

## **EAUC Transport Group Meeting 15<sup>th</sup> December 2010, Birmingham City University**

1. Attendance (16), attendance list available on request. Apologies: a number of apologies were received due to the bad weather conditions work commitments.
2. Overview of the EAUC Transport Group's Role.

The Group discussed how they think things are working out since the Group was relaunched 12 months ago and said that there is a good balance of meetings and people can cherry pick which meetings they attend.

**Action – It was agreed that there should be four Group meetings per year, 2 general meetings and 2 topic specific. Caroline Radnor to devise a programme for the next 12 months.**

### Future Meeting Topics

- Video-conferencing and virtual meetings was suggested as a good topic for a future meeting. The initial idea for this meeting is that the Group may meet up in regional groups for this rather than everything joining the meeting individually so the technology can be trialled first to increase people's confidence.

**Action – Ben Tongue (Bradford University) has agreed to lead on this.**

- Alternative fleets – to include alternative fuels, car clubs, powered two-wheelers amongst others. Fleet managers to be invited to this.

**Action – Elliot Brown (Loughborough University) has agreed to lead on this.**

- Partnership Working
  - Working with the local authorities
  - Partnership working with internal departments
- Marketing – social marketing, targeting students
- Personal Travel Planning

### 3. Input for the Annual Conference

In terms of getting transport on the agenda for the Conference it was agreed that Carbon Management and in particular business travel/Scope 3 emissions is the priority. It was suggested that we try and get the winner of the HEFCE tender to speak at the Conference and hold a workshop if possible.

A number of other topics were also discussed including virtual learning and the example of Location Independent Working by Coventry University.

Lizzie Jones offered to hold a straw poll to understand what transport related topics members would like to see on the Conference agenda.

**Action – Fiona Macey (University of York) and Caroline Radnor to work together on this.**

It was also suggested that an academic who has reduced international travel would be a good person to invite to hold a workshop at the Conference. It would be great if this could be a high profile speaker to get the message across that travel is important and to be of interest to the whole conference as well as the Transport Group.

**Action – The Group to advise Caroline Radnor if they know of an appropriate person who has achieved this to invite.**

It was agreed that there is a need to promote the Transport Group at the Annual Conference with the particular aim of getting more colleges involved. Cornwall College is a good example of a college that has reduced the need to travel and so business travel has been reduced. Links with places such as Cornwall and our partners in Scotland enhances to need to use video-conferencing and hold more virtual meetings.

### 4. Contribution to HEFCE / Carbon Management Consultation

Shared concern over the best way to monitor emissions based on the HEFCE Guidelines. Everyone was conscientious that the methodology may change and so apprehensive to start anything yet. There is a need for consistency in approach with a common methodology on what data is available, how it is collected and what assumptions will need to be made.

#### Shared concerns:

- International student travel
  - Trips home

- Where in the country of origin do you measure the trip from
- Intra-site travel
- Business travel – mileage claims etc
- Student placements
- Staff and student commuting
- Procurement – must not be done in isolation, data from suppliers
- Do we adopt a phased approach rather than trying to measure everything all at once?

Ian Goodwin (MMU) is working with local universities and external consultant to build a SAPs system to measure the University's carbon footprint. Important to be aware that we have different software systems and we need to try and make use of whatever software we have in place.

**Action – Ben Tongue (Bradford University) has offered to take the lead when necessary.**

5. Open discussion on actions for the Transport Group

A basic questionnaire will be developed and issued to the Group to enable a matrix to be devised detailing what individual institutions are doing and what initiatives are in place. This will be kept as a tick box exercise to keep as user friendly as possible and people can request further information from institutions where required. This will be put in the Resource Bank on the EAUC website and will be reviewed annually. It was agreed that links to people's travel pages will be put on the EAUC website so enable others to share ideas and see best practice examples. Copies of travel plans will be included where possible.

**Action – Caroline Radnor to lead on this and work with members of the EAUC such as Lizzie Jones.**

6. Cycle to Work Scheme

A number of people have found workable solutions to the changes however the Group would still like to approach HRMC.

Mia O'Hara (Sustrans) mentioned that there is a Cycle to Work Conference coming up and it may be useful for the Group to be involved.

**Action – Andrew Hough and Ian Goodwin (Manchester Metropolitan University) agreed to draft a letter to HRMC as a starting point.**

7. Individual Updates

Leeds Metropolitan University are working with Liberty Services to manage their car park enforcement.

Manchester Metropolitan University, Worcester University and the University of Southampton all have initiatives to recycle bicycles and sell on to students through different schemes.

University of Sheffield have tracker bikes. They are working with the Police and using GPS on bikes to manage theft. This has also been successful in York and Leeds.

8. Next meeting: 22<sup>nd</sup> February 2011 at the University of Sheffield – Business Travel.