AEC Sustainability Action Plan 2025

Governance

Regular actions	
Action	**Responsible**
Develop and review the Sustainability Policy	AEC Green team
Discuss and, if needed, amend the Sustainability policy annually	AEC Green Team to prepare a discussion AEC Council to consider the policy yearly
The AEC Green Team will hold regular meetings and will inform colleagues from the AEC Team on the issues discussed and the actions undertaken	AEC Green Team

Specific actions for 2025	
Implement all mandatory norms of the SHIFT EcoGuidelines for Networks & 50% of optional norms (5)	AEC Green team

Travel

Regular Actions	
Action	**Responsible**
Follow the AEC Travel recommendations for work-related travel for oneself and for all partners and colleagues whose travel is funded by the AEC	AEC team
Calculate AEC's average carbon emissions per kilometre, as well as the annual average emissions per employee, using 2024 as the baseline for comparison	AEC team
Collect data on participants' travel modes for the AEC's four annual events	AEC Green team
Encourage the use of a sustainable mode of transport to get to the event venue	AEC Events team

Specific actions for 2025

Introduce the Green travel award and incentives for AEC events	AEC Green team + AEC Events team
Reduce the annual average emissions from duty travel per AEC staff member by 1%	AEC staff

Events

Regular Actions	
Action	**Responsible**
Continue holding paperless events, use the events app	AEC Events team
Reduce the promotional material	AEC Events team
Make sure there are waste stations in the venue	AEC Events team
Provide vegetarian/vegan options at lunches/dinners	AEC Events team

Recommend using reusable water bottles	AEC Events team
Consider green-label accommodation for the AEC staff and anyone whose travel is funded by the AEC. Encourage the event participants to choose a green-label accommodation	AEC Events team
During events, encourage employees, Council members and participants to make use of environmentally friendly means of transport	AEC Events team
Consider using an environmentally friendly mode of transport to travel to the AEC Events	AEC Events team
In the call for events, make the existence of a sustainability policy in the institution an asset for hosting AEC events	AEC Events team
Adding the environmental sustainability clause in the contract with the host institutions of the event, based on the 11 aspects listed here.	AEC Events team

Specific actions for 2025

Reuse 30% of the badges at the events	AEC Events team
Collect and disseminate the best sustainable practices from the recent past AEC events	AEC Green team
Discuss with event hosts the possibility of free-of-charge public transport for the event participants	AEC Events team
Discuss with the host the possibility of measuring the energy/water/waste created at the event	AEC Green team
Organise a Climate salon during the AEC Annual Congress 2025	AEC Green team + Events team

Awareness Raising

Regular Actions	
Action	Responsible

Add and constantly update the section on the AEC green efforts and presentations/workshops, etc, on the AEC website	AEC Green team
Regularly inform the membership of the AEC Sustainability efforts and actions through AEC social media accounts and newsletters	AEC Green team + AEC Communication team
Create a bi-annual Green news newsletter	AEC Green team + AEC Communication team
Encourage the team to make environmentally conscious choices and share environmentally-friendly insights and regularly share updates and ideas in that regard	AEC Green team
Include the AEC Sustainability efforts and actions for the Green Shifts in the AEC Annual Report 2025	AEC Staff
Present the AEC Sustainability efforts and actions for the Green Shift at the AEC General Assembly 2025	AEC Staff

Regular Actions	
Include at least 3 articles per year in AEC newsletters and 4 social media posts, sharing	AEC Green team + AEC Communication team

updates on green efforts within the AEC and its membership, achievements, and possibly other related inspirational content	
Create a section on the AEC activities on Sustainability on the AEC website	AEC Green team

Office and Daily Activities

Regular Actions	
Ensure that the Green Office and Daily Activities Policy is implemented and discuss in meetings with the Green Team how it is implemented	AEC Office team
Regularly remind colleagues about the policy	AEC Green team

Specific Actions 2025	
Have an expert corner on how to decrease the Digital footprint	AEC Office team

Discuss ways of making the AEC website greener.	AEC Office team

AEC Internal Policy

The AEC Green Team (Ashkhen, as the coordinator, with Bea and Linda) is responsible for promoting green practices for AEC and for the AEC Office.

The following guidelines should be implemented by all AEC staff members:

Purchase
- Whenever buying an item for the office, consider possible alternatives made of metal, glass, and bamboo.
- Make conscious choices for detergents, soaps and other items.
- Give priority to refillable detergents whenever possible.
- Consider buying Fairtrade, organic, local coffee, tea/ milk and other supplies

Waste management
- Avoid using plastic for food and beverages, bags and water bottles
- Separate waste properly in the office.
- Donate or recycle old electronic devices

Saving energy
- Use LED light bulbs in the office.
- Unplug electronic devices when they are not in use, as they can still consume energy even when turned off.
- The staff member leaving the office last should switch off all the electric devices, switch off the heating, and close windows/doors

Saving paper and printing

- Print as little as possible.
- If printing is necessary, print on both sides of the paper.
- Prioritise black-and-white writing.
- Send the used tuners back to the provider

Water consumption

- Use tap water
- Discourage the usage of plastic bottles

Reducing Digital footprint

- Simplify your research on the Internet
- Enter directly the URL link then to use a search engine
- Bookmark the websites you use the most often
- Consider using eco-friendly search engines
- Target your recipient when sending an email: the more recipients the more energy used
- Delete any attached documents that are not relevant
- Consider the use of hyperlinks or compressed documents to attachments
- Delete and/or directly unsubscribe to any spam/unwanted email lists/newsletters

Data collection

- Share data on trips with Green Team by reporting in tool.
- Calculate the yearly office carbon footprint impact in terms of Energy consumption in kWh and/or m3.

Duty travel

- Implement the Travel policy.
- Prioritise taking a public transport/bicycle to arrive to the AEC Office.