

WA 4:2023
(ICS 03.200.01; 13.020.01)

WORKSHOP AGREEMENT
Sustainable MICE – Guidelines for carbon
emissions management

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Sustainable MICE – Guidelines for carbon emissions management

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Foreword

This Workshop Agreement (WA) was developed from March to June 2023 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 30 June 2023.

The workshop also developed a template to simplify the process of reporting greenhouse gas (GHG) emissions for MICE events. It consists of four forms:

- Event overview;
- Emissions overview;
- Conversion factors; and
- Event actor reports.

The template may be used as-is, modified to suit a specific event, or used as a guide for developing an in-house template. The template can be downloaded from this standard's webpage on the Singapore Standards eShop.

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its development as a Technical Reference or Singapore Standard, continue as a WA for further industry trials or be withdrawn.

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

- Net Zero Carbon Events (NZCE), A Net Zero Roadmap for the Events Industry
- Intergovernmental Panel on Climate Change Annex I: Glossary. In: Climate Change 2023: Synthesis Report. Contribution of Working Groups I, II and III to the Sixth Assessment Report of the Intergovernmental Panel on Climate Change
- IWA 42 Net zero guidelines
- PAS 2060:2014 Specification for the demonstration of carbon neutrality
- SS ISO 14064-1:2021 Greenhouse gases — Part 1: Specification with guidance at the organisation level for quantification and reporting of greenhouse gas emissions and removals
- WA 3:2022 Sustainable MICE – Guidelines for waste management

Permission has also been sought from the following organisations for the reproduction of materials from their publications into this WA:

- BSI Standards Limited, reproduced the definition of carbon footprint. No other use of this material is permitted.
- Intergovernmental Panel on Climate Change (IPCC), adapted the definition of greenhouse gas.
- Joint Meetings Industry Council (JMIC); Net Zero Carbon Events (NZCE), adapted the guidance to clauses 5.4.1, 11.2 and Annex A of this WA.

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 carbon emissions management

0 Introduction

In October 2022, the Ministry of Sustainability and the Environment (MSE) and the National Climate Change Secretariat (NCCS) announced a commitment by Singapore to achieve net zero emissions by 2050. To help meet this target, this Workshop Agreement (WA) provides the Meetings, Incentives, Conferences, and Exhibitions (MICE) industry with guidelines on best practices for managing their carbon footprint, aiming for carbon neutrality in events. While carbon neutrality and net zero emissions have distinct differences in the context of managing GHGs (see 5.2), effectively managing carbon emissions for events will contribute to Singapore's journey towards net zero emissions. This WA describes the different aspects of an event that may contribute to GHG emissions and suggests ways to reduce these emissions while allowing verification of the results.

Carbon neutrality refers to achieving no net increase in the amount of man-made GHG in the Earth's atmosphere for a specified period. A carbon-neutral event involves implementing a plan to first reduce GHG emissions resulting from the event, accurately tracking all GHGs emitted, and compensating for the remaining emissions by purchasing carbon credits from registries recognised by an appropriate government authority. One example of such carbon credits is Certified Emission Reduction (CER) credits established under the Kyoto Protocol. CER credits support projects or activities that prevent or reduce the release of GHG, or remove GHGs from the atmosphere, creating a mechanism for offsetting emissions that cannot be prevented.

1 Scope

This WA covers guidelines and best practices for the MICE industry to establish verifiable practices for moving towards carbon-neutral events through implementing changes to reduce potential man-made emissions and offsetting the remainder with the purchase of credible carbon credits. It is applicable to actors in the MICE supply chain such as event organisers, venue owners and operators, event builders, food and beverage providers, exhibitors and logistics providers and will cover the measurement, reduction, calculation, verification and offset of emitted GHG.

The WA is applicable to MICE 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.