**Sustainability Plan for Summer & Special Academic Programs and the International Studies Office**

2/21/20

The following are recommendations were approved by Dudley Doane, Director of International, Summer and Special Academic Programs, following a one-month process of research and benchmarking, discussion and synthesis of ideas.

By March 31, 2020

Summer & Special Academic Programs and the International Studies Office will:

* Join the University’s Green Workplace program with the intention of gaining certification within 3 months.
  + Choose 20 actions from a list of 30 options to enact. Likely to include things like audit resource use, decrease paper use, etc.
* Commit to 100% zero-waste and carbon-neutral events going forward
  + Including International Student Orientation, the Education Abroad Fairs, etc.
  + Events that serve food should use either reusable dishes and utensils or use compostables
  + Purchase carbon offsets for program providers that travel to grounds
    - This may require increasing cost to providers to register
  + No plastic water bottles
  + Promote events as 100% zero-waste and carbon-neutral
    - Get students to think about the environmental impact of study abroad early on, lead by example and establish new best practices
* Offset all carbon emissions for staff travel
  + Concur already lists emissions on each flight
  + Seek guidance from the Sustainability Office on what offsets to purchase
* Publicize our sustainability plan
  + Work with Erica Goldfarb, promotional Coordinator, and Mandira Banerjee, Global Communications Officer
  + Share the plan with the Sustainability Committee and Office for Sustainability
    - May be able to include in the new University Sustainability Plan
* Create a simple Sustainability and Education Abroad page on our websites
  + Include preliminary links and resources, including estimating carbon footprint of study abroad programs

Education Abroad Programs will:

* Ask/encourage faculty to include something about sustainability in the content of their course (i.e. public transportation, sustainable eating, impact of student presence on location)
  + Consider requiring this of all programs, or at least for any new programs
* Will prioritize sustainability in accommodation options where possible and cost-effective when making lodging arrangements for education abroad programs

By May 31, 2020 (3 months)

Summer & Special Academic Programs and the International Studies Office will:

* Complete the Green Workplace Certification
* Expand the simple Sustainability in Education Abroad webpage created in March into a full best-in-class website
  + Work with Mandira and UVA Sustainability to co-brand and add content
  + Should be a resource for our students, but also a resource and example for peer institutions
  + Highlight UVA education abroad programs with sustainability-related content

Education Abroad Programs will:

* Offset 100% of education abroad program air travel for programs administered through International, Summer & Special Academic Programs, including exchanges, beginning with Summer 2020
  + The Working Group analyzed all 2019 programs and calculated the cost to offset those programs would be about $27,000
  + Will build the cost of offsets into the program fees beginning with J-term 2021
  + Will draw on existing resources to cover Summer and Fall 2020
  + Seek guidance from the Sustainability Office on what offsets to purchase
* Promote that we offset 100% of the emissions of all our Education Abroad programs
* Include flight emissions information on all program budget sheets for student education purposes – beginning with J-term 2021
* Include sustainability in:
  + The Education Abroad Workshop
  + Post-Decision Requirements
  + Program Manuals
  + Student and faculty pre-departure trainings and materials
  + Post-program surveys (assessments?)
  + New program development materials for faculty
    - Ex: Create a Green Manual for faculty and staff developing programs; a list of questions to consider when developing a program
  + Seek other opportunities to develop sustainability content or to infuse sustainability in existing content
  + Examples:
    - Provide a list of reusable materials for travel (reusable bags, etc.)
    - Impact of student presence on destination, especially where infrastructure to sort, manage and dispose of trash may be lacking
* Encourage faculty to:
  + Develop education abroad programs in locations that are nearby, as the travel has a lower carbon footprint
  + Consider the distance to the country relative to the proposed duration of stay, i.e., for shorter duration programs consider closer destinations
* Work with William & Mary to share ideas, resources and actions
* Partner with the Office for Sustainability to host annual sustainability in education abroad events during Earth Week in the spring and Global Week in the fall
* Encourage Office staff to deliver presentations about our goals and efforts at conferences
  + Potentially partner with W&M on presentations

Feb 28, 2021 (1 year)

Education Abroad Programs will:

* Develop a relationship with local forestry/sustainability project to plant trees respective to number of programs/students abroad
  + Perhaps an opportunity to work with [Morven](https://www.uvafoundation.com/morven)
  + Look for opportunities to partner with community organizations, etc.
* Encourage and potentially require faculty to include sustainability as a content point in all UVA faculty-led education abroad programs