

## AN ENVIRONMENTALLY SUSTAINABLE WAY TO TRAVEL



QUESTIONS	YES	NO	REMARKS OR ACTION PLAN
Our employees or members walk or use bicycles whenever possible.			
We use public transport to go on the field and for other long distance trips.			
We commute together: We have organized collective transport to work and home together with our colleagues.			
We head to office and meetings a little early to avoid the rush, boredom, stress and frustration of normal commuting hours.			
When possible, we combine commuting with shopping, hobbies and other activities that are along the same route, instead of traveling back and forth several times a day.			
If we need a car, we choose the size of the car according to our transportation need.			
We use public transport to get to far away locations and use taxis or hire a car for local transport.			
We never throw rubbish out of car, bus, boat or train windows! We also advise our co-travelers to stop littering.			
When possible, we use modern technology, for example Skype, to have our meetings online.			
We have reduced air travel. If it's necessary to fly, we pay "carbon tax" or support local communities through activities like forestation.			
If it is necessary to use air travel, we stay at the destination longer and arrange to do all possible meetings and activities on the same visit.			

### 0-3 YES ANSWERS = RED

ENVIRONMENTAL ISSUES ARE NOT TAKEN INTO CONSIDERATION IN YOUR PROJECTS. HAVE A LOOK AT THE QUESTIONS AGAIN AND MAKE AN ACTION PLAN ON HOW YOU CAN IMPLEMENT THESE IDEAS. ITS NEVER TOO LATE TO TAKE A STEP TOWARDS AN ENVIRONMENTALLY SUSTAINABLE WAY OF TRAVELING!

### 4-8 YES ANSWERS = YELLOW

YOU HAVE TAKEN STEPS TOWARDS ENVIRONMENTALLY FRIENDLY TRAVELING, BUT THERE IS ROOM FOR IMPROVEMENT.

### 9-11 YES ANSWERS = GREEN

CONGRATULATIONS! YOUR ACTIONS ARE ENVIRONMENTALLY FRIENDLY. DON'T FORGET TO MAINTAIN THE GOOD PRACTICES AND ENCOURAGE YOUR BENEFICIARIES AND STAKEHOLDERS TO DO THE SAME.

## ENVIRONMENTALLY CONSCIOUS TRAINING OR WORKSHOP



QUESTIONS	YES	NO	REMARKS OR ACTION PLAN
We always use recyclable materials in the workshops (no plastic envelopes, briefcases or bags).			
Materials are distributed only when needed. We don't distribute notebooks to everyone, but only to those who need them.			
We have enough dustbins available at the venue and have organized waste recycling to show good example.			
We organize our training events close to the targeted communities or participants to minimize traveling.			
When the venue of the training event is located far from the participants, we organize shared transport.			
The invitation to the event advises participants on how to get there by public transport.			
We provide vegetarian meals, because eating meat contributes to climate change.			
We offer healthy food instead of unhealthy things. Locally produced food is a very good option, as it produces less transportation emissions and promotes local economy.			
<b>NOTE: OFFER FOOD PRODUCED ACCORDING TO FAIR TRADE OR ORGANIC FARMING PRINCIPLES, AS EATING SUCH FOOD PROMOTES SUSTAINABLE PRODUCTION.</b>			
We never use disposable products like paper plates and cups.			
In order to save paper, we use electronic documents. We post documents on the Internet, send e-mails and copy documents on CDs.			
We still use blackboard, chalk, notebooks and pens, because they still are relevant training materials.			
We give a little reward to those who travel to our workshop in an environmentally friendly way (walking, bicycling, public transport).			

### 0-3 YES ANSWERS = RED

ENVIRONMENTAL ISSUES ARE NOT TAKEN INTO CONSIDERATION IN YOUR PROJECTS. HAVE A LOOK AT THE QUESTIONS AGAIN AND MAKE AN ACTION PLAN ON HOW YOU CAN IMPLEMENT THESE IDEAS. ITS NEVER TOO LATE TO TAKE A STEP TOWARDS ENVIRONMENTALLY SUSTAINABLE WORKSHOPS!

### 4-8 YES ANSWERS = YELLOW

YOU HAVE TAKEN STEPS TOWARDS ENVIRONMENTALLY FRIENDLY WORKSHOPS, BUT THERE IS ROOM FOR IMPROVEMENT.

### 9-11 YES ANSWERS = GREEN

CONGRATULATIONS! YOUR ACTIONS ARE ENVIRONMENTALLY FRIENDLY. DON'T FORGET TO MAINTAIN THE GOOD PRACTICES AND ENCOURAGE YOUR BENEFICIARIES AND STAKEHOLDERS TO DO THE SAME.

## Case study

The Mikocheni Post Primary Technical School was opened in February 2002 in the Mikocheni district of Dar es Salaam. The school was established in cooperation with a Finnish NGO Äetsän seudun kehityksmaaseura, Äetsä Developing Countries Association. The school was established for students who fail to get secondary education. The school has approximately 65 students, and the yearly intake has been around 40 pupils. There are 10 teachers guiding the students.

Subjects at the school include home economics, carpentry, masonry and tailoring. The curriculum also includes basic studies such as mathematics, Swahili, civics and English. The school also organizes third year education on entrepreneurial skills, business management, life skills and communication skills.

The school generates income by renting school premises to various organizations for work training and workshops, and to private individuals for celebrations such as weddings. The school's home economics students prepare meals for these occasions and run a small cafeteria at school premises. The school also sell bricks and furniture made by students.

Environmental issues are taken into consideration in the everyday running of the school. Decomposable waste, such as food leftovers, fruit and vegetable peels from home economics class, are collected and composted at the school. Manure from the compost is used in the school garden.

Glass and metal are also collected separately and sold to people collecting and recycling them. Municipalities do not collect recycled materials in Tanzania, but some private individuals make money by buying and selling them.

Because environmental protection is mainstreamed in the school's everyday activities, it automatically becomes part of the mental capital that students attain from the school. It is easy to implement composting at home, when you have learned to do it at school.

### NEW IDEAS FOR SIMILAR PROJECTS:

- ▶ Decomposable wastes can be processed to obtain biogas.
- ▶ The school could use improved charcoal ovens or solar ovens for baking.



- ### ENVIRONMENT LOVER'S TIPS:
- ▶ Avoid plastic bags and wrapping. We use plastic bags for a few hours, sometimes for only a few minutes. However, it takes over 500 years for plastic to completely degrade. Use cotton bags or baskets instead. Always keep a cotton bag with you, so that it's always available if you buy something.
  - ▶ Promote the use of locally produced items as much as possible (for instance local furniture, curtains made from local materials, local coffee and tea and locally made paper). It will diminish the impacts of transportation on the environment and promote the local economy.
  - ▶ Save energy! Switch off all equipment if you aren't using them. Where possible, use renewable energy: solar panels, windmills, sustainably produced bio-fuels. Don't use charcoal. Use wood instead and use energy saving stoves.
  - ▶ Don't buy fur, ivory, coral, seashells or other endangered animal products. Don't promote their use when training entrepreneurs, for example.
  - ▶ Don't plant invasive plant species.

- ### IN THE FORMULATION OF THIS CHECK LIST: FOLLOWING ORGANIZATIONS HAVE PARTICIPATED
- 4H, Tanzania • Agenda, Tanzania • Biodiversity Community Network, Zambia • Centro Humboldt, Nicaragua • Coordinadora Civil, Nicaragua • East and Southern Africa Small-scale Farmers Forum (ESAFF), Zambia • Embassy of Tanzania in Tanzania • Envirocare, Tanzania • Environmental Council of Zambia, Zambia • Finnish Association for Nature Conservation, Finland • Finnish Development Policy Committee, Finland • Green Living Movement (GLM), Zambia • Helsinki University of Technology, Finland • Kinondoni Women Development Trust (KIWODET), Tanzania • Liana ry, Finland/Tanzania • Mail Folkecenter, Mali • Mikocheni Post Primary School, Tanzania • Morogoro Environmental Conservation Organization (MOECO), Tanzania • Radio Phoenix, Zambia • Red Cross, Finland • Recent Women Neighborhood (REWONE), Tanzania • Siemenspuu Foundation, Finland • Student union of Turku University of Applied Sciences (TUO), Finland • Tanzania Forest Conservation Group (TFCG), Tanzania • Teisinki Traditional Energy Development and Environmental Organization (TATEDO), Tanzania • The Journalists Environmental Association of Tanzania (JET), Tanzania • THE POST Newspaper, Zambia • Times of Zambia, Zambia • Tanzania Water and Environmental Sanitation (TWESA), Tanzania • Universidad de las Regiones Autónomas de la Costa Caribe Nicaragüense (URACCAN), Nicaragua • Wildlife Conservation Society of Tanzania (WCST), Tanzania • World Conservation Union (IUCN), Zambia • World Wide Fund for Nature (WWF), Finland, Tanzania and Zambia • Zambia Alliance of Women (ZAW), Zambia • Zambia Daily Mail, Zambia • Zambia Scouts Association, Zambia.



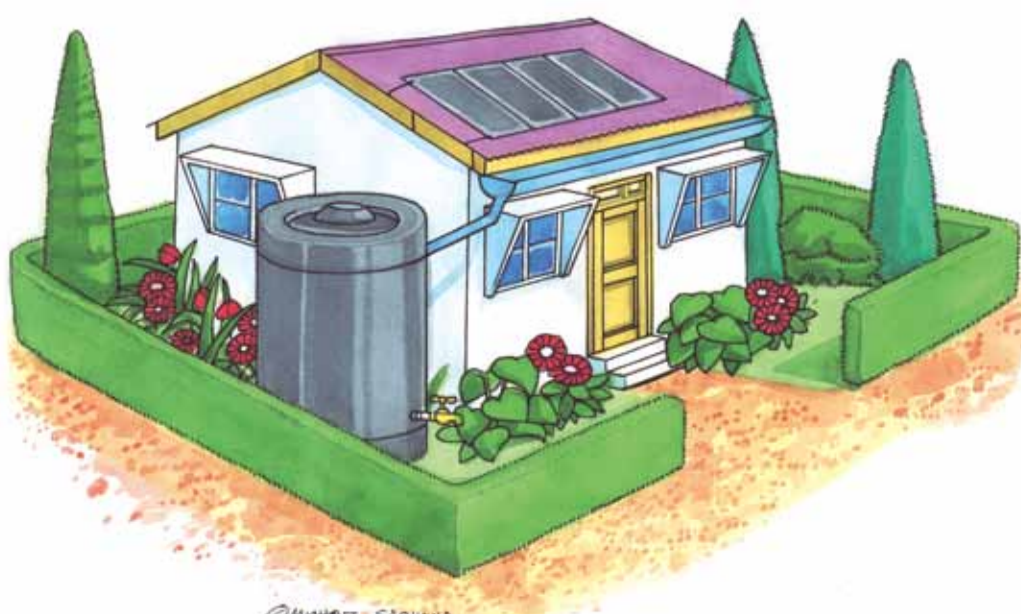
SERVICE CENTRE FOR DEVELOPMENT COOPERATION

## HOW AND WHY?

AN ENVIRONMENTALLY FRIENDLY WAY TO WORK IS OFTEN ECONOMICAL AND HEALTHY.

Show good example to your beneficiaries, stakeholders and the general public with your environmentally friendly ways of working. Everybody learns from example.

- ▶ Read and discuss in order to develop an understanding of environmental issues and how they affect you, your organization, your community, your country and the whole world.
- ▶ Incorporate environmental values into your organization's constitution.
- ▶ Always think in an environmentally friendly way – whatever you do.
- ▶ Everybody has a responsibility for the future of our environment. What kind of a world do you want to leave for future generations?



# EnviroMeter

# Introduction

The EnviroMeter is a tool KEPA has developed for NGO's to measure their level of environmental friendliness. The tool has been developed in a participatory manner by 40 organizations. The aim is to provide KEPA's Finnish member organizations and their Southern partners with concrete ideas on how to take environmental issues into account in all their activities, both at the office and outside the office. The EnviroMeter is based on Finnish and Southern NGOs' experiences and views, obtained mainly in Finland, Nicaragua, Tanzania and Zambia.

Environmental thinking should be mainstreamed in everyday office work practices, traveling and all other activities. In addition, negative environmen-

tal impacts should be minimized in all projects, regardless of the size of the project or the sector the activities pertain to. A full EIA (Environmental Impact Assessment) should be conducted at the planning phase of all large scale projects. This is particularly important in construction projects and projects resulting in considerable environmental change (e.g. clearing of vegetation for agriculture, planting trees at various sites, directing river water for irrigation). It is necessary to separately consider and assess possible impacts on fauna, flora, ground and surface water resources, soil, air, landscape, climate and biodiversity as a whole. Many countries have specific legislation concerning certain activities (e.g. diversion of river

water for irrigation, construction), and EIAs need to be carried out by specific government bodies before any activities begin. An EIA is a major task, and conducting one often requires specialized professionals. However, one can easily find a great deal of information in the literature and on the Internet on how to conduct an EIA.

The EnviroMeter is not an official tool to assess environmental impacts of projects. Its purpose is to raise environmental consciousness and give some ideas on how to carry out everyday activities in a more environmentally sustainable way.

## How to Use the EnviroMeter

- ▶ Sit down with your development partner and go through the sections that are relevant to your project (office, traveling, trainings/workshops and construction work).
- ▶ Answer the questions based on the present situation in your office and projects. Every YES answer gives one point.
- ▶ Count your points at the end of every section and see which level you reach on the EnviroMeter.
- ▶ Print the environmeter on environmentally friendly stock.

**GREEN** = Your actions are environmentally friendly.

**YELLOW** = You have taken steps towards environmentally friendly projects, but there is room for improvement.

**RED** = Environmental issues are not taken into consideration in your activities. Look at the questions again and make an action plan on how you can implement these ideas. It's never too late to take steps towards being environmentally friendly!

## AN ENVIRONMENTALLY FRIENDLY OFFICE

### QUESTIONS

### YES NO REMARKS OR ACTION PLAN

Our office is located in an area that is easily accessible by public transport.

Air pollution is avoided. Smoking in the office is prohibited.

There are enough dustbins in each office or room.

We have "Do not litter" signs inside and outside our office.

We use fans instead of AC and switch off fans, lights and air-conditioning when out of office.

**NOTE: LIGHTS ARE OFTEN NOT NEEDED AT ALL DURING THE DAY.**

We use energy saving settings in our computers, copying machines and other electronic equipment and switch them off when they are not needed.

Our office equipment is energy friendly (e.g. energy saving light bulbs, LED light bulbs, laptops).

**NOTE: CONSIDER BUYING A LAPTOP THE NEXT TIME YOU UPGRADE YOUR COMPUTER. THEY USE MUCH LESS ENERGY THAN DESKTOP COMPUTERS.**

We maintain our office equipment (e.g. AC, copying machine) regularly.

**NOTE: REGULAR MAINTENANCE PROLONGS THE LIFE OF EQUIPMENT.**

Some equipment is shared with other organizations. We have a shared ownership or a borrowing system for copying machines, fax etc., instead of everyone having their own equipment.

We don't print all documents and e-mails unless a paper version is needed for a meeting or for archiving. Instead, we read documents from the screen. When commenting documents, we use the Review function and circulate the electronic version to collect everybody's comments.

If we really need to print a document, we print double sided or fit 2 pages to one A4.

**NOTE: YOU CAN CHANGE THE PRINTING SETTINGS ON YOUR COMPUTER TO MAKE DOUBLE SIDED PRINTING AUTOMATIC. INVEST A BIT MORE AND GET A PRINTER THAT CAN PRINT DOUBLE SIDED. THE CHEAPER ONES USUALLY DON'T DO THAT.**

We recycle the following:

plastic

metals

glass

paper

all other items that could be useful to somebody else. We forward these to organizations that can make use of them.

Some people's waste is other people's treasure. Find out whether there are organizations using recycling materials for handicrafts (e.g. glass, tin cans and metal).

Biodegradable waste (e.g. food leftovers, leaves) is composted.

We use rechargeable batteries in equipment like cameras.

Leaking taps in our kitchen and bathrooms are fixed immediately to avoid loss of fresh water.

When we clean our office, we use environmentally friendly (biodegradable) cleaning products and as little chemicals as possible.

We have cotton towels in the bathrooms instead of paper tissues.

We take care of our sanitation system so that it functions properly and sanitation is available for everyone.

**NOTE: GOOD HYGIENE PROMOTES ENVIRONMENTAL HEALTH.**

We use environmentally friendly manufacturers and suppliers for our procurement and outsourcing.

We have planted trees and flowers outside our office and have plants in the office.

**NOTE: FLOWERS AND TREES LOOK PLEASANT AND PLANTS IMPROVE THE QUALITY OF AIR IN YOUR OFFICE.**

- ▶ More ideas about Green Office: <http://www.greenoffice.org.nz>

### 0-8 YES ANSWERS = RED

ENVIRONMENTAL ISSUES ARE NOT TAKEN INTO CONSIDERATION IN YOUR ACTIVITIES. LOOK AT THE QUESTIONS AGAIN AND MAKE AN ACTION PLAN ON HOW YOU CAN IMPLEMENT THESE IDEAS. IT'S NEVER TOO LATE TO TAKE STEPS TOWARDS BEING ENVIRONMENTALLY FRIENDLY!

### 9-18 YES ANSWERS = YELLOW

YOU HAVE TAKEN STEPS TOWARDS ENVIRONMENTALLY FRIENDLY PROJECTS, BUT THERE IS ROOM FOR IMPROVEMENT.

### 19-25 YES ANSWERS = GREEN

YOUR ACTIONS ARE ENVIRONMENTALLY FRIENDLY.

### NOTES:

## ENVIRONMENTAL ASPECTS OF CONSTRUCTION WORK

### QUESTIONS

### YES NO REMARKS OR ACTION PLAN

Before construction (roads, buildings, industries, dams):

We conduct Environmental Impact Assessment (EIA) for big projects.

We carry out Participatory Rapid Appraisal (PRA).

We are familiar with local urban or rural planning regulations and follow them.

We don't cut down all trees from the construction area but only the ones that absolutely must be cut.

We use traditional building technologies that are environmentally friendly. Local technologies are often well adapted to local weather conditions, including extreme weather events that are now increasing because of climate change.

**NOTE: EVEN LARGE BUILDINGS CAN BE BUILT WITHOUT WOOD BY USING CLAY HANDWORK TECHNIQUES.**

We build dry toilets, if it is a culturally suitable option.

At construction sites during construction:

We employ local experts, which enables the local community to benefit from our construction projects (e.g. through social services).

We avoid emissions caused by transportation.

Our project strengthens environment related services. For example, waste production is reduced and waste is better managed, and latrines, reliable meal services and medical services are provided.

We draw up a framework for waste disposal in the new buildings, for example for solid waste, liquids, toxic waste, fumes and dusts.

We use environmentally friendly and locally available materials.

We use materials efficiently to avoid unnecessary residue.

We invest in renewable energies, such as solar or wind power, biogas and sustainably produced biofuels, and try to be energy efficient.

**NOTE: SOLAR ENERGY CAN BE ALSO USED TO PRODUCE WARM WATER SIMPLY BY PLACING TANKS IN THE SUN.**

We build rainwater harvesting systems.

We take good care of the health and safety of the workmen. The less injuries there are during construction, the more efficiently the resources are used.

If we need timber for building, we make sure that at least twice the number of trees that we use are planted to replace the loss.

**NOTE: WORK WITH THE LOCAL FORESTRY DEPARTMENT OR AN ENVIRONMENTAL ORGANIZATION TO SELECT THE RIGHT KINDS OF TREES FOR PLANTING. SELECT VARIED SPECIES OF TREES THAT ARE INDIGENOUS TO THE AREA, SO THAT THE TREES ARE MORE LIKELY TO SURVIVE.**

After construction:

At the end of construction project, we ask the workmen to clean up the surroundings thoroughly. No nails, pieces of glass or other similar objects must be left behind, as they could cause injuries to humans and animals.

We regularly monitor the infrastructure and maintenance of the new buildings.

We create green surroundings for the buildings and plant suitable trees and flowers but avoid invasive plants.

### 0-6 YES ANSWERS = RED

ENVIRONMENTAL ISSUES ARE NOT TAKEN INTO CONSIDERATION IN YOUR PROJECTS. HAVE A LOOK AT THE QUESTIONS AGAIN AND MAKE AN ACTION PLAN ON HOW YOU CAN IMPLEMENT THESE IDEAS. IT'S NEVER TOO LATE TO TAKE A STEP TOWARDS ENVIRONMENTALLY SUSTAINABLE CONSTRUCTION WORK!

### 7-12 YES ANSWERS = YELLOW

YOU HAVE TAKEN STEPS TOWARDS ENVIRONMENTALLY FRIENDLY CONSTRUCTION, BUT THERE IS ROOM FOR IMPROVEMENT.

### 13-18 YES ANSWERS = GREEN

**CONGRATULATIONS!** YOUR ACTIONS ARE ENVIRONMENTALLY FRIENDLY. DON'T FORGET TO MAINTAIN THE GOOD PRACTICES AND ENCOURAGE YOUR BENEFICIARIES AND STAKEHOLDERS TO DO THE SAME.

### NOTES: