Guidelines for the Sustainable Organisation of Events

Federal Ministry for the
Environment, Nature Conservation,
Building and Nuclear Safety

**Umwelt
Bundesamt**

Guidelines for the Sustainable Organisation of Events

Imprint

Content

Introduction

Sustainability must always consider the consequences for the future. This means bearing ecological, economic and social aspects in mind. Sustainability affects all levels of consideration, and must be achieved locally just as much as at the supraregional or even global level. Everyone can contribute to this. Events are financially relevant measures, and public sector events and associated activities must undergo an efficiency analysis (see Instructions on conducting an efficiency analysis (Arbeitsanleitung Einführung in Wirtschaftlichkeitsuntersuchungen)). Moreover, measures which affect the budget must be financed from current departmental budget appropriations.

The 2013 report "Meetings and Conventions 2030", commissioned by the GCB German Convention Bureau e.V. and compiled by the Institute for Future Studies and Technology Assessment (IZT) found that sustainable development is becoming an increasingly important quality feature and criterion in the events sector.

These Guidelines aim to assist the organisers and planners of events (such as conferences, meetings, summits etc.) in recognising the necessary demands made by sustainability. For all the options for action described in these Guidelines, in each case the user must be personally responsible for ensuring that the action is consistent with budgetary and public procurement law.

The areas of action which come under consideration range from the necessary travel (and its effect on the climate) to the consumption of energy, water, paper etc. and ideas for minimising waste. The environmentally friendly procurement of products and services is another important aspect of sustainability. Gearing the organisation and implementation of events to sustainability requirements often even turns out to be more cost-efficient. Cost saving potential lies in particular in the use and disposal of products. For example, the use of energy-saving appliances reduces energy costs, while the use of appliances with a longer life results in longer use cycles. External costs arising from environmental impacts are not taken into account here.

Frequently, the organisers of conferences and events are under time pressure. There are suddenly lots of things to do all at once: papers to organise, hotel lists to draw up, suppliers to negotiate with and many other tasks, so environmental and social criteria are sometimes neglected during planning and organisation. The worksheets and lists of environmentally labelled products attached to these Guidelines (see Annexes) are intended to help ensure that no major criteria regarding the sustainable organisation of events are ignored, even when there is a limited time budget. It is only possible to keep the impact of events on the environment within justifiable limits and take social aspects such as the inclusion of handicapped people into proper account, if attention is paid to environmental criteria when they are being planned and implemented. This makes a concrete contribution to the implementation of Germany's national sustainability strategy.

Event organisers are probably already familiar with many of the measures presented in these Guidelines. Some organisers may have tried them out in practice themselves. However, a number of factors determine which specific measures can actually be considered (e.g. character of the proposed event, conditions at the venue, available budget). These Guidelines aim to give organisers some ideas and support them in their work.

The following fields are regarded as relevant areas of action for the environmentally sound, socially compatible organisation of conferences and events:

▸ Mobility
▸ Event venue and accommodation for participants
▸ Energy and climate
▸ Procurement of products and services
▸ Catering
▸ Waste management
▸ Water management
▸ Gifts for guests
▸ Communication
▸ Social aspects.

An environmental management system (e.g. EMAS) is particularly suited to large events. This ensures that environmental aspects are given comprehensive and systematic consideration in the planning and implementation of the event. More tips on this can be found in the section "Eco-management at large events". Furthermore, the ISO standard for sustainable event management (ISO 20121:2013-4) was published in 2013. The standard aims to steer and minimise environmental, financial and social impacts.

Safety aspects such as fire protection and emergency management are an essential element of event planning. Organisers are referred in particular to the relevant Länder provisions governing assembly points. These Guidelines do not specifically address the issue of safety requirements.

These Guidelines may be used for the preparation of events in a wide variety of sectors (such as politics, sport or culture). Guidelines specifically for eco-friendly sporting events are available at: www.bmub.bund.de/N44951-1/ (see also www.green-champions.de).

As already stated, the extent to which the recommendations on the individual areas of action can be complied with fully and comprehensively will depend on the priorities set by the organisers, as well as on the conditions under which the event is planned and implemented. Where the conference venue, conference buildings and hotels are determined by particular parameters, it is only possible to influence certain factors, e.g. the demand for power and heat in the buildings or the amount of water consumed, within very narrow limits. These Guidelines, however, are also intended to foster an understanding of the wider context of these questions among organisers, as well as reinforcing their willingness to factor environmental and health issues as early as possible into the decisions to be taken during planning and implementation.

These Guidelines examine each of the individual areas of action in detail. The relevance of the topics is briefly described and qualitative goals formulated. This is followed by a closer discussion of points that are essential for the organisation and

implementation of an event and therefore need to be taken into account.

Annex 1 contains worksheets on each area of action, setting out suggested concrete measures. References to further sources of information are also to be found in the worksheets. They also contain suggestions regarding the priority levels that should be assigned to the various measures (priority 1 for measures considered essential, and priority 2 for measures that are also recommended, but of lower priority).

Annex 2 gives an overview of the product groups and services that may be relevant for the organisation and implementation of events and for which qualifying criteria have been adopted under the German "Blue Angel" environmental labelling scheme. The complete criteria for the award of this label and details of label users can be found on the Internet at www.blauer-engel.de.

Annex 3 gives an overview of event-relevant product groups and services that are eligible to display the European Ecolabel, provided they meet the qualifying criteria stipulated. The website http://ec.europa. eu/environment/ecolabel/index_en.htm provides more detailed information on this scheme.

These Guidelines are being made available for download as a pdf file on the websites of the Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (www.bmub.bund.de/ P426/) and the German Environment Agency www.umweltbundesamt.de, under "Publications").

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1. Mobility

Introduction

"Mobility" relates to all questions concerning participants' travel to and from an event, as well as transfers at the event venue. As a rule, adverse effects of events on the environment are primarily due to participants' journeys to and from the venue. In addition to this, there is also the environmental impact caused by transfers at the venue.

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 contributions 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.

Consideration is given at an early stage to environmental requirements for mobility services, such as the use of low-emission, energy-efficient vehicles should be considered at early stage and should be included in any contract.

The Verkehrsclub Deutschland (VCD) has compiled a practical guide to environmentally sound business trips. The Guide and further information on the topic of business trips can be found on the VCD webpages at http://www.vcd.org/geschaeftsreisen.html.

The idea of climate-neutral mobility has gained currency over recent years. This is understood to mean that all transport arrangements associated with an event that contribute to the production of greenhouse gases are offset by voluntary compensation measures. Such measures include funding biogas installations in developing countries. However, if whole events are to be climate-neutral, it is not just necessary to give consideration to mobility-related greenhouse gas emissions, but also to all other emissions of climate gases associated with the consumption of energy. The section "Energy and climate" therefore highlights other questions of relevance to climate neutrality.

There are now various Internet portals that can, in principle, be used to calculate event-related and transport-related greenhouse gas emissions and that offer climate projects for offsetting such emissions. Quality criteria are essential by selecting a suitable provider of compensating services, and in the public sector budgetary aspects should also be kept in mind. The webpages of the German Environment Agency has extensive information on voluntary compensation measures for offsetting greenhouse gas emissions, including a guideline laying down criteria for ambition compensation measures which maintain environmental integrity: https://www.dehst.de/EN/Climate-Projects/Carbon-Offsetting/carbon-offsetting_node.html.

The government's Travel Management Unit, part of the Federal Ministry of the Interior, agreed with Deutsche Bahn that all long-distance train journeys by employees of the government will be made exclusively on carbon-neutral tickets ("green tickets"). The electricity for these journeys is covered

entirely by renewable energies. Business flights by members and employees of the government and journeys by governmental vehicle fleet were already made climate-neutral for the years 2007–2009. The federal cabinet has decided to resume offsetting business trips in its own area of competence from 2015. Its decision of 3 July 2014 provides for a new budget item for measures to make government business journeys climate-neutral. The BMUB will draw up an implementation proposal in this context.

Goals

▸ Reducing transport-induced environmental impacts

▸ Making event-related journeys climate-neutral

Key measures

▸ To examine alternatives to face-to-face meetings: Virtual meetings (videoconferencing, teleconferencing or relays from individual participants)

▸ Selection of event venues which can be reached conveniently using public transport and where the principle of keeping distances short can usually be realised.

▸ Selection of event start/finish times that allow participants to travel easily using public transport (rail, local public transport network)

▸ Information on the use of environmentally sound transport (making explicit reference to this in the invitations: Travel directions and links to railway and local transport network timetables; link to the "UmweltMobilCheck" (emissions comparison) service of Deutsche Bahn

▸ Creation of incentives for the use of public and/or environmentally sound transport, e.g. by offering combined tickets (entrance ticket to the event also includes free-of-charge travel to and from the venue by public transport), arrangements with Deutsche Bahn for reduced price and/or carbon-neutral tickets for participants or opportunities to use bicycles at the venue (e.g. arrangement with Deutsche Bahn to make use of their Call a Bike service or possibly the provision of bicycles)

▸ Use of low-emissions vehicles, e.g. natural-gas vehicles or alternative-drive vehicles, diesel vehicles only with particle filters (www.bmub.bund.de, www.umweltbundesamt.de/themen/verkehr-laerm/, www.vcd.org/themen/auto-umwelt/vcd-auto-umweltliste/, www.ecotopten.de/mobilitaet, www.vcd.org/themen/auto-umwelt/spritsparen/)

▸ Information on local public transport at the conference venue, e.g. on public display

▸ Organisation of a shuttle service or car-share scheme for travel between the hotel, conference venue and/or point of arrival/departure (railway station, airport)

▸ When using buses: Consideration of the "Blue Angel" ecolabel for low-emission, lownoise buses (www.blauer-engel.de)

▸ Calculation and offsetting of unavoidable transport-related greenhouse gas emissions by the event organiser (as far as budget law allows) or by the participants (referred to in invitations).

2. Event venue and accommodation for participants

Introduction

"Event venue and accommodation for participants" covers requirements for the conference building and hotels, as well as aspects of the planned side events. Questions of waste management, procurement, energy consumption, mobility, catering, water consumption and cost-effectiveness play an important role in the selection of hotels and conference buildings and the staging of events. These topics are discussed separately in the corresponding sections. Environmental quality labels, such as the EMAS registration scheme, the European Eco-label or the Viabono brand (www.viabono.de), may be helpful for the selection of hotels and conference buildings. Conference centres, hotels, restaurants and service providers entitled to use these quality marks are particularly suitable because the qualifying hotel operators and organisers have to demonstrate compliance with environmental standards. For instance, the German Government's hotel lists include a special heading on environmental certification.

Furthermore, this area of action covers the organisation and implementation of side events. These should also be as sustainable as possible, adapted to the particular situation of the event venue (e.g. local cultural specialities) and of benefit to the regional economy.

Goals

▶ The objectives of the action areas "mobility", "energy and climate", "procurement of products and services", "catering", "waste management", "water management", and the topic of "barrier-free access" (see section on "social aspects") are particularly relevant

▶ Informing participants about regional specialities while avoiding environmental impacts wherever possible

Key measures

▶ The key measures required in relation to "mobility", "energy and climate", "procurement of products and services", "catering", "waste management", "water management" and the topic of "barrier-free access" (see section on "social aspects") are particularly relevant

▶ Use of public transport, the loan of bicycles and/or the provision of shuttle buses for transfers to side events (e.g. natural-gas vehicles or alternative-drive vehicles, diesel vehicles only with particle filters); where applicable, car-sharing schemes should also be set up

▶ Depending on the venue, development of a region- and topic-specific concept for side events, taking environmental and social criteria into account

3. Energy and climate

Introduction

As an overriding topic in areas such as mobility, selection of the conference building and hotels at the event venue, the issue "energy and climate" plays a key role. Its separate treatment is intended to underline the significance of the topic for environmental policy and make organisers more alert to its importance. Energy is consumed in ways that affect the climate by participants' journeys to and from events, mobility services at the conference venue, the heating, cooling and lighting of conference buildings and hotels, and the use of conference technology. The goal should be to minimise this consumption of energy. Particular attention should be given to measures that help to reduce electricity consumption.

Organisers are, however, subject to constraints when it comes to energy-saving measures because, as a rule, it is hardly possible to make structural alterations to existing conference buildings and hotels. Consequently, these issues should be given thought at an early stage when the conference venue and conference buildings are being selected. It is possible to take them into account if, for example, EMAS-registered establishments are selected. The organisers' main focus of attention will be on the smooth running of the event and the functioning of the technology. However, energy consumption too can be influenced – at least within limits – by the conscious use of energy-efficient appliances and the avoidance of meeting rooms that are too warm in winter or too cold in summer (due to the use of air conditioning).

The idea of the climate-neutral event has become increasingly important over the past few years within the context of the national and international measures being taken to protect the climate. The principle of climate neutrality involves calculating the greenhouse gas emissions associated with an event as a result of participants' travel and accommodation arrangements, minimizing these where possible and offsetting the unavoidable emissions through climate projects. Only climate projects which meet stringent quality standards should be used. The German Environment Agency has drawn up Guidelines for environmentally sound offsetting. In this context, see also the section "Mobility". Offsetting measures in the public sector must take budgetary law aspects into account.

Goals

▸ Consideration of the climate relevance of events

▸ Compensation of the greenhouse gas emissions associated with the event

▸ Measures to reduce energy consumption

Key measures

▸ Consideration of questions relating to energy supply (e.g. renewable energies, green power, heat-power cogeneration) and energy consumption when selecting conference buildings and hotels. In this respect, quality labels can be used for guidance, e.g. EMAS registrations, the European Ecolabel or Viabono licences.

- It is recommended that no meeting and conference rooms should be heated to above 20°C, or cooled to more than 6 degrees below the outside temperature

- Use of energy-efficient appliances wherever possible (www.blauer-engel.de, http://ec.europa.eu/environment/ecolabel/index_en.htm, www.topten.ch)

- Financial participation of the event organiser (where permissible under budget law) or participants in offsetting projects on climate-neutral implementation of events (compensation measure providers calculate the greenhouse gas emissions of events (with or without travel) and invest the amount calculated in climate projects).

4. Procurement of products and services

Introduction

The German Federal Government, the Federal Länder (constituent states) and the municipalities have a special environmental responsibility to request environmentally friendly products and services. If there is increased demand, the market position of environmentally friendly products and services will be strengthened, a development that will also encourage the spread and use of innovations. By taking environmental concerns into account during the procurement of products and services for conferences and events, the public sector can assume a pioneering role that sends out positive signals. The governmental role model has a positive effect on environmentally aware consumers.

Of course, procurement of products and services must also ensure be cost-effective, in line with the applicable legal provisions, in particular section 7 and associated administrative provisions of the Federal Budget Regulation (BHO). The "Instructions on conducting efficiency analyses" should be used as a guideline for assessing cost-effectiveness.

Extensive information on environmentally friendly procurement of products and services is offered by the website www.beschaffung-info.de.

Goals
- Attention to environmental concerns in all procurement procedures

Key measures
- Consideration of the environmental criteria stipulated for the "Blue Angel" environmental label (www.blauer-engel.de) or the European Ecolabel (http://ec.europa.eu/environment/ecolabel/index_en.htm) when environmental requirements are specified in calls for bids

- Reducing the amounts of paper e.g. by printing on both sides of the page, minimising the number of handouts distributed, and recycling the folders and brochures on display

- Recycled paper as proportion of total paper consumption during the planning and implementation of events: 100 %

5. Catering

Introduction

"Catering" covers all aspects of the provision of meals and refreshments for participants, procurement (of foods) and the traffic generated by their transportation. In this field, special attention should be given to seasonal, organically sourced and fairly traded products. With regard to the handling of the waste produced by catering services, we refer you to the section "Waste management".

The high quality of drinking water in Germany allows the use of tap water for drinking purposes[1]. Drinking water from the tap also offers the advantage that it does not require either packaging or any additional transportation. It is therefore recommended that drinking water be served in carafes, whereby it must be ensured that the carafes are refilled with fresh water regularly and that the carafes (glass) are removed and washed at appropriate intervals.

Goals

- Significant proportion of organically sourced products (minimum proportion 50 %)

- Promotion of seasonal foods

- Promotion of fair trade products

Key measures

- Preference should be given to organically sourced products and fair trade products, e.g. coffee, tea, juices (www.fairtrade-deutschland.de)

- Use of seasonal foods and foods transported in ways that minimise environmental damage

- Selections of fish and fish produce should avoid products from endangered stocks. In this context, procurement procedures should apply criteria for certified fish (e.g. the independent MSC label or Naturland certification). The latest scientific findings on the status of fish stocks relevant for the German market can be found at the fisheries portal www.fischbestaende-online.de.

- Selection of a catering partner must observe the quality standards of the German Nutrition Society (Deutsche Gesellschaft für Ernährung, DGE).

- Tap water provided in carafes

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1   Ordinance Amending the Drinking Water Ordinance in the version of its promulgation of 2 August 2013 Federal Law Gazette (BGBl) I p. 2977, as amended by Article 4 (22) of the Act of 7 August 2012 BGBl I p. 3154; EU Directive 98/83 EC of the Council on the quality of water intended for human consumption of 3 November 1998, OJ EC No. L 330 p. 32

6. Waste management

Introduction

"Waste management" is concerned above all with the limitation and possible reduction of waste volumes at conference venues (catering, conference materials, separation of rubbish, etc.), in hotels and during the preparatory phase (forwarding of handouts/documents for meetings). In particular, committed waste management should not be undermined by offering drinks in disposable packaging on conference tables.

Tips on avoiding food waste can be found on the Federal Ministry for Food and Agriculture webpage "Zu gut für die Tonne!" (too good to bin) and the United Against Waste initiative's checklist for businesses on how to avoid waste ("Checkliste – Wo können Sie in Ihrem Betrieb Lebensmittel-abfälle vermeiden?")

Goals

- Avoidance of waste and reduction of waste volumes

- Use of ecologically advantageous packaging, e.g. reusables

- Reducing the amounts of paper that are typically used at conferences

Key measures

- Installation of waste collection points for the separate collection of different waste fractions

- Use of ecologically advantageous packaging, e.g. reusables

- Use of reusable crockery, cutlery and glasses

7. Water management

Introduction

The responsible treatment of waste water and measures to reduce its pollution, e.g. the use of biodegradable cleaning products, are of significance for the conservation of water as a resource.

Goals

- Careful use of water as a resource

Key measures

- economical use of water

8. Gifts for guests

Introduction

The gifts presented during events should not end up being thrown away soon afterwards, and their manufacture and delivery should cause as little environmental damage as possible and should be socially sound. As a general rule, organisers should explore the possibility of dispensing altogether with gifts for guests.

Goals

▶ Attention to the general principles set out in these Guidelines when selecting gifts

Key measures

▶ Consideration of the environmental criteria stipulated for the "Blue Angel" environmental label (www.blauer-engel. de) or the European Ecolabel (http:// ec.europa.eu/environment/ecolabel/ index_en.htm) when gifts are being procured

▶ If foods are procured as gifts for guests, products used should be seasonal, organically sourced, transported in ways that minimise damage to the environment or fairly traded (www. fairtrade-deutschland.de)

9. Communication

Introduction

These Guidelines are intended to serve as an aid and reference work for those engaged in the preparation and implementation of conferences and events. This means it is necessary to communicate the goals and contents of this document as early as possible at all decision-making levels and to introduce them as maxims for action. To this end, all forms of staff training and methods of informing the public at the venue should be used. Furthermore, participants should be informed about the sustainable organisation concept at an early stage. Where event organisers have introduced EMAS, all communication of environmental aspects should be within that framework.

Goals

▶ Ensuring the success of the initiative for the sustainable organisation of events

Key measures

▶ As early as the planning phase, a body should be specified that can give colleagues who are tasked with the preparation of events specialist support on sustainability issues.

▶ Comprehensive public relations work: the goal of sustainable organisation of events, together with the proposed measures, should be communicated to the general public at an early stage. This can act as an incentive to actually achieve sustainable organisation. Furthermore, promoting the sustainable

organisation concept externally will help persuade other event organisers to follow suit.

10. Social aspects

Introduction

This area of action covers the provision of facilities adapted to the needs of disabled people (barrier-free access) and the gender-specific implementation of events (gender mainstreaming).

Giving consideration to the needs of disabled people should enable them to participate independently and actively in events. Tips on organising barrier-free events can be found, for instance, in the checklists on accessible events of the Deutsche Gesetzliche Unfallversicherung e.V. or the German centre of excellence for barrier-free access (Bundeskompetenzzentrum Barrierefreiheit).

With a Cabinet resolution of 23 June 1999, acting on the basis of the national objective enshrined in Article 3, paragraph (2), second sentence of German Basic Law (GG), the German Federal Government recognised the equality of men and women as a consistent guiding principle of all 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 was amended on 26 July 2000 subsequent to this decision, requires all departments to comply with this approach in all policy, normative and administrative measures of the Federal Government. The principle of gender mainstreaming is also anchored in Section 2 of the Federal Equality Act.

Conferences can give important stimuli that help to further gender mainstreaming. This primarily concerns compliance with the gender-neutral use of language.

More information on aspects such as health and safety can be found in the brochure "Nachhaltige Events" (sustainable events) published by the Aalen Local Agenda 21 group Aalen Barrierefrei.

Goals
▸ Consideration of the needs of disabled people

▸ Consideration of the principles of gender mainstreaming during the preparation and implementation of events

Key measures
▸ Barrier-free access to events for wheelchair users wherever possible

▸ Wheelchair-accessible toilets wherever possible

▸ Where necessary, implementation of measures that facilitate the participation of people with other disabilities (e.g. visually and hearing-impaired people)

▸ Gender-neutral written and oral formulations

11. Eco-management at large events

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

The voluntary European environmental management system EMAS (Eco-Management and Audit Scheme, Regulation (EC) 1221/2009 of 25 November 2009, OJ (EC) No. L 342 p.1), which was based on an EU Regulation and updated in 2009, offers event organisers a suitable framework within which internal responsibilities for the various levels may be specified and environmental goals may be outlined, measures may be implemented in a controlled fashion, and environmental achievements may be presented to interested members of the general public in the form of an "environmental statement". The environmental statements are archived by the EU Commission so that they are available for use at a later date. For example, calculations of energy savings, accounts of traffic guidance measures and data on waste production and water consumption volumes may be extremely useful to other event organisers. Ultimately, registration in the EMAS register helps to publicise the event organisers throughout the world.

EMAS lends itself to all types of large events. For example, EMAS was introduced at the 2005 Catholic World Youth Day in Cologne (see environmental statement at: http://www.emas.de/fileadmin/user_upload/umwelterklaerungen/DE-142-00069_Weltjugendtag_2005.pdf), the German Protestant Church Congress (see environmental statement at: http://www.kirchentag.de/ueber_uns/umwelt-engagement/umweltmanagement.html) and the 9th meeting of the Conference of the Parties to the Convention on Biological Diversity (see environmental statement at www.bmub.bund.de/N41656/). Other EMAS participants include Nürburgring GmbH, the Allianz-Arena in Munich and the Franken Stadium in Nuremberg (for a complete list of Germany's EMAS participants, see www.emas-register.de). In the case of events with permanent secretariats or similar administrative organisations, it makes sense 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 on a long-term basis. Since EMAS was extended beyond the EU in 2009, secretariats to international conventions based outside of the Community may introduce this or a comparable eco-management system according to international standard ISO 14001. When organising meetings of the Parties these bodies can also opt to introduce EMAS for these conferences as a transparent instrument of a higher calibre than ISO 14001.

The guidelines "Umweltmanagement von Großveranstaltungen" ("Eco-Management of Large Events") as illustrated by the example of the German Protestant Church Congress (published by Forschungsstätte der Evangelischen Studiengemeinschaft, Heidelberg 2008) provides a useful work aid with extensive checklists. Other examples may be found in the guidelines "Green Champions für Sport und Umwelt" ("Green Champions in Sport and Environment"; see also www.green-champions.de) published by the Federal Environment Ministry and the Deutscher Olympischer Sportbund (German Olympic Sports Association) in 2007. The Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety has developed a working aid for introducing an energy and environmental management system (EMAS) for large national and international events (http://www.bmub.bund.de/fileadmin/bmu-import/files/pdfs/allgemein/application/pdf/emas_leitfaden_umweltmanagementsystem.pdf).

Annex 1

Worksheets on the Guideline's Areas of Action

Worksheet area of action 1:
MOBILITY

Table with criteria and proposals for measures for the sustainable organisation of conferences and events

Topic/ problem	Explanation	Measure		Guide for action, source, reference	Priority	see
General	Avoidance of emissions, resource conservation	Examine alternatives to face-to-face meetings: Virtual meetings (videoconferencing, teleconferencing or relays from individual participants)			1	
Travel to and from venue	Avoidance of emissions; resource conservation; see also climate-neutral event in area of action 3	Selection of event venues which can be reached conveniently using public transport and where the principle of keeping distances short can usually be realised			1	2,3
		Selection of event start/finish times that allow participants to travel easily using public transport (rail, local public transport network)		e.g. www.bahn.de	1	
		Information on the use of environmentally sound transport (explicit reference to this in the invitations: Travel directions and links to railway and local transport network timetables; link to the emissions comparison service of Deutsche Bahn "UmweltMobilCheck"		e.g. www.bahn.de http://www.bahn.de/p/view/service/umwelt/1_umweltbilanz.shtml	1	3
		Creation of an information platform by institutions participating in events and/or preparation of an event-specific information platform by the organiser regarding travel to and from the event, with the aim of setting up car pools or optimising the travel chain (e.g. taxi sharing)			2	
		Creation of incentives for the use of public transport, e.g. by offering combined tickets (entrance ticket for an event also includes free travel to and from the venue by public transport); arrangements with Deutsche Bahn for reduced price and/or carbon-neutral tickets for participants			1	
	Offsetting by the event organiser (public sector events must take budget law into account), or by participants	Calculation of unavoidable transport-related climate gases and offsetting these through high quality climate projects aimed at reducing greenhouse gas emissions elsewhere		www.dehst.de	1	3
Mobility at the conference location		Use of low-emission vehicles , e.g. natural gas vehicles or alternative drive vehicles; diesel vehicles only with particle filter		www.umweltbundesamt.de/themen/verkehr-laerm www.bmub.bund.de www.vcd.org/themen/auto-umwelt/vcd-auto-umweltliste/ www.ecotopten.de/mobilitaet www.vcd.org/themen/auto-umwelt/spritsparen/	1	
		Information on local public transport at the conference venue, e.g. on public display			1	

		Organisation of a shuttle service or car-share scheme for travel between the hotel, conference venue and/or point of arrival/departure (railway station, airport)		1	
		When using buses: Consideration of the "Blue Angel" Ecolabel for low-emission, low-noise buses	www.blauer-engel.de	1	
		Covering short distances on foot. Depending on the conference location, the organisers can also provide bicycles or set up cooperation with the Deutsche Bahn (German national railway) "Call a Bike" system.	www.callabike.de or other public bicycle hire schemes	1	
		Training drivers in "fuel-saving driving"		2	
Venue infra structure	Car parks	Estimate the required number of spaces; use of parking space already present		2	
	Car park guidance system	Guidance of cars and buses directly to parking space; interference with public transport system and neighbours must be avoided		2	
	Public transport stops and stations	Adequate signposting indicating location of the nearest public transport stop/station		2	2
	Taxi ranks	Signposting and tips on taxi rank locations, taxi phone numbers in hotel/conference building		2	2
Handling of traffic		Estimate of visitor and traffic flows (according to transport mode)		2	
		Special excursions (train, bus)		2	
		Separate routing (emergency vehicles, media, VIP, visitors etc.)		2	
		Overflow car parks		2	
		Shuttle service from overflow car parks		2	
		Division of car park into different user groups		2	
		Signposting for traffic guidance and car park guidance systems		2	
		Car park management		2	
		Parking prohibitions, barriers, access restrictions		2	
		Speed limits all around the congress area		2	
		Lift-sharing options e.g. for journalists		2	

Worksheet area of action 2:
EVENT VENUE AND ACCOMMODATION FOR PARTICIPANTS

Table with criteria and proposals for measures for the sustainable organisation
of conferences and events

Topic/ problem	Explanation	Measure		Guide for action, source, reference	Priority	see
Venue and Accommodation						
Selection of venues, hotels/ catering		The key measures of action on "mobility", "energy and climate", "procurement of products and services", "catering", "waste management", "water management" and the topic of "barrier-free access" (see section on "social aspects") are particularly relevant. Criteria must already be taken into account in the invitations to tender.			1	
		Hotels and congress centres can be validated and registered under EMAS (Eco Management and Audit Scheme). Hotels which meet ecological criteria can also be granted the European Ecolabel or the Viabono licence. These criteria should be taken into consideration in the selection of hotels.		www.emas-register.de http://ec.europa.eu/environment/ecolabel/index_en.htm www.viabono.de	2	
Social programme						
Avoidance of traffic		Trips using public transport, loaned bicycles and/or provision of shuttle buses (e.g. natural-gas vehicles or alternative-drive vehicles, diesel vehicles only with particle filters); where applicable, car-sharing schemes should also be set up			1	1
Regional specialities		Depending on the venue, development of a regional and topic-specific concept for social programmes, taking environmental and social criteria into consideration.			1	
		Advertise regional specialities			2	
		Presentation of the regional culture			2	
		Presentation of social projects			2	

Worksheet area of action 3:
ENERGY AND CLIMATE

Table with criteria and proposals for measures for the sustainable
organisation of conferences and events

Topic/ problem	Explanation	Measure		Guide for action, source, reference	Priority	see
Buildings, energy consumption		Select conference buildings and hotels with due regard for energy consumption, possibly based on EMAS registration, the European Ecolabel or the Viabono licence.		www.emas-register.de	1	1
	Efficient heating/cooling	In all meeting and conference rooms, heating to no more than 20ºC, cooling to no more than 6 degrees below outside temperature		Advertise regional specialities	2	
	Lighting	Use of daylight, optimised lighting control, optimised sun protection				
Electricity		If possible, electricity from renewable sources (e.g. ecoelectricity suppliers)				
Appliances	Due consideration given in new purchases and as far as possible in the use of existing appliances	Use of IT appliances and printers or multi-function appliances which meet the criteria of the "Blue Angel" environmental label. Use of optimum-efficiency freezer and refrigeration units, and dishwashers.		www.blauer-engel.de, http://ec.europa.eu/environment/ecolabel/index_en.htm, www.ecotopten.de www.topten.ch	2	4, 7
Staff training		Training for staff on the correct/energy-efficient airing of rooms			2	
Climate-neutral events	The principle of climate-neutral events involves calculating the greenhouse gas emissions arising from participants' travel and accommodation, minimising these emissions as far as possible and offsetting the unavoidable remainder through climate action projects supported either by the event organiser (taking budget law into account in the case of public sector events), or by participants	Calculation of climate gases arising from the event and offsetting by mitigation measures elsewhere, using high-quality climate projects.		www.dehst.de	1	1

Guidelines for the Sustainable Organisation of Event

Worksheet area of action 4:
PROCUREMENT OF PRODUCTS AND SERVICES

Table with criteria and proposals for measures for the sustainable
organisation of conferences and events

Topic/ problem	Explanation	Measure		Guide for action, source, reference	Priority	see
Environmentally friendly procurement		Procurement of products and services which meet the criteria of the "Blue Angel" environmental label or the European Ecolabel. If no environmental label exists for the product or service to be procured, environmental criteria from other procurement measures should be looked into. Environmental experts should be consulted.		www.blauer-engel.de www.beschaffung-info.de http://ec.europa.eu/environment/ecolabel/index_en.htm German Environment Agency Section III 1.3 · Wörlitzer Platz 1· 06844 Dessau-Roßlau Tel.: +49 340 2103 3678 or 3831	1	
	For construction and services contracts (e.g. outsourcing of event organisation awarded to an external provider), public clients may require providers to meet certain environmental management criteria as proof of technical ability, where this is important for execution of the contract.	When selecting bidders, give consideration to environmental management expertise Staff training		Evidence in the form of an environmental management system (e.g. to EMAS), also recognition of equivalent evidence	2	
Paper, folders, files		Use of recycled paper for all invitations, meeting documents, printed materials and similar		Environmental label RAL-UZ 14 "Recycled Paper" Environmental label RAL-UZ 56 "Recycled Board" Environmental label RAL-UZ 72 "Printing and Publication Papers predominantly from recycled paper"	1	6
Amounts of paper at conferences	As a rule an enormous amount of paper is used at conferences. Some of this can be avoided with good preparation and organisation, with no loss to the quality of the event	Documents and handouts printed on both sides, and double-sided preparation of copies on site		Advance notice and information that handouts should be printed on both sides as far as possible. Important: Copiers and printers on site must have duplex options	1	6
		Minimise the number of handouts		Exact research into number of participants	1	6
		Return system for printed folders/brochures		Documents which have been printed but are undistributed can be returned to the organisers and/or the speakers	1	6
Batteries		For simultaneous interpreting and other uses of battery-powered devices, use rechargeable batteries (no nickel cadmium batteries)		Once their useful life is exhausted, return to the recycling system	2	
Cleaning agents		Sparing use of cleaning agents		Arranged with cleaning firms and/or further training of cleaning personnel	2	2, 7
		Avoid use of environmentally harmful cleaning agents		Procurement of environmentally friendly cleaning agents, which if possible meet the criteria of the European Ecolabel (http://ec.europa.eu/environment/ecolabel/index_en.htm; http://www.umweltbundesamt.de/reinigungsdienstleistungen-mittel)	1	2, 7

Worksheet area of action 5:
CATERING

Table with criteria and proposals for measures for the sustainable organisation of conferences and events

Topic/ problem	Explanation	Measure		Guide for action, source, reference	Priority	see
Product selection	Organic products must comply with certain production criteria, such as not using chemical synthetic fertilisers or pesticides. Fair trade products must comply with certain social criteria and guarantee minimum prices to producers in developing countries.	Preference given to organically sourced products and fair trade products, e.g. coffee, tea, juices		http://fairtrade-deutschland.de	1	4
	Menus should give preference to seasonal specialities. Due to the ban on discriminatory practices, public clients are not permitted to stipulate regional products in tenders	Use of seasonal produce and foods with environmentally friendly transport		www.reginet.de	1	
		Selections of fish and fish produce should avoid products from endangered stocks and apply criteria for certified fish (e.g. the independent MSC label or Naturland certification).		www.fischbestaende-online.de	1	
Catering	Compliance with certain important criteria can be specified in the contract with the catering companies selected for the conference(s). However, this must already be a requirement in the invitation to tender.	Selection of a catering partner must observe the quality standards of the German Nutrition Society (Deutsche Gesellschaft für Ernährung, DGE)		http://www.jobundfit.de/qualitaetsstandard.html	1	
Drinking water at conferences, meetings and events		Tap water provided in carafes, whereby it must be ensured that the carafes are refilled with fresh water regularly and that the carafes (glass) are removed and washed at appropriate intervals			1	
Paper products		Use of recycled paper products in kitchens		Environmental label RAL-UZ 5 "Sanitary Paper Products made of Recycled Paper" Environmental label RAL-UZ 65 "Unbleached Filter Papers for Use with Hot or Boiling Water"	1	
Eco-friendly canteen kitchens	Compliance with ecological standards in canteens and commercial kitchens	Ecological operation of commercial kitchens taken into consideration		e.g. when procuring and using appliances	2	

Guidelines for the Sustainable Organisation of Event

Worksheet area of action 6:
WASTE MANAGEMENT

Table with criteria and proposals for measures for the sustainable organisation of conferences and events

Topic/ problem	Explanation	Measure		Guide for action, source, reference	Priority	see
Waste separation						
Non-separated waste	Lack of separation systems and "conference stress" often leads to separate collection being omitted	Setting up waste collection points for separate waste collection, especially for paper, biowaste, glass, light packaging and metal		Information on the separation system to all suppliers and operating companies. Important: include cleaning firms	1	
Packaging material at the conference venue		Minimise packaging, e.g. through reusables; obligation on suppliers to take back packaging; orders in large containers; for cardboard packaging, use of recycled board		Environmental label RAL-UZ 27 "Returnable Transportation Packaging"	1	
Hospitality on site						
Packaging		Use of ecologically advantageous packaging, e.g. reusables		Environmental label RAL-UZ 2 Bottles and Glasses" UZ 2 "Returnable	1	5
Disposable crockery, cutlery	Disposable crockery generates large volumes of waste.	Use of reusable crockery, glasses and cutlery		Reusable crockery must be collected by the caterer or operating company. Many commercial providers and municipalities hire out mobile crockery units	1	5
Food left-overs		Distribution of surplus food to non-profit organisations, e.g. "Berliner Tafel" insofar as permissible under applicable hygiene provisions.		Bundesverband deutsche Tafel e. V.: www.tafel.de Guide on distributing surplus food "Leitfaden für die Weitergaben von Lebensmitteln an soziale Einrichtungen – Rechtliche Aspekte" published by Federal Ministry for Food and Agriculture	2	5
				Provision of "Beste-Reste" boxes (doggy bags) towards end of event in order to give guests the possibility to take away food from the buffet	2	5
Disposal of kitchen wastes as residual waste		Separate collection of kitchen wastes			2	5
Waste cooking oil from deep fryers		Separate collection			2	5

Conference materials						
Papers, folders, files		Use of recycled paper only for all invitations, meeting documents, printed materials etc.		Environmental label RAL-UZ 5 „Sanitary Paper Products made of Recycled Paper" Environmental label RAL-UZ 14 „Recycled Paper" Environmental label RAL-UZ 56 „Recycled Board", Environmental label RAL-UZ 72 „Printing and Publication Papers predominantly from recycled paper"		
Amounts of papers at conferences	As a rule an enormous amount of paper is used at conferences. Some of this can be avoided with good preparation and organisation, with no loss to the quality of the event.	Documents and handouts printed on both sides, and double-sided preparation of copies on site.		Advance notice and information that handouts should be printed on both sides as far as possible. Important: Copiers and printers on site must print/copy on both sides.	1	4
		Minimise the number of handouts		Exact research into number of participants	1	4
		Return system for printed folders/brochures		Documents which have been printed but are undistributed can be returned to the organisers and/or the speakers	1	4
Invitations/ preparatory documents		Data should be transferred electronically only			1	4
Badges for participants	Symbolic measure, does not generate large waste volumes	Return system for badges and their reuse		Badge return systems already used at many conferences.	2	4

Worksheet area of action 7:
WATER MANAGEMENT

Table with criteria and proposals for measures for the sustainable
organisation of conferences and events

Topic/problem	Explanation	Measure		Guide for action, source, reference	Priority	see
Water consumption	Responsible use of drinking water, drinking water conservation and reduction of energy use for water treatment	Economical use of water e.g. use of water saving appliances in kitchens and canteens			2	2
		Attach notices drawing attention to the water saving devices in order to raise awareness among participants Minimise the number of handouts			2	

Worksheet area of action 8:
GIFTS FOR GUESTS

Table with criteria and proposals for measures for the sustainable
organisation of conferences and events

Topic/ problem	Explanation	Measure		Guide for action, source, reference	Priority	see
Choice of products in general	Minimise the number of handouts	All gifts and promotional items should be produced in an ecofriendly and socially-acceptable way		www.blauer-engel.de http://ec.europa.eu/environment/ecolabel/index_en.htm www.fairtrade-deutschland.de	1	4, 5
	Due to the ban on discriminatory practices, public clients are not permitted to stipulate regional products in tenders	Use of seasonal, organic products with environmentally friendly transportation if food items are purchased for gifts			1	4, 5
Ballpoint pens, retractable pencils		Preferably retractable pencils made from cardboard. Alternative option: pencils or retractable ballpoint pens, unpainted pencils or retractable pencils made from wood		BMUB ballpoint pen as a model	2	
Backpacks	Bags, folders and backpacks are often not reusable	Hiking backpack, if possible made from eco-friendly materials, should be reusable after the event			2	
German specialities	Regional / German specialities can be used as "culinary ambassadors".	Presentation of German specialities, e.g. organic products			2	
Flowers (as gifts or for decoration)	Many cut flowers are flown in from Africa and/or South America and are produced to questionable ecological and social standards	Seasonal flowers, shipped in an eco-friendly way, or fairly traded flowers should be presented		www.fairflowers.de	2	2

Worksheet area of action 9:
COMMUNICATION

Table with criteria and proposals for measures for the sustainable
organisation of conferences and events

Topic/ problem	Explanation	Measure		Guide for action, source, reference	Priority	see
Sustainable organisation		Setting up an information group for advising the organisers			1	
		Extensive public relations: the aim of sustainable organisation of events as well as the proposed measures should be communicated to the general public at an early stage. This can act as an incentive for actually achieving the sustainability organisation goals. At the same time, the sustainable organisation goals will be publicised externally to encourage other event organisers to organise their own activities sustainably			1	
Communication and documentation	Participants should be informed about key aspects of the sustainable organisation concept before and at the event and encouraged to actively participate	Sending information on the sustainable organisation concept to all participants with the invitation			1	
	Support at the venue	Staff at the venue should be informed about measures and their monitoring and documentation		Employees are trained and responsible for implementing the sustainable organisation concept at the venue and for setting a good example to others (participants, caterer etc.).	2	
		Stipulate staff training in tenders and incorporate into contracts in good time		Staff at the venue, cleaning personnel etc. should be familiarised with the essential features of the sustainable organisation concept.	2	

Worksheet area of action 10:
SOCIAL ASPECTS

Table with criteria and proposals for measures for the sustainable organisation of conferences and events

Topic/ problem	Explanation	Measure		Guide for action, source, reference	Priority	see
Accessibility						
Wheelchair users	There should be no barriers for wheelchair users at event venues	If possible, wheelchair accessible WCs Minimise the number of handouts		155-220 cm wide (allowing one or two-handed approach to the toilet seat), 215 cm deep, clear floor space 150 cm in diameter, grab bars, hinged support handle, sufficient knee clearance under sink, height of toilet seat 46 cm, bottom edge of mirror no higher than 85 cm above the floor		
		No steps and only minor floor level changes, as far as possible equipping buildings with wheelchair-accessible lifts, transportable ramps and inclined lifts should be an exception and only be used if no other option is available				
		Planning wide routes, corridors and doorways		Routes and corridors at least 120 cm wide (clear width); doorways at least 70 cm wide		
		No conventional swing doors as only access		Radius under 300 cm = limit		
		Smoothly operating doors with sufficient manoeuvring space		Manoeuvring space of at least 120 cm on both sides of the door		
		Planning manoeuvring space for wheelchairs		Diameter of at least 150 cm; many wheelchair users can still handle a diameter of 110 cm		
		Planning adequate seating and wheelchair space		Space for wheelchairs, if possible near the exit, seat for assistants nearby; in case of fixed seating, allocated space for wheel chairs		
		Easily accessible controls		Controls not higher than 85 cm		
		Sufficient knee clearance under tables, sinks etc.				
		Low buffet counters with sufficient knee clearance				
		Appropriate escape routes				
		Accessible parking space near the entrance		At least 350 cm wide		
		Pick-up service				
Persons with a mobility handicap		Short distances				
		Seating along the route at regular intervals		Every 100 m		
		Non-slip surfaces; no gravel etc.				
		Fixed entrance matting				
		Smoothly operating doors				

		Required clearance width for corridors, doors, steps etc.	Between 70 cm (min.) and 90 cm, for tripod and quadruped canes at least 100 cm, steps at least 30 cm wide and at the most 16 cm high, without protruding edges, non-slip surface, handrail		
		Seats with armrests			
		Handrails	Diameter approx. 4-5 cm, 85 cm high		
Visually impaired and blind persons		No obstacles on paths			
		High contrast signalling of unavoidable obstacles			
		Marked edges of steps			
		Good lighting			
		Easily identifiable guidance and orientation systems			
		Large, highly visible and touch-identifiable symbols and markings	operating elements, e.g, in the elevator		
		Clear acoustic information	e. g. a gong as an advice for arrival in the elevator		
		Documents in large print			
		No obstacles on paths			
		Demarcated access paths			
		Touch-identifiable information and orientation guides			
		Touch-identifiable floor guides			
		Admission for guide dogs			
		Documents in Braille			
Hearing-impaired and deaf persons		Provision of appropriate assistive listening systems and devices			
		Clearly recognisable slashing light systems to warn of hazards			
		Provision of appropriate assistive listening systems and devices, subtitling for films eth.			
		Sign language interpreters			
Gender Mainstreaming					
"Gender-neutral language"	Language is an important instrument for making priorities clear, especially in the area of gender equality; language should be used in all conference documents (especially in German)	Gender-neutral use of language in oral and written statements (in accordance with the Federal Cabinet decision of June 1999)		1	
Partici-pation of experts		Make a point of inviting experts who study the subject of the meeting from a gender perspective	www.genanet.de	2	

Annex 2

Products and services that meet the ecological criteria of the
German environmental label "Blue Angel"

Products / services	Ecolabel
A	
Abrasives	Salt-free abrasives, RAL-UZ 13
Adding machines and calculators	Solar-powered products, RAL-UZ 116
Alarm clocks/clocks, solar	Solar-powered products, RAL-UZ 116
B	
Batteries, rechargeable	Rechargeable batteries in standard sizes, RAL-UZ 172
Buses	Low-noise and low-pollutant municipal vehicles and buses, RAL-UZ 59
C	
Car sharing	Car sharing, RAL-UZ 100
Cardboard	Recycled board, RAL-UZ 56
Carrier bags	Products made from recycled plastics, RAL-UZ 30a
Cleaning rags	Sanitary paper products made from recycled paper, RAL-UZ 5
Clocks	Mechanical watches/clocks and lamps, RAL-UZ 47
Commercial vehicles	Low-noise and low-pollutant municipal vehicles and buses, RAL-UZ 59
Composite wood panels	Low-emission composite wood panels, RAL-UZ 76
Computer workstations	Workstation computers, RAL-UZ 78a
Computers	Workstation computers, RAL UZ-78a
Copiers (cf. also multifunction devices)	Office equipment with printing function, RAL-UZ 171
Copying paper	Recycled paper, RAL-UZ 14
D	
Data shredders	Data shredders, RAL-UZ 174
Digital cordless telephones	Digital cordless telephones, RAL-UZ 131
Digital projectors	Digital projectors, RAL-UZ 127
Domestic furniture	Low-emission furniture and slatted frames made of wood and wood-based materials, RALUZ 38
DVD recorders, DVD players, Blu ray disk players	DVD recorders, DVD, Blu ray disk players, RAL-UZ 144

E	
Envelopes and postal bags	Recycled paper, RAL-UZ 14
Espresso machines	Espresso machines/ high pressure coffee machines, RAL-UZ 136
Extractor hoods	Extractor hoods for domestic use, RAL-UZ 147

F	
Fabric towel rolls	Fabric towel rolls supplied in towel dispensers, RAL-UZ 77
Fibreboard	Low-emission composite wood panels, RAL-UZ 76
Files	Recycled board, RAL-UZ 56
Files and folders	Recycled board, RAL-UZ 56
Filter paper	Unbleached filter papers for use with hot and boiling water, RAL-UZ 65
Flat screens	Workstation computer monitors, RAL UZ-78c
Floor covering adhesives	Low-emission floor-covering adhesives and other installation materials, RAL-UZ 113
Floor coverings made from wood and derived timber products	Low-emission interior floor coverings, panels and doors made of wood and wood-based materials, RALUZ 176
Floor coverings, flexible	Flexible floor coverings, RAL-UZ 120
Floor coverings, textile	Textile floor coverings, RAL-UZ 128
Furniture	Low-emission furniture and slatted frames made of wood and wood-based materials, RALUZ 38

G	
Garden appliances	Low-noise garden appliances, RAL-UZ 129
Gas cookers and gas-fired cooking appliances	Gas cookers and gas-fired cooking appliances for domestic use, RAL-UZ 139
Gas-fired condensation boilers	Low-emission and energy-saving gas-fired condensation boilers, RAL-UZ 61
Glazes	Low-pollutant paints and varnishes, RAL-UZ 12a

H	
Heat pumps	Energy-efficient heat pumps, RAL-UZ 118
Heating plants, wood pellets	Wood pellet heaters, RAL-UZ 111
Hi fi systems, compact	Hi fi systems, compact, RAL-UZ 146
Hot water storage tanks	Energy efficient hot water storage tanks, RAL-UZ 124
Hot-air hand driers	Low-energy hot-air hand drivers, RAL-UZ 87

I	
Interactive whiteboards	Interactive whiteboards, RAL-UZ 166

K	
Keyboards for PCs	Keyboards, RAL-UZ 78b
Kitchen roll	Sanitary paper products made from recycled paper, RAL-UZ 5

L	
Laminate flooring	Low-emission interior floor coverings, panels and doors made of wood and wood-based materials, RAL-UZ 176
Lamps	Lamps RAL-UZ 151
Laptops	Portable computers, RAL-UZ 78d
Letter scales	Solar-powered products, RAL-UZ 116
Low-emission composite wood panels	Low-emission composite wood panels, RAL-UZ 76
Low-emission upholstery	Low-emission upholstery, RAL-UZ 117

M	
Master/slave plug connector strips	Auto-off power strips and socket adapters, RAL-UZ 134
Mattresses	Mattresses, RAL-UZ 119
Mechanical lamps	Mechanical watches/clocks and lamps RAL-UZ 47
Microwaves	Microwave ovens for domestic use, RAL-UZ 149
Mobile phones	Mobile phones, RAL-UZ 106
Mobile phones	Mobile phones, RAL-UZ 106
Monitors	Monitors, RAL-UZ 78c
Monitors for PCs	Monitors, RAL-UZ 78c
Multi-function devices	Office equipment with printing function, RAL-UZ 171
Municipal vehicles	Low-noise and low-pollutant municipal vehicles and buses, RAL-UZ 59

N	
Napkins	Sanitary paper products made from recycled paper, RAL-UZ 5
Newsprint paper	Printing and publication papers primarily made from recycled paper, RAL-UZ 72
Notebooks	Portable computers, RAL-UZ 78d

O	
Office furniture	Low-emission wood products and wood-based products, RALUZ 38
Ovens, electric	Electric ovens for domestic use, RAL-UZ 143
P	
Paint	Low-emission paint, RAL-UZ 102
Paint	Low-emission paint, RAL-UZ 102
Panels/acoustic tiles	Low-emission interior floor coverings, panels and doors made of wood and wood-based materials, RAL-UZ 176
Paper	Recycled paper, RAL-UZ 14
Paper towels	Sanitary paper products made from recycled paper, RAL-UZ 5
Particle board	Low-emission composite wood panels, RAL-UZ 76
PCs	Workstation computers, RAL-UZ 78a
Personal computers	Workstation computers, RAL-UZ 78a
Photovoltaic products	Solar-powered products, RAL-UZ 116
Photovoltaic products	Solar-powered products, RAL-UZ 116
Portable computers	Portable computers, RAL-UZ 78d
Power strips	Auto-off power strips and socket adapters, RAL-UZ 134
Printers	Office equipment with printing function, RAL-UZ 171
Products made from recycled plastics	Products made from recycled plastics, RAL-UZ 30a
Projectors	Digital projectors, RAL-UZ 127
Publication papers	Printing and publication papers primarily made from recycled paper, RAL-UZ 72
R	
Recycled board	Recycled board, RAL-UZ 56
Recycled paper	Recycled paper, RAL-UZ 14
Refrigerators and freezers	Refrigerators and freezers, RAL-UZ 138
Returnable drinks packaging	Returnable bottles and jars, RAL-UZ 2
Returnable transport packaging	Returnable transport packaging, RAL-UZ 27
Routers	Routers, RAL-UZ 160
Rubbish sacks	Products made from recycled plastics, RAL-UZ 30a

S	
Sanitary tapware	Sanitary tapware, RAL-UZ 180
Self-stick notes	Recycled paper, RAL-UZ 14
Slatted bedframes	Low-emission wood products and wood base products, RALUZ 38
Small network storage systems	Small network-attached storage systems (NAS), RAL-UZ 186
Small-scale co-generation modules	Small-scale cogeneration modules, RAL-UZ 108
Solar collectors	Solar collectors, RAL-UZ 73
Solar indoor appliances	Solar-powered products, RAL-UZ 116
Solar lamps	Solar-powered products, RAL-UZ 116
Suspension files	Recycled board, RAL-UZ 56
T	
Telephone systems	Telephone systems, RAL-UZ 183
Television sets	Television sets, RAL-UZ 145
Thermal insulation and suspended ceilings	Low-emission thermal insulation material and suspended ceilings for use in buildings, RAL-UZ 132
Thermal insulation composite systems	Thermal insulation composite systems, RAL-UZ 140
Tissues	Sanitary paper products made from recycled paper, RAL-UZ 5
Tissues	Sanitary paper products made from recycled paper, RAL-UZ 5
Toilet cisterns	Water-saving toilet cisterns, RAL-UZ 32
Toilet paper	Sanitary paper products made from recycled paper, RAL-UZ 5
Toilet paper	Sanitary paper products made from recycled paper, RAL-UZ 5
Toner cartridges	Reprocessed toner cartridges, RAL-UZ 55
Transport packaging	Returnable transport packaging, RAL-UZ 27
U	
Uninterruptable power supply systems	Uninterruptable power supply systems, RAL-UZ 182
Upholstery	Low-emission upholstery, RAL-UZ 117

V	
Vacuum cleaners	Household vacuum cleaners, RAL-UZ 188
Varnishes	Low-pollutant paints and varnishes, RAL-UZ 12a
Veneer plywood boards	Low-emission composite wood panels, RAL-UZ 76
Video conferencing systems	Video conferencing systems, RAL-UZ 191
Voice over IP	Voice over IP telephones, RAL-UZ 150
W	
Wallpaper and woodchip wallpaper	Wallpapers and woodchip coverings primarily made of waste paper, RAL-UZ 35
Washing machines	Washing machines for domestic use, RAL-UZ 137
Waste bins	Products made from recycled plastics, RAL-UZ 30a
Watches, solar	Solar-powered products, RAL-UZ 116
Water boilers, electric kettles	Water boilers, electric kettles for domestic use, RAL-UZ 133
Wood pellet heaters	Wood pellet heaters, RAL-UZ 111
Woodchip wallpaper	Wallpapers and woodchip coverings primarily made of waste paper, RAL-UZ 35
Wooden floors	Low-emission interior floor coverings, panels and doors made of wood and wood-based materials, RALUZ 176
Writing paper	Recycled paper, RAL-UZ 14

Annex 3

Products and services that meet the ecological criteria of the European Ecolabel

Further information on the European Ecolabel and the award criteria may be found at http://ec.europa.eu/environment/ecolabel/index_en.htm.

All-purpose and sanitary cleaners
Bed mattresses
Camp site services
Copying paper
Desktop computers
Dishwasher detergents
Flushing toilets and urinals
Hand dishwashing detergents
Hard floor coverings
Heat pumps
Imaging equipment
Laundry detergents
Light bulbs
Notebook computers
Portable computers
Printed products
Sanitary tapware
Soaps, shampoos and hair conditioners/rinses
Soil improvers
Televisions
Textile coverings
Textile products
Tissue paper
Tourist accommodation facilities
Washing machines
Wooden floor coverings
Wooden furniture