



SUSTAINABILITY REPORT OF THE MEETING

- **Title of the meeting:** The Twelfth Meeting of the Focal Points of the Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea
- **Duration:** 2.5 days
- **Date and place:** 23-25 May 2017, Saint Julians, Malta
- **N° of participants:** 61
- **Description** of the actions undertaken to make the meeting sustainable, indicating details according to the *Sustainable events toolkit / Actions in place*

Summary

The Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC) held its Twelfth Meeting of the Focal Points, herein after referred to as “the Meeting”, from 23 to 25 May 2017 in Malta.

The principal objectives of the Meeting were to examine the implementation of the Programme of Work of REMPEC since the Eleventh Meeting of the Focal Points of REMPEC; and to discuss and approve the proposed Programme of Work of REMPEC for the biennium 2018-2019, prior to its submission to the Meeting of the Focal Points of the Mediterranean Action Plan (MAP) and to the Twentieth Ordinary Meeting of the Contracting Parties to the Barcelona Convention and its Protocols for adoption.

Actions undertaken to make the meeting sustainable

REMPEC staff in charge of the meeting organization prepared, jointly with the MAP Sustainability Task Force member, an action plan following the “sustainable event toolkit”.

Prior, during and after the Meeting, a certain amount of initiatives was followed in order to comply with the ISO 20121 process.

Communication & materials:

Written communications with the participants (e.g. Invitation Letters) have been exclusively made by electronic means (use of e-mail messages and REMPEC’s website for dissemination of the meeting documents). Moreover, participants were kindly requested to download and print the documents since copies of the documents were not being disseminated during the Meeting. Exceptions were made for the printing of the Meeting Agenda, the Attendance Sheets and the Meeting Report.

For the very first time, sticker badges (to stick on clothes) were used instead of classic badges with plastic support and lanyard. It avoids considerable waste as participants forget often to bring back their badges at the end of the meeting.

The location of the Meeting was in Saint Julians (Malta).

Note: when booking the airline tickets also the fares and the shorter itinerary have to be taken into consideration according to United Nations rules and regulations.

The venue of the Meeting was in the Ballroom of which the size of the room was adapted to real needs (the exact number of participants was calculated in advance, and hotel staff at the venue was informed in time).



Free Wi-Fi was available at the venue. The venue was a non-smoking area.

Transportation: between the Airport and the venue of the Meeting, a specific schedule taking into account similar arrival and departure flights of participants was set up in order to minimise number of taxis. Calculated carbon emissions from travel to/from the Meeting location are attached as Annex I of this report.

Accommodation: Rooms were booked by REMPEC for all participants (non-sponsored participants were asked to pay their own accommodation). Since the Meeting held in Malta, there were no particular needs for REMPEC staff.

Water saving recommendations were available in hotel rooms/ toilets (i.e., towel and sheet re-use - changing bed linens and towels as necessary or at request).

Catering: Coffee breaks and Lunches were organized at the Meeting venue. Exact number of participants was calculated in advance. Reusable cups and plates, cutlery and glassware were used. Water bottles were used.

Note: In Malta; the tap water is safe to drink but it has a mineral taste that's not everyone taste.

Calculation of the GHG emissions: The GHG emissions of the event were **33'496 kg (33.496 t) CO2 equivalent** (for details see Annex II of this report).

Note: flight calculated average CO2 emissions were indicated on sponsored participants' flight tickets (Source: [ICAO](#) carbon emissions calculator). For non-sponsored participants, [Myclimate](#) CO2 emissions calculator was used to assess their carbon emissions.



ANNEX I

Flights CO2 Emissions Calculation
made with both [ICAO](#) carbon emissions calculator and [Myclimate](#) Flight CO2 emissions calculator

For sponsored participants by REMPEC				
Country (No. of delegates)	Outbound	Way back	CO2 Emissions/pers.	Total CO2 emissions
Albania (2)	Tirana-Vienna-Malta	Malta-Vienna-Tirana	965 kg	1'930 kg
Algeria (1)	Algiers-Rome-Malta	Malta-Rome-Algiers	784,86 kg	784,86 kg
Bosnia and Herzegovina (1)	Sarajevo-Vienna-Malta	Malta-Vienna-Sarajevo	883,46 kg	883,46 kg
Croatia (2)	Zagreb-Istanbul-Malta	Malta-Istanbul-Zagreb	875 kg	1'750 kg
Cyprus (2)	Larnaca-Malta	Malta-Larnaca	584,12 kg	1'168,24 kg
Egypt (2)	Cairo-Istanbul-Malta	Malta-Istanbul-Cairo	1'000,24 kg	2'000,48 kg
European Union (1) - Lisbon	Lisbon-Malta	Malta-Lisbon	841 kg	841 kg
European Union (1) - Brussels	Brussels-Malta	Malta-Brussels	744 kg	744 kg
France (1)	Paris-Malta	Malta-Paris	666,06 kg	666,06 kg
Greece (2)	Athens-Istanbul-Malta	Malta-Athens	589,06 kg	1'178,12 kg
Israel (2)	Tel Aviv Yafo-Istanbul-Malta	Malta-Istanbul-Tel Aviv Yafo	898,76 kg	1'797,52 kg
Italy (3)	Rome-Malta	Malta-Rome	356 kg	1'068 kg
Malta (6)	N.A	N.A	N.A	N.A
Montenegro (1)	Podgorica-Istanbul-Malta	Malta-Istanbul-Podgorica	910,24kg	910,24 kg
Morocco (3)	Rabat-Paris-Malta	Malta-Paris-Malta	1'224,12 kg	3'672,36 kg
Slovenia (2)	Trieste-Rome-Malta	Malta-Rome-Trieste	643,22 kg	1'286,44 kg
Spain (1)	Madrid-Rome-Malta	Malta-Rome-Madrid	840,16 kg	840,16 kg
Tunisia (2)	Tunis-Istanbul-Malta	Malta-Tunis	611,7 kg	1'223,4 kg
Turkey (3)	Ankara-Istanbul-Malta	Malta-Istanbul-Ankara	748,9 kg	2'246,7 kg

For non-sponsored participants				
Organization	Outbound	Way back	CO2 Emissions/pers.	Total CO2 Emissions
IMO	London-Malta	Malta-London	831 kg	831 kg
United Nations	Athens-Malta	Malta-Athens	407 kg	407 kg
IMLI	N.A	N.A	N.A	N.A
IOPC FUNDS	London-Malta	Malta-London	831 kg	831 kg
INFO/RAC	Rome-Malta	Malta-Rome	346 kg	346 kg
Other Organizations	N.A	N.A	N.A	N.A
CEDRE	N.A	N.A	N.A	N.A

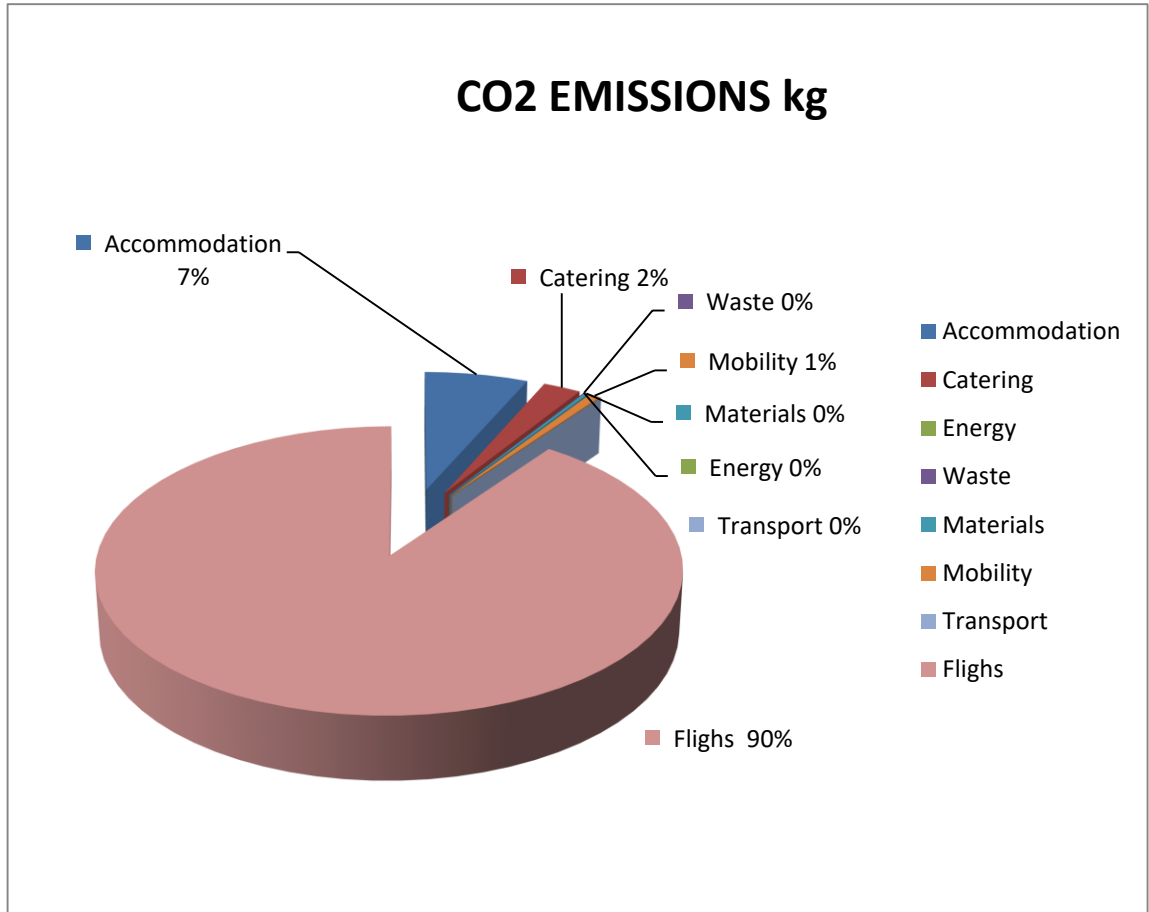


ENI S.p.A.	Rome-Malta	Malta-Rome	346 kg	346 kg
IOI	N.A	N.A	N.A	N.A
ITOPF	London-Malta	Malta-London	831 kg	831 kg
OSRL	Southampton-Malta	Malta-Southampton	838 kg	838 kg
Sea Alarm Foundation	Brussels-Malta	Malta-Brussels	744 kg	744 kg
E STA LINGUA LTD	N.A	N.A	N.A	N.A



ANNEX II

Global Event CO2 Emissions Calculation
made with [MyClimate](#) Event CO2 emissions calculator



CO2 EMISSIONS (kg)	
Accommodation	2'200
Catering	805
Energy	0
Waste	9
Materials	81
Mobility	236
Transport	0
Flights	30'165
TOTAL	33'496 kg



ANNEX III

Information for the Participants of the Meeting

Title: Twelfth Focal Points Meeting of REMPEC

Organiser: REMPEC

Duration: 2.5 days

Date and place: 23-25 May 2017 | Saint Julians, Malta.

No. of participants: 61

1. Meeting venue / meeting room:



Venue:

Le Méridien St Julians Hotel & Spa

39 Main Street,

St. Julians

Malta

Tel: (356) 2311 0000

events.malta@lemeridien.com

<http://www.lemeridienmalta.com/>

Meeting room:

Ballroom

Information sheets for participants:

(Specific information for sponsored participants)

(Specific information for non-sponsored participants)

DOCUMENTATION: The Meeting documents will be disseminated by email and posted in due time on the Centre's website (www.rempec.org, page "Information Resources"/"Meetings of Focal Points"/"2017"). Participants are kindly requested to download and print the documents since copies of the documents will not be disseminated during the Meeting.

ACCOMMODATION: Participants will be accommodated at Le Méridien St. Julian's Hotel & Spa, the venue of the Meeting. REMPEC will make the hotel reservations upon receipt of the official nominations.

ACCOMMODATION: *Participants may wish to stay at Le Méridien St. Julian's Hotel & Spa. In such case they should make their own booking by completing the Hotel Reservation Form, also available on the above-mentioned REMPEC webpage, and by e-mailing/faxing the said form to Ms. Helena Manicaro at Top 3 Meetings (Email: helena.manicaro@top3meetings.com, Fax No: +356 21 344 547) copying REMPEC (Email: mmangion@rempec.org, Fax No: +356 21 33 99 51).*



OTHER HOTEL EXPENDITURES:

Participants should settle their bills for other expenses (e.g.: laundry, drinks, telephone calls, additional meals, etc...) prior to their departure from the hotel. Please note that the hotel may ask for your credit card details in order to guarantee any extra expenditure, as per normal practice.

DAILY SUBSISTENCE ALLOWANCE:

Participants will be provided with a reduced Daily Subsistence Allowance (DSA), as REMPEC is providing hotel accommodation on a bed & breakfast basis and lunches during the Meeting. The Secretariat will liaise with the nominated representatives directly regarding the payment of DSA.

LUNCH AND DINNER:

On the Meeting dates, (23-25 May 2017), lunch will be provided by REMPEC to all participants attending the Meeting. There are no special arrangements for dinner.

ACCEPTANCE FORM

Participants shall submit the Acceptance Form duly signed before flight tickets are issued.

TRAVEL BOOKING

One working day after the reception of all the required documentation (Registration Form, Acceptance Form and copy of passport, visa (if required)), participants will receive from the Centre the most direct and most economical itinerary and will be requested to confirm the itinerary on the same day due to booking confirmation deadlines and change of prices.

Should the participant require a different itinerary, under exceptional circumstances, the difference in price compared with the proposed itinerary shall be deducted from the DSA.

VISA:

All participants should ensure that they are in possession of any necessary entry and transit visas prior to their departure. Whilst REMPEC will try to facilitate the issue of the relative visas, the final responsibility to obtain any required visa shall rest with the individual participants. It is suggested that visa applications are filled as early as possible as the issuance of the relevant visa might take some time. We would like to bring to your attention that Malta is part of the Schengen Agreement and consequently travellers to Malta must be in possession of a Schengen visa. For further information, you can visit the following website: <https://identitymalta.com/visas/>.

**TRANSFERS TO/
FROM THE AIRPORT:**

REMPEC will provide participants with transfers from the Malta International Airport to Le Méridien St. Julian's Hotel & Spa (upon arrival) and from Le Méridien St. Julian's Hotel & Spa to the Malta International Airport (before departure).

The transfer from the hotel to the airport will leave two hours before the flight's departure time.