Federal Ministry
for the Environment, Nature Conservation
and Nuclear Safety

Umwelt
Bundesamt

Guidelines

on Sustainable Event Organisation

Leit—
faden

für die nachhaltige
Organisation von
Veranstaltungen

Nachhaltigkeit lässt sich in vielen
Handlungsfeldern in die Praxis
umsetzen:

Mobilität

Veranstaltungsort
und Unterbringung

Energie und Klima

Beschaffung von
Produkten und
Dienstleistungen

Catering

Abfallmanagement

Umgang mit Wasser

Gastgeschenke

Kommunikation

Soziale Aspekte

Publication details

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1 At a glance

Organising an event requires good preparation and follow-up. Focusing on sustainability right from the word go offers great potential for protecting the environment and improving people's living and working conditions. These guidelines flag up measures which, if integrated into the planning process at an early stage, result in an event that is sustainable and climate-neutral.

Whether it's a question of optimising waste management, using green electricity, obtaining EMAS certification, choosing vegetarian and vegan catering or encouraging attendees to use public transport – there are many ways of making an event more sustainable.

And a sustainable event is also worthwhile for the participants: they are given the opportunity to have a pleasant time at a conference or workshop and enjoy special venues, tasty food, clean modes of transport and not have to deal with such a mountain of paper. These guidelines are designed with German government bodies in mind, but the objectives and measures they contain are transferable to other events. In its Sustainability Measures Programme, the German government commits to ensuring its own events are organised in a sustainable manner. An additional reason for this is that it enables the government to lead by example, since events are a way of credibly illustrating how sustainable consumption can be uncomplicated and enriching. The impact of an event is huge: not only are the participants multipliers of the sustainability message, but the service providers involved adapt their services to demand and will thus start to offer more and more sustainable solutions.

Organisers can use these guidelines to implement the key action areas in their event in a structured manner.

> **These guidelines set out objectives and measures and provide checklists for the following action areas:**
> → Mobility
> → Venue and accommodation for participants
> → Energy and climate
> → Temporary structures and stands
> → Procurement of products and services
> → Catering
> → Waste management
> → Water use
> → Conference swag and giveaways
> → Organisation, communication and evaluation
> → Accessibility
> → Gender mainstreaming

Consideration of safety aspects, such as fire safety or emergency management, is also essential when planning events. These guidelines do not explicitly address safety criteria.

With its Climate Action Programme 2020 designed to implement the Climate Action Plan 2050 and the Federal Climate Change Act, the German government has set itself the goal of becoming climate-neutral by 2030. The aim is therefore to primarily avoid and reduce greenhouse gas emissions at events and, as a last resort, to offset them.

The German government aims to make events such as the EU Presidency in 2020 climate-neutral. Greenhouse gas emissions that cannot be avoided – such as those caused by air travel undertaken by

international guests – are offset by purchasing emission certificates. These guidelines also provide information on how to record emissions and offset them. A sustainable and climate-neutral event is challenging but achievable. These guidelines flag up ways of embracing the challenge of organising an event in this way and also communicating it to the outside world.

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2 The phases involved in organising an event

*Organising an event involves four phases: **planning, firming up details, implementation** and follow-up. Sustainability aspects should be integrated early on, which makes it essential to include them in the first two phases of planning and firming up details.*

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nising

2 The phases involved in organising an event

Organising an event breaks down into several phases. They include not only actually holding the event, but also comprehensive planning and detailing beforehand and follow-up afterwards.

Sustainability aspects must be taken into account from the very outset. Anything not included in the event organisation in good time becomes very difficult, or sometimes impossible, to fix later on. The planning and detailing phases are therefore particularly important. Each phase is characterised by specific decisions, activities and aspects to be considered.

Phase 1: Planning phase

The planning phase is the key phase with regard to sustainability factors. A lot of decisions are made during this phase that are crucial to the event's environmental and social impact.

Purpose and type of event
→ What is the purpose of the event? Can this be achieved in a different way?
→ Explore alternatives.
→ Who is the event aimed at? Define the target group.
→ What is the most appropriate format for the event? Take the number and composition of participants into account.
→ Are side events planned?
→ In the case of large-scale events: Are there plans to set up an environmental management system (e.g. EMAS)?

Venue, date and duration of the event
→ Where? Avoid participants having to travel long distances, keep travel to a minimum, facilitate use of public transport.
→ Indoors and/or outdoors? Permanent buildings and/or temporary structures?
→ What else? Make use of synergies with other events and scheduling (trade shows, parliamentary sessions) but avoid overlapping dates (e.g. school holidays).
→ How long? Consider options for accommodation and travel to and from the venue.

Budget, personnel and procurement planning
→ Budget planning: Integrate environmental and social factors into budget planning (e.g. environmental management systems for large-scale events, greenhouse gas offsetting).
→ Planning personnel and services: Is this a job for in-house staff or should a contract be awarded to an external company (event agency)? Who is responsible for taking sustainability aspects into account?
→ Procurement planning: What services cannot be provided in-house?
→ Market survey: Identify the availability of sustainable event agencies and venues, unless in-house spaces are to be used.

Phase 2: Detailing phase

The details of the event are firmed up during this phase – starting with the choice of spaces for the event, procurement of catering and possibly other external services through to defining the schedule for the event.

Choice of venue (location)
→ Location: Ensure accessibility by public transport/bicycle parking facilities, consider the distance to relevant places and accommodation possibilities, ability to reach them on foot.
→ Environmental quality: Consider energy efficiency, energy supply, building materials.
→ Think about the number and size of rooms, technical specifications (accessibility, heating, ventilation and air conditioning).
→ Consider infrastructure: Green electricity supply, sound, lighting, presentation technology.
→ Is an environmental management system in place for the site (e.g. EMAS)?
→ Is there a waste management system in place (prevention, reuse, recycling, disposal)?

Programme and side events
→ Start and finish: Ensure participants can arrive at and leave the venue by public transport.
→ Speakers: Ensure balanced representation of men and women.
→ Side events: Are side events planned? Is it possible to integrate sustainable "highlights", such as guided tours and visits to environmental or social flagship projects, into the programme of side events?

Advertising and communication
→ Use gender-neutral language (and gender-neutral images) for the announcement, conference documents and resources; use digital media (online-based information and participant management via the event app or conference website, for example); avoid printouts or, if they are unavoidable, make sure that paper and printing materials have the Blue Angel label; provide information about how sustainability has been integrated into the event management; point out the opportunities for environmentally sound travel and accommodation.
→ When considering shuttle services and mobility, ensure they are environmentally friendly and accessible.
→ Do not distribute conference swag and giveaways; if this is not possible, choose sustainable products.

Staffing
→ Ensure staff have adequate training and information about sustainability aspects and, if necessary, provide training and briefing (e.g. on the use of cleaning agents, the waste management concept and accessibility).
→ Define responsibilities.

Sustainable procurement
→ Ensure that tendering procedures for contracts, products and services awarded to event agencies and service providers include sustainability criteria.
→ Lighting and sound: Use energy-efficient and environmentally sound event technology.
→ Food and drink: Opt for seasonal, vegan and vegetarian, organic, Fairtrade food and beverages; provide information for people with

2 The phases involved in organising an event

allergies; provide tap water in carafes (not mineral water); use reusable bottles for other beverages; use reusable tableware.

→ Avoid food waste: Surplus food and therefore leftover food can be avoided by good participant management based on realistic attendance figures. "Doggie bags" are an example of a creative solution for any food that is nevertheless leftover.

Phase 3: Implementation phase

The implementation phase must demonstrate how good the preparation was in the previous phases. The main aim now is to put the measures organised in these phases into action, to optimise the consumption of energy, water, materials and other resources, to separate waste and recycle or dispose of it appropriately and to collect the data required for subsequent evaluation.

Before the event
→ Take meter readings so that consumption can be calculated after the event.
→ Waste separation: Provide and label waste containers.

During the event
→ Heating: Do not heat rooms to above 20 degrees
→ Cooling: Do not cool rooms to more than 6 degrees below the outside temperature
→ Ensure sun protection and shading of windows and glass surfaces

→ Lighting: Use daylight and optimised lighting control during presentations
→ Get participants involved, provide targeted information about sustainability aspects and environmentally friendly behaviour

At the end of the event
→ Ask participants for feedback: Hand out questionnaires at the event or digitally via the event's website or app
→ Inspect the rooms, turn off appliances and devices, close windows, take note of any problems
→ Do not waste leftover food from the catering ("doggie bags", donate food that has not been taken out of the kitchen)
→ Dismantle temporary structures and ensure they are either reused, recovered or disposed of
→ Collect name tags and use them again
→ Cleaning and disposal: Ensure proper use of environmentally friendly cleaning products and proper recovery/disposal of waste
→ Document consumption (e.g. energy, water and paper consumption) and waste volumes according to waste fractions

Phase 4:
Follow-up phase

The data collected is evaluated in the follow-up phase. It is analysed to determine whether the measures implemented were effective. Identifying room for improvement helps to further improve the environmental performance of future events. Communication with the outside world is also important for larger-scale events, in particular to encourage emulation.

Evaluation of the key performance indicators collected and identification of room for improvement
→ Evaluate calculations and meter readings.
→ Estimate transport volume and modal split (to do this, analyse travel expense reports and participant lists).
→ Evaluate questionnaires and, if necessary, conduct further interviews with actors and speakers.
→ Review contracts, resources and other documents.
→ Compile a list of opportunities for improvement for future events.

Offset the environmental impacts
→ Determine and offset the event's climate impact.

Communication
→ Provide information to participants and the public (e.g. via the conference website, press releases, publication of the EMAS Environmental Statement).

→ The measures listed for each phase can be seen as examples. There are other measures that are important when organising sustainable events. A detailed overview of the objectives and measures for the individual action areas that must be taken into account when organising a sustainable event can be found in the next chapter. It should be noted that it is not always possible to implement every measure. This depends in particular on the type and size of the event and the circumstances (e.g. venue).

3 Action areas

The action areas explore in detail the various **steps involved in holding an event.**

Goals are defined for each action area and measures that can help to make that area sustainable are identified. A checklist helps the organisational team with practical implementation (see Annex 1).
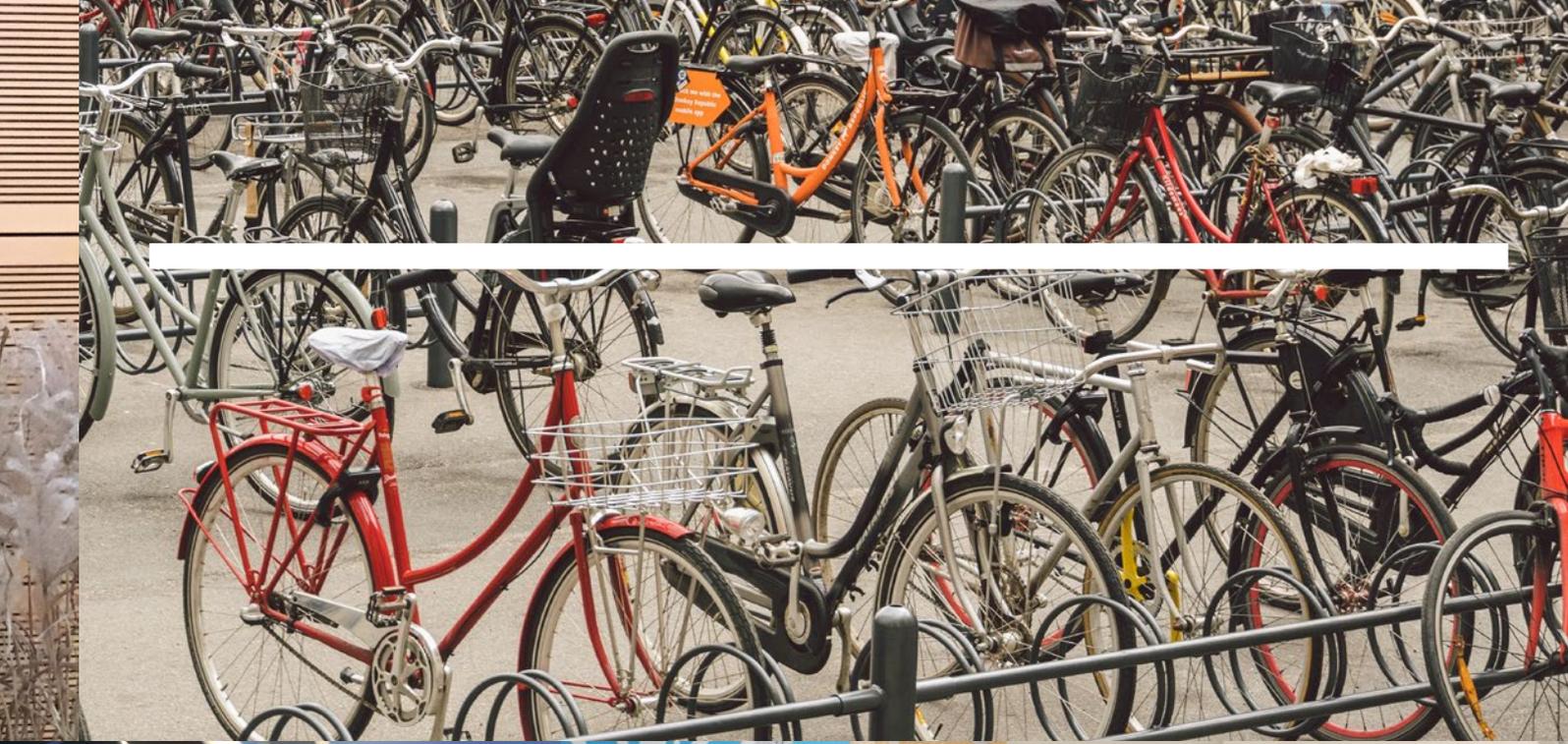
3.1
Mobility

Introduction

Travel by participants generally has the greatest environmental impact in the context of organising events.

Goals

- *To reduce the adverse environmental impacts of transport*
- *To offset unavoidable travel*

Measures

- *Consider the alternatives (virtual conferences or teleconferences).*
- *Follow the principle of keeping distances short – use public transport, provide bicycles or use emission-free shuttles.*

INTRODUCTION

As a rule, the primary adverse environmental impacts of events come from participants' journeys to and from the venue. Transfers at the venue also have an impact. The primary objective is to avoid greenhouse gas emissions by reducing travel to and from the venue and local trips, as well as by taking advantage of low-emission mobility services.

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 presentations 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. It is important to include environmental requirements for mobility services, – such as the use of low-emission, energy-efficient vehicles – in any contract at an early stage.

Verkehrsclub Deutschland (VCD), Germany's environmentally friendly automobile association, has compiled a practical guide on environmentally compatible business trips. The guide and further information on the topic of business trips can be found on the VCD website.

See section 5 on offsetting transport-related greenhouse gas emissions.

GOALS
→ To avoid and reduce transport-induced environmental impacts
→ To make event-related journeys climate-neutral by using high-quality credits

MEASURES
Avoiding transport-related environmental impacts
→ Consider virtual meetings (videoconferencing, teleconferencing or relays of participants) as an alternative to face-to-face meetings.

Travel to and from the venue
→ Select event venues that can be reached conveniently using public transport and where it is, for the most part, possible to follow the principle of keeping distances short.
→ Select event start/finish times that allow participants to travel easily using public transport (rail and local public transport system).
→ Provide information on the use of environmentally sound transport (include explicit references to this in the invitations: travel directions, links to railway and local transport timetables and reference to the "UmweltMobilCheck" (emissions comparison service of Deutsche Bahn) https://www.umweltmobilcheck.de).
→ Create incentives to use of public transport; for example, by offering combined tickets (the entrance ticket for an event also includes free travel to and from the venue by public transport) or make arrangements with Deutsche Bahn for reduced price and/or carbon-neutral tickets for participants.

Mobility at the conference venue
→ Provide information about local public transport using posters and the conference platform or make participants aware of useful timetable apps.
→ Walk to nearby activities; organisers can also provide bicycles or e-scooters, or set up a cooperative arrangement with bicycle or e-scooter rental systems.
→ Use low-emission vehicles or, for local trips, emission-free vehicles such as battery electric or alternative fuel vehicles.
→ Organise a shuttle service or car-sharing scheme for travel between the hotel, conference venue and/or point of arrival/departure (railway station or airport).
→ Train drivers in fuel-efficient driving.

Climate-neutral mobility
→ Calculate unavoidable transport-related climate gases and offset them using high-quality climate projects aimed at reducing greenhouse gas emissions elsewhere.

Venue infrastructure

→ Provide bicycle parking facilities.
→ Ensure adequate signposting indicating the location of the nearest public transport stop/ station.
→ Use a car park guidance system to guide cars and buses directly to parking spaces; avoid causing disruption to the public transport system and disturbing neighbours.
→ Estimate the required number of parking spaces and use existing parking spaces.

Traffic management

→ Set up a shuttle service from overflow car parks using low-emission or, for short distances, emission-free vehicles.
→ Assign parking areas to different user groups (such as people with disabilities, carpools, e-vehicles and car-shares).
→ Estimate visitor and traffic flows (broken down by transport mode).

→ Plan on separate routing for emergency vehicles, press, VIPs, visitors, etc.
→ Provide overflow parking.
→ Install signage for traffic guidance and car park guidance systems.
→ Provide pay car parks.
→ Mark parking bans, barriers and access restrictions
→ Speed restrictions around the congress area

3.2
Venue and accommodation

Introduction

Environmental management systems such as EMAS certification and the criteria for related action areas (such as arrival and departure, catering, waste management and accessibility) are taken into consideration when choosing the venue and hotels.

Goals

- *See goals of related action areas*
- *To ensure that side events are also as environmentally compatible as possible*

Measures

- *Research hotels and locations from the viewpoint of sustainability (use special portals if available).*
- *Be aware of certifications (such as EMAS or the EU Ecolabel) when making a choice.*
- *Apply measures for related action areas.*

INTRODUCTION

The venue and accommodation for participants action area covers requirements for the conference building and hotels, as well as aspects of the planned side events. Questions of waste management, procurement, energy consumption, the need for temporary structures, mobility, catering and water use play an important role when selecting hotels and conference buildings and staging events. These topics are discussed separately in the corresponding sections. Mobility merits particular attention, because travel to and from the venue and local mobility services are among the most important factors in reducing environmental impacts.

Environmental quality labels such as the EMAS registration scheme (https://www.emas-register.de/en) and the EU Ecolabel (https://eu-ecolabel.de/en/) are helpful when selecting hotels and conference buildings. Venues entitled to use these quality labels are particularly suitable, because the qualifying hotel operators and organisers must demonstrate compliance with environmental standards. Certification of an environmental or energy management system according to ISO 14001 and ISO 50001 standards also shows that the operators of hotels or venues are addressing their environmental impacts. Hotel booking portals (such as https://www.bookdifferent.com/en/) can also be used to search for hotels based on sustainability criteria. The German government's Travel Management System (TMS) offers a search option that can be used to find hotels that have an environmental certification.

This action area also covers sustainability criteria for organising and holding side events.

GOALS

→ The goals of the mobility, energy and climate, temporary structures, procurement of products and services, catering, waste management, water use and accessibility action areas are particularly relevant to the area of venue and accommodation.

→ To avoid adverse environmental impacts from side events to the extent possible

MEASURES
Selecting the venue and accommodation for participants

→ Choose hotels and congress centres that have an environmental management system. They should be validated and registered according to EMAS. Hotels that fulfil environmental criteria may also have the EU Ecolabel. Labels of this kind or equivalent management systems should be considered when selecting a hotel.

→ Focus on sustainability criteria when using booking portals to look for hotels.

→ Measures for the mobility, energy and climate, temporary structures, procurement of products and services, catering, waste management, water use and accessibility action areas are also relevant.

Side events

→ Make sure the venue and accommodation are as close to each other as possible.

→ Have participants travel by public transport or rental bike and/or provide low-emission shuttle buses; use car sharing if possible.

→ Consider environmental and social criteria when planning side events (perhaps including environmentally relevant social projects).

3.3
Energy and climate
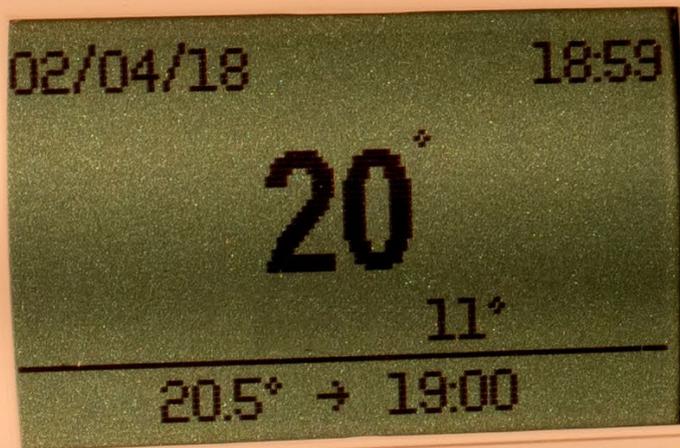
Introduction

It is important to maximise energy efficiency and energy conservation when organising events. This relates to local mobility services and to heating, cooling and event technology at the venue, for example.

Goals

- *To reduce energy consumption*
- *To increase energy efficiency*
- *To reduce/prevent greenhouse gas emissions*

Measures

- *Do not heat spaces to more than 20 degrees or cool them to more than 6 degrees below the outdoor temperature.*
- *Obtain electricity from renewable sources.*
- *Use IT devices with the Blue Angel certification.*

INTRODUCTION

Reducing energy consumption and increasing energy efficiency are important ways to make an event sustainable.

The area of energy and climate is an overarching theme that plays a key role in areas such as mobility and the selection of the conference building and hotels at the event venue. It is covered separately to underline its environmental significance and to make organisers more aware of its importance. Energy is consumed in a number of ways that affect the climate: participants' journeys to and from events, mobility services at the conference venue (see section 3.1 on mobility), heating, cooling and lighting of conference buildings and hotels, and the use of conference technology. The aim is to minimise energy consumption. The listed measures primarily help lower power consumption.

However, organisers are subject to constraints when it comes to energy-saving measures because, as a rule, there is little possibility of making structural alterations to existing conference buildings and hotels. Consequently, thought should be devoted to these issues at an early stage when the conference venue and conference buildings are being selected. One way of taking them into account is to select EMAS-registered establishments, for example. The organisers' main focus will be on ensuring the event runs smoothly and the technology works properly. However, energy consumption too can be influenced by the conscious use of energy-efficient equipment and by avoiding overheating conference spaces in winter and overcooling them in summer (use of heating and air conditioning).

The subject of climate-neutral events should also be raised at this juncture. The idea of a climate-neutral event has become increasingly important in recent years. The principle of climate neutrality involves calculating the greenhouse gas emissions associated with an event as a result of participants' travel and accommodation, minimising them where possible and offsetting unavoidable emissions using high-quality climate projects. The first requirement for this is reliable data. An environmental management system, preferably according to EMAS, offers the right set of tools for collecting the necessary data and ensuring that it is reliable. Refer to section 5 on the voluntary offsetting of greenhouse gas emissions. Offsetting measures in the public sector must take budgetary law aspects into account.

GOALS

→ To minimise energy consumption
→ To maximise energy efficiency
→ To offset greenhouse gas emissions associated with the event which cannot be reduced/prevented

MEASURES
Building, energy consumption

→ Consider energy consumption when choosing conference buildings and hotels, using EMAS registration or the EU Ecolabel as guidance.
→ Do not heat meeting and conference rooms above 20 degrees.
→ Set the thermostat to lower temperatures during the night.
→ Do not cool to more than 6 degrees below the outside temperature.
→ Use daylight, optimised lighting control, optimised sun protection and energy-efficient lighting.
→ Train staff on how to ventilate rooms properly in a way that is also energy-efficient.

Electricity

→ Obtain electricity from renewable sources (such as green energy suppliers).

Devices

→ Use IT devices and printers or multifunction devices that fulfil the criteria of the Blue Angel label; use freezers, refrigerators and dishwashers in the highest energy class.

Climate-neutral events

→ Calculate the carbon footprint of the event and offset it by mitigation measures elsewhere, using high-quality climate action projects (see measure 1.11 in the checklist for the mobility action area).

3.4 Temporary struc-
tures and stands

Introduction
Temporary structures (such as pavilions at large events) are very resource-intensive and should be avoided. If they must be used or if plans call for assembling a stand, be sure to use durable, recyclable materials.

Goals
- *To avoid using materials that have adverse effects on the environment and health and to avoid waste*
- *To reuse parts and components*
- *To protect soil*

Measures
- *Look for alternative locations that do not require the use of temporary structures.*
- *Use recyclable packaging and construction materials.*
- *Ensure that separate waste disposal is available.*
- *Store important parts and components for reuse or hire them.*
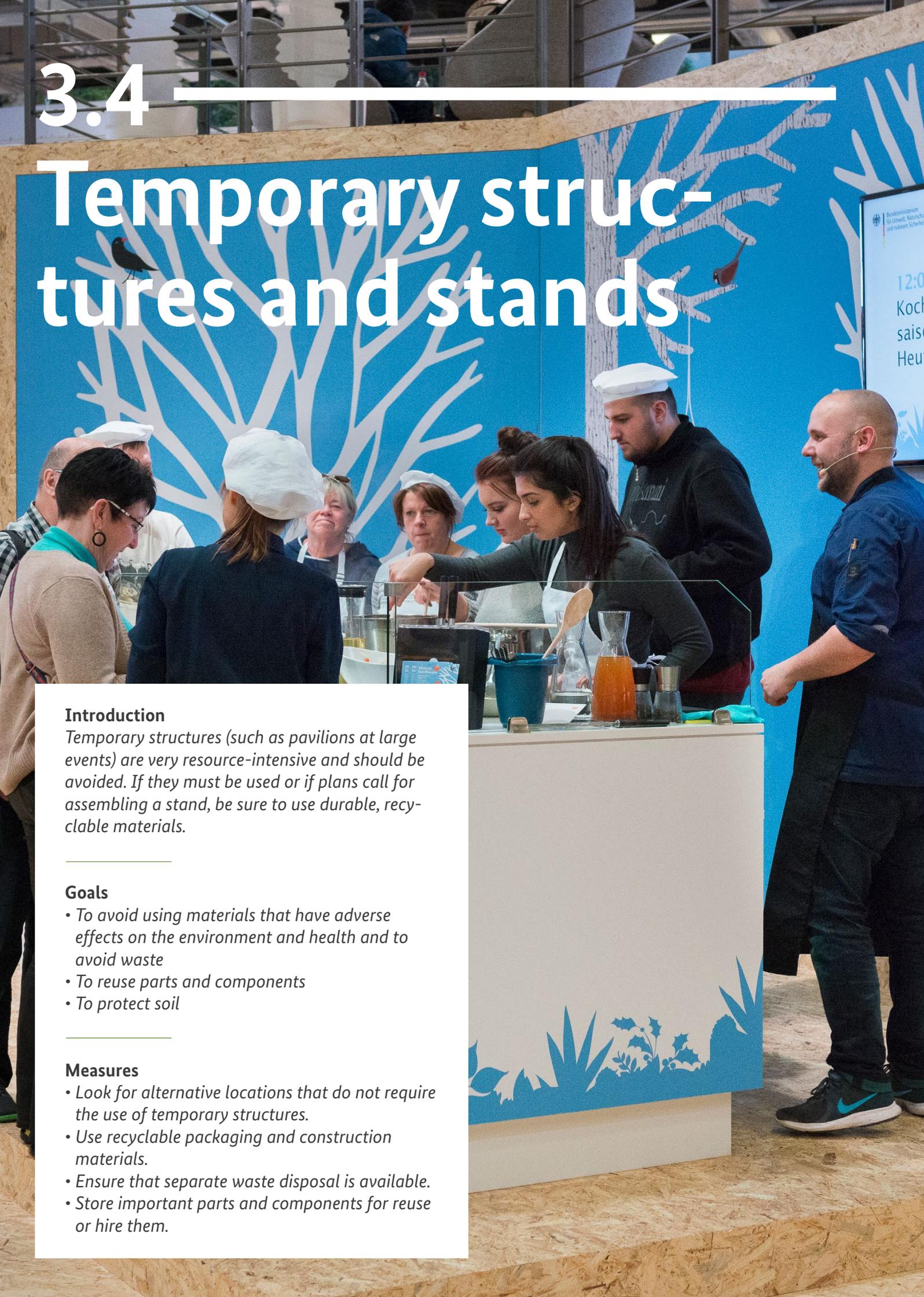
INTRODUCTION

Large-scale events may be so big that it becomes necessary to assemble temporary structures to meet the needs of the event. Structures of this kind include marquees, pavilions or halls.

Temporary structures have an adverse environmental impact, because they are poorly insulated and therefore consume a lot of energy. They are also resource-intensive, requiring a great deal of material. To avoid the use of temporary structures, determine in advance whether a different event venue should be chosen. If temporary structures are necessary, they should be designed so that assembly, dismantling and operation are environmentally sound. Durable, recyclable construction materials and elements that do not have adverse effects on the environment and health must be used. Structures must be completely dismantled and reuse of the materials must be ensured to the extent possible. Avoid the use of permanent paving and any damage to the ground.

At smaller events and trade fairs, booths and stands are the main concern. These should be designed in a way that ensures they can be reused. In particular, it must be possible to reuse custom-built stands at other trade fairs. The wood used to build stands must come either from sustainably managed forests or be recycled wood. Parts and components that can no longer be used should be sent to a recycling system; materials that cannot be recycled must be disposed of properly.

Operation of the stand must be as energy-efficient as possible. The energy and climate (section 3.3) and waste management (section 3.7) action areas should be consulted, since they are particularly relevant for temporary structures.

GOALS

→ To avoid generating waste
→ To ensure the reusability of components and systems to improve material efficiency
→ To avoid using materials that have adverse effects on the environment and health
→ To protect the soil, particularly by avoiding permanent paving

MEASURES
Venue and delivery logistics

→ Determine whether another venue that does not require the assembly of temporary structures is available.
→ Optimise access routes and the number of deliveries of goods and materials.

Waste management for construction materials and interior fittings

→ Ensure that different types of waste can be collected and disposed of separately.
→ Avoid waste by using reusable or at least recyclable transport packaging.
→ Develop a plan for reuse (such as storage for future events, hiring or leasing large components, or donating items).

Selecting products

→ Use modular systems.
→ Use construction materials and versions of fittings that are durable and recyclable and do not have adverse effects on the environment and health (for example, do not use paints to protect wood, use certified wood, don't use PVC, use products with the Blue Angel label).

Soil protection

→ Install a soil protection system for pathways and surfaces.

3.5 Procurement of products and services

Introduction
Before purchasing any new product or service, it is important to consider whether it is absolutely crucial to the successful implementation of the event. Choose sustainable solutions and providers for all essential products and services.

Goals
- *To include sustainability criteria in all procurement procedures*
- *To reduce the huge volumes of paper wherever possible*

Measures
- *Check the need for new acquisitions.*
- *Check certifications (e.g. Blue Angel) for all products.*
- *Reduce paper consumption (e.g. through digital invitation management).*
- *Use cleaning agents sparingly.*

INTRODUCTION

Several positive signals can be sent when procuring the products and services needed for the event. Since environmental policy is a particular responsibility of the German government, event organisers must first ask themselves whether certain products are even necessary. If they deem them necessary, the second step is to ensure that only sustainable products and services are used. The possibility of buying a used product or hiring one should always be considered, since this could be a more sustainable option. Specific demand will strengthen the market for sustainable products and services, thereby supporting the dissemination and use of innovations. By taking sustainability aspects into account when procuring products and services for conferences and events, the German government can play a leading role that sends out positive signals about sustainable consumption. Leading by example in this way can also influence participants as consumers.

Public procurement law offers a wealth of opportunities for obtaining sustainable products and services. Many tools (such as lifecycle cost calculators, quality labels, EMAS and energy efficiency labels) are available to allow procurement officers to find out about sustainability criteria. General references to certain quality labels such as the Blue Angel or the EU Ecolabel may be included when developing technical specifications, award criteria and conditions for fulfilment of the contract. Quality labels can also be required as proof and equivalent quality labels must also be recognised. Public-sector clients may accept other appropriate evidence only in certain cases (section 34 VgV [Regulation on the Award of Public Contracts] and section 24 UVgO [Regulation on Sub-Threshold Procurement]).

Section 13 of the Climate Change Act (Klimaschutzgesetz) contains a duty to accord preference to the most climate-friendly products and services in public procurement. This offers convincing arguments and points related to climate-friendly products for people involved in every phase of procurement.

Comprehensive information about environmentally sound procurement of products and services, particularly guidelines for specific product groups, can be found at https://www.beschaffung-info.de. Refer to the appropriate action areas with regard to the procurement of catering services, conference gifts and giveaways, and temporary structures.

GOALS

→ To include sustainability criteria in all procurement procedures
→ To reduce the huge volumes of paper that are typically used at conferences

MEASURES
Sustainable procurement in general

→ Check whether there is even a need.
→ Check whether the need can also be met by acquiring used products or hiring products.
→ Procure products and services that have been awarded the Blue Angel label or the EU Ecolabel, or that fulfil their criteria. If there are no environmental labels for the products to be procured, research the relevant environmental criteria elsewhere. Also consider social aspects (such as fair pay and working conditions).
→ Consider lifecycle costs.
→ When selecting bidders, consider their environmental management expertise.

Paper

→ Reduce paper consumption; for example by using digital invitation and event management systems (send invitations and meeting documents electronically and display the conference website, conference app, agenda and notices only on screen during the conference); use QR codes to distribute brochures (for example, set out a few paper brochures for people to look at and include QR codes in them); use smaller

formats (several pages per sheet) and print copies of documents and handouts on both sides at the venue if copies are unavoidable; minimise the number of handouts (determine the precise number of participants).

→ If paper is necessary, use recycled paper that has been awarded the Blue Angel label or fulfils its criteria (for all invitations, meeting documents, printed materials, etc.); whiteness of recycled paper: maximum 100% (including UV portion) according to DIN ISO 2470 and maximum 135 according to ISO standard 11475 (CIE whiteness).

Batteries

→ Use rechargeable batteries (no nickel cadmium batteries) for simultaneous interpretation and other applications requiring battery-powered devices.

Cleaning products

→ Use cleaning products sparingly; clarify this issue with cleaning firms and/or instruct cleaning personnel.

→ Purchase environmentally compatible cleaning products that have been awarded the Blue Angel label or the EU Ecolabel, or that fulfil their criteria.

3.6
Catering

Introduction

The basic principle for catering is that food should be seasonal, vegetarian and Fairtrade. Organically grown products should be used whenever possible. Meat and fish should be avoided entirely if possible.

Goals
- *To use organically grown products*
- *To offer seasonal and Fairtrade vegetarian or vegan meals*
- *To prevent food waste and other types of waste*

Measures
- *Use foods that are seasonal and transported in ways that are environmentally sound.*
- *Offer vegan/vegetarian dishes and serve tap water in carafes.*
- *Use reusable crockery, cutlery and glasses; donate leftover food; provide "doggie bags" for taking leftovers away.*

INTRODUCTION

Almost every event involves serving drinks and/or food. The catering action area covers all aspects of providing meals and refreshments to participants, procurement (primarily of food), the traffic generated by transporting it, and waste prevention and separation.

Special attention should be paid to choosing seasonal, organic and Fairtrade products. Avoid foods transported by air, such as strawberries in winter.[1] Vegan and vegetarian food have a lower impact on the environment, so they should always be the food option of choice. The Federal Ministry for the Environment, Nature Conservation and Nuclear Safety has not offered fish and fish products or meat and meat products at any of its events for several years now.[2] If meat and/or fish must be served, for example for the sake of hospitality at international events, the choice of those products must be based on environmental considerations.

About a third of all food prepared outside the home ends up as waste.[3] Simple, practical tips on avoiding food waste are contained in the guide published by the German Environment Agency (https://www.umweltbundesamt.de/en/publikationen/prevention-of-food-waste-in-the-catering-sector). Even small steps such as accurately calculating the quantities needed and restocking the buffet only when necessary, or using smaller plates and reducing portion sizes can reduce food waste. The Federal Ministry for Food and Agriculture website "Zu gut für die Tonne!" (Too good to bin) contains information on avoiding food waste (https://www.zugutfuerdietonne.de/navigation/sub-footer-navigation/english/) and includes the United Against Waste initiative checklist for businesses on how to avoid food waste ("Checklist – Wo können Sie in Ihrem Betrieb Lebensmittelabfälle vermeiden?") (https://www.united-against-waste.de/downloads/dehoga-Checklist.pdf).

The high quality of drinking water in Germany means that tap water can be used for drinking.[4]

Tap water has the advantage of not requiring packaging or additional transport. It is also the least expensive option. Drinking water should therefore be served in carafes; note that carafes should be refilled with fresh water regularly and (glass) carafes should be removed and washed at appropriate intervals.

GOALS

→ To ensure that a significant share of products are organic
→ To promote seasonal foods
→ To serve vegan and vegetarian food
→ To use Fairtrade products if food from other countries is being served
→ To prevent food waste and other waste (see also section 3.7 on waste management)

MEASURES
Selecting products

→ Offer organic products and Fairtrade products such as coffee, tea and juices.
→ Use seasonal produce and foods transported in ways that are environmentally sound; do not use products from heated greenhouses or foods transported by air.
→ As a general rule, serve vegan and vegetarian food.
→ If meat and/or fish must be served in exceptional cases, for example for the sake of hospitality at international events, the choice of those products must be based on environmental considerations,
→ Choose organic meat products that meet high animal welfare standards.
→ When selecting and combining fish and fish products, avoid choices from endangered stocks. In this context, procurement procedures should apply criteria for certified fish (such as the independent MSC label or Naturland certification).
→ Provide tap water in carafes. Refill carafes with fresh water regularly and remove the (glass) carafes and wash them at appropriate intervals; use returnable bottles when serving other cold drinks.

→ Use environmentally friendly paper products (such as products with the Blue Angel label DE-UZ 65 "Unbleached Filter Papers for Use with Hot or Boiling Water" and serviettes and kitchen roll with the Blue Angel label DE-UZ 5 "Sanitary Paper Products made of Recycled Paper".

Intolerances and allergies
→ Label prepared dishes so foods that cause allergies or intolerances are clearly recognisable.
→ Instruct employees responsible for catering.

Avoiding food waste and other waste
→ Use reusable crockery, cutlery and glasses.
→ Take care to offer appropriate quantities of food.
→ Use packaging that prevents or reduces waste.
→ Label foods in a buffet (to avoid "mistakes").
→ Make servers aware of the need to serve smaller portions, or to restock the buffet only when necessary.
→ Give surplus food to non-profit organisations, such as food distribution charities, if permissible under applicable hygiene provisions.

Waste separation
→ Collect kitchen waste separately.
→ Collect used cooking oil from deep fat fryers separately.

Catering service providers
→ When selecting a catering partner, check their compliance with the quality standards of the German Nutrition Society (DGE).

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[1] A list of products typically transported by air can be found at https://www.klima-sucht-schutz.de/service/klima-orakel/beitrag/welche-lebensmittel-werden-mit-flugzeug-transportiert-12519/.

[2] https://www.bmu.de/ministerium/aufgaben-und-struktur/catering-bei-veranstaltungen-des-bmu/

[3] German Environment Agency, 2016: Entwicklung von Instrumenten zur Vermeidung von Lebensmittelabfällen (Developing tools to prevent food waste) UBA text 85/2016, p. 65, https://www.umweltbundesamt.de/en/publikationen/prevention-of-food-waste-in-the-catering-sector

[4] Drinking Water Regulation (Trinkwasserverordnung) in the version of its promulgation on 2 August 2013 BGBl. (Federal Law Gazette) I p. 2977), as amended by Article 4 (22) of the Act of 7 August 2012 BGBl. I p. 3154; EU Council Directive 98/83/EC on the quality of water intended for human consumption of 3 November 1998, OJ L 330, p. 32.

3.7
Waste management

Introduction

The following hierarchy applies to waste management:
1. Prevention 2. Reuse, 3. Recycling, 4. Disposal. That's the way to conserve resources and support the circular economy.

Goals

• *To avoid or reduce waste*
• *To separate any waste that is generated*

Measures

• *Use reusable packaging.*
• *Introduce take-back systems (for name tags, for example); inform participants and suppliers about separating waste.*

INTRODUCTION

Reducing waste volumes and properly separating waste protects valuable resources and supports the circular economy. The waste management action area is primarily aimed at minimising waste.

With regard to the avoidance and separation of paper and catering waste, refer to the measures listed under the procurement of products and services (section 3.5) and catering (section 3.6) action areas.

The following hierarchy should be followed to conserve resources when using products: 1. Prevention, 2. Reuse, 3. Recycling, 4. Disposal. This principle is also enshrined in the law (see section 6 of the Circular Economy Act [Kreislaufwirtschaftsgesetz]).

GOALS

→ To prevent waste and reduce waste volumes
→ To separate waste fractions where they are generated
→ To ensure proper management (recycling and disposal) of unavoidable waste

MEASURES
Waste avoidance

→ Minimise waste from packaging; for example, by using reusable packaging and ordering products in large containers if their entire contents will be used.
→ Institute a take-back system and reuse items such as name tags.
→ Use recyclable products and packaging made of recycled material, such as recycled cardboard for boxes.

Waste separation

→ Set up collection points so that waste can be collected separately – especially paper, biowaste, glass and lightweight packaging – and clearly label them (particularly at international events).
→ Inform all suppliers and operating companies about the separation system. It is important to get the cleaning companies involved in this.
→ Require suppliers to take back packaging

Waste management

→ Dispose of packaging waste according to the Packaging Act (Verpackungsgesetz).
→ Take the initiative to recycle other waste that has been collected separately (paper, biowaste, etc.) according to the Circular Economy Act and the Commercial Wastes Regulation (Gewerbe-abfallverordnung).
→ Have the public waste disposal agencies dispose of residual waste in accordance with the Circular Economy Act and the Commercial Wastes Regulation.

3.8
Water use

Introduction

It is important to use water responsibly and to take steps to reduce pollution in wastewater; for example, by using biodegradable cleaning products. With regard to purchasing and using environmentally compatible cleaning products, refer to the procurement of products and services action area (see measures checklist nos. 5.8 and 5.9).

Goals
- *To conserve water as a resource*

Measures
- *Reduce water consumption; for example, by using water-saving appliances in kitchens and canteens.*
- *Post notices drawing attention to the water-saving fixtures in washrooms in order to raise awareness among participants.*

3.9 Conference swag and giveaways

Introduction

As a general rule, there should be no conference swag or giveaways. If they cannot be avoided, then the processes of producing and delivering them must be as environmentally sound as possible.

Goals

- *To avoid conference swag and giveaways*
- *If unavoidable, to find sustainable solutions*

Measures

- *Do not offer conference swag or giveaways.*
- *If unavoidable, give seasonal products that are environmentally and socially responsible.*

INTRODUCTION

The most sustainable item of swag is the one that is never produced in the first place. The people attending an event are generally also consumers who will only fleetingly enjoy a gift. In the long term, products of this kind usually go unused because they aren't needed. The decision not to distribute conference swag and giveaways is therefore important from the environmental viewpoint and can also be communicated in a positive way. Any swag and giveaways that cannot be avoided and must be distributed during events should not end up being thrown away soon afterwards. Moreover, manufacturing and delivering them should have the lowest possible environmental impact and also be socially responsible.

GOALS

→ To avoid conference swag and giveaways
→ If unavoidable in specific cases, to find sustainable conference swag and giveaways

MEASURES

General

→ Do not purchase conference swag and giveaways.

Selecting products if necessary in individual cases

→ Use environmentally sound swag and giveaways that have been produced in a socially responsible way; choose swag and giveaways that have been awarded the Blue Angel environmental label or the EU Ecolabel, or that fulfil their criteria. If there are no environmental labels for the products and services to be procured, research the relevant environmental criteria elsewhere.

→ If food items are purchased for gifts, choose seasonal, organic products that are transported in an environmentally sound way, or that are Fairtrade (www.fairtrade-deutschland.de).

→ If giving out ballpoint pens and pencils, opt for retractable ballpoint pens or pencils made of cardboard or paper mâché. As an alternative, choose unpainted pencils or retractable ballpoint pens made of wood.

→ Choose backpacks and bags made of environmentally compatible materials; meaningful use of them after the event should be possible.

→ Give German specialities such as organic produce.

→ Present or use seasonal flowers shipped in an eco-friendly way or Fairtrade flowers.

3.10
Organisation, communication and evaluation

Introduction

It is essential to designate a primary contact person who will be accessible to all participants for issues related to sustainability. Sustainability goals must be communicated in advance – both internally and externally – and evaluated afterwards, and the results must be disseminated to the public (particularly in the case of large-scale events).

Goals

• *To document and communicate the success of measures that have been taken*

Measures

• *Designate a contact person.*
• *Inform participants about sustainability aspects of the event (using presentation areas during breaks, for example).*
• *Analyse and communicate data about the effect of the measures.*

INTRODUCTION

To ensure that sustainability issues are taken into account from the outset, it is important to designate a contact person for colleagues who are tasked with preparing for events. This contact person will provide expert support on specific questions related to sustainability. It is best to set up one office to handle the organisation of events (central event management) with due regard for sustainability concerns. This makes it possible to pool expertise.

Another important task is to communicate stated sustainability goals and measures, both inside and outside the organisation. Responsibilities and measures must be known to all staff early in the process if they are to be put into practice. Training for staff inside and outside the organisation is essential for this. External communication can serve as an incentive for actually achieving the stated sustainability goals. Furthermore, promoting the sustainability goals externally will help persuade other event organisers to follow suit and make their own activities more sustainable.

Sustainable event management also includes the determination, analysis and – for larger events – communication of the effects of measures that are taken (see COP23 Environmental Statement UN Climate Change Conference https://www.bmu.de/en/download/cop-23-environmental-statement/). This makes other people aware of successful measures, while there is also much to be learned from less successful measures.

GOALS

→ To ensure the success of the initiative for the sustainable organisation of events

MEASURES
Organisation

→ Designate a contact person to provide expert support on specific questions related to sustainability to colleagues who are tasked with preparing for events. It is best to set up a cen-

tralised service office to handle the organisation of events (central event management) with due regard for sustainability concerns.

Communicating goals and measures

→ Do extensive public relations work to communicate the goal of holding a sustainable event and the planned measures early on (for example, with the invitation, on the conference website or in the conference app).

→ Inform staff at the venue about sustainability-related measures and get them involved in implementing those measures (for example, specify responsibilities and train staff).

→ Inform participants about sustainability issues at the event (for example, hang banners or post displays in presentation areas during breaks).

→ Include a requirement for training external staff in calls for tenders.

Evaluation

→ Determine the effects of measures that were taken in terms of quality and quantity (documentation).

→ Analyse the collected data.

→ Communicate the analysed data (particularly after large events).

3.11
Accessibility

Introduction
The needs of people with disabilities (such as people with limited mobility, or visual or hearing impairments) are taken into consideration and measures to make the event accessible are instituted so they can participate actively in events.

Goals
• *To address the needs of people with disabilities*

Measures
• *Send accessible invitations.*
• *Provide appropriate seating and wheelchair space for wheelchair users.*
• *Install guidance and orientation systems for people with visual impairments.*
• *Provide sign language interpreting for people with hearing impairments and deaf people.*

INTRODUCTION

Accessibility is an important social aspect when organising and holding events. Addressing the needs of people with disabilities will allow them to participate independently and actively. For example, barrier-free access for people with limited mobility must be ensured (this also applies to overnight accommodation when events last more than one day). It must also be possible for people with other disabilities (such as those with visual and hearing impairments) to participate.

Tips on organising accessible events can be found, for instance, in the brochure "Gestaltung barriere-freier Tagungen, Seminare und sonstiger Veranstaltungen" (Organising accessible symposia, seminars and similar events) of Deutsche Gesetzliche Unfallversicherung e. V. (https://publikationen.dguv. de/regelwerk/publikationen-nach-fachbereich/ verwaltung/barrierefreie-arbeitsgestaltung/3336/ gestaltung-barrierefreier-tagungen-seminare-und-sonstiger-veranstaltungen) or the checklists for accessible events of the Bundesfachstelle Barrierefreiheit (https://www.bundesfachstelle-barrierefreiheit.de/SharedDocs/Downloads/DE/ Veroeffentlichungen/Checklist-barrierefreie-veran-staltung.pdf?__blob=publicationFile&v=4).

GOALS
→ To address the needs of people with disabilities

MEASURES
Accessibility of documents
→ Ensure that documents that are sent out and websites are accessible.

Measures for wheelchair users
→ Ensure that toilets are wheelchair accessible.
→ Avoid steps and verify that there are only minor floor level changes; equip buildings with wheelchair-accessible lifts; use transportable ramps and inclined lifts only as an exception.
→ Provide wide routes, corridors and doorways; avoid revolving and swing doors as the only access; use smoothly operating doors with sufficient manoeuvring space.

→ Provide manoeuvring space for wheelchairs.
→ Plan for adequate seating and wheelchair space.
→ Offer easily accessible controls.
→ Ensure sufficient knee clearance under tables and sinks; also ensure buffet counters are not too deep.
→ Provide appropriate escape routes.
→ Make accessible parking spaces available near entrances and for shuttle services.

Measures for people with impaired mobility
→ Keep distances short and provide seating at regular intervals.
→ Use non-slip floors; do not use gravel and the like; use fixed entrance matting.
→ Use smoothly operating doors and make sure the required clearance width is available for corridors, doors, steps and handrails.
→ Offer seats with armrests.

Measures for blind and visually impaired people
→ Avoid obstacles on paths.
→ Use high-contrast marking of unavoidable obstacles.
→ Mark the edges of steps and provide good lighting.
→ Use easily identifiable guidance and orientation systems.
→ Use large, highly visible and touch-identifiable symbols and markings.
→ Provide clear acoustic information.
→ Provide documents in large print.
→ Use demarcated access paths and tactile walking surface indicators.
→ Allow guide dogs to enter.
→ Offer documents in Braille.

Measures for deaf and hearing impaired people.
→ Use clearly recognisable flashing light systems to warn of hazards.
→ Provide appropriate assistive listening systems and devices, subtitling for films, etc.
→ Offer sign language interpretation.

3.12 Gender mainstreaming

Introduction

By using gender-neutral language and striking a balance between female and male experts, event organisers can also contribute to achieving gender equality.

Goals

- *To observe the principles of gender mainstreaming throughout the planning phase*
- *To ensure people with childcare responsibilities can participate*

Measures

- *Use gender-neutral language.*
- *Seek to achieve gender-balanced participation (speakers, moderators).*
- *Offer childcare where appropriate.*

INTRODUCTION

In a Cabinet resolution of 23 June 1999, acting on the basis of the national objective enshrined in Article 3, (2), second sentence of the German Basic Law (Grundgesetz), the German government recognised the equality of men and women as a consistent guiding principle for all of 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 implemented the decision on 26 July 2000, requires all departments to comply with this approach in all policy, normative and administrative measures of the German government. The principle of gender mainstreaming is also enshrined in Section 4 (1) of the Federal Equality Act (Bundesgleichstellungsgesetz).

By observing the principle of gender mainstreaming, events can inspire others to promote gender equality. This applies in particular to the use of gender-neutral language and ensuring parity when inviting female and male experts. Childcare – ideally free of charge – should also be provided at the venue – or in the immediate vicinity – for the children of participants and of people playing active roles who are also responsible for childcare. Information on implementing gender equality is contained in the gender mainstreaming checklist for press and public relations work of the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth (https://www.bmfsfj.de/blob/84262/71d5998e4a86c91da6cf2ff461808f79/gm-Checklist-pressearbeit-data.pdf). More information on aspects such as health and safety can be found in the brochure "Nachhaltige Events" (Sustainable events) (https://www.umweltpakt.bayern.de/nachhaltigkeit/publikationen/1201/nachhaltige-events).

GOALS

→ To follow the principles of gender mainstreaming when preparing for and holding events
→ To ensure people with childcare responsibilities can participate

MEASURES
Gender mainstreaming

→ Use gender-neutral language in oral and written statements (in accordance with the Federal Cabinet decision of June 1999).
→ Achieve a gender balance among speakers and other people playing an active role (such as moderators).

Ensure people with childcare responsibilities can participate

→ Offer childcare at the venue – or in the immediate vicinity – if needed (ask participants and people playing an active role what is needed before the event begins).

4 Environment at large

One of the logistical challenges posed by large events for as many as several thousand participants is their use of natural resources. This section shows how the voluntary European environmental management system EMAS (Eco-Management and Audit Scheme) can be used to create an appropriate framework for large events and to set environmental goals and present them to the public.

tal manage-—
events

4 Environmental management at large events

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

The voluntary European environmental management system EMAS (Eco-Management and Audit Scheme), is based on an EU Regulation and was updated in 2009 (Regulation (EC) No. 1221/2009 of 25 November 2009, OJ L 342, p. 1 (with amendments of the Annexes by regulations 2017/1505 and 2018/2026). It offers event organisers a suitable framework that they can use to specify internal responsibilities for the various levels and to outline environmental goals, implement measures in a controlled fashion and present environmental achievements to interested members of the general public in the form of an Environmental Statement. The Environmental Statements are archived by the EU Commission and on the German EMAS website (www.emas.de) so they are available for use at a later date. Calculations of energy savings, accounts of traffic guidance measures and data on waste generation and water consumption volumes are among the information that could be extremely useful to other event organisers. Entry in the EMAS register ultimately helps to publicise event organisers throughout the world.

EMAS lends itself to all types of large events. For example, the German Protestant Church Congress has used EMAS for continuous improvement of its environmental performance since 2007 (https://www.kirchentag.de/ueber_uns/umweltengagement/umwelt_beim_kirchentag/), and the 9th meeting of the Conference of the Parties to the Convention on Biological Diversity (https://www.bmu.de/download/emas-umwelterklaerung-der-cbd-2008/) in 2008 was registered with EMAS. More recently, the Festival of the Future held by the Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) in 2016 and COP23 (the 23rd session of the Conference of the Parties to the United Nations Framework Convention on Climate Change), which had some 11,000 participants each day, used EMAS to minimise their environmental impacts (see COP23 environmental statement https://www.bmu.de/en/download/cop-23-environmental-statement/ and other documents on the sustainable organisation

of COP23 https://unfccc.int/process-and-meetings/conferences/un-climate-change-conference-november-2017/about/sustainable-conference) . EMAS also offers the operators of event venues a good basis for continuous improvement of their

own environmental performance. Other EMAS participants include the Allianz Arena in Munich and the Franken Stadium in Nuremberg (for a complete list of Germany's EMAS participants, see https://www.emas-register.de/en). In the case of events with permanent secretariats or similar administrative organisations, it is best for the secretariat to participate in EMAS on a permanent basis. In this way, the goals for improving environmental performance may be prepared and updated over time. Since EMAS was extended beyond the EU in 2009, secretariats to international conventions based outside of the Community may also introduce it or a comparable environmental management system according to international standard ISO 14001. When hosting a Conference of the Parties, EMAS can also be introduced as a transparent instrument of a higher calibre than ISO 14001.

The "Umweltmanagement von Großveranstaltungen" (Environmental management of large events")

guidelines as illustrated by the example of the German Protestant Church Congress (published by Forschungsstätte der Evangelischen Studiengemeinschaft, Heidelberg 2008) provide a useful tool that includes extensive checklists. Other examples may be found in the "Green Champions für Sport und Umwelt" (Green champions in sport and environment) guidelines (https://www.green-champions.de/index.php?id=44&L=1) published by the Federal Ministry for the Environment, Nature Conservation and Nuclear Safety and the German Olympic Sports Confederation in 2007. The German Environment Ministry has also developed a tool for introducing an energy and environmental management system (EMAS) for large national and international events (https://www.bmu.de/fileadmin/Daten_BMU/Download_PDF/Wirtschaft_und_Umwelt/emas_leitfaden_umweltmanagementsystem.pdf).

5 Voluntary offsetting of gas emissions

Every action area involved in planning and holding an event – from the necessary travel to the consumption of energy, water and paper – causes emissions.

This section covers the subject of voluntary offsetting as the last step in the commitment to climate action, in order to at least compensate for emissions that are truly unavoidable.

5 Voluntary offsetting of greenhouse gas emissions

The idea of the climate-neutral event has become increasingly important over the past few years in the context of national and international measures being taken to protect the climate. Every action area involved in planning and holding an event – from the necessary travel to the consumption of energy, water and paper – causes emissions. The greenhouse gas emissions associated with events are therefore increasingly being identified and also avoided and minimised whenever possible, while the unavoidable emissions that cannot be reduced are being offset.

The principle of offsetting (https://www.dehst. de/SharedDocs/downloads/EN/publications/ Factsheet_Voluntary-offsetting.pdf?__blob=publicationFile&v=5) is based on the idea that emissions that can neither be avoided nor reduced are compensated for elsewhere. Offsetting should not be considered a licence to act in a way that is environmentally harmful. It is therefore important to integrate plans for offsetting into a reduction strategy. Offsetting should be welcomed as the last step in a commitment to climate action, in order to at least compensate for unavoidable emissions.

Emissions that are generated are offset by funding climate action projects elsewhere. Many of these projects are located in emerging economies or developing countries. They not only reduce emissions, but also promote social or economic (in other words, sustainable) development of the country; for example, by creating jobs, providing energy in rural areas or improving health and safety (known as co-benefits).

Only high-quality emission reduction credits (usually also referred to as certificates) from envi-ronmentally sound climate action projects should be used for offsetting. The actual benefit of the projects is determined on the basis of quality standards proving that the projects fulfil specific quality criteria. Only supplemental projects that could not be implemented without the financial incentive offered by the generation of reduction certificates offer added value for climate action. The German Environment Agency has issued a guide on criteria for environmentally sound offsetting (https://www. umweltbundesamt.de/en/publikationen/voluntary-co2-offsetting-through-climate-protection).

The carbon footprint of a specific activity must be calculated before determining the extent of offsetting. Different CO_2 calculators can be used for this, including the one offered by the German Environment Agency.[5] One credit represents the reduction or avoidance of one tonne of carbon dioxide equivalent (CO2e).

Credits are usually obtained from offset providers. Some providers develop their own climate action projects, while others serve as intermediaries on the credit market.[6] The important thing is for providers to present their approaches transparently. Reputable offsetting providers also advise their customers to avoid emissions whenever they can, or at least to reduce them before offsetting. This means they present an integrated view of climate action and sustainability. Budgetary aspects should also be kept in mind in the public sector.

Offsetting business travel by the German government and the federal administration

Offsetting the carbon footprint of business travel by the German government and its administration sends an important message about climate policy. Two types of business travel are offset: flying and

journeys using official vehicles. For train journeys, the German government buys carbon-neutral tickets ("green tickets"), for which there is currently no offsetting.

The German Environment Agency processes offsetting transactions. This includes calculating emissions and selecting, obtaining and cancelling credits for ambitious climate action projects. Only projects from the UN-based Clean Development Mechanism (CDM) are used. This enhances the multilateral approach to climate action. This standard also guarantees that only genuine emission reductions that can be proven are certified. Where business travel by air is concerned, other climate-relevant non-CO_2 effects are included in offsetting, along with emissions made up only of CO_2. That is because the impact of air travel of climate is not limited to CO_2 emissions. Nitrogen oxide, soot particulates and water vapour, as well as the effect on cloud formation, also contribute to global warming. The additional impact of non-CO_2 effects on climate cannot be calculated as precisely as CO_2 emissions can. These effects underlie many different air chemistry processes and can vary sharply from one flight to another, based on the weather or time of day. To assess the total impact of business travel by air, the German Environment Agency currently multiplies the calculated CO_2 emissions by a factor of 3. That factor is a plausible value that can be used to estimate the climate impact of total air travel and it reflects different scientific approaches. A whole number was chosen as the factor because decimal points would appear to indicate a degree of precision that is currently not available. Using these criteria, the German Environment Agency offset a total of almost 1.2 million tonnes of CO_2 for the 2014-2018 period.[7]

Offset credits from different climate action programmes, primarily from least-developed countries (LDCs), are acquired in a tendering procedure and cancelled. The German Environment Agency specifies certain quality criteria and criteria for exclusion. The Agency uses only projects with documented co-benefits. Co-benefits include the protection of additional environmental media such as air, soil or water, resource protection, expansion of rural electrification, local job creation, advanced training for workers, support for local utilities or health and safety.

Measures selected so far have included household biogas projects, cooking stoves, and potable water projects, projects promoting power generation from crop waste, landfill gas capture, wind power and hydropower.
The background paper "Klimaneutrale Dienstreisen der Bundesregierung" (Climate-neutral business travel for the German government) contains comprehensive information about this. Ambitious, transparent climate action projects do more than reduce emissions, as shown by these two projects:

Project type: Household biogas from biomass

How a biogas plant works:
In contrast to the commonly used method of disposing of animal manure and human waste in open slurry pits, biogas plants treat the excrement in closed anaerobic tanks, producing methane that can be used for cooking on farms. This replaces the use of charcoal for cooking, which produces a great deal of smoke. The use of charcoal and firewood is very detrimental to health and is particularly harmful to the eyes and respiratory tract. Intensive cutting to supply wood for households is among the factors responsible for increasing deforestation.

An end product of the anaerobic digestion process is a high-quality fertilizer that replaces chemical fertilizers.

Project type: Power generation from crop waste

How a biomass power plant works:
Small farmers can supply crop waste for power plants of this kind, allowing them to sell waste such as stems – which were previously worthless – to plant operators. This offers them additional income.

Crop waste used to be burned in the fields under uncontrolled conditions, which adversely affected local air quality. Crop waste is incinerated in power plants under controlled conditions and heats a boiler that produces steam. That steam drives turbines and a generator to produce electricity. The electricity is fed into the regional power grid. Electrostatic filters keep particulates to a minimum in order to meet air quality standards. Large warehouses can be used to store sufficient crop waste outside of the harvest period, so that electricity can be generated all year.

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[5] The German Environment Agency provides a CO_2 calculator of this kind at https://uba.co2-rechner.de/en_GB/.

[6] A non-binding, non-exhaustive list of offset providers can be found at https://www.dehst.de/SharedDocs/downloads/DE/projektme-chanismen/Anbieter.html

[7] For additional information on offsetting business travel of the German government, see https://www.dehst.de/SharedDocs/presse-mitteilungen/DE/2020_030_Dienstreisen.html

6 Further read

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Annex 1

Mobility
Checklist 1

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Avoiding transport-related environmental impacts					
1.1 Considering alternatives Consider alternatives to face-to-face meetings, such as virtual meetings (videoconferencing, teleconferencing or presentations by individual participants).	◯	◯	◯	◯	
Travel to and from the venue					
1.2 Selecting the venue Select event venues that can be reached conveniently using public transport and where it is – for the most part – possible to follow the principle of keeping distances short.	◯	◯	◯	◯	
1.3 Choosing times for the event Select event start/finish times that allow participants to travel easily using public transport (rail and local public transport system).	◯	◯	◯	◯	
1.4 Information for participants Provide information on the use of environmentally sound transport (include explicit references to this in the invitations: travel directions, links to railway and local transport timetables and reference to the "UmweltMobilCheck" (emissions comparison) service of Deutsche Bahn). *Additional guidance/online information:* → for example www.bahn.de, https://www.umweltmobilcheck.de/	◯	◯	◯	◯	

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
1.5 Creating incentives to use public transport Create incentives to use public transport; for example, by offering combined tickets (entrance ticket for an event also includes free travel to and from the venue by public transport) or make arrangements with Deutsche Bahn for reduced price and/or carbon-neutral tickets for participants.	◯	◯	◯	◯	

Mobility at the conference venue

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
1.6 Information on public transport Provide information about local public transport using posters and the conference platform, or make participants aware of useful timetable apps.	◯	◯	◯	◯	
1.7 Keeping distances short Walk to nearby activities. Depending on the venue, organisers can also provide bicycles or e-scooters, or set up a cooperative arrangement with bicycle or e-scooter rental systems.	◯	◯	◯	◯	
1.8 Type of vehicles Use low-emission vehicles or, for local trips, emission-free vehicles such as battery electric or alternative fuel vehicles. *Additional guidance/online information:* → https://www.blauer-engel.de/en/products/home-living/buses → https://www.umweltbundesamt.de/en/topics/transport-noise → https://www.bmu.de/en/ → https://www.vcd.org/themen/auto-umwelt/vcd-auto-umweltliste/ → www.ecotopten.de/mobilitaet → https://www.vcd.org/themen/auto-umwelt/spritsparen/	◯	◯	◯	◯	

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
1.9 Sharing transportation Organise a shuttle service or car-sharing scheme for travel between the hotel, conference venue and/or point of arrival/departure (railway station or airport).	◯	◯	◯	◯	
1.10 Training staff Train drivers in fuel-efficient driving.	◯	◯	◯	◯	

Climate-neutral mobility

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
1.11 Offsetting unavoidable greenhouse gas emissions Calculate unavoidable transport-related climate gases and offset them using high-quality climate projects aimed at reducing greenhouse gas emissions elsewhere. *Additional guidance/online information:* → https://www.dehst.de/EN/home/home_node.html → https://www.umweltbundesamt.de/en/publikationen/voluntary-co2-offsetting-through-climate-protection	◯	◯	◯	◯	

Venue infrastructure

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
1.12 Bicycle parking facilities Provide bicycle parking facilities.	◯	◯	◯	◯	
1.13 Public transport stops and stations Ensure adequate signposting indicating the location of the nearest public transport stop/station.	◯	◯	◯	◯	
1.14 Car park guidance system Use a car park guidance system to guide cars and buses directly to parking spaces; avoid causing disruption to the public transport system and disturbing neighbours.	◯	◯	◯	◯	
1.15 Parking spaces Estimate the required number of parking spaces; use existing parking spaces.	◯	◯	◯	◯	

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS

Traffic management

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
1.16 Shuttle service from overflow car parks Set up a shuttle service from overflow car parks using low-emission or, for short distances, emission-free vehicles.	○	○	○	○	
1.17 Designated parking Assign parking areas to different user groups (such as people with disabilities, carpools, e-vehicles and car-shares).	○	○	○	○	
1.18 Estimating visitor and traffic flows Estimate visitor and traffic flows (broken down by transport mode).	○	○	○	○	
1.19 Separate routing Plan on separate routing for emergency vehicles, press, VIPs, visitors, etc.	○	○	○	○	
1.20 Overflow parking Provide overflow parking.	○	○	○	○	
1.21 Traffic guidance and car park guidance systems Install signage for traffic guidance and car park guidance systems.	○	○	○	○	
1.22 Parking management Provide pay car parks.	○	○	○	○	
1.23 Non-parking areas, barriers and access restrictions Install signage indicating non-parking areas, barriers and access restrictions.	○	○	○	○	
1.24 Speed limits Impose speed limits around the conference area.	○	○	○	○	

Venue and accommodation

Checklist 2

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Selecting the venue and accommodation for participants					
2.1 Considering environmental management systems and certification of hotels and conference centres Choose hotels and congress centres that have an environmental management system. They should be validated and registered according to EMAS. Hotels that fulfil environmental criteria may also have the EU Ecolabel. Labels of this kind or equivalent management systems should be considered when selecting a hotel. *Additional guidance/online information:* → https://www.emas-register.de/en → https://ec.europa.eu/environment/emas/takeagreenstep/ → http://ec.europa.eu/	◯	◯	◯	◯	
2.2 Selecting hotels Focus on sustainability criteria when using booking portals to look for hotels. *Additional guidance/online information:* → For example https://www.bookdifferent.com/en/	◯	◯	◯	◯	
2.3. Other aspects Measures for the mobility, energy and climate, temporary structures, procurement of products and services, catering, waste management, water use and accessibility action areas are also relevant.	◯	◯	◯	◯	

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Additional guidance/online information: → Important: good railway and local transport connections					
Side events					
2.4 Avoiding the use of transport Make sure the venue and accommodation are as close to each other as possible.	◯	◯	◯	◯	
2.5 Reducing transport-related environmental impacts Have participants travel by public transport or rental bike and/or provide low-emission shuttle buses; use car sharing if possible.	◯	◯	◯	◯	
2.6 Considering environmental and social criteria Consider environmental and social criteria when planning side events (perhaps including environmentally relevant social projects).	◯	◯	◯	◯	

Energy and climate
Checklist 3

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Building, energy consumption					
3.1 Conference building Consider energy consumption when choosing conference buildings and hotels, using EMAS registration or the EU Ecolabel as guidance.	○	○	○	○	
3.2 Heating Do not heat meeting and conference rooms above 20 degrees.	○	○	○	○	
3.3 Lower temperatures at night Set the thermostat to lower temperatures during the night (heating).	○	○	○	○	
3.4 Cooling Do not cool to more than 6 degrees below the outside temperature	○	○	○	○	
3.5 Lighting Use daylight, optimised lighting control, optimised sun protection and energy-efficient lighting.	○	○	○	○	
3.6 Ventilation Train staff on how to ventilate rooms properly in a way that is also energy-efficient.	○	○	○	○	
Electricity					
3.7 Purchasing electricity Obtain electricity from renewable sources (such as green energy suppliers).	○	○	○	○	

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS

Devices

3.8 Energy-efficient devices

Use IT devices and printers or multifunction devices that fulfil the criteria of the Blue Angel label; use freezers, refrigerators and dishwashers in the highest energy class.

Additional guidance/online information:

→ https://www.blauer-engel.de/en

→ https://ec.europa.eu/environment/ecola-bel/index_en.htm

→ https://www.ecotopten.de/

→ https://www.deutschland-machts-effi-zient.de/KAENEF/Navigation/DE/Home/home.html

| | ○ | ○ | ○ | ○ | |

Climate-neutral events

3.9. Offsetting unavoidable greenhouse gas emissions

Calculate the carbon footprint of the event and offset it by mitigation measures elsewhere, using high-quality climate action projects (see measure 1.11 in the checklist for the mobility action area).

Additional guidance/online information:

→ https://www.dehst.de/EN/home/home_node.html

→ https://www.umweltbundesamt.de/en/publikationen/voluntary-co2-offsetting-through-climate-protection

| | ○ | ○ | ○ | ○ | |

Temporary structures and stands
Checklist 4

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Venue and delivery logistics					
4.1 Selecting the venue Determine whether another venue that does not require the assembly of temporary structures is available.	◯	◯	◯	◯	
4.2 Minimizing deliveries of goods and materials Optimise access routes and the number of deliveries of goods and materials.	◯	◯	◯	◯	
Waste management for construction materials and interior fittings					
4.3 Waste logistics Ensure that different types of waste can be collected and disposed of separately.	◯	◯	◯	◯	
4.4 Transport packaging Avoid waste by using reusable or at least recyclable transport packaging.	◯	◯	◯	◯	
4.5 Reuse Develop a plan for reuse. *Additional guidance/online information:* → For example, storage for future events, hiring or leasing large components, or donating items.	◯	◯	◯	◯	
Selecting products					
4.6 Modular systems Use modular systems.	◯	◯	◯	◯	

MEASURES	umgesetzt	teilweise umgesetzt	nicht umgesetzt	nicht relevant	ANMERKUNGEN
4.7 Construction materials Use construction materials and versions of fittings that are durable and recyclable and do not have adverse effects on the environment and health. *Additional guidance/Online information:* → For example, do not use paints to protect wood, use certified wood or recycled wood, don't use PVC). → https://www.blauer-engel.de/en/products/construction-heating/panel-shaped-materials → https://www.blauer-engel.de/en/products/construction-heating/floor-coverings-elastic → https://www.blauer-engel.de/en/products/construction-heating/floor-coverings-textile → https://www.blauer-engel.de/en/products/construction-heating/flooring-underlays-160 → https://www.blauer-engel.de/en/products/construction-heating/floor-coverings-panels-doors-made-of-wood	○	○	○	○	

Soil protection

MEASURES	umgesetzt	teilweise umgesetzt	nicht umgesetzt	nicht relevant	ANMERKUNGEN
4.8 Soil protection system Install a soil protection system for pathways and surfaces.	○	○	○	○	

Procuring products and services
Checklist 5

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Sustainable procurement in general					
5.1 Assessing needs Check whether there is even a need.	◯	◯	◯	◯	
5.2 Examining alternatives Check whether the need can also be met by acquiring used products or hiring products.	◯	◯	◯	◯	
5.3 Environmental and social criteria Procure products and services that have been awarded the Blue Angel label or the EU Ecolabel, or that fulfil their criteria. If there are no environmental labels for the products to be procured, research the relevant environmental criteria elsewhere (for example in the information portals below under Additional guidance/online information). Also consider social aspects (such as Fairtrade flowers). *Additional guidance/online information:* → https://www.blauer-engel.de/en → https://ec.europa.eu/environment/ecolabel/index_en.htm → https://www.beschaffung-info.de → http://www.nachhaltige-beschaffung.info/DE/Home/home_node.html → https://www.kompass-nachhaltigkeit.de/en/	◯	◯	◯	◯	
5.4 Life cycle costs Consider life cycle costs.	◯	◯	◯	◯	

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS

Additional guidance/online information:

→ https://www.umweltbundesamt.de/en/to-pics/economics-consumption/green-pro-curement/life-cycle-costing

(Information and tools, including an intro-ductory course on calculating life cycle costs and how to use them in the procurement process).

5.5 Environmental management When selecting bidders, consider their en-vironmental management expertise.	○	○	○	○	

Additional guidance/online information:

→ Evidence in the form of an environmental management system (such as EMAS), as well as recognition of equivalent evidence.

→ "EMAS in der öffentlichen Beschaffung" (EMAS in public procurement) guidelines https://www.umweltbundesamt.de/en/ publikationen/emas-in-der-oeffentlichen-beschaffung

Paper

5.6 Reducing consumption **Use digital invitation and event** **management systems.**	○	○	○	○	

Additional guidance/online information:

→ Send invitations and meeting documents electronically.

→ Make use of the conference website and conference app.

→ Display the agenda and notices only on screen during the conference.

Using QR codes to distribute brochures.	○	○	○	○	

Additional guidance/online information:

→ Set out a few paper brochures for people to look at and include QR codes in them.

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Use smaller formats and print copies of documents and handouts on both sides. Print multiple pages per sheet or make double-sided copies at the venue if printouts are unavoidable. *Additional guidance/online information:* → Inform staff that handouts must be printed on both sides. → Important: Copiers and printers on site must have double-sided print options.	◯	◯	◯	◯	
Minimising the number of handouts Determine the precise number of participants.	◯	◯	◯	◯	
5.7 Environmentally friendly paper products If paper is necessary, use recycled paper that has been awarded the Blue Angel label or fulfils its criteria (for all invitations, meeting documents, printed materials, etc.). *Additional guidance/online information:* → Blue Angel DE-UZ 14a "Recycled Paper" https://www.blauer-engel.de/en/products/paper-printing/graphic-paper-and-cardboard-made-from-100-waste-paper-recycled-paper-and-cardboard-new → Blue Angel DE-UZ 14b "Finished Products Made from Recycled Paper for Office and School Supplies" https://www.blauer-engel.de/en/products/paper-printing/finished-products-made-from-recovered-paper-new → Blue Angel DE-UZ 56 "Recycled Cardboard" https://www.blauer-engel.de/en/products/paper-printing/recycled-cardboard-folders-files → Blue Angel DE-UZ 195 "Printed Matter" https://www.blauer-engel.de/en/products/paper-printing/print-houses-and-printed-matters	◯	◯	◯	◯	

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
5.8 Whiteness Recycled paper: Maximum 100% (including UV portion) according to DIN ISO 2470 and maximum 135 according to ISO standard 11475 (CIE whiteness).	◯	◯	◯	◯	

Batteries

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
5.9 Rechargeable batteries Use rechargeable batteries (no nickel cadmium batteries) for simultaneous interpretation and other applications requiring battery-powered devices. *Additional guidance/online information:* → Ensure dead batteries are recycled properly.	◯	◯	◯	◯	

Cleaning products

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
5.10 Reducing consumption Use cleaning products sparingly; clarify this issue with cleaning firms and/or instruct cleaning personnel. *Additional guidance/online information:* → https://www.blauer-engel.de/en/products/home-living/hand-dishwashing-detergents-cleaners-new	◯	◯	◯	◯	
5.11 Environmentally-compatible cleaning products Purchase environmentally-compatible cleaning products that have been awarded the Blue Angel label or the EU Ecolabel or fulfil their criteria. *Additional guidance/online information:* → Blue Angel DE-UZ 194 "Hand Dishwashing Detergents and Hard Surface Cleaners" https://www.blauer-engel.de/en/products/home-living/hand-dishwashing-detergents-cleaners-new → https://ec.europa.eu/environment/ecolabel/ → https://www.umweltbundesamt.de/reinigungsdienstleistungen-mittel	◯	◯	◯	◯	

Catering
Checklist 6

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS

Selecting products

6.1 Organic and Fairtrade products
Offer organic products and Fairtrade products such as coffee, tea and juices.
Additional guidance/online information:
→ Practical guide "Mehr Bio in Kommunen"
(More organic food in municipalities)
https://www.biostaedte.de/images/pdf/
leitfaden_V4_verlinkt.pdf,
→ https://www.forum-fairer-handel.de/
startseite/
→ www.fairtrade-deutschland.de

○ ○ ○ ○

6.2 Seasonal foods with environmentally sound transport
Use seasonal produce and foods transported in ways that are environmentally sound; do not use products from heated greenhouses or foods transported by air.
Additional guidance/online information:
→ https://www.verbraucherzentrale.de/
wissen/lebensmittel/gesund-ernaehren/
saisonkalender-obst-und-gemuese-frisch-
und-saisonal-einkaufen-17229
→ Due to the ban on discriminatory practices, public-sector clients are not permitted to specify regional products in calls for tenders.

○ ○ ○ ○

6.3 Vegan and vegetarian catering
As a general rule, serve vegan and vegetarian food.
Additional guidance/online information:
→ https://proveg.com

○ ○ ○ ○

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
6.4 Serving meat If meat and/or fish must be served in exceptional cases, choose organic meat products that meet high animal welfare standards. *Additional guidance/online information:* → https://www.oekolandbau.de/en/bio-siegel/ → https://www.tierwohl-staerken.de/einkaufshilfen/tierwohl-label/	○	○	○	○	
6.5 Serving fish If fish must be served in exceptional cases, avoid choices from endangered stocks when selecting and combining fish and fish products. Make sure that procurement procedures apply criteria for certified fish (such as the independent MSC label or Naturland certification). *Additional guidance/online information:* → https://www.umweltbundesamt.de/umwelttipps-fuer-den-alltag/essen-trinken/fisch#textpart-2 → www.fischbestaende-online.de	○	○	○	○	
6.6 Drinking water Provide tap water in carafes. Refill the carafes with fresh water regularly and remove the (glass) carafes and wash them at appropriate intervals; use returnable bottles when serving other cold drinks.	○	○	○	○	

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
6.7 Environmentally friendly paper products Use environmentally friendly paper products. *Additional guidance/online information:* → For example, products with the Blue Angel label DE-UZ 65 "Unbleached Filter Papers for Use with Hot or Boiling Water" (https://www.blauer-engel.de/en/products/home-living/paper-filters-for-hot-beverages) and serviettes and kitchen roll with the Blue Angel label DE-UZ 5 "Sanitary Paper Products made of Recycled Paper" (https://www.blauer-engel.de/en/products/home-living/sanitary-papers-toilet-paper-paper-towels-handkerchiefs).	○	○	○	○	

Intolerances and allergies

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
6.8 Labelling Label prepared dishes so foods that cause allergies or intolerances are clearly recognisable.	○	○	○	○	
6.9 Instructions Instruct employees responsible for catering.	○	○	○	○	

Avoiding food waste and other waste

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
6.10 Crockery, cutlery and glasses Use reusable crockery, cutlery and glasses. *Additional guidance/online information:* → Require the caterer or operating company to use reusable crockery; hire mobile dishwashing units, which generally also provide tableware, from local authorities or commercial suppliers.	○	○	○	○	
6.11 Portion control Take care to offer appropriate quantities of food. *Additional guidance/online information:* → For example, be aware of how often meals are being served.	○	○	○	○	

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
6.12 Food packaging Use packaging that prevents or reduces waste. *Additional guidance/online information:* → For example, choose larger containers, but verify that this will not cause additional food waste. → Do not offer milk or sugar in single-serve packaging.	◯	◯	◯	◯	
6.13 Labelling the buffet Label foods in a buffet (to avoid "mistakes").	◯	◯	◯	◯	
6.14 Staff involvement Make servers aware of the need to serve smaller portions, or to restock the buffet only when necessary.	◯	◯	◯	◯	
6.15 Leftover food Donate surplus food. *Additional guidance/online information:* → For example, to food distribution charities, if permissible under applicable hygiene provisions.	◯	◯	◯	◯	

Waste separation

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
6.16 Kitchen waste Collect kitchen waste separately.	◯	◯	◯	◯	
6.17 Used oil from fryers Collect used cooking oil from deep fat fryers separately.	◯	◯	◯	◯	

Catering service providers

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
6.18 Quality standards When selecting a catering partner, check their compliance with the quality standards of the German Nutrition Society (DGE). *Additional guidance/online information:* → https://www.jobundfit.de/dge-qualitaetsstandard/	◯	◯	◯	◯	

Waste management
Checklist 7

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Waste avoidance					
7.1 Packaging material at the venue Minimise waste from packaging; for example, by using reusable packaging and ordering products in large containers if their entire contents will be used. *Additional guidance/online information:* → Blue Angel DE-UZ 27 "Returnable Transportation Packaging" (https://www.blauer-engel.de/en/products/business-municipality/returnable-transportation-packagings/returnable-transportation-packagings)	○	○	○	○	
7.2 Take-back and reuse Institute a take-back system and reuse items such as name tags.	○	○	○	○	
7.3 Using recycled material Use recyclable products and packaging made of recycled material, such as recycled cardboard for boxes.	○	○	○	○	
Waste separation					
7.4 Collecting waste separately Set up collection points so that waste can be collected separately – especially paper, biowaste, glass and lightweight packaging – and clearly label them (particularly at international events).	○	○	○	○	
7.5 Information Inform all suppliers and operating companies about the separation system. It is important to get the cleaning companies involved in this.	○	○	○	○	

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
7.6 Taking back packaging Require suppliers to take back packaging.	◯	◯	◯	◯	

Waste management

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
7.7 Packaging waste Dispose of packaging waste according to the Packaging Act (Verpackungsgesetz).	◯	◯	◯	◯	
7.8 Other separately collected waste Recycle other waste that has been collected separately (paper, biowaste, etc.) according to the Circular Economy Act (Kreislaufwirt-schaftsgesetz) and the Commercial Wastes Regulation (Gewerbeabfallverordnung).	◯	◯	◯	◯	
7.9 Residual waste Have the public waste disposal agencies dispose of residual waste in accordance with the Circular Economy Act and the Commercial Wastes Regulation.	◯	◯	◯	◯	

Water use
Checklist 8

Water consumption

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
8.1 Conserving water Reduce water consumption; for example, by using water-saving appliances in kitchens and canteens.	◯	◯	◯	◯	
8.2 Information Post notices drawing attention to the water-saving fixtures in washrooms in order to raise awareness among participants.	◯	◯	◯	◯	

Conference swag and giveaways
Checklist 9

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
General					
9.1 Principle Do not purchase conference swag and giveaways.	○	○	○	○	
Selecting products if necessary in individual cases					
9.2 Environmentally sound and socially responsible products Use environmentally sound swag and give-aways that have been produced in a socially responsible way; choose swag and giveaways that have been awarded the Blue Angel environmental label or the EU Ecolabel, or that fulfil their criteria. If there are no environmental labels for the products to be procured, research the relevant environmental criteria elsewhere. *Additional guidance/online information:* → https://www.blauer-engel.de/en → http://ec.europa.eu/environment/ecolabel/index_en.htm → www.beschaffung-info.de → www.nachhaltige-beschaffung.info → https://www.kompass-nachhaltigkeit.de/en/	○	○	○	○	

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
9.3 Food If food items are purchased for gifts, choose seasonal, organic products that are transported in an environmentally sound way, or that are Fairtrade (https://www.fairtrade-deutschland.de/).	◯	◯	◯	◯	
9.4 Ballpoint pens and pencils Opt for retractable ballpoint pens or pencils made of cardboard or paper mâché. As an alternative, choose unpainted pencils or retractable ballpoint pens made of wood. *Additional guidance/online information:* → Blue Angel DE-UZ 200 "Writing Utensils and Stamps" (https://www.blauer-engel.de/en/products/paper-printing/writing-utensils-stamps) → For wood: FSC or PEFC	◯	◯	◯	◯	
9.5 Backpacks and bags Choose backpacks and bags made of environmentally compatible materials; meaningful use of them after the event should be possible.	◯	◯	◯	◯	
9.6 German specialities Give German specialities such as organic produce.	◯	◯	◯	◯	
9.7 Flowers (as gifts or for decoration) Present or use seasonal flowers shipped in an eco-friendly way or Fairtrade flowers. *Additional guidance/online information:* → https://www.fairtrade-deutschland.de/	◯	◯	◯	◯	

Organisation, communication and evaluation
Checklist 10

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Organisation					
10.1 Centralised information office to handle sustainability Designate a contact person to provide expert support on specific questions related to sustainability to colleagues who are tasked with preparing for events. It is best to set up a centralised service office to handle the organisation of events (central event management) with due regard for sustainability concerns.		◯	◯	◯	
Communicating goals and measures					
10.2 External communication Do extensive public relations work to communicate the goal of holding a sustainable event and the planned measures early on (for example, with the invitation, on the conference website or in the conference app). *Additional guidance/online information:* → See, for example, https://unfccc.int/process-and-meetings/conferences/un-climate-change-conference-november-2017/about/sustainable-conference with numerous examples and additional references.	◯	◯	◯	◯	

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
10.3 Internal communication Inform staff at the venue about sustainability-related measures and get them involved in implementing those measures (for example, specify responsibilities and train staff *Additional guidance/online information:* → Train staff and make them responsible for implementing the sustainable organisation concept at the venue and for setting a good example to others (participants, caterer etc.).	◯	◯	◯	◯	
10.4 Communication at the event Inform participants about sustainability issues at the event (for example, hang banners or post displays in presentation areas during breaks).	◯	◯	◯	◯	
10.5 Training external staff Include a requirement for training external staff in calls for tenders. *Additional guidance/online information:* → Staff at the venue, cleaning crews, etc. should be familiarised with the essential features of the sustainability strategy.	◯	◯	◯	◯	

Evaluation

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
10.6 Documentation Determine the effects of measures that were taken in terms of quality and quantity. *Additional guidance/online information:* → Collect data (such as waste volumes, consumption of paper and materials, and traffic volume). → Use evaluation forms (electronic if possible) to determine the perceptions and satisfaction of participants, speakers and attendees after the event.	◯	◯	◯	◯	

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
10.7 Analysis Analyse the collected data. *Additional guidance/online information:* → Calculate the carbon footprint. → Demonstrate success. → Determine potential improvements for future events.	○	○	○	○	
10.8 Communicate results Communicate the analysed data (particularly after large events). *Additional guidance/online information:* → Make reporting transparent; for example, by issuing an EMAS Environmental Statement or posting on the conference website.	○	○	○	○	

Accessibility Checklist 11

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Accessibility					
11.1 Accessibility of documents Ensure that documents are accessible when sending out information and invitations.	○	○	○	○	
11.2 Measures for wheelchair users					
Ensure that WCs are wheelchair accessible *Additional guidance/online information:* → Width 155-220 cm (allowing one or two-handed approach to the toilet seat), depth 215 cm, clear floor space 150 cm in diameter. Grab bars, hinged support handle, sufficient knee clearance under sink required. Height of toilet seat 46 cm, bottom edge of mirror no more than 85 cm above the floor.	○	○	○	○	
Avoid steps and major floor level changes Equip buildings with wheelchair-accessible lifts; use transportable ramps and inclined lifts only as an exception.	○	○	○	○	
Provide wide routes, corridors and doorways *Additional guidance/online information:* → Routes and corridors must be at least 120 cm wide (clearance). Doorways must be at least 70 cm wide	○	○	○	○	

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Avoid revolving and swing doors as the only access *Additional guidance/online information:* → Radius at least 300 cm	◯	◯	◯	◯	
Smoothly operating doors with sufficient manoeuvring space *Additional guidance/online information:* → Manoeuvring space at least 120 cm on both sides of the door	◯	◯	◯	◯	
Provide movement space for wheelchairs *Additional guidance/online information:* → Minimum diameter 150 cm (many wheelchair users can still handle a diameter of 110 cm)	◯	◯	◯	◯	
Planning for adequate seating and wheelchair space *Additional guidance/online information:* → Space for wheelchairs, if possible near the exit; seat for assistant next to wheelchair space; space allocated to wheelchairs when seating is fixed	◯	◯	◯	◯	
Easily accessible controls *Additional guidance/online information:* → Controls no higher than 85 cm	◯	◯	◯	◯	
Sufficient knee clearance under tables, sinks, etc.	◯	◯	◯	◯	
Buffet counters that are not too deep and have sufficient knee clearance	◯	◯	◯	◯	
Appropriate escape routes	◯	◯	◯	◯	
Accessible parking space near the entrance *Additional guidance/online information:* → Minimum width 350 cm	◯	◯	◯	◯	
Shuttle services	◯	◯	◯	◯	

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
11.3 Measures for people with impaired mobility					
Keep distances short	◯	◯	◯	◯	
Provide seating at regular intervals *Additional guidance/online information:* → Every 100 m.	◯	◯	◯	◯	
Non-slip floors; do not use gravel and the like	◯	◯	◯	◯	
Fixed entrance matting	◯	◯	◯	◯	
Smoothly operating doors	◯	◯	◯	◯	
Required clearance for corridors, doors, steps, etc. *Additional guidance/online information:* → Between 70 cm (minimum) and 90 cm, for tripod and quadruped canes at least 100 cm, steps at least 30 cm wide and no more than 16 cm high, without protruding edges, non-slip surface, handrail.	◯	◯	◯	◯	
Seats with armrests	◯	◯	◯	◯	
Handrails *Additional guidance/online information:* → Diameter approximately 4-5 cm, height 85 cm.	◯	◯	◯	◯	
11.4 Measures for blind and visually impaired people					
Obstacles on paths avoided	◯	◯	◯	◯	
High-contrast marking of unavoidable obstacles	◯	◯	◯	◯	
Edges of steps marked	◯	◯	◯	◯	
Good lighting	◯	◯	◯	◯	

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Easily identifiable guidance and orientation systems	○	○	○	○	
Large, highly visible and tactile symbols and markings *Additional guidance/online information:* → Operating elements, for example in the lift.	○	○	○	○	
Clear acoustic information *Additional guidance/online information:* → Gong in lift to indicate arrival, for example.	○	○	○	○	
Documents in large print	○	○	○	○	
Obstacles on paths avoided	○	○	○	○	
Demarcated access paths	○	○	○	○	
Tactile information and orientation guides	○	○	○	○	
Tactile walking surface indicators	○	○	○	○	
Guide dogs allowed	○	○	○	○	
Documents in Braille	○	○	○	○	

11.5 Measures for deaf and hearing impaired people

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Clearly recognisable flashing light systems to warn of hazards	○	○	○	○	
Appropriate assistive listening systems and devices, subtitling for films, etc.	○	○	○	○	
Sign language interpretation	○	○	○	○	

Gender mainstreaming ——
Checklist 12

MEASURES	implemented	partially implemented	not implemented	not relevant	COMMENTS
Gender mainstreaming					
12.1 Gender-neutral language Use gender-neutral language in oral and written statements (in accordance with the Federal Cabinet decision of June 1999).	○	○	○	○	
12.2 Gender balance Achieve a gender balance among speakers and other people playing an active role (such as moderators).	○	○	○	○	
Participation by people with childcare responsibilities					
12.3 Childcare Offer childcare at the venue – or in the immediate vicinity – if needed (ask partici-pants and people playing an active role what is needed before the event begins).	○	○	○	○	

Annex 2

Award criteria for the Blue Angel environmental label for products and services relevant for event organisation

Paper products

Sanitary paper (UZ 5)
https://www.blauer-engel.de/en/products/home-living/sanitary-papers-toilet-paper-paper-towels-handkerchiefs

Recycled paper and cardboard (UZ 14a)
https://www.blauer-engel.de/en/products/paper-printing/graphic-paper-and-cardboard-made-from-100-waste-paper-recycled-paper-and-cardboard-new

Finished products made from recovered paper (UZ 14b)
https://www.blauer-engel.de/en/products/paper-printing/finished-products-made-from-recovered-paper-new

Cardboard (folders, files) (UZ 56)
https://www.blauer-engel.de/en/products/paper-printing/recycled-cardboard-folders-files

Paper filters for use with hot or boiling water (UZ 65)
https://www.blauer-engel.de/en/products/home-living/paper-filters-for-hot-beverages

Printed matter (UZ 195)
https://www.blauer-engel.de/en/products/paper-printing/print-houses-and-printed-matters

Detergents and cleaning supplies

Hand dishwashing detergents, cleaning supplies (UZ 194)
https://www.blauer-engel.de/en/products/home-living/hand-dishwashing-detergents-cleaners-new

Dishwasher detergents (UZ 201)
https://www.blauer-engel.de/en/products/home-living/dishwasher-detergents

Laundry detergents (UZ 202)
https://www.blauer-engel.de/en/products/home-living/laundy-detergent

Shampoos, soaps and shower gels (UZ 203)
https://www.blauer-engel.de/en/products/home-living/shampoos-shower-gels-and-soaps-and-other-so-called-rinse-off-cosmetic-products-until-12-2020

Vehicles/mobility

Municipal vehicles (UZ 59a)
https://www.blauer-engel.de/en/products/business-municipality/municipal-vehicles

Buses (UZ 59b)
https://www.blauer-engel.de/en/products/home-living/buses

Car sharing (UZ 100)
https://www.blauer-engel.de/en/products/home-living/car-sharing

Packaging/disposal

Returnable bottles and glasses (UZ 2)
https://www.blauer-engel.de/en/products/business-municipality/returnable-bottles

Returnable transportation packaging (UZ 27)
https://www.blauer-engel.de/en/products/business-municipality/returnable-transportation-packagings

Products made from recycled plastics (UZ 30a)
https://www.blauer-engel.de/en/products/home-

living/recycled-plastics-e-g-waste-bags-garbage-bins-office-supplies-162

Reusable cup systems (UZ 210)

https://www.blauer-engel.de/en/products/business-municipality/reusable-cup-systems

Furnishings, clothing, everyday items

Water-saving flushing boxes (UZ 32)

https://www.blauer-engel.de/en/products/construction-heating/flushing-boxes

Low-emission furniture and slatted frames made of wood and wood-based materials (UZ 38)

https://www.blauer-engel.de/en/products/home-living/low-emission-furniture-and-slatted-frames-made-of-wood-and-wood-based-materials

Upholstered furniture (UZ 117)

https://www.blauer-engel.de/en/products/home-living/upholstered-furniture

Textiles (UZ 154)

https://www.blauer-engel.de/en/products/home-living/textiles

Writing utensils and stamps (UZ 200)

https://www.blauer-engel.de/en/products/paper-printing/writing-utensils-stamps

Building products

Varnishes, glazes and primers (UZ 12a)

https://www.blauer-engel.de/en/products/construction-heating/varnishes-glazes-and-primers-new

Wallpapers (UZ 35)

https://www.blauer-engel.de/en/products/cons-truction-heating/wallpapers

Panel-shaped materials (UZ 76)

https://www.blauer-engel.de/en/products/construction-heating/panel-shaped-materials

Wall paints (indoor) (UZ 102)

https://www.blauer-engel.de/en/products/construction-heating/wall-paints-indoor-159

Floor-covering adhesives (UZ 113)

https://www.blauer-engel.de/en/products/construction-heating/floor-covering-adhesives-158

Elastic floor coverings (UZ 120)

https://www.blauer-engel.de/en/products/construction-heating/floor-coverings-elastic

Sealants (UZ 123)

https://www.blauer-engel.de/en/products/construction-heating/sealants-165

Textile floor coverings (UZ 128)

https://www.blauer-engel.de/en/products/construction-heating/floor-coverings-textile

Indoor thermal insulation material and suspended ceilings (UZ132)

https://www.blauer-engel.de/en/products/construction-heating/thermal-insulation-material-indoor-until-12-2020

External thermal insulation composite systems (UZ 140)

https://www.blauer-engel.de/en/products/construction-heating/thermal-insulation-composite-systems-156

Flooring underlays (UZ 156)

https://www.blauer-engel.de/en/products/cons-

truction-heating/flooring-underlays-160

Floor coverings, panels and doors for interiors made of wood and wood-based materials (UZ 176)
https://www.blauer-engel.de/en/products/construction-heating/floor-coverings-panels-doors-made-of-wood

Internal plasters (UZ 198)
https://www.blauer-engel.de/en/products/construction-heating/internal-plasters

Chemicals, cleaning
Sanitary additives for camping toilets (UZ 84a)
https://www.blauer-engel.de/en/products/home-living/sanitary-additives-for-camping-toilets

Cleaning services
Fabric towel dispensers (UZ 77)
https://www.blauer-engel.de/en/products/business-municipality/fabric-towel-dispensers

Hand driers (UZ 87)
https://www.blauer-engel.de/en/products/business-municipality/hand-driers

Electrical devices
Solar-powered products (UZ 116)
https://www.blauer-engel.de/en/products/home-living/solar-powered-products-scales-calculators

Digital projectors (UZ 127)
https://www.blauer-engel.de/en/products/electric-devices/beamer

Electric kettles (UZ 133)
https://www.blauer-engel.de/en/products/electric-devices/water-boilers-electric-kettles

Espresso and coffee machines (UZ 136)
https://www.blauer-https://www.blauer-engel.de/en/products/electric-devices/coffee-machines

Lamps (UZ 151)
https://www.blauer-engel.de/en/products/home-living/lamps-illuminants

Vacuum cleaners (UZ 188)
https://www.blauer-engel.de/en/products/electric-devices/vakuum-cleaners-until-12-2020

Garden tools (UZ 206)
https://www.blauer-engel.de/en/products/home-living/garden-tools

Information and communication technology (ICT)
Computers and keyboards (UZ 78)
https://www.blauer-engel.de/en/products/electric-devices/computers-and-keyboards

Cordless phones (UZ 131)
https://www.blauer-engel.de/en/products/electric-devices/cordless-phones-until-12-2020

Power strips (UZ 134)
https://www.blauer-engel.de/en/products/electric-devices/power-strips

Voice over IP telephones (UZ 150)
https://www.blauer-engel.de/en/products/electric-devices/voice-over-ip-telephones

Data centre operation (UZ 161)
https://www.blauer-engel.de/en/products/electric-devices/data-centers

Data shredders (UZ 174)
https://www.blauer-engel.de/en/products/electric-devices/data-shredders

Toner modules (UZ 177)
https://www.blauer-engel.de/en/products/paper-printing/toner-modules

Printers and multifunction devices (UZ 205)
https://www.blauer-engel.de/en/products/electric-devices/printers-and-multifunction-devices

Miscellaneous
Spreading materials (UZ 13)
https://www.blauer-engel.de/en/products/home-living/spreading-materials

Annex 3

Award criteria for the EU Ecolabel for products and services relevant for event organisation

For more information on the European Ecolabel and the award criteria, refer to https://ec.europa.eu/environment/ecolabel/index_en.htm and https://eu-ecolabel.de/en/.

→ Tourist accommodation

→ Bed mattresses

→ Wood-, cork- and bamboo-based floor coverings

→ Printed paper

→ Televisions

→ Indoor cleaning services

→ Graphic paper, tissue paper and tissue products

→ Hand dishwashing detergents

→ Hard coverings

→ Absorbent hygiene products

→ Indoor and outdoor paints

→ Growing media, soil improvers and mulch

→ Dishwasher detergents

→ Industrial and institutional dishwashing detergents

→ Furniture

→ Converted paper products

→ Hard surface cleaning products

→ Rinse-off cosmetic products

→ Textile products

→ Laundry detergents

→ Industrial and institutional laundry detergents