

rootAbility

UniSAF-NL

Version
Beta 1.0

UNIVERSITY SUSTAINABILITY ASSESSMENT FRAMEWORK FOR
THE NETHERLANDS

AN INITIATIVE OF

Maastricht University
Green Office

SUPPORTED BY



rootAbility

Initiation, coordination and first draft

Anselm T. Grahl, Green Office Maastricht University (UM)

First round of editing

Alex Baker-Shelley, International Centre for Integrated Assessment and Sustainable Development (ICIS)

Second round of editing

Melissa Sánchez Alvarez, Environmental Lawyer

Peter Dormans, Occupational Health and Safety Executive - Human Resources Management UM

Marc Fischer, Environmental Advisor - Facility Services UM

Lola Nacke, Research Coordinator - Green Office UM

Ulrich Scharf, Co-founder rootAbility and team member GRESB

Hanneke Ramakers, Controller - Finance UM

Annemarie van Zeijl-Rozema, Researcher - ICIS

Workshop at the Second European Green Office Summit in Rotterdam, 16th of October 2015

For questions or feedback please contact:

reporting@greenofficemovement.org

Contents

- Introduction..... 4
 - Purpose..... 4
 - Scope 4
 - Mission 5
- General principles..... 6
 - Indicators..... 6
 - Further measures and initiatives..... 6
 - Division of sections..... 7
- The Framework 8
- Annex I – Referenced Legislation 42

Introduction

Purpose

The purpose of this framework is to provide guidance, enable comparison, normalisation and aid consistency in sustainability reporting of Higher Education institutions in the Netherlands. With such a framework, a gap is closed as there currently is no coherent framework to fulfil this purpose. There is a lack of normalisation, guidance and comparability for sustainability related issues at universities in the Netherlands. Larger sustainability reporting frameworks, such as the Global Reporting Initiative have mostly ignored the Higher Education sector. UniSAF-NL aims to be exhaustive. The framework is open source in order to aid its application to different institutional contexts and to ensure its elements can be utilized by institutions outside of the Netherlands and institutions not providing higher education services.

Scope

This framework is aimed at covering environmental, economic and social sustainability related reporting at higher education institutions in the Netherlands. In terms of common sustainability reporting terminology as seen in the GRI, UNGC, <IR>, and Sustainability Accounting Standards Board (SASB), this is equivalent to a specific focus on the Environmental Social Governance (ESG) or non-financial performance of HEI's.

While this framework does not extent do core financial data, integrated thinking and reporting as seen in the International Integrated Reporting Council's (IIRC) work, is by no means discouraged here. On the contrary, this framework builds on existing advice for HEI's to apply the integrated reporting principles as well as to use frameworks developed specifically for Higher Education, such as the United Nations Global Compact's practical guide for HEI's.

IIRC Guiding Principles are considered highly relevant for HEI's; they aim to support the full reporting process that embodies integrated thinking in organisations:

- A Strategic focus and future orientation
- Connectivity of information
- Stakeholder relationships
- Materiality
- Conciseness
- Reliability and completeness
- Consistency and comparability

Also in integrated reporting, indicators are utilized. They may relate to only a few or to more types of capital defined in the integrated reporting principles.¹ This framework aims at providing the key performance indicators relating to social and environmental sustainability, whether they have implications for the economic performance and sustainability or not. The framework may thus be used to draft a sustainability report focusing environmental and social sustainability, but may be equally useful to provide some of the indicators for an integrated report and inform the process of “breaking down internal silos and reducing duplication”: common problems in universities.

¹ Financial capital, manufactured capital, intellectual capital, human capital, social capital, natural capital.

The framework is drafted to be used by HEI's in the Netherlands. The document is open source. Partial usages by other institutions may be valuable.

Concerning quality assurance in sustainability reporting, we focus on incentivisation: by having a common framework of definitions and indicators to report on, it makes it more difficult for a university to justify deviations that may be politically motivated or are resulting from a lack of effort or knowledge. In becoming a well-established framework, coverage of indicators for example would furthermore put additional pressure on institutions to check their reporting against the framework and improve on it, therefore taking responsibility as moral agents in wider society with respect to their social contract, ecological footprint and economic throughput.

Mission

Why should universities want to report and therefore communicate clearly and transparently their sustainability performance?

UniSAF-NL is geared to meet the need of driving transformations towards sustainability of universities. Sustainability assessment and reporting requires an intense, dynamic and integrated process of internal organisational learning, where all relevant faculties, facilities, and service centres have to work together to gear up the university's performance by sharing data, knowledge and coordinating this with the framework.

Society now explicitly calls into question the role of the university in the 21st century towards educating its graduates to better deal with complex future challenges such as climate change, ecological degradation, social inequality, resource scarcity migration, and the like.

Often, a pressing and controversial societal issue raises its head and the university has to react to this external stimulus. To prevent unpredictable and often time-consuming reactionary PR leading to the installation of many new committees, the more pragmatic university manager/admin might want to pre-empt this and save time and resources. Sustainability reporting is a systematised manner of doing this; explaining how the organisation has been and will handle an environmental, social, governance and/or economic/financial issue that has or might have a high status on the societal agenda. So there is 'intrinsic' value in the sense of raising broader more holistic awareness of what goes on in the halls of the institution, but also aligning this extrinsically with the wider 'task-environment' the university faces, then how important each of these issues are to the organisation's widening circle of stakeholders. This is not too dissimilar from stakeholder and materiality analysis from the management gurus.

Currently, it is arguable HEI's face stronger calls and challenges to expand their boundaries of responsibility and welcome co-creation measures with communities, youth groups, internal change-makers, and NGO's. The process of sustainability assessment and reporting is therefore an essential tool in the organisational toolbox for remaining on the fore-front of 21st century innovation in HE and the public sector. UniSAF-NL aims to meet this wider societal call by providing the tools necessary for measuring transformational change.

General principles

Indicators

This framework consists of 92 indicators. To ensure conciseness of the report, the following should be considered:

Core and optional indicators

Of the 92 indicators of the framework, 53 are core indicators while the other 39 are optional indicators. An institution is strongly advised to report on core indicators. Optional indicators may be utilized if the reporter deems this useful and appropriate in the institutional context.

Core indicators are those that are fundamental to the sustainability transition of the institution and can be reported by the institution without requiring significant research. Optional indicators are those that do not meet one of the above stated requirements, but nevertheless provide important insight into the sustainability transition.

The number of reports

Institutions are advised to report on sustainability by means of an integrated report. In that case all indicators will be utilized in one report.

The indicators may also be used within different reports. For example, indicators relating to the staff and student population and democratic governance could be found in an annual report of the institution, while environmental and indicators relating to education and research may be found in a sustainability report published by the sustainability department of the university.

Reporting on indicators

To report on an indicator, a detailed analysis is rarely necessary. In many cases a single number, table or sentence will be sufficient. The reporter should reasonably judge how much detail is necessary to fulfil the definition given keeping in mind the aim to keep the report concise. The reporter should, however, provide an analysis on the basis of these indicators and provide the necessary context where appropriate.

Open source and exhaustive nature

The framework aims at being exhaustive in nature. It thus provides the reporter with several appropriate options of how to report on a given issue. The framework is an open-source document. A reporter may thus choose to deviate from the framework, leave out elements of the framework or create their own adjusted version.

Further measures and initiatives

Any measures taken or initiatives towards future measures which do not fall under one of the indicators in this framework, but are significant to the sustainability transition of the institution shall nevertheless be stated and evaluated.

Division of sections

This framework deals with the core dimensions of sustainability in higher education, governance, education, research, community and operations. Education and research relate purely to the content of the education and research respectively and to how this content is determined. Community relates to the communication of sustainability as well as the engagement of the university and local community for sustainability and the institution's engagement with these actors. Operations is concerned with the sustainability aspects of the operational activities of the university, including its treatment of academic staff and the university community as a whole, such as democratic governance in general. Governance is concerned with the governance mechanisms for sustainability including their ambition and effectiveness. The distinction between aspects of democratic governance in operations and the governance section is that operations relates to substantive sustainability aspects, thus what should be the case for an institution to be sustainable. The governance section deals with the procedural aspects of how greater sustainability can be achieved.

The Framework

Page	Section	Subsection	Core	Optional
9	Definitions			
12	Indicators			
12	G Governance	G1 Sustainability Structures	5	2
14		G2 Staff Members	6	4
17		G3 Students	5	3
19		G4 Democratic Governance	3	-
20		G5 Financial Governance	-	2
21	E Education		4	7
25	R Research		6	3
28	C Community		4	2
30	O Operations	O1 Energy	11	4
33		O2 Waste	6	1
35		O3 Procurement	1	3
37		O4 Transportation	-	4
38		O5 The Eco-System	-	2
39		O6 Climate Footprint	2	1
41		O7 Local Community	-	1

Definitions

(Net) Change

The “net change” or “change” is for the purposes of this framework defined as the subtraction of the number in the current interval from the number in the previous interval. The intervals are identical to the scope of the number concerned (e.g. the number of courses in an academic year, the interval is one academic year). Where corrections have been made, these must be made for all intervals and these must not impact the net change. Where courses, professorships, research facilities, student groups or other items reported on are no longer included or newly included in the inventory without substantial changes to their nature, these changes are not considered in calculating the net change.

CO₂ equivalents

CO₂ equivalents are defined to be greenhouse gas emissions measured in terms of climate impact. The value is that of the quantity of pure CO₂ emissions which would have the same climate impact as the mixture of different greenhouse gasses actually emitted.

(To) evaluate

The term “to evaluate” is, for the purposes of this framework, defined as the independent and critical subjective judgement of a policy document, strategy, decision, general behaviour or individual act of the institution reported on.

Professorship

For the purpose of this framework, a “professorship” is defined as the post of the hoogleraar. Indicators concerning professorships are thus not applicable for universities of applied sciences.

Number of staff members

The number of staff members is calculated based on full-time positions of anyone in an employer-employee relationship with the institution. Half-time positions are weighed according to the number of hours for which the employee works. The number of staff members is considered at the end of the calendar year.

Number of students

The number of students includes all students enrolled at the institution in the academic year, whether these are full-time or part time students. The number of students enrolled in an academic year is counted on a consistent date between November and April.

Report

The “report” for the purposes of this framework refers to the report in which these indicators are used. No issues arise with reports only utilizing this framework partially or with the indicators being reported on in different reports.

Reporter

The “reporter” for the purposes of this framework is defined as the person or persons in charge of drafting the report.

Research facility

A “research facility” is for the purposes of this framework defined as a department or facility, that is considered a component of the institutions, which conducts research beyond student research within courses or for bachelor, masters or similar theses. Such research includes, but is not limited to research conducted by PhD candidates and research serving a direct practical purpose or having the purpose of being published where such is not part of coursework or constitutes a regular bachelor, master or equivalent thesis.

Student group

A “student group” is for the purposes of this framework defined as an organization run by students who by their own definition are an organization within the community of the institution or whose activities are inseparably aimed at the institution’s community. This may include organizations active in more than one higher education institution. It does not include organizations generally active in the community of the local area or departments of the institution. Such organizations include, but are not limited to, sub-organizations of international or national organizations, student representation parties and study organizations for specific study tracks, faculties or the institution as a whole.

(To) state

The term “to state” for the purposes of this framework refers to any form of representation of the information that is reasonable for the specific circumstances. This may include, but is not limited to a literal statement, a visual representation through a graph or an infographic. The information must be easily understandable and trends must clearly be visible where applicable. The choice of representation shall never be influenced by considerations of whether the information sheds a positive or negative image on the institution. The same criteria apply to other wordings implying that information is stated, such as “giving an overview”, “providing an explanation”, etc.

Sustainability (focused on)

A course or professorship is considered to be focused on sustainability where the core objective of its activities is to educate and/or research the sustainability aspects of its respective subject matter.

Sustainability (related to)

A course or professorship is considered to be related to sustainability where one of the core objectives of its activities is to educate and/or research the sustainability aspects of its respective subject matter. Courses or professorships considered to be focused on sustainability are excluded when this definition is applied.

Year (academic)

The “academic year” is defined as it is defined by the institution. Where the report covers a calendar year, the academic year for the purposes of this framework refers to the academic year ending in the calendar year concerned.

Year (calendar)

The “calendar year” or “year” is defined as the period between the 1st of January and the 31st of December. Where the report covers an academic year, the calendar year is for the purposes of this framework defined as the calendar year ending in the academic year concerned.

Indicators

G Governance

G1 Sustainability Structures

G1 – 1	Type Core Description	Related AISHE 1.1 GRI G4-1	Relevant Definitions Report (To) state (To) evaluate
Vision			
Indicator	The report states whether or not the institution has a vision or other document setting long term goals for sustainability of the institution. The report considers the scope of the vision and evaluates whether the vision is sufficiently ambitious as well as whether it is sufficiently realistic. References are made to the goals of the vision throughout the report wherever appropriate.		
Additional Evidence	A link to the Vision document is provided.		

G1 – 2	Type Core Description	Related AISHE 1.2 GRI G4-2	Relevant Definitions Report (To) state (To) evaluate
Policy			
Indicator	The report states whether or not the institution has policy documents to reach the goals set by the vision stated in G1 – 1. Policy should be present for the short, medium and long-run. It is evaluated whether the policies will, if followed, enable the institution to reach its goals defined in the vision. References are made to the goals of the policy throughout the report wherever appropriate.		
Additional Evidence	Links to the policy documents are provided.		

G1 – 3		Type	Related	Relevant Definitions
		Core Description	AISHE 1.4 GRI G4-34	Report (To) state
Coordination of Sustainability Efforts				
Indicator	The report states which department, committee or other institutionalized body has a mandate to manage and coordinate sustainability efforts at the institution. Where no such body has been created or where several bodies hold this mandate a description of the status quo is given.			
Additional Evidence	Names of relevant departments are provided.			

G1 – 4		Type	Related	Relevant Definitions
		Optional Description		(To) State
Financial Commitment to Sustainability in Education, Research, Community and Operations				
Indicator	An overview is given of the financial support that is allocated to sustainability efforts in education, research, community and operations. As far as data is available and ascertainable, monetary data is provided.			
Additional Evidence	Reference to specific structures; specific sums allocated to (part of) the institutions sustainability efforts if applicable.			

G1 – 5		Type	Related	Relevant Definitions
		Optional Description	AISHE 1.4 GRI G4-34	Report (To) State
Monitoring Mechanisms of Sustainability in Education, Research, Community and Operations				
Indicator	The report describes how the institution monitors the implementation of its sustainability policy or efforts. This includes managerial oversight, tracking progress through a body with a mandate to manage sustainability, as well as allowing for bottom-up monitoring by the community of the institution which is ensured through transparency and communication.			
Additional Evidence	References to specific structures; examples of or reference to systematic bottom-up monitoring.			

G1 – 6		Type Core Description	Related AISHE 1.4	Relevant Definitions (To) evaluate
Integrated Reporting				
Indicator	The state of integrated reporting at the institution is evaluated, taking into consideration the framework of the International Integrated Reporting Council (IIRC), this framework and the institutional circumstances.			
Additional Evidence	References to principles of the IIRC reporting framework and how these are implemented at the institution. Where several reports are used: links to all other reports are provided.			

G1 – 7		Type Core Percentage	Related AISHE 1.4	Relevant Definitions Report (To) state (Net) Change
Coverage of Indicators				
Indicator	The share of indicators of this framework utilized by the report is stated. A division is made between core and optional indicators. Net changes to previous years are shown where this information is available.			
Additional Evidence	If the reporting occurs within more than one publication, it is stated which publication covers which share of indicators additionally to the total. Links to any other publications including indicators of this framework are provided.			

G2 **Staff Members**

G2 – 1		Type Core Values	Related GRI G4-LA1	Relevant Definitions Number of Staff (To) state (Net) Change
Number of Employees by Categories				
Indicator	<p>The number of academic and non-academic staff are stated as a sum and separately. Furthermore, the number of academic and non-academic staff split by</p> <ul style="list-style-type: none"> • Gender • Nationality (at least Dutch and non-Dutch) • Age group • Ethnicity or minority group (optional) <p>are stated. The context of these numbers is provided. A balanced gender ratio and age ratio is considered desirable. The balance of nationalities should reflect the educational and research programmes offered. Changes to previous years are stated.</p>			

G2 – 2	Type Core Values	Related	Relevant Definitions Number of Staff Members (To) state (Net) Change
---------------	----------------------------	----------------	---

Types of Contracts

Indicator	The number of academic and non-academic staff with permanent and with temporary contracts are stated. The context of these numbers is provided. Changes to previous years are stated. Temporary contracts should only be used where such reflects the nature of the position, never as a means to avoid granting employees greater rights.
-----------	--

G2 – 3	Type Optional Value	Related	Relevant Definitions (To) State (Net) Change
---------------	-------------------------------	----------------	--

Wages

Indicator	The average wage paid by the institution in comparison to the Dutch average is stated. Where appropriate this is stated for different groups of employees. Changes to previous years are stated.
-----------	--

G2 – 4	Type Core Values	Related GRI G4-LA13	Relevant Definitions (To) state (Net) Change
---------------	----------------------------	-------------------------------	--

Equal Pay Ratio

Indicator	The pay ratio between men and women is stated. Further equal pay ratios, such as between nationalities, are included if appropriate. Changes to previous years are stated.
-----------	--

G2 – 5	Type Optional List, values	Related GRI G4-LA2	Relevant Definitions (To) state (Net) Change
---------------	--------------------------------------	------------------------------	--

Social Benefits of Employees

Indicator	An overview is given of financial social benefits above the legal minimum given to different groups of employees. Changes to previous years are stated where appropriate.
Additional Evidence	Reference to the specific financial benefits concerned or a financial report stating the sum of benefits.

G2 – 6	Type Optional Description	Related GRI G4-LA10	Relevant Definitions Report (To) evaluate
Training			
Indicator	The report evaluates possibilities for staff members to receive training that enables these to thrive within the institution, but also in their further career that may be elsewhere. If possible this evaluation includes a percentage of staff members that receives training or similar statistics.		
Additional Evidence	Reference to the trainings or systems providing training possibilities.		

G2 – 7	Type Core Values	Related GRI G4-LA12	Relevant Definitions (To) state
Composition of Management			
Indicator	The composition of the management in terms of gender is stated. The composition of the management may also be stated on the basis of further categories stated in G2 - 1 where appropriate. Management is defined as is deemed appropriate to the institutional context. It includes at least the executive board (College van Bestuur) and faculty boards (Bestuur van de Faculteit) where such are present.		

G2 – 8	Type Optional Description	Related GRI G4-LA6	Relevant Definitions (To) State (To) evaluate
Safety and Health Measures for Staff			
Indicator	An overview is given of measures ensuring the health and safety of staff members. It is evaluated to what extend improvements could be made.		
Additional Evidence	References to specific measures.		

G2 – 9	Type Optional Description	Related GRI G4-LA6	Relevant Definitions (To) State (To) evaluate
Non-Financial Social Assistance Available to Staff			
Indicator	An overview is given of non-financial social assistance available to staff members. This may include, but is not limited to physiological support, medical facilities, sport and health facilities and counselling concerning work-related issues. It is evaluated to what extend improvements could be made.		
Additional Evidence	References to specific assistance.		

G2 – 10	Type Core Description	Related GRI G4-HR4	Relevant Definitions (To) state (To) evaluate
Union Rights			
Indicator	A description is provided of the use made of union rights. Any violations of union rights occurring within the institution is stated and evaluated.		
Additional Evidence	References to all unions active at the institution and their activities.		

G3 | **Students**

G3 – 1	Type Core Values	Related	Relevant Definitions Number of Students (To) state (To) evaluate (Net) Change
Number of Students by Categories			
Indicator	<p>The number of students is stated. Furthermore the number of students split by</p> <ul style="list-style-type: none"> • Type of degree attempted (E.g. Bachelor or Masters) • Graduating or not receiving a degree • Gender • Nationality (at least Dutch and non-Dutch) • Age group (optional) • Ethnicity or minority group (optional) <p>are stated. The context of these numbers is provided. A balanced gender ratio and age ratio is considered desirable. The balance of nationalities should reflect the educational programmes offered. Changes to previous years are stated.</p>		

G3 – 2	Type Core Values, Description	Related	Relevant Definitions (To) state (To) evaluate (Net) Change
Programmes with Higher Tuition Fees			
Indicator	Any study program whose tuition fees exceed the statutory tuition fees (wettelijk collegegeld) is stated. The added value of such programmes is evaluated. Changes to previous years are stated if applicable.		

G3 – 3	Type Core Percentage	Related	Relevant Definitions (To) state (Net) Change Number of Students (to determine percentage)
Percentage of Students Enrolled in Programmes with Higher Tuition Fees			
Indicator	The percentage of students enrolled in programmes listed under G3 - 2 is stated. This does not include students paying higher tuition fees due to prolongations of their studies. Changes to previous years are stated.		

G3 – 4	Type Optional Values	Related	Relevant Definitions (To) state (Net) Changes
Funds Allocated to Scholarships			
Indicator	The total monetary value of funds made available for scholarships by or through the institution is stated. Divisions are made by <ul style="list-style-type: none"> • Source of funding (at least by the institution and by outside sponsors) • Reason for funding (at least social aid and support of academic excellence) • Other appropriate divisions (optional). Changes to previous years are stated.		
Additional Evidence	Reference to the specific scholarships are made or a link to a report already summarizing scholarships is provided.		

G3 – 5	Type Optional Percentages	Related	Relevant Definitions (To) state (Net) Changes Number of Students (to determine percentage)
Percentage of Students Receiving Scholarships by Type			
Indicator	The percentage of students receiving scholarships stated under G3 - 5 is stated. Divisions are made by the same categories as in G3 - 5. Changes to previous years are stated.		

G3 – 6	Type Core Description	Related	Relevant Definitions (To) State (To) evaluate
Integration of Foreign and Migrant Students			
Indicator	A description is provided of measures and initiatives by the institution or related organizations which aim at furthering the integration of foreign or migrant students of the institution into the local and national community. These measures and the status quo are evaluated.		
Additional Evidence	References to specific measures, initiatives and systematic solutions in place.		

G3 – 7	Type Optional Description	Related	Relevant Definitions (To) State (To) evaluate
Social Assistance Available to Students			
Indicator	An overview is given of non-financial social assistance available to students. This may include, but is not limited to physiological support, medical facilities, sport and health facilities and counselling concerning study-related issues. It is evaluated to what extent improvements could be made.		
Additional Evidence	References to specific measures, initiatives and systematic solutions in place.		

G3 – 8	Type Core Values, Description	Related	Relevant Definitions Student Group (To) state (Net) Change (To) evaluate
Support of Student Groups			
Indicator	The funds allocated to student groups is stated. Changes to previous years are shown. The allocation is evaluated in terms of non-discrimination considerations. Non-financial support is also stated and evaluated.		
Additional Evidence	Reference to the specific allocated funds are made or a link to a report already summarizing these funds is provided. At least some groups receiving funding are mentioned and any apparent discrimination is stated.		

G4 | **Democratic Governance**

G4 – 1	Type Core Description	Related	Relevant Definitions (To) state (To) evaluate
Rights of Faculty Councils and the University Council			
Indicator	An overview is given over the rights given to faculty councils and the university council that go beyond the minimum legal requirements. Furthermore, any violations of the rule of law concerning faculty councils' and the university council's rights are stated and evaluated. This indicator is not applicable to educational institutions which are not required to have university or faculty councils.		
Additional Evidence	References to specific rights or violations if applicable.		

G4 – 2	Type Core Description	Related	Relevant Definitions (To) State
Further Participation of Students and Staff Members			
Indicator	An overview is given over the democratic participation given to students and staff members outside of the faculty councils and the university council.		
Additional Evidence	References to specific involvement, such as employment of students and their autonomy in carrying out their tasks.		

G4 – 3	Type Core Description	Related	Relevant Definitions (To) evaluate
Accessibility of Information			
Indicator	The level of accessibility of information concerning the governance of the institution is evaluated. Such evaluation touches upon transparency, where an excessive level of confidentiality applied to governance issues or documents relating to governance is considered a burden on transparency; communication, where a lack of communication concerning the accessibility of information is considered insufficient; and accuracy, where official or tolerated statements including inaccurate information is considered insufficient.		
Additional Evidence	References to cases or practices.		

G5 **Financial Governance**

G5 – 1	Type Optional Values, Description	Related	Relevant Definitions (To) state (To) evaluate
Indebtedness of the Institution			
Indicator	The indebtedness of the institution is stated. Where appropriate the spread over different faculties or departments is stated. These numbers are evaluated against the background of the current deficit or surplus, total turnover and growth potential.		
Additional Evidence	Financial data of debt of specific departments or the institution as a whole.		

G5 – 2	Type Optional Values, Description	Related	Relevant Definitions (To) evaluate (To) state
---------------	---	----------------	---

Sustainability of the University's Fund

Indicator	It is evaluated if and how sustainability considerations impact the decision making processes of the university fund backing the institution. If the institution is private, the same is done for the financial management of the institution. It is stated if and to what extent fossil fuel investments are part of the fund or the institution's portfolio.
Additional Evidence	References to specific processes and financial data.

E Education

E – 1	Type Core List	Related AISHE 3.1, 4.1	Relevant Definitions Year (academic) Sustainability (focused on) Sustainability (related to)
--------------	--------------------------	----------------------------------	--

List of Courses Focused on and Related to Sustainability

Indicator	A list is provided of all courses taking place in the academic year and offered by the institution that are accredited with ECTS with a focus on sustainability and separately those related to sustainability. A division may be made, for example between master and bachelor courses, if this is appropriate to the institutional circumstances.
Additional Evidence	Names of the courses with their study programme and faculty or department if applicable.

E – 2	Type Core Number	Related AISHE 3.1, 4.1	Relevant Definitions (To) state Sustainability (focuses on) Sustainability (related to) (Net) change
--------------	----------------------------	----------------------------------	--

Number of Courses Focused on and Related to Sustainability

Indicator	The number of courses listed under E - 1 is stated. The numbers for courses focused on and related to sustainability are stated separately and as a sum. Net changes to previous years are shown where this information is available. A division may be made, for example between master and bachelor courses, if this is appropriate to the institutional circumstances.
------------------	---

E – 3	Type Optional Value	Related AISHE 3.1, 4.1	Relevant Definitions (To) state Sustainability (focused on) Sustainability (related to) (Net) change
-------	---------------------------	------------------------------	--

Number of Courses Focused on and Related to Sustainability Weighed by ECTS

Indicator	The total number of ECTS of the courses listed under E - 1 is stated. The numbers for courses focused on and related to sustainability are stated separately and as a sum. Net changes to previous years are shown where this information is available. A division may be made, for example between master and bachelor courses, if this is appropriate to the institutional circumstances.		
-----------	---	--	--

E – 4	Type Optional Number	Related AISHE 3.1, 4.1	Relevant Definitions (To) State Number of Students Sustainability (focused on) Sustainability (related to) (Net) change
-------	----------------------------	------------------------------	--

Number of Students Enrolled in Courses Focused on and Related to Sustainability

Indicator	The total number of students enrolled in courses listed under E – 1 is provided. The numbers for courses focused on and related to sustainability are stated separately and as a sum. As both numbers provide a relevant indicator, the total number may or may not count students multiple times who were enrolled in multiple courses listed. It is clearly stated whether this is the case. The number of students enrolled is that of the academic year concerned (see E - 1). Net changes to previous years are shown where this information is available. A division may be made, for example between master and bachelor courses, if this is appropriate to the institutional circumstances.		
-----------	---	--	--

E – 5	Type Optional Percentage	Related AISHE 3.1, 4.1	Relevant Definitions (To) State Sustainability (focused on) Sustainability (related to) (Net) change Number of Students (to calculate percentage)
-------	--------------------------------	------------------------------	--

Percentage of Students Enrolled in Courses Focused on and Related to Sustainability

Indicator	The share of students who were enrolled in at least one course listed under E - 1 is stated. The numbers for courses focused on and related to sustainability are stated separately and as a sum. The share is taken from the total number of students enrolled at the institution, including students following a track which does not enable them to enrol for such a course. The number of students enrolled is that of the academic year concerned (see E - 1). Net changes to previous years are shown where this information is available. A division may be made, for example between master and bachelor courses, if this is appropriate to the institutional circumstances.		
-----------	--	--	--

E – 6	Type Optional Various	Related AISHE 3.1, 4.1	Relevant Definitions Report (To) State Sustainability (focused on) Sustainability (related to) (To) evaluate
--------------	------------------------------------	-------------------------------------	---

Qualitative Assessment of Courses Focused on and Related to Sustainability

Indicator	The report provides a qualitative assessment of the courses listed under E - 1. The numbers for courses focused on and related to sustainability are stated separately and as a sum. Such an assessment may be derived from feedback from students enrolled in the course, external quality assessment or institutionalized internal quality assessment.
Additional Evidence	A link to the raw data is provided if possible. Limitations and the value of the assessment is evaluated briefly.

E – 7	Type Core Description	Related AISHE 3.1, 4.1	Relevant Definitions (To) State
--------------	------------------------------------	-------------------------------------	---

Level of Involvement of Students

Indicator	A description is given of the extent to which students are involved in determining the specific subject matters dealt with in courses, to which students' prior knowledge and reasoning is utilized and to which students are encouraged and facilitated to learn from each other.
Additional Evidence	References to specific practices or educational methods where applicable.

E – 8	Type Optional Description	Related AISHE 3.1, 4.1	Relevant Definitions Report (To) State (To) evaluate
--------------	--	-------------------------------------	--

Course(s) to Educate the Educators

Indicator	The report lists and describes any courses in the area of sustainability offered to educators for the purpose of improving their ability to teach in the area of sustainability. The report evaluates the quality and effectiveness of these courses to the extent that these can reasonably be assessed.
Additional Evidence	References to the courses concerned including their name and the department or institution that offers them.

E – 9	Type Core Description	Related AISHE 3.1, 4.1	Relevant Definitions (To) State
--------------	------------------------------------	-------------------------------------	---

Availability of Courses Focused on and Related to Sustainability to Students

Indicator	A description is given of the availability of the courses listed under E - 1 to different groups of students. Distinctions may include, but are not limited to, students attempting different degrees, students enrolled at different faculties or departments, students enrolled in different study programs within faculties or departments, students fulfilling certain academic requirements such as having taken specific other courses in the past, and students possessing different language skills. While conclusions must be well supported, a detailed analysis or calculation is not necessary.
-----------	---

E – 10	Type Optional Description	Related AISHE 3.1, 4.1	Relevant Definitions Report (To) State
---------------	--	-------------------------------------	--

Availability of a Specialization in Sustainability to Students

Indicator	The report describes to what extent it is possible for different groups of students (see E - 9) to specialize in sustainability or specific areas of sustainability within their field. While conclusions must be well supported, a detailed analysis or calculation is not necessary.
-----------	--

E – 11	Type Optional Description	Related AISHE 3.1, 4.1	Relevant Definitions (To) state (To) evaluate
---------------	--	-------------------------------------	---

Education on Sustainability in the Professional Sphere

Indicator	A description states and evaluates how the institution as well as organizations or initiatives related to the institution educate students on sustainable and socially responsible professional behaviour to prepare them for carrying out their future profession in a responsible manner.
-----------	---

R

Research

R – 1	Type	Related	Relevant Definitions
	Core List	AISHE 2.2	Professorship Sustainability (focused on) Sustainability (related to)

List of Professorships Focused on and Related to Sustainability

Indicator	A list is provided of professorships that are focused on and separately those related to sustainability.
Additional Evidence	Names of the professors, their area of study and their faculty or department if applicable.

R – 2	Type	Related	Relevant Definitions
	Core Number	AISHE 2.2	(To) State Sustainability (focused on) Professorship Sustainability (related to) (Net) change

Number of Professorships Focused on and Related to Sustainability

Indicator	The number of professorships listed under R – 1 is stated. The numbers for professorships focused on and related to sustainability are stated separately and as a sum. Net changes to previous years are shown where this information is available.
-----------	---

R – 3	Type	Related	Relevant Definitions
	Optional Percentage	AISHE 2.2	(To) State Sustainability (focused on) Professorship Sustainability (related to) (Net) change

Percentage of Professorships Focused on and Related to Sustainability

Indicator	The number of professorships listed under R – 1 divided by the total number of professorships at the institution. The numbers for professorships focused on and related to sustainability are stated separately and as a sum. Net changes to previous years are shown where this information is available. Where professorships are no longer included or newly included in the inventory without substantial changes to their nature, these changes are not considered in calculating the net change.
-----------	--

R – 4	Type Core List	Related AISHE 2.4	Relevant Definitions Research Facility
List of Research Facilities with a Focus on or Conducting Research on Sustainability			
Indicator	<p>A list of all research facilities with a focus on sustainability and separately of those conducting research on sustainability is provided.</p> <p>A research facility is considered to be focused on sustainability where most or all of its areas of research as defined and publicly stated by the facility are the sustainability aspects of their field or sustainability in general.</p> <p>A research facility is considered to be conducting research in sustainability where any of its areas of research as defined and publicly stated by the facility are strongly connected with sustainability and where sustainability aspects are consistently considered the study of these areas. The fact that a research facility has at one or more instances conducted research related to or focused on sustainability does not qualify it to be included in this list. This list excludes facilities that are focused on sustainability.</p>		
Additional Evidence	Names of the research facilities, the areas in which they are active and links to their official websites if applicable.		

R – 5	Type Core Number	Related AISHE 2.4	Relevant Definitions Research Facility (To) State (Net) change
Number of Research Facilities with a focus on or Conducting Research on Sustainability			
Indicator	The number of research facilities listed under R – 7 is stated. The numbers for research facilities focused on and those conducting research on sustainability are stated separately and as a sum. Net changes to previous years are shown where this information is available.		

R – 6	Type Optional Value	Related	Relevant Definitions Research Facility (To) State (Net) Change
Financial Support for Sustainability Research			
Indicator	The sum of the budgets allocated to research facilities listed as “focused on sustainability” under R – 4 is stated. To the extent that this is data is available and ascertainable, further money spend on sustainability research is stated. Changes to previous years are provided.		

R – 7	Type Optional Number	Related AISHE 2.1	Relevant Definitions (To) State (Net) Change
--------------	-----------------------------------	-----------------------------	--

Publications on Sustainability

Indicator	To the extent that this number is available and ascertainable, the total number of academic publications on sustainability is stated. A publication is considered to be on sustainability where its core topic is sustainability in the area concerned or the notion of sustainability. Changes to previous years are provided where available.
------------------	---

R – 8	Type Core Description	Related AISHE 2.1	Relevant Definitions (To) State
--------------	------------------------------------	-----------------------------	---

Level of Interdisciplinary Sustainability Research

Indicator	A description is given of the extent to which research concerning sustainability is conducted interdisciplinary and in cooperation of different departments of the institution. Hurdles to interdisciplinary research are identified and solutions are discussed.
------------------	---

R – 9	Type Core Description	Related AISHE 1.4, 2.2	Relevant Definitions (To) Evaluate
--------------	------------------------------------	-------------------------------------	--

Level of application of research on and academic knowledge of sustainability within the institution

Indicator	Mechanism, measures and initiatives through which sustainability research and internal academic knowledge in the field is used in the sustainability transition of the institutions on an operational level are listed and described. Their value and integration into the decision making processes of the institution are evaluated.
------------------	--

C Community

C – 1	Type Core List	Related AISHE 5.2	Relevant Definitions Student group
-------	----------------------	----------------------	---------------------------------------

Student Groups Active in the Field of Sustainability

Indicator	<p>All student groups active in the field of sustainability are listed. A student group is to be included in the list if their primary aim or one of their primary aims is to further sustainability or a specific aspect of sustainability or if their activities effectively support the (global) sustainability transition.</p> <p>The number of organizations listed does not constitute an indicator, it may be stated, but is never compared to previous years or used as support to reach conclusions about the level of student engagement. If the number of students active in these organizations is ascertainable, this may serve as an indicator.</p>		
Additional Evidence	Names of the organisations and their field of activity.		

C – 2	Type Core List	Related AISHE 1.3 GRI G4-56	Relevant Definitions (To) State (To) evaluate
-------	----------------------	-----------------------------------	--

Behavioural Change Initiatives

Indicator	<p>Mechanism, measures and initiatives, through which behavioural change of students and staff members towards environmentally, economically and socially responsible behaviour is supported, are listed and described. This includes measures and initiatives by organizations that are not formally part of the institution as well as mechanisms, measures and initiatives by the institution. Their value and integration into the decision making processes of the institution are evaluated.</p>		
Additional Evidence	References to the specific mechanisms, measures and initiatives concerned.		

C – 3	Type Optional Description	Related	Relevant Definitions (To) State (To) evaluate (Net) change
-------	---------------------------------	---------	---

Level of Awareness of Sustainability and Actions Taken within the Institution

Indicator	<p>The level of awareness of sustainability issues as well as of measures taken in the sphere of the institution to further sustainability is ascertained, stated and evaluated. Where appropriate this can be supported by relevant data, such as surveys. Where appropriate, changes to previous years are stated.</p>		
Additional Evidence	Brief description of the methodology and/ or reference to one or several representative studies as sources.		

C – 4	Type Core Description	Related AISHE 1.3	Relevant Definitions (To) state (To) evaluate
Internal Communication Strategy of the Institution			
Indicator	It is stated whether the institution utilizes a communication strategy or other mechanisms to inform the institution’s community about sustainability issues. The strategy, or other mechanisms, are evaluated.		
Additional Evidence	Reference to any strategies or other mechanisms used.		

C – 5	Type Core Description	Related AISHE 1.3	Relevant Definitions (To) state (To) evaluate
External Communication Strategy of the Institution			
Indicator	It is stated whether the institution utilizes a communication strategy or other mechanisms to inform the public about sustainability issues at the institution. The strategy, or other mechanisms, are evaluated.		
Additional Evidence	Reference to any strategies or other mechanisms used.		

C – 6	Type Optional Description	Related AISHE 2.1	Relevant Definitions The Report (To) State (To) evaluate
Level of Cooperation with External Stakeholders in the Field of Sustainability			
Indicator	The report lists, describes and evaluates cooperation or knowledge exchanges with external stakeholders in the field of sustainability. Such external stakeholders include, but are not limited to governmental bodies and initiatives on a municipal, provincial, national, European or international level, NGOs active in the field of sustainability and local non-governmental organizations.		
Additional Evidence	References to specific knowledge exchange meetings and/ or cooperation.		

O

Operations

O1

Energy

O1 – 1

Type
Core
Value

Related
GRI G4-EN3

Relevant Definitions
(To) state (Net) change

Electricity Usage

Indicator

The total electricity consumption by the institution is stated in kWh. The electricity consumption of the institution includes any and all electricity usage within its facilities. Changes to previous years are stated.

O1 – 2

Type
Core
Value

Related
GRI G4-EN5

Relevant Definitions
(To) state (Net) change

Electricity Usage per m²

Indicator

The value of O1 – 1 divided by the area used by the institution in m² is stated. The area concerned is any area whose electricity consumption was included in O1 – 1. Changes to previous years are stated.

O1 – 3

Type
Core
Value

Related
GRI G4-EN5

Relevant Definitions
Number of staff members (To) state
Number of students (Net) change

Electricity Usage per Capita

Indicator

The value of O1 – 1 divided by the total number of staff members and students is stated. Changes to previous years are stated.

O1 – 4

Type
Optional
Values

Related
GRI G4-EN5

Relevant Definitions
(To) state (Net) change

Relative Electricity Usage by Faculty or Department

Indicator

Where the institution consists of at least two departments or faculties, the relative electricity usage according to either O1 – 2 or O1 – 3 is stated. Where departments or faculties share facilities, their respective electricity usage is divided according to the internal usage divisions used by for other purposes at the institution. Where no such division exists, another reasonable method of division is used. Changes to previous years are stated.

O1 – 5	Type Core Value	Related GRI G4-EN3	Relevant Definitions (To) state (Net) change
---------------	---------------------------	------------------------------	--

Natural Gas Usage

Indicator	The total natural gas consumption by institution is stated in m ³ . The natural gas consumption of the institution includes any and all natural gas usage within its facilities. Changes to previous years are stated.		
-----------	---	--	--

O1 – 6	Type Core Value	Related GRI G4-EN3	Relevant Definitions (To) state (Net) change
---------------	---------------------------	------------------------------	--

Heating Energy

Indicator	The value of O1 – 5 divided by heating degree days (Graaddagen) is stated. Changes to previous years are stated.		
-----------	--	--	--

O1 – 7	Type Core Value	Related GRI G4-EN5	Relevant Definitions (To) state (Net) change
---------------	---------------------------	------------------------------	--

Heating Energy per m²

Indicator	The value of O1 – 6 divided by the area used by the institution in m ² is stated. The area concerned is any area whose natural gas consumption was included in O1 – 5. Changes to previous years are stated.		
-----------	---	--	--

O1 – 8	Type Core Value	Related GRI G4-EN5	Relevant Definitions Number of staff members (To) state Number of students (Net) change
---------------	---------------------------	------------------------------	--

Heating Energy per Capita

Indicator	The value of O1 – 6 divided by the total number of staff members and students is stated. Changes to previous years are stated.		
-----------	--	--	--

O1 – 9	Type Optional Values	Related GRI G4-EN5	Relevant Definitions (To) state (Net) change
---------------	--------------------------------	------------------------------	--

Relative Heating Energy by Faculty or Department

Indicator	Where the institution consists of at least two departments or faculties, the relative heating energy according to either O1 – 7 or O1 – 8 is stated. Where departments or faculties share facilities, their respective heating energy usage is divided according to the internal usage divisions used by for other purposes at the institution. Where no such division exists, another reasonable method of division is used. Changes to previous years are stated.		
-----------	---	--	--

O1 – 10	Type Core Value	Related GRI G4-EN8	Relevant Definitions (To) state (Net) change
----------------	---------------------------	------------------------------	--

Water Usage

Indicator	The total water consumption by institution is stated in m ³ . The water consumption of the institution includes any and all direct water usage within its facilities. Changes to previous years are stated.
-----------	--

O1 – 11	Type Core Value	Related	Relevant Definitions Number of staff members (To) state Number of students (Net) change
----------------	---------------------------	----------------	--

Water Usage per Capita

Indicator	The value of O1 – 10 divided by the total number of staff members and students is stated. Changes to previous years are stated. The water consumption per m ² or changes thereof are not stated.
-----------	--

O1 – 12	Type Optional Values	Related	Relevant Definitions (To) state (Net) change
----------------	--------------------------------	----------------	--

Water Usage by Faculty or Department

Indicator	Where the institution consists of at least two departments or faculties, the water usage per capita according to O1 – 11 is stated. Where departments or faculties share facilities, their respective water usage is divided according to the internal usage divisions used by for other purposes at the institution. Where no such division exists, another reasonable method of division is used. Changes to previous years are stated.
-----------	---

O1 – 13	Type Optional Percentage	Related GRI G4-EN10	Relevant Definitions (To) state (Net) change
----------------	------------------------------------	-------------------------------	--

Share of Water that is Recycled or Reused

Indicator	The share of the water usage according to O1 – 10 which is recycled or reused is stated. Changes to previous years are stated.
-----------	--

O1 – 14	Type Core Percentage	Related GRI G4-EN6	Relevant Definitions (To) state (Net) change
Energy Efficiency Savings in Accordance with the MJA agreement			
Indicator	The percentage of energy savings made through energy efficiency measures according to the newest MJA agreement or equivalent successors of this agreement is stated, where the institution is party to this or successive agreements. Where the institution is not party to such an agreement, energy savings under the MJA criteria are considered. Changes to previous years are stated.		

O1 – 15	Type Core Description	Related	Relevant Definitions (To) state
Energy Efficiency Plan and Energy Efficiency Measures Taken and Planned			
Indicator	An overview of completed and planned energy efficiency measures considered in O1 – 14 is given. It is stated whether the institution has an energy efficiency plan to comply with or exceed its commitments in the MJA agreement or the MJA criteria. The report evaluates whether the energy efficiency plan is sufficiently ambitious and whether it is sufficiently realistic. Mechanisms for implementing the efficiency plan are stated and evaluated.		

O2 Waste

O2 – 1	Type Core Value	Related GRI G4-EN23	Relevant Definitions (To) state (Net) change
Waste Disposed at the Institution			
Indicator	The total quantity of waste disposed at the institution is stated in kg. The total number is divided by category including, but not limited to residual waste, paper and cardboard waste, plastic waste, organic waste and hazardous waste. Waste that is not separated is considered residual waste. Hazardous waste is any waste included in O2 – 4. Changes to previous years are stated for the total waste as well as for each category.		

O2 – 2	Type Core Value	Related	Relevant Definitions Number of Staff Members (Net) change Number of Students
---------------	---------------------------	----------------	---

Waste Disposed at the Institution per Capita

Indicator	The values of O2 – 1 are divided by the number of students and staff members. Changes to previous years are stated.
-----------	---

O2 – 3	Type Core Percentage	Related GRI G4-EN23	Relevant Definitions (To) state (Net) change
---------------	--------------------------------	-------------------------------	--

Share of Waste that is Recycled

Indicator	The total waste recycled divided by the total waste indicated in O2 – 1 is stated. Waste is considered to be recycled where the waste or its material is in any way re-used. Where this is appropriate, recycling rates for individual categories shall also be stated. Changes to previous years are stated for the total waste as well as for each category.
-----------	--

O2 – 4	Type Core Value	Related GRI G4-EN25	Relevant Definitions (To) state The Reporter (Net) change
---------------	---------------------------	-------------------------------	---

Hazardous Waste Produced by the Institution

Indicator	The total hazardous waste disposed by the institution is stated in kg. Hazardous waste, for the purposes of this framework, is any waste falling under the definition of art. 3 (2) of Directive 2008/98/EC. Hazardous waste is divided into categories that include, but are not limited to medical waste and chemical waste. The definition of these categories is left to the discretion of the reporter. Changes to previous years are stated for the total waste as well as for each category.
-----------	---

O2 – 5	Type Core Value, Description	Related	Relevant Definitions (To) state The Reporter (Net) change
---------------	--	----------------	---

E-Waste Produced by the Institution

Indicator	The total e-waste disposed by the institution in kg is stated. E-waste is any electric or electronic equipment as defined in art. 3 (a) of Directive 2002/96/EC that is disposed of. The e-waste reported on is any such equipment that is disposed through the institution. Changes to previous years are stated. It is furthermore stated how the E-Waste is disposed of and to what extent cradle-to-grave reporting is done.
Additional Evidence	Reference to the corporation managing E-Waste disposal where appropriate and the specific mechanisms of how E-Waste disposal is managed.

02 – 6	Type Optional Value	Related GRI G4-EN25	Relevant Definitions (To) state (Net) change
Radioactive Waste in the Electricity Supply Chain of the Institution			
Indicator	The radioactive waste produced in the electricity supply chain of the institution is stated in grams. This is calculated by multiplying the average nuclear waste production per kWh specific to the electricity provider with the kWh purchased from that electricity provider. Where several providers are used, the results are added. Changes to previous years are stated.		
Additional Evidence	Reference to the electricity provider(s) and the source of the conversion factor(s).		

02 – 7	Type Core Value	Related GRI G4-EN25	Relevant Definitions (To) state (To) evaluate
Waste Reduction, Separation and Recycling Initiatives			
Indicator	It is stated which waste-streams are partially or entirely separated at the institution. It is stated which streams are recycled. Initiatives and plans towards more recycling are stated and evaluated.		

03 Procurement

03 – 1	Type Core Percentage	Related GRI G4-EN32, LA14, HR10, SO9	Relevant Definitions (To) state (Net) changes
Share of Tenders to which Environmental RVO Criteria are Applied			
Indicator	The share of tender activity to which sustainability RVO criteria was applied is stated. The share is calculated in terms of expenses. Tenders for which no such criteria exist are not considered. If possible all purchases are considered. If this data is only available for purchases made on a central level or through large scale tendering, this is clearly stated as a limitation to the values presented. Changes to previous years are stated.		

03 – 2	Type Optional Percentage	Related	Relevant Definitions (To) state (Net) change
---------------	---------------------------------------	----------------	--

Share of Organic Products in Catering

Indicator	The share of foodstuff sold at the institution that is organic is stated. Foodstuff is considered to be sold at the institution where the sale takes place in a facility or on land of the institution on the basis of a contractual relationship between the provider of the foodstuff and the institution or where the foodstuff is sold directly by the institution. Foodstuff is considered to be organic where it complies with the standards of Regulation EC/834/2007. The share is calculated on the basis of expenditure in purchasing by the provider of the foodstuff. For the purposes of this framework foodstuff includes beverages. Changes to previous years are stated.
Additional Evidence	References to the individual caterers and their respective performance.

03 – 3	Type Optional Percentage	Related	Relevant Definitions (To) state (Net) change
---------------	---------------------------------------	----------------	--

Share of Sustainable Products in Accordance with RVO Criteria

Indicator	The share of foodstuff sold at the institution that is sustainable is stated. Foodstuff is considered to be sold at the institution where the sale takes place in a facility or on land of the institution on the basis of a contractual relationship between the provider of the foodstuff and the institution or where the foodstuff is sold directly by the institution. Foodstuff is considered to be sustainable where it complies with the standards set out in the most up to date applicable RVO criteria. The share is calculated on the basis of expenditure in purchasing by the provider of the foodstuff. For the purposes of this framework foodstuff includes beverages. Changes to previous years are stated.
Additional Evidence	References to the individual caterers and their respective performance.

03 – 4	Type Optional Description	Related	Relevant Definitions (To) evaluate (To) state
---------------	--	----------------	---

Self-Produced Products in Catering

Indicator	Where the institution produces foodstuff itself, a description of the processes in terms of sustainability and an evaluation of the level of sustainability of such production compared to purchasing equivalent products is provided. The quantity of self-produced foodstuff is stated, measured in units that are appropriate to the circumstances. To the extent that this is ascertainable, the share of self-produced products is stated in financial or other terms. If any foodstuff is sold to other legal entities, the quantity of such sale is stated. For the purposes of this framework foodstuff includes beverages.
------------------	---

04 Transportation

04 – 1	Type Optional Percentages	Related	Relevant Definitions The Report (To) state (Net) change
Split of Transportation Mode for Commuting of Students and Staff Members			
Indicator	The report states the shares of usage of different modes of transportation by students and staff members. The source of information for this data should be a reliable representative study. Students and staff members shall be treated as separate groups. If data is only available for either students or staff members, it shall nevertheless be stated. Changes to previous years are stated.		
Additional Evidence	Reference to the source of the data.		

04 – 2	Type Optional Value	Related GRI G4-EN30	Relevant Definitions The Report (To) state CO ₂ equivalents (Net) change
Greenhouse Gas Emissions Caused by Staff and Student Commuting			
Indicator	The report states the greenhouse gas emissions caused by student and staff commuting in kg of CO ₂ equivalents. The source of information for this data should be a reliable representative study. Students and staff members shall be treated as separate groups. If data is only available for either students or staff members, it shall nevertheless be stated. Changes to previous years are stated.		
Additional Evidence	Reference to the source of the data.		

04 – 3	Type Optional Value	Related GRI G4-EN30	Relevant Definitions The Report (To) state CO ₂ equivalents (Net) change
Greenhouse Gas Emissions Caused by Exchange Student Travel			
Indicator	The report states the greenhouse gas emissions caused by exchange student travel in kg of CO ₂ equivalents. The value is calculated based on the data of how many students went on exchange at which locations and a reliable representative study of the mode of transportation used. Changes to previous years are stated.		
Additional Evidence	Reference to the source of the data.		

O4 – 4	Type Optional Value	Related GRI G4-EN30	Relevant Definitions The Report (To) state CO ₂ equivalents (Net) change
--------	---------------------------	------------------------	---

Greenhouse Gas Emissions Caused by Staff Travel

Indicator	The report states the greenhouse gas emissions caused by staff student travel in kg of CO ₂ equivalents. This includes all travel by staff members paid for by the institution. Changes to previous years are stated.
-----------	--

O5 The Eco-System

O5 – 1	Type Optional Percentages	Related	Relevant Definitions (To) state (Net) change
--------	---------------------------------	---------	---

Land Use

Indicator	The percentage of land used for different purposes is stated. The categories used include, but are not limited to, built area, grass area, forested area and covered area. For the purposes of this framework, built area is limited to permanent buildings of at least one floor. Covered area includes any other areas where the growth of vegetation is prevented. Changes to previous years are stated.
-----------	---

O5 – 2	Type Optional Percentages	Related	Relevant Definitions (To) state (Net) change
--------	---------------------------------	---------	---

Virtual Water Footprint

Indicator	A virtual water footprint for the institution is stated. The scope and methodology are well explained and reasoned. Comparisons to previous years are made where applicable taking into account any changes in methodology and circumstances if applicable.
-----------	---

06

Climate Footprint

06 – 1

Type
Core
Values

Related
GRI G4-
EN15, EN16

Relevant Definitions
(To) state CO₂ equivalents

Greenhouse Gas Emissions

Indicator

Scope 1, 2 and 3 greenhouse gas emissions of the institution of the year considered are stated separately and as a sum. Furthermore, the sum of only scope 1 and 2 emissions is provided.

Scope 1 emissions are those directly emitted by the institution. This in most cases includes the burning of natural gas. Unless a more accurate conversion factor specific to the institution is available, one m³ of natural gas is assumed to cause 2.2 kg of CO₂ equivalents. Scope 1 further includes any emissions of self-produced electricity.

Scope 2 emissions are those directly caused through activities of the institution, but not by the institution. This includes purchased energy. The conversion factor used concerning electricity usage is that specific to the electricity provider. Where several providers are present, the respective quantities of kWhs are multiplied with the respective conversion factors and added.

Scope 3 greenhouse gases may include any further emissions for which the institution is indirectly responsible. Categories that may constitute scope 3 emissions include, but are not limited to travel emissions, emissions caused by waste and emissions caused by purchases. The selection made is clearly stated. Emissions are stated in greenhouse gasses measured by equivalents to kg of CO₂.

Emissions are stated in greenhouse gasses measured by equivalents to kg of CO₂. Changes to previous years are stated. Comparisons are only made between scope 3 emissions calculated on the basis of the same criteria.

Additional Evidence

Reference to the electricity and natural gas provider(s) and the sources of all conversion factors used

O6 – 2	Type Optional Values, Description	Related	Relevant Definitions (To) state CO ₂ equivalents (Net) change
Greenhouse Gas Emissions Accounting for Certificates of Origin			
Indicator	<p>The values of O6 – 1 taking into account emissions prevented through purchases of certificates of origin are stated. The greenhouse gas emissions prevented through certificates of origin are calculated on the basis of the kWh for which such certificates were purchased multiplied by the conversion factor specific to the electricity provider of the institution. Where there are multiple providers, the conversion factor specific to the institution, calculated based on the factors of the providers and the quantities of kWh purchased from these, is used. Emissions are stated in CO₂ equivalents. Changes to previous years are stated. Comparisons are only made between scope 3 emissions calculated on the basis of the same criteria.</p> <p>The sources of energy of the certificates of origin are stated and evaluated. A preference is given to Dutch renewable energy due to its direct market impact, while certificates whose origin has a smaller market impact are discouraged.</p>		
Additional Evidence	Reference to the details of the certificates of origin including their source of energy and country of origin.		

O6 – 3	Type Core Values	Related GRI G4-EN18	Relevant Definitions (To) state CO ₂ equivalents (Net) change
Greenhouse Gas Emissions per Capita			
Indicator	<p>The values of O6 – 1 and optionally of O6 – 2 weighed by the number of students and staff members are stated. Changes to previous years are stated. Comparisons are only made between scope 3 emissions calculated on the basis of the same criteria.</p>		
Additional Evidence	References to the conversion factors of all categories considered.		

07

Local Community

07 – 1

Type
Optional
Description

Related

Relevant Definitions
(To) evaluate

Direct Impact on the Local Community

Indicator

The direct positive and negative impact of the institution's operational activities on the local community is evaluated. It is considered within the institutional context, including the nature of the activities conducted on campus.

02 – 4 Instrument Directive 2008/98/EC

Article 3 - Definitions

For the purposes of this Directive, the following definitions shall apply:

[..]

2. 'hazardous waste' means waste which displays one or more of the hazardous properties listed in Annex III;

[...]

ANNEX III

PROPERTIES OF WASTE WHICH RENDER IT HAZARDOUS

- H 1 'Explosive': substances and preparations which may explode under the effect of flame or which are more sensitive to shocks or friction than dinitrobenzene.
- H 2 'Oxidizing': substances and preparations which exhibit highly exothermic reactions when in contact with other substances, particularly flammable substances.
- H 3-A 'Highly flammable'
- liquid substances and preparations having a flash point below 21 °C (including extremely flammable liquids), or
 - substances and preparations which may become hot and finally catch fire in contact with air at ambient temperature without any application of energy, or
 - solid substances and preparations which may readily catch fire after brief contact with a source of ignition and which continue to burn or to be consumed after removal of the source of ignition, or
 - gaseous substances and preparations which are flammable in air at normal pressure, or
 - substances and preparations which, in contact with water or damp air, evolve highly flammable gases in dangerous quantities.
- H 3-B 'Flammable': liquid substances and preparations having a flash point equal to or greater than 21 °C and less than or equal to 55 °C.
- H 4 'Irritant': non-corrosive substances and preparations which, through immediate, prolonged or repeated contact with the skin or mucous membrane, can cause inflammation.
- H 5 'Harmful': substances and preparations which, if they are inhaled or ingested or if they penetrate the skin, may involve limited health risks.

- H 6 'Toxic': substances and preparations (including very toxic substances and preparations) which, if they are inhaled or ingested or if they penetrate the skin, may involve serious, acute or chronic health risks and even death.
- H 7 'Carcinogenic': substances and preparations which, if they are inhaled or ingested or if they penetrate the skin, may induce cancer or increase its incidence.
- H 8 'Corrosive': substances and preparations which may destroy living tissue on contact.
- H 9 'Infectious': substances and preparations containing viable micro-organisms or their toxins which are known or reliably believed to cause disease in man or other living organisms.
- H 10 'Toxic for reproduction': substances and preparations which, if they are inhaled or ingested or if they penetrate the skin, may induce non-hereditary congenital malformations or increase their incidence.
- H 11 'Mutagenic': substances and preparations which, if they are inhaled or ingested or if they penetrate the skin, may induce hereditary genetic defects or increase their incidence.
- H 12 Waste which releases toxic or very toxic gases in contact with water, air or an acid.
- H 13 'Sensitizing': substances and preparations which, if they are inhaled or if they penetrate the skin, are capable of eliciting a reaction of hypersensitization such that on further exposure to the substance or preparation, characteristic adverse effects are produced.
- H 14 'Ecotoxic': waste which presents or may present immediate or delayed risks for one or more sectors of the environment.
- H 15 Waste capable by any means, after disposal, of yielding another substance, e.g. a leachate, which possesses any of the characteristics listed above.

Notes

1. Attribution of the hazardous properties 'toxic' (and 'very toxic'), 'harmful', 'corrosive', 'irritant', 'carcinogenic', 'toxic to reproduction', 'mutagenic' and 'eco-toxic' is made on the basis of the criteria laid down by Annex VI, to Council Directive 67/548/EEC of 27 June 1967 on the approximation of laws, regulations and administrative provisions relating to the classification, packaging and labelling of dangerous substances.
2. Where relevant the limit values listed in Annex II and III to Directive 1999/45/EC of the European Parliament and of the Council of 31 May 1999 concerning the approximation of the laws, regulations and administrative provisions of the Member States relating to the classification, packaging and labelling of dangerous preparations shall apply.

Test methods

The methods to be used are described in Annex V to Directive 67/548/EEC and in other relevant CEN-notes.

02 – 5 Instrument Directive 2002/96/EC

Article 3 - Definitions

For the purposes of this Directive, the following definitions shall apply:

(a) "electrical and electronic equipment" or "EEE" means equipment which is dependent on electric currents or electromagnetic fields in order to work properly and equipment for the generation, transfer and measurement of such currents and fields falling under the categories set out in Annex IA and designed for use with a voltage rating not exceeding 1000 Volt for alternating current and 1500 Volt for direct current;

03 – 2 Instrument Regulation EC/834/2007

Article 3 - Definitions

For the purposes of this Regulation, the following definitions shall apply:

- (a) 'organic production' means the use of the production method compliant with the rules established in this Regulation, at all stages of production, preparation and distribution;
- (b) 'stages of production, preparation and distribution' means any stage from and including the primary production of an organic product up to and including its storage, processing, transport, sale or supply to the final consumer, and where relevant labelling, advertising, import, export and subcontracting activities;
- (c) 'organic' means coming from or related to organic production;

[...]

Article 23 - Use of terms referring to organic production

1. For the purposes of this Regulation a product shall be regarded as bearing terms referring to the organic production method where, in the labelling, advertising material or commercial documents, such a product, its ingredients or feed materials are described in terms suggesting to the purchaser that the product, its ingredients or feed materials have been obtained in accordance with the rules laid down in this Regulation. In particular, the terms listed in the Annex, their derivatives or diminutives, such as 'bio' and 'eco', alone or combined, may be used throughout the Community and in any Community language for the labelling and advertising of products which satisfy the requirements set out under or pursuant to this Regulation.

In the labelling and advertising of live or unprocessed agricultural products terms referring to the organic production method may be used only where, in addition, all the ingredients of that product have also been produced in accordance with the requirements laid down in this Regulation.

[...]

ANNEX

TERMS REFERRED TO IN ARTICLE 23(1)

[...]

NL: biologisch.