



## Sustainability policy for FPH events

This policy explains FPH's approach to sustainability for our events and clearly communicates this to our members, partners, venues and suppliers. We run events for different audiences and with different purposes and our approach to sustainability is tailored to each event. The objective of this policy is to provide clear cross-event guiding principles for all our event planning and decision-making. This policy applies to any events organised by the FPH or any of its special interest groups and committees.

The FPH mission is to promote and protect the health and wellbeing of everyone in society by playing a leading role in assuring an effective public health workforce, promoting public health knowledge and advocating for the population and planetary health.

FPH events should promote and support the vision and mission of the FPH, particularly the commitment to equitable and sustainable development across the globe. This implies that FPH events should follow the principles outlined in the procurement policy and prioritise sustainability with a view of reducing their impact on the environment, particularly regarding greenhouse gas emissions.

This policy and corresponding checklist (see appendix) should be used by staff and members when planning FPH events and the points outlined in this policy should be followed unless there is a strong imperative for not doing so. Decisions that breach this must be discussed with and approved by a senior FPH officer. Please complete the checklist and return to: [policy@fph.org.uk](mailto:policy@fph.org.uk).

### Mode of delivery

- All events and meetings should be held online by default. The decision to hold an event in person should be discussed with a senior FPH officer and reasons for this decision clearly documented.
- If meetings happen in person, an online/remote option should always be provided to attendees who cannot or prefer not to travel.
- Events should be possible to convert to online only if needed due to an extreme weather event.

## Transport

- Travel information on active travel and public transport must be provided to participants and encouraged over other forms of transport.
- Availability of cycle storage facilities must be investigated and prioritised and these facilities must be communicated to participants prior to the event.
- Incentives to use active transport should be considered.

## Venue

- Venues should be easily accessible by public transport.
- Venues should not be owned or related to the fossil fuel industry or other private enterprises/organisations related to environmental degradation.
- The venue should provide water for refills.
- Organisers should enquire about waste reducing policies, including availability of recycling waste bins and recycled paper on site.
- Organisers should enquire about the carbon footprint and energy efficiency of venues and prefer venues with lower carbon footprints.

## Catering

- Single-use plastic, including disposable plastic cups, plates, cutlery, paper cups lined with plastic, plastic signs and giveaways is prohibited from all events.
- All food should be plant-based and meat-free.
- Caterers that are committed to reducing food waste should be prioritised.
- Participants should be encouraged to bring reusable cups and bottles.
- Carbon footprint labels should be displayed on items by catering companies if possible.
- Catering companies should prioritise fair trade sources and support local producers in keeping with the FPH procurement principles.

## Waste

- All event resources should be made available digitally.
- Printing should be avoided unless strictly needed and this should be justified by organisers.
- If printing is required, double-sided printing and recycle paper should be used.
- Lanyards should be avoided, and badges should be in simple paper that can be easily recycled. Plastic should not be used in badges.

This policy was written and approved in September 2023 and will be reviewed annually.

# Appendix

QUESTIONS	RESPONSE
<b>MODE OF DELIVERY</b>	
<ul style="list-style-type: none"> <li>• Does the event need to take place in person, or can it be held online?</li> <li>• If it needs to be held in person, is remote access option provided simultaneously for attendees who prefer or cannot travel?</li> <li>• Does the event agenda consider the relationship between the topic of the meeting and climate change and health? Does the agenda highlight and/or explore this relationship?</li> <li>• Is it possible to convert the event to fully online in case of an extreme weather event?</li> </ul>	
<b>If the event is taking place in-person, please consider the following:</b>	
<b>TRANSPORT</b>	
<ul style="list-style-type: none"> <li>• Will travel information on active travel and public transport be provided to participants prior to the events?</li> <li>• Will attendees be encouraged to use active travel as the preferred mode of transport, followed by public transport?</li> <li>• Are cycle storage facilities available and will this be communicated to participants?</li> <li>• Have incentives for active travel been considered?</li> </ul>	
<b>VENUE</b>	
<ul style="list-style-type: none"> <li>• Is the location appropriate in relation to the geographic dispersion of attendees?</li> <li>• Is the venue location easily accessible by active or public transport?</li> <li>• Is the venue owned by or related to the fossil fuel industry or other private enterprises/organisations related to environmental degradation?</li> <li>• Does the venue support local communities, particularly around climate resilience and sustainability?</li> <li>• Will the venue provide water for refills?</li> <li>• Does the venue have waste reducing policies, including availability of recycling waste bins and recycled paper on site.</li> <li>• Has the venue measured its carbon footprint? If yes, how does this compare with alternative venues?</li> </ul>	
<b>CATERING</b>	
<ul style="list-style-type: none"> <li>• Is single-use plastic banned from the event?</li> <li>• Is catering plant-based and meat free?</li> <li>• Is the caterer committed to reducing food waste?</li> <li>• Will participants be encouraged to bring their own cups and water bottles?</li> <li>• Does catering have carbon footprint labels on items?</li> <li>• Does the caterer prioritise fair trade products and support local producers?</li> </ul>	
<b>WASTE</b>	
<ul style="list-style-type: none"> <li>• Are agendas and event resources made available digitally?</li> <li>• Where printing is essential, is double sided printing and recycled paper used?</li> <li>• Are name badges made of paper and easily recyclable?</li> </ul>	