



EWWR good practices and case studies

1. Details of Action:

EWWR Organiser: WasteServ Malta Ltd
Country/Region: Malta
Name of nominated project developer: Green Leaders from all ministries through the Ministry for Resources and Rural Affairs
Name of nominated action: Reduce Waste first! Tips to reduce waste in your office and in everyday life
Place: Through the intranet
Country: Malta
Nominee **category**: Administration/ Public Authority
Dates of action: 25th of November 2010
Year: 2010

2. Please select the **theme(s)** highlighted in the action:

- Too Much Waste
- Better Consumption
- Better Production
- A Life for Products
- Less Waste thrown Away

3. Type of Action

- Action open to general public
- Action open to a target group
- Action based on the production of communication tools
- Other, please specify:

4. Please give a detailed and precise description of the nominated action:

Green leaders from of every government department were in charge to collect ideas from focal points and other employees about waste reduction actions at the place of work and at home. The aim was to include all these ideas in one convenient referral booklet and distribute it to all government employees via the intranet.

While the booklet promoted ideas which were already taking place in government departments it also had the aim to encourage these actions in departments where such actions might be lacking. At the same time, the booklet encouraged the continuation of these type of activities by making people aware that such small actions can lead to a big difference in our environment. Ideas collected were very practical and easy to adopt into one's everyday life - both at work and at home.

5. Please describe the target audience and how the action motivated its public/target audience, as well as the number of participants:

In this activity the target audience were the public sector employees (21,871 employees in total). They received this booklet through email. On a general basis, various publicity measures about EWWR were being undertaken during that week and this booklet served to provide a number of hands-on ideas. Additionally, green leaders organise a number of information sessions during which the ideas presented in the booklet can be followed up. Moreover, the booklet can be resent to civil servants as many times as one wishes.



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6. Please explain why you have decided to nominate this action for a EWWR Award, following the main criteria listed here below (you can add your criteria if needed):

- 1) visibility and communicational aspects
- 2) good practice, originality and exemplarity
- 3) quality of content and focus on waste prevention,
- 4) European reproducibility
- 5) follow-up in long-term and lasting impact

The booklet produced by the green leaders was focused on waste prevention giving a number of unusual ideas that can easily be followed at the office or at home. This booklet has reached over 21,000 government employees and can easily be adapted to all European countries. The booklet was distributed to a large number of people without utilising paper or any other form of printed material since it was sent through electronic mail. An important aspect of it is that it gave a number of unusual waste reduction ideas for example, freezing candles for 2/3 hours to make them last longer rather than the more common, albeit useful, waste reduction tips like using used envelopes as rough paper.

Moreover, a follow up of this booklet may be included in the waste management session organised by the greenleaders to government employees on a regular basis.

7. Please provide us with photos, videos, weblinks or any other material that would help the jury to better understand the nominated EWWR action. Where possible, provide basic translation into English.

Reducing waste.

Here are some practical ideas to reduce waste in the office.

These tips are currently being employed in Government of Malta offices.



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The main type of waste generated in Government offices is paper waste. Some initiatives that are currently being carried out to reduce this type of waste are:

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- Printing on both sides of the paper and setting double-sided printing as default whenever possible;
 - Paper printed on one side is being used as rough paper and in some cases reassembled into notebooks;
 - Circulars are posted on the Public Service Intranet and circulation in hard print heavily reduced or altogether discontinued;
 - Subscriptions to the Government Gazette were reduced and employees advised to refer to the online version on the Department of Information website;
 - Invitation letters and programmes for training are emailed to participants instead of sending a hard copy by post;
 - Training sessions on Waste Management including waste reduction are given to employees;
 - Awareness raising in relation to, for example, the unnecessary printing of emails by adding a note at the end of each email: *Please consider your environmental responsibility before printing this e-mail*;
 - A number of documents of relevance to special interest groups in some Ministries, e.g. Data Protection Officers, are being posted in restricted areas on the Intranet for the Public Service, thus eliminating the need to print hard copies of these documents to distribute them to the members of these groups;
 - Collecting toners and cartridges for refilling in some offices;
 - Templates are affixed on envelopes to enable their reuse for intra-ministerial and inter-ministerial mail; and
- Greater use of electronic facilities to cut down on paper distribution and as a result paper waste. For example, in some offices, vacation leave forms and forms concerning travel on official business will be made electronically, to avoid printing unnecessarily, and therefore paper waste;
 - Some offices are sending stationery such as binders, folders and files that is no longer used back to the in-house stationery store for re-distribution;
 - Shared folders are used in many Ministries to avoid printing draft copies with corrections. In this way only one final copy is printed;