

*Tasmin & Anna*

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

Governance

Research

Operations

Education

Community

*Anja*

- The Living Lab
- Sustainability Lunches
- MUJoSS

*Ella*

- Recycling Survey + Communication
- Warm Sweater Day
- Tips on the GO
- The Display
- Website + Blog

*Camilo*

- Sustain+GO
- Climate Change 101
- Education & Research Symposium

*Davor*

- Volunteer management
- Collaboration with External organisations / Sustainability Hub
- Event management / Sustainability Week
- Vision Projects

Portfolio + Coordinator	Projects	Description
<b>1.) GOVERNANCE – TASMIN &amp; ANNA</b>	Internal organisation of the team	<ul style="list-style-type: none"> <li>Plan, prepare and coordinate team meetings</li> <li>Organise retreats and team events</li> <li>Manage internal communication</li> <li>Maintain a central calendar</li> <li>Manage official Green Office email account</li> </ul>
	Strategy	<ul style="list-style-type: none"> <li>Lobbying, stakeholder mapping, vision</li> </ul>
	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
<b>1.) OPERATIONS - ELLA</b>	Recycling Survey + Communication	<ul style="list-style-type: none"> <li>Assessing students' opinions and knowledge about recycling system</li> </ul>
	Warm Sweater Day	<ul style="list-style-type: none"> <li>Raising awareness about climate change by reducing heating for one day in February</li> </ul>
	Tips on the GO	<ul style="list-style-type: none"> <li>Communicating the university's environmental footprint to students and staff</li> <li>Facebook posts about ways in which students can become more sustainable</li> </ul>
	The Display	<ul style="list-style-type: none"> <li>Communicating the university's environmental footprint to students and staff</li> </ul>
	Website + Blog	<ul style="list-style-type: none"> <li>Updating the content on the website, managing the blog</li> </ul>
<b>2.) COMMUNITY – DAVOR</b>	Volunteer management	

	Collaboration with External organisations / Sustainability Hub	<ul style="list-style-type: none"> <li>• Monthly meetings with sustainability related student organizations to collaborate and promote better communication and coordinate sustainability related efforts</li> <li>• Advise organizations on sustainability related efforts and event management</li> </ul>
	Event management / Sustainability Week	<ul style="list-style-type: none"> <li>• GO events such as info sessions, volunteer events, workshops, etc including joint events and collaborations with other organizations</li> <li>• A week of events promoting the topic of sustainability for students, staff and the community in collaboration with local organizations and businesses</li> </ul>
	Vision Projects	<ul style="list-style-type: none"> <li>• Facilitate vision projects by advising students and connecting them with relevant resources and stakeholders</li> </ul>
<b>3.) EDUCATION - CAMILO</b>	Research and Education Symposia (Collaboration with Education & Research Symposium)	<ul style="list-style-type: none"> <li>• Since <u>2014</u> the Research portfolio has been organizing Green Office symposia on a variety of sustainability topics, with the goal of bringing together researchers and building areas of cooperation.</li> <li>• 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”.</li> <li>• In 2016 and 2017, education became an active component of these symposia, with two symposia held on the education of sustainable development competences.</li> <li>• From 2018 onwards, Green Office symposia will be a joint effort between the research and education coordinators.</li> <li>• The symposium coming up on May 16th and May 17th will address UM’s contribution to the SDG’s in research and education.</li> </ul>
	Sustain + GO	<ul style="list-style-type: none"> <li>• In Sustain + GO students take learning into their own hands by picking the topics they wish to cover.</li> <li>• The Green Office additionally organizes workshops, guest-speakers and excursions to enhance the learning experience of these students.</li> <li>• consists of seven sessions in total: 6 lessons and 1 excursion. The fifth edition will start in February 7<sup>th</sup> and end on March 21<sup>st</sup>.</li> </ul>

		<ul style="list-style-type: none"> <li>• The Green Office has successfully run Sustain + GO, a student-run sustainability course, for the past 4 years with over 80 participants.</li> </ul>
	Climate Change 101	<ul style="list-style-type: none"> <li>• The Climate Change 101 project is a continuation of a Sustain + GO assignment and now falls under the Green Office's <u>vision projects</u>- projects supported by the Green Office, but initiated and carried out by members of the UM community.</li> <li>• 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.</li> <li>• A first version of the educational programme will be ready in June.</li> <li>• 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.</li> </ul>
	Course Inventory	<ul style="list-style-type: none"> <li>• Since 2013, the Green Office has conducted a yearly inventory of all of UM's sustainability and sustainability-related courses.</li> <li>• Our latest inventory, courses from the <u>2016-2017</u> academic year, has been published on our website.</li> <li>• 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.</li> </ul>
4.) RESEARCH - ANJA	The Living Lab	<ul style="list-style-type: none"> <li>• Student sustainability research facilitating by connecting students with real-life problems from the UM community, external clients, and the wider Maastricht community.</li> <li>• Collecting research questions to be researched on one of the three levels: one off task, work package or thesis</li> </ul>
	MUJOSS (Maastricht University Journal Of Sustainability Studies)	<ul style="list-style-type: none"> <li>• Annual issue of student papers on the topic of sustainability</li> <li>• Papers are reviewed by experts and students before publishing</li> </ul>
	Sustainability Lunches	<ul style="list-style-type: none"> <li>• Bi-monthly lunches on pre-determined topics open to students, staff and the local community to gather input and feedback from participants.</li> <li>• 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.</li> </ul>