and deliverables for Energy/GHG TAC including a framework for SB Pilot Projects to test proposed metrics with industry stakeholders. Use the April 2009 recommendations developed by UNEP & WRI to guide the Pilot process. This is the second area of focus for the SC Kick-off Meeting. Not more than two weeks following the SC Kick-off Meeting, the SC shall deliver the guidelines to the Energy/GHG TAC Chair. The guidelines shall:
  - a. Outline the process, framework and timeline for the development of the Pilot phase to frame and guide the discussion of the TAC Kick-off Meeting;
  - b. Include detailed deliverables for the Energy/GHG TAC;

- i. Energy/GHG TAC;
  1. Define the TOR for the Pilot including anticipated outcomes to support the Annual Report
  2. Agree on the potential candidate list and selection process for organizations to participate in the Pilot (for both top-down and bottom-up approaches)
- c. Review Progress Reports of the TAC for quality and outputs;

**Schedule:**

The UNEP-SB Index is a long-term project to be completed by 2012, depending 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 SC PoW. See Appendix 1 for overall proposed schedule. *(Highlighted items below indicate related responsibilities of UNEP-SBCI)*

	<b>2010</b>
- Board approval to Establish SC & TAC	Jan
- Canvas Parties Interested in SC & TAC	Feb
- Secure Partner to Sponsor SC	Mar
- WRI work complete to define Energy/GHG Protocol & Reporting Template for Pilot	Apr
- WRI Recommendations on Pilot Process Complete	Apr
- Call for Member Nominations for SC & TAC	Apr
- <b>2010 AGM</b> – Election of SC & TAC Members	May
- Commence 3-month Pre-Pilot testing with select candidates	May
- Secure Donor for Energy/GHG TAC	Jun
- SC Kick-off Meeting – Define work of TAC	Jun
- SC Draft Work-Programme & Schedule	Jul
- Early results of Pre-Pilot testing complete	Jul
- TAC Energy/GHG Kick-off Meeting – define detail of Pilot	Jul
- SC Progress Meeting 1 – Review & Advise work of TAC	Sep
- Final results of Pre-Pilot testing complete	Sep
- Energy/GHG TAC Progress Meeting - Launch Energy/GHG Pilot	Oct
- UNEP-SBCI 2010 Outreach Meeting	Oct
	<b>2011</b>
- SC Progress Meeting 2 – Review Pilot Results	Jan
- Canvas Parties Interested in SC & TAC	Feb
- Secure Partner to Sponsor SC	Mar
- Re-Secure Donors for Energy/GHG TAC	Mar
- Secure Donors for Water, Materials & Biodiversity TACs	Mar
- SC Annual Report Meeting – Finalize Results for Reporting at AGM	Apr
- Call for Member Nominations for SC & TACs	Apr
- <b>2011 AGM</b> - SB Index Annual Report & Election of SC & TAC Members	May

**Appendix 1: Steering Committee Main Activities and Associated Costs**

<b>Summary Deliverables 2010 – 2011</b>	
<ol style="list-style-type: none"> <li>1. Steering Committee Meetings (per year);</li> <li>2. SB Index, Drafting, Review and Publication; and</li> <li>3. Programme for Pilot Testing of Metrics.</li> </ol>	
<p><b>Activities</b></p> <p><i>Coordinator</i> UNEP-SBCI shall provide a coordinator to administer work required for SC nominations &amp; elections of steering committee members, support meeting organisation, and manage meetings, reports and publications. UNEP-SBCI shall sponsor travel (only) for developing country or Expert Advisors to the SC Meetings as needed.</p> <p><i>Sponsor</i> There will be four, one-day, SC 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 SC Members, SBCI Coordinator and any invited experts 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>Donor</i> There will be three, one-day, TAC 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 Donor. Additionally, it is the responsibility of the Donor to provide accommodations for all TAC Members and any invited Experts required for the meetings. Finally, the Donor shall be responsible for making all necessary arrangements and coordination for the items listed above.</p> <p><i>SB Index Publication</i> Steering Committee members will conduct review &amp; comment on the drafts of the SB Index and the Pilot programme as an in-kind contribution. Final printing of the SB Index and Pilot programme document shall be funded by the UNEP-SBCI.</p>	<p><b>Costs (US\$) for 12 months</b></p> <p>Coordinator: \$50,000 Travel: \$40,000 Support Costs (13%): \$6,000 Total Coordination: = \$96,000</p> <p>Expert Travel &amp; DSA (for 2 people: \$3,000ea) Total x 4 meetings: = \$12,000</p> <p>Venue: \$10,000 Catering &amp; Dinner: \$5,000 Printing materials &amp; briefing docs: \$1,000 Accommodations for SC Members: \$9,000</p> <p>Sub Total: \$25,000/meeting x 4 meetings = <b>\$100,000</b></p> <p>Venue: \$7,000 Catering &amp; Dinner: \$3,000 Printing materials &amp; briefing docs: \$700 Accommodations for SC Members: \$6,000</p> <p>Sub Total: \$16,700/meeting x 3 meetings = <b>\$50,000</b></p> <p>In-kind contributions (20 people 2 days/month x 24) = 96 days @ \$500USD/Day ea. Sub Total: \$48,000 Publication Sub Total: = \$4,000</p>
<b>Total Project Cost for 2010</b>	<b>\$310,000</b>

**Appendix 2: General Schedule** – Please note this schedule is subject to change and is presented as a general concept.

Year	2009				2010				2011				2012			
Quarter	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
<b>Meetings (*Membership Meeting)</b>																
Washington, DC, USA		*														
Paris, France			*													
Singapore				*												
Amman, Jordan					*											
?						*										
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<b>Sustainable Buildings &amp; Climate Index</b>																
Form Executive Steering Committee																
Format for Metric & Protocol Development			E	S	C											
Committee Review																
Form Technical Advisory Committees (TAC)			T	A	C											
TAC Review																
Energy & GWP - Metric & Protocol Development			Energy													
- Pilot																
- Refinement & Re-Pilot									Energy							
Water - Metric & Protocol Development				Water												
- Pilot																
- Refinement & Re-Pilot									Water							
Materials - Metric & Protocol Development					Materials											
- Pilot																
- Refinement & Re-Pilot										Materials						
Land Use - Metric & Protocol Development					Land											
- Pilot																
- Refinement & Re-Pilot										Land						
Social - Metric & Protocol Development						Social										
- Pilot																
- Refinement & Re-Pilot											Social					
Economic - Metric & Protocol Development							Economic									
- Pilot																
- Refinement & Re-Pilot												Economic				
Draft Final Development																
Member Review & Comment																
Launch Draft Index for Public Comment																
Publish Final Index																
Benchmarking Report Development									Report #1							
1st Annual Report on Building Baselines												1				
Benchmarking Report Development													Report #2			
2nd Annual Report on Building Baselines															2	