

The Sustainable Steps Series

Helping our staff to make the Well-being of Future Generations Act a positive reality

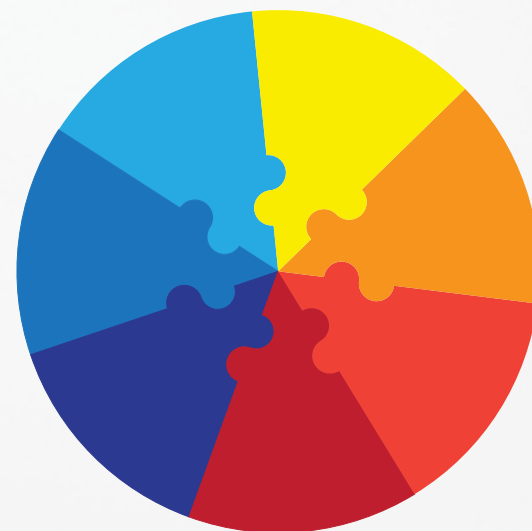
Sustainability on the Agenda

Delivering healthy and sustainable meetings and events

Each and every one of us in Public Health Wales has a part to play in making the Well-being of Future Generations Act a reality, and in *'being the change'* towards the Wales we want for our current and future generations. Our actions today are already impacting on tomorrow; let's make sure it's a *positive* impact!



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Introduction

The [Well-being of Future Generations Act](#) requires Public Health Wales, and 43 other public bodies in Wales, to:

- future-proof decisions
- work better with people, communities and each other
- help tackle and mitigate against problems such as poverty, health inequalities and climate change

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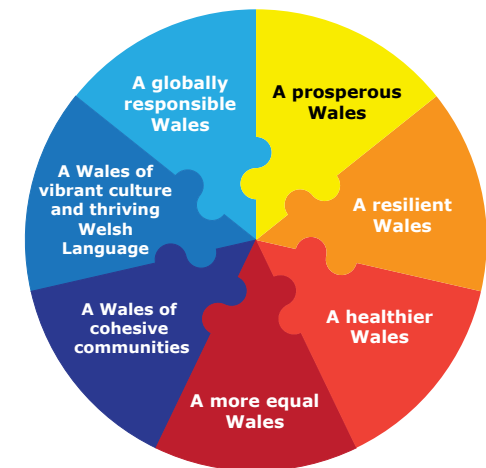
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Contributing to Wales' well-being goals

The Act has introduced seven well-being goals for the outcomes which we want to see in Wales.

Public Health Wales must contribute to achieving all of these goals.



The sustainable steps in this guide for 'delivering healthy and sustainable meetings and events' support all of Wales' well-being goals.

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Sustainable steps

‘Sustainability on the Agenda’ highlights some of the practical ways in which we can contribute to Wales’ well-being goals when we arrange meetings and events/conferences. Many of us are involved in organising them in our jobs, and using public money, so together we can make a real contribution to our national well-being goals and organisational well-being objectives by making sure that they are healthy and sustainable [meetings](#) and [events](#).



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Before the meeting

- Consider if a physical meeting is needed, or whether technology can be used, including Skype for Business, tele or video conference (Skype instructions can be read in '[Microsoft Surface Hub – meeting guidance](#)')
 - Ask delegates if they have any particular access or dietary requirements
 - Make arrangements for any particular access requirements to be addressed, for example interpreters, information in different formats, large font-size slides, hearing loops, microphones, speech to text, and accessible parking
 - Consider the layout of the room to ensure that the meeting works for everyone, for example leaving sufficient space for a wheelchair user
- Consider whether a walking meeting would be possible, particularly for short meetings (remember that Dictaphones are a good note-taker, or a clipboard)
- Similarly, think about whether a standing meeting is possible for short meetings
 - However, remember that not everyone may be able to walk long distances or stand for periods of time. Please consider different approaches but be mindful of the need for meetings to be inclusive of everyone's requirements
- Choose a venue which is accessible to all delegates so that everyone is able to make an equal contribution. In particular, check that the venue has accessible toilets, lifts and parking. Prioritise venues that can be reached by sustainable travel (walking/cycling/public transport)
- Provide green travel directions (see example template [here](#)) and encourage delegates to download mobile tickets
- When ordering catering, follow the 'Green Light on Catering Orders' [guidelines](#)
- E-mail papers and encourage use of lap-tops or tablets, to discourage printing

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- Serve water in jugs and glasses, avoiding single-use plastics
- Offer Fairtrade tea/coffee, in reusable cups
- Check that anyone who has a particular access requirement is comfortable and able to participate
- Provide the opportunity to sit and stand for the duration of the meeting
- If interpreters are providing communication support, ask speakers to speak clearly and not too quickly
- Use lap-tops/tablets/screens to record notes, avoiding paper flip-charts
- Use digital post-it notes (Windows / All Programs / Accessories / Sticky Notes)
- Where a 'Microsoft Surface Hub' is available, use the Whiteboard for capturing notes and e-mail these to your account (instructions can be read in '[Microsoft Surface Hub – user guide](#)')
- Take a short 'comfort break'

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After the meeting

- Ask how delegates travelled to the meeting, to identify opportunities for reducing further the carbon footprint of future meetings
- Ensure that small amounts of leftover catering is put into food waste (where bins are available), and any larger amounts of food is redistributed
- Reuse / recycle any leftover papers, if not a paperless meeting
- Use e-surveys or e-feedback forms over paper versions
- Calculate the carbon footprint of the meeting and commit to reduce it in the next meeting. Guidance is available [here](#)

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Events / Conferences

Before the event / conference

- Consider if technology can be used, particularly for delegates with longer distances to travel, including Skype for Business and live-streaming (Skype instructions can be read in '[Microsoft Surface Hub – meeting guidance](#)')
- Choose a venue which is accessible to all delegates so that everyone is able to make an equal contribution. In particular, check that the venue has accessible toilets, lifts and parking. Remember venues in local communities across Wales, and prioritise venues that can be reached by sustainable travel (walking/cycling/public transport)
- When booking delegates, ask everyone if they have any particular access or dietary requirements
 - Make arrangements for any particular access requirements to be addressed, for example interpreters, information in different formats, large font-size slides, hearing loops, microphones, speech to text, and accessible parking
- When advertising the event ask delegates whether they wish to contribute in Welsh or English language
- Provide green travel directions (see example template [here](#)), and encourage delegates to download mobile tickets
- When ordering catering, follow the 'Green Light on Catering' [guidelines](#)
- E-mail joining instructions and encourage use of lap-tops or tablets, to discourage printing
- Consider the layout and lighting of rooms to ensure any access requirements are addressed, for example making sure there is sufficient space for wheelchair users
- Consider the need for further break out rooms to ensure everyone is able to hear if discussion groups or workshops are planned
- Consider providing key information with name badge, for example workshop sessions chosen by delegate on back of badge
- Encourage delegates to wear a lanyard (for name label), and print name labels on recycled card. Punch one hole in the name label for clipping to a lanyard, avoiding the need for plastic-holders
- Source any communication and language support requirements from a local provider/s, to reduce the road-miles
- Consider if promotional items are really needed; if they are, source ethically and sustainably including biodegradable materials
- Include information on the venue's smoking/e-cigarette policy in joining instructions
- If you will be giving prizes or awards, remember to source sustainable items from local suppliers or consider a donation to a local charity.

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- Display bilingual signs, including to highlight the stairs and recycling bins
- Serve water in jugs and glasses, avoiding single-use plastics
- Offer Fairtrade tea/coffee, in reusable cups
- Provide a standing area, facilitate an active break, and offer a guided walk at lunchtime / provide a route-map, to reduce sedentary behaviour
- Ensure that heating / lighting / air conditioning is set to a comfortable level
- Use lap-tops/tablets/screens to record notes, avoiding paper flip-charts
 - Use digital post-it notes (Windows / All Programs / Accessories / Sticky Notes)
- Include a presentation slide which promotes the sustainability credentials of the event

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Events / Conferences

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- Ask how delegates travelled to the event, to identify opportunities for further increasing green travel to future events
- Ensure that small amounts of leftover catering is put into food waste (where bins are available), and any larger amounts of food is redistributed (see Wrap's guide [‘Zero Waste Events’](#))
- Reuse / recycle any leftover materials / papers
- Use e-surveys or e-feedback forms over paper versions
- Calculate the carbon footprint of the event and commit to reduce it in the next event. Guidance is available [here](#)

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Training conference

Public Health Wales holds an annual training conference for consultants and registrars, with the venue alternating across Wales. Delegates' travel to and from the event is usually the biggest contributor to its carbon footprint, so the organisers promote car-sharing, use of public transport, walking and cycling. To understand better the travel carbon footprint, the organisers ask delegates to record their distance and mode of travel.

'Healthy Planet, Healthy Wales' Wales Public Health Conference 2018

The Wales Public Health Conference 2018 took place in Cardiff City Hall and attracted over 800 delegates across two days, from a range of public health disciplines and partner services.

The Communications Team ensured that the sustainability agenda was reflected throughout the event, with all the conference materials, set and props being either recycled, repurposed or reused. Active and sustainable travel was promoted to delegates in the build-up to the event. This approach was completed with sustainable vegan catering and paper-free working.

You can read more about the conference here: www.wphc.wales/

'We've Got Talent' live show

This live show highlighted the barriers that make work inaccessible to different groups and the positive action that employers can take to create more diverse and inclusive workplaces. Delegates and speakers were asked about their particular access and dietary requirements at the booking stage. The venue was checked to ensure that it was wheelchair accessible and had adequate lighting. British Sign Language (BSL) interpreters signed each performance for Deaf delegates and speech to text reporters provided communication support for members of the audience who were hard of hearing. All the films screened during the event had BSL captions and subtitles in Welsh and English. Bilingual conference programmes were provided in large print and Easy Read.



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'Planning Healthy and Sustainable Meetings', World Health Organization

www.euro.who.int/_data/assets/pdf_file/0005/373172/healthy-meetings-eng.pdf

'Accessible Venues Guidance', Welsh Government

www.wales.nhs.uk/sites3/documents/420/Accessiblevenueguidance.pdf

'Eatwell Guide', Public Health England

www.nhs.uk/live-well/eat-well/the-eatwell-guide/

'Zero Waste Events: Practical advice', Wrap

www.wrap.org.uk/sites/files/wrap/Zero_Waste_Events_Guide.pdf

'Be the Change – Walking our Talk' – active and sustainable travel (sustainable steps)

<http://howis.wales.nhs.uk/sitesplus/888/page/74543>

'Be the Change – Reducing our Waste Measurements' (sustainable steps)

<http://howis.wales.nhs.uk/sitesplus/888/page/74543>

Microsoft Surface Hub – 'meeting guidance' and 'user guide'

<https://phwsharepoint.cymru.nhs.uk/corporate/training/public/Forms/AllItems.aspx>

The Food Foundation 'Food Service Compendium' (resources and case studies)

<https://foodfoundation.org.uk/food-service-compendium/>

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'The Green Light on Catering'

Guidelines on ordering healthy and sustainable catering for meetings / events

- Discuss your healthy and sustainable requirements with the venue or its catering provider at the earliest opportunity
- Be clear that unhealthy foods and drinks, for example those that are high in fats, sugars and salts, cannot be provided for public health events. Instead, request that the caterer provides a range of foods in line with the ['Eatwell Guide'](#) to get a balance of healthier and more sustainable food, in particular offering two portions of vegetables with meals
- Plan to avoid unnecessary waste, including by factoring in the number of delegates who will actually attend the event (it is common to work with a 10% 'drop out' rate)
 - Use food waste bins for small quantities of leftover food
 - Ensure that any larger quantities of leftover food are re-distributed to a local charity (you will need to ask the venue about its re-distribution arrangements when booking catering)
 - Request reusable cups, glasses, jugs, plates, bowls, cutlery etc.
 - If reusable cups are likely to 'run out' during the event, ask for compostable items as 'backup', for example vegware™, rather than plastic disposables
 - When catering will need to be delivered to the venue, request minimal packaging and which is reusable / recyclable
- Ensure that delegates' dietary requirements (e.g. vegan, halal meat), including allergies, can be catered for - use event registration to obtain this information in advance, discuss with the venue when booking, and ask that food is clearly labelled when served
- Consider adopting vegetarian food as the default option (or a percentage of the order), but make sure it still contains two portions of vegetables. Use this opportunity to give people a positive experience of a plant-based meal that also helps to reduce the carbon footprint
- If you choose to serve meat, avoid products which are processed (e.g. cured meats and sausages) or intensively-reared (which can also include eggs and dairy products) by opting for specific standards including 'Organic', 'Free-Range', 'RSPCA Assured' and 'Red Tractor'
- Ask for catering which makes use of seasonal local produce wherever possible – buying local food supports the local economy
- If the caterer will be serving fish, ask that their selection is from a sustainable source. The Marine Conservation Society has a [list](#) and Sustainable Fish Cities has a [guide](#) on the top ten sustainable fish swaps
- Request that tea, coffee and fruit (for example, bananas) are [Fairtrade](#)
- Offer fruit or raw vegetables in place of biscuits and pastries
- Ask that the venue provides tap water freshly drawn and chilled served in reusable jugs or bottles, and not mineral water in plastic bottles
- Request that milk (lower fat) is served in jugs (rather than in disposable cartons). Also provide non-dairy milk alternatives (for example, soya, oat, almond or rice milk)
- Check that the premises/caterer has achieved a food hygiene rating score of 3 or above
- Alcoholic drinks are not required for public health funded events, including evening events for example



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You can use this checklist to make sure that you are organising, delivering and reviewing healthy and sustainable meetings and events. The Health and Sustainability Hub can provide advice on any questions which you may have (e-mail): publichealth.sustainability@wales.nhs.uk

Topic	Am I being healthy and sustainable? [Tick here]
Before the meeting / event	
Use of technology (for holding meeting)	
Being more active: breaks / standing / walking	
Accessible venue, including toilets, lifts and parking	
Ask about particular access and dietary requirements	
Plan the space to ensure everyone's access requirements are met	
Book local interpreters and communication support where required	
Provide information in different formats if required	
Sustainable catering	
E-mail papers / joining instructions, including green travel directions and smoking/e-cigarette policy	
Ask about communication and language requirements	
Consider need for promotional items	
Name badges and key information	
Sourcing locally any communication and language support requirements	
During the meeting / event	
Reusable jugs, glasses, cups etc.	
Use of technology (for recording notes)	
Fairtrade refreshments	
Bilingual signs to key facilities	
Standing area and opportunities to walk / exercise	
Areas to sit down	
Room conditions set at a suitable level	
Communicate the sustainability credentials	
After the meeting / event	
Review how delegates travelled (calculate the carbon footprint)	
Manage any leftover papers/materials	
Manage any leftover food	
Issue e-survey / e-feedback form	
Review all the topics in this checklist to identify further improvements	

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This '*be the change*' guide is part of the '*sustainable steps series*', to help staff think about the five ways of working and contribute to Wales' well-being goals.



If you would like further information, including suggesting ideas or asking for advice, please contact the Health and Sustainability Hub: publichealth.sustainability@wales.nhs.uk



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We would like you to share your individual actions towards Wales' well-being goals. You can join the conversation in the [Public Health Wales Staff Facebook group](#) or on Twitter using the hashtags #PHWWFG, #BetheChangeWales or e-mail the Health and Sustainability Hub: publichealth.sustainability@wales.nhs.uk.

We would also like to hear from colleagues interested in helping to develop further '*be the change*' guides.



Simple **acts**
can have big
impacts

Above all, have a good healthy and sustainable meeting / event, knowing that you are contributing to all of Wales' well-being goals alongside your Team's work-plan!

Please share your healthy and sustainable meetings / events stories with the Health and Sustainability Hub (publichealth.sustainability@wales.nhs.uk)