

## Sustainability guidelines for organizers and stand builders of pavilions at COP23

COP23 should be conducted in an environmentally friendly and sustainable manner. To this effect, all actors involved need to cooperate closely and trustfully during the preparation, implementation and post-event stages of the conference to ensure that the relevant basic conditions contributing to sound environmental performance and sustainability are met.

The environmental performance of COP23 will be verified by a third party under EMAS<sup>1</sup> ([Eco-Management and Audit Scheme](#)), an environmental management scheme based on an EU regulation. This requires the preparation of a comprehensive environmental report on the measures taken by the organizers of COP23 that will speak to the activities by participants, suppliers and other stakeholders. The report will be expanded to also include matters related to corporate social responsibility (CSR).

To increase the sustainability of COP23 and reduce the amount of greenhouse gas emissions generated in connection with the conference, organizers and stand builders are kindly requested to adhere to the following guidelines:

### Electronic dissemination of publications

- With a view to further reducing paper usage and wastage at the conference, pavilion organizers - along with all other participants - are asked to refrain from distributing any printed material, such as publications and information related to other meetings or future conferences. Please note that the secretariat strongly encourages the electronic dissemination of information.

### Paper use

- Any paper used (e.g. for posters) should be 100 % recycled, with a minimum of 65 % of post-consumer waste content and totally or elemental chlorine free. The use of colour paper should be kept to a minimum.

### Circular economy

- In accordance with the sustainability objectives of the conference, organizers and stand builders of pavilions are requested to make use of products and services

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<sup>1</sup> EMAS provides the overall framework for the sustainable organization of COP23 and the evaluation of the environmental performance of the conference, covering aspects such as energy and resource efficiency, legal compliance and stakeholder engagement. As EMAS covers the requirements of the [ISO 14001](#) standard for environmental management systems, the COP will also be certified under ISO 14001.



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with a low environmental impact along their value chain, with a preference for those with eco certifications to the extent possible.

- In line with the principle of the [circular economy](#), the generation of waste should be minimized. For any waste remaining after all efforts to avoid, reduce, reuse and recycle, the containers available throughout the conference venue should be used and strict waste separation adhered to.
- Organizers and stand builders of pavilions are kindly requested to keep the original packaging of any shipments in good condition for reuse when sending back left-over materials at the end of the conference. Transport packaging cannot be disposed of onsite.
- Packaging should be avoided or limited to the extent possible, with a preference for ecologically responsible and reusable packaging. Organizers and stand builders of pavilions are kindly requested to keep the original packaging in good condition for reuse at the end of the conference. All transport packaging must be taken back and may not be disposed of on site.
- Each pavilion organizer will be asked to keep records on any materials and products (nature, amount/ weight, existing eco certifications etc.) brought to the conference venue for dissemination, including on the amount/ weight that was not distributed. As part of EMAS verification, exhibitors may be requested to provide these records during or after the conference.

### Sustainable construction

- Sustainable construction includes, among other things, the use of long-life, recyclable construction materials and elements, which pose no danger to human health or the environment, as well as their subsequent reuse. The use of toxic construction materials and paint should be avoided in principle and in any case must be limited to the extent permitted by safety and fire protection regulations related to exhibition stands. Whenever possible, the use of materials containing PVC should be avoided in all areas. When new material is purchased, preference should be given to PVC-free alternatives.
- If the pavilion to be set up is an existing pavilion that is to be reused, this will be generally welcomed and is encouraged.
- Instead of buying new products that cannot be reused later, rental options (including recyclable materials, no glued compounds etc.) should be carefully explored.
- It is recommended that whenever possible regional/ local suppliers and service providers be commissioned to design and build the pavilion stand.



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## Waste disposal

- Pavilion stand builders are responsible for the disposal of any waste that may result from the construction and dismantling of the pavilion stands.
- For the waste disposal, the pavilion stand builders may commission the service provider of their choice. We recommend the following service provider: bonnorange AöR

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## Shipment allowance

- In order to reduce the carbon footprint of the conference, and due to logistical considerations such as storage, the official warehouse will not be in a position to receive shipments in excess of a cumulative total weight of 150 kg per party and observer organization. Parties or observer organizations organizing 'areas' within delegation offices on a commercial basis or outfitting pavilion/exhibition areas will be permitted an extra allowance of 50 kg per 'area'.
- Materials that are brought to the conference without being processed through the official warehouse (e.g. construction materials for pavilions) are not affected by this limitation.

## Required information

As part of EMAS verification of COP23, pavilion stand builders are asked to provide information on the following aspects, among others, to VAGEDES & SCHMID GmbH (via a questionnaire after COP23).

- Construction/ dismantling: Total/ respective number of days used
- Delivery traffic: Details on the type of vehicles used and mileage accrued (construction/ dismantling and during the event)



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- Information on the nature and amount of materials and products (including on any eco certifications) brought to the conference venue
- Waste: Weight of the different waste categories (in t/kg) and details on how this waste was disposed off

#### **Request to engage with all relevant employees**

- The process of EMAS verification of COP23 requires informing all relevant employees and involving them in environmental protection measures. All relevant employees should therefore be informed about the planned EMAS verification and these guidelines.

#### **Additional information**

Additional information on overall sustainability efforts related to COP23 is available [here](#).

Specific information regarding eco-friendly products and services can be found in the [Guidelines for the Sustainable Organization of Events](#) by the German Federal Ministry for the Environment and the German Environment Agency, available in German and English.

The [UN Sustainable Events Guide](#) includes a wealth of practical information on the sustainable organization of events of various sizes.

All suppliers will be asked to comply with the COP23 Supplier Code of Conduct, a set of recommendations with guiding principles on CSR matters.