THE UNIVERSITY of EDINBURGH

Sustainable Information Technology Group (SITG)

Friday 2 October 2015, 3pm

Elder Room, Old College

AGENDA

1   Welcome and Introductions   **Verbal**

2   Membership, Remit & Governance Arrangements   **A**
To _discuss_ and _approve_ a paper from the Convener on representation,
scope and strategic oversight for the relaunched Group.

3   Climate Strategy Review Update & ICT Contribution   **B**
To _receive_ a report from the Climate Policy Manager and discuss ICT
contribution towards this.

4   Sustainable ICT Procurement & Supply Chains   **C**
To _note_ and _discuss_ a paper from the Procurement Manager on the SPPT
tool test and risks and opportunities in supply chains for ICT.

5   ICT in the Context of Reuse   **D**
To _note_ and _discuss_ a paper from the Chief Information Officer, CHSS on
internal & external reuse, including recommendations on hard drive wiping.

6   Conflict Minerals Policy   **E**
To _note_ and _discuss_ a paper from the Research & Policy Manager.

7   2015-18 Framework Planning Exercise   **Verbal**
SRS to facilitate an exercise with participants to develop a framework to
inform the issues and work coming to the Group including:

- Identifying SRS opportunities within ICT
- Developing a plan of action and prioritising next steps.

8   Any Other Business   **Verbal**

If you require this agenda or any of the papers in an alternative format e.g. large print
please contact Jane Rooney on 0131 650 4375 or email jane.rooney@ed.ac.uk

THE UNIVERSITY of EDINBURGH

Sustainable Information Technology Group (SITG)

Friday 2 October 2015, 3pm

Membership, Remit & Governance Arrangements

for a University Sustainable IT Group

Description of paper

This paper provides an overview of representation, scope and strategic oversight for the relaunched Sustainable IT Group.

Action requested

SITG is invited to _discuss_ and _endorse_ the paper.

Discussion

1. Introduction

On 10 June 2014, the University's IT Committee discussed a proposal for revitalization and renewal of a Sustainable IT Group. Dave Gorman, Director of Social Responsibility and Sustainability, was invited to present the paper which was the output of discussions between Dave Gorman and Gregor Cunningham, IS Facilities Manager. Following the June meeting, the remit was updated to reflect feedback received.

2. Background to the June IT Committee

Social Responsibility and Sustainability is part of the University's vision, mission and strategic plan, and within the SRS Strategy 2010-2020, Information and Communications Technology provision is a core theme[1]. Previously a Green IT Working Group was established, which included representation from some areas of the University, but not all. The Sustainable IT Group would replace this previous incarnation and a proposed remit is set out below. The proposal was that the working group be re-established, and representation secured from all areas to agree best practice in terms of the University's sustainable approach to IT.

This aligns with the University's intentions to undertake SRS Strategic Planning and subsequent reviews of Key Strategies. The key elements which make up the strategic SRS package include:–

- The SRS Strategy 2010-20 itself and associated governance processes, action planning, performance management and reporting
- The place of SRS within the University Strategic Plan 2012-16
- The review of the Socially Responsible Investment (SRI) policy in the light of the University adopting the UN PRI principles
- The Climate Action Plan with its specific targets for emissions reductions for 2015 and 2020.

In particular, the review of the Climate Action plan has flagged new opportunities since it was adopted in 2010. The work of the Sustainable IT Group would be a key component of the review.

---

[1] See SRS Strategy 2010-2010 4.6 "Develop and implement plans to maximise resource efficiency of all Information and Communications Technology (ICT) provision"

3. Sustainable IT Group Remit

Following initial feedback on the remit of the group, the following objectives have been developed:

1. Review and develop baseline of sustainability metrics in relation to IT infrastructure

2. Contribute to University's Climate Action Plan through setting realistic and measurable targets or pathways for carbon emissions associated with IT, taking account of anticipated growth and intensification and recognising that decisions on learning technology are made elsewhere

3. Identify opportunities and areas for increasing efficiency of our IT infrastructure and to reduce energy consumption associated with computing and IT related activities

4. Promote best practice for energy consumption and waste in relation to Information Technology within the University. The Group will identify and promote the use of both hardware and software solutions categorised as best practice.

5. Contribute to furthering other aspects of the University's Social Responsibility and Sustainability Strategy to manage risk and identify opportunities. This could include supply chain responsibility and our partnership with Electronics Watch or advise on other issues such as risks for conflict minerals (specific topics to be prioritized together with the group).

Key activities and deliverables will include:

1. Regular (at least quarterly) Sustainable IT Group Meetings, supported by Agenda, Minutes, and Actions arising.

2. Setting baseline expectations against draft as set-out below –

   a. Focus on IT Hard/Software associated with Desktop computing, Administrative computing, Research Computing, and IT solutions as an enabler for efficiency savings

   b. Agree targets for consumption per area e.g. Reduction, Neutral (zero increase/decrease), and Increases all aligned with growth within the University and to feed into the overall Climate Action Plan review process

   c. Report progress against targets highlighting specific influencing factors

   d. Identify the availability of resources within each area to support actions. Principally this will involve colleague support.

3. Supporting the promotion of what the Group considers best practice, inviting regular feedback from all areas. Comment will also be invited to rationalise why best practice is not being adopted in a particular area or circumstance

4. Inviting contributions from subject matter experts, including opportunities for improvements, barriers to deployment and proposals for policy changes

5. Inviting annual progress reports from Colleges and Support Groups

6. Reviewing objectives in line with University Strategic Plan

7. Benchmarking within the HE sector.

Making our approach to IT use and infrastructure more energy efficient will result in a reduction of energy associated with the running of computing and telecom equipment units. This also includes the cooling needed to keep facilities at the right temperature, the energy

associated with developing the systems, resources allocated to deliver and maintain facilities, and the waste resulting from equipment disposal. IT related activities also provide a significant opportunity to contribute to the realization of SRS goals and objectives of the University.

It is recognised that the group cannot set out ICT needs of others, but should support the research, learning and teaching needs of the University.

This is a working draft and will be refined as an output of the next meeting based on further input from key stakeholders. A work plan will be developed as an output of the first meeting.

4. *Membership of the Sustainable IT Group*

Members have been selected so that the whole of the University is represented. Members are expected to represent the views of their respective areas and to cascade key messages arising from the Group.

Department of Social Responsibility & Sustainability	Dave Gorman (Convener), Director of Social Responsibility & Sustainability
	Michelle Brown, Head of SRS Programmes
Information Services – IT Infrastructure	Tony Weir, Director IT Infrastructure
Information Services – User Services Division	Bryan MacGregor, Director of User Services Division
	Deputy on SITG: Richard Battersby, Deputy Director of User Services Division
Information Services – Applications Division	Simon Marsden, Director IS Applications Division (or nominated deputy)
Information Services – Learning Spaces Technology	Euan Murray, Development Team Manager, Learning and Teaching Spaces Technology (covering until successor for Jim Sheach in post)
IT Consultancy	Myles Ewen, Senior Computing Officer
	Deputy on SITG: James Jarvis
Procurement	George Reid, Procurement Manager
EUSA	Davy Gray, EUSA Environmental Coordinator
Estates	Geoff Turnbull Assistant Director, Estates Operations to nominate
College of Humanities & Social Science	Fraser Muir, College Chief Information Officer
	Fiona Carmichael, Computing Support Officer, Literatures, Languages & Cultures
	James Loxley, CHSS Library and Academic Computing Committee convenor
	Paul Caban, IT Services Manager, Business School
College of Medicine & Veterinary Medicine	Paul Clark, Head of IT for CMVM
	Neil McCormick, CMVM - Assessment Officer
	Neil Turner, Professor of Nephrology
College of Science & Engineering	Bruce Nelson, College Registrar, College of Science & Engineering
	Kenneth MacDonald, ITPF Representative
	Arthur Trew, Director EPCC
Corporate Services Group	Charles Hill, Project & Planning Manager
University Secretary's Group	Jenny Shaw, IT Projects Manager, Development & Alumni
	Barry Neilson, Director, Student, Admissions & Curricula Systems

Note: where members are unable to attend a specific meeting they are also expected to identify a replacement from within their team.

5. Risks

There are a number of obvious risks that will need to be managed and controlled and these are listed in the table below. A key challenge will be maintaining the quality, buy-in and momentum of the group in the light of the changing landscape within the University.

Risk Analysis

Risk identified	Controls proposed
No Progress from the University on our approach to Sustainable IT.	Engagement at Vice Principal level, and directive from Principal.
Lack of capacity to deliver within the Sustainable IT Group	Define key areas for review from the outset, and where possible dedicate resources to the various reviews. Stagger reviews to align with other work obligations.
Lack of buy-in from colleagues	Ensure an engaging and active consultation process is adopted to communicate and progress change. Utilise a variety of techniques to secure input including surveys, discussions and seminars as required.
Lack of alignment with best practice proposals	Use experience of Senior Stakeholders to identify dependencies and related items, regular discussions with ITC and SEAG, briefing senior management as required
Reviews fail to be agreed / targets fail to be agreed	Ensure active input from all areas, and ensure evidence is provided to support final proposals, ongoing liaison with users, and use project management techniques to ensure relevant considerations are highlighted.

8. Conclusions

- It is timely to re-visit the Sustainable IT agenda aligned with the potential revisions to the University's overall SRS strategic approach and particularly the review of the Climate Action Plan. An opportunity exists for the University of Edinburgh to lead UK HE in relation to our approach to sustainable IT.

- Lessons learned from the previous Green IT group will be applied, and input sought, particularly to manage the risks identified.

- The targets set should be realistic, and deliverables/change arising relatively straightforward to apply, and measurable in terms of impact.

Resource implications
No direct resource implications.

Risk Management
Addressed in section 5 'Risks'.

Equality & Diversity
Due consideration has been given to equality and diversity as a key element of the SRS agenda. An Equality Impact Assessment is not required.

Consultation
This paper has been reviewed by the Director of SRS.

Further information
Author Dave Gorman, Director of SRS, 18th September 2015

Freedom of Information Open paper.

THE UNIVERSITY *of* EDINBURGH

Sustainable Information Technology Group (SITG)

Friday 2 October 2015, 3pm

Climate Strategy Review Update & ICT Contribution

Description of paper
This paper provides an update on the Climate Strategy Review, summarising outcomes from two key workshops, and on the wider climate reporting context in Scotland.

Action requested
SITG is invited to *note* and *discuss* the paper.

Background and Context
In response to the Climate Change (Scotland) Act 2009 as well as other significant drivers, the University of Edinburgh's Climate Action Plan 2010 proposed a reduction in University carbon emissions of 29% by 2020, with an interim target of 20% by 2015, against a 2007 baseline. Targets set by the University match Scotland-wide obligations to reduce carbon emissions. The University is required to comply with the Public Bodies' Duties, under Section 44 of the Act which states that public bodies must contribute to climate change mitigation, adaptation and must act sustainably.

The University has improved its energy infrastructure through the development of three Combined Heat and Power (CHP) installations, with a fourth online since 2013, and a fifth planned for Easter Bush campus (2016). The first three have saved the University 8,500 tCO_2e per year. Progress has been made against qualitative measures, through behaviour change programmes such as "Switch and Save" and the Edinburgh Sustainability Awards.

At the same time, a recent review of progress has noted an increase in absolute carbon emissions since 2010. The size of the estate has increased due to merger and new build, with student numbers and the physical estate growing substantially since targets were set. Relative emissions figures have remained fairly stable. The University now needs to conduct a comprehensive review of the Climate Action Plan, to reconsider targets and to develop an integrated Climate Change Strategy to achieve those targets.

A draft project plan was endorsed by SRS Committee in June. Planned against a one year timeframe (June 2015-June 2016), it will ensure delivery of a final university-wide integrated Climate Change Strategy in summer 2016.

Discussion
CCAT Workshop
A key workshop was held on 24th June 2015 to complete the Climate Change Assessment Tool (CCAT). Written for Scottish Public Sector organisations, the tool aims to help organisations self-evaluate their performance under the Climate Change (Scotland) Act Public Sector duties. The intention was to use the tool as an aid to structure conversations with key internal stakeholders around the current Climate Strategy Review.

The tool uses organisational responses to create a targeted and achievable action plan to help guide a short-term improvement plan against a range of climate change mitigation and adaptation activities. The results from the workshop supported the need for a review and have been incorporated within the Climate Strategy Review. A report of the workshop and its outcomes is available from the Secretary on request.

Consultancy
The Department for Social Responsibility and Sustainability sought experienced technical support to assist with the review process, appointing consultants to:

1. Develop a carbon modelling and scenarios tool
2. Provide a review of carbon reduction best practice in the University sector and subsequent recommendations to the University of Edinburgh and the wider sector in Scotland
3. Develop business cases to support investment in renewables, micro-renewables and energy reduction.

1. <u>Carbon modelling and scenarios tool – Aether, Ryan Glancy (Project Manager)</u>
The tool will be designed to capture and model estimated future carbon emissions generated by the University (Scope 1, 2 and 3) using the latest/relevant Defra carbon factors and following the GHG Protocol standard. The tool will allow for key factors to be varied to assess the impact on emissions and plot different future emissions pathways. The tool will also be used to store historic data sets and be utilised to support current carbon reporting requirements. The process for setting targets for the revised Climate Strategy will be supported by the tool.

2. <u>Review of best practice – Aecom, Russell Payne (Project Manager)</u>
This work will result in a written report on findings of best practice in carbon reduction and recommendations for UoE and the wider sector to consider, including recommendations for action on design of a sustainable projects fund. The report will be based on structured interviews and completed questionnaires from twenty international and UK universities.

3. <u>Developing business cases – Aecom, Robert MacGregor (Project Manager)</u>
This will result in production of a series of outline business cases to support investment in renewables, micro-renewables and energy reduction as well as an options appraisal. Business cases would include clear analysis of carbon savings, costs and benefits as well as identification of risks and how to manage them. One of the deliverables of the project will be to input into the current development of an internal business plan tool being led by the University's Finance Department.

<u>Timeline</u>

Documents available from In-Tend	14 April, 2015
Closing date for Tender Response	1 May, 2015
Evaluation and Clarifications	15 May, 2015
Presentations	w/c 18 May
Award	29 May, 2015
Contract Period	16-20 weeks: 1. Carbon modelling and reporting tool – June to September, 2015

	2. Best Practice – June to August, 2015
	3. Business cases – June to August, 2015
Workshop	19 August, 2015
Final Reports deadline	October/November, 2015

Consultancy Workshop

A Climate Strategy Review Workshop took place on 19ᵗʰ August allowing key internal stakeholders the opportunity to input into the technical consultancy work and receive an update from all three work streams. A prototype of the carbon modelling and scenarios tool was demonstrated, with colleagues providing constructive feedback. Further opportunities for operational colleagues and senior management to input into the development of the tool will be identified to ensure the tool addresses the requirements of key stakeholders. Notes and presentations from the workshop are available from the Secretary on request.

Climate Reporting

In June 2015 the Scottish Government wrote to the Principal along with other leaders of public sector major players, providing an update on plans for Public Bodies Duties reporting. Ministers have decided to activate powers contained in the Climate Change (Scotland) Act 2009 to require mandatory reporting, with a view to improve reporting consistency and increase emission reductions. The reporting requirement would come into force in November 2015 with the first mandatory reports due the following autumn. Advisory guidance is currently being developed. Information submitted would be drawn together into a Climate Change Public Sector Report to monitor progress and inform future policy.

The SRS Department leads on climate change reporting for the University and coordinated the response to the Scottish Government consultation on Public Bodies Duties reporting in May 2015. This response highlighted that the proposed reporting period was out of step with the academic year, and we subsequently successfully secured an additional month to prepare submissions. Institutions have been asked to trial the process for their 2014/15 report and are encouraged to make use of a suite of climate change support tools developed by Resource Efficient Scotland and the Sustainable Scotland Network. We propose, given the compromise reached with government officials, to compile a voluntary response, but with a call to be made on the level of detail submitted at this time.

Information for the University's report will be collated through already established processes for the SRS Section of the Annual Report and Accounts.

Resource implications

No direct resource implications. It is anticipated that the primary resources for the review itself will come from the SRS Department, supported by Estates.

Risk Management

Key risks for Climate Change Strategy development include: project deadline drift; failure to delivery consultancy work on time/to satisfaction; failure to agree new targets and KPIs; failure to align with core strategic processes; failure to deliver work stream proposals on time/to satisfaction; and lack of awareness, support or buy in from the University community and senior managers during strategy development,

and/or once strategy completed. Strategies are in place to manage and mitigate these risks including use of a project management approach, stakeholder workshops and dialogue, and discussions with GaSP on the new strategic plan.

Equality & Diversity
Due consideration has been given to equality and diversity as a key element of the SRS agenda. An Equality Impact Assessment is not required.

Next steps/implications
SITG will continue to receive quarterly updates as the review progresses.

Consultation
This paper has been reviewed by the Director of SRS.

Further information
Author Dave Gorman, Director of SRS, 18th September 2015

Freedom of Information
This is an open paper.

Sustainable Information Technology Group (SITG)

Friday 2 October 2015, 3pm

Sustainable ICT Procurement & Supply Chains

Description of paper

The purpose of this paper is to highlight some of the broad social responsibility and sustainability issues which relate to ICT supply chains and how potential risks are managed.

Action requested

The group is invited to <u>note</u> and <u>comment</u> on the findings and nominate champions for future engagement.

Background and Context

The University Court has adopted the Scottish Sustainable Procurement Action Plan, endorsing UN Marrakech approach for Sustainable Procurement. The UN Marrakech Task Force definition of Sustainable Procurement is "a *process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment*."

When considering sustainability in the context of ICT we need to consider various aspects of Social Responsibility and Sustainability (SRS) from mineral extraction, labour rights, emissions to waste, as well as all the associated issues, legislation and guidance. It is important to understand the risks and opportunities we face at the various points along the supply chain and where we can influence the consortia who own the frameworks (and the evaluation process) and the suppliers we buy from when the business is awarded.

The Procurement Reform Bill will mandate additional sustainability requirements. Further guidance is expected in early 2016 but we anticipate the new duties will focus on how risks and impacts are assessed and managed and a likely requirement to publish the results. In addition more transparency in the supply chain is anticipated with suppliers having to publish information about their suppliers downstream. The expectation is for most of this to be post award activity but there will be an element of compliance to any existing laws and regulations that the consortia may score or indeed fail a supplier if they do not conform. See graphic below for supply chain activity that may be considered.

The Procurement Office has been testing the beta model for the Scottish Procurement Prioritisation Tool (SPPT), which looks at risks and impacts in different prioritised categories in order to support decision making. SPPT was developed by Scottish Government and provided by Sustainable Procurement Ltd. Working initially in the ICT area we have delivered workshops and received feedback, whilst creating a draft methodology and proposed changes to the tool to enable Scottish Government to improve and roll this tool out.

The development of this tool and its use in the University is important to ensure it delivers aspects of the soon to be introduced statutory Sustainability Duty. It will also have the ability to link these activities to the Outcome Agreement 2014-17 and form part of the Procurement and Commercial Improvement Program (PCIP) (former Procurement Capability Assessment)

Discussion

The IT sector has particularly complex supply chains, with numerous organisations involved in manufacture of the final product. Beta testing of the SPPT tool looked at some of the social responsibility and sustainability issues for different types of IT (laptops/mobile devices, PCs, printers, servers). Some of the issues highlighted included:

- Energy use and carbon impact
- Extraction and use of other resources and raw materials in product
- Water use and pollution
- Hazardous substances
- Labour issues in supply chains
- Packaging and waste
- Data protection
- Resource-efficiency and design.

In identifying risks and impacts, the whole life cycle should be taken into account, from the mine where raw materials are obtained, through factories where sub-components are made and final product is assembled, use stage and up to the

Sustainable procurement duty
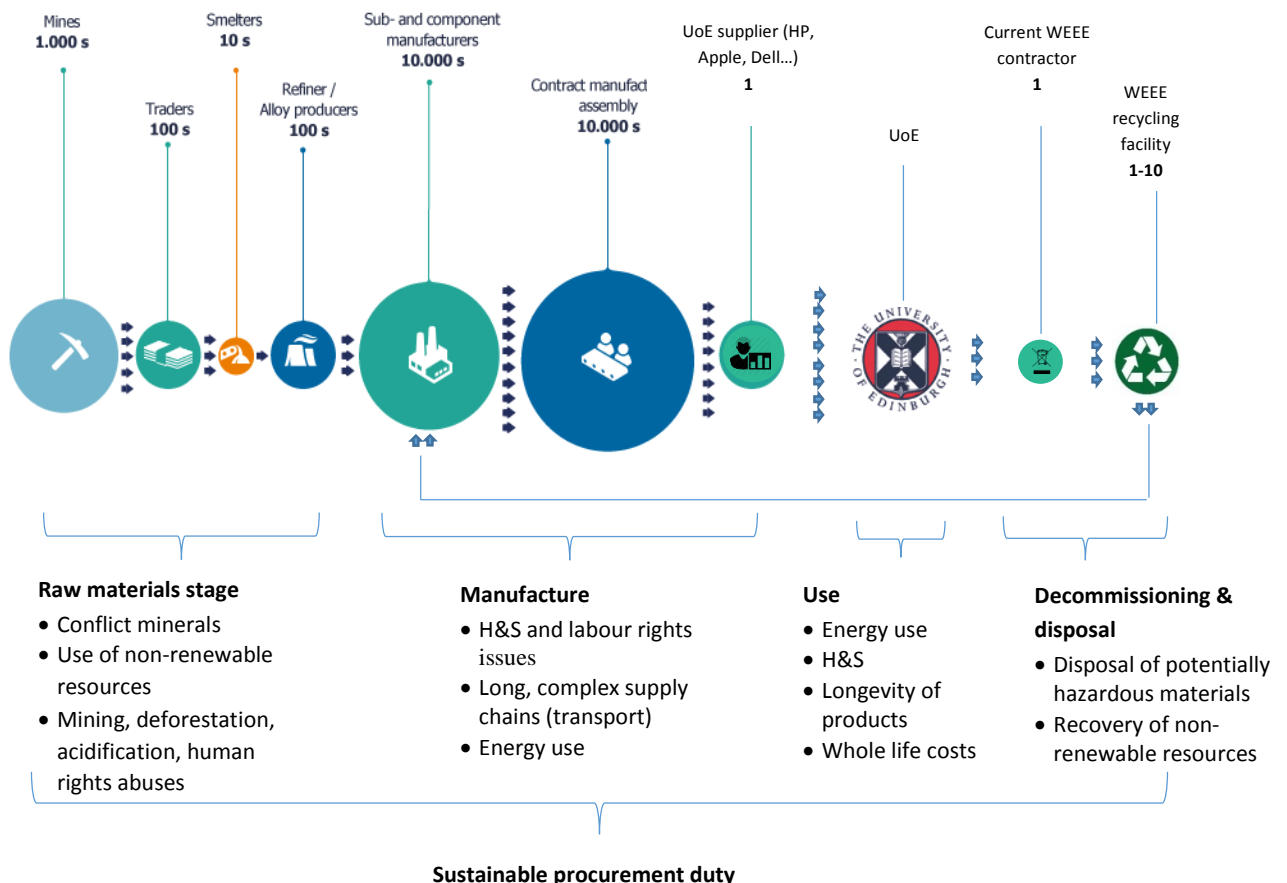
disposal facility. The illustration below can give an idea of the scale of operations involved and provides a few examples of impacts that should be considered.

While this may be stating the obvious, it is important to remember that supply chains are often vast and very complex. This raises few issues: complicated logistics with materials and subcomponents transported over long distances before final assembly and perhaps more importantly transparency – it is very difficult to trace origins of parts or minerals, with only few companies having a good understanding of their suppliers. And it is also increasingly difficult to exert influence on suppliers' suppliers, as you travel further down the supply chain. Corporate collaboration and participation in multi-stakeholder initiatives are key for acquiring leverage.

An output from the initial session on the Beta Testing of the SPPT for ICT is shown in the diagram below and should be used to target the priority areas. The new version of the tool is expected in December.

Status Summary - *for reference and checking*

Input Page	Completion Status	Category	Spend	Total RISK Score (/27)	SCOPE Score (/24)	INFLUENCE Score (/8)
Issues	Complete	PCs	£ 3,000,000.00	14	12	0
Categories	Complete	Servers and Supercompu	£ 2,000,000.00	11	9	0
Spend	Complete	Printing	£ 600,000.00	16	11	0
Environmental Risks	Incomplete	Laptops and Mobile Con	£ 1,000,000.00	16	13	0
Socio-economic Risks	Complete					
Reputational Risks	Incomplete					
Scope	Incomplete					
Influence	Incomplete					
OVERALL STATUS	Incomplete					

Where we use **national agreements** we can only advise the consortia and hope that they are keeping up with their obligations under the law and beyond. Then during the **contract management** stage we can ask specific questions such as Conflict Minerals policies etc. and ensure suppliers are conforming with the law and pushing for more **transparency** on their supply chain activities, especially if there are negative press stories. We can also use external 'benchmarks' (such as the Greenpeace Barometer[1]) but this has limited use and is s only run every 3 years or so.

Next steps/implications
The group is requested to nominate a champion from their area to attend future SPPT sessions to agree priorities and to drive the policy/behaviour in their area of expertise.

The following actions are suggestions for the group to consider and help deliver once we know what the duties will be. Key owner(s) noted in brackets.

---

[1] http://www.greenpeace.org/international/en/campaigns/climate-change/cool-it/Campaign-analysis/Guide-to-Greener-Electronics/

- publish information about what we're asking suppliers/our positions on certain issues on our website (procurement ,under discussion)

- Introduce scorecards with sustainability element in them for all suppliers (procurement, user groups).

- Ensure waste contractors such as CCL North and Biffa liaise with the IT suppliers to ensure we reduce waste and packaging and join the dots between the companies (suppliers, procurement).

- Robust use of equipment exchange schemes (all)

- Think about how to buy alternative brands such as Fairphone (SIT group, mobile phone users group)

- Consider how to recognise suppliers who have demonstrated commitment and due diligence to SRS in their own value chains (SIT Group)

- Have regular meetings/online discussions with user groups to drive priorities WEEE, cascading old kit. (Procurement and user groups)

- Standardise tablet procurement (procurement and IS, HS, Sci & Eng).

- Work with suppliers of IT and waste services to close the loop with a vision of a circular economy, i.e. to reuse parts and components in manufacturing future products (procurement and others?)

Resource implications
Some time implications from a few members of the Sustainable ICT Group in order to take forward the sign off of the SPPT. Potential resource implications on trade-offs between cost and SRS for future purchasing.

Risk Management
Risk management is included within the use of the SPPT and procurement processes. Further awareness from around the university and those procuring ICT will help also help ensure management of potential SRS risks (linked to reputational and financial risks)

Equality & Diversity
Due consideration has been given to equality and diversity as a key element of the SRS agenda. An Equality Impact Assessment is not required.

Consultation
Initial Beta Testing of SPPT for ICT had wide involvement from all three colleges, IS, and Estates.

Presenter: George Reid, Procurement**.** Procurement and SRS Department jointly worked on the paper.

Further information
http://www.gov.scot/Topics/Government/Procurement/policy/ProcurementReform/usefulinfo

Freedom of Information This is an open paper.

THE UNIVERSITY *of* EDINBURGH

Sustainable Information Technology Group (SITG)

Friday 2 October 2015, 3pm

Reuse of ICT equipment

Description of paper
This paper provides an update on internal and external reuse, including recommendations on hard drive wiping.

Action requested
SITG is invited to *note* and *discuss* the paper and *endorse* the recommendations.

Background & Context
Although a small proportion of the whole, the University's reported diversion of waste towards reuse has grown year on year since 2012-13. Primarily due to the uptake of WARPit within the institution, this has resulted in £7.7k of unwanted goods being donated to charities with resultant environmental savings of 13.8t of CO2 and 1420kg of waste.

Research by the Waste and Resources Partnership states that reuse is one of the best strategies for reducing greenhouse gas emissions and its potential remains particularly untapped in the area of ICT equipment[1].

The University has an opportunity to make a dramatic step forward in reuse of ICT equipment if an institution-wide, standard approach is taken supported by policy and we can overcome some practical barriers to uptake.
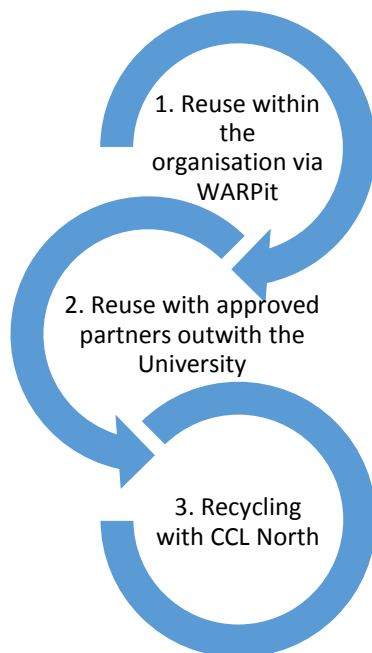
Discussion
An institution-wide approach to reuse offers the greatest overall benefits.

Starting when the equipment reaches the end of its useful life within the organisation, it should be offered by default, and via the WARPit[2] system, for reuse by other groups within the University.

Once this has been explored and if the equipment is not wanted within the institution, it can be offered to one of

1. Reuse within the organisation via WARPit

2. Reuse with approved partners outwith the University

3. Recycling with CCL North

---

[1]http://www.wrap.org.uk/sites/files/wrap/Securing%20the%20future%20The%20role%20of%20resource%20efficiency.pdf

[2] http://www.ed.ac.uk/schools-departments/estates-buildings/waste-recycling/reuse-exchange/what-is-warpit

our approved partners for reuse outwith the University.

UoE is increasingly being contacted by external organisations looking for donations of unwanted equipment.

Work with external organisations helps UoE find Reuse routes for its unwanted equipment and items handed to partner organisations can be reported as Reuse.

In order for the institution to ensure that it addresses the risks associated with transactions of this kind, any potential partner organisation has to prove that it fulfils a set of criteria. These are related to legal and reporting requirements as well as to logistics and capacity.

If this is not possible, then the redundant equipment should be recycled as normal via our WEEE disposal partners, currently CCL North.

This process has been embedded in a step by step guide on the University website[3].

Barriers
There are a number of practical barriers that would prevent maximum uptake of this policy.

- Data security

Staff computers, whether academic or professional services, are highly likely to have some degree of sensitive information on the physical hard disk. Given the nature of the technology, it is impossible to guarantee that sensitive data cannot be recovered from an unencrypted hard disk, even if the data itself has predominantly been stored on the University network drives.

To overcome this, we should introduce full-disk encryption for all desktop computers that support the use of such technology.

In the meantime, the University should undertake detailed investigation and testing of commercial erasure products such as Blancco[4]. These products undertake secure erasure to a number of standards, for example HMG Information Assurance level 5[5], and allow for reporting to an auditable standard. Both should satisfy University requirements for safe erasure of data from traditional and SSD-based hard disks.

- Storage and uplift

A very practical barrier to uptake is lack of available storage space within local areas. This is particularly acute in Schools where space for teaching is a premium. A temporary storage space is often required to store the equipment, after its primary use is complete, while it is awaiting reuse internally, or pickup from our external reuse partners.

---

[3] http://www.ed.ac.uk/about/sustainability/themes/recycling/dispose-of-an-old-computer
[4] http://www.blancco.com/en/technology-solutions/secure-data-erasure/high-volume-erasure/5
[5] See https://en.wikipedia.org/wiki/Infosec_Standard_5 for a helpful overview

The University could tackle this through the allocation of an appropriate central space that can be heavily utilised by the whole community, as a staging post for WARPit, external reuse, or CCL North pickup.

- Time constraints

Disposal of redundant equipment takes time and resource away from other technology support activities. When demand is high, reuse becomes a low priority. It is necessary to access however that greater reuse will require some additional effort.

The key therefore is to minimise this additional effort to the point where the overall benefits to the institution outweigh the individual or local team effort required. Ultimately this will need to be overcome through a combination of training and awareness of the impact, streamlining of the process and policy enforcement.

Recommendations
The group is asked to discuss and approve to IT Committee the proposal of reuse by default of all appropriate ICT equipment to help meet the University sustainability ambitions. In order to facilitate this proposal, the recommendations around secure data erasure, storage and time constraints should be investigated further by Information Services, Estates and Facilities and Colleges and groups.

Equality & Diversity
Due consideration has been given to equality and diversity as a key element of the SRS agenda. An Equality Impact Assessment is not required.

Next steps/implications
SITG will receive updates as the proposal progresses to IT Committee.

Further information

Fraser Muir
CIO, College of Humanities and Social Science
25/09/2015

Alan Peddie
Department for Social Responsibility and Sustainability

Freedom of Information
This is an open paper.

THE UNIVERSITY *of* EDINBURGH

Sustainable Information Technology Group (SITG)

Friday 2 October 2015, 3pm

Proposed conflict minerals policy for the University

Description of paper
This paper provides background on the development of a conflict minerals policy for the University, and offers a draft (draft 5) of the policy for comment.

Action requested
The Group is asked to consider and potentially endorse this policy.

Recommendation
It is recommended that the group decide during the meeting whether to endorse this policy.

Background and rationale
Profits from minerals such as tin, tantalum, tungsten and gold, mined in the Great Lakes region of Africa, may be supporting conflict in the area. Other minerals in other parts of the world have also been found to be linked to armed conflict. These minerals are used in the manufacture of electronics products procured and used by the University, are to varying extents in our labs. While some steps are already being taken in the procurement processes used by the University to reduce conflict minerals in our supply chains, there is room for further awareness and commitment to taking steps to avoid conflict minerals in the goods we buy.

While no UK Universities have been found to have specific policies on conflict minerals, in the US, over 150 institutions are taking part in the Conflict Free Campus initiative, and this has been translated into the UK context by student-led campaigns at St Andrews and Exeter universities, as well as Glasgow and Kingston. Exeter now includes a broad commitment to reducing conflict minerals in their overall Sustainable Procurement Policy.

It is timely to consider adopting a conflict minerals policy, as part of a broader commitment to social responsibility and sustainability in procurement, given recent legislation on this issue. In the US under the Dodd-Frank Act (which requires companies in the US to disclose whether products contain minerals originating from the Democratic Republic of Congo), and given current negotiations on EU regulation on conflict minerals. In May 2015, the European Parliament voted to overturn European Commission proposals for voluntary regulation on conflict minerals, calling instead for law to require EU firms that use tin, tungsten, tantalum and gold from any 'conflict-affected and high risk areas' to provide information on steps they have taken to identify and address risks in their supply chains related to the extraction and trade of these minerals. Trilateral negotiations are now taking place between the Parliament, Commission and Council, which may take considerable time. If the

University adopts a position and plan on this issue in 2015, it will be in a strong position if such law is passed.

A more substantial summary of the issue of conflict minerals, regulatory considerations, and the procurement context is available on request.

Policy development process
Extensive research and engagement with a wide range of stakeholders internally and externally has taken place in order to develop a draft policy. EUSA are also currently developing a conflict minerals policy statement.

- **Nov 2014 – March 2015** = scoping, public engagement and research
- **April 2014** = draft of policy consultation document and engagement with key stakeholders (academics with relevant expertise, Procurement, EUSA, NGOs, legislative experts, suppliers)
- **Summer 2015** = revise policy draft (iterative with key stakeholders)
- **Autumn 2015** = proposed policy sign-off
- **Autumn 2015** = expected publishing of policy on University website and in standard SRS comms channels, and incorporation into/awareness of in procurement practices
- **Each summer** = review of policy and implementation (timing tbc, in line with Procurement reporting commitments)

Discussion
The draft policy is provided on the following three pages, which would be made publicly available if approved.

Conflict minerals policy

1. **Purpose** – this policy publicly commits the University of Edinburgh to continuing to work collaboratively to eradicate conflict minerals from the goods it buys, reflecting its Strategic Plan (2012-2016) that includes 'making a significant, sustainable and socially responsible contribution to Scotland, the UK and the world, promoting health and economic and cultural wellbeing'.

   Background – Profits from mining around the world may be being used to fund armed conflict, as many mines are under the control of armed groups. The most widely-cited instance of conflict minerals is in the Democratic Republic of Congo and neighbouring countries, where tin, tungsten, tantalum and gold are mined. These minerals are all used in the manufacture of electronics products procured and used by the University, and to varying extents in our labs. Other examples of minerals with potential links to conflict include copper, cobalt, platinum and diamonds. A number of initiatives have been developed to break the link between mineral extraction and conflict, such as certified conflict-free smelters and refiners. Regulation requiring transparency from companies on mineral sourcing has been developed in the US (the Dodd-Frank Wall Street Reform and Consumer Protection Act, section 1502 on Conflict Minerals Dodd-Franck Act, 2012), and negotiations on potential legislation on conflict minerals are taking place at EU level (following a Parliamentary vote in May 2015).

   The vast majority of electronics goods used by the University are bought through collaborative framework agreements for the Higher and Further Education sector or for the wider public sector, which are managed by procurement consortia. While some steps are already being taken in the procurement processes used by the University to avoid conflict minerals in our supply chains, namely asking questions to suppliers during tender stage, there is a need for increased visibility of these efforts, and for further action. Efforts to reduce any links our procurement practices may have to funding conflict reflect the University's wider commitment to Social Responsibility and Sustainability.

2. **Scope** – The University understands the term conflict minerals to mean any minerals that have been found to be being used to fund conflict in any part of the world. This is broader than a common understanding of conflict minerals to include only tin, tungsten, tantalum and gold mined in the Democratic Republic of Congo and surrounding Great Lakes Region of Sub-Saharan Africa. While the focus of this policy is on conflict minerals, it is recognised that a

conflict-free claim does not guarantee that human rights of workers are respected. This policy forms part of a broader approach to socially responsible supply chains.

This policy primarily covers procurement of electronics goods bought in large quantities through collaborative framework agreements, but also commits to ongoing efforts to bring conflict minerals considerations into smaller scale purchasing of electronics equipment containing minerals, and of minerals themselves (for use in laboratories). The policy also makes reference to collaboration between academic researchers, Social Responsibility and Sustainability and Procurement within the University to further our knowledge and action in the area of conflict minerals.

3. **The Policy**

1. When purchasing electronics goods in large quantities, either directly or through public procurement consortia, the University is committed to striving to ensure these goods do not contain conflict minerals. Understanding the need to conform to EU and Scottish Procurement Law, this commitment will be demonstrated through:
   a. Ensuring a question about what efforts suppliers are making to combat conflict minerals is included in tenders we have influence over, requesting concrete evidence of these pursuits
   b. Requesting detailed progress updates on conflict minerals at quarterly supplier meetings during contract management stage
   c. Encouraging procurement consortia which manage the framework agreements to continue to improve their practices regarding eradicating conflict minerals, including recommending questions to be asked of suppliers in tenders
2. Efforts will be made to raise awareness among and advise students and staff regarding small-scale and personal purchases of goods that may contain conflict minerals and of raw minerals for use in laboratories
3. Academic research from different disciplines within the University on conflict minerals and related themes, plus external research on best practice, will be highlighted and recommendations shared with Procurement staff
4. Student engagement in conflict minerals through teaching, projects and events will be encouraged
5. Learning and best practice on conflict minerals will be shared with other institutions

4. **Procedure and responsibility** – this policy has been developed in collaboration between the SRS Department and Procurement Office. The Procurement Office is responsible for ensuring implementation of all procurement-related commitments outlined in point 1 above, with support from SRS where appropriate. The SRS Department is primarily responsible for points 2 to 4, that is, engaging with staff and students on small-scale purchasing, keeping track of relevant research, and offering/encouraging student engagement opportunities, including in partnership with EUSA. Point 5, sharing our learning with other institutions, is a shared responsibility.

5. **Equality and diversity** – this policy fits within a wider procurement strategy and advocates conforming to all applicable public procurement regulation, which includes consideration of Equalities Duties. A separate Equalities Impact Assessment has therefore not been carried out for this specific policy.

6. **Support systems** – The SRS Department can provide contacts and advice regarding implementation of this policy.

7. **Approval and review**

Date policy approved	
Final approval by	
Consultations held	SRS Department carried out face to face and email consultation with stakeholders (procurement staff, academic staff, students, EUSA, selected suppliers, other universities, other experts and campaign groups) in 2015.
Date of commencement of policy	Immediate.
Dates for review of policy	July 2017 or sooner if relevant regulatory changes.
How policy will be reviewed	Joint SRS and Procurement review of implementation successes and challenges, and of developments in the sector.
Policies superseded by this policy	This is the first conflict minerals policy for the University.

8. **Contact** – for further information, or if this policy is required in an alternative format, please contact xxxx.

Resource implications
Resource implications relate to staff time for the implementation of this policy – responsibilities for SRS and Procurement are outlined in the policy and have been agreed in advance.

Risk Management
Ethical, reputational and legal risks associated with this issue, and with not having a clear policy, have been explored in the policy development consultation paper as presented at the April meeting.

Equality & Diversity
No Equalities Impact Assessment has been carried out in relation to this policy, as it fits within a wider approach to social responsibility and no direct equalities risks have been identified.

Next steps/implications
Once endorsed, this policy will be taken to SRS Committee for approval.

Consultation
The draft policy has been reviewed by staff in Procurement, SRS, EUSA and some academics.

Further information
Author and presenter
Liz Cooper
SRS Research and Policy Manager
28th September 2015

Freedom of Information
This is an open paper.