**Sustainability Strategy checklist[[1]](#footnote-1)[[2]](#footnote-2)**

1. **Sections[[3]](#footnote-3)**
2. **Executive summary**

|  |  |
| --- | --- |
| **Present? Yes/No/Partly** | **Comments** |
|  |  |

Action points, if any:

* *XXX*

**2.1 Justification - need for the strategy**

Does the section cover:

|  |  |  |
| --- | --- | --- |
|  | **Present? Yes/No/Partly** | **Comments** |
| Why the need to organise an expo? |  |  |
| What does the expo bring to the city/region/country? |  |  |
| How can the expo contribute to UN 2030 Agenda? | *e.g. Partly* | *e.g. the contribution to the UN SDGs is not clear.* |

Action points, if any:

* *E.g. please rephrase the section on the Expo contributions to the UN 2030 Agenda and link it with section 3.2.1 of the strategy.*

**2.2 Vision & Mission**

|  |  |
| --- | --- |
| **Present? Yes/No/Partly** | **Comments** |
|  |  |

Action points, if any:

* *XXX*

**2.3 Values**

|  |  |
| --- | --- |
| **Present? Yes/No/Partly** | **Comments** |
|  |  |

Action points, if any:

* *XXX*

**3.1.1 International legal framework**

|  |  |
| --- | --- |
| **List of frameworks the organisers declared compliant with** | **Proof of compliance provided? Yes/No** |
|  |  |
|  |  |
|  |  |

Action points, if any:

* *XXX*

**3.1.2 National legal framework**

|  |  |  |  |
| --- | --- | --- | --- |
| **List of laws/regulations the organisers declared compliant with** | **Explanation provided? Y/N** | **Comments on the explanation** | **Proof of compliance provided? Y/N** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Action points, if any:

* *XXX*

**3.2.1 UN Agenda 2030**

|  |  |
| --- | --- |
| **List of targets the organisers declared contributing to** | **Comments on the justification provided** |
|  |  |
|  |  |
|  |  |

Action points, if any:

* *XXX*

**3.2.2 Global Reporting Initiatives (GRI) Standards**

|  |  |  |
| --- | --- | --- |
| **List of standards the organisers declared contributing to** | **Comments on the justification provided** | **Proof of compliance provided? Y/N** |
|  |  |  |
|  |  |  |
|  |  |  |

Action points, if any:

* *XXX*

**3.3.1 PESTEL analysis**

Is the PESTEL analysis present? Y/N

|  |  |
| --- | --- |
| **Factors** | **Comments** |
| Political |  |
| Economic |  |
| Sociocultural |  |
| Technological |  |
| Environmental |  |
| Legal |  |

Action points, if any:

* *XXX*

**3.3.2 SWOT analysis**

Is the SWOT analysis present? Y/N

|  |  |
| --- | --- |
| **SWOT** | **Comments** |
| Strengths |  |
| Weaknesses |  |
| Opportunities |  |
| Threats  |  |

Is the action plan present? Y/N

|  |  |  |
| --- | --- | --- |
| **Does the plan address** | **Y/N** | **Comments** |
| How strengths will be maintained, built upon or leveraged |  |  |
| How weaknesses will be remedied or stopped |  |  |
| How opportunities will be prioritised and optimised |  |  |
| How threats will be countered or minimised |  |  |

Action points, if any:

* *XXX*

**4. Policies**

**4.1 Human rights**

Is the policy present?

Does the policy include the following?[[4]](#footnote-4)

|  |  |  |
| --- | --- | --- |
| **Component** | **Present? Y/N** | **Comments** |
| An explicit commitment to respect all internationally recognised human rights standards – understood, at a minimum, as the International Bill of Rights and the ILO’s Declaration on the Fundamental Principles and Rights at Work Information on how the company will implement its commitment *- compulsory* |  |  |
| Stipulations concerning the Expo’s expectations of personnel, business partners and other relevant parties *- compulsory* |  |  |
| Information on how the Expo will implement its commitment *– compulsory* |  |  |
| An overview of the steps taken to develop the policy *– optional*  |  |  |
| Information on the Expo’s key human rights priority areas *– optional* |  |  |
| A description of how the Expo will deal with conflicts between international human rights principles*– optional* |  |  |
| A commitment by the Expo to “support” (i.e. contribute to the positive realisation of) human rights *– optional* |  |  |
| A summary of those human rights (including labour rights and others) that the Expo recognises as likely to be the most salient for its operations and information on how it will account for its actions to meet its responsibilityto respect human rights *– optional* |  |  |

If the policy is not present, do the organisers commit to[[5]](#footnote-5):

|  |  |  |
| --- | --- | --- |
| **Principle** | **Committed? Y/N** | **Comments on the justification provided** |
| UN Global Compact principle 1 |  |  |
| UN Global Compact principle 2 |  |  |

Action points, if any:

* *XXX*

**4.2 Labour**

Is the policy present?

Does the policy include the following?

|  |  |  |
| --- | --- | --- |
| **Component** | **Present? Y/N** | **Comments** |
| Living wage *- compulsory* |  |  |
| Child labour *- compulsory* |  |  |
| Occupational health and safety *– compulsory* |  |  |
| UN Global Compact principle 3 – *optional*  |  |  |
| UN Global Compact principle 4 – *optional* |  |  |
| UN Global Compact principle 5 – *optional* |  |  |
| UN Global Compact principle 6 – *optional* |  |  |

If the policy is not present, do the organisers commit to[[6]](#footnote-6):

|  |  |  |
| --- | --- | --- |
| **Principle** | **Committed? Y/N** | **Comments on the justification provided** |
| UN Global Compact principle 3 |  |  |
| UN Global Compact principle 4 |  |  |
| UN Global Compact principle 5 |  |  |
| UN Global Compact principle 6 |  |  |

Action points, if any:

* *XXX*

**4.3 Anti-corruption**

Has the proof of an anti-corruption certification been provided?

Is the policy present?

Does the policy include the following?

|  |  |  |
| --- | --- | --- |
| **Component** | **Present? Y/N** | **Comments** |
| Scope of the policy / Anti-corruption statement *- compulsory* |  |  |
| Compliance with national laws*- compulsory* |  |  |
| Risk assessment & management *– optional* |  |  |
| Due diligence *– optional* |  |  |
| Anti-bribery *– compulsory* |  |  |
| Gifts *- compulsory* |  |  |
| Hospitality *- compulsory* |  |  |
| Conflict of interest *- compulsory* |  |  |
| Reporting concerns *- compulsory*  |  |  |

If the policy is not present[[7]](#footnote-7),

1. do the organisers commit to:

|  |  |  |
| --- | --- | --- |
| **Principle** | **Committed? Y/N** | **Comments on the justification provided** |
| UN Global Compact principle 10 |  |  |

1. Have the organisers:

|  |  |  |
| --- | --- | --- |
| **Principle** | **Signed? Y/N** | **Provided proof? Y/N** |
|  |  |  |

Action points, if any:

* *XXX*

**4.4 Diversity & Inclusion**

Is the policy present?

Does the policy include the following?

|  |  |  |
| --- | --- | --- |
| **Component** | **Present? Y/N** | **Comments** |
| The scope of the Diversity & Inclusion Policy (i.e. the commitment to ensuring an equitable, diverse and inclusive workplace) *- compulsory* |  |  |
| Who is responsible for the policy application and monitoring *– compulsory* |  |  |
| Standards for recruitment, training and career development *– compulsory* |  |  |
| A disability code of good practice *– compulsory* |  |  |
| The process for making complaints of discrimination in the workplace *– compulsory* |  |  |
| How the company will monitor and assess the effectiveness of the policy and working best practices *– compulsory* |  |  |

Action points, if any:

* *XXX*

**4.5 Accessibility**

Has proof of the Sensory Accessible Event certification been provided?

Is the policy present?

Does the policy include the following?

|  |  |  |
| --- | --- | --- |
| **Component** | **Present? Y/N** | **Comments** |
| elevator or ramp access *– compulsory* |  |  |
| transportation routes to and from the venue *– compulsory* |  |  |
| accessible parking *– compulsory* |  |  |
| seating and personal space *– compulsory* |  |  |
| access for support persons *– compulsory* |  |  |
| access for service animals *– compulsory* |  |  |
| training for employees *– compulsory* |  |  |
| feedback processes *– compulsory* |  |  |
| any specifics in your pre-expo communications *– compulsory* |  |  |
| any additional feature including storage of medicine and special products, Quiet Rooms, first-aid centres and areas for service dogs – *optional*  |  |  |

Action points, if any:

* *XXX*

**4.6 Environment**

Is the policy present?

Does the policy include the following?

|  |  |  |
| --- | --- | --- |
| **Component** | **Present? Y/N** | **Comments** |
| Aim of the policy *- compulsory* |  |  |
| Who is responsible for implementing the policy *- compulsory* |  |  |
| Compliance with environmental legislation *- compulsory* |  |  |
| Assessment of the environmental impact of all historic, current and likely future operations *- compulsory* |  |  |
| Commitment to continuous improvement of environmental performance *– compulsory* |  |  |
| Requirement of similar environmental standards from all suppliers and contractors*- compulsory* |  |  |
| Commitment to environmental principles and continual improvement at the highest level *- compulsory* |  |  |

If the policy is not present[[8]](#footnote-8), do the organisers commit to:

|  |  |  |
| --- | --- | --- |
| **Principle** | **Committed? Y/N** | **Comments on the justification provided** |
| UN Global Compact principle 7 |  |  |
| UN Global Compact principle 8 |  |  |
| UN Global Compact principle 9 |  |  |

Action points, if any:

* *XXX*

**5.1 Goals**

|  |  |  |
| --- | --- | --- |
|  | **Y/N** | **Comments**  |
| Are goals present (description of the goals, KPIs, baselines and targets)? |  |  |
| Are they aligned with AIPH Sustainability Priorities? |  |  |
| Are KPIs SMART[[9]](#footnote-9)? |  |  |
| Do the baselines include the year they were measured? |  |  |
| Do the targets include the year they need to be achieved by? |  |  |

Action points, if any:

* *XXX*

**5.2 Objectives**

**5.2.1 Design**

|  |  |  |
| --- | --- | --- |
|  | **Y/N** | **Comments**  |
| Are the objectives present (description, KPIs, baselines and targets)? |  |  |
| Are KPIs SMART? |  |  |
| Do the baselines include the year they were measured? |  |  |
| Do the targets include the year they need to be achieved by? |  |  |
| Are any sustainable standards being followed to support the achievement of the objectives? |  |  |

Action points, if any:

* *XXX*

**5.2.2 Contractors & Construction**

|  |  |  |
| --- | --- | --- |
|  | **Y/N** | **Comments**  |
| Are there objectives (description, KPIs, baselines and targets) related to permanent infrastructure, temporary structures, signage and décor? |  |  |
| Are there objectives (description, KPIs, baselines and targets) related to materials to be used? |  |  |
| Are there objectives (description, KPIs baselines and targets) related to landscaping and ecological management? |  |  |
| Are KPIs SMART? |  |  |
| Do the baselines include the year they were measured? |  |  |
| Do the targets include the year they need to be achieved by? |  |  |
| Are any sustainable standards being followed to support the achievement of the objectives? |  |  |

Action points, if any:

* *XXX*

**5.2.3 International Participants**

|  |  |  |
| --- | --- | --- |
|  | **Y/N** | **Comments**  |
| Are the objectives present (description, KPIs, baselines and targets)? |  |  |
| Are KPIs SMART? |  |  |
| Do the baselines include the year they were measured? |  |  |
| Do the targets include the year they need to be achieved by? |  |  |
| Are any sustainable standards being followed to support the achievement of the objectives? |  |  |

Action points, if any:

* *XXX*

**5.2.4** **Transport**

|  |  |  |
| --- | --- | --- |
|  | **Y/N** | **Comments**  |
| Are there objectives (description, KPIs, baselines and targets) related to transport and mobility? |  |  |
| Are there objectives (description, KPIs, baselines and targets) related to walkability (pedestrian-focused circulation on the Expo site encouraging a healthy, secure and walkable lifestyle)? |  |  |
| Are there objectives (description, KPIs baselines and targets) related to accessibility, including special needs? |  |  |
| Are KPIs SMART? |  |  |
| Do the baselines include the year they were measured? |  |  |
| Do the targets include the year they need to be achieved by? |  |  |
| Are any sustainable standards being followed to support the achievement of the objectives? |  |  |

Action points, if any:

* *XXX*

**5.2.5** **Biodiversity**

|  |  |  |
| --- | --- | --- |
|  | **Y/N** | **Comments**  |
| Are the objectives present (description, KPIs, baselines and targets)? |  |  |
| Are KPIs SMART? |  |  |
| Do the baselines include the year they were measured? |  |  |
| Do the targets include the year they need to be achieved by? |  |  |
| Are any sustainable standards being followed to support the achievement of the objectives? |  |  |

Action points, if any:

* *XXX*

**5.2.6 Energy**

|  |  |  |
| --- | --- | --- |
|  | **Y/N** | **Comments**  |
| Are there objectives (description, KPIs, baselines and targets) related to passive design strategies (such as the use of natural ventilation and daylight, optimisation of building orientation, biophilic design that provides shading and evaporative cooling)? |  |  |
| Are there objectives (description, KPIs, baselines and targets) related to energy efficiency? |  |  |
| Are there objectives (description, KPIs baselines and targets) related to renewable energy generation on-site and off-site? |  |  |
| Are KPIs SMART? |  |  |
| Do the baselines include the year they were measured? |  |  |
| Do the targets include the year they need to be achieved by? |  |  |
| Are any sustainable standards (such as the Standard doe Building Efficiency) being followed?  |  |  |

Action points, if any:

* *XXX*

**5.2.7 Water**

|  |  |  |
| --- | --- | --- |
|  | **Y/N** | **Comments**  |
| Are there objectives (description, KPIs, baselines and targets) related to water consumption? |  |  |
| Are there objectives (description, KPIs, baselines and targets) related to water demand reduction and substitution?  |  |  |
| Are there objectives (description, KPIs, baselines and targets) related to water resource protection? |  |  |
| Are KPIs SMART? |  |  |
| Do the baselines include the year they were measured? |  |  |
| Do the targets include the year they need to be achieved by? |  |  |
| Are any sustainable standards being followed to support the achievement of the objectives?  |  |  |

Action points, if any:

* *XXX*

**5.2.8 Pollution**

|  |  |  |
| --- | --- | --- |
|  | **Y/N** | **Comments**  |
| Are there objectives (description, KPIs, baselines and targets) related to mitigating the potential adversepollution impacts of hosting the Expo? |  |  |
| Are there objectives (description, KPIs, baselines and targets) related to noise? |  |  |
| Are there objectives (description, KPIs, baselines and targets) related to light? |  |  |
| Are there objectives (description, KPIs, baselines and targets) related to atmosphere and impact on surrounding neighbourhoods? |  |  |
| Are KPIs SMART? |  |  |
| Do the baselines include the year they were measured? |  |  |
| Do the targets include the year they need to be achieved by? |  |  |
| Are any sustainable standards being followed to support the achievement of the objectives?  |  |  |

Action points, if any:

* *XXX*

**5.2.9 Carbon**

|  |  |  |
| --- | --- | --- |
|  | **Y/N** | **Comments**  |
| Are there objectives (description, KPIs, baselines and targets) related to Scope 1 - direct emissions? |  |  |
| Are there objectives (description, KPIs, baselines and targets) related to Scope 2 - indirect emissions (owned)? |  |  |
| Are there objectives (description, KPIs, baselines and targets) related to Scope 3 - indirect emissions (not owned)? |  |  |
| Is the Expo going to be a carbon-neutral event? |  |  |
| Has the Greenhouse Gas Protocol (GGP) calculator been used? |  |  |
| Are KPIs SMART? |  |  |
| Do the baselines include the year they were measured? |  |  |
| Do the targets include the year they need to be achieved by? |  |  |
| Are any sustainable standards being followed to support the achievement of the objectives?  |  |  |
| Is the Expo committed to obtain the PAS 2060 certification? |  |  |

Action points, if any:

* *XXX*

**5.2.10 Sustainable Events Operations and Management**

|  |  |  |
| --- | --- | --- |
|  | **Y/N** | **Comments**  |
| Are there objectives (description, KPIs, baselines and targets) related to food and catering on the Expo site? |  |  |
| Are there objectives (description, KPIs, baselines and targets) related to retail? |  |  |
| Are there objectives (description, KPIs, baselines and targets) related to ceremonies, shows and promotions? |  |  |
| Has the ISO 20121 Sustainable Event Management certification been achieved? |  |  |
| Are KPIs SMART? |  |  |
| Do the baselines include the year they were measured? |  |  |
| Do the targets include the year they need to be achieved by? |  |  |
| Are any sustainable standards being followed to support the achievement of the objectives?  |  |  |

Action points, if any:

* *XXX*

**5.2.11 Waste & Dismantlement**

|  |  |  |
| --- | --- | --- |
|  | **Y/N** | **Comments**  |
| Are there objectives (description, KPIs, baselines and targets) related to avoid/reduce waste? |  |  |
| Are there objectives (description, KPIs, baselines and targets) related to reuse waste? |  |  |
| Are there objectives (description, KPIs, baselines and targets) related to recycle waste? |  |  |
| Are KPIs SMART? |  |  |
| Do the baselines include the year they were measured? |  |  |
| Do the targets include the year they need to be achieved by? |  |  |
| Are any sustainable standards being followed to support the achievement of the objectives?  |  |  |

Action points, if any:

* *XXX*

**5.2.12 Legacy**

|  |  |  |
| --- | --- | --- |
|  | **Y/N** | **Comments**  |
| Are there objectives (description, KPIs, baselines and targets) related to reuse and repurposing of materials, structures and other assets? |  |  |
| Are there objectives (description, KPIs, baselines and targets) related to landscape restoration? |  |  |
| Are there objectives (description, KPIs, baselines and targets) related to reporting? |  |  |
| Are KPIs SMART? |  |  |
| Do the baselines include the year they were measured? |  |  |
| Do the targets include the year they need to be achieved by? |  |  |
| Are any sustainable standards being followed to support the achievement of the objectives?  |  |  |

Action points, if any:

* *XXX*

**6. Conclusion**

|  |  |  |
| --- | --- | --- |
|  | **Present? Yes/No/Partly** | **Comments/Evaluation** |
| Is there a section on the next steps? |  |  |
| Is there a link with the implementation plan? |  |  |
| Is there a link with the communication & engagement plan? |  |  |
| Is there a link with the educational plan? |  |  |

Action points, if any:

* *XXX*

**B. Overall evaluation criteria[[10]](#footnote-10)**

Please add a few lines on the document following each evaluation criterion.

1. Relevance

XXX

1. Coherence

XXX

1. Effectiveness

XXX

**C. Additional comments and suggestions for improvement, if any**

* XXXX
* XXX
1. To fill in this checklist please refer to the requirements mentioned in the strategy document. [↑](#footnote-ref-1)
2. In order for the organisers to be fully compliant they will have to address all action points and address any comments in the overall evaluation criteria. Please pay particular attention to the policies, the goals and the objectives. [↑](#footnote-ref-2)
3. When making comments or suggesting action points please keep in mind that they should address if the section is complete, relevant to the overall strategy, coherent with the overall strategy and contributes to making an effective strategy. [↑](#footnote-ref-3)
4. These key components are taken from the UN Global Compact guide. [↑](#footnote-ref-4)
5. If the policy is not provided, the commitment to the UNGC principles and a justification will be required. [↑](#footnote-ref-5)
6. If the policy is not provided, the commitment to the UNGC principles and a justification will be required. [↑](#footnote-ref-6)
7. If the policy is not provided, points A and B are compulsory. [↑](#footnote-ref-7)
8. If the policy is not provided, points A and B are compulsory. [↑](#footnote-ref-8)
9. SMART: Specific, Measurable, Achievable, Relevant and Time-Bound. A specific indicator will be narrowly defined and will describe exactly what needs to be measured. A measurable indicator is one which can be aligned with a specific numeric or ranked value to show improvement over time. Defining your indicators for milestones which are realistically achievable is key to success. Ensuring indicators are relevant provides for a consideration of the context in which the Expo is operating. Finally, time-bound indicators are those which include a date by which you expect to see the change, giving substance and life to the Expo as a whole [↑](#footnote-ref-9)
10. Please refer to the OECD guidelines on the evaluation criteria: https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm [↑](#footnote-ref-10)