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Document name: Environmental Action Plan for the Swedish Institute for Social Research (SOFI)		
Issued by: Charlotta Magnusson		
Approved by: Markus Jäntti		

Environmental Action Plan 2023

Target area	Activities	Responsible party	Resources	End date:	Follow-up	Environmental indicator	Action:
Environmental impact reduced handling of bulky waste	<p>Restraint in the purchase of new furnishings. Reuse furniture by offering furniture that has already been purchased; alternatively, offer used furniture for purchase within SU to newly hired (and other) employees.</p> <p>The unit managers should inform new employees that SOFI's policy is to reuse furniture whenever possible.</p>	Deputy director, Administration manager procurement officer, administrator	Included in deputy director's regular duties	31/12/2023	Annual assessment.	The number of new purchases.	Ongoing

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Information	News items posted in SOFI under “Sustainable campus” must also be posted internally on the environmental page on SOFI . Employees should be informed of the number of flights in relation to the reference year 2019, annually.	Responsible for providing information Deputy Director	Included in the informing party’s ordinary duties	31/12/2023		Compilation of the information issued during the year.	Ongoing
Information	New employees should be informed about SOFI's environmental work	Unit managers Deputy director		31/12/2023		More employees involved in SOFI's environmental work.	Ongoing
Purchases	Strive to purchase goods and services with an eco-label	Administration manager, procurement officer administrator	Included in the purchasing manager's ordinary duties	31/12/2023	Annual assessment	Review of purchases.	Ongoing

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Consumption	Collect data on the use of paper at the department.	Deputy director, Administrator	Included in the administrator's ordinary duties	31/12/2023	Annual assessment	Information on consumption	
Reduced environmental impact through centralized computing and storage capacity	Maintain SOFI's computer cluster for complex statistical computations. This leads to reduced demand for computing capacity for personal computers.	Director and IT manager (KK)	Included in ongoing tasks	31/12/2023	Annual assessment	Inventory of IT equipment	
Reduce our environmental impact by regulating IT purchases/hiring	Reduce the purchase of computers by recommending the SUA-de portable as a combined in-room computer and laptop.	Director and IT manager	Included in ongoing tasks	31/12/2023	Annual assessment	Inventory of IT equipment	
Reduce business travel by air compared to the	SOFI will pay (by department) the difference, when possible, when	Director, Deputy Director	Included in ongoing tasks	31/12/2023	Annual assessment	Review of the number of flights at the department.	

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reference year 2019	<p>modes of transport that generate lower emissions are more expensive than modes of transport with higher emissions, e.g. train + hotel compared to a flight.</p> <p>Collect information about the most environmentally friendly travel options for different trips (e.g. ferry compared to flight).</p> <p>SOFI shall provide the technical solutions, as well as the technical skills among employees, that are needed to</p>	Administration manager, Administrator					
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	make digital meetings a viable alternative.						
Reduce business travel by air compared to the reference year 2019 Survey	Map out SOFI's flights. Air travel must be reported annually at unit level.	Director Deputy director, Administrator	Included in ongoing tasks	31/12/2023	Annual assessment	Review of the number of flights at the department.	
Power consumption	Replace all ceiling lights with motion sensor low-energy bulbs in all spaces.	Administrator		31/12/2023	Annual assessment	Review of lighting in all spaces.	