

Dear Steve, JCO, Wayne, Jon and Organizing Committee

The environmental committee appreciates your co operation and interest expressed over the past year and at the conference planning committee meeting in February. Since then, we have been collecting information to formulate the proposals below. We appreciate that some may be difficult to implement this year but it is an ongoing process.

I have tried to be as brief as possible, a more detailed document can be found at <http://greenjalt.blogspot.jp>

I appreciate the hard work of the organizing committee and JCO and wish to do as much as the work ourselves but need to clarify who does what.

Best Regards

Brent Simmonds

Environment Liaison

### **Dates on printed material**

To enable material to be more reused at future events, could the conference team avoid using dates as much as possible.

*This would be bags right? The bag problem is one of storage, so while it makes sense to order 5,000 non date specific bags there is nowhere to keep them.*

### **Handbook**

At the PCPC meeting, it was suggested fewer handbooks be printed, 1200 instead of 1600. This year's PAN sig registration has a " Do you require a handbook" option. At present 15% of confirmed attendees have indicated they don't require a handbook.

*Ideally the handbook would be printed on sustainable paper such as FSC*

*Yes, the handbooks can 'probably' be printed on FSC paper, we will look at quotes on cost for that. PAN SIG data showed that actually few people opted for no handbook, but we need to ask Junko if handbooks are ordered before or after closing of pre-reg. If after, we can look at the figures and think about print numbers.*

*George at PAN SIG was fobbed off by printing companies, need to get on this quick!*

*Call FSC Japan etc, get quotes/ advice/ referrals to printing companies etc.*

### **Badges**

The environment committee should organise badge collection points in liaison with JCO and the site chair. We need to liaise regarding the printing of the signs for badge collection.

*See if we can track down the signs that were made for Tsukuba. ( there are issues at this venue about hanging signs) Let's find out if we can put signs on poles? What about the JALT banners?*

There was also some discussion about badges. We recommend using the existing badges until they fall into disrepair or until we can find a suitable way to recycle the plastic badge holders.

Badges flipping over has been a problem in the past. Two possibilities are glueing or sewing the bottom part of the lanyard or using bio degradable string attached to the existing badge holders. *Not sure about this?*

We appreciate the hard work of JCO and do not wish to burden them any further. Brent should organize a team of volunteers, we already have several volunteers.

*Yes, continue to collect badges. The plastic badge holders are used repeatedly and are bought in bulk. They will be ordering new ones which cost approx. 70 yen each buying 4,000. Find out if new badges are with string or lanyards- what kind of string etc unit price on lanyards....*

### **Name inserts**

Explore possibilities of printing on sustainable paper, we have found suitable FSC and recycled options( More detail on blog).

*Query (JCO) Are name inserts printed by JCO or printing company?*

*They are printed by JCO and can look at ink alternatives. Soy? But must be good quality with no bleeding because sponsors are paying for them.*

*eco rica use recycled cartridges.*

### **Bags**

We have obtained an estimate for environmentally bags (ECO mark) at an initial estimate of 700 ¥ per bag *This is not possible, current quotes for this year's bags are approx. 165 yen per bag, even for Kobe when we had the really great bags which were made in Cambodia by an ethically credited co-op, the bags were 'expensive' at about 250 yen per unit.*

( from the same company that supplied the 2012 conference) Could JCO forward the size (depth), size of logo of previous bags ? We also need to decide whether we would like the ECO mark outside or inside the bag. Instead of a specific dated logo, could use the JALT logo which would mean we could order a larger number which would be more easily usable at future conferences. This would also allow us some leeway if the number of handbooks is low.

*query (JCO) cost of previous bags, size of logo ?*

*Bags have been ordered for this year's conference, they are 100% cotton with an ECO tag inside. They will have a JALT logo on one side and sponsor ( to be decided) logo on the other.*

### **Advertising**

We understand the importance of advertising as a revenue stream however a lot of fliers end up in the waste bin. *We can certainly discuss reducing wastage, less wrapping, flyers not in bags etc.*

Could we explore the option of online advertising or on site advertising in the form of A3 size advertising spaces?

*We can look at this but unlikely sponsors would go for something like this, they want flyers in hands, and AM contributions are a vital stream of revenue.*

Would it be possible to sell adverts in prominent positions in an online version of the handbook?

*The online version of the handbook includes all ads that the print version has.*

### **Letter to/ help from AMs (previous draft below)**

Before the conference last year we drafted a letter to the AMs with the intention of sending it to them post conference. During the conference, Wayne kindly took Brent see some of the companies. There tended to be a positive response to our suggestions from overseas companies but a lack of understanding from Japanese companies.

Environmental regulations are a lot stricter in Europe than in other areas of the world including Asia especially regarding the sourcing of paper pulp. Could we ask the AMs to display what they do environmentally ? This would not only be of interest to conference goers but in keeping with the theme of the conference.

Check out individual AM enviro policies, draw attention to AMs with good enviro practices.

### **Environment table**

Could the committee allocate space to the environmental committee. We would like to display information about carbon offsets, carbon footprints and a suggestion board. We suggest contacting JALTs International partners in Asia to tell us how climate change is affecting their countries. The Nagoya Fijimae Tidal Flats wetland project which prompted Nagoya City to instigate a strong recycling policy have offered to display some material. *Table not a problem but table space with SIGs is going to be tight, we may need to share a space with someone such as GILE, we could use the space to highlight issues as we have previously discussed and also to draw attention to AMs who are using environmentally sound practices and /or promoting materials with strong environmentally sound themes etc.*

***Does anyone have a class/students who could work on the carbon offset posters? I'm not going to be teaching for the foreseeable future but will see if my replacement can get at least one group to work on this.***

### **Carbon offset**

At the Pan SIG in 2015 and 2016, we have had a carbon offset option on the registration form. Would it be possible to extend this to the conference form. Donations could be given to worldwide projects through cyclamate Japan. If possible, we would like to have a carbon offset collection at either reception or on the Environment table.

There are many options for offsets but we should use Internationally certified schemes. At the Pan SIG we have given to local projects however the conference's footprint has an influence world wide.

*The table for the registration has already been created and possibly we cannot ask for donations at registration. A collection box on 'our' table or elsewhere is doable but would first like to consider the ramifications, ( we the EC will need to push on this or it will get lost in the shuffle of conf. plans)*

### **Recycling/ Rubbish collection ( contact details on blog)**

Rubbish should be collected in bags made from biodegradable plastic or similar material. We can order bags up to a month before the conference.

Sort rubbish into different categories for collection. There are at least two recycling companies in Nagoya that we can contact.

Query. Is it best for JCO or the Environment Committee to contact retailers?

*We cannot have any rubbish at the conference site, any and all must be taken away by us ( the conference). We need to price these biodegradable bags, cost water, e.g. iroha, we need to come out ahead of 50 yen per unit for 500 mls, contact local resources for removing water bottles to be composted etc. The more WE ( the EC) can be proactive on this the more we will be able to achieve.*

## **Catering**

At present Jennie, Forest and JCO are liaising regarding options for coffee. We strongly recommend that sustainable utensils are used which are available (see blog)

*Coffee will be available in the EME only, conference goers are not permitted to walk around the building drinking coffee or to bring any food into the venue. Forest is sourcing good coffee and JCO have already looked into a company which will supply cups. Jon C. will look into have a small fridge so milk can be stored so we don't use the little plastic cream pots and cubed sugar can be in communal bowls. We need to find out the company JCO talked to, and get more details. I think it's possible, nay likely, that cups will need to be washed on the premises to be reused at the conference, we need a sink and volunteers, at the end of the conference they just need to be packed away and sent back, not washed.*

[Need to find fairtrade cubed sugar, check cup company will supply spoons. ask for volunteers at Nagoya/ Gifu JALT](#)

## **Water**

If we have to use bottled water during the conference use a more environmentally friendly option such as Suntory green label

<http://www.suntory.com/csr/environment/index.html>

or

I Lohas Plant based Pet bottles

<http://www.coca-colacompany.com/press-center/image-library/i-lohas-mikan/>

*See above in recycling for water*

## **Environment Office**

We should contact the local environment office for any advice they may have which would put in good standing in the city.

*Yes we need to do that.*

## **Environmental Inventory**

Andy Pharis ( Programme chair) suggested keeping an inventory of everything used in the conference. If possible this would provide a lot of useful information for future events.

### **Environment Liaison Responsibility**

We should create specifications for the role in future years.

#### Utensils

GreenPla

<http://www.jpaweb.net/english/e-gp-products.htm>

BiomassPla

<http://www.jpaweb.net/english/e-bmp-product.htm>

#### Fair trade

<http://www.saitou-coffee.co.jp/index.html>

#### Recycling companies

Nagoya Shigyo Kabushiki Gaisha tel. 052-961-9151

名古屋紙業株式会社

Kaminbo tel 0120-645-545

紙んぼ

Clean Centre Airnori-bin tel -120-28-5397

クリン センタ あいのり便

Nakamura Kankyo ( Environmental Office) tel 052-481-5391

中村 環境事務所

#### Paper

Shimajima Supply eco goods to Muji in Gifu

<https://www.shimajima.co.jp/eng/company/hairyo.html>

Brent Simmonds

## Earthquake Evacuation Sites

City of Nagoya

<http://www.city.nagoya.jp/en/>

Scroll down to Emergencies

Click map of evacuation areas.

Click Nakamura Ku

<http://www.city.nagoya.jp/en/page/0000013879.html>

I also enquired as to the nearest medical facilities

The nearest hospital is Nagoya Central Hospital

There are several clinics around the station area however most are only open Saturday morning and closed on Sunday. The easiest option would be the International Centre 10th floor. (They are closed on Sunday)

Would it be possible to include this information in the handbook/ display screens

## **NOTES**

**We can have a half page in the handbook to talk about the initiatives and the EC. We can also have a page as Brent suggested with lists of nearby clinics in case of illness and also local English speaking medical resources. A helpline number, EQ preparedness etc. But WE will have to research this info and have it ready to go in plenty of time.**

**Overall at the PCPC, people were very responsive to suggestions and offered their own ideas and were open to trying, within budget to make the conference greener, it was all very positive and well done Brent for all the work you did, nothing happens overnight but I definitely detected a shift in thinking.**

**Jennie** plastic bags, local catering

TO DO.

Pricing and sources of biodegradable refuse bags.

Local org. Who will take away biodegradable water bottle.

More info on local restaurants, ethnic, enviro friendly, vegetarian etc. Can recommend these restaurants for SIG parties etc.

Source Fairtrade sugar

Find out if cup loan company has spoons.

Finish collecting info about local clinics, Helpline, English assistance resources in the area

Write blurb about EC for handbook

Ask students to create - or if not possible create these ourselves- carbon offset posters for EC table and/or poster session.

Think through ramifications of a donation box.

Speak to B.J / Jon C. about signs and how they can be displayed.

Contact enviro office in Aichi for any info/advice

Get quote for water ( 500 ml) we need to source water in bio bottles ( like iroha) for less than 50 yen per unit.