



## Workshop to discuss the Regional Framework for ICZM and MSP (5 - 6 April 2017, Athens, Greece)

### SUSTAINABILITY REPORT OF THE MEETING

- **Title of the meeting:** Workshop to discuss the Regional Framework for ICZM and MSP
- **Duration:** 2 days
- **Date and place:** 5 - 6 April 2017, Athens, Greece
- **Nº of participants:** 30
- **Description** of the actions undertaken to make the meeting sustainable, indicating details according to the *Sustainable events toolkit / Actions in place*

#### Summary

On 5 - 6 April 2017, a Workshop to discuss the Regional Framework for ICZM and MSP was organized by PAP/RAC and held in Athens, Greece. A number of 30 participants from 13 Mediterranean countries attended the meeting to discuss the first draft of the Framework. The Regional Framework is a document envisaged in the article 17 of the ICZM Protocol with the aim of supporting Contracting Parties to cooperate for the promotion of sustainable development and integrated management of coastal zones. Based on constructive inputs and suggestions, the updated version of the Framework will be further discussed at the upcoming PAP/RAC National Focal Points meeting in May.

#### Actions undertaken to make the meeting sustainable

The PAP/RAC staff in charge of the meeting organization prepared, jointly with the MAP Sustainability Task Force member, an action plan following the “sustainable event toolkit”. All parties involved were informed from the beginning about the sustainability component of the meeting. Participants of the meeting were provided with recommendations on “green behaviour” (the e-mail info shared with them prior to the meeting).

Communication & materials: In communication with meeting actors (meeting participants, hotel/venue staff and travel agency in charge of booking airline tickets), electronic means of communication were used (e.g., e-mail messages, “drop box” for the dissemination of the 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. *Note:* Following the hotel policy, the hotel/venue provided pens and paper for the participants (upon conclusion of the meeting, the hotel staff collected the rest of the materials). Table plates and badges were reused - the participants were encouraged at the beginning and after the meeting to return their badges and to put them in the “Green your Badge” box (made of 100% recyclable material). Lights and equipment were turned off when not in use.

The location of the meeting Athens (Greece) was, among others, chosen in order to encourage direct flights and in that way minimize CO2 emissions. *Note:* When booking the airline tickets also the (lowest) fares had to be taken into consideration. The venue of the meeting (the Golden Age hotel) was within walking distance to public transport (a metro and a bus stop). The meeting room located on the mezzanine floor of the hotel had natural daylight. Daylight was used whenever possible. Size of the room was adapted to real needs (the

exact number of participants was calculated in advance, and hotel staff at the venue was informed in time). Free Wi-Fi was available at the venue. The venue was a non-smoking area.

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 (metro, bus) - see Annex I, the e-mail Info to meeting participants. Calculated carbon emissions from travel to/from the meeting location are attached as Annex II of this report. The calculation of CO<sub>2</sub> emissions from participants travel has also been included in the PAP/RAC meeting report and communicated to meeting participants.

Accommodation: Since PAP/RAC was not responsible for booking accommodation, the participants were recommended to book either the hotel in which the meeting took place/the venue, or some of the recommended hotels located in the vicinity of the venue (see Annex I of this report - the e-mail Info to meeting participants). The PAP/RAC staff who attended the meeting was accommodated at the venue. All recommended accommodation was within walking distance to public transport (a metro and a bus stop), 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). Bath and skin care products available at hotel bathrooms were made using natural ingredients and in 100% recyclable packages. Energy-efficient lighting (or room cards to turn on/off the light) were in place. Hotel rooms were equipped with independently controlled air-conditioning. All food offered for the breakfast was cooked and prepared with fresh and traditional products.

Catering for coffee breaks/waste collection: Coffee breaks were organized at the meeting venue. Exact number of participants was calculated in advance, and hotel staff at the venue informed in time to avoid waste. Reusable cups and plates, cutlery and glassware were used. Drinking (tap) water was served in jugs. *Note: Although hotel staff was asked in time to use bulk dispensers for serving sugar, tea, milk and cream during coffee breaks, this was not possible due to hotel management policy. So, sugar, tea, milk and cream were served in single containers.*

Photos evidencing some of the actions in place are attached as Annex III to this report.

Questionnaire to evaluate sustainable component of the meeting was not shared with participants of this meeting.

Calculation of the GHG emissions: The GHG emissions due to travel of 20 participants to and from the event were **5,111.87 kg CO<sub>2</sub> equivalent** (for details see Annex II of this report).

*Note: Since flight calculated average CO<sub>2</sub> emissions (Source: [ICAO](#) carbon emission calculator) were indicated on each flight ticket, there was no need to use [Myclimate](#) CO<sub>2</sub> emissions calculator.*

Avoided GHG emissions: Because of the environmental practices undertaken, 1,230 sheets of paper (6,9 kg weight equivalent) were not printed, and 60 plastic bottles (0.02 kg each, and 1,2 kg total weight equivalent) were not distributed to participants of the meeting.

**Photos evidencing actions in place**

