

UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING of the Sustainable IT Group held in the Ochil Room, Charles Stewart House on Tuesday 23 January 2018.

Present: Dave Gorman (Convener), Director of Social Responsibility and Sustainability
 Michelle Brown, Head of SRS Programmes
 Fiona Carmichael, Computing Support Officer, Literatures, Languages & Cultures
 Victoria Dishon, IT Liaison Officer, College of Science and Engineering
 Kate Fitzpatrick, Waste & Recycling Manager
 Lesley Greer, Service Team Manager, Learning Spaces Technology
 Chris Litwiniuk/Caro Overy, Engagement Manager
 Jennifer Milne, Deputy CIO, Director Applications Development & Operations
 Fraser Muir, CAHSS Chief Information Officer

Apologies: Paul Clark, Head of IT for CMVM
 Liz Cooper, Research & Policy Manager, for item 6
 Grant Ferguson, Head of Estates Operations
 Ollie Glick, Students' Association VP Community
 Euan Murray, Development Team Manager, Learning Spaces Technology
 Ruaridh Stern-Mackintosh, EUSA IT & Systems Manager
 Tony Weir, Director IT Infrastructure

1 Minute

The minute of the meeting held on 9 May 2017 was approved as a correct record.

Matters Arising

Action – CO/CL to circulate Remanufacture paper once available.

2 IT in 2020 Vision

SITG noted this paper reporting key feedback from the 25th October workshop and proposing a draft vision statement.

Discussion at the workshop focused around five points:

1. Data Centres

The key point was to ensure that energy for IT came from renewable sources. The overall aim was to consolidate services and transition to cloud-based software.

2. Devices

The sustainable labs programme had developed an evidence base on which to make recommendations, and a similar approach could be taken for IT. With newer technologies coming in - some energy efficient, some not - it would be important to look at these from a whole life-cycle perspective. With 'bring your own device' trends strong, it would be important to engage with students to encourage reuse of personal devices. UoE could work with CCL North to provide a collection point for student's own electronic waste. Efforts were ongoing to increase paperless systems and reduce printing, and promote and enable videoconferencing.

3. Monitoring and displaying data

Energy data was now more widely available to assess how devices were being used, giving a clearer picture of the overall impact of IT equipment.

4. Suppliers

A

B

Engagement with IT services and infrastructure suppliers was ongoing, exploring leasing options as they became available, as well as any living lab opportunities. It was recommended that 'select' be decoupled from 'select devices', recognising that, while staff would opt for the most energy efficient machines as part of the select PC framework, not all Colleges were able to use select to meet their business requirements.

5. Social Responsibility

There was a Digital Ambassadors project as part of the Community Engagement programme, training student volunteers to work with the local community to improve digital literacy.

Vision Statement

Members found the vision statement helpful, though rather too long, and recommended providing a top line statement with more detail underneath. It was recommended that some mention be made of data centres, to indicate a commitment to sharing and reusing existing capacity, and carrying out options appraisal before investing in new infrastructure. It could also include a statement that UoE was working toward cloud first where possible, and software as a service. Members discussed whether the vision should run to 2020, or 2025 to align with the Climate Strategy.

Action – CL to redraft the vision, include a link to the Estates Strategy, separate core principles from planned actions, and replace the current headings with the key themes of energy, circular economy and resource efficiency, supply chains and human rights, and community.

3 Sustainable IT Implementation Plan

C

The Engagement Manager reported on progress against the Implementation Plan, which had been developed last year. Progress had been made against all themes.

A. Energy

Work was continuing to develop an understanding of IT energy consumption, and to promote the Sustainable Campus Fund to IT practitioners across the University. Two IT projects had been submitted in the past year, with more expected, including £¼M set aside for data centres - though with a £1M bid having gone to Estates Committee, requests may be smaller than anticipated. While the funding was capital, an arrangement had been made with Estates allowing an exchange for revenue funding. An additional request had been made to the Director of Corporate Services for funds that could be used to cover staffing costs on these projects.

Action – CL to follow up with TW to check for any uncaptured energy efficiency actions in IT that could contribute to the 10% target.

B. Resource Efficiency

Sustainable systems for internal and external reuse of IT equipment had been established and an IT Reuse Assistant was in post implementing the process. Senior management discussions around next steps were ongoing. SRS was working with Waste to identify new routes for reuse and recycling. Waste figures to the end of Q1 2017/18 showed internal reuse of 574 PCs, with 155 reused externally (not including those sent to CCL North). Carbon and cash savings through WARPit Reuse for all commodities was 432tCO₂e and £303,000.

Action – CL to circulate CCL North figures as a post-meeting note.

Action – VD to follow up with Science & Engineering COs to see if more could be done to increase reuse.

Reporting on printing had been done as part of the Printing & Imaging Strategy, with a successful move to duplex printing on MFDs, with local printers of any kind only as a last resort. The biggest reduction in paper use came from enabling cloud printing. There was more work to be done on paper type, getting rid of non-recycled paper and moving to unbleached paper by default. Further evaluation and testing was needed to check paper quality and ensure there would be no detrimental effect. The proposal would then go through SITG and SSAG. Further discussion was needed around the placement of MFDs and resolving a process issue to make it easier for commercial partners in UoE buildings to use UoE machines, including the billing aspect.

Action – VD to take up the issue with ISG.

C. Social Responsibility

Membership of Electronics Watch was being maintained through APUC. The Make ICT Fair research project was in progress. One Fairphone had been procured and was being trialled by Category Team Manager Stuart McLean. Procurement had a route to purchase Fairphones on contract, though this was not ISG-managed. Fairphone would be raised with the Scottish Government at the next USG meeting, and further promotion could be done during Fairtrade Fortnight. Work was ongoing to promote the [Conflict Minerals Policy](#) and [SPPPT brief on IT](#) to practitioners across the University. UoE was collaborating with the Turing Trust to promote their work reusing IT equipment in Africa, though it was not possible to cascade University PCs to the Trust. SITG discussed adding reuse within Scotland to its core principles.

D. Communications & Engagement

Actions around promotion of Fairphone and development of a case study were being rolled over into 2018. Be Sustainable resources were online and up to date. A circular economy network was in development. There were potential opportunities around a School of Chemistry urban mining project extracting value from electronics, as well as Remanufacture research.

Action – CL to include RAG status in future reporting.

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

D

The Head of SRS Programmes updated the Group on the Campus Fund, with project proposals submitted to the Utilities Working Group which had representation from Estates, ISG, SRS and ACE. Approved projects then went to the Directors of Estates and SRS for final sign off. The Fund helped UoE achieve its Climate Strategy and carbon targets in the medium term, and meet its 10% utilities reduction goal in the short term, though the Campus Fund alone would not be enough to meet the 10% goal. With all currently known projects, UoE was at $\frac{3}{4}$ of the target. The Engagement Manager would follow up with members to help identify more activities that could be reported and communicated on.

At the last UWG meeting on 28 November four projects were recommended: boiler replacements at multiple locations; spectral lamp replacements at JCMB; lighting replacement at Talbot Rice Gallery; and draught-proofing at New College reception. These reflected the range of projects coming through the work of the Engagement Team and from colleagues in Estates. These brought the running total to £814,884 committed to projects, generating estimated annual savings of £294K and approx. 1,000tCO₂e. A lot of effort had gone into the Scottish Funding Council proposal, which would make more money available for energy efficiency projects around campus.

Action – All members to share with CL any ideas about potential projects for the fund, and to promote the fund among colleagues.

SITG discussed hydroboils, with ten units having just been installed in the CAHSS College Office. These were switched on 24/7, as guidance indicated they were sufficiently energy

efficient not to be worth switching off. Members in other areas who had switched the machines off found they were not designed for this, and it caused the units to break frequently. The issue had come up at various points, with efficiency dependent on the size of the unit and the rate of usage. For smaller teams, a kettle could be a better fit. CAHSS were advised to contact Estates who would look into the issue.

The CAHSS Chief Information Officer may have a project forthcoming around software to help with PC switch off and power on, as well as a broader piece around self-metering.

Action – JR to add to the agenda of the next meeting.

The Waste & Recycling Manager also raised the poor state of repair of the windows at 13 Infirmary Street.

The Group discussed concerns around polystyrene waste and requests Waste had been receiving for compactors. Though savings would be small, there was potential signal value. Estates were also looking into acquiring a machine to chip pallets for use by the Landscape section.

Action – CL and Engagement Team to pick up on these suggestions.

5 IT Energy Footprint & Prioritised Projects for Energy Savings

A sense of the overall footprint had been reached, with a few returns from various Schools still outstanding. A decision was needed on whether another round was required, or if planning could be made on existing evidence.

Action – JM to get an update from TW to share with the Group.

6 Sustainable ICT Procurement & Recent Research Bids (Make ICT Fair)

This was a three year project, ending in October 2020, aiming to raise awareness and develop action among the EU public, procurement practitioners, policy makers, and banks on working conditions in ICT supply chains, from minerals to factories. If UoE was going to be a lead partner, it was vital that the work stand up to ethical scrutiny and deliver quality research.

Recruitment was taking place for a researcher in SPS who would coordinate the research work package across the 10 NGO partners, including Electronics Watch. Once appointed, they would come and update the Group.

7 Energy Engagement in IS

IS continued to have energy coordinators, engaged through the regular channels. There were currently 150 coordinators across the University, taking action on energy in their local area, and participating in quarterly themed workshops.

Action – All members to let CL know of any areas that would benefit from additional support from the Engagement Team.

The Director of Estates was interested in trialling new monitoring and switch off technology within the Department. While a couple of applications were already known not to cope well with power policy settings, overall UoE had a lot more control over its software than was available for standard 'out of the box' Microsoft packages.

Action – CL to follow up with Estates on securing a registered Energy Coordinator for Infirmary Street.

The aim was to have one Coordinator in every building. There was already good representation across the Colleges.

Action – CL to share a full gap analysis at the next meeting.

8 ICT in the Context of Reuse

Overall the project had been a success, and to continue it adequate storage space would need to be found. The Director of SRS had met with the Chief Information Officer and the Director of Estates to discuss the project. Both would like SITG to reinforce the policy elements around behaviour change and reuse. They were supportive of WARPit and wanted it promoted more strongly, to increase awareness of the portal as a vehicle to cascade machines within the University. However, neither were prepared to give priority to storage space for this scheme over other more core functions. They recommended finding an external supplier to take away machines, wipe, and then return them. This service could be provided by the University's current WEEE contractor CCL North, though transporting the machines to Irvine would increase the carbon footprint, and there would be an additional charge, making it difficult to maintain internal reuse which had historically been free. Initial guidance would have to be a local wipe for the purpose of internal reuse. Remade did not have capacity for the number of machines the University would generate. Now that networks were more established and staff were more aware of the project there was some capacity (up to 50%) to run internal reuse working exclusively on site. Even if storage space were to be found, there was still the issue of funding the project.

Action – MB to take the issue to the IT Reuse Steering Group for discussion.

Action – KF to follow up on the possibility of using a portacabin at the Furniture Office.

9 Any Other Business

The Convener thanked outgoing Engagement Manager Caro Overy on behalf of the Group and wished her well in her new career.