



ECOLOGY MAINSTREAMING GUIDELINE



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PREFACE

This Ecology Mainstreaming Guideline is produced by the Civic Space Technical Assistance Project funded by the European Union. One of the Civic Space Project aims is to strengthen the capacities of CSOs and support them in adopting a rights-based approach to advocate for democratic changes, confidence-building measures, and a more enabling environment for civil society.

In this context, a set of guidelines have been developed as a do-it-yourself tool to help CSOs mainstream cross-cutting issues such as accessibility, ecology, gender, rights-based approach, youth and child. These guidelines aim to promote and support CSOs to mainstream rights-based concerns into their policies, planning and daily operations. The guidelines are developed with a participatory approach in which CSOs working on each topic were involved in drafting. An advisory group of CSOs were identified for each cross-cutting topic and were consulted at each stage.

We believe that these guidelines, produced in English and Turkish will be beneficial not only for help desk or Grow Civic beneficiaries of Civic Space, but for all civil society organisations in Cyprus and elsewhere. Furthermore, most of the practical measures proposed in these guidelines are also applicable for corporate and public institutions.

The guidelines on thematic cross-cutting issues are developed as a complementary set, with the rights-based approach providing a general framework for their implementation. However, we designed each thematic guideline in such a way that they can be separated in mainstreaming that specific aspect. As such, you can use this Ecology Mainstreaming Guideline to improve your capacity in ecological protection.



The guidelines start by providing the international framework and background of the topic, followed by key concepts and a brief introduction to the topic. Then specific applicable measures CSOs can use at policy and strategic levels and at operational levels such as during meetings, events, in the offices, etc. Although aligning your organisation to actualise all measures covered in the guidelines is recommended, you can opt for a step-by-step approach and implement measures one by one. The checklist provided at the end of the guideline can be used to monitor your status. You might even consider making your monitoring results publicly available not only to be in line with the transparency and accountability principles of the rights-based approach but also to encourage other CSOs to make use of the guidelines.

Civic Space aims to periodically improve the guidelines, based on feedback received from CSOs that implement the proposed measures. Such improvement might mean revising and/or adapting a measure or adding a new one. Thereby, we kindly ask you to send us your feedback about the guidelines.

Taking this opportunity, we would like to thank the following CSOs, as the advisory group of this ecology mainstreaming guideline, for their valuable input and expertise:

Avli
Cyprus Environmental Stakeholders Forum
Cyprus Turkish Biologists Association for Research and Protection of Nature
Cyprus Wildlife Research Institute
Laona Foundation
Society for the Protection of Turtles - SPOT
Society for the Protection of Birds and Nature - KUŞKOR
Tashkent Nature Park

INTRODUCTION

Ecological matters have begun to be discussed by the international community since the mid of 20th century. Although the early interest in the environment goes back to the 19th century, the awareness on ecological issues gained global attention later. Ecological activism was on rise during the post-World War era because of the heavy negative impacts on the environment due to wars, industrialization, and urbanization in many different parts of the World. The different groups within the ecological movement focused on nature conservation, the anti-nuclear struggle, the rise of mass-consumerism, pollution, and biodiversity. The pressure from grassroots environmental organizations and international and national alliances has put significant pressure on the international bodies for involving the environment in their agendas. Hence, the environment has become one of the key themes to be addressed in international conferences since the UN Conference held in Stockholm in 1972. Industrial pollution was one of the concerns that were discussed in the UN between 1970 and 1980. Afterward, the attention was shifted into other areas such as biodiversity, climate change, urbanization, and human activities that cause global climate crises.



One of the most critical areas that the ecology movement focuses on is the climate change that occurs due to human activities. Climate change poses a severe threat to the lives of all living beings, and it also negatively impacts society as a whole and creates barriers against sustainable development.¹ The continuous increase in human activities such as burning fossil fuels, destroying forests, cutting down trees and plants, farming livestock harm the environment.²

2011 and 2020 are recorded as the warmest decade, and the global average temperature reached the highest ever. The human influence caused the climate to get warmer at a rate that has not ever been seen in the past 2000 years. According to the recent report of the Intergovernmental Panel on Climate Change (IPCC), the past five years have been the hottest period since 1850, and human activities are 90 percent the cause of climate change. The weather and sea levels will continue to increase faster than was initially estimated.³ This recent information poses as a "red alarm" for all human beings sharing the Earth. It is time to take full responsibility and begin to struggle against the climate crisis. CSOs have an essential role to play in this cause. They certainly have the responsibility to work ecologically, advocate for climate justice and consider the risks for the ecology while planning their operation and activities. If we do not act now, IPCC states that we will be unable to undo our mistakes as humans in less than 12 years. As environmental activist Greta Thunberg said, "I want you to act as you would in a crisis. I want you to act as if our house is on fire. Because it is."

This mainstreaming guide is just the beginning. It is designed to show you how you can mainstream ecology in your organization with practical steps.⁴

¹ MS. Hoàng Thanh Hà and MS. Phạm Thị Thuý Dương, Guideline on Green Office Criteria and Lifestyle, The Initiative Upscale and Mainstream Green Office Lifestyles in Vietnam.

² European Commission, "Causes of climate change" <https://ec.europa.eu/clima/change/causes_en> accessed 25 August 2021.

³ Intergovernmental Panel on Climate Change (IPCC), Climate Change 2021 Summary for Policy Makers, (2021) <https://www.ipcc.ch/report/ar6/wg1/downloads/report/IPCC_AR6_WGI_SPM.pdf> accessed 25 August 2021.

⁴ The Guardian, "Our house is on fire: Greta Thunberg, 16, urges leaders to act on climate" (25 January 2019) <<https://www.theguardian.com/environment/2019/jan/25/our-house-is-on-fire-greta-thunberg16-urges-leaders-to-act-on-climate>> accessed 25 August 2021.

WHAT IS ECOLOGICAL MAINSTREAMING?

The European Commission defines mainstreaming as "the process of systematically integrating a selected value/idea/theme into all domains of the EU development cooperation to promote specific (transposing ideas, influencing policies) as well as general development outcomes"⁵ (EC, 2004). In contrast, environmental mainstreaming is defined by the International Institute for Environment and Development as: "the informed inclusion of relevant environmental concerns into the decisions of institutions that drive national, local and sectoral development policy, rules, plans, investment, and action."⁶

Ecological mainstreaming is mainly related to integrating environmental policies into the political agenda, programming and planning, and the decision-making processes to decrease the human activities that negatively impact the environment and work for positive outcomes. The environmental concerns should be incorporated into national, local, and sectoral agendas, and CSOs are key actors that can be a part of this mainstreaming. By following ecological mainstreaming steps, CSOs can make informed decisions about the environment, consider the impacts in their organizational activities, adjust their organizational structure and advocate for widespread ecological mainstreaming.

WHY DO WE NEED TO MAINSTREAM ECOLOGY?

As explained above, the climate crises increase daily, and everyone is responsible for reducing environmental harm. Cyprus is an island located in the Mediterranean, and it is defined as a 'hot spot' for climate crises. It is expected that the weather will get warmer, biodiversity and the water resources will reduce, forest fires will increase. All these will result in significant threats to health, safety, economy, and development. Ecology mainstreaming is a way to minimize risks and problems by making informed decisions. Environmental concerns lie at the heart of the public good that civil society organizations are working for. It is urgently necessary to consider ecology as a cross-cutting issue and spread the concerns about climate change across all organizations.

⁵ 'International Institute for Environment and Development' 110.² European Commission, "Causes of climate change" <https://ec.europa.eu/clima/change/causes_en> accessed 25 August 2021.

⁶ European Commission and Directorate-General for International Cooperation and Development, Integrating the Environment and Climate Change into EU International Cooperation and Development towards Sustainable Development. (Publications Office 2016).

WHERE SHOULD ECOLOGY BE MAINSTREAMED?

The private sector, public bodies, CSOs, and the regional and international organizations all have the responsibility for mainstreaming ecology in their operations. The harms to the environment can only be reduced through collective action and everyone has a role to play. Everyone should be involved in ecology mainstreaming efforts, from small-scale enterprises to large corporations, municipalities to ministries, law enforcement bodies, and CSOs.

HOW CAN ECOLOGY MAINSTREAMING BE ACHIEVED?

There is no single answer to how ecology can be mainstreamed. In fact, there are a variety of efforts to create an ecology mainstreaming framework and implement it in different areas. This mainstreaming guide is a tool for CSOs that wish to mainstream ecology, and it is specifically designed for civil society actors. You can examine the measures below to find further information on how to mainstream ecology in your organization.

Ecology mainstreaming efforts require considering the environmental concerns, and it aims to minimize the risks to the environment. The UN Sustainable Development Goals are an excellent example of how ecology mainstreaming can be incorporated in international efforts for sustainable development.





ECOLOGY MAINSTREAMING AND SUSTAINABLE DEVELOPMENT GOALS (SDGS)

The World leaders came together at the United Nations Sustainable Development Summit in September 2015 and adopted an international framework to guide development efforts called "2030 Agenda for Sustainable Development". In the preamble to the 2030 Agenda, world leaders affirmed that they are: "Determined to protect the planet from degradation, including through sustainable consumption and production, sustainably managing its natural resources and taking urgent action on climate change, so that it can support the needs of the present and future generations."

The UN Sustainable Development framework consists of 17 goals, 169 targets, and 244 indicators, and 93 of the indicators are environment related. Tackling climate change is an essential part of sustainable development that improves health, education, economic growth, and gender equality. The goals and indicators related to the environment cover clean water, sustainable energy, urbanization, pollution, agriculture, oceans and marine resources, and biodiversity. To find out more about sustainable development goals and environment-related indicators, please visit: <https://bit.ly/3IE107J>



MEASURES FOR MAINSTREAMING ECOLOGY IN YOUR ORGANIZATION

The following measures are drafted to provide practical suggestions for mainstreaming ecology in your organization. The measures below are not an end-list, and on the contrary, they are just the starting point for CSOs to begin implementing ecology mainstreaming. It aims to develop the measures through time with the feedback that will be received from CSOs.

MEASURE ①

COMMITMENT FROM THE DECISION-MAKING BODY

The organizations should have a paper on ecology (policy paper or manifesto etc.), that shall be drafted to show their commitment to pro-environment activities and the objective of mainstreaming ecology in all aspects. The paper might be prepared by a team of organization members who are already engaged with environmental issues and shall later be finalized with the management body, employees, and organization members. It is crucial that all members and staff of the organization are well aware of the measures and that the drafting period includes everyone from the beginning. The inclusion of everyone in the organization is critical to make their endorsement easier and raise their awareness from the start. The policy paper is necessary to outline the standpoint of your organization regarding ecology, be a road map for the members and employees, state the roles and responsibilities for everyone in the organization, and demonstrate your commitment to mainstream ecology in your organization.

KEY POINTS TO INCLUDE:

- Explain the mission of your organization, what do you do, your main principles.
- Explain why an environmental policy is essential for your work.
- State your environmental commitments on matters such as managing the environmental impacts of the activities implemented by the organization, complying with the local legal framework on the environment, education, and awareness-raising activities on ecology for the members and employees of the organization. In addition to these headings, it can also cover subheadings such as: reduce pollution, waste, and emissions, reduce the use of energy, partnership with environmental organizations, efficient use of water, transportation, recycling, etc. It is crucial to keep in mind that there is no one-size-fits-all approach for environmental policies. Successful environmental policies are those that are specific to your organization's area, the context in your town, drafted with a realistic approach, and understood and implemented by all members and employees of your organization.

MEASURE 2

IDENTIFYING THE MAIN OBJECTIVES AND DRAFTING AN ACTION PLAN

After drafting the paper that would show their commitment to ecology mainstreaming, the organization should identify their main objectives and create an action plan that shall consist of at least: green procurement rules, waste reduction and recycling, energy reduction, environment-friendly transportation, awareness-raising, and capacity building of the staff as well as the members of the organization. Reducing the environmental impacts while operating as an organization is an essential competence of ecology mainstreaming. Thus, managing environmental impacts such as carbon emissions, water management, pollution, and waste is all important. The action plan is essential to set out realistic targets and decide according to the local context. The targets should be measurable, realistic, reasonable, and time-based. The action plans might be for a duration of between 2 and 5 years. At the end of each year, an assessment shall be made to check whether the targets are made and how there might be an improvement to reach the targets next year. Action plans are also a useful tool for monitoring and understanding the overall progress of your organization.

For mainstreaming ecology in your work, you can start by integrating the following measures in your action plan.



MEASURE 3

HEATING AND COOLING

Emissions related to energy consumption constitute 80 percent of the EU's total greenhouse emissions. Careful management of the energy in office buildings can lead to very successful results in reducing energy consumption. Setting up solar panel systems wherever possible is an alternative solution since solar panels provide clean energy, reducing greenhouse gas emissions and making them more sustainable. Heating and cooling are an important part of energy consumption that the organizations should carefully analyze, and reduction in their energy consumption shall be targeted by following the steps below.



- Select heating and cooling systems that have energy-efficient functions. When you buy an air conditioner, make sure that it is eco-friendly.
- Close all the windows and doors when air-conditioning or heater is on.
- Switch on the air conditioning only when the temperature exceeds 24 degrees.
- If you can make insulation for the office, consider doing it. For instance, make the windows double or triple to avoid the hot or cold weather coming in.
- Use a ventilator or ceiling fan rather than an air conditioner whenever possible.

MEASURE 4

LIGHTENING

Lightening is also a part of the energy consumption that needs to be rearranged environmentally friendly.

- Change all the traditional bulbs with energy-saving LEDs in the office.
- Use natural light whenever possible.
- Use photocell sensors whenever possible.
- Be careful about switching off the lights when there is no one in the room. You can put stickers above the light switches to remind people to turn off the lighting.

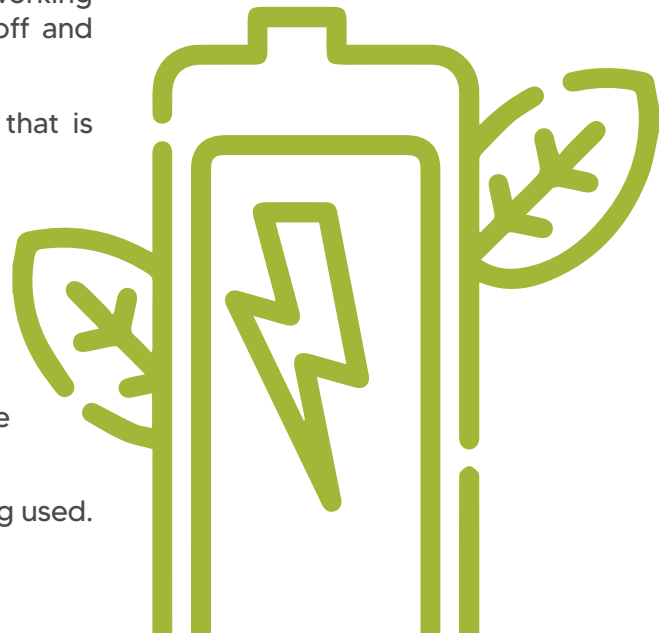


MEASURE 5

OFFICE EQUIPMENT



- Offices have different equipment that requires energy, and they constitute an important part of energy consumption. Office equipment needs to be chosen and used to reduce energy consumption to minimize the harm to the environment.
- Laptop computers consume up to 90 percent less energy than desktop computers. Choose laptops for office equipment if you have the chance. If you must buy desktop computers, make sure that the monitor is LCD or LED.
 - Protect your laptop's battery by keeping it ventilated, keeping it somewhere cool, and not letting the battery fall below 40 percent. Do not forget that allowing the battery to be absolutely zero might harm your laptop's battery efficiency.
 - Ensure that the computers are turned off outside the working hours. Do not leave them in standby mode. Turn them off and save power.
 - Reduce your computer's brightness level to the lowest that is possible.
 - Turn off the printers or photocopy machines when there are not being used in the office. Do not leave them in standby mode.
 - The machines for coffee or tea are left open in the offices to conserve the heat of the drinks. Use a thermos to prevent energy loss and turn off the machines when the tea or coffee is ready.
 - Make sure that the sockets are switched off when not being used.



MEASURE 6

PAPER USAGE

Office paper is an essential amount of office waste, and reducing paper usage is a critical aspect in ecology mainstreaming. With the reduced usage of paper, fewer natural resources shall be used, emissions (air and water) will reduce, fewer trees will be cut, reducing greenhouse gases since the trees absorb carbon dioxide.

- To prevent unnecessary printing, add a signature to your emails such as "please consider the environment before printing this email"
- Establish an online archive for the organization.
- If printing is vital, encourage double-sided printing.
- Do not buy paper towels, and if you are required to purchase, consume less.
- Buy eco-friendly paper such as recycled paper or FSC Certified paper.
- Prepare and put stickers around the office to encourage less paper usage.
- To monitor the paper usage, record the amount or number of packages purchased initially and compare the numbers every six months.
- Try to recycle the paper wastes.
- Try to hold paperless meetings, write notes on your laptop or telephone.
- Reduce the margins and font sizes if possible before printing.
- Reuse the printed papers if you printed only one side.



MEASURE 7

WATER CONSUMPTION

Water is the most crucial element of the biosphere, and although 70 percent of the Earth's surface is covered by water, only 2.5 percent of the water is drinkable. The water resources are reducing due to the usage in sectors such as agriculture and industry. Managing water resources well and minimizing water consumption is essential since it is vital for all living creatures.

- Install double flashing (dual flash) for the toilets and usually use the half flushing mode.
- Make sure that the dishwashers or any other cleaning machines purchased for the office are energy efficient and use less water.



MEASURE 8

WASTE MANAGEMENT

Waste causes harmful effects on the environment and public health, and it is currently one of the most crucial environmental problems. Plastic, for instance, causes air pollution and significant threat to human health. As more and more offices realize the waste's harm, they begin to work for waste management. It is essential to be aware of harmful products such as plastic and refrain from using them, and at the same time, to promote reuse and recycling in the office. However, keep in mind that recycling may not be the best solution due to the energy consumption required for recycling the products. Consider applying the 9R strategy (Refuse, Rethink, Reduce, Reuse, Repair, Refurbish, Remanufacture, Repurpose, Recycle) for sustainable solutions.⁷

- Do not use plastic bags, bottles, or cups in the office. Try to reuse the existing ones.
- Practice waste recycling and separation. Recycling is not being implemented fully in Cyprus but researches the contact points for recycling, advocate for its improvement, and train employees on recycling and separation.
- Reuse waste, modify used boxes or bottles to be a box for flowers or pens, etc.
- Compost organic wastes in the office, if possible.
- Collect electronic wastes and send them to collection points.
- Do not mix toxic wastes with the other wastes in the bin.



⁷ European Commission, Categorisation System for the Circular Economy: A sector-agnostic Approach For Activities Contributing to the Circular Economy, p.7 < https://circulareconomy.europa.eu/platform/sites/default/files/categorisation_system_for_the_ce.pdf >, Accessed 10 September 2021.

MEASURE 9

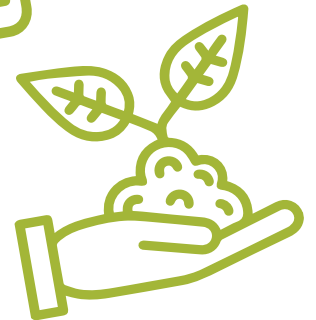
GREEN MEETINGS / EVENTS

Civil society organizations might cause harm to the environment due to their meetings and events if the environmental aspect is not addressed well before the event. The decisions concerning the venue, travel arrangements, or catering options should all be made by considering the environmental impacts.

- When organizing an event, make sure that the venue is near the public transportation connections or town center.
- Preferably, the venue should be in the center of the city where everyone has easy access.
- Invite participants via emails or through telephone rather than printing invitations and sending them each to different addresses.
- If you produce promotional materials for the event, ensure that it is not created for single use. For instance, if a banner shall be produced for the event, don't put the date and venue of the place but rather prepare it for reuse.
- Do not distribute plastic bottled water, plastic bottled drinks, plastic cups, etc., in your events or meetings.



- For catering, choose foods or snacks that require less packaging. Do not use disposable plates or cutlery. If this is not possible due to the number of participants or the venue's conditions, use paper plates rather than polystyrene. Prefer local vegan/vegetarian food.
- Do not throw the food surplus. Donate it to local organizations.
- Choose venues and accommodation for the event that take steps to reduce their negative impact on the environment by reducing energy consumption, waste, and a green procurement policy.
- Do not travel for a meeting or event unless it is necessary.
- Rather than organizing annual staff or member dinners, organize outdoor events such as picnics, nature walks, or tree planting.
- Donate to a CSO rather than giving flowers or gifts in an event to your speakers or moderators.
- Develop ecology supporting products like cotton bags, reusable thermos, gourde of water, etc., to promote your organization's corporate identity.
- If your office has a garden, plant trees that reduce the temperature of indoors and reduce emissions.



MEASURE 10

TRANSPORTATION

Transportation has a significant impact on the environment due to the fossil fuels and the large amount of carbon dioxide they release. As a result of the common usage of motor vehicles such as cars, trains, and boats, the greenhouse effect has rapidly increased. It is crucial to reconsider the vehicles we use and minimize their negative impact on the environment.



Do not organize events or meetings that will require transportation with motor vehicles unless it is necessary.



Encourage the use of non-motorized transportation methods such as bicycles as a method of transportation and provide parking spaces for them in your events.



Organize grouped transportation for your events, such as carpooling or renting a single vehicle for many people.

MEASURE 11

GREEN PROCUREMENT

Civil Society Organizations are significant consumers of goods and services. Green procurement benefits the environment by reducing greenhouse emissions, reducing toxic and hazardous chemicals, reducing waste and pollution, and saving energy. It aims for minimum or no harm to humans, animals, and the natural environment.

- Buy organic, eco-friendly, and/or vegan hygiene/cleaning products.
- Buy local food and products to support local producers, reduce packaging, save fuel, and reduce carbon emissions.
- Collect environmental products and suppliers and choose the products that have the minimum harm to the environment. Environmentally-friendly production involves reducing CO2 emissions, managing chemical usage, minimizing the environment's risk, producing recyclable products, and developing products with less environmental impact.
- Buy products that have a Fair-trade mark, which shows that they are produced according to fair-trade standards, including decent working conditions, responsible water and waste management, respecting and protecting biodiversity, minimal use of pesticides, etc.
- Include environmental criteria in tenders and analyze the environmental impacts of the products. Consider the product's energy efficiency, carbon emission, chemical waste, paper usage, packaging, etc. Request for eco-labeling and if you have no access to detailed information about the product, request information on environmental impacts from the producer.



MEASURE 12

TRAINING AND AWARENESS-RAISING ACTIVITIES

Ecology mainstreaming requires periodic training and awareness-raising activities that would allow the organization to mainstream it internally. The staff and members of the organizations should receive periodic training to be aware of the basic concepts on ecology mainstreaming and learn how to implement the measures identified in their organization's environmental policy. The training and awareness-raising activities will also allow the organization to develop its environmental policy through time with the organization's contribution from all members and staff.



Provide periodic training on different aspects of ecology mainstreaming to employees, members, and board members of your organization. The training might focus on specific steps such as waste management, paper usage or energy reduction, etc.



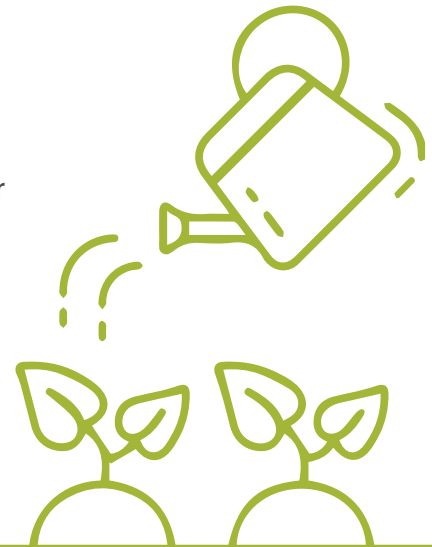
Organize awareness-raising activities such as movie screenings, outdoor activities, or workshops on ecology. You can collaborate with environmental organizations and ask for their support in such activities.

MEASURE 13

SHOW SOLIDARITY

Environmental action is urgent and necessary. We need to show solidarity to organizations that work specifically on the environment and voice their demands along with them. Solidarity is important to show your organization's commitment to ecology mainstreaming and advocate for clean and sustainable environmental policies.

- Regularly meet with environmental organizations and learn more about their activities.
- Follow the agenda of environmental organizations and support their actions such as gatherings, petitions, protests, campaigns, etc. Show that you acknowledge their cause and support them.
- Join environmental networks or platforms.
- Follow and reshare the posts of environmental organizations from your official social media accounts where appropriate. Post messages on social media for special days related to the environment.
- Share your organization's ecology best practices on social media to create emulation by using proper hashtags like #Readyforchange, etc.
- Plant trees to mark important events (beginning/closure of a project, etc.).



ECOLOGY MAINSTREAMING CHECKLIST

The following checklist includes compliance items for each measure covered in the Guideline. For each item, the checklist allows you to consider if it is implemented in your organisation or not. If it is not implemented, you leave that line of the checklist blank. However, if your CSO complies with the relevant item, the checklist allows you to assess if it is partially or fully implemented.

The long-term goal of achieving comprehensive ecology mainstreaming in any given organisation is to have all items fully implemented. However, this requires resources such as time, knowledge, and expertise and hence should be a tailor-made process for each organisation. Thereby, first and foremost, we recommend that you use this checklist to assess where your CSO stands regarding ecology mainstreaming. Following this initial assessment, and based on your resources, you can then develop your action plan (as recommended in measure #2 of the checklist) in which you identify your goals to improve ecology mainstreaming in your CSO.

MEASURES FOR ECOLOGY MAINSTREAMING		
MEASURE 1: COMMITMENT FROM THE DECISION-MAKING BODY	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
1. Ecology mainstreaming is acknowledged in a policy paper/ manifestation/principles of the organization.		
2. Ecology mainstreaming policy paper of the organization is prepared and shared with the members of decision making bodies, employees, volunteers and members.		
3. Members of the main bodies, employees, volunteers and members are made aware of the measures for ecology mainstreaming through an information session, discussion or training.		
MEASURE 2: IDENTIFYING THE MAIN OBJECTIVES AND DRAFTING AN ACTION PLAN	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
4. Main objectives and action plan for mainstreaming ecology is prepared.		
5. The action plan consists of measurable, realistic, reasonable, and time-based targets.		
6. The action plan covers the duration between 2 and 5 years.		
MEASURE 3: HEATING & COOLING	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
7. Rules are in place for limiting the energy consumption on the premises of the organization.		
8. Energy-efficient heating and cooling systems are preferred.		
9. The staff, board, members and volunteers are made aware of the rules on energy consumption.		
10. The office premises are redesigned according to the rules on energy consumption.		

MEASURE 4: LIGHTENING	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
11. Measures are taken to ensure that all bulbs in the office are energy-saving LEDs.		
12. Stickers or signs are placed on the walls to encourage using natural light whenever possible.		
13. Photocell sensors are inserted into the office.		
14. Stickers or signs are placed in the office to remind switching off the lights when no one is in the room.		
MEASURE 5: OFFICE EQUIPMENT	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
15. The use of laptop computers rather than desktop computers is ensured.		
16. Members and staff are regularly made aware of how to use their laptop's battery efficiently (turn off computers outside working hours, reduce brightness level etc.)		
17. Printers or photocopy machines are turned off when they are not being used.		
18. Stickers are placed in the office to remind the switch off tea and coffee machines when not used.		
MEASURE 6: PAPER USAGE	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
19. The staff and members are told to add a sentence in their emails to prevent unnecessary printing.		
20. Online archive for the organization is established.		
21. Rules are in place to ensure printing is done when absolutely needed and double-sided printing is used.		
22. Paper wastes are recycled whenever possible.		
23. At least a person is assigned to monitor the paper usage through the number of packages purchased and compare them every 6 months.		

MEASURE 7: WATER CONSUMPTION	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
24. Double flushing is inserted into the toilets.		
25. Dishwashers or any other cleaning machines that consume less energy and use less water are purchased.		
MEASURE 8: WASTE MANAGEMENT	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
26. 9R strategy (Refuse, rethink, reduce, reuse, repair, refurbish, remanufacture, repurpose, recycle) is drafted and being implemented.		
27. Full application of recycling throughout Cyprus is advocated.		
28. Rules are defined in the office for reducing plastic usage and reusing waste.		
MEASURE 9: GREEN MEETINGS / EVENTS	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
29. The events are held near the town center or public transportation connections.		
30. Invitations for events are sent via email or telephone to reduce paper usage.		
31. Single use promotional materials are not produced.		
32. Plastic cups or bottles are not used in the events.		
33. Travel for a meeting or event is only done when necessary.		
34. Members and staff are encouraged to hold outdoor events in nature.		
35. Ecology supporting products are produced to promote organization's corporate identity.		

MEASURE 10: TRANSPORTATION	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
36. The use of non-motorized transportation is encouraged.		
37. Grouped transportation is arranged for the events.		
MEASURE 11: GREEN PROCUREMENT	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
38. Organic, eco-friendly and/or vegan hygiene/cleaning products are used.		
39. Local food and products that have minimum harm to the environment are preferred.		
40. Fair-trade products are used whenever available.		
41. Environmental criteria are added to all relevant tenders and the environmental impact is assessed.		
MEASURE 12: TRAINING AND AWARENESS-RAISING ACTIVITIES	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
42. Periodic training sessions on different aspects of ecology mainstreaming are conducted.		
43. Awareness-raising activities on ecology are arranged at least twice a year.		
MEASURE 13: SHOW SOLIDARITY	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
44. There is an ongoing dialogue with environmental organizations and their agendas are being followed.		
45. Environmental networks or platforms are supported.		
46. Messages on special days related to the environment are shared on social media.		
47. Ecology best practices are shared on social media using appropriate hashtags.		
48. Trees are planted to mark important events of the organization, such as the beginning or closure of a project.		

SOURCES



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