



2020 Office Awards Gold Project Criteria



THE UNIVERSITY
of EDINBURGH



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Summary of gold requirements

Gold level requires departments to design and implement a unique project with a demonstrable sustainability impact. This gives teams the opportunity to design an intervention that aligns with their own priorities and interests.

The 6 gold criteria in this document will guide you through the planning, delivery and reporting stages of your project. Please note that only teams who previously achieved silver level are eligible to work towards a gold Office Award.

1 Gold project within the category of your choosing

-  Energy
-  Sustainability Impact
-  Sustainable labs
-  Innovation for Sustainability

For more information about the Office Awards timeline, requirements, assessment process and more, please refer to the [2020 Office Awards Participants Guide](#). If you are experiencing issues with the platform then please refer to the [2020 Online Platform User Guide](#).

If your team needs funding for a Sustainability Awards initiative or project, then we encourage you to apply for a [Staff Project Grant](#). The SRS Department launched the grant to support projects from the staff community focusing on sustainability and social responsibility.

Mentoring:

Existing teams

Teams who have successfully completed the Gold Award within the last 2 years are able to become mentors of a new Bronze, Silver or Gold team. This would be undertaken as an additional achievement, rather than in place of maintaining their level. If you are interested in mentoring a team contact Rachael.barton@ed.ac.uk and see the [2020 Office Awards Participants Guide](#) for additional details.

New teams

If you are completing the Gold Award for the first time you may be interested in having an existing team be your mentor. This partnership would allow you to get additional support and have contacts who can share their experiences and advice. If you are interested in being mentored by another team, please contact Rachael.barton@ed.ac.uk.

Office Awards and the Sustainable Development Goals

The 17 [Sustainable Development Goals](#) (SDGs), part of the 2030 Agenda for Sustainable Development, were adopted by the United Nations and world leaders in 2015. By 2030, the SDGs aim to end all forms of poverty, fight inequalities and tackle climate change, while ensuring that no one is left behind.

Higher Education Institutions (HEIs) developed the [Sustainable Development Goal Accord](#) (SDGa), which the University of Edinburgh has signed up to. Through its research, learning and teaching, operations and community of staff, students and alumni, the University is committed to delivering these Goals with partners, including the Students' Association, both locally and globally. Contributing to the SDGs is a key part of the [Social and Civic Responsibility focus](#) within the University's [Strategy 2030](#).

The Sustainability Awards encourage action on a range of environmental and social issues, and each Awards criterion links to one of the 17 SDGs. These links are detailed in the Guides for Bronze, Silver and Gold levels, and you can learn more about each SDG [here](#). By participating in the Sustainability Awards, you and your team will be directly contributing to helping achieve the SDGs.

The EAUC have collated further examples of [how the SDGs can be embedded](#) within Higher and Further Education institutions.



Gold Project Criteria

To achieve a gold award your department must fulfil all 6 gold criteria			
Name	What to do	How you will be audited	Further information and resources
1/6 Promote the Sustainability Awards	<p>To fulfil this criterion, your department should publicise the fact that it is participating in the Sustainability Awards and encourage staff to get involved. You should share information about what you are doing as part of the Awards with your department throughout the year.</p> <p>The SRS Department has designed posters, email signatures and graphics to help you spread the word.</p>	<p>Either upload evidence to the platform that your department promoted its participation in Sustainability Awards to all staff in 2020, or select 'discuss in audit'.</p> <p>'Discuss in audit' can be used in cases where it will be easier to show the auditor your evidence in person (for example, if Awards posters are displayed around the building).</p> <p>Evidence will vary between departments but could include all-staff emails, minutes of departmental meetings, use of posters or other communications.</p>	<p>Awards posters, email signatures and graphics can be accessed through the Resources page of the platform: http://edinburgh.cerebro.org.uk/index.php?page=esa-resources</p> <p>Links to Sustainable Development Goal: 13</p> 
2/6 Have a sustainability team or committee	<p>To fulfil this criterion, your department should have a standalone sustainability team / committee that meets at least 3 times per year.</p> <p>If your area interacts with students, consider inviting a student representative to join. This may overlap with the Awards team but should continue outside of the Awards.</p>	<p>Upload evidence to the platform that your department has a standalone sustainability team or committee that met at least three times in 2020.</p> <p>Acceptable evidence would be agendas, meeting minutes and/or calendar invites.</p>	<p>Links to Sustainable Development Goal: 13</p> 
3/6 Develop and submit a gold project proposal	<p>To fulfil this criteria, your department should develop and submit a gold project proposal. Please use the Gold Project Proposal Template provided and follow the guidelines below.</p> <p>Gold projects should:</p> <ul style="list-style-type: none"> • Have clear sustainability aims and objectives • Fall into one of the four gold project categories described below 	<p>By September 2020, upload your gold project proposal to the platform and send a copy to rachael.barton@ed.ac.uk.</p> <p>The proposal will be reviewed by the SRS Department and you will receive feedback within two weeks.</p>	<p>The Gold Project Proposal Template can be accessed through the Resources page of the platform: http://edinburgh.cerebro.org.uk/index.php?page=esa-resources</p>

To achieve a gold award your department must fulfil all 6 gold criteria			
Name	What to do	How you will be audited	Further information and resources
	<ul style="list-style-type: none"> Lead to a demonstrable sustainability impact in your department, the wider University or the community Contribute in some form to at least one of the 17 SDGs Involve your wider department in some way (at the very least people should be told that it is happening, but ideally they should be able to get involved) Have a legacy beyond 2020 Be proportional in scope and ambition to the size / agency of your team. Not be an existing initiative or a repetition of a project from a previous year Be deliverable within 2020 		Links to Sustainable Development Goal: 13 
4/6 Promote your gold project	To fulfil this criteria, your department should promote its gold project to staff (and students, if you wish) and encourage them to get involved in the project.	Upload evidence to the platform that your department promoted its gold project to staff in 2020 . Evidence will vary between departments but it could include emails, meeting minutes, photos or other communications.	Links to Sustainable Development Goal: 13 
5/6 Complete your gold project and submit a project report	To fulfil this criteria, your department should complete the gold project and submit a gold project report at the end of the year. Please use the Gold Project Report Template provided. Your team will be asked to report on: <ul style="list-style-type: none"> Whether the project achieved its initial aims and objectives The project's outputs and outcomes 	Upload your gold project report to the platform.	The Gold Project Report Template can be accessed through the Resources page of the platform: http://edinburgh.cerebro.org.uk/index.php?page=esa-resources

To achieve a gold award your department must fulfil all 6 gold criteria

Name	What to do	How you will be audited	Further information and resources
	<ul style="list-style-type: none"> • The project’s sustainability impact • How the project contributed to the SDGs • The stakeholders involved, and any new partnerships that were established as a result of the project • The project’s legacy and any planned next steps • How the project was resourced • Any difficulties experienced 		<p>Links to Sustainable Development Goal: 13</p> 
6/6 Submit a case study	Complete a short case study of your gold project using the Gold Project Case Study Template provided.	Upload your case study to the platform.	<p>The Gold Project Case Study Template can be accessed through the Resources page of the platform: http://edinburgh.cerebro.org.uk/index.php?page=esa-resources</p> <p>Links to Sustainable Development Goal: 13</p> 

Gold Project Categories

Gold Projects should have a demonstrable sustainability impact in your department, the wider University or the community. Projects should also come under one of the following four categories. SRS can provide support and advice on monitoring the impact of your project, for example measuring carbon emissions.

Projects should also contribute to at least one of the 17 SDGs.

Name	Description
Energy	<p>The SRS Department has a strong emphasis on reducing energy consumption throughout its programmes. We therefore encourage gold projects with a focus on saving energy, such as:</p> <ul style="list-style-type: none"> - Projects leading to demonstrable operational energy savings - Projects leading to demonstrable infrastructural energy savings - An academic endeavour that can realistically be applied to energy management at the University to render actual savings
Sustainability Impact	<p>Gold projects in this category will have positive environmental or social sustainability impacts. These could include:</p> <ul style="list-style-type: none"> - Projects leading to demonstrable carbon savings; for example in travel, procurement (including reuse) or resource efficiency - Projects leading to positive social impacts; for example by working in partnership with local community groups, volunteering or improving the health and wellbeing of staff or students - Projects leading to positive ecological impacts; for example by increasing biodiversity
Sustainable Labs	<p>Office Awards teams that are also Lab Awards participants are permitted to undertake Gold projects about lab sustainability. These could include:</p> <ul style="list-style-type: none"> - Projects leading to better chemical management - Projects leading to more efficient cold storage - Projects leading to increased engagement and understanding of sustainability amongst lab users
Innovation for Sustainability	<p>Gold projects in this category will take an innovative approach to sustainability. These could include:</p> <ul style="list-style-type: none"> - Projects that bring together academic and operational expertise using a Living Labs approach - Projects that bring together stakeholders who do not ordinarily work with each other; for example local community groups and other educational institutions in Edinburgh - Projects in an area not usually covered by the University's work on sustainability