**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

**Implementation Plan checklist**

1. **Sections[[11]](#footnote-11)**
	1. **Objective**

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

Action points, if any:

* XXX

**1.2.1 Assumptions**

Does the section cover:

|  |  |  |
| --- | --- | --- |
|  | **Present? Yes/No/Partly** | **Comments** |
| Resources |  |  |
| Finances |  |  |
| Delivery |  |  |
| Scheduling |  |  |
| Methodology |  |  |

Action points, if any:

* XXX

**1.2.2 Constraints**

Does the section cover:

|  |  |  |
| --- | --- | --- |
|  | **Present? Yes/No/Partly** | **Comments** |
| Resources |  |  |
| Finances |  |  |
| Delivery |  |  |
| Scheduling |  |  |
| Methodology |  |  |

Action points, if any:

* XXX

**1.3 Risk Assessment**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is a risk register present? |  |  |
| Has it been completed? |  |  |
| Has there been a focus on preventive actions? |  |  |
| Are the risk owners clearly identified? |  |  |
| Has the follow-up column been completed? |  |  |

Action points, if any:

* *XXX*

**2.1 Management Overview**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is there a Management Overview grid?  |  |  |
| Has it been completed? |  |  |
| Have roles clearly been identified? |  |  |
| Have responsibilities clearly been identified? |  |  |
| Is a Sustainability Unit mentioned? |  |  |
| Has the organigram of the Sustainability Unit been provided? |  |  |

Action points, if any:

* *XXX*

**2.2 Stakeholder Analysis**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is a stakeholder analysis present?  |  |  |
| Are internal stakeholders mentioned? |  |  |
| Are external stakeholder mentioned? |  |  |
| Does the analysis clearly mention the *current* status of each stakeholder? |  |  |
| Does the analysis clearly mention the *desired* status of each stakeholder? |  |  |
| Does the table contain any changes to its original version from C to D? |  |  |

Action points, if any:

* *XXX*

**3.1 Actions**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is there a table with actions?  |  |  |
| Are the actions clearly listed? |  |  |
| Are the actions numbered? |  |  |
| Are the action numbers linked to the objective numbers? |  |  |
| Are there actions for each objective? |  |  |

Action points, if any:

* *XXX*

**3.2 Milestone and Deliverables**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is a table present?  |  |  |
| Are the milestones & deliverables clearly identified? |  |  |
| Are the quality criteria identified? |  |  |
| Are the dates/deadlines present for each milestone and deliverables?  |  |  |
| Has a responsible person been identified for each milestone and deliverables? |  |  |

Action points, if any:

* *XXX*

**3.3 RACI Matrix**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is a RACI matrix present?  |  |  |
| Are all the stakeholders identified in the management overview present? |  |  |
| Are all the stakeholders identified in the stakeholder analysis present? |  |  |
| Lots of As[[12]](#footnote-12)? |  |  |
| Lots of Cs[[13]](#footnote-13)? |  |  |
| Are all tabs filled? |  |  |

Action points, if any:

* *XXX*

**3.4 Gantt**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is a Gantt chart present?  |  |  |
| Is the timeline well defined? |  |  |
| Does the Expo use its own PM software?  |  |  |
| Is the Gantt chart being kept up to date? |  |  |

Action points, if any:

* *XXX*

**4. Budget**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is there a budget present?  |  |  |
| Are there estimates on sustainability objectives? |  |  |
| Are there estimates on sustainability actions? |  |  |

Action points, if any:

* *XXX*

**5. Monitoring & Evaluation**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is the M&E table present?  |  |  |
| Are the indicators developed in the strategy present? |  |  |
| Are the data sources present for each indicator? |  |  |
| Is the timing present for each indicator? |  |  |
| Is the data manager present for each indicator? |  |  |

Action points, if any:

* *XXX*

**5.1 Performance Monitoring**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is the Performance Monitoring table present?  |  |  |
| Are all the indicators developed in the strategy present? |  |  |
| Has the baseline been calculated? |  |  |
| Has the lifetime target been set? |  |  |
| Has the yearly/biyearly progress been set? |  |  |
| Has the % of target achieved been filled in at the end of the Expo? |  |  |

Action points, if any:

* *XXX*

**5.2 Issues and Change Management**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is there a log present? |  |  |
| Are all columns filled in for effective management? |  |  |
| Is the log up to date? |  |  |

Action points, if any:

* *XXX*

**6. Documentation**

Please list any additional documents provided and any comments you might have and/or any action points to suggest.

1. **Overall evaluation criteria[[14]](#footnote-14)**

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

1. Relevance

XXX

1. Coherence

XXX

1. Effectiveness

XXX

1. Efficiency

XXX

1. Impact / Long term sustainability

XXX

1. **Additional comments and suggestions for improvement to share with the organisers**
* XXXX
* XXX

**Communication & Engagement Plan checklist**

1. **Sections[[15]](#footnote-15)**
2. **Aim**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments/Evaluation** |
| Is the aim of the plan present? |  |  |
| Have the targets been identified? |  |  |
| Are the messages explained? |  |  |
| Is how the message going to be distributed clear? |  |  |
| Are the media channels identified? |  |  |

Action points, if any:

* XXX

**2.1 Actions**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments/Evaluation** |
| Are the objectives present? |  |  |
| Are the actions present? |  |  |
| Are the purposes present? |  |  |
| Are the responsible/accountable indicated? |  |  |
| Is the method present? |  |  |
| Are the messages present? |  |  |
| Is the target audience present? |  |  |
| Are the target audience numbers present? |  |  |
| Is the timeline present? |  |  |

Action points, if any:

* XXX

**2.2 Gantt**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is a Gantt chart present?  |  |  |
| Is the timeline well defined? |  |  |
| Does the Expo use its own PM software?  |  |  |
| Is the Gantt chart being kept up to date? |  |  |

Action points, if any:

* *XXX*
1. **Evaluation**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Are the actions present? |  |  |
| Are the dates present? |  |  |
| Are the numbers of members reached present? |  |  |
| Are the comments present? |  |  |
| Do the comments include what went well in the implementation of the action? |  |  |
| Do the comments include what could be improved next time in the implementation of the action? |  |  |

Action points, if any:

* *XXX*
1. **Overall evaluation criteria[[16]](#footnote-16)**

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

1. Relevance

XXX

1. Coherence

XXX

1. Effectiveness

XXX

1. Efficiency

XXX

1. Impact / Long term sustainability

XXX

1. **Additional comments and suggestions for improvement to share with the organisers**
* XXXX
* XXX

**Educational Plan checklist**

1. **Sections[[17]](#footnote-17)**
2. **Aim**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments/Evaluation** |
| Is the aim of the plan present? |  |  |
| Does the plan include a plan to address every visitors’ target group? |  |  |
| Does the plan promote sustainability among Expo construction and facility management personnel? |  |  |
| Does the plan promote sustainability among Expo staff, including staff of international participants? |  |  |
| Does the plan promote sustainability among Expo volunteers? |  |  |

Action points, if any:

* XXX

**2.1 Actions**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments/Evaluation** |
| Are the objectives present? |  |  |
| Are the actions present? |  |  |
| Are the purposes present? |  |  |
| Are the responsible/accountable indicated? |  |  |
| Is the method present? |  |  |
| Are the messages present? |  |  |
| Is the target audience present? |  |  |
| Are the target audience numbers present? |  |  |
| Is the timeline present? |  |  |
| Is there a target segment for Expo visitors? |  |  |
| Is there a target segment for Expo construction and facility management personnel? |  |  |
| Is there a target segment for Expo staff, including staff of international participants? |  |  |
| Is there a target segment for Expo volunteers? |  |  |

Action points, if any:

* XXX

**2.2 Gantt**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is a Gantt chart present?  |  |  |
| Is the timeline well defined? |  |  |
| Does the Expo use its own PM software?  |  |  |
| Is the Gantt chart being kept up to date? |  |  |

Action points, if any:

* *XXX*
1. **Evaluation**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Are the actions present? |  |  |
| Are the dates present? |  |  |
| Are the numbers of members reached present? |  |  |
| Are the comments present? |  |  |
| Do the comments include what went well in the implementation of the action? |  |  |
| Do the comments include what could be improved next time in the implementation of the action? |  |  |

Action points, if any:

* *XXX*
1. **Overall evaluation criteria[[18]](#footnote-18)**

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

1. Relevance

XXX

1. Coherence

XXX

1. Effectiveness

XXX

1. Efficiency

XXX

1. Impact / Long term sustainability

XXX

1. **Additional comments and suggestions for improvement to share with the organisers**
* XXXX
* XXX

[](https://aiph.org/wp-content/uploads/2023/01/Gantt-chart-template.xlsx)

[](https://aiph.org/wp-content/uploads/2023/01/Issue-and-Change-Request-Log-Template.xls)

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)
11. When making comments or suggesting action points please keep in mind that they should address if the section is (i) complete, (i) relevant to the overall strategy, (ii) coherent with the overall plan, contributes to making the plan (iii) effective, (iv) coherent and (v) sustainable in the long term. [↑](#footnote-ref-11)
12. Rule #1 on RACI charting insists that only one person can be accountable for actions or decisions. [↑](#footnote-ref-12)
13. If there are too many Cs the task may never ever be completed. [↑](#footnote-ref-13)
14. Please refer to the OECD guidelines on the evaluation criteria: https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm [↑](#footnote-ref-14)
15. When making comments or suggesting action points please keep in mind that they should address if the section is (i) complete, (i) relevant to the overall strategy, (ii) coherent with the overall plan, contributes to making the plan (iii) effective, (iv) coherent and (v) sustainable in the long term. [↑](#footnote-ref-15)
16. Please refer to the OECD guidelines on the evaluation criteria: https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm [↑](#footnote-ref-16)
17. When making comments or suggesting action points please keep in mind that they should address if the section is (i) complete, (i) relevant to the overall strategy, (ii) coherent with the overall plan, contributes to making the plan (iii) effective, (iv) coherent and (v) sustainable in the long term. [↑](#footnote-ref-17)
18. Please refer to the OECD guidelines on the evaluation criteria: https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm [↑](#footnote-ref-18)