



EAUC Annual Conference University of Leeds 23 – 25 March 2015

CHALLENGING CONNECTIONS

Incorporating the Student Sustainability Summit, Further Education Sustainability Summit and Transformational Leadership Summit

Workshop 2: It's all about reporting... or is it?!

Sarah Lee, Scotland Manager, EAUC; Jenny Cassells, Consultant, JC Carbon Consulting and George Tarvit, Sustainability and Climate Change Manager, Keep Scotland Beautiful – Sustainable Scotland Network



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EAUC Annual Conference **University of Leeds** 23 – 25 March 2015

CHALLENGING CONNECTIONS

**Its All About Reporting -
Or Is It?**

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**Estates and
Operations**



Why report



Estates and
Operations



“ You cannot control that which you do not measure” Lord Kelvin

“Reporting necessitates measurement”

Do you see where we are going with this....

Who we are.



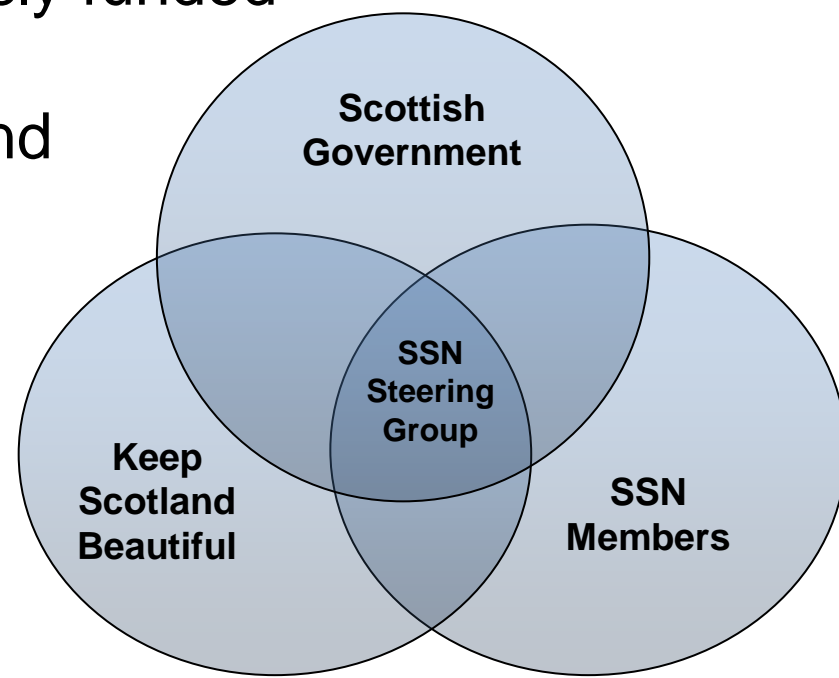
**Estates and
Operations**



- Network focused at improving the sustainability & climate change performance of Scottish public sector.
- Originally working with local authorities, extending our remit to all publicly funded organisations.
- Partnership with EAUC Scotland



PART OF THE
Keep Scotland Beautiful
CHARITY



SCCD, UCCCCfS & PSSR



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Scotland's Climate Change Declaration

We acknowledge that

- Climate change is occurring and human activities are having a significant negative and potentially dangerous influence.
- Climate change will have far reaching effects on Scotland's people and places, impacting on our economy, society and environment.
- There are significant social, economic and environmental benefits in taking action to combat and prepare for climate change.
- We all in Scotland have duties and responsibilities to take action to both mitigate and adapt to climate change, and to promote the sustainable development and well-being of our local communities.

We welcome the

- Scottish and UK Climate Change Programmes and targets for the reduction of greenhouse gas emissions.
- Opportunity for local government in particular and other agencies, businesses, voluntary and community organisations and individuals to show leadership at a local level to respond to climate change.
- Opportunity to address climate change by promoting the sustainable development of our local communities.

We commit

from this date

to

- Work with the Scottish Executive and the UK Government to contribute to the delivery of Scotland's and the UK's Climate Change Programmes, including to reduce greenhouse gas emissions and to adapt to future climate change scenarios.
- Produce and publicly declare a plan, with targets and time-scales, to achieve a significant reduction in greenhouse gas emissions from our own operations. This will include our energy use and sourcing, travel and transportation, waste production and disposal, estate management, procurement of goods and services, and improved staff awareness.
- Ensure that greenhouse gas reduction and climate change adaptation measures are clearly incorporated into our new and existing strategies, plans and programmes, in line with sustainable development principles.
- Assess the risks and opportunities for our services and our communities of predicted climate change scenarios and impacts, and to action to adapt accordingly and in line with sustainable development principles.
- Encourage and work with others in our local community to take action to adapt to the impact of climate change, to reduce their own greenhouse gas emissions and to make public their commitment to action.
- Publish an annual statement on the monitoring and progress of our climate change response, detailing targets set, actions taken, outcomes achieved and further actions required.
- Collaborate with other organisations to promote good practice on climate change mitigation and adaptation.

We acknowledge the increasing impact that climate change will have on our community, Scotland and other countries during the 21st Century and commit to tackling the causes and effects of a changing climate within our local area.

Signatories

Council Leader

Chief Executive

Scottish Ministers welcome this declaration and will work in partnership with the signatories and their representatives to support the delivery of these commitments.

Minister for Environment and Rural Development



SCOTTISH EXECUTIVE

Minister for Finance and Public Service Reform

COPY

Universities & Colleges Climate Commitment for Scotland

We recognise the challenge:

- We recognise the scale and speed of climate change, and the likely effect on Scotland's people and places, impacting adversely on our economy, society and environment.
- We consider that early action to address the expected changes will create long-term economic, health, social and environmental benefits.
- We acknowledge the Scottish Government objective – to reduce emissions by 80% by 2050 – to avert the worst impacts of climate change; and realise we have a role to play in this.

We welcome the opportunities:

- To harness our academic talents and expand Scotland's ability – through our research capacity, knowledge exchange activity and the provision of skills, modules and courses – to create solutions to the challenges posed by climate change.
- To demonstrate practical leadership in tackling climate change – by containing growing energy use and costs, protecting estates and buildings and promoting sustainability and social responsibility.
- To engage our students, staff, alumni and local communities with the challenge of climate change.

Consistent with sustainable development principles, we commit our institution to:

- Support the national Climate Change programmes, reducing our greenhouse gas emissions and implementing adaptation measures for future climate change scenarios.
- Allocate time and resources to implementing measures to reduce our overall carbon footprint and engage in the community planning process to deliver low-carbon solutions ('mitigation') by preparing and, within a year, publishing a five-year climate action plan with targets and time scales to achieve a significant reduction in emissions from all our activities, including:
 - energy consumption and source
 - waste reduction, recycling and responsible disposal
 - sustainable estate development
 - sustainable travel planning
 - responsible procurement of goods and services
- Assess the risks to the institution identified in projected climate change scenarios and ensure safeguarding measures are incorporated into our strategic planning, including each estates strategy review ('adaptation').
- Work in partnership with others to implement measures to reduce emissions and engage in neighbourhood mechanisms, particularly through the community planning process.
- Collaborate within the sector and with other public and private organisations, both academically and practically, to share good practice on climate change mitigation and adaptation.
- Incorporate our work on climate change into established improvement processes and publish results on progress of our response annually, with outcomes achieved / further actions required.
- Contribute to the cooperative work, supported by relevant sector bodies, in monitoring progress and promoting best practice.

Signed

Principal: _____ Rector / Chair of Governing Body: _____

On behalf of: _____ Date: 21 January 2009

Scottish Ministers welcome this timely and proactive initiative by Scotland's universities and colleges to tackle climate change. Delivering these commitments will lead to positive benefits, as well as raising Scotland's profile as a leading, learning nation, determined to make a positive contribution to one of the greatest global challenges.

Fiona Hyslop, Cabinet Secretary for Education and Lifelong Learning, January 2009

SCOTTISH GOVERNMENT

PUBLIC SECTOR SUSTAINABILITY REPORTING – Guidance on the preparation of Annual Sustainability Reports

Financial Year 2012-13

The experience of voluntary reporting



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- Voluntary; to a point - Government expectation.
- Near 100% reporting for last 7 years
- Requesting information already collated for other purposes.
- Improvement on reporting over the years – evolution in understanding and description of climate change and action.
- Increasingly crowded picture
- Reporting overload?

Development Process



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Public Sector Climate Leaders Forum

- Ministerial commitment / interagency forum

Climate Leaders Officers Group

- Scottish Government, COSLA, SFC
- SSN, EAUC, Adaptation Scotland, Resource Efficient Scotland, 2020 Climate Group
- Scottish Water, Scottish Enterprise, SEPA, SNH, Transport Scotland, NHS, Audit Scotland, Historic Scotland, Highlands & Islands Enterprise, Scottish Parliament.

Development Process

Template Development: September 2014 – February 2015

Guidance Development: February-April 2015

Consultation: Feb-May 2015

Schedule

Pilot Year: 2015 (on 14-15 data)

Mandatory: 2016 (on 15-16 data)

Mandatory reporting format.



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Organisation Details

1. Organizational Profile

1a. Name of the organization
Provide the name of the organization that is the subject of this report ("the organization").

1b. Type of the organization
Select from the options below:

1c. Number of FTE staff in the organization

1d. Alternative metrics used by the organization
Specify any other metrics that the organization uses to assess its performance in relation to all climate change and sustainability (add more as required):

Metric	Unit	Value	Comments
Carbon footprint	tonnes of CO ₂ e	1000	
Number of full-time employees	Number of FTE	5000	
Population served or in contact under	Population	1000000	
Other relevant information			

1e. Overall budget of the organization
Specify the amount in £ million for the reporting year:

1f. Report Year
Specify the report year: e.g. 2013/2014

Governance

2. Governance, Management and Strategy

Governance and Management

2a. How is climate change governed in the organization?
Provide a summary of the roles played by the organization's governance bodies and members. Include reference to adaptation, transition, business strategy, reporting, information and communication technology (ICT), procurement and behaviour change if these include main climate change governance.

2b. How is climate change managed and delivered by the organization?
Provide a summary of how decision-making is managed and how responsibility is allocated to the organization's senior staff, departmental heads etc. Include reference to adaptation, transition, business strategy, reporting, information and communication technology (ICT), procurement and behaviour change if these include main climate change delivery structures.

Strategy

2c. Does the organization have specific climate change mitigation and adaptation objectives in its corporate plan or similar document?
Provide a brief summary of objectives if they exist.

Mitigation objectives	Details of objectives

2d. How is climate change action embedded across the organization?
Provide a brief summary of how climate change action for mitigation and adaptation is embedded within the organization's business, departments etc.

Corporate Emissions

3. Corporate emissions, targets and project data

3a. Emissions

Complete the table below using the greenhouse gas emissions for the reporting period as set out in the table below for the annual carbon footprint management reporting. Where applicable, include monthly reporting including greenhouse gas emissions from the organization's own operations (Scope 1), purchased and indirect emissions (Scope 2) and, where applicable, emissions from the use of land use, land-use change and forestry (Scope 3). Data not available for any part from the start of the last full year to the end of the reporting year, provide an estimate in the comments column.

(a) This table should specify the type of the organization's emissions and the best to make emissions.

(b) This table should specify the greenhouse gas emissions and the best to make emissions.

Reporting year	Year	Year type	Scope 1	Scope 2	Scope 3	Total	Units	Comments
Baseline year	2010-11	Precedent year to Month	1000	500	-	1500	tonnes CO ₂ e	Baseline year
Year 1	2011-12	Precedent year to Month	1100	550	-	1650	tonnes CO ₂ e	Year 1
Year 2	2012-13	Precedent year to Month	1200	600	-	1800	tonnes CO ₂ e	Year 2
Year 3	2013-14	Precedent year to Month	1300	650	-	1950	tonnes CO ₂ e	Year 3
Year 4	2014-15	Precedent year to Month	1400	700	-	2100	tonnes CO ₂ e	Year 4
Year 5	2015-16	Precedent year to Month	1500	750	-	2250	tonnes CO ₂ e	Year 5
Year 6	2016-17	Precedent year to Month	1600	800	-	2400	tonnes CO ₂ e	Year 6
Year 7	2017-18	Precedent year to Month	1700	850	-	2550	tonnes CO ₂ e	Year 7
Year 8	2018-19	Precedent year to Month	1800	900	-	2700	tonnes CO ₂ e	Year 8
Year 9	2019-20	Precedent year to Month	1900	950	-	2850	tonnes CO ₂ e	Year 9
Year 10	2020-21	Precedent year to Month	2000	1000	-	3000	tonnes CO ₂ e	Year 10
Year 11	2021-22	Precedent year to Month	2100	1050	-	3150	tonnes CO ₂ e	Year 11
Year 12	2022-23	Precedent year to Month	2200	1100	-	3300	tonnes CO ₂ e	Year 12
Year 13	2023-24	Precedent year to Month	2300	1150	-	3450	tonnes CO ₂ e	Year 13
Year 14	2024-25	Precedent year to Month	2400	1200	-	3600	tonnes CO ₂ e	Year 14
Year 15	2025-26	Precedent year to Month	2500	1250	-	3750	tonnes CO ₂ e	Year 15
Year 16	2026-27	Precedent year to Month	2600	1300	-	3900	tonnes CO ₂ e	Year 16
Year 17	2027-28	Precedent year to Month	2700	1350	-	4050	tonnes CO ₂ e	Year 17
Year 18	2028-29	Precedent year to Month	2800	1400	-	4200	tonnes CO ₂ e	Year 18
Year 19	2029-30	Precedent year to Month	2900	1450	-	4350	tonnes CO ₂ e	Year 19
Year 20	2030-31	Precedent year to Month	3000	1500	-	4500	tonnes CO ₂ e	Year 20

3b. Emissions and targets

Complete the table below using the best available information from the organization's most recent greenhouse gas emissions inventory (carbon footprint) that should encompass the entirety of the data above. Use the comments box to explain any data not included in the reporting or a full range of emissions and/or data not included or not available. It is not possible to provide a complete breakdown (e.g. full range of emissions) from the data above and provide the best available information.

(a) The breakdown of emissions should match the best available information from the organization's most recent greenhouse gas emissions inventory published to the public (Government Reporting for Energy and Climate Change).

Adaptation

4. Adaptation

Assessing and managing risk

4a. Has the organization assessed current and future climate-related risks? If yes, provide a reference or link to any such risk assessment(s).

4b. What arrangements does the organization have in place to manage climate-related risks? Provide details of any climate change adaptation risk management procedures, strategies, action plans and any adaptation policies and actions intended across policy areas.

Taking action

4c. What action has the organization taken to adapt to climate change? Include details of work to increase awareness of the need to adapt to climate change and build the capacity of staff and stakeholders to assess risk and implement action.

4d. Where applicable, what progress has the organization made in delivering the policies and proposals referenced N1, N2, N3, B1, B2, B3, S1, S2 and S3 in the Scottish Climate Change Adaptation Programme (4) ("the Programme")? If the organization is listed in the Programme as an organization responsible for the delivery of one or more policies and proposals under the objectives N1, N2, N3, B1, B2, B3, S1, S2 and S3, provide details of the progress made by the organization in delivering each policy or proposal in the reporting year. If it is not possible for delivering any policy or proposal under a particular objective enter "N/A" in the "Delivery progress" column for that objective.

Procurement

5. Procurement

Flexible Framework Assessment Tool

5a. When did the organization last complete the Flexible Framework Assessment Tool (4)? Include the month (e.g. April 2015). (a) This refers to the tool developed by the UK Sustainable Procurement Task Force for the purposes of charting an organization's progress towards achieving sustainable procurement.

5b. What scores were achieved by the organization when it last used this tool?

Name of target	Level achieved (complete)	Target level	Date to be achieved	Comments
People				
Policy				
Process				
Suppliers				
Results				

Climate Change and Sustainable Procurement

5c. Incorporating climate change / sustainability into new build projects
Provide a brief description of how climate change / sustainability issues were taken into account in the design and procurement of any new build projects by the organization in the reporting year.

5d. Achievements in incorporating climate change / sustainability into procurement
Provide a brief description of any achievements by the organization in incorporating climate change / sustainability considerations into procurement in the reporting year.

5e. Challenges to incorporating climate change / sustainability into procurement
Provide a brief description of any challenges identified by the organization.

Validation

6. Validation and Declaration

6a. Internal validation process
Briefly describe the organization's internal validation process. Partly, of the data or information contained within this report.

6b. Peer validation process
Briefly describe the organization's peer validation process. Partly, of the data or information contained within this report.

6c. External validation process
Briefly describe the organization's external validation process. Partly, of the data or information contained within this report.

6d. Declaration
I confirm that the information in this report is accurate and provides a fair representation of the organization's performance in relation to climate change.

Name: _____
Role in the organization: _____
Date: _____

Benefits of the new process.



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- Mandatory required reporting
- Broader-scope recommended reporting
- Collaborative, inter-agency development process
- Linkage to national emissions targets and reporting
- Streamlined format & simple user interface.
- Interactive with standardised sections and factors.
- Requires data and verifiable information.
- Limits and structures subjective commentary.
- Step-by-step guidance document
- Comparable data.
- Eradication of other reporting requirements?
- Support tools and services available (SSN, RES, AS, EAUC)

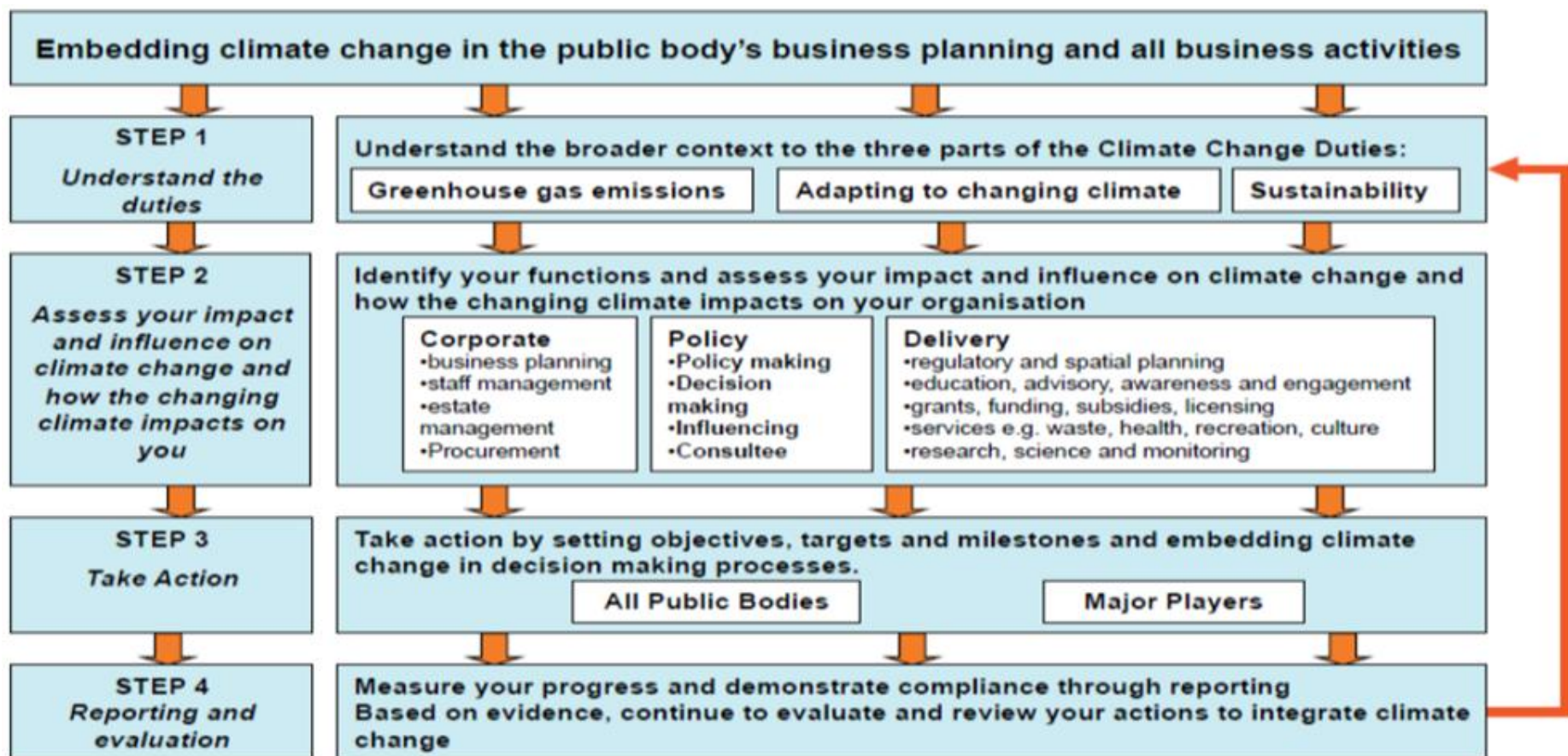
Its not about the report!



Estates and
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Reporting is for performance improvement!



Workshop - consultation



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Will standardised reporting improve **quality and consistency**?

Are there any additional **resource implications**?

How do you think reports should be **monitored**?

What should the **consequences** be if a major player does not comply?

Should reports be **validated** prior to submission?

Challenging Connections



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Further information:
www.sustainable-scotland.net

Workshop consultation.



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- Governance and management
 - Clear long term goals
 - Schedule of plan for reduction opportunities
 - Understanding of the contribution of all sort of activities – energy efficiency, renewables, behaviour change etc.
 - Robust comms strategy
 - Near and long term financial planning
 - Service Directors have specific targets and KPIs
 - Established improvement process

Workshop consultation.



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- Corporate emissions
 - Departmental reporting that accounts for 100% of Scope 1 and 2 emissions.
 - Designated carbon manager supported by a network of staff.
 - Register of costed reduction projects with dedicated budget.
 - Robust MM&T system to track projects and overall emissions, feedback on performance and take decisions that will improve the carbon management system.

Workshop consultation.



**Estates and
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- Adaptation
 - Near and long term planning
 - Risk assessment leading to action
 - Responsibility for continual review

Workshop consultation.



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- Procurement
 - Carbon appraisal of all projects.
 - Greater weighting of sustainability issues in tender opportunities.
 - Sustainability established as the core objective of every project, not as an additional performance indicator.

Workshop consultation.



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- Validation
 - All climate change data goes through limited assurance.
 - All key progress reports are assessed by external qualified body.
 - Improvement process established and adhered to.
 - Escalation process established and adhered to.