ESAG 14/01/01

**APPROVED**

**CIRCULATED**

# EDINBURGH NAPIER UNIVERSITY

**Environmental Sustainability Advisory Group (ESAG)**

**Minutes of the meeting held on Tuesday 30 October 2013**

**13:30, Room 6.B.14, Sighthill**

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| Present | Chris Anthony (CA), Depute Director (Campus Support), Information ServicesDavid Campbell (DC), Head of Procurement, Finance ServicesGerry Webber (GW), University Secretary, University Secretary's Group (Chair)Jamie Pearson (JP), Sustainability/Environmental Advisor, Property & FacilitiesJohn Aitken (JAi), Operations Manager, Property & FacilitiesJohn Ashall (JAs), Intern Student, Property & FacilitiesJohn Currie (JC), Director, Scottish Energy CentreLiz Young (LY), Head of Health & Safety, Human Resources & DevelopmentMark Huxham (MH), Senior Lecturer and Senior Teaching Fellow, SchLSSSRichard Cebula (RC), Energy & Utilities Manager, Property & Facilities |
| **Apologies** | Dan Smith (DS), President, Napier Students’ AssociationGrant Ferguson (GF) Assistant Director, Property & FacilitiesMiles Weaver (MW), Lecturer, Business School |
|  |  | Action |
| **1** | **Welcome and apologies**JP welcomed everyone to the meeting and noted apologies as above. |  |
| **2** | **Minutes of the meeting held on Tuesday 5 March 2013**Approved. |  |
| **3** | **Matters arising**Section 4, Masters of ResearchFunded through a Teaching Development Grant, MH explained that the PhD position has been filled with the new post holder researching climate change and environmental education at both Edinburgh Napier and other institutions. MH noted that ‘Internationalisation’ has been broadly incorporated throughout the curriculum of all Schools at Edinburgh Napier. Some UK universities have done the same in terms of education for sustainable development / learning for sustainability. There is no stand-alone list of all environmental related undergraduate and postgraduate courses covering all Schools at Edinburgh Napier. Such a list would help to highlight the level of environmental education already integrated into the curriculum of the University. JP to investigate examples provided through the EAUC network and pass to MH.Section 4, Carbon balancing projectDiscussed under agenda item four, carbon management.Section 5, Salix ReviewNo feedback received from members regarding possible energy projects to be funded through Salix. All members encouraged to contact RC with any ideas.Section 6, EcoCampus Aspects RegisterNo response from members regarding the seventeen significant environmental aspects highlighted through EcoCampus. Further discussed under agenda item five, EcoCampus.Section 6, Awareness and TrainingDC highlighted that a training course covering applicable environmental legislation and the duties placed on staff and students within the University would be useful. Many students and members of staff may assume that environmental legislation has absolutely nothing to do with them. Could use the Waste (Scotland) Regulations 2012 implementation as an example (see section five below) as it has direct requirements for all users of all campuses.MH noted that environmental awareness and training in general could be investigated through the PhD position mentioned above and also through an undergraduate dissertation currently being developed by one of MH’s students. Could also tie into the EPSRC bid being pulled together by JC, Julio Bros Williamson and others (see agenda item 11 below) in terms of how staff and students perceive their energy and environmental impact at all Edinburgh Napier campuses. A link with Information Services would also be advantageous, especially in terms of technology development. JP to tie opportunities together.Section 6, Bronze Award ProgressNo feedback received. JP will update members with EcoCampus progress through ESAG and also the Sustainability Office intranet pages <http://staff.napier.ac.uk/environment> Section 9, Annual Academic and Professional Services ConferencePossibility of a conference still to be fully investigated. To be discussed at an appropriate Sustainability Office Team Meeting. | JPAllJPJPS Office |
| **4** | **Carbon Management**Carbon Management Plan reviewGF is currently updating the original 2008 Carbon Management Plan to incorporate the findings of the SKM Enviros assessment of the Plan carried out in 2012 and integrate new physical and behaviour change initiatives to be put in place in order to meet the updated target of a 35% carbon reduction by the end of the 2014/15 academic financial year (from the 2006/07 baseline).JP highlighted the need for robust transport statistics covering all aspects of staff and student business travel. JP to meet with DC and highlight all requirements.In terms of intercampus travel, DC noted that all schools and departments now have access to the existing University taxi contract. Following a query from CA, DC noted that each school and department is responsible for managing usage. DC has encouraged schools and departments to stock Lothian Buses pre-paid single and day tickets. Possibility of an intercampus bus was also discussed.RC queried the uptake of video conferencing across all campuses. MH noted that he uses the system frequently but it’s clunky, stressful to use and includes the issue of booking appropriate rooms. But he uses Skype frequently. CE noted that the University of Edinburgh is the bridge for all video conferencing at Edinburgh Napier. He noted that people want to use it more but the system may have to be more intuitive for this to happen. Evident that some people are put off by bad historic experiences. MH to send CE notes of issues experienced.Salix review, energy and utility project developmentSalix operates in a 1st April to 31st March financial year. Budget of £82,000 in 2013/14 with £56,000 spent to date. RC updated and provided examples of new projects:1. Increased zone control at Craiglockhart to allow for the new Rivers Suite to be completely segregated so that evening and weekend events are heated appropriately. Old section of the campus now zoned into four distinct sections.
2. Introduction of recirculating air handling units, and dampers (with minimum fresh air intake) within the atrium area of Craiglockhart.
3. Early signs of corrosion on the heating pipes at Sighthill observed. Sidestream used at Craiglockhart to manage the pH of the water in the system (maintains a pH of 9). System improves the overall efficiency of the system.

Spent over £500,000 through the fund to date. Annual savings of £162,000 recorded. LY noted that the University of St Andrew’s have used Salix funding to help manage their fume cupboards. RC noted the work carried out with Kim Stuart (Technical Manager, Sighthill) to use the fume cupboards at Sighthill more efficiently. Any suggestions on all capital works to send to RC.Mikoko Pamoja MH provided a very interesting and insightful introduction to the area of Kenyan mangroves, covering 2,000 to 3,000 ha, included within the Mikoko Pamoja project. Several undergraduate and postgraduate Edinburgh Napier students have travelled to Kenya and studied the area over recent years, with three Kenyan Edinburgh Napier PhD students currently living on the site. 82% of local residents rely on dead wood from the forests. 6% are in salaried employment. One significant pressure on the area is illegal cutting.More recently, the project has developed to the stage of selling carbon credits at $6 per tonne after gaining accreditation through Plan Vivo. One third of money raised will be provided for local development projects, to be managed through a robust community consultation process. The project is aiming to raise $12,000 annually (around £7,500 on 21/11/13).A healthy discussion followed MH’s introduction. Some members expressed concern over carbon offset/balance projects in general but accepted MH’s explanation that the plan for Mikoko Pamoja is to start small and integrate fully into the local community. CA queried whether a small injection of money into the community could in turn lead to an increase in carbon due to the procurement of carbon intensive goods i.e. vehicles. MH noted that there is only one paid officer receiving a salary of $3,000 annually and any money raised cannot be spent on individuals, with the exception of scholarships.JC noted a possible link to an academic project being developed within the Faculty of Engineering, Computing & Creative Industries to develop efficient collar stoves. JC and MH to discuss.GW noted that ESAG has no budget and there is no budget for social corporate responsibility activities within the University. Must consider the moral and environmental benefits of investing University money, especially as it is primarily Government money. GW suggested that MH contact Karen Cairney, Director of IDEA, to consider funding through the Development Trust. RC noted that the energy budget could be considered. The University already pays £75,000 in carbon tax annually linked to energy consumption (£12 per tonne through the CRC Energy Efficiency Scheme). JP to work with MH and Alison Punnet (Major Gifts Executive, IDEA) to investigate any funding opportunities. For more information on the project, visit the website below<http://www.eafpes.org/index.php/researchandpublications/extensions/mikoko-pamoja-outline>  | GFJP, DCMHAllJC, MHMHRCJP, MH |
| **5** | **EcoCampus (ISO14001)**Reasonable progress being made through the criteria set by IS14001 and EcoCampus. Bronze Accreditation gained in March 2013, shortly after the last ESAG meeting. Main pieces of work for progression to Silver includes the development of a full legislative register and an assessed and quantified aspects register. Target to apply for Silver by 19/12/13.JP recently met with LY and Sean Hughes to investigate crossover between the EMS requirements and Health & Safety requirements and procedures across the University. JP also meeting with the Sustainable Futures Team (Steve Yorkstone and Andrew McKendrick) and Jill Meighan from Human Resources & Development to investigate crossover between Sustainable Futures, Investors in People and the Environmental Management System (EMS). All core items discussed at ESAG, including carbon management for instance will contribute towards the development of an EMS at Edinburgh Napier. EcoCampus update and full list of criteria, up to ISO14001 status, to be distributed to ESAG members with this set of minutes.WasteWaste (Scotland) Regulations 2012 will come into force on the 1st of January 2014. The legislation dictates that all cardboard, food, glass, metal (including food and drink cans), paper and plastics must be segregated at source i.e. throughout all spaces at all campuses. JAi provided an overview of work carried out to date, including the existing facilities and collections already in place and on-going work with the waste contractor Shanks (sub contracted from MITIE). The introduction of food collections into all social areas will be the main change. Food has been collected from inside the Merchiston kitchen area (behind the scenes only, not within the public seating area) for the past two years, and from all other outlets from May 2013. JAi mostly concerned about Merchiston due to space constraints. JAi, JAs and JP are currently meeting weekly and will shortly commence work with an external designer to develop an all-encompassing education and awareness campaign to be implemented at the University at the start of the calendar year with the primary focus of encouraging all users of all University facilities to use the recycling facilities appropriately. The work will require additional budget and will be covered by Property & Facilities.Some members raised concerns regarding misconceptions about the waste collections held by some staff and students, principally that waste is not actually recycled. JAs has been tasked with looking at communication campaigns run by other institutions and organisations. JP noted that The City of Edinburgh Council have developed information on-line showing residents exactly where all recyclable waste collected in the city goes. See [www.edinburgh.gov.uk/waste](http://www.edinburgh.gov.uk/waste) for more information. JP recommended that the University replicates this.  |  |
| **6** | **Travel Survey**Travel survey completed by 1,753 students and staff during March and April 2013. Increase of 343 participants compared to the 2011 survey. The travel survey launch coincided with a range of travel focused activities for staff and students covering all modes of transport across all campuses supported financially through a generous grant from SEStran (the South East of Scotland Transport Partnership). Qualitative and quantitative survey results have been assessed by JP and will be pulled together to form a new University Travel Plan to be published by March 2014. The draft Plan will be provided to ESAG members for comment at the next meeting on Wednesday 22 January 2014.JP highlighted the need for a Travel Group within Edinburgh Napier to pull together all relevant members of staff with any aspect of travel provision or management within their scope of work. JP to investigate. | JP |
| **7** | **Water Standard**Following a recent assessment of qualitative and quantitative information provided by RC, the University has been awarded the Carbon Trust Water Standard gaining 69.4% for governance procedures and recording a reduction in water use of 24.2% between 01/08/11 and 31/07/13. The accolade will be publicised through the staff intranet. The Standard fits perfectly to many aspects of the Environmental Management System development and provides robust external verification covering all water use reductions measured. |  |
| **8** | **Universities and Colleges Climate Commitment for Scotland (UCCCfS)**Professor Nolan and The Very Revd Dr Graham Forbes resigned the UCCCfS on behalf of the University in August. JP provided a qualitative and quantitative environmental update to the Environmental Association of Universities and Colleges (EAUC) in May 2013. The EAUC are currently pulling together information from all colleges and universities in Scotland and will present all data to the Scottish Funding Council once complete. |  |
| **9** | **Assessment and Awards**S-LabKim Stuart (Technical Manager, SchLSSS) recently commissioned an S-Labs environmental assessment of the lab spaces at Sighthill. The assessment covered many environmental impact areas such as chemical, energy and waste management and was peer-led by a representative from The University of Edinburgh. The labs were awarded gold standard. More information available on <https://staff.napier.ac.uk/environment> British Institute of Facilities Management (BIFM)Property & Facilities were recently gained a Highly Commended award within the Sustainability and Environmental Impact category of the 2013 BIFM awards. The award application covered all aspects of environmental management and was rigorously assessed by representatives of commercial and industry bodies. 22 organisations submitted an award application. 11 were interviewed. Four reached the finals. The award category was won by Cofeley and Peel Media Group for their MediaCityUK project (development around Salford Keys), with Google Ireland and the International Monetary also reaching the finals. The award provides fantastic recognition out with the further and higher education sector. |  |
| **10** | **Curricular Links – Business School**JP recently met with Miles Weaver, lecturer within the Business School. Hope to expand and develop on work carried out during the 2012/13 academic year where 241 students answered questions based on the University through their final Business Strategy and Sustainability module assessment. Miles will join ESAG to represent the Business School. |  |
| **11** | **AOCB**Julio Bros-Williamson and JC are leading on an application to the Engineering and Physical Sciences Research Council. If successful, the £500,000 project will tie together academic study and day-to-day energy management issues and considerations, allowing for research within current University buildings. Successful applicants will be notified in March 2014.  |  |
| **12** | **2013/14 Meetings**22/01/14. 14:00. 6.B.16, Sighthill.19/03/14. 10:00. 6.B.14, Sighthill.02/06/14. 14:00. 6.B.16, Sighthill. |  |