

Diarie nr: SU-485A-0045-20	Datum (utf./rev.): 20200310/20231213	Sida 1 (3)
Dokumentnamn: Policy for meetings		
Utfärdat av: Merle Plassmann		
Godkänt av: Magnus Breitholtz		

## ACES policy for meetings

### Background

In June 2019, the vice chancellor of Stockholm University signed the Global Universities and Colleges Climate Letter (<https://www.sdgaccord.org/climateletter>), which - among other things - means that SU should be carbon neutral until year 2040. To reach this goal the vice chancellor decided on both a [climate management plan](#) for the period 2020-2040 and a new and stricter [meeting and travel policy](#) (valid from 2020-11-26). The latter since business travels are one of the major individual carbon emission sources at our university (according to a new report transportation and travels accounted for 26% of the emissions 2016-2019). Avoiding travels, most importantly air travels, is hence a way to contribute to lowered carbon emissions but in this context the choice of meeting places, hotels and food is also important to consider.

ACES must obviously follow the university's policy for meetings and travels. This ACES policy for meetings specifies rules and recommendations related to workshops, conferences, interviews and dissertations at the department.

### Workshops and conferences

- 1) Is it possible to have the entire workshop/conference via Zoom? If this is a feasible option, you can get technical support if needed. Contact Reine ([service.aces@aces.su.se](mailto:service.aces@aces.su.se)) who will help you set up everything you need via Zoom to connect with all participants (see instructions on how to book and use the AV-equipment on the intranet under [documents/Facilities & IT/Practical info](#)).
- 2) If it is not possible to hold the entire workshop/conference via video, then you should consider the following:
  - a. Offer external participants to stay at home and participate in the workshop via video (Zoom, contact Reine).

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- b. Suggest to participants who want to travel to take the train if possible.
- c. Book a meeting place that is easily accessible via public transport if you are meeting off campus, and always choose a facility that is listed on [www.avropa.se](http://www.avropa.se), i.e. one that is publicly procured. The facility should engage in active environmental work. Environmental aspects to consider include material use, water and energy consumption, chemicals, organic and locally produced food, etc. Proof that a hotel engages in systematic environmental work includes the Nordic Ecolabel or an ISO 14001 or EMAS environmental management systems certification. Alternatively, you can choose a facility that carries the Green Key label.)
- d. Order vegetarian food (and if possible also organic and locally produced), as ACES has a vegetarian food policy for meetings and events.
- e. Recommend a hotel for the participants that is publicly procured ([www.avropa.se](http://www.avropa.se)). The hotel should engage in active environmental work (see point c). Select a hotel that is close to the meeting place in order to allow for walking or the use of public transport.
- f. If you hire a bus company, go to [avtalskatalogen](http://avtalskatalogen) at SU or [www.avropa.se](http://www.avropa.se), choose one that is environmentally certified (or equivalent), practice fuel-efficient driving and use renewable/environmentally friendly fuels.

## Interviews

- 1) A first round of interviews should, as far as possible, be held via Zoom.
- 2) If you need to invite candidates to SU, advise them of the distance rules in the university's policy for meetings and travels:
  - a. < 700 km: travel by train is recommended.
  - b. > 700 km: although air travels can be justified (direct flights should be chosen in favour of stopover flights), as a first option we

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strongly recommend travelling by train when that is possible. Note that ACES pay for hotel costs during a train travel.

## Dissertations

### 1) Opponents

- a. Opponents can participate via Zoom. During 2020 routines for this have been established at SU.
- b. Consider travel distance if choosing between several (equally qualified) opponents.
- c. If the opponent comes from < 700 km away, advise them to travel by train.
- d. If they have a longer way to travel, let them know that we promote even longer train travel and also pay for hotel costs that a longer train travel might demand.

### 2) Committee

- a. Committee members can participate via Zoom. (See above; Opponents 1a)
- b. Try to find committee members within the Nordic countries. At least one member should be from Stockholm/Uppsala.
- c. If committee members have to travel by air, tell them to instead take part via video (Zoom, contact Reine). Only in special cases committee members are allowed – after consulting with the head of department – to travel by air.