

## Our guiding principles for sustainable management and climate action

As the BGZ Berliner Gesellschaft für internationale Zusammenarbeit mbH, we connect Berlin with Europe and the world. The reciprocal exchange of ideas, visits to and from our partners, and the development of innovative strategies and solutions in joint projects are core elements of our mission.

In line with the Agenda 2030 of the United Nations, sustainability and climate action should be fundamental to everything we do. Consequently, we have devised guidelines for sustainable travel, sustainable events, and energy efficiency, thereby defining standards for our own actions that exceed what is legally required.



At the BGZ, we put our commitment to sustainable management into practice in our everyday activities, and we disseminate these guidelines as recommendations to our partners. We constantly evaluate our actions to determine whether they correspond to the values embodied in our guiding principles, and we report on the results of these evaluations to our partners and sponsors. Our goal is constant improvement in this regard.

### Sustainable mobility

We are committed to the goals of sustainability and climate action also when traveling. We act on this commitment within the BGZ team and with project partners, participants, and donors on the basis of the following principles:

**Staff travel:** We scrutinize every potential business trip to determine whether it is absolutely necessary or whether it could be adequately replaced by an online meeting. Whenever possible, we substitute transportation that is environmentally friendly for airplane travel. We test and evaluate new methods of online cooperation and are constantly expanding our digital toolbox.

**Choice of project partners:** We give preference to partners who are also committed to the values embodied in our guiding principles, and we share our expertise on sustainable mobility with them. Along with the content of a potential project, the partner's

accessibility by means of environmentally friendly transportation is one of the criteria we use to choose our partners.

**Carrying out our projects:** With our partners, we advocate for sustainable project implementation by, for instance, using environmentally friendly transportation and digital tools for our cooperation. For our mobility projects, we choose environmentally friendly transportation whenever possible when organizing travel for our participants.

**Dialogue with our donors:** The BGZ has no direct influence on the conditions for financial support. We use reports, events, and conversations to make our donors aware of the hurdles that make sustainable travel more difficult, and we make suggestions on how funding programs and their guidelines could boost their climate-friendliness by being mindful of environmental issues when carrying out a particular project.

## Sustainable event organization

We are committed to the principles of resource efficiency, sustainability, and climate action in organizing and holding events. We put this commitment into practice with the following guidelines:

**Preparation and general framework:** Invitations to the events we organize are sent by email; registration also takes place online. In the invitation, we point out that the event is being planned with an eye to sustainability. We recommend that participants use public transportation to get to the event, and we choose hotels that can be easily reached by public transportation.

**Conference materials and documentation:** We send the invitation and all of the conference materials exclusively in digital form. Name tag holders are reused, and we do not distribute conference folders or writing materials.

**Catering:** Whenever possible, we choose regional catering companies that use organic, seasonal, fair-trade products. We also try to avoid disposable plates and cutlery, as well as packaging waste. We calculate and order the amount of food needed in such a way that as little as possible is left over.

## Energy and resource efficiency



In order to keep our office work as energy and resource efficient as possible, we use the following guidelines:

**Purchasing and waste disposal:** The BGZ is committed to resource-efficient purchasing, use, and recycling of office materials and equipment. We consult energy-efficiency ratings for the equipment in question, we avoid disposable products, and we try to use digital documents whenever possible, rather than printing them out.

**Energy consumption:** We are committed to energy efficiency in our work and to reducing our institution's carbon footprint to the greatest extent possible. That includes keeping a close eye on our consumption of electricity and water and choosing to use renewable energy. Our electricity is obtained exclusively from environmentally friendly energy sources.