

## The University of Sheffield

### EAUC Transport Group General Meeting

Meeting to be held on **Tuesday 22<sup>nd</sup> February 2011** at 10.00am – 3pm,  
Jessop Exhibition Space, Jessop West Building

#### Agenda

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.

1. Apologies & Introductions
  2. Presentation from JMP Consultants
    - 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.
  3. Q & A session with JMP Consultants.
  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.
- Lunch (bring your own) and Networking -----
5. Group discussion to share thoughts and current procedures regarding the following:
    - Policy
    - Footprinting
    - Student Travel
    - Staff Travel
    - Definition of a 'necessary journey'
  6. AOB
  7. Date of Next Meeting