

Interreg  
Mediterranean



PROGRAMME MANUAL

# GREENING AND SOCIAL INCLUSION

Programme cofinancé par le Fonds Européen  
de Développement Régional (FEDER)

Programme cofinanced by the European Regional  
Development Fund (ERDF)

All project partners cooperating under any of the Programme themes must comply with the Sustainable Development Strategy, adopted by the European Council in June 2006, as well as the respective national Sustainable Development Strategy. In the assessment of applications, consideration is given to the project's adherence to the principles and objectives of sustainable development. Furthermore the projects shall ensure that equality between men and women and the integration of gender perspective is taken into account and promoted throughout the preparation and implementation of the projects.

The projects in the Interreg MED Programme shall take appropriate steps to prevent any discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation during its preparation and implementation. In particular, accessibility for persons with disabilities shall be taken into account throughout the preparation and implementation of the projects.

The Interreg MED Programme intends to follow-up concretely the measures and actions taken by the projects to apply the horizontal principles: sustainable development, equal opportunities and equality between men and women. With reference to those there are greening and social inclusion measures that could be developed in all Interreg MED modular and horizontal projects.

Among these measures, the JS will design an online self-assessment questionnaire to be filled in by the project partners at the beginning and at the end of the project to assess the progress and give further proposals and guidance.

In the following few pages you will find information on greening for the project publications and a checklist for organizing green and inclusive events. The above mentioned self-assessment grid will be more detailed and approved projects will get a direct link to the online tool.

## Project publications and dissemination products - greening

- Publications can be disseminated electronically. Printing of publications should be foreseen only if strictly necessary and only if following a specific dissemination plan.
- Publications should be printed for external communication purposes (if needed only) on both sides and on recycled paper. For electronic publications, an “eco-friendly” version (less colours, more compact text, less pages) should be made available.
- Publications should be printed where they are going to be distributed or close enough in order to minimize transportation distances.

## Checklist for organizing green and inclusive events

### BEFORE THE EVENT

- Consider if a phone or a video conference could be organised instead of a meeting.
- in case of a smaller meeting, prefer the Work Cafè procedure
- green public procurement procedures are applied

### SETTING UP AND RUNNING THE EVENT

- Electronic means (e.g. e-mail, website) are used rather than printed materials for pre-meeting and follow-up communications.

- Participants are encouraged to use sustainable ways of travelling by providing the following information:

- For short trips favour train to bus/plane and if train is not an option, favour car/bus to plane.
- Participants are encouraged to share the transport means with other participants: the organizers of the event can provide a platform for them to communicate and organize ride-sharing. Otherwise the participants are encouraged to use the existing car-sharing and car-pooling platforms
- Walking and cycling are promoted as well
- The organizers of the event can provide website addresses to offset the environmental costs of travel.
- Information on the greening efforts made at the event is provided electronically before and after the meeting.
- Participants' bags/packs are avoided or produced locally using recycled material, and are reusable.
- Pens are provided only upon request, are made of a high content of recycled material, and are refillable.
- In case participant's packs cannot be avoided, only strictly necessary material is included. Copying/printing is available upon request at the location of the event.
- All material produced for the event is designed and produced in a generic way (no date or location mentioned) to allow them to be reused for other events.
- The start and end of the meeting are adjusted to the schedules of public transportation means.
- The caterer is informed on the exact number of participants and is able to re-evaluate the quantities needed to avoid waste.
- A dedicated area is provided for participants to return material that can be re-used (such as badges).

In the sense of "full accessibility for all" accessibility for all participants is ensured, guidelines for accessibility are met and the venue is adapted for people with reduced mobility (e.g. access to buildings and stages with low ramps, acoustics appropriate for hearing aid users and working loop systems in theatres and reception desks).

- A variety of seating space allocation is provided (e.g. space for deaf people to sit next to sign language interpreter, hearing-aid users to benefit from the use of an induction-loop).
- A system that allows all guests to access the catering service is put in place: long queues for food are avoided, enough chairs for people to sit down are available, people with disabilities or special needs are provided with the necessary facilities

#### **OTHER SOCIALLY INCLUSIVE CONSIDERATIONS**

##### **The organizers of the event**

- Consider the representation of diversity in event literature and among hosts/speakers to reflect that of the target audience
- Provide personal assistants if a large number of disabled people are attending
- Promote local attractions and amenities to the participants to benefit the local economy and give the necessary information to participants

## FOOD AND DRINKS, CATERING

The organizers of the event take into account the following:

- Locally grown and produced food and drinks are used and menus reflect the seasonal products of the region.
- The quantity of meat products offered is minimized and at least one vegetarian option is offered (as the production of meat involves considerably more CO<sub>2</sub> than non-meat products).
- Tap water is used and served in jugs instead of in single-use bottles.
- In case fish or other marine or aquaculture products are served, it is certified that they have been caught or produced using sustainable measures. More info can be sought on the WWF website or on [www.seafoodchoices.com](http://www.seafoodchoices.com)
- The use of reusable dishes, cutlery, glassware and linens is ensured and aluminium foil avoided.
- The use of single-use bottles for beverages is avoided. The use of any plastic decoration is avoided as well.
- The surplus of edible food should not be wasted but rather donated.

## LOCAL TRANSPORT

Clear instructions are provided to participants on appropriate public transport and/or walking arrangements from point of arrival or departure (railway station, airport) to the venue, accommodation, town centre, etc. This is provided by e-mail shortly before the event and can be additionally displayed at the venue.

## LOCATION AND ACCOMMODATION

Priority is given to locations available in the premises of one of the project participants in order to reduce the need for staff to travel. The hotels are located near public transportation and as close as possible to the conference facilities (preferably within walking distance or reachable by public transport).

## LINKS

UNEP publications and website

<http://www.unep.fr/shared/publications/pdf/DT1x1141xPA-GreenMeetingGuide.pdf>

The EU Eco-Management and Audit Scheme – EMAS

[http://ec.europa.eu/environment/emas/index\\_en.htm](http://ec.europa.eu/environment/emas/index_en.htm)

ICLEI publications and website

<http://www.iclei-europe.org/topics/sustainable-events/>

European green office website

<http://www.eugreenoffice.eu/en/>

Alternatives to Skype

<http://www.pocket-lint.com/news/131512-5-best-alternatives-to-skype-apps-with-im-video-calls-and-file-sharing>

Ecolabels by product

<http://ec.europa.eu/ecat/>