

Advice on Environmental Considerations in Meetings, etc.

Ministry of the Environment

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Introduction

With the advancement of globalization, there is an increasing need to solve problems and build coordination and partnership on an international scale in many fields including issues on the global environment and others, and under such circumstances many meetings for discussing such themes are held in various countries in the world.

Under the circumstances, in Europe and America, commendation systems and similar have already been established for companies that manage environmentally-conscious meetings and events, and environmentally-conscious efforts are being made with regard to meetings such as the enactment of guidelines for holding environmentally-conscious meetings.

On the other hand, environmental considerations in meetings held in Japan have been put into practice in a limited number of meetings. The contents of such initiatives are also limited to activities such as the sorted collection of waste, green purchasing of data, distributed materials, fixtures, etc., and there are not so many movements for all-embracing initiatives that adopt a clear policy for environmental considerations.

Hence, we have enacted the “Advice on Environmental Considerations in Meetings, etc.” so that it can be used as a guide to ensure all-embracing implementation and improvement in environmental considerations with regard to various meetings held in Japan.

It has contents that can be utilized widely in promoting environmental considerations not only in environment-related meetings and various events held in Japan but also in meetings, events, seminars, academic meetings, etc. that do not take the environment as their themes.

This Guide has been prepared so that environmental considerations in meetings to be held will be improved steadily and step-by-step improvements can be realized, irrespective of whether the meetings are held at regular intervals or not or whether it is used by meeting promoters or companies that manage meetings.

In terms of environmental considerations in meetings, etc., it is expected that the environmental awareness of promoters and concerned parties will improve and experiences and know-how of environmental considerations will accumulate through continued improvements in the implementation of environmental considerations rather than one-time implementation of environmental considerations in a meeting.

This Guide has been prepared in hope that many people, including meeting promoters, companies that manage meetings, meeting facilities, accommodation facilities, and other parties concerned will utilize it, thereby being of help to the continuous development and evolution of environmental considerations in meetings held in Japan.

Chapter 1 Purpose and target of this Guide and definition of terms

1-1 Purpose of this Guide

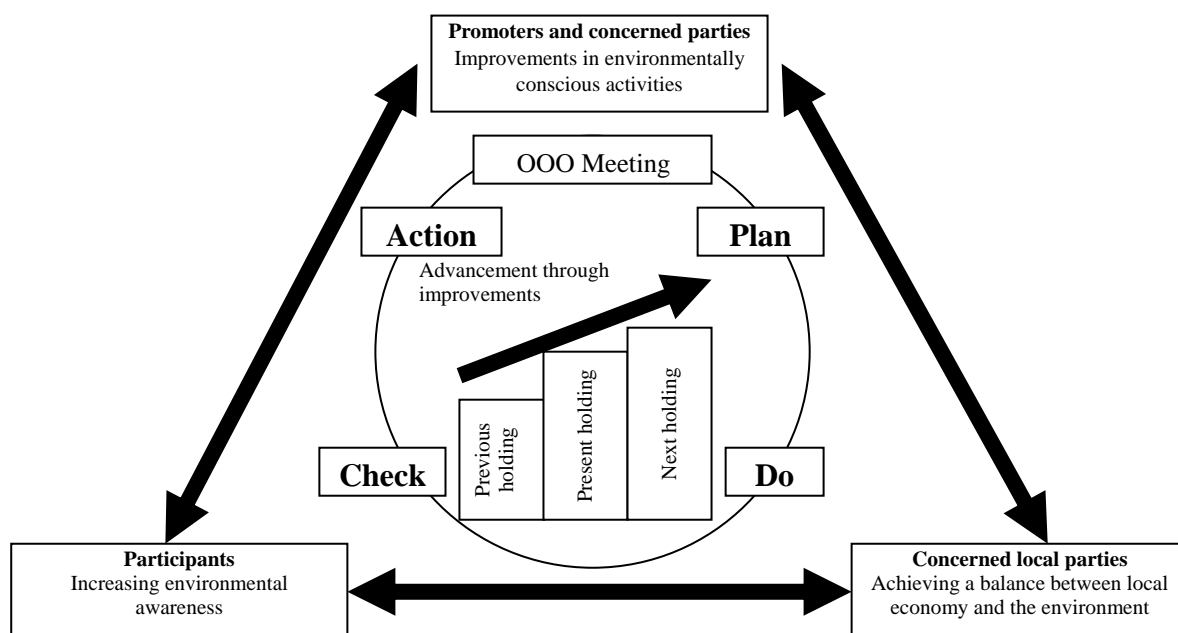
Numerous meetings are held under the auspices of governments (including local governments), businesses, educational organizations, various types of bodies, etc., whether in Japan or overseas, and the period of a meeting is also varied ranging from one day to several days.

Also, a heavy environmental load (a large amount of energy, amount of CO₂, and amount of waste) is imposed unintentionally under the present circumstances despite the transience of a meeting, such as the traveling of concerned parties, the use and improvements of various types of equipment in the convention site, etc., the fixtures to be used, energy and related facilities, and the lodging facilities to be used, although it may depend on how large the size of the meeting is.

This Guide summarizes techniques for reducing environmental loads with regard to meetings that may generate a great environmental load even if they are activities whose period is limited, and has been prepared in order that it will be utilized in a wide variety of opportunities.

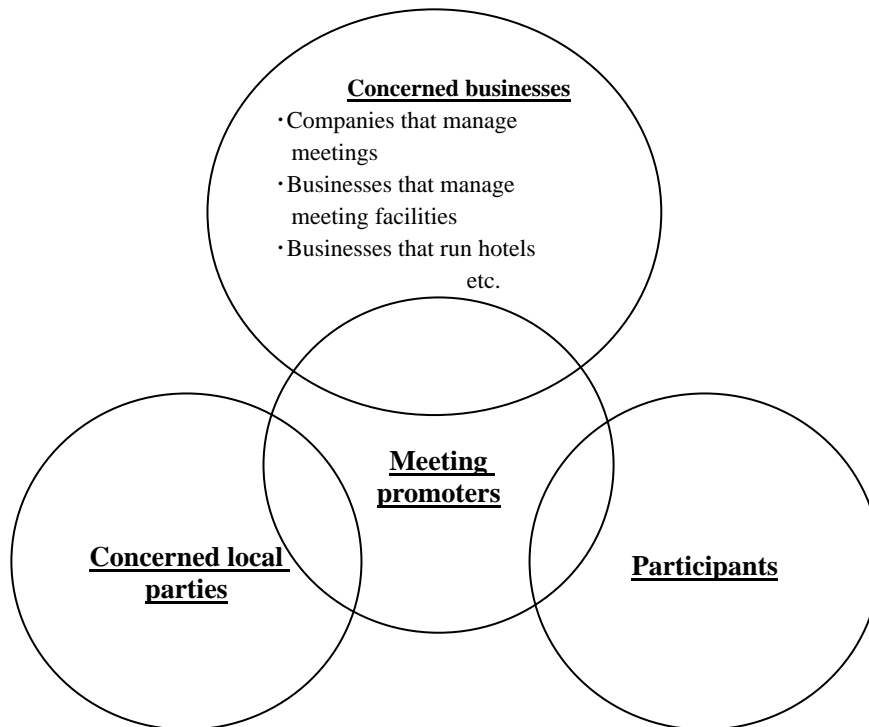
Specifically it include contents whose implementation can be continually improved by people with various positions such as “promoters and concerned parties,” “concerned local parties” and “participants” as well as by those who have already implemented such contents. In addition, specific items have been included so as to enable readers to have a grasp of the contents to be considered and the feeling of the level of implementation, and contents are designed to promote activities for implementation so that such activities will be enlarged to cover the contents that have not been implemented yet.

[Objectives of this Guide]



1-2 Target considered in this Guide

This Guide has been prepared assuming that it is used for **meetings held in Japan**. Also, four types of parties are considered as the main target of the activities discussed in this Guide: meeting promoters, concerned businesses such as companies that manage meetings as well as hotels and meeting facilities, concerned local parties such as governmental administrations and local communities, and participants.



1-3 Explanation of the terms in this Guide

The terms used in this Guide have the following meanings.

[Meeting promoters]

Entities that plan, promote and implement meetings

[Concerned businesses]

Companies managing meetings and travel agents that engage in the preparation and management of meetings as well as businesses, etc. that provide a convention site or lodging facilities

[Concerned local parties]

Local governments in the locations where meetings are held, as well as various bodies concerned and local residents

[Participants]

People attending meetings, people participating in meetings as the audience, as well as concerned parties from the media and lecturers

Chapter 2 In order to utilize this Guide effectively

2-1 How to engage in the process from the planning of a meeting to the end of its implementation

In order to facilitate “environmental considerations” in meetings, it is required in the first place that meeting promoters set a policy for environmental considerations based on the main points in the meetings and convey such policy to parties concerned in the meetings.

In the case of meetings being held at regular intervals, problems raised in the last meeting will be picked out and a plan for improvements will be devised.

It is required that meeting promoters should review an image of the conditions of concerned businesses and the overall amount of activities by sharing it with relevant businesses prior to implementation.

Some meetings may require participation by, or communication with, those other than the parties concerned in the meetings.

If the time for preparing for a meeting is short or there arises any difference from the initially planned cost, the order of priority in giving instructions on activities may be changed in some cases.

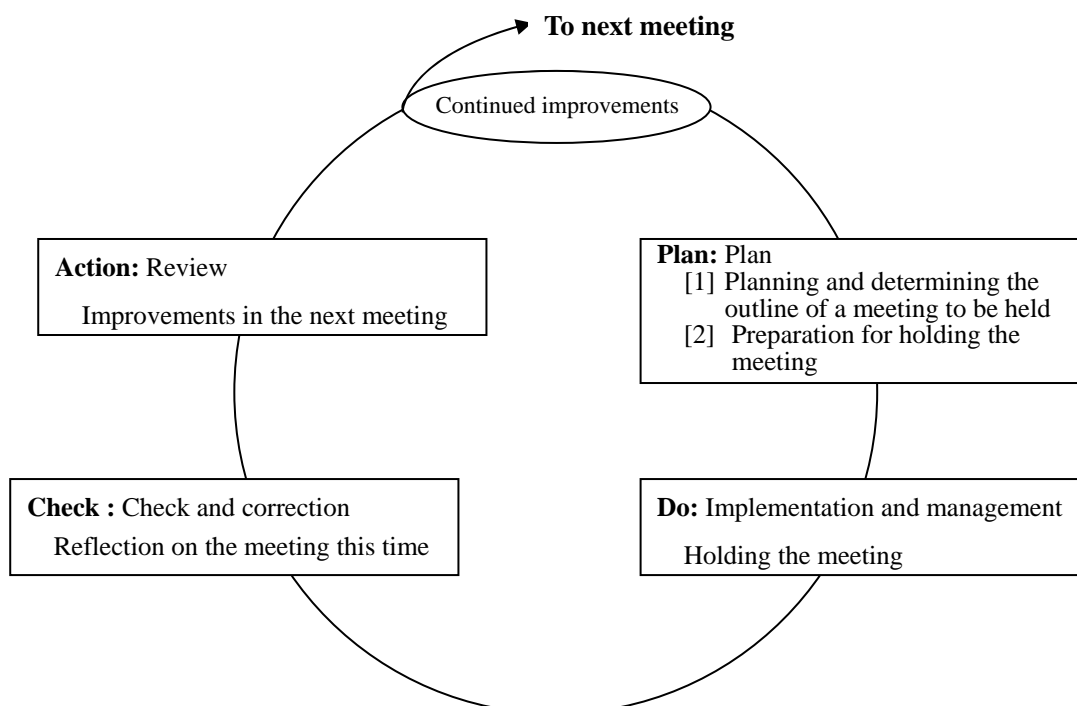
In such a case, it is important that an unwavering yardstick is maintained.

By deploying a series of processes based on the plan-do-check-action cycle, the quality of a meeting can be improved through activities for improvements and environmental considerations can be promoted every time a meeting is implemented.

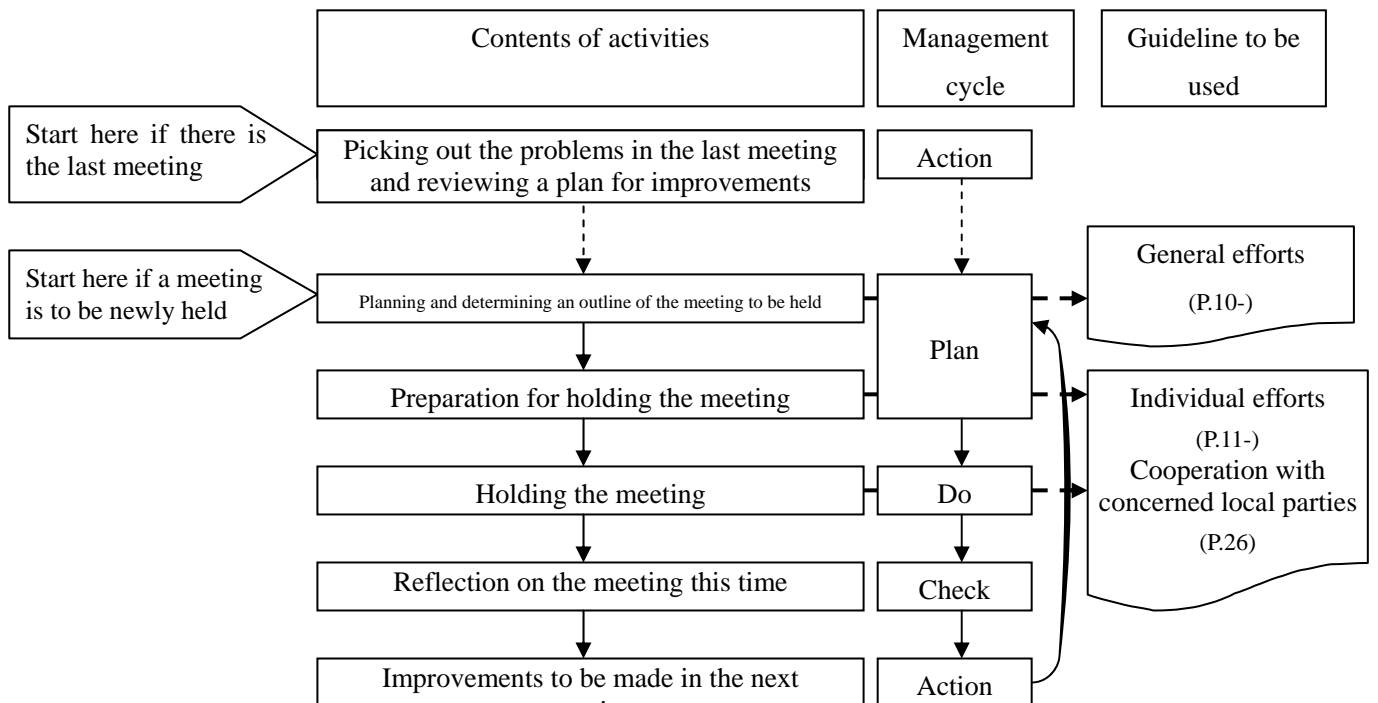
This plan-do-check-action cycle can be adopted in the activities for promotion, even if meeting promoters or concerned businesses have not obtained certification for environmental management systems (EMS). Concerning how to proceed with the plan-do-check-action activities that are in line with a management cycle, please make use of the checklist described in “Chapter 3 Advice on Environmental Considerations in Meetings” on page 11 and thereafter.

The following two plan-do-check-action cycle charts describe a case in which meetings are continually held and the problems found in the last meeting have already been picked out, and a case in which items related to environmental considerations will newly be confirmed by taking advantage of the holding of a meeting this time as an opportunity. Environmental considerations can be promoted while making use of either of the cycles that is applicable.

[A plan-do-check-action cycle chart for activities in a meeting that is checked against the schematic diagram given in ISO 14001]



[An image of the flow of efforts to be made from the planning of a meeting to the end of its implementation and a plan-do-check-action cycle chart]



2-2 On the method of self-evaluation of activities for improvements

With this Guide, the situation of environmental considerations in each field can be evaluated, and the degree of improvements can be confirmed in the planning stage of a meeting and in the stage for evaluating activities after the meeting is over.

In evaluation in the planning stage of a meeting, verification can be done as to whether the policy of environmental considerations in the meeting is observed, and activities will be added where necessary until the time of starting the meeting.

Since the evaluation of activities after the meeting will be done by summarizing the meeting as a whole, the contents with successful results of activities and those with unsuccessful results will be clarified, so that they can be used as items for improvements in the planning and management of a meeting next time.

In addition, since the checklist in the Guide includes items that can easily be implemented based on practices in the past and the like, by adding to the list such items that could possibly be improved and using such items as the objectives whenever necessary, opportunities can also be provided in which the way of improving the environment that is fit for the characteristics of the meeting and for the region is considered.

It is also important as a communication means for information dissemination to announce that the contents thus evaluated are not temporal activities and improvements are being made through continued activities and that such activities are being done consciously by the meeting promoters and companies that manage meetings.

The contents of evaluation and activities for improvements can also be utilized not only as a report of the contents of activities but as a tool for collecting problems and opinions for use for the holding of a meeting next time, by making such contents and activities available not only for concerned parties but also for all the people including participants, recipient local governments, businesses, etc.

[Example of comparison of self-evaluation methods]

- If the results of the last meeting are available in the case of a series of meetings under the same theme:
 1. If the practices in the last meeting are available in the case of meetings being held at regular intervals, check the contents of the last meeting against the checklist, and compare and evaluate such practices with the contents of the results in the meeting this time.

- If a meeting is to be held newly this time:
 1. If similar meetings in terms of the theme or size were held in the past, check the contents of the similar meetings against the checklist, and compare and evaluate such contents with the contents of the results in the meeting this time.
 2. If similar meetings were held by meeting promoters or companies that manage meetings, check the contents of the similar meetings against the checklist, and compare and evaluate such contents with the contents of the results in the meeting this time.
 3. If nothing is available for comparison and reference, a method can also be employed in which the evaluation at the time of planning a meeting is compared with the evaluation of the results after implementation and management of the meeting.

Chapter 3 Advice on Environmental Considerations in Meetings, etc.

3-1. General initiatives

3-2. Individual initiatives

- (1) Initiatives taken by the convention site
- (2) Initiatives taken by lodging or hosting facilities
- (3) Initiatives taken by businesses entrusted with tasks (such as companies that manage meetings)
- (4) Initiatives with respect to implementation
 - 1) Convention site
 - 2) Data, distributed materials, and souvenirs
 - 3) Transportation
 - 4) Eating and drinking (meals, parties, catering, box lunches, etc.)
 - 5) Information dissemination/communication

3-3. Cooperation with concerned local parties

This Guide describes the matters that are desired to be environmentally considered in holding meetings, etc. based on the review of environmentally-conscious practices, etc. in the past in the form of a checklist.

Since it include exhaustive contents by taking account of meetings, etc. that are to be held under a wide variety of conditions, not all the items are appropriately fit for individual meetings.

Please utilize appropriate items according to the purpose of holding an individual meeting, the policy for environmental considerations, the region where the meeting is to be held, its theme, size, groups of participants, cost, etc. based on self-judgment.

Also, since it is expected that any initiatives other than those listed as the items will be implemented proactively, please add such initiatives whenever appropriate by describing them as items in the column for "Others."

3-1. General initiatives

When it has been decided that meetings, etc. are to be held, it is an ideal practice that the meeting promoters will implement initiatives by determining a policy for environmental considerations from the initial stage of planning and preparation. However, in actual cases, there also arise situations often in which initiatives are implemented after the convention site, etc. have been determined due to various types of factors.

Even in such cases, the range of initiatives is limited, but by engaging in repeated consultations sufficiently with parties concerned in the meetings (convention site, lodging facilities, businesses entrusted with tasks such as companies that manage meetings, local governments, participants, etc.), it may be possible in some cases to promote the initiatives for environmental considerations to be taken by businesses participating in the management of the meetings, thereby achieving continued initiatives.

After having determined the policy for addressing environmental considerations, activities for environmental considerations are to be implemented in cooperation with parties concerned in the meetings while utilizing this Guide appropriately.

If there is any meeting that serves as a precedent such as the last meeting or a similar meeting, it is important that the points to be improved should be reviewed to start with, and then initiatives for environmental considerations should be implemented, and after the meeting is over, the results of the meeting should be recorded for reference for a meeting to be held next time.

The following checklist includes matters to be handled through general initiatives in addressing environmental considerations. Please proceed with initiatives while checking the overall flow of the initiatives by using this checklist.

<From the time of planning a meeting to the time of implementation>

	Item
	To determine a policy for addressing environmental considerations in meetings
	To determine the utilization of “Advice on Environmental Considerations in Meetings, etc.”
	To determine priority themes (initiatives) for environmental considerations
	To determine a supervisor for environmental considerations and a person in charge of environmental considerations
	If there is the last meeting (or a similar meeting), ask the parties concerned with such meeting to have a grasp of the initiatives taken for environmental considerations and the problems to be addressed with regard to such meeting, thereby reviewing the points to be improved. → Refer to (5) and thereafter.
	Confirm the situation of traffic in the region where the meeting is to be held, the theme of the meeting (relationship with the environment), its size, composition of participants, the period of holding the meeting, etc., and review the contents of initiatives accordingly. → Refer to (5) and thereafter.
	Select a convention site with excellent environmental considerations. → Refer to (2).
	Select lodging facilities with excellent environmental considerations for concerned parties and participants. → Refer to (3).
	If businesses are to be entrusted with various tasks such as the management of meetings, arrangements for traveling, printing, and catering, select the businesses after having evaluated how such businesses implement initiatives for environmental considerations, at the same time requesting such businesses to make improvements in the initiatives. → Refer to (4).
	To determine and implement the contents of initiatives for environmental considerations. → Refer to (5) and thereafter.
	To convey a policy for environmental considerations, and the like to all the parties concerned in the meetings, seeking their understanding and cooperation. → Refer to (2) and thereafter.
	Consult concerned local parties such as local governments, seeking their understanding and cooperation.
	Disseminate information on environmental considerations among participants/people planning participation, seeking their understanding and cooperation.

<After the meeting is over>

	After the meeting is over, reflect on the initiatives for environmental considerations, verify them, and pick out the problems to be addressed.
	Provide feedback for the parties concerned in the meetings about the contents of reflection, serving as reference for the meetings to be held hereafter.
	If a meeting is planned to be held next time, the initiatives for environmental considerations as well as the results of their verification and the problems to be addressed should be recorded for reference for the parties concerned in the next meeting.

3-2. Individual initiatives

(1) Initiatives taken by the convention site

In holding meetings, the base for the environmental impact imposed on meetings, etc. is determined by which place is chosen as the convention site.

Having considered basic conditions such as the sizes of facilities, necessary equipment, and cost, if there are multiple candidates, evaluate the initiatives taken by the convention site by utilizing the “Environmental Checklist for Selecting Convention Site,” thereby selecting a convention site that is excellent in environmental considerations, and at the same time make a request for additional improvements for the initiatives after the selection as well.

Also, even when the convention site has already been determined, present the above checklist to the site in order to have the facility side carry out self-diagnosis, and at the same time make a request for promoting initiatives that can be improved.

A. If there are multiple candidates for the convention site

In selecting the convention site, utilize the “Environmental Checklist for Selecting Convention Site.”

- [1] Present the checklist to the parties that manage the facilities.
- [2] Where necessary, carry out additional interviews and site investigations, and check the contents of the initiatives.
- [3] Compare the contents of the initiatives of the multiple candidates, and select the facilities that are excellent in environmental considerations by giving priority to them over others.
- [4] Make a request to the selected convention site for making improvements about the items that are not included in the initiatives.

B. If the convention site has already been determined

If the convention site has already been determined, present the “Environmental Checklist for Selecting Convention Site” to the parties that manage the facilities, thereby having them carry out self-diagnosis according to the checklist, and at the same time make a request for taking initiatives about the items that have not been addressed yet.

<Checklist for Evaluating the Initiatives Taken by the Convention Site>

	Item
◆	General matters
	Has an environmental policy
	Has determined a system for responsibilities that is designed for the environment
	Engages in education for employees on environmental issues
	Has a grasp of major environmental regulations that are related to one’s own company and observes such regulations
	Verifies the system for environmental initiatives and results at regular intervals and makes use of them for next activities
	Employees understand environmental measures that should be performed in their own tasks based on the environmental policy and put such measures into practice

	Has introduced standards and programs that are related to environmental activities (examples: ISO14001, EcoAction21, regional EMS, etc.) (Title of the standard that has been introduced: _____)
	Has obtained third party certification on the above
	Has received environmental evaluation on its buildings (CASBEE - Comprehensive Assessment System for Building Environmental Efficiency, or the like)
	Has made a request to restaurants and stores in the facility for taking environmental initiatives such as energy saving, water saving, reduction of waste and recycling, green purchasing, etc.
◆Resources, energy, measures to cope with global warming, and water	
	Has a grasp of the consumption of energy (electricity, heavy oil, gas, etc.) and water, making efforts to reduce consumption
	Has established self-imposed standards on temperature settings, with air conditioning being managed appropriately
	Performs proactive maintenance that leads to energy saving so that equipment will work efficiently
	Has a system that divides the space inside the facility and enables the energy being used to be controlled individually
	Has implemented the introduction of efficient pumps and fans as well as the thermal insulation of piping with regard to the transport of heat such as steam and refrigerant inside the facility
	Has taken measures for introducing low-energy-consumption-lighting such as the replacement of incandescent light bulbs with electric bulb-type fluorescent lamps and the introduction of Hf inverter type lighting equipment for fluorescent lamp equipment inside the facility
	Utilizes illuminance sensors, timer functions, and human detection sensors that are lighted only when it is dark
	Has introduced energy saving equipment (inverter control, boiler waste heat utilization equipment, cogeneration equipment, fuel cells, etc.)
	Endeavors to improve the thermal insulation efficiency of buildings by the adoption of double entrances, revolving doors, pair glass, or thermal insulation sashes, and greening of the rooftop and walls, etc.
	Makes use of natural energy (sunlight and solar thermal energy, wind power, biogas, etc., including the purchasing of Green Power Certificates)
	Does not use any fluorocarbons in air conditioning equipment and thermal insulation materials
	Observes the practices of double-sided copying, use of the reverse side of used paper, etc. in offices
	Observes the practice of reducing paper consumption by means of double-sided printing with copiers and printers for users
	Observes the practice of simple packaging in shops inside the facility
	Makes efforts for water saving by the introduction of water-saving type equipment, water-saving packing, sensors, etc. for water supply systems, toilets, etc.
	Makes use of wastewater by purifying it (utilization of reused wastewater)
	Utilizes rainwater by using means such as the installation of rainwater storage tanks
◆Waste	
	Has a grasp of the type and amount of waste, making efforts to reduce and recycle it by devising specific objectives or plans
	Carries out sorted collection and recycling of paper and the like (copier paper, newspapers, magazines, and cardboard boxes)
	Carries out sorted collection and recycling of PET bottles, beverage cans, glass bottles, etc.
	Carries out sorted collection and proper disposal of fluorescent lamps
	Carries out sorted collection and proper disposal of batteries
	Explains the policy of waste management for waste treatment businesses, makes a request to them for recycling and proper disposal, and confirms the method of disposal
◆ Green purchasing	
	Has a policy for green purchasing, making efforts for reducing the purchasing amount and for changing into environment-friendly products by setting specific objectives, standards, etc.
	Engages in the green purchasing of copier paper, and the like <Note> To implement the following initiatives or those equivalent thereto (the same applies to the items hereafter) To purchase environmental label certified products such as Eco Mark products To purchase paper complying with the criteria under the Law on Promoting Green Purchasing

	To purchase products according to the purchasing guideline of the Green Purchasing Network (GPN) (* For the details of each of the above items, see "Reference Materials")
	Engages in the green purchasing (preparation) of printed matter such as pamphlets for facility guide, etc.
	Engages in the green purchasing of toilet paper
	Engages in the green purchasing of stationery and office supplies
	Engages in the green purchasing of copiers, printers, and facsimile equipment
◆Transportation	
	The site can be visited on foot or by using public transportation from the airport or railroad station (has good access)
	Pick-up services at the airport or railroad station are available
	Low-emission vehicles (hybrid cars, etc.) are introduced as automobiles for pick-up services
	The use of public transportation is encouraged
◆Others	
	Others ()

(2) Initiatives taken by lodging facilities

With regard to the holding of meetings, if lodging facilities for concerned parties and participants are to be designated or recommended, or if hotels, etc. are to be used for get-togethers or parties, environmentally-conscious facilities should be selected by evaluating the initiatives for the environment to be taken by such facilities, and at the same time it is possible to request the lodging facilities to be used to make improvements in the initiatives for the environment.

A guideline for the environmental considerations of “hotels and inns” has already been announced by the Green Purchasing Network (GPN), and about 300 companies have announced their evaluation values according to the guideline and checklist, and these are readily available for utilization as reference material for selection.

[Method of utilization]

- [1] Present the checklist to the parties that manage facilities and request them to make a reply.
- [2] Where necessary, carry out additional interviews and site investigations, and check the contents of the initiatives.
- [3] Compare the contents of the initiatives of the multiple candidates, and select the facilities that are excellent in environmental considerations by giving priority to them over others.
- [4] Make a request to the selected facilities for making improvements about the items that are not included in the initiatives.

<Checklist for Evaluating the Initiatives Taken by Lodging Facilities>

O Transportation convenience

	There is easy access on foot or by using public transportation to the lodging facility from the convention site
	The lodging facility can be reached on foot or by using public transportation from the airport or railroad station
	Shuttle bus services are available for transportation to and from the airport or railroad station

I Attitude in taking initiatives for the environment

1) Initiatives taken by the organization as a whole

	Check item
	Has an environmental policy
	Has a grasp of the environmental load of one's own facility, and endeavors to reduce the load by devising objectives and plans
	Has clearly determined a system for responsibilities that is designed for the environment
	Has a grasp of environmental regulations that are related to one's own facility
	Verifies the situation of response to the environment and its results at regular intervals and at least once a year, and makes use of them for next activities
	Engages in training, etc. for employees on environmental issues at regular intervals and at least once a year
	Has posted the environmental policy or objectives in a place that is readily noticeable by employees, or all employees have such environmental policy or objectives, thereby making all employees understand the environmental policy and what kinds of response they should take in their duties

2) Initiatives taken in each field

	[Those related to Eating and drinking] Measures the amount of food waste generated, making efforts for controlling its generation, reducing the amount, and recycling by devising specific objectives and plans
	[Waste] Has a grasp of the type and amount of waste other than food waste (packaging materials for goods, waste in guest rooms, etc.), making efforts for reducing such waste and recycling by devising specific objectives and plans
	Explains a policy for controlling waste to waste treatment businesses, making a request to them for recycling and proper disposal and checking the method of disposal
	[Energy and water] Has a grasp of the consumption of energy (electricity, heavy oil, gas, etc.), making efforts to reduce consumption by devising specific objectives and plans
	Has a grasp of the consumption of water and the situation of the quality of wastewater, making efforts to reduce consumption and to reduce environmental pollution by devising specific objectives and plans
	[Green purchasing and chemical substances] Has a policy for green purchasing, making efforts for reducing the purchasing amount and for changing into environment-friendly products by setting specific objectives, standards, etc.
	Has a grasp of the situation of use of chemicals (such as herbicides and insecticides), detergents, etc., making efforts to reduce consumption and to reduce environmental pollution by setting specific objectives, standards, etc.

3) Information disclosure and environmental communication

	[Information disclosure] Discloses and provides one's own environmental policy and information on initiatives proactively by means of pamphlets, websites, etc.
	[Guests] Information for explaining the environmental policy and initiatives is provided in a place that is readily noticeable by guests, such as the front desk or guest rooms
	[Guests] Has a mechanism for collecting guests' opinions on response to the environment inside the facility, including those on the environment, and for utilizing such opinions in the initiatives to be taken
	[Environmental services for guests] Provides programs concerning local ecotours, or visiting programs concerning response to the environment inside the facility
	[Business partners] Explains initiatives for the environmental policy, etc. to business partners, endeavoring to obtain environmentally conscious goods and services

II Environmental considerations related to Eating and drinking

* If the facility has tenant restaurants, the replies should include those given by the tenant restaurants.

* If the facility does not provide meals, mark the column for "Not applicable because no meals are provided" with a check.

1) Reduction of food waste, recycling, etc.

	Check item
	Makes efforts for controlling the generation of kitchen waste and leftover food by means of the prevention of dead stock through inventory control of food materials, the adjustment of the amount of food to be cooked according to the number of lodging reservations, the effective utilization of the remains after

	cooking, etc.
	Reduces the quantity of waste by draining water off the kitchen waste and leftover food as well as by dehydration of such waste or food
	Recycles kitchen waste and leftover food (composting, making feedstuff, etc.)
	Reduces the amount of waste by 20% or more for food waste (kitchen waste and leftover food) after draining water off such waste and dehydration by reducing the quantity (raw garbage treatment equipment, etc.) and recycling (composting, making feedstuff, etc.) proactively
	Recycles and utilizes effectively used waste food oil by making use of it as fuel, soap, etc.
	Promotes the use of returnable boxes at the time of delivering food materials
	As for sake, beer, and other sparkling liquors, those in returnable containers are used whenever possible
	As for beverages other than the above and condiments, it is endeavored to make a change into those in returnable containers
	With regard to disposable containers for food materials, beverages, and condiments, it is endeavored to make such containers lighter in weight and thinner in thickness and to reduce their packages

2) Purchasing of food materials

	Purchases proactively organic farm products and their processed products, as well as farm products grown with reduced, or without, agricultural chemicals, or farm products grown with reduced, or without, chemical fertilizers
	It is endeavored to purchase food materials available in areas at a short distance (local production for local consumption) and to purchase food materials that are in season (available fresh for use as food) by giving priority to them over others

III Reducing waste and recycling

1) Services for guest rooms

	Check item
	Has reduced the number of types of disposable amenity goods that are offered free of charge in guest rooms to six or less
	No amenity goods are in double package
	Guests are encouraged to bring toothbrushes and shavers with them
	Shampoos and rinses are provided not in disposable bottles but by using dispensers or in ordinary bottles that enable refilling
	Uses slippers that are not disposable and that withstands long-term use
	With regard to disposable soap, shampoos and rinses, it is endeavored to set an appropriate quantity per piece of amenity goods
	Used solid soap is reused in a backyard, etc. or is recycled by methods such as turning it into oil and fat
	Disposable amenity goods that have not been used are provided to guests again, depending on the state of such goods
	An indication is provided that ask a guest staying more than one night about whether the guest wishes to have his or her bedding and towels, etc. replaced with new ones
	Waste that has been brought in by guests is sorted and recycled
	It is endeavored to put furniture (beds, chairs, tables, etc.) in guest rooms to long-term use by repairing and revamping it

2) Managed space, space for shared use, shops, etc.

	Carries out sorted collection and recycling of paper and the like (copier paper, newspapers, magazines, and cardboard boxes)
	Carries out sorted collection and recycling of three types of waste: PET bottles, beverage cans, and glass

	bottles
	Carries out sorted collection and proper disposal of fluorescent lamps
	Carries out sorted collection and proper disposal of batteries
	Used refrigerators and air conditioning equipment are disposed appropriately by using a route that can collect CFC alternatives, or the like
	Observes the practices of double-sided copying, and use of the reverse side of used paper
	Observes the practice of simple packaging in shops inside the facility

IV Energy saving and water saving

1) Heat sources and heat transport

	Check item
	As heat source equipment for increasing energy efficiency, has introduced boiler waste heat utilization equipment, micro gas turbines, cogeneration equipment, fuel cells, etc.
	Has implemented the introduction of efficient pumps and fans as well as the thermal insulation of piping with regard to the transport of heat such as steam and refrigerant inside the facility
	Utilizes natural energy such as hot water supply by solar thermal energy, photovoltaic power generation, wind power generation, or geothermal energy

2) Those related to air conditioning

Those common to facilities	
	Endeavors to improve the thermal insulation efficiency of buildings by the adoption of double entrances, revolving doors, pair glass, or thermal insulation sashes, and greening of the rooftop and walls, etc.
	Has established self-imposed standards on temperature settings in offices and back space, with air conditioning being managed
Guest rooms	
	Air conditioning can be managed for each guest room

3) Lighting

	Has replaced incandescent light bulbs with electric bulb-type fluorescent lamps and introduced Hf inverter type lighting equipment for fluorescent lamp equipment inside the facility
	Guest rooms are provided with devices that can reduce power consumption during absence of the guests by means of the management of the key
	Utilizes illuminance sensors, timer functions, and human detection sensors that are lighted only when it is dark

4) Other energy saving

	Performs proactive maintenance that leads to energy saving so that equipment will work efficiently
	Has a system that efficiently divides the space inside the facility and enables the energy being used to be controlled individually

5) CO₂ cutback

	It is endeavored to cut back CO ₂ by calculating CO ₂ emissions from the energy consumption of the entire facility and while comparing them with those in the base year that has been set on one's own
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6) Water saving

	Has introduced water-saving type equipment such as water-saving packing, waver-saving shower heads, sensor types, etc. for toilets, showers, water supply systems, etc.
	Makes use of wastewater by purifying it (utilization of reused wastewater)
	Makes use of rainwater by using means such as the installation of rainwater storage tanks

V Green purchasing, chemical substances, etc.

1) Green purchasing

	Check item
	Copier paper
	Toilet paper
	Tissues
	Ball-point pen
	Memo paper and envelopes
	Other stationery and office supplies
	Pamphlets, etc. used as a guide for sales operations
	Uniforms for employees
	Automobiles
	Office equipment such as personal computers, copiers, and printers
	Refrigerators in guest rooms
	Air conditioning equipment
	Television sets in guest rooms
	Office furniture
	Furniture, interiors, bedding, linens, and wall papers in guest rooms

Business partners and delivery

	Makes a proposal and request to business partners for the delivery of environment-friendly products
	Makes a request to business partners for implementation of idling stop and delivery with low-emission vehicles
	Discusses with business partners loading efficiency, delivery time, delivery routes, etc., endeavoring to carry out efficient delivery
	Guests are encouraged to use public transportation by means of pamphlets, etc.

2) Chemical substances, greening, etc.

	Controls the use of insecticides, herbicides, and chemical fertilizers, endeavoring to make a change to use materials with less environmental impact
	Controls the use of detergents, etc. or endeavors to make a change to use detergents with less environmental impact
	For cleaning guest rooms, cleaning agents that do not contain volatile organic compounds (VOCs) are used
	Endeavors to recharge groundwater through rainwater infiltration by means of greening of the rooftop and on the premises, or by using permeable pavement for the outside parking lot, etc.
	Carries out greening and makes a change for the infiltration of water of the rooftop and on the premises in 20% or more of the site area
	Engages in activities for environmental conservation efforts (cleaning, nature conservation, etc.) in the surrounding area, or participates in the activities of local governments or local groups proactively (including participation by employees)

(3) Initiatives taken by concerned businesses entrusted with tasks (such as companies that manage meetings)

In holding meetings, businesses may be entrusted with various tasks such as the management of meetings, arrangements for traveling, setting up exhibition, interpretation, printing, and catering.

By ensuring that such businesses entrusted with tasks will also make environmentally conscious efforts, the environmental load imposed on meetings can further be reduced.

In particular, if a business is to be entrusted with the management of meetings in general, the state of the meetings is greatly dependent on whether such business is familiar with this Guide, and whether it has know-how and experiences for the initiatives to be taken for reducing the environmental load imposed on meetings.

When selecting businesses entrusted with tasks, matters that can also be considered as reference items include: whether or not they have introduced standards such as ISO14001 which is an international environment management standard or “Eco Action 21” that is promoted by the Ministry of the Environment and have obtained third party certification.

However, even if such standards have not been introduced, environmental considerations of businesses entrusted with tasks can also be facilitated by utilizing the following checklist. It is also an effective effort in the entrustment of tasks to specify environmental considerations in performing the tasks in the specifications of such entrustment.

[Method of utilization]

- [1] Present the checklist to the businesses and request them to make a reply.
- [2] Compare the contents of the initiatives of the multiple candidates, and select the facilities that are excellent in environmental considerations by giving priority to them over others.
- [3] Specify initiatives for environmental considerations in the specifications of tasks upon entrustment.
- [4] Make a request for making improvements about the items that are not included in the initiatives.

<Checklist for Evaluating the Initiatives Taken by Businesses Entrusted with Tasks>

[Items concerning companies that manage meetings]

- Has a policy for addressing management in line with this Guide as a business
- The person in charge is fully familiar with the contents of this Guide and is able to promote environmental considerations together with meeting promoters.

	Item
◆System for taking initiatives for the environment	
	Has an environmental policy
	Has determined a system for responsibilities that is designed for the environment
	Engages in education for employees on environmental issues
	Has a grasp of major environmental regulations that are related to one’s own company and observes such regulations
	Verifies the system for environmental initiatives and results at regular intervals and makes use of them for next activities
	Employees understand environmental measures that should be performed in their own tasks based on the environmental policy and put such measures into practice
	Has introduced standards and programs that are related to environmental activities (Title of the standard that has been introduced: _____)
	Has obtained third party certification on the above
◆Initiatives for the environment	
	[Resources and energy]
	Has a grasp of the consumption of resources and energy, devising specific objectives for reduction and plans
	Takes initiatives for reducing the consumption of resources (raw materials to be input, water, etc.) and energy (electricity, heavy oil, gas, etc.)

	Has established self-imposed standards on temperature settings in offices, etc., with air conditioning being managed appropriately
	Has taken measures for the introduction of, and substitution with, lighting equipment and lamps with high energy efficiency
	Makes efforts for water saving by the introduction of water-saving type equipment, water-saving packing, sensors, etc. for water supply systems, toilets, etc.
	[Waste]
	Carries out the reduction of the amount of waste generated, the promotion of recycling, and proper disposal
	Has a grasp of the type and amount of waste generated, devising specific objectives or plans for reduction and recycling
	Carries out sorted collection and recycling of paper and the like (copier paper, newspapers, magazines, and cardboard boxes)
	Carries out sorted collection and recycling of PET bottles, beverage cans, glass bottles, etc.
	Carries out sorted collection and proper disposal of fluorescent lamps
	Observes the practices of double-sided copying, use of the reverse side of used paper, and others
	[Manufacture and sale of environment-friendly products and services]
	Proactively engages in the development and provision of environment-friendly products and services according to the type of industry
	Has a grasp of the situation of sale of environment-friendly products and services, devising specific sales objectives and plans
	[Packaging and distribution]
	Carries out packaging and packing with as small an environmental load as possible
	Carries out distribution with as small an environmental load as possible (improvements in loading efficiency, modal shift, etc.)
	[Green purchasing]
	Has a policy for green purchasing, making efforts for reducing the purchasing amount and for changing into environment-friendly products by setting specific objectives, standards, etc.
	Engages in the green purchasing of copier paper, and the like <Note> To implement the following initiatives or those equivalent thereto (the same applies to the items hereafter) <ul style="list-style-type: none"> • To purchase environmental label certified products such as Eco Mark products • To purchase paper complying with the criteria under the Law on Promoting Green Purchasing • To purchase products according to the purchasing guideline of the Green Purchasing Network (GPN) (* For the details of each of the above items, see “Reference Materials”)
	Engages in the green purchasing (preparation) of printed matter such as pamphlets, etc. of the company
	Engages in the green purchasing of stationery and office supplies
	Engages in the green purchasing of copiers, printers, and facsimile equipment
	Low-emission vehicles (hybrid cars, etc.) are introduced as company cars
	[Chemical substances]
	Makes efforts for reducing the consumption and emissions to the exterior (atmosphere, water, and soils) of chemical substances
	Has a grasp of the consumption and emissions to the exterior of chemical substances, devising specific objectives for reduction and plans
	◆Disclosure, etc. of environmental information
	Discloses and provides one’s own environmental information on initiatives proactively by means of pamphlets, websites, etc.
	Engages in activities for environmental conservation efforts in the surrounding area, participating in the activities of local governments or local groups proactively
	Has announced the present values and target values related to initiatives taken for the environment

(4) Initiatives taken in terms of operations

<On the notes in the Guide>

This section includes the following icons for notes. These are described for reference with a view to facilitating utilization of the Guide. Please refer to these notes whenever appropriate.

Basics

Items that are applicable to most meetings irrespective of the size, geographical conditions, season, or the like, and can be addressed relatively readily, and hence that should be addressed without fail

CO₂

Items that are considered important when emphasis is placed on the prevention of global warming, reduction of CO₂ emissions, and energy saving

3R

Sound material-cycle initiatives toward zero emissions in meetings - items that are considered important when emphasis is placed on the 3Rs (Reduce, Reuse and Recycle)

Region

Items that are considered important when emphasis is placed on initiatives that utilize regional resources and culture or relationship with the region

International

Items that should be addressed especially in international meetings

1) Convention site

There are many initiatives for the environment that can be taken inside the convention site.

In the first place, the reduction of energy and global warming prevention measures constitute one of the most important themes to be addressed in the meetings to be held in Japan where initiatives for reduction are implemented according to the obligations for reduction under the Kyoto Protocol. In holding meetings, it is possible to reduce the consumption of electricity, etc. by controlling air conditioning and lighting in the convention site appropriately and to lessen the effects of global warming. As for the carbon dioxide (CO₂) emissions generated even after such measures have been taken, they can also be compensated for (carbon offset) in line with the guideline of the Ministry of the Environment.

Also, since there is a possibility that a large amount of waste will be generated in meetings since a lot of people get together, measures against waste are also important initiatives that are on the same level as that of the global warming prevention measures. It is required that initiatives should be taken according to the order of priority of the 3Rs, namely, control of the generation of waste (Reduce), putting to use again (Reuse), and re-utilization (Recycle).

<Energy and global warming prevention measures>	
	Perform the temperature settings for air conditioning in the convention site properly (28°C in summer and 20°C in winter are recommended) Basics CO ₂
	Avoid wasteful operation of air conditioning in the convention site, etc. starting in early hours Basics CO ₂
	Perform natural air circulation appropriately Basics CO ₂
	Fully ensure that lighting is put out and air conditioning is turned off in unused rooms Basics CO ₂
	While securing appropriate illuminance, put out part of the lighting according to exterior sunlight industriously CO ₂

	Meeting promoters and related staff wear clothes fit for the climate and season (Cool Biz, Warm Biz, etc.), at the same time encouraging participants to wear such clothes as well Basics CO2
	Distribute round fans and folding fans to participants (summertime) CO2
	Use renewable energy and green electricity CO2
	Compensate for the carbon dioxide (CO ₂) emissions that are generated by the holding of meetings (see the guideline on carbon offset of the Ministry of the Environment) CO2
	By the time meetings will be held, of the incandescent light bulbs to be used for lighting inside the facilities (convention site and hotel, etc.), replace any such bulbs that are replaceable with energy-saving electric bulb-type fluorescent lamps CO2
<3Rs and resource saving>	
	Aim at zero emissions in meetings by fully ensuring sorted collection and recycling of the waste generated in the convention site Basics 3R
	Encourage attendants to render cooperation for the reduction of waste and its sorted collection Basics 3R
	When providing lecturers and participants with complimentary drinking water, use pitchers and glasses that can be used repeatedly (reduction in the number of containers disposed of, provision of locally available water with good taste)
	Use containers that are not disposable when offering complimentary coffee or tea 3R
	Distribute sugar and milk according to whether they are required or not when offering complimentary coffee or tea
	Encourage the bringing of reusable cups and water bottles
	When using containers, etc. that are disposable, carry out sorted collection and recycling
	Provide advice on sorted collection through meeting promoters, volunteer citizens, etc. Region
	Use exhibition panels, etc. that are reusable
	In putting away exhibited articles, etc., conclude an agreement with businesses that address proper disposal and the 3Rs of waste
	When making temporary structures, etc., take account of the use of environmentally conscious materials, reusability, and recyclability
	Others ()

2) Data, distributed materials, and souvenirs

There may be a huge amount of paper material that is distributed among participants if no consideration is given. The consumption of paper can be reduced substantially by scrutinizing its necessity, by the utilization of electronic media, and others.

As for distributed materials, souvenirs, etc. such as bags for meetings and material folders as well, it is desirable that their quantities will be reduced and environmental considerations will be addressed.

<Data, etc.>	
	Engage in public relations activities mainly through websites and mail distribution, thereby controlling the distribution of a large quantity of printed matter for public relations Basics 3R
	Keep the material to be distributed to a minimum by scrutinizing its necessity, reducing the number of sheets of paper to be consumed as much as possible by double-sided copying, reduction in size, etc. Basics 3R
	Print only an appropriate number of copies of material to be distributed so that no undistributed copies will remain. Basics 3R
	Recycle any undistributed copies of material at the responsibility of meeting promoters Basics 3R

	Avoid any discarding of printed matter, etc. that have been prepared by lecturers, etc. as reference material by taking measures such as returning them to the lecturers
	Reduce paper consumption by utilizing electronic media (distribution by CD, etc., transmission by electronic mail, downloading from a website, etc.) Basics 3R
	Use environmentally-conscious paper, etc. such as recycled paper or forest certification paper (make use of the Law on Promoting Green Purchasing, Eco Mark, GPN Guideline, etc.) Basics 3R
	In preparing printed matter, make environmentally conscious efforts, such as the adoption of low VOC ink like vegetable oil, etc., and at the same time check the initiatives for the environment to be taken by printing businesses
	In preparing printed matter, give consideration so that it will not include any goods whose use is prohibited that would hinder recycling Basics 3R
<Distributed materials>	
	Distribute the goods to be distributed only to those who need them by taking account of necessity Basics 3R
	If meeting bags are to be distributed, give consideration to the use of environment-friendly materials such as the materials, durability, and design that enable the bags to be used repeatedly as own shopping bags, as well as recyclable materials
	If material folders, pens, nameplates, etc. are to be distributed, designate environment-friendly products such as those using recycled materials (makes use of the Law on Promoting Green Purchasing, Eco Mark, GPN Guideline, etc.) Basics
	Ensure that nameplates, etc. will be collected and reused
<Souvenirs>	
	Scrutinize the necessity of souvenirs, those to whom souvenirs are to be distributed, and the number of souvenirs to be distributed Basics 3R
	Pass souvenirs only to those who desire them (it may also be considered to inquire about such desire in advance) Basics 3R
	Choose articles that will not be thrown away soon Basics 3R
	Choose articles that do not contain harmful substances that will affect the environment or health
	Choose resource-conservation conscious articles such as those with simple packages
	Choose articles in which energy saving and global warming impact are considered
	If natural resources such as wood are used as materials, choose articles in which sustainable use (or including the use of thinned wood, etc.) of such resources are considered
	Choose articles that are not disposable and that withstands long-term use or repeated use
	Choose articles that are easy to recycle after use
	Choose articles in which locality, sustainable traditional culture, seasonality of the convention venue are considered (selection of local products and traditional products) Region
	Choose articles with environmental labels such as Eco Mark
	Others ()

3) Transportation

In holding meetings, in addition to the global warming impact associated with power consumption at the convention site, there will be greater global warming impact resulting from transportation of participants for visiting the convention site and from transportation of participants between the hotels and the site. In particular, in meetings attended by participants from distant places, there will be greater carbon dioxide emissions as a result of the use of airplanes, etc.

Although available means of transport may be limited by geographical conditions, it is required that efforts should be made that enable the use of the means of transport whose impact on the global environment is as less as

possible.

Also, regarding the carbon dioxide (CO₂) emissions generated by the movement of participants, it may also be possible to compensate for the CO₂ emissions by carbon offsetting.

	Encourage participants to use public transportation Basics CO2
	Run a detailed guide for using public transportation in English, etc. for participants from overseas on websites, etc. Basics International CO2
	Meeting promoters and concerned parties should use public transportation as much as possible Basics CO2
	Ensure that idling stop is implemented in parking lots, etc. Basics CO2
	Provide shuttle bus services from railroad stations and airports that provide easy access CO2
	Provide shuttle bus services between the convention site and lodging facilities CO2
	Designate low-emission vehicles (hybrid cars, natural gas vehicles, etc.) CO2
	Provide the drivers of buses and automobiles of concerned parties with guidance for Eco Drive and ensure that they adopt Eco Driving techniques
	Recommend the sharing of taxis to participants if they use taxis
	Use taxi businesses that address Eco Drive and the introduction of low-emission vehicles by giving priority to such businesses over others Region
	Provide incentives to participants who visit the convention site by using public transportation (preferential reception, complimentary drinks, discount on participation fees, etc.)
	Prepare efficient means of transport that are fit for the local transport situation, such as the park and ride system
	Provide and introduce to participants Environment Passes with which they can use local public transportation freely Region
	Utilize bicycles for movement between convention sites and for sightseeing in the surrounding area
	Carry out carbon offsetting of the CO ₂ associated with the visit to the convention site and movement of participants (by charging an added cost to the participation fee, self-motivated participation by participants, etc.) International CO2
	Others ()

4) Eating and drinking (meals, parties, catering, box lunches, etc.)

Eating and drinking associated with meetings are an important element of hospitality to be provided by the promoting side, being an element of pleasure for participants as well. However, there also is considerable environmental load such as the consumption of energy and the generation of waste associated with the provision of eating and drinking. Therefore, a balance between the reduction of environmental impact and the hospitality for participants can be achieved through ingenuity on the selection of food materials and the method of serving foods. In addition, it is required that consideration be given to tableware such as plates and chopsticks as well, so that they will not increase the quantity of waste.

	Check whether meals are required or not before serving them, and place an order for the minimum required meals so that there will be no leftovers Basics 3R
	In parties, etc., give consideration to the quantities and types of foods based on the past experiences and the attributes of participants, so that leftover meals will be minimized Basics 3R
	Reduce leftover meals by making arrangements so that the volumes and types of meals can be selected 3R
	Recycle kitchen waste and leftover meals (composting, turning them into fertilizers, etc.) 3R
	Provide eating and drinking by using local farm and marine products (promotion of local production for local consumption, reducing transportation load by making use of products raised in the vicinity) Basics

	CO2 International Region
	Provide foods characteristic of locality and traditional foods (hospitality “available only in the region”) International Region
	Provide foods by using food materials in season (hospitality that gives a sense of the season) Basics
	Provide foods that use up effectively the skins, bones, bony portions, cores of food materials
	Proactively make use of organic farm products (organic food materials), farm products grown with reduced or without, agricultural chemicals or fertilizer, products certified by the MSC (Marine Stewardship Council), certified food materials in which consideration is given to the sustainability of natural resources, and others
	Provide participants with information on the food materials and foods in which consideration is given as described above
	Give consideration to the requests of vegetarians and that which cannot be eaten for religious reasons (hospitality and reducing the leftovers of meals) International
	Choose businesses that address the securing of traceability up to the area where food materials have been produced
	When requesting the arrangement of box lunches for staff and participants, ensure that box lunches will be delivered in reusable containers 3R
	No disposable plates or cups should be used 3R
	Use chopsticks that are not disposable 3R
	Use chopsticks that are made of thinned wood, etc.
	Encourage participants to bring their own chopsticks with them
	Use moist towels that are not disposable 3R
	Others ()

5) Information dissemination and communication

It is expected that, with regard to the initiatives taken for environmental considerations, a much higher level of initiatives can be achieved by making such initiatives widely known among concerned parties and participants, thereby obtaining their understanding and cooperation.

If no information is disseminated, the portion of environmental considerations may be overlooked and only the points of dissatisfaction may be raised as complaints by participants.

It is important that initiatives are taken by sharing the orientation of environmental considerations through proactive information dissemination and communication with concerned parties.

	Describe the policy of environmental considerations and the contents of initiatives in websites, calling for understanding and cooperation
	Describe environmental considerations in pamphlets used as a guide and posters, calling for understanding and cooperation
	Appeal to participants on the days of the meetings for their understanding and cooperation of initiatives for environmental considerations
	Educate operating staff and volunteers about environmental considerations, and ensure that efforts are made for environmental considerations
	Promote environmental considerations by closely communicating with companies that manage meetings
	Promote environmental considerations by communicating with the convention site and lodging facilities
	After meetings are over, disseminate information on the results of the initiatives taken for environmental considerations by means of websites, etc.
	Others ()

3-3. Cooperation with concerned local parties

In order to put the “Advice on Environmental Considerations in Meetings” into practice, it is indispensable to cooperate with various concerned parties (businesses, administration, resident organizations, etc.) in the region, and it also lead to smooth management of environmental considerations. In addition, it is also an important effort not to let meetings end up becoming transient events for the region but to leave awareness, knowledge, information, mechanisms, etc. of environmental considerations for the region and its concerned parties and residents as a result of holding the meetings.

For this purpose, it is expected that, during the period of meetings as well as before and after such period, opportunities are provided in which local residents will be involved (participate) in the meetings in some way or other.

Furthermore, by disseminating information among those who visit the convention venue and attend the meetings about the nature, traditional culture, and the environment of the region, and impressing them about such matters, thereby providing opportunities for deepening communication among such people, a sense of satisfaction will be given that cannot be obtained through the mere participation in the meetings, and deep impression will remain in their memories (merits for participants = merits for meeting promoters).

It can be expected that this will lead to the repeated holding of meetings, the bringing of other meetings into the region, and an increase in the number of tourists, etc. (merits for the region), and the cooperation of concerned local parties will also become easier to obtain (merits for meeting promoters). It will also result in the rediscovery of the goods points of the region by concerned local parties.

It is expected that the initiatives exemplified below will be taken in cooperation with concerned local parties.

<Examples of initiatives to be taken in cooperation with concerned local parties>

	To promote environmental considerations for meetings and the dissemination of regional information together with concerned local parties such as local governments
	Collect information on businesses in the region that can provide environment-friendly products (goods, food materials, printed matter, etc.) and technologies, and tie up or cooperate with such businesses
	With regard to services related to meetings (transportation, taxis, hotels, restaurants, sightseeing, etc.), collect information on businesses in the region that can provide environment-friendly services and utilize such information in meetings, at the same time encouraging participants in the meetings to use such services by giving priority to them over others
<Participation by local residents and awareness-raising>	
	In line with the holding of meetings, provide opportunities for awareness-raising about the environmental issues related to the themes of the meetings during the period of the meetings as well as before and after such period (events intended for citizens, seminars, symposiums, children’s meetings, lectures given outside schools, exchange events with participants in the meetings, etc.)
	Invite citizen volunteers for the sorted collection of waste, clean patrolling, etc. and have them engage in activities
	Provide opportunities for make presentations on the activities of citizens in ceremonies and reception parties
	Compose featured articles related to the environment in public relations magazines, etc. of local governments
	Disclose information on the environment in the management of meetings widely so that environmentally conscious culture and actions will remain in the region
	Disseminate information on environmental considerations in meetings through local media
<Information dissemination of the region (for participants, for the world)>	
	Convey information on the nature and culture as well as the environment in the region to participants by means of panels and material
	Convey information on the nature and culture as well as the environment in the region to participants through opportunities such as parties
	Provide sightseeing programs such as ecotours
	Provide technical tours for experiencing advanced environmental technology
	Provide opportunities in which participants in meetings contact and communicate with people in the region
	Others ()

(Appendix 1) Utilization of environmentally conscious radar charts as self-evaluation of activities for improvements

With this Guide, in the stage of planning meetings and in the stage of evaluating activities after the meetings are over, it is possible to evaluate the situation of environmental considerations in each field and confirm the degree of improvements.

In the evaluation in the stage of planning meetings, verification can be made as to whether the policy for environmental considerations for meetings is complied with, and activities are added where necessary until the period of holding the meetings starts.

Since the evaluation of the meetings after the period is over gives the comprehensive report of the entire meetings, the contents that could be put into practice and those that could not should be clarified as items to be improved for the planning and management of meetings to be held next time.

As one of techniques for self-evaluating the degree of improvements, radar charts can be used. Two types of radar charts are prepared for environmental considerations: “Businesses” and “Operation.” With regard to the items in the Guide in Chapter 3 (checklist) list qualitative items, count the number of items to be addressed (that have been addressed), and divide it by the total number of items when preparing the radar charts.

In addition, since the checklist in the Guide includes items that can easily be implemented based on practices in the past and the like, by adding to the list such items that could possibly be improved and using such items as the objectives whenever necessary, opportunities can also be provided in which the way of improving the environment that is fit for the characteristics of the meeting and for the region is considered.

With the charts thus prepared, the degree of improvements in the meetings can be evaluated by comparing the charts with those for the meetings held last time or next time. Besides, since it is possible to verify each meeting by comparison, it can be understood clearly at a glance to what an extent environmental considerations have been achieved in which meeting and in which field.

If no meetings in the past are available for verification by comparison, a method is also available in which evaluation at the time of planning meetings is compared with the evaluation of results after implementation and management. With meeting promoters and companies that manage meetings being aware that improvements are being made not by temporary activities but by continued activities, by publicizing the situation of improvements not only to concerned parties but also to all people including participants, recipient local governments, businesses, etc., the charts not only serve as a report of the contents of activities but also can be used as a tool for collecting problems and opinions in preparation for the holding of meetings next time.

[Radar chart for businesses]

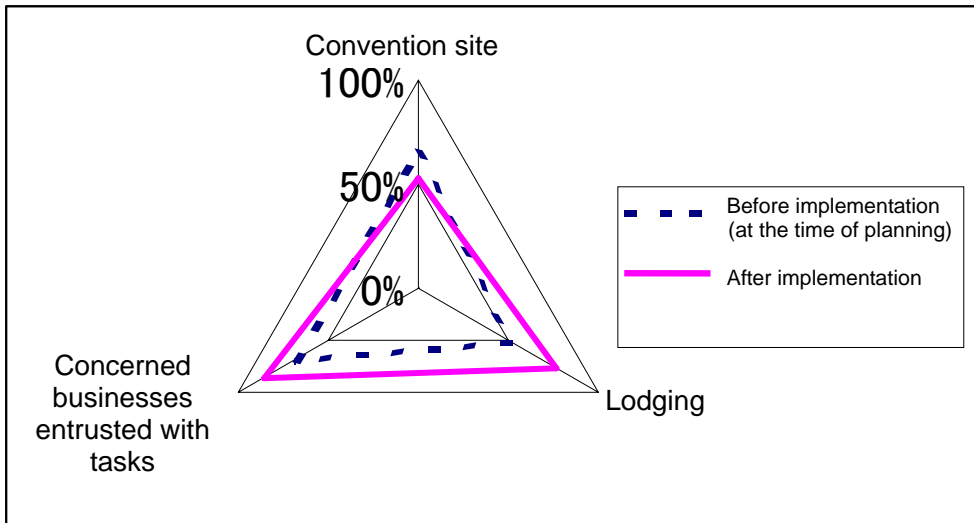
Evaluation indicator	Contents
Initiatives by the convention site	Initiatives for environmental considerations to be taken by the convention site where meetings will be held
Initiatives by lodging facilities	Initiatives for environmental considerations to be taken by lodging facilities to be used such as hotels
Initiatives by concerned businesses to be entrusted with tasks	Initiatives for environmental considerations to be taken by businesses to be entrusted with tasks such as companies that manage meetings

[Radar chart for operation]

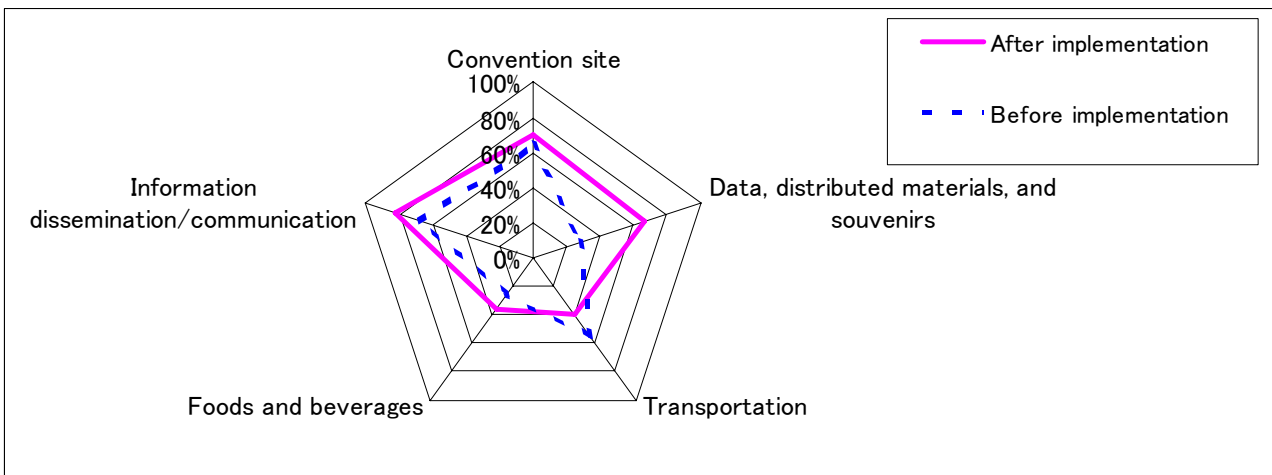
Evaluation indicator	Contents
Convention site	Initiatives for reducing energy and water to be used at the convention site, initiatives such as carbon offsetting
Data, distributed materials, souvenirs	Initiatives for reducing material and other goods to be distributed among participants as well as for environmental considerations
Transportation	Initiatives such as the use of public transportation and the use of low-emission vehicles
Eating and drinking	Initiatives such as environmental considerations on the food materials and foods of the eating and drinking to be served for participants, reduction of leftover foods, and the use of tableware that is not disposable
Information dissemination and communication	Initiatives such as dissemination of information among participants on initiatives for the environment, and communication with concerned parties of meetings

<Images of two radar charts>

[Radar chart of businesses]



[Radar chart on implementation]



(Attachment 2) Guidance for related information

It is our hope that, when using this Guide, the following guidelines and information on the environment will be utilized in the implementation of a wide range of activities for environmental considerations in future.

[Information on green purchasing and activities for environmental considerations]

Name	URL	Contents
Ministry of the Environment	http://www.env.go.jp/policy/hozen/green/g-law/archive/bp/h19bp.pdf	Judgment criteria for designated procurement items under the Green Purchasing Law
Eco Mark Office, Japan Environment Association	http://www.ecomark.jp/	Information on Eco Mark certified products
GPN (Green Purchasing Network)	http://www.gpn.jp/	Information on the Green Purchasing Guidelines of the Green Purchasing Network (GPN)
Japan Environmental Management Association for Industry	http://www.jemai.or.jp/ecoleaf/labelinfo/index.cfm	Information on Eco Leaf products

[Information on environmental management]

Name	URL	Contents
Japanese Standards Association	http://www.jsa.or.jp/	Information on the sale of books about ISO14001 (JISQ14001)
EcoAction 21 Central Office, Center for Sustainability, Institute for Global Environmental Strategies	http://www.ea21.jp/	Information on EcoAction 21

- Environment and Economy Division, Environmental Policy Bureau,
Ministry of the Environment
1-2-2, Kasumigaseki, Chiyoda-ku, Tokyo, 100-8975
TEL: 03-3581-3351 (Ext.6270)
FAX: 03-3580-9568 E-MAIL: gpl@env.go.jp

- Eco Mark Office, Japan Environment Association
DaVinci KAMIYACHO 2F, 1-11-9, Azabudai, Minato-ku, Tokyo,
106-0041
TEL: 03-5114-1255
FAX: 03-5114-1257 E-MAIL: kouhou@ecomark.jp

- Green Purchasing Network
Cosmos Aoyama B2F, 5-53-67, Jungumae, Shibuya-ku, Tokyo,
TEL: 03-3406-5155
FAX: 03-3406-5190 E-MAIL: gpn@net.email.ne.jp

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