Staff Guide to Greening UNESCO

"A positive contribution to climate change requires
a change of deep-rooted patterns of behaviour and a collective effort
involving every individual and countless everyday gestures".

UNESCO Director-General Ms Irina Bokova

United Nations
Educational, Scientific and
Cultural Organization

Message from our DIRECTOR-GENERAL

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Climate change is the defining challenge of our time - threatening biodiversity, weakening ecosystems, modifying water cycles and endangering food supplies.

Developed by the **Greening UNESCO Voluntary Group**, this Staff Guide to Greening UNESCO offers simple tips to incorporate environmentally-friendly behaviour into our work life.

If all the UNESCO employees, working in different locations across the world, follow the suggestions in this guide, I am convinced we can make significant progress to reducing the Organization's environmental impact.

Irina Bokova

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Greening TERMINOLOGY

[1], [2], [3], [8]

Global warming: The rise in Earth's temperature since the Industrial Revolution, caused by increasing concentrations of Greenhouse Gases (GHG) in the atmosphere, resulting from human activity such as deforestation and burning fossil fuels (coal, oil, natural gas).

Greenhouse gases (GHG) include:

- Carbon Dioxide **CO_2** comes from fossil fuels (i.e. transportation, electricity and heat), deforestation, ciment production and chemicals.
- Methane **CH_4** is emitted by livestock, fossil fuels, landfills and wastewater.
- Nitrous oxide **N_2O** comes from fertilizers, which cause acid rain.
- Hydrofluorocarbons **HFCs**, Perfluorocarbons **PFCs** and Sulphur Hexafluoride **SF_6** only represent 1% of GHG but have a big global warming effect. HFCs come from refrigerants, PFCs from aluminium production (i.e. cans), and SF_6 from the electricity supply.

Greenhouse effect: GHG absorb and emit solar radiation, heating the Earth's surface. Without them, the temperature on Earth would be about 33 °C colder.

CO_2 equivalent (CO_2 eq.): the amount of all GHG emitted by a certain source, expressed as a common metric (i.e. CO_2) regarding their global warming effect measured over a specified timescale (i.e. 100 years). CO_2 is used as the standard reference because it represents 77% of all GHG. However, the global warming potential for methane over 100 years is 21 times greater than CO_2.

Examples of CO_2 equivalents [4], [16], [17], [27]

Activity	CO_2 eq.	Trees needed to compensate [1]
Commute by bike/walking	0 kg	0
Production of 1 kg shrimp [2]	≈ 20 kg	1
1 week commute Versailles-Paris by car (220 km) [3]	≈ 44 kg	1 2
One-way flight Paris-Geneva [4]	≈ **140 kg**	1 2 3 4 5 6
Average air travel emissions per UNESCO staff member/year	≈ **2.5 tons**	1 2 3 4 5 X 25 = **125**
Average total emissions per UNESCO staff member/year	≈ **5 tons**	1 2 3 4 5 X 40 = **200**

Climate neutrality: having a net zero carbon footprint (CO_2 eq. emissions).

1 Considering that a mature tree can absorb ±20 kg CO_2 / year (i.e. a chestnut tree).

2 Considering shrimps of 6 calories and 6 g each.

3 Per passenger and per km, and weekends excluded.

4 Per passenger and in economy class.

Greening your COMMUTE

If you live in the suburbs, choose the train, RER or bus over driving to UNESCO by car or motorbike. Not only is it safer and eco-friendly, but usually faster and less expensive as you don't need to pay for fuel and parking.

If driving is your only option, consider carpooling with family, friends and colleagues to reduce your combined carbon footprint;
Make sure that you **eco-drive**: tyres filled, steady speed, no air conditioning or idling; [8]
Starting in September 2011, you can commute by 'Autolib' (electric car-sharing system);
Choose ecological models for new car purchases, preferably electric over hybrid.

If you live in town, use public transportation. Colleagues in Paris can choose tramway, RER, metro or bus.

If you live near UNESCO, walk or bike to get to work. Colleagues in Paris can also commute by **Velib** shared bicycle system

Once you get to work, take the stairs instead of the elevator especially to go up only a few floors.

DID YOU KNOW ?

~Driving to work produces **3 times** more CO_2 equivalent emissions than commuting by train. [5]

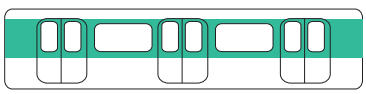
~**Car emissions** can cause cancer, heart and lung disease as well as lead poisoning. [6], [7]

~Public transportation saves 2.1 million tons of CO_2 eq. every year in Paris = the CO_2 eq. emitted by a **city of 150,000 inhabitants**. [9]

~Operating an elevator for **3.5 hours** is equal to using a computer at work for **one week** (1 kg CO_2).[5]

~Climbing stairs prevents heart disease and contributes to the 30 minutes of recommended **daily exercise**. [12]

~Climbing 2 flights of stairs everyday could result in a **weight loss** of ±3 kg/year. Climbing 6 flights a day could help you trim 8 kg. [13]

1 month commute between Versailles and Paris (880 km) [6]	CO_2 eq. per person	Trees needed to compensate
	≈ 176 kg	1 2 3 4 5 6 7 8
	≈ 78 kg	1 2 3 1/2
	≈ 3,5 kg	15%

5 Examples refer to an elevator in France (82 g CO_2 / kWh) and to a computer running 9h/day except on the weekends. [10], [11]

6 Per passenger and per km, weekends excluded. [9], [16], [17]

Greening your OFFICE

Heating / Air conditioning

In 2008, UNESCO office-related CO_2 eq.emissions were equal to 42.41 kg CO_2 eq /m^2. [4]
These emissions can be minimised by diminishing the use of heating, air-conditioning, lighting and equipment, and by reducing the waste of paper, ink and plastic.

Avoid wasting energy heating / cooling the hallways. Keep windows and doors closed in areas with different temperatures to conserve a comfortable and consistent air temperature.

Even if it gets too warm in your office in the winter, don't open the window. Try turning down the heating first.

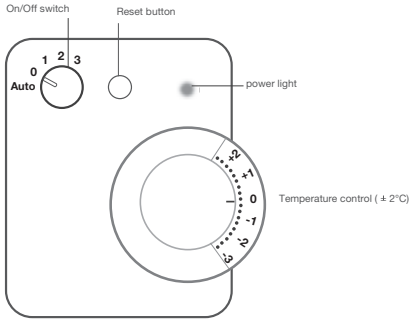
Use your window blinds to save energy: close them when you leave at night to help to conserve heat during the winter; close them on bright summer days to shade rooms from direct sunlight and keep them cooler.

If you use a fan in the summer, remember to turn it off when you leave you office even for short periods.

You can also save energy by dressing for the season: wear layers in winter and lighter clothes in summer (no ties, cotton t-shirts, skirt).

For any absence of 20 minutes or more (coffee, lunch, meetings, missions, vacation), remember to turn off the system completely. In Fontenoy, this can be done by changing the thermostat setting from 'Auto' to '0' (the orange light will turn off).

Everyone working at Fontenoy should set their thermostats on Automatic ('Auto' and 'O') to ensure a stable 21°C all day in winter. In summer turn on the air conditioning only if necessary.



Thermostat OFF **Thermostat ON**

DID YOU KNOW ?

~A **window left open** all day or overnight (11 hours) while the heating is on wastes **enough energy to drive a car** from Paris to Charles de Gaulle airport and back. [14]

~Employees in Japan who **stopped wearing ties** to work in the summer saved around 79,000 tons of CO_2 eq. in only 2 months, i.e. the same CO_2 eq. emitted by a computer running for **1.5 millennium** ! [7]

[7] Considering a computer running 9h/day, weekends excluded. [10], [11], [15]

Greening your OFFICE Equipment

Use shared printers, especially when printing more than 1 page.

Click on 'Print Preview' in the File menu to avoid wasting paper on wrongly formatted documents.

Make sure to use the **gray scale**, **recto/verso** and **multiple page** options. Also activate the **toner save** mode in the print Quality menu (these can be made as default settings).

Request that your unit/office orders only 100% post consumer (preferably unbleached), **Forest Stewardship Council** (FSC) Certified recycled paper.

For shared photocopiers, be sure to turn them off at night; if necessary, leave one on for the reception of faxes.

If you leave your office for only a short while (coffee, meeting, toilet) or at the end of the day, turn your monitory completely off by pressing its power button until there's no light (usually green or orange).

Make sure that you are using your computer's 'power saving' options: go to: **start>settings>control panel>power options>power scheme**. This will allow you to automatically shutt off **your monitor and hard drive - the 2 biggest power consumers of your computer-** when you're not using them. Ideally you should programme the default setting for your monitor to turn off after 10 minutes maximum, and the computer after 30 minutes.

Set the default **sleep** and **stand-by modes,** which are reactivated by simply moving your mouse or pressing a key.

Place your used ink and toner cartridges in the dedicated recycling cardboard boxes in the hallway. Please do not throw garbage into these recycling boxes or cartridges can get contaminated, and thus cannot be recycled.

Try to repair office equipment and furniture before replacing it.

Don't switch on equipment until you need it, and shut it down when not in use (lunch/coffee breaks, meetings); also unplug it at the end of the day.

Using a power strip with an on/off switch makes it easy to turn completely on/off all electric equipment at the beginning and the end of the day.

When you order new equipment, ask your IT team to choose high energy saving models.

DID YOU KNOW ?

~ It takes **1 litre of water** to produce **8 sheets** of paper [8]

~Producing **500 sheets** of paper emits **5.4 kg CO_2 eq**. [17], [18]

~A **computer left on overnight** creates enough CO_2 to fill 1 **double-decker bus**, while a **photocopier** left on overnight could fill **3 double-decker buses** with CO_2. [14], [21]

~**Switching off** equipment, especially in a shared office, keeps offices **cooler** in summer. [20]

~A monitor accounts for **70%** of the computer's energy use. [14]

~Starting up /shutting down a computer or turning on/off lights only consumes **one second's energy worth of running time**.

~The production of a printer **cartridge uses 2.5 kg** of natural resources on average (mostly oil, a scarce and very polluting energy source). [19]

~Laptops can **save up to 80%** more energy than desktop computers. [22]

[8] Considering a paper package of 2.5 kg.

Greening your OFFICE

Lighting / Recycling / Plants

In 2008, UNESCO office-related CO_2 eq.emissions were equal to 42.41 kg CO_2 eq/m^2. These emissions can be minimised by diminishing the use of heating, air-conditionning, lighting and equipment, and by reducing the waste of paper, ink and plastic.

Sit closer to the window to make the best use of natural light. Overhead lights are unnecessary in most offices during daylight hours. In the evening use a desk lamp (with a compact bulb) instead of turning on overhead fluorescent lights.

Switch off lights when areas are not occupied, even if you leave your office only for a short while (coffee break, toilet, ask a question, etc.).

Reuse 1-side printed sheets or take notes on free spaces of old paper.

If you work at Headquarters, recycle paper (and paper only) in the dedicated blue bins (Fontenoy) or silver bins (Miollis/Bonvin). If your Field Office has recycling services, be sure to use them correctly.

Until recycling bins for plastic, aluminium and glass are installed at UNESCO Headquarters, use your own bags to collect bottles, cans, wrappers, etc. Then carry them home for recycling in the designated yellow or white bins.

Put plants in your office to absorb CO_2.

Water your plants with leftover water or tea.

DID YOU KNOW ?

~Switching off a **fluorescent light** for 1 hour of each working day will **save 30kg of CO_2 eq.** emissions annually (1.5 trees). [9]

~**Contrary to popular belief**, turning **on/off** a light **does not consume more** energy than would be saved the 5 minutes or so the light is turned off. [14], [16], [17]

~Decomposing **paper** emits **methane** when discarded in landfills (methane is 21 times more polluting than CO_2). [1]

~In a controlled experiment by NASA, **plants removed 87%** of toxins from polluted indoor air.

~Bamboo, azaleas, chrysanthemums, cacti, rubber and spider **plants** are particularly recommended because they can **absorb not only CO_2** but also other **contaminants** leached from copier-printers, faxes, paper and furniture. [23], [24]

[9] Considering that a mature tree can absorb ±20 kg CO_2/year (i.e. a chestnut tree).

Greening your MISSIONS

Air travel is UNESCO's biggest source of pollution (53% of total CO_2 eq. emissions in 2008, i.e. 2.54 tons CO_2 eq. per UNESCO employee). [3] You can easily calculate your air travel CO_2 eq. emissions at **http://www.atmosfair.de/en/home/**.

Minimise mission travel by airplane, and travel by train whenever possible, especially for short trips (<500 km).

Trains are more eco-friendly than planes and allow you to travel from city centre to city centre without wasting time and energy travelling to the airport, passing through security, etc.

Consider taking night trains; they save time and hotel expense.

When on mission, if feasible opt for public transport over taxis for travel to/from the airport or train station and between meetings.

Use videoconferencing, phone and e-mail where possible to reduce the need for wasteful flights.

Reduce the number of staff sent on missions. Share information so that colleagues can present each other's projects/results and a one person mission can accomplish more instead of sending additional colleagues.

Choose local/regional experts over international experts to reduce air travel from missions.

If a plane is your only choice, fly economy instead of business class, and minimise your luggage weight.

Choose the most direct route possible for air travel. Take-off and landings require the most fuel. Avoid layovers whenever possible; otherwise, take the train for short connections.

Stay at eco-labelled hotels, B&Bs and lodges, or opt for eco-friendly homestays (this will also enable you to learn more about the local culture).

DID YOU KNOW ?

~Ideally **each person** on earth should not be responsible for more than **1.5 tons eq**. of CO_2 per year. [25]

~A roundtrip **flight** from Paris to New York would add **3.67 tons** to your already large carbon footprint. [8]

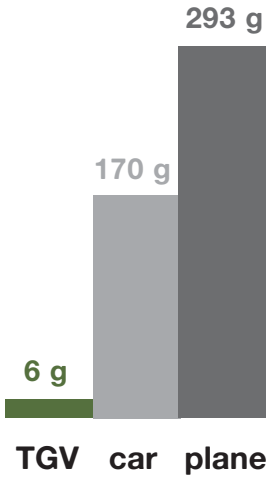
~**Short trips** by plane produce 3 times **more CO_2 eq.** than by train.

~Short flights consume **more CO_2 eq.** than medium flights (1,000 km).

~The **take-off** and initial climb require a **great deal of energy** and produce significant CO_2 eq. emissions. [26]

~**Paris-Geneva** is UNESCO Headquarters' **number one** mission destination by plane. [11]

Roundtrip Paris-Geneva (CO_2 eq.)[10]



[10] Per passenger and per km. [27]

[11] 2007 UNESCO's green audit

Greening your MEETINGS

Use teleconferencing or videoconferencing whenever possible.

Walk, bike or take public transport to meetings. If driving is your only option, consider carpooling.

Arrange accommodations at ecolabelled[12] hotels for Headquarters meetings in Paris, or choose hotels in walking distance of Fontenoy and Miollis.

~ Hotel Gavarni (16e)
http://www.gavarni.com
~ Jardin de Cluny (5e)
http://www.hoteljardindecluny.com
~ Etoile St-Honoré (8e)
www.bestwestern-etoile-saint-honore.com
~ Regent's Garden (17e)
www.hotel-regents-paris.com

When travelling to meetings out of Paris, opt for:
http://www.eco-label.com/default.htm
(hotels in Europe)
http://www.ecotourism.org/site/c.orLQKXPCLmF/b.5207577/k.BF40/Travel_Green_Guide__The_International_Ecotourism_Society.htm
The International Ecotourism Society, Travel Green Guide 2009, from p. 57 onwards, lists recommended lodges, hotels and B&Bs all over the world.

Ask participants to RSVP by e-mail instead of fax or regular mail which wastes paper and shipping energy.

When possible, meeting participants should be sent all the necessary documents by e-mail in advance, specifying that no printed copies will be distributed during the meeting in an effort to save paper and, thus, save water and trees. Participants should be requested to print double-sided.

When printing copies, use the **gray scale**, **recto/verso** and **multiple page** options. Also activate the **toner save** mode in the print Quality menu.

DID YOU KNOW ?

~**British Telecom** reduced its carbon footprint by **97,000 tons of CO_2** eq. (15%) in 2006-07 by using **phone conferences and videoconferencing** to cut back on staff travel for meetings.
£ 238 million was saved in travel costs and staff time for more productive tasks. Each conference call saved a minimum of 40kg CO_2 eq. [28]

~Flying **business class** generates over **twice the amount** of CO_2 emissions as economy class. [26]

~Airlines **offering only economy class** are responsible for less CO_2 eq. per person as they allow more passengers to fly on each flight. [26]
Some of them also have **environmentally friendly policies** and they are usually less expensive (EasyJet and Virgin Blue use newer, fuel-efficient planes; short-haul, direct routes).

12 Ecolabels certify that certain products and services (hotel included) are environmentally friendly. Ecolabels include the French NF Environnement ecolabel, the European Eco-label (EU) and the Forest Stewardship Council (forestry issues only, i.e. trees, paper, etc.).

Greening your MEETINGS

If handing out a copy of PowerPoint presentations, print multiple slides on one page instead of one per page to save paper and ink.

Verify the number of language versions to avoid making unnecessary copies: print English/ French or multilanguage versions double-sided.

As draft working documents for meetings evolve into final documents, prepare as much as possible by computer (track change, e-mail) to avoid wasting paper, ink, and energy.

Final documents can be saved on USB keys or e-mailed after the meeting.

For note-taking, reuse 1-side printed sheets or use free spaces of old paper.

If producing publications for meetings, opt for printing on chlorine-free 100% post-consumer recycled, preferably unbleached, **Forest Stewardship Council** (FSC) Certified paper. Choose eco vegetable-based ink (such as soy ink) over petroleum-based ink.

Order recycled cardboard folders for information kits or meeting documents.

As in your office, make the best use of natural light. Make sure that lights and equipment are turned off after the meeting concludes.

For coffee breaks during meetings, order organic fair trade hot drinks, and request paper cups over plastic cups.

DID YOU KNOW ?

~The production of **paper** consumes as much energy as a **75W light bulb** running for **1 hour**.

~The production of **paper** not only emits CO_2 but also **sulphur**, largely responsible for acid rain which **contaminates** surface waters and harms forests. [30], [31]

~**Soy ink** comes from a renewable, inexpensive source (soybeans), absorbs CO_2 and makes it **easier to recycle paper.** [32]

~**Bleached** paper uses **chlorine**, which emits toxic chemicals that affect both food and the environment, and can **cause cancer**.

~Recycled paper produces **2 times less CO_2 eq.** than non-recycled paper. Each ton of recycled paper **saves 17 trees and 20,000 litres of water**. [30]

~Recycled paper has a similar or even **lower price** than non-recycled paper. [33]

Greening your COFFEE BREAK

Avoid the unnecessary waste of aluminium cans, glass and plastic bottles: none of these materials are eco-friendly. Choose waxed cardboard cups or containers when available.

Boil just the amount of water needed when making a hot drink.

Request paper cups over plastic cups for take-away coffee.

Buy your hot drinks at the coffee bar instead of from the coffee machines to avoid the unnecessary use of plastic cups.

Only take the necessary amount of napkins and sugar packets at the coffee bar. If you end up not using them at all, take them back to the bar.

Reduce the use of bottled water, and fill-up used glass water bottles with tap water instead of buying a new glass or plastic bottle.

Try to sit down at cafes or restaurants instead of ordering take-away, which uses non eco-friendly containers and packaging.

Eat less meat or reduce your consumption of lamb and beef. In CO_2 eq. terms, cereals, vegetables and fruits are the best option, followed by chicken, fish and pork.

Purchase in-season, local products, i.e. avoid buying oranges in the summer and strawberries in winter.

If you work in Paris go to the market at la Motte-Piquet Grenelle on Wednesdays or to the Avenue Saxe market on Thursdays (with your own bag), and buy ready-made sandwiches and in-season fruit/vegetables for snacks. You will support local farmers and avoid CO_2 eq. emissions derived from long-distance transport of goods.

DID YOU KNOW ?

~Glass is **easier to recycle** than aluminium or plastic. [29], [36]

~Research has shown that certain **plastics can provoke cancer and hormone alteration**, and aluminium may contaminate soft drinks and food packaged in it. [37], [38], [39]

~Contrary to tap water, bottled water **generates an average of 10kg of waste** per person a year. [35]

~Tap water in Paris is **particularly healthy**, as it complies with strict quality rules on toxic substances such as nitrates and lead. [35]

~A **diet mostly based on meat** produces 6.7 kg of CO_2 eq. per year; whereas a vegan diet produces 0.1kg of CO_2 eq. per year. [8]

~In winter, the energy cost of producing French beans is very high, as **4.5 litres of extra oil per kg** are required for their transport. [8]

Greening your CORRESPONDENCE

Encourage your unit/section to use the UNESCO electronic **Correspondence Management System (**CMS) to reduce paper copies and printing.

If you need to print out documents for visa, use the **gray scale**, **recto/verso** and **multiple page** options. Also activate the **toner save** mode in the print Quality menu.

Scan and send documents (memos, invitations, etc.) by e-mail over fax or regular mail, and use an electronic signature.

Ask your procurement team to purchase 100% post-consume (preferably unbleached), **Forest Stewardship Council** (FSC) certified recycled paper and envelopes.

Use an eco e-mail signature, such as:
'Please consider the environment before printing this e-mail: 16 A4 sheets of paper = 2 litre water! (the quantity needed by a person daily)[13]

Include an eco message in your PDF documents:
'To support the environment please consider NOT PRINTING this document'.

Scan signatures during the visa process instead of photocopying the letter each time.

Reuse folders and binders.

DID YOU KNOW ?

~UNESCO archives accepts **both electronic and paper files** so you don't need to keep both.

[13] Considering a paper package of 2.5 kg. [17], [39]

Greening your LIFESTYLE

Bring your own cloth shopping bag to the store or the Economats at UNESCO's Headquarters.

Switch off lights in areas with no motion detectors (i.e. toilets in Miollis, and toilets near the Economat at Fontenoy).

Recycle, sell or donate old objects, such as clothing or cell phones: you will reduce waste and poverty, and create employment.

Points for recycling, resale or donation in Paris include:
~ http://www.lerelais.org/lci/
~ http://www.emmaus-defi.org/bric.htm
~ http://www.envie.org/
~ http://www.paris.fr/portail/Environnement/Portal___lut?page_id=5434&document_type_id=5&document_id=10159&portlet_id=11682
(Mairie de Paris)

Use the half flush in the toilet when available.

Raise awareness among your colleagues, friends and family about ways to be more eco-friendly (especially for the 3 Rs: Reduce, Reuse and Recycle).

DID YOU KNOW ?

~A full **toilet flush** can use up to **15 litres of water** for every flush; whereas, half flush uses less than 6 litres. [34]

Greening your FIELD OFFICE

Many of the tips in this guide can also be applied or adapted to local Field Office conditions.

- **Learn about your local** recycling options and try to implement them.
- **Reduce energy waste,** i.e. turn off generator when electricity comes back on, designate a different colleague to be responsible for turning off the lights for each floor or for each day of the week, etc.
- **Work with local** sustainable procurement vendors.
- **Shop locally** choosing organic, in-season products (food/beverages, furniture, clothes, etc.).
- **Choose local/regional** experts over international experts for project implementation.
- **Use or request teleconferencing** or videoconferencing systems to reduce missions, and increase communications with partners and Headquarters.

DID YOU KNOW ?

~The Brazil Office, which has the largest number of flights for missions, has developed their own **software for managing and measuring travel**, which allows them to calculate their CO_2 emissions from mission travel.

~The Doha Office collects **water dripping from air conditioning** units and reuses it to water plants.

~The Kabul Office designates employees to ensure **all lights are turned off** in the offices.

Greening UNESCO CHARTER

Prove your commitment to greening UNESCO, by **signing** the Green Charter.

To move towards a climate-neutral UNESCO
I am going green at work by making sure that :

- **I switch off all lights** and electronic equipment when not needed (including in meeting rooms after meetings conclude) and when leaving the office in the evening. I also activate energy-saving settings on my computer and other devices.
- **I switch off all heating or air-conditioning** when leaving the office for more than 20 minutes and when I leave in the evening.
- **I travel sustainably** to work (walk, cycle, carpool and/or use public transport), at work (by using the stairs rather than the elevators when possible), and for my missions (by favouring if possible train travel rather than planes, and by choosing economy class for air travel).
- **I communicate electronically** whenever possible, in particular wherever possible I scan documents and send them electronically rather than by fax. In addition, I organise discussions by e-mail, telephone and video-conference to limit the number of my missions.
- **I avoid unnecessary printing**. I choose to print and make photocopies double-sided. I favour, wherever possible, using networked photocopiers and printers.
- **I reduce, reuse, and recycle paper,** office supplies (printer & toner cartridges) and my waste in the appropriate recycling bins.
- **I am respectful of the environment** by favouring recycled/green supplies and products, and purchasing equipment which conforms to 'green' standards in line with UN Sustainable Procurement policies.
- **I bring my own mug** for hot drinks, and refill my water bottles from the fountains.

Signature :

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Top 10 TIPS

- **Avoid driving** to work—take public transportation instead.
- **Minimize travel** for missions: use videoconferencing, phone and e-mail as well as local experts.
- **Choose trains** over planes for mission travel.
- **If flying is your only option**: choose economy class, direct routes and minimize your luggage weight.
- **Use heating**/air conditioning only when necessary; and keep windows and doors closed when in use.
- **In Fontenoy, set your thermostat** at Automatic (Auto+0) in the day.
- **Turn off lights** when leaving a room (office, meeting room, toilet...).
- **Turn off your computer monitor** when not in use—even for short absences.
- **Reduce, reuse and recycle**: paper, ink cartridges and toner.
- **Bring your own mug** for take-away coffee or other hot drinks, and pack your own lunch.

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