



UNIVERSITY OF WARITH AL-ANBIYAA

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MANDATORY ANNUAL SUSTAINABILITY TRAINING PROGRAM FOR STAFF

Faculty Members & Professional Staff
Environmental Aspects of Institutional Sustainability

Developed by: Office of Sustainability

Effective: 2025 | Review Cycle: Annual



1. Program Overview

The University of Warith Al-Anbiyaa is committed to embedding environmental sustainability into all aspects of its institutional culture, operations, and academic mission. This Mandatory Annual Sustainability Training Program equips all faculty members and professional staff with the knowledge, skills, and practical tools to contribute meaningfully to the university's sustainability goals.

This program satisfies the institutional requirement for dedicated annual training on environmental aspects of sustainability as required under the university's Sustainability Policy and in alignment with national environmental regulations and international sustainability frameworks (e.g., STARS, UI GreenMetric, SDGs).

Duration 1 Day (8 hours)	Frequency Annual (every 12 months)	Format In-Person Workshop & Seminar	Audience All Faculty & Staff
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1.1 Program Objectives

Upon completing this training, participants will be able to:

- Understand the environmental challenges facing Iraqi universities and the broader region
- Identify how their daily professional activities impact environmental sustainability
- Apply sustainable practices in their departments, offices, and teaching environments
- Contribute to the University of Warith Al-Anbiyaa sustainability targets and reporting obligations
- Act as sustainability ambassadors within their colleges and communities

1.2 Alignment with University Strategy

This program aligns with the following institutional and international frameworks:

- UOWA Strategic Plan (Sustainability Pillar)
- Iraq National Environment Strategy
- UN Sustainable Development Goals (SDGs), particularly SDG 4, 7, 11, 12, 13, and 15
- UI GreenMetric World University Rankings criteria
- ISO 14001 Environmental Management System principles



2. Target Audience & Participation Requirements

This training is mandatory for all employees of the University of Warith Al-Anbiyaa, without exception. Participation is tracked and recorded in the university's Human Resources Information System (HRIS).

Staff Category	Examples	Attendance Requirement
Faculty Members	Professors, Lecturers, Researchers, Teaching Assistants	Mandatory – Full Day
Administrative Staff	Deans, Department Heads, Administrative Officers	Mandatory – Full Day
Technical & Support Staff	Lab Technicians, IT Staff, Library Staff	Mandatory – Full Day
Facilities & Operations Staff	Maintenance, Grounds, Security, Transport	Mandatory – Half Day (Module 1 & 2)
New Staff (Onboarding)	All new hires within first 90 days of employment	Mandatory – Immediate Enrollment

2.1 Exemptions & Make-Up Policy

- Staff on approved medical or parental leave may defer participation to the next available session within the same academic year.
- Staff on sabbatical or international secondment must complete an equivalent online module within 30 days of return.
- No other exemptions are permitted. Failure to complete training will be recorded in annual performance reviews.



3. Training Modules & Curriculum

The program consists of four core modules, delivered over a single full training day. Each module combines expert-led instruction with interactive group activities and case studies relevant to the Iraqi and regional context.

Module 1: Foundations of Environmental Sustainability (2 hours)

Duration	2 hours Morning Session (8:00 AM – 10:00 AM)
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Learning Outcomes

- Define sustainability and explain its three pillars (environmental, social, economic)
- Describe the current state of global and regional environmental challenges
- Explain Iraq's specific environmental context, including water scarcity, desertification, and air quality
- Understand the role of universities in driving sustainable development

Content Topics

1. Introduction to Sustainability Concepts
 - Definition and history of sustainability
 - The three pillars: environment, society, economy
 - The 17 UN Sustainable Development Goals (SDGs)
2. Global & Regional Environmental Context
 - Climate change: causes, evidence, and projected impacts on Iraq and the Middle East
 - Biodiversity loss, deforestation, and ecosystem degradation
 - Water security in Iraq: challenges facing the Tigris and Euphrates basins
 - Desertification and dust storms as regional environmental crises
3. The Role of Higher Education in Sustainability
 - How universities can lead by example in their operations and research
 - Overview of international sustainability ranking frameworks (UI GreenMetric, QS, THE)
 - University of Warith Al-Anbiyaa sustainability commitments and targets

Activities

- Group discussion: 'What sustainability challenges do you observe on campus or in your community?'
- Interactive SDG mapping exercise: matching departmental activities to SDGs

Module 2: Energy, Water & Waste Management on Campus (2 hours)

**Duration**

2 hours | Late Morning Session (10:15 AM – 12:15 PM)

Learning Outcomes

- Identify major sources of energy, water, and waste consumption at the university
- Apply practical strategies to reduce resource consumption in offices, labs, and classrooms
- Understand the university's waste segregation and recycling protocols
- Calculate a simplified personal/departmental carbon footprint

Content Topics

4. Energy Efficiency & Renewable Energy
 - Campus energy consumption patterns and associated carbon emissions
 - Simple energy-saving behaviors: lighting, air conditioning, equipment standby
 - Overview of solar energy potential in Karbala Governorate
 - University energy targets and green building standards
5. Water Conservation
 - Water scarcity in Karbala: Al-Forat River and local water stress
 - Campus water use in labs, restrooms, landscaping, and cooling systems
 - Practical water-saving measures for staff
 - Rainwater harvesting and greywater reuse concepts
6. Waste Reduction, Segregation & Recycling
 - Types of campus waste: general, hazardous, electronic, biomedical (labs)
 - University waste segregation policy and color-coded bin system
 - Principles of circular economy: reduce, reuse, recycle, recover
 - Responsible disposal of laboratory chemicals and e-waste

Activities

- Campus resource audit worksheet: estimate your office/lab's monthly resource use
- Case study: 'How one department reduced waste by 30% in one semester'

Module 3: Biodiversity, Green Spaces & Sustainable Procurement (2 hours)

Duration

2 hours | Afternoon Session (1:00 PM – 3:00 PM)

Learning Outcomes

- Understand the ecological value of campus biodiversity and green spaces
- Identify native plant species relevant to the Karbala Governorate
- Apply sustainable procurement principles when making purchasing decisions



- Recognize environmentally preferable products and vendors

Content Topics

7. Campus Biodiversity & Ecological Stewardship
 - Importance of biodiversity for campus resilience and wellbeing
 - Local flora and fauna of Karbala: native species and threatened ecosystems
 - Role of trees and green spaces in carbon sequestration and urban cooling
 - University campus greening initiatives and staff participation opportunities
8. Sustainable Land Use & Grounds Management
 - Integrated pest management: reducing chemical pesticide use
 - Drought-resistant landscaping suitable for Karbala semi-arid climate
 - Green construction and renovation standards for new campus buildings
9. Sustainable Procurement
 - What is sustainable procurement and why does it matter?
 - Evaluating suppliers on environmental and social criteria
 - University procurement policy: eco-labels, energy star ratings, and fair trade
 - Reducing single-use plastics in offices, events, and laboratories

Activities

- Campus biodiversity walk (weather permitting) or virtual campus green space tour
- Procurement scenario exercise: choose between three fictional vendor proposals

Module 4: Integrating Sustainability into Teaching, Research & Daily Practice (2 hours)

Duration

2 hours | Late Afternoon Session (3:15 PM – 5:15 PM)

Learning Outcomes

- Integrate sustainability concepts into course curricula across all disciplines
- Design or adapt at least one learning activity with a sustainability lens
- Understand green research practices and responsible innovation
- Develop a personal Sustainability Action Plan for the coming year

Content Topics

10. Education for Sustainable Development (ESD)
 - UNESCO's framework for Education for Sustainable Development
 - Embedding SDGs into course learning outcomes across disciplines (engineering, medicine, social sciences, etc.)



- Participatory and experiential teaching methods for sustainability
- Student sustainability projects: supporting and supervising impactful research

11. Green Research Practices

- Reducing the environmental footprint of laboratory and field research
- Responsible use of chemicals, reagents, and biological materials
- Open access publication and knowledge sharing for sustainability
- Opportunities for interdisciplinary sustainability research at Karbala

12. Staff Sustainability Action Planning

- Identifying three personal sustainability commitments for the coming year
- Departmental sustainability challenges and quick-wins
- How to report sustainability concerns and suggestions to university management
- Resources, networks, and further training opportunities

Activities

- Curriculum audit: identify one topic in your course that can incorporate sustainability
- Individual Sustainability Action Plan template (completed during session, submitted to department head)



4. Training Day Schedule

Time	Duration	Session	Format
8:00 – 8:30 AM	30 min	Registration, Welcome & University Sustainability Overview	Plenary
8:30 – 10:00 AM	90 min	Module 1: Foundations of Environmental Sustainability	Lecture + Discussion
10:00 – 10:15 AM	15 min	Refreshment Break	Break
10:15 AM – 12:15 PM	2 hours	Module 2: Energy, Water & Waste Management on Campus	Workshop + Case Study
12:15 – 1:00 PM	45 min	Lunch Break	Break
1:00 – 3:00 PM	2 hours	Module 3: Biodiversity, Green Spaces & Sustainable Procurement	Seminar + Field Activity
3:00 – 3:15 PM	15 min	Refreshment Break	Break
3:15 – 5:15 PM	2 hours	Module 4: Integrating Sustainability into Teaching, Research & Daily Practice	Workshop + Action Planning
5:15 – 5:30 PM	15 min	Evaluation, Certificate Distribution & Closing Remarks	Plenary



5. Delivery Methodology & Facilitators

5.1 Training Methodology

This program uses a blended, participatory methodology to maximize engagement and knowledge retention:

- Expert-led lectures and presentations (30% of session time)
- Group discussions and interactive Q&A (20% of session time)
- Hands-on workshops, case studies, and scenario exercises (35% of session time)
- Individual and team action planning activities (15% of session time)

All training materials are provided in both Arabic and English to ensure accessibility for all staff.

5.2 Training Facilitators

Role	Responsible Party	Module
Lead Trainer / Program Coordinator	Office of Sustainability, University of Warith Al-Anbiyaa	All Modules
Environmental Science Expert	Office of Sustainability, University of Warith Al-Anbiyaa	Modules 1 & 3
Facilities & Engineering Specialist	Office of Sustainability, University of Warith Al-Anbiyaa	Module 2
Academic Development Officer	Office of Sustainability, University of Warith Al-Anbiyaa	Module 4
Guest Speaker (External)	Ministry of Environment or NGO Partner	Module 1 or 3

5.3 Training Venues

- Main Hall or Central Auditorium: Plenary sessions (Modules 1 and closing)
- Lecture Rooms / Workshop Spaces: Modules 2 and 4 breakout groups
- Campus Grounds / Green Spaces: Module 3 biodiversity field activity



6. Assessment & Certification

6.1 Participant Assessment

Assessment is designed to be low-stress, reflective, and practice-oriented:

Assessment Component	Description	Weight
Pre-Training Survey	Baseline knowledge and attitude questionnaire (completed online before the training day)	Ungraded
Module Reflection Activities	Short written or group reflection at the end of each module	Pass / Fail
Sustainability Action Plan	Individual action plan submitted at end of Module 4 (min. 3 commitments)	Mandatory
Post-Training Evaluation	Feedback questionnaire on training quality and relevance	Ungraded
End-of-Day Knowledge Check	15-question multiple choice quiz (minimum 70% to pass)	Pass / Fail

6.2 Certification

- Participants who attend all four modules AND pass the knowledge check (70%+) will receive a University of Warith Al-Anbiyaa Certificate of Completion in Environmental Sustainability.
- Certificates are issued by the Office of Sustainability and recorded.
- Participants who do not pass the knowledge check on the first attempt may retake it online within 14 days.
- Completed Sustainability Action Plans are forwarded to department heads and the Sustainability Office for follow-up.



7. Tracking, Compliance & Reporting

7.1 Attendance Tracking

- Attendance is recorded using a sign-in register at each module and cross-checked with the university HR database.
- The Office of Sustainability maintains a centralized annual training register.
- College/Department Deans receive monthly compliance reports showing completion rates for their staff.

7.2 Annual Reporting

The following sustainability training data is reported annually:

- Total number of staff trained (by category: faculty, administrative, technical)
- Percentage of total staff completing the full training day
- Summary of Sustainability Action Plan commitments by department
- Training evaluation scores and participant feedback themes
- Year-on-year comparison of knowledge check results

This data contributes to the University of Warith Al-Anbiyaa annual Sustainability Report and submissions to UI GreenMetric and similar rankings.

7.3 Non-Compliance

Stage	Action
First Reminder	Email reminder sent 30 days before training day; repeated 7 days before.
Non-Attendance	Notification sent to Department Head and HR within 5 working days.
Make-Up Session	Staff must complete a make-up session or equivalent online module within 60 days.
Continued Non-Compliance	Recorded in annual performance appraisal; escalated to College Dean.



8. Training Materials & Resources

8.1 Materials Provided to Participants

- Printed Training Workbook (bilingual: Arabic and English)
- Module summary slides (PDF, distributed via university email)
- Sustainability Action Plan template (printed and digital)
- University of Warith Al-Anbiyaa Sustainability Policy (one-page summary card)
- Resource guide: key sustainability websites, Iraqi environmental legislation, and SDG tools

8.2 Digital Resources

After the training, participants have ongoing access to:

- University of Warith Al-Anbiyaa Sustainability Portal (accessible via the university intranet)
- Recorded session videos (for review or make-up purposes)
- Monthly sustainability newsletter from the Office of Sustainability
- Online repository of sustainability research from University of Warith Al-Anbiyaa faculty

8.3 Suggested Further Reading

- UNEP: 'Greening Universities Toolkit' (2013)
- UNESCO: 'Education for Sustainable Development Goals – Learning Objectives' (2017)
- UI GreenMetric World University Ranking Criteria and Methodology
- Iraqi Ministry of Environment: National Environmental Strategy and Action Plan
- IPCC Sixth Assessment Report – Regional Climate Projections for the Middle East



9. Program Review & Continuous Improvement

This training program is reviewed annually by the Office of Sustainability. The review process includes:

- Analysis of participant evaluation surveys and knowledge check results
- Review of progress against Sustainability Action Plans submitted in the previous year
- Benchmarking against peer universities in Iraq and the region
- Incorporation of new national and international sustainability policy developments
- Consultation with College Deans and Department Heads on staff feedback

Program updates are approved by the Vice President for Academic Affairs and communicated to all staff at least 4 weeks before the next training cycle.

9.1 Key Performance Indicators

KPI	Target	Measurement Tool
Staff completion rate (all categories)	100%	HRIS Training Register
Knowledge check pass rate (first attempt)	>80%	Quiz Database
Participant satisfaction score	>4.0 / 5.0	Post-Training Survey
Action Plans submitted and reviewed	100%	Sustainability Office
Departments implementing >=1 action plan item	>75%	Annual Sustainability Report



10. Contacts & Administration

Office / Role	Responsibility	Contact
Office of Sustainability	Program coordination, certificates, reporting	qa@uowa.edu.iq
Human Resources Directorate	Attendance tracking, HRIS records, compliance	hr@uowa.edu.iq
Department / College Dean's Office	Staff notifications, follow-up on action plans	Via College Admin

For general inquiries about this training program, visit the University of Warith Al-Anbiyaa website at www.uowa.edu.iq or contact the Office of Sustainability directly.



Appendix: Individual Sustainability Action Plan Template

To be completed during Module 4 and submitted to the Office of Sustainability.

Name	_____
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Department / College	_____
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Date	_____
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Position	_____
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My Three Sustainability Commitments for the Coming Year

#	Commitment / Action	How I will do it	Target Date	How I will measure success
1				
2				
3				

Participant Signature:	_____ Date: _____
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Department Head Signature:	_____ Date: _____
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