



# TECHNICAL SPECIFICATIONS

For Event Certification Schemes

## ABSTRACT

Technical specifications for the development of event certification schemes for organisations or companies that seek recognition and accreditation from the Event Greening Forum.



## **USING THE EGF TECHNICAL STANDARD**

The EGF Technical Specification provides the minimum criteria for any Third-Party Event Certification Scheme that intends to be recognised by the EGF. While the actual requirements or criteria of a scheme may differ in content and extent from others, it must meet the minimum standard of the EGF before consideration for recognition by the EGF.

## **GLOSSARY OF TERMS**

Environmental Management Plan	: An operational document in which the environmental activities, actions and strategies of the business are detailed
Fundamentals	: The basic building blocks of an EMS
EMS	: Environmental Management System
EMP	: Environmental Management Plan
Best Practice Indicators	: Examples of best practice in a specific field or discipline
Operational Activities	: Any function, action or activity associated with the operational practices of a business
Environmental Vision Statement	: A public statement of the environmental vision or beliefs of an organisation
Aspects	: An activity associated with the business
Impacts	: The environmental consequences of a particular activity, product or service
Event Certification Scheme	: A third-party, independent event evaluation programme that meets the criteria for Third Party Certification Schemes as determined by ISO 9001.
Mitigation	: A means by which impacts are lessened or eliminated
Responsible Procurement	: A conscious method of procurement of environmentally, socially or culturally sensitive products, services and goods.
Management Policy Statement	: A statement of intent or Policy related to a specific course of action or activity
Screening	: A process of evaluation of suppliers or products to establish their environmental position or suitability
Business Partner	: Any business which has a formalised working relationship and which provides services on behalf of another

Third Party Certification	: Any external, independent certification or validation of performance
Independent	: With no relationship to the business being evaluated
Energy	: Any form or source of power used by a business - includes electricity, gas, fuels, wood, oil, etc.
Hazardous waste	: Any waste which by its nature poses a threat to human health or environmental degradation
Hazardous materials	: Any material or substance that poses a threat to human health or the environment
Conservation	: The preservation, management, and care of natural and cultural resources
Back-of-House Areas	: Areas of a business that are not normally accessible to the public including service areas, storerooms, etc.
Wet Waste	: Any waste that contains food or organic matter
Dry Waste	: Waste that does not contain organic matter or which can be recycled, separated or reused

## MINIMUM CATEGORY REQUIREMENTS

For any Event Certification Scheme to be considered for recognition by the EGF, the following categories of evaluation and measurement must be included.

### 1. Leadership

- a. Sustainability Management System – Policy or Document
- b. Administrative Procedures
- c. Safety and Security

### 2. Planning

- a. Administration and Planning
  - i. Sustainability Vision Statement
  - ii. Sustainable Procurement and Supply Chain Management
  - iii. Recyclability/Minimisation of administrative actions
  - iv. Sponsorships and Association

### 3. Support

- a. Destination Selection
  - i. Destination – logistics and impacts resulting from destination choice
  - ii. Travel impacts associated with administrative aspects and delegate travel
  - iii. Offset Initiatives
- b. Venue Selection
  - i. Venue Design and Construction (technical aspects)
    - a) Energy Technology
    - b) Waste technology
    - c) Water technology
    - d) Air quality technology

- e) Hazardous materials presence
    - f) Environmental Rating of Facility
  - ii. Accommodation (only where accommodation is primary to event)
    - a) Energy Technology
    - b) Waste technology
    - c) Water technology
    - d) Air quality technology
    - e) Hazardous materials presence
    - f) Environmental Rating of Facility
  - iii. Transport (associated with event)
    - a) Transport systems used for delegates/guests/attendees
    - b) Parking facilities for delegates/guests/attendees
    - c) Overall emissions related to transport
- c. Marketing, Awareness and Communication
  - i. Sustainability Awareness (range, effectiveness and continuity)
  - ii. Communications
    - a) Internal Communications (staff/delegates/guests/attendees)
    - b) External Communications (general public – pre-event)
    - c) Monitoring and Feedback Systems
    - d) Sustainability Marketing

#### **4. Operations**

- a. Food and Beverage Services (only where primary to event)
  - i. Menu and Catering content
  - ii. Equipment, décor and packaging
  - iii. Waste management and avoidance practice
- b. Exhibition Services
  - i. Planning and Operational Performance
  - ii. Overall Management
  - iii. Overall Compliance Performance

#### **5. Performance Evaluation**

- a. Resource Management
  - i. Noise Management
    - a) Internal noise levels
    - b) External noise levels
    - c) Noise Management Strategy
  - ii. Energy Management
    - a) Event Energy Consumption
    - b) Associated Energy Consumption (Accommodation/Catering/etc)
    - c) Energy Management System and Strategy
  - iii. Water Management
    - a) Event Water Consumption
    - b) Associated Water Consumption (Accommodation/Catering/etc)
    - c) Water Management Systems and Strategy
  - iv. Waste Management
    - a) Event Waste Levels
    - b) Associated Waste Levels (Accommodation/Catering/etc)
    - c) Waste Savings and Reductions
    - d) Waste Management Systems and Strategy
    - e) Waste Recycling Performance

- v. Air-Quality Management
  - a) Internal Air-quality
  - b) External Air-quality
  - c) Carbon Emissions
  - d) Carbon Credits
  - e) Air-quality Management Systems and Strategy
- vi. Local Content and Community Involvement
  - a) Local Employment Ratio
  - b) Local Content and Involvement
- vii. Social and Environmental Legacy
  - a) Identification and Community Involvement
  - b) Sustainability of Legacy

## **6. Reporting**

- a. Non-conformity and Corrective Actions
- b. Continual Improvement

## **CRITERIA INTERPRETATION GUIDE**

For any Event Certification Scheme to be considered for recognition by the EGF, a comprehensive Criteria Interpretation Guide shall be provided. This shall include:

1. A description of each evaluation criteria
2. An indication of what would constitute best practice
3. A description of minimum accepted compliance practice

## **ASSESSMENT AND EVALUATION METHODOLOGY**

For any Event Certification Scheme to be considered for recognition by the EGF, the assessment/audit/evaluation methodology used by the Certification Scheme shall be clearly explained.

All events shall be assessed/audited/evaluated on-site and during the event period.

## **SEPARATION OF RESPONSIBILITIES AND SERVICES**

For any Event Certification Scheme to be considered for recognition by the EGF, the Certification Scheme shall clearly demonstrate separation between consulting services and audit/assessment/evaluation activities, including staff and personnel activities and duties.

Where the same organisation provides both consulting, support and/or advisory services and audit services to the event organiser/client, the Certification Scheme shall demonstrate how these activities are separated to ensure credible audit findings.

## **SCORING METHODOLOGY**

For any Event Certification Scheme to be considered for recognition by the EGF, the Certification Scheme shall:

1. Ensure a comprehensive and balanced scoring methodology in respect of each criteria
2. Ensure that the scoring methodology reflects current best practice in the events industry
3. Ensure that each Category is scored in a weighted manner to ensure a fair balance between the varying category importance perceptions.

## **APPLYING FOR RECOGNITION BY THE EGF**

Event Certification Schemes may apply to the EGF in the prescribed manner for recognition by submitting their Certification Criteria, Methodologies, Interpretation Guide and Scoring System for independent evaluation by a team of certification and sustainability specialists to be identified by the EGF and their peers.

Once a submission is made - together with payment of the applicable application fee, the Certification Scheme shall be evaluated against the requirements of the Technical Standard by the independent specialists and at least two of their industry peers.

Should the Certification Scheme be found lacking in any aspect of the Technical Standard or best industry practice, the Scheme shall be notified in writing and afforded a period of not more than 90 days to address or rectify the identified shortcomings. Once this has been completed, the Scheme may resubmit their standard for consideration at no additional cost.

In the event that the standard again fails to meet the Technical Standard or best industry practice, the Scheme shall be required to submit a new application and fee for reconsideration.

## **ANNUAL RECOGNITION FEE**

In order to maintain recognition by the EGF, Event Certification Schemes shall be required to pay an annual fee to the EGF. Such fee shall be determined by the EGF.

## **CERTIFICATION SCHEME REVISIONS**

All Event Certification Schemes recognised by the EGF shall undertake a review of their criteria, methodologies, standards and scoring systems every two years and shall resubmit their Scheme Criteria for review by the EGF accordingly. Where any improvements, changes or amendments are made to this Technical Specification, recognised Certification Schemes shall amend, review or update their criteria and standards within a period of 30 days from the publication of such improvements, changes or amendments by the EGF.