

# United Nations Environment Programme 25<sup>th</sup> session of Governing Council/Global Ministerial Environment Forum

## Report on a Green and Climate Neutral meeting

23 October 2009



## Executive Summary

UNEP decided to be climate neutral from 1 January 2008. One area of priority is to arrange our meetings and conferences to be as green and climate neutral as possible. This document reports on how this vision was applied at the 25<sup>th</sup> session of UNEP's Governing Council/Global Ministerial Forum (GC/GMEF) in February 2009. To support this work a task force with members from UNEP and UNON was formed in September 2008. The task force developed an extensive list of actions to be undertaken.

Efforts to reduce Green House Gas emissions from the event included offering locally produced and sustainable gifts and offering more environmental friendly taxi transport. Also, flash disks with conference documents were provided and climate smart meals in the cafeteria were made available. Waste from the conference area was collected and separated in paper, plastic, glass, metal, organic and meeting documents. Hotels with greening initiatives were promoted and delegates paying for their own travel were encouraged to offset for their emissions.

During the conference the use of paper and the amount of waste were monitored. 300,000 less sheets of paper were printed than in 2007. This resulted in a total reduction of 11 % of paper use compared to 2007. Waste collection from the conference area resulted in 4,203 kg of waste, of which meeting documents contributed 75%.

Other initiatives included a manned desk where the delegates were informed on ongoing greening initiatives within UNEP and the UN compound in Nairobi. Also, the youth invited to the GC25/GMEF participated in the Trees 4 Love tree planting event.

The greenhouse gas emissions from the conference were calculated to a total of 2,973 tonnes of CO<sub>2</sub> equivalents. UNEP will procure offsets to compensate for emissions caused by activities directly controlled and paid by UNEP. This adds up to offsetting 379 tonnes (12% of the total emissions) and the cost for this is estimated to \$11,370.00.

### Recommendations for future events

The overall responsibility for coordinating and implementing environmental aspects and facilitating necessary budgetary implications needs to be made clearer. The advice is that this responsibility is held by the Secretariat of Governing Bodies. UNEP DTIE may continue to provide technical support.

The list of actions as made by the task force should be reviewed and updated:

- Use the Green Meeting Guide that has been developed by SUN UNEP ([http://www.unep.fr/scp/sun/pdf/Green%20Meeting%20Guide\\_March%2009.pdf](http://www.unep.fr/scp/sun/pdf/Green%20Meeting%20Guide_March%2009.pdf)).
- Improve awareness for delegates to travel conscious and to offset
- Arrange for delegates to print documents on demand and provide less copies
- Consider providing laptops for the delegates to facilitate access to documentation
- Consider fundraising to allow offsetting for all emissions caused by the event
- Improve assessment of and information on locally available greener options for accommodation and transport (including local transport for the GC President)
- Monitor the use of water and electricity in the conference area.

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## Abbreviations

GC/GMEF	Governing Council/ Global Ministerial Forum
DCPI	Division on Communication and Public Information
UN	United Nations
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
UNON	United Nations Operations at Nairobi

## 1 Introduction

The United Nations Climate Neutral Strategy was adopted by decision of the UN Chief Executive Board on October 2007 (EMG/AM.07/11). Through the Strategy, all UN agencies committed themselves to “move toward a climate neutral UN”. Within the UN system, UNEP aims to be the champion the implementation of this strategy. It is supported by UNEP’s overall mandate, by several UNEP Governing Council decisions and by UNEP’s own climate neutral strategy adopted in September 2007. Being an organisation pursuing its work mainly via facilitation of international dialogue through meetings, conferences and similar events, UNEP specifically aims at reducing CO<sub>2</sub>-emissions from such events.

The 25<sup>th</sup> session of UNEP’s Governing Council/Global Ministerial Forum (GC/GMEF), February 2009, was arranged to be as green and climate neutral as possible. This report provides a summary of the results of the efforts and recommendations for future events.

## 2 Approach

A task force comprising of members form UNEP and UNON was formed in September 2008. The group developed an extensive list of actions to be undertaken, covering areas of logistics, food and beverage, transport, accommodation, office procedures, exhibitions, communication and media, as well as general administration. For the full list of action, please refer to Annex 6. The group met regularly during the first two months of work, and thereafter the group members interacted ad hoc.

## 3 Activities and results

### 1. Reduction measurements and activities

*Reduction of climate footprint caused by air travel* was encouraged by a reminder to all delegates to travel consciously and a recommendation for all delegates to offset to compensate for the greenhouse gas emissions caused by their travel.

*To reduce environmental footprint related to printed material*, several different efforts were made. UN Printshop at the Gigiri compound (UNON) offered printing on 100% recycled paper and printing using soy-based ink. To reduce the need for printed material, DCPI distributed flash disks to all delegations with a large number of relevant UNEP publications available. All pre-session documents and in-session documents were made available on the GC25/GMEF website and each delegation received only one set of pre-session documents. Additional printed copies of the in-session documents were provided on request for each delegation.

A total of around 2,500,000 sheets of paper were printed at the UN Printshop at Gigiri for the GC25/GMEF. This figure does not include banners. There is no data available on material for the conference printed in other print shops.

Compared to previous GC24 in 2007, a larger number of documents were printed, although each document was printed in fewer copies. On average, a document had 35 % less copies than in GC24 in 2007.



Picture 1. Hard-copies of in-session documents that were not picked up

Table 2. Printshop printing for GC25

Number of paper sheets printed	
December 2008:	40,665
January 2009 :	892,215
February 2009 :	1,515,665
<b>Total</b>	<b>: 2,448,545</b>

In total, the conference resulted in printing 300,000 sheets of paper less than GC24. This is a reduction of 11% compared to GC24. Approximately 2/3 of the pre-session and 1/3 of the in-session printed documents were picked up by the delegates. This might be explained by the distribution of the flash drives including all the documentation in soft copy. It may also be the case that delegates often did not feel the need for a personal hard copy.

To reduce waste created and to encourage recycling and reuse of material, efforts included reduced amount of printed material distributed to the delegates compared to previous GC (as mentioned above). Exhibitors were encouraged to reuse their packaging material and not to bring excessive amounts of copies or other material to be distributed. Bins with instructions on how to separate waste were made available at several key points of the conference area. All waste produced at the conference area was collected and weighed separately. The result is shown in the table below.

Table 2. Waste production at GC25/GMEF

Type of waste	Amount (kg)
Paper	336
Plastic <sup>1</sup>	601
Glass	19
Metal	31
Organic (food)	47
Meeting documents	3,169
Other	Not measured
<b>Total</b>	<b>4,203</b>

<sup>1</sup> 300 ml water bottles constitute majority of all plastic collected



Picture 2. Waste separation at source

*Water:* Large water dispensers were placed outside and/or inside all conference rooms. Delegates were kindly asked to refill their water bottle (and provided with a permanent marker to name their bottle) rather than use the disposable plastic mugs.

*Electricity use:* Efforts were undertaken to reduce electricity use during GC25/GMEF. For example some of the water dispensers were un-plugged, air conditioning was turned off when rooms were not in use and monitors turned off. It was not possible to monitor the results of the energy saving efforts as there were no electricity monitoring facilities at Gigiri at the time.

*Food and beverage:* The caterers were engaged in a dialogue at an early stage to identify “green” or “climate smart” meal options. During the conference, the caterers offered vegetarian menus and salads as “climate smart meals” and also offered a free juice for persons who had 5 climate smart meals (Annex 1). No data has been made available from the cafeterias and caterers on the number of sold climate smart meals/locally produced salads /locally produced juices.

*Accommodation:* UNEP sent out a questionnaire to all hotels in Nairobi listed on the UNON webpage and requested information on their greening initiatives and achievements. Hotels providing positive response were acknowledged on the GC25 website ([www.unep.org/gc/gc25](http://www.unep.org/gc/gc25), select “Accommodation” to reach the link, see also Annex 2). The final reporting of this initiative came late. Therefore it is not likely that any of the delegates used the information on the website when making their hotel bookings. The intention was for the information to stay on the UNON website, and be used by delegates coming to Nairobi for future events.<sup>1</sup>

*Local transport:* delegates were encouraged to share transport and to use hotel shuttles. Two local taxi companies were identified, one providing hybrid vehicles consuming significantly less fuel, and one providing vehicles entirely run on biodiesel (Ecocabs and GES Bio Diesel Taxis). Contact details for the two taxi companies were made available to the delegates. A briefing after the conference with Ecocabs indicated that they had a number of costumers, but found it disadvantageous that they were not allowed a waiting space close to the compound but only 1,5 km away from the gate. No feedback has been received from GES Bio Diesel Taxis.

*To encourage greening and recycling* the bags that were given to the delegates were made out of recycled material. At the GC/GMEF, the delegates received a bag made out of the inner tube of truck tires. The Global Civil Society Forum, present at the conference, the civil society delegates were given a bag made from used banners. Both were produced locally in Nairobi.

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<sup>1</sup> For unknown reason the information is no longer available at the UNON website ([http://www.unkenya.org/?Maps\\_and\\_hotels:Hotel\\_list](http://www.unkenya.org/?Maps_and_hotels:Hotel_list))



Picture 3. Delegate bag made out of used banner

Furthermore, each delegate was offered a calabash mug, traditionally used in Kenya for serving uji (porridge) or milk. The calabash is entirely natural and biodegradable and can be cleaned and reused many times. The distribution of the calabash mugs was done at the *Welcome to Green UNEP* desk. It was an appreciated gift and provided a good opportunity to interact with the delegates.

To inform delegates on ongoing initiatives within UNEP and at the UN compound in Nairobi several activities were carried out, including a Welcome to Green UNEP desk at the main foyer that was personally manned throughout the GC/GMEF. A big information map indicated where on the compound we do waste management, water treatment, solar panels etc. Similar information was made available at the GC25 webpage (Annex 2). A Green Guide (Annex 3) was distributed to all delegates and a short video on green and climate neutral UNEP was produced and displayed at the Green UNEP desk. Information notices were posted at water dispensers, light switches, copy machines and toilets etc (Annex 4).



Picture 4. Welcome to Climate Neutral UNEP – information desk in main foyer displaying bags and carpet made of recycled material, organic products from the UN compound such as tea, coffee and firewood, information on CN Net etc.

All delegates were also provided with a one pager information sheet on green and climate neutral UNEP (Annex 5) and briefing notes were prepared for ED and DED. Kenya Citizen TV made a special reportage on the green and climate neutral UNEP.

## 2. CO2 emissions and compensation

The greenhouse gas emissions cause by the GC25/GMEF were estimated, see table below. Details on the way calculations have done can be found in Annex 8.

*Table 1. Greenhouse gas emissions linked to GC25/GMEF*

<b>Air travel</b>		
	No delegates	CO2 equivalents (tonnes)
UNEP staff members	25	67*
Delegates sponsored by UNEP	136	284*
Other delegates	778	2597
<b>Other emissions</b>		
Conference venue, hotels around conference venue and local travel	1450	28*
Kenya based delegates travelling to Nairobi venue by road	363	4
<b>Total</b>		<b>2973</b>

\* UNEP will procure offsets to compensate for these emissions.

UNEP will procure offsets to compensate for greenhouse gas emissions caused by activities where UNEP pays for the activity causing the emission, and for emissions related to the delegates' stay in Nairobi. These emissions are marked with an asterisk in the table. This amounts to a total of 379 tonnes CO<sub>2</sub>-equivalents, or 12% of the total emissions. The total cost for this offsetting is \$11,370, assuming an offset cost of 30 USD/tonne CO<sub>2</sub>-eqv. This is less than 1 % of the total costs of the GC/GMEF. The funds raised to cover the cost of offsetting have been transferred to the UNEP Climate Neutral Fund. The actual procurement of offsets will be carried out in early 2010, in conjunction with the annual UNEP offset procurement to compensate for emissions caused during the previous year.

It has not been possible to find to what extent other delegates travelling by air (778 delegates) and road (363 delegates) to Nairobi have offset their carbon footprint.

**8. Other initiatives:** The youth invited to the GC25 participated in the Trees 4 Love events at Karua forest where 2,000 trees were planted to mark this year's World Environment Day on 5 June. They will also be planting trees in Korea on the 20 August 2009 during the Tunza International Conference.

## 4 Comments received

Examples of comments received from government delegations and other participants:  
*“This is a good initiative! You have many ongoing projects to green the compound”*  
UN Office in Geneva.

*“The GC25 video playing at the Welcome to Climate Neutral UNEP booth is very nice. Is it possible to have a copy?”* (this was the film on the six priority areas of UNEP)  
Several participants, including the government delegations of Nepal, Indonesia and Albania.

*“The bags made of recycled banners are great! We should do the same with our old banners!”*  
Several delegates.

*“Many compliments from the German delegation on the greening efforts. It is all very visible and impressive.”*  
Government delegation of Germany.



Picture 5. Information map indicating greening initiatives at the UN compound Gigiri.

## 5 Recommendations

It is essential for UNEP “walk the talk” and show our commitment in practical action, including in our daily practices. Meetings and events organised by UNEP are important opportunities to make these efforts visible. Reducing the climate and environmental impact of our own operations will support our credibility and at the same time inspire others to do the same. By doing this, we will live our vision.

To improve the possibility for UNEP to provide leadership and a good example with regards to green meetings, the following recommendations for next GC/GMEF meetings may be considered:

*a) Organisational*

To successfully arrange a green and climate neutral event, the objective needs to be included in the core of the organisational set-up for the event. Environment is a cross-cutting issue, and thus needs to be addressed in any aspect of the event – invitation of delegates, setting the agenda, arranging catering, printing, social events, speakers notes, conference facilities management, security etc. The Secretariat of Governing Bodies should hold the overall responsibility for coordinating and implementing environmental aspects of GC, and to coordinate and facilitate necessary budgetary implications.

At GC25/GMEF, the environmental aspects of the event were managed by a staff member at DTIE/Urban Environment Unit who was not made part of the Coordination Team for the GC25. This arrangement resulted in limited access to information and limited possibilities to provide adequate and timely advice.

*b) Budgetary*

Many initiatives to reduce the environmental footsteps do not require a lot of additional funds, but staff time only. In fact, many of the efforts to reduce impact create savings (e.g. reduced printing, preference for local produced food or reduced electricity consumption). One important exception is compensating of greenhouse gas emissions, if this is done through purchasing of offsets.

It is critical to identify resources (budget and time) available at an early stage of the preparations, and to ensure that they match the objectives set for the performance of the event.

At GC25/GMEF, budget decisions were taken when preparations had already reached an advanced stage of preparations. This made it difficult to target the efforts regarding greening and climate neutral.

*c) Substantive*

The list of actions used as a working document to guide and coordinate the Task Group for green and climate neutral GC25/GMEF is included in Annex 6. The list was a practical tool and may very well be used again as a basis for preparing for next GC. The list should however be reviewed and updated. Ideas suggested to revisit include:

- Use the Green Meeting Guide that has been developed by SUN UNEP ([http://www.unep.fr/scp/sun/pdf/Green%20Meeting%20Guide\\_March%2009.pdf](http://www.unep.fr/scp/sun/pdf/Green%20Meeting%20Guide_March%2009.pdf)).
- Improve encouragement and support to delegates to travel conscious and to compensate for their travel.
- Transport for GC President: arrange local transport with alternative fuel (e.g. biodiesel, electricity) or a cleaner vehicle (e.g. Toyota Prius).

- Print on demand: ensure all pre-session and in-session documents are made available on the GC website and / or on flash disks. Arrange for delegates who want hard copy to order it in the morning at the conference services counter and have the copies delivered to them by the print shop in the meeting rooms.
- Consider providing laptops for delegates to use during the conference, to facilitate access to documentation
- Consider fundraising to be able to compensate for all greenhouse gas emissions caused by the event, including also emissions from air travels not sponsored by UNEP
- Improve general office practice at Gigiri – turn off light, reuse and recycle paper, separation of waste, saving water, carpooling etc.
- Monitor the use of water and electricity in the conference area.
- Improve assessment of and information on locally available greener options, such as hotels, restaurants, local transport or tourism activities and involve these companies in conference preparations. Assess their environmental measurements and statements.

# Climate Smart Meals

**Make more sustainable choices in your life,  
consider the impact of your food choices:**

- CS Food miles translates to GHG emissions- *eat local*, avoid unnecessary transportation;
- CS Industrial agriculture uses massive amounts of petroleum based fertilizers and pesticides - *go organic* avoid synthetics. Life should be natural all-round;
- CS Food packaging consumes energy and results to solid waste - take your sweet time, enjoy food in our ambient environment, *socialize, avoid take-away*;
- CS Producing meat requires huge quantities of fossil fuels and water- *lower your meat consumption* and reduce your carbon footprint;



## DID YOU KNOW?

Producing 1 KG beef (UN FAO) leads to emission of greenhouse gases with a warming potential equivalent to 36.4 KG of CO<sub>2</sub>? - vegan diet can surely save the planet, *make the right choice!*

## Green and Climate Neutral GC25 website

### Greening the GC

#### ➤ **Our Objectives**

Our aim is to minimise our impact on the environment by continuing to move towards climate neutrality in the UNEP General Council's 25th session and Global Ministerial Environment Forum. The objective is to arrange a GC25/GMEF that is as green and as climate neutral as possible, including all footprint aspects. This means that all significant environmental aspects and impacts will be looked into such as waste management, catering, and water use in addition to greenhouse gas (GHG) related impacts, mitigation measures and GHG emission offsets.

The format and experiences gained from this initiative are then expected to feed into the development of a framework for organizing future climate neutral and green UNEP GC/GMEF meetings.

#### ➤ **Definition and Boundaries of our work**

By “greening” the GC25/GMEF, we will aim to include all footprint aspects of the conference, and minimise and mitigate negative impacts to the very extent possible, and enhance any potential positive impacts identified.

We will:

- Ensure the application of sound environmental performance at the conference venue
- provide recommendations to participants on how to “go green” in Nairobi through the Green Guide (coordinate local transport, choice of hotel etc)

By arranging a “climate neutral” GC, we will aim to minimize the emissions of greenhouse gases (GHG), and to purchase offset for the remaining emissions to compensate for the emissions caused. We will:

- Provide information on the GHG emissions related to the international air travels to all participants
- Develop a GHG inventory covering all participants sponsored by UNEP. The inventory will cover international travel, local travel (taxi), conference and stay in Nairobi
- UNEP will offset for GHG emissions caused by participants where the cost of travel is covered by UNEP
- UNEP will recommend all other participants to offset for GHG emissions caused by air travel, and GHG emissions caused during the stay in Nairobi

If funds would be made available, there are options to further strengthen the climate neutral profile of the event.

### **Quick Fact!!**

**Did you know that through our efforts to use less paper in the 25<sup>th</sup> session of GC, we could be saving up to 1.25 million sheets of paper.**

#### **➤ Our Action Plan\***

*\* The following are a sample list of some of the actions UNEP is taking to ensure that the GC25 be as green and climate neutral as possible.*

- For all meeting good procured, preference will be given to the most environmentally appropriate ones.
- Conference material will be burnt onto a CD, posted on the Web, emailed or put on a memory stick in order to reduce paper waste.
- Recyclable paper is used when printing cannot be avoided.
- An Energy Star certified printer, recycled and double-sided paper will be used for any conference printing. Additionally, recycled toner cartridges will also be used in all printers and photocopiers.
- Use reusable dry-mark erasable boards or blackboards, overheads and slides instead of paper flip charts.
- All dishes, cutlery, and linens are reusable.
- Purchase locally grown produce, local food supplies and locally produced beverages.
- Collect food wastes for composting and/or supply to farmers for livestock feed.
- Ensure that the energy saving features of all electronic equipment are enabled (e.g. double sided printing pre-programmed.)
- Collect used camera batteries for recycling or proper disposal.
- Prepare separate report or brochure about the meeting's green aspects (describing lessons learned and encouraging others) to be placed on the conference website or distributed electronically to participants.
- Set up an information booth in the exhibition area- eg main lobby- on the greening efforts before, during and after the GC25. Material to include posters on greening initiatives, "green" and environmentally friendly measures and activities on the Gigiri compound, the local recycling options in Kenya and printouts of the green meeting guide.

➤ **Things you can do to help**

- Help to reduce the amount of paper being used by accepting to receive and to communicate during the session electronically.
- Print double sided if printing on paper is needed.
- Minimise your use of energy and water consumption on site (e.g. turn of lights and projectors when not in use.)
- Return card-holders and lanyards at the end of the meeting so that they can be reused.
- Bring your own reusable coffee mug.
- Recycle all your paper, plastic and glass waste.
- Re-use file folders and envelopes whenever possible.
- Buy reusable products (e.g. rechargeable batteries).
- Carpool or share taxis to meetings and events whenever possible.
- Sharing information and ideas with fellow delegates on how they can reduce their carbon footprint.
- Offset for the greenhouse gas emissions your flight and visit to Nairobi will cause

**Self sponsored participants – Want to offset you carbon footprint?**

Examples of organizations that self sponsored participants can use to offset for their greenhouse gas emissions:

- (a) Atmosfair (Germany): [www.atmosfair.de](http://www.atmosfair.de)
- (b) Myclimate (Switzerland): [www.myclimate.org](http://www.myclimate.org)
- (c) Cleaner climate (United Kingdom and Australia): [www.cleanerclimate.com](http://www.cleanerclimate.com)

**Greening the UN Gigiri Compound**

In addition to the efforts being made to green GC25, UNEP is currently also working together with UNON on greening the UN Gigiri compound in Nairobi, Kenya. The following is a list of examples of initiatives undertaken to achieve this:

- Use of low energy bulbs in all conference and meeting rooms and most office blocks around the compound.
- Dual flush toilets (which minimise the amount of water wasted when flushing) fitted around the compound.
- Recycled grey water used for irrigation done around the compound.
- Composting of all organic waste.
- Only organic fertilizers are used for gardening and landscaping maintenance done around the compound.
- Recycling of all plastic, paper and glass waste produced at Gigiri.
- Production of charcoal from dead or pruned tree material.

- Conservation of natural biodiversity and vegetation through the preserved greenbelt area and nature trail.
- Solar powered mowers used to cut lawn in some areas around the compound.
- Providing sustainable and organic products for sale at the nature shop (e.g. honey made on site and toothpicks made from acacia tree thorns.)
- Solar heated water at cafeterias and Recreation Centre



## International Environmental Governance and United Nations Reform

### IEG: Help or Hindrance

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**25th Session of the Governing Council /  
Global Ministerial Environment Forum (GC-25/GMEF) UNEP**

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### LET'S MAKE IT GREEN

The GC/GMEF will continue to move towards climate neutrality in its 25th session. New initiatives to monitor and reduce significant impacts on the environment, such as greenhouse gas emissions, waste products and water usage will be implemented when "greening the GC" in Nairobi, Kenya.

### PUBLIC INFORMATION



The 25th session of the Governing Council / Global Ministerial Environment Forum (GC/GMEF) of the United Nations Environment Programme (UNEP) will be held from 16 to 20 February 2009 at the United Nations Office in Nairobi, Kenya.

### ONLINE DAILY COVERAGE



Earth Negotiation  
Bulletin

### PUBLICATIONS



**UNEP 2008 Annual Report**  
This summary of UNEP's activities in 2008 provides an overview of the organization's contribution  
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**UNEP Year Book 2009**  
The UNEP Year Book 2009 presents work in progress on scientific  
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### OFFICIAL DOCUMENTS

The official documents include:

- Proceedings of the Governing Council/Global Ministerial Environment Forum at its twenty-fifth session [English] [Arabic] [Chinese] [French] [Russian] [Spanish]
- President's Summary of the Ministerial Consultations
- Ministerial consultations: Note by the Executive Director: UNEP/GC.25/INF/37

- Notification
- Provisional Agenda
- Daily Journal
- Pre-Session Documents

- Working Documents
- Information Documents

### POLICY STATEMENT

Opening Remarks, Policy Statement and Speech by Achim Steiner, UN Under-Secretary-General and UNEP Executive Director

### ABOUT GC/GMEF

- » Information for Delegates
- » Overview of GC/GMEF

### GC THEMES

- » Globalization and the Environment: Global Crises: National Chaos?
- » International Environmental Governance and United Nations Reform - IEG: Help or Hindrance?

### INCOMING GC PRESIDENT

Dr Oliver Dulic

### PREVIOUS SESSIONS

- » 10th Special Session of the GC/GMEF
- » 24th Session of the GC/GMEF
- » 23rd Session of the GC/GMEF
- » 9th Special Session of the GC/GMEF
- » 8th Special Session of the GC/GMEF
- » Other sessions

### GC CONCLUDES



Day 5 - Friday  
20 February 2009

### MULTIMEDIA

Green is the New Big Deal

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### PRE-SESSION EVENTS

- » Global Youth Gathering (GYG) 2009
- » Environmental Management Group Technical Meeting
- » The Global Civil Society Forum (GCSF-10)
- » Trees4Love
- » Network of Women Ministers and Leaders for the Environment

### PHOTO GALLERIES

- » GC-25 Highlights

### EXHIBITS

- » Green Technology Tent

### POSTERS

- » Field Excursion Programme
- » Special Events Programme
- » Ministerial Roundtable Information Brochure
- » Ministerial Roundtable: "IEG from a Country Perspective" Schedule

### OTHER

Disseminating knowledge on environmental law

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## Let's Make It Green

### Greening the GC

UNEP is organizing the 25th session of its Governing Council and Global Ministerial Environment Forum (GC25/GMEF) in Nairobi in February 2009. In order to align this important event with the overall ambition of UNEP to move towards climate neutrality and improved sustainability, GC25/GMEF will be organized in an as green way as possible so as to minimize its carbon footprint. This means that all significant environmental aspects and impacts will be minimized, including waste management, catering, and water use as well as greenhouse gas (GHG) emissions including mitigation measures and GHG emission offsets. The experiences gained from this effort are expected to feed into a framework for organizing future climate neutral and green UNEP GC/GMEF meetings.

By “greening” the GC25/GMEF, the aim is to include all footprint aspects of the conference, and minimize and mitigate negative impacts to the extent possible, and enhance potential positive impacts. Activities will include:

- Ensuring the application of sound environmental performance at the conference venue.
- Providing recommendations to participants on how to “go green” in Nairobi through the Green Guide (coordinated local transport, choice of hotel etc).

By arranging a climate neutral GC25, UNEP will minimize the emissions of greenhouse gases and purchase offsets. Activities will include:

- Provide information on the GHG emissions related to the international air travel of all participants.
- Develop a GHG inventory covering all participants sponsored by UNEP. The inventory will cover international travel, local travel (taxi), conference and stay in Nairobi.
- UNEP will offset the GHG emissions caused by participants where the cost of travel is covered by UNEP.

- UNEP will recommend all other participants to offset for GHG emissions caused by air travel, and GHG emissions caused during the stay in Nairobi.

+ Examples of UNEP Actions to Minimize the GC25 Carbon Footprint

- Preference will be given to the most environmentally appropriate goods and services procured for GC25.
- Conference materials will be distributed on CD-ROMs, posted on the Web, e-mailed or put on a memory stick in order to reduce paper waste.
- Recyclable paper is used when printing cannot be avoided.
- Conference printing will be done using and recycles paper, printed in double sided format on an Energy Star certified printer. Recycled toner cartridges will also be used in all printers and photocopiers.
- Use reusable dry-mark erasable boards or blackboards, overheads and slides instead of paper flip charts.
- All dishes, cutlery, and linens are reusable.
- Purchase locally grown produce, local food supplies and locally produced beverages
- Collect food wastes for composting and/or supply to farmers for livestock feed.
- Ensure that the energy saving features of all electronic equipment are enabled (e.g. double sided printing pre-programmed).
- Collect used camera batteries for recycling or proper disposal.
- Prepare separate report or brochure about the meeting's green aspects (describing lessons learned and encouraging others) to be placed on the conference website or distributed electronically to participants.
- Set up an information booth in the exhibition area- i.e. the main lobby- on the greening efforts before, during and after the GC25.
- Materials are to include posters on greening initiatives, "green" and environmentally friendly measures and activities on the Gigiri compound, the local recycling options in Kenya and copies of the green meeting guide.

+ What You Can Do - [The Green Guide](#) 

+ Further Resources

- Greener" Accommodation
- Organizations that self-sponsored participants can use to offset for their greenhouse gas emissions:
  - [Atmosfair \(Germany\)](#)
  - [Myclimate \(Switzerland\)](#)
  - [Cleaner Climate \(United Kingdom and Australia\)](#)

## Your Meeting

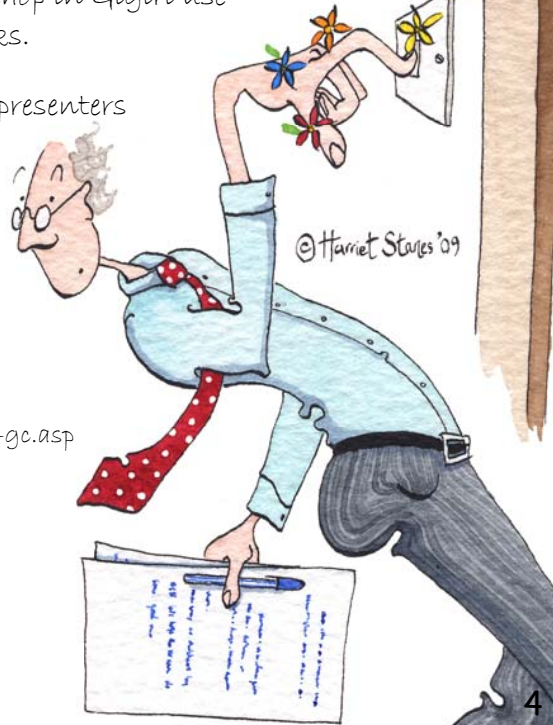
- ◆ The UN Office in Nairobi has an integrated waste management system that includes recycling of paper, glass, plastic, organic materials and metal. Please use the bins available to **sort your waste**.
- ◆ **Sharing copies** of large documents within your team or delegation is a good way to save paper.
- ◆ **Limit handout documents** – instead of handing out written sources, provide materials only upon request or on reusable flash disk.
- ◆ If printing items, the UN print shop in Gigiri use **recycled paper** and soy-based inks.
- ◆ Presenting or moderating? Ask presenters to **turn off** overhead and slide projectors when not in use.
- ◆ If you are the last person to leave a meeting room, make sure to **switch off** the lights.

For more information please visit  
<http://www.unep.org/GC/GC25/greening-gc.asp>

**Buy Five Climate Smart Meals and get one FREE Climate Smart beverage!**



\*Old cafe- Smoothie/ Main cafe - Fresh Juice  
\*\* Please see Climate Smart meal board for details.



The Earth's climate is changing.

**But it is still in our power!**  
As individuals, businesses, cities and governments – to influence the course of action.

*"... We need to work on our operations, by using energy more efficiently and eliminating wasteful practices. That is why, today, I am asking the heads of all UN agencies, funds and programmes to join me in this effort. And I am asking all staff members throughout the UN family to make common cause with me."*

-UN Secretary General Ban Ki-Moon, 5 June '07-

**UNEP is kicking the carbon habit and greening our act!**

The 25th Session of the Governing Council/Global Ministerial Environment Forum will aim to have minimal environmental and climate footprints. As we meet to discuss and decide on the greatest environmental challenges of our time, join us in making this meeting a benchmark for more climate conscious International gatherings.



## Welcome to Nairobi and to the 25th GC/GMEF!

We can make this meeting greener by travelling and living 'climate light' during your stay. While this is not an exhaustive list of the many large and small things that you can do as a participant, acting on some or all of these recommendations will help to make our global and local footprint smaller.

### Your Travel

- ◆ **To fly or not to fly?** There are numerous online carbon calculators to measure the CO<sub>2</sub> emissions from your trip. An example of a calculator is available for your reference from [www.climateneutral.unep.org](http://www.climateneutral.unep.org). If you do decide to travel to Nairobi, consider offsetting your CO<sub>2</sub> emissions – but make sure that your offset investments contribute to verifiable emission reductions.
- ◆ Planning to drive **to and from the airport**? Remember that you can use hotel shuttles, carpool or use public transport.
- ◆ While travelling in Nairobi, check with your hotel to see if a shuttle service is available to the UN campus in Gigiri. It's likely that there are other GC/GMEF participants staying in your hotel – **sharing transport** is much more efficient and cost-effective.
- ◆ **Shipping materials to Nairobi?** Look into using international courier services that have made green commitments, or can provide offsets for your shipments.



## Your Stay in Nairobi

- ◆ Some **hotels** are more active than others in reducing water and energy use. Exercise the option of foregoing second-day sheet and towel changes and request non-replacement of complementary toiletries minimizing energy and water use, waste and chemicals.
- ◆ **Consume local produce** that is **organic**, when possible. Food that is locally produced has travelled less, consumed less energy and created fewer emissions to get to your plate. A number of certified organic products and produce – including coffees and teas – are now available in Kenya.
- ◆ **Think before you steak!** Livestock cultivation and meat production is extremely energy intensive. The ingredients that go into meat, egg and dairy production add up to about 18 percent of total greenhouse gas emissions.
- ◆ Use china and glassware where possible, avoid plastic and paper, and plan to **carry refillable water bottles** rather than reaching for bottled water.
- ◆ Protect forests, watersheds, and livelihoods. **Purchase responsibly** and avoid purchasing rare, banned, and conflict wood products e.g. Ebony, teak and mahogany. Better alternatives are neem, coconut, jacaranda, mango, and. Kenya 'good woods' info is available from the Kenya Gatsby Trust ([www.kenyagatsby.org](http://www.kenyagatsby.org)).
- ◆ Creative and colourful **items from recycled** fabric, plastic and metals are also on display at the many craft markets in Nairobi. Try the Undugu Society's Fair Trade shop in the Westlands Mall shopping centre. Kenya's Kitengela Glass is well-known for its use of recycled glass to manufacture unique glassware.



STEP  
by  
STEP



DON'T LOSE  
YOUR  
COPIES





STEP  
by  
STEP



Reduce  
Reuse  
Refill



# TURN



# OFF

save energy

STEP  
BY  
STEP

# TURN



# OFF

save water

STEP  
BY  
STEP



STEP  
by  
STEP

A hand is shown holding a clear plastic water bottle, with water splashing out from the bottom. The bottle is the central focus of the image, and the text is overlaid on it.

Reduce  
Reuse  
Refill

STEP  
by  
STEP

# Organic Waste only





Ever wonder what happens to all your old memos?...



Ever wonder what happens to all your old memos?...



Ever wonder what happens to all your old memos?...



Ever wonder what happens to all your old memos?...



Ever wonder what happens to all your old memos?...



Ever wonder what happens to all your old memos?...





Ever wonder what happens when you pull the flush?...



Ever wonder what happens when you pull the flush?...



Ever wonder what happens when you pull the flush?...



Ever wonder what happens when you pull the flush?...



Ever wonder what happens when you pull the flush?...



Ever wonder what happens when you pull the flush?...





## Green UNEP – Greening Gigiri

Safeguarding sustainable development and ensuring a healthy, prosperous future for our children requires active involvement of all global citizens. At UNEP, we are committed to doing our part through projects and activities. We also work tirelessly to improve environmental performance of our operations at UNEP headquarters in Nairobi, Kenya.

25  
GC  
GMEF

NAIROBI  
16-20 FEBRUARY  
2009

### *How are we greening UNEP?*

#### **Water saving**

- Local recycling of water (e.g. use treated waste water for irrigation)
- Dual flush toilets (50% is retrofitted), and stop automatic flushing
- Indigenous and drought resistant plants

#### **Energy saving**

- Exchange 90% of all desk light bulbs to energy saving bulbs
- Solar driven lawn mower (trial)
- Solar heated water at cafeteria and recreation centre
- Transformation to open office and more use of natural lighting

#### **Climate**

- All R22 refrigerants have been replaced
- Reduced need for air conditioning
- Development of greenhouse gas emission inventories
- New building designed to be climate neutral – electricity to be produced by solar panels on the roof
- Coordination of travel and transport
- UNEP procures offsets to compensate for our unavoidable greenhouse gas emissions

#### **Biodiversity**

- Phasing out of non-indigenous plants
- Management of wetlands
- 36 bee-hives
- Organic gardening and organic fertilizers

#### **Waste**

- Sorting of all waste at Near Zero Station
- Paper, hard plastic, glass and certain construction waste (e.g. metal) collected/sold to contractors for recycling
- Organic waste composted on site

#### **Material**

- Efforts to green procurement and assign more weight on environmental criteria
- Use of local produce to minimize transport
- Use of recycled paper for printing
- 2-sided printing as default





## How does UNEP support other UN agencies?

**Sustainable United Nations (SUN)** is a team of experts based in Paris that provides hands-on technical support to UN agencies, governments and the private sector committed to greening their operations ([sustainable.un@unep.fr](mailto:sustainable.un@unep.fr))

**Environment Management Group (EMG)** furthers inter-agency cooperation in the UN on assisting Member States in implementing the international environmental agenda, and coordinates the UN's collective effort to move towards climate neutrality ([www.unemg.org](http://www.unemg.org))

**25  
GC  
GMEF**

**NAIROBI  
16-20 FEBRUARY  
2009**

### *What do we get from greening Gigiri?*

#### **Cost savings**

- Use less energy
- Pay less for waste transport to the dumpsite
- Refurbish old furniture (e.g. don't buy new)
- Cheaper toilet paper

#### **Improved environmental performance**

- Amount of waste sent to Dandora dumpsite has decreased by more than half during year 2008
- Less emissions of greenhouse gases from refrigerants
- No hazardous cleaning chemicals in waste water
- Increased environmental awareness among staff

#### **Access to new products**

- Printshop is the first environmentally certified printshop in Kenya (ISO 14001)
- Honey, toothpicks (thorns from Acacia trees on the compound), charcoal and fire wood (from dead or pruned material), and spices for sale at the Nature Trail Shop
- Abundant birdlife, monkeys - and even a deer - at Gigiri
- Fishing
- Organic and fair trade products at Commissary
- Reusable and innovative bags at Commissary (plastic bags are banned)

### *Who is involved?*

UNEP headquarters is located at Gigiri in Nairobi, Kenya. The ground facilities are managed by **United Nations Office at Nairobi (UNON)**, and UNEP is working closely with UNON in the greening of Gigiri.

In 2002, voluntary staff members formed **Step-by-Step**. Team members from agencies across Gigiri encourage green initiatives on the compound. Step-by-Step meets during lunch the first Thursday of each month to discuss new ideas and brief each other on the progress. You are welcome to join!  
(contact: [laetitia.zobel@unep.org](mailto:laetitia.zobel@unep.org) or [henry.hunt@unon.org](mailto:henry.hunt@unon.org))

In late 2008 UNEP and UNON assigned one part-time staff member from each agency to support greening Gigiri. This **Greening Gigiri Team** is, among other activities, developing Environmental Management Systems in line with ISO 14001 for both UNON and UNEP.  
(contact: [lova.andre@unep.org](mailto:lova.andre@unep.org) or [elijah.munga@unon.org](mailto:elijah.munga@unon.org))



## CLIMATE NEUTRAL/GREEN GC-25/GMEF

### List of Action

The following is the List of Actions planned for the Climate Neutral and Green GC25/GMEF.

Last up-date: 5 Nov (Elisa, Jainaba, Henry, Elijah, Fransisco, Laetitia) October 31 (Wendy, Commercial Op. Unit). October 15, 2008. (at 2<sup>nd</sup> mtg of the Task Force, including the following participants: Beverly Miller (chair), Toshiko Ohga, Wanjiru Mburu, Stephen Stannah, Pوران, Ghaffapour, Fransisco Vasquez, Laetitia Zobel, Jennifer Smith-Orford, Lova Andre', Kelly Kabiru, Kevin Wambura, Levis Kavagi, Elijah Munga and Julian Blanc)

No	Action items	Responsible	Existing experience	Comments
<i>Logistics</i>				
1.	Advise participants in advance that the meeting will be green	Toshiko, SGB	√	
2.	For all meeting goods procured, give preference to the most environmentally appropriate ones	Jainaba, UNON Procurement	some	"to the extent possible"
3.	Electronic Registration	Toshiko, SGB (IT, DCPI, DRC, DCPS)	√ in DRC/CSO participants	Will be feasible.
4.	Rather than printing conference material, burn it on a CD, post it on the Web or email or memory stick	Toshiko, Kevin IT (DCPI, DCS)	√	All mtrl is usually on the website and also sent by Email from SGB.
5.	Encourage participation through teleconferencing or videoconferencing rather than travel	Elisa, DTIE		May be possible in future. To put in Green Guide.
6.	Electronic presentations are used and presentations are available online	Toshiko SGB, Fanina DCPI	√	Existing practice.
7.	Use recycled paper for documents which are unavoidable to print (incl. pre-session and in-session doc's)	Henry DCS, UNON (SGB)	√	Stock of 100% recycled paper is available at Print Shop. Will be one of the most visible environmentally friendly actions undertaken at GC25! (before, all session doc's have been printed on 30-40% recycled paper)
8.	An Energy Star certified printer, recycled and double-sided paper should be used for any conference printing	Henry DCS, IT	√	Screens and printers available – set ups to be controlled and installed.
9.	Recycled toner cartridges are used in all printers and photocopiers	Henry DCS	√	Existing practice
10.	Reduce paper waste at registration, computerized systems	Wanjiru SGB (IT, DCS)	√	Wanjiru and Francisco to look into possibilities and report back.
11.	Photobadges will be required for this GC	Francisco DCS, Peter Marshall,		Photo badges can be used only once. DSS should

No	Action items	Responsible	Existing experience	Comments
		DSS		mention to NY if there are any alternatives for the future.
12.	If name cards are required, print them on recycled paper, and use reusable plastic name card-holders, and recycle them after use	Francisco DCS		Francisco will follow-up with UNON security.
13.	Ask participants to return card-holders at the end of the meeting, and provide receptables	Francisco UNON, DCS	√	Information made visible at the exit, e.g. bin for collection. Depend on previous point.
14.	All office & admin facilities associated with the meeting to apply green office practice	Lova	-	Reinforce Paul Akiwumi's Email on Green office: circulate instrux on switching off lights, monitors, pc's, printers, to print 2-sided, carpool during GC week etc.
15.	Use rented signage. If purchased, should be durable, generic so that it can be reused at other events	Fanina, DCPI (DCS, UNON)	-	Existing banner stands to be reused. Use electronic billboards in town? Jennifer to report back. DCPI will use the banner for making delegate bags for GC26.
16.	Place cards and banners are reusable or made from recycled materials	Fanina, DCPI (DCS, UNON, SGB)	√	Enquire from producers/designers for reusable banners. Otherwise, produce generic ones or make sure they are recycled.
17.	As part of session introductions each day, remind attendees of the waste reduction and other environmental opportunities	Francisco DCS, Jamil SGB, Anne-France DCPI (Env. News Bulletin)	√	Printing will also be necessary. Future: sms with the schedule of the day to all delegates?
18.	Recycling bins are numerous, conveniently located, well marked, and large enough to accommodate the expected amount of waste	Francisco DCS, UNON	√	Existing practice
19.	Use reusable dry-mark erasable boards or blackboards, overheads and slides instead of paper flip charts	Francisco, DCS, Wanjiru SGB.	√	Existing practice.
20.	Use non-toxic markers for presentations	Jainaba Camara UNON	√	Current markers are xylene and toluene free.
21.	Ask presenters to turn off overhead and slide projectors when not in use	Francisco DCS	√	Provide design for signage. Brief all technical staff before the meeting.
22.	Follow-up communication should be done electronically via e-mail, intranet, or voicemail	Wanjiru, SGB	√	
23.	Distribute conference proceedings and other reports	Toshiko, SGB		Existing practice, in addition to the hard copy.

No	Action items	Responsible	Existing experience	Comments
	electronically			
<i>Food &amp; Beverage</i>				
24.	Inform food preparers of the exact number of participants to avoid waste.	Wendy, Commercial Op. Unit		Caterers would also appreciate having accurate numbers for planning purposes.
25.	Encourage attendees to bring their own reusable coffee mugs or supply these	Wendy		This would be great. Caterers are always happy to serve tea and coffee in containers provided. To put into Green Guide.
26.	All dishes, cutlery, and linens are reusable	Wendy		This is the case. Caterers do provide disposable “takeaway” containers on request. A suggestion could be that caterers charge extra for this option. Also that attendees use own reusable containers for takeaway options
27.	Avoid unnecessary disposable items (e.g. plastic straws, plastic coffee stirrers)	Wendy		Existing practice.
28.	Avoid single-serve containers for food & condiments	Wendy		This is provided on request only.
29.	Provide drinking water provided in pitchers instead of bottled water.	Wendy		Often unpopular. Clients often have concerns about safety of drinking water not in sealed bottles. Usually both are offered
30.	Recycle paper, glass, metal, and plastic containers	Wendy		Caterers will be advised to implement where possible.
31.	Purchase locally grown produce, local food supplies and locally produced beverages	Wendy		Most food and beverage supplies are locally grown and/or produced. There is certified organic food available
32.	Purchase organic food, wine, and beer	Wendy		Very few local suppliers meet “organic” standards. There are mixed standards for certification as “organic” in Kenya. Recognised “organic” certification usually involves involving international standards bodies which increases the cost of food exponentially.
33.	Provide fair trade labelled products such as coffee, tea, sugar, and even flowers	Wendy		Very few local suppliers meet “fair trade” standards. There are mixed standards for certification as “fair trade” in Kenya. Recognised “fair trade” certification usually involves involving international standards bodies

No	Action items	Responsible	Existing experience	Comments
				which increases the cost of food exponentially.
34.	Offer vegetarian menus	Wendy		Vegetarian options are provided at all cafeterias on a daily basis
35.	Collect food wastes for composting and/or supply to farmers for livestock feed	Wendy		Caz Creole (Old Cafeteria) have undertaken to compost waste through the on-site landscaping/gardening contractor. Café Royale (Main Cafeteria) – uncertain of their policy
36.	Donate surplus usable food to charities where possible & permitted by local health regulations	Wendy		Caterers will be advised to implement where possible.
37.	Refuse excess packaging on supplies and produce	Wendy		Caterers will be advised to implement where possible.
38.	Use reusable containers for transport & delivery of food supplies	Wendy		Caterers will be advised to implement where possible.
39.	Identify substitutes for hazardous cleaning chemicals & detergents such as phosphate free dishwashing detergent	Wendy		Caterers will be advised to implement where possible.
40.	If using hazardous cleaning products, store, use, and dispose of them properly	Wendy		Caterers will be advised to implement where possible.
<i>Transport</i>				
41.	Establish an airport greeting booth where attendees can obtain info on sustainable transportation from the airport	Wanjiru SGB, Lova SUN	√	Welcoming desk at the airport = existing practice. Offsetting GHG emissions will include surface transport. Transport is usually arranged by the hotels- i.e. to be addressed below. Options of cycling & biofuel are currently not relevant.
<i>Accommodation</i>				
42.	The hotel has an environmental policy & action plan	Lova SUN, (SBS)		To encourage hotels to go green (e.g. sending out letter and questionnaire, meeting, calling), incl the points 42-66 and local transport. Provide recommendations on “greener” hotels at the UNEP website.
43.	The hotel is certified by an eco-labelling program(Green Leaf TM, or EU Eco Label)	As above		
44.	Environmental duties are a part of staff job descriptions	As above		
45.	The hotel has a comprehensive environmental	As above		

No	Action items	Responsible	Existing experience	Comments
	procurement policy			
46.	All facilities adhere to green office principles	As above		
47.	Hotels are located near public transportation and conference facilities	As above		
48.	A waste reduction program is in place	As above		
49.	All materials(paper, glass, metal, plastic, cardboard,etc) having local markets are recycled	As above		
50.	Recycling bins are numerous, conveniently located, and well-marked.	As above		
51.	Paper products the hotel uses have recycled content and are preferably unbleached	As above		
52.	The hotel reuses materials (by donation to charities)	As above		
53.	Where disposable items have not yet been eliminated, the hotel has a plan and schedule to do so	As above		
54.	Hazardous wastes are properly collected, stored, transported and disposed of	As above		
55.	Amenities such as shampoo and soap are purchased in bulk and provided in refillable dispensers	As above		
56.	The hotel provides info in guestrooms about the green aspects of their rooms to inform and encourage guests' participation	As above		
57.	Hotel has an automated system to turn off lights when guestrooms are unoccupied	As above		
58.	The hotel provides reusable containers (e.g. baskets) for laundry	As above		
59.	Guests have the option of no 2 <sup>nd</sup> day sheet and towel change to save laundry energy & water	As above		
60.	The hotel has a comprehensive energy management program	As above		
61.	Showers are equipped with low-flow showerheads	As above		
62.	Automatic controls (e.g.setbacks) are in place for heating and cooling	As above		
63.	The hotel has a water	As above		

No	Action items	Responsible	Existing experience	Comments
	conservation program			
64.	Staff & others are encouraged to reduce water use	As above		
65.	Facilities are equipped with water-saving devices	As above		
66.	Water use for grounds maintenance is reduced through conservation measures	As above		
67.	The hotel coordinates transport and encourages clients to share mini-shuttles rather than use individual taxis	As above		
<i>Green Office Procedure</i>				
68.	Minimize paper use through the use of e-mail, faxing, and voicemail instead of paper memos and other correspondence.	Elisa (All)	√	Put in green meeting guide.
69.	Produce paper documents only when necessary, printed on both sides, short as possible	Elisa (All)	√	To green meeting guide
70.	Paper that has been used on one side only is collected and reused for fax cover sheets	Francisco DCS	√	Provide boxes next to copy machine
71.	To encourage re-use, provide collector trays for paper that has been used on one side only	Francisco DCS, UNON	√	Provide at Business Centre
72.	Circulate documents & post/memos rather than individual copies	Wanjiru SGB, (Francisco DCS)	-	When applicable (limited potential). Create a
73.	Re-use file folders and envelopes	All	√	
74.	Use a computer-based fax program to send faxes electronically	SGB, IT	√	Existing practice
75.	Buy reusable products (e.g. rechargeable batteries).	Jainaba UNON	√	Only rechargeable batteries are used.
76.	Management works with property management to establish recycling programs for waste materials such as paper, glass, metals and plastics. Publicize recycling programs and encourage participation.	Henry UNON, DCS (SUN, SBS)	√	Signage and bins to print and distribute, organise collection and separation of waste. Existing practice.
77.	Turn off lights & equipment when not in use	UNON	√	Security
78.	Ensure that the energy saving features of all electronic equipment are enabled.	Elijah UNON, (Kevin, ICT)	√	ICT to ensure all use double sided printing (default).
79.	Consider buying multi-use	Henry DCS		Already available

No	Action items	Responsible	Existing experience	Comments
	machines (i.e. printer/scanner/fax/copier in one)			
80.	Encourage employees to turn off taps securely, and promptly report dripping taps or other plumbing leaks to maintenance personnel.	Stephen UNON (Lova SUN, Laetitia SBS)	√	Inform cleaning staff. UNON to review all the so called dual flush toilets, at least at conf. areas, and repair them accordingly. Stephen will report back.
81.	Minimize business travel through the use of teleconferencing, netconferencing (eg SKYPE) and videoconferencing.	Elisa DTIE (Green guide)		For future
82.	Encourage organizers to walk, carpool or share taxis to meetings and events whenever possible.	Elisa		Put in green meeting guide.
<i>Exhibitions</i>				
83.	Exhibitors limit publications and other handouts	Elisa DTIE (Wanjiru SGB, Lova SUN, Fanina DCPI)	√	Put in Green Meeting Guide
84.	All publications and handouts should adhere to green printing	DCPI, DCS, All	√	Encourage through Green meeting guide
85.	Exhibitors are responsible for their publications and make an effort to collect and reuse publications that have been discarded by attendees.	Francisco UNON, Joelle DCPI, Wanjiru SGB	√ (GC24, UNFCCC, COP12)	Inform exhibitors in writing to take publications back
86.	Left-over publications and other materials are donated to libraries, universities and other institutions.	Francisco UNON, Joelle DCPI, Wanjiru SGB	√ (GC24, UNFCCC, COP12)	Leftover publications to be disposed at specific collections points. DCS to collect and donate to Nairobi Univ or other institution.
87.	Exhibit packaging is minimal and reusable (e.g., pallets, wrappings), and/or recyclable. Non-recyclable plastics are not used for packaging.	Wanjiru SGB, Elisa DTIE		Guidelines from SGB for Exhibitors. Put in green meeting guide.
88.	Packaging materials and boxes are saved and reused whenever possible.	Francisco? UNON, DCS		Provide sufficient boxes for waste collection in the exhibition areas at any time.
<i>Communications</i>				
89.	Before the meeting, give the media information packages highlighting the meeting's green aspects	Anne-France DCPI (Jamil SGB)	√	Prepare media note for journalists and delegations on greening efforts.
90.	Inform visiting media and delegates of the environmental objectives and encourage their participation	Anne-France DCPI (Wanjiru SGB, Lova SUN)	√	As above. Put in green meeting guide.
91.	Limit the size, quantity and	Fanina DCPI	√	Assess the needed material to

No	Action items	Responsible	Existing experience	Comments
	frequency of printed media and public relations materials. Use e-mail, CDs and other electronic media whenever possible	(Wanjiru SGB, Kevin IT)		be distributed and decide whether electronic options are recommendable. Put in green meeting guide.
92.	Inform media relations officers and liaison officers of greening initiatives	Fanina DCPI (Wanjiru SGB, Lova SUN)	√	Should be included in the media information (see above), as well as in the briefings to the delegations
93.	Announce the greening/ climate neutral initiatives at the CPR meetings prior to the GC	Jamil SGB, (Lova SUN)	√	
94.	Notify the media about the website of the meeting, and encourage them to use the site	Fanina DCPI, (Wanjiru SGB)	√	
95.	Use vegetable or soya-based inks	Henry, DCS		This applies to promotion mtrl only. For photo-copying, print shop uses recycled toner
96.	Limit use of colour (depending on the printing process, increasing the number of colours may increase energy consumption).	Henry DCS, (Fanina DCPI, Jamil SGB)	√	Colour printing is used at GC. However, most doc's are black/white.
97.	Avoid excessive ink coverage e.g., solid blocks of ink	Henry DCS, (Fanina DCPI, Jamil SGB)	√	To be considered when choosing the colour theme, and how to use the theme.
98.	Ensure that document covers are recyclable	Fanina DCPI (Henry DCS)	√	Existing practice.
99.	Where appropriate, print a smaller number of separate versions for each language, rather than printing a larger number of much longer bilingual or multilingual versions	Henry DCD (Wanjiru SGB, Laetitia SBS/DRC)	√ (GC24)	Print on demand. Ask delegations beforehand to submit their wishes for translated, printed pre-/in-session doc's. Existing practice.
100.	Collect used camera batteries for recycling or proper disposal	Elijah UNON, (Laetitia, SBS)	√	Provide collection point in the press and media room. Provide information in media and delegation briefing. Ask a journalist to bring to Europe?
101.	Minimize photocopying	Henry DCS, (Laetitia SBS, Wanjiru SGB)	√	
102.	Consider using a local area network (LAN) for inter-office memos. Distribute press releases electronically rather than on paper	Fanina DCPI (Kevin, IT)	√	Existing practice, in addition to paper copies being made available for delegates to pick.
103.	Thank your delegates, staff and volunteers for their contribution to the greening effort	Clara EO (Wanjiru SGB)	√	
104.	Recognize greening efforts in	Wanjiru SGB,	√	

No	Action items	Responsible	Existing experience	Comments
	post-event communications such as news releases, proceedings and reports	(Lova SUN)		
105.	Prepare separate report or brochure about the meeting's green aspects (describing lessons learned and encouraging others) to be placed on the conference website or distributed electronically to participants	Lova SUN (Wanjiru SGB)		
<i>Administration</i>				
106.	Hire/assign 2 interns at the SUN Team for support throughout the preparation period and towards the follow-up of the GC25: evaluation and monitoring	Lova SUN (Jamil SGB)		
107.	Set up an information booth in the exhibition area- eg main lobby- on the greening efforts before, during and after the GC25. Material to include posters on greening initiatives, "green" and environmentally friendly measures and activities on the Gigiri compound, the local recycling options in Kenya, printouts of the green meeting guide (DTIE), a PC with access to Carbon offsetting companies like Atmosfair etc.	Elijah UNON (Lova SUN, Wanjiru SGB, Laetitia SBS)	√	Employ interns who will occupy booth in turns and will brief interested delegations. Provide an opportunity for relevant Kenyan initiatives to present themselves.

Dear Delegate,

This calabash mug is hand-made from a calabash gourd grown in Machakos, a village near Nairobi. Many Kenyan cultures have a long tradition of using calabash mugs to drink water, milk and ujiu - a local porridge. The calabash is all natural material and fully biodegradable.

In our efforts to green the GC25, we encourage you to use these refillable mugs for drinking water. There are several water dispensers located around the conference rooms.

Thank you and have a **green** week

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## iAnnex 8

### *Air travel*

Calculated by using air travel calculator as developed by Christian Lambrechts, UNEP

### *Delegates sponsored by UNEP*

Includes participants from developing countries and the Global Civil Society Forum and youth paid through UNEP/Bayer partnership.

### *Conference venue, hotels around venue and local transport*

Assuming a total number of 1450 people participating on a daily basis, during 5 days. This assumption includes delegates traveling from outside Nairobi, UNEP (including 25 travelling from outside Nairobi) and UNON staff and other participants. It was estimated that half of the day was spend at the conference venue (1) and half of the day elsewhere in Nairobi (2). For (1): UNEP emits 1,500 tonnes per year for 2400 employees based on Green House Gas inventory 2007, this is 0.001712 tonnes CO<sub>2</sub> / day.head. This adds up to 12 tonnes of CO<sub>2</sub>. For (2): No numbers for CO<sub>2</sub> emissions for spending a day in Nairobi are known. Greenhouse gas emissions per capita for Sao Paulo is 1.3 tonnes CO<sub>2</sub>-e and for Rio de Janeiro 2.0 tonnes CO<sub>2</sub>-e ('Greenhouse Gas Emission Baselines for Global Cities and Metropolitan Regions', Kennedy, C.A. et. al. (2009). This is an average of 1.65 per capita per year, 0.004521 per capita per day, and 0.00226 per capita per half day. For 1450 people and 5 days this adds up to 16 tonnes of CO<sub>2</sub>.

### *Road travel*

Assuming Nairobi based participants travelled 5 days and 10 km per day and assuming participants from outside Nairobi added up to this with the retour distance Nairobi – hometown all participants travelling not by air to the conference venue together travelled 19,780 km. From GHG Protocol – Mobile Guide (03/21/05) v1.3 the emission factor per km is 0.20 kg CO<sub>2</sub>. This adds up to 4 tonnes of CO<sub>2</sub>-e.