

5 steps towards your Green Office

“Educational institutions and governments should provide the institutional support, resources and legitimacy for youth-led change processes towards sustainability.”

UNESCO Education for Sustainable Development Youth Statement, Japan 2014

www.rootAbility.com

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Five components of the lobby process





1) Forming your initiative

- Mobilize networks, competencies and capacities
- Becoming visible, credible and official
- Energy for process of 1-2 years

Why?

- 5-10 members
- Students, (sustainability) staff and academics
- Different faculties, departments and study programmes

Who?

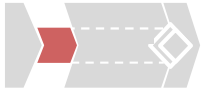


What?

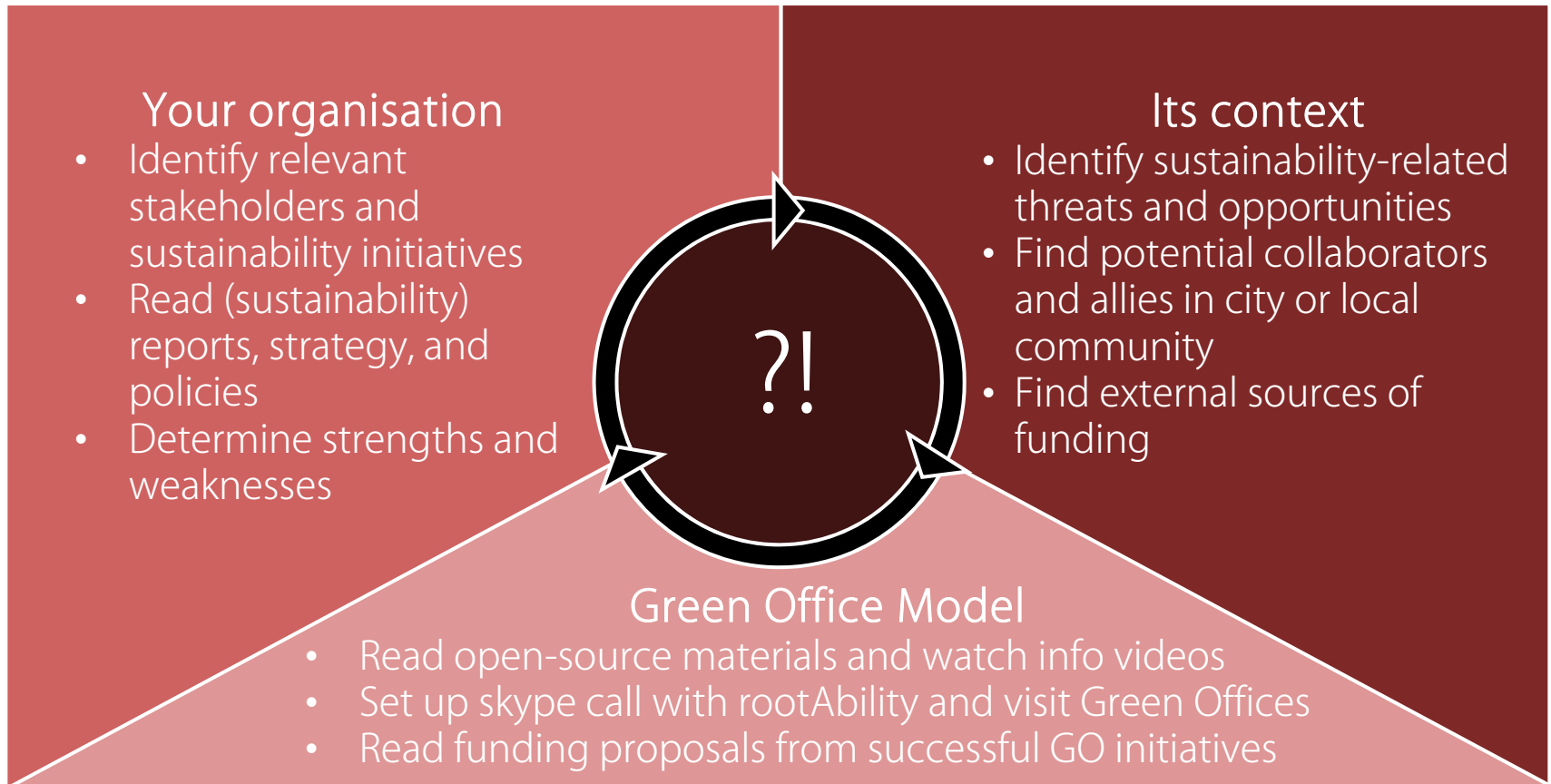
- Core group driving the process to develop a Green Office
- New initiative or part of an existing group
- Motivate, connect, facilitate.

How?

- Weekly working meetings with clear action and decision points
- Develop your own identity
- Trip to visit existing Green Offices to inspire members



2) Discovery





3) Proposal writing





4) Engaging people & building alliances

ENGAGING PEOPLE

= Broad and public outreach to create visibility and spread your message

BUILDING ALLIANCES

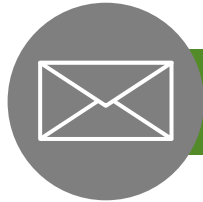
= Behind the scenes efforts to co-create and build an alliance supporting the GO



<i>Facebook page</i>	<i>Presentations in front of courses</i>	<i>Meetings with university management</i>
<i>Newspaper article</i>		
<i>Youtube video</i>	<i>Pitch in front of university committee</i>	<i>Meetings with academic directors and facility management</i>
<i>Collecting signatures</i>		
<i>Panel discussion</i>	<i>Speech at university council</i>	<i>Meetings with student representatives and groups</i>
<i>Information evenings</i>		



5) Submission & decision



Submission

- Submitting the proposal to the university. Relevant university bodies include, e.g. university council, executive board or quality management committee
- Be aware of submission deadlines and formats
- Keep stakeholders informed



Decision

- Remain active and engage stakeholders
- Create facts on the ground by starting first projects
- Waiting until the university decides



- Approved
- Rejected
- 2nd submission after suggestions are included in proposal

How we support you!



- Access to all our [open-source materials](#) on the Green Office Model and Movement
- Updates on new or improved open-source materials
- Online meetings every six to eight weeks
- Invite you to the annual European Green Office Summit
- Give feedback on outreach materials
- Connection to other Green Office Initiatives
- Join [GO Facebook group](#).

- 1-2hrs presentation in your university to present the Green Office Model.
- 2-8 hours kick-off workshop for your lobby process
- Trainings to empower and inspire your Green Office Initiative
- Help you identify and mobilize students
- In-depth process facilitation through a series of presentations and workshops to guide students and staff through the process of designing, advocating and establishing a Green Office.

Available open-source materials

4min video on
the Green
Office Model
([link](#))

2 pager
explaining the
GO
Movement &
Model ([link](#))

19 page
report on the
GO Principles
and how to
adapt them
([link](#))

60min
webinar ([link](#))
and 20 slides
presentation
([link](#))

18 pages case
studies of five
Green Offices
([link](#))

Excel file to
calculate the
budget ([link](#))

Template for
GO funding
proposal ([link](#))

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Your mindset

Adopt a learning mindset ([click here](#))

Embrace feedback with an open heart

Connect with and build on what is already there

Be aware of the butterfly effect

Practice gratitude and compassion

Remember that you are not alone.

Join the Green Office Movement!

Get in touch: greenoffice@rootAbility.com

Learn more: www.rootAbility.com



Key Partner

UNESCO Global Action Programme on
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