

Green Key Criteria-rules

Description of the criteria:

The Green Key criteria are divided into 2 types:

Mandatory and **optional** criteria

The mandatory criteria are to be fulfilled in every Green Key establishment. In the formulation, they can be with or without a time frame.

The optional criteria are designed primarily for applicants who wish to pursue more rigorous environmental management. They are a tool that the national operators can and should use for environmental education towards professionals.

All the optional criteria must be in the national set of criteria, even if they remain optional ; this is designed as an environmental education component to stimulate professionals towards better management.

National adaptation:

The international criteria should be adapted to national conditions and in order to do so the national Green Key criteria set has to contain 20 percent national additions. This does not mean that 20 % extra national criteria must be added. The 20 % can also be achieved by strengthening some of the international criteria. If very burdensome criteria are chosen it does not take as many as it does if the additions consist of criteria, which have a smaller environmental effect. The international coordinator estimates when then 20 percent national additions have been achieved. There are mainly three ways to make national additions:

The 20 percent national additions can be achieved by making some of the optional criteria from the international criteria set mandatory.

- *Example: the optional criteria about the satisfaction questionnaire for the hotel guests could be made a mandatory criterion.*

Another way to achieve the 20 percent national additions is by strengthening some of the mandatory criteria.

- *Example: the criterion about water flow from water faucets could be lowered to 7 liters per minute.*

When developing the 20 percent national additions it is also possible to add extra criteria, which are not part of the international criteria set. The national additions should focus on the topics: environmental management, staff involvement, guest information, water, waste and energy savings, washing and cleaning, food and beverages, indoor environment, parks and parking areas, green activities and administration, which are included in the international Green Key criteria. The International Steering Committee focuses on the topics in the international criteria set and they are unlikely to accept national additions that involve other issues.

- *Example: When determining which criteria to add, it is a good idea to look at the counties' national politics. For instance if there is a national campaign concerning water pollution and reduction of water consumption, it could be a good idea to focus on this area, when you develop your 20 % national criteria.*

Approval of criteria:

The International Steering Committee must approve every national set.

Procedure (the criteria must be translated in English for a common understanding) :

- 1) The national operator sends a proposition to his/her coordinator and start exchanges about adaptations, formulation...
- 2) The coordinator sends the proposition to the international steering committee (by email) with potential comments.
- 3) The ISC make the final decision with potential requirements.

Revision of criteria:

The international criteria can be revised every 3 years.

If a national operator wishes to make revision of the international criteria, he/she can :

- 1) offer a suggestion to the coordinator
- 2) this will be discussed at the next national operators meeting
- 3) the ISC makes the final decision

The national criteria can be revised, and should follow the same procedure as above.