

# YUVA Case Study

## Sustainable Events Manual



YUVA is a non formal youth and adult learning organisation ([www.yuva.ngo](http://www.yuva.ngo)) with a strong focus on global citizenship education and organises training courses and events in Türkiye and Europe.

As environmental sustainability is one of our core values and environmental awareness raising is one of our main missions, we have always taken sustainable measures as granted and natural.



Yet with a growing pool of trainers and staff, after assessing ourselves as an organisation with the SMALEI Self Assessment Tool, we discovered we do not have a written guideline on how to organise environmentally sustainable events.

We decided we need to do more on describing measures to implement green strategies and policies, which was recommended in the SMALEI matrix under Environmental Sustainability of the Organisation: sustainability Policies and Strategies.

As a small organisation we have done the self assessment online on Zoom where we evaluated and discussed different aspects of the Matrix and defined improvement areas and prioritised them.

We have considered both the organisation's needs but also the motivation of our team members to act upon certain issues.

One of our team members volunteered to draft a Sustainable Event Manual for YUVA as this was also one of the issues we have prioritised.

We decided the first draft to be ready in two months and the final version to be ready in three months.

In general, we could abide by the timeline we set for the draft and final versions and we have now a Sustainable Events Manual with a Checklist and Evaluation Form we have started piloting. We will develop the manual further as we see improvement areas.

As new staff members join us with new projects, we try to make the Manual a part of their orientation and later part of their standard implementation. For that, we also need to standardize our welcome pack and orientation.



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