

Climate Neutral Event

*The term **climate neutrality** means living in a way that produces no net greenhouse gas (GHG) emissions. This should be achieved by reducing your own GHG emissions as much as possible, and using carbon offsets to neutralize the remaining emissions.*

(Kick the Habit, A UN guide to Climate Neutrality, UNEP, 2008)

SUMMARY

The label climate neutral event aims to help companies and organizations arrange climate conscious events.

For an event to claim climate neutrality through South Pole Group's (SPG) climate neutral label, the following criteria should be met¹.

1. Develop a GHG inventory and quantify the event's greenhouse gas (GHG) emissions including the gases mentioned in the Kyoto protocol e.g. carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O).
 - a) Direct emissions.
 - b) Indirect emissions from purchased electricity, heating and cooling.
 - c) Indirect emissions from travel, accommodation, leased facilities, waste disposal, food and other consumables.
 - d) Other material indirect emissions.
2. Identify and perform efforts to reduce the event's estimated GHG emissions.
3. Offset all estimated direct and indirect GHG emissions of the event.
4. Communicate the event's status as climate neutral.

CRITERIA

1. Greenhouse Gas Inventory

The greenhouse gas inventory estimate should cover direct and indirect emissions from the event. The estimate should follow the reporting standard Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard, Revised edition, published by World

¹ The criteria are described further in the following pages.

Resources Institute (Washington DC, USA) and World Business Council for Sustainable Development (Geneva, Switzerland).

The inventory estimate should cover the following areas:

- a) Direct emissions from sources owned and operated by the reporting entity e.g. through stationary combustion and mobile combustion (Scope 1)
- b) Indirect emissions from purchased electricity, heating and cooling (Scope 2)
- c) Indirect emissions from travel, leased facilities, waste disposal, food and consumables (scope 3)
- d) Other material indirect emissions (scope 3)

1.1 Boundary Setting

The estimate must follow the above boundary settings for the three scopes. Generally, the event footprint should include 100 percent of the GHG emissions from all mobile and stationary activities that occurred as a result of the event and all facilities utilized during the event. If the reporting entity chooses to exclude certain sources of emissions, this must be disclosed and explained.

The status climate neutral is maintained throughout the duration of the event. The status cannot be transferred to other events that are not included in the initial boundary setting.

1.2 Reporting Period

The GHG inventory is calculated for a specified time period. Usually, the inventory only covers the duration of the event. However, the reporting period can be adapted if necessary.

1.3 Quality

Direct emissions and indirect emissions from electricity, heating and cooling (Scope 1 and 2) should be as exact as possible. The calculation of indirect emissions (Scope 3) can be reasonably estimated. In accordance with the GHG Protocol guidance, the estimate should be conservative. The reporting entity should use data for quantification that reflect the uncertainties and that does not underestimate the GHG emissions or overestimate the emission reductions.

All methods, assumptions and approximations should be accounted for.

The accounting should follow the GHG Protocol's principles of:

- Relevance
- Completeness
- Consistency
- Transparency
- Accuracy

1. 4 Client Responsibility

The client is responsible for ensuring that all material emissions are included in the estimate².

1.5 Reporting and Audit

The reporting organisation is responsible for presenting its GHG emissions estimate in a report. The report should include:

- a) All direct and indirect emissions included in the estimate presented by scope.
- b) Explanations concerning calculation and estimation methodology, boundary settings and emission factors.
- c) Measures performed to reduce the event's climate impact.

If the reporting entity has conducted its GHG emissions estimate, independently or through a third party, SPG will audit the estimate and accompanying report to certify that it complies with the criteria. The audit will include a review of documentation (e.g. receipts, bills, email confirmations from providers, property managers etc.) that contains information about actual usage data.

2. Reducing Emissions

Measures should be identified and taken to reduce the event's expected significant sources of GHG emissions e.g. in the selection of suppliers, choice of venue, mode of travel to and from the event, and the activities planned during the event.

SPG will review the list of identified measures and the implementation efforts.

² If requested, SPG can assist the client with the GHG emissions estimate. SPG can provide calculation tools, emission factors and advice concerning boundary settings.

3. Offsetting

Participants should offset direct emissions and indirect emissions from purchased electricity, heating and cooling, and business travel as well as other material indirect emissions. This should be done by purchasing credits from third party verified emission reduction projects that are in accordance with high quality standards, such as the Gold Standard, Verified Carbon Standard and/or the Climate Community & Biodiversity Standard. The offsetting credits must be retired no later than 12 months after the declaration of the event's carbon neutrality.

4. Communication

The event's status as climate neutral may be used in external communication efforts. Participants are awarded the climate neutral event logo and a certificate displaying the event's status as climate neutral issued by SPG.

The event organiser is responsible for ensuring that the use of the logo complies with SPG's criteria. To use the logo, a summary of the GHG inventory estimate, including a description of the boundary setting and information concerning the emissions offset and the offsetting project, should be made publically available.