PRIMARY IMPACT AREA FOR CLIMATE CHANGE

TRAVEL

June 2022

Contents

INTRODUCTION

This document aims to provide information in as simple and brief a form as possible, of the aspects that can be considered in applying action to reduce the impacts on climate emissions on goods or service procured by institutions.

- Section 1 provides information on framework agreements that are available to the sector that have climate emission reduction / low climate emission options either as a fundamental part of the framework or as a lot within the framework or otherwise as provided for via the framework.
- Section 2 contains potential short-term permanent changes that can be made now for this PIACC area / sub-area
- Section 3 contains potential longer term aspects that may need a longer lead-in / planning time and / or liaison with other parties. This can include aspects where the CEPWG may be able to collectively represent the sector and seek change in policy, regulations etc, and if applicable, engage other sector bodies and individuals in influencing the desired changes.
- Section 4 contains details of other working groups / organisations that may also be working on similar work to the area covered by this document.
- Section 5 contains links to other sources of information that have been reviewed by a CEPWG PIACC Member.
- Section 6 contains (where applicable) potential sources of funding / grants that may be available to develop work in this area.
- Section 7 contains information on Lifecycle Impact / Whole Life Costing, which identify and assess the social and environmental impacts as well as whole life costing factors for this area.
- Annex 1 contains information on examples of good practice already identified in relation to this PIACC / case studies, / draft codes of good practice etc (or further links to them).

SECTION 1 – FRAMEWORK AGREEMENTS

Higher and Further Education Sector Framework Agreements

Travel Frameworks available to the sector are:

PFB4039 SU Business Travel

Suppliers:

- Clarity Travel Management
- Click Travel Ltd
- Diversity Travel
- Key Travel
- Selective Travel Management
- STA Travel

PFB4039 SU Student Group Travel

Suppliers:

- Clarity Travel Management
- Diversity Travel
- Key Travel
- Selective Travel Management
- STA Travel
- Studylink

Crown Commercial Services Frameworks open to Scottish Institutions:

RM6016 Public Sector Travel & Venue Solutions

North East Purchasing Organisation (NEPO):

NEPO 507 Travel Management Services

Online Rail Solution

Suppliers: Trainline.com Limited

Online Air Solution

Suppliers: Diversity Travel Ltd

Offline & Online Travel Solution

Suppliers: Capita Travel & Events Ltd

Corporate Travel Management (North) Ltd
Hogg Robinson (Travel) Ltd

RM6064 Public Sector Global Travel & Venue Solutions

Option A - covers travel transactions from both UK & International point of sale

Suppliers:

- FCM Travel

Option B - covers travel transactions from UK point of sale only

Suppliers:

- Clarity
- Click Travel Ltd
- Travel Planet TMC UK Ltd

All the suppliers are offering sustainable travel solutions to reduce their clients carbon footprint.

Offerings include the following:

1. Transparency at the point of booking around Green choices and the Carbon impact of client's travel. This includes CO_2 reporting and increasing the level of data and transparency around Green choices
2. Enable clients to offset their carbon emissions.
3. Transparency around the Green credentials of various suppliers, as an example -highlighting which trains are electric rather than diesel and which are the greener air suppliers.
4. Provision of e-tickets and online check in.
5. Use of data and reporting at the quarterly review to enable clients to evaluate their performance and improve decision making.
6. Option to provide behavioural nudges in their booking platforms to encourage users to consider video conferencing or greener choices such as rail instead of air or fly direct rather than stop-overs.
7. Provide an option to co-develop sustainability strategies with clients at the outset of the relationship (or the business planning cycle) to agree joint goals and then report on them as part of the quarterly review.

Cars and other Motor Vehicles

Frameworks

NWUPC Vehicle Hire

SECTION 2 – POTENTIAL SHORT-TERM PERMANENT CHANGES THAT CAN HAVE POSITIVE IMPACTS

This section will provide information on potential changes that can be made at institutional level by incorporating them into policies, driving voluntary behaviour change or by putting new systems in place.

COVID-19 Disclaimer

Due to the pandemic, temporary measures will likely be adopted by institutions that are in fact increasing carbon emissions, such us personal car use.

Now is the perfect opportunity to improve your active travel infrastructure and to adopt wider policy changes.

Policy change

1. Implement and maintain a travel policy that includes the below recommendations where feasible.
2. Provide clear communication prior to, and after the policy change
3. Provide information on relevant policies to new staff (e.g. via inductions)
4. Integrate your travel and transport policy within your procurement policy

All Travel

1. Promotion of virtual attendance:
    1. Provide option of virtual attendance at all meetings (for internal and external attendees) where suitable and increase options for flexible working from home.
    2. Fully implement use of small number of virtual tools e.g. Microsoft Teams / Skype (usually no further charge to use with institutional O365 licences)
    3. Provide appropriate training and support by relevant technical teams when using the tools (see example Training slide/tool)
    4. Provide suitable headphones and other equipment required for video collaboration tools
    5. Set targets e.g. move meetings that currently require travel to say 25% (then 50% etc) by virtual tools.

Recommended action	Sub-Action	Example Institution	Linked agreements
Provide information on relevant modes of transport directly to travellers and travel bookers	Calculating the carbon associated with each mode of transport pre-booking		PFB4039 SU RM6016 RM6064
	Inform on how each mode is best used for at your institution (e.g. around campus / between campuses / nationally/ internationally)	UoE	
Sustainable travel fund	Raise funds through range of means e.g. parking charges, levy on air travel		
	Use the funds raised to subsidise low-carbon travel options e.g. bus travel or		

	active transport options (e.g. city cycle scheme passes), or discounted rail tickets & upgrades.		
Monitoring and Reporting	Clear definition of in-scope activities for institutional travel		
	Monitor travel and impacts to increase awareness, consider departmental travel budgets based on stretching targets of reduction aligned to actual need.		
	Regular, transparent reporting on travel emissions	Direct from Suppliers UoE Business Travel Reporting Tool (internal UoE tool)	PFB4039 SU RM6016 RM6064
	Transparent and comparable (within the sector) calculations of carbon emissions from institutional travel		
Carbon sequestration.	Establish most suitable system at an institutional level to mitigate carbon from journeys that cannot be removed		

Active Transport: Cycling and Walking

Recommended action	Example Institution / Case study	Linked framework agreements (if applicable)
Allow and encourage staff to claim mileage allowance for bikes	UoEdinburgh	N/A
Provide bikes / eBikes for staff to use for short journeys	SRUC	
Cycling facilities, such as provide facilities to shower and store bike safely, securely, and under cover	UoEdinburgh	
Arrange passes / discounts for city cycle hire schemes	UoEdinburgh Just Eat Cycles	
eBike loan scheme for travellers (staff and / or students) – to include standard ebikes as well as eCargo bikes	UoEdinburgh	
Provide training and support networks for those looking to start travelling by active transport.	UoEdinburgh	

Other recommended changes:
- Raise cycle to work finance levels to at least £1500 to make more e-bike options within scope
- Allow flexi time / benefit for cycling in to work

Use of personal vehicles

Recommended action	Example Institution / Case study	Linked framework agreements (if applicable)
Institution wide car-sharing service	Tripshare at UoEdinburgh	
Arrange passes / discounts for city car club schemes	Enterprise Car Club at UoEdinburgh	
Install electric charge points for staff / student use	UoE	

Other recommended changes:

Limit mileage payments for cars based on their CO_2 emissions (may need existing car concessions to make it workable)

Charge (or increase charges) for car parking on site (and charge based on the cars CO_2 level)

Local Transport: Buses and Taxis

Recommended action	Example Institution / Case study	Linked framework agreements (APUC to complete)
Contract for specific routes / times of the week (e.g. ensuring suitable provision in the evenings and at weekends if required)	SRUC Student Transport – Elmwood, Oatridge, & Craibstone.	
Request use of low-carbon vehicles in relevant tender		
Explore taking control of bus services local to campus to ensure effective links into campus	UoHertfordshire UNO	

Other recommendations:
- Encourage use of public transport instead of private car use

National and International Transport: Rail and Air Travel

Recommended action	Example Institution / Case study
Consider restricting (e.g. for connecting flight purposes only) or banning of staff using air travel from the central belt airports to England / Wales, unless for reasons of equality, diversity, and inclusion	
Set routes banned by air travel or minimum time for travel by rail (e.g. all return journeys under 8 hours must be undertaken by train / ferry rather than plane).	
Consolidating travel booking via specific agents to enable tracking and influencing of business travel behaviour.	PFB4039 SU RM6016 RM6064
Implementation of an internal levy on air travel.	

Evaluate policies which encourage travel by high-carbon modes of transport (e.g. promotion criteria for academic staff; Working Practices e.g. TOIL).	

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1. Set routes banned by air travel or minimum time for travel by rail (e.g. all journeys under 8 hours must be undertaken by train / ferry rather than plane).
2. Consolidating travel booking via specific agents to enable tracking and influencing of business travel behaviour.
3. Implementation of an internal levy on air travel. -- see Sustainable Travel fund
4. Evaluate policies which encourage travel by high-carbon modes of transport (e.g. promotion criteria for academic staff; Working Practices e.g. TOIL).

Other Recommendations:

- **EAUC Resource on how to address air travel at your institution.** The tips were developed based on conversations with University of Glasgow, Glasgow Caledonian University and Wageningen University and Research about their ongoing initiatives and ideas.

https://www.sustainabilityexchange.ac.uk/travel_better_package

SECTION 3 - POTENTIAL LONGER-TERM PERMANENT CHANGES THAT CAN HAVE POSITIVE IMPACTS

These potential longer term aspects may need a longer lead-in / planning time and / or liaison with other parties. This can include aspects where the CEPWG may be able to collectively represent the sector and seek change in policy, regulations etc, and if applicable, engage other sector bodies and individuals in influencing the desired changes.

EU Information

Reducing emissions from Passenger cars

Activities in line with The University and College Sectors Supply Chain Climate and Ecological Emergency Strategy

The University and College Sectors Supply Chain Climate and Ecological Emergency Strategy, endorsed by the USECEC and the CDN-CEED, and also by the Universities Scotland Principals Group and the Colleges' Principals Group, sets out high level overall strategic approaches to addressing the Climate and Ecological Emergency across the identified seven Primary Impact Areas of Climate Change (PIACC).

The University and College sector will apply as appropriate the following activities:

- Ensure that Framework Agreements are put in place / maintained, that provide as a priority, an easy / simple cost-effective route to market for travel needs that enable and encourage lower GHG emission options and provide transparency over the impacts attributed to purchases under the agreements.
- Creation of tailored, challenging GHG reduction targets and monitoring.
- Discourage increasingly, access for vehicles with internal combustion engines from campuses, stipulating CarbonE neutral delivery fleet from as early a date as possible (this will vary depending on the location of institution).
- Promote and incentivise (via salary sacrifice schemes etc) where appropriate active travel and low GHG transportation.
- Promote blended learning and hybrid working to reduce commuting.
- Advocate alternatives to single passenger car journeys and unnecessary air travel including restricting funded staff and student air travel within the UK where viable land transport options exist.
- Engage with students and staff to understand needs and address them.
- Eliminate unnecessary travel and use technology to replace travel where possible and practical.
- Raise Awareness of the environmental impacts of travel, providing GHG impacts of different travel options to travellers and line managers to enable informed lower GHG impact choices to be made.
- Use financial incentives and disincentives to nudge traveller behaviour towards lower GHG options including through travel policies the prohibit the use of high CO_2 personal vehicles on sector business.
- Exploit / commit to regional, national and international collaboration to share best practice and lobby for change, including working in partnership with funders to the sectors to broaden the impact and consistency of approach.
- As a last resort, offset GHG emissions from travel when it is necessary using effective and robust approaches.

SECTION 4 - OTHER WORKING GROUPS / ORGS THAT MAY ALSO BE WORKING ON SIMILAR WORK

- **Sustainable Scotland Network**
- **Sustrans**
  - ○ Sustrans Scotland provides advice, support and funding that makes it easier for people to walk and cycle for everyday journeys.
- **Transport Scotland**
- **HEPA/EAUC Travel and Transport Working Group (TSN)**
  - ○ The TSN meets to discuss and share good practice on travel & trasnsport within institutions across Scotland. New Members are welcome.

- **Roundtable of Sustainable Academic Travel**
  - ○ Leading a network of over 85 global institutions who are currently working to address business travel emissions within their own institutions.

SECTION 5 - LINKS TO OTHER SOURCES OF INFORMATION

This section includes various links to category relevant information for general information and centres of expertise in this area.

- **Scottish Regulations**
- **Public Bodies Climate Change Duties - Reporting Tools & Resources**
  - ○ Link to Information to support institutions with completing the annual reports to comply with the Scottish Public Bodies Climate Change Duties
- **Europe's strategy**
- Travel - mileage and fuel rates and allowances - GOV.UK
- Carbon Account for Transport No. 11: 2019 Edition
- Transport emissions | Climate Action
- Active Travel Framework - Transport Scotland

SECTION 6 – POTENTIAL SOURCES OF EXTRA FUNDING

1. There has been previous funding rounds to drive energy efficiency in the Scottish HE sector including Universities Carbon Reduction Fund and the Universities for the Future: Decarbonising Scotland
2. SFC
3. EAUC put together a Scottish Funding Register
4. NUS Green Impact - A United Nations programme designed to support environmentally and socially sustainable practice in an organisation and has a programme for Unis and Colleges
5. Zero Waste Scotland
6. OFGEM - List of Environmental Programmes

Available funding to support action from Europe's strategy

The Strategy draws on existing mechanisms and funds. President Juncker's Investment Plan for Europe plays a very important role, with significant progress already made with projects that are in the pipeline for funding under

the European Fund for Strategic Investment. In addition, EUR 70 billion is available for transport under the European Structural and Investment Fund, including EUR 39 billion for supporting the move towards low-emission mobility, of which EUR 12 billion for low-carbon and sustainable urban mobility alone. Under the research programme Horizon 2020, EUR 6.4 billion is available for low-carbon mobility projects.

The EU is committed to reaching an agreement to address international aviation and international maritime emissions.

Low Carbon Infrastructure Transition Programme: https://www.gov.scot/policies/renewable-and-low-carbon-energy/low-carbon-infrastructure-transition-programme/

SECTION 7 – WHOLE LIFE COSTING / LIFECYCLE IMPACTS

Find information on Lifecycle Impact / Whole Life Costing, which identify and assess the social and environmental impacts as well as whole life costing factors for this area.

Clean Vehicles: Comparison of vehicles based on life cycle costs

Life Cycle Impact Mapping + Carbon Impact

Life Cycle Impact Mapping – Scottish Government

International Institute for Sustainable Development – Life Cycle Costing

Life Cycle Costing ICLEI

Life Cycle Costing – European Commission

ANNEX 1 -INFORMATION ON GOOD PRACTICE / CASE STUDIES / DRAFT CODES OF GOOD PRACTICE ETC

Annex 1 contains information on examples of good practice already identified in relation to this PIACC / case studies, / draft codes of good practice etc (or further links to them).

- Making the Business Case for Sustainability Guide
- Sustainability Committees Best Practice Guide
- **GPP Good Practice Studies**