



SVENSK MILJÖBAS

Swedish Environmental Base
Name of document: Introduction event
Date of drawn up: 2013-11-22
Date amended: 2015-01-27



miljödiplomerat event
SVENSK MILJÖBAS

1. Introduction to Environmental Event Certificate

Environmental certificate: Name of the environmental certificate organization

Contact at the certificate organization: First name last name

Phone number:

Email address:

To be replaced with the issuer's
logo



To help with environmental event certification there are checklists and templates in Word.

2. Organization and competence
3. Mandatory requirements
4. Checklists – practical measures
5. Environmental survey template
6. Environmental declaration for premises

Procedure for award environmental diploma of event:

1. Introduction meeting

The issuers of the environmental event certificate along with the organizer of the event are having an introduction meeting where they go through the various requirements of the diploma process, sets up a schedule and discuss ambitions and the various possibilities for implementing practical measures in the checklist, alternatively, replace them with others.

2. The organizer of the event implements mandatory requirements

The organizer implements the mandatory requirements and sends in the documents and plans within the agreed timescale.

3. The organizer of the event implements practical requirements

The organizer carries out at least 75 % of the practical requirements as agreed.

4. Audit of documents

The organizer sends in all the mandatory documents and the issuer of the event certificate review and approves them.

5. Communication of the environmental work

The organization of the event communicates the environmental work before, during and after the event.

6. Audit on site

The audit shall be conducted by an approved Swedish Environmental Base auditor.

The issuer of the certificate provides, support and assistance to the organizer through the process to assure the best environmental performance.



Introduction to practical requirements

Below 10 areas of practical requirements, they are divided into:

1. Establishment - site selection/premises
2. Purchase and Contracts
3. Waste
4. Transports
5. Energy, electricity and heat
6. Food and beverages
7. Accommodation
8. Administration and communication
9. Social responsibility
10. Custom solutions

Within each of these areas there are steps that should be taken into account by the organizer of the event, if the action does not arise for the event it can be replaced with another. At the bottom of each area you can fill in with more lines to enter own suggestions. The practical requirements must be approved by the issuer.

There are templates in Word that you can use. The templates are designed so you can use them as a plan of action, when to schedule and follow up actions.



4. Praktiska åtgärder:
Minst 75 % av de praktiska åtgärderna måste uppfyllas för att erhålla utmärkelsen Miljödiplomerat event. *De praktiska åtgärderna kan bytas ut mot andra åtgärder som passar eventet bättre men de måste godkännas av utfärdaren.*
Områden med gröna rubrikfält fylls i av arrangören till eventet.

1. Etablering - val av plats/lokal

	Åtgärd	Ja	Nej	Förklara hur ni utför åtgärden	Förklaring av kravet
1.1 Miljöanpassning av lokal	Lokalen eller platsen för eventet är miljöanpassad				Förklaring - Välj en... eventet. Vid event in... Om det inte finns en aktuell... miljödiplomering ska Miljö... 6) skickas för att ta reda på vilka förutsättningar det finns för att genomföra ett miljöanpassat event i lokalen. Vid event utomhus ska en plats väljas där man kan göra minsta möjliga skada på omgivningen. Genom att lokalen eller platsen där eventet genomförs är miljöanpassad minskas den negativa miljöpåverkan samtidigt som miljöanpassningen underlättas och sänder tydliga signaler till besökare, deltagare och övriga intressenter. Valet av plats ska också göras med utgångspunkten att minimera transportbehovet av människor och varor.

Here you explain why the requirement is included, or clarify what is asked for

Proposed action, at the bottom of each area you can fill in with more lines to enter own suggestions.

Here you explain how you plan to carry out the action.