

Event Sustainability Proposition

Sustainable Event
Management System
ISO20121:2012

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Introduction to FESPA

FESPA is a global federation of national speciality printing trade associations that provide international and local business support to members using wide-format digital inkjet printing and Screen process printing in the production of a wide range of creative visual communications, textile and industrial products.

Since its foundation in 1962 it has continued to organise leading international exhibitions and events that bring new technology and products to its global market. They generate revenue which is reinvested for the benefit of global speciality print communities. As FESPA enters its seventh decade it remains committed to upholding its mission:

“To be the leading globally connected imaging community re-investing its profits for the purpose of inspiring, educating and growing the industry”

FESPA's reinvestment initiative is the means through which funds are distributed to support sustainable and profitable growth within the communities it serves.

The funding is channelled into four key areas:

- to help print businesses to diversify, grow and prosper
- to share knowledge and market intelligence
- to promote best practice and spark inspiration
- to create valuable networking opportunities

Since 2005, the reinvestment programme has delivered a range of high-quality products and services for speciality printers internationally. These include:

- independent market research
- conferences, seminars and webinars
- international summits
- regional and national congresses
- educational guides
- technical support and training content
- international print awards programme
- event features that focus on key business opportunities
- exclusive Club FESPA Online articles in 36 languages covering business, technical and sustainability advice

FESPA also actively supports projects in developing markets, such as training schools, educational events, and community support initiatives.



What does Sustainability mean at FESPA?

At FESPA, we believe that our events provide a great opportunity to introduce new technology, materials and automation solutions that ensure the efficient use of resources, enhance communication value and reduce the impact on our planet.

Sustainability is something we strive to build into our culture, services, and projects. We aim to be drivers of change and to be leaders in the event industry by reducing environmental and social impact. Every decision we make has an impact. With innovation and optimism, we will continue to drive sustainable change as we protect the planet.

We are committed to designing our events in a creatively responsible way, ensuring the best for our clients and communities. We are focussed on delivering sustainable solutions that allow us to use less, recycle or regenerate. As innovators, we are constantly looking for new ways to be more responsible, not only challenging ourselves but empowering others to do the same.

STATEMENT OF COMMITMENT FROM NEIL FELTON

As CEO of FESPA, I will ensure that the sustainable event management system (SEMS) meets the requirements of the business, the requirements of ISO 20121 and supports our ongoing commitment to continuous improvement in sustainable event management performance

I will do this by:

- Ensuring that policies and objectives are established for the SEMS and are compatible with the strategic direction of the organisation;
- Ensuring the integration of SEMS requirements into FESPA processes;
- Ensuring that the resources needed for the SEMS are available;
- Communicating the importance of effective event sustainability management and conforming to SEMS requirements;
- Ensuring that the SEMS achieves its intended outcome(s);
- Directing and supporting our teams to contribute to the effectiveness of the SEMS;
- Promoting continual improvement;
- Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

Responsibility and authority are delegated to the Head of Associations & Technical Lead for:

- Ensuring that the event sustainability management system conforms to the requirements of the ISO 20121 standard;
- Reporting on the performance of the event sustainability management system to the Senior Management Team.

Neil Felton, CEO
November, 2023.

Key Roles and Responsibilities

The CEO and Senior Management Team of FESPA have assigned responsibilities and authorities for relevant roles which are assigned and communicated within the organization via use of job descriptions and awareness / communications.

The **Senior Management Team** has assigned responsibility and authority to:

The **Head of Associations & Technical Lead** who has the responsibility for ensuring that the event sustainability management system conforms to the requirements of ISO 20121 and for reporting on the performance of the event sustainability management system to the CEO.

Other key responsibilities are assigned to:

The **Head of Operations** has operational responsibility for occupational health & safety within FESPA.

The **Head of Global Development & FESPA Global Print Expo, Head of Operations** and **Head of Marketing & Events** are responsible for evaluating event-related issues and determining their significance and identifying actions to address them for events in scope of certification. They also have responsibility for the operational delivery of events and for incorporating sustainability initiatives where possible in event-related planning and delivery activities.

Executive Assistant to CEO has responsibility for management of documentation requirements and for records confirming roles, responsibilities, and competency.

Head of Marketing & Events and the **Head of Operations** also have overall responsibility for the sustainable procurement policy, procedures, and guidance with the support of the **Finance & Commercial Controller**.

All Employees are responsible for following company policies, procedures and for seeking to drive continual improvement in sustainability performance where possible.

Contractors are responsible for following company policies, procedures and for adherence to contractual requirements.



Determining Strategic Sustainability Issues at FESPA

The FESPA Senior Management Team meets regularly and undertakes SWOT and PESTLE analysis to determine external and internal environmental, social, and economic sustainability issues that are relevant to FESPA's strategic purpose and those issues that affect our ability to achieve the intended outcome(s) of our sustainable event management system (SEMS).

Examples of these issues can include, but are not limited to:

EXTERNAL ISSUES:

- The cultural, social, political, legal, regulatory, financial, technological, economic, natural, and competitive environment (international, national, regional, or local);
- Key drivers and trends that impact on FESPA objectives; and
- Relationships with, and perceptions and values of external stakeholders.

INTERNAL ISSUES:

- Governance, organisational structure, roles, and accountabilities;
- Policies, objectives, and the strategies that are in place to achieve them;
- The capabilities, understood in terms of resources and knowledge (e.g. capital, time, people, processes, systems, and technologies);
- Information systems, information flows and decision-making processes (both formal and informal);
- Relationships with, and perceptions and values of, internal stakeholders;
- FESPA culture;
- Standards and guidelines;
- Contractual relationships.

Details of SWOT and PESTLE analysis are documented within SWOT PESTLE Interested Parties Risks and Opportunities document.

Engaging Our Stakeholders

FESPA will identify and engage with our stakeholders in relation to the events that are in scope of our ISO 20121 certification (See appendix 1). The purpose of stakeholder engagement is to identify those interested parties that are relevant to the SEMS and to understand their specific / evolving / ongoing requirements to meet and where possible address them through setting objectives or taking a specific action to address an identified risk or opportunity.

During event planning activities, stakeholders will be identified, and steps will be undertaken by nominated FESPA employees to identify and document their specific needs and expectation outputs in the event issue evaluation register.

The identification of needs and expectations can be achieved through one or more of the following means:

- Regular correspondence and event planning meetings;
- Discussions and reviews of feedback received;
- Review of client / supplier contractual requirements;
- Awareness of legal and other requirements;
- Identification of best available sustainability practices;
- Benchmarking.

The following key stakeholders have been identified that are common to all our events in scope of certification:

- Clients - Exhibitors and sponsors
- Suppliers/contractors
- Workplace providers
- Regulators
- Venues
- Event organisers
- Event owner
- FESPA staff
- FESPA Board
- Associations
- Participants
- Attendees
- Local community

Details of the Company’s key stakeholders and how we engage with our stakeholders is documented within SWOT PESTLE Interested Parties Risks and Opportunities document.



FESPA Statement of Purpose and Values

PURPOSE

FESPA's primary purpose is to lead a globally connected imaging community, re-investing its profits for the purpose of inspiring, educating and growing the industry. This goal will only be achieved through FESPA's values which are built on being authentic and aspiring to be the best with honesty, integrity and respect for each other, our communities and our planet.

FESPA aims to provide best in class sustainable event management services to our key clients.

As we organise our events we will ensure that the planning process is transparent and documented. The commitment to reduce, reuse and recycle will be a key focus in using resources responsibly and acting with stewardship to only use what we need to create engaging and valued events. The organisational culture provides opportunity for all stakeholders to inclusively contribute to the production of leading sustainable events that meet the needs of a diverse community.

VALUES

FESPA is helping to support the organisations that are reshaping digitised screen and digital printing around the world.

The following principles and values have been identified and are expected to be incorporated into everything that we deliver for our clients and stakeholders.

Our principles and values include:

ASPIRATION WITH STEWARDSHIP

As we serve our audiences, clients, and communities, we are committed to driving the meaningful change necessary to build a better world.

- We take responsibility for the long-term impact of our activities.
- We create event solutions that minimise waste products that go to landfill.
- We promote partnering with suppliers who have the knowledge and skills to ensure the best use of materials without waste and have improved sustainability credentials.
- We work with established venues in large European city locations, this minimises the negative impacts of our activities on the local environment.
- We ensure that our exhibitors use approved materials in compliance with venue guidance.
- We develop sustainable management skills that are shared, applied, and recognized across our event team to reduce our negative impacts.

AUTHENTICITY WITH INTEGRITY

Integrity is important to us, and we look to partner with ethical, like-minded companies who practice ethical working conditions and support the wellbeing of their employees.

- We always apply ethical principles and behaviour that are representative of good practice.
- We believe in building long-term relationships built on trust and mutual respect with our internal and external stakeholders.
- We have HR policies to ensure that bribery, abuse, oppression and corruption and complicity are avoided.
- We ensure that decisions and actions are unbiased, and comply with relevant rights, legal obligations, and regulations.
- We work with venues who focus on minimising their negative impact to the local community whilst bringing worthwhile employment and economic benefit.



Our principles and values include (continued):

AUTHORITY

As a trusted organisation we are invested with the authority of our stakeholders.

- We ensure for our exhibitors that we attract visitors who have purchasing responsibility across the industry segments of interest.
- We accommodate all stakeholders in a safe and engaging event that facilitates effective business development and efficient use of resources.
- We deliver focal points through our show features which draw attention to market opportunities that support economic resilience and sustainability.
- We deliver networking opportunities for our National Association members.

INCLUSIVITY

We are committed to creating an inclusive workplace that values diversity and equity:

- Our events team is empowered to continually improve our environmental and social commitment across the business.
- We engage with our event team at all levels to establish our strategic goals.
- We consult with interested parties from our exhibitors to ensure that they can influence decision making and understand the strategic goals of the organisation.
- We provide an inclusive environment that respects individual concerns and prevent them or groups from disadvantage and inconsistent treatment.

TRANSPARENCY

We aim for transparency in our event activities by:

- Making sustainability an integral part of the company culture.
- Building open and transparent relationship with stakeholders, built on trust and mutual respect.
- Establishing clear sustainability expectations in contracts with our suppliers.
- Promoting awareness of the reused, recycled, and redistributed assets involved in event production.

FESPA Sustainable Development Policy

As a leading provider of exhibitions, events and conferences, FESPA understands that our operations, processes, and activities can impact both positively and negatively with regard to environmental, social, and economic factors.

We are committed to providing our services with the aim of minimising the negative social, environmental, and economic impact of events and to satisfy the applicable requirements of our stakeholders.

We believe that sustainability is finding the balance between these environmental, social, and economic considerations.

We are committed to pursuing the highest possible standards of sustainability and will seek to demonstrate leadership within the field of event sustainability management.

In order to achieve the commitments outlined in this policy, we will seek continual improvement of our sustainable event management system (SEMS) which has been established in line with the requirements of the international standard BS ISO20121:2012.

We have developed a statement of purpose and values and will measure, review, and update our practices and performance in all areas against our identified governing sustainable development principles.

The following commitments form the basis for setting sustainability objectives and targets for events within the scope of our ISO20121 certification:

PLANNING

We recognise that sustainability must play a key part in the planning process and should be considered throughout the decision-making activities in the event management cycle. The following commitments form part of the planning process for events:

- Identification and engagement with our key stakeholders on sustainability issues.
- Setting key performance indicators and targets for sustainability for each event.
- Providing the necessary resources and allocating appropriate responsibilities to ensure sustainability of each event.
- Providing training and building competencies for the team involved in the management for each event.
- Measuring performance against targets to ensure the delivery of objectives for each event and considering the needs of end users and relevant legacy issues.



ENVIRONMENTAL

We will seek to prevent pollution by giving purchase preference to products and services that have sound sustainable credentials:

- Seeking to use materials and services efficiently. **REDUCE, REUSE, RECYCLE.**
- Using a quantifiable waste management system which disposes of all event waste responsibly. Where possible, avoiding producing waste which can only be disposed of via landfill.
- Conserving and enhancing biodiversity wherever practicably possible through efficient practices.
- Compliance with all laws and other requirements in respect of the environment.
- Being mindful of noise pollution to avoid affecting the local community or local environment.

TRANSPORTATION

We will seek to reduce wherever possible the need for transportation or will seek to reduce the length of the journey.

Considerations:

- Can the product or service be sourced locally?
- Does the transport company have a green policy for their operations, do they offer best environmental option for vehicles undertaking the journey?
- Check the manufacturing point, try wherever possible to source products that have been produced near to the point of use.

PACKAGING

We are committed to the reduction and elimination of packaging wherever possible. We will seek to use reusable or recycled packaging where it is required.

Considerations:

- Is it possible to eliminate packaging totally, if not, is it possible to use a recycled version?
- Can the packaging be reused?
- Can other event materials be used for packing (loading trucks etc.)?

PRODUCT CRITERIA

Where considered significant, we will research the origins and manufacturing processes of all products to identify any process, ingredient or part which has a negative environmental impact, in order to assess the necessity, find an alternative and ensure that it can be disposed of within sustainability guidelines.

Considerations:

- Does the extraction or production process impact the environment?
- Is this a remanufactured/recycled product - in whole or in part? (if in part what percentage)
- Do the raw materials come from a sustainable source?
- Can the product be reused or upgraded for future use?
- Is the product accredited/certified with a recognised environmental product mark or standard?
- Does the product use energy, if so, is this the most energy efficient product available?

PURCHASING CRITERIA

We are committed to responsible, sustainable procurement practices and will ensure that all employees whether permanent or freelance are aware of and abide by specified purchasing criteria.

Considerations:

- Review procurement requirements at planning stage, what is strictly necessary?
- Can products be rented rather than purchased?
- If no rental options are available can the product be reused at other events?
- Seek the best environmental option for purchased products;
- Seek recycled products, avoiding the use of single use plastics;
- Research the manufacturing processes to determine any negative impact on the environment, choosing products which have the least environmental impact;
- Does the product have sustainable credentials (e.g. FSC certification for wood)?
- Research the manufacturer to determine that the company has good ethical credentials and do not employ child labour.



SOCIAL

We have a social responsibility to our workers, our supply chain, and the wider local community. The Company is committed to only patronising companies which share our values with regard to the treatment of their workforce. The Company will consider the local community in the planning and implementation of any event.

Considerations:

- How does this event affect the local community?
- Are there any elements of the activity that could benefit the local community, either through the use of local companies to supply good or services or donations of materials to community projects post event?
- Can the event have a positive impact on the local economy?
- Have any products for the event been manufactured by a company, who has an ethical treatment of workforce policy?
- Do providers of products and services have policies and practices to prevent modern slavery and employment of child labour?

ENERGY

We are committed to improvement in energy use, consumption and efficiency and will, whenever possible using energy from renewable sources.

We will ensure that all freelance and temporary staff are aware of our commitment to sustainability and communicate all aspects of the policy to them to ensure that they are engaged and productive towards the delivery of this policy.

Considerations:

- Where does the energy come from?
- Can we measure our usage?
- Is it possible to change the source of energy for the period of the event?
- Are we supplying the energy via generators, if so, is it possible to use environmentally positive generators e.g. those which run on biofuel?
- Reviewing all aspect of energy use and consumption and ensuring we are using energy efficiently wherever possible. i.e. leave equipment only on standby when strictly necessary and for as little time as possible;
- Is the equipment/product battery powered, is there an alternative, is it practical to use the alternative?

HAZARDOUS PRODUCTS

We are committed to avoiding the use of hazardous products wherever possible. Where this is unavoidable, it is our policy to follow the guidelines laid out in the UK COSHH regulations and ensure that use of hazardous products is monitored and used within a controlled environment.

Considerations:

- Is the equipment or product in whole or in part hazardous to humans and/or the wider environment either in the manufacturing or breakdown processes?
- What are the safety implications and disposal requirements, is there an alternative?
- Material Safety Data Sheets (MSDS) must be provided.
- Batteries contain hazardous components. Where possible rechargeable batteries should be used. Batteries should be disposed of in the correct manner.

OCCUPATIONAL HEALTH AND SAFETY

We will take a responsible attitude to all aspects of Occupational Health & Safety.

- Risk assessments, method statements and certification of products and services all form part of the Health & Safety document prepared for each individual event.
- All staff and workers are briefed on both the venue OHS policy and The Company's OHS policy prior to on-site works commencing.
- All works on site are monitored by departmental heads to ensure that health & safety procedures are being adhered to, in order to prevent injury and ill health.

This policy will be retained as documented information and will be communicated to FESPA staff and workers during inductions and awareness activities and will be made available to other interested parties on request



Neil Felton, CEO
November, 2023.



FESPA Sustainable Procurement Policy

As a leading provider of exhibitions, events and conferences, FESPA understands that our operations, processes, and activities can impact both positively and negatively with regard to environmental, social, and economic factors.

We are committed to providing our services with the aim of minimising the negative social, environmental, and economic impact of events and to satisfy the applicable requirements of our stakeholders. We believe that sustainability is finding the balance between these environmental, social, and economic considerations. We are committed to pursuing the highest possible standards of sustainability and will seek to demonstrate leadership within the field of event sustainability management.

We will do this by:

- Providing leadership on sustainability issues within our supply chain by seeking to identify and engage with our partners, contractors and suppliers on issues of sustainability.
- Producing tender specifications that incorporate sustainable development performance criteria.
- Ensuring our supply chain meets the requirements of our stakeholders and compliance with all statutory regulatory and other requirements to which we subscribe.
- Including sustainable development considerations when assessing tender submissions throughout the procurement cycle.
- Promoting continual improvement and best practice within our supply chain through compliance with the requirements of BS ISO20121:2012
- Providing necessary resources and training for those involved in the delivery of our clients' events at our venue.
- Working in partnership with our service partners, suppliers and other stakeholders to improve the sustainability of all the services provided at our venue;

This policy will be communicated to all partners, contractors and providers of goods to FESPA and any other interested parties, and will be reviewed annually to ensure it remains relevant to our governing sustainable development principles relating to the scope of ISO20121 certification.



Neil Felton, CEO
November, 2023.

Scope of ISO20121 Certification

The scope of certification of the FESPA Sustainable Event Management System relates to:

“The design, management, and delivery of FESPA’s Global Print Expo, European Sign Expo, Sportswear Pro and Personalisation Experience Exhibitions”

This is undertaken from our office based at
Holmbury House, The Dorking Business Park
Station Road, Dorking, RH4 1HJ, UK

Our scope extends to services delivered at the specific event venues as stated in appendix 1 of this document.

The scope of certification does not apply to any events or activities not relating to the FESPA Global Print Expo, European Sign Expo, Sportswear Pro and Personalisation Experience Exhibitions.

KEY EVENT SUSTAINABILITY OBJECTIVES, TARGETS & PROGRAMMES

Our sustainability objectives have been determined with the aim of supporting the commitments relating to:

- The FESPA Sustainable Development Policy,
- The FESPA Statement of Purpose and Values,
- Identified legal and other requirements,
- Best available technological options,
- Financial, operational, and business requirements,
- Relevant legacy issues,
- Consideration of alternative options for improved event sustainability to find the best overall available solution(s),
- The greatest improvement practicably possible, within the objective’s timescale and our capacity to address it,
- The feedback from our stakeholders, and
- Relevant supply chain issues.

Our sustainability objectives have been determined with the aim of supporting the commitments relating to:

- Identified risks and opportunities relating to events in scope of ISO20121 certification.
- The results of SWOT and PESTLE analysis.
- Results of event issue evaluation activities (significant event issues)
- Identified quick wins (low / no cost impact & ease of implementation)

These objectives are detailed within Event Sustainability Objectives document.

Appendix 1 – Events included in ISO20121 Certification (Boundaries of Certification)

| Event Name | Location | Dates 2024 | Dates 2025 | Dates 2026 |
|---|---|-------------|------------|------------|
| FESPA Global Print Expo, European Sign Expo , Personalisation Experience and Sportswear Pro | RAI Amsterdam, Europaplein 24, 1078 GZ Amsterdam, The Netherlands | 19-22 March | | |

Document History

| Version | Date | Summary of Changes | Name |
|---------|--------------|---|---------------------------|
| 0.1 | July 2022 | First Draft | Anju Punetha (Blackmores) |
| 0.2 | January 2023 | Review of Governing Principles | GRL, AP |
| 0.3 | August 2023 | Review of full document | GRL, NF |
| 0.4 | 30/08/2023 | Review of full document, with comments marked | DM |
| 1.0 | 01/11/2023 | Published | GRL, AP |

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