

# Environmental Management System for Event Operations

United Nations Environment Program Ozone Secretariat

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# Executive Summary

This manual describes the environmental management system that has been created by the United Nations Ozone Secretariat for use at its events. It includes foundational context, scope and responsibilities for policies and procedures that are aimed at supporting progress against the United Nations System Sustainability Management Objectives 2030.

**Core system documents are included in the appendices for information purposes. EMS document templates are found separately from this document and should be used for day-to-day operational activities by employees and event partners.**

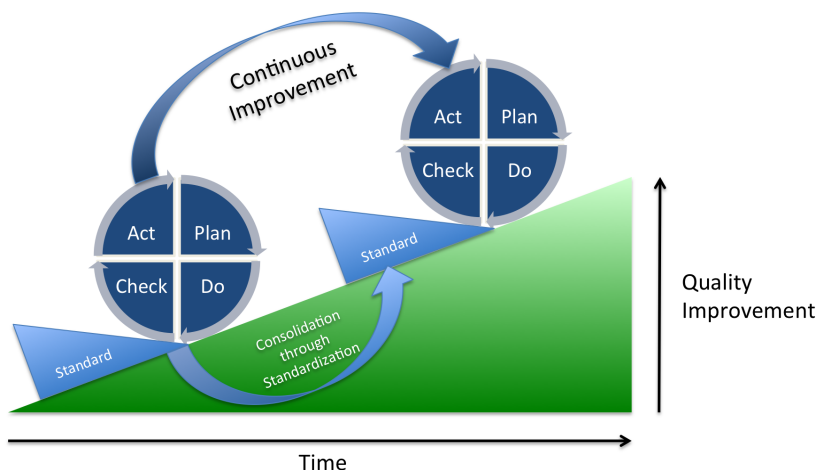
## Environmental Management System Context

In 2007, under the leadership of then Secretary-General Ban Ki-moon, the Executive Heads of UN agencies, funds and programmes committed to the UN Climate Neutral Strategy, asking each organization to achieve climate neutrality and become overall more environmentally sustainable. In 2013, the Executive Heads committed to implement Environmental Management Systems (EMS) in each organization. Since then the UN System has been progressing significantly towards achieving more environmentally sustainable facilities and operations.

An **Environmental Management System** (EMS) is a comprehensive, systematic, cyclic, planned and documented set of processes that provides an organization information on and ability to manage its environmental performance. The two main EMS frameworks relevant to the UN Ozone Secretariat EMS are the ISO international standard for environmental management systems (ISO 14001:2015) and event sustainability management systems (ISO 20121: 2012).

The key principle of EMS is the commitment to **continuous improvement** of the environmental performance of the organization. The implementation scheme usually follows the Plan-Do-Check-Act (PDCA) cycle (Figure 1), which allows the continuous monitoring of environmental performance and enables organizations to address the issues that were faced and adopt corrective actions.

FIGURE 1: Continuous Improvement Cycle



## Organizational Context

The UN Ozone Secretariat is based in Nairobi, Kenya. It is one of several Global Multilateral Environmental Agreements (MEA) Secretariats housed within the United Nations Environment Programme (UNEP), which is a part of the United Nations System.

The UN Ozone Secretariat is the administrative office for two very important ozone protection treaties/agreements, the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol on Substances that Deplete the Ozone Layer. Both play a major role in protecting the ozone layer and reduce the size of its hole.

The UN Ozone Secretariat organises conferences and meetings for the Vienna Convention and the Montreal Protocol, manages the implementation of decisions resulting from these conventions and meetings, provides stakeholders with data and information on the production and consumption of ozone depleting substances (ODSs) and provides governments, organizations and individuals with information on how they can protect the ozone layer as well.

## Leadership and Commitment

The UN Ozone Secretariat's EMS falls within the context of several commitments on the UN System level, the UN Secretariat level and the UNEP level. The most important of these are listed below. Each has been considered in the creation of the EMS

### The UN System's Commitment

Since the 2007 UN Secretary-General's call to move towards a greener and more sustainable UN, significant progress has been achieved and several high-level commitments were made.

DOCUMENT	DESCRIPTION
<b>System-wide road map for United Nations climate neutrality by 2020 (2015)</b>	The UN system has a strategic approach to improving its overall environmental performance in the workplace, achieve climate neutrality, and leverage system-wide initiatives. The CEB endorsed the road-map and committed itself to reaching climate neutrality by 2020 ( <a href="#">CEB/2015/1</a> ).
<b>Strategy for sustainability management in the UN System 2020-2030 (2019)</b>	This strategy was endorsed by the CEB ( <a href="#">CEB/2019/3</a> ). It aims at placing the UN System in a leadership position integrating environmental and social responsibility considerations across its work in a systematic way (CEB/2019/1/Add.1). It includes climate action objectives aligned with the IPCC recommendation of reducing greenhouse gas emissions by 45% by 2030. Each member of the CEB is requested to internalize the goals and targets of the strategy in their own operations.

## The UN Secretariat’s Commitment

Beyond the sustainable development agenda, which provides a broad framework for UN system’s own sustainability, several mandates from Governing Bodies requested the Secretary-General to act on environmental management ([A/RES/70/205](#) and [A/RES/71/228](#)) and sustainability and sustainable energy for all, renewable energy and energy efficiency in the Secretariat’s operations. As a response, the latter documents were adopted.

DOCUMENT	DESCRIPTION
<b>Action plan for integrating sustainable development practices into Secretariat-wide operations and facilities management (2017)</b>	The action plan was endorsed by the General Assembly ( <a href="#">A/RES/72/219</a> ). The plan would, through the implementation of environmental management systems, aim to integrate sustainable development practices into the Secretariat’s operations and facilities management and control any negative impact on the climate therefrom ( <a href="#">A/72/82</a> ).
<b>Environmental Policy for the United Nations Secretariat (2019)</b>	To accelerate the Secretariat’s sustainability efforts, building on previous work and systematically integrating environmental sustainability into its operations, the Secretary General promulgated the environmental policy for the United Nations Secretariat ( <a href="#">ST/SGB/2019/7</a> ).
<a href="#">United Nations Secretariat Climate Action Plan 2020-2030 (2019)</a>	The Plan is the UN Secretariat’s response to the request of the Secretary-General and the pathway to align UN secretariat efforts on climate to those of the wider UN system strategy. It identifies eight targets for action: <ul style="list-style-type: none"> <li>1. Carbon emissions target: Absolute and per capita reductions of 25% by 2025 and 45% by 2030</li> </ul>

	<ol style="list-style-type: none"> <li>2. Electricity consumption target: Per capita emissions reductions of 20% by 2025 and 35% by 2030</li> <li>3. Renewable Energy Target: Renewable energy share of consumed electricity 40% by 2025 and 80% by 2030</li> <li>4. Commercial Air Travel Target: Per capita emissions reductions of 10% by 2025 and 15% by 2030</li> <li>5. Events Target: 100% of events (over 300 participants) meet established sustainability standards</li> <li>6. Climate Neutrality Target: 100% of unavoidable carbon emission are offset yearly from 2019 via certified carbon credits</li> <li>7. Operational Efficiencies Target: Demonstrated long term economic benefits from UNSCAP implementation</li> <li>8. Sustainable Development Co-Benefits Target: Demonstrated increase in climate smart infrastructure and other sustainable development benefits to local communities from UNSCAP implementation.</li> </ol>
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## UNEP’s Commitment

The UN Ozone Secretariat is further influenced by sustainability commitments made by UNEP.

DOCUMENT	DESCRIPTION
<b>UNEP’s Governing Council’s decision 18/10 (1995)</b>	Calls for putting in place strategies for the promotion of best practice in environmental housekeeping for use by UNEP at its headquarters and in its regional offices.
<b>UNEP Climate Neutral Strategy (2010)</b>	The strategy was approved by the Executive Director and Senior Management team (SMT) in 2010.
<b>UNEP Environment Policy Statement (2015)</b>	It was signed by the Executive Director in August 2015 and established an Environmental Management System for UNEP.
<b>Environmental Commitment Charter for the UN Gigiri Compound (2015)</b>	To encourage interagency collaboration, UNEP sought to expand the environmental collaboration and political commitment at the UN Headquarters in Nairobi. Through the Environmental Commitment Charter, UNEP, UNON, UN-Habitat, WFP, UNDP, UNESCO, UNICEF, UNAIDS and the UN Resident Coordinator in Kenya expressed their commitment to greening the UN Gigiri Compound.
<b>UNEP air travel guidelines (2019)</b>	In January 2019 new air travel guidelines were introduced in UNEP. This was done in order to check the rising levels of air travel within the agency.

<p><a href="#">United Nations Environment Programme: Greening the Blue EMS</a></p>	<p>Key environmental aspects identified in the EMS include air travel and events. Air travel-related emissions currently represent:</p> <ul style="list-style-type: none"> <li>● 85% of UNEP's emissions, and</li> <li>● 42% of UN system's emissions.</li> </ul> <p>For events, only the UN Environment Assemblies are officially sustainable and climate neutral.</p> <p>The UNEP IER recommends further action across the UN Environment Secretariat, including Global Multilateral Agreements Secretariats, such as the UN Ozone Secretariat, to:</p> <ol style="list-style-type: none"> <li>1. Promote remote meetings.</li> <li>2. Improve air travel monitoring through tools and guidelines.</li> <li>3. Make all events/meetings with more than 300 participants sustainable and climate neutral.</li> </ol> <p>A baseline analysis for UNEP's events, report on emissions and attention to paper and single-use plastic waste is also recommended for events.</p>
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## Other UN Bodies

As an event-specific EMS, the UN Ozone Secretariat is further influenced by work by UNFCCC to promote more sustainable event practices across and beyond the UN System.

DOCUMENT	DESCRIPTION
<p><b>United Nations Framework on the Convention on Climate Change Sustainable Event Checklist 2021</b></p>	<p>The UNFCCC has created a sustainable event checklist based on the Events Industry Council Sustainable Event Standard (v.1). These guidelines form the foundation of a free Sustainable Event Toolkit and Calculator that can be used by UN entities and the public, expected to be available in 2022. These tools can be used to:</p> <ol style="list-style-type: none"> <li>1. Measure event carbon footprint.</li> <li>2. Track best practice compliance in all areas of conference/meeting event planning.</li> <li>3. Create event reports.</li> </ol>

## Interested Parties and Compliance Obligations

EMS implementation covering UN Ozone Secretariat event activities will engage and be influenced by a number of internal and external interested parties.



## External Parties

INTERESTED PARTY	EXPECT OF OZONE SECRETARIAT	OBLIGATION OF OZONE SECRETARIAT
<b>UN governing bodies and UN Secretariat</b>	<ul style="list-style-type: none"> <li>• Contribute towards achieving the UNSDGs</li> <li>• Adhere to the UN system's and UN Secretariat's policies</li> <li>• Preserve the leading role of the UN system in sustainability</li> <li>• Promote sound environmental stewardship</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Inform to be aware of EMS and outcomes</b></li> </ul>
<b>Event host country member</b>	<ul style="list-style-type: none"> <li>• Minimize any environmental impacts caused by event operations</li> <li>• Protection of the host's natural and human capital</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Inform to be aware of EMS and outcomes</b></li> <li>• <b>Participate in execution (when events are hosted by a member country)</b></li> </ul>
<b>Service providers/ supply chain</b>	<ul style="list-style-type: none"> <li>• Compliance with contractual agreements</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Participate in execution (as applicable to scope of service)</b></li> </ul>
<b>Event participants</b>	<ul style="list-style-type: none"> <li>• Lead by example on environmental issues</li> <li>• Minimize environmental impacts caused by event operations</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Inform to be aware of EMS and outcomes</b></li> </ul>
<b>Public</b>	<ul style="list-style-type: none"> <li>• Walking the talk as a UN agency</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Inform to be aware of EMS and outcomes</b></li> </ul>
<b>Other UN entities</b>	<ul style="list-style-type: none"> <li>• Lead by example on environmental issues</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Inform to be aware of EMS and outcomes</b></li> </ul>

## Internal Parties

INTERESTED PARTY	EXPECT OF OZONE SECRETARIAT	OBLIGATION OF OZONE SECRETARIAT
<b>UN Ozone Secretariat senior management</b>	<ul style="list-style-type: none"> <li>• Leadership in environmental sustainability</li> <li>• Comply with UN policies, strategies and plans</li> <li>• Decrease environmental footprint of operations</li> <li>• Achievement of EMS results as expected</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Inform to be aware of EMS and outcomes</b></li> </ul>
<b>UNEP Sustainable UN Team</b>	<ul style="list-style-type: none"> <li>• Submit updates and data on EMS operations</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Inform to be aware of EMS and outcomes</b></li> </ul>

<b>UN Ozone Secretariat employees</b>	<ul style="list-style-type: none"> <li>• Safe and healthy workplace without adversely affecting the environment</li> <li>• Work for an organization with a reputation that it practices what it preaches</li> <li>• Involvement</li> </ul>	<b>Participate in execution (as applicable to role in workplace)</b>
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## Scope

The scope of the EMS defines the functional, geographical and organizational boundaries covered by the EMS, which are outlined below.

### Organizational Boundary

This EMS applies to and is managed by the United Nations Environment Program Ozone Secretariat. It stipulates policies and procedures for staff who manage the event-related activities noted below. While the Secretariat is not able to control the activities of all event participants, such as event guests, suppliers and host-country governments, the EMS does include procedures to influence decisions made by these parties regarding their involvement in event-related activities.

### Functional Boundary

The functional boundary of this EMS includes all event activities hosted by the UN Ozone Secretariat that include more than 300 participants. An event is defined as an organised occasion such as a meeting, convention, exhibition, special event, gala dinner, etc, whether held online, in-person or as a hybrid event. The boundary includes all logistics that the UN Ozone Secretariat directly organizes and/or pays for in support of these events: accommodation, audio visual, catering, communications, exhibits, registration, technology, transportation, and venues.

Currently, the following events fall within the boundary of the EMS:

EVENT NAME	PURPOSE OF EVENT	SIZE	DURATION	HOSTING
<b>Open-ended Working Group meetings (OEWG)</b>	Annual preparatory meeting held in July where parties discuss issues for the agenda of the MOP	300+	5 days	UN facility
<b>Meeting of the Parties (MOP)</b>	Annual meeting usually held in October where parties will discuss issues put forward by the OEWG and make a decision. These decisions inform the Montreal Protocol and the handbook is updated accordingly.	300+	5 days	Member-country hosted

<b>Convention of the Parties (COP)</b>	Meets every three years. More recently in conjunction with a MOP i.e. COP/MOP	500+	5 days	Member-country hosted
<b>Extraordinary Meeting of the Parties (ExMOP)</b>	May be held from time-to-time if needed.	500+	Varies	UN facility or Member-country hosted

Although the UN Ozone Secretariat hosts events that are smaller than 300 people, they are typically co-located with larger events. Therefore, although there are no specific EMS procedures for these events, they are subject to the EMS by proxy. These include:

EVENT NAME	PURPOSE OF EVENT	SIZE	DURATION	HOSTING
<b>Implementation Committee meetings (ImpCom)</b>	Meets alongside the OEWG and MOP to discuss issues of reporting and possible non-compliance.	20	1 days	UN facility or Member-country hosted
<b>Ozone Research Managers meetings (ORM)</b>	Meets every three years to discuss issues around atmospheric monitoring.	120-130	3 days	UN-facility (WMO HQ)
<b>Bureau VC</b>	Meets on the sides of each COP every three years.	10-15	1 day	Member-country hosted
<b>Bureau MP</b>	Meets on sides of each MOP	10-15	1 day	Member-country hosted

## Physical Boundary

The physical boundary of this EMS corresponds to the location of events hosted by the Secretariat. The entity is therefore not fixed: it varies depending on where events are held. Location is assumed to include the event site, i.e.: the venue, hotel, and/or office where event production activities happen and participants congregate. Note events that are held fully or partially online may have multiple, distributed locations. In these cases the EMS applies to venues contracted by the Secretariat, but not others such as participant homes or offices or viewing locations that are organized by participants.

## Limitations

While the UN Ozone Secretariat coordinates event activities, it does not have complete control over all planning decisions. Therefore, it is important to note the following limitations on the EMS:

## Events hosted by a member country

Both the MOP and COP are hosted by member countries. In these situations, members agree to share the cost of hosting the events, and as a result have decision-making power over event venues and other suppliers. While the UN Ozone Secretariat provides EMS requirements to hosts, it is only able to influence final choices, and may be limited by what is provided in the destination. In contrast, venue selection for the OEWG is directly controlled by the Secretariat, which opts to meet at UN facilities that already align with UN EMS requirements.

## Pre-existing supplier agreements

Venues often require event organizers to use licensed in-house providers of catering, audio-visual and decorator services. This limits the UN Ozone Secretariat's ability to use outside suppliers that may have stronger environmental policies and practices.

# Environmental Policy

Based on the commitments identified above, the UN Ozone Secretariat adopted an [Environmental Policy](#) for its events in 2022.

## Objectives

This policy supports the United Nations System Sustainability Management Objectives 2030, which seek to:

- Reduce absolute GHG emissions by 2030 to limit increase in global temperatures to 1.5°C, in line with recommendations of the 2018 IPCC report. (baseline year and specific targets to be agreed)
- Ensure no solid waste from UN facilities, operations and activities is causing pollution or other harm to the environment and local populations by avoiding the release of toxic substances to the air, soil, and water bodies and adverse impacts on biodiversity and ecosystems.
- Ensure UN premises and fleet do not contribute to or exacerbate local air quality issues, in both urban and remote community settings.
- Ensure water conservation and avoid the release of untreated wastewater into the environment.
- Avoid adverse impacts on biodiversity from UN facilities, operations and activities.

## Targets

The UN Ozone Secretariat will support progress against these objectives by pursuing the following targets in regards to external events that are within the scope of this policy:

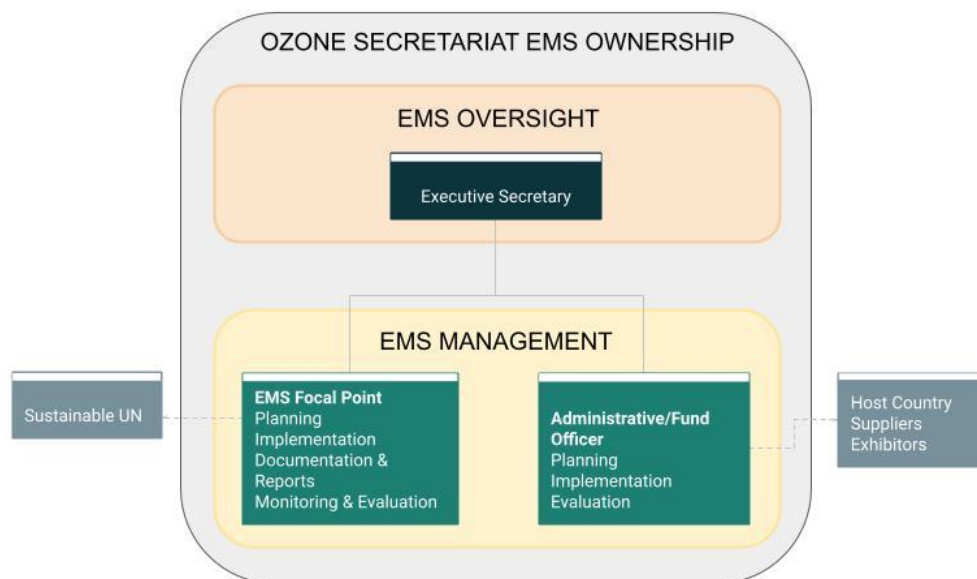
- **Events targets:**
  - 100% of events over 300 participants following [EMS Planning Procedure](#) by 2025.

- These events will implement 100% of [EMS Minimum Organizer Guidelines](#) by 2025.
- 100% of suppliers reporting compliance with EMS sustainable event guidelines by 2025.
- **Climate Neutrality Target:**
  - 100% of unavoidable event carbon emissions are offset yearly via UN-approved, certified carbon credits by 2022.

## Roles, Responsibilities and Authority

Responsibility for the EMS is outlined in Figure 2.

FIGURE 2: UN Ozone Secretariat EMS Responsibilities



The role of the UN Ozone Secretariat's **EMS Focal Point** is to coordinate EMS initiatives for events. The EMS Focal Point will:

- Put in place an EMS Action Plan for events.
- Coordinate with the Administrative/Fund Officer about EMS implementation.
- Facilitate staff training related to the EMS.
- Ensure data collection and auditing to support the continuous improvement of the EMS.
- Maintain proper documentation of policies, procedures and audits.
- Report and coordinate with the Environmental Management Group (EMG) and UN Environment's Sustainable UN (SUN) which provides technical expertise and coordination on collective approaches to EMS. At a minimum, this will occur through completion of the Greening the Blue inventory and survey.

The **Administrative/Fund Officer** also plays a significant role in implementation of the EMS by:

- Disseminating EMS guidelines to host countries and exhibitors.
- Facilitating sharing and collection of supply chain surveys in support of the EMS.
- Communicating important information about the EMS to event participants.
- Participating in reviewing and evaluating EMS execution at events.

## Environmental Aspects

An Internal Environmental Review (IER) has been conducted to identify and prioritize the environmental issues associated with UN Ozone Secretariat events (Table 1).

These issues have been analysed according to:

- **Logistical area:** accommodation, audio-visual, catering, decor, exhibits, marketing and communications, registration and ticketing, signage, technology, transport, and venue
- **Type of impact:** greenhouse gas emissions, water consumption, waste, pollution, and biodiversity loss.

Issues were then prioritized based on a five-dimension scoring system, assuming a business-as-usual (non-pandemic) scenario:

- Compliance obligations
- Degree of control
- Quantity of impact
- Likelihood of impact
- Severity of impact.

While the IER identifies many issues to include in the EMS, some of the highest-ranking environmental aspects are difficult for the UN Ozone Secretariat to control. For example:

- **Air travel:** Aircraft efficiency is improving and progress toward more sustainable aviation fuel is advancing. However, the timeline for these and other cleaner forms of transport is slow. And while online and hybrid event options have advanced during the pandemic, it is unlikely that participants will agree to completely and permanently shift to online or hybrid meetings due to the difficulty in reaching decisions and discussion conclusions.
- **Venue energy use:** While selection of energy efficient venues help to reduce event carbon impact, most venues are only able to reduce carbon impact as quickly as electricity grids decarbonize.
- **Self-booked travel:** Unlike other meetings, the UN Ozone Secretariat does not directly contract accommodations and catering, leaving attendees to make their own choices.

For these reasons, the EMS focusses on both managing controllable impacts and educating to influence changes in behavior where the Secretariat has little control.

TABLE 1: Internal Environmental Review for UN Ozone Secretariat Events

Area of Impact	Background	Logistical Category	GHGs	Water	Waste	Polltn	Biodiversity	Compliance obligation	Degree of Control	Quantity of impact	Severity of impact	Likelihood of impact	Overall score
Employee air travel pre/post	<a href="#">Our World in Data, Travel Carbon Footprint.</a>	Transport	✓					No (0)	Med (2)	Large (4)	Substantial (4)	Very high (2.5)	12.5
Participant air travel pre/post	The United Nations Environment Assembly estimated air travel accounts for 60-74% of event emissions.	Transport	✓					No (0)	Low (1)	Large (4)	Substantial (4)	Very high (2.5)	11.5
Type of meals served (meat, vegetarian, vegan)	<a href="#">Our World In Data, Environmental Impact of Food.</a>	Catering	✓	✓			✓	No (0)	Low (1)	Large (4)	Major (3)	Very high (2.5)	10.5
Venue energy use (electricity grid)	Case study data from international meetings suggests venues comprise 4.3% of event emissions.	Venue	✓					No (0)	Low (1)	Large (4)	Major (3)	Very high (2.5)	10.5
Venue solid waste (non-catering)	<a href="#">MeetGreen estimates meetings typically generate 1.9 Kg of event discards per person per day, 0.8 Kg of which is landfill.   May be compliance obligations for hazardous wastes (paint, e-waste).</a>	Venue			✓	✓		No (0)	Med (2)	Moderate (3)	Major (3)	Very high (2.5)	10.5
Accommodation energy use	Case study data from international meetings suggests hotel stays comprise 10.3% of event emissions.	Accomm	✓					No (0)	Low (1)	Large (4)	Major (3)	Very high (2.5)	10.5

Accommodation water use	<a href="#">Cornell Hotel Sustainability Benchmarking Index</a>	Accomm		✓				No (0)	Low (1)	Large (4)	Major (3)	Very high (2.5)	10.5
Food waste (organics)	May be compliance obligations in areas where composting of food waste is required.	Catering	✓					No (0)	Low (1)	Large (4)	Major (3)	High (2)	10
Credentialing (lanyard, badge, holder)	May be compliance obligations to maintain privacy. Pollutants of concern: PVC, chemically intensive bamboo.	Registration and Ticketing			✓	✓		No (0)	High (3)	Moderate (3)	Small (2)	High (2)	10
Sustainable food criteria (organic, fairly traded, humane)		Catering		✓	✓		✓	No (0)	Low (1)	Moderate (3)	Major (3)	Med (1.5)	9.5
Catering service ware	<a href="#">MeetGreen, Follow The Fork: Safety and Sustainability Through Serviceware</a>	Catering	✓		✓	✓		No (0)	Low (1)	Large (4)	Major (3)	Med (1.5)	9.5
Food packaging waste	May be compliance obligations in some cases (i.e. disposable plastic bans).	Catering	✓		✓	✓		No (0)	Low (1)	Large (4)	Major (3)	Med (1.5)	9.5
Venue water use		Venue		✓				No (0)	Low (1)	Moderate (3)	Major (3)	Very high (2.5)	9.5
Hotel/venue transfers (coaches)		Transport	✓			✓		No (0)	Med (2)	Moderate (3)	Small (2)	High (2)	9
Freight/transport	Case study data from international meetings suggests venues comprise 3.9% of event emissions.	Transport	✓			✓		No (0)	High (3)	Fairly small (2)	Small (2)	High (2)	9
Freight/packaging		Transport			✓			No (0)	High (3)	Fairly small (2)	Small (2)	High (2)	9



Print materials - Paper use	Use of virgin fibres, old-growth timber and tropical hardwoods are a concern. Pollutants of concern: bleach.	Communications and Marketing			✓	✓	✓	No (0)	High (3)	Fairly small (2)	Small (2)	High (2)	9
Print materials - Ink	<a href="#">The Environmental Impact of Printing Inks and Printing Process   Pollutants of concern: petroleum, solvent-based, high-VOC inks.</a>	Mar/Comm			✓	✓		No (0)	High (3)	Fairly small (2)	Small (2)	High (2)	9
Sign materials	<a href="#">The International Olympic Committee and the Union of European Football Associations Environmental Impact Evaluation of Branding and Signage Solutions for Events includes an inventory of environmental impacts from different signage materials.   Pollutants of concern: PVC, polystyrene.</a>	Venue			✓	✓		No (0)	High (3)	Fairly small (2)	Small (2)	High (2)	9
Water service/hydration stations	<a href="#">Meet Green Reusable vs Disposable Service Ware White Paper</a>	Catering		✓	✓	✓		No (0)	Low (1)	Moderate (3)	Major (3)	Med (1.5)	8.5
Employee ground transport pre/post	<a href="#">Our World in Data, Travel Carbon Footprint.</a>	Transport	✓			✓		No (0)	Med (2)	Fairly small (2)	Small (2)	High (2)	8
Accommodation solid waste (non-catering)	May be compliance obligations in some cases (i.e. e-waste, paints).	Accomm			✓	✓		No (0)	Low (1)	Moderate (3)	Small (2)	High (2)	8

Participant ground transport pre/post	The United Nations Environment Assembly estimated ground travel accounts for 5.4% of event emissions.	Accomm	✓		✓		No (0)	Low (1)	Fairly small (2)	Small (2)	Very high (2.5)	7.5
Exhibit booths	Exhibits tend to follow catering as the second top source of onsite waste at meetings, especially if booth components are not designed with reuse in-mind. Giveaways, handouts and promotional items can generate waste and shipping impacts.	Exhibits	✓	✓			No (0)	Low (1)	Moderate (3)	Small (2)	Med (1.5)	7.5
Airport transfers (sedans, taxis)		Transport	✓		✓		No (0)	Low (1)	Fairly small (2)	Small (2)	High (2)	7
Status of menu ingredients (species at risk, sustainable seafood)		Catering				✓	No (0)	Low (1)	Fairly small (2)	Major (3)	Low (1)	7
Digital event streaming	<a href="#">Case study data suggests digital and hybrid events can reduce emissions by 39-99% compared to in-person.</a>	Technology	✓	✓			No (0)	Med (2)	Very small (1)	Minor (1)	Low (1)	5
Venue energy use (temporary generators)	May be compliance obligations for exhaust, noise.	Venue	✓		✓		No (0)	Med (2)	Very small (1)	Minor (1)	Low (1)	5

# Procedures

The UN Ozone Secretariat will contribute to the United Nations System Sustainability Management Objectives 2030 by implementing the following EMS procedures and guidelines for events. **These procedures and guidelines are included as appendices for information. Please use the separate, stand-alone documents when working on individual events.** They will be updated as necessary each event cycle.

1. **[EMS Planning Procedure](#)**: These steps shall be followed by the EMS Focal Point and Administrative/Fund Officer for each event with 300 or more participants.
2. **[EMS Minimum Organizer Guidelines](#)**: UN Ozone Secretariat staff, led by the EMS Focal Point and Administrative/Fund Officer, shall aim to implement these best practice guidelines at every event over 300 participants.
3. **[Sustainable Travel Guidelines](#)**: These guidelines are provided to assist in communicating preferred personal travel practices to UN Ozone Secretariat staff and event participants. They shall be shared for each event over 300 participants.
4. **[EMS Exhibitor Guidelines](#)**: These guidelines shall be provided to any organization or individual who is setting up an exhibit or display at an UN Ozone Secretariat event of over 300 participants.
5. **[EMS Procurement/Supplier Surveys](#)**: The Administrative/Fund Officer shall send event sustainability surveys to applicable suppliers for each event and request them to disclose their preparedness to meet sustainability guidelines. Surveys are provided for: AV, Catering, Print/Graphics, Transportation, and Venues. These should be shared as early as possible during first discussions. Venue and catering checklists are essential to share for all events with over 300 participants. Other supplier checklists can be shared as applicable to the event. Supplier surveys may also be of use when discussing sustainability during site visits and as a basis for the Event Audit. Compliance should be noted in the Event Review. In situations where there is a host member country that may be coordinating suppliers, these surveys will be provided via the Host Country Kit.
6. **[Attendee Survey](#)**: The EMS Focal Point or Administrative/Fund Officer shall invite participants to share how they are acting on the EMS by completing the web-based survey on the event portal. Results from this survey will be added to the Event Review.
7. **[EMS Audit](#)**: The EMS Focal Point shall conduct and document an onsite audit for all events over 300 participants for the purpose of the Event Review. The primary purpose of the onsite audit is to check compliance with EMS Organiser Minimums and Supplier Surveys.
8. **[EMS Event Review and Report](#)**: The EMS Focal Point shall complete the Review form for each event of more than 300 participants to document outcomes and areas for improvement.

## Continuous Improvement

Together, the EMS Audit and Event Review and Report drive the continuous improvement process that is fundamental to the EMS (Figure 3). Each event will conduct an audit and complete an EMS Review and Report. This is anticipated to include two major events per year: the OEWG and the MOP or COP/MOP. Procedures will be adjusted as needed to improve the EMS following each event.

In addition to the above, the UN Ozone Secretariat will prepare an Annual Review to share with Sustainable UN once per year in concert with SUN's annual survey.

The UN Ozone Secretariat will also complete a full review of the organizational context and all EMS procedures and policies at least once every five years.

FIGURE 3: UN Ozone Secretariat EMS Continuous Improvement Process



## Contact

For information about the UN Ozone Secretariat EMS please contact the EMS Focal Point:

Stephanie Egger Haysmith  
Communications Officer  
Ozone Secretariat  
UN Environment Programme  
Telephone: +254 20 762 3532  
[stephanie.haysmith@un.org](mailto:stephanie.haysmith@un.org)

# Resources

- [ICAO Carbon Emissions Calculators](#)
- [UNFCCC Emissions Measurement Tools](#)
- [Digital Event Carbon Calculator](#)
- [Cornell Hotel Sustainability Benchmarking Index](#)

# Appendices

## APPENDIX 1: UN Ozone Secretariat EMS Policy for Events

### Purpose and Context

The Environmental Policy of the United Nations Environment Program Ozone Secretariat has been created in order to address the environmental impact of external events organized by the Secretariat.

The policy is intended to comply with the:

- Strategy for Sustainability Management in the UN System
- United Nations Secretariat Climate Action Plan

In addition, the Policy aligns with the:

- Environmental Policy for the United Nations Secretariat
- United Nations Environment Programme Greening the Blue EMS Action Plan
- United Nations Framework Convention on Climate Change Sustainable Events Guidelines

### Scope of the Policy

This policy applies to the following:

- **Organizational Boundary:** This EMS applies to and is managed by the United Nations Environment Program Ozone Secretariat. It stipulates policies and procedures for staff who manage the event-related activities noted below. While the Secretariat is not able to control the activities of all event participants, such as event guests, suppliers and host-country partners, the EMS does include procedures to influence decisions made by these parties regarding their involvement in event-related activities.
- **Activity Boundary:** The functional boundary of this EMS includes all event activities hosted by the Ozone Secretariat that include more than 300 participants. An event is defined as an organised occasion such as a meeting, convention, exhibition, special event, gala dinner, etc, whether held online, in-person or as a hybrid event. The boundary includes all logistics that the Ozone Secretariat directly organizes and/or pays for in support of these events: accommodation, audio visual, catering, communications, exhibits, registration, technology, transportation, and venues. Although the Ozone Secretariat hosts events that are smaller than 300 people, they are typically co-located with larger events. Therefore, although there are not unique procedures for these events, they are subject to the EMS by proxy.
- **Entity Boundary:** The physical boundary of this policy corresponds to the location of events hosted by the Ozone Secretariat. The entity is therefore not fixed: it varies depending on where events are held. Location is assumed to include the event site, i.e.:

the venue, hotel, and/or office where event production activities happen and participants congregate. Note events that are held fully or partially online may have multiple, distributed locations. In these cases the policy applies to venues contracted by the Secretariat, but not others such as participant homes or offices or viewing locations that are organized by participants.

## Vision and Principles

This policy aligns with the Vision for Sustainability Management in the United Nations System 2030, which states:

*"The United Nations system is a leader in integrating environmental and social sustainability considerations across its work in a systematic and coherent way, practicing the principles that it promotes and leaving a positive legacy. Fundamental to this vision are objectives to embody the Sustainable Development Goals at all levels of management; lead by example; ensure harmonization of internal sustainability initiatives; manage risks; strengthen business resilience; enhance credibility and accountability; and achieve financial savings through optimal resource efficiency."*

This Vision upholds the following Principles:

- Stewardship of the environment with respect to all operations.
- Efficiency in resource use and operations.
- Continuous improvement of environmental performance.
- Stakeholder engagement at all levels.
- Adaptation and resilience.

## Objectives

This policy supports the United Nations System Sustainability Management Objectives 2030, which seek to:

- Reduce absolute GHG emissions by 2030 to limit increase in global temperatures to 1.5°C, in line with recommendations of the 2018 IPCC report. (baseline year and specific targets to be agreed)
- Ensure no solid waste from UN facilities, operations and activities is causing pollution or other harm to the environment and local populations by avoiding the release of toxic substances to the air, soil, and water bodies and adverse impacts on biodiversity and ecosystems.
- Ensure UN premises and fleet do not contribute to or exacerbate local air quality issues, in both urban and remote community settings.
- Ensure water conservation and avoid the release of untreated wastewater into the environment.
- Avoid adverse impacts on biodiversity from UN facilities, operations and activities.

# Targets

The Ozone Secretariat will support progress against these objectives by pursuing the following targets in regards to external events that are within the scope of this policy:

<b>Event targets:</b>	100% of events with over 300 participants follow EMS procedures by 2025.
	100% of suppliers reporting compliance with EMS sustainable event guidelines by 2022.
	100% of minimum event organizer guidelines achieved for events with over 300 participants by 2025.
<b>Climate Neutrality Target:</b>	100% of unavoidable event carbon emissions are offset yearly via UN-approved, certified carbon credits by 2022.

# Implementation

The United Nations Environment Program Ozone Secretariat will implement the Environmental Policy using an environmental management system (EMS). The EMS is documented separately from this policy and outlines detailed procedures for complying with and improving against the Policy. It is updated on an on-going basis.

Implementation of the Policy and the associated EMS is the responsibility of the Executive Secretary of the Ozone Secretariat. All Ozone Secretariat staff are expected to contribute, through their professional actions and decisions in the workplace, to the objectives of this Policy through the EMS.

Day to day coordination of the EMS is managed by the Ozone Secretariat's EMS Focal Point. The EMS Manager will ensure the EMS is maintained through the following:

- Proper documentation of policies, procedures and audits
- Staff training
- Event-specific and system-wide auditing
- Report EMS outcomes to address non-conformities (annually).

The Ozone Secretariat's EMS Focal Point shall coordinate with the Environmental Management Group (EMG) and UN Environment's Sustainable UN (SUN) which provides technical expertise and coordination on collective approaches to EMS. At a minimum, this will occur through completion of the Greening the Blue inventory and survey.



# Monitoring and Reporting

The Ozone Secretariat will issue an annual review and report on the outcomes of the EMS. The Policy will be reviewed, at a minimum, every five years.

## Contact

Should you have questions or feedback regarding this policy or the United Nations Environment Program Ozone Secretariat EMS please contact:

Stephanie Egger Haysmith  
Communications Officer  
Ozone Secretariat  
UN Environment Programme  
Telephone: +254 20 762 3532  
Email: [stephanie.haysmith@un.org](mailto:stephanie.haysmith@un.org)

## APPENDIX 2: EMS Planning Procedure for Events

	PROCEDURE	GUIDANCE	RESPONSIBILITY	
PRE-EVENT	1	Review EMS Organiser Minimums and plan to implement.	See EMS Minimum Organiser Guidelines.	Admin Officer/EMS Focal Point
	2	Send an EMS Host Country Kit to the host country and request them to complete.	Share with the host country during initial hosting discussions. (See separate kit)	Admin Officer
	3	Send supplier event sustainability surveys to applicable vendors and request them to complete.	See supplier surveys for: AV, Catering, Print/Graphics, Transportation, and Venues. Share these as early as possible, during first discussions. Venue and catering checklists are essential to share for each event. Other supplier checklists can be shared as applicable to the event.	Admin Officer
	4	Ensure EMS information on the website is up-to-date.	This should include the current EMS policy, organiser minimums, supplier survey templates, exhibitor guidelines and green travel and event tips.	Admin Officer
	5	Include EMS information in exhibitor communications.	This should include a link to the EMS web page and the exhibitor EMS guidelines.	Admin Officer
	6	Prepare and share EMS letter with participants.	This should include any updates about the EMS and its outcomes and any "know before you" go information. Recommend sending one month prior to the event.	Admin Officer
	7	Include a link to the EMS web page in registration confirmations.	Include a brief sentence with a link in the priority path email (auto-generated once registered).	Admin Officer
	8	Review supplier surveys during the site visit.	Use the venue and catering surveys as a starting point. Discuss any gaps and improvements that may be possible and take action where applicable.	Admin Officer/EMS Focal Point
	9	Send EMS reminders to the internal event team prior to the event.	Recommend sending an event EMS email to employees and suppliers within one month of the event, including updates and expectations.	Admin Officer

ONSITE	10	Send the attendee sustainability survey.	Refer to the attendee survey. Consider sending a reminder if the response rate is very low.	Admin Officer/EMS Focal Point
	11	Complete an onsite EMS audit during the event.	See Audit Form.	EMS Focal Point
	12	Review/update supplier surveys with information from the EMS audit.	Refer to supplier surveys.	EMS Focal Point
	13	Review/update EMS Organiser Minimums with information from EMS audit.	See EMS Minimum Guidelines.	EMS Focal Point
POST-EVENT	14	Compile attendee survey results.	See EMS Reporting Form.	EMS Focal Point
	15	Complete any measurement calculators (UNFCCC, Digital Event).	See EMS Reporting Form.	EMS Focal Point
	16	Record any data from the venue (waste, donations).	See EMS Reporting Form.	EMS Focal Point
	17	Conduct and document the Event Review.	See EMS Reporting Form.	EMS Focal Point

## APPENDIX 3: EMS Minimum Organizer Guidelines for Events

	The organiser shall...	Guidance on minimums
1	<b>Communicate EMS policy to participants.</b>	<p>1.1) Post policy, minimum organiser requirements, exhibitor guidelines and supplier survey templates on the website.</p> <p>1.2) Link to EMS web page in registration confirmation and participant letter.</p>
2	<b>Encourage participation in the EMS by attendees.</b>	<p>2.1) Post green travel and event tips to the website.</p> <p>2.2) Link to green travel and event tips from registration confirmation and participant letter.</p> <p>2.3) Communicate opportunities to participate while onsite, either through slides, signage, moderator comments, etc.</p> <p>2.4) Request participants to complete the attendee EMS survey.</p>
3	<b>Communicate EMS policy and guidelines to suppliers and request compliance.</b>	<p>3.1) Share EMS policy, organiser guidelines and supplier survey templates with the host country, when applicable.</p> <p>3.2) Share EMS policy and applicable supplier surveys with the venue and caterer at a minimum and other suppliers as applicable.</p> <p>3.3) Request supplier surveys to be completed in order to assess compliance.</p>
4	<b>Communicate EMS policy to exhibitors and request compliance.</b>	<p>4.1) Share EMS Exhibitor Guidelines with exhibitor kits.</p>
5	<b>Ensure paperless meetings.</b> The Secretariat will reduce paper use with a goal to eliminate it wherever possible. Where paper use by participants or the Secretariat is deemed necessary, paper must be recycled.	<p>5.1) Electronic-first strategy for event communications and documents.</p> <p>5.2) Participants are able to access computers onsite in order to print documents.</p> <p>5.3) Where printing is necessary (i.e. name badge cards), materials must be recycled.</p>
6	<b>Reduce or ban single-use plastics.</b> Where disposable plastic use is deemed necessary, materials must be recovered from landfill through recycling or donation. (Exception: Safety protocols may require single-use disposables to be used in the event of an emergency, including public health orders. For reasons of public health, incineration may be necessary.)	<p>6.1) No polystyrene or PVC-plastic under any circumstances.</p> <p>6.2) For attendee hydration stations: Do not hand out single use disposable bottles of water. Offer refill stations that permit attendees to use a refillable drinking vessel. Do not place disposable cups unless necessary for health and safety and in such an event, ensure any disposables are recycled.</p> <p>6.3) Reduce use of disposable plastic items and packaging by organiser. Ensure any packaging is fully recyclable or compostable.</p>

		6.4) Reusable signage is preferred. Signs are to be recycled or donated at the end of their useful life.
		6.5) Preference for a plastic-free name badge where feasible. Name badge system must be able to be recycled or donated post-event.
		6.6) Participants informed of the necessity to bring a refillable drink container.
<b>7</b>	<b>Offer sustainable food options.</b>	7.1) At least one vegan/plant-based and one vegetarian (dairy-permitted) option available for each meal.
		7.2) Request caterer to complete an applicable supplier survey.
<b>8</b>	<b>Ensure sustainable waste management.</b>	8.1) Reduce use of organiser-generated handouts, giveaways and packaging.
		8.2) Include waste reduction guidelines in materials shared with the host country, suppliers and exhibitors
		8.3) Venue recycling program in place and visible.
		8.4) Venue requested to disclose waste diversion rate (annual diversion rate or previous audit rate, if event-specific rate is unavailable).
		8.5) Promote donation of leftover event materials, where applicable.
<b>9</b>	<b>Measure and offset the air travel of participants.</b>	9.1) 100% of participant travel measured and offset.

## APPENDIX 4: Sustainable Travel Guidelines

### ***Did you know that if you...***

- ***Pack just one less pair of shoes you can eliminate 2.5 kgs of CO2 when traveling by air?***
- ***Use a mobile app instead of printing an event program you can save 197 litres of water?***
- ***Participate in a hotel's linen-reuse program it saves 35 ml of laundry chemicals per night?***

Attendees are faced with a multitude of choices when participating in an event. As these examples illustrate, simple actions can really add-up!

While the Ozone Secretariat is already offsetting the carbon impact of all participants at our meeting, you may be in a position to consider other ways to reduce your footprint. Action is not required, but encouraged where possible. Consider getting started by picking one new step, and building your efforts over time. Each action, even just one, makes a difference!

- Replace short flights with rail trips, if possible.
- Opt for direct routes that avoid additional emissions associated with multiple take-offs and landings.
- Voluntarily lower your flight class to avoid the higher-footprint of business class trips.
- Shift meals to plant-based alternatives where possible.
- Use public transit or share rides for local trips.
- Seek out accommodations that have a green guest program or have earned an eco-certification.
- Stay at accommodations that are within walking distance of event venues.
- Participate in your hotel's linen reuse program.
- Bring a refillable tumbler for beverages to use at our plastic-free hydration stations.
- Download any electronic documents for use onsite. Print outs will not be provided, but device charging is available.
- Participate in the venue's recycling program.

Before you book your flights and accommodation, try these tools to reduce your impact:

- [Find flights with lower carbon emissions.](#)
- [Find hotels with sustainability programs in place.](#)

## APPENDIX 5: Exhibitor Sustainability Guidelines for Events

**Instructions:** All exhibitors are requested to comply with the minimum guidelines for sustainable displays that are outlined below. Exhibitors are also encouraged to follow optional preferences to the extent they are applicable and feasible.

MINIMUM GUIDELINES	EX1	<input type="checkbox"/> Design booths and displays for reuse.
	EX2	<input type="checkbox"/> No disposable PVC and polystyrene materials are to be brought onsite, including PVC decals, foamcore signs, and foam packing materials. Any non recoverable materials need to be packed in and packed out.
	EX3	<input type="checkbox"/> No single-use plastic giveaways, including disposable bottled water. Please see creative giveaway ideas below.
	EX4	<input type="checkbox"/> Reduce use of disposable shipping materials and plastic packaging.
	EX5	<input type="checkbox"/> Participate in venue recycling programs.
OPTIONAL PREFERENCES	EX6	<input type="checkbox"/> Provide digital giveaways that reduce waste.
	EX7	<input type="checkbox"/> Ensure giveaway items are valued and will be reused.
	EX8	<input type="checkbox"/> Source gifts from charities or social enterprises.
	EX9	<input type="checkbox"/> Provide gifts that involve guests in CSR, sustainability or volunteering.
	EX10	<input type="checkbox"/> Source promotional products from suppliers who are able to verify safe and fair working conditions.
	EX11	<input type="checkbox"/> Ensure promotional products are free of harmful substances like BPA.
	EX12	<input type="checkbox"/> Source gifts and promotional products locally in the event destination.
	EX13	<input type="checkbox"/> Ensure messaging is inclusive, respectful and non-discriminatory.
	EX14	<input type="checkbox"/> Rent durable, reusable event furnishings.
	EX15	<input type="checkbox"/> Use recycled content materials in exhibit booths (i.e. carpet, signage).
	EX16	<input type="checkbox"/> Use Forest Stewardship Council certified materials (paper and wood), where applicable.
	EX17	<input type="checkbox"/> Opt for light-weight exhibit materials where possible.
	EX18	<input type="checkbox"/> Avoid customizing carpet with logos, dyes and angled cuts.
	EX19	<input type="checkbox"/> Ensure any exhibits that include lights or electronics use efficient options.
	EX20	<input type="checkbox"/> Ensure any exhibits that include lights or electronics are powered down when not in use.
	EX21	<input type="checkbox"/> Ensure any exhibits that use water have a closed-loop recirculation system.
	EX22	<input type="checkbox"/> Use local, sustainable suppliers for exhibit and décor items such as print, promotional items, floral and other consumable supplies.
	EX23	<input type="checkbox"/> Donate any left over exhibit materials that are not otherwise being reused to charity.

## APPENDIX 6: Audio-Visual Sustainability Survey

**Instructions:** All audio-visual and production suppliers are requested to comply with the minimum sustainability guidelines that are outlined below. Suppliers are also encouraged to follow optional preferences to the extent they are applicable and feasible.

MINIMUM GUIDELINES	AV1	<input type="checkbox"/> AV provider has a sustainability policy.
	AV2	<input type="checkbox"/> Ensure AV and production crews have training in and follow workplace health and safety procedures.
	AV3	<input type="checkbox"/> Ensure power-saving mode is enabled for all production equipment when applicable.
	AV4	<input type="checkbox"/> Collect and recycle spent batteries and electronics through responsible recyclers.
	AV5	<input type="checkbox"/> Use AV and production staff and equipment that are local to the event location to the greatest extent possible.
	AV6	<input type="checkbox"/> Design staging for reuse.
OPTIONAL PREFERENCES	AV7	<input type="checkbox"/> Have an onsite energy plan for additional production equipment that carefully considers efficient loading of generators so less energy is wasted, when generators are used.
	AV8	<input type="checkbox"/> Provide most-efficient options for lighting, sound and projection.
	AV9	<input type="checkbox"/> Use generators that reduce or eliminate fossil fuels and fuel oil.
	AV10	<input type="checkbox"/> Ensure portable generators are properly maintained and vented.
	AV11	<input type="checkbox"/> Use rechargeable battery systems where possible.
	AV12	<input type="checkbox"/> Resell, donate and/or responsibly recycle staging at the end of its useful life.
	AV13	<input type="checkbox"/> Resell, donate and/or responsibly recycle electronics at the end of their useful life.
	AV14	<input type="checkbox"/> Use durable floor mats and cable covers in place of disposable tape.
	AV15	<input type="checkbox"/> Use durable, reusable cases for shipping equipment.
	AV16	<input type="checkbox"/> Avoid printing run-of-show guides by using mobile devices.
	AV17	<input type="checkbox"/> Include production staff in catering plans to reduce likelihood of take out food packaging.
	AV18	<input type="checkbox"/> Reduces and measures staff transportation impacts and purchases an offset.



## APPENDIX 7: Catering Sustainability Survey

**Instructions:** All caterers are requested to comply with the minimum sustainability guidelines that are outlined below. Suppliers are also encouraged to follow optional preferences to the extent they are applicable and feasible.

MINIMUM GUIDELINES	CA1	<input type="checkbox"/> Caterer has a sustainability policy.
	CA2	<input type="checkbox"/> Caterer has a workplace health and safety plan and follows food safe regulations.
	CA3	<input type="checkbox"/> Provide and label menu options that meet the health requirements of participants.
	CA4	<input type="checkbox"/> Offer and label meals that respect the religious needs of participants.
	CA5	<input type="checkbox"/> Provide vegetarian and vegan options.
	CA6	<input type="checkbox"/> If providing hydration stations: Do not hand out single use disposable bottles of water. Offer refill stations that permit attendees to use a refillable drinking vessel. Do not place disposable cups unless requested by the organiser.
	CA7	<input type="checkbox"/> Adopt a reusables first strategy for service ware at catered events.
	CA8	<input type="checkbox"/> Eliminate use of polystyrene (foam) cups and containers.
	CA9	<input type="checkbox"/> Caterer (or venue) provides a verified and effective recycling program for catering waste.
OPTIONAL PREFERENCES	CA10	<input type="checkbox"/> Caterer is an equal-opportunity employer that supports a diverse and inclusive workplace.
	CA11	<input type="checkbox"/> Caterer has earned a green certification.
	CA12	<input type="checkbox"/> Provide a primarily plant-based menu for the event.
	CA13	<input type="checkbox"/> Check portion sizes to ensure they are appropriate and reduce food waste.
	CA14	<input type="checkbox"/> Provide accurate food guarantees to reduce likelihood of over-ordering.
	CA15	<input type="checkbox"/> Avoid pre-pouring beverages.
	CA16	<input type="checkbox"/> Avoid pre-setting meals.
	CA17	<input type="checkbox"/> Avoid refilling buffets until empty and scrape any residual food into replacement pans.
	CA18	<input type="checkbox"/> Avoid non-edible and excessive garnishes.
	CA19	<input type="checkbox"/> Prefer whole-fruit rather than cut fruit where possible.
	CA20	<input type="checkbox"/> Use reusable plates, cups, glasses and utensils.
	CA21	<input type="checkbox"/> If disposable serviceware is required, use options that are recoverable through the caterer or venue-provided compost or recycling program.

CA22	<input type="checkbox"/> Provide cream, sugar, and condiments in bulk, not individual packages, unless packages are fully compostable or recyclable by the caterer or venue.
CA23	<input type="checkbox"/> Avoid individually packaged snacks.
CA24	<input type="checkbox"/> Eliminates straws.
CA25	<input type="checkbox"/> Reduce and eliminate any air-freighted ingredients.
CA26	<input type="checkbox"/> Serve locally-sourced ingredients.
CA27	<input type="checkbox"/> Serve fairly-traded coffee and tea.
CA28	<input type="checkbox"/> Serve certified-organic ingredients.
CA29	<input type="checkbox"/> Serve in-season ingredients.
CA30	<input type="checkbox"/> Avoid greenhouse-grown ingredients.
CA31	<input type="checkbox"/> Serve minimally processed foods.
CA32	<input type="checkbox"/> Ensure any seafood served is verified to come from a sustainable fishery.
CA33	<input type="checkbox"/> Eliminate the use of decorative ice.
CA34	<input type="checkbox"/> Caterer uses water-conserving kitchen appliances, such as dishwashers and spray valves.
CA35	<input type="checkbox"/> Caterer (or venue) provides a verified and effective food waste recovery (compost) program.
CA36	<input type="checkbox"/> Caterer (or venue) operates a legal, verified and effective food donation program.
CA37	<input type="checkbox"/> Recycles cooking oil.
CA38	<input type="checkbox"/> Reduces and measures staff transportation impacts and purchases an offset.

## APPENDIX 8: Print and Graphics Sustainability Survey

**Instructions:** All print and graphics providers are encouraged to follow optional preferences to the extent they are applicable and feasible.

OPTIONAL PREFERENCES	PG1	<input type="checkbox"/> Vendor has a verified sustainability policies and operating practices.
	PG2	<input type="checkbox"/> Offers Forest Stewardship Council certified paper.
	PG3	<input type="checkbox"/> Offers minimum 25% post-consumer recycled content paper.
	PG4	<input type="checkbox"/> Offers process chlorine-free paper.
	PG5	<input type="checkbox"/> Offers water-based, vegetable and soy-based inks.
	PG6	<input type="checkbox"/> Able to optimize design of graphic items to reduce unnecessary white space and heavy ink use.
	PG7	<input type="checkbox"/> Able to reduce use of bleeds on graphics and printed items.
	PG8	<input type="checkbox"/> Offers alternatives to plastic bindings for printed booklets.
	PG9	<input type="checkbox"/> Uses digital processes for all graphic and print production.
	PG10	<input type="checkbox"/> Offers environmentally preferable alternatives to reduce and eliminate use of non-recyclable graphics such as foamcore, adhesives and PVC banners.
	PG11	<input type="checkbox"/> Offers recyclable sign substrates such as cardboard.
	PG12	<input type="checkbox"/> Offers minimum 25% post-consumer recycled content sign substrates.
	PG13	<input type="checkbox"/> Recovers signs from landfill through recycling or donation at the end of their useful life.

## APPENDIX 9: Transportation Sustainability Survey

**Instructions:** All transportation suppliers are requested to comply with the minimum sustainability guidelines that are outlined below. Suppliers are also encouraged to follow optional preferences to the extent they are applicable and feasible.

MINIMUM GUIDELINES	TR1	<input type="checkbox"/> Transportation company has a sustainability policy.
	TR2	<input type="checkbox"/> Transportation company practices environmentally responsible vehicle maintenance.
	TR3	<input type="checkbox"/> Transportation company has a no-idling policy.
	TR4	<input type="checkbox"/> Transportation providers are able to provide vehicles that meet accessibility needs of participants.
OPTIONAL PREFERENCES	TR5	<input type="checkbox"/> Provide vehicles that are either: 1) First preference: zero-emissions/electric, 2) Second preference: Best-in-class fuel efficient models.
	TR6	<input type="checkbox"/> Provide group shuttles and operate them at efficient capacity.
	TR7	<input type="checkbox"/> Reduces and measures staff transportation impacts and purchases an offset.

## APPENDIX 10: Venue Sustainability Survey

**Instructions:** All venues are requested to comply with the minimum sustainability guidelines that are outlined below. Suppliers are also encouraged to follow optional preferences to the extent they are applicable and feasible.

MINIMUM GUIDELINES	VE1	<input type="checkbox"/> Venue has a sustainability policy.
	VE2	<input type="checkbox"/> Venue is within walking distance of accommodation.
	VE3	<input type="checkbox"/> Venue has a workplace health and safety plan.
	VE4	<input type="checkbox"/> Venue is non-smoking.
	VE5	<input type="checkbox"/> Venue meets participant accessibility requirements.
	VE6	<input type="checkbox"/> If providing hydration stations: Do not hand out single use disposable bottles of water. Offer refill stations that permit attendees to use a refillable drinking vessel. Do not place disposable cups unless requested by the organiser.
	VE7	<input type="checkbox"/> Venue is working to eliminate single use plastics and has banned the use of polystyrene.
	VE8	<input type="checkbox"/> Venue has a verified and effective recycling program that is able to recover event discards. Please share your waste recovery rate in the Comments field, if known.
	VE9	<input type="checkbox"/> Are you able to provide an environmental footprint report for our event that includes waste impacts, energy use and/or water use?
OPTIONAL PREFERENCES	VE10	<input type="checkbox"/> Venue is within walking distance of transit.
	VE11	<input type="checkbox"/> Venue is an equal-opportunity employer that supports a diverse and inclusive workplace.
	VE12	<input type="checkbox"/> Venue has earned a green certification.
	VE13	<input type="checkbox"/> Venue uses low-carbon electricity, or purchases renewable energy through an offset.
	VE14	<input type="checkbox"/> Venue has an energy management plan with a goal to measure, reduce and be efficient with power use.
	VE15	<input type="checkbox"/> Venue is designed to take advantage of natural day-light.
	VE16	<input type="checkbox"/> Venue-provided lights are energy efficient.
	VE17	<input type="checkbox"/> Venue heating, cooling, lighting and escalators are scheduled for occupancy and operate efficiently.
	VE18	<input type="checkbox"/> Venue is insulated and draft-proofed to reduce energy use.
	VE19	<input type="checkbox"/> Venue maintains and cleans all air handling equipment and monitors air quality on a routine basis.
	VE20	<input type="checkbox"/> Venue has and enforces a no-idling policy.
	VE21	<input type="checkbox"/> Venue offers electric vehicle charging stations.

VE22	<input type="checkbox"/> Venue does not individually place pens and note-pads but provides them in a central location for use.
VE23	<input type="checkbox"/> Venue purchases minimum 30% post-consumer recycled content paper products.
VE24	<input type="checkbox"/> Venue is able to measure either the event waste recovery rate, or an annual waste recovery rate.
VE25	<input type="checkbox"/> Venue has a verified and effective organic waste program that is able to recover food waste and compostable products.
VE26	<input type="checkbox"/> Venue is able to provide a list of charities to assist with donation of materials from the event.
VE27	<input type="checkbox"/> Venue has a water management plan that monitors use, detects and fixes leaks, and practices conservation and efficiency.
VE28	<input type="checkbox"/> Venue-provided washrooms use low-flow fixtures.
VE29	<input type="checkbox"/> Venue practices grey-water recycling.
VE30	<input type="checkbox"/> Venue uses safe cleaning products that reduce use of polluting chemicals.
VE31	<input type="checkbox"/> Venue uses low-water landscaping methods for exterior areas.
VE32	<input type="checkbox"/> Outdoor venues use non-hazardous dust-settling agents that reduce water use.
VE33	<input type="checkbox"/> Outdoor venues use hand-held or sensor-operated misting stations instead over overhead, continuous sprinklers.
VE34	<input type="checkbox"/> Temporary venues that require toilets will consider sustainability principles.
VE35	<input type="checkbox"/> Outdoor venues have a plan, equipment and training to address litter, spills and hazards.
VE36	<input type="checkbox"/> Purchase a carbon offset for venue energy use and waste.
VE37	<input type="checkbox"/> Gender-neutral bathrooms available.
VE38	<input type="checkbox"/> Reduces and measures staff transportation impacts and purchases an offset.

## APPENDIX 11: Attendee EMS Survey for Events

**Instructions:** Please answer the following two questions to let us know how you may be participating in our green event program.

**Q1 Which event are you completing this survey for?** (Add a drop down select naming each event)

**Q2 Did you take any of the following steps to reduce the impact of your travel to and from the event?** (Select all that apply)

- Used a flight search tool to find low-carbon flights (i.e. Google Flights, Kayak)
- Booked a direct flight to avoid added emissions from connections
- Booked an economy or coach fare instead of a higher-emitting business class fare
- Opted to not fly by taking the train or another lower-carbon form of transport
- Opted to not fly by attending virtually
- Booked accommodations at an eco-certified property
- Booked accommodations within walking distance of the event venue
- Participated in my hotel's linen reuse program
- Used public transit or shared rides for local trips
- None of the above
- Other (please comment):

**Q3 Did you take any of the following steps to reduce environmental impacts while at the event?**

(Select all that apply)

- Used a refillable tumbler for beverages
- Ate at least one plant-based meal per day
- Accessed event documents digitally, avoiding printing
- Participated in venue recycling programs
- None of the above
- Other (please comment):

***Optional questions that could be asked from time-to-time to evaluate how the system is impacting participants:***

**Q4 Are you aware that the Ozone Secretariat has an environmental policy for its events?**

- Yes
- No

**Q5 Please select the statement that best reflects your feelings about efforts to reduce environmental impacts at this meeting.** (Select one)

- Measures to reduce environmental impacts at this meeting negatively impacted my participation
- Measures to reduce environmental impacts at this meeting had no impact on my participation
- Measures to reduce environmental impacts at this meeting positively impacted my participation

**Q6 Regarding your response to the previous question, would you like to leave us with any feedback about how your participation was impacted? Or our approach to reducing the environmental impacts of our meeting could be improved? (Open-ended comment box)**



## APPENDIX 12: EMS Audit Procedure for Events

**Instructions:** The event organizer shall conduct and document an onsite audit for the purpose of the Event Review. The primary purpose of the onsite audit is to check compliance with EMS Organiser Minimums and Supplier Surveys.

- Set aside sufficient time to observe the EMS onsite (recommend one hour, along with occasional "spot checks").
- Review the EMS Minimums and Supplier Surveys as a reminder of what to look for.
- Observe environmental issues across a variety of event activities: registration, sessions, exhibits, meals, etc.
- Pay attention to practices front and back of house, if possible.
- Take photos if helpful to record observations for discussion with others.
- Make note of issues that impact environmental aspects: waste, energy, water, pollution, biodiversity.
- Describe what you observed: 1) Areas where the EMS is working well, 2) Areas for improvement.
- Assign a level of priority to each item listed. Priority should consider the likelihood, severity and significance of harm.
- Discuss the contents of this form during the Event Review.

### Things to look for:

FRONT OF HOUSE	<input type="checkbox"/> Separate bins for waste as expected (recycling, compost, landfill)?
	<input type="checkbox"/> Is waste being properly sorted in the correct bins?
	<input type="checkbox"/> Are zero-waste hydration stations provided? (refills possible, recoverable cups if disposables are used.)
	<input type="checkbox"/> Is catering taking steps to reduce waste? (reusable service ware, reduced packaging)
	<input type="checkbox"/> Are vegan and vegetarian options provided?
	<input type="checkbox"/> Has paper use been minimised?
	<input type="checkbox"/> Are EMS participation opportunities evident through educational messaging?
	<input type="checkbox"/> Are exhibitors complying with EMS guidelines?
BACK OF HOUSE	<input type="checkbox"/> Separate bins for waste as expected (recycling, compost, landfill)?
	<input type="checkbox"/> Is waste being properly sorted in the correct bins?
	<input type="checkbox"/> Is there evidence of employee education about environmental practices? (waste signage)
	<input type="checkbox"/> Is there evidence of workplace health and safety? (first aid kit visible, occupational health and safety signage)?
	<input type="checkbox"/> Is there evidence of a non-idling policy, for example, posted signs and/or vehicles not idling?

Record your observations so that they can be discussed during the Event Review:

<b>ACTON PRIORITY</b> (low, medium, high)	<b>OBSERVATION</b> Describe what you saw to assist with problem solving.

## APPENDIX 14: EMS Event Review and Report

**Instructions:** The EMS Focal Point shall use this form to review and document the outcomes of the EMS for this event.

- **Event Name:**
- **Event Date:**
- **Event Location:**

Percent of EMS planning steps achieved:	0%	Note percentage of steps implemented in the EMS Planning Procedure.
Percent of EMS organiser minimums achieved:	0%	Note percentage of guidelines implemented in the EMS Organiser Minimums.
Percent of minimum EMS guidelines for suppliers achieved:		Carry over from surveys.
Percent of optional EMS guidelines for suppliers achieved:		Carry over from surveys.
Any venue metrics (waste, donations):		If provided (for example, amount of waste recovered or diverted from landfill).
Onsite event carbon footprint:		For live, in-person events. Use the UNFCCC Calculator, or ICAO Calculator.
Digital event carbon footprint:		For virtual events (if applicable). Use the <a href="#">Digital Event Carbon Calculator</a> .
Any other EMS-related accomplishments (anecdotes, innovations):		
Attendee survey results:		Link to file including results

**Discuss:** the following as applicable to the EMS during the post-event debrief meeting:

- Onsite audit observations
- Attendee survey
- Host country aspects
- Venue aspects
- Catering aspects
- Registration aspects
- Travel and transportation aspects
- Exhibitor aspects
- Print, graphics and other communications aspects

**Record:**

- Note any non-conformities that will need to be addressed.
- In the Type column, note if they are **procedural** (able to be addressed with the short-term event-cycle), or **system-related** (requiring longer-term solutions, policy change).

TYPE (procedural or systemic)	DESCRIPTION OF NON-CONFORMITY	RESPONSIBILITY	COMMENTS/ACTION STEPS