

## Environment Action Plan at the Institute for International Economic Studies (IIES) 2017

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Follow-ups are reported to director throughout the year.

Objective	Activity	Responsible	Recourses	End Date	Follow-up	Environmental indicators	Executed/ reported
Inform new employees about the IIES environmental policy.	Send-out an information letter, provide info at public meetings	Environmental representative, director	Sendout once in 2-3 months	2017-12-31	Ongoing, create a survey to see how many are reached	Reduction of all emissions and waste  More suggestions for improvement.	
Paper consumption must not exceed the previous year's consumption.	Everyone should be informed about previous year's consumption – for e.g. how many sheets each employee used on average per day.  Encourage to stay below the previous year's numbers. Set up a signboard?	Environmental representative, everybody helps	Ongoing. Send out information on sheets used last year latest 2017-06-01	2017-06-01	Monthly estimate on how much paper has been used.  Check consumption on shared printer and copier.	Number of sheets 2016 compared with 2017.  Report to director, all employees at IIES and environmental coordinator.	
Improve communication within the institution	Create signs, info on the board, even inform the visitors	Environmental representative, administrative assistant	Ongoing. Sign are going to be up within spring 2017	2017-06-01	Ask in a survey	Reduction of metal and glass waste in a common bin	
Metal recycling	Find a proper bin for metal and glass	Environmental representative, administrative assistant	During spring	2017-07-01	See where go metal nespresso caps	Reduction of metal waste in a common bin	
Reduce consumption of office supplies.	Policy to select refill products when possible (for e.g., refill for pens, calendars, notebooks, etc.)	Administrative assistant	Ongoing	2017-12-31	Go through invoices.	Reduction of waste from office supplies.	
Information on IIES website easily available.	Put local environmental policy on the IIES web.	Environmental representative	Ongoing	2017-12-31	Make sure information on website is up to date.	Reduction of all emissions and waste.	