



# HYDROUSA

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Water in the context of circular economy

## Full project title:

Demonstration of water loops with innovative regenerative  
business models for the Mediterranean region

## Deliverable: D6

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## Green Event Leaflet

Actual submission date: 31 August 2018

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## DOCUMENT INFORMATION

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<b>Brief Description</b>	The Green Event Leaflet supports all partners to hold green events for at least internal meetings. It will have guidelines for internal but also external use.
<b>Keywords</b>	Green Event Leaflet

Version log			
Rev. No.	Issue Date	Modified by	Comments
1.0	30 August 2018	Dimitris Kokkinakis, Stavroula Kappa	Leaflet editing
1.1	26 May 2020	Simos Malamis	Revision to address the comments of the periodic review meeting



## EXECUTIVE SUMMARY

The HYDROUSA meetings are held according to the standards of “green events”. To assure all partner’s compliance with these standards a descriptive leaflet and a checklist have been produced and a workshop was held at the kick-off meeting.

This Green Event Leaflet provides the partners of HYDROUSA and interested stakeholders a set of guidelines to help with the planning and management of events. The Leaflet should inspire and help to optimize social and environmental impact of HYDROUSA events. The requirements were developed for events of all types and sizes – ranging from large scale conferences to small scale workshops. The requirements can be applied throughout the entire supply chain.

The requirements are practical and easy to understand – helping partners to manage the environmental, financial and social risks that go hand in hand with event management. By implementing the requirements, the partners will be able to improve their sustainability within budget. It’s not about fulfilling all requirements perfectly right away, but to learn and improve continuously.

In order to measure the extent to which the requirements presented below have been applied, each organizer will complete the checklist below. This checklist includes 48 questions; each answer “YES” will be equal to one point, while each answer “NO” will be equal to zero. This will be a practical internal way, so that the partners of HYDROUSA know how many criteria they achieve at each meeting. This scoring system will then be used in the form of figures and will be communicated to the public. As a result, HYDROUSA events could achieve the same outcome with minimal negative impacts on the environment, communities and local economy – maximizing the positive impacts and leaving a legacy to be proud of.

### Requirements of HYDROUSA Green Events

#### *1. Climate-friendly Mobility*

The venue should be easily accessible by public transport (train, bus, subway, tram), on foot and/or by bicycle. The organizers consider the climate-friendly arrival and departure of the visitors and participants in the planning and realisation of the events and communicate this in time. If the venue is not accessible by public means of transport, environmentally friendly alternatives such as shuttle services, bicycle taxi services or carpools should be offered and advertised.

#### *2. Meals*

The organizers mainly use seasonal and regional food and drinks during the event. Preferably, organically produced. Non-local foods such as coffee, tea, cocoa and chocolate have the fair-trade label where available. At least one vegetarian or vegan meal will be offered at the event.

#### *3. Waste Prevention*

Beverages are purchased in reusable containers (drums, containers, dispensers, reusable bottles) provided that the respective type of beverage is sufficiently available on the market. For serving drinks to the guests/participants, only porcelain cups, glasses or reusable plastic cups are used. Tap water is offered according to availability and communicated accordingly. For the delivery of food, only reusable dishes are used. In exceptional cases (security regulations, availability), paper plates as well as bowls made of renewable raw materials can be used. One-time portion packs for coffee (coffee pods and capsules) are not used. Other disposable packaging for e.g. dairy products, ketchup or mustard should be avoided as far as possible.



#### *4. Separation of Waste*

At the event, the respective types of waste must be collected in all event areas (guest/gastronomy area and back stage) by using the regional waste separation system.

#### *5. Conservation of Resources*

The organizers consider the efficient use of water, electricity, heat and the use of environmentally friendly materials. If possible, electricity, heat from renewable sources or self-supply (e.g. photovoltaic) and water-saving sanitary facilities (e.g. rinse-stop button) are used. All relevant printed works (invitations, documentation, posters, etc.) are made according to the principle of minimum resources: double-sided copies, replacement by electronic data carriers, mail services, internet, apps, mobile ticketing, use of recycled paper, etc.

#### *6. Accessibility*

Organizers consider the accessibility of the event and venue. Barrier-free offers for participants with e.g. mobility, hearing or visual impairments are communicated at the earliest possible time.

#### *7. Active communication*

The organizers communicate to the employees, suppliers and partners, for example at meetings or mailings, the green event measures of the event at an early stage. Also, the participants and the public should be informed about the Green Event measures, for example in the invitation or in the program. During the event, it is clearly communicated that the event will be held as a Green Event.

**Below the developed checklist is presented for direct use by the partners:**

#### **CLIMATE PROTECTION AND MOBILITY**

- ✓ Is the venue accessible by bicycle or by means of public transport?
- ✓ Are your visitors informed about the timetables of public transport?
- ✓ Are there incentive systems for travel by public transport or by bike (e.g. discounts)?
- ✓ Is there cooperation with local public transport companies?
- ✓ Are shuttle services set up?
- ✓ Promote the use of public transport and/or shuttle services!

#### **VENUE AND ACCOMMODATIONS**

- ✓ Where these criteria considered in your mind when choosing the venue: accessibility, energy supply and sewage disposal?
- ✓ Do you use existing buildings and parking spots?
- ✓ Does your event take place in nature? If so, do you have the environmental manager involved in the conception on site?
- ✓ Do you use lodges with eco-labels?

## PROCUREMENT, MATERIAL, AND WASTE MANAGEMENT

- ✓ Do you use reusable/washable dishes?
- ✓ Is a dishwashing machine used or was it rented by a service provider?
- ✓ Is disposable beverage packaging (aluminium cans, PET bottles, etc.) avoided?
- ✓ There is an open dispensing service for drinks made from returnable packaging (barrels, dispensers, returnable bottles)?
- ✓ Do you have all the operators of restaurants and sales - informed about the reusable system?
- ✓ Do you also offer dishes without plates and cutlery (e.g. in a napkin)?
- ✓ Do you only give drink containers for a deposit?
- ✓ Are bulk containers used instead of portion packs (sugar, milk, mustard, ketchup, etc.)?
- ✓ Are there containers for separate waste collection in the catering area (kitchen, bar, buffet)?
- ✓ Have you planned enough garbage containers in the visit area?
- ✓ Is there a waste concept and a responsible person for the cleaning organization?
- ✓ Is there little or no paper used within the event (e.g. information on site)?
- ✓ Are you using chlorine-free bleached (TCF) paper or 100% recycled paper?
- ✓ Are decorations such as flowers, stages, stands, etc. at least partially reusable?
- ✓ Do you avoid give-aways or use environmentally friendly, natural ones and / or regional products?

## FOOD

- ✓ Do you offer mainly regional food and drinks at your event?
- ✓ Do you prioritize seasonal specialties?
- ✓ Do you use organically produced foods?
- ✓ Are products that cannot be produced in the region labelled Fair Trade (e.g. coffee)?
- ✓ Are you also offering purely vegetarian and vegan food?
- ✓ Do you provide tap water for your guests free of charge?
- ✓ Have you involved all your stakeholders concerning the above-mentioned aspects?

## ENERGY AND WATER

- ✓ Do you use the power supply from the public network?
- ✓ Do you favour electricity purchase from renewable energy sources?
- ✓ Do you pay attention to the particle filters when using generators?
- ✓ Do you use energy-efficient event technology?
- ✓ Do you use water-saving (sanitary) equipment and appliances?
- ✓ Use environmentally friendly mobile compost toilets or environmentally certified sanitation, if possible.

## SOCIAL RESPONSIBILITY

- ✓ Do you consider gender and diversity aspects in the organization, program design and advertising?
- ✓ Can people with handicaps participate unhindered in your event?
- ✓ Where the neighbours informed before the events of any possible traffic or noise disturbances?
- ✓ Do you offer soft drinks at a cheaper price than alcoholic ones?
- ✓ Regional stakeholders are involved in the planning of your event
- ✓ Do you give social initiatives the possibility to present their work at your event?
- ✓ Do you have your employees involved in planning the event?

## COMMUNICATION

- ✓ Inform your guests, employees and stakeholders about your commitment to a green event.
- ✓ Set incentives to participate and spread sustainability issues.
- ✓ Share your experience with the organization with other organizers.



**Green Event Requirements**

- ❖ Climate- and environmental-friendly **mobility**
- ❖ Sustainable **venue** and accommodation
- ❖ Organic and regional **food** and meals
- ❖ **Waste** prevention, separation, and recycling
- ❖ Conservation of **resources**: energy and water
- ❖ Green **procurement** of materials
- ❖ Barrier-free **accessibility** and stakeholder involvement
- ❖ **Social** responsibility: gender, diversity, etc.
- ❖ Active **communication**: commitment and share experience

A **Green Event leaflet** plus **checklist** have been prepared for the organisation of green events within Hydrousa.

Figure 1. Slide of the Green Event Workshop during the HYDROUSA Kick-off meeting on 12-13 July, 2018 in Athens

HYDROUSA has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 776643.





# HYDROUSA

**Demonstration of water loops with innovative regenerative business models for the Mediterranean region**

## *Green Event Leaflet*



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## Introduction

**HYDROUSA events could achieve the same outcome with minimal negative impacts on the environment, communities and local economy – maximizing the positive impacts and leaving a legacy to be proud of.**

This Green Event Leaflet provides the partners of HYDROUSA and interested stakeholders a set of guidelines to help with the planning and management of events. The Leaflet should inspire and help to optimize social and environmental impact of HYDROUSA events. The requirements were developed for events of all types and sizes – ranging from large scale conferences to small scale workshops. The requirements can be applied throughout the entire supply chain.







## How does it work?

**The requirements are practical and easy to understand – helping partners to manage the environmental, financial and social risks that go hand in hand with event management.**

By implementing the requirements, the partners will be able to improve their sustainability within budget. It is not about fulfilling all requirements perfectly right away, but to learn and improve continuously.

In order to measure the extent to which the requirements presented below have been applied, each organizer will complete the checklist below. This checklist includes 48 questions; each answer “YES” will be equal to one point, while each answer “NO” will be equal to zero. This will be a practical internal way, so that the partners of HYDROUSA know how many criteria they achieve at each meeting.





# Minimum Requirements for Green Events within HYDROUSA

**These requirements are intended to establish a moderate standard in the organization and implementation of green events within the partnership of HYDROUSA.**

Source: Austrian Ministry for Sustainability.

## **1. CLIMATE-FRIENDLY MOBILITY**

The venue should be easily accessible by public transport (train, bus, subway, tram), on foot and/or by bicycle. The organizers consider the climate-friendly arrival and departure of the visitors and participants – in the planning and realisation of the events and communicate this. If the venue is not publicly accessible, environmental friendly alternatives such as shuttle services, bicycle taxi services or carpools should be offered and advertised.







# Minimum Requirements for Green Events within HYDROUSA

## 2. MEALS

The organizers mainly use seasonal and regional food and drinks during the event; preferably, organically produced. Non-local foods such as coffee, tea, cocoa and chocolate have the fair-trade label where available. At least one vegetarian or vegan meal will be offered at the event.



## 3. WASTE PREVENTION

Beverages are purchased in reusable containers (drums, containers, dispensers, reusable bottles), provided that the respective type of beverage is sufficiently available on the market. For serving drinks to the guests/participants, only porcelain cups, glasses or reusable plastic cups are used.

Tap water is offered according to availability and communicated accordingly. For the delivery of food only reusable dishes are used. In exceptional cases (security regulations, availability), paper plates as well as bowls made of renewable raw materials can be used. One-time portion packs for coffee (coffee pods and capsules) are not used. Other disposable packaging for e.g. dairy products, ketchup or mustard should be avoided as far as possible.





# Minimum Requirements for Green Events within HYDROUSA

## 4. SEPARATION OF WASTE

At the event, the respective types of waste must be collected in all event areas (guest/gastronomy area and backstage) by using the regional waste separation system.

## 5. CONSERVATION OF RESOURCES

The organizers consider the efficient use of water, electricity, heat and the use of environmentally friendly materials. If possible, electricity, heat from renewable sources or self-supply (e.g. photovoltaic) and water-saving sanitary facilities (e.g. rinse-stop button) are used. All relevant printed works (invitations, documentation, posters, etc.) are made according to the principle of minimum resources: double-sided copies, replacement by electronic data carriers, mail services, internet, apps, mobile ticketing, use of recycled paper, etc.







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## 6. ACCESSIBILITY

Organizers consider the accessibility of the event and venue. Barrier-free offers for participants with e.g. mobility, hearing or visual impairments are communicated at the earliest possible time.

## 7. ACTIVE COMMUNICATION

The organizers communicate to the employees, suppliers and partners, for example at meetings or mailings, the green event measures of the event at an early stage.

Also, the participants and the public should be informed about the Green Event measures, for example in the invitation or in the program. During the event, it is clearly communicated that the event will be held as a Green Event.

### Source:

Austrian Ministry for Sustainability

[www.greeneventsaustria.at](http://www.greeneventsaustria.at)

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# CHECKLIST FOR THE ORGANIZATION OF GREEN EVENTS WITHIN HYDROUSA

## CLIMATE PROTECTION AND MOBILITY

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## VENUE AND ACCOMMODATIONS

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## CHECKLIST FOR THE ORGANIZATION OF GREEN EVENTS WITHIN HYDROUSA FOOD

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# HYDROUSA

## REGENERATIVE & NATURE- BASED WATER TECHNOLOGIES

**Maximizing positive impacts  
and leaving a legacy to be  
proud of**



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