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TEDDA

Transition Ecologique et
Développement Durable
des Associations

Embarking on the ecological transition







*A methodological guide
to improving internal
practices in associations*



#TEDDAprojet



Table of contents

Associations and their commitment to transition:	p.4
<i>An ambition for social, economic and environmental transformation</i>	
Content and objectives of the guide	p.5
Methodology	p.6
1 An approach to the continuous improvement of practices that engages the association	p.6
2 Moving forward and taking concrete action	p.7
→ 1/ Assessment of practices by theme	
→ 2/ The actions	
→ 3/ Continuous improvement of practices and evaluation	
Areas for action	p.11
 Purchases	p.11
What are we talking about?	
Assessment	
Ideas	
 Waste	p.15
What are we talking about?	
Assessment	
Ideas	
 Building and energy flows	p.19
What are we talking about?	
Assessment	
Ideas	
 Mobility	p.23
What are we talking about?	
Assessment	
Ideas	
 Digital	p.27
What are we talking about?	
Assessment	
Ideas	
 Biodiversity	p.31
What are we talking about?	
Assessment	
Ideas	

Faced with global warming and the depletion of resources, the ecological transition aims to change production and consumption patterns and find organisational and economic models that are more respectful of the environment, while guaranteeing an acceptable social base and shared governance.

In March 2020, a group of organisations from various European countries active in supporting non-profit projects shared these observations and identified a large number of associations keen to take action, but expressing a need for information, benchmarks or support in taking action.

This group, made up of Association pour une économie solidaire (Apes - France), Associacio per a la Creacio i Estudis de Projectes Socials (CEPS - Spain), Maison des associations de Tourcoing (MdA - France), Maison Régionale de l'Environnement et des Solidarités HdF (MRES - France) and Pour la Solidarité (PLS - Belgium), then embarked on the « **Transition Écologique et Développement Durable des Associations (TEDDA)** » project.

This European project, funded by Erasmus Plus, is aimed at small **associations that want to take action to improve their environmental practices and significantly reduce the carbon footprint of their activities.**

It is aimed in particular at small and medium-sized associations representing the various activities found in the voluntary sector, such as culture, sport, entertainment, education, training, humanitarian action, etc.

Four complementary educational resources have been developed as part of this project:

- 1 A gallery of inspiring portraits of associations that have developed concrete, innovative proposals ;
- 2 Educational and entertaining tools to raise awareness of climate change and the ecological emergency, and to encourage people to take action ;
- 3 A methodological guide for self-diagnosis and the implementation of concrete changes ;
- 4 A White Paper to deliver a common European message in favour of the ecological transition of small and medium-sized associations.



A methodological guide to help you take action

This guide is aimed at associations that want to improve their practices and reduce their impact, but are not specialists in environmental issues. You can find all the information you need about the TEDDA project on the website www.tedda.eu/

Association and their commitment to the transition:

an ambition for social, economic and environmental transformation

The stakeholders of the Social Solidarity Economy (SSE), among which associations are in the majority, base their actions on a desire for change towards a more responsible society that is more respectful of people and nature.

The models and values of the SSE incorporate the ecological transition. Many stakeholders were pioneers in the fields of re-use, environmental education, the protection of flora and fauna, and the maintenance of small-scale farming....

Today, SSE stakeholders **are present in all sectors of the transition**, suggesting alternative ways of producing and consuming energy, of getting around, of meeting food needs, of designing buildings, etc.

Some stakeholders use the environment as a basis for carrying out social, integration and promotional activities, such as environmental education associations.

It's possible to align values and practices

Over and above being the core activity or a support activity, protecting the environment is a value. A survey carried out in 2018 by Apes showed that 85% of associations wanted to take action. Many associations whose activity does not concern environmental protection have not incorporated this issue into their associative project. In France, associations working in the environmental sector in 2020 represented just 4.8%, while 16.9% were sports associations, 23.9% were involved in culture and 11.6% in leisure activi-

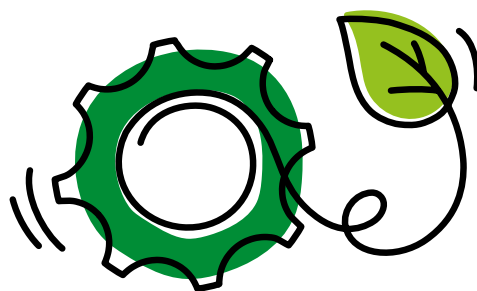
ties¹. All of the activities offered by these associations generate environmental impacts (pollution, consumption of resources, etc.).

Even so, many associations encounter obstacles and difficulties in changing their practices to limit their environmental impact.

A systemic approach

The suggested approach, while highlighting the environmental dimension, is part of a global approach in which the various SSE «good practices» are harmonised with each other.

It is not a matter of prioritising the environmental dimension at all costs to the detriment of the other foundations of the SSE. **Environmental impact, social utility, development of human wealth, quality of life at work and economic balance - these cannot be set against each other in a necessarily global approach².**



¹ https://www.associations.gouv.fr/IMG/pdf/la_france_associative_15-10-2020.pdf

² For instance, in France, the 2014 law on the SSE identifies a guide to good practice and encourages structures to engage in processes to improve practices: https://www.economie.gouv.fr/files/files/PDF/2017/guide_bonnes_pratiques_ess.pdf

Content and objectives of the guide

A method and tools

Taking account of the challenges of ecological transition in internal operations

This guide is aimed at employees, volunteers, customers and members to help them work as a team and commit their organisation to ecological transformation. The aim is to inspire the people who make up an association to take action.

The guide includes:

- Information to help you understand the issues at stake and find out about the ecological impact of your activities.
- A method for assessment of practices and identifying actions to be developed.
- Examples from associations in different European countries, showing that it is possible to make progress, even if you are a small organisation without a lot of resources.
- Resources for those who want to find out more.



This guide is supplemented by tool sheets. They are available on tedda.eu

THE TOOL SHEETS are organised by area: [purchases](#), [waste](#), [building and energy flows](#), [mobility](#), [digital](#), [biodiversity](#) ([link to tool sheets](#)):

- Overview of practices in the form of questions for each area ([tool /1](#))
- Assess the progress made by the association in each area ([tool /2](#))
- Identify actions to be taken to improve internal practices ([tool /3](#))
- Easily initiate the first actions and give yourself perspectives ([tool /4](#))

A methodology for questioning practices in a number of areas:



Purchases



Waste



Mobility



Building and energy flows



Digital



Biodiversity

Getting support

This methodological guide can be combined with individual or group support. Individual support is a way of finding practical solutions tailored to the association's situation. The collective dimension, through the exchange of practices it offers, is to be favoured. The richness of the exchanges and the shared analysis of concrete situations has a multiplier effect on the dynamics involved and supports commitment.

In some areas, associations are offered support in improving their practices (for example, in France, the «Dispositif Local d'Accompagnement or «parcours d'amélioration des pratiques»).

Methodology:

1

A continuous improvement approach to practices that involves the whole association.

Not just recipes and good ideas!

The essential elements of the proposed approach:

- 1/ A first step towards implementing an ambitious project.
- 2/ Building on what already exists and moving forward with concrete actions.
- 3/ A shared approach that involves and mobilises governance bodies, volunteers, employees and other stakeholders: members, customers, partners and suppliers.
- 4/ An internal referent who is the identified and legitimised leader in charge of the process.
- 5/ Collective working times to take account of everyone's challenges and constraints.
- 6/ A global approach in which the tension between the environment, social usefulness, the development of human resources, quality of life at work and economic balance must be debated in order to find solutions.

The role and functions of the project leader:

Co-ordinates the project, leads the process and group sessions.

Guarantees the pace, the issues and the cooperation between the various stakeholders and relays information.

Works with a project group, which facilitates his/her action.

He/she must:

- be legitimised by management and the team and have a mandate,
- have time allocated to monitoring the process,
- be comfortable leading a group,
- be able to intervene in a trusting environment,
- accept questions and possible disagreements.

The state of mind of the proposed method and the posture: ingredients and ways of doing things that facilitate change

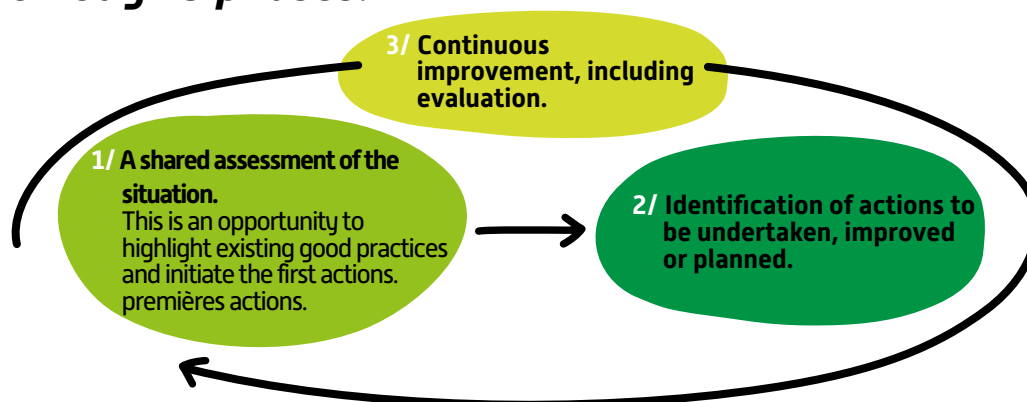
The approach:

- encourages movement by building on what already exists,
- does not make people feel guilty and takes their constraints into account. Example: reconciling a change in travel arrangements with family commitments,
- avoids «it has to be done» injunctions,
- creates opportunities for discussion and collective debate,
- adapts to the organisation's practices and ways of doing things, so as not to generate tensions that could block the process,
- is not just technical, but also behavioural,
- mobilises, unites and energises teams around a positive objective, by showing that it is possible,
- reminds us that the path taken can be as important as the point of arrival: the association moves from the very first exchanges.



2 Moving forward and taking concrete action

The momentum is created immediately and sustained over time through 3 phases:



→ 1/ Assessment of practices in each theme

Use the questioning grids suggested on the website tedda.eu [Tool / 1 assessment] to identify what already exists in the various areas:

- **Purchases,**
- **waste management,**
- **building and resource flows,**
- **mobility,**
- **digital,**
- **biodiversity**

All of these themes can be addressed, but an association can choose to focus on one or more of them.

- Encourage discussion with the various stakeholders identified beforehand.
- Carry out a shared analysis of internal practices, without necessarily seeking consensus.
- In some cases, the use of individual questionnaires is desirable (ideally prior to the discussions).
- Summarise the areas for improvement.
- Situate progress by theme using the positioning tool, [Tool / 2]:
 - « practice is non-existent or unsatisfactory, action is needed » [circle 1]
 - « the practice is satisfactory, it is maintained or developed » [circle 10]
 - « there is a good deal already in place, but there is room for improvement » [circle 2 to 9]

This assessment can be carried out collectively or individually. In all cases, it is shared and discussed between the people concerned.

It should be noted that this positioning tool can be used before, during and after the implementation of actions. It is also a tool for sharing analysis of results and evaluation.

What criteria should you use to share your analysis with your stakeholders, prioritise and make decisions?

Many tools are now available to help you do an overview of the situation and find your way through the various impacts.

- The use of «carbon calculator» type tools can shed light on your thinking. They help you measure and compare your greenhouse gas emissions (mainly CO₂). For example, with the calculator www.avenirclimatique.org, you can very easily compare emissions depending on whether you use the car or the train.
- The French Union des employeurs de l'économie sociale et solidaire (Union of employers in the social economy) www.udes.fr offers a carbon calculator targeted at the SSE.
- The French Agence de la Transition Ecologique (Ecological Transition Agency) offers a number of tools and infographics on its website to help you visualise your carbon footprint www.datagir.ademe.fr. These tools are valuable, clear and easily accessible.

Trying to measure everything runs the risk of blocking the movement of the structure and the collective. Carbon accounting allows you to identify the items that have the greatest impact, and on which it is best to take action as a priority.

Prioritise group discussions to understand and analyse your operating methods, as this is where the process of change will begin.



Interesting facts

YOU MAY HAVE HEARD OF ENVIRONMENTAL LIFE CYCLE ANALYSIS, MORE COMMONLY KNOWN AS LCA?

This tool is more advanced than the carbon calculator, and enables a broader assessment of negative environmental impacts, taking into account impacts on resources, water and air pollution.... The effects are measured at each stage of the product or service life cycle: design, use of raw materials, manufacturing, use of the product, end of life. The depletion of various natural resources is taken into account, as is pollution. By way of example, LCA shows that a product such as bottled beer has a greater impact during the packaging stage linked to the manufacture of the bottle than during the manufacture of the beer itself. However, when it comes to implementation, life cycle analysis is data-hungry and remains difficult to carry out for service activities.



Think about it

Reducing environmental impact is always part of a global approach. A balance needs to be found with the other dimensions that govern an association's operations and activities:

- the usefulness of activities and the achievement of the association's missions,
- work and quality of life at work,
- the resources and constraints of the people who make up the association,
- the organisation and technical constraints of the activity,

- the financial elements and the cost of change,
- the context in which the association operates: geographical location, accessible facilities, etc



example: an association that wanted to modify its website to make it less energy-consuming, with fewer colours and videos, has gone backwards to ensure that the information is accessible to the visually impaired.

→ 2/ The actions

Le guide apporte de nombreuses idées ou pistes de solutions (**Tool /3 inspiration**).

Tool 3 available on tedda.eu, provides examples of actions to be implemented. These examples are indicative and not exhaustive.

Once started, the approach has a unifying role and generates creativity.

Each association decides what can be undertaken in the light of its own situation and the shared analysis. The association's governing bodies are involved at this stage.

1. **Some actions can be started immediately.** These are generally simple, consensual actions that can be implemented quickly and do not require any reorganisation (e.g. waste sorting).
2. **Other actions can be started up quickly** but will require funding or a slight change to the organisation.
3. **Still others require time to organise** in the medium or longer term (e.g. changing all purchasing practices).

A few points to bear in mind

→ Prioritise actions according to what can be achieved and the criteria chosen (carbon impact, costs, need for reorganisation, etc.).

Think about the different impacts generated by the actions. For example, if the main objective is to reduce energy consumption, have we taken into account the costs and possible reorganisation that these actions require? Have we thought about the medium-term effects? Are we expecting an immediate change?

A little tip: mixing simple, quick actions with longer-term ones keeps everyone motivated and helps you see things moving forward in a concrete way, while looking ahead into the future.

For each action, the members of the association can organise its implementation and monitor it over time. With tool 4, the group:

- Identifies a contact person who will not necessarily be in charge of the whole process. In this case, recognise the time and skills needed to take action.
- Gives itself a time frame.
- Identifies the resources available or to be obtained: skills of the association's members, training to be set up, budget to be released, etc. *Example: an association wishing to rethink its purchasing policy will take into account the extra work involved for the person responsible for purchasing. He or she will review the solutions proposed by suppliers. To do this, they need clear criteria and knowledge in this area.*
- Identifies satisfaction criteria and indicators.
- Plans the internal and external promotion process. This is essential to guarantee the continuous improvement of practices.

Further reading:

Sources of information on ecological transition, environment and climate

AT A EUROPEAN LEVEL:

- The European environment agency: www.eea.europa.eu/fr

IN FRANCE:

- l'agence de la transition écologique: www.ademe.fr
- dans les Hauts de France: le Centre de Ressources du Développement Durable: www.cerdd.org

IN BELGIUM:

- www.climat.be
- Bruxelles environnement: www.environnement.brussels
- Wallonie environnement: www.awac.be
- Flandres, agence environnement: www.vmm.be
- la Cellule interrégionale de l'environnement: www.irceline.be/fr

IN SPAIN:

- Government of Catalonia
L'oficina Catalana del Canvi Climàtic: www.canviclimatic.gencat.cat
- Mairie de Barcelone
Medi Ambient i Sostenibilitat: www.barcelona.cat
- Àrea Metropolitana de Barcelona
Transició Energètica: www.amb.cat
- Government of Spain
Instituto para la Transición Justa: www.transicionjusta.gob.es

→ 3/ Continuous improvement of practices and evaluation

Noting and sharing what has been done helps to speed up the process. When several actions have been carried out, identifying and resolving difficulties also facilitates continuity and the implementation of new actions.

At the very least, one or two meetings a year will enable the commitment to continue and the results to be identified.

There's nothing to stop us from experimenting, by setting up initiatives for a set period of time. After a shared assessment, we can improve the trajectory or plan other actions.

Sharing the results of the first actions supports and amplifies the change.

To evaluate is to give value.

We distinguish «evaluation» from «control» or «audit».

Evaluation is « integrated into the company's action with a view to continuous improvement... It consists of documenting, qualitatively and/or quantitatively, the effects attributable to the company's action¹ »

The evaluation is carried out in the same spirit as the process of assessment and moving forward:

- Participative, collective and shared.
- Giving value to achievements.
- Targeting the progress to be made.
- Using qualitative and quantitative indicators.

→ Accepting that while not everything can be measured, it can be told - cf. storytelling approaches that show what exists and provide a better understanding of the dynamics of mobilisation and commitment of teams, but also of the development of trust and intangible resources... Over and above the results obtained in terms of environmental impact, it is also the way in which the approach is conducted and the path taken that will be the source of lasting positive effects.

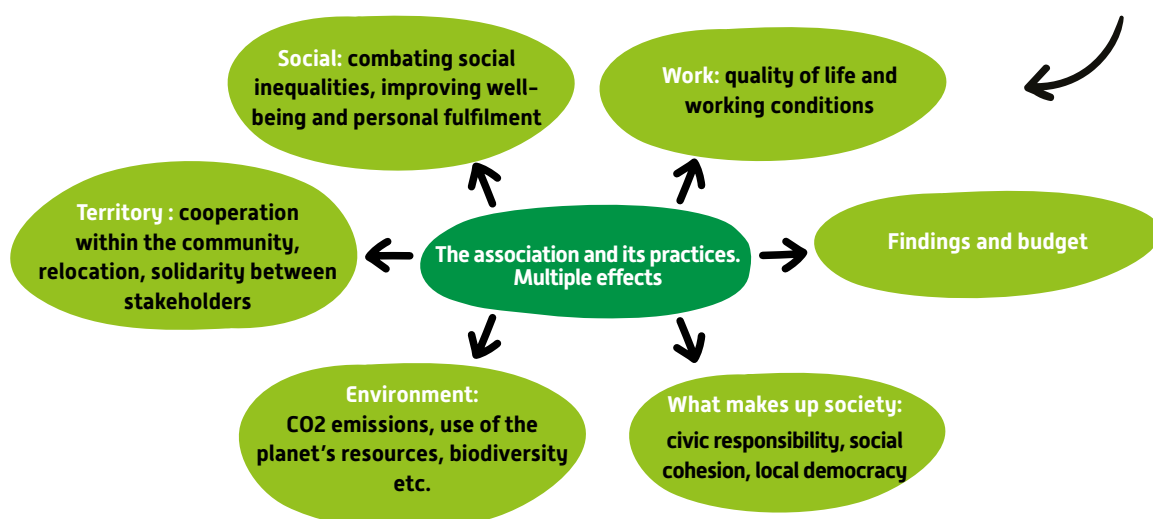
Evaluation is systemic.

All the actions we take, even if they concern internal operations, can have multiple effects. Actions aimed at reducing our environmental impact are no exception to this rule.

For example, when an organisation takes action to promote sustainable mobility and, as such, encourages the widespread use of bicycles or public transport, this can have an impact on the health of its teams, on working conditions, on the association's budget, but also on its image and its ability to «set an example». By making greater use of bicycles, the association will be helping to develop the ecosystem of bicycle repairers...

All these effects are important, whether positive or negative. They are part and parcel of the action undertaken. Sometimes they multiply the scope of the results obtained, sometimes they can act as a brake on implementation.

The diagram below is a guide to the various possible effects of the actions undertaken



¹ Les entreprises au cœur de leur évaluation. Voir la déclaration commune du programme Interreg VISES sur l'impact social, https://www.avise.org/sites/default/files/atoms/files/20191001/etude_de_cas_vises_impact_social_avril_2019_voct2019.pdf



Purchasing consciously

1 Purchases: the power to accelerate changes

Purchases are a powerful lever to engage in more responsible practices within our structures. Purchasing is central to all activities for the functioning of each association.

Products and services

Purchases include furniture for the association's offices and consumables: cleaning and hygiene products, food, paper for printers, etc. They also include services such as insurance, training, various rentals, banks and possible savings schemes. We can have an impact on our choice of services as well as on our choice of electricity or computer suppliers.

Purchasing means choosing

The act of purchasing is part of the social responsibility of organisations, i.e. their social and environmental concerns and their partnership relations. It can be a tool for intervention by supporting social choices: fair trade, local economy, recourse to stakeholders in the social and solidarity economy, integration of people far from the job market, etc... When buying, we can also choose to favour goods and services with less impact on the environment: eco-designed products or products that are low in energy and water consumption, products that limit waste production, etc.

In France, the «Observatoire des achats responsables» was created in 2010 to better understand and analyse responsible purchasing¹. An international standard was established in 2017 by the ISO² (International Organization for Standardization): **the 20,400 standard** sets out a series of recommendations for harmonizing purchasing processes at the global level, with a particular focus on environmentally friendly impacts.

Labels and logos as benchmarks

To help buyers, labels are important reference marks. The European Ecolabel, created in 1992, is the only official European ecological label that can be used in all EU member states³. It includes precise requirements concerning environmental impacts. There are now many labels for all types of products and services⁴. Since 2010, the Eurofeuille logo has been the European label for products that comply with the specifications of organic farming⁵.



CERTIFIÉ PAR FR-BIO-01
AGRICULTURE UE/NON-UE



The virtuous act of purchasing

By selecting our products and services, purchasing can lead to strong eco-responsible choices. Acting at this level is therefore a committing political choice. Looking at the entire purchasing process has a concrete impact. All the more so as a virtuous cycle then takes shape: in order to continue their sales, suppliers are encouraged to constantly innovate and renew themselves.

¹ <https://www.obsar.asso.fr/actualites/la-genese-de-l-obsar>

² <https://www.iso.org/fr/about-us.html>

³ <https://www.ecologie.gouv.fr/lecolabel-europeen>

⁴ <https://aqirpourtatransition.ademe.fr/particuliers/labels-environnementaux>

⁵ https://agriculture.ec.europa.eu/farming/organic-farming/organic-logo_fr



2

Examining the contents of our baskets

To take stock of purchasing practices and identify new actions to be taken, please refer to the toolkit [available on tedda.eu](https://tedda.eu)



1 / Identify the structure's purchasing items

The first step is to list the different types of purchases of goods and services:

- furniture: chairs, desks, tables, shelves,...
- office supplies: paper, pens, stapler,...
- cleaning and hygiene products,...
- digital, computer, telephone supplies,...
- food for events, meetings, drinks, coffee, tea,...
- not to mention services: banking, savings, insurance, training, speakers, rentals,...

This work can be done collectively on large boards, grouping them together so as not to forget anything.

2 / Question the practices and organisation

Assessment of purchasing practices means detailing the current process in the association: how does the association go about making purchases? Who does what? Who makes the decision, for what type of products and services? Is one person in charge of the whole supply process? What criteria are taken into account (cost, ease, responsiveness, proximity, ethical or environmental impacts, etc.)? Once the process is specified, let's analyse the constraints it generates: is there enough storage space? Is there any waste because the products cannot be preserved? The study of the process will provide opportunities for change.

3 / Establish and qualify the partner ecosystem

Identifying the players we work with by type of purchase. Who are they, where are they based and how do they deliver?

Is there an established relationship of trust and can we trade with them?

Are our choices influenced by the convenience of the platforms, or by promotional offers, or benefits given according to quantities purchased?

Are there other suppliers or partners who can meet

our needs?

Are SSE actors among our partners? Do we know them? Mapping tools such as Pam a pam in Spain can help us in this search.

www.pamapam.org/ca

4 / Prioritise the criteria that are important to the organisation

Each association can define priority criteria for choosing before purchasing. They will not be identical from one organisation to another.

- Find out about labels for each type of product: paper, ink, hygiene products, furniture,
- give preference to local suppliers whenever possible,
- buy recycled products if possible, especially for furniture,
- use local, bulk or organic food,
- use cooperative banks that have proven their eco-responsible investments...

Collective exchanges are essential to generate support and involve the members of the association. If all the colleagues and volunteers understand what is at stake, the changes will be easier and better accepted



The Ile-de-France branch of the association «Parcours le monde» promotes the international mobility of youth. To be in line with its values, the members of the association select their service providers. For example, they use a cooperative accounting firm that has eco-responsible values.



3 Changing the way we purchase

1 / Think about use and consumption before purchasing

Thinking about the concrete needs of the structure is a prerequisite. For each project, several questions should be asked before purchasing: Is the purchase essential? Can you rent or borrow? If you purchase, is brand new the only option or are refurbished solutions of good quality? How will the good or service be consumed and used? Alone or with others and how often? If consumption is recurrent, how is waste or packaging recycling managed?

For example, the use of paper can often be improved: less printing, double-sided printing, systematic use of waste paper bins, paper recycling, etc.



The Lille-based association Tipimi, (www.tipimi.fr) is developing exchanges of goods and services via an inter-company platform. Borrowing, rather than renting or purchasing, makes it possible to meet occasional needs for video projectors, tables, sound equipment, cups or arbores... The exchange of services is also possible, such as advice on communication, IT or human resources.



The non-profit association Transition Minett (www.transition-minett.lu) based in Esch-Alzette, Luxembourg, brings together residents, local businesses, schools, artists and political leaders who wish to use their knowledge and skills in tangible actions in support of societal transition. For its internal functioning, the association:

- purchases the furniture and equipment from the resourceries,
- shares tools via a tool library (www.ebl.lu),
- participates in or organises repair workshops (repair-café type) for the maintenance of equipment. This avoids systematically purchasing what no longer works



view the portrait on tedda.eu

2 / Pace deliveries

Getting deliveries all at once seems practical and economical. However, for consumables, regulating deliveries several times a year, giving preference to those made by bicycle or electric van, saves storage space, requires less packaging and avoids waste.

3 / Diversify supply sources

Sourcing from several places is more relevant than buying or renting from a single place. We will then be able to compare not only prices but also delivery methods and environmentally responsible approaches by discovering new partners. Fostering local ecosystems through responsible purchasing can be a real challenge. Rental formulas that include maintenance services are also possible (e.g. for the purchase of bicycles and electrical equipment).

4 / Consider the work of those in charge of purchasing

The inventory enabled us to identify the stakeholders and the organisation of purchasing within the association. Without doubt, a clarification of roles can enable all team members to know in concrete terms how to act and the time required for the various tasks (who identifies the needs? How many steps are involved in the decision-making process and who coordinates the flow of information? Who compares goods and services with suppliers? Etc). Underestimating the workload that purchasing represents is common. Considering that it is an essential position in the functioning of an organisation gives the person in charge ease and efficiency. It also legitimises and facilitates the eco-responsible changes to be introduced. Organising a pair or a small team responsible for purchasing can also be a way forward.



The Umanotera Foundation (www.umanotera.org) works for sustainable development in Slovenia. Concerned about its impact, it avoids purchasing as much as possible and prefers to rent equipment. For its public events, the foundation chooses a local caterer working with unprocessed seasonal products, without food waste and without plastic packaging.



view the portrait on tedda.eu

4 Daring and beneficial routine changes

1 / A gradual change of culture

Changing our purchasing and consumption policies towards eco-responsible practices mobilises and involves all of our teams. Any change requires time to adapt, but the more collective the dynamic is, the more possibilities there are. A totem purchase can facilitate the process: an object that is visible or used by all members of the association will mark the association's move towards new choices. It could be a reconditioned phone rather than the latest brand name phone, or recycled paper for the printer with a specific waste bin to collect waste.

2 / Exchanging with your ecosystem

Informing partners, beneficiaries, suppliers and other associations about the change processes underway can be fruitful. Knowledge of each stakeholder in the local ecosystem is enriching. Moreover, the possibility of strengthening and revitalising cooperative relationships between operators is fundamental.



Think about it!

- **Mutualise your purchases!** Purchasing groups are interesting formulas for associations, such as the European group of solidarity buyers. Les givrés d'oranges (www.givresdoranges.fr). It is organised in a short supply circuit, directly with suppliers from southern Europe, and not only with orange producers. This formula supports small-scale farming and respects the seasonality of fresh produce.
- **Use a civic bank.** The NEF is a banking cooperative that questions the impact of the projects financed or the savings made. It defends sound and transparent finance, without speculation and in short circuits.

- **Buy your energy** from a cooperative supplier that is committed to renewable energy: Enercoop in France or Rescoop in Wallonia, for example. Solaire en Nord works for the development of photovoltaic solar energy. Energetic supports your renewable energy projects, from the idea to the realization.
- **Initiate or join a project of complementary local currencies:** they participate in the development of the local economy and encourage local trade and production. They are registered in the French Monetary and Financial Code.



Further reading:

- Le point de l'Agence de la transition énergétique (l'Ademe) sur les labels, normes et étiquettes: www.agirpourlatransition.ademe.fr
- Le point du ministère de l'économie sur les labels-environnementaux: www.economie.gouv.fr
- Norme volontaire non certifiable, l'éclairage d'Afnor sur l'Iso 20 400: www.afnor.org
- Rapport d'évaluation sur le label relation fournisseur créé en 2012 et adossé à la norme ISO 20400: www.economie.gouv.fr



Reducing our waste

1 Resources on waste

This order can be found in the waste processing hierarchy:

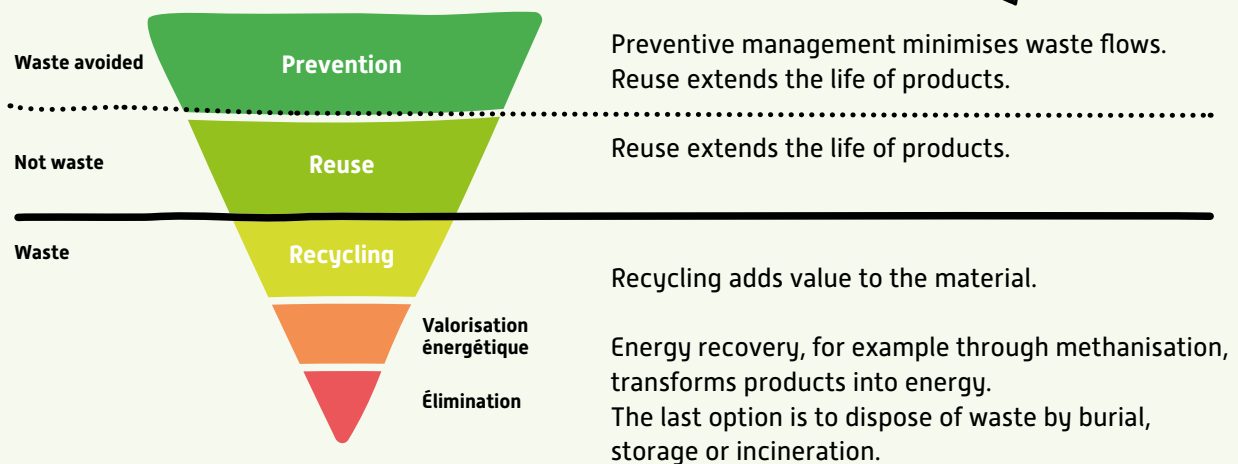


schéma: source Zéro Waste:

www.zerowaste.fr/hierarchie-modes-traitements-dechets-juridictions-jurisprudence-application

Managing our waste better

According to the Environment Code, waste is any substance, product or object that the holder discards or intends to discard. European waste policy aims to protect the environment and human health. It defines the following objectives:

- improving waste management
- encouraging innovation in recycling
- limiting landfill

Circular economy and sorting

Circular economy is about producing goods and services in a sustainable way by limiting the consumption and waste of resources and the generation of waste.

European legislation is being updated to promote the transition to a circular economy. In 2020, with the Green Deal¹, Europe has put in place a strategy that seeks, among other things, to eliminate packaging waste and encourage better sorting.

Waste is categorised into nine types to facilitate

collection: paper and cardboard, metal, plastic, glass, wood, gypsum, mineral fraction, textile, bio-waste (food waste and other biodegradable natural waste). In France, for example, professionals have been obliged to carry out separate collection for the first five categories since 2016. Gradually, the other four flows will be included.

Within the associations, we mainly find paper, organic (food), office and electronic waste.

In the European Union, every second, 80,000 kilos of waste are produced. Only 38% of this waste is recycled or composted. Waste management varies greatly from one Member State to another: some Member States still landfill more than 60% of their waste and use landfill sites (source: European Commission 2022)².

¹ https://france.representation.ec.europa.eu/informations/pacte-vert-pour-leurope-en-finir-avec-les-dechets-demballages-encourager-la-reutilisation-et-le-2022-11-30_fr

² https://environment.ec.europa.eu/topics/waste-and-recycling_fr



2

Detailing what we throw in the bin

To take stock of waste practices and identify new actions to be taken, refer to the tool sheet available on tedda.eu



1 / What kind of waste do we throw away?

- To reduce waste, the first step is to take an interest in what we throw away. For example, take a look at the contents of the 'general waste' bins (usually with a black lid), those where we throw away without sorting. Identifying the waste collected over several days allows us to list all the types of products circulating in the collective.
- Then let's deal with sorting: are there any sorting practices already in place in the association? Let's list the different existing bins and the collections made. Who are the partners and service providers responsible for these collections? Let's make sure that the sorting done at our level matches the treatment process.

This allows us to identify the impact of our actions.

3 / How is this waste produced?

Once waste is identified, it is much easier to understand what generates it and to plan actions to reduce it.

For example:

- Is the organic waste food left over from the team's lunches within the organisation or does it come from associative gatherings (e.g. board meetings, general meetings, events, etc.)
- Do the papers come from partner brochures, printing waste, etc.?

Any explanation of where the waste comes from is instructive. It is useful to differentiate between regular and occasional events.

2 / How much waste do we produce?

Assessing the amount of waste, when it is feasible, is also useful. It can be done with this formula proposed by Ademe¹.

Le Grand Mix concert hall in Tourcoing, France, is seeking to limit the contents of its black bins by:



- eliminating plastic cups and instead using neutral, non-returnable ecocups, reusable crockery, water bottles and a water fountain for the artists,
- reusing waste according to its characteristics: composting bio-waste and recycling cigarette butts via tchaoMégot (www.tchaomegot.com).



view the portrait on tedda.eu

The Amiens athletics club in the Hauts-de-France region is taking action on its waste:



- Paper is preserved. The sports association limits its printing, sends by e-mail messages and reports, and reuses draft paper.
- Bio-waste generated by events is composted.
- Plastic, glass and paper are systematically sorted. Members of the association take the sorted waste directly to the collection points.
- A sportswear take-back stand is available at events.



view the portrait on tedda.eu

¹ Entreprises, artisans, commerces, collectivités, administrations: En la matière, soyez efficace ! - La librairie ADEME (<https://librairie.ademe.fr/dechets-economie-circulaire/5652-entreprises-artisans-commerces-collectivites-administrations-en-la-matiere-soyez-efficace--9791029720215.html>)



3 Being clever with waste: avoiding it!

Even if waste is increasingly perceived as a resource, the best way is still to avoid producing it. This isn't always possible, but let's take a leaf out of this highly effective reduction method, commonly known as the 5Rs:



Refuse



Reduce



Reuse



Recycle



Rot

Refuse and say no to what we don't need.
Reduce quantities to the essential and necessary.
Reuse by buying second-hand rather than new.
Recycle by choosing reusable containers.
Compost = Return organic matter to the earth.

1 / Reducing waste at source

- by limiting paper consumption (for example, by printing on both sides of the paper only, after setting printer parameters)
- by avoiding individual packaging. Choosing to buy food in bulk is one way of avoiding waste. Using a deposit system also allows glass to be reused ad infinitum.
- by choosing to drink tap water to avoid the need for plastic bottles.
- by choosing reusable products rather than single-use ones, for example by using tea towels rather than disposable wipes.

Zero Waste Europe brings together 34 local, national and independent associations. They can be a resource for waste reduction and better resource management.

2 / Buying and consuming differently

Our purchases have a direct impact on our waste and illustrate not only the way we consume, but also the way we organise our activity.

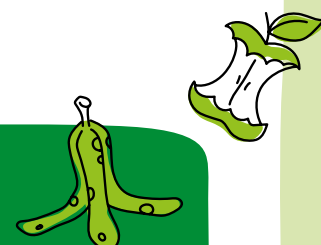
Here are a few ways in which we can change: either with current partners, or with new suppliers.

- buy second-hand or recycled goods
- donate or exchange
- consume by extending the life of objects (through good maintenance or repair)
- limit the weight and volume of packaging, and reuse some of it (e.g. shuttle cases or returnable containers).

These changes will lead to changes in our relationships with our partners, and sometimes to the search for new suppliers. They will also have an effect on the organisation of work within the association.

To take this a step further, the way in which services and goods are produced may also need to be re-examined in more general terms. For example, a social integration association working in the building sector could look again at the materials used. The eco-design of products reduces the production of waste from the start, or makes products more compatible with their environment.

The example of organic waste



- Adapt the proportions to the appetite and the number of guests at events, general meetings, etc.
- Keep leftovers to reuse them
- Provide containers, pitchers and some crockery to avoid using disposable containers, etc.
- Encourage teams to have lunch on site rather than buying takeaway food in plastic packaging. Offer small, minimally equipped lunch areas for this purpose.
- Make compost within the association, which has a small outdoor area, or collect it and take it to a neighbouring organisation that manages compost. Lumbri-composters are also available in urban areas. This is the solution chosen by the Maison Régionale de l'Environnement et des Solidarités (MRES) in Lille.



3 / Keeping ourselves well informed about local sorting instructions and recycling channels

Specific structures or players manage certain collections. Identifying the ecosystem close to the association is beneficial to the environment.

Here are a few examples in France:

- ink cartridges: the Scop Encre 31 cooperative
- office paper: the ELISE national network www.elise.com.fr

- used edible oils and bio-waste: the SSE company Gecco in Hauts-de-France www.gecco.fr
- waste electrical and electronic equipment (WEEE): the national Envie network of the French inclusive business group Vitamine T www.envie.org.

Identifying indirect drop-off points in the neighbourhood: practical solutions are sometimes proposed by committed organisations. For example, in the north of France, neighbours of the SuperQuinquin participative supermarket can drop off their compost there.

Po.lens Edicions, a cooperative publishing house based in Spain, has chosen to reduce its environmental footprint by:

- to use recycled paper certified as eco-responsible and produced as locally as possible.
- to use neither shrink-wrap for its books, nor plastic and adhesive tape for its packaging.



view the portrait on tedda.eu

4 Playing (and throwing) together

- Raising awareness is crucial to bringing about changes in behaviour. When we explain why a particular action can be beneficial for the association, it's easier to encourage teams to take action or change a practice.
- The information that accompanies the sorting instructions is always welcome. It simplifies the process of understanding and gives meaning to actions that might otherwise become constraints. Organising a visit to the local sorting centre could be of interest to curious association members.
- Anticipating as much as possible the management of events, purchases and processes helps to reduce waste.
- The European Week for Waste Reduction (EWWR) www.ewwr.eu/fra, is a waste reduction awareness event supported by the European Commission's Life + programme. It takes place every year in November, and can be an opportunity to mobilise your teams around actions already underway or initiatives to be considered.



Think about it!

- Support associations that are taking action and find similar organizations: www.zerowastefrance.org
- **Défi zéro déchet:** these collective challenges to raise awareness of the issue are festive. Some urban communities organise them. Perhaps there's one near you?
- **Les Repair cafés:** Repairing things together is the idea behind Repair Cafés, which are open to everyone. Tools and equipment are available at the location where the Repair Café is being held, to carry out every conceivable repair. Clothes, furniture, electrical appliances, bicycles, crockery, useful objects, toys and more.

In Spain, Solidança offers a mobile repair service, the Reparatruck, and a free service to promote textile waste prevention through sewing, uprooting and recycling, the Didaltruck.

Further reading

- Simple, educational brochures such as «My zero waste sports event» or «Zero waste at the office»: www.zerowastefrance.org
- Treatment of household and assimilated waste: www.librairie.ademe.fr
- What if we all produced less waste? www.gouvernement.fr
- Repairability indicators: www.longuevieauxobjets.gouv.fr
- France's anti-waste law and the end of plastic packaging: www.ecologie.gouv.fr



Energy efficiency in our workplaces

1 Energy consumption and the carbon footprint of buildings

Increasing global energy needs and related issues

Over the past 70 years, the world's demand for energy has been growing rapidly. Factors such as the demographic boom, economic growth and the development of mobility explain this phenomenon, which experts believe will become even more pronounced.

Buildings, both in their production and in their use, represent one of the most CO₂-emitting areas in Europe and are the source of significant energy consumption. When a building is used as a home or place of business, **heating** (half of the energy budget, source: Ademe) and **air-conditioning** consume the most energy (according to Ademe, up to 20% of the energy budget for France, but much more for European countries further south). In recent years, knowledge of the problems associated with greenhouse gases has increased. At the same time, awareness of climate change, the depletion of natural resources, and inequalities in terms of access to energy, are prompting people to think about other ways of designing buildings and using them to reduce energy consumption. The French association négaWatt (www.negawatt.org), which brings together energy professionals and citizens, offers to rethink our vision of energy based on a three-stage approach.

Owners and tenants involved

We do not act in the same way on buildings depending on whether we are tenants or owners of the premises where we work. Associations are rarely owners. This is why they do little to renovate the buildings they occupy. **However, the activities of an association have a real impact on the flows consumed. By flows, we mean the quantities of water, gas and electricity consumed during the activity of the structures. This represents a significant lever for action.**

Energy suppliers get on board

At the level of an association, the choice of energy supplier is a possible lever for action. More and more energy producers are offering professionals and associations a «green» range of renewable electricity. Examples include Enercoop in France (www.enercoop.fr) and the Rescoop network of cooperatives in Belgium (www.rescoop-wallonie.be).

¹ <https://librairie.ademe.fr/cadic/6698/guide-ecoresponsable-bureau.pdf>



Energy efficiency aims to reduce our energy consumption through behavioural changes, such as reducing the temperature by 1 or 2°C, or turning off computers and not leaving them on standby.

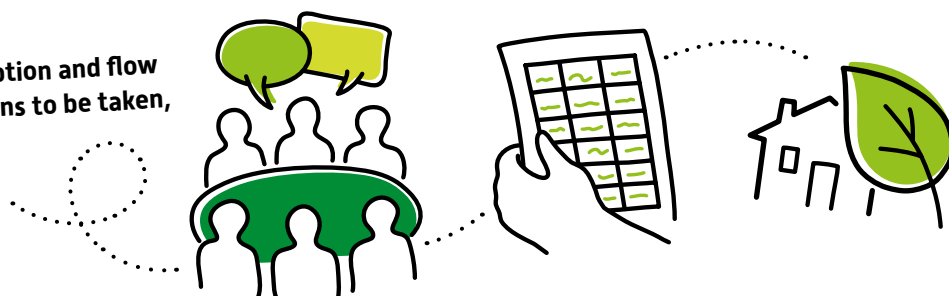
Energy efficiency is activated by the lever of energy renovation of buildings and devices (e.g. replacing glazing, changing boilers).

Renewable energies are natural sources of energy considered as inexhaustible and generated by the sun, the wind, the heat of the earth, etc. The installation of wind turbines, solar panels, geothermal energy or biomass is therefore oriented towards reducing the consumption of fossil fuels (oil, gas, coal). Solutions exist to allow for investments that can be significant.



2 Studying consumption

To take stock of energy consumption and flow practices and identify new actions to be taken, please refer to the tool sheet available on tedda.eu



1 / Identify the devices used and their power

In order to understand what is energy consuming in our structures, the first step is to list the equipment we use, their power and how often they are used. Do we heat the space with old or power-hungry

convectors? Do we turn on the electric kettle twice a day or every hour? Knowing the power of the machines is necessary. This can be calculated with a wattmeter (some associations or municipalities have them available).

							
Ampoule basse consommation 11 W	Box ADSL WIFI 13 W	Ampoule à incandescence 60 W	Frigo classe A+ 150 W	TV Plasma 200 W	Aspirateur 1350 W	Bouilloire électrique 1500 W	Convecteur 1750 W

examples of the operating power of different appliances

Did you know? The energy needed to bake a cake in an electric oven is equivalent to the energy generated by 10 cyclists cycling for an hour at 20 km/h. Each kWh is important!

Studying your annual water, electricity and gas consumption records is ideal, and examining and analysing your bills can help you understand the energy you consume and identify the levers for action.

Associations housed in apartment buildings do not necessarily have access to details of their consumption: there are awareness-raising programmes that will enable all tenants to feel concerned and to reduce their energy impact..



La central del Circ, based in Spain, welcomes and supports circus professionals in their creations. Installed in a 3,000m² space, the association carried out an energy audit to identify the areas of consumption. This allowed them to prioritise actions to reduce consumption. The association has changed its energy supplier to renewable electricity, whilst carrying out a global approach to adjusting behaviour. It is also planning to change the entire lighting system. This approach is supported by the Barcelona City Council and European funding.



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2 / Knowing your energy suppliers

To better understand our consumption, we also need to know our suppliers. Are they committed and do they manage renewable energy? Sometimes, on-site energy production can be considered.

3 / Identifying the space occupied

It is interesting to look at the occupancy rate of the premises, because the larger the space, the more likely it is that consumption will be high. How many people are present and how often? How many days

a week, at what times? Which rooms are occupied? Knowing the precise figures for occupancy (number of people per m²) sometimes reveals situations that can easily be improved. For example, using large heated rooms for a small number of people each day is more energy intensive than using a room that is the right size for the small number of people present. This data also makes it possible to think about pooling solutions, possible works, and even to consider the possibility of moving.



3 Having the energy to take action

1 / Actions on heating and cooling have the greatest impact

We consume the most energy to heat our work spaces. The priority for action is therefore at this first level. For countries further south in Europe, the same applies to air-conditioning: the main annual energy consumption occurs to lower the temperature of rooms.

- The recommended winter temperature in France is 19°C. But the feeling of comfort will also depend on the humidity of the air, its circulation, the insulation of the building walls and the activities that take place in the building. By lowering the temperature by one degree, by covering up a little more, an energy saving is made, of at least 7%, according to Ademe.
- in the same way we can:
 - avoid heating or air conditioning when rooms are unoccupied
 - do not heat or cool a large room for only a few people who can work in a room that is better proportioned to the number of occupants
 - schedule heating or cooling periods
 - avoid placing furniture or curtains in front of radiators or air conditioners
 - install thick curtains in front of large windows or to separate spaces
 - not ventilate when radiators or air conditioners are running

2 / Taking action on electricity and water consumption

As with heating, more frugal behaviour reduces our consumption.

- It is advantageous to switch off the lighting in an unoccupied room or to upgrade the installation with presence sensors and LED bulbs.
- To unplug several devices in one go, the standby power strip is clever.
- Defrosting fridges/freezers and moving them away from the wall saves a lot of energy
- Digital equipment consumes a lot of electricity: see the leads on the 'digital' section presented in this guide.
- An in-depth study of the consumption of energy-guzzling equipment and behaviours enables

us to act accordingly, with particular attention to what can be cancelled, modified, replaced or questioned.

Savings and maintenance actions on equipment can be carried out:

- Do not let the water run unnecessarily
- Limit the heat of the water to around 55°C
- Add a water softener upstream of the installation and then a flow reducer on the taps
- Schedule annual descaling and checks of devices to maintain good quality and long-term use of equipment.

3 / Intervening in buildings to improve energy efficiency

Considering or negotiating with the owners of buildings to renovate them to improve the energy efficiency of the spaces occupied is an option to be taken into account. To do this, an audit can determine priorities. Knowing where to start and the effectiveness of the actions is important: roof insulation, wall insulation, or window replacement... Funding is sometimes available to carry out this assessment phase and initiate work.



In France, the association for integration ADF, thanks to the financial support of the institutions, undertook the energy rehabilitation of its building by using as much as possible of the original materials and eco-designed products. This work was carried out with local companies and integration workers were trained in eco-responsible renovation.



view the portrait on tedda.eu



4 / Taking action at the place of activity

Depending on the state of play or the audit of the buildings, different strategies can be identified:

- change the place of activity
- reduce the surface area used
- share certain spaces

It may be wise to consider moving to a new building. More and more eco-responsible projects are emerging: they are led by committed structures operating in cooperation and partnership, with the possibility of support from the community. Consulting the expert ecosystem to find innovative solutions in sustainable development can open up paths. Using green energy suppliers is also a solution.



The SSE promotion network, APRES, located in Geneva, Switzerland, chose

- to set up in a space built with reused materials and to apply reused materials for the windows, sanitary facilities and kitchen.
- to use local and SSE service providers for the renovation of its premises, using reused materials for the windows, sanitary facilities and kitchen.



view the portrait on tedda.eu

4 Support motivation to change behaviour

To motivate teams and volunteers to change behaviour, we must not hesitate to communicate regularly on the actions undertaken and their progress.

- Find motivation to change behaviour in a 'Climate Fresk' type workshop

- Showing that our efforts are useful in a collective game. In France, the public interest association « Nos vies bas carbone » (www.nosvies-bascarbhone.org) offers short play sessions to take stock of our eco-responsible actions.



Think about it!

Find out more from committed actors:



Belgique www.dzerostudio.com:

construction of furniture and other elements based on construction site waste

BatiTerre and BC Materials apply the circular economy to building materials. Entrakt carries out temporary projects in unoccupied places, applying the principles of circular economy. Design with sense is a cooperative project of architects who create interior spaces with at least 80% recycled material.



France:

Toerana, a cooperative for activity and employment specialised in construction, brings together entrepreneurs committed to eco-construction.

Zerm eis an architectural association that works on construction, reuse and rehabilitation. Les Saprophytes is a collective of architects and

landscape designers who develop artistic and political projects around social, economic and ecological concerns.



Espagne:

AUS - Architects for Sustainability (www.aus-arquitectes.cat) grouping of architects and professionals concerned about the environment.

Further reading

- Download the Topten guides to help you make progress in reducing energy consumption: www.guidetopten.fr
- Funding grants: www.ademe.fr
- How to reduce water and energy consumption: www.librairie.ademe.fr
- A comparison of the carbon footprint of different types of heating: www.impactco2.fr
- Mapping the stakeholders in the re-use of building materials: www.carte-des-acteurs-du-reemploi.gogocarto.fr



Moving forward with smart mobility

1

A driving force to change the situation

A priority lever

Transports are the main cause of air pollution. According to a study by the European Environment Agency, in 2019, transport will be responsible for a quarter of CO2 emissions in the European Union, 70% of which come from road transport. Changing the way we travel is therefore an important way of reducing pollution.

Use of the private car

In many European countries, cars play a key role, accounting for an average of 64% of all journeys. Despite the development of hybrid, electric and renewable energy vehicles, the impact on resources remains a cause for concern. The mobility of people and goods must find other ways. The most immediate solution is to reduce the environmental impact of transport is to reduce our dependence on private cars.

New developments initiated by local authorities encourage the use of other modes of transport. **Some actions also fall within the remit of work organisations and, in this respect, associations. They can encourage, support and help change individual behaviour.**

Other modes of transport and soft mobility

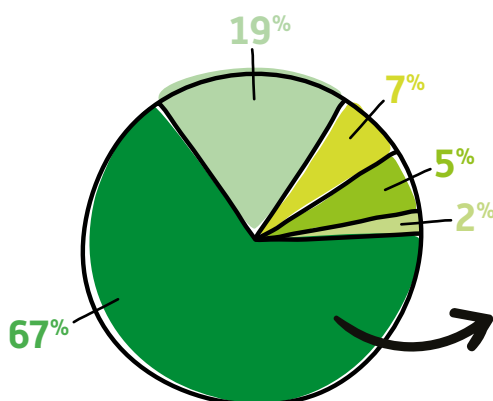
There are other ways of getting around besides using our own car:

- public transport (metro, train, tram, etc.)
- individual transport (car-sharing, electric vehicles, etc.), which has less impact than using a car,
- «active» forms of soft mobility that use human energy such as walking, cycling or scootering.

Diversified mobility solutions are often concentrated in densely populated urban areas. The mode of transport chosen to get to work also depends on the length of the journey. However, the car is still very much used, even for short journeys.

Support by listening

Support is a fundamental pillar of changing the way people travel within teams. It requires understanding and of the constraints and needs of each individual in order to find solutions that are tailored.



For distances between 2 and 5 km 67% of working people use their car, 19% go to work by public transport, 7% walk, 5% use a bicycle and 2% a motorised two-wheelers¹

¹ données INSEE 2020 / <https://www.insee.fr/fr/statistiques/5013868>



2 Analysing our travels

To take stock of mobility practices and identify new actions to be taken, please refer to the tool sheet [available on tedda.eu](https://tedda.eu)



1 / Practices by mode of travel

How does each member of the association travel? Here we distinguish between journeys made by employees, volunteers and directors, users, commuters and business travel, etc. To understand practices and identify **the obstacles to reducing the use of private cars**, open, non-judgemental dialogues are necessary. *For example, parents leaving work to pick up their children before going shopping may not choose to cycle. Some people, members of the board of administration might say they don't like walking home in the evening. Or volunteers might justify using the car out of fear of cycling or of scootering.* The climate when gathering information is important

2 / Accessibility of the activity site

A few questions concern access to the main venue: does public transport serve it and how (bus, tram, metro, train)? Are there facilities for cyclists (cycle paths, self-service terminals nearby, sufficient possibilities for parking a personal bicycle securely with dedicated spaces)? Are there charging points for electric vehicles nearby?

3 / Questioning the organisation of activities

At what times and on what occasions do association members travel? Here you need to identify the activities, how often they take place, the number and type of participants (employees, volunteers, members, etc.) distances travelled and take into account constraints (is there equipment to transport?). **Identify at this stage whether the association's missions are still compatible with a change in the type of travel.**

4 / Highlighting what already exists

There are a number of ways of improving alternatives to private cars. Is the public transport season tickets paid for higher than the legal amount, is cycling facilitated by the mileage reimbursement scheme? Does our association have a mobility charter for business travel or a car-sharing subscription?



In France, the GRDR, an international cooperation association, agreed to question its air travel. «As far as international travel is concerned, we suggest that, as long as this does not prejudice the links and actions carried out with our partners, to replace them with videoconferences. We need to analyse situations without losing sight the essence of our action. Eventually, the issue of carbon offsetting could be a solution if we can find the funding to implement it.»



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3 Suggesting changes

1 / Limiting solo use of the private car

We must take into account everything that can increase the use of soft and less impactful modes of transport. Financial or structural support can encourage changes.

- Encourage the use of **public transport** by providing as much information as possible about the accessibility of your association. Look out for accessibility and indicate them on the website and in every invitation, emails, brochures and other communications. For employees, there may be attractive solutions such as covering the full cost of the season ticket or staggering arrivals and departures to avoid peak times.
- **Promote active mobility:** cycling, walking (highlighting the health benefits), scooters (for example, by making them available for lunch-time journeys).
- Encourage **the use of bicycles**, by providing secure parking (attachment supports, building shelters), by offering training (getting back on the saddle, riding in an urban environment, maintenance and repairs, and by providing support (diagnostics, training for a cycling advisor, cycling action plan, etc.). In urban areas, for journeys of between 3 to 6 km, cycling is the quickest way to get around. Biking is the fastest mode of transport. Renting or buying bicycles can be considered. An increasing number of associations in Europe are working to make towns and cities more cycle-friendly or to promote the use of bicycles. This is the case of « **the Bicicleta Club de Catalunya (BACC) in Spain and the Association Droit au Vélo in France (ADAV)**. Don't hesitate to get support.

→ Organise carpooling as often as possible, for meetings in the evening or at the end of the day, such as board meetings, or on a building-wide basis when several associations are housed in the same place. Cooperative car-sharing platforms now exist like Mobicoop in France: www.mobicoop.fr

→ Subscribe to a **car-sharing or car-pooling scheme**. The Citiz network, a French car-sharing cooperative www.citiz.coop has shown that one car used by several people replaces 5 to 8 private cars.

→ If there is a fleet of vehicles, the question of its eventual replacement by hybrid or electric vehicles must be evaluated. The disappearance of this fleet may also be addressed. Beyond support measures, the signals sent by governance can mobilise teams.

2 / Avoiding certain trips:

There are solutions!

When it doesn't disrupt the quality of relationships necessary for the smooth running of a group, these solutions can be considered on a regular basis: it is easy to organise certain meetings by **visioconferencing**, in agreement with the participants and with suitable equipment. Introduce **teleworking** by drawing up a charter that regulates, frames and authorizes a certain number of days of remote working number of days per week or month. Financing access to **coworking spaces** when the workplace is a long way from home is another idea worth exploring.

*For concert halls and festivals, mobility is the main source of carbon emissions. In France, **Le Grand Mix**, a concert venue in Tourcoing, has introduced incentives for staff, visitors and artists:*



- introduction of an online car-sharing scheme
- purchase of an electric car and bicycles for teams
- payment of 75% of the cost of public transport season tickets, well above the legal requirement.

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In France, to encourage carpooling, the club sportif Amiens Université Athlétisme covers its volunteers' mileage expenses by multiplying them by the number of people in the car.



 [view the portrait on tedda.eu](http://tedda.eu)



4 Supporting change

Raising awareness and providing information about the environmental impact of different modes of transport is a prerequisite. Organising fun challenges between colleagues can mobilise people more easily. **European Mobility Week** is a stimulating opportunity to initiate new practices. It's also about changing and relearning how to get around together. To stimulate a desire for change

we can offer individual or group support (getting back in the saddle for people who haven't cycled for a long time, help with taking the first public transport, training in self-repair self-repair) and financial support (purchase of safe cycling equipment for safe cycling, loan of scooters).



In Belgium, the Monceau-Fontaines association manages a real estate site dedicated to the SSE on a 2.5-hectare wasteland. This Charleroi-based association has set up a shared electric bicycle service for all 18 organisations on the site.

The bikes were purchased with financial support from the city and the Be Planet Foundation.



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Good to know

THE SUSTAINABLE MOBILITY PACKAGE FOR EMPLOYEES

In France, mileage reimbursements for bicycles may be subject to the same rules as mileage reimbursements for cars. This allowance is exempt from social security contributions and income tax. Since May 2020 and the entry into force of the law on the orientation of mobility, which encourages soft mobility, an employer can cover the travel costs of its employees when they use an alternative means of transport.



Think about it!

- Some actions are the responsibility of local authorities (such as cycle paths and the installation of cycle racks on public roads). It may be useful to get in touch with them for information or to propose projects. They will carry more weight..
- Some solutions are not necessarily expensive and there is also an increasing number of grants available for structures that move their organisation towards sustainable mobility.
- Think about actions that can be carried out with other associations to share costs or uses.
- Move forward while respecting individual and collective quality of life in the workplace and, of course, in line with your missions and the social purpose of your activities.



To find out more

- Calculate your transport impact: www.monimpacttransport.fr
- Barometer of everyday mobility: www.barometremobilites-quotidien.org
- The carbon impact of your mobility: www.datagir.ademe.fr
- Take a global look at mobility within your organization: www.decllic-mobilites.org



Digitising intelligently

1

Digital: a rising impact

Digital at the heart of our activities

Digital technologies are essential to our activities: making a phone call, sending an email, preparing a slide show, submitting an activity report... This dependence is growing every year.

We look at the impact of digital practices based on computer and telephone equipment and associated services (internet, data storage, mailbox and server management, software, etc.).

Little-known impacts

Digital technologies are virtual and their use does not make us aware of the pollution caused by sending an email, searching the internet or filing computer files in a remote storage space (cloud). According to Ademe and Arcep, the digital sector accounts for 3 to 4% of greenhouse gas emissions worldwide, and this figure could double by 2025. In its 2030 Environment Action Programme (EAP), the European Commission stresses the need for citizens to be informed about the environmental impact of devices and calls for a sustainable digital future.



Phases in the life cycle of an item of equipment

Different periods make up the entire life cycle of a piece of equipment: its manufacture, its use and its end of life. Taking these three phases into account is useful for understanding the various types of pollution that digital technology causes (CO₂ emissions, depletion of resources such as certain metals or minerals, water, air and soil pollution, etc.). The manufacturing phase is the main source of environmental impact, accounting for 78% of the carbon footprint of digital equipment (source: Ademe and Arcep report). To produce an electronic chip weighing 2 grams, 32 kg of raw materials are needed (source: Ademe¹).

The levers of digital sobriety

Reviewing our digital practices means that we need to think about each of these phases: our purchasing habits, our behaviour and our usage patterns, such as our choice of mobile applications, the places where we store our organisation's data, and our desire to change in order to have ever more up-to-date equipment. Similarly, the way we manage the end-of-life of our equipment has a significant impact. It is estimated that less than 40% of this waste is treated in Europe (source: Conseil National du Numérique's 2020 roadmap on the environment and digital technology) and that 110 million smartphones are abandoned in our drawers (source: Re-commerce).

¹ données INSEE 2020 / <https://www.insee.fr/fr/statistiques/5013868>



2

Analysing our relationship with digital technology

To take stock of digital practices and identify new actions to be taken, refer to the tool sheet available on tedda.eu



1 / Inventory of the existing equipment

To carry out an inventory of the association's digital equipment and practices, an inventory must be made of all the equipment present in the establishment (computers, smartphones, screens, etc.). We need to list the equipment we use, as well as that which we no longer use, sometimes left in cupboards. Then check the working order of all the equipment to complete the first stage of the analysis.

2 / Detail the needs of the teams

We can list the precise needs of the members of the collective (employees and volunteers) in order to successfully carry out the organisation's activities. For example, what software is essential, what speed of execution is a prerequisite for moving forward properly? Distinguish between data and files that need to be backed up regularly and information that does not need to be recorded twice. Finally, identifying training needs is also essential.

3 / Identifying internal and external resources

Members of associations often include people who are passionate about or very comfortable with digital technology. Let's dare to ask whether a complete inventory can be drawn up quickly with their support. For certain specific points (the actual working order of a piece of equipment, a complete update of a computer programme, installation of free software, etc.), asking for outside help can lead to progress.



The NGO Umanotera (www.umanotera.org) in Slovenia works to protect the environment. When it comes to digital technology, the association is careful to:

- buying restored computers with energy-efficiency labels,
- minimise the sending of bulky e-mails and attachments,
- use the cloud and clean it up regularly.



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GOOD TO KNOW

THE BENEFITS OF OPEN SOURCE SOFTWARE

The IT market is dominated by so-called proprietary software (owned by large companies that keep their computer codes). The alternative is free software (such as Mozilla Firefox or LibreOffice), which offers tools in line with the values and convictions of the social economy. Their philosophy is based on sharing and improvement, for the benefit of all, thanks to the support of the community of developers. No more worries about programmed obsolescence, as opposed to the logic of the big groups who push consumption and the renewal of equipment. Having an operating system like Linux means you can keep a computer for longer.

Specialist organisations such as the cooperatives Cliss21 (Pas-de-Calais) www.cliss21.com and Yaal (Gironde) www.yaal.coop provide support for associations wishing to acquire open-source functionalities. Framasoft offers a directory of all open-source tools on its website, www.framalibre.org.



3 Changing in five steps

Here are 5 points to bear in mind, in order of priority, if you want to adopt a low-impact approach to digital consumption. **The first four points relating to equipment are essential: as the manufacturing and end-of-life phases are the most polluting, the choice of equipment is essential.** The fifth point, concerning usage, covers eco-gestures that are quick and easy to carry out if they form part of a digital hygiene routine.

1 / Choosing a device that will last

- Thinking through our real needs helps us to make the right purchases. Office tasks require a less powerful computer than video editing.
- Buying new at low prices often reduces the ability to change certain parts or the possibility of repairing the equipment: manufacturers programme certain fragilities and obsolescence into this equipment.
- Consult the labels before buying (e.g. epeat, Nordic ecolabel, Blue Angel or European Eco-label).
- Buy reconditioned equipment wherever possible. The market has improved in quality in recent years. This equipment has a longer lifespan and comes with reassuring purchase guarantees.

2 / Extending the life of our devices:

The longer we keep our equipment, the better its environmental record. Shouldn't some equipment be reboosted or repaired before being replaced? Beware of marketing obsolescence, which makes us want to over-consume and leads us to opt for equipment replacements that aren't always necessary. If a machine is slow, cleaning or improving the software, restoring the operating system or adding memory may be solutions worth considering. Some computers are configured with unnecessary software, the presence of which creates obsolescence. There are specialist shops and Repair Cafés (www.repaircafe.org/fr) staffed by enthusiastic volunteers who can diagnose, improve or repair our devices. And for organisations with daring people in their teams: self-repair is possible by following online tutorials, some of which are very educational.

3 / Recycling equipment no longer in use

Let's think about recycling. Today's reprocessing networks organise the re-use, repair and resale of waste electrical and electronic equipment (WEEE). Organisations authorised to recycle or recondition equipment know how to give it a second life. As a last resort, we can take our obsolete equipment to a waste collection centre. But don't keep them unnecessarily when some parts or components may still be useful.

4 / Switching off or unplugging equipment

Appliances left on standby consume energy and age more quickly. So remember to switch them off or, if there's no on/off button, unplug them! A little tip: with a programmable plug, you can plan and automate the switch-off at a certain time, when all the employees or volunteers have left.

5 / Adopting new patterns of use

This involves putting in place new habits of use by modifying bad reflexes with routine gestures of sobriety. For example, to reduce energy consumption:

- switching off the camera when it is not essential during a video conference,
- bookmark websites you visit regularly,
- closing open tabs that you no longer consult during a work session,
- clean up your mailbox and compress attachments when sending messages, limit mailing lists or «reply to all»,
- clean up data storage, put archives on an external drive.
- To create a website, choose a web host based in France or Europe that uses green energy to run its data centres. For example: OVH, O2Switch, Nexylan...



Using calculators of this type www.impactco2.fr will help you find your bearings in just a few moments. You can also quickly test the impact of your website: www.ecoindex.fr then optimise the resources used to reduce energy consumption⁵.

⁵ www.kromaweb.fr/bonnes-pratiques-pour-creer-site-web-eco-responsable



The Lille branch of the GRDR (www.grdr.org) a French association for international cooperation, has opted for local data storage with an on-site server. Free digital tools are favoured, as is an internal chat to limit the number of emails.



view the portrait on tedda.eu

4 Combining our skills

1 / Getting support

To make progress on the road to digital sobriety, it is useful to find support from specialist organisations or those with a good knowledge of the subject. Since 2019, the INR (Institut du numérique responsable), formerly Club Green IT, has been acting nationally in France for organisations wishing to embark on a digital transition and promoting exchanges on the subject. In the Nord region, the MRES (Maison régionale de l'environnement et des solidarités) in Lille and the MDA (Maison des associations) in Tourcoing are offering specific workshops for associations to help them understand the issues and change their practices.

2 / Focus on collective challenges

The digital world can be disconcerting for many of us! Raising awareness among your teams through a playful approach could be a way forward. Members of associations invited to clean up mailboxes or servers might find it more dynamic to do so by taking part in a group challenge or a one-hour or one-day challenge, along the lines of Cyber World Clean Up Day www.cyberworldcleanupday.fr



APRÈS, www.apres-ge.ch, based in Switzerland, works for the promotion and recognition of the SSE. It uses second-hand computers and open-source software. The association is supported by a service provider specialising in open-source tools, with a monthly maintenance contract.



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Think about it!

- **Some operators are communicating their green commitment**, such as Télécoop (www.telecoop.fr) and Commown (www.commown.coop). They highlight the ecological transition in the digital and telecoms sector. These operators do not encourage customers to change their devices frequently and choose not to offer 5G mobile subscriptions.
- **More and more stakeholders are developing in the reuse, reconditioning and recycling sector.** There are certainly service providers around your structure. In France, the Ateliers du Bocage, which grew out of the Emmaüs movement, is a socially and environmentally useful coopera-

tive involved in the digital transition in particular. They recycle equipment, extend its lifespan and manage the waste from old equipment (www.ateliers-du-bocage.fr).

- Environmental commitment can also be combined with social and societal missions. This is how Ecodair operates by carrying out ecological and socially responsible reconditioning. They give new life to computers by creating long-term employment for people with disabilities. (www.ecodair.org)



Further reading

- Calculating the carbon footprint of digital uses: www.impactco2.fr
- Le guide de l'ADEME « En route vers la sobriété numérique »: www.librairie.ademe.fr
- CERDD resources: www.cerdd.org
- Resources on digital pollution: www.qqf.fr - www.greenly.earth/blog-fr
- We Act for Good app, eco-actions to take at home and at the office: www.weactforgood.com
- European Digital Strategy www.commission.europa.eu



Protecting biodiversity

1 Biodiversity, the foundation of quality of life

Biodiversity

The term biodiversity refers to species, their habitats (grasslands, forests, rivers, oceans, etc.) and genetic diversity. Safeguarding biodiversity means being concerned about the well-being, health and survival of all ecosystems and species, of which humans are a part.

Human activities that endanger biodiversity

Since the industrial era, biodiversity has been in massive and accelerating decline. According to the report on biodiversity and ecosystem services, presented by the Intergovernmental Science and Policy Platform (IPBES) in 2019, one million animal and plant species, out of an estimated total of 8 million, could disappear from the Earth in the coming decades if no action is taken.

The causes of this extinction are:

- the destruction of the natural habitats of the various species (through deforestation, urbanisation, soil artificialisation, mining, etc.)
- overfishing and intensive hunting,,
- air and water pollution,
- Iglobal warming.

On a global scale, 75% of terrestrial environments and 40% of marine ecosystems are severely degraded.

The Report on the State of Nature in Catalonia¹ lists 33,059 species of plants, fish, birds, mammals and insects in 680 known habitats in Catalonia. The editors estimate that biodiversity has been reduced by 25% in Catalonia since 2002. Some species of animals and plants have lost more than half their population.

Why preserve biodiversity?

Biodiversity forms the web of life on which we depend. It provides ecosystem services necessary for our survival. When human activity contributes to disrupting the balance, these services are disrupted and have impacts on air, water and soil quality. The pollination of our crops is then altered and our food supply is endangered. Pollutants settle in our bodies and our health deteriorates. These are harmful effects for everyone, which show the importance of acting differently.

While many environmental associations are working on this, at our level we can also take up the challenge to have a limited impact. Behavioural changes and all the suggestions in this guide on the different axes are an illustration of this.

Changing our purchases, reducing our waste, reviewing our digital practices, moving towards energy sobriety and adapting our modes of transport are all actions that can be taken.

In the section presented here, we are essentially talking about solutions directly related to biodiversity.



¹ https://mediambient.gencat.cat/web/.content/home/ambits_dactuacio/patrimoni_natural/sistemes_dinformacio/observatori-patrimoni-natural-biodiversitat/informe/estatgeneraldebiobiodiversitatacatalunya-2020.pdf.



2

Examining the context in which we grow

To take stock of biodiversity-related practices and identify new actions to be taken, refer to the tool sheet [available on tedda.eu](https://tedda.eu)



1 / Questioning our relationship with nature and biodiversity

Is there a collective awareness of the threats to biodiversity?

Do the members of the association feel concerned? Are there debates on these issues within the organisation? Assessment of practices that aim to take biodiversity into account means updating our relationship with this issue: are we interested in flora and fauna? Frequently or occasionally? A short questionnaire to survey the level of awareness and knowledge of the teams on biodiversity can be useful. It will facilitate the choice of actions to prioritise that are adapted to the members of the organisation. Launching the subject by asking if any volunteers would like to take charge of the questionnaire also makes it possible to identify resource persons who are already interested in the topic and who may wish to share their interest.

2 / Identifying the places of nature to which we have access

This step consists in listing the different places where the association can act, even on a small scale. Is there a green space, a terrace, a small balcony, etc. in the place where we work? Even a small area can be mentioned on the list: a window sill, a roof space, a car park,... The important thing is that the space is accessible. When the association rents the place, getting in touch with the owners is a way of anticipating whether and how an action can be considered.

3 / Identifying associative activities that could have a negative impact on biodiversity

This part of the guide is an opportunity to focus on the activity of the organisation and the spaces it occupies. If we have green spaces, how do we maintain them? Do we use chemical and phytosanitary products? Do we have plants on the non-grassed areas? Do we know if our association is working on natural areas of ecological interest¹? We have a real potential for action, without being specialists in environmental issues. For example, a sports association practising cyclocross probably crosses areas frequented by animal species during the breeding season.



The collectif du contrevent (www.collectif-contrevent.fr) which organises the festival « Les vents contraires » has thought about its impact on biodiversity. The festival takes place in September rather than July in order to preserve the fauna and flora of the natural area hosting the event. After August, the breeding season is over as well as the end of the life cycle of certain insects such as butterflies.



During the European festival in Dour, Belgium, Le cabaret Vert, 3D ASBL, planted sixty trees on its site, thirty-three of which were purchased by festival-goers. The cultural centre 4AD, relying on the carbon emissions linked to the travel of festival-goers, also planned to plant trees to compensate for the carbon emissions, using a crowdfunding campaign. The trees are chosen from local species. www.demo-europe.eu/fr/une-foret-demo

¹ <https://www.geoportail.gouv.fr/donnees/zones-naturelles-dinteret-ecologique-faunistique-et-floristique-znieff-type-i>



3

Taking an interest in biodiversity and working at our level

1 / The ARC method

This ARC method (Avoid, Reduce and Compensate) is adapted to the implementation of actions to preserve biodiversity. When the association has a project that is not very favourable to the protection of nature, it can try to think about geographical or temporal avoidance for example (is it possible to postpone the project to a more suitable period?) If avoidance is not possible, then seeking to reduce the negative effects is appropriate. Finally, it is interesting to find solutions that compensate for the negative impacts of the project, such as the participatory construction sites that we detail below.

→ Suggest an outdoor activity to the members of the organisation in a natural site with biodiversity enthusiasts or go to a conference.

→ Be in action to better understand, for example by digging a pond or planting shrubs for half a day: with the CPIE networks.

(www.cpie.fr) or by looking at the participatory construction sites proposed on platforms specialising in citizen involvement such as Wena-bi (www.wenabi.com/fr) or by contacting local environmental associations.

2 / Raising awareness of preservation approaches

The first actions to be implemented are to inform and raise the awareness of association members about the need to preserve biodiversity.

→ Explain why the richness of the diversity of flora and fauna in our immediate environment is essential. Collect educational resources such as posters from CPN (Connaître et protéger la nature) clubs (www.fcpn.org/le-mouvement-cpn) or ask for the intervention of a specialist facilitator on the association's premises to discover biodiversity in the vicinity.



The association Les BLONGIOS www.lesblongios.fr located in Lille in the North of France organises ecological worksites gathering volunteers. An association that wishes to do so can act for biodiversity by participating in a participatory worksite for the maintenance of riverbanks, the clearing of brushwood or the mowing of preserved areas...



view the portrait on tedda.eu



In Belgium, a group of citizens has joined forces within the non-profit organisation Marais du Wiels in Forest, near Brussels, to publicise and help preserve the biodiversity of the marsh, which is threatened by urbanisation projects on www.facebook.com.



Natagora in Belgium, an association for the defence of biodiversity, organises numerous nature walks, the creation of natural gardens, and the organisation of events with the help of local groups of volunteers, www.natagora.be

The Chico Mendès association, based in the north of France, can provide leadership, resources or support for your initiatives. www.nn-chicomendes.org



3 / Acting on our spaces

Naturalists recommend these actions: the differentiated management of spaces. It mainly concerns green spaces. But let's not forget that a balcony, a terrace or a windowsill can also be interesting. There are no useless gestures and a small favourable space is enough to welcome new habitats for different categories of species. For example, we can:

- Plant melliferous flowers, appreciated by pollinating insects, in a window box.
- Installing nesting boxes for chickadees that need shelter.
- Allow small animals to move freely through the fences by making a few holes in them.

For associations with green areas or car parks:

- Sow flower meadows, giving preference to locally sourced flower varieties.
- Approach a garden centre that favours local plants, such as EcosSem in Belgium (www.ecosem.be) or Plantons le décor (www.plantonsledecor.fr).
- Increase the cutting height when mowing the lawn and make holes, especially on sports fields (this promotes soil aeration).
- For parking spaces, there are draining slabs (permeable to river water) and favourable to the restoration of soil biodiversity.



The Nœux environnement association, located in the Pas-de-Calais region of France, has acquired a commercial wasteland that is currently being rehabilitated. The land surrounding the building is already being used to develop market gardening activities and to take care of biodiversity by reducing the concrete surface of the old car parks.

4 Preserving biodiversity can be simple and rewarding

Showing the effects of actions taken and initial behavioural changes can motivate people to go further. When action is taken, the positive effects appear in a short time. Flowers or shrubs grow, chicks are born, insects or other animals take over

the habitats we create for them. In addition, more engaging projects, such as participatory worksites, can be a source of team cohesion.



Think about it!

We can indirectly act on biodiversity by reducing our use of private cars, by paying attention to purchases and digital management and by reducing the association's waste: all the solutions presented in this guide contribute to a more respectful consideration of the environment.

There are participatory science protocols that are very useful for counting species and that call on volunteers. For example, it is a matter of obser-

ving and counting bird species, butterflies or dragonflies twice a year, noting certain details and reporting this information. This is an excellent way of raising awareness or informing your staff: if any of your members or volunteers are involved in these inventories, ask them to share their experience!

Examples: www.globalforestwatch.org, www.vigienature.fr



Further reading

- The French Biodiversity Office: www.ofb.gouv.fr
- The erosion of biodiversity: an alarming observation, referring to the IPBES global assessment report: www.vie-publique.fr
- 5 challenges for action to promote biodiversity: www.biodiversite.gouv.fr
- Differentiated management of spaces: www.gestiondifferentiee.org

Ecology and the environment now occupy an important role in the debates and exchanges within the associative sector.

This methodological guide has been designed by a group of European organisations that are keen to help associations that wish to take action or expand their initiatives.

To those who doubt the scope of their actions given the scale of the challenge, we can say that it is worth taking action.

One step leading to another, it is a matter of actively participating in a movement of ecological, social and economic transformation.

It is a combined and coherent intervention of the different components of society that will change the trajectory.

Recent studies¹ show that individuals can reduce their carbon footprint by 25% by changing the way they buy, travel and eat, not to mention energy-efficient renovation of buildings.

So what can we say about the actions taken by all social and economic actors? All the more so when they are supported by structural public policies.

Let's dare to act, exchange and tell the story of the path we have taken

More and more associations are rethinking their practices or organising to limit their impact on the environment.

All the paths taken are sources of learning. Exchanges of practices highlighting the difficulties encountered are essential to encourage all players in the social and solidarity economy to move forward. It is therefore essential to share them.

By getting involved, the associations create a dynamic capable of involving the stakeholders and, as such, multiply their impacts. **Because they usually work in cooperation with their partners, associations can be leaders of change by taking other actors in their wake.** Close to the citizens, they are

also great places for exchange and dissemination of new practices. **Associations have the power to involve civil society, they create a ripple effect while taking into account equity and the capacity of each individual to act.**

Moving forward on the path taken to change the socio-economic models of associations in depth

The improvement of practices is based on what already exists, reveals it and shares it. This posture creates a reflective dynamic that shows that it is possible to act without hiding the difficulties in taking action.

By acting on their internal practices, the associations undertake a metamorphosis.

Most often, this is a gateway to a unifying and ambitious project that conceives of associative activities, their organisation and their implementation in a different way. Rather than opposing the social, economic and ecological dimensions, it is a question of designing the project and its implementation in a coherent way.

Steps to improve internal environmental practices are an opportunity to develop a **broader strategy, integrating the environmental dimension as one of the pillars of the association's model.**



This methodological guide has been produced by a consortium of associations within the framework of the European project **Transition Écologique et Développement Durable des Associations** in English « Ecological Transition and Sustainable Development of Associations » (**TEDDA**):

APES



APES is a network of stakeholders in the solidarity economy in Hauts-de-France, an active contributor to social and ecological economic transitions. The association accompanies the stakeholders in the development of territorial policies and solidarity activities. It strives to contribute to the improvement of practices for over 20 years.

www.apes-hdf.org

CEPS Projectes Socials

CEPS Projectes Socials
<http://www.asceps.org>



The mission of CEPS Projectes Socials (Barcelona) is to enable citizens to access the social and cultural capital of their communities by reinforcing the autonomy of people, promoting social cohesion and social inclusion and fighting against discrimination.

www.asceps.org

La Maison des Associations de Tourcoing (MdA)



A true pillar of local associative life, the MdA (in English: The House of Associations of Tourcoing) is a place of resources, exchanges and meetings at the service of people involved in associative and civic life.

www.mda-tourcoing.fr

La Maison Régionale de l'Environnement et des Solidarités (MRES)



The MRES (In English: The Regional House of the Environment and Solidarity) is a regional associative network of the Hauts-de-France and aims to facilitate the life and the development of activities of associations and runs inter-associative projects (eco-citizen challenges, cycle of knowledge and conference,...).

www.mres-asso.org

Pour La Solidarité – PLS



PLS is an independent European Think and Do Tank, committed to a solidar and sustainable Europe that is committed to defend and consolidate the European social model, a subtle balance between economic development and social justice.

www.pourlasolidarite.eu



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