

**SUSTAINABILITY
GUIDELINES
FOR THE SINGAPORE
MICE INDUSTRY**

Sustainability Guidelines for the Singapore MICE Industry

The guidelines have been developed for organisations in the Singapore MICE (meetings, incentive travel, conferences and exhibitions) industry, and will benefit all sales, operations and marketing individuals involved in planning meetings and events.

They are intended as a tool to help both planners and suppliers integrate sustainable practices within an organisation's operations and regular event plans. Through these guidelines you will gain a better understanding about environmental, social and economic sustainability issues and their implication on the events you organise. Seven guidelines have been developed, and offer guidance for Basic and Intermediate sustainable performance.

Whether you have already taken steps to integrate sustainability into your event or in another part of the business or you are at the start of your sustainability journey, these guidelines are designed to help and inspire you to take action for your events and businesses.

CONTENTS

1	MESSAGE FROM SINGAPORE TOURISM BOARD	4
2.	AN INTRODUCTION TO SUSTAINABLE EVENTS	5
	UNDERSTANDING SUSTAINABILITY	5
	WHY IS SUSTAINABILITY IMPORTANT?	5
	THE IMPACT OF EVENTS	6
3.	INTERNATIONAL EVENT SUSTAINABILITY STANDARDS.....	8
4.	THE GUIDELINES	9
	AUDIO VISUAL.....	11
	EVENT AND ACTIVITY ORGANISER.....	13
	EXHIBITION, CONFERENCE AND CONVENTION ORGANISER	15
	FOOD AND BEVERAGE	18
	HOTEL	20
	TRANSPORT	22
	VENUE.....	24
5.	USEFUL LINKS	26
6.	GLOSSARY	28

1.MESSAGE FROM SINGAPORE TOURISM BOARD

Singapore's clean and green environment has made Singapore a good home for its residents and an attractive destination for foreign visitors, talent and investments. In line with our vision to make Singapore a liveable and lively city state, we continue to promote sustainable development within the country.



The Singapore Tourism Board is focusing on quality tourism by catering to the needs of increasingly discerning travellers. Recognising that some of these needs stem from a growing concern on the environmental impact of tourism, we are placing stronger commitment to protect our environment. In the area of tourism, Singapore's sustainability efforts include initiatives such as the BCA Green Mark Scheme and the Singapore Green Hotel Award, which both strive towards more environment-friendly buildings. In addition, in the 3R (Reduce, Reuse, Recycle) Programme for Hotels, participating hotels voluntarily commit to work together to reduce solid waste in the Singapore hotel industry. Within our MICE industry, event organisers are also seeking to reduce their carbon footprint through efforts such as using recyclable badges, lanyards from sustainable materials, providing recycling bins on site as well using mobile platforms versus printed materials.

We will also continue our efforts to collaborate with the local industry to develop strong sustainability policies and practices. Within the Meetings, Incentive Travel, Conventions and Exhibitions (MICE) sector, the Singapore Tourism Board commissioned MCI last year to conduct a sustainability industry audit and benchmarking study on the MICE industry. This resulted in the development of the sustainability guidelines which will serve as a reference guide for MICE industry players who are keen to adopt sustainable practices. Venues are also making efforts to undertake environmentally-friendly practices, as they recognise that such endeavours significantly enhance the overall event visitor experience, bringing about intangible benefits.

As always, industry partnerships will continue to play a pivotal role in cultivating a vibrant and robust MICE ecosystem within which quality events can anchor and thrive. Partners and stakeholders play a significant part in encouraging the adoption of sustainable practices within the industry.

To secure our future success, we need to ensure sustainable growth through quality tourism and reinforcing Singapore's value proposition as a leading business destination in the region. These sustainable efforts will make our urban environment even more liveable and attractive, even as Singapore continues to grow and develop. We can then establish Singapore as a dynamic exhibitions and conventions hub in the region as well as a green City in a Garden.

Neeta Lachmandas-Sakellariou
Assistant Chief Executive, Business Development Group
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2. AN INTRODUCTION TO SUSTAINABLE EVENTS

Understanding sustainability

Sustainability is more than just turning the lights off; it's about a balanced approach to economic activity, environmental responsibility and social progress. Together, these three determinants form the core of a sustainable approach to business; often referred to as "the triple bottom line".

The triple bottom line clearer articulates the three areas of attention as: People, Planet & Profit.

Businesses executing a sustainability programme benefit from improved efficiency, stronger staff loyalty, wellness and increased organisational performance. They hold shared assumptions and beliefs about the importance of balancing economic efficiency, social equity and environmental accountability, and in turn minimize their environmental footprint and increase the positive impact for its community and stakeholders.

It's important to recognise that philanthropy is just one element of sustainability – the "social pillar". Equally being "green" or "eco-friendly" is simply one pillar and only a balanced approach is true "sustainability" in action.



Common definitions for sustainability include:

Sustainable development is "development that meets the needs of the present without compromising the ability of future generations to meet their own needs"

Source: Our Common Future, Brundtland Commission, 1987

"Sustainability means taking into consideration the environmental, economic and social aspects of our actions, as well as recognizing the inter-relationships between these aspects. It includes protecting our environment and preserving natural habitats and biodiversity, but it is also about promoting a healthy and engaged society and thriving economy."

Source: Green Meeting Industry Council – What is Sustainability

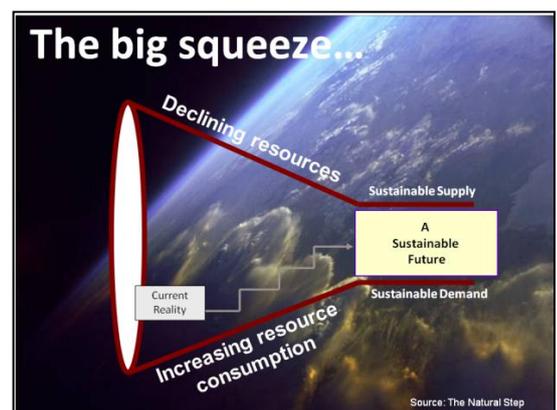
Sustainability is "a balanced approach to economic activity, environmental responsibility and social progress"

Source: ISO 20121, Event Sustainability Management System, 2012

Why is sustainability important?

According to the global footprint network and World Wildlife Fund (WWF), the world population is overstepping itself in the use of the Earth's bio capacity. The current global footprint is 156% of the earth's bio capacity. This indicates that the current population is using more resources than the earth can replenish in a single year. In other words, to meet the demand of annual current global consumption, over 1.5 planets is needed.

Trends impacting this challenge include population growth, economic expansion, globalisation, digital connectivity, accelerated consumption and disparate prosperity on one hand, and ecological decline, lack of global corporate governance and resource scarcity on the other. The problem of declining resources and increasing demand is referred to as the big squeeze; a dilemma of increasing demand and decreasing supply of resources.



Climate change will be the defining issue of our time and Singapore is equally vulnerable to its effects. Being a small country with limited natural resources, Singapore must continue to wield its significant intellectual capital to mitigate and adapt to 21st century global environmental, social and ethical challenges.

Singapore is already making steady progress in some areas of sustainability such as the Recycle, Reduce and Reuse (3R) waste management partnership with the Singapore Hotel Association, and green building initiatives from BCA Green Mark. Many hotels and MICE venues in Singapore have also implemented sustainability initiatives within their properties. However, more can be done in the Singapore MICE industry. The implementation of sustainability initiatives prepares the local MICE industry to be more ready to build a more integrated business strategy, meet clients' rising demands in this area, increase chances of building sustainability partnerships and inspire leadership in this area.

The impact of events

Events & the Environment

All events by their nature are highly resource-intensive, and can have negative environmental consequences for the host city and population. In particular, large scale events, such as conferences and conventions can be major sources of greenhouse gas emissions, pollution and waste. Aspects of the environmental impact of events include but are not limited to energy usage, water consumption, waste, transport, fuel usage, carbon emissions, air pollution, procurement and food and beverage.

The organisers of events first need to understand, and secondly, reduce their environmental impact for reasons of sound strategic management to ensure cost effectiveness and brand reputation. There is a growing governmental trend to regulate and tax carbon emissions and environmental impact. It is very likely that these associated regulations and taxes combined with a rise in energy prices will, in the long term, significantly raise travel and event costs.

Event organisers and hosts are therefore right to include environmental assessment and action as part of their risk management approach.

Events & the Society

Events bring people together and by the very objective of building community around a subject, they have a positive social impact. It is also possible to go beyond engaging the attendees at events and customers and reach out to ensure surrounding communities, staff, suppliers and other stakeholders benefit from the event. Engaging surrounding communities to positively enhance them can be done through education, workshops, collaborations and creating legacies from events and your business. Creating jobs, employing local staff, working with local suppliers and supporting social enterprises will also have a positive multiplier effect.

Aspects of the MICE industry and events which are considered 'social' include communications, human resources, suppliers, communities, legacy, labour practices, human rights, training and education.

Events & the Economy

Events not only have an opportunity to provide income for their organisers but also create financial and educational benefits for destinations and local businesses. Events create jobs, support the business tourism sector and accelerate innovation and local development through the topics covered. According to research by the Convention Industry Council in the United States, the meetings industry directly supports 1.7 million jobs, \$263 billion in spending, a \$106 billion contribution to GDP, \$60 billion in labour revenue, \$14.3 billion in federal tax revenue and \$11.3 billion in state and local tax revenue (Source: CIC).

The UK meetings industry delivers £58.4 billion of UK's GDP – making it the 17th largest industry in the UK, three times more than the agriculture industry. It generates more than one million full-time equivalent jobs, and makes a direct contribution of £20.6bn to the tax system (Source: MPI).

Singapore is the only Asian City in the Top Ten Convention Cities, according to the Global Rankings by the International Congress and Convention Association (ICCA). Besides, Singapore maintained its position as Asia's Top Convention City for the 11th consecutive year. In 2012, a record of 150 ICCA-qualified events were organised in Singapore.

The economic impact of events for Singapore is therefore something to be celebrated and nurtured to ensure a sustainable industry.

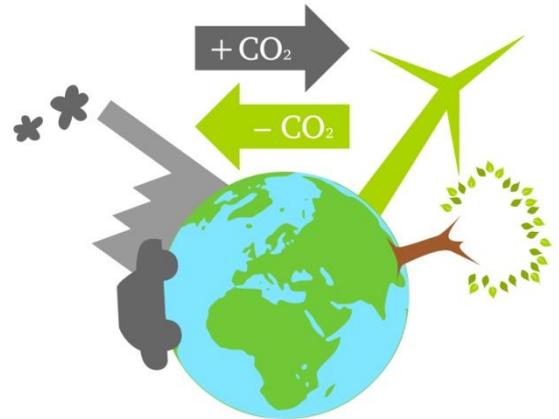
Carbon Offsetting

Carbon emissions are caused when gases and toxins are released into the atmosphere as a result of activity by individuals, organisations or communities. The world is producing more carbon emissions than ever before. It is causing the 'greenhouse effect' which traps heat in the earth's atmosphere, leading to an increase in temperature and melting of polar ice caps, causing an increase in sea levels globally.

Businesses and increasingly events are now measuring how much CO₂ is created during activities and then offsetting that amount of CO₂.

We often refer to the "carbon footprint" of an activity. According to the Oxford English Dictionary, a carbon footprint is "the amount of carbon dioxide released into the atmosphere as a result of the activities of a particular individual, organisation, or community".

Offsetting is the process of investing an equivalent amount of finance in a renewable energy activity. The World Resources Institute defines a carbon offset as "a unit of carbon dioxide-equivalent (CO₂e) that is reduced, avoided, or sequestered to compensate for emissions occurring elsewhere". Through events, we can reduce CO₂ through sourcing as many goods for the event locally, promoting the use of buses, trains and walking to reduce the amount of materials consumed for an event and shipping only what's needed together.



3. INTERNATIONAL EVENT SUSTAINABILITY STANDARDS

The creation of events industry standards has been driven by industry professionals seeking a clear, uniform description that best defines a sustainable event and the necessary components for creating one. There are three separate and unique international recognised standards/frameworks which are now available for the event industry.

Each standard/framework supports a similar process for integrating event sustainability solutions.



The International Standard for Event Sustainability Management – ISO 20121

ISO 20121 is an internationally recognised standard and serves as a framework and provides guidance for creating and implementing a sustainable event management system.

It shows **how** you should work to create a sustainability strategy throughout event management operations.

For more information visit: [International Standard for Event Sustainability Management \(ISO 20121\)](#)



The APEX-ASTM Environmentally Sustainable Meeting Standards

The APEX green meeting standard offers a clear path for continued engagement and improvement for event sustainability. It is a checklist approach with details on **what** you must do to make your event sustainable. It provides a list of specific sustainable business tactics for each aspect of the event.

For more information visit: [APEX-ASTM Environmentally Sustainable Meeting Standards](#)



The Global Reporting Initiative (GRI) Event Organizer Sector Supplement (EOSS)

The Global Reporting Initiative (GRI) Event Organizer Sector Supplement provides a sustainability framework and guidelines for event organisers to use to create an event sustainability report.

It provides guidance on what to measure and report on. The guidelines facilitate transparency and accountability through their globally accepted framework.

For more information visit: [Global Reporting Initiative Event Organizer Sector Supplement](#).

4. THE GUIDELINES

The success of an event is dependent not only on the owners and the organisers but also the suppliers which all form part of an event ecosystem. The combined efforts of all players contribute to the growth and development of the MICE industry. Likewise, the efforts to deliver a sustainable event require the cooperation of the various sectors to achieve the event objectives. Our recommended approach for implementing sustainability into your organisation and events builds on the ISO 20121 International Standard for Event Sustainability Management and the APEX-ASTM Environmental Sustainability Standards for Events.

To simplify the development of your sustainability strategy, we have created Basic and Advanced level guidelines for seven MICE industry categories.

Basic Guidelines

The Basic level guidelines aim to be a first level guide to local MICE industry members to implement an organised approach to adopting sustainability guidelines. Compliance of the guidelines prepares industry members to integrate sustainability practices within their business activities in a systematic manner.

Intermediate Guidelines

The Intermediate level guidelines aim to be a second level guide to local MICE industry members to implement an organised approach to adopting sustainability guidelines on top of the basic guidelines. Successful implementation of the guidelines will enable local MICE industry members to take a high level approach towards organising and supporting events in a sustainable manner.

Seven MICE Industry Categories

Audio-Visual

An audio-visual company is important as they provide technical support for business events. The company ensures that the events are well-equipped and contribute to the business guests' and attendees' experience. At the same time, an audio-visual supplier could also make a difference by reducing waste. This does not require expensive investment in products, but can be achieved through initiatives such as recycling projector lamps and turning on equipment only when required.

Event and Activity Organiser

This set of guidelines is developed for an event or activity organiser that organises a specific event that is part of a main business event. The activity organiser may be the main event organiser or a separate company engaged to provide supplementary event services. The event could be an opening ceremony, spouse programme, business tours, workshops and so on. An activity organiser may work with clients and suppliers to deliver a more environmentally concerned event.

Exhibition, Conference and Convention Organiser

This set of guidelines is developed for event owners, Professional Event Organisers, Professional Conference Organisers and Exhibition organisers. This group's main responsibility is executing an event and achieving the event objectives. Having direct control over the event, the owner and/or organiser can influence the carbon footprint each event leaves behind. Where possible, it would be good to consider corporate social responsibility to help the disadvantaged in society.

Food and Beverage

A Food and Beverage provider is a company that supports business events by providing food and drinks for their clients and attendees. These include caterers, confectionaries, restaurants, fresh and frozen food suppliers. Be it meals or light refreshments, food and beverage are offered in almost all business events, and usually consumed in large quantities. Through sustainable practices, food & beverage providers can help their clients minimise waste and achieve financial savings by recommending more cost effective and healthier sources of produce.

Hotel

A hotel may be chosen as a venue or as accommodation for a business event. As a meeting venue, hotels may support their clients by offering “green” meeting packages or a comprehensive service that is sustainable. Such offerings may provide a differentiated experience to discerning guests who are environmentally conscious.

Transport

A transport provider includes any company which provides public or private transport to meet the event organiser business event needs. The transport provisions may vary depending on the size of the group, the needs of individual VIPs, or logistical requirements. The transportation needs may extend beyond people to include goods and services. Through more integrated logistical coordination, carbon emissions and air pollution could be much reduced.

Venue

This set of guidelines is developed for a conventional or unconventional venue for business or social events. Be it an indoor or outdoor, a small or large event, there is a choice in deciding how an event is to be managed. The proposed guidelines can be implemented despite varying requirements across events. Venue providers may offer their clients “green” options for implementation in their events.

It should be noted that if a hotel is the venue for an event, the hotel and venue guidelines should be used in tandem with any AV, Transport and Food & Beverage needs. Likewise the Food & Beverage guidelines can be used for in-house kitchens, caterers and restaurants.

How to use the Guidelines

Once your event is confirmed by your organisation or client, share the various sector guidelines available from pages 11-25 with potential suppliers and state your interest to organise an event at either the basic or intermediate level. Communication at the onset of planning ensures a greater chance of success and provides your suppliers with a greater lead time to deliver to your requirements.

SINGAPORE SUSTAINABILITY GUIDELINES ACTIONS FOR AUDIO VISUAL SUPPLIER/DEPARTMENT



This checklist contains a series of actions to support you to select and operate a sustainable Audio Visual Operation for the Singapore MICE Industry.

AUDIO VISUAL ACTIONS			STATUS	COMMENTS
1. MANAGEMENT APPROACH				
1.1	BASIC	Has a sustainability policy and top management commitment		
1.2	BASIC	Has a sustainability committee, team or responsible individual		
1.3	BASIC	Has a sustainability plan with annually reviewed objectives and targets		
1.4	BASIC	Has a procurement policy favouring environmentally friendly, ethically and locally produced equipment, products and services		
1.5	BASIC	Communicates sustainability program to clients and suppliers		
1.6	BASIC	Evaluates and selects at least 10% of suppliers compliant with sustainability policy		
1.7	INTERMEDIATE	Has or is actively pursuing an eco-certification e.g. Singapore Environment Council's Eco-Office, ISO 14001, ISO 20121		
1.8	INTERMEDIATE	Evaluates and selects at least 25% of suppliers compliant with procurement policy		
2. WASTE				
2.1	BASIC	Recycles 4 waste streams (e.g. paper, cardboard, plastic bottles and cartons, metal cans, food waste, general waste)		
2.2	BASIC	Reuses partially used materials e.g. batteries		
2.3	BASIC	Recycles all cables that are at end of life cycle		
2.4	BASIC	Recycles all remaining electronic waste including batteries		
2.5	BASIC	Reuses stage-sets / materials / fabrics where possible		
2.6	BASIC	Uses digital or reusable signage		
2.7	BASIC	Uses post-consumer / recycled / FSC paper for any printed event materials		
2.8	BASIC	Recycles waste streams at front of house by providing clearly labelled recycling bins with pictures or text in multiple languages		
2.9	INTERMEDIATE	Recycles 6 waste streams (e.g. paper, cardboard, plastic bottles and cartons, metal cans, food waste, general waste)		
2.10	INTERMEDIATE	Eliminates PVC from materials		
2.11	INTERMEDIATE	Upon request, waste measurement data can be provided per event for volume of waste		
2.12	INTERMEDIATE	Offers re-usable stage-set (e.g. quick-frame systems)		
2.13	INTERMEDIATE	Ensures any equipment is transported with reusable packaging		
3. ENERGY				
3.1	BASIC	Consolidates shipping and onsite equipment deliveries		
3.2	BASIC	Ensures electronic equipment is on standby or switched off when not in use		
3.3	BASIC	Uses energy efficient solutions wherever possible (e.g. LED lighting)		
3.4	INTERMEDIATE	Uses transportation by hybrid/fuel efficient/electric vehicles at warehouse & delivery (e.g. Electric Forklifts / Euro 4/5)		
3.5	INTERMEDIATE	Has the ability to offer amplifiers built into speakers, instead of separate devices		
3.6	INTERMEDIATE	Has the ability to provide data on the number of miles/km travelled and fuel usage transporting equipment for specific events		
3.7	INTERMEDIATE	Has the ability to provide data on the energy consumption for		

		specific events		
4. WATER				
4.1	INTERMEDIATE	Avoids stage set fabrics that are treated with toxic dyes and chemicals		
5. COMMUNITY				
5.1	BASIC	Supports a community organisation, local charity or NGO donating products (e.g. food drives or construction materials)		
5.2	BASIC	Has a formal program with a community organisation, local charity or NGO to donate used or unwanted resources (e.g. batteries)		
5.3	INTERMEDIATE	Sources a commonly used service or product from a social enterprise or fair trade supplier		
5.4	INTERMEDIATE	Supports a community organisation, local charity or NGO either financially or through more than 50% of staff involvement in an activity of at least 2 hours		
6. HUMAN RESOURCES				
6.1	BASIC	Shares sustainability policy and/or code of conduct with staff regularly		
6.2	BASIC	Trains staff regularly on environmental awareness and sustainability (e.g. during Induction)		
6.3	BASIC	Visible procedures and guidelines displayed on sustainability commitment in warehouses and office		
6.4	BASIC	Rewards staff for sustainable behaviour and/or through staff recognition programs (e.g. Employee of the month)		
6.5	INTERMEDIATE	Actively sources staff from socially disadvantaged groups		
6.6	INTERMEDIATE	Provides structured guidance to employees on conduct, ethics and anti-discrimination policies		
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SINGAPORE SUSTAINABILITY GUIDELINES ACTIONS FOR EVENT & ACTIVITY ORGANISER



This checklist contains a series of actions to support you to select and operate sustainable activities.

EVENT & ACTIVITY ORGANISER ACTIONS			STATUS	COMMENTS
1. MANAGEMENT APPROACH				
1.1	BASIC	Has a sustainability policy and top management commitment		
1.2	BASIC	Has a sustainability committee, team or responsible individual		
1.3	BASIC	Has a procurement policy favouring environmentally friendly, ethically and locally produced products and services		
1.4	BASIC	Shares sustainability guidelines with relevant suppliers for compliance		
1.5	BASIC	Enforces idling policy for event and no smoking perimeter in accordance with Singapore regulations		
1.6	BASIC	Includes sustainability commitment in RFP or tender documents		
1.7	BASIC	Communicates sustainability commitment to participants and clients		
1.8	BASIC	Evaluates and selects at least 25% of suppliers compliant with procurement policy		
1.9	INTERMEDIATE	Has or is actively pursuing an eco-certification e.g. Singapore Environment Council's Eco-Office or ISO 14001, ISO 20121		
1.10	INTERMEDIATE	Documents the sustainability credentials of the activity suppliers		
1.11	INTERMEDIATE	Evaluates and selects at least 40% of suppliers compliant to basic level of STB sustainability guidelines		
2. WASTE				
2.1	BASIC	Selects locations with recycling facilities or provide receptacles at highly visible and convenient locations for both exhibitors and attendees, and engaging a collector for the recyclables collected. Recycling bins are to be visually different from waste bins, with appropriate labels to indicate that they are for recycling.		
2.2	BASIC	Avoids requesting printed confirmation details for activity participation		
2.3	BASIC	Reduces usage of paper (e.g. printed program books, flyers, signage)		
2.4	BASIC	Eliminates gifts or bags where possible. If not possible, source for sustainable materials or equipment from social enterprises. Ensure gifts that are given are useful.		
2.5	BASIC	Uses reusable decorations (e.g. potted plants)		
2.6	BASIC	Uses post-consumer/recycled or FSC paper for any printed event materials		
2.7	BASIC	Uses digital or reusable signage		
2.8	BASIC	Incorporates reused or sustainable products for stage or exhibition design		
2.9	BASIC	Ensures recycling bins in on-site office and registration area		
2.10	INTERMEDIATE	Eliminates use of PVC banners		
2.11	INTERMEDIATE	Upon request, waste measurement data can be provided per event for volume of waste		
2.12	INTERMEDIATE	Ensures any equipment is transported with reusable packaging		
3. ENERGY				
3.1	BASIC	Selects location with energy consumption reduction procedures		
3.2	BASIC	Ensures that activity location is within 10-minute walk from public transport connections		
3.3	BASIC	Provides bus, train and walking information to guests		
3.4	BASIC	Consolidates transport of guests to activity location		

3.5	BASIC	Consolidates any shipping and on-site deliveries to activity		
3.6	BASIC	Ensures any electronic equipment is on standby or switched off when not in use		
3.7	BASIC	If indoors, uses venue with air conditioning units rated as "Very Good to Excellent" by National Environment Agency's Energy Label		
3.8	INTERMEDIATE	Uses hybrid/fuel efficient/electric vehicles for transportation needs at activity location		
3.9	INTERMEDIATE	Uses energy efficient solutions wherever possible for any electronic equipment (e.g. LED lighting, computers, printers)		
3.10	INTERMEDIATE	Selects locations with natural light or LED lights		
4. WATER				
4.1	BASIC	Provides water points for refill of water at event locations		
4.2	BASIC	Prefers no pre-pouring of beverages at set tables for any catering functions		
4.3	BASIC	Prefers venues and restaurants eliminating plastic bottled water		
5. COMMUNITY				
5.1	BASIC	Ensures that the Singaporean culture and local community are incorporated into the activity		
5.2	BASIC	Supports a community organisation, local charity or NGO donating products (e.g. food drives or construction materials)		
5.3	BASIC	Has a formal program with a community organisation, local charity or NGO to donate used or unwanted resources (e.g. registration bags)		
5.4	INTERMEDIATE	Sources a commonly used service or product from a social enterprise or fair trade supplier		
5.5	INTERMEDIATE	Select activity suppliers that source staff from socially disadvantaged groups		
5.6	INTERMEDIATE	Supports a community organisation, local charity or NGO either financially or through more than 50% of staff involvement in an activity of at least 2 hours		
6. HUMAN RESOURCES				
6.1	BASIC	Shares sustainability policy and/or code of conduct with staff regularly		
6.2	BASIC	Visible procedures and guidelines displayed on sustainability commitment at back of house and in office		
6.3	BASIC	Rewards staff for sustainable behaviour and/or through staff recognition programs (e.g. Employee of the month)		
6.4	INTERMEDIATE	Trains staff regularly on environmental awareness and sustainability (e.g. during induction)		
6.5	INTERMEDIATE	Provides structured guidance to employees on conduct, ethics and anti-discrimination policies		
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SINGAPORE SUSTAINABILITY GUIDELINES ACTIONS FOR EXHIBITION, CONFERENCE AND CONVENTION ORGANISER



This checklist contains a series of actions to support you in your responsibilities as the event organiser alongside the individual sector guidelines. To ensure sustainability during the event, please share this guideline with the event's supply chain.

EXHIBITION, CONFERENCE & CONVENTION ORGANISER ACTIONS			STATUS	COMMENTS
1. MANAGEMENT APPROACH				
1.1	BASIC	Has a sustainability policy and top management commitment		
1.2	BASIC	Has a sustainability committee, team or responsible individual		
1.3	BASIC	Has a sustainability plan with annually reviewed objectives and targets		
1.4	BASIC	Has a procurement policy favouring environmentally friendly, ethically and locally produced products and services		
1.5	BASIC	Shares sustainability guidelines with relevant suppliers for compliance		
1.6	BASIC	Enforces idling policy and no smoking perimeter for event in accordance with Singapore regulations		
1.7	BASIC	Evaluates and selects at least 25% of suppliers compliant to basic level STB sustainability guidelines		
1.8	BASIC	Includes sustainability commitment in RFP or tender documents		
1.9	BASIC	Communicates sustainability commitment on all events related communication		
1.10	INTERMEDIATE	Has or is actively pursuing an eco-certification e.g. Singapore Environment Council's Eco-Office or ISO 14001, ISO 20121		
1.11	INTERMEDIATE	Evaluates and selects at least 40% of suppliers compliant to basic level of Singapore Tourism Board's sustainability guidelines		
1.12	INTERMEDIATE	Documents supplier sustainability credentials, measures impacts and produces an event sustainability report		
1.13	INTERMEDIATE	Develops standalone sustainability report of annual operations or as a part of a group reporting mechanism		
2. WASTE				
2.1	BASIC	Recycles 4 waste streams (e.g. paper, cardboard, plastic bottles and cartons, metal cans, food waste, general waste)		
2.2	BASIC	Selects venue and hotel with a waste management policy and recycling 4 waste streams		
2.3	BASIC	Avoids requesting printed confirmation details for activity participation		
2.4	BASIC	Reduces usage of paper (e.g. printed program books, flyers, signage)		
2.5	BASIC	Uses post-consumer/recycled or FSC paper for any printed event materials		
2.6	BASIC	Collects and recycles badges and lanyard after each event		
2.7	BASIC	Uses reusable decorations (e.g. potted plants)		
2.8	BASIC	Reduces printing of documents for administrative use and set default printers to double page printing and/or a reduced font size		
2.9	BASIC	Reuses / reduces usage of stationery, badge holders and supply notepads with limited number of sheets		
2.10	BASIC	Eliminates gifts or bags where possible. If not possible, sources for sustainable material or equipment from social enterprises. Ensures gifts that are given are useful.		
2.11	BASIC	Uses digital or reusable signage		
2.12	BASIC	Incorporates reused or sustainable products for stage or exhibition design		
2.13	BASIC	Ensures recycling bins in on-site office and registration area		

2.14	INTERMEDIATE	Recycles 6 waste streams (e.g. paper, cardboard, plastic bottles and cartons, metal cans, food waste, general waste, electronic waste, cooking oil)		
2.15	INTERMEDIATE	Eliminates use of PVC banners		
2.16	INTERMEDIATE	Uses at least 50% post-consumer recycled or FSC sourced paper for event materials		
2.17	INTERMEDIATE	Reduces the size of onsite programme or replace printed materials with mobile application / technology e.g. hard copies of presentations and papers replaced by posting them online or on CDs/thumb drives, e-flyers instead of physical flyers		
2.18	INTERMEDIATE	Uses responsible material lanyards (e.g. cotton or recycled material)		
2.19	INTERMEDIATE	If holding an exhibition, provides electronic lead retrieval as a service to exhibitors		
2.20	INTERMEDIATE	If holding an exhibition, provides re-usable stands and recycles temporary carpet		
3. ENERGY				
3.1	BASIC	Selects event venue close to principle hotel e.g. within 15-minute walk from event venue		
3.2	BASIC	Ensures registration and administration equipment is on standby mode or switched off when not in use		
3.3	BASIC	Offers group pickups rather than individual VIP transport services		
3.4	BASIC	Provides bus, train and walking information to participants		
3.5	BASIC	Air conditioning units rated as "Very Good to Excellent" by National Environment Agency's Energy Label		
3.6	BASIC	Consolidates shipping and on-site deliveries on event materials		
3.7	INTERMEDIATE	Offsets on-site event carbon emissions		
3.8	INTERMEDIATE	Offers consolidated freight forwarder transport services to event partners, sponsors and any exhibitors		
3.9	INTERMEDIATE	Uses energy efficient solutions wherever possible for any electronic equipment (e.g. LED lighting, PC's, printers)		
3.10	INTERMEDIATE	Records origin and form of transport of event participants for measurement and reporting		
3.11	INTERMEDIATE	Uses hybrid/fuel efficient/electric vehicles for event transportation		
4. WATER				
4.1	BASIC	Provides water re-fill points at event location		
4.2	BASIC	Prefers no pre-pouring of beverages at set tables for any catering functions		
4.3	BASIC	Ensures that venue(s), restaurants and suppliers eliminate plastic bottled water		
5. COMMUNITY				
5.1	BASIC	Supports a community organisation, local charity or NGO donating products (e.g. food drives or construction materials)		
5.2	BASIC	Has a formal program with a community organisation, local charity or NGO to donate used or unwanted resources (e.g. registration bags)		
5.3	INTERMEDIATE	Offers opportunity to engage guests / corporate clients with community projects		
5.4	INTERMEDIATE	Sources a commonly used service or product from a social enterprise or fair trade supplier		
5.5	INTERMEDIATE	Uses suppliers who actively recruit staff from socially disadvantaged groups		
5.6	INTERMEDIATE	Supports a community organisation, local charity or NGO either financially or through more than 50% of staff involvement in an activity of at least 2 hours		

6. HUMAN RESOURCES				
6.1	BASIC	Shares sustainability policy and/or code of conduct with permanent staff regularly		
6.2	BASIC	Temporary staff are briefed on events sustainability		
6.3	BASIC	Visible procedures and guidelines are displayed on sustainability commitment at back of house and in office		
6.4	BASIC	Rewards staff for sustainable behaviour and/or through staff recognition programs (e.g. employee of the month)		
6.5	INTERMEDIATE	Actively sources staff from socially disadvantaged groups		
6.6	INTERMEDIATE	Trains staff regularly on environmental awareness and sustainability (e.g. during induction)		
6.7	INTERMEDIATE	Offsets staff international air travel relating to events		
6.8	INTERMEDIATE	Provides structured guidance to employees on conduct, ethics and anti-discrimination policies		
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SINGAPORE SUSTAINABILITY GUIDELINES ACTIONS FOR FOOD & BEVERAGE DEPARTMENT OR CATERER



This checklist contains a series of actions to support you to select and operate sustainable catering.

FOOD & BEVERAGE DEPARTMENT or CATERER ACTIONS			STATUS	COMMENTS
1. MANAGEMENT APPROACH				
1.1	BASIC	Has a sustainability policy and top management commitment		
1.2	BASIC	Has a sustainability committee, team or responsible individual		
1.3	BASIC	Has a sustainability plan with annually reviewed objectives and targets		
1.4	BASIC	Has a procurement policy favouring environmentally friendly, ethically and locally produced products and services		
1.5	BASIC	Communicates sustainability commitment to guests		
1.6	BASIC	More than 50% of seafood offered by F&B is sourced sustainably		
1.7	BASIC	Has removed "Shark Fins" from standard menus		
1.8	BASIC	Between 10% to 20% of food is locally produced (Malaysia, Indonesia, Thailand & Singapore)		
1.9	BASIC	Provides halal cleansing procedures and cater to other culture preferences when required		
1.10	INTERMEDIATE	Has the ability to provide data on source and volume of products used		
1.11	INTERMEDIATE	Has or is actively pursuing an eco-certification e.g. Singapore Environment Council's Eco-Office or ISO 14001, ISO 20121		
1.12	INTERMEDIATE	Indicates the sources of served food on menu at sustainable events and where possible		
1.13	INTERMEDIATE	Offers a "sustainability" or "brain food" focused menu option		
1.14	INTERMEDIATE	Evaluates and selects up at least 25% of suppliers compliant with sustainability policy		
1.15	INTERMEDIATE	Over 20% of food is locally/regionally produced (e.g. Malaysia, Indonesia, Thailand & Singapore)		
2. WASTE				
2.1	BASIC	Recycles 4 waste streams (e.g. paper, cardboard, plastic bottles and cartons, metal cans, food waste, general waste, electronic waste, cooking oil)		
2.2	BASIC	Avoids serving individually wrapped condiments and seasonings		
2.3	BASIC	Reuses menus and provide menu boards		
2.4	BASIC	Uses reusable tableware (e.g. plates, cutlery, cups, table linen, centrepieces)		
2.5	INTERMEDIATE	Recycles 6 waste streams (e.g. paper, cardboard, plastic bottles and cartons, metal cans, food waste, general waste, electronic waste, cooking oil)		
2.6	INTERMEDIATE	Has a procedure recommending minimization of portions to reduce food waste		
2.7	INTERMEDIATE	Uses materials that are made with recycled content or compostable/biodegradable/recyclable in all packaging for customers		
2.8	INTERMEDIATE	Provides composting, mulching or turn food waste to energy or water		
2.9	INTERMEDIATE	Upon request, waste measurement data can be provided per event for volume of waste		
3. ENERGY				
3.1	BASIC	Has energy-efficient kitchen equipment rated "Very Good to Excellent" by National Environment Agency's Energy Label		
3.2	BASIC	Ensures kitchen equipment is on standby or switched off when not in use		

3.3	INTERMEDIATE	Actively recycles cooking oil		
3.4	INTERMEDIATE	Has sensor activated lighting in kitchen		
4. WATER				
4.1	BASIC	Has a water use reduction program and technology in place (e.g. reduced flow taps and motion sensors)		
4.2	BASIC	Uses over 50% eco-certified cleaning products in kitchen in alignment with food safety/sanitation requirements (e.g. Singapore Environment Council's Green Label)		
4.3	BASIC	Eliminates VOCs in kitchen		
4.4	BASIC	Reduces demand for plastic bottled water by offering jug water or water cooler dispensers		
4.5	BASIC	Prefers no pre-pouring of beverages at set tables for any catering functions		
4.6	INTERMEDIATE	Offers innovative tap water menu options (e.g. with sliced fresh fruit or natural flavourings)		
4.7	INTERMEDIATE	Eliminates single use bottles/cans for soft drinks		
5. COMMUNITY				
5.1	BASIC	Supports a community organisation, local charity or NGO donating products (e.g. food drives or construction materials)		
5.2	BASIC	Has a formal program with a community organisation, local charity or NGO to donate used or unwanted resources		
5.3	BASIC	Has a structured partnership with a community organisation, local charity or NGO to donate F&B surplus when possible		
5.4	BASIC	Sources a commonly used service or product from a social enterprise or fair trade supplier		
5.5	INTERMEDIATE	Supports a community organisation, local charity or NGO either financially or through more than 50% of staff involvement in an activity of at least 2 hours		
6. HUMAN RESOURCES				
6.1	BASIC	Shares sustainability policy and/or code of conduct with staff regularly		
6.2	BASIC	Trains staff regularly on environmental awareness and sustainability e.g. during Induction		
6.3	BASIC	Visible procedures and guidelines are displayed on sustainability commitment in kitchen		
6.4	BASIC	Rewards staff for sustainable behaviour and/or through staff recognition programs (e.g. Employee of the month)		
6.5	BASIC	Serving staff have a basic working proficiency in the local language or English		
6.6	INTERMEDIATE	Actively sources staff from socially disadvantaged groups		
6.7	INTERMEDIATE	Provides structured guidance to employees on conduct, ethics and anti-discrimination policies		
6.8	INTERMEDIATE	Staff are regularly updated on menu content to be aware the context of food sourcing		
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SINGAPORE SUSTAINABILITY GUIDELINES ACTIONS FOR HOTEL



This checklist contains a series of actions to support you to select and operate a sustainable hotel. If your hotel is also an event venue, use in conjunction with the venue checklist.

HOTEL ACTIONS			STATUS	COMMENTS
1. MANAGEMENT APPROACH				
1.1	BASIC	Has a sustainability policy and top management commitment		
1.2	BASIC	Has a sustainability committee, team or responsible individual		
1.3	BASIC	Has a sustainability plan with annually reviewed objectives and targets		
1.4	BASIC	Has a procurement policy favouring environmentally friendly, ethically and locally produced equipment, products and services		
1.5	BASIC	Enforces idling policy and no smoking perimeter for event in accordance with Singapore regulations		
1.6	BASIC	Communicates sustainability program to client, guests and suppliers		
1.7	BASIC	Compliant to Building & Construction Authority's Green Mark Standard		
1.8	BASIC	Evaluates and selects at least 15% of suppliers compliant with sustainability policy		
1.9	INTERMEDIATE	Has or is actively pursuing an eco-certification e.g. Singapore Environment Council's Eco-Office or ISO 14001, ISO 20121		
1.10	INTERMEDIATE	Purchases 25% recycled or post-consumer office supplies		
1.11	INTERMEDIATE	Evaluates and select at least 30% of suppliers compliant with sustainability policy		
1.12	INTERMEDIATE	Develops standalone sustainability report of annual operations or as a part of a group reporting mechanism		
2. WASTE				
2.1	BASIC	Has a 3R waste management program, team and policy as part of the Singapore Hotel Association's 3R programme		
2.2	BASIC	Recycles 4 waste streams (e.g. paper, cardboard, plastic bottles and cartons, metal cans, food waste, general waste, electronic waste, cooking oil)		
2.3	BASIC	Recycles waste streams at front of house by providing clearly labelled recycling bins with pictures or text in multiple languages		
2.4	BASIC	Reuses stationary and pens and provides notepads with limited number of sheets		
2.5	BASIC	Uses digital or reusable signage in event space		
2.6	BASIC	Provides both hand dryers and paper towels in public areas		
2.7	BASIC	Conducts an annual waste audit as part of the Singapore Hotel Association's 3R programme		
2.8	INTERMEDIATE	Recycles 6 waste streams (e.g. paper, cardboard, plastic bottles and cartons, metal cans, food waste, general waste, electronic waste, cooking oil)		
2.9	INTERMEDIATE	Uses FSC or recycled-content bathroom toilet paper in room and event space (minimum 30% post-consumer content)		
2.10	INTERMEDIATE	Upon request, waste measurement data can be provided per event for volume of waste		
3. ENERGY				
3.1	BASIC	Has introduced LED Lighting in hotel		
3.2	BASIC	Has key card activated air conditioning and lighting in guestrooms		
3.3	BASIC	Air conditioning units rated as "Very Good to Excellent" by National Environment Agency's Energy Label		
3.4	BASIC	Has introduced movement activated lighting in public toilets		
3.5	BASIC	Efficiently manages room temperature in public areas		

3.6	BASIC	De-activates escalators when not in use or are sensory operated		
3.7	BASIC	Hotel is within 10-minute walk from public transport connections		
3.8	BASIC	Provides bus, train and walking information to guests		
3.9	INTERMEDIATE	Uses movement activated lighting in over 50% of public toilets where feasible		
3.10	INTERMEDIATE	Uses LED lights in 30% of hotel		
3.11	INTERMEDIATE	Upon request, energy usage data can be provided per event either through smart metering or calculation		
4. WATER				
4.1	BASIC	Has a water use reduction program and technology in place (e.g. motion sensor flushes and taps, waterless urinals)		
4.2	BASIC	Reduces demand for plastic bottled water by offering jugs of water		
4.3	BASIC	Uses 10 to 25% eco-certified cleaning products in guestrooms and public areas (e.g. Singapore Environment Council's Green Label)		
4.4	BASIC	Has a towel and linen change program		
4.5	BASIC	Eliminates VOCs in guestrooms		
4.6	INTERMEDIATE	Uses soap & shampoos in dispensers in hotel rooms rather than individually wrapped items or change soaps only after checkout		
4.7	INTERMEDIATE	Uses soap and shampoos in dispensers in public areas than individually wrapped items		
4.8	INTERMEDIATE	Has participated in PUB's 10% Challenge or featured in top 25 percentile of the total cohort of the building type		
4.9	INTERMEDIATE	Uses 25 to 50% eco-certified cleaning products in guestrooms and public areas (e.g. Singapore Environment Council's Green Label)		
5. COMMUNITY				
5.1	BASIC	Supports a community organisation, local charity or NGO donating products (e.g. food drives or construction materials)		
5.2	BASIC	Has a formal program with a community organisation, local charity or NGO to donate used or unwanted resources (e.g. registration bags)		
5.3	INTERMEDIATE	Offers opportunity to engage guests or corporate clients with social projects		
5.4	INTERMEDIATE	Sources a commonly used service or product from a social enterprise or fair trade supplier		
5.5	INTERMEDIATE	Supports a community organisation, local charity or NGO either financially or through more than 50% of staff involvement in an activity of at least 2 hours		
5.6	INTERMEDIATE	Has a structured partnership with a community organisation, local charity or NGO to donate F&B surplus when possible		
5.7	INTERMEDIATE	Supports a local community project either financially or through 50% of staff involvement in an activity		
6. HUMAN RESOURCES				
6.1	BASIC	Shares sustainability policy and/or code of conduct with staff regularly		
6.2	BASIC	Trains staff regularly on environmental awareness and sustainability (e.g. during induction)		
6.3	BASIC	Visible procedures and guidelines displayed on sustainability commitment back of house and in office		
6.4	BASIC	Rewards staff for sustainable behaviour and/or through staff recognition programs (e.g. employee of the month)		
6.5	BASIC	Provides an apprentice scheme, internships or work experience		
6.6	INTERMEDIATE	Actively sources staff from socially disadvantaged groups		
6.7	INTERMEDIATE	Provides structured guidance to employees on conduct, ethics and anti-discrimination policies		
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SINGAPORE SUSTAINABILITY GUIDELINES ACTIONS FOR TRANSPORT



This checklist contains a series of actions to support you to select and use sustainable transportation.

TRANSPORTATION ACTIONS			STATUS	COMMENTS
1. MANAGEMENT APPROACH				
1.1	BASIC	Has a sustainability policy and top management commitment		
1.2	BASIC	Has a sustainability committee, team or responsible individual		
1.3	BASIC	Has a sustainability plan with objectives and targets reviewed annually		
1.4	BASIC	Has a procurement policy favouring environmentally friendly, ethically and locally produced equipment, products and services		
1.5	BASIC	Enforces idling policy or uses GPS tracking system in accordance with Singapore regulations		
1.6	BASIC	Enforces no smoking vehicles and no smoking perimeter in accordance with Singapore regulations		
1.7	BASIC	Encourages customers to fully fill vehicles' fuel tanks before departing		
1.8	BASIC	Offers consolidated VIP pickups		
1.9	BASIC	When replacing vehicles, prefers most fuel efficient options (e.g. Euro 5+)		
1.10	INTERMEDIATE	Has or actively pursuing an eco-certification e.g. Singapore Environment Council's Eco-Office or ISO 14001, ISO 20121		
1.11	INTERMEDIATE	Communicates, in-vehicle, sustainability program to clients/passengers		
1.12	INTERMEDIATE	Has the ability to offer fuel efficient/hybrid vehicles upon request (e.g. Euro 4+ or higher, CEVS)		
2. WASTE				
2.1	BASIC	Provides waste bins within vehicle and encourages driver to sort and recycle co-mingled waste when stationary		
2.2	INTERMEDIATE	Reuses/recycles used oil, batteries and tires		
3. ENERGY				
3.1	BASIC	Has a fuel consumption reduction procedure		
3.2	BASIC	Uses curtains to reduce need for air conditioning whilst vehicles are inactive		
3.3	BASIC	Keeps air-conditioning at a standard setting (mid thermostat)		
3.4	BASIC	Consolidates transportation and any onsite deliveries		
3.5	INTERMEDIATE	Upon request, has the ability to provide data on the number of miles/km travelled and fuel usage per event		
4. COMMUNITY				
4.1	BASIC	Supports a community organisation, local charity or NGO donating products (e.g. food drives or construction materials)		
4.2	INTERMEDIATE	Supports a community organisation, local charity or NGO either financially or through more than 50% of staff involvement in an activity of at least 2 hours		
4.3	INTERMEDIATE	Sources a commonly used service or product from a social enterprise or fair trade supplier		
4.4	INTERMEDIATE	Has the ability to offer vehicles that are disability-friendly or wheelchair friendly		
5. HUMAN RESOURCES				
5.1	BASIC	Shares sustainability policy with staff regularly		
5.2	BASIC	Provides intensive route planning training or GPS usage for new and existing drivers		
5.3	BASIC	Trains staff regularly on environmental awareness and		

		sustainability (e.g. during induction)		
5.4	BASIC	Visible procedures and guidelines are displayed on sustainability commitment offices and garages		
5.5	BASIC	Rewards staff for sustainable behaviour and/or through staff recognition programs (e.g. employee of the month)		
5.6	INTERMEDIATE	Actively sources staff from socially disadvantaged groups		
5.7	INTERMEDIATE	Provides structured guidance to employees on conduct, ethics and anti-discrimination policies		
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SINGAPORE SUSTAINABILITY GUIDELINES ACTIONS FOR VENUE



This checklist contains a series of actions to support you to select and operate a sustainable event venue.

VENUE ACTIONS			STATUS	COMMENTS
1. MANAGEMENT APPROACH				
1.1	BASIC	Has a sustainability policy and top management commitment		
1.2	BASIC	Has a sustainability committee, team or responsible individual		
1.3	BASIC	Has a sustainability plan with annually reviewed objectives and targets		
1.4	BASIC	Has a procurement policy favouring environmentally friendly, ethically and locally produced products and services		
1.5	BASIC	Enforces idling policy for event and no smoking perimeter in accordance with Singapore regulations		
1.6	BASIC	Enforces no smoking perimeter in accordance with Singapore regulations		
1.7	BASIC	Communicates sustainability programme to guests		
1.8	BASIC	Compliant with Building & Construction Authority's Green Mark Standard		
1.9	BASIC	Evaluates and selects at least 25% of suppliers compliant with procurement policy		
1.10	INTERMEDIATE	Has or is actively pursuing an eco-certification e.g. Singapore Environment Council's Eco-Office or ISO 14001, ISO 20121		
1.11	INTERMEDIATE	Purchases 25% recycled or post-consumer office supplies		
1.12	INTERMEDIATE	Develops standalone sustainability report of annual operations or as a part of a group reporting mechanism		
2. WASTE				
2.1	BASIC	Has a waste management program & policy		
2.2	BASIC	Recycles 4 waste streams (paper, cardboard, plastic bottles and cartons, metal cans, food waste, general waste)		
2.3	BASIC	Recycles waste streams at front of house by providing clearly labelled recycling bins with pictures or text in multiple languages		
2.4	BASIC	Provides both hand dryers and paper towels		
2.5	BASIC	Conducts an annual waste audit and identify opportunities to reduce, reuse and recycle		
2.6	INTERMEDIATE	Recycles 6 waste streams (e.g. paper, cardboard, plastic and bottles, cartons, metal cans, food waste, general waste) and composts organic waste		
2.7	INTERMEDIATE	Provides digital signage in event space		
2.8	INTERMEDIATE	Reuses stationery and pens and provides notepads with limited number of sheets		
2.9	INTERMEDIATE	Uses FSC or recycled-content bathroom toilet paper in public areas (minimum 30% post-consumer content)		
2.10	INTERMEDIATE	Upon request, waste measurement data can be provided per event for volume of waste		
3. ENERGY				
3.1	BASIC	Has introduced LED Lighting in venue		
3.2	BASIC	Efficiently manages room temperature (e.g. set air-conditioning at 25 degrees)		
3.3	BASIC	Air conditioning units rated as "Very Good to Excellent" by National Environment Agency's Energy Label		
3.4	BASIC	De-activates escalators during event build and breakdown or has sensory operated escalators to reduce energy consumption		
3.5	BASIC	Places lights on low power during build and breakdown without compromising safety and when rooms are not in use to reduce		

		energy consumption		
3.6	BASIC	Has introduced movement activated lighting in public toilets		
3.7	BASIC	Provides bus, train and walking information to guests		
3.8	BASIC	Venue is within 5-minute walk from public transport connections (including outdoor venues)		
3.9	INTERMEDIATE	Uses movement activated lighting in over 50% of public toilets		
3.10	INTERMEDIATE	Uses LED lights instead of conventional light bulbs for 30% of venue		
3.11	INTERMEDIATE	Upon request, energy usage data can be provided per event either through smart metering or calculation		
3.12	INTERMEDIATE	Uses hybrid/fuel efficient/electric vehicles for on-property transport		
4. WATER				
4.1	BASIC	Has a water use reduction program and technology in place (e.g. motion sensor flushes and taps, waterless urinals)		
4.2	BASIC	Reduces demand for plastic bottled water by offering tap water in MICE spaces		
4.3	BASIC	Uses 10 to 25% eco-certified cleaning products and in public areas (e.g. Singapore Environment Council's Green Label)		
4.4	INTERMEDIATE	Provides drinking water source to general public		
4.5	INTERMEDIATE	Uses soap and shampoos in dispensers rather than individually wrapped items in public areas		
4.6	INTERMEDIATE	Has participated in Public Utilities Board's 10% Challenge or features in top 25 percentile of the total cohort of the building type		
5. COMMUNITY				
5.1	BASIC	Supports a community organisation, local charity or NGO donating products (e.g. food drives or construction materials)		
5.2	BASIC	Has a structured partnership to donate post event materials of clients' events (e.g. giving registration bags to local schools)		
5.3	INTERMEDIATE	Sources a commonly used service or product from a social enterprise or fair trade supplier		
5.4	INTERMEDIATE	Actively sources staff from socially disadvantaged groups		
5.5	INTERMEDIATE	Supports a community organisation, local charity or NGO either financially or through more than 50% of staff involvement in an activity of at least 2 hours		
6. HUMAN RESOURCES				
6.1	BASIC	Shares sustainability policy and/or code of conduct with staff regularly		
6.2	BASIC	Trains staff regularly on environmental awareness and sustainability (e.g. during induction)		
6.3	BASIC	Visible procedures and guidelines displayed on sustainability commitment at back of house and in office		
6.4	BASIC	Rewards staff for sustainable behaviour and/or through staff recognition programs (e.g. employee of the month)		
6.5	INTERMEDIATE	Provides structured guidance to employees on conduct, ethics and anti-discrimination policies		
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5. USEFUL LINKS

Singapore Sustainability Initiatives

- National Environmental Agency- <http://www.nea.gov.sg/>
- Public Utilities Board - <http://www.pub.gov.sg/Pages/default.aspx>
- Singapore Environment Council- <http://www.sec.org.sg/>
- Zero Waste Singapore- <http://www.zerowastesg.com/>
- Building and Construction Authority (BCA) Green Mark - http://www.bca.gov.sg/greenmark/green_mark_buildings.html

Event Sustainability Standards

- ISO 20121 Standards: The International Standard for Event Sustainability Management - <http://www.iso.org>
- APEX-ASTM Standards - Environmentally Sustainable Meeting Standards - <http://www.conventionindustry.org/StandardsPractices/APEXASTM.aspx>
- Global Reporting Initiative (GRI)- Event Organizers Sector Supplement (EOSS) - <https://www.globalreporting.org>

Certification Labels (Hotels, Venues, Transportation)

- Building and Construction Authority (BCA) Green Mark- http://www.bca.gov.sg/greenmark/green_mark_buildings.html
- Green Hotels Global - <http://www.greenhotelsglobal.com/>
- Green Globe - <http://greenglobe.com/>
- Green Key - <http://www.green-key.org/>
- LEED (US Green Building Council) - <http://new.usgbc.org/leed>
- Eco-Management and Audit Scheme (EMAS) Certification for Venues - http://ec.europa.eu/environment/emas/index_en.htm
- Green Seal (Sustainability standards for products, services and companies and offer third-party certification) - <http://www.greenseal.org/>

Sustainability

- The Natural Step (Sustainability Framework) - <http://www.naturalstep.org/>
- About Climate Change and Greenhouse Gas Emissions - <http://www.epa.gov/climatechange/ghgemissions/index.html>
- UN Global Compact – <http://www.unglobalcompact.org>
- International Panel on Climate Change - <http://ipcc.ch/>

Event Sustainability Advocates

- Green Meeting Industry Council (GMIC) - <http://www.gmicglobal.org/>
- Sustainable Event Alliance - <http://sustainable-event-alliance.org/>
- MCI Sustainability Blog – <http://www.lessconversationmoreaction.com>

Case Studies and Resources

- United Nations Green Meeting Guides - <http://www.greeningtheblue.org/resources/meetings>
- German Standards for Green Meetings - <http://www.bmu.de/en/service/publications/downloads/details/artikel/guidelines-for-the-sustainable-organization-of-events/>
- Danish Case Studies - <http://www.sustainableeventsdenmark.org/csmp/business-case-for-sustainable-meetings>

- National Environment Agency (NEA) Guidelines for making an event environmentally friendly - <http://app2.nea.gov.sg/events-programmes/programmes/corporate/guidelines-for-making-an-event-environmentally-friendly>

Other Eco Labels

- Singapore Environment Council Eco-Office- <http://www.sec.org.sg/awards/eco-office>
- Singapore Environment Council Green Label <http://www.sec.org.sg/sgls/>
- Global Organic Textile Standards - <http://www.global-standard.org/>
- Fairtrade - <http://www.fairtrade.net/>
- Forest Stewardship Council (FSC) - <http://www.fsc.org/>
- Programme for the Endorsement of Forest Certification (PEFC) World's largest forest certification system - <http://www.pefc.org/>
- Eco Label Index largest global directory of ecolabels - <http://www.ecolabelindex.com/>
- Energy Star Guidelines for Hospitality - http://www.energystar.gov/index.cfm?c=business.bus_hospitality_entertainment

Food & Beverage

- Marine Stewardship Council (Certified Sustainable Seafood) - <http://www.msc.org/>
- Seafood Watch – <http://www.montereybayaquarium.org>
- Blue Ocean Institute - <http://www.blueocean.org/home>
- World Wildlife Fund (WWF) Sustainable seafood guides – http://wwf.panda.org/what_we_do/how_we_work/conservation/marine/sustainable_fishing/sustainable_seafood/seafood_guides/

6. GLOSSARY

Back of house

In the world of hospitality and theatre, back of house (BOH) is an umbrella term covering areas out of the view of the public. Typically, these include kitchens, staff offices, warehouses and loading docks. Front of house (FOH) is the portion of a venue that is open to the public.

Building and Construction Authority (BCA) Green Mark Standard

The Building and Construction Authority (BCA) Green Mark Scheme was launched in January 2005 as an initiative to drive Singapore's construction industry towards more environment-friendly buildings. It is intended to promote sustainability in the built environment and raise environmental awareness among developers, designers and builders when they start project conceptualisation and design, as well as during construction.

Biodegradable

A biodegradable product is capable of being decomposed by bacteria or other living organisms and thereby avoiding pollution.

Brainfood

Food believed to be beneficial to the brain, especially in increasing intellectual capabilities.

Carbon Offset

A carbon offset is a reduction in emissions of carbon dioxide or greenhouse gases made in order to compensate for or to offset an emission made elsewhere. In the context of events it is advised to measure the impact of activities and invest an equivalent sum to "offset" the impact. Offsets are typically achieved through financial support of projects that reduce the emission of greenhouse gases in the short- or long-term. The most common project type is renewable energy, such as wind farms, biomass energy, or hydroelectric dams.

Co-mingled waste

Co-mingled or single stream recycling refers to a system in which all paper, plastics, metals, glass and other waste are mixed at source, instead of being sorted by the depositor into separate bins. Waste materials are later separated for recycling or disposal at a materials recovery facility.

Compostable

Adjective for items that are organic in nature and will decay, later to be used as a fertilizer.

Electronic waste

Known as "E-Waste" relating to discarded electronic appliances such as mobile phones, computers, and televisions.

Euro 4/5 vehicles

European emission standards define the acceptable limits for exhaust emissions of new vehicles sold in EU member states. In the early 2000s, Australia began harmonising Australian Design Rule certification for new motor vehicle emissions with Euro categories. Many European manufacturers are present in Asia. The levels of emission are typically referred to as Euro 1, Euro 2, Euro 3, Euro 4 and Euro 5 for Light Duty Vehicle standards. MICE Suppliers are recommended to refer to Singapore's Carbon Emissions-based Vehicle Scheme (CEVS) to identify vehicles which qualify for rebates of between S\$5,000 and S\$20,000.

Event sustainability policy

Effective organisations use policies to drive their values within the organisation and secure commitment from their supply chain. Events are no different and a sustainable event policy communicates business' or event's commitment to sustainable development.

Fairtrade

Trade between companies in developed countries and producers in developing countries in which fair prices are paid to the producers.

Forest Stewardship Council (FSC)

The Forest Stewardship Council (FSC) is an independent, non-governmental, non-profit organisation established to promote the responsible management of the world's forests. Products carrying the FSC label are independently certified to assure consumers that they come from forests that are managed to meet the social, economic and ecological needs of present and future generations.

Fuel efficient

In the context of transport, fuel efficiency is the energy efficiency of a particular vehicle and is given as a ratio of distance travelled per unit of fuel consumed. Diesel engines generally achieve greater fuel efficiency than petrol (gasoline) engines. Passenger car diesel engines have an energy efficiency of between 30-41% while petrol engines are typically at 20-35%.

Hybrid vehicle

A hybrid vehicle is a vehicle that uses two or more distinct power sources to move. The term most commonly refers to hybrid electric vehicles (HEVs), which combine an internal combustion engine and one or more electric motors. Other mechanisms to capture and utilize energy are also included.

Idling policy

An idling policy is a guideline to encourage drivers at loading or unloading areas to drop off or pick up passengers or goods to turn off their vehicles as soon as possible to eliminate idling time and reduce harmful emissions. Idling cars and trucks emit air pollutants including nitrogen oxides, sulphur dioxide, volatile organic compounds, carbon monoxide, carbon dioxide, and particles. These pollutants are responsible for a wide range of environmental and health problems, including global warming, smog, acid rain, and respiratory illnesses.

Light-emitting Diode (LED)

A light-emitting diode (LED) is an energy and cost efficient semiconductor light source. A typical 13-watt LED lamp emits 450 to 650 lumens which is equivalent to a standard 40-watt incandescent bulb. A standard 40-watt incandescent bulb has an expected lifespan of 1,000 hours, whereas an LED can continue to operate with reduced efficiency for more than 50,000 hours, 50 times longer than the incandescent bulb.

Local

For the purpose of the Singapore Sustainable MICE Guidelines, local is defined as Singapore, Malaysia, Indonesia and Thailand.

National Environment Agency (NEA) Energy Label

Since 2008, registrable goods must carry energy labels under the Environmental Protection and Management Act (EPMA). Registered suppliers supplying registrable goods must affix the Energy Label on the units they supply in Singapore.

Non-governmental organisations (NGO)

Non-governmental organisations (NGO) are legally constituted organisations created by people that operate independently from any form of government. NGOs are typically nonprofit organisations and normally pursue wider social aims that have political aspects, but are not openly political organisations such as political parties.

On-property vehicle

A vehicle that does not leave the venue and is used to transport, goods, materials or guests around the property. Such vehicles include golf carts or forklifts.

Post-consumer recycled products

Post-consumer recycled products are made from waste. It is simply rubbish turned into a product, or "up cycled". Post-consumer recycled paper often contains paper that has been used for other purposes. Post-consumer waste should be distinguished from pre-consumer waste, which is the reintroduction of manufacturing scrap (such as trimmings from paper production, defective aluminium cans, etc.) back into the manufacturing process.

Procurement policy

A procurement policy refers to the rules and regulations that are set in place to govern the process of acquiring goods and services needed by an organisation or business to function efficiently and meet their requirements. These might include requirements around safety or a commitment to the environment.

Public Utilities Board (PUB) 10% Challenge

The Public Utilities Board (PUB) 10% Challenge encourages the non-domestic sector such as hotels, schools, commercial and government office buildings to work towards becoming Water Efficient Buildings and save 10% of their monthly water consumption.

Polyvinyl chloride (PVC)

Polyvinyl chloride, commonly abbreviated as PVC, is the third-most widely produced plastic, after polyethylene and polypropylene but it is one of the more hazardous consumer products. Recycling PVC is also problematic. The production of PVC requires a series of chemical reactions. Each step releases waste by-products like dioxins, which have been shown to cause cancer, and may enter the atmosphere, groundwater and soil. Some of these waste by-products are also sent to landfills by companies that produce PVC and its building blocks.

Quick Frame System

Quick Frame tubular framing system is a boltless method of building light-duty fixtures composed of seven 1.00" x 1.00" aluminium tube profiles with single and twin .50" extension flange configurations and is reusable over numerous events if stored well.

Renewable energy

Renewable energy is energy that comes from resources which are continually replenished such as sunlight, wind, rain, tides, waves and geothermal heat as opposed to fossil fuels which are finite.

Responsible materials

Responsible materials refer to materials that have been manufactured using sustainable materials and without the use of child labour, presence of corruption or the creation of environmental or societal damage.

Re-usable signage

Re-usable signage can be used more than once. Such systems typically feature the brand of the event organiser but exclude event dates and locations to allow for re-use. Slip in plastic sheets provide the flexibility to insert either a printed A4 or A3 sheet with changing information. Increasingly, digital signage is also used for events.

Singapore Green Labelling Scheme (SGLS)

The Singapore Green Labelling Scheme (SGLS) was launched in 1992 to endorse consumer products and services that have less undesirable effects on our environment. Administered by the Singapore Environment Council (SEC), products like cleaning materials are tested for harmful chemicals including carcinogens, chemical dyes and high levels of phosphates.

Social enterprise

A social enterprise is an organisation that applies commercial strategies to maximise improvements in human and environmental well-being rather than maximising profits for shareholders. Social enterprises can be structured as a for-profit or non-profit, and may take the form of a co-operative, mutual organisation, a disregarded entity, a social business or a charity organisation.

Socially disadvantaged groups

Socially disadvantaged individuals are those who have been subjected to racial, ethnic prejudice, cultural or physical ability bias because of their identity as members of a group. Social disadvantage must stem from circumstances beyond their control.

Structured partnership

A partnership with regular components cemented through an informal agreement or contract binding the two parties in a partnership or official relationship. Such relationships extend beyond one interaction but may be restricted to a fixed timeframe, e.g. 1 year.

Sustainability

Sustainability refers to the degree of sustainable development in an organisation, product or other services. This in turn refers to the integration of quality of life, health and prosperity with social justice and maintaining the earth's capacity to support life in all its diversity. This can be viewed as a balanced approach to social, economic and environmental needs.

Sustainability policy/plan

A sustainability policy communicates your business or event's commitment to sustainable development. A plan defines your goals and objectives for either the event or business, and includes reference to your methodology to achieve your goals.

Sustainability report

A sustainability report communicates your impact on the environment and society in hand with relevant economic data. A sustainable event report communicates the impact of your event.

Sustainable seafood

Sustainable seafood is seafood that is either caught or farmed in ways that consider the long-term vitality of harvested species and the well-being of the oceans.

Volatile organic compounds (VOCs)

Volatile organic compounds (VOCs) are organic chemicals that have a high vapour pressure at ordinary, room-temperature conditions. Anthropogenic VOCs are regulated by law, especially indoors, where concentrations are the highest. Harmful VOCs are normally not acutely toxic, but have compounding long-term health effects.

Waste streams

Waste can include many types of materials such as glass, paper, metal, plastic, textiles, and electronics. Each type of material can be sorted into its individual stream or type at deposit points, or deposited together and sorted at a waste facility (co-mingled waste).

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We Welcome Your Feedback

Feedback and dialogue is essential so please do share your comments, experiences, ideas or questions by emailing: secb@stb.gov.sg

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