



MIO-ECSDE's ENVIRONMENTAL POLICY

The Mediterranean Information Office for Environment, Culture and Sustainable Development (hereby referred to as MIO-ECSDE), recognizes that its operations impact the environment and commits to continuously improve its environmental performance by reducing, monitoring and offsetting its ecological footprint.

REDUCING THE ECOLOGICAL FOOTPRINTS

MIO-ECSDE commits to reduce its impacts in the day-to-day work at its premises, in the events it organizes and in its travels.

1- At MIO-ECSDE's premises

Printing and paper consumption

- Unnecessary printing is discouraged.
- Printers are adjusted to draft printing and double-sided printing.
- Printing paper is non-chlorinated, eco-friendly and recycled.
- Report formats and colors used are kept simple to minimize the usage of ink.
- Staff meetings are paperless, unless printed documents are absolutely necessary.
- Personal hand towels are provided to the staff to minimize the use of paper towels (without compromising hygiene rules).

Energy consumption

- In an open space office, detached manual switches allow to reduce energy consumption in zones that are not used.
- All the lights are turned off when not needed and after working hours.
- Natural gas is used for heating and for hot water.
- Air conditioners are only turned on when temperatures are over 27-28 degrees Celsius for cooling, or below 10 degrees Celsius to assist heating
- The utmost use of the natural lighting and aeration in the office is made.
- Computers and printers are adjusted to automatically go into power saving mode and are turned off when not in use.
- The washing machine is used only in the events of big meetings and is set on eco-mode.

Waste management

- Clearly labeled waste separation bins for recyclables and organics are placed in the kitchen and the main office.
- The cleaning service is aware of the recycling policy in place making use of the relevant municipal bins located at walking distance from the office.
- Waste paper recycling boxes are placed next to the printers and waste paper is sent for recycling through municipal services.
- Most ink cartridges, toners, etc. are refilled. Electrical and electronic equipment no longer in use is either donated or recycled professionally.
- All single-use plastics are replaced with reusable and more sustainable products (e.g. plastic straws have been replaced by metal straws).



Detergent usage

- Most of the cleansers used are eco-friendly brands, and are rationally used.

Green procurement

The focus here is to Integrate Sustainability Concerns in the various steps of the Procurement Cycle. Green procurement - defined as the acquisition of goods, works, services or consultancies whose results have the least possible harmful effects on the environment, human health and safety when compared to other competing and similar acquisitions, or those that make a positive impact on the environment - is gradually integrated within MIO-ECSDE procurements.

2- Events

- Preference is given to hotels and meeting venues that implement energy efficiency measures and water conservation practices, use water-efficient appliances, comply with green building standards and/or use renewable energy sources.
- Preference is given to venues that are easily accessible by public transport and other less-polluting modes like cycling and walking.
- Re-filling glasses upon request is asked for instead of the provision of bottled water.
- Plastic free catering services and locally resourced food and other products are chosen.
- Food waste is reduced during events and the leftovers are given away.
(Full list is in Annex)

3- Travel

- The office is located at a walking distance from three major metro stations encouraging the use of public transportation by most of the staff and visitors.
- Bikes are permitted in the building.
- Whenever possible, videoconferencing and webinar tools (WebEx, Skype, Blue Jeans, etc.) are used for activities, Executive Bureau meetings and AGMs.
- Whenever travel is unavoidable, direct flights are chosen (even if more expensive than the non-direct alternatives).

CARBON OFFSETTING

MIO-ECSDE commits to reducing its carbon footprint where it can and to offset it where it can't.

For the staff flights, the carbon offset will be done individually to create an environmentally conscious culture in the office. The staff has the responsibility to calculate the CO₂ emission of his/her trip using the [Greentripper](#) platform and compensate by making a payment, to one of the certified running projects. The staff then has to submit an invoice of the payment to the financial officer who maintains a record of the office's carbon offsets.

For the flights of the participants to MIO-ECSDE's events, the carbon offset will be made centrally by the financial officer, following information provided by the officer in charge of the event. The carbon footprint of each event will be collected from the purchased tickets (MIO-ECSDE requests the travel agency to include this information in each ticket issued) and will be compensated by donating to one of the projects of the [Global Standard](#) fund.



MONITORING AND REPORTING

MIO-ECSDE will calculate and monitor its carbon footprint and water consumption using a spreadsheet. Annually, the results will be compared against the baseline year and the set target. MIO-ECSDE’s footprint and the corrective actions taken (if any) will be communicated in its annual Report of Activities and in the Accountable Now report. Both reports are accessible electronically on [MIO-ECSDE’s website](#).

UPDATE

This policy may be periodically updated. The latest version is available on [this page](#) and was published in December 2020. Any changes made are posted here and are effective immediately.

ANNEX:

<i>Events: Sustainability target</i>	<i>How</i>
<i>Reduce energy use and the resulting greenhouse gas emissions</i>	<ul style="list-style-type: none"> ✓ Select venues and accommodation that implement energy efficiency measures, comply with green building standards and/or use renewable energy sources. ✓ Choose locations and venues minimizing local and long-distance transportation needs for participants and products. ✓ Where long-distance travel is unavoidable, offset GHG emissions. ✓ Apply energy-saving office practices during the organization and hosting of the event.
<i>Reduce materials consumption and waste generation</i>	<ul style="list-style-type: none"> ✓ Minimize materials provided to participants and used by service providers (e.g. caterer, exhibitors), before, during and after the event. ✓ Avoid the use of disposable items, use pre-used/ recycled and reusable/recyclable products and reduce packaging needs to a minimum ✓ Separate and recycle waste where possible.
<i>Reduce water use</i>	<ul style="list-style-type: none"> ✓ Select venues and accommodation that implement water conservation practices and use water-efficient appliances. ✓ Implement water-conscious measures such as avoid bottled water and re-filling glasses only upon request.
<i>Reduce indirect environmental impacts on air, water and soil</i>	<ul style="list-style-type: none"> ✓ Minimize the need to transport food and other products and favor local organic food. ✓ Use products manufactured with or containing fewer harmful substances, such as chlorine-free paper and non-toxic cleaning products.
<i>Increase the social benefits for all involved</i>	<ul style="list-style-type: none"> ✓ Involve local and regional level as much as possible by, for example, recruiting local people (social integration), supporting SMEs (catering, energy, cleaning, IT supply, family-run accommodation), and showcasing successful local projects. ✓ Contribute to the Sustainable Development Goals and the core ILO Conventions through compliance with labor standards, and requiring social integration (reducing unemployment), Fair Trade products and social criteria along the supply chain. ✓ Assure security and health aspects (e.g., noise level).