**ESAG/12/09**

**APPROVED**

**CIRCULATED**

# EDINBURGH NAPIER UNIVERSITY

**Environmental Sustainability Advisory Group (ESAG)**

**Minutes of the meeting held on Friday 20 January 2012**

**10:00 hours, Room 7.B.14, Sighthill**

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| Present | | | Chris Anthony (CA), Depute Director (Campus Support), Information Services  Gerry Webber (GW), University Secretary, University Secretarys Group  Grant Ferguson (GF) Assistant Director, Property & Facilities  Jamie Pearson (JP), Sustainability/Environmental Advisor, Property & Facilities  John Currie (JC), Director, Scottish Energy Centre  Liz Young (LY), Head of Health & Safety, Corporate Affairs  Richard Cebula (RC), Energy & Utilities Manager, Property & Facilities | | |
| **Apologies** | | | David Campbell (DC), Head of Procurement, Finance Services  Mark Huxham (MH), Senior Lecturer and Senior Teaching Fellow, SchLSSS | | |
|  |  | | Action |
| **1** | **Welcome / Apologies**  The Chair welcomed everyone to the meeting and noted apologies as above. | |  |
| **2** | **Minutes of Previous Meeting (ESAG/12/01)**  The Minutes of the previous meeting held on Wednesday 26 July 2011 were approved, subject to the following:  Section 4, Development of ESAG, paragraph 5. GW reiterated that there would be three meetings per year of the Executive ESAG Group and three meetings of Promotional Group. Both Groups will be separate with only members of the Sustainability Office attending both.  Section 6, Update from Attendees. LY noted that the Health and Safety Team are working with C&IT to develop a Hazardous Purchasing and Disposal database, not a Policy as stated in the minutes. A Hazardous Purchasing and Disposal Policy is already in place at the University. | |  |
| **3** | **Matters Arising**  GF and JP will formalise a remit for the Executive Group and Promotional Group once the Carbon Management Plan revisited workshops have gone ahead and the Carbon Management Awareness Campaign Document is complete. Both will provide key actions and structure to the Executive and Promotional Groups. | | GF, JP |
| **4** | **Carbon Management**  GF, RC and JP are working with SKM Enviros and the Carbon Trust in Scotland to revisit and assess progress made through the Carbon management Plan launched in March 2009. Consultants from SKM Enviros have completed an initial diagnostic report and are currently updating all sections of the original Plan. The updated Carbon Management Plan will be published in May 2012.  GF, RC and JP are also working with NIFES Consulting Group and the Carbon Trust in Scotland to develop a Carbon Management Awareness Campaign Strategy (ESAG/12/02). The Strategy will incorporated into the updated Carbon Management Plan, highlighting the commitment of the University to ensure two-way communication between all staff and students and the Sustainability Office in regard to carbon reduction projects.  JP noted that workshops for frontline staff such as Porters and Librarians and their managers will be lead by SKM Enviros in February or March. NIFES Consulting Group will lead general workshops for all other staff and students in March. The workshops will encourage participants to highlight areas where the University could reduce carbon emissions and reduce resource wastage covering the areas of energy, transport, waste and water. CA advised that the workshops should be around two hours in length.  JC highlighted the communications training offered by the University of Edinburgh. The University have carried out a great deal of environmental communication activities supported by dedicated staff initially funded by the Climate Challenge Fund. The University team are extremely supportive and very willing to share ideas and experience. JP noted that the National Union of Students also have many training opportunities available to students.  Referring to Table 2, page 6 within the Carbon Management Awareness Campaign (ESAG/12/02) document GW advised JP to remove the names of the individuals listed and instead list the schools / services where input from staff throughout the University will be vital.  GW suggested that it would be useful to have a simple and readily available graphic to highlight environmental progress at the University to all staff, students and visitors. RC noted that the suggestion would be embedded into the revised Carbon Management Plan. | |  |
| **5** | **Progress and Integration of Environmental Initiatives**  JP presented the results of the 2010 Universities That Count (UTC) Environment and Social Responsibility survey and the 2011 Green League survey. The purpose of the presentation was to use the information gleaned through the two external assessments to act as a brief gap analysis highlighting areas of work to take forward with the support of relevant teams at the University.  JP also introduced EcoCampus. With finance gained through the Scottish Funding Council the University has joined six other UK universities in the 2012 cohort. Over the next three years the EcoCampus team, based at Nottingham Trent University will support the Sustainability Office in developing an Environmental Management System at Edinburgh Napier. The ultimate goal is for the University to progress towards Platinum EcoCampus status and ISO14001 accreditation by January 2015.  Many of the gaps identified within UTC and Green League will be filled by the development of the Carbon Management Plan and the introduction of EcoCampus. GW queried the scope of the community engagement section with UTC, noting that there are many community engagement activities at the University but given that no one is ultimately responsible for community engagement it is difficult to track all activities.  Other areas out with the scope of the Sustainability Office such as the Green League assessment of the curriculum at Edinburgh Napier has been passed to relevant colleagues for information. There are clearly many fantastic examples of undergraduate, postgraduate and environmental research but the University was penalised for not having a Education for Sustainable Development strategy.  GW noted that he would contact Colin Steen to organise for JP to present to the Principal’s Executive Group (PEG). The purpose of the presentation would be to highlight the work carried out by the Sustainability Office to date, present future initiatives including the revised Carbon Management Plan and Environmental Management System. GF reiterated that to engage with all staff and students at Edinburgh Napier on all aspects of environmental and resource management a top down and bottom up approach is vital. | |  |
| **6** | **Policies and Plans**  **Environmental Sustainability Policy (ESAG/12/05)**  Policy discussed and endorsed by attendees with comment below.  GW noted that the carbon reduction statement is meaningless given that the baseline is not provided. JP to update and provide GW to sign.  Final paragraph in the Policy to be updated.  **Environmental Sustainability Plan (ESAG/12/06)**  Plan discussed and endorsed by attendees with the comments below.  All targets and all relevant statements should be updated to represent the progress made at the University. To make this clearer GF stated that more information could be provided to show business as usual and target carbon reductions for example, extrapolated from the Carbon Management Plan review. GF also suggested inserting a review column. It was decided that the Plan should be reviewed at least monthly to highlight progress.  Curriculum, research and knowledge transfer is not included within the Plan. It was decided that a general topic of Education would be inserted instead of concentrating specifically on curriculum. This would link to relevant curricular documents and known activity but would also encompass all education activities at the University, including education campaigns and activities lead by the Sustainability Office and others.  JP to prepare a paper for the next ESAG meeting to provide examples of how other UK institutions have approached developing environmental education strategies, including curricular links.  **Fair Trade Policy (ESAG/12/07)**  Policy discussed and endorsed by attendees with comment below.  JP update reference to the other policies and plans listed in the document. JP to ask Tom Zanelli, current Napier Students Association President to sign the updated Policy.  **Ethical Financial Investment Policy (ESAG/12/08)**  Policy discussed and endorsed by attendees with comment below.  GW noted that the Development Trust has it’s own Policy. GW is a member of the Trust. JP to contact Karen Goodman for a copy.  JP to contact DC to investigate updating relevant sections of the Policy, including the University name. | |  |
| **7** | **AOCB**  Next meeting to be held during May or June 2012. | |  |