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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 (GHG) 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 2018

2.1 Version information

Item	Description	
A	Reporting Period	2018
B	Version Number of IMP	v1
C	Corresponding inventory version number	v1
D	Date IMP Completed	Friday, August 30 th , 2019

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. The 2018 UNFPA GHG Emissions Calculation had a change in methodology in that it included for the first time the secondary/project offices in addition to the main offices in each country. Through this increase in scope, the overall UNFPA emissions increased as well.

Below is a list of the 137 main offices and the 107 secondary/project offices that were covered in the 2018 UNFPA GHG Calculation.

Main Office Info				
Name	Dept Type	Region	Office Size	Office Space(m2)
Afghanistan	CO	ASIA	Very Large	2344
Albania	CO	EECA	Small	163.57
Algeria	CO	ARAB STATES	Small	188
Angola	CO	ESAR	Medium	340.71
Arab States Regional Office	RO	ARAB STATES	Large	1300
Argentina	CO	LAC	Very Small	60
Armenia	CO	EECA	Small	114.86
Asia and Pacific Regional Office	RO	ASIA	Large	974
Azerbaijan	CO	EECA	Small	144.2
Bangladesh	CO	ASIA	Large	735
Barbados	CO	LAC	Very Small	18
Belarus	CO	EECA	Small	103.2
Belize	CO	LAC	Very Small	220.55
Benin	CO	WCA	Medium	750
Bhutan	CO	ASIA	Very Small	129.05
Bolivia	CO	LAC	Medium	715
Bosnia & Herzegovina	CO	EECA	Small	136
Botswana	CO	ESAR	Small	422
Brazil	CO	LAC	Medium	319.93
Burkina Faso	CO	WCA	Medium	692.89
Burundi	CO	ESAR	Medium	637
Cambodia	CO	ASIA	Medium	560
Cameroon	CO	WCA	Large	1134
Cape Verde	CO	WCA	Small	2245
Central African Republic	CO	WCA	Medium	2656
Chad	CO	WCA	Medium	1000
China	CO	ASIA	Medium	704
Colombia	CO	LAC	Medium	574.74
Comoros	CO	ESAR	Small	240
Congo	CO	WCA	Medium	1204
Copenhagen-Nordic	HQL	DCS	Very Large	510
Costa Rica	CO	LAC	Very Small	128

Cote D'Ivoire	CO	WCA	Large	935
Cuba	CO	LAC	Small	89.05
Dem Rep Congo	CO	ESAR	Very Large	3600
Dem Rep Korea	CO	ASIA	Small	489.79
Djibouti	CO	ARAB STATES	Small	395.4
Dominican Republic	CO	LAC	Small	162.67
Ecuador	CO	LAC	Small	210.48
EECA Regional Office	RO	EECA	Medium	1000
Egypt	CO	ARAB STATES	Medium	650
El Salvador	CO	LAC	Medium	400
Equatorial Guinea	CO	WCA	Small	480
Eritrea	CO	ESAR	Small	262.4
Ethiopia	CO	ESAR	Large	1219
Executive Office	HQ	UNFPA	Very Large	12146
Gabon	CO	WCA	Small	256
Gambia	CO	WCA	Small	220.16
Georgia	CO	EECA	Small	72
Ghana	CO	WCA	Medium	750
Guatemala	CO	LAC	Medium	534.32
Guinea	CO	WCA	Large	1391.37
Guinea-Bissau	CO	WCA	Medium	247.75
Guyana	CO	LAC	Very Small	36
Haiti	CO	LAC	Medium	764.5
Honduras	CO	LAC	Medium	384.85
India	CO	ASIA	Large	259
Indonesia	CO	ASIA	Large	415
Iran	CO	ASIA	Medium	298
Iraq	CO	ARAB STATES	Large	71
Jamaica-SRO	SRO	LAC	Small	41
Jordan	CO	ARAB STATES	Medium	946
Kazakhstan	CO	EECA	Small	121.17
Kenya	CO	ESAR	Medium	379.72
Kosovo	CO	EECA	Small	93
Kyrgyzstan	CO	EECA	Medium	228.44
Lao	CO	ASIA	Medium	292.5

Latin America/Caribbean Regional Office	RO	LAC	Medium	1208
Lebanon	CO	ARAB STATES	Medium	313.46
Lesotho	CO	ESAR	Small	255
Liberia	CO	WCA	Medium	856.33
Libya	CO	ARAB STATES	Medium	298
Macedonia	CO	EECA	Very Small	71
Madagascar	CO	ESAR	Medium	720.25
Malawi	CO	ESAR	Medium	841
Malaysia	CO	ASIA	Very Small	70.51
Maldives	CO	ASIA	Very Small	127
Mali	CO	WCA	Medium	1200
Mauritania	CO	WCA	Medium	400
Mexico	CO	LAC	Medium	932
Moldova Republic	CO	EECA	Small	196.94
Mongolia	CO	ASIA	Medium	335.36
Morocco	CO	ARAB STATES	Small	315
Mozambique	CO	ESAR	Medium	605
Myanmar	CO	ASIA	Large	519
Namibia	CO	ESAR	Small	318
Nepal	CO	ASIA	Very Large	903.05
Nicaragua	CO	LAC	Small	191.7
Niger	CO	WCA	Medium	301
Nigeria	CO	WCA	Very Large	361.28
Office in Brussels	HQL	DCS	Small	288
Office in Geneva	HQL	DGM	Small	434
Office in Tokyo	HQL	DCS	Small	82
Office in Washington	HQL	DCS	Very Small	92.65
Oman	CO	ARAB STATES	Small	329
Pacific-SRO	SRO	ASIA	Medium	818
Pakistan	CO	ASIA	Large	622.45
Palestine	CO	ARAB STATES	Medium	466
Panama	CO	LAC	Very Small	167.27
Papua New Guinea	CO	ASIA	Medium	225.1
Paraguay	CO	LAC	Small	278
Peru	CO	LAC	Medium	1391.97

Philippines	CO	ASIA	Large	492.07
Procurement Services Branch	HQL	DCS	Large	1235
Regional Office/ESA Region	RO	ESAR	Large	1767.1
Regional Office/WCA Region	RO	WCA	Large	777.35
Republic of Yemen	CO	ARAB STATES	Large	1520
Rwanda	CO	ESAR	Medium	685
Sao Tome & Principe	CO	WCA	Small	177.44
Senegal	CO	WCA	Medium	382.81
Serbia	CO	EECA	Very Small	109
Sierra Leone	CO	WCA	Large	600
Somalia	CO	ARAB STATES	Medium	264.16
South Africa	CO	ESAR	Medium	460
South Sudan	CO	ESAR	Very Large	643
Sri Lanka	CO	ASIA	Medium	285.72
Sudan	CO	ARAB STATES	Very Large	820
Suriname	CO	LAC	Very Small	42.39
Swaziland	CO	ESAR	Small	233
Syrian Arab Republic	CO	ARAB STATES	Large	210
Tajikistan	CO	EECA	Small	255
Tanzania	CO	ESAR	Medium	800
Thailand	CO	ASIA	Small	250.92
Timor Leste	CO	ASIA	Medium	311
Togo	CO	WCA	Medium	2700
Trinidad	CO	LAC	Very Small	4
Tunisia	CO	ARAB STATES	Small	250
Turkey	CO	EECA	Medium	600
Turkmenistan	CO	EECA	Small	204.3
Uganda	CO	ESAR	Large	1500
Ukraine	CO	EECA	Medium	453
Uruguay	CO	LAC	Small	139
Uzbekistan	CO	EECA	Medium	411.52
Venezuela	CO	LAC	Small	437
Viet Nam	CO	ASIA	Medium	200
Zambia	CO	ESAR	Medium	314.11
Zimbabwe	CO	ESAR	Large	1049.44

Sub-Office Info		
Affiliated Main Office	Secondary/Project Office Name	Office Space(m2)
Afghanistan	Afghanistan Herat City Sub-Office	80
Afghanistan	Afghanistan Bamyan City Sub-Office	22.23
Arab States Regional Office	Arab States Regional Office Amman Sub-Office	210
Armenia	Armenia Yerevan-RA Gov Build #3 Sub-Office	25
Armenia	Armenia Yerevan-14 Petros Adamyan St. Sub-Office	80
Bangladesh	Bangladesh Gulshan Dhaka Sub-Office	260
Bangladesh	Bangladesh Cox's Bazar Sub-Office	148.64
Belarus	Belarus Minsk Sub-Office	21.75
Benin	Benin PARAKOU Sub-Office	159
Burkina Faso	Burkina Faso Ouagadougou Sub-Office	238
Cameroon	Cameroon Bertoua Sub-Office	800
Cameroon	Cameroon Maroua Sub-Office	73.52
Central African Republic	Central African Republic BAMBARI Sub-Office	1500
Chad	Chad Baga Sola Sub-Office	2304
Cote D'Ivoire	Cote D'Ivoire YAMOOUSSOUKRO Sub-Office	60
Cote D'Ivoire	Cote D'Ivoire Bouake Sub-Office	1840
Cote D'Ivoire	Cote D'Ivoire Guiglo Sub-Office	40
Dem Rep Congo	Dem Rep Congo Bukavu / Sud Kivu Sub-Office	87
Dem Rep Congo	Dem Rep Congo Goma / Nord Kivu. Sub-Office	2400
Dem Rep Congo	Dem Rep Congo Lubumbashi / RDC Sub-Office	600
Dem Rep Congo	Dem Rep Congo KINSHASA Sub-Office	105
Dem Rep Congo	Dem Rep Congo KANANGA Sub-Office	36.7
Dem Rep Congo	Dem Rep Congo MBUJIMAYI Sub-Office	97.19
Dem Rep Congo	Dem Rep Congo TSHIKAPA Sub-Office	32
Dem Rep Congo	Dem Rep Congo Kalemie Sub-Office	60
Dem Rep Congo	Dem Rep Congo BUNIA Sub-Office	60
EECA Regional Office	EECA Regional Office Almaty Sub-Office	93
Georgia	Georgia Tbilisi Sub-Office	32
Ghana	Ghana Tamale Sub-Office	64
Guatemala	Guatemala Ciudad de Guatemala Sub-Office	3062.8
Guinea	Guinea NZEREKORE Sub-Office	1224

Guinea	Guinea KANKAN Sub-Office	100.57
Guinea	Guinea Labe Sub-Office	30.2
Guinea	Guinea Mamou Sub-Office	30.2
India	India Bhubaneswar Sub-Office	284
India	India Thane (West) Sub-Office	232
India	India Patna Sub-Office	69.69
India	India Bhopal Sub-Office	111
India	India Jaipur Sub-Office	185
Iraq	Iraq Erbil Sub-Office	264.81
Iraq	Iraq Dohuk Sub-Office	210
Iraq	Iraq Sulaimaniyah Sub-Office	115
Madagascar	Madagascar TOLIARA Sub-Office	81.44
Mongolia	Mongolia Ulaanbaatar Sub-Office	36
Mozambique	Mozambique Nampula Nampula Sub-Office	36
Mozambique	Mozambique Tete Sub-Office	75
Myanmar	Myanmar Myitkyina Sub-Office	49
Myanmar	Myanmar Sittwe Sub-Office	290.58
Myanmar	Myanmar Naypyitaw Sub-Office	158
Myanmar	Myanmar Maungdaw Sub-Office	87
Myanmar	Myanmar Lashio Sub-Office	8
Myanmar	Myanmar Hpa-An Sub-Office	91
Nepal	Nepal Janakpur Sub-Office	215
Nepal	Nepal Kailali Sub-Office	243
Nepal	Nepal Dang Sub-Office	180
Niger	Niger Zinder Sub-Office	53
Niger	Niger Diffa Sub-Office	12.33
Niger	Niger Tahoua Sub-Office	16
Niger	Niger N'guigmi Diffa Sub-Office	56
Nigeria	Nigeria Kaduna Sub-Office	287.29
Nigeria	Nigeria Calabar Sub-Office	306.02
Nigeria	Nigeria Ikoyi Lagos Sub-Office	138.98
Nigeria	Nigeria Maiduguri Sub-Office	
Pacific-SRO	Pacific-SRO Pohnpei Sub-Office	74.14
Pacific-SRO	Pacific-SRO Majuro Sub-Office	88.97
Pacific-SRO	Pacific-SRO Honiara Sub-Office	30.89

Pacific-SRO	Pacific-SRO Nukualofa Sub-Office	40
Pacific-SRO	Pacific-SRO Apia Sub-Office	16.7
Pacific-SRO	Pacific-SRO Tarawa Sub-Office	11.28
Pacific-SRO	Pacific-SRO Port Vila Vanuatu Sub-Office	4
Pakistan	Pakistan Peshawar Sub-Office	64
Pakistan	Pakistan LAHORE Sub-Office	60
Pakistan	Pakistan KARACHI Sub-Office	46
Palestine	Palestine Gaza Sub-Office	82.25
Philippines	Philippines Cotabato City Sub-Office	111
Philippines	Philippines Iligan City Sub-Office	80
Republic of Yemen	Republic of Yemen Aden Sub-Office	6
Republic of Yemen	Republic of Yemen Hodeidah Sub-Office	33
Republic of Yemen	Republic of Yemen Ibb Sub-Office	8
Republic of Yemen	Republic of Yemen Saa'da Sub-Office	14
Somalia	Somalia Hargeisa Sub-Office	94
Somalia	Somalia Garowe Sub-Office	155
Somalia	Somalia Mogadishu Sub-Office	24
Somalia	Somalia Nairobi Sub-Office	26
Somalia	Somalia Mogadishu Sub-Office	1
Somalia	Somalia Mogadishu Sub-Office	18
South Africa	South Africa Durban Sub-Office	10
South Sudan	South Sudan Aweil Sub-Office	100
South Sudan	South Sudan Kwajok Sub-Office	1
South Sudan	South Sudan Wau Sub-Office	42
South Sudan	South Sudan Yambio Sub-Office	25
South Sudan	South Sudan Bentiu Sub-Office	100
South Sudan	South Sudan Malakal Sub-Office	50
South Sudan	South Sudan Rumbek Sub-Office	56
Sudan	Sudan Nyala Sub-Office	600
Sudan	Sudan El Fasher Sub-Office	600
Sudan	Sudan Geneina Sub-Office	450
Syrian Arab Republic	Syrian Arab Republic Homs Sub-Office	135
Syrian Arab Republic	Syrian Arab Republic Damascus Sub-Office	220
Syrian Arab Republic	Syrian Arab Republic Aleppo Sub-Office	120
Tanzania	Tanzania ZANZIBAR Sub-Office	218

Turkey	Turkey Gaziantep Sub-Office	98.69
Uganda	Uganda Moroto Sub-Office	180
Uganda	Uganda GULU Sub-Office	68
Zambia	Zambia Solwezi Sub-Office	27
Zambia	Zambia Mansa, Luapula. Sub-Office	57.81
Zambia	Zambia MONGU Sub-Office	3

2.3.4 List of Offices Not Included in This Inventory:

The UNFPA includes all its main and sub-offices in its reporting boundary. Warehouses and offices with only one person were not included.

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 UN Environmental Inventory Software divides GHG emissions from a UN entity in to five categories, including (i) Buildings; (ii) Air travel; (iii) Transport; (iv) Water; (5) Waste. The inventory data collection methodology is, to the extent possible, the same throughout all offices.

Our boundary conditions and assumptions are outlined below:

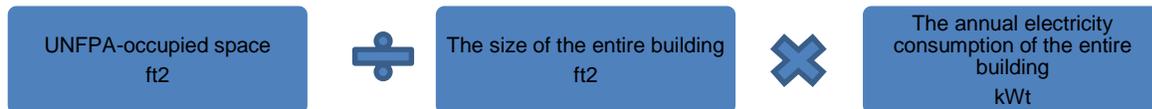
i. Buildings

- 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).

Electricity

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.

Each country office was able to report the specific source of electricity (including options such as solar, grid and generator) through the GHG calculator. This enabled UNFPA to account for savings in electricity through investments in photovoltaic.

Cooling

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.

Generators

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 "Stationary Combustion" category instead. Where steam figures or generator fuel figures are missing a data gap is marked.

ii. 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 through the ICAO Air Travel GHG calculator Version 5.0.3 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 spreadsheet. UNFPA HQ asks all the offices to submit their ICAO air calculator spreadsheet 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 2018 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.

iii. Transport

Non-Air Business Travel

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.

Other emissions from public transport such as rail travel is included in the submitted Air travel data.

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.

iv. Water consumption

While the UN Environmental Inventory Software establishes an independent Water questionnaire and encourages offices to report through accessing water bills and/or meters, water consumption was an optional exercise in 2018. 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.

v. Waste management

While the UN Environmental Inventory Software establishes an independent Waste questionnaire, reporting on waste management was on a voluntary basis for the 2018 GHG inventory. 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 2018.

UNFPA has continued its efforts to measure e-waste production. E-waste includes items like monitors, laptops, desktops, and mobile phones. Country offices reported how many items they disposed of in 2018, and then indicated whether the item had been donated, discarded, or recycled. Similar to the rest of waste management collection, e-waste reporting was voluntary and data turnover was limited. Received data however, provides the basis for a global e-waste programme UNFPA is planning in the future.

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 5.0.3).

Proxies for total countries' emissions was used for Cape Verde CO

Electricity proxies were used for the following offices (main office only): Barbados, Belize, Ethiopia, Gabon, Guinea, South Africa, Tajikistan, Trinidad and Tobago.

Heating proxies were used for the following offices: Afghanistan, Afghanistan (Herat sub-office), Afghanistan (Bamyan sub-office), Albania, Belarus, Belarus (Minsk sub-office), Bosnia, Copenhagen-Nordic, Jordan, Kazakhstan, Kyrgyzstan, Office in Brussels, Moldova, Mongolia, Mongolia (Ulaanbaatar sub-office), Palestine, Tajikistan, Turkey, Turkmenistan, Ukraine, Uzbekistan

Travel proxies following UN protocol were used for South Sudan

2.5 Data Management

2.5.1 The UNFPA Data Collection:

The UNFPA conducted GHG emissions data collection and management for 2018 by using a Web-based inventory management application called UN Environmental Inventory Software through the UN Intranet <https://unenvironmentalinventory.org/#/>

It allows Office Users to input activity data via five online questionnaires that collects information in following categories:

- Building – electricity, stationary combustion (generator), on-site renewable electricity, refrigerants, purchased steam
- Transport – non-air business travel, mobile sources (by fuel used, or by distance travelled), optional emissions, energy efficiency measures.
- Air travel (reported separately from UN Environmental Inventory Software)
- Water

- Waste

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 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 was collected the following way. First, Field Office Focal Point obtained annual travel data through their local travel management contractor. Then, the itineraries with expressed IATA codes and class of travel were transferred for processing into the ICAO calculator. Afterwards, the final number was entered to GHG emission calculation report under Air Travel category. A copy of each country's travel ICAO report was saved for internal records and verification purposes.
- Land-based travel including bus and train was 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 UN Environmental Inventory Software 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 UN intranet site. A maximum of three GHG focal points per office are provided access to that office's information. Entity administration access is provided only to UNFPA's GHG focal point at the executive office.

2.5.7 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 insourcing 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 (Office Users) provided office information into the UN Environmental Inventory Software application. This information is then compiled by a GHG Focal Point at the UNFPA HQ office (Entity Administrators).

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 & Ultramar	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. For the first time using the UN Environmental Inventory Software to calculate UNFPA GHG emissions, therefore cause an additional challenge. In order to alleviate this challenge, the Executive office prepared the UNFPA 2019 GHG Calculation Guidelines to help focal points familiarize themselves with the new application.

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.