



INDIVIDUAL GREENING PLAN

1 GENERAL INFORMATION

COUNTRY:
Greece

ORGANISATION:
EUROTraining Educational Organization

YOUR RATIONALE FOR GREENING YOUR ORGANISATION:

EUROTraining often faces environmental challenges due to the high volume of travel associated with the implementation of European projects. This constant travel contributes significantly to the carbon footprint. Addressing these environmental impacts is aligned with our commitment to sustainable practices and responsible resource management. In addition, reducing emissions from travel can also provide economic benefits, such as reducing travel costs.

YOUR VISION FOR YOUR ORGANISATION:

EUROTraining aspires to become a pioneer in sustainable practices in the field of vocational training in Europe. We strive to be recognised at national level for our commitment to environmental management and our innovative approach to integrating sustainability into our activities. We aim to foster an organisational culture that prioritises and champions environmental responsibility, setting standards for others in the industry.



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ORGANISATION:

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 main goal of this initiative is to reduce the carbon footprint of our travel activities. By choosing flights with lower emissions or compensating through carbon credits, we aim to promote environmental awareness and responsibility among our staff and stakeholders.

DESCRIPTION:

This initiative aims to review the current travel policy, giving priority to lower-carbon flights and incorporating carbon offsetting as standard practice for all travel activities. Recognizing the frequent travel necessary for our projects, the updated policy will include:

- Preference for airlines that use newer, more efficient aircraft or offer certified carbon offset programs.
- Incentives for staff who choose lower-emission travel options or alternative modes of transportation when feasible.
- Working with travel partners that demonstrate a strong commitment to sustainability.

TARGET GROUP:

The primary target group includes all staff involved in the implementation of European projects, which requires frequent travel. This initiative also indirectly targets our broader community by setting a public example of sustainable practices.

LEADERSHIP AND STAFF INVOLVED:

- Project Director: Oversees implementation and integration of the new travel policies.
- Sustainability Officer: Monitors travel emissions, reports on reductions, and sources carbon offsetting options.
- HR Manager: Communicates the new policies to the staff and integrates them into the organizational culture and training programs.
- Travel Coordinator: Works with travel agencies and airlines to ensure alignment with our sustainability goals.



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ORGANISATION:

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)
Evaluate current travel policies	Sustainability Officer	Review existing policies and identify areas for improvement	27/02/2024
Develop new travel guidelines	Project Director & Sustainability Officer	Drafting guidelines that prioritize low-emission travel options	12/03/2024
Engage with travel partners	Travel Coordinator	Negotiate agreements with airlines and travel agencies for sustainable options	27/03/2024
Internal approval and feedback	HR Manager	Present the draft policy to the board for approval and gather staff feedback	04/04/2024
Finalize and implement policy	Project Director	Finalize policy incorporating feedback and begin implementation	10/04/2024
Monitor and adjust	Sustainability Officer	Ongoing monitoring and adjustments based on effectiveness and feedback	17/04/2024
Awareness and training sessions	HR Manager	Organize workshops and information sessions for all employees	30/04/2024



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,...)	Who much do you need?	Who will you secure this resource?
Money (for carbon offsetting and partnerships)	Budget allocation based on projected travel needs	Secure through annual budgeting process and potential environmental grants
Time (for planning and implementation)	Initial intensive planning phase followed by ongoing monitoring	Allocate time in staff schedules, especially for those directly involved in the initiative
Material (informational and educational materials)	Materials for training and communication	Develop internally or source through environmental organizations
Human Resources (staff involvement and expertise)	Full involvement of designated staff members	HR to allocate responsibilities and adjust workloads as necessary

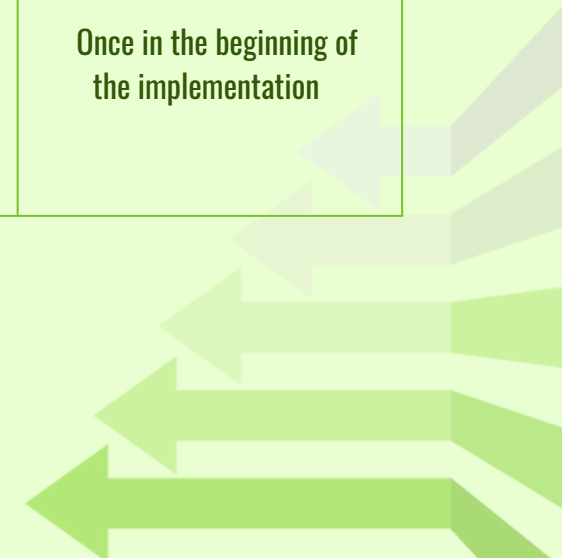


3 IMPLEMENTATION PHASE

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)
All employees	To inform and educate on new travel policies	Details of the new travel policy, its benefits, and how to comply	Workshops, emails, and intranet announcements	Once in the beginning of the implementation



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).

The initiative is expected to bring changes in the social and environmental areas as it is expected to raise awareness of sustainable travel among employees, leading to behavioural changes. It aims to promote a more environmentally aware workforce, improving overall staff well-being and satisfaction by aligning organisational values with sustainable practices. As well as contributing directly to reducing carbon emissions from travel, leading to improved air quality and supporting global efforts to combat climate change.



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ORGANISATION:

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.)
Increase use of sustainable travel options	Baseline survey data pre-initiative	Our Goal: 50% increase within the first year	Percentage of travel using sustainable options	Promote awareness, incentivize low-emission choices, partner with sustainable agencies	Surveys, travel booking data analysis
Reduce carbon emissions from travel	Current annual CO2 emissions from travel	Our Goal: 20% reduction in emissions within 2 years	Total CO2 emissions from business travel	Implement sustainable travel policy, invest in carbon offset programs	Emission reports, environmental impact assessments
Enhance employee engagement and satisfaction with travel policies	Initial employee satisfaction survey	Increase satisfaction scores by 30% within 1 year	Employee satisfaction levels regarding travel policies	Regular feedback sessions, continuous improvement based on staff input	Employee satisfaction surveys, feedback forms