

Manchester: A Certain Future Stakeholder Conference



Conference 'marketplace'

The WRAP Resource Management Plan (RMP) for events is a free online tool which can be used by event organisers and suppliers to create an action plan for managing and reducing event waste.

The online tool, developed with industry input, assists organisers to develop a waste management strategy for their event. It asks them to identify types of waste generated at the event and suppliers to select and implement actions to create resource efficiencies, which can lead to cost savings. The tool encourages organisers and suppliers to identify opportunities to reuse items and reduce event waste. It provides a clear route for event organisers to communicate their waste management objectives and targets with their supply chain. It also provides a portal to monitor and measure supply chain commitments, waste measurements and produce event waste reports throughout the life cycle of an event or group of events, and supports event practitioners in meeting social responsibilities.

About the event:

- Title: Manchester A Certain Future Stakeholder Conference
- Date: 30th November 2010
- Venue: Manchester Museum of Science & Industry
- Number of delegates: 137
- Aim of the conference: to bring stakeholders together to develop the plan Manchester: A Certain

The waste targets for the event included:

- To identify all waste streams prior to the event
- To make recycling bins visible to delegates
- To maximise waste recycling
- To divert waste from landfill
- To reuse materials wherever possible
- To measure event waste streams

Manchester City Council were amongst the first event organisers to trial the RMP tool and develop a waste resource management plan for a conference.

Stage 1: Event Setup

The event organisers started by inputting the conference details into Stage 1, Event setup of the RMP tool. Within this stage Manchester City Council added their waste targets for the event that could include qualitative and quantitative targets, for example: identifying the waste streams; making recycling visible onsite at the event; maximising recycling and reuse at the event; and measuring the event waste to obtain benchmark data.

The event organisers used the RMP tool to allocate responsibilities to each supplier at the event. The venue was primarily responsible for managing the overall event waste; however the caterers were specifically responsible for separating the food waste at the event.

Stage 2: Waste identification

The waste streams were identified before the event as:

- Food waste
- Dry mixed recyclables (plastic bottles/aluminium cans/cartons)
- Paper
- General waste

"I found the visuals really useful; I like the little graphics in the event setup section"

S. Kornecki, Event Organiser.

Stage 3: Waste management plan

A waste management plan was developed which detailed:

- when the bins would need to be made available to collect this waste stream e.g. pre, during or post event;
- where the bin would be positioned e.g. front and/or back of house;
- what materials would go in each bin;
- the ideal processing method for the waste;
- the waste treatment facility; and
- the waste carrier.

This is summarised below

Venue	Event Phase	Front of house	Back of house	Collected waste stream	Waste end destination
Museum of Science and Industry	During Event	Yes	No	Paper	Recycled
Museum of Science and Industry	During Event	No	Yes	Food waste	Composted
Museum of Science and Industry	During Event	Yes	Yes	General waste	Landfill
Museum of Science and Industry	During Event	Yes	No	Dry Mixed Recyclables	Recycled

Stage 4: Supplier Waste Actions

Suppliers were asked to commit to a series of actions. A sample of these are shown below. The RMP tool provides the opportunity for the supplier to add comments, which the event organiser can see when they review the actions.

Printing supplier actions	Catering supplier actions
<ul style="list-style-type: none"> Where printed material is required: b) Use / specify a high percentage (>50%) post consumer recycled content in paper. 	<ul style="list-style-type: none"> When creating your menu for the event consider how any unused ingredients can be stored e.g. by freezing for using at a later event.
<ul style="list-style-type: none"> Lease/hire exhibition materials rather than purchasing when there are 'one off' requirements and no opportunity for reuse. 	<ul style="list-style-type: none"> Consider serving finger food buffets which require fewer serving plates and no cutlery. Serving platters should be reusable where possible
<ul style="list-style-type: none"> Use exhibition/overlay materials that are fully recyclable. For example, cardboard banners and stands, with any plastic and metal parts easy to remove (e.g. not glued). 	<ul style="list-style-type: none"> Train staff to deal with the relevant waste segregation and recycling arrangements for the event. (Remember to monitor the effectiveness of the training and give feedback to staff).

The suppliers identified what they put into each waste stream (bin) at the event, see table below. The event organiser was then able to approve the supplier proposed actions for these waste streams.

Approved/ Rejected	Waste stream	Event Phase	Front of house	Back of house	Action	Waste Items
✓	Food waste	During Event	No	Yes	Event staff are briefed to ensure they know food waste should be separated	Food waste from making meals and food left over from buffet
✓	General waste	During Event	Yes	Yes	Food will be brought to buffet in clingfilm and will be added to general waste bin	Clingfilm
✓	Paper	During Event	Yes	No	These will be segregated when food waste goes into the kitchen.	Paper napkins and flip chart paper

Identifying Future Actions

As a result of using the RMP tool, actions which could be used at future events were highlighted, examples of which include:

Printing supplier actions	Catering supplier actions
<ul style="list-style-type: none"> Where printed material is required, use or specify certified paper which contains recycled fibres. 	<ul style="list-style-type: none"> Use returnable transit packaging or take-back large items of transit packaging such as pallets, cable reels, crates etc. for reuse/recycling. Well-designed, durable transit packaging can last many trips
<ul style="list-style-type: none"> Try to only buy from suppliers that use fully recyclable or reusable packaging 	<ul style="list-style-type: none"> Put procedures in place to ensure the correct amount of food is ordered. For example can guests pre order with RSVPs? Or can guest registration details be used to control quantity of food ordered and provided?
<ul style="list-style-type: none"> Consider whether it is feasible to use a lower weighted (thinner) paper for printing. 	<ul style="list-style-type: none"> Monitor wastage and adjust portion sizes accordingly to provide customers with the right sized portion.

Stage 5: Waste minimisation plan

Once the supplier actions were agreed by the event manager and the waste management plan had been finalised, the overall waste minimisation plan was available for all the suppliers, the venue and the event organiser.

This overview summarised the event resource and waste plans including the waste streams identified, where the bins were to be located and who was responsible for collecting that waste stream.



Onsite recycling bins

At the event the following actions were taken to ensure the waste was managed correctly on the day:

- recycling bins were clearly labelled;
- recycling bins and a food waste composting caddy were placed front of house for the delegates to use; and
- catering staff were briefed prior to the event to make sure they knew to separate the food waste back of house so it could be measured.

All event waste was measured after the event.

Stage 6: Monitoring

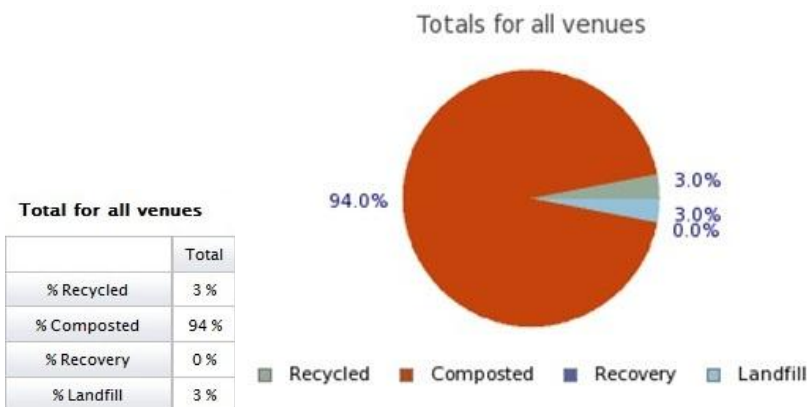
As the conference was run with sustainability in mind, little event waste was actually produced. The event organisers measured the waste streams produced at the event and populated the data in the monitoring section of the tool. A summary for this data can be seen in the table below:

Waste stream	Measurement (kilograms)	Measurement (%)	Waste end destination
Food waste	15.7kg	94.1%	Composted
Dry mixed recyclables (plastic bottles/aluminium cans/cartons)	0.06kg	0.5%	Recycled
Paper	0.42kg	2.6%	Recycled
General waste	0.46kg	2.8%	Landfill
Total waste:	16.64kg	-	-

Due to poor weather, many delegates were unable to make the event on the day. Consequently the event had a lower number of attendees than were confirmed prior to the event, therefore the leftover food from the lunch buffet meant that the food waste was significantly higher than expected. However, every effort was made to ensure as little food was wasted as possible. The caterers were able to leave the buffet out for an additional hour, which was the longest period of time that health and safety would allow the food to be out for. The excess fruit was kept refrigerated and brought out during the conference afternoon break as well.

Stage 7: Reporting

The table and graph below show the waste measurements as a percentage taken from the RMP Post Event Report.



Manchester City Council next steps:

- Use benchmarking data to make specific targets to reduce waste at their next event.
- Use the actions identified in the RMP to work towards becoming more sustainable at their next event.
- Use waste management plans to minimise waste and maximise the use of resources at future events.

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