**Date:** 6th December 2022

**Time:** 10:00-12:00

**Venue:** Virtual

**MINUTES**

**Travel & Transport Topic Support Network**

**Attendees:**

|  |  |  |
| --- | --- | --- |
| **First Name** | **Last Name** | **Institution Name** |
| Alex | Luetchford | The University of Edinburgh |
| Alex | Preugschat | University of Liverpool |
| Alice | Smith | EAUC Scotland |
| Alistair | Macleod | University of St Andrews |
| Brendan | O’Reilly | Coventry University |
| Charlotte | Forbes | University of Stirling |
| Christopher | Clay | Scottish Association for Marine Science UHI |
| Claire | McCulloch | SRUC (Scotland’s Rural College) |
| Derek | Cowie | Advanced Procurement for Universities and Colleges (APUC) |
| Dewi | Day | Aberystwyth University |
| Ellen | Minshull | University of Aberdeen |
| Emma | Crowther | The University of Edinburgh |
| Estrid | Jonsson | University of Aberdeen |
| Isabela | Cabrera | City of Glasgow College |
| Jon | Holmberg | Bangor University |
| Kate | Lesenger | Sustrans |
| Lara | Fahey | EAUC Scotland |
| Martin | Webb | Edinburgh College |
| Molly | Dolan | University of Derby |
| Natasha | Wilkinson | Shipley College |
| Paula | Alvarez | Glasgow Caledonian University |
| Robert | Keatch | University of Dundee |
| Rory | Hill | EAUC Scotland |
| Serena | Ozkan | Queen Margaret University |
| Suzanne | Moody | Liverpool Hope University |
| Tony | Archer | Co Wheels |
| Tony | Walkington | University of Derby |
| Viola | Retzlaff | University of Glasgow |
| Yvonne | Sanderson | University of the West of Scotland |

**Apologies:**

|  |  |  |
| --- | --- | --- |
| Adam | Tewkesbury | University of Southampton |
| Rosa | Brown | Shetland UHI |
| Sarah | Puckett | University of Southampton |
| Trudy | Cunningham | University of Dundee |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Recording time stamp** | **SUMMARY OF DISCUSSIONS** | **ACTIONS** |
| **1** | 0:00:00  0:02:55 | **Welcome**  *Lara Fahey, EAUC Scotland*  **Introductions**  Everyone was invited to introduce themselves and share what currently interests them about transport and/or what brought them to the meeting.  Lara F – Interested in Business Travel Guide Feedback.  Alistair M – How to create better local hubs for academics to avoid international travel/flights.  Rory H – Writing a new strategic travel plan for Forth Valley College; interested to hear what’s current on travel in the sector.  Brendan O – Data collection and how other universities are collecting information. Working on Coventry University’s Transport and Parking Strategy for 2030. Interested to hear about other transport strategies, especially from those with urban campuses.  Viola R – Interested in preventing bounce-back in travelling post-COVID and related emissions to achieve Net Zero targets.  Alice S – Providing tech support for the meeting. Interested in hearing what the current trends are.  Martin W – Edinburgh College doesn’t yet have a travel plan, wants to work with Rory to make this happen. Interested in travel surveys in round table discussion section.  Yvonne S – Based in Procurement and working on the renewal of the Travel Management Contract next year. Interested in experience and feedback on travel industry.  Natasha – Interested in travel plans for small colleges. Car sharing interest from staff.  Molly – Interested in calculating commuting emissions and car clubs.  Tony W – Interested in calculating commuter and scope 3 emissions. Strategic vs operational elements of sustainable transport.  Emma C – University of Edinburgh undertook latest travel survey in spring and has biannual data since 2000. Saw quite a change in trends due to COVID and changing working patterns. Saw an increase in car usage. Due to this, working on latest transport strategy which will run until 2030 and align with University of Edinburgh’s Carbon Zero by 2040 strategy.  Alex L – Dr Bikes are back on campus and very popular. E-bike hire scheme for students. Promoting Liftshare.  Jon H – New to travel, mostly working on carbon reduction.  Alex P – Travel and transport working group and reducing Scope 3 emissions.  Serena – (from the chat): ‘I am working at Queen Margaret University in East Lothian. My role is Campus Cycling Officer so I'm really interested in getting people on their bikes and making cycling mainstream.’  Estrid – Intern at University of Aberdeen. Working on calculating student travel emissions from home address to university.  Robert K – Head of Engineering at University of Dundee. Working on a joint degree with Central South University on trains and transportation. Also Michelin Scottish Innovation Parc (MSIP) based around mobility, retrofitting cars, freight, trains and aircraft. Interested in UK policy on Sustainable Transport and elected as sustainable transport champion for the school.  Derek C – APUC – Interested in environmental and sustainability aspects of contracts and tender preparation. Reviewing policy in January. Based at University of Highlands and Islands (12 institutions working in partnership).  Ellen M – University of Aberdeen. Interested in internships and upskilling. Also interested in car clubs. The team are tracking Scope 3 emissions and released a Business Travel policy earlier this year.  Dewi – Aberystwyth University. Revising Net Zero strategy. Interested in travel data – business and commuting. They know what to do, but how they do it is the current challenge. Interested in other FHEI approaches to reducing travel emissions.  Kate L – Sustrans Scotland, engaging with workplaces on walking and cycling. Way to Work project - partnership website showcasing essential sustainable travel resources for Scotland. <https://www.waytoworkscot.org/> |  |
| **2** | 0:22:39 | **Presentation 1 – Transition University of St Andrews internships**  ***Alistair Macleod, Transition University of St Andrews, Project Manager***     * Bottom up/community-led/grassroots working on solutions * National Transition Towns movement * Three staff working on sustainable travel * Two funded part-time via SCSP * Partnered with Fife Council   Transition’s Team   * Three staff with sustainable travel remit * Path consultancy * Bike Shop * Student Internships * Active Travel Champions * Volunteers – Bike Maintenance, Cycle Training and Walk Leaders   Supporting Active Travel   * Understand issues – Surveys and Monitoring * Maintain “Cycle Friendly Campus” Award * Provide access to cycles including e-bikes, Cargo and Adapted * Work in partnership to develop active travel networks * Provide training to ride and maintain bikes * Bike maintenance sessions and stations * Create secure cycle space * Support “We walk once a week” and “Step count challenge” * Support Social prescribing for Health * Target: 15% of journeys by cycle for staff and students   Student internships   * Provide workplace experience * Deliver a specific project that fits travel objectives * Support wider travel programme * Variable times and duration * Internally Funded competitive process * External funding for 6 weeks costs around – cost of £2138 * Supported by Careers Centre   Shared bikes internship – summer 2021   * Shared Cycle Scheme Business Case * Undertook groundwork for major funding bids * Documents and costings used for business justification * Interviews, surveys and operator costs   Diversity in Cycling – summer 2021   * Identified need by Campus Cycling Officer * 6 week summer project * Report, survey and 6 week adapted cycle trail * Action Plan taken forward * Adapted Bike loan scheme   Shared cargo and adapted bikes – summer 2022   * Follow on from 2021 internship * Business case * Research and recommend loan system * Set up loan system * Launch and monitoring   Cargo bike loan   * Funding from Energy Savings Trust and Crown Estates * Tern Cargo Bike and Trailer * Nihola 4 Cargo Trike * R&M Load 60 and Load 75 * XYZ Cargo Trike (on loan from Sustrans) * For departments, businesses or individuals. * Short or long term loan via Transition   Staff travel survey intern – summer 2022   * Analyse data collected in May 22 * Modal shift * Carbon Emissions * Trends and opportunities for change   Car club marketing – summer 2022   * Market assessment * Marketing plan * Resources for promotion * Launch   Shared bike marketing   * Follow on from 2021 Internship * Support funding bid * Support MaaSApp marketing plan * Marketing assessment * Production of resources ready for launch   Short internships – Spring 2022   * 1 week post-graduate projects * Bike Share locations * Car Club Locations * Focused project management   Summary   * Good value with some risk * Must have clear project objectives * Remote working more risky * Funding and support from Careers Centre * Make part of team * Often continue work after internship   **Presentation 1 Q+A**  Comment - Ellen – Aberdeen – Term-time part-time internship spread over twelve weeks, up to 15hrs per week. Email if you would like to ask questions. <https://www.abdn.ac.uk/careers/jobs-work-experience/InternPlus.php>  Comment - Lara – Personally have had very positive experiences as a transport intern. The Campus Cycling Officer role with Transition University of St Andrews launched my career into transport.  Q: Tony W – What are some of the challenges and pitfalls of internships?  A: Ali:   * Students moving out – not in the headspace. * Timing of the internships. If hosting a one-week internship, need daily check-ins. If six weeks – check in every Friday. Ask them to present their work on the last day – gives them something to aim for.   A: Lara   * Graduated in Biology then proceeded to work on three separately funded fixed term contracts for Transition University of St Andrews via Bright Green Business (Cycling Scotland) and Smarter Choices Smarter Places Funding (Paths for All). There is a transport skills gap. There need to be shadowing/internship opportunities to fill the need for skilled professionals in the sector. There don’t seem to be enough transport graduates to fill the positions. Very positive experience. |  |
| **3** | 0:51:36  0:52:42 presentation start  **1:11:25**  **1:18:00** | **Presentation 2 - Car Clubs and the Further and Higher Education Sector**  ***Tony Archer, Co Wheels Car Club, Regional Business Development Manager (Scotland)***  Co Wheels started in Durham in 2008 with two cars.   * Now there are 650 cars in the UK. * Some locations are managed by Co Wheels and some are managed via a franchise agreement for communities or rural areas where Co Wheels would otherwise find it difficult to operate financially. * Some of the main locations include Aberdeen, Dundee, Glasgow and the Borders.   Car clubs are good for last mile journeys, when public transport is not suitable or available, or for short term usage (i.e. by the hour or day).  Pool cars are available for corporate clients.  Crossover model:   * Outside of working hours e.g. evenings and weekends, the cars can be used by the public. The corporate client has sole usage during defined hours e.g. working hours. * This model makes more use of the vehicle.   Co Wheels seemed to do well out of the COVID pandemic due to staycations. Trends seem to have settled now.   * Throughout Covid Co Wheels kept operationally supporting NHS, Council Staff and other essential workers to keep moving when they needed to. * Winter of 2020 was the worst period but by summer there was a bounce back. A similar but better picture in the winter of 2021 followed by a summer of very high use and member growth as people celebrated freedom from lockdowns. * 2022 has seen a more normal pattern of usage return. * 10% increase in membership over 2022.   Chip shortage delaying the turnover of old cars into new.   * MG Motors have their own chip supply. * Getting cars now and clearing backlogs and rolling out to new places.   Charging infrastructure challenges   * It costs approximately £12,000 for a 22kW charge post. * This doubles the cost of car hire to the end user. * Can they do car charging differently to what was done in the past? * Zonal arrangement instead of a parking bay. User needs to park within a certain zone. App tells next person where the car is. * Works well with internal combustion engine cars, but can’t do that with EVs. * Trial for three months with no charge post on the Isle of Skye. There is a good network of rapid chargers on the island. * User must bring the car back with at least 50% charge or get fined £25. * Want to explore this further. Might try a higher level e.g. 80%. But it is hard to convince people to sit at a charger for 20 – 30 mins vs five minutes at a petrol station. * Or could possibly employ people to charge the cars in higher density areas, but this also has challenges.   Opportunities   * Recession * Car ownership becomes more costly * Domestic budgets squeezed * Climate emergency * Carbon emission reductions * Transport shift from fossil fuels to alternatives * Shared Transport growth solution   Benefits   * Every car club car takes 18.5 cars off the road. * EV car clubs provide zero emission travel. * All Co Wheels cars are ULEZ compliant. * Car club cars are a key tool in helping to reduce car ownership and congested car parks.     Educational Institution Partnerships   * Adopt car clubs as pool cars instead of grey fleet. * Crossover packages allowing non business hours use. * Provision of on site charge posts * Co promotion of car clubs to staff and students   **Presentation 2 Q+A**  Q: Lara – What is the situation with the Enterprise car club at the University of Edinburgh?  A: Emma C – University of Edinburgh host vehicles on some campuses due to section 75 agreements. Usage has been low over the past few years due to COVID and home working. It is starting to pick up again now.  Useful tool to have as a travel plan measure. Useful also due to Edinburgh having five main campuses.  Q: Ali – Who is using the cars outwith hours? Can students use cars with insurance?  A: Tony A – Co Wheels’ rules are users must be 19 years old with 2 years on license as a minimum.  The cars are used by members of the community, students in the evenings using the cars for well under an hour for shopping trips etc. A few cars are used for going away for the weekend e.g. university walking groups.  Q: Lara – could you comment on Scottish Government funding drying up for charge posts?  A: Tony A – Going forward there will be less funding for charge posts. Currently can get 50% upwards depending on circumstances. ScotGov want businesses to contribute more to costs.  Call to action – get your charge posts in now!  Post TSN Note:  Tony Archer offered our community a promo code for general use if you would like the opportunity to try Co Wheels cars if they are in your area. FREEJOIN25 is the code and will get the user a free joining fee (normally £25) and a free £25 driving credit on their account which gives them a chance to try the Car Club without cost for a few hours. You can find out more about Co Wheels and their car club locations on their website: <https://www.co-wheels.org.uk/find-car>  **Comfort break** | If you want to install electric charge posts with Scottish Government funding, better to do this sooner rather than later as it is predicted funding will dry up soon.  If you want to try a Co Wheels club car, use the promo code located at the end of this section. |
| **4** | **1:24:25**  **1:28:00** | **Round table discussion – Calculating staff and student commuting emissions**  ***Discussion kicked off by Martin Webb, Edinburgh College, Sustainability Officer***  Martin W –   * Summary of Edinburgh College situation:   + New Scottish Government guidance wanting public bodies to report Scope 3 emissions by November 2022. This includes commuting, procurement etc.   + Haven’t collected data on commuting emissions yet due to not yet having a travel survey in place as still waiting for travel plan to be published.   + Have travel plans from other institutions for reference. Noticed that there is a lack of consistency in the questions. How comparable are the results?   + Question on methodology and consistency of question set. Edinburgh Napier University have a 50% return rate for staff and 10% return rate for students. Is this representative enough?   + Other items to discuss:     - Timing on travel surveys – do results vary seasonally?     - Hybrid/home working – how are institutions capturing this?   **Responses to initial questions**  Viola R – University of Glasgow   * Do their survey in March/April 2022. There is never a perfect survey. As a sector – could we compare response rates? * Above 20% for staff and 7% for students. That is a good response rate for University of Glasgow. * Would like to hear what others can achieve with student response rates. * Timings – spring or autumn for travel. March – May or September – October. Normal mode not affected by weather disruptions etc. * Coordinate with Business Intelligence colleagues when other surveys are going out. * Then just go for it. There will always be other surveys. * Institutions in Glasgow asking same questions about streamlining surveys and working on where is the overlap. Usually three main core areas: mode of travel, number of days and distance. Those are what you need to calculate carbon emissions. Trying to collaborate – standard questions pooled and room to ask specific questions. Is this something to consider for the whole sector?   Charlotte F – University of Stirling.   * Last survey completed in 2018. Just launched another one in the last week. Timing with funding - wanted data before March deadlines for funding. * Worked with Students Union to put two surveys together – active travel and climate action. Majority of respondents were staff. Before it closes need to figure out how to push it to students. Interested to see what the final response rate is.   Alex L – University of Edinburgh.   * Have done travel surveys every two years since 2000. Long back-catalogue of data. Some questions have changed, but methodology and core questions the same. * When calculating carbon – weight results by location if certain campuses are over or under represented. Weighted by mode. If someone walks for one mile and takes the bus for nine miles, not all attributed to the bus. Takes into account the mix. * Turnout – 8000 responses to the survey. Probably enough to be statistically significant. Very long survey with lots of detail. Over 100 questions but not everyone sees every question. Depending on what you answer, you will be pushed down a different ‘route’ of questions. Great insight into travel habits and where they can make improvements. Really useful for acquiring Cycling Scotland funding e.g. showers and cycle parking. Granular detail very useful for spotting the gaps. Can very clearly demonstrate need. * Survey usually done with the help of a consultant, but Edinburgh are often usually highly involved. Currently wondering whether hiring a consultant is easier than doing it themselves. A decision to be made.   Emma C – Uni of Edinburgh   * Survey has evolved over the years. In 2007 it became more complex because they needed data to capture Scope 3 carbon emissions. * The survey is complicated due to the fact that Edinburgh has five main campuses. Each campus is very different – semi rural versus inner city. * Use Online Surveys (formerly Bristol Online Surveys). * Looking to run travel survey annually because they are now going through a period of change with working patterns. What happened in Spring 2022 probably doesn’t represent what is happening now. Came out of restrictions in spring. Students are now coming in to be taught face to face. Planning the next survey to be in autumn 2023. * Currently working on transport strategy. Might not go into such detail every year with the survey. Maybe every other year will do a less-detailed version. * Moved the survey date to autumn to avoid clashing with the National Student Survey (NSS). They find it difficult to motivate communications colleagues to promote the travel survey during the NSS period.   Martin W Summary   * Really interesting to hear two different approaches (very detailed versus simple). Edinburgh College will try and find a balance between simple version and detailed one. Detailed information beyond emissions is vital for service provision element.   **Action – would like it to be consistent and would like EAUC to lead on this.**  Discussion continued:  Emma C –   * Levels of complexity. University of Edinburgh happy to share information. Sheer quantity of data you end up with and how it is analysed. Used consultant to produce the final report on survey. Very high level. * Power BI report. Useful for dipping in and out of. Quickly able to analyse certain demographics. Something they want to continue to create. * Try not to get overwhelmed by sheer quantity of data. Use it when needed on specific problems e.g. funding application for a specific campus.   Alex L –   * University of Edinburgh has approximately 300 buildings on its five main campuses versus four buildings with Edinburgh College’s four main campuses. Complexity is quite different for the two institutions.   Lara F – question for Emma – what are the costs involved with using a consultant?  Emma C –   * It varies. Carried out a tender exercise for two surveys coming out rather than each individual survey. This helped with consistency. For University of Edinburgh’s scale (45,000 students and 15,000 staff) it came to £10,000 per survey.   Lara F –   * I wonder if funding bodies such as Smarter Choices Smarter Places might be able to help institutions (e.g. Edinburgh College) with the costs involved (e.g. analysis of data)?   Emma C –   * Paths for All have had an increase in their funding this year. Applications are due in by the end of March. Might be able to access this for travel surveys.   **Lara – Actions – share surveys with others in the JISC Mail.**  Lara is always trawling publicly available information on travel for institutions.  **Relevant chat comments on this section:**   * From Alex Luetchford - UofEd (he/him) - Our response rate was similar Viola - 19% for staff, 11% for students. * From Paula Alvarez - GCU - At GCU we do them every 3 years and always in October, we kept it short and simple this year (same questions as Viola mentioned) to get as many responses as possible. I asked some of the lecturers to share the QR code with students and that was really helpful in getting a higher response rate. * From Serena Ozkan - I agree with Paula, getting lecturers to showcase the survey before their lectures is a good way to increase the response rate. Also offering a prize for completing the survey... * From Ali Macleod - Transition University of St Andrews - Uni of St Andrews response rate - Staff 44% and Students around 10%. * From Viola Retzlaff - I am interested in learning more on how others deal with the stricter reporting requirements coming our way as per Public Sector Leadership on the Global Climate Emergency Guidance, October 2021. Looks we all will have to include travel from home locations for students and WFH emissions! * From Tony Walkington - Uni of Derby - We hit around 8% return on student surveying recently, which was an increase but still disappointing. Is anyone else looking at increasing incentivisation? * From Kate Lesenger - Sustrans/Way to Work Scotland - Out of interest, what do people usually do around incentivization? * From Ellen - For our student survey, we hire student ambassadors for a hour or two to stand in high traffic areas on campus such as the food court with iPads and QR codes for the survey. I'm not sure of the whole impact of this but I think it has been more positive. * From Viola Retzlaff - Yes, PowerBI is a great tool. See <https://www.gla.ac.uk/myglasgow/sustainability/travel/2022travelsurvey/2022travelsurveyresults/> * From Serena Ozkan - Vouchers can be a good idea- for Amazon etc. but it is also good to get sustainability-themed prizes, or experiences for e.g. GoApe. * From Viola Retzlaff - incentives - shopping vouchers for an ethical online store, 2 Fitbits. * From Ellen - Also, we have had the focus of some of our internship programmes being analysis of and the creation of a power bi dashboard for some of our surveys. Particularly Graduate Outcomes which is different to the business travel one. * From Charlotte Forbes - We have 4 prizes of offer for ours at the moment and we will be doing a QR/ipad similar to what Ellen has mentioned. Good idea looking at Student Ambassadors. * From Ellen - Usually a data science student has been placed in this internship ^ * From Kate Lesenger - Sustrans/Way to Work Scotland - TravelKnowHow Scotland are also offering free consultancy hours around travel planning / surveys etc. <https://www.travelknowhowscotland.co.uk/> * From Martin Webb (Ed College) - @serena - there is a voucher scheme called Scotland Loves Local which gives a better spread of options for folk to spend on rather than the ubiquitous Amazon voucher or something very niche. * From Kate Lesenger - Sustrans/Way to Work Scotland - Yes would recommend Scotland Loves Local - Sustrans has used them for prizes recently. | Martin would like EAUC to lead on compiling some consistent travel questions for the sector.  If institutions would like to share their survey methodology and results with the Jisc Mail group, this would be very helpful. |
| **4** | **1:47:42** | **EAUC Scotland Business Travel Guide Draft**  ***Lara Fahey, EAUC Scotland, Scotland Sustainability Project Officer***  It was identified that there was a gap in business travel ideas, inspiration and best practice for the sector. Lots of information out there, but in bits and pieces. Tried to compile as much information as possible that is relevant and put it in a guide.  The contents are (shown [here](https://www.canva.com/design/DAFT7LFUuYE/R6iqXEroqKLRN9vHCudihQ/view?utm_content=DAFT7LFUuYE&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton#1)):  Preface  Glossary  Context setting: Climate change risk  Introduction  Leadership and governance   * Leadership and governance case studies   Emissions reporting   * Emissions reporting case studies   Emissions reduction   * Emissions reduction case studies   Emissions offsetting  Equality, Diversity and Inclusion  Business Travel Action Plan   * Business Travel Action Plan Infographic * Leadership and Governance * Teaching, Learning and Research * Estates and Operations * Partnerships and Engagement * Monitoring and Evaluation   Further resources  Conclusion  Acknowledgements  Final page  Half of the document contains the Business Travel Action Plan. Suggested actions are categorised into the following five areas:  1. Leadership and governance  2. Teaching, learning and research  3. Estates and operations  4. Partnerships and engagement  5. Monitoring and evaluation.  These categories have been chosen to align with the [FE Climate Action Roadmap](https://www.eauc.org.uk/fe_roadmap) and [Sustainability Leadership Scorecard](https://www.eauc.org.uk/sustainability_leadership_scorecard).  As every institution is on its own journey, we have split actions up by:  1. **Emerging** – an institution starting out on its business travel net-zero journey.  2. **Established** – an institution that has all core initiatives in place and is beginning to ramp up its ambition and accelerate the pace of change.  3. **Leading** – an institution that has already seen significant reductions in emissions from its business travel initiatives and is working to remove final absolute emissions within its control.  The draft EAUC Scotland Business Travel Guide is out for review and can be viewed at the link [here](https://www.canva.com/design/DAFT7LFUuYE/R6iqXEroqKLRN9vHCudihQ/view?utm_content=DAFT7LFUuYE&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton#1). It is not perfect, but I wanted to allow for any comments, good or constructive, ahead of publication. Feedback is very welcome and will shape the document ahead of its publication in January 2023. Please email me at [lfahey@eauc.org.uk](mailto:lfahey@eauc.org.uk) to let me know of any gaps or modifications to be made. Feel free to forward on to relevant colleagues working in transport. | Contact Lara ([lfahey@eauc.org.uk](mailto:lfahey@eauc.org.uk)) with any comments on the guide. |
| **5** | **1:55:26** | **AOB, Summary and EAUC update**  ***Lara Fahey, EAUC Scotland, Scotland Sustainability Project Officer***  **EAUC Updates:**  **EAUC Scotland Conference**  The [Step-Change for Sustainability Conference](https://www.eauc.org.uk/shop/mms_single_event.php?event_id=8217) is being held on **9th February 2023** at the Technology and Innovation Centre at the University of Strathclyde, Glasgow.  With two plenary and panel discussion sessions, eight workshops and a buffet lunch in the exhibitor space, this conference will be a place to meet and have these much needed conversations. Whether you are interested in sustainable institutional supply chains, embedding Education for Sustainable Development in teaching, the policy and funding landscape or embedding adaptation within operations and planning, there's something for everyone at the EAUC-Scotland Conference. A [provisional agenda](https://www.eauc.org.uk/shop/mms_single_event.php?event_id=8217) can be found on our website now, and there is more information on breakouts and speakers to come shortly.  If you are interested in exhibiting at the conference, please get in touch with us on [scotland@eauc.org.uk](mailto:scotland@eauc.org.uk).  We have some great opportunities for you to join us.  **Plane Talk: Reducing travel emissions in academia**  EAUC-Scotland, in collaboration with Wolfram Moebius at the [University of Exeter](https://www.exeter.ac.uk/) and Jo Allatt from the Sustainability team at [UK Research and Innovation](https://www.ukri.org/), are glad to introduce the Slack community "Plane Talk: Reducing travel emissions in academia”. This will provide a platform for teaching, research and sustainability professionals who are interested in or working on reducing travel emissions in academia to ask questions and exchange knowledge. It is modelled on similar supportive communities already operating on Slack. Join the discussion now! <https://forms.office.com/r/8gagpfYLJg>  **Scottish Funding Council Bid**  Future of the 2023 – 26 programme. Matt submitting the bid this week. Should hear the outcome in January 2023. Thanks to all who submitted letters of support.  **Carbon Coalition**  In partnership with [LUPC](https://www.lupc.ac.uk/) and [TEC](https://www.tec.ac.uk/), on behalf of the [UKUPC](https://www.ukupc.ac.uk/), we are setting up a Framework for the Carbon Coalition. This will ensure we are procurement compliant for institutions. A Prior Information Notice (PIN) has been issued and we will be inviting applications to tender in December. We hope to have everything completed by the end of January so institutions will be able to purchase through the Framework from February 2023. If you would like to register your interest in taking part in the Carbon Coalition please complete this [form](https://docs.google.com/forms/d/e/1FAIpQLSdJBUt2XDWItq_3ReOzLHZSJjVTHz8wP1ydYAzjajuP9xbYRg/viewform?usp=sf_link).  **Wellcome Trust Funding Requirements**  If your institution receives funding from the Wellcome Trust you are now required to offset related travel linked to your funding. This covers ALL funding. You can register to be part of the Carbon Coalition [here](https://docs.google.com/forms/d/e/1FAIpQLSdJBUt2XDWItq_3ReOzLHZSJjVTHz8wP1ydYAzjajuP9xbYRg/viewform?usp=sf_link) and you can confirm that the Carbon Coalition will be your provider. You do not need to confirm quantities or any further detail at this stage. We will get in touch with you when you are ready to offset. Click [here](https://wellcome.org/grant-funding/carbon-offset-policy-travel) for more details on the requirements from Wellcome Trust.  **EAUC Transport Community of Practice (UK-wide)**  The next [Transport Community of Practice meeting](https://www.eauc.org.uk/shop/mms_single_event.php?event_id=8263) will take place on Thursday 12th January, 11.00am – 12.00pm.  It will be online via Zoom.  The draft agenda includes group discussion on car sharing platforms, hybrid working and impact on services and e-scooters (impact of potential legal changes, safe storage, charging stations).  **Smarter Choices Smarter Places Open Fund**  [Paths for All](https://www.pathsforall.org.uk/) are offering grants of up to £100,000 to support organisations to encourage people to adopt active travel and create healthier, happier, greener communities. Their current funding round runs until **31st March 2023**.  Universities and colleges can apply to fund Active Travel Officers or any other projects fitting the criteria. For more information, see the [criteria on the Paths for All website](https://www.pathsforall.org.uk/open-fund). I have attached the guidance document to this email.  **Topics for future TSN events:**  We have two ideas for speakers for the next TSN:   * Conference Hubs * University of Edinburgh Survey Data deep dive   If you have any other topic or speaker suggestions, please do email me at [lfahey@eauc.org.uk](mailto:lfahey@eauc.org.uk) | Contact [scotland@eauc.org.uk](mailto:scotland@eauc.org.uk) with ideas for future TSN discussion points. |
| **6** |  | **Thanks and Close**   * Thanks to our speakers * Thanks for the discussion and taking the time to share knowledge. * Resources will be shared in the summary email. * Please complete the feedback survey in your inboxes. |  |

Minutes prepared by Lara Fahey, EAUC-Scotland, December 2022

Updates modified ahead of publication, January 2023