



ALL-IN: Advancing Language Learning for Inclusive Narratives

2023-2-ES02-KA220-YOU-000174732



Green Report

Contributing to the dissemination of sustainable practices & EU values

Extra Deliverable – Sustainability & Green Responsibility Dossier

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1. Introduction

Sustainability represents a core transversal principle in the ALL-IN project.

The integration of green practices throughout various project phases is a fundamental aspect of our commitment to sustainability and environmental responsibility. Our project recognises the importance of minimising our ecological footprint and promoting eco-friendly practices at every stage of implementation.

Planning and Design Phase:

During the initial planning and design phase, our team prioritised green practices by adopting a sustainability-driven approach. We assessed the environmental impact of our activities and make conscious decisions to reduce resource consumption. This includes promoting virtual meetings to minimise travel, and embracing digital tools to reduce paper usage.

Resource Management:

Efficient resource management is a core principle across all project phases. We employ eco-friendly practices in sourcing materials and equipment. Recycled and sustainable materials are preferred whenever feasible. We adhere to energy efficient technologies and solutions, ensuring optimal use of resources and reducing energy consumption.

Digital Transformation:

Digital tools play a significant role in our commitment to green practices. By leveraging technology for communication, collaboration, and learning, we reduce the need for physical materials and travel. Virtual platforms, cloud-based storage, and online communication tools contribute to a paperless and energy-efficient environment. Moreover, Green programming strategies have been implemented while encoding ALL-IN OER Platform to ensure effectiveness and sustainability.

Green Training:

Through targeted training sessions, our team gains insights into implementing green practices in work procedures, resource management, and decision-making. This equips us with the tools needed to consistently integrate eco-friendly approaches into every project phase.

Knowledge Sharing and Implementation:

The Applicant, ITSFA, has created "The Decalogue of Sustainability: Practical Solutions for a Greener Workplace," a comprehensive guide that outlines practical steps to foster



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a more environmentally conscious work environment. This guide has been shared with the consortium members, providing a blueprint for implementing green practices in their respective organisations.

Event Management:

For physical events and workshops, we adopt eco-friendly event management practices. This includes sourcing sustainable catering options, minimising single-use plastics, and encouraging participants to use public transportation or carpooling to reduce carbon emissions.

Stakeholder Engagement:

We actively engage stakeholders in our sustainability efforts. This includes raising awareness about green practices, encouraging participants to adopt eco-friendly behaviours, and collaborating with partners who share our commitment to environmental responsibility.

Continuous Improvement:

Green practices are not static; they require continuous improvement. Our team participates in regular reviews to evaluate our sustainability efforts. Lessons learned are applied to refine our strategies, ensuring that our environmental impact continues to decrease over time. As a matter of fact, during each TPM a dedicated Green Workshop has been held whose results have been collected in this Green Report.

The consortium not only integrates green approaches in daily management, mobility and outputs, but actively shares environmental practices to reinforce EU priorities, including **European Green Deal, circularity, digital transition and low-carbon cooperation**.

The project officially introduced **The Decalogue of Sustainability** as a guiding framework to reduce environmental impact and promote organisational responsibility.

2. The ALL-IN Green Strategy: Foundation & Scope

The Decalogue establishes **comprehensive operational sustainability axes** that extend beyond symbolic environmental gestures and embed green responsibility into **daily organisational functioning, project management procedures, and consortium culture**. These axes function as a **binding internal green protocol** rather than optional



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behavioural advice, positioning sustainability as a structural requirement throughout ALL-IN.

1. Energy Reduction & Office Efficiency

Partners committed to:

- regulated heating and cooling aligned with climatic context (e.g., delaying air-conditioning in southern climates)
- LED conversion and low-consumption lighting
- switching off devices outside working hours and unplugging chargers
- real-time monitoring of energy waste during meeting days

These rules prevent hidden consumption peaks and encourage climate-sensitive building use as a routine, not a seasonal exception.

2. Minimisation of Waste & Circular Consumption

The Decalogue formalises:

- deep reduction of single-use office consumables
- digitisation of bureaucratic documents when feasible
- recycling stations for toner, plastics, glass and paper
- providing microwaves and fridges to avoid packaged take-away meals

This transforms waste reduction into **in-house circular practice**, not only participant-facing event policy.

3. Sustainable Travel & Mobility Reduction



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Mobility is recognised as one of the highest carbon-emission categories in Erasmus cooperation. Thus, the consortium adopted:

- a **50% online TPM requirement**
- promotion of low-carbon flights, public transport, cycling and carpooling
- discouragement of individual taxi and high-impact mobility choices
- substitution of physical presence with digital engagement without losing partnership cohesion

This demonstrates a carbon-conscious governance model with quantifiable emissions savings.

4. Green Events Protocol

Events follow strict waste-avoidance standards:

- no printed agendas
- local / KMO catering
- reusable or compostable tableware
- ban on small plastic beverage formats

Green events were framed as a **baseline expectation**, not an innovation, setting a replicable standard for future EU cooperation.

5. Eco-materials & Responsible Procurement

Where material use is unavoidable, partners committed to:



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- recycled printing papers
- eco-certified cleaning agents
- refillable containers rather than disposable packaging
- elimination of capsule-based coffee devices in favour of moka/ground systems

Procurement becomes a **climate-aligned decision**, not administrative acquisition.

6. Plant-Based Office Ecology

The Decalogue introduces biodiversity inside workspaces as *functional sustainability*:

- indoor plants for air purification and humidity regulation
- vegetable corners / green walls
- “adopt-a-tree” and “adopt-a-bee” programmes
- compensatory planting (one plant lost = three replacements)

Plant presence is expanded from aesthetic comfort to **measurable environmental health contribution** (air quality, wellbeing, cognitive balance).

7. Digital Dissemination & Low-Emission Communication

Commitments include:

- priority to online channels (platform, emailings, digital brochures)
- reduced print in visibility materials
- social media dissemination replacing physical leaflets



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The project reframes visibility from **print-heavy outputs** to **cloud-based sustainability communication**.

8. Remote Work Structures & Flexible Scheduling

Remote work was adopted not only as a productivity tool but also as:

- a carbon mitigation mechanism
- a cooling energy reduction strategy during summer periods
- a contributor to reduced transport emissions and enhanced work–life balance

Flexibility is codified as a sustainability practice, not an HR benefit.

9. Reduced Printing & Digital Signatures

Printing was redefined as a **controlled exception**:

- electronic signing systems under testing
- all distribution of tools, QA materials, dissemination logs via shared drive
- TPM documentation stored digitally by default

Paper is no longer neutral — it becomes a monitored resource with impact scoring.

10. Circular Consumption & Employee Engagement

Beyond office policies, the Decalogue requires:



- active brainstorming of new green solutions
- continuous sharing of good practices during TPMs
- collective responsibility toward “repair, reuse, refill, rethink” office culture

Sustainability becomes a **shared behavioural identity**, not a procedural add-on.

Since the very beginning, during the Kick-Off meeting, all partners explicitly acknowledged sustainability as an **operational pillar**, assumed responsibility to **share, document and evolve** practices during each TPM, agreed to institutionalise the Decalogue as a **live document of improvement**, not a static protocol

This positioned environmental performance as a **cross-work-package requirement**, a **permanent agenda line in consortium meetings** and a **criterion within quality assurance reporting**

The Decalogue transformed ALL-IN from a project with green awareness to an **ecosystem of applied sustainability**, where mobility is carbon-audited, events are zero-waste, offices become biodiversity hubs, printing is no longer default communication.

Sustainability ceases to be decorative and becomes a **method of governance**, shared, reviewed and responsively strengthened across the life of the project.

3. Green Measures Implemented by the Consortium

3.1 Internal Management Practices

Domain	Partners' Actions
Printing reduction	Not-print policies, digital agendas, QR codes
Remote cooperation	50% online TPM policy to limit travel emissions
Energy use	Responsible AC/heating guidance aligned with climate zones, LED adoption, energy efficiency routines
Digital communication	Weekly posts, e-materials, online toolkits replacing print communication



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3.2 Green Programming Strategies on the OER Platform

The ALL-IN OER platform was not only designed as a digital learning repository but as a **low-impact, sustainability-aligned technological system**, reducing paper, travel, and dissemination emissions through design and user-flow decisions.

1. DIGITAL-FIRST DISSEMINATION TO REPLACE PRINT

The platform hosts:

- all training in digital format,
- downloadable frameworks,
- repositories of best practices,
- certification tools integrated with Youthpass.

This **eliminates the need for printed manuals, brochures or physical distribution**, directly supporting paper-free dissemination commitments.

2. CENTRALISED REPOSITORY TO AVOID DUPLICATION

Instead of repeated email attachments, USB distribution, or printed packs, the platform:

- concentrates outputs in one URL,
- provides multilingual downloadable files,
- ensures partners and stakeholders do not create parallel print copies.



This reduces duplicated file storage, server forwarding emissions and material waste.

3. REMOTE DELIVERY TO REDUCE MOBILITY

The platform supports:

- virtual testing of training,
- asynchronous piloting,
- online certification and gamification.

This reduces travel and associated carbon footprint by limiting the need for onsite training and in-person validation.

4. ACCESSIBILITY FEATURES INSTEAD OF PRINTED ADAPTATIONS

The OER includes:

- text-to-speech,
- high-contrast mode,
- adjustable font sizes.

Because accessibility is built-in digitally, partners are **not required to print adapted accessible formats**, reducing special format waste.

5. GAMIFICATION AS AWARENESS TOOL, NOT MATERIAL PRODUCTION

Games (bingo, card game, put in order, blanks) are hosted online, replacing:



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- printed learning cards,
- physical workshop materials,
- paper-heavy awareness exercises.

This applies sustainability to **education method itself**.

6. CLOUD-BASED QUALITY MONITORING

All validation and testing materials are submitted online:

- evaluation forms,
- dissemination logs,
- stakeholder tracking,
- QA feedback.

No hard-copy archiving or binders are required.

7. PLATFORM LONGEVITY TO AVOID RE-CREATION WASTE

The OER platform will remain active **two years after project closure**, ensuring:

- no rebuilding of structures for dissemination continuity,
- no reprint of training guides post-funding,
- no new hosting procurement.

This extends tool lifecycle and reduces redevelopment emissions.



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8. SEARCHABLE, INDEXED & DOWNLOAD-ON-DEMAND STRUCTURE

All materials are:

- indexed,
- downloadable only when needed,
- not pre-distributed in mass format.

Users **self-select** instead of being given full printed packs, cutting default file production.

9. INTEGRATED CERTIFICATION TO AVOID PHYSICAL DIPLOMAS

Youthpass certificates are issued digitally:

- no printed diplomas,
- no postal distribution,
- no envelopes, stamps, ink.

10. LIGHTWEIGHT CODING & SUSTAINABLE BACK-END STRUCTURE

To reduce server load and energy consumption, the platform was developed using:

- **lightweight PHP/MySQL structures** (instead of heavy frameworks)
- **clean modular code** to avoid server over-processing
- **optimized database queries** to minimise CPU requests
- **cached dynamic loading** rather than continuous live calls



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This reduces **energy demand per user access** and shortens execution cycles, supporting eco-design principles.

11. REUSABLE WIDGETS, FUNCTIONS & UI COMPONENTS

Instead of building repeated code blocks, the platform uses:

- shared PHP include modules,
- common template functions,
- reusable CSS & JS libraries (one load → multi-page use),
- compressed script sets for multiple screens.

This lowers:

- computation use,
- memory weight,
- maintenance energy over time.

Reusable logic equals **lower total digital footprint**.

12. LOW-RESOLUTION, COMPRESSED & MINIMAL GRAPHIC ELEMENTS

UI components follow a **small data footprint** approach:

- compressed images
- non-HD decorative media
- vector icons over photos



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- no autoplay banners or video headers

This reduces:

- data transfer per visit,
- user device power use,
- hosting energy for rendering.

No auto-load videos = **no passive energy burn.**

13. GREEN HOSTING & RENEWABLE ENERGY ORIENTATION

The hosting provider contracted uses renewable energy to power up their servers, which implies:

- alignment with **renewable-energy-backed infrastructures,**
- continuous **low-emission hosting** monitoring where applicable,
- CDN minimisation to avoid unnecessary routing.

The platform's long-term availability (two years post-funding) prevents redevelopment waste and repeated hosting emissions.

The ALL-IN OER platform acts as a **green-by-design digital infrastructure**, enabling low-carbon pedagogy, zero-print dissemination, travel-free piloting, re-usable cloud-based resource management, sustainable accessibility.

Through platform-led delivery, the consortium shifted sustainability from **event compliance** to **digital programming philosophy.**



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3.3 Green Practices Shared at TPMs

Among the examples of best practices shared among partners are the following:

- Beach clean-ups, toner & batteries recycling, green signage (Arrabal)
- Moka pot (no capsules), KMO coffee breaks, indoor greenery (IHF)
- “Power of One” everyday footprints & composting (Solution)
- Plastic-free hydration, bicycle prioritisation, urban biodiversity (Circle)
- Tree planting, digital meetings, reduced print, awareness actions (Demostene)
- Reusable glass bottles, eco-purchasing, Scouts4Green app (IHF)
- Internal Green Guidelines, adopt-a-tree & adopt-a-bee (ITSFA)
- Gamified sustainability awareness (platform games) (Solution)
- Composting, mini-plants, sustainable procurement

4. Green Events & Sustainable Mobility

Sustainable meeting practices were fully implemented across project events, ensuring that environmental responsibility was embedded not only in content but in logistical execution. All agendas and supporting documentation were provided in digital form, eliminating the need for printed folders or meeting packs. Catering choices followed KMO principles, prioritising locally sourced products and avoiding single-use plastics by relying on reusable tableware and refill systems. Mobility to meeting venues was planned according to green access criteria, with clear encouragement to use public transport and dedicated space for bicycle parking to facilitate low-impact commuting. These measures were applied consistently alongside the consortium’s carbon-mitigation



policy, which established from the outset that 50% of transnational meetings would be held online to reduce travel emissions and maintain a balanced environmental footprint.

5. Workplace Ecology Actions

The consortium also adopted a biodiversity-oriented office model that prioritises ecological balance and worker well-being. A small organic office garden with seasonal produce became a practical symbol of low-impact cultivation, complemented by the adoption of a bee, affectionately named *Ardilla*, to reinforce awareness of pollinator protection and urban micro-ecosystems. This approach was further strengthened through a compensatory planting commitment whereby every lost plant must be replaced by three new ones, reflecting long-term regeneration rather than simple maintenance. The ecological vision guiding these actions aligns with the 3-30-300 urban principle: the ability to see at least three trees from one's workspace, ensuring that 30% of the surrounding urban area is covered by greenery, and guaranteeing access to a park or green space within 300 metres. In practical terms, plants were not treated as decorative elements but as contributors to insulation efficiency, indoor air quality and emotional balance, improving focus, reducing stress and fostering a healthier, more environmentally conscious workplace culture.

6. EU Priorities and Added Value

This report supports the **EU Youth Strategy 2019-2027**, **European Green Deal**, and **Lifelong Learning environmental responsibility principles** by:

- Linking training production with ecological footprint reduction (paperless)
- Raising awareness via gamification and inclusive messaging
- Embedding sustainability into management, travel and dissemination decisions.

The consortium proved that green transition is not an annexed priority, but a **mainstream operational discipline**.



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7. Conclusion


The ALL-IN consortium has collectively demonstrated that green good practice transmission is:

- **co-created** (shared across TPMs)
- **measurable** (digital travel reduction, no-print indicators)
- **replicable** (material templates, green decalogue guidelines)

By integrating sustainability into structures and behaviours—not only messages—the project reflects EU democratic values, social responsibility and ecological awareness.

Annexes

Decalogue of Sustainability

 <p>The Decalogue of Sustainability: Practical Solutions for a Greener Workplace</p> <p><small>Co-funded by the European Union</small> <small>*Funded by the European Union. The views and opinions expressed are those of the author(s) alone and do not necessarily reflect those of the European Union or the Institute of Youth (INJUVE). Neither the European Union nor the granting authority can be held responsible for them.</small></p>	<p>The Decalogue of Sustainability: Practical Solutions for a Greener Workplace</p>  <p>Welcome to "The Decalogue of Sustainability: Practical Solutions for a Greener Workplace" workshop!</p> <p>This comprehensive 10-step guide is designed to provide businesses with the necessary knowledge and skills to enhance their sustainability practices in the workplace and make a positive impact on the environment and society.</p> <p>In this presentation, you will learn about the importance of sustainability in the workplace, as well as the best practices and strategies for achieving it.</p> <p><small>Co-funded by the European Union</small> <small>*Funded by the European Union. The views and opinions expressed are those of the author(s) alone and do not necessarily reflect those of the European Union or the Institute of Youth (INJUVE). Neither the European Union nor the granting authority can be held responsible for them.</small></p>
<p>Introduction</p>  <p>Sustainability has become an increasingly important issue in today's business world. As companies strive to reduce their environmental impact, promote social responsibility, and improve their business, adopting sustainable practices in the workplace has become a crucial step towards achieving these goals.</p>  <p>This presentation will outline the decalogue of sustainability in the workplace, providing practical solutions for companies to reduce their environmental footprint, improve their social responsibility, and promote a more sustainable future for all.</p> <p><small>Co-funded by the European Union</small> <small>*Funded by the European Union. The views and opinions expressed are those of the author(s) alone and do not necessarily reflect those of the European Union or the Institute of Youth (INJUVE). Neither the European Union nor the granting authority can be held responsible for them.</small></p>	<p>1. Reduce energy consumption.</p>  <p>To reduce energy consumption in the workplace, consider using energy-efficient lighting systems such as LED lights, and devices. You can also promote good energy-saving habits and encourage employees to implement them. Some examples:</p> <ul style="list-style-type: none"> • Turning off computers and other electronics when not in use. • Unplugging computers and electronic devices when charged or turned off. • Closing windows and doors when heating or cooling systems are on. <p>When it comes to heating and air conditioning systems, responsible use is key. The optimal approach is to minimize usage and select temperatures as closely aligned as possible with outdoor temperatures. However, it's important to establish guidelines that take into account your geographical location and local climate.</p> <p>For instance, at Ifso, which is situated in southern Spain, the winter season is brief while the summer season is prolonged. As a result, we endeavor to defer switching on the air conditioning system for as long as feasible, but we manage to operate more efficiently during the winter months.</p> <p><small>Co-funded by the European Union</small> <small>*Funded by the European Union. The views and opinions expressed are those of the author(s) alone and do not necessarily reflect those of the European Union or the Institute of Youth (INJUVE). Neither the European Union nor the granting authority can be held responsible for them.</small></p>



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<h2>2. Minimize waste & Recycle</h2>  <p>Implementing a waste reduction program is crucial to minimize the amount of waste generated in the workplace.</p>  <ul style="list-style-type: none"> Implement a water dispenser that provides both hot and cold water, and encourage your employees to bring their own reusable water bottles and mugs for hot beverages such as tea, coffee, and herbal infusions. Consider providing a refrigerator and microwave to allow employees to bring their own food from home and avoid purchasing takeout meals, resulting in both environmental and economic benefits. Implement a paperless policy. Use electronic documents and cloud-based storage systems to reduce the need for paper. Implement a recycling station where staff can easily recycle paper, plastic and glass. <p>At ITSFA, we understand the challenges of implementing a fully paperless policy, but we recognize the importance of making incremental progress towards this goal.</p> <p>Currently, we are exploring solutions to eliminate paper attendance lists, particularly during training sessions. One potential approach that we are evaluating involves the use of a tablet to collect electronic signatures during events.</p> <p>Co-funded by the European Union</p> <p><small>*Funded by the European Union. The views and opinions expressed are those of the author(s) alone and do not necessarily reflect those of the European Union or the Institute of Youth (INJUVE). Neither the European Union nor the granting authority can be held responsible for them.</small></p>	<h2>3. Promote sustainable transportation.</h2>  <p>With respect to work activities that occur outside of the office, such as multiplier events, training sessions, or team-building exercises, it is advisable to promote sustainable transportation options among your employees. Encourage them to use public transportation, walk, or bike whenever possible. In cases where these alternatives are not feasible, encourage carpooling.</p>  <p>To support these initiatives, consider allocating space for secure bicycle or scooter parking at your office location to facilitate sustainable commuting options.</p> <p>Co-funded by the European Union</p> <p><small>*Funded by the European Union. The views and opinions expressed are those of the author(s) alone and do not necessarily reflect those of the European Union or the Institute of Youth (INJUVE). Neither the European Union nor the granting authority can be held responsible for them.</small></p>				
<h2>4. Offer flexible working arrangements.</h2>  <p>Providing employees with flexible working arrangements such as telecommuting can reduce the need for commuting, and consequently, the carbon (and energy) footprint of the workplace.</p>  <p>ITSFA Good Practice 1:</p> <p>During the summer season, when days are longer and temperatures are warmer, ITSFA has implemented measures to provide employees with more leisure time while also reducing the need for air conditioning in the workplace. One approach involves eliminating the traditional lunch break and slightly adjusting the start and end times of the workday.</p> <p>ITSFA Good Practice 2:</p> <p>Annually, the city of Malaga hosts a week-long fair in August, during a month that generally experiences low productivity and high temperatures. To accommodate this festive event and promote work-life balance, ITSFA opts to close the office for the week, and the team works remotely from home (before going out to celebrate together!).</p> <p>Co-funded by the European Union</p> <p><small>*Funded by the European Union. The views and opinions expressed are those of the author(s) alone and do not necessarily reflect those of the European Union or the Institute of Youth (INJUVE). Neither the European Union nor the granting authority can be held responsible for them.</small></p>	<h2>5. Minimize business travel.</h2>  <p>Minimize business travel by conducting meetings virtually instead of traveling, reducing carbon emissions associated with transportation.</p>  <p>In order to promote sustainable project management practices and minimize the carbon footprint associated with transnational projects, ITSFA and its partners have established a policy of conducting 50% of project meetings virtually. This approach significantly reduces the need for travel-related emissions, while still maintaining critical engagement with project partners.</p> <p>Despite the advantages of technology, we recognize the importance of maintaining human contact with our partners. As a result, 50% of transnational project meetings are still conducted in person.</p> <ul style="list-style-type: none"> To further support sustainable travel, our employees have received training on sustainable travel practices. <p>Co-funded by the European Union</p> <p><small>*Funded by the European Union. The views and opinions expressed are those of the author(s) alone and do not necessarily reflect those of the European Union or the Institute of Youth (INJUVE). Neither the European Union nor the granting authority can be held responsible for them.</small></p>				
<h2>6. Incorporate sustainable principles and practices into work procedures.</h2>  <p>Integrating sustainability principles and practices into all work processes is essential and requires continuous study and updating.</p> <p>At ITSFA, we prioritize sustainability and proactively seek to minimize our environmental footprint by carefully analyzing all our activities.</p> <table border="1"> <thead> <tr> <th>Project management</th> <th>Web development</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Integrate sustainability into project planning: consider sustainability from the beginning of the project and include specific sustainability goals in project planning. Assess environmental impact: assess the environmental impact of the project and identify areas that require action to reduce environmental impact. </td> <td> <ul style="list-style-type: none"> Choose Green Web Design Practices: Use sustainable web design practices that prioritize energy efficiency, minimalism, and sustainability. This includes using efficient coding practices and minimizing website bloat to reduce data transfer and server load. Reduce file size: optimize images and files to reduce website size and improve loading speed. Use image compression tools and reduce the number of plugins and scripts. Use lightweight code: use lightweight, semantic code to reduce the amount of data that needs to be loaded from the website. </td> </tr> </tbody> </table> <p>Co-funded by the European Union</p> <p><small>*Funded by the European Union. The views and opinions expressed are those of the author(s) alone and do not necessarily reflect those of the European Union or the Institute of Youth (INJUVE). Neither the European Union nor the granting authority can be held responsible for them.</small></p>	Project management	Web development	<ul style="list-style-type: none"> Integrate sustainability into project planning: consider sustainability from the beginning of the project and include specific sustainability goals in project planning. Assess environmental impact: assess the environmental impact of the project and identify areas that require action to reduce environmental impact. 	<ul style="list-style-type: none"> Choose Green Web Design Practices: Use sustainable web design practices that prioritize energy efficiency, minimalism, and sustainability. This includes using efficient coding practices and minimizing website bloat to reduce data transfer and server load. Reduce file size: optimize images and files to reduce website size and improve loading speed. Use image compression tools and reduce the number of plugins and scripts. Use lightweight code: use lightweight, semantic code to reduce the amount of data that needs to be loaded from the website. 	<h2>7. Organize sustainable meetings/events.</h2>  <p>When organizing events or meetings in the workplace, consider the environmental impact and strive to make them as sustainable as possible. This can include using reusable or compostable serving ware, providing vegetarian or vegan food options, and encouraging attendees to carpool or use public transportation.</p>  <ul style="list-style-type: none"> The venue should be as eco-friendly as possible (low-consumption illumination, organic materials on items, based on renewable energies, local and ecologic alimentary products, etc.) Make sure that no unnecessary printing is done. Agendas and meeting documents should be in digital format and sent by email, or they can be downloaded through a QR code. The catering at meetings should come from responsible and local sources as much as possible. Food should not be individually wrapped, and the use of packaging should be minimized or avoided altogether. Small bottles of drinks should also be avoided. Use reusable or compostable plates or think about options that do not require them. One idea is to offer finger food. <p>Co-funded by the European Union</p> <p><small>*Funded by the European Union. The views and opinions expressed are those of the author(s) alone and do not necessarily reflect those of the European Union or the Institute of Youth (INJUVE). Neither the European Union nor the granting authority can be held responsible for them.</small></p>
Project management	Web development				
<ul style="list-style-type: none"> Integrate sustainability into project planning: consider sustainability from the beginning of the project and include specific sustainability goals in project planning. Assess environmental impact: assess the environmental impact of the project and identify areas that require action to reduce environmental impact. 	<ul style="list-style-type: none"> Choose Green Web Design Practices: Use sustainable web design practices that prioritize energy efficiency, minimalism, and sustainability. This includes using efficient coding practices and minimizing website bloat to reduce data transfer and server load. Reduce file size: optimize images and files to reduce website size and improve loading speed. Use image compression tools and reduce the number of plugins and scripts. Use lightweight code: use lightweight, semantic code to reduce the amount of data that needs to be loaded from the website. 				
<h2>8. Incorporate a green wall/roof, or utilize plants in general to promote environmental sustainability.</h2>  <ul style="list-style-type: none"> Plants improve air quality by capturing and filtering pollutants, and reduce the urban heat island effect by cooling the surrounding air. They provide insulation, which can help reduce energy consumption and save on heating and cooling costs. They can also create a more attractive and pleasant working environment for employees by adding natural elements and greenery to the workplace. <p>Moreover, studies show that having plants in the office can help reduce stress and improve employees' mental well-being.</p> <p>Apart from normal greenery at ITSFA we are promoting urban ecology practices and we have created our own vegetable patch with tomatoes, carrots, broccoli and much more... depending on the season!</p>  <p>Co-funded by the European Union</p> <p><small>*Funded by the European Union. The views and opinions expressed are those of the author(s) alone and do not necessarily reflect those of the European Union or the Institute of Youth (INJUVE). Neither the European Union nor the granting authority can be held responsible for them.</small></p>	<h2>9. Foster employee engagement.</h2>  <p>Foster employee engagement in sustainability initiatives by encouraging employees to brainstorm ideas and share their input on sustainability practices in the workplace.</p>  <p>Listening to employee ideas and feedback can help identify new sustainability opportunities, build a sense of ownership and pride among employees, and create a culture of sustainability within the workplace. Organize regular meetings or forums where employees can share their ideas and collaborate on sustainability initiatives.</p> <p>As a result of one of those brainstorming meetings and in collaboration with our Associated Partner IWS we have adopted a Bee called Ardilla.</p>  <p>Co-funded by the European Union</p> <p><small>*Funded by the European Union. The views and opinions expressed are those of the author(s) alone and do not necessarily reflect those of the European Union or the Institute of Youth (INJUVE). Neither the European Union nor the granting authority can be held responsible for them.</small></p>				



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10. Use sustainable marketing (and dissemination) strategies.

Use sustainable marketing strategies that prioritize online channels and reduce the use of printed materials.

- Focus on online channels, such as social media, email marketing, and search engine optimization (SEO), to reach your audience. These channels are highly effective, provide greater reach, and require little or no paper-based materials.
- If you must use printed marketing materials, opt for recycled paper and eco-friendly inks. This can significantly reduce the environmental impact of your marketing campaigns.
- Use alternative forms of marketing collateral that require fewer printed materials. For example, use electronic brochures or digital marketing presentations instead of printed brochures.

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Summing up

Congratulations!

This workshop has provided you with a comprehensive overview of the essential skills and strategies to adopt sustainable practices, reduce their environmental impact, and improve their social responsibility.

By reducing energy and water consumption, promoting sustainable transportation, using sustainable products and materials, and educating employees on sustainability practices, companies can make a significant contribution to building a more sustainable future for all. By working together towards this common goal, we can create a better world for future generations.

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Pictures Time!

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More News

- Adopt a tree:**
 - Itifa has adopted a tree in Andalusia
- Citizen Treen Inventory App:**
 - We have discovered this App thanks to Eureka Project (<https://www.eurecaedu.eu>) that helps creating a common sense of sustainable citizenship, with community events to categorize your local trees
- Compensatory planting principle:**
 - We are implementing the compensatory planting strategies normally applied in forest maintenance, when 1 plant in the office dies it should be replaced by 3 new ones ☺
- 3-30-300 sustainable living principle:**
 - You live in a sustainable environment when you can see at least: 3 trees from your window, 30% of your city is covered by green areas, you have a park or green area at 300 m distance!

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Green TPM Shared Practices Summaries

OBJECTIVE

This annex consolidates all green practices exchanged and implemented during consortium Transnational Project Meetings (TPMs), as requested in the Kick-Off to continuously share sustainability insights among partners

1. TPM Málaga – Shared Sustainability Practices (16 October 2024)

- Deepest exchange session regarding green management
- Aligned with the Decalogue of Sustainability principles

Partner	Practices Shared	Related Decalogue Principle
Arrabal-AID	Green signage, social caterings with NGOs, toner & batteries collection, beach clean-up actions	2. Minimise waste & recycle / 7. Organise sustainable meetings
ITSFA	Indoor plants and workplace greenery, energy reduction, recycling, adopt-a-tree & adopt-a-bee	8. Plants & workplace well-being



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IHF	Local KMO coffee, avoiding coffee capsules (Moka use)	1. Reduce energy & waste /
Solution	“The Power of One” minimising everyday footprint, composting in the office	9. Encourage employee engagement
Circle	Use of bicycles, avoidance of plastic bottles, no grass cutting to maintain greener areas, rooftop bee hives	3. Sustainable transport / 8. Promote biodiversity
Demostene	No-print policy, online meetings preference, tree planting	2. Paper minimisation / 5. Minimise travel

Key Output:

These practices confirmed that sustainability was not an add-on, but an operational pillar of TPM planning and partner culture.

2. TPM Brussels – Shared Sustainability Practices (21 May 2025)

- Focus on biodiversity, eco-choice procurement and zero waste

Partner	Practices Shared	Decalogue Link
IHF	Moka pot (no capsules), eco cleaning products, refill-only bottles, green procurement, Scouts 4Green app, adopt-a-tree & adopt-a-bee	1, 2, 8, 9
Solution	Mini indoor plants, compost bins, office waste monitoring, sharing best practices routinely	8, 9
Circle	Plastic-free hydration, cycling-first, biodiverse green space policy	3, 8
Demostene	Encouragement of digital meeting culture, “plant a tree” drives	5, 8
ITSFA	Gamification for eco-awareness, carbon mitigation through platform training, digital-first TPM approach	5, 9, 10

Key Output:

Extension from “reduce waste” → “support biodiversity and regenerative practices”



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Reinforcement of digital shift to reduce carbon mobility impact

3. Sustainability Evolution Across TPMs

Topic	Kick-Off	Málaga	Brussels	Resulting Direction
Digital-first meeting culture	50% virtual commitment	Confirmed	Operationalised	Consistent CO ₂ mitigation
Zero-print policy	Introduced	Operational	Fully applied	Digital agendas + QR distribution
Local sourcing & no plastic catering	Shared	Demonstrated	Assessed	Established as baseline
Biodiversity actions	No	Garden & bee adoption	Adopt-a-tree & bee expanded	Deepened ecological dimension
Staff green engagement	Strong recommendation	Case examples shared	Gamification introduced	Participation mechanisms formalised

4. Connection to the Sustainability Decalogue

All TPM exchanges directly mapped to the Decalogue practices:

- Energy & waste reduction
- Online-first governance
- Green catering & zero plastic policies
- Biodiversity support & indoor ecology
- Sustainable commuting norms



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This reinforces the Decalogue as an **operational protocol**, not theoretical guidance

5. Consortium-Level Green Identity Indicators

Indicator	Status	Source
Paper use avoided	Active	Zero-print TPM policies
Travel reduction	50% TPM virtual	Project rule baseline
Catering footprint	KMO supply + plastic bans	Shared in Málaga
Biodiversity involvement	Bee & tree adoption	Brussels outcomes
Waste sorting norm	Toner, battery, compost systems	Málaga examples

6. Summary Statement

The consortium consistently demonstrated commitment to:

- Lower-carbon mobility
- Circular practices
- Digital substitution over resource consumption
- Regenerative ecology

This annex confirms that the **Green Practice Exchange** was a structured, recurring, and progressively deepened mechanism rather than a one-off activity.

Kick-Off sustainability commitments record

Date: 14 March 2024 – Online

Source: Kick-Off Meeting Minutes

Supporting reference: Sustainability Decalogue Presentation

1. FORMAL INTRODUCTION OF THE SUSTAINABILITY FRAMEWORK

At the Kick-Off, the **Decalogue of Sustainability** was officially presented to all partners.



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This framework was introduced as a **core operational guide** for environmental management, applicable across TPMs, communications and office behaviours

Commitment outcome:

Sustainability integrated as a **governing principle of consortium work**, not as a dissemination-only topic.

2. COLLECTIVE AGREEMENT TO EXCHANGE GREEN PRACTICES

The coordinator explicitly requested that **each partner must share its green experiences during upcoming TPMs**

Partners were invited to report overall impressions, most applicable solutions, challenges in implementation and actionable insights for daily operations.

Kick-Off result: sustainability practice exchange became a **standing agenda item** for every TPM.

3. DIGITAL & PAPERLESS COMMITMENT

During the Kick-Off, the project confirmed:

- Corporate shared drive for all documentation
- Use of digital platforms for internal reports and communication
- Institutional templates to ensure **no paper-based duplication**

The Decalogue reinforced **paperless policy**, electronic storage, tablet sign-in systems under evaluation

Kick-Off result:

All partners committed to reducing hard-copy workflows and adopting digital-first procedures.

4. LOW-EMISSION PROJECT GOVERNANCE

The Decalogue formally stated that **50% of transnational project meetings must be virtual** to minimise the environmental footprint, while maintaining human contact where necessary

Kick-Off result:

Virtual TPM ratio became an official carbon mitigation policy.



5. SUSTAINABILITY REPORTING & FEEDBACK LOOP

After each TPM, online feedback forms were required for quality assurance and improvements.

This included the appointment of one **Quality Assurance Board member**, the Green Officer, responsible for validating outputs including sustainability alignment.

Kick-Off result:

Sustainability tracking integrated into the **QA architecture**, not left informal.

6. CONSORTIUM-WIDE ENVIRONMENTAL CULTURE

The Kick-Off explicitly framed the Decalogue as:

- a **common behavioural baseline**,
- a source of workplace eco-habits,
- a commitment to **climate-aware professional conduct**

7. Sustainability as EU Value Transmission

Kick-Off discussions positioned green responsibility not only as organisational duty, but as reflection of:

- **EU Green Deal**
- **Social & civic responsibility goals**
- **Youth environmental consciousness**

Kick-Off result:

Consortium sustainability practice framed as **EU value promotion**, not administrative compliance.

8. OUTCOME OF THE KICK-OFF SUSTAINABILITY MANDATE

Operational Function	Commitment Introduced at KOM	Status
Governance	50% virtual TPM	Implemented TPM Málaga & Brussels



Communication	Digital-first dissemination	Standard practice
Events	No-print, low-waste	Standard in TPM agendas
QA	Green reflection in feedback tools	Built into board roles
Office practice	refill, waste sorting, energy reduction	Shared consortium progress

9. CONCLUSION

The Kick-Off meeting constituted the **formal launch of ALL-IN's environmental governance**, defining sustainability as measurable, shareable, reviewable, socially impactful with consistent follow-up through TPMs and QA reporting



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