TRAVEL LESS WITHOUT LOSS

Aim 1: To demonstrate that through thoughtful travel planning in consideration of the ecologic impact versus the realistic benefit of travel, it is feasible to significantly **reduce**, *not eliminate*, science-related travel and CO_2 impact

Aim 2: To demonstrate that with the provision of reliable and efficient means to conduct high quality remote conferencing, it is feasible to reduce science-related travel

Aim 3: To set a trend in the academic world regarding environmentally friendly means of communication and travel

Aim 4: To raise awareness of the significant environmental impact of travel; encourage invited speakers and guests to adhere to these guidelines

SV GUIDELINES FOR SUSTAINABLE TRAVEL

Best Practice 1: purpose of travel

Thoughtfully consider the purpose of travel:

- Does it require my presence?
- Could I say no to the invitation based on the SV sustainability travel guidelines?
- Do the potential benefits of attending this conference outweigh the costs?
  - Ecological impact
  - Time (travel to airport, baggage & security checks, flight delays, etc.)
  - Time lost from work, family and friends
  - Travel fatigue and stress
- Is the destination reachable by train?

Best Practice 2: remote conferencing

Consider remote conferencing prior to organizing a meeting or conference, or accepting an invitation to participate in one.

- Does it require 'face-to-face' communication?
- Is it possible to conduct or attend the meeting remotely?

Best Practice 3: travel sustainably

Choose to travel sustainably, search for ecologically friendly travel options:

- Use routeRank: https://epfl.routerank.com/fr/account/login
- Use Carlson Wagonlit Travel CWT to book all travel (see below "Monitoring" section)
- Travel by train for trips <6 hours in Europe
- Fly direct rather than indirect
- For flights out of Zurich: travel by train from Lausanne to Zurich
- Within Europe and on day flights, travel Economy Class not Business Class
- Favor Economy Class even for long distance flights
- In the event of physical or other issues that cause hardship, Business Class is acceptable

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SUPPORT OFFERED TO APPLY THESE GUIDELINES

Remote Conferencing Facilities

Remote meeting*/conferencing**[1] services are provided: https://sv-it.epfl.ch/page-145068-fr-html/page-158634-fr-html/. These include several meeting and conference rooms of different sizes with state-of-the-art conferencing technologies that are easy-to-use. Technical support (http://sv-it.epfl.ch/) for hardware and the software can be arranged in advance of the meeting/conference and at any time throughout the session should any complications occur. Every effort will be made to ensure reliable, high quality conferencing.

Training for travel planning and remote conferencing:

Administrative and other interested staff are trained on the following:

- The rationale and the implementation of these guidelines
- routeRank (ecologically friendly travel planning application)
- Services provided by CWT
- Conference room scheduling
- How to obtain SV- IT support
  - how to request assistance for meeting/conference set-up
  - problem resolution during meeting/conference

CO2 "tax":

Establishment of an SV internal CO_2 "tax" will be evaluated at a later stage of the project; the funds could be partly used for CO_2 compensation and partly to create internal SV incentives. Inquiries are being made on the source of funding for this 'tax'.

While commuting is not covered by these guidelines, incentives could be geared at increasing SBB compensation, contributing to the purchase of (e) bikes (and provide charging facilities), etc.

Feedback:

To ensure continuous improvement, users of conferencing services are strongly encouraged to provide feedback on the quality and reliability of the rooms after each session to ensure problems are identified and addressed rapidly.

Policy Review:

- EPFL's Travel Policy (to be reviewed in 2020)
- Professor/MER promotion files
  - The number talks/conferences that may be listed on the application have been limited to 3/year

Monitoring:

The online application routeRank https://epfl.routerank.com/fr/account/login has been chosen for travel planning as it is tailored to comply with the present guidelines and will allow for data collection. An evaluation of the effectiveness, compliance to, and satisfaction with, the travel guidelines will be conducted. The CO_2 footprint related to travel will be evaluated on a yearly basis, with a comparison to the previous year. Results will be presented to all members of the School of Life Sciences, Sustainable Development, and EPFL Direction.

Sustainability in SV beyond Travel:

Awareness about the sustainability of business travel raises awareness about sustainability in other areas. All suggestions and comments about sustainability on any aspect related to life and work in SV can be sent to: **BeAware.SV@epfl.ch**

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[1] ***Remote meetings**: a gathering of people from remote offices, it is not recorded; supported by Zoom software, computers, microphones, and screens; **Remote conferences:** a gathering of a large number of people from remote locations with a set agenda of speakers, presentations, etc., supported by Zoom software, computers, microphones and screens; arrangements can be made for recording, editing, archiving, etc. in advance*

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