



Sustainability Operations Advisory Group (SOAG)

Tuesday 13 September 2016, 2pm

Ochil Room, Charles Stewart House

AGENDA

1 **Minute** A
To approve the minute of the previous meeting on 24 May 2016

2 **Matters Arising**
To raise any matters arising not covered on the agenda or in post-meeting notes

SUBSTANTIVE ITEMS

3 **Waste, Reuse & Recycling Quarterly Report** B
To discuss and endorse a report from the Waste & Recycling Manager

4 **Energy & Climate Quarterly Report** C
To discuss and endorse a report from the Energy Manager

5 **SRS Department Programmes Quarterly / Year End Report** D
To discuss and endorse a report from the Head of SRS Programmes

6 **Increase in Minimum Numbers for Delivered Catering** E
To discuss and endorse a paper from the Assistant Director (Catering)

ITEMS FOR FORMAL APPROVAL/NOTING

7 **Draft Climate Strategy** F
To note a paper from the Director of SRS

8 **Sustainable Campus Fund & Pathways to 10%** G
To note an update from the Director of SRS

9 **PC Reuse Project** H
To note an update from the Head of SRS Programmes

10 **Measuring Performance & Sustainability Benchmarking Update** I
To note an update on benchmarking, KPIs and metrics

11 **Fairtrade University Status Renewal 2016** J
To note the University's application for renewal of its Fairtrade status

12 **Any Other Business** Verbal
To consider any other matters from Group members

UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING of the Sustainability Operations Advisory Group held in the Cuillin Room on Tuesday 24 May 2016.

- Members:** Hugh Edmiston, Director of Corporate Services
Michelle Brown, Head of SRS Programmes
Rab Calder, Energy & Utilities Manager
Michelle Christian, Senior Accommodation Manager
Grant Ferguson, Head of Estates Operations
Kate Fitzpatrick, Waste & Recycling Manager
Dave Gorman, Director of Social Responsibility & Sustainability
Sarah Gormley, Business Manager & Deputy Head of IS Planning
Andrew Haddon, Head of Estates Finance
Lee Hamill, Deputy Director of Finance
David Jack, Energy Manager
Andy Kerr, Director of Edinburgh Centre on Carbon Innovation
Urte Macikene, EUSA Vice President Services
Brian McTeir, Roslin Campus Facilities & Services Manager
Candice Schmid, Health & Safety Advisor
George Sked, Assistant Director of Procurement
- In attendance:** Ian Macaulay, Assistant Director (Catering) for item 3
Alexis Heeren, SRS Projects Coordinator, for items 3 & 4
Jenna Kelly, incoming EUSA Vice President Services
Sandra Kinnear, Health, Safety & Sustainability Advisor
- Apologies:** Hugh Edmiston; Rab Calder; Sarah Gormley; Andrew Haddon; Brian McTeir; George Sked

- 1** In the absence of the Convener, the Director of Social Responsibility and Sustainability chaired the meeting. **A**

The minute of the meeting held on 26 January 2016 was approved as a correct record subject to one amendment: under item 4, 2014/15 Energy Annual Report + Q1, 'the 20 top consuming buildings' should read 'the top 20 supply points'.

SOAG welcomed new members Grant Ferguson and Kate Fitzpatrick, replacing Geoff Turnbull and Fleur Ruckley.

On behalf of the Group the Convener thanked outgoing EUSA VPS Urte Macikene for her very thoughtful and positive presence on various groups.

2 Matters Arising

Waste & Energy Reporting

Planned work to further develop waste reporting and emphasise resource savings would be picked up in due course.

Utilities Target

The Sustainable Campus Fund, agreed in principle in March, would be discussed at Estates Committee again on 25 May.

Climate Strategy Update

Work was ongoing to secure a business case for renewables investment from the University of St Andrews.

Action – DJ to follow up with Andy Goor, Finance Director at St Andrews, to obtain sharable content from the business case, in particular how they model energy.

SUBSTANTIVE ITEMS

3 Good Food Policy

B

The Assistant Director (Catering) presented the proposed University Good Food Policy, developed by ACE, Procurement and SRS in consultation with a range of stakeholders across the University. The Policy aimed to clarify and frame UoE ambitions, publicly express its activities and how they contributed to this commitment, respond to legal obligations and student expectations, and connect to research. A number of Russell Group institutions already had a policy in place. The proposed UoE policy would serve to formalise a lot of ongoing activity as well as provide strategic direction. ACE had been awarded Visit Scotland 'Taste our Best' accreditation, and UoE was the first university to secure 40% of its food from Scottish suppliers. Progress against the Implementation Plan would be reviewed annually, and the Policy itself every 3 years.

Members felt the Policy was realistic and would provide a valuable point of reference, and welcomed the use of 'Good' rather than 'Sustainable' which could dilute the impact. The focus on carbon footprint and provenance should be balanced with wider ranging issues. The Waste & Recycling Manager raised the issue of minimising packaging and use of biodegradables. All University catering outlets had waste bins at the front and back of house. Only a very small percentage of food waste was recycled. The Policy did not cover student unions and their operations. ACE were working with suppliers on packaging. Vegware had been rejected due to the lack of composting facilities, waste services in Scotland being unable to cope with existing quantities of Vegware.

Cafés were only a small part of the picture and practices needed to be embedded in wider University culture, including office spaces. Twelve thousand Keep Cups had been sold to date. Full figures were available on the [ACE website](#). This data, as well as ACE's wider activities, needed to be made more prominent and promoted on the University's homepage and Facebook. It was vital to be able to differentiate utilities, and ACE were liaising with the Energy Office on retrofitting meters. (ACE paid all its own waste and utilities costs, where these could be identified.) If the Sustainable Campus Fund was agreed, further opportunities for savings within ACE would be identified. Next steps, if the Policy was approved, would be to develop the Implementation Plan, set targets and look at integration into existing reporting frameworks.

SOAG approved the Policy for onward transmission to SRS Committee on 2 June.

4 Food Growing Process

C

SRS Projects Coordinator Alexis Heeren summarised the proposed process, designed by SRS and Landscape to manage increasing staff and student requests for small-scale horticultural projects on campus. The process would address the problem of growing without permission, provide clarity on sign off, and ensure due consideration was given to practical, aesthetic, safety and security matters. The paper included a project proposal form, approval flowchart and Health & Safety induction sheet as appendices.

The process would need to be tweaked to reflect organisational changes within the Estates Operations zone teams.

Action – AH to add back the restriction on power tools such as rotavators.

Post-meeting note: *Restriction on power tools added to risk assessment and induction sheet.*

Projects would need to be signed off by the relevant Head of School and Premises Team. Health & Safety recommended that an end process be included at the proposal

stage for handover of the space plus any tools on completion of the project. Proposals should also state the number of people involved so capacity could be assessed. It was recommended that projects start small, with a planter, which was easy for Landscape to remove and facilitated temporary and flexible planting. Members decided against annual resubscription, with approval covering the lifespan of the project. Projects would therefore need to be linked to an established department or student society. With more interest coming from staff than students and involvement from postgraduates covering upkeep out of term time and particularly around harvest, this should not be problematic. Continuity issues should be addressed in the original proposal. In terms of oversight, groups in some areas were covered by ResLife. SOAG endorsed the procedure.

Action – All to email any further comments to Alexis.

5 Waste & Recycling Q2 2015/16 Performance Reporting

D

SOAG noted Paper D, tabled by the Waste & Recycling Manager, which summarised waste and recycling performance for the second and third quarters, though data for Q2 was more complete. Full data from Biffa was available for both quarters. The overall landfill avoidance rate in Q2 and Q3 was 94%. Food waste recycling in Q1 was high, due to the Festival, returning to normal in the second and third quarters. Waste arising from the main contract during Q2 and Q3 was 87% and 97% of that in the same periods last year. There was a 12% increase from 2014/15 in Q1, largely due to bulky uplifts following school clear outs and office moves. Estates projects had an impact on arisings, which were not a steady stream. The drop in Q2 arisings (720 tonnes, compared to 830 in Q3) was partly due to closure over the Christmas period. Since the last meeting the WEEE contract was awarded to CCL North. There was scope to identify further reuse partnerships. Data from audits completed in March 2016 would be used to inform overarching waste policy. Key risks included the rising cost of waste, outpacing the increase in staff and student numbers. More research was needed before a financial target could be set.

Action – KF to reflect on how to present the data in future.

Post-meeting note: *to be discussed under item 3 on September's agenda.*

There were a number of other tenders about to go out, including hazardous and confidential waste. Space for bulky waste was at a premium. The Labs workshop had raised the issue that while UoE had a furniture store, there was no dedicated space for high value lab equipment not currently in use, which merited investigation with the Furniture Office.

There was increasing focus on circular economy and how to include this in policy rather than only approach it at end of life. There were a number of good exemplar projects going on at UoE and scope for a revamped target. This could be tied in to work Sandra Kinnear was doing on the student move out period, in partnership with local charities. Further thought and analysis was needed on whether to charge rent for student cooperatives which reduce waste. The next major issue was reuse, which would be discussed in more depth at the next meeting.

6 Energy Q2 2015/16 Performance Reporting

E

The Energy Manager presented an overview of electricity, gas and water consumption for the first three quarters of 2015/16. Compared to the same period last year, utilities costs were down 4.2%, although consumption had increased by 3% and carbon emissions had increased by 3.2%, attributed in part to an increase in electricity consumption in the George Square CHP network area. Figure 2 showed the cost, consumption and carbon breakdown for the first three quarters of 2015/16, which amounted to 75% of the expected annual outturn. Electricity costs were continuing to rise, though with reductions around gas from April UoE should be able to book some

cost savings, and there were marginal savings in the new contract for water. Q3 costs increased 3% on last year as electricity and gas consumption rose. Water consumption was based on invoicing, making figures artificially high, and there was scope for further work to establish actual consumption.

The main project currently was around Energy Systems Consolidation to capture energy consumption throughout the estate and provide the information necessary for Estates reporting and consumers. Energy audits of 17 significant buildings to identify opportunities to achieve energy efficiencies were nearing completion. The Carbon Reduction Commitment (CRC) Energy Efficiency Scheme was a major cost line of £6-700K/yr and savings of £273,700 have been achieved based on how this was procured.

Good reliable data was key to cutting energy consumption in a pragmatic way. Robust data had been established on 54 of the main buildings, with seriously diminishing returns beyond that. The top 20 highest consuming buildings accounted for 60% of electricity consumption. (The exercise had not yet been completed for gas and water due to problems with data accuracy and metering.) Adding the next 20 accounted for 73% of consumption. The remaining 14 only contributed another 3%. There were questions of accuracy and tolerance in deciding how far to go to secure information that would be most useful for the University. CMVM was the largest electricity consumer with 29% of the 54, followed by Science & Engineering at 27%. Figure 5 gave a rough breakdown of consumption by area. 32% of the University's total electricity consumption was generated by the Combined Heat and Power (CHP) network.

Action – DJ to circulate a spreadsheet with the minute providing more detailed information.

Members were keen to see a timescale as to when statements on usage and forecasting would be possible, including pathways to baseline year and trajectory to target. A reasonably long term forecast could now be done, depending on grid emissions factors, and tied in to infrastructure plans. The Energy Office were liaising with Estate Development on a simple carbon appraisal methodology. SOAG noted that ARCHER (Advanced Research Computing High End Resource) was running as energy efficiently as possible, and was very closely scrutinised. It was proposed that recharges be included in energy reporting. Triad controls were in place reducing consumption through standby generators and there was capability to do this elsewhere on the estate. The Sustainable IT Group, comprising the directors of ISG and representatives from the Colleges, had noted that only half of IT spend was controlled by IS. While ARCHER was very efficiently run, some data centres were not. The Director of IT Infrastructure was putting together a carbon footprint and this information would be shared with SOAG once available. SOAG welcomed the report as helpful, and endorsed the approach.

7 SRS Department Programmes Update

F

The Head of SRS Programmes reported on progress to Q3 against 7 priorities: carbon and energy savings; resource efficiency; supply chain SRS; responsible investment; localised advice and projects; community / public engagement and links to learning and teaching. Programmes were run in partnership with other units including the Energy Office, ACE, Waste & Recycling and Procurement. Efforts were ongoing to increase focus on measuring performance against set KPIs and indicators rather than narrative reporting on activities. SRS were working to improve reporting on these strategic issues including establishing clear financial goals, emphasising that the focus was on identifying opportunities and not on restriction.

On the 10% utilities reduction target, SRS were working with energy coordinators on promoting savings. There was a target to recruit 30 new energy coordinators, raising the total to 250 active champions. The level of engagement from existing energy

coordinators was increasing. It was key to the engagement programme to have location-specific data to share in order to identify savings. The Utilities Working Group had identified £400K worth, depending on approval of the Sustainable Campus Fund to bring these projects to life.

On supply chain social responsibility, there had been positive coverage on a number of issues, most notably the Conflict Minerals Policy, and work was ongoing around modern slavery and to further develop a living lab ethos on student projects. A reuse project with Zero Waste Scotland was trialling new pathways for PC reuse, reporting to the Sustainable IT Group.

8 Climate Strategy Update

G

The Director of SRS presented the latest update on the University's Climate Strategy, as submitted to PSG in April. The previous Climate Action Plan had not succeeded due to a lack of analysis of the targets set and excessive emphasis on action from within Estates.

This direction setting paper which proposed a whole institution approach had been well received at PSG. Fuller detail on development of the strategy was included in the annex.

Next steps would be developing, fleshing out and finalising the strategy, working on a 3 year Implementation Plan and looking at energy management and renewables (both on and off site, including power purchase agreements). SOAG recommended a multi-criteria analysis involving Estates, Finance, ECCI and experts from the Colleges.

Action – All to share any further comments with the Secretary.

ITEMS FOR FORMAL APPROVAL/NOTING

9 Sustainability Benchmarking Frameworks

H

SOAG noted an update on the EAUC-led mapping exercise of sustainability standards used by universities against the LiFE sustainability self-assessment framework, which would be developed into a broader, whole institution self-assessment and benchmarking tool to be published later in the year. Details of the tool were available in the annex. AUDE had a similar tool.

This benchmarking work would help UoE understand how it compared with other universities. SRS would report back to SOAG following analysis and development of an internal framework for the University's academic schools and support groups (to be shared fully in September) which would link in to wider discussions on reporting. The Deputy Director of Finance was working with SRS on corporate reporting. UoE was unusual in having a broad ranging definition of SRS. Not many universities covered all these areas, with the result that UoE was performing well in non-traditional areas.

Action – All members wishing to be involved in the process to contact the Secretary.

Action – DG to follow up with GF on his experience in this area.

SRS Programme Manager Matthew Lawson would be the point of contact for queries.

SOAG welcomed the move toward additional benchmarking to track performance within the sector, which would be a useful touchstone to improve reporting. UoE would continue to input directly into the EAUC-led review and SRS would liaise with key stakeholders to develop proposals for the internal benchmarking framework.



Sustainability Operations Advisory Group (SOAG)

Tuesday 13 September 2016

SRS Programmes Q4 Report 15-17

Description of paper

This paper provides a report on SRS Programmes 2015/16 to Q4

Action requested

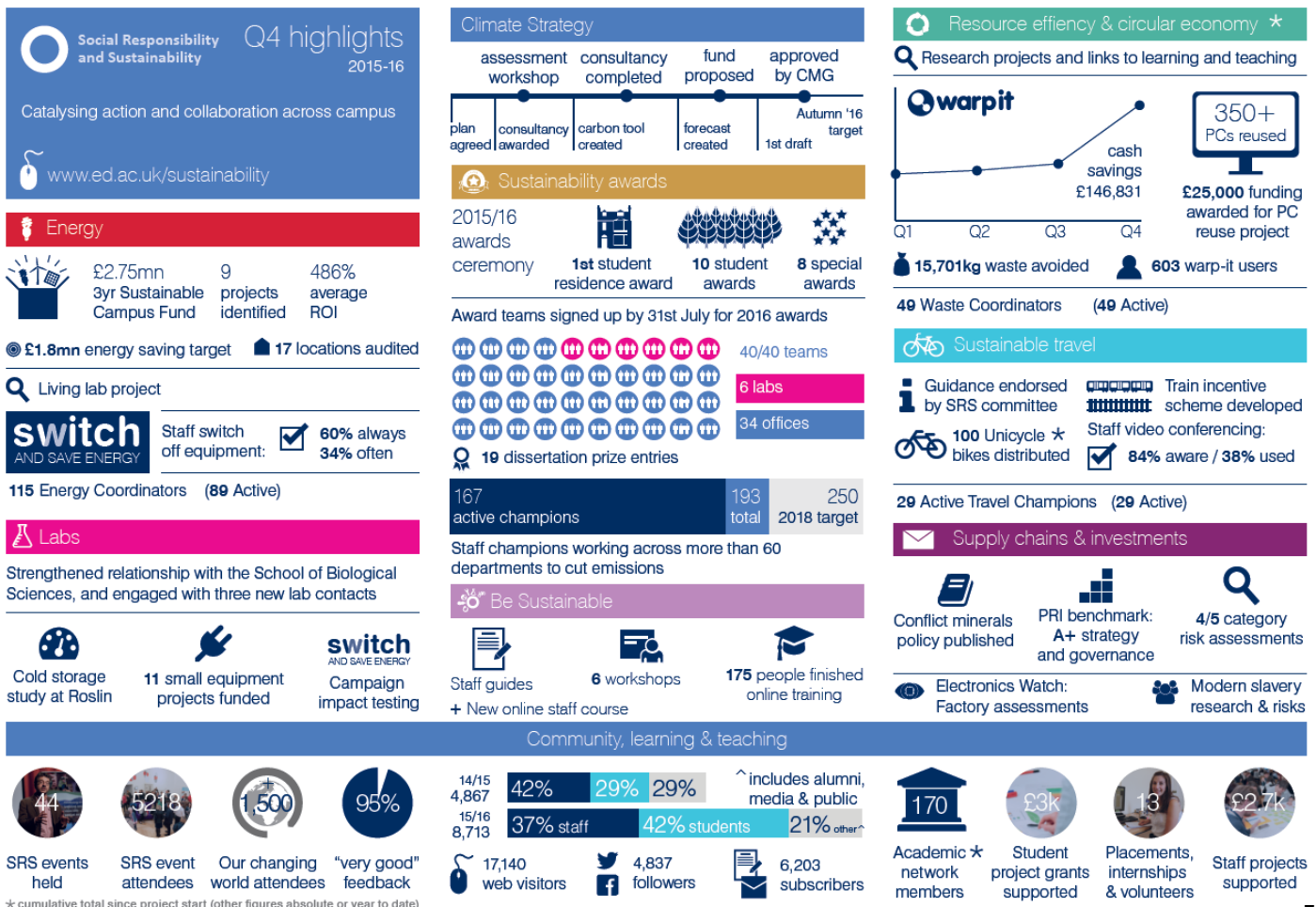
SOAG is invited to review and comment on this paper.

Background and context

The Department has continued to progress work against 7 priorities: carbon and energy savings; resource efficiency; supply chain SRS; responsible investment; localised advice and projects; community / public engagement and links to learning and teaching. We facilitate and manage programmes to catalyse action across the University and undertake work to support assessment and management of risks and opportunities.

We review our outcomes, outputs and inputs on a quarterly basis with monthly internal updates. The University measures performance in relation to carbon; energy; waste and recycling and other material sustainability issues. The purpose of this reporting is to be transparent and accountable on how the programmes of work facilitated and managed by the department are performing in relation to the strategic ambitions of the University.

Figure 1 – SRS Q4 end of 15/16 Infographic



* cumulative total since project start (other figures absolute or year to date)

Energy and Carbon

Energy Engagement and Communications

- The 'Action for the Climate' campaign was launched in Autumn 15 to highlight the expertise of many academics. In the last quarter, with the help of an intern, a series of case studies and accompanying videos were developed and shared online. Views low but will be further promoted during Climate Week.
- Following approval of the Sustainable Campus Fund to invest in energy efficiency, renewable energy and other sustainability projects, work has progressed on an online platform for applications and development of a pipeline of projects. As of August 2016, 17 Expressions of Interest were received, 13 projects were pre-screened for the Utilities Working Group. 9 projects were recommended for sign off with average return on investment over 600%. Projects will be reviewed for potential sign off with Director of Estates and Director of SRS.
- 115 Energy Coordinators, 77% of whom are 'active' took practical action within their work units to identify savings opportunities. 15 new coordinators joined in 15/16 with 9 of those in the last quarter. This did not reach our target of 30 new coordinators over the 12 months and we will review lessons learned and also optimistic that Campus Fund will draw further engagement. Staff absences and prioritisation of the climate strategy and other tasks has meant less progress here than originally planned.
- 15 of the 17 locations prioritised with Energy Office underwent location reviews and energy audits in the last half of the year. BEMS issues/opportunities identified in 11/15 locations. Next steps being discussed with Energy Office and work-plan for 16/17 locations developing.
- SWITCH and save visual materials updated in 15/16. More than 100 materials packs were distributed to labs and energy coordinators. In advance of the winter shutdown over 600 posters were distributed but these were deemed to have had limited success. SWITCH reports supported via walk-arounds from the Security Section has helped identify opportunities for savings in some locations. Communications channels for promoting energy savings in the upcoming year with opportunities to hang this off the soon to be released climate strategy.
- Programme video in development but have decided to delay slightly to align with Climate Strategy launch.

Sustainable Laboratories

- A project with the School of Biological Sciences has been developed to test SWITCH off materials and engagement in the laboratories context and the impact on electricity consumption in laboratories.
- Working with the Steering Group, a year programme was developed including business cases for energy efficiency and engagement on energy; waste and recycling; sustainable procurement and other issues. Pipeline of projects feeding into the Sustainable Campus Fund. Programme video in development.

Sustainability Awards (including Be Sustainable)

- In April 2016 the achievements of staff and students were recognised at an annual awards ceremony. This was smaller scale than in previous years due to the change of timeline for the office and labs awards and updating of the criteria.
- 48 teams signed up by the end of Q4 with a target of 60 teams by 2018. Some Labs teams have not renewed over the year while some new offices and departments have signed up. Other smaller teams have joined together in a 'whole school' approach which impacts the absolute number of teams but joins up for increased participation. Over half of staff surveyed are aware of the Awards with 11 percent noting participation within it.

- Be Sustainable Guidance was updated in 15/16. Workshops offered had limited uptake of staff. An online module was developed which had a wider reach with 117 students and 58 staff participating.
- A project with Learning for Sustainability Scotland (LFSS) reviewed opportunities for staff learning and development and is making recommendations for online learning (MOOC for staff and alumni) building on the new SRS student module.
- Meetings and presentations around the University took place to understand needs and demands and encourage participation in programmes. SRS staff at HR new staff welcome days.
- A staff 'small grants' scheme was piloted in 15/16 with £2700 in grants for small projects such as Roslin Institute apiary; H2O Primary School Project; KB apiary expansion; and low carbon food growing project.

Sustainable Travel

- Sustainable Travel Advice was endorsed by SRS Committee and discussed at CMG with further follow up actions identified and for follow up with Sustainable IT Group. Some activity support for Transport such as for the Unicycle Initiative, Electric Bikes on Campus and promoting of active travel through communications. There are currently 29 active travel champions and we will look to further support this network as well as working with transport to promote uptake of electric vehicles (event at Science Festival).

Resource Efficiency and Circular Economy

- Successful pilot of PC reuse was undertaken with Information Services, Waste and Recycling and Records Management and funding from Zero Waste Scotland. A carbon study with ECCI demonstrated benefits of PC reuse were significant: extending the lifetime of a single computer and monitor from four to six years avoids an estimated 190 kg of CO₂e. The six month Project resulted in a total of 174 PCs being reused internally, along with 257 other IT items such as monitors, keyboards and mice. This has saved the University an estimated £63,086 and 39,382kg of CO₂e, and diverted 2,657kg of waste. Equipment which was not reused in the University was donated to the social enterprise Remade in Edinburgh.
- Waste and Reuse (Warp-it) portal has brought an estimated cumulative savings of £146,831 with over 600 staff now signed up (increase of close to 100 over the last year). However, there are opportunities for further expansion as results from staff survey shows limited awareness of this innovative project.
- 49 Waste & Recycling Coordinators were active in the year (1 short of our target) and we will review opportunities to further engage with staff champions in this area.
- Continued engagement with the Business School has led to further collaboration.
- Social media campaigns and communications materials.

SRS in Supply Chains: Fairness in Trade and Sustainable Procurement

- The Conflict Minerals Policy was developed in 2015 and approved at CMG in 2016 with positive media coverage.
- 5 categories were prioritised by procurement for risk and opportunity review. SRS is supporting the assessment and preparing briefing statements by category (travel; food; ICT and small equipment; laboratories consumables; estates/works). 4/5 categories progressed in 15/16.
- Electronics Watch Factory Reporting began with 1 report received to date. Pan European project on human rights in ICT supply chains developed linking academic and operational colleagues.

- Following the UK Modern Slavery Act, organisations with an annual turnover above £36M are now obliged to prepare a 'slavery and human trafficking statement'. Working with other departments we have prepared a draft statement outlining our organisations response to this critical global human rights issue.

Responsible Investment

- PRI annual report and submission prepared and signed off by Investment Committee. A+ rating given by PRI for benchmarking on strategy and governance. University shortlisted for EAUC Green Gown Award.
- Exploratory work for SLIC Responsible Investment with Business School in progress and Social Finance Recommendations put forward. Sharing approach with other universities globally.

Community and Public Engagement and Links to Learning and Teaching

- 2015/16 events reached 5,218 attendees. A streamlining of our own systems has brought about greater efficiencies in how we organise and partner on events.
- Our Changing World series shortlisted for EAUC Green Gown Award.
- 11 SRS Student Projects were supported via small grants scheme with EUSA over the year. There are challenges for processing payments in this area which can pose a problem if students are having to wait months to get reimbursed for expenses.
- Successful with Erasmus+ Project Bid for Student Engagement of University approaches to SRS (with 2 other European Universities) – EUSA, SRS and School of Education 2016-19.
- Contacts with both staff and students increased through the year. Significant progress in increase in social media contacts and newsletter sign ups. Contacts with students increased higher rate than with staff.
- 29 student dissertations with links to SRS on campus. Case studies in Sustainable Development Course and linkages with numerous other courses.
- SRS Dissertation prizes were launched with 19 applications and 3 winners identified
- SRS Academic Network continued to grow with 170 network members by the end of the year and a plan in place for more topic specific meetings (circular economy, supply chains, energy) in 15/16.

Other Advice and Projects

SRS Reporting and Benchmarking

- Work has progressed to support further integration of SRS within the Annual Report and Accounts with a move towards Integrated Reporting based on IIRC Guidance. Standalone SRS Reporting for 15/16 and a microsite for online reporting developed with positive feedback received. Review of indicators in use carried out.
- Participation and trial of AUDE Green Scorecard.
- School specific sustainability strategies and approaches were supported throughout the year leading to development of an internal benchmarking approach.
- We carried out a Student Survey and a Staff survey to better understand awareness of and participation in SRS programmes and initiatives as well as important issues and perceptions. Paper and presentation will be put forth to the SRS Committee and learning also integrated into SRS Programmes development.

Food Policy and Related Projects

- With Accommodation, Catering and Events (ACE) and Procurement, a 'Good Food Policy' was prepared based on learning from benchmarking and gap analysis and operational needs. Further work to integrate into fairness in trade and sustainable procurement work. Implementation plan being developed in September.
- Delivered catering review (see additional SOAG paper). Food growing procedure developed with landscaping

Equality and Diversity

- Support provided to Vice Principal and HR on Race Equality Charter Mark with coordination of communications strand and identification of internship opportunity for Black History Month.
- Support provided to Vice Principal Community Engagement on Prisoners project

STATUS (RAG)

| | |
|-------|--|
| Green | All objectives on track or only minor deviation. Report major milestones and successes. |
| Amber | Some risk of some objectives not being met or being delayed- explanation of mitigating measures proposed required. |
| Red | Serious risk that some or all objectives will not be met or will be delayed- explanation required. |

*Note that this version links to key issues as prioritised for Department and included in RAM/SES whereas Q3 version reported to key themes as noted in 3 year department strategy.

| Key Issues | Related Department Indicators | Targets for 2018 | Progress end of 15/16 Q4 | |
|---------------------|---|---|--|---|
| Carbon and Energy | <ul style="list-style-type: none"> - Climate Strategy in place on time - SRS in UoE Strategies - Contribution to Utilities Savings - Funded EE Projects - #active energy coordinators - Participation in awards | <ul style="list-style-type: none"> - Delivery of agreed Climate Strategy by 2016 - UoE Strategy 2016 and Estates Strategy - Savings Identified for 10 Percent target - Project Funding Secured - 250 Active Champions by 250 (across energy, waste and travel) - 60 teams by 2018 | <ul style="list-style-type: none"> - Climate Strategy to CMG Aug 16 - Sustainable Campus Fund approved and 13 projects developed for UWG review with average ROI over 600 percent. - SRS included in high level aspirations of University Strategic Plan and in more detail in Estates Strategy. Need for standalone SRS policy and strategy identified. - 133 Active Champions (below target) - 40 Awards teams by Aug 2016 - Labs Programme won Green-Gown 15 Award and runner up for Guardian Awards - Sustainable IT work plan developed | G |
| | | | | A |
| Resource Efficiency | <ul style="list-style-type: none"> - Waste avoided - Other indicators linked to awards, awareness and communications | <ul style="list-style-type: none"> - 10 tonnes waste avoided through warp-it - 50 active coordinators - PC reuse project tested with 100 computers | <ul style="list-style-type: none"> - Warp-it targets met and exceeded - PC Reuse Project successful with targets exceeded - 49 Active Champions (1 below target) | G |
| Supply Chain SRS | <ul style="list-style-type: none"> - Scanning used by Senior Managers (*not only for this topic but also in other topics) | <ul style="list-style-type: none"> - 3 main policy areas scanned by 2018 | <ul style="list-style-type: none"> - Conflict Minerals policy approved - Modern Slavery preliminary risk assessment and research and draft statement progressing - ICT Supply Chain Risks and Opportunities | G |

| | | | | |
|---|--|--|---|---|
| | | | <ul style="list-style-type: none"> - Travel Supply Chain Risks and Opportunities - Laboratories Supply Chain Risks and Opportunities Preliminary Review - Food Supply Chain Risks and Opportunities Preliminary Review | |
| Responsible Investment | <ul style="list-style-type: none"> - Contribution to RI | <ul style="list-style-type: none"> - All RI reviews and policy complete by 2016 | <ul style="list-style-type: none"> - All RI reviews and policy complete by 2016 - PRI Report signed off and submitted | G |
| Advice and Projects (incl Reporting and Benchmarking) | <ul style="list-style-type: none"> - SRS Reporting to required standard and on time - Items to committees get approval | <ul style="list-style-type: none"> - Annual Report signed off by committees - 80 percent approval rate for items brought to SRS Committee and SOAG | <ul style="list-style-type: none"> - SRS Report 14/15 prepared and signed off - Aude Green Scorecard - Internal Benchmarking approach development | G |
| Community/ Public Engagement and Links to L&T | <ul style="list-style-type: none"> - Student learning opportunities for SRS - Researcher & Practitioner Living Labs for Programmes - Academic Participation in Programmes - Reach of communications campaigns and events | <ul style="list-style-type: none"> - 25% of staff and 10% of new intake students reached through campaigns - Trebling digital presence from 2014 baseline - 5000 people reached through SRS department events | <ul style="list-style-type: none"> - 29 Student Dissertations with links to SRS on campus. Case studies in Sustainable Development Course - 170 signed up to SRS Academic Network | G |

Risk Management

The last quarter report noted that there was a risk of not being able to effectively contribute towards the University goal of 10 percent savings from energy and utilities without incentives for change. The commitment to investment in the Sustainable Campus Fund has already had a positive impact (without any formal launch) as there is more interest from schools on identifying opportunities for efficiencies.

Recruitment of energy coordinators did not meet our intended target and there are opportunities to improve the reach and depth of our energy saving campaign. We are working on programme videos and the update to the University Climate Strategy will provide a synergistic campaign for practical programmes around the University. The update to the strategy was a department priority over the year and with some staff absence due to illness other intended activities were reprioritised.

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 programmes. It should be noted that SRS Department is currently located in a place which is not accessible for a member of staff with mobility limitations and this can have knock on implications.

Next steps/implications

We seek to continuously improve our monitoring and evaluation to ensure programmes, projects and activities are cost effective in their use of time and other resources and that there are quarterly and annual reviews of outputs and outcomes. The Department will be updating its 3 year strategy which

provides the opportunity to review the metrics that we use for understanding programme impact. We will also do further work on targets communicated to better reflect performance relative to the size of the target audience and improve our internal reporting to better capture lessons learned.

Consultation

This report has been based on team and programme and project specific reports. Quarterly output and outcome reports are prepared for senior management and shared with other interested stakeholders.

Further information

Presented by: Michelle Brown, Head of SRS Programmes, September 2016

Freedom of Information

This is an open paper.



Sustainability Operations Advisory Group (SOAG)

Tuesday 13 September 2016

Increase in Minimum Numbers for Delivered Catering

Description of paper

This paper proposes to increase the minimum numbers per item for delivered catering, noting the growth of the delivered catering service and the number of University buildings and locations now supplied. The new minimum number per item would be six. The proposal was developed by the Department for Accommodation, Catering and Events (ACE), with assistance from the Department for Social Responsibility and Sustainability (SRS).

Action requested

SOAG is asked to consider and approve the proposal.

Background and context

The University has provided staff with an internal delivered catering service since 2007, offering a range of food and drinks to meet a wide variety of catering needs and dietary requirements. The delivered catering service has grown to supply over one hundred and thirty University buildings across six campus locations, with over 90 drops per day, reflecting the significant growth of the University estate. **Figure 1** highlights the increase in the delivered catering service, with numbers and income quadrupling over the last nine years.

Figure 1 – Annual number of item lines and income for internal delivered catering

| Year | Total Item Lines | Total Income |
|-------------|------------------|--------------|
| Yr 1 - 2007 | 6,555 | £213,796 |
| 2013 - 14 | 21,672 | £732,131 |
| 2014 - 15 | 25,770 | £827,556 |
| 2015 - 16 | 28,062 | * £856,561 |

* Multiple buildings not available due to refurbishment.

Over the course of the same period the University has increased its number of catering outlets which are available to staff, students and the general public. From six cafes in 2007 to a total of seventeen cafes in 2016. The cafes are available across a range of campus locations, including Central Area, Easter Bush, Kings Buildings, Little France and Western General with further expansion scheduled in 2018 and again in 2020.

Discussion

As a socially responsible institution, the University is committed to improving the sustainability of its operations. ACE aims to continue to build on its achievements, including the recently agreed Good Food Policy, and this has led to reviewing opportunities within its delivered catering service.

Currently the minimum number per item for delivered catering is two, with the exception of items that can be selected as singles, such as, fruit juice, wine and special diet items. Due to the growth of the delivered catering service and the number of buildings and campus locations now supplied, it has been appropriate to review the potential impact of establishing a higher minimum number.

The total number for less than five has increased as a percentage of the number of total item lines over the last nine years. In 2015-16, thirty one per cent were for orders less than five, as highlighted in **Figure 2**.

Figure 2 – Breakdown by less than five (please note percentage figures have been rounded up)

| Year | Total Item Lines | Less than 5 (2-4) | Percentage of total orders |
|-----------|------------------|-------------------|----------------------------|
| Yr 1 2007 | 6555 | 1529 | 23% |
| 2013 - 14 | 21,672 | 5911 | 27% |
| 2014 - 15 | 25,770 | 5388 | 21% |
| 2015 - 16 | 28,062 | 8710 | 31% |

Those orders for less than five, generated approximately £99.5k of income in 2015-16, however this does not convey the financial viability to deliver these items. Calculations have been undertaken by ACE to determine break even numbers for both food and drink elements of the delivered catering service. These calculations are based on figures from the academic year 2015-16, which had an average business split of food (52%), hot beverages (40%) and cold beverages (8%).

Figure 3 provides an overview of the numbers required to cover costs across a range of items and demonstrates the impact of delivering to different campus locations throughout the University.

Figure 3 – Breakeven numbers by item type

| Item | Breakeven Numbers |
|-------------------------------|-------------------|
| Tea Coffee and Biscuits | 8 |
| Tea Coffee and Accompaniments | 14 |
| Sandwiches | 6 |
| Sandwich Lunches | 6 |
| Lunches | 6 |

The numbers in the above table include the requirement of a return journey to collect the used crockery. This would be reduced if based on a single journey and the use of paper ware items, this would impact on University waste management operations.

Across the sector institutions are increasingly looking at this issue. The University Caterers Organisation (TUCO) is currently working to develop a research proposal which will undertake a mapping exercise of the sector and provide recommendations. Initial research in **Figure 4** below highlights the range of minimum numbers and charges across a selection of universities (mixture of large institutions and Russell Group institutions).

Figure 4 – Example of minimum numbers and charges across a selection of universities

| Institution | Minimum numbers | Minimum charges |
|------------------------------------|--|-----------------|
| University of Aberdeen | 10 people per order | |
| University of Manchester | | £25 per order |
| Manchester Metropolitan University | 10 people per order (cold food and all type of drinks) 25 people per order (hot food) | |
| University of Nottingham | | £15 per order |
| University of Sheffield | 10 people per order | |

| | |
|--------------------------|---------------|
| University of St Andrews | £75 per order |
|--------------------------|---------------|

Recommendation

Based on the evidence presented in this paper, the proposal recommends to increase the current minimum number for delivered catering. The new minimum number per item would be six.

This will be across all items (apart from those that can be currently selected as singles) and campus locations. There cannot be different minimum numbers for each item type and campus location due to the system that supports the administration of the delivered catering. This new minimum threshold will bring the University in line with comparable institutions and improve significantly the financial viability of these orders, as well as achieving potential efficiencies across a range of resources, including fuel, packaging and staff resource. These efficiencies would contribute towards carbon reductions in the delivered catering operations. This will be monitored following the implementation of this change.

Figure 5 – Delivered catering mileage and associated carbon emissions

| Year | Average Mileage | Estimated C02e (Tonnes) |
|---------|-----------------|-------------------------|
| 2013-14 | 27,816 | 14.65 |
| 2014-15 | 28,745 | 15.14 |
| 2015-16 | 32,953 | 17.35 |

The figures above represent the baseline position which will be reviewed in 12 months to assess C02e reductions subject to the change in minimum numbers.

Those colleagues requiring delivered catering for less than six, will be able to purchase food and drinks at the extensive range of ACE cafes across each of the main campus locations. In advance of the change, information on the alternative options for catering for small numbers will be clearly communicated to customers and stakeholders from across the University, as well as information explaining the increase in the minimum numbers.

In summary, this paper proposes to raise the minimum number per item to six for internal delivered catering. This will achieve the following:

- Reduce the financial loss on orders that currently do not break even on financial costs.
- Achieve a range of efficiencies across fuel, packaging and staff resources.
- Bring the University in line with comparable institutions.
- Increase footfall in the ACE cafes.

Resource implications

The proposal outlines responsibilities and resource implications, which relate to the management of the delivered catering service. These will be achieved using existing resources within ACE.

Risk Management

Reputational risks with customers and stakeholders with this issue. The implementation of the proposal would require a strategy to clearly communicate the changes to staff in advance of implementation and provide information on arrangements for numbers less than six.

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, sustainability and catering.

Next steps/implications

Once endorsed by SOAG, relevant stakeholders would then work together to ensure implementation. The changes to the delivered catering service will be published by ACE and clearly communicated to customers and stakeholders.

Consultation

The proposal has been reviewed and endorsed by the Assistant Director of Catering.

Further information

Authors

Ian Macaulay, Assistant Director of Catering, ACE

Rae Conn, Catering Operations Manager, ACE

Stewart Munro, Conference & Banqueting Manager, ACE

Matthew Lawson, Programme Manager, SRS

Presenter

Ian Macaulay, Assistant Director of Catering, ACE

Freedom of Information

This is an open paper.



Sustainability Operations Advisory Group (SOAG)

Tuesday 13 September 2016

Sustainable Campus Fund & Pathways to 10%

Description of paper

This paper presents an update on the programme of work and next steps toward achieving a 10 percent reduction from business as usual during 2015-17 from a 2014-15 baseline. It includes Sustainable Campus Fund project proposals discussed at the Utilities Working Group as well as wider progress against the 10% utilities reduction target. There had been 17 expressions of interest and 13 applications received to date, including 11 proposals stimulated through direct engagement with staff and students. Those proposals that came closest to meeting the criteria were submitted to UWG for recommendations, before going to the Directors of Estates and SRS for sign off. The fund had had a soft launch on the SRS website, newsletter, and other communication channels including social media.

Action requested

SOAG is asked to note the report and provide feedback.

Resource implications

The programme was developed based on current staffing assumptions but is dependent upon the University investing in 'spending to save'.

Risk Management

There are recognised and significant financial risks as well as reputational risks for the University in terms of the costs of utilities, including: delivery within timeline, capacity, data availability, lack of clarity around roles and responsibilities, and buy-in. A full risk register was presented and discussed at January's meeting of SOAG, as part of the Utilities Programme Brief, to be monitored and reviewed by UWG.

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

Confirm funding mechanisms for sustainable campus fund. Continue to further develop and roll out communications and engagement. Further develop compilation of projects. Analysis of triad / store / demand opportunities.

Consultation

This paper has been developed as an output of the Utilities Working Group including representatives from Estates, SRS and (more recently) Accommodation Services.

Further Information

Michelle Brown, Head of SRS programmes, 6 September 2016

Freedom of Information

This paper may be included in open business.

| Project Number | Project Name2 | Project Description (a few sentences describing the project for non-technical experts) | Project Cost | Estimated £ Annual Savings (no VAT) | Estimated Annual Savings (kWh) | Estimated Annual tCO2 savings | £/tCO2e | Straight Pay Back (Years) | NPV | IRR | Overall Score | Project Status (i.e. ideally 'ready to go but just awaiting funding') | Project proposer | Project link |
|----------------|--|---|--------------|-------------------------------------|--------------------------------|-------------------------------|---------|---------------------------|--------------|-------|---------------|---|---|---------------|
| 2016/SCF/4 | Replace CV fume cupboards with VAV and install auto sash closer mechanisms | lab 29, Joseph Black Building, convert 24 FCs lab 34, Joseph Black Building, convert 16 FCs | £ 113,556 | £ 63,957 | 2131903 | 393.2 | 14.44 | 1.8 | £ 644,454.35 | 56% | 22 | 3. actively seeking funding | Ron Brown | Andrew Arnott |
| 2016/SCF/6 | Drying ovens replacement. Match funding from Heather Anderson, Chancellor's | replace drying ovens with poor thermal properties with new well insulated and sealed ones. | £ 1,100 | £ 350 | 3500 | 1.8 | 41.88 | 3.1 | £ 2,389.92 | 31% | 22 | 3. actively seeking funding | Heather Anderson | Andrew Arnott |
| 2016/SCF/7 | fit timer plugs to drying ovens | install 10 timer plugs to drying ovens | £ 100 | £ 500 | 5000 | 2.5 | 7.99 | 0.2 | £ 2,029.30 | 500% | 19 | 3. actively seeking funding | TBC | Andrew Arnott |
| 2016/SCF/8 | fit timer plugs to temperature controlled centrifuge | install 10 timer plugs to temp controlled centrifuges | £ 100 | £ 750 | 7500 | 3.8 | 5.33 | 0.1 | £ 3,093.95 | 750% | 19 | 3. actively seeking funding | TBC | Andrew Arnott |
| 2016/SCF/9 | fit timer plugs to temperature controlled shaker | install 10 timer plugs to temp controlled shakers | £ 100 | £ 1,000 | 10000 | 5.0 | 4.00 | 0.1 | £ 4,158.60 | 1000% | 19 | 3. actively seeking funding | TBC | Andrew Arnott |
| 2016/SCF/30 | conversion to vented cupboards in QMRI | convert existing spaces under FCs to ventilated cupboards in QMRI so the fume cupboards don't need to be kept on for storage purposes | £ 14,040.00 | £ 17,940.00 | £ 39,000.00 | 105.8 | 8.84 | £ 0.78 | £ 164,843.47 | 128% | 19 | 5a. tendering process | David Barratt, Steven McLean | Andrew Arnott |
| 2016/SCF/31 | Aircuity | Demand led ventilation | £ 200,000.00 | £ 31,250.00 | £ 312,500.00 | 156.4 | 75.24 | £ 6.40 | £ 137,044.31 | 14% | 17.5 | 5a. tendering process | Rab Calder | Andrew Arnott |
| 2016/SCF/35 | Energy saving lift cars\Phased | Install energy Lightwatcher in lift cars | £ 20,833 | £ 8,333 | 83333 | 41.7 | 29.39 | 2.5 | £ 69,045.15 | 40% | 17.5 | 3. actively seeking funding | Rab Calder | 0 |
| 2016/SCF/5 | Drying ovens replacement. No match funding | replace drying ovens with poor thermal properties with new well insulated and sealed ones. | £ 25,300 | £ 8,050 | 80500 | 40.3 | 41.88 | 3.1 | £ 54,968.22 | 31% | 16 | 3. actively seeking funding | Ron Brown Carol Wollaston David Brown Nic Odling | Andrew Arnott |
| 2016/SCF/3 | Replace old -80 freezers. Initial replacement round. Match funding Brian McTeir Easter Bush/Roslin | identify and replace old inefficient ULT freezers with efficient equivalents | £ 27,500 | £ 2,500 | 25000 | 12.5 | 146.56 | 11.0 | -£ 2,571.98 | 4% | 14.5 | 3. actively seeking funding | Brian McTeir | Andrew Arnott |

| | | | | | | | | | | | | | | |
|-------------|--|---|-----------|-----------|---------|------|---------|------|--------------|----|-----|-----------------------------|--|---------------|
| 2016/SCF/2 | Replace old -80 freezers. Initial replacement round. Match funding David Brown SBS | identify and replace old inefficient ULT freezers with efficient equivalents | £ 13,000 | £ 1,000 | 10000 | 5.0 | 173.21 | 13.0 | -£ 3,028.79 | 2% | 10 | 3. actively seeking funding | David Brown | Andrew Arnott |
| 2016/SCF/1 | Replace old -80 freezers. Initial replacement round. No match funding | identify and replace old inefficient ULT freezers with efficient equivalents | £ 117,000 | £ 9,000 | 90000 | 45.0 | 173.21 | 13.0 | -£ 27,259.13 | 2% | 8.5 | 3. actively seeking funding | George McMillan Mark Marsden Heather Anderson David Brown Carol Wollaston Stewart McKav Robert Fleming | Andrew Arnott |
| 2016/SCF/34 | Mercury-free microscopy (LED microscopes) | replace old mercury light sources with LED light sources for Roslin Bioluminescence Lab | £ 14,983 | £ 1,013 | 280 | 0.1 | 7129.77 | 14.8 | -£ 4,882.17 | 0% | 3 | 3. actively seeking funding | | Andrew Arnott |
| Sum | | | £ 547,612 | £ 145,643 | 2798516 | 813 | | | | | | | | |

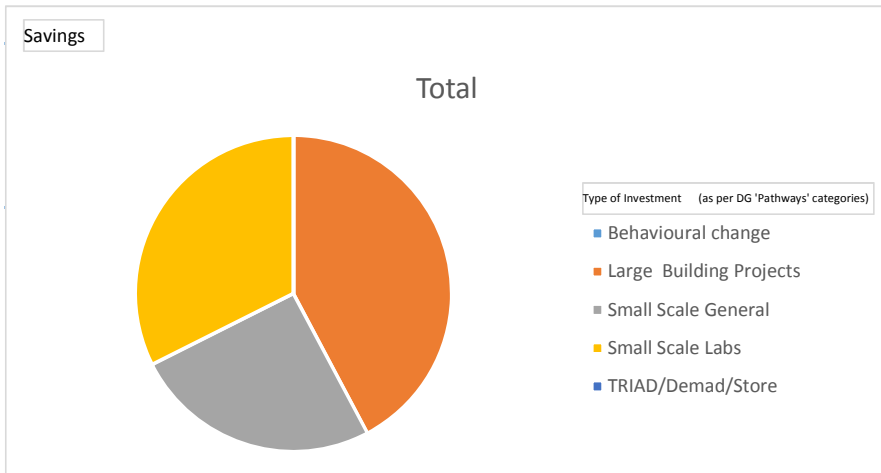
Title: Tracking Savings for 10 Percent Target

Description: 'The purpose of this worksheet is to provide an overview of all known projects and activities contributing to the 10 percent savings target. This includes projects going to SCF for approval and projects resourced through other means. August 2016 version does not include nominal figures for behaviour change and other categories such as IT and Triad/Demand/Store.'

| Pathways | 2016/17 | | 2017/18 | | 2018/19 | |
|-------------------------|------------------|------------------|------------------|--------------------|------------------|------------------|
| | Savings | Costs | Savings | Costs | Savings | Costs |
| Behavioural change | £ - | £ - | £ - | £ - | £ - | £ - |
| Large Building Projects | £ 109,875 | £ 258,500 | £ 263,534 | £ 1,842,333 | £ 58,150 | £ 411,667 |
| Small Scale General | £ 80,519 | £ 238,857 | £ 160,137 | £ 1,157,667 | £ 18,087 | £ 102,333 |
| Small Scale Labs | £ 177,010 | £ 496,762 | £ 106,950 | £ 293,550 | £ 47,300 | £ 163,350 |
| TRIAD/Demad/Store | £ - | £ - | £ - | £ - | £ - | £ - |
| Grand Total | £ 367,404 | £ 994,119 | £ 530,621 | £ 3,293,550 | £ 123,537 | £ 677,350 |

| Source |
|-------------------|
| other |
| potential project |
| SCF |

| Funding source | 2016/17 | | 2017/18 | | 2018/19 | |
|--------------------|------------------|------------------|------------------|--------------------|------------------|------------------|
| | Savings | Costs | Savings | Costs | Savings | Costs |
| other | £ - | | | | | |
| potential project | £ 169,175 | £ 438,740 | £ 484,371 | £ 3,014,383 | £ 113,120 | £ 619,017 |
| SCF | £ 198,230 | £ 555,379 | £ 46,250 | £ 279,167 | £ 10,417 | £ 58,333 |
| Grand Total | £ 367,404 | £ 994,119 | £ 530,621 | £ 3,293,550 | £ 123,537 | £ 677,350 |



| Year | Type of Investment ... | Status |
|---------|-------------------------|-----------------------------|
| 2016/17 | Behavioural change | 1. project conception |
| 2017/18 | Large Building Projects | 2. project development |
| 2018/19 | Small Scale General | 3. actively seeking funding |
| | Small Scale Labs | 5a. tendering process |
| | TRIAD/Demad/Store | 5d. implementation |
| | | 7. project evaluation |
| | | (blank) |



Sustainability Operations Advisory Group

Tuesday 13 September 2016

ICT in the Context of Reuse

Description of paper

This paper is the final output report of the Zero Waste Scotland funded project to enhance capacity for reuse of PC desktops within the University of Edinburgh

Action requested

SOAG is asked to note the report and provide feedback on suggested recommendations, in particular the recommendation to continue an internal PC reuse service

Resource implications

The group may wish to consider the best route forward concerning the suggested ongoing provision of an internal PC reuse service. Resource would be required to continue this service.

Risk Management

Risks of considered options for recommendations are included within the body of the paper

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

Work on this project so far indicates the following issues may be of relevance for a subsequent phase of this project:

Consultation

This paper has been developed by the SRS Engagement Manager and circulated to the Project Board in advance of submission.

Further information

Author

Caro Overy, SRS Engagement Manager
with contributions from ZWS funded project
Project Board

Presenters

Michelle Brown, Head of SRS Programmes

Freedom of Information This paper may be included in open business.

PC Reuse at University of Edinburgh

Zero Waste Scotland Reuse and Repair Capacity Fund Project

Executive Summary

This Report provides an analysis and evaluation of the PC Reuse Project funded by Zero Waste Scotland through the Reuse and Repair Capacity Fund that took place January-June 2016. It examines the market and legal drivers that helped frame the Project along with specific opportunities available at the University found through the project. It looks at external donations, includes key findings from a carbon study performed by the Edinburgh Centre for Carbon Innovation, and a mapping of the internal PC reuse process developed. Finally, the outcomes of the project as well next steps and recommendations are detailed.

Findings from the carbon study demonstrated the benefits of PC reuse were significant: extending the lifetime of a single computer and monitor from four to six years avoids an estimated 190 kg of CO₂e. The six month Project has resulted in a total of 174 PCs being reused internally, along with 257 other IT items such as monitors, keyboards and mice. This has saved the University an estimated £63,086 and 39,382kg of CO₂e, and diverted 2,657kg of waste.

Key Recommendations

Within the University of Edinburgh, it is suggested that the following summary recommendations are taken forward

- Secure continuation of the internal PC reuse process developed. It is projected that an investment of £26,568 would lead to annual savings of around £120,000
- Expand PC reuse further both externally and internally to the University of Edinburgh as part of a wider move towards Circular Economy
- Adapt policy to account for and incorporate the developed PC reuse process
- Explore the possibility of including other IT equipment within the developed process
- Formalise maintenance and remanufacturing into the PC reuse process developed

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Introduction

The Department for Social Responsibility and Sustainability ran a successful pilot of PC reuse from December 2014 to December 2015 with help from Information Services, Waste and Recycling and Records Management. This resulted in 420 PCs being diverted from recycling with 98 being reused internally and the remaining 322 being donated externally to Remade in Edinburgh, a local social enterprise.

Funding from Zero Waste Scotland from the Reuse and Repair Capacity Fund was awarded in late 2015. A Project Board was formed to help steer the project in order to fulfil the project milestones. The Board included representation from within the University from The College of Arts, Humanities and Social Sciences, the Waste Team, the Edinburgh Centre for Carbon Innovation (ECCI), and the Department for Social Responsibility, as well as external stakeholders Remade in Edinburgh and The Turing Trust.

Drivers

University Policy and Strategy

From an overarching perspective, the University Strategic Plan 2012-2016 commits the University as an institution to “make a significant, sustainable and socially responsible contribution to Scotland, the UK and the world, promoting health, economic growth and cultural wellbeing”. The Recycling & Waste Management Policy 2010 was developed in order to provide the University community with a clear understanding of our position within the framework of legislation and good practice around waste management. We are committed to continuing a legally compliant, environmentally sound and financially controlled practice with the setting, monitoring and achievement of key targets. In particular, by reducing the unnecessary use of raw materials, reusing products, and encouraging and enabling recycling, composting or energy recovery.

Market Drivers

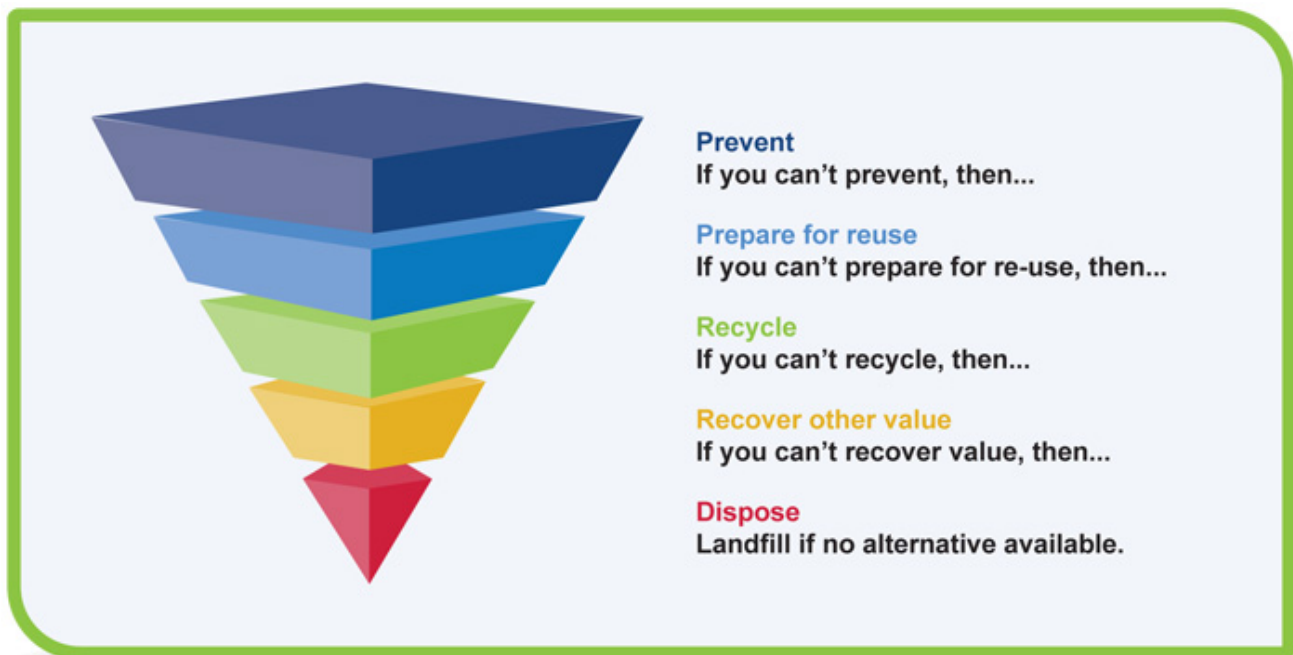
A report by WRAP (*Meeting the UK Climate Challenge: The Contribution of Resource Efficiency, 2009*) found that increasing reuse of key household products, in particular clothes, household appliances and electrical equipment, could reduce UK greenhouse gas emissions by an average 4 million tonnes CO₂e per year between now and 2020.

Further research by WRAP shows that annual UK retail sales of electrical and electronic products constitute around 1.4 million tonnes of materials in 180 million products, only 7% of which are reused, and around a third of which still goes to landfill.

The UK market value for trading pre-owned equipment is already worth up to £3 billion, and encouraging the trade-in of used TVs alone could grow UK GDP by over £750 million per year by 2020. This confirms that second hand equipment (whether sold or donated) is a valuable resource – financially and environmentally.

Legal Drivers

Regarding waste and environmental legislation, the intention is to reduce the risk of, and protect from, pollution as well as to reduce environmental impact. The Waste (Scotland) Regulation 2012 states a duty to move waste up the waste hierarchy.



As soon as an item is classified as waste (i.e. there is an intention to dispose) waste legislation automatically applies. Waste which is instantly reusable, can (if the right conditions are met) be reclassified as “non-waste” and redistributed. Waste which requires repair or refurbishment in order to then enable it to function in its original condition, can be reclassified in this way.

When it comes to reusing another person's/organisation's waste, those conditions usually take the form of registration to transport waste, and Waste Management Licence exemptions, to confirm that an organisation is permitted to carry out specific activities with specific wastes. These are granted and issued by SEPA and must be checked and confirmed with relevant processes followed by the organisation owning the equipment (in this case the University of Edinburgh).

Opportunities

Reuse at the University of Edinburgh has risen from 1% of all waste in 2012/13 to 5% in 2014/15. Numerous initiatives have helped to drive this. One of these is Warp it, which is used as the University’s reuse distribution portal, where staff can advertise unwanted items or claim them for free. This is how we encourage, monitor and track reuse at the University. It is located at www.warp-it.co.uk/universityofedinburgh.

Warp it has 559 members (restricted to staff and PHD students) at the University. The site costs £2,500 to access and a further £1,000 in staff costs annually. Estimated savings since December 2013 to June 2016 are £100,000, 147,000 kg of CO2e and 14,000 kg of waste.

In the last four academic years, the University has disposed of almost 12,000 PCs (Fig1). An upwards trend can be observed, with projected 3,613 computers disposed of in the current academic year.

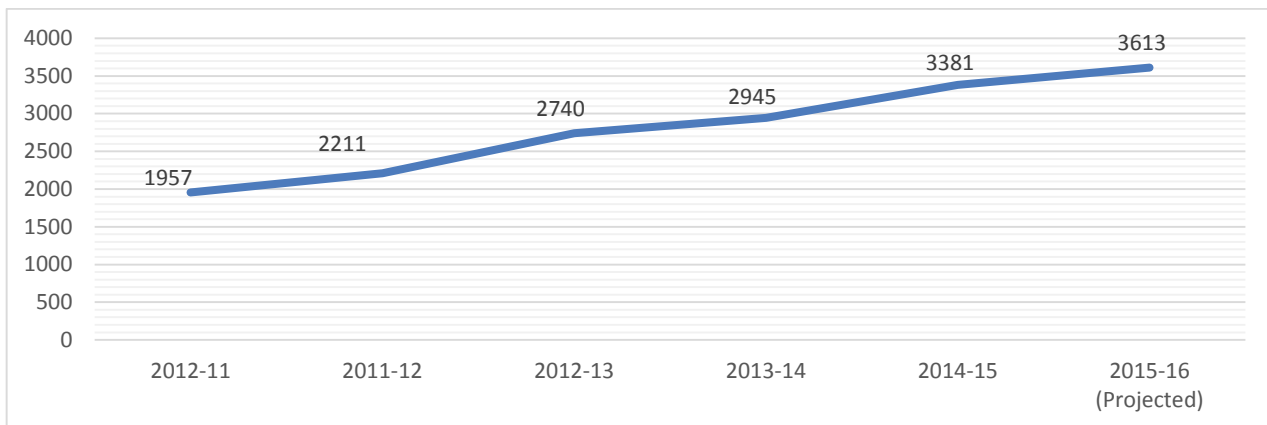


Figure 1 Number of PCs disposed of annually, taken from WEEE contractor reports

Information Services advised that PCs that are up to 5 years old should have satisfactory performance for office use and recommends replacing machines after this period. Our initial scoping shows that a significant number of machines currently being disposed of have not reached this age, and could continue to be used. Basic setup of a new PC costs £266 plus invoice costs and disposal costs, therefore significant financial savings can be made from maximising the use of each machine. From an environmental perspective, each PC has estimated lifecycle CO2e emissions of around 190 kg and is reported as 10kg of recycled waste, if disposed via WEEE contractor.

Ad hoc cascading of IT equipment is informally facilitated by IS through mailing lists and on a department to department basis. The Reuse & Recycling of Computers and other Electronic Equipment Policy (2005) is the current document regulating reuse of PCs. The new data security policy has been endorsed with the use of Blancco data erasure software recommended by Frasier Muir (CIO, CAHSS), following consultation with relevant departments: IS, Waste, Records Management and SRS.

There is scope to recover machines from office moves and refurbishments and refits of high performance PC labs to capture PCs suitable for reuse in a way that minimises the operational burden. From December 2014 to December 2015 we found ca. functional 420 PCs within the University otherwise earmarked for disposal: 79% had been purchased within the previous 5 year period, and were therefore suitable for office use; 16% of the machines had been purchased within the previous 8 years, and were therefore deemed suitable for reusing externally; and only 5% were older than 8 years, and therefore were sent to CCL North to be recycled.

The market value of the machines that currently constitute the majority of computers disposed of varies from £40 and £140, if refurbished. While it is not currently feasible for the University to refurbish and sell those PCs, they could be considered for donation to partner organisations.

Details on partner organisations can be found below. The procedure for reusing the PCs can be found in Appendix 1.

Work with external organisations

The University of Edinburgh is increasingly being contacted by external organisations looking for donations of unwanted equipment. Work with these organisations helps us find reuse routes for unwanted equipment.

In order to ensure that we address the risks associated with transactions of this kind, any potential partner organisation has to fulfil a set of criteria. Though not exclusively, this covers the partner organisation having the correct SEPA exemptions and paperwork, properly inventorying the materials we hand over for reporting purposes, making sure there are no data implications by checking hard drives have been removed and covering logistical challenges by collecting materials themselves. It also has to make sure that the criteria we expect is covered before selling items on such as PAT testing, stress testing and refurbishing machines to an acceptable level. The full criteria can be found in Appendix 2.

Different approaches to dealing with requests have been trialled over the past 2 years with a view to developing a framework which will allow us to engage with current and potential partners in an efficient and low-risk manner.

Activities to date

Below is the Zero Waste Capacity Fund milestones set at the start of the Project which gives a rundown of activities within the project.

- Storage and infrastructure

The project requires storage. This can be provided on University campus but needs appropriate infrastructure and requires funding.

Two rooms were obtained at The Nursery located at High School Yards thanks to the Turing Trust. The Turing Trust are a local charity who aim to promote education and training through the use of information technology in sub-Saharan Africa. By reusing equipment they aim to provide training opportunities and skills development both in Africa and the UK whilst reducing waste and supporting a more sustainable and environmentally friendly society. James Turing (Director, Turing Trust) sits on our project board.

- Internship advertised and recruited

University of Edinburgh will secure the services of Bright Green Business to advertise for and recruit a full time intern for 6 months to be paid the living wage.

Bradley Richards was hired as PC Reuse Intern via Bright Green and has been in post since February 2016.

- Consultancy: Innovation

We will commission ECCI to produce a full carbon study of reuse of IT equipment in the University of Edinburgh. Work to be agreed January 2016 for delivery by end of project.

An ECCI carbon study was carried out by Jim Hart (Independent Consultant) June 2016. Highlights are included in this report with the full report available on request.

- Project coordination time

Evidenced within report documentation to amount to 10 days of staff time per month for 6 month duration of project.

Caro Overy (Engagement Manager, SRS Department) managed the project with Alan Peddie (SRS Project Coordinator) handling the day to day running and line management of Bradley Richards (PC Reuse Intern). Amount of time set aside for the project was accurate to that of time spent.

- Consultancy: Training in Repair and Reuse

This work will support the internship and building capacity through skills within the University around repair and reuse of IT equipment (specifically desktops).

Remade in Edinburgh carried out training with Bradley Richards to develop his repair and reuse skills. Feedback from Bradley was that it was helpful and enabled his work on the project.

112 PCs had to be refurbished in order to be appropriate for internal reuse from donations received. RAM upgrades, hard drive replacements and fan replacements were the most common parts repaired or replaced.

- Workshops: Repair and Reuse

Workshops to be commissioned and delivered to raise awareness and build repair and reuse skills within the University to take place March, May and June 2016.

Remade in Edinburgh carried out three workshops. The first was at a University event in March 2016, the Reuse Hoose. This was poorly attended with only 2 attendees with 7 spots available. The two latter workshops were carried out at the Main Library in June 2016 and were better attended with 7 attendees at each. Attendance was a challenge with these workshops, primarily due to timing in the academic year. Feedback from the sessions from attendees was very positive.

- Transport

Reserve transport funding required throughout to ensure transportation of desktop PCs for reuse. Departments reusing PCs should fund transportation internally, but where this is not possible, this money allows reserve funding.

Transport was provided internally by the University servitorial staff, managed by Steve Downes (Servitorial Services Manager).

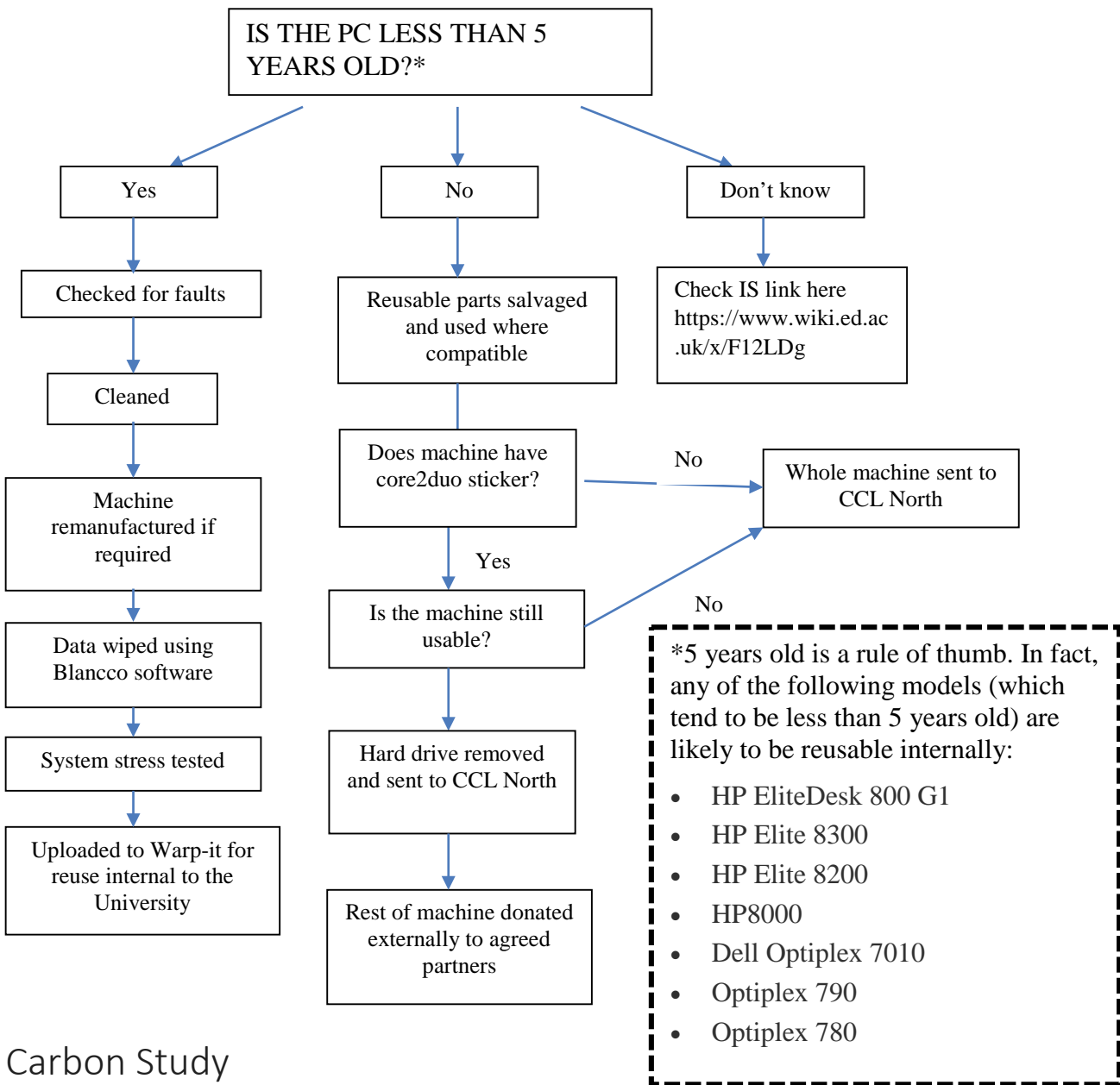
- Reuse of Desktop PCs

The project has a target of internal reuse of 100 desktop PC machines over the period of January-June 2016. Reuse of the machines will be tracked through WARP-It reuse portal, so figures will be reported in the final report.

174 PCs were reused internally over the project period, exceeding this target.

PC Reuse Process

Once desktops are identified for reuse the below process is used to ascertain what happens with each machine.



Carbon Study

The ECCI (Edinburgh Centre for Carbon Innovation) undertook a carbon study to give a more detailed appreciation of what could be achieved with regards to the carbon footprint of PC reuse. It also investigated issues raised around the energy efficiency of keeping older IT equipment in use rather than replace with newer models. Jim Hart (Independent Consultant and ECCI Associate) wrote the report, which is available on request.

Key findings of the report were as follows:

- In terms of carbon emissions avoided in the new computer supply chain, the benefit of reuse is significant. Extending the lifetime of a single computer and monitor from four years to six years avoids approximately 190 kgCO₂e
- If fully incorporated into standard practice, PC reuse would bring savings conservatively estimated at 380,000 kgCO₂e per annum (equivalent to keeping more than 150 cars off the road)

- In terms of energy efficiency, the benefits of using an older computer (i.e. making best use of the carbon invested in its creation) far exceed any benefit from any potential energy efficiency gain from replacing it, even under optimistic assumptions around improvements in energy efficiency

Outcomes

Below are comparative figures for the same time frame of the initial internal pilot phase (Feb-July 2015) and the Zero Waste Capacity Fund project phase (Feb-July 2016), the difference in delivery being the presence of a specified role to undertake PC reuse and an appropriate storage and workshop space, both funded by the Zero Waste Scotland funding.

174 machines were reused, along with 257 other items. The savings are estimated at £63,086 and 39,382kg of CO₂e, with 2,657kg of waste diverted with an investment of £25,000.

| Items reused | Pilot Phase (Feb-July 2015) | Zero Waste Phase (Feb-July 2016) |
|----------------|-----------------------------|----------------------------------|
| PCs | 39 | 174 |
| Monitors | 7 | 132 |
| Keyboards/mice | 4 | 125 |

| Savings made | Pilot Phase (Feb-July 2015) | Zero Waste Phase (Feb-July 2016) |
|-------------------|-----------------------------|----------------------------------|
| Financial | £10,909 | £63,086 |
| CO ₂ e | 6,631kg | 39,382kg |
| Waste | 273kg | 2,657kg |

Recommendations and next steps

Continuation of internal PC Reuse service through a dedicated role

There is a clear business case for continuation of a PC Reuse service internal to the University shown by the pilot and funded phases. The provision of this service was made through the employment of the IT Reuse Assistant in the context of the funded project, and it is likely that without dedicated staffing, the service would cease. Total investment of £25,000 in the funded project led to approximately £63,000 savings. The increase in capacity shown in the funded project would not have been possible without the hiring of the IT Reuse Assistant who was able to deal with day to day issues. An equivalent role within the University should be explored in order to continue the work that the project has shown is possible.

Since benefits of PC Reuse are dispersed across schools and departments, it is appropriate that such a role be based within Corporate Services Group and specifically within the Department for Social Responsibility & Sustainability, where the activity can be fully embedded within broader programmes of work on the Resource Efficiency and Circular Economy theme.

We are currently unaware of any equivalent internal PC Reuse services at other Higher Education Institutions, so there is scope for sharing of this model of best practice through national networks such as EAUC.

The following table outlines costs, benefits and risks of providing the basic PC reuse service in 3 different ways:

| Option | Costs | Benefits | Risks |
|--|--|--|--|
| 1. Funding for dedicated IT reuse post in SRS | Cost and overheads of new FTE post, including administration and line management | Centralised service provided across Schools and Colleges with clear point of contact, reducing time and effort needed across | Close communication with all Colleges and Information Services required. Challenge to flat cash budget, although |

| | | | |
|---|---|---|---|
| | | the institution. Ability to incorporate new aspects of reuse as they arise through sustainability networks. Risks controlled within University. | savings show a clear business case. |
| 2. Information Services absorb cost and provide service | Cost and overheads of new FTE post OR additional workload in existing roles | Technical expertise for service provided. Risks controlled within University. | Lack of capacity to expand and adapt role through sustainability networks. Unclear how the role would be justified in IS strategy |
| 3. External service provision through outsourcing e.g. through Remade in Edinburgh | Arranged contract with external provider, to be determined | Expertise exists, could strengthen external networking and sustainability aspects | Data management and integrity when dealing with external party, due diligence requirement. Risks to ongoing operation as lack of control over third party business. |

If Option 1 were taken, to achieve a projected annual saving of around £120,000, the following investment in the functional IT reuse service would be required:

| Item | Annual cost |
|-------------------------------------|--|
| Dedicated IT Reuse Assistant | £22,686 (including on costs, predicted FTE UE04) |
| Blancco data wiping software | £2,382 |
| Secure storage space | £1,500 (based on existing arrangement) |
| Total cost | £26,568 |
| Projected annual saving | £120,000 (based on funded project experience) |

Process

We should continue working with external and internal partners to move our waste up the waste hierarchy and improve performance, in particular improving the developed PC reuse process further. We should work with Zero Waste Scotland to apply for Revolve accreditation in line with safe, secure and sustainable reuse processes used outside of the University. It is estimated that this would involve 6 to 10 days of staff time over a six month period.

A scoping exercise across the University should also be performed to identify areas that could be integrated into the process e.g. could machines that are less efficient or older be used?

The reuse of other IT items should also be investigated to determine if the reuse process can be applied; priority would be given to Macs, laptops and servers.

It would also be worthwhile developing the customer service element of the work to ensure the process of claiming a machine is of appropriate quality and efficient.

Maintenance, refurbishing, and remanufacturing

Maintenance, refurbishment and remanufacturing of machines should be formally worked into the next phase. A number of machines simply needed cleaned with small upgrades required (for instance extra RAM) in order for them to be used rather than discarded; the project reused around 80 such desktop PCs. Other machines required simple cleaning and data wiping.

There were also 10 machines salvaged since the end of the project timescale by merely using the higher end wiping technology Blancco, with more detail in the data section below.

Data

Using the wiping software Blancco, we have seen faster wiping times for PCs than with software tried before the beginning of this project. However, further investigations are needed to ascertain whether the wiping can be undertaken via the University network rather than needing an individual to be physically present, which would further reduce wiping times. It would also be germane to explore whether the level at which Blancco wipes machines is to a level that Records Management could consider it acceptable to donate the machine externally, eliminating the current need for destruction of hard drives prior to external donation.

There is also scope for Blancco being used over networks which would necessitate further investment. This would dramatically cut down wiping time, especially for large donations that come from computer labs.

Internal costing mechanisms

Costings for remanufactured machines should be considered for parts and small upgrades where required, for example to boost RAM. A number of machines identified in the project would be appropriate for reuse following such upgrades.

Policy

Policies from Departments such as Waste, Procurement and IS should be explored in relation to the Project to see which way we could progress to make the process business as usual for the University. Existing Waste Policy and Procurement Strategy should be mapped as part of upcoming policy refreshes. It is not thought that a standalone policy for IT Reuse would be effective.

Resale

There is an inherent value in equipment even if it is not appropriate for internal reuse. An investigation whether there is a possibility to resell items should be undertaken, whether this is for staff and students for personal use or to external organisations.

Components

An exploration into exactly what happens to discarded components as a result of the project is recommended. For instance some hard drives are being destroyed due to data concerns however motherboards, CPU chips and other PCB's inherently have a value due to the amount of precious materials used in their manufacturing.

Other Internal opportunities

Linking to internal projects on Circular Economy such as the work at the Business School, exploring the possibility of a living labs approach and perhaps dissertation work would be worthwhile.

External opportunities

Linking to other Higher Education and local organisations would be recommended in terms of both equipment and information sharing through local and national networks.

Appendix 1

Warp-it PC Guidance

The following rules have been instituted for internal reuse of PCs, as agreed between identified relevant parties since March 2015:

1. Machines have to be within 5 years of purchase.
2. All data has to be wiped using IS and Records Management approved software.
3. PCs need to be PAT tested if used by more than one user.
4. Note of serial number should be taken to enable tracking.

It is crucial to ensure that no sensitive data remains on PCs that are cascaded, internally or externally. The risk of sensitive data having previously been on a PC determines its suitability for cascading:

| Risk | Computer source | Data management | Cascading steps |
|--------|-----------------|--|--|
| High | | Staff computers from people/departments that are likely to be (or actually) dealing with sensitive information (e.g. Finance, HR, Student Records). All staff computers should be considered as high risk by default. | Always destroy data containing components (via WEEE contractor; currently CCL North), |
| | | | Consider cascading to partner organisations <u>after removing data containing components</u> , then destroy via CCL North |
| Medium | | Other non-high risk ex-staff computers not covered above. | Wipe and overwrite all data using IS approved software |
| | | | Consider cascading within the University if practical, then consider cascading to partner organisations <u>after removing data containing components</u> , then destroy via CCL North. |
| Low | | Ex-lab computers. | Those computers are wiped every 24 hours automatically. Wipe and overwrite all data using IS approved software can be done as part of scheduled automatic update. |
| | | | Consider cascading within the University if practical, then consider cascading to partner organisations, then destroy via CCL North. |

When considering whether machine is too old to be cascaded, rule of thumb is:

- Models younger than 5 years should be considered for cascading within the University or, if not possible, to charities;
- Models older than 5, but younger than 8 years should be considered for cascading to charities;
- Models older than 8 years should always be sent for WEEE disposal.

In case a PC is to be used by multiple users (e.g. PC lab, hot desk), it has to be PAT tested. The standard University practice ensures that PCs will be PAT tested annually, however the HSE requirement is to PAT test PCs only once every 5 years. This ensures that PCs will be suitable for cascading.

If cascaded externally, the organisations receiving equipment from University of Edinburgh have the requirement to PAT test independently and in case of failure return machines to University of Edinburgh.

Appendix 2

Agreement between Remade in Edinburgh and the University of Edinburgh regarding donations of equipment

This agreement identifies the responsibilities of both the University and the charity in the identification, removal, transport, treatment and, if necessary, disposal of goods that are removed from the University of Edinburgh's premises. The objective is to ensure the removal and subsequent handling of materials in a manner compliant with all applicable legislation, and that both parties act in the best of faith.

Section 1: Responsibilities of the University of Edinburgh

It will be the responsibility of the University of Edinburgh to:

Provide an inventory of potential items for collection. This inventory shall:

- Be provided at the University's earliest convenience
- Detail the range and quantity of items available for collection
- Identify items which are to be returned to the University by the collecting charity following repair and safety testing.
- Identify dates and times at which items can be collected
- Identify dates and times at which items can be returned

Investigate any complaint raised by the charity and to provide a response as soon as is practicably possible.
Provide contact details for any queries by the charity

Section 2: Responsibilities of Remade in Edinburgh

It will be the responsibility of Remade in Edinburgh to:

Respond to the inventory provided by the University clearly confirming:

- The items which the charity can collect, subject to inspection on collection day. Items will be allocated to a charity on a first come first serve basis.
- The date and time, within the University's given availability, that the charity will collect the items
- The date and time, within the University's given availability, that the charity will return reclaimed items to the University
- The name of staff who will collect the items
- Details of the vehicle collecting the items, including registration and dimensions, to allow for University parking attendants to be notified by the University point of contact and to ensure adequate parking space is available
- Ensure that items intended for reuse are PAT tested (with relevant labelling) by either the charity or partners of the charity before being issued for sale by the charity or for reuse by the University.

- Ensure items are otherwise repaired and in a safe condition before sale to the public or return to the University
- Acknowledge that upon taking receipt of the goods it assumes ownership of them
- Take reasonable steps to ensure that details of how the materials are treated are sent to the University such that it can provide reports on the activity. This should include details of:
 - A description of items taken (e.g. fridge, heater etc.)
 - The quantity of items taken
 - The quantity, or estimates thereof, of items that are placed on the resale market following safety testing and repair
 - Confirmation that all items placed on the market have been subject to the necessary PAT tests and other tests as required for safe reuse
 - The description and quantities of items that were not suitable for placement on the market. Details should include the disposal route (e.g. recycling, landfill) and confirmation that all necessary waste management procedures were observed
- Records will be provided in an electronic format (preferably Excel) to the University on a quarterly basis
- The charity must keep all records for 3 years
- The charity will act in accordance with all legislative requirements (including environmental, health and safety and data protection legislation) and shall ensure relevant licenses and operational permits are valid and in place for the charity and any partner bodies used by the charity. The University reserves the right to audit such agreements and licenses.
- The University will not be liable for any wrongful treatment or disposal of items

Section 3: Review and amendment:

The University wishes to work positively with the charity. The University will endeavour to cater to the charity's needs;

- A named point of contact within the University and within the charity will be agreed to support this partnership and to resolve any issue that may arise. These details are found in section 4.
- It is a priority of the University that all items are treated in a safe and responsible manner by the charity, whether resold or disposed. Where the University can demonstrate that charities have not adhered to the above, or where items have been wrongfully treated and handled by the charity or a partner of the charity, the university retains the right to terminate any partnership.
- The point of contact for both the University and the charity will review the operation and success of this project at a regular interval to be agreed by both parties. The University wishes to work constructively with the charity to continually improve the scheme.
- Any amendment to the operation of this project is to be agreed by both parties before any change is implemented.
- Neither the charity nor the University shall engage with the media without written approval from all parties including an agreement on the content of responses to be relayed to the media.

Section 4: Point of contact

This is held on file in the original agreement.

[This publication can be made available in alternative formats on request.](#)

Email: sustainability.department@ed.ac.uk

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The University of Edinburgh is a charitable body registered in Scotland, with registration number SC005336.



Sustainability Operations Advisory Group (SOAG)

Tuesday 13 September 2016

Measuring Performance & Sustainability Benchmarking Update

Description of paper

The purpose of this paper is to update SOAG on the development of an internal benchmarking framework to assist with measuring and supporting social responsibility and sustainability performance across the University's academic schools and support groups. An update on the development of performance indicators and metrics will be provided, as well as an update on external benchmarks, including the University recognised as a finalist in the Green Gown Awards.

Action requested

SOAG is invited to note the paper.

Background and context

The Social Responsibility and Sustainability (SRS) Strategy 2010-20 commits the University to embedding and promoting SRS through its operations, policy, research, learning and teaching. There are many initiatives that staff and students are currently participating in to implement SRS practices and behaviours, many of these are at an operational level making it difficult for senior management to understand the overall SRS performance or participation levels of a department.

Staff and students from academic schools and support group departments have been participating in related programmes such as the Sustainability Awards since 2011. Staff volunteers have also been recruited to undertake important roles such as Energy Coordinators, Sustainable Travel Champions and Waste Coordinators. Those staff with procurement responsibilities within departments have also been proactive in joining commodity / user groups and using the WARPit online reuse portal. Most recently staff have been applying to the newly established SRS Staff Project Grant to secure modest amounts of funding to develop and implement initiatives.

With the revised remit of the SRS Committee, the development of the University's new Climate Strategy and the introduction of mandatory carbon reporting for public bodies, there is an increasing requirement to identify and understand the contributions of all parts of the University. There is currently no tool or framework that allows senior management to undertake a review of the performance of individual departments within the University.

An internal benchmarking framework has been developed to address the above issue with the opportunity to pilot and refine this in 2016 through feedback from stakeholders, before rolling the framework out across the University in 2017. This mechanism will also assist with improving our reporting to external benchmarks. Work has been undertaken to critically develop performance indicators and metrics to measure SRS performance.

Discussion

Internal benchmarking

The primary purpose of the internal benchmarking framework would be to assist departments to undertake a self-assessment of their SRS performance. The framework would deliver a range of benefits and contribute towards current strategic objectives. It would:

- Assist with collating information for university-wide reporting for both internal and external reporting requirements, feeding into the Annual Report and Accounts, standalone SRS Report and the University's return for the Scottish Government's mandatory carbon reporting duty.
- Provide senior management with an understanding of the SRS performance of departments, identifying areas of strong performance and opportunities for improvement, feeding into future planning.
- Enable the Department for SRS to tailor support for departments. It would contribute towards a more targeted approach, identifying those departments who require further support to progress SRS within their area.
- Utilise existing information from SRS programmes which is currently not being used. The Department for SRS, Estates and Procurement collect information across a range of programmes to evaluate impact however this information is not shared widely.
- Allow academic schools and support groups to benchmark performance against comparable department types.

When the internal benchmarking framework is implemented across the University and developed further then other secondary benefits will hopefully be identified. As departments start to use the framework we would hope to see an increased sense of ownership from senior management within academic schools and support groups.

The internal benchmarking framework will be structured around priority topics which will include several criteria. Each criterion will be framed around a question relating to whether the academic school or support group has participated in a programme or has a mechanism in place etc. The priority areas include:

- Utilities
- Resource Management
- Sustainable Travel
- Leadership and Engagement
- Learning, Teaching and Research.

Appendix 1 provides an overview of the criteria for each priority topic. A number of the criteria will be able to be pre-populated with information currently held by the Department for SRS. The criteria for the priority topics will not be onerous for departments to complete as it will be based on what that department has already implemented. Any evidence requests will be limited to ensure the process for completing the framework is not resource intensive. In future versions the framework could consider incorporating criteria linked to energy consumption, recycling/reuse rates and other operational data sets when these become available.

The intention is to roll out the internal benchmarking framework across the University in summer 2017, dependant on a successful pilot. This would enable an opportunity for stakeholders to contribute towards the development of the framework and provide time to pilot the draft version with a number of departments. The following timeline is proposed:

- Develop framework and support resources in Summer 2016
- Pilot framework with a shortlist of academic schools and supporting departments in Autumn 2016
- Review and modify framework in Spring 2017

- Launch internal framework in Summer 2017.

The above process and the future implementation of the framework would be managed by the Department for SRS, with input from departments within the Corporate Services Group (CSG). The SRS Committee and the Sustainable Operations Advisory Group (SOAG) would receive annual reports based on the completed frameworks.

The timeline and process for departments to complete the criteria will need to be discussed with stakeholders during the pilot stage to identify a time to suit both academic schools and support groups, as well as aligning with reporting requirements timelines. As an output, departments would receive reports, which will include recommendations and visualisation of their performance.

Key performance indicators

To assist with efforts to improve SRS reporting, work has been undertaken to identify and review current performance indicators that are in use across the University. Over fifty indicators, that are currently in use, have so far been identified across the revised remit of SRS. Initial work has been undertaken to review the structures that support the reporting of the individual indicators, as well as identifying any gaps in historic data. This work has been shared with Governance and Strategic Planning (GaSP).

Further work will be undertaken to identify improvements that can be made to current key performance indicators, or in some areas, propose new indicators, which will improve the reporting of performance. This work will be aligned with the review of the SRS Strategy in 2017, with the intention to develop a table of indicators to monitor the implementation of the new revised strategy.

External benchmarking

For the third year in a row the University of Edinburgh has successfully been recognised as a finalist in two categories in the Green Gown Awards. Administered by the Environmental Association of Universities and Colleges (EAUC), the Green Gown Awards recognise the exceptional sustainability initiatives being undertaken by universities, colleges and the learning and skills sectors across the UK. The University of Edinburgh is a finalist in two categories:

- Facilities and Services – for our approach to responsible investment
- Learning and Skills – for the Our Changing World public lecture series and undergraduate course.

Winners will be announced at the Green Gown Awards ceremony on the 10th November at the Athena venue in Leicester, in partnership with De Montfort University (DMU) and University of Leicester.

The University has also been active in supporting two external benchmarking frameworks, the EAUC's 'Reporting Mapping Project' and the Association of University Directors of Estates (AUDE) 'Green Scorecard'. The EAUC project mapped out the relevant standards, frameworks and benchmarks for the sector, providing a detailed analysis of the overlap between these and mapping the performance of pilot institutions, including Edinburgh, against these on an updated LiFE framework.

AUDE invited the University to participate in a pilot of the Green Scorecard this summer and produced a case study of its sustainability operations performance against Estates Management Record (EMR) data and certain criteria. The case study is in **Appendix 2**. Institutions will be asked to complete the Green Scorecard on an annual basis.

Carbon Reporting

With the recent approval of the University's new Climate Strategy, proposals will be brought forward to November's meeting of SOAG, outlining the future management of carbon reporting in relation to the strategy. This will include quarterly and annual reporting of carbon data to the SOAG committee, ensuring progress against absolute and relative targets are accurately monitored, leading to continual improvement of both our targets and means to achieve these targets. As part of the governance of the Climate Strategy SOAG will ensure oversight on sustainable operations issues such as climate change and energy efficiency.

Resource implications

Current resource implications for the pilot have been accounted for within existing staff and operational budgets included in departmental planning. This will be reviewed going forward.

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

A pilot of the internal benchmarking framework will be completed in September, with an opportunity to refine the process before rolling this out across University departments in 2017. Further work to develop performance indicators will be ongoing and will align with the review of the SRS Strategy.

Consultation: Internal stakeholders are in the process of being consulted.

Further information Author: Matthew Lawson, Programme Manager, September 2016

Freedom of Information: This paper is open.

Appendix One

The criteria selected for the five priorities areas in the internal benchmarking framework are outlined in **Figure One**. After the pilot period, the criteria will be refined based on feedback from participants and stakeholders. As systems improve which report sustainability performance data (including energy, procurement, travel and waste) the intention would be to incorporate the data into the framework to report against individual departments.

Further detailed information on the criteria is available from Matthew Lawson, Programme Manager, in the Department for SRS.

Figure One – Criteria for Internal benchmarking framework for Pilot September 2016

| Utilities | Resource Management | Sustainable Travel | Leadership and Engagement | Learning, Teaching and Research |
|---|--|--|---|---|
| 1.1 Appointed Energy Coordinator | 2.1 Appointed Waste Coordinator | 3.1 Appointed Sustainable Travel Champion | 4.1 Participate in the Sustainability Awards | 5.1* SRS courses are available to students in the academic school. |
| 1.2 Energy audit of department | 2.2 Department actively using WARPit | 3.2 Staff actively using the pool car / car share schemes | 4.2 Staff have applied to the SRS Staff Project Grant | 5..2 SRS research is being undertaken (i.e. provision of case studies) |
| 1.3 Applied to Sustainable Campus Fund | 2.3 Sustainable procurement practices applied | 3.3 Department actively using electric bikes | 4.3 % of staff have completed the Be Sustainable training | 5.3* Sustainable measures are considered when delivering courses and research |
| 1.4 Rolling programme to replace equipment | 2.4 Fair trade and ethical issues when procuring goods or services | 3.4 Sustainable business travel advice implemented by department | 4.4 Opportunity for staff to volunteer and fundraise for charitable efforts | 5.4 A living lab approach is embedded in course and research delivery |
| 1.5 The department is proactively promoting the Switch energy efficiency campaign | 2.5 Circular economy approach is adopted and implemented into department | 3.5 Visitor travel advice is published | 4.5 SRS is included within the department's strategic policies | 5.5* Academic staff are members of the SRS Academic Network |

*criteria will be reframed for non-academic departments.

Green Scorecard Case Study

University of Edinburgh

How has it been used?

It was decided all indicators should be scored to ensure completely transparent reporting, in line with Edinburgh's culture of improvement.

It was felt that this approach would also provide new insights for the University and the indicator structure has encouraged issues to be considered in a different way.

The final output represents the current position of the university with a good degree of accuracy.

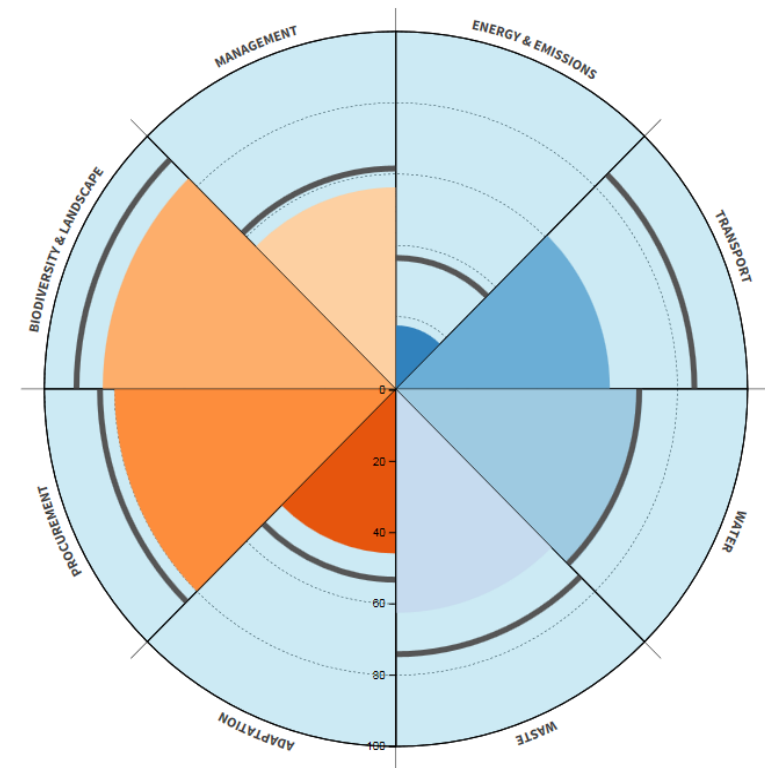
The Scottish Government Reporting requirements gain greater attention but the scorecard provides a good additional layer of detail and context to show where improvement could still be made.

What does it show?

The diagram shows a large variation in scores. The low score in energy reflects the fact that current efforts are focussing on improving data and reporting systems. The relatively low target is large in absolute terms and reflects the size and complexity of the Edinburgh estate and the early stage of project planning.

The good performance in procurement reflects the fact that it is an issue that's had a lot of attention recently. This is similar to transport where commuting has been addressed – the high target for this category reflects expected improvements going forwards.

Conversely, formal accredited management systems haven't been implemented but comprehensive in-house systems exist.

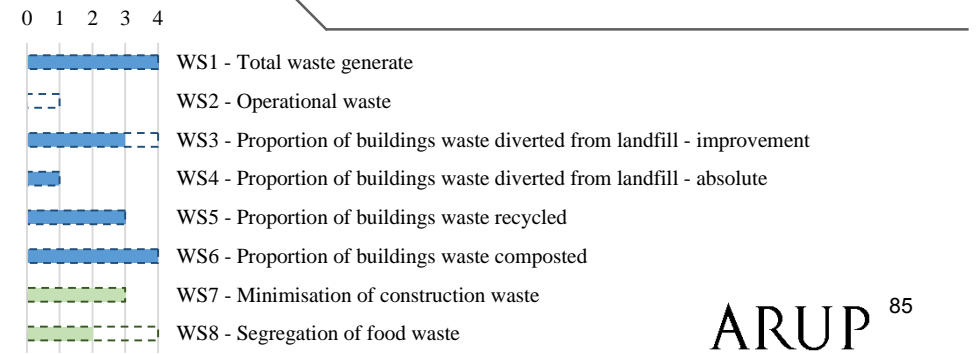
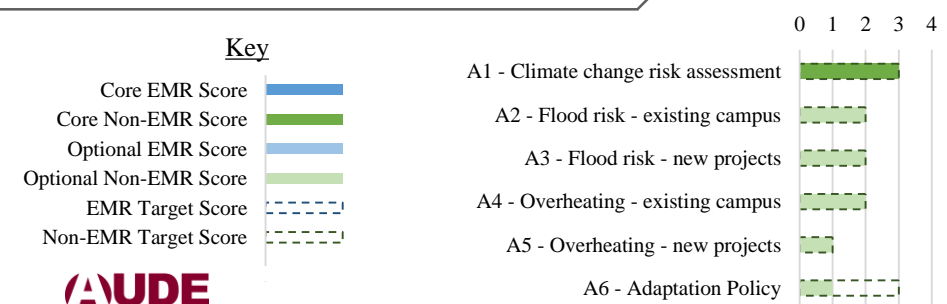
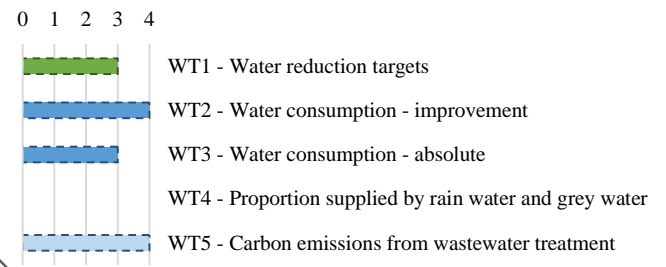
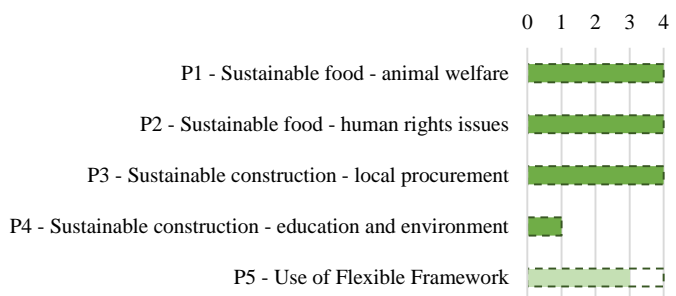
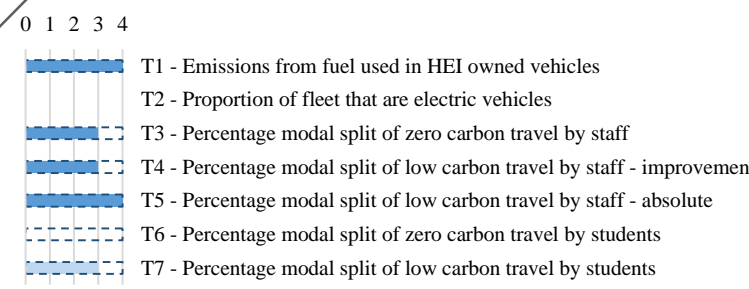
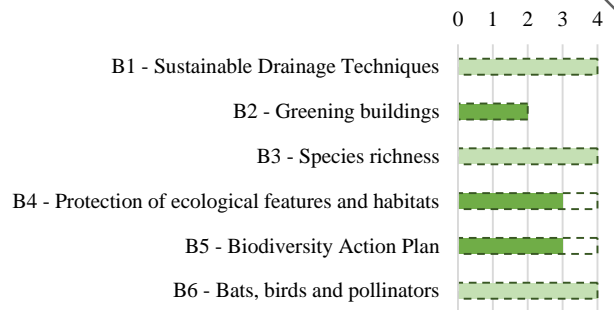
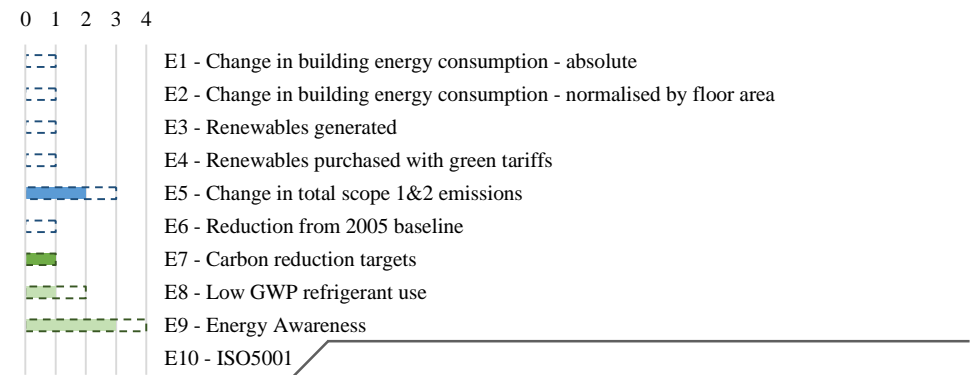
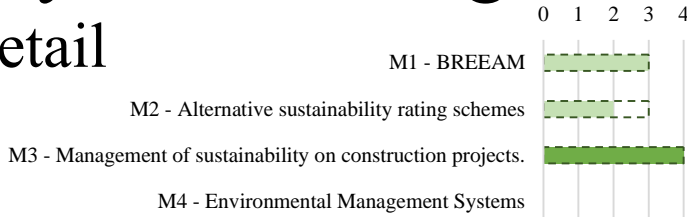


“Its release has been timely as the tool shows us areas that would benefit from greater attention as we move into a busy time of policy renewal”

Matthew Lawson
Programme Manager, Department for
Social Responsibility and Sustainability

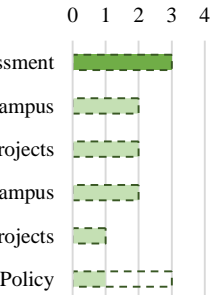
University of Edinburgh

Indicator detail



Key

- Core EMR Score
- Core Non-EMR Score
- Optional EMR Score
- Optional Non-EMR Score
- EMR Target Score
- Non-EMR Target Score





Sustainability Operations Advisory Group (SOAG)

Tuesday 13 September 2016

Fairtrade University Status Renewal 2016

Description of paper

This paper comprises the final draft of the University’s submission for renewal of its Fairtrade status, as submitted to the Fairtrade Foundation on 29 July 2016.

Action requested

SOAG is asked to note the paper.

Discussion



**FAIRTRADE
FOUNDATION**

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F: +44 (0)20 7977 0101

www.fairtrade.org.uk

FAIRTRADE UNIVERSITY / COLLEGE STATUS APPLICATION FORM

Complete and return when you have met your goals!

A copy of this form should be completed and signed by three members of the University’s Fairtrade Steering Group, including a student, catering/shop and university/college representative when the Fairtrade University/College goals have been met. **Please email it with your supporting evidence to volunteer.university@fairtrade.org.uk. You can also post hard copy supporting evidence to: Fairtrade Universities and Colleges, Fairtrade Foundation, 3rd Floor, Ibex House, 42-47 Minories, London EC3N 1DY.** A signed and dated certificate will be awarded when Fairtrade status has been granted.

NB: Please check the Fairtrade Foundation website to ensure you have the most up to date version of this form, goal information and supporting document expectations.

| | |
|------------------------------------|---|
| Name of University/College: | University of Edinburgh |
| Contact name: | Jane Rooney |
| Position of contact: | Committees and Projects Officer |
| Address: | Department for Social Responsibility and Sustainability 9 Hope Park Square Meadow Lane |

| | |
|---|--|
| | Edinburgh EH8 9NP |
| Telephone | 0131 650 4375 |
| E-mail address: | Jane.Rooney@ed.ac.uk |
| Total number of students enrolled: | 35,582 (including full and part-time, undergraduate and postgraduate) http://www.docs.sasg.ed.ac.uk/gasp/factsheet/StudentFactsheet310116.pdf |
| Date of submission: | 29 July 2016 |

Status applied for (tick one box only): Fairtrade University Fairtrade College

Goal 1: Instate formal Fairtrade* policy. The Student Union (or equivalent) and the University/ College authorities both create a Fairtrade policy incorporating these five goals. (This should be reviewed annually)

Date achieved: Our new Fair Trade Policy was endorsed by University Court in June 2013.

Details: (please include a signed copy of the Student Union and University Fairtrade Policy or joint policy as appropriate)

While our previous Fair Trade Policy was based on the Fairtrade Foundation's criteria for being a Fairtrade University, our current policy reflects our wider understanding of fair trade. Our policy commits us to making available, and encouraging consumption of, fair trade products (those with the Fairtrade mark, but also from other fair trade schemes and companies). We remain committed to developing academic research and teaching on fair trade, raising awareness, and collaborating with the wider community.

Our policy as published at: <http://www.ed.ac.uk/about/sustainability/themes/fair-trade/governance>:

Our Fair Trade Policy was endorsed by Court in June 2013. Having a Fair Trade Policy is one of the Fairtrade Foundation's criteria for Fairtrade University status.

The University of Edinburgh aims to contribute to meeting the global poverty challenge by:

1. Expanding the range of fair trade foods, beverages and apparel available at all campus shops, canteens, cafés, meeting rooms, restaurants and bars.
2. Ensuring fair trade tea and coffee is used at all meetings and encouraging consumption of fair trade products in offices.
3. Raising awareness on issues of fairness in global trade through events and online content.
4. Carrying out and disseminating research on fairness in trade, and encouraging associated teaching, through our Fair Trade Academic Network.
5. Collaborating with the Edinburgh Fair Trade City Initiative and the Scottish Fair Trade Forum on what it means for Scotland to be a Fair Trade Nation, and with other relevant groups such as the Worker Rights Consortium.

Our student-staff Fair Trade Steering Group will regularly review and make recommendations to revise the University's approach to fair trade procurement and awareness-raising, taking into account the latest developments in fair trade movements and in academia.

Any other progress or achievements:

As part of our commitment to fairness in trade, in 2016 we became the first University in the UK to adopt a formal Conflict Minerals Policy: <http://www.ed.ac.uk/news/2016/conflictminerals-090316> which has received widespread media coverage. The policy was developed by the Social Responsibility and Sustainability (SRS) Department in collaboration with procurement colleagues, elected student representatives, and academics.

While the University of Edinburgh has long since incorporated fair trade into its procurement strategy (http://www.docs.csg.ed.ac.uk/Procurement/policies_procedures/ProcurementStrategyMay2013.pdf) incorporation of social responsibility and sustainability issues, including consideration of fair trade, is now mandatory under procurement law. Throughout 2016, we are working to embed these issues into procurement processes wherever possible, engaging stakeholders from across the University, and collaborating with the wider sector. We also continue to be active members of Electronics Watch, and continue our affiliation to the Worker Rights Consortium. We are working to develop a suitable action plan in light of the new UK Modern Slavery Act.

We have also worked on the development of a [food policy](#), which includes fair trade.

Implementation of the policy:

1. Procurement and the Department of Accommodation, Catering and Events in the University and EUSA continue to work to increase sales of fair trade products – see goal 2 for details.
2. Fair trade hot beverages and other products are routinely served at meetings – see goal 3 for further details.
3. We have held a wide range of events and communications outlets to raise awareness on fair trade – see goal 4 for details.
4. We encourage research and teaching on fair trade through our Fair Trade Academic Network – see goal 4 for details.
5. We continue to develop our external linkages on fair trade – we are a member of the Scottish Fair Trade Forum and Edinburgh Fair Trade City Group, jointly organising events. We have established a Community of Practice on fair trade across UK institutions within the EAUC (Environmental Association of Universities and Colleges). Through this network, we have surveyed what other institutions are doing about fair trade, held webinars on fair trade topics, shared ideas and advice on an email list, held social media campaigns, and held a meeting at the 2014 EAUC Conference.

Fair Trade Policy implementation is reviewed by SRS Committee and the Sustainability Operations Advisory Group. Our Fair Trade Policy reflects wider University commitments to social responsibility and sustainability, which are strategic themes in the [University's Strategic Plan 2012-16](#). The University Mission includes a commitment to making 'a significant, sustainable and socially responsible contribution to Scotland, the UK and the world, promoting health and economic and cultural wellbeing.' Fair trade activities are incorporated in our [Social Responsibility and Sustainability Strategy 2010-20](#). Staff & students working together on fair trade continues a 12 year collaboration.

Result: Goal Achieved or Not

Comments and Further appropriate action

Goal 2: Fairtrade products including food and cotton are made available for sale in all campus shops. Fairtrade foods are used in all cafés/restaurants/bars on campus. The availability and use of Fairtrade products throughout the university/college increases year on year. The university/college and Student union commits to sourcing Fairtrade cotton products in their purchasing (for example staff uniforms, course wear and merchandise)

Date achieved: ongoing since 2004.

Details: please list all outlets on campus that sell directly to staff or students, including canteens and coffee shops; indicate who they are run/catered by and give details of all Fairtrade products on offer with brands and, where possible, sales figures (N.B. complimentary offerings such as conference catering should be listed in Goal 3).

For Accommodation, Catering and Events (ACE) for the period August 2014-July 2016 we sold:

2,268,272 cups of coffee
 750,725 cups of tea
 570,000 cup of hot chocolate

Actions taken:

Accommodation Services catering update

The University continues to use only two suppliers for all its Fairtrade hot beverages: Mathew Algae and Coffee Conscience. The former provides Fairtrade coffee for all commercial activity including meetings, academic conferences, training days, weddings, and other events.

Coffee Conscience provides Fairtrade beverages for retail in addition to espresso-type products. The company roasts green coffee beans in Glasgow and Dundee and has its main distribution centre in Perth; resulting in a reduction in food miles and carbon footprint. In addition to supplying Fairtrade produce, Coffee Conscience also benefits local community projects through planting trees for new apple orchards and after 4 years 600 new trees have been planted.

Since 2011, Coffee Conscience, with the University's support, has raised funding for over 1,800 apple trees. Working with the charity Commonwealth Orchards and Fruitful Scotland, they have launched 2020 Vision; a project to raise funding for 2,020 workshop packs for 2,020 primary schools/ nurseries by the year 2020. This launch is a significant project which through the annual workshop event, provides access to all children allowing them to learn more about seeds, potting, planting, fruit trees, and Fairtrade. This year a donation from Coffee Conscience has been made to the aforementioned charity and they are working with several key partners to setup the delivery of 20-30 workshop kits this year to gauge logistics and feedback.

Edinburgh was the first University in the UK to achieve the Food for the Brain Award (2006), and the first in Scotland to achieve membership and a 2 star rating from the Sustainable Restaurant Association (2015), as well as the first University in Scotland to achieve Fairtrade status (2004). UoE has held Healthy Living, Good Egg and Green Business Tourism Awards and was awarded the "Taste our Best" award by Visit Scotland for all commercial hotels breakfast and bistro meals as over 40% of all food items have full Scottish Provenance.

UoE was the first University in Scotland to establish a dedicated student cook school, creating a training kitchen to offer cookery classes for students and offering courses designed to cover food hygiene and safety, knife skills, and preparation of dishes using good quality fresh ingredients. Edinburgh was the first University in Scotland to adopt KeepCups, with 19,000 sold to date.

As well as delivering great food to our customers, awards underpin the University's Strategic Mission to make a significant, sustainable and socially responsible contribution to Scotland, the UK and the world, promoting health, economic growth and cultural wellbeing.

As illustrated in the table below, Fairtrade Hot Beverage consumption on campus continues to grow, linked to growth in the number of catering units at the University as well as increased catering for visitors and the general public through the commercial conference, day meetings, weddings and events business branded under "Edinburgh First" www.edinburghfirst.com

Cups sold

| Product | 2013/2014 | 2014/2015 |
|------------------------------|-----------|-----------|
| Tea | 879,825 | 750,000 |
| Coffee | 2,166,736 | 2,268,272 |
| Hot Chocolate | 560,700 | 570,000 |
| Sugar Sticks (brown & white) | 645,000 | 675,000 |

Note: University financial year runs August to July

In respect of fair trade rice usage, the University of Edinburgh continues to buy from Just Trading Scotland, a local supplier based in Paisley. This has been a partnership that has been running since Fairtrade Fortnight 2009, when the head of catering met this supplier at a conference. The marketing continues that as only primary education is

free in Malawi, every 90KG of rice purchased by the University allows it to sponsor a child to attend High School. Farmers in Malawi can decide if they want to spend their premium on schooling for children or on other essential items.

| Product | 2013/2014 | 2014/2015 |
|------------|-----------|-----------|
| White Rice | 1675 kilo | 2000 kilo |
| Brown Rice | 275 kilo | 350 kilo |

Sales of Fairtrade Cotton Products

| Product | 2013/2014 | 2014/2015 |
|--------------------------|-----------|-----------|
| Polo shirts and T-Shirts | 1100 | 1250 |

As part of its commitments as a Fairtrade University, the University provides some Fairtrade cotton garments to servitorial staff, and is working with public procurement consortia to call for further Fairtrade cotton items to be made available.

Following a formal proposal from University of Edinburgh students to the Fair Trade Steering Group and subsequent thorough research on existing consortium suppliers, the University of Edinburgh Procurement Office joined the Workers' Rights Consortium (WRC) in 2013. Part of a UK campaign by People & Planet, the WRC will review all suppliers on existing agreements for corporate branded clothing purchased under these agreements. Future tenders will declare the University's membership of the WRC and the process of checking the supply chain before award. The University of Edinburgh was the first institution in Scotland to join the WRC. It shares information on Fairtrade cotton uniforms with two local school head teachers.

Edinburgh University Student Association update

Edinburgh University Student Association (EUSA) has a number of outlets selling fair trade products. Since the EPOS (Electronic Point of Sale) system was introduced it has enabled better forecasting and reporting of sales of all products including Fairtrade items. Having had its tenth anniversary of achieving Fairtrade status in 2014, EUSA looks forward to achieving continuous improvement within the theme of ethical trading and also to widening EUSA's scope and influence across the whole of Fairtrade trading.

EUSA Fairtrade Products sold (Retail) and Catering

Please see below for total unit & value sales for all Fairtrade goods sold by **EUSA Retail** from 1 June 2014 until 31 May 2016 across all sites.

| Product | total units | total (£) |
|------------------------------------|-------------|--------------|
| Epona Clothing | 1255 | £ 15,557.86 |
| Hot Drinks | 43151 | £ 72,081.19 |
| Café Direct Coffee & Hot Chocolate | 1969 | £ 7,167.98 |
| Bananas | 32377 | £ 12,553.25 |
| Bramik Fairtrade Smoothies | 3880 | £ 5,196.29 |
| Bramik Fairtrade Fruit Juices | 17873 | £ 19,253.03 |
| Green & Blacks Chocolate | 7165 | £ 5,303.48 |
| Cadbury Dairy Milk Chocolate Bars | 13896 | £ 10,813.60 |
| | 121566 | £ 147,926.68 |

CATERING FAIRTRADE FIGURES FOR 2014
- 2015

| | KBH | | Teviot | | Potterrow | | Pleasance | | TOTAL | |
|------------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|
| PRODUCT RANGE | SALES IN VOLUME | NET SALES £ | SALES IN VOLUME | NET SALES £ | SALES IN VOLUME | NET SALES £ | SALES IN VOLUME | NET SALES £ | SALES IN VOLUME | NET SALES £ |
| Hot beverages | 61370 | £ 89,657 | 61613 | £ 87,292 | 69971 | £107,702 | 28575 | £ 52,861 | 221529 | £ 337,512 |
| Chocolate bars | 162 | £ 185 | 1380 | £ 1,656 | 217 | £ 281 | 0 | £ - | 1759 | £ 2,122 |
| Bananas | 1472 | £ 883 | 112 | £ 67 | 0 | £ - | 0 | £ - | 1584 | £ 950 |
| Fairtrade juices | 2631 | £ 4,491 | 1812 | £ 2,254 | 1363 | £ 1,754 | 0 | £ - | 5806 | £ 8,499 |
| TOTAL | 65635 | £ 95,216 | 64917 | £ 91,269 | 71551 | £109,737 | 28575 | £ 52,861 | 230678 | £ 349,083 |

CATERING FAIRTRADE FIGURES FOR 2015
- 2016

| | KBH | | Teviot | | Potterrow | | Pleasance | | TOTAL | |
|------------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|
| PRODUCT RANGE | SALES IN VOLUME | NET SALES £ | SALES IN VOLUME | NET SALES £ | SALES IN VOLUME | NET SALES £ | SALES IN VOLUME | NET SALES £ | SALES IN VOLUME | NET SALES £ |
| Hot beverages | 64224 | £ 94,494 | 65950 | £ 96,560 | 78294 | £110,951 | 26082 | £ 49,657 | 234550 | £ 351,662 |
| Chocolate bars | 56 | £ 51 | 1076 | £ 950 | 0 | £ - | 0 | £ - | 1132 | £ 1,001 |
| Bananas | 1743 | £ 1,045 | 0 | £ - | 0 | £ - | 0 | £ - | 1743 | £ 1,045 |
| Fairtrade juices | 3099 | £ 4,032 | 1705 | £ 3,188 | 994 | £ 1,282 | 0 | £ - | 5798 | £ 8,502 |
| TOTAL | 69122 | £ 99,622 | 68731 | £ 100,698 | 79288 | £112,233 | 26082 | £ 49,657 | 243223 | £ 362,210 |

Result: Goal Achieved or Not
Comments and Further appropriate action

Goal 3: Fairtrade products are served at all meetings and events hosted by the University /College and the Student Union (or equivalent), including internal management meetings. Tea, coffee and sugar to be served as standard with other Fairtrade products being introduced (e.g. biscuits and juice) where possible.

Date achieved: Ongoing since 2004.

Details: please list all regular meetings and major events with complimentary offerings, indicating who they are hosted and catered by; and give details of all Fairtrade products on offer with brands. (N.B. point of sale offerings such as canteen meal should be listed in Goal 2).

University of Edinburgh Accommodation Catering and Events continues to offer a full range of Fairtrade hot beverages as the only option be it for internal meetings, graduations and for the commercial market, given the extensive range of catering required for weddings, academic conferences and other events. Therefore Fairtrade products are not just restricted to the internal University community but anyone using University facilities. In addition a range of Fairtrade sugar, wines and fruit are provided **with 14.3 kilo of Fairtrade bananas purchased over 2014/2015**. These products are available to all students, staff and commercial customers.

Vending machines in our meeting rooms provide Rainforest Alliance labelled hot beverages. Where catering is provided at meetings without vending machines, Accommodation, Catering and Events supplies Fairtrade hot beverages and sugar as standard, as well as biscuits and healthy snacks.

In terms of encouraging consumption of fair trade products, we have a [guide to fair trade](#) on our website and EUSA and the Department for Social Responsibility and Sustainability runs a Sustainability Awards scheme engaging with staff across the University which includes criteria relating to the use of Fairtrade tea and coffee in all meetings and the purchase of Fairtrade products for consumption by departmental staff.

As meetings held in our venues are catered by our own in-house caterers or by EUSA we are able to confirm that departments are using Fairtrade tea and coffee and that it is served at all conferences.

| Host | Caterer | Meetings/Events | Product | Brand | Supplier |
|------|---------|--|---------------|----------------|----------------|
| EUSA | EUSA | Student Council meetings, societies meetings | Coffee | Café Direct | Café Direct |
| | | | Tea | Café Direct | Café Direct |
| | | | Confectionery | Green & Blacks | Green & Blacks |
| | | | Fruit juice | Bramik | Bramik |

| | | | | | |
|-----------------------|---|--|---------------|--------------------------------|----------------|
| UoE | Accommodation Services / Edinburgh First / EUSA | All central university meetings (including University Court and Senate), departmental meetings, seminars | Coffee | Mathew Algje/Coffee Conscience | TUCO |
| | | | Tea | | TUCO |
| | | | Confectionery | Green & Blacks | Green & Blacks |
| | | | Fruit | Compass / 3663 | APUC |
| Conferencing & Events | Edinburgh First | In-room facilities, conference meals | Coffee | Mathew Algje/Coffee Conscience | TUCO |
| | | | Tea | | TUCO |
| | | | Wine | | TUCO |
| | | | Confectionery | Green & Blacks | Green & Blacks |
| | | | Fruit | Compass / 3663 | APUC |

Date achieved: ongoing since 2004

Result: Goal Achieved or Not

Comments and Further appropriate action

Goal 4: Campaigns are run on campus to increase the understanding of Fairtrade and consumption of Fairtrade products. This should include student events, actions and trade justice awareness raising as well as integrating Fairtrade in to subject teaching where appropriate and creating a social media group for your campaign (i.e. Facebook, twitter)

Date achieved: ongoing since 2004

Calendar of events (spring 2014 – summer 2016)

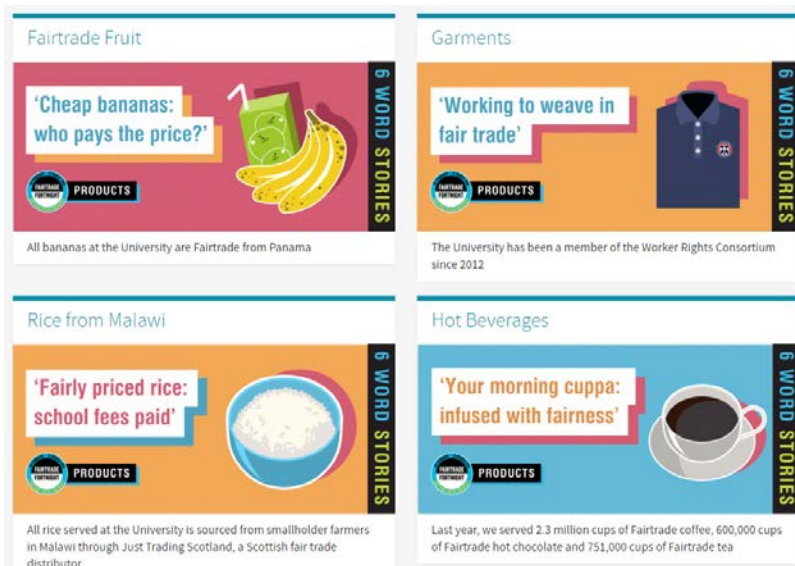
| Date | Event | Students/staff attended | Description/aims |
|--------------|---|---|--|
| 28 Feb 2015 | Fair Trade Festival 2015 | 150 – 200 (some members of the public) | This was a free event organised in partnership with the Edinburgh Fairtrade City Group. It attracted students and local members of the community. It offered free Fairtrade refreshments, storytelling and activities for children and performances from Edinburgh Contemporary Choir. |
| 2 March 2015 | Meet the Fair Trade Producers | 20 students | Representatives from Craftaid (Mauritius) and Koolskools attended this event where staff and students had the opportunity to hear first-hand from Fair Trade cotton producers and manufacturers. |
| 8 March 2015 | Photo Exhibition: What does Fair Trade mean to you? | 150 approx. | Student-led photo exhibition hosted at the University Chaplaincy that was centred on the question: What does Fair Trade mean to you? |
| 29 July 2015 | Fair trade lentils in Malawi - findings from MSc student placements | 30 students | Students Javier Ureña Palencia, MSc International Business and Emerging Markets and Lauren Opstad, MSc Environment and Development, talked about their experiences on placement in Malawi this summer, looking at fair trade lentils supply chains – including impacts on livelihoods, and value chain analysis. |
| 18 Feb 2016 | University of Edinburgh TedX | 500+ students | Michael Gidney, Chief Executive of the Fairtrade Foundation, delivered a talk during the University of Edinburgh TedX event which focused on the positive power of consumerism and reminded us of the value/impact of choosing Fairtrade. |
| 29 Feb 2016 | Modern Slavery: Are we complicit? | 50 students / staff | To mark the first day of Fairtrade Fortnight, the Department for Social Responsibility and Sustainability ran an event focusing on the issue of Modern Slavery, and the importance of transparent, fair trade supply chains. Speakers included academics, the Director of Procurement from the University and Head of Christian Aid Scotland. |
| 5 March 2016 | Fair Trade Festival 2016 | 150 – 200 (students & members of local community) | Once again supported the annual Fair Trade Festival organised by the Edinburgh Fairtrade City Group. Hosted at the Southside Community Centre, the event offered Fairtrade refreshments, storytelling and activities for children, Fairtrade stalls and performances from Edinburgh Contemporary Choir. |
| 7 March 2016 | Beyond the Beans – Producer Visit | 20 students | University of Edinburgh supported an event at the One World Shop where we were joined by Luz Marina Garcia Ruiz, a coffee certification manager at Asprocafe Coffee Co-operative, Colombia. Luz spoke about her work and the impact of the Fairtrade Premium. |
| 9 March 2016 | Fairtrade on your Doorstep | 30 students | This event brought together student initiatives, university representatives, and local businesses to explore the wide range of Fairtrade related activities and support that are available on and around the campus. The Department for Social Responsibility and Sustainability presented on the progress that Edinburgh University has made. |

| | | | |
|--------------|---|---|--|
| 5 April 2016 | In Conversation with Rudi Dalvai - President of the World Fair Trade Organisation | 15-20 staff, students and members of the local community. | Invited UoE staff and students to meet Rudi in local Fair Trade Shop, 25 Nicolson Square, Edinburgh to discuss the latest developments in the World Fair Trade Organisation and the challenges it faces, how UoE can connect with what is happening in fair trade globally, ask questions and understand more on the new WFTO label and certification. |
|--------------|---|---|--|

Further details (Please give details of special events or promotions and attach copies of any relevant articles and images):

Eight procurement law roadshows took place during 2014-15 and new procurement rules training was offered to over 300 staff in 2015-16 highlighting 'fair trade' and ethical procurement and case law and how to consider third sector and charities supplying us.

In addition to the events listed above, the Department for Social Responsibility and Sustainability organised an [online campaign](#) that promoted different ways in which the University of Edinburgh promotes and supports Fairtrade, including clothing, electronics, tea/coffee, juice, fruit and rice. Eye catching graphics were produced for each category and promoted through social media (examples below). This information, along with other links related to Fairtrade on campus were featured on a special 'Fairtrade webpage' on the university website.



The University of Edinburgh also participated in and promoted the '[six word fair trade stories](#)' competition launched by the EAUC Fair Trade Community of Practice. We encouraged staff and students to share their stories via Twitter, using the hashtag #sixwordfairtradestory. A Fairtrade box of chocolates was awarded to the winning story, and favourite entries were shared on the EAUC's website.

Over the course of the two weeks, the University also encouraged students and staff around campus to run their own events. We compiled all activities into an online [Fairtrade Fortnight Calendar](#). This included a student-led Fairtrade lunch, and events by local small Fairtrade businesses.

Following Fairtrade Fortnight the SRS Department published a [blog](#) summarising the campaign and reflecting on the value of Fairtrade.

Any other progress or achievements (e.g. Fairtrade teaching in courses, collaboration with other Fairtrade campaign groups, other creative campaigning):

The University of Edinburgh is an active member of the Fair Trade City Group, and attends the monthly meetings. This has been a useful forum to engage and collaborate with local businesses, other Universities, and

local government.

In summer 2015, the SRS Department formed a collaboration with Just Trading Scotland and with our academic schools, to organise two dissertation placements with field work in Malawi, looking at the University's fair trade lentils supply chain. A student from Geosciences carried out livelihoods and gender analysis, and a student from the Business School carried out value chain analysis, making useful recommendations for Just Trading Scotland and the University. A blog post by the students can be read here: <http://www.sustainability.ed.ac.uk/blog/2015/msc-student-placements-fair-trade-research-in-malawi/>

We continue to organise dissertation and coursework projects related to fair trade themes, with students looking at artisanal mining and human rights, and palm oil, this summer.

One of our staff members presented a paper on fair trade in universities at the International Fair Trade Symposium in Milan, May 2015, which was useful for connecting with researchers and practitioners.

We continue to be a member of the Scottish Fair Trade Forum, taking part in the annual conference and other events, and regularly participating in Fair Trade Cross Party Group meetings at the Scottish Parliament.

Result: Goal Achieved or Not
Comments and Further appropriate action

Goal 5: A Fairtrade Steering Group is established, with representatives from the student body, University/College staff and catering or procurement department.

(Where this is part of a wider ethical procurement committee there should be a Fairtrade working group who either meet each term or who cover Fairtrade comprehensively in the wider meeting.) Student representation in the steering group is essential.

Date achieved: ongoing since 2004.

Name of Steering Group: Fair Trade Steering Group; now SRS Staff-Student Workshop

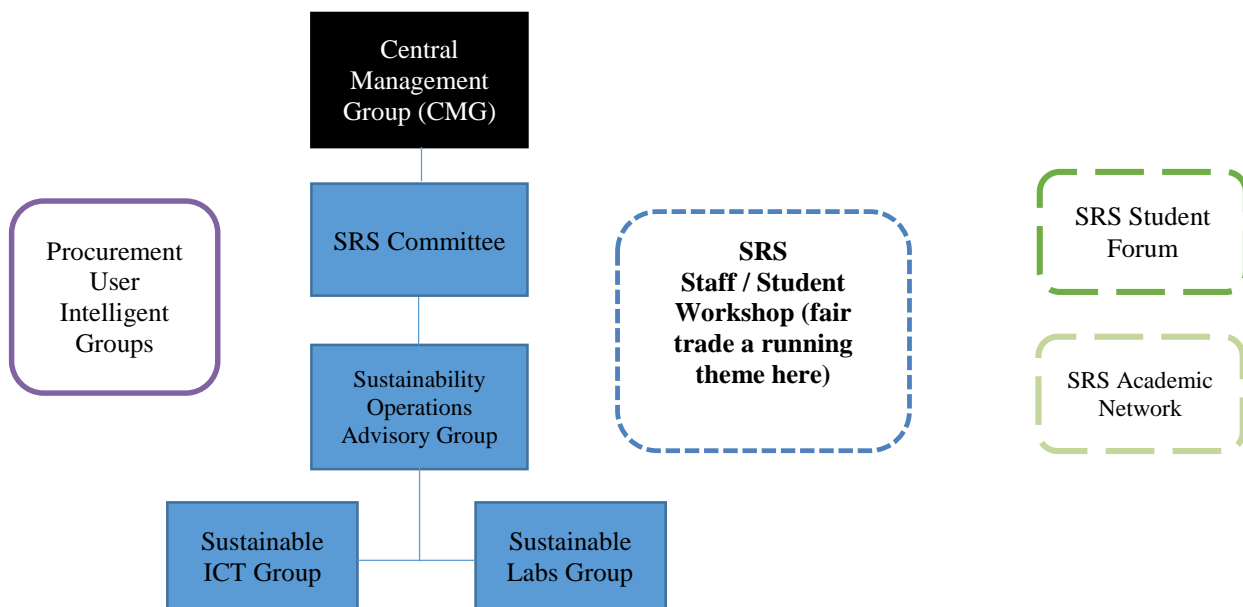
A Fair Trade Steering Group (FTSG) existed until 2015 (detailed in previous reports to Fairtrade Foundation). FTSG minutes from 2009 are available online at <http://www.ed.ac.uk/about/sustainability/governance-publications-reports/committees/fair-trade/agendas-papers-minutes>

As part of a wider review of governance for SRS issues at the University, in October 2015 a review of the Fair Trade Steering Group was carried out. The Review found strong agreement that the University maintain a public commitment to fair trade and ethical standards in procurement as well as Fairtrade accreditation. Many aspects of sustainable procurement were now embedded in 'business as usual', and fair trade may not be as inspiring a concept for today's students as local sourcing and wider concerns over who UoE does business with. Consequently, it was agreed that the current version of FTSG would stand down and its work be carried on through a SRS staff/student workshop, short-life working groups taking forward policy issues, and that supply chain aspects beyond environmental performance come under the remit of the Sustainability Operations Advisory Group (SOAG).

The recommendations were endorsed by FTSG on 22 September and SRS Committee on 21 October 2015, on the understanding that the University's commitment to fair trade remain clearly visible and staff and students have opportunities to engage on this topic as part of the University's wider social responsibility challenges. SRS Committee recognised the huge impact of work initiated by the Group since 2004, influencing UoE catering and

NUS policy and working with groups across the UK and beyond. On 9 December 2015 current and former members of FTSG and supporters met at the Edinburgh Centre for Carbon Innovation for a reception celebrating progress and the significant role played by the Group since 2004.

The diagram below shows our current committee structure, as well as other groups that now discuss and work on fair trade issues: procurement user intelligence groups; the SRS Staff/Student Workshops (twice a year), SRS Student Forum (monthly in collaboration with the students' union), and the SRS Academic Network. Fair Trade Policy implementation is reviewed by SRS Committee and the Sustainability Operations Advisory Group.



Any other progress or achievements:

The SRS Department, formally established in 2014, is now widely recognised in the sector as carrying out advanced work related to fair trade, through its fairness in trade and sustainable procurement programme of work (<http://www.ed.ac.uk/about/sustainability/about/programmes/fairness-trade-sustainable-procurement>). This means fair trade issues, and both practical and research work, are embedded in the department's work. Initiatives that embed fair trade awareness and action include the Sustainability Awards, our dissertation placement scheme (and dissertation prizes), our programme of events, and research collaborations with academic staff and external partners.

In November 2014, the University was awarded a Scottish Fair Trade Award by the Scottish Fair Trade Forum, for its commitment to fair trade in academic work and in procurement.

To continue to develop awareness of fair trade and ethical procurement in all our supply chains, UoE worked with APUC and students on the SUSTAIN database which embeds the ILO standards and requests and audits information on social labelling accreditations from key suppliers. The Sustainable IT Group, which first met in October 2015, has been taking forward work on conflict minerals and partnership with Electronics Watch. The fair trade concept has been taken much wider into 'social responsibility in procurement' with the next legal duty that came in on 1st June and associated work on the tool for category risk analysis and cascade of impact considerations into contracts, tender, terms and wider procurement strategy. Fair work practices across companies and sub-contractors are going to be considered more often in future, where risks are known, on expenditure at lower thresholds than EU, influencing the local market to think about fair trade and ethical procurement earlier.

Future plans (Please identify any future plans and areas that you would like to focus on for the next year):

Throughout 2016 and beyond, with new procurement law coming into force, we will work in collaboration between the SRS Department and Procurement to bring together stakeholders from across the University to assess social and environmental risks in procurement of different product types, and to prioritise actions to take.

We continue to develop more advanced methods for embedding these issues into all stages of procurement, and in our engagement with our suppliers.

Result: Goal Achieved or Not
Comments and Further appropriate action

This form should be signed by three members of the steering group, including a student, catering/shop, and University/College representative.

| | 1. Student rep | 2. Catering dept rep | 3. University/College rep |
|-----------|-------------------------|-----------------------------|---------------------------|
| Signed: | Alec Edgecliffe-Johnson | Ian Macaulay _____ | Karen Bowman _____ |
| Name: | Alec Edgecliffe-Johnson | Ian Macaulay _____ | Karen Bowman _____ |
| Position: | EUSA President _____ | Assistant Director Catering | Director of Procurement |
| Date: | 28/07/16 _____ | 28/07/16 _____ | 28/07/16 _____ |

If this document is submitted in electronic format it can be deemed signed by the names detailed above.
Notes:

* When referring to Fairtrade University / College status, Fairtrade products (i.e. products which carry the FAIRTRADE Mark) and Fairtrade in any context relating to the Fairtrade Foundation, Fairtrade should always be written as one word with a capital 'F'.

Risk Management

Reputational risks associated with failure to ensure renewal of FT status have been assessed as part of the Fair Trade Steering Group Review and discussed at SRSC and SOAG.

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

The University's activities in this area will be monitored and recorded for inclusion in its next submission, due summer 2018.

Consultation

This paper has been developed in consultation with the Director of Procurement, the Assistant Director of Accommodation Services (Catering), and EUSA President.

Further information

1. Author
Jane Rooney
Committees & Projects Officer
6 September 2016

Presenter
Michelle Brown
Head of SRS Programmes

Freedom of Information This paper may be included in open business.