



# ENVIRONMENTAL SUSTAINABILITY STRATEGY

OF THE OSCE PROJECT CO-ORDINATOR IN UKRAINE

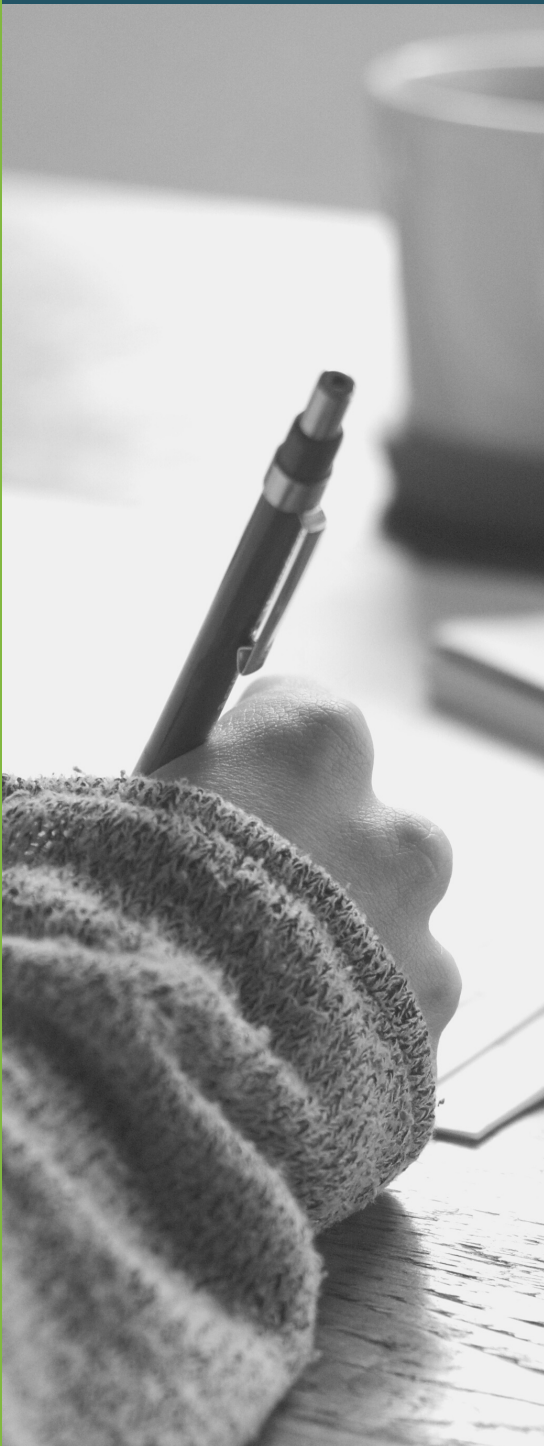
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# CONTENT

*of the Sustainable Strategy*



- 1. Introduction**
- 2. Goal**
- 3. Background**
- 4. OSCE PCU Green Committee**
- 5. Objectives and suggested activities**
- 6. Budgetary resources and management**
- 7. Communication: internal and external**
- 8. Monitoring and reporting**

# 1. INTRODUCTION 2. GOAL

Environmental Sustainability Strategy of the OSCE Project Co-ordinator in Ukraine (Strategy) is a mechanism to establish and further develop a framework for environmentally sustainable and conscious behavior of the staff and improve sustainable performance of the office. The Strategy contains a set of objectives and recommendations for actions, presented at different levels depending on functional responsibilities. The Strategy also defines procedural and administrative aspects associated with planning and implementation of the environmental initiatives.

The main goal of the Strategy is to improve environmental sustainable performance of the office by reducing the negative impact of its operation on the environment and promoting environmental behavior among the staff. The Strategy will contribute to the 2030 Agenda for Sustainable Development and seventeen Sustainable Development Goals[1] in management and planning.

[1] <https://www.osce.org/sustainable-development-goals>

# 3. BACKGROUND

The OSCE founding document - the Helsinki Final Act of 1975 - has identified links between environment and security among other areas that have a direct impact on the achievement of Sustainable Development Goals. Due to the challenges caused by climate change, unsustainable consumption of natural resources and related security threats, the OSCE PCU recognizes the need to promote environmentally sound culture, awareness and environmental responsibility on organizational and individual levels.

# 4. OSCE PROJECT CO-ORDINATOR IN UKRAINE GREEN COMMITTEE

The Strategy foresees the establishment of OSCE Project Co-ordinator in Ukraine Green Committee (Green Committee) to facilitate, oversee and guide implementation of environmental policy in the office.

The Green Committee shall consist of a Chair and not less than six (6) staff members who hold their duties on a voluntary basis. The composition of the Green Committee may be updated after two-year period.

The Green Committee act as a focal point for the staff queries and ideas on the matter and will serve as operational tool for planning, developing and implementing environmental initiatives in the office.

The Chair of the Green Committee is elected by a Green Committee members for a period of one year.

The terms of reference for the Green Committee, including the description of the scope of responsibilities of the Green Committee Chair is provided in the Annex 1.

# 5. OBJECTIVES AND SUGGESTED ACTIVITIES

To support the aim of the Strategy the following objectives and activities are suggested (please see a table below)

## OBJECTIVE

## ACTIVITIES

### FIELD MISSION: THE PCU

**Develop and adopt Strategy and control its implementation**

- Share interoffice memorandum and inform the staff about the Strategy.
- Include information regarding implementation of the Strategy in the quarterly PCU digest.
- Support Green Committee's initiatives.
- To review this strategy on a regular basis every two years.

### PROGRAMMATIC LEVEL: PROJECTS

**Prepare sustainable terms of references (ToR) and technical specifications**

- Put ecological selection criteria for the printed materials to be used for any OSCE PCU printing by default.
- Encourage Local Window Contract suppliers to provide environmentally sound alternatives.
- Include environmental impact indicator to the evaluation criteria of the technical specifications/ToRs.

**Use all resources efficiently**

- Revise feasibility of a number of the project printed materials - publications, fact-sheets, etc. Budget less for printing.
- When possible use digital solutions - cloud storage, uploading to the web site, QR-code or memory sticks instead of printed handouts for the events.
- Use both-side printing.

**OBJECTIVE****ACTIVITIES****PROGRAMMATIC LEVEL: PROJECTS**

**Use environmentally friendly materials and produce less waste**

**Support the reduction of greenhouse gases emissions**

**Communicate sustainable achievements**

- Include expenses on eco-friendly promotional items into the project budgets. Order promotional items made from natural, recycled or biodegradable materials whenever possible.
- Consider printing from recycled paper and cardboard whenever possible.
- Request no plastic tableware at OSCE events and order water glass bottles.
- Encourage colleagues to use reusable pens with refills.
  
- Request transportation with electric cars or hybrids when possible.
- Think about alternative means of transportation.
- Schedule back-to-back trips.
- Use video and audio conferencing and telecommuting when appropriate.
- Conduct more regional events for local participants in order to avoid unnecessary travel of participants from other locations.
- Encourage participants to use the train instead of a private car.
- Order local food, considering reducing quantity of meat when organizing different events.
- Reduce carbon foot print by using flights only when necessary and apply compensation schemes if possible.
  
- Draw attention of the audience to environmental issues where appropriate.
- Communicate to all project counterparts about PCU sustainability commitments and achievements.
- Encourage project staff to implement the Strategy.

**OBJECTIVE****ACTIVITIES****FAU LEVEL: CFA**

**Support implementation of the Strategy**

- Support the initiative of purchasing environmentally friendly items and materials within the approved budget.
- If feasible, procure hybrid cars.

**FAU LEVEL: SECRETARY AND CLEANERS**

**Order safe and ecologically friendly household goods and stationary**

- Order ecologically friendly office supplies, stationery (recycled paper for printing, etc.) and cleaning detergents when possible. Avoid the usage of single-use plastic containers with detergents, optimize purchasing with re-filling options.
- Eliminate the usage of disposable tableware in the office, purchase sufficient amount of regular tableware.
- Support recycling practices in the office: arrange plastic, paper, glass, batteries regular recycling.

**FAU LEVEL: RECORDS MANAGEMENT FOCAL POINTS**

**Support and arrange recycling of documents/materials**

- To arrange the procedure of recycling for documents/materials sent for destruction.

**OBJECTIVE****ACTIVITIES****FAU LEVEL: PROCUREMENT****Ensure sustainable procurement**

- Inform OSCE PCU colleagues on the availability of sustainable goods and services on the market and advertise such options (e.g. – reminder on green products in the email for cumulative order, glass bottles during the events).
- Explore the market of environmentally friendly alternatives, gather information about products, encourage suppliers to provide green alternatives, especially for Local Window Contracts. Incorporate the requirements to all vendors to provide ecologically preferred options of the products/equipment/materials/handouts/vehicles during tender procedure. Include environmental impact indicator to the evaluation criteria.
- Develop basic green criteria checklist to ensure minimum environmental characteristics for various types of products where environmental impact is evident (e.g. Energy Star, FSC certification, energy efficiency labeling, etc.).
- Consider the possibility to attend relevant green training/experience exchange visit for the procurement staff to learn on best practices and promote sustainable procurement in the office.

**FAU LEVEL: ASSETS****Save energy and use resources efficiently**

- Order to install LED bulbs only and other energy efficient devices in the office premises. Place the light sensors in the restrooms and kitchens. Research a possibility to install renewable sources of the electricity for the office needs.
- Organize an outside garden rest area for the staff.
- Hand over old unsold technical assets and mobile phones for recycling and/or proper disposal.
- Donate old unsold furniture to other organizations/institutions. To purchase rechargeable batteries and several chargers for them for use in the office when battery replacement is needed.

**OBJECTIVE****ACTIVITIES****FAU LEVEL: ICT**

**Save energy, use less paper and reduce greenhouse emissions**

- Add an energy saving and energy efficiency as criteria for evaluation bids for electronic equipment.
- Setting double-sided printing as a default on office computers.
- Ensure options for conducting teleconferences in all conference rooms.
- Remind staff to switch-off computers after work.

**FAU LEVEL: HR**

**Promote sustainable and responsible use of resources and raise awareness about sustainable lifestyle**

- Introduce “Sustainable and responsible behavior” into Code of Conduct.
- Add a section on environmental protection policy to newcomers brochure.
- Keep a meeting with Green Focal Point an obligatory part of the induction.
- Go green welcome presents for new-comers (e.g. a personal cup, water-bottle, notebook, pen, eco-bag.).
- Promote training on green topics and encourage staff to take part in them.
- Promote telecommuting when possible.

**FAU LEVEL: TRAVEL**

**Monitor and communicate on the progress of the greenhouse gases emissions reduction**

- Promote – if feasible - sustainable ways of transportation (trains).
- Produce and disseminate annual information about greenhouse gas emissions of the office as a part of Box - Travel news.



## OBJECTIVE

## ACTIVITIES

## STAFF LEVEL

## Save and use efficiently energy

- Use less detergents for dishes.
- Ensure computers are turned off at night - to encourage colleagues to turn off electronic devices that are not in use instead of turning them into a sleep.
- Boil as much water as you need for tea (not more).
- Use air-conditioning when it is really needed, close windows when air-conditioning is on.
- Switch off the monitor when not needed.
- Switch off lights in WCs, kitchens, corridors.
- Do not leave opened windows for long time in winter.

## Save and use efficiently water

- Use water efficiently, close tap when water is not used.
- Control and report leakages promptly.
- No plastic cups near coolers.

## Save and use efficiently paper

- Double-side printing.
- Recycle paper - bring paper to the paper bin.
- Print only the most important emails.
- Use 100% recycled paper when possible.

## Reduce waste production in the office

- Purchase less items and share stationary with colleagues.
- Order stationary from recycled materials when possible.
- Reuse and recycle stationary if possible.
- Use your own ceramic/glass cup.
- Use regular dishes/cups and cutlery when in the office.
- Share unused furniture with colleagues from other rooms.

## Reduce greenhouse gas emissions during the way to/from the office

- Use public transportation/shuttle.
- Use bicycle if possible (there is a shower on the 4th floor).
- Establish a car sharing system among colleagues (if people are commuting in the same direction they can cooperate and take turns to drive to work).

## OBJECTIVE

## ACTIVITIES

## STAFF LEVEL

## Reduce wastes at the meetings

- Recycle paper, plastic bottles, glass and batteries.
- Reduce bringing non-recyclable wastes to the office: use your own food bowls/containers.
- Use regular cups and glasses when ordering beverages to the guests.
- Use jars and glass cups for offering water.
- Use screen for presentations and discussing documents.
- Share Wi-Fi password with guests so they could use their own computer to review documents.

## Reduce waste and greenhouse gas emissions during duty trips

- Install applications to receive boarding passes and tickets directly to your phone.
- Choose using trains as preferential mode of transport when possible.
- Have your own thermal cup/water bottle.
- Have an eco-bag with you when travelling.
- Walk/bike whenever it is possible.
- Use your own food containers.

## Reduce wastes and greenhouse gas emissions at celebrations and different gatherings

- Use regular dishes/cups and cutlery.
- Use recyclable materials for decorations instead of e.g. plastic balloons.
- Order local food.
- Consider decreasing consumption of meat.
- Prefer non-material presents.
- Use biodegradable/recyclable wrap-up paper for flowers.

## OBJECTIVE

## ACTIVITIES

## GREEN COMMITTEE LEVEL

**Produce ideas for different environmentally friendly competitions and raise awareness of the ecological challenges**

**Organize green team-building events and initiatives for the staff**

- Establish “no fly” month in the office (January or February) and award the unit which flew the least.
  - Search for educational on-line courses on sustainable development and promote them among the staff.
  - Organize visitor lectures on waste management issue and others.
  - Organize an excursion to waste plant or other facilities/locations.
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- In co-ordination with the Training Focal Point and Training Committee, search and promote online training or/and organize in-person training for programmatic staff on how to develop, implement and evaluate projects in an environmentally friendly manner.
  - Organize regular demonstration of green videos (e.g. during lunch breaks).
  - Organize a week without meat and no car day challenges for volunteers among staff.
  - Organize walking challenges/competitions - to encourage colleagues to walk a certain number of steps per day. Suggest locations for green outreach events – e.g. cleaning parks and planting trees.
  - Organize a garage sale.
  - Collect and donate unnecessary materials that have left after events for art classes.
  - Collect and donate old clothes to charity.
  - Collect and hand over outdated banners for their reuse.

## 6. BUDGETARY RESOURCES AND MANAGEMENT

Programme Managers should consider to include prices for environmentally friendly alternatives during drafting the project budget and control preparation of the Terms of References in line with this Strategy.

At planning of the Unified Budget, FAU should consider purchasing environmentally friendly (made from recycled/sustainable materials and/or biodegradable/reusable) goods and supplies.

Some funds should be foreseen in Head of Mission fund (facilitation and public outreach) and/or Staff Committee fund to conduct green team-building and UB training fund for trainings dedicated to sustainable practices.

Persistent management support of the Strategy is required at all levels.

## 7. COMMUNICATION: EXTERNAL AND INTERNAL

The communication is aimed at ensuring exchange of information on best sustainability practices within the PCU, as well as promoting such practices among PCU partners, other OSCE field operations, institutions and organizations.

External communication includes the following:

1. Informing the PCU contractors about the sustainability requirements that must be met during the procurement procedures and event management.
2. Promoting sustainability practices among project partners.
3. Promoting sustainability practices, i.e. through encouraging adoption of this strategy among the OSCE field operations and institutions.
4. Sharing and promoting sustainability practices among other stakeholders.
5. Facebook posts, digest, YouTube channel for results sharing.

National Communication Officer, Project staff, and FAU staff are responsible for maintaining external communication.

## 7. COMMUNICATION: EXTERNAL AND INTERNAL (CONTINUED)

Internal communication includes the following:

1. Informing the PCU staff about new developments aimed at improving sustainability practices.
2. Informing the PCU staff about the achievements of this Strategy's application through a newsletter and statistics (shared every 6 months).
3. Conducting annual monitoring of this strategy's application results and sharing them with the PCU staff.
4. Sharing with the PCU staff recommendations on more efficient applications of this strategy.

National Communication Officer and Green Committee Chair are responsible for maintaining internal communication.

## 8. MONITORING AND REPORTING

The Green Committee is responsible for monitoring the implementation of this Strategy. Based on the monitoring findings the Green Committee develops annual action plans to implement the Strategy.

*Annex 1*

# OSCE PROJECT CO-ORDINATOR GREEN COMMITTEE TERMS OF REFERENCE

- 1.** The OSCE Project Co-ordinator Green Committee was set up on 01 October 2019 and comprises at least six Staff members designated on voluntary basis for the term of two (2) years, with a possibility of extension.
  
- 2.** The Green Committee is chaired by the Green Committee Chair who acts as Green Focal Point.
  
- 3.** The authorities and responsibilities of the Green Committee are as follows:
  - Represent and defend the environmental sustainability interests and seek support from OSCE Project Co-ordinator senior management and Secretary General as long as the said interests affect the general conditions of employment with regard to environmental issues;
  - Develop, implement, and manage an operational infrastructure for sustainability programs and practices at the OSCE Project Co-ordinator;
  - Monitor and measure environmental performance within the programs and initiate alternatives to existing practices that will positively affect the environment as well as the finances at the OSCE Project Co-ordinator;
  - Collect, measure, and report on the facility's environmental performance so that data can be used to prioritize goals and action plans;
  - Co-ordinate staff education on methods, strategies, and action plans intended to specifically decrease waste, recycle appropriate products, reduce energy, and use source reduction techniques in individual departments and throughout the OSCE Project Co-ordinator;
  - Register OSCE Project Co-ordinator staff members' concerns on the environmental behavior and initiatives and follow them up with the OSCE Project Co-ordinator senior management or other parties involved, as appropriate;
  - Manage the Green Committee Fund.

#### 4. Duties and responsibilities of the Green Committee Chair are as follows:

##### a. The Strategy and action plan

- Promote green policy for the office to incorporate sustainable and environmental principles;
- Co-ordinate monitoring and reporting of the implementation of the Strategy in line with the Section 8.
- Facilitate the development of an action plan with a list of activities to meet the objectives set in the Strategy. The action plan shall be developed on annual or quarterly basis, based on the inputs of the Green Committee members and the results of the discussions during the meetings;
- Co-ordinate with the senior management regarding green activities foreseen in the action plan and manage financial resources, allocated for implementation of the Strategy/Action plan;
- Initiate the revision of the Strategy based on the results of monitoring and evaluation.

##### b. The Green Committee

- Plan, organize and lead Green Committee meetings;
- Divide work tasks and responsibilities among Green Committee members;
- Collect requests, initiatives and concerns related to environmental sustainability in the office and discuss the issues at the meetings.

##### c. Communication and Information

- Prepare materials and conduct introduction on environmental and sustainable office principles for the new staff members;
- Provide guidance and consultations for programmatic staff and FAU on green office issues;
- Distribute the information about environmental performance of the office and green initiatives among staff. The updates on the progress of environmental sustainability shall be prepared at least once a year and can be used for external reporting.

Represent the Project Co-ordinator in external events and meetings related to green issues.

- 5.** The Green Committee Fund is made up of various sources, including:
- ad hoc voluntary individual staff members' contributions for specific events, actions or initiatives developed or supported by the Green Committee;
  - internal office funding approved by CFA;

The Green Committee Fund can be spent but is not limited to the following needs:

- OSCE Project Co-ordinator environmental and charity activities;
- other needs related to the sustainability of the OSCE Project Co-ordinator's activities.

The OSCE Project Co-ordinator staff members are welcomed and encouraged to comment and introduce proposals in terms of the spending practices.

The Green Committee Fund is managed by the Green Committee Treasurer. All financial transactions in relation to the Green Committee Fund must be recorded in detail and are subject to internal auditing. The liability for any irregularities identified as a result of such auditing lies with the Green Committee Chairperson and the Treasurer. The income and spending record document shall be accessible for the OSCE Project Co-ordinator staff members.

- 6.** The Green Committee meets on an ad-hoc basis or upon a staff member's request, but no less than once in two months. All Green Committee meetings are summoned by the Green Committee Chair. A Green Committee meeting is legitimate if the minimum of three Green Committee members are present.
- 7.** Any decision undertaken by the Green Committee requires three (3) quorum votes. Decisions of the Green Committee are circulated among the OSCE Project Co-ordinator staff members by the Green Committee Chair unless a decision addresses an individual concern that requires confidentiality.
- 8.** The OSCE PCU Green Committee Terms of Reference are subject to revision in consultation with the OSCE PCU staff members.