



## Let's take an SDG lift up and move into a sustainable world!

CEMR checklist<sup>1</sup> on how to make our events and actions more sustainable



### Action Categories

1. Office equipment and procurement
2. Transport and mobility
3. Catering
4. Hotels
5. CEMR events
6. Compensation for our carbon footprint
7. Communication/awareness raising at CEMR
8. Ecolabel for CEMR: The criteria we need to comply with to receive the Ecolabel

<sup>1</sup> This checklist is one of the actions included in the CEMR work plan on climate. It aims to give recommendations on how to make CEMR events and actions more sustainable. It will be updated as needed (last update 25/02/2020)

## 1. Office equipment - procurement

Action	Yes	No
Promote the use of recycle paper in the office		
Paper not printed in both sides can be reused for printing (this would save a lot of trees from ending up a pile of logs)		
Buy two types of paper: recycled unbleached for draft copies and white bleached for final/original documents; set up printers with correspondingly labelled trays to choose from when printing		
When printing, use an ecofont: <a href="https://ecofont.fr.uptodown.com/windows">https://ecofont.fr.uptodown.com/windows</a>		
Do not provide any paper documents (unless really needed: list of signatures; any final documents modified from the last version sent by mail)		
Turn the lights and devices (e.g. computers) off when you leave the office		
Buy only fair trade/sustainable/organic consumables (tea, coffee, paper, toilet paper, light bulbs...)		
Only purchase equipment/products with high energy efficiency labels (A+ and better), and/or with ecological labels		
Buy from small and medium sized companies as much as possible, rather than large companies and service providers; rotate between companies on a regular basis		
Only use companies that have a good track record when it comes to workers' rights such as equal pay, health and safety, etc		
Put your computer in sleep mode during the lunch		
Suggest opening windows when hot instead of using the air conditioning (if the temperature is not too hot obviously)		
Remember to pull down the window shades to avoid high temperatures		
In order to avoid printing too much for conferences, consider what is the cleanest way of providing information (office tablets? Some publications?)		
Consider having a code for the printers (to avoid accumulated paper not being picked-up)		
Consider printing only that which is needed		
Encourage colleagues to use their tupperware/cups when they go to a coffee place / food places (where this is possible)		
Bathroom: Replace paper towels with hand dryers		

## 2. Transport and mobility

Action	Yes	No
Promote soft mobility for office commute (walk, (non-electric) bicycle)		
Cover the full cost of monthly or annual urban transport pass for all employees (thus limiting administrative burden after meetings / business trips and encourage public transport for professional and personal use)		
Always compare the train option to the plane (assessing also the specific circumstances each time e.g. time needed to reach the airport, internet connection in the train allowing for teleworking, etc)		
Always take your water bottle when travelling and advocate for free water taps in public spaces		

Leave the car at home when not really needed		
Discuss/define a sustainable policy on transport modalities e.g. <ul style="list-style-type: none"> <li>○ train 2<sup>nd</sup> class for distances 0-800 km / 0-5 hours</li> <li>○ train first class: 400-599 km, 5 to 9 hours</li> <li>○ airplane economy class: 600–4999 km, (or 1.5–8 hours of flight)</li> <li>○ airplane business class: 5000+ km (or 8+ hours of flight)</li> </ul> (but this of course needs to consider other factors, e.g. having access to internet in a longer journey might enable work)		
Only select event venues reachable by public transport, avoid specific or dedicated bus/car transfers by hired transporters		
Provide public transport ticket as a part of the event pack		
Select event venues which provide (safe and secured) bicycle parking and inform participants about this possibility		
Promote car-sharing if participants have to use cars (if no public transport is available)		
Organise taxi-sharing (and if public transport cannot be used for a specific reason)		
Launch a “stairs challenge”/”bicycle challenge” to make sustainable actions fun		

### 3. Catering during CEMR meetings

Action	Yes	No
Preferably choose a catering provider which offers local and/or organic food		
Opt for catering enterprises that are also committed to the social and solidary economy (e.g. projects of professional reinsertion)		
Use fair trade (for imported foods/drinks) and local/regional (for other food/drinks) catering at meetings (we want to know more about what our colleagues eat in the cities we visit)		
Avoid food with a high carbon footprint or negative environmental impact (e.g. fish, meat, imported across the globe, unsustainably farmed, etc)		
Reduce the proportion of meat in catering or opt for vegetarian options		
Inform participants about these rules and about the origin of the food served (e.g. source of local products)		
Promote the use of water bottles by participants, also when travelling in planes (count how many plastic glasses you can save in a flight for instance or in a conference of 100 people)		
Provide glass coffee/tea cups/carafes during meetings (non-plastic/paper tools when in the office) when possible		
Provide free tap water at meetings or catering occasions, also individually (if good quality tap water is present, do not distribute bottled water at all)		
Recommend participants bring their own local and fair trade lunch to meetings (and share them with the participants if they wish to do so. This can create a nice atmosphere, encourage colleagues to move into fair trade consumption,..)		
Be mindful of food waste and regularly adapt the quantity of food you order when you notice food waste from a buffet		

#### 4. Hotels

Action	Yes	No
Hotels should be at walking distance from the venue (this is good for your health mainly and will give you some fresh air before reaching the venue). A 20-minute walking distance should be considered normal; inquire for participants with special needs (e.g. transport assistance)		
Book ecolabel hotels (compliance with the EU standards to make an event sustainable, apply the international ISO 20121, Sustainability Management Systems standard or similar)		
Avoid having your room cleaned every day (this is a regular practice in many hotels now for short stays of 1, 2 or 3 nights), you just need to indicate your personal choice) or your towels changed (this would save tons of chemicals every day)		
Use the stairs instead of the lift in hotels		
Useful website to get certification in hotels: <a href="https://www.greenkey.global/">https://www.greenkey.global/</a>		

#### 5. CEMR events

Action	Yes	No
<p><b>Gender balance</b></p> <ul style="list-style-type: none"> <li>• Ensure equal gender balance when it comes to guest speakers/panelists/etc at CEMR meetings and events. Ensure equal gender balance among participants at CEMR meetings and events</li> </ul>		
<p><b>Waste</b></p> <ul style="list-style-type: none"> <li>• Reduce <ul style="list-style-type: none"> <li>- Design the event with waste <i>reduction</i> in mind from the start</li> <li>- Before producing promotional items/goodies, consider whether it really brings an added value</li> <li>- When deciding to distribute promotional items/goodies choose products that are sustainable, with no plastic or additional packaging, check where it is produced and if any information on social conditions is provided</li> <li>- Refuse distribution of unrelated or generic printed matter, leaflets, publicity, etc</li> <li>- Encourage less paper use at meetings (and encourage having agendas on the screen of computers)</li> </ul> </li> <li>• Reuse <ul style="list-style-type: none"> <li>- Invite participants to return unwanted publications, leaflets, etc to the originator (organiser, stand, etc)</li> <li>- Design a reuse policy, describing which items will be reused and how (e.g. distribution of unused brochures/publications to local stakeholders)</li> <li>- Plan to reuse, or find a re-user for products or items produced or purchased for the event (e.g. plastic banners, decoration, flowers, nameplates, name tags) prefer communication materials that you could re-use e.g. general banners that can be used in all events you organise</li> </ul> </li> <li>• Recycle <ul style="list-style-type: none"> <li>- Clearly label all documents/items distributed at the event with a clear recycling logo/recommendation</li> </ul> </li> </ul>		

- Provide waste baskets/bins which allow sorting of waste (according to local regulation) during and after the meetings		
<b>Energy</b> <ul style="list-style-type: none"> <li>• Source</li> </ul> - Promote the use of Skype/webex/teleconferences whenever possible during CEMR meetings and events to minimize the need for travel and to cut costs <ul style="list-style-type: none"> <li>- If possible, select event venues which purchase energy from sustainable/green sources</li> <li>• Saving</li> </ul> - Select event venues with an energy management label or providing added value in terms of energy savings <ul style="list-style-type: none"> <li>- Electric equipment with ecolabels or energy efficiency labels</li> <li>- LED or energy-saving bulbs</li> <li>- Buildings with a high energy standards rating/certificate</li> </ul>		
<b>Cleaning</b> <ul style="list-style-type: none"> <li>• Request/hire cleaning services which use certified/labelled sustainable cleaning products (biodegradable, compostable, etc)</li> </ul>		
<b>Technical visits during CEMR meetings</b> <ul style="list-style-type: none"> <li>• If a visit is suggested in the framework of an expert group or other type of meeting, we suggest to host arranges technical visits that include present local action on climate change, economic growth, social improvements, gender balance, etc, in the city (think of how often we travel to some cities and we only know the airport and the hotel; we want to know more about the local characteristics of the city and its urban developments)</li> </ul>		

## 6. Compensation of our carbon footprint

Action	Yes	No
Use a compensation method every time we travel or organise a meeting.  Here are some examples, but this list is not exhaustive and any member can use the best suitable option, also using other webs not listed here:  <a href="https://www.atmosfair.de/en/">https://www.atmosfair.de/en/</a>  <a href="https://www.myclimate.org/">https://www.myclimate.org/</a>  <a href="https://greenseat.nl/">https://greenseat.nl/</a>  <a href="https://treesforall.nl/">https://treesforall.nl/</a>  <a href="https://co2.myclimate.org/en/offset_further_emissions">https://co2.myclimate.org/en/offset_further_emissions</a>  And learn more about carbon offset here: <a href="https://en.wikipedia.org/wiki/Carbon_offset">https://en.wikipedia.org/wiki/Carbon_offset</a>		

Calculate an overview of our carbon footprint. How much do we save by taking the train instead of flying? Stairs instead of lift? Veg instead of meat? Etc.		
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## 7. Communication/awareness raising at CEMR

Action	Yes	No
At events, make your green policy and recommendations public, include them in the event information for participants (logistics note, practical information to participants)		
Inform participants in advance about sustainable means of transport to/from the venue or during the event		
Provide local transport information (routes, relevant stops, timetables); inform participants about P+R (park+ride) systems in the town		
Inform participants about the food choice principles and rules, and display clearly the origin of the food served (e.g. source of local products)		
Inform participants about waste sorting and indicate the respective bins in the venue map/description		
Awareness raising campaigns ahead of big congresses (e.g. CEMR congress in Innsbruck)		

## 8. Ecolabel for CEMR: The criteria we need to comply with to receive the Ecolabel

Section being studied internally by the CEMR secretariat.

<p>Useful website to get certification for businesses: <a href="http://ec.europa.eu/environment/ecolabel/">http://ec.europa.eu/environment/ecolabel/</a></p> <p>The step-by-step explanation makes your application as simple as possible. Please visit the <a href="#">How to Apply for the EU Ecolabel</a> page.</p> <p>Useful website on the ecolabel: <a href="http://www.ecolabelindex.com/ecolabels/?st=country,be">http://www.ecolabelindex.com/ecolabels/?st=country,be</a></p>
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### Taking it further! Tips for sustainable behavior outside the office

1. **Electricity and appliances:** reduce your consumption of household energy. Turn off the lights when you leave the room and unplug electric devices when you don't use them for a while
2. **Food and beverages:** Drink tap water, grow food plants at home, limit your meat consumption and avoid food waste
3. **Transportation:** Use active modes of transport (walking or biking), public transport or carpooling. When possible, working from home is also a good option to avoid commuting
4. **Shopping:** buy in bulk with your own container, switch from plastic bags to reusable totes, shop organic and local
5. **Reduce waste:** Separate recyclables (plastics, paper, glass) and recycle them. Composting also has an impact in addition to recycling and many cities now offer composting programs
6. **Get informed:** read and listen to authors informing about sustainability issues, engage in local actions.