



**Sustainable
United Nations**

GREEN MEETING GUIDE 2009

Roll out the Green Carpet for
your Participants

Section 2 Green Meetings: What to Do

UNITED NATIONS ENVIRONMENT PROGRAMME

I.C.L.E.I.
Local
Governments
for Sustainability

IAM 
 **LADP**

“This document is part of the Green Meeting Guide 2009. Section 1 provides an introduction to greening meetings, including guidance on:

- The benefits of greening your meeting
- Management and communication principles
- An overview of the key environmental impacts of a meeting and how to minimise these
- Information on reducing the climate footprint of your meeting

Section 1 can be downloaded separately (also in Word) from www.unep.fr/scp/sun or www.iclei.org/itc/greening, where you can also find the complete document.”

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Table of Contents

Section 1: Green Meetings: What to Know

Section 1 can be downloaded separately (also in Word) from www.unep.fr/scp/sun or www.iclei.org/itc/greening

Section 2: Green Meetings: What to Do

E. Greening Meetings Checklist	4
E.1 Selecting the venue	5
E.2 Accommodation	7
E.3 Catering	13
E.4 Setting up the meeting	20
E.5 Local transport	26
E.6 Exhibitions	27
E.7 Assessment and monitoring form	29



This Greening Meetings Checklist provides a detailed set of recommendations for the organisers of small- and medium-sized meetings (up to 200 participants). It covers all relevant aspects of meeting organisation. Where a particular aspect (such as venue or accommodation) is not the responsibility of the organiser, but of the host country/organisation, these recommendations can be passed on. The checklist can be downloaded in word version from the SUN website and the ICLEI website at www.unep.fr/scp/sun and www.iclei.org/itc/greening.

Within each section, three sets of information are provided:

- **Core Recommendations** – these recommendations address the most important environmental impacts relating to that section, and should be applied by all.
- **Going Further** – these recommendations are aimed at organisers who wish to put in further effort to green their meeting, and address smaller or more complicated aspects.
- **Regional considerations** – as the opportunities and barriers for greening meetings will vary considerably from region to region, this section provides some guidance on how the recommendations might need to be adapted to suit the organiser’s exact needs.

E.1 Selecting the venue	5
E.2 Accommodation	7
E.3 Catering	13
E.4 Setting up the meeting	20
E.5 Local transport	26
E.6 Exhibitions	27
E.7 Assessment and monitoring form	29

E.1 Selecting the venue

The type of venue selected will clearly depend on the size of meeting. A small meeting for up to 30 people will probably not require the use of specialised meeting facilities. On the other hand a meeting for 200 participants will likely require some form of conference centre and this should be chosen with care.

The recommendations below principally focus on specialised meeting facilities, but certain aspects also apply to normal meeting rooms. One way to use these recommendations is to send them to possible venues asking them to tick the criteria they fulfil. This information can then be used to make the selection of venues. Ideally, they should be asked to provide supporting documentation.

Core recommendations:

Recommendations	Y/N	Notes
Headquarters of IGOs, offices of regional commissions etc. should be chosen for the venue, rather than ad hoc locations or commercial establishments, thus reducing the need of staff to travel.	<input type="checkbox"/>	
Venues certified with a recognised green building rating system or another recognised environmental management system should be preferred wherever possible.	<input type="checkbox"/>	
The venue should have an environmental policy and action plan, ideally covering: sustainable procurement, energy saving, catering services, transportation, and waste.	<input type="checkbox"/>	
The venue should have training course for staff on environmental duties in place.	<input type="checkbox"/>	
The venue should have good access (ideally within walking distance) to the main public transport connections and town centre.	<input type="checkbox"/>	
The venue should be near to hotels where participants and speakers can stay or even provide accommodation facilities in the venue itself.	<input type="checkbox"/>	
If possible locally, all waste produced at the venue should be separated (e.g. paper, plastic, metal, organic) at source and sufficient, well-marked bins should be provided in both participant and staff areas.	<input type="checkbox"/>	
If catering is provided by the venue, the facilities should meet the recommendations outlined in the “ Catering ” section.	<input type="checkbox"/>	
Cleaning services for the venue should meet the recommendations provided in the “ Accommodation ” section.	<input type="checkbox"/>	
It should be possible to regulate the temperature within the building.	<input type="checkbox"/>	

Going further:

Recommendations	Y/N	Notes
The venue should have specific, energy management, waste reduction and water conservation programmes in place, either separately or as part of any environmental management programme.	<input type="checkbox"/>	
Preference should be given to venues:		
• With green building standards, e.g. high insulation and efficient heating and cooling systems.	<input type="checkbox"/>	
• Designed to maximise the use of daylight (rooms, coffee areas, lunch areas and exhibition areas).	<input type="checkbox"/>	
• With energy efficient lighting and other appliances installed.	<input type="checkbox"/>	
• Supplied with green electricity.	<input type="checkbox"/>	
• With water-saving appliances in kitchens and toilets.	<input type="checkbox"/>	
The venue should provide information to participants about the green aspects of the venue to inform and encourage guests' participation.	<input type="checkbox"/>	
The venue should reuse materials or donate them to charities (e.g. used linens or usable food).	<input type="checkbox"/>	
Where no organic waste collection system is in place, organic waste should be separately collected for composting and/or supplying to farmers for livestock feed.	<input type="checkbox"/>	
Vehicles operated by the venue should be efficient and low emission.	<input type="checkbox"/>	

E.2 Accommodation

There can be significant differences in the environmental performance of different accommodation options in a city. The amount of choice in accommodation for participants will clearly depend on the city, but organisers should aim to identify and recommend the most appropriate places to stay.

One way to use the detailed recommendations in the Greening Meetings Checklist is to send them to possible hotels asking them to tick the criteria they fulfil. This information can then be used to make the selection of hotels. Ideally, they should be asked to provide supporting documentation. Then the hotels with the most recommendations ticked (prioritising the core recommendations) should be selected and recommended to participants. Special deals for participants can also be arranged with the selected hotels, which is a good incentive for hotels to comply with environmental requirements.

If resources are available, discuss with hotel operators the possibilities for improving the areas where the criteria cannot be fulfilled at the moment (i.e. not ticked in the checklist) – this would encourage them to improve their operations over time.

E.2.1 Management

The way in which a hotel is managed, and the commitment of the operators to environmental improvement is critical to reducing environmental impacts.

Core recommendations:

Recommendations	Y/N	Notes
Hotels certified with a recognised Ecolabel or another recognised environmental management system should be preferred wherever possible.	<input type="checkbox"/>	
The hotel should have an environmental policy and action plan, ideally covering green procurement, energy saving, catering services, transportation waste, and communication to guests.	<input type="checkbox"/>	
The hotel should have training courses for staff on environmental duties in place.	<input type="checkbox"/>	
The hotel should provide information in guest rooms about the green aspects of the hotel to inform and encourage guests' participation.	<input type="checkbox"/>	
Catering facilities should meet the recommendations outlined in the "Catering" section.	<input type="checkbox"/>	

Going further:

Recommendations	Y/N	Notes
The hotel should have specific waste reduction, energy management and water conservation programmes in place, either separately or as part of any environmental management programme.	<input type="checkbox"/>	

E.2.2 Location**Core recommendations:**

Recommendations	Y/N	Notes
The hotel should be located near public transportation and near conference facilities (preferably within walking distance).	<input type="checkbox"/>	

Going further:

Recommendations	Y/N	Notes
The hotel should offer and coordinate group pick-up service for participants, when local transport is not an option.	<input type="checkbox"/>	

E.2.3 Energy efficiency & Water conservation

The energy and water that hotels use for their operations can be substantially reduced through the implementation of certain straightforward measures.

Core recommendations:

Recommendations	Y/N	Notes
Guests should have the option of no second-day sheet and towel change to save laundry energy and water.	<input type="checkbox"/>	
Guests and staff should be encouraged to reduce water use and turn off lights and other energy consuming devices with well-located signs.	<input type="checkbox"/>	
Energy efficient light-bulbs and systems should be standard, and lighting levels should be set to provide the minimum necessary for comfort, safety and accessibility. The use of natural light and ventilation when possible should be promoted.	<input type="checkbox"/>	
Facilities should be equipped with water-saving devices (e.g., tap and shower flow regulators; automatic shut-offs for faucets and showers; low-flush and dual-flush toilets).	<input type="checkbox"/>	

Hot waters heaters and pipes should be properly insulated and maintained.	<input type="checkbox"/>	
The staircases in the hotel should be visible and have signs inviting guests to walk instead of taking the elevator.	<input type="checkbox"/>	
Guests should be able to open windows and not be forced to use a technical air condition system.	<input type="checkbox"/>	
Heating and air conditioning systems should be easy for guests to operate (and thus turn down).	<input type="checkbox"/>	
Hotel rooms should not be heated to above 20°C, or cooled to more than 6 degrees below the outside temperature.	<input type="checkbox"/>	
Water-using fixtures should have a regular maintenance programme to repair leaks.	<input type="checkbox"/>	

Going further:

Recommendations	Y/N	Notes
Hotels should indicate what further efforts they have taken to conserve water and energy.	<input type="checkbox"/>	
Rain water and grey water use should be maximised in the hotel buildings.	<input type="checkbox"/>	
Key cards in hotels should be linked to energy appliances; as an example lights should switch off when people leave the room.	<input type="checkbox"/>	
Motion-detector-equipped lighting systems should be installed.	<input type="checkbox"/>	
Water use for grounds maintenance should be reduced through conservation measures such as planting drought-tolerant vegetation and mulching.	<input type="checkbox"/>	
The building should have a good internal insulation so that less energy is wasted through overheated corridors and unoccupied rooms.	<input type="checkbox"/>	
Insulating covers should be installed on all indoor and outdoor swimming pools and hot tubs to reduce both energy and water use (i.e. evaporation).	<input type="checkbox"/>	
Automatic controls should be in place for heating and cooling with levels set to the minimum necessary for comfort.	<input type="checkbox"/>	
Vehicles operated by the hotel should be efficient and low emission.	<input type="checkbox"/>	

Regional considerations:

Recommendations	Notes
In tropical climates it may not be enough to cool hotel rooms by only 6°C. Local advice should be found on what is achievable.	

E.2.4 Waste & procurement

Large amounts of waste are generated in the operation of hotels from packaging and the use of consumables, to the provision of catering services, and many other areas of hotel operation.

E.2.4.A Procurement and packaging for hotel consumables

Core recommendations:

Recommendations	Y/N	Notes
Try to avoid the need for paper, and if used ensure that it is printed double sided. Paper products used by the hotel (including fine paper, computer paper, tissues, toilet paper, paper towels and paper for guests) should have a high recycled content (ideally 100%) and be totally or elementary chlorine free (TCF or ECF).	<input type="checkbox"/>	
Reusable items should be used to the extent possible. If disposable items are essential, try to ensure they are recyclable and appropriate recycling systems are in place.	<input type="checkbox"/>	
Products such as shampoo and soap should be purchased in bulk and provided in refillable dispensers. If not possible, the hotel should instruct housekeeping staff to not replace consumable amenities daily unless they are empty.	<input type="checkbox"/>	
Provided appropriate recycling systems are in place, single-use products for guests (such as those available in mini-bars or complimentary items) should be supplied in recyclable packaging.	<input type="checkbox"/>	
Newspapers should be delivered to rooms only if requested and should not be wrapped in a plastic bag.	<input type="checkbox"/>	

Going further:

Recommendations	Y/N	Notes
Measures should be taken to reduce paper use (e.g., short forms or computerised systems at check-in).	<input type="checkbox"/>	
Hotels should indicate what further efforts they have taken to minimise packaging.	<input type="checkbox"/>	
All products purchased by the hotel should be supplied in packaging containing a high percentage of recycled content.	<input type="checkbox"/>	
Packaging should not contain PVC.	<input type="checkbox"/>	
Guests laundry containers should be reusable (e.g. baskets).	<input type="checkbox"/>	

Regional considerations:

Recommendations	Notes
If 100% recycled products are not available, try to use paper with as high a proportion of recycled content as possible, or paper derived from legally (and ideally sustainably) harvested forests.	
Where recycling systems for packaging are not in place, efforts should be concentrated on ensuring packaging is minimised to the extent possible, and, where possible, that biodegradable packaging is used.	

E.2.4.B Waste collection and disposal**Core recommendations:**

Recommendations	Y/N	Notes
Where separated waste collection/disposal systems are in place locally, all waste produced by the hotel should be collected separately according to the appropriate fractions (e.g. paper, plastic, metal, organic), and sufficient, well-marked bins should be provided in both guest and staff areas.	<input type="checkbox"/>	

Going further:

Recommendations	Y/N	Notes
The hotel should reuse materials or donate it to charities (e.g. used linens and usable food).	<input type="checkbox"/>	
Where no organic waste collection system is in place, hotels should separately collect organic waste for composting and/or supplying to farmers for livestock feed.	<input type="checkbox"/>	

Regional considerations:

Recommendations	Notes
Where separated collection and recycling/reuse systems are not in place, efforts should be concentrated on waste minimisation (see sections above).	
If waste cannot be centrally collected from the hotel, hotel staff should be encouraged to themselves deliver the waste separately to collection depots.	

E.2.5. Cleaning services (also applicable for venue and catering)

The chemicals used in cleaning may have negative effects on both human health and the environment. Significant improvements can be made through selecting appropriate cleaning products and reducing the use of chemicals.

Core recommendations:

Recommendations	Y/N	Notes
The hotel should practice environmentally cleaning. This should include ensuring that:		
<ul style="list-style-type: none"> The hotel cleaning staff or private cleaning contractors are trained in environmentally friendly cleaning practices. This training should cover cleaning agents, methods and dosage, equipment and machines used; waste management; and aspects of health, safety and the environment. A record of these training measures should be provided. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> The use of disinfectant should be minimised and automated dosage used. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> To the extent possible, ecolabelled cleaning products should be used. Where ecolabelled products are unavailable, they should at least: <ul style="list-style-type: none"> Not be classified as potentially harmful to human health or the environment according to national/ regional classification systems. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Be readily biodegradable. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Not contain EDTA, NTA or APEOs. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Not contain more than 25% by weight of volatile organic compounds (VOCs). 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Not contain more than 0.5% by weight of phosphorus. 	<input type="checkbox"/>	

E.3 Catering

Most meetings require some form of catering - from informal snacks to formal dinners. Catering covers all aspects of the provision of meals and refreshments for participants, including procurement of foods, handling of the waste produced by catering services and the traffic generated by their transportation.

The recommendations presented here are intended both for organisers who carry out the catering themselves and for those who are contracting out the catering services to a private company or the venue. If they are contracted out the organiser can request that the company follows these recommendations within the contract.

E.3.1 Waste

The consumption of food and drinks consumption may generate large amounts of paper, plastics, organic and other waste.

E.3.1.A Cutlery, crockery, glasses, paper and linen

Core recommendations:

Recommendations	Y/N	Notes
Avoid the use of disposable items by using reusable dishes, cutlery, glassware and linens (i.e., no paper, plastic or polystyrene cups, no paper napkins or table cover, no plastic cutlery, and no disposable doilies); avoid aluminium foil.	<input type="checkbox"/>	
If disposable items are essential, try to ensure they contain a high content of recycled or plant-based material, are recyclable, and appropriate recycling systems are in place.	<input type="checkbox"/>	
Avoid the use of single use bottles for juice and water.	<input type="checkbox"/>	
Paper products used for catering should have a high recycled content (ideally 100%) and be totally or elementary chlorine free (TCF or ECF).	<input type="checkbox"/>	

Going further:

Recommendations	Y/N	Notes
Avoid unnecessary disposable items (e.g., plastic straws).	<input type="checkbox"/>	
For bigger meetings, provide recyclable bottles for participants to refill with drinking water.	<input type="checkbox"/>	
For boat tours or other functions where breakable dishes are not permitted, reusable acrylic dishware could be used.	<input type="checkbox"/>	
Print menus on recycled, totally chlorine free (TCF – i.e. unbleached) paper, or write them on blackboards using chalk.	<input type="checkbox"/>	

Regional considerations:

Recommendations	Notes
If 100% recycled products are not available, try to use paper with as high a proportion of recycled content as possible, or paper derived from legally (and ideally sustainably) harvested forests. Also use textile products to the extent possible where recycled paper is not available.	

E.3.1.B Packaging

Core recommendations:

Recommendations	Y/N	Notes
Avoid single-serve containers for food and condiments (e.g., milk, cream, artificial sweeteners, butter, ketchup, vinegar, mustard, jams, salt, pepper, and breakfast cereals). Use bulk dispensers or jars also for water.	<input type="checkbox"/>	
Provided appropriate recycling systems are in place, products should be supplied in re-usable or recyclable packaging or alternatively the supplier should take back all packaging and guarantee its recycling or reuse.	<input type="checkbox"/>	

Going further:

Recommendations	Y/N	Notes
Ask suppliers to indicate what efforts they have taken to minimise packaging.	<input type="checkbox"/>	
Request that catering items are supplied in packaging containing a high percentage of recycled content.	<input type="checkbox"/>	
Packaging should not contain PVC.	<input type="checkbox"/>	

Regional considerations:

Recommendations	Notes
Where recycling systems for packaging are not in place, efforts should be concentrated on ensuring packaging is minimised to the extent possible, and, where possible, that biodegradable packaging is used.	
In some areas local health authorities do not accept bulk dispensers and reusable containers for catering consumables. In these cases convey this information to guests. The food service organisation should work with local health authorities to overcome any regulatory hurdles.	

E.3.1.C Waste collection and disposal**Core recommendations:**

Recommendations	Y/N	Notes
Where separated waste collection/disposal systems are in place locally, all waste produced during catering should be collected separately according to the appropriate fractions (e.g. paper, plastic, metal, organic).	<input type="checkbox"/>	
Provide numerous, well-located bins for the separate waste fractions with clear signs/instructions – particularly in kitchens and in dining areas.	<input type="checkbox"/>	
Inform caterers of the exact number of participants and re-evaluate quantity needed during the meeting to help avoid waste.	<input type="checkbox"/>	
Collect oil and fat and provide it to respective users and/or use for fuelling.	<input type="checkbox"/>	
Where an external catering company is installed, they should be responsible for waste collection and disposal during the meeting.	<input type="checkbox"/>	

Going further:

Recommendations	Y/N	Notes
Donate surplus food to non-profit organisations, (e.g. Berliner Tafel: http://www.tafel.de).	<input type="checkbox"/>	
Where no organic waste collection system is in place, separately collect organic waste for composting and/or supplying to farmers for livestock feed.	<input type="checkbox"/>	

Regional considerations:

Recommendations	Notes
Where separated collection and recycling/reuse systems are not in place, efforts should be concentrated on waste minimisation (see sections above).	
If waste cannot be centrally collected from the venue, the catering company/staff should be encouraged to themselves deliver the waste separately to collection depots.	
In some locations (e.g. for some of the large UN compounds) a compost system on site can be considered.	

E.3.2 Food & Drink

The environmental impacts of the food and drink we consume can vary hugely depending on what it is, where and how it was produced. Special attention should be given to local and seasonal produce. If possible, encourage organic products as well as vegetarian, healthy slow food and fair trade products.

Core recommendations:

Recommendations	Y/N	Notes
Use locally grown and produced food and drinks. Menus should reflect the seasonal produce of the region.	<input type="checkbox"/>	
Use organically produced food and drink if possible. Products should be certified as meeting regional or international organic standards to the extent possible.	<input type="checkbox"/>	
Provide fair trade labelled products (such as coffee, tea, and sugar) as the standard when available, accepting potentially higher prices. Products should be independently certified as fair trade. They should either carry the internationally recognised fair trade product label (http://www.fairtrade.net), or be supplied by a company registered with IFAT (the International Fair Trade Association – http://www.ifat.org).	<input type="checkbox"/>	
If working with a private catering contractor, set a specific percentage of products which should be local, organic, and/or fair trade.	<input type="checkbox"/>	
Minimise the quantity of meat products offered, and always offer a vegetarian option (the production of meat produces considerably more CO ₂ than non-meat products).	<input type="checkbox"/>	
Use drinking water from the tap when possible. It is recommended that drinking water be served in carafes/ jugs instead of bottled water.	<input type="checkbox"/>	
Encourage caterers to list any local product on the menu.	<input type="checkbox"/>	
Inform the caterer in time about the exact number of participants, to avoid waste of food.	<input type="checkbox"/>	

Going further:

Recommendations	Y/N	Notes
Where marine and aquaculture products are offered, these should be caught/produced using sustainable methods. If available, use products certified with the Marine Stewardship Council (MSC) or similar label. The WWF has also produced a number of country-specific buying guides:	<input type="checkbox"/>	

http://www.panda.org/about_wwf/what_we_do/marine/our_solutions/sustainable_fishing/sustainable_seafood/seafood_guides/index.cfm . Another useful resource is http://www.seafoodchoices.com .		
Check that menus proposed by caterers do not include threatened or overexploited species appearing in the IUCN Red List (http://www.iucnredlist.org) or listed in qualified international and national bodies.	<input type="checkbox"/>	
Where livestock products are to be used, use those produced according to high welfare standards, and certified as such.	<input type="checkbox"/>	

Regional considerations:

Recommendations	Notes
It is not possible to provide certain guidance on whether to use local non-organic or non-local organic produce, as this depends on local circumstances, distance and method of transport, type of product, and other factors. Ideally, try to use local, organic produce or take local advice on the best option.	
As the availability of local, organic and fair trade products will vary considerably from region to region it is a good idea to check availability and prices with a local catering supplier and set appropriate target percentages (e.g. X% of vegetable/dairy/meat products must be organic).	
In certain regions food produced under “integrated production systems” may be more easily available than organic produce. This can be offered as an alternative.	
For guidelines on animal welfare standards and certification systems, the World Organisation for Animal Health is a good reference (http://www.oie.int)	
It is necessary to consider if there are any cultural or religious considerations to be respected when setting menus.	
Where tap water is not drinkable, ensure that the guidelines for packaging are followed.	

E.3.3 Other

Core recommendations:

Recommendations	Y/N	Notes
Catering premises should be cleaned in an environmentally sound manner. For advice on this aspect see the “Accommodation” section.	<input type="checkbox"/>	
The catering company should have an environmentally policy and action plan in place.	<input type="checkbox"/>	

Going further:

Recommendations	Y/N	Notes
Encourage the use of water and energy efficient kitchen appliances (e.g. appliances carrying the ENERGY STAR Ecolabel, the EU energy/water label (classification A), or other regional standard).	<input type="checkbox"/>	
Encourage catering companies and food & drink suppliers to use efficient and low emission vehicles and to address the efficiency of transportation routes.	<input type="checkbox"/>	

Regional considerations:

Recommendations	Notes
It will likely be difficult to influence the types of kitchen appliances used. If catering companies will be using their own equipment, you may try to identify a company which uses energy and water efficient appliances.	
Both the availability of and recognised standards for efficient and low emission vehicles will vary considerably by region. In Europe the EURO 4 (for light-duty vehicles) and EURO IV (for heavy-duty) standards can be used.	

E.4 Setting up the meeting

The way in which the meeting itself is planned and implemented will have a substantial effect on its overall environmental impact - from how registration and communication with participants is handled before the meeting, to the materials participants receive during the meeting, and the way the meeting rooms are set up.

For logistical issues, the organiser will need to check with the venue early on to make sure that the recommendations are achievable. Depending on the venue, the meeting organisers may have limited influence on the equipment used or systems in place. In these cases, the recommendations may be discussed directly with the venue operators if time allows.

E.4.1. Communication with participants and registration

Greening a meeting begins before participants have even left home - both in terms of the procedures used for communication, and in making participants aware of the green nature of the meeting and their own responsibilities.

Core recommendations:

Recommendations	Y/N	Notes
Use electronic means (e.g. email, website), if they are appropriate and available, rather than printed materials for pre-meeting (and follow up) communications.	<input type="checkbox"/>	
Set up an electronic registration system that allows participants to submit forms and pictures, if needed, via email or through a web service.	<input type="checkbox"/>	
<i>Encourage participants to use more sustainable ways to travel to the meeting by providing the following information:</i>		
• For shorter trips, prefer train to car/coach and plane.	<input type="checkbox"/>	
• When train is not an option, prefer car/coach to plane.	<input type="checkbox"/>	
• When driving by car, use hybrid cars if possible, and share the drive with other participants. In any case, prefer smaller cars.	<input type="checkbox"/>	
• If flying is the only option, choose direct flights when possible; prefer economy class to business and business to first class.	<input type="checkbox"/>	
• Offset your costs of travel (See Section D – Climate neutrality at meetings).	<input type="checkbox"/>	
Provide links to public transport websites.	<input type="checkbox"/>	
Provide a platform for participants to communicate and organise sharing of cars, buses and/or taxis.	<input type="checkbox"/>	

Provide advice to participants on “green behaviour” by email about what delegates could do before and during the meeting. This could include (depending on for example accommodation arrangements):		
• Only print what you need before travelling.	<input type="checkbox"/>	
• Bring your own pen and paper to the meeting.	<input type="checkbox"/>	
• Travel by foot, bike or public transport as much as possible.	<input type="checkbox"/>	
• Stay in one of the recommended hotels, which operate in an environmentally responsible manner.	<input type="checkbox"/>	
• Turn off any lights, TV, air conditioner or heater when you leave your hotel room for the day.	<input type="checkbox"/>	
• If the hotel offers this service, take the energy-saving option of not having sheets and towels changed every day. And make sure it is enforced. If not talk to the hotel managers.	<input type="checkbox"/>	
• Recycle your waste: bottles, cans, paper, etc. where this option exists.	<input type="checkbox"/>	
Ensure that the information on your greening efforts is provided electronically prior to and after the meeting.	<input type="checkbox"/>	

E.4.2 Materials for the meeting (including conference secretariat)

Core recommendations:

Recommendations	Y/N	Notes
Any paper used (promotional material, programme, signs...) should be 100% recycled, with a minimum of 65% of post consumer waste content, and totally or elementary chlorine free.	<input type="checkbox"/>	
Any necessary material should be printed at the venue/ location of the meeting rather than shipping it from the headquarters.	<input type="checkbox"/>	
Participant bags/packs, banners, gifts and other relevant items should, as far as possible, be produced locally, using sustainably harvested organic or recycled material, and should be reusable. PVC should be avoided as well as products containing potentially harmful chemicals.	<input type="checkbox"/>	
Any food products provided as gifts should follow the recommendations included in the “Catering” section.	<input type="checkbox"/>	
Pens should be provided only upon request. They should be made of a high content of recycled material and be refillable.	<input type="checkbox"/>	
Only strictly necessary material should be included in participants packs. Send relevant documentation by email beforehand (see above), and have either a restricted number of spare copies of documents available, or printing/copying facilities available on request only at the venue for participants.	<input type="checkbox"/>	
Participants should be encouraged to keep their conference material until the end of the meeting; asking them to sign upon receipt of the material can serve as incentive.	<input type="checkbox"/>	
All materials produced for the meeting (such as banners, posters, signs, place cards) should be designed and written in a generic way instead of specific way, to allow them to be reused for other meetings.	<input type="checkbox"/>	
Avoid glossy publications.	<input type="checkbox"/>	

Going further:

Recommendations	Y/N	Notes
Consider organising a paperless meeting. Participants can be issued with laptops and given lessons on how to minimise paper in terms of documents, reports and publications. Special software is available which allows delegates to share and amend papers during meetings.	<input type="checkbox"/>	

Provide participants with a CD or USB stick with all the conference material, to avoid printing.	<input type="checkbox"/>	
For external printing contracts, choose environmentally responsible printing companies which do not use environmentally persistent chemicals and promote responsible practices.	<input type="checkbox"/>	
If possible to influence, the electronic equipment (printers, photocopiers, computers etc.) used by the secretariat should be ENERGY STAR® certified. Recycled printer cartridges should also be used if available.	<input type="checkbox"/>	
Use a computer-based fax programme to send faxes electronically.	<input type="checkbox"/>	
Use reusable dry-mark erasable boards or blackboards instead of paper flip charts. Ensure “non-toxic” markers are used.	<input type="checkbox"/>	
Flowers and plants should be purchased locally or regionally and be organically produced.	<input type="checkbox"/>	
Green ornaments should not be cut flowers, but the whole plant. In meetings that last more than one day, plants should be chosen according to the external conditions where the plant will be placed.	<input type="checkbox"/>	
Reusable and recyclable accreditation badges should be provided. At the end of the conference, a place for participants to recycle the badges should be provided.	<input type="checkbox"/>	
Consider whether gifts are necessary at all. Often gifts are thrown away or unused and are therefore a waste of resources. If necessary, therefore try to provide something useful.	<input type="checkbox"/>	
Consider gifts conveying a green or socially responsible message, such as a tree planted in the recipient's name, or local artisan products.	<input type="checkbox"/>	

Regional considerations:

Recommendations	Notes
If 100% recycled products are not available, try to use paper with as high a proportion of recycled content as possible, or paper derived from legally (and ideally sustainably) harvested forests.	
Where separated collection and recycling/reuse systems are not in place, efforts should be concentrated on waste minimisation (see sections above).	

E.4.3. Setting up and running the meeting

As long as the venue and meeting has been set up appropriately, good environmental performance should be ensured and participants and staff clear on their responsibilities. These recommendations apply also to the management of the conference secretariat.

Core recommendations:

Recommendations	Y/N	Notes
Adjust the start and end time of a meeting/meeting to the schedules of environmentally sound transportation means.	<input type="checkbox"/>	
At the beginning of the meeting remind both staff and participants that they should follow certain rules to help to green the meeting, and ensure the minimum environmental impacts, including:		
<ul style="list-style-type: none"> Print and photocopy on both sides, and keep font size to a minimum (whilst ensuring readability), and minimise the use of colour copies. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Collect paper that has been used on one side only in collector trays, and reuse for printing and notepaper. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Turn off lights and equipment when not in use. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Where separated waste collection/disposal systems are in place locally, all waste produced by the secretariat should be collected separately according to the appropriate fractions (e.g. paper, plastic, metal, organic) using the bins provided. This should include the separated collection of used photocopier and printer cartridges and batteries. 	<input type="checkbox"/>	
Ensure that the energy saving features of all electronic equipment are enabled.	<input type="checkbox"/>	
There should be numerous, well-located bins for the separate waste fractions with clear signs/instructions – in both participant and staff areas.	<input type="checkbox"/>	
Provide a dedicated area for participants to return material that can be re-used (such as delegate badges).	<input type="checkbox"/>	
Minimise the use of decorative elements such as flowers, banners etc.	<input type="checkbox"/>	
Reduce paper waste at participant registration - e.g., short registration forms, computerised systems (see ' Communication with participants and registration ').	<input type="checkbox"/>	
Signs should be posted reminding speakers and participants to turn off equipment (such as projectors and laptops), and lighting when not in use.	<input type="checkbox"/>	

Going further:

Recommendations	Y/N	Notes
Meeting and conference rooms should be adapted to the local seasonal conditions and not be cooled to more than 6 degrees below the outside temperature or heated to above 20°C.	<input type="checkbox"/>	
To minimise paper use offer IT services to participants for the electronic copying of data, and make presentations available for download following the meeting.	<input type="checkbox"/>	
Set up a stand (e.g., in the exhibition area) to communicate to participants the green aspects of the meeting.	<input type="checkbox"/>	
If possible and culturally accepted, prefer remote translation options, to avoid the need for translators to travel to the meeting location.	<input type="checkbox"/>	
A portable office approach that allows staff to access their files through a secure connection considerably reduces the amount of background material staff needs to carry with them.	<input type="checkbox"/>	

Regional considerations:

Recommendations	Notes
If waste cannot be centrally collected from the venue, the secretariat staff should be encouraged to themselves deliver the waste separately to collection depots.	

E.5 Local transport

Over the course of a meeting participants will likely undertake a number of trips within the local region or city - travel between the arrival/departure points (airport, train station), the venue, the hotel and the town centre. Although not as significant as international travel, the length of these local trips and the type of transportation used have an impact on both greenhouse gas emissions and on urban air pollution from vehicle exhausts.

Meeting organisers are able to influence this both through considering transport connections when selecting venue and hotels, and through providing appropriate information for participants.

Core recommendations:

Recommendations	Y/N	Notes
Consider proximity and public transport connections when selecting the venue and hotels, as this has a major bearing on local transportation impacts (see “ Selecting the venue ” and “ Accommodation ” sections).	<input type="checkbox"/>	
Provide clear instructions to participants on appropriate public transport and/or walking arrangements from point of arrival/departure (railway station, airport) to the venue, accommodation, town centre etc. Also provide public transport maps. These should be provided by email before the meeting and can be included in participants’ packs, and displayed in the venue.	<input type="checkbox"/>	
Provide a member of staff or local volunteer to accompany participants from hotels/stations to the venue by foot or local transport.	<input type="checkbox"/>	
If public transport is not available organise a shuttle service or car-share scheme for travel between the hotel, venue and/or point of arrival/departure (railway station, airport).	<input type="checkbox"/>	
If organising shared transport is not feasible ask the hotels to organise joint pick-up of participants.	<input type="checkbox"/>	
Participants could be provided with complimentary public transport tickets.	<input type="checkbox"/>	

Going further:

Recommendations	Y/N	Notes
Try to select meeting start/finish times that allow participants to travel easily using public transport.	<input type="checkbox"/>	
Organise for bicycles to be available for free/rent to participants and ensure secure parking facilities for bikes are provided at the venue and hotels.	<input type="checkbox"/>	

Try to organise discounts for participants on public transport (especially for long meetings).	<input type="checkbox"/>	
Contract a bus shuttle for the participants and speakers with a low emission fleet and employing ecological driving techniques.	<input type="checkbox"/>	

Regional considerations:

Recommendations	Notes
The most appropriate local transportation arrangements will heavily depend on the location. The quality and reach of public transportation systems, as well as the levels of safety for walking or cycling will have a significant influence. The priority should first be on keeping distances between arrival/departure point, venue and accommodation as small as possible.	
Both the availability of and recognised standards for efficient and low emission vehicles will vary considerably by region.	

E.6 Exhibitions

For meetings with associated trade fairs or exhibitions, it is important to have a strategy to address the impacts of these activities, as they are very visible to participants and can create a great deal of waste. Organisers should communicate with exhibitors early to inform them of the meeting's green strategy and ways in which they can reduce their environmental impact.

Core recommendations:

Recommendations	Y/N	Notes
When the meeting/exhibition is announced, inform potential exhibitors of the conditions of participation.	<input type="checkbox"/>	
Exhibitors should be obliged to (in the conditions of their registration):		
<ul style="list-style-type: none"> Use decorations, carpets and display materials which are made of recycled materials and/or can be reused for future meetings. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Minimise the use of lighting and other energy requirements at the stand. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Where separated waste collection/disposal systems are in place locally, all waste produced must be collected separately according to the appropriate fractions (e.g. paper, plastic, metal, organic). 	<input type="checkbox"/>	

<ul style="list-style-type: none"> Use paper products which have a high recycled content (ideally 100%) and be totally or elementary chlorine free (TCF or ECF). 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Limit the amount of publications and handouts. Instead collect business cards, post a sign-up sheet or provide a USB (universal serial bus) port for those seeking more information or product samples. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Provide promotional items which, as far as possible, have been produced using environmentally friendly materials such as organic unbleached cotton or recycled material, and should be reusable. PVC should be avoided. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Use packaging which is minimal, and reusable and/or recyclable. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Make an effort to collect and reuse publications discarded by participants. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Avoid sending material by air if possible. 	<input type="checkbox"/>	
<p>Environmentally friendly materials should be used in the construction of the base exhibition stands, including legally and sustainable harvested timber, and recycled materials. All materials used should be recyclable as a minimum.</p>	<input type="checkbox"/>	

Going further:

Recommendations	Y/N	Notes
Consider hosting a competition or providing a discount for the most sustainable exhibition design.	<input type="checkbox"/>	

Regional considerations:

Recommendations	Notes
If 100% recycled products are not available, try to use paper with as high a proportion of recycled content as possible, or paper derived from legally (and ideally sustainable) harvested forests.	

E.7 Assessment and monitoring form

A Word version of this form can be downloaded from the SUN website

As part of ongoing efforts to monitor and improve the environmental performance of UN organisations around the world, the SUN team would be grateful for:

- Your feedback on this Guide
- Quantified data collected on the environmental performance of your meeting

Please take some time to complete the questions below. We would also be interested to receive completed checklists – the “notes” column can be used both for your own notes, and for comments on the recommendation itself. This form can also be downloaded from the website.

Completed forms and monitoring data should be sent to sustainable.un@unep.fr

General

1. Name of organisation:
2. Contact Name:
Tel:
Email:
3. Name of meeting:
4. Location of meeting:
5. Number of participants:
6. Geographical origin of participants:
7. Elements of the conference organisation outside the responsibility of the UN organisation:

Assessment of the guide

1. How useful did you find this guide in greening your meeting? Please give a rating between 1 (very useful) and 5 (not useful).
.....
2. Did you find any of the recommendations difficult to understand? If yes, which?
.....
3. Did you find any of the recommendations difficult to implement? If yes, which recommendations and why?
.....
4. Are there any recommendations which you feel are missing from the guide?
.....
5. Are there any improvements you would suggest to the guide (e.g. relating to the structure, language, content)?
.....
6. Please include any other comments.
.....

Monitoring data

Please provide as much quantified information as possible covering the following indicators:

- **Resources consumed (by weight):** paper, water, food etc., together with the percentage by weight which can be considered sustainable (e.g. recycled paper, organic or fair trade food, tap water etc. – according to the recommendations outlined in the Greening Meetings Checklist).
- **Waste generation and disposal:** the total quantity of waste generation, ideally divided by type of waste (plastic, paper etc.) and the percentage represented by the different disposal options – reuse, recycling, compost, landfill/incineration.
- **Energy consumption:** Total energy consumed, by fraction - gas/electricity/oil/coal/biomass, together with the percentage (if any) of electricity generated by renewable sources.
- **Travel:** Overview of the distance travelled and method use (air, rail, road) by participants.

Sustainable UN

Sustainable United Nations (SUN), is a UNEP initiative that provides support to UN and other organisations to reduce their greenhouse gas emissions and improve their sustainability overall.



SUN was established in response to the call from UN Secretary General Ban Ki-Moon at the World Environment Day 2007 (5 June), to all UN agencies, funds and programmes to reduce their carbon footprints and “go green”. This call was echoed in October 2007 in a decision of the UN Chief Executives Board (CEB/2007/2, annex II) to adopt the UN Climate Neutral Strategy, which commits all UN organisations to move towards climate neutrality. SUN is in this context working with the UN Environment Management Group – the UN body coordinating common environmental work within UN – to provide guidance, and develop tools and models for emission reduction within organisations.

SUN is using a “whole-organisation” approach in identification of sources and causes for emissions and opportunities for reduced emissions and improved sustainability. In this way opportunities for improvements are typically found within one of the three major focus areas for SUN:

- Physical assets: building, equipment, vehicles...
- Management processes: procurement, travel, management systems...
- Organisational Culture: day-to-day office behaviour and “corporate” culture, green meetings...

SUN operates in synergy with existing initiatives and networks such as the Sustainable Buildings and Construction Initiative, the High Level Committee on Management Procurement Network, the UN Global compact, or the Marrakech Task Force on Sustainable Public Procurement and many others.

ICLEI - Local Governments for Sustainability

ICLEI - Local Governments for Sustainability is an international association of local governments as well as national and regional local government organisations that have made a commitment to sustainable development. World-wide over 1,050 metropolises, cities, towns, regions, and their associations comprise ICLEI's growing membership.



ICLEI also provides technical consulting, training, event organisation and information services to build capacity, share knowledge, and support local government in the implementation of sustainable development at the local level. Our basic premise is that locally designed initiatives can provide an effective and cost-efficient way to achieve local, national, and global sustainability objectives.

ICLEI was one of the first event organisers to work on greening issues, launching its Greening Events Initiative in 2003. This Initiative is mainly aimed at motivating and supporting local governments towards greening events in their role as co-organisers of conferences and (local) events, as the location of huge public events, as providers of licences for private events, as facilitators of co-operation between local actors and – importantly – as role models for many private actors to follow.

Within this Initiative ICLEI's Climate Legacy programme seeks to offset emissions related to events by collecting carbon offsetting payments to compensate travel-related CO₂ emissions; the money generated through the ICLEI Climate Legacy programme serves to finance (municipal) CO₂ reduction projects. For more information visit: www.iclei.org/itc/greening. ICLEI is keen to join forces at the international level with organisations such as UNEP, to help move the greening events agenda forward.

ICLEI has also over a decade of experience working in the field of sustainable procurement aimed at utilising the vast purchasing power of the public sector to help drive the market for more sustainable products and services. Incorporating greening aspects into publicly organised events can make a huge difference to the consumption-related impacts of these events – from the paper used and food provided to the method of travel. For more on the work of ICLEI's Sustainable Procurement team please visit: www.iclei-europe.org/procurement

The International Annual Meeting on Language Arrangements, Documentation and Publications



The International Annual Meeting on Language Arrangements, Documentation and Publications (IAMLADP) is a forum and network of managers of international organizations employing conference and language services providers - mainly translators and interpreters. Its membership includes organisations of the UN system and other bodies, such as European Union institutions, the Organisation for Economic Co-operation and Development (OECD) and the African Development Bank.

Every year the IAMLADP annual meeting is hosted by a member organisation. The United Nations Department for General Assembly and Conference Management (DGACM) in New York is the permanent Chair of IAMLADP. The IAMLADP Executive Committee, which attends to business through the New York-based Secretariat between annual meetings, includes the chairpersons of three working groups: training; services for conferences, languages and publications; and technology for conferences, languages and publications; as well as the hosts of the previous and the current annual meetings.

Membership in IAMLADP is offered to intergovernmental and supra-national organisations with language and/or conference-servicing components. Universities are invited to participate through its Universities Contact Group or the International Annual Meeting on Computer-Assisted Translation and Terminology JIAMCATT. IAMLADP's goal is to serve its members - and through them the international community - by providing a results-oriented framework for harmonizing approaches and recommending best practices and innovative solutions in the areas falling within its mandate.

The UNEP Division of Technology, Industry and Economics

The UNEP Division of Technology, Industry and Economics (DTIE) helps governments, local authorities and decision-makers in business and industry to develop and implement policies and practices focusing on sustainable development.

The Division works to promote:

- sustainable consumption and production,
- the efficient use of renewable energy,
- adequate management of chemicals,
- the integration of environmental costs in development policies.

The Office of the Director, located in Paris, coordinates activities through:

- **The International Environmental Technology Centre** - IETC (Osaka, Shiga), which implements integrated waste, water and disaster management programmes, focusing in particular on Asia.
- **Sustainable Consumption and Production** (Paris), which promotes sustainable consumption and production patterns as a contribution to human development through global markets.
- **Chemicals** (Geneva), which catalyses global actions to bring about the sound management of chemicals and the improvement of chemical safety worldwide.
- **Energy** (Paris), which fosters energy and transport policies for sustainable development and encourages investment in renewable energy and energy efficiency.
- **OzonAction** (Paris), which supports the phase-out of ozone depleting substances in developing countries and countries with economies in transition to ensure implementation of the Montreal Protocol.
- **Economics and Trade** (Geneva), which helps countries to integrate environmental considerations into economic and trade policies, and works with the finance sector to incorporate sustainable development policies.

UNEP DTIE activities focus on raising awareness, improving the transfer of knowledge and information, fostering technological cooperation and partnerships, and implementing international conventions and agreements.

For more information,
see www.unep.fr

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The United Nations organisations are responsible for an impressive number of meetings each year, ranging from small meetings of 10 people, up to large events with several thousand participants. These meetings take place in all parts of the world and in regions varying greatly in terms of environmental priorities, experience and infrastructure.

While representing an incredible occasion to network, exchange ideas and learn meetings also have negative environmental implications - arising for example from participants travelling; heating and cooling the venue; the materials provided to participants; to the catering for their meals and accommodation. By greening their meetings organisations can achieve substantial cost savings, impress their participants and deliver a very concrete and tangible sustainability message. Greening your meeting will reduce the direct environmental impact of your meeting, but will also leave a positive and lasting legacy to the local community and to the participants.

This guide is designed to assist organisers and hosts of small- to medium-sized meetings in including green considerations as early as possible in the preparation of the event. It describes the issues to consider in the planning phase and provides a very simple and concrete check list to pick and choose concrete actions to carry out.