

## **TARGET INITIATIVE ON SUSTAINABILITY**

### **MEMBERSHIP AND TERMS OF REFERENCE**

#### **Section I - Membership**

##### **1. Composition**

1. The composition will include representatives of all internal stakeholders:

- Four Professors, including representatives from MINT and research centres on the thematic (it can be a researcher);
- Four students, including GISA and AdA representatives (2 MA, 2 PhD);
- One representative from the Executive Education;
- One representative from Communication service;
- Four Administrative Staff;
- One representative of the Direction at large (Direction, Academic Direction, Executive Direction);
- The Coordinator of the Initiative;

2. The composition must strive for, to the extent possible, a balance in terms of gender and background (age, origin, seniority, etc.).

3. The Facilitator can invite experts or any person deemed useful to the meetings. The initiative can also consult experts and any person deemed useful.

##### **2. Nomination**

Each organ/association below will organise an open call to its community and nominate the representatives.

- Collège des professeur.e.s will nominate the four professors.
- GISA will nominate the four students; two of them must be conducting academic research on the thematic.
- CoPAT will nominate three administrative staff ; one of the nominees can be a member of the CoPAT
- The Director will designate the Direction's representative.
- The Executive Education Director or Executive Director will designate the Executive Education representative.

Each organ/association must strive for, to the extent possible, a balance in terms of gender and background (age, origin, seniority, etc.).

### **3. Duration**

1. It is a two-year term, renewable once.
2. Members can step down before the end of their term. They must inform the initiative at least three months before the end of the term in order to give Facilitator enough time to find a replacement. If a replacement cannot be found before the three months, the initiative can designate an interim member until a new member is nominated.
3. Members who miss more than three meetings may be asked to step down by the Facilitator who will begin a replacement procedure.
4. Members who are on maternity leave or who take a sabbatical should appoint another member in their absence and may be asked to step down by the Facilitator if the sabbatical period exceeds six months.

### **4. Rules**

1. It is a voluntary-based membership in support of the Institute. Members will not receive compensation for their work.
2. Administrative Staff will take time during working hours and will ask their hierarchical responsible.
3. Members are subject to a strict duty of confidentiality. Students shall sign a confidentiality agreement.
4. Agendas, minutes, and any other documents, unless otherwise specified, are confidential and not to be communicated outside of the initiative.

## **Section 2 - Organisation**

### **1. Facilitator**

1. The initiative nominates one to two Facilitator(s).
2. Facilitator(s) will prepare the meeting agendas with the support of the Coordinator and will have the power to coopt or appoint additional members to the committee or grant powers of audience and debate.
3. Facilitator(s) are nominated for a two-year term, renewable once.
4. Facilitator(s) can step down before the end of their term. They must inform the initiative at least three months before the end of the term. The initiative must nominate a new member, and, if need be, interim Facilitator(s).

## **2. Administrative support**

1. Administrative support for the Initiative will be provided by the initiative's Coordinator.
2. The Coordinator prepares the initiative's meeting agendas with the support of the Facilitator(s) and the documents, and organises the meetings and follow-up on the action points.
3. The Coordinator ensures the implementation and follow-up of the strategic plan and helps prepare the annual reports.

## **3. Working**

1. The initiative holds regular meetings each semester.
2. The initiative has access to a budget to allow the implementation of its strategic plan.
3. The initiative can create working group, task forces.

## **Section 3 - Terms of Reference**

1. The Initiative is an initiative endorsed by the Institute's Director on April 19th 2021.
2. The mission/objectives of the Initiative shall be to:
  - develop and implement sustainability strategies, goals and targets linked to the institutional strategic, operational planning process;
  - initiate policy initiatives that support sustainability;
  - evaluate the progress towards achieving sustainability, strategise targets and evidence best practices;
  - tackle sustainability related matters referred to the Initiative;
  - comply with relevant legislative and reporting requirements, including state and federal legislation, or research funders (eg. European Union, Swiss Federal National Science Foundation, etc);
  - review and audit progress and achievements in relation to sustainability in Faculty/Divisional operational planning;
  - consult with and advise appropriate committees and responsible departments of the Institute on sustainability matters;
  - provide an innovative forum for discussion of sustainability issues within the Institute;

- contribute to the communication and reinforcement of shared values around sustainability to support a dedicated culture within the Institute and carry out the principles of the Institute's Charter;

3. In addition, the Initiative shall deliver:

- a strategic report including indicators, statistics, progress impediments and ways to overcome every four years;
- an annual action plan;
- an annual report to be presented to the Community compiling key figures from divisions and faculties on implementation and operational issues of sustainability every year;
- a yearly budget for the Director's approval. Any additional financial need must be presented to the Director for approval.