



# INDIVIDUAL GREENING PLAN

## 1 GENERAL INFORMATION

### **COUNTRY:**

Belgium

### **ORGANISATION:**

EVTA | European Vocational Training Association

### **YOUR RATIONALE FOR GREENING YOUR ORGANISATION:**

EVTA aims to become more environmentally friendly by reducing carbon footprint, advocating for resource conservation, raising awareness on sustainability, and improving organizational image. Their vision is to create an eco-conscious ecosystem promoting new skills and jobs in VET for a greener world.

### **YOUR VISION FOR YOUR ORGANISATION:**

EVTA aims to build a global network of vocational education and training (VET) stakeholders, encouraging them to collaborate on developing new skills, creating new jobs, and enhancing VET education. We align our efforts with the European Commission's priorities, including sustainability. Many of our activities focus on ecology and environmental awareness, and we want to incorporate these aspects into future education.



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## INDIVIDUAL GREENING PLAN

ORGANISATION:

# 2 INDIVIDUAL GREENING INITIATIVES OF YOUR ORGANISATION

### WHICH GREENING INITIATIVE/MEASURE ARE YOU PLANNING?

Reduction of paper consumption.

### WHICH AREA DOES THIS INITIATIVE TARGET?

Greening the community and workplace

Greening the organisational culture

### OBJECTIVE:

To conserve natural resources, minimise the carbon footprint, save costs, and generate less waste.

### DESCRIPTION:

- Promote the use of electronic documents.
- Use recycled paper when possible.
- Introduce the usage of digital signatures.

### TARGET GROUP:

EVTA EMPLOYEES

### LEADERSHIP AND STAFF

#### INVOLVED:

MANAGEMENT - Establishing guidelines

STAFF - Achieving the objectives



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ORGANISATION:

# 2 INDIVIDUAL GREENING INITIATIVES OF YOUR ORGANISATION

### WHICH GREENING INITIATIVE/MEASURE ARE YOU PLANNING?

Reduction of energy consumption.

### WHICH AREA DOES THIS INITIATIVE TARGET?

Greening the community and workplace

Greening the organisational culture

### OBJECTIVE:

To decrease the carbon footprint, control operating costs, and enhance profitability.

### DESCRIPTION:

- Turn off electronic devices when not in use.
- Increase the utilization of natural light rather than artificial lighting.
- Implement energy saving policies, such as turning off lights and equipment at the end of the workday.

### TARGET GROUP:

EVTA EMPLOYEES

### LEADERSHIP AND STAFF

#### INVOLVED:

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STAFF - Achieving the objectives



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### WHICH GREENING INITIATIVE/MEASURE ARE YOU PLANNING?

Reduction of water consumption.

### WHICH AREA DOES THIS INITIATIVE TARGET?

Greening the community and workplace

Greening the organisational culture

### OBJECTIVE:

To avoid unnecessary waste of water, conserve natural resources and save costs.

### DESCRIPTION:

- Currently, we wash our office dishes by hand, but we plan to switch to using a dishwasher, which is known to be more water-efficient.

### TARGET GROUP:

EVTA EMPLOYEES

### LEADERSHIP AND STAFF

#### INVOLVED:

MANAGEMENT - Establishing guidelines

STAFF - Achieving the objectives



## 2 INDIVIDUAL GREENING INITIATIVES OF YOUR ORGANISATION

### WHICH GREENING INITIATIVE/MEASURE ARE YOU PLANNING?

Promoting awareness about sustainability through our activities.

### WHICH AREA DOES THIS INITIATIVE TARGET?

Greening the community and workplace

Greening the organisational culture

### OBJECTIVE:

To educate future professionals on sustainable practices, foster a culture of environmental responsibility, and integrate sustainability into industry standards.

### DESCRIPTION:

- Organize and attend workshops, talks, and events focused on sustainability and ecological practices, particularly those relevant to our organization's workplan or outlined in EU-funded project plans.

### TARGET GROUP:

EVTA EMPLOYEES

EVTA'S NETWORK

### LEADERSHIP AND STAFF

#### INVOLVED:

MANAGEMENT - Establishing guidelines

STAFF - Achieving the objectives



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ORGANISATION:

# 2 INDIVIDUAL GREENING INITIATIVES OF YOUR ORGANISATION

### WHICH GREENING INITIATIVE/MEASURE ARE YOU PLANNING?

Reduction of food waste.

### WHICH AREA DOES THIS INITIATIVE TARGET?

Greening the community and workplace

Greening the organisational culture

Greening the curriculum and training

### OBJECTIVE:

To educate future professionals on sustainable practices, foster a culture of environmental responsibility, and integrate sustainability into industry standards.

### DESCRIPTION:

- Organize and attend workshops, talks, and events focused on sustainability and ecological practices, particularly those relevant to our organization's workplan or outlined in EU-funded project plans.

### TARGET GROUP:

EVTA EMPLOYEES

EVTA'S NETWORK

### LEADERSHIP AND STAFF INVOLVED:

MANAGEMENT - Establishing guidelines

STAFF - Achieving the objectives



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ORGANISATION:

# 2 INDIVIDUAL GREENING INITIATIVES OF YOUR ORGANISATION

### WHICH GREENING INITIATIVE/MEASURE ARE YOU PLANNING?

Reduction of food waste.

### WHICH AREA DOES THIS INITIATIVE TARGET?

Greening the community and workplace

Greening the organisational culture

### OBJECTIVE:

To minimize environmental impact, reduce disposal costs, and ensure more efficient use of resources in food production and consumption.

### DESCRIPTION:

- When hosting events with catering, we ensure that no leftover food is wasted. Instead, we either donate it or arrange for it to be distributed, such as allowing staff or attendees to take it
- Introducing a culture of food waste prevention into the organization

### TARGET GROUP:

EVTA EMPLOYEES

### LEADERSHIP AND STAFF

#### INVOLVED:

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STAFF - Achieving the objectives



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ORGANISATION:

# 2 INDIVIDUAL GREENING INITIATIVES OF YOUR ORGANISATION

### WHICH GREENING INITIATIVE/MEASURE ARE YOU PLANNING?

Implementation of eco-friendly alternatives in daily life activities.

### WHICH AREA DOES THIS INITIATIVE TARGET?

Greening the community and workplace

Greening the organisational culture

### OBJECTIVE:

To support sustainable product innovation, reduce environmental impact, and encourage a market shift towards greener products.

### DESCRIPTION:

- When purchasing electronics, we aim to prioritize refurbished items over new ones whenever possible. This approach extends the useful life of electronics, reduces early disposal, and supports a greener economy.
- Regarding the office's capsule coffee machine, we are committed to enhancing our sustainability efforts by ensuring these capsules are recycled and by reducing their overall use, given their environmental impact.

### TARGET GROUP:

EVTA EMPLOYEES

### LEADERSHIP AND STAFF

#### INVOLVED:

MANAGEMENT - Establishing guidelines

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# 3 IMPLEMENTATION PHASE

## Planning of Implementation:

*Details on planning, including timelines and task assignments. Description of specific activities to be carried out, outcomes, and execution methods*

What (Tasks/Activities)	Who is responsible?	How? (Execution Method)	When? (Timeline)
<b>Reduction of paper consumption</b>	Giulia Meschino	<ul style="list-style-type: none"> <li>Promote the use of electronic documents.</li> <li>Use recycled paper when possible.</li> <li>Introduce the usage of digital signatures.</li> </ul>	1/08/2024 - 31/12/2024 (Then analysis of the activity)
<b>Reduction of energy consumption.</b>	Clara Agostini	<ul style="list-style-type: none"> <li>Turn off electronic devices when not in use.</li> <li>Increase the utilization of natural light.</li> <li>Implement energy saving policies.</li> </ul>	1/03/2024 - 31/12/2024 (Then analysis of the activity)
<b>Reduction of water consumption.</b>	Giulia Meschino	<ul style="list-style-type: none"> <li>Switch to using a dishwasher, which is known to be more water-efficient.</li> </ul>	1/01/2024 - 31/12/2024 (Then analysis of the activity)
<b>Promoting awareness about sustainability through our activities.</b>	Giulia Meschino	<ul style="list-style-type: none"> <li>Organize and attend workshops.</li> </ul>	1/03/2024 - 31/012/2024 (Then analysis of the activity)
<b>Reduction of food waste.</b>	Clara Agostini	<ul style="list-style-type: none"> <li>We ensure that no leftover food is wasted.</li> <li>Introducing a culture of food waste prevention</li> </ul>	1/03/2024 - 31/12/2024 (Then analysis of the activity)
<b>Implementation of eco-friendly alternatives in daily life activities.</b>	Clara Agostini	<ul style="list-style-type: none"> <li>Prioritize refurbished items over new ones whenever possible.</li> <li>Enhancing our sustainability efforts by stopping the usage of coffee capsules</li> </ul>	1/03/2024 - 31/12/2024 (Then analysis of the activity)



# 3 IMPLEMENTATION PHASE

## Resources:

*Make a list of all resources you need. Give information on how necessary resources will be gathered/acquired, such as funding, materials, human resources and stakeholders involved, etc.*

Type of resource (money, time, material,...)	How much do you need?	Who will you secure this resource?
<b>Reduction of paper consumption</b> <ul style="list-style-type: none"> <li>Financial resources in electronic document management systems and recycled paper.</li> </ul>	<ul style="list-style-type: none"> <li>Document management software (price)</li> <li>Electronic signature software (price)</li> </ul>	Giulia Meschino
<b>Reduction of energy consumption.</b> <ul style="list-style-type: none"> <li>Time (to introduce guidelines on energy efficiency)</li> </ul>	<ul style="list-style-type: none"> <li>Sensors, programmable thermostats, lighting equipment.</li> <li>Training and awareness materials on energy efficiency.</li> </ul>	Giulia Meschino and Rubén Abarca
<b>Reduction of water consumption.</b> <ul style="list-style-type: none"> <li>Financial resources for a dishwasher</li> </ul>	<ul style="list-style-type: none"> <li>Its included in the rent of the office</li> </ul>	Giulia Meschino
<b>Promoting awareness about sustainability through our activities.</b> <ul style="list-style-type: none"> <li>Funding for these events</li> <li>Time (working hours) for planning an completion of these events</li> </ul>	<ul style="list-style-type: none"> <li>Depends on the specific project the event is a part of</li> </ul>	EVTA team's project managers





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ORGANISATION:

## 3 IMPLEMENTATION PHASE

### Resources:

*Make a list of all resources you need. Give information on how necessary resources will be gathered/acquired, such as funding, materials, human resources and stakeholders involved, etc.*

Type of resource (money, time, material,...)	How much do you need?	Who will you secure this resource?
<b>Reduction of food waste.</b> <ul style="list-style-type: none"><li>Time (to carry the food to food bank and to distribute leftover food at events)</li></ul>	<ul style="list-style-type: none"><li>Depends on the specific event, but usually takes half an hour</li></ul>	Clara Agostini
<b>Implementation of eco-friendly alternatives in daily life activities.</b> <ul style="list-style-type: none"><li>Financial resources.</li></ul>	<ul style="list-style-type: none"><li>Depends of the price of the refurbished items</li><li>Switching from coffee capsules to ground coffee doesn't require any financial resources in our particular case.</li></ul>	Giulia Meschino, EVTA TEAM



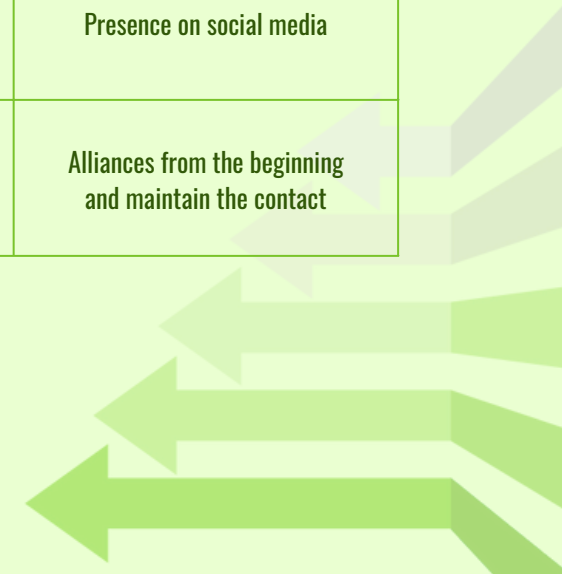


# 3 IMPLEMENTATION PHASE

## Engagement and Awareness:

*Strategies for engaging and raising awareness among the school community and/or the external community about the initiative*

Who do you want to engage/communicate to?	What is the goal of engaging this person/group?	What do you need to communicate?	How do you want to engage them/communicate (channel)?	When? (Timeline)
Workshops and Educational Talks	importance of sustainability	goals of the green project	In-person presentations or webinars	Schedule workshops and talks throughout the school year
Awareness Campaigns on Social Networks	Expand and promote the green initiative	Posts: green tips, project, events	Social media	Presence on social media
Alliances with Environmental Organizations	Support and experience in environmental issues	Shared interests and objectives, possible areas of collaboration	In-person, virtual meetings and email	Alliances from the beginning and maintain the contact



## 4 MONITORING AND ASSESSMENT OF YOUR INITIATIVE

### In which areas should the initiative bring benefits and improvements?

- *Social* (e.g. Awareness, behavioural changes, improved equality, diversity, well-being...)
- *Environmental* (e.g. less carbon emissions, better air quality, ...)
- *Economic* (e.g. financial savings, innovation opportunities through workers with sustainability competences, )

**Remember: The KPI is formed by a current value, a target value, and the metric (variable that will be measured).**

### How will you monitor and assess the success of your Initiative?

What are the goals of your initiative? Which impact should your initiative generate? (Topic)	What is your current value? (It is not necessary to have one in some cases)	What is the target value and timeline for completion?	What variable will be measured?	Key actions to achieve the target value	How do you want to measure it? (Monitoring instrument, e.g., surveys, energy bills, etc.)
Reduction of paper consumption <ul style="list-style-type: none"> <li>• Reduce paper consumption by 30%</li> </ul>	Record of paper consumption in the organization	Reduce paper consumption by 30% in the next 12 months	Paper consumption per unit of time (per month or per quarter)	Implement a paper consumption	Record of paper use in the company, paper purchase invoices
Energy efficiency <ul style="list-style-type: none"> <li>• Reduce energy consumption by 20%</li> </ul>	Record of energy consumption in the office	Reduce energy consumption by 20% in the next 12 months.	Energy consumption in kWh	Implement energy efficiency measures	Energy bills and consumption records of energy equipment
Water consumption reduction <ul style="list-style-type: none"> <li>• Reduce water consumption by 12%</li> </ul>	Record of water consumption in the office	Reduce water consumption by 12% in the next 12 months.	Water consumption bill monitoring	Usage of the dishwasher	Total Water Bill=Fixed Charges+(Water Usage*Price per Cubic Meter)+Wastewater Charges



# 4 MONITORING AND ASSESSMENT OF YOUR INITIATIVE

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**How will you monitor and assess the success of your Initiative?**

What are the goals of your initiative? Which impact should your initiative generate? (Topic)	What is your current value? (It is not necessary to have one in some cases)	What is the target value and timeline for completion?	What variable will be measured?	Key actions to achieve the target value	How do you want to measure it? (Monitoring instrument, e.g., surveys, energy bills, etc.)
<b>Employee Incentives</b> <ul style="list-style-type: none"> <li>• Increase employee participation and satisfaction with incentive programs by 20%</li> </ul>	Evaluate present value using staff satisfaction and past incentive participation data.	Achieve a 20% increase in employee participation and satisfaction with incentive	Employee participation and satisfaction with incentive programs	Incentive programs aligned with the interests and needs of employees	Analysis of participation in incentive programs and regular feedback meetings with work teams
<b>Sustainable Purchasing Policy</b> <ul style="list-style-type: none"> <li>• Increase the proportion of refurbished devices</li> </ul>		This proportion should be at least 50%	Number of refurbished devices/Total items used in the company	Purchasing policy, establish supplier selection criteria, regularly monitor compliance with the policy	A simple counting process