

Programme documents on green communication

October 2020

Compilation of examples from three Interreg programmes



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FactSheet

No. 4.8

Project greening

Why project greening?

One of the three horizontal principles stated in the cooperation programme of Interreg Alpine Space is “sustainable development”. It is considered carefully in the evaluation of project proposals, which means that all co-financed Alpine Space projects develop sustainable development solutions to common Alpine challenges. Nevertheless, the daily project implementation itself has an impact on the environment.

In line with Article 8 of Regulation (EU) No 1299/2013, the Alpine Space programme strives to adopt eco-friendly practices for all its daily activities, especially concerning events and meetings. Both for the programme and for its projects it is a matter of credibility to get aware of the environmental impact of their activities and to reduce their ecological footprint. Project participants are thus strongly encouraged to apply energy efficient and sustainable principles to their activities. In fact, reducing the impact on the environment can not only add value to a project in terms of credibility, but it can also result in lower costs.

This factsheet provides guidance on simple greening measures projects should apply to contribute to sustainable growth in the European Union. Its contents are based on the United Nations Environment Programme’s (UNEP) publications on the topic, namely the UNEP guide to climate neutrality: “kick the habit” and the UNEP Green meeting Guide (see reference documents at the end of this factsheet).



How to green your project?

Simple measures can make your project greener! They only require coordinated action and a “green approach” to project activities.

All project participants should share the same **sustainability objectives** and should cooperate on how to reach them. Project staff and observers should be made aware of the purpose and benefits of greening and be encouraged to act responsibly.

Sustainability should be **considered for all decisions** taken during the project’s lifetime (e.g. by systematically using green public procurement, or applying greening principles in event organisation).

In particular when purchasing services or goods, the environmental effects should be taken into account in the **procurement procedure**, i.e. in the specification of services or technical requirements, the definition of selection or award criteria, or the formulation of respective clauses in the contract (e.g. regional products to be used in catering), see also factsheet “public procurement”. Labels can help organisers identify providers that apply sustainable production methods.

Once the process is running, **measuring and quantifying the achievements** of the greening activities will build credibility, provide data for comparison with later activities, as well as figures for communication purposes. Project participants can measure the ecological footprint of their organisation or of the project by using the European green office eco-footprint calculator for example (cf. reference documents). Many calculators exist online. A list can be found in the UNEP guide to climate neutrality: “kick the habit” - chapter “count and analyse” (cf. reference documents).

Last but not least, **communicating all greening efforts and results** of the project is a very important step which contributes to a positive reputation, better visibility and an increased interest from the EU and the public.



Practical hints for project greening

Below are some practical hints for incorporating sustainability into project activities (i.e. events, meetings, and travels). Project participants are invited to implement all or as many as possible of these simple actions and to communicate this accordingly.

Project publications and dissemination products

- Publications can be disseminated electronically. Printing of publications should be foreseen only if strictly necessary and only if following a sound dissemination plan.
- Short, clear and “to-the-point” publications should be preferred to long ones and images should be reduced to save printing space.
- Publications should be printed for external communication purposes (if needed only) on both sides and on recycled paper. For electronic publications, a “printer-friendly” version (less colours, more compact text, less pages) should be made available.
- Recycled or natural material should be preferred for the production of promotional products. Only useful products should be produced.
- Publications should be printed where they are going to be distributed in order to minimise transportation distances.

Events and meetings

Applying greening principles for the organisation of meetings and events (cf. Checklist for organising green meetings/events at the end of the factsheet) provides high visibility for the project’s commitment to sustainability and climate change mitigation. It is important to communicate effectively what kind of greening measures the project applies, so that the event participants are made aware of the results achieved in this domain.

Some countries offer a green meeting certification (e.g. in Austria: <http://en.umweltzeichen-meetings.at>) for venues and event organisation companies. Certified service providers should be preferred in the meeting preparation phase. You will find a checklist, which could help facilitate the organisation of green project events and meetings in line with the programme eligibility rules, at the end of this factsheet.



Going further: Environmental Management Systems

To go further in their greening strategy, project participants can establish a plan defining specific objectives, actions and evaluation methods for their organisations. This can be done by adopting an Environmental Management System (EMS), which allows assessing whether proper sustainability procedures are in place, and helps the participants show their commitment to environmental issues as well as European sustainability objectives.

Reference documents

[UNEP guide to climate neutrality: “kick the habit”](#)

[UNEP green meeting guide, 2009](#)

[Factsheet 4.2: Public procurement](#)

[EU eco-management and audit scheme \(EMAS\)](#)

[EU ecolabel and green public procurement](#)

[ICLEI sustainable events guide and checklist, 2012](#)

[European green office website](#)

Further information

[5 alternatives to Skype](#)

[The ecolabel catalogue by country](#)



Checklist for organising green meetings/events

Before the meeting

- + Explore if a phone or a video conference could be organised instead of a meeting.

Setting up and running the event/meeting

- + Electronic means (e.g. e-mail, website) are used rather than printed materials for pre-meeting and follow-up communications.
- + Participants are encouraged to use sustainable ways of travelling by providing the following information:
 - o For short trips favour train to coach/plane and if train is not an option, favour car/coach to plane.
 - o Participants are encouraged to share the drive with other participants: a platform is provided for them to communicate and organise ride-sharing.
 - o Website addresses to offset the environmental costs of travel are provided.
- + Information on the greening efforts made at the meeting/event is provided electronically prior to, and after the meeting.
- + Paper used is recycled paper and any necessary material is printed at the local venue rather than shipped from elsewhere.
- + Participants' bags/packs are avoided or produced locally using recycled material, and are reusable.
- + Pens are provided only upon request, are made of a high content of recycled material, and are refillable.
- + In case participant's packs cannot be avoided, only strictly necessary material is included. Copying/printing is available upon request at the venue for the participants to print the information received by e-mail beforehand. Recycled or certified paper is available.
- + All material produced for the event (such as banners, posters, signs, etc.) is designed and written in a generic way to allow them to be reused for other events.
- + The start and end of the meeting are adjusted to the schedules of environmentally sound transportation means.
- + A dedicated area is provided for participants to return material that can be re-used (such as badges).
- + The use of decorative elements such as flowers, banners etc. is minimised.



Venue

- + Priority is given to locations available in the premises of one of the project participants in order to reduce the need for staff to travel.
- + The venue gives clear indications on the use and handling of the environmental duties in place (reduction of waste, use of reusable dishes instead of disposable ones, tap water etc.).
- + The venue has good access to the main public transport connections and town centre.
- + If possible, all waste produced at the venue is sorted for recycling and sufficient, well-marked bins are provided in both participants and staff areas.
- + It is possible to regulate the temperature within the building. Use of natural light is preferred and the use of stage lights is kept to the strict necessary.

Accommodation

- + The hotels are located near public transportation and as close as possible to the conference facilities (preferably within walking distance).
- + Hotels certified with recognised green building system or EMS and/or having environmental policy and action plans are preferred.
- + The hotel should give clear indications on the use and handling of the environmental duties in place (reduction of waste, use of reusable dishes instead of disposable ones, refillable soap dispenser etc.).

Catering

The following aspects are taken into account when procuring services, in the specification of services, the criteria for selection or award, as well as in clauses of the contract to be concluded with the caterer.

- + The use of reusable dishes, cutlery, glassware and linens is ensured and aluminium foil avoided.
- + If disposable items are essential, it is ensured that they have a high content of recycled or plant-based material, are recyclable and that appropriate recycling systems are in place.
- + Paper products used for catering have a high recycled content and are totally or elementary chlorine free (TCF or ECF).
- + The use of single-use bottles for beverages is avoided.
- + If possible, all waste produced is sorted for recycling and sufficiently numerous, well-marked bins are provided in catering areas.



- + The caterer is informed on the exact number of participants and is able to re-evaluate the quantities needed to avoid waste.

Food and drinks

- + Locally grown and produced food and drinks are used and menus reflect the seasonal products of the region.
- + The use of organically produced food and drinks is preferred.
- + For products like sugar and coffee, the use of fair trade labelled products is preferred.
- + The quantity of meat products offered is minimised and at least one vegetarian option is offered (as the production of meat produces considerably more CO₂ than non-meat products).
- + Tap water is used and served in jugs instead of in single-use bottles.

Local transport

- + Clear instruction is provided to participants on appropriate public transport and/or walking arrangements from point of arrival/departure (railway station, airport) to the venue, accommodation, town centre, etc. This is provided by e-mail shortly before the event and can be additionally displayed at the venue.
- + A member of staff or local volunteer is provided to accompany the participants from hotel/station to the venue on foot or public transport. If public transport is not available, a shuttle service is organised.



Self-commitment on reducing carbon footprint

The undersigned, persons involved in the Interreg Alpine Space Joint Secretariat,

- having regard to the European Parliament resolution of 28 November 2019 on the climate and environment emergency (2019/2930(RSP)),
- having regard to the draft of Alpine Space Programme 21 – 27 Mission Statement of the 10 October 2019,

declare that in their professional activity

Transportation

- 1- they will use train/bus/car-sharing for travelling to meetings, conferences and trainings instead of air planes for a journey of less than 6 hours (by train/bus/car-sharing);
- 2- they will promote back-to-back meetings (e.g. programme committee and evaluation steering group meetings);
- 3- when organising meetings, the JS will favour online meetings / webinars instead of in-person ones when relevant;
- 4- they will come to work by walking, bike or public transport (unless this is not possible);

Food

- 5- they will eat minimum one vegetarian meal per week (for lunch);
- 6- they will not use take-away options unless they have their own boxes with them;
- 7- they will favour local and bio/vegetarian milk in reusable bottles, limiting disposable packaging;

Digital footprint

- 8- they will clean their mailboxes by deleting emails and folders saved on the joint server (U:)
- 9- they will permanently archive and delete sent and “deleted” emails older than 6 months-old;
- 10- they will not multiply receivers of their emails when not necessary;



- 11- they will stand up and talk instead of sending emails to their colleagues;
- 12- they will send links instead of attachments;
- 13- they will put their work smartphones on save battery mode;
- 14- they will switch off their work smartphones when not in use;

Paper consumption

- 15- they will limit printing to the essential in their daily work (no printing, black & white, more pages in one, less ink);
- 16- they will move away from paper archive for project monitoring (digital archive only);
- 17- they will recycle paper and packaging;

Daily office life

- 18- they will prefer warm cloth to high heating;
- 19- they will heat their office at a no higher temperature than 22°C;
- 20- they will turn off computers and screens in the evening;
- 21- they will turn off screens when leaving for lunch or internal meetings;
- 22- they will turn off lights when leaving their offices during the day (e.g. for a meeting) and also in the printing room;
- 23- they will use reusable cups for the coffee break.

Munich, 19.03.2020

Names and signatures.



Checklist for a greener event

VENUE AND CATERING

- ☐ Host online events when possible
- ☐ Choose a venue close to public transport
- ☐ Include sustainability in your procurement
- ☐ Ask for reusable tableware
- ☐ Ask for tap water or glass bottles
- ☐ Ask for fresh, organic and local food
- ☐ Limit the meat options (if possible)
- ☐ Find out how they tackle food waste
- ☐ Find out how they reduce their CO2 emissions

WASTE REDUCTION

- ☐ Avoid promotional gifts
- ☐ Choose recycled materials or reuse materials
- ☐ Provide materials online only (paperless event)

PURCHASING, USE AND RECYCLING

- ☐ Buy from ethical sources
- ☐ Look for fair trade products
- ☐ Recycle waste where possible

COMMUNICATION

- ☐ Tell your participants about your green goals
- ☐ Use online surveys to evaluate your event
- ☐ Use an online registration process



Checklist for your participants

TRANSPORTATION

- ☐ Walk to the venue
- ☐ Use low-carbon transportation options like bicycles, buses or the light rail
- ☐ Carpool with other participants to get to the venue
- ☐ Neutralise your flight via a carbon-offset project

ENERGY CONSERVATION

- ☐ Reuse your towel at the hotel
- ☐ Turn off the water when brushing your teeth
- ☐ Take a shorter shower or no shower
- ☐ Turn off all lights and electronics when you leave your hotel
- ☐ Choose sustainable, local or organic food whenever possible
- ☐ Choose the vegetarian option (if possible)

WASTE REDUCTION

- ☐ Eat responsibly; only take food items and portions that you will eat
- ☐ Bring a reusable bottle of water
- ☐ Bring a reusable coffee mug
- ☐ Bring a reusable bag
- ☐ Recycle your waste at the hotel, venue and around the city
- ☐ Download the agenda on your phone or laptop instead of printing it

ADDITIONAL EXAMPLES FROM INTERREG EUROPE:

- Article about [Greening your events](#)
 - See also the [Green checklist](#)
- Examples of [how our projects moved their activities online](#)
 - Example of a [methodology for online study visits](#)
 - Project-developed [strategy to co-create an event](#) with stakeholder engagement
 - Example of an expert-facilitated [online peer review](#)
- Sharing [experiences and tips for online project meetings](#) (from project to project)
 - [Webinar recording](#)
- [Tips on running online events](#)
 - [Webinar recording](#)
- Summary of [tips for hosting online meetings](#)
 - [Template for online agendas](#)
- Additional resources
 - [Online tools used by projects](#)
 - [Tools for remote productivity](#)

ADVICES FOR THE REALIZATION OF A SUSTAINABLE EVENT

INTRODUCTION

To organize a low environmental impact event, the general criteria to be met are:

- Reduction of the consumption of natural resources (paper, water, etc.)
- Reduction of energy consumption
- Reduction of the production of waste
- Increase of the recycling and reuse of products
- Reduction of CO2 emissions
- Guarantee the health, safety and dignity of workers
- Attention at the health and safety of recipients of the communication activities.

These criteria should be used during the entire life cycle of the communication and event activities. To facilitate the compliance with the above criteria, the following table describes some recommended solutions for each activity.

ACTIVITY	CRITERIA	RECOMMENDED SOLUTIONS
PLANNING A SUSTAINABLE EVENT		
The event location	<p><i>Energy consumption:</i> the room must have access to natural light, in order to avoid the use of artificial light if necessary. In this case, the room should be lighted with low energy light bulbs.</p> <p><i>Waste management:</i> the room must be equipped with a container for the collection of waste (paper, glass, plastic, metal, food waste, etc.).</p> <p><i>Energy sources:</i> the room should be served by power plants using renewable sources (e.g. wind, solar, geothermal, etc.). It should be naturally ventilated.</p> <p><i>Natural resources:</i> where possible, the location should be endowed with devices for the reduction of the water flow; the toilets must be equipped with soap and fabric towels to dry the hands, in order to avoid disposable products. The cleaning should be done with products that have the least environmental impact (e.g.: EU eco-label).</p> <p><i>Transportation:</i> the location should enable the participants and the organizers to use public transport. Participants must be informed / encouraged to use car-</p>	Select places with a certified system for environmental management (ISO 14000, EMAS, EU ecolabel).

	sharing offers, trains and airlines using CO2 offset programs for flights to reach the place of the event.	
The contacts	The contacts policy should aim to reduce the amount of paper and transport involved in the information and dissemination process.	Phone, e-mail and web news
Communication materials	All materials should be printed on recycled paper or Ecolabel paper and on both sides.	Printer that prints on both sides of the paper; printer with low power consumption
Environmental education	The participants must be informed on the environmental commitment made during the event.	The environmental criteria should be disseminated to all participants, through the distribution of an information letter, through the use of posters fixed to the walls or short live presentations.
CATERING		
Food products	The food should be chosen on the basis of their contribution to environmental sustainability and quality.	<p>Use of organic, local, bulk catering solutions.</p> <p>The selected catering services should supply seasonal fruit and vegetables, and fair trade products for certain categories (coffee, chocolate, sugar, tea, etc.).</p> <p>Ensure equilibrated menus, with minimal quantities of meat and avoid the beef in the menu.</p> <p>The management of the non-consumed food should be realized by some organizations developing for example "last minute" markets, in order to distribute the excess food and avoid waste.</p> <p>Use tap water or water in glass bottles.</p>

Additional services	The catering service should utilize the separate collection of waste in order to be able to recycle.	The recycled food waste should be used as compost for plants. The catering service does not provide disposable cutlery and similar (dishes, glasses, etc.) except Mater-Bi or recycled plastic. The single-use products must be avoided.
DEVICES AND ACCESSORIES		
Electronic devices	The event must use electronic devices (PC, video projectors, photocopiers, etc.) with low energy consumption, low emissions and low noise. Reduce energy consumption of devices by turning them off when no longer needed (avoiding using the stand-by function).	Select Energy Star devices whenever possible.
Badges	Use reusable badges, made from recycled paper and other recycled material	Select materials with environmental certification.
Drinkable water	It is recommended to use tap water, or to use water in glass bottles or glasses in Mater-Bi.	
Event kits	All materials are printed on recycled paper or Ecolabel and on both sides. If supplied materials are very long, the print edition should be replaced by an electronic medium (eg. CD-ROM, USB flash drive, internet, etc.) Folders and notebooks are made of recycled paper. Pencils and other gadgets are made from recycled materials.	

For an eco-responsible event/meeting

Actions	Yes	NO
1. Venue/Location		
Level 1 – Doing the basics		
· Venue within walking distance to public transport		
· Location selected for its accessibility, direct flights and rail connections		
· Waste produced at the venue separated (e.g. paper, plastic, organic) at source and sufficient, well-marked bins should be provided in participant and staff areas.		
Waste management in premises		
· Venue equipped with reusable dry-mark erasable boards or blackboards instead of paper flip charts. Ensure “non-toxic” markers are used		
· Free Wi-Fi access and/or computers with internet access in the venue for better access to online documentation		
Level 2 – Going further		
· Environmental policy and/or management system (e.g. EMAS, ISO 14001) in the venue. Ideally they should cover sustainable procurement, energy saving, catering services, transportation and waste		
· Self-regulation heating and cooling system equipment		
· Tele-conferencing and video-conferencing equipment available.		
· Daylight use maximization (rooms, coffee, lunch and exhibition areas)?		
· Size of meeting room adapted to real needs		
Level 3 – Leading the change		
· Water efficiency policy. Water-saving appliances in kitchens and toilets		
· Location designed with criteria of sustainable building.		
· Green electricity provided		

Action		
2. Transport		
Level 1 – Doing the basics		
· Online participation (e.g. video, skype, parallel meetings) that helps reduce travel		
· Location chosen close to participants’ city of departure in order to minimize CO ₂ emissions related to transport		
· Venue and accommodation accessible by public transport		
· Instructions on how to get from the point of arrival to the venue via public transport.		
Level 2 – Going further		
· Carbon emissions from travel to the event calculated and communicated.		
· Participants given options to offset their emissions locally		
· Member of staff or local volunteer provided to accompany participants from hotel/stations to the venue by foot or local transport		
Level 3 – Leading the change		
· Airport-greeting booth where attendees can obtain information on sustainable transportation from the airport provided		
· Electric and/or alternative fuel taxis provided		
· Electric and/or push bicycles offered for rental during the event and facilities provided for cyclists such as lockers and showers		
· Free pass to public transport for all the participants included.		
Actions		
3. Accommodation		
Level 1 – Doing the basics		

· Hotel with an environmental management system recommended		
· Accommodation within walking distance of public transport		
· Hotel fully accessible to those with special needs		
· Free Wi-Fi access and/or computers with internet access in the hotel for better access to online documentation		
Level 2 – Going further		
· Recommend the hotel to use local, organic or fair trade products during the celebration of your event		
· Accommodation with active social policy to employ disadvantaged groups		
· Water efficiency policy in the hotel		
Level 3 – Leading the change		
· Accommodation certified by a local or international eco tourism system		
· Accommodation with equipment to enable video links with other participants		
Actions		
4. Catering: Waste, packaging, waste collection and disposal		
Level 1 – Doing the basics		
· Exact numbers of participants calculated to avoid waste		
· Use reusable dishes, cutlery, glassware and linens and avoid aluminium foil (e.g. no paper, plastic or polystyrene cups, no paper napkins or table cover, no plastic cutlery)		
When in premises, use reusable dishes		
· Avoid single-serve containers for food and condiments (e.g. milk, cream, artificial sweeteners, butter, salt, pepper). Use bulk dispensers.		
· Drinking water served with onsite filter or jugs		
When on premises		
· Waste produced during catering collected and separated accordingly		
· Recycling instructions clear to participants		
Level 2 – Going further		
· Catering company with an environmental policy. If they don't have one, communicate your Sustainability Policy to the catering company to encourage more sustainable practices		
· Don't use individual menus: write them on blackboards (information about products' sustainability is welcome). If you print menus, do so on recycled, chlorine free paper		
· Staff involved in the catering informed and motivated about greening principles.		
Level 3 – Leading the change		
· Onsite compost solution for organic waste		
· Zero-waste policy for your event		
· Waste generated from your event be usefully used for another purpose		
· Ask suppliers to communicate what efforts they have taken to minimise packaging		
· Donate surplus food to local non-profit organisations		
Actions		
5. Catering: Food & beverages		
Level 1 – Doing the basics		
· Locally produced food and beverage using seasonal regional produce		
· Vegetarian offered		
special dietary options		
· Drinking water from the tap used.		
Level 2 – Going further		
· Organically certified food and beverages served		
· Fair Trade products (e.g. coffee, tea, and sugar) provided		
· Clear communication of the origin and type of product served		
· Dietary choices considered		

Level 3 – Leading the change		
Menus proposed by the caterers without threatened or overexploited species appearing in the IUCN Red List or listed in qualified international and national bodies		
· All products produced within 100km radius		
· Social integration policy for the chefs and waitresses		
Actions		
6. Communication & materials		
Level 1 – Doing the basics		
· Participants informed from the beginning about the event sustainability policy		
· Minimal use of printing, using electronic means where possible (e.g. projections, slide share, USBs, online libraries, webs, social networks)		
· Paper, posters, programme and other communication elements 100% recyclable, chlorine free paper and produced with recycled materials		
· Electronic registration system allowing participants to submit forms and pictures, if needed, via email or through a web service.		
· Offer services to participants for the electronic copying of data, and make presentations available on the web		
· Re use participant's badges		
· Include only strictly necessary material in participants pack, email relevant documentation		
Avoid goodies or select sustainable long life products		
· Turn off lights and equipment when not in use		
Level 2 – Going further		
· Printing the needed material at the venue/location of the event instead of shipping it from the headquarters.		
· Stands, carpets and other event infrastructure made from recycled or recyclable material		
· Systems in place to keep printing to a minimum (e.g. projectors, laptops, double-sided printing)		
· Invite participants to bring their own pens and paper to the meeting		
· Avoid material gifts, donate money to local sustainable initiatives or scholarships		
· All materials produced for the meeting designed to enable reused for other meetings.		
Level 3 – Leading change		
· Organise a paperless meeting, giving participants a laptop and tips on how to minimize paper		
· Use electronic equipment (printers, computers, photocopiers) that is Energy Star certified and use recycled printer cartridges		
Actions		
7. Exhibitions		
Level 1 – Doing the basics		
· Exhibitors encouraged to use decorations, carpets and display materials which are made of recycled materials and/or can be reused for future meetings		
· Use packaging which is minimal, and reusable and/or recyclable		
Level 2 – Going further		
· Different containers in the stands to separate the different types of waste		
· Exhibitors limited in the amount of publications and handouts. Instead, encourage collecting business cards or provide information electronically by enabling participants to copy the needed publication in a USB stick		
Level 3 – Leading change		
· Use of lighting and other energy requirements limited in the stands		
· Rent modular exhibition equipment that can be reused at other events		



Greening the MED footprint

A new collaborative effort among the MED projects to foster more sustainable practices concerning a more efficient use of resources and event organization is being promoted by the Interreg Med project PANACeA in an effort to showcase a circular economy and an ecosystem based approach to the protection of Mediterranean natural resources.

The following are some initial recommendations raising from the MED programme and project **partners'** experiences, which we hope you will endorse for the organisation of future events.

Checklist for organizing greener events

BEFORE THE EVENT

- Consider if a webinar or a video conference could be organised instead of a meeting, and aim at recording and disseminating digitally for those that could not attend.
- Try to organize several events together/back to back to **other projects'** and meetings to maximise sustainability, minimizing travel impact and costs.

SETTING UP AND RUNNING THE EVENT

- Electronic means (e.g. e-mail, website) are used rather than printed materials for pre-meeting and follow-up communications.

TRAVEL ARRANGEMENTS

- Clear instructions are provided to participants on appropriate public transport and/or walking arrangements from point of arrival or departure (railway station, airport) to the venue, accommodation, town centre, etc. This is provided by e-mail shortly before the event and can be additionally displayed at the venue.
- For short trips, favour train to bus/plane and if train is not an option, favour car/bus to plane.
- Participants are encouraged to share transport means with other participants whenever the meeting organizer does not provide transfer to the venue.
- Walking and cycling are promoted by seeking accommodation close to the venue.
- The organizers of the event can provide website addresses to offset the environmental costs of travel.
- Information on the greening efforts made at the event is provided electronically before and after the meeting.
- **Participants' bags/packs** and pens are avoided or produced locally with recycled material, and reusable.



- Copying/printing is available in black and white upon request at the location of the event. Working documents are sent by email in advance to participants.
- Badges are printed on cardboard and the use of plastic is avoided
- A dedicated area is provided for participants to return material to be re-used or recycled (badges, documents...)
- Local attractions and amenities are promoted to benefit the local economy.

VENUE AND ACCOMMODATION

When choosing the venue and accommodation for meetings and events, preference is given to the one covering most of the following requirements:

- Location:

Priority is given to hosting by project participants to reduce the need for staff to travel. The hotels should be located near public transportation and as close as possible to the conference facilities (preferably within walking distance or reachable by public transport).

- Energy consumption:

Access to natural light is preferable to avoid the use of artificial light, which should be preferably through low energy light bulbs.

- Waste management:

The venue and hotel will be rather sorting waste at source and providing containers for the separate collection of waste (paper, glass, plastic, metal, food waste, etc.).

- Energy sources:

The meeting room to be selected would be ideally served by power plants using renewable sources (e.g. wind, solar, geothermal, etc.) and be naturally ventilated.

- Natural resources:

The location and hotels recommended should be energy-efficient and endowed with devices for the reduction of the water flow; the toilets shall ideally be equipped with wall mounted soap/shampoo dispensers (avoiding single-used bottle amenities or single used bar soaps) and fabric towels to dry the hands to avoid disposable products. The cleaning should be done with products that have the least environmental impact (e.g.: EU eco-label).

FOOD AND DRINKS, CATERING

- The caterer is informed on the exact number of participants and is able to re-evaluate at relative short notice the quantities needed to avoid waste.
- Locally grown and produced food and drinks are used and menus reflect the seasonal products of the region.
- The quantity of meat products offered is minimum and at least one vegetarian option is offered (production of meat involves considerably more CO₂ than non-meat products).



- Whenever possible, tap water is used and served in jugs or in glass bottles instead of plastic single-use bottles. When this is not possible preference is given to large size containers.
- The use of single-use bottles/glasses for beverages and plastic decorations is avoided and replaced by reusable dishes, cutlery, glassware and linens; aluminium foil is avoided.
- In case fish, marine or aquaculture foods are served, the species should not be endangered and certified as caught or produced using sustainable measures. More info on the WWF website or on www.seafoodchoices.com
- The surplus of edible food should not be wasted but rather donated (if legislation allows) or treated as organic waste.

Publications and dissemination products

- Publications will be disseminated mainly electronically through the website and social media. Printing of publications should be foreseen only if strictly necessary and with a clear dissemination plan.
- If printing is needed, it should be on both sides, on recycled or eco-labelled paper, using vegetal inks, and maximizing the use of space.
- Publications should be printed locally to their distribution by eco-friendly labeled printing companies or close enough to minimize transportation impact and cost.
- Banners and posters should be reused, for which avoiding tailor made banners with date/place/name of the event will be avoided.

LINKS

UNEP publications and website

<http://www.unep.fr/shared/publications/pdf/DTIx1141xPA-GreenMeetingGuide.pdf>

The EU Eco-Management and Audit Scheme – EMAS

http://ec.europa.eu/environment/emas/index_en.htm

ICLEI publications and website

<http://www.iclei-europe.org/topics/sustainable-events/>

European green office website

<http://www.eugreenoffice.eu/en/>

Ecolabels by product

<http://ec.europa.eu/ecat/>

Interreg MED guidelines on greening and social inclusion

<https://interreg-med.eu/toolbox/reference-documents/programme-manual/>



Horizontal Principles Questionnaire

33%

Language:

English ▼

2. Sustainable development

2.1 Do you apply greening measures to your project missions?

Check any that apply

❗ Comment only when you choose an answer.

- ☐ Always
- ☐ Most of the times
- ☐ Occasionally
- ☐ Never

❓

For additional information, please refer to Interreg MED Factsheet on Greening and social inclusion.

2.2 Do you use systems to arrange meetings, avoiding unnecessary travelling (conference calls, video conferences, etc.)

Check any that apply

❗ Comment only when you choose an answer.

- ☐ Always
- ☐ Most of the times
- ☐ Occasionally
- ☐ Never

❓ Viber, WeChat, Slack, ICQ, Skype, Tox

2.3 Do you use car sharing solutions in case you need car transport in your project missions?

Check any that apply

❗ Comment only when you choose an answer.

<input type="checkbox"/>	Always	<input type="text"/>
<input type="checkbox"/>	Most of the times	<input type="text"/>
<input type="checkbox"/>	Occasionally	<input type="text"/>
<input type="checkbox"/>	Never	<input type="text"/>

❓ BlaBlaCar, LaRueVerte.com, GoMore, Karzoo, etc.

2. 4 In your Interreg MED project, do you apply greening measures in sub-contracting services (printing, choice of the location of events, buying goodies)?

Check any that apply

❗ Comment only when you choose an answer.

<input type="checkbox"/>	Always	<input type="text"/>
<input type="checkbox"/>	Most of the times	<input type="text"/>
<input type="checkbox"/>	Occasionally	<input type="text"/>
<input type="checkbox"/>	Never	<input type="text"/>

❓

If you chose positive answers (always, most of the times), please specify concretely, with examples, which measures will be applied and related to which action and deliverable of your Interreg MED project.

If you chose rather negative answers (occasionally, never), please specify concretely which are the obstacles to applying greening measures.

2.5 Do you measure the carbon footprint of your project activities?

Check any that apply

❗ Comment only when you choose an answer.

<input type="checkbox"/>	Always	<input type="text"/>
<input type="checkbox"/>	Most of the times	<input type="text"/>
<input type="checkbox"/>	Occasionally	<input type="text"/>
<input type="checkbox"/>	Never	<input type="text"/>

?

If you chose positive answers (always, most of the times), please specify concretely if you intend to offset your carbon footprint and how. We remind you that offsetting the carbon footprint is an eligible cost in Interreg MED (for further details please check the Eligibility rules).

If you chose rather negative answers (occasionally, never), please specify concretely which are the obstacles to offsetting your carbon footprint.

2.6 Do you pay attention to lower the consumption of energy in your everyday work and in the project activities?

Check any that apply

Comment only when you choose an answer.

<input type="checkbox"/>	Always	<input type="text"/>
<input type="checkbox"/>	Most of the times	<input type="text"/>
<input type="checkbox"/>	Occasionally	<input type="text"/>
<input type="checkbox"/>	Never	<input type="text"/>

2.7 Does your project have an environmental/ sustainability policy and action plan?

☐ Yes ☐ No ☒ No answer

2.8 Do your project activities involve any of the principles of the circular economy?

Check any that apply

Comment only when you choose an answer.

<input type="checkbox"/>	YES	<input type="text"/>
<input type="checkbox"/>	NO	<input type="text"/>

If YES, please give examples of how you reduced waste, were able to reuse, upcycle materials or recycle them.

2.9 Are you planning trainings for your partnership focused on environmental responsibilities and opportunities?

Check any that apply

Comment only when you choose an answer.

<input type="checkbox"/>	<input type="text"/>
--------------------------	----------------------

YES

☐

NO

❓ If YES, please give examples.

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Horizontal Principles Questionnaire
66%

Language:
English ▼

3. Equality and non discrimination, including gender equality

3.1 Do you plan for activities to grant support to disabled people, should they need to attend the project activities/ events?

Check any that apply

📌 *Comment only when you choose an answer.*

- ☐ Always
- ☐ Most of the times
- ☐ Occasionally
- ☐ Never

3.2 Do you consider diversity, reflecting the target audience, in planning the project events?

Check any that apply

📌 *Comment only when you choose an answer.*

- ☐ Always
- ☐ Most of the times
- ☐ Occasionally
- ☐ Never

3.3 In project activities, do you apply measures for inclusive growth (employing women, older workers, or young people searching for their first employment)?

Check any that apply

📌 *Comment only when you choose an answer.*

<input type="checkbox"/>	
Always	
<input type="checkbox"/>	
Most of the times	
<input type="checkbox"/>	
Occasionally	
<input type="checkbox"/>	
Never	

3.4 In your partnership, do you adopt and strengthen sound measures for the promotion of gender equality?

Check any that apply

🗨 *Comment only when you choose an answer.*

<input type="checkbox"/>	
YES	
<input type="checkbox"/>	
NO	

🗨 *If YES, please describe how.*

Exit and clear survey

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