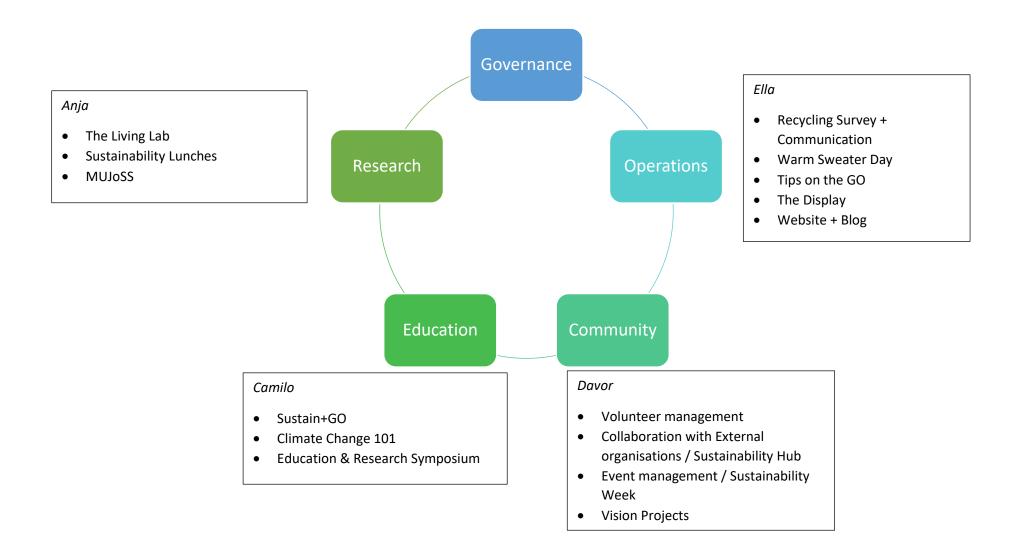
Tasmin & Anna

- Internal organisation of the team
- Strategy
- Assessment & Reporting
- Catering
- SDG project
- Career Day



Portolio + Coordinator	Projects	Description
1.) GOVERNANCE -	Internal organisation of the	Plan, prepare and coordinate team meetings
TASMIN & ANNA	team	Organise retreats and team events
		Manage internal communication
		Maintain a central calendar
		Manage official Green Office email account
	Strategy	Lobbying, stakeholder mapping, vision
	Assessment & Reporting	Annual UMGO plan, annual UMGO report, project assessment with assistance by UMGO coordinator
	Catering	More veggie options, less plastic, swill stream
	SDG projects	Mapping UM progress towards SDGs in research, education and operations
	Career day	Supervision of the sustainable development career day board
1.) OPERATIONS - ELLA	Recycling Survey + Communication	Assessing students' opinions and knowledge about recycling system
	Warm Sweater Day	Raising awareness about climate change by reducing heating for one day in February
	Tips on the GO	Communicating the university's environmental footprint to students and staff
		Facebook posts about ways in which students can become more sustainable
	The Display	Communicating the university's environmental footprint to students and staff
	Website + Blog	Updating the content on the website, managing the blog
2.) COMMUNITY – DAVOR	Volunteer management	

	Collaboration with External organisations / Sustainability Hub	 Monthly meetings with sustainability related student organizations to collaborate and promote better communication and coordinate sustainability related efforts Advise organizations on sustainability related efforts and event management
	Event management / Sustainability Week Vision Projects	 GO events such as info sessions, volunteer events, workshops, etc including joint events and collaborations with other organizations A week of events promoting the topic of sustainability for students, staff and the community in collaboration with local organizations and businesses Facilitate vision projects by advising students and connecting them with relevant resources and
3.) EDUCATION -	Research and Education	 Since <u>2014</u> the Research portfolio has been organizing Green Office symposia on a variety of
CAMILO	Symposia (Collaboration with Education & Research Symposium)	 sustainability topics, with the goal of bringing together researchers and building areas of cooperation. From 2014-2017, 4 research symposia have been held. Researchers evaluated previous symposia as "a step toward establishing a sustainability network" and "opportunity to get updates on research in other faculties".
		 In 2016 and 2017, education became an active component of these symposia, with two symposia held on the education of sustainable development competences.
		 From 2018 onwards, Green Office symposia will be a joint effort between the research and education coordinators.
		 The symposium coming up on May 16th and May 17th will address UM's contribution to the SDG's in research and education.
	Sustain + GO	 In Sustain + GO students take learning into their own hands by picking the topics they wish to cover. The Green Office additionally organizes workshops, guest-speakers and excursions to enhance the learning experience of these students.
		 consists of seven sessions in total: 6 lessons and 1 excursion. The fifth edition will start in February 7th and end on March 21st.

		• The Green Office has successfully run Sustain + GO, a student-run sustainability course, for the past 4 years with over 80 participants.
	Climate Change 101	 The Climate Change 101 project is a continuation of a Sustain + GO assignment and now falls under the Green Office's vision projects- projects supported by the Green Office, but initiated and carried out by members of the UM community. A group of 5 students are working to create an educational programme to raise awareness among the local youth on the topic of climate change. A first version of the educational programme will be ready in June.
		 This project is being carried out in collaboration with <u>CNME</u> a local organization that works to promote sustainability education in the province of Limburg.
	Course Inventory	 Since 2013, the Green Office has conducted a yearly inventory of all of UM's sustainability and sustainability-related courses.
		 Our latest inventory, courses from the <u>2016-2017</u> academic year, has been published on our website. Due to our restructuring (and lack of expertise in developing clear inclusion/exclusion criteria),
		we propose this project to be transferred to the Task Force this year.
4.) RESEARCH - ANJA	The Living Lab	 Student sustainability research facilitating by connecting students with real-life problems from the UM community, external clients, and the wider Maastricht community.
		 Collecting research questions to be researched on one of the three levels: one off task, work package or thesis
	MUJOSS (Maastricht	Annual issue of student papers on the topic of sustainability
	University Journal Of	Papers are reviewed by experts and students before publishing
	Sustainability Studies)	
	Sustainability Lunches	Bi-monthly lunches on pre-determined topics open to students, staff and the local community to gather input and feedback from participants.
		 This year, the focus of the lunches was on the organisation of the Research and Education Symposium 2018 and up-scaling the Living Lab project.