Goal (what should be done)	Actions to achieve the goal (how)	Person responsible for implementation (who)	Deadline for implementation (when)	Reporting and outcome
Reduce paper consumption	Duplex printing as default on all printers	Bengt Larsson	11-05-31	Continuously follow consumption and with an annual reconciliation
Reduce electricity consumption	Shutdown unused computing capacity. Review of data storage methods. Replacement of old energy-consuming equipment	Sergio Gelato Bengt Larsson	11-12-31 / continuously	Annual reconciliation
Using bikes instead of taxi / car for short trips	Restoration of existing bicycles	Claes Fransson	11-06-30 / continuously	Information for staff. Routine Inspection
Source separation of food waste	Talk to AlbaNova's head and ref. groupe	Göran Östlin	11-12-31	Report to the Department Board
Reduce CO2 emissions	When possible, avoid flights. Replace with phone / video meetings. Information to the department. Establish plan	Bengt Larsson Göran Östlin	11-06-15 (info) 11-12-31(plan)	Review of plan
Increase the number of telephone / video conferencing	Examine the possibility / interest to centrally at AlbaNova acquire videoconferencing equipment.	Göran Östlin Bengt Larsson	11-12-31	Report to the Department Board
Improve environmental awareness within the institution	Information on institution conferences	Göran Östlin Bengt Larsson	11-06-15 / continuously	