



INDIVIDUAL GREENING PLAN

1 GENERAL INFORMATION

COUNTRY:
Portugal

ORGANISATION:

Inovinter - Centro de Formação e de Inovação Tecnológica, VET provider

YOUR RATIONALE FOR GREENING YOUR ORGANISATION:

The objectives of the current team's mandate are to raise stakeholders awareness and practices on energy saving, reducing water consumption, and cutting down on waste.

YOUR VISION FOR YOUR ORGANISATION:

We envision an organisation with greater environmental sustainable awareness and practices.



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2 INDIVIDUAL GREENING INITIATIVES OF YOUR ORGANISATION

WHICH GREENING INITIATIVE/MEASURE ARE YOU PLANNING?

Ecological Brigade team

WHICH AREA DOES THIS INITIATIVE TARGET?

Greening the campus, the curriculum and training, and the organisational culture.

OBJECTIVE:

Raise stakeholder's awareness and practices on energy saving, reducing water consumption, and cutting down on waste.

DESCRIPTION:

In October 2013 the Inovinter Board of Directors approved its Environmental Responsibility document. Since 2014 Inovinter had a dedicated volunteer workers group dealing with sustainable issues. With Inovinter's participation in the everGREEN meeting in Nice, it is expected that "outputs" from this European project will be used in the Ecological Brigade and, on the other hand, the results obtained in Inovinter should be shared in the same European consortium. This plan was supported by everGREEN's online mini-courses second scenario.

TARGET GROUP:

Workers, Trainees, Trainers

LEADERSHIP AND STAFF INVOLVED:

Ecological Brigade:

- Andreia Primo - Coimbra Pole, Center Delegation
- Celia Cegonho - Vendas Novas pole, South Delegation
- Filipa Lança - Lisboa, Headquarters
- Hugo Marques Moniz - Braga pole, North Delegation
- Victor Carvalho - Braga pole, North Delegation

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)
Ecological Brigade Logo	Nuno Oliveira, Communication & Image	Creation of a New image and coherence with communication policies.	September 24
Bi-monthly article Environment/Ecology Themes	Ecological Brigade	Inovinter Site and direct e-mail to workers to maintain internal and external communication dynamics.	October 24
Electronic Questionnaire	Ecological Brigade	Method for assessing practices and adjusting environmental policies according to the organization's level of knowledge, using google forms	October 24
Promo Video Script	Ecological Brigade, Communication & Image, Director	Planning of the promotional video, PDF script	Already Done
Promotional Video	Nuno Oliveira, Comunicação Imagem	Promotional VR according to the Script, to be published on the website and social networks	April 25

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Workshop	Ecological Brigade + Coimbra Pole	workshop to Inovinter workers, based on an ecological theme and, if possible, showing some results of the Ecological Brigade's information collections	May 25
Green Post-it: Ecological Footprint / Monthly Tips	Ecological Brigade	To make known themes and current events to the stakeholders, using website and e-mails.	October 24
Monthly Meeting	Ecological Brigade	Discussion, decision-making, monitoring of actions, using zoom platform	every month until April 2026
Send plants planted at the Braga to the Poles	Victor Carvalho, Ecological Brigade	Work on issues related to motivation, send plants to the 13 Inovinter poles from north to south	December 24

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Raising internal awareness of waste separation	Inovinter	Appeal to the availability of each pole: direct contact with each polo to evaluate possibilities.	November 24
Launch Internal Contest	Ecological Brigade	Healthy competition between poles and headquarters.	March 25 to June 25
Stocktaking of obsolete material (toners)	Filipa Lança, Ecological Brigade	direct contact with poles coordinators	january 25
Contact with Toner Recycling Companies to request quotes for material collection.	Ecological Brigade	Sending material for recycling. Reduction of ecological footprint.	February 25

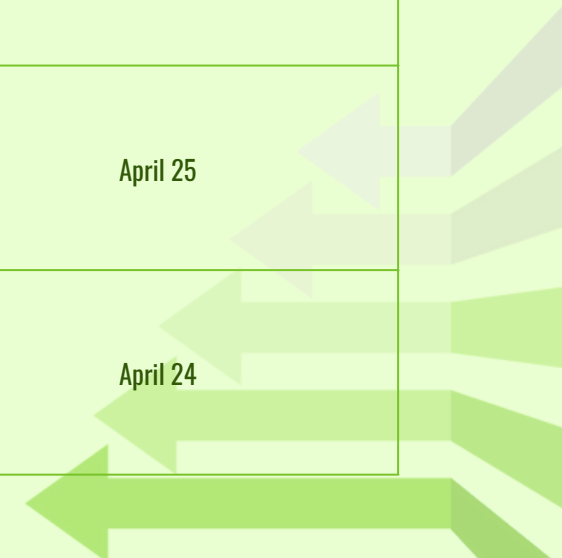


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Monitoring water and electricity consumption by pole,	Ecological Brigade & Management Unit	Analysis of management department's reports, for subsequent proposal of consumption reductions	September 24 - April 26
Make an inventory of taps without water flow reducers and propose their replacement	Ecological Brigade	Propose the introduction of the measure in the 2025 investment plan	November 24
Giving advice on the acquisition of new vehicles	Ecological Brigade, Management & Direction Unit	Enable management to be aware of the benefits and drawbacks of the various powertrain options several resources about the subject	April 25
Measuring carbon emissions from missions	Ecological Brigade	request a travel report from the Management Unit, measure carbon emissions from missions, and submit a report at the end of each six-month period	April 24





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ORGANISATION:

3 IMPLEMENTATION PHASE

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What (Tasks/Activities)	Who is responsible?	How? (Execution Method)	When? (Timeline)
Challenge to trainees and trainers of medium and long-term courses	Ecological Brigade, trainers and course mediators	Raise awareness among learners and trainers about their ecological footprint, using excel sheet and ask them to reflect about de results in the classroom	December 24



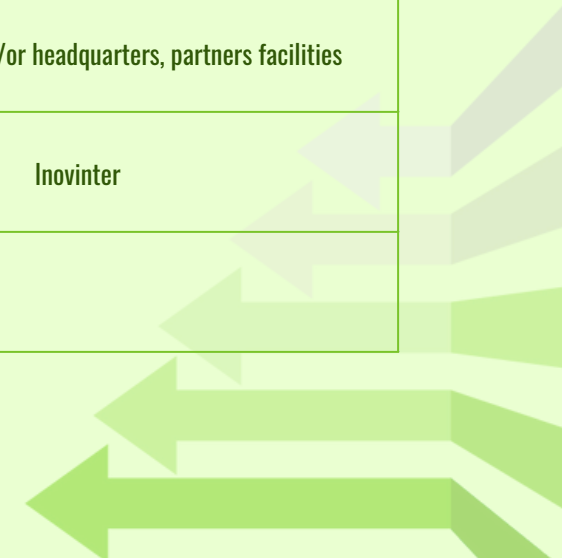


3 IMPLEMENTATION PHASE

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?	How will you secure this resource?
Human Resources	...	Ecological Brigade, Inovinter staff, Trainers and Trainees
Financial Resources	...	It would be provide by Inovinter (5000€ already allocated to the project)
Facilities	...	Inovinter poles and/or headquarters, partners facilities
Communications and consumables	...	Inovinter





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)
Inovinter Workers	enviromental sustainable awareness and practices	awareness and practices on energy saving, reducing water consumption, and cutting down on waste.	e-mail, social media, intranet	2024-2026
Trainees			e-mail, social media, Training management platform, posters	
Trainers			e-mail, social media, Training management platform, posters	

