DCHA/DRG INITIAL ENVIRONMENTAL EXAMINATION AND REQUEST FOR CATEGORICAL EXCLUSION

PROJECT/ACTIVITY DATA:

Operating Unit and Office: DCHA Bureau	
Geographic Location (Region, Country): Washington, D.C.	
Program/Project Title: MacFadden Support Services Task Order	**Start/End Date:** FY 2017-2021
Solicitation # or Contract/Award #: AID-OAA-I-15-00040	
Implementing Partner (if applicable): N/A	
LOP Funding Amount: $5.3 million	**Funding Account: DA**
Prepared By: Stephanie Harvey	**Date Prepared**: 10/24/2016
Action Type: IEE	**Implementation Year (if applicable): FY2017**
ECD Link for Action Type: N/A	
IEE Amendment? NO	**If "yes", ECD Link and Date of Original: N/A**
Recommended Threshold Determination: ☒**Categorical Exclusion** ☐**Deferral** ☐**Exemption** ☐**Negative Determination** ☐**Positive Determination**	

SUMMARY OF FINDINGS:

This IEE provides environmental and climate risk screening documentation, pursuant to 22 CFR 216 and EO 13677 for the USAID DCHA/DRG project entitled (MacFadden Support Services Task Order) for the (FY 2017-2022) period. The Climate Risk Management screening is found in Attachment 1.

Discrete activities to be implemented under the project include:

1. *Technical Assistance to Host Country Institutions* – Not applicable.

2. *Grant Support* – Not applicable.

3. *Technical Support to USAID Operating Units* – This mechanism does not provide technical support. All activities are performed in Washington, D.C.

The activities described above justify a **Categorical Exclusion**, pursuant to 22 CFR §216.2(c) (1) and (2).

Discrete activities under the project fall into the following classes of action:

(a) education, technical assistance and training (216.2(c)(2)(i));
(b) document and information transfer (216.2(c)(2)(v))

LIMITATIONS: This IEE does not cover any infrastructure activities that could have a biophysical impact on the environment (i.e., natural resources or human health) including but not limited to building, water or sanitation system, road/sidewalk/pathway construction or rehabilitation.

REVISIONS**:** As required by ADS 204.3.4, the Mission or Bureau-based COR of subsequent task order contracts under this IQC/LWA must actively monitor ongoing activities for compliance with approved IEE/RCE recommendations, and modify or end activities that are not in compliance. Pursuant to 22 CFR 216.3(a)(9), if new information becomes available which indicates that any of the proposed actions to be funded by this activity may have an effect on the Environment, then the threshold decision for those actions listed above will be reviewed and revised by the MEO, and an IEE-amendment or EA will be prepared for and cleared by the governing BEO.

USAID APPROVAL OF ENVIRONMENTAL ACTION(S):

Clearance:

DCHA/DRG Director: _____ Date: 11/22/16

DCHA/DRG Program Officer: Joe Taggart Date: 11/23/16

Concurrence:

DCHA Bureau Environmental Officer (BEO): Erika J. Clesceri Date: 11/23/2016
Erika J. Clesceri, Ph.D.

Approved: ☒ Disapproved: ☐

Optional Clearances:

Geographic Bureau Environmental Officer: _____ Date: _____

Mission Environmental Officer: _____ Date: _____

Regional Environmental Advisor: _____ Date: _____

Request for Categorical Exclusion

PROGRAM/ACTIVITY DATA:

Program/Project Title:	MacFadden Support Services Task Order
Project Country(ies)/Global:	Washington, D.C.
Funding Period:	FY 2017 – 2021
Life of Activity Funding:	$5.3 million

1. PROJECT GOAL, PURPOSE AND OBJECTIVES

The U.S. Agency for International Development's Center of Excellence on Democracy, Human Rights and Governance (DRG) located in the Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA), seeks four Program Support Specialists, an Executive Assistant, a Communications Specialist, a Senior Communications Specialist, a Travel and Administrative Specialist, and an Elections and Political Processes Fund Administrator.

The Program Support Specialists will be responsible for providing operations support and additional general administrative duties supporting the Center of Excellence on Democracy, Human Rights and Governance (DRG) in the effective coordination, communication, and implementation of its $130 million program portfolio. The Executive Assistant shall have the capacity to act independently and proactively anticipate the needs of the DRG Center Director and Deputy Directors. S/he will be responsible for overseeing daily administrative operations, providing technical assistance, and completing priority taskers for senior management. S/he will also be responsible for providing backup support to the other DRG Center Divisions such as coordinating travel, special events, and other projects as needed. The Communications Specialist will provide services to assist staff in Washington, DC and USAID staff in overseas missions to plan, initiate, manage and execute DRG programs and projects within host countries. The Communications Specialist will support the implementation of a virtual community to link DRG officers worldwide to raise awareness about USAID's Democracy, Human Rights and Governance technical leadership activities and programs. S/he will prepare written and online content for the DRG Center to use for outreach on DRG programs. S/he will organize the DRG Office's online communications efforts, which include blogs, websites and other online or social media fora. Additionally, the communications specialist will work closely with other USAID bureaus, senior leadership, and the Legislative and Public Affairs Bureau on outreach, communications, and event planning for major agency initiatives, conferences, and events related to democracy, human rights and governance as they related to DRG funded programs implemented by USAID. The Communications Specialist will work with the DRG Center's Strategic Planning Team, office director and deputy and DRG technical staff to create and compile communications products that raise awareness of USAID's work in democracy, human rights and governance and support the dissemination of best practices and lessons learned with missions worldwide. The Senior Communications Specialist will leverage fluency in USAID foreign assistance processes, particularly in the Democracy Rights and Governance sector, to perform high-level communications functions. S/he will identify innovative approaches to disseminate information to key stakeholders in the sector, the broader U.S. Government, and the general public, and implement those approaches. S/he will work closely with the leadership of the Center of Excellence on Democracy Human Rights and Governance to ensure that communications activities are aligned with and serving office and sector strategies.

Additionally, the communications specialist will work closely with other USAID bureaus, senior leadership, and the Legislative and Public Affairs Bureau on outreach, communications, and event planning for major agency initiatives, conferences, and events related to democracy, human rights and governance as they related to DRG funded programs implemented by USAID. The Travel and Administrative Specialist is responsible for providing travel support for program-funded staff and for providing additional general administrative duties supporting the Center of Excellence on Democracy, Human Rights and Governance (DRG) program implementation. Additionally, the Travel and Administrative Specialist will provide backup support to other DRG administrative functions such as correspondence, human resources, and financial management as required. The Travel and Administrative Specialist will also provide program assistant support for DRG program-funded staff when required. Approximately 95% of the workload will be in support of program-funded staff and activities in DRG/Washington and the field, and approximately 5% of the workload will also be in support of Direct Hire staff in Washington and the field. The Elections and Political Processes Fund (EPP Fund) supplements USAID Missions' budgets for elections and other political processes when unanticipated needs arise, when temporary windows of opportunities emerge, and/or or when the Mission seeks to support unique and innovative programming. Examples of efforts supported by the EPP Fund in the past include post-conflict peace and constitutional design processes; mitigation of political violence, electoral violence and political instability; technical assistance to facilitate snap elections; support of innovative citizen oversight efforts; critical operational assistance to civil society organizations in closing political environments; and other electoral and broader political processes in priority countries. The Elections and Political Processes Fund Administrator organizes the competitive review processes through which USAID Missions apply for the approximately $30-40 million available from the EPP Fund each fiscal year. In parallel, the EPP Fund Administrator is responsible for tracking the status of successful awards from program design through obligations, and then the reporting of results. Each fiscal year, the EPP Fund Administrator will announce two or more open calls for applications from USAID Missions and other operating units for available funds, assist DRG officers and other Mission personnel with uploading their applications to the EPP Fund on-line application system, organize application and budget documentation, schedule review committee meetings, document recommendations of the review committee, and prepare decision memoranda for the Director of the DRG Center. The EPP Fund Administrator will regularly explain the EPP Fund's application and review processes and communicate decisions to USAID's Foreign Service Officers, Foreign Service Nationals, Department of State personnel, and Embassy staff. The EPP Fund Administrator will also coordinate similar efforts for urgent ad hoc out-of-cycle applications.

All positions are full-time with 2080 hours per year. All require university degrees unless explicitly stated below, proficiency in the use of the basic Microsoft Office package (including Word, Excel and Power Point) and the basic Google package (including Gmail, Calendar, and Documents). All positions require professional-level skills in oral and written communication and a Secret-level U.S. Government security clearance.

The support shall be provided to the Center of Excellence on Democracy Human Rights and Governance in the Bureau for Democracy Conflict and Humanitarian Assistance at USAID's offices in the Ronald Reagan Building located at 1300 Pennsylvania Avenue NW, Washington DC 20523.

TASKS

Program Support Specialists Tasks:

1. Ensure accuracy of information and provide program support by assembling and preparing charts, data, and reports.
2. Serve as the point of contact concerning administrative issues. He/she should coordinate, assemble and finalize correspondence such as action memos, executive correspondence, procurement documents, and all memoranda related to management and administrative programs and issues.
3. Maintain and update office staff tracking documents in relation to supporting the management of DCHA/DRG's program portfolio, program memoranda correspondence which includes logging a central correspondence tracker.
4. Update Washington mail lists, DRG technical program field staff lists, emergency contact lists, and award AOR/COR lists.
5. Maintain official personnel files for PSCs, Program funded staff and coordinates with AMS liaison to facilitate process for obtaining security clearances and badges.
6. Take inventory of supply needs for the divisions, and process supply forms.
7. Facilitate and track the process for annual work plans and evaluations to ensure they are complete and filed.
8. Assist the Division Chiefs and senior managers by tracking onboarding of new hire employees and providing orientation for new staff.
9. Schedule calendars, meetings and events for Divisions regarding management of their program portfolios.
10. Undertake, perform and monitor established administrative management requirements.
11. Provide advice and guidance to managers and employees on questions and matters related to the administrative services provided.
12. Determine pertinent issues and collects relevant information from a variety of sources in adherence to Agency guidelines, policies and regulations.

Executive Assistant Tasks:

1. Manage schedule for senior management (DRG Center Director, FSO Deputy Director, and AD Deputy Director)
    a. Organize and confirm appointments, manage calendar
    b. Maintain daily appointment books with detailed meeting information
    c. Prepare materials for daily schedule
    d. Ensure timeliness of scheduled activities
2. Organize preparation and materials for meetings and events
    a. Assemble briefers and background materials with key high level personnel
    b. Work with appropriate DRG Center Divisions and USAID Offices on talking points and meeting preparation materials
    c. Ensure consistency throughout the organization and clarity on briefing materials and talking points

3. Draft emails and correspondence for senior management response

a. Assist in managing email flow, ensuring that critical messages and outreach are read and responded to promptly by appropriate members of DRG Center Senior Staff Group (Director, Deputy Directors, and Division Chiefs)
b. Take notes of key meetings, including weekly DRG Senior Staff meeting, capture action points, and coordinate follow-up as needed for DRG Center Senior Management (Director and Deputy Directors)

4. Develop and maintain broad level awareness of organization's major ongoing priorities
5. Coordinate special projects and events with, and in support of, other DRG Center divisions
6. Coordinate tasker tracking
7. After-hours duty may be required periodically in support of Director/Deputy Directors clearance/response to high profile/level urgent taskers
8. Coordinate travel requirements and coverage for Director and Deputy Directors; in coordination with the Center's travel contractor, prepare travel itinerary, prepare visa applications, and prepare country clearance requests
9. Manage administrative logistics and requirements in direct support of DRG Center Director and Deputy Directors
10. Other duties as assigned by Director/Deputy Directors of DRG Center

Senior Communications Specialist Tasks:

1. Design internal and external strategies to govern DRG Center communications to key groups of stakeholders, such as field missions, other federal Agencies, international organizations within the DRG sector, and Congress
2. Work with DRG Center Division Chiefs to identify innovative approached to meet their communications needs
3. Support the leadership of the DRG Center in designing communications efforts in furtherance of the USAID DRG Sector Strategy
4. Explore local and international outreach and media opportunities to promote the DRG Center as a global leader in the sector
5. Oversee select activities managed by the Communications Specialist, outlined above
6. Collaborate with State Department communications specialists to identify areas of common interest and potential joint communications efforts
7. Work with USAID missions and projects in the field to communicate results and success stories about highly visible and priority development projects in the DRG sector
8. Develop the DRG Center's online presence via fora such as websites, blogs, and social media for internal and external audiences, including develop and post tweets, and content for Facebook and the USAID website related to DRG programs within host countries
9. Develop materials and resources to be used for public presentations
10. Prepare responses to general information requests from the public, media, foreign governments and students, in collaboration with the Office of Legislative and Public Affairs
11. Write and prepare talking points, briefing materials, press releases, media advisories, blog posts, op-eds and other materials that effectively promote ongoing programs.

Communications Specialist Tasks:

1. Serve as the primary conduit of programmatic information from the DRG Center to communicate with DRG officers and program recipients in the field to convey guidance and best practices on DRG Center initiatives, with particular emphasis in the near term on Agency and Presidential initiatives, the Agency's DRG Strategy, local capacity development with host country systems and DRG programs
2. Advise DRG Center on improving public outreach, specifically to target audiences in missions and among DRG practitioners in Washington and the field
3. Assist with messaging on key issues and develop outreach products, including briefing documents, social media and graphic materials
4. Work with USAID missions and projects in the field to communicate results and success stories about highly visible and priority development projects in the DRG sector
5. Develop the DRG Center's online presence via fora such as websites, blogs, and social media for internal and external audiences, including develop and post tweets, and content for Facebook and the USAID website related to DRG programs within host countries
6. Organize and manage the DRG Office's virtual community with DRG staff in field missions and Washington
7. Prepare communications materials for internal and external audiences, including USAID's DRG cadre worldwide, professional associations and organizations working in the DRG sector and the U.S. public
8. Coordinate and execute internal and external event planning and logistics, in partnership with USAID technical staff as it relates to implementation of DRG programs/activities
9. Coordinate with Legislative and Public Affairs Bureau to schedule public speaking engagements and other outreach events for senior staff to publicize USAID's work

Travel and Administrative Specialist Tasks:

1. Assist HR when required to prepare travel authorizations for assignment, separation, invitational, temporary duty, and other official travel in accordance with the Agency's Travel Regulations Obtain appropriate clearances and signatures and assure appropriate accounting data information is included on all Travel Authorizations (TAs). Coordinate with the traveler and with the USAID travel agent to provide the traveler with a travel authorization and ticket receipt
2. Assist DRG Center staff in facilitating the processing applications and requests for renewals of Diplomatic and Official passports for DRG program-funded staff and facilitate the obtainment of required visas and country clearances
3. Assist with the preparation and review of travel vouchers for staff. Review voucher rejections and disallowments and make appropriate adjustments as necessary. Follow-up with M/FM to ensure all travel reimbursements are made in a timely manner to ensure that problems are resolved with minimal delay. Amend travel authorizations as required to upward adjust funds obligated
4. Inform staff of DRG travel procedures, including how to request Authorizations and Vouchers within the Agency's travel system (E2), standard operating procedures while conducting travel, the automated country clearance system (ECC) and Agency travel

systems and policies. Provide trainings and/or presentations as needed and prepare responses to frequently asked questions

5. Ensure the maintenance of hard and electronic files and assist in maintaining tracking systems for travel related documents such as: travel authorizations, vouchers, scanned passports, photos, medical evacuation policy information
6. Maintain office travel budget and projected travel spreadsheet and provide travel report updates as requested
7. Be knowledgeable on all Federal, USAID, GSA and State Department and mission specific travel regulations and allowances
8. Establish and maintain effective and productive working relationships with administrative and financial personnel in USAID Missions, M/FM, regional financial management service centers, USAID Travel Office (M/AS/TT) and the Agency's Travel Agent to facilitate the timely processing of requests and resolution of problems encountered
9. Assist with the tracking and recovery of outstanding travel advances and monitoring travel voucher reimbursements. Report regularly to the Financial Management Specialist on the status of these activities
10. Provide backstop support for other DRG operations functions as required (e.g. program support, and other administrative support services)
11. Backstop DRG's Administrative Specialist to implement a variety of administrative operations to ensure a smooth flow of programmatic processes
12. Provide backup support, as required, in such other administrative tasks as supply management, records management, and finance
13. Perform other duties as assigned by DRG Program Officer to implement DCHA/DRG's overall objectives
14. Have an excellent understanding of USAID and State Department travel policies and guidelines
15. Demonstrate the ability to independently provide USAID Travel Voucher and other travel trainings to DRG staff
16. Perform other administrative duties as assigned

Elections and Political Processes Fund Administrator Tasks:

1. Oversee all major aspects of the EPP Fund including information management, financial management, communications, and reporting
2. Organize and manage the EPP Fund review cycles
3. Correspond with USAID Missions through the EPP Fund e-mailbox
4. Maintain the EPP Fund's on-line application website, work with web services technicians to identify and troubleshoot website problems for the EPP Fund online system, and suggest and oversee the implementation of changes and improvements to the online system
5. Review program descriptions provided by Missions with successful applications
6. Liaise with the DRG Center's financial management staff to transfer funds to USAID Missions and other operating units
7. Maintain files and organize all EPP Fund information for the DRG Center's operational plan and performance reporting cycles in the EPP Fund shared drive

8. Prepare materials for response to USAID and interagency requests for information, and other inquiries regarding the EPP Fund from Congress, the Administration, and other U.S. government agencies, professional organizations, and the general public
9. Ensure that activities supported by the EPP Fund comply with applicable policies, including USAID's commitments to gender equality and inclusive development, USAID's Political Party Assistance Policy, and other policies
10. Work with the other members of the Elections and Political Transitions division to ensure that activities supported by the EPP Fund are consistent with the USAID Strategy on Democracy, Human Rights and Governance and best practices for supporting elections and other political processes
11. Develop an actionable monitoring and evaluation plan for the EPP Fund (including implementation of recommendations forthcoming from a performance evaluation currently in process),
12. Identify success stories and key achievements
13. Contribute to the DRG Center's strategic communications outreach efforts on the achievements of the EPP Fund to senior USAID and Department of State officials, the National Security Council, Congress, and other key stakeholders.
14. Other duties as assigned by office leadership and the Elections and Political Processes Division Chief

2. JUSTIFICATION FOR CATEGORICAL EXCLUSION REQUEST

Per USAID Environmental Procedures, certain classes of actions may qualify for a Categorical Exclusion, pursuant to 22 CFR Section 216.2(c)(1) and (2), for which an Initial Environmental Examination, or an Environmental Assessment is not required. The activities described qualify for a categorical exclusion per 22 CFR 216 as follows:

1. Section 216.2(c) (1) (i) The action does not have an effect on the natural or physical environment;
2. Section 216.2(c)(2)(i) Education, technical assistance, or training programs except to the extent such programs include activities directly affecting the environment (such as construction of facilities, etc.);

If, during implementation, activities are considered other than those described in the subject categorical exclusions, an amended Request for a Categorical Exclusion or IEE shall be submitted, as appropriate.

LIMITATIONS: This IEE/RCE does not cover any infrastructure activities that could have a biophysical impact on the environment (i.e., natural resources or human health) including but not limited to building, water or sanitation system, road/sidewalk/pathway construction or rehabilitation. At the Mission level each mission has a Mission Environmental Officer that ensures the ensuing work under the SOW for the task order is also compliant with USAID's environmental regulation 22 CFR 216.

Solid waste management is a major issue for many of the urban and peri-urban centers for USAID meetings, conferences, and trainings. Many of these centers have sub-standard solid waste management systems which have a serious negative impact on both public health and economic development. For meetings, conferences, and workshops classified under 22 CFR 216.2(c)(2)(i) - education, technical assistance or training programs and §216.2(c)(2)(iii) - analyses, studies and workshops, the implementing partner will consider green procurement concepts to eliminate, reduce, or recycle waste as summarized in the "Green Meeting" checklist attached to the IEE.

Oversight and Revisions

Where technical staff serves as CORs/AORs, the COR/AOR will work to ensure that all CORs/AORs have received training on their obligations under 22 CFR 216, Environmental Compliance Procedures (Regulation 216). As CORs/AORs, they are required to ensure that Regulation 216 requirements are met at the inception of a new activity, to ensure that implementing partners and contractors are fully informed of Regulation 216 requirements and that all expenditures of USAID funds proceed in full compliance of Regulation 216 requirements.

Attachments:

Tab 1 – Climate Risk Management Screening Narrative
Tab 2 – "Green Meeting" Checklist

ATTACHMENT 1:

Climate Risk Management Screening Narrative

PROGRAM/ACTIVITY DATA:

Program/Project Title:	**MacFadden Support Services Task Order**
Program/Project Number:	**TBD**
Project Country(ies):	Washington, D.C. **Funding Period:** FY 2017 – 2021 **Life of Activity Funding:** $5.3 million
Climate risk screening prepared by:	Stephanie Harvey, Management/Program Analyst, DCHA/DRG/SP

CLIMATE RISK RATING:

Low Climate Risk: X Mid Climate Risk: ☐ High Climate Risk: ☐

Climate Risk Screening Data Table:

Defined or Anticipated Project Elements State the proposed activities
N/A
Climate Risks List key risks related to the project activities identified through either the strategy- or project-level climate risk assessment.
N/A
Risk Rating Low/Moderate /High

Low
How Risks are Addressed at Project Level Describe how risks have been addressed at the project level. If a decision has been made to accept the risk, briefly explain why.
N/A
Further Analysis and Actions for Activity Design/ Implementation Describe CRM measures to be integrated into activity design or implementation, including additional analysis, if applicable.
N/A
Opportunities to Strengthen Climate Resilience (If applicable)Describe opportunities to achieve your DRG related objectives by integrating development objectives by or mitigation measures. For example does integrating climate change adaptation planning into a local government strengthening programing allow new opportunities in a closing space? Or have you considered adding climate change planning as a potential topic to survey participants in a decentralization and citizen empowerment project? In such a project in Nepal we

GUIDANCE: ADS 201 Draft language for Climate Risk Management:
https://docs.google.com/document/d/1A-5DTJ3xxoE6mgqDDMTY6aZSvLpG1RNBjMxGwyFiLhg/edit

Authorities: The Executive Order 13677 Climate Resilient International Development requires climate screening of international development programming primarly to address the potential impact that climate change poses to the sustianability of USAID's development interventions.

Climate risk is the potential for negative consequences due to changing climatic conditions where the outcome is uncertain. The focus of climate risk management at USAID is on the risk to USAID development programs. This risk consists of individual climate risks—potentially severe adverse consequences for development programs resulting from the interaction of climate-related hazards with the vulnerability of societies and systems exposed to climate change. A climate risk may arise when something is exposed to a climate stressor such as higher temperatures, flooding or drought. The level of risk increases as the magnitude of the negative consequence from the exposure increases and it also increases as the likelihood of the negative consequence increases.

Quantitatively assessing climate risk is difficult due to uncertainty about the magnitude and likelihood of climate impacts, the context- and site-specific nature of climate risks and the difficulty in quantitatively comparing different types of potential consequences (e.g. economic output, morbidity and ecosystem disruption). Therefore, design teams should use technical judgment to qualitatively categorize climate risks to the Project or Activity outcomes as low, moderate or high. The question of how easy or challenging it will be to manage the risk should not affect the risk rating; rather, design teams should consider their willingness and the willingness of beneficiaries to accept the potential negative consequences.
Design teams must document their rationale for low, moderate or high risk ratings as described in this Guidance.

Low climate risk – indicates climate change is unlikely to materially impact achievement or sustainability of project or activity outcomes. An example of a low climate risk is the potential consequence of higher temperatures on an education initiative focused on curriculum development.

Moderate climate risk – indicates climate change may materially impact achievement or sustainability of project or activity outcomes. An example of a moderate climate risk is the potential consequence of a small increase in drought incidence to a peace-building project among conflicting pastoralist groups.

High climate risk – indicates climate change is likely or highly likely to materially impact achievement or sustainability of project or activity outcomes. An example of a high climate risk is the potential consequence of sea level rise to a coastal transportation plan.

USAID APPROVAL OF CIIMATE RISK SCREENING AND ACTION(S):

Clearance:

DCHA/DRG Director: _____ Date: 11/22/16

DCHA/DRG Program Officer: Joe Tagget Date: 11/23/16

Concurrence:

DCHA CLIMATE CHANGE COORDINATOR
OR DESIGNEE: _____ Date: _____

Approved: ☐ Disapproved: ☐

Optional Clearances:

Mission Climate Integration Lead: _____ Date: _____

ATTACHMENT 2:

Green Meeting Planning Checklist: Setting Environmental Priorities

In this checklist, environmentally aware meetings and events are those planned in such a way as to eliminate, reduce, or recycle waste. While focusing on municipal solid waste, this checklist also touches on other environmental concerns. It is intended to heighten the environmental consciousness of event planners and demonstrate the advantages of conducting environmentally aware events.

Consider the following as you select your environmental priorities:

Preventing and Reducing Waste

- ✓ Focus on reducing waste, given limited in-country recycling facilities
- ✓ Use double-sided printing, recycled content -where available- for promotional materials and handouts.
- ✓ Avoid mass distribution of handouts. Allow attendees to request copies or provide digital copies via CD, thumb drive, or website.
- ✓ Provide reusable name badges.
- ✓ Purchase large volume plastic bottles of water to dispense into glasses at each table, instead of individual sized plastic bottles
- ✓ Other actions: _____

Recycling and Managing Waste

- ✓ Where facilities exist, collect paper and recyclable beverage containers in meeting areas.
- ✓ Collect cardboard and paper in exhibit areas.
- ✓ Collect cardboard, beverage containers, steel cans, and plastics in food vending areas.
- ✓ Separate out organic waste for composting, Provide composting guidelines for conference venues
- ✓ If reusables are not used, encourage use of recyclable beverage containers.
- ✓ Other actions: _____

Conserving Energy and Reducing Traffic

- ✓ Seek naturally lighted meeting and exhibit spaces.
- ✓ Provide shuttle service from hotels to the event site.
- ✓ Choose meeting sites that have on-site housing
- ✓ Other actions: _____

Contracting Food Service and Lodging

- ✓ Plan food service needs carefully to avoid unnecessary waste.
- ✓ Consider use of durable food service items instead of disposables.
- ✓ Donate excess food to charitable organizations, including planning ahead via SOW/contract with the conference venue to ensure this happens.
- ✓ Work with hotel on non-replacement of linens, soaps, etc.
- ✓ Other actions: _____

Buying Environmentally Aware Products

- ✓ Use recycled paper for promotional materials and handouts, where available.
- ✓ Consider selling or providing refillable containers for beverages.

- ✓ Provide reusable containers for handouts or samples (pocket or file folders, cloth bags).
- ✓ Where reusable items are not feasible, select products that are made from recovered materials and that also can be recycled.
- ✓ Other actions: _____

Educating Participants and Exhibitors

- ✓ Request the use of recycled and recyclable handouts or giveaways.
- ✓ Request that unused items be collected for use at another event.
- ✓ Encourage participants to recycle materials at the event.
- ✓ Reward participation by communicating environmental savings achieved.
- ✓ Other actions: _____

(Checklist adopted from the US EPA guidance "*It's Easy Being Green! A Guide To Planning And Conducting Environmentally Aware Meetings And Events*", EPA530-K-96-002, September 1996, http://www.greenbiz.com/files/document/O16F2392.pdf)