



SCOUTS
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WOSM GUIDELINES FOR ORGANISING SUSTAINABLE EVENTS





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World Scout Bureau Global Support Centre
Kuala Lumpur

Suite 3, Level 17
Menara Sentral Vista
150 Jalan Sultan Abdul Samad
Brickfields, 50470 Kuala Lumpur
MALAYSIA
Tel.: + 60 3 2276 9000
Fax: + 60 3 2276 9089
worldbureau@scout.org
scout.org

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Organizations (NSOs) and National Scout
Associations (NSAs).

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WOSM GUIDELINES FOR ORGANISING SUSTAINABLE EVENTS

These guidelines explain how to organise more sustainable small-and large-scale events within the Scout Movement. They are a response to **Conference Resolution 2017-10** adopted at the 41st World Scout Conference in Azerbaijan 2017.

This document complements global and regional¹ documents that guide the hosts of world and regional events.

¹ For example, the European Scout Region produced an internal Checklist for Sustainable Event in April 2020.
<https://www.scout.org/node/587437>

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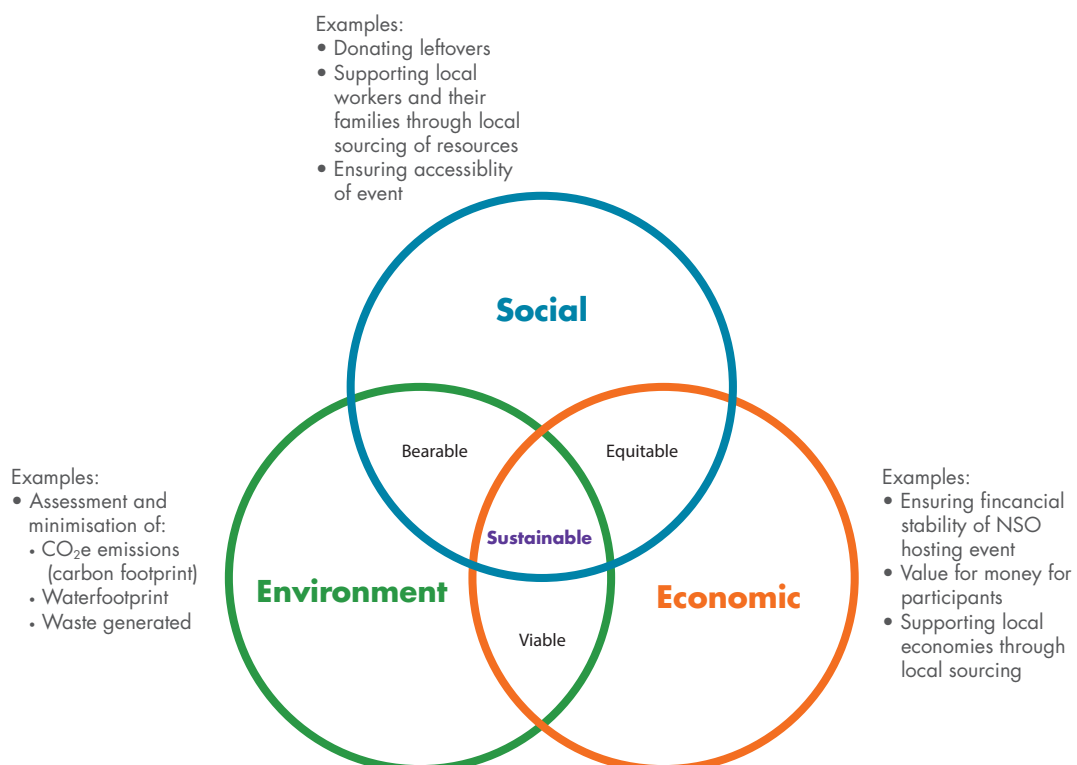


1. PURPOSE

"A sustainable event is one designed, organised and implemented in a way that minimises potential negative impacts and leaves a beneficial legacy for the host community and all involved."

Sustainable Event Guide, United Nations Environment Programme, 2012

Events, regardless of their size, have a social, economic, and environmental impact on the community in which the event takes place. A sustainable event takes these elements into account and aims at minimising the negative impact, while also working towards increasing the positive one. This graph explains how these elements interact and gives some examples of actions that lead to positive impact in all three areas:



These guidelines, although developed with UNEP's overall definition of a sustainable event in mind, focus primarily on the environmental impact of events and improving the practices related to this area. However, as the three areas are interconnected and impossible to separate, there are some practices that relate to both the economic and the social impact (e.g. local sourcing, donating leftover food).

Scouts around the world regularly partake in events on a local, national, regional, and world scale. These events offer opportunities for learning, creating long-lasting friendships, and, in the case of international events, discovering new cultures and traditions.

However, Scouting events, regardless of their size, also impact the environment: starting from participants' travel, the use of energy, water, and meeting materials at the venue, to food consumption and waste management. Each of these components, if not managed from a sustainability standpoint, could negatively impact the environment. The World Organization of the Scout Movement (WOSM) has recognised the need to provide support to event bidders and hosts in this area and has therefore prepared these guidelines to address sustainability in a consistent and holistic manner in the management of Scouting events and meetings.

These guidelines focus on event bidders and elected hosts for world- and regional-level Scouting events such as jamborees, moots, conferences, and forums. They also serve organisers of smaller events and meetings (e.g. workshops, Operational Framework structures meetings, committee meetings). The guidelines apply, too, to NSOs when organising their own events. For the purpose of brevity, throughout this document these events will be referred to as Scouting events.

The guidelines provide a step-by-step guide for Scouting event bidders and hosts for incorporating environmental sustainability measures into their event management process from start to finish. They cannot function on their own. As they depend on other aspects of event management, these guidelines are embedded in several key processes and documents related to event organisation, including:

- 1) Initial questionnaire for applicant NSO (bidder)
- 2) Technical visit assessment questions (for assessing bidders)
- 3) [Code of Conduct for event bidders](#)
- 4) Memorandum of Understanding for event hosts
- 5) WOSM Guidelines for the hosting of world events (e.g. [WOSM Guidelines for the Hosting of the World Scout Jamboree](#))
- 6) Event planning, monitoring and evaluation process of the World Scout Bureau (WSB)
- 7) Education and sensitising of event participants to the importance of implementing sustainability measures

These documents/processes have been reviewed in parallel with the production of these guidelines to ensure they reflect the high level of importance WOSM is giving to organising environmentally sustainable events.

The sustainability of Scouting events should not be an afterthought, but rather an integral part of event management. It should be reflected in taking high-impact decisions (such as venue selection) and low-impact decisions (such as event souvenir considerations) and everything in between.

WOSM is acutely aware of the differences in the opportunities and limitations bidders and hosts have, depending on their geographical location, national legislation, and even cultural circumstances. Therefore, these guidelines are not black-or-white, rather they provide a range of possibilities for implementing sustainability measures to various extents.

They are a basis on which much more can be built. Bidders and hosts are encouraged to explore sustainability measures noticed in other events, both within and without Scouting.



2. KEY PRINCIPLES

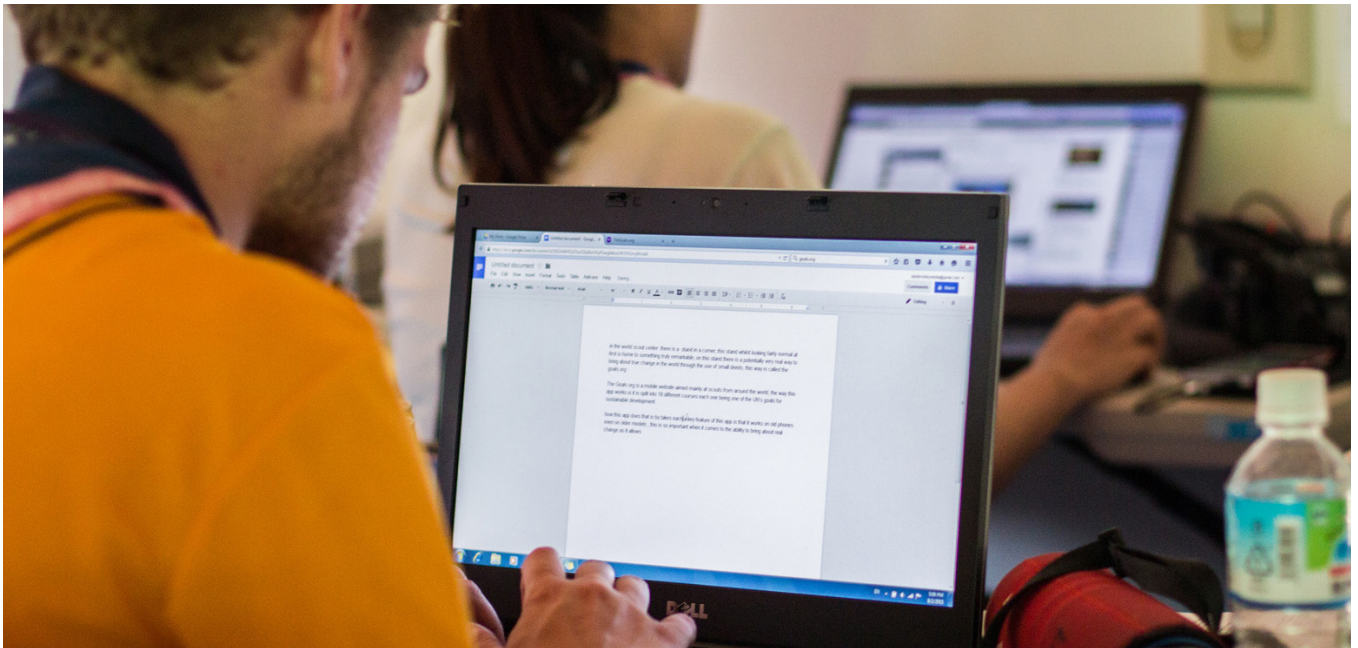
When planning any Scouting event, you, as a potential bidder and host, are encouraged to follow these key principles, to ensure your event is as environmentally sustainable as possible:

NO.	PRINCIPLE	WHY IT IS IMPORTANT
1	Plan ahead Sustainability measures are an integral part of event planning, not an afterthought. Ensure that your event planning process considers a variety of measures and adopts those most appropriate for your event. Make sure that all the measures you plan to implement are accounted for in your budget and comply with local regulations.	This will save you a lot of time, effort, and money down the road. Implementing sustainability measures after all key decisions have been taken (e.g. venue, vendors) can be a futile, perfunctory and/or costly effort. Do not forget to conduct a baseline assessment of your CO ₂ e ² emissions (Section 4.2.) to be able to evaluate the effectiveness of the sustainability measures you have implemented.
2	Reduce first, compensate second Each event will inevitably impact the environment, but before thinking how you are going to compensate for this impact, make sure you have exhausted all options of minimising it in the first place.	It is easy to think that adding an extra budget line for compensating for a negative environmental impact, for example with a carbon offsetting scheme, is paying sufficient attention to sustainability in planning an event. However, minimising the impact in the first place reduces the need for such schemes and saves precious resources.

²**Carbon dioxide equivalent (CO₂e)** is a standard unit in measuring carbon footprint. It expresses the impact of each climate active gas in terms of the amount of carbon dioxide (CO₂) that would create the same amount of warming. This way, although the carbon footprint is a combination of various different gases, it can be expressed as a single measure.

3	<p>Think local (and seasonal)</p> <p>Use local (and seasonal where applicable) resources rather than imports. As this will have implications for your budget, assess your event's needs vs available local vendors early on in the planning process.</p>	<p>Imports often carry a large carbon footprint because of air/ground transport.</p> <p>Choosing local (and seasonal) also means that you will be supporting the community where the event is taking place (or the national economy), creating better opportunities for partnerships and collaborations for the event itself and in the future.</p> <p>Note that this will very much depend on your event's geographical location. Sometimes imports are the better option for the environment or indeed the only one.</p>
4	<p>Raise awareness and empower</p> <p>Provide clear explanations about the measures you are implementing to make your events sustainable. Empower participants to take responsibility for contributing to their successful implementation.</p>	<p>WOSM sees events as a great educational opportunity when it comes to environmental sustainability, both in the short term and the long term. Participants not only bring home best practices in the area, but also a wider knowledge and a deeper consciousness of the need for protecting the environment.</p> <p>Participants will also be empowered to take responsibility for contributing to the environmental sustainability of the event.</p>





3. EVENT BIDDERS

Preparing an event bid requires considerable effort. From the moment your NSO leadership decides that it is ready to put forward a bid, your NSO needs to establish a bidding team and strategy, as well as comply with a series of requests from the WSB. These requests include completing an initial questionnaire, receiving a review and a technical visit from the WSB, reviewing and updating the bid proposal based on feedback received, and awaiting a decision by the World Scout Committee to either accept or reject the bid proposal. Throughout this process bidders are expected to provide adequate attention to organising an environmentally sustainable event.

As bidders, you are encouraged to follow these guidelines for organising sustainable events when preparing your initial proposal, as well as existing best practices in your country (given that legal frameworks and possibilities for implementing sustainability measures vary greatly from country to country, and at times even within a country). The following sections provide a series of questions and suggestions for your bidding team to consider when developing your bid proposal.

3.1. Planning for sustainability in your bid

To incorporate sustainability in your event planning from the start of the planning process, follow this list of seven steps:

NO.	STEP	DESCRIPTION
1	Appoint a team with a sustainability mindset	<p>When selecting your bidding team, make sure you involve one member (or more) who has previous experience with environmental sustainability at events (whether in Scouting or externally). This way, you ensure that at least one voice at the table will continuously observe all decisions through a sustainability lens. Gradually, their input could influence the rest of the team as well.</p> <p>If this is not possible, make sure that one team member takes responsibility for “wearing the sustainability hat” at meetings and regularly checking in for accountability.</p> <p>This role should be clearly defined in terms of the whole team’s structure and in relation to the environmental management of the event.</p>
2	Incorporate sustainability into your bid proposal	<p>As the bidding team moves ahead with developing a bidding proposal, make sure to pay attention to key questions relating to venue selection, travel, energy and water consumption, and food and waste management (Section 6). By going through these questions from the start, you will get a good sense of what is expected of a sustainable event and can start working on incorporating sustainability measures in your bid. Even though you might not have answers to all the detailed questions, you may still be able to address the key ones in each topic.</p>
3	Consult local legislative and other limitations and (if possible) an expert in your local community	<p>Check all local legislative limitations (e.g. recycling regulations) as well as other potential limitations (e.g. lack of adequate food waste management facilities) before committing to any sustainability measures in the next steps.</p> <p>It is also advisable that you consult with a local expert who has in-depth knowledge of local regulations and possibilities for implementing various sustainability measures.</p>
4	Assess the impact of your sustainability measures on your proposed budget	<p>Make sure to estimate the cost of implementing each of your selected sustainability measures in a variety of scenarios (e.g. how much would measure X cost if implemented for 1000, 2000, or 3000 participants?).</p> <p>Through this process you may find that some sustainability measures will save you money (e.g. choosing public transport over private shuttles) whereas others may be more costly, depending on your location (e.g. using reusable rather than single-use cutlery and plates).</p> <p>You will have to assess how much of the costs of each of the measures you are able to absorb in your budget proposal.</p>
5	Summarise your planned measures in a draft <i>Sustainability Commitment</i> document	<p>Once you have identified all the sustainability measures you plan to implement if elected to host the event, summarise them in a Sustainability Commitment document for your event (Section 7). This Commitment is an integral part of the initial bid proposal you send to the WSB.</p> <p>It serves a dual purpose: It holds your NSO accountable for the promises you make in your bid and serves as a monitoring and evaluation tool.</p>

6	Ask for feedback	Once you have established your draft Sustainability Commitment, share it for feedback. Share it with the WSB (as part of the initial questionnaire and during the technical visit), but also with experts in the area of sustainability within and without Scouting, while of course respecting the confidentiality of the bidding process.
7	Finalise your Sustainability Commitment	Based on feedback received, finalise your Sustainability Commitment and include it in your final bid proposal.

3.1.1 Budget implications

Organising an environmentally sustainable event can have significant implications for your budget. These go both in the positive and the negative direction: some measures will save resources (e.g. avoiding printing, providing vegetarian meals, cutting back on amount of promotional material), while others may increase the costs (e.g. opting for venues with greater energy efficiency, which are generally newer, and often more expensive).

All bidders are responsible for providing a balanced budget. It is inevitable that there will be necessary trade-offs. To ease the decision-making in difficult situations, the following guiding notes can be useful:

- **The financial stability of the NSO comes first.** Scouting events should never be organised with a deficit from the outset as a result of planned sustainability measures. With this in mind, make sure that any measures proposed do not break the bank and cause unnecessary hardship for your NSO.
- **A few meaningful measures are better than many greenwashing³ ones.** Selecting a venue that is certified as environmentally sustainable will have a much higher impact than providing event materials for participants online rather than on paper. Focus at first on these bigger, key issues (e.g. venue selection) and then see what additional measures you can implement.
- **Look for local partnerships to boost your event's sustainability.** While these may not result in monetary contributions to your event, they can often be in-kind arrangements that could make your event greener for little or no cost. For example, local food banks may be able to take any leftover food, thus reducing your event's food waste
- **Think about value for money for the participants.** Observe your event from a participant's perspective. Evaluations of Scouting events have continuously shown that what participants value most (regardless of their age or origin) are the interpersonal exchanges and learning they bring home from an event, not the goodies in the souvenir bag, or the memories of the branding and decorations at the venue. Think about how you can enhance opportunities for learning and making friendships while spending fewer resources (fewer promotional materials, flipcharts, post-its, branded decorations, etc.).

³Greenwashing is the practice of using unsubstantiated or misleading claims about the environmental benefits (positive effect) of a product or service (or in this case, an event). It may make the event appear more environmentally friendly than it really is.

3.2. Campaigning

Once the World Scout Committee has approved your bid proposal, you will begin a campaign to promote your bid. This will include the production of a variety of promotional materials, travelling to various events to talk in person with NSO decision-makers, and more. The [WOSM Code of Conduct for Bidders for World Scout Events](#) has been amended to align with these guidelines and reflect the need for bidders to conduct environmentally sustainable campaigns.

As an official bidder, it is recommended that you take into account the following sustainability measures when planning your campaign:

- Assess the **carbon footprint of all the planned travel** and see if there are possibilities for **reducing it** (either by reducing the number of people who travel to different events or by reducing the number of events visited).
- Explore possibilities for **offsetting the footprint** of campaign-related travel.
- Strengthen **online promotion** of the event as a method of reducing the need for travel and exhibitions at events.
- Review your promotional material and consider possibilities for being **paper-smart** (using the least amount of paper possible, and if using paper, going for recycled and certified products).
- Review your **gifts and giveaways** and reduce the overall number produced. Ensure that they are produced sustainably insofar as possible and that they are purposeful and encourage environmental sustainability (e.g. reusable bamboo straws) rather than purely decorative. Choose smaller, lighter giveaways and gifts that can be easily transported (without the need for shipping).
- Review the size and contents of your **exhibition stand** (if organising one). Locally source all necessary materials for the stand, and wherever possible consider renting rather than purchasing. Reduce the energy consumption by lowering the number of active displays at the stand.

Keep in mind that your campaign will contribute to the overall environmental impact of your event, and that as with all other aspects of the event, you need to reduce the negative impact as much as possible.

Importantly, your campaign should **showcase the sustainability measures** you intend to implement at the event (and that you are implementing during the campaign), as this is an opportunity to further raise awareness about the need for organising sustainable events in Scouting.



4. ELECTED EVENT HOSTS

Once the World Scout Committee elects a host, the WSB begins to coordinate and collaborate with them on a regular basis. This includes regular meetings (virtual and in-person) and progress reviews according to the established plan for the event preparation. As part of these meetings and regular updates, the WSB will review the progress you are making towards your Sustainability Commitment. To ensure that a Commitment is not singled out, but rather observed embedded in the wider event management process, the WSB will incorporate the **Key Performance Indicators** of the Sustainability Commitment in their established monitoring mechanisms for each event. Progress on these will also be reported bi-annually (or more frequently if requested) to the World Scout Committee, as part of their regular update on the event preparation.

To support hosts further with incorporating sustainability in event planning, the following section offers some guiding notes.

4.1. Incorporating sustainability in event management

As you progress with preparing your event, you will start expanding your planning team to include sub-teams for (typically):

- 1) **Programme** (including all elements of your programme, ceremonies, exhibitions, etc.)
- 2) **Administration** (participant registration, finance, safety)
- 3) **Operations/Logistics** (HR – staff and volunteer management, venue(s), accommodation, transport, catering)
- 4) **Communications and Partnerships** (internal and external communication, branding, guests, receptions)

This division is provided based on experiences of past WOSM events. However, each event may have adjustments to this basic division of sub-teams, depending on the type of event, and they can be further specified to your needs.

Although it may seem that it is primarily the Operations/Logistics team that would deal with embedding sustainability measures in their work, each of the teams has a role to play in this area and can contribute significantly to reducing the negative impact of the event. The following list outlines basic questions/ suggestions for each team to consider when developing their own plans to embed sustainability in their work.

GUIDING PRINCIPLE	PROGRAMME SUB-TEAM	ADMINISTRATION SUB-TEAM	OPERATIONS/ LOGISTICS SUB-TEAM	COMMUNICATIONS AND PARTNERSHIPS SUB-TEAM
Plan Ahead	Educate and train your team from the outset about the need for conducting their work in a sustainable manner and explain why this is important.			
	When starting to plan your activities think with sustainability in mind. How can you offer the best learning and interactive opportunities to your participants with the least possible number of resources used?	Reflect on possible budget savings that can be made by implementing sustainability measures across all teams, and help the teams quantify them.	The venue will have an enormous impact on the sustainability of your event. For this reason, make sure you carefully evaluate your options regarding connectivity (distance from closest airport(s), transport options), and existing sustainability practices in terms of energy, water, and waste management at the venue.	Include sustainability in your communications from the start. Make sure you communicate clearly to all stakeholders what you are planning to achieve in terms of sustainability and how they can help.
		Equally, help teams quantify any potential additional costs that some sustainability measures may require and help find solutions to either fit them into the budget or find a compromise.	Similar to the venue, the selection of your providers for goods and services (from food to waste management) will have a significant impact. Make sure to evaluate all offers from a sustainability standpoint.	Inform your guests of the sustainability measures you plan to implement, and how they may affect them.
				Identify partners that could help with implementing sustainability measures.
Reduce first, compensate second	Reflect on the resources each of your plan's activities will require and map them out. Review and try to rethink activities that require significant resources that cannot be reused/recycled afterwards.			
	Assess the impact all resources you plan to use in your sub-team's activities are going to have in advance (Section 4.2.). As a sub-team, think how you can contribute to compensating for them.			
		Help the whole team assess the cost of compensating for the negative impact in each of their areas and explore solutions for offsetting that impact through different schemes (Section 4.2.1.).	In particular, think about food/catering. Accurately assess needed quantities (to prevent over-ordering and thus limit food waste after the event) and reduce the use of meat (provide more vegetarian meals).	

Think local (and seasonal)	Source resources locally as much as possible. Evaluate all options (local and imported) based on their production quality (is it sustainable, will it be possible to reuse it afterwards) and transport distance.			
	Try to source services from local businesses. Even if they may not be up to the highest standard, you will probably have a closer relationship with the provider and thus an ability to tailor the services more to your needs (unlike a big corporation whose policies are often inflexible). In addition, you will be supporting the local community, which is a strong element of sustainability.			
			When proposing a time for the event (if you are in a geographical region with distinct seasons) think of a season that will save energy (on lighting and heating) and allow for more activities to take place outdoors. Also reflect on using seasonal fruit and vegetables in your menu.	
Raise awareness and empower	The programme area has a unique opportunity to educate event participants about the importance of protecting the environment and organising sustainable Scouting events. Make sure to work this into your programme activities.	Calculate the event's overall savings (if any) from implementing sustainability measures to pass on to the Communications and Partnerships team to communicate with stakeholders.	Raise awareness among your volunteers and staff (as well as service providers' staff) about the measures the event is implementing and their importance in protecting the environment.	Explain clearly to your stakeholders your achievements and challenges when it comes to sustainability.
	Build a sense of responsibility among participants to partake in the event's sustainability measures. Give clear instructions as to how they can contribute.			

4.2. Assessing the environmental impact of the event

As part of your efforts towards organising an environmentally sustainable event, you will need to assess its impact in advance (while considering everything you plan to do to reduce this impact in the first place). For the inevitable negative impact, design an offsetting scheme in collaboration with the WSB.

To assess the impact of your event, WOSM suggests looking at four distinct areas of action:

1. Assess the need for land rehabilitation after the event and the need for establishing ecological compensation areas – applicable only for camping events (e.g. jamborees, moots).
 2. Measure the CO₂e emissions – applicable for all hosts.
 3. Measure the water footprint – applicable for all hosts.
 4. Measure the waste produced – applicable for all hosts.
-
1. To **assess the need for land rehabilitation after the event**, consult with local experts and local authorities to understand what work you will need to undertake as a host once the event has finished to restore the land used to its original state (or better!). If land-use change persists after the event has ended (e.g. trees cut to create space for camping, or biodiversity altered due to changes made in the landscape), plan for possibilities for compensating. For each square metre of land affected, a square metre of deteriorated land needs to be restored to a higher ecological quality.
 2. To **measure the CO₂e emissions and establish a baseline**, the following estimates need to be collected:
 - **Travel**
 - o Air travel (number of participants from each country attending and estimated CO₂e emissions of flights from origin to host country).
 - o Ground transport (number of participants arriving from airports to the venue and other locations if using ground transport, accounting for different transport options – train, car, bus, public transport – and taking into account the distance travelled).
 - o Shipment of resources (quantity, mode of transport, distance from origin to host).
 - **Energy management**
 - o Total venue (and accommodation, if different) energy consumption for the projected number of participants (including lighting, AC/heating, catering/cooking, etc.).
 - **Food**
 - o The breakdown here will vary considerably in terms of food type, but importantly, keep track of the planned total amount of meat (preferably separated by beef/lamb/pork/poultry/fish).
 3. To measure the **water footprint** and establish a baseline, the following estimates need to be collected:
 - Total venue (and accommodation, if different) water consumption for the projected number of participants.
 - Total water consumption in food production (water consumption will vary considerably depending on food type).
 4. To measure the **waste produced** and establish a **baseline**, the following estimates need to be collected:
 - Total waste produced separated by landfill, incineration, compost, and recycling (if possible, a greater breakdown of recycling, depending on local regulations).

These estimates should be collected in advance of the event before any emission reduction activities are taken into account. This establishes the **baseline** for the event. Then, the same data should be measured again accurately after the event is completed with **actual event data**. This will enable you to **see what impact the sustainability measures you have implemented have had on reducing the total CO₂e emissions**.

If your event is hosted in a venue, most of the energy, water, and waste information should be available from the venue management staff from previous events similar to yours. They should be able to provide you with good insights and the necessary information. Similarly, food providers/caterers will be able to help you with the estimates. If your event is being held at a campsite, local experts should be able to provide a good estimate of energy and water use, as well as waste produced, based on the number of participants. Past event hosts also have data from their own experiences, which could help you produce your own estimates.

It may seem like a challenging process to estimate the CO₂e emissions, but there are many useful tools freely available for NSOs to consult when conducting these calculations. These are just a few:

- Carbon Footprint Ltd (ISO 14001:2015 certified and carbon neutral) calculator: <https://calculator.carbonfootprint.com/calculator.aspx>
- Atmosfair (NGO) carbon footprint calculator: <https://www.atmosfair.de/en/offset/flight>
- Eat Low Carbon (food type CO₂e emissions): <http://www.eatlowcarbon.org/food-scores/>
- Water CO₂e emissions calculator: <https://www.watercalculator.org/>
- Foundation myclimate's event carbon footprint calculator: https://co2.myclimate.org/en/event_calculators/new

These are just some of many available calculators. You are encouraged to explore options that are most appropriate for your event. Remember to be consistent across all areas. Ideally, use one calculator for all energy, all travel, etc., and if possible – use the same calculator for all.

Additionally, having a local expert or partner support you in this area of work could greatly benefit the accuracy of your assessment and measurements later.

4.2.1. Planning for carbon offsetting

For unavoidable CO₂e emissions, those that could not be reduced through the sustainability measures implemented, you are strongly encouraged to explore possibilities for carbon offsetting. This is a way to compensate for the emissions of your event by supporting a CO₂ saving elsewhere, one that would not have occurred otherwise.

You are encouraged to explore local offsetting schemes in your country and even to explore opportunities for organising your own offsetting scheme (such as installing solar energy panels or a tree-planting initiative) providing it can be adequately certified. For more information on certified carbon offset providers, take a look at [Gold Standard](#) or similar. Here is a [broad list](#).

Naturally, organising a carbon offsetting scheme will cost money. These potential solutions could close the gap this may cause in your budget:

- **Voluntary offsetting.**⁴ Offer participants the opportunity to pay an additional amount on top of their participation fee to contribute to the offsetting scheme.
- **Donations and partnerships.** Look at potential donors who would be willing to support this aspect of your event in particular – not only from an offsetting perspective, but also in terms of implementing sustainability measures that will reduce the overall carbon footprint of the event. Local partners may also be able to provide offsetting schemes (if certified) at a reduced cost, especially if your NSO membership supports their activities.
- **Increase your event fee** by the amount of the offsetting cost per participant. Given the already high participation fees for WOSM events, this is considered a last-resort option, as WOSM is actively working on reducing the fees across all events.

4.3. Monitoring, evaluation, and reporting

Monitoring and evaluating (M&E) progress on implementing sustainability measures will be an integral part of the regular M&E process the WSB has established for events. Your **Sustainability Commitment** will be used as a baseline for regular check-ups and interim reporting on the adopted measures. Should you fall behind in implementing any of the measures, you will need to provide an explanation justifying the departure from the original plan.

The final report of the event (in the case of published reports required for events such as jamborees, moots, conferences, forums, etc.) should contain:

- A description of all sustainability measures planned and implemented (based on your Sustainability Commitment).
- The final amount of avoided CO₂e emissions as a result of implemented measures.
- The final amount of unavoidable CO₂e emissions and results of carbon offsetting scheme (if implemented).
- A description of the land rehabilitation efforts (if applicable).
- A summary from the participants' survey of their perception of the event's sustainability and the educational opportunities they experienced during the event related to sustainability.

⁴Carbon offsetting is not obligatory for organisers of Scouting events, but WOSM actively encourages all hosts at all levels (world, regional, and national) to actively work towards achieving carbon neutral events (where all unavoidable CO₂e emissions have been successfully offset).



5. FOR MEETING ORGANISERS AND SMALLER EVENTS

These guidelines can be adapted to both smaller events and meetings varying in size. As these usually take place in hotels or youth or Scout centres, many of the sustainability measures that relate to the venue and catering providers will be determined by the policies the venues themselves have.

For this reason, consider holding such smaller events and meetings in venues that have environmental/sustainability policies in place and (preferably) have already been certified by a recognised certifier (e.g. [Green Globe](#)). You are strongly encouraged to explore using [SCENES](#) for your meetings and smaller events as well.

Small local hotels should not be excluded from your list of options, even if they do not have the policy or certification as they may be able to comply easily with your requests and planned sustainability measures.

Finally, if you are organising a small meeting, consider first if it can be done **virtually**. Global pandemics, such as COVID-19, demonstrate that Scouting meetings can continue unobstructed. Meetings that used to be organised in-person have taken place online with much success.

5.1. Using the sustainability checklist for meetings and smaller events

You can still use the sustainability checklist provided in these guidelines, even though some of the elements will not apply to you. For example, you are not expected to make a Sustainability Commitment for events and meetings with **fewer than 50 participants**. Likewise, you do not have to do a full CO₂e emissions calculation, but rather opt to focus on ensuring that flights are offset, and/or your event takes place in a green venue.

Similarly, you may not have much influence on where the food for your meals is sourced, but you can order a menu that offers more vegetarian than meat options and ensure that the food is served on reusable rather than single-use plates and cutlery.

Smaller events are much easier to organise as paperless and with no/very minimal/reusable branding materials. Additionally, you can opt for not giving away gifts/souvenirs, explaining to participants that with the money saved on this you will invest in a carbon offsetting scheme or provide a more memorable experience.

You will still have a chance to empower your participants to take an active role in your sustainability efforts, as well as provide them with a learning opportunity. Finally, you can report on all the sustainability measures you implemented, not necessarily in an event report, but rather in regular updates to your stakeholders.





6. SUSTAINABILITY CHECKLIST

The checklist provided summarises key criteria each bidder and host should answer. The final score (depending on the answers provided) is an indicator as to where you stand on a three-level sustainability scale: highest (green event), middle (more improvements needed), and lowest (low sustainability). The three-point scale (with three being the highest) is graded based on the significance level of each measure (e.g. the venue using green energy is more impactful than less paper being printed for promotional materials). A 'no' answer carries zero points.

This list is provided as an indication of rather than a final judgement on the sustainability of the event, as this will depend on the totality of the measures implemented (some of which may not appear on this list). The checklist is meant to inspire further action by bidders and hosts and motivate you to explore further options for improving the sustainability of your event.

The list is meant to be used and updated at various stages of the event planning and can therefore show the progress you are making towards implementing more sustainability measures.

NO.	CRITERIA	ANSWER		POINTS (IF YES)
		YES	NO	
1	PLANNING			
1.1	Your event's Sustainability Commitment is complete and integrated into your event planning.			3
1.2	Your full event team has been briefed about the sustainability measures outlined in your Sustainability Commitment and feel empowered to contribute to achieving them.			2
1.3	You have performed a baseline calculation of the estimated CO2e emissions.			2
1.4	You have planned for climate neutral hosting of necessary digital services for the event (e.g. participants database, document servers, event app, website).			1
2	VENUE			
2.1	(If hotel/conference centre) Your venue has a green building certification (check this list for rating tools).			3
2.2	Your venue has an environmental/sustainability policy and implements it.			2
2.3	Your venue uses renewable energy (1 point for less than 20%, 2 points for 21%–60%, and 3 points for 61% and above).			1-2-3
2.3	Your venue is energy-efficient (i.e., maximises use of daylight, has energy-efficient appliances and lighting).			2
2.4	Your venue has water-saving systems in place (e.g. low-flow taps and showers, low-flush toilets).			2
2.5	(If a camp) Your venue has a wastewater treatment system in place or is connected to the municipal wastewater treatment system.			2
2.6	Your venue is close to the main point of arrival for most participants (airport/train/bus station). (0 points for over 75 km, 1 point for 50–75 km, 2 points for 26–49 km, 3 points for 25 km or less).			1-2-3
2.7	(If accommodation is different from the venue) Your venue is well-connected with the accommodation sites (2 points for walking distance, 1 point for public transport, 0 points for organised shuttle buses/cars).			1-2
3	FOOD/CATERING			
3.1	Food is sourced locally and is seasonal (3 points for 70% and more, 2 points for 40%–69%, 1 point for 20%–39%, 0 points for under 20%).			1-2-3
3.2	The menu contains vegetarian options (3 points for 50% of all meals offered being vegetarian, 2 points for 30%–49%, 1 point for 10%–29%, 0 for under 10%).			1-2-3
3.3	Meals are served on reusable plates and with reusable cutlery.			2
3.4	Food leftovers (untouched) are redirected to food banks or similar.			3
3.5	Water is served from the tap/in jugs with glasses/from large dispensers (or similar arrangements, as long as they avoid individual plastic bottles).			2
3.6	Coffee/tea is served in reusable cups.			1
3.7	The contracted caterer (if applicable) has an environmental policy in place.			2

4	WASTE			
4.1	Waste from the event will be recycled (3 points for over 50%, 2 points for 30%–49%, 1 point for 15%–29%, 0 points for under 15%).			1-2-3
4.2	Food waste will be composted (3 points for over 70%, 2 points for 40%–69%, 1 point for 20 to 39%, 0 points for under 20%).			1-2-3
4.3	Waste separation is done at the venue with clearly marked bins for different waste streams and recyclables.			2
4.4	Paper-smart logic is applied (2 points if the whole event is paperless, 1 point for significant efforts in reducing use of paper and moving to digital forms of sharing information).			1-2
4.5	Reusable branding used throughout event.			2
5	PROGRAMME			
5.1	Participants are offered educational opportunities to learn about sustainability (specific measures implemented for this event but more broadly as well).			2
5.2	Participants are empowered to take responsibility for implementing sustainability measures at the event and know clearly how to contribute (e.g. bringing their own water bottle and cutlery, recycling during the event).			3
5.3	Any gifts as part of ceremonies and similar are produced sustainably and are purposeful, Scouting-related, small and/or light – 1 point. If gifts are completely avoided and experiences provided instead, or if funding is used to contribute to a carbon offsetting scheme – 2 points.			1-2
6	MONITORING, EVALUATION, AND REPORTING			
6.1	The event planning team regularly reviews the progress on implementing sustainability measures and acts adequately where follow-up and improvements are needed.			2
6.2	The final report of the event follows the recommendations of these guidelines.			2

TOTAL AVAILABLE POINTS: 66

SCALE:

GREEN EVENT	MORE IMPROVEMENTS NEEDED	LOW SUSTAINABILITY
50-66 POINTS	30-49 POINTS	0-29 POINTS



7. SUSTAINABILITY COMMITMENT

The following points outline the proposed content of the Sustainability Commitment all bidders and hosts of events over 50 participants are obliged to prepare. Depending on whether these are regional or world events, they will need to be shared with the WSB Regional or Global Support Centre, respectively. As noted earlier, the Commitment will be used to monitor the progress you are making towards achieving the outlined sustainability measures.

The Sustainability Commitment should contain the following elements:

Selected sustainability measures and KPIs	<p>A brief description of all sustainability measures selected for implementation at the event, with corresponding KPIs (e.g. 70% of all food waste will be composted, 90% of all participants will attend an educational module on sustainability, at least 1 in 3 daily meals will be vegetarian).</p> <p>You can use the Sustainability Checklist and the principles listed at the beginning of these guidelines for ideas on what sustainability measures you can implement, but make sure to explore broader as well.</p>
Description of internal monitoring system	<p>Briefly present the mechanism you have established within the planning team to stay accountable to your Commitment. How frequently will you follow up on the established measures and what system is in place for resolving challenging situations (with budgetary or other implications)?</p>
Land rehabilitation plans and compensation (for camping events only)	<p>Provide a brief description of your plans for land rehabilitation and compensation plans.</p>

Baseline assessment of environmental impact	Based on these guidelines, provide an estimated baseline for the CO2e emissions, water footprint, and waste that will be produced.
Carbon offsetting scheme description	Briefly present your plans (if any) for a carbon offsetting scheme, including reference to the organisation(s) contracted, and the financing model used.



NOTES

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NOTES

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Scouting Development
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World Scout Bureau Global Support Centre
Kuala Lumpur

Suite 3, Level 17
Menara Sentral Vista
150 Jalan Sultan Abdul Samad
Brickfields, 50470 Kuala Lumpur
MALAYSIA
Tel.: + 60 3 2276 9000
Fax: + 60 3 2276 9089
worldbureau@scout.org
scout.org