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Effective date: 01.07.2023

Reviewed by: IETM Green Team

Date reviewed: 04/03/2023

Reviewed by the IETM Secretary General

Date reviewed: 11/04/2023

Reviewed by the IETM Board of directors

Date reviewed: 03/05/2023

Approved by the General Assembly

Voting date: 14/06/2023

IETM Environmental Sustainability Policy

Purpose Statement

IETM acknowledges that climate change is the greatest emergency of our time and asserts the need to accelerate action for moving towards zero emissions and zero waste.

We recognise that our commitment to address the urgent global issue of climate change is overdue, and we understand that the health of the planet is intricately linked to the well-being of all living beings, including humans. We also recognise that protecting nature, ensuring access to livable land and maintaining a thriving ecosystem is a basic human right and minimum condition for social dignity.

Many societies have historically operated under extractive and wasteful systems, often driven by a focus on short-term gain and a lack of consideration for the long-term impact on the environment and future generations. New processes and methodologies require new creative approaches. As an international cultural network, IETM has the potential to influence and mobilise the performing arts sector to take responsibility for looking after the natural world, understand the specific challenges in our bioregion and be more aware of the human impact on ecosystems and other living things. As well as this, we aim to encourage and

empower the sector to take bold climate actions and drive transformational changes. Invested societies have all been in extractive wasteful systems, so new processes and methodologies require a creative, new approach. As a cultural actor and organisation, we are well placed to play a leading role in this approach. We appreciate the network's and the arts' ability to boost collective action, and realise that effective change can only be achieved through collaborations between organisations, as well as with other sectors and with society at large.

IETM also recognises the importance of addressing the ecological footprint associated with its operations as a global cultural network. As an organisation, we acknowledge our responsibility to implement a long-term perspective and prioritise the allocation of our time, attention and resources to reducing our impact on the planet. Going forward, we will prioritise the reduction of our carbon emissions and waste generation and actively seek out and implement sustainable practices through the following six axes:

- **The reduction of the impact of our operations** - this covers daily operations, activities and governance. Special attention is given to travel and events, which are our main sources of carbon emissions;
- **The support of IETM members in their transition to green practices** by helping them develop their professional knowledge and business capacity in relation to climate action;
- **The enhancement of the participation of underrepresented voices** in the environmental discourse through an intersectional approach to climate action, considering simultaneous and intersecting emergencies as well as inclusive solutions for different contexts and life experiences;
- **Advocating for the specific needs of the sector** to transition towards an environmentally sustainable economy;
- **Advocating for the key role of culture and the arts in climate action** towards institutional and funding stakeholders and towards society at large;
- **Advocating for the redesign of human systems**, besides advocating for the mitigation of the negative effects of current human systems.

Responsibilities

- This policy applies to all staff, freelancers, volunteers and Board members involved with IETM activities;
- Staff, freelancers, volunteers and Board members are required to comply with IETM's Environmental Policy at all levels of their work and commit to improving it when necessary in any operation they undertake or project that they manage or co-manage as part of their duties;
- The overall responsibility for the implementation of this policy and the evaluation of its compliance lies with IETM's Secretary General, IETM's Green Team and IETM's Board of Directors.

Commitments

This policy puts in place the following commitments, effective immediately:

Management and policy transparency

- The IETM Green team is responsible for the implementation of IETM's environmental sustainability action plan. These responsibilities are a part of the employee's job description and performance evaluation. It consists of a minimum of three Secretariat team members from different departments and one Board member;
- The IETM Secretary General, Green Team and Board of Directors will review this policy on an annual basis;
- The IETM Secretary General, Green Team and Board of Directors will report on the development of the policy's aims and achievements to the General Assembly on an annual basis;
- All members of staff and partners who are directly involved in IETM operations will be required to use the processes and commitments outlined in this Policy;
- Members of staff and Board members will be shown how to access these guidelines and will have a detailed introduction to them as part of their induction process;
- All short-term contractors will be provided with a copy of this policy as a part of their contract with IETM;
- IETM's environmental sustainability policy will comply with IETM's IDEA strategy and will not conflict with equity, diversity and inclusion principles;

Communication and Awareness Raising

- At least twice a year, we will communicate to members and other parties (funders, partners, followers, public etc.) about climate emergency related issues as well as about our commitment to them, our sustainability policy, sustainability action plan, activities and/or progress.
- Communication will take place through IETM's social media platforms, press releases, newsletters and website updates as well as joint collaborative projects with the other networks taking part in the project.
- We will advocate for the needs and achievements of the arts sector towards the EU and any other partner institutions around the globe.
- Considering the high multiplier effect potential of networks (through their members, partners, etc), IETM commits to developing actions that can raise awareness of environmental sustainability issues.

- The IETM Green Team is responsible for keeping other staff, Board members, volunteers or freelancers informed of the latest updates and news regarding its environmental policy through team meetings or internal communications channels.
- IETM will always strive to include clear and digestible communication regarding its meetings by offering advice on green travel, local recycling policies, vegetarian food options and small habits to help with environmental consciousness at the meetings.

Travel

- Every year, we will complete a carbon footprint calculation for IETM's business travel, largely focussed on the travel to IETM meetings or events that the network (co-)organises (statutory or legal obligatory meetings), as well as to meetings or events organised by IETM members and third parties. This concerns travel that is directly financially supported, or that happens to be paid for by a third party, but managed by IETM. These can be for team members, Board members, committee members, invited trainers/speakers, members receiving travel support, etc.
- All staff, freelancers, volunteers and Board members should follow guidance in IETM's [Expenses, Travel and Subsistence policy](#) when travelling on company business, in order to total annual travel emissions of IETM as well as travel emissions per kilometre.
- When green travel to an event or meeting is not available or possible, IETM will strive to select the most environmentally friendly option i.e. low CO2 emission flights. Carbon offsetting can be considered as a last resort but as a rule it is considered as an inadequate response. Priority will be given to changing and redesigning practices.

Events

- When selecting an event destination, we consider the environmental impact of hosting the event in this location as one of the main selection criteria. However, we will not exclude any event location for the reason that it is difficult to reach by train;
- For the selection of the venues required for our events, we select: (1) venues with a recognised ecolabel whenever they are available at the event location and fulfil all accessibility creatures; and (2) venues that are accessible by public transport;
- For the selection/recommendation of accommodation required for events, we select and recommend: (1) accommodation with a recognised ecolabel and (2) accommodation that is accessible by public transport;
- We have an environmental sustainability clause included in the contract with the local organisers of the event which will also include a reflection on the environmental impact of the event and in how far these measures contributed to reducing it;

- During events, IETM employees, Board members, speakers and volunteers are encouraged to make use of environmentally friendly transportation modes, depending on the local context (e.g., walking, bicycle, public transport, carpooling, shared transport, etc.);
- We facilitate online streamings of selected sessions, in the frame of IETM meetings and/or additional online meetings to complement the physical event;
- We develop tracking methods of participants' travel practices and carbon emissions to attend IETM meetings;
- Whenever possible, IETM will complete a carbon footprint calculation for at least one physical or hybrid event per year with at least one of the next items: (1) energy consumption of the venue(s) during the meeting; (2) waste production during the event; and (3) water consumption during the meeting;
- We will always strive to improve and further reduce the environmental impact of IETM meetings.

Office and Home Office

- IETM does not own the building where its offices are located but commits to encouraging the owner of the building to make the building more energy efficient.
- IETM encourages all employees to make use of environmentally friendly transportation modes for the commute to the office (e.g., walking, bicycle, public transport, carpooling, shared transport, etc.).
- In term, we will calculate on a yearly basis the IETM Secretariat's carbon footprint impact with at least one of the following items: (1) energy consumption of the office building (or the part of the building the network uses) in kWh and/or m³; (2) water consumption of the office building (or the part of the building the network uses) in m³; (3) waste production per waste category of the office building (or the part of the building the network uses) in kg; and (4) digital carbon footprint of the organisation in kWh.
- Sustainable options must be offered for coffee and tea in the office space as well as for breaks and lunch whenever these are organised at the office;
- When organising an office lunch or dinner for the team, we only consider vegetarian options;
- We will not acquire plastic disposables for food & beverages, plastic bags or plastic water bottles;
- We implement waste separation system at the office – at least three options for glass, paper, organic, plastic and general waste;

- All purchases will be sourced from local, eco-responsible and socially responsible companies when possible;
- We use stationery paper and toilet paper (if applicable) with a recognised ecolabel;
- We use sustainable cleaning products with a recognised ecolabel;
- IETM encourages employees to make sustainable choices outside the office and in their home office and provides a supportive environment to make these choices a reality.

Digital Footprint

- We will strive to reduce the environmental impact of the digital tools used;
- Special attention will be paid to small steps and digital impact related actions such as reducing email exchanges, online archiving, turning off cameras during meetings, recordings of meetings, live streams, unsubscribing from newsletters and optimising the website;
- We will make sure to keep up with the latest information about digital footprint.

Action Plan

2023-2024

For the first year of the implementation of the IETM environmental policy, the main objectives are to:

- ◆ Learn how to calculate and assess the carbon emissions of IETM operations;
- ◆ Create processes and set-up a user-friendly, time-efficient and relevant system for calculating IETM's carbon footprint at the end of each year;
- ◆ Create processes to implement all necessary environmental guidelines and tracking their compliance;
- ◆ Calculate the carbon emissions of IETM operations for 2023;
- ◆ Set-up a reduction target for carbon emissions of IETM operations for 2024 as well as yearly reduction target until 2027;
- ◆ Set-up equitable environmental rules for travel, purchases and other transversal processes within IETM operations with the aim of reducing the environmental footprint of IETM operations;
- ◆ Identify training and education programmes for our IETM team members and make it available for all staff members and freelancers working within IETM operations;
- ◆ Organise one conference programme and one workshop on environmental action and climate change;
- ◆ Organise one capacity building programme for professionals in the performing arts sector;

- ◆ Submit the first certification audit in the frame of the Environmental Sustainability Eco-Guidelines for Networks;
- ◆ Building our advocacy strategy for promoting a cultural shift in human systems at the European and international level;
- ◆ Communicate and regularly update the network on our actions, with the first checkpoint being in the summer of 2023 for an environmental digest

2023-2027

The actions for the next 5 years of the implementation of the IETM environmental policy are as follows:

- ◆ Reduce the total annual carbon emissions and/or the emissions per kilometre of transport to meetings, events and other engagement for which IETM is directly financially responsible, on a yearly basis and over a 5 year period;
- ◆ Improving our understanding of the environmental impact of network and arts organisations as well as the CCS sectors;
- ◆ Position the CCS sectors as a lead and supporting for the environmental transition of broader society;
- ◆ Advocating for the cultural shift and redesign of human systems at a European and international level;
- ◆ Encouraging the EU institutions to introduce tools and funding mechanisms to support the sector in the green transition.
- ◆ Promoting sustainability within operations;
- ◆ Sharing knowledge with members, service providers and network stakeholders;
- ◆ Developing team knowledge about how to implement environmental processes in order to share it with IETM members;
- ◆ Reworking budgets in order to reflect IETM's environmental and climate justice-centred strategy and mission;
- ◆ Collaborating with organisations within and beyond the performing arts to strengthen our work on climate action.

Current work

We are currently working on the implementation of the [Eco-Guidelines for networks](#) and on setting-up the right processes and tools for the compliance of this policy.

Development

As a team, we are focused on learning, listening and collaborating to evolve our work. Please do get in touch at ietm@ietm.org if you have any comments or suggestions to make our sustainability policy better.

The General Assembly and the Board of Directors is hereby represented by
Ása Richardsdóttir, Secretary General of IETM

