GreenEUR Project Environmental Impact Calculator User Manual

Version 1.0

Prepared for GreenEUR Project

This manual explains step-by-step how to use the GreenEUR Project Environmental Impact Calculator available at www.greeneur.eu. The document is intended for first-time users and describes every stage of the assessment process in detail.

Co-funded by
the European Union

Table of Contents

Table of Contents 2
1. Introduction 3
2. System Requirements 3
3. Accessing the Calculator 3
4. General Project Information 4
5. Completing the Qualitative Assessment 5
6. Completing the Quantitative Assessment 7
7. Reviewing Results 8
8. Finalising the Assessment 9
9. Good Practice Recommendations 12
10. Troubleshooting 12

1. Introduction

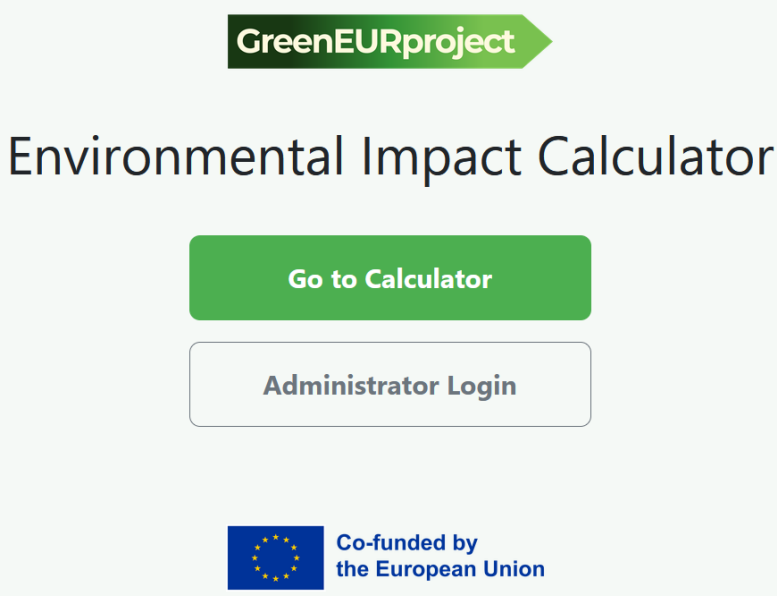
The GreenEUR Project Environmental Impact Calculator is an online decision-support tool designed to assess the environmental sustainability of projects. It combines qualitative assessment questions with quantitative environmental indicators and produces an overall environmental evaluation. The calculator is intended to guide project planners, coordinators, and partners towards more sustainable project design and implementation.

2. System Requirements

The calculator is web-based and does not require software installation. A modern web browser (Microsoft Edge, Google Chrome, Mozilla Firefox or Safari) and an Internet connection are sufficient.

3. Accessing the Calculator

1. Open your preferred web browser.
2. Type www.greeneur.eu into the address bar.
3. Press Enter.
4. Wait until the GreenEUR homepage is fully loaded.
5. Locate the button (“Go to Calculator”) leading to the Project Environmental Impact Calculator.
6. Click the calculator button to open the assessment form.
7. Please note that there is no possibility of saving the data, so be sure to have enough time (approximately 30 minutes) and the required data to complete the survey.



4. General Project Information

Complete the General Project Information section before starting the assessment.

Fill in the following fields:

• Project Type – select the appropriate project type from the drop-down list (In the current version, the calculator is designed for “Erasmus+ KA2 Cooperation Partnership” projects).

• Project Number – enter the official project identification number if available. This number will be displayed in the download of your score and represent proof of sustainability of your project.

• Project Phase – choose the current phase of the project.

Available phases:

- Pre-proposal: Use this to test the sustainability of your project before submission and make changes in project planning if needed.
- Full proposal: Use this to complete the assessment in your proposal and attach a label to your application.
- Resubmission: See full proposal. Use this together with the previous one to show improvement in your score.
- Implementation: use this to assess your current project and for mid-term or final report.

- Past project: use this if you want to have an overview of sustainability of your past projects.

• Project Title/Acronym – enter the full title and/or acronym. Please note that this item will be displayed in the download.

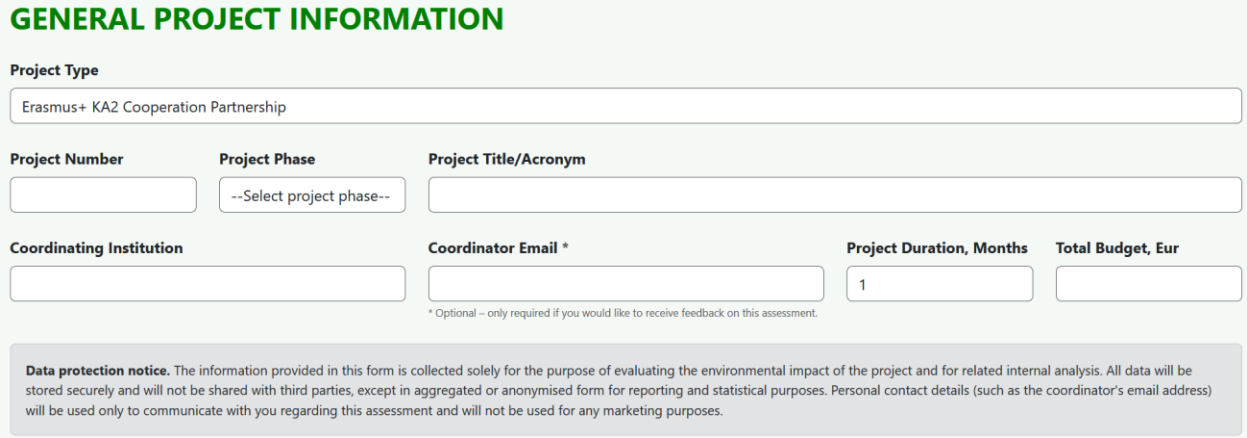
• Coordinating Institution – enter the name of the coordinating organisation.

• Coordinator Email – enter an e-mail address if you wish to receive feedback. This field is optional.

• Project Duration (Months) – select the planned duration.

• Total Budget (EUR) – enter the total project budget. It is important to enter the correct integer, as this value is used to calculate the environmental impact. There is no need to separate thousands with any punctuation mark.

After completing all available fields, review the information before continuing.



5. Completing the Qualitative Assessment

The qualitative assessment consists of thematic sections containing multiple questions.

For every question:

1. Read the question carefully.

2. Review all available answer options.

3. Select the answer that best reflects the project.

4. If a question allows 'Not applicable', use this option only when the question genuinely does not apply.

5. Repeat until every section has been completed.

Recommendations:

• Answer objectively.

• Base answers on actual project plans.

• Avoid selecting answers randomly as the qualitative part will determine 50% of the final score. Also, avoid answering always the best option. A summary of the answers will be displayed in the downloaded document and assessed accordingly.

A progress indicator at the bottom of the page displays assessment of completion.

QUALITATIVE ASSESSMENT

GENERAL STRATEGY (Block weight: 10%)

1. Please indicate the **degree of integration of the circular economy approach** into the project design. (Question weight: 100.0%)

- ○ The principles of the circular economy are not integrated into the project design, nor are they reflected in the objectives, activities or results. (0%)
- ○ The project integrates some principles of the circular economy. Basic practices like reducing event waste or considering recycled materials are included but are not fully implemented across all activities. (33%)
- ○ The circular economy is integrated into specific areas of the project, like event organization or procurement (e.g., using eco-friendly materials or reducing resource consumption), but it is not applied to technical aspects or project results. (66%)
- ○ The circular economy is fully embedded in all areas of the project with principles applied across all project activities (e.g. reducing waste at every stage and promoting resource reuse). The project also includes training for partners and staff on sustainability practices, and regularly communicates outcomes, such as reduced carbon footprint or waste, to external stakeholders. (100%)

MOBILITY (Block weight: 60%)

2. To what extent does your project implement a **sustainable mobility strategy**, including **measures to minimise travel-related environmental impacts?** (Question weight: 50.0%)

- ○ Sustainable mobility and actions to minimize travel-related environmental impacts are not considered in the project. (0%)
- ○ Sustainable mobility is occasionally promoted. and some measures are taken to minimise travel and the associated impacts, e.g. promoting the use of public transport, car sharing or virtual meetings, but these are not consistently applied. (33%)
- ○ Sustainable mobility practices are regularly promoted, including the use of public transport, carpooling, frequent virtual meetings, consolidating trips to reduce travel, and selecting destinations accessible via sustainable transport options. (66%)
- ○ Sustainable mobility is fully integrated into the project, with systematic measures such as prioritizing virtual meetings, exclusively promoting sustainable transport options (e.g.,

6. Completing the Quantitative Assessment

The quantitative assessment collects measurable environmental information. Before completing the calculator, please collect the following data:

- All travels, based on project meetings and trainings from and to all destinations. For that part, the distance is calculated automatically based on the Erasmus+ distance calculator. For combined travels (ex. Trains + plane), please enter two different travels. To avoid entering manually the distances, you can click on “Distance calculator” and add your travels.
- All Hotels nights. With the distance calculator you will be required to fill the number of people and the number of nights. The hotel nights will be automatically filled. Please add any additional nights
- Project events. Only consider non-local participants. 1 participant = 2000 km by plane, with average value.
- The communication and promotional material
- Online meetings: hours and attendance.
- Purchased IT and non-IT material
- Working days allocated to the project. This item will calculate average data on electricity consumption, heating, etc.

Depending on project type, provide numerical values requested by the calculator, such as transport, mobility, resource consumption or other environmental indicators.

When entering numbers:

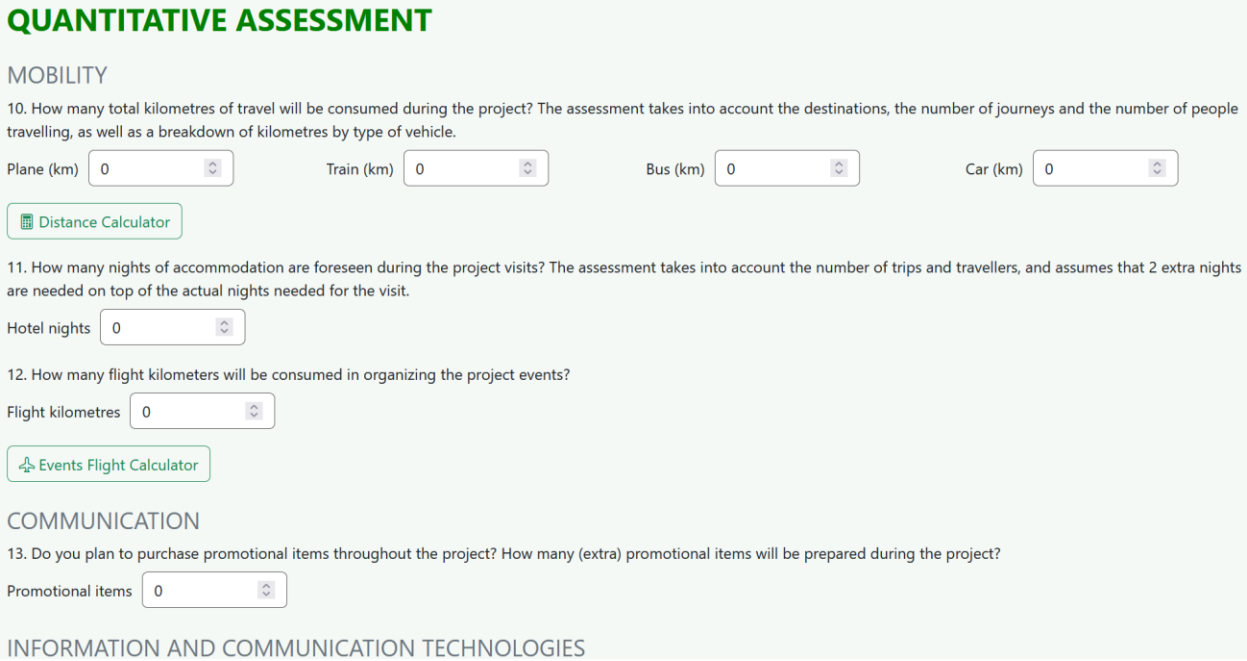
• Use the requested units.

• Enter realistic values.

• Check calculations before proceeding.

For car sharing, add the travel by car once and set the participants to 1. Add additional hotel nights manually.

Some fields may automatically calculate environmental indicators based on the entered values.

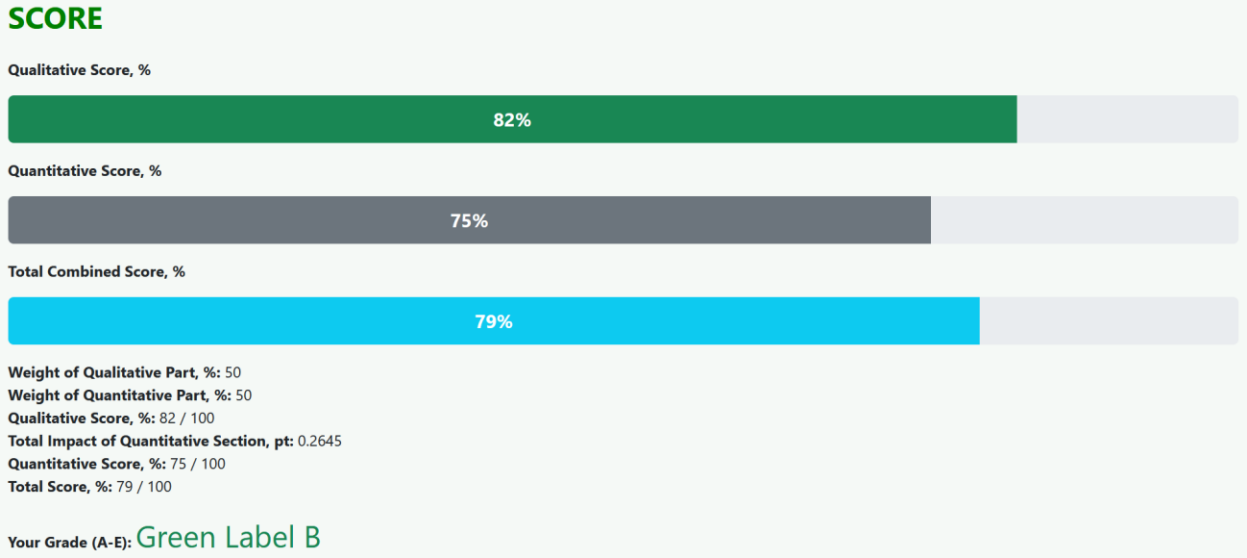


7. Reviewing Results

After completing all the required information, review every section. Ensure that:

- Mandatory fields have been completed.
- Values are correct.
- The selected answers represent the project accurately.

The calculator displays an overall environmental assessment together with individual component scores and graphical indicators.



8. Finalising the Assessment

When satisfied with the information entered:

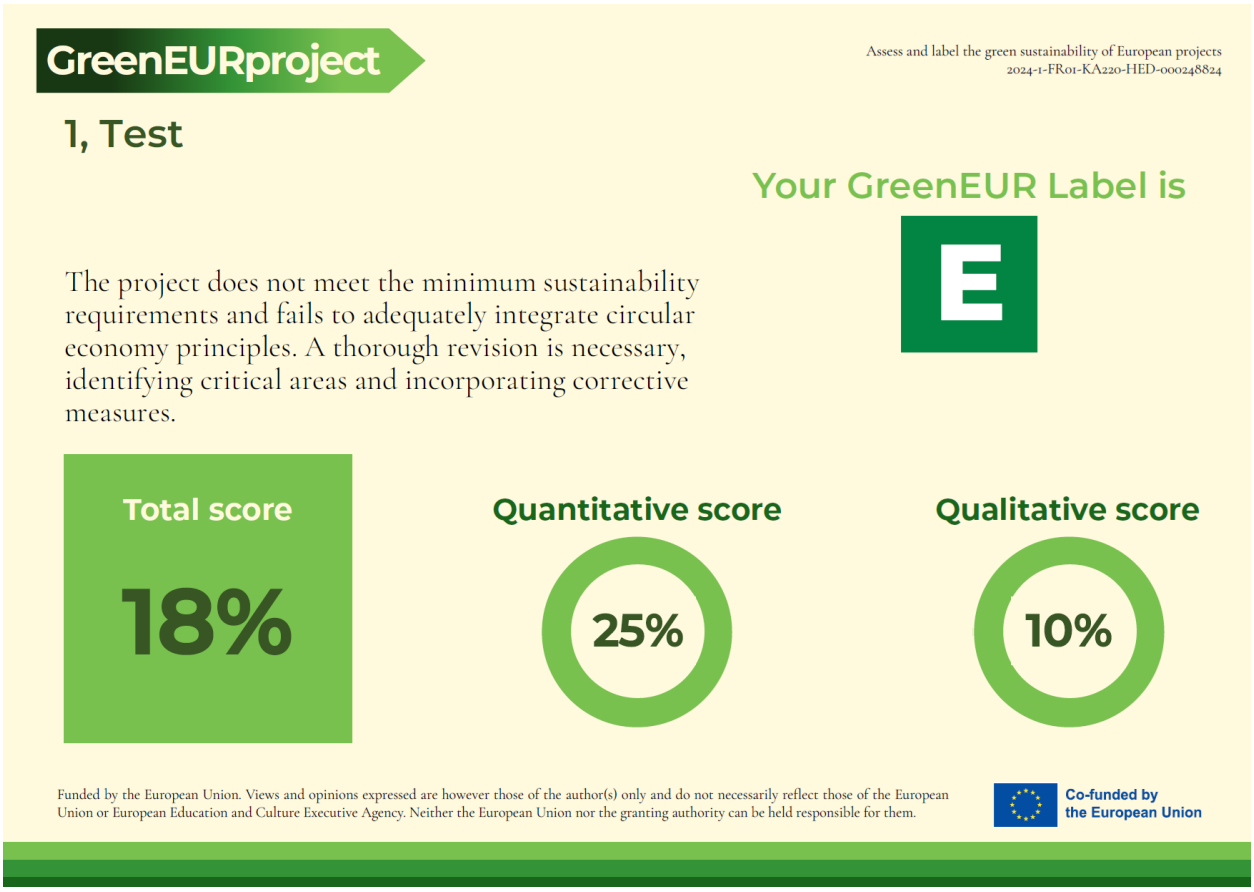
1. Click the “Finalize and Print Certificate” button.

2. Wait until processing is completed.

3. The assessment becomes read-only after finalisation.

4. Download and review the final evaluation and summary of the answers.

Sample of certificate:



Sample of assessment report:

Full Assessment Report

QUALITATIVE ASSESSMENT

• 8. To what extent does your project promote energy-efficient practices to minimize energy use during project activities (e.g., meetings, events, workspace optimization)?

→ Energy efficiency practices are fully integrated and systematically applied in all project activities, with protocols distributed among partners to ensure actions such as organizing activities in energy-efficient venues, using LED lighting, optimizing heating and cooling systems, and encouraging virtual meetings to minimize overall energy consumption. (100%)

• 9. Does your project develop experimental or manufacturing activities? If YES, please select one of the following options related to the actions on renewable energy, water use and waste management:

→ Circular economy practices are actively promoted for all material dimensions (renewable energy, water use, waste management) in most experimental or manufacturing activities, supported by comprehensive best practices and guidelines. (100%)

QUANTITATIVE ASSESSMENT

- Flight kilometres (km) : 16568
- Train kilometres (km) : 0
- Bus kilometres (km) : 0
- Car kilometres (km) : 0
- Hotel nights (nights) : 20
- Promotional items (units) : 0
- Working days on-site (days) : 11000
- Online hours (hours) : 0
- Flight kilometres for project events (km) : 0

FINAL SCORES

Qualitative score: 10%
Quantitative score: 25%
Total score: 18%
Total Impact of Quantitative Section, pt: 4.2599
Grade: Green Label E

9. Good Practice Recommendations

Complete the assessment in one session whenever possible. Keep supporting documentation available when answering questions. If uncertain, consult the project coordinator or relevant project documentation before selecting answers.

10. Troubleshooting

If the page does not load, verify your Internet connection.

If values cannot be entered, check that the field accepts the selected format.

If mandatory information is missing, complete the highlighted fields.

If unexpected behavior occurs, refresh the page and repeat the last step. If problems persist, contact the GreenEUR support team.