



UNFPA 2014 GREENHOUSE GAS (GHG) INVENTORY MANAGEMENT PLAN

This document is produced thanks to the collective input of UNFPA personnel, especially of green focal points for GHG reporting. Document's author: Alessia Goncharova, UNFPA Environmental Sustainability Team.



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1 Introduction

This Greenhouse Gas Emissions Inventory Management Plan (IMP) provides a detailed foundation for the UNFPA comprehensive effort to measure and manage greenhouse gas emissions from its internal global operations. This document provides organization-wide information, including corporate overview and goals, boundary conditions of the inventory, emissions quantification methods, data management methods, base year, list of management tools, and verification processes.

The IMP sets forth the current vision of UNFPA’s commitment to inventory and manage greenhouse gas (GHG) emissions for its internal global operations and contains the UNFPA’s greenhouse gas inventory methodology.

The UN GHG Inventory follows a common minimum boundary and GHG accounting principles mostly prescribed by the World Resources Institute (WRI) and the World Business Council for Sustainable Development’s (WBCSD) Greenhouse Gas Protocol Initiative (GHG Protocol), but at the same time allows participating UN entities flexibility within these limits.

2 IMP 2014

2.1 Version information

Item	Description	
A	Reporting Period	2014
B	Version Number of IMP	v1
C	Corresponding inventory version number	v1
D	Date IMP Completed	10/07/2015

2.2 Contact information

Item	Description	
1	Inventory Contact:	Oliver Buehler
2	Inventory Contact Information:	buhler@unfpa.org

2.3 Boundary conditions

2.3.1 Organizational Boundary:

UN entities differ in their structures and operations. According to the guidelines of the GHG Protocol for corporate GHG Inventory reporting, a company’s organizational boundaries can either be defined by the amount of equity a company has in an operation (**Equity Approach**) or based on a company’s operational control over a location or facility (**Control Approach**). The GHG Protocol also requires that a company select the type of organizational boundary according to which method most accurately reflects the day-to-day practices of the business.

Control can be defined in either financial or operational terms.

- *Financial Control:* An entity has financial control over the operation if the former has the ability to direct the financial and operating policies of the latter with a view to gaining economic benefits from its activities.
- *Operational Control:* An entity has operational control over an operation if the former or one of its subsidiaries has the full authority to introduce and implement its operating policies at the operation.

The UNFPA applies the principle of operational control to define the boundaries of its GHG inventory.

Consistent with this approach the UNFPA accounts for GHG emissions from its locations for which it has direct control over operations, and where it can influence decisions that impact GHG emissions. This includes all owned and leased facilities/vehicles operated by UNFPA. UNFPA adheres to the UN wide boundary for emission reporting.

2.3.2 List of GHG’s Being Accounted for under the UN GHG Inventory:

See UN-wide IMP

2.3.3 List of Organization-Wide Facilities Included in this Inventory:

The list of facilities falling within the reporting boundary has been obtained from UNFPAs Country Office Real Estate Management System (COREM) as well as the UNFPA’s Global Directory of personnel. Focal points provide the number of personnel. The number of personnel reported is the number taken from HR records at the moment of reporting. The UNFPA acknowledges other factors that may lead to significant fluctuation in personnel number, such as an office open or close.

Office	Depart type	Region	Office size	Office Space (m2)	Number of Staff
Afghanistan	CO	ASIA	Very Large	2344	72

Office	Depart type	Region	Office size	Office Space (m2)	Number of Staff
Albania	CO	EECA	Small	169	7
Algeria	CO	ARAB STATES	Small	65	7
Angola	CO	ESAR	Medium	637.38	18
Arab States Regional Office	RO	ARAB STATES	Large	970	40
Argentina	CO	LAC			4
Armenia	CO	EECA	Small	114.86	6
Azerbaijan	CO	EECA	Small	99	7
Bangladesh	CO	ASIA	Large	620	45
Barbados	CO	LAC			2
Belarus	CO	EECA	Small	244.04	9
Belize	CO	LAC	Very Small	73.392791	4
Benin	CO	WCA	Medium	400	31
Bhutan	CO	ASIA	Small	62.9	6
Bolivia	CO	LAC	Medium	635	31
Bosnia & Herzegovina	CO	EECA	Small	135.71	14
Botswana	CO	ESAR	Small	421.5	15
Brazil	CO	LAC	Medium	351.26	19
Burkina Faso	CO	WCA	Medium	931	34
Burundi	CO	ESAR	Medium	532	22
Cambodia	CO	ASIA	Medium	560	25
Cameroon	CO	WCA	Medium	668.61	21
Cape Verde	CO	WCA			12
Central African Republic	CO	WCA	Large	2500	44
Chad	CO	WCA	Medium	1000	39
Chile	CO	LAC			1
China	CO	ASIA	Medium	704	26
Colombia	CO	LAC	Large	493.98	44
Comoros	CO	ESAR	Small	333.28	9
Congo	CO	WCA	Medium	1393.534002	23
Copenhagen-Nordic	HQL	DCS	Very Small	510	88
Costa Rica	CO	LAC	Small	104	9
Cote D'Ivoire	CO	WCA	Large	1480	53
Croatia	CO	EECA			
Cuba	CO	LAC	Small	85.06	8
Dem Rep Congo	CO	ESAR	Large	3600	40
Dem Rep Korea	CO	ASIA	Small	440	9
Djibouti	CO	ARAB STATES	Small	395.4	9
Dominican Republic	CO	LAC			15
Ecuador	CO	LAC	Small	313	15
EECA Regional Office	RO	EECA	Medium	1000	27
Egypt	CO	ARAB STATES	Medium	645	25
El Salvador	CO	LAC	Medium	400	21

Office	Depart type	Region	Office size	Office Space (m2)	Number of Staff
Equatorial Guinea	CO	WCA			8
Eritrea	CO	ESAR	Small	262.4	10
Ethiopia	CO	ESAR	Large	1210.74	50
Executive Office	HQ	UNFPA	Very Large	9874.024526	450
Gabon	CO	WCA	Small	213.5	9
Gambia	CO	WCA	Small	220.16	12
Georgia	CO	EECA	Small	72	9
Ghana	CO	WCA	Medium	750	31
Guatemala	CO	LAC	Medium	555.75	23
Guinea	CO	WCA	Medium	337.33	24
Guinea-Bissau	CO	WCA	Small	250	15
Guyana	CO	LAC			4
Haiti	CO	LAC	Medium	400	37
Honduras	CO	LAC	Medium	604.05	25
India	CO	ASIA	Large	1465.811966	55
Indonesia	CO	ASIA	Large	555	52
Iran	CO	ASIA	Medium	314	16
Iraq	CO	ARAB STATES	Large	410	41
Jamaica-SRO	SRO	LAC	Medium	680.509104	25
Jordan	CO	ARAB STATES	Medium	200	18
Kazakhstan	CO	EECA	Small	121.41	7
Kazakhstan-SRO	SRO	EECA	Small	226.88	11
Kenya	CO	ESAR	Medium	369	29
Kosovo	CO	EECA	Small	93	9
Kyrgyzstan	CO	EECA	Medium	251.86	17
Lao	CO	ASIA	Medium	725	26
Latin America/Caribbean Regional Office	RO	LAC	Large	1028	40
Latvia	CO	EECA			
Lebanon	CO	ARAB STATES	Small	288.5	15
Lesotho	CO	ESAR	Medium	231	17
Liberia	CO	WCA			51
Libya	CO	ARAB STATES			4
Macedonia	CO	EECA	Very Small	57	4
Madagascar	CO	ESAR	Medium	712	30
Malawi	CO	ESAR	Large	805	40
Malaysia	CO	ASIA	Very Small	57.878112	3
Maldives	CO	ASIA	Small	127.926421	7
Mali	CO	WCA	Medium	1200	28
Mauritania	CO	WCA	Medium	405	29
Mexico	CO	LAC	Medium	932	23
Moldova Republic	CO	EECA	Small	115	6
Mongolia	CO	ASIA	Medium	365.58	25
Morocco	CO	ARAB STATES	Small	315	14
Mozambique	CO	ESAR	Medium	402	34
Myanmar	CO	ASIA	Large	519.114641	47
Namibia	CO	ESAR	Medium	320	19

Office	Depart type	Region	Office size	Office Space (m2)	Number of Staff
Nepal	CO	ASIA	Very Large	2241	74
Nicaragua	CO	LAC	Medium	600	23
Niger	CO	WCA	Medium	301	34
Nigeria	CO	WCA	Very Large	1744.27	71
Office in Brussels	HQL	DCS	Small	288	6
Office in Geneva	HQL	DGM	Small	400	10
Office in Tokyo	HQL	DCS	Small	67	12
Oman	CO	ARAB STATES	Small	659	11
Pacific-SRO	SRO	ASIA	Medium	880	24
Pakistan	CO	ASIA	Large	686	42
Palestine	CO	ARAB STATES	Medium	432	22
Panama	CO	LAC	Small	167.27	7
Papua New Guinea	CO	ASIA	Small	20	12
Paraguay	CO	LAC	Small	285.65	10
Peru	CO	LAC	Medium	1391.97	17
Philippines	CO	ASIA	Large	1095.12	50
Regional Office/ESA Region	RO	ESAR	Large	1088.91	45
Regional Office/WCA Region	RO	WCA	Large	768.1	44
Republic of Yemen	CO	ARAB STATES	Medium	615	30
Rwanda	CO	ESAR	Medium	685	25
Sao Tome & Principe	CO	WCA	Very Small	125	5
Senegal	CO	WCA	Medium	811	26
Serbia	CO	EECA	Very Small	92.46	3
Sierra Leone	CO	WCA	Large	2356	62
Somalia	CO	ARAB STATES	Medium	235	35
South Africa	CO	ESAR	Medium	460	23
South Sudan	CO	ESAR	Large	643.2	45
Sri Lanka	CO	ASIA	Medium	277.27	29
Sudan	CO	ARAB STATES	Large	850	70
Suriname	CO	LAC	Very Small	43	4
Swaziland	CO	ESAR	Medium	373	18
Syrian Arab Republic	CO	ARAB STATES			40
Tajikistan	CO	EECA	Medium	228	17
Tanzania	CO	ESAR	Medium	2000	36
Thailand	CO	ASIA	Medium	350.63	18
Timor Leste	CO	ASIA	Medium	311	18
Togo	CO	WCA	Medium	1200	29
Trinidad	CO	LAC			2
Tunisia	CO	ARAB STATES	Small	250	9
Turkey	CO	EECA	Medium	337.13	20
Turkmenistan	CO	EECA	Small	201	11
Uganda	CO	ESAR	Large	1500	46
Ukraine	CO	EECA	Small	257.3	12
Uruguay	CO	LAC	Small	139	8

Office	Depart type	Region	Office size	Office Space (m2)	Number of Staff
Uzbekistan	CO	EECA	Medium	485	19
Venezuela	CO	LAC	Small	437	10
Vietnam	CO	ASIA	Medium	393	32
Zambia	CO	ESAR	Medium	643.54	31
Zimbabwe	CO	ESAR	Large	961	45

2.3.4 List of Offices Not Included in This Inventory:

The UNFPA includes all the main offices in its reporting boundary, including the small offices with fewer than 5 personnel. UNFPA however, does not include secondary or project offices irrespective of their size.

2.3.5 Emission Source Categories (Direct, Indirect and Optional Sources of GHG Emissions):

Direct Emissions:

- On-site (stationary) combustion – scope 1
- Refrigerants – scope 1
- Mobile sources - scope 1

Indirect Emissions:

- Electricity purchases – scope 2
- Purchased heat, steam, and chilled water – scope 2

Other Indirect Emissions:

- Business travel emissions – scope 3

2.3.6 UNFPA Boundary Condition Assumptions:

The inventory data collection methodology is, to the extent possible, the same throughout all offices. Our boundary conditions and assumptions are outlined below:

Buildings

- Where UNFPA shares office facilities without a separate meter, emissions are apportioned by percentage of total square meters occupied by the organization.
- Estimates on number of personnel are derived from HR records at the moment of the reporting.
- All offices are required to report on electricity, refrigerants, steam, and generator fuel consumption (when applicable).
- For offices that are able to provide electricity consumption for the entire building but not for the

UNFPA-occupied area, annual electricity consumption is prorated for the UNFPA-occupied area. This is accomplished by dividing the UNFPA-occupied space by the size of the entire building and then multiplying this figure by the annual electricity consumption of the facility.

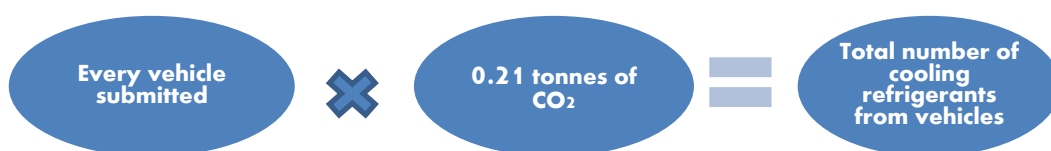


Where reliable electricity figures are missing: a proxy is calculated using the SUN recommended methodology - based on office square meters and Energy Efficiency Index (EEI) per climatic zones.

- Refrigerant data is often one of the hardest pieces of information for offices to collect.

All UNFPA offices are asked to submit annual refrigerant use if applicable. The consumed amount is not reflected in the total amount of refrigerant used in the equipment, but only the amount that is used to "top up" or replace the refrigerant (similar to the oil that is used in a car). That is how we are able to calculate refrigeration, freezer, and air-conditioning equipment leak refrigerants. GHGs from heating, ventilation, or air conditioning (HVAC) operations, refrigeration, and freezer units are not intentionally released, but escape into the atmosphere as fugitive emissions through varying means, including but not limited to maintenance, installation, disposal, and operational leakage.

Though refrigerants utilized in vehicles for air conditioning are a minute part of the UNFPA's GHG emissions from internal business operations, GHG Emission calculator automatically counts for cooling refrigerants from vehicles per every vehicle submitted.



- Information on purchased steam or heat from an individual Combined Heat and Power plant (CHP) can be acquired by consulting the office's purchasing records (amount of steam/heat purchased) and/or by contacting office building management. If the office purchased fuel for generators that are owned by UNFPA, the office is asked to enter information within the "Generators" category instead. Where steam figures are missing a data gap is marked.

- Generators: If generator fuel figures are missing, a data gap is marked.

Air travel

Air travel is representative of the UNFPA's core business activities and a significant emissions source. All offices are required to fill in Air Travel data under Travel category in GHG Emission Calculator. Air travel information is based on the ICAO air travel calculator which is measured in tonnes of CO₂ and total km traveled.

The green focal points obtain information on air travel either by contacting their travel agency or by collecting data from the associate responsible for travel at their office. Then, they transfer the data to ICAO air travel calculator spread sheet. UNFPA HQ asks all the offices to submit their ICAO air calculator spread sheet report for the reference.

Where IATA codes are faulty and/or incomplete, they are corrected by UNFPA HQ on the base of likelihood/approximations or further clarification from the focal points.

- Entitlement travel is not included in 2014 GHG Emission report and marked as data gap.
- Relocation travel is impossible to determine and marked as data gap.
- All other types of ET (Initial Appointment, Lump-Sum Travel) are marked as a data gap.

Public transportation

Public transportation is a problematic category for local focal points to report on due to lack of regular record-keeping of this type of travel. This emission category will be targeted for data quality improvement.

To account for transportation to/from airports, the GHG Helpdesk recommends applying a proxy of 25km per terminal recorded under "taxi" (also in those locations where taxi services are not used). Having said that in most UNFPA locations transport to/from airports is provided by an office vehicle and therefore already accounted for in the vehicle emissions.

Mobile sources

Mobile GHG emissions result from the combustion of fuel in an organization's owned and leased vehicles. In accordance with the operational control approach for organizational boundaries, the UNFPA reports data for fleet vehicles that it owns and operates (data on vehicles operated by implementing partners is not included).

The majority of UNFPA offices report the quantity of fuel used from driver logs or invoices. Many vehicles have fuel consumption logs to track their purchases.

All the mobile sources data is entered either by fuel used or by distance traveled. GHG Emission Calculator asks the offices to specify vehicle type and fuel type. Not all offices report mobile fuel use. Some do not have any owned or leased vehicles.

Optional reporting: Water consumption

Water consumption was optional exercise for the offices to report in 2014, though we encourage offices to do so through accessing water bills and/or meters. The UNFPA is striving to make water consumption a mandatory exercise starting next year, as this data will be integral to the UN's broader sustainability reporting in the coming years.

Optional reporting: Waste management

Like in previous years, local focal points were also asked to report on waste management as part of the 2014 GHG inventory, however on a voluntary basis. Nevertheless, providing the data was highly encouraged given that the data will be integral to the UN's broader sustainability reporting in the coming years. However, due to the voluntary nature of the reporting and the limited data turnover, the collected data cannot be considered reliable for 2014. Reported data have been recorded on a UNFPA internal spreadsheet but will not be shared with SUN.

2.4 Emissions quantification

2.4.1 Quantification method:

See UN-wide IMP

Note on quantification of Scope 3 emissions - duty travel emissions (air travel):

Business air travel is a significant component of UNFPA emission profile. In the UN GHG inventory, emissions from air travel are calculated using the ICAO air travel calculator (v 3.0) released in June 2014 and replacing the previous versions (v 2.6) used for the 2012 inventory.

Proxies for total countries' emissions were used for the following countries: Argentina, Barbados, Cape Verde, Chile, Dominican Republic, Equatorial Guinea, Guyana, Liberia, Libya, Syrian Arab Republic, and Trinidad.

Travel proxies following UN protocol were used for: South Africa and Somalia.

2.5 Data Management

2.5.1 The UNFPA Data Collection:

The UNFPA continued to centralize GHG emissions data collection and management in 2014 by using a Web-based inventory management application called GHG Emission Calculator available through the UNFPA Intranet <https://www.myunfpa.org/Apps/EmissionCalc/app//index.cfm>

It allows users to input activity data via a simple online questionnaire that collects information in following categories:

- General – number of month at this property in 2014, office space occupied by UNFPA, total number of staff physically located in UNFPA facilities.
- Vehicle – by fuel used, or by distance travelled.
- Generators
- Electricity use
- Heating
- Cooling
- Travel – rail and bus travel, and Air Travel
- Water
- Additional – waste, recycling

Data owners in country offices are typically green focal point staff or designated administrative staff who collect the necessary information. A notification is sent to green focal points in the second quarter of each year alerting them that annual GHG Emissions Calculator application is ready for entries. The system is secure and requires data providers (GHG Emission calculator Users) to have the right to work with the GHG Emission Calculator.

2.5.2 Source of Activity Data:

Vehicle Sources

- Fuel consumption/mileage for office car: activity data typically comes from fuel purchase receipts and/or log book records. Where fuel purchase data is not available, typically driver log information on fuel purchases or mileage is used.

Generators

- Generators on-site that are UNFPA owned. This information is usually collected from purchasing records maintained by facility managers of buildings and/or contacting building management or the vendor directly.

Electricity

- Emissions from electricity usage typically come from landlords for leased buildings and from monthly electric utility bills for owned buildings.

Steam

- Purchased steam or heat from an individual Combined Heat and Power plant (CHP) can be acquired by consulting the purchasing records (amount of steam/heat purchased) and/or contacting the building management.

Travel

- Air Travel data is collected the following way. First, Field Office Focal Point obtains annual travel data through their local travel management contractor. Then, the itinerary with expressed IATA codes and class of travel is transferred for processing into the ICAO calculator. Afterwards, the final number is entered to GHG emission calculator under Air Travel category. A copy of each country's travel ICAO report is saved for internal records and verification purposes.
- Land-based travel including bus and train is calculated by distance travelled and the latest UN emission factors.

2.5.3 Normalization Factors:

See UN-wide IMP

2.5.4 Data Collection Process for Normalization Factor:

Office square meters and number of personnel are self-reported by individual offices via the UNFPA GHG calculator application.

2.5.5 Data Collection Process – Quality Assurance:

Uncertainty is widespread in all data sources, as office reports are not accompanied by any supporting evidence but rely fully on the accuracy of reporting personnel.

To provide a level of quality assurance with the country office activity data, all office entries are reviewed in detail and clarifying questions are sent to key contacts. When clarifying information is not received,

data is taken out of the inventory if it has a large potential for error and will skew inventory results. In these cases an estimate is made when possible.

To detect obvious errors, year on year comparison of the reported emission levels is performed. This type of quality check is possible for offices that are at least in their second year of reporting.

2.5.6 Data Collection System Security:

Data Collection System is administered through the MYUNFPA intranet site. A maximum of two GHG focal points per office are provided access to that office's information. Admin-level access is provided only to UNFPA's GHG focal point at the executive office.

2.5.7 Integrated Tools:

Custom GHG Application is accessed on the MYUNFPA intranet site.

2.5.8 Frequency:

Facility data will be reported on an annual basis in time for annual inventory reporting, generally by the end of the third quarter of the year.

2.6 Base Year

2.6.1 Base Year:

UNFPA performed its first GHG inventory in **2008** as per UN- Wide Inventory Policy.

2.6.2 Base Year Recalculation Policy:

At present, a Base Year Recalculation Policy specific to UNFPA does not exist. UNFPA will follow the UN-wide recalculation policy when this is made available, or until its internal recalculation policy is developed.

2.6.3 Adjustment – Structural Changes:

Structural changes include mergers, acquisitions, and divestments and/or outsourcing or in-sourcing of GHG emitting activities. Changes in the status of leased assets also are considered structural changes. At this stage UNFPA did not have any structural changes compared to the base year.

2.6.4 Adjustment – Methodology Changes:

Methodology changes include changes in activity data accuracy, changes in emission factors, changes in electricity intensity or air travel intensity figures, and/or changes to the methodology used to calculate GHG emissions.

UNFPA follows the UN wide guidance in this area.

2.7 Management Tools

2.7.1 Roles and Responsibilities:

GHG Focal Points in each of the field offices provided office information into the UNFPA GHG Database. This information is then compiled by a GHG Focal Point at the UNFPA HQ office.

Each UNFPA office is encouraged to have a chart to track roles and responsibilities. This IMP contains detailed roles and responsibilities for UNFPA HQ only.

Emission Source	Location	Department Responsible	Persons responsible
Electricity, boilers, Refrigeration, waste	UNFPA HQ Leased space	FASB	Mr. Rogelio Abreu, Administrative & Facilities Management Associate
Mobile combustion sources	Owned UNFPA HQ vehicles	Office of Security Coordinator	Mr. Jimmy Lopez, Security Assistant
Business travel	Travel booked through American Express	FASB	Ms. Elsa Kandelman, Chief, Travel Services

2.7.2 Training:

The UNFPA understands that the large majority of local focal points performs different professional functions and is not familiar with issues of climate neutrality or environmental sustainability. It is

therefore important that the Emissions calculation tool is as simply as possible. UNFPA's GHG calculator fulfills this prerequisite without compromising quality of data.

2.8. Auditing and Verification

2.8.1 Internal Auditing:

Internal procedures used to verify accuracy of GHG inventory. UNFPA has a data quality review in place for all data submitted by Country Offices, to ensure that results are realistic.

2.8.2 External Validation and/or Verification:

At this stage there is no External procedures (i.e. 3rd party verifiers) used to verify accuracy of GHG inventory.

2.8.3 Management Review:

At present, there is no management review process for the GHG inventory.