



## **Subpolicy on transport and meeting activity**

### **Purpose**

One of DTU's goals is to be a driving force for sustainable value creation in Denmark and globally. As part of this objective, DTU is working to ensure a sustainable transformation of the University's own operations and administration.

An important focus area for DTU's sustainable transformation is the employees' and students' transport and meeting activities because:

- Work-related and study-related transport contributes a large and growing share of DTU's total CO<sub>2</sub> emissions.
- DTU wants to lead by example in the realization of the opportunities offered by digitalization. Promotion of virtual meeting and teaching activities is in line with this, and constitutes a means of reducing DTU's transport-related CO<sub>2</sub> emissions.

### **Attitude**

As an internationally oriented elite university, DTU prioritizes further developing and increasing the University's global collaborations, partnerships, and activities. DTU believes that the competences we acquire and the results created in the meeting between people and across academic competency and geography are useful and necessary to develop the world in a more sustainable direction.

DTU is a physical university and believes that the physical meeting supplemented by virtual presence, experimental teaching, and face-to-face dialogue are essential to the students' and employees' learning, work, and well-being.

DTU's activities require a conscious and continuous weighing of how the University's meeting, teaching, and transport needs best support DTU's objective of creating "sustainable order in your own house". An objective which is both to promote sustainable working life and the environmental dimension of sustainability.

### **Follow-up**

DTU's sub-policy on transport and meeting activity reflects the attitude that the University must be able to document a reduction in our air transport-related CO<sub>2</sub> footprint each year, and promote access to means of transport and meeting activities that leave the smallest possible CO<sub>2</sub> footprint.

Each year, all DTU units must translate DTU's objectives for transport and meeting activity into target figures that are integrated into DTU's annual cycle and form part of the organizational dialogue with the Executive Board.

### **Responsibility and scope**

DTU's Executive Board sets the framework for DTU's overall sustainability initiatives aimed at 'putting your own house in order'. The Director is responsible for ensuring that DTU's units work locally to integrate the attitude to transport and meeting activity in the DTU culture.



## **Commencement**

DTU's sub-policy on transport and meeting activity was approved by the Executive Board on 2 September and discussed by the Cooperation and Joint Consultation Committee in September 2020. The policy becomes effective when published on DTU Inside.

## **Guidelines for transport and meeting activity**

At DTU, there is an expectation that each individual takes into consideration climate footprint, efficiency, and well-being in connection with any participation in a trip and/or meeting activity.

### **DTU's own activities**

All events are planned so that they accommodate the possibility for external participants to act sustainably in terms of transport and meeting participation. When joint projects are entered into, the project owner has a responsibility in connection with the project start-up to organize a meeting plan that is academically and professionally expedient and reduces CO<sub>2</sub>-heavy transport to the greatest possible extent and that is partly held virtually.

### **Work-related travel**

All employees and managers must carefully consider the need to undertake a work trip for DTU, including weighing this against a digital meeting form. Environmental impact, work-life balance, price, and time are some of the factors that should be considered.

If the work trip is necessary, the mode of transport with the smallest climate footprint must generally be chosen, where a flight leaves the heaviest climate footprint. When choosing the mode of transport, it must be taken into consideration that additional costs in terms of time and money are kept at a reasonable level. This is done in a dialogue between employee and manager.

### **Meeting activity**

DTU makes digital platforms and conference facilities available for remote collaboration and teaching. DTU attaches great value to the physical meeting between people and has good experience in supplementing physical attendance with virtual presence. Both in terms of academic collaborations and in relation to the creation and maintenance of useful professional networks and valuable relations.

### **Digital/Hybrid meetings**

Digital and hybrid meetings are an important element of more sustainable operations and sustainable working life. When planning a meeting, it should be considered whether the meeting can be held digitally either by fully digital attendance or as a hybrid meeting. Hybrid meetings are meetings in which some participate physically and others digitally.

Digital/Hybrid meetings require that the individual participant may choose the meeting form that reflects a consideration for transport and work-life balance. This makes requirements of the chairman of the meeting, planning, AV equipment, and new habits for the individual person.



## **Conferences**

All conferences held by DTU have a virtual dimension where it is possible to access the network online, access conference material, and conduct a dialogue with the key-note speakers.

## **PhD defence**

All PhD defences are planned with the possibility for virtual participation by external examiners. It supports a reduced climate footprint, and strengthens the possibility of attracting academic capacities who live far away from DTU. All defences are broadcast to strengthen 'outreach' and animate increased holding of the PhD defence online.

## **Air travel**

It should always be considered in connection with travel planning whether several activities can be grouped in the same trip. Direct flights must be prioritized, as emissions are highest in connection with take-off and landing. Through the business agreement, DTU is registered as a 'green company', which also entails requirements on the suppliers with which DTU can enter into agreements.

## **Train travel**

To make train travel an attractive alternative to air travel and to enable efficient utilization of journey times for work purposes, employees may travel first class on long train journeys.

## **Taxis**

Taxis should not be used wherever possible. To the extent to which it is necessary to take a taxi, taxi companies are used with which DTU has entered into a business agreement. Under the business agreement, DTU is registered as a 'green company', which means that (in as far as possible) an electric car is sent instead of a fossil fuel-driven car when booking the taxi. Car sharing is recommended as an alternative to taxis.

## **Cars**

In connection with car transport, the option of driving in electric shared cars should always be considered. Car sharing zones have been set up on the Lyngby and Ballerup campuses. DTU has entered into business agreements, which means that employees with smartphones can pay with company credit cards via apps.

## **Bicycles**

Many units provide bicycles locally which you are free to use when moving about on campus.

## **Commencement**

DTU's guidelines for transport and meeting activity were approved by the Executive Board on 2 September 2020 and discussed by the Cooperation and Joint Consultation Committee in September 2020. The policy becomes effective when published on DTU Inside.

## **Amendments**

The guidelines may be amended at three months' notice following a review by the Cooperation and Joint Consultation Committee. Any amendments will be communicated via DTU Inside.