



SVENSK MIL JÖBAS

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

4. Practical action:

At least 75 % of the practical measures must be taken in order to obtain the distinction of Environmental Diploma-Holding Event. *The practical action can be replaced by other measures that suit the event better but they must be approved by the issuer.*

Areas with green background are to be filled in by the organiser of the event.

1. Establishment – choice of place/location

	Action	Yes	No	Explain how you perform the action	Explanation of requirement
1.1 Environmental adaptation of premises	Location or premises for the event are environmentally sound				Explanation – Choose a place/premises as suitable for the event as possible. If the event is indoors, the party hiring out the premises must be contacted. If there is no valid environmental certification or diploma the Environmental Declaration, Premises (see document 6) must be sent to ascertain the prospects of it being able to hold an environmentally sound event in the premises. If the event is outdoors, a place must be chosen where there will be the least possible damage to the surroundings. Having the premises or place where the event is held environmentally adapted reduces the negative environmental impact while also sending clear signals to visitors, participants and other interested parties. The place should also be chosen with a view to keeping the need for transport of people and goods to a minimum.



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1.2 Outdoor event	For an outdoor event action has been taken to keep impact on the event area to a minimum and to ensure that it can be restored to its original condition.				Outdoor events held in parks, for example, often cause heavy wear on grassed areas etc. It is important as far as possible to protect sensitive areas and to restore them to their original condition after the event.
2. Procurement and contract					
	Action	Yes	No	Explain how you perform the action	Explanation of requirement
2.1 Sponsor principles	The organiser has a sponsor principle that takes account of environmental responsibility				Trying to persuade sponsors and other partners to take a greater environmental responsibility may reduce the indirect environmental impact of the event. It is important to consider which companies the event wishes to be associated with and which it does not.



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3. Purchasing					
	Action	Yes	No	Explain how you perform the action	Explanation of requirement
3.1 The organiser's purchasing procedure	The organiser has a documented purchasing procedure that promotes ethical and environmentally sound products and services				
3.2 The organiser makes demands of suppliers etc	The organiser requires suppliers and sub-contractors also to have a documented purchasing procedure that promotes ethical and environmentally sound products and services.				Purchase of goods and services is an important part of the environmental work and taking into account ethical and environmental considerations when purchasing can reduce the environmental impact.
3.3 Hire or re-use	Goods and products are hired, or re-used, to reduce the quantity of purchases and the amount of waste.				Hire, for example, mats, cloths, lighting, other decor etc.



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3.4 Make it easier for suppliers	The organiser makes it easier for contractors and suppliers to make the event environmentally sound.				By offering co-ordinated deliveries of goods and/or lists of relevant suppliers the organiser can make it easier for sellers of food to obtain environmentally sound products.
3.5 Disposable items	100 % of the disposable items purchased are environmentally adapted.				Easily degradable and/or recycled/recoverable materials. E.g. plates and mugs of cardboard or starch plastic. There is also starch plastic cutlery.
3.6 Printed material	100 % of printed matter purchased for marketing of the event has an environmental label.				Paper products must have an environmental label such as Nordic Ecolabel or equivalent environmental performance.
3.7 Company and work wear	Company and work wear purchased for event staff, officials and volunteers is environmentally sound				Choose material with an environmental label or that is easily degradable and/or re-used/recyclable. E.g. clothing of organic cotton. (No PVC or printing containing plasticizing phthalates in clothing.)



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3.8 Garbage bags	The garbage bags used are made of starch or of recycled material.				There are garbage bags of recycled plastic and bags from, for example, corn starch, from many suppliers.
3.9 Building materials	Building materials used are recommended in accordance with the assessment criteria of the building materials industry.				There are several registers for environmental assessment of building materials and related products. E.g. BASTA, Byggvarubedömningen, Folksams byggvaruguide and SundaHus. They contain databases/lists of products recommended from an environmental point of view and also which ones should be avoided.
3.10 Décor material	Environmental consideration is given to choice of materials for décor.				Choose material for décor that has been used or is intended for re-use. The material should be easily degradable and/or re-used or recyclable. For example, hangings and gateways of cortex, i.e. corn starch. Recyclable textile mats etc.
3.11 Conference material	Conference material is offered in digital form				Choose alternatives to traditional kit as conference material.
	Conference material purchased is environmentally sound.				Choose bags, pads, pens etc that are Nordic Ecolabelled or equivalent.



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3.12 Cleansing materials etc.	All dish-washing, cleaning and laundry products and also soap etc that are used have an environmental label.				Choose products that have an environmental label such as Nordic Ecolabel, Bra miljöval [Good Environmental Choice], EU Ecolabel or equivalent
4. Waste					
	Action	Yes	No	Explain how you perform the action	Explanation of requirement
4.1 Limit quantity of waste	Efforts are made to limit the total amount of waste				For example by not choosing disposable materials, not allowing distribution of freebies, flyers or other advertising material.
4.2 Staff have access to waste containers	Staff and employees have access to waste containers for sorting of all kinds of waste arising at the event (except food waste).				Extra points are given for sorting out food waste under item 4.5. Contact, for example, caterers and waste removal contractors in good time to devise the best solution.



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4.3 Visitors have access to waste containers	Visitors have access to waste containers for sorting of all kinds of waste arising at the event (except food waste).				Extra points are given for sorting out food waste under item 4.5. Contact, for example, caterers and waste removal contractors in good time to devise the best solution.
4.4 Waste containers are marked	Waste containers are clearly signposted/marked to assist staff, visitors and others concerned.				It is important for it to be made clear which kind of waste is to be thrown where. Use illustrations as these will also be clear to non-Swedish-speaking visitors.
4.5 Food waste is sorted	Food waste is sorted and recovered				Food waste is a resource that can be used for the production of biogas and/or topsoil. First and foremost those serving food and caterers need to sort food waste that arises from their activities. If possible it is desirable for visitors also to be able to do this. Here, too, it is desirable to cooperate with a waste removal contractor.
4.6 Returnable cans and bottles	Returnable cans and bottles are sorted and recycled.				Place separate containers near places where empty bottles and cans occur.



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5. Transport					
	Action	Yes	No	Explain how you perform the action	Explanation of requirement
5.1 Established need for transport	The organiser has established the need for transport of employees, visitors, suppliers and others concerned				Explanation – Obtaining knowledge of the transport requirements enables journeys and transport to be planned and co-ordinated to reduce the total amount.
5.2 Travel policy	The organiser has a written travel policy				Explanation – A travel policy enables journeys to be kept to a minimum and made with a minimum of environmental impact, for example by choosing to cycle rather than go by car. It can also be done by choosing phone and web meetings rather than face-to-face ones.
5.3 Leasing of vehicles	When leasing vehicles the organiser leases environmental ones.				Explanation – Most leasing companies have access to environmental vehicles, but it is often necessary to ask specially.



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5.4 Environmental taxi	The organiser engages environmental taxis				Explanation - Most taxi operators have access to environmental vehicles, but it is often necessary to ask specially.
5.5 Environmentally classified vehicles	The organiser's transport is provided by environmentally classified vehicles and/or using environmentally classified fuel.				Explanation – For transport to and from the event environmentally classified vehicles and/or environmentally classified fuel should be sought.
5.6 Co-operation with public transport	The organiser co-operates with public transport providers to improve alternative means of travel to, during and from the event				Explanation – To reduce the environmental impact of the event resulting from isolated journeys the organiser should work with SJ and local transport.
5.7 Public transport for visitors etc	The organiser refers to public transport on the website.				Explanation – Clear information concerning how to get to and from the event by public transport can be given on the event's website.



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5.8 Climate compensation, exhibitors etc	The organiser urges exhibitors, artists, participants and speakers to climate-compensate for the journey.				Explanation – The event’s website can give clear information on how it is possible to climate-compensate for the travel involved. There are several companies that offer climate compensation: it is important to choose serious projects. Alternatively, climate compensation money can be used for local projects.
5.9 Climate compensation for employees	The organiser climate-compensates for employees’ car and air journeys.				Explanation – By means of climate compensation for his employees’ car and air travel the organiser can supplement his effort to reduce his environmental impact. There are several companies that offer climate compensation: it is important to choose serious projects. Alternatively, climate compensation money can be used for local projects.
6. Energy, electricity and heating					
	Action	Yes	No	Explain how you perform the action	Explanation of requirement
6.1 Renewable electricity	All electrical energy supplied to the event comes from renewable sources.				Explanation – The organiser only signs electricity contracts for renewable energy and/or hires premises/places that have such contracts.



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6.2 Energy-saving measures	Energy consumption is reduced by energy-saving measures such as use of low-energy lamps, LED lighting, switches etc.				Explanation – Energy-saving measures can reduce the energy required for the event.
6.3 Biofuel in power packs etc.	Biofuel is used in power packs.				Explanation – If emergency power units are required they should run on biofuel.
6.4 Climate compensation for fossil fuels	Climate-compensate the fossil fuel that is used (except for travel).				Explanation - There are several companies that offer climate compensation: it is important to choose serious projects. Alternatively, climate compensation money can be used for local projects. Climate compensation for employees' car and air travel is given under item 5.9.



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7. Food and drink					
	Action	Yes	No	Explain how you perform the action	Explanation of requirement
7.1 Organic meals for employees etc.	Meals served to employees, officials and artists have organically produced ingredients				Explanation – Choose food with an environmental label such as Krav, Demeter, EU-organic or biodynamic. The proportion should be at least 30 % (in kronor or number of products).
7.2 Organic food - visitors	Food served to visitors during the event is organically produced.				Explanation – Serving, catering or other sale of foods during the event should offer food with an environmental label, such as Krav, Demeter, EU-organic or biodynamic. The proportion must be at least 30 % (in money or number of products)
7.3 Organic coffee	All coffee and milk served during the event is organic.				Explanation – KRAV, Demeter, EU-organic or biodynamic.
7.4 Fair trade coffee	All coffee served during the event is fair trade.				Explanation – Fair trade coffee helps growers and coffee plantation workers to improve their working and living conditions.



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7.5 Tap water	Tap water is available for employees, visitors and participants.				Explanation – Arranging standpipes/water taps or serving water from carafes reduces the need to buy bottled water.
7.6 Local food producers	The organiser co-operates with local food producers.				Explanation – The organiser co-operates primarily with local food producers to reduce transport..
7.7 Fish and shellfish	Fish and shellfish served come from sustainable stocks				Explanation – The organiser and the food sellers at the event serve only KRAV, MSC – or ASC-certified fish and shellfish, or fish marked green in WWF’s list of fish.
7.8 Vegetarian alternatives	Vegetarian alternatives are offered at every serving				Explanation – Applies to serving for visitors, employees, officials and artists.
8. Accommodation					
	Action	Yes	No	Explain how you perform the action	Explanation of requirement
8.1 Environmentally adapted hotels etc	The organiser engages and recommends environmentally adapted hotels and hostels				Explanation – Hotels, hostels and similar accommodation that the organiser engages and recommends must conform to ISO 14001, be EMAS-certified or have an environmental diploma or other equivalent environmental management system.



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8.2 Environmental declarations	The organiser requires an environmental declaration from hotels/hostels that do not possess a diploma or certificate.				Explanation – Hotels, hostels or similar that the organiser already co-operates with and that have not developed their environmental work should be encouraged by the organiser to shoulder a greater environmental responsibility. Environmental declaration template is included as appendix.
9. Administration and communication					
	Action	Yes	No	Explain how you perform the action	Explanation of requirement
9.1 Electronic marketing	Parts of the event's marketing are in electronic form				Explanation – Having programs and other practical information etc. in electronic form facilitates updating and saves resources.
9.2 Digital invoices	Digital invoices are used.				Explanation – If possible all invoicing concerning the event is produced digitally.



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9.3 Inform about environmental adaptation	Give the environmental work space in the information material about the event				Explanation – Including the environmental work in the informational material about the event creates a serious impression and gives participants and visitors the opportunity to contribute to the environmental work during the event.
9.4 Activities for visitors	Arrange program items and activities that interest participants and visitors in environmental questions				Explanation – For example by inviting in local environmental organizations, arranging environmental quizzes or other games and competitions on an environmental theme.
10. Social responsibility					
	Action	Yes	No	Explain how you perform the action	Explanation of requirement
10.1 Accident insurance	All officials/volunteers have accident insurance				Explanation – Agreement should be appended.
10.2 Accessibility	The organiser has taken measures intended to make the event accessible to everyone				Explanation – Environments, products and activities at the event must be possible for all individuals to understand and use in safe and comfortable conditions and as independently and naturally as possible.



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10.3 Local community	The organiser works actively to support the local community.				Explanation – For example by inviting local schools, engaging local companies and suppliers and/or giving any surplus to local organizations.
10.4 Gender equality	The organiser works actively on gender equality questions				Explanation – For example working actively for an equal gender division of artists.
10.5 Opinions	It is possible for employees, visitors, sponsors and other interested parties to submit opinions on the environmental work.				Explanation – These interested parties can submit comments and assist with experience that develops the environmental work. For example there may be a forum on the website and Facebook.
11. Own solutions					
	Action	Yes	No	Explain action	



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