

Green Team kick-off meeting

Date		Time	
Location			
In attendance			
AGENDA			
1. Introductions			
<ul style="list-style-type: none">• Introduce yourself/Green Team Coordinator.• Ask each team member to introduce themselves.• Outline Resource Efficient Scotland and the support it provides.			
2. Why are we doing this?			
<ul style="list-style-type: none">• Overview of the reasons for change – the business risks of resource scarcity and climate change.• The impact of staff behaviours on resource use and waste generation.• How the Green Team can help to change staff behaviours.			
3. Where we are now			
<ul style="list-style-type: none">• Outline current performance and costs for energy, waste management, raw materials and water.• Outline the organisation's resource efficiency aims and objectives (i.e. where you need/want to be).			
4. The role of the Green Team in achieving the organisation's objectives			
<ul style="list-style-type: none">• Outline what is expected of each Green Team member – time, commitment, targets and actions.• Outline the support and resources that will be provided.• Outline the importance of Green Team members being seen in a positive light and how Green Team activities should be communicated throughout the organisation.• Discuss the importance of the Green Team leading by example and influencing colleagues.			
5. Focus on the development of a Green Team action plan			
<ul style="list-style-type: none">• Introduce the importance of having an action plan to help deliver the organisation's overall objectives and how performance will be measured.• Agree the first actions and initiatives that will start you on your journey towards improved resource efficiency.• Assign tasks to Green Team members.			
6. Develop a campaigns plan			
<ul style="list-style-type: none">• Review upcoming events or campaign ideas that could influence the Green Team action plan and ways to take advantage of any opportunities to reduce resource use and waste generation. For example, Recycle Week or running an energy switch-off campaign.			
7. Training			
<ul style="list-style-type: none">• Introduce the 'Resource Efficient Scotland Green Champions Tool' that Green Team members should use initially to address knowledge and skills gaps.• Discuss and address other knowledge and skills gaps.• Introduce the 'Resource Efficiency at Work' training which will give a simple overview of resource efficiency and discuss how it could be rolled out to all staff in your organisation.			
8. Overcoming barriers			
<ul style="list-style-type: none">• Discuss the barriers that the Green Team may face in bringing about change and identify solutions to overcome these.			
9. Any other business			
<ul style="list-style-type: none">• Open the floor to questions from Green Team members.			
10. Details of next meeting			



By using resources more efficiently, Scottish organisations could save £2.9bn every year.

Resource Efficient Scotland provides free advice and support to help organisations across Scotland save money on energy, water and raw materials.

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