



**PAP/RAC National Focal Points (NFPs) meeting
3 - 4 May 2017, Split, Croatia**

SUSTAINABILITY REPORT OF THE MEETING

- **Title of the meeting:** PAP/RAC National Focal Points (NFPs) meeting
- **Duration:** 2 days
- **Date and place:** 3 - 4 May 2017, Split, Croatia
- **No of participants:** 34
- **No of Contracting Parties (CPs) represented:** 17

- **Description** of the actions undertaken to make the meeting sustainable, indicating details according to the *Sustainable events toolkit / Actions in place*

All parties involved were informed from the beginning about the sustainability component of the meeting. Meeting participants were reminded of the green behaviour (the meeting information to participants). The PAP/RAC staff in charge of making the meeting sustainable followed the sustainability management policy covering the four governing principles of sustainable development relating to event management (i.e. inclusivity, stewardship, integrity and transparency) and implemented an action plan using the “sustainable event toolkit”, as follows:

1. Communication & materials: In communication with meeting actors (meeting participants and travel agency in charge of booking airline tickets), electronic means of communication were used (e.g., e-mail messages, the “drop-box” for meeting documents). The exception was a printed copy of a list of participants, which had to be signed by each participant at the meeting venue, and the printed Agenda of the meeting (in English and French), which hung at the conference room door. Table plates and badges were reused - the participants were encouraged to return their badges and to put them in the “Green your Badge” box (made of 100% recyclable material) after the meeting. Lights and equipment were turned off when not in use.
2. Location of the meeting was Split, Croatia. *Note: When booking the airline tickets the (lowest) fares have to be taken into consideration, so it is not always possible to book direct flights).* The venue of the meeting (the PAP/RAC premises) was within walking distance to all hotels at which the meeting participants were accommodated, as well as to the airport shuttle bus stop and several taxi stations. The meeting room had natural daylight. Daylight was used whenever possible. Windows (or doors) of the conference room were open during the meeting, so (individually regulated) air-conditioning was not used. Size of the room was adapted to real needs. Free Wi-Fi was available at the venue. The venue was a non-smoking area.
3. Transportation: Prior to the meeting, participants were instructed on how to get from the airport to the hotel/venue and vv. by using public transportation (the local bus and taxes). A couple of participants arriving to Split on the same flight were picked up at the airport by a PAP/RAC staff member. The final calculation of CO2 emissions from participants travel (by plain and by car) is included in this report (see point 6) and in this way communicated to meeting participants.
4. Accommodation: Since PAP/RAC was not responsible for booking accommodation, a list of hotels located in the vicinity of the venue was shared with the participants. All recommended accommodation was within walking distance to public transportation (the airport shuttle bus stop and several taxi stations), accessible for those with special needs and with free Wi-Fi. Water saving recommendations were available in hotel rooms/ toilets (i.e., towel and sheet re-use - changing bed linens and towels as necessary or at

request). Energy-efficient lighting (or room cards to turn on/off the light) were in place. All food served for the breakfast/lunch/dinner was cooked and prepared with fresh local and traditional products.

5. Catering for coffee breaks/lunch/waste collection: Coffee breaks, as well as lunch served for the participants on the first day of the meeting only, were organized at the meeting venue. The exact number of participants was calculated in advance, and catering staff informed in time to avoid waste. Reusable cups and plates, cutlery and glassware were used. Drinking (tap) water was served in jugs. Only local and seasonal food was served. Waste produced during catering was collected and separated accordingly by PAP/RAC staff in the end of the coffee/lunch break(s). The rest of food was stored in the fridge and consumed by staff members the following day.

6. Calculation of the GHG emissions: Flights calculated average CO₂ emissions for 21 participants (round trip) were **6.465,17 kg CO₂ in total**. The GHG emissions due to car journey of the three participants (round trip) were **0.889 tonnes in total**.

Note 1:

Since flight calculated average CO₂ emissions (Source: [ICAO](#) carbon emission calculator) were indicated on each flight ticket, there was no need to use [Myclimate](#) CO₂ emissions calculator.

Note 2:

- As for the car emissions footprint, the following indicators have been taken into account: approx. fuel consumption of 7,5 liters/100 km for a medium-sized car; fuel - petrol.

- Calculation principles: The [Myclimate](#) car calculator determines the CO₂ emissions that arise during a car journey. It not only takes into account the direct emissions arising from fuel combustion but also so-called grey emissions. These arise from the production of the vehicle, the provision of road infrastructure and the extraction, transportation and processing of the crude oil.

Photos evidencing some of the actions in place

