

**EAUC Transport Group Meeting 22<sup>nd</sup> February 2011,  
University of Sheffield**

1. Attendance (24), attendance list available on request.  
Apologies: a number of apologies were received due to work commitments.
2. Presentation from JMP Consultants.

JMP Consultants has been commissioned for Lot B – Travel (commuting and business travel) of the HEFCE study 'Measuring and monitoring scope 3 carbon emissions'. HEFCE's objectives for the study (including Lot A – Procurement and Lot C – Estates [water and waste]) are to:

- measure a baseline of procurement emissions at sector level using scientifically based methods.
- produce definitions for measuring scope 3 emissions at institutional level for use within EMS from 2012/13.
- provide guidance that helps HEIs to adopt efficient and effective data collection practices.

JMP will focus on travel and help achieve objectives b & c above.

The presentation is attached and covered:

- Background to the project and the wider context.
- Scope of the project.
- Detailed information about travel emissions, including key issues and challenges, plus a worked example.

**Action – Caroline Radnor to circulate presentation, video version is available at: <http://www.shef.ac.uk/environment/businesstravelseminar>**

3. Q & A Session with JMP Consultants

A suite of documents will be provided by the project to cover all three lots.

The Group raised the issue of the need for the consultants to consult with finance departments to ensure that the relevant data is gathered where possible. This would help make the finance departments aware of the data that is needed and also make the consultants aware of what financial systems are being used.

The final guidance will provide a hierarchy of data collection ranging from the minimum standards to best practice approach. The University should adopt which works best for their individual needs and priorities. However this raised the problem that there would not be a level playing field if different organisations were taking different approaches to data collection. It was flagged up that 'Universities that Count' measure the quality of data and so it would fit in with an hierarchical approach.

4. Workshop session with JMP Consultants - discuss draft definitions for the study's guidance document. These definitions would be the starting point for travel emissions that are in-scope and out-of-scope in terms of higher education reporting.

Feedback from the workshop session included:

- Clear definitions are vital
- Lots of holes in data collection and systems currently in place
- Conflicting agendas of university business
- No need to distinguish between different types of staff when collecting data
- Only collect data on international student travel not UK students
- Outsourcing data is for procurement to collect to avoid double counting
- Recommendation to use a travel management company as get good data
- Important to define assumption
- Some are confident on their commuter data, business travel far harder
- Do we need a calculating 'tool' to be produced as part of the project?

5. Group discussion to share thoughts and current procedures regarding the following:

#### Business Travel Policy

This is a complex issue and more awareness is needed as Sustainable Travel staff have limited influence. Common issues include:

- Data is finance directed.
- Limited collection of intra-site travel data.
- Difficult to change behaviour in colleges when it is their own budget.
- There is an economic case to use a travel management company to save people's time in booking travel but academics don't like using them. Evidence demonstrates that good data can be collected from using a TMC.
- Where University buses exist don't pay expenses to other university sites.
- Sustainable transport principles need to be included in business travel policies.
- Very difficult task to stop staff flying but can educate on which airlines are best to used based on their green credentials.
- Some organisations use a 'decision tree' to influence how people travel. The Highways Agency use this for business travel. Bradford University website has a good example of a decision tree  
<http://www.brad.ac.uk/admin/ecoversity/travel/index.php>
- Policy must be very user friendly – we work in this field and still find it complicated so it's necessary to make people more aware.
- It would be helpful to tell departments how much they spend on travel and have some sort of league table including carbon figures.

Everyone agreed that there is a need to create some clear guidelines and perhaps a tool to advise on business travel.

### What is a 'necessary journey'?

- Challenge the status quo, do we need the meeting?
- We should stop the 40p car mileage claim rule for certain journeys.
- Important to push video-conferencing. Most have the software but don't know how to use it. Norfolk NHS Trust have reduced their business travel costs by 15% through using video-conferencing. There will be an EAUC meeting on virtual meetings later this year.

### 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?

### **Actions –**

**JMP / Caroline Radnor / Ben Tongue to issue a survey to members of the EAUC regarding business travel. This is due to come out in the next couple of months.**

**Caroline Radnor to provide dates for the HEFCE project including when we need to start collecting data and establishing a baseline.**

8. It was agreed that it would be important to have another meeting on this topic to meet with JMP Consultants and understand how the project is going. This is likely to be in May/June 2011. The date for this meeting along with the date for the virtual meeting will be circulated as soon as possible.

See some of you in April at the Conference!!