THE UNIVERSITY of EDINBURGH

Travel & Aviation Working Group

Thursday 4th June 2020, 12.30pm

Microsoft Teams

1	**Minute** To *approve* the minute of the previous meeting on 11 May 2020	**TAWG 21**
2	**Climate Conscious Travel Communications Plan** To *receive* a presentation from the SRS Communications Manager	**Verbal**
3	**Final Equality & Diversity Impact Assessment Document** To *discuss* and *agree* a paper from the SRS Projects Coordinator	**TAWG 22**
4	**Final Report** To *discuss* and *agree* a paper from the Convener, Director of SRS & SRS Projects Coordinator	**TAWG 23**
5	**Covering Paper to University Executive** To *discuss* and *agree* a paper from the Director of SRS	**TAWG 24**
6	**Discussion on Taxis** To *discuss* options as a group	**Verbal**
7	**Implementation Plan & Immediate Next Steps** To *note* a summary of next steps from the Convener	**Verbal**
8	**Any Other Business** To *consider* any other matters from Group members	**Verbal**

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UNIVERSITY OF EDINBURGH **TAWG 21**

MINUTE OF A MEETING *of the Travel & Aviation Working Group held via Blackboard Collaborate on Monday 11 May 2020.*

Present: Sandy Tudhope (Convenor), University Lead on Climate Responsibility and Sustainability
Kevin Ashley, Director, Digital Curation Centre
Chris Cox, Executive Director Development and Alumni
Gavin Donoghue, Deputy Director, Stakeholder Relations, Communications and Marketing
Dave Gorman, Director of Social Responsibility and Sustainability
Bruce Nelson, College Registrar, Science and Engineering
Siôn Pickering, SRS Projects Coordinator
Rachael Robertson, Deputy Director of Finance
Rosheen Wallace, Students' Association VP Community

In attendance: Sarah Cunningham-Burley, Personal Chair of Medical and Family Sociology, Centre for Population Health Sciences
Christine Emmerson, Market Insight Manager, Communications and Marketing

Apologies: Richard Anderson, Senior Lecturer, Architecture and Landscape Architecture
Harry Campbell, Personal Chair of Genetic Epidemiology & Public Health
Grant Ferguson, Director of Estates Operations
James Smith, Vice Principal International

1 Minute **TAWG 17**

The Convenor welcomed attendees to the fourth meeting of the Group and outlined virtual meeting etiquette. He acknowledged the impact of the Covid-19 crisis on the work of the Group, with aviation travel at UoE currently stopped, but confirmed the intention to present a report to University Executive outlining approaches to support the University in moving towards climate conscious travel by default, integrating lessons learned from the Covid-19 experience.

The minute of 27 February 2020 was approved as a correct record.

2 Consultation Survey Results

Communications and Marketing's Market Insight Manager, in attendance for this item, delivered a presentation outlining key findings from the Climate Conscious Travel Consultation 2020.

Background

To become carbon neutral by 2040, the University needed to address its travel emissions; the third largest and fastest growing proportion of UoE carbon emissions. To reduce these UoE would adopt a climate conscious approach where travel choices were informed by their environmental impact, with a preference towards lower-impact travel and virtual collaboration.

Approach

To inform its decision making TAWG carried out a range of activities to collect views from staff and students, including an online consultation and series of virtual town

hall meetings. The survey ran from 6 March to 30 April 2020, receiving 841 responses. Qualitative comments were grouped into key themes to give an indicative overview.

Main Findings

- *Demographics*

Respondents represented a range of ages and length of time at the University, professional and academic roles, undertaking many business trips to none, with a variety of booking behaviours.

- *Overall views*

Overall three-quarters rated the proposals 'very' or 'quite' good, with some concerns about implementation and not going far enough.

- *Vision / Proposed interventions*

Of the proposals, 'infrastructure provision' and 'information provision & awareness raising' were most supported, required contributions least. Concerns were raised about provision of software, network capacity, and suitable space for virtual calls. Some questioned whether awareness raising would change behaviours. While many were supportive of subsidies, there were queries around how these would be funded and promoted. The higher cost of rail travel was a common theme. While two-thirds felt they had the information needed to make climate conscious travel decisions, many were keen for more information on the policy differences with alternative travel, and on carbon differences relating to specific journeys.

- *Policy changes*

Two proposed policy changes were raised: a climate conscious approach to travel outside the UK where possible, and flight-free travel within mainland Britain (with some limited exemptions). The majority of respondents were supportive.

When presented with more information on required contributions, two-thirds were supportive, although a minority had strong opposition. Ranked in order, respondents preferred option 3: flat rates, then option 2: a 10-15% required contribution, differentiated depending on the nature of the flight, then option 1: a 10-15% required contribution. Comments focused on the administrative burden (hence the preference for flat rates), how it would be charged and who would pay, and the percentage charge being linked to price rather than emissions.

A good number felt a required contribution would make them switch to climate conscious options, minimise their travel, or consider virtual methods, while a significant number had already adopted these methods. Others would find the concept problematic due to the nature of the work (e.g. fieldwork overseas), and the role of conference attendance in promotion criteria. In terms of incentives, comments focused around mitigating additional travel time, and issues of productivity while travelling.

- *Virtual meeting tools*

As the bulk of responses were received before the current working from home period, VCT figures would not reflect actual usage now. Skype for Business and Microsoft Teams were the most used virtual meetings software, with Teams rated most effective. Comments highlighted the need to use the same tools as partners.

To improve current provision, respondents cited additional training, facilities and space.

- *Equality, diversity and inclusion*

When asked about the impact of proposals on EDI issues, respondents highlighted caring responsibilities, early career and career progression, and concerns about workload.

The Group found the presentation very useful, and were pleased both by the level of response (having launch the survey during strikes and closed it during the Covid-19 crisis), and by the support shown for the proposals. Members discussed further ideas including whether the levy would apply to field trips, and whether flight quotas should be set for different departments. Follow up communications should focus on unpacking the issues raised, particularly clarifying where costs would fall.

3 Draft Equality & Diversity Impact Assessment Document **TAWG 18**

The Group welcomed Sarah Cunningham-Burley, University lead on Equality & Diversity. The SRS Projects Coordinator outlined progress to date and next steps. It was not possible to do an Equality Impact Assessment on the final policy at this stage as the wording had not yet been decided, so the draft assessment had focused on the proposals. The information, taken from group meetings to date and outputs from the consultation survey, confirmed that there was potential for impact.

The current draft was on the right track, with a good level of detail and supporting evidence, and was correct in including consideration of how the proposals might positively impact EDI. It was recommended that the issue around early career researchers be included under age – a protected characteristic, and that more thought be given to issues falling at intersections, e.g. between gender and age.

The main EDI issues arising from the survey had been around family and caring responsibilities, early career researchers, and disability. Given the time pressure, it was agreed that it was appropriate to do a partial EIA at this stage, identifying these key considerations, and indicating that a full response was not available yet as the policy was still in development, then following up with an assessment of policy implementation. A balance would be struck between individual responsibility and supporting structure, and the EIA would signal where mitigations lay outside of the policy, and how it integrated with other UoE policies.

Action – SP to expand on comments in section E relating to partners in low-income countries and mitigating the possible impact of reducing travel on their research and development opportunities. This section should also include reference to ethnicity and gender, the heightened risk of travelling within certain regions, and the impact on travel choices.

4 2020-21 Pilot

The Group had decided at the previous meeting that a pilot would be useful, particularly in resolving questions around the required contribution. Given the current Covid-19 situation, it was unlikely that a package of measures could be introduced for the next financial year. This pilot year could serve several purposes. The original purpose would be working with two to three Schools or management blocks to test the system; designing, planning and recruiting volunteers from August to January, then testing from January to July, working through administrative questions such as where and how to apply the levy, and assessing its impact. Secondly, the pilot could be used to further explore incentives, though there could be some difficulty funding

these in a challenging financial environment. Thirdly, it could feed in lessons learned from the Covid-19 crisis, remote working, and related issues.

Members recognised a fundamental issue in establishing a new baseline. There was likely to be substantial culture change that would make comparisons to pre-Covid activity irrelevant. This new baseline data would be needed in order to fully assess the success of the pilot, which could impact on the proposed timescales. Recognising the baseline issue and impact on measuring, it was proposed that planning for the pilot go ahead, focusing on the behavioural and process changes that would be needed, then waiting to see whether levels of business travel in January 2021 were sufficient to make running the pilot worthwhile. It was agreed that the pilot would focus on process design and testing around the required contribution, and would not include the ban on mainland UK flights, as this should be fairly straightforward to implement, having paid due attention to the EDI implications.

The Group recognised the difficulty of planning anything over the next few months, with particular areas of uncertainty around flights, rail travel, and commuting. It was felt that the main focus should be on the third option, integrating lessons learned from the Covid situation, then looking at possible incentives and process issues around the required contribution as things became clearer. While the survey focused on provision of on-campus VCT infrastructure, it was possible that facilities supporting home working would take priority for some time to come. This should link in with and acknowledge similar work across the University, including the Digital Transformation Board led by Gavin McLachlan.

Action – DG & SP to calibrate the Group's report to take account of developments over the last few months and align with related conversations across the University.

5 Final Report – Early Draft **TAWG 19**

The Director of SRS introduced this early draft of the report so members could agree the proposed structure. Following the meeting it would be shared on the TAWG Teams channel for collaborative editing. The full report would not be submitted to University Executive; instead a paper would go forward summarising the main points. The process of writing the full report was intended to help the Group think through the logic of the proposals, and the final document would serve as a record. It would also be a useful communications tool as there was expected to be interest in the process from across the sector. Members were content with the outline structure and content.

Action – All members to add their comments to the Word version on Teams by 20th May.

6 List of Proposed Decisions and Recommendations **TAWG 20**

This paper was intended to summarise and make clear all decisions and recommendations discussed and implied, to avoid issues arising on final draft. The full list would appear in the report, whereas the paper to University Executive would contain a summary of key points.

Members noted that there was scope to be bolder with these recommendations, building on current opportunities to implement culture change. While there was insufficient time to follow up with a further survey, members anticipated that support for the proposals would have increased over the past weeks, which could help to bolster recommendations further. A recommendation could be made that working practices align with the hybrid model currently proposed for teaching in semester

one, and subsequent wider curriculum reform, as well as adaptation and renewal discussions.

The Director of SRS highlighted progress made on aviation since an initial paper proposing offering some guidance on climate conscious travel was met with limited enthusiasm by University Executive four years ago. Conversations were currently ongoing with the Colleges, Estates and IS to develop strands of work in this area. Though these developments would not come to fruition before TAWG needed to report, they could be flagged.

It was also important to look beyond UoE and signal wider activity, such as APUC who were currently putting together guidance, which the University was feeding in to, on how the sector as a whole should address business travel. The Group discussed the possibility of Schools setting their own targets, which other institutions such as ETH Zurich were doing, bearing in mind the need to mandate a minimum emissions reduction target, to ensure it would be meaningful.

Members were broadly content with the list, with some points of detail to be worked through. The Group agreed to frame the report in terms of adaptation and renewal, highlighting that it offered a detailed package of measures for immediate and longer-term implementation, which had substantial support pre-Covid, then going on to reference a range of new behaviours and opportunities that the infrastructure of adaptation and renewal should address.

On point 14, the original intention had been to recycle some of the funds from the required contribution to pay for carbon sequestration projects. Conversations with the Principal and Directors of Estates and Finance were ongoing, but this figure was likely to be considerably lower than the £300-600K originally estimated.

Action – DG to update the list to reflect the Covid-19 situation, issues with hybrid meetings, and the need not to slip back into old ways.

Action – DG to consider merging points 8 and 10, and amend the wording to indicate that top-slicing may not in itself be enough to cover costs.

7 Any Other Business

- Members noted the Social Responsibility and Sustainability Report 2018-19.
- The original package of measures around forestry would now need to be updated in the context of Covid-19.
- TAWG noted the open letter supporting the consultation process shared by the Students' Association VP Community.

Action – JR to invite the incoming VP Community to June's meeting.

8 Summary & Next Steps

The Convener thanked attendees for participating in a very useful session, with results from the survey giving a strong endorsement for the direction of travel, with some concerns around affordability and where costs would fall, noting that the Covid experience may have shifted the commentary even further in a positive direction and helped distinguish which travel was most important.

The Convener thanked Siôn Pickering for drafting the initial Equality & Diversity Impact Assessment, and Sarah Cunningham-Burley for confirming that it was on the

right track. The Group would continue to use it as a guide while thinking through the recommendations.

Discussions of the draft report and list of recommendations highlighted the opportunity to use the Covid experience to think how the Group could help the University envisage what its future looked like and identify what was really important in terms of travel. The focus now would be on assimilating the results from the survey and reframing in the context of Covid-19. The next meeting on 4th June would be a final discussion and ratification of the Group's approach in order to report back to University Executive later in June.

Action – All members to share their comments on the EIA, draft report, and list of recommendations on the TAWG Teams site over the next week.

Action – DG to draft a covering paper for University Executive to share for comment in advance of the next meeting.

THE UNIVERSITY of EDINBURGH

Before carrying out EqIA, you should familiarise yourself with the University's EqIA Policy Statement and Guidance and Checklist Notes, and undertake our online training on Equality and Diversity and EqIA. These, along with further information and resources, are available at www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment

EqIA covers policies, provisions, criteria, functions, practices and activities, including decisions and the delivery of services, but will be referred to as 'policy/practice' hereinafter.

A. Policy/Practice: **Climate Conscious Travel Proposals**	
B. Reason for Equality Impact Asessment:	
Proposed new policy/practice.	Proposals being put forward to the University Executive to reduce business travel at the University in order to reduce carbon emissions to support a 'carbon nuetral by 2040' target in the University's 2016 Climate Strategy
Undertaking a review of an existing policy/practice.	If accepted by the University Executive, these proposals will lead to new policies (and associated guidance) which will subsume a number of other business travel related documents including the Expenses Policy and individual travel policies within schools and departments.
C. Person responsible for the policy area or practice: Name: Dave Gorman Job title: Director of SRS School/service/unit: Department of SRS	
D. An Impact Assessment should be carried out if any if the following apply to the policy/practice, if it:	
Affects primary or high level functions of the University	**Yes**
Is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)?	**No**
Is one which interested parties could reasonably expect the University to have carried out an EqIA?	**Yes**
E. Equality Groups To which equality groups is the policy/practice relevant and why? (delete any that are not relevant): • Age • Disability	

<table>
<tr><td colspan="2">

- race (including ethnicity and nationality)
- religion or belief
- sex
- sexual orientation
- gender reassignment
- pregnancy and maternity
- marriage or civil partnership[1]

Add notes against the following statements where applicable/relevant:
</td></tr>
<tr><td>On any available information about the needs of relevant equality groups:</td><td>Disability: individuals: with disabilities impacting on mobility; where stress increases due to prolonged travel; where virtual tools are not suitable due to audio or visual impairments; who require additional equipment for medical purposes;

Sex: greater impact of prolonged travel on those with caring responsibilities; for women where risks are higher when travelling alone or to specific countries / regions;

Pregnancy or maternity: greater impact on those with caring responsibilities; greater impact on pregnant women

Age: seniority in career often equates to increased age. As such: impact on less senior travellers who may not have as many choices regarding travel as their senior colleagues; senior colleagues who may be required to travel more frequently, or for longer periods of time.

Race: on partners from low-income countries where their work will be impaired should climate conscious travel be implemented; on visitors to the University from countries of different race;

All Equality Groups: where travel through certain regions or countries may lead to discrimination. For example persecution due to sexual orientation in locations where certain sexual orientations are prohibited.

Interaction between groups. Where the intersection of multiple protected characteristics leads to discrimination in specific circumstances. For example, persecution due to religious gender roles (Sex | Religion & Beliefs or pregnancy & maternity | Religion & Beliefs or Sexual Orientation).</td></tr>
<tr><td>Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed:</td><td>No gaps in evidence were found when considering the proposals being put forward at this time.

The final wording of any new policies related to business travel have yet to be completed. This equality impact assessment has been completed in regards to proposals being put forward to the University Executive by the Travel and Aviation Working Group.

A further equality impact assessment, or an adaptation of this document, will be required once any final policy documentation</td></tr>
</table>

[1] Note: only the duty to eliminate discrimination applies to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect.

	has been developed regarding climate conscious travel at the University.
If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:	Responses from the Climate Conscious Travel Consultation show that the proposals being put forward have the potential to negatively impact on the equality groups noted above should they be implemented without careful consideration for each group. In particular, key potential adverse impacts for those with caring responsibilities from longer-travel times if UK flights air banned; early stage career researchers due to reduced opportunities to travel if proposals are not implemented sensitively and those with disabilities if , for example, virtual collaboration technology is not adequately enabled or modified.
If the policy/practice contributes to advancing equality of opportunity[2]	It is possible that the proposals being put forward would advance equality as the requirement to travel would be greatly reduced. For example, this could be due to the adaptation of promotion requirements to provide less emphasis on international travel. This would benefit staff and students from a range of equality groups who may not be able to travel for the reasons set out above.
If there is an opportunity in applying this policy/practice to foster good relations:	Not directly
If the policy/practice create any barriers for any other groups?	There is potential for these proposals, and the subsequent policies that would be required to enact the proposals, to create barriers for those who travel on behalf of the University, or who book travel for others. The greatest impact would be on those that travel frequently on behalf of the University as well as those with limited funding, or time, for travel.
How the communication of the policy/practice is made accessible to all groups, if relevant?	The proposals will be available at numerous locations on the University website where information on business travel is provided. Upon completion of the proposals, this document will be updated with the locations of these proposals online, and accessible formats of this document will be available on request. In time, a full communication plan for the policy will be created which, in part, will ask all schools and departments to disseminate this information to their travellers and travel bookers (staff and students).
How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?	During the consultation phase, equality groups across the University have been contacted directly to provide input on the proposals. In addition, all survey respondents were invited to feed back on potential Equality, Diversity, and Inclusion issues via a direct survey question. Final proposals will be discussed with the University's Equality and Diversity team and, where applicable, representatives from

[2] This question does not apply to the protected characteristic of marriage or civil partnership

	the equality groups in question, prior to final submission to the University Executive.
Any potential or actual impact of applying the policy or practice, with regard to the need to eliminate discrimination, advance equality and promote good relations?	Wording of the proposals, and subsequent policy wording needs to take into account of the impacts for all equality groups noted above.
F. Equality Impact Assessment Outcome **Option 2:** Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.	
G. Action and Monitoring:	
Specify the actions required for implementing findings of this EqIA and how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).	Wording of proposals are to be written to ensure that all equality groups impacted by the climate conscious travel proposals - noted by the Travel and Aviation Working Group, as well as through the consultation process - have been taken into account. Proposals will include outline of mitigation taken to ensure that protected groups are not negatively impacted by the proposal.
When will the policy/practice next be reviewed?	Should the proposals be taken forward by the University, additional policy and guidance documentation will be required to enact the proposals. As such, a new (or updated) Equality Impact Assessment will be required at this time.
H. Publication of EqIA	
Can this EqIA be published in full, now? If No – please specify when it may be published or indicate restrictions that apply:	This Equality Impact Assessment can be published in full following the submission of the proposals to the University Executive in June 2020.
I. Sign-off	
EqIA undertaken by:	**Siôn Pickering,** Project Coordinator, Department of Social Responsibility and Sustainability (SRS) on behalf of the Travel and Aviation Working Group (TAWG).
Accepted by:	(name): **Professor Sandy Tudhope, as chair of the Travel and Aviation Working Group** Dave Gorman, Director of SRS (to oversee implementation)
Date:	26th May 2020

Retain a copy of this form for your own records and send a copy to equalitydiversity@ed.ac.uk

TAWG 23

Travel and Aviation Working Group

Final Report

Draft 1.6 - 29 May 2020

Contents

Section 1: Executive Summary

This report outlines the steps taken by the Travel and Aviation Working Group (TAWG) to develop proposals to introduce Climate Conscious Travel at the University of Edinburgh. These proposals are to be brought forward to the University Executive in June 2020, with the view of implementing proposals from the 2020-21 academic year onwards.

The report starts with an introduction to the topic of climate change and its relationship to travel within the higher education sector (Section 2). This section also includes reference to the unforeseen effects of COVID-19 on aviation as well as the University's Business Travel. Section 3 provides an overview of TAWG, including membership, remit and scope, and the process timeline from the commencement of the group in October 2019 to the completion of the group's work in June 2020.

The report includes details of a financial model developed by the University Finance Department and the Department of Social Responsibility and Sustainability, at the request of TAWG (Section 4). This model was used to calculate the impacts of certain required contribution (levy) scenarios based on expected travel behaviours at the University. Two scenarios were tested using the model: a percentage of travel cost and a flat fee based on type of air travel (domestic, short, or long haul). The model suggested that both scenarios were broadly comparable financially, and so were taken forward to the consultation.

In order to ensure that a wide range of views on the potential proposals was gathered, a University-wide consultation was undertaken in March and April 2020. This consultation gathered feedback from almost 900 staff and students, as well as a number of School & Department Management Groups and dedicated Equality, Diversity and Inclusion (EDI) committees. Section 5 provides an overview of the initial findings from the consultation, with a full report to follow in Summer 2020. General feedback from the consultation was positive, with 76% of respondents supporting the measures overall. Support was highest for infrastructure provision and information provision, and lowest for the proposal for a required contribution (previously known as a levy). Concerns raised focused on the mechanisms for collecting the contributions, and how funds raised would be spent as well as the challenge of implementing a blanket policy on all travellers at the University.

Section 6 provides details of the discussions that took place within TAWG around Equality, Diversity, and Inclusion (EDI). An overview of the issues raised by TAWG and within the consultation is provided, with further details available on the separate Equality Impact Assessment (EqIA). The main concerns focussed on those with disabilities, those with caring responsibilities, early career researchers, as well as issues of gender, race, and religion (with specific links to traveller safety).

The consultation responses have guided the final proposals put forward by TAWG. These final proposals focus on the themes of: UK flights; data, information and decision support tools; required contributions and incentives; virtual collaboration tools; partnership and collaboration; carbon sequestration; long term change and research opportunities; and policy. Full details of the proposals are found in Section 7.

The report concludes with proposals for next steps with regards to implementing Climate Conscious Travel at the University (Section 8). This section is split three main strands: Further Research; Further Developments; and Wider Sustainability Fund.

Section 2: Introduction

Section overview

This section sets out the background to the University's focus on climate change, with a particular emphasis on aviation in the context of business travel. It starts with the broad context of climate change on a global scale before detailing the work undertaken at the University of Edinburgh to reduce its travel emissions, whilst supporting the University's broader goals as a world leading education and research institution.

Broad Context

Climate change is one of most significant global challenges of the century. In the last few years alone, devastating events such as global famine, mass Arctic ice melt, coral reef bleaching, the Australian wildfires and UK flooding have been linked to anthropological climate change (Hannart et al, 2016).

The Paris Agreement, signed by more than 170 countries in 2016, sets out a pathway for limiting the global temperature rise to below 2 degrees centigrade above pre-industrial levels, and pursue an effort to cap this to below 1.5 degrees. Since this time, decisive action has been slow to emerge at a global level, with cooperation challenging across such varied economies. As such, nearly 1,400 governments, local authorities, and individual organisations worldwide have declared a climate emergency, looking to introduce local level actions to mitigate human impact on the climate. The effects of such declarations are beginning to show, for example the recent UK Court of Appeal's decision to classify Heathrow's third runway as illegal due to the inconsistency between the plans and the UK Governments commitment to tackling the climate crisis (UK Government, 2020).

The environmental impact of aviation

When considering climate change, flying is one of the most carbon-intensive single actions an individual can take. A return flight from Edinburgh to New York emits more CO_2e than the average person from one of 53 different countries emits in a year (Kommenda, 2019a). Globally, aviation emitted a total of 915 million tonnes of CO_2 in 2019, accounting for an estimated 2% of global carbon emissions (Air Transport Action Group, 2019). In the UK, emissions from aviation reached 35 million tonnes of CO2e in 2011, equating to 6% of annual emissions (Committee on Climate Change, 2013). If global aviation were a country, it would have been the sixth largest emitter of CO_2 in 2019 (World Bank, 2019).

Currently, global emissions from aviation are significantly lower than emissions released from energy (Figure 1). However since 2005, the number of air passengers - and their associated emissions - have doubled. This figure is expected to rise by a factor of four by 2050, overtaking the emissions from energy in this time, especially as emissions from energy reduce due to decarbonisation of national grids (Macintosh & Wallace, 2009; The International Air Transport Association, 2011; World Bank, 2018). Clearly, we must take sustained and early action to align with agreed carbon targets.

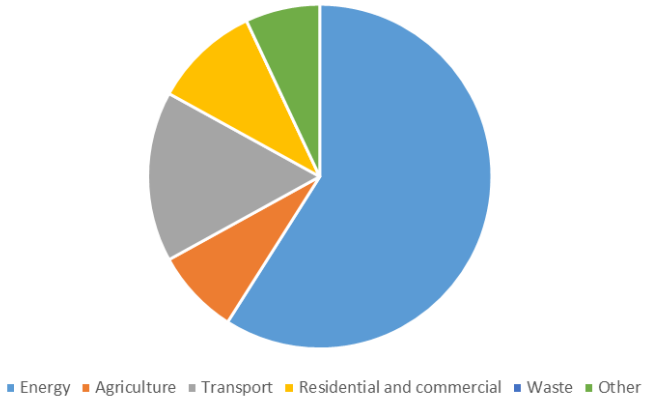

Figure 1. Breakdown of global carbon emissions by sector, based on 2010 data from International Energy Agency (IEA) for The World Bank. Transport accounted for circa 16% of global carbon emissions.

In 2018, 58% of global passenger flights were attributed to the 36% countries considered by the World Bank to be high-income, compared to 1% of global passenger flights for the 14% of countries considered low-income. In 2019, the UK accounted for about 4% of air passengers, behind only the USA (24%) and China (13%). It is also noted that only about 5-10% of the global population travel by air, with 10% of the UK population accounting for 52% of UK air travel, showing the inequality of air travel (Kommenda, 2019b; Sullivan, 2020). Clearly then, aviation is a climate justice issue as well as an emissions challenge.

Aircraft technologies have been developing to become less polluting over time, with airliners in 2014 burning 45% less fuel compared to comparable airliners from 1968 (Kharina & Rutherford, 2015). However, air travel remains one of the greatest carbon emitters per passenger kilometre travelled (Table 1), and significant additional advances in technology - such as electric planes - are not anticipated within the next decade, even at a small scale (Pfeifer, 2019).

Mode of transport	Average CO2e emissions per KM (DEFRA, 2019)
Air – Domestic	0.13483 (0.25493 with radiative forcing)
Air – Short Haul	0.0837 (0.15832 with radiative forcing)
Air – Long Haul	0.10342 (0.19562 with radiative forcing)
Car (no passengers)	0.1771
Taxi (with one passenger)	0.15018
Bus	0.10471
Rail	0.04115
Ferry	0.0218

Table 1. Average carbon emissions per kilometre for air, land, and water based passenger travel, provided by the Department for Environment, Food and Rural Affairs (DEFRA), 2019

Additional environmental factors when flying

In addition, there is evidence that there is an additional warming effect due to the release of emissions high in the atmosphere (Henderson and Wickrama, 1999). This effect is known as radiative forcing, and the effect is estimated to be 1.9x the emissions released at ground level (see Figure 1). When flying, the class of travel also

impacts on the amount of emissions released, with passengers in higher classes (e.g. Business Class and First Class) emitting more CO_2e than passengers in economy class (Table 2). This is because individual seats take up more space and are heavier in higher class seating, and so require a greater proportion of the aircraft's fuel during flight.

Flight Class	Emissions per km (including radiative forcing)	Percentage emissions compared to Economy Class
Economy	0.14981	+0%
Premium Economy	0.2397	+60%
Business Class	0.43446	+190%
First Class	0.59925	+300%

Table 2. Average carbon emission per kilometre travelled for various class of air travel, provided by the Department for Environment, Food and Rural Affairs (DEFRA), 2019

Our ambitions

The University recently set out its Strategy to 2030. Within the strategy, it notes that we are:

> *"a world-leading research-intensive University, here to address tomorrow's greatest challenges".*

Climate change is clearly one of these challenges. We acknowledge the need to research solutions to mitigating and adapting to the ever-present impacts of climate change. Without this research, there will be significant negative impact on those most affected by climate change. Additionally, one of the main areas of focus within the Strategy is "*Social and Civic Responsibility*". The University has committed:

> *"to make the world a better place, so we will ensure that our actions and activities deliver positive change locally, regionally and globally."*

With this in mind, it is essential that, alongside supporting world class research and teaching into climate change, the University also adapts processes to reduce its own carbon emissions. We must lead by example, showing that world class research can continue whilst minimising our own travel emissions.

	Scope 1	Scope 2	Scope 3
Description	Direct emissions from activities owned or controlled by the University	Indirect emissions from electricity consumed by the University that we do not own or control	Other indirect emissions that occur upstream and downstream, associated with the University's activities
Included in target	University controlled energy (gas used for the CHP and gas boilers) University vehicles and the fuel they use	Electricity (excluding University owned electricity generation)	Waste Water Business travel
Measured but not used in target setting			Staff/student commuting Procurement (particularly capital goods and ICT)

Table 3. Definitions of the three carbon emission scopes, as defined by the University in the Zero by 2040 Climate Strategy.

University Climate Change Strategy

With the release of the University's Zero by 2040 Climate Strategy in 2016, we have set out the objective of achieving net zero carbon emissions by 2040. This whole-institution approach focuses on removing emissions from Scope 1, 2, and 3 sources. Progress has been made in reducing emissions from Scope 1 and 2 through a range of actions including in the development and redevelopment of University buildings; investing in electric vehicles for our fleet; and initiating energy reduction behaviour change campaigns. Emissions from Business Travel are included within the boundary of Scope 3 emissions (Table 3).

At present, Business Travel accounts for roughly 15% of the University's current carbon emissions (Figure 2). As other emissions sources are reduced, it is estimated that the proportion of University emissions from Business Travel will increase to 20-25% of the University's total emissions by 2025. Substantial progress has been made on our land-based travel but emissions from aviation continue to rise.

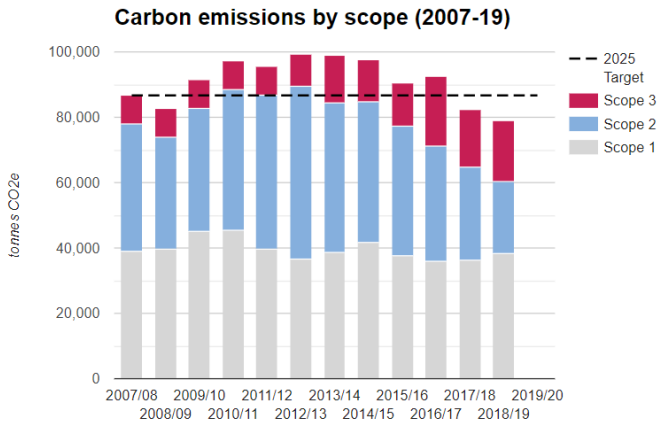

Figure 2. Actual carbon emissions by scope for the University of Edinburgh from 2007-08 to 2018-19. The vast majority of Scope 3 emissions are attributed to business travel.

Work of SRS to date

The Department of Social Responsibility and Sustainability (SRS) have been working to address University Business Travel since the launch of Zero by 2040 Climate Strategy in 2016. This work has completed the following stages:

1. Understanding our travel patterns

Initially data on University business travel was difficult to assess as it was gathered from a multitude of suppliers, with each supplier providing various inconsistencies across their data sets. As such SRS developed an in-house reporting tool that would better consolidate these data sets. This report includes all travel paid for by the University - by Staff and Students. The Business Travel Report is the first of its kind within higher education, and has helped to better explore, understand, and report on, business travel data at the University.

In order to increase transparency on this matter, the report is publicly available online (edin.ac/business-travel-report), with the data grouped at School / Department level in order to preserve anonymity of individual travellers.

From this report it has become clear that business travel emissions are growing rapidly. Since 2012, there has been an average annual increase in travel carbon emissions of 15%. The University population has increased over this time also, and so increases in number of journeys would not be unexpected. However, further analysis of the data shows that business travel carbon emissions and costs have increased by 43% per staff and student since 2012 (Figure 3). In addition, staff and students are travelling more frequently, and the average distance of these journeys is increasing as the University works with an increased number of global partners, and looks to recruit staff and students from distant markets.

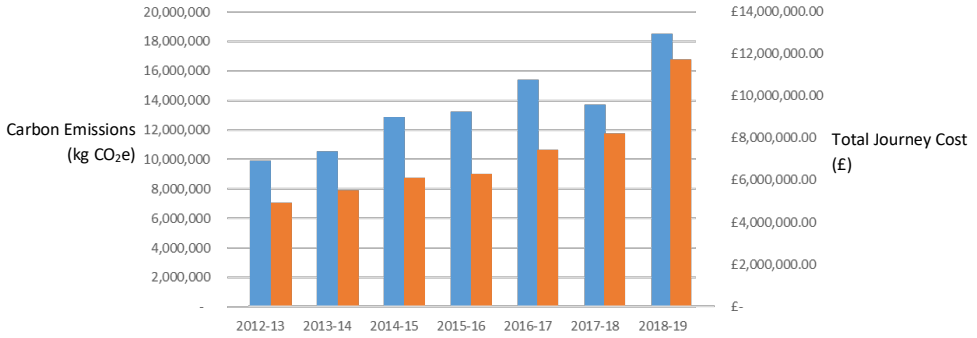

Figure 3. Graph showing the growth of carbon emissions from aviation (blue) and total journey cost (GBP) (orange) since 2012, per total number of University staff (FTE) and students.

2. *Understanding travellers' behaviour*

The Business Travel Report provides us with a detailed understanding of where University travel is taking place. However, it does not tell us why this travel is taking place, or what factors affect the decision to travel. As such SRS have undertaken quantitative and qualitative research to better understand the underlying behaviours as follows:

ISM Model

In 2017, a group session with staff across the University was conducted to develop an Individual, Social, and Material (ISM) model for business travel. The ISM model was launched by the Scottish Government in 2013 as a tool for designing effective policy interventions, with a focus on sustainability challenges. From the ISM model developed by SRS, a number of barriers emerged at each level. These are summarised below (Table 4), with a detailed ISM model available in Appendix 1.

	Barrier
Individual	Includes factors held by the individual that affect choices and behaviours he or she undertakes. These include an individual's values, attitudes and skills, as well as calculations they make before acting, including personal evaluations of costs and benefits. e.g. • Flying still considered a 'perk' by some travellers • Flying is perceived to be cheaper, quicker, and more flexible than alternatives • Staff may not be in a position to suggest alternative modes of transport

Social	Includes factors beyond individual in social realm yet shape their behaviours. These include understandings shared amongst groups, social norms and meanings attached to particular activities and people's networks and relationships, and the institutions that influence how groups of individuals behave. e.g. • Certain traditions within Academia necessitate face-to-face meetings. For example PhD vivas with external examiners, attending conferences to meet potential collaborators • London is often used as a "central" meeting point
Material	Includes factors 'out there' in the wider world, which both constrain and shape behaviour. These include existing 'hard' infrastructures, technologies and regulations, as well as 'soft' influences such as time and schedules of everyday life. e.g. • Booking rail is more complex than booking air travel through the Travel Management Company (TMC) • Certain funding streams require proof of collaboration and this is often evidenced through face-to-face meetings • Train schedules make it difficult to reach certain destinations in time for early morning meetings • Belief that VC facilities are unreliable, and that desk-based systems are not suitable for meetings, especially with increased designation of open plan offices

Table 4. Overview of ISM model developed for University Business travel by the Department of Social Responsibility and Sustainability in 2017.

Focus Groups

In 2017 and 2018 a number of more detailed focus groups where run with staff and students across the University. A total of 40 participants took part in these focus groups from a range of academic schools and professional departments. These focus groups consolidated the initial findings from the ISM model, whilst bringing about additional factors not considered within the scope of this project previously including the negative impact of the current need to travel for business within the Higher Education sector as well as a number of concerns related to Equality, Diversity and Inclusion.

Quantitative Survey

In 2019, a survey was distributed to all schools within the College of Science and Engineering (CSE) to examine whether the findings of the focus groups where consistent within the larger University population. This survey is part of an ongoing project to map sustainability practices across the University, and the same survey will be distributed to other Colleges and Professional Service Groups at the University as resources allow.

A total of 400 responses were gathered through the survey from all seven schools within CSE. Due to the sampling method, results from this survey cannot be used as a representative sample of the College. However, results from the survey showed that the findings from the focus groups where consistent across a larger University population.

3. Attempting behaviour change

Following on from the research outlined above, a range of behavioural change approaches were considered for piloting within the University. However, due to a number of prohibiting factors, specifically additional financial and resourcing costs - these pilots were not implemented at this time.

Results

From this series of research projects, it has become apparent that there is a clear feeling across University staff and students that travel is essential for an individual to progress within academia. There was an understanding that this level of travel was unsustainable on an environmental level, as well as on a personal level.

Many respondents felt that the perception of necessary business travel at the University has to change in order to reduce carbon emissions; reduce costs; remove barriers for Equality, Diversity, and Inclusion; and improve the health and wellbeing of travellers and their families. However it was acknowledged that the perceived necessity of business travel is a factor not only for the University of Edinburgh, but for the Higher Education sector more generally.

Movement to address business travel within the Higher Education sector

Following the research to understand traveller behaviours at the University, discussions started to take place between the University of Edinburgh and other institutions within the UK and internationally. Within these discussions it became apparent that a number of other institutions were starting to address business travel. There was a significant range of progress on the topic within these institutions, with some institutions just starting to understand the scale of emissions from their business travel, while other institutions where attempting to pilot a range of actions. As such, with the support of several Swiss institutions, the University of Edinburgh launched the Roundtable of Sustainable Academic Travel. This network aims to bring together global institutions in order to share knowledge and data on the topic of business travel in higher education.

As of May 2020, over 95 institutions from 20 countries are registered members to the Roundtable.

This network has enabled The University of Edinburgh to share its work, initiate discussions with wider partners such as research funders, and to learn from the best practice of others in order to progress our own project.

Recent events: The impact of coronavirus COVID 19 on travel

The recent Coronavirus COVID-19 global pandemic has drastically altered global travel patterns. Air travel for tourism and business has all but ceased. At the University, all non-essential international travel was banned from 13 March 2020, for an initial duration of two months. The long-term impacts of such a sudden change on many sectors, including the Further and Higher Education sector, are yet to be known. As such, it is important to note that decisions related to reducing the carbon emissions associated to business travel at the University will likely be impacted by the COVID-19 outbreak.

It is unclear how business travel, or travel more general, will look in the medium- or long-term. Carbon modelling of our travel is currently underway to better understand the long-term impacts of COVID-19 outbreak on University travel behaviours and associated carbon emissions, with results provided alongside the Financial Modelling in Section 4. However, regardless of the impact of COVID-19, the University is committed to reducing all carbon emissions, and so long-term business travel emissions must be addressed.

Section 3: TAWG

Section overview

This section outlines the work of the Travel and Aviation Working Group between November 2019 and June 2020, and includes sections on the group's remit and scope, membership, vision, and outlines the main themes within Climate Conscious Travel set out to achieve this vision.

Remit and scope of the TAWG group

The Travel and Aviation Working Group (TAWG) was established in October 2019 as one of the actions the University should take to continue responding to the climate crisis. The Working Group's role remit was to:

> *"support the delivery of the University's ambition to be a net zero University by 2040 by undertaking a programme of work to secure a University-wide 'climate conscious' approach to travel, including aviation."*

Membership of TAWG

Membership for TAWG was drawn from the wider University population is shown in Table 5 below. It is acknowledged by TAWG that there was not clear representative for Early Career Researchers. Attempt were made to bring in additional members to represent this group. However, due to the short timescale of this working group, it was not possible to bring in appropriate representatives in this instance. In addition, specialists from across the University were invited to attend where appropriate. These included colleagues from Finance and Communication and Marketing.

Name	Role at the University	Representing
Professor Sandy Tudhope (chair)	University lead on Climate Responsibility and Sustainability	
Professor Harry Campbell	Personal Chair of Genetic Epidemiology & Public Health	CMVM
Dr. Richard Anderson	Head of the Edinburgh School of Architecture and Landscape Architecture	CAHSS
Dr. Bruce Nelson	College Registrar	CSE
Kevin Ashley	Director of Digital Curation Centre	ISG
Chris Cox	Vice Principal Philanthropy and Advancement	USG
Professor James Smith	Vice-Principal International, Edinburgh Global	Edinburgh Global
Dave Gorman	Director of Social Responsibility and Sustainability	SRS
Rachael Robertson	Deputy Director of Finance	Finance
Gavin Donoghue	Deputy Director, Stakeholder Relations, Communication and Marketing	Communication and Marketing
Grant Ferguson	Director of Estates Operations	Estates Department
Rosheen Wallace	Vice President Community	The Students Association
Professor Sarah Cunningham-Burley (joined May 2020)	University Lead on Equality, Diversity and Inclusion	Equality, Diversity and Inclusion
Siôn Pickering	SRS Project Coordinator	

Table 5. Membership overview of the Travel and Aviation Working Group (TAWG) as of April 2020.

TAWG meetings / process

A total of five meetings took place between November 2019 and June 2020. An overview of these is provided in Table 6.

Phase	Phase Overview	Timescale
1	Start-up	Meetings 1 & 2 (November / December 2019)
2	Options Development, analysis, & evaluation	Meetings 2 – 3 (December 2019 to April 2020)
3	Consultation	March 2020 – April 2020
4	Finalising recommendations, report production and communications messages	Meetings 4 & 5 (May / June 2020)

Table 6. Outline of TAWG meeting process from November 2019 to June 2020.

A full list of open papers and minutes from these meetings are available at: edin.ac/travel-aviation-working-group .

A detailed account of the Consultation and the Final Recommendations are provided in Sections 5 and 7 respectively.

TAWG vision

Within these meetings, a vision for the working group was set out as follows:

> *"By 2025 all travel undertaken by University staff and students will be made in a 'climate conscious' manner and consistent with the University's overall climate change strategy."*

Further details of the proposed climate conscious travel approach is outlined below.

Climate Conscious Travel

This section outlines the six themes that make up Climate Conscious Travel, as defined by TAWG.

Information:

Staff and students, administrators and managers will have the right information at the point of planning and booking to ensure they are fully aware of the climate consequences of their travel, and that the alternatives open to them are clear, effective and manageable. Managers and leaders will have sufficient management information on the drivers, costs and carbon impacts of travel to track progress in delivering the vision.

Visible leadership:

The University will provide clear and transparent leadership on managing the impacts of air travel. Senior leaders will lead from the top by exploring alternatives and encouraging behaviour change across the University.

Policies, required contributions and incentives:

The University will design its policies to support low carbon climate conscious travel across all of its activities, includes the use of required contributions where appropriate to incentivise alternatives, and subsidies for more climate-friendly options. All travel that cannot be avoided will be offset via high quality carbon sequestration delivered directly by the University.

UK travel:

By 2025 the vast majority of UK travel will be by public transport, and air travel will not be used, with a presumption against flights, unless by exception using rules that are clear, fair and that respect equality and diversity.

Partnership and Collaboration:

The University will work with its travel providers, fellow Universities, funders and travel companies to innovate in finding ways to reduce the carbon impact of travel, whilst maintaining the advantages that travel can provide for research, teaching, business development and global connectedness.

Long-term change:

By 2025 the University is committed to researching and publishing information on the links between academic excellence and travel, student experience and travel, and in exploring whether and how our internal processes can adapt to an imperative to minimise climate change from carbon emissions.

Section 4: Financial Model

Section Overview

Section 4 outlines the financial model developed by the University's Finance Department, utilising data from the Department of Social Responsibility and Sustainability, in order to understand the financial implications of implementing a required contribution as a mechanism for reducing air travel at the University. Two scenarios are tested using the same base criteria, with findings and conclusions gathered on the financial outcomes of each scenario. It is important to note that this model does not look at the feasibility of implementing these required contributions within the context of the University, nor does it attempt to account for the effects of COVID-19 outbreak.

Purpose of the Financial Model

In order to better understand the impact that introducing a required contribution would have on the finances of the University, as well as to individual travellers and University Schools and Departments, a financial model was developed by the University's Finance Department. This model was designed to test a range of scenarios based on current growth of aviation at the University.

Criteria and Scenarios

Criteria

Flight growth was projected based on the average for each flight type (Domestic, Short Haul, Long Haul) between 2012 and 2019. The average cost for each flight type was based on relevant journeys for each flight type from 2018-19 (see Table 7). Modelling data can be seen in Appendix 2 and 3.

Flight Type	Description	Average year-on-year growth in number of journeys (2012 – 19)	Average Cost (2018-19)
Domestic Flights	Flights where origin and destination are within the UK	5.2%	£180.36
Short Haul Flights	Flights with a one-way flight distance of under 3700km, where either the origin or destination are not within the UK	13.6%	£205.85
Long Haul Flights	Flights with a one-way flight distance of over 3700km, where either the origin or destination are not within the UK.	19.8%	£429.59

Table 7. Description of flight type, as defined by the UK Government (Department for Environment, Food and Rural Affairs, 2019) with average growth and cost for each flight type based on University travel

Scenarios

Two scenarios where testing using the financial model: a set percentage of journey cost, and a tiered cost model. These are described below.

1. A set percentage of journey cost contribution model:

In this scenario, each air journey would be subject to an additional contribution set at a percentage of the journey cost (set between 10% and 15%). The final percentage would be determined based on feedback received from the wider University population.

In this scenario, a required contribution would raise between £0.7m and £1.1m per year from 2020-21 onwards. Details can be seen in Appendix 2 and 3.

Concerns with this scenario are that it may lead travellers to focus on selecting the lowest cost option for travel rather than the least carbon intensive. In turn this is likely to increase journey time (e.g. by taking less direct flights), and decrease traveller comfort. In addition, less direct flights are likely to increase the average carbon emissions per journey at the University.

2. A tiered cost contribution model:

In this scenario, each flight type would be subject to a standardised required contribution amount. These amounts are weighted to discourage journeys which could be undertaken by alternative means, whilst also continuing to signal that all flight types are considered within scope of the Climate Conscious Travel initiative (Table 8).

Flight Type	Rate of Required Contribution	Percentage equivalent (to average cost of journey type)
Domestic Flight	£25	13.86%
Short Haul flights	£35	17.00%
Long Haul flights	£50	11.64%

Table 8. Example tiered cost required contribution model for air travel at the University.

In this scenario, a required contribution would raise between £0.8m and £1.1m per year from 2020-21 onwards. Details can be seen in Appendix 3.

Concerns with this scenario are that the rate of the required contribution may need to be updated frequently as the aviation market changes in order to stay within a reasonable boundary for affecting behaviours. The current rates are for guidance purposes and will be adapted based on feedback from the wider University population. However, if these are to stay as shown above, these may not discourage domestic flights to the same extend as short haul flights. That said, the overall package proposed by TAWG includes a presumption against flights in mainland Britain.

Limitations

Due to limitations within the original travel data, it was not possible to test a scenario where a differentiated rate would be applicable, for example allowing early career researchers one flight per year where the required contribution was not applicable. It is also not possible to gather from the data how many flights would continue under additional exceptions such as for disability or health related reasons.

Projected travel costs were based on average journey costs for air travel in the 2018-19 financial year. It is possible that actual costs will increase or decrease depending on a number of market factors out with the control of the University, for example the buying power of the University's contracted travel management company; the cost of aviation fuel tax; the impact of the Coronavirus COVID-19 outbreak on the airline industry. The financial model does not take this variation into account.

In addition, these scenarios are based on a continued growth in business travel journeys based on the average growth from 2012 - 2019 (as set out in Table 7 above). It is believed that current University air travel is undertaken by a relatively small pool of staff and students, however the current data collected does not make

it possible to estimate the size of this traveller pool. As the University is not expecting to grow significantly in the next 10 years, it is unlikely that a significant number of existing travellers will increase their travel at the rates indicated in Table 7. The current financial model assumes that the number of business travel journeys increases at the rates set out in Table 7, however this may not be feasible should the number of unique travellers also not increase.

As such the Finance Department considered the growth in spend on travel rather than the number of journeys. SRS used this methodology to model additional derivatives linked to the cost. From this work, under the "Business As Usual" (BAU) scenario, the volume of business travel keeps growing, leading to an increase in spend to ca. 1.9% of turnover (Table 9). This model is based on the assumptions that University turnover will be ca. £1,370m and FTE staff numbers of 11,250 in 2025 and predates the impact of COVID-19.

It should be noted that the in-transit time and staff costs associated with this model are designed to illustrate the scale of time spent travelling for business at the University. However, it is acknowledged that there are significant assumptions included within this model, for example: that in-transit productivity is lower than standard work-place productivity, and that all in-transit time is conducted within the contracted hours of the traveller.

	2018-19	2025 BAU	2025 BAU + Intervention
Cost, as approximate percentage of expected University turnover[1]	1.1%	1.9%	1.7%
Staff time in-transit[2] (rough estimation)	203,000 hrs (105,000 hrs in-air)	489,000 hrs (246,000 hrs in-air)	509,000 hrs (216,000 hrs in-air)
Approximate staff in-transit[3] (FTE)	121 FTE (63 FTE by air)	315 FTE (159 FTE by air)	330 FTE (140 FTE by air)
Percentage of staff time	1.26% (0.65% by air)	2.82% (1.42% by air)	2.94% (1.25% by air)
In-transit staff cost (at £35k p.a. salary)	£4.25M (£2.2M by air)	£11.1M (£5.6m by air)	£11.5M (£4.9m by air)

Table 9. Other derivatives of business travel modelling; prepared by SRS based on the spend-based methodology of the Finance Department. Assumptions within this model: [1]Turnover of ca. £1,370m in 2025; [2] based on average plane speed of 900km/h (560mph) and train speeds of 100km/h (62mph); [3]Number of FTE staff of 11,250 in 2025.

Findings

The financial model suggests that, based on the growth in University business travel from 2012 to 2019, a required contribution would raise a similar amount (between £0.7m and £1.1m) regardless of the chosen scenario implemented.

Following discussions with the University's Finance Department and Key Travel (the University's current contracted travel management supplier), it is apparent that additional procedures would need to be developed in order to enable the capture and processing of a required contribution. This is not to say that implementing such procedures would not be feasible within the current University financial structure.

Towards the end of the analysis, it was observed that there were potential overstatements of the cost and carbon impact of aviation arising from the way the split between flights and accommodation is coded. This issue will be examined during the implementation phase.

Next steps

The findings of the financial model lead to the conclusion that the required contribution scenario is viable, and that these scenarios should be taken forward to consultation with the wider University population for discussion. In doing so, we would gather a better understanding of which scenario would produce the greatest change to traveller behaviours, in line with the Climate Conscious Travel approach and Zero by 2040 Climate Strategy.

Although unable to be tested in this Financial Model, it is widely agreed that the purpose of this required contribution is not to hamper the academic progress of individuals. As such, the scenarios put forward should include a differentiated model which gives early career researchers a certain allowance of flights before a required contribution is then introduced for these individuals.

If agreed, discussions should be initiated with the Finance Department and travel suppliers (in particular Key Travel) to establish the most suitable mechanisms for delivering each of these scenarios.

The impact of COVID-19 on University travel patterns

As noted earlier, COVID-19 has led to a significant reduction in travel at the University and across wider society since early 2020. Modelling of expected travel due to this outbreak is challenging as there are a number of internal and external factors to consider, many of which include a high degree of uncertainty at this time. The Department of Social Responsibility and Sustainability have started to focus on these factors to better understand the long-term travel patterns at the University. Initial factors and estimates are outlined in Table 10, though this list is not exhaustive and are based on early indications of the recovery of the aviation sector post-COVID-19 (McKinsey & Company, 2020).

	Estimated University Travel	Aviation industry
2019-20	Travel emissions will be roughly 50% lower in 2019-20 compared to previous year	Potential reduction in investment in more efficient planes. Grounding of all planes, followed by grounding of larger planes only
2020-22	Decrease in air travel emissions of between 30% and 50% compared to 2018-19.	Reduction in average passenger numbers due to uncertainty leads to increased average CO2e per passenger / km Reduction in average passenger numbers due to social distance regulations leads to increased average CO2e per passenger / km (potentially up to 33% increase if middle seats not allocated). Cost of air travel increases as passenger numbers decrease.
2022-25	Potential recovery of air travel to 2018-19 levels	Growth in flights to 2019 levels by 2025
2025-30	Small growth in air travel (estimated at maximum of 5%)	Grounding of older, less economic, planes leads to increased overall fleet efficiency.
2030 onwards	Strong growth in air travel (possibly as high as 15% as seen between 2012-19).	

Table 10. Initial carbon modelling for air travel at the University following the coronavirus COVID-19 outbreak.

It is acknowledged that a number of factors remain unclear including: what behavioural changes the sudden immersion in virtual tools will have on future travel, with particular focus on the higher education sector; what restrictions will be put in place on travellers by governments including within the UK, at the end destination, and at countries where flight connections take place.

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Section 5 – Consultation

Section Overview

This section describes the consultation process put in place to gather responses from the wider University population on the proposals being put forward to support Climate Conscious Travel. Also included are initial findings from this consultation across the four consultation channels: online survey; townhall meetings; direct email responses; and responses from key stakeholder groups.

Sample

The aim of the consultation was to gather responses from all University stakeholders with a particular focus on:

- those that travel on behalf of the University or book travel on behalf of others, including academic staff, professional staff, and students
- those with management or leadership roles such as Heads of School or Department Directors
- those with knowledge or experience of equality, diversity, and inclusion considerations at the University, including established committees and networks.

Design

The consultation document was drafted by the Department of Social Responsibility and Sustainability, in discussion with the Travel and Aviation Working Group. A full copy of the consultation document is available in Appendix 4. Once finalised, this document was adapted for web, and available to University staff and students online at: edin.ac/aviation. Due to the potentially sensitive nature of some of this work, this webpage was not accessible to anyone out with the University of Edinburgh.

Feedback on the consultation documentation was planned to be collected through four channels:

1. Online Survey, open to all staff (and students at a later date)
2. Townhall Meetings open to all staff and students
3. Direct email responses to a dedicated email mailbox
4. Focus groups with Key Stakeholders

1. Online Survey

A survey was drafted by the Travel and Aviation Working Group and refined by the University Communication and Marketing Department. Once the final survey draft was agreed by TAWG, the implementation and analysis of the survey was managed by the Market Insight team within CAM using the online tool SurveyMonkey. This survey was open from the 6 March, 2020 to the 30 April, 2020.

See appendix 5 for a copy of the consultation survey.

Upon completion of the consultation, the preliminary results were analysed by CAM, and presented to TAWG in early May 2020 prior to the submission of proposals to the University Executive in June 2020. A full report of the consultation is due in late-Summer 2020.

See appendix 6 for a copy of the preliminary consultation report provided by CAM in May, 2020.

2. Townhall Meetings open to all staff and students

In addition to an online survey, responses were sought from stakeholders via four townhall meetings. Initially these where planned to take place in-person from mid- to late- March 2020. However, due to the COVID-19 outbreak, these were adapted at short notice to the following virtual meetings:

- 23 March, 2020. Townhall meeting hosted by Dave Gorman, Director of the Department of Social Responsibility and Sustainability.
- 27 March, 2020. Townhall meeting hosted by Sandy Tudhope, University lead on Climate Responsibility and Sustainability.

Recordings from these townhall sessions were added to the consultation webpage shortly after the townhall sessions completed. Both sessions followed the same format, starting with an introduction presentation by the session host, followed by a question and answer session with the audience, with each session lasting roughly one hour. Questions from these sessions have been analysed in the findings section below. Attendances was lower than what might have been expected in the absence of the Covid-19 outbreak (sessions were at a time when lockdown and remote working was relatively new).

3. Direct email responses

A direct email address was provided for staff and students that wished to provide additional responses to the consultation. This email was monitored by the Department of Social Responsibility and Sustainability. Each email received a direct response from SRS. Relevant questions from these emails are analysed below.

4. Focus groups with key stakeholders

Additional feedback was sought from the following key stakeholder groups:

- Heads of School / Departmental Directors
- School / Department Management Groups
- Equality, Diversity, and Inclusion Groups
- Early Career Researchers

Due to the COVID-19 outbreak, it was not possible to organise focus groups with key stakeholders. As such, Heads of School / Departmental Directors, as well as School / Department Management Groups were invited, by direct email sent on behalf of Dave Gorman, Director of SRS, to submit questions via an online form and to encourage their staff to respond. Responses to these questions were provided direct to the individuals. Questions with wider relevance were to be posted, with responses, online alongside the Consultation Documentation.

Respondents were given one week to provide questions, with responses due to be returned within two weeks of the end of the consultation.

Equality, Diversity, and Inclusion committees across the University were contacted directly, by email sent on behalf of SRS, to raise awareness of, and participation in, the consultation.

Early Career Researchers (ECR) were not targeted directly, however School Management Groups do include a role to consider ECR issues. In addition, some Schools forwarded details of the consultation to relevant ECR.

Communications

Communication of the consultation was coordinated by SRS, with distribution support from Communication and Marketing (CAM). The following steps were taken to ensure a wide range of views were collected through the consultation.

- All staff email on behalf of the Travel and Aviation Working Group announcing the launch of the consultation (full wording can be seen in appendix 7a), sent out in early March. Follow up email (sent on behalf of TAWG) was distributed to members of staff that had not opened the initial email on 24 April. This follow up email was distributed to 7,829 members of staff. Wording of this email can be seen in Appendix 7b.
- All student email was distributed (in error prior to the consultation receiving ethical approval for distribution to students). Plans were amended accordingly.
- Targeted emails sent on behalf of TAWG to: Heads of Schools and Departments and Equality, Diversity, and Inclusion committees as noted above. Wording of this email can be seen in Appendix 7c.
- Direct contact with students via The Students Association communication channels.
- Direct contact with SRS networks through dedicated emails, newsletters, and social media posts.

Findings

1. Online Survey

This section outlines the initial findings from the online survey. A full report is due to be released in Summer 2020.

A total of 1061 responses where received through the online survey. Of these, there were 858 staff responses, 195 student responses, and 8 responses from "Other". Due to the format of the survey, not all respondents completed all questions, with response rates ranging from 841 (Question 2) to 230 (Question 14). Of the 703 respondents that answered the question regarding their role at the University, 43% were academic staff, 38% were professional staff, and 19% selected they were a student.

In addition, it should be noted that the survey period coincided with one of the most significant global events in recent times – the Coronavirus COVID-19 outbreak. This outbreak lead to a sudden and unprecedented change for the working practices, and travel, of University staff and students. As such it is worth noting that 57% of responses were received prior to the UK lockdown that came into effect on the March 23, 2020 (Table 11). Further analysis of the data to establish whether a change in attitudes occurred over this time will be undertaken as part of the full consultation report.

Date of consultation survey completion	Number of survey responses
Up to 23:59 on 22nd March (pre-lockdown)	605
From 00:00 on 23rd March (post-lockdown)	456

Table 11. Number of response to the aviation consultation online survey pre- and post- UK lockdown due to Coronavirus COVID-19.

Overall, respondents supported the proposals being put forward, with 76% noting that the proposals where "Good" or "Quite Good" (Figure 4). However, concerns were raised throughout the consultation focused on the implementation of these proposals, with respondents requesting more detail around each of the proposals, with particular focus on the Required Contributions.

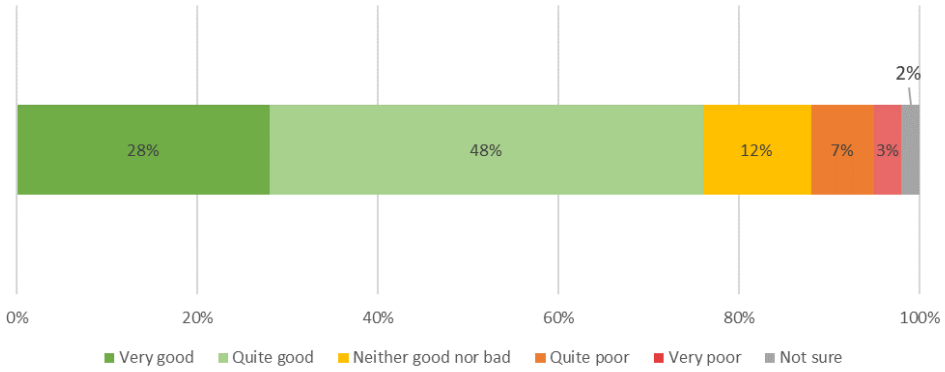

Figure 4. Consolidated responses to Q2: "To what extent do you agree or disagree with each of these proposed interventions?"

A number of responses suggested that the proposals being put forward were not strong enough, suggesting that there is appetite within the University population to put forward more stringent Climate Conscious Travel proposals to the University Executive, in order to reduce carbon emissions from business travel to a greater extent.

When looking at each of the five proposals in more detail, improving infrastructure provision was supported most highly amongst respondents, with 92% selecting "Mostly Agree" or "Completely Agree" for this proposal. Required Contributions was the least supported provision amongst respondents, with 58% selecting "Mostly Agree" or "Completely Agree" for this proposal. Level of support for each of these five proposals is outlined in (Figure 5).

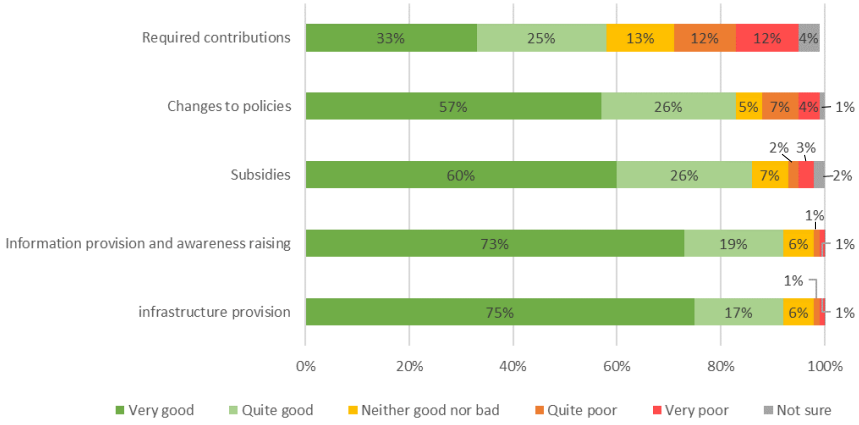

Figure 5. Responses by proposal to Q2: "To what extent do you agree or disagree with each of these proposed interventions?"

Infrastructure provision

92% of respondents agreed with proposals to improve infrastructure provision as part of Climate Conscious Travel. Of the 234 open responses received to this proposal, 51% (120 respondents) were supportive of better infrastructure provision, while negative comments, or those noting that face to face meetings cannot always be replaced totalled 14% (33 responses). Suggestions for improving infrastructure focused on:

- **Software**: Including selecting a single, uniform virtual collaboration tool across the University; Allowing for use of ZOOM as a reliable virtual collaboration tool
- **Hardware**: Providing suitable personal equipment for staff and students to conduct virtual meetings effectively (e.g. laptops, headphones); providing suitable space within the University for virtual meetings to take place for small groups (e.g. 1-2 people) and very large events (e.g. conferences)
- **Training and Support**: Providing training and technical support for staff using these virtual collaboration tools. Providing guidance on suitable tools and how to use these for certain situation. In addition, supporting remote work practices was seen as a strong incentive to increase Climate Conscious Travel.

Concerns with improving infrastructure provision included that tools needed to be suitable for external partners, with specific reference to locations where internet connection is poor, although local partners also experience challenges connecting to virtual collaboration tools due to increased security and protocols (e.g. the NHS).

It was also noted by a small number of respondents that improving infrastructure alone would not lead to behaviour change. Instead a change in culture and decision making was required, and for virtual meetings to be seen in the same line as in person meetings for certain occasions. This was noted as relevant for both local travel (e.g. by reducing the number of taxi journeys) as well as national / international travel.

Information and awareness raising

92% of respondents agreed with the suggestion of providing information and awareness raising as part of Climate Conscious Travel. Of the 175 open responses received to this proposal, 48.8% (84 respondents) were supportive of providing information and awareness raising. 19% (38 responses) noted that providing information and guidance alone was not sufficient to change travel behaviours, with 15% (26 respondents) noting that institutional level policy change was required in order to ensure change took place. Many respondents noted that travellers were already aware of the impact of air travel, and that providing more information or raising awareness could be seen as patronising. It was also noted that it was likely that frequent travellers would be time-limited, and so providing information to these individuals may not be possible due to time limitations.

Of the responses that provided examples of information that is considered useful, this focused on providing reliable travel data at an individual traveller level. In addition, it was requested that data should be comparable to other University carbon emissions. Other requests included information on booking low-carbon travel to destinations outside the UK and information and guidance regarding virtual collaboration tools at the University (as noted in “Infrastructure Provision” above).

Subsidies & Incentives

86% of respondents agreed with the suggestion for subsidies as part of Climate Conscious Travel. Of the 246 open responses received to this proposal, 45.9% were supportive of providing subsidies with focus on covering costs of climate conscious travel (noted 71 times), covering the costs of additional accommodation (noted 20

times), mitigating the additional time away required (noted 24 times), and pay for upgrades to facilitate working while travelling in a climate conscious manner.

A total of 61 respondents viewed subsidies negatively, primarily due to the following concerns:

- The funding source for this subsidy
- Subsidising lower carbon travel still leads to carbon emissions
- Subsidies will not assist those with caring responsibilities
- Subsidies will not alleviate the perceived poor quality of train services within the UK (noted in terms of facilities and reliability of service)

Suggestions for incentives focused on three main topics:

1. **Improving active transport & public transport locally, as well as decreasing parking and use of taxis.** Including providing Just Eat cycle tickets; providing rail cards; introducing proportional parking charges to vehicle emissions; improving public transport between campuses, particularly in the evenings or at weekends; allowing access to upgraded train tickets
2. **Appropriate compensation for time if taking a slower (lower carbon) mode of transport:** Either as *Time off in Lieu* (TOIL) or as additional holiday days; with reference to ensuring workload is proportional to, and takes into account, time taken to travel.
3. **Awards:** including competitions between Schools / Departments to reduce travel related carbon emissions; Sustainability Awards for travellers or travel bookers who undertake and promote climate conscious travel; recognition of Climate Conscious Travel within appraisals and promotion / recruitment criteria.

Policy change

Overall, 91% or respondents supported Climate Conscious Travel outside the UK, while 83% supported flight free travel within the UK. However, of the 282 open responses received to this proposal, 112 (39.7%) were negative towards implementing policy changes in order to achieve Climate Conscious Travel. These focused on the challenges of applying a blanket policy, which was considered unfeasible at the University due to the diverse nature of individual travellers, reasons for travel, and locations of travel. In addition, a small number of respondents felt that it was an individual's choice as to how they travel, and this should not be dictated by the University.

Required contributions

As noted in Figure 5 above, required contributions received the lowest initial support from respondents (58% support). When provided with more detail regarding the required contribution (Survey Question 7), 62% of respondents agreed with the principle of introducing a required contribution (Figure 6).

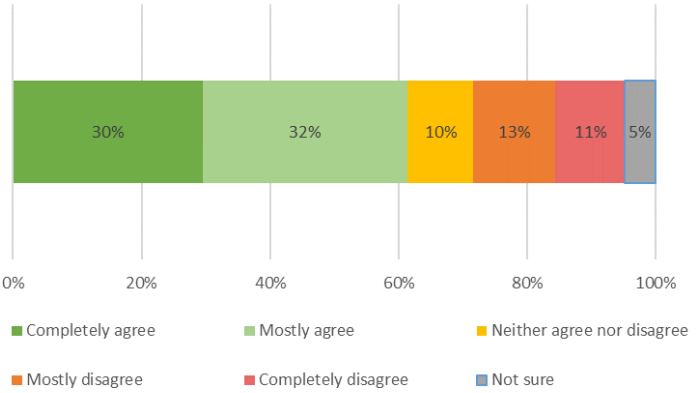

Figure 6. Responses to Q7: "In general, do you agree with the principle of introducing a required contribution?"

This is supported by the open responses, where 102 of the 318 open responses received to this proposal (32.1%) viewed required contributions negatively. The greatest concerns focused on:

- the process of gathering the contribution, in particular the administration and processes
- the size of the contribution, and who would pay the contributions, in particular whether this would be a cost to the individual traveller or to the school or department and how this would be received by external grant funders (e.g. UKRI or the Wellcome Trust)
- How the funds raised would be spent, in particular the viability of the chosen sequestration scheme

It must be noted that there appears to be some misunderstanding around who would pay for this contribution. Although the consultation documentation noted that such contributions would be payable by the School / Department, many respondents appear to interpret the wording of contributions being paid for by the individual travellers. As such it is suggested that this question was not fully understood by respondents, though further investigation is required to clarify this. Of responses to what impact contributions would have on behaviours (totalling 532 respondents), 196 noted that contributions would have a positive impact towards achieving climate conscious travel, while 104 respondents noted that it would have no effect on their travel behaviours. A further 147 noted that they already consider climate conscious travel options.

A small number of respondents suggested the contribution does not go far enough and, in its current form, would not change behaviours. Instead, respondents noted that such a contribution, especially if used towards carbon sequestration, could be perceived as a form of "green-washing" ("the dissemination of false or incomplete information by an organization to present an environmentally responsible public image" - Furlow, 2010).

Of the three required contribution options put forward, Option 3 (flat rates) was the most preferred (Figure 7) with the main reasons provided being the simplicity to administer and for calculating costs for funding applications and when budgeting.

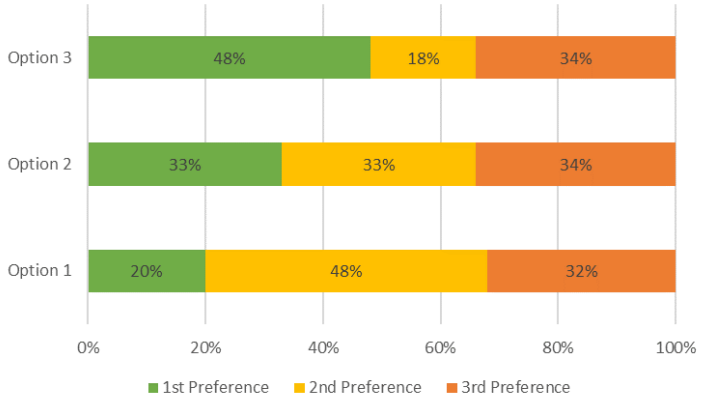

Figure 7. Preferred ranking for the three required contributions provided in the consultation.

Equality, Diversity, and Inclusion (EDI)

The potential impact of any proposals on individuals with protected characteristics was considered by the working group prior to commencing the consultation. In order to ensure that the full range of views on EDI was considered, additional information was sought from respondents in relation to EDI in particular. An overview of responses linked to EDI is provided below, with these feeding into the Equality Impact Assessment developed by TAWG in conjunction with the final proposals being put forward to the University Executive (see Section 6 for further details).

The main concerns raised by the consultation included potential negative impact on:

- Those with family or caring responsibilities
- Early career researchers
- Those with a disability, or health related reasons
- Ethnicity and race

When discussing family or caring responsibilities, responses focused on the additional time required for taking the train rather than flights. Respondents also noted that Climate Conscious Travel may lead to a positive reduction in their travel behaviours by reducing the requirement to travel in order to progress in their career.

Although early career researchers (ECR's) are not a protected characteristic, it was noted that, often, ECR's are younger. As such ECR's could fall under the age protected characteristic. Climate Conscious Travel could negatively impact on ECR's if it led to reduction in opportunities to progress in their career. However, as noted above, there was potential for Climate Conscious Travel to positively impact on ECR's by reducing the need to travel in order to progress careers.

The majority of responses noting disability suggested that reducing travel was positive for those with disability or health related reasons stating that reduction in the necessity to travel would positively impact on this protected group. However many noted that some travellers would find travelling more difficult should climate

conscious travel be imposed, for example those unable to sit for prolonged periods of time. It was often noted that there would need to be a fair, accommodating process for allowing those with disabilities to apply for exemptions.

In addition, a number of respondents noted that virtual collaboration tools may not be suitable for those with audio or visual disabilities. No suggestions or solutions where provided by respondents in regards to ensuring that virtual collaboration tools are accessible to all, and so further research may be required to better understand how best to support individuals in this instance.

2, 3, & 4 Townhall meetings; direct email responses; and responses from management groups.

There were a number of similarities between the questions and comments received through the townhall meetings, direct email responses, and the responses from University management groups. As such, these have been analysed together.

A total of eight direct emails received included questions or suggestions related to the proposals. In addition, a total of nine responses were received from seven different University management groups: Health and Safety, Social and Political Science (two responses), College of Medicine and Veterinary Medicine (two responses), School of Economics, Edinburgh Global, Finance Department, and the Business School.

There was a total of 16 attendees across the two townhall events. This is significantly lower turnout than anticipated, and is likely to be low due to the timings in relation to the COVID-19 outbreak. Due to the online systems used to host these sessions, it is not possible to establish the roles of attendees, however it is presumed that the majority of attendees where members of staff at the University. Both townhall meetings where recorded and placed onto the Aviation Consultation website for additional viewing. A total of 24 views of these videos took place up to the end of the consultation period on April 30 2020.

Questions and comments raised from these channels focused on the themes outlined below. It is noted that many of these themes were also noted by respondents from the online consultation.

General comments	
Travel within academia	• The cultural aspect of travel within academia • University business travel is an important part of carrying out the University's mission & should not be hindered unnecessarily. • Reducing University travel will not necessarily reduce carbon emissions for many projects e.g. multi-University research projects
Action regarding alternative, non-aviation carbon reduction	• Consideration for reducing use of taxis within Edinburgh • High impact of the meat and dairy industry on carbon emissions

Timing of the Consultation	
The UCU strike that ran from 24 February to 13 March	• Queries regarding ensuring those on strike would be reminded of this survey to ensure a fair response.
Coronavirus COVID-19 outbreak	• The impact on consultation completion with staff and students, & potential impact to proposals being put forward by TAWG.

	• Query regarding what the COVID-19 situation has taught the University about flexible working (e.g. is there an increased opportunity to work remotely)?

Reasons for travel, and what the University would consider a valid reason for travel	
How would travel for different purposes be weighed against each other?	• What would define a "valid reason for travel", and who would manage these reasons for travel?
Impact of Climate Conscious Travel on Research, funding, and budgets	• How will climate conscious travel impact on research partnerships in Low- or Middle- Income Countries? • How will climate conscious travel impact on research that is focused on locations that are geographically further away e.g. South America, Asia? • Carbon emissions should not be used as an excuse to cut budgets

Directly related to proposals	
Required contribution	• External funding may not allow for funds to be used in this manner (e.g. required contributions) • How will required contribution be met to ensure behaviour change takes place?
Incentives to increase low-carbon travel	• How would the required recuperation time following a trip be calculated? • How would the incentives provided to travellers be comparable to the additional cost or time associated with climate conscious travel?
Changes to the expenses policy	**General** • How will a change to the expenses policy impact on staff based in University offices overseas? • How will the University support those wishing to make climate conscious travel decisions? • How will the University ensure this policy is enforced uniformly? **Mandating travel when not by the cheapest mode** • Certain roles have limited resource e.g. for CPD. Increased costs would directly impact these limited funds **Mandating specific mode of transport** • Time constraints of getting to / from an external meeting in a day (e.g. in London) for those with diary pressures, family commitments • Ban on domestic flight appears draconian as most travel decisions are based on cost. Could lead to greater journeys taken by car

New travel reduction suggestions	
Required Contributions	• Could contribution be simple "a set cost for all flights" model (e.g. University of Gothenburg) • Could contribution be tiered by seniority (e.g. by salary grade)?
Individual Benefits	• Is it possible to collect airmiles as an institution rather than as individuals? • Providing rail cards and other incentives for low-carbon travel

	• Incentives need to be "worth it" • Incentives would need to be uniformly introduced across all University travellers • Additional time annual leave allowance for traveling by low-carbon transport (for holiday)
Policy & Processes	• Enabling smoother booking process with the designated travel management company • Carbon emissions consideration when completing ethics self-assessment • University could pay difference between cheaper, but higher risk, advanced ticket to more flexible ticket.
Other	• Providing of comparable individual-level travel carbon data • A carbon quota per school or department (carbon "cap and trade" system)

Technical questions relating to the SRS Business Travel project	
The University business travel report	• Does the data include student travel? • Does the data include travel booked out with Key Travel? • Is it possible to receive more granular data (e.g. to team level)?

Section 6: Equality, Diversity, and Inclusion

Section Overview

Section 6 provides details of the steps taken to ensure that Equality, Diversity, and Inclusion (EDI) are fully considered within the proposals put forward to the University Executive by TAWG. Details of the concerns raised by TAWG as well as through the consultation are noted with steps to mitigate these concerns documented. Further details of the completion of an Equality Impact Assessment (EqIA) are also provided.

Initial process

The potential of this project to impact on those with protected characteristics was acknowledged early in the development of TAWG, and was based on findings from the SRS business travel project outlined in Section 2. In addition to mitigating any negative effects on individuals, the potential benefits to introducing Climate Conscious Travel within the University was discussed in regards to protected characteristics, as well as for the wider University population.

This section focuses on the specific protected characteristics definitions as set out in the UK Government Equality Act (2010) (Figure 8).

In order to ensure that all proposals put forward in regard to business travel at the University are fair within the bounds of equality, diversity, and inclusion, the topic was raised throughout the TAWG process, and was directly addressed within the Consultation. In addition, Equality, Diversity and Inclusion Committees and Networks across the University were directly invited to take part in the consultation. It is noted however that such issues should not be considered at only one point in the process and instead consideration should continue throughout the development of any proposals and subsequent Climate Conscious Travel project.

Age	Marriage and civil partnership	Religion or belief
Disability	Pregnancy and maternity	Sex
Gender reassignment	Race	Sexual orientation

Figure 8. The nine protected characteristics as defined within the UK Government Equality Act (2010)

Issues Raised

Initial issues raised in regards to Equality, Diversity, and Inclusion within the SRS business travel project, by the Travel and Aviation Working Group, and by staff and students through the consultation are outlined below.

- Mandating that travellers take specific modes of transport that may be incompatible with their situation (e.g. banning air travel within the UK may not be possible for those with disabilities, those with caring responsibilities, or where personal safety is a concern when traveling alone)
- Requesting that travellers extend travel to increase value / productivity of travel carbon (e.g. staying away from home overnight or for multiple days may not be possible for those with disabilities or caring responsibilities).
- Video Collaboration Tools may not be suitable for those with audio or visual impairments.
- Potential for animosity towards those that have been given exemption to travel by alternative modes of transport

- Financial restrictions on travel (in form of restricted contribution or subsidies) may disadvantage:
  1. Those whose travel is deemed less of a priority (either by the traveller themselves, or their line managers)
  2. Those funded by funding bodies which will allow for funds to be used towards Climate Conscious Travel, compared to those whose funding bodies who will not
  3. Early Career Researchers who may not be invited to events as frequently as their senior colleagues, or who's funding is more limited
  4. Those from low-income backgrounds who may not be able to subsidise travel
  5. Those whose research is focused on:
     a. Destinations that are further away and so, when travel is required, this will be long haul and will incur greater contributions
     b. Low- or Middle-Income Countries (LMIC) where alternative communication tools may not be available.

Possible Positives of Climate Conscious Travel

- Reduced requirement to travel within promotion criteria may lead to greater accessibility / promotion of individuals from protected characteristics groups for whom travel can be very difficult or off-putting
- Travelling less frequently will put less pressure on those from various protected characteristic groups (e.g. due to childcare, inability to travel to certain locations due to sexual orientation or race)
- A reduction in travel could benefit those with disabilities that make it difficult for them to participate in large meetings (e.g. due to hearing/sight impairments)
- Those who want to travel less or undertake more climate conscious travel would be supported to do so
- Climate Conscious Travel has the potential to benefit all staff by improving long-term work-life balance

Equality Impact Assessment

An Equality Impact Assessment (EqIA) was completed in line with guidance from the University's Equality and Diversity Team. The Full EIqA is included in Appendix 8 and is focused on the proposals being put forward to the University Executive rather than the any final policy documentation required to enact these proposals.

To ensure that Equality, Diversity, and Inclusion continue to be considered within the scope of Climate Conscious Travel, the EqIA will be routinely updated as the project develops.

Mitigating impacts on Equality, Diversity, and Inclusion

Following the completion of the EqIA, the final proposals put forward by TAWG include an outline of suggestions for mitigating potential impacts raised through the EqIA. This is provided in Section 7.

Section 7: Proposals

Section overview

This section outlines the final proposals and recommendations made by TAWG following consultation with the wider University population. The proposals need to be adapted to ensure there are no negative impacts on individuals from the protected characteristic groups noted in the Equality Impact Assessment (see Section 6).

Finalised Proposals

Proposals put forward by TAWG are aligned with the original aims of the group:

1. Propose a vision for climate conscious travel for agreement, using the consultation paper vision
2. Secure agreement that senior leaders should set a visible example and communicate the need for climate conscious travel

The final proposals put forward to the University Executive in June 2020 focus around eight key areas: UK flights; data, information and decision support tools; required contributions and incentives; virtual collaboration tools; partnership and collaboration; carbon sequestration; long term change and research opportunities; and policy.

UK Flights

1. **A presumption should be introduced against flights within Great Britain commencing 1 October, 2020.**

Allowing for a small number of exceptions as follows: onward flights to international destinations; to Northern Ireland; or to UK islands (e.g. the Outer Hebrides; the Isle of Man). An exceptions process would be required to ensure no detriment for disabled colleagues, those with caring responsibilities or for urgent business- our recommendation is that flights should be the limited and genuinely exceptional and approved at Head of School/Director level. If agreed, it is proposed that a simple process and guidance is developed in advance of the October deadline and an announcement made by the Principal in due course.

Data, Information, and Decision Support Tools

2. **The University should commit to preparing information on the climate impacts of travel, as well as support for low-carbon travel alternatives for bookers, administrators, travellers and managers,**

Although our data on aviation, supported by a sector leading analysis tool, is far better than the average UK University, we lack crucial information on the reasons for flights (e.g. for research, teaching, university representation etc.) as well as additional granularity of the data.

Our contract with travel suppliers (current and into the future) should be revised as required to ensure this information is readily available, and that the carbon impact of travel is reported back at all levels of the University. Decision making tools should be made widely available on lower carbon travel choices. Schools and colleges and professional services should be supported to track the carbon implications of travel, supported by central tools and information.

Required Contributions and Incentives

3. **A required contribution (previously known as a levy) should be introduced. Given the need for further work on implementation, and the current impacts of COVID-19, the required contribution should be introduced on 1 August, 2021**.

4. University policies and financial processes should be updated to reflect these new commitments.

In due course, broader policies and models should be reviewed- from academic promotion criteria to student field trips, from the 'Go Abroad' experience to our internationalisation strategy.

As part of this process the University should take the opportunity to implement an updated home working policy and consider the equality and diversity, carbon and cost savings associated with a modernised approach including the possibility of a reshaped estate and new assumptions about patterns of working.

5. Subject to testing, the required contribution should be introduced at the point of booking, at a flat rate equivalent to around 10-15% of costs.

In light of the uncertainties surrounding COVID-19, it is proposed that the introduction is subject to a review/decision point by summer 2021 to decide whether to proceed and to address the points noted below (points 4 and 5) and an understanding what our 'new travel baseline' is. We propose to explore how the contribution should be applied- with a presumption that in year 1 it might be 'top-sliced' from travel budgets, with a view to being paid at local level in due course, and by research grants where funders allow recovery.

The required contribution should be applied to all aviation travel, included all externally funded and research travel. The reasons for this are 3 fold:

a. the data tells us that research funded travel are only circ. 15-25% of trips so overall costs are modest across all schools
b. the administrative burden of introducing a differentiated model are disproportionate
c. with grantors introducing requirements for offsets, we expect some or all of the additional cost to be recoverable.

6. **The funds raised through a required contribution are used to support our carbon sequestration proposals, piloting of incentives to reduce travel and potentially investment in virtual collaboration tools as required.**

We would anticipate that the required contribution and supporting interventions should help arrest previous growth in flights. If flights do resume on the previous growth trajectory from 2021 then we would expect the required contribution to assist in reducing that growth with the potential to be 'self-funding' in due course.

7. Piloting of the required contribution during 2020-21 to detail aspects of the required contribution including the overall design, processes, collection and impact on behaviour.

During 2020-21 we would seek to recruit up to 4 schools or professional services groups to pilot detailed aspects of the required contribution and potential subsidies/incentives package including the overall design, processes, collection, communications and impact on behaviour. We further propose to test possible incentives to reduce travel with the volunteers, and to gather further information on lessons learned post-COVID-19.

Virtual Collaboration Tools

8. **Further evaluation to improve existing virtual tools and provision within the University to increase virtual collaboration both internally, and externally.**

The consultation included existing use of virtual collaboration tools and the scope to do more. With recent change to working practices due to COVID-19, demand is stronger still for further improvements to virtual working. As such, further work should focus on both virtual collaboration and remote working.

TAWG believes that the University should secure 'lock in not snap back' in terms of climate positive behaviours. This should be undertaken as part of relevant University processes (e.g. the Adaptation and Renewal process), that a University wide project should be initiated. This project should build on the response to COVID-19, to 'lock in' gains from use of virtual collaboration and remote working. Such a project should examine lessons learned from lock-down including best 'rules', processes and software for various tasks, equality and diversity issues, difficulties for certain types of working. The project should make recommendations on the investment and training required to secure long-term gains from COVID-19, including infrastructure, with an expectation that climate benefits, wellbeing benefits and cost savings could all be secured.

9. **Embed changes to our meetings culture and norms, to avoid unnecessary travel between campuses for meetings that could be equally well-managed virtually.**

Recognising the annual cost of taxis is substantial, reducing this through increasing virtual collaboration is partly a technology and physical space issue, but largely one of culture and processes.

Partnership and Collaboration

10. **We should continue to engage with Russell Group, Universities Scotland and other forum.**

In doing so, we have the opportunity to learn lessons, promote leadership and have honest dialogue about addressing and resolving tensions between global travel and climate ambitions.

Carbon Sequestration

11. **Individuals, units and management groups should not undertake separate carbon offsets; University wide recommendations for providers will be in place**

Following agreement of the University position on carbon sequestration in February 2020, and despite current funding constraints, proposals for carbon sequestration should be pursued. Indications are that research funders will require Universities to have clear policies and frameworks in place on travel and sequestration to secure grant funding; so the carbon sequestration proposals developed should be the basis for our response to that driver.

Long-term change and research opportunities

12. **We should seek to create, either ourselves, or with other key partners, research programmes examining the relationship between travel and the student experience, travel and research excellence, effective means to fully collaborate in a low carbon way, the future of conferences etc.**

We should work with VP International and Director of Edinburgh Global to examine the relationship between our Go Abroad commitments, internationalisation strategy and student mobility generally, and climate change targets.

Mitigating negative impacts on Equality, Diversity, and Inclusion

Proposal	Impacts	Mitigation
Presumption against UK flights	Potential negative impacts for those with caring responsibilities, pregnant women, or individuals with disabilities	Ensure exemptions process takes account of these concerns
	Potential adverse impact on those with limited funding (e.g. early stage researchers, those from low-income backgrounds) leading to a reduction of opportunities	Provide suitable subsidies or discounts for low-carbon modes of transport
	Potential adverse impact on women or individuals of particular religion, ethnicity, or race, due to increased safety concerns	Ensure that traveller safety is prioritised when considering travel options
	Potential adverse effect on frequent travellers as could lead to greater time spent traveling	Ensure decision making process is clear that minimising the number of journeys is the first step.
Required contribution (levy)	Potential adverse impact on those with limited funding (e.g. early stage researchers, those from low-income backgrounds) leading to a reduction of opportunities	Examine opportunities for mitigation as part of academic progression criteria; improve virtual collaboration tools; Provide suitable subsidies or discounts for low-carbon modes of transport
Partnerships and collaborations with key institutions	Potential positive impact on all groups affected by promoting new norms where travel is not required	Need to ensure virtual collaboration tools account for various forms of disability
Future changes to operating model and home working	Potential negative impact on those with caring responsibilities or disability	Future policy needs to take account of differing home circumstances and the need for reasonable adjustments for those with disabilities
Virtual Collaboration Tools	Potential negative impacts for those with audio or visual disabilities	Ensure that tools selected are suitable with regards to accessibility.
Climate Conscious Travel, reducing requirement to travel overall	Positive impact on all staff through improving work-life balance	None required

Table 12. Recommended steps to protect EDI when enacting Climate Conscious Travel to be included within the final proposals from TAWG to the University Executive.

Section 8: Additional Steps

Section overview

In addition to the detailed proposals and recommendations of TAWG, Section 8 outlines recommended additional steps the University could take in order to successfully achieve Climate Conscious Travel. Recommendations are themed into three categories: Further research, further developments and a Wider Sustainability Fund.

List of next steps for the University in regards to Climate Conscious Travel

In order to achieve the University's Zero by 2040 Climate Strategy, we must put in place a series of actions to address the emissions associated to business travel. By implementing the Climate Conscious Travel proposals set out in Section 7, the University is signalling its intention to address carbon emissions. However, there are further opportunities for longer-term actions in relation to carbon emissions from business travel. As such the following steps should be considered to ensure that Climate Conscious Travel is successfully embedded at the University.

Further Research

It has been noted within this report that there has been significant impact on travel due to the Coronavirus COVID-19. Because of this it is recommended that additional research is conducted to establish the changes this has had to the working patterns of individuals. In particular this research should look at the use of virtual tools whilst working remotely.

A separate stand of research should look to understand the relationship between travel and the student experience as well as between travel and research excellence. There are few examples from other institutions which have started to explore these themes. Two notable examples are from the University of British Columbia in Canada (Wynes et al, 2019) and École Polytechnique Fédérale de Lausanne in Switzerland (Ciers et al, 2018).

Further developments

In order to support information provision to travellers and travel bookers, a number of technical solutions should be developed. These include:

Individual level travel data

It is recommended that the Business Travel Reporting Tool is developed to enable data granularity to an individual level. Due to the sensitive nature of some journeys, it is recommended that individual level data is not provided publicly, however general comparisons to the population as a whole would be possible. A number of other institutions have expressed interest in use of this tool. As such, it may be viable to redevelop the reporting tool to be used by other institutions, allowing for more comparable data across the sector.

Development of a transparent carbon calculator for complex journeys.

The University should explore the development of a second tool – a carbon calculator for journeys. Unlike existing tools, this carbon calculator should be transparent in its methodology, ensuring accurate and up-to-date carbon factors are used. In addition, this tool should allow for the calculation of carbon emissions for complex journeys (e.g. those incorporating several destinations). The tool could potentially be developed for the sector.

Development of travel comparison tools

In order to provide relevant information to travellers & travel bookers prior to booking, it is recommended that a tool is developed to enable comparisons between various modes of transport. This tool should be suitable when individuals book through the chosen travel management company, or when booking directly with alternative suppliers. One such tool was envisioned by a group of students as part of their Design, Data, and the City course (STIS08006) (Figure 9). Technical development of such a tool would be required, which could be completed within the University or with external partners.

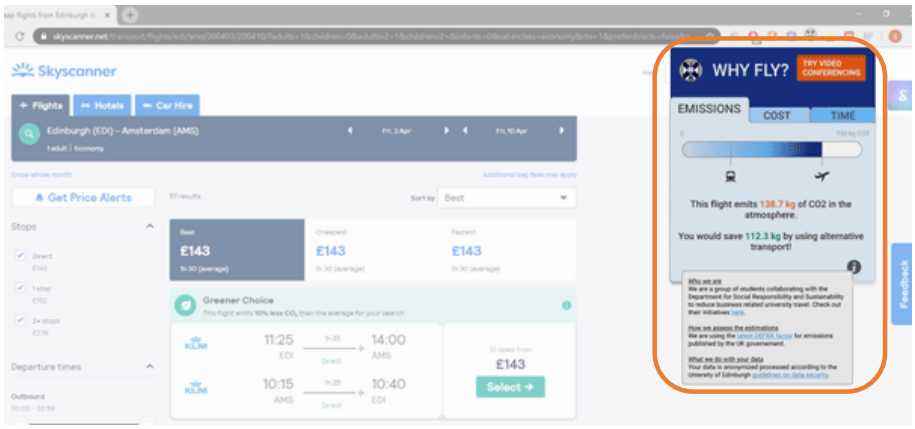

Figure 9. Conceptual design of travel comparison tool (circled in orange) created by a student group as part of the 2019-20 Data, Design, and the City course (STIS08006). Provides instant comparisons for Carbon Emissions, Costs, and time for various journeys.

Wider Sustainability Fund

The proposals set out above note that funds raised through a required contribution would be spent by means of a sustainability fund. It is possible that alternative methods of funding could be sought in order to boost the value of the fund as well as allow for diversification of the fund. Further exploration of this possibility should be initiated to establish what other sources could be utilised for this purpose.

Further Details

This report has been compiled by the University of Edinburgh's Department of Social Responsibility and Sustainability (SRS). For further details, or to request alternative formats, please contact the Department on the details below. Further details of the proposals, as well as any implementation of these proposals, will be provided on the University Website: edin.ac/aviation

Department of Social Responsibility and Sustainability

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Appendices

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Appendix Number	Description of Content	Reference within main report
Appendix 1	Individual, Social, Material (ISM) Model of Business Travel, developed by the Department of Social Responsibility and Sustainability, 2017.	Section 2
Appendix 2	Tables showing (a) count of University flight and rail journeys from 2012-2019 and projected count in University air and rail journeys from 2019 – 2025 under a "Business as Usual" approach; (b) the estimated University travel costs (GBP) under a "Business as Usual" approach.	Section 4
Appendix 3	Tables showing (a) the cost of travel through initiating flight-free travel within the UK and reducing all other flight types by 10% overall; (b) the funds raised through a tiered required contribution of £25 (Domestic flights), £35 (short haul flights), and £50 (long haul flights) whilst also initiating flight-free travel within the UK and reducing all other flight types by 10% overall; (c) the funds raised through a set percentage of cost required contribution of 10% whilst also initiating flight-free travel within the UK and reducing all other flight types by 10% overall; (d) the funds raised through a set percentage of cost required contribution of 15% whilst also initiating flight-free travel within the UK and reducing all other flight types by 10% overall.	Section 4
Appendix 4	Consultation wording	Section 5
Appendix 5	Consultation survey	Section 5
Appendix 6	Preliminary consultation report	Section 5
Appendix 7a	Email from CAM to staff & students, on behalf of Dave Gorman, Director, Social Responsibility and Sustainability & Professor Sandy Tudhope, University Lead on Climate Responsibility and Sustainability	Section 5
Appendix 7b	Email from SRS to Head of Schools and Departments, as well as Equality, Diversity, inclusion Committees on behalf of Dave Gorman, Director, Social Responsibility and Sustainability	Section 5
Appendix 7c	Email from CAM to staff & students, on behalf of Dave Gorman, Director, Social Responsibility and Sustainability & Professor Sandy Tudhope, University Lead on Climate Responsibility and Sustainability to staff that had not opened original consultation email.	Section 5
Appendix 8	Equality Impact Assessment	Section 6

Appendix 1

Individual, Social, Material (ISM) Model of Business Travel, developed by the Department of Social Responsibility and Sustainability, 2017.

	Barrier
Individual	• Flying still considered a 'perk' by some people • Personal air miles can be collected on business flights (in fact, rail operators such as East Coast run similar schemes, but these are not as widely known and may be less valued than air miles) • Flying can be / is perceived to be cheaper / flexible, both of which are valued • Benefits associated with frequent flyer schemes, including business class lounges and fast-track, might incentivise continued use of air travel over rail • Staying overnight or taking the overnight sleeper may not be acceptable (can also cost more) • Staff may not feel they can request time of meeting be changed to accommodate their preferred travel itinerary • Administrators booking travel for academic colleagues not feel comfortable suggesting alternative forms of travel • Travelling by air can become habitual so other modes of travel are not considered
Social	• London is often used as a meeting place • PhD vivas with external examiners are traditionally conducted face-to-face • Not attending conferences risks losing out on potential collaborations and damaging academic reputation • Lack
Material	• The Travel Management Company (TMC) has a complex system for rail bookings • Certain funding streams require proof of collaboration and this is often evidenced through face-to-face meetings • It is easier to hire cars from airports (e.g. for staff travelling to rural locations) • Flying can be / is perceived to be quicker (although when viewed holistically, perceived differences in journey time may not always be accurate) • Train schedules make it difficult to reach certain destinations in time for early morning meetings • Flying can be / is perceived to be more flexible (depends on the ticket) Lack of Wi-Fi access on trains is a barrier to working remotely • Belief that VC facilities are unreliable, difficult to use University policies require the best value travel option to be selected • Different policies and information has led to confusion on what is permitted • Departments are constrained by the particular rules and regulations of their grant awarder, including travel • Special "charity" fares available through the TMC can make flying significantly cheaper than rail on selected journeys, whereas the TMC uses Trainline to book train tickets at market price • The domestic leg of a long-haul journey is often complimentary • Lack of awareness of desk-based VC facilities amongst some colleagues • The University VC webpage only covers IS managed facilities • some colleagues • VC facilities at school level can be difficult to book because they are busy • Open plan offices lack private areas for VC and tele-conferencing

Appendix 2

Tables showing (a) count of University flight and rail journeys from 2012-2019 and projected count in University air and rail journeys from 2019 – 2025 under a "Business as Usual" approach; (b) the estimated University travel costs (GBP) under a "Business as Usual" approach.

	Number of Journeys												
	Actual 2012-13	Actual 2013-14	Actual 2014-15	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	Estimated 2019-20	Estimated 2020-21	Estimated 2021-22	Estimated 2022-23	Estimated 2023-24	Estimated 2024-25
Domestic Flights	6,169	6,810	7,100	7,279	7,443	7,579	8,186	8,611	9,059	9,529	10,024	10,545	11,092
Short Haul Flights	7,526	8,566	9,561	10,277	12,375	12,845	15,473	17,575	19,962	22,673	25,753	29,251	33,224
Long Haul Flights	3,361	3,407	4,254	4,851	5,717	6,565	8,994	10,777	12,914	15,474	18,542	22,218	26,623
Rail Travel	11,556	12,292	14,988	15,389	23,321	19,939	26,229	31,128	36,942	43,843	52,032	61,751	73,285
Total	**28,612**	**31,075**	**35,903**	**37,796**	**48,856**	**46,928**	**58,882**	**68,091**	**78,876**	**91,519**	**106,350**	**123,764**	**144,223**

Travel Costs (Business As Usual)	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Domestic Flights	£1,226,451	£1,476,431	£1,553,123	£1,633,799	£1,718,666	£1,807,941	£1,901,853	£2,000,644
Short Haul Flights	£2,330,456	£3,185,156	£3,617,784	£4,109,174	£4,667,308	£5,301,251	£6,021,300	£6,839,151
Long Haul Flights	£2,325,355	£3,863,707	£4,629,707	£5,547,571	£6,647,406	£7,965,289	£9,544,449	£11,436,686
Rail Travel	£912,715	£2,334,917	£2,771,044	£3,288,632	£3,902,898	£4,631,900	£5,497,068	£6,523,836
Total	**£6,794,978**	**£10,860,211**	**£12,571,658**	**£14,579,176**	**£16,936,278**	**£19,706,381**	**£22,964,671**	**£26,800,317**

Appendix 3

Tables showing (a) the cost of travel through initiating flight-free travel within the UK and reducing all other flight types by 10% overall; (b) the funds raised through a tiered required contribution of £25 (Domestic flights), £35 (short haul flights), and £50 (long haul flights) whilst also initiating flight-free travel within the UK and reducing all other flight types by 10% overall; (c) the funds raised through a set percentage of cost required contribution of 10% whilst also initiating flight-free travel within the UK and reducing all other flight types by 10% overall; (d) the funds raised through a set percentage of cost required contribution of 15% whilst also initiating flight-free travel within the UK and reducing all other flight types by 10% overall.

(a)	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Domestic Flights	£155,312	£163,380	£171,867	£180,794	£190,185	£200,064
Short Haul Flights (EU)	£3,256,006	£3,698,257	£4,200,577	£4,771,126	£5,419,170	£6,155,236
Long Haul Flights	£4,166,737	£4,992,814	£5,982,665	£7,168,760	£8,590,004	£10,293,018
Rail Travel	£3,460,960	£4,014,386	£4,666,351	£5,435,010	£6,341,895	£7,412,548
Total Costs	**£11,039,015**	**£12,868,837**	**£15,021,460**	**£17,555,690**	**£20,541,255**	**£24,060,865**
Savings compared to BAU	£1,532,643	£1,710,339	£1,914,818	£2,150,691	£2,423,416	£2,739,452

(b)	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Domestic Flights	£15,531	£16,338	£17,187	£18,079	£19,019	£20,006
Short Haul Flights (EU)	£325,601	£369,826	£420,058	£477,113	£541,917	£615,524
Long Haul Flights	£416,674	£499,281	£598,267	£716,876	£859,000	£1,029,302
Rail Travel	£-	£-	£-	£-	£-	£-
Total	£757,805	£885,445	£1,035,511	1,212,068	£1,419,936	£1,664,832

(c)	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Domestic Flights	£21,528	£22,646	£23,823	£25,060	£26,362	£27,731
Short Haul Flights (EU)	£553,601	£628,795	£714,202	£811,209	£921,392	£1,046,542
Long Haul Flights	£484,970	£581,118	£696,327	£834,378	£999,798	£1,198,013
Rail Travel	£-	£-	£-	£-	£-	£-
Total	£1,060,099	£1,232,559	£1,434,351	£1,670,647	£1,947,552	£2,272,285

(d)	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Domestic Flights	£23,297	£24,507	£25,780	£27,119	£28,528	£30,010
Short Haul Flights (EU)	£488,401	£554,739	£630,087	£715,669	£812,876	£923,285
Long Haul Flights	£625,010	£748,922	£897,400	£1,075,314	£1,288,501	£1,543,953
Rail Travel	£-	£-	£-	£-	£-	£-
Total	£1,136,708	£1,328,168	£1,553,266	£1,818,102	£2,129,904	£2,497,248

Appendix 7

(A) Email from CAM to staff & students, on behalf of Dave Gorman, Director, Social Responsibility and Sustainability & Professor Sandy Tudhope, University Lead on Climate Responsibility and Sustainability

Subject: Climate conscious travel consultation

Date send: 05 March, 2020

To: All staff

Dear colleague,

In response to the climate crisis, the University has committed to reducing its emissions and become carbon neutral by 2040. This is an integral part of the University's Strategy 2030 vision to make the world a better place.

Emissions from travel – the flights, trains and taxis, among other methods – that we use to undertake University business are the third biggest and fastest growing part of the University's carbon footprint behind gas and electricity.

In order to reduce emissions from travel, a range of proposals have been developed by the University. We are writing to seek your views on these to inform a more "climate conscious" approach to travel at the University.

These proposals focus on reducing our overall travel; replacing some journeys – such as flights within mainland Britain – with other lower-carbon transport methods; and sequestering any remaining carbon emissions, e.g. by planting trees; whilst continuing to support our learning, teaching, and research.

Have your say on the University's approach to climate conscious travel

The range of proposals developed to reduce carbon emissions by University travel can be found at edin.ac/aviation. The webpage also outlines some of the potential concerns that staff and students may have around climate conscious travel.

To ensure the University chooses the best options to increase climate conscious travel, we wish to seek your views on each of the options we are proposing.

You will find more information on the proposals and a link to a consultation survey at this webpage. Please read the information provided and respond with your views by 30 April 2020.

We are particularly interested in the impact of the proposals on equality, diversity and inclusion, and so would encourage anyone with a perspective on this to respond.

Find out more

The University is holding a number of "town hall" meetings for staff to find out more and have their say; you can book a place at edin.ac/aviation.

If you require any more information please contact the University's Department for Social Responsibility and Sustainability on 0131 651 3000 or aviation.consultation@ed.ac.uk.

We very much look forward to your feedback.

Best wishes,

Dave Gorman

Director, Social Responsibility and Sustainability

Professor Sandy Tudhope

University Lead on Climate Responsibility and Sustainability

(B) Email from SRS to Head of Schools and Departments, as well as Equality, Diversity, inclusion Committees on behalf of Dave Gorman, Director, Social Responsibility and Sustainability

Subject: Climate conscious travel consultation

Date send: 17 April, 2020

To: All heads of School & Director of Departments

Dear [name of Head of School / Department Director],

I hope you, your staff and students are well at this challenging time.

I am writing to remind you that the University's Climate Conscious Travel consultation is currently open, and ask you to flag this with your School's senior management group and staff, inviting responses.

Climate Conscious Travel Consultation

I wrote to you on Thursday 5th March 2020 notifying you that a University-wide consultation focusing on reducing carbon emissions from University business travel would launch on Friday 6 March 2020.

Climate Conscious Travel consultation (MyEd Login required)

We are seeking feedback from staff on a number of proposals for developing a climate-conscious approach to our travel. This approach focuses on reducing our overall travel; replacing some journeys - such as flights within mainland Britain – with other lower-carbon transport methods; sequestering any remaining carbon emissions, e.g. by planting trees; and increasing virtual collaboration; all whilst continuing to support our learning, teaching, and research.

Clearly, we have all had to learn some lessons quite quickly on remote working and virtual collaboration - and we are keen to capture this as part of the current consultation.

I had planned to undertake a series of focus groups with individual Schools and Departments to gather direct input into the consultation, but due to current circumstances relating to COV-19, have had to cancel these.

Instead, I'd like to ask that your School's management group consider the proposals and inform me of any questions you have using this form:

Management Group feedback form

Please submit your questions by 12 noon on Friday 24 April, and you will receive a response from myself or Professor Sandy Tudhope (University Lead on Climate Responsibility & Sustainability) within the next 2 weeks.

Finally, the consultation is open for 2 more weeks, so I ask that you encourage any staff who currently haven't submitted a response to do so.

If you require any more information, please do not hesitate to get in touch.

Yours sincerely,

Dave Gorman,

Director, Department for Social Responsibility and Sustainability

(C) Email from CAM to staff & students, on behalf of Dave Gorman, Director, Social Responsibility and Sustainability & Professor Sandy Tudhope, University Lead on Climate Responsibility and Sustainability to staff that had not opened original consultation email.

Subject: Reminder: Climate conscious travel consultation closes on 30th April

Date send: 24 April, 2020

To: All staff that had not opened original consultation email

Dear colleague,

We hope you and your families are well at this challenging time, and that you have been able to get outside in the fresh air to exercise and unwind.

We are emailing to remind you that a Climate Conscious Travel consultation is currently open at the University, and to ask that you consider responding to it if you are able to. The consultation closes next Thursday 30th April.

We first emailed you about this in early March. Despite the unprecedented changes that have occurred since then, we wish to proceed with this consultation because the current situation we find ourselves in perhaps gives us a new perspective on what it feels like to travel less and make better use of virtual tools for teaching and meetings.

About the Climate Conscious Travel Consultation

In a nutshell, the consultation sets out a range of proposals that have been developed by the University to reduce emissions from business travel: the flights, trains and taxis that we use to undertake University business.

These proposals focus on reducing our overall travel by increasing virtual collaboration; replacing some journeys – such as flights within mainland Britain – with other lower-carbon transport methods; and sequestering any remaining carbon emissions, e.g. by planting trees; whilst continuing to support our learning, teaching, and research.

Emissions from business travel are the third biggest and fastest growing part of the University's carbon footprint behind gas and electricity, and must be reduced if we are to meet our target to become carbon neutral by 2040 in response to the current climate crisis. This is an integral part of the University's Strategy 2030 vision to make the world a better place.

Responding to the consultation

To ensure the University chooses the best options to increase climate conscious travel, we wish to seek your views on each of the options we are proposing. If you are able to, we'd like as many staff as possible to read the proposals and respond to the consultation so as to have your say on how the University should adopt a more "climate conscious" approach to travel.

View the consultation at:edin.ac/aviation (MyEd login required)

We are particularly interested in the impact of the proposals on equality, diversity and inclusion, and so would encourage anyone with a perspective on this to respond.

Find out more

If you require any more information please contact the University's Department for Social Responsibility and Sustainability by emailing aviation.consultation@ed.ac.uk.

We very much look forward to your feedback.

Best wishes,

Dave Gorman

Director, Social Responsibility and Sustainability

Professor Sandy Tudhope

University Lead on Climate Responsibility and Sustainability

Appendix 8

Equality Impact Assessment

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