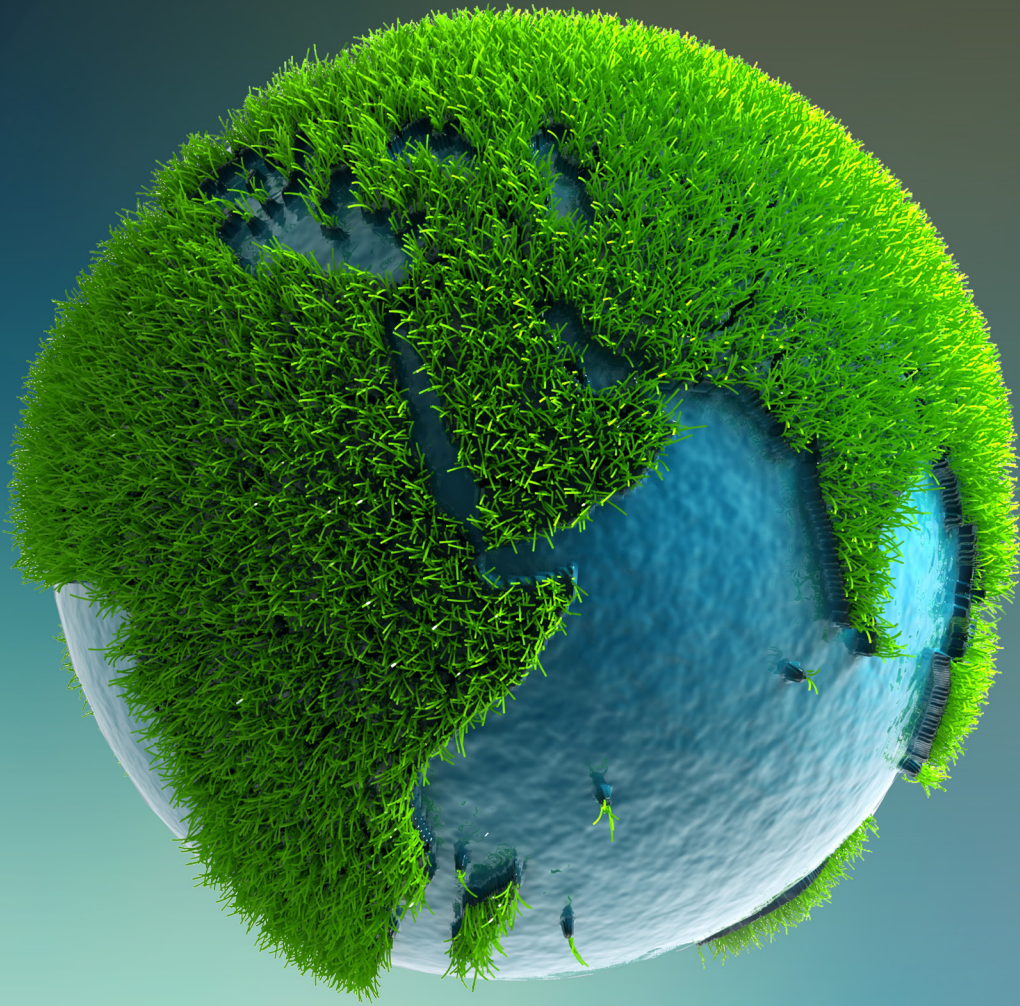


Environment-friendly[🌿] measures of the College of Europe



College of Europe
Collège d'Europe



Table of Contents

I. Introduction	1
II. Our Environmental Policy	2
II.1. Green transport	2
II.2. Efficient consumption and facilities	2
II.3. Sustainable products.....	5
II.4. Green Energy Contracts	6
III. Guidelines for activities related to teaching and research.....	8
III.1. Student Body.....	8
III.2. Teaching Faculty.....	9
III.3. Academic activities.....	9
III.4. Research activities	10
IV. Guidelines for organising trainings.....	11
IV.1. Venues and hotels	11
IV.2. Transportation.....	11
IV.3. Catering	11
IV.4. Training Materials	12
IV.5. Energy consumptions and green products	12
V. Conclusion.....	13

I. Introduction

The College of Europe is a non-profit organisation established in Bruges under Belgian law as a “Fondation d'utilité publique”/ “Stichting van openbaar nut” (foundation of public utility), its statutes have been published in the Moniteur belge/ Belgisch Staatsblad on 2 February 2006.

In response to the challenge posed by the opening of Central and Eastern Europe, the College founded a second campus in Natolin (Warsaw, Poland) in 1994. On the basis of a trilateral agreement signed by the College of Europe, the Polish Government and the European Commission, the formula of “one College – two campuses” was implemented.

Given the importance of addressing environmental challenges nowadays, the College of Europe has elaborated guidelines and actions to manage and limit its impact on the environment.

This document presents the environment-friendly measures undertaken by the College of Europe in its Bruges campus.

II. Our Environmental Policy

In addition to fully respecting the applicable environmental legislation, the College of Europe, when possible, goes beyond the basic legal requirements and implements a set of measures aiming at preventing or reducing its own polluting emissions, resource use and waste.

The environmental objectives which we strive for all the time are the following:

- **Green transport:** Encouraging staff, students and visitors to use public transport or bicycles.
- **Efficient consumptions:** Promoting efficient use of energy, water and paper through, for example, adequate training of cleaning staff, awareness raising amongst staff and students as well as targeted actions.
- **Sustainable products:** Introducing our environmental policy into our purchasing policy, opting for products and services which give due consideration to the environment.
- **Green energy contracts:** As of 2015, the whole College of Europe in Bruges uses 100% green electricity.

II.1. Green transport

All our venues in Bruges (office buildings, teaching facilities, canteen, residences) are conveniently located close to public transportation.

We encourage our **staff members and professors** travelling to Bruges to use public transport, for which we provide tickets, and within Bruges both cycling or car sharing are also encouraged and practised. All the campus venues are equipped with large secure bicycle parking facilities and the Dijver venue also offers bikes to staff in order for them to go to the other College of Europe premises in Bruges. Staff is allowed to work from home under specific conditions, also in order to avoid unnecessary transportation.

The College of Europe follows green guidelines when organising transport linked to its **trainings and events** too— more information can be found in section IV.2 below.

II.2. Efficient consumption and facilities

In terms of consumption and waste, the College of Europe provides for the selective sorting and collection of waste. The processing of the waste is done by IVBO, an external firm. They make a distinction between six waste streams:

1. Green waste: a collective name for the waste that comes from the garden. Kitchen waste and vegetable waste, are not included.
2. KGA or Household Hazardous Waste: a collective name for many different types of hazardous waste: remains of paints, inks, adhesives, resins; oil and grease; cleaning products; etc.
3. Glass bottles and jars. Heat-resistant glass, lamps, etc. are not included.
4. Paper and cardboard includes paper bags and cardboard boxes, newspapers, magazines, leaflets, books and writing paper. No binders or dirty, greasy paper.

5. PMD: a collective name that stands for Plastic Bottles (PET and HDPE), Metal Packaging (preserves, beverage cans and aluminium containers) and Drinks cartons. Butter tubs, yoghurt cups, plastic bags and wraps, polystyrene, aluminum foil, etc. are not included.
6. Residual (combustible) waste includes household waste that can't be offered for recycling: kitchen and vegetable waste, binders, butter tubs, yoghurt cups, plastic bags and wraps, aluminum foil, etc.

Moreover, batteries are collected separately and specific boxes for collection are placed in common areas. They are then given to local battery recycling facilities according to the universal waste standards.

The canteen of the College of Europe follows Belgian regulations in the disposal of waste. Similar to the above, it sorts its waste in the following categories:

1. Organic waste (e.g. vegetables, meat)
2. Paper and carton
3. Glass
4. Oils (divided into general waste, vegetable oil and fat oil)
5. Metal
6. Tetra
7. Plastic
8. Bio IDM

The first priority is **to avoid or reduce the production of waste**:

Office equipment

All **printers** have been replaced in 2013-2014 by new ones which require less ink for printing. The printer default settings are for black/white and recto verso printing. Furthermore, colour printing and photocopying are avoided as much as possible. The printers have recently been set to turn off automatically at 22:00 and are not set to turn on automatically: they have to be manually switched on by the user when needed. This allows the maximisation of the time that they are turned off, thus saving power. Staff members are encouraged to avoid superfluous printing such as email printing and, in fact, many of our staff members have a short text in their signature discouraging the email recipients from printing the email if not absolutely necessary. On a weekly basis, printing figures per department are given to the heads of services in order to maximise awareness of staff members.

Due to a need to adapt to modern technologies on a regular basis, the College of Europe is not the owner of the **computers** used, but has a leasing contract in order to avoid throwing away older machines. This allows an almost regular update of the computers. This year, touch screen computers have been leased for the classrooms. The old computers are taken away by the leasing company and are distributed to other organisations and institutions such as schools. Screens are set to go into the "sleep" mode according to the default Microsoft computer settings. In addition, the Director of IT

services sends regular reminders to staff to turn off their computers before leaving the office in the evening.

Water

There are also **water fountains** and dispensers in all our premises for both staff and students. For internal meetings, we try to minimise the use of plastic bottles and plastic cups by replacing them more and more with in-house water dispensers, glasses and ceramic cups. To avoid water waste, all water taps in the College's new building in Verversdijk are eco-friendly, i.e. they shut automatically after a certain amount of water is issued (sufficient to wash one's hands). Moreover, kitchens in the main buildings of the College of Europe and the student residences are well equipped with re-usable plates and cups in order to prevent staff and students from using plastic/paper plates, cups, glasses etc.

Light and Heating

Lights in all the classrooms and several offices are driven by motion sensors which means that the lights turn off automatically when there is no one using the rooms, thus ensuring energy saving. There has also been a large re-lighting effort in 2006, whereby most of the lights in the older building (Dijver) were changed from 58 W to 32 W and reduced in numbers by 50%. The only lights that have not yet been changed are those in the foyer/reception area of this building, but there are plans to substitute them with LED lights, thus, passing from 50 W to 10 W. Three of the student residences have been fitted with special energy-saving lights that turn on only when the key is in the place foreseen next to the door. This is very convenient as people may inadvertently forget to turn the lights off; in fact, once the door is shut and the key is removed, the lights and plugs turn off even if the student forgot to do so. The other residences as well as the canteen have standard energy-saving lights.

Prior to the autumn/winter season, **heating** is not used. Once the temperature in the coldest room goes below 18°C (the minimum standard agreed with the workforce), heating is used in the whole building. The heating system in the canteen has been timed to start 15 minutes prior to the lunch and dinner breaks and turns off after. In its new building (Verversdijk), the College of Europe uses the energy efficient **condensing boilers** that only need to heat up until 50-60 degrees instead of 70-80 degrees. In all offices, staff members can manually regulate the level of heating.

Awareness raising

During the cold months, the staff of the College is reminded frequently via email to turn off the heating in their office when leaving or when it is no longer necessary to keep it on. Similarly, staff from the canteen is briefed monthly by the chef on matters concerning hygiene, waste-disposal, food-waste, heating and lighting. Additionally, the canteen participates in international events such as "Veggie Day" and "Fairtrade week"; the latter consists in ordering fair-trade products for the students' breakfasts in the residences.

The College of Europe prepared **awareness posters** for students (in which they are encouraged to avoid electricity and heating waste). These posters were distributed in all residences and for one of our smaller residences (23 rooms) there was a 10 000 EUR difference in consumption costs between the academic year 2012-2013 and 2013-

2014. The College, therefore, makes an effort to raise awareness amongst its students but also its staff members. They are encouraged to save energy and heating both through briefings and email reminders, as well as through specific activities: for example, actions such as “wear your thick jumper day” were invented in order to save heating costs and consumption during one day.

Premises

Since Bruges is a very ancient town with ancient buildings and since it is a UNESCO world heritage site, it is harder to get permissions to build or renovate. However, one of the College of Europe’s main premises, the venue in Verversdijk, was inaugurated in 2007 and complemented with a renovated old building in 2013 in line with the town’s building regulations. It has been **planned, constructed and restructured in a sustainable manner**. In addition to the condensing boilers mentioned above, there is high insulation, including double-glazed windows and insulation materials on the roof conforming to the K or R factor. This helps to retain heat in winter and avoid waste. The windows in the student residences are in the process of being changed and currently around half of them are already double-glazed. In 2014, for example, there were renovation works in one of the larger residences, Oude Zak, which included inserting double-glazed windows in all rooms. Other student residences, such as Oost Gistelhof, Garenmarkt, and Gouden Hand have already partly double-glazed windows.

The College of Europe does not have **air conditioning** in any of its buildings in the Bruges campus.

Each year, the figures of utilities consumption (water, gas, electricity) are compared in order to monitor consumption and detect possible waste issues.

II.3. Sustainable products

When possible, sustainable products are chosen over traditional and more harmful products.

College buildings

We use only professional **recycled office paper** and the default settings of our printing and copying facilities are all set on standards for minimising paper and toner use by printing double-sided.

The kitchens in the office and academic buildings and in the residences have been equipped, when necessary, with **refrigerators AA+**, to replace older and high-consuming ones.

Cleaning

From September 2014, the College of Europe started using mostly **ecological cleaning products** and, following training from a professional cleaning company, our cleaning staff follows strict cleaning procedures to avoid waste and to use the products correctly. For the canteen’s kitchen, instead, the College of Europe has to use the standard products requested by Belgian law.

Food

The canteen of the College of Europe only works with suppliers with certificates testifying that they do not use endangered species nor that they serve wild fish (e.g. redfin tuna). The College of Europe prefers to have suppliers based in Belgium in order to have less emissions linked to transport. The College of Europe makes all orders online and requests all providers to send their invoices via email. This not only makes the process speedier but also saves paper.

The main supplier for the College of Europe restaurant is the Rotselaar-based family enterprise [Java](#), which supplies the College with dry food, milk and eggs; some of its products are biological. Moreover, Java possesses important certificates of food security such as HACCP, ISO 22000, AFSCA. The meat supplier is [Le Limousin](#) based in Middelkerke not far from Bruges. The chef of the College of Europe has chosen this provider because it has total control over its production chain. The animals are bred by the owner in France and are fed corn and other products grown by the owner. The meat is then packaged etc. in Middelkerke where the factories use solar power. The fish is purchased from Gefra (St. Michiels near Bruges) and the chef always requests fresh fish as a first choice – as this ensures that it is local – otherwise frozen fish is purchased. All purchased salmon is European. For vegetables the College of Europe uses [VAWI](#) based in Antwerp; when possible, the chef orders seasonal and regional products. For bread and similar products, the College of Europe relies on local bakeries such as the Bruges based bakery [Sint-Paulus](#). Ice-creams and similar products are purchased from [Fribona](#) – also based not far from Bruges in Ypers. For milk, yoghurt and other related products, the supplier used is [Horeca Totaal](#), a Belgian company. The automatic machines are rented by [Autobar Belgium](#).

The canteen staff has extensive experience in ensuring **minimum food waste** by, inter alia, recycling food when possible. Years of experience have also taught them when during the academic year there is more demand for food and when less.

Other

For four years, staff members have been receiving eco-checks in order to buy biological products for their personal use and consumption.

During the last two years, the College of Europe has not been using toxic chemical products in its **gardening** activities (there is a small garden in the Dijver building and a few gardens in the residences). Moreover, electric lawn-mowers are mostly used as opposed to fuel lawn-mowers.

II.4. Green Energy Contracts

The College of Europe has contracted **EDF Luminus** to provide **100% green electricity** (annually 800 MWh) for all residences and administrative buildings of the Bruges campus during the 2015-2017 period. Part of the EDF group, Luminus produces 57% of its electricity without producing CO₂. This green energy, which is also be used by the College, is produced by windmill parks and hydro-electric installations. From a financial perspective, it allows the College of Europe to save 15 000 EUR a year.

In addition to its work in developing green energy, the College of Europe chose EDF Luminus also because of its human resources management. EDF is a company promoting diversity at work and its workforce is composed of 44% women which, in the energy sector, is a good percentage.

For **gas** (annually 2000 MWh), the College of Europe has a contract with **Lampiris**, a Belgian energy company which was also the first that made gas price independent from oil price. Importantly, it is a 100% **green company** and allows the College to save 75 000 EUR a year.

III. Guidelines for activities related to teaching and research

There are actions and standards which we apply in all our teaching and research activities:

- We brief both staff and students on ways to avoid waste;
- We combine different courses from the same visiting professor during the same period of time in order to avoid excessive travel;
- We limit the printing capacity of students by making it a paying service in order to avoid excessive and unnecessary printing;
- We do not encourage students and researchers to purchase books but promote, as much as possible, the use of library books and online journals, and the library increasingly also obtains licences for e-books;
- We give preference to products produced and shipped from facilities closer to its final destination, thereby minimising the CO₂ impact;
- When possible, we choose recyclable or recycled materials, and avoid products that use oil (plastics), pollute water, participate in deforestation or are dangerous to health.

III.1. Student Body

The student body at the College of Europe Bruges campus is a varied group of more than 300 students coming from over 50 different countries. This means that they all have different habits and priorities when it comes to being environmentally friendly in one's own sphere of influence.

Therefore, at the beginning of the year all students are briefed by their respective residence managers on issues pertaining to cleaning, recycling, waste collection and separation, usage of lights, heating and washing machines. In addition, as mentioned in section II.2, awareness-raising posters are placed in all the residences.

There is also a strong effort by the College of Europe to brief the student representatives (which include department, residences, charity and canteen representatives) on a regular basis – in fact, they have several meetings with the Director of the Facilities Services during the year. During the meetings the representatives are encouraged to promote “good behaviour” amongst the student body with regard to energy and heating consumption in the residences as well as paper consumption during their studies and avoiding food waste in the canteen. Moreover, during the meetings, new awareness-raising initiatives are discussed, such as topical months: food waste reduction month, plastic cups reduction month, energy waste reduction month, etc.

The students also organise many charity events and some have a “green” aspect to them. For example, in 2014 the student charity group ACT organised a TEDx event which included talks touching on the environment and sustainable shopping.

The application procedure at the College of Europe is managed entirely online. This is a new development as from the academic year 2015-16. This means that applicants do not need to print and send documents via normal mail anymore. Moreover, regarding the interviewing process, for prospective students coming from many EU countries, but also

several non-EU countries (e.g. Switzerland, and gradually being developed in the ENP countries too), the selection procedure is undertaken in their country by a selection committee. For those countries (EU and non-EU) without a selection committee, the interviews are undertaken via Skype. This avoids unnecessary use of planes.

When the students leave their residences at the end of the academic year, they have clothes, books and objects that they have accumulated and will not take with them. The staff of the residences facilitates the “recycling” of all this material: clothes are collected and placed in clothes containers in the town; bikes are left in the residences for the students of the following year; in some instances, even stationary items and course syllabuses are passed on to the students of the following promotion.

With support of the Students Affairs Office, students launch campaigns advertised on the various screens installed in the facilities of the College of Europe for, as an example, the conscious use of resources and material. Moreover, since 2012, there has been a “sustainability team” organising events and conferences as well as study trips applying the principles set forth in this document. The Student Affairs Office has also promoted the use of posters with instructions for the correct disposal of rubbish.

III.2. Teaching Faculty

Due to the relatively small size of its student body, the College of Europe employs only a small percentage of its professors on a full-time basis. Most of the academic faculty is composed by visiting professors who come for a short period of time to teach on modules pertaining to their expertise.

In order to minimise travel and the impact on the environment, the Academic Services department works with a flexible timetable and, to the extent that it is possible, allows teaching in blocks of several hours per visit. Furthermore, it always encourages the use of public transport to reach the campus in Bruges (trains from all of Belgium, France, The Netherlands and the UK).

III.3. Academic activities

Modern-day technology is used extensively in all aspects of the student’s academic life. Online intranet portals are used by each department for communication purposes and to allow professors to share course materials (readings, slides, exercises, instructions for exams) in a soft format – thus, the printing of the syllabus or other materials is up to the student and their needs in relation to that class. In practice, students do not have unlimited printing capacity since they are required to pay for their own printing.

Another important policy is that students have to submit their coursework and essays (except for their final thesis) only in electronic format. This is in contrast to practices in many other universities and is much more environmentally friendly.

Coaching and supervision by professors can be undertaken electronically – through email, Skype and telephone – or via one-to-one meetings taking place while the professor is in Bruges to deliver courses, prepare exams or for events.

III.4. Research activities

Electronic resources are used and the College of Europe provides access to a high number of online journals through, for example, EBSCO, a company which was awarded with an Environmental Merit Award from the USA in 2008. The extensive library of the College of Europe also allows the use and sharing of books and provides one-side used sheets of paper to be used as scrap paper by students for note-taking, etc.

Provisional versions of reports or studies are only circulated electronically for comments and not in paper form.

As for publications, the College publishes all the departments' working papers online; moreover, several journals are also published online, such as the [EU-China Observer](#) and the [Collegium](#).

IV. Guidelines for organising trainings

The College of Europe Development Office, responsible for organising all training activities, strives to offer solutions that are both sustainable and cost-efficient. It integrates this from the very beginning during the conception of the training course and carries it throughout implementation and delivery.

IV.1. Venues and hotels

When the training courses are not organised at our premises in Bruges, hotels that can both act as venues and accommodation are generally favoured as this minimises travelling for participants.

In the majority of cases, though, the training programmes take place in our premises: all our executive training programmes take place in Bruges as well many of our tailor-made programmes, especially the ones organised for non-Belgian based beneficiaries. In these instances, we rely on a network of hotels close to our premises in order to promote walking from one place to another. During the summer, we make the most of our empty student residences and use them to house the participants of our summer executive and tailor-made training programmes.

IV.2. Transportation

Transportation can be highly polluting and, therefore, careful consideration should be given to how participants and trainers will travel. Air travel has a high carbon footprint and when possible, alternatives, such as train travel, are considered; however, this is not always easy due to the international profiles of some of the participants coming to our training programmes.

All participants coming to Bruges are given train schedules in order for them to be aware of the options available when it comes to travel. For training programmes and events taking place in Bruges, participants are encouraged to walk from their residences/hotels to the College of Europe's premises where the training or event will take place. Due to the small size of Bruges this is not a difficulty but, nevertheless, placing participants in residences or hotels close to the training premises is also useful for this purpose.

When participants are rather young the Development Office also promotes the metro system as a mode of transport. This is done especially for study-trips to European Institutions in Brussels or International Organisations in Vienna for junior diplomats or students of higher education institutes.

Finally, when possible, the Development Office prefers to organise trainings in the country of the beneficiary itself as this implies using less transport as only the trainer and (in some instances) the project manager would need to fly to the beneficiary's country.

IV.3. Catering

In the College of Europe's canteen, seasonal and local products are used. Moreover, in order to avoid food waste, leftover food is often recycled or given to charity and reusable tableware is used.

For training programmes taking place in locations other than the College of Europe's own premises, in some cases the venues used have appointed caterers whilst other remain open to external providers. In both cases, the training project manager is in contact with the catering manager to ensure that all the food services meet the client's requirements. The College of Europe Development Office has often been catered by [Exki](#) – a company that uses only biological and organic food. Additionally, the Development Office cooperates with local catering companies such as Freyne, [Delicious](#), [Deldycke](#) and others.

When using the College's canteen, the exact number of participants who will be eating there is enquired upon well in advance in order to avoid the purchase of excessive food. Leftovers are remodelled into other dishes whenever possible. Similarly we try to arrange for the right amount of food when an external catering service is used.

IV.4. Training Materials

In regard to training materials, we follow best practices such as:

- Reusable badges (c-cards) rather than disposable paper tickets;
- Remind participants, as part of the event or training introduction and wrap-up, that recycling and waste reduction opportunities are available to them;
- Provide course materials on digital platforms and on USB-sticks instead of always printing long documents;
- Re-use course materials left behind if applicable;
- Print course materials if needed only at the very last moment to avoid change of number of participants and therefore waste materials.

Our experience has revealed that most participants bring either their tablets or their laptops. For that reason we often upload documents on digital platforms and provide our participants with USB flash drives containing training materials such as the programme, background documents and any other supporting material.

IV.5. Energy consumptions and green products

During the event or training programme, practical steps are taken to ensure resource optimisations. This can sometimes be as simple as encouraging attendees at the beginning or end of the training programme to recycle their waste and ensuring that lights and heating are turned off when rooms are not in use.

V. Conclusion

As a postgraduate institute, the College of Europe is relatively small compared to many universities. This allows the College of Europe to have more direct resource management and control over waste. Furthermore, it is easier to implement internal communication and awareness-raising campaigns since the student body is very inter-linked and not dispersed as in larger universities.

Consequently, as presented in this document, many of the students and staff members have proven to be sensitive to environmental issues in the past and have organised events to further change the mentality and actions of their peers.

Finally, the refurbishment works undertaken in the various buildings of the College of Europe campus in Bruges as well as a constant monitoring of products and equipment, ensure that each year new ways for a more sustainable use of resources are explored and implemented. For example, at a public event in the City Hall in Bruges, which was held on 1 December 2014, Rector Jörg Monar committed the College of Europe to the participation in the “Climate Forum” initiative.