MEETGREEN® About Us and Our Commitment

Communication of Progress

Revision: **Status:**	1/29/2016 CoP complete for FY 2015 (enclosed) External Corporate Report complete for 2015

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Commitment statement:	As a member of the UN Global Compact since 2007, I am pleased to reaffirm that MeetGreen supports the Ten Principles of the United Nations Global Compact in respect to the areas of Human Rights, Labour, Environment, and Anti-Corruption. We are committed to making these Principles a part of our daily operations and to that end, have provided training and resources to our staff in many of the Principles over the course of the past year to assure each individual understands them. Documentation of this training program and resources are available as an orientation tool for new staff who join MeetGreen in future. In addition, our quarterly Project Team Meetings address issues concerning the Principles as they relate to our work in the field. Since joining the Global Compact, we have been diligent in reporting on our progress in our Corporate Report which is publically shared. We have also engaged our stakeholders in discussions as issues arise in our work in the meetings industry. Sincerely, Nancy J. Zavada President MeetGreen

What we do:	MeetGreen aspires to create a sustainable future through the power of human connection. We provide conference management, training and event sustainability consulting services. Detailed information can be found on our website: www.meetgreen.com.

MeetGreen®
Connect. Sustain. Thrive.

MEETGREEN® Progress Against Sustainability Principles

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PLANS provide strategic direction for projects and procedures for processes

	Year of major change?	Reported?	ISO 20121 Principles				UNGC Principles				Important NEW Milestones in Current Year (2015)
			Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption	
PLANS — ONGOING											
Sustainability Policy created, including vision, objectives, targets and actions. Posted internally and externally.	2008 | 2010 | 2014	●	●	●	●	●	●	●	●	●	None. Ongoing action against policy.
Back of House Café (company intranet) warehouse of employee and administrative information for staff (wiki-based). Includes "green" office practices, workplace health and safety, benefits and HR policies.	2009	◉	●	●	●	●	●	●	●	●	Minor and ongoing updates to ensure current and relevant information is included.
Operations Manual for all procedures related to client projects, including sustainability (wiki-based).	2009 | 2013	◉	●	●	●	●	●	●	●	●	Minor and ongoing updates to ensure current and relevant information is included.
Standard project planning and status report forms for managing client-specific work (wiki-based).	2009	◉	●	●	●	●	●	●	●	●	2015 included a focus on ensuring conference management plans proactively list and address common sustainability issues like waste, carbon and safety.
Event Sustainability Workbook to assist external groups with developing their own event sustainability policy, objectives, procedures and practices.	2013	◉	●	●	●	●	●	●	●	●	Minor improvements to reflect client feedback.
Ethics Policy created and included in HR processes. Aim is to inform staff of potential ethical issues impacting our work so they have confidence to appropriately and safely inform and address.	2014	◉	●	●	●	●	●	●	●	●	2015 was first full year of ethics policy adopted in 2014.
PLANS — PENDING											
Risk Management Planning template (2016)											

SUPPORT is provided through procurement systems, communications and training to enable effective execution

	Year of major change?	Reported?	Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption	Important NEW Milestones in Current Year (2015)
SUPPORT — ONGOING											
Procurement systems and Event Sustainability Resource Kit for integrating sustainability into projects: RFP survey language, contract language, best practices checklists and FAQs. Internal toolkit provided to staff, which is also provided as a retail Resource Kit for external users.	2007 | 2014 | 2015	◉	●	●	●	●	●	●	●	◉	Minor updates to provide more specific and detailed information on water conservation. Began limited release of free sample templates in 2015.
Orientation resources developed for new staff, including a standard sustainability introduction.	2007 | 2013		●	●	●	●	●	●	●	●	Minor and ongoing updates to ensure current and relevant information is included.
HR documents and processes include sustainability expectations and evaluations	2007		●	●	●	●	●	●	●	●	None. Reviews held for all staff.
Weekly staff meetings to discuss day-to-day news.	2007		●	●	●	●	●	●	●	●	Highlights of new intelligence shared: 1) Sharing economy impact on events, 2) New and emerging event technology, 3) Paris Climate Summit and impact on events.
Weekly project meetings to discuss project activities among project teams.	2007		●	●	●	●	●	●	●	●	Standardisation and improvements to record-keeping for these meetings.
Standing cross-team training times for special topics (i.e. first aid, UNGC principles training).	2010		●	●	●	●	●	●	●	●	Discussion topics included: 1) Sharing economy impacts, risks and opportunities.
Quarterly project manager meetings for each of Conference Management and Sustainability teams.	2012		●	●	●	●	●	●	●	●	No major changes, ongoing.
Quarterly Director meetings to inventory issues and progress across projects to pursue integrated solutions.	2010	◉	●	●	●	●	●	●	●	●	Solutions processed in current cycle: 1) Improved documentation for Project and Director meetings, 2) Proactive inclusion of sustainability issues in Conference Team planning templates.
Social media education through Facebook, LinkedIn, Twitter and website.	2007 | 2015	●	●	●	●	●	●	●	●	●	Ongoing. Google Hangouts added on special topics in 2015.
SUPPORT — COMPLETE											
Carbon footprint calculator released in partnership with Terrapass to help event professionals estimate their carbon footprint for free.	2015	●		●	●	●	●		●		
Meet Better book launched including easy-to-understand infographics and checklists for sustainable events.	2015	●	●	●	●	●	●	●	●	●	Expanded social responsibility content from earlier books.
Water footprint of food primer created to convey the water use of different food choices for events.	2015	●		●	●	●			●		Used to promote lower-footprint eating at client events and beyond.
Waste management primer created to simply convey the importance of using a variety of indicators to measure waste management program outcomes.	2014	●		●	●	●			●		
Materials spec sheets developed to summarize research and guidance on making better purchasing decisions for food serviceware, name badges and signage.	2012 | 2013 | 2014	◉		●	●	●	◉	◉	●		
Staff first aid training supported to ensure all onsite staff have valid CPR certificate.	2014			●	●		●	●			Ongoing support provided.
PowerPoint training templates on event sustainability topics (webinars, conference sessions).	2007	◉	●	●	●	●	◉	●	●	◉	No major changes.
Simple Steps to Sustainable Events books: *Simple Steps to Green Meetings, Saving Green By Going Green*	2009 | 2011	●		●	●	●			●		
Special interest publications (white papers) on event sustainability topics: *Social Responsibility for Meetings* (2010) and *State of the Industry* White Papers (2011)	2007	●	●	●	●	●	●	●	●	●	

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	Year of major change?	Reported?	ISO 20121 Principles				UNGC Principles				Important NEW Milestones in Current Year (2015)
			Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption	

ACTIONS engage stakeholders to implement plans to improve satisfaction and sustainability

ACT — ONGOING

	Year of major change?	Reported?	Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption	Important NEW Milestones
Stakeholder engagement embedded in project processes (wiki status reports).	2009 |2013	◉	●	●	●	●	●	●	●	●	No major changes.
Social media monitoring to scan for and respond to emergent issues.	2011	●	●	●	●	●	●	●	●	●	Ongoing.
Client satisfaction form and processes in place.	2010	◉	●	●	●	●	●	●	●	●	Ongoing.
Project testimonials are collected from a diversity of project stakeholders.	2009 | 2014	◉	●	●	●	●	●	●	●	●	Ongoing.
Attendee satisfaction forms and processes in place for projects as appropriate.	2007	◉	◉	◉	◉	◉	◉	◉	◉	◉	Ongoing.
Onsite sustainability engagement through attendee orientations, information booths	2013	◉	◉	◉	◉	◉	◉	◉	◉	◉	Ongoing.
Company Day of Service is held January 20 each year as a day "off" with pay for employees to volunteer in their local communities.	2013	●	●	●	●	●	●	●	●	●	2015 projects included work for: the Morris Habitat for Humanity ReStore, Coast Guard Auxiliary (Potomac River clean-up), SOLVE (beach clean-up), Schoolhouse Supplies and the Rebuilding Center.
Water Restoration Certificates purchased to account for 100% of HQ office water use.	2015	●		●	●	●			●		
Clean the World project sponsorship at IMEX America provides hygiene kits to those in need.	2014	●		●	●	●	●		●		
Corporate Report completed and shared publically on company web site.	2009 | 2014	●	●	●	●	●	●	●	●	●	Current version includes data from 2009-2015. Update annually.

CHECK to measure progress and ensure accountability

CHECK — ONGOING

	Year of major change?	Reported?	Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption	Important NEW Milestones
MeetGreen® Calculator to measure event sustainability. Use to assess client projects.	2007 | 2010	◉	●	●	●	●	◉	◉	●		
Best Places to MeetGreen® to measure destination event sustainability.	2009 | 2013	◉	●	●	●	●	◉	◉	●		
Sustainable Event Management System (SEMS) affiliate relationship to access online standards compliance tools (ISO 20121).	2013	●	●	●	●	●	●	●	●	●	
Event-specific resource use monitoring (waste, energy, water, carbon, cost).	2007 | 2012 | 2014	◉	●	●	●	●		◉	●		
HQ resource consumption monitored (waste, energy, water, gas, carbon).	2009 | 2014	●		●	●	●			●		
Staff work travel carbon footprint measured and offset 100%.	2008 | 2014	●		●	●	●			●		
MeetGreen® Onsite/Hybrid Event Carbon Calculator. Supplemented by new basic free calculator on company website, posted in partnership with Terrapass.	2012 | 2015	◉	●	●	●	●			●		Free and public carbon calculator added to website.
ISO 20121: 20121 compliant company third-party audited since 2009.	2009 | 2012	●	●	●	●	●	●	●	●	●	
Post-project reporting process and procedure to capture progress against targets.	2009 | 2012 | 2014	◉	●	●	●	●	●	●	●	●	

CHECK — PENDING

	Year of major change?	Reported?									
MeetGreen® Calculator update (2016).											

ADVOCATE to change internal and external practice based on lessons learned

ADVOCATE — ONGOING

	Year of major change?	Reported?	Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption	
Green Meeting Industry Council Founders, Directors, Committee members.	2007	●	●	●	●	●	●	●	●	●	
Sustainable Event Alliance, Member, Accredited Professional.	2013	●	●	●	●	●	●	●	●	●	
Meeting Professionals International Members.	2007	●	●	●	●	●	●	●	●	●	
Mount Hood Community College Hospitality Advisory Board.	2010	●	●	●	●	●	●	●	●	●	
British Columbia Institute of Technology guest lecturing and instruction.	2013	●	●	●	●	●	●	●	●	●	
Meetings Focus Advisory Board and blogger.	2010	●	●	●	●	●	●	●	●	●	
Low-Carbon Events Pledge Committee Member.	2015	●	●	●	●	●			●		

ADVOCATE — COMPLETE

	Year of major change?	Reported?	Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption	
Global Reporting Initiative EOSS working group member.	2010	●	●	●	●	●			●		
ISO 20121 Sustainable Event Standard mirror committee members (US/Canada).	2010	●	●	●	●	●	●	●	●	●	
APEX-ASTM Environmentally Sustainable Event Standard Chair, Review Panel members	2008	●	●	●	●	●			●		
#CSRShareDay Community leader/moderator	2015	●	●	●	●	●	●	●	●	●	
ANSI-ASQ National Accreditation Board Advisory Group.	2013	●	●	●	●	●			●		
Professional Convention Management Association Green Task Force.	2009	●	●	●	●	●			●		
Convention Industry Council 9th Edition CMP Manual revision contributors.	2013	●	●	●	●	●	●	●	●	●	
Special projects (i.e. Event Camp Vancouver, Get Your Green On project).	2011	●	●	●	●	●	●	●	●	●	

ONGOING	Task is refined and updated on an ongoing bases. Notable improvements are included in the "New Milestones" column.
CURRENT	Task is expected to be one-time or temporary, and is currently in process. Expected to be moved to "Complete" once finished.
PENDING	Identified as a possible action item in future. Once action commences on this item it will become "Current" or "Ongoing".
COMPLETE	Task is considered closed.

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MEETGREEN® Event Sustainability Measurement

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CORE COMPANY INFORMATION

		2015	2014*	Baseline**
1	Number of FTE employees	11	12	11
2	Number of client projects	17	20	16
3	Total event participants	125,767	246,022	90,910
4	Maximum event participants	44,485	50,327	37,000
5	Minimum event participants	75	43	160
6	Total events managed/mentored	666	991	44
7	Total number of direct vendors	196	283	457
8	Total number of event destinations	81	91	17
9	Total exhibitors/sponsors	3,787	7,490	2,340
10	Fines/citations received	0	0	0
11	Incentives received (>$25 per staff)	1	0	0
12	Privacy complaints	0	0	0
13	Fairness complaints	0	0	0
14	Workplace health & safety incidents	0	0	0

MeetGreen® measures the scope of our business operations (table left), as well as our progress against three primary sustainability objectives (table below). Our core company information includes disclosure of any fines, incentive commissions or complaints received during the reporting period. Regarding our objectives, we evaluate progress in two ways: considering both the **significance of impacts** resulting from action, and the **degree of control** we have over outcomes. For example, our operational impact for discretionary air travel is our greatest impact that is able to be controlled. Conversely, the impacts of event suppliers can be significant, however our ability to influence supplier behavior is limited given it is typically our clients, and not MeetGreen® who are the buyers.

LOW	SIGNIFICANCE OF IMPACTS			HIGH

OBJECTIVE: REDUCE OPERATIONAL FOOTPRINT

HIGH

2015		2014*	Baseline**	2015		2014*	Baseline**
9,496	kwh electricity	25,767	16,411	271,865	Total air miles (project and discretionary)	351,034	250,498
183	therms natural gas	69	595	39,043	Total discretionary (non-project) air (km)	46,350	71,632
23	CCF water used	20	58	232,822	Total project air (km)	304,684	178,866
60%	waste diversion from landfill	63%	53%	36	MT CO2e emissions (Scope 3)	45	42
4.6	MT CO2e emissions (Scope 1/2)	10	8	4	Emissions per FTE Employee (MT CO2e)	4	5
100%	Employees offered transit subsidy	100%	100%	100%	Percentage of carbon emissions offset Scope 1, 2 & 3	100%	100%
67%	Employees work from home	46%	25%				

OBJECTIVE: MEASURE LEGACY

CONTROL

2015		2014*	Baseline**	2015		2014*	Baseline**
18	Volunteer/pro-bono hours per FTE	15	29	1,134	Audience reached by education sessions/webinars	570	9629 (total)
				3,899	Audience reached by most active social media (Twitter)	3,017	435

OBJECTIVE: ADVANCE SUSTAINABILITY FOR EVENT PROJECTS

LOW

2015		2014*	Baseline**
56	Average MeetGreen Calculator score	57	54
14	Event vendor types covered with responsible purchasing language	14	5
$213,863	Value of sustainable event recommendations to clients	$515,839	$105,000

✓

MeetGreen provides sustainable event purchasing tools, including RFP surveys and contract language, to 100% of our clients. These tools touch on carbon offsetting, communications and marketing and onsite office practices that reduce impacts. We support client work to communicate sustainability efforts to their stakeholders, including "fun facts" onsite and post-event sustainability reports.

✓

MeetGreen provides sustainability purchasing tools to all clients and employs these where applicable to our scopes of work. This includes supply chain research, contract and measurement tools. Tools that support destination, venue and accommodation selection, food and beverage, transportation and exhibits are deemed most significant.

* Data may be adjusted to reflect updates received following the CoP reporting deadline in the previous year. This is not uncommon as receipt and verification of event data may be delayed.
** Operational baseline. Varies per indicator. Typically 2007-2010.
All measurements are for a single fiscal year, January 1 - December 30.

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