



Travel & Aviation Working Group

Wednesday 6th November 2019, 2pm

Carstares Room, Old College

AGENDA

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|----------|--------------|--|----------------|
| 1 | 14.00 | Welcome
To <u>receive</u> a welcome and opening remarks from the Convener | Verbal |
| 2 | 14.10 | Introductions
To make introductions and initial comments | Verbal |
| 3 | 14.20 | Remit
To <u>note</u> and <u>discuss</u> a remit for the Group | TAWG 01 |
| 4 | 14.30 | Outline Process for TAWG Work
To <u>discuss</u> and <u>agree</u> a paper from the Director of SRS | TAWG 02 |
| 5 | 14.45 | Presentation – Travel Data & Work to Date
To <u>receive</u> a presentation from the SRS Projects Coordinator | Verbal |
| 6 | 16.15 | Discussions on Levy Options & Evaluation Criteria
To <u>discuss</u> options and criteria as a group | Verbal |
| 7 | 16.30 | Summary & Next Steps
To <u>note</u> a summary of the meeting and next steps from the Convener | Verbal |
| 8 | 16.40 | Any Other Business
To <u>consider</u> any other matters from Group members. | Verbal |

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THE UNIVERSITY of EDINBURGH

Travel & Aviation Working Group

Wednesday 6 November

Remit

Description of paper

The paper outlines a remit for the Travel & Aviation Working Group, as included in appendix A to the paper 'Responding to the Climate Emergency – Next Steps' submitted to University Executive on 29 August.

Action requested

Members are asked to note and discuss the paper.

Discussion

Appendix A- Remit for a Proposed Travel and Aviation Working Group

To support the delivery of the University's ambition to be a net zero University by 2040 by undertaking a programme of work to secure a University-wide 'climate conscious' approach to travel including aviation and securing agreement from University Executive for any major policy changes, campaigns or other interventions.

Specifically, to:

- Define a vision for climate conscious travel and advise the University Executive on the package of measures required to support and deliver the vision
- To undertake analysis of the drivers of travel including aviation, the costs in terms of travel and accommodation, carbon impacts and associated impact of travel itself on wellbeing, student and staff experience
- To prepare convincing and well evidenced interventions to adjust policy, process, culture and decision making that will deliver in the period to 2025 a transformation in the University's approach to travel, towards a climate conscious mode
- To ensure any proposals are fully costed and considered and do not place at risk other important objectives on research, student experience, business development or globalisation and connectivity
- To make recommendations on how best to introduce a presumption in favour of rail-only use for trips within the UK, drawing on existing experience in other Universities and ensuring opt-outs are in place for urgent or other trips where rail is not feasible, including levels of authorisation required
- To examine how and at what level an 'aviation levy' (proposed at 10%) should be introduced and to consider the policy, process and external stakeholder issues associated with such a proposal including advice on when to introduce, expected funds raised in the period to 2025, impact on existing budgets, and whether and to what extent funds raised should be applied for climate projects and technology interventions other than RELCO carbon offsets
- To examine the business case for further technology interventions in support of lower cost, climate conscious travel such as VC or high end VC equipment
- To examine the case for collective University action on taxis, and whether lower cost, lower carbon forms of travel would be viable and to make recommendations

- To provide advice on the form of strategic, stakeholder and internal communications required to deliver the desired changes
- To prepare an overall report detailing a list of proposed interventions, evidence, costs, impacts, required changes to policy and associated requirements for leadership and communications

The group should aim to report by May 2020 at the latest.

Membership:

Sandy Tudhope University Lead on Climate Responsibility and Sustainability – Chair

Dave Gorman Director of SRS

Rachael Robertson Deputy Director of Finance

Bruce Nelson Representative- CSE

Richard Anderson Representative- CHASS

Henry Campbell Representative- MVM

James Smith Representative of Edinburgh Global

Chris Cox Representative of USG

Kevin Ashley Representative of ISG

Gavin Donoghue Representative of CaM

Grant Ferguson Representative of Estates/CSG

Rosheen Wallace Students Association Vice-President Communities

Group to be supported by Departments of Finance and SRS

Further information

Author & Presenter

Dave Gorman, Director of SRS,

25 October 2019

Freedom of Information

This is an open paper.

Travel and Aviation Working Group (TAWG) - Overview of Process and Outputs

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1. Introduction

This papers sets out a proposed process to maximise the efficient use of the group's time and expertise and ensure the timely delivery of a report to University Executive in the spring.

2. Overall Approach to the Work

It is proposed to hold 5 meetings of the group covering 3 phases of work:

Phase	Overview	Timescale
1	Startup	Meetings 1& 2 (November / December 2019)
2	Options Development, analysis, evaluation and consultation	Meetings 2 – 4 (December 2019 to March 2020)
3	Finalising recommendations, report production and communications messages	Meetings 4 & 5 (April / May 2020)

3. Proposed Membership

- **Chair:** Sandy Tudhope [ST]- University lead on Climate Responsibility and Sustainability
- **CMVM:** Professor Harry Campbell [HC], Personal Chair of Genetic Epidemiology & Public Health
- **CAHSS:** Dr Richard Anderson [RA]- Head of the Edinburgh School of Architecture and Landscape Architecture (ESALA)
- **CSE:** Dr Bruce Nelson [BN]– College Registrar
- **ISG:** Kevin Ashley [KA] – Director of Digital Curation Centre
- **USG:**
 - Chris Cox [CC]- Vice Principal Philanthropy and Advancement
 - Professor James Smith [JS] - Vice-Principal International, Edinburgh Global
- **CSG**
 - Dave Gorman [DG] – Director of Social Responsibility and Sustainability
 - Rachael Robertson [RR]– Deputy Director of Finance
 - Gavin Donoghue [GD]– Deputy Director, Stakeholder Relations, Communication and Marketing
- **EUSA:** Rosheen Wallace [RW] - Vice President Community
- **SRS Advisor:** Siôn Pickering [SP]

4. Detailed Aims per meeting (proposed for discussion/noting)

Session 1: 6th Nov, 2019 (Confirmed). 14:00 – 17:00

Content

- Remit, ways of working, key issues identification
- Presentation: Overview of Business Travel Data and project to date including:
 - Potential actions or recommendations that could be put forward
 - Details of actions and related projects from other FHE institutions
 - Discussion on this presentation
 - Common level of understanding of current position and issues
- Discussion on scope of TAWG

Outcomes

- Agreed structure, scope, & timescale for TAWG
- Understanding of the SRS Business Travel project to date
- Initial discussion of range of available options for potential recommendations

Actions to complete before next meeting

- Initial draft vision and targets to be written up (SRS)
- Completion of initial financial modelling of carbon levy (Finance)
- Paper on interim carbon offset options prior to RELCO establishment (SRS)
- Initial communications thoughts and draft consultation plan (CAM)

Session 2: 18th December, 2019 (TBC) 15:00 – 17:00

Content

- Presentation: WG Vision (based on Session 1)
 - Discussion on the vision to 2025
 - Proposed criteria to evaluate options
 - Initial levy options for discussion
- Discussion on potential impact of TAWG recommendations on equality & diversity at the University
- Initial financial model discussion
- Initial communications and messages discussion
- Draft consultation plan for February to March
- Paper on policy on interim carbon offsetting

Outcomes

- Clear steer for preferred recommendations, to be written up for Session 3
- Agreement of a strategy for communicating the working group to all University Stakeholders
- Agreement on how equality and diversity will be considered in all TAWG recommendations
- Agreement on broad proposals for consultation

Actions to complete before next meeting

- Prepare tapered options (estimated at between three and five) (SRS)
- Design initial report framework (SRS)
- Review of policies and changes required (HR)
- Proposals for levy spend options and governance (SRS, Finance)

Session 3: 27th Feb, 2020 (Confirmed) 15:00 – 17:00

Content

- Presentation: Tapered options paper, to include:

- Small number of recommendations (estimated at between three and five recommendations) based on feedback from Session 2
 - Discussion of recommendations to put forward for stakeholder consultation
- Presentation: Proposed report framework
- Agreement on proposed consultation including timescale, scope, & scale.
- Update on Communication strategy
- Initial discussion on policies and changes required
- Discussion on levy spend options and governance

Key Questions

- How have stakeholders responded to the TAWG?
- What options are being put forward to stakeholder consultation?

Outcomes

- Agreement of report structure
- Agreement on recommendations to take forward to consultation
- Agreement on timetable, scale, and scope for consultation

Actions to complete before next meeting

- Setup, run, & evaluate consultations across all UoE stakeholders (SRS, CAM?)
- Review results from consultation (SRS, CAM?)

Consultation: Late February to Mid-March 2020.

- A consultation will be run with stakeholders across the University to establish their views on the possible recommendations being put forward.
 - These consultations will aim to receive feedback from a range of staff & students across all five University campuses
 - Method of gathering feedback to be confirmed in Session 3 but may entail online surveys and in-person information sessions
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Session 4: End –March / Early April, 2020.

Content

- Presentation on stakeholder consultation
 - Discussion on feedback received during consultation
- Agreement on final recommendations
- Discussion on work required to initiate final recommendations across the University

Key Questions

- How were the recommendations received by stakeholders?
- How does feedback from the consultation affect the final recommendations?
- What policies will need to be adapted / created prior to implementation of recommendations?

Outcomes

- TAWG recommendations are finalised
- Communications messages finalised

Actions to complete before next meeting

- Draft report is completed prior to Session 5 (SRS)
- Draft policy updates completed prior to Session 5 (SRS, HR)
- Financial model, communications plan and levy spend options finalised (Finance, CAM, SRS)

Session 5: Early-May, 2020.

Content

- Final written document presented to TAWG
- Discussion on final written document
- Discussion on proposed policy updates
- Discussion on putting report forward for further consideration within the University

Key Questions

- Does this report reflect the vision of the TAWG?
- Who needs to feed into policy updates?

Outcomes

- Written report is finalised to be presented to the University's Senior Management Team

Actions to complete before next meeting

- Finalise written report (SRS, with input from Working Group)

5. Proposed Outputs from the Group

Output 1 - An agreed vision for climate conscious travel across the University by 2025

Output 2 - Agreed criteria to evaluate options for a levy

Output 3 - Options and analysis of options

Output 4 - Financial model and analysis

Output 5 - Agreed consultation plan

Output 6 - Review of relevant policies and procedures and recommendations

Output 7 - Proposed implementation plan

Output 8 - Agree high level communications messages and plan

Output 9 - Proposals for University wide carbon offsets policy

Output 10 - Options for levy spend, structure and governance

Output 11 - Final report and summary materials