

Wanna join GO-VN?

GO THIS WAY

# 1001 FAQs

about registering  
**Green Office Vietnam**



## Initiative

### “Upscale and Mainstream Green Office Lifestyle in Vietnam”

This is to promote Low-carbon Sustainable Lifestyle amongst consumers group of office workers in Vietnam.

The initiative is within 10 Year Framework of Programme (10YFP/SCP) funded by UN Environment and implemented by Asian Institute of Technology in Vietnam (AIT-VN).

GO implementation: October 2017 – May 2018



## Will my office be charged a fee to participate in the project?

GO-VN charges no fee for participation because the initiative is funded by the UN Environment within the framework of the 10-year Framework of Programmes on Sustainable Consumption and Production patterns (10 YFP).

However, GO-VN delivers supports of human resources, training materials and equipment and provide GO certificate.

Cost for at-place training facilities and initiatives (if any) will not be covered by GO-VN.



## 1. Fee for participation

### **NO CHARGE!**

However, please read the following remarks to fully understand technical supports by GO-VN:

#### **Technical supports by GO-VN:**

- Human Resources: trainers and auditors will be assigned by the project to carry out training, consultancy and evaluation for selected offices within the framework of Green Office initiative;
- Training materials and teaching equipment for the offices' GO teams (each participating office will establish a GO team with 20-30 staff);
- Green Office certificate issued by the GO-VN project (if your office meets the GO-VN required standards).

#### **Expenditures that not supported by the project:**

- Cost to organize at-place trainings such as meeting room, food/drinks, office equipment, traveling...;
- Cost to implement GO initiatives in your office. This cost will be proposed by your staff/GO team and approved by your board of director;
- Additional trainings/consultancy (if any) that do not belong to GO-VN.

The above contents will be clarified in the Memorandum of Agreement between AIT-VN and your office.



## What are criteria for selecting offices?

First, there is no limit on the size of the office. However, the project will only select the offices with a limited working space.

Second, commitment of board of management as well as staff play a key role in the application process.

## 2. Selection criteria

First, there is no limit on the size of the office. However, the project will only select the offices with a limited working space.

If your organization has different branches in different locations, you should choose only one of them to register for pilot implementation, then replicate the GO model to other branches.

Second, **commitment** of board of management as well as staff play a key role in the application process. GO-VN is looking for the organizations that desire to “green” their office and be willing to invest human resources and finance to innovate.





When will be  
**the deadline**  
for application?

The application will close once GO-VN selects 10 suitable offices in Hanoi, Danang and Ho Chi Minh City.

**Hurry up!**  
**Apply now!!!**



### 3. Application Deadline

The application will close once GO-VN selects 10 suitable offices in Hanoi, Danang and Ho Chi Minh City.

Apply now!

If your office is not selected, please revise at FAQs 10!

GO trainers and consultants/auditors will accompany with offices during implementation and evaluation of Green Office.

GO trainers and consultants/auditors are selected from a wide variety of qualified candidates in the relevant fields after being trained on GO Lifestyle and Standards.



**Who are  
GO-VN Trainers and  
Consultants/Auditors?**



## 4. GO-VN Trainers and Consultant/Auditors

The trainer will train your staff on green lifestyle and promote sustainable initiatives, which will help change their consumption behaviors towards green living and reduce the greenhouse gases emission of your office.

The auditor will play two roles of consultant and auditor. The former is to provide in-depth knowledge about greenhouse gases emission reducing and carbon offsetting so that your office can achieve your goals as well as getting Green Office Certificate of the project. The latter is to carry out carbon reduction assessment and review greening level of your office that is base for certification process.

Alongside, GO-VN will supervise and support the implementation of each office.



## After signing MOU, what will be processed?

- ★ Assign trainers and consultants/auditors
- ★ Survey to make an agreement on schedule and working process
- ★ Kick off GO programme at your office
- ★ Conduct Green Office lifestyle trainings
- ★ Implement Sustainable consumption/GO initiatives
- ★ Assess improvement
- ★ Provide certification of Green Office Projecti based on greening level



## 5. Procedure after MOU

No	Activity	Expected duration
1	Assign trainers and consultants/auditors to your office	1 week
2	Survey your office and work with your representative to make an agreement on schedule and working process (implemented by trainers)	2 weeks
3	Kick off GO programme at your office, with the participation of representative of Management Board, GO team and other stakeholders of project.	1 session (2 hours)
4	Conduct Green Office lifestyle trainings for your staff (20 – 30 people) – GO team: 2 – 3 hours/day x 6 days. The schedule of trainings is arranged by the trainer and your office.	1.5 months
5	The office, with the support of trainer and consultant, will carry out: Sustainable consumption/GO initiatives Improvement assessment Sustainable consumption policy establishment	4 – 5 months
6	Conduct assessments by auditor	1 – 2 months
7	Provide certification of Green Office Project (if the office meets all GO-VN required standards)	1 month



**Who will participate and what are their responsibilities?**



## 6. Roles & Responsibilities

### Trainer

- Instruct GO team to deploy 5 steps of GO program
- Support monitor deployment progress
- Support check and report

### Consultant

- Support GO team to conduct baseline report of GHG emission
- Consult GHG reduction initiatives

### Auditor

- Deliver final assessment
- Recommend certification

### GO team

- Responsible for implementation in line with action plans agreed by trainers
- Reporting

### Management Board

- Approve and issue policies, communication regulations and procedures
- Approve financial support of initiatives if any

### Staff

- Practice better living habits as instructed
- Feedbacks and Suggestion of Green Initiatives
- Inspire colleagues

**Better  
Living  
Habits**

**Saving  
Costs**

**Nice  
work  
space**

**“Pio-  
neer”  
in  
GO-VN**

**What are benefits of  
participating in GO-VN?**



## 7. Benefits of Green Office

### For office staff:

- Understand and practice low carbon consumption in office, at home..., thus creating better behavior and more responsible with environment and community.
- Join in hand to build green, friendly and healthy working environment for everyone.

### For organizations/enterprises:

- Be a leading office in implementing Green Office lifestyle!
- Reduce cost in energy consumption (electricity, water...), calculate the reduction of GHG emission.
- Have a green, friendly work environment and sustainable consumption policy applied for the whole office.
- Build the good image for office and increase the competitiveness (for business)
- Opportunities to promote organization through information dimension workshop of project.



**Stick notes for remind turning off light, fans when not in use**

**Instruct staff to use both sides of paper and limiting printing**

**Set priority for buying saving energy equipment...**

**What are  
Sustainable Consumption/GO  
Initiatives?**



## 8. Sustainable Consumption/GO Initiatives

Listed below are simple examples of sustainable consumption initiative:

- Stick notes for remind turning off light, fans when not in use.
- Instruct staff to use both sides of paper and limiting printing.
- Set priority for buying saving energy equipment...

Throughout the training, GO-VN recommends that the office will proactively suggest and develop your own sustainable consumption/GO initiatives that are suitable to your organization. The project will also learn from your initiatives!

For unselected offices, if you still want to implement Green Office, the project can support by 2 ways:

- ★ Provide guidelines (soft copy);
- ★ Connect trainers of project with your office for your self-implementing (your office will pay for related cost if any).

**If not selected, can my office receive support in another way?**



## 9. If your office is not selected?

For unselected offices, if you still want to implement Green Office, the project can support by 2 ways:

- Provide guidelines (soft copy);
- Connect trainers of project with your office for your self-implementing (your office will pay for related cost if any).

In addition, you can follow GO-VN fanpage at:

<https://www.facebook.com/greenofficevietnam> to update the Green Office lifestyle, contribute to the Green Office initiative bank and participate in other events organized by the project.