

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 NGOs 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 en-

vironmental 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 activi-

ties (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 enviroMeter 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.	<input type="radio"/>	<input type="radio"/>	
Air pollution is avoided. Smoking in the office is prohibited.	<input type="radio"/>	<input type="radio"/>	
There are enough dustbins in each office or room.	<input type="radio"/>	<input type="radio"/>	
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.	<input type="radio"/>	<input type="radio"/>	
We use energy saving settings in our computers, copying machines and other electronic equipment and switch them off when they are not needed.	<input type="radio"/>	<input type="radio"/>	
Our office equipment is energy friendly (energy saving or LED light bulbs, laptops). NOTE: CONSIDER BUYING A LAPTOP THE NEXT TIME YOU UPGRADE YOUR COMPUTER. THEY USE MUCH LESS ENERGY THAN DESKTOP COMPUTERS.	<input type="radio"/>	<input type="radio"/>	
We maintain our office equipment (e.g. AC, copying machine) regularly. NOTE: REGULAR MAINTENANCE PROLONGS THE LIFE OF EQUIPMENT.	<input type="radio"/>	<input type="radio"/>	
Some equipment is shared with other organizations or rented when needed. We have a shared ownership or a borrowing or renting system for copying machines, fax etc., instead of everyone having their own equipment.	<input type="radio"/>	<input type="radio"/>	
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, and circulate the electronic version to collect everybody's comments.	<input type="radio"/>	<input type="radio"/>	
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.	<input type="radio"/>	<input type="radio"/>	
We recycle the following:			
plastic	<input type="radio"/>	<input type="radio"/>	
metals	<input type="radio"/>	<input type="radio"/>	
glass	<input type="radio"/>	<input type="radio"/>	
paper	<input type="radio"/>	<input type="radio"/>	
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).	<input type="radio"/>	<input type="radio"/>	
Decomposing organic waste (e.g. food leftovers, leaves) is composted.	<input type="radio"/>	<input type="radio"/>	
We use rechargeable batteries in equipment like cameras.	<input type="radio"/>	<input type="radio"/>	
Leaking taps in our kitchen and bathrooms are fixed immediately to avoid loss of fresh water.	<input type="radio"/>	<input type="radio"/>	
When we clean our office, we use environmentally friendly cleaning products and as little chemicals as possible.	<input type="radio"/>	<input type="radio"/>	
We have cotton towels in the bathrooms instead of paper tissues, unless the office has many outside visitors.	<input type="radio"/>	<input type="radio"/>	
We take care of our sanitation system so that it functions properly and sanitation is available for everyone. NOTE: GOOD HYGIENE PROMOTES ENVIRONMENTAL HEALTH.	<input type="radio"/>	<input type="radio"/>	
We use environmentally friendly manufacturers and suppliers for our procurement and outsourcing.	<input type="radio"/>	<input type="radio"/>	
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.	<input type="radio"/>	<input type="radio"/>	

0-8 YES ANSWERS

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

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

19-23 YES ANSWERS

YOUR ACTIONS ARE ENVIRONMENTALLY FRIENDLY.

► More ideas about Green Office:
http://www2.wwf.fi/green_office/

NOTES:

ENVIRONMENTAL ASPECTS OF CONSTRUCTION WORK



QUESTIONS

	YES	NO	REMARKS OR ACTION PLAN
Before construction (roads, buildings, industries, dams etc.):			
We conduct Environmental Impact Assessment (EIA) for big projects or carry out Participatory Rapid Appraisal (PRA) on environmental aspects for small projects. We are familiar with local urban or rural planning regulations and follow them.	<input type="radio"/>	<input type="radio"/>	
We don't cut down all trees from the construction area but only the ones that absolutely must be cut.	<input type="radio"/>	<input type="radio"/>	
We build dry toilets, if it is a culturally suitable option.	<input type="radio"/>	<input type="radio"/>	
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).	<input type="radio"/>	<input type="radio"/>	
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.	<input type="radio"/>	<input type="radio"/>	
We plan for a system for waste disposal in the new buildings, for example for solid waste, liquids, toxic waste, fumes, dust.	<input type="radio"/>	<input type="radio"/>	
We use environmentally friendly technologies and locally available materials. NOTE: EVEN LARGE BUILDINGS CAN BE BUILT WITHOUT WOOD BY USING CLAY HANDWORK TECHNIQUES.	<input type="radio"/>	<input type="radio"/>	
We use materials efficiently to avoid unnecessary residue.	<input type="radio"/>	<input type="radio"/>	
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.	<input type="radio"/>	<input type="radio"/>	
We build rainwater harvesting systems.	<input type="radio"/>	<input type="radio"/>	
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.	<input type="radio"/>	<input type="radio"/>	
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.	<input type="radio"/>	<input type="radio"/>	
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.	<input type="radio"/>	<input type="radio"/>	
We regularly monitor the infrastructure and maintenance of the new buildings.	<input type="radio"/>	<input type="radio"/>	
We create green surroundings for the buildings and plant suitable trees and flowers but avoid invasive plants (i.e. exotic plants that tend to spread and suppress other vegetation).	<input type="radio"/>	<input type="radio"/>	

0–5 YES ANSWERS

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!

6–11 YES ANSWERS

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

12–15 YES ANSWERS

YOUR ACTIONS ARE ENVIRONMENTALLY FRIENDLY.

NOTES:

AN ENVIRONMENTALLY SUSTAINABLE WAY TO TRAVEL



QUESTIONS	YES	NO	REMARKS OR ACTION PLAN
Our employees or members walk or use bicycles whenever possible.	<input type="radio"/>	<input type="radio"/>	
We use public transport to go on the field and for other long distance trips.	<input type="radio"/>	<input type="radio"/>	
We commute together: We have organized collective transport to work and home together with our colleagues.	<input type="radio"/>	<input type="radio"/>	
We head to office and meetings a little early to avoid the rush, boredom, stress and frustration of normal commuting hours.	<input type="radio"/>	<input type="radio"/>	
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.	<input type="radio"/>	<input type="radio"/>	
If we need a car, we choose the size of the car according to our transportation need.	<input type="radio"/>	<input type="radio"/>	
We use public transport to get to far away locations and use taxis or hire a car for local transport.	<input type="radio"/>	<input type="radio"/>	
We never throw rubbish out of car, bus, boat or train windows! We also advise our co-travelers to stop littering.	<input type="radio"/>	<input type="radio"/>	
When possible, we use modern technology, for example Skype, to have our meetings online.	<input type="radio"/>	<input type="radio"/>	
We have reduced air travel. If it's necessary to fly, we pay voluntary "carbon tax" on air travel or support local communities through activities like forestation.	<input type="radio"/>	<input type="radio"/>	
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.	<input type="radio"/>	<input type="radio"/>	

0-3 YES ANSWERS

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!

4-8 YES ANSWERS

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

9-11 YES ANSWERS

YOUR ACTIONS ARE ENVIRONMENTALLY FRIENDLY.

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).	<input type="radio"/>	<input type="radio"/>	
Materials are distributed only when needed. We don't distribute notebooks to everyone, but only to those who need them.	<input type="radio"/>	<input type="radio"/>	
We have enough dustbins available at the venue and have organized waste recycling to show good example.	<input type="radio"/>	<input type="radio"/>	
We organize our training events close to the targeted communities or participants to minimize traveling.	<input type="radio"/>	<input type="radio"/>	
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.	<input type="radio"/>	<input type="radio"/>	
We provide vegetarian meals. Eating meat contributes to climate change because meat production consumes more energy and natural resources than vegetable production. Livestock production also causes emissions of methane and other greenhouse gases.	<input type="radio"/>	<input type="radio"/>	
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. NOTE: OFFER FOOD PRODUCED ACCORDING TO FAIR TRADE OR ORGANIC FARMING PRINCIPLES, AS EATING SUCH FOOD PROMOTES SUSTAINABLE PRODUCTION.	<input type="radio"/>	<input type="radio"/>	
We never use disposable products like paper plates and cups.	<input type="radio"/>	<input type="radio"/>	
In order to save paper, we use electronic documents. We post documents on the Internet, send e-mails and copy documents on CDs.	<input type="radio"/>	<input type="radio"/>	
We still use blackboard, chalk, notebooks and pens, because they still are relevant training materials.	<input type="radio"/>	<input type="radio"/>	
We give a little reward to those who travel to our workshop in an environmentally friendly way (walking, bicycling, public transport).	<input type="radio"/>	<input type="radio"/>	

NOTES:



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 kehityksiyhteisö, 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 sells 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. Mu-

nicipalities do not collect recycled materials in Tanzania, but some private individuals make money by buying and selling them.

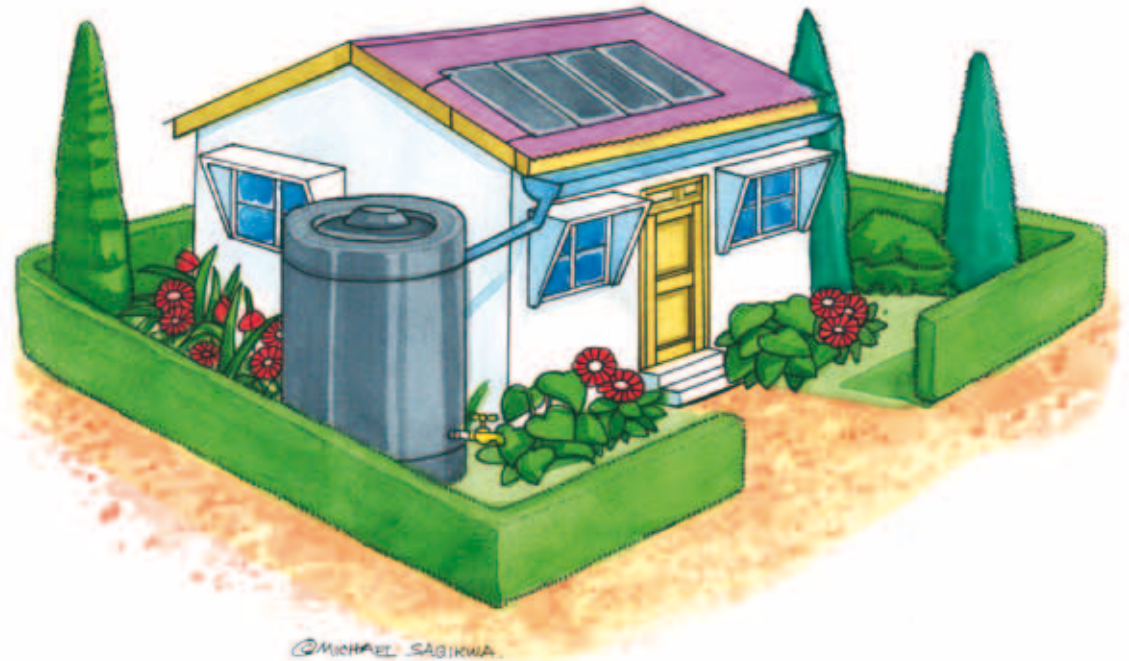
Because environmental protection is mainstreamed in the school's everyday activities, it automatically becomes part of the mental capital that students attain from the school. It is easy to implement composting at home, when you have learned to do it at school.

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.



FOLLOWING ORGANIZATIONS HAVE PARTICIPATED IN THE FORMULATION OF THIS CHECK LIST:

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 Finland 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 • Kisutu Women Development Trust (KIWODET), Tanzania • Liana ry, Finland/Tanzania • Mali Folkecenter, Mali • Mikocheni Post Primary School, Tanzania • Morogoro Environmental Conservation Organization (MOECO), Tanzania • Radio Phoenix, Zambia • Red Cross, Finland • Recent Women Neighborhood (REWONE), Tanzania • Siemenpuu Foundation, Finland • Student union of Turku University of Applied Sciences (TUO), Finland • Tanzania Forest Conservation Group (TFCG), Tanzania • Tanzania Traditional Energy Development and Environment 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.