

Module 1 Introduction

"Why a toolbox?"

How do we work with the Toolbox?
Introduction and tips

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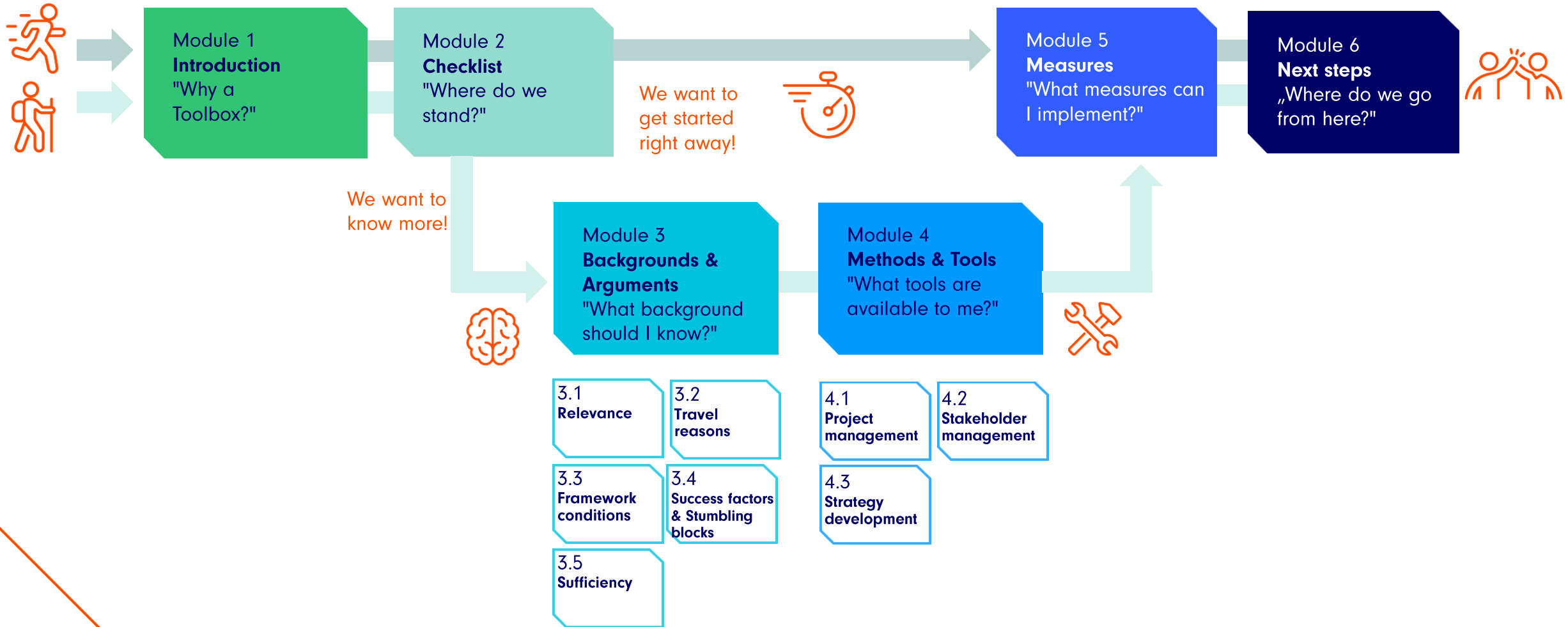
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Flowchart **Toolbox**



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 1: Introduction

What do I find in this module?

- › An overview of the topics and modules as well as information on how to use the Toolbox FlyingLess
- › A flowchart in the form of a map for navigating within the toolbox
- › Individual profiles for each module: What does the module contain and what can I use it for?
- › A method slide with tools for a good introduction to a workshop

What can I use this module for?

- › Gaining an overview: What the Toolbox is about and how to use it
- › Gain insight into the individual modules
- › Finding a tool for a positive start to a stakeholder workshop

How to use the Toolbox

The Toolbox ...

... contains modules for your workshops and events from which you can choose for the concrete situation in your institution.

... consists of slide sets, videos and documents. These can be individualised as required and used in your own selection and sequence.

The Toolbox modules offer

Contents

... address key issues and fundamentals for the reduction of flight emissions in the academic world, and

... can be used asynchronously in advance if necessary (videos, slides) so that the time spent together in the events can be used effectively for discussions and joint search for solutions.

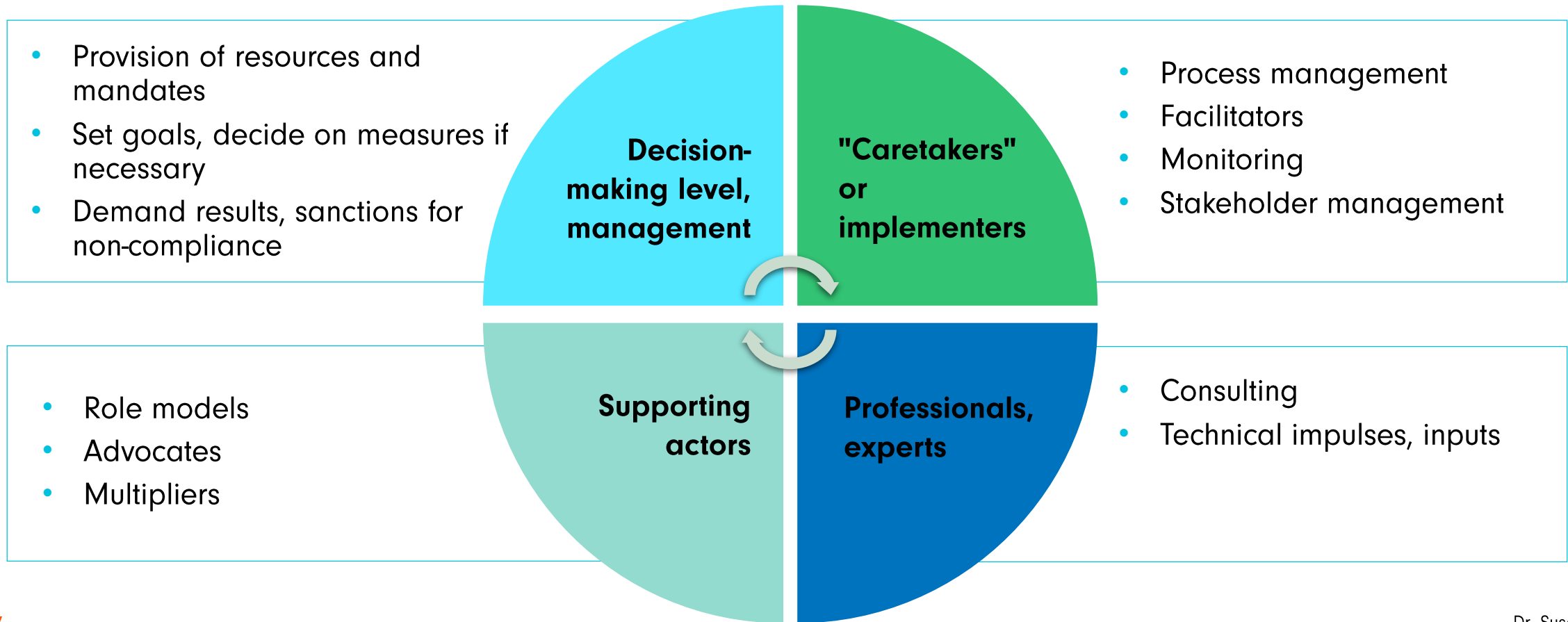
Tools and participatory methods

... help to ensure that your workshops, meetings and events contribute to a successful change process.

... are part of module 4 (methods and tools) with project management, stakeholder management and strategy development.

The toolbox offers support for different roles

One person can take on different roles, what is important is role clarity



The toolbox serves different possible formats of a participation and implementation process by the project partners



Information events

WHO: entire institution, administration, if necessary within the framework of existing formats.

WHAT FOR: transparency, attention



Focus groups

WHO: central status groups (administration, professors, students, etc.)

WHAT FOR: attention, lobbying, motivation, creative solution-seeking, counselling



Workshops

WHO: per organisational or work unit

WHAT FOR: attention, transparency, advising on solutions, planning measures

Continuous communication and activation

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 you are and what steps are needed for the implementation
- › The most important points are summarized on a view slides
- › The detailed checklist is available as a PDF file

What can I use this module for?

- › Gain an overview of what the checklist is about and how to use it
- › Gain insight into one's own status quo and the individual steps taken

Module 3: Backgrounds & arguments

What do I find in this module?

- › This module contains background information and arguments on the following topics:

Module 3.1 Relevance

Module 3.2 Travel reasons

Module 3.3 Framework conditions

Module 3.4 Success factors & stumbling blocks

Module 3.5 Sufficiency

What can I use this module for?

- › From the collection of slides with different topics, a set of slides can be compiled for internal and external use as needed

Module 3.1: Relevance

What do I find in this module?

- › This module contains a wealth of information and sources on the relevance of flight reduction and the overarching theme of net zero

What can I use this module for?

- › Depending on the question, the various information and sources on the topic of the relevance of reducing air travel can be used
- › Collect arguments to increase awareness and willingness to act on the issue of reducing flight emissions

Module 3.2: Travel reasons

What do I find in this module?

- › The module lists reasons for travel, shows the purpose, costs and benefits of travel, compares in-person vs. virtual conferences and provides food for thought on alternatives

What can I use this module for?

- › The module helps to shed more light on the topic of reasons for travelling with information and questions

Module 3.3: Framework conditions

What do I find in this module?

- › In the module, the internal and external framework conditions regarding air travel are highlighted and possible courses of action are shown via questions

What can I use this module for?

- › This module supports the analysis of the internal and external framework conditions and their adaptation

Module 3.4: Success factors & stumbling blocks

What do I find in this module?

- › This module is about tips to help you navigate well through the change process

What can I use this module for?

- › With the annotated systematic checklist you can benefit from available experiences for the process at your institution
- › Gain insight into relevant actors, steps and challenges
- › Impulses to keep an eye on success and learning experiences on the way to the goal together with your colleagues

Module 3.5: Sufficiency

What do I find in this module?

- › The need for sufficiency as part of the sustainability strategy
- › Definition and content of sufficiency
- › Operationalisation of sufficiency in the field of action of flying in science

What can I use this module for?

- › Get to know the concept and content of sufficiency
- › Scientific justification of the need for reduction as a basis for argumentation
- › Suggestions for implementation as a source of inspiration
- › Get to know how to systematically exploit reduction potentials

Module 4: Methods & Tools

What do I find in this module?

- › The module includes a variety of methods and tools to consult and decide on possible measures

What can I use this module for?

- › The methods offer support when you want to select from different possible measures and approaches in workshops or meetings with the relevant actors and come to a jointly supported decision.
- › From the list of methods you can choose the ones that are suitable for your organisation

Module 4.1: Project management

What do I find in this module?

- › For change processes - and that is what the transformation towards net zero emissions in the academic sector is all about - to work, structured and effective project management is needed
- › In the following, different elements of project management are presented for this purpose

What can I use this module for?

- › Find out about core elements of project management's core elements
- › Identify relevant tools for different aspects of project management
- › Anticipate opportunities and risks of project management

Module 4.2: Stakeholder management

What do I find in this module?

- › Project success usually depends on a variety of different actors, which may vary according to interest, power, legitimacy and other factors. Accordingly, it is important to have an overview of relevant actors, to understand their role and to know concrete methods for interacting with these actors
- › Stakeholder management consists of various components, such as stakeholder mapping, stakeholder analysis or concrete participation techniques
- › The slides in this module offer concrete methods that can help you with taking the steps for effective stakeholder management

What can I use this module for?

- › Find out about core elements of stakeholder management
- › Identify relevant tools for different aspects of stakeholder management
- › Anticipate opportunities and risks of dealing with different actors

Module 4.3: Strategy development

What do I find in this module?

- › Future work under net zero conditions needs to be positive and attractive
- › This module is therefore about presenting different methods for strategy development
- › In principle, strategies can be developed both individually and participatively
- › Due to the need for transdisciplinary approaches in the context of flight reduction, the focus is on interactive strategy development methods

What can I use this module for?

- › Develop a concrete and, if possible, attractive scenario of what science can look like under the conditions of net zero in your institution / status group / organisational unit in 2030 and what co-benefits will be possible as a result of this
- › Jointly and creatively develop solutions and options for action to achieve the desired scenario

Module 5: Measures

What do I find in this module?

- › This module presents a diverse range of measures

What can I use this module for?

- › From the list of measures you can choose the ones that are suitable for your organisation

Module 6: Next steps

What do I find in this module?

- › The module provides an overview of further possible as well as concrete steps to drive the transformation process forward and implement changes permanently

What can I use this module for?

- › Move from talk to action in workshops and meetings
- › Mobilise momentum and support for the change process
- › Increase commitment and create visibility for the issue

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 project partners - 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/en.

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

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We hope that the toolbox will help to reduce flight emissions substantially and sustainably.

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