

UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING of the Sustainable IT Group held in the Cuillin Room, Charles Stewart House on Tuesday 31 January 2017.

Present: Dave Gorman (Convener), Director of Social Responsibility and Sustainability
 Rab Calder, Energy & Utilities Manager
 Fiona Carmichael, Computing Support Officer, Literatures, Languages & Cultures
 Paul Clark, Head of IT for CMVM
 Jenna Kelly, Students' Association VP Services
 Bryan MacGregor, Director of User Services Division
 Fraser Muir, CAHSS Chief Information Officer
 Bruce Nelson, College Registrar, College of Science & Engineering
 Caro Overy, Engagement Manager
 George Reid, Procurement Manager
 Tony Weir, Director IT Infrastructure

Apologies: Michelle Brown, Head of SRS Programmes
 Grant Ferguson, Head of Estates Operations
 Kate Fitzpatrick, Waste & Recycling Manager
 Simon Marsden, Director IS Applications Division
 Euan Murray, Development Team Manager, Learning Spaces Technology
 Ruaridh Stern-Mackintosh, EUSA IT & Systems Manager

1 Minute

The minute of the meeting held on 7 September 2016 was approved as a correct record.

Matters Arising

The Director of SRS would present at an upcoming IS All Staff meeting, once a new date was set.

Action – BM to ask Abdul Majothi to get in touch with CO on IT in ISG, the Schools and support units.

There were now six Energy Coordinators in IS, distributed across site libraries, the Main Library and Argyle House, including Mike Holmes in IT Consultancy and Lesley Ross at the Main Library.

Action – CO to add the new Coordinators to the website.

The videoconferencing suites had been reviewed and existing provision was confirmed as suitable and functional. Next steps were to promote these facilities and to look into desktop and mobile provision, to keep up with demand. There would be an initial consultation process, then business cases would be put together for any additional funding or infrastructure required. Members agreed that the best solution was a combination of high quality VC suites, the Joint Academic Network (JANET), VC service desktop platform, and Skype for Business. IS were reviewing information available on VC on their website and would update this and set out available options.

Fraser Muir was in discussion with mobile contract providers on actively promoting the use of Fairphone.

2 Printing & Imaging

Fraser Muir presented a report using case studies at the Main Library and LLC to demonstrate the savings achieved by moving to a small number of large multi-function devices (MFD), as well as the benefits of cloud printing, particularly in terms of print avoidance and enhanced confidentiality. There had been some pushback, demonstrating the challenge of moving away

from personal printers and the need for support at institutional level. LLC had taken an incremental approach as part of the move to 50 George Square, allowing personal printers, but not providing support with setup, maintenance or consumables. Remaining legacy machines were not heavily used.

Securing management information on queue times could help address staff concerns. Each device had a recommended throughput, and reports could be run to show if actual usage was under, equal to, or exceeded this. Cloud printing had been well received by the student community, though queuing was also an issue, particularly in large Schools around dissertation deadlines. Electronic submission and 24/7 opening at the Main Library should help address this.

SITG endorsed the recommendation for a policy to help drive change including: moves to smaller numbers of larger, cloud enabled MFDs, with local printers as a last resort; technical changes to the configuration of existing devices, including duplex printing by default; and strengthening Estates Strategy in this area, including early discussions on print and imaging planning, and locations for MFDs in every new build/refurb by default.

Action – TW/BM to liaise with FM and take the proposal on to IT Committee for agreement.

The updated proposal would include consideration of allowable exceptions, as well as mechanisms for engaging with staff on exceptions and decision making. The proposal should also be discussed at College IT meetings, and a supporting bid may be submitted to the Sustainable Campus Fund.

3 Sustainable IT Implementation Plan

C

The SRS Engagement Manager presented a RAG assessment of the 2016 Plan and a streamlined draft plan for 2017. Now that a baseline and direction of travel had been established, outputs could be quantified.

Members agreed that task B2 - compiling a body of evidence and case studies relating to utilities efficiency IT actions undertaken at other institutions - did not need to be carried forward into the new plan. B3 and C4 had been moved into the Communications and Engagement section of the new plan. Under B5, funding had been secured from Zero Waste Scotland and a bid had been submitted to the Scottish Institute for Remanufacture.

Under Section A 'Energy', work would continue to fully understand energy consumption and reporting mechanisms, and how this aligned with other projects.

Section B 'Resource Efficiency' would focus on internal and external reuse, identifying new routes and developing a joined-up approach, including reporting IT waste figures quarterly. If deemed appropriate, a separate section would be added on printing behaviours.

Section C 'Social Responsibility' would cover Electronics Watch, conflict minerals, Fairphones, and UoE's relationship with the Turing Trust.

Section D 'Communications & Engagement' did not currently include any commitment to running particular events, though this could be added if useful, focusing on themes such as printing or videoconferencing. To maximise attendance it was recommended that events be organised through the Schools, with SRS attending as speakers.

Action – GS to review the supply chain section and give any feedback to CO.

Overall the Group was making steady progress and generating activity, but this did not necessarily accord with the 2016 Plan. The proposed 2017 plan had been updated to better reflect the nature of this activity. Members endorsed the proposed plan.

As the Sustainable Laboratories Steering Group had done for their area, it was proposed that SITG agree a vision for IT in 2020, beginning with a workshop for students, ISG and Estates staff, focused on pragmatic discussion of what was achievable in the time frame and would

align with long term planning. The Group should secure high level buy-in for this vision at University Court. A checklist of what to consider during decant would help move culture change forward during the transition stage. Estates were currently reviewing the T46 Sustainability Strategy, giving an opportunity to build this in to refurbishments. SITG would have other strategic documents to consider, including the new Estates Strategy.

4 IT Energy Footprint & Prioritised Projects for Energy Savings

The Director of ITI updated the Group on progress. The energy audit numbers had not changed, and there was still some data missing as full returns from some Schools were still outstanding.

In terms of improving the energy efficiency of the main data centres: JCMB had a good PUE; IS were looking at ways to improve Appleton Tower's, though this was an estimate as there were still gaps in the data. The formal project ENT022 with Estates would provide a vehicle to deliver improved efficiency and increased resiliency and capacity for core ISG data centres.

The default stand-by policy would be reimplemented across all managed desktops, giving users the opportunity to opt out if appropriate (e.g. for rendering at ECA). A date would be set by which staff would need to nominate exceptions, and after which the policy would be implemented. There would be a push to promote a standard energy efficient select PC for use in 'task worker' environments, including promotion through the Desktop Change Advisory Board. Work was ongoing to enhance the Wake on LAN service for remote desktopping. A Liaison Officer was being recruited to provide a link to Schools in the College of Science & Engineering.

5 Utilities Programme Update – Pathways to 10%

The 10% energy reduction target had been set by the Director of Corporate Services, from a 2014/15 baseline, with the Utilities Working Group set up to provide governance for the project. The Convener updated the Group on progress, which was currently around 6-7%. The Sustainable Campus Fund had been secured and a proportion of funds had been set aside for IT projects.

Action – IS Representatives to feed back on whether this funding should be reassigned.

Funding could be allocated to remove barriers to cloud printing, for example by taking the purchase of card readers or licences away from Schools. It could be put toward better software for power management on desktop PCs, allowing for greater control. It would be more difficult to fund additional staff resource that specific pieces of kit, but it could be put toward an internship.

Action – All members to feed back their ideas for potential £20K campus fund bids.

6 Climate Strategy & ICT Contribution

The Convener updated the Group on the University's Climate Strategy, which had been approved by Court and launched in November 2016. Briefings arranged across the estate had been well received, with students supporting the zero by 2040 ambition. Key components of its whole institution approach included: establishment of a Renewable Energy and Low Carbon Options Review Group (RELCO) to report by the autumn, looking at the case for the University to invest in scale in renewables; review of Estates Design standards; looking at the future pathway for ISG emissions; and providing interim milestones.

7 Sustainable ICT Procurement & Supply Chains

SITG noted that all Scottish institutions had now signed up to Electronics Watch and all communication would now be through APUC.

8 Energy Engagement in IS

There were now six Energy Coordinators across IS sites. SRS Projects Coordinator Chris Litwiniuk, who facilitates the network, had met with and given them starter kits, and begun to

assess which materials would best suit their areas. Part of the process would be an attempt to capture savings not already accounted for toward the 10% target.

9 ICT in the Context of Reuse

Members noted the success of the project which had reused 926 PCs. Licences for the Blancco software had been paid for and the PC Reuse Intern was on contract until the end of April.

10 Any Other Business

SITG noted that the Scottish Funding Council was offering 0% loans of £1-2M for projects that would save money and carbon, with a maximum payback of seven years.

A Business Development Executive had been appointed, jointly based in SRS and ERI, looking at bringing more funding into the University on SRS issues in the living lab space. The post was for 12 months in the first instance, and would be made permanent if funding targets were reached.