



Q&A Working with Green Impact

Why work with Green Impact?

Whether you're taking your first steps into sustainability, or feel like there's nothing left for you to do – you can make meaningful, visible progress in just one year of Green Impact. The Green Impact workbook software breaks the often complex world of sustainability down into simple, manageable actions. Working with Green Impact offers a systematic and methodic approach to achieving better practices in your building, lab, department or college.

Teams of colleagues can use the workbook to plan their activities, record their progress and upload evidence – building confidence and enabling light competition to drive further change.

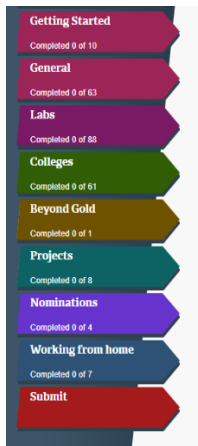
How to use the Green Impact workbook

Once you have joined a team and logged on to Green Impact, you will see the following screen:



Your work throughout the year, will be drawn from a list of activities, divided into few main groups. Each action that you accomplish will gain points towards the award you receive at the end of the year.

The actions are listed in the following groups:



Getting Started –activities that are required to set up a team and evaluate the areas you should focus on

General –activities to address a variety of environmental issues such as energy, waste and resource consumption.

Labs – criteria specific for lab work

College –issues that relate to colleges

Beyond Gold and Projects – constructed ways to initiate and implement a project the team desires.

Working from home – a set of activities designed for teams who work mostly from home due to coronavirus restrictions.

Overall a team is asked to gain points from Getting Started and additional sections as suitable for the team.

You can see the following examples for activities:



Each action offers a number of points.

The “further information” section explains what is expected from the team and offers links to relevant resources.

You will be asked to report your activities and upload evidence of what you have done.

The auditor, at the end of the year, will refer to this evidence to approve your point.

The scoring system for all teams is as follows:

- Getting Started Award: Complete all 'getting started' criteria
- Bronze: Complete all 'getting started' criteria, and achieve at least 150 points across the toolkit
- Silver: Complete all 'getting started' criteria, and achieve at least 250 points across the toolkit
- Gold: Complete all 'getting started' criteria, and achieve at least 375 points across the

toolkit

- Beyond Gold: Complete the 'Beyond Gold' tab

What will happen once I join the scheme?

Welcome!

New teams will receive a welcome pack from the Environmental Sustainability team. This includes resources to help you get started.

You will be added to our mailing list (usually just a monthly newsletter) and we invite you to join our [MS Teams](#).

You will find examples of activities, templates, ideas and other resources to get started.

We recommend that you reach out to a neighbouring team to get more ideas, support, advice and cooperation. We aim to offer networking events (online or in-person) to put you in touch with other teams.

How to set up a team?

Congratulations, you chose to start a new team.

We will explain the technical part of setting a team shortly, but first the real challenge is deciding who will be on the team and how to get them interested.

There is more than one right answer to this question. Some might choose to approach a few people personally and start working with them; some might start with an email invitation to the department; others will set up a small event.

The important thing is to start – "if you build it, they will come".

A rule of thumb in getting people interested is to try and make things interesting and fun.

You already understand the importance of the issue, as do many of your colleagues. To get people to break their routine and get involved, you need to give them a good opportunity.

You could try starting a coffee morning or lunch meeting. Try having an interesting speaker for the first meeting, inviting people using a quiz or carbon footprint questionnaire, etc.

We will be happy to assist you. Don't hesitate to get in touch.

To register yourself and your new team, go to

<https://www.greenimpact.org.uk/oxford/register>. You will need to sign in and fill all the details for yourself and the team.

All personal information is protected.. The form has a link for further information on the measures that are implemented for that purpose.

You will be asked to enter a "registration code". Please get in touch with us and we will give you one.

You are also asked to give details about the team. Don't worry if you don't have the exact number of people for the team and department. You can come back to it later.

How to join an existing team

To register go to <https://www.greenimpact.org.uk/oxford/register>. You will need to sign in and enter your details. All personal information is protected. The form offers a link for further details on the measures that are implemented for that purpose.

You will be asked to enter a "registration code". Please get in touch with us, and we will give you the code.

To choose the team you want to join click on the Team scroll list. You can then select your team. Please note that sometimes team choose a name that is not the formal name of their department/college/unit. If you can't find the team you are looking for, ask one of the existing members, or us.

How much time is expected of team members

Teams, and team members, differ from each other in their ability to invest time and energy doing Green Impact work. The rule of thumb is that with an average of one hour a week per person, teams can make significant progress. Try to meet once a month. Then, other activities can be done in smaller groups of 2-3 people and broken down to assignments that are small enough not to interrupt your usual work.

What kind of activities will I be asked to do?

Here are some examples of activities from the workbook:

- Turn over the page – Set printers/photocopiers to print [duplex] and black and white as default.
- Identify and rank your Environmental impacts.
- Take practical action to reduce energy consumption. Examples might include changing the lighting type, moving furniture away from heaters to increase heat circulation, changing settings on air-con and heating or replacing inefficient equipment. If your change has energy savings, you can claim these points. If you can estimate your savings that would be great.
- Communicate to colleagues and peers about the common mistakes made around waste disposal. Make any necessary changes to waste disposal areas (eg signposting on bins using photographic aids or moving kitchen recycling bin to more visible spaces). Communicate, educate around and raise awareness with colleagues about the importance of recycling in general, of waste separation and sorting recyclables correctly.

As you can see, some activities are more complex than others, but none of them requires expertise. We offer templates and guidance throughout the workbook, and all the activities can be achieved with some healthy interest and common sense.

What kind of support will I have?

We aim to offer all the support you might need to achieve your Green Impact goals.

- Resources – we have printed and digital material, case studies, guides and posters that you can share and use.
- Training – we offer training sessions throughout the year on various issues such as barriers and opportunities, communicating your message and more.
- Green Impact meetings – we offer meeting opportunities for networking or addressing a common issue. At these events, you can meet other teams, discuss your success and challenges, be informed and offer and get support.
- MS Teams – where you can ask questions, share ideas or even let off some steam (yes, that happens too).
- Themed campaigns – we aim to offer a series of themed campaigns where we will share information and initiate activities. These can provide you with the opportunity to participate and implement activities on that issue with your team.

Examples are Cycle September, Plastic Free July, Fairtrade Fortnight, Incredible Edible (for gardening), Planet Pledge and more.

Top ten tips for beginners

- 1) Change doesn't just happen – we need to feel encouraged and supported and to be led by example if we are to take on new habits and behaviours. Remember that and don't be discouraged when the change doesn't happen as you expect it.
- 2) Don't panic and expect to change the world in a day – it is surprising how very small steps can lead to more significant changes and by nibbling away at achieving those small steps you get to see results.
- 3) Have fun – it is not all about the gloom and doom. Engage people in a fun and challenging way. Try to have Green Impact meetings with interesting (and sustainable) nibbles that one of the team members volunteer to bring; have a sustainable Secret Santa game in the office; do a Spin the Wheel game for Planet Pledge, or spend five minutes of your meetings to share an interesting podcast, article or idea.
- 4) Create opportunities for others to see you and join. Have one day where you will offer an activity for everyone. It can be swap party, vegetarian potluck lunch, gardening lunch break, seed or plant exchange and other ideas. Your colleagues are more likely to join the Green Impact team after they have interacted with it.
- 5) Communicate – tell your team, your department, your colleagues, what you are doing. Share this information through your comms team, for example, by using the departmental newsletter. Another option is to have a section on a notice board, Teams group, etc.
- 6) Be seen in the space – repeated marks of your work in the space will encourage others to participate and cooperate. Have the light switches marked, recycling bins, thermometers for heating etc. Don't be modest. People are more likely to change their behaviour once they see it is a common practice. All the little marks accumulate and help people understand that it is not one person's little action but rather part of the work of a whole group.
- 7) Build meaningful relationships – your building manager, comms officer, finance team, reception, and many others, can make help promote your cause.
- 8) Use the Environmental Sustainability Team. Write to us, call or drop by at one of our events; we will be happy to support the work you are doing.
- 9) Manage your workload – make sure you and your team members don't burn out. Volunteer work is sustainable in moderation.
- 10) Stay interested. Deepen your knowledge and teach each other. Follow our newsletter and web site for links to new resources.