

GREEN KEY

AN ECO-LABEL FOR
LEISURE ORGANISATIONS



Green Key

REGISTRATION FORM
For Conference Centres 2016-2020
Revision 02 – May 2019

1.0 Introduction

Aim

Green Key has the following overall aims:

- Increase the use of environmentally friendly and sustainable methods of operation and technology in the establishments and thereby reducing the overall use of resources
- Raise awareness and create behavioural changes of guests, staff and suppliers of individual tourism establishments
- Increase the use of environmentally friendly and sustainable methods and raise awareness to create behavioural changes in the hospitality and tourism industry in overall

Criteria

The Green Key criteria and explanatory notes can be downloaded from the Green Key website:
<https://www.qatargbc.org/programs/greenkey>

The current set of criteria/explanatory notes is valid until 31 December 2020. Changes in criteria/explanatory notes will normally be announced with at least six months' notice.

The criteria are divided into two categories:

- Imperative (I) criteria must all be fulfilled in Green Key establishments
- *Guideline (G)* criteria must increasingly be fulfilled in Green Key establishments as according to the following point system:

Year	Percentage of total guideline criteria
1	0%
2	5%
3	10%
4	15%
5-9	20%
10-	50%

Some criteria will need to be documented in the application form. Other criteria will need to be documented in connection with the on-site audits (in the criteria and explanatory notes document, there is information about the expected check of compliance with criteria during on-site audits).

Application and award procedure

The Green Key application and award procedure can be found on the Green Key website:
<https://www.qatargbc.org/programs/greenkey>

Audits

Onsite audits are conducted first and second year and thereafter every three years. In the years without onsite audits, offsite reviews of documents will be carried out.

Revision of criteria

The international criteria are revised every 4-5 years. This set of criteria is for the period until 31 December 2020.

Contact

For any question about criteria and audits, please contact Qatar Green Building Council, Green Key National Operator:

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QGBC Head of Communication

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Web: www.qatargbc.org/programs/greenkey

2.0 Agreement between Green Key and applicant establishment

In connection with the first application for award or subsequent annual renewal of award, the applicant establishment and Green Key must mutually agree upon and sign the terms and conditions in the agreement (replacing any previous existing agreements between the applicant establishment and Green Key):

Access to information about Green Key:

The applicant establishment follows this link, <https://www.qatargbc.org/programs/greenkey> for the following

- The applicant establishment confirms that it has had access to and read/understood the Green Key National Criteria and explanatory notes
- The applicant establishment confirms that it has had access to and read/understood the Green Key application process:
- The applicant establishment confirm that it has had access to and read/understood the Green Key participation fees

Responsibilities of the applicant establishment

- The applicant establishment will complete the Green Key application form with correct data and pay the Green Key fees.
- The applicant establishment will allow scheduled onsite audits to take place within the premises of the establishment by an auditor authorised by Green Key, and to provide all necessary information and arrangements in connection with these audits.
- The applicant establishment will allow unannounced control visits by an auditor authorised by Green Key; however, the auditor must notify the reception of the establishment on arrival to request to be followed around by the general manager/owner, environmental manager or other relevant person.
- The applicant establishment will ensure conformity with the Green Key criteria throughout the award period, including correct information and communication about the achieved Green Key award as set in the Green Key criteria/explanatory notes and the Green Key Branding Guidelines.
- The applicant establishment will inform Green Key of any changes that might affect compliance with Green Key criteria within ten days of them occurring.
- The applicant establishment will record, handle and inform Green Key of complaints and corrective actions taken relating to compliance with the Green Key requirements (in correspondence with the official complaint handling procedure).
- The applicant establishment will inform Green Key of any changes in contact details within 30 days after occurring.
- The applicant establishment can decide to terminate its Green Key award at any time without penalty by providing 30 days' written notice to Green Key (fees for the remainder of the award period will not be reimbursed).
- The applicant establishment will in case of termination of award ensure that all references to Green Key are removed.

Responsibilities of Green Key

- Green Key will carry out an effective and impartial certification procedure, which means that no person with a potential conflict of interest can be involved in the third-party verification of the Green Key award.
- Green Key will communicate any changes in the Green Key criteria/explanatory notes as well as overall procedures to the establishment with normally at least six months' notice.
- Green Key will treat all received and viewed documents with confidentiality.
- Green Key will keep the names, phone numbers and e-mail addresses for the establishment for the duration of the application and award period. When Green Key is informed about updated contact details, the previous information will immediately be deleted. The applicant/awarded establishment can at any time access information about the contact information. The contact details will be used in case of contact, information (including newsletters) and promotion (see point below) in relation to Green Key. Within two years after an establishment is not awarded or re-awarded, the contact details will be deleted. Green Key will not use the contact details for other purposes than described in this agreement.
- Green Key will promote the awarded establishment on the Green Key website (name and contact details). The same information will be sent to OTAs, tour operators and other tourism databases where Green Key has established a cooperation agreement.
- Green Key will not publish any data or other sensitive information with reference to the individual establishment without prior consent of the establishment.
- Green Key has the right to suspend/terminate the award in case of non-compliance with requirements being revealed during the award period through monitoring, notified changes, complaints, etc.
- Green Key Qatar can utilize the data collected from the establishment in an anonymous manner for research, educational, and outreach purposes.

Signing of the agreement

For the applicant establishment:

Name of establishment: _____

Name of establishment owner or operator: _____

Name of person signing this agreement: _____

Title of person signing this agreement: _____

E-mail address: _____

Signature: _____

For Green Key:

Name of Green Key Office: Qatar Green Building Council

Name of Green Key National Operator/Int. Director: Hamoda Youssef

E-mail address: hyoussef@qf.org.q

Signature: _____

Date: _____

3.0 Green Key policies

The applicant establishment follows this link, <https://www.greenkey.global/costs-policies>
To read the following policies:

- Policy document clarifying scope, non-discrimination, impartiality, confidentiality and objectivity.
- Policy document clarifying appeal and complaint handling processes.
- Policy document clarifying the reference to Green Key during the award period.

I hereby confirm reading and agree with the above policies

Date:

On behalf of the applicant establishment _____

4.0 APPLICANT'S DETAILS:

Name of the establishment:	
Address:	
Phone:	
E-mail:	
Website:	
Social Media links	
Number of visitors/year:	
Number of employees:	
Name of General Manager:	
Name of Environmental Manager:	
E-mail Environmental Manager:	
Text about the establishment for the Green Key website (max. 100 characters):	

Signature _____

Date: _____