

Version 1 updated February 2024

Aims of the Policy

At LLLP we commit to:

1. Continually improve our sustainability performance, going beyond compliance with all relevant regulatory requirements for associations set up under Belgian law.
2. Continually improve and reduce environmental impacts.
3. Incorporate environmental and social responsibility factors into all our decisions.
4. Increase employee awareness.

Transportation and travel

At LLLP we recognise that travels and the chosen means of transportation greatly impact the overall environmental footprint of the organisation. Because of this, we urge all Steering Committee members, staff and members to:

Decide whether a face-to-face meeting/participation is really necessary or whether an online meeting/participation would also be possible:

- a. Not all events and meetings require face-to-face attendance, especially if, for example, there is only a need for brief input at an event that is not otherwise a key priority for the organisation, and if digital participation is possible. This needs to be decided on a case-by-case basis, e.g. when conversations and networking with people present might be important for the development of the organisation and its objectives.

Choose, if possible and reasonable, the most sustainable means of transport:

- b. For distances of less than 1000 kilometres and/or a total travel time of less than 8 hours (door-to-door), rail travel should be preferred to air travel. These values are recommendations and indicative and may vary from case to case, for example, if a longer absence is not possible for family or other reasons and, therefore, the fastest means of transport must be chosen.

- c. Prices for green transport must remain within reasonable limits, i.e. for train travel, prices should be no more than 200% of an air journey in the same comfort class (i.e. Economy Classic/Plus).
- d. If using air travel is the only option for transport, budget airlines should be avoided.
- e. If a car is used (especially for shorter distances), carpooling or car sharing should be used wherever possible.

Select, if possible, eco-friendly accommodation:

- f. Staying in eco-certified or sustainable accommodations means encouraging energy-efficient practices and putting waste reduction measures in place.

Encourage the use of public transportation, cycling, or walking for local transportation at the destination.

- g. Avoid taxi services for local transport between 7 am and 10 pm, and favour established taxi services to Uber and other private car transport services.

Events etiquette

Promote sustainable events and meetings:

- h. Choose, wherever possible, meeting and event venues that have green certifications or have implemented sustainable practices. Seek to collaborate with local learning communities and education stakeholders at meeting and event destinations. Community learning centres, public libraries etc. should be given preference to hotel meeting rooms for a better social sustainability.

Digital footprint and energy consumption

LLLP recognises the importance of reducing our digital footprint and, as a consequence, our energy consumption.

Reduce digital footprint

- i. Share meeting agendas, documents, and presentations digitally to reduce paper usage.
- j. Privilege digital publication whenever possible and appropriate
- k. Avoid sending unnecessary emails in order to reduce digital waste

Food and catering services

Reduce the environmental impact of food consumed at LLLP's events and ultimately embed sustainable practices in the organisation.

- l. Choose only plant-based or, at worst, vegetarian options.
- m. Ensure zero food waste by carefully planning the participants' needs (too little food is better than too much food), bring home excess food or donate to people in need what is left.
- n. Encourage participants to minimise waste by bringing reusable water bottles, coffee cups, and using digital materials instead of printouts.
- o. Opt for local, organic, and sustainably-sourced food and beverages for meetings and events. Minimise single-use plastics and disposables and favour catering services that provide reusable tableware and cutlery. Investigate possibilities to donate food left-overs.

Track and report progress on the LLLP's sustainability

- p. Report progress towards sustainability goals to members, for instance through a section in the annual activity report.

Annex 1 - revised reimbursement form rules

- I. **Documentation:** the report form should be sent with all original travel documents by post or electronically (boarding passes, hotel bills, etc.) in order to be accepted. You can also send a certified copy.

- II. **Means of transportation:**
 - Participants are always required to use the cheapest means of transport. Train tickets can only be reimbursed on the basis of 2nd class rates;
 - We can cover up to 350 EUR / tickets (for more expensive rates please ask the Secretariat) and subsistence costs (accommodation + meals) up to 150 EUR / day for full members and up to 250 EUR / tickets (for more expensive rates please ask the Secretariat) and subsistence costs (accommodation + meals) up to 120 EUR / day for associate members.
 - Expenses for private car travel can be counted at the EU rate of €0.22/km (send a justification of km i.e. with map itinerary);
 - You can only rent cars when the actual cost is not excessive compared with other means of transport or justify the circumstances (i.e. time, disability, excessive luggage)

- Taxi use follows the same rule and is otherwise limited to night travels (from 10pm to 7am).

Annex 2 - eco-friendly accommodation in Brussels

- [Hotel Agora](#)

Annex 3 - vegan and vegetarian restaurants in Brussels

- [Le Botaniste](#)