

AN INDUSTRY INITIATIVE TO ADDRESS CLIMATE CHANGE

quick guide to getting started

FEBRUARY 2022

netzerocarbonevents.org

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FOREWORD

Dear colleague from the event industry,

The Net Zero Carbon Events initiative was launched in Summer 2021, with the support of UNFCCC, in order to engage the global events industry and stakeholders in a common ambition toward net zero.

At the time of publication, more than 300 entities based in 48 countries and regions, and their subsidiaries when this applies, are supporting the initiative. They are either "Operators", directly involved in the production of events (as an organizer, a venue or a service provider), or "Associations" of those operators, or "Partners" (destinations, media, consultants).

The project is running in different phases and the first deliverable was the **Net Zero Carbon Events Pledge**, launched at the COP26 conference in Glasgow in November 2021. Both "Operators" and "Associations" are invited to sign this pledge, and we already have **more than 200 signatories**. The second phase of the project, to be delivered in November 2022 at the COP27 conference, is the production of the roadmap that will set-out the various definitions, approaches, and milestones for companies in the events industry to achieve net zero. The production of this roadmap is underway and with an interactive process that started in January, with a survey of all Supporters and a subsequent presentation on the draft headlines of the final document. Supporters will have the opportunity to review the document and provide feedback before it is published.

In the meantime, while the more complex roadmap is developed, we wanted to provide some initial guidance to help signatories start their journey towards "Net Zero Carbon Events".

The tips outlined in this Guide have been designed to be relevant across the sector. As the range of signatories is broad in geography, size and advancement towards "Net Zero", some may already be well ahead so may find this Guide too basic. Still, each company should focus on those which are relevant to their situation, and we hope that it will help all identify any gaps.

Also, many of the initial tips are focused on internal communications and engagement, rather than immediate carbon reduction activities. This is because getting the right level of buy-in from the right stakeholders is critical to the ongoing success of any net-zero or emissions reduction programme. Once the right people are on board, specific activities can be designed and undertaken

Last but not least, we would like to thank Freeman, Informa Markets, Javits Center, UNFCCC and the Scottish Event Campus for their contribution to this Guide.

We hope that you will find it useful.

Best regards,

Christian Druart | UFI
Olivia Ruggles-Brise | Greenview

On behalf of the Net Zero Carbon Events Initiative

OVERVIEW

This Quick Guide to Getting Started includes nine initial actions which a company can undertake following a commitment to net zero.

Each action has a short introduction and a list of questions to guide you on your journey, and where relevant links to further resources.



Work with suppliers who are committed to carbon neutral/net zero

1. COMMUNICATE YOUR NET ZERO COMMITMENT INTERNALLY AND EXTERNALLY

Once you have made your net zero commitment it is important to share it with the world. Transparency is a key element of the net zero journey and you can be open about the scale of the challenge. Building relationships with key individuals in the communications team to ensure they understand the basics of net zero and the nature of the journey to achieve it will help ensure clear and consistent messaging across audiences.

QUESTIONS TO ASK

- Who are the internal and external stakeholders that need to be engaged with directly?
- Who are the relevant individuals in your communications department you can work with to communicate your net zero journey?
- Does your communications department need any additional information / messaging / understanding?
- Is there a page on your website and intranet where latest updates on net zero can be shared?

2. ENSURE THAT THE CONCEPT OF NET ZERO IS FULLY UNDERSTOOD ACROSS THE COMPANY

The concept of net zero is relatively new and continues to evolve. However, it is vital that everyone in your organization understands how it is conceptually very different from being carbon neutral, which is a longer established concept and one which your organization may well have already embraced. Net zero refers to a balance between man-made greenhouse gas (GHG) emissions and their removal from the atmosphere. To achieve this balance, GHG emissions must be reduced and the non-avoided ones must be compensated or "neutralized" through the use of long-term carbon capture solutions. It is different from 'carbon neutral'. For carbon neutrality, the non-avoided emissions are compensated through the use of traditional offsets (carbon credits coming from projects that develop renewable energies, efficient transport etc.). Carbon neutrality can be an intermediate step towards net zero.

QUESTIONS TO ASK

- Is your organization already carbon neutral? If so, how can you build on that narrative to communicate your net zero commitment?
- What are the channels you can use to communicate a clear definition of net zero throughout the organization and externally?
- Who are the key stakeholders that need to be absolutely clear on the definition and what it means for the organization?

RESOURCES

Race to Zero Lexicon

UNFCCC Race to Zero's Get Net Zero Right Toolkit

3. ASSIGN A SENIOR LEADER TO CHAMPION NET ZERO

Net zero can only be achieved if decarbonization is embedded throughout an organization. It cannot be left to a single department or individual. Similarly, it will require budget and resources to deliver. The Task Force on Climate Related Disclosure (TCFD), which is a report that most listed companies are required to publish annually, requires that there is Board Level responsibility for climate risk, supported by management level engagement in order to drive it through the business. This top-down model can be followed regardless of the size of the business. In addition, the ISO14000 family of standards require senior management to lead on the environmental management system and can provide guidance.

QUESTIONS TO ASK

- Is the person in change of net zero significantly senior in order to ensure buy-in from C-suite?
- Does the person in charge of net zero have a remit which covers, or the ability to influence, the company as a whole?

RESOURCES

TCFD recommended governance disclosure for all sectors ISO14001: 2015: Environmental Management Systems

4. PROVIDE TRAINING FOR KEY TEAM MEMBERS WHO WILL BE INVOLVED

Setting a net zero pathway and delivering decarbonisation is complex and many organizations will not have the resources to employ a dedicated expert in-house or consultants. However, the skills required to move forward on net zero are a natural extension of various different roles, including facilities management, operations, strategy etc and key individuals across different disciplines can benefit from additional training to help orient them.

QUESTIONS TO ASK

- Who are the individuals who will be most actively engaged in net zero?
- What knowledge and expertise do they have in the area?
- Which courses are available that can help fill these gaps?

RESOURCES

GHG Protocol Training

SME Hub training

Global Green Events Gift Based or Free Online Course, Training and Coaching Course

Contact the Climate Neutral Now team at the UNFCCC secretariat: ClimateNeutralNow@unfccc.int

5. ENGAGE COLLEAGUES ACROSS THE COMPANY IN THE NET ZERO JOURNEY

As already mentioned, net zero needs to be a company-wide commitment and activity. This goes beyond communications and will require an internal structure which can bring together relevant leaders / stakeholders regularly. In addition, change will be much easier if colleagues across the company are excited, able to participate and contribute to the ambition.

QUESTIONS TO ASK

- What existing structures / committees exist that could drive net zero?
 Or will it be necessary to establish a new one?
- Who are the natural champions of net zero across the organization?
- Who are the natural influencers in the organization who can be used to engage all team members in net zero?
- What are the existing sustainability / community / voluntary initiatives that the company / team members participate in? How can they be used to drive action in net zero?
- Is sustainability / net zero embedded in employee surveys to identify key issues that are important to employees?
- What are the easy actions that can be taken which will engage employees and make them feel proud about contributing? (eg: eliminating water bottles, travelling to work by foot/bike/public transport etc)

6. GET TO KNOW YOUR CARBON FOOTPRINT

Calculating your carbon footprint will be a critical element of your journey towards net zero and is a complex undertaking. However, you can get started on the basic elements, those over which your organization has control and for which information is already available. This includes first of all the energy you're using and, probably, paying for; and then mapping the sources of other data which may be being collected already.

IDENTIFY WHERE THE COMPANY IS USING ENERGY

Direct and indirect energy consumption – that is, energy which is generated on site or purchased from the grid, and that generated by any vehicles you own – constitutes Scope 1 and 2 emissions, as defined by the Greenhouse Gas Protocol. This will be the core of your organization's carbon footprint. Energy consumption data across these categories most likely already exists in invoices or meters, and may already be tracked for efficiency purposes.

- Can you engage with the finance team to identify energy consumption?
- What energy is generated on site across your organization's offices / sites generators, gas boilers etc? Who is in charge of it? Who is monitoring usage? Is it metered or tracked?
- What vehicles are owned by the organization (cars, vans, staff transit buses, private jets etc)? Who is in charge of the fleet? Who is responsible for overseeing fuel consumption? Is consumption tracked or monitored? If so, at what level (organizational, departmental, regional etc)?
- Who is responsible for monitoring / paying for electricity use?
 Can you have access to bills / meters etc?

RESOURCES

GHG Protocol Scope 1 & 2 GHG Inventory Guidance

Carbon Trust's measures to help businesses reduce their energy consumption:

Office-based companies guide

Office equipment guide

IDENTIFY DATA SOURCES AND START TO GATHER DATA WHERE POSSIBLE

Different people across the company will have much of the data needed, particularly the finance team, facilities, operations etc. You can start to gather it together to build an understanding of the company's impact.

- Who are the key internal stakeholders you need to engage with on the following items?
 - Energy consumption (see above)
 - Water consumption
 - Business travel (including transport and hotel stays)
 - In-house catering or F&B
- What data is available for these items?
- How often is data collected, are they tracked?
- What data collection methods are used surveys, platforms etc?
- Where is data shared or published internal systems, annual reports etc?

7. FIND OUT WHAT YOUR ORGANIZATION IS ALREADY DOING

It is likely that several actions which will ultimately help drive the organization towards net zero are already underway. These are a great way of starting to tell your story and often there is a surprising amount of activity. What is more, they can save you money! Once you have established what is already happening you can start to document and track them, and ultimately expand or build on them to increase impact.

QUESTIONS TO ASK

- What energy efficiency initiatives are already underway? Are they tracked? Can you quantify the impact (energy reduction, carbon reduction, cost savings)?
- What waste reduction initiatives are already underway? Are they tracked? Can you quantify the impact?
- Is there an initiative to reduce single use plastics?
- Is there an initiative to reduce food waste?
- Is there an initiative or incentives to encourage employees to travel to work sustainably?
- If initiatives are related to a particular part of the organization (department, geography etc), is it possible to expand them?
- Who are the individuals driving each initiative and how can they be engaged further in the net zero journey?

RESOURCES

EDF Climate Corps Handbook Energy Efficiency Investment Opportunities in Commercial Buildings

Chapters 4 (Steps to identify and prioritize potential efficiency measures), 7 (Benchmarking energy usage and interpreting utility bills) and 15 (Energy consumption of company vehicles) are particularly relevant <u>Carbon Trust's Energy management self-assessment tool</u>
<u>Energy Star Checklists of Energy Saving Measures</u>

8. RESEARCH WHAT OTHER COMPANIES ARE DOING

While many organizations are starting out on their net zero journey, there has been a lot of work undertaken within the events industry over several years and you will be able to get a good sense of the challenges and opportunities by looking at what others have done. These can be your peers, competitors or suppliers. Taking some time to research what others are doing can help inform your strategy and help reduce the risk of 'reinventing the wheel' or falling into similar pitfalls.

- Which companies do you know are active in sustainability or net zero?
- Who are your main competitors / partners? What actions have they taken?
- Who are your key suppliers? What actions and commitments have they taken?
- What timeframes for decarbonization / net zero have been set by others?
- What other sustainability goals have been set?
- · What stakeholders are they engaging with?
- What are the relevant regulations / laws /policies which are influencing their activities?
 Which are relevant to your organization?

9. GET STARTED ON DECARBONIZATION

Setting up a net zero plan will take time, however there are some areas where it is clear that action will make a difference so there is an opportunity to get started. Not all will be relevant to all events companies, however even if your organization is not directly responsible for an element, it is possible to start the conversations with suppliers or other stakeholders to raise awareness of the opportunities.

PURCHASE RENEWABLE ENERGY

The single most impactful action any organization can make is to switch to renewable energy in their office, venue or warehouse. In many parts of the world it is possible to purchase renewable energy, or the grid is already running on a percentage of renewable energy. There is an opportunity to engage with your electricity suppliers to understand the current status and negotiate purchasing a higher proportion of energy from renewable sources.

QUESTIONS TO ASK

- Who is / are our energy supplier(s)?
- What proportion of renewable energy is already included in our purchase?
- Do they offer green energy tariffs or equivalent?
- If necessary, is the company able to change supplier to increase renewables?

RESOURCES

UNFCCC's brief guide to renewables

Net Zero Methodology for hotels (appendix D on renewables)

Guarantees of Origin (EU)

S&P Global Guarantees of Origin (EU)

The International Renewable Energy Certificate standard

DESIGN OUT WASTE

Waste is a significant contributor to carbon emissions. When landfilled, waste decomposes and releases greenhouse gases into the atmosphere. The events industry generates a significant amount of waste. As you develop your net zero plan, you will need to start measuring and tracking waste and whether it is sent to landfill or 'diverted from landfill' (recycled or donated). However, from the outset you can begin to look at solutions which generate less waste, or use biodegradable materials as the most effective solution is to generate less waste in the first place.

- What waste is generated by your organization's activities (plastic bottles, stands, signage, carpets, paper goods eg promotional material and event guides, lanyards and badges and other SWAG etc)?
- How can these items be designed differently in order to produce less waste?
- How can the same service be delivered in such a way as to reduce or eliminate waste (eg digital signage or materials)?
- What alternatives exist already?
- Is it possible to engage with procurement departments and suppliers to present / require alternatives?

RESOURCES

Zero Waste Europe- My Zero Waste Event

Zero Waste Auckland

Green Events Toolkit for Waste-Free Festivals

WWF's Guide to Zero Waste Events

REDUCE OR ELIMINATE FOOD WASTE

Emissions relating to the growth, production and disposal of food account for almost a third of all carbon emissions in the world. Catering / F&B is a key part of the event product and experience, and often contributes a significant proportion of an event's carbon footprint. One way to reduce the emissions related to food is to reduce food waste. This can be done in a variety of ways including increasing the recycling or composting of food waste, donating left over food to local community projects or reducing the portion sizes of food served.

QUESTIONS TO ASK

- Who provides in-house catering services?
- How is food waste sorted in back-of-house, kitchens?
- Is left-over food donated?
- Are participants / the public able to sort food waste from other waste?
- What messaging is given to participants / the public about reducing food waste?
- Who are the different stakeholders to be engaged with to reduce food waste?

RESOURCES

Toolkit for Food Waste-Free Events

Hotel Kitchen Resources

ReFed's Food Waste Impact Calculator

ReFed Roadmap to reduce US Food Waste by 20 Percent

WWF Toolkit to Communicating Food Waste to Guests

WORK WITH SUPPLIERS WHO ARE CARBON NEUTRAL / HAVE A NET ZERO PLAN IN PLACE

As the movement towards net zero gains pace, more and more suppliers and service providers will have their own net zero commitments and plans in place. Working with them will help speed up your own journey.

- Are there any obvious areas of the supply chain where companies have stated net zero commitments? Is it possible to work with them?
- What are your existing suppliers' sustainability priorities / actions / net zero commitments?
- What are the key eco-certifications that will help you identify sustainable suppliers?
- Is it possible to build sustainability into vendor RFPs and evaluation processes?
- Who are the stakeholders who are able to make this happen?

RESOURCES

ISO 20400:2017 - Guidelines for Sustainable Procurement

Forest Stewardship council certified wood and paper products

Consider Products that are Cradle-to-Cradle certified

BS EN 13432 standard for Biodegradable plastics in EU and UK

Julie's Bicycle Sustainable events guide: Production Suppliers

A NOTE ON CARBON OFFSETTING

As already mentioned, carbon offsetting is an approach used by many organizations who are aiming to be carbon neutral. Carbon offsetting is not permitted in a net zero scenario, where it is replaced by "neutralization" with long-term carbon capture solutions. However, it is a reality that many companies are working towards carbon neutral as a first step, and in this case carbon offsetting is likely to be used. It should always be noted that carbon offsetting is a last resort but if you have to do it then make sure that it:

ADHERES TO THE OXFORD PRINCIPLES OF CARBON OFFSETTING

The Oxford Principles for Net Zero Aligned Carbon Offsetting were published in 2020 and outline how offsetting needs to be approached to ensure it helps achieve a net zero society. The four basic principles are:

- 1. Cut emissions, use high quality offsets, and regularly revise offsetting strategy as best practice evolves
- 2. Shift to carbon removal offsetting (ie offsets which result in the removal of carbon from the atmosphere as opposed to offsets which result in emissions reductions)
- 3. Shift to long-lived storage (ie where carbon is stored permanently with minimal risk of re-release)
- 4. Support the development of net zero aligned offsetting (ie creating demand for carbon removal and long-lived storage, promoting the principles and supporting the development and restoration of ecosystems)

For more information see:

https://www.smithschool.ox.ac.uk/publications/reports/Oxford-Offsetting-Principles-2020.pdf

An example of a project verified under the UNFCCC's Clean Development Mechanism with clear social and environmental co-benefits: Gorai project in India

FULFILLS THE BASIC ATTRIBUTES OF GOOD CARBON OFFSETTING

The offset used should meet a minimum threshold of quality. The table below sets out the basic attributes of good carbon offsetting.

Verified	Offsets should be validated and certified by credible third-party organisations and standards.
	Examples of such organisations: UNFCCC, Earthcheck Certified, VCS (Verified Carbon Standard),
	Carbon Trust Standard; more examples on Carbon Disclosure Project's (CDP) website
Minimized	The time gap between the purchase of offset and the execution of the action to remove carbon or
Forward-selling	reduce emissions should be minimized.
Accurately	Offset providers should convert the warming impact of other GHG, like methane, into CO2 terms
accounted	according to their actual warming impact
Additional	Offsets should be additional, meaning they represent an emission reduction or carbon removal that
	would not have taken place if not for the offset activity.
Permanent	Permanence refers to how long a greenhouse gas stays out of the atmosphere. Ideally it should be
	kept out of the atmosphere forever.
	Where there is a risk of reversal, e.g where reforested or afforested plots are destroyed and carbon
	is released, it must be acknowledged and accounted for in the offset plan.
Co-beneficial	Besides being environmentally beneficial, offset projects must minimally not affect the local
	population, and ideally should offer social benefit to them. Offset projects should also comply with
	local jurisdiction.

Source: Adapted from Net Zero Methodology for Hotels, Greenview et al, 2021

GLOSSARY OF TERMS

- 1.5°C target | It is a target to limit the average rise in global temperatures by 1.5°C by 2030.
- **2-Degree Scenario** | Widely accepted as the limitation to global average temperature growth to prevent significant changes to the planet. One of the goals of the <u>2015 Paris Agreement</u> is to limit global average temperature to well below 2°C above pre-industrial levels, and pursue efforts to limit temperature increase to 1.5°C, which is the 1.5°C target.
- **Biodegradable** | A quality describing materials which have can be decomposed by bacteria or fungi, thereby reducing waste. It is not the same as compostable.
- Carbon footprint | According to the WHO, a carbon footprint is a measure of the impact your activities have on the amount of carbon dioxide (CO₂) produced through the burning of fossil fuels and is expressed as a weight of CO₂ emissions produced in tonnes.
- Carbon offsets | A carbon offset broadly refers to a reduction in GHG emissions or an increase in carbon storage (e.g., through land restoration or the planting of trees) that is used to compensate for emissions that occur elsewhere.
- **Diverted from Landfill** | The prevention and reduction of generated waste from reaching the landfills through source reduction, recycling, reuse and composting.
- **Green Energy Tariffs** | An electricity rate that allows customers to purchase electricity sourced from renewable resources from their local energy provider.
- **Greenhouse Gas (GHG)** | Gases in the atmosphere that absorb and emit energy, affecting the earth's temperature. Some common GHGs are water vapor (H₂O), Carbon Dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O).
- Greenhouse Gas (GHG) Protocol Corporate Accounting and Reporting Standard | A standard designed for organizations to inventory and report all of the GHG emissions they produce.
- Intergovernmental Panel on Climate Change (IPCC) | The Intergovernmental Panel on Climate Change (IPCC) is the United Nations body for assessing the science related to climate change.
- Long-term carbon capture solutions | They are strategies which prevent the release of additional greenhouse gases by recovering carbon dioxide when they are emitted and then storing it or using it.
- Long-term Decarbonization | Decarbonisation refers to a strategy an entity may take to reduce their carbon footprint. Long-term decarbonization in turn refers to strategies with a long time horizon towards 2050. Such strategies are needed to achieve the Paris Agreement goal of limiting global average temperature to well below 2°C, and preferably 1.5°C, relative to pre-industrial levels. To do so, there is scientific consensus that carbon emissions have to be reduced by half by 2030 and reach net zero by 2050.
- Net-Zero Carbon | Refers to a state in which the greenhouse gases going into the atmosphere are balanced by removal out of the atmosphere to mitigate global warming. The IPCC concluded that net-zero carbon has to be achieved by 2050 to limit global warming at 1.5°C. Other similar but different terms refer to the different ways in which emissions sources and sinks are accounted for in context, and help to indicate what is included and excluded in the calculations:
 - Climate Neutral: An actor's activities result in no net effect on the climate system. Any GHG emissions or other activities with warming effects are fully compensated by GHG reductions or removals, or other activities with cooling effects irrespective of the time period or the relative magnitude of emissions and removals involved. A near synonym for GHG neutral, but climate neutral also includes non-GHG radiative forcing effects, such as land use changes with albedo effects. Not a valid end-state target, as it does not require "like for like" balancing, but a possible intermediate step.

- Carbon Neutral: An actor's net contribution to global CO2 emissions is zero. Any CO2 emissions attributable to an actor's activities are fully compensated by CO2 reductions or removals exclusively claimed by the actor — irrespective of the time period or the relative magnitude of emissions and removals involved. Not a valid end-state target, as it only refers to carbon, but a possible intermediate step.
- **Net Zero Carbon Events Pledge** | A commitment by signatories within the events industry to address their role in climate change.
- **Net Zero Pathway** | Refers to the temporal evolution of natural and/or human systems towards a future net-zero state. The trajectory is modeled based on a set of features such as technological advancement and institutional policy changes, depending on the course of action and strategy set by countries and organizations to achieve net-zero carbon emissions by the selected date.
- Net Zero Methodology for Hotels | A methodology developed to support hotels and the wider hotel industry as they seek to make net zero commitments and take action against them. It sets out a recommended approach which is relevant for hotel companies of any size but can be adapted as necessary to align with specific requirements of individual companies.
- Oxford Principles for Net Zero Aligned Carbon Offsetting | Provides guidance on how
 offsetting needs to be approached to ensure it helps achieve a net zero society.
- Paris Agreement | Legally binding international treaty on climate change to limit global warming to well below 2°C, preferably to 1.5°C, compared to pre-industrial levels and achieve a net-zero world by 2050.
- Renewable energy | Energy that is sourced from resources that will not be depleted.
 It is also known as clean energy.
- **SWAG** | *Stuff We Always Give Away*, a common phrase in meetings and events to denote giveaways by event organizers and exhibitors.
- Task Force on Climate Related Disclosure (TCFD) | A group providing recommendations
 on climate-related financial disclosures meant to help companies provide better information
 to support informed capital allocation.

ABOUT THE NET ZERO CARBON EVENTS INITIATIVE

The Net Zero Carbon Events initiative aims to bring together a wide range of industry stakeholders to:

- Jointly communicate our industry's commitment to tackling climate change and driving towards net zero by 2050
- Develop common methodologies for measuring the industry's direct, indirect and supply chain greenhouse gas emissions
- Construct an industry-wide Roadmap towards net zero by 2050, and emissions reductions by 2030 in line with the Paris Agreement and climate science, with support and guidance on key issues
- Foster collaboration with suppliers and customers to ensure alignment and common approaches
- Establish common mechanisms for reporting progress and sharing best practice.

For more information visit www.netzerocarbonevents.org

NET ZER CARBON EVENTS

The Net Zero Carbon Events Initiative is open to all stakeholders from the event industry, and all Supporters of the initiative are invited to take part in the funding of the project.

For more information and registration: netzerocarbonevents.org

NET ZERO CARBON EVENTS HOSTED BY:

JOINT MEETINGS