# UNOPS Environmental Inventory Management Plan 2022

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This document is produced thanks to the collective input of UNOPS personnel, especially Health, Safety, Social and Environmental (HSSE) management focal points for environmental reporting.

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# 1. Introduction

As part of the Strategy for Sustainability Management in the UN System 2020–2030, UNOPS is required to complete an Environmental Inventory and a related Inventory Management Plan (IMP) once a year. The inventory results and IMP also feed into UNOPS Annual Report to the Executive Board, Sustainability Report and Content Index based on the Global Reporting Initiative (GRI) framework. This IMP serves the purpose of enabling UNOPS to better understand and keep track of its environmental footprint, activity data and internal assets. The IMP is an external document that records the details of each inventory and helps to institutionalize a process for preparing a high-quality inventory. The IMP is filed together with the Inventory each year.

Two sets of IMPs, with different levels of detail, are being prepared:

- a UN-wide IMP developed by UN Environment Programme (UNEP) / Sustainable UN (SUN), which details the commonly followed principles and data at the UN level. The UN-wide IMP will provide part of the information for the agency-level IMP; and
- an agency-level IMP developed by UNOPS, which contains information on the agency-specific activity data, sources, policies facilities and equipment. To avoid repetition and enhance clarity, there is referencing between these two IMPs.

The UN Environmental Inventory follows a common minimum boundary and greenhouse gas (GHG) emissions accounting principles mostly prescribed by the World Resources Institute / World Business Council for Sustainable Development GHG Protocol, but at the same time allows participating UN entities flexibility within these limits.

# 2. IMP 2022

## 2.1. Version information

| Description | Details |
|---|---|
| Reporting period | 2022 (1st January to 31st December) |
| Reporting platform | Impacti Solutions' carbon footprint reporting tool |
| Version number of IMP | v1 (16/05/2023) |
| Corresponding inventory version number | v1 |
| Date IMP completed | (16/05/2023) |

## 2.2. Boundary conditions

### 2.2.1. Organizational boundary

UNOPS applies the principle of operational control to define the boundaries of its inventory. UNOPS adheres to the UN-wide boundary for environmental reporting (see UNEP IMP 2022-2023, "Boundary Conditions and Definitions"), with the following exception:

- small offices with fewer than five UNOPS supervised personnel[1] are not included in UNOPS reporting boundary. These are often embedded in other entities or organisations (other UN, Ministries, etc.); or don't have the capacity to obtain inventory data due to their size. It is not currently possible to account for offices with fewer than five personnel using assumptions with high sensitivity and/or proxies.

### 2.2.2. List of facilities included in this Inventory

See the UN-wide IMP for the approach taken to facilities, including considerations on the impact of Covid 19 on home-working.

The list of UNOPS facilities falling within the reporting boundary (five or more UNOPS supervised personnel) has been derived from ERP system, excluding personnel whose duty station is defined as "home-based" in their contract.

The list has been further refined with the assistance of Regional Management and Oversight Coordinators. UNOPS offices open, close and fluctuate frequently, so does the number of personnel. During the inventory process, local focal points have been asked to provide an office occupancy figure that presents the best approximation to reality: either a yearly average, or a snapshot as of 31 December 2022. The figure provided by local focal points is the official total personnel figure appearing in the UNOPS Environmental Inventory report.
Remarks:

- In some cases, an office has not been able to report its flight list independently from other duty stations in the country or do not have any flights to report; those cases are marked as "No flights".

**| UNOPS headquarters (HQ)**

| Name of office | City | Other offices jointly reporting | Remarks |
|---|---|---|---|
| Denmark | Copenhagen | AFR, AFRICA REGIONAL OFFICE based in UNOPS HQ Copenhagen CER, REGIONAL PORTFOLIO | Denmarks's report contains entitlement travel for both HQ and AFR |
| Finland | Helsinki | | |

**| Africa Region (AFR)**

| Name of office | City | Other offices jointly reporting | Remarks |
|---|---|---|---|
| Benin | Cotonou | | |

[1] For the purpose of this document and of the Environmental Inventory, all individuals performing continuous work within UNOPS premises are considered personnel, as contract modalities are irrelevant when considering environmental footprint. Therefore, personnel include staff members, consultants, JPOs, interns, volunteers, etc.

| Name of office | City | Other offices jointly reporting | Remarks |
|---|---|---|---|
| Burkina Faso | Ouagadougou | | |
| Cameroon | Yaounde | | |
| Central African Republic | Bangui | | |
| | Bossangoa | | No flights |
| | Kaga Bandoro | | No flights |
| Democratic Republic of the Congo | Bukavu | | |
| | Bunia | | |
| | Gbadolite | | |
| | Goma | | No flights |
| | Kalemie | | |
| | Kinshasa | | |
| Djibouti | Djibouti | | |
| Ethiopia | Addis Ababa | | |
| Gambia | Banjul | | |
| Ghana | Accra | | |
| Guinea | Conakry | | |
| | Nzerekore | | No flights |
| Guinea-Bissau | Bissau | | |
| Kenya | Nairobi | | |
| Mozambique | Pemba | | |
| Niger | Niamey | | |
| Senegal | Dakar | | |
| Sierra Leone | Bo | | No flights |
| | Freetown | | |
| Somalia | Mogadishu | | |
| South Sudan | Bor | | No flights |
| | Juba | | |
| | Kangi | | No flights |
| | Kapoeta | | No flights |

| Name of office | City | Other offices jointly reporting | Remarks |
|---|---|---|---|
| | Melut | | No flights |
| | Pibor | | No flights |
| | Torit | | No flights |
| Sudan | Khartoum | | |
| | Port Sudan | | |
| Tunisia | Tunis | | |
| United Republic of Tanzania | Dar-es-Salaam | | |
| Zambia | Lusaka | | No flights |
| Zimbabwe | Harare | | |
| | Chipinge | | No flights |
| | Chimanimani | | No flights |

**Asia Region (AR)**

| Name of office | City | Other offices jointly reporting | Remarks |
|---|---|---|---|
| Afghanistan | Kabul | | |
| | Mazar-I-Sharif | | No flights |
| Bangladesh | Dhaka | | |
| Cambodia | Phnom-Penh | | |
| Indonesia | Jakarta | | |
| Lao People's Democratic Republic | Vientiane | | |
| Myanmar | Mandalay | | No flights |
| | Nay Pyi Taw | | No flights |
| | Yangon | | |
| Nepal | Kathmandu | | |
| Pakistan | Islamabad | | |
| | Peshawar | | |
| Papua New Guinea | Port Moresby | | In 2022, UNOPS rented office space from Grand |

| | | | |
|---|---|---|---|
| | | | Papua Hotel in Port Moresby, while waiting for the renovation of their own office space. It was not possible to track utilities there, proxies were applied. |
| Philippines | Cotabato City | | |
| | Manila | | |
| Sri Lanka | Batticaloa | | No flights |
| | Colombo | | |
| | Matara | | No flights |
| Thailand | Bangkok | | Bangkok's report contains entitlement travel for the whole AR |

### | Europe and Central Asia Region (ECR)

| Name of office | City | Other offices jointly reporting | Remarks |
|---|---|---|---|
| Albania | Tirana | | |
| Austria | Vienna | | |
| Belgium | Brussels | | |
| Georgia | Tbilisi | | |
| Germany | Bonn | | |
| Kosovo (under UNSCR 1244/99) | Pristina | | |
| Serbia | Belgrade | | |
| Switzerland | Geneva | Global health campus | Geneva's report contains entitlement travel for the whole ECR |
| Ukraine | Kyiv | | |

### | Latin America and Caribbean Region (LCR)

| Name of office | City | Other offices jointly reporting | Remarks |
|---|---|---|---|
| Argentina | Buenos Aires | | |
| Brazil | Brasilia | | |
| Costa Rica | San Jose | | |
| El Salvador | San Salvador | | |
| Guatemala | Guatemala City | | |

| | | | |
|---|---|---|---|
| Haiti | Gonaives | | |
| | Hinche | | No flights |
| | Les Cayes | | |
| | Port-au-Prince | | |
| Honduras | Tegucigalpa | | |
| Mexico | Mexico City | | |
| Nicaragua | Managua | | |
| | Puerto Cabezas | | |
| Panama | Panama City | | Panama City's report contains entitlement travel for the whole LCR |
| Paraguay | Asuncion | | |
| Peru | Lima | | |
| Uruguay | Montevideo | | No flights |

**| Middle East Region (MR)**

| Name of office | City | Other offices jointly reporting | Remarks |
|---|---|---|---|
| Djibouti | Djibouti | | |
| Iraq | Baghdad | | |
| | Erbil | | No flights |
| Jordan | Amman | | Amman"s report contains entitlement travel for the whole MR |
| | Irbid | | No flights |
| Lebanon | Beirut | | No flights |
| State of Palestine | East Jerusalem | | |
| | Gaza | | No flights |
| Syrian Arab Republic | Damascus | | No flights |
| Yemen | Sana'a | | |

**| New York Service Cluster (NYSC)**

| Name of office | City | Other offices jointly | Remarks |
|---|---|---|---|

| | | reporting | |
|---|---|---|---|
| Afghanistan | Kabul | | |
| Burkina Faso | Ouagadougou | | |
| Central African Republic | Bangui | | |
| Colombia | Bogota | | |
| Democratic Republic of the Congo | Goma | | |
| Finland | Helsinki | | |
| Iraq | Baghdad | | |
| | Erbil | | |
| Italy | Brindisi | | |
| Lebanon | Naqoura | | |
| Mali | Bamako | | |
| | Gao | | No flights |
| | Mopti | | No flights |
| | Tombouctou | | No flights |
| Nigeria | Maiduguri | | |
| Somalia | Mogadishu | | |
| South Sudan | Juba | | |
| Spain | Valencia | | |
| State of Palestine | Gaza | | |
| Sudan | Abyei | | |
| | Khartoum | | |
| Syrian Arab Republic | Damascus | | |
| Uganda | Entebbe | | No flights |
| United States of America | New York | | New York's report contains entitlement travel for the whole NYSC |

### 2.2.3. List of GHGs being accounted for under the UNOPS Environmental Inventory

See UN-wide IMP, "GHG Inventory - Covered Greenhouse Gases"

### 2.2.4. Emission source categories (direct, indirect and optional sources of GHG emissions)

See UN-wide IMP, "Emission sources"

### 2.2.5. Waste being accounted for under the UNOPS Environmental Inventory, categories and disposal method

UNOPS reports on its waste generation using the categories listed in the UN IMP, and reports on its disposal /end-use using the list of methods listed there. For details, see UN-wide IMP, "Waste Inventory"

### 2.2.6. Water use reported under the UNOPS Environmental Inventory

UNOPS reports on water used at its facilities according to the UN-wide IMP (see "Water inventory").

## 2.3. UNOPS 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 UNOPS shares office facilities without a separate metre, emissions are apportioned by percentage of total square metres.
- Offices with 5 or more personnel in average throughout the year are required to report. The personnel headcount includes every individual holding a UNOPS contract (staff, ICA holders, interns, volunteers, etc.) and working from the office on a regular basis (individuals making use of home-working opportunities are still counted as full time office-based personnel).
- All offices are required to report on electricity, refrigerants, steam and generator fuel consumption (when applicable).

**Air travel**

- UNOPS includes all travel paid for and managed by the organisation (under UNOPSTravel Policy) in its inventory. Travel that is booked as part of UNOPS projects and/or for UNOPS partners, which is outside of UNOPS financial and administrative control, is not included in the inventory. The inventory includes:
    - All air travel carried out through commercial passenger airlines
    - Air travel carried out through WFP's UN Humanitarian Air Services (UNHAS). Humanitarian air travel carried out using the UN Peacekeeping Missions airlines is fully accounted in the UN DPO's GHG report; and therefore it is excluded from UNOPS report.
    - Entitlement travel paid for by UNOPS but purchased independently by personnel

- UNOPS corporate travel tool - TADA - is mandatory for use since 1st July 2022 and is the main database of travel itineraries. Before 1st July TADA was in use on a voluntary basis, and its records have been cross-checked with its antecedent, the Travel Reporting Tool (TRT). For additional control in this transition

period, the travel list has been further cross-checked with the records in the corporate booking tool CWT (although the latter is not used by all offices).

- The regional travel lists obtained through these databases were shared with each reporting office, and focal points were asked to confirm, and if necessary correct and integrate, their country office travel list.
- Where IATA codes of the reported itineraries are still faulty and/or incomplete, they are corrected by the HQ HSSE Team on the basis of likelihood/approximations.
- Emission values for UNOPS' UNHAS flights were provided by the WFP UNHAS team, based on their records of fuel consumption and passenger log for 2022.
- Entitlement Travel (ET) for international personnel is estimated on the basis of a commercial air travel quotation, and paid as a lump sum to the beneficiary personnel member. UNOPS keeps no records of the actual ticket bought or of the travel. Therefore, in 2022 ET was calculated as follows:
    - For staff members, the following ET modalities are included: travel to join, travel to separate, reassignment to a new duty station, home leave. This includes the eligible dependents (in family duty stations only).
    - Flight itineraries are generated as follows: the closest large commercial airport to the indicated duty station/place of recruitment/home leave cities (as relevant) was selected for generating itineraries. Class of travel is always assumed as economy class. The resulting travel list is entered into the ICAO calculator to generate emission data.
    - For 2022, it was not possible to obtain exact data on the number of International Contractors (ICA) who benefited from travel to join or separate. It was estimated that 88% of the total number of individuals who joined/separated from the organisation benefited from the travel lump sum. The average per-trip emission value obtained for the staff ET was added to this list.
    - Since Q4 2022, the relocation travel lump sum has been extended to ICA dependants too. It was not possible to obtain the number of dependants who benefited from this lump sum, and this is recorded as a data gap.
    - ET was also calculated for interns, with the same methodology used to estimate emissions for ICA holders.
    - Rest and Recuperation (R&R) entitlement travel for staff members is also subsidised by UNOPS. As R&R is calculated and disbursed at local level, it was not possible account for it and it is marked as a data gap.

**Public transportation**

- Official duty travel using other means of transportation than air is irregularly recorded.
- Where local focal points provide this information, it is included in the inventory.
- It is impossible to quantify the size of the data gap for official duty travel by train, car and boat.

**Mobile sources**

- It is impossible to quantify the size of the data gap for mobile sources.

**Water consumption**

Water consumption data is collected following the GRI Standard on Water and Effluents (303). The data is relatively accessible through water bills and/or metres. Where UNOPS shares office facilities without a separate metre, water consumption is apportioned by percentage of personnel.

**Waste management**

Waste management data is collected following the GRI Standard on Waste (306). The data is accessible to some extent through waste contractor bills, however, less frequently than water data. The data turnover for waste management has significantly improved in the past few years, but full coverage has still not been obtained due to

the voluntary nature of the reporting in the past. Where UNOPS shares office facilities without separate bills, waste generation is apportioned by percentage of personnel.

## 2.4. Emissions calculation and quantification

### 2.4.1. Quantification method

For UNOPS approach to GHG emissions calculations, see the UN-wide IMP, under "GHG Inventory Calculations". All deviations from the UN-wide IMP methodology are listed below:

- Emission factors (EFs): in 2022, UNOPS conducted its environmental inventory data collection and its emissions calculation using the online tools "Impacti Carbon". The EFs used by Impacti Carbon in 2022 were different from the UN-wide IMP in the following cases:
  - EFs for Facility fuels and Company vehicles were based on the GHG Protocol, Emission Factors from Cross-Sector Tools, March 2017
  - EFs for Ground business travel were based on the GHG Protocol, Transport Tool_v2_6, 2015
  - EFs for Purchased steam were based on utility providers' specific EFs, as reported by country offices or retrieved through desktop research (more details in the table below)

- Renewable energy certificates of origin (RECs or GOs): Electricity emissions are based on the International Energy Agency (IEA) EFs; the share of renewable energy in the national mix is calculated accordingly. Unlike the UN-wide IMG, where offices have reported purchases of RECs and GOs this information is recorded but the national grid's values are applied, to maintain a consistent location-based reporting approach (following ISO 14065-Part 1).

- Purchased steam: the UN-wide IMP encourages the use of supplier-specific emission factors for steam generation. This was only reported by a few offices; in the other cases, it was considered preferable to research public information on steam generation emission factors and/or fuel mix at country/city level, rather than applying the general proxy suggested by the UN-wide IMP (an emission factor for natural gas - 0.255 kgCO2e/kWh - when the fuel is unknown). The table below summarises the EFs used in each location that reported steam purchases, and the relative source of information.

| Country | Entity | Emission Factor (tCO2e/kWh) | Description |
|---|---|---|---|
| Germany | Bonn | 0.000126 | Bonn energy utility states that district heating is generated at combined heat and power plants with 90% efficiency. Fuel mix is natural gas, waste heat from incineration of municipal waste and renewables.<br><br>EF: Calculated based on 49.7% natural gas and 50.3% renewables (0 EF). (Source 2016, Description of heat recovery from waste incineration)<br><br>Note: Data is from 2016, so EF considered conservative as the Bonn utility has added more renewables to their steam fuel mix since then and plans to be carbon neutral by 2035. |
| Denmark | Copenhagen | 0.0000345 | Reported by UNOPS Copenhagen Office for the 2022 UNOPS Inventory.<br><br>Comment from Office: |

| | | | |
|---|---|---|---|
| | | | Emission factor: 34,5g CO2e/kWh*<br>Based on HOFOR Miljødeklaration 2021 |
| Switzerland | Geneva | 0.000140 | Swiss energy utility company states that district heating is powered by 56% non-fossil fuels (Source 2018).<br><br>EF: Calculated based on 44% natural gas and 56% waste heat.<br><br>- EF of natural gas = 0.255 kg/CO2e (Source: IMP 2022-2023)<br>- EF of electricity for heat recovery of waste heat = 0.0401 kg/CO2e (Source: District Energy Use and Emissions Calculator, 2022, BC Government, originally from Climate Registry EF Database, 2021) |
| Finland | Helsinki-HQ | 0.000223 | Finland energy utility states that district heating is generated at combined heat and power plants. Fuel mix is mainly natural gas and some coal.<br><br>EF: Sourced directly from utility company, Helen Ltd. District (Source 2021) |
| Finland | Helsinki-NYSC | 0.000223 | Finland energy utility states that district heating is generated at combined heat and power plant. Fuel mix is mainly natural gas and some coal.<br><br>EF: Sourced directly from utility company, Helen Ltd. District (Source 2021) |
| Ukraine | Kyiv | 0.000255 | EF sourced from IMP 2022-2023, Purchased Steam: Unknown fuel type (Natural gas) |
| United States | New York | 0.000109 | EF reported in the UN General Assembly 2022 Inventory reporting |
| Georgia | Tbilisi | 0.000255 | EF sourced from IMP 2022-2023, Purchased Steam: Unknown fuel type (Natural gas) |
| Albania | Tirana | 0.000255 | EF sourced from IMP 2022-2023, Purchased Steam: Unknown fuel type (Natural gas) |
| Austria | Vienna | 0.000134 | The mix is 45.4 % biomass, 35.5 % natural gas, 7.9 % residual waste. Other sources are oil (6.3 %) and coal (3.7 %). (Source 2020 EU Horizon project)<br><br>EF calculated based on reported mix of fuel sources to generate steam. |

### 2.4.2. Proxies used for each emission source category including all assumptions made, possible resulting errors/shortcomings, and ways we plan to improve these in the future

| Emission source | Option # | Proxy | Possible errors | Plan to improve data |
|---|---|---|---|---|
| Electricity | 1 | Use $m^2$ energy | Energy intensity of similar offices | Distributing smart metering |

| | | | | |
|---|---|---|---|---|
| consumption | | efficiency index (EEI) of nearby building | in the same area is assumed to be similar. The proxy doesn't allow for capturing energy efficiency improvements. | devices to offices, to allow them monitoring their consumption of energy from the grid and from generators in real time. |
| | 2 | Use $m^2$ energy efficiency index (EEI) of comparable office locations. | Energy intensity of similar offices in a comparable geographic area is assumed to be similar. The proxy doesn't allow for capturing of energy efficiency improvements. | It will continue to be used when other options are inapplicable. |
| Steam consumption | 1 | Use $m^2$ steam consumption of nearby building | Steam consumption of similar offices in the same area is assumed to be similar. The proxy doesn't allow for capturing efficiency improvements. | Working with country offices to obtain steam consumption data from host governments, agencies managing common premises, steam providers, etc. |
| | 2 | Use $m^2$ steam consumption of comparable office locations. | Steam consumption of similar offices in a comparable geographic area is assumed to be similar. The proxy doesn't allow for capturing efficiency improvements. | It will continue to be used when other options are inapplicable. |
| Fuel combustion | 1 | Estimate fuel consumption on the basis of the monetary cost (from bills). | The proxy is not fully reliable especially in cases of highly volatile fuel prices. | Distributing smart metering devices to offices, to allow them monitoring their consumption of energy from the grid and from generators in real time. |
| | 2 | Use $m^2$ energy efficiency index (EEI) of comparable office locations. | Energy intensity of similar offices in a comparable geographic area, with a similar pattern in generators usage is assumed to be similar. The proxy doesn't allow for capturing energy efficiency improvements. | Using the newly introduced data quality categorisation, we will create a list of reliable stationary fuel consumption data upon which to base an improved set of proxies. |
| Refrigerants | 1 | If the amount and/or the type of refrigerant purchased are unknown, use SUN proxy based on the size of the building area that utilizes air conditioning and R410a as a refrigerant. | The proxy is based on the size of the building area that utilizes air conditioning. For this purpose, the UN Environmental Inventory applies an assumed leakage rate of 1 kg refrigerant per 465 m2. The proxy doesn't allow for capturing energy efficiency improvements.<br>If the type of refrigerant used is unknown, the inventory calculator uses the GWP of R410a, a very common refrigerant. | It will continue to be used when other options are inapplicable. |
| | 2 | For refrigerant leakage from vehicles with air conditioning systems, use the SUN proxy. | All UN air-conditioned UN vehicles are assumed to use the same refrigerant type and have the same refrigerant leakage rate. The assumed refrigerant type for all vehicles is R134a, and the estimated leakage rate is of e 166 kg of CO2eq a year per vehicle. | It will continue to be used when other options are inapplicable. |

| | | | | |
|---|---|---|---|---|
| Air travel | | Entitlement Travel proxy for ICA/interns, when travel departure and destination are not available | Average carbon footprint and trip distance available from staff Entitlement Travel trips used as proxies for missing trips; large margin of error. | Establish a centralized interface to register and report on ET details globally. |
| Public transport | | Travel to/from airport | SUN recommends applying a proxy of 25 kilometres per terminal recorded under "taxi" where local practices are unknown. Inaccurate measure; it is paid as a lump sum, hence we cannot know the actual transport modality. The proxy also does not capture efficiency improvements (e.g. travelling by public service). | This emission source represents a minimal share of UNOPS footprint; and the burden for more accurate reporting is disproportionately large. Hence, this proxy will continue to be used. |
| Vehicle fleet | | Fuel consumption | Estimates based on average fuel cost should be quite reliable even if not 100 per cent accurate. | Plan to require all drivers to log and report fuel consumption for their vehicles annually. |

## 2.5. Data management

### 2.5.1. Sources of activity data

Data collection is performed by local focal points, who fill reports on IMPACTI Carbon Tool with support from building administrators, logistics officers and office managers. In addition, local focal points confirm the list of official duty travel (see below) based on a review from the office travel focal point and/or administrative assistant.

**Scope 1:**

- Fuel for stationary combustion: the source of activity data is typically invoices that report on quantities of purchased fuel, estimates based on average fuel cost, or consumption profiles recorded by building administrators.
- Fuel consumption/mileage for office vehicle fleet: activity data typically comes from fuel purchase receipts and/or log book records. Alternatively, vehicle log books are used to obtain mileage data.
- Refrigerants consumption: the source of activity data is typically limited to the refrigerant type, verified through physical inspection of the equipment. Occasionally, activity data on yearly refrigerants purchase based on invoices is available.

**Scope 2:**

- Electricity consumption: the source of activity data is typically bills from electricity providers, or consumption profiles provided by building administrators.
- Steam consumption: the source of activity data is typically invoices with quantities of purchased steam, or consumption profiles provided by building administrators.

**Scope 3:**

- Air travel data: air travel activity is monitored through UNOPS TADA corporate travel authorisation tool and corporate travel agency's travel booking records; reporting on the UNOPS Travel Registration Form; or the creation of a summary list of travel authorizations in every office. Processing of travel itineraries is centralized to avoid duplications and inconsistencies.
- Air travel emission offsets: the ICAO Calculator v.5.0.7 with 2022 emission factors was used to calculate the GHG emissions from commercial flights. The Calculator is also reporting the amount of $CO_2e$ that is

already offset under the EU Emissions Trading System (EU ETS): in UNOPS case, 68.51 t $CO_2e$ already offset in the ETS were removed from the total figure of offsets to be cancelled on UNOPS behalf to achieve climate neutrality for its 2022 operations.

- Public transport data: public transport activity is monitored through the same travel authorization list used for air travel, even though reporting on travel modalities other than air is less accurate.

### 2.5.2. Data management

The data collection process is decentralized. The HQ HSSE Team provides global coordination and project management.

The data collection process is based on a network of focal points designated in every office hosting five or more personnel. In January 2023, four 1-hour online training sessions were offered to focal points to provide direct guidance on how to complete the reports on the IMPACTI Carbon Tool and improve the quality of their reports.

All input data is uploaded by focal points on IMPACTI, and output GHG emissions data are calculated accordingly to the Emission Factors contained therein. The only exception to this is the air travel, which is processed by the HSSE Team in the ICAO calculator and subsequently uploaded on IMPACTI.

### 2.5.3. Normalization factors

See UN-wide IMP

### 2.5.4. Data collection process for normalization factors

Two normalization factors are used: "$m^2$" and "number of personnel". Data on both normalization factors is collected through the IMPACTI Carbon Tool.

### 2.5.5. Quality assurance

Uncertainty is widespread in all data sources, as reporting offices were not required to provide supporting evidence; the Inventory relies fully on the accuracy of reporting personnel.

However, 2022 was the first year when a data quality assurance process was conducted parallel to the reporting process on the IMPACTI Carbon Tool. During the 1-month reporting period, focal points were repeatedly contacted by HSSE team members to discuss data quality and consistency, verify dubious information, ensure timeliness of reporting. In addition, each data point was evaluated and rated on a 3-point scale (green = actual data; yellow = prorated data or reliable proxy; red = data gap or unreliable proxy). This rating provides additional insight on the level of reliability of the Inventory report at office, country and regional levels.

Once the inventory was finalised, all data was quality checked and screened one additional time by the HQ HSSE Team, prior to submission to the UNEP/ SUN facility.

### 2.5.6. Integrated tools

There were no tools directly integrated into the Inventory reporting platform in 2022.

An external tool, TADA (the UNOPS internal Travel Registration Tool) was used to retrieve a complete dataset of all official duty travel starting from 1st September 2022. Before that date, a combination of sources was used to track official duty travel (see section 2.4.1 "Sources of activity data" for more details)

### 2.5.7. Frequency

Annual activity data for the Environmental Inventory for the previous calendar year are collected by local focal points and submitted to the HQ HSSE Team annually.

## 2.6. Base year

### 2.6.1. Base year

UNOPS performed its first Environmental Inventory in 2008 from its headquarters. This was considered a learning exercise and the experience was used the following year in the roll-out to field locations. Hence data for 2009 represents the first attempt to map UNOPS global environmental footprint.

However, 2009 data is not verifiable, no IMP has been produced for that inventory, and air travel figures (representing 36 per cent of total emissions) in particular are unreliable. Choosing 2008 or 2009 as the base year would provide a distorted perception of UNOPS environmental performance over time. The 2010 inventory had better coverage and higher quality data, however it still did not provide a complete picture of the corporate environmental profile.

The inventory scope, quality and coverage was further expanded and improved until 2016; the 2016 inventory had significantly improved coverage and data quality. It should thus be expected that this inventory serves as the base year inventory.

### 2.6.2. Base year recalculation policy

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

## 2.7. Management tools

### 2.7.1. Roles and responsibilities

The roles and responsibilities for the global inventory 2022 were as follows:

- HQ HSSE Team: responsible for organising the Inventory, selecting and contracting the reporting platform, identifying reporting offices, providing training, overseeing the data delivery and executing quality controls, confirming the final results for internal and external reporting.
- Regional Management and Oversight Advisors/HSSE Coordinators (may vary by Region): confirming reporting offices within the boundary, identifying focal points, providing managerial support to ensure delivery of data
- Nominated Country Office Focal Points: participate in the provided training opportunities, collect and report the requested input data to the best available quality

### 2.7.2. Training

As every year, also in 2022 there was a need to provide guidance and training for performing the Inventory. It should be noted that the large majority of local focal points perform different professional functions than environmental sustainability. As a new online tool - IMPACTI Carbon - was introduced in 2022, training and assistance in the use of the tool was also provided

To respond to the training requests, 4 online training sessions were offered to local focal points in January 2022. A "GHG Café" has been made available twice a week for raising questions and concerns throughout the inventory period; and a large number of individual and ad hoc sessions have been held with focal points.

## 2.8. Auditing and verification

### 2.8.1. Internal auditing

Quality checks are conducted for the inventory, as described in section 2.4.5 "Quality Assurance". There are currently no plans for an internal auditing of the Environmental Inventory 2022.

### 2.8.2. External validation and/or verification

At present, there are no plans in place for external validation of the Environmental Inventory.

### 2.8.3. Management review

At present, there is no management review process for the Environmental Inventory.

# 3. Appendix: Overview of UNOPS 2022 Environmental Inventory

| Summary | |
|---|---|
| Reporting period | 1 January - 31 December 2022 |
| Number of inventories completed[2] | 122 |
| Number of staff included in assessment | 4,942 |
| % of staff covered in assessment | 93%[3] |
| Total GHG emissions [tonnes $CO_2e$] with optional emissions | 11,645 |
| Total office space [$m^2$] | 88,707 |
| Global average emissions per staff [tonnes $CO_2e$] | 2.5 |

[2] The number reflects "number of duty stations that reported emissions" - even if in some duty there may more than one inventory (e.g. multiple offices or offices from different units in the same location).

[3] 4,942 personnel were included in the inventory as confirmed by the local focal points, and HR records indicated a total of 5,309 UNOPS supervised personnel at the end of 2022 = 93% coverage by the inventory.