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PROGRESS REPORT ON THE CARBON NEUTRALITY PROJECT

prepared by the Secretariat

Introduction

1. The purpose of this document is to present to the General Assembly of the Member States of WIPO (“the General Assembly”) a first progress report on the Carbon Neutrality Project (“the Project”) which was formally launched in February 2009, within the general context-in particular within the UN system-of global challenges, sustainable development, climate change and other related issues.

I. MANAGEMENT OF THE PROJECT

Mission statement

2. The Project is aimed at the internal implementation and monitoring of selected measures that will lead the Organization towards minimizing the effect its activities have on the environment.

3. It is expected that, besides a positive impact on WIPO’s green footprint, a number of measures will also bring savings, while other measures may require investing in better quality equipment or installations in order to bring their own additional savings in future years.

High-level Terms of Reference

4. The Project high-level Terms of Reference are:
- (a) Inventory of the situation across the Organization (“where do we stand today”) in respect of the following main categories (non-exhaustive list):
 - (i) buildings and ongoing and future constructions (utilities, products and services for maintenance, renovation and actual construction);
 - (ii) IT equipment, templates, default PC-driven choices;
 - (iii) mobility incentives (commuting from home to work)
 - (iv) WIPO official car fleet
 - (v) official travel
 - (vi) procurement specifications
 - (vii) restaurant, vending machines, catering
 - (b) Establishment of a 5-year strategic plan completed with yearly workplans (“where do we want to be” or “where do we have to be”, depending on the case)
 - (c) Selection of implementation measures
 - (d) Monitoring implementation against workplans
 - (e) Periodical reporting.

Project structure

5. The Project structure includes the following:
- (a) a Project Manager, designated by the Director General;
 - (b) a “Main Working Group”, composed of a total of seven staff members selected from across WIPO and UPOV, and designated by the Director General; the Main Working Group is chaired by the Project Manager; it was established in April 2009;
 - (c) several “Subsidiary Working Groups”, each focusing on one of the main categories of topics, and composed of “technical” members and “non-technical” members; the members are designated by the Main Working Group; each technical member represents one of the units responsible for the substantive topic or for its implementation in WIPO; the non-technical members are staff members or other employees selected on the basis of their responses (including reasons for their motivation and particular areas of interest) to an organization-wide call for expressions of interest; each Subsidiary Group has amongst its members at least one member of the Main Working Group, who is also acting as chair of that Group, in order to ensure continuity and optimal communication within the Project structure.
 - (d) a Project Assistant, appointed by the Director General, through internal redeployment; her main task is to provide administrative support to the Program Manager, the Main Working Group and, to a certain extent, to the Subsidiary Working Groups.

6. Subsidiary Working Groups were established on the following topics between June and July 2009:

- Mobility incentives (commute from home to work)
- Buildings, premises and workplaces
- IT initiatives
- Raising environmental awareness
- Official travel

7. It is intended to launch other Subsidiary Working Groups later on this year, when more experience will have been gained with those already established.

8. The Main Working Group sets the overall framework of the Project in accordance with the mission statement, as well as the relationship between it and the Subsidiary Working Groups. It delegates to each Subsidiary Working Group all matters and suggestions of relevance to the respective topic, and entrusts that Group with making proposals for implementation. It then reviews each proposal and decides on its implementation. Depending on the case, that may require a recommendation to the Director General through the responsible Program Manager(s), or a direct implementation by the Program Manager(s), or further consultation, assessment, pilot phase, etc., with interested Sectors in the Organization or with external partners, within the UN system or the local Cantonal or City authorities.

9. The Main Working Group met on a weekly basis when it was established and now meets approximately once every other week. The Subsidiary Working Groups meet on a weekly basis when their agenda requires, and on a bi-weekly basis otherwise.

II. REPORT ON SPECIFIC ACTIONS TAKEN IN 2009

A. INTERNAL WIPO ACTIONS

10. Despite the fact that the Project will only be covered by a specific sub-program in the framework of the Proposed Program and Budget for the 2010-2011 biennium (see Part III, below), a number of actions have been and will be undertaken until the end of 2009, most of which have or would require marginal expenditure being absorbed mainly under Program 24.

11. In June 2009, a new font was introduced: an “eco font” (Spranq_eco_sans_regular) recommended for use when certain internal documents have to be printed, since this font uses up to 20% less ink compared to classic font; this new font can be downloaded free of charge. More information is available on: http://www.ecofont.eu/ecofont_en.html

12. Recommendations on a number of actions are in the process of being finalized and launched this Autumn, in respect of the following matters (non-exhaustive list):

- further reduction of paper printing and mailing of documents;
- review of possible energy savings, on the basis of an energy audit fully financed by the Cantonal authorities in the first half of 2009;
- awareness campaign on the effect of daily office habits (turning off lights, turning off computers, waste disposal, commuting from home to work, etc.).

13. By the end of 2009, inventories will have been established in order to serve as “baselines” for the Program and Budget for the 2010-2011 biennium (see Part III, below).

B. WIPO PARTICIPATION IN GLOBAL INITIATIVES

14. As at the date of this document, WIPO has participated in a number of worldwide or UN-wide initiatives, as follows:

- (a) March 28, 2009: “Earth Hour”. One week after the Spring Equinox, when night and day have the same duration in both hemispheres, which ensures that it will be nighttime at 8:30 p.m. for all people, wherever they are in the world. This annual initiative (which was launched for the first time by the Worldwide Fund for Nature (WWF) in 2007 in Australia) urges people, communities and cities to turn off non-essential lights for one hour from 8:30 p.m. to 9:30 p.m. local time. In response to an invitation from UN Secretary General, Mr. Ban Ki Moon, to all UN Organizations, which was relayed through the United Nations Environment Program (UNEP), WIPO formally joined this year for the first time and observed the Earth Hour. More information is available at: <http://www.earthhour.org/>
- (b) June 5, 2009: “World Environment Day”. Climate change and the impact of human activities on the environment were the subject of public awareness campaigns all over the world, and were relayed to all staff through various announcements on international and local events and initiatives. More information is available at: <http://www.unep.org/wed/2009/english/content/about.asp>
- (c) July 13-14, 2009: “Seal the Deal”. On the sidelines of the Conference on IP and Public Policy Issues organized by WIPO and held in Geneva on July 13 and 14, 2009, Heads of four UN Agencies (WHO, WMO, WTO, IFAD) and the Britain’s Minister for Higher Education and Intellectual Property joined WIPO Director General in the “Seal the Deal” campaign whose outcome (a global petition) will be presented to world leaders at the meeting of the Conference of the Parties of the United Nations Framework Convention on Climate Change (UNFCCC) in Copenhagen in December 2009. More information on the WIPO Conference is available at: http://www.wipo.int/meetings/en/2009/ip_gc_ge/program.html More information on the “Seal the Deal” campaign is available at: <http://www.sealthedeal2009.org/>
- (d) July-August 2009: “UN GHG Calculator”. WIPO has provided UNEP with replies to a lengthy questionnaire on “Greenhouse Gas” emissions, for the purposes of the meeting of the UNFCCC in Copenhagen in December 2009. The data provided related mainly to 2008 energy consumption and official travel and will be consolidated by UNEP with data provided by other UN Agencies. In view of the complexity of the matter and the time required to fill in the required data before September 1, 2009, this task was carried out by an intern engaged for six weeks, who worked under the supervision of the Project Assistant.

III. FUTURE WORK DURING THE 2010-2011 BIENNIUM

15. Under the Proposed Program and Budget for the 2010-2011 biennium, a dedicated Sub-program has been proposed: Sub-program 24.6 (Carbon Neutrality Project). It is aimed at formally “reflecting WIPO’s commitment in reducing the impact on the environment of carbon emissions across the various programs”. In practical terms, the Main Working Group will, on the basis of proposals from the respective Subsidiary Working Groups, provide list of indicators to all programs by the end of the biennium.

16. The Assembly is invited to take note of the information contained in this document.

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