

UNICEF PROCEDURE ON ECO-EFFICIENCY AND INCLUSIVE ACCESS IN UNICEF PREMISES AND OPERATIONS

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RATIONALE

1. UNICEF is committed to reducing its environmental impact through reducing greenhouse gas emissions from air travel, vehicle fleets and facilities, and through reductions in water consumption, paper use, single-use plastic, and waste. UNICEF is equally committed to improving the accessibility of its premises through applying universal design principles to ensure that all staff and visitors, including people with disabilities have adequate levels of comfort and mobility within inclusive UNICEF premises.
2. In the [2018-2021 Strategic Plan](#), UNICEF explicitly renewed its commitment to making its offices accessible and inclusive for all, and to improving the eco-efficiency of its operations. The universal adoption of the Sustainable Development Goals (SDGs) in 2015 demands that the UN system shows leadership at all levels, making the integration of sustainability considerations in facilities and operations extremely important. Additionally, in December 2019, the UN General Assembly adopted a dedicated resolution (A/RES/74/253) on the review of the Joint Inspection Unit on the topic of enhancing accessibility for persons with disabilities to conferences and meetings of the United Nations system ([JIU/REP/2018/6](#)). UNICEF is on track to become an ever-more efficient and cost-effective organization by 2021. This procedure details the steps needed to improve UNICEF's eco-sustainability, operational cost efficiency and premise inclusiveness.

APPLICABILITY / SCOPE

3. The procedure applies to UNICEF Headquarters, Regional, Country, Zone/Sub-national offices.

PROCEDURE STATEMENTS

Eco-Efficiency

4. With the support of the Administrative Management Section (AMS) of DFAM, all UNICEF offices:
 - 4.1. Undertake an Environmental Footprint & Accessibility Assessment (EFAA) exercise (Instruction 1). The EFAA collects resource use, costs, and environmental impact data resulting from office operations: mainly air travel, electricity use, diesel generators, vehicles, water and waste.
 - 4.2. Include the EFAA exercise, office accessibility, and energy and resource efficiency in the job description, terms of reference and performance evaluation of administrative and operations staff. DFAM will work with DHR to ensure job descriptions and generic profiles of Operations staff are updated to include eco-efficiency & accessibility related responsibilities.

- 4.3. Develop and implement an action plan to reduce the environmental footprint and resource consumption in response to the EFAA outcome.
- 4.4. Assign a focal point for the EFAA exercise and communicate the contacts of the assigned focal point to AMS/DFAM. The EFAA focal point is responsible for helping in the roll-out of the web-based Environmental Footprint & Accessibility Assessment Tool (EFAAT) in each office, and can solicit the support of the disability focal points, if available. All assigned focal points participate in the EFAAT trainings that are periodically scheduled by AMS/DFAM.
- 4.5. Undertake data collection (including utility and fuel consumption and travel authorization) through EFAAT, enabling direct monitoring of results from the implementation of energy efficiency projects (Instruction 1 details EFAAT Reporting Requirements).
- 4.6. Install vehicle and fuel management system(s) identified by AMS/DFAM in all UNICEF vehicles, as per the UNICEF Procedure on the Management of UNICEF Vehicles. All vehicle and fuel management systems must be compatible with EFAAT. All UNICEF vehicles are expected to be equipped with tracking devices and fuel management systems by the end of 2022.
- 4.7. Install smart energy meters and water meters in identified offices to automatically feed data into EFAAT. Specifications for the smart meters will be identified following consultation with ICTD.
5. UNICEF offices can access the Greening and Accessibility Fund (GrAF), generated by the 3% air travel surcharge, to finance or co-finance small scale accessibility improvement and eco-efficiency projects. Offices may apply to access the GrAF anytime, while UNICEF Headquarters may also invite offices to implement eco-efficiency and/or accessibility projects, particularly where there may a larger work force, staff with disabilities or offices where there are specific disability-inclusive partnerships with frequent visitors with disabilities.
6. UNICEF offices may be selected to undertake energy and water assessments. Energy and water assessment reports will serve as the basis for funding future efficiency projects, while helping to define a global energy & water consumption benchmark for UNICEF offices.
 - 6.1. Offices are chosen based on their energy consumption per square meter per year (kWh/sqm) and water consumption per office occupant per day (litres/capita/day). EFAAT data will enable selection of UNICEF offices for energy and water assessments in the future.
 - 6.2. AMS/DFAM shares the Terms of Reference with the selected office to launch a Request for Proposals (RFP) or hire a consultant through a Special Services Agreement (SSA) and supports with the technical and financial evaluation of the proposals. The cost of the assessment should not exceed the ceilings communicated by AMS/DFAM.
 - 6.3. AMS/DFAM transfers funds to issue a contract, once the vendor has been selected and the Action Office Number provided.
 - 6.4. AMS/DFAM reviews the draft assessment report before it is finalized.
7. A Green Team should be established in each UNICEF Office which includes operations staff. The [Terms of Reference](#) provides guidance on establishing an inclusive Green Team. The Green Team will endeavor to:
 - 7.1. Raise awareness for UNICEF's eco-efficiency mission.

- 7.2. Promote education and learning on sustainable practices and help stimulate ideas and actions for system improvements within the office.
- 7.3. Conduct regular awareness campaigns to engage office occupants in eco-efficiency and inclusiveness initiatives and secure their buy-in for key resource efficiency projects whose success depends on staff behavior. All employees with disabilities and disability focal points are encouraged to join green teams.
- 7.4. Support the implementation of eco-efficiency and accessibility improvement projects in the action plan, regularly monitoring implementation, assessing employees' resource-consumption behavior patterns, and reporting on progress.

New Facility Construction, Renovation, and Relocation Projects

8. All new office design and construction projects incorporate eco-efficiency features to the best extent possible, following consultation with AMS/DFAM. Where applicable, new facility constructions, renovations, and relocations pursue the [EDGE certification](#) (Excellence in Design for Greater Efficiencies Certification) with the help of an EDGE expert.
9. Potential locations for UNICEF premises are assessed using the Rapid [Checklist](#) for Identifying eco-efficiency & accessibility features. A completed checklist must be submitted to iso@unicef.org highlighting both existing and missing eco-efficiency features prior to relocation to the selected premises. The [Cyber Walkthrough](#) is available for further assistance from AMS/DFAM.
10. All UNICEF Headquarter locations explore the possibility of purchasing electricity from renewable energy sources through their local electricity suppliers where these renewable energy purchase plans are available. Offices can assess the resulting reduction in emissions and cost change with the support of AMS/DFAM by contacting iso@unicef.org.
11. Compliance to this procedure will be assessed against the indicators identified in the [Results Framework of the 2018-2021 Strategic Plan](#).
12. All UNICEF offices actively work to eliminate the use of single use plastics within the office, at meetings and conferences hosted or organized by UNICEF. Single use plastics include disposable water bottles, disposable plastic cups, disposable plastic straws, and disposable cutlery. For guidance on eliminating single use plastic, please contact iso@unicef.org.

Accessibility

13. All UNICEF offices are expected to attain at least "level 1" accessibility, as described in the [Accessibility Levels of UNICEF Facilities document](#).
 - 13.1. New constructions incorporate the maximum achievable accessibility requirements.
 - 13.2. Offices relocating to new premises or undergoing office layout changes and/or structural modifications assess their premises against and assure compliance with at least "level 1" accessibility requirements. Contact iso@unicef.org for support on identifying accessibility consultants in the respective countries or regions. The Cyber Walkthrough can be used for a preliminary assessment.

- 13.3. To ensure accessibility work are completed accurately and to avoid errors in construction, disability focal points at UNICEF offices are encouraged to identify local disability groups to help with accessibility audit and quality assurance during the construction work, where available.
14. Projects that contribute to improving the accessibility of offices are eligible for funding or co-funding through the Greening and Accessibility Fund (Instruction 2), and through AMS/DFAM, in addition to other funding locally available in offices. The [Cyber Walkthrough](#) is available for further assistance.

Breastfeeding and Nursing

15. As per the [UNICEF Policy on Breastfeeding](#), UNICEF offices are required to provide a comfortable and private area for mothers to breastfeed their children or to express their milk during the work day. Offices should also provide clean and secure space in a refrigerator for storing the milk. Compliance monitoring with this policy will be undertaken through EFAAT. [Checklist for Nursing Facilities](#) provides more information on the nursing space features and requirements.

Special Considerations in Emergency Contexts

16. UNICEF offices operating in emergencies may be exempt from EFA input requirements on a case by case basis. Offices should contact AMS/DFAM at iso@unicef.org.

Transitional Measures

N/A

INSTRUCTION 1: EFAAT Reporting Requirements

17. The following data is required from all UNICEF Offices:

Electricity

- 17.1. **Grid Electricity:** Quantity is recorded in kWh and costs in USD. Data source is the electricity bill. Data input should follow the billing cycle's frequency.

On-site Electricity Generation

- 17.2. **Fuel for Generators:** type of fuel (diesel, gasoline, natural gas etc.) Quantity recorded in litres and costs in USD. Data source is obtained from the fuel invoice, fed into the EFAAT simultaneously following the receipt of invoices. Offices signed up to a subscription-based generator micro-grid are advised to contact iso@unicef.org
- 17.3. **Renewables:** quantity of electricity produced from on-site renewable energy sources, in kWh. Data is sourced directly from the software system linked to the on-site power generation facility, or from the on-site power generation system itself. Data needs to be fed into the EFAS on a monthly basis.
- 17.4. **Maintenance costs:** maintenance costs of diesel generators or renewable energy generators (ex: solar PV), in USD. Data is sourced from the maintenance bills and fed into the EFAS simultaneously following the receipt of the invoices.

Vehicles

- 17.5. **Fuel for Vehicles:** type of fuel (diesel, gasoline, or natural gas), quantity in litres and costs in USD. Data is sourced from the fuel invoices and fed into the EFAAT on a monthly basis.

Water & Paper

- 17.6. **Water Use:** quantity in litres, cubic meters, or gallons (EFAAT will give all three options) and costs in USD. Data source is the water bill, and data input should follow the billing cycle's frequency.
- 17.7. **Paper Use:** quantity in number of sheets or packets and costs in USD. Data source is the printing paper purchase orders or bills. Contact iso@unicef.org for information on how to determine the number of sheets. Data should be fed into the EFAAT simultaneously following the receipt of the corresponding invoices.

- 17.8. **Air Travel (and train travel if any):** the itinerary (origin/stop-over/destination), cost in USD, and travel class for each ticket purchased or paid for by UNICEF. The ICAO calculator will no longer be used, as the EFAAT has this option embedded within. The EFAAT will automatically generate the emissions and distance travelled, based on the data sourced from the air travel. To facilitate this procedure, offices are asked to request a simple monthly report from the travel agent to be emailed to the office in the following format:

Itinerary	Travel Class	Total Cost	Date of Departure
<u>Airport of origin</u> / <u>stop-over airport</u> / <u>destination airport</u> Using the 3-letter IATA Airport coding and the “/” delimiter	siness <ul style="list-style-type: none"> • Premium Economy • Economy • Or corresponding class codes (Y,F,A,T,W,B etc.) 	In USD	DD/MM/YYYY

Example:

A one-way flight from New York to Bangkok via Hong Kong in Premium Economy, costing USD 1,500 on September 1 2017 is inserted as follows:

JFK/HKG/BKK	Premium Economy or W	1500	01/09/2017
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Note: HQ can only capture the destinations listed in the TAs, not the itineraries. For the carbon emissions and travel distance to be calculated, the whole itinerary should be included.

- 17.9. **Office waste:** Type (landfill, recyclable, e-waste), associated quantities (EFAS will provide several units of measurement), and associated disposal costs in USD. Data is sourced from the associated invoices and fed into the EFAAT simultaneously after the receipt of the corresponding invoices. Offices sharing premises with other UN organisations can contact iso@unicef.org to determine the best way to report on their resource use and waste.

INSTRUCTION 2: How to Access GrAF Funding

18. Contact the Inclusive & Sustainable Operations team in DFAM/AMS at iso@unicef.org for instructions on how to apply.

Fill in the application template and send it to iso@unicef.org along with the supporting documents and cost breakdowns. Applications with no cost breakdown will not be processed and evaluated.
19. If the office has undergone an energy and water assessment, the prescribed projects resulting from the assessments can be used as a basis for the application.
20. Further to the application's evaluation, the technical committee will select the most feasible proposals, inform the office of the selection, and allocate the funds.
21. Accessibility proposals will be assessed on whether they contribute to improving the status of the office to comply with the Level 1, 2, or 3 accessibility requirements listed in the [Accessibility Levels of UNICEF Facilities document](#).
22. Greening/Eco-efficiency proposals will be mainly assessed based on their feasibility, return on investment, and estimated environmental impact.
23. After funding is approved, the recipient Office is required to report back on the status of the project, and provide visual data (photos/videos)and progress, within six months of receiving the funds.
24. If no progress is recorded within six months of receiving the funds, the office will be requested to return the allocated funds to the Greening & Accessibility Fund and re-apply at a later time.
25. The project reports will be made available for reference.

RISK MANAGEMENT

Document Title: UNICEF PROCEDURE ON ECO-EFFICIENCY AND INCLUSIVE ACCESS IN UNICEF PREMISES AND OPERATIONS	
Corporate Risk Category: Environmental and Social Sustainability	
Typical Risks	Minimum Expected Mitigation Measures
Failure to upload EFAA data to achieve a 100% EFAA reporting rate to the UN Secretariat due to potential emergencies at some offices.	Usage of proxies and estimates, based on historic data.
Technical difficulties using the EFAAT	Contact DFAM-AMS for support and ensure the participation in the EFAAT training.
Non-flexibility of lease, and structural restrictions preventing the improvement of accessibility, in rented premises.	Document the challenges and assess potential solutions with DFAM-AMS.
Failure to engage other UN agencies in office upgrades and renovations to improve accessibility and eco-efficiency, in shared premises.	Highlight the impact on staff, operational costs and environment while pointing out the necessity of cooperation to meet the SDGs all UN Agencies are committed to.

DOCUMENT MANAGEMENT INFORMATION PAGE

Document Title	UNICEF PROCEDURES ON ECO-EFFICIENCY & INCLUSIVE ACCESS IN UNICEF PREMISES AND OPERATIONS
Document Number	PROCEDURE/DFAM/2020/001
Effective Date	25 March 2020
Mandatory Review Date	25 March 2022
Responsible Business Owner	DFAM
Responsible Manager	Dzidula Masiku, Chief, AMS
Document Summary	Establishes the parameters by which UNICEF will ensure eco-efficient and inclusive premises and operations.
Applicability	The following procedures apply to all UNICEF HQ, Regional, Country and Zone/Sub-national Offices.
Regulatory content the Document Replaces	N/A
Topics Covered	Environmental Footprint & Accessibility Assessment (EFAA), Greening and Accessibility Fund (GrAF), Energy and Water assessments, Vehicle Tracking and Fuel Management system(s), Green Teams, Accessibility Levels of UNICEF Facilities, Breastfeeding facilities, Smart Energy Meters, and Electricity from Renewable Energy Sources
Reference / Links to Enabling Legislation and Background	<ul style="list-style-type: none"> • 2018-2021 Strategic Plan
Links to Relevant Policy	<ul style="list-style-type: none"> • Executive Directive on Accessibility of UNICEF's Programme-Related Construction • UN General Assembly's dedicated resolution (A/RES/74/253) based on JIU accessibility report (JIU/REP/2018/6).
Links to Relevant Procedure	<ul style="list-style-type: none"> • Administrative Instruction CF/AI/2010-005 10 March 2010
Links to Relevant Guidance	<ul style="list-style-type: none"> • Accessibility Levels of UNICEF Facilities document • Checklist for Identifying Eco-efficiency Features. • Cyber Walkthrough – UNICEF Premises • Checklist for Nursing Facilities • Green Team Terms of Reference
Links to Relevant Training Materials	<ul style="list-style-type: none"> •
Links to Other Knowledge & Information Resources	<ul style="list-style-type: none"> • UNICEF's Eco-Efficiency & Inclusiveness Intranet Page