

# HZ GREEN OFFICE

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REPORT JANUARY 2021 - MARCH 2021



*A weekly online meeting of the HZ Green Office, March 2021*

# Preface

This report provides an overview of the HZ Green Office in the first quarter of 2021. To justify the budget we've received from the so-called "kwaliteitsgelden", we talk about our organization and the activities and events that have taken place in the period of January – March 2021. We also share this report to anyone who is interested in the green office: internal and external stakeholders by publishing it on our website [www.hzgreenoffice.nl](http://www.hzgreenoffice.nl).

The Green Office has grown significantly in this academic year 2020-2021. The number of core internal Board members has increased, as well as the active participation of volunteers (HZ students and staff). The interest in the Green Office among HZ students is growing and the Green Office is increasingly called upon by internal and external partners. Through the Green Office, many opportunities for developing new knowledge in the form of living labs and attracting project funding are possible. The objective is to focus more on that in the coming period, but we need to be careful with embracing too many new projects. We do need to primarily focus on our current projects and make sure they run successfully, before taking on too many new challenges. The green office is a dynamic organisation, with a constantly changing student body, which makes it sometimes a challenge to achieve the ambitious goals we set for ourselves. Still, we've achieved much over the first quarter of 2021 and have organised a large amount of interesting activities for our students, as you can read in this report.

The Green Office would not be so successful without the support of several key figures within the HZ and our external partners. We are also grateful for the trust we receive from the HZ team of directors and the University Council. Of course, the biggest appreciation goes to our fantastic Green Office students!

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Daniela Lazari, Student Chemistry at HZ & Marketing HZ Green Office

Donika Uzunova, Student Chemistry at HZ & Mobility Manager HZ Green Office

Saartje Mol, Student Social Work at HZ & Gardening Project Manager HZ Green Office

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Fien de Vries, Student NHL Stenden, minor BFF at HZ & Minor student affiliated with the HZ Green Office

Abigail Gongora, Student International Business and Trade at Thomas More University Belgium & Intern Waste Management at HZ Green Office

Andrea Kiss, Student Civil Engineering at HZ & Intern rainwater collection at HZ Green Office

Jan Flechner, Student Delta Management at HZ & Cleanup Project Leader HZ Green Office

Lorenzo Somai, Student Water Management at HZ & Cleanup Project Leader HZ Green Office

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MAY 2021, VLISSINGEN

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# 1. The organization

## 1.1. Organisational profile

The HZ Green Office is a team of students from HZ University of Applied Sciences who are passionate about sustainability and who want to bring a change to the world!

The student initiatives are supported by Ms. Ingrid de Vries (Lecturer IB Department), Bert Schollema (Project Manager International Office), Joeri Versluis (head of educational development department), Martine van Ommen (team leader facilities), Pieter-Bart Visscher (Project Manager HZ Nexus), Liliane Geerling (Senior Researcher & Lecturer Delta Management), Carlien Nijdam (coordinator Minor BFF), and many others.

## 1.2. Vision

The Green Office envisions sustainability at the core of the HZ.

The project of Clean-ups aims to collect plastics on land and under water from the inner harbour of Vlissingen, as well as from the “Nollestrand” and the canal. Meanwhile, the Student Gardening strives for maintaining a student garden with a pond (wadi) to improve biodiversity, growing edible plants for the students to enjoy and allowing students to spend more time outdoors. Whereas the project of Greening the HZ increases the green areas across the HZ premises.

## 1.3. Mission

The HZ Green Office informs, connects, and supports students and staff to act on sustainability. At the same time, the Green Office develops its own ideas to embed sustainability in education, research and operations.

## 1.4. Value proposition

The value offered to the HZ students involves offering activities for HZ Personality credits, to link it to their educational programme in another way (like a specific course or internship), or to just participate in an extra-curricular activity on a voluntary basis, allowing them to learn or to further develop their knowledge in sustainability.

## 1.5. The team

The team consists of very enthusiastic HZ students. Each member has unique qualities that complement each other to make an exceptional team. The team is constantly developing its

learning how to work together, solve problems and how to create impact in the most optimal way.

Board member	Involvement in Projects
Yana	Coordination and administrative support
Svetlana	Project Leader: Marketing & Communications; Climate March Coordination of activities
Jan	Project Leader: Clean-ups Project Activity: Gardening, Website, Promotion Video, Greening of HZ Campus
Lorenzo	Project Leader: Clean-ups
Abigail	Project Leader: Waste Management
Andrea	Project Leader: Rainwater collection Project Activity: Gardening, Promotion Video, Greening of HZ Campus
Daniela	Marketing & Communications
Stefan	Treasurer Team member: Waste separation
Eva	Project Leader: Garden Project Activity: Waste Management, Promotion Video, HZ Learn
Saartje	Project Leader: Garden (Bees) Project Activity: Promotion Video
Donika	Project Activity: Mobility and CO2, Promotional Video, Clothes swap-up
Fien	Project Leader: Greening the HZ
Lola	Project Leader: Greening the HZ
Jonathan	Project Leader: Greening the HZ
Gabriela	Active participant workshops
Simona	Active participant workshops
Ms. Ingrid	General Project Leader and administrative support

*Table 1. The Board members and some of the other core players in Q1 2021*

## 1.5. Our Resources

The key resources of the HZ Green Office include the knowledge, skills, the experience and the passion of the members.

Relevant partnerships with stakeholders within HZ are essential, like the SDG Accelerator, the minor BFF, Facility Management and HZ Nexus. Also a good relation with our external relations is important, like Doe Mee, Verlos de Zee, Terra Maris; Nature Bits (IVN), the Municipality of Vlissingen, APV Housing, the Cycle Hub, UCR, Studenten voor Morgen and the International Green Office Movement.

Thanks to the financial support of a 50.000 euro budget, we are able to organise our activities. We invested in an electric trolley bike, which we use for many of our activities and events.

## 2. Marketing

The marketing department plays a vital role in promoting the Green Office and its mission. The marketing department creates content for the social media pages and the webpage. It also reaches out to our relevant parties, such as other Green Offices from the Netherlands and Belgium to establish collaborations. The Marketing Team forms the bridge of communication between the inside work and the world outside with a common aim: to make a positive change.

### 2.1 Creating content

The marketing teams is in charge of creating content for the HZ Green Office web page ([hzgreenoffice.nl](http://hzgreenoffice.nl)), the HZ Personality page on Learn and the social media platforms. The marketing department uses the free version of the online software Canva to create their promotional materials. The key to attract students to our events is to create interactive and explicit visual content which can be understood by scanning it quickly.

### 2.2 Target audience

Obviously, the Marketing team has defined the HZ students as their main target audience. Students from HZ, from every educational programme both Vlissingen and Middelburg, are attracted to the Green Office events and projects. All our activities are aimed to educate about sustainability, mostly experience-based (learning by doing). At the same time, enjoyment is important and allowing students to socialise. In addition to increase learning at HZ by working in multi-disciplinary teams, the green office also connects students with different cultural backgrounds. We also reach students from other institutions (like secondary schools, Scalda, UCR) and civilians interested in greening and improving their local neighbourhoods.

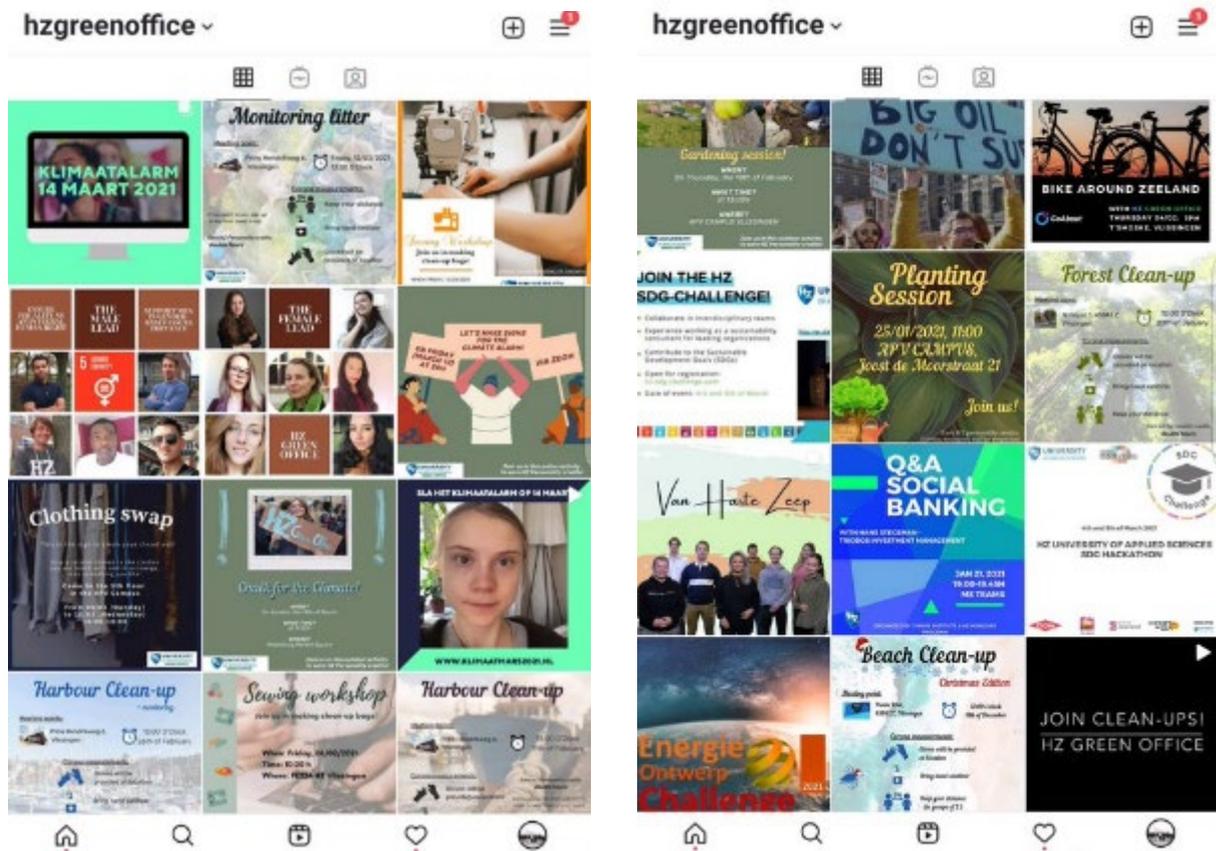
### 2.3 Webpage

The webpage was created through Projecten Portfolio. Its domain is [hzgreenoffice.nl](http://hzgreenoffice.nl). In the first quarter of 2021 we focused on improving our website, which is still a focus point. An introduction was created by the HZ Green Office Marketing team to welcome the reader. Then an overview of all projects is given through subpages. The subpage “Events” shows all activities and their corresponding date, time and description. Thanks to a close collaboration with Paul Vader from the HZ Centre of Expertise and Valorisation, more functionalities are introduced to the webpage.

### 2.4 Social media pages

[Facebook](#) and [Instagram](#) social media accounts are made, since the target is using mainly those two communication channels. The social media pages are monitored by Svetlana and Daniela. To keep the audience intrigued, the pages offer content on a nearly daily basis. The

events are promoted, and the team interacts with the public as much as possible. Students are free to comment or directly message their questions and the team will address that.



Pictures 1 & 2. The feed of posts on the HZ Green Office Instagram account

## 3. Activities

### 3.1 Clean-ups, combined with citizen science on marine litter

Clean-ups are arranged weekly, rotating between the locations of the Nollestrand, Nollebos and the Inner Harbour of Vlissingen. These clean-ups are in motion thanks to the collaboration with the Municipality of Vlissingen and "[Doe Mee, Verlos de Zee](#)".

Special events of this quarter included the National Clean-Up Day (20th of March) and the pilot of a new type of clean-up: a city clean-up in Middelburg (26th of March). The National Clean-Up Day was very structured, due to the strict monitoring method that had to be followed because the data would be used by external researchers, whereas the city clean-up was much more flexible as it gave students the opportunity to choose when to take part, where to go, and how long to collect litter.



*Picture 3. Litter at Nollestrand, before it was collected by the HZ Green Office members*

*Picture 4. HZ Green Office members, HZ students and staff picking up litter at Nollestrand, Vlissingen*



Together with Rijkswaterstaat, an integrated monitoring is carried out of the marine litter distribution on the coasts of the Eastern and Western Scheldt. In this way, we participate in scientific research and at the same time contribute to efforts to keep the local beaches clean.

Picture 5. Ms. Ingrid de Vries with her daughter Liselotje (center), Merel Martherus (lecturer HZ Verpleegkunde) with her son Eden and HZ Green Office students are staying behind for warm drink outside and a chat. The litter is thrown in the container (left), placed by the Municipality and “Doe Mee, Verlos de Zee”.



Picture 6. After a clean-up of the Nollebos, the members pose with bags full of collected litter



### 3.2 Gardening

Gardening takes place at our very own Student Garden located at the APV Campus de Ruijter ([Joost de Moorstraat 21, Vlissingen](#)). It offers a spacious social area with places to sit and a barbecue.

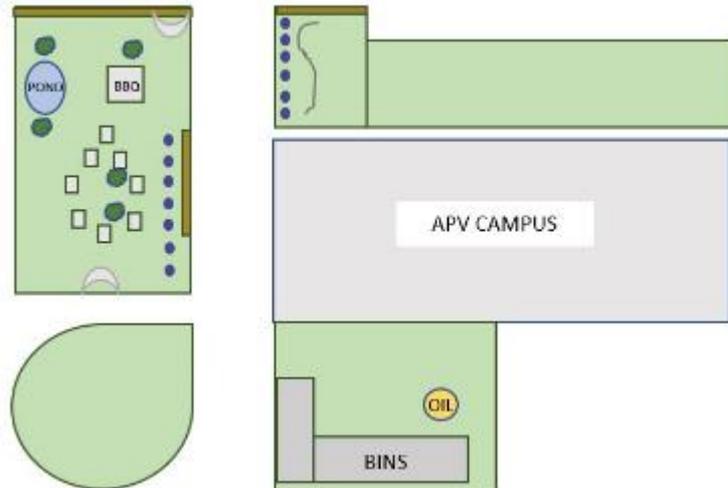
In the garden various fruit trees are growing (apples, pears, figs, quinces). Last autumn, Speelhof Hoogerzael donated many different kind of berries (blackberries, raspberries, Johannesbeere, strawberries, red berries, ...). Different herbs are planted, while colourful flowers that are native to the environment of Zeeland naturally attract wild bees. In quarter 2, a bee hotel for wild bees will be built to provide a home to these vital insects. In quarter 1 we also started with building a pond (wadi), bringing water and nutrients to the garden by collecting



Picture 7. Planting berries

rainwater from the rooftop. A natural live hedge, home to insects, birds, and hedgehogs, outlines the garden.

In the period from January to March, many activities have taken place in the garden. Paths have been created with wooden chips; fences with willow branches have been built to keep the berries from being trampled. And herbs have been planted to allow the students to upgrade their meals.



*Picture 8. A map of the garden*

Flyers have been created and distributed to prevent students from throwing their cigarette butts in the garden. This resulted in a decline of waste. Other flyers have been handed out to motivate the residents of the APV-campus to join the gardening sessions.



*Picture 9. HZ Green Office members making a small hill from stones, sand and clay for bees and other insects to be able to make holes in it for shelter at the Student garden.*

The concept of the rainwater collection system is to create a water retaining area, a pond, which is going to be fed by the rainwater coming from the roof of Campus de Ruyter. This project is connected to sustainability and circularity. The pond is an area that lures more species into the garden and therefore increases biodiversity and appeals to students living

nearby. Furthermore, the sewage system will be relieved because less rainwater will enter. Clean rainwater is treated together with polluted municipal wastewater, which means the sewage system and the wastewater treatment plant need extra capacity to accommodate precipitation. It is a waste of energy and resources, because rainwater is basically clean. The



*Picture 10. HZ Green Office members start digging the pond at the Student garden.*

effluent of a wastewater treatment plant is not always reused. Part of the soil that is going to be removed for the stream and the pond will be used to create a barrier or small dike to prevent the water from flooding the parking lot next to the garden in case of a long rainy period. The soil that remains will be used at other parts of the garden. The implementation phase of the rainwater collection system is from April 2021 onwards.

### **3.3 Waste Management**

Waste separation is highly promoted at HZ. We encourage our students and employees to follow the recycling procedures of Vlissingen and Middelburg. In addition to waste separation, the waste management team also creates awareness amongst HZ students and staff to reduce the amount of waste that is produced on the university premises.

From 2017, The HZ Green Office has begun implementing a waste separation management system at the APV campus in Vlissingen. The initiative is supported by the municipality of Vlissingen. The waste separation at the student campus helps the municipality to reach their objective to reduce the amount of waste produced from 400 to 100kg per person, as is demanded by European Legislation.

#### ***Waste Separation at HZ University of Applied Sciences in Vlissingen and Middelburg***

HZ Facility Management implemented additional waste separation at their premises. The HZ has now a four-way trash separation system: Plastic, Paper, Organic Waste, and General Waste. Plastic waste counts for more than half of the HZ student body and staff's waste. The HZ Green Office supports Facility Management in communicating and promoting the waste separation amongst our students and staff.

A recycling guide brochure has been created, and “How to recycle properly” flyers to promote student engagement at HZ.



### ***The four-way trash separation system***

The four-way trash separation system initiative is connected to SDG 11 since HZ aims to create a sustainable and resilient environment. Sustainable waste management systems help keep cities clean, and it creates a healthy environment for people to live in. The project leader of waste management at HZ, Abigail, has created informational posters for the four-way trash separation system. These posters are placed on all the bins on campus.



*Picture 15. Waste separation posters*

### ***Frying oil waste separation***

At the APV Campus the Green office has also taken the initiative to collect frying oil. It is important to note that the oil needs to be correctly sealed in containers before disposal. Recycling cooking oil helps in mitigating climate change. We can minimize our carbon footprint using cooking oil as a renewable energy source since it is used as an alternative fuel, such as biodiesel. Properly disposing cooking oil can mitigate ecological disasters such as the damaging of city sewage pipes which results in the seepage of dangerous bacteria like *E. coli* into water lines and soil. This pollutes groundwater and damages nearby crops, rivers, and wildlife.

### ***Pen Collection***

The Pen collective initiative focuses on the recycling of writing utensils. The initiative is a collaboration with the company Terracycle, a recycling company that has partnered with BIC to collect and recycle these utensils. This initiative is correlated to SDG 17 (Partnerships for the Goals) and SDG 15 (Life on Land) since it focuses on collaborating with different organizations to dispose of waste products properly. The pen collection boxes will be upgraded in quarter 2 and after which we will promote this more intensively to make it better known throughout HZ.

### 3.4. Bike-sharing project with GoAbout

HZ Green Office has been asked by HZ Management to support the bike sharing project GoAbout. GoAbout is an app for bike sharing that provides bikes for rent. This allows HZ students, especially international students that are here on a temporary basis, to cycle to university and between the towns.

HZ collaborates with the Cycle Hub in Middelburg. The impact that both organizations are making is motivating students to bike. In that way, the HZ community is involved in lowering its CO2 emissions.



*Picture 16. Omroep Zeeland gives exposure to the GoAbout project (picked up by the HZ Green Office). Source: omroepzeeland.nl*



*Picture 17. GoAbout bike ambassadors have a meeting at The Cycle Hub to further promote bike sharing*

For the first trimester, 8 new ambassadors joined the team and received subscriptions. By using the bikes, they are promoting the system for shared bikes and providing feedback for improving the platform and the conditions of the bike rental app. A promotional video was created, as well as social media posts to further increase awareness.

#### **Bike tour**

A Bike tour was organized at the beginning of the semester. The exact date was chosen due to the number of new students to whom GoAbout can be introduced, as well as to the lecture-free days at the end of the first semester. The route involved a 2-hour ride with regular stops. It was created by Svetlana, a Board member of the HZ Green Office, who is a 4<sup>th</sup> year student. She shared interesting facts and narratives on the area and made sure the group was well and stayed together. The feedback was very positive, as students greatly enjoyed exploring, learning and connecting to each other and to nature.



*Picture 18. HZ students on a bike tour (Vlissingen – Koudekerke – Middelburg)*

### 3.5. Clothing exchange

The main aim of the Clothes swap-up events is to prevent shopping from fast fashion chains, such as H&M, Zara, Primark, which are related to poor working conditions and forced labour. The HZ Green Office initiative invited students to bring clothes that they will not use anymore and exchange them for other clothing items of their choice available at the event.

The impact that we as an organization had was that we informed the student community about the fast fashion problem and encouraged them to exchange clothes. By organizing the Swap-up events, we provide an opportunity to the community to consider more sustainable choices regarding fashion.

One event was organized for the first trimester of the year. Most students brought clothes but did not get another one. After we have discussed the results of the event, we have decided to investigate why students prefer giving clothes, but not getting any in exchange.

### 3.6. Greening the HZ

The students from the minor “Becoming Fit for the Future (BFF) - Circular Economy” are greening the schoolyard and its surroundings and increasing their attractiveness and functionality within the principles of the circular economy. To realise this project a lot of hands-on work and effort is needed.

The first step taken was the removal of the ivy of the “green corridors”. This was done since there was a root-cloth underneath the ivy, which is not good for small animals and nutrients in the soil. The ivy is used as “mulch” to fertilize the trees and some has been replanted at the PSD Building. Afterwards, wood chips were placed in the corridor. The last step taken was the sawing of trees chunks, originating from trees next to the canal in Oost-Souburg) into benches and chairs. The result is a wonderful corridor which can be used as an outside teaching area, but also as a lunch/relaxing area for students.



*Picture 19. The green corridor at HZ Vlissingen, after the work done by the BFF students*

Another initiative organized is “Plan Boom”.

Five trees were planted at the main entrance of the building. In cooperation with Chemistry students, a fertilizer made of seaweed was created for the trees. In a couple of years, these trees will provide shade to students and employees when sitting outside. The event got support by various organizations, involvement of volunteers and received media coverage.

Another corridor, next to the parking lot, was tackled. In this corridor, there were 220 hortensias. This place was not suitable for the hortensias, as it was too hot and the soil was not good enough. These hortensias were given to the employees of the HZ for free. Next steps are to spade the ground, to add fertilizer and to place woodchips. In this way the soil will be nourished, and a food forest can be created afterwards. On the other side of the corridor, between the parking places, also hortensia's were taken out by employees by mistake, since that was not the original idea. Some bee-friendly plants were placed, but that area still needs to be further developed.

For the team it was important to make the corridors more attractive and functional, as it was seen as a "lost space" before. The first green corridor was successfully realized in a circular way!



*Picture 20. "Plan Boom" of the minor students involved planting trees at the entrance of HZ Vlissingen.*



*Picture 21. Placement of wood chips paths and benches, as well as removal of ivy have transformed the green corridor at HZ Vlissingen.*

### 3.7. Climate March

On the 14th of March 2021 at 14:00h, people took the streets to demand more climate action at the Middelburg Market Square. This action was carried out locally and was nationally supported by various organizations including FNV, Woonbond, Greenpeace, Oxfam, Milieudefensie, Fridays for Future and XR. A local coalition of organizations and citizens that support climate-just policy was also being set up in Middelburg. From the HZ Green Office, Svetlana was involved. She and the other relevant stakeholders have communicated via WhatsApp, met via Google Meet and have organized the [Climate March](#) both online and in Middelburg.



*Picture 22. HZ Green Office members and students from HZ and UCR create posters on climate change awareness for the Climate March over a MS Teams call.*

Social distancing was ensured through drawing circles on the ground with chalk. The circles were meant for everyone and allowed a distance of 1.5m between participants.



*Picture 23. The Climate March organizers (including the HZ Green Office) are drawing circles on the ground to ensure a 1.5-meter distance between participants*



Picture 24. HZ student, Giusy Caruso, holding a sign to promote action on climate change issues. Picture taken on the Climate March (PZC).



Picture 25. The Climate March on the 15th of March at Middelburg Dam Square



Picture 26. Different key players supporting the Climate March initiative.

### 3.8. The Green Office Movement

The HZ Green Office has subscribed to the [Green Office Movement](#), a platform that connects all Green Offices. It offers knowledge and expertise sharing through posts and articles. Moreover, events on relevant topics are being organized. Svetlana, Yana and Jan from the HZ Green Office are actively involved.

### 3.9. Sewing workshop

A sewing workshop was organized in order to sew bags for collecting litter during clean-ups. Old tents, collected from local people from the area of Walcheren, were upcycled into clean-up bags. The tent material is resistant and durable, which creates the perfect bags. A local lady from Middelburg has volunteered giving the workshop at HZ Vlissingen to a limited amount of students, according to the corona regulations. A sewing machine was needed for this HZ Green Office initiative and it was purchased second-hand from locals.



*Picture 27 & 28. Left: Abigail, a participant in the Sewing workshop, is turning the old tent into a new clean-up bag. Right: HZ Green Office members Eva and Simona work on creating a clean-up bag.*

### 3.10. Overview of activities

Date	Activity	Description of the activity
30.03.2021	<a href="#">Minor Circular Economy</a>	The Circular Economy (minor team) is focused on greening the schoolyard and its surroundings. Their activities will be carried out, as follows: <ul style="list-style-type: none"> <li>• Tuesday 30 March: removing ivy in one of the green corridors. Time 10:00 to 16:00.</li> <li>• Wednesday 31 March: placing wood snippers in one of the green corridors. Time 10:00 to 16:00.</li> <li>• Thursday 1 April: placing wood snippers in one of the green corridors. Time 10:00 to 16:00.</li> </ul>
26.03.2021	<a href="#">Middelburg Clean-up</a>	The meeting point was at room GW 102 in HZ Middelburg. The cleanup was held from 10:00 to 17:00h. Students could stop by within this time frame and select the time that is most convenient for them. They could pick up the materials at room GW 102 and then went anywhere in Middelburg to clean up.
26.03.2021	<a href="#">Gardening Session</a>	The HZ Green Office had another gardening session at the Student Garden at 09:00h in front of the APV in Vlissingen (Joost de Moorstraat 21). We focused on the cleaning and maintenance of the garden. We also spread wooden chips along the planned path and other specific areas.
20.03.2021	<a href="#">Beach Cleanup</a>	During the National Cleanup Day, the Green Office organizes a beach cleanup held on the 20/03/2021 from 10:30 to 12:00h. This event is a corona-proof activity. The meeting point was at Panta Rhei, 4384 LT, Vlissingen. This activity is linked to HZ personality credits.
15.03.2021	<a href="#">Gardening Session</a>	The HZ Green Office organized a gardening session at the APV in Vlissingen at 10:00h-12:00h. The focus was on the maintenance of the garden, writing cards to place under the door of students to raise awareness to not litter in the garden, and keeping the berries upright. This activity is linked to HZ personality credits.
14.03.2021	<a href="#">Climate March 2021</a>	Before the Climate Alarm started, at 11h., we drew circles with chalk on the ground of the Market Square in Middelburg to mark where each person has to stand (to make it Corona-proof!). On 14/03/2021 at 14:00h, people went out to demand more climate action at the Middelburg Market Square. This action is carried out locally and is nationally supported by various organizations including FNV, Woonbond, Greenpeace, Oxfam, Milieudefensie, Fridays for Future and XR. A local coalition of organizations and citizens that support climate-just policy is also being set up in Middelburg.
13.03.2021	<a href="#">Survey - make HZ greener!</a>	Survey, made by the minor "Circular Economy" students on how to make the HZ greener. Link to the survey: <a href="https://www.surveio.com/survey/d/V1A0H4L2B5E2L4H9B">https://www.surveio.com/survey/d/V1A0H4L2B5E2L4H9B</a>
12.03.2021	<a href="#">Sewing Workshop</a>	A sewing workshop on 12/03/2021 at 10:30-12:00h at the PE.207 in HZ in Vlissingen. Coby Roorda is the organizer for the sewing workshop event. She will be giving a workshop relating to how

		students can make clean-up bags from tents. All materials for this event are provided by the HZ Green Office.
<b>12.03.2021</b>	<a href="#">Make signs for the Climate Alarm!</a>	All over the Netherlands people will take to the streets to protest for more climate action. To get everyone prepared and in the mood we are organising an online sign making night. Join us for inspiration, information and a little bit of competitiveness. The best sign gets a prize!
<b>08.03.2021</b>	<a href="#">Clothing Swap</a>	The HZ Green Office invites people to a clothing swap series event located in the APV in Vlissingen. The event takes place from 08/03/2021 to 10/03/2021 at 16:00-18:00h. The goal is exchanging clothes. The event is corona-safe. The number of people that enter the room is monitored.
<b>26.02.2021</b>	<a href="#">Sewing workshop</a>	Sewing workshop: making together clean-up bags! The event was held on Friday, 26/02/2021, 10:30h in the PE206 in HZ Vlissingen.
<b>19.02.2021</b>	Harbour Clean-up	Harbour Clean-up and monitoring was held at 13h.
<b>18.02.2021</b>	Gardening Session	A Planting Session at the Student Garden was held at 13h.
<b>04.02.2021</b>	Bike Tour	The bike tour started at 13h and finished at 16h. The start point was HZ Vlissingen and this is where the tour ended.
<b>25.01.2021</b>	Planting Session	A Planting Session at the Student Garden was held at 11h.
<b>22.01.2021</b>	Forest Clean-up	The HZ Green Office organized a cleanup in the forest Nollebos starting from 12h.
<b>19.01.2021</b>	Q&A Social Banking	A Q&A online session on “What role do banks play in fighting climate change and social injustice? Why does it matter where I keep my money? What makes a bank sustainable and how does it differ from conventional banks?” These and many more questions are discussed with our special guest Hans Stegeman, Chief Investment Strategist, from the Triodos Investment Management on the Purpose Avondcollege organized by the Thrive Institute & the HZ Honours Programme.

## 4. Procedures

### 4.1 Procedures

Meetings for all the HZ Green Office Board members are being held via MS Teams every Wednesday from 12 to 13h. Additional meetings across the various project teams have also been taking place. The structure of each gathering is ensured by a Chairperson and a Minutes taker. Moreover, the agenda is shared beforehand with everybody invited to the meeting. The agenda provides the main points for the meeting, which are discussed and everyone is free to make a statement in a polite and non-intrusive way. Decisions are made after a consensus and action items are being allocated to each corresponding member. This allows making a plan each week, executing and then evaluating it.

### 4.2 Communication

Communication takes place in several ways. One of them are the official regular meetings of the Board, where ideas on activities and projects are discussed, as the progress of current ones is evaluated.

Moreover, there is a shared folder on One Drive containing relevant subfolders with project information. Such information includes ideas, implementation status, team members, project leader and important notes.

Additionally, communication takes place on WhatsApp through a group chat with all Board members and group chats per project (e.g. one for Clean-ups, one for Gardening, one for Marketing & Communications).

### 4.3 Decision-making

When a crucial decision has to be made, the team first listens to all the suggestions. Then it evaluates them, asks for feedback from every member, and narrows it down to the final decision.

### 4.4 Reaching Targets

Through collaboration and constructive feedback, our Green office is reaching its targets effectively!

## 5. Financial Statement

Because the Green Office is still a small organisation the only financial statement for now is the operating statement, which is as follows:

Projecten						
Start periode: 1 Eind periode: 3						
2596 - 071 Green Office						
Rubriek	Subrubriek	Kostensoort		Werkelijk	Begroot	Verschil
<b>Opbrengsten</b>						
▢ Baten	▢ 851 Projectsubsidies en -baten	▢ 5300 - Normatieve Rijksbijdrage (HBO)	Subtotaal	€13.870,74	€13.870,74	€0,00
		Subtotaal		€13.870,74	€13.870,74	€0,00
	Subtotaal			€13.870,74	€13.870,74	€0,00
Totaal				€13.870,74	€13.870,74	€0,00
<b>Kosten</b>						
▢ Beheerslasten	▢ 411 Leermiddelen	▢ 4622 - Materialen (Verbruiksgoederen)	Subtotaal	€363,00	€173,49	€189,51
		▢ 4626 - Overige Kosten Leermiddelen	Subtotaal	€525,44	€32,76	€492,68
		Subtotaal		€888,44	€206,25	€682,19
	▢ 420 Inventariskosten	▢ 4280 - Klein Inventaris (<€1000)	Subtotaal	€0,00	€1.365,99	-€1.365,99
		Subtotaal		€0,00	€1.365,99	-€1.365,99
	▢ 422 Contributies, abonnementen	▢ 4313 - Overige Contributies	Subtotaal	€435,60	€192,24	€243,36
		Subtotaal		€435,60	€192,24	€243,36
	▢ 430 Reis- en verblijfskosten	▢ 3151 - Externe representatie - geen loon	Subtotaal	€0,00	€49,50	-€49,50
		▢ 3153 - Interne representatie - b/vr	Subtotaal	€0,00	€9,51	-€9,51
		▢ 4401 - Restaurantkosten / Overig Verkeer	Subtotaal	€0,00	€45,00	-€45,00
		▢ 4403 - Geschenken	Subtotaal	€0,00	€40,50	-€40,50
		▢ 4410 - Reis- en verblijfskosten derden	Subtotaal	€455,26	€488,01	-€32,75
		▢ 4411 - Kilometervergoeding Onbelast	Subtotaal	€0,00	€54,99	-€54,99
		▢ 4415 - Interne Doorberekeningen Auto's	Subtotaal	€5,51	€0,00	€5,51
		Subtotaal		€460,77	€687,51	-€226,74
	▢ 450 Inhuur diensten	▢ 4331 - Inhuur Diensten	Subtotaal	€0,00	€453,75	-€453,75
		Subtotaal		€0,00	€453,75	-€453,75
	Subtotaal			€1.784,81	€2.905,74	-€1.120,93
▢ Personele lasten	▢ 201 Loonkosten (inzetmodule)	▢ 4000 - Loonkosten Inzetmodule	Subtotaal	€10.964,57	€10.965,00	-€0,43
		Subtotaal		€10.964,57	€10.965,00	-€0,43
	▢ 202 Ingehuurd personeel inzetmodule	▢ 4102 - Loonkosten stagiaires	Subtotaal	€1.391,00	€0,00	€1.391,00
		Subtotaal		€1.391,00	€0,00	€1.391,00
	Subtotaal			€12.355,57	€10.965,00	€1.390,57
Totaal				€14.140,38	€13.870,74	€269,64
Resultaat				-€269,64	€0,00	-€269,64
Totaal resultaat projecten				-€269,64	€0,00	-€269,64

- The sum of funding results in €13.870,74. This amount is reached by dividing €50.000/4 plus what was left over from last year's budget.
- Funding (Baten) exclude subsidies/ project funding, such as the one we received from the municipality of Vlissingen for monitoring waste in the Binnenhaven. Project funding is booked on separate project numbers.
- The voluntary allowances (part of Personele lasten) consist of €165\*4 + €180\*3 and resulted in €1.200,-.
- Comparing the total income with the total expenses gives a loss of €269,64.