

GREEN & ETHICAL FRAMEWORK

FOR EVENTS DURING THE BELGIAN EU
PRESIDENCY IN THE FIELD OF YOUTH





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COLOPHON

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Editorial team: Jan Vanhee, Amoury Groenen, Leen Verstappen, Pauline Coenen, Hilde Lauwers, Melanie Jacobs

Author: Leen Verstappen

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INTRODUCTION – A WORD BY THE BELGIAN PRESIDENCY.

A CHALLENGING COMPASS FOR ALL OF US

Climate justice and mental wellbeing are amongst the most pressing matters to youth across the European Union. Adherence and commitment to a green and ethical framework for EU youth presidency activities contributes to responding to young people's expectations and is important for several reasons, many of which relate to the well-being of children and young people and the sustainability of our society.

ENVIRONMENTAL AWARENESS AND SUSTAINABILITY

A green framework emphasises environmental and climate awareness and sustainability. It is important to encourage citizens of all ages and across generations to know, learn and adopt sustainable practices to safeguard our planet's future. These joint efforts help preserve natural resources and reduce human impact on the environment.

ETHICAL VALUES AND RESPONSIBILITY

An ethical framework for our EU youth presidency activities promotes ethical values such as respect, dignity, responsibility and solidarity. It helps each of us understand how choices and behaviour can affect others and society as a whole. Planning and participating in activities within the spirit of green and ethical considerations, as mustered in the present framework, gives us the opportunity for personal development and growth. Not only is it important to learn new skills, but also develop a greater awareness of ourselves and of our environment.

A green and ethical framework can increase our involvement and feeling of responsibility and belonging. We often feel more motivated to participate in activities that align with shared values and have a positive impact on the world around us.

FUTURE-ORIENTED THINKING

Co-promoting green and ethical values teaches us to think ahead. We are encouraged to think about the long-term effects of our choices and behaviour, both on a personal, collective and societal level.

With organising our EU youth activities according to a green and ethical framework, we want to contribute in raising awareness of global challenges, such as climate change, social inequality, peace and environmental challenges. This helps develop a broader view of the world and understand how we are part of a bigger picture.

This modest impetus can foster positive dynamics and developments. By sharing common values, we are encouraged to work together, show empathy and support each other.

Overall, a green and ethical framework for BE EU youth activities will not only contribute to improve the well-being of children and young people but will hopefully also result in wider benefits for society and the environment. This brochure offers an overview of all kinds of (practical) examples and suggestions brought together by young people and youth organisations in Europe.

As BE EU Presidency for Youth, we are open to all concrete suggestions and ideas that contribute to developing this framework further. Any feedback can be sent to presidencyteam@jint.be.

DEVELOPMENT OF A GREEN & ETHICAL FRAMEWORK.

1. Why a green & ethical framework?

In 2023 and 2024, the presidency of the Council of the European Union is held by the trio of Spain, Belgium, and Hungary (ES-BE-HU). These three Member States are responsible for leading the Council's work and furthering the European Union's policy in the field of youth. Besides legislative and political concerns, each presidency organises its own events and activities aimed at encouraging reflection, discussion and engagement within the Union.

In addition to these individual presidencies, the trio is jointly responsible for the rollout of the 10th cycle of the EU Youth Dialogue (EUYD). Each one of the trio partners also organises a European Youth Conference (EUYC) in coordination with the other trio countries' youth conferences.

As a general principle of youth policy, policy-making and support activities should be realised in co-creation with the target group. Young people are actively involved in the preparation, implementation and evaluation of activities directed at shaping youth policy, and measures and activity design must incorporate this participative element.



The ambition is to realise a sustainable EU and strive for an inclusive democratic society, in accordance with priorities identified by young people. The trio partners want to ensure that their EUYCs and other presidency events are as sustainable, safe, inclusive and accessible as possible.

The present work supports the adoption and implementation of a co-created Green & Ethical framework as a reference for and contribution to youth-related activities during upcoming presidencies.

2. Parties involved

Belgium, and more particularly the Flemish Community, appreciates this opportunity to create an ethics and sustainability framework together with its trio partners for presidency events and activities in the context of the EU Youth Dialogue. During 2022, the European Year of Youth, the Flemish Government launched several initiatives to involve young people in various important ongoing policy processes. By addressing the sustainable and ethical aspects of activities during the upcoming Belgian presidency of the Council of the European Union, the Flemish Community aims to assign young people a prominent role in shaping these events.

We sought to consult youth directly in collaboration with the Flemish Youth Council. Young people supported our consultations through a Flemish working group on sustainability and eleven National Youth Councils from all over Europe.

In the context of the 10th EUYD cycle, we also sought close cooperation with the European Steering Group for this cycle.

3. Methodology

In recent years, youth-related organisations and others have launched numerous initiatives to improve sustainability in the youth sector and implement the [Sustainable Development Goals](#). While this has inspired the development of several frameworks, there do not appear to be many standard frameworks relating to ethics in the youth sector. The content of the present document draws from existing materials on both topics, in combination with additional consultations of young people. The following methodology was applied:

- ✿ In a first stage, we collected, analysed, and consolidated existing frameworks, guidelines, codes of conduct, etc., established by institutions active in the field of youth, (youth & youth work) organisations and researchers, as well as guidelines from previous EU Youth Dialogue cycles.
- ✿ In a second stage, we set up participatory initiatives with young people. These were principally directed at (former) participants and youth delegates who previously participated in events relating to the EU Youth Dialogue. The Flemish youth council established a pool of European youth delegates and European youth councils willing to give input and feedback on tools and initiatives being developed for the 10th cycle. Additional input was collected in cooperation with the Flemish youth council's own working group on sustainability. These young people's voices have been directly included in this document by means of text boxes.



The authors thank the participants wholeheartedly for their support!

- ✿ During the final stage, we used the results of the consolidation and consultation exercises to define a green & ethical framework for youth-related presidency events.



4. How to use the framework

This green & ethical framework for EU presidency events in the field of youth-related EU presidency events is designed as a checklist, based around a set of core principles, to support events' sustainable and ethical implementation within their organisers' scope.

The framework is deliberately non-compulsory in nature, ensuring that each presidency has sufficient flexibility to determine how to achieve the objectives in practical terms.





CORE PRINCIPLES

The core elements of this framework are sustainability, safety, accessibility and inclusion.

1. Sustainability

With climate change very high on the list of young people's current concerns, presidency events should lead by example and strive to minimise their ecological footprint. This applies at all stages of an event's planning and implementation. Examples include the selection of venues and catering companies, promotion of more sustainable means of travel and the use of public transport, or a general consideration of the need to travel at all. Other areas to be considered are waste management (waste reduction and recycling) and the favouring of local, sustainable and socially responsible goods and services.

2. Safety

The EUYD and all presidency events should provide a safe environment where all participants feel welcome and respected. Events should communicate clearly that they are open and accepting, and that racism, homophobia, sexism or any other form of discrimination or aggression will not be tolerated. The presidency must ensure that there is a framework in place to address transgressive and unacceptable behaviour.

3. Accessibility & Inclusion

Presidencies and the 10th cycle should be accessible to all. Equity in participation must be encouraged, with possible barriers reduced and/or specific support to overcome such barriers provided. Accessibility comprises both physical accessibility (wheelchair accessibility, etc.) and linguistic barriers (multilingualism, lack of jargon, provision of sign language). To be inclusive, events must pro-actively aim to provide a welcoming environment for a diverse group of participants.

GREEN & ETHICAL

In general, ethical and sustainability considerations tend to be assigned separate frameworks, with 'sustainability' focusing on the environment and 'ethics' focussing on safety, inclusion and accessibility. This document aims to establish a comprehensive checklist for both elements, as current societal concerns mean these are closely related. Sustainability measures support ethical goals and vice versa.

CHECKLIST

1. VENUE AND ACCOMODATION

Meeting format

CAN PHYSICAL MEETINGS BE REPLACED BY VIRTUAL OR HYBRID VERSIONS?

- Determine whether a physical meeting is necessary and offers enough added value to justify travel.
- Consider mixing online and in-person participation to reduce the number of people travelling.
- Determine which meetings could be hosted online, alternating physical and digital activities.
- For shorter meetings, go virtual and avoid travel altogether.
- Preferably, virtual participation should be possible for speakers who would have to travel far, but are only participating in the event for the duration of their own presentation.

Choice of venue & accommodation

DOES THE SIZE OF THE VENUE CORRESPOND TO THE MEETING SIZE?

- Check that a venue's size is not too big compared to the number of participants, to avoid unnecessary heating and energy costs.

IS THE VENUE'S APPROACH SUSTAINABLE?

- Favour local social economy initiatives (co-operatives, foundations, social enterprises) over big companies.
- Check whether the venue and accommodation have a sustainability charter and/or programme.

IS THE VENUE'S APPROACH SOCIALLY RESPONSIBLE?

- Choose venues and accommodation that respect workers' rights and actively invest in the local community.
- Check whether the venue and accommodation implement a sustainable staff policy, i.e., attention to staff training, equal opportunities, inclusion and gender equality, safety, health and well-being, combating harassment and promoting diversity.



Venue & accommodation accessibility

ARE THE VENUE AND ACCOMMODATION ACCESSIBLE TO ALL?

- Check whether the venue and accommodation are accessible to anyone with motor, visual, auditory, or mental disabilities, considering both basic access and meeting rooms, communal areas and sanitary facilities.

- Try to visit the meeting venue and accommodation in advance (and ideally request an expert check in-house or through a local disability organisation) to check the accessibility of premises and anticipate potential problems.

- Check out the [EDF Guide for accessible meetings](#) to determine the venue's accessibility.

YOUNG PEOPLE'S RECOMMENDATIONS ON PUBLIC TRANSPORT

Young people support the use of sustainable means of transport, including making such choices mandatory in certain situations (e.g. up to a maximum distance) except for participants who cannot participate without flying. Promotion of sustainable transport should not hinder inclusion.

To encourage sustainable transport more strongly, there should be more financial support. If the use of greener transport means a participant must travel for multiple days, they should receive financial support for increased accommodation and subsistence costs.

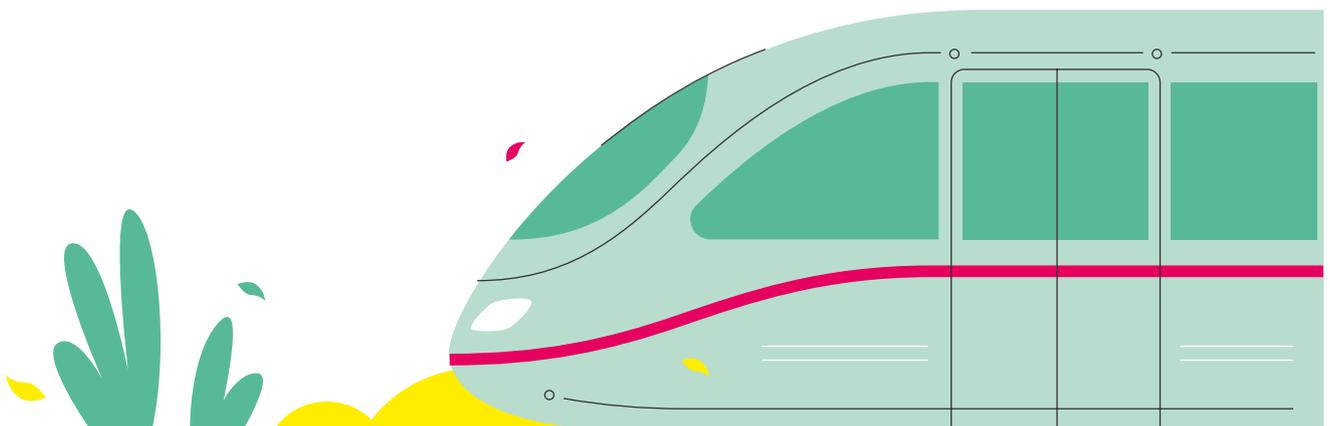
Location & transport to venue

IS IT POSSIBLE TO PROMOTE MORE SUSTAINABLE MEANS OF CROSS-BORDER TRAVEL?

- Encourage participants to avoid flying and instead travel by bus, (night) train, carpooling or cycling, as these options have smaller carbon footprints. If possible, offer participants assistance in finding the most sustainable travel options.
 - When travelling from abroad, rail travel is preferred for all journeys under 800 kilometres.
 - Try to provide financial support or rewards for participants who use public transport. For example, reimburse additional accommodation and meals if sustainable travel necessitates a longer trip.
 - Check whether it is possible to provide opportunities for participants to offset the impact of their travel, for example by contributing to a climate fund or projects linked to the Sustainable Development Goals.
 - Playfully promote the use of sustainable transport, for example through a content creation contest that showcases the “fun” side of public transport.
-

IS THE VENUE EASILY ACCESSIBLE BY PUBLIC TRANSPORT?

- Check whether the accommodation is in the same place as the meeting venue, as close to it as possible or easily accessible by foot, bike, or public transportation.
 - Check whether the venue and accommodation are easily accessible for visitors from abroad.
 - Check into group transport options if accessibility is not guaranteed, e.g. make arrangements for shuttle buses from central arrival hubs.
 - Ensure that the programme schedule fits available public transport.
 - Provide information about local public transport to participants before events.
-





Energy consumption by and in the building

DO THE VENUE AND ACCOMMODATION HAVE WATER AND ENERGY-SAVING OR CONSERVATION PROGRAMMES?

- Check whether the venue has implemented water and energy-saving measures.
 - Check whether the venue has a recycling and waste reduction programme.
 - Check whether the venue offers tap water in carafes or reusable cups, glasses or mugs.
 - Check whether the accommodation allows reuse of towels by guests and encourage participants to do so
 - Remind participants to turn off water taps.
-

IS THE VENUE ENERGY-EFFICIENT?

- Check whether the venue has an [Energy performance certificate](#) of type C or better.
 - Check whether the venue has any green labels (EMAS, ISO 14001, Ecodynamic Organisation Label, Green Key, Green Globe Certification).
 - Check that the venue uses water-saving taps, showers and toilets.
-

DOES THE VENUE HAVE CLIMATE CONTROL?

- Reduce the use of heating, air conditioning or similar climate control systems, especially when rooms are not in use.
 - If possible, heating should be limited to 19°C and air conditioning to less than 5–7°C below the outside temperature.
-

CAN THE LIGHTING BE CONTROLLED?

- Maximise the use of natural light.
 - Remind participants to turn off lights in rooms that are not in use (at the end of sessions).
-

ARE YOU USING SCREENS OR PROJECTION DEVICES?

- Limit projector and laptop use; turn such devices off when not in use to save energy.
 - Set monitors to automatically go into standby mode after even a brief period of inactivity.
-

ARE YOU COMMUNICATING ABOUT ENERGY CONSUMPTION TO PARTICIPANTS?

- Appoint an energy coach/coordinator to keep an eye on lighting, open doors, heating, etc.
 - Remind participants to act sustainably at the end of presentations/activities (lighting, doors, re-use, waste sorting, etc.).
-

2. MATERIALS: WASTE, RE-USE, ETC.

Waste

ARE YOU TAKING ACTION TO PREVENT WASTE?

- Provide clearly labelled recycling bins (try to sort at least the 5 main categories: organic, paper, PMD, glass and residual waste) in strategic, accessible and easily visible places (close to food, by exits).
 - Try to minimise excessive plastic packaging through the use of trays, baskets or jars and avoid individually packaged snacks and food.
-

Equipment

CAN EQUIPMENT BE RE-USED?

- If specific equipment is needed, check whether you can rent it sustainably. If not, check whether used equipment is available.
 - Re-use is better than recycling.
-

ARE YOU PLANNING TO USE NAME TAGS, T-SHIRTS, FLASHES, ETC.?

- Avoid specific dates or logos so materials are suitable for re-use at the next event.
 - Instead of plastic name badges, use paper tape with participants' names written in marker or make badges from recycled cards.
 - Plan how to collect event materials after use and inform participants accordingly, e.g., place a box in a visible location for collection and recycling of badges and lanyards.
 - If there are crew t-shirts, ensure these are undated and suitable for re-use.
-

Cleaning and hygiene products

CAN YOU INFLUENCE CLEANING PROCEDURES AND PRODUCTS?

- Check whether cleaning and hygiene products have a low environmental impact ("Eco-label") or are natural products, preferable with as little packaging as possible.
-



Welcome packs and promotional gifts

WILL THERE BE WELCOME PACKS AND PROMOTIONAL GIFTS?

- Possibly opt not to provide goodie bags or promotional gifts at all

- If provided, choose promotional gifts that will remain useful after the activity has ended.

- If provided, order promotional gifts from eco-friendly and local suppliers and favour natural, recycled, or renewed materials.

- If providing notepads, check whether these are available handmade and from recycled materials, or buy recycled notepads from a local, eco-conscious supplier.

- If providing consumables, pay attention to expiry dates and avoid excess to reduce food waste.

ARE THERE BANNERS OR DECORATIONS?

- Check that banners and flags are not made of PVC or that these use recycled materials.

- If using banners and flags, make sure these are undated and suitable for re-use.

- Avoid cut flowers or other perishable and disposable items.

- Rent materials and plants instead of purchasing them.

- Share materials between organisers of different events.

YOUNG PEOPLE'S RECOMMENDATIONS ON PROMOTIONAL GIFTS

“To some extent, gadgets can provide added value because they improve visibility. However, there should be more consistency between conferences on what gadgets are provided. For instance, avoid handing out pens or bottles at two successive conferences.”

Opinions about whether or not to provide promotional gifts vary among the young people surveyed. While most young people are not particularly against gifts, these should be both sustainable and original.

Gifts recommended by young people: Consumables (e.g., tea or chocolate), ethically and sustainably produced sweatshirts, some DIY craft participants can make with local artists during breaks/throughout the conference e.g., pottery, origami, etc.

3. FOOD & CONSUMABLES

Sustainable & ethical food (chain)

DOES THE ACCOMMODATION/VENUE/CATERER PROVIDE VEGETARIAN FOOD?

- Check that there are vegetarian and vegan options available beyond the number of people who indicated this dietary requirement.
- Consider introducing a policy to make all of the organisation's activities vegetarian or vegan.
- If opting to provide only vegetarian or vegan meals, make the food tasty, accessible and diverse, be sure to provide enough and to communicate the reasoning behind this decision.

DOES THE ACCOMMODATION/VENUE/CATERER SOURCE FOOD FROM A SUSTAINABLE, FAIR FOOD CHAIN?

- Check whether the food provided is organic, seasonal and local and has a short food supply chain.
- Check whether the caterer strives to reduce the use of packaging.
- Strive to make use of social kitchens.
- Favour goods that are fair and local. When buying goods from abroad, opt for a Fair Trade label (tea, coffee, chocolate, fruit, sugar).
- Check that the menu does not feature endangered fish or other threatened species (check for MSC/ASC label).



YOUNG PEOPLE'S INPUT ON PROVIDING EXCLUSIVELY VEGETARIAN OR VEGAN FOOD

Young people are not particularly in favour of vegetarian or vegan-only EUYC events. They value a free choice of meat, vegetarian or vegan food. Furthermore, they recommend providing sustainable, ethical, locally produced food with less waste and consider this more important than whether that food is meat or plant-based.

“If the food is not good, that affects the mood of the young people and the group. If they are not satisfied, they might waste time (and money) searching for other food outside the venue”

Whatever choices the organiser makes, food should be sufficient, filling and tasty.



IS THE CATERER'S HUMAN RESOURCES POLICY SUSTAINABLE?

- Check whether the caterer focuses on staff training, equal opportunities, inclusion and gender equality, safety, health, and well-being, combatting harassment and promotion of diversity.
 - Check whether it is possible to favour caterers from the local, social economy and/or with an environmental label.
-

Sustainable drinks

CAN THE ECOLOGICAL IMPACT OF DRINKS BE REDUCED?

- Check whether coffee and tea are organic and fair trade, and that coffee has UTZ certification and/or an organic label.
 - Check that tap water is served, promoted and widely available.
 - Offer healthy and environmentally friendly alternatives to the usual sweetened drinks (local products, home-made iced tea, etc.).
 - Provide lemonade, soft drinks and/or sparkling water without (excessive) packaging.
 - Provide large containers of plant-based milk and fair-trade sugar (avoid individual packaging).
 - Take measures to reduce wasted drinks.
-

CAN THE USE OF DISPOSABLE (PLASTIC) CUPS ETC. BE REDUCED?

- Provide glass or ceramic cups for drinks and buy glass bottles instead of plastic.
 - Check for availability of water fountains at the venue or site.
 - Encourage and remind participants to bring their own water bottles (mention beforehand).
 - Provide re-usable, individual glasses for the duration of the event. Have people label cups with paper tape to enable re-use.
-



Reducing food waste

CAN FOOD WASTE BE REDUCED?

- Check into options to donate leftover food (charity organisations or apps like Too Good to Go).

- Ask participants to bring empty containers so they can take away leftovers.

- Carefully calculate the number of participants and plan well to avoid providing excessive or unnecessary food.

- Check whether vendors are willing to accept returns of unused items.

- Check into options to compost food waste or use it as animal feed.

Inclusive dining

DOES THE MENU EXCLUDE ANYONE?

- Check that meal options are clearly labelled (main ingredients and allergens).

- Check that there are meals available for all participants, including vegetarians, vegans, those with food intolerances and dietary preferences indicated on registration.

- Check that the registration form asks for contact details and further information about accessibility needs such as special dietary requirements and preferences, including any food allergies.

DOES THE PROGRAMME HAVE A STRICT (MEAL) SCHEDULE TO SUPPORT PEOPLE WITH MEDICAL RESTRICTIONS?

- Check that the programme's schedule is strictly enforced. Since many persons with disabilities may need to plan transport to and from events and take rest breaks, or must take medication with food, a strict schedule is important and respectful.

4. COMMUNICATION

Communication tools

CAN YOU GO PAPERLESS?

- Strive to print documents only when absolutely necessary
 - Strive to use smartphone applications to share meeting agendas and other documentation.
 - Instead of printing copies for all participants, display general information in visible places in large print.
-

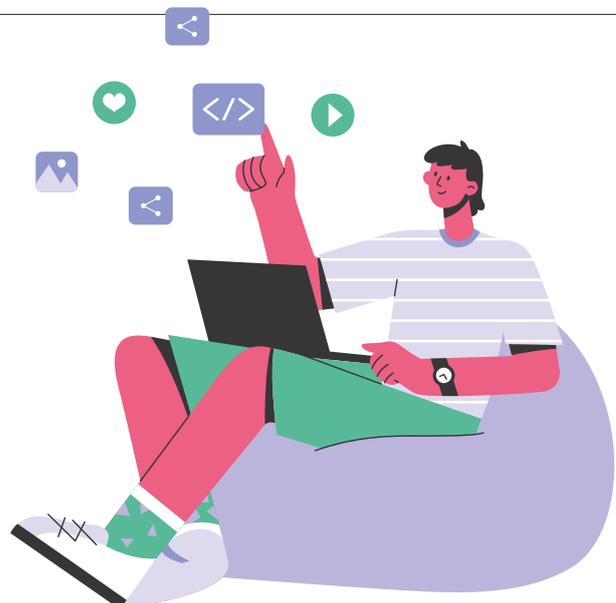
DO YOU NEED TO PRINT OR USE PAPER DOCUMENTS?

- Print on both sides of the paper if possible and use black, plant-based ink and recycled FSC-certified paper.
 - Edit documents to decrease the number of pages (cut unnecessary text, use narrower margins).
 - When using flip charts, use both sides of the paper.
-

Digital sobriety

ARE YOU SHARING DOCUMENTS ONLINE?

- Storing data online in the cloud consumes energy; try to delete data once it is no longer needed.
 - When sending large files, select a file hosting service that uses a download link on a website (WeTransfer, Google Drive, OneDrive) to prevent storage on multiple servers.
-



Communication of eco-friendly & inclusive measures

HOW ARE YOU COMMUNICATING GREEN & ETHICAL MEASURES?

- If you decide to serve only vegetarian or vegan meals, explain the reasoning behind this decision.
- Check into possibilities to include environmental protection, environmental activism or sustainability sessions in the event programme. For example, invite local small-scale producers or vegetarian/vegan influencers to speak at courses and lunch seminars or organise a social evening with educational films or documentaries (Films for Action, Seaspiracy).

CAN YOU DETERMINE THE EVENT'S CARBON FOOTPRINT?

- Check into options to compensate for your carbon footprint, making sure the method of compensation is certified ([Gold Standard](#) or equivalent).
- If calculating and compensating for the event's carbon footprint, communicate this to participants to raise awareness.

CAN YOU MONITOR COMPLIANCE WITH THE GREEN & ETHICAL CHECKLIST?

- Appoint an organiser and a participant to check that ethics and sustainability measures are adequate, both during preparations and at the event.

YOUNG PEOPLE'S RECOMMENDATIONS ON COMMUNICATION

All young people consulted believe that if a green & ethical framework is applied, this should be communicated. They do warn of the need to avoid greenwashing.

Greenwashing is a term used to describe a false, misleading or untrue action or set of claims made by an organisation about the positive impact a company, product or service has on the environment.

RECOMMENDATIONS ON HOW TO PRESENT THE G&E FRAMEWORK

Have the registration form include a QR code with a link to the checklist, highlighting implemented items. This can also be communicated more widely during the event, e.g. via social media.



Invitation and registration

WHAT TO INCLUDE IN THE REGISTRATION FORM?

- Is knowledge of a person's gender required? If not, don't ask, or make the question as inclusive as possible.

- Check that there is an option to indicate food restrictions and preferences.

- Make it clear that there will be vegetarian or vegan meal options and encourage participants to select these options on registration.

- Make sure there is a way for people with disabilities to note their specific needs.

DOES THE INVITATION CLEARLY COMMUNICATE WHAT PEOPLE SHOULD NOT FORGET TO BRING?

- Note that participants should bring their own drink bottles and containers.

- Encourage participants to bring their own pencils and notepads.

- Make sure to emphasise these instructions in the invitation so they will not be overlooked.

HAVE THE INVITATION CLEARLY COMMUNICATE WHAT (ECO-FRIENDLY) MEASURES PARTICIPANTS CAN TAKE.

- Provide clear instructions on how to confirm or cancel participation for each event to avoid food waste, for example, and clarify the possible consequences of not showing up.

- Provide context on your organisation's commitment to the Green & Ethical checklist and encourage participants to contribute to its implementation.

5. PROGRAMME

Inclusive scheduling

DOES THE PROGRAMME CONSIDER SPECIAL NEEDS?

- Design the programme to include appropriate breaks. Breaks should be taken approximately every 90 minutes and last at least 20 minutes each.
- If there is an evening programme, make sure that 8 hours of rest is still possible. Avoid having the official meeting end at 11 pm if there is a conference starting at 8 am the next day.
- Ensure that the schedule is strictly enforced. Since many persons with disabilities may need to plan transport to and from events and take rest breaks, or must take medication with food, a strict schedule is important and respectful.
- Distribute the programme schedule in accessible formats, ideally well ahead of time.
- Allow sufficient time for discussion and questions, as well as for interpreting.

ARE YOU COMMUNICATING THE CONTEXT AND PROCEEDINGS AT THE START OF THE MEETING?

- Before the programme starts, announce the applicable housekeeping rules and useful practical information such as how to connect to Wi-Fi, emergency numbers, more (practical) information about the location, emergency exits, etc.

GIVEN THE INTENSITY OF THE PROGRAMME, ARE THERE SPACES FOR PARTICIPANTS TO UNWIND?

- Create quiet spaces such as a time-out room or low-stimulus room where participants can recover if they are hyper, overstimulated or need to unwind.





Clear communication (online and offline) so everyone can follow along and be involved

ARE YOU USING PLAIN (ENGLISH) LANGUAGE?

- Consider the fact that not all participants speak (fluent) English. Practice multilingualism as much as possible and/or provide translations and language support.
 - Encourage the use of plain language, avoiding jargon and unnecessary complexity.
 - Repeat the essence of the matter at the end of each session/message.
 - Pay attention to presentation speed and ensure sufficient repetition.
-

ARE SIGN LANGUAGE AND INTERPRETATION REQUIRED?

- Besides spoken language, offer sign language translation services, possibly into multiple languages.
 - Allow sufficient time for discussion and questions, translation and interpretation.
 - Check the [EDF Guide for Accessible Meetings for All](#) for more guidelines on accessibility.
-

WILL THERE BE A WEBSITE?

- Ensure that websites are easily accessible, exceed the minimum requirements and comply with Stage A barrier-free homepage web design. Check the [Web Content Accessibility Guidelines](#).
-

Are the speakers sufficiently diverse?

ARE THE PROGRAMME'S SPEAKERS BALANCED AS TO GENDER?

- When inviting guest speakers to events, ensure a good gender balance.
 - Use gender-fair language when drawing up the programme.
 - The pursuit of equal opportunities for all genders should be standard practice at every event
-

DOES THE PROGRAMME REFLECT THE DIVERSITY OF SOCIETY AT LARGE?

- Ensure that the selection of guest speakers reflects the diversity of society at large.
-

6. ENSURING A SAFE, INCLUSIVE SPACE

Emphasising rejection of discrimination

- State explicitly that no discrimination will be tolerated during the event.
-

Guidelines or code of conduct to encourage appropriate behaviour

ESTABLISH GUIDELINES TO ENCOURAGE APPROPRIATE BEHAVIOUR AMONG PARTICIPANTS.

- Encourage behaviour consistent with the values of an inclusive atmosphere and accessible environment.
-
- Communicate the code of conduct (at the beginning of the event) and what to do if you witness misbehaviour.
-
- Appoint at least one integrity coordinator for the confidential follow-up of possible incidents
-

Standards for an inclusive atmosphere and accessible environment are

- Respect for inherent dignity.
- Full and effective participation and inclusion of all participants.
- Respect for and acceptance of differences as part of humanity and of human diversity.
- Equality and equal treatment, while ensuring specific support to enable participation on an equal footing.

THIS IMPLIES THE FOLLOWING BEHAVIOUR:

- Non-violent communication and balanced facilitation.
- Zero tolerance of any form of discrimination or violence, including but not limited to bullying, humiliation, harassment, verbal, non-verbal, physical or non-physical humiliation and intimidation.



Role of facilitators in ensuring inclusivity

DO THE FACILITATORS CONTRIBUTE TO THE CREATION OF A SAFER, INCLUSIVE SPACE AND PROVIDE SUFFICIENT SPACE FOR DIVERSITY?

- When recruiting facilitators, specify the need for skills related to diversity and knowledge about disabilities and inclusivity.

- Space for diversity means a facilitator's goal is to have everyone feel comfortable and safe and be able to learn and contribute. To achieve this, participants must be able to trust us and feel safe.

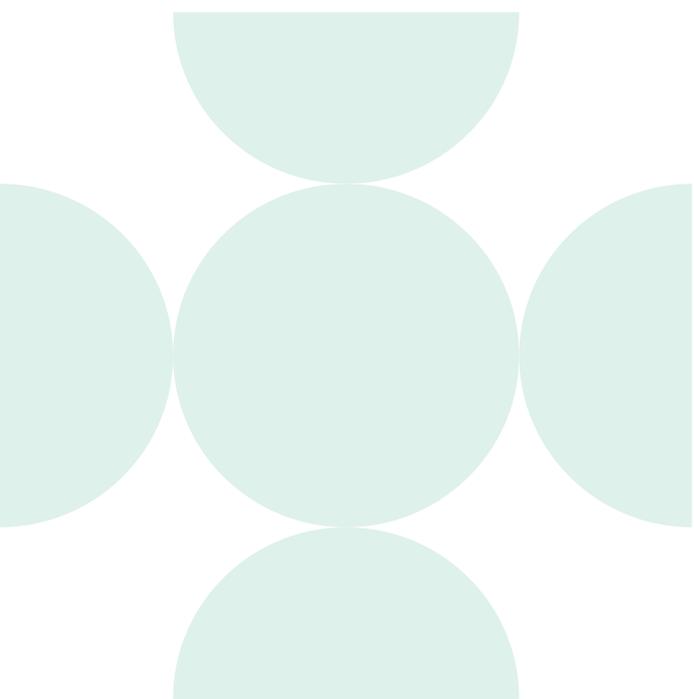
- Ensure that participants with disabilities or specific needs can participate on an equal footing (communication of needs, adapted methodology, cooperation with the people concerned and possibly their personal assistants, etc.)

- Alert facilitators to the need for inclusive language and methodology

- Alert facilitators to the need to provide space for the group to make suggestions or give feedback.

- Alert facilitators to the need to be humble. They are there to learn, just as much as the participants.

- Be sure facilitators are aware of their own biases and assumptions. Remain open and interested in getting to know the actual people with whom you are working.



Addressing inappropriate behaviour

HAVE ANY INAPPROPRIATE INCIDENTS OCCURRED?

- Enforcing a Code of Conduct is only possible if incidents are reported. Encourage everyone to report any known or suspected violations.
-

ARE THERE POINT OF CONTACTS AVAILABLE TO RECEIVE REPORTS OF INAPPROPRIATE BEHAVIOUR?

- Ensure that there is at least one Point of Contact accessible both online and in person. Points of Contact should be available to receive reports of any written, verbal or non-verbal violent or discriminatory behaviour, conduct or discourse.
 - Ideally, there should be Points of Contact of different genders available. Communicate their availability, role and contact details widely and visibly.
 - Establish a standard reporting procedure and lines of communication and action, respecting anonymity as needed.
 - Make sure Points of Contact are also accessible during and after evening activities, and that participants can easily reach out to them in case of inappropriate incidents.
-

Alcohol use policy

- If alcohol is served, provide sufficient tasty and attractive non-alcoholic alternatives.
-

ARE ORGANISERS AWARE OF THE POTENTIAL RISKS OF ALCOHOL USE?

- Check that organisers are aware of the risks of alcohol availability and consumption (among participants/young people), without lapsing into a patronising role.
 - As alcohol will be available or consumed by participants during evening activities, ensure a safe space where both consumers and non-consumers can feel comfortable.
 - Make sure Points of Contact are also accessible during and after evening activities, and that participants can easily reach out to them in case of inappropriate incidents.
-



YOUNG PEOPLE'S OPINIONS ABOUT AN ALCOHOL USE POLICY

Young people indicate that they do not feel EUYC organisers should play a role in making participants aware of the consequences of alcohol use. Additionally, the majority (70%) is against an imposed maximum number of drinks (although this depends on the organiser's budget).

ANNEX 1 - SOURCES AND INSPIRATION

The contents of this document were inspired by the following, non-exhaustive list of good practices from organisations in the youth field and elsewhere.

Codes of conduct

Aanspreekpunt Integriteit – De Ambrassade (in Dutch)

<https://ambrassade.be/nl/kennis/artikel/aanspreekpunt-integriteit>

Citizenship Manifesto – Paradise City Festival (2023)

<https://paradisecity.be/citizenship-manifesto/>

Code of Conduct of the European Youth Forum – European Youth Forum

<https://www.youthforum.org/code-of-conduct>

Code of Conduct – European Student Network

https://esn.org/sites/default/files/code_of_conduct.pdf

Integriteit voor personeel Vlaamse Overheid (in Dutch)

<https://www.vlaanderen.be/intern/integriteit-voor-personeel-vlaamse-overheid>

Inclusion and Accessibility

EDF Guide for accessible meetings for all – European Disability Forum

https://www.edf-feph.org/content/uploads/2021/02/edf_guide_for_accessible_meetings_1.pdf

Inclusion A to Z – SALTO Inclusion and Diversity

<https://www.salto-youth.net/downloads/4-17-3141/InclusionAtoZ.pdf>

The SignOn project (sign language)

<https://signon-project.eu/>

Wablief (plain language, in Dutch)

<https://www.wablief.be/nl>



SUSTAINABILITY

Cultuurzaam – toolkit voor een duurzame cultuur-, jeugd-, en mediasector (in Dutch)

<https://www.cultuurzaam.be/instrument/20-vuistregels-energie-effici%C3%ABntie>

Duurzame Evenementen – KSA (in Dutch)

<http://www.ksa.be/duurzame-evenementen>

Duurzaamheidspad evenementen – FOS Open Scouting (in Dutch)

https://fosopenscouting.be/sites/default/files/2020-11/2020_Duurzaamheidspad_Evenementen.pdf

Duurzaamheid – Chiro (in Dutch)

<https://chiro.be/duurzaamheid>

Ecometer – Scouts en Gidsen Vlaanderen (in Dutch)

<https://www.scoutsengidsenvlaanderen.be/leiding/ondersteuning/leiding/ecometer>

Greening the Youth Sector. Sustainability Checklist – Partnership between the European Commission and the Council of Europe in the Field of Youth (2021)

<https://pjp-eu.coe.int/en/web/youth-partnership/-/greening-the-youth-sector-sustainability-checklist>

Green Toolbox – International Young Nature Friends (2012)

<https://www.iynf.org/publications/the-green-toolbox/>

Jonge Sla – naar een duurzame kunstenpraktijk (in Dutch)

<https://www.vai.be/nieuws/jonge-sla-naar-een-duurzame-kunstenpraktijk>

Shift culture – Shared initiatives for Sustainable Development Goals training

<https://shift-culture.eu/>

Sustainable Event Guidelines – JINT vzw (2022) (in Dutch and English)

<https://www.jint.be/duurzame-evenementen>

Stappenplan verduurzaming – De Correspondent (in Dutch)

<https://decorrespondent.nl/7254/met-dit-stappenplan-kun-je-je-organisatie-duurzamer-maken/fadf418c-41be-0dfb-0eea-fb8bff865942>

W'em dust noar duurzaamheid! - Duurzaamheidsbeleid Universiteit Gent (in Dutch)

<https://www.ugent.be/nl/univgent/missie/duurzaamheidsbeleid/student/dust.pdf>



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