ROLES, RESPONSIBILITY AND AUTHORITY WITHIN THE ENVIRONMENTAL MANAGEMENT SYSTEM

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Summary:
The purpose of this document is to clarify and define roles, responsibility and authority for environmental considerations and environmental management work within the University of Gothenburg. This document forms part of the University of Gothenburg’s governing documents and also the Environmental Manual, and it explains the division of responsibility for the environmental management work within the three organisational levels of the line organisation: university, faculty and departmental level. This governing document is supplemented by other documents contained in the University’s Environmental Manual.
1. Background

The University of Gothenburg has had an environmental management system since 2004, which is environmentally certified according to ISO 14001 and registered under the EMAS (Eco-Management and Audit Scheme), which means that we are constantly improving our operation with a view to reducing any negative environmental impact and supporting the positive effects for sustainable development gained through research, education and third-stream activities. It is laid down in the Environmental Policy that the University of Gothenburg will be one of the leading universities in Europe in education and research within sustainable development and environmental sciences.

The role of the management team is key to any management system and this has been clarified in the recently revised standard ISO 14001:2015, where more stringent responsibility has been placed on the management team regarding the environmental management system’s integration into the organisation’s strategic and operational processes in respect of the achievement of objectives and results and also in respect of necessary resources being allocated. The management team has also been given a clearer responsibility to lead and support other officers and employees so that they contribute to a properly functioning environmental management system. Furthermore, roles, responsibility and authority must be defined, documented and communicated in order to facilitate effective environmental management.

The Vice-Chancellor is responsible for, and makes decisions concerning, the environmental management system at the University of Gothenburg. The Vice-Chancellor is responsible for delegating and assigning environmental responsibility to relevant levels of the organisation. Responsibility and authority follow the University’s Rules of Procedure and Delegation of Authority Policy.¹

This regulation document forms part of the University of Gothenburg’s governing documents and also the Environmental Manual, and it explains the division of responsibility for the environmental management work in the line organisation. It is supplemented by other documents contained in the University’s Environmental Manual, e.g. the University’s Action Plan for the Environment and Sustainable Development, procedures for environmental audits, follow-ups of the environmental management work and also rules for, among other things, the handling of chemicals, new construction and refurbishments and travel on official business.

2. Purpose

The purpose is to clarify and define roles, responsibility and authority for environmental considerations and environmental management work within the University of Gothenburg.

3. Scope

This document encompasses the entire University of Gothenburg.

¹ http://medarbetarportalen.gu.se/styrdokument/organisation/
4. Responsibility

The following responsibility applies to the three organisational levels at the University: university, faculty and departmental level.

4.1 University level

4.1.1 Vice-Chancellor

The Vice-Chancellor is responsible for, and makes decisions concerning, the environmental management system within the University of Gothenburg. The Vice-Chancellor is responsible for delegating and assigning environmental responsibility to relevant levels of the organisation.

The Vice-Chancellor shall clearly demonstrate leadership and commitment with regard to the environmental management system through:

- Assuming responsibility for the effect of the environmental management system.
- Ensuring that an Environmental Policy and environmental objectives have been drawn up and are compatible with the University’s strategic orientation and preconditions.
- Ensuring that the requirements of the environmental management system are integrated into the University’s operational processes.
- Ensuring that the environmental management system is given the necessary resources.
- Communicating the importance of the environmental work being led and controlled in a properly functioning way and that requirements in the environmental management system are satisfied.
- Ensuring that the environmental management system achieves the intended results.
- Leading and supporting people so that they contribute to a properly functioning environmental management system.
- Promoting constant improvement.
- Supporting other relevant senior officers so that they clearly exercise their leadership in an applicable way within their areas of responsibility.

4.1.2 University Director

The University Director (UD) is responsible for the environmental management system within the Central University Administration in accordance with the University’s Delegation of Authority Policy. In substantive terms, this entails:

- Clarifying and defining roles, responsibility and authority for environmental considerations and environmental management work.
- Appointing an environmental coordinator with a clear mandate and of a scope based on the needs of the operation.
• Ensuring that every person who performs work duties that may have a significant environmental impact is competent, based on appropriate training, instruction or experience.

• Applying the University’s joint and any own rules and procedures drawn up for the day-to-day/operational environmental work and also for elements of work that may entail an environmental impact or infringe environmental legislation.

• Planning and implementing the tasks given to the Central University Administration in the University’s Action Plan for the Environment and Sustainable Development.

• Being responsible for environmental audits being implemented in accordance with the University’s miljörevisionsplan [Environmental Audit Plan].

And also, with reference to follow-up:

• Following up the tasks given to the Central University Administration in the University’s joint Action Plan for the Environment and Sustainable Development.

• Annually reporting on compliance with environmental legislation in accordance with the University’s checklist.

• Being responsible for deviation/incident reporting concerning environmental management/sustainable development.

• Following up and resolving deviations from internal and external environmental audits.

• Conducting an annual review with the environmental coordinator at the Central University Administration and reviewing the results for the year as well as disseminating the results to employees.

• Annually providing supporting information for the University’s Annual Report and Sustainability Report.

In addition to the above, UD is responsible for the Central University Administration complying with university-wide decisions, rules and policies within environmental management/sustainable development.

4.1.3 Director of the Centre for Environment and Sustainability (GMV)

The Director of GMV has overall responsibility for managing and developing the University’s environmental management system in accordance with the requirements contained in ISO 14001, EMAS and the Ordinance on Environmental Management in Government Agencies (2009:907).

The Director of GMV assists the Vice-Chancellor and is the Vice-Chancellor’s contact person for environmental management issues. The Director of GMV constitutes a source of support for the Vice-Chancellor and other operational managers with reference to the environmental management work. The Director of GMV reports to the University’s management team on an ongoing basis and is also responsible for the annual reporting of results.
The Director of GMV is responsible for:

- Providing strategic advice to the University’s management team and supporting the team in respect of environmental management issues.

- Implementing ‘the University’s management team’s review of the environmental management system’ at planned intervals.

- Surveying direct and indirect environmental impacts to which the operation may give rise.

- Drawing up proposed revisions of the Environmental Policy, environmental objectives and Action Plan.

- Coordinating the work to achieve the environmental objectives set within the University and also supporting the departments (equivalent) in their work on activities within the environment and sustainable development.

- Planning and implementing training for managers and other staff within the environment and sustainable development.

- Drawing up proposals for university-wide rules and procedures for the environmental work.

- Drawing up the University’s Environmental Audit Plan and planning environmental audits as well as assisting the various units at the University with environmental audits.

- Ensuring that the recruitment and training of internal environmental auditors is implemented with a view to quality assuring the internal environmental audits.

- Providing central support for the operation’s self-monitoring in respect of the environment.

- Assisting the various units of the University by providing supporting information for the environmental work.

- Providing information about and communicating the University's environmental performance both internally and to the outside world.

- Coordinating the University’s contacts with the environmental authorities.

- Planning, implementing and following up the tasks given to GMV in the University’s Action Plan for the Environment and Sustainable Development.

- Compiling and analysing the University’s checklist for compliance with environmental legislation.

- Ensuring that the University’s deviation and incident reporting functions.

- Follow-up within the environment and sustainable development in the University’s Annual Report and other sustainability reporting.

- Reporting the results of the environmental management work to the University Board, the University’s management team, employees, students and other interested parties.
4.1.4 Chief Librarian (ÖB)

ÖB makes decisions concerning the environmental management system at the University Library (UB) in accordance with the University’s Delegation of Authority Policy. In substantive terms, this means that ÖB is responsible for:

- Clarifying and defining roles, responsibility and authority for environmental considerations and environmental management work.
- Appointing an environmental coordinator with a clear mandate and of a scope based on the needs of the operation.
- Ensuring that every person who performs work duties that may have a significant environmental impact is competent, based on appropriate training, instruction or experience.
- Applying the University’s joint and any own rules and procedures drawn up for the day-to-day/operational environmental work and also for elements of work that may entail an environmental impact or infringe environmental legislation.
- Planning and implementing own activities and the tasks given to UB in the University’s Action Plan for the Environment and Sustainable Development.
- Being responsible for environmental audits being implemented in accordance with the University’s Environmental Audit Plan.

And also, with reference to follow-up:

- Following up own activities and tasks in respect of the environment and sustainable development and reporting these back to GMV.
- Annually reporting on compliance with environmental legislation in accordance with the University’s checklist.
- Being responsible for deviation/incident reporting concerning environmental management/sustainable development.
- Following up and resolving deviations from internal and external environmental audits.
- Conducting an annual review with UB’s environmental coordinator and reviewing the results for the year as well as disseminating these results to employees.
- Annually providing supporting information for the University’s Sustainability Report and reporting to the Government Offices.

In addition to the above, ÖB is responsible for the UB complying with university-wide decisions, rules and policies within environmental management/sustainable development.
4.2 Faculty level

4.2.1 Deans

The dean makes decisions concerning the environmental management system in respect of the Faculty Office and is also responsible for conducting an annual follow-up of the work on sustainable development and the environmental management system. In substantive terms, this means that the dean is responsible for:

- Planning and implementing the tasks given to the dean in the University’s Action Plan for the Environment and Sustainable Development.

And also, with reference to follow-up:

- Following up the tasks given to the dean in the University’s Action Plan for the Environment and Sustainable Development.
- Annually analysing the departments’ checklist for compliance with environmental legislation.
- Annually analysing the departments’ feedback in respect of the University’s Action Plan for the Environment and Sustainable Development.
- Annually analysing the departments’ work to integrate sustainable development into courses and study programmes.
- Being responsible for the resolution of deviations from internal and external environmental audits at the departments.

4.3 Departmental level

4.3.1 Heads of Department

The head of department makes decisions concerning the environmental management system at the departmental level in accordance with the University’s Delegation of Authority Policy. In substantive terms, this means that the head of department (equivalent) is responsible for:

- Staffing functions for environmental considerations and environmental management work within the department.
- Appointing environmental representative(s) with a clear mandate and of a scope based on the needs of the operation.
- Ensuring that every person who performs work duties that may have a significant environmental impact is competent, based on appropriate training, instruction or experience.
- Applying the University’s joint and any own rules and procedures drawn up for the day-to-day/operational environmental work and also for elements of work that may entail an environmental impact or infringe environmental legislation at the department.
- Planning and implementing the tasks given to the head of department in the University’s Action Plan for the Environment and Sustainable Development.
• Being responsible for the department implementing environmental audits in accordance with the University’s Environmental Audit Plan.

And also, with reference to follow-up:

• Annually reporting on the department’s compliance with environmental legislation in accordance with the University’s checklist.

• Being responsible for the department’s deviation/incident reporting concerning environmental management/sustainable development.

• Ensuring an annual inventory is taken of the department’s chemicals in KLARA.

• Following up and resolving deviations from internal and external environmental audits.

• Following up own activities and tasks within the environment and sustainable development and reporting these back to GMV.

• Annually providing supporting information for the University’s Sustainability Report and reporting to the Government Offices.

• Conducting an annual review with the department’s environmental representative and reviewing the results for the year as well as disseminating these results to staff at the department.

In addition to the above, heads of department are responsible for the department complying with university-wide decisions, rules and policies within environmental management/sustainable development.

For the practical implementation of the above responsibilities, the head of department should allocate the following duties to relevant functions:

• Supporting the head of department in the environmental management and sustainable development work and reporting to this person with regard to how the environmental management work is continuing.

• Leading and coordinating the operational environmental management and sustainable development work within the department.

• Compiling the annual report of the department’s environmental management and sustainable development work.

• Communicating the environmental management and sustainable development work to the department’s employees and students.

• Cooperating with the environmental representatives at the University.

• Coordinating deviation/incident reporting at the department.

• Planning, coordinating and producing supporting information for internal and external environmental audits.