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| --- | --- | --- | --- | --- | --- |
| Criteria category | Action required | By when? | How? | By who? | Monitoring & evaluating |
| e.g. Section 8: Food and beverage | Research and purchase new F&B products that meet criteria point 8.1, eco-labelled and/or locally produced | Research completed by end of XXX and products purchased and in use by end of XXX | 1. Speak with current F&B suppliers to find options that meet the criteria  2. Seek alternative suppliers if necessary  3. Look at options in the local area for F&B produce, e.g. honey, dairy  4. Review all options  5. Purchase chosen products | F&B purchasing and kitchen team to work on this with XXX as lead to report back to Green Team by first deadline with options and by second deadline will have implemented | Review quality of products and how they are being received, including staff and customer feedback |
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**Action plan template for tourism businesses**