



Die
Bundesregierung



Nachhaltigkeits
STRATEGIE
für Deutschland

Guidelines for the Environmentally Sound Organisation of Events

Part of the German Federal Government's National Programme on
Sustainable Consumption

25 August 2021

Guidelines for the Environmentally Sound Organisation of Events

Contents

Guidelines for the Environmentally Sound Organisation of Events	1
Guidelines for the Environmentally Sound Organisation of Events	1
1. Introduction	2
2. The Event Planning and Organisation Phase.....	3
3. Action Areas for Face-to-face Events.....	7
3.1 Mobility	7
3.2 Venue and accommodation	9
3.3 Energy and climate.....	11
3.4 Temporary structures and trade fair stands	12
3.5 Procurement of products and services	14
3.6 Catering.....	16
3.7 Waste management	19
3.8 Water management and use.....	20
3.9 Gifts and give-aways	20
3.10 Organisation, communication, evaluation	21
3.11 Accessibility.....	23
3.12 Gender mainstreaming	24
4. Online and Hybrid Events: Action Areas.....	26
5. Environment Management at Large-scale Events	27
6. Voluntary Offsetting of Emissions	29
7. Further Literature	30
Annex 1.....	31
Annex 2.....	57
Annex 3.....	61

1. Introduction

When organising an event, good preparation and follow-up measures are essential. Focusing on sustainability right from the start opens up vast potential for environmental protection and climate action, and improved conditions for everyday life and work. These Guidelines set out measures that can be integrated into the planning process at an early stage to ensure events are environmentally sound and climate neutral.

While the Guidelines have been developed specifically for use by the Federal Administration, the goals, objectives and measures it contains can be easily transferred to other events. In Germany's National Programme on Sustainable Consumption, the Federal Government – also aware of its role model function – has committed to ensuring that its own events are sustainably planned, organised and managed. Events are an ideal platform on which to credibly demonstrate how easy and enriching adopting environmentally sound practices can be. The impact of an event can be enormous – while its organisers and participants facilitate sustainability through their actions and behaviours, contracted service providers respond by adapting their goods and services to meet that demand, increasingly offering sustainable solutions.

Especially where events are concerned, their external impact also shows how the guiding principle of sustainable development is adopted and integrated into administrative practices within the Federal Administration. Through exchange and dialogue with service providers, and communication of sustainability aspects, events also have an (amplifying) effect that radiates beyond the boundaries of an event itself.

In adhering to these Guidelines, event organisers can integrate their key action areas into event planning, organisation and management in a suitably structured way. And while conditions can differ significantly between the various authorities and organisations, and also from event to event, adhering to the practices set out in these Guidelines calls for the exercise of judgement and discretion. This is also the case where external conditions are concerned (such as hygiene regulations).

There are many ways in which an event can be made more environmentally sound. These include optimal waste management, use of green electricity, EMAS certification, vegetarian and vegan catering plans, and use of public transport for participants.

Participants also benefit from sustainably organised events. With attractive venues, delicious food, clean transport solutions and greatly reduced use of paper, they are treated to low-consumption experiences at conferences, workshops and seminars.

With its Climate Action Programme 2030 to implement the Climate Action Plan 2050 and the Federal Climate Change Act, the Federal Government has set a 2030 target for Germany to become climate neutral. The aim is thus to avoid, reduce and offset greenhouse gas emissions – including at events.

The COVID-19 pandemic has had a huge impact on the planning, organisation and implementation of events. Given the wide-ranging restrictions on face-to-face meetings, online and hybrid event formats have gained significantly in importance. It is conceivable that, even after the pandemic, these will continue to be used to a far greater extent than in the past. These Guidelines thus take in all three formats with regard to planning, organising and implementing events.

These Guidelines set out goals and measures for the action areas listed below and provide a helpful set of checklists which organisers can use:

- Mobility
- Venues and accommodation for participants

- Energy and climate
- Temporary structures and trade fair stands
- Procurement of products and services
- Catering
- Waste management
- Water management and use
- Gifts and give-aways
- Organisation, communication and evaluation
- Accessibility
- Gender mainstreaming
- Environmentally sound design of online and hybrid events

Compliance with security issues such as fire safety and emergency response measures (contingency planning) are indispensable when organising events. However, these Guidelines do not address security-related needs.

2. The Event Planning and Organisation Phase

When organising an event, there are four processes involved: Planning, specification, implementation and follow-up. Sustainability issues should be integrated into planning at an early stage and are thus especially important during planning and specification.

Event organisation consists of multiple phases. In addition to implementation, these include comprehensive planning and specification along with follow-up measures after the event.

Sustainability issues must be taken into account from the start. Failure to integrate these into event planning and organisation at an early stage makes it all the more difficult and in some cases impossible to do so later on.

The planning and specification phases are thus particularly important.

Each phase of event organisation is shaped by certain decisions, action areas and issues which must all be considered.

Phase 1: The planning phase

When it comes to sustainability, the planning phase is the most important. It is in this phase that many decisions are made which are crucial to the environmental and social impact of the overall event.

Digitalisation of events – in other words, taking them online – took on a greater role during the COVID-19 pandemic. In fact, online event formats are expected to remain a key alternative to face-to-face events even after the pandemic ends. This means that in the future, event organisers must give even greater thought to choosing the most suitable format for their planned event.

Online event formats have a considerable environment-related advantage because they avoid the greenhouse gas emissions that would be emitted during journeys made by rail, car or plane – especially where longer-distance journeys are concerned. The amount of energy needed to hold a video conference is low by comparison.

Event purpose and type

- What is the purpose of the event? Can it be accessed in a different way? Explore the alternatives.
- Who does the event address? Define the target group.
- What format (conference, expert talks, workshop, etc.) especially suits the type of event being planned? Consider participant numbers and composition.
- It is to be held as a face-to-face, hybrid or virtual event?
- Is a side-event programme planned?
- Is an environmental management system required at large-scale events (e.g. EMAS)?
- Should unavoidable greenhouse gas emissions be offset?

Location, time and duration of event

- Where is the event to be held? Avoid long journeys or try to minimise travel involved. Enable use of public transport.
- Will it be held indoors and/or outdoors? Will it involve permanent buildings and/or temporary structures?
- What are the requirements at venues? (EMAS/ISO 14001 certification, green electricity, environmental impact assessment, climate-compatibility, etc.)
- What else needs to be considered? Use synergies with other happenings and events (trade fairs, parliamentary sessions, etc.) and avoid dates that clash (e.g. school holidays).
- Start and finish times? Take account of overnight stays as well as arrival and departure options.

Budget, staffing and procurement planning

- Budget planning: Integrate environmental and social aspects into budget planning (e.g. an environmental management system at large-scale events, emission reporting and offsetting. Higher costs involved in participant travel and/or accommodation).
- Staffing and services planning: Use in-house employees or outsource to an external provider (event agency)? Who has responsibility for ensuring sustainability issues are taken into account?
- Procurement planning: Which services cannot be provided in-house? When procuring services, sustainability aspects should be taken into account from the outset as part of the description of products and services (specifications) required.
- Market research: Request offers from sustainable event agencies and venues for events to be held other than on own premises.

Phase 2: The concretisation phase

The concretisation phase is where the design specifications for the event are decided – from selecting the venue and procuring catering services, to contracting external service providers (where needed) and finalising the programme.

Selecting the venue

- Location: Consider reachability with public transport/provision of bike parking space, distance from relevant places and overnight accommodation, can it be reached on foot?

- Environmental quality assurance: Energy efficiency, energy supply, building materials.
- Number and size of rooms, and the facilities available at the venue (accessibility, heating, ventilation, air-conditioning, daylight use).
- Infrastructure: Green electricity supply, sound, lighting, presentation technology and equipment.
- Is an environmental management system required for the venue concerned (e.g. EMAS)?
- Is a waste management system available (waste avoidance, reuse, recycling, disposal)?

Event programme and side-event programme

- Start and finish: Enable arrival and departure by public transport.
- Speakers and presenters: Ensure a balanced gender ratio.
- Side-event programme: Can environmentally sound 'highlights' be easily integrated, such as tours and site visits to environmental or social lighthouse projects?

Promotion and communication

- Announcement, conference documentation and materials: Use gender-neutral language (including pictograms) and digital media (web-based information and participant management, for example via an event app or conference portal). Avoid printing, but if unavoidable ensure paper and printed matter bears the German Blue Angel ecolabel, communicate information about sustainability aspects in event organisation, mention environmentally-friendly travel and accommodation when promoting the event.
- Local commuter transport and mobility (transfers): Must be environmentally sound and accessible.
- Refrain from providing gifts and give-aways. Where these cannot be avoided, select sustainable products which will ideally have an environmental co-benefit.

Staffing

- Ensure adequate training of and information for staff on sustainability aspects, where necessary hold training sessions and give instructions (e.g. on the use of cleaning agents, the waste management system and accessibility).
- Assign responsibilities and roles.

Environmentally sound procurement

- Apply sustainability criteria when issuing calls for tender for products and services, and when awarding contracts and orders to event agencies, service providers and suppliers.
- Sound and lighting: Ensure energy-efficient, environmentally-compatible event technology and equipment.
- Catering: Use seasonal, plant-based, organic, fairly traded products, provide information for people with allergies, offer piped drinking water in carafes or jugs (no mineral water), use reusable bottles for other types of drinks, use reusable tableware, crockery and dishes.
- Avoid food waste: With good participant management based on realistic attendance figures, excess food supply and quantities of food waste can be

avoided. To avoid wasting food that might not be used, ‘too good to go’ boxes are a good idea.

Phase 3: The implementation phase

The implementation phase must showcase how well things were prepared in phases one and two. The main task now is to implement the measures drawn up in those phases to optimise consumption of energy, water, materials and other resources, separate waste – ensuring its respective reuse or disposal, and collect the data and information needed for subsequent evaluation.

Before the event

- If possible, take meter readings to document utility consumption after the event.
- Waste separation: Provide and appropriately label waste containers.

During the event

- Heating: Room temperatures should not exceed 20 °C.
- Air-conditioning: No more than six degrees below the temperature outside.
- Sun protection/shade and coverings for windows and glass surfaces.
- Lighting: Daylight use, lighting control for presentations.
- Involve participants, inform them about sustainability aspects and advise on environmentally compatible behaviour.

After the event

- Survey participants: Hand out questionnaires or publish them online via the event portal or app.
- Inspect rooms, switch off equipment, close windows, document visible damage.
- Use left-over catering supplies (‘too good to go’ boxes, donate unused food that never left the kitchen).
- Dismantle temporary structures and ensure they are reused, recycled or disposed of.
- Collect name badges and store them for subsequent reuse.
- Cleaning and waste disposal: Ensure correct use of environmentally-friendly cleaning agents, correctly sort and store waste ready for reuse or disposal.
- Document resource consumption (e.g. energy, water and paper) and quantities of waste according to types of waste.
- Document arrivals and departures where relevant and eligible for reimbursement.

Phase 4: The follow-up phase

In the follow-up phase, the data collected on the event is evaluated and an assessment is made as to whether the measures that were implemented had the desired effect. Identifying potential for improvement helps to further enhance the environmental performance of future events. For larger-scale events, external communication is also important – not least in promoting replication.

Data evaluation and assessment of improvement potential

- Analyse invoices and meter readings.
- Estimate the transportation used and the modal split (use the registration process to ask participants how they will arrive or, where appropriate, analyse travel expense claims and participant lists) – data privacy regulations must be observed.

- Evaluate questionnaires and, where applicable, conduct further interviews with participants and speakers.
- Review contracts, materials and other documentation.
- List areas and opportunities for improvement for use in future events.

Offsetting environmental impact

- Assess the climate impact of the event and implement offsetting measures where planned.

Communication

- Publish information for participants and the general public (e.g. via the conference portal, press releases, publication of the EMAS environmental management statement).

The measures implemented in each phase are to be seen as examples. There are, of course, other measures which are also important in environmentally sound planning and organisation of events. The following section gives a detailed overview of the goals, objectives and measures that must be observed for the various action areas to ensure sustainable events. It must be noted, however, that there are instances when certain **measures might not be feasible or practicable**. This depends on the type and size of the respective event and the prevailing conditions (e.g. the prescribed venue or location). And for online events in particular, a wide range of measures do not of course apply because they concern the venue, the location and travel to the event (e.g. catering, waste management and accommodation for participants).

For online events, on the other hand, advance planning is required to select both the platform and the provider, and to ensure availability of the technology needed for the event to take place. When choosing an online platform, participant numbers and the features to be supported must be considered, while data protection and security regulations must be observed. Streaming tests should be conducted in advance with various participant groups. It is also advisable to provide participants with a set of instructions and a code of conduct for the event.

3. Action Areas for Face-to-face Events

The action areas illustrate the different building blocks involved in face-to-face events. For each action area, a goal or objective is defined and measures described which enable sustainable design of that particular part of the event. A checklist helps the organisational team implement the applicable measures (see Annex 1).

3.1 Mobility

Introduction

Participant travel usually makes up the largest share of the environmental impact arising from event planning and organisation – not least due to the large quantities of greenhouse gas emissions involved.

Goals and objectives

- *Reduce transport-related environmental pollution.*
- *Where appropriate, offset unavoidable emissions from travel.*

Measures

- *Explore alternatives (online/telephone conferences).*

- *Short journey approach – use of public transport, provision of bikes, zero-emission shuttle vehicles.*

INTRODUCTION

Where events are concerned, the primary impact on the environment arises from participant travel to and from the event. An additional impact comes from transfers in the vicinity of the venue.

The primary objective is to avoid greenhouse gas emissions by reducing arrival and departure journeys, and also journeys in the vicinity of the event, and to make use of low-emission mobility.

But before event planning and organisation begins, a check should be made as to whether a face-to-face meeting at the chosen location is actually needed or required for all participants. In some cases, a video or telephone conference can suffice, as can a video link for individual contributions or presentations.

Online meetings are especially suited to events at which participants know one another and have met in advance. This saves time and expense, and reduces the environmental impact in each of the action areas.

Here, it is important that environmental requirements for mobility services, such as the use of low-emission and energy-efficient vehicles, are taken into account at an early stage in contract negotiation.

The German Transport Association (Verkehrsclub Deutschland, or VCD) has published a set of guidelines on environmentally-sound business travel. These and other information on the topic of business trips can be found on the VCD website.

The topic of offsetting transport-related greenhouse gas emissions is addressed in Section 6.

GOALS AND OBJECTIVES

- Avoid and reduce transport-related emissions of greenhouse gases.
- Demonstrate the climate-neutrality of travel related to the event.

MEASURES

Avoid transport-related pollution

- Explore alternatives to face-to-face meetings: Online meetings (a video or telephone conference or video links for certain participants).

Arrival and departure

- Select venue locations that are easy to reach via public transport and where the short journeys principle can be applied.
- Choose event times (start/finish) that enable participants to comfortably arrive and depart via public transport (train, bus, tram). This may require a survey of the participant group in advance.
- Select venue locations that accommodate charging of e-vehicles (own charging stations, public charging stations nearby).
- Provide information on using environmentally-friendly modes of transport (enclose instructions with the invitations – directions on how to get there and how to find the venue, timetables for trains, buses and trams, a link to Deutsche Bahn's Environmental Mobility Check service at: <https://www.umweltmobilcheck.de/>).
- Create incentives to encourage use of public and/or environmentally-friendly transport – for example, offer combination tickets (tickets to an event include free

use of public transport to and from the venue) or reach agreements with Deutsche Bahn for discounted and/or carbon-neutral rail tickets for event participants.

→ When participants register their attendance, ask how they plan to travel to the event. This heightens awareness and facilitates subsequent offsetting.

Mobility at the conference location

→ Provide information about public transport, for example by posting notices, publishing on the conference portal or raising awareness to reliable timetable apps.

→ Encourage shorter journeys made on foot. Depending on the conference location, event organisers can provide bikes and/or e-scooters or enter into an agreement with a bike or e-scooter rental provider.

→ Use of low-emission or local zero-emission vehicles, such as battery-powered electric or alternative drive vehicles.

→ Organise a shuttle service or car pools for transfers between the hotel, the conference venue and/or arrival/departure points (train station, airport).

→ If a shuttle service is needed for high-profile guests, check if e-vehicles can be used for the duration.

→ Train drivers in fuel-saving driving techniques.

Climate-neutral mobility

→ Calculate unavoidable transport-related greenhouse gases and then offset them by reducing emissions elsewhere through investment in qualitative climate protection projects.

Local infrastructure

→ Provide bike parking facilities.

→ Ensure adequate signage indicating the nearest public transport stops.

→ Use a guidance system to guide cars/buses to parking areas/spaces. Avoid disruption to public transport and to local residents.

→ Estimate the number of parking spaces needed and use existing spaces.

Transport arrangements

→ Provide a shuttle service from centralised parking areas using low-emission or local zero-emission vehicles.

→ Provide separate parking areas for different user groups (e.g. people with disabilities, car pools, e-vehicles, car sharing).

→ Estimate visitor and transport flows (according to transport mode).

→ Provide separate routes for service vehicles, the media, VIPs, guests, etc.

→ Provide centralised parking areas.

→ Signpost traffic and parking guidance systems.

→ Provide paid parking spaces.

→ Signpost necessary parking bans, barriers and access restrictions.

→ Impose speed restrictions in the vicinity of the conference area.

3.2 Venue and accommodation

Introduction

When choosing venues and hotels, environmental management systems such as

EMAS certification and criteria for related action areas (e.g. arrival and departure, catering, waste management, accessibility) are taken into account.

Goals and objectives

- *See the goals and objectives of related action areas.*
- *Strive to make side events as environmentally sound as possible.*

Measures

- *Take sustainability aspects into account when searching for hotels and venues (use dedicated portals where applicable).*
- *Choose the appropriate certification (EMAS or EU Ecolabel).*
- *Consider criteria for adjacent action areas.*

INTRODUCTION

The Event Venue and Participant Accommodation action area takes in requirements for the conference venue and hotels, as well as issues concerning planned side events. When choosing hotels and conference venues, and when conducting events, issues concerning waste management, procurement, energy consumption, the need for temporary structures, mobility, catering and water consumption all play an important role. These topics are addressed in the sections below. Special reference is made to the mobility action area because arrival and departure and also transfers in the vicinity of the venue are among the most important aspects when it comes to reducing the environmental impact of an event.

When selecting hotels and conference venues, ecolabels can be of great help. Examples include the EMAS Register (<https://www.emas-register.de/>) and the EU Ecolabel (<https://www.eu-ecolabel.de/>). Venues with such labels are especially suited to hotel-based events because hotel operators and event managers are required to provide proof of compliance with the prescribed environmental standards. Also, an environment or energy management system in accordance with ISO 14001 and ISO 50001 shows that hotel and venue managers give serious thought to the environmental impact of their operations. In addition, hotel booking portals (such as <https://www.bookdifferent.com/en/>) can be used to search for hotels according to sustainability criteria. The Federal Government's travel management system (TMS) has a search feature which enables users to search for hotels with environmental certification. This action area also focuses on organisation and implementation of side-event programmes from a sustainability perspective.

GOALS AND OBJECTIVES

- For the venue and accommodation, the goals and objectives of the following action areas apply: mobility, energy and climate, temporary structures, procurement of products and services, catering, waste management, water management and use, and accessibility.
- Side-event programmes should have as little environmental impact as possible.

MEASURES

Selecting the venue and participant accommodation

- Choose hotels and congress centres with environment management systems. These should be EMAS-validated and registered. Hotels that meet environmental criteria may also carry the EU Ecolabel. These or comparable labels and management systems may also be considered when selecting venues and hotels.

- When looking at hotels on booking portals, sustainability aspects should be checked.
- The measures listed in the following action areas also apply: mobility, energy and climate, temporary structures, procurement of products and services, catering, waste management, water management and use, and accessibility.

Side-event programmes

- Choose a venue and accommodation located as close to each other as possible.
- Journeys made using public transport and rental bikes and/or the provision of low-emission shuttle buses – form car pools where appropriate.
- Side events subject to environmental and social criteria (where appropriate, include environment-related and social projects)

3.3 Energy and climate

Introduction

Event organisation seeks to achieve the greatest-possible levels of energy efficiency and energy savings. This involves mobility in the vicinity of the venue and also heating, air-conditioning and event technology/equipment at the venue itself.

Goals and objectives

- *Reduce energy use.*
- *Increase energy efficiency.*
- *Reduce/avoid greenhouse gas emissions.*

Measures

- *Keep indoor temperatures to no more than 20 °C/no more than six degrees below the temperature outside.*
- *Use renewables-generated electricity.*
- *Use IT equipment and devices with the Blue Angel ecolabel.*

INTRODUCTION

Reducing energy consumption and increasing energy efficiency are the major levers in planning and organising environmentally sound events.

As an overarching topic, the Energy and Climate action area plays a decisive role in areas like mobility and selecting both a conference venue and a hotel at the event location. Its separate treatment is designed to underpin the importance of the topic in environmental policy and heighten organisers' awareness to it. Climate-influencing energy uses occur in participant arrival and departure, mobility in the vicinity of the conference venue (see Section 3.1 Mobility), in heating, air-conditioning and lighting the venue and hotel, and in the use of conference technology and equipment. With the aim being to minimise overall energy consumption, measures are listed which contribute to an energy-saving approach to electricity use.

The event organisers are, however, limited in the energy-saving measures they can apply because they can rarely effect structural changes to the conference venues and hotels they use.

This is why these issues must be considered at an early stage when selecting a conference location and venue. They can be assumed to have been taken into account if EMAS-registered facilities are chosen. Organisers will mainly focus on ensuring that the event runs as smoothly as possible, with technology and equipment working as it should. However, energy consumption can also be influenced by concerted use of

energy-efficient equipment and by avoiding conference rooms that are over-heated in winter and too cold in summer (because the air-conditioning temperature is set too low).

An environmental management system, ideally EMAS compliant, provides the tools needed for collecting reliable data. For more on this, see Section 6 Voluntary Offsetting of Emissions. At this stage, budgetary law provisions must also be taken into account if the public sector is involved.

GOALS AND OBJECTIVES

- Keep energy consumption as low as possible.
- Increase energy efficiency to the greatest possible extent.
- Reduce/avoid greenhouse gas emissions, thereby keeping offsetting to a necessary minimum.

MEASURES

Buildings, energy use

- Select conference venues and hotels based on issues of energy consumption – orientation towards EMAS registration or the EU Ecolabel.
- Heating: Temperatures in all meeting and conference rooms not to exceed 20 °C.
- Lower heating settings during the night.
- Cooling: No more than six degrees below the temperature outside.
- Daylight use, optimised lighting controls, optimised sun protection/shading, energy-efficient lighting.
- Training of staff on correct, i.e. energy-efficient, ventilation.

Electricity

- Obtain electricity from renewable energy sources (e.g. green electricity providers) where possible.

Equipment and devices

- Use of IT equipment and printers or multifunctional devices that meet Blue Angel ecolabel criteria. Use freezers, refrigerators and dishwashers with the highest energy efficiency classification.

3.4 Temporary structures and trade fair stands

Introduction

Temporary structures (such as pavilions used at large-scale events) are resource-intensive and should thus be avoided. If they must be used or if trade fair stands are planned, then use of durable, recyclable materials must be guaranteed.

Goals and objectives

- *Avoid substances and waste that are harmful to the environment and to human health.*
- *Reuse of structural components.*

- *Soil protection.*

Measures

- *Explore alternative locations that negate the need for temporary structures.*
- *Use recyclable transport packaging and building materials.*
- *Ensure separated waste disposal.*
- *Store major structural components for reuse or opt for a rental solution instead.*

INTRODUCTION

Large events can reach a scale that makes it necessary to erect temporary structures in order to meet the respective needs. Those structures can be tents, pavilions or halls.

From an environmental perspective, temporary structures are disadvantageous – they use large amounts of energy due to poor insulation and are also resource-intensive because of the building materials used. To avoid temporary structures, a check should be made in advance as to whether a different venue can be used. If temporary structures are required, then their assembly, disassembly and operation must be designed in an environmentally-compatible way. This means using durable, recyclable building materials in modular form which pose no risk to the environment or to human health. They must be fully disassembled and reuse of the various materials must be largely guaranteed. Permanent sealing of surfaces and damage to soil must be avoided.

For smaller-scale events and exhibitions at trade fairs, these checks mostly involve stand set-up and construction. These must be performed in such a way as to ensure their reuse.

In the case of customised stands, reuse at subsequent trade fairs must be ensured. Any wood used must come from sustainably managed forests or from recycled timber. Stand components that cannot be reused must be fed into a recycling system. Materials that cannot be recycled must be correctly disposed of.

Fair stands must be as energy-efficient as possible. As these are temporary structures, see also the action areas Energy and Climate (Section 3.3.) and Waste Management (Section 3.7).

GOALS AND OBJECTIVES

- Avoid waste.
- Ensure reuse of building components and systems to increase material efficiency.
- Avoid substances that pose a risk to the environment and to human health, avoid sealing of surfaces.

MEASURES

Venue and delivery logistics

- Check if an alternative venue location would do away with the need to erect temporary structures.
- Optimise arrival routes and the number of deliveries of goods and supplies.

Waste management for building materials and interior fixtures and fittings

- Ensure separate waste collection and disposal.
- Use primarily reusable or at minimum recyclable transport packaging to avoid waste.
- Develop a reuse strategy (e.g. storage for subsequent events, rental or leasing of

major components, donating/gifting).

Product selection

→ Use modular systems.

→ Durable, recyclable building materials, fixtures and fittings that pose no risk to the environment or to human health (e.g. refrain from using wood preservatives, use certified timber, refrain from using PVC, use products with the Blue Angel ecolabel).

Soil protection

→ Install soil protection systems for paths and surfaces.

3.5 Procurement of products and services

Introduction

Prior to each new purchase, a needs analysis must be carried out to determine if the product or service is vital to ensure the success of the event. For all required products and services, sustainable solutions and suppliers must be selected.

Goals and objectives

- *In all purchasing decisions, sustainability aspects must be considered.*
- *Avoid excess use of paper where possible.*

Measures

- *Conduct a needs analysis for all new purchases.*
- *When selecting products, look for those with ecolabels (such as the Blue Angel).*
- *Reduce paper use (e.g. electronic invitation and document management).*
- *Use cleaning agents sparingly.*

INTRODUCTION

When purchasing products and services required for an event, a number of positive messages can be communicated. Because the Federal Government has a special environment-related responsibility, in a first step event organisers must ask whether the purchase of a certain service is really necessary before – in a second step – focusing on finding sustainable products and services. A check should always be made to assess whether purchasing a used product or entering into a rental agreement might be the more sustainable approach. In response to targeted demand, the availability of sustainable products and services will increase, thereby promoting dissemination and use of innovations. By considering sustainability aspects in the procurement of products and services for conferences and events, the Federal Government can assume a pioneering role in promoting sustainable consumption. This role model effect can also influence event participants in their capacity as consumers.

Public service procurement regulations allow the procurement of sustainable products and services to the extent that corresponding requirements are set out in product descriptions or specifications. In the award of public contracts via Federal Government departments, the provisions of the General Administrative Regulation on the Procurement of Energy-Efficient Services (AVV-Enfeoff) also apply. The contracting authorities have access to a wide range of instruments which they can use in applying sustainability criteria – these include a life-cycle cost calculator, quality labels, the EU EMAS, and energy efficiency labels. When describing products and services required, suitability criteria, contract award criteria and performance specifications, reference may be made to quality labels such as the Blue Angel and the EU Ecolabel where

those labels are available for the required product or service and their requirement is possible and appropriate. In addition, quality labels may also be required for verification purposes, although equivalent labels must also be accepted for this purpose. Only in certain circumstances may the public contracting authority request other suitable documentation (Article 34 VgV/Article 24 UVgO).

Section 13 of the Federal Climate Change Act (Klimaschutzgesetz) stipulates that public procurement must give preference to the most climate-friendly products and services. This gives contracting authorities/procurement agents sound reasons and opportunities to consider environmentally sound products and services in every phase of procurement.

Detailed information on green public procurement of products and services, including guidelines on specific product groups, is provided for example by the Federal Environmental Agency (UBA) at: <https://www.beschaffung-info.de/en>.

With regard to procurement of catering services, gifts and give-aways, and also temporary structures, reference is made to the respective action areas listed elsewhere in these Guidelines.

GOALS AND OBJECTIVES

- Consider sustainability aspects in all procurement processes.
- Stem the ‘flood of paper’ that ensues at events, especially conferences.

MEASURES

Sustainable procurement in general

- Check whether there is an actual need.
- Check if the need could also be covered by procuring used products or by renting sustainable products.
- Procurement of products and services bearing the Blue Angel or EU Ecolabel environmental labels or those which meet their criteria. If no environmental label exists for the required product or service, environmental criteria must be sought and met elsewhere. Social aspects must also be considered (e.g. fair pay and working conditions).
- Consider life-cycle costs (e.g. use the UBA’s life-cycle cost calculator).
- When selecting providers/suppliers, consider experience and expertise in environment-focused management practice.

Paper

- Reduce paper consumption, for example via electronic invitations and event management (online distribution of invitations and conference documents, a dedicated conference portal, a conference app, agenda and instructions provided on-screen only during a conference), provision of brochures via QR codes (e.g. only display sample brochures which contain QR codes), use smaller formats (more pages per sheet), use double-sided documentation and handouts, and double-side copies on site in cases where printing cannot be avoided, minimise the number of handouts distributed (conduct a thorough check on participant numbers).
- Where paper must be used (copy paper), use recycled paper bearing the Blue Angel label or which meets Blue Angel criteria (conference documentation and similar), whiteness of recycled paper: maximum 80% (incl. UV content) according to DIN ISO 2470, printed matter is printed primarily on paper bearing the Blue Angel label – the approved alternative is paper bearing the FSC Recycled logo. Only in exceptional circumstances may paper with the EU Ecolabel be used. Virgin fibre

paper must not be used.

Batteries

→ Use rechargeable batteries in equipment used for simultaneous interpreting and in other battery-powered devices (but no nickel-cadmium batteries).

Cleaning agents

→ Efficient use of cleaning agents – clarify this with cleaning companies and inform cleaning staff.

→ Procurement of environmentally sound cleaning agents bearing the Blue Angel or EU Ecolabel.

3.6 Catering

Introduction

The production of and ways in which food is consumed have impacts on the environment. Climate change, land-use change and biogeochemical cycles are all influenced by livestock farming and the production of animal-derived foods in agriculture. The carbon footprint of food should thus be a key criterion when selecting a catering service.

Goals and objectives

- *Use organically farmed products and produce.*
- *Where possible, offer plant-based, seasonal, fairly traded foods that are both environment and climate friendly.*
- *Avoid food waste and other types of waste.*

Measures

- *Use seasonal foods and foods produced in a resource-sparing, climate-friendly way.*
- *Ensure catering includes vegan/vegetarian options and (ideally) tap water in carafes or jugs.*
- *Use reusable crockery, cutlery and glasses/distribute left-over food/‘too good to go’ boxes.*

INTRODUCTION

Provision of beverages and/or food is an integral part of most events. The Catering action area considers aspects of catering provision for participants, procurement (especially of food) and the associated transport volumes, waste avoidance and separation.

Special consideration must be given when selecting vegetarian, vegan, seasonal, organically farmed and fairly traded products. Goods transported by air, such as strawberries in winter, must be avoided.¹

Reduced consumption of animal-derived foods from farming would lessen the impact on the environment and promote human health. The German Nutrition Society (DGE) thus recommends that a healthy diet should contain no more than between 300 and

¹ A list of typical products transported by air is available at: <https://www.klima-sucht-schutz.de/service/klima-orakel/beitrag/welche-lebensmittel-werden-mit-flugzeug-transportiert-12519/https://www.co2online.de/gloss.ar/default/definitionyflugware/>

600 grams of meat or cold cuts per week.²

Around one-third of food produced for consumption outside the home ends up as waste.³ Ways in which waste food can be avoided in catering, along with practical and easy-to-implement tips, are set out in the Federal Environmental Agency (UBA) Guidelines on Prevention of Food Waste in the Catering Sector (<https://www.umweltbundesamt.de/publikationen/prevention-of-food-waste-in-the-catering-sector>). Even small-scale measures such as calculating optimal quantities, needs-based replenishment of buffet dishes and using smaller plates and portions all help in reducing food waste.

Ideas on avoiding food waste are also available on the “Zu gut für die Tonne!” (Too Good for the Bin) website operated by the Federal Ministry of Food and Agriculture (BMEL) (<https://www.zugutfuerdietonne.de/navigation/sub-footer-navigation/english>), in the National Strategy on Food Waste Reduction also available on that website and in the checklist on avoiding food waste in business (“Wo können Sie in Ihrem Betrieb Lebensmittelabfälle vermeiden?”) published (in German) by the United Against Waste Initiative (<https://www.united-against-waste.de/downloads/dehoga-checkliste.pdf>).

The excellent quality of piped drinking water in Germany means it can be used straight from the tap.⁴ Piped drinking water has the advantage that it requires neither packaging nor additional transport. It is also the most cost-effective option. Tap water is thus provided in carafes or jugs. Hygiene standards must be observed.

GOALS AND OBJECTIVES

- A significant share of organically farmed products and produce.
- Use of seasonal foods.
- Use products produced and transported in a resource-sparing, climate-friendly way.
- Give preference to balanced, plant-based foods in line with the DGE quality standards.
- Use fairly traded products if foodstuffs used have come from overseas.
- When planning catering, take culture-specific and religious eating habits into account.
- Reduce food waste/other types of waste (see also Section 3.7 Waste Management).

MEASURES

Production method selection

² <https://www.dge.de/ernaehrungspraxis/vollwertige-ernaehrung/10-regeln-der-dge/>

³ Umweltbundesamt, 2016: Entwicklung von Instrumenten zur Vermeidung von Lebensmittelabfällen, UBA-Texte 85/2016, p. 65, <https://www.umweltbundesamt.de/publikationen/entwicklung-von-instrumenten-zur-vermeidung-von>

⁴ Trinkwasserverordnung in der Fassung der Bekanntmachung vom 2. August 2013 (BGBl. I p. 2977), die durch Artikel 4 Absatz 22 des Gesetzes vom 7. August 2013 (BGBl. I S. 3154) geändert worden ist [Drinking Water Ordinance in the version published on August 2, 2013 (BGBl. I p. 2977), as amended by Article 4 (22) of the Act of August 7, 2013 (BGBl. I p. 3154); EU Council Directive 98/83 EC on the quality of water intended for human consumption of 3 November 1998, OJ EC No. L 330, p. 32

- Provide organically farmed products and produce (at least 20% of the weight or monetary value in relation to total goods used) and also fairly traded products (e.g. coffee and tea).
- Use sustainably transported seasonal foods, in particular refrain from goods grown in heated greenhouses and those transported by air. From May to October, fresh ingredients (salad, herbs, vegetables and fruit) comprise at least 80% seasonal produce.
- Also provide both vegan and vegetarian catering options – taking account of resource-sparing, climate-friendly production – and plan a full menu of vegan meals.
- For meat and/or fish offered as part of the catering service, the following criteria apply:
 - Meat products should be selected that have the lowest-possible carbon footprint, ideally from organic farms or farms that meet strict animal welfare standards.
 - When choosing and preparing meat and fish products, it must be ensured that the products selected are not from endangered stocks. In addition, contracting authorities/procurement agents should apply criteria for certified fish (e.g. the independent MSC label or the Naturland label).
- Preference is given to products that do not contain palm oil/soybean oil. When using palm oil/soybean oil and products containing palm oil/soybean oil, they must be from certified sources only.
- Provision of tap water in carafes or jugs (constant refilling with fresh water and timely clearing away and rinsing of [glass] carafes must be ensured). If other cold drinks are provided, reusable bottles must be used.
- Use environmentally-friendly paper products (e.g. products bearing the Blue Angel DE-UZ 65 “Ungebleichte Koch- und Heißfilterpapiere” (unbleached filter papers for use with hot and boiling water) and serviettes and kitchen roll with the Blue Angel DE-UZ 5 “Hygiene-Papiere aus Altpapier” (sanitary paper made from recycled paper).

Food intolerance and allergies

- Label dishes to ensure that foods containing ingredients that can trigger allergies or intolerance can be readily identified.
- Instruct catering staff accordingly.

Avoid food waste and other types of waste

- Order or prepare needs-based quantities of food.
- Refrain from setting out all readily prepared food and dishes – keep some back and replenish/refill as needed.
- Use reusable crockery, cutlery and glasses.
- Use packaging that helps avoid or reduce waste.
- Label buffet dishes (prevents wrong choices).
- Sensitise serving staff, e.g. serving smaller portions, targeted replenishment/refilling of dishes.
- To the extent that prevailing hygiene regulations allow, donate left-over food to charitable organisations – such as local food banks.

Waste separation

- Separate collection of kitchen waste.
- Separate collection of used cooking oil from fryers.

Catering service providers

- When selecting catering service providers, care must be taken to comply with the quality standards published by the German Nutrient Society (DGE) in November 2020.

3.7 Waste management**Introduction**

In matters of waste management, an underlying four-pillared principle applies: 1. Avoid, 2. Reuse, 3. Recycle, 4. Disposal. This spares resources and promotes the circular economy.

Goals and objectives

- *Avoid or reduce waste.*
- *Separate waste.*

Measures

- *Use reusable packaging.*
- *Introduce take-back systems (e.g. name badges), inform participants and suppliers about waste separation.*

INTRODUCTION

Reducing waste and correctly separating waste spares valuable resources and promotes the circular economy. The Waste Management action area primarily focuses on limiting and, where possible, reducing quantities of waste.

With regard to waste avoidance and separation, in the case of paper and catering, reference is made to the measures set out in the action areas Procurement of Products and Services (Section 3.5) and Catering (Section 3.6).

With a view to adopting a resource-sparing approach to products, the following underlying principle must be complied with in the sequential order shown: 1. Avoid, 2. Process and prepare for reuse, 3. Recycle, 4. Disposal. This principle is also enshrined in law (see Section 6 The Closed Substance Cycle and Waste Management Act (KrWG)).

GOALS AND OBJECTIVES

- Avoid waste and reduce quantities of waste.
- Separate waste types at source.
- Correct disposal (reuse and disposal) of unavoidable waste.

MEASURES**Waste avoidance**

- Minimise packaging waste, for example by using reusable packaging and ordering large containers, provided the contents will be used.
- Take-back systems and reuse items, e.g. name badges.
- Use recyclable products and packaging made from recycled material, e.g. recycled cardboard for boxes.

Waste separation

- Provide waste islands for separate waste collection, first and foremost for paper, organic waste, glass and light packaging, and clearly label each (especially for international events).
- Provide information about the waste separation system to suppliers and the operator. Important: Include cleaning companies.
- Require suppliers to take back packaging.

Disposal

- Dispose of packaging waste in accordance with the provisions of the German Packaging Act (VerpackG).
- Reuse/recycle all other separated waste (paper, organic waste, etc.) on own account in line with the provisions of the Closed Substance Cycle and Waste Management Act (KrWG) and the Commercial Waste Ordinance (GewAbfV).
- Dispose of residual waste via public waste disposal utilities in line with the provisions of the Closed Substance Cycle and Waste Management Act (KrWG) and the Commercial Waste Ordinance (GewAbfV).

3.8 Water management and use

Introduction

To conserve water as a valuable resource, its responsible management along with measures to reduce water pollution are needed – such as using biodegradable cleaning agents. With regard to procurement and use of environmentally-friendly cleaning agents, reference is made to the Procurement of Products and Services action area (see the checklist of measures 5.8 and 5.9.).

Goals and objectives

- *Water conservation.*

Measures

- *Sparing use of water, such as use of water-saving devices in kitchens and cafeterias.*
- *Placing of signs with information about water-saving devices in sanitary rooms, also to raise participants' awareness.*

3.9 Gifts and give-aways

Introduction

Gifts and give-aways are generally avoided. Should this not be possible, consideration must be given to their environmentally-friendly production and delivery, additional environmental benefit and meaningful use on the part of the recipient.

Goals and objectives

- *Avoid gifts and give-aways.*
- *Otherwise opt for sustainable solutions.*

Measures

- *Refrain from offering gifts and give-aways.*
- *Otherwise, select environmentally-friendly, socially responsible, seasonal*

products and produce.

INTRODUCTION

The most sustainable gift or give-away is one that has not been produced at all.

Participants at an event are also consumers who enjoy receiving a gift, but only in that instant. Over time, such products remain unused because they are simply not needed. Refraining from giving gifts and give-aways thus makes environmental sense and can be communicated in a positive setting. In cases where they cannot be avoided, gifts and give-aways presented at an event should be selected so they do not end up as waste immediately after the event, while their production and delivery should be both as environmentally sound and as socially responsible as possible. This can include treating participants to suitably sustainable specialities from the area in which the event is held along with give-aways that have a built-in environmental benefit (e.g. seed balls, book marks and similar items made of seed paper). For online events, give virtual gifts such as a screenshot as a group photo or a digital graphic recording. If gifts cannot be avoided for events held online, then sustainable products and delivery must be ensured.

GOALS AND OBJECTIVES

- No gifts or give-aways.
- Where they cannot be avoided, sustainable options must be sought.

MEASURES

General

- No procurement of gifts or give-aways.

Product selection (should an exception be made)

- Use environmentally-sound and socially responsible gifts and give-aways, procure those bearing the Blue Angel or the EU Ecolabel or those which meet their respective criteria. Should no environmental label exist for the product or service in question, environmental criteria must be sought and met elsewhere.
- If food is to be procured as gifts or give-aways: Use seasonal, organically produced and sustainably transported or fairly traded products and produce (<https://www.fairtrade-deutschland.de/>).
- Pens and pencils: Preference is given to retractable ballpoint pens and pencils made from cardboard/papier-mâché. Alternative: Unvarnished pencils or retractable ballpoint pens made of wood from sustainably managed forests.
- Backpacks and bags made from environmentally-friendly materials. They should ideally have a meaningful reuse after the event.
- Offer German specialities, such as organic products and produce.
- Select seasonal and sustainably transported/fairly traded flowers as gifts.

3.10 Organisation, communication, evaluation

Introduction

It is essential that a central point of contact be appointed who is available for all matters surrounding sustainability. The event's sustainability goals and objectives are communicated internally and externally in advance, subsequently evaluated and the findings shared with the general public (primarily for larger-scale events).

Goals and objectives

- *Document and communicate the successes achieved and the measures applied.*

Measures

- *Appoint a contact person.*
- *Inform participants of the sustainability aspects of the event (e.g. in presentation areas during breaks).*
- *Collect, evaluate and communicate data on the impact of measures applied.*

INTRODUCTION

To ensure sustainability aspects are taken into account from the outset, it is important to appoint a contact person who can provide event preparation staff with specialist advice and support on matters surrounding sustainability.

Also of key importance are internal and external communication of the sustainability goals, objectives and measures adopted for the event. Only when responsibilities, roles and measures are communicated to staff at an early stage can they be executed as planned. Training of inhouse and external staff is essential. External communication serves as an incentive to actively achieve the sustainability goals and objectives that have been set. Also, by communicating the sustainability approach, other event organisers can be encouraged to adopt sustainability strategies for their own events.

Sustainable event management also involves measurement, evaluation and (for larger-scale events) communication of the impact of the various measures taken (see the Environmental Impact Statement from the UN Climate Change Summit – COP23 (<https://www.bmuv.de/en/download/cop-23-environmental-statement>)). In this way, measures that have proven successful can be communicated to others, while those that were less successful can serve as shared lessons learned.

GOALS AND OBJECTIVES

→ Securing the success of the sustainable event initiative.

MEASURES

Organisation

→ Appoint a contact person who can provide event preparation staff with specialist advice and support on matters surrounding sustainability.

Communicate event-related goals, objectives and measures

→ Wide-ranging public relations work: At an early stage, communicate both the aim of organising an environmentally sound event and the measures involved (e.g. with the invitation, on the conference portal or in the conference app).

→ Inform staff onsite about sustainability-related measures and include these in their subsequent implementation (e.g. define responsibilities and roles, provide staff training).

→ Inform participants about the sustainability aspects of the event (e.g. display banners, use presentation areas to showcase them during breaks).

→ In calls for tenders, include a requirement for training of external staff.

Evaluation

→ Perform qualitative and quantitative impact assessments on implemented measures (documentation).

- Evaluate collated data.
- Communicate the findings from the data evaluation (especially for large-scale events).

3.11 Accessibility

Introduction

To enable their active participation in events, the needs of people with disabilities (e.g. limited mobility, impaired vision or hearing loss) are taken into account, while measures are adopted to make the event accessible.

Goals and objectives

- *Include the needs of people with disabilities.*

Measures

- *Accessible distribution of invitations.*
- *Appropriate seating and parking for wheelchair users.*
- *Guidance and orientation systems for people with impaired vision.*
- *Sign language interpreters for deaf people and people with hearing loss.*

INTRODUCTION

Accessibility is a key social factor in event organisation and implementation. Taking account of the needs of people with disabilities should enable their autonomous, active participation. Accessible entry must be ensured for people with limited mobility (including overnight accommodation for multi-day events). Participation by people with other disabilities (such as impaired vision or hearing loss) must also be ensured.

Information on organising accessible events is available, for example, in the German-language brochure on designing accessible conferences, seminars and other events published by the German Social Accident Insurance (*Deutsche Gesetzliche Unfallversicherung e.V.*) (<https://publikationen.dguv.de/regelwerk/dguv-informationen/3336/gestaltung-barrierefreier-tagungen-seminare-und-sonstiger-veranstaltungen>) and in the accessible events checklist (*Checkliste für barrierefreie Veranstaltungen*) published (in German only) by the Federal Centre of Expertise on Accessibility (*Bundesfachstelle Barrierefreiheit*) (<https://www.bundesfachstelle-barrierefreiheit.de/SharedDocs/Downloads/DE/Veroeffentlichungen/checkliste-barrierefreie-veranstaltung.pdf?blob=publicationFile&v=4>).

GOALS AND OBJECTIVES

- Consider the needs of people with disabilities.

MEASURES

Accessible documentation

- When sending out documentation, ensure it is accessible – including on websites.

Measures for wheelchair users

- Ensure availability of wheelchair accessible toilet facilities.
- Avoid steps and differing floor levels, buildings with wheelchair-accessible lifts, transportable ramps and inclined chairlifts as an emergency solution only.
- Wide paths, corridors and doorways, avoid revolving and swinging doors as the only access option, easily-accessible doors with enough free space.

- Ensure enough space for wheelchairs to move around.
- Suitable seating and parking spaces.
- Easily-accessible controls.
- Space below tables and wash basins to accommodate wheelchairs, ensure buffet tables are low enough to be accessible.
- Suitable emergency exit options.
- Suitable parking spaces near entrances, appropriate shuttle services.

Measures for people with difficulty walking/moving around

- Short distances, seating opportunities at regular intervals along corridors and paths.
- Non-slip surfaces, no gravel or similar ground covering, fixed dirt-trap covers.
- Easily-accessible doors, appropriate widths for corridors, doors, steps, handrails.
- Seats with armrests.

Measures for people who are blind or have impaired vision

- Avoid obstacles in corridors and on paths.
- High-contrast signage/labelling of unavoidable obstacles.
- Mark the edges of steps, ensure adequate lighting.
- Visual and tactile guidance and orientation systems.
- Large, clearly visible, tactile symbols and lettering.
- Easy-to-understand acoustic announcements.
- Large-print documentation.
- Lateral demarcation of access routes, tactile floor markings.
- Access for guide dogs for the blind and partially sighted.
- Documentation in braille.

Measures for deaf people or people with hearing loss

- Flashing light system to indicate hazards and make them readily recognisable.
- Provision of suitable hearing systems, hearing aids, films with subtitles, etc.
- Sign language interpreters.

3.12 Gender mainstreaming

Introduction

Event organisers promote gender equality by using gender-neutral/gender-inclusive language and ensuring a balanced gender ratio among invited experts.

Goals and objectives

- *Take account of gender mainstreaming in every planning phase.*
- *Ensure a gender balance.*

Measures

- *Use gender-neutral or gender-inclusive language.*
- *Ensure a gender balance among those involved (speakers, moderators).*

- Offer childcare services where appropriate.

INTRODUCTION

In its cabinet decision of 23 June 1999, the Federal Government recognised the equality of women and men as a guiding principle of its actions in accordance with the state objective laid down in Article 3 (2), sentence 2 of German Basic Law and sought to promote gender equality by adopting the gender mainstreaming approach.

In implementing this decision, Article 2 of the Joint Rules of Procedure of the Federal Ministries of 26 July 2000 stipulated that all ministries observe this approach in all policymaking, normative and administrative measures pursued by the Federal Government. The principle of gender mainstreaming is also embedded in Article 4 (1) of Germany's General Equal Treatment Act (AGG).

By adopting the gender mainstreaming approach, events can provide important stimulus in promoting gender equality. This is especially the case as regards the use of gender-neutral or gender-inclusive language and the practice of inviting as balanced a ratio of male and female experts as possible. Also, participants and people with active roles who have children to look after should ideally be able to make use of free childcare services provided at the venue or in the immediate vicinity of the event.

The "Checkliste Gender-Mainstreaming bei Maßnahmen der Presse- und Öffentlichkeitsarbeit" (Checklist for Gender Mainstreaming in Press and Public Relations Work) published (in German only) by the Federal Ministry for Families, Senior Citizens, Women and Youth provides guidance on ways to implement gender equality

(<https://www.bmfsfj.de/resource/blob/80444/c1e663fc5f035b18ef952cc2468de398/gender-mainstreaming-bei-massnahmen-der-presse-und-oeffentlichkeits-arbeit-data.pdf>). Information concerning other issues such as health and safety is available in a German-language brochure on sustainable events (*Nachhaltige Events*) (<https://www.umweltpakt.bayern.de/nach-haltigkeit/publikationen/1201/nachhaltige-events>).

GOALS AND OBJECTIVES

- Take account of gender mainstreaming principles in event planning and implementation.
- Ensure a gender balance.

MEASURES

Gender mainstreaming

- Gender-neutral/gender-inclusive language, both written and spoken (in line with the cabinet decision of June 1999).
- Ensure a gender balance among speakers and others with active roles (e.g. moderators), equal representation on panels.

Reconciliation of work and family life

- Where needed, offer childcare at or near the venue (survey participants' needs and those of people in active roles prior to the event).
- For Federal Government employees, additional, unavoidable childcare costs may be reimbursed in accordance with the Federal Equal Treatment Act (BGleiG) or the Soldiers' Equal Opportunities Act (SGleiG) if the respective requirements are met. This applies if the event is an official further training course for the participants as

defined in Article 10 BGleiG or is connected with business travel on the part of participants or involves a training, further training or further education measure as defined in Article 10 SGleiG. Childcare does need not take place at the venue itself.

4. Online and Hybrid Events: Action Areas

For online and hybrid events, additional action areas come into play, while others more applicable to face-to-face events no longer apply. Both event formats differ in respect of the presence of an audience. At hybrid events, usually only a small section of the audience/participants are present on site, while the remainder attend online. With online events, the entire audience attends online. This does not, however, rule out the possibility of an on-stage programme with people physically present being streamed live during the event – e.g. venue management, moderator, and participants in a panel discussion.

The measures applicable in the aforementioned action areas of procurement of products and services, organisation, communication and evaluation, gender mainstreaming and accessibility must be observed for all formats, but not necessarily in full.

Introduction

The selection of both software and hardware is key for online and hybrid events. Adopting certain behaviours can also help reduce the environmental impact of an event.

Goals and objectives

- *Achieve a low carbon footprint by holding and attending video conferences.*
- *Raise awareness to environmentally-friendly behaviour.*

INTRODUCTION

For online events, using cloud-based video conference software makes environmental sense. In contrast to the video conference solutions needed for dedicated conference rooms, all that participants need to attend an online event is a laptop or a desk-top PC equipped with a webcam and microphone, and internet access.

The extent of the environmental impact from online events depends among other things on the energy efficiency of the server on which the cloud service video conference is located. If the server meets the minimum requirements laid down by the Blue Angel Label for Energy-Conscious Data Centres (DE-UZ-161 and DE-UZ-214), the carbon footprint of the conference is significantly reduced.

The Federal Environment Agency's research project on green cloud computing has shown that it is actually possible to calculate the environmental impact of cloud-based services.⁵ The cloud service provider of an online videoconference should provide information on the environmental impact of the service in the form of a carbon footprint per service unit (e.g. per hour).

If this kind of market transparency catches on, cloud providers will be incentivised to

⁵ Government recommendations for green cloud computing: https://www.umweltbundesamt.de/sites/default/files/medien/376/publikationen/politische-handlungsempfehlungen-green-cloud-computing_2020_09_07.pdf (in Germany only) – for related English-language information see <https://www.umweltbundesamt.de/en/topics/economics-consumption/green-public-procurement#strap-14572>

offer services that are especially environmentally sound.

Where possible, environmental impacts can also be reduced by selecting energy-efficient equipment and devices.

Participants can also play a major role in reducing the environmental impact of an event by adopting certain behaviours. Provision of related information by the event organiser is key in this regard.

GOALS AND OBJECTIVES

- Achieve a lower carbon footprint by holding/participating in video conferences.
- Raise awareness to environmentally-friendly behaviour when attending online events.

MEASURES

- Use energy-efficient equipment and devices where possible.
- Choose a data-saving resolution – where possible and practicable.
- Participate in video conferences via LAN or W-LAN – not via mobile communications networks.
- Where possible and practicable, switch video output off (speaker switches video on, listener switches video off).
- To reduce emissions at hybrid events, enable online participation – especially for speakers who would have to travel a long way.
- Important: Give behavioural advice to participants.

5. Environment Management at Large-scale Events

Large-scale events with up to 1,000 participants pose a challenge as regards logistics and also when it comes to management and use of natural resources. This section explains how by using the EU's Eco-Management and Audit Scheme (EMAS), event organisers can adopt suitable formats for large-scale events, set environmental targets and goals, and communicate these in public.

Events involving several hundred or even a thousand participants pose a huge logistics challenge for organisers. This applies to event management in general and more specifically to dealing with the considerable environmental impacts expected. In many cases, selective measures do not go far enough – it is usually better to design an overall strategy or plan that takes in all of the direct and indirect environmental aspects covered in these Guidelines.

The EU Eco-Management and Audit Scheme (EMAS) (Regulation [EC] No. 1221/2009 of 25 November 2009, Official Journal [EC] No. L 342, p.1) is a voluntary environmental management tool which is based on an EU regulation and was amended in 2009. It provides event organisers with a practicable framework in which to define internal responsibilities and roles at various levels, and to set environmental targets and goals to enable both implementation of measures in a controlled manner and use of an environmental impact statement to communicate an event's environmental performance to the interested public. The statements are archived by the EU Commission and on Germany's own EMAS portal (<https://www.emas.de/>), making them available for subsequent use. For example, calculations regarding energy savings, illustration of traffic management measures and data on waste volumes and water consumption can be of tremendous use to organisers of various kinds of events. And last but not least, entry in the EMAS register gives event organisers additional

publicity on a global scale.

EMAS is suited to all types of large-scale events. For example, since 2007 the German Evangelical Church Assembly (Deutscher Evangelische Kirchentag, DEKT) has used the EMAS to continually improve its environmental performance (<https://www.kirchentag.de/was-ist-kirchentag/werte/umweltschutz>), while the 9th Conference of the Parties to the Convention on Biological Diversity has been EMAS-registered since 2008 (<https://www.bmu.de/download/emas-umwelterklaerung-der-cbd-2008/>).

Most recently, both the Festival of the Future held in 2016 by the Federal Environment Ministry (BMU) and the 23rd United Nations Climate Change Conference (COP23) – which saw 11,000 participants each day – have used the EMAS to keep their environmental impact to a practicable minimum (see the Environmental Impact Statement for COP23 as well as other documentation on sustainable management of COP23: <https://unfccc.int/process-and-meetings/conferences/un-climate-change-conference-november-2017/about/sustainable-conference>).

EMAS also provides a good working basis for event venue operators to continuously improve their own environmental performance. For events with permanent secretariats or similar administrative facilities, it makes sense for the secretariat to participate in EMAS on a permanent basis. In this way, the goals aimed at improving environmental performance can be developed and updated as part of a long-term approach. The events organised by these secretariats can then be temporarily incorporated into their own environmental management system, saving both time and money. The German Evangelical Church Assembly (DEKT) is a fitting example in this respect and in 2019, a similar approach was taken at the National Horticultural Show in Heilbronn, with a total of 2.3 million visitors attending (https://www.heilbronn.de/fileadmin/daten/stadtheilbronn/formulare/buga/wasbleibt/20201026_Umwelterklarung_BUGA_Heilbronn.pdf – in German only). The Allianz Arena Munich has also been EMAS-registered since 2006. Following the expansion of both EMAS and ISO 14001 in 2017/2018 to take in their context-based consideration, sustainability issues related to the environmental management system can now be fully integrated into those systems (see https://www.emas.de/fileadmin/user_upload/4-pub/EMAS_Nouvelle.pdf (in German only) and also the COP23 Environmental Impact Statement).

Also, since the global opening of EMAS in 2009, secretariats of international conventions based outside Europe can also implement EMAS or a comparable environmental management system in compliance with the international standard ISO 14001. If they hold UN Conferences of the Parties, introduction of EMAS – as a transparent and qualitatively superior instrument when compared with ISO 14001 – can also be considered for the conferences themselves.

Using the example of the German Evangelical Church Assembly (DEKT), a German-language guide on environmental management of major events (Umweltmanagement von Großveranstaltungen) offers a practicable tool complete with extensive checklists (Ed. Forschungsstätte der Evangelischen Studiengemeinschaft, Heidelberg 2008). Further examples include the Green Champions for Sport and the Environment guide published in 2007 by the German Federal Ministry for the Environment and the German Olympic Sports Confederation (https://www.green-champions.de/fileadmin/user_upload/GreenChampions_Leitfaden.pdf – in German only). A BMU guide is also

available on implementing an energy and environmental management system (EMAS) at major national and international events (https://www.bmu.de/fileadmin/Daten_BMU/Download_PDF/Wirtschaft_und_Umwelt/emas_leitfaden_umweltmanagementsystem.pdf – in German).

As carbon emissions are a core EMAS indicator, the environmental management system can also be used to reliably identify direct and indirect greenhouse gas emissions, and to implement measures to avoid and systematically reduce them (see, for example, The Path to Greenhouse Gas Neutral Administration: Stages and Guidelines published by the German Federal Environment Agency (UBA), which can also be used beyond the scope of administrative bodies: <https://www.umweltbundesamt.de/publikationen/the-path-to-greenhouse-gas-neutral-administration>). EMAS can additionally be used as a climate management system.

Goals and objectives

Wide-ranging reduction of adverse environmental impacts caused by events, especially large-scale events.

Environmental management designed and aligned with relevant sustainability aspects.

Measures

Use of own environmental management system criteria for large-scale events and, depending on the importance of a large event, formal temporary inclusion in inhouse environment management system certification or separate EMAS registration of the large-scale event.

6. Voluntary Offsetting of Emissions

In the planning and implementation of an event, emissions are generated in all action areas – from necessary travel to consumption of energy, water and paper.

This section deals with the topic of voluntary offsetting as the last resort in action to mitigate climate change – the aim being to at least offset greenhouse gas emissions that cannot be avoided.

As part of national and international climate protection measures, the idea of climate-neutral events has been gaining in importance for a number of years. Since 2019, the Federal Climate Change Act (*Bundesklimaschutzgesetz*) has required that federal administration practices and activities be climate neutral by 2030. This includes organised events. In the planning and implementation of an event, every action area – from event-related travel to consumption of energy, water and paper – generates emissions. Online event formats also generate emissions, but in far smaller quantities when compared with face-to-face events. There is now an increasing trend towards calculating, avoiding and minimising greenhouse gas emissions associated with events wherever possible, and voluntarily offsetting those emissions that could neither be avoided nor reduced.

The offsetting principle rests on the notion that emissions which can neither be avoided nor reduced are to be offset in other places (https://www.dehst.de/SharedDocs/downloads/EN/publications/Factsheet_Voluntary_offsetting.pdf?__blob=publicationFile&v=2). Offsetting should not, however, be seen as free license to act in an environmentally harmful way. It is thus important that priority is given to efforts to avoid greenhouse gas emissions. Offsetting is the last resort in

action to mitigate climate change – the aim being to at least compensate for those emissions that cannot be reduced at the present time. To calculate unavoidable emissions or arrive at a reasonable estimate, data is needed on arrival and departure journeys (which are responsible for approximately 90% of emissions generated at an event), the venue, the catering service and the accommodation.

In voluntary offsetting, own emissions are compensated for by investing in climate protection projects conducted in other places. Many such projects are located in emerging and developing countries. They thus avoid emissions and promote either social or economic (sustainable) development in the country concerned – for example by creating jobs, providing energy supply in rural areas or ensuring additional health protection (known as co-benefits).

Only quality emission reduction credits (usually also referred to as certificates) from environmentally sound climate protection projects should be used in voluntary offsetting. Verification of the actual benefit of the projects is conducted by applying quality standards. Quality standards are thus used to prove that the projects verifiably comply with certain quality criteria. In climate protection efforts, only additional projects that are not implemented without the financial incentive of earning reduction certificates actually generate added value. A booklet published by the Federal Environment Agency (UBA) sets out criteria for voluntary carbon offsetting that is environmentally responsible and sound (<https://www.voluntary-co2-offsetting-through-climate-protection>).

The quantity of emissions offset for events and the type of unavoidable emissions generated by events should be reported in such a way that transparency is ensured.

7. Further Literature

Bundesministerium für Umwelt, Naturschutz und Reaktorsicherheit (BMU), Ed., 2009. Leitfaden - Einführung eines Energie- und Umweltmanagementsystems bei nationalen und internationalen Großveranstaltungen. Berlin. Available online (in German) at: <https://www.bmu.de/download/leitfaden-zum-systematischen-energie-und-umweltmanagement-bei-nationalen-und-internationalen-grossve/>

Bundesministerium für Umwelt, Naturschutz und Reaktorsicherheit (BMU)/Deutscher Olympischer Sportbund (DOSB), Ed., 2007. Green Champions für Sport und Umwelt - Leitfaden für umweltfreundliche Sportgroßveranstaltungen. Berlin, Dessau. Available online (in German) at: https://www.green-champions.de/fileadmin/user_upload/GreenChampions_Leitfaden.pdf

Sounds for Nature Foundation e. V., Ed., 2013.

Leitfaden für die umweltgerechte Gestaltung von Open-Air-Veranstaltungen. 2. vollständig überarbeitete Auflage, Bonn. Available online (in German) at: http://soundsfornature.eu/wp-content/uploads/SFN_Leitfaden_web.pdf

Annex 1

Checklists for Action Areas Covered in these Guidelines

**Checklist 1:
Mobility**

Measures	Implemented	Partially implemented	Not implemented	Not applicable	Remarks
Avoiding transport-related environmental pollution					
1.1 Check for alternatives Explore alternatives to face-to-face events: online meetings (video/telephone conference or participant attended via video link)					
Arrival and departure					
1.2 Venue selection Choose venues that are easily reached via public transport and where the short journeys principle can largely be applied					
1.3 Venue schedule Plan schedules (start/finish) that enable participants to travel easily to and from the venue by public transport (train, bus/tram); may require advance survey of the participant group					
1.4 Charging e-vehicles Choose venues that allow charging of e-vehicles (own charging points, public charging points nearby)					
1.5 Information for participants Information on using environmentally-friendly transport modes (make explicit reference in invitations): Travel and route directions, information on train, bus and tram timetables, reference to the Deutsche Bahn "UmweltMobilCheck" <u>Guidance/Source of reference:</u> For example: www.bahn.de , https://www.umweltmobilcheck.de/					
1.6 Provide incentives to use public and/or environmentally-friendly transport Provide incentives to use public and/or environmentally-friendly transport, for example by offering combined tickets (admission ticket to an event also includes free use of public transport to and from the event) or enter into agreements with Deutsche Bahn to offer discounted and/or carbon neutral rail tickets for event participants					
1.7 Survey means of arrival Enquire about the planned journey at the time of registration, both to offset emissions later and to raise awareness					
Mobility at the conference location					

1.8 Information about public transport Information on public transport, e.g. via notices/posters, on the conference portal or draw attention to well-functioning timetable apps					
1.9 Short journeys Short journeys on foot – depending on the conference venue, the organiser may also provide bicycles/e-scooters or cooperate with a bike or e-scooter rental provider					
1.10 Vehicle types Use of low-emission or local zero-emission vehicles, e.g. battery-electric or alternative drive vehicles					
1.11 Shared transport Organise a shuttle service or car pools for journeys between the hotel, conference venue and/or arrival/departure point (train station, airport)					
1.12 Shuttle service If a shuttle service is needed, e.g. for high-profile visitors, check if e-vehicles can be used					
1.13 Staff training Train drivers in fuel-saving driving techniques					
Carbon-neutral mobility					
1.14 Offsetting of unavoidable emissions Calculate unavoidable greenhouse gases caused by transport and offset them by reducing greenhouse gas emissions elsewhere via quality climate protection projects <i>Guidance/Source of reference:</i> <ul style="list-style-type: none"> - https://www.dehst.de - https://www.umweltbundesamt.de/publication/voluntary CO2 offsetting 					
Venue infrastructure					
1.15 Bicycle parking Provide parking space for bikes					
1.16 Public transport stops Clear signposting, showing where the nearest stops are located					
1.17 Parking guide system Guide cars/buses to assigned parking spaces via a guidance system, avoid disturbance to public transport and residents					
1.18 Parking spaces Estimate the number of parking spaces required, use existing parking spaces					
Transport management					
1.19 Shuttle service					

Provide a shuttle service from collection points using low-emission or local zero-emission vehicles					
1.20 Parking area designation Allocate parking spaces for different user groups (e.g. for people with disabilities, car pools, electric vehicles, car sharing)					
1.21 Estimate visitor and transport flows Estimate visitor and transport flows (according to transport mode)					
1.22 Designate separate routes Designate separate routes for emergency vehicles, the media, VIPs, visitors, etc.					
1.23 Collection points Arrange collection points					
1.24 Transport and parking guide system Signpost transport and parking guidance routes					
1.25 Parking area management Provide paid parking spaces					
1.26 Parking bans, barriers, access restrictions Signpost necessary parking bans, barriers and access restrictions					
1.27 Speed restrictions Signpost speed limits near the conference venue					

**Checklist 2:
Event Venue and Participant Accommodation**

Measures	Implemented	Partially implemented	Not implemented	Not applicable	Remarks
Venue Selection and Participant Accommodation					
<p>2.1 Consideration of hotels and conference centres' environmental management systems and certifications Select hotels and conference centres with an environmental management system. These should be EMAS-validated and registered. Hotels that meet environmental criteria may also bear the EU Ecolabel. This or an equivalent label and equivalent management systems can be considered in the selection process.</p> <p><i>Guidance/Source of reference:</i></p> <ul style="list-style-type: none"> - www.emas-register.de - http://ec.europa.eu/environment/ecolabel/index_en.htm 					
<p>2.2 Selecting hotels Look for sustainability aspects when choosing hotels, especially on booking portals</p> <p><i>Guidance/Source of reference:</i></p> <ul style="list-style-type: none"> - For example: https://www.bookdifferent.com/en/ 					
<p>2.3 Aspects to be considered Other aspects should also be considered, especially the measures in the action areas Mobility, Energy and Climate, Temporary Structures, Procurement of Products and Services, Catering, Waste Management, Water Management and Use, and Accessibility.</p> <p><i>Guidance/Source of reference:</i></p> <ul style="list-style-type: none"> - Important: Good rail, bus and tram connections 					
Side-event programmes					
<p>2.4 Avoid traffic Choose a venue and accommodation as close to each other as possible</p>					
<p>2.5 Reduce transport-related pollution Journeys using public transport, rental bikes and/or provision of low-emission shuttle buses, carpooling where needed</p>					
<p>2.6 Consider environmental and social criteria For side-events take account of environmental</p>					

and social criteria (include environment-related and social projects where appropriate)					
---	--	--	--	--	--

**Checklist 3:
Energy and Climate**

Measures	Implemented	Partially implemented	Not implemented	Not applicable	Remarks
Buildings, Energy Use					
3.1 Conference venue When choosing conference venues and hotels, consider energy consumption, orientation towards EMAS registration or the European Ecolabel					
3.2 Heating Temperatures in meeting and conference rooms should not exceed 20 °C					
3.3 Lower night-time temperatures Reduce heating at night					
3.4 Cooling/Air-conditioning No more than six degrees below the temperature outside					
3.5 Lighting Daylight, optimised lighting controls, optimised sunshade, energy-efficient lighting					
3.6 Ventilation Train staff in correct (i.e. efficient), ventilation practices					
Electricity					
3.7 Procurement Procure electricity from renewable sources (e.g. green electricity providers) where possible					
Equipment and devices					
3.8 Energy-efficient equipment Use of IT equipment and printers or multifunctional devices that meet Blue Angel ecolabel criteria, use freezers, refrigerators and dishwashers with the highest energy efficiency <i>Guidance/Source of reference:</i> <ul style="list-style-type: none"> - https://www.blauer-engel.de/en/ - https://www.deutschland-machts-effizient.de 					

**Checklist 4:
Temporary Structures and Trade Fair Stands**

Measures	Implemented	Partially implemented	Not implemented	Not applicable	Remarks
Venue and Delivery Logistics					
4.1 Venue selection Check whether another event location can be considered that does not require the erection of temporary structures					
4.2 Reduce deliveries of goods and materials Optimise access routes and the number of deliveries for goods and materials					
Waste Management: Building Materials/Interior Fixtures & Fittings					
4.3 Waste logistics Ensure separate waste collection and disposal					
4.4 Transport packaging Wherever possible, use reusable, at minimum recyclable, transport packaging to avoid waste					
4.5 Reuse Develop a reuse plan <i>Guidance/Source of reference:</i> - For example: store for future use, rent or lease essential components, donate or give away					
Product Selection					
4.6 Modular systems Use modular assembly systems					
4.7 Building materials Use building materials and interior fixtures and fittings which are durable, recyclable, environmentally sound and pose no risk to human health <i>Guidance/Source of reference:</i> - For example: No wood protection paint, use certified wood, no PVC, use products with the Blue Angel label - https://www.blauer-engel.de/en/productworld/low-emission-panel-shaped-materials-construction-and-furnishing-panels-for-interior-construction - https://www.blauer-engel.de/de/produktwelt/elastic-floor-coverings - https://www.blauer-					

<p>engel.de/de/produktwelt/bauen-heizen/textile-floor-coverings</p> <p>- https://www.blauer-engel.de/de/produktwelt/flooring-underlays</p> <p>- https://www.blauer-engel.de/de/produktwelt/bauen-heizen/floor-coverings-panels-doors-made-of-wood</p>					
Soil Protection					
<p>4.8 Soil protection system Install soil protection systems for paths and surfaces</p>					

**Checklist 5:
Procurement of Products and Services**

Measures	Implemented	Partially implemented	Not implemented	Not applicable	Remarks
Sustainable Procurement in General					
5.1 Needs assessment Assess if a need actually exists					
5.2 Check alternatives to new purchase Check if the requirement can also be met by purchasing used products or renting sustainable products					
5.3 Environmental and social criteria Procurement of products and services that bear the Blue Angel ecolabel or the EU Ecolabel or fulfil these labels' criteria. If no ecolabel exists for the product or service to be procured, environmental criteria must be sought elsewhere (e.g. in the information portals mentioned below as a guide/source of reference). Likewise, attention must be paid to social aspects (e.g. fair wages and working conditions). <i>Guidance/Source of reference:</i> <ul style="list-style-type: none"> - https://www.blauer-engel.de/ - https://ec.europa.eu/environment/ecolabel/index_en.htm - https://www.beschaffung-info.de, including product group-specific guides - http://www.nachhaltigesbeschaffung.info - https://www.kompass-nachhaltigkeit.de 					
5.4 Life-cycle costs Consider life cycle costs (e.g. use the UBA life cycle cost calculator) <i>Guidance/Source of reference:</i> <ul style="list-style-type: none"> - https://www.umweltbundesamt.de/en/topics/economics-consumption/green-procurement/life-cycle-costing - Umweltfreundliche Beschaffung - Schulungsskript 2: Einführung in die Berechnung von Lebenszykluskosten und deren Nutzung im Beschaffungsprozess/https://www.umweltbundesamt.de/publikationen/umweltfreundliche-beschaffung- 					

schulungsskript-2					
<p>5.5 Environment management When selecting bidders, consider experience/expertise in environment-focused event management</p> <p><u>Guidance/Source of reference:</u></p> <ul style="list-style-type: none"> - Proof of the existence of an environmental management system (e.g. according to EMAS), also recognition of equivalent proof 					
Paper					
5.6 Reducing paper use					
<p>Online invitation and event management</p> <p><u>Guidance/Source of reference:</u></p> <ul style="list-style-type: none"> - Send out invitations and meeting documentation online - Conference portal, conference app - During the conference, agenda and instructions provided on-screen only 					
<p>Provision of brochures via QR codes</p> <p><u>Guidance/Source of reference:</u></p> <ul style="list-style-type: none"> - Display sample copies of brochures for viewing only and tag them with QR codes 					
Use smaller-scale formats (2 to 3 slides per page)					
<p>Where printing cannot be avoided, use double-sided documents and handouts as well as double-sided copies on site</p> <p><u>Guidance/Source of reference:</u></p> <ul style="list-style-type: none"> - Inform staff that handouts will be printed on both sides - Important: Copiers and printers used on site must have duplexing features 					
Minimise the number of hand-outs distributed (make a careful check of participant numbers)					
<p>5.7 Environmentally-friendly paper products If paper is required (copy paper), use recycled paper bearing the Blue Angel or paper which meets its criteria (meeting documents and similar</p> <ul style="list-style-type: none"> - <u>Guidance/Source of reference:</u> - <u>Blauer Engel DE-UZ 14a "Recycled Paper and Cardboard"</u> - <u>Blauer Engel DE-UZ 14b "Finished Products from Recovered Paper and Cardboard for Office and School Supplies"</u> - <u>Blauer Engel DE-UZ 56</u> 					

"Recycled Cardboard"					
5.8 Whiteness Whiteness for recycled paper: max. 80% (incl. UV content) DIN ISO 2470					
5.9 Printed matter Printed paper products are printed first and foremost on Blue Angel paper, paper with FSC Recycled certification as an approved alternative. Only in exceptional cases can paper with the EU Ecolabel be used. Virgin fibre paper should be avoided.					
Batteries					
5.10 Rechargeable batteries Use rechargeable batteries for simultaneous interpreting equipment and other battery-powered equipment used (but no nickel-cadmium batteries) <i>Guidance/Source of reference:</i> - Dispose of batteries in the collection system at the end of their service life					
Cleaning Agents					
5.11 Reduce use Efficient use of cleaning agents: Clarify with cleaning companies, including information for cleaning staff					
5.12 Environmentally-friendly cleaning supplies Procurement of environmentally-friendly cleaning agents bearing the Blue Angel ecolabel or the EU Ecolabel or which meet their criteria <i>Guidance/Source of reference:</i> - Blue Angel DE-UZ 194 "Hand dishwashing detergents, cleaners" - https://ec.europa.eu/environment/ecolabel/index_en.htm - https://www.umweltbundesamt.de/reinigungsdienstleistungen-mittel					

**Checklist 6:
Catering**

Measures	Implemented	Partially implemented	Not implemented	Not applicable	Remarks
Product Selection					
<p>6.1 Organic farming and fair trade Offer organically farmed products and produce (at least 20% of the weight or monetary value in relation to the total amount) and products from fair trade (e.g. coffee and tea).</p> <p><i>Guidance/Source of reference:</i> - https://www.fairtrade-deutschland.de/</p>					
<p>6.2 Seasonal and environmentally-sound transported foodstuffs Use seasonal foodstuffs and foodstuffs transported in an environmentally-friendly way. Avoid goods from heated greenhouses and goods flown in by plane. Fresh ingredients (salad, herbs, vegetables and fruit) consist of at least 80% seasonal raw materials in the months of May to October.</p> <p><i>Guidance/Source of reference:</i> Due to anti-discrimination provisions, contracting authorities are not allowed to demand regional products in calls for tender</p>					
<p>6.3 Vegan and vegetarian catering Always include vegan and vegetarian dishes when providing catering – taking account of resource-sparing, climate-friendly production – and plan a complete menu of vegetarian meals</p>					
<p>6.4 Meat dishes The following criteria should apply to meat provided in catering: Meat products should be selected that have the lowest possible carbon footprint, are organically farmed wherever possible and meet strict animal welfare standards</p> <p><i>Guidance/Source of reference:</i> - https://www.oekolandbau.de/bio-siegel/ - https://www.tierwohl-staerken.de/einkaufshilfen/tierwohl-label/</p>					
<p>6.5 Fish dishes The following criteria should apply to fish provided in catering: When selecting and combining fish and fish</p>					

<p>products, care should be taken not to include products from endangered stocks. Instead, criteria for certified fish should be applied in procurement (e.g. the independent MSC seal or the Naturland seal).</p> <p><i>Guide/Source of reference:</i> - https://www.fischbestaende-on-line.de/</p>					
<p>6.6 Palm oil/Soybean oil Give preference to products that do not contain palm oil/soybean oil. When using palm oil/soybean oil and products containing palm oil/soybean oil, these should come from certified sources.</p>					
<p>6.7 Drinking water Provision of piped drinking water in carafes or jugs (ensure that the carafes/jugs are always freshly filled and that they are emptied and rinsed in good time). If other cold drinks are provided, use reusable bottles.</p>					
<p>6.8 Environmentally-friendly paper products Use environmentally-friendly paper products</p> <p><i>Guidance/Source of reference:</i> - Products with the <u>Blue Angel DE-UZ 65</u> “Unbleached filter papers for use with <u>hot and boiling water</u>” and serviettes and kitchen roll with the <u>Blue Angel DE-UZ 5</u> “Sanitary paper made for recycling paper”</p>					
Food Intolerances and Allergies					
<p>6.9 Labelling Label dishes so that foods that trigger allergies or intolerances are clearly recognisable</p>					
<p>6.10 Instructions for catering personnel Point out that the staff responsible for catering services must be instructed</p>					
Avoiding food waste and other types of waste					
<p>6.11 Needs-based quantities Order and prepare quantities based on actual needs</p>					
<p>6.12 Serve needs-based quantities Don't put out all pre-prepared dishes, but add more as needed</p>					
<p>6.13 Crockery, cutlery and glasses Use reusable crockery, cutlery and glasses</p>					
<p>6.14 Food packaging Use packaging that avoids or reduces waste</p> <p><i>Guidance/ Source of reference:</i> - For example: Choose large containers (but ensure that this does not result in more</p>					

<p>food waste) – especially milk and sugar Avoid small packaging</p>					
<p>6.15 Labelling for buffets Label buffet food (avoid wrong choices)</p>					
<p>6.16 Include personnel Sensitise serving staff, e.g. serve smaller quantities, targeted replenishment/refilling of dishes</p>					
<p>6.17 Left-over food Pass on leftover food to charitable organisations, e.g. to food banks – where applicable hygiene regulations allow</p> <p><u>Guidance/Source of reference:</u></p> <ul style="list-style-type: none"> - Federal Ministry of Food and Agriculture "<u>Leitfaden für die Weitergabe von Lebensmitteln an soziale Einrichtungen - Rechtliche Aspekte</u>" - Where applicable, provide 'too good to go' boxes towards the end of the event so that visitors can take left-over food from the buffet home 					
<p>Waste Separation</p>					
<p>6.18 Kitchen waste Separate collection of kitchen waste</p>					
<p>6.19 Used cooking oil from fryers Separate collection of used oil from fryers</p>					
<p>Catering Service Providers</p>					
<p>6.20 Quality standards When choosing a catering service provider, ensure compliance with the quality standards laid down by the German Nutrition Society (DGE) in November 2020</p> <p><u>Guidance/ Source of reference:</u></p> <ul style="list-style-type: none"> - https://www.jobundfit.de/dge-qualitaetsstandard/ 					

**Checklist 7:
Waste Management**

Measures	Implemented	Partially implemented	Not implemented	Not applicable	Remarks
Waste Avoidance					
7.1 Packaging waste at the venue Minimise packaging waste, e.g. by using reusable packaging and ordering in bulk provided the contents will be used up. <u>Guidance/Source of reference:</u> - Blauer Engel DE-UZ 27 "Returnable Transport Packing"					
7.2 Take-back and reuse Take-back systems and reuse, e.g. for name badges					
7.3 Use of recycled materials Use recyclable products and packaging made from recycled materials, e.g. recycled cardboard for cardboard packaging					
Waste Separation					
7.4 Separate waste collection Set up waste islands for separate waste collection, especially for paper, organic waste, glass and light packaging, and clearly label the containers (especially at international events)					
7.5 Information Provide information about the waste separation system to all suppliers and to the operating company Important: Include cleaning company					
7.6 Take-back of packaging Require suppliers to take back packaging					
Disposal					
7.7 Package waste Disposal of packaging waste in accordance with the Packaging Act (VerpackG)					
7.8 Reuse of other types of waste Recycling of other separately collected waste (paper, organic waste, etc.) on own account in accordance with the provisions of the Closed Substance Cycle Waste Management Act and the Commercial Waste Ordinance					
7.9 Disposal of residual waste Disposal of residual waste via public waste management utilities in accordance with the provisions of the Closed Substance Cycle Waste Management Act and the Commercial Waste Ordinance					

**Checklist 8:
Water Management and Use**

Measures	Implemented	Partially implemented	Not implemented	Not applicable	Remarks
Water Consumption					
8.1 Water conservation Save water, e.g. use of water-saving appliances in kitchens and canteens					
8.2 Information Placement of signs with information about water-saving devices in sanitary rooms to also raise awareness among participants					

**Checklist 9:
Gifts and Give-aways**

Measures	Implemented	Partially implemented	Not implemented	Not applicable	Remarks
General					
9.1 No gifts No procurement of gifts and give-aways					
Product selection, where procurement is required in specific cases					
9.2 Products that are environment friendly and socially responsible Use gifts and give-aways produced in an environmentally and socially responsible manner Procurement of gifts and give-aways that bear the Blue Angel ecolabel or the EU Ecolabel or meet their criteria. If no ecolabel exists for the product or service to be procured, environmental criteria must be sought elsewhere <u>Guidance/Source of reference:</u> https://www.blauer-engel.de/ http://ec.europa.eu/environment/ecolabel/index_en.htm - https://www.beschaffung-info.de - http://www.nachhaltige-beschaffung.info/DE/Home/home_node.html - https://www.kompass-nachhaltigkeit.de/					
9.3 Food When food is procured as gifts or giveaways: Use seasonal, organically grown products which are transported by environmentally-friendly means or are fairly traded (https://www.fairtrade-deutschland.de/)					
9.4 Pens and pencils Preference is given to retractable ballpoint pens and pencils made of cardboard/papier-mâché. Alternatively: Unlacquered pencils or retractable ballpoint pens made of wood from sustainable forestry <u>Guidance/Source of reference:</u> - Blauer Engel DE-UZ 200 "Writing Utensils Stamps" - For wood: FSC or PEFC					
9.5 Backpacks/Bags Backpacks and bags made from environmentally friendly material – they must have a meaningful use after the event					

9.6 Specialities from Germany Hand out German specialities, e.g. organically farmed produce and products					
9.7 Flowers (as gifts or floral decorations) Give/use seasonal and environmentally-friendly flowers or Fair Trade flowers <i>Guidance/Source of reference:</i> - https://www.fairtrade-deutschland.de/					

**Checklist 10:
Organisation, Communication and Evaluation**

Measures	Implemented	Partially implemented	Not implemented	Not applicable	Remarks
Organisation					
<p>10.1 Central information point for sustainability aspects Appoint a contact person who can provide specialist advice and support to staff responsible for preparing events who have questions concerning sustainability</p>					
Communicate Goals, Objectives and Measures					
<p>10.2 External communication Extensive public relations work: Communicate the aim of holding the event sustainably to the general public at an early stage and describe the measures involved (e.g. with the invitation, on the conference website or in the conference app). <i>Guidance/Source of reference:</i> - see https://unfccc.int/cop23/sustainable-conference-with-numerous-examples and further guidance and tips</p>					
<p>10.3 Internal communication Inform local staff about sustainability-related measures and involve them in implementing those measures (e.g. define responsibilities and roles, train staff)</p>					
<p>10.4 Communication during the event Inform participants about the sustainability aspects of the event (e.g. put up banners, displays in presentation areas during breaks)</p>					
<p>10.5 Trained external staff Require training of external when issuing calls for tender <i>Guidance/Source of reference:</i> - The basic principles of the sustainability approach must be communicated to local staff</p>					
Evaluation					
<p>10.6 Documentation Qualitative and quantitative impact assessment of measures implemented for the event <i>Guidance/Source of reference:</i> - Collect data (e.g. waste quantities, paper and materials consumption, traffic volume, etc.).</p>					

<ul style="list-style-type: none"> - Use evaluation forms to document (electronically if possible) the perceptions and satisfaction levels of actors, speakers and participants after the event 					
<p>10.7 Analysis Analysis of the collected data</p> <p><u>Guidance/Source of reference:</u></p> <ul style="list-style-type: none"> - Calculate generated emissions - List successes - Derive potential areas for improvement for future events 					
<p>10.8 Communicate the results Communicate the findings of the data analysis (especially where large-scale events are concerned)</p> <p><u>Guidance/Source of reference:</u></p> <ul style="list-style-type: none"> - Transparent reporting, e.g. via an EMAS environmental management statement, on the conference portal 					

**Checklist 11:
Accessibility**

Measures	Implemented	Partially implemented	Not implemented	Not applicable	Remarks
Accessibility					
11.1 Accessible documentation Ensure that documents are accessible – when sent out and on websites					
11.2 Measures for wheelchair users					
Wheelchair accessible toilet facilities <u>Guidance/Source of reference:</u> - Width 155 - 220 cm (with WC bowl accessible from one or both sides), depth 215 cm, space for moving around 150 cm in diameter, grab rails, folding support rail, washbasin accessible from below, seat height 46 cm, lower edge of mirror max. 85 cm.					
Avoid steps and marked differences in floor levels. Buildings with wheelchair-accessible lifts, transportable ramps and inclined stair lifts as an emergency solution only					
Wide paths, corridors and doorways <u>Guidance/Source of reference:</u> Paths and corridors with a minimum width of 120 cm (clear width). Minimum passage width is 70 cm.					
Avoid swing and revolving doors as the only means of access <u>Guidance/Source of reference:</u> - Minimum diameter 300 cm					
Easily accessible doors with enough free space <u>Guidance/Source of reference:</u> - Free space of least 120 cm in front of and behind doors					
Provide space for wheelchairs to move around <u>Guidance/Source of reference:</u> - Minimum diameter 150 cm (For many wheelchair users 110 cm is sufficient)					
Provide suitable seating and parking spaces <u>Guidance/Source of reference:</u> - Provide space for wheelchairs, near the exit where possible, place a chair next to the wheelchair space for an accompanying person, if fixed seating dedicated wheelchair spaces, easily					

accessible controls <i>Guidance/Source of reference:</i> - Controls should not be placed higher than 85 cm					
Wheelchair accessible tables, washbasins, etc. Also consider lower levels for buffet tables					
Suitable emergency exits					
Suitable car parking spaces near the entrance <i>Guidance/Source of reference:</i> - At least 350 cm wide					
Shuttle service					
11.3 Measures for people with difficulty walking					
Short journeys					
Seating placed at regular intervals on corridors and paths <i>Guidance/Source of reference:</i> - At intervals of 100 m					
Non-slip surfaces, no gravel or similar					
Fixed dirt trap					
Easily accessible doors					
Required width for aisles, doors, steps, handrails <i>Guidance/Source of reference:</i> - between 70 cm (minimum) and 90 cm, with multipoint walking sticks minimum 100 cm length, steps 30 cm wide and no more than 16 cm high, no protruding edges, non-slip surface, handrail					
Seating with armrests					
11.4 Measures for blind people and people with impaired vision					
Avoid obstacles on corridors/paths					
High-contrast marking of unavoidable obstacles					
Mark the edges of steps					
Good lighting					
Easily recognisable and tactile guidance and orientation systems					
Large, clearly visible and tactile symbols and lettering <i>Guidance/Source of reference:</i> - Controls, Such as in lifts					
Easy to understand acoustic information <i>Guidance/Source of reference:</i> - For example, a gong in lifts to announce arrival at floors					
Large print documentation					
Lateral demarcation of access routes					
Tactile floor markings					
Admission for guide dogs					
Documents in braille					

11.5 Measures for people who are deaf or with hearing loss					
Hazard flashers to mark hazards and make them detectable					
Provision of suitable listening devices, equipment, subtitles for films, etc.					
Sign language interpreters					

**Checklist 12:
Gender Mainstreaming**

Measures	Implemented	Partially implemented	Not implemented	Not applicable	Remarks
Gender Mainstreaming					
12.1 Gender neutral language Gender neutral/inclusive language, written and verbal (in line with the cabinet decision of June 1999)					
12.2 Ensure a gender balance Among speakers and others with active roles (e.g. moderators), representative panel composition					
Work-Life Balance					
12.3 Childcare Provide childcare on site or in the immediate vicinity as needed (survey participants and actors in advance of the event)					

**Checklist 13:
Online and Hybrid Events**

Measures	Implemented	Partially implemented	Not implemented	Not applicable	Remarks
Online and Hybrid Events					
13.1 Equipment Use the most energy-efficient equipment and devices available					
13.2 Resolution Choose a data-saving resolution (where possible and practicable)					
13.3 Use LAN or W-LAN Video conference participation via LAN, W-LAN – not via mobile communications networks					
13.4 Turn off video output Where possible and useful for the event: Turn off video output (speaker switches video on, audience switches video off).					
13.5 Enable participation online To reduce emissions when holding hybrid events, enable virtual participation – especially for speakers who would have to travel a long way					
13.6 Behavioural advice for participants Important: Provide participants with advice on adequate behaviour					

Annex 2

Award Criteria – Blue Angel Ecolabel for event-related products and services

Paper products

Sanitary paper (UZ 5)

<https://www.blauer-engel.de/en/productworld/sanitary-papers-toilet-paper-paper-towels-handkerchiefs-until-12-2023>

Recycled paper and cardboard (UZ 14a)

<https://www.blauer-engel.de/en/productworld/graphic-paper-and-cardboard-made-from-100-waste-paper-recycled-paper>

Finished Products made from recovered paper and cardboard (UZ 14b)

<https://www.blauer-engel.de/en/productworld/finished-products-made-from-recovered-paper-and-cardboard>

Recycled Cardboard (UZ 56)

<https://www.blauer-engel.de/en/productworld/recycled-cardboard>

Unbleached filter papers for use with hot and boiling water (UZ 65)

<https://www.blauer-engel.de/en/productworld/paper-filters-for-hot-beverages>

Printed matters (UZ 195)

<https://www.blauer-engel.de/en/productworld/print-houses-and-printed-matters>

<https://www.blauer-engel.de/en/productworld/printing-and-publication-paper-made-primarily-from-waste-paper>

Laundry and cleaning detergents

Hand dishwashing detergents, cleaners (UZ 194)

<https://www.blauer-engel.de/en/productworld/hand-dishwashing-detergents-cleaners-until-06-2023>

Maschine dishwashing detergents (UZ 201)

<https://www.blauer-engel.de/en/productworld/dishwasher-detergents>

Laundry detergent (UZ 202)

<https://www.blauer-engel.de/en/productworld/laundry-detergent>

Shampoos, shower gels and soaps (UZ 203)

<https://www.blauer-engel.de/en/productworld/shampoos-shower-gels-and-soaps-and-other-so-called-rinse-off-cosmetic-products>

Vehicles/Mobility

Municipal vehicles (UZ 59a)

<https://www.blauer-engel.de/en/productworld/municipal-vehicles>

Buses (UZ 59b)

<https://www.blauer-engel.de/en/productworld/buses>

Car sharing (UZ 100)

<https://www.blauer-engel.de/en/productworld/car-sharing>

Packaging/Disposal

Returnable bottles and glasses (UZ 2)

<https://www.blauer-engel.de/en/productworld/returnable-bottles>

Returnable transportation packaging (UZ 27)

<https://www.blauer-engel.de/en/productworld/returnable-transportation-packagings>

Products made from recycled plastics (UZ 30a)

<https://www.blauer-engel.de/en/productworld/recycled-plastics>

Reusable to-go systems for food and beverages (UZ 210)

<https://www.blauer-engel.de/en/productworld/reusable-systems-to-go-for-food-and-beverages>

Furnishings, Clothing, Everyday Objects

Furniture and slatted frames made of wood (UZ 38)

<https://www.blauer-engel.de/en/productworld/low-emission-furniture-and-slatted-frames-made-of-wood>

Upholstered furniture (UZ 117)

<https://www.blauer-engel.de/en/productworld/upholstered-furniture>

Textiles (UZ 154)

<https://www.blauer-engel.de/en/productworld/textiles-until-12-2023>

Writing utensils stamps (UZ 200)

<https://www.blauer-engel.de/en/productworld/writing-utensils-stamps>

Building Products

Varnishes, glazes and primers (UZ 12a)

<https://www.blauer-engel.de/en/productworld/varnishes-glazes-and-primers>

Wallpapers (UZ 35)

<https://www.blauer-engel.de/en/productworld/wallpapers>

Panel-shaped materials (UZ 76)

<https://www.blauer-engel.de/en/productworld/low-emission-panel-shaped-materials>

Wall paints (UZ 102)

<https://www.blauer-engel.de/en/productworld/wall-paints-indoor>

Floor covering adhesives (UZ 113)

<https://www.blauer-engel.de/en/productworld/floor-covering-adhesives>

Elastic floor coverings (UZ 120)

<https://www.blauer-engel.de/en/productworld/floor-coverings-elastic>

Sealants (UZ 123)

<https://www.blauer-engel.de/en/productworld/sealants>

Floor coverings (UZ 128)

<https://www.blauer-engel.de/en/productworld/floor-coverings-textile>

Flooring underlays (UZ 156)

<https://www.blauer-engel.de/en/productworld/flooring-underlays>

Floor coverings, panels and doors (UZ 176)

<https://www.blauer-engel.de/en/productworld/floor-coverings-panels-doors-made-of-wood>

Internal plasters (UZ 198)

<https://www.blauer-engel.de/en/productworld/internal-plasters>

Chemicals, Cleaning

Sanitary additives for camping toilets (UZ 84a)

<https://www.blauer-engel.de/en/productworld/sanitary-additives-for-camping-toilets>

Fabric towel rolls (UZ 77)

<https://www.blauer-engel.de/en/productworld/fabric-towel-rolls-supplied-in-towel-dispensers>

Hand dryers (UZ 87)

<https://www.blauer-engel.de/en/productworld/electric-hand-dryers>

Electrical Equipment

Vacuum cleaners (UZ 188)

<https://www.blauer-engel.de/en/productworld/vakuum-cleaners>

Garden tools (UZ 206)

<https://www.blauer-engel.de/en/productworld/garden-tools>

Information and Communications Technology (IT)

Computers and keyboards (UZ 78)

<https://www.blauer-engel.de/en/productworld/computers-and-keyboards>

Power strips and socket adapters (UZ 134)

<https://www.blauer-engel.de/en/productworld/power-strips>

Data shredders (UZ 174)

<https://www.blauer-engel.de/en/productworld/data-shredders>

Toner cartridges and ink cartridges (UZ 177)

<https://www.blauer-engel.de/en/productworld/remanufactured-toner-cartridges-and-ink-cartridges>

Printers and multifunction devices (UZ 205 until 31.12.2021 and UZ 219)

<https://www.blauer-engel.de/en/productworld/printers-and-multifunction-devices> (UZ 205)

<https://www.blauer-engel.de/en/productworld/printers-and-multifunction-devices> (UZ 219)

Telephone systems and corded voice-over-IP (UZ 220)

<https://www.blauer-engel.de/en/productworld/telephone-systems-and-corded-voice-over-ip/voice-over-ip>

Server and data storage products (UZ 213)

<https://www.blauer-engel.de/en/productworld/server-and-data-storage-products>

Climate-friendly co-location data centers (UZ 214)

<https://www.blauer-engel.de/en/productworld/climate-friendly-co-location-data-centers>

Resources and energy-efficient software products (UZ 215)

<https://www.blauer-engel.de/en/productworld/resources-and-energy-efficient-software-products>

Miscellaneous

Anti-slip spreading materials (UZ 13)

<https://www.blauer-engel.de/en/productworld/spreading-materials/abrasives>

Annex 3

Award Criteria: EU Ecolabel for Event-Related Products and Services

Further information the EU Ecolabel and the associated award criteria is available at https://ec.europa.eu/environment/ecolabel/index_en.htm and <https://eu-ecolabel.de/en/>.

Tourist Accommodation	Growing Media and Soil Improvers
Bed Mattresses	Dishwasher Detergents
Wood-, Cork- and Bamboo-based Floor Coverings	Industrial and Institutional Dishwasher Detergents
Printed paper, stationery paper and paper carrier bag products	Furniture
Televisions	Paper Products, Processed
Indoor Cleaning Services	PCs, Laptops and Tablet Computers
Graphic paper, Tissue Paper and Tissue Products	Hard Surface Cleaning Products
Hand Dishwashing Detergents	Rinse-off Cosmetic Products
Hard Coverings	Textile Products
Tissue Paper	Laundry Detergent
Indoor and Outdoor Paints	Industrial and Institutional Laundry Detergents
Copy paper and graphic paper	