Do you want to take sustainability to the next level?

www.GreenOfficeMovement.org
With a Green Office you take sustainability to the next level!

A Green Office is a sustainability platform that empowers students and staff to embed sustainability in the curriculum, research, operations, community and governance.
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ABOUT

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Please contact us for any questions at info@GreenOfficeMovement.org
Green Office Model
VISION

Our vision of a sustainable university!

**Educators** inspire students to study sustainability topics from a multi-disciplinary perspective and through real-life projects.

**Researchers** collaborate with NGOs, businesses and cities to find answers to sustainability challenges.

**Staff** embed sustainability in buildings, laboratories or procurement. They also work with educators so that students learn hands-on through sustainability projects at the university.

**Students** engage with sustainability in student groups, course projects, volunteering programmes and internships.

**University management** makes sustainability central to the university strategy and allocates funds for its implementation.

What is your vision of a sustainable university?
What OBSTACLES block you from achieving your vision?

Do only a few students and staff engage in sustainability?

Does university management see sustainability as a low-priority issue?

Are existing sustainability initiatives disconnected from each other?

Do sustainability efforts have low visibility and people don’t know how to get involved?

Are sustainability efforts mainly volunteer-led and have low capacity?


**SOLUTION**

**A Green Office is a sustainability platform that empowers students and staff to embed sustainability in the curriculum, research, operations, community and governance.**

Student sustainability initiatives are often limited, as they lack funding and institutional access. Staff-led initiatives often struggle to engage students and mobilise many people to act on sustainability.

Unlike traditional sustainability initiatives, a Green Office empowers students to lead on sustainability, in close collaboration with staff, and receives funding, mandate and office space from university management.

<table>
<thead>
<tr>
<th></th>
<th>Green Office Model</th>
<th>Student-led initiative</th>
<th>Staff-led initiative</th>
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</thead>
<tbody>
<tr>
<td><strong>Student leadership</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td><strong>Staff leadership</strong></td>
<td>✓</td>
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<tr>
<td><strong>Institutional support</strong></td>
<td>✓</td>
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*Table 1: Comparison between the Green Office Model and other sustainability initiatives*
CHARACTERISTICS

All Green Offices share the following characteristics:

**Students**
Students join the Green Office as student employees, volunteers or by doing a course project.

**University staff**
At least one staff member acts as supervisor, coach and university contact person for the students.

**Activities**
Green Offices run activities to inform, connect, and support students and staff to act on sustainability.

**Funding**
University management or outside sponsors fund the activities, salaries and office space of the Green Office.

**Mandate**
University management legitimises the Green Office as an official project or department for two to three years.

**Office space**
Green Offices have a visible office space to run meetings, host events and be accessible during office hours.
BENEFITS

A Green Office allows you and your university to:

**Empowerment:** Inspire and enable more students and staff to create a bottom-up movement for sustainability

**Legitimacy:** Embed sustainability structurally in your organisation and make it a top priority

**Collaboration:** Strengthen synergies between initiatives to launch more joint projects

**Visibility:** Create a central sustainability contact point and make sustainability efforts more visible

**Capacity:** Mobilise funding and create positions for students and staff to work on sustainability projects
“The Green Office Model is an outstanding project to train young people as transformation agents.”

Jury of the UNESCO-Japan Prize on Education for Sustainable Development
TYPES OF GREEN OFFICES

Three ways to organise a Green Office have emerged over time.

A student-led team with a staff contact
Students lead the Green Office and one staff member acts as their contact person.

A joint team of students and staff
Students and at least one staff member work together in the Green Office.

Separate student and staff teams
A student-led Green Office works alongside a staff-led sustainability team.
**CASE STUDIES**

**Konstanz**

**Challenge**
After the university let go of the sustainability coordinator, nobody was responsible for sustainability.

**Solution**
Students successfully lobbied for the Green Office as the official sustainability department of Konstanz University.

**Team**
- 6 student employees
- 1 staff member in Student Services acting as a contact person for the students

**Leuven**

**Challenge**
A staff-led sustainability team already existed, but student involvement was low.

**Solution**
Staff members created the Green Office to give students a voice in the university's sustainability efforts.

**Team**
- 9 student employees
- 1 staff member to coordinate and coach the student team

**Utrecht**

**Challenge**
Students and staff faced challenges to get involved in sustainability and collaborate in joint projects.

**Solution**
The Green Office was launched to enable students and staff to exchange ideas and initiate projects.

**Team**
- 8 student employees
- 4 staff member to coordinate and coach the student team
WHAT OTHERS SAY

“Green Offices are an excellent way to integrate education for sustainable development into universities, affecting teaching and learning, the physical campus and student life.”

Prof. Gerard Govers
Vice-rector Science, Engineering and Technology KU Leuven

“Green Offices provide a direct link between university management and the student community. This interaction and the joint projects that follow help to further sustainability.”

Miriam Tereick
UNESCO

“Universities should do sustainability with students and through students. Green Offices empower students to lead on sustainability.”

Jamie Agombar
Head of Sustainability at National Union of Students UK

“The Green Office Model is a great way to promote sustainability and student participation at universities. Its whole-institution approach and creative projects enable real transformation!”

Jana Holz
Chairperson of netzwerk n
SUCCESS STORIES

Green Office Utrecht successfully lobbied for daily vegan meal options in the cafeteria, compared to no vegan options before.

Green Office Ghent co-created a mobility policy, including the rule that the emissions of all flights have to be offset.

Green Office Magdeburg co-created the first sustainability report and long-term strategy for the university.

Every year, Green Office Wageningen honours sustainability-minded academics at the university with a Green Teachers Award.

Greenwich Sustainability Hub conducted a sustainability assessment of 127 out of 135 study programmes.

Gothenburg Students for Sustainability organised a sustainability day, attended by 350 students and staff.

Maastricht University Green Office successfully lobbied to boost e-waste recycling by 186% within two years.

What do you want to achieve with your Green Office?
COMMUNITY ENGAGEMENT

Some examples of how Green Offices engage students and staff on sustainability:

- Awards for best sustainability idea
- Bicycle repair workshop
- Clothes swap event
- Divestment day
- Earth hour
- Farmers’ market
- Green teachers award
- Health Week
- Insect hotels on campus
- Joint board meetings of student groups
- Lecture series on climate change
- Meatless Monday
- Networking event
- Orientation week campaign
- Plogging run to collect waste
- Quiz night
- Repair workshop
- Second-hand book sale
- Training for student groups
- Use your own cup campaign
- Veggie cooking evening
- Week of sustainability

Your project?
Some examples of how Green Offices embed sustainability within the university:

- Advice on sustainable procurement
- Biodiversity action plan
- Carbon footprint of the university
- Development of a sustainability strategy
- Education for sustainability training
- Fairtrade certification
- Green roofs
- Honours course
- Inventory of sustainability courses
- Journal of sustainability studies
- Living lab
- Mobility policy
- New sustainability PhD
- Organic meals in cafeteria
- Proposal for new sustainability minor
- Quality assessments of sustainability courses
- Replacement of plastic cups
- Student-led sustainability research
- Tiny forest with 300 trees
- Urban gardening on campus
- Vegetarian catering
- Water fountains

Your project?
Your Green Office doesn’t replace but collaborates with people already working on sustainability at your university.

A sustainability coordinator could join a student and staff-led Green Office. Alternatively, they become the contact person for a student-led Green Office.

A staff-led sustainability team hires student employees and becomes a student and staff-led Green Office. Alternatively, the team collaborates closely with a student-led Green Office.

A sustainability student group organises projects and events together with the Green Office or receives trainings and micro-grants.

A sustainability-minded student representative collaborates with the Green Office to lobby for institutional changes or to co-organises events for the student community.

A sustainability committee welcomes the Green Office as a new member with equal decision-making powers. Alternatively, it becomes the supervisory board of a student-led Green Office.
OTHER STAKEHOLDERS

Your Green Office informs, connects and supports the whole university community to advance sustainability.

Academics
Develop new sustainability courses and study programmes together with you.

Course Projects
Answer sustainability-related questions for your Green Office or other actors.

University management
Co-creates sustainability strategies and policies with your Green Office.

Student volunteers
Work in your Green Office team on sustainability projects and events.

Facility Services
Collaborate on making buildings, catering and waste management more sustainable.

Student groups and representatives
Co-organise events or lobby for institutional changes with your Green Office.
The Movement
JOIN THE MOVEMENT

The first Green Office started at Maastricht University in 2010. Today, it's an international movement.

450+ volunteers
300+ projects
150+ jobs

37+ Green Offices
8+ countries
6+ partners

GreenOffice
movement

450+ volunteers
300+ projects
150+ jobs

37+ Green Offices
8+ countries
6+ partners
The ANNUAL Green Office Summit!
SELF-CHECK

Ready to establish your Green Office?

I want to...

Create a **contact point** for sustainability, equipped with funding, a mandate and office space.

Improve **collaboration** and visibility of existing sustainability initiatives.

**Engage** the student community and support sustainability student groups better.

**Embed** sustainability in education, research, operations and governance.

Strengthen an existing sustainability coordinator or team with **additional capacity**.

Positive self-check? **Get started!**

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STEPS

Take four steps to start your Green Office

1. **Map**
   Get an overview of existing sustainability efforts and analyse their strengths and challenges.

2. **Design**
   Determine the role, activities, team, partners and institutional support of your Green Office.

3. **Pitch**
   Argue why your university management should fund your Green Office.

4. **Funding**
   Mobilise supporters and influencers to convince decision-makers to fund the Green Office.
YOUR GREEN OFFICE DESIGN

Develop your Green Office, by answering these five questions

<table>
<thead>
<tr>
<th>Role</th>
<th>How will your Green Office further sustainability?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities</td>
<td>What projects will you run to fulfil your role?</td>
</tr>
<tr>
<td>Team</td>
<td>What will your team look like?</td>
</tr>
<tr>
<td>Partners</td>
<td>With whom will you work on projects?</td>
</tr>
<tr>
<td>Support</td>
<td>What funding, mandate and office space do you need?</td>
</tr>
</tbody>
</table>
Click to take the free ONLINE COURSE to establish your Green Office

**Benefits**
- Get clarity of mind on what steps to take
- Design your Green Office with ease
- Learn from anywhere, anytime and at your own speed

**Features**
- 4 modules over 1 month with 30min weekly learning
- Toolkit to apply the lessons to your situation
- Certificate of completion for handing in the toolkit
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Project team
Felix Spira, Anselm Grahl, Maik Adomßent

Design
R J Bavington

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