



PRIME MINISTER'S OFFICE



## Meeting with responsibility

A tool for the organising of events for Finland's EU Presidency

## **Meeting with responsibility**

A tool for the organising of events for Finland's EU Presidency



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**Authors:**

Taina Nikula/Ministry of the Environment, Maria Kekki/Ministry of the Environment, Salla Koivusalo/HUT Dipoli, Hanna Gorschnik/Secretariat for Finland's EU Presidency.  
Expert statements: Hanna Onwen/Ministry of Social Affairs and Health, Equality Unit and Niina Kokko-Siro/Ministry of Social Affairs and Health, National Council on Disability VANE.

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Meeting with Responsibility. A tool for the organising of events for Finland's EU Presidency

**Abstract:**

In planning the facilities, parallel events, catering and conference material for a successful meeting, it makes sense to think about such considerations as environmental impacts, accessibility and promoting the main-streaming of gender equality. In the arrangements for meetings we can serve as an example and demonstrate Finland's commitment to defending the environment, quality of life and well-being. The directives approved in 2004 concerning public procurement give suppliers the opportunity to stipulate environmental requirements for a product or a service. The supplier can therefore state in his or her request for a tender that the energy consumption, noise or emissions may be evaluated as part of the overall economy of the procurement.

The checklist for Meeting with Responsibility includes the most important issues of sustainable development to be considered in the arrangements as well as the links for obtaining further information.

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## INTRODUCTION

The organisers of any meeting play an important role for its success. The atmosphere of a meeting and its progress are like a jigsaw consisting of many different pieces, and the aesthetics and quality of these pieces contribute to creating a picture of the organisers.

In planning the facilities, parallel events, catering, and conference materials it makes sense to consider such aspects as environmental impacts, accessibility and promoting the mainstreaming of gender equality. In the arrangements for meetings we can serve as an example and demonstrate Finland's commitment to defending the environment, quality of life and well-being. All in all, systematic planning that is considerate to the environment makes sense in many different ways – the state of the environment will improve, eco-efficient enterprises can enter the market and in many cases real savings are achieved.

As regards purchases the legislation on public procurement must be observed. The directives approved in 2004 give the supplier the opportunity to stipulate environmental requirements for a product or service. In practice this means that the supplier can state in his or her request for a tender that energy consumption, noise or emissions may be evaluated as part of the overall economy of the procurement. Thus in purchases, for example energy-saving machines and equipment, products made from recycled materials and products that contain fewer ingredients harmful to the environment can be considered, even if they are not cheaper.

Appended is a checklist for sustainable development, to facilitate arrangements. The checklist gathers together the most important things to be considered in the arrangements as well as links for obtaining further information.

# 1 PROCUREMENT

Public procurement is important in preparing for the EU Presidency and part of every phase of preparation. When making purchases it is important also to remember their environmental impacts.

The person responsible for procurement should

- set up criteria for the product or service when planning the procurement,
- list the criteria to be used in any competitive bidding so that everyone will know the requirements the supplier has stipulated for the product or service,
- record the environmental criteria and other requirements in any service and purchase agreements,
- collect a purchase list or checklist with the alternatives causing less environmental loading for current procurementsn.

PRINCIPLE	ACTION	FURTHER INFORMATION AND LINKS
Consider the basic principles of environmental public procurement	<ul style="list-style-type: none"> <li>• Only buy what you really need.</li> <li>• Weigh up the real need together with the supplier and the user.</li> <li>• Find out about possibilities for renting, leasing and borrowing.</li> <li>• Avoid using disposable products.</li> </ul>	<p><b>Buying green! A handbook on environmental public procurement (published by the Commission of the European Communities, in English)</b>  <a href="http://www.ymparisto.fi/download.asp?contentid=15765&amp;lan=fi">www.ymparisto.fi/download.asp?contentid=15765&amp;lan=fi</a></p> <p><b>Consumer Agency: Ostajan opas (Buyer's Guide) available (in Finnish) at</b>  <a href="http://www.kuluttajavirasto.fi/ostajanoppaat/">www.kuluttajavirasto.fi/ostajanoppaat/</a></p> <p><b>MOTIVA kodin hankinnat (Purchases for the home) available (in Finnish) at</b>  <a href="http://www.motiva.fi/fi/kuluttajat/hankinnat/">www.motiva.fi/fi/kuluttajat/hankinnat/</a></p> <p><b>Hyvät hankinnat (Good Purchases)</b>  <a href="http://www.hyvathankinnat.fi/">www.hyvathankinnat.fi/</a></p> <p><b>Finnish Association for Nature Conservation: Ekotehokkuustietopankki (Eco-efficiency databank) available (in Finnish) at</b>  <a href="http://www.sll.fi/toiminta/kestava/ekotehokkuus/tietopankki/">www.sll.fi/toiminta/kestava/ekotehokkuus/tietopankki/</a></p> <p><b>Finnish database of products and the environment (payable service) available (in Finnish) at</b><a href="http://www.hymonet.com">www.hymonet.com</a></p>

<p>Consider the environmental impacts of the product throughout its entire life cycle. Thinking about the life cycle of each product helps you to trace the environmental impacts relating to the production, use (e.g. energy), possible recycling and disposal of the product.</p>	<ul style="list-style-type: none"> <li>• Think about the properties of the product to be procured.</li> <li>• Use tools, for example, procurement criteria that include the environmental aspect, such as eco-labels and the criteria for them.</li> <li>• Set up criteria for the product to be procured.</li> <li>• Procure long-lasting products that can be repaired, and for which spare parts are available.</li> <li>• Consider the useful life the product when procuring it.</li> </ul>	<p><b>IT EQUIPMENT</b>  <b>Energy Star available (in English) at</b>  <a href="http://www.energystar.gov">www.energystar.gov</a>  <b>TCO labelling available (in English) at</b>  <a href="http://www.tcodevelopment.com/">www.tcodevelopment.com/</a>  <b>PAPER PRODUCTS, OFFICE SUPPLIES AND EQUIPMENT, CLEANING CHEMICALS, TEXTILES, FURNITURE ETC.</b>  <b>EU list of eco-labels available (in English) at</b>  <a href="http://www.eco-label.com/finnish/">www.eco-label.com/finnish/</a>  <b>Nordic Swan label, list of eco-labelled products available (in Finnish) at</b>  <a href="http://www.ymparistomerkki.fi/www/tuotteet?jta=search&amp;pg=15">www.ymparistomerkki.fi/www/tuotteet?jta=search&amp;pg=15</a>  <b>IT-ympäristöseloste (IT Environmental Statement) available (in Finnish) at</b>  <a href="http://www.ict-suomi.fi/index.php?node_id=1887">www.ict-suomi.fi/index.php?node_id=1887</a>  <b>ORGANICALLY GROWN FOOD</b>  <b>Information about organic production and organically grown products available (in Finnish) at</b>  <a href="http://www.finfood.fi/luomu/index.html">www.finfood.fi/luomu/index.html</a>  <b>PASSENGER CARS</b>  <b>Fuel consumption and impact on climate change: available (in Finnish) at</b>  <a href="http://www.motiva.fi/fi/autotietokanta/">www.motiva.fi/fi/autotietokanta/</a>  <b>TRANSPORT SERVICES</b>  Environmental management procedures for reducing environmental impacts, e.g. economical driving and maintenance of vehicles, evidenced by environmental system certificate or equivalent own certificate.</p>
<p>Consider the product's suitability for the working environment and provide guidance for users on how to use the product in a way that minimises its environmental load.</p>	<ul style="list-style-type: none"> <li>• Train personnel.</li> <li>• Avoid products that contain substances harmful to health and the environment.</li> <li>• Two-sided printing/copying should be the default setting.</li> </ul>	
<p>Avoid disposable products</p>		
<p>Purchase products where parts made from non-renewable raw materials have been replaced with parts made from renewable or recyclable raw materials.</p>		
<p>Think about methods of packaging and transport and make sure that there is a recycling system for the packaging material.</p>	<ul style="list-style-type: none"> <li>• Avoid unnecessary transportation.</li> <li>• Avoid unnecessary packaging.</li> <li>• Require the supplier to take packaging away.</li> </ul>	
<p>Purchase products for which there is a recycling system</p>	<ul style="list-style-type: none"> <li>• Soft drinks in recyclable bottles.</li> <li>• Avoid use of plastic in all products, due to difficulty of recycling.</li> </ul>	

## 2 HOTELS, VENUES AND MEDIA CENTRES

PRINCIPLES	ACTION	FURTHER INFORMATION & LINKS	RESPONSIBLE PERSON
Try to use eco-labelled hotels and meeting venues or service providers or facilities that have an environmental management system in place.	<p>Check environmental impacts of venue/hotel with service provider. Request any improvements desired:</p> <ul style="list-style-type: none"> <li>• Hotel breakfast to offer "fair trade" coffee, organic products.</li> <li>• No disposable packages at breakfast.</li> <li>• Prefer domestically grown, seasonal products for meals and snacks..</li> <li>• Avoid individually packed products.</li> <li>• Towels not to be changed daily (unless requested by customer), cosmetic products in bathroom to be safe for health and the environment and in a dispenser (not individual packages).</li> </ul>	<p><b>Eco-labelled hotels:</b>  <b>list available (in Finnish) a</b>  <a href="http://www.ymparistomerkki.fi/www/tuotteet?jta=search&amp;pg=72">www.ymparistomerkki.fi/www/tuotteet?jta=search&amp;pg=72</a></p> <p><b>Environmental systems and management:</b>  <b>available (in Finnish) at</b>  <a href="http://www.ymparisto.fi/default.asp?node=181&amp;lan=fi">www.ymparisto.fi/default.asp?node=181&amp;lan=fi</a></p>	
	If you are signing an electricity supply contract, prefer energy from renewable sources.	<p><b>Eco-energy is a matter of choice available (in Finnish) at</b>  <a href="http://www.ekoenergia.info/">www.ekoenergia.info/</a></p>	
	Prefer domestically or locally-produced, seasonal flowers and plants or other decorations.		
	Temperature of conference venues and rooms should be kept at max +21°C.		
	Choose printing paper, conference equipment etc. with minimum environmental load.	<p><b>Eco-labelled products</b>  <a href="http://www.ymparistomerkki.fi/">www.ymparistomerkki.fi/</a></p>	
	Choose energy-efficient copiers and computer equipment for conference venues.	<p><b>Energy Star</b>  <a href="http://www.energystar.gov">www.energystar.gov</a></p> <p><b>TCO labelling available (in English) at</b>  <a href="http://www.tcodevelopment.com/">www.tcodevelopment.com/</a></p> <p><b>Nordic Swan label list of eco-labelled products available (in Finnish) at</b>  <a href="http://www.ymparistomerkki.fi/www/tuotteet?jta=search&amp;pg=15">www.ymparistomerkki.fi/www/tuotteet?jta=search&amp;pg=15</a></p> <p><b>IT Environmental Statement available (in Finnish) at</b>  <a href="http://www.ict-suomi.fi/index.php?node_id=1887">www.ict-suomi.fi/index.php?node_id=1887</a></p>	
	<p>Soft drinks only to be served in jugs or, if necessary, in recyclable bottles.</p> <ul style="list-style-type: none"> <li>• No aluminium cans!</li> </ul>		
	Organise meetings in premises with good accessibility for those with impaired mobility.		
	Chairpersons, speakers, and auxiliary personnel should include both men and women, aiming at the 40% quota stipulated in the Equality Act.		
	<p>Temporary buildings:</p> <ul style="list-style-type: none"> <li>• When building, make use of existing structures and materials or rent what is necessary. If you buy, give careful thought to future use.</li> </ul>		

### 3 REDUCING WASTE

PRINCIPLE	ACTION	FURTHER INFORMATION & LINKS	RESPONSIBLE PERSON
<p>Avoid creating waste and reduce amount of waste produced.</p>	<p>Conference documents:</p> <ul style="list-style-type: none"> <li>• Print and copy conference documents on both sides.</li> <li>• Distribute as few paper copies as possible (use two-sided printing as default setting).</li> <li>• Make conference documents available in electronic format.</li> </ul>	<p><b>Real estate waste management available (in Finnish) at</b>  <a href="http://www.ytv.fi/FIN/jatehuolto/kiinteiston_jatehuolto/">www.ytv.fi/FIN/jatehuolto/kiinteiston_jatehuolto/</a></p> <p><b>Fiksu tuottaa vähemmän jätettä (Smart people produce less waste) available (in Finnish) at</b>  <a href="http://www.fiksu.net">www.fiksu.net</a></p> <p><b>Eco-labelled products available (in Finnish) at</b>  <a href="http://www.ymparistomerkki.fi/">www.ymparistomerkki.fi/</a></p>	
	<p>Hygiene (hotels):</p> <ul style="list-style-type: none"> <li>• Prefer cloth towels or roll hand towel systems.</li> <li>• Choose cleaning chemicals that cause minimum environmental load and that are eco-labelled wherever possible.</li> </ul>	<p><b>Eco-labelled products list available (in Finnish) at</b>  <a href="http://www.ymparistomerkki.fi/">www.ymparistomerkki.fi/</a></p>	
<p>Recycle any waste created.</p>	<ul style="list-style-type: none"> <li>• Install clearly marked recycling collection bins in conference premises.</li> <li>• Personnel to provide guidance in their use.</li> </ul>		

## 4 TRAVEL AND TRANSPORT

TRAVEL			
PRINCIPLE	ACTION	FURTHER INFORMATION & LINKS	RESPONSIBLE PERSON
Minimise the impact on climate of the arrangements for the Presidency.	<p>Prefer public transport and actively provide information on it for conference visitors.</p> <ul style="list-style-type: none"> <li>• Offer card/serial tickets for use of public transport</li> <li>• Give information on the possibility to use public transport at the conference venue.</li> </ul>		
	<p>Arrange shuttle service from airport to conference venue.</p> <ul style="list-style-type: none"> <li>• Set up criteria for means of transport, preferring low-emission buses and cars (natural gas buses, hybrid cars) and request drivers who have taken an eco-Driving course.</li> </ul>		
	<p>Estimate the need for transport.</p> <ul style="list-style-type: none"> <li>• Short distances can be walked (e.g. less than 2 kilometres).</li> </ul>		
	<p>Compensate emissions produced.</p> <ul style="list-style-type: none"> <li>• Carbon dioxide emissions arising from conference visitors' flights can be compensated, e.g. by payments through Carbon-Neutral Company.</li> </ul>	<p><b>The CarbonNeutral Company</b>  <a href="http://www.carbonneutral.com/">www.carbonneutral.com/</a></p> <ul style="list-style-type: none"> <li>• Flight London-HKI-London produces 0.64 tonnes of CO<sub>2</sub> and it can be neutralised by a payment of 15 euros, which plants one tree or donates one energy-saving light bulb to a developing country.</li> </ul>	
	<p>Distribute information on the possibilities for compensating CO<sub>2</sub> emissions arising from conference visitors' flights.</p>	<p>80% of all greenhouse gases contributing to global warming are carbon dioxide emissions. A climate calculator can be used to estimate the impact of energy consumption and other activities on carbon dioxide emissions. See English preview at <a href="http://www.ilmastolaskuri.fi">www.ilmastolaskuri.fi</a></p>	
TRANSPORT			
PRINCIPLE	ACTION	FURTHER INFORMATION & LINKS	RESPONSIBLE PERSON
The environmental impacts arising from the transportation of people and goods should be kept to a minimum.	<p>Avoid unnecessary transportation:</p> <ul style="list-style-type: none"> <li>• Use locally produced products and services.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Set up criteria for the transport vehicles used, preferring low-emission buses and cars (natural gas buses, hybrid cars).</li> <li>• Request drivers who have taken an ecoDriving course.</li> </ul>	<p><b>MOTIVA: vehicle database available (in Finnish) at</b>  <a href="http://www.motiva.fi/fi/autotietokanta/">www.motiva.fi/fi/autotietokanta/</a></p> <p><b>Economical Driving available (in English) at</b>  <a href="http://www.ecodriving.com/fin">www.ecodriving.com/fin</a></p>	

## 5 CATERING

PRINCIPLE	ACTION	FURTHER INFORMATION & LINKS	RESPONSIBLE PERSON
Prefer locally produced, organically grown foodstuffs.	<ul style="list-style-type: none"> <li>• Try to use domestic, locally produced, seasonal food.</li> <li>• Try to use organic products as much as possible, or fair trade coffee and tea.</li> </ul>	<p><b>Organic products available (in Finnish) at</b>  <a href="http://www.finfood.fi/luomu/index.html">www.finfood.fi/luomu/index.html</a>  <a href="http://www.luomuliitto.fi/">www.luomuliitto.fi/</a></p> <p><b>Fair trade products available (in Finnish) at</b>  <a href="http://www.reilukauppa.fi/">www.reilukauppa.fi/</a></p> <p><b>Finfood and the Ministry of For-estry and Agriculture</b> have together with their cooperation networks drawn up a booklet presenting Finnish food culture, to be used in planning meals. The booklet outlines the main messages that the authors want to convey about Finnish food, and gives practical hints for meal planning. Available at <a href="http://www.eu2006.fi">www.eu2006.fi</a> and <a href="http://www.finfood.fi">www.finfood.fi</a></p>	
	<ul style="list-style-type: none"> <li>• Avoid using disposable bottles, serve water in jugs and soft drinks in recyclable bottles.</li> <li>• Avoid using disposable dishes, tablecloths, napkins, cutlery and serving ware.</li> <li>• Do not use aluminium cans.</li> <li>• Make sure conference guests know that Finland has excellent drinking water.</li> </ul>		
Choose catering partners who have an environmental system in place or observe ecological principles.			
If you cannot choose the catering company for the conference venue, require the company to observe ecological principles.	<ul style="list-style-type: none"> <li>• Avoid using small individual mini-packages and serve coffee milk in jugs, sugar in bowls, and butter from a dish.</li> </ul>		

## 6 GIFTS AND OTHER PURCHASES

PRINCIPLES	ACTION	FURTHER INFORMATION & LINKS	RESPONSIBLE PERSON
Gifts should be compatible with sustainable consumption, practical, environment friendly and produced as locally as possible.	<ul style="list-style-type: none"> <li>Choose local products produced near the conference venue, and suitable for the season.</li> <li>Use durable materials.</li> <li>A practical gift: a memory stick.</li> </ul>		
	<ul style="list-style-type: none"> <li>Remember immaterial gifts.</li> </ul>	<p>Compensation of CO2 emissions arising from conference visitors' flights as a payment made through the CarbonNeutral Company. <a href="http://www.carbonneutral.com/">www.carbonneutral.com/</a></p> <ul style="list-style-type: none"> <li>Flight London-HKI-London produces 0.64 tonnes of CO2; it can be neutralised by a payment of 15 euros, to plant one tree or donate one energy-saving light bulb to a developing country.</li> </ul>	

## 7 PARALLEL EVENTS

PRINCIPLES	ACTION	FURTHER INFORMATION & LINKS	RESPONSIBLE PERSON
The parallel programme (e.g. for spouses or media) should also be ecologically acceptable.	<ul style="list-style-type: none"> <li>Prefer public transport or organise joint transport or shuttle transit.</li> </ul>	In planning parallel events (e.g. for spouses or visits for media representatives), take the various points in this checklist into consideration.	
	<ul style="list-style-type: none"> <li>Present what is offered locally (ecologically and socially sustainable) projects.</li> <li>When drawing up the programme, consider the local inhabitants: e.g. no extra pollution, noise etc. (forget firework displays, helicopter flights and the like).</li> </ul>		

# 8 MAINSTREAMING GENDER EQUALITY

The Government Programme of Prime Minister Matti Vanhanen states that the government will take measures to implement the mainstreaming of gender equality throughout the entire state administration.

Mainstreaming involves the reorganisation, improvement, development and evaluation of administrative processes, in such a way that the goal of gender equality is included at all levels and all stages of politics and administration. It is to be implemented by all those who normally carry out the activities in question. Mainstreaming is an administrative means of promoting equality, which when realised will have extensive impact on the whole of society. In all ministries and their agencies decisions will be made that may have various effects on men and women and on equality between the genders in general.

The objective of mainstreaming is to develop administrative and working procedures that support the furthering of equality as an integral part of the activities of ministries and authorities. The purpose of mainstreaming is to break down procedures and cultures that are neutral and in some cases blind to gender equality.

Mainstreaming should lead to civil servants assimilating the gender perspective as one aspect to be considered when preparing issues. The purpose is to increase civil servants' awareness of how their decisions affect gender equality. Questions of equality differ greatly among the ministries' different administrative domains. For this reason, it is important to recognise and consider the equality issues in one's own domain. Equality does not mean a requirement of "sameness", but rather ensuring equal opportunities. Being different does not always mean being unequal.

PRINCIPLES	ACTION	FURTHER INFORMATION & LINKS	RESPONSIBLE PERSON
	Speakers and panel members to be chosen to meet the minimum 40% quota.		
	Speakers should be asked to present findings and statistics on people in such a way that they are gender-sensitive.		
	When addressing a person in speech or writing, consider the addressee's gender, for example in English "s/he" and "chairper-son" or "chair".		

## 9 ACCESSIBILITY

Accessibility does not mean simply installing a ramp for wheelchair users. It means creating an environment that is pleasant for everyone. This applies to all disabled persons, such as deaf, deaf and blind, hearing impaired, people with learning difficulties, people with impaired mobility, wheelchair users, blind and visually impaired people, epileptics and those with dyslexia.

PRINCIPLES	ACTION	FURTHER INFORMATION & LINKS	RESPONSIBLE PERSON
There should be no obstacles to entry and participation in the events.	<ul style="list-style-type: none"> <li>• Access to buildings and vehicles and the opportunity to use them.</li> <li>• The possibility to communicate freely and equally with others.</li> <li>• Possibilities to receive and understand information.</li> </ul>	National Council on Disability VANE available (in English) at <a href="http://www.vane.to/english.html">www.vane.to/english.html</a> "Ovet auki" (Open Doors) – a guide for the organisers of conferences and events, can be ordered from National Council on Disability (in Finnish): tel. (0)9 160 74319	
	Planning with accessibility in mind concerns all the aspects of the event: <ul style="list-style-type: none"> <li>• structures</li> <li>• buildings</li> <li>• publicity</li> <li>• personnel training</li> <li>• budget</li> <li>• activities of authorities, e.g. fire prevention, health and safety measures.</li> </ul>		



PRIME MINISTER'S OFFICE

SNELLMANINKATU 1, HELSINKI  
PO BOX 23, FI-00023 GOVERNMENT, FINLAND  
tel +358 9 16001 | +358 9 57811  
fax +358 9 1602 2165  
julkaisut@vnk.fi  
[www.vnk.fi/publications](http://www.vnk.fi/publications)