



INDIVIDUAL GREENING PLAN

1 GENERAL INFORMATION

COUNTRY:

Germany

ORGANISATION:

BUPNET GmbH, founded in 1985, is an experienced European provider of continuing vocational training. blinc eG, founded in 2005, is a cooperative that focuses on the promotion of human learning processes in organisations in all educational sectors. Both organisations have in numerous EU programmes, including Erasmus+, ESF, AMIF, INTERREG and LIFE. They are known for developing innovative e-learning solutions. Their joint EU team of 16 people works from different locations, with regular travel required for project implementation and collaboration.

YOUR RATIONALE FOR GREENING YOUR ORGANISATION:

At BUPNET and blinc, travel plays a significant role in the implementation of our projects, especially European collaborations that require regular mobility and international meetings. This has a significant impact on our carbon footprint. Addressing these environmental challenges is in line with our commitment to sustainability and climate-friendly practices. Furthermore, reducing emissions through more sustainable travel arrangements not only benefits the environment, but also offers potential economic savings by optimising travel costs.

YOUR VISION FOR YOUR ORGANISATION:

BUPNET and blinc aim to be a leading examples of sustainability in VET in Europe. We aim to embed environmentally responsible practices into all aspects of our operations and to be nationally recognised for sustainability. We will inspire others to adopt similar initiatives.



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ORGANISATION: BUPNET GMBH

2 INDIVIDUAL GREENING INITIATIVES OF YOUR ORGANISATION

WHICH GREENING INITIATIVE/MEASURE ARE YOU PLANNING?

SUSTAINABLE TRAVEL POLICY

WHICH AREA DOES THIS INITIATIVE TARGET?

Greening the community and workplace

Greening the organisational culture

OBJECTIVE:

The primary objective of this initiative is to significantly reduce the carbon footprint of our travel activities. By incorporating eco-conscious guidelines into our travel policies, we aim to promote environmental responsibility among our employees and stakeholders, while maintaining the efficiency of our project activities.

DESCRIPTION:

This initiative involves reviewing our travel practices to prioritise sustainable choices and minimise environmental impact:

Prioritise trains, buses and avoiding short-haul flights for trips under 600km.

Support digital solutions, such as virtual meetings, to minimise travel.

Offset unavoidable emissions with certified carbon offset programmes.

Recognise and reward employees who choose lower carbon option

TARGET GROUP:

This initiative primarily targets all employees involved in project activities that require travel. Indirectly, it also targets external stakeholders by serving as a model for sustainable project management practices.

LEADERSHIP AND STAFF

INVOLVED:

Project Manager: Ensures that the travel policy is in line with project requirements and co-ordinates its implementation.

Environmental Manager: Monitors emissions reductions, identifies offset programmes and reports on sustainability milestones.

HR Manager: Communicates new travel policy and organises workshops to raise staff awareness.

Travel Coordinator: Works with sustainable travel providers and ensures travel arrangements comply with the new policy.

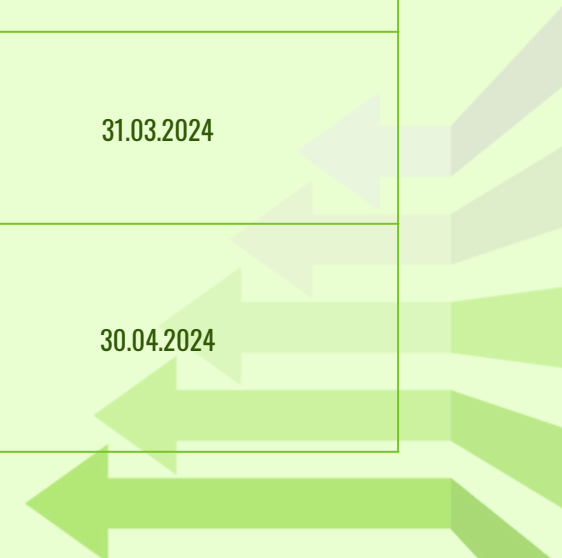


3 IMPLEMENTATION PHASE

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)
Conduct travel audit: assess current travel practices	Environmental Manager, Project Coordinator	Review past travel data, including modes of transport and associated emissions	31.03.2024
Develop travel guidelines specific to distributed teams	Project Manager, HR Manager	Draft travel policy tailored to multi-location teams, including sustainable options such as train travel and virtual meetings	20.04.2024
Research eco-friendly travel providers	Travel Coordinator	Research airlines, rail services, and hotels that adhere to sustainability standards	31.03.2024
Implement a hybrid meeting strategy	Project Manager	Introduce a clear policy to prioritize virtual meetings for routine discussions and reserve physical travel for key events	30.04.2024



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What (Tasks/Activities)	Who is responsible?	How? (Execution Method)	When? (Timeline)
Train staff on sustainable travel practices	HR Manager, Environmental Manager	Conduct virtual workshops to introduce the new travel policy and carbon offsetting tools	31.05.2024
Include carbon offsetting for essential flights	Environmental Manager	Partner with certified carbon offset providers and integrate costs into travel budget	01.06.2025 onward
Prioritize rail or public transport within Europe	Travel Coordinator	Emphasize rail options for intercity travel within a 500–800 km range (e.g., Göttingen to Ljubljana)	01.06.2025 onward
Monitor and report travel emissions	Environmental Manager	Create a monitoring system to track team travel modes, emissions, and cost savings	01.06.2024 onwards

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What (Tasks/Activities)	Who is responsible?	How? (Execution Method)	When? (Timeline)
Share results and impact internally and externally	Communications Manager	Publish progress updates in newsletters and on the website, showing reduction efforts and their impact	01.01.2025 onwards



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?
Time (staff hours) for assessment, policy drafting, research, policy integration, training, coordination, data analysis, monitoring	45 hours to implement the policy incl. assessment, policy drafting, training, and coordination 15 hours for data analysis and monitoring annually	Internal staff resources for initial research Utilise internal team expertise Leverage existing virtual platforms for hybrid meetings
Money (offset fees)	€1,500 annually (acc. to travel activities)	Dedicate project funds or allocate from organisational budget
Training and communication materials	10 hours	Developed in-house



INDIVIDUAL GREENING PLAN

ORGANISATION:

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)
Internal Staff (16 team members)	Build understanding and buy-in for sustainable travel policy	Rationale for sustainable travel, policy details, and individual responsibilities	Internal emails, virtual team meetings, workshops	Month 1-3
Partner Organisations (project collaborators)	Encourage alignment and collaboration on sustainable practices	Importance of sustainability, examples of collaboration opportunities	Email communications, joint webinars, presentations at meetings	Month 2-4
Local Stakeholders (transport providers, NGOs)	Foster partnerships to facilitate sustainable travel options	Our commitment to sustainability, potential collaboration opportunities	Direct meetings, emails, and participation in local sustainability forums	Month 3-5

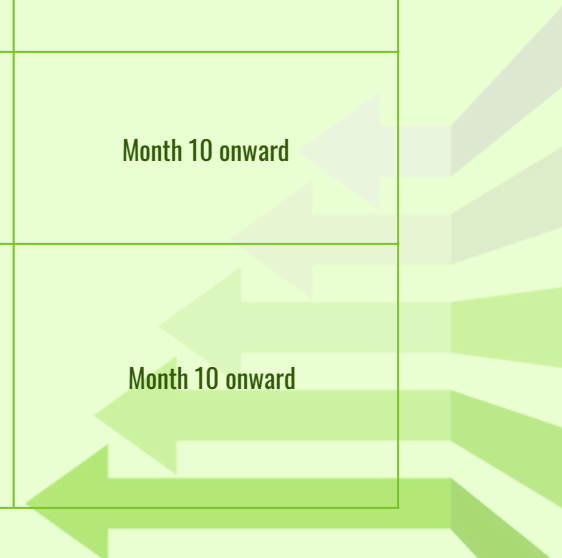


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Project Participants (e.g., workshop attendees)	Raise awareness and encourage sustainable travel among event attendees	Overview of the initiative, benefits of sustainable travel, and tips for low-carbon travel	Event presentations, handouts, newsletters, and social media campaigns	During project events
Wider Community (through dissemination)	Promote organisational efforts as a role model in sustainability	Results of the initiative, measurable impacts (e.g., CO2 reduction), and best practices	Newsletters, organisational website, LinkedIn posts, local press releases	Month 10 onward
Educational Networks (schools, universities)	Encourage adoption of similar sustainability initiatives and build long-term collaborations	Success stories, case studies from the travel policy implementation	Presentations, articles in educational journals, online events	Month 10 onward





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.)
Social: Increase awareness and encourage behavioral changes regarding sustainable travel	Low awareness among staff	100% staff awareness and policy adherence by Month 6	Percentage of staff aware of and implementing the policy	Workshops, internal communication campaigns, and individual follow-ups	Surveys, feedback forms
Environmental: Reduce carbon emissions from travel	Average 1.5 tons CO2/year/ person	20% reduction in travel emissions by Month 12	Total CO2 emissions from travel	Use of low-carbon transport options, carbon offset purchases	Carbon tracking software, airline emissions reports
Environmental: Increase use of sustainable travel options (e.g., trains, shared vehicles)	10% of travel uses low-carbon options	50% of travel uses low-carbon options by Month 12	Percentage of trips using sustainable transport	Create incentives for train travel	Travel logs, booking records



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Economic: Promote innovation through sustainability skills development	Limited engagement in training	80% staff completion of sustainability workshops by Month 6	Percentage of staff completing training	Organize training programs focused on sustainability and practical skills	Training attendance records, post-training feedback
Social: Improve staff well-being by reducing travel stress	No baseline available	Improved well-being scores by 10% by Month 12	Employee satisfaction levels	Encourage remote work and sustainable travel options	Staff well-being surveys