

UN Environmental Management System Tool

A Quick Start Guide for participants of the UN EMS Toolkit Pilot Program

Welcome to the pilot of the new UN EMS Toolkit!

This **Quick Start Guide** will help you:

- Learn about Environmental Management Systems (EMS), & its importance for the UN

Get to know the UN EMS Toolkit and its innovative new features

Understand the pilot program: how it will work, your role and our goals together

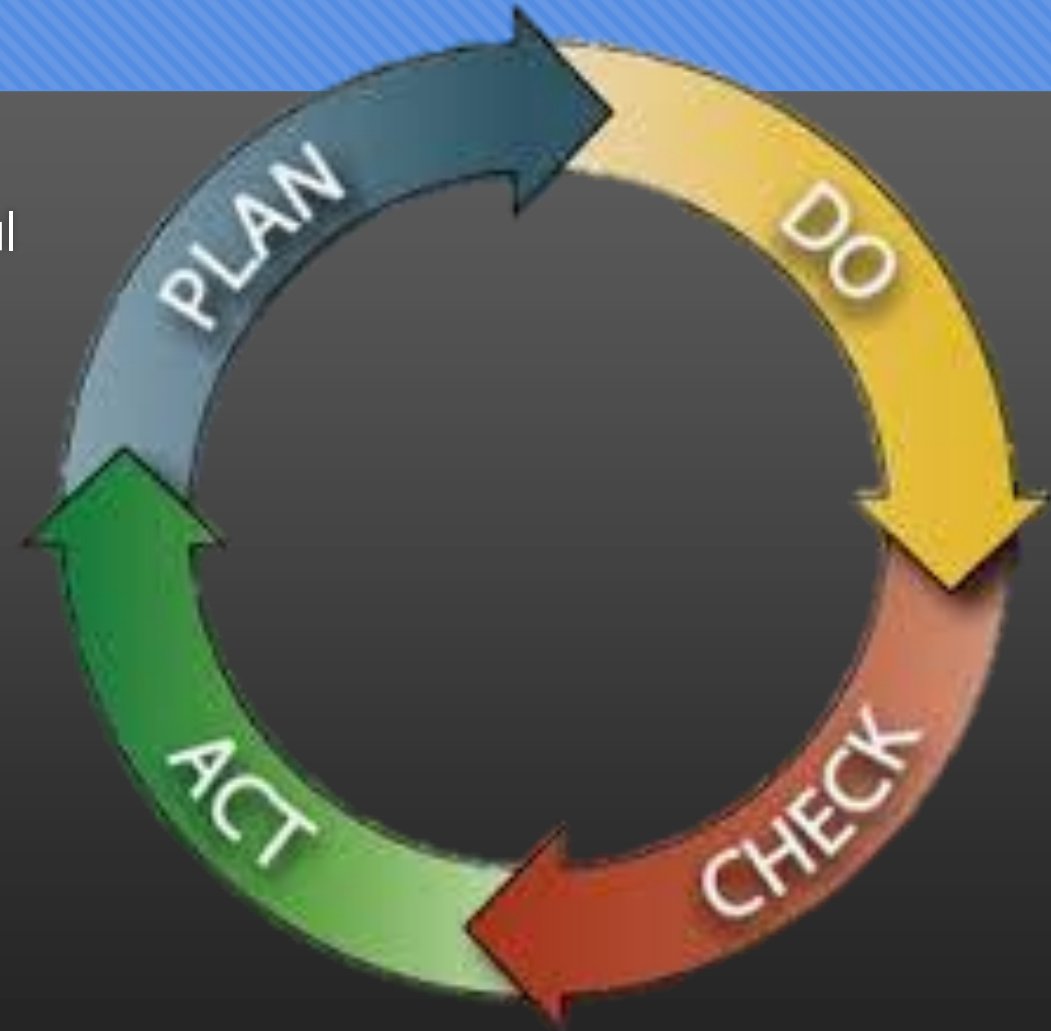
Set up your account and start using the UN EMS Toolkit

What is an Environmental Management System?

Managing an organization's environmental programs in a way that is:

- comprehensive,
- systematic,
- planned &
- documented.

Based on ISO14001 standards, an EMS guides organizations to follow a proven **Plan-Do-Check-Act cycle** to identify and improve their most significant environmental impacts.




ENVIRONMENTAL
MANAGEMENT
in the
UNITED NATIONS SYSTEM



[Click on the video to start viewing.](#)

What's innovative about the EMS Toolkit?

- Offers a **user-friendly online learning tool** with guidance, in practice tips & case studies for each requirement of the Plan-Do-Check-Act cycle (based on the ISO 14001 standard & Sustainable UN assessment methodologies).
- Offers a **web-based data management tool** to build your organization's EMS and securely store supporting documents with guidance available at each step.
- **Ensures institutional memory and secure data storage** by keeping all EMS files from year to year in a centralized cloud-based location.
- **Fosters collaboration & reduces redundancies** by sharing EMS-related data & documents between UN colleagues within offices and across agencies.
- **Makes reporting easy.** Standard explanatory text is provided for several EMS requirements. And you can use the Toolkit's EXPORT feature to create an editable WORD document with the data you've collected to date.



How will the pilot test of the EMS Toolkit work?

Our Goals:

- To assess and optimize the UN EMS Toolkit user experience through your feedback.
- To co-develop a user case study of UN EMS Toolkit that can inform and inspire other UN agencies & offices to use the Toolkit to develop their own EMS.

How we will work together:

- Please create your account and read through the Guidance material for each EMS requirement to get familiar with EMS and data collection needs.
- Start collecting data and input gathered data into the Toolkit. Don't worry if you don't have all the data for every EMS requirement. You can enter what you have while working to gather missing information.
- Provide your feedback on your user experience through the online comment form (under development).
- Contact greeningtheblue@un.org if you get stuck or to experience major issues.



Creating your account

1

Select your UN agency.

Organization

2

Type your email address & choose a password.

Email Address *

@domain

Password *

3

Press SIGNUP to complete your registration.

SIGNUP

ALREADY HAVE AN ACCOUNT

DIDN'T RECEIVE VERIFICATION EMAIL

4

Next, check your email for your confirmation email. Click on the link provided to go to the LOGIN screen.

5

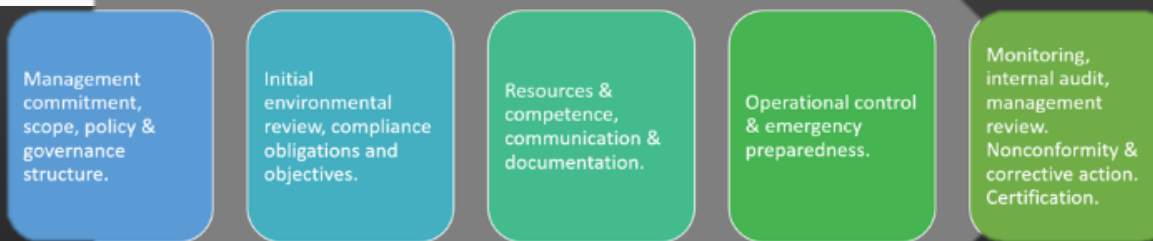
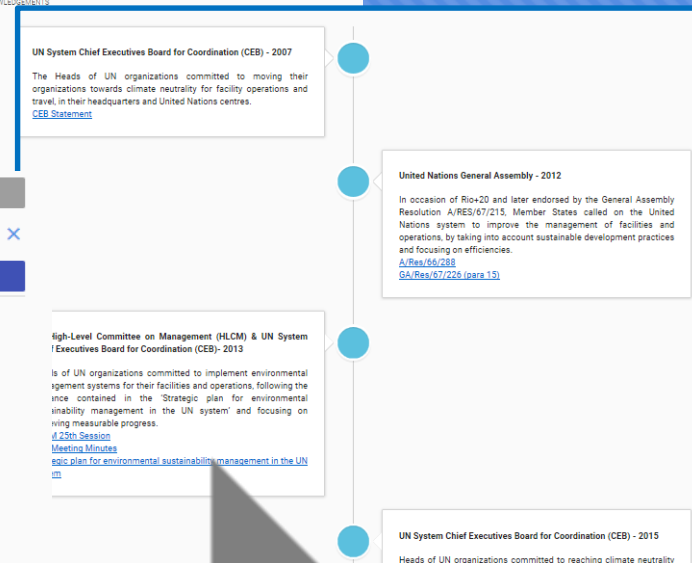
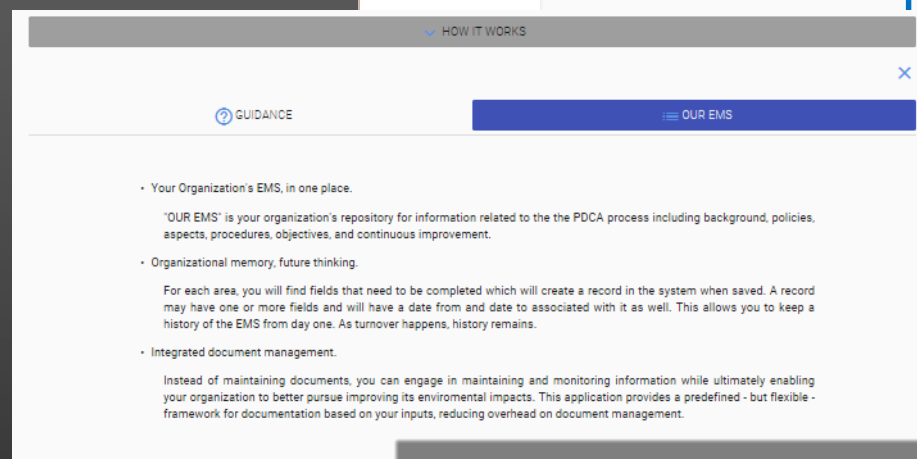
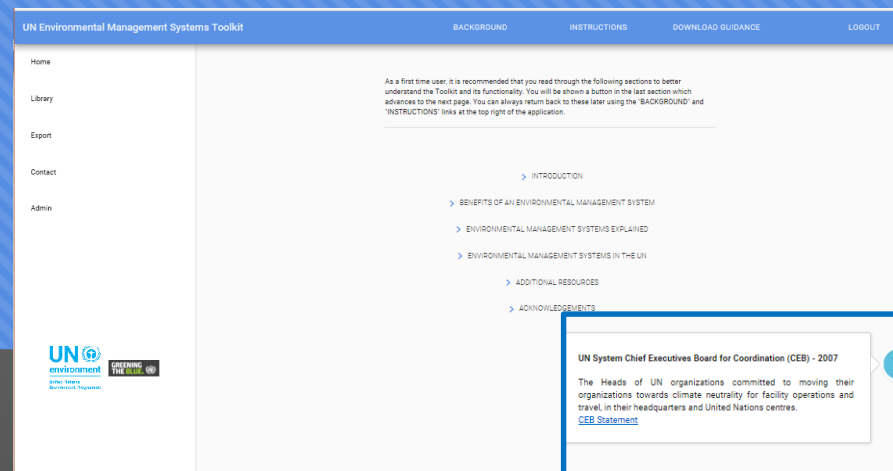
Log in with your username & password.

Welcome tutorial

After your first login, you will be invited to read:

- **Background:** A quick briefing on EMS systems and their importance in the UN.
- **Instructions:** A quick how-to guide to optimize your experience with the UN EMS Toolkit.

Tip: Click through each section and scroll to the bottom of each guidance to move to the next page.



Introducing your UN EMS Toolkit “HOME”

Next you will be brought to your HOME screen.

Need help? You can access the material from the Welcome tutorial here...

...or download all guidance into a WORD document to read offline.

You can return to HOME anytime by clicking here.

You can EXPORT a summary report with all or parts of the information you've entered about your organization's EMS.

In the LIBRARY, you can access:

- case studies
- your uploaded documents
- files shared by other users

When it's time to go, you can log out here. We'll save the progress you've made.

Here's where you manage your organization's EMS journey. Access learning materials and collect your data using the Plan-Do-Check-Act (PDCA) cycle of EMS.

Let's take a closer look in the next slides.

UN Environmental Management Systems Toolkit

BACKGROUND INSTRUCTIONS DOWNLOAD GUIDANCE LOGOUT

Home

Library

Export

Contact

Admin

SCOPE: Entire Organization

[Overview](#)

PLAN

DO

CHECK

ACT

UN environment

GREENING THE BLUE

An all-in-one learning & management tool

The EMS Toolkit can be used as a learning tool to understand each step of the EMS Plan-Do-Check-Act cycle. Once you're ready, the UN EMS Toolkit also allows you to collect, manage and report on your own EMS system – all in one tool.

The GUIDANCE tab is for learning!
Access a description of each EMS requirement,
“in practice” tips, and sample case studies.

The screenshot shows the 'UN Environmental Management Systems Toolkit' interface. The top navigation bar includes 'BACKGROUND', 'INSTRUCTIONS', 'DOWNLOAD GUIDANCE', and 'LOGOUT'. The left sidebar has 'Home', 'Library', 'Export', 'Contact', and 'Admin'. The main content area is titled 'CONTEXT OF THE ORGANIZATION' and features a 'GUIDANCE' tab. Below the tab, there are three sub-sections: 'DESCRIPTION OF REQUIREMENT', 'IN PRACTICE', and 'CASE STUDIES'. The 'DESCRIPTION OF REQUIREMENT' section contains text explaining that every environmental management system is unique and needs to be tailored for each specific organization. It also mentions that when planning the system, a review should be made to determine the context within which it operates. The text is attributed to 'ISO 14001 Reference: 4.1 Understanding the organization and its context'. Logos for 'UN environment' and 'GREENING THE BUSINESS' are visible in the bottom left corner.

The OUR EMS tab is for your data collection.
For each requirement, you can input text, attach
supporting files and specify the period of validity. This allows
you to keep track of your EMS as it evolves year to year.

The screenshot shows the 'UN Environmental Management Systems Toolkit' interface, specifically the 'OUR EMS' tab for 'CONTEXT OF THE ORGANIZATION'. The top navigation bar includes 'BACKGROUND', 'INST...', and 'LOGOUT'. The left sidebar has 'Home', 'Library', 'Export', 'Contact', and 'Admin'. The main content area is titled 'CONTEXT OF THE ORGANIZATION' and features an 'OUR EMS' tab. Below the tab, there are three radio buttons for 'START WITH THE RECORD FROM': 'Organization', 'Country ()', and 'Blank'. A 'Click here to edit' link is present. Below this, there is a section for 'This record covers the period:' with 'From Date' set to '07-Feb-2019' and 'To Date' as a dropdown. There is also an 'Add Supporting Files' button and a 'Name' input field. 'SAVE' and 'CANCEL' buttons are at the bottom. Logos for 'UN environment' and 'GREENING THE BUSINESS' are visible in the bottom left corner.

Getting started on data collection

- Set up your entity

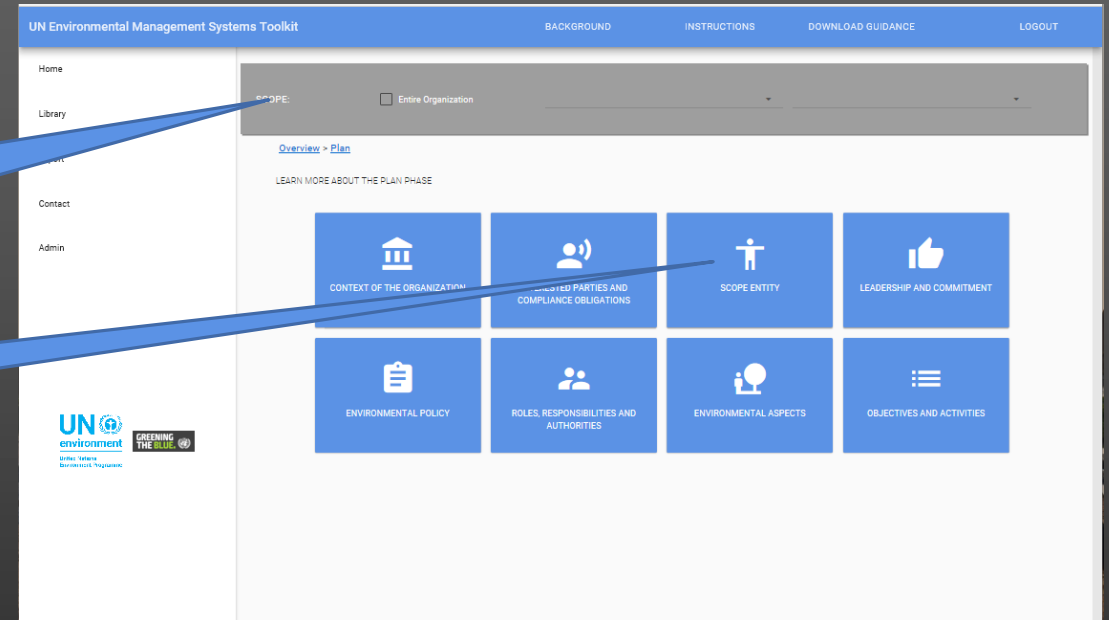
The UN EMS Toolkit is designed to make your data collection efficient, collaborative & accurate.

○ **Scope:** A key first step is to define the scope of your EMS. Identify whether you are responsible for collecting data across the organization (e.g. UNHCR), at the country level (e.g. Jordan) or for a particular office building or division/unit.

○ **Entity:** Next, enter in the address and no. of personnel. You will also need to specify the facilities, activities and units covered (or excluded) in your EMS, and the reasons for the chosen boundaries. Wait to fill out these details until after you've completed the "Context of the Organization" and "Interested Parties & Compliance Obligations".

For each requirement of the PDCA cycle, you can now specify if the data you enter applies to the entire organization, or just the country, office building, division/unit.

You can also check to see if your colleagues have already entered information from broader scopes (e.g. organization or country) and automatically integrate this information into your EMS.



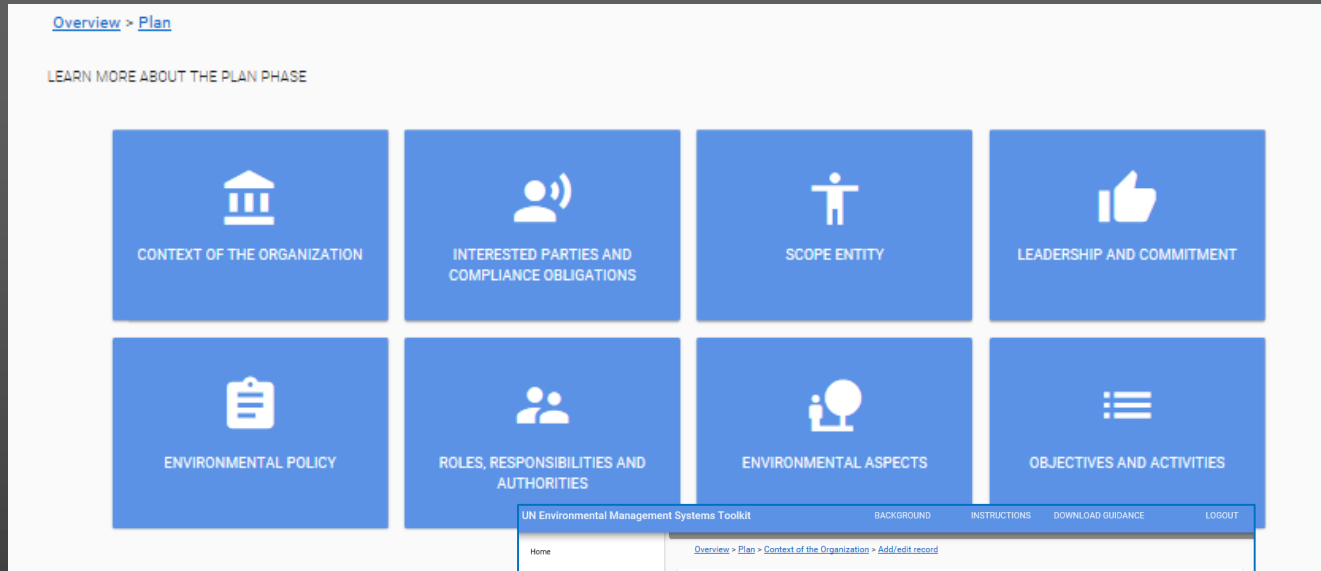
EXAMPLE: An Environmental Policy may have been developed for the entire UN agency or just for the country / office, or both. Often information gathered at different levels can be relevant to your EMS.



TIP: This feature helps streamline data collection, but be careful to ensure you've chosen the right scope each time.

Phase 1: PLAN

The UN EMS Toolkit sets out 8 key elements you should consider in the PLAN phase.



TIPS FOR THE PLANNING PHASE

- First complete the “Context of the organization”, “Interested parties and compliance obligations” and “Scope entity” to build your core EMS framework.
- Next either follow the flow of the Toolkit (left to right) or jump to the areas where you have data.
- For the first 6 elements, data at all levels (organization, country, office/unit) may be relevant. Click on “Start from the Record From” options to check if colleagues have entered information at broader scopes. If available, this text will be automatically included in your EMS.
- Data for the last two elements (“Environmental Aspects”, “Objectives and Activities”) can only be applied at the ENTITY level due to their specific nature. We’ll take a closer look at these sections in the next two slides.

The screenshot shows the 'Context of the Organization' form in the UN EMS Toolkit. The form is titled 'CONTEXT OF THE ORGANIZATION' and has a 'GUIDANCE' button. Below the title, there is a section for 'ADD FIRST RECORD'. Under this section, there are three radio buttons for 'START WITH THE RECORD FROM': 'Organization', 'Country (Ethiopia)', and 'Blank'. A blue arrow points to the 'Blank' radio button. Below the radio buttons, there is a 'Click here to edit' link. At the bottom of the form, there is a date range selector for 'This record covers the period:' with 'From Date' set to '07-Feb-2019' and 'To Date' set to 'To Date'. There is also an 'Add Supporting Files' section with a 'Name' input field. At the bottom of the form, there are 'SAVE' and 'CANCEL' buttons.

Focus on: Environmental Aspects

Within the PLAN phase, identifying “significant environmental aspects” is one of the most critical steps. It helps you determine which aspects you should prioritize on improving.



→ STEPS TO ASSESS ENVIRONMENTAL ASPECTS

- **Map your organization’s activities, products & services** to identify those that make changes to the environment, whether adverse or beneficial. Consider normal day-to-day operations, abnormal operation conditions and emergency situations. Consult with staff & external stakeholders knowledgeable about different activities undertaken by your organization.
- **Consider the four main areas of activity** outlined in the UN EMS Toolkit where organizations may make direct environmental impacts – Air Travel, Facilities & Land Management, Other Transportation & Procurement Practices. The Toolkit suggests “aspect areas” within these categories, and you can create new ones if needed.
- **Complete the SUN assessment methodology** in the Toolkit for each identified activity with environmental impact to determine the most “significant” ones. You will be asked to provide both quantitative and qualitative data. You can click on the “?” beside each data field for more guidance.
- Based on your inputs, the **Toolkit will provide a score** for each environmental aspect. Look at these scores with their qualitative data to identify the areas where your organization makes the most significant environmental aspects.



TIP: A rule of thumb is to **prioritize approximately 10 significant environmental aspects** for setting objectives and improvement.

Focus on: Objectives & Activities

In the final step of the PLAN phase, you plan the actions to take to improve existing operations with the goal of reducing environmental impacts.

UN Environmental Management Systems Toolkit

BACKGROUND INSTRUCTIONS DOWNLOAD GUIDANCE LOGOUT

SCOPE: Entire Organization Ethiopia Regional Office - Africa

Overview > Plan > Objectives and Activities

OBJECTIVES AND ACTIVITIES

GUIDANCE OUR EMS

OBJECTIVE FOR ENVIRONMENTAL-ASPECTS

IDENTIFIER
Reduce electricity consumption in headquarters.

DESCRIPTION
Based on benchmark data from other similar facilities in our area, the organization's consumption seems higher than average.

PROGRESS
In progress

This record covers the period: From Date 01-Aug-2018 To Date 31-Dec-2999

TARGETS PROGRAMMES PERFORMANCE INDICATORS FILES

Add Supporting Files

Name

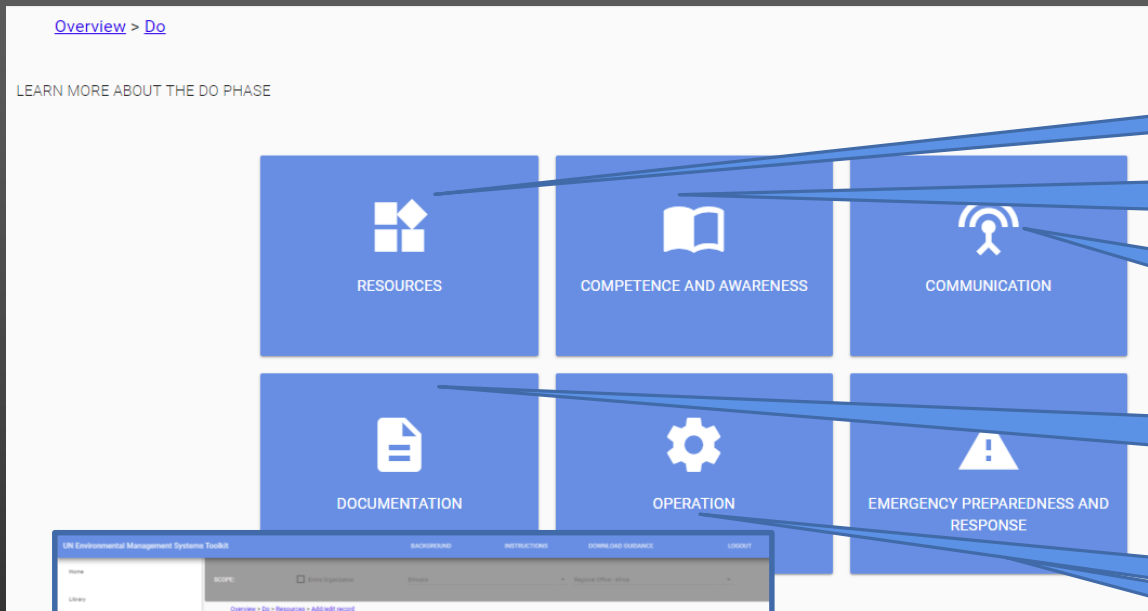


TIPS FOR SETTING OBJECTIVES & ACTIVITIES

- Your organization's objectives are normally tied to your significant environmental aspects. But you can also set objectives to make improvements in other six areas of the PLAN phase. (e.g. stakeholder consultations, compliance reviews, leadership, environmental policy etc.)
- In the Toolkit, to set a new objective, first select the element of the PLAN phase and then click "Add New Objective". You will be asked to:
 - briefly describe the objective ("**Identifier**"),
 - explain why this objective was prioritized ("**Description**")
 - **progress** made to date
 - **period** of validity of the data entered
- When you press SAVE, new fields will appear to allow you to define:
 - **targets**: specific, measurable, achievable, relevant & time-bound (SMART) goals to achieve
 - **programmes**: actions to take to achieve the targets
 - **performance indicators**: means to track and measure progress
- You can add **supporting files** to any of the above data fields.

Phase 2: DO

The UN EMS Toolkit sets out **6 key elements** you should consider in the **DO phase**. These elements should be in place to **implement, improve & maintain an EMS**.



RESOURCES: Describe the governance, human resources, technology, facilities and financial resources available to meet the defined objectives and carry out planned activities.

COMPETENCIES: Describe how the required skills and awareness is being raised to successfully manage the EMS and implement the environmental technologies & operations.

COMMUNICATION: Describe your communication plan to ensure strong two-way communication on EMS goals and progress between the EMS team and internal & external stakeholders.

DOCUMENTATION: Describe your document control system that ensures consistent, verifiable and historical documentation of the continuous improvement of your EMS – such as the UN EMS Toolkit!

OPERATION: Describe the controls put in place over the life-cycle of achieve your organization's environmental objectives.

EMERGENCY: Describe your mitigation and response plan for emergency situations that could cause environmental impacts.

UN Environmental Management Systems Toolkit

SCOPE: Organization

START WITH THE RECORD FROM: Organization

Add Supporting Files

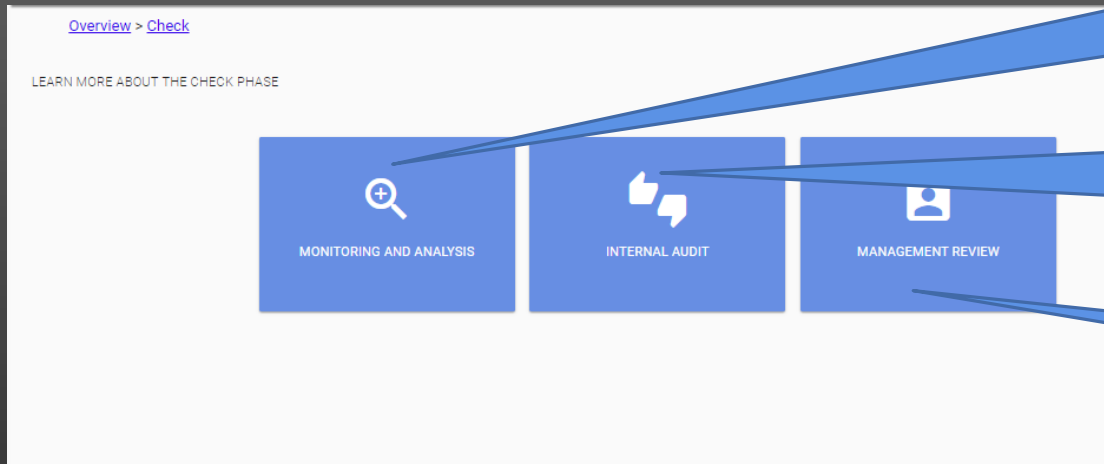
SAVE CANCEL



TIP: For each element, the UN EMS Toolkit will invite you to input a text description, period of validity and supporting files. Remember, you can check if colleagues have added data from a broader scope using the "Start with the Record From:" field.

Phase 3: CHECK

The UN EMS Toolkit sets out **3 key elements** you should consider in the **CHECK phase**. These elements should be in place to **properly track environmental performance**.



MONITORING: Describe processes to evaluate progress in achieving objectives and implementing actions outlined in the EMS. Efforts are needed to ensure the EMS meets compliance obligations and keeps up with benchmarks over time.

INTERNAL AUDIT: Regular internal audits are key to ensure EMS are on track. Describe your audit plan, including objectives, frequency and scope, team composition and reporting (how and to whom?).

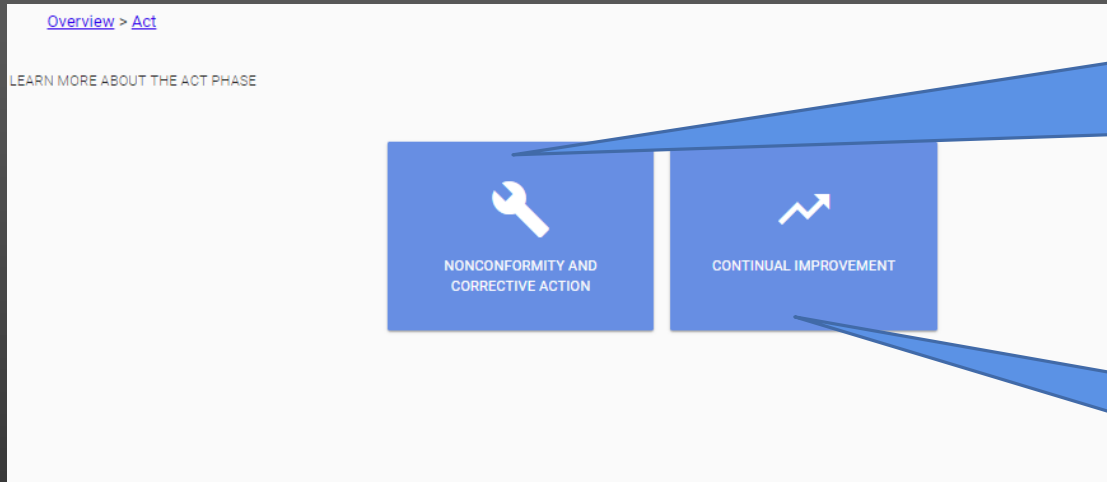
MANAGEMENT REVIEW: High-level management reviews help ensure your EMS keeps up with changing trends, pressing environmental issues and organizational priorities over time. Describe how and when you will conduct these reviews.



TIP: Similar to the DO phase, the UN EMS Toolkit will invite you to input a text description, period of validity and supporting files for each element. Remember, you can check if colleagues have added data from a broader scope using the "Start with the Record From:" field.

Phase 4: ACT

The EMS Toolkit sets out **2 key elements** you should consider in the **CHECK** phase. These elements should be in place to **correct issues and continually improve your EMS.**



NONCONFORMITY: Describe how you will identify, correct, communicate and document two types of nonconformities:

- “system” - EMS cannot be implemented as planned in certain situations.
- “performance” – EMS is failing to meet certain environmental performance requirements.

CONTINUAL IMPROVEMENT: Describe the opportunities and actions that will be taken to foster a culture of continual improvement of your organization's EMS.



TIP: Similar to the CHECK phase, the UN EMS Toolkit will invite you to input a text description, period of validity and supporting files for each element. Remember, you can check if colleagues have added data from a broader scope using the “Start with the Record From:” field.

Keep in mind : GENDER

Gender equality is linked to better outcomes for organizations and society at large.

The UN EMS Toolkit provides guidance in each requirement on opportunities to include gender equality and women's empowerment with your organization's EMS.

Steps you can take to prepare yourself to integrate gender into the design of the EMS:

- Check your organization's gender equality policy
- Discuss with your Gender Advisor or Gender Focal Point
- Organize specific gender mainstreaming materials and trainings
- Consider the UN EMS Toolkit guidance and highlight gender empowerment opportunities throughout the EMS.

Toolkit Highlights – SIMPLE, CENTRAL REPORTING

The EMS Toolkit centralizes your data collection and allows you to export customized reports to respond to various stakeholder needs.

Click EXPORT on the left-hand menu:

- Choose the desired sections (or all) of the EMS
- Select the date of validity
- Create a file name
- Press EXPORT to create document

You will find an editable WORD document with the requested data in your Downloads folder on your computer.

The screenshot displays the 'UN Environmental Management Systems Toolkit' interface. The top navigation bar includes 'BACKGROUND', 'INSTRUCTIONS', 'DOWNLOAD GUIDANCE', and 'LOGOUT'. A left-hand menu contains 'Home', 'Library', 'Export', 'Contact', and 'Admin', with 'Export' circled in blue. The main content area is titled 'EXPORT EMS DOCUMENTS' and features a 'SCOPE' section with a checkbox for 'Entire Organization' and dropdown menus for 'Ethiopia' and 'Regional Office - Africa'. Below this is a 'CHOOSE WHICH AREA(S)' section with checkboxes for 'Select All', 'Plan', 'Do', 'Check', and 'Act'. A 'SELECT THE DATE OF THE EXPORT SNAPSHOT.' section includes a calendar icon and a 'Date' dropdown. An 'ENTER THE FILE NAME.' section has a 'File Name' input field with the instruction 'Do not enter the file extension.' and an 'EXPORT' button at the bottom.



TIP: You can download current and past versions of your EMS by changing the date of validity. With the EMS Toolkit you have a secure repository of your EMS as it changes over time.

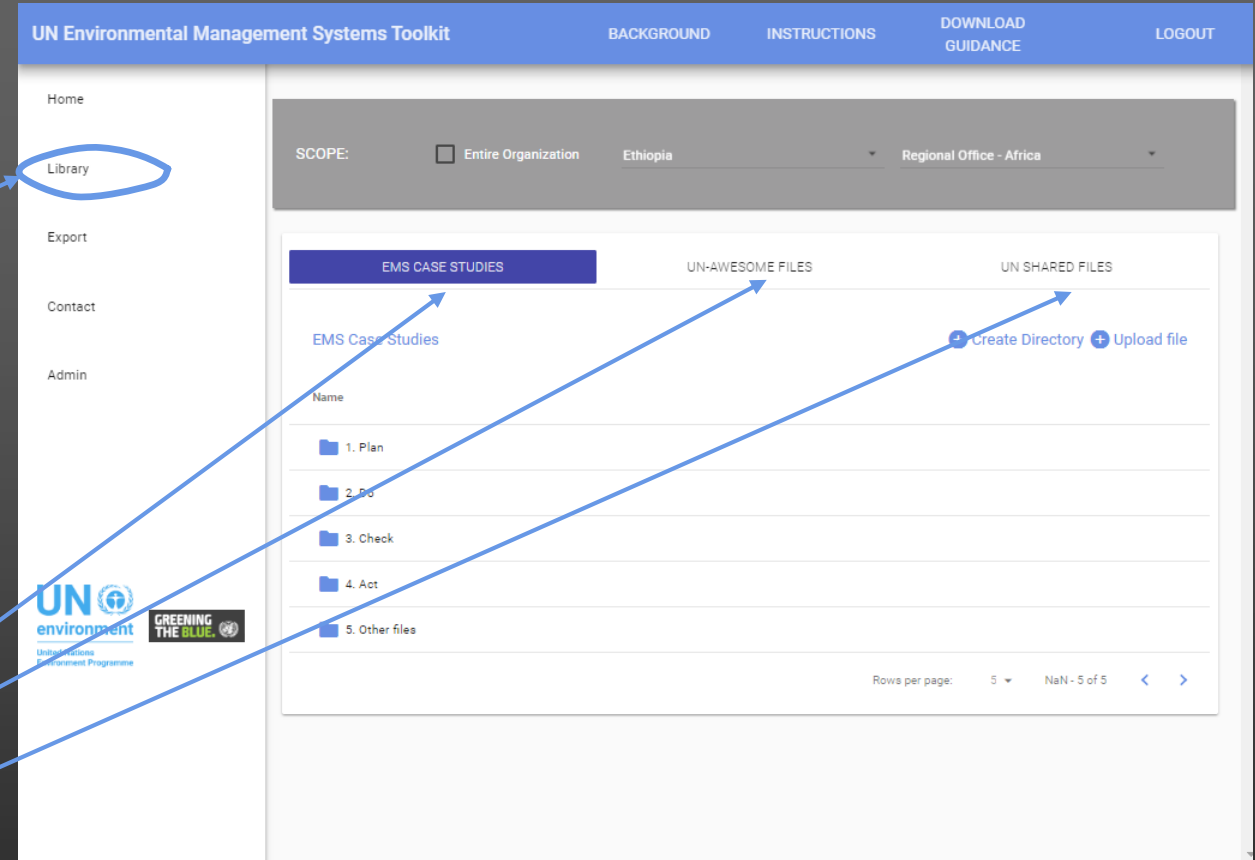
Toolkit Highlights – A UN EMS LIBRARY

The UN EMS Toolkit is designed to provide a **centralized repository for your organization's EMS documents**.

It also enables **document sharing across the UN** – so that we can learn from each other's EMS experience!

Click **LIBRARY** on the left-hand menu for:

- All Toolkit case studies for each EMS requirement
- Your organization's EMS document repository
- A growing library of files shared by colleagues from across the UN on their EMS systems



TIP: All users are encouraged to upload documents to the UN SHARED FILES library. Upload your document into an existing directory or create a new directory of your own. Together, we can grow this library to inspire EMS innovation across the UN!

A few last words...

Designing an EMS is a learning-by-doing process with continual improvement. The UN EMS Toolkit was designed to support this adaptive process, allowing you to get started quickly and progress at your own pace with guidance just a click away.

Every effort you make is saved securely and centrally, setting the foundation for your organization's EMS in the long-term that can be built up over the years. And by sharing files in the Toolkit across the UN, we can break down silos and inspire each other to take even more innovative and effective EMS actions.

**For now, the most important recommendation is to get started!
Your efforts today can be the leading example of EMS excellent tomorrow.**

GOOD LUCK!

**Thanks for your collaboration on the
piloting of the UN EMS Toolkit!**

**Any questions or comments?
greeningtheblue@un.org**