



Good practice identified during action A1

Number/code: GOV12

Title: Workflow management and use of a checklist in the planning of a sustainable event

Guidelines section:

<input checked="" type="checkbox"/> Governance	<input type="checkbox"/> Operational management
<input type="checkbox"/> Context of the event	<input type="checkbox"/> Procurement
<input type="checkbox"/> Event	<input type="checkbox"/> Mobility and logistics
<input type="checkbox"/> Stadium management	

Description

This practice is described in two documents which applies to the events held on public land or public venues. In one case (Tasmania Region) there are a checklist of suggested actions related to the sustainable event management, in the other case (Mosman, near Sidney) who uses public land or public venues for his events has to demonstrate his commitment to achieving sustainability principles and the sustainability measures that have been incorporated into the event, submitting a written agreement and filling a template that uses a checklist. The same practice is also taken into account by the guide for event organisers and suppliers drafted by Zero Waste Scotland as support to the Resource Efficient Program for EventScotland, VisitScotland and Scottish Tourism Alliance.

The checklist can be broken down into categories including; i) Water ii) Venue, iii) Transport, iv) Energy, v) Waste Management, vi) Equipment, Supplies and Products, vii) Event Promotion and Materials, viii) Catering, and ix) Training / Awareness.

The use of check lists can be used also to ensure a workflow assurance. Work flow assurance is a way to assure key event-time sustainability processes from beginning to end (for example following the food supply chain) by means of emphasis on the strategic decisions on key processes, including:

- Food, including hospitality
- Waste
- Energy, including cooling and heating
- Logistics
- Environmentally Sensitive Materials (HFC, PVC, timber)
- Look and Feel including diversity and volunteers
- Accessibility/Transport
- The ‘Last Mile’ on approach to venues

The key criteria which have been applied in London 2012 Games as part of the workflow assessment across any theme include:

- Does the process deliver the required outcome? (for each stage)

- Is the process compliant with relevant standards/targets/aspirations/regulations?
- Are all products delivered using the approved process?
- What issues arose during the process which required resolution?
- Were these issues fully resolved – what issues remain unresolved?
- What sustainability principles are at work at this stage? E.g. Energy and water efficiency; Resource re-use and optimisation; Diversity; Use of SMEs in supply chain; Avoiding environmentally sensitive materials
- Are there any perverse outcomes from the application of the process? and Stakeholder views about the process.

The key dimensions of each thematic assurance have included:

- Size and scope of the operation
- Stages in each process
- Locations involved in each process
- Personnel involved in each process
- Venues involved in each process
- Stakeholders involved in each process and Assurance time for each process

Each thematic review considered:

- Thematic definition and parameters
- Findings and observations
- Lessons for the future
- People we spoke to
- Relevant CSL Recommendations

Level of confidence in meeting its targets and commitments.

Environmental benefits:

Pre-event planning ensures that the sustainability principles have been considered and incorporated, where possible, into the planning and management of the event.

The use of a template provides an opportunity to raise awareness amongst service providers, participants and the local community, which may foster more sustainable behaviour, and create motivation for others to change their own business functions/processes.

At last it increases opportunities for community involvement, volunteering and charities, provide work for local/regional service providers/suppliers, and create market demand for sustainability best practice.

The use of a checklist allows to suggest some actions.

Economic benefits:

Indirect benefits related to the sustainable event management (costs savings, positive reputation...)

Applicability and replicability potential

This practice is described in the documents which applies to the events held on public land or public venues, but it can be extended to the planning of sporting events, particularly in the relationship with suppliers. The Zero Waste Scotland guide suggests to make use of the detailed checklist of “Green

questions to ask suppliers” online which cover raw materials, manufacture, distribution, usage and end of life.

Source

[Mousman Council](#) (p. 6-11)

[Events Tasmania](#) (p. 2)

[Resource Efficient Scotland](#)

[London 2012](#)