COMUNE DI GENOVA

Sustainable Events

Operational guidelines
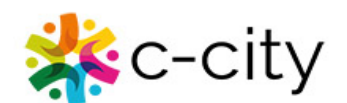and sustainability
requirements for outdoor
and indoor events

Sustainable Events

Operational Guidelines
and Sustainability requirements
for outdoor and indoor events

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**Sustainable Events Operational Guidelines and Sustainability
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1. Definitions

Sustainable animal farming : The term identifies facilities where animals are reared in a way that respects both the environment and the welfare of the animals themselves, with the possibility of validation and certification of sustainable production and processes.

Bagging : The term refers to reusable bags provided by catering services and/or shops present at the event as merchandise/gadgets.

Canopy : The term indicates a type of roofing for structures with a shading effect.

Sustainable meat : This term refers to products from livestock farms where respect for the environment and animal welfare is a priority, which are non-intensive and where there is the possibility of validation and certification of the sustainability of production and processes.

Scientific community : The term refers to scientists and technicians, both national and international, who participate in the scientific research process, specifically in areas relating to environmental protection.

Doggy bagging : The term indicates small containers and/or bags provided by the catering service to allow the customers to take away the food they have not consumed on site. This measure is aimed at reducing food waste.

Visual entertainment : The term indicates a type of entertainment related to the use of audio-visual material. In this case it is intended as a means of communication to spread messages and information relating to the event.

Crews : The term indicates the personnel on board a ship who carry out the tasks necessary for its operation.

Positive inheritance : The term positive inheritance/legacy refers to the long-term impact of the event on the host community. This term therefore refers to a positive change in behaviour, perceptions and actions in relation to environmental sustainability.

Implementation phase : The term indicates the implementation of the operational plans, previously outlined during the period of the event.

Monitoring phase : The term refers to the management of the event during its execution. This phase is carried out through the definition of specific objectives and pre-established operational plans.

Planning phase : The term refers to the planning phase during which the resources, information and timing required to deliver an event are defined. It is during this phase that operational plans are drawn up, which are critical to both the implementation and reporting phases of the event..

Reporting phase : The term refers to the reporting phase of the event. During this phase, the results achieved are reported on the basis of previously outlined metrics and indicators. This phase makes it possible to measure the impact and legacy of the event on the host community.

Hospitality experience : The term identifies a form of hospitality offered to the guests of the event. This term specifically refers to guest activities, conferences, catering and accommodations.

"Hand-out" material : The term refers to the non-paper material distributed to event attendees.

"On hand" leaflet : The term can be used as a synonym for flyers, brochures or advertisements printed on paper.

Open or closed : The term refers to open or enclosed spaces required for the performance of event-related activities, technical spaces, and/or service spaces.

Guests : The term identifies experts and representatives of both institutional and private companies relevant to the theme of the event.

Outdoor, indoor : The term outdoor refers to events held in the open air, in parks or in designated areas.
The term indoor, on the other hand, refers to events that take place inside temporary or permanent structures.

Partner : The term partner refers to the private or public bodies with which a partnership is established for the organisation of the event. Partners are responsible for carrying out several functions within the event, such as communication, catering, waste management, etc.

Sustainable fishing : The term identifies a practice carried out with the aim of preserving fish stocks and ecosystems by protecting their biodiversity.

Providers : The term refers to providers of services and/or products during the event.

PEFC recycled : The term refers to products with a high content of certified recycled material, at least 70%, from forestry or tree production (Programme for Endorsement of Forest Certification schemes).

Collective catering : The term refers to the service of preparing and delivering large numbers of complete meals for event attendees.

Roll up : The term indicates an advertising display consisting of a banner (i.e. a strip of fabric or other material) on which content is printed and a base on which it can be rolled up.

Teams : The term refers to groups of athletes competing together or individually for the same sports club or nation.

Stakeholder : The term refers to all operating parties, corporate guests, supporters of sporting or industry events, event-goers and various interested parties.

Thermal stress : The term refers to the comfort of people, guests, visitors, users and staff involved in the event and/or the performance of the infrastructure related to the event venue. This condition can be caused by exposure to high temperatures and aggravated by synergy with urban air pollutants. To be taken into consideration in relation to seasonality and local phenomenology.

Stream : the term refers to the production chain referring to the possibility of collecting and sorting resources, in this specific case the paper and cardboard supply chain.

Target : The term refers to objectives that can be measured through quantitative and qualitative metrics, that need to be achieved to meet sustainability macro objectives.

2. Introduction

According to the United Nations Environment Program - UNEP 2009, a sustainable event is defined as any event: "conceived, planned and implemented in such a way as to minimise the negative impact on the environment and to leave a positive legacy to the community that hosts it".

At an international level, designed to be applicable to any organisation that aims to provide an event that takes into account environmental, social and and economic sustainability, the UNI ISO 20121:2013 standard guarantees compliance with the mandatory rules applicable to the reference context.

Without necessarily referring to the ISO-certified events mentioned above, there is evidence that organisers of large and medium-sized indoor and/ or outdoor themed events are paying increasing attention to the selection of host cities, preferring those that have made concrete commitments to ensure high standards of sustainability and are willing to improve their performance.

Sustainably managed events represent an opportunity for economic development, promotion and territorial marketing linked both to the value of the thematic testimony of the event itself and to its ability to generate positive impacts in terms of Environmental Sustainability Economic, Social and Governance (ESG) with significant positive impacts, both tangible and intangible, and co-benefits that contribute to to the prosperity of the city.

Genoa has embarked on a process of profound transformation to become a more attractive and sustainable city, with robust development capacity, attentive to social and individual well-being, inclusive, with high standards of livability by 2030, and committed to promoting climate neutrality as a "Green Deal City" by 2050.

This commitment is designed by a strategic vision contained in the "Lighthouse Genova Città Faro Strategy" and in the "Action Plan for Genoa 2050", concretised by large, medium and small scale projects that systematically contribute to the achievement of these ambitious objectives. These tools are accompanied by effective metrics to monitor and evaluate estimated progress over time.

This transformative process involves the city system starting with the organisation and its portfolio companies, supported by the network of local, national and international stakeholders, public entities, private investors, the scientific community, active citizens and the population.

3. Territorial context and commitment to sustainable events

Genoa is the capital of the Liguria region (north-west Italy) and has a population of 564,565, which rises to 817,402 if the metropolitan area of the city of Genoa, consisting of 67 neighbouring municipalities, is taken into account. The sixth largest city in Italy in terms of size and population, it is situated between the Ligurian Sea and the Apennines, protected by a belt of hills and steep slopes covering a total area of 243 km², of which 73 km² are urbanised. Genoa offers a fascinating and unique skyline, with a landscape made up of a coastal area almost 35 km of coastline. The territorial characteristics are reflected in the history and development of the city, a gateway to Europe and an international reality of robust quality connections between territories.

The peculiar combination of climatic elements of a mountain city by the sea, the particular distribution of the urban fabric, the incredible landscape, the historical and cultural heritage, the perfumes, flavours, products and services known all over the world make the city an exceptional stage to host national and international events and to organize some of them which have become iconic for visitors. The City of Genoa periodically organises major events that offer space for innovation and urban dynamism. To name just a few: the Rolli Days, the Science Festival, the Boat Show, La Storia in Piazza and Euroflora.

In addition to the events listed above, we have included some of the most recent because they focused on sustainability issues in particular.

The Ocean Race Genoa, The Grand Finale June 2023.
The world-famous regatta itself is aiming for the UNI ISO 20121:2013 certification, and for our municipality it was an uplifting and constructive moment to demonstrate its organisational and management skills, meeting the requirements and achieving the expected goals by adopting a sustainability plan with 9 strategic and 26 specific objectives, 100 actions and 120 KPIs, implemented by 8 operational plans with a further 18 total objectives and 93 actions.

Genoa Book Capital 2023.
The national recognition by the Ministry of Culture has allowed the city to fully renew its cultural vocation, with unfolded pages, through the organisation of 22 exhibitions, 9 festivals, 12 shows and readings, no less than 175 presentations and extraordinary library openings in order to promote Genoa as an important cultural centre accessible to all.

Genoa European Capital of Sport 2024.
Selected by Aces Europa, the Association of European Capitals of Sport, the city will host a series of international events, including the World Coastal Rowing Championships and the Beach Sprint Finals, tournaments and sporting events for professional and amateur athletes, citizens and the general public.

4. Purpose of the document

The main purpose of the document is to provide guidelines that can be used as a solid starting point for organising a quality event with a sustainable approach.

They can be used independently for the organisation and/or the management of a sustainable event, as a tool to be included in the evaluation and engagement criteria of sponsors, suppliers and service providers, to be used in the dialogue with partners and stakeholders during the various phases of the event management, from the analysis of the external and internal context and the needs of the organisers, to the planning, implementation, monitoring and reporting phases.

These guidelines are modular and can be adapted both to events organised by the Administration and to events organised by the subsidiaries of the City of Genoa or by external parties who choose the City of Genoa as a venue.

If the event is organised by the Municipality of Genoa's subsidiaries and/or external parties, dialogue with and involvement of the Municipality of Genoa's Sustainability Manager is appropriate.
If the event is organised by one of the Municipality of Genoa's subsidiaries, it is advisable to identify the appropriate people responsible for monitoring, drawing up and implementing the event's sustainability strategy.

NOTE: In the case of participation, membership or organisation of sustainable events in accordance with UNI ISO 20121:2013, this document must be accompanied by a Sustainability Plan and operational plans for the different areas of application.

Below is a list of essential plans which may vary according to the needs of the organiser/type of event :

Mobility and Transport Plan.

Circular Resource Supply and Management Plan
 (including Water, Food and Beverage, Waste).

Energy supply plan.

5. Organizational model for events with a sustainable profile

Given the nature of the document and the experience gained, a useful organisational model is proposed for the management of one or more high-profile events, to ensure that the objectives are achieved through a virtuous and modular process covering the various phases: planning, implementation, monitoring and reporting.

NOTE: If the event is organised by the Municipality, the coordination will be entrusted to the Sustainability Manager of the Municipality of Genoa, supported by a team that will assist him/her in the activities to be carried out.

The proposed model includes some key configurations:

A technical coordinating body, headed by a senior expert with the following tasks :

Open and maintain a dialogue with other external public and private bodies directly or indirectly involved in the organisation of the event.

Ensure the interconnection of all the operational phases planned for the organisation of the event.

Coordinate the operational support team.

An operational support team consisting of at least one expert and one junior expert, with the following tasks :

Assess the impact of the event.

Set specific goals and objectives for the project.

Maintain a dialogue with the other structures involved throughout the lifecycle of the event.

Organise the supply chain from a sustainable perspective, incorporating parameters in line with the principles and policies adopted, to be distributed to the structures involved in the event.

Establish operational plans and verify their correct implementation (only in case of a certified event).

Monitor event performance through data collection.

Validate processes for the procurement of goods and services. Use only sustainable suppliers.

Produce useful reports for interested parties.

Use only compliant sustainability sponsors to validate processes for sourcing goods and services.

Create useful reports for stakeholders.

A secretary and, if appropriate and planned, volunteers during the event may be part of the staff and will therefore be coordinated by the Technical Supervision. It is also necessary to ensure dialogue with all the other structures/bodies involved in the organisation and implementation of the event. These could include the administrative department responsible for the acquisition of goods, services and sponsorship, the communications department, the security department and possibly the department(s) responsible for the involvement of clubs and volunteers.

This could easily be achieved by sharing the thematic technical content of this document.

If the event involves volunteers, it would be appropriate for them to come from NGOs, associations and companies linked to environmental, economic and social sustainability objectives. The activities carried out by volunteers shall comply with applicable national regulations. If they are provided with kits, the products must comply with merchandising sustainability regulation. The use of recycled, reusable and durable materials is preferred.

NOTE: if the reference event is carried out in partnership with or organised by the Municipality of Genoa, it will be evaluated whether to include the staff in charge of the organisation's volunteer register for their possible involvement.

AREAS OF APPLICATION

Procurement of resources or goods
Food and Beverage
Specifications and thematic areas of focus
Premises at the service of the event
Flooring and setting up of areas
High temperature canopies/shades and comfort systems
Digital infrastructure

6. Procurement of resources or goods

Food and Beverage

To simplify and optimise the procurement processes of goods and/or edible products, we propose an integrated approach that includes sustainability criteria in the contracting of catering services and the procurement of event resources for staff, guests and the general public. The following table summarises the targets to be achieved and the nature of the reference service both for catering, staff and guests, and for the provision of food and drink to the public. All operators involved as service providers or technical sponsors will be required to contribute to the objectives and ensure the origin of both their food and their services.

Description	Target
Adoption of the vegan approach with the use of sustainable proteins.	70% operators/sponsors
Provide fresh, healthy and diversified food options by including vegan, gluten, chemical and lactose-free products and products in guest catering and public refreshment areas at the event venue and associated events.	100%
Eggs from sustainable farms (free-range or cage-free poultry).	100%
Fresh products of local origin or from the organic farming sector.	70%
Food waste.	< 5%
Fish and seafood served or sold at the event venue and associated events shall be sourced from verifiably sustainable fisheries and supply chains.	90%

Description	Target
Elimination of single-use plastics (also in accordance with Legislative Decree 196/2021) in catering (food & beverages).	100%
Compostable tableware.	100%
Reusable tableware.	at least 50%
Use plastic wrap or plastic in bags to remove coffee pads and tea bags.	70%
Coffee, tea and other hot drinks served or sold shall be sourced from local, fair trade and/or organic suppliers and/or retailers.	100%
Disposable tissue paper napkins must have the EU Eco-label or equivalent environmental labelling in accordance with ISO 14024, or the Forest Stewardship Council and Program for Endorsement of Forest Certification schemes (FSC, FSC recycled, PEFC®, PEFC recycled) or equivalent.	100%

It is also expressly requested :

To provide catering for 2/3 vegetarians : Give preference to local or certified short chain and ethical products, respecting the cultural differences of guests, staff and the public in the composition of the food and wine offer.

Provide adequate allergen specifications and proper communication about them, exclude products with any possibility of transmitting toxicity.

Eliminate plastic options in distribution, in accordance with the provisions of Legislative Decree no. 196 of 8 November 2021 "Implementation of Directive (EU) 2019/904, of the European Parliament and of the Council of 5 June 2019 on reducing the environmental impact of certain plastic products. (21G00210)". For dishes, bowls and distribution material, choose eco-sustainable and eco-compatible products, that guarantee durability and that do not have production chains with a high greenhouse gas impact (emissions) highly recyclable and, where possible, fully recyclable.

Reduce product packaging to a minimum, including in doggy bags, excluding bags made of non-recycled and/or fully recyclable material and favouring reusable (branded) shopping bags,e.g. in shops.

In kitchens, ensure that waste is collected separately by supply chain (rigid plastics, film, metals, glass, oil, cardboard) and that food preparation waste is collected in separate wet/dry bins. In dining rooms, it should be possible to scrape plates into separate wet/dry bins.

Strictly enforce waste separation on site, including (IMPORTANT) flattening of cartons and collection of plastic film and separate soft plastics.

Provide for the donation of unused food products, or food products that are about to expire, primarily to non-profit organisations of social benefit or to the entities specified in article 13 of law 166 of 2016 which carry out, for charitable purposes, the free distribution of food products that prevent the development and contamination of pathogenic micro-organisms until the moment of consumption, thus also contributing to the fight against food waste.

Specifically, remember to take into account the nutritional requirements of your team, crew and active participants and plan your menu accordingly.

NOTE: In the case of a UNI ISO 20121:2013 certified event, the operational indications will be set out in the specific Circular Resource Sourcing and Management Plan (which includes issues related to water, food, beverage and waste).
The plan itself, provided in the Sustainability Plan, will be an operational management tool with elements of activity reporting and useful data.
Catering and/or food service operators must be able to account for meals, distinguishing between beneficiaries such as teams, crews, active event participants, staff, volunteers, guests of closed events and the general public, in order to measure the CO2 impact. Further accounting and/or reporting relates to the number and type of menus/meals served/distributed.

7. **Specifications and focuses**

Food
Particular attention should be paid to the design of menus that reflect the identity of the local food and wine heritage of the local food and wine heritage through interculturalism, which enhances the organoleptic characteristics of the local foods proposed, which are derived from typical local resources.

In particular, it should be ensured that :

Fruit, vegetables, cereals and pulses should be as fresh as possible.

Use products that are seasonal, local and organic.

When choosing menus or catering services for the public, avoid processed, canned, frozen and packaged foods and, if this is not possible, limit them as much as possible.

Organic food comes from certified sources. Where local certified organic options are not available, it is preferable to offer fresh chemical-free, sustainably grown produce, rather than produce that is organically grown but transported at high cost and with a high impact

on greenhouse gas emissions.

Meat, poultry, eggs, dairy and fish

Meat and poultry products should be sourced from producers who meet recognised animal welfare standards, and from non-intensive farms using feed and fodder from sustainable farming practices.

All cured meats administered must be free from polyphosphates and monosodium glutamate (E621) in accordance with the CAM for the provision of catering services.

Eggs must be sourced from sustainable farms where poultry are free range or have the opportunity to scratch outdoors.

Dairy products must guarantee high quality standards (PDO and PGI) and should be as local as possible or come from a verified sustainable supply chain (possibly short).

90% of seafood served or sold must be sourced from sustainable fishing supply chains.

Beverages

Given its essential nature, drinking water should be freely and adequately accessible and available through wells and distribution points. The chemical and physical characteristics of the water intended for consumption must comply with Legislative Decree no. 31 of 2001 and, if necessary, the water must be microfiltered with equipment that complies with the Ministry of Health Decree no. 25 of 7 February 2013 and EC Regulation no. 852/2004.

It would be preferable to provide elements for refilling drinking water for the public and, if possible, in the areas set up for staff (offices, temporary structures).

It would be better if there were no plastic water bottles.

With regard to the water requirements of services and activities, please note that restaurants may supplement the water offered to the public in pre-packaged containers, consisting exclusively of cans or tetrapacks. Such equipment must be certified (material and supply chain as short as possible).

100% of the coffee, tea and other hot or cold beverages sold or served shall be sourced from local suppliers and/or retailers or Fair Trade (as certified by a recognised certification scheme) and/or organic.

All other drinks should preferably be served on tap or in glass or metal cans. The tetrapack can be included as it is collected separately (and disposed of with paper and cardboard).

Choose drinks companies that have a sustainable policy and whose products have verifiable sustainability credentials, including on preservatives and sugar content.

The use and distribution of fresh drinks and, where available, organic and local brands will be encouraged. This is particularly important for wine and beer.

Packaging, Serviceware

Catering crockery, plates, bowls, cutlery, cups :

100% elimination of single-use plastics in catering.

In general, a sustainable event does not include the distribution of water and other drinks packaged in disposable plastic to staff, guests and the public (this requirement is mandatory in the case of certification according to UNI ISO 20121:2013 and/or Plastic Free event). For this issue, it is appropriate to develop an "ad hoc" strategy for dialogue with suppliers of catering services, especially for the general public.

Use reusable cups and glasses at least 50% of the time (suggestion - achievable target for staff and guest catering).

The catering service uses at least 50% reusable crockery, plates and bowls (suggestion - achievable target for staff and guest catering).

100% of disposable tableware is compostable (note: achievable target for public and staff services).

Single use

Disposable plastic items must not be used by food retailers and caterers, delivery partners - service delivery, sponsors.

Where disposable containers, plates, glasses and cutlery are used, compostable or recyclable options should be purchased and plastic should be avoided; users should be adequately informed so that they can place them in the correct container.

Reusable + washable :

The most sustainable option is obviously the washable and reusable service.

We recommend that you consider introducing an on-site deposit/refund system for reusable cups in public cafes. You could also consider renting plates, bowls and cutlery and installing a washing system (on-site or off-site) to drastically reduce the amount of disposable items.

Before deciding between washable and/or disposable compostable utensils, you need to consider the material/energy balance in the context of the location and impact of the event.

Glasses and mugs :

Do not use disposable plastic cups.

Disposable paper cups, especially coffee cups, are often made of cardboard with a plastic coating on the inside. Alternatives are cardboard/sugar cane fibre. PLA (corn starch) coating is only allowed if accepted by composting or recycling facilities.

Other items
Focus on other items that could be single-use plastics :

Plastic or multi-material single-dose packaging containing sauces, sugar, butter and spices should be replaced with glass containers, loose measuring jars or other packaging (mandatory for events certified in accordance with UNI ISO 20121:2013).

Plastic coffee stirrers should be replaced with washable spoons or wooden stirrers.

Plastic cutlery and chopsticks should be replaced with washable, wooden or compostable cutlery. PLA (corn starch) cutlery should be avoided unless properly treated and locally sourced. Cutlery and chopsticks should not be packed in plastic bags.

Plastic straws should not be used and should be replaced with wooden or compostable alternatives.

Lids on beverage and food containers should be avoided where possible. If lids must be provided, PLA lids are acceptable if properly treated and locally sourced.

Transparent film and soft plastic :

Soft plastic is used in the food service industry to wrap palletised deliveries, as shrink wrap on drinks crates, and in kitchen service to cover food. Disposable plastic shopping bags may also be used in catering.

Although many soft plastics are unavoidable, where they are found, every effort should be made to avoid them. This includes the use of reusable containers, beeswax films or sheets or transparent bio-film in the kitchen. For take-away, the use of cloth or reusable bags is recommended.

8. **Premises at the service of the event**

The premises used for the event, whether open or closed, whether in temporary or permanent structures such as toilets, kitchens, offices, warehouses, stands, whether used by staff, guests, sponsors or the public, must respect highly sustainable environmental parameters.

For products both in stock and in common use, we remind you :

To guarantee the use of eco-labelled, environmentally friendly products that do not use harmful chemicals, are phosphate-free and 100% biodegradable. Particular attention must be paid to to the protection of aquatic life and compliance with the with the UNI EN ISO 14024 standard.

Use certified recycled paper and limit printing.

Use FSC-certified leaflets, brochures and roll-ups.

Choose multifunction printers that use environmentally sustainable printing technologies.

When purchasing stationery, ensure that it is at least CAM compliant.

It must also be respected in the above-mentioned premises :

Adequate distribution of separate waste bins.

Adequate cleaning and disinfection in accordance with current regulations in relation to the hygiene standards of the premises.
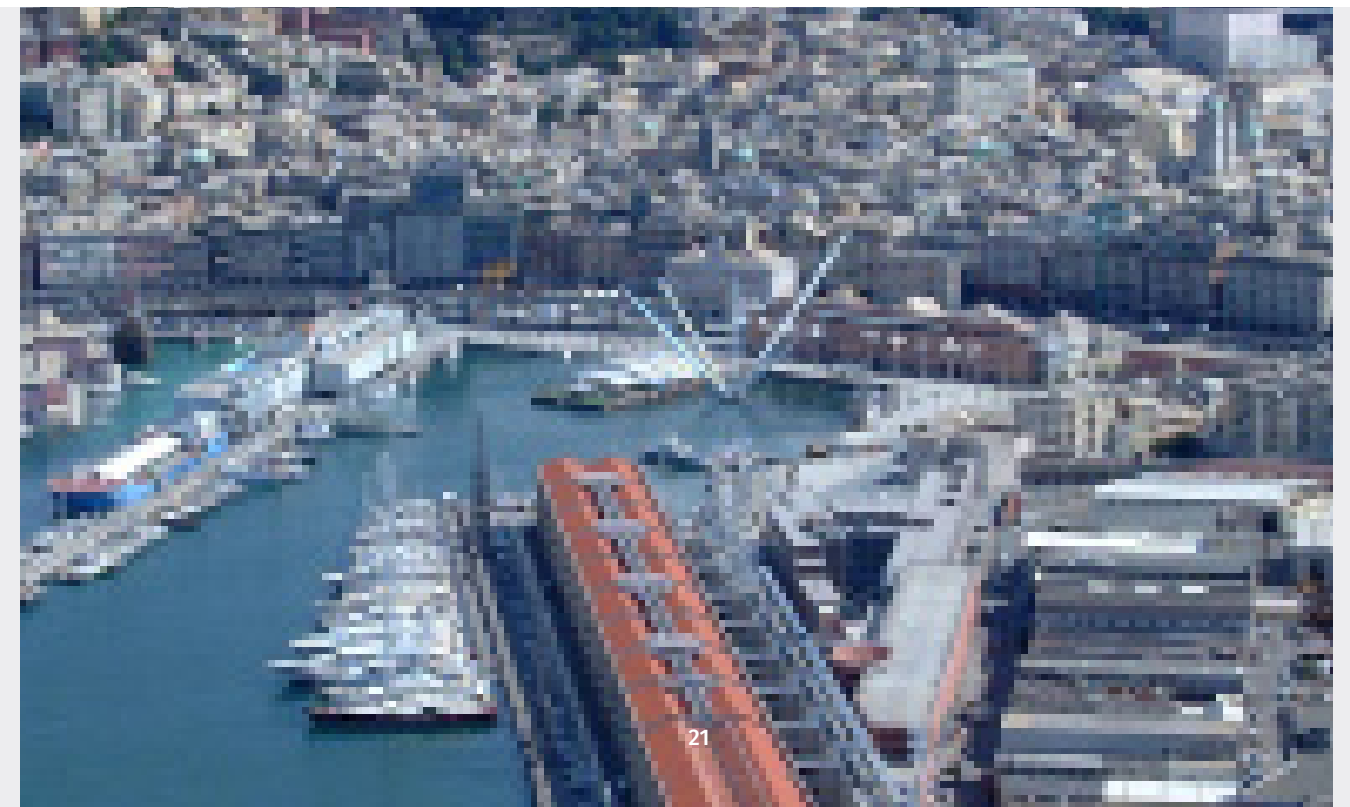
9. **Flooring and area design**

If there is a need to set up areas with "ad hoc" structures, such as stands, temporary walkways, paths and carpets, it is recommended that materials from a sustainable chain, recyclable where possible, be used, with the exception of the organisation's own equipment.

The following must also be observed :

For the horizontal flooring of stands, stages, temporary platforms, walkways or carpets, it is recommended that materials of preferably organic origin be used, such as wood, anti-trauma made from recycled materials and recyclable carpets.

The use of canopies is recommended for the roofing of grandstands and stages which are waterproof and do not contain plastic.

It is also advisable to use cordage, cotton or elastic elements made of natural rubber instead of plastic ties for fixing the structures.

For the elements that act as counterweights to the structures, it is recommended that they are not made of plastic, that they are filled, that they are sustainable and that they do not have any impact during dismantling; do not forget to have an adequate waste management plan.

Prefer aluminium, no PVC, no plastic for essential metallic structures.

All materials should be renewable or bio-compatible, recycled or recyclable. In most cases they will need to be certified as being derived from waste from production processes and have the ability to easily recover their performance characteristics. Easy disassembly is another key requirement.

More generally, the list of all materials to be purchased must be reviewed by the operational support team to ensure that the end-of-life of the products is circular, sustainable and, above all, certifiable.

Below is an examination of the requirements for sustainable events in relation to the materials used for temporary installations:

Wood and wood-based panels and boards

Make sure that they have a supply chain certification that can trace the origin and rule out the presence of hazardous substances in the production stages, for example :

FSC (Forest Stewardship Council)

PEFC (Pan European Forest Certification Scheme)

Eco Label

Metals

Iron, steel and aluminium are the most commonly used materials in furniture production. Environmental pollution and heavy metal emissions are some of the impacts that can be caused during the production phase. To avoid this type of impact, it would be advisable to choose furniture made entirely of wood or containing recycled metals.

Fabrics and leather

Use Ecolabel, Baluer Engel, Nordic Swan certified fabrics or other sectoral certifications that comply with UNI EN ISO 14024, which regulates production and prohibits the use of hazardous substances.

Cushions, glues and adhesives

Use low-impact, non-acrylic, non-polluting products.

Furniture installation (assembly/dismantling)

Furniture assembly often involves the use of hazardous and highly polluting substances such as polyurethane and latex foams, adhesives, solvents and surface treatment products. Care must be taken in the choice of materials, preferably certified, to reduce sources of pollution. Upholstery materials (jute, natural latex, cotton, Oeko-Tex certified foams of vegetable origin).

10. Comfort system for high temperatures: Canopy and Shading devices

Depending on the season, outdoor events are likely to expose people, staff and guests to either high temperatures with the possibility of sunburn, or heavy rainfall with the possibility of discomfort during the experience or stay at the venue.

As a measure to make the experience and transit in these areas more comfortable and sustainable, it is recommended the use of a sufficient number of canopies or shelters and temperature damping systems, identifiable at local hotspots, such as rest areas near food and beverage and event stages, and near transit hubs.

When using curtain systems, it is recommended that they are manufactured using sustainable production processes or made from recovered and/or recycled materials.

We also suggest bioclimatic covers that will allow you to obtain ideal conditions of ventilation and light, simply by making use of the elements that are already present in the natural environment: first and foremost, the sun and the wind.

Fogging systems are recommended as a comfort system against the high temperatures of the season.

We also recommend the use of green infrastructure, possibly in removable pots. that are rooted in other areas, preferring shrubby, native or herbaceous plants with high absorption of climate change agents.

11. Digital infrastructure

With regard to the digital media serving the event, it is necessary that they respect certain sustainability parameters in terms of components and power supply. It will be sufficient to include some measures, such as:

❒ Optimize the IT structure, i.e :

Use the most efficient hardware available.

Use equipment with recyclable and easily disassembled materials.

Use eco-labelled inks in toner/printer cartridge supplies.

Extend the life of some equipment without replacing it completely.

Reduce the use of paper and other materials in offices by 75%.

Virtualise some services. This allows you to manage the user load without increasing the number of servers in use.

When using servers or devices/materials that are particularly sensitive to high temperatures, take advantage of intelligent cooling systems..

❒ Ensure that the energy used to power the systems comes from renewable sources, installed on-site or decentralised (supply contracts), with storage and continuity elements capable of

PROVISION AND DELIVERY OF SERVICES

12. **Energy, supply chain e storage**

Energy supply requirements

Some events require the installation of temporary structures powered mainly by electricity and/or gas (e.g. catering services - kitchens, media services).
Depending on the location, the needs of the organisers, the requirements of the event or the intentions of the local authorities and stakeholders, it may be necessary to provide a distribution system of charging stations for different purposes: powering boats for nautical events; as demonstrators or to supply electric service vehicles or for display; testing in the case of sponsorship or thematic events during dedicated European or international weeks, etc.
In the case of an event that, due to its nature, duration (hours or days), location, requires an exceptional and temporary lighting system of the area for evening activities (entertainment, arrival boats and crews of the regatta), the same will have to refer to the specific sustainability requirements.

The sustainability requirements therefore focus on the components, the power supply of the distribution service and the life cycle and end of life of the system (LCA).

☐ Temporary areas created or existing must demonstrate that they are powered by energy from renewable sources through the use and installation of photovoltaic panels (where possible) or, alternatively, provide for the contracting of certified green energy through a green public procurement service or the technical sponsorship of a GSE (Energy Services Manager) issuing a GO (Guarantee of Origin) certificate from IGO-qualified plants in accordance with Directive 2009/28/EC.

Depending on the size, type of event, location (outdoor, indoor or mixed), the supply must be consistent with the estimated energy requirements, differentiated for temporary structures dedicated to activities such as pavilions, stands, food & beverage area, stage area, entertainment area, temporary lighting of the location.

The same applies to rooms and equipment used by staff. The supply must be able to meet the normal demand, the load flows and the peaks caused by the event, the activities of the various pavilions, the visual entertainment elements dedicated to communication and the supply of IT equipment.

NOTE: In the case of UNI ISO 20121:2013 certification, these requirements are mandatory for the event's sustainable management system. The monitoring of the actions undertaken will be included in the energy supply plan.

Stationary storage technologies

Based on an estimate of the energy supply, it will be necessary to assess and quantify the need to intervene with EESS (Electrical Energy Storage Systems) areas. If this is the case, the choice of elements must be adapted to the needs of the event, between stationary devices that guarantee direct storage and redistribution of energy as it is, and elements that work by converting traditional systems to fuel cells or flow batteries.

Regardless of the operational choice, sustainability requirements focus on the components and the of the energy stock elements. In short, they must be :

- Built to ensure high performance and durable LCA (Life Cycle Assessment).
- Completely recyclable or at least over 80%, do not contain polluting elements or guarantee the maximum recovery process (85%) and disposal of the minimum quota (15%) of the same guarantee safety systems for any batteries that operate at high temperatures (in Italy almost non-existent).
- Provide a spill containment system on site (to limit chemical losses).
- Preferably to be of a small size.
- Be equipped with systems or guarantees of operation that consider the thermal stress of external temperatures.
- Have a charge/discharge energy efficiency (%) that meets the needs of the event.
- Have an input energy supply from a renewable source.
- Have a specific power (W/kg) that can be generated for each weight unit of the storage system according to the requirements of the venue and temporary structures.

13. **Water management**

Water management needs to be considered for different sectors and uses, and is covered in the more technical sections.
In brief, you need to distinguish between the use of drinking water for the event site experience for teams, crews, event participants, staff, hospitality and the general public, and water used for service purposes.
Here are some precautions that will be carefully evaluated by staff dedicated to the sustainability and low impact of the event.

Purpose of service: Preparing and serving food

- Reduce the use of drinking water for service purposes
- Use non-potable water where possible for cleaning, sanitary systems, service rooms, boat washing, using collection and reuse systems where possible.
- The counterweights used for the stands must not be made of plastic or concrete and must be filled with non-drinkable, preferably marine, water, fixed with non-plastic cords.

NOTE: In the case of a UNI ISO 20121:2013 certified event, the operational procedures will be reported in the specific Procurement and Circular Resource Management Plan (which includes topics related to water, food and drink, waste). The same, foreseen in the Sustainability Plan, will take the form of operational management instructions, with elements of activity reporting and useful data.

14. **Waste Prevention and Circular management**

Service Requirements
The distribution of bins for the separate collection of waste must be agreed with the service provider; in fact, it is necessary to set up educational boxes to increase and, above all, to ensure that waste and resources are not dispersed at the event venue as well as in the other areas of the city, where attractive thematic events take place during the same period.

Different types of containers will be required :

- Traditional small ones for insertion in the special staff turrets, removable.
- Traditional, dedicated to small size waste separation, to be used in indoor areas. used by staff and hospitality.
- Traditional, dedicated to the separation of small litter, to be placed in the outdoor areas used by staff, near the grandstands.
- A system for weighing and measuring the impact of wood (pallets), plastic (soft packaging) and cardboard (material packaging), as well as the various recyclable fractions and, finally, the unrecoverable unmixed waste15 must be agreed for the assembly and

Waste generation is a critical issue for the sustainability of events. The guidelines are summarised here :

Clearly state that the event is plastic-free and invite participants, guests and the general public to dispose of plastic at the entrance to the venue or in the indoor areas where they participate in events or hospitality experiences (special bins and/or eco-compactors can be provided, such as those created for the Plastipremia project).

Prevent suppliers from distributing plastic materials by complying with the criteria in this document.

Provide a sufficient number of eco-points for separate waste collection in areas open to the public:

They will be located at strategic points of particular concentration. At the same time, they will have to guarantee easy access for emptying.

They must be clearly identifiable (they can be branded and customised for the event).

They must be characterised by the latest generation of containers that are not made of plastic.

They must have a higher percentage number of bins for the collection of organic or compostable materials, adequate for the collection of glass, paper and cardboard/packaging.

Always provide an adequate number of bins for differentiated materials/wastes at the event venue, possibly near the stands, with a preference for paper, glass and organic waste (suggested ratio 2:2:1).

Provide an adequate number of material/waste collection elements in the food & beverage area, favouring organic, glass, paper, dry unsorted waste (ratio 3:2:2:1), as well as graphic communication materials to promote sustainable behaviour.

For the collection of indoor materials/waste, the offices are equipped with bins for the separate collection of waste, favouring organic waste, glass, paper, dry undifferentiated waste (ratio 2:2:2:1).

NOTE: In the case of a UNI EN ISO 20121:2013 certified event, the operational procedures will be reported in the specific Procurement and Circular Resource Management Plan (which includes issues related to water, food and drink, waste). The same, foreseen in the Sustainability Plan, will take the form of operational management instructions with elements for activity reporting and useful data..

Site cleaning

The service and products for cleaning kitchens, catering tables, sanitary services in guest and public areas as well as for staff areas must comply with sustainable environmental parameters regarding detergents. The use of non-polluting products with the EU Eco-label must be guaranteed (on land, at sea and in inland waters), such as detergents without chemical substances, without phosphates and 100% biodegradable, in particular not harmful to aquatic life, guaranteeing compliance with the UNI EN ISO 14024 standard.

Equipment and any machinery shall be powered by cable or batteries.
Textiles used for cleaning must be re-usable, possibly microfibre with dTex <=1.

The trolleys shall be equipped with bins and buckets made of recycled plastic for at least 50% by weight, with different colours depending on the intended use.
For paper tissue products, they must have the eco-label or the climate pledge friendly mark in compliance with the UNI EN ISO 14024 standard, or otherwise based on cellulose pulp from sustainable forest management chains with PEFC recycled certification or the Re-made in Italy label.

In the case of compulsory sanitisation, it is necessary to ensure that the companies in charge use eco-labelled or climate-friendly equipment and detergents in accordance with the UNI EN ISO 14024 standard.

The hand sanitisers used by staff and the public in the headquarters, stands, staff offices and hospitality, food and beverage areas must meet similar parameters for the use of low-impact, food and beverage areas.

ENTERTAINMENT
AND COMMUNICATION

16. Branding

Materials used for banners, roll-ups, flags, banners, tarpaulins, backdrops and scenery and room divider materials should meet these requirements :

> Respect the principles of the circular economy when purchasing.
>
> Manufactured from recycled or recyclable materials.
>
> They must be re-usable in a value chain and come from qualified operators in the sector.
>
> Have a life cycle that does not include disposal to landfill or in the waste/energy supply chain.
>
> Buying necessary and not excessive quantities.

The branding structure, in collaboration with the operational support team, remains responsible for establishing an end-of-life plan for the products and a disposal plan for the brand (temporary custody certification for any disposal that avoids improper use).

The selection of companies to be involved must prioritise the short supply chain and a

Materials

> No PVC, if biodegradable PVC (PVCr) is proposed, it must be assessed and certified by the Technical Supervision.
>
> Favour fabric materials: canvas or cotton (single fabric is better to facilitate recycling).
>
> Polyester is tolerated but must have a sustainable manufacturing process and a proven low flammability index.
>
> Plastic ties are not permitted for binding, elastic bands are preferred..
>
> PP polypropylene is compatible with all adhesives.
>
> Paints must be made with environmentally friendly pigments that can be easily removed for recovery and recycling.

Companies

They should produce a document certifying their sustainability policy, which should be kept on file. The document should include elements on :

Factory processes.

Labour policies.

Waste ink, ink disposal.

Materials recovery/disposal.

Any ISO including 14001 Environmental Management.

Certification of the least linear production system possible, based instead on circularity.

A clear presentation of the life cycle, the sustainability of the materials used and the end of life, i.e. a Life Cycle Assessment.

Prefer digital media and IT methods for disseminating information and promotional materials that can be viewed and downloaded via the web and social media.

In the case of information materials that require continuous consultation and/or can be consulted by several users,
adopt technological systems (e.g. QR codes) that allow users to view them on their devices.

All physical information and promotional material shall be produced and distributed in sufficient quantities to promote and give visibility to the event, while minimising the use of materials, energy and waste to a minimum, in accordance with a specific distribution plan specifying the target, strategic distribution points and evaluation criteria to define the number of possible prints and/or the dimensions of digital materials.

Give preference to digital display media, such as the latest generation of LED walls, which are equipped with sensors that regulate the output based on the amount of light present and are made up of modular modules.

Posters and placards are permitted if they are made from recycled paper, sourced from responsibly managed forests or certified as having a reduced environmental impact.

Any other material used to promote the event must be made from recycled and recyclable materials.

When printing, choose a printer that uses paper and printing cycles that reduce environmental impact.

The graphic and/or printing paper used shall be EU Ecolabel or PEFC Recycled or FSC Mixed certified, with the logo or unique identification code of the sustainable paper supply chain displayed on the printed products.

Cartridge inks :

Shall not contain azo dyes that may release aromatic amines listed in the Annex XVII of Regulation (EC) No 1907/2006 (REACH).

Shall not contain mercury, cadmium, lead or hexavalent chromium. Heavy metals may only be present in the form of impurities resulting from the production process and shall not exceed 100 ppm.

Metrics for Reporting

Below are some suggested metrics that could provide a useful baseline for reporting :

Total volume of materials produced, by material and type of item.

Sustainability credentials provided by operators for such items.

Any impact (volume, shipping) of significant reprints required due to sponsor or logo changes.

Any significant amount of material produced but never used.

Result from the disposal of material relevant to the type and location.

Material balance (quantity of products purchased; destination of products; amount of materials sent for recovery and/or recycling).

NOTE: in the case of a UNI ISO 20121:2013 certified event, the metrics will be included in the in the Sustainability Plan, implemented during the event and used in the reporting phase.

17. **Green Accomodation**

At the planning stage of the event, it is suggested that a mapping exercise be carried out to identify suitable accommodation providers that have a documented commitment to ethical and sustainable management.

In addition to the mapping, we invite you to identify the actual accommodation burden of the city and then also to expand the territorial offer, as a second chance, in order to orient the economic sustainability and impact lever locally and then distribute it over a larger territory, but functionally connected, such as the hinge areas, the neighbouring areas and those belonging to the vast area.

In particular, the criteria for the selection of facilities for staff, guests, teams, crews/athletes should give priority to facilities that :

Have a sustainability policy document.

Use certified washing, cleaning and resource management processes that minimise the amount of waste produced.

Do not have plastic bottles and/or disposable plastic items for sale on the premises.

Do not leave any plastic items in the rooms, nor any packaging, e.g. in toilets and restaurants.

It would be appropriate for them to be able to claim that they are with documentation that they use water, energy of water, energy resources, food and beverages.

Water/Energy

Provide drinking water refills.

The towels available to customers should be treated in the most demonstrably sustainable way (in terms of energy use for washing and drying processes and minimising waste; for example, if cleaning services are not on site, they should be close by to reduce the impact on logistics and be green themselves).

They should have a plan or demonstrable measures for water conservation (e.g. flushing toilets, water for service purposes, etc.) and energy conservation (use of renewable sources for various power supplies including cooling/heating).

There is a strong focus on the use of renewable energy in terms of green buildings, which should be at least more efficient if not entirely powered by renewable energy.

Food

They should have a plan or demonstrable measures to tackle food waste (including donation of undistributed/sold material).

They should have a policy of providing organic food resources that come from a short supply chain, preferably local minimising long-distance imports.

18. Normative references

Sustainable Development

The 2030 Agenda for Sustainable Development, signed by the governments of the 193 member states of the United Nations on 25 September 2015 and endorsed by the UN General Assembly.

The National Sustainable Development Strategy 2017-2030 (SNSvS), approved by CIPE Resolution 108 of 22 December 2017 (update of the SNSvS approved by CITE on 18 September 2023).

Directive of the President of the Council of Ministers of 16 March 2018 "Guidelines for the implementation of the United Nations 2030 Agenda and the national strategy for sustainable development".

Law 12 December 2019, n. 141, which converted Legislative Decree 14 October 2019, n. 111, relating to the transformation of the current CIPE into CIPESS (Inter-ministerial Committee for Sustainable Development).

The resolution of the City Council DGC-2019-340 of 13.11.2019, approving the document "GENOVA LIGHTHOUSE - CITTA' FARO", which represents the sustainable economic development strategy of the City, understood as a paradigm of urban transformation, allowing to be prepared to face the challenges that the major trends of global change (climate, demography, technological/digital) will reflect at local level.

City Council Resolution DGC-2021-118 of 05/06/2021, approving the document "Genoa 2050 Urban Agenda", hereafter renamed "Genoa 2050 Action Plan", which identifies the group of actions aimed at strengthening the urban and peri-urban fabric, linked to the three intervention assets identified in the Strategy, namely "GREY", dedicated to innovative design and infrastructure optimisation, "GREEN", related to urban regeneration and sustainable development, and "SOFT", aimed at communities and businesses.

Circular economy

The European Commission's new Circular Economy Action Plan (COM/2020/98 final) of 11 March 2020.

The European Parliament Resolution of 10 February 2021 on the new action plan for the circular economy (2020/2077(INI)).

European Commission Recommendation (EU) 2021/2279 of 15 December 2021 on the use of environmental footprint methods to measure and communicate the life cycle environmental performance of products and organisations.

Proposal for a Regulation of the European Parliament and of the Council establishing the framework for the development of ecodesign specifications for sustainable products and repealing Directive 2009/125/EC (COM (2022) 142 final).

Work Plan on ecodesign and energy labelling (2022-2024 C/2022/2026 final/2).

The Commission Communication of 30.03.2022 "Sustainable products: from the exception to the rule".

Law 28 December 2015, n. 221 "Environmental provisions to promote green economy measures and curb the excessive use of natural resources".

The National Strategy for the Circular Economy adopted by MITE with Decree No. 259 of 24 June 2022.

Strategy for plastics in the circular economy

The European Strategy for Plastics in the Circular Economy (COM/2018/028 final) adopted as part of the Circular Economy Action Plan.

Directive (EU) 2019/904 of the European Parliament and of the Council of 5 June 2019 on reducing the impact of certain plastic products on the environment (hereinafter the SUP Directive), adopted as part of the European Plastics Strategy in the 'circular economy'.

The European Plastics Pact "The European Plastic Pact", signed in Brussels on 6 March 2020 by 15 countries (including Italy) and 66 companies and organisations.

The European Commission Communication of 7 June 2021 "Commission Guidelines on single-use plastic products in accordance with Directive (EU) 2019/904 of the European Parliament and of the Council on reducing the impact of certain plastic products on the environment (2021/C 216/01)".

The proposal for a European Regulation on packaging and packaging waste of 30.11.2022 COM (2022) 677 final.

Legislative Decree 8 November 2021, n. 196 ''Implementation of Directive (EU) 2019/904, of the European Parliament and of the Council of 5 June 2019 on reducing the impact of certain plastic products on the environment''.

Waste

Directive (EU) 2018/851 of the European Parliament and of the Council of 30 May 2018, amending Directive 2008/98/EC on waste.

Directive (EU) 2018/852 of the European Parliament and of the Council of 30 May 2018, amending Directive 94/62/EC on packaging and packaging waste.

Legislative Decree 152/2006, Environmental Regulations, and in particular Part IV - Regulations on Waste Management and Remediation of Polluted Sites.

Legislative Decree no. 116, transposition of Directives (EU) 2018/851 and 2018/852, of 3 September 2020.

The National Waste Management Programme (PNGR), approved by Ministerial Decree No. 257 of 24 June 2022.

Resolution no. 11 of 19 July 2022 by which the Regional Council of Liguria approved the update of the Regional Waste Management and Recycling Plan 2021-2026.

Green public procurement.

European Commission Communication "Public Procurement for a Better Environment" (COM (2008) 400).

Action Plan on Sustainable Consuming and Production and Sustainable Industrial Policies (SCPs and SIPs) (COM(2008) 397).

UNI ISO 20121:2013 standard: Sustainable event management systems - Requirements and guidelines for use.

The National Action Plan for GPP (PAN GPP), approved on 11 April 2008 by interministerial decree (GU of 8 May 2008, n. 107), updated by decree of 10 April 2013 (GU of 3 May 2013, n. 102).

The "Minimum environmental criteria for the organisation and management of events", approved by Ministerial Decree No. 459 of 19 October 2022, Official Gazette No. 282 of 2 December 2022).

The "Minimum environmental criteria for the purchase of photocopying and graphic paper" (approved by Ministerial Decree of 4 April 2013, Official Gazette No 102 of 3 May 2013).

The "Minimum environmental criteria" for the supply and rental of textile products (approved by Ministerial Decree 30 June 2021, in GURI n. 167 of 14 July 2021).

Guidelines for the implementing GPP in the cultural events sector - Life Green FEST.

Water quality

The Plan for the Protection of European Water Resources (COM (2012) 0673 final).

Directive (EU) 2020/2184 of the European Parliament and of the Council of 16 December 2020 concerning the quality of water intended for human consumption.

Legislative Decree 152/2006, Environmental Regulations, and in particular Part III - Regulations on soil protection and the fight against desertification, the protection of waters against pollution and the management of water resources.

Assessing environmentally sustainable investments.

Regulation (EU) 2020/852, which sets out the criteria for determining how each economic activity contributes significantly to the protection of the ecosystem without causing 'No significant harm' to the six environmental objectives covered by the Regulation itself.

Other References

For sporting events:

Guidelines for sustainable sporting events - Department of Sport - Presidency of the Council of Ministers - Update 06/08/2023 :

https://www.sport.governo.it/media/4304/linee-guida-eventi-sostenibili.pdf

19. ANNEX 1 – The content of the Sustainability Plan

In the case of an event certified according to UNI ISO 20121:2013, the sustainability plan is a requirement; otherwise, an accompanying document demonstrating the activities undertaken in relation to sustainability is recommended.

General aims and objectives:

1. Footprint.
The first objective focuses on making Genoa a net-zero city. The goal of reducing the footprint leads to the protection of both the natural environment and the most vulnerable social groups through compensatory and harmonised actions, in addition to the responsible use of resources and their management in a circular perspective.

2. Impact.
The second objective is fundamental to highlighting the importance of stakeholder, employee and community involvement in the event, which is intended as a platform to disseminate messages on sustainability in economic, social, environmental and governance terms. This objective therefore consists of evaluating and reporting on the impact of the events through the use of specific operational metrics and guidelines.

3. Legacy.
The third objective is to have a lasting positive impact on the various communities involved in the city's events, both now and in the future.

Actions to be taken

The actions to be taken can be grouped under the three main objectives of the Sustainability Plan. With regard to the first objective, the involvement and commitment of stakeholders during the commitment period is essential. It is also important to use the promotion of the event as an opportunity to raise awareness and provide training on sustainability in the broadest sense. However, the actions needed to achieve the second objective are mainly related to environmental sustainability. In fact, it is essential to focus attention on protecting the natural environment from the impact of the event, using resources responsibly and from a circular perspective.

It is also essential to minimise greenhouse gas emissions in order to achieve a net positive impact. Finally, to achieve the third objective, it is essential to respect the principle of "leaving no one behind" by making the event accessible and usable for all, breaking down any physical, social, cultural and linguistic barriers. Leaving a positive legacy for the community, encouraging innovation around the event and collecting data to improve the delivery of future events are therefore paramount.

Target achievement

The key targets to be achieved can be related to the three main objectives : Footprint, Impact and Legacy.

Footprint

Event activities have no negative impact on the natural environment and biodiversity.

No waste or materials will be spread on waterways or in the event area.

A Spillage and Environmental Incident plan is prepared (based on an existing procedure or a DRPP).

Water consumption is kept to a minimum through optimisation and rationalisation initiatives, as well as awareness campaigns.

Waste is minimised through efficiency, operational measures and purchasing decisions.

Reusable glass and crockery systems will be used wherever possible at events, hospitality and related functions, including those organised by operational stakeholders.

Single-use plastics are always avoided in catering systems.

A circular event is created, that maximises resource recovery and material circularity.

All materials are sourced from environmentally, socially and ethically responsible sources, with particular attention paid to local suppliers.

All branding materials are PVC-free and come from recycled and/or easily recyclable materials.

All of the wood used for all purposes is sourced from sustainably managed forests or is recycled material.

All official printed materials are sourced from sustainable forests and produced using sustainable printing practices.

A significant proportion of the paper products used for cleaning and catering purposes are 100% recycled or sourced from sustainable sources, preferably unbleached.

Event cleaning is carried out using sustainable cleaning products and processes.

All official event products have environmental and ethical guarantees in line with the event's sustainability requirements.

All food served and sold at the event will be sourced as sustainably as possible.

Healthy eating is a priority, so inclusive and varied menu options are provided.

Hotels and accommodation chosen to host are sustainable.

Hotels are within walking, cycling or public transport distance of the venue.

Energy savings and energy efficiency are maximised.

Ensure that renewable energy is used to its full potential.

Measures will be taken to minimise the impact of travel on those attending the event.

Efforts to achieve net-zero and then positive climate status are maximised through the use of offsets.
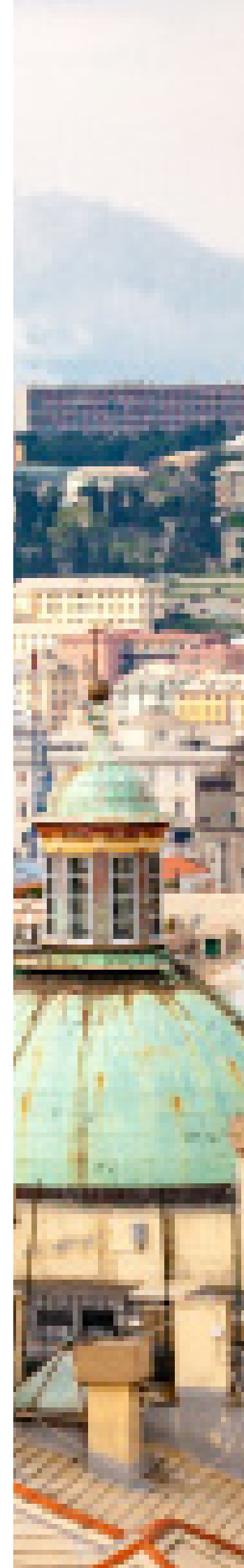
Impact

The event workforce is diverse and inclusive, with a focus on local recruitment, including the volunteer programme.

The activities and experiences associated with the event are accessible and usable by everyone.

The event is considered to be a positive example of sustainable development in the region.

Hosting the event inspires and empowers communities to build sustainability ambition into the planning phase of their annual activities.

Have a positive and lasting impact on citizens, in particular those targeted.

Hosting the event raised awareness of environmental sustainability issues among educators, students and young people.

Legacy

The event workforce is diverse and inclusive. The focus is on local recruitment, including the volunteer programme.

The activities and experiences associated with the event are accessible and usable by everyone.

The event is considered to be a positive example of sustainable development in the region.

Hosting the event inspires and empowers communities to build sustainability ambition into the planning phase of their annual activities.

Have a positive and lasting impact on citizens, and in particular on the target group.

Hosting the event raised awareness of environmental sustainability issues among educators, students and young people.

Indicators

The chosen indicators must be understood as quantitative and qualitative reporting elements together with the associated metrics, in order to simplify the reporting of the event. In collaboration with the appropriate departments, the data will be collected and reported in a dedicated report within the established timeframes. The indicators will need to be aligned with the SDGs and the city's sustainability goals. The city already has an assessment tool, called Dynamic Control, based on 160 indicators that measure the city's performance towards 2030 and 2050 in terms of three different assets (grey, green and soft) and six qualities that make the city sustainable, such as liveability, inclusiveness, attractiveness, sustainability, wellbeing and development capacity. Another framework to consider is SECAP@2030 which can refocus some of the indicators to more accurately measure the impact and footprint of the event.

20. **ANNEX 2 –**
List of operational plans

In case of an UNI ISO 20121:2013 compliant event, operational, monitoring and final reporting plans are foreseen to satisfy the different phases. These documents may vary according to the organizer.

If the City Administration is the organiser of the event, it is proposed to to draw up the following operational plans :

Mobility and Transport Plan (Application sectors: Mobility and transport).

Procurement and Circular Resource Management Plan
(which includes issues related to water, food and drink, waste)

Energy supply plan (Energy, supply chain and storage).

Depending on the organisational system of the internal/external organiser, these plans may be structured differently.

21. **ANNEX 3 - Reporting**

The following is a suggested minimum set of indicators to be collected during the implementation and subsequent monitoring phases, whether or not the event is responding to or seeking UNI ISO 20121:2013 certification :

Quantities of waste generated divided by product fraction.

Amount of waste sent for recycling.

Percentage reduction of single-use plastics.

Number of waste collection points established.

Estimated percentage of visitors who travelled to the event by public transport.

Energy consumption within the space-time and physical boundaries of the event.

Water consumption within the space-time and physical boundaries of the event.

Percentage of the total amount of certified green energy used.

Calculation of the amount of greenhouse gas emissions expressed in CO_2 equivalents.

Energy consumption due to transport of stakeholders.
(organizers, visitors, suppliers).

Improvement actions taken (including offsets) to reduce consumption and CO_2 emissions.

Number of overnight stays spent in accommodation that demonstrate the use of sustainable practices.

Distance of guest accommodation from the venue.

Amount of food redistributed to specific associations or organisations.

Number of meals served to staff, guests, visitors and/or event participants.

The indicator sets can be modified and are subject to variations depending on whether the event is organised by the City Municipality or by external organisers and whether certified according to the UNI ISO 20121:2013 standard.

Sustainable Events

Operational Guidelines
and Sustainability
requirements for outdoor
and indoor events