



Photo by Harry Heuts

# Annual Plan 2017

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<http://greenofficemaastricht.nl>





# Who are we?

The Green Office (GO) is a student-run sustainability department of the Maastricht University (UM).

## Our vision

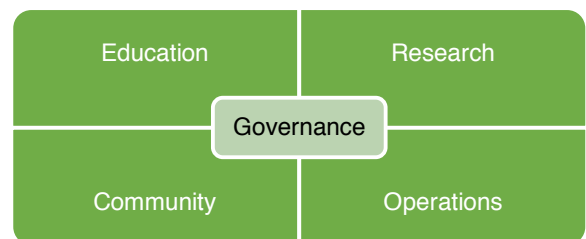
The Green Office is a driving force for sustainability efforts at UM. We are a sustainability service provider that connects students, staff, and the community.

As such, we empower bottom-up initiatives and facilitate cooperation between departments to achieve UM's sustainability goals. We raise awareness, inspire critical, creative and collaborative thinking about sustainability challenges.

As a result, we harness energy, harvest ideas and deliver outcomes. We believe that shared responsibility, transparency and accountability are inherent to these endeavors.

## Our structure

The Green Office comprises of five portfolios namely: Education, Research, Operations, Community and Governance. Each of these portfolios initiates projects and cooperates with strategic partners in their relevant areas with the aim of making Maastricht University more sustainable.





# Roadmap 2030

## what are we working towards?

### Education

- Making sustainability an integral component of educational programmes offered by the University
- Offering an internationally accredited and innovative sustainability curriculum

### Research

- Making the University a hub for research and expertise, as well as creating an accessible database for stakeholders outside the university
- Promoting interdisciplinary research in the area of sustainability

### Technology

- Reducing net energy consumption for all faculties to zero
- Using 100% renewable and self-generating energy
- Increasing energy efficiency
- Implementing maximum efficiency in ICT

### Logistics

- Using a cradle-to-cradle approach and reusing, reducing and recycling waste
- Decreasing the use of paper and packaging
- Implementing strict ecological and social criteria for 100% of the University's contractors, including catering
- Reducing travel-related greenhouse gases through different modes of travel reduction and compensation

### Community

- Making all students and staff aware of the university's sustainability goals
- Providing bottom-up initiatives with the means to drive the transformation towards a sustainable University
- Becoming an active participant in its local environment, adapting University policies to other contexts



## GO team and key stakeholders

Sustainability is a complex goal, which requires collaboration of many departments and individuals across the university. Our work would be impossible without their input.

### Executive Board

- President: Martin Paul
- Vice President: Nick Bos
- Rector Magnificus: Rianne Letschert

### Supervisory Board

- Harm Hospers
- Anne Marie van Zeijl
- Michiel Rietzen
- Hanneke Remakers

### Green Office Advisers

- Marc Fischer
- Alex Baker-Shelley

Facility  
Services

ICIS

Finance  
Department

M&C  
Department

University  
Council

UM Faculties

Student  
Organisations





## Governance

The Governance portfolio oversees the Green Office's internal operations. The portfolio consists of three coordinators who are responsible for the Administration, Strategy and Assessment & Reporting focusing on team management, finances, planning and reporting.

### Repositioning of the Green Office

The Green Office team has found it necessary to reexamine and redefine its strategy, operations and activities. As a result, the UMGO decided to take advantage of its unique position as a linking node between students, faculty and staff and focus on being a sustainability service provider. This strategy involves empowering bottom up sustainability initiatives from students and staff while continuing to support top-down processes.

### Volunteer Management

As an extension of the new strategy the UMGO will also redesign its system of managing volunteers to reflect the new role that the Green Office intends to take. As such, Green Office volunteers (members) will form semi-autonomous teams to implement specific projects. These teams will be overseen by a volunteer Project Manager who reports to the relevant Coordinator. Members will have the option of working on already existing UMGO projects or on "Vision Projects" which are projects formed based on students' ideas.

### The Roadmap

The Green Office governance team will also be collaborating with relevant stakeholders at the university to examine and amend the Roadmap 2030 to better reflect the faculty, staff and students' vision of what UM's sustainability goals should be.



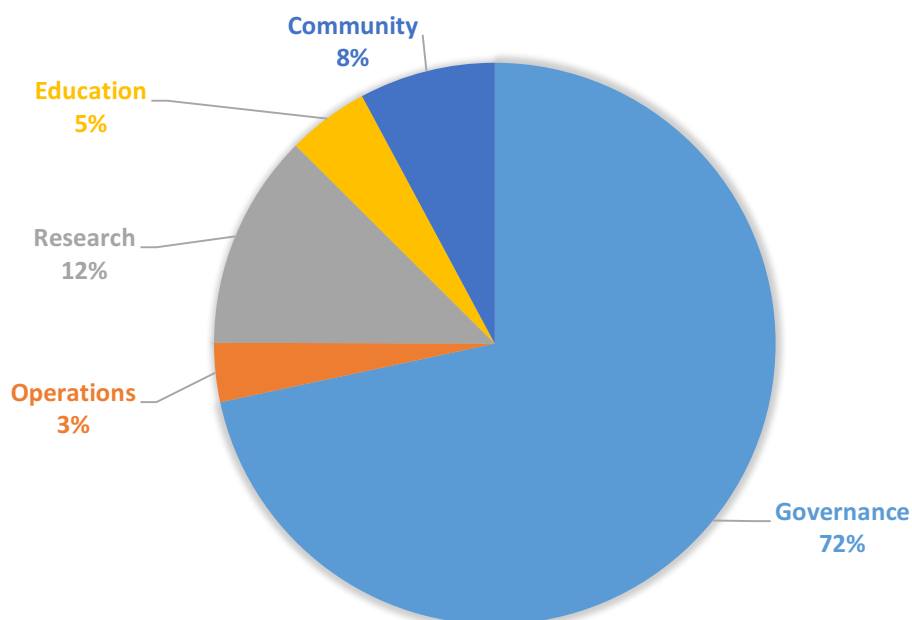
# Finances

Maastricht University Green Office is financed through Maastricht University's General and Technical Services. For the past years, since 2013, the budget has been maintained at 161,500 €. For the year 2017, the budget is planned as follows:

## Overall Budget

Expenditure	Budget Plan
Student Jobs	75 400,00 €
UM Environmental Adviser	30 000,00 €
PhD	25 000,00 €
Housing	11 700,00 €
Governance	13 710,00 €
Operations	650,00 €
Research	2 375,00 €
Education	900,00 €
Community	1 500,00 €
<b>Expected spending</b>	<b>161 235,00 €</b>
<b>Budget</b>	<b>161 500,00 €</b>

## Percentage of budget spent by portfolio







# EDUCATION

**GOAL** | Make sustainability an integral component of educational programs offered by the university

**PROJECT** | **Sustain & GO** is a student-run course which aims to provide transformational learning in the field of sustainability through PBL and workshops. Students design the course by deciding the topics they would like to study. The course culminates in a project where students work together with external stakeholders.

## Goals for 2017

Complete the proposal for a sustainability minor with Sustain & GO as one of the courses and submit the proposal for approval.

Launch fourth edition of Sustain & Go course in February, 2017.

Complete feedback report for Sustain & GO;

Increase Sustain & Go database by 100 new readings and 20 new articles.

**PROJECT** | **Workshops for faculty members** across UM, with an interest in incorporating sustainability knowledge and skills in their curricula. These workshops will be based on EU-wide models developed for the 'Education for Sustainable Development' UNECE goals.

## Goals for 2017

Submit proposal to the EdLab.

Conduct and evaluate pilot workshops for the faculty members.

**PROJECT** | **Education symposium**: annual inter-faculty symposium that allow course coordinators, tutors, researchers and students to discuss important issues on sustainable education in focus groups.

## Goals for 2017

Conduct the 2<sup>nd</sup> education symposium on the topic '*How can competencies for Education for Sustainable Development be implemented in UM's general curriculum?*'

Double the number of participants from both faculty and students (from 20 to 40).

Enable continuous collaboration with the participants of the symposium through follow-up workshops.

**GOAL** | Offer an internationally acclaimed and innovative sustainability curriculum

**PROJECT** | **Inventory of the sustainability courses at the university**

## Goals for 2017

Create a set of criteria to identify which UM courses are focused on sustainability or are sustainability-related (e.g. creating a 'Green Label').

Complete inventory of sustainability and sustainability-related courses at UM for 2017.

Make the inventory publicly accessible on the University website.

**PROJECT** | **UM sustainability curriculum assessment**: SWOT analysis of the sustainability related courses at UM. The assessment is made by combining data from the evaluation forms (from the faculties which are willing to give access to them) and a separate UMGO survey collecting more qualitative information.

## Goals for 2017

Develop a mechanism for annual course assessment for faculties interested in it on voluntary basis.

Conduct survey on the UMGO and sustainability at the University through FASOS QDA II course.





## RESEARCH

**GOAL I** Make the University a hub for research and expertise, as well as to create an accessible database for stakeholders outside the University

**PROJECT I Knowledge Exchange Platform:** this project consists of bi-annual conferences highlighting research about sustainability issues. These are supported by monthly Sustainability Lunches, where researchers have an opportunity to share and discuss their work.

### Goals for 2017

Host the next symposium that includes at least 20 individuals from at least 4 faculties.

**PROJECT I Sustainability Research Database** for sharing knowledge and expertise on the subject both within the UM and externally.

### Goals for 2017

Continue the process of creating a comprehensive database which includes research questions, contact information of advisors and external contacts, and sustainability projects in-progress.

Investigate institutionalization of the Living Lab via an online, open-access database.

**GOAL I** Promote inter-disciplinary research in the area of sustainability

**PROJECT I MUJoSS:** a peer-reviewed academic journal on sustainability.

### Goals for 2017

Publish third edition of MUJoSS in April 2017.

Explore the options for institutionalization of MUJoSS.

Develop coherent promotion and distribution plans to increase the outreach to UM community.

**PROJECT I Living Lab:** connection of course coordinators who teach research-centered courses with both internal and external stakeholders who provide sustainability-related research questions that students will focus on throughout the courses.

### Goals for 2017

Initiate/co-create at least 8 student research projects (7 internal and 1 external).

Establish at least 10 external contacts (from the Maastricht community for Living Lab research questions).

**PROJECT I Funding project:** support of student-led interdisciplinary research projects in sustainability.

### Goals for 2017

Analyse the feasibility of the creation of the UM Student Sustainability Research Fund.



## COMMUNITY

**GOAL** | Make all students and staff aware of the University's sustainability goals

**PROJECT** | Increasing the visibility of Green Office activities and policy documents adopted by UM by improving the website, newsletters and reaching more views on Facebook.

### Goals for 2017

Reach 4000 subscribers on UMGO Facebook page.

Design new marketing materials, including a new logo, stickers, shirts, and re-usable bottles.

Increase number of people reached on Facebook, by collaborating with other student organizations on promotion and using paid advertisements.

**GOAL** | Provide bottom-up initiatives with the means to drive the transformation towards a sustainable University.

**PROJECT** | Facilitating role in student projects including support in organizing events, advising on sustainability issues and establishing student fund for sustainability events.

### Goals for 2017

Encourage, advise and help student organisations on the sustainability issues (eg. provide with a list of sustainable food providers for the events, help organise sustainability-related workshops, lectures etc.).

Establish the student fund for sustainability-related events to promote bottom-up sustainability initiatives in the student community.

**GOAL** | Become an active participant in its local environment, adapt University policies to other contexts.

**PROJECT** | Good map: a map of sustainable businesses and initiatives in Maastricht that is distributed to students and members of the community.

### Goals for 2017

Create a digital version of the map that can be updated when needed.

Continue to distribute printed copies of the map to faculties and businesses.

**PROJECT** | Sustainability week: a week of events aimed towards informing students and the community about sustainability efforts

### Goals for 2017

Organise a University-wide Sustainability Week in April 2017.

Collaborate with more than 10 organizations (both student-driven and local) for the week of events.

**GOAL** | Making sustainability an important part of University Public Relations.

**PROJECT** | Increasing the presence of UMGO and sustainability policies on the university website

### Goals for 2017

Integrate information about UMGO and sustainability on the university website.

Incorporate sustainability issues in the UM-wide and faculty newsletters.





## TECHNOLOGY

**GOAL I** Continue monitoring energy consumption and map all changes and expansion in real estate

**PROJECT I** **The Display:** communicating the university's consumption of water, gas, electricity to students and staff members in a format that is visual and relatable by displaying it on info-screens around the campus.

### Goals for 2017

Choose four new UM buildings for the Display and get approval of the building managers (March 2017).

Adapt the slides accordingly and implement the project in four buildings (April-May 2017).

Evaluate the implementation (May 2017).

Based on the evaluation, discuss the possibility with the Facility Services to extend pilot to other buildings (May-June 2017).

**GOAL I** Investigate possibilities and design scenarios for renewable energy production

**PROJECT I** **Green Energy Transition:** assisting the University in transitioning towards renewable energy production on and off-campus.

### Goals for 2017

Find a good participation model for university in renewable projects (co-ownership, ownership, simple investment/ project in development vs completed project).

Stay updated about the progress on finding the optimal renewable energy project to invest in.

Investigate the possibilities of investment with the Executive Board.

**GOAL I** Raise awareness for UM's sustainability goals & climate change problem

**PROJECT I** **Warm Sweater Day:** one-day event in February when the temperature in the buildings is decreased by one degree; the students and staff are encouraged to bring a sweater with them.

### Goals for 2017

Have more than five UM buildings participate in Warm Sweater Day 2017 (with exception of labs and other rooms that require the maintenance of a certain climate).

Cooperate with the Marketing departments of all faculties that are participating in the action to coordinate the promotion campaign jointly.

Investigate the possibility of longer-term lowering the temperature in the UM buildings based on the feedback from the Warm Sweater Day 2017.

**GOAL I** Constantly invest in the insulation of historic buildings to meet highest energy standards

**PROJECT I** **Renovation of the Tapijnkazerne:** this new real estate project has to comply with the highest possible sustainability criteria in order to set an example and to contribute towards the achievement of the sustainability goals of UM. GO assists and helps to monitor this process.

### Goals for 2017

Continue monitoring the integration of sustainability criteria in the renovation of Tapijnkazerne.



**GOAL I** Ensure participation by students and staff in the process of realizing goals

**PROJECT I** **Tips on the GO:** Regular Facebook posts with sustainability-related tips for UM students that can easily be implemented on a daily basis.

#### Goals for 2017

Review the current status and success of Tips on the GO (March 2017).

Come up with a new model for Tips on the GO (March/April 2017).

Gather a team that will be responsible for Tips on the GO (April/May 2017).

Evaluate success of Tips on the GO (June 2017).

**GOAL I** Gradually implement plus-energy and other sustainability efficiency standards for new buildings and progressively renovate all historic buildings to fulfil the highest sustainability criteria

**PROJECT I** **Duurzaam onder zak:** This a “living-lab” type of project initiated by FS, in collaboration with ICIS, FHML, Zuyd Hogeschool, SBE & GO with the aim to determine what it takes for an existing SBE building to become more sustainable.

#### Goals for 2017

Provide feedback for the sustainability targets chosen from the student perspective.

Attend the future project-related workshops.

**GOAL I** Reduce the use of paper through improving the printer environment

**PROJECT I** **Ecofriendly Printing:** in order to improve the printing environment even further from the sustainability point of view, the ink consumption can be decreased by projects like offering a draft printing option. Other options, such as booklet printing could also be implemented in order to decrease the printing consumption.

#### Goals for 2017

Research other possibilities for reducing ink and paper consumption (April/May 2017).

Formulate a project proposal (May 2017).

Prepare list of sustainability criteria for next printing company tender.





## LOGISTICS

**GOAL** | Facilitate effective waste separation for paper, plastic, etc.

**PROJECT** | **Waste Management:** creating three separate waste streams in 315 recycling stations across 35 buildings.

### Goals for 2017

Increase awareness among staff & students on waste separation and report feedback results of waste separation.

Launch student project team to write a project plan for a biodegradable waste stream.

**GOALS** | Reduce packaging through correspondent criteria in tenders;  
Implement a pilot for social criteria in tenders

**PROJECT** | **Catering.**

### Goals for 2017

Work with University stakeholders to ensure that ambitious sustainability criteria are included in 2018 Catering tender.

Launch student project team to write a project plan for implementing bio-based disposables project.

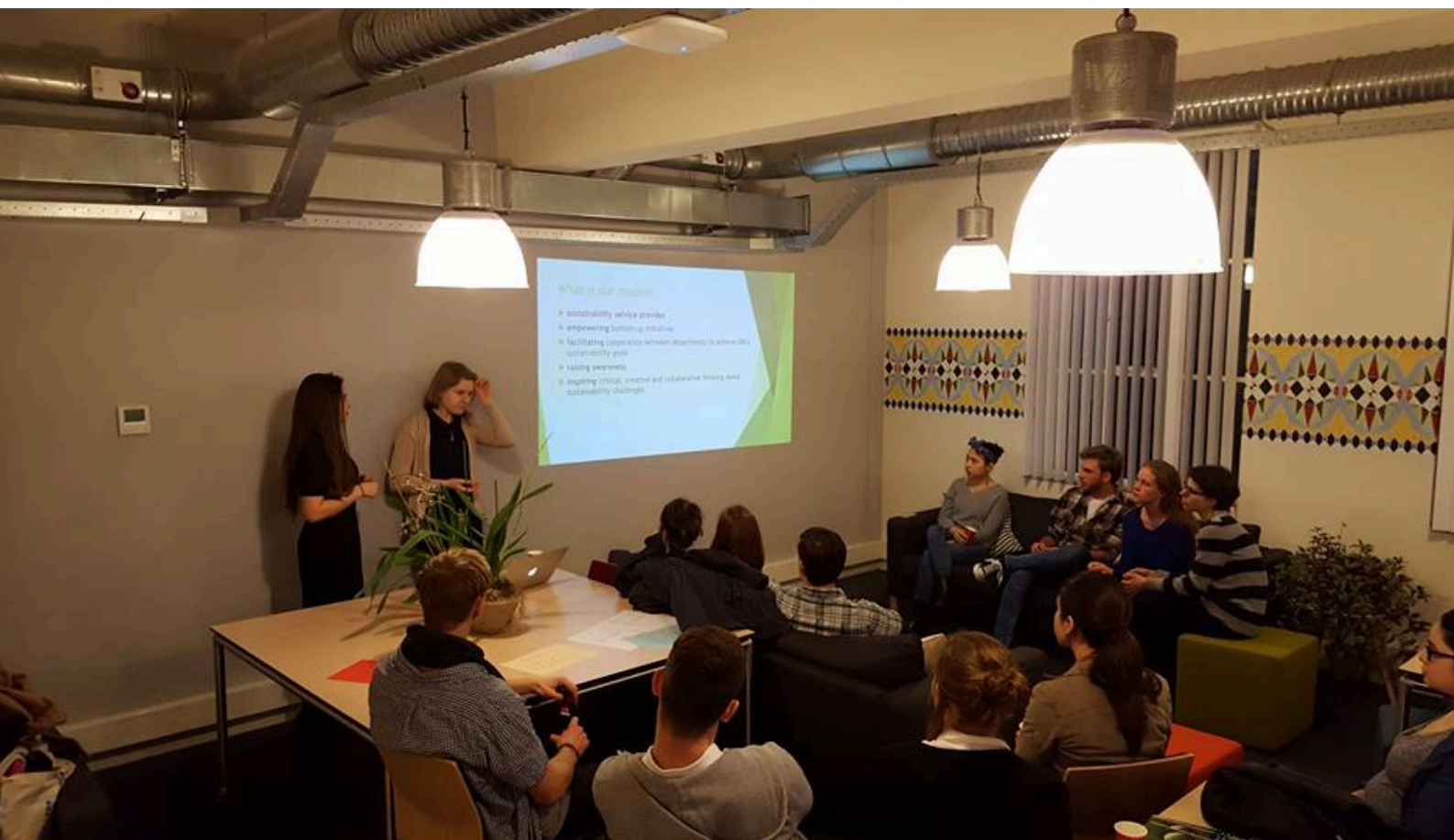








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# [www.greenofficemaastricht.nl](http://www.greenofficemaastricht.nl)

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