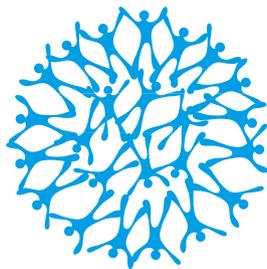


RESPONSIBLE BUSINESS FORUM ON SUSTAINABLE DEVELOPMENT



RESPONSIBLE BUSINESS FORUM ON SUSTAINABLE DEVELOPMENT

www.responsiblebusiness.com

25 - 26 November 2013

Marina Bay Sands

Singapore

2013 EVENT SUSTAINABILITY REPORT

global
initiatives

Advancing Partnership Solutions to Global Challenges



“Asia is still at the early stage of the transformation process, but if every stakeholder is committed to seeking practical business solutions, we are effectively taking that step towards ecological stability and renewal, for a common future.”

*- Koh Ching Ching, Head, Group Corporate Communications, OCBC Bank
25 November 2013*



FORUM OVERVIEW

TRANSFORMATION, GROWTH AND THE GREEN ECONOMY

By 2050, the global population will hit 9 billion people and the increased demand for water, food and energy will exceed our current capacity to provide. This will be the defining challenge of the 21st century, but also a great economic opportunity to accelerate business solutions and policy frameworks for a more sustainable world. Nothing short of a revolutionary approach to the way government's think and businesses operate is required to meet this global challenge.

THE 2013 RESPONSIBLE BUSINESS FORUM

The Responsible Business Forum on Sustainable Development Singapore 2013 brought together business leaders, NGOs and policy-makers from around Southeast Asia to discuss commitments and policy recommendations to increase sustainability across seven sectors – agriculture & forestry, palm oil, consumer goods, mining, financial services, building & urban infrastructure and energy.

Held at Marina Bay Sands, the Responsible Business Forum was organized by Global Initiatives with the support of TEEB, WBSCD and WWF. Over 430 industry, governments and NGO participants attended the 2 day event and presented the following recommendations to decision makers within industry sectors. These recommendations contain numerous overlapping themes, around which include:

- Investment in innovation will provide cost savings in the long term and set businesses apart from one another
- Collaboration across individual sectors is required to ensure existing solutions are shared and conflicts overcome
- Government and policy makers need to create a level playing field and provide clarity for business leaders to make investment decisions
- Increased communication on the successes will generate inspiration and empower more direct action of sustainable solutions across private, public and civil society
- Natural capital should now be valued and considered in business decisions with the same importance as financial capital
- Business must look beyond self-gain. Their sustainability efforts must secure the confidence of investors and consumers

Please see www.responsiblebusiness.com for more information on the event and to download the *RBF Outcome Statement*



OUR SUSTAINABILITY APPROACH

COMMITMENT AND PROCESS

The Responsible Business Forum team take our commitment to a revolutionary approach to business and the transition to the green economy seriously, not only with our thought provoking content but through the practices we exhibit through our own business.

We've invested a significant time and effort to reduce our environmental impacts and increase the social impacts of our events. Working with our partners at MCI, we have upgraded our approach to managing our events and use the ISO20121 Event Sustainability Standard to drives us on our journey to improve performance year on year. This approach has the following key steps:

- **Strategic Planning:** The planning team leaders met to identify the sustainability risks and opportunities that affected the Forum. A strategy was developed with clear objectives and actions to increase the sustainable performance of the event.
- **Supplier Engagement:** Through a series of meetings with key suppliers, we shared our Sustainability Policy, Supplier Code of Conduct and the new Sustainability Guidelines for the MICE industry (produced by the Singapore Tourism Board). These documents help us to communicate our requirements and brainstorm on how to improve the sustainability of our events.
- **Sustainable Procurement:** The event management team made a series of conscientious decisions in the purchasing of material and services. This included signage, badge holders, lanyards, printing, catering, communications as well as the selection of venue and location.
- **On-site Audit:** MCI Sustainability Services provided independent assessment on the sustainability practices of the hotel, venue, catering, food and beverage and suppliers. They collected measurement data and documented results.
- **Review:** The results and experiences from our sustainability initiatives were reviewed and learnings incorporated into the planning of our next events in order to improve performance.

SUSTAINABILITY ISSUES

The event management team identified the following key sustainability issues and risks when planning the Forum:

- Carbon emissions created by the high volume of international flights to Singapore for delegates and speakers
- Perceived scarcity of local food
- Potential waste created by stage set production, delegate communication, catering and materials (paper hand-outs)
- High energy demand in Singapore



SUSTAINABILITY OBJECTIVES AND PERFORMANCE

The following sustainability objectives were set to lessen the environmental impact of the event and create a positive social impact. The Event reached all but one of our objectives. We missed our waste diversion rate by 2%!

STRATEGIC AREA	OBJECTIVE	PERFORMANCE
Engage	Engage key suppliers to support sustainability program	Achieved: 100 % of suppliers signed our policy
Act	Reduce waste created by event and increase waste diversion rate	Partially achieved: 90% Waste Diversion Rate with 50% recycled and 40% waste converted to energy
	Increase sustainability, local benefit and healthiness of food offering	Achieved: 90% local and 100% vegetarian food served
	Organize social responsibility projects to support local community	<ul style="list-style-type: none"> Achieved: 30 Singaporean students participated in Youth Forum organised as part of event Supported 2 local charity organisations
Measure	Offset Carbon Emissions of entire event and delegate transportation with support of sponsor – South Pole	Achieved: 100% emissions offset
	Measure and analyse the environmental impacts of RBF	Achieved: 4 key suppliers provided measurement data for reporting with energy consumption tracked using innovative metering system
Communicate	Produce Sustainability Report following GRI G3 Guidelines	Achieved: With this Report
	Raise awareness of global sustainability concerns, and communicate the Global Initiatives and Marina Bay Sands commitment to sustainability throughout the conference	Achieved: Widespread press and social media coverage. Developed educational video post-event
Improve	Review progress and prepare plans to improve performance	Achieved: MeetGreen™ Score of 62



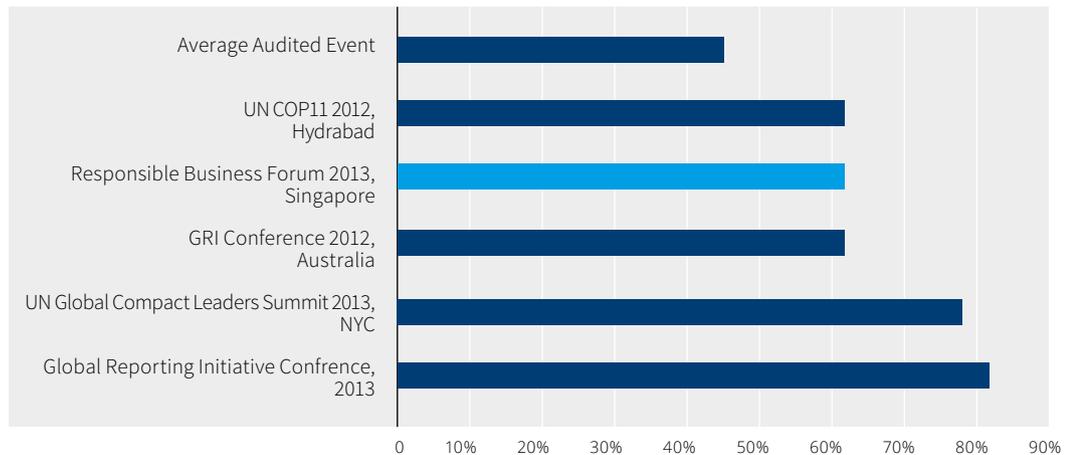
PERFORMANCE REVIEW

EVENT AUDIT SYSTEM

The MeetGreen® calculator was used to evaluate the overall sustainability performance of the event management processes. The MeetGreen® system aligns with the APEX-ASTM Environmentally Sustainable Meeting standards, and evaluates over 150 best practices to measure performance achievements and determine an overall meeting sustainability score in the following areas: Destination, Venue, Accommodation, Transportation, Food and Beverage, Exhibition Production, Audio/ Visual, Communications & Marketing, On-site Office and Offsets.

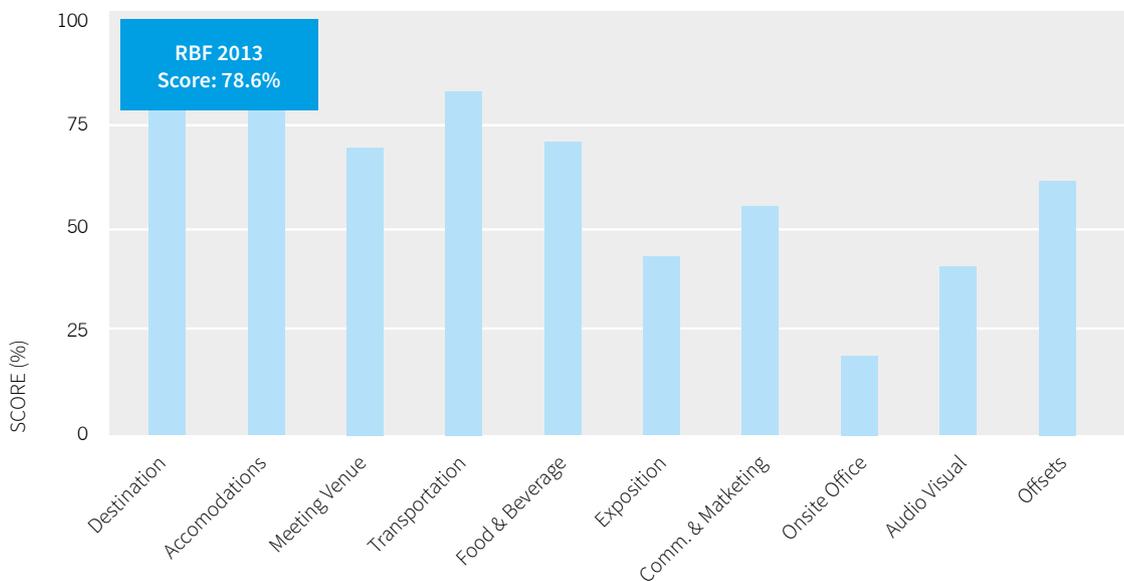
Using the MeetGreen® calculator, the Responsible Business Forum earned an overall meeting sustainability score of 62 percent (100 percent being the best performance). The benchmarking chart compares the Forum against the sustainability practices of other events that were measured using the same MeetGreen® methodology. The Forum score is above the average of 45%, and demonstrates the results of the event team’s commitment to improving processes and working with suppliers to increase event sustainability.

Event Sustainability Benchmarking Using MeetGreen Calculator



In order to better understand sustainable event management performance, we assessed and evaluate ten areas of event practices and procedures. The following chart illustrates the respective performance.

Event Summary





NOTEWORTHY INNOVATIONS

On top of our event sustainability targets we featured the following innovations to reduce our demand on water, food and energy resources and support the local community:

1. Guidelines

- a. Debuted the new Singapore Sustainability Guidelines for the MICE industry. These helped our suppliers and our event team to review, discuss and improve the event management practices. We achieved basic level for 100% of organiser and supplier requirements and intermediate level for 50% of the event.

2. Materials

- a. Badge holders were sourced that were hand made with 100% recycled paper & banana fibre (see above)
- b. Switched to “Re-board signage”, constructed of 95% renewably sourced paper certified by the Forest Stewardship Council and 100 % recyclable. The manufacturing of Re-board is more energy efficient than with the normally used particle boards.
- c. Eliminated conference bags and used lanyards made from recycled PET bottles
- d. Reduced the size of the conference program and printed on FSC paper
- e. Reduced paper usage and increased functionality by implementing a mobile application for Android & IOS systems containing the programme, speakers and event information
- f. There was no pre-setting of paper, mints, and water at tables and chair covers for lunches were avoided. Water dispensers and glasses were provided for delegates in each room to reduce wastage, part of Sands ECO360° standard

3. Food and beverages

- a. Produced a 100% vegetarian and locally sourced “harvest” menu with ingredients from Thailand, Indonesia and Malaysia . All condiments were served in bulk, no individual sachets (except sweetener) to reduce wastage
- b. Eliminated bottled water, saving approximately 2000 plastic bottles. Delegates were provided with glassware and large water dispensers
- c. Donated waste food to “Willing Hearts”, and recycled the cooking oil



4. Community Action

- a. Organised the Responsible Business Future Leaders Forum in partnership with the Singapore Management University to engage with high-potential young future leaders
- b. Contracted a local community group, MINDS (Movement for the Intellectually Disabled of Singapore) to perform the Forum's opening act
- c. Organised an on-site CSR project in support of the Marina Bay Sands "Soap for Hope" project. Leftover liquid soaps and shampoo from its hotel rooms were collected and delegates lent a helping hand to help pour leftover soaps into containers which were then given to the resort's charity partner Food from the Heart

5. Measurement and reporting

- a. Created an educational video to share our sustainability best practices and inspire other event organisers to take more responsible decisions
- b. Implemented the Marina Bay Sands new system for metering energy usage of individual meetings and debuting advanced in-room movement sensors to reduce our energy usage in our meeting rooms.



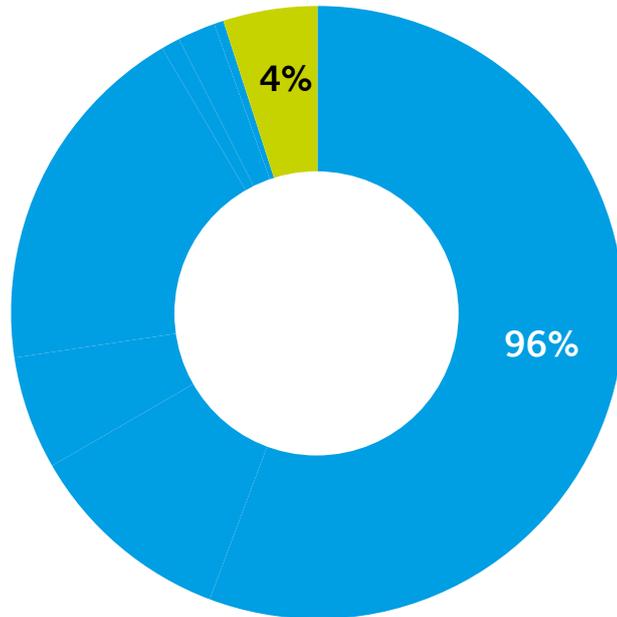
EVENT EMISSIONS AND OFFSETTING

The Forum produced a total of 249.31 metric tons of CO² equivalent, or an average of 0.55 tons CO² equivalent per delegate. This total is equivalent to the total annual emissions of 89 Singaporeans. The transport carbon footprint calculation by partner South Pole Carbon's emission are based on the DEFRA (UK Department for Environment, Food and Rural Affairs) methodology. DEFRA's guidelines on calculations of GHG emissions are one of the de-facto environmental standards and form one of the few reliable and up to date sources for data on flight emissions.

As expected, the biggest CO² emissions impact originated from international air travel with 96% of total emissions, while other activities such as energy usage and waste only contributed 4% of the total. Impacts from food were not included.

**Responsible Business Forum
Carbon Emmission CO²**

- 96%**
TRAVEL
- 4%**
VENUE
- 0%**
WASTE



Carbon emissions were calculated by South Pole Carbon and electricity consumed has been matched with GoldPower, a global renewable energy product embraced by WWF.

AREA	SUB-CATEGORY	CO ² SOURCE	DATA SOURCE
Transport	Flights	Emissions from kerosene	Participant List
	Taxis	Emissions from diesel	Estimated
Venue	Electricity use, building operations	Emissions from electricity use (mixed source)	Metering in venue
Hotel	Electricity use, building operations	Emissions from electricity use (mixed source)	Metering in venue
AV	Electricity	Emissions from diesel	Measurements on site



ENERGY AND CARBON OFFSETTING

Our strategy is to first reduce our demand on the earth's resources and then what we can't reduce we will offset. The Responsible Business Forum offset all carbon emissions related to the event taking place in Singapore in collaboration with South Pole Carbon.

\$16,000SGD was invested equally in the following projects yielding both environmental and social benefit to one of Singapore's neighbours:

GEOTHERMAL POWER, INDONESIA

This project is situated about 100 km southwest of the capital Jakarta in a sparsely populated region of vast tropical forests and some volcanic activity. The geothermal potential in the region is mainly based on plate tectonic from the so-called Pacific Ring of Fire that circles the Pacific Ocean with volcanoes. This geothermal power plant uses the powerful natural resources of Indonesia's underground geothermal activity to reduce demand for fossil fuels and to make a positive change on people's lives in the surrounding local communities.

Socio-economic impact:

- Employment for locals has been created, with over twenty jobs filled during construction, and another 12 permanent jobs in operation and maintenance of the upgraded plant.
- To address the regional situation of unemployment and low incomes, the project owner offers vocational training for women and the unemployed to qualify them for the local garment and fashion industry.
- To support sustainable development, the educational situation in the community has been addressed by the project owner. Land was donated and support given to build a kindergarten, a school and an Islamic boarding school. Once the schools were operational, books and fundings to cover operational cost were donated.
- The project supports technology and know-how transfer through trainings and practical work to further qualify workers and spread the idea of emission free power generation.
- Roads and local infrastructure have been improved by the project owner which allows for better connections to the capital and enables economic development

Environmental impact:

- As the cleanest renewable energy available, geothermal power generates no waste at all. In recognition of the company's efforts to provide the country with clean energy, it was awarded with the Clean Energy Initiative Excellence 2010.

The project issues Verified Carbon Standard certified VERs and is 3rd party certified by TÜV Nord reducing 100,000 tCO₂e in annual co₂ consumption.



RUN-OF-RIVER HYDRO, INDONESIA

The project is located in the southern part of Sumatra (Indonesia's largest island), 500 km south of the equator and about 30 km from the province's capital, Bengkulu, a port city on the Indian Ocean. Sumatra is covered by dense tropical forests that provide rich habitats for numerous species. In order to save this unique landscape and generate clean energy to meet the country's growing demand for energy, a run-of-river hydro plant has been built at the upper reaches of the Musi River. To maintain agricultural and ecological balance, the water intakes were built in a way that has no negative impact on irrigation schemes. The project owner set up a reforestation program in the catchment area in an effort to minimize any harm to the environment.

Socio-economic impact:

- In several surrounding villages, the project owner supplies free medical treatment to locals to support health issues in this remote region without any proper medical coverage.
- The project activity generated 27 permanent jobs for locals in the hydro plant, with training and health care included.
- The local elementary school and state junior high school benefit from donation from the project owner. They were given renovation materials for the construction of the school building, drainage piping to avoid flooding in the rainy season, and electricity supply. In addition, education is supported through free laboratory and sport equipment, and sport lessons are sponsored.
- Local religious denominations received donations and contributions in the form of construction material to build churches and mosques. Additional benches for Santa Teresa Church were purchased thanks to donations by the project owner.
- To improve the local living standard, public facilities such as public toilets and installations for clean water supply were built by the project owner.
- The project owner provides a weaving company employing local women with thread to support local artisans and strengthen tradition.

Environmental impact:

- To keep the project's impact on the environment as little as possible and to protect the unique landscape, most of the water pipelines were built underground.
- The water is taken from several sources (Lau Renun River, Haporas River, Bargot River, Tapian Nauli River) to ensure sufficient downstream flow.
- The project supports catchment area reforestation to further mitigate its environmental impact and guarantee for a lively environment. Free seedlings are given to locals in the area to enforce concrete

The project issues Voluntary Carbon Standard certified VERs and is 3rd party certified by RINA reducing 250,000 tCO₂e in annual co₂ consumption.



EVENT IMPACTS

IMPACTS	KEY PERFORMANCE INDICATOR	VALUE	GRI INDICATOR
ECONOMIC			
Participation	Number of delegates	432	
Finance	Investment in event sustainability	31,000 SGD	EN30
SOCIAL			
Health and quality of air	Space designated smoke free in venue	No cost	LA 8
Labour Rights	Employees of event venue covered by Employment Act	No cost	LA 4
Local community	Local suppliers supported by event	No cost	SO1
Stakeholder Engagement	Key suppliers signing code of conduct	100%	HR2
Local community	Key suppliers being evaluated for sustainability	100%	HR2
	Community groups supported	2	SO1
	Youth engaged	30	SO1

IMPACTS	KEY PERFORMANCE INDICATOR	VALUE	GRI INDICATOR
ENVIRONMENTAL			
GHG emissions	Total carbon footprint (tCO ₂ e)	249.31	EN 16,17
	Venue based emissions from energy & waste (tCO ₂ e)	23.39	EN 16,18
	Transport emissions (tCO ₂ e)	239.29	
	Emissions per delegate (tCO ₂ e)	0.55	
Energy	Total electricity consumed (kWh)	5012	EN 4
	Total chilled water (electricity) consumed (kWh)	8369	EN 4
	Total diesel consumed (l)	0	EN 3
Water	Total water used- Hotel and event facilities (m ²)	102	EEN 8
	Total bottled water used (Reference: a comparable 2 day event uses 2300 bottles)	0	EN 8
	Total drinking water used (gallons) – Water dispenser	50	EN 8
Paper and materials usage	Notepad used for event (A5 size sheets) (Reference: a comparable 2 day event uses 1150 notepads)	500	EN 1, 28
	Pens used for event (Reference: a comparable 2 day event uses 1100 pens)	400	EN 1, 28
	% of materials used that are recycled input materials (notepads, flipcharts, signage & lanyards)	100%	EN 2
Waste Management	Total waste from event (kg) excluding food	17	EN 22
	Total food waste from event (kg)	215	EN 22
	Total waste diverted from landfill (includes waste recycled or incinerated)	88%	EN 22



CONCLUSIONS

The Responsible Business Forum was a showcase sustainability event for the Singapore Meetings & Events industry. Not only in its content and participants, but also by the use of innovative sustainable event practices.

At the Forum we featured the debut of the Singapore Sustainable Event Guidelines, showcased a 100% vegetarian and local menu, offset 100% of carbon emissions and diverted 88% of waste away from landfill. Our achievements were made possible thanks to the great collaboration we had with our partners at MCI, the Marina Bay Sands and the Singapore Tourism board. Their leadership and commitment to sustainability made our work much easier.

Whilst we are proud of our achievements, we realise that sustainability is an ongoing process and journey. For our next events we will continue to focus and work at implementing the following points:

1. **Process:** Implementation of the ISO20121 Sustainable Event Management System for the Global Initiatives event team.
2. **Sourcing:** Selecting strong venue partners and communicate sustainability expectations early on when sourcing suppliers and when contracting both suppliers and sponsors.
3. **Offsetting:** Including carbon offsetting costs within participants' fees.
4. **Communication:** Continuing to improve the communication of our initiatives to participants
5. **Waste:** Focus on dematerialisation and innovation to reduce the waste created at our events
6. **Food and Beverage:** Work with chefs to create healthy, attractive menus that feed the body and mind, but combine fresh, local, organic, seasonal and sustainable ingredients.
7. **Office:** Ensuring our offices uses recycled/FSC paper and features energy saving technology options
8. **Social impact:** Including and supporting local community projects

Looking to the future we hope our event and experience can continue to serve as a role model and guide for others in the events industry in Singapore:

CREDITS

This report was prepared by Roger Simons of MCI Sustainability Services with valuable data being provided by Marina Bay Sands and South Pole Carbon. Special thanks go to event suppliers, and particular thanks to Kevin Teng and his team at Marina Bay Sands for their leadership stance in the hospitality industry and for their commitment to sustainable practices.

GLOBAL INITIATIVES

The Responsible Business Forum is an event organised by Global Initiatives. The Responsible Business series presents practical ways to accelerate solutions for a more sustainable world while increasing business and industry growth. Through television and international events we work with stakeholders to take action, to address some of the greatest challenges facing the world. Our initiatives are about partnership, inspiration and creating a better future.

For more information, see www.responsiblebusiness.com

MCI SUSTAINABILITY SERVICES

MCI is proud to be seen as industry thought leaders in sustainable event management and consulting. MCI is actively engaged in efforts to change the way the world meets through the promotion of smart, sustainable business solutions. MCI has been the selected Professional Congress Organizer and Sustainability Guide for more than 250 of the world's leading events on sustainable development and the renewable energy sectors, including: The UN Climate Change Conference (COP15), the UN Conference on BioDiversity (COP11), the GRI Global Conference on Sustainability and Reporting, the Climate Group Asian Business Summit on Climate Leadership and the 2013 UN Global Compact Leaders Summit. For more information, see www.mcisustainability.com

SOUTH POLE CARBON

South Pole Carbon is a Leading developer of emission reduction projects committed to fight climate change. We help companies to reach their sustainability targets through innovative products and solutions as well as premium emission reduction projects.

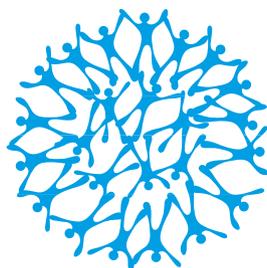
The South Pole Carbon team works around the clock and around the globe to improve the state of the climate with market-based solutions. South Pole Carbon enables the implementation and operation of high-quality emission-reduction projects that address climate change and sustainable development. Headquartered in Zurich, Switzerland, South Pole Carbon has twelve more offices worldwide and operations in 25 countries. South Pole Carbon has been honored Best Project Developer by Environmental Finance three years in a row (Voluntary Carbon Market Survey 2011, 2012 and 2013). Offsetting project photos were provided by South Pole Carbon.

For more information, see www.southpolecarbon.com

RESPONSIBLE
BUSINESS FORUM
ON SUSTAINABLE
DEVELOPMENT

TRANSFORMATION, GROWTH AND THE GREEN ECONOMY

25 - 26 NOVEMBER 2013
MARINA BAY SANDS, SINGAPORE



RESPONSIBLE BUSINESS FORUM ON SUSTAINABLE DEVELOPMENT

www.responsiblebusiness.com



Contact

In the interest of continual improvement, all ideas and comments about this report are welcome. Please address comments to:

Roger Simons MCI Group Sustainability Manager
(roger.simons@mci-group.com)