

Green Okinawa Standard Operating Procedure (SOP)

Roles

A team of people works together to develop the Green Okinawa posts. The Green Okinawa team is led by the OIST Resource Center, and volunteers from the OIST community help to develop the posts. As long as they give permission, all contributors are acknowledged at the end of each Green Okinawa post. The 4 roles - Writer, Researcher, Editor, and Translator/Publisher are explained below. OIST volunteers are sought to write and research the posts. *

***Writer** - develops the post according to the Green Okinawa template ([linked here](#)) and includes relevant and reliable information sources. The writer also supports the dissemination of the final published post. There is normally one writer per post. The writer can be a member of the Resource Center or a volunteer from the OIST community.

***Researcher** - finds reliable, up-to-date and relevant information sources for the post. Researchers also support the dissemination of the final published post. Normally two-four people perform this function for a Green Okinawa post. The researchers can be a member of the Resource Center and volunteers from the OIST community.

Editor - supports the writer and the researchers. Edits the post and quality checks the information sources. Supports the dissemination of the final published post. There is normally one editor for the Green Okinawa series.

Translator/publisher- translates the post into Japanese or English depending on the original language the post is written in and publishes the final post in both languages on the Green Okinawa webpage and ensures all the images and links function well. There is normally one translator/publisher per post. The translator/publisher is a member of the Resource Center team.

Process for a standard Green Okinawa post

The Green Okinawa team aims to publish one post per month.

1. The writer drafts the Green Okinawa post on Google Drive according to the template and links the information sources.
2. The writer shares the Google Doc with the rest of the Green Okinawa team.
3. The researcher(s) help to find reliable, up-to-date and relevant practical information for the post.
4. The editor finalizes the post including checking the information sources.
5. A member of the Resource Center team translates the final post and publishes it online
6. Everyone in the Green Okinawa team helps to disseminate the post via agreed channels:
 - a. A member of the Resource Center team makes the post visible on the OIST intranet (TIDA).
 - b. A member of the Resource Center team contacts colleagues in the OIST CPR team to link the post to Facebook and the OIST intranet.
 - c. A member of the Resource Center team submits a suggestion to @OISTatWork [Twitter](#), [FaceBook](#) and LINE channels.
 - d. The editor lets the OIST POWER Club and OIST Eco Club members know through their respective Slack channels.

Process for a Green Okinawa survey

Some Green Okinawa posts summarize tips and feedback from the OIST community (e.g. riding a bike to campus, car-free day trips in Okinawa, etc).

1. One or two writers draft the survey. One of the writers must be a member of the Resource Center.

2. The editor finalizes the survey.
3. A member of the Resource Center team translates the final survey and publishes it online.
4. Everyone in the Green Okinawa team helps to disseminate the survey via agreed channels:
 - a. A member of the Resource Center team makes the survey visible on the OIST intranet (TIDA).
 - b. A member of the Resource Center team contacts colleagues in the OIST CPR team to link the survey to Facebook and the OIST intranet.
 - c. A member of the Resource Center team submits a suggestion to @OISTatWork [Twitter](#), [FaceBook](#) and LINE channels.
 - d. The editor lets the OIST POWER Club and OIST Eco Club members know through their respective Slack channels.
5. Responses to the survey are collected for at least a two-week period.
6. Based on the survey responses, the writer drafts the Green Okinawa post on Google Drive and links the information sources.
 - a. No information that identifies the individuals that responded to the survey is included in the post. Respondents remain anonymous.
7. The writer shares the Google Doc with the rest of the Green Okinawa team.
8. A researcher checks the information collected through the survey and makes sure that it is reliable, up-to-date, and relevant practical information.
9. The editor finalizes the post including checking the information sources.
10. A member of the Resource Center team translates the final post and publishes it online.
11. Everyone in the Green Okinawa team helps to disseminate the post via agreed channels:
 - a. A member of the Resource Center team makes the post visible on the OIST intranet (TIDA).
 - b. A member of the Resource Center team contacts colleagues in the OIST CPR team to link the survey to Facebook and the OIST intranet.
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