

Small
Steps
Big
Change ♡

— 2026 —
♻️

Healthier
People
A Greener
Tomorrow

GUIDELINES FOR GREEN EVENTS AT UMMC



PEOPLE



PLANET



PROGRESS



TOGETHER



Sustainable
Events
Brighter Futures ♡

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*Towards a
Greener
Future* ♡

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Document Information & Objectives

This document provides comprehensive guidelines for the planning, management, and evaluation of Green Events at Universiti Malaya Medical Centre (UMMC). These guidelines outline the sustainability standards for events while ensuring that patient safety, infection control, and quality of healthcare services are not compromised.

DOCUMENT DETAILS & OWNERSHIP

01

TITLE

GUIDELINES FOR GREEN EVENTS AT UMMC

02

AUTHOR

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03

REVIEWED BY

HEAD OF SECTION FOR SUSTAINIBILITY IN HEALTHCARE

APPROVAL & OWNERSHIP

Universiti Malaya Medical Centre (UMMC).

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Foreword from the Head Of Section For Sustainability in Healthcare



At Universiti Malaya Medical Centre (UMMC), we believe that environmental sustainability is an essential component of the well-being of our patients, staff, and the wider community. As a healthcare institution and academic centre, we have a responsibility to integrate sustainable practices into our clinical services, education, research, and daily operations.

This Green Event Guidelines eBook has been developed as a practical guide to help UMMC staff plan and organise events in a more structured and sustainable manner. Through responsible resource use, waste reduction, digital-first practices, and greener mobility options, every action no matter how small can contribute to meaningful change without compromising patient safety, infection control, or the quality of healthcare services.

I would like to express my sincere appreciation to everyone who contributed their ideas, time, and efforts towards producing this guideline. I hope this eBook will serve as a practical reference that can be applied across UMMC and encourage all of us to work together towards creating a greener, more responsible, and sustainable healthcare environment for future generations.

Profesor Dr. Shireen Anne Nah
Head Of Section for Sustainability In Healthcare
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Purpose, Objectives & Key Goals

Universiti Malaya Medical Centre (UMMC) is committed to designing and implementing events and programmes in an environmentally responsible manner, while supporting healthcare activities that are safe, sustainable, and beneficial to all. This commitment aims to improve efficiency and promote a culture of sustainability across all clinical, academic, research, and administrative activities.

Waste reduction: Reduce waste sent to landfills, paper printing, single-use items, as well as unnecessary electricity and water consumption.

Responsible Procurement: Encourage sustainable purchasing, digital communication, and the efficient use of UMMC resources.

Culture of Sustainability: Promote simple and practical sustainable practices among staff, students, researchers, suppliers, food vendors (caterers), and participants.

Quality of Health & Safety: Support UMMC's sustainability efforts while maintaining patient care quality, occupational safety, and continuity of services.

Scope of Services & Department Categories

These guidelines apply to all events that are held, co-organised, managed, or supported by PPUM, including physical, hybrid, and virtual events.

EXAMPLES OF EVENTS WITHIN SCOPE:

- Departmental meetings, briefings, discussions, workshops, courses, and training programmes
- Seminars, conferences, symposiums, forums, exhibitions, campaigns, and launches
- Vendor briefings, exhibitions, Continuing Professional Development (CPD) sessions, student activities, and community programmes

CLINICAL (35 UNIS/DEPARTMENTS)

- *Department of Medicine*
- *Department of Surgery*
- *Department of Orthopaedics Surgery*
- *Department of Paediatrics*
- *Department of Anaesthesiology*
- *Department of Obstetrics & Gynaecology*
- *Department of Otorhinolaryngology*
- *Department of Ophthalmology*
- *Department of Biomedical Imaging*
- *Department of Psychological Medicine*
- *Department of Primary Care Medicine*
- *Department of Rehabilitation Medicine*
- *Department of Pathology*
- *Department of Medical Microbiology*
- *Department of Emergency Medicine*
- *Department of Clinical Oncology*
- *Department of Sports Medicine*
- *Department of Forensic Pathology*

- *Department of Transfusion Medicine*
- *Department of Nursing*
- *Department of Infection Control*
- *Department of Public Health*
- *Department of Oral Maxillofacial*
- *Department of Research, Development and Innovation*
- *Division of Clinical Investigation*
- *Staff & Student Health Clinic*
- *Diabetes Care Unit*
- *Medical Genetics Unit*
- *Neurology Laboratory Unit*
- *Endoscopy Laboratory Unit*
- *Cardiology Laboratory Unit*
- *Critical Care Services Unit*
- *Bed Management Unit*
- *Section for Sustainability in Healthcare*
- *Digital Health Unit*



Scope of Services & Department Categories

CLINICAL SUPPORT (6 CENTRES/DEPARTMENTS)

- *Department of Pharmacy*
- *Patient Information Centre*
- *Dietetic Centre*
- *Medical Social Work Centre*
- *Medical Physics Centre*
- *Diagnostic Laboratory Services Centre*

NON-CLINICAL (14 CENTRES/DEPARTMENTS)

- *Department of Human Resources*
- *Department of Finance*
- *Department of Medical Development and Practice*
- *Engineering Centre*
- *Department of Information Technology*
- *Department of Corporate Relations*
- *Business Development Centre*
- *Bio-Medical Engineering Centre*
- *Security Centre*
- *Facilities Centre*
- *Governance, Planning and Policy Centre*
- *Psychology Management and Counselling Centre*
- *Islamic Affairs Centre*
- *Medical Research Ethics Unit*

6R Framework and Guiding Principles

01

RETHINK Fikir Semula

Review whether the event, item, printing, souvenir, or decoration is truly necessary.

02

REFUSE Tolak

Avoid unnecessary souvenirs, excessive packaging, balloons, and single-use items.

03

REDUCE Kurangkan

Reduce the use of paper, electricity, bottled water, and single-use items, and minimise food waste.

04

REUSE Guna Semula

Reuse fabric banners, name tag holders, tablecloths, food containers, and serving utensils.

05

REPAIR Baiki

Repair reusable items and equipment before purchasing replacements..

06

RECYCLE Kitar Semula

Send items that cannot be reduced or reused to the appropriate recycling streams.

RETHINK → REFUSE → REDUCE → REUSE
→ REPAIR → RECYCLE

Event Classification & Minimum Control Levels

Events are divided into two main tiers to ensure that smaller events remain easy to manage, while larger events have more robust sustainability controls.

TIER 1: BASIC EVENTS

Small meetings, internal briefings, case discussions, short training sessions, and other small-scale activities without catering.

- Use digital materials whenever possible.
- Avoid unnecessary printing.
- Switch off lights and equipment that are not in use.
- Avoid bottled water where possible.
- Ensure waste is disposed of properly.

TIER 2: CONTROLLED EVENTS

Workshops, training programmes, seminars, CPD sessions, meetings with catering, conferences, symposiums, exhibitions, launches, awareness campaigns, and public forums.

- Use the Green Event Checklist.
- Appoint an officer responsible for sustainability measures.
- Involve vendors and catering providers in sustainability practices.
- Minimise single-use items.
- Control food orders and encourage digital registration.
- Complete a post-event sustainability review.

Mandatory Requirements for All UMMC Events

A. Planning & Management:

- Appoint a Green Event Action Coordinator.
- Determine the purpose of the event clearly and avoid unnecessary or repetitive meetings.
- Use a physical space/room that is appropriate for the number of attendees.
- Inform speakers, vendors, and caterers about the Green Event requirements.

B. Materials, Printing & Digitalisation:

- Choose paperless options: QR codes, e-programmes, e-brochures, e-posters, e-forms, and e-certificates.
- If printing is necessary, print double-sided.
- Avoid single-use plastics, name tags without holders, and single-use decorations (e.g., balloons).

Mandatory Requirements for All UMMC Events

C. Venue, Energy & Water:

- Choose a venue with natural lighting and good ventilation.
- Switch off lights and air-conditioning in areas that are not being used.
- Provide water refill stations, water dispensers, or water jugs instead of single-use plastic bottles.

D. Catering & Food:

- Confirm the number of attendees before ordering food to prevent over-ordering.
- Choose local suppliers with minimal packaging.
- Avoid individually packaged items, single-use straws, and plastic cutlery.

Mandatory Requirements for All UMMC Events

E. Waste Management:

- Provide clearly labelled waste segregation bins.
- Waste management practices must be aligned with the UM Zero Waste Campaign (UMZWC).
- **STRICTLY PROHIBITED:** Mixing clinical waste or potentially contaminated waste with general event waste.

SPECIAL CONTROLS FOR THE HEALTHCARE SECTOR:

If any sustainability measure could compromise infection control, patient safety, or the smooth operation of hospital services, the measure **MUST** be modified or **MUST NOT** be implemented.

Patient safety and healthcare service delivery remain the highest priority.

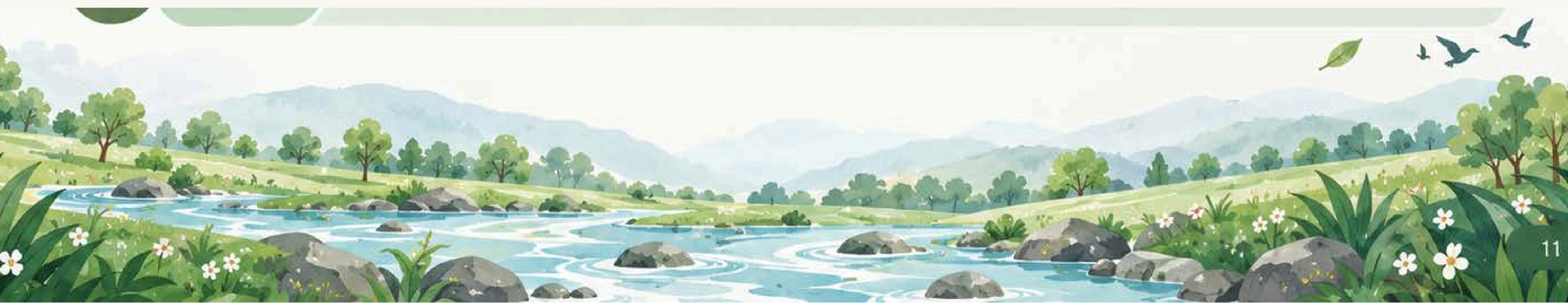
Toolkit & Appendix Templates

**APPENDIX A: EVENT SUSTAINABILITY PLAN
TEMPLATE**

APPENDIX B: EVENT DAY QUICK CHECKLIST

APPENDIX C: POST-EVENT SUMMARY TEMPLATE

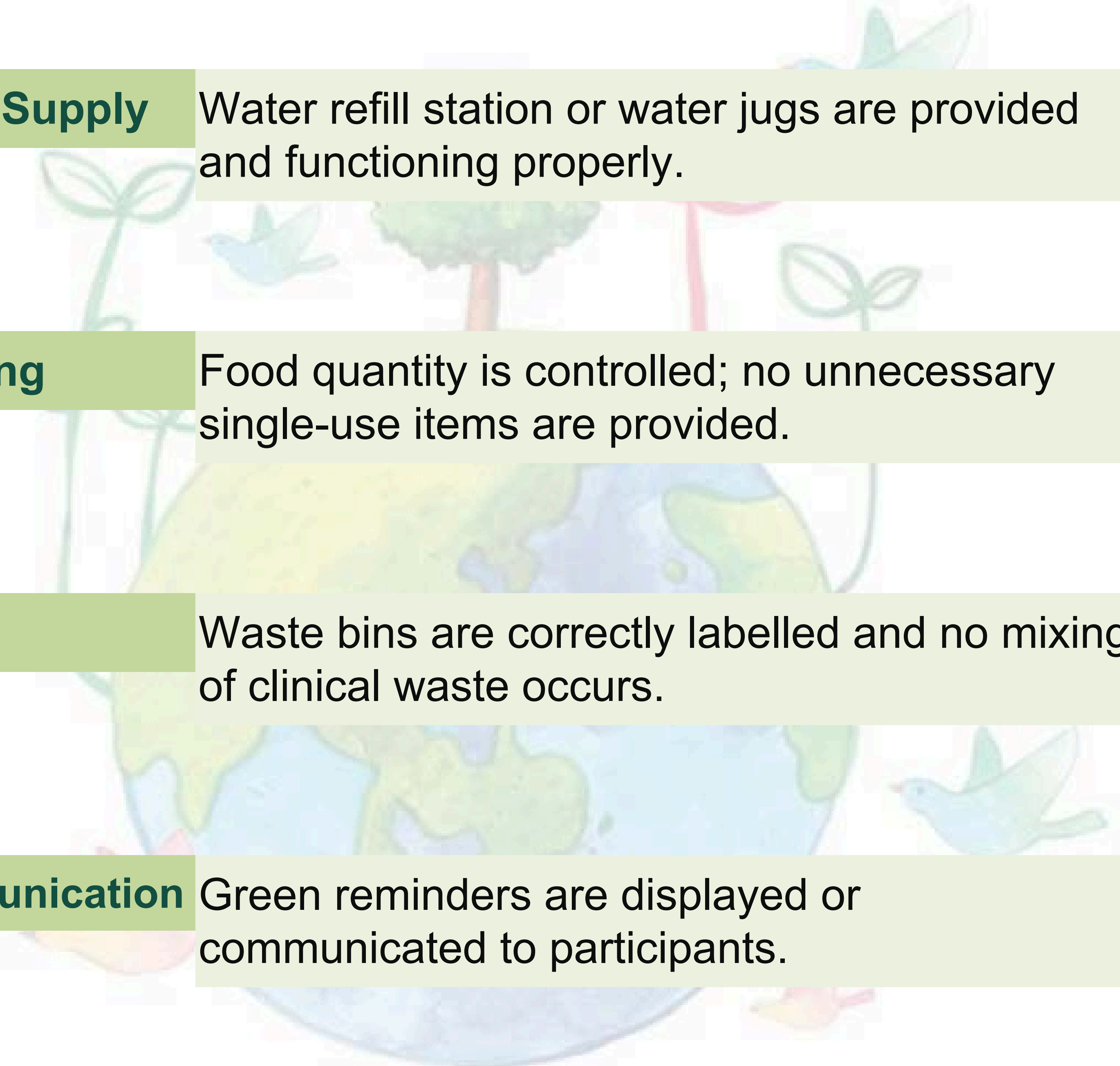
**APPENDIX D: SCORING AND SELF-ASSESSMENT
SYSTEM (OPTIONAL)**



APPENDIX A: EVENT SUSTAINABILITY PLAN TEMPLATE

Event Title:	Organiser / Department:
Event Date & Location:	Event Tier (Tier 1 / Tier 2):
Number of Participants:	Event Sustainability Lead:
Key Green Initiatives:	Required Healthcare Controls:
Instructions to Vendors / Caterers:	Post Event Review Date:

APPENDIX B: EVENT DAY QUICK CHECKLIST



Location / Venue	Suitable room arrangement; patient entry and exit routes are not obstructed; lights and air-conditioning are used appropriately.
Water Supply	Water refill station or water jugs are provided and functioning properly.
Catering	Food quantity is controlled; no unnecessary single-use items are provided.
Waste	Waste bins are correctly labelled and no mixing of clinical waste occurs.
Communication	Green reminders are displayed or communicated to participants.
Safety	No green practices interfere with infection control or hospital traffic flow.

APPENDIX C: POST-EVENT SUMMARY TEMPLATE

Event Title & Date:	
Green Practices Successfully Implemented:	
Key Waste Observations:	
Utilities & Venue Observations:	
Catering & Food Observations:	
Safety / Healthcare Issues:	
Overall Score (If Applicable):	
Recommendations for Improvement	

APPENDIX D: SCORING & SELF-ASSESSMENT SYSTEM (OPTIONAL)

This self-assessment score is used to measure the level of Green Event implementation at UMMC:

50 - 64 Points **Bronze Practice**

65 - 79 Points **Silver Practice**

80 - 89 Points **Gold Practice**

90 - 100 Points **Exemplary Practice**

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