



Business Travel SRC: Emission reduction criteria

Note: This is an internal (DeepL) translation, the German version is the only official version.

Version	What	Date	Abbreviation
1.0	Creation & review in WG NH		Cr, nlj
2.0	Changes based on feedback from WG NH - Reduction target-10% - Delete Travel Workflow		Nlj
3.0	Changes based on feedback Karolina Frischkopf	19.08.21	Nlj
4.0	Changes based on exchange with Daniela Seuret	23.09.21	Nlj, dse
5.0	Adjustments after WG sustainability meeting	30.09.21	Dse, nlj
6.0	Adjustments after validation in IC management meeting	20.10.21	Dse, nlje

Content

1	Initial situation	2
2	Reduction target travel from 2022	3
3	Criteria for the implementation of business trips	4
3.1	No Go / Go - Criteria	4
3.2	European travel by train	5
3.3	Car as a means of transport	6
3.4	Compensation of flights	6
4	Monitoring & Reporting	6
4.1	Biennial review of the list of criteria	6
5	Travel Partner Globetrotter Business Travel	6
6	Closing words	6
7	Useful links for climate-friendly travel:	6

1 Initial situation

On behalf of the Sustainability Working Group and based on the decision of the Board of Directors of 5.11.2020, a working group consisting of employees of the Department of International Cooperation has looked into the business trips of the SRC Head Office. As of the beginning of 2021, there will be a lot of travel, especially for the Department of IC. The project countries in international cooperation are mainly accessible by air. The majority of employees in the Marketing & Communication Department travel by plane or car. They travel to the various countries for marketing and communication purposes, take part in international meetings or travel as part of capacity building projects. The travel activities of the Directorate include participation in various strategic meetings, regional workshops, statutory meetings, visits to project countries, travel for marketing & communication purposes. In the case of the three departments, business trips within Europe are also mainly undertaken by air. The GI Department and the FPD Department record only a few business trips, mostly by train.

In order to reduce the Co2 emissions of the SRC Head Office, it is necessary to travel less and by other means of transport. Defining measures is not enough to achieve sustainable change. It also requires a change of mind-set among employees, allowing them to adopt an open and constructive attitude towards alternatives. Raising employee awareness must be part of the implementation of the following measures.

Online and hybrid meetings have come into their own since the Corona pandemic. They save time and money. We want to build on this positive benefit and conduct as much international exchange as possible virtually - where it makes sense to do so.

The aim of this catalogue of criteria:

- Decision-making basis for business trips of the SRC Head Office.
- Reduction of travel emissions

Responsible for implementation: heads of department, heads of division

Review of implementation: Management annually by means of reporting by the Sustainability WG



SRC Head Office's 2019 travel patterns - in numbers:

- 3'246'689km = flown 80 times around the world
- 566 tons of CO2e flight emissions consumed

2 Reduction target travel from 2022

The present measures are intended to reduce the CO₂ emissions for travel by the employees of the SRC Head Office (incl. delegations). The priority is not a ban, but an adequate adjustment based on a reflected travel behaviour of the employees of the SRC Head Office.

Calculation basis

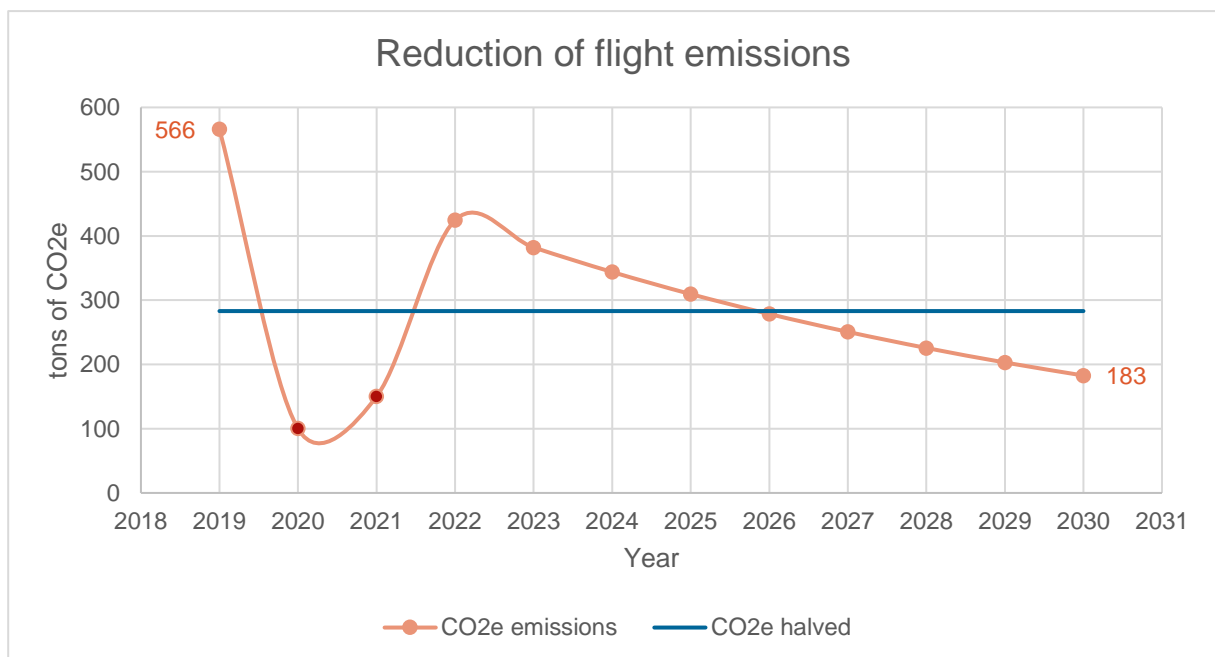
According to myClimate records, we covered around 3,250,000 kilometres by air in 2019, generating 566 tonnes of CO₂e flight emissions¹.

Reduction target 2022

Flight emissions for 2022 are not to exceed 75% of 2019 (maximum emissions impact of 424 tonnes CO₂e). This ambitious target results from the ambition to use the Corona-related, drastic changes in travel behaviour (2020-2021) in favour of emission reduction, so as not to return to pre-Corona levels.

Reduction targets in the long term

In the following years, travel emissions per year are to be reduced by 10% of the previous year's level. All departments are equally responsible. The reduction targets are reviewed annually and, if necessary, the measures and/or objectives are adjusted. A quantitative final target (maximum flight emissions per year) has not yet been defined.



¹ The recording of the flights for the greenhouse gas balance of 2019 was carried out for the IC via an extract of the booked flights via the then travel partner Raptim (exact kilometres) / for the other departments the recording was carried out via a listing of the number of short-, medium- and long-haul flights.

3 Criteria for the implementation of business trips

3.1 No Go / Go - Criteria

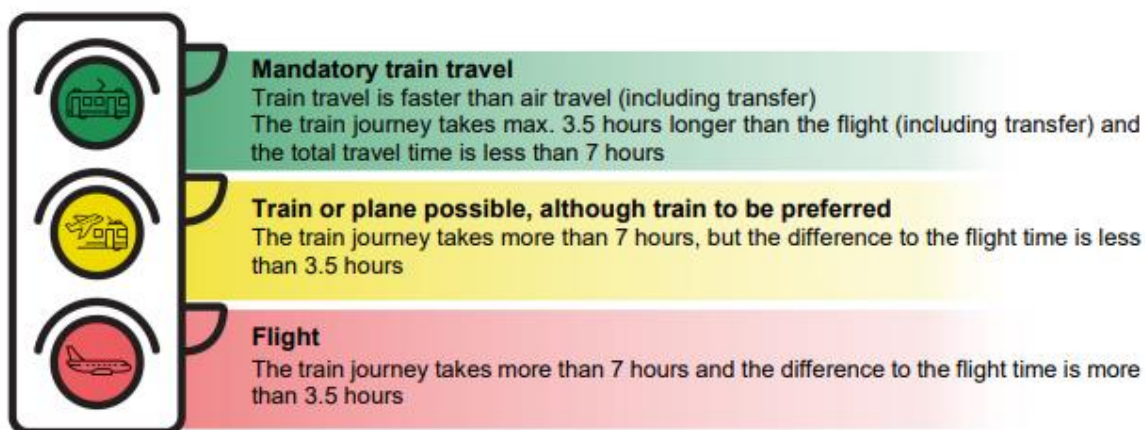
Criteria for carrying out / avoiding travel		
Can the goals be met without travel?	<input type="checkbox"/> Yes. Trip is avoided	<input type="checkbox"/> No. Journey will be carried out
Are videoconferences possible and very likely to produce the same results? (e.g. good internet connection and trained staff)	<input type="checkbox"/> Yes. Trip is avoided The scheduled workshop, meeting, training will be conducted online. Representatives from other countries can also participate in online events. Exploiting synergies.	<input type="checkbox"/> No. Journey will be carried out The planned tasks require physical presence. Ex: Reading between the lines.
Strengthen local resources: can the task be delegated to local staff / experts / consultants / regionally available resources?	<input type="checkbox"/> Yes. Trip is avoided Local staff can complete the assignment, meet with external partner. Instructions and support can be offered online. Job can be delegated to local experts, e.g. photographer.	<input type="checkbox"/> No. Journey will be carried out The assignment requires the specific knowledge of SRC staff and an on-site visit.

Criteria requiring adjustment of travel plans:		
<p>Combining trips and tasks (longer trips instead of multiple trips): is it possible to integrate multiple locations / events / meetings into the trip?</p>	<p><input type="checkbox"/> Yes.</p> <p>Reduction in number of trips</p> <p>Good travel and work planning makes it possible to combine different tasks and destinations.</p>	<p><input type="checkbox"/> No.</p> <p>Professional or family reasons make an extension of the planned absence impossible</p>
<p>Reduction of delegation size: Can the objectives also be achieved with a reduced delegation?</p>	<p><input type="checkbox"/> Yes.</p> <p>Travel group is reduced</p> <p>Some participants do not make a specific contribution or the task can be delegated. Possibly there are possibilities for a selective online connection?</p> <p>Important: the transfer of knowledge must be well organised.</p>	<p><input type="checkbox"/> No.</p> <p>All participants have a specific mission to fulfil.</p>

3.2 European travel by train

As a rule, trips to Europe should be made by train. The "Traffic light system for business trips - train not plane for business trips within Europe" developed by the University of Bern serves as a basis for decision-making. This is publicly available on the [website of the University of Bern](#). Travel times are calculated from door to door from Bern.

An important alternative are the night trains from Switzerland to various European cities in the categories yellow and red. The use of night trains is recommended, but not mandatory. The ratio of the total travel time to the usable working time en route should also be taken into account. For longer train journeys, Internet sticks can be obtained from the front desk.



3.3 Car as a means of transport

A corresponding regulation is recorded in the expense regulations under chapter 3 of the SRC Head Office. (Excerpt: In the first instance, public transport is to be used. The heads of department are responsible for authorising business trips in private vehicles).

3.4 Compensation of flights

The question of offsetting the greenhouse gas balance of the SRC Head Office still has to be clarified by the management (probably in 2022). This is also related to the formulation of an overarching climate target for the SRC Head Office.

4 Monitoring & Reporting

With the help of Globetrotter's analyses of the air miles travelled and the annual greenhouse gas balance with myClimate, the Sustainability Working Group reviews the achievement of the defined reduction annually on behalf of the Executive Board. Based on this, the reporting is prepared for the Management and the targets for the coming year are set.

4.1 Biennial review of the list of criteria

This catalogue of criteria is reviewed every two years by the Sustainability Working Group, updated as necessary and approved by the Executive Board. This ensures that the criteria catalogue always reflects the latest circumstances.

5 Travel Partner Globetrotter Business Travel

Globetrotter Business Travel is the contractual travel partner of SRC Head Office (Gold Standard contract, summary of services on p. 7). Via Globetrotter, air/rail/ship travel can be booked worldwide, including all land services such as hotels.

Globetrotter is a partner of myClimate and compiles an annual overview of the CO2 emissions of booked trips for the SRC Head Office. Air travel that is not booked via Globetrotter must be recorded separately by the departments (Excel file).

6 Closing words

The Management ensures the necessary framework conditions required to achieve the goals. By implementing these measures, all employees of the SRC Head Office are making a contribution to more climate-friendly travel behaviour. Together we protect what we have and behave exemplary as an institution.

7 Useful links for climate-friendly travel:

[Fact sheet](#) UniBE useful information for comparing air + train travel

[Traffic light system](#) UniBE train travel

[Federal Administration Business Travel Action Plan](#) (German only)

[RouteRANK](#) travel planner for fastest, cheapest and most environmentally friendly journey

[MyClimate](#) calculation of travel emissions + other useful information