

1 **SUSTAINABLE DEVELOPMENT PLAN** 2 **2021–2023**

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8 **ABOUT THE SUSTAINABLE DEVELOPMENT PLAN**

9 ‘Sustainable development is a globally, regionally and locally occurring process of ongoing
10 and structured societal change aimed at securing desirable living conditions for current and
11 future generations. This also means that the environment, human beings and the economy
12 are given equal consideration in decision-making and activities.’¹

13
14 The aim of the objectives in the Sustainable Development Plan and the measures set to
15 reach those objectives is to reduce negative environmental effects at all levels of the
16 Student Union’s operations as well as to promote the realisation of the principles of
17 sustainable development within the Student Union.

18
19 In its Policy Paper, HYY has committed itself to the Sustainable Development Goals stated
20 in the UN’s Agenda 2030, and the Student Union’s operations or political policies may not
21 conflict with these goals. The principles of sustainable development must be taken into
22 account in all decision-making processes.² In addition to this, HYY’s Strategy for 2020–2024
23 states that ecological sustainability sets the boundaries for all HYY’s activities. The Strategy
24 also profiles HYY as a believable and well-known actor in the fight against climate change
25 and other environmental problems. Within HYY, social sustainability translates into
26 enabling the humane and ethical actions of individuals and the community both now and in

¹ “Mitä on kestävä kehitys?”, Ministry of the Environment, 18 June 2013: https://www.ym.fi/fi-fi/ymparisto/kestava_kehitys/mita_on_kestava_kehitys. Unofficial translation.

² HYY’s Policy Paper, approved by the Representative Council on 10 October 2017: https://api.hyy.fi/wp-content/uploads/2020/05/eng_hyys-policy-paper_final_2017.pdf.



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27 the future – HYY must take responsibility for its members and employees as well as the
28 University community.³

29
30 The purpose of the Sustainable Development Plan is to define the measures and objectives
31 the Student Union takes in its own operations in relation to sustainable development as well
32 as to encourage organisations operating under the Student Union towards more sustainable
33 operation. The plan guides the Student Union in a cross-sectoral manner, outlining
34 principles, boundaries and objectives for its operations.

35
36 The plan is supplemented by environmental instructions drafted for the Central Office as
37 well as environmental instructions for organisations created to support and ease the
38 environmental activities of organisations operating under HYY.

39
40 The Sustainable Development Plan is not intended to deal with the ways in which the
41 Student Union advocates the realisation of sustainable development at the University and in
42 society, as the Student Union's Policy Paper defines its advocacy goals, including those
43 related to sustainable development. The plan further does not deal with issues related to
44 sustainable development that are covered by the Ownership Strategy, which guides the
45 Student Union's business operations, or the Medium-term Financial Plan, which guides the
46 Student Union's operating finances.

47
48 The plan is divided into two sections. The first section deals with the operations of the
49 Central Office and HYY's committees, whereas the second one covers organisations
50 operating under HYY. The plan is in effect for the 2021–2023 three-year term, and it will
51 next be updated in 2023 to meet the Student Union's needs and goals of that time.

52
53 The implementation of the Sustainable Development Plan is assessed with a report written
54 every year, and the objectives are assessed on a scale of achieved – partly achieved – not
55 achieved. The main responsibility for the assessment lies with the members of the Board in
56 charge of environmental and climate affairs and development cooperation, along with the
57 main sector. Based on the assessment conducted at the end of the previous year, the
58 sustainable development sector will, at the beginning of each year, cooperate with the main
59 sector to create a plan on how to reach the sustainable development objectives. A mid-year
60 assessment of the realisation of the objectives set at the beginning of the year is conducted
61 in June.

³ HYY's Strategy for 2020–2024, approved in the Representative Council's meeting on 30 January 2020: https://api.hyy.fi/wp-content/uploads/2020/02/eng_hyy-strategy-2020-2024_approved-by-the-representative-council.pdf.



62

63 **STUDENT UNION**

No.	Objective	Measure	Responsibility	Indicator
1	Everyone at HYY's Central Office is acquainted with the Sustainable Development Plan and knows how to promote it in their own sector.	Training on sustainable development is organised for the entire Central Office at the start of each year and separately for new employees during the course of the year. The training consists of discussing the contents and implementation of the Sustainable Development Plan as well as its significance in the daily routines of the Central Office. HYY promotes the development of environmentally responsible attitude and skills among its employees.	Members of the Board in charge of environmental and climate affairs and development cooperation together with the main sector	Has the training been organised (yes/no), number of training sessions
2	Activities that follow the principles of sustainable development are actively carried out in HYY.	There is a sustainable development sector operating in the Student Union. At least two members of the Board work in the sector, with one in charge of environmental and climate affairs and the other of development cooperation. The members of the Environmental Committee and the Development Cooperation Committee act as volunteers for the sector.	Main sector	There is a member of the Board in charge of environmental and climate affairs (yes/no), there is a member of the Board in charge of development cooperation (yes/no)



3	The implementation of the Sustainable Development Plan is actively monitored.	At the beginning of each year, a separate action plan on sustainable development is created for the upcoming year based on the Sustainable Development Plan and the previous year's report. A mid-year assessment on the realisation of the objectives set at the beginning of the year is conducted annually in June. At the end of the year, a report is made on the realisation of the action plan and the Sustainable Development Plan as well as on areas of development for HYY for the next year. The report is annually presented to the Representative Council in connection with the last Representative Council meeting of the year.	Person in charge of environmental and climate affairs and person in charge of development cooperation together with the main sector; also, the Environmental Committee and the Development Cooperation Committee to the extent of their responsibilities	Action plan on sustainable development has been created at the beginning of the year (yes/no), mid-year assessment has been conducted (yes/no), monitoring of the action plan and the final report for the year have been done (yes/no), final report has been presented to the Representative Council (yes/no)
4	The principles of sustainable	After the training at the beginning of the year, the sustainable development sector	Person in charge of	Discussions have been held with the different



	development are integrated into the operation of each sector.	holds discussions with the different operating sectors on how the principles of sustainable development could better be taken into account in the operations of each sector. In the report made at the end of the year, the operations and their development are reviewed separately for each sector.	environmental and climate affairs, person in charge of development cooperation	sectors (yes/no), number of discussions, the operations have been reviewed separately for each sector in the final report (yes/no)
5	HYY's committees are familiar with the Sustainable Development Plan and the environmental instructions for organisations as well as take the principles stated in the documents into account in all their activities.	The Sustainable Development Plan and the environmental instructions for organisations are introduced to committee members when they receive their orientation. The Environmental Committee organises environmental training for all committees either as an independent training event or as part of HYY's other training events.	Member of the Board in charge of volunteers, Environmental Committee	Committee members have received orientation on the Sustainable Development Plan and the environmental instructions for organisations (yes/no), the Environmental Committee has organised environmental training for all committees (yes/no)
6	HYY's operating finances (including the committees' operations) determines the	A plan is made in HYY to determine the entire Student Union's carbon footprint. Once the carbon footprint has been determined, a plan is drafted to minimise it and compensate for it. The objective of	Person in charge of environmental and climate	HYY has made a plan to determine its carbon footprint (yes/no), the carbon footprint has been determined (yes/no), a plan to minimise and



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	size of its carbon footprint, makes a plan to minimise it and compensate for it, and sets the objective of being carbon neutral.	becoming carbon neutral is also set for the Student Union.	affairs, main sector	compensate for the carbon footprint has been made (yes/no), the objective of becoming carbon neutral has been set (yes/no)
7	Volunteer activities that are linked to the themes of sustainable development and encourage the participation of HYY's members are carried out in the Student Union.	The Environmental Committee and the Development Cooperation Committee operate within HYY. The committees organise diverse activities that are linked to their themes and aimed at HYY's members. HYY also involves the committees in the activities of its sectors through the members of the Board in charge of the relevant sectors, as well as in the implementation and monitoring of the Sustainable Development Plan, to the extent to which responsibility has been allocated to them.	Person in charge of environmental and climate affairs, person in charge of development cooperation, Environmental Committee, Development Cooperation Committee	The Environmental Committee operates within HYY (yes/no), the Development Cooperation Committee operates within HYY (yes/no), the committees organise activities (yes/no), the committees have been involved in the activities of HYY's sectors (yes/no)



8	Environmental values and the policies of the Sustainable Development Plan are a crucial part of the daily routines at the Central Office.	Someone is appointed as the person in charge of environmental affairs at the Central Office for each year. The person in charge of environmental affairs ensures that environmental values are realised in the daily routines of the office. The person looks into ways of developing the routines of the office towards a more environmentally friendly direction and is available for those working at the Central Office to consult in all routine matters related to environmental affairs, such as acquisitions. The person in charge of environmental affairs drafts clear environmental instructions that are easy to follow for the Central Office. The instructions are kept up to date and updated annually if needed.	Main sector, person in charge of environmental affairs at the Central Office	Someone has been appointed as the person in charge of environmental affairs at the Central Office (yes/no), environmental instructions for the Central Office have been created (yes/no), the instructions are up to date (yes/no)
9	HYY promotes sustainable consumption and minimises the use of natural resources.	The unnecessary consumption of electricity and water at the Central Office is minimised and the unnecessary use of paper avoided. HYY strives to abandon at least one significant way of paper or energy consumption every year for the duration the plan is in effect.	Person in charge of environmental and climate affairs, person in charge of environmental affairs at the Central Office, chief	Attention has been paid to electricity and water consumption at the Central Office (yes/no), HYY has abandoned at least one significant way of paper or energy consumption (yes/no), number of ways of paper consumption that have been abandoned



			financial officer	
10	HYY follows the principles of sustainable consumption in all its acquisitions of goods.	The climate effects and necessity of all acquisitions made in HYY are critically examined. When making new acquisitions, the durability, responsibility and environmental friendliness of the product are taken into account in addition to its price. The acquisition of recycled goods is favoured whenever possible.	All sectors for their own acquisitions, chief financial officer, person in charge of environmental affairs at the Central Office	The criteria of sustainable consumption have been taken into account in acquisitions that have been made (yes/no)
11	Waste and items taken out of use are recycled responsibly.	HYY's Central Office has adequate sorting facilities for at least mixed waste, biowaste, plastic waste, paper, cardboard, metal, glass and recyclable bottles and cans. The recycling of items that are more difficult to recycle, such as electronics, is always taken care of in an appropriate manner. The amount of waste is minimised, if possible, and unnecessary food waste in particular is avoided.	Person in charge of environmental affairs at the Central Office	The Central Office has the sorting facilities mentioned in the 'measure' column (yes/no), number (X/8)
12	The procurement of food is environmentally	Vegan food and food with as small a carbon footprint as possible are always favoured in the procurement of food. The responsibility of the food is always taken	All sectors for their own acquisition	The environmental friendliness and responsibility of the procurement of food has



	friendly and responsible.	into account, with fair trade products, for instance, favoured whenever possible.	s, person in charge of environmental affairs at the Central Office	been reviewed in HYY (yes/no)
13	Travel emissions are minimised and compensated for.	People involved in HYY strive to avoid flying whenever possible, and flying is not used as a method of travel at all in travel within Finland. HYY encourages its personnel to travel as ecologically as possible, even if it would take a longer time. Boat travel is also avoided whenever possible. When HYY buys flight or boat tickets, a donation worth 30% of the price is always made to environmental action. When travelling over 50 kilometres by train, bus or car on work-related matters, a donation worth 10% of the price is similarly made to environmental action.	Person in charge of environmental affairs at the Central Office, chief financial officer	HYY has encouraged its personnel to avoid flying and boat travel (yes/no), number of flights and boat trips, a donation of 30% of ticket price has been made to environmental action for all plane and boat tickets bought by HYY (yes/no), a donation worth 10% of the price of all work-related travel by train, bus and car has been made to environmental action (yes/no)
14	The personnel of the Central Office use ecological means of transport in	The personnel of the Central Office are encouraged to use bikes and public transport. If possible, HYY participates in campaigns that encourage this. Taxis are not used for work-related travel in HYY, except for extremely exceptional	Person in charge of environmental affairs at the Central Office	Orientation has been provided for personnel on HYY's recommendations and policies related to the use of methods of transport (yes/no)



	work-related travel.	circumstances. HYY does not book unnecessary bus transport.		
15	HYY only cooperates with cooperation partners that are ecologically, socially and ethically responsible.	In all its cooperative activities (and especially when making cooperation agreements), HYY pays attention to the ecological, social and ethical responsibility of its cooperation partner (such as a company or an organisation). Cooperation with parties that do not share HYY's values and objectives in these issues are avoided.	Main sector, person in charge of environmental and climate affairs, person in charge of development cooperation	HYY's partnerships and cooperation agreements have been critically assessed during and at the end of the year from the perspectives of ecological, social and ethical responsibility (yes/no)
16	HYY's closest cooperation partners are aware of the Sustainable Development Plan, and the plan is visible in HYY's public communication.	HYY communicates about the plan, its objectives and their realisation regularly in its own social media channels as well as informs its interest groups and cooperation partners about the objectives and their realisation.	Sustainable development sector, communications sector	Cooperation partners have been informed about the plan (yes/no), the objectives of the plan and their realisation have been highlighted in HYY's communications (yes/no), number of publications
17	HYY realises its social responsibility through	HYY uses at least 0.7% of its annual budget on development cooperation. This is mainly conducted in project form in such a way that there is always at least	Secretary general, chief financial	0.7% of the budget has been spent on development cooperation (yes/no), project in



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	development cooperation.	one development cooperation project in progress or being planned.	officer, person in charge of development cooperation	progress / being planned (yes/no)
18	HYY actively communicates about development cooperation activities and issues.	HYY actively communicates about the projects and its other development cooperation activities. HYY's multichannel communication arsenal is used actively in this communication.	Person in charge of development cooperation, Development Cooperation Committee	HYY has actively communicated about its development cooperation activities and projects (yes/no), number of posts and utilised channels

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65 **ORGANISATIONS OPERATING UNDER HYY**

No.	Objective	Measure	Responsibility	Indicator
19	Organisations are familiar with HYY's Sustainable Development Plan. The activities and	Organisations are provided with information about the Sustainable Development Plan at the beginning of each year as a crucial part of the instructive communication aimed at HYY's organisations. The environmental training aimed at organisations includes an	Environmental Committee, sustainable development sector, organisational sector	Communication about the plan has been done (yes/no), plan has been introduced in the environmental training for people



	purposes of organisations do not conflict with the Sustainable Development Plan.	introduction to the Sustainable Development Plan.		involved in organisations (yes/no)
20	Organisations operating under HYY promote the realisation of the principles of sustainable development in their activities. HYY supports the organisations with this.	A checklist is created for organisations to help them promote the realisation of sustainable development. The checklist is updated and delivered to the organisations every year. The Environmental Committee and the Development Cooperation Committee are involved in the creation of the checklist.	Sustainable development sector, Environmental Committee, Development Cooperation Committee	Checklist has been created and sent (yes/no), checklist has been delivered to organisations (yes/no), checklist is updated annually (yes/no)
21	Every organisation operating under HYY has a person in charge of environmental affairs.	Organisations are encouraged to appoint a person in charge of environmental affairs on their boards. Information is distributed about the job description and role of the person in charge of environmental affairs. Orientation to the role is made easier with HYY's guides and training events. The points of the environmental section in the allocation model of operating grants takes	Person in charge of environmental and climate affairs, Environmental Committee, organisational sector, Financial Committee	Communication aimed at organisations on having a person in charge of environmental affairs has been done (yes/no), training has been organised for persons in charge of environmental



		into account having a person in charge of environmental affairs.		affairs (yes/no), having a person in charge of environmental affairs has been taken into account in the allocation model for operating grants (yes/no)
22	Taking into account and developing environmental affairs as part of their activities rewards organisations.	The allocation model for operating grants sets a financial incentive for organisations to take environmental affairs into account in their activities. The Financial Committee is given a recommendation that the weight and ambition of the section on environmental affairs in the allocation model for operating grants is reviewed annually and that the points given for the section or the weight of the section is increased if possible. When reforming the model, the environmental section is taken to the Environmental Committee for comments. Organisations are encouraged to take environmental affairs into account in their activities through organisational contests and challenge campaigns, for instance. Excellent examples are highlighted in the communications of the Environmental Committee and HYY, and organisations are rewarded for commendable activities.	Financial Committee, chair of the Financial Committee, Environmental Committee	The allocation model for operating grants takes environmental affairs into account (yes/no), the environmental section has been reviewed (yes/no) and developed annually (yes/no), the model has been in the Environmental Committee for comments (yes/no), organisations operating commendably have been rewarded and highlighted (yes/no)



23	HYY and organisations actively cooperate to promote environmental affairs, and persons in charge of environmental affairs receive support for their activities from HYY.	Cooperation between the persons in charge of environmental affairs in organisations and the Environmental Committee is increased and developed. A network of persons in charge of environmental affairs is created, and training or other targeted events are organised for the network at least once in the spring and autumn.	Environmental Committee, person in charge of environmental and climate affairs	Persons in charge of environmental affairs have a shared communication channel (yes/no), email list for persons in charge of environmental affairs has been created (yes/no), at least two training events for persons in charge of environmental affairs have been organised (yes/no), number of training events and participants
24	Organisations know how to take environmental affairs into account in their activities.	The Environmental Committee and HYY create an environmental guide for organisations and annually assess the need to update the guide. The Environmental Committee actively communicates to organisations about environmental affairs and offers them advice on how to take them into account in the organisations' operations.	Environmental Committee, person in charge of environmental and climate affairs	Environmental guide exists and is up to date (yes/no), regular communication aimed at organisations on environmental affairs is done (yes/no)
25	All HYY's organisational premises have	HYY encourages and supports organisations in the creation of environmental instructions for HYY's	Environmental Committee, person in charge	HYY has encouraged and supported organisations in the



	their own environmental instructions.	organisational premises and, if it so desires, for other premises used by the organisations. HYY creates a template and guiding instructions for drafting the instructions as well as provides the organisations with support and training on the topic.	of environmental and climate affairs	creation of environmental instructions for organisational premises (yes/no), template and instructions for drafting the instructions have been created (yes/no), support and training on the topic have been provided for the organisations (yes/no)
26	Waste is sorted in an appropriate manner in all HYY's organisational premises.	It is desirable that organisational premises would have separate containers for at least mixed waste, biowaste, plastic waste, paper, cardboard, glass, metal and bottles and cans. HYY informs organisations about the appropriate sorting of waste. If organisational premises do not have the aforementioned sorting containers, HYY supports organisations in the acquisition of the containers. The amount of waste must be minimised and food waste in particular avoided.	Environmental Committee, organisational sector	HYY has communicated to organisations about appropriate sorting (yes/no), HYY has supported organisations in the acquisition of waste containers (yes/no)
27	Unnecessary acquisitions and the amount of	Organisations are informed about rentable dishes as well as available recycled items and items that can be borrowed. The creation of unnecessary waste is avoided,	Environmental Committee,	Organisations have been informed about rental dishes and other rental and



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	waste are reduced. Organisations are aware of dinnerware sets that can be rented as well as recycled items and items that can be borrowed.	and more ecological options are favoured, if the situation allows for it. HYY supports the organisations with their ecological and sustainable acquisitions with the furniture grant.	organisational sector	recycled items (yes/no), the furniture grant has been used to support sustainable and ecological acquisitions (yes/no)
28	Organisations participate in environmental and climate action.	Organisations are involved in the environmental activities of the Environmental Committee and HYY as well as encouraged to participate in activities such as events organised by HYY and campaigns that have an environmental or climate theme and are supported by HYY.	Environmental Committee, person in charge of environmental and climate affairs	Organisations have been encouraged to participate in the environmental activities of the Environmental Committee and HYY (yes/no), organisations have participated in the environmental activities of the Environmental Committee and HYY (yes/no)
29	The sections related to the environment in HYY's	The sections are reviewed annually and updated as needed.	Person in charge of environmental and climate	The sections have been reviewed and



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	Guide for Organisations are kept up to date and relevant.		affairs, Environmental Committee	are up to date (yes/no)
30	Organisations are encouraged to take issues related to responsibility into account in their activities.	The Development Cooperation Committee organises training for organisations every year on issues related to responsibility, development cooperation and sustainable development (excluding ecological sustainability). The Development Cooperation Committee supports organisational communication in issues related to responsibility and promotes the development of attitudes and skills related to responsibility among the organisations.	Development Cooperation Committee	Training on responsibility has been organised (yes/no), number of training events, feedback collected from the training events, organisational communication on issues related to responsibility has been done (yes/no), number of messages to email lists / posts