# Toolbox FlyingLess
## Flight Reduction in Academia

**flyingless**

ifeu — INSTITUT FÜR ENERGIE- UND UMWELTFORSCHUNG HEIDELBERG

TdLab GEOGRAPHIE

UNIVERSITÄT HEIDELBERG ZUKUNFT SEIT 1386

## Module 2
## **Checklist**
with key implementation questions

### Important additional Information

FlyingLess Guideline about Measures
(https://doi.org/10.5281/zenodo.7848954)

Report "Reduction of flight emissions at ETH Zurich: Definitions"
(https://doi.org/10.5281/zenodo.7848978)

Based on the experience of academic institutions that have been working on reducing flight emissions in recent years, the following list of key questions has emerged. They are to be understood as suggestions and should facilitate an efficient implementation at your institution.

## Governance

1. **Institutional/structural embedding**

    a. Where is the issue of reducing air travel embedded in the organisation?

    b. Who is in charge and responsible (see also point 6, personnel responsibility)?

    c. Who has the competences to make decisions?

2. **Strategy**

    a. Is climate neutrality or net zero part of the organisation's overall strategy?

    b. How do you deal with conflicting goals, e.g. internationalisation versus net zero?

    c. Who decides about priorities?

3. **Goals, targets and rules**

    Are the reduction goals defined centrally or decentrally, top-down, bottom-up or in a combination? What targets are set? Are they mandatory or merely recommendations? Are concrete rules established (e.g. in the travel guidelines)?

    a. Centralised (management level, department, etc.) versus decentralised (each unit, group)

    b. Top-down: Goals, targets and implementation set by the management level

    c. Bottom-up: goals, targets and implementation are developed in the units

    d. Combination of top-down and bottom-up: general goals and targets from the management level, concretisation and implementation in the units

4. **Changed framework conditions that enable a transformation of science towards net zero**

    (see module 2.2)

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Gefördert durch:

Bundesministerium für Wirtschaft und Klimaschutz

NATIONALE KLIMASCHUTZ INITIATIVE

aufgrund eines Beschlusses des Deutschen Bundestages

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5. **Sanctionability**

   a. Are the guidelines and rules such that they can be sanctioned?

   b. Who is responsible for this, and who controls?

6. **Who has the personnel responsibility for implementation?**

   a. Who at the management level is responsible?

   b. Who leads the process (project management), where is the project management **located**, how close is the exchange with the management level, what competences, budget does the project management have?

   c. Are there responsible persons at different organisational levels (e.g. in the department, institute, group) who are legitimised and provided with a time and financial budget?

7. **What is the responsibility of the individual, what is that of the organisation?**

8. **How are the different groups (management level, professors, senior/junior scientists, administration, students) involved?**

9. **Are there internal steering committees or groups at different levels (e.g. project steering group, sounding board, task force in each organisational unit, core group of pioneers)?**

## Operationalisation: data, reduction target, timeframe, reduction path, carbon budget

Suggestions on this topic can also be found in the document "Reduction of flight emissions ETH Zurich: Definitions" on the FlyingLess website.

1. **Is there a database of flight emission in your organisation? If yes, which database is used?**

   a. Which unit is used? (e.g. in t $CO_2$ eq)

   b. What is the system boundary? (e.g. flights of staff paid by the organisation (and therefore in the financial system), of invited guests and of students within the curriculum)?

   c. What is the baseline? Is the reduction target defined relative to emissions in a given year or multi-year period?

   d. Monitoring

      ▪ Where is information on air travel collected (on paper, digitally)?

      ▪ How are emissions calculated (incl. emission factors, RFI, etc.)?

      ▪ Who calculates the emissions and at what intervals (monthly, annually)?

      ▪ Who receives information about the calculated emissions and with what frequency? Do only a few in the organisation or does every group have access to the (own) emissions?

2. **What is the reduction target**

   a. Is there a quantitative reduction target?

   b. By when must this target be achieved?

   c. Is the reduction target per FTE or for the whole unit?

   d. Does the reduction target take into account the annual increase in efficiency of the airlines (approx. 1-2%/year) or not?

   e. How (process), at what level (whole organisation or only individual units) and by whom (top-down vs. bottom-up, individuals vs. participatory) is the quantitative reduction target set?

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f.   Is there a uniform reduction target for the whole organisation or different targets for the units (with or without a minimum target)?

g.   Do the same goals apply to all within a unit or are they differentiated (e.g. according to frequent or infrequent flyers, status groups, career level)?

3.   Is there an **interim goal**?

4.   Is there a predefined **reduction path** over the reduction period? Or is it sufficient if the reduction target is achieved at the end?

5.   Is there a **carbon budget** for the organisation and for the units, derived from the reduction target (to make transparent how much emissions are available to each unit over a certain period of time)? Is the carbon budget consistent with the net zero target?

## Measures to achieve the reduction target

See also Module 7 and FlyingLess Guideline on Measures

1.   **How are the** measures selected (top-down, bottom-up)?

2.   **Do the same** measures apply to all or are they **differentiated** (e.g. according to frequent vs. infrequent flyers, status group, career level)?

3.   How, by whom and to whom are the adopted measures **communicated**?

4.   How and by whom are the measures **implemented**, who is responsible?

5.   Are there **incentives** for sustainable travel?

6.   How can role models or **multipliers be** recruited and involved who, as respected and committed opinion leaders, position and promote the issue?

7.   Are the measures **sufficient** to achieve the goal?

## Communication

1.   Is there a **communication concept**?

2.   Who is the **target group** for internal and external communication, is the communication target-group specific?

3.   **Who** (management level, communication department, project management, sustainability office, units, etc.) communicates regarding goals, measures, successes / failures?

4.   **What and how often** is the topic communicated?

5.   **How** is communication carried out? (e.g. newsletter, organisation-wide events, workshops, social media)

6.   How often do major **events** on the topic take place?

## Reporting

Topics: internal and external reporting on emissions, progress, resistance, best practices, etc.

1. Are there reports on emissions? How often are emissions reported? (e.g. annually)

2. Is there information/report on progress, resistances and best practices

3. Are there any guidelines for the format of the reporting? (e.g. a template)

4. Who is responsible for this?

5. To whom do these reports go and where are they discussed?

   a. to superordinate bodies (e.g. state government, Max Planck Society)

   b. to the management level (e.g. annual talks, target agreements)

   c. within the unit (e.g. regular topic at departmental or institute meetings)

6. What happens if targets are not met (sanctions)?

7. How much transparency is there inside and outside the organisation regarding emissions, targets, measures, achieved or missed goals, etc.? Are units and persons anonymised in the reports or not? Are the reports made available on the intranet / internet?

## Schedule of implementation

1. Who sets the schedule?

2. Who supports the implementation?

3. Who controls the timely and target-oriented implementation?

## Networks

Is there good networking with other universities (national and international)?

## Evaluation

Is there regular evaluation, assessment and possible adjustment of the goals, measures and their implementation?

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## About FlyingLess

The aim of the FlyingLess project is to support universities and research organisations in reducing air travel, which causes a significant part of their total greenhouse gas emissions.

FlyingLess develops approaches to reduce air travel in the academic sector, which are implemented at different levels (research, teaching and administration).

The project is being carried out in close cooperation with four pilot institutions - EMBL (European Molecular Biology Laboratory) and MPI Astronomy in Heidelberg as non-university research institutions and the Universities of Konstanz and Potsdam as universities.

Further information can be found on the website www.flyingless.de.

The project is being run under the leadership of the ifeu Institute Heidelberg in close cooperation with the TdLab Geography at the Institute of Geography at Heidelberg University.

The project is funded over 3 years as part of the National Climate Initiative (NKI) of the Federal Ministry for Economic Affairs and Climate Protection.

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