

Instructions for meetings and travel

Background

Meetings and travel make up a large part of SFS' activities and are an important means of initiating and maintaining contacts both internally and externally. This document consists of instructions for meetings and travel, both within SFS or on behalf of SFS.

Travel has a negative impact on the environment and also requires resources in the form of time and money. SFS's financial resources are limited and each expense must be weighed against the benefit. The following instructions ensure that elected representatives in the organisation are provided with the right conditions for fulfilling their commitments by facilitating sustainable commitment, long-term planning and commitment that does not burden the individual financially. All elected representatives must be able to participate on equal terms without socio-economic background, geographical location or functional variation being an obstacle.

Meetings

In these instructions, a meeting is a collective term for a meeting, conference or similar event hosted by SFS. Meetings must be planned in a way that facilitates cost-effectiveness and effective long-term planning for participants. Information on the meeting must be provided to participants at the time of the notice.

Physical meetings are preferable since they contribute to relationship building, joint creativity and problem solving. Digital meetings are preferable on occasions when a few people contribute in a task in a working group/committee, short status meetings in joint work or meetings to review decisions and are desirable when there may be obstacles to participation due to travel routes. Hybrid meetings should be used restrictively and are only used on occasions when there would otherwise be a lack of participation.

When planning a meeting, it is necessary to take into consideration climate impact, accessibility and safety, as well as where the participants come from and what transport needs they may have. When SFS arranges meetings, the venue and time must be suited to public transport whenever justified. Notices may contain information on public transport to and from the meeting whenever justified.

Satisfactory conditions for participation must be provided when holding a meeting. Needs based on functional variation must be taken into consideration. Special needs must be met and accessibility adaptations must be made in order to make it possible for people to participate on equal terms. Meetings must include regular breaks and opportunities to replenish energy through food/beverages. The length of the meeting will determine the need for breaks, food/beverages and recuperation.



Travel

Environmentally-friendly travel

When planning meetings, it is important to take into account the possibilities for use of public transport for travel to the meetings. Everyone within SFS must plan their travel in order to achieve safe, environmentally-friendly and cost-effective travel in which the option with the least impact on the environment must be prioritised. If an exception is required, the individual must contact the activity coordinator for approval to choose an option other than the most environmentally-friendly travel option.

Cost-effective travel

Travel is a means that must be used in a prudent manner. It is important to book travel well in advance. Travel must always be booked as soon as a meeting has been confirmed or as soon as the ability to make bookings allows.

Choice of means of transport

The need for and choice of means of transport is adapted according to the individual's ability to participate in a sustainable way.

As the option with the least impact on the environment, rail travel must be the first choice whenever possible. Public transport, regardless of the distance, must be preferred over travel by car and taxi. Travel must always be booked on a cost-conscious basis according to the principle that rail travel should be booked in 2nd class and flights should be booked in economy class. Safety and recuperation considerations are prioritised in travel requiring night trains or when travelling abroad.

Accommodation

Meetings may occasionally require overnight stays. In order to keep within the predetermined key figures, reservations must be made on a cost-conscious basis as soon as it is clear that overnight stays are required. It is important to take both cost-effectiveness and the possibility of satisfactory recuperation into account when making reservations. When there is a need for accommodation abroad, priority is given to participants' safety and recuperation. Accommodation must be booked by the SFS office.

Reimbursement

When specifying the budget, SFS must produce key figures for reimbursement of expenses incurred during travel. The key figures must primarily include figures for reimbursement for food and accommodation, but may include other items if necessary. The key figures will apply to all elected representatives. Key figures and procedures must be communicated to all elected representatives as well information on what they can be reimbursed for. Exceptions can be made if approved by the activity coordinator in advance. In order to be reimbursed, receipts must be submitted no later than one month after purchase.



SFS reimburses

- expenses for food incurred in connection with travel lasting more than four hours within the framework of predetermined key figures,
- elected representatives who take part in meetings in connection with their assignment where food, accommodation or travel expenses are not covered by the external party,
- mileage, provided that this has been approved in advance by the activity coordinator. Reimbursement conforms to the tax-free compensation stipulated by the Swedish Tax Agency.

SFS does not reimburse

- expenses incurred by member union representatives for meetings organised by SFS (for example, to and from member meetings and SFSFUM).
- deviations from key figures or instructions for meetings and travel.

Entertainment

On occasions when elected representatives take part in entertainment as representatives of SFS, SFS pays for any food and drink and participation fees. SFS does not pay for alcohol.