

WA 3:2022
(ICS 03.200.01; 13.020.20)

WORKSHOP AGREEMENT

Sustainable MICE – Guidelines for waste management

WA 3:2022

(ICS 03.200.01; 13.020.20)

WORKSHOP AGREEMENT

**Sustainable MICE – Guidelines for waste
management**

Published by Enterprise Singapore

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilised in any form or by any means, electronic or mechanical, including photocopying and microfilming, without permission in writing from Enterprise Singapore. Request for permission can be sent to: standards@enterprisesg.gov.sg.

© Enterprise Singapore 2022

ISBN 978-981-5118-03-2

Contents

	Page
Foreword _____	3
0 Introduction _____	4
1 Scope _____	4
2 Normative references _____	4
3 Terms and definitions _____	4
4 Event organisers _____	5
5 Venues _____	10
6 Event builders _____	14
7 Food and beverage providers to the MICE industry _____	17
8 Exhibitors _____	20
Bibliography _____	23

Foreword

This Workshop Agreement (WA) was developed from July to December 2022 under the purview of the Services Standards Committee, a committee under the Singapore Standards Council.

Workshops were held during the development period, where experts gathered to discuss and reach general agreement on the content. The WA was finalised and endorsed by the Workshop Chair and Contributors on 21 December 2022.

This WA is a provisional standard made available for application over a period of two years. Users of the WA are invited to provide feedback on its technical content, clarity and ease of use. Feedback can be submitted using the form provided in the WA. At the end of the two years, the WA will be reviewed, taking into account any feedback or other considerations, to further its development as a Technical Reference or Singapore Standard, continue as a WA for further industry trials or be withdrawn.

It is presupposed that in the course of their work, users will comply with all relevant regulatory and statutory requirements. Some examples of relevant regulations and acts are listed in the Bibliography. The Singapore Standards Council and Enterprise Singapore shall not be responsible for identifying all of such legal obligations.

In preparing this WA, reference was made to the following publications:

1. Dubai Sustainable Tourism, Dubai Tourism and Commerce Ministry – Hotel classification system – Sustainability requirements & documentation templates, 2018
2. Event Greening Forum, Minimum standards 2017
3. Events Industry Council, Sustainable event standards, 2022
4. Global Sustainability Tourism Council, Industry criteria for hotels, 2016
5. Informa Markets, Better stands programme, 2020
6. National Environment Agency, 3R toolkit for the meetings, incentives, conventions & exhibitions (MICE) industry, 2018
7. Singapore Association of Convention & Exhibition Organisers & Suppliers, MICE sustainability certification, 2016

Attention is drawn to the possibility that some of the elements of this WA may be the subject of patent rights. Enterprise Singapore shall not be held responsible for identifying any or all of such patent rights.

NOTE

1. *A WA is voluntary in nature. Users are advised to assess and determine whether the WA is suitable for their intended use or purpose. If required, they should refer to the relevant professionals or experts for advice on the use of the document. The development of a WA does not necessarily include all relevant stakeholders and the WA does not undergo the 2-month public consultation carried out for Singapore Standards. Enterprise Singapore and the Singapore Standards Council shall not be liable for any damages whether directly or indirectly suffered by anyone or any organisation as a result of the use of the WA. Although care has been taken to draft this WA, users are also advised to ensure that they apply the information after due diligence.*
2. *Compliance with a WA does not exempt users from any legal obligations.*

Sustainable MICE – Guidelines for waste management

0 Introduction

Waste from meetings, incentives, conferences and exhibitions (MICE) stems from various points in the value chain. Typically, event organisers produce event waste, venues and exhibitors produce general waste, event builders produce infrastructure waste and food and beverage providers produce food waste.

As such, this workshop agreement (WA) considers the various supply chain participants and the respective types of waste they generate, to account for the waste contributions from a MICE business event. It provides guidance to reduce such waste by each stakeholder. It also enables them to establish specific initiatives and performance expectations to meet the Singapore Green Plan 2030's goal of a 30 % reduction in the amount of waste sent to landfill per capita per day by 2030.

1 Scope

The WA covers guidelines and best practices for the MICE industry to establish waste management practices that can be verified. It is applicable across the MICE supply chain, including event organisers, venues, event builders, food and beverage providers and exhibitors.

The WA is applicable to MICE business events with 50 or more persons in attendance. Event types outside of MICE business events can also benefit from these guidelines and best practices.

2 Normative references

There are no normative references in this WA.