

MEETGREEN® About Us and Our Commitment

Communication of Progress

Revision: 2/5/19
Status: CoP complete for FY 2018 (enclosed)
[External Corporate Report complete for 2018](#)

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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, Labor, 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® Progress Against Sustainability Principles

Communication of Progress

Background: MeetGreen® records progress against key sustainability principles annually. We submit these to the UN Global Compact each year, within the first quarter of the year. An external Corporate Report is also published and included on our web site.

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⊙ **Partially implemented or addressed:** The implementation scope for these items is limited in one of three ways: 1. They apply to only one business category (Conference Management or Sustainability Consulting), 2. They have not addressed the full extent of a principle to a degree that MeetGreen is content is complete, or 3. In terms of reporting, they are not fully publicly disclosed.

● **Fully implemented or addressed:** Across all scopes of business, including Conference Management and Sustainability Consulting projects. MeetGreen is satisfied this principle is fully addressed to the scope that is applicable to the business.

		Year of major change?	Reported?	ISO 20121 Principles				UNGC Principles				Important NEW Milestones in Current Years (2018)		
				Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption			
PLANS provide strategic direction for projects and procedures for processes														
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 2017	⊙	●	●	●	●	●	●	●	●	●	In 2017 migrated to entire Wiki to new host platform which lead a major site overhaul.
		Operations Manual for all procedures related to client projects, including sustainability (wiki-based).	2009 2013 2018	⊙	●	●	●	●	●	●	●	●	●	Minor and ongoing updates to ensure current and relevant information is included. Major review completed in 2018
		Standard project planning and status report forms for managing client-specific work (wiki-based). Revised minimum sustainability guide	2009 2018	⊙	●	●	●	●	●	●	●	●	●	Reviewed against current practices and ongoing updates to project plan formats.
		Event Sustainability Workbook to assist external groups with developing their own event sustainability policy, objectives, procedures and practices.	2013	⊙	●	●	●	●	●	●	●	●	●	No changes were made in 2017.
		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 2017	⊙	●	●	●	●	●	●	●	●	●	Discussions included in all quarterly meetings with employees.
		Emergency Response Plan	2016 2018	⊙	●	●	●	●	●	●	●	●	●	Major overhaul and reorganization to plan and accompanying forms to include clear roles, scenarios involving bomb threats and terrorist attacks, and information for projects where MG is not the key meeting planner. Update in 2018 migrated ERP from a plan to a tiered service offering.
		Project-level Profitability Reports, used to guide resource allocation and corporate decisions.	2016	⊙	●	●	●	●	●	●	●	●	●	Creation of system to report monthly profitability to all project managers.
		Risk Management Planning template (2017)	2017	⊙	●	●	●	●	●	●	●	●	●	In 2017 a Risk Management Planning Template was made widely available via website, social media, and traditional media.
SUPPORT is provided through procurement systems, communications and training to enable effective execution														
		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	⊙	●	●	●	●	●	●	●	●	No changes in 2017. Continued release of free sample templates.	
		Orientation resources developed for new staff, including a standard sustainability introduction.	2007 2013		●	●	●	●	●	●	●	●	●	Updates to training documents including addition of new hire checklist, employee orientation template.
		HR documents and processes include sustainability expectations and evaluations	2007 2016		●	●	●	●	●	●	●	●	●	No major changes in 2017 after round of comprehensive edits in 2016.

SUPPORT

ONGOING	GDPR documents, processes and procedures	2018		●	●	●	●	●	●	●	●	Implemented in 2018 in response to new GDPR policies.	
	Weekly staff meetings to discuss day-to-day news.	2007		●	●	●	●	●	●	●	●	Highlights of new intelligence shared: 1) Potential implications of GDPR 2) New and emerging event technology 3) Sustainable Event Reports and industry trends shared weekly.	
	Weekly project meetings to discuss project activities among project teams.	2007		●	●	●	●	●	●	●	●	No major changes to conference management. Sustainability weekly project meetings have new standard notes format and structure.	
	Monthly project meetings for Sustainability team to discuss project activities between team and management.	2018		●	●	●	●	●	●	●	●	Combined Conference Management and Sustainability team meetings to ensure healthy, regular communication about project-level information to management.	
	Standing cross-team training times for special topics (i.e. first aid, UNGC principles training).	2010		●	●	●	●	●	●	●	●	Discussion topics include: 1) CPR 2) Emergency plan	
	Quarterly Department Meetings w/ Operations Director (for Sustainability & Conference Management)	2016	⊙	●	●	●	●	●	●	●	●	●	Replaced quarterly Director and PM meetings, Operations Director now sets agenda and leads meeting.
	Social media education through Facebook, LinkedIn, Twitter and website.	2007 2015	●	●	●	●	●	●	●	●	●	●	Ongoing. Increased participation in 2018, with TweetChats to increase sustainable event education.
COMPLETE	Quarterly Director meetings to inventory issues and progress across projects to pursue integrated solutions.	2010	⊙	●	●	●	●	●	●	●	●	Changed to be Quarterly Department meetings.	
	Carbon footprint calculator released in partnership with Terrapass to help event professionals estimate their carbon footprint for free.	2015	●		●	●	●	●			●	No major changes.	
	Meet Better book launched including easy-to-understand infographics and checklists for sustainable events.	2015	●	●	●	●	●	●	●	●	●	No major changes.	
	Water footprint of food primer created to convey the water use of different food choices for events.	2015	●		●	●	●				●	No major changes.	
	Waste management primer created to simply convey the importance of using a variety of indicators to measure waste management program outcomes.	2014	●		●	●	●				●	No major changes.	
	Materials spec sheets developed to summarize research and guidance on making better purchasing decisions for food serviceware, name badges and signage.	2012 2013 2014	⊙		●	●	●	⊙	⊙	●			No major changes.
	Staff first aid training supported to ensure all onsite staff have valid CPR certificate.	2014/ 2016			●	●		●	●				All staff CPR and first aid training was received in Fall of 2016.
	PowerPoint training templates on event sustainability topics (webinars, conference sessions).	2007	⊙	●	●	●	●	⊙	●	●	●	⊙	No major changes.
	Simple Steps to Sustainable Events books: <i>Simple Steps to Green Meetings</i> , <i>Saving Green By Going Green</i>	2009 2011	●		●	●	●				●		No major changes.
	Special interest publications (white papers) on event sustainability topics: <i>Social Responsibility for Meetings</i> (2010) and <i>State of the Industry White Papers</i> (2011)	2007	●	●	●	●	●	●	●	●	●	●	No major changes.

ADVOCATE	International Society of Sustainability Professionals, Member	2016	●	●	●	●	●	●	●	●	●	●	●	●	
	CSR Professionals, Member	2016	●	●	●	●	●	●	●	●	●	●	●	●	
	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	●	●	●	●	●	●	●	●	●	●	●	●	
	Green Meeting Industry Council Founders, Directors, Committee members.	2017	●	●	●	●	●	●	●	●	●	●	●	●	
	Mount Hood Community College Hospitality Advisory Board.	2010	●	●	●	●	●	●	●	●	●	●	●	●	
	British Columbia Institute of Technology guest lecturing and instruction.	2013	●	●	●	●	●	●	●	●	●	●	●	●	
	Professional Convention Management Association Green Task Force.	2016	●	●	●	●	●	●	●	●	●	●	●	●	
	Convention Industry Council 9th Edition CMP Manual revision contributors.	2013	●	●	●	●	●	●	●	●	●	●	●	●	
	Special projects (i.e. Event Camp Vancouver, Get Your Green On project).	2011	●	●	●	●	●	●	●	●	●	●	●	●	
	COMPLETE														

- 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.



