



Climate and Sustainability Checklist for Faculty of Public Health Events

The Faculty of Public Health has declared a climate emergency that requires immediate action. The purpose of this checklist is to draw attention to key practical steps for sustainability in all FPH events including workshops, conferences, and meetings.

COVID-19 has prompted many meetings to take place remotely which reduces emissions due to travel. This approach should be considered for every meeting.

The checklist should be used by staff and members when planning FPH events to inform decision making.

QUESTIONS	RESPONSE
THE EVENT	
<ul style="list-style-type: none">• Does the event need to take place in person, or can it be held online?• If it needs to be held in person, can a remote access option be provided simultaneously (video-conferencing, tele-conferencing, skype) for attendees who prefer not to travel?• Does the event agenda consider the relationship between the topic of the meeting with climate change and health? Does the agenda highlight and/or explore this relationship?	
LOCATION	
If the event is taking place in person then consider the following:	
<ul style="list-style-type: none">• Is the location appropriate in relation to the geographic dispersion of attendees?• Is the venue location easily accessible?• Is it served by public transport routes?• Is it realistic for active travel?• And if so, does the venue have good cycle storage facilities?	
VENUE	
<ul style="list-style-type: none">• Does the venue have full disabled access?• Is the venue known for its environmental credentials? ¹• Does the venue support local communities?	
TRAVEL	
<ul style="list-style-type: none">• Will travel information on active travel and public transport be provided as the default, as well as information on accessible parking?• Have incentives for active travel been considered?	
CATERING	
<ul style="list-style-type: none">• Is tap water provided for drinking?• Is there access to water for bottle refills?• Are fair trade coffee and tea offered?• Are attendees encouraged to bring re-usable cups to the event?• Is catering plant-based?• Does the caterer support local producers?• Is the caterer committed to reducing food waste?	
BOOKINGS AND ADMINISTRATION	
<ul style="list-style-type: none">• Is the cost of attendance unlikely to be prohibitive to a broad audience attending?• Are agendas and event resources made available digitally?• Where printing is essential:<ul style="list-style-type: none">- Is paper usage minimised by double sided printing?- Is only recycled paper used for printing?- Is paper recycling available at the event venue?	

¹ Environmental credentials may be indicated by participation in a green ratings scheme (more relevant for newer buildings – [scheme examples](#)), the Carbon Trust scheme, and/or a commitment to renewable energy sources (see the [Centre for Sustainable Energy](#) for more guidance).