Letter of Agreement
between
The United Nations Economic Commission for Europe (UNECE),
The Government of Ireland, and
The Enniscorthy Forum

WHEREAS the United Nations Economic Commission for Europe (hereinafter referred to as “UNECE”) is mandated to carry out a programme of work in the field of sustainable energy with a view to providing access to affordable and clean energy to all and helping to reduce greenhouse gas emissions and the carbon footprint of the energy sector;


WHEREAS, to further the UNECE’s work in promoting the principles of energy efficiency as set forth in the Framework, the UNECE seeks partners with demonstrated capabilities to support and advance the principles of the Framework such as the network of recognized International Centres of Excellence on High Performance Buildings (each individually, “ICE-HPB” and collectively, the “Network”) to work with the UNECE to support and advance the principles of the Framework;

WHEREAS The Enniscorthy Forum warrants and represents that it has been established by the Enniscorthy & District Chamber of Commerce as an independently governed and managed entity with the express purpose of supporting United Nations work on global sustainability, including coordination of the network of ICE-HPBs;

WHEREAS it is anticipated that there will be beneficial collaboration among and between the Government of Ireland, the UNECE, and the various parts of the HPBI to support and advance the principles of the Framework;
WHEREAS The Enniscorthy Forum represents that it has the demonstrated capabilities to support and coordinate the collaboration among and between the Government of Ireland, the UNECE, and the various parts of the HPBI to support and advance the principles of the Framework;

WHEREAS the UNECE, the Government of Ireland, and The Enniscorthy Forum agree that it would be beneficial to coordinate the various parts of the HPBI, and The Enniscorthy Forum has represented that it is able and prepared to host a secretariat to perform such a coordination role (Annex 3).

NOW THEREFORE the UNECE, represented by the Executive Secretary of the UNECE, the Government of Ireland, represented by the Minister for Housing, Local Government and Heritage, and The Enniscorthy Forum represented by its authorized Director (hereinafter referred to collectively as “the Parties”), have entered into the present Letter of Agreement (hereinafter referred to as “LoA”) as follows:

Article I
Purpose

1.1 The purpose of this LoA is to set forth the cooperation activities among the parties to develop, support and coordinate the various parts of the HPBI (see Annex 3) to advance the principles of the Framework.

Article II
Areas of Cooperation

2.1 This LoA describes the cooperative activities of the Parties.

Article III
Implementation

3.1. The Parties agree to carry out their cooperative activities in accordance with the provisions of this LoA and to collaborate to achieve its objectives.

3.2. The UNECE will provide guidance to The Enniscorthy Forum where possible and practicable.

3.3. The Parties will collaborate in joint projects that fall under the Framework, generally, and more particularly under the Terms of Reference of the ICE-HPBs. Such projects may be undertaken in collaboration with ICE-HPBs within the Network, with the Network as a whole, or with the various parts of the HPBI. Each year The Enniscorthy Forum will inform the Committee on Sustainable Energy, the Group of Experts on Energy Efficiency, and the Joint Task Force on Energy Efficiency Standards in Buildings of its work and results. UNECE participation is subject to the availability of extrabudgetary funding authorized for this purpose.

3.4. The UNECE will encourage communication, coordination and collaboration among the Network, and
academic research consortia, that will be beneficial, as well as to pursue, to the extent practicable, funding opportunities to benefit the activities that may be undertaken pursuant to this MoU to support and advance the principles of the Framework.

3.5. Any project involving UNECE shall have distinct terms and conditions for its implementation, including, but not limited to, clear deliverables, timeframes, and funding arrangements, specified in a separate project document to be agreed upon and signed by the respective parties, which shall in all respects comply with all United Nations and UNECE rules, regulations, procedures and requirements.

3.6. Project documents may be modified at any time by written agreement of the parties through their LoA Focal Points designated in Article IV.

3.7. The Parties shall refrain from any action that may affect the interests of the other parties adversely and shall fulfil their commitments with fullest regard for the terms and conditions of this LoA and the objectives of the Government of Ireland, UNECE, and The Enniscorthy Forum.

3.8. This LoA shall be implemented in a manner that safeguards the integrity, impartiality and independence of the United Nations. The UN Global Compact and the UN Guiding Principles on Business and Human Rights shall govern the activities of all parties, including, but not limited to, the Guiding Principles on Human Rights, Labour, Environment and Anti-Corruption.

3.9. This MOU is reliant upon information contained within the UNECE due diligence report on The Enniscorthy Forum as a “non-governmental organization,” as that term is defined in the applicable due diligence guidelines, which forms the basis for the determination of the appropriateness of this MOU. UNECE shall terminate this MOU immediately should any information come to light that may impact the appropriateness of The Enniscorthy Forum as a partner.

3.10. In no event shall this LoA, or any amendment hereof, operate to create financial or administrative or legal obligations on the part of any Party, nor does it prevent the Parties from pursuing the objectives set forth in this LoA on their own or with other third parties.

3.11. The Enniscorthy Forum agrees that it will not assign, transfer, pledge or make any other disposition of the matters covered by this LoA, or any part thereof, or of any of the rights, claims or obligations hereunder, without the prior written authorization of the UNECE; including, but not limited to, a transfer to a surviving or resulting entity through a reorganization of its operations, or through bankruptcy, receivership, merger or acquisition. The Enniscorthy Forum agrees that it will make no changes to its establishment documents or constitution without providing the UNECE with ninety (90) days’ prior notice of any such contemplated change. Any such unauthorized change, assignment, transfer, pledge or other disposition shall not be binding on the UNECE.

Article IV
LoA Focal Points

4.1. The UNECE and The Enniscorthy Forum have designated LoA focal points to plan and develop activities under this LoA and ensure its proper implementation. The Enniscorthy Forum focal point will be
UNECE:

Director
Sustainable Energy Division
UN Economic Commission for Europe
Palais des Nations, 8-14, Avenue de la Paix,
1211 Geneva 10, Switzerland
Tel.: +41 792794614
Email: sustainable.energy.committee@un.org

The Enniscorthy Forum:

Mr. Michael Bennett
Director
The Enniscorthy Forum
Portsmouth House Enniscorthy
County Wexford, Ireland Tel.: +353 53 923 2006
Email: michael.bennett@bennett.ie

Article V

Intellectual Property Rights

5.1. The Parties agree that there will be no joint intellectual property rights.

5.2. The intellectual property rights for materials or products developed and provided by UNECE shall rest with UNECE. The intellectual property rights for materials or products developed and provided by The Enniscorthy Forum shall rest with The Enniscorthy Forum.
Article VI

Reporting Requirements

6.1. The Parties shall keep each other informed of all relevant activities pertaining to this collaboration and shall hold consultations as appropriate, in order to evaluate the progress in the implementation of this LoA and to revise and develop new plans for current or prospective activities. The Enniscorthy Forum shall be responsible for informing the Government of Ireland.

Article VII

Settlement of Disputes

7.1. The Parties shall attempt to resolve any dispute arising out of or relating to the LoA by amicable and good-faith consultations and direct negotiations between the Parties.

Article VIII

Privileges and Immunities

8.1. Nothing in this LoA shall be deemed a waiver, expressly or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

Article IX

Endorsement of Goods or Services

9.1. UNECE does not endorse any products, goods or services. At no time may any UNECE staff or member of any UNECE Committee endorse or appear to endorse a company, group of companies, industry sector or any third party, its products or services.

9.2. None of the parties will engage in any activity which may create a conflict or perceived conflict of interest for itself or for the other Party(ies).

Article X

General Provisions

10.1. Entry into force and duration: This LoA shall enter into force upon signature by all Parties and will remain in effect for a period of three (3) years, which may be renewed for additional periods of same by the Parties in writing. Should the parties fail to renew the LoA following any such period it shall expire automatically without notice.

10.2. Amendments: This LoA may be amended only by written agreement of all Parties.

10.3. Termination: This LoA may be terminated by agreement of the Parties or by a Party providing sixty (60) days advance written notice to the other Parties, which notice shall not be required in the event of a material breach hereof. In any such event, the Parties shall take all necessary actions as required to promptly and in an orderly manner terminate any on-going activities in a cost-effective manner.
10.4. The UNECE is hereby authorised, during the term of this LoA or until such time as the LoA is terminated pursuant to Section 9.3 herein, to use The Enniscorthy Forum’s secretariat logo in its literature or other materials or on its website for the purpose of demonstrating that the The Enniscorthy Forum is supporting the network of ICE-HPBs. Upon termination of the LoA, the UNECE shall remove the logo from its website and not use it on any of its literature or other materials produced thereafter.

10.5. The Enniscorthy Forum shall not advertise or otherwise make public that it has entered into an LoA with UNECE or the United Nations other than to support and advance the principles of the Framework as per Article I. The Enniscorthy Forum shall not use the name or any abbreviation of the name of UNECE or the United Nations except for reporting or informational purposes, nor the emblem or official seal of UNECE or the United Nations, without the prior written permission of the UNECE Executive Secretary or an official designated to grant such permission. Use of the UN flag is governed by the United Nations Flag Code.

10.6. The Enniscorthy Forum warrants that it has not and shall not offer to any representative, official, employee, or other agent of UNECE any direct or indirect, present or future, private personal benefit in connection with performance of this LoA, or of any other contract with UNECE, or the award thereof, or for any other purpose intended to gain an advantage for The Enniscorthy Forum.

10.7. The Parties recognize that they are legally separate and independent of one other. No Party has the authority to act on behalf of another Party.

10.8. Pursuant to the United Nations Secretary General’s Bulletin ST/SGB/2003/13, sexual exploitation and sexual abuse violate universally recognized international legal norms and standards and have always been unacceptable behaviour and prohibited conduct for United Nations staff. Such conduct is prohibited by the United Nations Regulations and Rules. When entering into this LoA with UNECE, The Enniscorthy Forum shall, by way of signing this agreement, undertake that they accept these standards. Failure on The Enniscorthy Forum’s part to take preventive measures against sexual exploitation or sexual abuse, to investigate allegations thereof, or to take corrective action when sexual exploitation or sexual abuse has occurred, shall constitute grounds for termination of this LoA.

10.9. Activities performed under this LoA shall be monitored, evaluated, and reported for efficiency and effectiveness collaboratively by The Enniscorthy Forum and the UNECE.

10.10. This LoA does not create legally binding obligations between the Parties.

Article XI
Confidentiality

11.1 No Party may communicate at any time to any other person, Government or authority external to the other Party, any information known to it by reason of its association with the other Party which has not been made public except with the prior authorization of the non-disclosing Party or, as required by applicable law, subject to and without any waiver of the privileges and immunities of the United Nations. In the event that such disclosure is legally required of The Enniscorthy Forum, The Enniscorthy Forum shall give UNECE sufficient prior notice in order to allow the United Nations, including UNECE, to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. Notwithstanding anything contained in the foregoing to the contrary, UNECE may disclose confidential information to the extent as required pursuant to the Charter of the United Nations, or pursuant to resolutions or regulations of the General Assembly or rules promulgated thereunder. No Party
nor its employees, agents, appointees or designees, shall at any time use such information to private advantage. These obligations shall survive expiration or earlier termination of this LoA.

Article XII
Notices

12.1 Any notices required by this LoA shall be given in writing and delivered to the following addresses:

**UNECE:**

Director
Sustainable Energy Division
UN Economic Commission for Europe
Palais des Nations, 8-14, Avenue de la Paix,
1211 Geneva 10, Switzerland
Tel.: +41 22 917 2444
Email: sustainable.energy.committee@un.org

**The Enniscorthy Forum**

Mr. Michael Bennett
Director
The Enniscorthy Forum
Portsmouth House
Enniscorthy
County Wexford, Ireland Tel.: +353 53 923 2006
Email: michael.bennett@bennett.ie

Each Party to this LoA hereby warrants and represents that the person signing below is duly authorized under their applicable laws and regulations to execute this LoA on behalf of its respective Party.

IN WITNESS WHEREOF, the Parties have signed this LoA in three (3) originals in the English language on the date set forth below:

**For United Nations Economic Commission for Europe**

Signature: 

Olga Algayerova
Executive Secretary

Date: 22.01.2022

**For Department of Housing, Local Government and Heritage**

Signature: 

Minister Darragh O’Brien TD
Minister for Housing, Local Government and Heritage
Government of Ireland

Date: 17 -10- 2022

For The Enniscorthy Forum

Signature: Michael Bennett
Director

Date:

Witnessed By: Enniscorthy & District Chamber of Commerce

Signature: Michael Bennett
Director

Date:

* * *
Annex 1

UNECE
High Performance Buildings Initiative

Buildings are central to meeting the sustainability challenge. In the developed world, buildings consume over 70% of the electric power generated and 40% of primary energy and are responsible for 40% of CO₂ emissions from the energy services they require. In Europe, 75-90% of today's buildings will be in use in 2050. Developing countries will need to accommodate 2.4 billion new urban residents by 2050. Renewable energy technology alone cannot meet these requirements, despite recent improvements. The energy performance of buildings must be managed. The capability to meet the challenge exists today.

High performance buildings are key to achieving the 2030 Agenda. They help deliver on many of the Sustainable Development Goals in areas including:
- promoting sustainable urban development by recognizing buildings as complex systems embedded in community, city, and country-level energy networks
- tackling poverty by reducing energy bills
- accelerating the sustainable energy transition by improving the efficiency with which buildings' energy services are provided, and
- supporting climate action by reducing the energy requirements of buildings to a point at which residual needs can be met by no or low-carbon energy sources.

UNECE has launched a programme known as the High Performance Buildings Initiative (HPBI) to disseminate and deploy its Framework Guidelines for Energy Efficiency Standards in Buildings worldwide. The initiative will focus on capacity development and impact in the field, developing:
- the intellectual, material and financial resources to educate, advocate and advise for transformation to high performance buildings;
- the outreach required to create a worldwide urban shift to truly sustainable buildings.

The ultimate objective is to improve health and quality of life within the built environment while simultaneously decarbonizing building-related energy requirements, thus breaking the historic link between improved health, quality of life and atmospheric carbonization.

UNECE has launched its programme on high-performance buildings to deploy its Framework Guidelines for Energy Efficiency Standards in Buildings and its Geneva UN Charter on Sustainable Housing with the aim of accelerating the transformation of the world’s building stock.
HPBI comprises four pillars aimed at the reduction of the global carbon footprint of buildings and dramatic improvement in the health and quality of life provided by buildings.

**International Centres of Excellence:** Provide implementation-oriented education and assistance to building developers, contractors, architects, and engineers, as well as regulatory and planning officials; Provide community-centric knowledge development and sharing, connecting with resources and accelerating uptake of high-performance buildings.

**Global Building Network:** Research and advanced education in building materials, design, and construction for current and next generation architects, engineers, policy makers and other stakeholders; Promote sustainable, high performance buildings worldwide in support of both the Guidelines and the UN International Centres of Excellence.

**Industry Leadership Group:** Provide Application of the Framework Guidelines in countries around the world to demonstrate their validity in different climates, stages of development, and regulatory, legislative, and physical infrastructure; Supports preparation of a library of case studies for reference and to support training and education.

**High Level Strategy Group:** Provide strategic guidance to the overall Initiative and to explore, develop, and promote a protocol on the built environment to support the 2030 Agenda and the Paris Climate Agreement.

**Objectives and Targets**

The High-Performance Buildings Initiative aims to achieve the following objectives:

- **Moving the dial on building energy performance:** grow the number of localities with building codes aligned with UNECE Framework Guidelines; ensure most new buildings are certified compliant; reduce the average energy requirement per square meter in buildings.

- **Moving the dial on GHG emissions and indoor air quality:** reduce CO₂ emissions associated with meeting buildings' energy service needs; increase the amount of carbon “stored” in buildings; improve indoor air quality and reduce pollution-linked health issues.

- **Improving the global supply chain for the construction business:** enhance “carbon storage” by increasing carbon stored in buildings and building products, by reducing embedded carbon (greenhouse gases emitted during the fabrication of buildings and building products), and by reducing waste.

- **Extending the network:** recruit new centres of excellence and academic institutions to accelerate uptake of high-performance best practices.
Architects, building contractors, and engineers are those who can perfect building envelopes – getting the materials and design right and then ensuring perfect construction techniques. Done right, design, materials, and perfect construction techniques, energy requirements are reduced so they can be met with low or no carbon energy sources.

Systems professionals deliver heating, ventilation, and air conditioning as well as plug-in MoUds. Equipment can be sized properly to meet building’s needs. Embedded carbon and energy demand can be limited, and components can be recovered for re-use at the end of their lives.

Energy suppliers are essential if we are to ensure no- or low-carbon solutions meet the systems’ needs. Energy can be provided on-site through a distributed energy services model – imagine roof-top solar or on-site storage – or through some sort of network connection. Further, efficient urban transport coordinated with buildings would connect energy and energy storage systems with mobility options and would accelerate the decarbonization of mobility.

Information communications technology system optimization would coordinate distributed generation, smart energy use, energy service providers, and consumers. In addition, automated monitoring and control of the systems, indoor air quality, and comfort would improve building management and systems’ efficiency. Tracking components in buildings will contribute to recycling and reuse of components. Finally, services bring the remainder of what dwellings provide to occupants: water, food, and waste removal or treatment.

Rather than address efficiency or quality on a component-by-component basis, the Framework Guidelines deal with a building as a complex system in its own right, one that is embedded into a community then into a city then into a regional or national network. ICT connects all the parts and allows for system-wide optimization that enables full participation by both consumers and intermittent energy resources. Until now, each of the communities have been operating as stand-alone contributors. Getting them to act together enables an integrated approach, unlocking the potential of buildings to make the ambitious vision of the 2030 Agenda a reality.
Annex 2

Updated Framework Guidelines for Energy Efficiency Standards in Buildings

Summary

The Joint Task Force on Energy Efficiency Standards in Buildings of the Group of Experts on Energy Efficiency was established in 2015 by the Committee on Sustainable Energy and the Committee on Urban Development, Housing and Land Management for 2016–2017 with a possibility of extension. Its mandate was extended for the period of 2018–2019, and further for the period of 2020–2021 with a possibility of extension.

The Joint Task Force on Energy Efficiency Standards in Buildings developed the Framework Guidelines for Energy Efficiency Standards in Buildings (ECE/ENERGY/GE.6/2017/4), and in 2017 the Committee on Sustainable Energy and the Committee on Urban Development, Housing and Land Management endorsed the document. To deploy the Framework Guidelines for Energy Efficiency Standards in Buildings and to set in motion the process of setting up international centres of excellence and a consortium of educational and research institutions, and thereby to accelerate transformation of the world’s building stock, the United Nations Economic Commission for Europe launched a programme on high-performance buildings.

The United Nations Economic Commission for Europe continues to maintain the Framework Guidelines for Energy Efficiency Standards in Buildings and keep them updated. In view of this, the Work Plan of the Group of Experts on Energy Efficiency for 2020–2021 (ECE/ENERGY/2019/8) set the objective to further review and update the document, as needed. The related 21-day review process was organized involving the expert community of the Group of Experts on Energy Efficiency. This document contains the revised Framework Guidelines for Energy Efficiency Standards in Buildings, improved as deemed necessary.

I. Introduction

1. Buildings are central to meeting the sustainability challenge. In the developed world, buildings consume over 70 percent of the electrical power generated and 40 percent of primary energy and are responsible for 40 percent of carbon dioxide emissions from related fuel combustion. While developing countries will need to accommodate 2.4 billion new urban residents by 2050, in Europe 75-90 percent of buildings standing today are expected to remain in use in 2050. Renewable energy technology alone cannot meet those requirements, despite recent improvements. The energy performance of buildings must be managed, but the capability to meet this challenge is in place.

2. Standards are an effective instrument for addressing energy efficiency in buildings. Development and deployment of standards support the achievements of the targets set by several international initiatives such as the 2030 Agenda for Sustainable Development, the Sustainable Energy for All Initiative, the Geneva United Nations Charter on Sustainable Housing, as well as by the Paris Agreement. The concepts set forth herein go well beyond the incremental, components approach of existing building standards. Rather, they represent a principles-based performance guidance for building energy standards that is outcome-based, anchored in energy actually consumed, and that is designed to project a vision of holistically designed and operated, ultra-high-performance buildings as part of an integrated sustainable energy system.
II. Goal

3. Economic growth and the quality of indoor environments have depended on increased primary energy use. Shifting that reliance to renewables requires a holistic, systems approach to building design, delivery and operation.

4. And a paradigm that envisions buildings as energy producers and not solely or primarily as energy sinks. At costs equal or close to those of traditional buildings, it is possible with today’s technology to transform buildings to align with the highest standards of health, comfort, well-being and sustainability, including improving energy productivity and reducing carbon dioxide emissions.

5. The energy required by buildings can be reduced to a level that can be supplied largely, perhaps exclusively, by non-carbon-based energy. While further improvement in renewable energy technology and electrical and thermal storage is to be expected, the results will be more immediate and robust if buildings and the materials and technologies therein used are fundamentally transformed, while being assessed over their life cycle in terms of their energy performance. Limiting building heating and cooling requirements to 15 kWh/m²a in new builds and to 25 kWh/m²a for retrofit projects (final energy in conditioned space) each reduces energy needs sufficiently to permit renewable energy or zero carbon sources to meet most or all of the remaining space conditioning energy requirements. Total primary energy use in buildings’ conditioned spaces, including heating, ventilation, cooling and hot water, can be limited to 45 kWh/m²a or, including plug-in MoUs (appliances), to 90 kWh/m²a. Over time with improvements in technology and materials and with enhanced connections to the built environment, these targets could be improved further. In addition, a viable indicator for primary renewable energy use should be introduced. In parallel, there will be need for effective controls for generation, distribution, and emission at full and partial demand MoUs to match energy use with building and occupant needs.

III. The Principles

6. The principles required for an era of truly sustainable buildings emerge from building science, materials science, digital science, information and communication technology and more. They reflect accumulated lessons learned and best practices of building owners, designers, engineers, builders, managers, policy makers, and more. The principles shift the building industry paradigm from fragmented and serial to holistic and integrated.

7. The principles cannot be prescriptive because of the vast diversity of circumstances and conditions experienced around the world. Rather, the principles provide guidance for planners, builders, and the entire building delivery and management chain as elements of innovative sustainability strategy.

A. Strategic

8. Buildings must be:
   (a) Science-based: design, construction, and management;
   (b) Financed through policies recognizing the value of better buildings;
   (c) Service-oriented: meet the sustainability demands of the populations served;
   (d) Integrated with their built environment lifecycle to connect buildings as energy consumers and generators (prosumers);
   (e) Cost effective to mobilize private investment and entrepreneurs;
   (f) Low-carbon technologies oriented to encourage clean and potentially renewable energy-based technologies utilization to lower greenhouse gas emissions;
   (g) Low energy consumption targeted to encourage energy efficiency increase in buildings leading to lower greenhouse gas emissions;
   (h) Performance-monitored with feedback loops to operations and design tools;
   (i) Performance-based: evaluated by system outcomes, not component prescriptions;
   (j) Safe and healthy: made taking the impact of buildings on human health into account;
   (k) Cognizant of the whole value chain, including taking account of the amount of energy consumed to produce building materials, for more accurate calculation of energy efficiency.
B. Design and Construction

9. Conception and delivery of buildings must be:

(a) Holistic and integrated: recognize buildings and their environment are part of a system;
(b) Affordable: high performance buildings costing the same as or less than in 2016 based on a life-cycle assessment, taking account of cost reductions from learning effects and economies of scale;
(c) Validated: based on energy models that reliably predict actual building performance;
(d) Sustainable: made using sustainable materials, equipment, construction, management and retirement practices, with due consideration given to passive building design where practicable;
(e) Code-driven: with local adaptation of global building standards by having a normative template for specific choices in method, boundary conditions and in input data, to tailor the procedures to the national or regional context;
(f) Skills based: develop workforces to provide technology/skills needed for design, construction and operation.

C. Management

10. Building must be maintained over their lifecycle:

(a) Commissioning: With commissioning and re-commissioning of building active systems;
(b) Performance-based: With on-going benchmarking, monitoring & reporting of actual performance data;
(c) Certification: Maintain certification or labelling to ensure energy performance is incorporated in asset value;
(d) Managed: Large or complex buildings, not leaving other types behind, to be all professionally managed with ethos of sustainability & social responsibility;
(e) Data-linked: with advanced building information management capacity, where public infrastructure permits;
(f) Evaluated: On going performance evaluation and improvement;
(g) City-scaled: information analysis and outcomes;
(h) Life cycle-based: with long term analysis.

11. Transformative change in buildings is possible, and the capabilities to create a new world of buildings and energy is in hand or within reach. Already today we have the techniques to achieve climate neutrality in the buildings sector until 2050/2060. Progress will require multisectoral follow-on action in five areas to support the Framework Guidelines for Energy Efficiency Standards in Buildings and make its vision a reality:

(a) Dissemination: national, regional and municipal leaders in the public, private, research and education sectors must be made aware of the Framework Guidelines for Energy Efficiency Standards in Buildings – its vision, logic, practicality, and advantages;
(b) Education: information, guidance, instruction, and avenues to ongoing dialogue and knowledge resources must be provided to policy, market, and knowledge stakeholders to foster local development of building standards, codes and practices aligned with the Framework Guidelines for Energy Efficiency Standards in Buildings;
(c) Research: through collaborations among leaders in science and technology, focused on the frontier challenges in such areas as: (1) building components and materials; (2) building design, construction and operation; (3) energy production, distribution and consumption; (4) integrated urban systems and life cycle management; and (5) strategies for each country and climate zone to be carbon-free in 2050/2060;
(d) Consultation: formal and informal channels with local policy, market, and knowledge stakeholders for evaluation of impact, dialogue on in impact strategy, addressing discovered or unanticipated challenges, and cultivating global consensus in support of the Framework Guidelines for Energy Efficiency Standards in Buildings;
(e) Participation: networks of support and engagement among leading corporations, foundations, universities, professions, civil society and others with the array of resources – intellectual, experiential, financial, and relational – that will be required to make transformation a grass roots or deep market movement.
Annex 3

Terms of Reference
for the
High Performance Buildings Initiative Secretariat

Functions of a High Performance Buildings Initiative Secretariat

1. **Administration** of the network of centres: meetings/calls, minutes, regular reporting of results to UNECE and other constituencies worldwide, meeting legal requirements.

2. **Recruitment:**
   - engagement with and enlistment of prospective members of the initiative (centres, research consortium)

3. **Outreach:**
   - Develop senior-level relationships among Centres, UNECE, local and national governments, and private sector
   - Obtain alignment with other buildings-related initiatives
   - Outreach worldwide with governments, international organizations, private sector, NGOs

4. **Communications:**
   - Develop and maintain a website as the world’s window into the initiative
   - Develop an on-line communications platform to aggregate network-sourced education and training programs
   - Prepare professional quality online audiovisual, social media (live and recorded), and printed media, including outreach to journalists

5. **Branding & Messaging:** coordinated curriculum and activity themes related to 2030 Agenda: energy efficiency, health, air, water, work, consumption, equity, gender, income, and quality of life.

6. **Convening:** Initiative events and activities both online and onsite

7. **Services:**
   - Create a Centre-based global dialogue focused on "just transition" to sustainable buildings
   - Establish Centre as a global education and training destination
   - Establish Centre as a convening platform for worldwide research initiatives with ongoing university presence
   - Link Centre to community-based "living lab" opportunities in region and globally for case studies
   - Established a web-based case studies library

8. **Fundraising:**
   - For both the Secretariat and for members of the initiative
   - Develop and submit proposals for case studies