

1st EUROPEAN GREEN OFFICE SUMMIT

Programme Version_Final_04.10.2014

THURSDAY, 16.10.2014

16.30-17.00	Registration Cafe, tea, snacks. Come on time to use this as an opportunity to get to know the other participants.
17.00-17.15	Welcome and introduction
17.15-17.45	Getting to know each other
17.45-18.30	Sustainability: A first exploration
18.30-19.00	The Green Office Movement: Looking back and looking ahead Presentation on the origins of the Green Office Model, as well as its major strengths and weaknesses, provide an overview about the Green Offices that are currently in existence and what the prospects for the movement are in the coming years.
19.00-19.45	Experience interview: Why do we do what we do? Engaging with a student-led sustainability unit requires an unusual amount of commitment, energy and drive from you. It is not like any other student job, but a great opportunity to have an impact, learn and grow, and take the first steps towards a sustainability-related career. After the input on global unsustainabilities and the Green Office Movement, you reflect on the motivations that drive you in your engagement.
19.45-20.00	Organisational talk Programme, sleeping, eating, house rules, getting around in the city, last questions. There are some things we need to resolve before we can enjoy the evening.
20.00-onwards	Dinner discussions We pin up the posters by the existing Green Offices and those in establishment to the walls of the room, serve dinner and then spread out to learn more and discuss the different initiatives. Then we see where the evening takes us.

FRIDAY, 17.10.2014

9.00-9.15	Coffee and tea Starting early, to make most out of the day. Tea for the early-birds and coffee for those that need more caffeine. The programme starts at 9.15
9.15-9.30	Welcome and programme of the day

9.30-10.00	<p>Gearing up the potential of the Green Office as the University's 'Corporate Responsibility Department' - Practical lessons from the business world and beyond</p> <p>Green Offices engage in a lot of activities and employ concepts that are also common practice in corporate sustainability departments: Sustainability Reporting and Accounting, Internal and External Communications Strategies, Stakeholder Engagement, Open Innovation, Materiality, etc. However, what are the differences between corporate sustainability management and sustainability management at universities? To what extent can corporate practices be transferred to gear up the transformative potential of Green Offices and vice versa? An answer to these questions will not only be helpful for Green Offices, but also those Green Office employees that aim to work in corporate sustainability departments. Alex – PhD candidate at Maastricht University – will address these questions in his talk.</p>
10.00-10.45	Coffee and tea break
10.45 - 12.15	<p><i>Workshop 1: In-depth: Practical lessons from the business world and beyond.</i> In this workshop, participants will engage in an in-depth discussion of the questions raised in Alex's earlier talk.</p> <p><i>Workshop 2: Launching a student-led sustainability unit.</i> This workshop is for all participants who have already received funding from their university to establish a Green Office and are right now in the process of setting it up.</p> <p><i>Workshop 3: Open slot.</i> We would like to provide you with this 1.5 hour slot to self-organise one workshop session, about a certain issue or idea that might come up before or during the summit.</p>
12.15 – 13.45	<p>Lunch break</p> <p>You can use the break for several purposes: Have lunch, continue working together with other participants on certain issues, use the time to visit the surrounding tourist attractions or self-organised yoga sessions.</p>
13.45 – 14.00	Energizer
14.00 – 16.00	Project ideation: Generating an overview about great student-led and staff-supported sustainability projects that a Green Office can implement. You work in groups, gather and evaluate project ideas based on your own experience and through input from best practices.
16.00 – 17.00	<p>Harvest Day II</p> <p>Before heading towards the sustainability symposium we synthesise and reflect on the main experiences that you gained today.</p>
17.00-18.00	<p>Interlude</p> <p>We make our way to the location of the sustainability symposium</p>
18.00-20.00	<p>Sustainability symposium</p> <p>See separate programme document</p>

Evening	<p>Self-funded dinner</p> <p>You have the opportunity to split up into small groups and find cool places in Berlin to enjoy dinner</p>
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SATURDAY, 18.10.2014

9.15-9.30	<p>Tea and coffee</p> <p>Tea, coffee, conversations and last minute preparations. The programme starts at 9.30am.</p>
9.30-9.45	<p>Welcome and overview of the day</p>
9.45-10.15	<p>Sustainability assessment at universities</p> <p>Sustainability assessment schemes are the ‘holy grail’ that guide and monitor actions towards sustainability at universities. They can thus also be very valuable to inform the activities of Green Offices. However, how could assessment frameworks help universities to increase their sustainable performances? What types of assessment frameworks already exist and should we use them or not? Mathias - PhD candidate at the Versailles Saint-Quentin-en-Yvelines University in France – addresses these questions in his talk.</p>
10.15-10.30	<p>Coffee and tea break</p>
10.30-12.00	<p><i>Workshop 4: Sustainability assessment at universities</i></p> <p>Sustainability assessment schemes are the ‘holy grail’ that guide and monitor actions towards sustainability at universities. They can thus also be very valuable to inform the activities of Green Offices. However, how could assessment frameworks help universities to increase their sustainable performances? What types of assessment frameworks already exist and should we use them or not? Mathias - PhD candidate at the Versailles Saint-Quentin-en-Yvelines University in France – addresses these questions in his talk.</p> <p><i>Workshop 5: Lobbying for a student-led sustainability unit.</i> First insights into the process, as well as tools, tips and tricks. This workshop is for all those that are in the lobby process for their Green Office.</p> <p><i>Workshop 6: Open slot.</i> We would like to provide you with this 1.5 hour slot to self-organise one workshop session, about a certain issue or idea that might come up before or during the summit.</p>
12.00-13.30	<p>Lunch break</p> <p>You can use the break for several purposes: Have lunch, continue working together with other participants on certain issues, use the time to visit the surrounding tourist attractions or self-organised yoga sessions.</p>
13.30 – 13.45	<p>Energizer</p>
13.45-15.45	<p>Project café: Based on the ideas for high-impact student-led sustainability projects generated yesterday, we organise a project café during which you further concretize those</p>

	projects.
15.45-16.15	Afternoon break
16.15-17.45	<p><i>Workshop 7: Overview of student-led sustainability projects of the NUS.</i> Finding good student-led sustainability projects is always a challenge. For many years now, the National Union of Students UK has been successfully running sustainability projects at universities, colleges, and beyond campuses in the UK. During this time, the NUS emerged as the largest organisation running sustainability projects in higher education in the whole of Europe. Charlotte provides an overview of the environmental sustainability work of the NUS, presents the most successful projects, and discusses opportunities how Green Offices can work together with the NUS, e.g. by piloting some of the projects that have only been implemented at UK campuses in other countries.</p> <p><i>Workshop 8: Creating a legacy plan for our Green Office.</i> How to improve our version of the Green Office, lobby to maintain funding and increase our responsibilities within the institution. This workshop is for all Green Offices that are right now preparing to obtain follow-up funding from their institutions.</p> <p><i>Workshop 9: Open space.</i> We would like to provide you with this 1.5 hour slot to self-organise one workshop session, about a certain issue or idea that might come up before or during the summit.</p>
17.45-18.15	<p>Harvest Day III</p> <p>We bring together the results from the different workshops that ran in parallel during the day.</p>
19.00 onwards	<p>Summit Dinner (self-funded)</p> <p>We have reserved a nice restaurant to have dinner with everybody. Please note that drinks and food are self-funded.</p>

SUNDAY, 19.10.2014

9.30-9.45	<p>Warming-up</p> <p>Tea, coffee, conversations and last minute preparations. The programme starts at 10.00</p>
9.45-10.00	Welcome and introduction
10.00-11.30	<p>Taking the Green Office Movement to the next level: Visions, ideas, suggestions</p> <p>Student-led and staff-supported sustainability units are being established at numerous universities throughout Europe, and we expect the movement to grow rapidly in the coming years. This growth raises several opportunities and challenges: How to support and include the emerging Green Offices in the growing network? How to strengthen the knowledge flows and connections between the different Green Offices? How to include students graduating from Green Offices in further supporting and advancing the movement?</p>

11.30- 12.30	Evaluation and final reflection
12.30- onwards	Saying goodbye and cleaning up The first European Green Office Summit is over, but we shall come together again soon!