

little effort to implement; however, they can save resources and demonstrate DFAIT's commitment to the federal sustainable development policy.

### **3) The Green Planner for Conferences, Large Meetings and Events**

To assist in the organizing of green conferences, large meetings and events, a "Planner" checklist is provided. The checklist is broken into three tables. Table 1 is a "management primer" which gives quick tips on how to get started and integrate environmental considerations into overall planning. Table 2 is a listing of those activities that should be undertaken as a minimum requirement to achieve the new environmental standards at DFAIT. Table 3 lists a number of enhanced stewardship activities. Table 3 is not intended to be implemented directly, but is a checklist of suggested strategies that staff can use to help "green" the event. As well, the list will be up-dated regularly, based upon completed "event summaries", as a way to innovate, document and promulgate "best environmental practices".

Both the "basic requirements" and "planner checklist" suggestions are subdivided into sections relating to the various activities involved in the organizing of conferences, large meetings and events. All events are expected to meet the basic requirements. However, to help select activities from Table 3, several columns are provided in the table to rate the benefits of undertaking each activity. These include: positive environmental impact, potential cost saving, ease of implementation, and visibility factor. Each of the green conference considerations can be assessed for these four components using a rating scale which makes sense in the given circumstance and then implemented where appropriate.

### **4) Follow-up**

As mentioned above, the checklist is a compendium of proven best practices. To keep it accurate it is important that event organizers inform JEN of any "lessons learned" during the course of their event. Therefore, the last page of this document is a summary report of what did and did not work well. Event organizers are requested to complete and return this page to JEN, at fax (613) 944-0432, within ninety days of completion of their event.

### **5) References**

- A. DFAIT Sustainable Development Strategy - Agenda 2000
- B. DFAIT Environmental Management Plan
- C. Destination 2000: DFAIT and Sustainable Development (Annual Report 1996-1997)
- D. Circular Documents scheduled for publication:
  - Environmental Management
  - Projects Outside Canada
  - Strategic Environmental Assessment
  - Conferences, Large Meetings and Events
- E. DFAIT Mission Checklist for Greening Operations

JEN has provided to all missions a package of reference guides, publicity material and computer-based training programs. Additional information, including copies of EMPs already adopted by DFAIT missions (Paris, PESCO, POECD, Canberra, Madrid), is available through the DFAIT Sustainable Development Web Site on either:

Intranet: <http://folio.lbp/english/branches/legal/environ/sustain/index.htm>.

or.....

Internet: click on Sustainable Development at <http://www.dfait-maeci.gc.ca/>

For further information and advice on greening your meeting or conference, contact JEN at (613) 944-0956.