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# Module 2
# **Checklist**
# "Where do we stand?"

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**ifeu** INSTITUT FÜR ENERGIE- UND UMWELTFORSCHUNG HEIDELBERG

TdLab GEOGRAPHIE

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# Toolbox content

**1**

**Module 1** Introduction: "Why a Toolbox?"

**2**

**Module 2** Checklist: "Where do we stand?"

**3**

**Module 3** Backgrounds & Arguments: "What backgrounds should I know?"

    **3.1** Relevance
    **3.2** Travel reasons
    **3.3** Framework conditions
    **3.4** Success factors & stumbling blocks
    **3.5** Sufficiency

**4**

**Module 4** Methodology & Tools: "What tools do I have at my disposal?

    **4.1** Project management
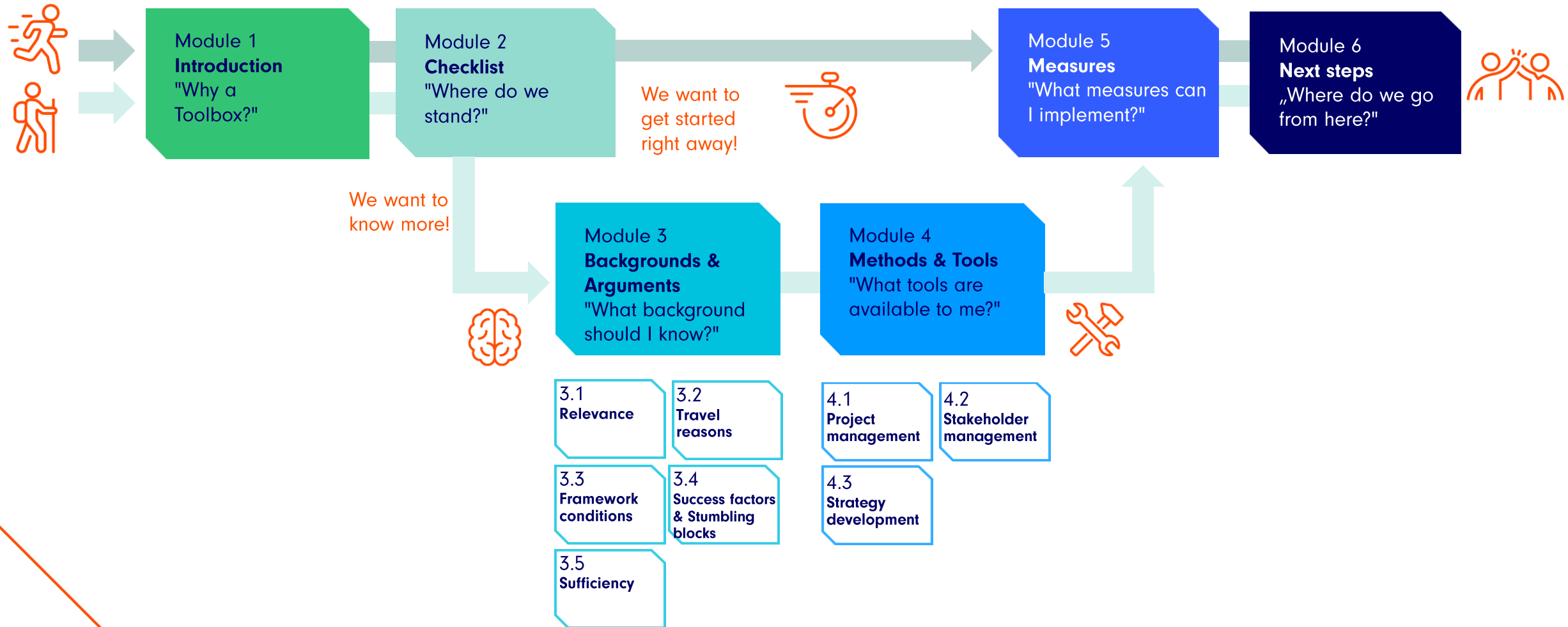    **4.2** Stakeholder management
    **4.3** Strategy development

**5**

**Module 5** Measures: "What measures can I implement?"

**6**

**Module 6** Next steps: "Where do we go from here?"

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# Flowchart Toolbox

**Module 1**
**Introduction**
"Why a Toolbox?"

**Module 2**
**Checklist**
"Where do we stand?"

We want to get started right away!

We want to know more!

**Module 3**
**Backgrounds & Arguments**
"What background should I know?"

**Module 4**
**Methods & Tools**
"What tools are available to me?"

**Module 5**
**Measures**
"What measures can I implement?"

**Module 6**
**Next steps**
„Where do we go from here?"

3.1
**Relevance**

3.2
**Travel reasons**

3.3
**Framework conditions**

3.4
**Success factors & Stumbling blocks**

3.5
**Sufficiency**

4.1
**Project management**

4.2
**Stakeholder management**

4.3
**Strategy development**

# How to use the toolbox?

The **FlyingLess Toolbox** is a modular collection of content and methods on the topic of reducing air travel.

Depending on the occasion or need, suitable modules or individual modules or individual slides can be selected and used.
The order of the modules is only a recommendation.

Depending on your level of knowledge and interest, you can start with different modules.

The FlyingLess logo and the link to the website (www.flyingless.de) should remain on the slides.

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# Module 2: Checklist

## What do I find in this module?

› This module is a key module.
It contains a detailed "checklist" to get an overview of where one stands and which steps are necessary for implementation.

› The most important points are summarised on some slides.

› The detailed checklist is available as a PDF

## What can I use this module for?

› Gaining an overview: What the checklist is about and how to use it

› Gain an insight into one's own status quo and the individual steps to be taken

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# Governance

› Institutional/structural **embedding**

› **Strategy**

› **Goals, targets and rules**

› **Sanctionability**

› Where is the personnel **responsibility for implementation** located?

› What is the **responsibility** of the individual, what is that of the organisation?

› How are the different **groups involved**?

› Are there internal **steering committees** or groups at different levels?

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# Operationalisation

## Data, reduction target, timeframe, reduction path, carbon budget*

› Is there a **database**?
  If yes, which database is used?

› What is the **reduction target**?

› Is there an **interim goal**?

› Is there a **predetermined reduction path**?

› Is there a **carbon budget**?

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# Measures

› **How** are the measures selected (top-down, bottom-up)?

› Do the **same measures** apply to everyone?

› How, by whom and to whom are the adopted measures **communicated**?

› How and by whom are the measures **implemented,** who is responsible?

› Are there **incentives** for sustainable travel?

› How are role models and **multipliers** recruited and involved?

› Are the measures **sufficient** to achieve the goal?

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# Communication

› Is there a **communication concept**?

› Who is the **target group** for internal and external communication?

› **Who** communicates regarding the goals, measures, successes/failures?

› **What and how often** is the topic communicated?

› **How** is communication done?

› How often do major **events** on the topic take place?

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# Reporting

› How frequently are emissions **reported**? Is there information/reporting on **progress, resistance and best practice?**

› Are there any guidelines for the **format** of the reporting?

› **Who** is responsible for this?

› **To whom** do these reports go and where are they discussed?

› What happens if targets are not met (**sanctions**?)

› How much **transparency** is there inside and outside the organisation?

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# Schedule, networks, evaluation

› **Timetable of implementation**

  › Who sets the schedule?

  › Who supports the implementation?

  › Who controls the timely and targeted implementation?

› **Networks**

  › Is there good networking with other universities (national and international)?

› **Evaluation**

  › Is there regular evaluation, assessment and possible adjustment of the goals, measures and their implementation?

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# About FlyingLess

The aim of the FlyingLess project is to support universities and research organisations in reducing air travel, which causes a significant part of their total greenhouse gas emissions.

FlyingLess develops approaches to reduce air travel in the academic sector, which are implemented at different levels (research, teaching and administration).

The project is being carried out in close cooperation with four pilot institutions - EMBL (European Molecular Biology Laboratory) and MPI Astronomy in Heidelberg as non-university research institutions and the Universities of Konstanz and Potsdam as universities.

Further information can be found on the website www.flyingless.de.

The project is being led by ifeu Heidelberg in close cooperation with the TdLab Geography at the Institute of Geography at Heidelberg University.

The project is funded over 3 years as part of the National Climate Initiative (NKI) of the Federal Ministry for Economic Affairs and Climate Protection.

## Contact

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