

DECISION

Reg. no STYR 2022/827

Date 14 April 2022

Vice-Chancellor

## Management's Review of Environmental and Sustainability Work

*Approved by the Vice-Chancellor on 14 April 2022*

### 1 Purpose

The purpose of this procedure is to describe how the management's review of Lund University's environmental and sustainability work is to be planned, implemented, documented and followed up at the university-wide level and faculty level/equivalent.

The purpose of the management's review is to create conditions for Lund University to act preventatively, work for continuous improvement and to comply with applicable legislation. The management's review is also an obligation according to the Ordinance on Environmental Management at Public Authorities. The management's review is also to evaluate the effectiveness of environmental and sustainability work and take decisions on improvements.

### 2 Scope

The procedure covers the university-wide level and faculty level/equivalent<sup>1</sup> at Lund University. Public and specialised centres can conduct the management's review jointly within USV and LUKOM or locally within the organisational unit.

### 3 Responsibility

#### 3.1 University-wide level

The Vice-Chancellor is responsible for environmental and sustainability matters for Lund University in their role as the public authority's highest representative. The procedure *Responsibility and*

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<sup>1</sup> Equivalent organisation refers to the central administration, University Library, MAX IV and public and specialised centres.

*Delegation in Environmental and Sustainable Development* describes the division of responsibility and duties in the line organisation.

The university director is responsible for ensuring the management's review is carried out twice a year, in April and November.

The university director is responsible for assessing whether issues are to be taken up in the University Administration Management Group (UFLG) and the Central Health and Safety Committee prior to the management's review.

All members of the Vice-Chancellor's Management Council are responsible for including current environmental and sustainability issues from their organisations in the management's review and to communicate information and results in the environmental area in their organisations, for example via HSE committees.

The environmental manager is responsible for compiling and presenting documentation and putting forward proposals, primarily for strategic improvements and changes, but also operational issues and matters.

Where necessary, the environmental manager is responsible for summoning representatives of organisational units and experts within the University as rapporteurs.

The environmental manager is responsible for writing and managing the minutes, according to the description under Implementation.

### **3.2 Faculty level/equivalent**

The dean/equivalent is responsible for ensuring that the management's review of environmental and sustainability work is carried out at least once a year.

## **4 Implementation**

### **4.1 University-wide level**

The management's review is to be carried out in the Vice-Chancellor's Management Council at two of the regular meetings, in April and November.

It may be advantageous to divide up the management's review, so that the points taken up follow Lund University's processes for reporting, risk assessment and budget.

If required, specific issues relating to environmental and sustainability work can also be elevated to the management between these meetings.

The environmental manager compiles documentation for the management's review and sends this to the Vice-Chancellor's Management Council.

#### **4.1.1 *Agenda for the management's review***

##### ***April***

- Previous meeting and follow-up of previously decided measures
- Lund University's Policy for Sustainable Development, how well has it been adhered to?
- Environmental aspects and developments
- Goals and action plans for sustainable development, evaluation, proposals for decisions on new goals and action plans
- Environmental audit:
  - Environmental performance (key figures, e.g. energy consumption, chemical usage, waste volumes, climate impact, environmental requirements for purchases and procurement)
  - Other important aspects
- Environmental and sustainability-related deviations

##### ***November***

- Previous meeting and follow-up of previously decided measures
- External changes
- Compliance with laws and other requirements in the environmental area, including changes in legislation
- Management's review at faculty level
- Implemented environmental audits
- Evaluation of environmental and sustainability work's effectiveness with decisions on improvements.

##### ***After the meeting:***

The environmental manager compiles minutes from the meeting and ensures that these are approved by the person designated to approve the minutes and distributes the minutes to the Vice-Chancellor's Management Council, all heads of office and all heads of division, MAX IV and the USV/LUKOM office.

The minutes are distributed to the heads of office, who are responsible for communicating them to their organisations.

All members of the Vice-Chancellor's Management Council and the environmental manager are responsible for reporting on the status of the allocated duties according to the decisions.

## **4.2 Faculty level/equivalent**

The management's review of environmental and sustainability work at faculty level/equivalent is carried out annually and it may be advantageous to conduct it in connection with a regular management meeting. The management's review at faculty level/equivalent is to be completed by 31 October at the latest, i.e. before the management's review at the university-wide level in November.

### ***4.2.1 Agenda for the management's review at faculty level/equivalent***

- Previous meeting and follow-up of previously decided measures
- The faculty's/organisation's action plan for sustainable development, status, evaluation, need for revisions
- Compliance with laws and other requirements in the environmental area, including changes in legislation
- Completed environmental audits at the faculty/organisation
- Evaluation of environmental and sustainability work's effectiveness with decisions on improvements.

#### *After the meeting:*

The minutes or notes from the management's review at faculty level/equivalent are approved by the dean/equivalent and then sent to the environmental manager as documentation for the management's review at university-wide level in November. The results from the management's review are communicated in an appropriate way within the faculty/organisation.

## **5 Results**

Results/outcomes of the management's review of environmental and sustainability work may be:

- Proposals for decisions
- Assignments
- Recommendations
- Communication and information

## **6 Documentation**

Documentation for the management's review.

Minutes from the management's review.