

Standard



BNQ 9700-253/2010

Sustainable Development – Responsible Event Management



This page has intentionally been left empty.

BNQ 9700-253/2010

Sustainable Development – Responsible Event
Management

*Développement durable – Gestion responsable
d'évènements*

ICS: 03.100.99; 03.200; 13.020.99; 13.030.50; 13.030.99

REQUEST FOR INFORMATION AND PURCHASE

Any request for information or purchase of this document may be sent to the Bureau de normalisation du Québec (BNQ) at 333, rue Franquet, Québec, Québec G1P 4C7
[telephone: 418-652-2238, ext. 2437 or 1-800-386-5114; fax: 418-652-2292;
E-mail: bnqinfo@bnq.qc.ca; Web Site: www.bnq.qc.ca].

REVISION OF BNQ DOCUMENTS

Collaboration from BNQ document users is essential in keeping our documents up to date. Therefore, any suggestion aimed at improving their contents will be appreciated. We ask you to send us your suggestions or comments on the form at the end of this document.

FIRST EDITION — 2010-06-08

This document is published in both French and English. In case of incompatibility, the French version prevails.

The electronic or printed version of this document is for personal use only. Distribution to third parties, partners or clients, as well as saving, distribution or use on a computer network is forbidden without written agreement from the BNQ.

Only purchasers duly registered with BNQ Customer Service will receive document updates. Notifications and the catalogue may be consulted at all times on the BNQ Web site [www.bnq.qc.ca] to verify if a more recent version of a document exists or if amendments or errata have been published.

If a registered purchaser wishes to continue to receive updates, the purchaser must inform BNQ Customer Service of any change of address as soon as possible.

© BNQ, 2010

All rights reserved. Unless otherwise specified, no part of this document may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying and microfilming, without written permission from the BNQ.

ISBN 978-2-551-23953-5 (printed version)
ISBN 978-2-551-23954-2 (PDF)

Legal deposit — Bibliothèque et Archives
nationales du Québec, 2010



NOTICE

UNDERSTANDING OF THE NOTION OF EDITION

It should be noted that this edition implicitly includes all the amendments and errata that may subsequently be developed and published separately. It is the responsibility of the users to check this document for amendments and/or errata.

INTERPRETATION

The verb **shall** is used to express a requirement that is mandatory in order to comply with this document.

The verb **should**, or the equivalent expressions **it is recommended that** and **ought to**, is used to indicate a useful, but not mandatory, suggestion, or to provide the most appropriate means of complying with this document.

Except for the notes presented as **normative notes** that contain mandatory requirements and are stated only in the lower part of figures and tables, all other **notes** are **informative** (non-mandatory) and provide useful information pertaining to the understanding and/or intent of a requirement, or to add some clarification or precision.

Normative appendices provide additional requirements that are mandatory in order to comply with this document.

Informative appendices provide additional information (non-mandatory) intended to assist in the understanding and/or use of elements of this document or to clarify their implementation, but they contain no requirements that are mandatory in order to comply with this document.

DISCLAIMER OF RESPONSIBILITY

This document was developed as a reference document for voluntary use. It is the responsibility of the users to see if laws and/or regulations make the application of this document mandatory, or if trade regulations or market conditions stipulate its use, for example, in technical regulations, inspection plans originating from regulatory authorities, and certification programs. It is also the responsibility of the users to consider the limitations and restrictions specified in the Purpose or Scope, or both.

This page has intentionally been left empty.

FOREWORD

This document was prepared by a Standards Development Committee, whose voting members were:

ALLARD, Philippe	Association francophone pour le savoir (ACFAS)
BOUCHARD, Chantale	Festival d'été international de Québec
BRETON, Marie-Claude	Collège Mérici
CAPUTO, Daniela	Montréal Event Planner
CARON, Jacqueline	Centre des services partagés du Québec (CSPQ) — Direction de la gestion des événements
CHAYER, Julie-Anne	Centre interuniversitaire de recherche sur le cycle de vie des produits, procédés et services (CIRAIG)
COUTU, Isabelle	Gendron Communication
DUBOIS, Marie-Claude	Tourisme Sherbrooke et Association des bureaux de congrès du Québec
GIROUX, Sylvie	Ville de Montréal — Division des événements publics
GOSSELIN, Jinny	Ville de Québec
GUILBERT, Jade	Hôtel des Seigneurs
JAMPIERRE, Véronique	Fonds d'action québécois en développement durable (FAQDD)
NOPPEN, Catherine	Institut de tourisme et d'hôtellerie du Québec (ITHQ)
POIRIER, Marc	Société du Centre des congrès de Québec
THÉBERGE, Sylvie	Festivals et événements Québec (FEQ)
VILLENEUVE, Carole	Loto-Québec
VOYER, Caroline	Réseau des femmes en environnement
BLANCHET, Jacques (coordinator)	Bureau de normalisation du Québec (BNQ)



The collaboration or the participation of the following people is also worthy of mention:

BRODEUR, Marie-Ève	Hôtel des Seigneurs
CHAMPAGNE, Valériane	Fonds d'action québécois en développement durable
DEVEAULT, Catherine	Loto-Québec
DIONNE, Éric	Société du Centre des congrès de Québec
FORTIER, Anouk	Loto-Québec
LAMARRE, Anne-Lucie	Student (ITHQ)
LAPOINTE, Louise	Ville de Montréal — Division des événements publics
LASSALLE, Maxime	Loto-Québec
LECLERC, Louis	Festival d'été international de Québec
MCDONALD, Mélanie	Réseau des femmes en environnement
WELLS, Jean-Robert	Chaire de recherche et d'intervention en éco-conseil

The document herein was developed in support of an initiative by the Réseau des femmes en environnement. The Réseau's mission is to give Québec women a networking opportunity and a place where they can express their concerns regarding the promotion of sustainable development and, primarily, the protection of the environment and health. The Réseau has in addition set in motion the creation of the Conseil québécois des événements écoresponsables, an information and exchange network aiming to foster and encourage responsible event management.

The development of this standard was made possible through financial contribution by the following organizations: Alcoa, Association des cadres scolaires du Québec (ACSQ), Association québécoise de vérification environnementale (AQVE), Caisse d'économie solidaire Desjardins, Cascades, Fondation, Fondation québécoise en environnement, Hydro-Québec, Lavery de Billy, Loto-Québec, Palais des congrès de Montréal, Recyc-Québec, Réseau québécois des femmes en environnement (RQFE), Société des alcools du Québec (SAQ), Société du Centre des congrès de Québec (SCCQ), Tourisme Sherbrooke, Ville de Montréal, Ville de Québec and Vision Montréal.

CONTENTS

	Page
INTRODUCTION	1
1 PURPOSE	2
2 SCOPE	2
3 DEFINITIONS	3
4 GENERAL REQUIREMENTS	6
4.1 ORGANIZER MANAGEMENT SYSTEM	6
4.2 ORGANIZER COMMITMENT	6
4.2.1 Commitment to Sustainable Development	6
4.2.2 Delegation of Authority	7
4.3 EVALUATION AND DOCUMENTATION	7
4.3.1 Responsible Event Management Evaluation	7
4.3.2 Evaluating the Characteristics of Responsible Event Management	7
4.4 RESPONSIBLE MANAGEMENT CONTRACT BETWEEN ORGANIZER AND CUSTOMER	7
4.5 EVENT-RELATED DOCUMENTS	7
4.6 ACHIEVING THE CLASSIFICATION LEVEL	8
5 SPECIFIC REQUIREMENTS	8
5.1 GENERAL	8
5.2 ORGANIZER RESPONSIBILITY IN SELECTING SUPPLIERS	8
5.2.1 General	8
5.2.2 Understanding the Tables	9
5.2.3 Supplier Head Office	9
5.2.4 Supplier Sales Offices	9
5.2.5 Supplier Commitment to Sustainable Development	10
5.2.6 Supplier Social Considerations	10

5.3	ORGANIZER RESPONSIBILITY IN MATERIAL, ENERGY SOURCES AND WATER MANAGEMENT	11
5.3.1	General	11
5.3.2	Understanding the Tables	11
5.3.3	Characteristics of the Materials	11
5.3.4	Water and Energy Consumption	12
5.3.5	Energy Sources on Site	12
5.4	ORGANIZER RESPONSIBILITY IN RESIDUAL MATERIAL MANAGEMENT	13
5.4.1	General	13
5.4.2	Food Surplus	13
5.4.3	Residual Material Management System	13
5.5	ORGANIZER RESPONSIBILITY IN FOOD SELECTION	14
5.5.1	General	14
5.5.2	Local Products	14
5.5.3	Recognized or Certified Products	15
5.6	ORGANIZER RESPONSIBILITY IN SELECTING TRANSPORTATION MODES	15
5.6.1	General	15
5.6.2	Organizer and Participant Transportation	15
5.6.3	User Transportation	16
ANNEX A	EVENT CLASSIFICATION CRITERIA	18
	TABLE A.1 EVENT CLASSIFICATION CRITERIA	18
	TABLE A.2 MAXIMUM SCORES FOR THE REQUIREMENTS MENTIONED IN THE CONTRACT	19
ANNEX B	EVENT PROFILE	20
ANNEX C	EVENT FILE	21
ANNEX D	DESCRIPTION OF GHG DECLARATIONS	22
ANNEX E	PRINCIPLES OF SUSTAINABLE DEVELOPMENT	24
ANNEX F	INFORMATIVE REFERENCES	26

SUSTAINABLE DEVELOPMENT — RESPONSIBLE EVENT MANAGEMENT

INTRODUCTION

Every year, numerous events, assemblies, festival, exhibitions, fairs, conventions, and meetings are held around the world, in Canada, and in Québec. Such gatherings contribute to the dissemination of knowledge, stimulate debates, and are a source of public information and entertainment. However, the footprint of such events on the natural and human environments is considerable, as they leave significant waste in their wake and generate greenhouse gases.

Despite the good intentions of organizations, so-called ecoresponsible events can produce a number of issues due to confusion and incoherence in applying solutions, and the use of new procedures that are sometimes more damaging than the problems they are meant to solve.

By adhering to sustainable development principles, the event organizing industry and its partners look to attenuate the negative effects and maximize the positive repercussions of events, and take part in the application and promotion of the principles of sustainable development in responsible event management.

The development of this standard answers to an industry need to establish acknowledged rules of technology regarding compliance with the principles of sustainable development in responsible event management.

This standard concerns the implementation and maintenance of responsible event management practice, with a view to creating conditions that foster greater accountability among individuals when comes time to apply the principles of sustainable development in social-professional events, and the adoption and maintenance of habits that will improve both their professional and personal lives.

This standard gives event organizers, service suppliers, participants and users an opportunity to collaborate with a view to creating events with limited environmental footprint and increased economic and social benefits for communities.



It relies on two fundamental principles:

- Firm, concrete, and manifest commitment by event organizers, and their customers if applicable.
- Increased awareness among organizations, participants and users, and their commitment to holding events with positive repercussions.

This standard considers the particularities of each and every event, along with the needs, preferences and aptitudes of customers and participants, as well as the fact that customers, suppliers and participants may not necessarily have the same awareness level and capacity/opportunity for action.

This standard serves as a reference framework for a voluntary certification program that incorporates the responsible event management efforts of organizers and their customers, allowing them to carry out and promote recognized actions based on the principles of sustainable development. This certification program promotes responsible event management practice in non-partisan fashion through independent third parties.

The approach used for the development of this document meets the requirements of the Standards Council of Canada (SCC).

Finally, this standard takes into account the 16 principles of the *Sustainable Development Act* (see Annex E), which are themselves based on the internationally recognized principles of sustainable development stated in the *Rio Declaration on Environment and Development* (see Annex F).

1 **PURPOSE**

The purpose of this standard is to establish the requirements for responsible event management practice, to which event organizers shall conform to demonstrate their capacity to produce events in compliance with their commitments and/or customer requirements, while taking into account the principles of sustainable development.

2 **SCOPE**

This standard is intended for event organizers.

This document was developed to serve as a reference for conformity evaluations of responsible event management practice.

NOTE — Conformity evaluation is defined as the systematic examination of the extent to which a service fulfils specified requirements.