ECOLOGY MAINSTREAMING GUIDELINE

sivil civic Χώρος
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The Civic Space is a Technical Assistance Project funded by the European Union. It aims at contributing to build in the Turkish Cypriot community, a stronger civil society, which supports democratic changes and confidence-building measures.

Within this context, Civic Space aims at ensuring that:

•The public and the Turkish Cypriot community are better informed about CSOs' actions and are more involved in CSOs' actions and management,

•CSOs improve their capacities in general and adopt a rights-based approach to advocate for democratic changes, confidence-building measures, and a more enabling environment for civil society,

•Local bodies are better informed about CSOs' roles and activities and are supported in promoting a fully enabling environment for civil society,

• Exchanges and joint actions between Greek and Turkish Cypriot CSOs are mainstreamed throughout the project's activities.

PREFACE

This Ecology Mainstreaming Guideline is produced by the Civic Space Technical Assistance Project, funded by the European Union. One of the aims of the Civic Space Project 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 them.

In this context, 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 and youth. These guidelines aim to promote and support CSOs to mainstream rights-based concerns into their policies, planning and daily operations. These guidelines are developed with a participatory approach, where CSOs that work on each corresponding topic, were involved in the drafting process. An advisory group of CSOs were identified for each cross-cutting issue and were consulted at each stage.

We believe that these guidelines, produced in both English and Turkish languages, will benefit not only help desk or Grow Civic beneficiaries of Civic Space, but all civil society organizations in Cyprus and elsewhere. Furthermore, most of the practical measures proposed in these guidelines are also applicable to 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 for ecological protection.

The guidelines start by providing the international framework and background of the topic, followed by key concepts, and lastly a brief introduction to the topic. Then, the guideline indicates specific measures that CSOs can apply at policy, strategic and operational levels, such as during meetings, events, in the offices, etc. Even though it is recommended to align your organization with all of the measures covered in the guidelines, you can still 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 improvements might mean revising and/or adapting a specific 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

Discussions about ecological matters have been initiated by the international community since the middle of 20th century. Although the early interest in the environment dates back to the 19th century, global attention towards ecological issues gained momentum later. Following World War II, ecological activism grew due to the severe negative impacts of wars, industrialization, and urbanization, on the environment in different parts of the world. Various groups within the ecological movement emerged, focusing on different aspects such as nature conservation, anti-nuclear campaigns, mass-consumerism, pollution and biodiversity. The pressure from grassroots environmental organizations and national and international alliances led to significant pressure on international bodies to prioritize the environment in their agendas. As a result, the environment has become a key theme to be addressed in international conferences since the 1972 UN Conference held in Stockholm. Between 1970 and 1980, industrial pollution was a major concern discussed at the UN. Later, attention shifted to other areas such as biodiversity, climate change, urbanization, and human activities that cause global climate crisis.

One of the critical areas that the ecology movement focuses on is climate change resulting from human activities. Climate change poses a severe threat to the lives of all living beings, and negatively impacts society as a whole, creating barriers to sustainable development.[1] The continuous increase in human activities, such as burning fossil fuels, deforestation, clearing of vegetation and intensive animal farming, harm the environment.[2]

The warmest decade on record was from 2011 to 2020 and the global average temperature reached its highest level ever. Human influence has caused the climate to warm at an unprecedented rate in the past 2000 years. According to a recent report by the Intergovernmental Panel on Climate Change (IPCC), the past five years have been the hottest period since 1850, and human activities are responsible for 90 percent of climate change. Weather patterns and sea levels are projected to increase faster than previously estimated, which should serve.[3] as a "red alert" for all inhabitants of the Earth. It is time for us to take full responsibility and start fighting against the climate crisis. CSOs have a crucial role to play in this fight. They are responsible for working ecologically, advocating for climate justice, and considering the ecological risks when planning their operations and activities. If we fail to act now, the 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 guideline is just the beginning. It is designed to show you how you can mainstream ecology in your organization with practical steps.[4]

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[1] MS. Hoàng Thanh Hà and MS. Phạm Thị Thuỳ 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>

[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 >

[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>

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 mainly involves integrating environmental policies into the political agenda, programming, planning, and decision-making processes, to decrease human activities that negatively impact the environment and work for positive outcomes. 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 of 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 crisis is intensifying daily and everyone has a responsibility to reduce environmental harm. Cyprus, an island located in the Mediterranean, is considered a 'hot spot' for the climate crisis. It is expected that the weather will get warmer, leading to a reduction in biodiversity and water resources, and an increase in forest fires. All these factors will cause significant threats to health, safety, economy and development. Ecological mainstreaming is a way to minimize risks and problems by making informed decisions. Environmental concerns are at the heart of the public good that civil society organizations work towards. It is urgent to consider ecology as a cross-cutting issue and raise awareness about climate change across all organizations.

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[5] 'International Institute for Environment and Development' 110.[2] European Commission, "Causes of climate change" <https://ec.europa.eu/clima/change/causes_en>

[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 regional and international organizations all have a responsibility to mainstream ecology in their operations. The harm caused to the environment can only be reduced through collective action and everyone has a role to play. From small-scale enterprises to large corporations, municipalities to ministries, law enforcement bodies and CSOs, everyone should be involved in ecology mainstreaming efforts.

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 guideline is a tool for CSOs that wish to mainstream ecology, specifically designed for civil society actors. You can refer to the measures below to find further information on how to mainstream ecology in your organization.

Ecology mainstreaming efforts require the consideration of 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 into 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, 93 of which are related to the environment. Tackling climate change is an essential part of sustainable development, which 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 learn 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 designed to provide practical suggestions for mainstreaming ecology in your organization. These measures are not exhaustive and serve as a starting point for CSOs to begin implementing ecology mainstreaming. The goal is to continue developing these measures over time with feedback received from CSOs.

MEASURE ①
COMMITMENT FROM THE DECISION-MAKING BODY

The organization should have a paper on ecology, such as policy paper or manifesto, to demonstrate its commitment to pro-environment activities and the objective of mainstreaming ecology in all aspects. This paper should be prepared by a team of organization members who are already engaged with environmental issues and 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 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, serve as a road map for members and employees, state the roles and responsibilities for everyone in the organization, and demonstrate your commitment to mainstream ecology.

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 organization's environmental commitments, including managing the environmental impacts of its activities, complying with the local legal framework on the environment and conducting education and awareness-raising activities on ecology for members and employees. In addition to these headings, you can also cover subheadings such as reducing pollution, waste and emissions, reducing energy usage, partnering with environmental organizations, using water efficiently, improving transportation, and implementing recycling programs. 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, context, and drafted with a realistic approach. It is also important that all members and employees of your organization understand and implement these policies.

MEASURE ②
IDENTIFYING THE MAIN OBJECTIVES AND DRAFTING AN ACTION PLAN

After drafting a paper that demonstrates commitment to ecology mainstreaming, the organization should identify its main objectives and create an action plan that should include at least the following measures: 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 impact of operating as an organization is a key competency of ecology mainstreaming. Therefore, managing environmental impacts such as carbon emissions, water management, pollution, and waste is critical. The action plan is essential to set realistic targets and make decisions based on the local context. These targets should be measurable, realistic, reasonable, and time-bound. The action plans may last between two and five years. At the end of each year, an assessment should be conducted to check if the targets were achieved and how to improve to reach the targets the year after. Action plans are also a useful tool for monitoring and understanding the overall progress of your organization. To mainstream ecology in your work, you can start by integrating the following measures into your action plan.

MEASURE ③
HEATING AND COOLING

Emissions related to energy consumption constitute 80 percent of the EU's total greenhouse gas emissions. Careful management of energy in office buildings can lead to significant reduction in energy consumption. Installing solar panel systems is another effective solution since they provide clean energy, reduce greenhouse gas emissions, and promote sustainability. Heating and cooling are significant contributors to energy consumption that organizations should thoroughly analyze. Steps to target energy reduction in this area include the following:

- Choose heating and cooling systems that have energy-efficient features. When purchasing an air conditioner, ensure that it is eco-friendly.

- Close all windows and doors when the air-conditioning or heater is on.

- Air-conditioning settings should be set to 26 degrees as for every degree below this, will use 7% more electricity.

- If possible, insulate the office, for example, by using double or triple windows to prevent extreme temperatures from affecting the indoor climate.

- Use a ventilator or ceiling fan instead of an air conditioner whenever possible.

MEASURE 4
LIGHTING

Lighting is also a significant contributor to energy consumption that needs to be environmentally friendly. Here are some steps to take:

- Replace all traditional light bulbs with energy-saving LEDs in the office.

- Make use of natural light whenever possible.

- Install photocell sensors wherever possible, to automatically control lighting.

- Be mindful of turning off the lights when there is no one in the room. You can use stickers above the light switches to remind people to turn off the lighting.
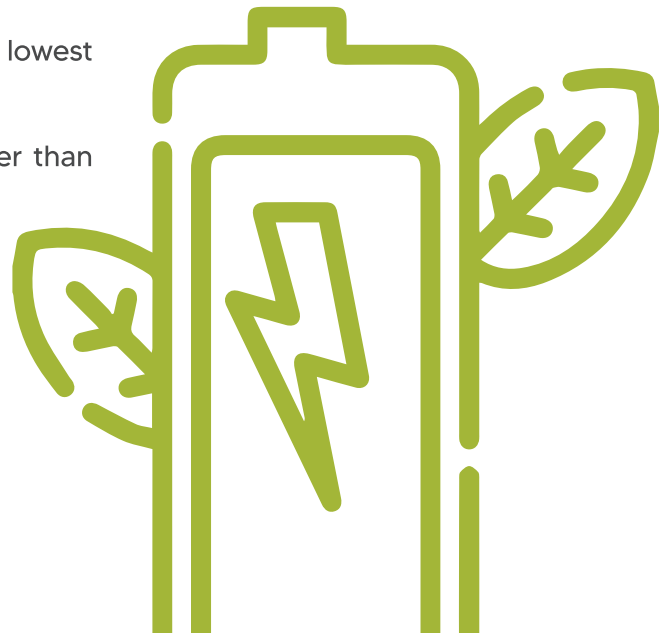
MEASURE ⑤
OFFICE EQUIPMENT

Office equipment constitutes a significant portion of energy consumption, and it's essential to choose and use them in a way that reduces energy consumption and minimizes harm to the environment.

- Choose laptops over desktop computers as they consume up to 90 percent less energy. If you must buy desktop computers, make sure that the monitor is LCD or LED.

- Ensure that laptops are kept ventilated, somewhere cool, and that the battery does not fall below 40 percent, as discharging the battery to zero can reduce its efficiency.

- Turn off computers outside of working hours, rather than leaving them in standby mode, to save power.

- Reduce the brightness level of computer screens to the lowest possible setting.

- Turn off printers and photocopiers when not in use, rather than leaving them in standby mode.

- In offices, coffee or tea machines are often left open to conserve heat. Use a thermos to prevent energy loss and turn off the machines when the drinks are ready.

- Make sure that sockets are switched off when not in use.

MEASURE 6
PAPER USAGE

Office paper constitutes a significant amount of office waste, and reducing paper usage is a critical aspect of ecology mainstreaming. With reduced paper usage, fewer natural resources will be consumed, and emissions (air and water) will be reduced. Fewer trees will be cut, reducing greenhouse gases since 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 to reduce paper usage.

- Encourage double-sided printing whenever printing is essential.

- Avoid buying paper towels, and if you must purchase them, use them carefully.

- Buy eco-friendly paper such as recycled paper or FSC Certified paper.

- Prepare and put up stickers around the office to encourage less paper usage.

- Record the amount or number of packages purchased initially to monitor and compare the numbers every six months.

- Try to recycle paper waste.

- Hold paperless meetings and take notes on your laptop or phone.

- Reduce margins and font sizes if possible before printing.

- Reuse printed papers if you only printed 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. Water resources are reducing due to usage in sectors such as agriculture and industry. Managing water resources and minimizing water consumption is essential as it is vital for all living creatures.

- Install dual flash toilets and use the half flush mode whenever possible.

- Ensure that dishwashers or any other cleaning machines purchased for the office are energy efficient and use less water.

MEASURE 8
WASTE MANAGEMENT

Waste has harmful effects on the environment and public health, and it is currently one of the most crucial environmental problems. For instance, plastic causes air pollution and poses a significant threat to human health. As more and more offices realize the harm caused by waste, they are beginning to work towards 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 always be the best solution due to the energy consumption required for recycling products. Consider applying the 9R strategy (Refuse, Rethink, Reduce, Reuse, Repair, Refurbish, Remanufacture, Repurpose, Recycle) for sustainable solutions.[7]

- Avoid using plastic bags, bottles, or cups in the office and try to reuse existing ones.

- Practice waste recycling and separation. Recycling is not fully implemented in Cyprus, but research 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 waste in the office if possible.

- Collect electronic waste and send it to the collection points.

- Do not mix toxic waste with other waste in the bin.
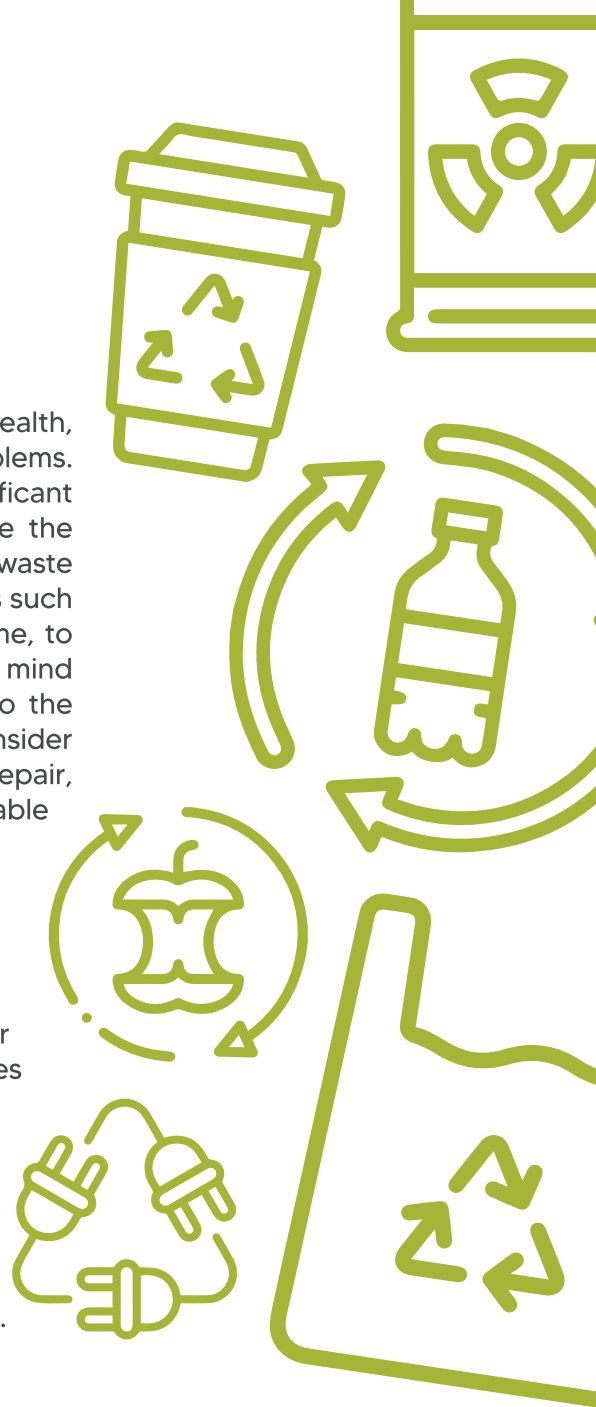
MEASURE 9
GREEN MEETINGS / EVENTS

Civil society organizations may cause harm to the environment if the environmental aspect is not well addressed before the meetings and events. Decisions concerning the venue, travel arrangements and catering options should all be made considering the environmental impacts.

- When organizing an event, make sure that the venue is easily accessible via public transportation or located in the city center.

- Invite participants via email or phone instead of printing invitations and sending them individually to different addresses.

- When producing promotional materials, ensure they are not for single use. For example, if a banner is made for an event, avoid putting the date and venue and prepare it for reuse.

- Avoid distributing single-use plastic bottles, plastic cups and other plastic bottled drinks at meetings and events.

- 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.

- 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 locally sourced vegan/vegetarian food.

- Do not throw away any 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 having 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 to your speakers or moderators during an event.

- Develop environmentally friendly products such as cotton bags, reusable thermos and water bottles to promote your organization's corporate identity.

- If your office has a garden, plant trees that reduce the temperature indoors and emissions.
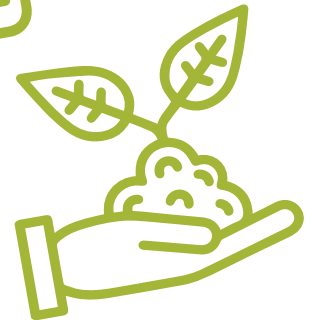
MEASURE 10
TRANSPORTATION

Transportation has a significant impact on the environment due to the use of fossil fuels, which releases a large amount of carbon dioxide. The widespread use of vehicles that are powered by fossil fuels such as cars, trains, and boats, has contributed to the rapid increase of the greenhouse effect. Therefore, it is important to reconsider the type of vehicles we use and minimize their negative impact on the environment.

Avoid organizing events ormeetings that require the use of motor vehicles unless it is absolutely necessary.

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

Consider organizing group transportation such as carpooling or renting a single vehicle for a group of people to reduce the number of vehicles on the road and minimize their environmental impact.

MEASURE ⓫
GREEN PROCUREMENT

Civil Society Organizations play a significant role as consumers of goods and services. Green procurement practices can benefit the environment by reducing greenhouse gas emissions, minimizing the use of toxic and hazardous chemicals, minimizing waste and pollution, and saving energy. The ultimate goal is to ensure that these practices result in minimum or no harm to humans, animals, and the natural environment.

- Purchase organic, eco-friendly, and/or vegan hygiene/cleaning products.

- Buy local food and products to help support local producers, reduce packaging, save fuel, and reduce carbon emissions.

- Collect information on environmental products and suppliers and choose those that have the minimum impact on the environment. Environmentally friendly production involves reducing CO2 emissions, managing chemical usage, minimizing environmental risks, producing recyclable products, and developing products with less environmental impact.

- When purchasing products, look for the Fair-trade mark, which indicates that the product was produced according to fair-trade standards, including decent working conditions, responsible water and waste management, respecting and protecting biodiversity, and 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 emissions, chemical waste, paper usage, packaging, and other relevant factors. Request eco-labeling and if detailed information about the product is not available, request information on the environmental impacts from the producer.

MEASURE 12
TRAINING AND AWARENESS-RAISING ACTIVITIES

Ecology mainstreaming requires periodic training and awareness-raising activities that enable organizations to internalize it. Staff and members of organizations should receive regular training to understand the basic concepts of ecology mainstreaming and learn how to implement the measures identified in their organization's environmental policy. These trainings and awareness-raising activities will also enable the organization to develop its environmental policy over time with contributions from all members and staff.

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

Organize awareness-raising activities such as movie screenings, outdoor activities, or workshops on ecology. Collaborate with environmental organizations and seek their support for such activities.

MEASURE 13
SHOW SOLIDARITY!

Environmental action is urgent and necessary. We must show solidarity with organizations that work specifically on the environment and amplify their demands. Solidarity is vital to demonstrate your organization's commitment to ecology mainstreaming and advocate for clean and sustainable environmental policies.

- Regularly meet with environmental organizations and learn about their activities.

- Follow the agenda of environmental organizations and support their actions such as gatherings, petitions, protests, campaigns, etc. Show your acknowledgment of their cause and support them.

- Join environmental networks or platforms.

- Use your official social media to follow and share posts from environmental organizations where appropriate. Post messages on social media for special environmental days.

- Share your organization's ecology best practices on social media to create emulation using relevant hashtags like #Readyforchange, etc.

- Plant trees to commemorate significant events such as the beginning or completion of a project, etc.).
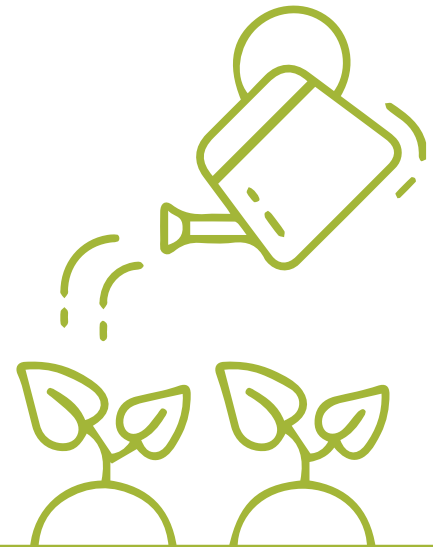
ECOLOGY MAINSTREAMING CHECKLIST

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 organization or not. If it is not implemented, 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 organization 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 organization. Therefore, we recommend that you first 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/manifesto/principles of the organization.		
2. Ecology mainstreaming policy paper of the organization is prepared and shared with members of decision making bodies, employees, volunteers, and members.		
3. Members of 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 are prepared.		
5. The action plan consists of measurable, realistic, reasonable, and time-bound targets.		
6. The action plan covers a 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. 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: LIGHTING	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. Usage 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 of screens, etc.)		
17. Printers or photocopiers are turned off when they are not being used.		
18. Stickers are placed in the office to remind everyone to switch off tea and coffee machines when not used.		
MEASURE 6: PAPER USAGE	PARTIALLY IMPLEMENTED	FULLY IMPLEMENTED
19. Staff and members are asked to add a sentence in their emails to prevent unnecessary printing.		
20. An online archiving system 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 flashing 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 phone 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.		
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. Group transportation are arranged for 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 minimal harm to the environment is 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 is 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. Best practices of ecology are shared on social media using appropriate hashtags.		
48. Trees are planted to commemorate significant events such as the beginning or completion of a project.		

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