



<http://www.tata-association.com/>



<http://opencorporation.org>



<http://www.wwfrp.com/>

The following checklist is aimed at supporting those that are organizing a meeting or an event, and are therefore preparing the working material and guaranteeing that people with special needs are taken in account, and that the activities have a low environmental impact.

BUDGET HEADING
04.03.01.06

CALL FOR PROPOSALS
VP/2015/003

GRANT AGREEMENT
VS/2015/0380



With financial support from the European Union



<http://www.tata-association.com/>

<http://opencorporation.org>


<http://www.wwfrp.com/>

The following checklist is aimed at supporting those that are organizing a meeting or an event, and are therefore preparing the working material and guaranteeing that people with special needs are taken in account, and that the activities have a low environmental impact.

ACCESSIBILITY	checkbox
1) Prepare a reservation module asking personal details and information regarding potential special needs:	
1.a motion related needs	
1.b food related needs	
1.c other special needs	
HOTEL ACCESSIBILITY	
1) Choose a hotel or accomodation facility that is free of architectural barriers when accessing the reception, cafeteria, rooms and all common areas.	
2) Make sure that the hotel can supply, on request, breakfast to vegeterians, vegans, people affected by coeliac disease or other food related needs.	
3) Make sure that the hotel rooms and bathrooms are equipped and suitable for people which suffer from motion related disabilities.	
4) Make sure that the hotel is equipped, in case it is requested by someone, with additional kind of aids.	
5) Verify that what has been declared by the hotel or other accomodation facility corresponds to the advanced requests.	
6) Include in the reservation module a request for nformation regarding arrival/departure dates and typlogy of requested room.	
MEETING ACCESSIBILITY	
1) Choose a meeting room and restroom free of architectural barriers.	
2) Make sure that the chairman's table/platform is free of architectural barriers.	
3) Make sure that all working tables or at least some of them are free of architectural barriers.	
4) Make sure that the catering can supply, on request, meals for vegeterians, vegans, people affected by coeliac disease or other food related needs or intolerance.	
5) Make sure that the room is, on request, equipped with other kind of aids.	
6) Verify that what has been declared corresponds to the advanced requests.	
RESTAURANT ACCESSIBILITY	
1) Choose a restaurant with access to the main room and restrooms free of architectural barriers.	
2) Make sure that the restaurant can supply, on request, meals for vegeterians, vegans, people affected by coeliac disease or other food related needs or intolerance.	
3) Make sure that other kind of aids are present, in case someone requests them.	
4) Verify that what has been declared by the restaurant corresponds to the advanced requests.	

ACCESSIBILITY OF WORK DOCUMENTS	
1) Use and recommend the use of proper Fonts such as Georgia, Times New Roman, Sans serif, Verdana, Arial, with a minimum size of 11 and a line spacing of 1.5	
2) Use background colors and text that provide a clear contrast, and not variations of the same color (e.g. white or yellow text on strong background colors such as black, blue or green).	
LOW ENVIRONMENTAL IMPACT OF MEETINGS	
1) Use equipment with the CE label.	
2) Keep equipment turned off when not using it.	
3) Limit lighting and use low consumptions lightbulbs.	
4) Limit heating and cooling of rooms.	
5) Avoid handing out material (paper for notes, folders, etc.) and favour the use of personal electronic equipment (tablet and computer) and of a projector.	
6) Make the meeting documents available before hand in digital version.	
7) Where it is necessary to hand out paper documents during the meeting, avoid putting them in folders.	
8) Do not distribute sheets of paper for notes or pens to each participant, but make available a ream of paper and a pencil/pen holder form where everyone can take what is necessary, and put it back once finished if it can still be used.	
9) Instead of pens, use pencils made of certified FSC (Forest Stewardship Council) wood.	
10) Use chlorine free FSC certified or recycled paper.	
11) Use printers with biocompatible or renewable ink cartridges.	
LOW IMPACT OF TRAVEL AND ACCOMODATION	
1) Identify a location that is easily reachable by everyone.	
2) Favor the use of train or other collective transportation instead of using the airplane, when possible.	
3) Avoid the use of taxi or, if necessary, fill up the car to its full capability.	
4) Search for hotel which is well served by public transportation, close to the station and to the place where the meeting will take place.	
LOW IMPACT OF MEALS AND CATERING	
1) Limit the amount of dishes during work meals and coffee break.	
2) Favor quality of food: avoid proposing food that has been heavily processed through industrial means (biscuits, snacks, sodas); use handmade products, and if not possible, favor organic food, taking care of verifying that all wrappings and packaging is biodegradable or at least can be recycled. Regarding drinks, it is better to avoid sodas and preder fruit juices.	
3) Avoid bottled mineral water, use glass or ceramic pitchers instead.	
4) Avoid or at least try to limit the presence of animal food (meat or fish) or of animal origin (dairy products), and substitute them with a wide array of legumes or other vegetables. Animal products or of animal origin that will be offered should at least be organic in regard to free range, or certified in the case of seafood and fish (MSC or others).	
5) Favor local, fresh and in season products.	
6) Avoid the use of plastic plates, cutlery or bottles; use ceramic plates, steel cutlery, glass bottles, pitchers and glasses. If these are not available, prefer cutlery and glasse made of FSC certified cardboard or after that, bio-plastics.	

7) Make sure that the catering suppliers are capable of offering the above mentioned services.	
LOW IMPACT OF WASTE DISPOSAL	
1) Reduce trying to avoid offering useless material during meetings, and choosing with care materials tha+A12t offer a reduced amount of packaging.	
2) Re-use choosing materials, tools or equipment that can be used in the future.	
3) Recycle choosing products and materials, packagings and wrappings that may be disposed of separately because they are already included in a recycling process.	

BUDGET HEADING 04.03.01.06	CALL FOR PROPOSALS VP/2015/003	GRANT AGREEMENT VS/2015/0380	 With financial support from the European Union
--------------------------------------	--	--	---

Handbook and verification checklist¹ for the organization of accessible and sustainable meetings

With the aim of contributing specifically to the implementation of norm ISO 20121² on sustainable events, the OPEN EWC project and the portal <http://opencorporation.org/en/> , together with the partner TATA WITH CARE association for accessibility of people with special needs, and WWF RP for environmental safeguard, has developed a manual containing guidelines and a verification checklist for the organization of accessible and sustainable meetings. The manual is focused on EWC meetings and activities, but can be used for any event/meeting organized by companies, project partners and all organizations which work on accessibility and reducing environmental impacts.

Accessibility of company website (and EWC):

- When developing the website, accessibility of disabled persons must be taken in account through the following measures:
 - Inclusion of Tag Titles and Alts in the media and hypertext content (for people suffering from blindness);
 - descriptions of photographs and media to allow the use of voice synthesizers by people suffering from blindness.
 - Use of the correct fonts: Arial, Georgia, Times New Roman, San Serif, Verdana
 - Background colors and text contrast
 - Magnification of characters, positioning of the “3As” on the top right corner
 - Website that is readable and adaptable to all new devices, from smartphones to tablets;

¹ Open EWC has made use of the cooperation of project experts on the topics of accessibility, namely Anna Quartucci (President of TaTA – Tourism and training association) <http://www.tata-association.com/> and Ennio Merlini from WWF Research and Projects <http://www.wwfrp.com/>
² <https://www.iso.org/iso-20121-sustainable-events.html>

Specific policy in place to improve the employability of disabled people

1. People with motion impairments
2. People with sensorial impairments

How are these policies applied:

- Removal of architectural barriers for motion impaired people in all company premises for a full access to every single service and structure present in the company;
- Removal of barriers for people with sensorial impairments, through the inclusion of tactile paths, sound signals, guided paths;
- Supply of food to satisfy different needs (intolerances or allergies, coeliac disease, kosher, halal, vegetarian, vegan);
- Adoption of smart working (1) for temporary disabilities (2) – maternity, parenthood
- training/updating programs regarding disabilities and topics such as integration of disabled people
- Using staff specialized in the treatment of various disabilities following the peer to peer concept.
- Using external experts
- Training courses and information for all employees.

Accessibility policy to favor employment and use of electronic tools for:

1. People with motion impairments
2. People with sensorial impairments

Measures on accessibility of disabled must be decided together with the workers' representatives.

Norms on accessibility:

Convention on the Rights of Persons with Disabilities (CRPD)

<https://www.un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities.html>

CHARTER OF FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION, art. 1, art. 21, art.

26

http://www.europarl.europa.eu/charter/pdf/text_en.pdf

In addition, see the COMMUNICATION BY THE COMMISSION TO THE EUROPEAN PARLIAMENT, COUNCIL, THE ECONOMIC AND SOCIAL COMMITTEE AND THE COMMITTEE OF REGIONS, European strategy on disabilities 2010-2020: a renewed commitment for barrier free Europe (COM/2010/0636)

<http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:52010DC0636&from=IT>

http://www.europarl.europa.eu/charter/pdf/text_en.pdf

The MADRID DECLARATION, emanated in March 2002 in occasion of the International year on Disability (2003), it shifts the interest from a purely medical-scientific view to a social one. Different topics discussed: integration in school and in the working place, assistance and organisation of disabled persons. Discrimination is described as a general attitude that must be fought not only with legal but also cultural means.

LAWS AND GOOD PRACTICES

In this section we intend to positively evaluate those multinational companies that have voluntarily extended the implementation scope of a national law. **For example, regarding the Italian law:**

- Law 12th March 1999, n. 68, Norms on rights at work for disabled persons. This law aims at promoting the integration of disabled persons in the work place compelling employers to hire a certain number of disabled persons
<http://www.parlamento.it/parlam/leggi/99068l.htm>
- D.P.R. 380/2001 from art.77 to art. 82, main legal reference for constructions. These articles describe how to overcome architectonic barriers in public and private buildings, and buildings that are open to the public.
<http://www.parlamento.it/parlam/leggi/deleghe/01378dla.htm>
- DPR 503/1996, Rules on eliminating architectonic barriers in public buildings, spaces and services. <http://www.normattiva.it/uri-res/N2Ls?urn:nir:presidente.repubblica:decreto:1996;503>
- **Law n. 104/1992**, framework law on assistance, social integration and rights of disabled persons http://www.sicet.it/pages/urbanistica/leggi_urb/legge_104-92.htm

Other laws on disability:

- L. 381/70: economic assistance to deaf-mute persons.
- L. 180/78: Psychiatric reform.
- L. 41/86: Elimination of barriers in public buildings.
- L. 13/89: Elimination of barriers in private buildings.
- L.162/98: Support to persons suffering from severe disabilities

Regarding other UE countries, as an example we may mention the **Disable discrimination act** (DDA 2003) (UK)

https://en.wikipedia.org/wiki/Disability_discrimination_act, and the **Equality act** of 2010, <http://www.legislation.gov.uk/ukpga/2010/15/contents>

Lastly, concerning the **environment**, the following directives are of primary importance:

DIRECTIVE 2009/29/EC on environmental and climatic change, also concerns **the emission trading system** (ETS) (

[Directive 2009/29/EC](#))

Decision 406/2009/EC on emissions produced by sectors not covered by the ETS system, such as transport on road, waste, agriculture and real estate sector are all subject to the decision **to share the effort** ([Decision 406/2009/EC](#))

DIRECTIVE 2009/28/EC on renewable energy sources ([Directive 2009/28/EC](#))

DIRECTIVE 2009/31/EC on technologies to capture and stock carbon ([Directive 2009/31/EC](#)) .

[Regulation 443/2009](#) establishing the norms for **CO₂** emissions in new cars.

[Directive 1999/94/EC](#) on policies for the reduction of CO₂ emissions

Regarding biodiversity, nature and soil:

DIRECTIVE 92/43/EEC, so called Habitat directive, established the European network “Natura 2000” classified according to directive 79/409/EEC. ([Directive 92/43/EC](#))

DIRECTIVE 79/409/EEC so called birds directive, concerning protection, management and control of wild birds, including new norms for sustainable hunting [Directive 79/409/EC](#))

Base **REGULATION** (EC) **N. 338/97** ([Regulation 338/97](#)) regarding the protection of wild flora and fauna through control of their commerce (modified by regulation (EC) n. 398/09.([Regulation 398/09](#))

Directive 83/129/CEE, extended indeterminately by directive 89/370/EEC, it forbids the importation of products deriving from seal cubs in the EU. In 2009, the regulation (EC)

n.1007/09 has introduced even stricter rules on importing products deriving from seals.
([Directive 83/129/EC](#))

Directive 2010/63/EU on the protection of animals used for scientific reasons (abolishing directive 86/609/EEC), based on the so called “3 R principle” (replacement, reduction, refinement), implemented the 1st of January 2013. ([Directive 2010/63/EC](#))

It is also useful to mention the Washington Convention, also known as CITES, regulating the international trade of endangered species or parts of species.

The **Convention on International Trade of Endangered Species**, or **CITES**, is an international convention signed in Washington in 1973. It aims at regulating international trade of endangered wild flora and fauna ([CITES](#)). It concerns the trade of living and dead specimens, or only parts of organisms or products, trying to stop the commercial exploitation of endangered species (first cause of extinction, followed by habitat destruction).

TIMBER REGULATION ([Regulation 995/2010](#)) is a EU regulation of 20th October 2010 aimed at fighting against the internal EU trade of illegally provided wood and products derived from it.

ENROLMENT FORM

Please complete in block capitals and reply by **6 November 2017** at the latest to:

name.surname@filcams.cgil.it

Event/meeting: **Brussels, 16 November 2017**

Name:

Organisation:

Position:

E-mail address:

Phone number (+ international):

Do you need hotel reservation?	<p>Yes <input type="checkbox"/> / No <input type="checkbox"/></p> <p>if YES,</p> <p>Date IN</p> <p><input type="checkbox"/> 15th</p> <p>Date OUT</p> <p><input type="checkbox"/> 16th OR</p> <p><input type="checkbox"/> 17th</p> <p>Room type: Single <input type="checkbox"/> Twin <input type="checkbox"/> Double <input type="checkbox"/></p> <p><u>Please note that only 1 night will be covered by the project.</u></p>
Will you join the social dinner on 15/11/2017?	<p>Yes <input type="checkbox"/> / No <input type="checkbox"/></p>
Do you have any special dietary requirements?	<p>Yes <input type="checkbox"/> / No <input type="checkbox"/></p> <p>Vegetarian <input type="checkbox"/></p> <p>Kosher <input type="checkbox"/></p> <p>Hindu <input type="checkbox"/></p>



With financial support from the European Union

	Halal <input type="checkbox"/> Celiac <input type="checkbox"/> Food intolerance <input type="checkbox"/> (please specify.....) If Other, please specify.....
Do you have any other special needs?	Yes <input type="checkbox"/> / No <input type="checkbox"/> if YES, wheelchair user <input type="checkbox"/> Other.....

Please note that travels must be done in the cheapest and fastest way possible and by using public transports (taxi will not be reimbursed) in order to cooperate to the environment protection. Each beneficiary shall keep the original boarding passes, travel tickets, invoices, receipts and bills.

Furthermore, with a view to strengthening the social dimension of the European Union and the being coherent with the goals of the action, **each co-beneficiary should pay attention to the companies who seem not to respect the workers' fundamental rights, as enshrined in the Nice Charter and should commit itself not to use their services/goods (e.g. hotels, air companies etc).** For examples, as the Coordinator has knowledge of the Ryanair policy against unions, it will not use its services as long as this air company doesn't change attitude.

Date

Signature

Please consider the environment before printing this document.



With financial support from the European Union