



Bundesministerium
für Umwelt, Naturschutz
und Reaktorsicherheit

Umwelt
Bundes
Amt 
Für Mensch und Umwelt

Guidelines for the Environmentally Sound Organisation of Events

Published by: Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU)
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Date: April 2008 (1st revised edition)

Printed on recycled paper produced from 100 % waste paper

Contents

0. Introduction.....	- 4 -
1. Mobility.....	- 7 -
2. Event venue and accommodation for participants.....	- 9 -
3. Energy and climate.....	- 10 -
4. Procurement of products and services	- 11 -
5. Catering.....	- 12 -
6. Waste management	- 13 -
7. Water management.....	- 13 -
8. Gifts for guests	- 14 -
9. Communication	- 14 -
10. Social aspects	- 15 -
11. Eco-management at large events.....	- 16 -

Annex

Annex 1: Worksheets on the areas of action discussed in the guidelines.....	- 18 -
Annex 2: Products and services that meet the ecological criteria of the German environmental label “Blue Angel”	- 34 -
Annex 3: Products and services that meet the ecological criteria of the European Eco-label.....	- 39 -

0. Introduction

Conferences and other events can affect the environment in a wide variety of ways. It is often the journeys occasioned by such events and their influence on the climate that stand to the fore, but the consumption of paper, water and electricity caused by events, the traffic generated at the event venue and the minimisation of the volume of waste produced are also important issues for organisers seeking to put environmentally sound arrangements in place. The environmentally friendly procurement of products and services is another field that requires attention. Environmental concerns and farther-reaching aspects of sustainability should therefore be included in the planning and organisation of events at an early stage. At the same time, it is often the case that the environmentally sound organisation and implementation of events can even prove to be more economical. Potential cost savings arise in particular as far as the use and disposal of products are concerned. For example, the use of energy-saving appliances reduces energy costs, the use of appliances with longer serviceable lives extends utilisation cycles and the use of water-saving fittings reduces the consumption of water. This does not even take account of the external costs caused by environmental impacts.

Frequently, the organisers of conferences and events are under time pressure. There are suddenly lots of things to do all at once: papers to organise, hotel lists to draw up, suppliers to negotiate with, etc., so environmental and social criteria are sometimes neglected during planning and organisation. The worksheets and lists of environmentally labelled products attached to these Guidelines (see Annexes) are intended to help ensure that no major criteria are ignored, even when there is a limited time budget. For it is only possible to keep events' impact on the environment within justifiable limits if attention is paid to environmental criteria when they are being planned and implemented. This will also make a concrete contribution to the implementation of Germany's national sustainability strategy.

The following fields are regarded as relevant areas of action for the environmentally sound, socially compatible organisation of conferences and events:

- Mobility
- Event venue and accommodation for participants
- Energy and climate
- Procurement of products and services
- Catering
- Waste management
- Water management
- Gifts for guests
- Communication
- Social aspects

Most of the recommendations contained in these Guidelines are designed to help the organisers of conferences, workshops, trade fairs etc. to design their events in an environmentally sound manner. These Guidelines may be used for the preparation of

events in a wide variety of sectors (such as politics, sport or culture). Guidelines specifically for eco-friendly sporting events are available at: www.bmu.de/tourismus_sport/downloads/doc/40129.php.

“Mobility” relates to all questions associated with participants’ travel to and from an event as well as transfers at the event venue. “Event venue and accommodation for participants” encompasses the requirements placed on the conference buildings and hotels, as well as issues relating to the side events envisaged. “Energy and climate” plays a crucial role as a superordinate topic, for example in mobility and the selection of conference buildings and hotels at the event venue. Its separate treatment is intended to underline the significance of this topic for environmental policy and make organisers more alert to its importance. The procurement of products and services and catering for participants are also important. “Waste management” is concerned above all with the reduction of the waste produced by events. Recommendations on the careful use of water as a resource are given in the section on “water management”. A further section outlines the aspects to be taken into account when purchasing gifts for guests. It is also important to communicate the measures that have been taken to ensure the environmentally sound organization of events. The section on “communication” contains recommendations in this respect.

Although these Guidelines are concerned primarily with providing guidance on the environmentally sound organisation of events, event organisers should also take social aspects into account. Selected recommendations in this respect may be found in the section on “social aspects”.

The extent to which the recommendations on the individual areas of action can be complied with fully and comprehensively will depend on the priorities set by the organisers, as well as the preconditions under which the event is planned and implemented. Where the conference venue, conference buildings and hotels are determined by particular parameters, it is only possible to influence certain factors, e.g. the demand for power and heat in the buildings or the amount of water consumed, within very narrow limits. These Guidelines, however, are also intended to foster an understanding of the wider context of these questions among organisers, as well as reinforcing their willingness to factor environmental and health issues into the decisions that have to be taken during planning and implementation as early on as possible.

These Guidelines examine each of the individual areas of action in detail. The environmental relevance of the topics is briefly described and qualitative goals formulated. This is followed by a closer discussion of points that are essential for the organisation and implementation of an event and therefore need to be taken into account.

Annex 1 contains worksheets on each area of action, setting out suggested concrete measures. References to further sources of information are also to be found in the worksheets. They also contain suggestions regarding the priority levels that should be assigned to the various measures (priority 1 for measures considered essential, and priority 2 for measures that are also recommended, but of lower priority).

Annex 2 gives an overview of the product groups and services that may be relevant for the organisation and implementation of events and for which qualifying criteria have been adopted under the German Blue Angel environmental labelling scheme. The complete criteria for the award of this label and details of label users can be found on the Internet at www.blauer-engel.de.

Annex 3 gives an overview of event-relevant product groups and services that are eligible to display the European Eco-label, provided they meet the qualifying criteria stipulated. The website http://europa.eu.int/comm/environment/ecolabel/index_en.htm provides more detailed information on this scheme.

These Guidelines are being made available for download as a pdf file on the websites of the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (www.bmu.de/umweltgerechte-veranstaltungen) and the German Federal Environmental Agency (www.umweltbundesamt.de/index-e.htm, under "Publications").

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1. Mobility

Introduction

As a rule, the main impact on the environment when events are held is caused by participants' journeys to and from the venue. In addition to this, there is also the environmental impact caused by transfers at the venue.

Even before organisation of an event can begin, the organisers should investigate whether a face-to-face meeting is absolutely essential for all participants. Videoconferencing, teleconferencing and/or relays of individual contributions may suffice in many cases. Virtual meetings of this kind are particularly appropriate if the participants already know one another. This saves time and money, as well as avoiding environmental impacts in all areas.

The idea of climate-neutral mobility has gained currency over recent years. This is understood to mean that all transport arrangements associated with an event that contribute to the production of greenhouse gases are compensated for by offsetting measures, such as financial support for projects in developing countries or the purchase of CO₂ emission certificates. However, if whole events are to be climate-neutral, it is not just necessary to give consideration to mobility-related greenhouse gas emissions, but also to all other emissions of climate gases associated with the consumption of energy. The section on "energy and climate" therefore highlights other questions of relevance to climate neutrality.

There are now various Internet portals, e.g. www.atmosfair.de or www.myclimate.de, that can, in principle, be used to calculate transport-related emissions of greenhouse gases and that offer to arrange offsetting projects. For legal reasons, the German Federal Government – unlike private organisers and individual participants – cannot directly finance compensatory measures. This does not exclude the possibility that measures that have been implemented under existing powers in budgetary law may also be viewed as compensatory measures. On the other hand, generally speaking, from 2007 onwards all work-related flights by members and employees of the German Federal Government and business trips utilising the Government vehicle fleet will be climate-neutral (as per a Federal Cabinet resolution of 28 February 2007).

Furthermore, it is important that the environmental requirements placed on mobility services, for example concerning the type of fuel used or the use of low-emissions vehicles, are already taken into account at an early stage in any contracts concluded.

The Verkehrsclub Deutschland (VCD) is currently working on a practical guide to environmentally sound business trips, scheduled for publication in autumn 2008. The VCD also publishes up-to-date information on this topic on its Web portal, including a newsletter www.vcd.org/geschaeftsreisen.html.

Goals

- Reduction of transport-induced environmental impacts
- Climate neutrality of air travel

Key measures

- To examine alternatives to face-to-face meetings: Virtual meetings (videoconferencing, teleconferencing or relays from individual participants)
- Selection of event venues which can be reached conveniently using public transport and where the principle of keeping distances short can usually be realised.
- Selection of event start/finish times that allow participants to travel easily using public transport (rail, local public transport network)
- (Co-)funding of climate protection projects in developing countries as a compensatory measure or purchase of greenhouse gas emission certificates
- Information on the use of environmentally compatible modes of transport and, in the case of air travel, on investment in climate protection projects (making explicit references to this in the invitations: Travel directions and links to timetable information for the railway and local transport network; link to the “UmweltMobilCheck” (emissions comparison) service of the Deutsche Bahn (German national railway): www.bahn.de/p/view/planen/reiseplanung/umc/umweltmobilcheck.shtml)
- Creation of incentives for the use of public and/or environmentally friendly modes of transport, e.g. by offering combined tickets (entrance ticket to the event also includes free-of-charge travel to and from the venue by public transport) or opportunities to use bicycles at the venue (e.g. arrangement with Deutsche Bahn [German national railway] to make use of their Call a Bike service or possibly the provision of bicycles)
- Use of low-emissions vehicles, e.g. natural-gas vehicles or alternative-drive vehicles, diesel vehicles only with particle filters (www.umweltbundesamt.de/verkehr/, www.bmu.de, www.vcd.org/vcd_auto_umweltliste.html, www.ecotopten.de/produktfeld_mobil.php www.sparsprit.info)
- Information on local public transport at the conference venue, e.g. on public display
- Organisation of a shuttle service or car-share scheme for travel between the hotel, conference venue and/or point of arrival/departure (railway station, airport)
- When using buses: Consideration of the “Blue Angel” eco-label for low-emission, low-noise buses (www.blauer-engel.de)

2. Event venue and accommodation for participants

Introduction

“Event venue and accommodation for participants” is a classic horizontal topic. Questions of waste management, procurement, energy consumption, mobility, catering and water consumption play an important role in the selection of hotels and conference buildings and the staging of events. These topics are discussed separately in the corresponding sections. Environmental quality labels, such as the EMAS registration scheme, the European Eco-label or the Viabono brand (www.viabono.de/tagungen and www.viabono.de/service/criteria.php), may be helpful for the selection of hotels and conference buildings. Conference centres, hotels, restaurants and service providers entitled to use these quality marks are particularly suitable because the qualifying hotel operators and organisers have to demonstrate compliance with environmental standards.

Furthermore, this area of action covers the organisation and implementation of side events. These should also be as environmentally compatible as possible, adapted to the particular situation of the event venue (e.g. local cultural specialities) and of benefit to the regional economy.

Goals

- The objectives of the action areas “mobility”, “energy and climate”, “procurement of products and services”, “catering”, “waste management”, “water management”, and the topic of “barrier-free access” (see section on “social aspects”) are particularly relevant.
- Informing participants about regional specialities while avoiding environmental impacts wherever possible

Key measures

- The key measures required in relation to “mobility”, “energy and climate”, “procurement of products and services”, “catering”, “waste management”, “water management” and the topic of “barrier-free access” (see section on “social aspects”) are particularly relevant.
- Use of public transport, the loan of bicycles and/or the provision of shuttle buses for transfers to side events (e.g. natural-gas vehicles or alternative-drive vehicles, diesel vehicles only with particle filters); where applicable, car-sharing schemes should also be set up
- Depending on the venue, development of a region- and topic-specific concept for side events, taking environmental and social criteria into account.

3. Energy and climate

Introduction

Issues of “energy and climate” play a central role in the environmentally sound organisation and implementation of events. Energy is consumed in ways that affect the climate by participants’ journeys to and from events, mobility services at the conference venue, the heating, cooling and lighting of conference buildings and hotels, and the use of conference technology. The goal should be to minimise this consumption of energy. Particular attention should be given to measures that help to reduce electricity consumption.

Organisers are, however, subject to constraints when it comes to energy-saving measures because, as a rule, it is hardly possible to make structural alterations to existing conference buildings and hotels. Consequently, these issues should be given thought at an early stage when the conference venue and conference buildings are being selected. It is possible to take them into account if, for example, EMAS-registered establishments are selected. The organisers’ main focus of attention will be on the smooth running of the event and the functioning of the technology. However, energy consumption too can be influenced – at least within limits – by the conscious use of energy-efficient appliances and the avoidance of meeting rooms that are too warm in winter or too cold in summer (due to the use of air conditioning).

Further reaching energy-saving measures can be taken into account most fruitfully during the planning and construction of new buildings or renovation work. Worksheet 3 of Annex 1 also gives information on these broader issues.

The idea of the climate-neutral event has become increasingly important over the past few years within the context of the national and international measures being taken to protect the climate. The principle of climate neutrality involves calculating the greenhouse gas emissions associated with an event as a result of participants’ travel and accommodation arrangements and either purchasing emission certificates for this quantity of emissions, which are then cancelled, or investing an equivalent amount of money in a greenhouse gas-saving project, e.g. in a developing country. In this connection, we would also refer you to the section on “mobility”. However, the Federal Government is currently subject to very restrictive legal limits with regard to the financing of offset measures of this kind.

Goals

- Consideration of the climate relevance of events
- Compensation of the greenhouse gas emissions associated with the event
- Measures to reduce energy consumption

Key measures

- Financial investment by organisers or participants in compensatory projects to ensure the climate-neutral implementation of events
- Consideration of questions relating to energy supply (e.g. renewable energies, green power, heat-power cogeneration) and energy consumption when selecting conference buildings and hotels. In this respect, quality labels can be used for guidance, e.g. EMAS registrations, the European Eco-label or Viabono licences.

Broader issues may be taken into account when new construction work is undertaken. For example, buildings should provide acceptable room-air conditions without mechanical cooling wherever possible. They should also allow the use of regenerative energies, e.g. photovoltaic installations or thermal solar collectors.

- It is recommended that no meeting and conference rooms should be heated to above 20°C, or cooled to more than 6 degrees below the outside temperature
- Use of energy-efficient appliances wherever possible (www.blauer-engel.de, http://ec.europa.eu/environment/ecolabel/index_en.htm, www.energiesparende-geraete.de, www.energielabel.de, www.topten.ch)

4. Procurement of products and services

Introduction

The German Federal Government, the Federal *Länder* (constituent states) and the municipalities have a special environmental responsibility to request environmentally friendly products and services. If there is increased demand, the market position of environmentally friendly products and services will be strengthened, a development that will also encourage the spread and use of innovations. By taking environmental concerns into account during the procurement of products and services for conferences and events, the public sector can assume a pioneering role that sends out positive signals. The effect this example has on environmentally aware consumers may achieve additional progress. Extensive information on the environmentally friendly procurement of products and services is offered by the website www.beschaffung-info.de.

Goals

- Attention to environmental concerns in all procurement procedures

Key measures

- Consideration of the environmental criteria stipulated for the Blue Angel environmental label (www.blauer-engel.de) or the European Eco-label (http://ec.europa.eu/environment/ecolabel/index_en.htm) when environmental requirements are specified in calls for bids
- To stem the rising tide of paper e.g. by printing on both sides of the page, minimising the number of handouts distributed, and recycling the folders and brochures on display
- Recycled paper as proportion of total paper consumption during the planning and implementation of events: 100 %

5. Catering

Introduction

“Catering” covers all aspects of the provision of meals and refreshments for participants, procurement (of foods) and the traffic generated by their transportation. In this field, special attention should be given to seasonal, organically sourced and fairly traded products. With regard to the handling of the waste produced by catering services, we would refer you to the section on “waste management”.

The high quality of drinking water in Germany allows the use of tap water for drinking purposes.¹ Drinking water from the tap also offers the advantage that it does not require either packaging or any additional transportation. It is therefore recommended that drinking water be served in carafes.

Goals

- Significant proportion of organically sourced products (minimum proportion 50 %)
- Promotion of seasonal foods
- Promotion of fair trade products
- Short transportation routes

Key measures

- Preference should be given to organically sourced products (e.g. Bioland, Demeter, Naturland) and fair trade products, e.g. coffee, tea, juices (www.transfair.org)

¹ Ordinance Amending the Drinking Water Ordinance of 21 May 2001, German Federal Gazette (Bundesgesetzblatt) 2001, Part I, No. 24, of 28 May 2001; EU Directive 98/83 EC of the Council on the quality of water intended for human consumption of 3 November 1998, OJ EC No. L 330 p. 32

- Use of seasonal foods and foods transported in ways that minimise environmental damage (short transportation routes)
- Where fish is offered, use of either certified fish (MSC label) or fish that meets the recommendations of the “WWWF Guide to Fish Purchasing”
- Consideration of defined criteria during the selection of catering partners, e.g. proportion of organic products (www.oegs.de), fair trade coffee and tea, etc.
- Tap water provided in carafes

6. Waste management

Introduction

“Waste management” is concerned above all with the limitation and possible reduction of waste volumes at conference venues (catering, conference materials, separation of rubbish, etc.), in hotels and during the preparatory phase (forwarding of handouts/documents for meetings). In particular, committed waste management should not be undermined by offering drinks in disposable packaging on conference tables.

Goals

- Avoidance of waste and reduction of waste volumes
- Use of ecologically advantageous packaging, e.g. reusables
- Containment of the “mountains of paper” that are typically produced at conferences

Key measures

- Installation of waste collection points for the separate collection of different waste fractions
- Use of ecologically advantageous packaging, e.g. reusables

7. Water management

Introduction

The responsible treatment of waste water and measures to reduce its pollution, e.g. the use of biodegradable cleaning products, are of significance for the conservation of water as a resource.

Goals

- Careful use of water as a resource

Key measures

- Most efficient possible water-saving fittings and cisterns in hotels and conference buildings
- Most efficient possible water-saving appliances in kitchens

8. Gifts for guests

Introduction

On the one hand, the gifts presented during events should not end up being thrown away soon afterwards, while on the other, their manufacture and delivery should cause as little damage as possible to the environment and they should be socially compatible. As a general rule, the organisers should explore the possibility of dispensing altogether with gifts for guests.

Goals

- Attention to the general principles set out in these Guidelines when selecting gifts

Key measures

- Consideration of the environmental criteria stipulated for the Blue Angel environmental label (www.blauer-engel.de) or the European Eco-label (http://ec.europa.eu/environment/ecolabel/index_en.htm) when gifts are being procured
- If foods are procured as gifts for guests, products that are seasonal, organically sourced, transported in ways that minimise damage to the environment (short transportation routes) or fairly traded, e.g. chocolate (www.transfair.org), should be used.

9. Communication

Introduction

These Guidelines are intended to serve as an aid and reference work for those engaged in the preparation and implementation of conferences and events. This means it is necessary to communicate the goals and contents of this document as early as possible at all decision-making levels and to introduce them as maxims for action. To this end, all forms of staff training and methods of informing the public at the venue should be used. Furthermore, participants should be informed about the environmental concept at an early stage. Where event organisers have introduced EMAS, all communications should be within the prescribed framework (www.emas.de).

Goals

- Ensuring the success of the initiative for the environmentally sound organisation of events

Key measures

- As early as the planning phase, a body should be specified that can give colleagues who are tasked with the preparation of events specialist support on concrete issues of relevance to environmental protection.
- Comprehensive public relations work: the goal of staging events in an environmentally sound fashion, together with the proposed measures, should be communicated to the general public at an early stage. This can act as an incentive to actually achieve the environmental goals that have been set. Furthermore, it will help to promote the environmental goals externally in order to persuade other event organisers to organise their own activities in an environmentally sound manner.
- Forwarding of information on the environmental concept to all participants with their invitations

10. Social aspects

Introduction

This area of action covers the provision of facilities adapted to the needs of disabled people (barrier-free access) and the gender-specific implementation of events (gender mainstreaming).

Giving consideration to the needs of disabled people should enable them to participate independently and actively in events.

With a Cabinet resolution of 23 June 1999, acting on the basis of the national objective enshrined in Article 3, paragraph (2), second sentence of German Basic Law (GG), the German Federal Government recognised the equality of men and women as a consistent guiding principle of all its actions and resolved to promote this objective by means of a gender mainstreaming strategy. Section 2 of the Joint Rules of Procedure of the Federal Ministries, which was amended on 26 July 2000 subsequent to this decision, requires all departments to comply with this approach in all policy, normative and administrative measures of the Federal Government. The principle of gender mainstreaming is also anchored in Section 2 of the Federal Equality Act.

Conferences can give important stimuli that help to further “gender mainstreaming”. This primarily concerns compliance with the gender-neutral use of language.

Goals

- Consideration of the needs of disabled people
- Consideration of the principles of gender mainstreaming during the preparation and implementation of events

Key measures

- Barrier-free access to events for wheelchair users wherever possible
- Wheelchair-accessible toilets wherever possible
- Where necessary, implementation of measures that facilitate the participation of people with other disabilities (e.g. visually and hearing-impaired people)
- Gender-neutral written and oral formulations

11. Eco-management at large events

Events with several hundred or even thousand participants pose a major logistical challenge for the event organisers. This concerns the actual “management” of such events, as well as the way in which the anticipated major environmental impacts are addressed. Isolated measures are often insufficient. Instead, a comprehensive overall concept is usually needed, which should make suitable allowance for all the direct and indirect environmental aspects referred to in these Guidelines.

The voluntary European environmental management system EMAS (Eco-Management and Audit Scheme), which was based on an EU Regulation and updated in 2001, offers event organisers a suitable framework within which internal responsibilities for the various levels may be specified and environmental goals may be outlined, measures may be implemented in a controlled fashion, and environmental achievements may be presented to interested members of the general public in the form of an “environmental statement”. The environmental statements are archived by the EU Commission so that they are available for use at a later date. For example, calculations of energy savings, accounts of traffic guidance measures and data on waste production and water consumption volumes may be extremely useful to other event organisers. Ultimately, registration in the European EMAS register helps to publicise the event organisers throughout Europe.

EMAS lends itself to all types of large events. For example, the 2005 Catholic World Youth Day in Cologne (see environmental statement at: http://ec.europa.eu/environment/emas/pdf/es_library/91_3de_wjt05_de.pdf) and the German Protestant Church Congress (see environmental report at: www.kirchentag.net/fileadmin/Bilder/Die_Veranstaltung/organisation/pdf/Umweltbericht.pdf) have both introduced EMAS. Other EMAS participants include Nürburgring GmbH, the Allianz-Arena in Munich and

the Franken Stadium in Nuremberg (for a complete list of Germany's EMAS participants, see www.emas-register.de). In the case of events with permanent secretariats or similar administrative organizations on a permanent basis, it makes sense for the secretariat to participate in EMAS. A large event can then supplement the venue for its duration. In this way, the goals for improving environmental performance may be prepared and updated on a long-term basis. Secretariats to international conventions based outside of Europe may introduce a comparable eco-management system to international standard ISO 14001. Where conferences of the parties are staged in Germany or elsewhere in Europe, the introduction of EMAS - as a superior-quality mechanism - should be considered.

The guidelines "Umweltmanagement von Großveranstaltungen" ("Eco-Management of Large Events") as illustrated by the example of the German Protestant Church Congress (published by Forschungsstätte der Evangelischen Studiengemeinschaft, Heidelberg 2008) provides a useful work aid with extensive checklists. Other examples may be found in the guidelines "Green Champions für Sport und Umwelt" ("Green Champions for Sport and the Environment") published by the German Environment Ministry (BMU) and the Deutscher Olympischer Sportbund (German Olympic Sports Association) in 2007 (www.bmu.de/tourismus_sport/downloads/doc/40129.php). A German Environment Ministry (BMU) work aid on the introduction of an energy and environmental management system (EMAS) for large international events is due for publication in summer 2008.

Annex 1

**Worksheets on the
areas of action
discussed in the guidelines**

Worksheet area of action 1: Mobility

Table with criteria and proposals for measures for the environmentally sound organisation of conferences and events

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Pri- ority	see
General	Avoidance of emissions, resource conservation	Examine alternatives to face-to-face meetings: Virtual meetings (videoconferencing, teleconferencing or relays from individual participants)		1	
Travel to and from venue	Avoidance of emissions; resource conservation; see also climate-neutral event in area of action 3	Selection of event venues which can be reached conveniently using public transport and where the principle of keeping distances short can usually be realised.		1	2, 3
		Selection of event start/finish times that allow participants to travel easily using public transport (rail, local public transport network)	e.g. www.bahn.de	1	
		(Co-)funding of climate protection projects in developing countries as compensatory measure or purchase of greenhouse gas emission certificates	e.g. www.atmosfair.de www.myclimate.de	1	3
		Information on the use of environmentally sound modes of transport and, in the case of air travel, on participation in climate protection projects (explicit references to this should be made in the invitations: Travel directions and links to timetable information for the railway and local transport network; link to the "UmweltMobilCheck" (emissions comparison) service of the German national railway (Deutsche Bahn)	e.g. www.bahn.de www.bahn.de/p/view/pla nen/reiseplanung/umc/umweltmobilcheck.shtml www.atmosfair.de www.myclimate.de	1	3
		Creation of an information platform by institutions participating in events and/or preparation of an event-specific information platform by the organiser regarding travel to and from the event with the aim of setting up car pools or optimising the travel chain (e.g. taxi sharing)	e.g. www.clever-pendeln.de/www/links/index.php?kid=6	2	
		Creation of incentives for the use of public transport, e.g. by offering combined tickets (entrance ticket for an event including free use of public transport for arrival and departure)		1	
Mobility at the conference location		Use of low-emission vehicles, e.g. natural gas vehicles or alternative-drive vehicles; diesel vehicles only with particle filter	www.umweltbundesamt.de/verkehr/ www.bmu.de www.vcd.org/vcd_auto_umweltliste.html www.ecotopten.de/produktfeld_mobil.php www.sparsprit.info	1	
		Information on local public transport at the conference venue, e.g. on public display		1	
		Organisation of a shuttle service or car-share scheme for travel between the hotel, conference		1	

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Pri- ority	see
		venue and/or point of arrival/departure (railway station, airport)			
		When using buses: Consideration of the "Blue Angel" eco-label for low-emission, low-noise buses	www.blauer-engel.de	1	
		Covering short distances on foot. Depending on the conference location, the organisers can also provide bicycles or set up cooperation with the Deutsche Bahn (German national railway) "Call a Bike" system.	www.callabike.de	1	
		Training drivers in "fuel-saving driving"		2	
Venue infra- structure	Car parks	Estimate the required number of spaces; use of parking space already present.		2	
	Car park guidance system	Guidance of cars and buses directly to parking space; interference with public transport system and neighbours must be avoided		2	
	Public transport stops and stations	Adequate signposting indicating location of the nearest public transport stop/station		2	2
	Taxi ranks	Signposting and tips on taxi rank locations, taxi phone numbers in hotel/conference building		2	2
Handling of traffic		Estimate of visitor and traffic flows (according to transport mode)		2	
		Special excursions (train); boat or nostalgic tours as shuttle services		2	
		Separate routing (emergency vehicles, media, VIP, visitors etc)		2	
		Overflow car parks		2	
		Shuttle service from overflow car parks		2	
		Division of car park into different user groups		2	
		Signposting for traffic guidance and car park guidance systems		2	
		Car park management		2	
		Parking prohibitions, barriers, access restrictions		2	
		Speed limits all around the congress area		2	
		Lift-sharing options e.g. for journalists		2	

Worksheet area of action 2: Event venue and accommodation for participants

Table with criteria and proposals for measures for the environmentally sound organisation of conferences and events

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Prio- rity	see
Venue and Accommodation					
Selection of venues, hotels / catering		The key measures of action on "mobility", "energy and climate", "procurement of products and services", "catering", "waste management", "water management" and the topic of "barrier-free access" (see section on "social aspects") are particularly relevant. Criteria must already be taken into account in the invitations to tender.		1	
		Hotels and congress centres can be validated and registered under EMAS (Eco Management and Audit Scheme). Hotels which meet ecological criteria can also be granted the European Eco-label or the Viabono licence. These criteria should be taken into consideration in the selection of hotels.	www.emas-register.de http://ec.europa.eu/environment/ecolabel/product/pg_tourism_en.htm www.viabono.de www.viabono.de/service/kriterien.php www.viabono.de/tagungen/index.php	2	
Social programme					
Avoidance of traffic		Trips using public transport, loaned bicycles and/or provision of shuttle buses (e.g. natural-gas vehicles or alternative-drive vehicles, diesel vehicles only with particle filters); where applicable, car-sharing schemes should also be set up		1	1
Regional specialities		Depending on the venue, development of a regional and topic-specific concept for social programmes, taking environmental and social criteria into consideration.		1	
		Advertise regional specialities		2	
		Presentation of the regional culture		2	
		Presentation of social projects		2	

Worksheet area of action 3: Energy and climate

Table with criteria and proposals for measures for the environmentally sound organisation of conferences and events

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Priori ty ²	see	
Climate-neutral events	The principle of climate neutrality involves calculating the greenhouse gas emissions associated with an event as a result of participants' travel and accommodation arrangements, and either purchasing greenhouse gas emission certificates for the equivalent volume of emissions, which are then cancelled, or investing an equivalent amount of money in a greenhouse gas-saving project, e.g. in a developing country.	Financial investment by organisers or participants in compensatory projects to ensure the climate-neutral implementation of events (cf. also "Mobility")		1	1	
Buildings, energy consumption		Select conference buildings and hotels with due regard for energy consumption, possibly based on EMAS registration, the European Eco-label or the Viabono licence. The measures listed here are intended as a guideline for drawing up ambitious standards. In practice, selection is generally restricted by the existing buildings. Guidelines especially for new buildings: Annual heating requirement as low as possible ($\leq 30 \text{ kWh}/(\text{m}^2 \cdot \text{a})$), low electric energy requirement ($\leq 40 \text{ kWh}/(\text{m}^2 \text{ GFA} \cdot \text{a})$), (GFA = gross floor area) acceptable room air mainly without mechanical cooling, high share of renewable energies ($\geq 15\%$), e.g. through the use of photovoltaics, thermal solar collectors, fuel cells.	www.emas-register.de			
	Efficient heating/cooling	In all meeting and conference rooms, heating to no more than 20°C, cooling to no more than 6 degrees below outside temperature		2		
		Reduction of temperature during the night (heating)				
		Mechanical air supply and waste air with highly efficient heat recovery				
	Lighting	Use of daylight, optimised lighting control, optimised sun protection				

² Where event organisers are dependent on the existing conditions at the event venue, the measures have not been prioritised.

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Priority ²	see
Electricity		If possible, electricity from renewable sources (e.g. eco-electricity suppliers)			
Appliances and fittings	Due consideration given in new purchases and as far as possible in the use of existing appliances and fittings	Use of IT appliances and printers or multi-function appliances which meet the criteria of the "Blue Angel" environmental label. Use of optimum-efficiency freezer and refrigeration units, and dishwashers. Use of energy-saving fittings, e.g. single lever mixer taps, thermostat fittings	www.blauer-engel.de , http://ec.europa.eu/environment/ecolabel/index_en.htm , www.energiesparende-geraete.de , www.energielabel.de , www.topten.ch	2	4, 7
Staff training		Training for staff on the correct/energy-efficient airing of rooms		2	

Worksheet area of action 4: Procurement of products and services

Table with criteria and proposals for measures for the environmentally sound organisation of conferences and events

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Prio- rity	see
Environmentally sound procurement		Procurement of products and services which meet the criteria of the "Blue Angel" environmental label or the European Eco-label. If no environmental label exists for the product or service to be procured, environmental criteria from other procurement measures should be looked into. "Environmental experts" should be consulted.	www.blauer-engel.de www.beschaffung-info.de http://ec.europa.eu/environment/ecolabel/index_en.htm Federal Environmental Agency Section III 1.3 Wörlitzer Platz 1 06844 Dessau-Roßlau Tel.: +49 340 2103 3678 or 3831	1	
	For construction and services contracts (e.g. outsourcing of event organisation awarded to an external provider), public clients may require providers to meet certain eco-management criteria as proof of technical ability, where this is important for execution of the contract. By contrast, private event organisers may consider bidders with eco-management systems when awarding the contract without these restrictions.	When selecting bidders, give consideration to eco-management expertise	Evidence in the form of an eco-management system (e.g. to EMAS), also recognition of equivalent evidence	2	
Paper, folders, files		Use of recycled paper for all invitations, meeting documents, printed materials and similar	Environmental label RAL-UZ 14 "Recycled Paper" Environmental label RAL-UZ 56 "Recycled Board" Environmental label RAL-UZ 72 "Printing and Publication Papers predominantly from recycled paper"	1	6
Paper mountains at conferences	As a rule an enormous amount of paper is used at conferences. Some of this can be avoided with good preparation and organisation, with no loss to the quality of the event	Documents and handouts printed on both sides, and double-sided preparation of copies on site	Advance notice and information that handouts should be printed on both sides as far as possible. Important: Copiers and printers on site must have duplex options	1	6
		Minimise the number of handouts	Exact research into number of participants	1	6
		Return system for printed folders/brochures	Documents which have been printed but are undistributed can be returned to the organisers and/or the speakers	1	6
Waste		For simultaneous interpreting and	Once their useful life is	2	

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Priority	see
batteries		other uses of battery-powered devices, use rechargeable batteries (no nickel cadmium batteries)	exhausted, return to the recycling system		
Cleaning agents		Sparing use of cleaning agents	Arranged with cleaning firms and/or further training of cleaning personnel	2	2, 7
		Avoid use of environmentally harmful cleaning agents	Procurement of environmentally sound cleaning agents, which if possible meet the criteria of the European environmental label (http://ec.europa.eu/environment/ecolabel/index_en.htm)	2	2, 7

Worksheet area of action 5: Catering

Table with criteria and proposals for measures for the environmentally sound organisation of conferences and events

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Priority	see
Product selection	Organic products must comply with certain production criteria, such as the use of fertilisers and pesticides. Fair trade products must comply with certain ecological and social criteria and guarantee minimum prices to producers in developing countries.	Preference given to organically sourced products (e.g. Demeter, Bioland, Naturland) and fair trade products, e.g. coffee, tea, juices	www.transfair.org	1	4
	Menus should give preference to seasonal specialities. Long transportation routes from overseas must be avoided	Use of seasonal produce and foods with environmentally sound transport (short transportation routes)	www.reginet.de	1	
		Where fish is offered, use of either certified fish (MSC label) or fish which meets the recommendations of the "WWF Guidelines on Fish Purchasing"	www.wwf.de/fisch	1	
Catering	Compliance with certain important criteria can be specified in the contract with the catering companies selected for the conference(s). However, this must already be a requirement in the invitation to tender.	Selection of catering partners taking into account specified criteria (e.g. proportion of organic products, coffee and tea from fair trade)		1	
Drinking water at conferences, meetings and events		Tap water provided in carafes		1	
Paper products		Use of recycled paper products in kitchens	Environmental label RAL-UZ 5 "Sanitary Paper Products made of Recycled Paper", Environmental label RAL-UZ 65 "Unbleached Filter Papers for Use with Hot or Boiling Water"	1	
Eco-friendly canteen kitchens	Compliance with ecological standards in canteens and commercial kitchens	Ecological operation of commercial kitchens taken into consideration	www.oegs.de	2	

Worksheet area of action 6: Waste management

Table with criteria and proposals for measures for the environmentally sound organisation of conferences and events

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Prio- rity	see
Waste separation					
Non-separated waste	Lack of separation systems and "conference stress" often leads to separate collection being omitted	Setting up waste collection points for separate waste collection, especially for paper, biowaste, glass, light packaging and metal	Information on the separation system to all suppliers and operating companies. Important: include cleaning firms	1	
Packaging material at the conference venue		Minimise packaging, e.g. through reusables; obligation on suppliers to take back packaging; orders in large containers; for cardboard packaging, use of recycled board	Environmental label RAL-UZ 27 "Returnable Transportation Packaging"	1	
Hospitality on site					
Packaging		Use of ecologically advantageous packaging, e.g. reusables	Environmental label RAL-UZ 2 "Returnable Bottles and Glasses"	1	5
Disposable crockery, cutlery	Disposable crockery generates large volumes of waste.	Use of reusable crockery, glasses and cutlery	Reusable crockery must be collected by the caterer or operating company. Many commercial providers and municipalities hire out mobile crockery units	1	5
Food leftovers		Distribution of surplus food to non-profit organisations, e.g. "Berliner Tafel"	Bundesverband deutsche Tafel e. V.: www.tafel.de	2	5
Disposal of kitchen wastes as residual waste		Separate collection of kitchen wastes		2	5
Waste cooking oil from deep fryers		Separate collection		2	5
Conference materials					
Papers, folders, files		Use of recycled paper only for all invitations, meeting documents, printed materials etc.	Environmental label RAL-UZ 5 "Sanitary Paper Products made of Recycled Paper", Environmental label RAL-UZ 14 "Recycled Paper", Environmental label RAL-UZ 56 "Recycled Board", Environmental label RAL-UZ 72 "Printing and Publication Papers predominantly from recycled paper"	1	4
Paper mountains at conferences	As a rule an enormous amount of paper is used at conferences. Some of this can be avoided with good preparation and organisation, with no loss to the quality of the event.	Documents and handouts printed on both sides, and double-sided preparation of copies on site	Advance notice and information that handouts should be printed on both sides as far as possible. Important: Copiers and printers on site must print/copy on both sides	1	4
		Minimise the number of handouts	Exact research into number of participants	1	4
		Return system for printed folders/brochures	Documents which have been printed but are	1	4

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Prio- rity	see
			undistributed can be returned to the organisers and/or the speakers		
Invitations/ preparatory documents		Data should be transferred electronically only		1	4
Badges for participants	Symbolic measure, does not generate large waste volumes	Return system for badges and their reuse	Badge return systems already used at many conferences	2	4

Worksheet area of action 7: Water management

Table with criteria and proposals for measures for the environmentally sound organisation of conferences and events

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Prio- rity	see
Water consumption in sanitary installations	Responsible use of drinking water, drinking water conservation and reduction of energy use for water treatment	If possible, use of water-saving toilet cisterns and fittings, e.g. flow restrictors, water-saving flushing valves, single lever mixer taps or thermostat taps, Attach notices drawing attention to the water-saving devices to appeal to participants' consciences	Environmental label RAL-UZ 32 "Water-Saving Cisterns",	2	2
Water consumption in kitchens and canteens		If possible, use of water-saving appliances, e.g. dishwashers in kitchens and canteens		2	

Worksheet area of action 8: Gifts for guests

Table with criteria and proposals for measures for the environmentally sound organisation of conferences and events

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Pri- ori- ty	see
Choice of products in general		All gifts and promotional items should be produced in an eco-friendly and socially-acceptable way.	www.blauer-engel.de http://ec.europa.eu/environment/ecolabel/index_en.htm www.transfair.org	1	4, 5
	Products should have travelled only short distances.	Use of seasonal, organic products with environmentally friendly transportation (short transport distances) if food items are purchased for gifts		1	4, 5
Ballpoint pens, retractable pencils		Preferably retractable pencils made from cardboard. Alternative option: pencils or retractable ballpoint pens, unpainted pencils or retractable pencils made from wood!	BMU ballpoint pen as a model	2	
Backpacks	Bags, folders and backpacks are often not reusable.	Hiking backpack, if possible made from eco-friendly materials, should be reusable after the event.		2	
German specialities	Regional / German specialities can be used as "culinary ambassadors".	Presentation of German specialities, e.g. organic wine, chocolate or sweets		2	
Flowers (as gifts or for decoration)	Many cut flowers are flown in from Africa and/or South America and are produced to questionable ecological and social standards.	Only seasonal flowers, shipped in an eco-friendly way, or flowers bearing the fairtrade or the FLP (Flower Label Programme) label should be presented.	www.fairtrade.org www.fairflowers.de	2	2

Worksheet area of action 9: Communication

Table with criteria and proposals for measures for the environmentally sound organisation of conferences and events

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Priority	see
Eco-friendly organisation		Setting up an information group for advising the organisers		1	
		Extensive public relations: the aim of staging events in an eco-friendly way as well as the proposed measures should be communicated to the general public at an early stage. This can act as an incentive for actually achieving the environmental goals. At the same time, the environmental goals will be publicised externally to encourage other event organisers to organise their own activities in an environmentally sound manner.		1	
Communication and documentation	Participants should be informed about key aspects of the environmental concept before and at the event and should be encouraged to actively participate.	Sending information on the environmental concept to all participants with the invitation		1	
	Information at the event	Staff at the venue should be informed about measures and their monitoring and documentation	Employees are trained and responsible for implementing the environmental concept at the venue and for setting a good example to others (participants, caterer etc.).	2	
		Staff training	Staff at the venue, cleaning personnel etc. should be familiarised with the essential features of the concept.	2	

Worksheet area of action 10: Social aspects

Table with criteria and proposals for measures for the environmentally sound organisation of conferences and events

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Pri- rity ³	see
Accessibility					
Wheelchair users	There should be no barriers for wheelchair users at event venues	If possible, wheelchair-accessible WCs	155-220 cm wide (allowing one or two-handed approach to the toilet seat), 215 cm deep, clear floor space 150 cm in diameter, grab bars, hinged support handle, sufficient knee clearance under sink, height of toilet seat 46 cm, bottom edge of mirror no higher than 85 cm above the floor.		
		No steps and only minor floor level changes, as far as possible equipping buildings with wheelchair-accessible lifts, transportable ramps and inclined lifts should be an exception and only be used if no other option is available.			
		Planning wide routes, corridors and doorways.	Routes and corridors at least 120 cm wide (clear width). Doorways at least 70 cm wide.		
		No conventional swing doors as only access	Radius under 300 cm = limit		
		Smoothly operating doors with sufficient manoeuvring space	Manoeuvring space of at least 120 cm on both sides of the door		
		Planning manoeuvring space for wheelchairs	Diameter of at least 150 cm; many wheelchair users can still handle a diameter of 110 cm.		
		Planning adequate seating and wheelchair space.	Space for wheelchairs, if possible near the exit, seat for assistants nearby; in case of fixed seating, allocated space for wheel chairs		
		Easily accessible controls	Controls not higher than 85 cm.		
		Sufficient knee clearance under tables, sinks etc.			
		Low buffet counters with sufficient knee clearance			
		Appropriate escape routes			
		Accessible parking space near the entrance	At least 350 cm wide		
Pick-up service					

³ As accessibility depends on the existing buildings and organisers have only limited influence, no priorities have been given for this topic. The items listed in the tables should be taken into account wherever possible.

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Prio- rity ³	see
Persons with a mobility handicap		Short distances			
		Seating along the routes at regular intervals	Every 100 m		
		Non-slip surfaces; no gravel etc.			
		Fixed entrance matting			
		Smoothly operating doors			
		Required clearance width for corridors, doors, steps etc.	Between 70 cm (min.) and 90 cm, for tripod and quadruped canes at least 100 cm, steps at least 30 cm wide and at the most 16 cm high, without protruding edges, non-slip surface, handrail		
		Seats with armrests			
		Handrails	Diameter approx. 4-5 cm, 85 cm high		
Visually impaired and blind persons		No obstacles on paths			
		High-contrast signalling of unavoidable obstacles			
		Marked edges of steps			
		Good lighting			
		Easily identifiable guidance and orientation systems			
		Large, highly visible and touch-identifiable symbols and markings	Controls e.g. in elevators		
		Clear acoustic information	e.g. elevator bell to signal arrival		
		Documents in large print			
		No obstacles on paths			
		Demarcated access paths			
		Touch-identifiable information and orientation guides			
		Touch-identifiable floor guides			
		Admission for guide dogs			
		Documents in Braille			
Hearing- impaired and deaf persons		Provision of appropriate assistive listening systems and devices			
		Clearly recognisable flashing light systems to warn of hazards			
		Provision of appropriate assistive listening systems and devices, subtitling for films etc.			
		Sign language interpreters			
Gender Mainstreaming					
"Gender-neutral language"	Language is an important instrument for making priorities clear, especially in the area of gender equality. Gender-neutral language should be used in all conference documents (especially in German).	Gender-neutral use of language in oral and written statements (in accordance with the Federal Cabinet decision of June 1999)		1	
Participation of experts		Make a point of inviting experts who study the subject of the meeting from a gender perspective	www.genanet.de	2	

Annex 2

**Products and services
that meet the ecological criteria of the
German environmental label
“Blue Angel”**

Products / services	Eco-label
Rubbish sacks	Products made from recycled plastics, RAL-UZ 30a
Computer workstations	Workstation computers, RAL-UZ 78
Watches, solar	Photovoltaic products, RAL-UZ 116
Automobile tyres, low-noise	Low-noise, fuel-saving automobile tyres, RAL-UZ 89
Car wash facilities, wastewater-free	Wastewater-free car wash facilities, RAL-UZ 23a
Batteries, alkaline manganese, rechargeable	Rechargeable alkaline manganese batteries, RAL-UZ 92
Projectors	Digital projectors, RAL-UZ 127
Movement area de-icers for airfields	Movement area de-icers for airfields, RAL-UZ 99
CHPS, gaseous	Small-scale gas-fired cogeneration modules, RAL-UZ 108
Cogeneration heating power stations, liquid	Small-scale liquid-fired cogeneration modules, RAL-ZU 109
Cogeneration heating power stations, gaseous	Small-scale gas-fired cogeneration modules, RAL-UZ 108
Floor coverings made from wood and derived timber products	Low-emission wood products and wood-base products, RAL-UZ 38
Floor coverings, flexible	Flexible floor coverings, RAL-UZ 120
Floor coverings, textile	Textile floor coverings, RAL-UZ 128
Floor covering adhesives	Low-emission floor-covering adhesives and other installation materials, RAL-UZ 113
Letter scales	Solar-powered products and mechanical watches/clocks, RAL-UZ 78
Envelopes and postal bags	Recycled paper, RAL-UZ 14
Office furniture	Low-emission wood products and wood base products, RAL-UZ 38
Car sharing	Car sharing, RAL-UZ 100
Computers	Workstation computers, RAL UZ-78
Printers	Office equipment with printing function, RAL-UZ 122
Electronic ballasts for fluorescent lamps	Electronic ballasts for fluorescent lamps, RAL-UZ 81
Low-emission composite wood panels	Low-emission composite wood panels, RAL-UZ 76
Low-emission upholstery	Low-emission upholstery, RAL-UZ 117
Paint	Low-emission paint, RAL-UZ 102
Fibreboard	Low-emission composite wood panels, RAL-UZ 76
Slatted bedframes	Low-emission wood products and wood base products, RAL-UZ 38
Filter paper	Unbleached filter papers for use with hot and boiling water, RAL-UZ 65
Flat screens	Workstation computers, RAL UZ-78
Photovoltaic products	Photovoltaic products, RAL-UZ 116
Veneer plywood boards	Low-emission composite wood panels, RAL-UZ 76
Floor coverings	Low-emission wood products and wood base products, RAL-UZ 38

Products / services	Eco-label
Garden appliances	Low-noise garden appliances, RAL-UZ 129
Special gas boilers	Special gas boilers, RAL-UZ 39
Gas burner, fan-assisted	Low-emission fan-assisted gas burners, RAL-UZ 80
Gas-fired condensation boilers	Low-emission and energy-saving gas-fired condensation boilers, RAL-UZ 61
Gas heating elements	Independent gas heaters and gas heating elements, RAL-UZ 71
Gas boiler unit	Combined burner and boiler units equipped with gas burner and fan, RAL-UZ 41
Gas heaters	Independent gas heaters and gas heating elements, RAL-UZ 71
Self-stick notes	Recycled paper, RAL-UZ 14
Mobile phones	Mobile phones, RAL-UZ 106
Suspension files	Recycled board, RAL-UZ 56
Files and folders	Recycled board, RAL-UZ 56
Heating plants, gas	Independent gas heaters and gas heating elements, RAL-UZ 71
Heating plants, wood pellets	Wood pellet heaters, RAL-UZ 111
Heating plants, oil	Low-emission atomizing oil burners, RAL-UZ 9
Heating circulation pumps	Heating circulation pumps, RAL-UZ 105
Wood pellet heaters	Wood pellet heaters, RAL-UZ 111
Composite wood panels	Low-emission composite wood panels, RAL-UZ 76
Toilet paper	Sanitary paper products made from recycled paper, RAL-UZ 5
Solar indoor appliances	Photovoltaic products, RAL-UZ 116
Solar-powered IT equipment	Photovoltaic products, RAL-UZ 116
Municipal vehicles	Low-noise and low-pollutant municipal vehicles and buses, RAL-UZ 59
Copiers (cf. also multifunction devices)	Office equipment with printing function, RAL-UZ 122
Copying paper	Recycled paper, RAL-UZ 14
Automobile tyres	Low-noise and fuel-saving automobile tyres, RAL-UZ 89
Kitchen roll	Sanitary paper products made from recycled paper, RAL-UZ 5
Varnishes	Low-pollutant paints and varnishes, RAL-UZ 12a
Laminate flooring	Low-emission products and wood-base products, RAL-UZ 38
Laptops	Computers, RAL-UZ 78
Glazes	Low-pollutant paints and varnishes, RAL-UZ 12a
Mattresses	Mattresses, RAL-UZ 119

Products / services	Eco-label
Returnable drinks packaging	Returnable bottles and jars, RAL-UZ 2
Returnable transport packaging	Returnable transport packaging, RAL-UZ 27
Furniture	Low-emission wood products and wood-base products, RAL-UZ 38
Mobile phones	Mobile phones, RAL-UZ 106
Monitors for PCs	Workstation computers, RAL-UZ 78
Waste bins	Products made from recycled plastics, RAL-UZ 30a
Multi-function devices	Office equipment with printing function, RAL-UZ 122
Notebooks	Computers, RAL-UZ 78
Commercial vehicles	Low-noise and low-pollutant municipal vehicles and buses, RAL-UZ 59
Oil burner boiler units	Oil burner boiler combinations (units), RAL-UZ 46
Atomizing oil burners	Low-emission atomizing oil burners, ARL-UZ 9
Buses	Low-noise and low-pollutant municipal vehicles and buses, RAL-UZ 59
Files	Recycled board, RAL-UZ 56
Solar outdoor appliances	Photovoltaic products, RAL-UZ 116
Panels/acoustic tiles	Low-emission wood products and wood-base products, RAL-UZ 38
Paper	Recycled paper, RAL-UZ 14
Paper towels	Sanitary paper products made from recycled paper, RAL-UZ 5
Tissues	Sanitary paper products made from recycled paper, RAL-UZ 5
Cardboard	Recycled board, RAL-UZ 56
PCs	Workstation computers, RAL-UZ 78
Personal computers	Workstation computers, RAL-UZ 78
Photovoltaic products	Photovoltaic products, RAL-UZ 116
Upholstery	Low-emission upholstery, RAL-UZ 117
Publication papers	Printing and publication papers primarily made from recycled paper, RAL-UZ 72
Cleaning rags	Sanitary paper products made from recycled paper, RAL-UZ 5
Woodchip wallpaper	Wallpapers and woodchip coverings primarily made of waste paper, RAL-UZ 35
Products made from recycled plastics	Products made from recycled plastics, RAL-UZ 30a
Recycled board	Recycled board, RAL-UZ 56
Recycled paper	Recycled paper, RAL-UZ 14
Tyres, low-noise	Low-noise and fuel-saving automobile tyres, RAL-UZ 89
Writing paper	Recycled paper, RAL-UZ 14
Napkins	Sanitary paper products made from recycled paper, RAL-UZ 5

Products / services	Eco-label
Solar lamps	Photovoltaic products, RAL-UZ 116
Solar indoor appliances	Photovoltaic products, RAL-UZ 116
Solar collectors	Solar collectors, RAL-UZ 73
Particle board	Low-emission composite wood panels, RAL-UZ 76
Toilet cisterns	Water-saving toilet cisterns, RAL-UZ 32
Fabric towel rolls	Fabric towel rolls supplied in towel dispensers, RAL-UZ 77
Abrasives	Salt-free abrasives, RAL-UZ 13
System units for PCs	Workstation computers, RAL-UZ 78
Wallpaper and woodchip wallpaper	Wallpapers and woodchip coverings primarily made of waste paper, RAL-UZ 35
Tissues	Sanitary paper products made from recycled paper, RAL-UZ 5
Keyboards for PCs	Workstation computers, RAL-UZ 78
Adding machines and calculators	Solar-powered products and mechanical watches/clocks, RAL-UZ 47
Toilet paper	Sanitary paper products made from recycled paper, RAL-UZ 5
Toner cartridges	Reprocessed toner cartridges, RAL-UZ 55
Portable computers	Portable computers, RAL-UZ 93
Carrier bags	Products made from recycled plastics, RAL-UZ 30a
Transport packaging	Returnable transport packaging, RAL-UZ 27
Soda makers	Soda makers, RAL-UZ 103
Clocks	Solar-powered products and mechanical watches/clocks, RAL-UZ 47
Paint	Low-emission paint, RAL-UZ 102
Heat pumps - electrical	Energy-efficient heat pumps using electrically powered compressors, RAL-UZ 121
Heat pumps – gas-operated	Energy-efficient heat pumps using absorption and adsorption technology or operating by use of combustion engine-driven compressors, RAL-UZ 118
Hot-air hand driers	Low-energy hot-air hand driers, RAL-UZ 87
Water heaters, combination	Combination water heaters and circulating water heaters for the use of gaseous fuels, RAL-UZ 40
Water heaters, circulation	Combination water heaters and circulating water heaters for the use of gaseous fuels, RAL-UZ 40
Alarm clocks / clocks, solar	Photovoltaic products, RAL-UZ 116
Domestic furniture	Low-emission wood products and wood-base products, RAL-UZ 38
Newsprint paper	Printing and publication papers primarily made from recycled paper, RAL-UZ 72

Annex 3

**Products and services
that meet the ecological criteria of
the European Eco-label**

Further information on the European Eco-Label and the award criteria may be found at http://ec.europa.eu/environment/ecolabel/index_en.htm.

All-purpose and sanitary cleaners
Tourist accommodation facilities
Bed mattresses
Hard floor coverings
Soil improvers
Camp site services
Televisions
Dishwashers
Hand dishwashing detergents
Tissue paper
Indoor paints and varnishes
Copying paper
Refrigerators
Compost
Light bulbs
Dishwasher detergents
Soaps, shampoos and hair conditioners / rinses
Vacuum cleaners
Textile products
Desktop computers
Portable computers
Washing machines
Laundry detergents