

### E.3 Catering

Most meetings require some form of catering - from informal snacks to formal dinners. Catering covers all aspects of the provision of meals and refreshments for participants, including procurement of foods, handling of the waste produced by catering services and the traffic generated by their transportation.

The recommendations presented here are intended both for organisers who carry out the catering themselves and for those who are contracting out the catering services to a private company or the venue. If they are contracted out the organiser

#### E.3.1 Waste

The consumption of food and drinks consumption may generate large amounts of paper, plastics, organic and other waste.

##### E.3.1.A Cutlery, crockery, glasses, paper and linen

###### Core recommendations:

Recommendations	Y/N	Notes
Avoid the use of disposable items by using reusable dishes, cutlery, glassware and linens (i.e., no paper, plastic or polystyrene cups, no paper napkins or table cover, no plastic cutlery, and no disposable doilies); avoid aluminium foil.	<input checked="" type="checkbox"/>	PAPER NAPKINS will BE USED DURING reception, walking lunch, coffe breaks!
If disposable items are essential, try to ensure they contain a high content of recycled or plant-based material, are recyclable, and appropriate recycling systems are in place.	<input checked="" type="checkbox"/>	
Avoid the use of single use bottles for juice and water.	<input checked="" type="checkbox"/>	GLASS!
Paper products used for catering should have a high recycled content (ideally 100%) and be totally or elementary chlorine free (TCF or ECF).	<input checked="" type="checkbox"/>	ok for menu's (v. dinner & gala dinner)

**Going further:**

Recommendations	Y/N	Notes
Avoid unnecessary disposable items (e.g., plastic straws).	<input checked="" type="checkbox"/>	
For bigger meetings, provide recyclable bottles for participants to refill with drinking water.	<input checked="" type="checkbox"/>	
For boat tours or other functions where breakable dishes are not permitted, reusable acrylic dishware could be used.	<input checked="" type="checkbox"/>	NOT OF APPLICATION
Print menus on recycled, totally chlorine free (TCF – i.e. unbleached) paper, or write them on blackboards using chalk.	<input checked="" type="checkbox"/>	

**Regional considerations:**

Recommendations	Notes
If 100% recycled products are not available, try to use paper with as high a proportion of recycled content as possible, or paper derived from legally (and ideally sustainably) harvested forests. Also use textile products to the extent possible where recycled paper is not available.	

**E.3.1.B Packaging****Core recommendations:**

Recommendations	Y/N	Notes
Avoid single-serve containers for food and condiments (e.g., milk, cream, artificial sweeteners, butter, ketchup, vinegar, mustard, jams, salt, pepper, and breakfast cereals). Use bulk dispensers or jars also for water.	<input checked="" type="checkbox"/>	
Provided appropriate recycling systems are in place, products should be supplied in re-usable or recyclable packaging or alternatively the supplier should take back all packaging and guarantee its recycling or reuse.	<input checked="" type="checkbox"/>	

**Going further:**

Recommendations	Y/N	Notes
Ask suppliers to indicate what efforts they have taken to minimise packaging.	<input checked="" type="checkbox"/>	
Request that catering items are supplied in packaging containing a high percentage of recycled content.	<input checked="" type="checkbox"/>	
Packaging should not contain PVC.	<input checked="" type="checkbox"/>	WE WILL AVOID AS MUCH AS POSSIBLE PVC

**Regional considerations:**

Recommendations	Notes
Where recycling systems for packaging are not in place, efforts should be concentrated on ensuring packaging is minimised to the extent possible, and, where possible, that biodegradable packaging is used.	
In some areas local health authorities do not accept bulk dispensers and reusable containers for catering consumables. In these cases convey this information to guests. The food service organisation should work with local health authorities to overcome any regulatory hurdles.	

**E.3.1.C Waste collection and disposal****Core recommendations:**

Recommendations	Y/N	Notes
Where separated waste collection/disposal systems are in place locally, all waste produced during catering should be collected separately according to the appropriate fractions (e.g. paper, plastic, metal, organic).	<input checked="" type="checkbox"/>	
Provide numerous, well-located bins for the separate waste fractions with clear signs/instructions – particularly in kitchens and in dining areas.	<input checked="" type="checkbox"/>	
Inform caterers of the exact number of participants and re-evaluate quantity needed during the meeting to help avoid waste.	<input checked="" type="checkbox"/>	5 DAYS BEFORE THE EVENT
Collect oil and fat and provide it to respective users and/or use for fuelling.	<input checked="" type="checkbox"/>	
Where an external catering company is installed, they should be responsible for waste collection and disposal during the meeting.	<input checked="" type="checkbox"/>	

**Going further:**

Recommendations	Y/N	Notes
Donate surplus food to non-profit organisations, (e.g. Berliner Tafel: <a href="http://www.tafel.de">http://www.tafel.de</a> ).	<input type="checkbox"/>	
Where no organic waste collection system is in place, separately collect organic waste for composting and/or supplying to farmers for livestock feed.	<input type="checkbox"/>	

**Regional considerations:**

Recommendations	Notes
Where separated collection and recycling/reuse systems are not in place, efforts should be concentrated on waste minimisation (see sections above).	<i>OK</i>
In certain areas the catering company/staff may need to themselves deliver waste separately to collection depots, rather than have it collected from the venue.	<i>We take all waste to one company</i>
In some locations (e.g. for some of the large UN compounds) a compost system on site can be considered.	

### E.3.2 Food & Drink

The environmental impacts of the food and drink we consume can vary hugely depending on what it is, where and how it was produced. Special attention should be given to local and seasonal produce. If possible, encourage organic products as well as vegetarian, healthy slow food and fair trade products.

#### Core recommendations:

Recommendations	Y/N	Notes
Use locally grown and produced food and drinks. Menus should reflect the seasonal produce of the region.	<input checked="" type="checkbox"/>	
Use organically produced food and drink if possible. Products should be certified as meeting regional or international organic standards to the extent possible.	<input checked="" type="checkbox"/>	
Provide fair trade labelled products (such as coffee, tea, and sugar) as the standard when available, accepting potentially higher prices. Products should be independently certified as fair trade. They should either carry the internationally recognised fair trade product label ( <a href="http://www.fairtrade.net">http://www.fairtrade.net</a> ), or be supplied by a company registered with IFAT (the International Fair Trade Association – <a href="http://www.ifat.org">http://www.ifat.org</a> ).	<input checked="" type="checkbox"/>	SUPPLEMENT FAIR TRADE coffee, tea & sugar +3€ per day (2 coffee breaks)
If working with a private catering contractor, set a specific percentage of products which should be local, organic, and/or fair trade.	<input checked="" type="checkbox"/>	
Minimise the quantity of meat products offered, and always offer a vegetarian option (the production of meat produces considerably more CO <sub>2</sub> than non-meat products).	<input checked="" type="checkbox"/>	
Use drinking water from the tap when possible. It is recommended that drinking water be served in carafes/jugs instead of bottled water.	<input checked="" type="checkbox"/>	if possible
Encourage caterers to list any local product on the menu.	<input checked="" type="checkbox"/>	
Inform the caterer in time about the exact number of participants, to avoid waste of food.	<input checked="" type="checkbox"/>	5 days before event

#### Going further:

Recommendations	Y/N	Notes
Where marine and aquaculture products are offered, these should be caught/produced using sustainable methods. If available, use products certified with the Marine Stewardship Council (MSC) or similar label. The WWF has also produced a number of country-specific buying guides:	<input checked="" type="checkbox"/>	okud!

<p><a href="http://www.panda.org/about_wwf/what_we_do/marine/our_solutions/sustainable_fishing/sustainable_seafood/seafood_guides/index.cfm">http://www.panda.org/about_wwf/what_we_do/marine/our_solutions/sustainable_fishing/sustainable_seafood/seafood_guides/index.cfm</a>. Another useful resource is <a href="http://www.seafoodchoices.com">http://www.seafoodchoices.com</a>.</p>		
<p>Where livestock products are to be used, use those produced according to high welfare standards, and certified as such.</p>	<input type="checkbox"/>	

**Regional considerations:**

Recommendations	Notes
<p>It is not possible to provide certain guidance on whether to use local non-organic or non-local organic produce, as this depends on local circumstances, distance and method of transport, type of product, and other factors. Ideally, try to use local, organic produce or take local advice on the best option.</p>	<p><i>no problem</i></p>
<p>As the availability of local, organic and fair trade products will vary considerably from region to region it is a good idea to check availability and prices with a local catering supplier and set appropriate target percentages (e.g. X% of vegetable/dairy/meat products must be organic).</p>	
<p>In certain regions food produced under "integrated production systems" may be more easily available than organic produce. This can be offered as an alternative.</p>	
<p>Appropriate animal welfare standards and certification systems may not exist in all regions.</p>	
<p>It is necessary to consider if there are any cultural or religious considerations to be respected when setting menus.</p>	<p><i>no problem</i></p>
<p>Where tap water is not drinkable, ensure that the guidelines for packaging are followed.</p>	<p><i>ca.</i></p>

### E.3.3 Other

#### Core recommendations:

Recommendations	Y/N	Notes
Catering premises should be cleaned in an environmentally sound manner. For advice on this aspect see the "Accommodation" section.	<input checked="" type="checkbox"/>	
The catering company should have an environmentally policy and action plan in place.	<input checked="" type="checkbox"/>	

#### Going further:

Recommendations	Y/N	Notes
Encourage the use of water and energy efficient kitchen appliances (e.g. appliances carrying the ENERGY STAR Ecolabel, the EU energy/water label (classification A), or other regional standard).	<input checked="" type="checkbox"/>	<i>as much as possible</i>
Encourage catering companies and food & drink suppliers to use efficient and low emission vehicles and to address the efficiency of transportation routes.	<input checked="" type="checkbox"/>	<i>no long distance transportation</i>

#### Regional considerations:

Recommendations	Notes
It will likely be difficult to influence the types of kitchen appliances used. If catering companies will be using their own equipment, you may try to identify a company which uses energy and water efficient appliances.	<i>ca</i>
Both the availability of and recognised standards for efficient and low emission vehicles will vary considerably by region. In Europe the EURO 4 (for light-duty vehicles) and EURO IV (for heavy-duty) standards can be used.	

## E.4 Setting up the meeting

The way in which the meeting itself is planned and implemented will have a substantial effect on its overall environmental impact - from how registration and communication with participants is handled before the meeting, to the materials participants receive during the meeting, and the way the meeting rooms are set up.

For logistical issues, the organiser will need to check with the venue early on to make sure that the recommendations are achievable. Depending on the venue, the meeting organisers may have limited influence on the equipment used or systems in place. In these cases, the recommendations may be discussed directly with the venue operators if time allows.

### E.4.1. Communication with participants and registration

Greening a meeting begins before participants have even left home - both in terms of the procedures used for communication, and in making participants aware of the green nature of the meeting and their own responsibilities.

#### Core recommendations:

Recommendations	Y/N	Notes
Use electronic means, if they are appropriate and available, rather than printed materials for pre-meeting (and follow up) communications.	<input type="checkbox"/>	
Set up an electronic registration system that allows participants to submit forms and pictures, if needed, via email or through a web service.	<input type="checkbox"/>	
<i>Encourage participants to use more sustainable ways to travel to the meeting by providing the following information:</i>		
• For shorter trips, prefer train to car/distance bus and plane.	<input type="checkbox"/>	
• When train is not an option, prefer car/distance bus to plane.	<input type="checkbox"/>	
• When driving by car, use hybrid cars if possible, and share the drive with other participants. In any case, prefer smaller cars.	<input type="checkbox"/>	
• If flying is the only option, choose direct flights when possible; prefer economy class to business and business to first class.	<input type="checkbox"/>	
• Offset your costs of travel (See Section D – Climate neutrality at meetings).	<input type="checkbox"/>	
Provide links to public transport websites.	<input type="checkbox"/>	
Provide a platform for participants to communicate and organise sharing of cars, buses and/or taxis.	<input type="checkbox"/>	