



3. Mandatory requirements

| <i>Areas with green background to be filled in by the organiser.</i> | Action | Explain action | Comment on the requirement |
|--|---|-----------------------|---|
| 1. Statutory requirements | The organiser has identified and complies with current requirements concerning duty to notify and duty to obtain a licence under current legislation such as the Environmental Code, local regulations etc concerning waste, health, foodstuffs, noise levels, environment etc. | | Considered in environmental report and at start-up meeting between organiser and issuer and/or auditor. A start-up meeting is not always necessary for repeat events. |



SVENSK MILJÖBAS

Swedish Environmental Base
Name of document: Mandatory requirements Events
Date drawn up: 22 November 2013
Date amended: 15 January 2014

| | | | |
|---|---|--|---|
| 2. Systematic environmental work | The organiser's environmental work is systematic. | | By organiser is meant the organisation(s) with a mandate to influence how the event is carried out. Systematic environmental work means that the organiser has either an environmental diploma or an environmental certificate under, for example, the Swedish Environmental Base or ISO 14 001. If the organiser lacks an environmental management system with a diploma or certificate documents describing the environmental management system must be produced. This must include environmental policy, plan of action and environmental statement . |
|---|---|--|---|



SVENSK MILJÖBAS

Swedish Environmental Base
Name of document: Mandatory requirements Events
Date drawn up: 22 November 2013
Date amended: 15 January 2014

| | | | |
|---|--|--|---|
| 3. Management and responsible officials have knowledge | Responsible officials and event management have knowledge of the requirements for an event with an environmental diploma and competence in performing tasks in an environmentally correct manner. | | The requirement is satisfied with a start-up meeting with issuer and/or auditor where the requirements are discussed and environmental responsibility in the organization is determined. At the same time any need to "find out about things", e.g. licence requirements or similar, and who is to find them out is identified. Roles and need for allocation of responsibility are also identified, this to be documented in the environmental report. |
| 4. Employees and officials | Employees, officials and others concerned have knowledge or the requirements for events with an environmental diploma and appropriate competence for performing their duties in an environmentally correct manner. | | |



SVENSK MILJÖBAS

Swedish Environmental Base
Name of document: Mandatory requirements Events
Date drawn up: 22 November 2013
Date amended: 15 January 2014

| | | | |
|---------------------------------|---|--|---|
| 5. Environmental manager | The event has an environmental manager responsible for the environmental work | | Environmental manager is the main contact person regarding environmental matters concerned with the event for issuers and other interested parties and must have general knowledge of the environmental adaptation of the event. If responsibility for sub-areas is delegated, this should be clearly shown in the environmental report giving name, area of responsibility and contact details. |
|---------------------------------|---|--|---|



SVENSK MILJÖBAS

Swedish Environmental Base
Name of document: Mandatory requirements Events
Date drawn up: 22 November 2013
Date amended: 15 January 2014

| | | | |
|--|--|--|--|
| 6. Program declaration/environmental policy | There is a programme declaration for the event that forms the basis for environmental work and reflects the organiser's vision. Employees, visitors and others concerned should be informed. | | The program declaration represents an environmental policy and describes how the organiser sees environmental work and the attitude taken to the event's significant environmental aspects; it shows the way and gives guidelines and level of ambition. The concept "others concerned" includes, for example, sponsors, suppliers, contractors and volunteers |
| 7. Environmental impact | The event's environmental impact has been documented and guides the environmental adaptation carried out | | Environmental adaptations to the event should principally be in areas with the maximum environmental impact (e.g. transport, food, waste). To be documented in the environmental report or by other means provided it covers relevant environmental aspects and assessment/ ranking of these is possible. |

Föreningen Svensk Miljöbas
Box 9046
102 71 Stockholm

E-mail: info@svenskmiljobas.se
Website: www.svenskmiljobas.se



SVENSK MILJÖBAS

Swedish Environmental Base
Name of document: Mandatory requirements Events
Date drawn up: 22 November 2013
Date amended: 15 January 2014

| | | | |
|---|--|--|---|
| 8. 75 % of the practical measures | The organiser has carried out at least 75 % of the practical measures on the check list that are relevant. | | |
| 9. Environmental requirements on suppliers and contractors | Environmental requirements are laid down in agreements with suppliers and contractors. | | To ensure that suppliers and contractors work to environmental principles similar to those of the organiser, environmental requirements must be specified at the procurement and agreement stage. |
| 10. Repeat events | For repeat events targets and measures have been set up for further reduction of the event's environmental impact compared with the preceding event on the constant improvement principle. | | The definition of repeat event is event arranged at least once a year. The requirement applies from the second occasion of holding the event. |



SVENSK MILJÖBAS

Swedish Environmental Base
Name of document: Mandatory requirements Events
Date drawn up: 22 November 2013
Date amended: 15 January 2014

| | | | |
|--|---|--|---|
| 11. Statistics for repeat events | For repeat events the result of environmental adaptations must be monitored and results and experiences must be reported to issuer/auditor and be available for organization of future events. | | The result shall if possible be reported in statistical form of (e.g. proportion of organic foodstuffs, material consumption, waste, fuel consumption). If statistics cannot be produced, a brief description of perception of result or degree of goal attainment is given. |
| 12. The food served to staff / volunteers | On the event there are only served organic coffee, tea, milk and sugar to the staff / volunteers. If food is served there will be at least another two organic staple food and at least one vegetarian option offered. | | |



SVENSK MILJÖBAS

Swedish Environmental Base
Name of document: Mandatory requirements Events
Date drawn up: 22 November 2013
Date amended: 15 January 2014

| | | | |
|--|--|--|---|
| 13. Food that is served to visitors / participants. | <p>On the event there are only served organic coffee, tea, milk and sugar to the visitors / participants.</p> <p>If food is served there will be at least another two staple food per serving place to be organic.</p> | | Staple foods do not apply to accessories such as spices, ketchup, etc. |
| 14. Food - Seafood | Seafood should be eco-labeled MSC, KRAV or be on the WWF's Green List | | |
| 15. Vegetarian dish | At least one dish per serving place must be vegetarian. | | If any of restaurateurs has a special niche, for example in meat-processing industry, an exception can be made if the organizers can guarantee that the majority of serving places offer vegetarian options |

Föreningen Svensk Miljöbas
Box 9046
102 71 Stockholm

E-mail: info@svenskmiljobas.se
Website: www.svenskmiljobas.se



SVENSK MILJÖBAS

Swedish Environmental Base
Name of document: Mandatory requirements Events
Date drawn up: 22 November 2013
Date amended: 15 January 2014

| | | | |
|------------------------|---|--|---|
| | | | If only "snacks" is served such as sandwiches , there should be vegetarian options. |
| 16. Information | Visitors / participants are given clear information about the environmental adaptations of the event and of eco-labeled products and food. . | | |