



Sustainable Events Management Policy Brief



November 30, 2024

This Policy Brief on Sustainable Event Management has been developed by the Executive Management Team and approved by the Supervisory Board of SAORSA to improve the organizational behaviour on achieving the sustainable development goals and to support positive change in employee habitude to implement environmental safety measures on a local level.

SAORSA Sustainable Event Management Policy Brief was developed within the framework of the Blended Learning course on sustainable event management, *Events for Future*." The course 'Events for Future' is organized by IBB Dortmund within the framework of the regional project 'Strengthening Civil Society in Eastern Partnership countries', funded by [#BMZ](#), co-funded by the [#EuropeanUnion](#), and implemented by the [#GIZ](#).



Sustainability for Saorsa means creating opportunities to grow and to practice care on each stage of organizational development. Saorsa is a value-based organization that supports career and professional development of individuals. Our team fully comprehends the necessity and importance of systematically integrating sustainability elements into the planning of our strategic development actions and processes for the SAORSA events prior to its implementation. It shall be mentioned that SAORSA is a small organization that can only respond to aspects of sustainability in accordance with organizational capacities, in particular budget and accessibility. The format of activities implementation is holding individual consultations, group training, entrepreneurship weeks, educational campaigns, policy dialogue and forums. Saorsa has experience in conducting trainings and consultations in online mode. However, virtual conferences, trainings, meetings or Facebook live streams can only partially replace face-to-face interactions. It shall be mentioned that SAORSA rents an office, and its events are taken in different places. We have organized events in the hotels, botanical gardens, schools, educational institutions and public spaces.

Scope of Application: By adopting this policy brief we foresee the ethical considerations of the rules set out in this policy by the SAORSA community in the organization. The policy applies to all the events SAORSA organizes within the community and educational projects. It is important to integrate policy implementation instructions in the project budgets and when possible, include in the annual budget of the organization.

We have identified key criteria's for supporting sustainable events management executed by the organization.

Environmentally Friendly Procurement

1. Procurement of products and services that meet the criteria European eco-label or national eco-label.
2. When Selecting suppliers take their level of competence or performance in environmentally oriented management into account.
3. Avoid paper printing unless there are tests/exercises which shall be filled in by hand and there is no opportunity for the beneficiary to fill in online test) and use online tools for training materials (creating google drive folder or Microsoft one drive).
4. Print on both sides of the paper in black and white unless there is no important necessity to print in colour (for example: promotional materials).
5. Try to ensure that all products used in the office or during the events are reusable.
6. Use bio-degradable (cleaning) products.



7. Prioritize local products in terms of event decorations or purchasing products from local entrepreneurs (we had perfect example of flowering the forum by the support of local young entrepreneurs).

Catering

1. Always offer vegetarian food
2. When selecting the catering partner please check their food safety compliance with national or international standards (HACCP System)
3. Offer drinks in glass bottles
4. Consult with the Chef on the needs-based quantities of food and have the prior communication on what you do with left-overs.
5. Be humble with individual needs of beneficiaries in relation to food or non-alcoholic drinks choice.
6. Avoid or minimize the use of plastic on the job place or while receiving services.
7. Use fresh produce products where it is possible.

Event Venue and Accommodation

1. Select the venue and the accommodation as close to each other as possible.
2. Ensure good connections to public transport.
3. Use sustainably certified hotels and event venues (eco-label)
4. Consult with the beneficiary on overnight stay (if not necessary do not purchase it)
5. Remember to check the windows and rooms with sufficient daylight.
6. Pay attention to the number and variety of washrooms, e.g. gender segregation, barrier-free access to toilets.
7. Depending on the event venue, develop a regional and theme-specific concept.
8. Ensure barrier-free access to the event venue and accommodation.

Mobility

1. Always check whether a face-to-face event is necessary – a virtual meeting might be an option (here also remember to support the beneficiary or customer to teach online meeting apps if necessary).
2. Consider public transport connections
3. Select event times that enable participants to arrive and depart by public transport.
4. provide easily understood route descriptions on how to reach the venue, possibly by integrating apps
5. create incentives for using public and environmentally friendly means of transport.
6. When involving people with additional needs, it is essential to clarify the minimum accessibility requirements (e.g. disabled parking, children's area, large print event documents, etc.) and to meet these requirements where possible. If it is not possible to meet



the stated requirements, participants must be informed of the situation and alternative solutions should be developed together.

Guest Management

1. Disseminate the information to the participants prior to the event and make information material available digitally
2. Communicate the sustainable measures in the invitation and registration process as well as in the programme.
3. Enable feedback by email or via the electronic forms.
4. Use name tags that are reusable.
5. Use 'textile stickers' for a one-day event.
6. Always do electronic reporting.

Energy and Climate

1. Use energy-efficient equipment.
2. In the case of devices that are not used for example during breaks, either switch them to energy-saving mode or turn them off completely.
3. Calculate event-related CO₂ emissions
(https://co2.myclimate.org/en/event_calculators/new)
4. Raise the awareness of the participants, e.g. by using signs.

Waste Management

1. Avoid small and disposable packaging, especially for milk, sugar, tea bags etc
2. Use reusable plates and dishes, and reusable cutlery and glasses
3. Provide information for participants e.g. on how to save water in washrooms
4. Select materials based on their reusability.
5. When organising a coffee break, priority should be given to the use of reusable tableware.
6. Ensure that waste is disposed of in a proper and environmentally friendly manner.

We, SAORSA, are dedicated to promoting an environmentally friendly way of life, would like to contribute to achieving the following goals through the organization of our events:

1. Gender Equality
2. Good Health and Well-Being
3. Reduced Inequalities
4. Life on Land
5. Sustainable Cities and Communities

Note: Saorsa has introduced wellness therapy program for its team members since 2020.

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Responsibility and Support: The provisions of this Policy come into force upon its signing by the Supervisory Board. The implementation of the procedures is the responsibility of the Management Team. Policy Brief shall be introduced and presented to the General Assembly members who shall support Saorsa sustainability practices and promote its values. New members of the management shall adhere the policy procedures and Executive Director is responsible for the guidance.

Review and Update: a transitional period of five months from the date of signing the document facilitates the implementation of the document within the organization. During the transitional period, partial implementation of the provisions of this Policy is permitted. The provisions of this Policy are subject to review and improvement every two years upon the recommendation of the executive team or supervisory board (note: Supervisory Board is elected in every two years). Furthermore, policy effectiveness shall be measured and evaluated in the annual impact reports of SAORSA. Annual reports are prepared according to the strategic development plan. The evaluation criteria shall be elaborated in the abovementioned document by the support of the Supervisory Board.

For the purposes of this policy brief evaluation of beneficiaries, guests, service providers can be used to measure immediate effect of the implemented procedure. However, we shall remember that for the long-term perspective, sustainable event management always generates added value for the organization and wider environment, therefore it is important to evaluate SAORSA's credibility and image on each level of organizational development.

Date of Policy Creation: November 30, 2024

Updated upon IBB E4F Team recommendations on 10th of December, 2024.

Date of Signature: December, 16 2024

Executive Director: Lia Phutkaradze