

Appendix C: Suggested Monthly Meeting Objectives

Month	Meeting Objectives	Corresponding Greening Steps
1	<ul style="list-style-type: none"> Kick-off Green Team 	4
2	<ul style="list-style-type: none"> Identify how the IC's activities impact the environment 	5
3	<ul style="list-style-type: none"> Plan Go Greener Challenges and other data collection efforts 	6
4	<ul style="list-style-type: none"> Review results of Go Greener Challenges Identify draft objectives from Challenges results 	6, 7
5	<ul style="list-style-type: none"> Identify objectives 	7
6	<ul style="list-style-type: none"> Finalize and approve objectives Identify performance measures 	7, 8
7	<ul style="list-style-type: none"> Identify actions to lessen the environmental impacts of your IC's activities Identify content for Green Policy 	9, 10
8	<ul style="list-style-type: none"> Review draft Green Policy and collect comments 	10
9	<ul style="list-style-type: none"> Finalize Green Policy Develop strategy for communicating the Green Policy and other greening actions Plan for policy rollout, including setting schedule (if applicable), identifying logistics for upcoming events, and drafting outreach materials 	10, 11
10-16	<ul style="list-style-type: none"> Implement communication strategy by continuing to plan and executing policy rollout activities 	11
17	<ul style="list-style-type: none"> Plan another round of data collection using the Go Greener Challenges and other tracking mechanisms 	12
18	<ul style="list-style-type: none"> Review new data and determine if objectives have been met Begin preparing for reporting back to management 	12
19	<ul style="list-style-type: none"> Prepare to report to management 	13
20	<ul style="list-style-type: none"> Review decisions made during management briefing Restarting greening process by: communicating accomplishments and management's reaffirmed commitment to greening, reviewing Green Team members, and reviewing activities 	14