

## Environmental Action Plan for the Institute for International Economic Studies (IIES) 2018

Drawn up by environmental representative, Hanna Weitz, 26 March 2018

Approved/revised by director, Jakob Svensson, 18 April 2018

Objective/ Goal	Activity	Person responsible	Resources	End date	Follow-up	Environmental indicators	Resolved
Total consumption of copier paper should not exceed that of 2017.	Inform coworkers at IIES about previous year's consumption so that they see, and understand, the trend.	Environmental representative	3 - 4 hours/year	31 Dec 2018	<p>Get info on Printomat paper consumption from the IT department.</p> <p>Go through invoices from 2018 to get amount of copier paper purchased (info from administrator).</p> <p>Inform employees about sheets of paper from previous years, including 2018 – the trend should be clearly visible.</p>	Amount of copier paper consumed per person 2018 compared to 2017.	Sheets of paper per person 2017: 1 655.
Increase coworkers' and other interested parties' knowledge about IIES' environmental work.	Establish routines, policies and other official documents. All of which should be available on the IIES website.	Environmental representative	Approx. 6 hours per week until 1 June 2018.	<p>Drawing up documents: 1 May 2018.</p> <p>Publishing info on web: 1 June 2018.</p>	<p>Make sure all documents are easily available.</p> <p>Inform via meetings and email where these documents can be retrieved and what information they contain.</p>	Exact measurements of environmental impact cannot be done. However, it is assumed that if information and routines are documented and made available, it	

	Make IIES' environmental work more visible on the website, in turn facilitating information sharing with guests, presumptive PhDs and other interested parties (internal and external).				Information continually posted on the IIES website whenever relevant.	will have a positive effect on any environmental objectives set in future.  The environmental work becomes more systematic.	
Encourage coworkers to keep flying to a minimum (preferably keeping the total air miles per person below that of the previous year).	Inform coworkers of the objective as well as more environmentally friendly alternatives to flying (such as Skype and phone meetings).  Coworkers should have a web camera and/or headset in their offices to further encourage web and phone conferences.	Environmental representative  Systems administrator	1 hour/month	31 Dec 2018	Calculate air miles per person in early 2019 (information sent out by environmental coordinator).  Inform coworkers on results and trend.  Investigate number of web cameras and headsets installed in each office. Does everyone have these in their offices?	Reduced (or at least not increased) CO2 emissions per person and year.	<b>2016</b> Total km: 405 508 km Total kg CO2 (GHGP): 34 867 kg  <b>2017</b> Total km: 542 158 km Total kg CO2 (GHGP): 48 388 kg  Km/person: 9 948 km Kg CO2 (GHGP) /person: 888 kg  <b>2018</b>

<p>Hand over environmental work to substitute.</p>	<p>As current environmental representative will be on parental leave for approx 12 months (from Sept 2018) we need to ensure that the environmental work is handed over in good condition to be able to reach the goals set in the environmental action plan.</p> <p>Current environmental representative will clearly document routines for her substitute to ensure information is up to date and readily available.</p>	<p>Environmental representative</p>	<p>1 hour per week.</p>	<p>31 Aug 2018</p>	<p>Documented routines available for substitute.</p> <p>Routines and policies available on the IIES web.</p> <p>Leave suggestions for environmental objectives for 2019 to facilitate the creation of new environmental action plan.</p> <p>Sign up substitute for Stockholm University's course for environmental representatives.</p>	<p>The majority of the goals set in the plan for 2018 are reached.</p>	
--	--	-------------------------------------	-------------------------	--------------------	---	--	--