KI’s environmental and sustainability management system

Role description for the departmental environmental and sustainability representative

The Vice-Chancellor’s decision-making procedures and delegation rules for Karolinska Institutet state that heads of department have responsibility for all the activities of their departments,¹ which includes the environmental and sustainability efforts. To assist them in this, the head of department should, in accordance with “Annex delegation rules: Instructions and templates for departments” and KI’s environmental and sustainability management system² appoint one or more representative(s) for matters relating to environment and sustainability at their department.

The role of the departmental environmental and sustainability representative includes

- coordinating the department’s environmental and sustainability efforts
- being the contact person and the link between the department and the central level of KI’s environment and sustainability activities
- receiving and distributing central information to departmental employees
- supplementing central information on the basis of the department’s own specific circumstances when necessary
- helping make sure that departmental employees are introduced to and have knowledge of KI’s environmental and sustainability work
- helping make sure that local rules are never less strict than the prevailing laws and rules/guidelines issued by KI
- helping to produce and follow up local goals, metrics, activities and measures in the environment and sustainability field (e.g. in the operational plans/reports)
- planning, coordinating and producing facts and figures required for environmental audits
- supporting the analysis, remedy, prevention and follow-up of nonconformity with environmental norms
- reporting the progress of the environmental and sustainability work to the department and to KI centrally
- attending courses, information meetings etc. specially arranged by KI for environmental and sustainability representatives
- liaising with similar functions within KI and in external partner organisations
- notifying the head of department (or the equivalent) and KI’s central environmental coordinator in writing as soon as the position is due to expire.

¹ Or the equivalent
² In accordance with the Vice-Chancellor’s decision on organisation and responsibilities in force at any one time
KI’s environmental and sustainability management system

Delegation of duty as environmental and sustainability representative

In accordance with KI’s environmental and sustainability management system and “Annex delegation rules: Instructions and templates for departments”, heads of department should appoint one or more environmental and sustainability representative(s) to assist them with matters pertaining to environment and sustainability at their department.

Department:

Recipient, name:

Position:

Date: .......................................................... ..........................................................

Head of department, signature and name in block capitals

In signing this delegation, the environmental and sustainability representative confirms that he/she has understood the duties the position entails. The person appointed is to notify the head of department if there is any hindrance to the fulfilment of his/her duties in this capacity.

The position of environmental and sustainability representative is effective until further notice. Notification must be sent in writing to the head of department (or the equivalent) and to KI’s central environmental coordinator as soon as the position is due to expire.

Date: .......................................................... ..........................................................

Recipient, signature and name in block capitals

The completed form is to be sent to KI’s central environmental coordinator (for contact details, see https://internwebben.ki.se/en/environment-and-sustainable-development).