

Travel Optimization and Harmonization

Project Summary

Problem

MSF offices manage travel arrangements independently, hampering our ability to negotiate volume discounts, optimize administrative resources, and fully understand our organizational travel-related expenditures and carbon footprint.

Proposed Solution

Optimize and harmonize travel approaches by leveraging a new **travel management platform** and **improving travel policies, procedures, and behaviour**. Encourage online adoption, travel avoidance and better use of the booking window to achieve cost savings, improve efficiency and reduce MSF's travel-related carbon footprint.

Potential Impact

- **Achieves 5% or more in annual cost-savings on travel**; improves workload efficiency, accountability, and transparency
- **Reduces MSF's carbon footprint** through avoidance and/or sustainable travel options

Viability

- Adopts an **agile, iterative approach** to design/test/iterate a deployment kit (including metrics, reporting, etc.)

Risk Mitigation

- Aims to create policies that are **standardized** where possible, **localized** where needed

Scalability

- Leverages lessons learned from pilots to build **robust deployment kit**, which can be adapted and scaled to all MSF entities, together with scaled cost benefits

Area/Type: Efficiency Gains; Incubator

Sponsor/Support: OC Amsterdam

Length/Project Status: 7 months; **ONGOING**

