



عضو في مؤسسة قطر
Member of Qatar Foundation

ECO EVENT



Handbook

Revision 01 – September 2020



BACKGROUND

Qatar has become an outstanding MICE (meetings, incentives, conferencing, exhibitions) destination of international repute over the past decade by hosting a growing number of international and national conferences, exhibitions, festivals, tournaments, and major events. Coupled with the national vision that embraces sustainability as a key development pillar, a framework to guide organizers for an eco-friendly event became a necessity given the excessive carbon footprint events typically generate. Qatar Green Building Council (QGBC) has developed the Eco-Event awarding scheme to align the country's MICE sector with the established international standards. The Eco-Event Award provides a framework to guide, promote, and implement an event which mitigates the negative impact on the environment and limits the depletion of natural resources, while increasing the economic efficiency in tandem with social wellbeing.

GOALS AND OBJECTIVES

The Eco-Event Award provides scalable guidance for event owners and organizers starting from private events and meetings to mega national events. QGBC advocates for a more sustainable environmentally friendly event industry in parallel with educating stakeholders and the community about best practices, thus developing a new low-carbon culture of event organization.

The Eco-Event Award's main goal is to drive carbon footprint reduction by rethinking material and operation. Reduction in waste generation along with energy, water and transportation demands create a sustainable event environment based on the principles of conservation and efficiency.

The second goal of Eco-Event is to instigate green procurement and a circular economy network. This will be achieved by building understanding and consideration of products' life cycle and green supply chain through responsible sourcing.

The third goal rests in awareness and education. The Eco-Event Award showcases sustainability at all stages of an event beginning from planning through to operations and up to and after the culmination of the event as sensible actions of low-carbon practices. It is expected that dedicating time to train staff and inform and involve guests will raise awareness and engagement, and help integrate environmentally friendly practices as part of daily life and social gatherings.

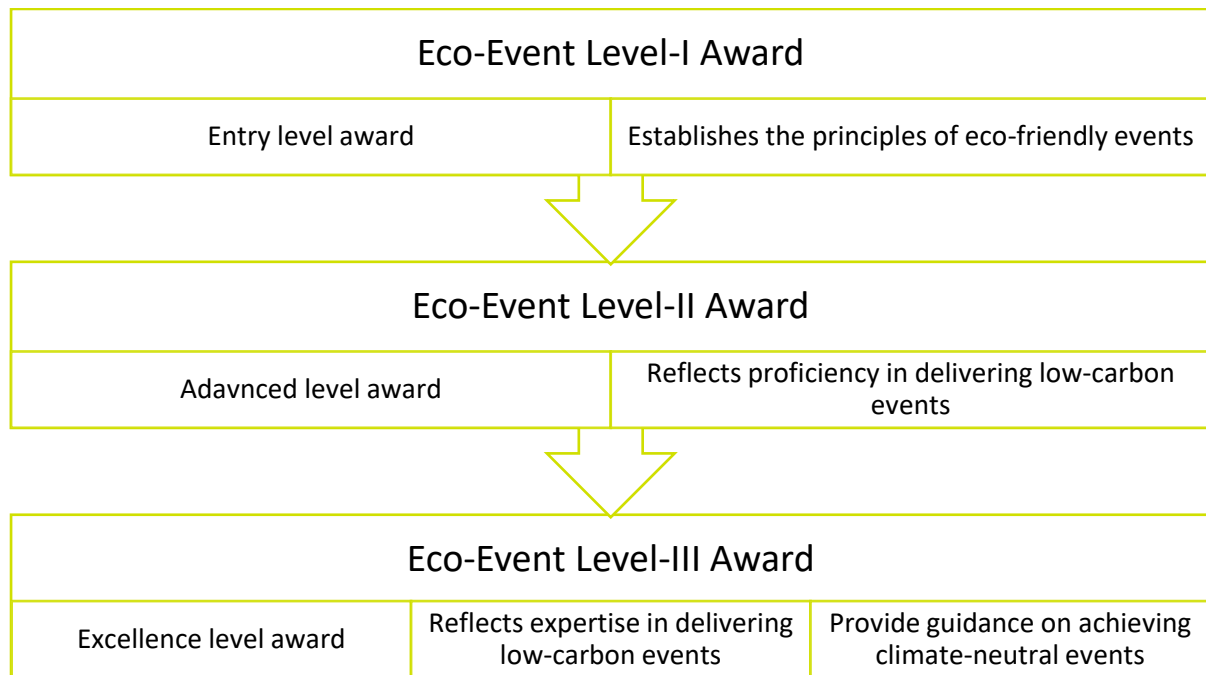
AWARD TARGET SECTOR

The Eco-Event Award is meant to encourage various planners, organizations, and individuals engaged in different event scales to deliver a more environmentally sustainable, low-carbon event. The Eco-Event category includes indoor or outdoor events conducted for a specified period, either:

- (a) on a temporary site that contains no permanent structures installed specifically for the event, or
- (b) on a site within an existing building or a previously developed outdoor space with no new permanent structures built specifically for the event. The category includes one-off events and recurring events. For an event to be considered, it should comply with the country’s regulations, culture, values, and traditions.

AWARD LEVELS

With the aim of establishing wide adoption of low-carbon practices and cultural acceptance of environmentally friendly events, the Eco-Event Award has been structured to provide three levels of acknowledgments.



AWARD PROCESS

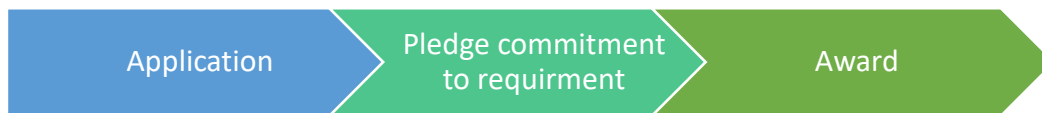
To be eligible for the Eco-Event Award, the candidate event must be managed by an organizer enjoys appropriate legal status, complying with local, communal, and indigenous rights. Furthermore, the applicant is responsible for implementing the Eco-Event features, and as such must have vested authority over the event. The Eco-Event Award has 11 categories under each category has a number of imperatives and features.

Level-I Award Process:

An appointed eco leader of the event will fill the checklist and the application form to declare commitment and compliance with the requirements. Proof of compliance will be kept digitally in a binder. Accordingly, the event will be awarded the Eco-Event Level-I award where it can be used in the marketing collaterals and displayed during the event.

Level-I award does not include a 'desktop review' or site visit, though QGBC has the right to conduct an unannounced control visit and review the binder to ensure compliance.

When to Apply: at least 5 working days before the event starting date.



Level-II Award Process:

The candidate will complete the application form and submit supporting documents. Both one-off and recurring events will go through a desktop review to validate compliance with features. Based on this desktop review, the event will receive the Eco-Event Award which will allow the candidate to promote their Eco-Event.

- Event management needs to report additional documents under some features. Those are marked as POST-EVENT features
- To be eligible for the award, the event shall comply with all the imperatives and additional features. The number of Level-II additional features varies according to each category
- QGBC has the right to conduct unannounced control visits and review the binder to ensure compliance

When to Apply: at least 20 working days before the event starting date. Allow 10 working days for a complete desktop review.



Level-III Award Process:

The candidate will complete the application form and submit the supporting documents. Both one-off and recurring events will go through desktop review in addition to an on-site control visit to validate compliance. Based on the desktop review the event will receive the award which will allow the awardee to promote their event as a recognized Eco-Event.

- Unannounced control visit/s are performed before and/or during the event to validate compliance.
- Some features require additional documents after the event has taken place. These are marked as POST-EVENT features
- To be eligible for the award the event shall comply with all imperative features and additional features
- The number of Level-III additional features varies according to each category.

When to Apply: at least 30 working days before the event starting date. Allow 10 working days for a complete desktop review



FEES

Payment to be completed upon submitting the application form and supporting documents. Refer to the "Eco-Event Fees" document for details.

1. ENVIRONMENTAL MANAGEMENT

- Appoint an eco-leader from among the staff of the event organizer
- The event is not held in a protected or sensitive area requiring specific measures for conservation that are not compatible with the type of event/activity
- Green initiatives/proof concerning the Eco-Event must be kept and maintained in a single place, ready for review if asked for

2. AWARENESS

- Display the Eco-Event Award in a prominent place during the event
- Information material about Eco-Event must be visible and accessible to visitors during the event and shared on the event's digital platforms
- The event team must be in a position to inform visitors about Eco-Event and the current environmental activities and undertakings of the event

3. WATER

- Identify one potable water saving measure which suits the nature of the event.
- Water saving tips are displayed to educate participants
- Any newly purchased machines for the event must be water efficient
- Any newly purchased water fixtures must be water efficient

4. ENERGY

- Identify one energy saving measure which suits the nature of the event
- Energy saving tips are displayed to educate participants
- The event has defined 21-23°C as a standard temperature for cooling and heating in enclosed spaces
- 50% of all existing light bulbs are energy efficient
- Vending machines, coffee, and water dispensers are switched off in periods of non-use. Computers and laptops are turned off automatically or switched to energy saving mode
- All newly purchased electric devices are energy efficient
- All newly installed light bulbs are LED and energy efficient

5. WASTE

- Separate waste with a minimum of three categories
- Instructions on how to separate and handle waste must be easily available to the staff, visitors, and subcontractors in an understandable and simple format
- The event provides sufficient waste bins which are visible and accessible to visitors
- Single use plastic water bottles are not allowed, nor are plastic cutleries or bags
- Store hazardous solid and liquid chemicals in separate containers, preventing leakage and contamination of the environment
- The event has dispensers for hand soap/shampoo/sanitizers
- Reduce printed material, use double sided, small size, recycled content paper, print upon request
- No Styrofoam is allowed for disposables
- The stationery and brochures produced or ordered by the event must be eco-labelled, be reused, recycled, or produced by a company with an environmental management system

6. FOOD AND BEVERAGE

- There are at least three types of food/drink products offered that are labelled as organic, fair trade labelled, and/or locally produced
- No products from endangered fish, seafood, or other species
- Food served has ingredient labels
- Communicate on the menu card or in the buffet the products that are organic, eco-labelled, fair-trade labelled, and/or locally produced
- Provide vegetarian and/or vegan alternatives in the event
- Water and beverages are not served in single use plastic water bottles and cups
- Condiments and beverages are served in bulk
- Donate unspoiled food leftovers

7. CLEANING AND HYGIENE

- Newly purchased chemical cleaning products for daily use must either have a nationally or internationally recognized eco-label or cannot contain hazardous compounds
- Site is cleaned after the event
- Paper towels, facial tissues, and toilet paper must be made of non-chlorine bleached paper or awarded with an eco-label
- Fiber cloth is used for cleaning to save water and chemicals
- High-touch points are cleaned regularly with disinfectants throughout the event
- Provide sanitizer dispensers for staff and guests

8. INDOOR ENVIRONMENT

- Smoking is prohibited indoor and is only permitted in designated outdoor areas
- No aerosol, air fresheners, or any fragrance dispenser or scent devices in the event
- No fragrance spray and perfume in connection with washing and cleaning
- Clean AC filters and air outlets before the event

9. OUTDOOR AND ACTIVITIES

- No chemical pesticides or fertilizers to be used unless there is no organic or natural equivalent
- When using plants at the event, native and/or adaptive species are used

10. SOCIAL RESPONSIBILITY

- The event and its CSR policy regarding environment, health, safety and labor is in compliance with local legislation
- The event organizer is equitable in hiring women and local minorities, including in management positions, while refraining from employing child labor employment.
- Endangered plants and animals, historical and archaeological artefacts are not sold, traded, or displayed, except as permitted by law.

11. TRANSPORTATION.

- Inform visitors about local public transportation systems, shuttle bus, rail or cycling/walking alternatives in the invitations or marketing materials

1. ENVIRONMENTAL MANAGER		
<ul style="list-style-type: none"> • For Level-II award: comply with all imperatives + choose 2 additional features • For Level-III award: comply with all imperatives + choose 6 additional features 		
Imperatives	Features	
1.1 Appoint an environmental manager from among the staff of the event organizer.	1.5 The event must formulate an environmental policy.	1.9 Prepare Green procurement policy, including fair trade services, goods, and eco-certified suppliers.
1.2 The event is not held in a protected or sensitive area requiring specific measures for conservation that are not compatible with the type of event/activity.	1.6 The event management must establish active collaboration with relevant stakeholders. (at least one)	1.10 The event informs its suppliers about its environmental commitments and encourages the suppliers to follow Eco-Event features.
1.3 All documentation concerning the Eco-Event must be kept and maintained in a single place for inspection.	1.7 Third-party operated shops and businesses located at the event must be informed about the environmental initiatives of the establishment as well as Eco-Event and be encouraged to manage their activities in the same spirit following the Eco-Event features.	1.11 The event management will measure the carbon footprint using a recognized CO ₂ measurement tools or methodology. *
1.4 The event management must hold meetings before, and after the event with the staff in order to brief them on existing and new environmental initiatives.	1.8 The environmental manager and other staff members must receive training on environmental and other sustainability issues	1.12 The event makes use of a recognized carbon off-setting scheme, to offset for at least one impact: such as Transportation, Water, Waste or Energy.

*UN Climate Change launched Climate Neutral Now initiative to invite organizations, citizens to work towards global climate neutrality by reducing their carbon footprint in simple 3 step method; Measure, Reduce and Compensate

- <https://unfccc.int/climate-action/climate-neutral-now>
- <https://offset.climateutralnow.org/>

2. AWARENESS		
<ul style="list-style-type: none"> • For Level-II award: comply with all imperatives + choose 1 additional feature • For Level-III award: comply with all imperatives + choose 3 additional features 		
Imperatives	Features	
2.1 The Eco-Event Award must be displayed in a prominent place during the event	2.4 Information about energy and water savings should be visible to visitors.	2.6 Establish a place for environmental suggestions -via a green ideas box or provide visitors with the opportunity to evaluate its environmental and/or socio-cultural performance.
2.2 Information material about Eco-Event must be visible and accessible to visitors during the event and shared on the event’s digital platforms.	2.5 The event management must keep the visitors informed and involved about its environmental work and encourage visitors to participate in environmental initiatives.	2.7 Information about nearby parks, landscape, and nature conservation areas must be available to the visitors.
2.3 Ticket office (if available) staff must be in a position to inform visitors about Eco-Event and the current environmental activities and undertakings of the event.		

3. WATER		
<ul style="list-style-type: none"> • For Level-II award: comply with all imperatives + choose 3 additional features • For Level-III award: comply with all imperatives + choose 7 additional features 		
Imperatives	Features	
3.1 Identify two potable water saving measures which suit the nature of the event	3.6 Smart venue choice , whereby at least 75% of water taps are Water efficient; water flow from the taps must not exceed 8 liters per minute or timed or equipped with sensors.	3.11 Separate water meters are installed in areas with a high degree of water consumption.
3.2 Water saving tips are displayed to educate participants.	3.7 Smart venue choice , whereby water flow from at least 75% of the showers must not exceed 9 liters per minute.	3.12 Wastewater is collected, treated onsite and re-used.
3.3 Any newly purchased machines for the event must be water efficient.	3.8 Smart Venue choice , whereby water closets at the event must not flush more than 6 liters per flush/ dual flush	3.13 The event relies on non-potable water sources for relevant uses.
3.4 Any newly purchased water fixtures must be water efficient.	3.9 Smart venue choice , whereby urinals must not flush more than 1.5 liters per flush or have sensors, or water saving devices, or be waterless.	3.14 The staff and cleaning personnel must have a system in place to regularly check for dripping taps and leaky toilets.
3.5 Register total water consumption of the event. (Post-Event).	3.10 All wastewater must be treated and discharged in accordance with national and local regulations.	

4. ENERGY		
<ul style="list-style-type: none"> • For Level-II award: comply with all imperatives + choose 3 additional features • For Level-III award: comply with all imperatives + choose 7 additional features 		
Imperatives	Features	
4.1 Identify two energy saving measures which suit the nature of the event.	4.9 Suppliers equipment and machines are all energy efficient or have an eco-label.	4.14 Smart venue choice , 90% of all existing light bulbs are energy efficient.
4.2 Energy saving tips are displayed to educate participants.	4.10 Exterior lighting is minimized and/or has an automatic switch-off sensor installed.	4.15 Separate electricity and gas meters are installed at strategically important places for energy monitoring.
4.3 The event defines 21-23°C as a standard temperature for cooling and heating in enclosed spaces.	4.11 Smart venue choice , 75% of all existing light bulbs are energy efficient	4.16 Heating and air-conditioning control systems must be applied according to the seasonal changes or when the event facilities are not in use.
4.4 At least 50% of all existing light bulbs are energy efficient.	4.12 The HVAC+ R system installed in the venue is energy efficient and represents EER or SEER or any energy efficient label.	4.17 Perform maintenance for the ventilation system and surfaces of the heating and cooling exchanger before the event.
4.5 Equipment – not limited to - vending machines, coffee and water dispensers are switched off in periods of non-use. Computers and laptops are turned off automatically or switched to energy saving mode.	4.13 If the venue is not connected to the municipality’s electrical grid, the event generates electricity from energy efficient generators and/or hybrid generators.	4.18 Fat filters in the exhaust must be cleaned before the event – if available on site.
4.6 All newly purchased electric devices used are energy efficient.		
4.7 All newly installed light bulbs are LED and energy efficient		
4.8 The total energy consumption during the event must be registered. (POST-EVENT)		

5. WASTE		
<ul style="list-style-type: none"> • For level-II award: comply with all imperatives + choose 2 additional features • For level-III award: comply with all imperatives + choose 6 additional features 		
Imperatives	Features	
5.1 Waste must be separated and disposed off as per national legislation and in a minimum of three categories.	5.9 The event must formulate a waste management reduction plan, covering all phases of the event.	5.14 The event organizers register the total amount of waste during the buildup, operation and dismantling. (POST-EVENT)
5.2 Instructions on how to separate and handle waste must be easily available to the staff, visitors, and subcontractors in an understandable and simple format.	5.10 No single use plastic items provided at the event by the organizers or third parties. Disposable items are reusable, made of recyclable material or compostable and degradable.	5.15 Material and supplies that are no longer used are collected and donated to charitable organizations or saved for future events. (POST-EVENT)
5.3 Hazardous solid and liquid chemicals must be stored in separate containers, preventing leaking and contamination of the environment.	5.11 Third parties offering food products have undertaken initiatives to reduce waste produced through the packaging.	5.16 All of the event buildups, if any, are built using materials that are recycled or reused or eco designed.
5.4 Each toilet must have a waste bin placed near the toilet.	5.12 Sustainable sourcing for the events collaterals and giveaways.	
5.5 The event has dispensers for hand soap/shampoo/sanitizers.	5.13 At least 50% of the event buildups, if any, are built using materials that are recycled or reused or eco designed.	
5.6 Single use plastic water bottles are not allowed, nor plastic cutleries or bags.		
5.7 Reduce printed material, use double sided, small size, recycled content paper, print upon request.		
5.8 No Styrofoam is allowed for disposables.		

6. FOOD and BEVERAGE		
<ul style="list-style-type: none"> • For level-II award: comply with all imperatives + choose 2 additional features • For level-III award: comply with all imperatives + choose 5 additional features 		
Imperatives	Features	
6.1 There are at least three types of food/drink products offered that are labelled as organic, fair trade labelled and/or locally produced	6.10 There are at least six types of food/drink products offered that are labelled as organic, fair trade labelled and/or locally produced	6.13 The management has a strategy to reduce 'food miles'.
6.2 No products from endangered fish, seafood or other species.	6.11 50% of the menu proposed in the restaurant/ food shops is vegetarian or vegan.	6.14 Food waste is composted, if any
6.3 Food served has ingredient labels	6.12 All food and beverages prepared in the event are offered in different portions and sizes to reduce overconsumption and food waste.	6.15 The event offers dishes to suit individuals with dietary restrictions. The event offers at least one dish of each of the following: Peanut free, Gluten free, Lactose free, Egg free, Sugar free
6.4 The event communicates the products that are organic, eco-labelled, fair-trade labelled and/or locally produced.		
6.5 A vegetarian alternative menu is proposed in the restaurant/food outlets.		
6.6 Water and beverages are not served in single use plastic water bottles or cups.		
6.7 Donate unspoiled food leftovers.		
6.8 Condiments and beverages are served in bulk.		
6.9 The event management must register the amount of food waste and take initiatives to reduce it. (POST-EVENT)		

7. CLEANING & HYGIENE		
<ul style="list-style-type: none"> • For Level-II award: comply with all imperatives + choose 2 additional features • For Level-III award: comply with all imperatives + choose 4 additional features 		
Imperatives	Features	
7.1 Newly purchased chemical cleaning products for daily use must either have a nationally or internationally recognized eco label or cannot contain harmful or hazardous compounds.	7.5 Establish a green cleaning policy .	7.9 The event management provides cleaning station for reusable items.
7.2 The site is cleaned after the event.	7.6 All newly purchased cleaning equipment must be high performance.	
7.3 Paper towels, facial tissues and toilet paper must be made of non-chlorine bleached paper or awarded with an eco-label.	7.7 Soap provided for the visitors offered in dispensers and have a nationally or internationally recognized eco-label.	
7.4 Disinfectants must be used when necessary and in correspondence with the applicable legislation on hygiene.	7.8 The event management provides regular cleaning schedule to avoid litter.	

8. INDOOR ENVIRONMENT		
<ul style="list-style-type: none"> • For Level-II award: comply with all imperatives + choose 2 additional features • For Level-III award: comply with all imperatives + choose 5 additional features 		
Imperatives	Features	
8.1 Smoking is only permitted in designated outdoor areas for visitors and staff.	8.5 The establishment takes measures to maintain acceptable indoor air quality, for example, regular cleaning protocol and, toxic material reduction in newly installed hardware.	8.8 The establishment uses advanced air purification strategies, such as carbon filtration and air sanitization.
8.2 Clean AC filters and air outlets before the event.	8.6 During the construction of any structures, the event management uses approved low emitting products, such as paints and adhesives	8.9 The event management installs sensors to monitor CO ₂ levels and other pollutants.
8.3 The event does not use aerosol, air fresheners or any fragrance dispensers, or scent devices.	8.7 Provide healthy entrances to eliminate pollutants and harmful contaminants to enter the event venue, such as entryway mats, grilles, grates, or slots.	8.10 Design the indoor lighting to avoid uncomfortable glare and excessive quantity of light.
8.4 The event avoids fragrance spray and perfume in connection with washing and cleaning.		

9. OUTDOOR and ACTIVITIES		
<ul style="list-style-type: none"> • For Level-II award: comply with all imperatives + choose 1 additional feature • For Level-III award: comply with all imperatives + choose 4 additional features 		
Imperatives	Features	
9.1 Chemical pesticides and fertilizers must not be used unless there is no organic or natural equivalent.	9.3 Lawnmowers, if used, must either be electrically operated, use unleaded petrol, be equipped with a catalyst, be awarded with an eco-label, or be manually driven.	9.6 Garden waste is composted, if there is a garden.
9.2 When using plants at the event, native and/or adaptive species are used.	9.4 Smart flower and garden watering procedures are in place.	9.7 Provide noise and lighting prevention pollution measures.
	9.5 To ensure safety, exit pathways and parking lots are sufficiently lit.	9.8 The event provides active outdoor areas which people are allowed to use.

10. SOCIAL RESPONSIBILITY

- For Level-II award: comply with all imperatives + choose 2 additional features
- For Level-III award: comply with all imperatives + choose 6 additional features

Imperatives	Features	
10.1 The event follows local legislation and its CSR policy regarding environment, health, safety, and labor.	10.5 The event management has undertaken initiatives to consider the interests of the local community and to reduce nuisances linked to event's implementation and management.	10.9 The event is organized at certified green establishment, or other eco-accredited location.
10.2 The event management is equitable in hiring women and local minorities, including in management positions, while refraining from child labor employment.	10.6 The event actively supports green activities or initiatives for social community development including, among others, education, health, sanitation, and infrastructure.	10.10 The event promotes local culture and identity throughout its activities and layout.
10.3 Endangered plants and animals, historical and archaeological artefacts are not sold, traded, or displayed, except as permitted by law.	10.7 Beside meetings, reserve preferred seating area(s) to accommodate elderly and special needs participants. Number of preferred seating is at least 5% of total participants at a given time.	10.11 The event offers the means for local small entrepreneurs to develop and promote sustainable (eco-friendly) products that are based on the local nature, history, and culture.
10.4 The event provides access for people with special needs.	10.8 Supply means for communication for staff and safety/medical personnel.	10.12 The event provides preferred parking spaces for elderly and expectant mothers.

11. TRANSPORTATION

- For Level-II award: comply with all imperatives + choose 2 additional features
- For Level-III award: comply with all imperatives + choose 4 additional features

Imperatives	Features	
11.1 Inform visitors about local public transportation systems, shuttle bus, rail or cycling/walking alternatives in the invitations or marketing materials.	11.2 Smart venue choice , the venue is located near a public transport station.	11.5 The event provides environmentally friendly means of transportation to take participants around or from parking lot to event site.
	11.3 The event management has undertaken initiatives to lower the environmental footprint from transportation of the event staff.	11.6 The event management incentivizes visitors with a more sustainable means of transportation, e.g., public transport, bicycle.
	11.4 The event management has undertaken initiatives to lower the environmental footprint from transportation of the event supplies.	11.7 The event management provides shuttle buses or car-pooling program for participants to and from the event venue