
Foundation for Environmental Education

FEE Environmental Policy - Checklist



Implementing the FEE Environmental Policy

Steps to be taken in each FEE organisation (International Head Office, national member organisation):

- 1) Establish a working party composed of representatives from management as well as the different departments/work areas
- 2) Make annual status reports based on the FEE Environmental Checklist (starting with a “zero situation” report for reference)
- 3) Discussing the results within the organisation
- 4) Defining the short and long term targets, describing what actions should be taken and when
- 5) Sending the annual status reports and the changes made in the organisation to the FEE International Head Office
 - a. Internationally: annual reporting
 - b. Nationally: in connection with the membership review

ENVIRONMENTAL AMBASSADORS FOR SUSTAINABLE DEVELOPMENT , Serbia

Acronym: EASD

GENERAL REMARK

For EASD environmental activities and management is by STATUTE one of the core issues of the strategic development.

(EASD is having four pillars: science promotion, environment, sustainable development and education, Statute is available at <http://ambassadors-env.com/en/about/statute/>).

In the other words, **we perform all activities, by promoting environmental policy as the CORE and HORIZONTAL issue**, including the environmental policies of the international organisation where EASD is accredited and member: UNEP, FEE, ACUNS, SAICM. Organisation was accredited and participated at UN Rio+20 Conference.

In many ways, the FEE Environmental Policy is within a strategic management tool applied throughout the organisation and its development.

EASD is association of experts in environmental related fields.

The following checklist is a tool to help implement the policy and ensure continual monitoring and improvement of environmental performance.

Issue	Answer	Target	Action taken	Time perspective
Waste				
Recycling bins are installed for those categories handled by the waste management company.	<p>We handle waste from our office on environmental sound way (as well as within project offices and events organised).</p> <p>We practice environmentally friendly consumption patterns, as much as it is applicable in every day work.</p> <p>Within our core activities, we perform environmentally friendly initiatives beyond legislative demands.</p>	Progress in ensuring a safe and healthy work environment	<p>We have office in the building where the few other environmental organisations are, like REC Serbia (Regional Environmental Centre with Hqs in Hungary) – It is initiative to install recycling bins at the entrance hall in Building.</p> <p>In addition, within our core activities, we put attention to promotion of the importance to implement existing environmental and waste management laws (still at the law level of <u>implementation</u>)</p> <p>Initiate to measure progress in ensuring a safe and healthy work environment through reducing spending for paper, batteries, toners, cleaning products, etc.</p>	<p>Continuous progress</p> <p>("to close the loop" time perspective depends on infrastructure in place at city level)</p>
The use of disposable cups, plates and cutlery is not encouraged.	Within core activities we share knowledge about environmental solutions with other organisations and interested parties.	Already at minimum	We do not use disposable cups on regular basis.	Already achieved
Using batteries is not encouraged. If		Already at minimum	We do not use batteries on regular basis (just 2 small per year for the watch	

necessary, rechargeable batteries should be used.			on the wall) We use rechargeable batteries 2 per year for our camera which we use for photos for documentation purpose. We have charger for batteries as well as we have charger on powered on sunlight for terrain work.	
Water				
Dripping faucets and leaky toilets are not allowed.	We take care about water as the resource on environmental sound way.	Minimum within existing infrastructure	We continuously work to reduce the consumption of water relating to our activities.	Continuous progress (time perspective depends on infrastructure in place in building)
Water-saving faucets should be used.	We practice environmentally friendly consumption patterns, as much as it is applicable in every day work.		We have office in the building where the toilets and kitchen are shared between offices at each floor. We immediately report leaking to maintenance management. In addition, there are notes in toilets and kitchens, to take care about water and keeping them clean.	
The toilets should use as little water to flush as possible.	Within our core activities, we perform environmentally friendly initiatives beyond legislative demands. Within core activities we share knowledge about environmental solutions with other organisations and interested parties.		In addition, within our core activities, we put attention to promotion of the importance to implement existing environmental and water management laws (still at the law level of <u>implementation</u>)	
The toilets should be connected to the public sewage system.	Connection in place Within our field project offices and events, sometimes not in place			
It is encouraged to collect rainwater for cleaning, flushing toilets and irrigation.	Non applicable, not in place (we rent office in Building in city centre, what is convenient for efficient work) Within our field project offices and events, we encourage this.			
Washing the	Not applicable, washing street in city is competency of city management			

sidewalk and surrounding areas every day is not encouraged.	Within our field project offices and events, we share this information and promote it.			
Energy				
Lights should be turned off in vacant rooms.	We handle energy in our office on environmental sound way (as well as within project offices and events organised). We practice environmentally friendly consumption patterns, as much as it is applicable in every day work. Within our core activities, we perform environmentally friendly initiatives beyond legislative demands, including for <u>sustainable</u> development of alternative or renewable energy sources.	To improve relevant national legislation and implementation	We continuously work to reduce the consumption of energy relating to our activities. We have office in the building where the energy infrastructure at the level of the Building, and costs (still) not following consumption. In addition, within our core activities, we put attention to promotion of the importance to implement existing environmental and energy related laws (still at the law level of <u>implementation</u>)	Continuous progress (time perspective depends on infrastructure in place in building)
Energy-saving light bulbs are to be used.		Practicing where possible		
LED technology to light up rooms, halls, entrance areas, etc. should be used.				
Photovoltaic cells and energy-production by small windmills, etc. should be implemented if possible.				
Thermal insulation to adapt to the local climate is strongly advised.				
Heating and air-conditioning control systems should be implemented.				
Computers and printers should be turned off at the end of the day and not left on stand-by.				
All computers as well as other		Already practicing in office		In place

computer equipment is with energy savings certificate				
When buying new machines, energy-saving ones should be chosen.	Related to public procurement law in country (still encouraging “the cheapest” option, against environmental and energy friendly solution)			
Transport				
Transport by public transport, bicycle, etc. is encouraged.	We practice environmentally friendly transport, as much as it is applicable in every day work. Within our core activities, we perform environmentally friendly initiatives beyond legislative demands. Within core activities we share knowledge about environmental solutions with other organisations and interested parties, including work on to make use of environmentally friendlier means of transportation (public transportation, bicycles, etc.).	Practicing .		
The FEE CO2 compensation scheme should be used.		To contribute in relevant changes of Law on Public Procurement and implementation practice	We apply when travelling by air, the CO ₂ compensation scheme, on .voluntary basis.	Time perspective depends on national legislation in place
When renting a car, choosing an environmentally friendly type is strongly encouraged.	Related to public procurement law in country (still encouraging “the cheapest” option, against environmental and energy friendly solution)			
Meetings				
Green Key hotels should be used. If	We practice environmentally friendly consumption	To contribute in relevant changes of Law on Public	To start Green Key Program in country,	Time perspective depends on national

none are available in the vicinity, a hotel with an environmental policy is a second option.	patterns, as much as it is applicable in every day work. Within our core activities, we perform environmentally friendly initiatives beyond legislative demands.	Procurement and implementation practice	as the tool to change practice. We promote on-line communication as much as possible to reduce the adverse effects of travelling.	legislation in place, as well as the level of consumption culture
Accommodation for meeting participants should be situated close to the meeting venue in order to minimise transport.	Within core activities we share knowledge about environmental solutions with other organisations and interested parties, including environmentally friendly accommodation and other relevant services.		Already practicing when available, as much as possible	
Meeting participants should be picked up collectively in order to minimise transport.				
Decorations, posters, etc. should be reusable and/or recyclable.	We are practicing reusable consumption pattern, as much as possible			In place
Communication and education				
Information about the organisation's environmental initiatives has to be clear and visible to all staff. Signs concerning energy-saving tips, etc. should be placed where relevant (e.g. by the door going out of the bathroom).	Within our core activities, we perform environmentally friendly initiatives beyond legislative demands. Within core activities we share knowledge about environmental solutions with other organisations and	Already practicing when available, as much as possible		Continuous progress, small steps each year
Regular meetings				

<p>about the environmental situation in the FEE organisation are to be held. Active participation in the decision-making process by the staff is strongly encouraged.</p>	<p>interested parties, including educating in environmental matters and providing appropriate support to actions suggested to improve the organisations' environmental performance, as well as to disseminate good environmental practices.</p>		
<p>Taking part in courses and events that are relevant to FEE's activities are encouraged.</p>			
<p>Information exchange between organisations (within or outside FEE) with relevant knowledge is encouraged.</p>			
Procurement			
<p>Supplies should be bought in large quantities to save transport and packing material.</p>	<p>Within our core activities, we perform environmentally friendly initiatives beyond legislative demands.</p>	<p>We did coordinate <i>Study on Achievements and Perspectives towards a Green Economy and Sustainable Growth in Serbia</i> (http://www.undp.org.rs/index.cfm?event=public.publicationsDetails&revid=67A9717E-972F-48CA-F5A05817E7074634), http://sustainabledevelopment.un.org/content/documents/984serbia.pdf), and presented the gaps in national legislation and practice towards <i>green procurement</i>.</p> <p>Current legislation and practice do not support the purchase of <i>green</i> products and services.</p>	
<p>Organic and Fair Trade products are preferred (food, cleaning products, etc).</p>	<p>Within core activities we share knowledge about environmental solutions with other organisations and interested parties.</p>		
<p>Detergents containing chlorides/bleach should only be used where necessary in</p>			

order to comply with legal hygiene requirements.			
Organic and natural products are to be used in the garden (no herbicides).			
Textile towels should be used rather than paper towels.	In place		
Whenever it is possible, local shops and services should be chosen.			
Printing, paper and publications			
Environmentally certified paper should be used.	We practice environmentally friendly consumption patterns, as much as it is applicable in every day work.	N/a at national market, as far as we know	
Paper should be printed on both sides to reduce use.			
The printing of E-mails and other documents should be limited as much as possible.	Within our core activities, we perform environmentally friendly initiatives beyond legislative demands.	Already practicing when available, as much as possible	
Choose a publishing firm that uses environmentally friendly products.	Within core activities we share knowledge about environmental solutions with other organisations and interested parties.	Related to public procurement law in country (still encouraging “the cheapest” option, against environmental friendly solution)	
The quantity and relevance of publications and publicity materials should be carefully evaluated.		In place. For example, from 2005. we are producing CD Conference Paper Proceedings, and only for some years hard copies, in carefully chosen quantities.	Continuous improving
Paper should be		Already practicing when available, as much as possible	

reused whenever possible and then recycled.		
We recharge toner cartridges		Already in practice for a long time being.