

MODULE 3 Carbon Decision & Contract Integration Toolkit

Translating Carbon Estimation into Structural Action

DIAGNOSTIC TOOL

SUSTAINABILITY + INCLUSION

SELF-ASSESSMENT

KULTINCLUSION PROJECT

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This toolkit supports event organisers, procurement officers, and contract managers in interpreting carbon calculation results and translating them into concrete decisions, contractual clauses, and measurable targets. It does not replicate carbon calculators — it helps you act on what they reveal.

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Carbon Snapshot Interpretation

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Decision Prioritisation

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Contract Integration Planner

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Cost & Structural Impact Review

Complete all four sections sequentially. Each section builds upon the previous to ensure a coherent and defensible sustainability action plan.

1. Carbon Calculation & Snapshot

Use one of the recommended carbon calculators listed below (see the accompanying Guide for full links and instructions). Once you have run your calculation, record your estimated results in the table below. Be as specific as possible — accuracy at this stage determines the quality of your decisions.

Recommended Calculation Tools:

- myclimate Event Calculator — https://co2.myclimate.org/en/event_calculators/new
- Carbon Footprint Calculator — <https://www.carbonfootprint.com/calculator1.html>
- atmosfair MICE Calculator — <https://mice.atmosfair.de/home>

Category	Estimated Emissions (kg CO ₂)	% of Total	Notes
Energy			
Transport			
Catering			
Waste			
TOTAL		100%	

Total Estimated Emissions (kg CO₂)

Largest Emission Category

Additional observations or data quality notes:

2. System Redesign Prioritisation

Having identified your carbon snapshot, this section focuses your attention on the highest-impact area for intervention. Sustainable event management requires prioritising structural changes — those that alter systems, contracts, and procurement decisions — rather than marginal adjustments.

Identify which system redesign would reduce the largest share of your event's emissions. Select one primary focus area below:

Energy Sourcing

Renewable energy contracts, venue power specifications, generator alternatives

Transport Incentives

Rail-first travel policies, coach transfers, attendee travel grants, parking disincentives

Catering Redesign

Plant-forward menus, local sourcing requirements, reduced single-use packaging

Waste System

Segregation infrastructure, supplier take-back clauses, compostable materials

Other

Specify: _____

Why this system? Explain your rationale. (max 5 lines)

Reflection: What structural change is feasible within 12 months?

Consider budget cycles, supplier contract renewal dates, and internal approval processes when answering.

3. Contract Integration & Monitoring

Translate your prioritised redesign into contractual and measurable action. Effective sustainability governance requires that commitments appear in supplier agreements — not merely in internal plans. Use this section to draft the clause and define how compliance will be verified.

Supplier Involved

Name / organisation type:

Indicator to Track Next Year

Examples: litres of diesel consumed, % vegetarian catering options, % of attendees arriving by car

Baseline Value

Target Value

Monitoring Mechanism

Describe how compliance will be verified (e.g. supplier reporting, third-party audit, post-event data submission):

Clause to Introduce into Supplier Contract (6–8 lines writing space)

Draft the specific contractual language you will introduce. Reference measurable standards, reporting obligations, or penalty/incentive mechanisms where applicable.

4. Cost Myth & Structural Impact Check

Sustainable redesign is frequently dismissed on cost grounds. This section prompts a rigorous financial and strategic assessment — accounting for both quantifiable savings and non-financial benefits that carry institutional and reputational value.

Estimated Additional Cost (£ / €)

Estimated Savings (£ / €)

(energy efficiency, waste reduction, supplier consolidation)

Non-Financial Benefits — Select all that apply:

- Noise reduction
- Improved visitor comfort
- Enhanced institutional reputation
- Risk reduction (regulatory, reputational)
- Alignment with EU funding priorities
- Other: _____

Final Reflection: Symbolic or Structural Sustainability?

Symbolic sustainability involves visible but low-impact gestures (e.g. branded reusable bottles). Structural sustainability involves redesigning systems, rewriting contracts, and changing supplier behaviour at scale. Assess your proposed redesign honestly:

Measurement enables redesign. Redesign enables structural change.

This toolkit was developed as part of Project 2023-RO01-KA220-ADU-000156918. For further guidance, refer to the accompanying Carbon Decision Guide and Module resources.