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DUBLIN
TECHNOLOGICAL UNIVERSITY DUBLIN

TU Dublin Green Campus Committee

Terms of Reference
September 2026

Infinite Possibilities

Document Control Summary

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Acronyms

GC	Green-Campus
GCC	Green Campus Committee
PTO	Part-Time Officer
ToR	Terms of Reference
UD	University Directorate
USC	University Sustainability Council

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1.0 PURPOSE

The An Taisce Green-Campus Programme encourages a partnership approach to environmental education, management, and action in third-level institutions. It aims to ensure that members of a campus community can engage in a meaningful way to enhance campus sustainability, and it rewards long term commitment to continuous improvement by the stakeholders involved.

The An Taisce Green-Campus Programme forms part of a Foundation for Environmental Education global programme that is operated in Ireland by An Taisce. TU Dublin is formally registered on the Green-Campus Programme and was awarded its first Green Flag for all five campus locations in 2023.

The purpose of the TU Dublin Green Campus Committee (GCC) is to enable the partnership approach to environmental education, management and action required to enhance sustainability on TU Dublin's campuses where partnership is the foundation of TU Dublin's participation in the An Taisce Green-Campus Programme. Furthermore, the TU Dublin Green Campus Committee act as the steering group of the TU Dublin Green Campus Living Lab, to optimise the impact of Green Campus activity.

1.1 Scope

The TU Dublin Green Campus Committee is responsible for:

- Engagement with the An Taisce Green-Campus Programme
- Orchestration of the TU Dublin Green Campus Living Lab.
- Leading TU Dublin's Green Flag process and reporting to An Taisce.
- Informing and engaging with TU Dublin's University Sustainability Council (USC)
- Monitoring and harmonising cross-campus efforts towards environmental education, management, and action, either within existing programmes or independently.
- Co-creating, coordinating, and supporting student-centric and student-led sustainability-related activities and supporting the documentation of these.
- Engaging with the campus and wider communities, Societal Engagement Team, USC and other University structures as appropriate to improve sustainability in the University in alignment with TU Dublin's Strategic Intent.
- Informing and engaging with the TU Dublin Green Team to enable Green Campus activities to align with and contribute to the Climate Action Roadmap.
- Implementing a programme to enable community-initiated actions and innovation by TU Dublin students, researchers, academics and operational staff.
- Evaluating impact of TU Dublin Green Campus activity.

1.2 Status, Establishment, & Dissolution

- TU Dublin's commitment to the An Taisce Green-Campus Programme (as a single University) was renewed with An Taisce in October 2023.
- The TU Dublin Green Campus Committee is sponsored by the Chair, University Sustainability Council, the Director and Dean, Faculty of Business.

- Oversight of the TU Dublin Green Campus Committee (GCC) will be through University Sustainability Council and the Director and Dean, Faculty of Business.
- Dissolution is at the decision of the TU Dublin Green Campus Committee and the Director and Dean, Faculty of Business and will be notified to University Sustainability Council (USC) and the University Directorate via the Director and Dean, Faculty of Business.

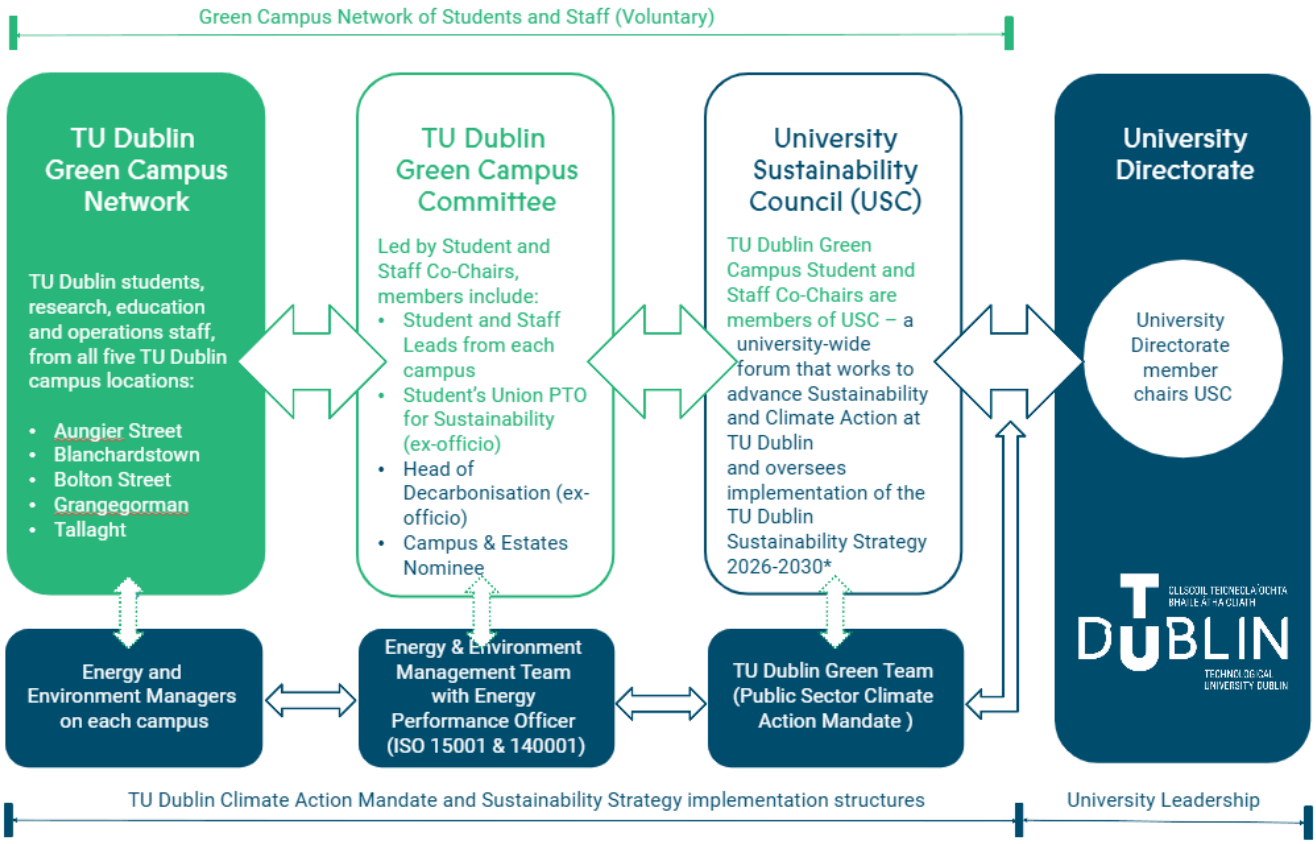
1.3 Authority

The TU Dublin Green Campus Committee has authority to:

- **Decide**: the environmental themes to focus on each year in line with An Taisce Green-Campus Programme themes. (Biodiversity; Litter & Waste; Energy; Water Conservation and Protection; Transport and Travel; Green Information and Communications Technology and sub-themes include Procurement; Air Quality; Climate Change; and Climate Justice).
- **Recommend:** sustainability-focused activities to USC for action in relation to the An Taisce Green-Campus Programme and Green Flag process.
- **Coordinate:** strategy to manage the Green Flag process annually.
- **Budget:** spending within annual budget proposed by GCC and agreed with the Head of Societal Engagement. Spending will be approved by the Director and Dean, Faculty of Business.
- **Support:** Matters requiring institutional support to address, or to advance, can be brought to the USC via GCC Co-Chairs and/or the Director and Dean, Faculty of Business; and to the TU Dublin Green Team formed under the Public Sector Climate Action Mandate.

2.0 MEMBERSHIP

The following diagram describes the structure of the Green Campus Network at TU Dublin. It illustrates connectivity to University leadership and to climate and sustainable transition governance structures via the Green Campus Committee and USC.



2.1 TU Dublin Green Campus Network Membership

Membership of the TU Dublin Green Campus Network is open to all students and staff, including education, research and operations staff.

Role: Green Campus Network members champion, activate, support and lead environmental activity and environmental education at TU Dublin.

To Join: All students and staff at TU Dublin can join the Green Campus Network by completing the Green Campus Network Membership Sign-up form. New members can join the Green Campus Network year-round. The sign-up form will be circulated once per semester (e.g. at Student Orientation, Climate Action Week and Green Week) and will be available on the Green Campus page of TU Dublin's Website.

To Leave: Members of the Green Campus Network can leave the Network at any stage. For record keeping and membership management, any member who wishes to leave the Network should inform one or both Green Campus Co-Chairs and the Green Campus Living Lab Coordinator of their decision, in-person or by email.

There is no limit on the number of Green Campus Network members and to create a vibrant and impactful network the following are encouraged to join:

a) Students
b) Researchers
c) Academic and education staff
d) Student Union representatives – 1 per campus (nominated by SU President and self-volunteered)
e) Professional Managerial and Support Staff.

Green Campus Network membership will be administered by the Green Campus Living Lab Coordinator through the "Green Campus Network" MS Teams team, with members allocated to one of the five TU Dublin campus channels. Each September, membership of the MS Teams Green Campus team will be verified.

2.2 Green Campus Network Campus Teams

To encourage local collaboration, Green Campus Network members each select a TU Dublin campus location – Aungier Street; Blanchardstown; Bolton Street; Grangegorman; Tallaght - at sign-up and become part of a Green Campus Network campus team.

2.3 Green Campus Network Campus Student and Staff Leads

Expressions of interest to become a Staff or Student Green Campus Network Campus Lead are invited from Green Campus Network members at each TU Dublin campus location. Where more than one Green Campus Network member comes forward, Student and Staff Leads will be identified by a simple-majority vote of Green Campus Network members at the campus location.

2.4 TU Dublin Green Campus Committee

Table 1: Green Campus Committee Membership

Committee Member	Role	Appointment
Green Campus Student and Staff Co-Chairs 1 x staff 1 x student	- Overall leadership, championing, and activation of the Green Campus Network - Liaising with An-Taisce in relation to Green Flag process, Green Week, and other An Taisce events or activities. - Chairing GCC meetings (see 2.5 below) and communicating updates to GCC members. - Representing GCC on University Sustainability Council and engaging with the TU Dublin Green Team.	By nomination for the following academic year by the Director and Dean, Faculty of Business following an EOI. Nomination is confirmed by single majority vote at either the last GCC meeting of the academic year or the first meeting of the next academic year. Appointment of the student and staff Co-Chairs is for a minimum of one academic year. This can be altered at the recommendation of the Director and Dean, Faculty of Business.

	- Making recommendations for the allocation of the Green Campus budget.	
Green Campus Network Campus Student and Staff Leads (1 x staff, 1 x student) x 5 campus locations	- Campus-based leadership, championing, and activation of the Green Campus Network - Communicating updates to campus Green Campus Network members.	As described in Section 2.4
TU Dublin Students Union, PTO Sustainability or other nominee by SU President	- Championing, activating and advocating for the Green Campus Network. - Communicating relevant updates to the wider SU.	The Students' Union PTO (Part-Time Officer) for Sustainability, or other nominee by SU President, will serve in an *ex-officio* capacity on GCC. Minimum of one academic year appointment can be altered at the recommendation of the SU President and/or the Director and Dean, Faculty of Business.
Head of Decarbonisation	- Strategic alignment and technical support	Ex-officio
TU Dublin Campus & Estates Representative	- Technical support and integration of Green-Campus activities with campus operations	Nominated by the Chief Infrastructure Officer.
Head of Sustainability Education or nominee	- Strategic alignment with TU Dublin sustainability education and T&L initiatives	Ex-officio

Co-Chairs may invite attendance from specific staff/others, additional to the agreed membership, in an advisory capacity on relevant matters. Invited attendees will not have voting rights.

2.5 Chairing Green Campus Committee Meetings

The duties of the Co-Chairs are as follows:

- To approve the Agenda and Minutes including decisions and actions of each meeting
- To manage the operations of the Green Campus Committee in accordance with the Terms of Reference. The following should assist with this:
    - Have an agenda with a logical order, with clear time allocations and purpose for each item
    - Ensure agenda is circulated in advance
    - Take questions and comments from members, guests etc,

- Actively bring in people you think have a useful point of view, but have not proactively spoken
- Be positive and solution-orientated
- Speak last on issues and have a casting vote in terms of decisions being made
- Summarise key points, actions and decisions before moving on from an agenda item

3.0 MEETINGS AND SERVICE

3.1 Frequency

- The first meeting of the following academic year shall be decided by joint proposal by the Co-Chairs and confirmed by GCC members during the last meeting of the academic year.
- The incoming Co-Chairs shall present a tentative agenda of meetings for the academic year for discussion and confirmation by GCC members during the first meeting of the academic year.
- Annulment of scheduled meetings or establishment of additional meetings shall be possible by the Director and Dean, Faculty of Business, the USC or the Green Campus Committee Co-Chairs.
- The frequency of meetings is described in Table 2 below.
- Where additional Green Campus Committee meetings are needed, these will be arranged by the Green Campus Living Lab Coordinator at the request of Co-Chairs.
- Co-Chairs' action may be taken between meetings where proposals are considered urgent by the Co-Chairs.

Table 2: Frequency of Meetings

Green Campus Committee	Minimum 3 per semester.
Green Week Working Group (as required)	Weekly for approx. 3-4 weeks before Green Week, or more as required.
Green Campus Network Campus Teams	Recommended once per semester, or as required.
Project Specific Working Group	As required - for a fixed duration

3.2 Quorum

Meetings shall be deemed quorate if the number of members present is equal to or greater than 50% of Green-Campus Committee membership at the time of the meeting, plus one to include the chairperson. The online participation of members will be counted for the purposes of a quorum.

3.3 Agenda

- There is an example ***Meeting Agenda Template*** which is recommended to be used by the Co-Chairs (and Meeting Chair if different to the Co-Chairs) added to the Appendices.
- The Director and Dean, Faculty of Business may add additional agenda items by in-person or written communication to the Co-Chairs ideally at least 48 hours prior to the meeting.
- Any Green Campus Committee member may add additional agenda items by in-person or written communication to the Co-Chairs ideally at least 48 hours prior to the meeting.

3.4 Record of Actions and Decisions

Proposals, Actions and Decisions are to be recorded at each scheduled meeting by the Green Campus Living Lab Coordinator.

Members shall vote exclusively on items included in the meeting's agenda.

3.5 Administrative Support / Secretariat

The Green Campus Living Lab Coordinator and the Societal Engagement Team provide support to the Green Campus Committee and Green Campus Network for the following:
- Budget approval and procurement of goods/services.
- Event management and event support.
- Announcements and updates (via TU Dublin News and Events, social media accounts, Sustainability Newsletter, Viva Engage (for Staff)).
- Green Week and Climate Action Week organisation and communications.
- Green Campus Open Call coordination.
- Living lab innovation process and campus prototyping support.
- Membership administration.
- Compilation of TU Dublin Green Campus reports to An Taisce.
- Compilation of Green Flag renewal documentation
- Arranging GCC meetings.
- Uploading relevant documents to MS Teams group.
- Updating membership on MS Teams group.

The Green Campus Co-Chairs will in general manage:
- Preparing meeting agendas

The Green Campus Network Campus Leads will in general manage:
- Convening local Green Campus Network meetings
- Mobilising local members at their campus
- Communicating the TU Dublin Green Campus calendar
- Supporting local events and activities

3.6 Meeting Cancellation

Meetings should only be cancelled or postponed in very exceptional circumstances, and with the prior agreement of the Co-Chairs. Where cancellation or postponement is unavoidable, a date for the next meeting should be agreed by the Co-Chairs and announced as soon as possible.

The meeting should take place within the same month/semester/academic calendar year, but, if this is not possible, the Co-Chairs may propose dealing with any urgent items separately and rolling any other items for consideration at the next meeting. Where the Co-Chairs are unavailable, a nominated person (Meeting Chair) may conduct the meeting on their behalf.

4.0 FUNCTIONS, DECISIONS, AND REPORTING

4.1 Decisions

Decisions should be made by consensus. When reaching a consensus is not possible, then the matter will be decided by a majority of the votes of the members eligible to vote present either in person or by teleconferencing and/or video conferencing. When there is equality of votes, the Chair shall have an extra casting vote.

4.2 Reporting

There are 3 main reporting streams for TU Dublin Green –Campus Committee.

- Annual TU Dublin Green Campus reporting to the **An Taisce's Green-Campus Programme** Manager.
- Reporting to **USC** Chair via **scheduled USC** meetings.

The reports/updates will be compiled from the Green Campus Committee Meetings and where appropriate, the reports/updates will be shared with the Green Campus Network for contribution and feedback. Where necessary Green Campus Committee reports may be brought to University Sustainability Council for University Directorate or University level support or oversight.

5.0 REVIEW

- The ***Terms of Reference*** (ToR) will be reviewed by the GCC Co-Chairs and GCC Members at the first meeting of each academic year.
- Any changes to the ToR by the GCC will be reviewed and authorised by the University Sustainability Council.
- The Director and Dean, Faculty of Business can make changes to the ToR at any time during the academic year in consultation with TU Dublin Green Campus Co-Chairs for review by both the GCC and University Sustainablity Council.

APPENDICES

Example Meeting Agenda Template

GREEN CAMPUS COMMITTEE
AGENDA (Draft)

Date:
Time:
Location:
Chair:

Item No	Time	Item	Action Required	Input by/ Discussion Led by
1.0		**Open and Welcome**		
1.1		Agree agenda		
1.3		Membership update		
1.4		Approve minutes of previous meeting		
2.0		**Semester 1 Activity**		
2.1		Green Campus Calendar & confirmation of meeting dates and time		
2.2		Upcoming events/activities – local action		
3.0		**Green Campus Living Lab**		
4.0		**University Sustainability Council**		
5.0		**Green Campus Network Roundtable**		
6.0		**Green Campus Budget Update**		
7.0		**AOB**		
8.0		**Next Meeting**		