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Guidelines for the Environmentally Sound Organisation of Events

**during Germany's
EU Council Presidency
and G8 Presidency
in 2007**

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0. Introduction

Germany will hold the EU Council Presidency in the first six months of 2007 and the Presidency of the Group of Eight (G8) for the whole of 2007. The Group of Eight is made up of the USA, France, the UK, Japan, Italy, Canada, Russia and Germany. Furthermore, the European Commission is represented at its meetings.

Conferences and other events can affect the environment in a wide variety of ways. It is often the journeys occasioned by such events and their influence on the climate that stand to the fore, but the consumption of paper, water and electricity caused by events, the traffic generated at the event venue and the minimisation of the volume of waste produced are also important issues for organisers seeking to put environmentally sound arrangements in place. The environmentally friendly procurement of products and services is another field that requires attention. Environmental concerns, as well as broader aspects of sustainability, such as social standards relating to the manufacture of products, therefore need to be incorporated into the planning and organisation of events at an early stage. At the same time, it is often the case that the environmentally sound organisation and implementation of events can even prove to be more economical. Potential cost savings arise in particular as far as the use and disposal of products are concerned. For example, the use of energy-saving appliances reduces energy costs, the use of appliances with longer serviceable lives extends utilisation cycles and the use of water-saving fittings reduces the consumption of water. This does not even take account of the external costs caused by environmental impacts.

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, etc., so environmental and social criteria are sometimes neglected during planning and organisation. The worksheets and surveys of environmentally labelled products attached to these guidelines (see Annexes) are intended to help ensure that no major criteria are ignored, even when there is a limited time budget. For it is only possible to keep events' impact on the environment within justifiable limits if attention is paid to environmental criteria when they are being planned and implemented. This will also make a concrete contribution to the implementation of Germany's national sustainability strategy.

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

- Social aspects
- Gifts for guests
- Documentation and communications

These guidelines are intended to serve the organisers of the events to be held during the German presidencies as a planning aid. However, the various recommendations they contain can also be used as a resource for the preparation of environmentally friendly events in other fields (e.g. sport, culture, trade fairs).

“Mobility” relates to all questions associated with participants’ travel to and from an event as well as transfers at the event venue. “Event venue and accommodation for participants” encompasses the requirements placed on the conference buildings and hotels, as well as issues relating to the side events envisaged. “Energy and climate” plays a crucial role as a superordinate topic, for example in mobility and the selection of conference buildings and hotels at the event venue. Its separate treatment is intended to underline the significance of this topic for environmental policy and make organisers more alert to its importance. The procurement of products and services and catering for participants are also important. “Waste management” is concerned above all with the reduction of the waste produced by events. Recommendations on the careful use of water as a resource are given in the section on “water management”. Questions of barrier-free access and the gender-sensitive organisation and implementation of events are taken up in the section on “social aspects”. Finally, it is important for the successful incorporation of environmental, health-related and social issues into the decision-making process to make all actors at the various levels of activity aware of these issues and inform the public about them. The section on “documentation and communications” discusses how this can be done.

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 the preconditions 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, 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 into the decisions that have to be taken during planning and implementation as early on as possible.

The individual areas of action are treated in detail in these guidelines. The environmental 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 that set out suggested concrete measures. References to further sources of information are also to be found in the worksheets. Apart from this, they contain suggestions about the priority levels (1 or 2) that should be assigned to the various measures.

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 can be marked with the European Eco-label if they meet the qualifying criteria stipulated. The Internet site http://europa.eu.int/comm/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 Internet sites of the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (www.bmu.de/umweltgerechte-veranstaltungen) and the German Federal Environmental Agency (www.umweltbundesamt.de/index-e.htm, under Publications).

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1. Mobility

Introduction

As a rule, the main impact on the environment when events are held is caused by participants' journeys to and from the venue. In addition to this, there is also the environmental impact caused by transfers at the venue. 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 CO₂ are compensated for by offsetting measures, such as financial support for projects in developing countries or the purchase of CO₂-emission certificates. However, if whole events are to be climate-neutral, it is not just necessary to give consideration to mobility-related CO₂ emissions, but also to all other emissions of climate gases induced by the consumption of energy. The section on "energy and climate" therefore highlights other questions of relevance to climate neutrality.

There are now various Internet portals, e.g. www.atmosfair.de or www.myclimate.de, that can, in principle, be used to calculate transport-related CO₂ emissions and that offer to arrange offsetting projects. For legal reasons, the German Federation – unlike private organisers and individual participants – cannot directly finance compensatory measures. This does not exclude the possibility that measures that have been implemented under existing powers in budgetary law may also be viewed as compensatory measures.

Furthermore, it is important that the environmental requirements placed on mobility services, for example concerning the type of fuel used or the use of low-emissions vehicles, are already taken into account at an early stage in the contracts to be concluded.

Goals

- Reduction of transport-induced environmental impacts
- Climate neutrality of air travel

Key measures

- Choice of event venues that can be reached conveniently using public transport and where the principle of keeping distances short can usually be realised
- (Co-)funding of climate-protection projects in developing countries or purchase of CO₂-emission certificates as a compensatory measure
- Information campaigns on the use of environmentally compatible modes of transport and investment in climate-protection projects when participants travel by air

- Creation of incentives for the use of public and/or environmentally friendly modes of 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) or opportunities to use bicycles at the venue (e.g. arrangement with Deutsche Bahn [German Railways] 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.umweltbundesamt.de/verkehr/, www.bmu.de, www.sparsprit.info)
- Provision of a shuttle service from the hotel to the conference venue
- Consideration of the Blue Angel environmental label when vehicles are being selected, e.g. low-emission and low-noise buses (www.blauer-engel.de)

2. Event venue and accommodation for participants

Introduction

“Event venue and accommodation for participants” is a classic horizontal topic. Questions of waste management, procurement, energy consumption, mobility, catering and water consumption play an important role when hotels and conference buildings are being selected and events implemented. 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/tagungen and www.viabono.de/service/criteria.php), 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.

Furthermore, this area of action covers the organisation and implementation of side events. These should also be as environmentally compatible 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 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.

- 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 and/or provision of shuttle buses for transfers to side events (e.g. natural-gas vehicles or alternative-drive vehicles, diesel vehicles only with particle filters)
- Development of a region and topic-specific concept for side events depending on the event venue and taking environmental and social criteria into account

3. Energy and climate

Introduction

Issues of “energy and climate” play a central role in the environmentally sound organisation and implementation of events. 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. In particular, measures that help to reduce electricity consumption should be given consideration.

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. 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).

Further reaching energy-saving measures can be taken into account most fruitfully during the planning and construction of new buildings or renovation work. No new conference centres are being built for the presidencies. However, Worksheet 3 of Annex 1 also gives information on these broader issues.

The idea of the climate-neutral event has been becoming increasingly significant for several years in the context of the national and international measures being taken to protect the climate. By way of an example, mention may be made of the Green Week 2005 organised by the European Commission in Brussels. The principle of climate neutrality involves calculating the CO₂ emissions associated with an event as a result of participants' travel and accommodation arrangements and either purchasing emission certificates for this quantity of CO₂, which are then cancelled, or investing an equivalent amount of money in a CO₂-saving project, e.g. in a developing country. In this connection, reference is made to the section on "mobility". However, the Federal Government is currently subject to very restrictive legal limits with regard to the financing of offset measures of this kind.

Goals

- Consideration of the climate relevance of events
- Compensation for the CO₂ emissions associated with the event
- Measures to reduce energy consumption

Key measures

- Financial investment by organisers or participants in compensatory projects to ensure the climate-neutral implementation of events
- Consideration of questions relating to energy supply (e.g. renewable energies, green power, heat-power cogeneration) and energy consumption when conference buildings and hotels are selected. In this respect, quality labels can be used for guidance, e.g. EMAS registrations, the European Eco-label or Viabono licences.

Broader issues may be taken into account when new construction work is undertaken. For example, buildings should provide acceptable room-air conditions without mechanical cooling wherever possible. They should also allow the use of regenerative energies, e.g. photovoltaic installations or thermal solar collectors.

- It is recommended that no meeting or conference room 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://europa.eu.int/comm/environment/ecolabel/index_en.htm, www.energysparende-geraete.de, www.energylabel.de, www.topten.ch)

4. Procurement of products and services

Introduction

The German Federation, the Länder (constituent states) and the municipalities have a special environmental responsibility to request environmentally friendly products and services. If there is increased demand, environmentally friendly products and services will be strengthened on the market, a development that will also encourage the dissemination and application of innovations. By taking environmental concerns into account when products and services are procured for conferences and events, the public sector can assume a pioneering role that sends out positive signals. The effect this example has on environmentally aware consumers may achieve additional progress. Extensive information on the 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 Eco-label (http://europa.eu.int/comm/environment/ecolabel/index_en.htm) when environmental requirements are specified in calls for bids
- 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, reference is made to the section on “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.

¹ Ordinance Amending the Drinking Water Ordinance of 21 May 2001, *German Federal Gazette (BGBl.)* 2001 Part I No. 24 of 28 May 2001; Directive 98/83 EC of the Council on the quality of water intended for human consumption of 3 November 1998, OJ L 330, p. 32.

Goals

- Significant proportion of organically sourced products (minimum proportion 50 %)
- Promotion of seasonal foods
- Promotion of fair trade products
- Short transportation routes

Key measures

- Preference for organically sourced products (e.g. Bioland, Demeter, Naturland) and fair trade products, e.g. coffee, tea, juices (www.transfair.org)
- Use of seasonal foods and foods transported in ways that minimise environmental damage (short transportation routes)
- Consideration of defined criteria when catering partners are being chosen, e.g. proportion of organic products (www.oegs.de), fair trade coffee and tea, etc.
- Drinking water from the tap served in carafes

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 drinks in one-way packaging on conference tables.

Goals

- Avoidance of waste and reduction of waste volumes
- Use of ecologically advantageous packaging, e.g. reuseables
- Containment of the “mountains of paper” produced especially at conferences

Key measures

- Installation of waste collection points for the separate collection of different waste fractions
- Use of ecologically advantageous packaging, e.g. reuseables

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

- Most efficient possible water-saving fittings and cisterns in hotels and conference buildings
- Most efficient possible water-saving appliances in kitchens

8. 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.

With its cabinet decision of 23 June 1999, the German Federal Government, acting on the basis of the national objective enshrined in the second sentence of Article 3(2) German Basic Law, recognised the equality of women and men as a consistent principle guiding its work and decided 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 relates to compliance with the gender-neutral use of language, as well as the selection of speakers.

Goals

- Consideration of the needs of disabled people
- Consideration of the principles of gender mainstreaming during the preparation and implementation of events
- Consideration of gender perspectives in relation to event content

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)
- Measures to ensure a balanced gender distribution when discussion panels and speakers are being selected (www.genanet.de)
- Gender-balanced make-up of the organising committee and organisational secretariat
- Gender-neutral written and oral formulations
- Measures to ensure a balance of female and male participants at invitation-only events (e.g. for an exclusive circle of participants)

9. Gifts for guests

Introduction

On the one hand, the gifts presented during the presidencies should not end up being thrown away soon afterwards and, on the other hand, their manufacture and delivery should cause as little damage as possible to the environment and they should be socially compatible. In general, it should be examined whether it is not possible to do without gifts for guests.

Goals

- Attention to the general principles set out in these guidelines also when gifts are being chosen

Key measures

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

- If foods are procured as gifts for guests, products that are seasonal, organically sourced, transported in ways that minimise damage to the environment (short transportation routes) or fairly traded, e.g. chocolate (www.transfair.org), should be used.

10. Documentation and communications

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 environmental concept at an early stage.

Goals

- Ensuring the success of the initiative for the environmentally sound 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 concrete issues of relevance to environmental protection. In the case of Germany's presidencies in 2007, the Ad-hoc Working Group on Environmentally Sound Presidencies at the Federal Ministry for the Environment, Nature Conservation and Nuclear Safety is able to perform this function.
- Comprehensive public relations work: The goal of implementing the events for the German presidencies in an environmentally sound fashion should be communicated to the public at an early stage together with the measures envisaged. This will act as a spur to actually achieve the environmental goals that have been set. Furthermore, it will make it possible to promote environmental goals externally in order to persuade other events organisers to work on the environmentally sound organisation of their own activities as well. In order to support this approach, the experience gathered and results achieved should be evaluated and the conclusions published once the German presidencies in 2007 are over.
- Forwarding of information on the environmental concept to all participants with their invitations
- Publication of these guidelines and reports on their application

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 environmentally sound organisation of conferences and events

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Prio- rity	see
Travel to and from venue	Avoidance of emissions; resource protection; 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	3
		(Co-)funding of climate protection projects in developing countries as compensatory measure or purchase of CO ₂ emission certificates	e.g. www.atmosfair.de www.myclimate.de	1	3
		Information campaigns on the use of environmentally sound transport modes and on participation in climate protection projects in the case of air travel	e.g. www.atmosfair.de www.myclimate.de	1	3
		Creation of incentives for the use of public transport, e.g. by offering combined tickets (entrance ticket for an event including free use of public transport for arrival and departure)		1	
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/verkehr/ www.bmu.de www.sparsprint.info	1	
		shuttle service between the hotel and conference venue		1	
		Environmental label "Blue Ange" taken into account in the use of vehicles, e.g. 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 Deutsche Bahn railway "Call a Bike" system.	www.callabike.de	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); boat or nostalgic tours as shuttle services		2	
		Separate routing (emergency vehicles, media, VIP, visitors etc)		2	
		Overflow car parks		2	

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Priority	see
		Shuttle service from overflow car parks		2	
		Shuttle service from station/airport		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	
		Car-pooling 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 environmentally sound organisation of conferences and events

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Pri- ority	see
Venue and Accommodation					
Selection of venues, hotels/catering		The key measures for the areas of action "mobility" "Energy and Climate" "Procurement of Products and Services" "Catering", "Waste Management" "Water Management" and the topic barrier-free access (see area of action "social aspects" apply here. 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 Eco-label or the Viabono licence. These criteria should be taken into consideration in the selection of hotels.	www.emas-register.de http://europa.eu.int/comm/environment/ecolabel/product/pgtourismen.htm www.viabono.de www.viabono.de/service/kriterien.php www.viabono.de/tagungen/index.php	2	
Social programme					
Avoidance of traffic		Trips using public transport and/or provision of shuttle buses (e.g. natural gas vehicles or vehicles with alternative drives, diesel vehicles only with particle filters)		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	
		Focus on 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 environmentally sound organisation of conferences and events

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Pri- ority	see
Climate-neutral events	Under the principle of climate-neutral events CO ₂ emissions arising from the event due to travel to and stay at the event location are calculated and certificates for this amount are bought or the money invested in a CO ₂ -saving project, e.g. in a developing country	Financial contribution by the event participants in the compensation projects for climate-neutral implementation of events (see also area of action "Mobility")	www.hm.ulv.hessen.de/imperia/md/content/internet/pdfs/umwelt/klimaschutz/phase1_ergebnisberichtfinal.pdf http://europa.eu.int/rapid/pressReleasesAction.do?reference=IP/06/122&format	1	1
Buildings, energy consumption		Selection of conference buildings and hotels taking into consideration energy consumption, possibly based on EMAS registration, the European Eco-label or the Viabono licence. The measures listed here are to be seen as a guideline for drawing up ambitious standards. In practice selection is restricted as a rule by the existing buildings. Guidelines especially for new buildings: Annual heating requirement as low as possible (≤ 30 kWh/(m ² *a), low electric energy requirement (≤ 40 kWh/(m ² GFA*a)), (GFA = gross floor area) acceptable room air mainly without mechanical cooling, high share of renewable energies (≥ 15%), e.g. through the use of photovoltaics, thermal solar collectors, fuel cells.	www.emas-register.de		
	Efficient heating/cooling	In all meeting and conference rooms, heating not more 20°C, cooling not more than 6 degrees below outside temperature		2	
		Reduction of temperature during the night (heating)			
		Mechanical supply air and exhaust air with highly efficient heat recovery			
Lighting	Use of daylight, optimised lighting control, optimised sun protection				
Electricity		If possible, electricity from renewable sources (e.g. eco-electricity suppliers)			
Appliances and fittings	Due consideration given in new purchases and as far as possible in the use of existing appliances and fittings	Use of IT appliances and printers or multi-function appliances which meet the criteria of the environmental label "Blue Angel". Use of optimum-efficiency freezer and refrigeration units, and dishwashers. Use of energy	www.blauer-engel.de , http://europa.eu.int/comm/environment/ecolabel/indexen.htm , www.energiesparende-geraete.de ,	2	4, 7

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Prio- rity	see
		saving fittings, e.g. Single lever mixer taps, thermostat fittings	www.energielabel.de , www.topten.ch		
Staff training		Training for staff on the correct/energy-efficient airing of rooms		2	

Work sheet area of action 4 Procurement of products and services

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

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Pri- ority	see
Environmentally sound procurement		Procurement of products and services which meet the criteria of the environmental label "Blue Angel" or the European Eco-label. If no environmental label exists for the product or service to be procured, environmental criteria from other procurement measures should be looked into." Environmental expertise should be consulted.	www.blauer-engel.de www.beschaffung-info.de http://europa.eu.int/comm/environment/ecolabel/indexen.htm Federal Environmental Agency (UBA) Section III 1.3 Wörlitzer Platz 1 06844 Dessau Tel.: +49 340 2103 3678 or 3831 Email: umweltgerechte-veranstaltungen@uba.de	1	
Paper, folders, files		Use of recycled paper only 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"	1	6
Paper mountains 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	2	6
		Minimise the number of handouts	Exact research into number of participants	2	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	2	6
		Separate waste paper collection	In accordance with the usual standards in Germany.	2	6
Cleaning agents		Efficient 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 sound cleaning agents, which if possible meet the criteria of the European environmental label (http://europa.eu.int/com/environment/ecolabel/index_en.htm)	2	2, 7

Worksheet area of action 5: Catering

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

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Prio- rity	see
Product selection	Products from organic farming must meet certain production criteria, e.g. the use of fertilizers and plant protection agents must comply with certain ecological and social criteria and guarantee a minimum price paid to producers in developing countries	Preference given to organic products (e.g. Demeter, Bioland, Naturland) and fair trade products e.g. coffee, tea, juices	www.transfair.org	1	4
	Menus should give preference to seasonal specialities. Long transportation routes from overseas must be avoided	Use of seasonal and foods with environmentally sound transport (short transportation routes)	www.reginet.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 catering partners taking into account specified criteria (e.g. proportion of organic products, coffee and tea from fair trade)		1	
Drinking water at the conferences, meetings and events		Tap water provided in carafes		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	www.oegs.de	2	

Worksheet Area of action 6: Waste management

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

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Pri- ority	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 location		Minimise packaging, e.g. through reuseables; 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"	2	
Hospitality on site					
Packaging		Use of ecologically advantageous packaging, e.g. reuseables	Environmental label RAL-UZ 2 "Returnable Bottles and Glasses"	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	2	5
Food leftovers		Distribution of surplus food to non-profit organisations, e.g. "Berliner Tafel"	Bundesverband deutsche Tafel e.V.: www.tafel.de	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"	1	4

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Priori ty	see
Paper mountains 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	2	4
		Minimise the number of handouts	exact research into number of participants	2	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	2	4
		Separate waste paper collection	In accordance with the usual standards in Germany.	2	4
Invitations/ preparatory documents		Data should be transferred electronically only		2	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 environmentally sound organisation of conferences and events

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Priority	see
Water consumption in sanitary installations	Responsible use of drinking water, drinking water conservation and reduction of energy use for water treatment	If possible, use of water-saving toilet cisterns and fittings, e.g. flow restrictors, water-saving flushing valves, single lever mixer taps or thermostat taps, display of information signs to raise awareness	Environmental label RAL-UZ 32 "Water-Saving Flushing Boxes", Environmental label RAL-UZ 44 "Water-Saving Flushing Valves "	2	2
Water consumption in kitchens		If possible, use of water-saving appliances, e.g. dishwashers in kitchens and canteens		2	

Worksheet area of action 8: Social aspects

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

Topic/ problem	Explanation	Measure	Guide for action, source reference	Priority ²	see
Accessibility					
Wheelchair users	There should be no barriers for wheelchair users at event venues	If possible, wheelchair-accessible WCs	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					

² No priorities are given for this topic because accessibility depends on the existing building and organisers only have limited influence. The items in the table should be taken into account wherever possible.

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Priority	see
Persons with a mobility handicap		Short distances			
		Seating along the routes at regular intervals	Every 100 m		
		Non-slip floors; no gravel or similar			
		Fixed entrance matting			
		Smoothly operating doors			
		Required clear width for corridors, doors, steps etc.	Between 70 cm (min.) and 90 cm, for tri- 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 ca. 4-5 cm, 85 cm high		
Visually impaired and blind persons		Removing obstacles			
		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	Controls, e.g. in lifts		
		Clear acoustic information	e.g. lift bell to signal arrival		
		Documents in large print			
		No obstacles			
		Sides of access paths demarcated			
		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			
		Clear hazard flashers for hazards			
		Provision of appropriate assistive listening systems and devices, subtitling for films etc.			
		Sign language interpreters			
Gender Mainstreaming					
Choosing panels/ speakers	Many (international) scientific and political conferences are heavily male dominated.	When choosing panels and speakers, it is important to keep gender equity in mind.	www.genanet.de	1	
		Equal gender representation in organising committees and in the organisation secretariat		1	

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Priority	see
"Gender-neutral language"	Language is an important instrument for making priorities clear, especially in the area of gender equity. Gender-neutral language should be used in all conference documents (in particular in German).	Gender-neutral use of language in oral and written statements (in accordance with the cabinet decision of June 1999)		1	
Participants		In the case of personal invitations to events (e.g. in the case of an exclusive list of participants), equal representation should be kept in mind		1	
Childcare		Providing childcare during the event		2	
Participation of experts		Invitation of experts who study the subject of the meeting from a gender perspective		2	

Worksheet area of action 9: Gifts for guests

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

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Priority	see
Choice of products in general		All gifts and promotional items should be produced in an eco-friendly and socially-acceptable way.	www.blauer-engel.de http://europa.eu.int/comm/environment/ecolabel/indexen.htm www.transfair.org	1	4, 5
	Products should have travelled only short distances.	Use of seasonal, organic products with environmentally transportation (short transport distances) if food items are purchased for gifts		1	4, 5
Ballpoint pens, mechanical pencils		Preferably retractable pencils made from cardboard. Alternative option: pencils or retractable ballpoint pens, unpainted pencils or retractable pencils made from wood!	BMU ballpoint pen as a model	2	
Backpacks	Bags, folders, backpacks are often not reusable.	Hiking backpack, if possible made from eco-friendly materials, should be reusable after the event.		2	
German specialities	German specialities can be used as "culinary ambassadors".	Presenting German specialities, e.g. organic wine, chocolate or sweets		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.	Only seasonal flowers, shipped in an eco-friendly way, or flowers bearing the fairtrade or the FLP (Flower Label Programme) label should be presented.	www.fairtrade.org www.fairflowers.de	2	2

Worksheet area of action 10: Documentation and communication

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

Topic/ problem	Explanation	Measure	Guide for action, source, reference	Priority	see
Eco-friendly organisation		Setting up an information group for advising the organisers		1	
		Extensive public relations: the goal to organise events under the German presidency in an eco-friendly way as well as the proposed measures should be communicated to the general public at an early stage. This can be an incentive to effectively achieve the environmental goals. At the same time, the environmental goals will become more widely known so that other event organisers might apply them to their own activities. As a supporting measure, the experiences and results should be analysed and published after the German presidencies in 2007.		1	
	Print and web version of the guidelines and the reports	Publication of these guidelines and of the reports on their application	www.bmu.de www.umweltbundesamt.de	1	
Communi- cation und documenta- tion	Participants should be informed on important aspects of the concept before and at the event and should be encouraged to participate actively.	Sending information on the environmental concept to all participants with the invitation		1	
	Information at the event	Information on measures and their monitoring and documentation by staff at the venue	Staff is trained and is responsible for implementing the concept at the venue and for representing it to the outside (participants, caterer etc.).	2	
		Staff training	Staff at the venue, cleaning personnel etc. have to learn about the essential features of the concept.	2	

Annex 2

**Products and Services that meet the
ecological criteria of the German
environmental label Blue Angel**

Products / Services	Environmental label
abrasives	salt-free abrasives; RAL-UZ 13
atomizing oil burners	low-emission atomizing oil burners, RAL-UZ 9
automobile tires, low-noise	low-noise and fuel-saving automobile tires, RAL-UZ 89
batteries, alkaline manganese, rechargeable	rechargeable alkaline manganese batteries, RAL-UZ 92
buses	low-noise and low-pollutant municipal vehicles and buses, RAL-UZ 59
car sharing	car sharing, RAL-UZ 100
car wash facilities, wastewater-free	car wash facilities, wastewater-free, RAL-UZ 23a
cardboard	recycled board, RAL-UZ 56
carrier bags	products made from recycled plastics, RAL-UZ 30a
CHPS - gaseous	small-scale gas-fired cogeneration modules, RAL-UZ 108
cleaning rags	sanitary paper products made from recycled paper, RAL-UZ 5
clocks	solar powered products and mechanical watches/clocks, RAL-UZ 47
clocks/watches, solar	photovoltaic products, RAL-UZ 116
combined heat and power systems - gaseous	small-scale gas-fired cogeneration modules, RAL-UZ 108
combined heat and power systems - liquid	small-scale liquid-fired cogeneration modules, RAL-UZ 109
combined oil burner and boiler units	combined oil burner and boiler units, RAL-UZ 46
commercial vehicles	low-noise and low-pollutant municipal vehicles and busses, RAL-UZ 59
composite wood panels	low-emission composite wood panels, RAL-UZ 76
computer monitors	workstation computers, RAL-UZ 78
copiers (cf. multifunction devices)	copiers, RAL-UZ 62; office equipment with printing function, RAL-UZ 122
copying paper	recycled paper, RAL-UZ 14
desktop computers	workstation computers, RAL-UZ 78
dustbins/garbage cans	products made from recycled plastics
electronic ballasts for fluorescent lamps	electronic ballasts for fluorescent lamps, RAL-UZ 81
envelopes	recycled paper, RAL-UZ 14
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
filter paper	unbleached filter papers for use with hot and boiling water, RAL-UZ 65
flat screen	workstation computers, RAL-UZ 78
floor coverings	low-emission wood products and wood-base products, RAL-UZ 38
floor coverings made from wood and derived timber products	low-emission wood products and wood-base products, RAL-UZ 38
floor coverings, flexible	flexible floor coverings, RAL-UZ 120
floor-covering adhesive	low-emission floor-covering adhesives and other installation materials, RAL-UZ 113
flushing valves	water-saving flushing valves, RAL-UZ 44
furniture	low-emission wood products and wood-base products, RAL-UZ 38
gas heaters	independent gas heaters and gas heating elements, RAL-UZ 71
gas heating elements	independent gas heaters and gas heating elements, RAL-UZ 71
gasboiler unit	combined burner and boiler units equipped with gas burner and fan, RAL-UZ 41
gasburner, fan-assisted	low-emission fan-assisted gas burners, RAL-UZ 80
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
heat pumps, electrical	energy-efficient heat pumps using electrically powered compressors, RAL-UZ 121
heat pumps, gas-operated	energy-efficient heat pumps using absorption and adsorption technology or operating by use of combustion engine-driven compressors, RAL-UZ 118
heating circulation pumps	heating circulation pumps, RAL-UZ 105
heating plants, gas	independent gas heaters and gas heating elements, RAL-UZ 71
heating plants, oil	low-emission atomizing oil burners, RAL-UZ 9
heating plants, wood pellets	wood pellet heaters, RAL-UZ 111
hot-air hand driers	low-energy hot-air hand driers, RAL-UZ 87
keyboards for workstation computers	workstation computers, RAL-UZ 78
kitchen roll	sanitary paper products made from recycled paper, RAL-UZ 5
laminatE flooring	low-emission wood products and wood-base products,

Products / Services	Environmental label
	RAL-UZ 38
laptops	portable computers, RAL-UZ 93; computers, RAL-UZ 78
letter scales	solar powered products and mechanical watches/clocks, RAL-UZ 47
low-emission composite wood panels	low-emission composite wood panels, RAL-UZ 76
low-emission upholstery	low-emission upholstery, RAL-UZ 117
mattresses	mattresses, RAL-UZ 119
mobile phones	mobile phones, RAL-UZ 106
movement area de-icers for airfields	movement area de-icers for airfields, RAL-UZ 99
multifunction devices	multifunction devices, RAL-UZ 114; office equipment with printing function, RAL-UZ 122
municipal vehicles	low-noise and low-pollutant municipal vehicles and busses, RAL-UZ 59
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
notebook	portable computers, RAL-UZ 93; computers, RAL-UZ 78
office furniture	low-emission wood products and wood-base products, RAL-UZ 38
paint	low-emission paint, RAL-UZ 102
panels/acoustic tiles	low-emission wood products and wood-base products, RAL-UZ 38
paper	recycled paper, RAL-UZ 14
paper towels	sanitary paper products made from recycled paper, RAL-UZ 5
particleboard	low-emission composite wood panels, RAL-UZ 76
PC	workstation computers, RAL-UZ 78
photovoltaic products	photovoltaic products, RAL-UZ 116
pocket calculators	solar powered products and mechanical watches/clocks, RAL-UZ 47
portable computers	portable computers, RAL-UZ 93
printers	printers, RAL-UZ 85; office equipment with printing function, RAL-UZ 122
printing paper	printing and publication papers primarily made from recycled paper, RAL-UZ 72
products made from recycled plastics	products made from recycled plastics, RAL-UZ 30a
recycled board	recycled board, RAL-UZ 56
recycled paper	recycled paper, RAL-UZ 14
returnable drinks packaging	returnable bottles and jars, RAL-UZ 2
returnable transport packaging	returnable transport packaging, RAL-UZ 27
sanitary paper	sanitary paper products made from recycled paper, RAL-UZ 5
self-stick notes	recycled paper, RAL-UZ 14
slatted bedframes	low-emission wood products and wood-base products, RAL-UZ 38
soda makers	soda makers, RAL-UZ 103
solar collectors	solar collectors, RAL-UZ 73
solar indoor appliances	photovoltaic products, RAL-UZ 116
solar lamps	photovoltaic products, RAL-UZ 116
solar outdoor appliances	photovoltaic products, RAL-UZ 116
solar-powered building technology	photovoltaic products, RAL-UZ 116
solar-powered IT equipment	photovoltaic products, RAL-UZ 116
special gas boilers	special gas boilers, RAL-UZ 39
suspension files	recycled board, RAL-UZ 56
system units for workstation computers	workstation computers, RAL-UZ 78
tires, low-noise	low-noise and fuel-saving automobile tires, RAL-UZ 89
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
toner cartridges	reprocessed toner modules, RAL-UZ 55
transport packaging	returnable transport packaging, RAL-UZ 27
upholstery	low-emission upholstery, RAL-UZ 117
varnishes	low-pollutant paints and varnishes, RAL-UZ 12a
veneer plywood boards	low-emission composite wood panels, RAL-UZ 76
wall paint	low-emission paint, RAL-UZ 102
wallpaper, including woodchip wallpaper	wallpapers and woodchip coverings primarily made of waste paper, RAL-UZ 35
waste sacks	products made from recycled plastics, RAL-UZ 30a
watch, solar	photovoltaic products, RAL-UZ 116
watches	solar-powered products and mechanical watches/clocks, RAL-UZ 47
water heaters, circulation	combination water heaters and circulating water heaters for the use of gaseous fuels, RAL-UZ 40

Products / Services	Environmental label
water heaters, combination	combination water heaters and circulating water heaters for the use of gaseous fuels, RAL-UZ 40
wood pellet heaters	wood pellet heaters, RAL-UZ 111
woodchip wallpaper	wallpapers and woodchip coverings primarily made of waste paper, RAL-UZ 35
workstation computers	workstation computers, RAL-UZ 78
writing paper	recycled paper, RAL-UZ 14

Annex 3

Products and services that meet the ecological criteria of the European Eco-label

Further information on the European Eco-label and its criteria can be found at http://europa.eu.int/comm/environment/ecolabel/index_en.htm.

Ecological criteria for awarding the EU Eco-label for all-purpose cleaners of 23 March 2005
Ecological criteria for awarding the EU Eco-label for detergents for dishwashers of 29 November 2002
Ecological criteria for awarding the EU Eco-label for hand dishwashing detergents of 23 March 2005
Ecological criteria for awarding the EU Eco-label for laundry detergents of 14 February 2003
Ecological criteria for awarding the EU Eco-label for dishwashers of 28 August 2001
Ecological criteria for awarding the EU Eco-label for light bulbs of 9 September 2002
Ecological criteria for awarding the EU Eco-label for personal computers of 11 April 2005
Ecological criteria for awarding the EU Eco-label for portable computers of 11 April 2005
Ecological criteria for awarding the EU Eco-label for refridgerators of 6 april 2004
Ecological criteria for awarding the EU Eco-label for televisions of 25 March 2002
Ecological criteria for awarding the EU Eco-label for vacuum cleaners of 11 February 2003
Ecological criteria for awarding the EU Eco-label for washing machines of 17 December 1999
Ecological criteria for awarding the EU Eco-label for copying and graphic paper of 4 September 2002
Ecological criteria for awarding the EU Eco-label for tissue paper of 4 May 2001
Ecological criteria for awarding the EU Eco-label for bed mattresses of 3 September 2002
Ecological criteria for awarding the EU Eco-label for hard floor coverings of 25 March 2002
Ecological criteria for awarding the EU Eco-label for indoor paints and varnishes of 3 September 2002
Ecological criteria for awarding the EU Eco-label for soil improvers of 28 August 2001
Ecological criteria for awarding the EU Eco-label for textile products of 15 May 2002
Ecological criteria for awarding the EU Eco-label for tourist accomodation service of 14 April 2003
Ecological criteria for awarding the EU Eco-label for camp site service of 14 April 2005