

Notat

Til: Fakultetene, Vitenskapsmuseet, Fellesadministrasjonen

Kopi til:

Fra: Rektor

Signatur:

Rector's decision – guidelines for environmentally responsible travel at NTNU

As part of the operationalization of NTNU's environmental development plan, the following guidelines are adopted, and valid from 1.1.23.

1. Environmental impacts must be weighted against all potential travel activities.
2. The assessment and planning of travel activities according to environmental guidelines is a responsibility of both employees and managers, as well as ensuring that the travel is in accordance with the unit's goals and guidelines.
3. Before a travel activity occurs, it must be assessed whether it is necessary or strategically important, otherwise it should be replaced with digital alternatives. Examples of trips that are strategically important, are trips in connection with international research and networking related to NTNU's ambition to be a leading international university. In this context, priority must be given to younger researchers.
4. Assessment of whether a trip is necessary or strategically important must be done well in advance, so that environmentally responsible choices can be made to a greater extent in travel planning.
5. In an overall assessment, environmental considerations, economy, time use, and professional benefit must be included. Environmental considerations must be weighted heavily. The same assessments must be made in connection with the invitation of guest lecturers, examiners, external researchers, and other guests.

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6. If a travel activity is assessed as necessary or strategically important after an overall assessment, attempts should be made to combine several purposes/assignments, to limit the number of trips.
7. Participants with active roles at the travel destination (conference) shall be prioritized, so as to limit the number of people on the trip when possible.
8. For meetings internally in Norway, the main rule shall be that digital alternatives are used instead of travel. If the journey still, after an overall assessment, is assessed as necessary or strategically important, an environmentally friendly mode of transportation must be considered when it is practically possible.
9. On domestic routes where both air and train are available travel options, you should consider taking the train at least one way, to significantly reduce emissions.
10. In cases where NTNU is the leader of national committees, councils etc., digital meetings shall be prioritized. If NTNU is a member, we should suggest that at least half of the meetings should be digital.
11. When planning internal seminars and conferences, these should be held at or near the campus, to avoid locations to which participants must fly. Digital participation should be made a viable option for employees who have their place of work in other cities than the where the event occurs physically.
12. For local travel/transport, when traveling by foot or bicycle is not possible, public transport should be used. If this is not possible, NTNU's electric cars can be used.

The guidelines will be integrated in to the central travel guidelines at NTNU, and managed by HR.