

VEDA

Women's Entrepreneurship Development for agritourism

Memorandum of Ecological Practices Development

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Memorandum of Ecological Practices Development: The scope of the VEDA project

Aim of the project

The Women's Entrepreneurship Development for agritourism (VEDA) project is a pioneering initiative designed to provide new educational opportunities to women across the European Union and beyond. Its primary objective is to empower women by expanding their existing knowledge and equipping them with new skills, ultimately facilitating their entry into the contemporary labor market.

SUSTAINABLE DEVELOPMENT GOALS



Aligned with the Erasmus+ priority for adapting vocational education and training to meet market needs, VEDA project anticipates that women participating in its educational activities will not only enhance their employability skills but will also be inspired to engage with small and medium-sized enterprises or, ideally, embark on their entrepreneurial journey by establishing their own small, green businesses. Additionally, in alignment with the Erasmus+ priorities and the urgent need for climate action, partners

have agreed, already from the project application phase, to design and implement the VEDA project in an eco-friendly way by incorporating green practices in all its facets and stages, including Planning, Preparation, Implementation and Follow-up.

The Partnership

1. EkoRegion – SLV (CO)
2. Stimmuli for social change – GR
3. INSTITOYTO BIOMICHANIKIS KAI EPICHEIRISIAKIS EPIMORFOSIS KAI KATARTISIS SEV SYNDESMOS EPICHEIRISEON KAI BIOMICHANION (IVEPE)– GR
4. Center for Social Innovation (CSI), CY
5. ULUDAĞ ÜNİVERSİTESİ AKTİF ÖĞRENCİ SPOR DERNEĞİ -TR
6. PRISM IMPRESA SOCIALE S.R.L -IT
7. Innovation Training Center (ITC)- ES

Introduction

This Memorandum of Ecological Practices Development (MEDPD) is established by the VEDA partnership under the Erasmus+ KA2 program. The partners of the VEDA project have decided to make environmental sustainability an organizational priority during all project phases (planning – preparation – implementation – follow up) by identifying it as a key element of their project strategy.

In doing so, partners will develop an organization green strategy, the Memorandum of Ecological Practices Development (MEDPD) by:

1. measuring your organization's carbon footprint and developing concrete actions to reduce it as part of a green strategy.
2. introducing green practices and eco-friendly policies in everyday activities and office management, and therefore act as a role model inspiring project's target group and partners' beneficiaries by reducing their own ecological impact.
3. cooperating with relevant public authorities, schools, civil society organizations, and other key stakeholders in the field of environmental sustainability.

"To create a world that is more just, peaceful and sustainable, all individuals and societies must be equipped and empowered by knowledge, skills and values as well as be instilled with a heightened awareness to drive such change. This is where education has a critical role to play."

UNESCO Roadmap for Implementing the Global Action Programme on Education for Sustainable Development, UNESCO, 2014

Vision and Values

Stimuli for social change with partners' contribution has committed from the initial phase of planning the VEDA project, in developing a Memorandum of Ecological Practices Development that entails knowledge, measures, and suggestions to be applied at the workplace and beyond, that motivate employers, employees, stakeholders, and the wider audience to "go green". By "going green", it means that all team members are aligned with a set of values, including responsibility, ethical consumption, recycling not only at the workplace, also in every aspect of their life (personal, social, etc.). Beyond the workplace level, partners aspire to positively influence the beneficiaries of their projects (primary and secondary target groups) by motivating them to shift towards more sustainable and green behaviors, which is also the main aim of the project. The partnership of the VEDA project has set at its core values the triptych "Reduce – Reuse – Recycle" to build a sound-material-cycle society through the effective use of resources and materials.



Commitment Statement

Each partners, as part of the VEDA consortium, commits to:

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

- Actively implementing the ecological practices outlined in this memorandum.
- Fostering an environment of environmental responsibility within our institutions.
- Working collaboratively to achieve the sustainability goals set forth by Erasmus+ and the VEDA project.

By signing below, each partner organization affirms its commitment to the principles and practices outlined in this memorandum.

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Setting strategic priorities

In this context, Stimuli for social change, as the Memorandum of Ecological Practices Development Manager of the project, has developed in collaboration with the rest of the partnership a set of strategic measures regarding:

- The promotion of green organizational behaviors among partners,
- The reduction of digital pollution,
- The elimination of printing
- The organization of green travels and commutes, and
- The reuse of resources and responsible waste management.

All actions contribute to cultural change no matter how small. Simple initiatives such as: labelling which devices use more electricity, recycling, print release via a pin code, auto-power off on computers overnight, are a great way to instill socially responsible behavioral change.

Partners will build upon these measures to design the project and commit themselves to ensure that the MEDPD will be further developed during the project through constant update and reflection of the green practices applied in planning, preparation, implementation and follow-up. The MEDPD will be focused on four pillars of sustainability (as depicted in the infographic above): Culture – Community – Premises – Communication.



The CCPC of Sustainability

Culture

Culture refers to the way things are done at all levels at the workplace – from the working environment to the organization of the meetings and events – and it is reflective of the organization’s vision and values. If environmental sustainability lies within this, organization’s everyday practices and procedures will demonstrate caring, responsibility and respect for the environment.

As a starting point, partners can reflect upon the following questions during their organizational meetings:

- Do we have an eco-regulation on environmental sustainability as an organization?
- Do we offer meat-free meals during our meetings and events?
- What happens at the workplace on a day-to-day basis that encourages environmental sustainability?
- Do we encourage reduced energy usage and recycling?
- Are initiatives/actions taken by our organization to encourage our beneficiaries to “go green”?

Shifting to a more sustainable culture in the workplace cannot happen instantly; things can happen at a different time when it may be more manageable. Completing a timeline of current progress and future work can help to visualize how the staff can facilitate a whole organization's cultural change gradually over time.

Community

By the term “community”, we mean how the organization fosters a united approach towards environmental sustainability with the local community, stakeholders (primary and secondary target groups), and within the organization itself.

As a starting point, partners can reflect upon the following questions:

- Does the organization communicate with the local community and stakeholders about what the organization is doing about environmental sustainability (and why), and how they can contribute?
- How does the organization currently work with the local community and stakeholders through the implementation of EU projects, educational programmes, and events? Does any of these have sustainability-focused activities?
- How is recycling implemented in and around the organization? How can we work with other members of the community to forge on with recycling?
- Could the organization act as a hub in the framework of any environmental projects or to incorporate environmental sustainability in other projects (e.g. related to entrepreneurship)?
- How do participants of your organization’s activities and events experience environmentally sustainable practices within your organization?

Premises

This encompasses all aspects of workplace buildings that contribute to energy saving or overconsumption.

As a starting point, partners can reflect upon the following questions, depending on their organization's premises:

- How can we start monitoring energy use, including electricity and water?
- Are we complying with energy-efficient behaviors (e.g. turning off the lights when leaving a room)?
- What investment is needed in our building to improve its environmental sustainability? For example, LED lighting, recycling bins?
- How do we use our outdoor space (if there is any)? For example, could we utilize this for composting?
- What amount of waste is recycled?

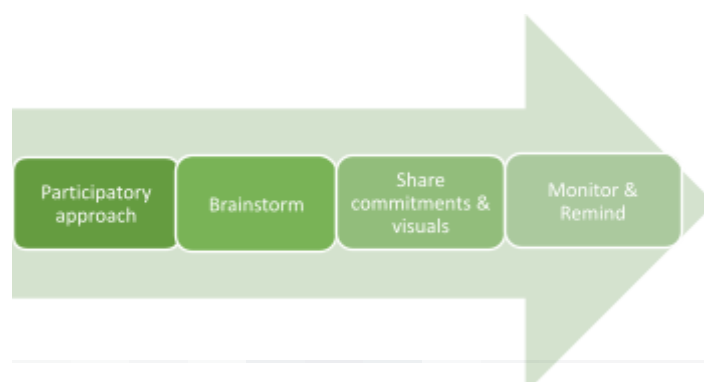
Communication

Dissemination and communication activities constitute an integral part of creating impact in the field of European projects. However, the number of European projects implemented contribute to overproduction of printed promotional materials (e.g. banners, newsletters, flyers) that end up unused, and sometimes not even recycled. For that reason, partners have agreed to reach out their target groups during the project lifetime and beyond through digital dissemination material promoted through social media channels and already existing mailing lists.

Except for the digital promotional products, partners will reflect upon the following questions:

- Do we have leftover promotional material from past events or previous projects? How can we utilize or reuse them?
- Do we need to print the attendance list during an event, training, or meeting?
- What equipment can we use to replace the printed attendance lists?
- What equipment do we need for displaying digitally the meeting agenda and documentation (e.g. overhead projector)?

Driving your Green Strategy: Key steps for building a participatory approach



STEP 1: Plan your green transition based on a participatory approach

All partners have in mind that achieving goals requires that the whole staff understands how the organization has committed to change and what the environmental effects of their contributions will be in this context, and beyond, in their everyday life. Thus, partners will need to define clear steps towards building a shared strategy for their offices, adjusted to the vision, purpose, and services that each project partner provides. For the green strategy to be successful, partners need to get the whole team on board from the very first steps, including the staff not being employed in the VEDA project.

The following steps cover a summary of what is called “Green Human Resources Management”. The focus is shifted on green practices – waste management and energy saving – for reducing digital pollution, planning greener events and producing greener promotional products.

STEP 2: Brainstorm

Introducing a series of brainstorming meetings with your team, to discuss the strategy and the measures to be put into action, will ensure the staff getting on board. Together partners agreed on some concrete measures and suggestions to improve the environmental sustainability of their internal operations at an organizational level, addressing issues such as mailing communication, face-to-face and online meetings, recycling and promotional products during the project’s lifetime.

Stimuli for social change, as the MEDPD Manager, will offer its experience acquired through the implementation of green- and sustainability-focused on different fields (e.g. entrepreneurship, digitalization, etc.). During the monthly online meetings, a brief session will be dedicated to discussing the progress that each organization has made in relation to the project, reflecting and identifying areas for improvement. Partners are encouraged to follow the same procedure within their organizations by engaging the staff not employed in the VEDA project.

It is important to highlight that each recommendation included in the MEDPD will be adapted to the culture of each partner organization, as well as to the values and services that the organization offers.

Step 3: Shared commitment and visuals

In order to increase project managers’, staff’s, and stakeholders’ engagement during the implementation and follow-up phases of the project, partners will use ready-made online visuals, or they will design their own ones, in order to set a reminder about waste management, reduction of digital footprint and energy saving practices. These visuals may include infographics published as discrete posts, or logos and stickers added to social media posts (suggestions in Annex 1).

Step 4: Monitor and Remind

It is important that all partners monitor the implementation of the commitments included in the Memorandum of Ecological Practices Development (MEDPD), to keep track of the

progress accomplished so far or to identify the parts that need improvement. Towards this direction, Stimuli for social change has created some checklists (included in the Annex 2) for enabling partners to monitor their progress at an operational level (office, meetings, events, commuting); their use is optional.



Memorandum of Ecological Practices Development (MEDPD)

Greener office supplies and equipment

Starting from the workplace environment, partners are encouraged to shift towards greener office supplies and equipment. By the term “green”, we mean buying products from ecologically and socially responsible producers, as well as reducing the amount of goods we use or using items for as long as possible. At first glance, buying eco-products or services may not seem a cost-effective way. However, by following the tips below, partners will manage to compensate for the potential extra costs with the savings made by the team members (e.g. less printing is translated to energy saving).

TIPS FOR GREENER PAPER

- ❑ Save paper by not printing whenever possible! Put a prominent sign up in the office and under the signature of your email to remind users and receivers to print only when necessary.
- ❑ Keep track of the number of copies printed by your colleagues to remind everyone of commitments and targets.
- ❑ Share basic printing rules and adapt your templates: reduce margins of documents, reduce the font size, proofread before printing, just print the text and not the images if it is just for proofreading, favor draft mode printing.
- ❑ Reuse spare paper that has only been used on one side.
- ❑ Purchase 100% post-consumer recycled copy paper processed without added chlorine for brightener (labeling literacy).
- ❑ Instead of using flipchart paper and post-its, use whiteboards, and simply wipe them afterwards (if you use post-its, cut them in smaller parts depending in your needs).

TIPS FOR GREENER WRITING PRODUCTS

- ❑ Buy pens, pencils and markers made of recycled or renewable materials and of wood from sustainable forestry.
- ❑ Favor pens that can be refilled.

TIPS FOR GREENER PRINTERS

- ❑ Purchase and use a multifunction printer rather than separate printers to copy, scan and/or fax as well as print. Be sure the printer you purchase has the ability to print on both sides and has an eco-mode.
- ❑ Save paper by printing on both sides of a sheet of paper and print two pages per sheet whenever possible: make sure to set up a software to double-sided printing by default.



- ❑ Use your printer's eco-mode if it has one. Ink/toner-saving modes are fine for drafts and other printed material that doesn't require high-quality output.
- ❑ Refill used ink and toner without mercury, lead cadmium or chrome (labeling literacy).

TIPS FOR GREENER COMPUTERS

- ❑ Turn off your computer when not in use.
- ❑ Check computer settings for standby mode and set them in a short timer.
- ❑ Keep computer equipment updated; new computers and monitors are usually more energy efficient than older ones. Make sure to take the durability of the products into account when buying equipment, not just the short-term savings.
- ❑ When replacing computer equipment, donate the old equipment to a charity or non-profit if possible. If not, take it to an electronics recycling facility.

TIPS FOR GREENER OFFICE SUPPLIES AND DESK ACCESSORIES

- ❑ Look for and purchase products that are made of post-consumer content (materials that have been collected back from previous products and remade into new ones) such as paper and plastic products.
- ❑ Cut down or eliminate your use of products that have no green alternatives, such as rubber bands.

Reducing your digital footprint

TIPS FOR YOUR HARDWARE

Here are some recommendations to lower hardware-related pollution:

- ❑ Opt for quality products that will last as long as possible.
- ❑ Check products with eco-labels that ensure that less pollution is emitted during the manufacturing process and use phase.
- ❑ Extend the lives of your computers or mobile phones as long as possible (e.g. upgrade some elements in specialized shops instead of replacing the whole computer).
- ❑ Borrow or rent digital material that you will not use frequently, for example the professional camera to record videos for a specific project.
- ❑ Recycle electronics that have come to the end of their life properly, check proper recycling or pick-up services.

Did you know that the information and communications technology industry produce about 2% of global CO2 emissions, the same percentage as global air travel?

(Custom Made, 2015)

TIPS FOR YOUR STORAGE

Here are some recommendations to lower storage-related pollution:

- Select a cloud provider that is eco-friendly (Google Drive, Dropbox, etc.).
- When you have to send a large file, select a file hosting service that uses a download link on a website such as WeTransfer, Google Drive or OneDrive. This prevents the file from being stored on multiple servers. If you use a link, it will only be stored on the server that hosts it.
- Use a USB stick if you need to transfer a file to a coworker.
- Limit the number of files stored in the cloud. You can for example store older files on a hard drive instead of having thousands of files stored in data centers and filter what needs to be saved.
- Avoid having the same file stored on different systems by clearing up your messages regularly (the same holiday picture shared on Instagram, WhatsApp, Facebook, or Messenger is stored there, on your phone and on the cloud!).

TIPS FOR EMAILING

Here are some recommendations to lower email-related pollution:

- 📧 Unsubscribe from newsletters that you never read. You can use Cleanfox to sort out your mailbox, it automatically detects all the newsletters and helps you filter what to keep or not.
- 📧 Limit the number of receivers copied in your emails: for every receiver added, an additional 6g of CO₂ is emitted.
- 📧 Avoid sending useless messages; use your phone or just go to the next office to talk with your co-worker.
- 📧 Use an internal messaging tool, such as Slack or Trello. It consumes less energy than emails.
- 📧 Check your emails carefully before sending them to avoid having to send a follow-up email because you forgot a question, an attachment or something else.
- 📧 Use an anti-spam tool and regularly empty your bin and spam folders. Assign a couple of time slots a day to read and reply to emails. Not only will you be doing something for the planet, but you will also become more efficient as your work will have fewer interruptions.
- 📧 Optimize the files you send by email by compressing them or reducing the resolution of the documents.
- 📧 If you spend time on a digital document, it is more ecological to print it than to open it several times.



TIPS WHEN USING YOUR BROWSER

It is possible to limit your pollution by using browsers smartly:

- ❑ Use bookmarks to avoid repeating identical searches.
- ❑ Be precise when you search by using accurate keywords; your search will be more efficient.
- ❑ Write directly in the address bar of the browser (instead of the search engine) when you want to visit a page that you have visited before. Do not forget to close the tabs you're not using as the pages are always connected to the server.
- ❑ Video and music streaming emits a lot of carbon. Downloading the movies, shows and playlists that you will be watching again and again is less polluting than streaming them each time.
- ❑ Finally, disconnect whenever you can. You do not have to spend all day connected to social networks.

Energy and water saving

Partners have committed to reducing energy and water consumption within their organizations by identifying elements for improvement. Mapping the energy- and water-consuming devices and activities inside the workplace will provide the staff with a clear view of the potential changes that will contribute to behavioral shifting. For example, the kitchen and the toilet – the shared areas –, waste management, as well as the transportation to the workplace are some of the areas, in which partners can reflect for improvements.

Here are some suggestions that partners will utilize to make the “green transition” in the staff’s behavior and premises’ operation.

- ❑ Everyone switches off the computer and other electronic equipment and unplugs their cell phone chargers when not charging their phones.
- ❑ Everyone turns the light off in shared rooms when they are not in. You can also consider putting energy-saving sensors or visual reminders.
- ❑ The organizations will switch to energy-efficient light bulbs. LED bulbs can help save as much as 80% on lighting.
- ❑ The staff will ensure air conditioning is turned off in meeting rooms when people leave, and thermostats are set correctly and adjusted during vacations and day-offs.
- ❑ Setting clear and precise recycling rules and organize the space for minimizing waste production. Place a recycling bin in a prominent area, including a box for used recyclable batteries and small electronic devices, and different boxes for waste paper, glass, plastic and metal.
- ❑ The staff uses only “real” mugs, glasses, dishes rather than disposables, as well as cloth towels instead of paper towels.
- ❑ The staff will use coffee filters that are made of recycled paper or get a coffee machine that doesn’t require paper filters or capsules. You can compost the coffee grounds if possible or give it to an organization that is active in composting.
- ❑ The staff will be encouraged to use the stairs instead of the lift when possible.

- 2 The staff will be encouraged to use the public transportation to go to and return from work instead of using their own cars, in order to reduce their carbon footprint.

How to organize green meetings and events

Online and hybrid meetings



In the aftermath of COVID-19, online meetings turned out to be a new good practice allowing to save time, budget and reduce emissions linked to travels. For that, partners have decided to arrange the workshops of the piloting process in a hybrid form. Stimuli for social change recommends the organization of hybrid meetings and events by mixing online and face-to-face participants at the same time, in order to involve – for instance – those who are located in more remote areas or cannot participate physically in the event/meeting.

Location of the meeting/ event

Partners have agreed to minimize travel distance for attendees by organizing the event to the workplace, close to it or central to the majority of the participants. In addition, the organization that hosts an event or meeting is encouraged to choose the venue of the event to be easily accessible by low-carbon public transportation, as well as to schedule the starting and finishing times to be suitable for participants traveling by public transport. In the case that this is not feasible, partners are encouraged to commute by groups (e.g. carpooling). Finally, if partners organize the event out of their workplace, they have agreed to prioritize venues managed by social enterprises or companies that apply green practices, such as energy saving and recycling.

Favor the green transportation

Partners encourage the use of green transport that uses low-emission technologies (e.g. electric buses). If there are partners traveling from the airport with early/late arrivals or departures, the host organization will inform the partners about public transit options or mini bus services.

Before the face-to-face TPM takes place, the host organization will provide partners with an Info-pack, in which they will include information about transportation from the airport/train station to the city center, such as carpooling, public transportation, alternative transportation in the city center (e.g. bicycling, walking), and “green” hotels as well. The information provided will be clear and accurate about how participants can use public transport by showcasing maps, bus and subway routes and itineraries for participants. The Info-pack will also provide equal opportunities for people with disabilities on public transport

or highlight the transportation means, in which there is no accessibility, in order to ensure that people with disabilities will have safe and unhindered commuting during travelling. However, in order to avoid unnecessary travelling, partners will conduct two of the four planned kick-off meeting online.

During the TPMs and LTТА, if any activity takes place outside the city center, partners will be commuted by groups, with bus or collective taxis, to their destination, in order to avoid individual taxis or renting cars.

Go paper free

Having visualized a paper-free project implementation, partners have agreed upon reducing the use of paper in all possible ways, during planning, implementation and follow-up of research activities and meetings/ events. Online registration to events will be favored instead of requesting people to sign up on paper and send back their registration forms. Partners will try to go “paperless” by only printing documents if necessary. For that, they will opt for mobile devices, overhead projects, or apps to display meeting agendas and other documentation rather than printing and distributing them. Once the documents are not necessary, partners will suppress the data stored in the common shared platform (GoogleDrive, Dropbox or Cloud) as it is energy consuming. In case that partners have created handouts, roll ups, badges, and signages, they will collect them at the end of the event to reuse them, particularly badges, or recycle them.

Waste Management

Before booking a venue for a meeting/ event, partners will take into strong consideration if they have a recycling policy ensuring that at least the venue will provide recycle bins. When purchasing materials for the event, partners have agreed to select recyclable materials that are easily reusable and recycled. During the event, the host organization will opt for glass jars, washable and reusable cups to serve water or coffee to participants. It is a clever solution to use paper tape for people to write their names on the cups, in order to be used again and avoid plastic cups and bottles at any cost.

Remember
that the
best waste
is one that
is not
produced.

With respect to the paper use, it will be minimized only when necessary, and partners will maximize the reuse of any informational material handouts (e.g. post-its can be cut down in two or three if someone wants to write only one word). If there is real need for printing, partners will determine the exact number of participants prior to printing documents, to avoid the surplus. In case that brochures are left over after the event, partners will store them in order to reuse them in other events.

Opt for sustainable food

Before the implementation of a meeting/event, the host organization will be responsible to look for catering providers and venues that source local, organic, and fair-trade products. They will ensure that products are sustainably sourced and they will make it visible, in order

to gain visibility as an environmentally responsible organization; this initiative can also impact your community, stakeholders and beneficiaries within the scope of the organization.

When coming to food supplies, the host organization of each TPM, LTTA, Multiplier Event or any other project activity will ensure to use the right amount of food or drink for participants by not ordering more food than the expected participants. In case that there is food leftover, ensure that there will be recycled-paper packages and distribute the food amongst the participants. Regarding the food menu, partners will opt more for vegetarian choices that have less carbon footprint compared to meat, and optionally for some meals with meat. In order to avoid unnecessary food waste, the host organization will send a form to participants asking about their food preferences ensuring that dietary needs are catered for. In addition, the host organization will opt for jugs of water instead of bottled water, when the tap water is drinkable; this option can become more pleasant by garnishing the jugs of water with a slice of lemon and/or mint. For engaging participants in these initiatives, partners will remind participants of their eco-responsibility when it comes to informing them about not joining a dinner scheduled after a meeting/event.

Accommodation

The host organization of the TPMs or LTTA will be responsible for including in the Info-pack precise suggestions about hotels that apply for an energy and water conservation programme, such as a recycling and waste management programme. If the host organization cannot find a hotel that fulfills these prerequisites, they will request them to implement energy saving measures for the partners; for example, not changing towels every day, throwing soap bars away after one day, etc.

Publications and promotional products

During planning and disseminating activities, meetings, and events, partners will opt for eco-friendly, durable, recycled, and recyclable promotional items that participants will use (e.g. T-shirts, cups, tote bags), avoiding flyers or newsletters that will be defaced after the event. Partners will also consider DIY promo items as a team building activity and allow participants to create souvenirs on the spot from eco-friendly materials; in that way, partners will communicate both the pillars of the project implementation and the sustainability policy that the organization follows. Finally, partners will reuse conference materials from past events to disseminate them to new target groups or recreating them (e.g. old banners turned into bags or collage).



Annex I: Visuals for commitment



ANNEX II: Checklist for meetings/events

Planning checklist for a proposed event or meeting	
Completed by:	Event description:
	Date:

Step 0: Is a physical meeting/event necessary?	Yes/No	Comments
Minimum requirements		
Reflection on the need to hold a physical meeting/event.		
Replacement of a meeting (if relevant/appropriate) by an audio/video conference or webinar, possibly supported by additional corporate solutions for collaboration		

Step 1: Is the venue sustainable enough?	Yes/No	Comments
Minimum requirements		
Easy access by public transport, bike/walking and availability of secure bike parking facilities		
The venue has environmental credentials.		
Energy efficient building		
Waste collection and recycling system in place		
Additional ICT equipment available allowing virtual (remote) participation		

Step 2: Are the promotional material sustainable?	Yes/No	Comments
Minimum requirements		
Use of on-line promotional tools (e.g. on-line registration, on-line		



communication material and resources)		
No use, or limited and optimized use, of printed promotional material (e.g. eco-friendly design & printing)		
Avoid and limit distribution of promotional gadgets and gifts (e.g. minimize the number and include eco-friendly criteria)		
Request the minimum office supplies, choose them recycled, rechargeable and made of natural material, collect them after the event for future use		
Re-use conference materials from past events for the same purpose (e.g. stands, general banners)		
Advanced options		
Re-use conference materials from past events for different purpose		

Step 3: Are the 3 Rs applied? Reduce, Reuse, Recycle	Yes/No	Comments
Minimum requirements		
Minimize waste (e.g. reduce printed material and gadgets, packaging, single-use items, food waste)		
Recycle waste via an appropriate system of waste sorting, collection and recycling		
Advanced options		
Organize a 'zero waste' event		

Step 4: Is the catering sustainable?	Yes/No	Comments
Minimum requirements		



Choose seasonal (and/or organic) food and drinks		
Offer a larger choice of plant-based food options		
Prevent food waste and avoid single-use items (e.g. drinking water in jugs)		
Leftovers are given to the staff.		
The menu is provided with QR codes (avoid paper use).		
The size of the portions are too big.		
Advanced options		
Propose a full vegetarian or vegan menu, as well		

Step 5: Are the accommodation & transport for participants environmentally friendly?	Yes/No	Comments
Minimum requirements		
Recommend accommodation close to the venue and easily accessible by public transport, walking and cycling		
Information on sustainable commuting provided to participants (e.g. maps, timetables).		
There is parking for bikes, scooters etc. near the hotel or the meeting point.		
There is a bus stop near the hotel or the meeting point.		
Recommend accommodation that is environmentally friendly (e.g. recycle bins, eco-friendly air condition).		
Advanced options		
Choose hotels that apply sustainable and green practices (e.g. recycle bins, eco-friendly air condition).		



Step 6: Are social aspects considered (ethical working or production conditions) ?	Yes/No	Comments
Minimum requirements		
Require companies to apply eco-friendly procedures when performing the contract, or to employ staff in a socially-conscious manner (e.g. complying with safety and labour rules, employing disadvantaged/long-term unemployed), even among sub-contractors (e.g. catering, accommodation)		
Advanced options		
Select fair trade products (e.g. promotional material and gadgets)		

Step 7: Are you sharing environmental awareness (e.g. social media, FB, newsletters, website) ?	Yes/No	Comments
Minimum requirements		
Communicate the sustainability of the event that you organized (e.g. involve participants and stakeholders, follow-up communication)		

Suggestions/ Comments:

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