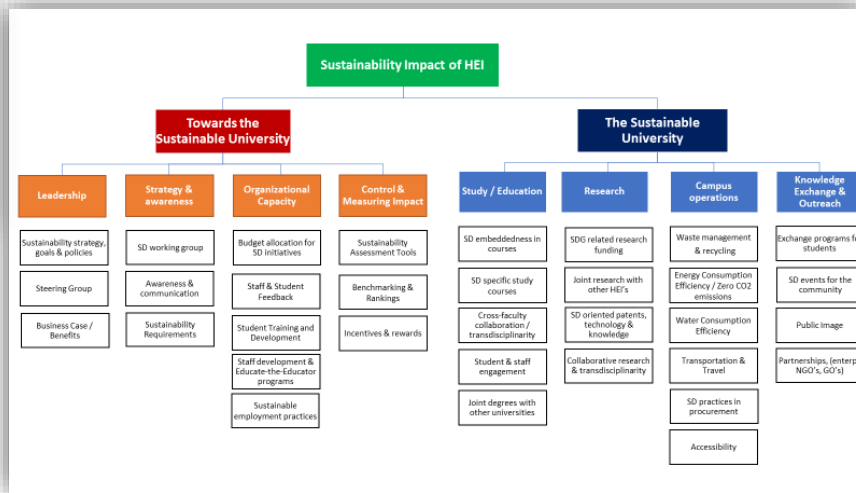
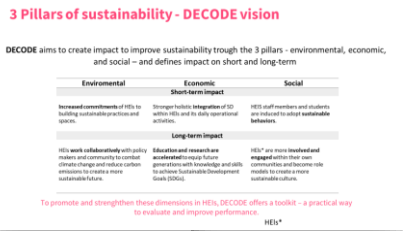




THE DECODE TOOLKIT

A set of practical tools, best practices, methods, models & instruments that can be used to drive sustainability in a meaningful way, and overcome obstacles faced in the process

www.decode-council.org
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WHAT IS THE DECODE TOOLKIT?

SUB-DRIVER

Sustainability Requirements

The type & size of the HEI, as well as local legislation may determine what sustainability related requirements are relevant. Identifying them is an important step to take the annual "do-it-all".

Business Case

In addition to legal and regulatory requirements, a clear business case helps to secure management buy-in and engage communication efficiency towards stakeholders.

Sustainability strategy & goals

A clear SD strategy, policy plan and concrete SD actions and activities are the "backbone" of implementing SD in an HEI throughout all the departments.

SELF-ASSESSMENT QUESTION

Has your HEI institution identified clear Sustainability requirements relevant to your institution?
0. We have only started to gather and look at the various requirements
1. We have identified the most relevant ones to our institution, but have not yet formally decided on them
2. We have both identified the most relevant requirements/goals, selected them, and have a clear understanding

Do you have a clear business case to why sustainability should be embedded, and what benefits are to be achieved?
0. We don't have a business case, and clear benefits
1. We have identified some benefits to the HEI, and they are understood & clear in some departments
2. All the HEI levels have a clear understanding of the benefits & value of driving SD in the HEI

To what extent is sustainability embedded in your HEI's Strategy, Goals & policies?
0. Our HEI is only in the beginning or has not started embedding sustainability in our vision, mission statements, values & there is no concrete plan in place
1. We have embedded SD in our strategy, mission, vision value statements, but they have not been cascaded down to department levels as specific goals
2. Sustainable Development is embedded in the institutions strategy, mission, vision and value statements & these have been cascaded down to each individual department level

TMFA'S

(Tools, methods, models, frameworks, approaches)

CARBONIS & STRIS - A database of mandatory and voluntary instruments that either require or encourage organizations to report sustainability-related information.

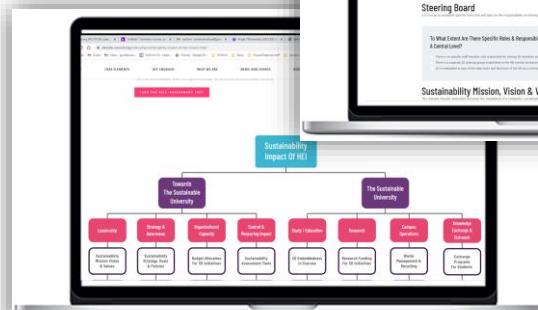
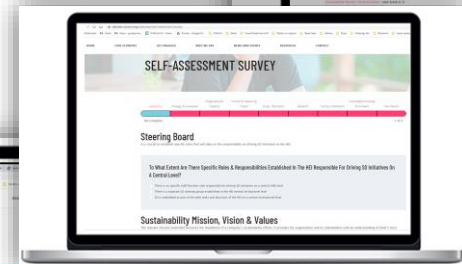
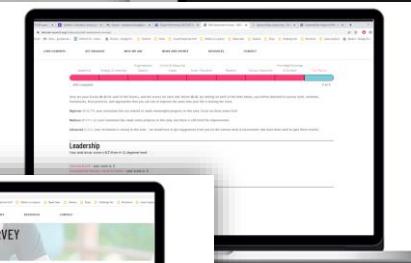
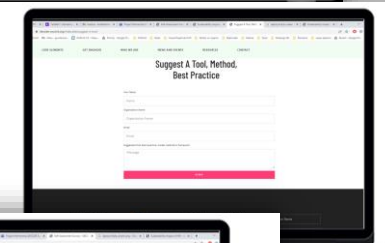
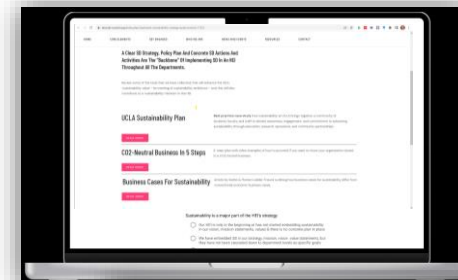
Process Framework for Integrating and with management systems - A process framework for integration of quality management and assurance systems to support ESG implementation in HEI using the Deming cycle (PDCA).

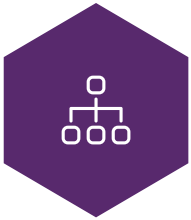
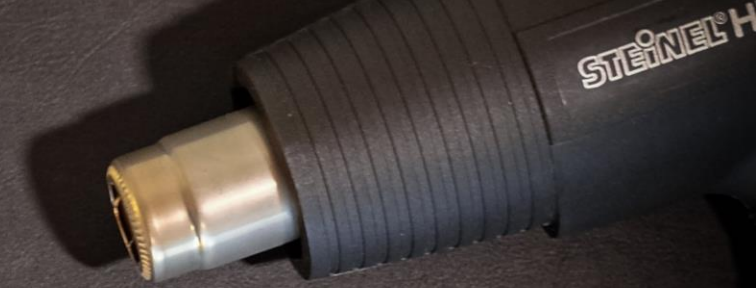
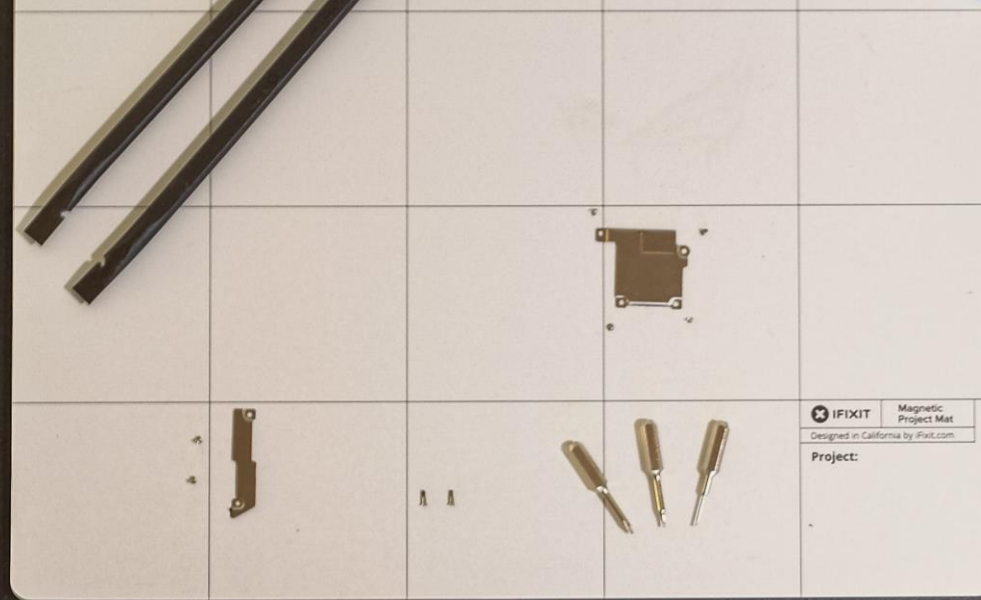
Making the business case for sustainability - Key terms to use to frame your discussions, several ways sustainable business practices can pay off financially, and tools to leverage when pitching sustainability to stakeholders.

Business cases for sustainability - Article by Stefan & Florian Lischke-Freund outlining how business cases for sustainability differ from conventional economic business cases.

UCLA sustainability plan - Best practice case study how sustainability at UCLA brings together a community of students, faculty, and staff to elevate awareness, engagement, and commitment to advancing sustainability through education, research, operations, and community partnerships.

CO2-neutral business in 5 steps - 5-step plan with video examples of how to proceed, if you want to move your organization closer to a CO2 neutral business.





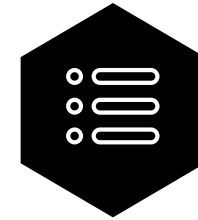
IMPACT TREE

A visual representation and structure of the main areas that an HEI needs to focus on, in order to contribute towards a more Sustainable future.



TOOLKIT INSTRUMENTS

“Something which helps to get a job done” - a collection of instruments and best practices to drive contribution to sustainability through an entrepreneurial and engaged perspective.



SELF-ASSESSMENT SURVEY

A short survey to show how your institution is doing with respect to each of the 5 pathways (education, research, 3rd mission, operations & governance). Your scores will point you to potential improvement ideas.



HOW DID WE CREATE THE TOOLKIT?

OUR PROCESS



LITERATURE REVIEW

To identify the main drivers and sub-drivers that need to be addressed for an HEI to contribute towards sustainability and that shape the Impact Tree.



EXPERT INTERVIEWS

We conducted 8+ interviews with Sustainability Experts from HEI's and the Private Sector in order to gather tools and adjust the structure of the Impact Tree.



FOCUS GROUPS

3 focus groups with the DECODE council members were organized, in order to validate the DECODE toolkit progress and adjust the Impact-Tree and Self-Assessment tool.



INTERNET RESEARCH

In order to identify new instruments for the Impact Tree, identify best practices and approaches from other HEI's to improve the toolkit.



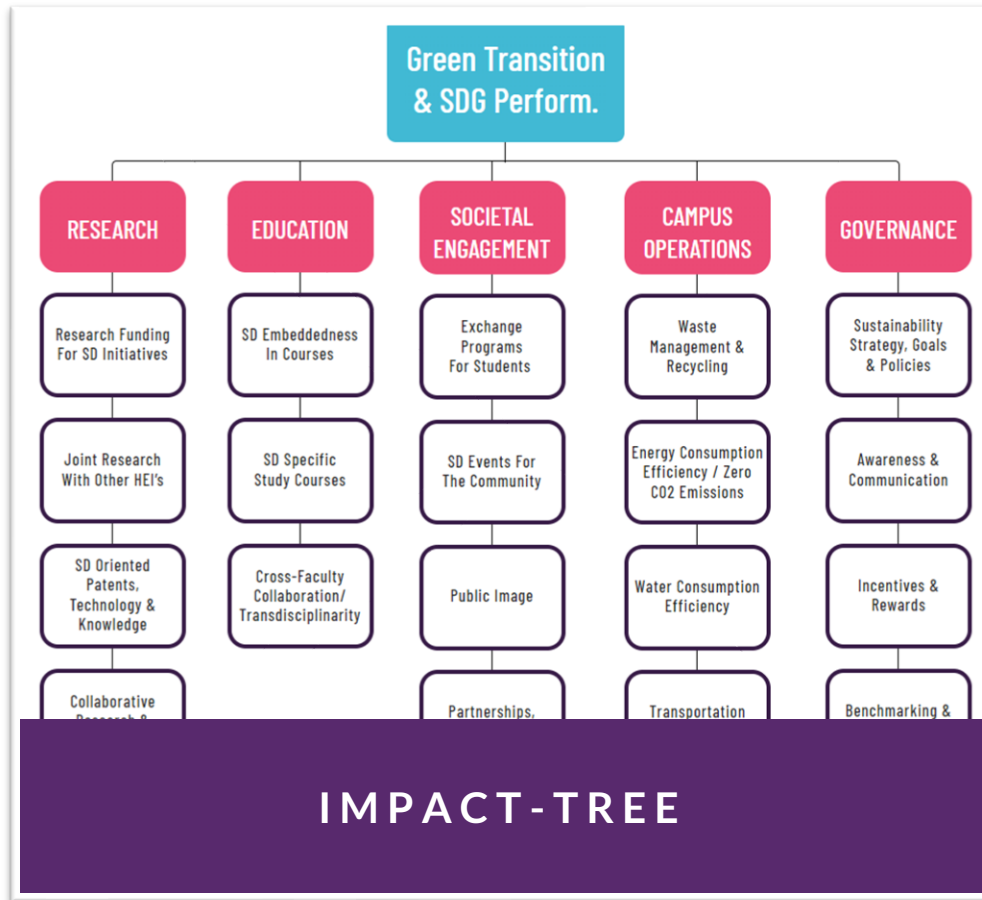
VALIDATION & ADJUSTMENT



“

First do it, then do it right, then
do it better.

- Addy Osmani -



ACCESSIBLE IN THE CONNECT PORTAL

A link will be published in the connect.decode-council.org portal for you to access anytime.



INTERACTIVE

Click on the sub-drivers to explore the various tools, or even to suggest additional ones that you have used in the past.



A MIX OF VARIOUS TOOLS

The list contains both best practices from other HEI's all over the world, digital tools (both free and paid), methods and frameworks, as well as templates and games.



CROWDSOURCED - BY US ALL

We need to all contribute to grow the list of tools available in the Toolkit - suggest a tool that has helped your HEI, and we will review and publish it by acknowledging your contribution on the platform!

GET ENGAGED WHO WE ARE NEWS AND EVENTS RESOURCES CONTACT

Transformative Sustainability Learning (TSL)

Framework based on the "head-hands-heart model" as an organizing principle integrate transdisciplinary study (head); practical skill sharing and development (translation of passion and values into behavior (heart) engagement, and commitment advancing sustainability through education, research, operations, and community partnerships.

[READ MORE](#)

The Case Method

A participatory, discussion-based way of learning where students gain skills in communication, and group dynamics

[READ MORE](#)

Rotterdam School Of Management: Approach To SD Education

"In our education we are using teaching cases, assignments and videos to highlight well as the business challenges posed by the SDGs, and confront students with working with the SDGs. Here we share these materials per SDG, showcasing materials directly relevant. Explore the other SDGs."

[READ MORE](#)

From Art To Zoo Management: Embedding Sustainability In Higher And Further Education

"This guide has been developed by the Department for Sustainability at the NUS practice in the incorporation of sustainability in UK further and higher education"

[READ MORE](#)

TOOLKIT INSTRUMENTS



Home > NEW: Self-Assessment Survey

SELF-ASSESSMENT SURVEY

Department Leadership / Strategy / Governance

Please Note:

1. We use the term 'university' to describe any institution that offers education at the higher education level and is involved to a higher or lesser degree in carrying out research.
2. We use the term 'department' to denote an academic unit, a faculty, a school or a college that is part of the university and is lead by its own decision making body (usually that reports to the central university administration (i.e. its executive board).

When It Comes To Your Department's **Education Mission**, Is Sustainability (Say, The SDGs) Addressed In Areas? (Please Select All Options That Apply)

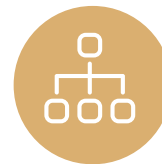
- The department's overall education strategy
- The mapping and monitoring of information on the department's efforts and achievements related to sustainability education (i.e. courses and programs sustainability theme)
- Providing development & training/peer learning opportunities for the department's lecturers to learn about sustainability topics or teaching methods for Development) and CBL (Challenge-based learning)
- Providing financial resources or additional staff time to the department's academic staff, allowing them to further develop sustainability education
- Regulations in the department that guide (say, restrict, encourage, permit) the department's curriculum and the students' educational portfolio in terms of themes

SELF-ASSESSMENT



DESIGN TO IDENTIFY FOCUS AREAS

Evaluate each of the aspects HEI's should focus on, to guide on how improvements should be prioritized.



ACCESSIBLE FROM THE IMPACT TREE

You will be able access the Impact Tree from the connect.decode-council.org/ portal anytime – the self-assessment survey will be one-click away from it!



**GET INSPIRED –
REVIEW SOME OF THE
TOOLS WE’VE
COLLECTED!**



<https://t.ly/NA7L>