1 NO POVERTY

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16 PEACE, JUSTICE AND STRONG

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Responsible Meetings & Events Checklist
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13 CLIMATE ACTION

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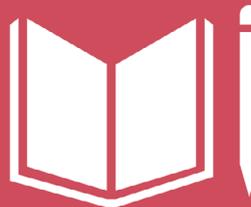
10 REDUCED INEQUALITIES

2 ZERO HUNGER

15 LIFE ON LAND

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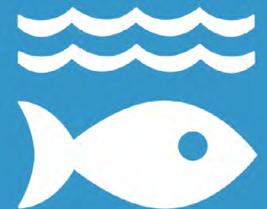
8 DECENT WORK AND ECONOMIC GROWTH

11 SUSTAINABLE CITIES AND COMMUNITIES

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Introduction

ICOMOS is a global community of heritage professionals working to protect cultural heritage. Engaging in diverse and collaborative practices, ICOMOS members regularly meet and participate in activities via ´face to face´ meetings organised by various ICOMOS entities, including its headquarters in Paris[1]. This includes for example annual Advisory and Scientific Council meetings, Scientific Symposia, Regional Group meetings, and at a much larger scale the triennial General Assembly meetings.

At the GA2023, the Board of ICOMOS adopted an *ICOMOS Carbon Reduction Strategy* to operationalise its Net Zero vision, pledging to:

1. Make efforts to reduce carbon emissions related to all its activities including meetings and events (organised at all levels of the organisation), acknowledging the different economic capabilities of countries;
2. Help individual members reduce carbon emissions related to ICOMOS by organising meetings also in hybrid / blended or online format and redesigning meeting models;

by:

i. estimating greenhouse gas emissions associated with ICOMOS activities;
ii. developing and implementing plans to reduce or avoid these emissions, and
iii. "neutralising" unavoidable emissions (through carbon capture or removal technologies).

This is in line with Mission 4 (Nurture and sustain the ICOMOS organisation) of the ICOMOS General Programme 2024-2026 (Resolution 21GA 2023/08 adopted by the 21st General Assembly in Sydney, Australia. Under this Mission 4, ICOMOS commits to Develop, promote and implement an ICOMOS Sustainability Policy to assist all parts of the organisation to reduce their carbon footprint and adverse impact on the environment (ICOMOS Member Handbook 2024, page 99).

An important aspect of implementing the ICOMOS Carbon Reduction Strategy is the *ICOMOS Responsible Practice toolkit* which consists of (i) the *ICOMOS Carbon footprint calculator* which will enable ICOMOS to monitor its carbon footprint through its many activities; (ii) I*COMOS Responsible meeting and events checklists* for online, hybrid and in-person meetings. It is expected that the toolkit will expand over time as additional tools are developed.

The *ICOMOS Responsible Meetings & Events Checklists* have been developed through consultation with ICOMOS membership and several public guidance documents. The checklist aims to improve the planning and organisation of ICOMOS events and meetings, including online, hybrid and physical meetings.

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1   This includes for example annual Advisory and Scientific Council meetings, Scientific Symposia, Regional Group meetings, and at a much larger scale the triennial General Assembly meetings.

1 The Responsible Meetings & Events Checklists

The *ICOMOS Responsible Meetings & Events Checklists* are operational tools for the implementation of the *ICOMOS Carbon Reduction Strategy*. They aim to help ICOMOS members at all levels to effectively reduce carbon emissions by adapting travel and meeting practices while retaining and extending access and diversification opportunities offered through the meeting interface.

Different meetings serve different purposes. Online hosting is the most effective way of reducing the carbon footprint of a meeting or an event. On the other hand, in-Person meetings offer a wide range of opportunities for informal discussions and social interaction. The need for balancing environmental concerns (reducing carbon emissions), social inclusion and human contact, calls for a careful consideration of meeting alternatives.

These checklists aim to help meeting hosts identify and organise the most appropriate meeting format and make use of generally applied technologies in the meetings[1].

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1   The checklists specifically advise the use of current technologies (such as Zoom, Teams, Google meet etc.) and does not consider other emerging meeting technologies which may require additional considerations

The Checklists for differing forms of meetings are provided in the Appendices as below:

Appendix A - Online meetings
are suitable for a progressing work that involves a large number of participants spread across various time zones. They are an option for ensuring inclusion and addressing environmental concerns. Online meetings should always be set up in meeting mode rather than a webinar to compensate for the lack of direct interaction. There are many tasks which must be undertaken at the same time. As with other meeting modes, an online meeting needs a moderator, who should be assisted by others, fulfilling specific roles, including a technical assistant/chat monitor, a timekeeper and even a translation team where relevant/required. Such considerations must be addressed while planning a meeting.

Appendix B - Hybrid meetings
are another option for balancing inclusion and addressing environmental concerns, while fulfilling the need for personal contact. Hybrid meetings may be the most carbon friendly way of organising meetings/events for ICOMOS. However, they are more complex than online or in person meetings. They are easy to do poorly and hard to do well. Hybrid meetings require similar organisation as 'in-person' meetings and 'Online' meetings, to make sure they function well and provide a similar experience to all participants.

Appendix C - In-Person meetings
are often preferred for networking, brainstorming or commencing new workstreams, and may be most suitable under is another option for balancing inclusion and addressing environmental concerns, while fulfilling the need for personal contact. Hybrid meetings may be the most carbon friendly way of organising meetings/events for ICOMOS. However, they are more complex than online or in person meetings. They are easy to do poorly and hard to do well. Hybrid meetings require similar organisation as 'in-person' meetings and 'Online' meetings, to make sure they function well and provide a similar experience to all participants.
The meetings and events checklists are structured to address the important roles involved when organising a meeting:
* The meeting host/ organisers
* The technical host/support team
* The online/remote or in-person participant

They set out considerations to be made before, during, and after the event. The checklists also allow organisers to add comments/notes that can support later reporting and the organisation of future events.

The **meeting host**, whether this is a team or one person, has the overall responsibility for hosting a successful meeting, forming the team and assigning responsibilities. While big events with a large budget may have a **technical host / support team**, in smaller events the host may also need to cover this function.

2 ICOMOS Responsible Practice Toolkit | Content

Part 1: ICOMOS Carbon Reduction Strategy

Part 2: ICOMOS Responsible meetings & Events Checklists Introduction (this part)
　　　　2 A: Online Meetings Checklist
　　　　2 B: Hybrid Meetings Checklist
　　　　2 C: In-person Meetings Checklist

Part 3: ICOMOS Carbon Calculator and Registration Template

Appendix 1: References and sources

SCTF 1: Sustainability and Communications Task Force 1

Main contributors:

Deirdre McDermott ICOMOS Ireland, AdCom Officer / Adcom SCTF and Assisting AdCom Volunteer programme coordinator / RBAWG / CAWG / SDGWG CIAV ICORP

Kerime Danis Australia ICOMOS / AdCom Officer/ SCTF / ISCES+CC / ISCSBH / Secretary General ICIP

Renate Bornberg ICOMOS Austria Vice President / Assisting AdCom Volunteer / SCTF

Cecilie Smith-Christensen ICOMOS Norway / Assisting AdCom Volunteer / SCTF / ICTC / RBAWG / SDGWG / CAWG

Members:

Sheridan Burke Australia ICOMOS / AdCom Officer / ISC20C
Lorenza Stanziano ICOMOS ITALY / Assisting AdCom Volunteer / SCTF
Laure Marique ICOMOS Belgium (IWB) / EPWG / RBAWG
Riin Alatalu ICOMOS Estonia / Board

Design:

Renate Bornberg