ENCATC

The European network on cultural management and policy

ENCATC Green Policy

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1. INTRODUCTION

ENCATC is the only European network on cultural management and policy. Founded in 1992, the network counts today over 100 members in over 46 countries and represents all disciplines in the arts and culture. It is co-funded by the Creative Europe programme of the European Union, is an official UNESCO partner NGO, and is an observer to the Steering Committee for Culture of the Council of Europe. ENCATC plays a crucial role in ensuring the sustainability and in strengthening the competitiveness of the cultural and creative sectors since its members are directly responsible for the education of tomorrow's managers and operators and of the future European citizens who will profit from cultural offers at the European, national and local levels. ENCATC's mission is stimulate the development of cultural management and cultural policy education by engaging and responding to new developments in politics, economics, societies and technology.

In line with its mission and aims, ENCATC operates around four complementary strands of work: advocacy, education, networking and research.

Since 2011, ENCATC has been committed to monitoring and managing its environmental impact as part of its mission to be an environmentally responsible organisation. To this end, the ENCATC General Assembly has voted in the same year a Green Policy that is still implemented at the time of writing of this new ENCATC Environmental Sustainability Policy.

This document, based on the SHIFT Eco-guidelines (2022)[1], defines a set of guidelines to reduce in a systematic way the environmental impact of its operations, activities, events and projects. The focus of this Policy is on environmental sustainability and environmental justice which invariably has strong connection with social sustainability and social justice.

Anyone working with ENCATC is required to ensure that their own actions are consistent with the spirit as well as the contents of this Policy.

This Policy applies to the following ENCATC categories:

- Staff (employees, freelancers, volunteers and trainees);
- Board members, International Correspondent Advisors and Advisory Board members;
- Bodies set for the design and implementation of the activities;
- Members involved in the implementation of activities, events or projects;
- Partners involved in the implementation of activities, events or projects;
- Suppliers of operations or activities, events or projects.

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[1] https://shift-culture.eu/wp-content/uploads/2022/02/SHIFT_Eco-Guidelines_Environmental-Sustainability.pdf

2. GENERAL PRINCIPLES

The ENCATC office, is committed to preserve the environment and reduce its ecological footprint. Here are some general principles that we always follow to ensure that we are environmentally responsible:

- **Reduce, Reuse, Recycle**: We strive to reduce waste by reusing and recycling everything we can. We have recycling bins throughout the office and encourage everyone to use them.
- **Paperless Office**: We aim to minimize paper usage by using electronic documents and emails. We also print double-sided whenever possible.
- **Energy Efficient Equipment**: We use energy-efficient equipment, such as LED light bulbs and Energy Star-rated electronics, to reduce our energy consumption.
- **Sustainable Transportation**: We encourage the use of sustainable transportation, such as biking, walking, or public transportation, to commute to work.
- **Green Purchasing**: When purchasing supplies, we choose environmentally friendly products, such as recycled paper and non-toxic cleaning supplies.

By following these general principles, we intend to make a positive impact on the environment and inspire others to do the same.

3. GOVERNANCE

Commitment	Actions
Define clear principle of environmental sustainability and set clear management lines on how ENCATC will promote them throughout its work	1. This Policy is designed and reviewed on annual basis by ENCATC's Green Team, approved by the ENCATC Board and implemented by the ENCATC Office. 2. This Policy is embedded in ENCATC Strategy and Action Plan to meet the organizations' strategic goals. 3. On February 2023, ENCATC has established a **Green Team.** It is composed of 7 people: 3 Board members, 2 ENCATC members, the Secretary General and the ENCATC Project Officer. The Green Team meets 3 times a year online (March, July) and once in person at the occasion of the annual Congress. The Green Team is renewed every 2 years to follow the cycle of the Board election. The 2024-2026 Green team will be appointed in Dec 2023 once the new board will be elected. The ENCATC members will be selected through a call opened. 4. The ENCATC Environmental sustainability policy is signed by the leadership of the ENCATC (President and Secretary general) and is published on the ENCATC webpage. 5. The ENCATC sustainability policy will be reviewed at least once by an external audit

4. OPERATIONS

Commitment	Actions
Reduce the environmental impact of its operations	**Electronical devices** 1. Look for labels when buying electronical devices, ex: EU Ecolabel, Energy Star 2. Bring your appliances not working anymore to recycling organisations or back to suppliers

3. use power strips with on/off button and shut down when not using anymore
4. turn your computer and screen off when leaving the office: try the cake electronic appliances rule (when a staff member forgets to turn lights/computer/screen off, he/she has to bring a cake to the office in the week)
5. only use USB sticks with high storage space to avoid waste of energy from other inefficient USB sticks
6. regular cleaning and maintenance electronical devices to improve efficiency and longevity
7. try to use Energy Efficient Ethernet: reduce power consumption during periods of low data activity

Emails
1. target your recipient when sending an email: the more recipients the more energy used
2. delete any attached documents not relevant
3. prefer the use of hyperlinks or compressed documents
4. archive and keep only relevant emails
5. delete and/or directly unsubscribe to any spams/unwanted emails lists/newsletters (ex: unroll.me...)
6. print emails, attached documents and webpages only when really needed and delete unwanted text
7. avoid to write emails if you can say it or if no real need

Internet use
1. simplify your research on the Internet: prefer to enter directly the URL link then to use a search engine
2. bookmark the websites you use the more often
3. use only key words when using a search engine
   • try to use eco-friendly search engines, ex: Ecosia, Lilo...
4. limit your use of clouds
5. try an eco-conception of your website (tools to reduce "Internet pollution") or green webhosting
6. make sure the website is accessible for everybody (blind/visually impaired)

Printer
1. use recycled paper
2. adjust your printer to print only in black & white (in colour only when needed) and double-sided
3. for draft documents use a font using less ink, ex: Ecofont, Garamond, Century Gothic, Ryman Eco, Vera Sans Regular
4. when possible, install timers on printers to ensure shut down during out of office hours

Office
1. reduce, reuse, recycle the office material
2. Reduce paper usage by digitizing documents and encouraging electronic communication.
3. Implement a recycling program for paper, plastic, and other materials
4. create/use some guideline for your office

	5. use local office and environmentally friendly suppliers
	6. use tap water
	7. use washable kitchen and toilet handtowels
	8. buy a coffee machine/water boiler to avoid use of vending machines and Fairtrade and organic teas and coffee
	9. stop using disposable straws, coffee stirrers
	10. when searching for accommodation use green options
	11. try to order local organic fruits and vegetable for staff
	12. stop using plastic plates, cups and cutlery
	13. prefer vegetarian with local seasonal products meals
	14. choose cleaning company which uses eco-friendly products
	15. encourage staff to use reusable water bottles and coffee cups instead of single-use plastic containers.
	16. use energy-efficient light bulbs and equipment to reduce energy consumption.
	17. implement a policy to turn off lights and equipment when not in use.
	18. implement a policy to reduce water usage by fixing leaks and encouraging water-saving practices.
	19. encourage staff to use public transportation, carpool, or bike to work.

5. EVENTS, ACTIVITIES AND PROJECTS

Commitment	Actions
Reduce the environmental impact of activities, events and projects by choosing vendors and suppliers who prioritize environmentally friendly practices.	1. Encourage attendees to use public transportation, carpool, or bike to the event.
	2. Encorage organisers to prefers online meetings when the presence is not essential for the success of the meeting
	3. Choose a venue that has easy access to public transportation.
	4. Use digital marketing instead of paper-based marketing to reduce paper usage.
	5. Implement a recycling program for paper, plastic, and other materials at the event.
	6. Use reusable or compostable dishes, cups, and cutlery instead of single-use plastics.
	7. Avoid using disposable decorations and opt for more sustainable options.
	8. Choose catering services that prioritize locally sourced, seasonal, and organic foods.
	9. made from recycled materials.
	10. Choose products made from environmentally sustainable materials.
	11. Consider the environmental impact of transportation when selecting suppliers and products.
	12. Minimize waste by purchasing only what is needed and donating or recycling unused items.
	13. Consider using digital communication and documentation to reduce paper waste.
	14. Choose energy-efficient products that consume less power.
	15. Consider using renewable energy sources to power operations and events.

Commitment	Actions
	16. Include in all contracts with suppliers an environmental sustainability clause with both references to ENCATC's Environmental Sustainability Policy and a reflection on the environmental impact of the event and on what measures were taken to reduce it.

6. COMMUNICATION AND AWARENESS RAISING

Commitment	Actions
Communicate and raise awareness about environmental sustainability	1. Send out regular communications (e.g. newsletter, email updates) to members, Board members, and staff members, its stakeholders (funders, partners, cultural management and policy community) to inform them about the progress and implementation of ENCATC Environmental Sustainability Policy. 2. Create an easily accessible section on the ENCATC website dedicated its Environmental Sustainability Policy. with information about its implementation, and progress updates. 3. Organize training sessions and webinars for ENCATC staff members to ensure they are informed about ENCATC Environmental Sustainability Policy and can communicate these to stakeholders. 4. Create a toolkit for stakeholders (funders, partners, cultural management and policy community) that includes information about ENCATC Environmental Sustainability Policy, best practices for implementation, and resources for further learning. 5. Host events and workshops to promote ENCATC Environmental Sustainability Policy and encourage engagement and participation from members and stakeholders. 6. Report each year in the Annual Report a session about ENCATC Environmental Sustainability Policy, its implementation, and progress updates. 7. Publish 2 times a year in the ENCATC Magazine an article about best practices. 8. Utilize social media to share updates and progress on the implementation of ENCATC Environmental Sustainability Policy.

7. CAPACITY BUILDING FOR THE STAFF AND FOR THE CULTURAL POLICY AND MANAGEMENT COMMUNITY

Commitment	Actions
Train the trainers and educate the future generation of leaders, managers and operators in the field of culture to environmental sustainability practices	1. Organise every year an **Academy** on sustainable cultural management and policy open to academics, researchers, artists, practitioners, and policy makers from Europe and beyond.

	2. Organize every year during the Annual Congress a **posters exhibition** to showcase the best eco-friendly projects.
	3. Organise every year a **team building** day on environmental sustainability for the ENCATC staff

8. TRAVEL AND ACCOMMODATION

Tackle the sustainability issue while travelling for operations and activities and this despite ENCATC wants to enhance intercultural dialogue and diversity among the cultural sector. Travelling and meeting in person are an essential part of this commitment.	1. Encourage its staff , visitors and participants to events to choose environmentally friendly modes of transportation, such as public transportation, biking, or walking.
	2. If possible, avoid air travel or choose airlines with lower carbon footprints.
	3. If possible, select direct flights and avoid internal ones. When flying to a place that has no airport closeby, the most sustainable solution is to fly to the nearest airport and then get to the destination by a more sustainable mode of transport.
	4. Choose hotels and accommodations that prioritize sustainability and environmental responsibility.
	5. Minimize waste by bringing reusable water bottles, utensils, and bags.
	6. Choose activities and tours that prioritize environmental sustainability and responsibility.
	7. Encorage to be mindful of energy and water use in accommodations, and try to conserve as much as possible

9. DIGITAL FOR OPERATIONS AND ACTIVITIES

Reduce the environmental impact of its digital practices for operations and activities	1. Implement virtual meetings and events to reduce travel-related carbon emissions.
	2. Use energy-efficient servers and data centres to reduce energy consumption.
	3. Encourage digital file sharing and storage to reduce paper waste.
	4. Implement power-saving features on devices to reduce energy consumption.
	5. Use renewable energy sources to power digital operations whenever possible.
	6. Encourage remote work to reduce carbon emissions from commuting.
	7. Reduce as much as possible the storage of clouds and email accounts, by deleting unecessary messages and files.
	8. Avoid the sending of large files or entire folders and zip files.
	9. Use the less polluting communication methods depending on the situation (email, phone calls, instant messaging).
	10. Avoid the "reply all" option when not necessary, limiting the number of ccs.

	11. Close unnecessary browser tabs when working.
	12. Unsubscribe regularly from unwanted newsletters.
	13. Use the least possible devices during online meetings and close cameras and mics when not needed.

10. ASSESSMENT, EVALUATION AND REPORTING

Assess, evaluate, and report on the measures to reduce the environmental impact of operations, activities, and events.	1. Conduct regular audits to measure energy consumption and carbon emissions from digital operations and events.
	 2. Use data from audits to identify areas for improvement and set targets for reducing environmental impact.
	 3. Monitor progress towards targets and report on performance regularly.
	 4. Engage stakeholders, such as employees and customers, in efforts to reduce environmental impact and report on these efforts.
	 5. Consider obtaining third-party certifications for sustainable operations and events to demonstrate commitment to reducing environmental impact.
	 6. Assess every year the impact of the travel costs for its operations and for the activities and events.
	 7. Assess yearly the following data:
	     a. Energy consumption of the office in kWh and/or m3.
	     b. Water consumption of the office in m3.
	     c. Digital carbon footprint of the office in CO2.

Approved by:

Gerald Lidstone, ENCATC President

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Brussels, 01.08.2023