

# HANDBOOK



This publication was prepared within the framework of the project “Guidelines for Sustainable Event Management” and is financially supported by the Nordic Council of Ministers’ Office in Latvia. Responsibility for the information set out in this publication lies entirely with the association “homo ecos:” and does not reflect the official opinion of the Nordic Council of Ministers’ Office in Latvia.

Authors: Antra Pētersone, Maija Ušča, Agita Pusvilka, Santa Krastiņa

Publisher: “homo ecos:”

Editor: Artūrs Jansons

Layout and visual design: Marika Latsone

Proofreader: Māra Zarāne

Publishing company: SIA “Gandrs poligrāfija”

Reproduction and adaptation for non-commercial purposes is authorised provided the source is acknowledged.

2015



# CONTENT

---

5	INTRODUCTION
7	INVOLVED PEOPLE
12	EVENTS AND GREENHOUSE GAS EMISSIONS
15	VENUE AND ACCOMMODATION SITE
20	ENVIRONMENT-FRIENDLY ENERGY
24	TRANSPORTATION
30	SUSTAINABLE PURCHASES AND SERVICES
37	SAFE AND SUSTAINABLE WASTE MANAGEMENT
46	WATER CONSUMPTION AND SANITARY SYSTEMS
53	RESPONSIBLE CHOICE OF FOOD
61	CHECKLIST
67	USEFUL INFORMATION

# DEFINITIONS

## **CARBON FOOTPRINT —**

the total amount of greenhouse gases generated by an event, organisation, human.

## **CARBON-NEUTRAL MEASURES —**

measures with low level of carbon dioxide (CO<sub>2</sub>) emission or compensated emissions.

## **CO<sub>2</sub> COMPENSATION —**

neutralisation of the harmful effect of carbon dioxide emission generated by an event by taking compensating measures, for example, planting forest to reduce the drop in the potential attraction of carbon dioxide caused by deforestation or financing of sustainable development projects to compensate the damage to environment caused by carbon dioxide emission generated by the air traffic.

## **ECO-LABEL —**

a symbol indicating that a product over its whole life cycle (from raw material until waste management) has less negative impact on the environment, for example, less packaging, less emission into the atmosphere, less chemicals during the production process and in the final product. Eco-label, subject to certain criteria, is awarded by an independent certifying organisation, which controls the fulfilment of these criteria on regular basis.

## **ORGANIC PRODUCT —**

a product that has been grown without using any pesticides, mineral fertilisers, insecticides, herbicides, and genetically modified organisms.

## **ENVIRONMENTAL SUSTAINABILITY —**

responsible towards the environment and its diversity aimed mainly towards environment preservation.

## **ENVIRONMENT-FRIENDLY MEASURES / GREEN MEASURES —**

measures which are organised in compliance with principles of environmental

sustainability by reducing the negative impact on the environment during the event and by making responsible choices.

## **FOSSIL FUEL —**

substances or substance mixtures that have been formed by biological organisms decaying over several millions of years. Fossil fuels (oil, natural gas, coal, etc.) are not renewable and their stocks will inevitably be depleted in the foreseeable future.

## **GREEN PUBLIC PROCUREMENT —**

a national or municipal public procurement with integrated environmental protection provisions, which allow for reducing environmental impact by taking into account the life cycle of product or service, promoting social improvements, and achieving budget savings.

## **GREENHOUSE GASES (GHG) —**

an atmospheric component of natural or anthropogenic origin that absorbs and reflects the infrared radiation thus contributing to global warming. The main GHG are: carbon dioxide, methane, nitric oxide, hydrofluorocarbons, perfluorocarbons, and sulphur hexafluoride.

## **RENEWABLE ENERGY —**

energy, which is suited for technical application and is generated from natural processes. The energy resources involved in these processes are unlimited. The main types of renewable energy are: solar energy, wind energy, hydropower, and renewable biomass.

## **SUSTAINABLE DEVELOPMENT —**

such environmental, social, and economic development that meets the needs of today without creating any risk to satisfaction of the needs of future generations.

# NATURE – HUMAN – NATURE

During their lifetime, all people affect the environment, peers, and other living organisms. While the interaction of human and nature is logical and inevitable, unlike other living creatures we are consumers who have changed and adapted the world so that it would suit our needs. And these changes have been so major that the available natural resources deplete quickly.

On occasions when a large number of people gather, the consequences of human actions are especially visible. We tend to keep warm memories about unforgettable performances by artists, musicians, and actors, whose heart and talent have pleased us. However, together with the joy of being together and indulging in culture the contradicting nature of the society is also visible: **while we are enjoying the art and the beautiful, damage and wasted resources are often left behind us.** The good news

are that people, in general, become more and more open-minded about environment-friendly lifestyle, thus, including these ideas in public events is a wise thing to do.

For the situation to improve, there must be a pioneer. And this Handbook for organising environment-friendly events is prepared with these pioneers in mind. To arrive at this Handbook we have skimmed many similar materials published all over the world, we have also consulted organisers and environment protection organisations from Latvia, Denmark, and Lithuania, and involved some Latvian organisers in the working group. Based on the knowledge and experience of “homo ecos:” and project partners, the Handbook mainly deals with **environmental sustainability** and invites

to act in a way that ensures: **the lifestyle of our generation does not pose any threat to the possibility of next generations to live a full-fledged life.** The other two dimensions — **the social and economic** — are left behind this time. Still, they are of equal importance and should be taken into consideration when organising any events.

We encourage everyone to undertake environment-friendly actions, but a special appeal is made to the organisers — **employees of State and municipal institutions and representatives of the commercial sector and nongovernmental organisations** —, those who create the environment of an event. We hope that this Handbook will inspire different kind of actions and urge thinking twice about each next step. Sometimes these will be just small steps which, while being cautious at the beginning, turn into a convincing marathon later on.

May our suggestions and success stories help organising events, both popular music festivals and national and regional celebrations, in a more sustainable way!

Bring it on green!

*„homo ecos:“*

An environment-friendly event starts with the very first planning steps and completes only with the evaluation of what was successful and where improvements are needed in the future. Even good initiatives may fail if their planning comes too late and is done in a hurry. Therefore, it is crucial to plan an event in time, especially if it is both the first time when green initiatives are implemented and first experience for the organisers and other involved parties. All individuals who participate in the organisation of an event can affect it, thus assessment of their competences and responsibilities pays back as it helps to find motivation for environment-friendly behaviour.

# INVOLVED PEOPLE

Green lifestyle becomes more and more topical issue: demand for and supply of organically grown food and various other goods increases, new documentaries on the role of the human in preserving natural resources and on the positive influence the green lifestyle has on an individual are made, and both national and global mass media write about environmental sustainability more often.



### ORGANISERS, TECHNICAL STAFF, VOLUNTEERS

A responsibly-organised event starts with the organisers themselves — their awareness, involvement, informing, and training, since only a wise team can ensure an environment-friendly event and continue this practice in upcoming events.

The organisers should agree on the achievable goals and actions to be taken in good time.

Artists can be the best ambassadors of your ideas and inspire the visitors; therefore, you should inform them about the green nature of the event beforehand so that they are ready that it will imply several suggestions (and not restrictions). Make the participation in the event interesting also for the participants and invite them to remind the public of green ideas both before and during their performances.



### PARTICIPANTS, ARTISTS

The products sold during the event will be an obvious evidence of the level of environment-friendliness of your event. Thus, include the green criteria, study the market, consult the service providers in person, inform the public, and agree on the attainable results already during the planning phase and when choosing the service providers and suppliers.



### SERVICE PROVIDERS, SALES PEOPLE



### LOCAL MUNICIPALITY AND ITS INSTITUTIONS

Do not underestimate cooperation with the local municipality where the event will be held, because you might need the services provided by its institutions: fire fighting and medical service, police, waste managers, etc. Thus, informing the locals about environmental sustainability and practical information they can provide can be of great importance for your event.





### VISITORS

An environment-friendly event is a good opportunity for educating the public and inviting people to participate. Address them in person by telling what actual changes their actions will bring, how it will affect the environment in Latvia and in the world. Offer workshops, competitions, quizzes, games, and contests to involve, educate, and entertain them!



### OWNERS OF THE VENUE

When selecting the venue, take into account the suggestions described in the section “Venue and accommodation site” and inform the owners of the venue about your wish to act sustainably. Even only slightly improved infrastructure may contribute to changes and yield financial benefits in the long run.



### LOCAL ACTIVISTS, VOLUNTEERS

Nongovernmental organisations are often responsible for initiating changes in the society, and they also know the needs and possibilities of the locals the best. For this reason, cooperation with the local organisations may help you to collect information on services and address volunteers.



### MASS MEDIA

While stressing the aspects of sustainable environment, communication in mass media can also include broader information on the preservation of natural resources. Inform the media on environment-friendly events by underlining the overall benefits gained by the community and society in general.



### SPONSORS

Companies that want to prove their commitment to act sustainably and refer to social responsibility in their public communication can be invited to support the event and provide the services needed. The public image and popularity of the company may be good motivators for more environment-friendly action.

## INVOLVED PEOPLE



- **Educate your employees** and, if possible, also other people who are involved in the organisation of the event! In order to bring the idea of sustainability to life, search for support also from experts and competent organisations.
- **Provide for additional time and resources** (human and financial resources) for the organisation of the event, especially in case it is the first time you implement environment-friendly initiatives. The financial benefits of environment-friendly events can be evaluated in the long term, but remember — the more careful you plan the event from the very beginning, the sooner results will be noticed.
- **Assess your competence** (influence, responsibility, and experience) — what kind of sustainable environment initiatives have already been carried out, how successful they have been, what lessons can be learned from them, what improvements should be made.
- **Appoint the responsible person!** According to the global practice, one member of a team, who is responsible for environment-friendly behaviours, can facilitate compliance with green principles during the event.
- **Collect generally useful information** and share it to ensure more successful organisation of this and also upcoming events.
- **Act step by step!** Even in the situation of limited resources you can take at least one environment-friendly step, for example, use running water for drinking instead of bottled water. And it is possible to extend the range of green activities with every next event!
- **Set attainable and measurable goals!** If it is impossible to bring changes by one single event, inform the involved parties about upcoming events and inspire them.
- **Inform all the involved parties on initiatives related to environment protection!** Use as diverse communication channels as possible to inform the public on your goals and initiatives to be implemented within the event. Be comprehensible and avoid specific terms and definitions.
- **Evaluate the results and inform all the involved parties thereon,** as sometimes good deeds go unnoticed. Use indicators that can be measured both qualitatively and quantitatively to demonstrate your achievements and present them to others.
- **Inform the wider public!** The green lifestyle topics are getting more and more popular with the society. Use this opportunity to address the public and present your green events!

## SUCCESS STORIES

photo: Anete Smeile



## PHILOSOPHY OF THE EVENT

"Give&Get" is a nature- and people-friendly festival abiding by certain principles of respect. A code of conduct was already prepared for the beginnings of the festival in 2010, and it is available both on the festival's web site and at the festival. Visitors are invited to try eating vegetarian or vegan food, be open-minded by sharing inspiring practices and mutual trust instead of using alcohol, as well as save and get to know the nature and live in accordance with it.

## AWARENESS-RAISING ACTIVITIES

In 2015, "Positīvs festivāls" launched a cooperation with AS "Latvijas Valsts meži" with a joint action "Poziitīvs manifests dabai" (Positive Nature Manifesto) aimed at reducing the amount of waste in the festival's territory. The manifesto was published on the festival's web site and in a brochure, which was presented to each visitor.

During the festival screens of the largest stages presented a video by "Latvijas Valsts meži" introducing the main idea of the campaign. The manifesto was heard and, as a result, the amount of waste left by the festival's visitors was considerably smaller than in previous years. This is especially true for the campsite, which was significantly cleaner.

From the manifesto: "We found green nature and live music here. And only we are responsible for what we will leave behind us and find here next year. One good deed done by each of us results in a major goodness. While one bad deed if done by many gives a great disaster. Let us waste not even a little, as it would be too much together."

# EVENTS AND GREENHOUSE GAS EMISSIONS

The term “greenhouse effect” refers to general warming of the Earth, which is caused by increased accumulation of carbon dioxide in the atmosphere, where it absorbs the infrared radiation and prevents it from reflecting in the space. The main greenhouse gases (GHG) are: carbon dioxide, methane, nitric oxide, hydrofluorocarbons, perfluorocarbons, and sulphur hexafluoride.

There are various ways of generating greenhouse gases — when driving motorised vehicles, providing and making food, producing energy, managing waste, etc. In this way **greenhouse gases are hidden in materials, things, and processes that ensure the preparation and running of the event.**

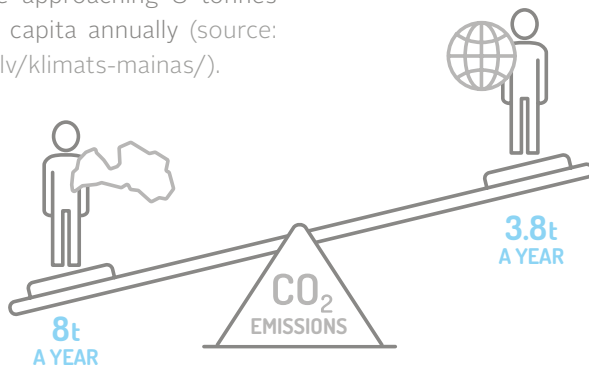
Since GHG are emitted in the environment both during the planning and implementation processes of the event, all the further-mentioned aspects must be considered in order to cut the amount of GHG. It means that **responsible attitude towards the whole organisation of the event can result in reduced emission of greenhouse gases.**

### INTERESTING FACTS

To maintain the global climate balance, emissions of carbon dioxide (CO<sub>2</sub>) per capita may not exceed 3.8 tonnes a year. Currently, the individual consumption emissions in Latvia are well above this threshold and are approaching 8 tonnes of CO<sub>2</sub> per capita annually (source: <http://zalie.lv/klimats-mainas/>).

Each event is unique — there are situations affecting the emission of greenhouse gases during its organisation and implementation stages, therefore it is very difficult to arrive at a universal methodology for reducing the amount of these gases. We could rather speak of principles that help in studying GHG emission and the potential cut-down within each event.

When measuring the sustainability of an event, phrases like “carbon footprint” (the amount of carbon generated as a result of specific activities) and “carbon-neutral measures” (measures with low or compensated levels of carbon emission) are mentioned often. Compensation of carbon means that a company or private person, that produces carbon on daily basis, invests in activities that reduce the negative impact of carbon emissions. In order to establish the sustainability of an event, it is necessary to understand what does a GHG assessment and measurement include and what aspects are taken into consideration when



referring to an event as “carbon-neutral”. Organisers and experts often speak about various GHG emissions to be included in the event evaluation. The Greenhouse Gas Protocol (<http://www.ghgprotocol.org/>) refers to **three categories of GHG emissions**:

- › **direct GHG emissions are produced and/or controlled by the organiser**, like electricity generated by portable generators, fuel in the vehicles and appliances owned by the organiser, etc.;
- › **indirect GHG emissions** are the consequences of the activities of the organiser but **they are controlled by another organisation, for example**, purchased electricity, heat supply, and so on;
- › **other indirect GHG emissions that cannot be controlled by the organiser directly**, such as emissions from transport-related activities in vehicles that are not owned by the organiser, electricity-related activities not covered by the previous paragraph, outsourced activities, etc.

## INTERESTING FACTS

The largest portion of GHG emissions in Latvia is generated by households; in relation to public events it is electricity, heating, and hot water provided for the venue. Therefore, these areas deserve special attention when planning events and trying to reduce the GHG emissions of an event.

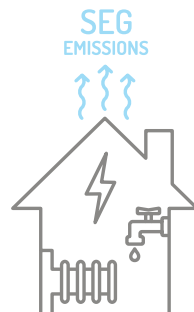
## SUGGESTIONS

for organising carbon-neutral events

- **Decide** what will be included in the calculation of carbon emissions.
- **Define and reveal** what methods will be used for the calculation of carbon emissions.
- **Evaluate and reveal** the actual or planned amount of emissions generated by the event.
- **Implement activities** to reduce carbon emissions.
- **After the event, assess** whether the selected GHG emission goal was reached.

For detailed information and suggestions about cutting the volume of GHG emissions within specific event planning and implementation stages refer to the corresponding sections of the Handbook.

The organisers should pay more attention to these three categories.



# VENUE AND ACCOMMODATION SITE

The venue and accommodation site is one of the most important aspects in organising a sustainable event — the selected venue affects and also limits, to a certain extent, the fulfilment of suggestions included in other sections of this Handbook. An environment-friendly venue that meets the needs of the event is a good starting point for reducing the overall environmental impact of the event, including in transportation and energy sectors which are among the most GHG-consuming and costly ones.



→ **Select a venue** which is located as close to the majority of visitors as possible.

→ **Organise the event in an environment-friendly municipality** which implements environmentally sustainable policy and initiatives that are aimed at reducing the environmental impact.

→ **Choose an accommodation site** that is located as close to the venue as possible.

→ **Choose an environment-friendly venue** that is certified with, for example, the Green Key eco-label, that implements energy efficient policies or that practices environment-friendly activities, including a venue:

- **where the staff is informed** about responsible and sustainable use of materials and resources;

- **that saves energy** — natural lighting and ventilation is available, the amount of heating, ventilation, and lighting can be regulated, and energy-efficient appliances are used;
- **that implements an environment-friendly procurement policy** by selecting local, natural, eco-certified, and reusable products and materials;
- **that performs safe and sustainable waste management** — materials are reused and it is possible to sort paper, glass, and plastic waste;
- **that uses water resources advisedly** — water consumption is kept to a minimum, tap water or water in large packages is preferred;
- **that chooses food responsibly** by providing local, seasonal, and healthy food.

→ **Prefer a venue** which is easy and safe to reach on foot, by bicycle (there are bicycle stands provided) or public transportation.

When it is not possible to comply with the aforementioned provisions, **cooperate with the manager of the venue** to reduce the environmental impact during the event and **introduce your own initiatives** (see the suggestions above) during this and any upcoming events. If new in-

frastructure should be built for the event, encourage building it in line with the green principles so that it is of high quality and can be used in the long run.

For more detailed information and suggestions about each sector refer to the corresponding sections of the Handbook.



## USEFUL INFORMATION

### SOME MUNICIPALITIES THAT IMPLEMENT ENVIRONMENT-FRIENDLY ACTIONS:

- › Salacgrīva Municipality, Declaration on the Green Municipality: [www.salacgriva.lv](http://www.salacgriva.lv)
- › City of Valmiera, Environmental Declaration: <http://valmiera.lv>
- › Jelgava, Liepāja, Jūrmala, Jēkabpils and other towns and cities have developed Sustainable Energy Action Plans. The plans are available here: [www.eumayors.eu](http://www.eumayors.eu)



Green Key

“GREEN KEY” is a voluntary international tourism eco-label which is awarded to hotels, campsites, and hostels. To receive the Green Key, a company must comply with more than 70 criteria in twelve groups, including communication, products and services, food and drinks, waste, energy and climate, transportation, etc. If your partner is a Green Key certified company, it is a guarantee that a large portion of suggestions is already implemented at the venue and accommodation site and you will not have to worry about them anymore.

There are 11 Green Key certified companies in Latvia currently (source: [www.green-key.org](http://www.green-key.org)).

## SUGGESTIONS

for communication with participants

- **Popularise the advantages of the venue** and inform the participants on the environment-friendly measures taken, thus underlining the manager's and your investment in sustainable use of natural resources.
- **Invite the participants to cut the consumption of resources** by including the most important suggestions in your e-mails, presentation materials, and signs and by placing reminders at the venue.
- If you are not responsible for the selection of the venue, **suggest the participants an environment-friendly accommodation** that matches the aforementioned suggestions (easy to access, eco-certified, energy efficient, etc.).

### ENERGY-EFFICIENT BUILDINGS

Buildings are divided into classes according to energy efficiency indicators:



**INCREASED**  
energy efficiency



**BASIC**  
energy efficiency

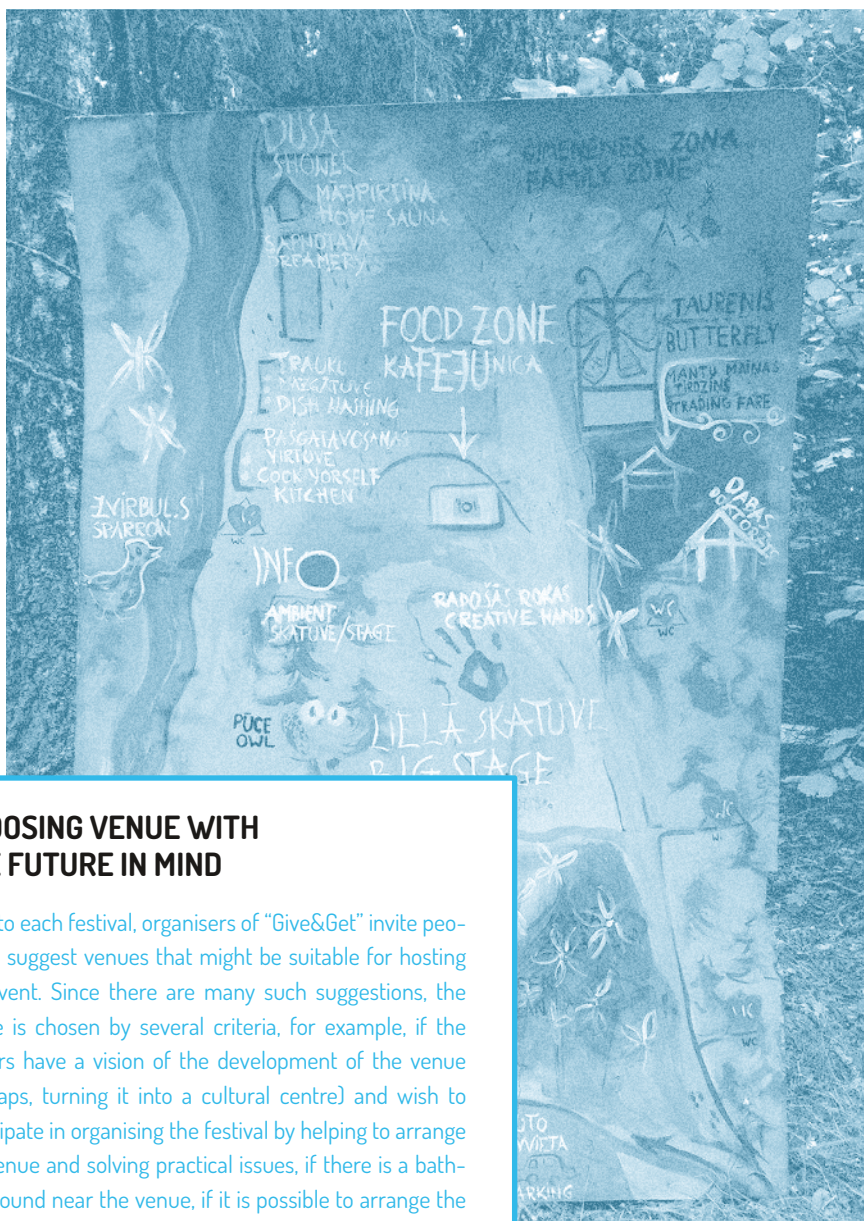
## GIVE A SECOND CHANCE TO AN EMPTY BUILDING

Already seven years during the festival "Survival Kit" the Latvian Centre for Contemporary Art pays attention to the empty building problem in Riga and gives an opportunity to art and culture people to cooperate with the owners of empty buildings. This initiative has turned into a movement "Free Riga", which started as a provocative campaign "Occupy me" and brought the empty buildings into focus first during the festival "Survival Kit 2013".



SUCCESS STORIES

photo: Festival "Survival Kit"



## CHOOSING VENUE WITH THE FUTURE IN MIND

Prior to each festival, organisers of “Give&Get” invite people to suggest venues that might be suitable for hosting the event. Since there are many such suggestions, the venue is chosen by several criteria, for example, if the owners have a vision of the development of the venue (perhaps, turning it into a cultural centre) and wish to participate in organising the festival by helping to arrange the venue and solving practical issues, if there is a bathing ground near the venue, if it is possible to arrange the territory in several areas, and if the venue is located ~7 km from a populated place so that it can be reached by both car and public transport.

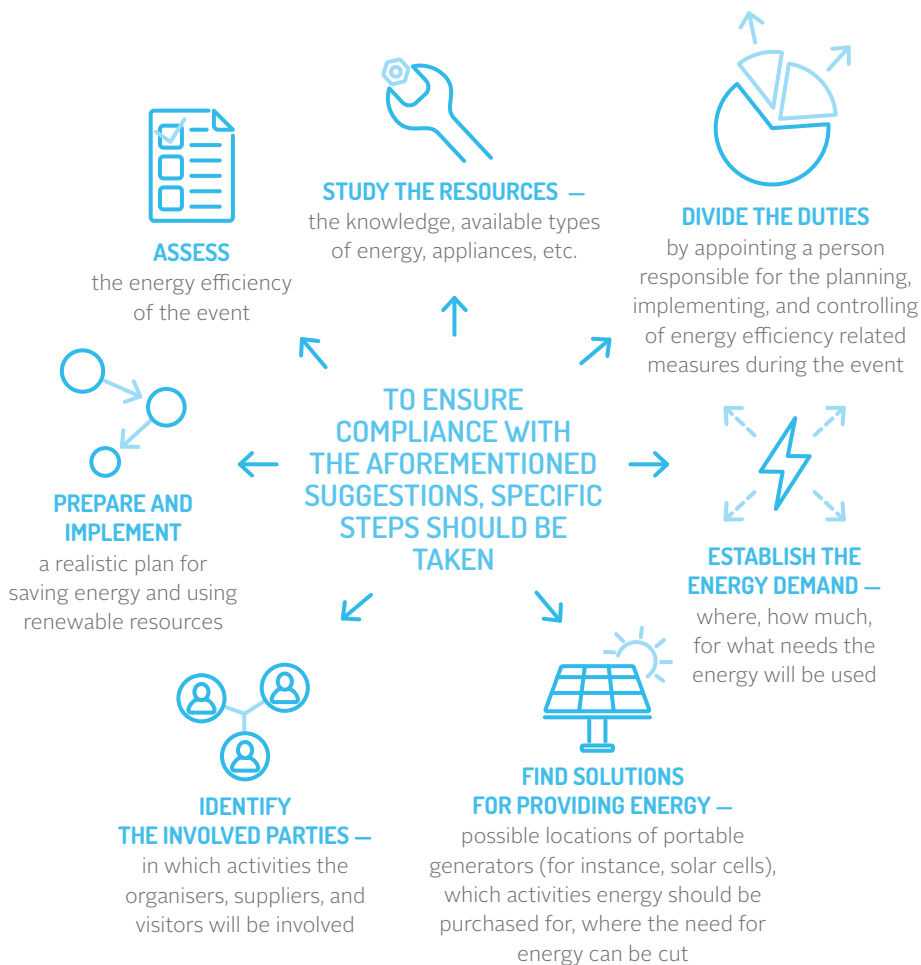
photo: Agnese Kalnaja

The amount of energy and resources used during the implementation of the event depends on the type and scale of the event; however, one should remember that cutting down energy consumption and using renewable energy is still the best thing we can do during an event. Lower energy consumption will not only cause less harm to the environment but also help in reducing the overall costs of the event.

# ENVIRONMENT- FRIENDLY ENERGY

Demand for energy grows and so does the consumption of fossil fuels which are used for producing electricity and heat. This process generates greenhouse gases that have a negative impact on the climate (see the section “Events and greenhouse gas emissions”). Thus, the only way for organising more sustainable events is reducing the energy consumption and using environment-friendly energy.

**An energy-efficient appliance** is an appliance the power consumption of which when in operation or standby mode is on average by 30% lower when compared to similar appliances. By using such appliances you can reduce not only the consumption of natural resources but also energy costs. Energy-efficient appliances can be recognised by a special marking, such as *Energy Star*.



## SUGGESTIONS

for choosing and  
using energy

### → Reduce the amount of fossil fuels used for producing energy.

If the organiser produces energy itself, choose portable generators, which are fuelled by renewable resources, or select such energy supplier who can provide renewable energy, for example, solar or wind energy that might be used for organising the event.

### → Cut the energy demand by limiting the need for using it, as much as possible. Still, if it is impossible to do so, the overall energy consumption can be reduced by using more energy-efficient appliances. When organising events, special attention should be paid to the scale of using light and

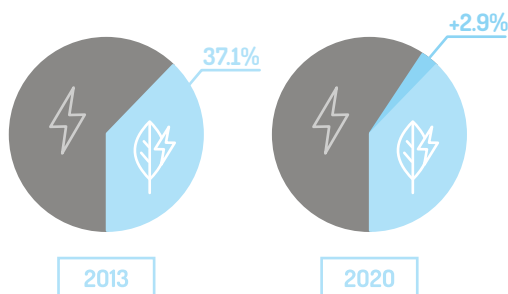
sound technologies and preference should be given to modern technologies with low power consumption.

### → Involvement of energy consumers and changes in their behaviours.

For an event to be as energy-efficient as possible, both organisers and providers of separate activities (such as light and sound providers, caterers, and so on) should be involved in energy saving measures. You may approach them by telling about the importance of energy efficiency in saving the climate. To motivate clients to save energy, the planned energy consumption can be included in the cost estimate separately. This way it would be easier for the client to understand and reduce not only the amount of energy needed but also the financial investments.

## INTERESTING FACTS

In 2013, the renewable energy in Latvia accounted for 37.1% of the total energy consumed, which is 2.9% less than the Latvian national target with-in the EU-2020 programme (source: <http://ec.europa.eu/>).





## INTERESTING FACTS



RECOGNISING ENERGY-EFFICIENT DEVICES –  
**ENERGY STAR**

*Energy Star* is an international label for energy-efficient consumer goods originated in the USA. This label allows easier noticing of energy-efficient devices also in Latvia ([www.energystar.gov](http://www.energystar.gov)).



**EKOenerģija**

**EKOENERGIJA**

Currently, EKOenerģija is the only energy eco-label in Latvia. It confirms that the certified energy is produced by using renewable resources and complies with the international standards of sustainable environment. For now (August 2015), EKOenerģija-certified energy is offered by the company "Baltcom".

## ALTERNATIVE LIGHTING

In 2015 the festival "Give&Get" saw a specially-designed hydroelectric generator proposed by the owner of the festival venue. The electric energy was then used for lighting the beach and river path. Another alternative source of light during the festival was candles.



photo: Kalvis Kalšers

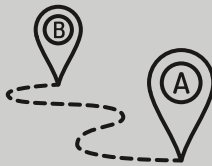
**SUCCESS STORY**

# TRANSPORTATION

---

The transport sector in Latvia, similar to other EU Member States, is one of the largest sources of air pollution and GHG emissions. The majority (74.3%) of passenger cars registered in Latvia is older than 10 years, and the amount of engine emissions of such cars is significantly larger than that of new cars. New car models have catalysers that reduce the level of harmful substances in the exhaust fumes, but the proportion of such cars in Latvia does not exceed 5%. Which means that driving a private car to and from an event has a significant impact on the environment.





## ARRIVAL

- **Inform the participants on the possibilities to arrive at the venue by public transportation or on foot.** Prepare maps, transport schemes, price lists, and other information.
- Choose **venue and accommodation site that are as close to a public transportation stop as possible.**
- In cooperation with passenger carriers **organise additional public transportation runs before and after the event.**
- **Provide the participants with special public transportation maps,** for example, by merging them with identification cards.
- **Tailor the opening and closing time of the event to the public transportation schedule,** to avoid traffic jams.
- **Give preference to a venue that is easy and safe to access** on foot or by bicycle or public transportation.
- When organising events outside Riga, **choose a venue that is easy to access by train.**
- Invite the participants to **use one car for arriving to the event,** use social networks where participants can share information on joint rides.
- **Invite participants to cycle** by informing about the possibilities to rent a bicycle, safe bicycle stands, cycling routes and tracks.
- **Offer special discounts** on entry tickets to those participants who arrive by public transportation or bicycle.
- **Provide discounts on parking tickets** to those participants who have taken more than one passenger to the event. Inform about this possibility beforehand!
- **Provide free parking places and charging stations** to those participants who have arrived by electric vehicles.



## FLIGHTS

- **Organise arrival of participants with direct flights** (one take-off and landing), as it reduces the amount of emissions significantly.
- **Reduce the number of individual rides to and from airports** by replacing several small vehicles with busses.
- To reduce the baggage weight, before the flight **reconsider your baggage** and leave only what is essential.
- Convince the participants to **purchase economy class tickets** by informing that service of the economy class is less resource-consuming and thus also more environment-friendly and that this is an option for reducing the amount of emissions per passenger.
- **Suggest the participants compensating the harmful effect of CO<sub>2</sub> emissions of their flight** by donating some amount of money to any of the international CO<sub>2</sub> emission compensation funds that allocate donations to initiatives aimed at mitigating the climate change. The amount to be

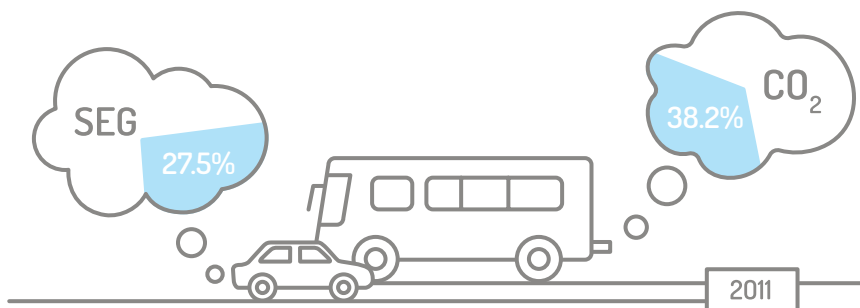
donated is calculated according to a special formula by taking into account the distance flown, size of the aircraft, number of passengers, and so on.



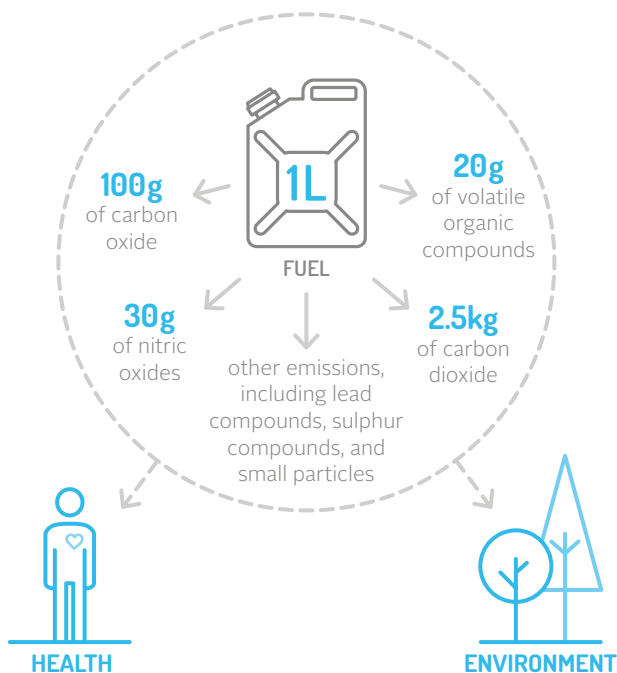
## DELIVERY SERVICES

- Organise **one-time delivery** instead of several deliveries.
- For transporting materials, **select suppliers who are friendly to the environment** (use vehicles that are friendlier to the environment, for example, vehicles with low emission levels or electric vehicles).
- **Purchase produces and materials from the local suppliers** instead of transporting them from other countries and establish limits for delivery distances to reduce the environmental impact caused by delivery services.
- **Plan the amount of goods** so as to avoid returning them back.
- **Deliver goods when the traffic is not very intensive** to avoid the traffic jams and reduce the impact on the environment caused by the delivery.

## INTERESTING FACTS



In 2011, the GHG emissions of the transport sector accounted for 27.5% of the total GHG emission amount and 38.2% of the total CO<sub>2</sub> emission amount in Latvia.



(Source: Strategic Environmental Assessment of the Latvian Transport Development Guidelines for 2014–2020)

## BICYCLE STANDS IN THE FESTIVAL'S TERRITORY

During the XI Latvian School Youth Song and Dance Celebration, special bicycle stands were placed and both the participants and visitors were invited to arrive at the events by bicycles. The festival's web site offered information on the possibilities to get to the events by bicycle, and feedbacks from cyclists about advantages of this activity. And the site "Gudrais pilsētnieks" (Wise Townsman) on the social network "Facebook" introduced everyone with alternative means of transport and actual traffic information in Riga.



photo: Latvian School Youth Song and Dance Celebration

## ALTERNATIVES FOR GETTING TO THE FESTIVAL

Already several years in a row the special Festival Shuttle is a convenient way of getting to and from the festival "Positivus festivāls". Since the number of interested visitors grows year by year, also the number of runs is increased. In order to avoid growing numbers of visitors' cars at the festival, the organisers together with a taxi company offer a special campaign allowing purchasing a passenger's seat in a taxi. In addition, to ease arriving at the festival and make the travels even more efficient (so that more people could come by one car), "Positivus festivāls" and the State joint-stock company VAS "Latvijas Pasts" offer sending the personal belongings to and from the festival. Demand for these services increases every year, which shows that also festival's visitors find the environmental protection issues more important and interesting.

photo: Andris Soms

## DIVERSIFYING TRANSPORT POSSIBILITIES

To ensure successful and safe run of “Dabas koncertzāle 2014” (Natural Concert Hall 2014), a section of P8 road was closed and information on alternatives for arriving at the venue Balonu Meadow was provided. These alternatives included cable car over the River Gauja in Sigulda, chairlift, rowing boat for crossing the River Gauja, and electric vehicles. During the event, a special shuttle bus took visitors from Sigulda or Turaida to the venue, and a secured bicycle stand was offered for free near Balonu Meadow.



Organising an event requires various products and materials (including printed and advertising materials, signs, stage design, tickets, paints, cleaners, presents, fencing, etc.) which are used only once and turn into waste as soon as the event is over. Remember that a sustainable purchase, when the resources used in making the product are taken into account, is possible also in austerity.

# SUSTAINABLE PURCHASES AND SERVICES

Eco-labelling may help you in making a more responsible choice and purchase products that have less impact on the environment throughout the whole product life cycle. Companies will follow your lead and will prefer eco-labelled products; this, in turn, can result in more and more goods complying with certain criteria available in the market. By choosing environment-friendly products instead of cheap goods of unknown origin you can change also the attitudes of manufacturers.

Be careful when selecting environment-friendly products, as not all allegedly ecological, organic, or green goods or packaging are in fact such. There are companies that invest enormous resources to advertise themselves as green-thinking organisations but avoid introducing real environment-friendly changes to their goods and services. Therefore, prior to purchasing products and services, do assess the alleged greenness — study the available information on the company's activities, including if the products and services have been eco-labelled.

## ECO-LABELS AVAILABLE IN LATVIA



**FSC** is an international certification for sustainable forestry, which certifies that forest is managed in an environment-friendly, socially responsible and economic way. FSC label is awarded to products coming from sustainably-managed forests ([www.fsc.lv](http://www.fsc.lv)).



**The Nordic Ecolabel** is awarded to cleaning agents, paper products, batteries, paints, and varnishes ([www.nordicecolabel.org](http://www.nordicecolabel.org)).



**TCO** (Swedish Federation of Professional Employees) awards the label to mobile phones, office furniture, computers and accessories that comply with pre-defined requirements as to the energy efficiency, safe working place, and environmental impact ([www.tcodevelopment.com](http://www.tcodevelopment.com)).



**The EU Ecolabel** is the official eco-certification of the European Union. Currently, the following products with this eco-labelling are available in Latvia: textiles, floorings, and office paper.



**The Blue Angel** is a German certification, which is considered to be one of the best designed eco-labels in the world. The Blue Angel is awarded to paper products, paints, varnishes, and finishing materials ([www.blauer-engel.de](http://www.blauer-engel.de)).





### **Prior purchasing:**

- **assess** the necessity of purchasing products and materials and use the already available materials or items left over from previous events;
- **borrow or rent** instead of buying new.

**If purchasing goods or services is still necessary, reduce the amount of purchases** and buy only so much as to avoid any leftovers. It will also reduce the volume of waste generated during the event.

- Think twice about presents to participants and partners; maybe a part of the budget allocated for gifts can be donated to socially-significant initiatives or used for developing a mobile application for the event — this, in addition, would also reduce the amount of printed materials.
- Cut the amount of decorative materials.
- Offer pens and paper only upon request.

**Choose products that are made of recycled or recyclable materials** and

products that can be reused when slightly changed.

- Design the programme brochure so that it is either worth keeping it also after the event or useful on the day of the event (as a voucher, for example).
- Ensure that no sponsors' logos and dates are printed on the materials and signs.
- Choose reusable and recyclable wristbands and tickets, make identification cards without any changing information, and provide for a place where to leave them after the event.
- Use hand towels and napkins that are made of fabric.

**Buy local, natural, and eco-labelled materials and products** and consult with representatives of the local municipality and nongovernmental organisations on suitable local suppliers to be selected:

- use FSC-certified (or analogue) chlorine-free paper;
- use eco-labelled cleaners or cleaning agents that have been classified as environment- and health-friendly;
- if you present gifts, purchase useful and qualitative items that comply with the aforementioned criteria of sustainable purchase, topic of the event, and needs of the participants.



**Purchase goods in large packages** and goods the design of which ensures **reduced amount of unuseful packaging**.

When organising the procurement, **follow the principles of green procurement** (<http://www.iub.gov.lv/node/61>)!

**Cooperate with suppliers** who are environment-friendly and check if the supplier offers environment-friendly products or invite them to do so.

**Choose electronic communication and reduce the volume of printed materials:**

- upload the electronic version of documents on your website;
- develop an online registration system;
- instead of printed programme brochures use blackboards or large posters and place them at the venue;
- prepare electronic information and presentation materials and project them onto a screen;
- print only the necessary materials and do it responsibly — print on both sides, reduce the amount of text and number of pages, use less colours, use recycled paper, etc.; invite also participants to do so.

**Donate** products and materials that will not be used.

## USEFUL INFORMATION



The Latvijas Zaļais punkts is an internationally registered trademark, which certifies that the manufacturer or importer has paid for collecting and recycling the packaging in the respective country ([www.zalais.lv](http://www.zalais.lv)).

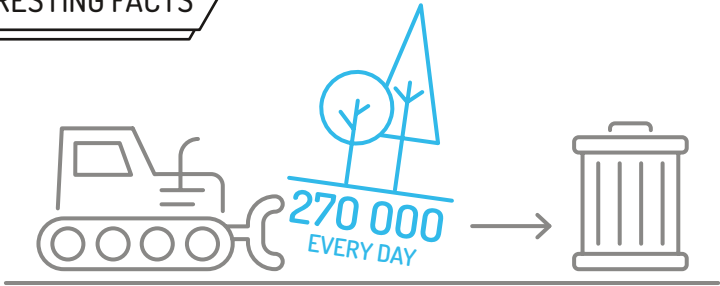


This eco-label is awarded to companies that have joined SIA "Zaļā josta" voluntary programme for managing the used packaging and environmentally harmful products and take care of collecting, sorting, and recycling of the used packaging ([www.zalajosta.lv](http://www.zalajosta.lv)).

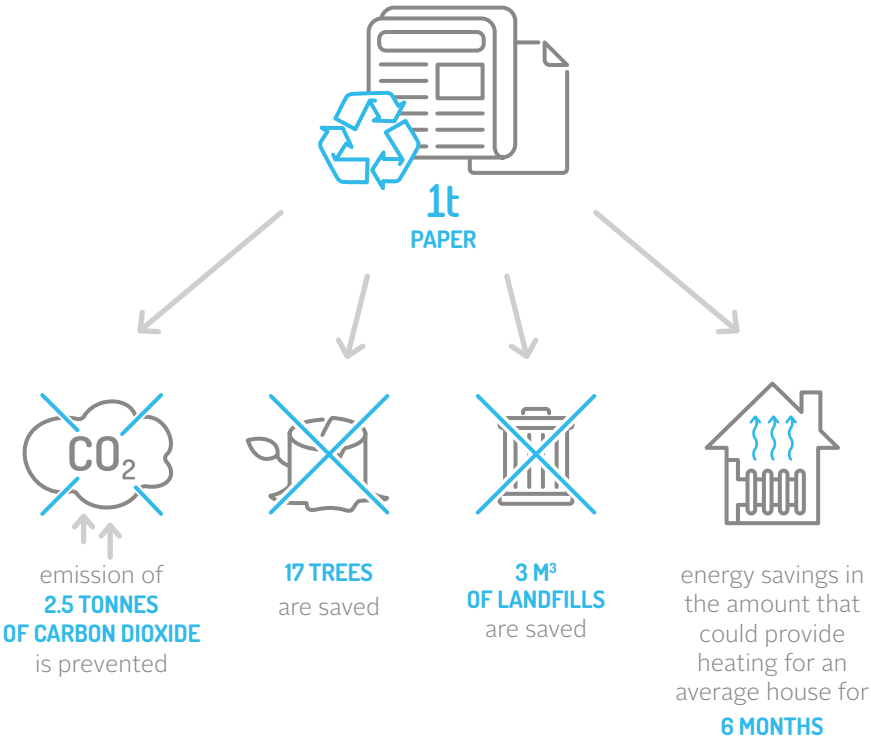


There are two types of the Universal Recycling Symbol. One indicates that the product can be recycled (the number in the symbol shows the group of the recyclable material). And the other informs that the product or the packaging is fully or partially made of recycled materials (the percentage in the symbol indicates the amount of recycled material in the product).

INTERESTING FACTS



Pursuant to the data provided by the WWF International, approximately 270,000 trees are flushed away or become trash every day  
(Source: [wwf.panda.org](http://wwf.panda.org)).



(Source: <http://ec.europa.eu>)

## SUCCESS STORIES

photo: Sofija Zagmane

### ENVIRONMENT-FRIENDLY DETERGENTS

Since one of the goals of the festival "Give&Get" is to make it "feels like home", visitors are invited to bring their own dishes. Therefore, also special dish-washing spots with environment-friendly detergents are established at the venue. Detergents are provided by cooperation partners, and visitors are invited to use also the ancient methods — ash and sand.



## REDUCING THE AMOUNT OF PROMOTIONAL MATERIALS

During the last years, organisers of the international music festival "Laba Daba" have reduced the amount of printed promotional materials by replacing them with communication on the Internet and radio.

Just some years ago the festival was promoted by placing billboards and purchasing advertising space, while in the latest years the number of A1 and A0 size boards has been cut by half, and also printed tickets are only issued if requested.

In the beginning, the festival entrance was decorated with large posters, which were re-printed each year. But now, the materials of previous festivals are used instead.

## SUCCESS STORIES



## LABA DABA 31.07 - 02.08. STARPTAUTISKAIS MŪZIKAS FESTIVĀLS 2015

31.07 - 02.08. 17:43 Vēlreiz šeit, Lapa, Daba, Daba, Daba

Programma  
Mākslini  
Jaunumi  
Bijenes  
Apmaiņotājām  
Medijām  
Brīvprātīgie  
Pār festivālu  
Aktīvs  
Forums



Pasākumu datums

1. 31.07 - 02.08.08
2. 31.07 - 02.08.08
3. 31.07 - 02.08.08
4. 31.07 - 02.08.08
5. 31.07 - 02.08.08
6. 31.07 - 02.08.08
7. 31.07 - 02.08.08
8. 31.07 - 02.08.08
9. 31.07 - 02.08.08
10. 31.07 - 02.08.08
11. 31.07 - 02.08.08
12. 31.07 - 02.08.08
13. 31.07 - 02.08.08
14. 31.07 - 02.08.08
15. 31.07 - 02.08.08
16. 31.07 - 02.08.08
17. 31.07 - 02.08.08
18. 31.07 - 02.08.08
19. 31.07 - 02.08.08
20. 31.07 - 02.08.08
21. 31.07 - 02.08.08
22. 31.07 - 02.08.08
23. 31.07 - 02.08.08
24. 31.07 - 02.08.08
25. 31.07 - 02.08.08
26. 31.07 - 02.08.08
27. 31.07 - 02.08.08
28. 31.07 - 02.08.08
29. 31.07 - 02.08.08
30. 31.07 - 02.08.08
31. 31.07 - 02.08.08



# SAFE AND SUSTAINABLE WASTE MANAGEMENT

Safe and sustainable waste management materially improves the human welfare and environmental quality. Sometimes valuable and reusable materials end up as waste, although their repeated use can have a positive impact on the consumption of natural resources.

Impact of waste on the environment is determined by their chemical composition, concentration, and rate of decomposition, and it is manifested as:

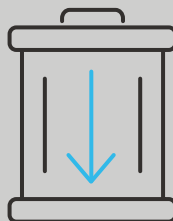
- › depletion of natural resources;
- › use of land (decreasing the land value);
- › climate change;
- › ozone layer depletion;
- › eco-toxicity of water and inland;
- › forming of photochemical oxidants;
- › soil acidification;
- › water eutrophication.

Waste management during organising various events is of special importance, since large number of people gathers at one place for a definite period of time and after the event the amount of waste is clearly visible.

The best way of reducing the amount of waste is avoiding creating waste in the first place. To do so, the five Zero Waste principles should be followed during the whole event. However, if it is not possible, you can always act so as to reduce the amount of waste and encourage their sorting and recycling.

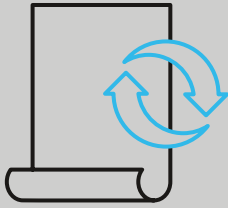
## SUGGESTIONS

for waste  
management



### REDUCING THE AMOUNT OF WASTE

- **Think about a purchase as a potential source of waste:** check it for excess packaging, find out if it can be recycled or reused.
- Buy **products for long-term use** and avoid disposable goods.
- Choose **goods the packaging of which can be used in the future.** For example, choose glassed goods instead of canned goods.
- Use **universal cleaners.**
- Read the **cleaning agent instructions** carefully and use the indicated amounts only. Remember: doubling the dose of cleaner will not double its efficiency.
- Instead of printed advertising materials **use virtual means**, Internet, social networks, and so on.



## REUSING MATERIALS

- If the event is held annually, **prepare signs and other information materials without stating any exact dates** — this will allow using of these materials several years in a row.
- **Use blackboards and drawing crayons or whiteboards and markers**, since such signposts can be reused and the information can be easily changed.
- Furniture to be used during the event (café tables, sofas and chairs, information stands, etc.) **should be made of recyclable materials**, such as pallets, aluminium advertising boards, plastic boxes, and so on.
- During the event, **deliver the water in large bottles instead of small ones**, take care so that visitors can **refill** their bottles and **sell refillable bottles** at the event by using the bottles as advertising space.
- **Reduce the amount of advertising materials made for the event** and organise printing and recycling workshops instead.
- **Use old posters for flip charts** or for various creative purposes of future events.
- **Keep useful materials** (paper, glass, bubble wrap, etc.). They can be handed over to local schools, hobby groups, day care centres, or charity shop “Otrā elpa”.

## SUGGESTIONS

for sorting waste  
during the event



- **Conclude a contract on the delivery of sorting containers** for the event. If it is not possible, find out where the closest waste sorting facility is located and **inform** the sales people on the possibility to take their sorted waste to this facility.



- Ensure that **specially trained people** (*The Guards of the Waste*) near waste sorting containers help the visitors sort waste correctly and take care of regular emptying of these containers.



- There are many possibilities for sorting **plastic**; however, it must be borne in mind that there are different types of plastic which are also recycled differently. In Latvia the following types of plastic are recycled: PET bottles, polyethylene bags, separate packages of make-up, tetra packs. All of them can be put in containers for plastic waste, just remember to flatten and squeeze the packages to save some space.



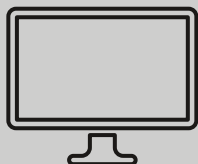
- **Glass.** Before getting rid of glass, the vessels should be cleaned to remove any organic waste (food and others).



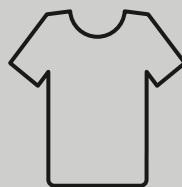
- **Batteries** are among the most dangerous types of waste, and dumping batteries in landfills or, even more worse, in soil or water is unacceptable, since the



chemical substances and metals endanger the ecosystem and human health. **Provide special containers for batteries!**



→ **Electronic waste** contains both dangerous substances and some valuable materials that can be re-used. Most probably, this type of waste will not be generated during the event, but still consider how your office and household appliances are handled and **dispose of them at special sites established by waste managers.**

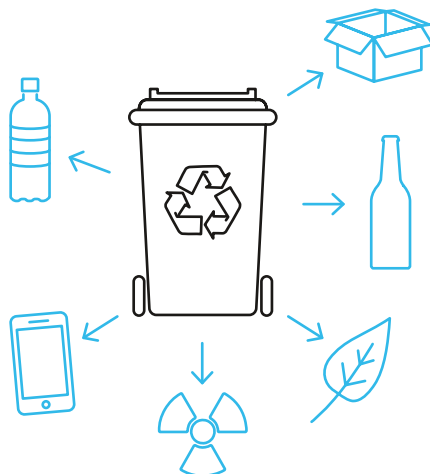


→ **Garment** in Latvia is not recycled, but there are many possibilities to hand it over for further use. **Ask the municipal social service or local parish, or donate cloths to humanitarian organisations** like the Red Cross, Salvation Army, or charity shop “Otrā elpa”. The promotional T-shirts of organisers can be handed over to organisations organising workshops and making useful things, like shopping bags or sports bags.

## SORTING WASTE

If the previous suggestions cannot be implemented, hand the item over for recycling. It is the last step taken when the item has served well but cannot be used anymore for objective reasons.

In Latvia one can find containers for paper, glass, plastic, and household waste, but it is of equal importance to sort also hazardous waste (batteries, medicinal products, light bulbs, household appliances, etc.), electronic waste (mobile phones, computers, etc.), and biological waste (leftover food, plants, leaves, and so on).



## INTERESTING FACTS



Packaging accounts for about 30% or

**200,000 tonnes**

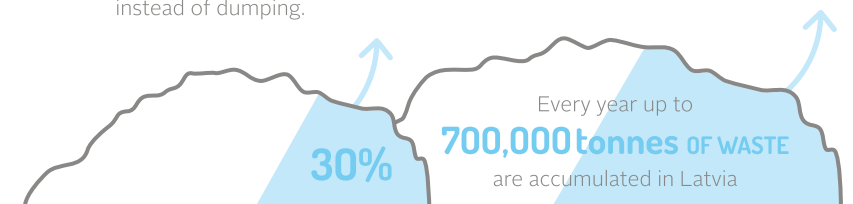
of the total weight of household waste; although it could be sorted and recycled instead of dumping.



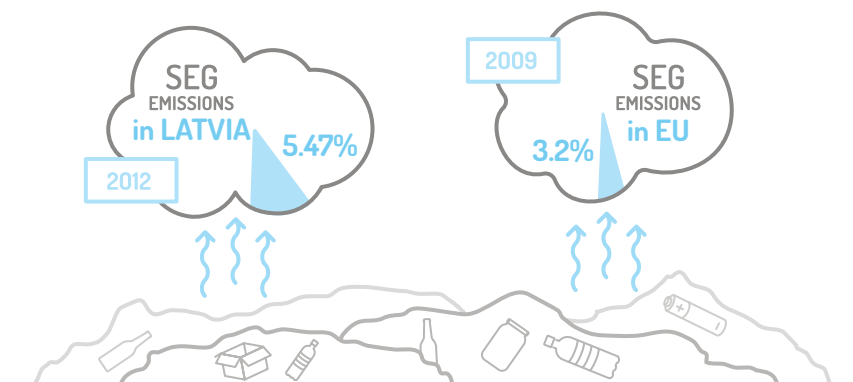
(Source: [ec.europa.eu/eurostat](http://ec.europa.eu/eurostat))

Households account for some

**HALF** of it



(Source: [www.zalais.lv](http://www.zalais.lv))



According to the Latvian National Inventory Report on Greenhouse Gas Emissions, the largest portion of GHG emission in waste management sector comes from household landfills and solid household waste areas established over the last 10 years. The amount of GHG generated by the waste sector reached 5.47% of the total amount of GHG emissions of the Latvian economy in 2012. Compared to EU-27, the environmental impact of the waste management sector with regards to GHG emissions in 2009 was only 3.2% (source: <http://ec.europa.eu/eurostat>).



## SUCCESS STORIES

photo: Latvian School Youth Song and Dance Celebration

### PROMOTING SORTING OF WASTE

In order to promote waste sorting behaviour among the school youth, a special campaign was organised during the XI Latvian School Youth Song and Dance Celebration in 2015. During this seven-day campaign in Mežaparks and Daugava Stadium, the participants were invited to participate in a lottery and win prizes for their collectives.

To participate, children and young people had to put a note with the name of the collective and municipality they represent in a used plastic bottle and place it in special campaign containers. And every day the Hedgehog Jostiņš drew lots to find out the winners.

In total, 1,393 t of sorted PET bottles or approximately 87,605 empty water bottles were collected.



## COOPERATION WITH AN INITIATIVE GROUP

During “Positivus festivāls 2015”, the association “AKA Latvia” and Salacgrīva Municipality organised a campaign with a slogan that “relaxing is good, but responsible relaxing is even better”. The campaign paid attention to the fact that the disposable dish material polypropylene is not recycled and that these items are disposed of like household waste. During the festival, a team of four people gathered ~4800 plastic glasses with the total weight of ~55 kg. They were washed and later used by the artist Kristīne Kutepova for the installation “Reibinošais paklājs”, which was placed in Salacgrīva town centre.

photo: Association “AKA Latvia”



## SUCCESS STORIES



photo: [www.lvm.lv](http://www.lvm.lv)

### INFORMATION CAMPAIGN ON WASTE

At “Positivus festivāls 2015”, the joint-stock company AS “Latvijas Valsts meži” organised various activities to remind the visitors of how important it is to maintain clean environment. The popular pig-man Čūkmens took care of the whole territory of the festival and kept an eye on correct waste disposal. He also educated those visitors who were unable to recognise waste bins, and all who signed “Tīrības manifesti” (“The Cleaness Manifesto”) received a special appreciation from Čūkmens and AS “Latvijas Valsts meži”.

# WATER CONSUMPTION AND SANITARY SYSTEMS

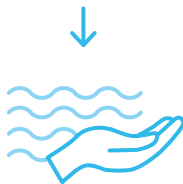
Water is necessary for maintaining life, social and economic welfare, as well as protection and preservation of ecosystems. As the number of world population increases, so does the water consumption by households, agricultural sector, and industry. Water is becoming more and more scarce resource in the dry regions of the world, and there are many people lacking clean drinking water already today. Although there is enough water for the people in Latvia, well thought out water consumption is linked to reducing also other environmental impacts. Transportation, heating water, sewage system management, water treatment, and other activities consume resources that can be saved and used more rationally.

## HOW TO SAVE WATER — THE GLOBAL CONTEXT



### REDUCE THE WATER CONSUMPTION —

save drinking water, collect and treat rainwater, as well as treat sewage.



### PROTECT THE NATURAL WATER BODIES

where water is originated, accumulated, and purified and which serve as channels for water flow — rivers, lakes, forest water bodies, bogs, underground water, etc.



### COOPERATE INTERNATIONALLY

to mitigate the climate change and provide water to the countries with scarce water resources.

## INTERESTING FACTS



the need for water will increase **TWICE** in the future



2025

**1.8 BILLION** people lacking water



the possibility of surviving will be endangered for **2/3 OF WORLD PEOPLE**

## TO MEET ALL THE EVERYDAY NEEDS

**200-600 LITRES** of water a day



**DEVELOPED COUNTRIES**



**DEVELOPING STATES**

the minimum amount of water suggested by the FAO is only **20 litres**, which is not even received by some **1/5 OF PEOPLE**

(Source: [www.fao.org](http://www.fao.org))



- **Place tap aerators** to increase the water pressure with air.
- **Install automatic sensor taps.**
- **Reduce the consumption of drinking water** by using treated water when it is possible (for watering, cleaning, for instance).
- **Use centralised systems** for water supply and sewage disposal.
- Provide caterers of the event with **water in large vessels** or from a local borehole.
- **Use dry toilets.**
- **Inform all the involved parties** about how water can be saved.
- **Organise lectures,** workshops, and various creative activities to explain the necessity of saving water not only within the framework of the event but also in general.
- **Provide water flow** with low pressure.
- **Install timer** to limit water consumption per person.

## WATER CONSUMPTION AT EVENTS

Providing qualitative drinking water to all people in Latvia is important from the viewpoint of complying with both the EU and national legal norms (the valid legal acts are listed in the section “Useful information”). Drinking water can be delivered:

- › in tanks, barrels;
- › from a local borehole;
- › from above-ground water sources.

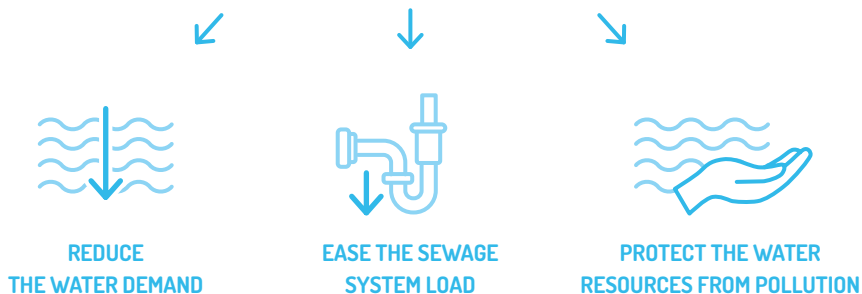
Irrespective of the manner how water is delivered, it should be used carefully and all the involved parties should be informed of water saving and consuming initiatives. **Inform** the public by using all the communication channels of the event (like, information leaflet, website, e-mails, telephone calls), **involve** the people by showing what the result of a specific action might be (for example, the amount of sewage will be reduced thus saving the Baltic Sea), **and act** so that it is convenient for everyone to behave sustainably.

## PUBLIC BATHROOMS AND TOILET (SHOWERS, WATER HEATING FACILITIES, PORTABLE TOILETS)

**Irrespective of the type of toilets selected for your event,** be it separate cabins, several attached cabins, line toilets, or other, consider how they can be made even more environment-friendly.



## THE THREE MAIN METHODS FOR SAVING WATER RESOURCES WITHIN AN EVENT

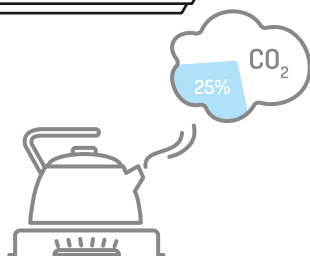


The following table can be useful for planning the number of portable toilets. The table has been developed

according to the experience gained by organisers of international events.

Number of participants	Number of toilets needed	
	Duration of the event up to 6 hours	Duration of the event more than 6 hours
up to 100	2	2
up to 300	4	4
up to 500	4	4
up to 800	5	6
up to 1000	5	6
up to 2000	10	12
up to 5000	25	30

### INTERESTING FACTS



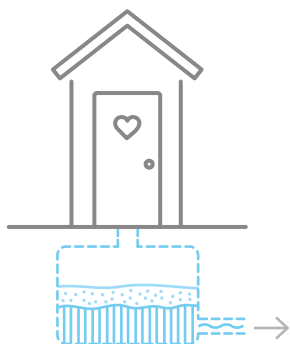
It has been calculated that heating water accounts for 25% of household CO<sub>2</sub> emissions (data of the United Kingdom). If the water consumption is reduced within an event, the need for heating water and thus also the amount of CO<sub>2</sub> emissions is reduced as well (source: [www.fao.org](http://www.fao.org)).

## SUGGESTIONS

for providing sanitary systems

- **Use less household chemicals** to make sewage easier to treat. The legal enactments state that at least 25% of disinfectant must be added to water used in toilet, therefore make careful assessment together with service provider if it is really necessary to use more of disinfectant.
- **Provide sufficient number of toilets** (or urinals), so that people would not relieve themselves outside toilets. Ensure that the number of toilet sites is sufficient for the number of visitors. Do not save for this!
- **Restrict the opportunities to relieve oneself anywhere.** Locate the “peeing points” established over years, light them up, and place suitable information signs.
- **Use the household chemicals that are more environment-friendly.** The service provider can offer it, you just need to ask.
- **Take care that household chemicals or materials used in the activities do not flow into the nearby water bodies.**
- Ensure that **no toxic substances are released into sewage by accident.**
- **Use vacuum technologies** in toilets (similar to those in aircraft), as this is a great way of saving water, avoiding unpleasant smells and using household chemicals.

## INTERESTING FACTS



**Composting toilet** — an aerobic processing system, environment-friendly solution, alternative to using water and strong household chemicals. The liquid is drained, and the remaining composition (excrements, toilet paper, etc.) is kept in a separate closed container after adding bacterium. Depending on the content, compost is ready for use some 3–12 months later. This is a very good solution for events that are held every year at the same place.

## USEFUL INFORMATION

From the manufacturing until processing the packaging, ecological household chemicals has less negative impact on the environment in comparison to other products of this group. Consumers are informed of this by an eco-label on the product package. In Latvia it is possible to purchase cleaning agents with various international, official eco-labels. Eco-labelled household chemicals, compared to regular products, contain substances that dissolve and decompose better without creating any danger to the environment. Consumption of hazardous substances has been reduced in the manufacturing of these products, and no such substances may be present in the end product. The manufacturer has to ensure that the level of pollution created during the whole manufacturing process and that the amount of energy and raw materials used is as low as possible.

### POPULAR ECO-LABELS



**THE EU ECOLABEL** — is the official eco-certification of the European Union. Currently, the following products with this eco-labelling are available in Latvia: textiles, floorings, and office paper.



**THE BLUE ANGEL** — a German certification, which is considered to be one of the best designed eco-labels in the world. The Blue Angel is awarded to paper products, paints, varnishes, and finishing materials ([www.blauer-engel.de](http://www.blauer-engel.de)).



**NORDIC ECOLABEL** — a Scandinavian certificate of ecological goods, which is awarded to both goods and services. The eco-label suggests of cleaner manufacturing, environmental protection, and energy saving activities.



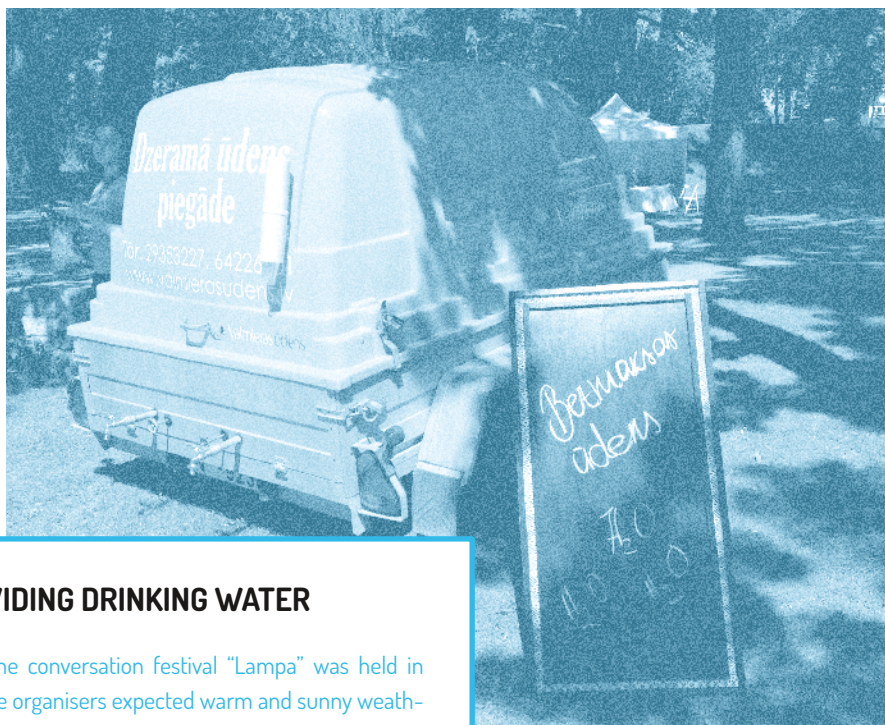
**ECOCERT** organisation operates in more than 80 countries. Their certificate guarantees goods have been produced by affecting the environment as little as possible. In order to be awarded with this certificate, goods have to contain at least 95% of natural ingredients, in addition, the package has to be recyclable.



**ICEA** — certificate confirms that a company complies with three principles of sustainable action — environmental protection, and economic and social environment that is beneficial to employees and consumers. Currently, more than 14 thousand companies in Italy and other European countries have been awarded the ICEA certificate. The certificate is intended for organic farm products, as well as cosmetic products and household detergents.



**ECOGARANTIE** — is a Belgium-based certification organisation for eco-cosmetics, hygiene products, detergents and cleaning agents, as well as salt. The Ecogarantie label indicates that a product has been tested according to the highest standards, which guarantees that the product is of high-quality, safe for use and does not any allergic reactions.



## PROVIDING DRINKING WATER

Since the conversation festival “Lampa” was held in July, the organisers expected warm and sunny weather. Therefore, free drinking water was offered to all participants, who could fill their vessels or the glasses provided at the venue from a special drinking water tank. There were signs in the territory, and also volunteers promoted drinking water.

Since the aim of this campaign is to provide an easy and convenient refreshing opportunity, organisers plan to establish more than one drinking water filling station in the coming years. This solution was found convenient also by the organisers, as it helped to reduce the number of plastic bottles and thus also the total amount of waste in the territory.

During Valmiera City Festival, a special water tank for refilling individual vessels was established at the central venue.

## SUCCESS STORIES

photo: Santa Krastiņa

# RESPONSIBLE CHOICE OF FOOD

Responsible food consumption — it is wise and well thought out choice of food, which includes using healthy and seasonal local food by preferring thermally unprocessed products, reducing the consumption of animal products, participating in the direct buying and preferring family-owned farms, reducing the amount of food waste, as well as supporting fair trade.



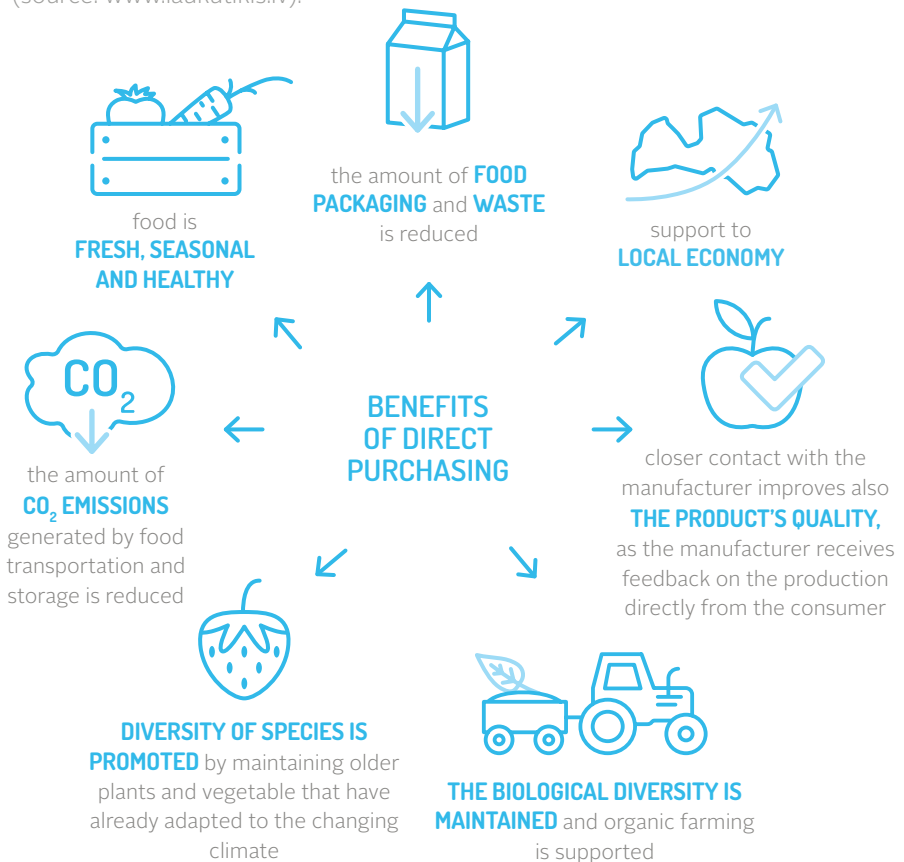
- When selecting the food suppliers and sellers, **start with studying the local resources**. Contact the local municipality, nongovernmental organisations, and people to find out what local and seasonal products are there available.
- **Establish the priorities** and attainable goals (for example, 50% of food shall be organic).
- **Appoint a person** who will be responsible for choosing products and caterers according to the sustainable environment principles.
- **Present your goals** to all the involved parties, perhaps many of them can provide some useful information.
- **Make a list of environment-friendly food suppliers** that could be used by caterers, if necessary.
- Find a possibility to purchase **fair trade products** directly from wholesalers to ensure lower costs.
- **Appraise the caterers** who prefer environment-friendly food by awarding them.
- **Support the sales people** by offering visitors discount vouchers for purchasing environment-friendly food.
- Make it easier to **choose vegan and vegetarian food** during the event.
- Establish if the local waste manager provides possibility to **sort biodegradable waste**.
- In order to reduce the waste of food packaging, **try to provide as rich food offer as possible** so that people would not need to bring their own food.
- Use recyclable food packaging and **sort it during the event**.
- **Inform about the importance of choosing environment-friendly food** in all possible ways, starting from the event website to local and national mass media; and do it both before and after the event.

## INTERESTING FACTS

There are 78 thousands of family-owned farms in the countryside of Latvia. These farms not only provide food themselves and other families, they also form rural communities, preserve the local cultural values, natural resources, and the environment. Therefore, consumer support to these farms is important for the local economy, rural development, and preservation of natural resources (source: [www.laukutikls.lv](http://www.laukutikls.lv)).

## PURCHASING FOOD FROM LOCAL PRODUCERS

Farmer markets, direct buying, and purchasing home-made products gets more and more popular in Latvia over the last years. Since it allows people purchase fresh and healthy food, the distance from making a product to its consumption should be kept to a minimum also within the event.



## HEALTHY, ORGANICALLY GROWN, AND SEASONAL FOOD

**Healthy nutrition** is high-quality and harmless food and locally produced food (especially by an organic farm).

**Healthy** nutrition is characterised by diversity, balance, moderation, and safety, while **organically grown products** are pesticide-, herbicide-, GMO-free and do not contain any chemicals for fighting diseases, toxic E substances, artificial preservatives, colourings, or flavourings. **Seasonal products** are fruit and vegetable in their full readiness. Selecting seasonal products is crucial for saving the natural resources, since both the processing of products for their storage and their transportation is great stress for the environment.

## REDUCING THE AMOUNT OF FOOD WASTE

Globally, one third of food ends up as waste and together with the products lost during the manufacturing process accounts for more than one billion tonne per year. There are no exact data available on the amount of food waste in Latvia, since there is no possibility to sort the so-called kitchen or garden waste; therefore, the volume of food waste cannot be estimated precisely. However, everyone can take the measures necessary for ensuring less food waste.

### USEFUL INFORMATION

#### WHERE TO LOOK FOR LOCAL PRODUCERS

- › Information about the offer of Latvian home producers: <http://www.latvijasmajrazotaji.lv/>
- › Organisation representing the interests of rural inhabitants and entrepreneurs in Latvia: <http://lzf.lv>
- › Cooperatives of farmers, for example: <http://www.lvpiens.lv/lv/par-mums/kooperativi/>
- › Some regional tourism information centres collect information also on the local food producers.
- › Local products: <http://karotite.lv/>

- › Local and traditional products: <http://slowfood.lv/>

#### INFORMATION ON PURCHASING BIOLOGICAL PRODUCTS

- › Database of biologically certified companies: [www.bioinfo.lv](http://www.bioinfo.lv) and [www.biologiski.lv](http://www.biologiski.lv)
- › Schedule of seasonal fruit and vegetable: <http://www.laas.lv>, section "Events"
- › Calendar of availability of local fruit and berries: <http://www.zm.gov.lv>, section "Food"



## SUGGESTIONS

for reducing  
food waste

- Remind both caterers and visitors that **food is a value** and it should not be thrown away.
- Offer **buffet meals**. People can choose themselves what and how much to eat.
- Serve **smaller portions. Get to know your visitors** before planning meals. It may happen, there are people who do not eat some products; therefore, establishing it beforehand may help reduce the amount of food waste.
- Reduce the **number of caterers**. Not always big diversity of food is necessary, as people may be puzzled by the rich offer, try everything and leave much food waste.
- Ensure that **food prices are not cut in order to sell more** (for example, “buy two for the price of one”), since it drives purchase of food and thus also generation of waste.
- Consider if **visitors might take food with them**, if it is possible and allowed, since less amount of food should be served during the event then.
- **If the food can be taken away** take care of the packaging so that participants can have their meals later.
- **Sort the food waste** separate of other types of waste, thus food waste will be disposed of correctly, avoiding taking it to landfills.
- If possible, **donate the unused food** to people in need or animal shelters.
- Although sorting and recycling of organic waste in Latvia is underdeveloped, you can demand that **waste managers provide for sorting of organic waste**.

For more information about the valid legal acts refer to the section “Useful information”.

## REDUCING THE CONSUMPTION OF ANIMAL PRODUCTS

Meat industry is the most industrial food sector, where transnational corporations dominate that account for more than 18% of the whole amount of CO<sub>2</sub> emissions. To compare with, it is more than generated by the whole transportation sector in total. Reducing the consumption of animal products to several times a week would save natural resources, reduce water pollution, and depletion of soil.

### USEFUL INFORMATION

#### OTHER CATERERS

- › Cafés serving vegan food:  
<http://vegan.lv/karte/>
- › Cafés serving vegetarian food:  
<http://www.vegetarisms.lv/kur-paest-estuves-kas-piedava-vismaz-dazus-vegetaros-edienus/>



Products with fair trade label are also available in Latvia. This label guarantees that certain provisions have been complied with during the manufacturing process.

The most popular fair trade products in Latvia are: chocolate, tea, coffee, sugar, cocoa, spices, tropical fruit and juices, rice, quinoa, dried fruit, and wine.

## THE FAIR TRADE PRODUCTS ARE AWARDED THE FOLLOWING LABELS.



**"FLO Fairtrade"** is the most well-known fair trade certification system in Europe. The organisation certifies various products, ingredients of which come from developing countries. Within this system, food products are sold most often: coffee, bananas, cocoa, tea, sugar.



The programme **"UTZ Certified"** was established in 2003. Currently, it certifies only coffee, chocolate, tee, and rooibos tea. With regard to the sales amount of certified cocoa and coffee, this programme competes with "FLO Fairtrade", but "UTZ Certified" has not established any minimum prices and bonuses, apart from "FLO Fairtrade".



**"Hand in Hand"** is a private certification system, which certifies only the products of the German company "Rapunzel". The label "Hand in Hand" unites the principles of organic farming with principles of fair trade.



**"IMO Fair For Life"** works according to the same standards as "FLO Fairtrade"; however, this certificate can be awarded irrespective of the geographical location of the cooperative or production unit, national economic policy, or type of product.



**The World Fair Trade Organization (WFTO)** is a union of fair trade companies with its own system of guarantees. Various breeders, planters, manufacturers, distributors, exporters, importers, wholesalers, and other companies have registered with this union.

## SUCCESS STORIES

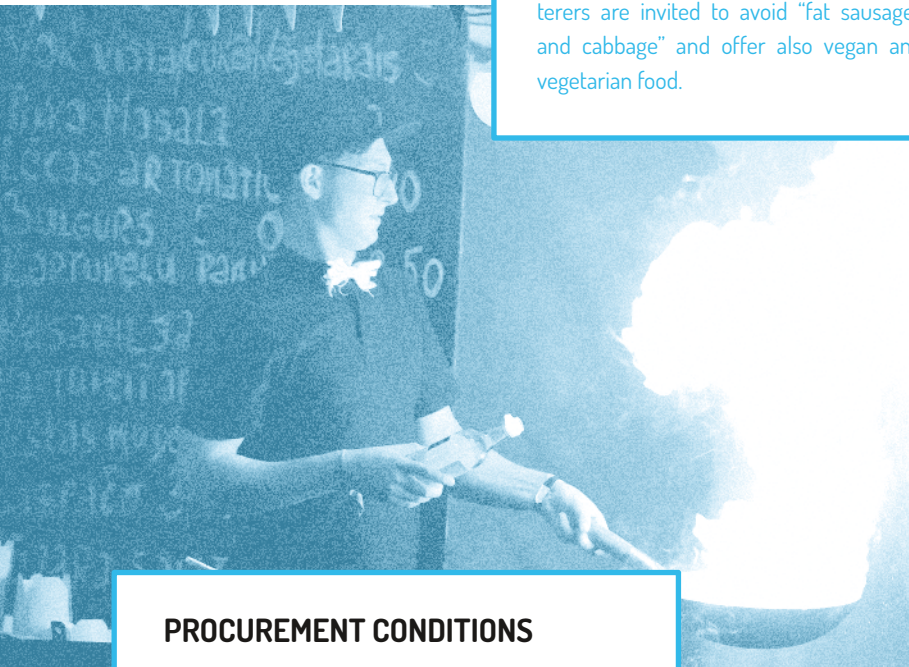
photo: Mārtiņš Otto

### BALANCED NUTRITION

Organisers of the international music festival “Laba Daba” requires caterers to offer balanced nutrition. A meal should contain both proteins and carbohydrates, and caterers are invited to avoid “fat sausages and cabbage” and offer also vegan and vegetarian food.

### PROCUREMENT CONDITIONS

The first half of 2015 was the period when Latvia took over the duties of the presiding country in the Council of the European Union. In order to provide catering for the participants of presidency events, a special procurement procedure was organised. The conditions stated that tenderers must ensure supply of GMO-free food. Moreover, at least 5% (and in some cases even 100%) of products must be produced by certified organic farms, meal must be prepared as close to the event as possible, and it should be delivered by a transport that complies with the European emission standard EURO 4 or higher.



# CHECKLIST

## ELECTRONIC CHECKLIST FOR ORGANISING GREEN EVENTS

<http://www.homoecos.lv/aptauja/zalie-pasakumi>

Use the “homo ecos:” online tool “[daba-birojs-daba](http://www.homoecos.lv/daba-birojs-daba)” (<http://www.homoecos.lv/daba-birojs-daba>) to assess the environmental-friendliness of an office organising an event.

### INVOLVED PEOPLE

- ☐ Competence and responsibilities of all organisers is established.
- ☐ The local municipality, its institutions, as well as non-governmental and private sectors are involved in the organisation of the event.
- ☐ All the involved parties are informed of the environmental sustainability activities held during the event.
- ☐ Recommendations to visitors on environment-friendly behaviour during the event are prepared.
- ☐ Information on environment-friendly products and services is prepared and handed over to the organisers.
- ☐ Mass communication tools are used to inform the public on the environmental sustainability goals to be reached by the event.
- ☐ Organisers are presented with the latest information on the event preparation and environmental activities on regular basis.
- ☐ Evaluation criteria for goals to be reached by the event are drafted.

## EVENTS AND GREENHOUSE GAS EMISSIONS

- ☐ Energy demand is reduced during the both planning and implementation stage.
- ☐ Need for transport is decreased during the both planning and implementation stage.
- ☐ Fossil fuel is replaced with renewable resources.
- ☐ Goods with a lower carbon footprint are preferred.
- ☐ Plan for cutting water consumption is drafted and realised.
- ☐ During the event, the amount of wastewater is reduced.
- ☐ Actions and choices enabling reducing the amount of waste are preferred.

## VENUE AND ACCOMMODATION SITE

- ☐ The chosen venue is located as close to the majority of visitors as possible.
- ☐ The event is held at a municipality or a place that implements environmentally sustainable policy and environment-friendly initiatives.
- ☐ Participants' accommodation site is located as close to the venue as possible.
- ☐ Both the venue and the participants' accommodation site are easy and safe to reach on foot, by bicycle or public transportation.
- ☐ The venue and site for participants' accommodation are certified and save energy.
- ☐ Waste sorting for recycling is provided at the venue.
- ☐ Water resources at the venue are used sustainably.
- ☐ Local, seasonal, and healthy food is served at the venue.
- ☐ Participants are informed about environment-friendly accommodations to choose and resource-saving activities.

## ENVIRONMENT-FRIENDLY ENERGY

- ☐ Renewable energy (solar power, wind power, hydropower) are used for the event.
- ☐ Premises are heated by using renewable resources.
- ☐ Natural light is used for the event as much as possible.
- ☐ Energy-efficient lighting is used.
- ☐ Switching on/off of lighting is performed by sensors.
- ☐ All electric appliances used are energy-efficient.
- ☐ Selection of sound and light technology power is planned and assessed taking into account the specifics of the event.
- ☐ Suppliers (e.g. caterers, light and sound technology companies, etc.) are informed on energy-saving measures and usage of renewable resources, and they participate in these actions.
- ☐ Visitors are involved in energy-saving measures by asking them to switch off the light, appliances, to use the standby mode, etc.
- ☐ All the involved parties are educated on energy efficiency.

## TRANSPORTATION

- ☐ Before the event, the participants are provided with detailed and easy to understand information about public and regional transportation (maps, signs, etc.) taking to the venue.
- ☐ Public transportation stops and the venue are as close to each other as possible.
- ☐ Special advantages are offered to participants if they arrive by public transportation, bicycle, or on foot.
- ☐ Discounts on public transportation are provided, if possible.
- ☐ Visitors are encouraged to cycle to the event, and sufficient number of safe and convenient bicycle stands is provided at the venue.
- ☐ There is a possibility to rent a bicycle to visit the event.

- ☐ There are volunteers who regulate the bicycle traffic and show the best cycling routes.
- ☐ Plan for optimising logistics and reducing the number of rides is drafted and implemented.
- ☐ Environment-friendly transport service providers and suppliers are selected as partners.
- ☐ If possible, transportation of goods is organised in one delivery.

## **SUSTAINABLE PURCHASES AND SERVICES**

- ☐ Materials which are already available are used first, and then the need for purchasing other products and materials is assessed.
- ☐ Possibilities to rent, lease, or borrow a product are studied at the sales point.
- ☐ The scale of purchasing is planned and reduced beforehand in order to avoid surpluses.
- ☐ Products made of recycled or recyclable materials and/or products that can be reused are preferred.
- ☐ Local, natural, and eco-certified products and materials are selected.
- ☐ Products are bought in large packages designed so as to ensure reduced amount of useless packaging.
- ☐ Principles of green public procurement are complied with.
- ☐ Environment-friendly suppliers are selected.
- ☐ Electronic communication is preferred and the volume of printed materials is cut.
- ☐ Products and materials that will not be used anymore are donated or used in other events.



## SAFE AND SUSTAINABLE WASTE MANAGEMENT

- ☐ As little amount of waste as possible is created when organising the event.
- ☐ The parties involved in the event are informed on the waste reduction initiatives.
- ☐ Volume of the packaging is well thought out, and all packaging can be either recycled or reused.
- ☐ The purchased goods are fit for extended use, and the volume of disposable goods is reduced.
- ☐ All-purpose cleaners are used according to the instructions.
- ☐ Furniture to be used during the event is made of recyclable materials.
- ☐ Amount of event's advertising materials is cut.
- ☐ Useful materials that will be handed over to other organisations for repeated use are preserved.
- ☐ Contract on the delivery of containers for waste sorting during the event is entered into.
- ☐ There are trained people next to the waste sorting containers, who help the visitors sort waste correctly and take care of regular emptying of these containers.

## WATER CONSUMPTION AND SANITARY SYSTEMS

- ☐ Water saving activities is part of the event.
- ☐ The natural water bodies located near the venue are not polluted during the event.
- ☐ Local water supply system is used.
- ☐ Local sewage system is used at the event.
- ☐ Drinking water is delivered in large containers instead of small packages.
- ☐ There is a sufficient number of portable toilets provided for the event.

- ☐ Environment-friendly household cleaning products are used during the event.

## RESPONSIBLE CHOICE OF FOOD

- ☐ Participants and organisers are informed about responsible choice of food within the event.
- ☐ Local food retailers and caterers are established and involved.
- ☐ Vegetarian and vegan food is served during the event.
- ☐ Disabled people can access the food courts.
- ☐ GMO-free food is served during the event.
- ☐ Care is taken to reduce the amount of food waste.
- ☐ Food waste is sorted separately at the event.
- ☐ The food leftovers are donated.
- ☐ The local cuisine and traditions are promoted during the event.

# USEFUL INFORMATION

## **ON ENVIRONMENT-FRIENDLY EVENTS:**

1. Jones, M. (2009). *Sustainable Event Management — a Practical Guide*. UK/USA: Earthscan.
2. United Nations Environment Programme (2012). *Sustainable Events Guide. Give your large event a small footprint*.  
<http://www.greeningtheblue.org>
3. MeetGreen: <http://blog.meetgreen.com/>
4. Sustainable Events Denmark:  
<http://www.sustainableeventsdenmark.org/sustainable-eu-presidency>
5. Sustainable Events Standard:  
<http://www.iso.org/iso/iso20121>

## **EVENTS AND GREENHOUSE GAS EMISSIONS**

1. Greenhouse Gas Protocol:  
<http://www.ghgprotocol.org/>

## **VENUE AND ACCOMMODATION SITE**

1. Competition “The Most Energy Efficient Building in Latvia”:  
[www.energoefektivakaeka.lv/index.php](http://www.energoefektivakaeka.lv/index.php)
2. Green Key: [www.green-key.org/](http://www.green-key.org/) or  
[www.videsfonds.lv/lv/zala-atslega](http://www.videsfonds.lv/lv/zala-atslega)
3. Planned Register of Energy-certified Buildings:  
[www.em.gov.lv/lv/nozares\\_politika/majokli/eku\\_energoefektivitate/](http://www.em.gov.lv/lv/nozares_politika/majokli/eku_energoefektivitate/)
4. Signatories of the Covenant of Mayors:  
[www.pilsetumerupakts.eu/about/signatories\\_lv.html](http://www.pilsetumerupakts.eu/about/signatories_lv.html)
5. Sustainable Energy Action Plans:  
[www.eumayors.eu/actions/sustainable-energy-action-plans\\_lv.html](http://www.eumayors.eu/actions/sustainable-energy-action-plans_lv.html)

## ENVIRONMENT-FRIENDLY ENERGY

1. Certificate "EKOenerģija":  
<http://www.ekoenergy.org/lv/about-us/>
2. Energy Efficiency Centre:  
[http://www.latvenergo.lv/lat/klientiem/EEC/par\\_eec/](http://www.latvenergo.lv/lat/klientiem/EEC/par_eec/)
3. Label for energy-efficient consumer goods "Energy Star":  
<https://www.energystar.gov/>

## TRANSPORTATION

1. Bathurst Sustainable Development:  
<http://www.bathurstsustainabledevelopment.com>
2. International Civil Aviation Organization Carbon Emissions Calculator:  
[www.icao.int](http://www.icao.int)
3. Some of the international CO<sub>2</sub> emissions compensation funds:  
[www.myclimate.org](http://www.myclimate.org), [www.atmosfair.de](http://www.atmosfair.de)
4. Strategic Environmental Assessment of the Latvian Transport Development Guidelines for 2014–2020:  
[http://www.sam.gov.lv/images/modules/items/PDF/item\\_4511\\_TAP\\_Vides\\_parskats\\_F\\_230913.pdf](http://www.sam.gov.lv/images/modules/items/PDF/item_4511_TAP_Vides_parskats_F_230913.pdf)

## SUSTAINABLE PURCHASES AND SERVICES

1. Additional information on energy-certified products by product category: <http://ec.europa.eu/ecat/> and [www.zalabriviba.lv/zalais-celvedis/](http://www.zalabriviba.lv/zalais-celvedis/)
2. Eco-label "The Blue Angel": [www.blauer-engel.de](http://www.blauer-engel.de)
3. Eco-label "Zaļā josta":  
[www.zalajosta.lv/lv/eko-zime-zala-josta](http://www.zalajosta.lv/lv/eko-zime-zala-josta)
4. International certification for sustainable forestry "FSC": [www.fsc.lv](http://www.fsc.lv)
5. Proposals for green procurement:  
<http://www.iub.gov.lv/node/61>
6. TCO eco-label: [www.tcodevelopment.com](http://www.tcodevelopment.com)
7. The Nordic Ecolabel: [www.nordicecolabel.org](http://www.nordicecolabel.org)
8. Trademark "Latvijas Zaļais punkts": <http://www.zalais.lv>

## SAFE AND SUSTAINABLE WASTE MANAGEMENT

1. "homo ecos:" (2014). *Bez atkritumiem. Vadlīnijas nevalstisko organizāciju kapacitātes stiprināšanai*. Available: [http://www.homoecos.lv/lat/wm/wp-content/uploads/2014/06/HomoEcos-BezAtkritumiem\\_web.pdf](http://www.homoecos.lv/lat/wm/wp-content/uploads/2014/06/HomoEcos-BezAtkritumiem_web.pdf)
2. Building Zero Waste Communities: <http://www.ecocycle.org/>
3. Charity organisations that accept donated clothes: [www.redcross.lv](http://www.redcross.lv), [www.pestisanasarmija.lv](http://www.pestisanasarmija.lv)
4. Charity shop "Otrā elpa": [www.otraelpa.lv](http://www.otraelpa.lv)
5. Collecting bio-waste by ZAAO: <http://zaao.lv/lv/saturs/bio-atkritumu-savaksana>
6. Information on zero waste principles and initiatives: [www.bezatkritumiem.lv](http://www.bezatkritumiem.lv)
7. Practical information on sorting waste: [www.zalaispunkts.lv](http://www.zalaispunkts.lv), [www.zalajosta.lv](http://www.zalajosta.lv)
8. Zero Waste Europe: <http://www.zerowasteurope.eu/>

## WATER CONSUMPTION AND SANITARY SYSTEMS

1. Cabinet Regulation No. 235 of 29 April 2003 "Mandatory Harmlessness and Quality Requirements for Drinking Water, and the Procedures for Monitoring and Control thereof": <http://likumi.lv/doc.php?id=75442>
2. Council Directive 91/271/EEC of 21 May 1991 concerning urban waste water treatment: <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:31991L0271&from=EN>
3. Council Directive 98/83/EC of 3 November 1998 on the quality of water intended for human consumption: <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:31998L0083&from=en>
4. Information on monitoring and control of drinking water: <http://vi.gov.lv/lv/vides-veseliba/dzeramais-udens/dzerama-udens-uzraudziba-un-kontrole>
5. Water management at events "A Greener Festival": <http://www.agreenerfestival.com/food-and-water/>
6. WHO Guidelines for drinking water quality: [http://www.who.int/water\\_sanitation\\_health/dwq/guidelines/en/](http://www.who.int/water_sanitation_health/dwq/guidelines/en/)

## RESPONSIBLE CHOICE OF FOOD

1. Organic food: <http://www.biologiski.lv/tira-partika>
2. Hauka, A. (2014). *Ģimenes saimniecību iespējas un izaicinājumi Latvijā un ES*. Available: [http://www.laukutikls.lv/sites/laukutikls.lv/files/article\\_attachments/gimenes\\_saimniecibu\\_izaicinajumi\\_prezentacija\\_2014.pdf](http://www.laukutikls.lv/sites/laukutikls.lv/files/article_attachments/gimenes_saimniecibu_izaicinajumi_prezentacija_2014.pdf)
3. Healthy nutrition:  
[http://www.vm.gov.lv/lv/tava-veselib/veseligs\\_uzturs/](http://www.vm.gov.lv/lv/tava-veselib/veseligs_uzturs/)
4. Heinrich Böll Foundation, Friends of the Earth Europe (2014). *Meat Atlas. Facts and figures about the animals we eat*. Available:  
[https://www.boell.de/sites/default/files/meat\\_atlas2014\\_kommentierbar.pdf](https://www.boell.de/sites/default/files/meat_atlas2014_kommentierbar.pdf)
5. More on reducing the amount of food waste:  
<http://www.homoecos.lv/lat/projekti/2013-partikas-atkritumi>,  
<http://www.agreenerfestival.com>, <http://www.eatlowcarbon.org/>
6. On sustainable choice of meat products:  
<http://www.ewg.org/meateatersguide/eat-smart/>
7. On the certification of biological products: <http://www.biologiski.lv>
8. Radžele-Šulce, A. (2012). *Īsās pārtikas piegādes ķēdes Latvijā*. SIA "Latvijas lauku konsultāciju un izglītības centrs", Projektu un attīstības daļa.

## EU legal acts

9. Regulation (EC) No. 1169/2011 of the European Parliament and of the Council of 25 October 2011 on the provision of food information to consumers, amending Regulations (EC) No. 1924/2006 and (EC) No. 1925/2006 of the European Parliament and of the Council, and repealing Commission Directive 87/250/EEC, Council Directive 90/496/EEC, Commission Directive 1999/10/EC, Directive 2000/13/EC of the European Parliament and of the Council, Commission Directives 2002/67/EC and 2008/5/EC and Commission Regulation (EC) No 608/2004: <http://eur-lex.europa.eu/legal-content/LV/TXT/PDF/?uri=CELEX:32011R1169&from=LV>
10. Regulation (EC) No. 1935/2004 of the European Parliament and of the Council of 27 October 2004 on materials and articles intended to come into contact with food and repealing Directives 80/590/EEC and 89/109/EEC: <http://eur-lex.europa.eu/legal-content/LV/TXT/PDF/?uri=CELEX:32004R1935&from=LV>

11. Regulation (EC) No. 852/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs:  
<http://eur-lex.europa.eu/legal-content/LV/TXT/PDF/?uri=CELEX:32004R0852&from=LV>

### **Laws and Cabinet Regulations of the Republic of Latvia**

12. Law on the Supervision of the Handling of Food of 19 February 1998:  
<http://likumi.lv/doc.php?id=47184>
13. Cabinet Regulation No. 409 of 14 June 2005 "Professional Qualification Requirements for Persons Engaged in the Food Business":  
<http://likumi.lv/doc.php?id=110745>
14. Cabinet Regulation No. 494 of 27 November 2001 "Regulations regarding Work Associated with Possible Risk to the Health of Other Persons and in which Persons Employed therein are Subject to Mandatory Health Examinations": <http://likumi.lv/doc.php?id=56050>
15. Cabinet Regulation No. 440 of 12 May 2010 "Regulations Regarding the Types of Trade to Be Agreed upon with a Self-government and the Procedures for Organising of Trade":  
<http://likumi.lv/doc.php?id=210696>
16. Cabinet Regulation No. 742 of 7 July 2009 "Procedures for Further Use or Liquidation of Food Unfit for Distribution":  
<http://likumi.lv/doc.php?id=194744>



## **HOMO ECOS:**

is an environmental organisation with a mission to create a social movement that supports environmentally friendly ideas and puts them into practise through everyday actions and long-term decisions.



## **INFORSE**

is an NGO network with 85 members from 35 European countries. The network lobbies to promote sustainable energy solutions — renewable energy and energy efficiency — which utilise decentralised approaches. All activities seek to protect the environment and to achieve development.



## **DARNĀUS VYSTYMO INICIATYVOS (DVI)**

is NGO working in the area of environmental education and environmental awareness raising, promotion of sustainable livelihoods and environment-friendly consumption, and building of capacities of local-level NGOs, rural communities, local government, business and society.



## **LATVIJAS ZAĻĀ KUSTĪBA**

is a nongovernmental organisation focusing in its work on three areas: climate issues and sustainable energy; sustainable coastal development; and supporting local initiatives and campaigns for improved environmental quality.

---

*Thank you to the participants of the working group:*

Jolanta Borīte, Elina Stelcere, Ieva Priediena, Ilga Zēpa, Silvija Pastare, Juris Dilba

*Thank you for individual consultations:*

Guntis Ērglis, Aigars Smiltāns, Iveta Ārgale, Anna Paukša, Kristīne Ģinka

*Thank you for the participation in preparing the Handbook:*

Gints Kronbergs, Andris Klepers, Ieva Irbina, Agnese Kalniņa, Diāna Popova, Zane Skuja, Austra Savicka, Inese Liepiņa, Aiga Vasiļevska, Fonds atvērtai sabiedrībai DOTS

---

The project is implemented by the association “homo ecos:” in cooperation with “Latvijas Zaļā kustība”, Denmark’s nongovernmental organisation “INFORSE”, and Lithuanian nongovernmental organisation “DVI” and is financially supported by the Nordic Council of Ministers’ Office in Latvia. In carrying out the project, also Latvian event organisers and representatives of catering and other sectors were involved. The goal of the project was elaboration of handbook providing information on sustainable event organisation. The handbook, which introduces the best practices in Latvia and provides information for further reading, will assist in planning and organising events in more environment-friendly manner.



# 7 STEPS OF ORGANISING AN ENVIRONMENT-FRIENDLY EVENT



## 1. CHOOSE THE BEST VENUE!

The venue will affect not only the amount of energy used for successful run of the event, but also the team you will have to work with and the visitors of your event.



## 2. CHOOSE THE BEST TIME!

There are many ways of how to reduce the ecological footprint of the event, and one of them is to organise the event when less resources are needed for lighting, heating, when the local food is available and when it is possible to attend the event by bicycle.



## 3. BE ACTIVE!

It seems there is no such event where the participants or visitors would not need any vehicle to get to. Remind them about environment-friendly transportation and help them choose — going by train, by bicycle, or in cart, for example.



## 4. REDUCE, REUSE, RECYCLE!

Yes, and in this very sequence. Select packaging, crockery, information materials by keeping in mind just one thing: as less waste as possible, or no waste in the ideal case.



## 5. DO IT WITH JOY!

An environment-friendly event will succeed if the organisers find motivation for green actions themselves in the first place and only then inspire also others. Find your own sources of joy during the event organisation and implementation phases. New knowledge, people, possibilities — anything can give satisfaction and make you want to do even better.



## 6. FEED THE PEOPLE WELL!

Think over, if you would treat your friends with what you are going to serve to visitors. Local, seasonal, and directly-bought food is valuable both for the visitors and local economy.



## 7. DON'T BE AFRAID OF SAYING "GREEN"!

People need to know about an event where environment-friendly initiatives are implemented. Even if they are peanuts to your mind, do speak about them! It is very possible that your actions will encourage also others. Green ideas must not be left unnoticed!

