



Guidelines for a sustainable campus

August 2023

The guidelines for a sustainable campus build on general principles which the Hertie School community is invited to follow in order to reduce the School's environmental footprint.

The aim of these guidelines is to foster sustainable practices in daily work and study routines, to raise awareness about sustainability and principles of sustainable actions, as well as to encourage and facilitate participation by all community members in green campus initiatives. Options for reporting and measuring as well as for implementing checklists are being explored by the Hertie School Green Campus Committee. If you have suggestions for their improvement and/or expansion, please let Hertie School's Green Campus Officer(s) know.

General principles

The following general principles are applicable to the school and its community:

- **Procure sustainably:** Eco-friendly and fair-trade products and sustainable service providers should be chosen and licensed whenever available. Use well-established and trustworthy eco-labels such as "Blauer Engel" if possible.
- **Reduce energy consumption:** Electricity, water, airing, heating - energy and resources should be used sparingly and responsibly.
- **Re-use and recycle:** Re-use should be a priority. Whenever possible re-use items and/or ask for repairs. Choose products with less packaging. Avoid single-serve or individually wrapped items and reduce paper waste. Strict waste separation should be ensured.
- **Raise awareness of the Sustainable Campus Guidelines:** Engage the Hertie School community and future students from the start and refer members of the community to these guidelines. Help raise awareness of sustainability issues by implementing these guidelines, discussing them and highlighting their use.

i. Procurement



- **Consider a product's life cycle:** Before ordering/procuring, please consider value for money and factors such as price, quality, material, availability, functionality, and transportation as well as the entire life cycle of the product.
- **Foster recycling & prevent waste:** Recyclable content should be maximised.
- **Refer to standards and labels:** Products with international sustainability standards such as fairtrade, organic etc. should be ordered preferably.

ii. Library



- **Book procurement:** Whenever possible the library will order books and e-resources from providers that take sustainability seriously (packaging, delivery routes, and socially responsible business model, e.g. using local suppliers/agencies). This may entail centralised and bulk orders as primary mode as well as extended delivery times.
- **Other procurement:** Eco-friendly products are purchased and ordered by the library whenever available (office supplies, furnishings and electronic equipment).
- **Reduce paper use:** The library aims to reduce paper waste to a minimum ("paperless office" = digital communication and archiving, no printing and copying if not necessary for legal reasons). It is establishing "green" workflows that take a sustainable use of resources into account. Reduced paper use is encouraged and paper should be saved by the library and its users whenever possible.
- **Save energy:** As everywhere in the building, efficient, energy saving lighting and airing is practiced in the library. Saving energy is encouraged.
- **E-first-policy:** Whenever possible and financially reasonable the library purchases e-resources instead of print books.
- **Research and teaching:** The library is in the process of setting up and developing a book collection on sustainability in close cooperation with the school's course offerings and syllabi, as well as the Centre for Sustainability.
- **Networking:** Hertie School's library is part of national and international Green Library networks and strives towards an exchange of ideas and concepts on sustainable library management.

iii. Food



The field of catering refers to the provision of food and drink at events and internal meetings. Due to the very limited kitchen space in the cafeteria of the current building, and hygiene rules and guidelines, the cafeteria will be excluded for the time being. Sustainability will be taken in consideration while setting up the new cafeteria in the Robert Koch Forum.

- **Avoid plastic waste/packaging:** Prefer reusable ceramic or porcelain tableware and reusable glasses and cups, try to avoid single use plastic, plastic waste & packaging. Caterers have to take sustainability criteria into account and must avoid plastic waste and packaging where possible.
- **Provide tap water:** The best way to provide water is tap water because it does not need to be transported or packaged. Use the water fountains and carafes. If the use of tap water is not feasible, choose or ask your caterer to provide water in reusable glass bottles rather than single-use plastic.
- **Provide vegetarian menus:** Provide exclusively vegetarian menus.
- **Offer organic products:** When possible, offer food that has been produced according to organic standards.
- **Offer seasonal and locally sourced products:** Avoid products that are imported and prefer seasonal and locally sourced products. You can find a list of seasonable produce throughout the year [on this link](#).

- **Offer non-dairy milk:**
Guests should have the option to choose non-dairy milk with their tea and coffee.
- **Offer fair trade products:**
For coffee or tea in particular, select products that have a Fairtrade certification.
- **Choose sustainable delivery modes:**
When possible, favour local caterers that deliver their food in a sustainable mode, for instance by bike or electric car, and/or that are located close to the school.
- **Respect fair working conditions:** Prioritise caterers that offer fair working conditions to their employees and, if possible, who are involved in social projects such as providing work to refugees, people with disabilities etc.
- **Avoid food waste:** As much as possible, plan catering orders around the number of participants who have indicated that they will attend the meals. Always ask for separate meal registration in addition to event registration. Donate leftovers to staff and students, and put leftovers in a communal kitchen/area.
- **Events in restaurants:** When selecting restaurants for events with staff and external guests, please take into consideration sustainability criteria. In particular, select restaurants that offer vegan/vegetarian options, and a local and seasonal cuisine. For inspiration, you can find a list of sustainable restaurants in Berlin [here](#).

iv. Events



- **Reduce waste:** Limit and avoid the production of waste at events. This refers to catering, event materials and waste separation.
- **Catering:** Provide food and drinks according to the food guidelines (described above).
- **Recycling:** Ensure waste separation and implement throughout the event.
- **Reduce paper use:** In case printing is necessary, use recycled paper. Evaluate whether printed programmes and flyers are necessary and whether digital versions can be provided to participants instead.
- **Reduce travel:** Visitors who are not local to Berlin should be offered accommodation near the school to reduce travel. Event guests should be encouraged to choose sustainable accommodation. Reach out to the committee for a the list of sustainable hotels in Berlin.
- **Encourage public transport use:** Participants and speakers should be encouraged to use public transport.
- **Flight reduction:** If several speakers need to travel long distance for the event, consider arranging a hybrid or online event in order to reduce transport-related emissions or consider inviting speakers already in town because of other events.
- **Livestream events:** Avoid travel by organising online events.
- **Choose local service providers:** Technical providers (photographers, sound engineers, interpreters, etc) should be sourced from the local area to reduce the pollution caused by transportation. They should also be encouraged to use public transport if possible.
- **Marketing material:** Please consider whether new products, such as roll ups, are necessary. If so, choose a sustainable provider and sustainable materials.
- **Floral decoration:** Potted flowers that can be used at multiple events or that can be repurposed after the event should be purchased instead of a bouquet of flowers.
- **Speaker gifts:** Choose gifts with minimal impact on the environment. There is a large range of gifts which are considered to be sustainable such as treats, gift cards, experiences or donations made in the speaker's name. For gift ideas, the following websites could help in identifying the environmental impact of the products: '[Blauer Engel](#)', '[European Ecolabel](#)'.
- **Communication:** Provide information about our sustainability measures on social media, the event page, the invitation, and the welcome talks so that participants and speakers know about them, and can also respect these sustainability measures (e.g. waste separation) during the event.

v. Mobility



- **Avoid emission intensive transport modes:** Prefer environmentally friendly transport modes, in particular public transport.
- **International travel:** Weigh up whether a trip is really necessary or whether the planned meetings, lectures, interviews or exchanges can be replaced by online formats.
- **Non-avoidable travel:** If a journey is necessary, compare the CO2 emissions of your flight to other modes of travel/transport ([UBA](#), [atmosfair](#) or [ecopassenger](#)).
- Also compare travel times by train and by air. If travelling by air saves little or no time, choose to travel by train.
- If a journey can be made in under 8 hours a day by train, train travel should generally be the first travel option, taking into account individual circumstances (such as time constraints or private responsibilities). Please confirm that you have checked climate-friendly alternatives in your travel request form and in your travel expense statement. Reasons for travelling by air must be stated. (1)
- Please also note:
 - That travel time on the train is considered as working time, to a certain extent, according to applicable regulations, which stipulate that the maximum work time per day is 10 hours;
 - That the Hertie School covers the cost of a BahnCard, if the resulting savings amount to at least 150% of the purchase price of the BahnCard.
 - For journeys by train of more than two hours travel time you may book a first-class ticket if you work on the train. (2)
 - Please check the existing possibilities of using a night train; if you use a night train instead of a flight you may have the option of booking a single cabin. (3)
 - While planning your trip, be aware that reimbursing costs for taxis and rental cars is restricted by the Hertie travel rules. Reasons for taxi use must be justified.
- **Offsetting of travel emissions:** Emissions due to non-avoidable travel activities should be offset. From 2022 on, offsetting of travel related emission is recommended, but remains voluntary within a transitional test phase until a Hertie School climate neutrality strategy is adopted and takes effect (envisaged to include mandatory offsetting). Offsetting is carried out via the decentralised budgets of the units / faculty members. For information on the calculation and process for the test period please refer to the information provided by the Green Campus Committee.
- **Commuting:** Please use public transport and bikes for your commute between home and School.
- **Events/teaching planning:** Please weigh the following options:
 - Consider the option of virtual participation of non-Berlin/Brandenburg-based (guest) speakers during courses/events, especially for short meetings.
 - Consider virtual interviews for research purposes.
 - Inform and encourage external guests and speakers to favour public transport.
 - Consider adapting teaching plans if instructors have to travel especially long-distance to Berlin to teach, by enabling compact courses/bloc seminars rather than weekly courses or using online or hybrid, blended course formats, as long as it has no influence on the teaching itself

(1) see provisions for taxi journeys, which currently already require justification.

(2) Please get prior approval before booking the first-class ticket from your direct report /cost unit manager.

(3) Please get prior approval for booking the single cabin ticket from the Managing Director.

Detailed principles on IT to follow.

Visit our [website](#) for more information about our [Sustainable Campus Initiative](#).