

Date: Tuesday 12th June 2018
Time: 10:00–13:00
Venue: University of Dundee
Resources: Available [here](#)



MINUTES:

EAUC-S Travel and Transport TSN and ACT Travelwise meeting

Attendees:

Jodie	Allan	JA	Queen Margaret University
Jackie	Beresford	JB	Dundee and Angus College
Trudy	Cunningham	TC	University of Dundee
Jennifer	Fingland	JF	Cycling Scotland
Rachel	Goulding	RG	Energy Saving Trust
Andrea	Habershaw	AH	University of St Andrews
Michael	Mackenzie	MM	Sustrans
Sam	Hartley	SH	EAUC-Scotland
Sandy	Macleod	SM	University of Strathclyde
Kate	Murray	KM	Edinburgh Napier University
Sion	Pickering	SP	University of Edinburgh
Keith	Roberts	KR	ARUP
Merry	Scott	MR	Merry Scott Consulting and Liftshare
Mariya	Simeonova	MS	University of St Andrews
Jill	Tinsley	JT	Pindar Creative
Kelly	Wiltshire	KW	Nestrans
John	Wincott	JW	Fife College

Apologies:

Craig Dunn CLD Carbon

SUMMARY OF RESOURCES

- **Addressing business travel: Improving data reporting and engagement to support taking action. A case study from the University of Edinburgh**
Sion Pickering (University of Edinburgh, SRS)
 - Presentation available [here](#)
 - Zero by 2040 goal website [here](#)
 - 'Easter Island – recent findings and a paradox explained', David Collinson – Paper on carbon offsetting [here](#)
- **Campus Active travel maps – Pindar Creative Maps**
Trudy Cunningham (University of Dundee) and Jill Tinsley (Pindar Creative)
 - Pindar Creative website [here](#)
- **New products and services from Liftshare**
Merry Scott (Merry Scott consulting, Liftshare and ACT Travelwise)
 - Presentation available [here](#)
 - Liftshare website [here](#)
- **Veloeye bike security app**
Mark Lawson (Veloeye)
 - Veloeye website [here](#)
- **Funding options and programmes available for ULEVs from Energy Saving Trust**
Rachel Goulding (Energy Saving Trust Scotland)
 - Energy Saving Trust website [here](#)
 - eBike grant funding released following event [here](#)
 - EST loans and grants page [here](#)
- **Scope 3 emissions guidance**
Keith Robertson (ARUP)
 - Scope 3 methodology guidance [here](#)
- **AOCB**
 - Sustrans cycle hacks in Universities and Colleges project contact [here](#)
 - Cycling Scotland Conference website [here](#), contact for exhibition [here](#)

EAUC-S Travel and Transport TSN in association with ActTravelwise group information [here](#)

[Contact us](#) to join the jiscmail

	SUMMARY OF DISCUSSIONS	ACTIONS
1	<p>Welcome, Apologies and Introductions</p> <p><i>Trudy Cunningham, Travel and Transport TSN Co-Convener & Vice chair of Act Travelwise/ University of Dundee</i></p> <p><i>Merry Scott, Travel and Transport TSN Co-Convener & Chair of ACT Travelwise</i></p>	
2	<p>Addressing business travel: Improving data reporting and engagement to support taking action. A case study from the University of Edinburgh</p> <p><i>Sion Pickering (University of Edinburgh, SRS)</i></p> <p>Presentation here</p> <p>The University of Edinburgh is a complex and international organization. They have a net zero carbon by 2040 goal. So far the work towards these goals has focused on estates/campus and has not really began to tackle travel and transport. The University have a £4 million sustainable campus fund that has been making significant carbon reductions through energy reduction. However, the overall carbon emissions are not reflecting this saving, as business travel is increasing to such an extent that it may undo the reductions from energy.</p> <p>To calculate business travel in the past took a 6 week intern to manually analyse and estimate the data. In 2017 the SRS team spent 8 weeks with a student to create a programme that would read this data and calculate automatically. This reduced the process to 1-2 hours compared with 6 weeks.</p> <p>How it works</p> <p>The programme produces a flexible Business Travel Report. The report can calculate into carbon output for each mode of transport, split by department, year or costs. It calculates and translates carbon into relatable figures such as space shuttle launches, journey to the moon and back and even avocado toasts (for the smaller carbon contributors). The report also provides a flight map for final destinations highlighting flying intensive destinations, London being a key issue. Due to the high level of London flights the report has specific London data, comparing the average costs from all the data showing that trains actually proved to be the cheaper option.</p> <p>The good news from the institutions data is that overall, domestic flight travel is decreasing and domestic train travel is increasing. However, simply reducing domestic flights to London could save 1% of whole institutions overall carbon emissions.</p> <p>What does this mean?</p> <p>Whilst the report illustrates the institutions business travel picture, it does not explain why these journeys are being taken. To help gather qualitative information the team is undertaking focus groups. One question asked in these focus groups is why staff are flying to London rather than taking the train, answers included; not arriving by 9am, not thinking of booking the train, aversion against using the travel provider due to historical bad experiences, they feel it is too expensive.</p>	

	<p>What now?</p> <p>Using all of this data they developed proposed interventions (in slides) As flights provide 80% of their business travel emission’s this will be a key area of focus going forward. Final proposals to pilot include; Mandatory online training, Mandatory train to London (unless good reason), Automatic carbon compensation on flights from grant codes or cost centres with the funds going towards in-house carbon reductions or supplements on sustainable travel, a fly-less pledge with benefits, changing internal grant criteria, public business travel reports or/and training that encourages taking the train. The team is still currently running focus groups, with pilots running later this year and hopefully policy implementation in 2018. UCLA (California) and UCL are currently running carbon offset schemes with funds taken come from departments or grant budgets.</p> <p>University of Edinburgh are looking at ways to share the software from this project to assist in calculating staff business travel at other organisations, please contact their team - srs.department@ed.ac.uk - for more information</p> <p><u>Comments</u></p> <ul style="list-style-type: none"> • Discussion in the group involved the importance of targeting senior management as they would often fly most frequently and also take first or business class and this has a higher carbon conversion rate. • It is widely agreed that carbon offsetting is ineffective, it is also noticed that the ability to plant trees may encourage more travel as there is a belief it can be remedied this way. TC highlights a paper titled ‘Easter Island – recent findings and a paradox explained’ by David Collinson that discusses the notion of offsetting. SP highlights that this is why the suggested interventions would take the domestic flight compensation and use these funds to either subsidise train travel or to use on actual carbon cutting projects within the University. • A point is raised around the benefits of virtual meetings for risk assessments, health and safety and insurance reasons. Similar benefits come from ensuring that staff book through their registered travel provider with the addition of receiving accurate data on journeys over self-booking equivalents. It is noted that institutional risk could be a compelling argument around reducing or changing business travel habits such as using grey fleet. 	<p>All: Contact SRS Department if interested in sharing the staff business travel software</p>
<p>3</p>	<p>Campus Active travel maps – Pindar Creative Maps</p> <p><i>Trudy Cunningham (University of Dundee) and Jill Tinsley (Pindar Creative)</i></p> <p>Pindar creative maps here</p> <p><u>Trudy Cunningham (University of Dundee)</u></p> <p>The University of Dundee recently worked with Pindar creative to create active travel maps for the campus’ and city. Utilising the Smarter choices, smarter places fund with Dundee city council they acquired 50% of the funding for the maps. Within the maps they wanted to cover every form of transport, cycling, Liftshare, nightbus &</p>	

citybuses service, taxis, car club. Information was taken from Dundee cycle maps, including direction of incline arrows and cycling shops. Bus and train stations were specifically highlighted. The map will be included into the international students welcome packs, along with student information centres, staff induction packs (includes staff reimbursement), conferencing information and fresher's packs.

Jill Tinsley (Pindar Creative)

Pindar creative work to publicise active or sustainable travel. They work with most local authorities in the UK, First in Scotland, Virgin east coast and more. The idea for the Dundee map was to consolidate the existing information that spanned estates and sustainable travel as the existing Dundee city-cycling map did not highlight any other modes of transport. The maps are based on royalty free OS open data and that can be edited with layers lifted or even scope widened. Creating a map involves first creating a base and agreeing on a style. Then designers must select imported data sets such as NaPTAN, Core paths, NCN and Tree data. The maps include colour differentiation for building types such as accommodation, academic, on road cycling and off road, Car charging points, parking. They can provide wall charts for key locations and interactive online maps.

6-step guide to mapping

1. Define your audience
2. Display format
3. Visual hierarchy
4. Simplicity – Don't be afraid to leave things off the map to increase effective communication
5. Legibility
6. Accessibility for as many people as possible (colour blindness)

Digital vs print

Digital can link to live data such as bus times from each stop. Layers can be enabled such as on road and off road cycle routes. It is easier to update maps in digital format which saves costs. However, this is reliant on data and battery life of users devices. It is hard to drive people to websites, printed copies are much more successful at gaining actual views. Printed maps can also provide a greater context of lay of the land.

Other projects: Brunel University, Cycle map for Glasgow city council, 'Travel to; leaflets for primary schools along south city way, 'Make your own map' portal, West Yorkshire combines authority auto updates on onward travel software portal to automate a 6 times a year process.

Comments

- It is confirmed that the digital maps should be able to be linked in to individual institutions.

	<ul style="list-style-type: none"> • The maps data is gathered from open street maps, there is a concern that this is a wiki-like page open to editing. However using this makes the maps affordable and they are often the most reliable as council's update regularly. TC notes that University of Dundee employed a student intern to update open street maps, making an additional layer of a 'students view of the city' installing key interest points for the student population. • To print the digital maps the low resolution open street maps or google maps must be converted to high res. 	
4	<p>New products and services from Liftshare <i>Merry Scott (Merry Scott consulting, Liftshare and ACT Travelwise)</i> Slide available here Website available here</p> <p>Liftshare is a free service to match liftsharing interested people. Within Liftshare there are regional groups as well as private groups to select from. Organisations pay for private bespoke groups for internal sharing with fellow staff members or students. This paid service gives dashboard statistics with data that can be invaluable for carbon management plans and reporting. It also assists with car parking management. They are GDPR compliant and only contact members related to journeys and matches or newsletters they have signed up for.</p> <p>In addition to the liftsharing feature, they offer further products to enhance the Liftshare community.</p> <ul style="list-style-type: none"> • Scoping is a bespoke add-on product offered where postcodes of staff are run through travel data, public transport data, cycling routes, walking times as well as potential Liftshare matches. It can highlight where there is a lack of public transport, percentage of staff who could cycle and walk within 1.5 or 6 mile range, percentage of staff who could Liftshare or use public transport. University of Stirling, Robert Gordon University, NHS Tayside and NHS Forth Valley have already undertaken scoping in Scotland. St Andrews University are currently working with Liftshare to run their own Liftshare Scoping, with an emphasis on the movement of staff to the Eden Campus. In some cases, organisations undertake a scoping exercise in order to determine the viability of having their own liftshare private scheme. • My Personal Travel Plan (My PTP) offers walking cycling in the first instance, then public transport, Liftshare matches and finally single occupancy car journeys to users. Software is bought with one-payment with an annual license fee which includes 1000 plans. It reviews modal shift through surveys to track carbon reductions and road miles saved. The software utilizes Traveline, Cycle Streets and Liftshare data to provide a bespoke travel plan. Organisations can administer these one-to-one, in bulk or through a "widget" that can sit on an intranet page for users to conduct themselves. • Parking Solutions – A system to allocate spaces and authenticate journeys is currently being developed. • Trip authentication has recently been launched. This verifies each journey by connecting mobile apps. It tracks the amount of Liftshare journeys that can 	

	<p>then be taken as data. This could be used to provide incentives such as 10 journeys this month for free coffee etc. It is vital information for modal shift and for investing in Liftshare bays.</p> <ul style="list-style-type: none"> • Professional Services are a team who can provide promotion within institutions to raise the profile of liftshare within your organisation. This bespoke service can be offered as a one-off or regularly. It is focused on organisations who have Liftshare schemes but don't have a dedicated staff resource to promote it. • Liftshare has an app which works like a messenger app. It can match journeys but also allows members to message each other for more immediate discussions/lifts through the system. Anyone can download the app and it's free to use as an individual or an organisation. <p><u>Comments</u></p> <ul style="list-style-type: none"> • It is noted that a key barrier to using liftshare is for parents who need to drop children at schools before heading to work. It is suggested that there be a specific 'from school' or 'to school' function. • Marketing liftshare at key times such as for Christmas or summer with students going home and staff and student inductions. For students it must be emphasized that it can be used for a single journey and is not only for commuters. For people who work across multiple campuses there is a super group of Scottish FE/HE institutions. 	
<p>5</p>	<p>Veloeye bike security app <i>Mark Lawson (Veloeye)</i> Website available here</p> <p>Due to demise of bike police passports TC decided to provide another service to prevent or track bike thefts. In 2016 more new bikes than new cars were purchased and the bike theft rates are also increasing with this. The return of bikes is rare due to not knowing the owners. Veloeye serves a similar purpose to the police passports but through a specific site and app. Your bike is registered to a bar code that is stuck to the bike and binded with special adhesive to prevent removal. Frame number and details are also registered.</p> <p>Anybody can access the veloeye app to scan and register any stolen bikes. Once a bike is flagged as stolen or a stolen bike is flagged as found the information is distributed across local forces social media's and, if the owner is registered, to the bike owner. Police can also scan bikes and to reveal owners name and details. 9 divisions of 11 in Scotland police regions have access to the app. The ownership can be transferred when selling bikes with ease. TC has purchased in bulk to distribute to students at this year's fresher's week.</p>	
<p>6</p>	<p>Funding options and programmes available for ULEVs from Energy Saving Trust <i>Rachel Goulding (Energy Saving Trust Scotland)</i> Energy Saving Trust Scotland Website here</p> <p>There are many funding and support opportunities with Energy Saving Trust Scotland:</p>	

	<ul style="list-style-type: none"> • Switched on fleet grant is ran by Scottish Government to change fleet vehicles to EVs. • Chargepoint Scotland provides workplace electric vehicle charge point installations grants. This ties in with Scottish governments push on electric highways. The criteria involves; operate or plans to operate EVS, make chargepoint publicly accessible, have staff that would benefit from charging, located in strategic positions. This funding can be from 50-100% of the costs. • There is a current push towards E-bike, and there may be grant funds available (Information released following the event here). There is a small pot available for providing and promoting E-bike trails. There will be a larger grant fund for local authorities or public bodies for a large scale adaption to E-bikes to create pool E-bikes to help cut down on business travel. • Home energy Scotland centres can also loan E-bikes. • There is a new personal loan £3k for E-bikes and for businesses for up to £30k. This information will be on the loans and grants page here. <p><u>Comments</u></p> <ul style="list-style-type: none"> • Points are raised about trains allowing eBikes as they are technically a motorized bike, infrastructure to support eBikes (allowance of using plugs) and showers. 	
7	<p>Scope 3 emissions guidance</p> <p><i>Keith Robertson (ARUP)</i></p> <p>Scope 3 methodology guidance here</p> <p>New guidance has been released on Scope 3 emissions with updated data sets for footprinting from ARUP and EAUC. The guidance is split into waste, water, transport, procurement. Depending on the level of data you have it guides you through what best route to take. The guidance also includes collecting student commuting data.</p> <p>Procurement provides around 50% of footprint although there is no necessity to put procurement into public bodies climate change duty reporting. Previous estimates have been cost-based, this is useful in it gives a sense of scale but then it is very hard to demonstrate any benefit from interventions. Institutions would usually just point at a sustainable procurement policy in the PBCCD to satisfy scope 3 emissions but not quantitative data. It is agreed that there is an appetite for scope 3 reporting but this would skew current figures as it hasn't been reported before.</p> <p>KR is available to discuss techniques available for travel.</p>	<p>ALL: Contact KR to discuss techniques available for travel</p>
9	<p>AOCB</p> <p><i>Trudy Cunningham, Travel and Transport TSN Co-Convener / University of Dundee</i></p> <p><i>Merry Scott, Travel and Transport TSN Co-Convener / ACT Travelwise</i></p> <p>Due to time overrun the following AOCB items were unable to be discussed but have been included in the minutes at the request of attendees.</p> <ul style="list-style-type: none"> • Over the next year, Sustrans want to run "cycle hacks" (in the style of hack-a-thons) with universities and/or colleges to help tackle barriers to active travel 	

	<p>or promote cycling and walking on campuses or, more widely, in cities (e.g. with more than one institution in a city). Because Sustrans can provide funding for active travel infrastructure, the action points from these hacks could also lead to infrastructure funding applications. Contact Michael Mackenzie if interested.</p> <ul style="list-style-type: none"> • This year's Cycling Scotland Conference takes place in Dundee on 5th and 6th November. More information about the conference is available on the website here. They also have exhibition opportunities available, contact Jennifer Fingland at Cycling Scotland. 	
<p>11</p>	<p>THANKS AND CLOSE</p> <p><i>Trudy Cunningham, Travel and Transport TSN Co-Convener & Vice chair of Act Travelwise/ University of Dundee</i></p> <p><i>Merry Scott, Travel and Transport TSN Co-Convener & Chair of ACT Travelwise</i></p> <p>Thanks to all contributors.</p>	

Minutes prepared by Samantha Hartley, EAUC-Scotland Programme Administrator, June 2018