



Sustainable Information Technology Group (SITG)

Tuesday 9 May 2017, 2pm

Cuillin Room, Charles Stewart House

AGENDA

- | | | |
|-----------|--|---------------|
| 1 | Minute | A |
| | To <u>approve</u> the minute of the previous meeting on 31 January 2017 and <u>raise</u> any matters arising | |
| 2 | Printing & Imaging – Proposal to IT Committee | B |
| | To <u>discuss</u> a paper from the Director of IT Infrastructure | |
| 3 | IT in 2020 Vision | Verbal |
| | To <u>share</u> ideas and next steps in a round table conversation | |
| 4 | Sustainable IT Implementation Plan | C |
| | To <u>receive</u> an update from the Engagement Manager | |
| 5 | IT Energy Footprint & Prioritised Projects for Energy Savings | Verbal |
| | To <u>receive</u> an update from the Director of ITI | |
| 6 | Sustainable Travel Programme Brief | D |
| | To <u>note</u> and <u>discuss</u> a paper from the Communication Manager | |
| 7 | Utilities Programme - Pathways to 10% & Sustainable Campus Fund | E |
| | To <u>note</u> and <u>discuss</u> a paper from the Director of SRS | |
| 8 | Sustainable ICT Procurement & Recent Research Bids (Make ICT Fair) | Verbal |
| | To <u>receive</u> an update from the Director of SRS | |
| 9 | Energy Engagement in IS | Verbal |
| | To <u>receive</u> an update from the Engagement Manager | |
| 10 | ICT in the Context of Reuse | Verbal |
| | To <u>receive</u> an update from the Engagement Manager & Head of IT Consultancy Services | |
| 11 | Any Other Business | Verbal |
| | To <u>consider</u> any other matters from Group members | |

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

A

B

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 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.



Sustainable Information Technology Group (SITG)

Tuesday 9 May 2017, 2pm

Printing & Imaging – Proposal to IT Committee



THE UNIVERSITY of EDINBURGH

IT COMMITTEE

11th May 2017

Printing and Imaging Policy

Description of paper

This paper presents the case for development of a printing and imaging policy, based on an original paper to University Sustainable ICT committee which was endorsed and approved.

Action Requested/Recommendations

Committee members are asked to endorse the paper and approve the development of a cloud and MFD first printing and imaging policy, as detailed in Appendix A.

In particular:

1. A policy is needed to help drive change and to give service providers in IS and Schools the leverage and backing to start to implement any change in culture required:
 - MFD first approach
 - Largest device possible shared amongst as many as possible
 - Cloud first approach
 - Local printers of any kind as a last resort.
2. Any MFDs are cloud enabled by default with exceptions only following discussion and agreement and in addition:
 - Double-sided/mono only with temporary exemption
 - Default settings applied to all MFDs for duplex and mono printing with exceptions applied on a temporary basis.

As the current print and imaging service is managed by the User Services Division of ISG, the committee is asked to approve that the Director of that division, deputy or

delegate is tasked with leading the development of the policy in consultation with Colleges and Groups.

Risk Management

Evaluation of risks will be undertaken as part of the policy development.

Equality & Diversity

The policy will be equality impact assessed in the normal way for University Policies.

Resource Implications

The development of the policy itself is likely to have minimal resource implications. The implementation of that policy will have greater or lesser implications depending on the existing level of engagement with use of MFDs. However, as set out in the paper, there are substantial financial and environmental savings that could be expected from a move to cloud and MFD-first printing.

Further information

Authors:

Fraser Muir
CIO, CAHSS
2 May 2017

Tony Weir
Director, ITI ISG

Presented by:

Tony Weir
Director, ITI ISG

Freedom of Information

This paper is open.

Appendix A: Sustainable IT Group: Printing and Imaging

College of Arts, Humanities and Social Sciences Sustainable IT Print and Imaging



Introduction

The following report for the Sustainable ICT group demonstrates the energy and other savings by moving to multi-function devices (MFD) and cloud printing¹. It draws on information sources within the University as well as the University print suppliers, Xerox.

The report proposes a number of recommendations; for policy to encourage moves to smaller numbers of larger MFDs and to provide support to local staff against pressure for local printers, for strengthening of Estates strategy and planning in this area and for some technical changes to be implemented to the configuration of existing devices.

Benefits of centralised/shared MFDs via SelectPrint

- Reuse, Xerox policy

Use of MFDs on the University contract can assist with our ambitions on reuse and the circular economy, by leveraging Xerox's commitment around sustainability especially in their supply chain and commitment around reuse of equipment when they reach the end of life within UoE².

- Reduced energy consumption

Larger MFDs, per page printed, consume less energy, contain less embodied energy and use less consumables than smaller devices.

- Reduce paper wastage

Cloud-enabled devices enable a reduction in paper usage and wastage through the use of duplex by default and print release.

- Print avoidance

The use of MFDs to scan to email results in less photocopying and as a result less paper and consumable consumption.

The case studies later in this paper provide evidence to support these assertions.

- Reduced cost to users

No reduction in per-page costs for end-users but there is a reduction due to jobs sent in error not being printed automatically. Purge figures presented later suggest this can be substantial.

Free quota allocation doesn't necessarily result in wastage as the amount is still valued like cash by the student.

¹ <http://www.ed.ac.uk/information-services/computing/desktop-personal/printing/cloud-printing>

² <https://www.xerox.com/corporate-citizenship/2014/sustainability/environment-health-and-safety/enus.html>

Larger devices have a substantially reduced page cost in comparison to personal or desktop printers. Total cost of ownership per page is lower, reducing costs overall to cost centres making use of the service.

All funds recouped by Information Services and reinvested in services.

- Confidentiality and security

Cloud printing enables easy and secure print release ensuring that any confidential or secure information is only printed with the user present.

LLC case study

In summer 2014 the School of Literature, Languages and Cultures (LLC) moved from DHT and a number of smaller sites across the central area to 50 George Square. At that time, the School took the opportunity to standardise on a number of larger, centrally positioned MFDs, one or two devices per floor.

Energy consumption

Using the SustelT evaluation tool we have estimated the before and after position as follows:

	2013	2016	Reduction	%
Energy consumption (KWh)	36086	22665	13421	37
CO₂ (kg)	16214	10184	6030	
Cost (£)	4330	2719	1611	

This overall reduction is within the context of a modest reduction of personal printers (78 to 54), highlighting some of the challenges in encouraging particularly academic staff in cellular offices away from a local device they are used to. The figures above include a substantial number of desktop printers that technology and support colleagues in the School have struggled to remove.

Main library case study

Between 2013 and 2016 the main library migrated all devices to Xerox under the new contract but more importantly for this case study, implemented cloud printing across the fleet. This case study is particularly valuable as it highlights the potential for reductions in paper consumption as a result of this.

Energy consumption

Using the same model as for the LLC case study:

	2013	2016	Reduction	%
Energy consumption (KWh)	54864	32165	22699	41

CO₂³ (kg)	24652	14452	10200	
Cost⁴ (£)	6583	3859	2724	

In the context of increased printing, from just over 3m pages in 2013 to 4.1m in 2016 and overall student numbers increase of approximately 10%⁵.

Paper consumption

We have also been able to evaluate the following additional metrics available to us as a result of implementing cloud printing:

	2013	2016	Difference
Pages purged from system	0 ⁶	1135536	1135536
Pages scanned to email	45922	216036	167114

Highlights:

- 167,114 more pages were scanned to email in 2016 saving students £8355 in photocopy costs
- 1,135,536 pages were purged from the system that previously would have printed immediately.

Follow up

Further follow-up case studies would be possible in the following areas to draw out further data:

- CAHSS College Office
- CMVM

Recommendations

The group is asked to discuss and endorse the following recommendations.

3. A policy is needed to help drive change and to give service providers in IS and Schools the leverage and backing to start to implement any change in culture required:
 - MFD first approach
 - Largest device possible shared amongst as many as possible
 - Cloud first approach

³ Using a conversion factor of 0.44932 for both calculations to ensure we attribute savings to implementation of new kit and not just improvements in electricity generation.

⁴ Assuming £0.12/kWh

⁵ Based on data published at <http://www.ed.ac.uk/governance-strategic-planning/facts-and-figures/university-factsheet>

⁶ This facility was not available and as a result, no pages were purged from the system without being printed.

- Local printers of any kind as a last resort.
4. Any MFDs are cloud enabled by default with exceptions only following discussion and agreement and in addition:
 - Double-sided/mono only with temporary exemption
 - Default settings applied to all MFDs for duplex and mono printing with exceptions applied on a temporary basis.
 5. Estate strategy in this area could be strengthened:
 - Early discussions with School/ISG/Estates on print and imaging planning at a stage in the estates work that allows for this to be accommodated in the final design
 - Emphasis and support of policy in design phases
 - Location for MFD in every new build/refurb by default.

Fiona Carmichael
Computing Officer, LLC
January 2017

Fraser Muir
CIO, CAHSS

Robert O'Malley
Service Delivery manager, IS USD



Sustainable Information Technology Group (SITG)

Tuesday 9 May 2017, 2pm

Sustainable IT Implementation Plan

Description of paper

This paper proposes a Sustainable IT Implementation Plan 2017 for discussion and feedback from the Sustainable IT Group.

Action requested

SITG is asked to provide feedback on suggested recommendations on the proposed Sustainable IT Implementation Plan 2017, including actions assigned.

Resource implications

There are no resource implications beyond how Sustainable IT fits within core business.

Equality & Diversity

Although due consideration has been given to equality and diversity as a key element of the SRS agenda and we do not currently think that an Equality Impact Assessment is required, we will continue to monitor issues within our work.

Next steps/implications

Following feedback from the Group, the Sustainable IT Implementation Plan 2017 will be edited accordingly and circulated for confirmation.

Consultation

This paper has been developed by the SRS Engagement Manager.

Further information

Author & Presenter

Caro Overy, SRS Engagement Manager

Freedom of Information

This paper may be included in open business.



Proposed Sustainable IT Implementation Plan 2017

Following review of progress against the Sustainable IT Implementation Plan 2016 and taking account of other relevant governance, including the ongoing work of the Utilities Working Group and the recent launch of the University of Edinburgh Climate Strategy, below is the proposed Sustainable IT Implementation Plan 2017.

Sustainable IT Group is asked for feedback, additions, and confirmation of actions assigned.

A Energy	Maximise energy efficiency in IT across the University
B Resource Efficiency	Maximise resource efficiency in IT across the University
C Social Responsibility	Ensure Social Responsibility risks are identified and managed within IT at the University
D Communications & Engagement	Ensure resources on Sustainable IT are available and communicated to all staff and students, with good practice communicated to external stakeholders and relevant networks activated

A Energy: Maximise energy efficiency in IT across the University			
Objective	Colleague(s) responsible	Timeline	Outputs
A1 Continue to develop an understanding of the energy consumption of IT infrastructure and equipment to establish scope for future measuring, monitoring and targeting	Tony Weir, Dave Gorman	Scope established in time for 2017/18	Scope for energy consumption of IT infrastructure and equipment reporting established
A2 Promote the Sustainable Campus Fund to all IT practitioners across the University	All	April 2017	Projects developed and submitted to Utilities Working Group for funding
A3 Report actions taken on energy efficiency to the group and make report available to Utilities Working Group	Include as standing agenda item to be collated and reported to Utilities Working Group	Include in ongoing business	Reports to Utilities Working Group to align with 10% energy reduction goal and projects tracking
A4 Carbon Scope?? – SRS to develop with Climate Strategy Implementation Plan	Dave Gorman, Liz Vander Meer	TBC	

B Resource Efficiency: Maximise resource efficiency in IT across the University			
Objective	Colleague(s) responsible	Timeline	Output
B1 Establish sustainable systems for internal and external reuse of IT equipment	Bryan MacGregor? Information Services, SRS to advise	March 2017	Sustainable model for IT reuse with process for review in place
B2 Work with Waste to identify new routes for reuse and (where needed) recycling of IT equipment	SRS, Waste	Ongoing	Ensure joined up University of Edinburgh approach to IT reuse and (where needed) recycling
B3 Report IT waste figures quarterly, including internal and external reuse, recycling, and carbon and cash value	Information Services, Waste	Quarterly	Quarterly report to SITG
B4 Establish scope for reporting on printing/paper use and monitor, including usage of MFDs	Information Services	TBC	Understanding of printing behaviours and paper usage across the University, starting point for reducing paper use

C Social Responsibility: Ensure Social Responsibility risks are identified and managed within IT at the University			
Objective	Colleague(s) responsible	Timeline	Output
C1 Maintain the University's membership of Electronics Watch	Liz Cooper, Dave Gorman	Ongoing	Ongoing
C2 Monitor the procurement of Fairphones through the University contract and report to the Group	George Reid		
C3 Promote Conflict Minerals Policy and the SPPPT brief on IT to all IT practitioners across the University	Information Services		
C4 Work with the Turing Trust to promote their work reusing IT equipment in Africa	Tony Weir, SRS	Ongoing	Increased local and global engagement on sustainable IT

D Communications & Engagement: Ensure resources on Sustainable IT are available and communicated to all staff and students, with good practice communicated to external stakeholders and relevant networks activated

Objective	Colleague(s) responsible	Timeline	Output
D1 Promote usage of Fairphones through University contract and develop a case study with a Fairphone user	SRS	August 2017	Case study of Fairphone usage
D2 Ensure information and tips on sustainable IT (energy saving, resource efficiency, social responsibility) are up to date and available through SRS staff and student facing channels	SRS	Ongoing	Be Sustainable resources and other information
D3 Draw on existing Circular Economy network currently in development to ensure opportunities are applied within IT	SRS, Business School/Sustainable Business Initiative	Dependent on other stakeholders	IT aligned with Circular Economy development



Sustainable Information Technology Group (SITG)

Tuesday 9 May 2017, 2pm

Sustainable Travel Programme Brief

Description of the paper

This paper outlines a phased pilot of the Sustainable Travel Advice and policies, as discussed at the Central Management Group earlier this academic year. The pilot is intended to encourage staff to become sustainable travel champions, reduce the growth of flights, to estimate the potential impact on carbon emissions and University business, and to identify what support and infrastructure changes may be required.

Action requested

SITG is asked to note the paper and feed back on potential membership of the steering group.

Background and context

The University of Edinburgh has committed to become zero carbon by 2040. The University's Climate Strategy 2016 lays out a comprehensive whole institution approach to climate change mitigation and adaptation. The Strategy now includes business travel, which accounted for almost 9% of the University's carbon emissions in 2014/15, but we estimate that business-as-usual emissions from business travel will more than double over the next 10 years and may be responsible for as much as 25% of our emissions.

Discussion

Methodology

The first phase will be conducted in at least three locations at the University; including at least one research intensive unit and one support group. Pilot locations will be shortlisted to prioritise schools and departments with reasonably high travel levels – as measured by the University's business travel reporting from travel agents and expenses claims – and where local management supports the pilot. At least one location should have video conference facilities.

Project steering group

A steering group will be established including representation from SRS, HR, Estates, Finance and Information Services. The group will meet 2-3 times over the life of the project to agree on objectives and pilot locations, to monitor progress and to agree on recommendations.

Objectives

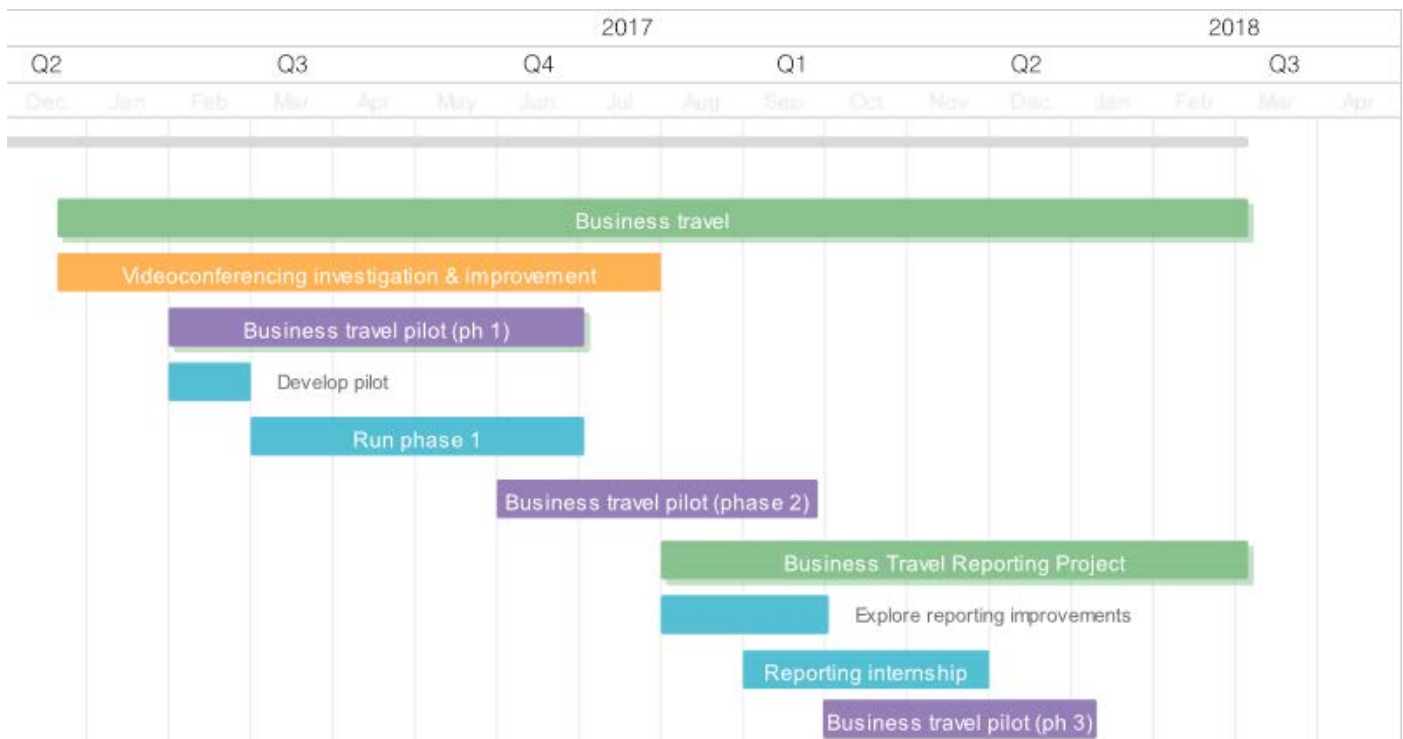
The pilot is intended to address the following questions about business travel:

- Can staff be convinced to become champions, pledging to fly less?
- Does it have an impact on carbon emissions? (i.e. a reduction in flights offset by rail travel or video conferencing – measured by expenses claims and Key Travel data, and video conference use)
- Exploring what local policy changes may be implemented to reduce travel emissions? (including but not limited to local policies on travel, and carbon offsetting)
- Does business travel advice/policy have an impact on academic freedom or University business? (according to surveys and focus groups)
- What support and infrastructure changes – if any – are required to support the implementation of the advice? (according to surveys and focus groups, plus review of results by location)

Phases

The first phase of pilot would last around 4 months (March-June), and would be followed by a second pilot phase (June-September) to understand if conditions are significantly different between University departments.

A third phase (October-December) would establish whether a lighter touch approach can be implemented at a larger number of departments. The programme will be reviewed by the Sustainability Operations Advisory Group in the summer or autumn. Further pilot activities would be carried out to address concerns before returning to SRS Committee.



Activities

At each pilot location, the following activities will take place:

- Inception communications with relevant local management – a brief meeting, phone call or email conversation to ensure local management are aware of the pilot and to ask about their interest in local policies. If necessary, the pilot will be adjusted according to local conditions.
- Establishing key staff in ‘champion’ roles – local managers or academics who want to publicly commit to more sustainable travel and promote the advice.
- Communication with local administrative staff / structure – contact with staff responsible for booking travel via Key Travel or processing expenses claims to share the advice.
- Distribution of the advice to all staff at the location – distribution will be as similar as possible to a new advice being distributed to staff. Relevant web pages will be updated to carry the advice.
- Focus group(s) of staff affected by the guidance – to judge the tone and content of the advice, and whether it would affect their activities, followed by a survey of that group several months later.
- Possibly a pre/post survey of staff at the location.
- Possibly video conference training sessions organised to coincide with the pilot.
- Possibly 1:1 travel advice made available.

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.

Further information

Author & Presenter

Joe Farthing, SRS Communications Manager
9th February 2017

Freedom of Information

This is an open paper.

Sustainable Information Technology Group (SITG)

Tuesday 9 May 2017, 2pm

Utilities Programme Update - Pathways to 10% & Sustainable Campus Fund

Description of Paper

- This paper serves to update SITG members and other interested stakeholders on recent projects proposed to the Sustainable Campus Fund. This was the 4th tranche of projects reviewed for sign off since August 2016.

Background and Discussion

- Following from the project screening and recommendations from the Utilities Working Group, 3 Projects were approved on 30th March by Director of Estates and Director of SRS.
- £135,950 was committed for the lighting upgrades for CSE (Centre for Sports and Exercise) as well as the Paterson's Land pipe insulation and the Hugh Robson Building lighting controls (small projects fund). These 3 projects are estimated to bring annual savings of over £27,000 and save nearly 125tCO₂e each year.

Ref	Name	Location	Total project cost	Funding requested (from SCF)	School contribution	Annual cost savings (estimated based on industry standards)	Annual carbon savings (tCO ₂ e)	IRR	SCF Scoring
Key Projects									
2016/SCF/43	CSE Lighting Upgrades to LEDs + controls	CSE	£130,000	£130,000	0	£25,300	114	19%	14.5
Small Projects									
2017/SCF/7	Paterson's Land Pipe Insulation	Paterson's Land	£3,000	£3,000	0	800	4	24%	16
2017/SCF/5	HRB Lighting Controls	Hugh Robson Building	£3,300	£2950	350	£1200	6	34%	19
Totals				£135,950		£27,300	124		

- Running Total August 2016 to 19 April 2017: £533,520 has now been allocated (including 20k Freezer Fund) which would bring an estimated financial savings of approx. £167k per annum and estimated carbon savings of nearly 871tCO₂e per annum.
- Attached annex has summary of sign off.

Further Information:

Prepared by Michelle Brown, Head of SRS Programmes, 2nd May, 2017

Sustainable Campus Fund - Summary of Projects Confirmed to Date

Projects Approved										
Reference	Previous reference used	Name	Location	Total project cost	Funding requested (from SCF)	School contribution	Annual cost savings	Annual Carbon saving (tCO2e)	IRR	Comments from Sign Off
Key Projects										
2016/SCF/ 004	#SCF-2016-004	Replace CV fume cupboards with VAV and install auto sash closer	Joseph Black	£113,556 £136,267 (original figure did not include VAT)	£136,267	-	£64,000	393	56% 47%	Approved on 12 Sept. subject to confirmation of final figures and tender validation.
2016/SCF/005	#SCF-2016-005	Drying oven replacement	MVM and CSE	£25,300	£25,300	-	£8,100	36	31%	Approved on 12 Sept
2016/SCF/030	#SCF-2016-030	Vented cupboard conversion	QMRI	£14,040	£14,040	-	£17,900	104	128%	Approved on 12 Sept subject to confirming H&S approvals.
2016/SCF/035	#SCF-2016-035	Energy Saving Lift Cars (Switch Off Sensors)	Estate Wide	£20,833	£20,833	-	£8,300	41.7	40%	Approved on 12 Sept.
2016/SCF/033	#SCF-2016-033	Replace Forum UPS at Informatics Forum	Informatics	£25,000 Currently being reviewed	£25,000	-	£11,000	49	44%	Approved subject to confirmation of final figures and sign off on physical location of equipment TBC if inclusive of VAT. NOTE - this may need to return for approval due to project changes...
2016/SCF/036	#SCF-2016-036	Joseph Black Helium Recovery	Joseph Black	£49,000	£24,500	£24,500	£8,300	3	15%	Approved on 21 October
2016/SCF/40		Replace mains-to-drain water cooling with closed circuit chillers at Joseph Black	Joseph Black	£22,200	£19,980	£2,220	£4,600	1	16%	Approved on 9th March on condition of clarification of savings and any knock on impacts . As per UWG recommendation.
2017/SCF/1		IGMM improvements on the back of KJ Tait report	IGMM	£102,000	£102,000	0	£37,000	179	34%	Approved on 9 March. As per UWG recommendation. Subject to numbers check.
2016/SCF/43		CSE Lighing upgrades to LEDs + Controls	Centre for Sports and Exercise	£130,000	£130,000	-	£25,300	40	19%	Approved on 30 March. Scoring did not include the estimated 30k for labour (included in notes) as it was previously understood that these would sit outside of the fund. However, this needs to be factored into the overall project evaluation even if it is covered from other budgets. Even with an additional 30K this project was still deemed to be a strong project
Sub Total Key Projects					£497,920	£26,720	£184,500	846.7		

Small Projects Fund										
2016/SCF/39-1	#SCF-2016-007	Fit timer plugs to drying ovens, temperature controlled centrifuges and temperature controlled shakers	MVM and CSE	£100	£100	-	£2,250 (total)	2.5	500%	G1/DG confirmed too small for SCF but micro-project fund set up with 10k originally allocated for small projects such as these. UGW then confirmed a pot of £25k allocated for small projects which are valued less than 10k
2016/SCF/39-2	#SCF-2016-008			100	100					
2016/SCF/39-3	#SCF-2016-009			£100	£100			3.8	750%	
2016/SCF/39-3.1				£100	£100			5	1000%	
2016/SCF/6		Drying oven replacement	Chancellors Building	£1,100	£550	£550	£350	2	31%	Approved on 12 Sept.
2017/SCF/5		HRB LED Dissection Lamps	Hugh Robson Building	£1,500	£1,000	£500	£320	1	17%	Approved. As per UWG recommendation funding was agreed.
2016/SCF/037	#SCF-2016-037	Variable Vacuum Pumps	Langhill Farm	£7,700	7700		£1,345.94	6	12%	Approved on 21 October
2017/SCF/7		Paterson's Land Pipe Insulation	Paterson's Land	£3,000	£3,000		800	4	24%	Approved on 30 March
2017/SCF/5		HRB Lighting Controls	Hugh Robson Bldg	£3,300	£2,950	350	1200	6	34%	Approved on 30 March
Sub Total SmallProjects					£15,600	£1,400	£4,016	30.3		

Freezer Fund										
#SCF-2016-038		Freezer Fund	Estate Wide	£20,000	£20,000	Yes (see paper)	£4,550	22.8	22%	Approved 20k fund subject to due diligence for each.

Totals										
All SCF Allocated to date				£533,520		£193,066	899.8			
Subtotals										
Key Projects					£497,920					
Small Project Fund : Projects Under 10k (spend approval to 25k)					£15,600					
Freezer Fund					£20,000					

Awaiting sign off										
Key Projects - for sign off by Director of Estates/Director of SRS - screened and recommended by the Utilities Working Group										

Small Projects - for sign off by Director of SRS - screened and recommended by the Utilities Working Group										
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Projects Reviewed and Not Approved										
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