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### 1. Purpose and effective date of this document

The purpose of this document is to supplement the RGSG on the Certification of Management Systems (RSSG) of TÜV Italia srl (hereinafter TÜV Italia) for the certification of event sustainability management systems (hereinafter "ESMS").

### 2. Field of application

These rules apply to activities for the certification of asset management systems carried out under ACCREDIA certification and also without ACCREDIA certification.

The applicable standard as a reference for ESMS is UNI ISO 20121:2013.

TÜV Italia applies these rules impartially and in exactly the same way, for all organisations utilising its certification services; in particular, no financial conditions or other undue conditions are ever imposed; access to the certification is not conditional on the size of the organisation or its membership of a particular associational group, nor on the number of previously certified organisations.

It does not prejudice the application of any other regulations on additional certification schemes for which the organisation may be certified by TÜV Italia and/or by other Certification Bodies.

### 3. Terms and definitions

The terminology used in these regulations refers primarily to the standard UNI ISO 20121:2013 - Event sustainability management systems — Requirements with guidance for use.

Attention is drawn to the following definitions in particular:

#### **organisation**

Person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its objectives

*(Note 1: The concept of organisation includes, but is not limited to, sole-trader, company, corporation, firm, enterprise, authority, partnership, charity or institution, or part or combination thereof, whether incorporated or not, public or private.*

In these Rules, the term "organisation" will be used to indicate the company requesting certification of its ESMS from TÜV Italia

#### **sustainability**

Degree of sustainable development in the context of the organisation or event

#### **sustainable development**

Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

#### **organisational plan**

documented information that specifies the programmes to achieve the organisational objectives

#### **event**

Planned gathering with respect to time and a place where an experience is created and/or a message is communicated.

#### **event management cycle**

stages and activities of an event (including products and services involved), from research, conception and planning through to implementation, review and post-event activities.

#### **event organiser**

Entity that produces and/or manages all or some aspects of an event.



**event owner**

Entity that commissions the event.

**end user**

User taking the role of consumer  
(example: being at the end of a value or delivery chain)

**attendee**

Organisation and/or individual that takes part in an event for the primary purpose of receiving services or content.

**supplier**

Organisation providing products, services or facilities.

**supply chain**

Sequence of activities or parties that provides products or services to the organisation.

**interested party: stakeholder**

person or organisation that can affect, be affected by, or perceive themselves to be affected by a decision or activity.

**management system**

set of interrelated or interacting elements of an organisation to establish policies and objectives and processes to achieve those objectives.

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For the definition of:

- Critical nonconformity Major NC (**MaNC**)
- Minor nonconformity/Minor NC (**MiNC**)
- Comment (**Com**)

see the RGSG.

**4. Responsibilities**

These rules set out in detail the responsibilities that the organisation and TÜV Italia are required to fulfil during the course of the contract pertaining to the certification activities.

The client organisations of TÜV Italia may create a link to the homepage of the TÜV Italia website which is [www.tuvsud.com/it](http://www.tuvsud.com/it)

**5. Control of the rules**

These rules are available to interested parties at [www.tuvsud.com/it](http://www.tuvsud.com/it)

Organisations may request a copy in printed format.

The contents of section 5 of the RGSG will also apply.

**6. Certification procedure**

**6.1 General information**

The Rules define the specific and/or substitute procedures defined by TÜV Italia, to certify ESMS in accordance with the contents of section 6.1 of the RGSG.

The following types of entities may apply for certification:

- *Category A*): Organisation responsible for the event sustainability management system



- *Category B*): Organisations offering services that can be included in sustainable events such as catering companies, temporary work agencies, companies providing hostess, security and stewardship services, energy companies, chemical toilet companies, consultancy, marketing companies.
- *Category C*): Facilities and platforms where events can take place e.g. trade fair/exhibition venues, conference centres, hotels, stadiums, sports halls, publicly owned or managed areas and facilities.

### 6.1.1 Certification of Event Sustainability Management Systems in accordance with UNI ISO 20121:2013

TÜV Italia issues certification in accordance with the requirements of ISO/IEC 17021-1:2015 to Organisations whose Management System has been recognised as conforming to all the requirements of ISO 20121:2013.

In addition to provisions in the RGSG, in order to be certified by TÜV Italia, an event sustainability management system must initially and over time meet the requirements of ISO 20121:2013. The standard specifies the requirements of an event sustainability management system to improve the sustainability of events. The standard is applicable to all types and sizes of organisations involved in the design and management of events, regardless of the geographical location, cultural identity and social conditions in which the organisation operates or in which the event is delivered.

It should also be noted that it is not the event itself which can be declared as conforming to the standard, but the management system.

### 6.1.2 Certification audits, surveillance and correlation with the purpose of the certificate

Depending on the type of organisation applying for event sustainability management system certification and the type and frequency of the event(s), different scopes of certification can be identified.

The following cases apply:

Type of organisation	Category A <i>Organisation responsible for the event sustainability management system</i>		Category B <i>Organisations offering services that can be included in sustainable events</i>	Category C <i>Facilities and platforms where events can take place</i>
Specific cases for the issue of certification	A1) organisation responsible for the event sustainability management system <u>without identification</u> on the certificate of one or more events, but with reference to a type of event (e.g: “ <i>sustainable management of training events, meetings, congresses in the medical-scientific field</i> ”)	A2) Organisation responsible for the event sustainability management system, with identification on the certificate of one or more events	-	-
Scope of the certification audit	Verification of application of the standard for at least one stage (Planning, Implementation &	Verification of the application, for each event to be indicated in the certificate, of the following stages:	Verification of the application of the standard for at least one stage (Planning or Implementation &	Verification of the application of the standard for at least one stage (Planning or



	<p>Reporting) of an event belonging to the category of events to be indicated on the certificate. Documents and objective evidence of events for which the organisation can demonstrate that it has acted correctly in the past (last 2 years) may also be verified</p>	<ul style="list-style-type: none"> <li>• Event planning</li> <li>• Implementation, including post-event activities (also any reporting), and analysis of stakeholder feedback from interested parties or in any case activities planned in the design of the event itself</li> </ul> <p>It shall therefore be possible to carry out the verification before, during and possibly after the event.</p>	<p>Reporting) of services related to events included in the management system and subject to certification. Documents and objective evidence of events for which the organisation can demonstrate that it has acted correctly in the past (last 2 years) may also be verified</p>	<p>Implementation &amp; Reporting) of the service made available to the facilities and platforms for holding events included in the management system and subject to certification. Documents and objective evidence of events for which the organisation can demonstrate that it has acted correctly in the past (last 2 years) may also be verified</p>
<p><b>Basic elements of the scope of certification</b></p>	<p>The following basic elements shall be indicated:</p> <ul style="list-style-type: none"> <li>• the Organisation responsible for the event sustainability management system</li> <li>• reference to the type/scope of events falling within the scope of the standard</li> </ul>	<p>The following basic elements shall be indicated:</p> <ul style="list-style-type: none"> <li>• the Organisation responsible for the sustainable management system responsible for the event</li> <li>• the list of events or the name of the single event considered in the certification</li> <li>• the purpose of the "event sustainability management", certificate and then include, as applicable, a clarification note such as the one given below as an example: <i>"this certificate has been issued by verifying the stages and activities carried out according to the</i></li> </ul>	<p>The following basic elements shall be indicated:</p> <ul style="list-style-type: none"> <li>• the Organisation responsible for the sustainable management system applied to event-related services</li> <li>• services related to the events included in the management system and subject to certification (e.g: Communication and marketing, transport and logistics, catering, security, etc.)</li> </ul>	<p>The following basic elements shall be indicated:</p> <ul style="list-style-type: none"> <li>• the facilities and platforms where events included in the management system and subject to certification may take place</li> <li>• the type of events included in the management system and subject to certification or the name of the single event, if the Organisation has decided to limit the application of the standard to a specific type</li> </ul>

**SPECIAL RULES FOR THE CERTIFICATION OF EVENT SUSTAINABILITY MANAGEMENT SYSTEMS RESMS**

**Valid from 27-09-2021**



Italia

		<i>status of the event. Its validity is however confirmed throughout the entire event management cycle as defined in specific contractual agreements."</i>		of event or to a single event
<b>Date of issue of the certificate</b>	This coincides with the date of completion of the certification audit	This coincides with the date of completion of the event planning stage audit (the audit then continues during the event and after the event).	This coincides with the date of completion of the certification audit	This coincides with the date of completion of the certification audit
<b>Exclusions/limitation of scope</b>	Applicable only to a specific type of event	Applicable only to a single event or a list of (specified) events	Applicable only to a specific process/location related to event management	Applicable only to a specific process/location related to event management.
<b>Validity of certification</b>	3 years	Two cases: <ul style="list-style-type: none"> <li>• single event ("one-off"): certificate validity coincides with the end of the work, including the feedback stage or the reporting stage if foreseen by the organisation responsible for the management system.</li> <li>• Periodic events: 3 years</li> </ul> In the case of events with more than one edition, a single edition of an event may be indicated on the certificate (e.g. "Event XYZ 2019"), or the event itself unrelated to the editions, if the certification contract is not related to the individual edition.	3 years	3 years
<b>Surveillance</b>	Annual (2 surveillance audits in the certification)	Annual (2 surveillance audits in the certification)	Annual (2 surveillance audits in the	Annual (2 surveillance audits in the



	cycle, with renewal every three years)  It is mandatory to carry out at least one inspection during an event reported in the certificate, during the three-year certification cycle (unless the frequency of the event is more than three years).	cycle, with renewal every three years)  Sampling of at least 1 event/year is mandatory. It is mandatory to carry out at least one inspection during each event reported in the certificate, during the three-year certification cycle (unless the frequency of the event is more than three years).	certification cycle, with renewal every three years)  It is mandatory to carry out at least one inspection during an event reported in the certificate, during the three-year certification cycle (unless the frequency of the event is more than three years).	certification cycle, with renewal every three years)  It is mandatory to carry out at least one inspection during an event reported in the certificate, during the three-year certification cycle (unless the frequency of the event is more than three years).
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### 6.1.3 Multiple sites/locations

In the case of multiple locations (of the organisation and/or in relation to the locations where the events are held), the following criteria apply for the purposes of audit activities.

		Approach 1 (1)		Approach 2 (2)		Approach 3 (3)	
<b>Certification</b>	<b>process</b>	Management System related to a single event		Management system related to a type of event (e.g.: green events)		Complete event sustainability management system	
	<b>HQ</b>	Event holder		Event organiser		Organisation	
	<b>organisation website</b>	single	multi-site	single	multi-site	single	multi-site
	<b>site sampling criteria</b>	x	√ no. of sites relevant to the purpose	x	√ no. of sites relevant to the purpose	x	√ no. of sites
	<b>event locations</b>	single	multi-site	single	multi-site	single	multi-site
	<b>sampling locations</b>	x	√ no. of sites relevant to the purpose	x	√ no. of sites relevant to the purpose	x	√ nr. locations

As regards surveillance activities, the fraction of 1/3 of sites sampled during certification shall be applied to determine the number of sites sampled. At least one location shall be sampled for each surveillance activity.

### 6.1.4 Audit procedure and audit programme

The audit procedure is described in section 6.2 of the RGSG.

### 6.1.5 Start of the certification procedure

The contents of section 6.3 of the RGSG will apply.





#### **6.1.6 Pre-audit**

The contents of section 6.4 of the RGSG will apply.

#### **6.1.7 Stage 1 audit (Initial review of documentation + initial audit)**

The contents of section 6.5 of the RGSG will apply, with the clarification that the stage 1 audit is always conducted on the premises of the organisation.

It should also be noted that Stage 1 audit activity:

- concerns document activity, to verify that the Event Sustainability Management System is complete and that the Organisation is ready to proceed to stage 2, verifying in particular:
  - a) the correct identification of the legal entity contractually identifiable in the certificate as being primarily responsible for the sustainable management of the event;
  - b) the applicable legal requirements, with particular reference to legal requirements typical of the events sector;
  - c) The presence of an up-to-date list, maintained as a controlled document, of events that fall within the scope of the ESMS, with all necessary data for the purposes of applying the standard (e.g. identification of the client if present, reference to design documents)
- the audit duration will be indicatively  $\pm 30\%$  of total audit days

The results of the stage 1 audit are contained in an assessment report issued after the audit, according to the procedures described in section 6.5 of the RGSG.

#### **6.1.8 Stage 2 audit (Certification audit)**

The contents of section 6.6 of the RGSG will apply.

It should also be noted that Stage 2 audit activity:

- primarily concerns verification of the correct and effective implementation of the Event Sustainability Management System
- is carried out partly at the organisation's premises and partly at the site(s) of the events falling within the scope (using the sampling methods described in these Rules);
- if the implementation stage of the event is verified, the CB shall have the possibility to take photographs as evidence of the verification conducted;
- the audit duration will be indicatively  $\pm 60\%$  of total audit days for Categories A2 and 80% for Categories A1 (see section 7.1.2).

#### **6.1.9 Final audit (for Category A2 only)**

In the case of organisations responsible for the event sustainability management system with indication in the certificate of one or more events (Category A2), an additional audit activity (final audit) is applicable, with the following characteristics:

- a. assess the actual and complete implementation of what is planned in the System.
- b. assess the effectiveness of final reporting for stakeholders regarding the sustainable event.
- c. the activity is carried out at the event (in the case of a single event) or at the Organisation's premises

Even if issued previously, the Certificate is confirmed after this final stage.

#### **6.1.10 First issue of certification and renewals**

The provisions of § 6.7 of the RGSG and § 6.1.2 of this document apply.

Issue of the certification automatically allows the organisation to use the certificate issued by TÜV Italia, in accordance with the conditions in section 8 of these Rules, together with the contents of section 8 of the RGSG.

#### **6.1.11 Surveillance audit**

The contents of section 6.8 of the RGSG will apply.





The Organisation shall keep TÜV Italia informed of any observations/reports received from national or local authorities or situations of legal nonconformities, for all activities carried out by the Organisation regardless of the scope of the asset management system and the boundaries established by the Organisation.

If the implementation stage of the event is verified, the CB shall have the possibility to take photographs as evidence of the verification conducted.

#### **6.1.12 Renewal audit**

The contents of section 6.9 of the RGSG will apply.

If the implementation stage of the event is verified, the CB shall have the possibility to take photographs as evidence of the verification conducted.

#### **6.1.13 Unscheduled audits**

The contents of section 6:10 of the RGSG will apply.

#### **7. Register of certified organisations**

The contents of section 7 of the RGSG will apply.

#### **8. Referencing the certification. Use of the certificate**

The contents of section 8 of the RGSG will apply.

#### **9. Suspension of certification**

The contents of section 9 of the RGSG will apply.

#### **10. Withdrawal/cancellation of the certification**

The contents of section 10 of the RGSG will apply.

#### **11. Management of claims and reports by client organisations and by interested parties**

The contents of section 11 of the RGSG will apply.

#### **12. Checking of management system documentation, and of TÜV Italia srl audit reports**

The certified organisation shall allocate a controlled copy of its energy management system documentation to TÜV Italia. The contents of section 12 of the RGSG will apply.

#### **13. Changes to the management system**

The contents of section 13 of the RGSG will apply.

#### **14. Changes to the certification system rules**

The contents of section 14 of the RGSG will apply.

#### **15. Special requirements for organisations already certified by another body**

The contents of section 15 of the RGSG will apply.

#### **16. Confidentiality**

The contents of section 16 of the RGSG will apply.

#### **17. Complaints (or Appeals)**

The contents of section 17 of the RGSG will apply.



**18. Complaints against TÜV Italia**

The contents of section 18 of the RGSG will apply.

**19. Disputes**

In the event of any dispute with TÜV Italia srl, the Court of Milan has jurisdiction.

**20. Financial conditions**

The contents of section 20 of the RGSG will apply.