



# Green Guide

## Commitment towards environmental consciousness

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## Background

Pro Progressione's members have prioritised environmental consciousness at the individual level for a long time. We all believe that being responsible and proactive in our community and making small-scale changes truly matters, and we can positively impact our environment by changing our daily choices and habits, as well as by leading example. Sustainability can be broadly defined and understood as acting in a way and using resources consciously that enables people to meet their current needs while providing for the needs of future generations and other beings on our planet. We believe that sustainability needs to be on the agenda for all of us and we find all its aspects (social, economic, environmental) equally important. We aim to progress step by step towards our vision to achieve our long-term sustainability goals.

Scaling up our personal engagement described above to an upper level nonetheless emerged as a need within our organisation. The present guidelines document is one of the results of this intention and consists of our aims and action plans that we wish to test, follow up, and even provide to our partners as a source of information and inspiration in the future. With this document, we guide ourselves and we acknowledge our moral responsibility towards present and future generations as well as other species that inhabit our planet.

The present guideline is in line with

- the [Sustainable Development Goals of the 2030 Agenda](#), namely the GOAL 13 'Organize Climate Action' and the GOAL 17 'Build Partnerships for the Goals';
- [the European Green Deal](#);

and is inspired by

- the Sustainability Circle of [MitOst](#).

Pro Progressione would like to acknowledge and thank MitOst for sharing the Sustainability Circle with their members. Their inspiring practices and useful examples gave us the motivation to create this guideline.

## Mission statement

Our vision is that we operate in a liveable and healthier environment where we make environmentally conscious choices at all levels. We are progressing towards this vision step by step by committing to incorporate sustainable practices at every level of our operation.

## Implementation

The 'Guidelines towards environmental consciousness' document consists of various initiatives at different levels. We aim to implement sustainable practices in our:

1. daily operation,
2. projects,
3. awareness-raising activities.

## Daily operation

The current guideline serves as a horizontal priority in the overall daily operation of Pro Progressione. Our goal is that the current guideline becomes part of our mindset and



an aspect in our decision-making processes regarding our facilities, project design and management practices, travels and procurements.

We are aware that making responsible choices in our everyday work is a mindset that is connected to all our activities and concerns every team member within Pro Progressione. We commit to hold regular meetings that provide space for discussion about different topics related to a broader topic of sustainability.

We are committed to incorporate sustainable practices regarding our daily operations in the following areas:

#### WORKING METHOD

Due to the covid-19 pandemic crisis, we have started to work remotely in March 2020 as a necessity. Although the virus-related regulations are currently less strict, we keep working from home 3 days a week and we travel to work only 2 days a week. This balanced schedule helps us to reduce our emission caused by travels, besides, it supports our work-life balance, thus our efficiency. We commit to renew our working method in an environmentally conscious way (see Action 1 in the Action Plan).

#### PROCUREMENT

In our daily office life, we regularly use and buy cleaning supplies, kitchen equipment, and consumables (e.g. coffee, milk, garbage bags) as well as office equipment (e.g. stationery, storage). We commit to renew our procurement practices in an environmentally conscious way (see Action 2 in the Action Plan).

### Projects

Organizing international projects is an integral part of the work of Pro Progressione. We are committed to achieve our goal in minimising the environmental impact of our projects in the following areas:

#### 1. Travel

Pro Progressione is a non-profit organisation that often operates across borders according to its mission. We run various programmes that aim to bring together people from different geographic locations. As such, it is a given that international travel is an integral part of our work and at the core of Pro Progressione's operations. Much evidence and research exist to evaluate the different levels of carbon emitted by different means of travel. This makes it of great importance to ensure sustainable travel options for Pro Progressione's staff and other affiliates.

#### QUESTIONS TO CONSIDER WHEN TRAVELLING

For the above-mentioned reason, while planning to travel for meetings, seminars, training and/or festivals, first we should ask the following two questions to consider: Question nr. 1. Is it possible to meet differently? (ex. virtual activities, more sustainable alternatives, regional meetings etc.) If the answer is no, we move to Question nr. 2. Is it possible to travel more sustainably? We recommend more sustainable means of transport such as bike, train or bus. Only for travels of over 1.000 KM do we recognise flying as an accepted form of travel only if all other sustainable travel means were explored (see detailed travel regulations below).

#### TRAVEL REGULATIONS

If it is necessary to travel for an event or project, the following travel regulations should be taken into consideration.

We limit the number of travels by planning longer travels in the framework of our international projects.

Up to 1.000 KM, staff, as well as participants of our events, are encouraged to travel by bike, train, bus, or by carpool.

We respect the freedom of our staff and participants to choose how they travel. If someone decides to fly for distances up to 1.000 KM and do not fall in the category of exceptional case (see below), the travel costs will not be reimbursed by Pro Progressione.

For the following cases flying shorter distances (< 1.000 KM) are permitted when:

- it takes more than 20 hours to cover the distance (< 1.000 KM) to arrive at the location;
- one takes care of children or other family members and the traveling time will take up more than 10 hours if other means besides flying are considered;
- someone has health problems (e.g. backache) and cannot sit in the same position for a long time (e.g. buses and/or cars);
- the meeting is urgent and crucial for the project or program (e.g. meeting with funders or crucial partners);
- there is an emergency and the organiser needs to be on the location quickly (e.g. an accident involving participants).

We strive towards ensuring that these exceptions apply to only 10% of all distances up to 1.000 KM for the staff of Pro Progressione and participants of events.

These travel regulations should be communicated to all staff members and participants before planning their travels. These travel regulations should be clearly stated in the forms for travel cost reimbursement.

## **2. Accommodation**

When choosing accommodation and locations for Pro Progressione's events, we encourage the programs to take environmental sustainability into account. This can be achieved by taking into consideration the following:

- The distance between the event's location and hotspots for arrivals (e.g. central train stations).
- The offer of local and organic catering and vegetarian/vegan food options.
- The use of sustainable energy resources. (This should be taken into consideration however, we acknowledge the difficulty to gain accurate information on these matters.)
- The extent to which the location is integrated with the local infrastructure and community.
- We consider that locally owned, simple, and shared accommodation is more sustainable than luxurious hotels.

### 3. Food

The default for food options served during different events is preferably locally produced vegetarian (or vegan) cuisine. The participants should be informed about this default option before the events. In special cultural contexts, for example, when invited for a traditional meal and local meat dishes are offered by hosts, we appreciate this exception as a sign of respect as well as an opportunity to connect with local cultures. If there are initially no vegetarian options available, we still encourage the organisers to inquire about the possibility to have vegetarian options. Again, respecting the freedom of our staff and participants, one can order non-vegetarian dishes. However, these non-vegetarian dishes will not be covered by Pro Progressione. This also accounts for staff lunches or dinners that are paid by Pro Progressione's funds.

We encourage our participants to bring food containers to our events to take leftover food home with them. To further avoid food waste local hosts can support in connecting leftovers with local initiatives.

#### Awareness-raising activities

We aim to spread the environmentally conscious behaviour not only within our organisation, in our direct work relations and through our direct practices but also in our wider audiences. Pro Progressione functions as an international hub of diverse cultural actors and organisations. For this reason, Pro Progressione has the potential to reach out to a wider network of art-related professionals to raise awareness on environmental consciousness and spread the word about our tested sustainable practices.

We commit to organize awareness-raising activities in order to promote environmental consciousness (see Action 3 and 4 in the Action Plan). Through our awareness-raising activities, we can engage wide audiences about environmental consciousness and underrepresented issues such as the life of bees, ants, or other creatures and natural phenomenon apart from human beings.

#### Action plan

This action plan will guide the transition of Pro Progressione towards environmental consciousness and will support the implementation of environmentally conscious practices. It includes measures and indicative deadlines that will help us to achieve our goals.

#### Roadmap - Key actions

Actions	Indicative timetable
Action 1: We re-organise our meeting habits and regular schedules by using new digital tools that support remote work. We test new methods (e.g. Microsoft Teams) and based on the lessons learned.	by the 31st of August 2020
Action 2: We reform our procurement practices by researching local suppliers and environmentally friendly, upcycled, and/or reusable products regarding all the goods we wish to use and purchase.	by the 31st of October 2020
Action 3: 'Academy for Actors of Civil Change' organized between 31st October – 8 <sup>th</sup> November will be the pilot project to test our new sustainable project regulations concerning travel, accommodation and food. We commit to further develop or	by the 30th of November 2020

modify our regulations based on the lessons learned of the pilot project.	
Action 4: We co-produce and support performances in which art meets science and through physical experiments, the audience can relate to specific environmental issues like endangered animals, the ecosystem, etc.	by the 30th of November 2020
Action 5: We hold at least one discussion on the topic of arts&environment within our professional network.	by the 31st of January 2021
Action 6: We will develop a project proposal in the theme of environmental consciousness and sustainability.	by the 31st of December 2020
Action 7: We will hold a follow-up meeting within our organization in order to evaluate efforts and to further develop the present guideline.	in February 2021