Sustainability Plan for The Organisation of In-Person Trainings and Events

2025

EuroClio

Inspiring History
and Citizenship Educators

Disclaimer

Citation

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Cover image

2023 Annual Conference in Vilnius, Lithuania.

Image: EuroClio

Introduction

EuroClio applies a four-pillars approach to ensure the sustainability of all its trainings and events, based on ensuring:
1. Community Sustainability
2. Organisational Sustainability
3. Financial Sustainability
4. Environmental Sustainability

Community Sustainability

We will consider as successful a training that is **rooted in the local community, and positively impacts it.** To ensure that this happens, we will:

- Organise each training or event in partnership with a local organisation and seek to involve the local authorities. For example, by organising Annual Conferences in partnership with local Member Associations, or Thematic Seminars in partnership with local museums.

- Reserve a percentage of spots at each training or event for local participants, who will benefit from the shared strategies and methodologies and further disseminate these in their own networks. Participation of locally-based educators should be encouraged through discounted rates, targeted communication and, whenever financially sustainable (see below), through the provision of interpretation services.

- Promoting the fair treatment of professional volunteers that are involved in our projects and initiatives. This includes, but is not limited to, financial support through professional volunteering fees whenever funding is available, following a standardised price list.

- Select meeting venues, hotels, and restaurants that treat their staff fairly. For example, by selecting venues and locations that have been vetted by local partners, or with whom we have long lasting partnerships rooted in transparency. If a venue, hotel, or restaurant used by EuroClio proves not to treat their staff fairly during the stay, we will not work with them in the future.

Organisational Sustainability

We will consider as successful a training that **(partially) yields results that can be replicated in other settings** and that **does not require EuroClio to make unreasonable commitments.** To pursue these objectives, we will:

- Dedicate part of the programme of each training to ongoing EuroClio projects, either as feedback sessions or as dissemination opportunities. For example, by dedicating 25% of the programme of the Annual Conference to internally-sourced workshops.

- Review each commitment made with partners or donors in the organisation of trainings or events with the two staff members that are not involved in the project design, to make sure that it is within the scope of our Mission and does not overextend our staff, Board Members, Ambassadors, or Professional Volunteers.

- Add at least two workshops per year to the Training Catalogue. The workshops to be added will be selected based on the results of trainings' evaluation forms.

Financial Sustainability

We will consider as successful a training that **does not require big investments of own funds on our part or by participants**. To pursue these objectives, we will:

- Keep event participation fees constant through time as much as possible, to allow for individuals to easily budget for participation.

- Offer discounted rates for early registration.

- Keep event participation fees as much as possible within the limits established by Erasmus for staff mobility grants.

- Support training participation through scholarships or other kinds of funding as much as possible. In addition, in 2023 we will explore the possibility of offering participants to our events the opportunity to (partially) support their colleagues by instituting and maintaining a mobility fund. This will be rolled out in 2024.

- Covering the participation costs door to door for the professional volunteers that we invite to have an active role at our events. This includes airport transfer, travel, board and lodging, as well as vaccinations or other event-specific costs.

- Fundraise for the provision of specific services at trainings and events, such as translation or live-streaming services.

Environmental Sustainability

We will consider as successful a training that **has a minimised impact on the environment**. To ensure this, we will act in the following fields:

- *Energy and water efficiency*, by:
    - Selecting locations, venues and hotels that pledged to the use of renewable energy.
    - Selecting locations, venues and hotels that pledged to the reduction of waste of potable water. For example, favouring hotels that have a policy not to wash the towels and linen every day for the same guest.

- *Waste and recycling*, by:
    - Minimising the production of waste at trainings and events, including waste of food. For example, favouring hotels, restaurants and caterers that donate close-to-expiry or untouched food to shelters.
    - Promote recycling at its events, including by providing easily accessible and identifiable recycling bins at all locations, venues and hotels.
    - Refusing, as often as possible, single-use-items, such as plastic bottles or paper or Styrofoam coffee cups. This can be done also by the following actions:
        - Investigating with hotels, restaurants and caterers whether they will provide reusable items;
        - Collecting conference-badge lanyards after the end of events to ensure their re-use, or preferring the use of clip-on lanyards;
        - Preferring served or buffet meals to single portions.
    - Reducing the use of paper at all events. This includes:
        - Producing only printed booklets and certificates on demand of participants, referring others to the use of digital booklets;
        - Producing roll up printouts of day programmes whenever possible to ensure the accessibility of events;
        - Printing only the exact amount of handouts when needed, on double sided recycled paper.

- *Travel and transport*, by:
    - Ensuring the accessibility of event and training locations from multiple points and via multiple means of transport. This includes:
        - the selection of central cities and hubs, which have more international connections;
        - the provision, in case the location selected is outside hubs, of shared airport transfer services or of clear instructions on how to reach the venue with public transport.
    - Ensuring the accessibility of event and training locations from abroad, by:
        - promoting regional meetings and events;
        - rotating the location of international events so as to ensure easier access for everyone in turn.
    - Promoting the use of low carbon alternatives to air travel, such as trains, buses (preferably running on renewable energies or gas) or carpools. This

includes the active promotion of travel by train whenever shorter than 8 hours and requiring less than 3 connections.
- o Promoting walking or cycling as the most sustainable way to move across conference venues, followed by public transit. When this is not possible, by arranging shuttle services to ensure that buses are fully used.
- o Hosting combined meetings whenever possible, especially when they would have the same participants.
- o Hosting (partially) hybrid meetings whenever possible, to ensure the participation of those who would travel from afar to join the event.
- o Documenting the keynote lectures, panel discussions and other sessions of our meetings and trainings through reporting or video recordings, so as to share the results of events with the EuroClio community at large.
- o Transferring online those meetings that do not require to be in-person. In addition, we will carefully evaluate for every meeting where it is necessary to be in-person or if meeting online would be sufficient. For example, if the meeting is set to last only half a day, then online meetings would be preferred to travelling and meeting in person.

- *Engagement and integration*, by:
  - o Building a community of awareness and good practice. This includes:
    - ▪ Actively sharing the initiatives taken to ensure our environmental sustainability;
    - ▪ Identifying local options for carbon offsetting (such as planting trees) and offering them to participants;
  - o Integrating this sustainability plan across project meetings and events.

- *Learning and Teaching*. We are a deliberately developmental organisation, and we will promote our and our community's learning and teaching regarding events and trainings sustainability by:
  - o Researching the latest developments in the provision of sustainable events and conferences;
  - o Updating the sustainability plan yearly;
  - o Calculating yearly the footprint of the Annual Conference and of two additional randomly selected events (including project meetings and trainings), sharing the result of the assessment on our website and with our members.

Division of roles and responsibilities

The overall implementation of this sustainability plan will be the responsibility of EuroClio's Professional Development Coordinator.

In addition:

- The overall Community Sustainability will be the responsibility of the staff member in charge of membership management.
- Organisational Sustainability will be the responsibility of the Executive Director.
- Financial Sustainability will be the responsibility of the Operations Officer, in partnership with the Executive Director.

Because this sustainability plan is to be integrated across all our activities, its implementation will be the responsibility of the project manager who is organising the event at hand.