



Green Campus Action Programme

(August 2023)

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Green Campus Action Programme

Measures already in place



Procurement,
Building, Energy

Sustainable procurement guidelines

Carbon-neutral energy supply. The Hertie School has been using green electricity since 2010.

Sustainable office supplies. The Hertie School orders paper and office supplies from a company that has implemented the concept of sustainability holistically in all its operations and products.

Service Providers. The post is sent via a company that is 100% CO₂-neutral and certified as an environmentally conscious company. Our laundry uses ecological and energy-efficient technologies and delivers by bicycle. It also employs people from socially disadvantaged groups.

Fairly-produced, organic, recycled and eco-friendly products. Wherever possible, we purchase recycled and/or recyclable materials and fairly-produced items that are cost-effective and of good quality.

Digitalisation of paper-based processes. In 2019, the Hertie School converted its invoice release system to a digital format. This not only simplifies the work processes but also reduces our paper use.

Climate neutral print services provider for all brochures. Our brochures and reports are printed on recycled paper by a printing company certified as climate neutral. Our printer's paper range is Cradle to Cradle Certified®, provided by Arctic Paper Munkedals which is the first paper mill in the world to have completed this certification.

Recycling boxes for paper, batteries and lightbulbs. There are recycling boxes for paper and bins for residual waste in all offices at the Hertie School. We also collect empty batteries and light bulbs and ensure proper disposal. In the cafeteria there are several bins so that plastic can also be disposed of properly.



Mobility

Sustainable mobility guidelines.

Offset travel-related CO₂ emissions. Test phase offset scheme has been approved and is being implemented.

Public transport tickets. The Hertie School offers an annual local transport ticket as a tax-free supplement to all staff members with contractual working time of at least 20 hours/week. Students receive the Berlin semester ticket for public transport.

Additional bike racks & bike repair set. Additional racks have been set up in the underground parking lot, a bike repair set and tyre pump can be borrowed at Central Office.

Bike leasing. The Hertie School has initiated two leasing programmes for bicycles for employees with long-term contracts. Compared to buying a bike individually, employees can save up to 40%. The Hertie School covers the compulsory insurance and the cost of a service package.

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Food

Sustainable food and events Guidelines.

Water and beverages. Water dispensers are available in all kitchens & the cafeteria, as well as fair-trade and organic espresso beans and filter coffee. Plant-based milk is offered alongside organic milk.

Reusable dishes. Crockery and cutlery, including glass carafes to use the water dispensers, are available in the kitchens on all floors. The cafeteria operates with reusable dishes, glasses and cups for most of their meals, snacks and drinks.



Library

Green library Guidelines.

E-first-policy. Whenever possible and financially reasonable the library purchases e-resources instead of print books.

Green Library Networks. The Hertie School is now a member of the International Federation of Library Associations (IFLA) and Green Library Network. The Hertie Library also joined the IFLA Environment, Sustainability and Libraries Section ([ENSULIB](#)) which is promoting the idea of the “green library movement” and aims at inspiring librarians and their communities into a more environmentally sustainable way of action.

Book collection on Sustainability. The Library has set up a book collection on Sustainability issues to accompany the launch of the Centre for Sustainability in 2021. The collection will be expanded and updated.



IT

Video-conferencing equipment. A meeting room and the forum have been equipped with high quality video-conferencing devices allowing to bring in virtually participants, thus avoiding travel and travel related emissions.

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Employment relations

Family Friendly University. The Hertie School has been as an “audit family-friendly university” by the initiative "berufundfamilie Service GmbH" since 2008 certified and applied for an extension of certification. The certificate confirms the university’s dedication to being a family-friendly organisation for students and employees. The certificate has been awarded again in 2021.

Diversity charter. The Hertie School has signed the Diversity Charter (Charta der Vielfalt e. V.), a corporate initiative supported by the German government to promote diversity in companies and institutions.

Onboarding and Offboarding processes. The Hertie School has introduced comprehensive and structured onboarding processes for new employees and offboarding processes for those who leave the School.

Holiday activities and childcare. The Hertie School is partnering with an organisation that offers holiday activities for children aged 5-13, with special discounts for staff. In addition, a series of free digital events for children aged 4 - 14 is being offered to support parents affected by the school and nursery closures during the pandemic.

BV Mobile work. An agreement on mobile work was signed in August 2021.



Participation

Hertie Students run different clubs related to Sustainability and organise or take part in various activities

- Sustainability Club has been set up in Fall 2021. Focus on sustainable finance, discussion with the Hertie Foundation, organised sustainable finance event; active engagement in the Green Campus Committee and some of it’s working groups
- publish articles on issues related to sustainability, the environment, the climate crisis or energy (Governance Post),
- organise discussions of topics related to sustainability

As part of a seminar, students developed **nudging methods** and tested them at the Hertie School. This permanently reduced the use of paper towels in the toilets.

Green Campus Action Programme 2022/2023

Ongoing implementation (August 2023)



Carbon Footprint | Consultancy

1. CCF Calculation Services – new service provider
2. Develop pathways towards climate neutrality
3. Develop a sustainability strategy for the Hertie School



Procurement, waste management, building, energy

4. Establish & popularize a waste prevention and recycling concept
5. Assure climate friendly arrangements in the RKF
6. Re-greening of the roof terrace F180
7. Consider new room use utilization



Food | events

17. Initiative for a “zero waste cafeteria”



Library

19. Expand and update book collection for the topic of sustainability



Mobility

8. Establish a sustainable mobility strategy including mobility guidelines
9. Establish a coherent system to retrace/record travel activities
10. Collect data on modal split
11. Offset travel-related CO₂ emissions
12. Request additional bike racks
13. Set up a repair station for bikes & a tyre pump in the car park
14. Provide a Cargo bike as well 2-3 bikes to borrow for the Community
15. Explore options for flexible bike sharing solutions for all staff members
16. Develop regulatory and financial incentives for environmental friendly travel



IT

17. Equip more seminar rooms with video-conferencing devices
18. Establish “Green IT” guidelines



Employment relations

20. Mental Health survey and workshops
21. Agree with works council on company agreement Hertie School for remote work
22. Further develop international onboarding process




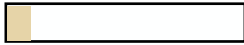



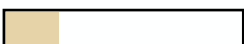

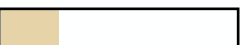


Participation

23. Establish a communication strategy on sustainability issues
24. Offer info session on sustainability during Welcome Week
25. Prepare simple instructions about appropriate usage of water, heating and energy
26. Integrate the sustainability aspect into the general HSR funding evaluation process
27. Join national and international university networks on sustainability

Green Campus Action Programme Ongoing implementation

Action Area	Measure	Achieved	Next Steps	Completion
Carbon Footprint Consultancy	1 CCF Calculation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Data Collection 2019 <input checked="" type="checkbox"/> Data estimation 2019 <input checked="" type="checkbox"/> Carbon Footprint Calculation 2019 <input checked="" type="checkbox"/> Data collection for 2020/2021/2022 started 	<ul style="list-style-type: none"> <input type="checkbox"/> Mobility survey <input type="checkbox"/> Energy provider details 	
	2 Develop pathways towards climate neutrality	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Working group: has been meeting since 2021, presentation and discussion of several drafts <input checked="" type="checkbox"/> Integration in Sustainability Strategy 	<ul style="list-style-type: none"> <input type="checkbox"/> Develop criteria for offsetting products & decide on revenue recycling <input type="checkbox"/> Fix & lobby carbon price <input type="checkbox"/> Final approval SC, Faculty & HSL 	
	3 Develop a Sustainability Strategy for the Hertie School	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Working group has prepared and discussed several versions of strategy 	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare final version <input type="checkbox"/> SC discussion and approval <input type="checkbox"/> Final approval SC, Faculty & HSL <input type="checkbox"/> Prepare communication 	

Green Campus Action Programme Ongoing implementation

Action Area	Measure	Achieved	Next Steps	Completion
 Procurement, Building, Energy	4 Establish & popularize a waste prevention and recycling concept	<input checked="" type="checkbox"/> • First draft of a waste concept available (Central Office, 2019)	<input type="checkbox"/> • Develop a waste and recycling concept	 € 
	5 Assure climate friendly arrangements in the RKF	<input checked="" type="checkbox"/> • Extraordinary Meeting on the RKF <input checked="" type="checkbox"/> • Questions of the Committee have been addressed to the Land Berlin	<input type="checkbox"/> • Set up homepage FAQ on RKF and sustainability <input type="checkbox"/> • Work through and address questions raised in meeting	 
	6 Re-greening of the roof terrace F18o	<input checked="" type="checkbox"/> • Plants currently in place	<input type="checkbox"/> • set up a successive plan for planting of roof terrace (e.g. students project, or participatory activity)	 € 
	7 Consider new room use utilization	<input checked="" type="checkbox"/> • Survey by the WorksCouncil on ideas and suggestions how to shape the future workplace, in relations with more flexible working place arrangements	<input type="checkbox"/> • Analyze survey responses <input type="checkbox"/> • Initiation of a university-wide discussion and participation process <input type="checkbox"/> • Initiation of a conversion concept if a change in the use of the space is considered desirable.	 €  

Green Campus Action Programme Ongoing implementation

Action Area	Measure	Achieved	Next Steps	Completion
<p>Mobility</p>	8 Establish a sustainable mobility strategy, incl. guidelines	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <ul style="list-style-type: none"> • Approved by HSL in Dec 2021 • Communicated Spring 2022 • Publication of Guidelines 	<ul style="list-style-type: none"> <input type="checkbox"/> • Check whether there is room for approval 	
	9 Establish a coherent system to retrace/record travel activities	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <ul style="list-style-type: none"> • Coordinate with HR and Finance units 	<ul style="list-style-type: none"> <input type="checkbox"/> • Establish a permanent data collection system <input type="checkbox"/> • Integration into a broader mobility strategy 	
	10 Collect data on modal split	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <ul style="list-style-type: none"> • Draft survey • Survey set up in Qualtrics, ready to go live 	<ul style="list-style-type: none"> <input type="checkbox"/> Analysis of survey data 	
	11 Offset travel related CO2 emissions	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <ul style="list-style-type: none"> • Offsetting of emissions from flights established on a voluntary basis • Process has been established as test phase 	<ul style="list-style-type: none"> <input type="checkbox"/> • Internal communication of offsetting process <input type="checkbox"/> • Integrate into d3 <input type="checkbox"/> • evaluate internal process <input type="checkbox"/> • HSL approval of mandatory offsetting 	
	12 Request additional bike racks	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <ul style="list-style-type: none"> • landlord of F180 has set up additional racks in the car park • Request to the Bezirksamt Mitte 	<ul style="list-style-type: none"> <input type="checkbox"/> • Follow up with Bezirksamt 	

Green Campus Action Programme Ongoing implementation

Action Area	Measure	Achieved	Next Steps	Completion
<p>Mobility</p>	13 Set up a repair station for bikes & a tyre pump in the car park	<input checked="" type="checkbox"/> • Can be borrowed at Central Office – Posters advertise		 €
	14 Provide a Cargo bike as well 2-3 bikes to borrow for the Community	<input checked="" type="checkbox"/> • Discussion in SC: Outcome – provide options to borrow cargo bikes from professional provider & identify actual demand	<input type="checkbox"/> • Get updated quotas from providers <input type="checkbox"/> • Decide on provider <input type="checkbox"/> • Contract <input type="checkbox"/> • Evaluate arrangement after some time	 €
	15 Explore options for flexible bike sharing solutions for all staff members	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> • Next Bike Business offer • Campus Bike offer	<input type="checkbox"/> • Get updated offers <input type="checkbox"/> • committee discussion / HR <input type="checkbox"/> • Get HSL approval	 €
	16 Develop regulatory and financial incentives for environmental friendly travel	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> • Option to travel in 1st class on the train depend on some factors • Travel rules have been adapted & clarified	<input type="checkbox"/> • Incentives through new BV Arbeitszeit / working time <input type="checkbox"/> • Explore options for Green mobility flat rates	 €








Green Campus Action Programme Ongoing implementation

Action Area	Measure	Achieved	Next Steps	Completion
Food	16 Initiative for a “zero waste cafeteria”	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Discuss feasibility with Fuhrmanns <input checked="" type="checkbox"/> Reusable dishes and jars whenever possible 	<ul style="list-style-type: none"> <input type="checkbox"/> Suggest additional solutions <input type="checkbox"/> Estimate additional costs 	
IT	17 Equip seminar rooms with video-conferencing devices	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Forum equipped <input checked="" type="checkbox"/> Room 2.22 equipped 	<ul style="list-style-type: none"> <input type="checkbox"/> Define needs (Digital team and Curricular Affairs) 	
	18 Establish “sustainable IT” guidelines	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Draft version available 	<ul style="list-style-type: none"> <input type="checkbox"/> Coordination with IT Director <input type="checkbox"/> Commission discussion <input type="checkbox"/> HSL approval <input type="checkbox"/> Internal communication 	
Library	19 Update and extend book collection for the topic of sustainability	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Set up of a book collection, in cooperation with the Centre for Sustainability and the Hertie Faculty 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete and update 	

Green Campus Action Programme Ongoing implementation

Action Area	Measure	Achieved	Next Steps	Completion
<p>Employment relations</p>	<p>20</p> <p>Mental Health survey and workshops</p>	<input checked="" type="checkbox"/> • First workshops have taken place	<input type="checkbox"/> • Evaluate needs	 €
	<p>21</p> <p>Update of the Hertie School agreement for remote work</p>	<input checked="" type="checkbox"/> • Frist Agreement signed (2020), BV mobile work signed August 2021 <input checked="" type="checkbox"/> • Survey on needs and wishes launches by the WorksCouncil in June 2021		
	<p>22</p> <p>Further develop international onboarding process</p>	<input checked="" type="checkbox"/> • Guides and checklists for Hertie onboarding have been developed (2019)	<input type="checkbox"/> • Develop Berlin/Germany onboarding <input type="checkbox"/> • Further develop Hertie specific onboarding	

Green Campus Action Programme Ongoing implementation

Action Area	Measure	Achieved	Next Steps	Completion	
 Participation	23 Establish a communication strategy on sustainability issues	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 	<ul style="list-style-type: none"> • Committee discussions on Communications • Set up a dedicated working group, in cooperation with the Communications • communication strategy approved 	<input type="checkbox"/> • Begin implementing strategy	 
	24 Offer info session on sustainability during Welcome Week	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 	<ul style="list-style-type: none"> • Poster & Seed bombs for Welcome Week 2021 • Presentation during the Club Fair 2021 • Presentation during Welcome Week 2022 	<input type="checkbox"/> • Prepare next Welcome Week <input type="checkbox"/> <input type="checkbox"/>	 
	25 Prepare simple instructions about appropriate usage of water, heating and energy				
	26 Integrate sustainability aspects into the general HSR funding evaluation process				
	27 Join national and international university networks on sustainability	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 	<ul style="list-style-type: none"> • Research on existing networks by working group in 2020 	<input type="checkbox"/> • Review summary of the Working group <input type="checkbox"/> • Make suggestions to the Sustainability Committee	 

August 2023

Green Campus Action Programme

Collection of ideas



- Offer training on sustainable procurement, waste prevention and recycling



- Introduce time switches for lights during closing times / motion sensors in hallways



- Develop default procedure for the window blinds (to avoid heating up of rooms)



- Ensure that Hertie branded products have minimal environmental and social impacts/ are sourced sustainably



- Establish a shelf for swapping and/or giving away items



- Increase the number of water fountains



Carbon Footprint | Consultancy



Procurement, waste management, building, energy



Mobility



Food | events



IT



Library



Employment relations



Participation