

**Training session on
NON-DISCRIMINATION, GENDER
EQUALITY, SUSTAINABILITY
in EXCOVER project implementation**

EXCOVER | Giulia Allegrucci

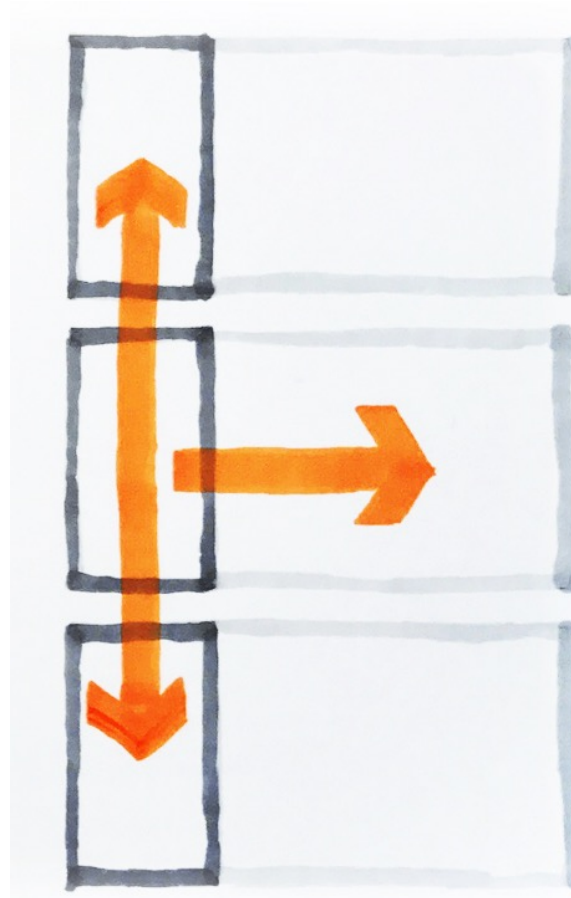
Kick-Off Meeting | Karlovac, Croatia | March 12th - 14th 2019

1. SUMMARY

- 1. Introduction to Horizon Principles
- 2. Equal Opportunities and Non-Discrimination
- 3. Gender Equality between Women and Men
- 4. Sustainable Project Development

2. INTRODUCTION TO HORIZONTAL PRINCIPLES

- Horizontal themes are core principles of importance and have relevance to all areas of the work of EU funded projects.
- As Italy-Croatia Programme rules, EXCOVER project is expected to offer consideration of and action towards ensuring the horizontal themes are appropriately addressed in the project implementation.



3. INTRODUCTION TO HORIZONTAL PRINCIPLES

- More specifically, as horizontal themes are intended:
 - Equal opportunities and non – discrimination
 - Gender equality between men and women
 - Sustainable project development

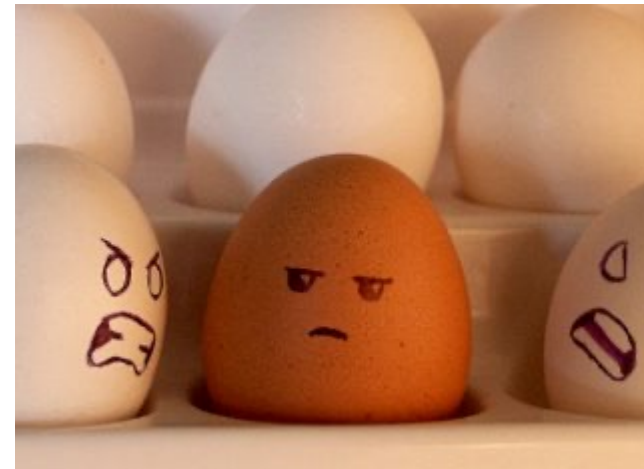
3. INTRODUCTION TO HORIZONTAL PRINCIPLES

- The Programme intends to follow-up concretely the measures and actions taken by the projects to apply the horizontal principles
- There are greening and social inclusion measures that should be developed in all Italy-Croatia projects, as suggested by JS/MA



4. EQUAL OPPORTUNITIES AND NO-DISCRIMINATION

- The projects shall take appropriate steps to prevent any discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation during its preparation and implementation



4. EQUAL OPPORTUNITIES AND NO-DISCRIMINATION

- Accessibility for persons with disabilities throughout project implementation
- Accessibility for all participants ensured
- the venue is adapted for people with reduced mobility
- A variety of seating space allocation is provided
- A system that allows all guests to access the catering service is put in place



4. EQUAL OPPORTUNITIES AND NO-DISCRIMINATION

- **EXCOVER's project partners commitment to Non-Discrimination**
- personnel who are responsible in the development and implementation of EXCOVER project's activities, are charged to support this effort and to respond promptly and appropriately to any concerns that are brought to their attention.

4. EQUAL OPPORTUNITIES AND NO-DISCRIMINATION: *Non-Discrimination Statement*

- EXCOVER prohibits discrimination against and harassment of any participant for employment because of race, color, national regional or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression.
- To ensure that all partners and external suppliers will observe this principle, all will sign a **“NON-DISCRIMINATION STATEMENT”**



4. EQUAL OPPORTUNITIES AND NO-DISCRIMINATION: *Non-Discrimination Statement*

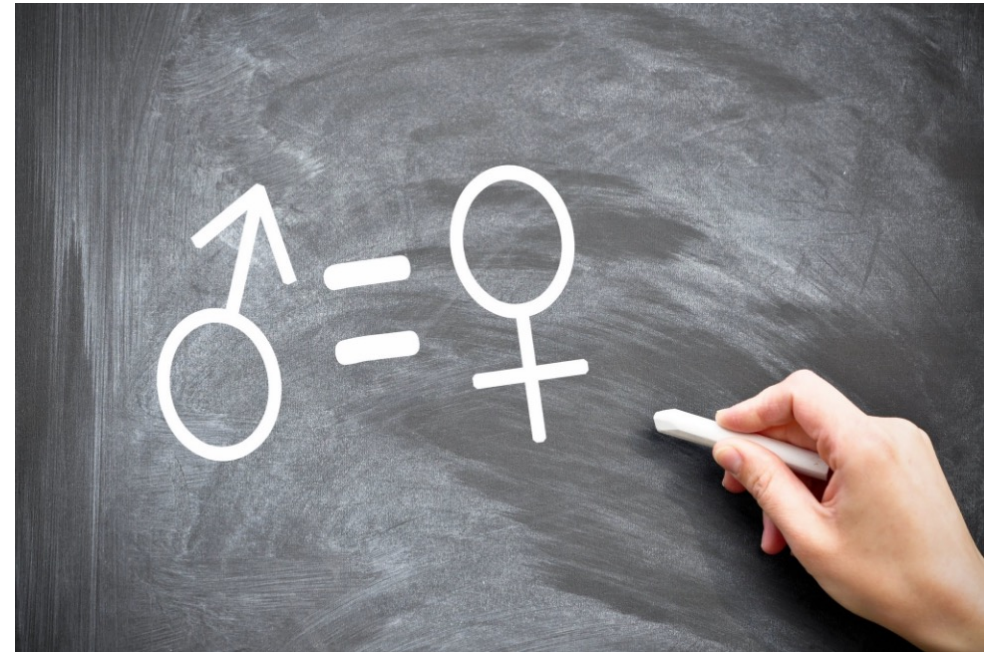
- Project Partner is an equal opportunity employer. It will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, colour, gender, national origin, age, religion, creed, disability, military veteran's status, sexual orientation, gender identity or gender expression.

4. EQUAL OPPORTUNITIES AND NO-DISCRIMINATION: *Non-Discrimination Statement*

- These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.
- PP is committed to providing an inclusive and welcoming environment for all members of staff, clients, volunteers, subcontractors, vendors, and clients.

5. GENDER EQUALITY BETWEEN WOMEN & MEN

- Lead partner and project partners will involve male and female specialists and the relevant tasks will be distributed with compliance to the same criteria.
- The external suppliers and participants to project actions involved or that will arise in the implementation phase of the project, will be requested to respect the same criteria.



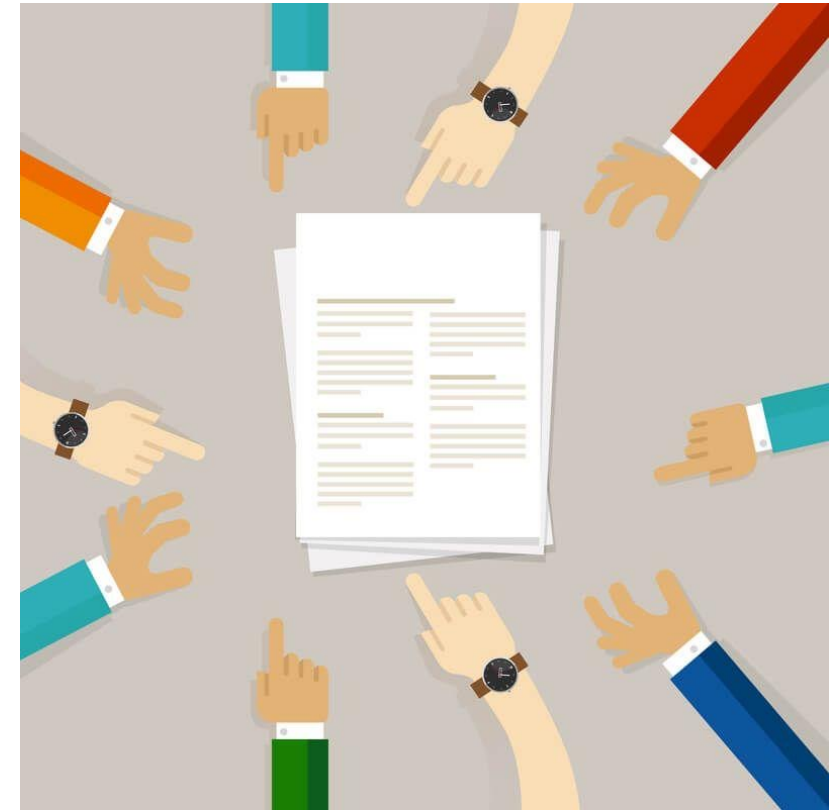
5. GENDER EQUALITY BETWEEN WOMEN & MEN *within the Non-Discrimination Statement*

- Project Partner will guarantee equality between men and women during the implementation phase of the project. **Therefore, equal opportunities and non-discrimination will be respected by involving male and female specialists and the relevant tasks will be distributed with compliance to the same criteria.**
- All personnel who are responsible in the development and implementation of project activities are charged to support this effort and to respond promptly and appropriately to any concerns that are brought to their attention.

6. SUSTAINABLE PROJECT DEVELOPMENT:

Publications and dissemination products

- Publications can be disseminated electronically, “eco-friendly” version (less colors, more compact text, less pages)
- Printed publications for external communication purposes (if needed only) on both sides and on recycled paper.
- Publications should be printed where they are going to be distributed in order to minimize transportation distances.



4. SUSTAINABLE PROJECT DEVELOPMENT:

Checklist for organizing green and inclusive events

BEFORE THE EVENT

- Explore if a phone or a video conference could be organised instead of a meeting.
- in case of a smaller meeting, prefer the Work Café procedure
- green public procurement procedures are applied



6. SUSTAINABLE PROJECT DEVELOPMENT:

Checklist for organizing green and inclusive events

SETTING UP AND RUNNING THE EVENT / 1

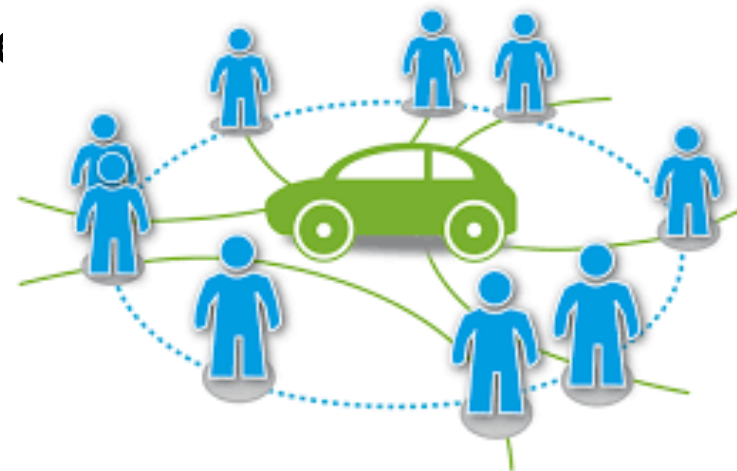
- Electronic means (e.g. e-mail, website) are used rather than printed materials for pre-meeting and follow-up communications.
- Participants are encouraged to use sustainable ways of travelling by providing the following information:
- For short trips favor train to coach/plane and if train is not an option, favor car/coach to plane

6. SUSTAINABLE PROJECT DEVELOPMENT:

Checklist for organizing green and inclusive events

SETTING UP AND RUNNING THE EVENT / 2

- Participants are encouraged to share the transport means with other participants: the organizers of the event can provide a platform for them to communicate and organize ride-sharing. Otherwise the participants are encouraged to use the existing car-sharing and car-pooling platforms.
- Participants' bags/packs are avoided or produced locally using recycled material, and are reusable.
- Pens are provided only upon request, are made of a high content of recycled material, and are refillable.



6. SUSTAINABLE PROJECT DEVELOPMENT:

Checklist for organizing green and inclusive events

SETTING UP & RUNNING THE EVENT / 3

- All material produced for the event is designed and produced in a generic way to allow them to be reused for other events.
- The start and end of the meeting are adjusted to the schedules of public transportation means.
- The caterer is informed on the exact number of participants and is able to re-evaluate the quantities needed to avoid waste.
- A dedicated area is provided for participants to return material that can be re-used (such as badges).



6. SUSTAINABLE PROJECT DEVELOPMENT: *FOOD AND DRINKS, CATERING*

- Locally grown and produced food and drinks are used and menus reflect the seasonal products of the region.
- The quantity of meat products offered is minimized and at least one vegetarian option is offered
- Tap water is used and served in jugs instead of in single-use bottles. The use of reusable dishes, cutlery, glassware and linens is ensured and aluminum foil avoided.
- In case fish or other marine or aquaculture products are served, it is certified that they have been caught or produced using sustainable measures. More info can be sought on the WWF website or on www.seafoodchoices.com



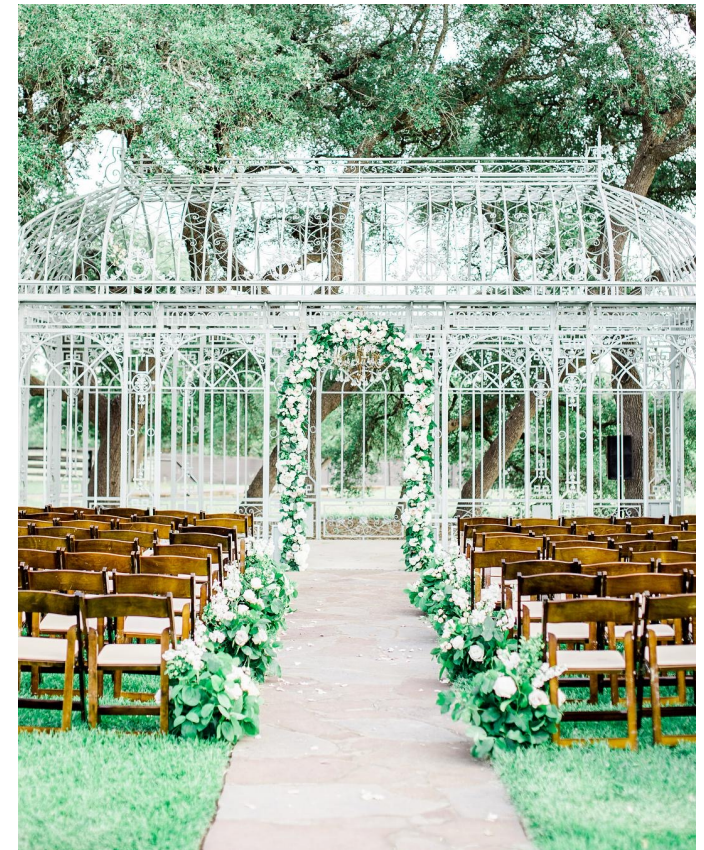
6. SUSTAINABLE PROJECT DEVELOPMENT: LOCAL TRANSPORTS

- Clear instructions are provided to participants on appropriate public transport and/or walking arrangements from point of arrival or departure (railway station, airport) to the venue, accommodation, town centre, etc. This is provided by e-mail shortly before the event and can be additionally displayed at the venue.



6. SUSTAINABLE PROJECT DEVELOPMENT: VENUES & ACCOMMODATIONS

- Priority is given to locations available in the premises of one of the project participants in order to reduce the need for staff to travel. The hotels are located near public transportation and as close as possible to the conference facilities (preferably within walking distance or reachable by public transport).



PUBLICATIONS, LINKS & INFORMATION


- UNEP publications and website
- EMAS
- ICLEI publications and website
- European green office website
- Alternatives to Skype
- Ecolabels by country
- Car sharing and car pooling platforms

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