

BUREAU OF INDIAN STANDARDS

NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION (NITS), NOIDA

DOCUMENTATION, AWARENESS AND INTERNAL AUDIT COURSE

on

EVENT SUSTAINABILITY MANAGEMENT SYSTEM — REQUIREMENTS

as per IS/ISO 20121:2024

Date: 16th & 17th November, 2026 | Mode: Offline (2 Days) | Venue: NITS, BIS, Sector 62, NOIDA

1. WHAT IS EVENT SUSTAINABILITY?

As per **IS/ISO 20121:2024** (*Event sustainability management systems — Requirements with guidance for use*), an event is defined as a "planned physical, digital or hybrid gathering with respect to time and a place where an experience is created and/or a message is communicated."

Sustainability represents the degree of sustainable development in the context of an organization or event — meeting the needs of the present without compromising the ability of future generations to meet their own needs. It encompasses social, economic, and environmental impacts across the entire event lifecycle.

- **Social & Economic Legacies:** Events generate vital economic activity and social cohesion, but can also consume energy, produce waste, cause disruption, and impact local communities.
- **Universal Applicability:** Applies flexibly across all event types and sizes — from international sports tournaments and national expos to corporate conferences, festivals, and community gatherings.
- **Full Lifecycle Focus:** Mandates sustainable development considerations across all event stages — research, planning, venue selection, procurement, execution, review, and post-event legacy management.

2. WHAT IS AN EVENT SUSTAINABILITY MANAGEMENT SYSTEM (ESMS)?

An **Event Sustainability Management System (ESMS)** is a structured framework of interrelated or interacting elements established by an organization to define policies, objectives, operational controls, and audit processes to integrate sustainability seamlessly into core event management operations.

3. WHY IS AN ESMS REQUIRED?

Implementing an ESMS compliant with IS/ISO 20121:2024 provides strategic, operational, and reputational benefits:

- **Environmental Footprint & Emissions Reduction:** Minimizes greenhouse gas (GHG) emissions, waste generation, energy and water consumption, while promoting circular economy principles and sustainable procurement.
- **Social Responsibility & Human Rights:** Protects worker rights, ensures health & safety, promotes diversity, equity, and universal accessibility, and fosters meaningful local community engagement.
- **Cost Control & Resource Efficiency:** Optimizes material utilization across the lifecycle, prevents over-procurement, reduces disposal costs, and improves long-term financial viability.
- **Legal & Statutory Compliance:** Ensures systematic identification and fulfillment of applicable environmental, municipal, safety, labor, and accessibility legal requirements.
- **Double Materiality & Risk Management:** Evaluates both financial risks to the event (outside-in) and the event's impacts on society and the environment (inside-out).
- **Stakeholder Trust & Brand Reputation:** Enhances credibility among attendees, sponsors, regulatory bodies, media, and host communities through verifiable stewardship and transparent reporting.

4. GOVERNING PRINCIPLES OF IS/ISO 20121:2024

IS/ISO 20121:2024 requires top management to embed four core principles into its overarching sustainability policy:

Principle	Core Focus & Operational Requirement
1. Stewardship	Taking responsibility for sustainable development throughout the event lifecycle and supply chain.
2. Inclusion	Engaging interested parties, respecting human rights, and ensuring equal access and non-discrimination.
3. Integrity	Upholding ethical conduct, anti-corruption, fair trade, and strict statutory compliance.
4. Transparency	Providing open, accurate, and timely communication regarding event impacts, performance, and decisions.

5. APPLICABILITY & TARGET AUDIENCE

Who is the Standard Applicable to? • Event Owners & Commissioners: Sports federations, government ministries, trade bodies, corporate enterprises, associations. • Event Organizers & Agencies: Professional event organizers (PCOs), event management companies, exhibition organizers, agency partners. • Suppliers & Service Providers: Venue operators, caterers, logistics providers, staging & AV teams, technology contractors. • Event Formats: Physical, digital, and hybrid events of any scale.	Who Should Attend the Course? • Event Managers & Organizers • Sustainability & ESG Officers • Facility, Hospitality & Venue Managers • Internal Auditors & Risk Managers • Quality, HSE & Compliance Heads • Event Vendors, Caterers & Logistics Partners • ISO Management Consultants & Professionals
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6. COURSE OBJECTIVES, LOGISTICS & LEARNING OUTCOMES

Course Overview & Objective: This intensive 2-day offline training equips course participants with practical skills to document, implement, maintain, and internally audit an Event Sustainability Management System (ESMS) as per IS/ISO 20121:2024. The curriculum blends clause analysis, case studies, risk assessments, and ISO 19011 auditing simulations.	Key Logistics & Fee Details: • Dates: 16th & 17th November, 2026 (Mon & Tue) • Timing: 09:30 h to 17:30 h • Venue: Training Centre, NITS, BIS, A 20 & 21, Sector 62, NOIDA – 201309 • Course Fee: Rs. 7,000/- + 18% GST (Total Rs. 8,260/- per participant) • Certification: Certificate awarded by NITS upon completion.
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Key Course Learning Outcomes:

- ✓ Gain comprehensive understanding of IS/ISO 20121:2024 requirements and structure.
- ✓ Learn to formulate sustainable development policy, mission statements, and measurable targets.
- ✓ Master techniques for issue identification, risk evaluation, and double materiality assessment.
- ✓ Understand documentation requirements, procedures, records, and supply chain control.
- ✓ Acquire practical internal auditing skills as per ISO 19011 principles for ESMS verification.

7. HOW TO REGISTER & CONTACT INFORMATION

- Registration Process via e-BIS Portal (Manakonline):**
- Step 1:** Visit the e-BIS Portal at www.manakonline.in
- Step 2:** Click on the 'Training' tile on the portal homepage.
- Step 3:** Click 'LOGIN' (top right corner). New users should click 'SIGNUP' to register as a member.
- Step 4:** Navigate to *Training Programs* → *For Domestic Stakeholders* → *Upcoming Training Programs*.
- Step 5:** Select '**Documentation, Awareness and Internal Audit Course on ESMS (IS/ISO 20121:2024)**' (16-17 Nov 2026).
- Step 6:** Fill in participant details, and complete online fee payment.

FOR ENQUIRIES & NOMINATIONS CONTACT:

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8. DETAILED 2-DAY COURSE MODULE & SCHEDULE

Day & Time	Topic / Session Activity	Key Focus & Clause Reference
DAY 1 16th Nov 2026	FOUNDATIONAL ESMS & CLAUSE REQUIREMENTS	IS/ISO 20121:2024 Context & Planning
09:00 – 09:30 h	Registration & Distribution of Kits	Participant check-in & course material kit
09:30 – 10:00 h	Inauguration & Opening Remarks	Welcome address, course orientation & objectives
10:00 – 11:30 h	Basic Concepts & Governing Principles	IS/ISO 20121:2024 overview, Stewardship, Inclusion, Integrity, Transparency
11:30 – 12:00 h	TEA BREAK	
12:00 – 13:30 h	ESMS Requirements — Context & Leadership	Clause 4 (Context, Interested Parties) & Clause 5 (Leadership, Policy)
13:30 – 14:30 h	LUNCH BREAK	
14:30 – 15:30 h	ESMS Requirements — Planning & Support	Clause 6 (Materiality, Risks, Objectives) & Clause 7 (Resources, Competence, Awareness)
15:30 – 16:00 h	TEA BREAK	
16:00 – 17:00 h	Workshop / Practical Exercise	Issue Identification, Risk Evaluation & Double Materiality Assessment exercise
17:00 – 17:30 h	Open House & Day 1 Q&A;	Review of Day 1 learnings and participant discussion
DAY 2 17th Nov 2026	DOCUMENTATION, INTERNAL AUDITING & MOCK SIMULATION	ISO 19011 Principles & ESMS Auditing
09:30 – 10:30 h	Documentation & Legal Compliance	Clause 7.5 (Documented Information) & Clause 6.1.3 (Legal & statutory compliance)
10:30 – 11:30 h	Audit Principles & Framework (ISO 19011)	Auditing principles, auditor competence, audit planning & checklist preparation
11:30 – 12:00 h	TEA BREAK	
12:00 – 13:30 h	Conducting ESMS Internal Audit	Clause 9.2 (Opening meeting, gathering evidence, nonconformity identification)
13:30 – 14:30 h	LUNCH BREAK	
14:30 – 15:30 h	Post-Audit Activities & Management Review	Corrective Actions (Clause 10.2) & Management Review inputs/outputs (Clause 9.3)
15:30 – 16:00 h	TEA BREAK	
16:00 – 17:00 h	Mock Audit Simulation & Case Study	Practical role-play audit scenario, nonconformity writing & audit report presentation
17:00 – 17:30 h	Evaluation, Feedback & Valedictory	Course feedback, distribution of certificates & closing ceremony

Note: The course schedule is subject to minor adjustments if required by NITS and/or faculty.