



global collaboration network.

INTRODUCING

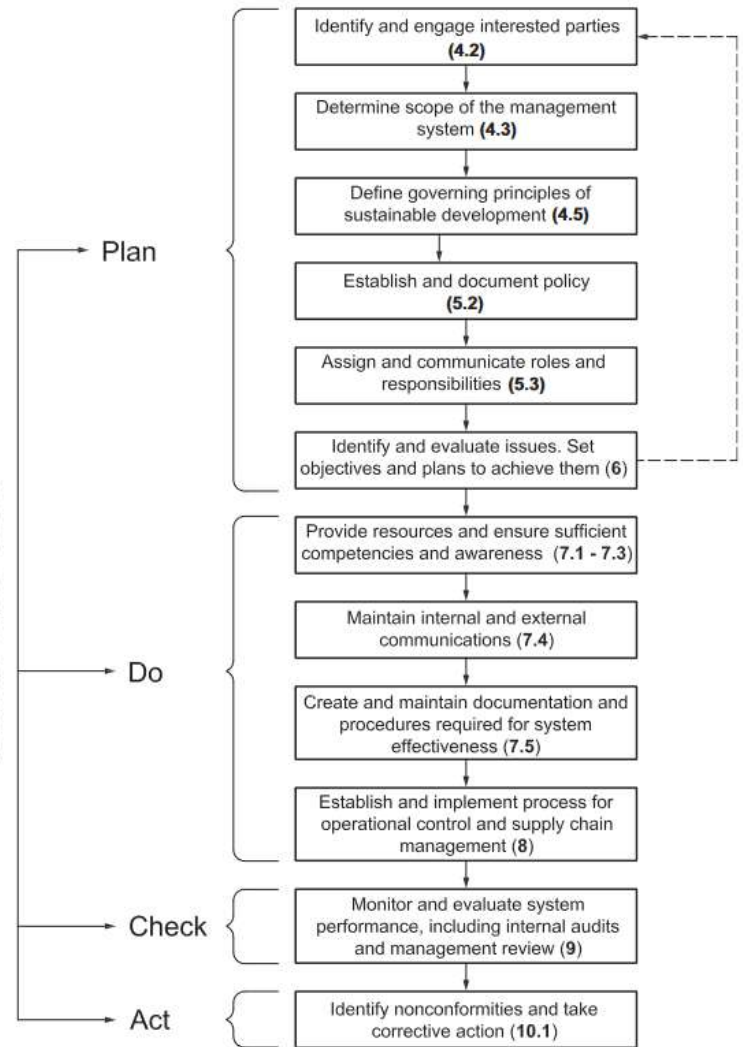
ISO 20121

A Summary and Guide of Implementation

THEME

12 Step Program

Continual improvement



Identify and engage interested parties (4.2)

Determine scope of the management system (4.3)

Define governing principles of sustainable development (4.5)

Establish and document policy (5.2)

Assign and communicate roles and responsibilities (5.3)

Identify and evaluate issues. Set objectives and plans to achieve them (6)

Provide resources and ensure sufficient competencies and awareness (7.1 - 7.3)

Maintain internal and external communications (7.4)

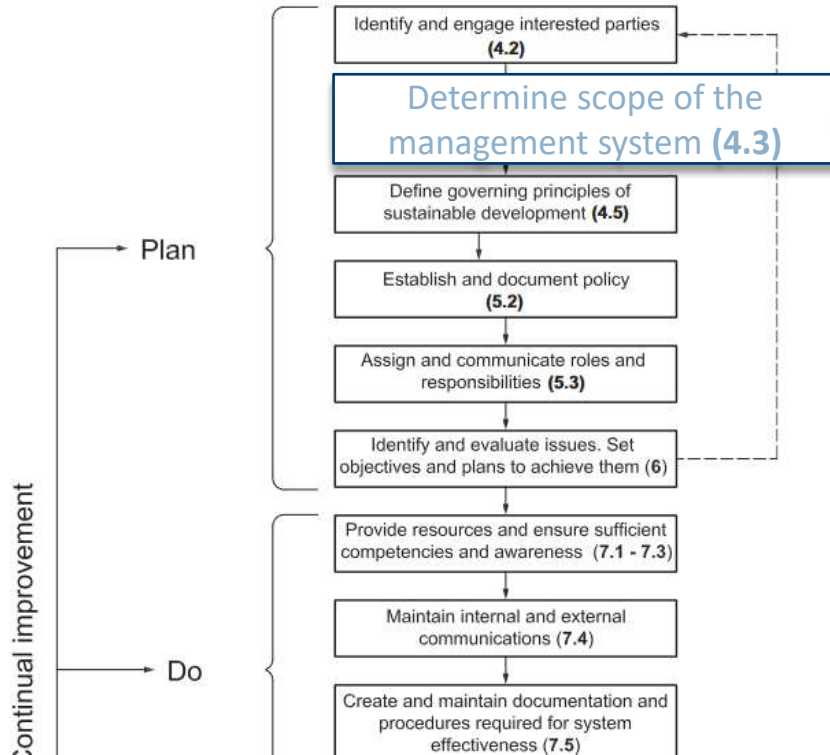
Plan

al improvement

Which parties are interested in sustainability?

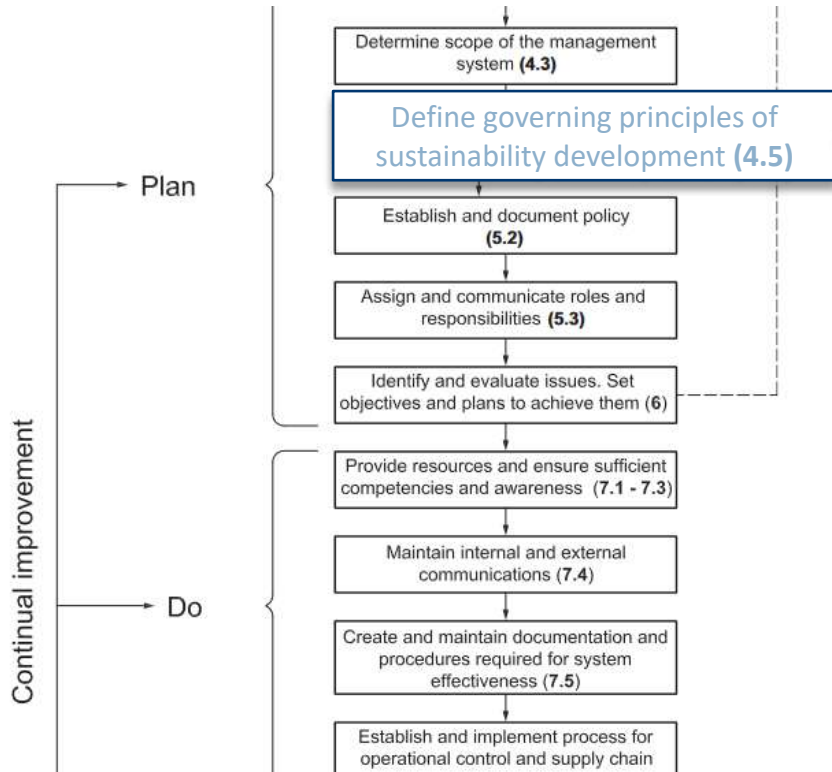
- *Event organizers, workforce, suppliers, attendees, etc.*

How will they be affected?
What are their needs?



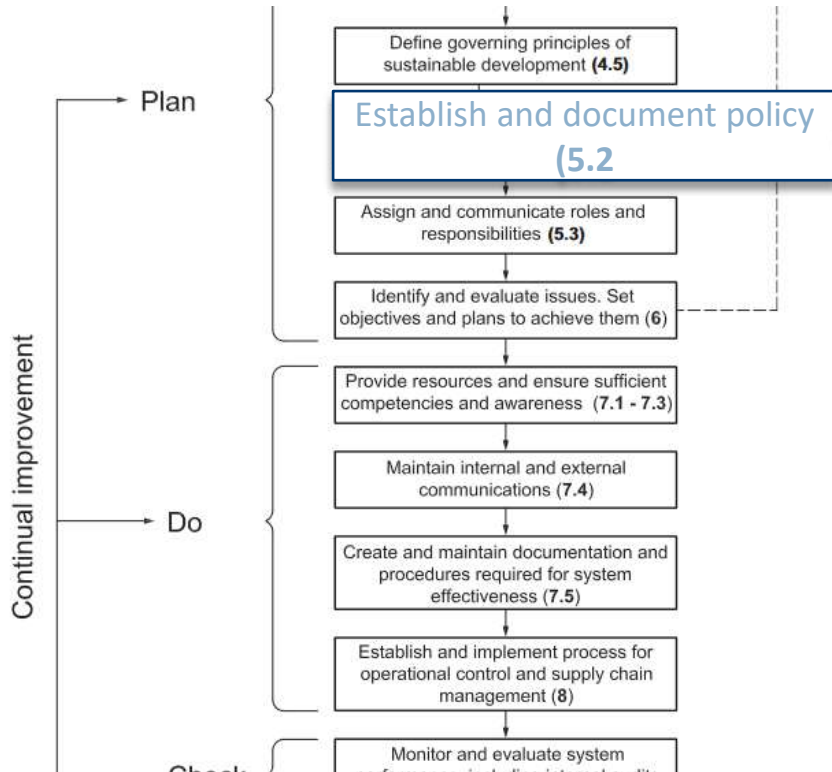
What are the internal and external boundaries and the applicability of your new management system?

Document it!



Create a framework of purpose and values of your new management system, applied to your specific field of activity.

- Include considerations of
- Stewardship
 - Inclusivity
 - Integrity
 - Transparency

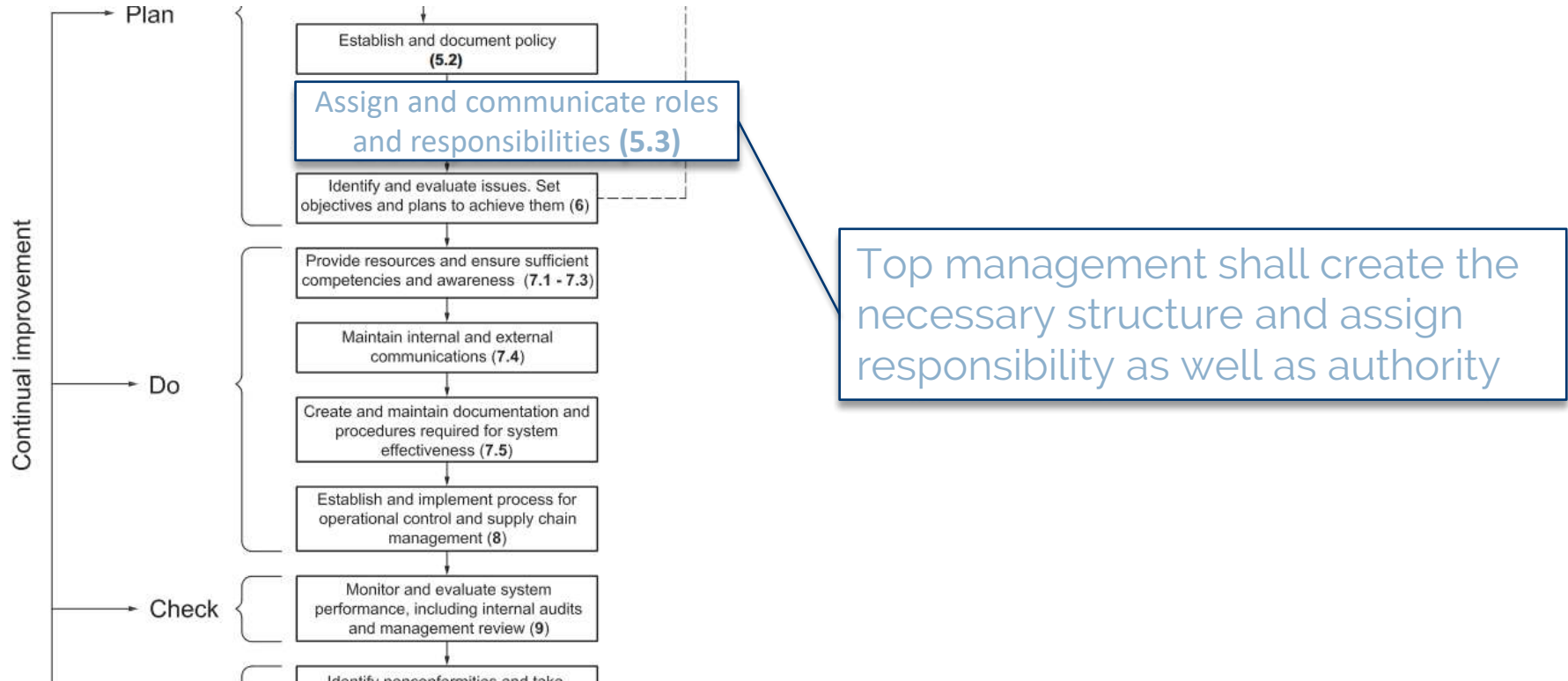


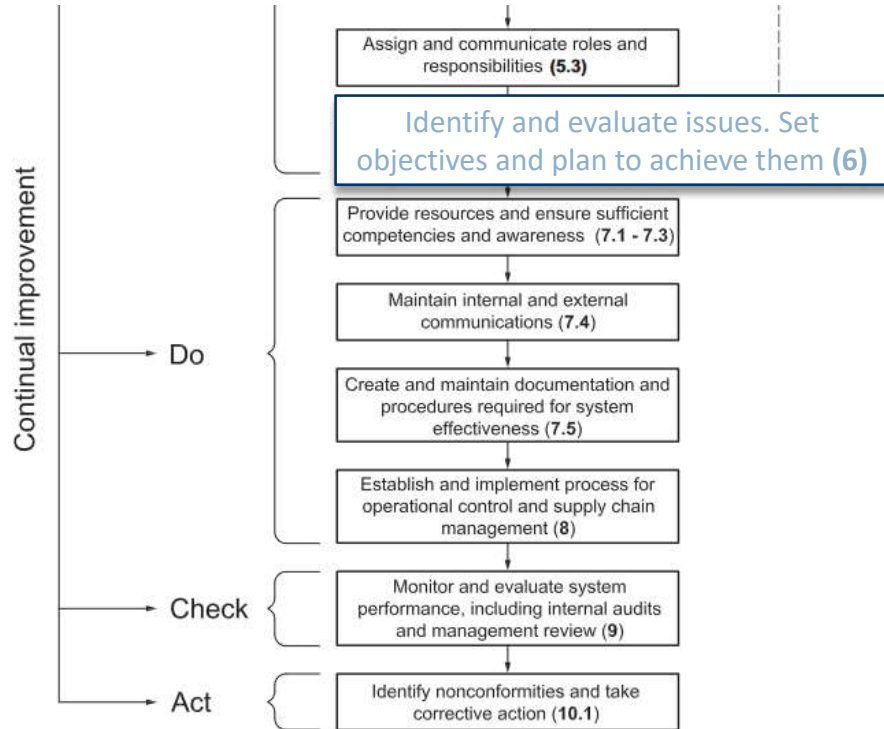
Create a policy appropriate to your company.

It should include

- Statement of purpose and values
- Sustainable development issues relevant to your scope
- Commitment to lead by example
- Commitment to satisfy all legal and self-set requirements
- Commitment to improve continually

How will you communicate your policy?

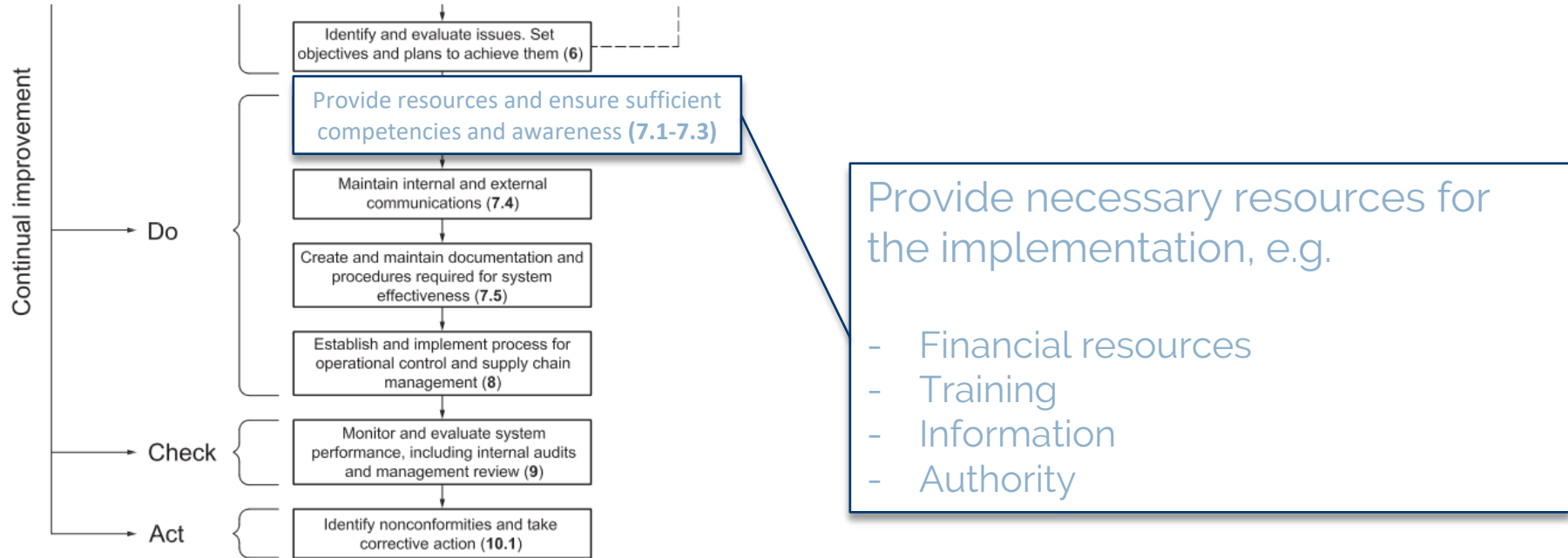




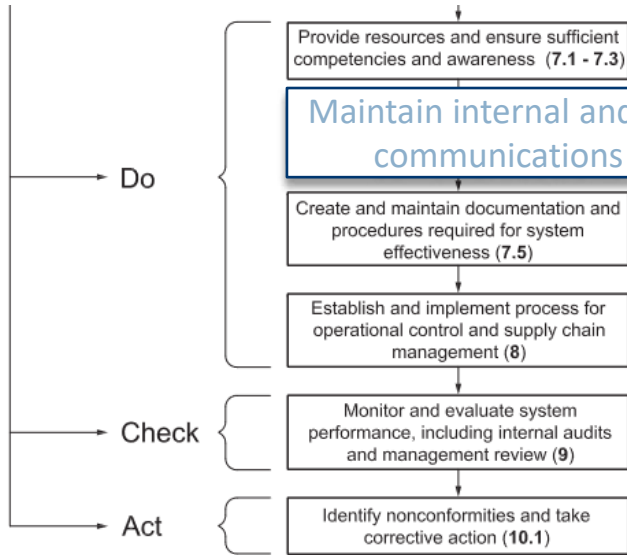
In regard to the very first step (Identifying interested parties) evaluate issues. Consider ESG values.

Set objectives and plan

- How to integrate them
- When to accomplish them / reach milestones
- Who the responsible stakeholders are
- When to evaluate your efforts
- How to control and measure your goals
- How to improve continually
- How to communicate your goals



Continual improver

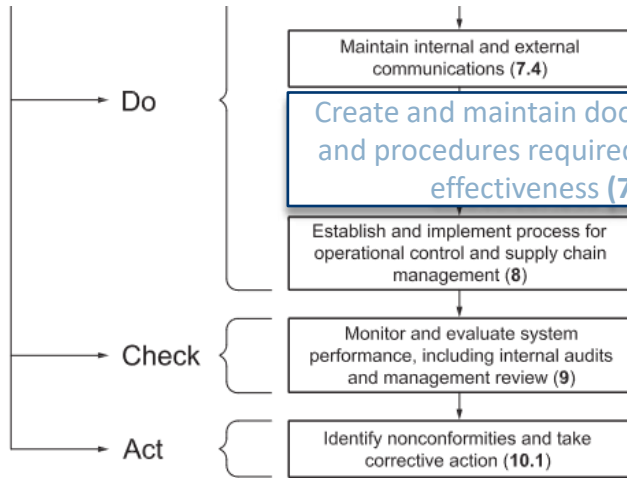


Plan

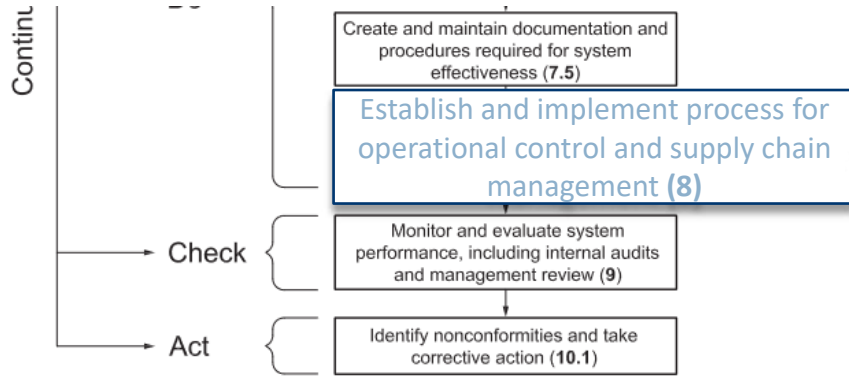
- when and what to communicate
- Who to inform (*intern, extern, etc.*)
- How to communicate (*training, newsletters, surveys, etc.*)

Do it!

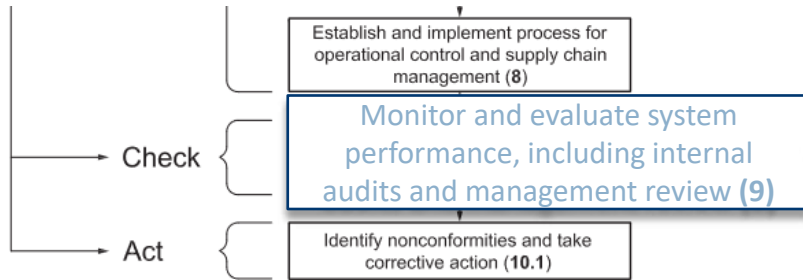
Continual impro



- Work organized
- Update your protocols, etc. regularly
- Identify documents uniformly incl. dates, titles, etc.
- Control distribution, storage, etc.



- Create & Define Government structure
- Plan, implement and control to meet your goals
- Check on tasks regularly
- Review goals & plans to fit new situations, products, etc.
- Be aware of the code of conduct of individual suppliers and how they correlate with your goals



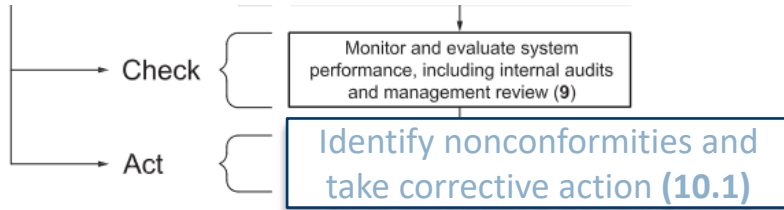
What must be monitored?

Be aware of, and talk about, negative trends before resulting problems arise

Have internal audits. Plan:

- Frequency
- Methods
- Reporting structure
- Scope
- Documentation & its retention
- Have the new structure reviewed by top management

Auditors should be from different departments or jurisdictions



1. Identify nonconformity
2. Act or deal with consequences
3. Make changes to the sustainability management system as needed
4. If appropriate, address nonconformity with suppliers or other affected parties



IFSS

Improve continually

The image features a solid blue background. In the upper half, there are several thin, white, wavy lines that flow horizontally across the frame, creating a sense of movement and depth. These lines vary in amplitude and frequency, resembling a stylized wave or a series of overlapping curves.

THEME

Further Information

Governing principles – Questions to ask

1. Inclusivity

- How can interested parties contribute or give feedback?
- How can we be sure that no one stays uninformed or is going to be disadvantaged?

2. Integrity

- How can we demonstrate accountability?
- How can we make unbiased decisions?

3. Stewardship

- How are sustainable management skills developed, shared, applied and recognized?

4. Transparency

- How can we make relevant and reliable information accessible?
- How are questions and expressions of interest managed and communicated?

Supply Chain Management

Annex B

Try to include the procurement cycle in your sustainability management

- Minimize negative impacts of products and services
- Minimize demand of resources
- Minimize negative impact through the supply chain itself (e.g., work conditions)
- Ensure that fair contract terms are applied and respected

Create a policy defining a scope and a desired level of performance within the supply chain. It could include

- Weighting / scoring system for resources (e.g., Carbon calculator)
- Life cycle assessment
- Consideration of the environmental purchasing hierarchy (rethink, eliminate, reduce, re-use, recycle, dispose)
- Expected supplier's code of conduct
- Industry best practice

Guidelines for the Identification of Issues

Factors to be considered

- Event type, purpose, nature & size
- Location
 - Is there a strong legal framework?
 - What are the social, economic and environmental characteristics?
- Characteristics of workforce
- Activities & policies about sustainability of participating companies
- Supply chain

Identify the significance of an issue

- List all activities of the event
- Consider your influence on the factors
- Identify possible issues
- Create a hierarchy

Note

The ISO 20121 Standard is meant to establish and certify a management system, not an event. It is not an event that is ISO 20121 compliant but the company itself