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Organitzation:

Institut de Cultura de Barcelona - Ajuntament de Barcelona



GUIDE TO GOOD PRACTICE IN AUDIOVISUAL PRODUCTION



GUIDE TO GOOD PRACTICE IN AUDIOVISUAL PRODUCTION

Barcelona is a city committed to sustainability. This takes the form of a whole series of initiatives, including the following:

The Barcelona Citizen Commitment to Sustainability

The Barcelona Citizen Commitment to Sustainability is a document with **strategic value that aims to inspire** and to serve as a framework for Barcelona City Council itself and all those citizen organisations that want to contribute to the city's sustainability. We have been working within this framework since 2002, and currently the Commitment **comprises 10** overarching cross-cutting goals, each of which has 10 associated lines of action. The broad areas focused on are: **green space and biodiversity, public space and mobility, environmental quality and health, creating an efficient city, responsible consumption, good governance, personal well-being, a sustainable economy, education and citizen initiatives, resilience and taking responsibility for our planet.** Monitoring the Commitment at city level is done by using a system of sustainability indicators.

“Barcelona
is a city committed
to sustainability”

Sustainable Development Goals (SDGs)

The advancement of the **Sustainable Development Goals (SDGs)** set by the **UN 2030 Agenda** reinforces the city's solid background in participative strategic planning, in terms of both environmental sustainability and social inclusion, and its spirit of international cooperation, as it seeks alliances with other cities to tackle climate change, the refugee crisis, and inequalities, together with other shared challenges.

The European and international climate agreements and policies

Barcelona has subscribed to all the European and international climate agreements and policies, and also declared a **climate emergency** with a **2020-2030 Action Plan** that includes **100 urgent measures** to speed up the city's adaptation to climate episodes in the coming years and to mitigate their effects both in the short and the long term.

Within the framework of municipal audiovisual policy, the Barcelona **Institute of Culture (ICUB)**, through the **Barcelona Film Commission (BFC)**, has spent the last year rethinking how films are shot in the city taking into account the evolution of current audiovisual production, intervention models in other cities and the demands of the sector. Accordingly, the BFC is changing its approach, moving from a focus on informing, guiding, providing support and processing permits for filming towards **facilitating services to production companies that will enable them to reduce the negative externalities that stem from film shoots by increasing respect for people and the environment.**

In the belief that sustainability can provide the impetus for the new management model for filming in Barcelona, the Barcelona Film Commission has defined a set of sustainability measures that need to be considered on film shoots are in line with the city's commitment to sustainability.

This guide sets out the most important initiatives identified by the film industry relating to sustainability.

SUSTAINABILITY CRITERIA

The sustainability criteria that must be taken into account on film shoots in **the city of Barcelona** are based on:

Municipal policies and commitments with regard to sustainability.

The stages in shooting a film in outdoor public space, taking into account the activities involved during each stage.

The environmental and social aspects of organising a film shoot.

Sustainability trends (general and sector-specific).

The size of the shoot, defining **"big shoots"** as those which involve **more than 75 people**. "People involved": this is understood to mean those hired specifically for the shoot, without including either the actors, extras and clients or the team that prepares the set prior to filming.

The consumption of materials, energy and water

The waste generation

The mobility

The atmospheric emissions

The noise

The support for the local economy

The diversity and equal opportunities

The relationship with the community

Below we outline the criteria for big production companies who wish to **shoot in the city of Barcelona**, grouped into action areas, and indicating the criteria that are **solely applicable to big shoots**.



1. AUDIOVISUAL CONTENT

Cooperate and include **green values** in all projects; reflect **environmentally responsible behaviour** in scenes ensuring that the characters are showed recycling, reducing and using reusable bottles and so on.



2. ATMOSPHERIC EMISSIONS AND ENERGY CONSUMPTION

On 15 January 2020, a state of climate emergency was declared in the city of Barcelona. Thus, Barcelona has to respond in a clear, decisive way, paying heed both to warnings from scientists and the demands of the public.

Our current energy-consumption and generation models, based mainly on fossil fuels, are one of the chief causes of climate change. The film industry must contribute towards transforming this consumption model and moving towards a more **rational use of energy**, based on savings, energy efficiency and fostering the use of renewable energies.

a

Connection to the public grid, whenever possible. Priority must be given to using the public electricity grid and **avoiding the use of generators**.

b

All generators with a capacity of less than 10kW should currently run on petrol.

c

Comply with the Byelaw restricting the circulation of certain vehicles in the city of Barcelona, with the aim of preserving and improving air quality.

C

In accordance with Article 9 of the Byelaw restricting the circulation of certain vehicles in the city of Barcelona with the aim of preserving and improving air quality, there is a ban on vehicles that do not **display the DGT environmental label (Zero, Eco, C or B) circulating in the Low Emissions Zone (LEZ).**

This restriction applies on all working days, Monday to Friday, from 7 am to 8 pm.

The following vehicles are exempt from this restriction, providing they are registered in the Metropolitan Register of Foreign Vehicles and other vehicles authorised in LEZs, **these are the following:**

- a) Vehicles dedicated **to transporting people with reduced mobility.**
- b) Vehicles that **provide emergency and essential services** (medical and funeral).
- c) Vehicles used **to transport people with illnesses which limit their use of public transport.**
- d) Vehicles that require **sporadic access to the LEZ** (up to 10 days a year).
- e) Vehicles with **foreign number plates** that meet the technological and emissions requirements for access to the LEZ **and are not registered on the Directorate-General for Traffic's database.**

d

Use at least Stage V generators prioritising, as far as possible, those that run on natural gas.

In accordance with Regulation (EU) 2016/1628 of the European Parliament and the Council of 14 September 2016 on requirements relating to gaseous and particulate pollutant emission limits for internal combustion engines installed in non-road mobile machinery, generators used must be at least Stage V (Stage V or Tier 5). As far as possible, it is also necessary to prioritise the use of generators fuelled by natural gas, as this has a lower emissions factor.

Use efficient lighting systems: LED or Class A lamps.

LED (*light emitting diodes*) lighting systems and **Class A lamps** are characterised by low energy consumption, long life, lower impact light pollution and efficiency, and they produce less CO₂.

Calculate the carbon footprint.

The carbon footprint is the measurement of the impact that an activity has on the environment. This calculation (in an inventory of GHG emissions) **makes it possible to analyse the impact of an activity, and therefore take action to reduce it.**

Offsetting CO₂ emissions that could not be minimised

Carbon offsetting is the action of neutralising the emissions that have been produced during the course of an activity through financial investment in projects aimed at reducing emissions and improving the environment; projects that **can also bring social benefits.**



3. NOISE

As is usually the case in big cities, the dynamics of multiple activities taking place in the same setting, and the complex web of journeys undertaken, have **an acoustic impact that needs to be managed and minimised**. The Barcelona Sound Pollution Reduction Plan is one of the City Council's initiatives for tackling this problem, and reflects Barcelona's commitment to reducing noise in the city.

Thus, it is vital that film shoots comply **with the limits established in relation to different areas, times of the day and acoustic impact levels**.

Ensure compliance with the noise limits established in the municipal byelaw. In the event that permitted noise levels are occasionally exceeded, **at the very least measures will need to be taken to compensate those people affected.**

In accordance with the Barcelona Environment Byelaw approved in 2011 and its subsequent amendments, activities may not exceed the following value limits:

Immission limit values in dB (A)

	Daytime period (7 am - 9 pm)	Evening period (9 pm - 11 pm)	Night-time period (11 pm - 7 am)
HIGH NOISE-SENSITIVE AREA (A)			
(A1) Spaces of natural and other interests	50	50	40
(A1.1) Special noise-protection parks	50	50	40
(A1.2) Parks, gardens and beaches	52	52	42
(A2) Prevalence of healthcare-, education- and cultural-use land	50	50	40
(A4) Prevalence of residential-use land	55	55	45
MODERATE NOISE-SENSITIVE (B)			
(B1) Co-existence of land for residential use with activities and/or existing transport infrastructures	60	60	50
(B2) Prevalence of tertiary-use land different from C1	60	60	50
(B3) Existing urbanised areas affected by industrial-use land	60	60	50
LOW NOISE-SENSITIVE AREA (B)			
(C1) For recreation and shows	63	63	53
(C2) Prevalence of industrial-use land	65	65	55

- a **The immission limit value is increasing by 5 dB (A) in the existing activities in existing urbanised areas and owing to the (B3), (C1) and (C2) land uses.**
- b The receptors located in the (C3) areas, and because of the activity assessment, have to be **classed in accordance with the noise-sensitive area that would apply to them were this classification not to exist.**
- c **The interior block courtyard, light courtyard, ventilation courtyard, courtyards of land and areas where land-plot courtyards and areas inaccessible to vehicles , the immission limit values will be 55 dB (A) during the daytime and evening and 45 dB (A) during the night. If the residual noise level is below 50 dB(a) during the daytime or evening period and/or 40 dB (A) during the night-time period, the immission level measured without applying K level corrections may not increase the residual noise more than 5 dB (A).**
- d **As for the activities located in the (A1), (A1.1) and (A1.2) areas,** the immission limit values will have to be complied with at 10 metres of activity with the exception of activities located on beaches where there will have to be compliance with 78 dB (A) on their perimeter.
- e **The immission limit value in the ZEPQA areas** is considered the value of the Background or ambient noise above 6 dB (A).
- f **The immission values reflected in the current capacity map will have to be complied with** in the ZARE areas.
- g **If the correction for Background noise is applied,** when the residual noise with the stopped noise activity, its L_{Aeq} valued, is above the values established for this Byelaw, the residual noise will be considered the maximum admissible limit value.



4. RELATIONSHIP WITH THE COMMUNITY AND SUPPORTING THE LOCAL ECONOMY

Barcelona City Council is committed to a fairer, more social, more environmental economy, and supports both the local economy and relations with the community. **Films shot in the city must make a commitment to carry out their activities in line with circular, collaborative and sustainable economy criteria.**

- a **Treat people cordially.**
Maintain a cordial and respectful dialogue with local people throughout all the stages of filming, **from preparing the film set to dismantling it and packing up.**
- b **Zero-kilometre (local) extras.**
This means prioritising extras who live in Barcelona, **preferably close to the location or locations,** as long as they meet production image or equivalent requirements.
- c **Hire and buy from local companies.**
As far as possible, give priority **to companies from the city or Barcelona metropolitan area** when contracting companies to supply products or provide services.

- d** **Meetings with local people who may be affected.**
Hold meetings with people in the area and their representatives **to let them know about the film shoot and agree**, as far as possible, **the measures** that need to be taken to minimise possible impacts on residents (*in case of medium and large shooting*).
- e** **Offer compensatory measures for temporary exclusive use of the space.**
In the event that the shoot will affect people's everyday activities, it will be necessary to offer some form of compensation. These measures would need to get the go-ahead from Barcelona City Council, which will act as an intermediary, and might consist in offering tickets to cultural events in the city, a guided tour of the set, or whatever is best suited to each situation.
- f** **Agreements with associations, organisations, etc.,** to facilitate making the most of the materials once filming is over, **opting for the reuse of materials that would otherwise end up as waste.**
- g** **Calculate the socio-economic impact of filming;** the economic value generated (GDP) and the jobs created directly, indirectly or as a result of the activity.
- h** **Agreements with specialised training centres** to facilitate student learning (*only for big shoots*).

“One of the big challenges is reducing people’s vulnerability”



5. EQUAL OPPORTUNITIES

Barcelona City Council **has been a pioneer in equal opportunity policies**, and continues to lead the way. Social action and a commitment from companies and from the authorities is essential within the framework of social and environmental justice that prevails in the city. One of the big challenges is **reducing people’s vulnerability**, whether that vulnerability stems from socio-economic situation, physical characteristics or health issues.

- a** **Inclusive communication**, free of stereotypes and prejudice, that respects everyone, in accordance with the recommendations of the [Barcelona City Council Inclusive Communication Guide](#).
- b** **Hiring people at risk of social or socio-economic exclusion.**
Ensure equality and move towards a fairer, more cohesive society with equal opportunities for all, **fostering the socio-occupational integration of people at risk of social exclusion.**
- c** **Hire/ buy from work-placement companies, special work centres or social cooperatives.**
- d** **Non-discrimination in selection processes.**
Establish criteria and procedures **to ensure transparency and non-discrimination** in the processes of selection, hiring, training and the appraisal of personnel working on the filming.

e

Measures against sexual harassment and for reasons of gender.

Have measures in place to prevent, avoid and eradicate sexual harassment and harassment for reasons of gender during filming. Those measures could include information campaigns to highlight conduct that constitutes sexual harassment or harassment for reasons of gender, establishing of channels for reporting harassment, nominating people to take responsibility for ensuring a workspace free of sexist violence or violence for reasons of sexual orientation, gender identity, etc.



6. SUSTAINABLE MOBILITY

Transport is responsible for 40% of the city's emissions of greenhouse gases. The current mobility model is still heavily dependent on fossil fuels. This model not only actively contributes to climate change, but also entails a high level of pollutant emissions on a local scale that affect public health. It is therefore necessary **to change the transport patterns associated with the city's economic activities, including filming, in order to promote a more sustainable mobility model.**

“The current mobility model is still heavily dependent on fossil fuels.”

a

Encourage the use of public transport among those taking part in the filming.

Encourage people to use public transport, recommending routes for getting to the location of the shoot, **and providing them with free public transport tickets, etc.**

b

Choose locations bearing in mind the proximity of public transport.

When choosing locations – provided they comply with specific filming requirements – prioritise those within 300 to 500 metres of high-capacity means of public transport (train, metro or tram).

Use collective transport during travel round the city.

Encourage the use of public transport or shared vehicles to reduce GHG emissions and help to make mobility more efficient and more sustainable.

c

Use vehicles (own or hired) with the Eco or Zero Emissions environmental labels issued by the Directorate-General for Traffic (DGT).

These labels classify vehicles according to environmental impact:

Zero Emissions Label:

This identifies the most efficient vehicles, i.e. battery-powered electric vehicles (BEV), extended-range electric vehicles (REEV), plug-in hybrid electric vehicles (PHEV) with a minimum range of 40 km, and fuel cell electric vehicles (FGEV).

Eco Label:

Identifies vehicles according to an efficiency scale, **mainly hybrids or gas - powered vehicles.** This label is awarded to plug-in electric vehicles with a range of under 40 km, non-plug-in hybrids, and vehicles powered by compressed or liquefied natural gas (CNG or LNG) or liquefied petroleum gas (LPG).

d

Encourage non-motorised mobility throughout filming, prioritising journeys on foot, by bicycle or using other **sustainable personal mobility** devices (e.g. electric scooters) as far as is possible.

e

Hire services (messaging and others) committed to sustainable mobility.

Hire local courier services that use sustainable means of transport (bikes, trikes or similar sustainable forms of transport) or that have a fleet of vehicles with Eco or Zero Emissions labels issued by the Directorate General for Traffic (DGT).

f

Install secure parking spaces for bicycles and other mobility devices.

Install mobile parking systems for bikes, lockers for folding bikes and scooters (*only for big shoots*).



7. CONSUMPTION OF MATERIALS AND WASTE GENERATION

Globally, the consumption of natural resources keeps on growing and exceeds the planet's speed of recovery. Our current consumption model, combined with the constant generation of waste, is inefficient and has serious social, climatic and environmental impacts. We need to bear in mind that any activity carried out in the city **must be governed by values of responsible and critical consumption that will steer us towards a social and solidarity economy that is environmentally friendly and within which there is no room for waste.**

a

Prioritise renting/ hiring materials when preparing the set, rather than buying new ones.

b

Install drinking fountains and hand out reusable bottles. Should that not be possible:

- Buy water in **large bottles (at least 5 litres).**
- Prioritise the distribution of **reusable cups/ glasses.** If this is not an option, use cups/ glasses made from compostable material and ensure that they are disposed of as organic waste.

“The current consumption model is inefficient”

c **Ensure selective collection of waste generated during the shoot**

Ensure selective waste collection and the subsequent recycling of all materials that it has not been possible to donate to organisations or associations for reuse, both during and after filming.

As a minimum, **a system must be established for the selective collection of the fractions of waste generated in greater quantities** (wood, metals, paper and cardboard, etc.).

d **Make recycling containers available that are suitable for each type of waste and are duly identified.**

Selective collection containers must be of a size that can cope with the amount of waste generated. The type of waste that a particular container is for must be clearly indicated (for example by the use of labels, bags or buckets colour-coded for different types of waste, etc.).

e **Ensure proper disposal of the different kinds of selectively collected waste.**

Ensure all types of waste collected selectively are managed **in accordance with the regulations in force, and are handled by authorised waste managers.** In the case of small film shoots, waste may finally be disposed of in municipal collection containers, unless otherwise indicated in the licence issued by the local council.

f **Minimise paper consumption for printing.**

Minimise printing during filming by providing work instructions, schedules, etc., online. Should documentation need to be printed, **we recommend this is done in black and white and using both sides of the paper.**

g **Use paper manufactured with 100% recycled fibres.**

All paper used during the shoot must be made with 100% recyclable fibres.

h **Take responsibility for final waste disposal** (*only for big shoots*).

The production company will be responsible for the collection and final management of the waste, **ensuring its correct disposal in accordance with the current legal framework.**

i **In the event it is not possible to hire materials for the set, options should be considered that guarantee or facilitate the subsequent reuse of the materials used, and at the same time the reduction of their environmental impact, opting for materials that are:**

- Easy to recycle or reuse
- Natural
- Locally sourced
- Have environmental certification or eco-labels: FSC or PEFC certified wood or equivalent, products with a Blue Angel, Nordic Swan or similar environmental quality guarantee label, etc.)
- And so on

j **Use make-up and natural cosmetics** with certifications that vouch for the primarily vegetable origin of their **ingredients, that do not contain dangerous substances, and that have not been tested on animals.**



8. WASTEWATER MANAGEMENT

If **portable toilets are installed**, a biodegradable chemical product or disinfectant that does not contain formaldehyde should be used. Dry toilets are an alternative option.



9. CATERING SERVICE

Food production accounts for a third of greenhouse gas emissions. If we are to move towards being a city that is more integrated within the region, with less dependence on external food sources and with a population that is aware of the importance of its sustainable food model, it is necessary to focus on local agro-ecological production, to increase access to local and organic produce, and to make available the tools that will allow a healthier and more sustainable diet. Thus, if a **catering service** is offered during filming, it must comply with the following criteria which will also contribute **to preventing waste generation and ensure that attention is paid to diversity.**

a

Locally-sourced products, i.e. “zero-kilometre” products.

As far as possible, meals should be prepared using local products:

- **Products from producers or groups of producers that support the “local sale policy”** of the Catalan Ministry of Agriculture, Livestock, Fisheries and Food.
- **Products bought through the “Km0, made close to home”** initiative of the Young Farmers Agrarian Association (ASAJA) to promote the purchase and consumption of local agricultural and livestock products produced in Catalonia.
- **Protected Designation of Origin (PDO) or Protected Geographical Indication products.**

b

Fresh and seasonal fruit and vegetables.

Choose seasonal products in accordance with the seasonal products calendar produced by the Ministry of Agriculture, Livestock, Fisheries and Food.

c

Prioritise retail products, avoiding the use of individual packaging.

Supply **products without individual wrapping** in those cases where it is not strictly necessary: sugar, coffee, pastries, jams, etc. Where capsule **coffee machines are used, the capsules should be compostable.**

d

Use reusable containers (boxes and trays) for transporting food.

Use reusable trays, plates, cups, glasses and cutlery. Should that not be possible, these should be made from compostable materials.

e

Provide water fountains.

Should it not be possible to install drinking fountains, we recommend water be supplied in large bottles **(at least 5 litres).**

f**Prioritise the use of reusable tablecloths and serviettes.**

If that is not possible, we recommend using **100% recycled paper** ones.

g**Selective collection of the different types of waste generated** (as a minimum organic matter, packaging, glass and general rubbish).**h****Selective collection containers suitable for the quantities and types** of waste generated.**i****Clearly marked containers with a clearly visible** indication of the type of waster they contain (or example by the use of labels, bags or buckets colour-coded for different types of waste, etc.).**j****Ensure proper disposal of the different kinds of waste collected selectively.**

Ensure all types of waste collected selectively are managed in accordance with the regulations in force, and are handed over to authorised waste managers. In the case of small shoots and provided the licence granted by the City Council does not indicate the contrary, final waste disposal could be done using the municipal collection containers.

k**Take responsibility for final waste disposal**

The production company should take charge of final waste disposal, ensuring it is properly handled in accordance with the current legal framework.

l**Staff trained/ informed about the waste generated and the selective collection systems in place.**

Catering staff should **be trained/ informed about the sustainability measures implemented** at the event, in particular the waste prevention measures and how to carry out selective collection properly.

m**Have a food waste prevention system in place,** or a system that manages the redistribution of surplus food through a charitable organisation.

A basic way of avoiding wastage is **to adjust the amount of food prepared by the catering service to suit the number of diners.**

n**Food and drinks should be provided with diversity in mind, being sure to cater for people with allergies, vegetarians, etc.**

Ensure the catering service offering includes options for people with **food intolerances** (for example those with lactose intolerance nut allergies or celiac disease), as well as **vegans and vegetarians.**

o**Staff aware of the ingredients/ diverse of food provided by the catering service, and so are able to inform diners.**

Catering staff need to know the composition of the products they are serving, so that they can provide information to diners, especially those with allergies or who suffer from food intolerances, as well as people with specific needs.

p**Organic or fair trade food and drink products.****q****Choose a healthy diet.**

Offer healthy foods, **avoiding excess animal protein, saturated fats, sugar and processed products.**



10. SUSTAINABILITY MANAGEMENT

Barcelona's commitment to sustainable development is a shared responsibility. **Film shoots in Barcelona must adhere to the sustainability dynamics that characterise the city, and ensure that their activities are carried out with respect and with environmental and social awareness.**

a

Inform staff working on site.

Inform the people involved in filming of the sustainability measures implemented, and explain **how they can make their own contribution to more sustainable filming.** Provide information on the waste management measures and selective collection systems in place. .

b

Ensure everything is cleaned and left in good order after filming.

Once filming is over, public space must be left clean and tidy and, if necessary, items removed must be replaced.

c

Communicate the sustainability measures implemented during the shoot externally.

Establish mechanisms for informing interested parties of the sustainability measures implemented during the filming (e.g. press releases, online news items, etc.).

e

Adhere to the Citizen Commitment to Sustainability.

Subscribe to the 10 goals established by the Citizen Commitment to Sustainability promoted by Barcelona City Council, which will become part of the **Barcelona + Sostenible** (More Sustainable Barcelona) programme. This encourages participation and the exchange of information and resources, the promotion of the initiatives of member organisations and the creation of opportunities for collaboration.

f

Select accommodation committed to sustainability.

- With **environmental management systems** (ISO 14001 or EMAS) or **the environmental quality assurance label**,
- members of the **Biosphere Sustainability Commitment programme**,
- signatories of the **Citizen Commitment to Sustainability**,
- that have a certification recognised by the **Global Sustainable Tourism Council** (Green Key, Earthcheck, Green Globe, etc.).

g

Have a sustainability policy or decalogue.

A document that spells out the production company's commitment to sustainability (*in case of medium and large shooting*).

h

Sustainability project manager or eco-assistant.

Nominate a person who will ensure the implementation of sustainability measures during filming (*only for big shoots*).

ANNEXE I

LIST OF SUSTAINABILITY CRITERIA

“Cooperate and include green values in all projects”

SCOPE OF THE OPERATION	CRITERIA	APPLICABLE TO
1. AUDIOVISUAL CONTENT	Cooperate and include green values in all projects; reflect environmentally responsible behaviour in scenes ensuring that the characters are showed recycling, using reusable bottles and so on.	All filming
2. ATMOSPHERIC EMISSIONS AND ENERGY CONSUMPTION	Connection to the public grid, whenever possible.	All filming
	All generators with a capacity of less than 10kW must run on petrol.	
	Comply with the byelaw restricting the circulation of certain vehicles in the city of Barcelona.	
	Use at least Stage V generators prioritising, as far as possible, those that run on natural gas.	
	Use efficient lighting systems: LED or Class A lamps	
	Calculate the carbon footprint.	
	Offsetting CO₂ emissions that could not be minimised	
3. NOISE	Ensure compliance with the noise limits established in the municipal byelaw.	All filming

4. RELATIONSHIP WITH THE COMMUNITY AND SUPPORTING THE LOCAL ECONOMY	Treat people cordially and with respect.	All filming
	Zero-kilometre (local) extras.	
	Hire and buy from local companies.	
	Meetings with local people who may be affected.	Big shoots
	Offer compensatory measures for temporary exclusive use of the space.	All filming
	Agreements with associations, organisations, etc.	
Calculate the socio-economic impact of the shoot.		
5. EQUAL OPPORTUNITIES	Agreements with specialised training centres.	Big shoots
	Inclusive communications.	All filming
	Hire people at risk of social or socio-economic exclusion.	
	Hire/ buy from work-placement companies, special work centres or social cooperatives.	
	Non-discrimination in selection processes.	
	Measures against sexual harassment and for reasons of gender.	
Encourage the use of public transport among those taking part in the shooting.	All filming	
Choose locations bearing in mind the proximity of public transport.		
Medium and long distance journeys by collective public transport, using the train.		
Use collective transport during travel round the city.		

6. SUSTAINABLE MOBILITY	Use vehicles (own or hired) with the Eco or Zero Emissions environmental label issued by the Directorate-General for Traffic (DGT).	All filming
	Encourage non-motorised mobility throughout filming.	
	Hire services (messaging and others) committed to sustainable mobility.	
	Install secure parking spaces for bicycles and other mobility devices.	Big shoots
7. CONSUMPTION OF MATERIALS AND WASTE GENERATION	Prioritise renting/ hiring materials when preparing the set.	All filming
	Install drinking water fountains and hand out reusable water bottles.	
	Ensure selective collection of waste generated during shooting.	
	Make recycling containers available that are suitable for each type of waste and are duly identified.	
	Ensure proper disposal of the different kinds of selectively collected waste.	
	Minimise paper consumption for printing.	
	Use paper manufactured with 100% recycled fibres.	
	Take responsibility for final waste disposal.	
In the event it is not possible to hire materials for the set, options should be considered that guarantee or facilitate the subsequent reuse of the materials and, at the same time, reduce their environmental impact.	All filming	
Use make-up and natural cosmetics that have certification evidencing their environmental credentials.		

8. WASTEWATER MANAGEMENT	If portable toilets are installed, a biodegradable chemical product or disinfectant that does not contain formaldehyde should be used. Dry toilets are an alternative option.	All filming
	Locally-sourced products, i.e. “Zero-kilometre” products.	All filming
	Fresh and seasonal fruit and vegetables.	
	Prioritise retail products , avoiding the use of individual packaging.	
	Use reusable containers (boxes and trays) for transporting food.	
	Provide water fountains.	
	Prioritise the use of reusable tablecloths and serviettes.	
	Selective collection of the different types of waste generated.	
	Selective collection containers suitable for the quantities and types of waste generated.	
	Clearly marked containers.	
	Ensure proper disposal of the different kinds of selectively collected waste.	
	Take responsibility for final waste disposal.	Big shoots
	Staff trained/ informed about the waste generated.	All filming
Have a food waste prevention system in place.		
Bear diversity in mind when providing food and drinks.		
Staff aware of the ingredients/ diverse of food provided by the catering service, and so are able to inform diners.		

9. CATERING SERVICE

9. CATERING SERVICE	Organic or fair trade food and drink products.	All filming
	Measures related to healthy eating.	
10. SUSTAINABILITY MANAGEMENT	Inform staff working on site.	All filming
	Ensure everything is cleaned and left in good order after filming.	
	Communicate the sustainability measures implemented during shoot externally.	
	Adhere to the 2012- 2022 Citizen Commitment to Sustainability.	
	Select accommodation committed to sustainability.	
	Have a sustainability policy or decalogue.	Big shoots
	Sustainability project manager or eco-assistant.	

To establish the criteria, the Barcelona Film Commission enjoyed the collaboration of and municipal support from the Department for Sustainability Strategy and Culture Services at Barcelona City Council and the More Sustainable Barcelona Programme, helping to define and select the criteria, ensuring consistency with municipal policies on sustainability; we also enjoyed the collaboration of Fresco Film Services S. L. and K IS FOR KNOWLEDGE , as well as participation from the sector’s representatives: The Catalonia Location Scouts Association (ALOCAT), the Advertising Producers Association (ACPC), Producers Audiovisuals de Catalunya (PAC) and the Federation of Producers (PROA) and the Catalonia Film Commission.

ANNEX II

USEFUL ADDRESSES

Citizen Commitment to Sustainability (Barcelona + Sostenible programme, providing advice and resources for the signatory organisations):

www.barcelona.cat/ajsostenible

bcnsostenible@bcn.cat

More Sustainable Barcelona Map, a map of the city's sustainable initiatives and projects: www.bcnsostenible.cat

Byelaws and regulations approved by Barcelona City Council, in accordance with the Municipal Charter as well as current regional and central government legislation:

<https://ajuntament.barcelona.cat/ca/informacio-administrativa/normativa>

Barcelona City Council's Inclusive Communication Guide for building a more egalitarian world:

<https://ajuntament.barcelona.cat/guia-comunicacio-inclusiva/>

Information relating to the Low Emissions Zone (LEZ):

www.zbe.barcelona

Strategic Noise Map of the City of Barcelona:

http://w20.bcn.cat/WebMapaAcustic/mapa_soroll.aspx

Barcelona Biosphere Commitment to Sustainable Tourism:

<http://turismesostenible.barcelona/>

Catalan Climate Change Office:

<http://canviclimatic.gencat.cat>

Catalogue of products and services carrying the environmental quality label awarded by the Government of Catalonia:

http://mediambient.gencat.cat/ca/05_ambits_dactuacio/empresa_i_produccio_sostenible/ecoproductes_i_ecoserveis/etiquetatge_ecologic_i_declaracions_ambientals_de_producte/distintiu_de_garantia_de_qualitat_ambiental/cataleg/