



CaSPPr

Campus Sustainability Programme

Evaluation of Events held November 2005 to June 2007

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IAB Consultants and John Forster Associates
on behalf of the EAUC

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EXECUTIVE SUMMARY

Highlights:

90% of Higher Education (HE) and 68% of Further Education (FE) institutions have attended at last one event

173 different FHE and 34 strategic partners staff members have attended

The average usefulness rating by participants for all events was very high at 4.37 (out of a maximum of 5).

Few areas need improvement

A very high proportion of participants took away important messages from their attendance

This report provides a preliminary evaluation of the workshops and seminars run through CaSPr between 1 April 2005 and 1 June 2007. The evaluation is preliminary because it is based on the analysis of attendance data and the views of participants given immediately after the event.

A full evaluation will be undertaken at towards the end of the third year of CaSPr (February 2007) to follow up participants to see whether their behaviour had changed or they had succeeded in making changes in their institutions as a result of attendance.

The report is divided into two principal sections: Analysis of Attendance Data and Analysis of Feedback data.

There were 281 "Attendances" from the Further and Higher Education (FHE) sector at events, and 90% of Higher Education (HE) and 68% of Further Education (FE) institutions have attended at last one event. Conversely 25% of all institutions have not attended any. We recommend that effort should be put into encouraging participation from those institutions with little or no engagement. The programme is reaching a large number of staff in the sector as 173 different staff members attended events.

An analysis of attendees by job title shows that compared with HE, FE has a significantly greater proportionate attendance by senior managers and less attendance by specialised estates staff. These differences highlight two issues; firstly, CaSPr's potential lack of engagement with senior staff in HE and secondly, the possible lack of trained specialist staff in FE to implement the sustainability agenda.

34 representatives of government and not for profit partners who are regarded as strategic partners of the project also attended events.

Feedback forms were handed out to all participants at all events. Generally the rate of return for each event was greater than 60%. Participants were asked in the forms to assign scores from 1 (lowest) to 5 (highest) for different aspects such as: organisational issues (e.g. administration of bookings, travel guidance, venue, facilitation, catering); the usefulness of the event as a whole and the usefulness of individual sessions. Respondents were also asked to make written comments.

There were two approaches to ranking the perceived usefulness of the event to participants. The first was based on an overall scores assigned by participants. The average of the scores for all events was very high at 4.37. The second approach was based on summing the usefulness scores given to each individual session. This approach led to a lower overall score of 4.19, lower perhaps than the overall score because non-measured features such as the benefit obtained from networking were not included

The averages score for all organisational issues exceeded 4 – with particularly high scores for the facilitation and venue. The score for the provision of travel information was lower, usually because it is difficult to source the travel information needed. Catering scores were also lower and we need to provide better specifications to providers to maintain quality.

Participants were asked also to describe what they had learnt and a very high proportion of those submitting forms gave take-away messages. Some of the feedback forms asked also for individuals to identify actions that they would undertake after the event and for views about the action that should be taken by EAUC or CaSPr to provide support in the subject area of the event.

1 INTRODUCTION

This report provides a preliminary evaluation of the workshops and seminars run through CaSPr between 1 April 2005 and 1 June 2007. The evaluation is preliminary because it is based on the analysis of attendance data and the views of participants given immediately after the event. A full evaluation would follow up participants to see whether or not their behaviour had changed or they had succeeded in making changes in their institutions as a result of attendance. The report is divided into two principal sections - Analysis of Attendance Data and Analysis of Feedback data.

2 ANALYSIS OF ATTENDANCE DATA

2.1 *Numbers at different events*

Table 1 summarises participation in all events (except those aimed specifically at students) by colleges and universities, partners and businesses.

Table 1 Attendance at events by stakeholders – general events

	FE	HE	Total	Partners	Business	Total
CaSPr introduction November 05	19	18	37		1	38
Building SD into the Core of an Institution	7	9	16			16
Waste 19 October 2006	11	12	23	5	1	29
Performance Workshop/KPI	11	8	19	2	1	22
Construction	10	7	17	5	4	26
Energy	15	17	32	4	2	38
Travel event	13	10	23	8	1	32
Procurement	9	16	25	2		27
Biodiversity	8	17	25	6		31
Socially Responsible Investment (SRI)	5	12	17	1	6	24
Community	7	9	16	14	1	31
Topic Support Network May 07	3	16	19	7		26
Baseline event June 07	6	0	6			6
Baseline event Mar 08	3	3	6			6
	127	154	281	54	11	346

Table 2 shows the equivalent data for the two events aimed specifically at students– one held at the National Union of Students – Scotland conference.

Table 2 Attendance at events by stakeholders –student events

	FE	HE	Total	Partners	Business	Total
Workshop at NUS conference March 07	3	15	18	1		19
Student Event Dundee March 07	0	13	13	1		14
	3	28	31	2	0	33

We believe that the great majority of events were reasonably well attended. However there were some events, particularly those outside the field of Estates where attendance could have been drawn more widely. For example, there were few finance people at the SRI event, and few from community-related or strategic areas at the community event. Many events provided a good opportunity for institutions to meet and learn from strategic partners. This was a noteworthy feature of the Community event. The SRI event was distinctive because several businesses involved with investment were present, making a major contribution to the event.

2.2 *Participation by different institutions*

Details of participation by individual institutions are shown in Appendices 1 and 2. This data is summarised in Table 3 and Figures 3 and 4 [this data does not include information from student events].

Table 3 Participation by FHE in CaSPr workshops

	Participation by Institutions			Attendances by staff		
	Total	Participating	%	Attendances	Different staff involved	Rate of attendance
HE	21	19	90%	154	102	1.51
FE	44	30	68%	127	71	1.79
Total	65	49	75%	281	173	1.62

Figure 1 Attendances by Colleges – (excluding those with zero attendances)

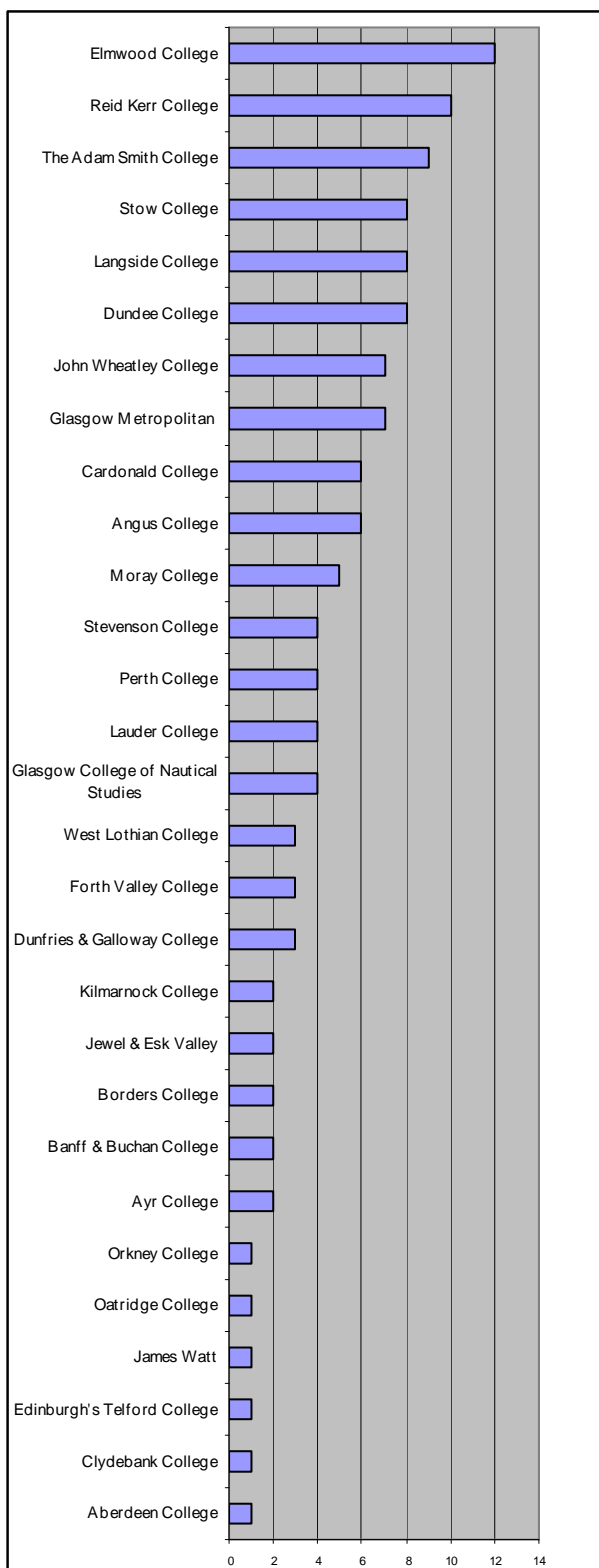
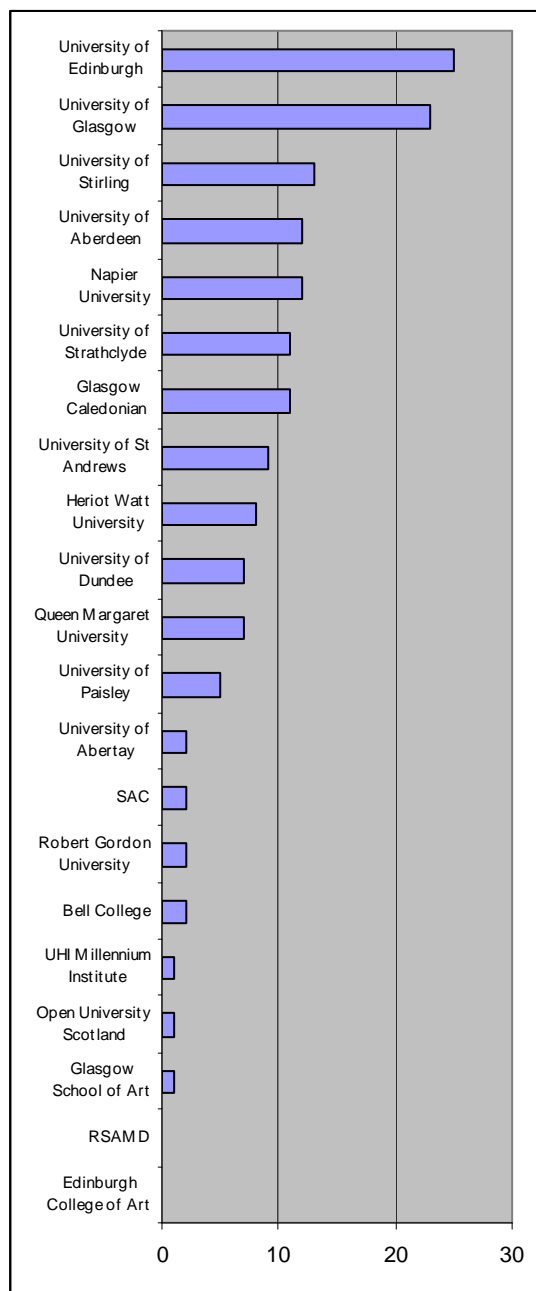
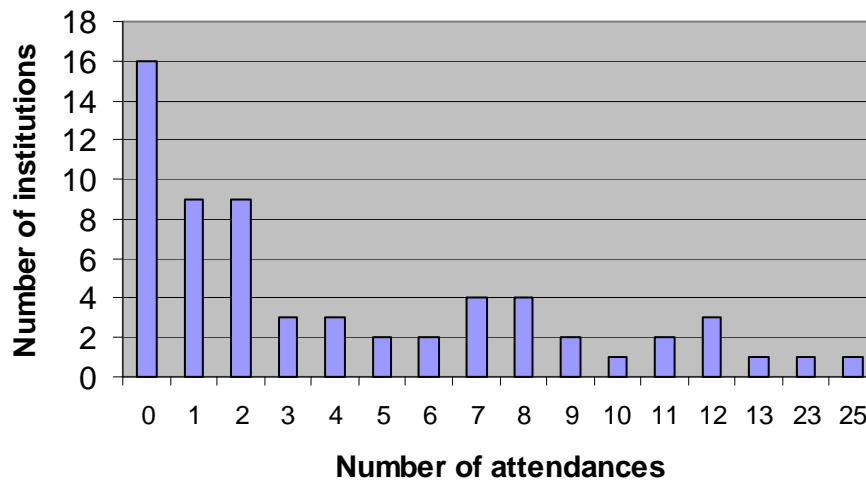


Figure 2 Attendances by Universities



The data is analysed in another way in Figure 3 which indicates the participation rate of institutions.

Figure 3 Number of institutions represented by different numbers of attendances



This figure shows that 16 institutions have not had any attendance at events (25% of the total), nine have had one attendance and the same number two. Conversely two institutions – the Universities of Glasgow and the Universities of Edinburgh and have had 23 and 25 respectively. Of those without any attendances, 14 are colleges and of these five are comparatively remote UHI partner institutions. The two higher education institutions without attendances are both small specialist institutions. The reasons for non or infrequent attendance have not been sought. In the case of UHI-related institutions, distance will be the dominant factor; to overcome this, consideration must be given to making Video Conferencing (VC) facilities available at some events. (A VC facility was made available at one of the original CaSPr briefing sessions which enabled Orkney College to take part). Special efforts should be made to involve the approximately 50% of institutions that have had only two attendances or less.

2.3 Frequency of attendance by different individuals

Figure 4 Frequency of attendance by individuals

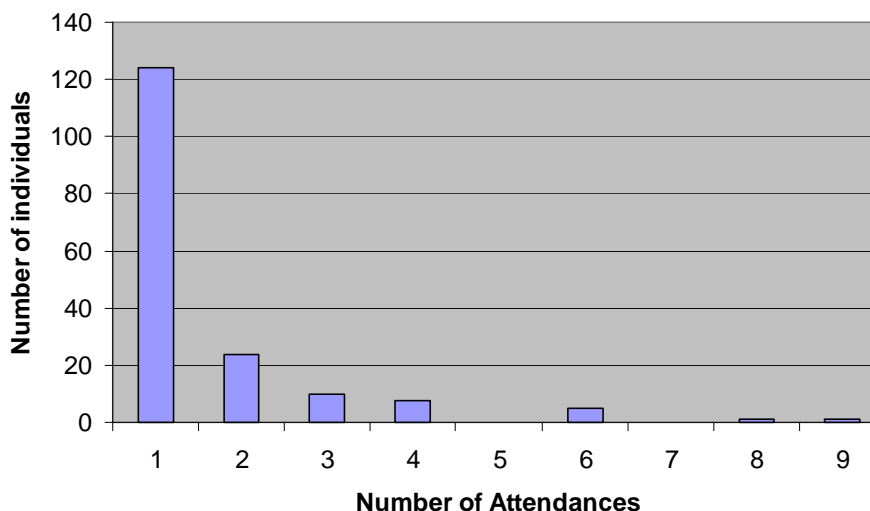


Figure 4 shows that of the 281 attendances, 124 were by individuals who attended only once, six attended six times, one eight times and one, nine times. This demonstrates that the programme is reaching a very large number of individuals in the sector [this does not take account of information from Student events].

2.4 Job title and attendance

Table 4 presents an analysis of attendees by job title and whether or not they are associated with higher or further education.

The proportion of senior managers attending from FE is much greater than from HE. Conversely FE has much lower attendance by specialised estates staff. Two issues arise from this. Firstly, CaSPr may have had more influence at senior levels in FE than HE and if we wish to obtain comparable engagement by senior managers in HE other kinds of events will be needed. Secondly, we believe that the low attendance by specialised estates staff from FE reflects the fact that FE lacks staff in these positions; consequently it may be harder in FE than HE to find the human resources needed to put environmental and sustainability policies into practice. .

Table 4 Attendance by Job Title

Job-title	HE	FE	Total
Senior managers			
Finance head/director	3	5	8
Estates: Directors/Estate Managers & Assistant Managers etc	17	37	54
Other Senior Managers	6	25	31
Total Senior Managers	26	67	93
%	17%	53%	33%
Estates			
Energy/Environment/Waste Manager	33	1	34
Facilities Manager	3	10	13
Grounds, Landscape and Gardening staff	7	0	7
Health and Safety Manager	11	11	22
Travel Plan Co-ordinator	11	0	11
Estates miscellaneous	21	2	23
Total Estates	86	24	110
%	56%	19%	39%
Other			
Academic	10	18	28
Miscellaneous Administration	12	6	18
Procurement & Purchasing staff	18	3	21
Communities and Access	1	1	2
Unknown	1	8	9
Total Other	42	36	78
%	27%	28%	28%
Total	154	127	281

2.5 Attendance by partners

Appendix 3 shows that 34 different partner institutions were represented at events (including student events). The great majority have one or two attendances. Those with more than two were SEPA (8), Scottish Waste Awareness Group (5) and the Scottish Funding Council (4).

3 ANALYSIS OF FEEDBACK ON THE QUALITY OF EVENT

3.1 Introduction

Feedback forms were handed out to all participants at all events except the first student event at the NUS Conference. At the end of the event, time was set aside for the forms to be completed. An example of a form is given in Appendix 4. Table 5 shows for each event the number of participants and number of forms returned indicating that generally the rate of return was over 60% and that only for three events did the rate of the return drop below 50%. The data may therefore in general be taken as being reliable.

Table 5 Return rates of feedback forms

	Participants	Completed feedback forms	%
CaSPr introduction Nov 05	37	33	89%
Building SD into the Core of an Institution	16	13	81%
Waste 19 October 2006	28	13	46%
Performance Workshop/KPI	21	15	71%
Construction	22	7	32%
Energy	36	15	42%
Travel event	29	19	66%
Procurement	27	20	74%
Biodiversity	31	21	68%
Socially Responsible Investment (SRI)	18	13	72%
Community	30	20	67%
Topic Support Network May 07	26	21	81%
Baseline event June 07	6	6	100%
Baseline event Mar 08	6	6	100%
Student event Dundee	13	13	100%
	346	235	

The forms sought numerical scores for different aspects and written comments. A summary of the average scores (with 5 maximum) for each event is given in Table 6. On this table, scores of 4.5 or over have been highlighted in green (and are in bold text) and scores of 3.9 or under highlighted in brown. The bottom row of this table is an average of the ratings under each aspect for each event. All written comments made are set out in Appendix 5 (Comments on Organisational Issues) and Appendix 6 (Comments on other issues)

Table 6 Feedback scores for different events under different headings

	Comments about organisational issues							Usefulness	
	Booking process	Travel information	Venue	Catering	Audio visual	Facilitator	Structure of day	Overall Usefulness score	Sum of individual presentations
Introduction November 2005	4.34	4.42	4.42	4.27		4.67	4.70	4.56	4.64
Baseline support 17 March 2006	4.08	3.54	4.15			4.54	4.46	4.54	4.08
Waste	4.42	3.92	4.50	4.23	4.54	4.54		4.54	4.17
Performance	4.47	4.15	3.60	4.27	4.20	4.40		4.57	4.34
Construction	4.67	3.43	3.57	4.29	4.14	3.86		4.29	4.02
Energy	4.21	3.33	4.20	4.07	4.07	4.20		4.20	4.22
Travel event	4.11	3.95	3.79	4.37	4.11	4.11	4.26	4.35	4.14
Procurement	4.05	3.84	3.45	3.25	3.50	3.84	4.06	4.25	4.10
Biodiversity	4.62	4.43	4.67	5.00	4.52	4.52	4.58	4.40	4.21
Student event Dundee	4.62	3.88	4.23	4.62	4.00	4.15	4.38	4.27	4.14
SRI	4.38	4.08	4.38	4.17	4.00	4.38	4.17	4.42	4.10
Community	4.50	3.95	4.70	3.21	4.65	4.68	4.32	3.94	4.07
Baseline Support 16 March	4.33	4.83	4.83	4.67	4.33	4.83		4.50	
Baseline Support 1 June	5.00	4.83	5.00	3.25		5.00		4.33	
TSN	4.71	4.29	4.38	4.00	4.43	4.60		4.60	4.65
Average Ranking per event	4.41	4.04	4.25	4.13	4.19	4.41	4.37	4.37	4.19

3.2 Usefulness

There were two approaches to ranking the perceived usefulness of the event to participants. The first was an overall ranking scored by participants and the second was derived from summing the usefulness scores given to each individual session.

To obtain the overall ranking, participants were asked to rank how useful the event was for them overall. Generally very high ratings were given with an average of 4.37. The lowest ranking – for community seems to have been because several of the participants were not from organisations or parts of organisations that had the responsibility for dealing with the community agenda.

Individuals were asked to comment on their usefulness rating and a large number of mostly extremely positive comments resulted. Here are some of the more positive of these:

- The case studies were brilliant. Its really useful to hear how things work in practice.
- Good to share views and hear examples of good practice.
- An excellent get together of wide variety of relevant people
- Really useful and inspiring
- Invaluable, helping us to achieve more within our university and do it much more effectively
- Extremely high quality seminar with top contributors
- Hugely valuable. Reaffirming and intense.

Participants were asked also to rank the usefulness of each individual presentation, small group session, plenary discussion etc. In this summary report it is not possible to show the scores for each element and instead, the markings for each session in each event have been averaged and scores presented in Table 6. This approach led to a score of 4.19. The two events with the highest rating are those where there were few or no formal presentations, and most of the time was devoted to group work which focussed on participants' own issues.

The average of 4.19 obtained by summing the scores of each presentation etc is slightly lower than the single overall usefulness score (of 4.37) – perhaps because in giving an overall usefulness score participants took account of the benefit gained from non-measured features such as networking etc.

3.3 Feedback on Organisational issues

The average ratings for each aspect are generally high, particularly those for the processing of bookings, and for the quality of facilitation. Details of some the principal aspects that have negative comments are given below.

3.3.1 Travel

The rankings for provision of travel information (average 4.04) and for catering (average 4.19) tend to be lower. Typical comments made about the quality of travel information were

*“The directions by public transport weren't overly clear e.g. where the University bus stops were. I only noticed the Uni as we drove past” and
“Maps complicated”*

Determined efforts were made to address this problem – but because the organisers were usually unfamiliar with the venue (and several institutions did not have good travel information available) it was difficult sometimes to source all the information needed.

3.3.2 Catering

Comments on the catering were more varied. A few were outstandingly good – for example Elmwood College provided a three course meal in its training restaurant – which resulted in a uniform score of 5. Catering at three other events was given low ratings of 3.25 or less. These elicited comments such as:

*Catering: was rather poor selection, and
No water provided during morning session and only provided at lunch following a specific request. Insufficient tea and coffee during morning session. Lunch was bland and unimaginative - provision of crudités (raw vegetables) or fruit would have been most welcome.*

Not fairtrade tea and coffee; the cups were cardboard -maybe should use china ones.

It was difficult to know in advance what quality of food would be provided and we were dependent on the attention given to the catering by our local contacts. We must try and ensure that our venues provide sustainably/locally sourced products where possible and since food is obviously important to our participants more attention should be paid to its quality in the future.

3.3.3 Venue

We were reliant on FHE institutions to provide venues, and generally these were regarded by us and by participants as being very satisfactory with an average mark for the venue of 4.25. But there was great variation in the marks given to the venues for different events. Comments made about the more unpopular venues included:

Board room style essential, the room was awful for participation

Lack of breakout facilities in separate rooms - found the noise from the other groups distracting

Better not to meet in a raked lecture theatre –

Venue over-cooled.

Where there were problems they related to:

- The use of a raked lecture theatre –which inhibited discussion
- The excessive use of air conditioning which made the room too cold and too noisy
- The room being too small to hold several small groups at the same time

4 FEEDBACK ON FUTURE ACTIONS AND TAKE-AWAY MESSAGES

The extent to which participants gained from the event can be judged to some extent by their willingness to state that they had learnt something from their attendance. Table 7 shows that a very high proportion of those submitting forms set out take away messages.

Table 7 The proportion of feedback forms setting out take away messages

	Completed feedback forms	Take away messages	%
CaSPr introduction Nov 05	33	n/a	
Building SD into the Core	13	n/a	
Waste 19 October 2006	13	13	100%
Performance Workshop/KPI	15	8	53%
Construction	7	4	57%
Energy	15	14	93%
Travel event	19	10	53%
Procurement	20	17	85%
Biodiversity	21	18	86%
Socially Responsible Investment	13	10	77%
Community	20	14	70%
Topic Support Network May 07	21	13	62%
Baseline event June 07	6	6	100%
Baseline event Mar 08	6	6	100%
Student event Dundee	13	13	100%
	235	146	

The Take Away/Principal messages are set out in full in Appendix 6 which should be examined to see the value which participants took from the workshop. Some of the Principal Messages were;

- Huge opportunity for work on composting
- Gained an awareness/wake up call as to where we should be going
- Some useful tips in assessing current energy performance for the colleges
- Effort and staffing required
- Need to implement our travel plan
- Our institution needs to take this on board, and develop a sustainability policy
- The importance of sustainable procurement
- The duty of institutions to work to the benefit of biodiversity
- Biodiversity would need to be audited for it to be taken seriously in institutions
- It's down to students to trigger on-campus change
- That there are strategies and ways to put ideals into practice within our universities
- That there is a lot of work to be done in investment and letting of contracts
- The importance of engaging communities on outstanding issues that are relevant to them, first and foremost

4.1 *Actions intended by individuals*

The feedback forms for the Biodiversity, Students, SRI, and the Community Events asked individuals to identify actions that they would undertake after the event. Several of those attending these identified a range of actions which are set out in Appendix 6 under the heading "What will you do now?". Examples of these are as follows:

- Develop policies and strategies for biodiversity on campus -
- Push biodiversity issues through new sustainability working group
- Use opportunity to give higher profile to biodiversity
- Be more active in university organisations
- Re-establish people and planet group

- Develop Ethical investment policy
- Report to appropriate senior management
- Get this to relevant people within my organisation
- Produce a report for my line manager with recommendations

These demonstrate that many of the participants seem committed to undertake actions which will advance sustainability issues in their institutions.

4.2 *Actions recommended for CaSPr*

Some of the feedback forms for five of the events asked participants for views about the action that should be taken by EAUC or CaSPr to provide support in the subject area of the event. These are set out in Table 8.

Table 8 Future action recommended for EAUC or CaSPr in feedback forms

<p>Procurement</p> <ul style="list-style-type: none"> • Examples of good templates and good practice in procurement • Learning from the DEFRA- funded EAUC SP project • Could do some workshops on practical issues in conjunction with APUC if possible • Rationalise all existing guidance and advice to produce standard practical guidance <p>Communities</p> <ul style="list-style-type: none"> • Create the Bridge (ie between community supporting organisations and FHE) • Will reflect/consider and let you know <p>Socially Responsible Investment</p> <ul style="list-style-type: none"> • Conference/meeting point between universities • CSR reports from suppliers; how to evaluate? <p>Students</p> <ul style="list-style-type: none"> • Just to keep in contact to give us a more objective point of reference • Information booklet -perhaps university specific, describing practical ways in which people can get involved on a weekly basis so that it is not only theory. • Maybe give talks at different universities about how they (the students) can get involved and can make a difference. Maybe a day for students at universities which are leading the way on SD issues <p>Biodiversity</p> <ul style="list-style-type: none"> • Perhaps create e-mail based forum for discussion by institutions • Another seminar in a year or two (in Tayside perhaps) • Case studies; More training - How to engage academics and NGOs • Produce Guidance and provide assistance • Case studies; specific guidance • Running a workshop on how to implement a biodiversity plan • Maybe an urban campus tour of biodiversity practices

APPENDIX 1 PARTICIPATION BY COLLEGES IN CaSPr events

INSTITUTIONS NAME	<i>CaSPr intro Nov 05</i>	<i>Building SD into the Core</i>	<i>Waste 19 October 2006</i>	<i>Performance Workshop/KPI</i>	<i>Construction</i>	<i>Energy</i>	<i>Travel event</i>	<i>Procurement</i>	<i>Biodiversity</i>	<i>Socially Responsible Investment</i>	<i>Community</i>	<i>Topic Support Network May 07</i>	<i>Baseline event (June 07)</i>	<i>Baseline event (Mar 08)</i>	TOTAL ATTENDEANCES	NUMBER OF EVENTS	Number of different staff involved
Aberdeen College			1										1	1	1	1	
Argus College	4				2								6	2	4	4	
Anniesland College													0	0	0	0	
Ayr College				1					1				2	2	1	1	
Banff & Buchan College											2		2	1	2	2	
Barony college													0	0	0	0	
Borders College	2												2	1	2	2	
Cardonald College	1	2			2	1							6	4	5	5	
Central College of Commerce													0	0	0	0	
Clydebank College	1												1	1	1	1	
Coatbridge College													0	0	0	0	
Cumbernauld College													0	0	0	0	
Dundee College	3		1	1	1			1				1	8	6	3	3	
Dunfries & Galloway College						3							3	1	3	3	
Edinburgh's Telford College						1							1	1	1	1	
Elmwood College		1	1	1	1	1	2	2		1	1	1	12	10	4	4	
Forth Valley College						1	1		1				3	3	2	2	
Glasgow College of Nautical Studies								2		2			4	2	2	2	
Glasgow Metropolitan College		1	3	1	1							1	7	5	4	4	
Inverness College													0	0	0	0	
James Watt							1						1	1	1	1	
Jewel & Esk Valley College					1	1							2	2	1	1	
John Wheatley College					1	1	1	1	2		1		7	6	5	5	
Kilmarnock College					1				1				2	2	2	2	
Langside College	1	1	1	1	2	1			1				8	7	2	2	
Lauder College					2					2			4	2	4	4	
Lews Castle College													0	0	0	0	
Moray College	1			1	1	1					1		5	5	2	2	
Motherwell College													0	0	0	0	
Newbattle Abey College													0	0	0	0	
North Glasgow College													0	0	0	0	
North Highland College													0	0	0	0	
Oatridge College								1					1	1	1	1	
Orkney College	1												1	1	1	1	
Perth College			1	1	1	1							4	4	3	3	
Reid Kerr College		2		2		2	2					2	10	5	5	5	
Sabhal Mor Ostaig													0	0	0	0	
Shetland College of FE													0	0	0	0	
South Lanarkshire College													0	0	0	0	
Stevenson College	2	1					1						4	3	2	2	
Stow College	3	1	1		1	1						1	8	6	3	3	
The Adam Smith College		1	2	1	1	1	1	1			1		9	8	3	3	
West Lothian College				1	1	1							3	3	1	1	
19	7	11	11	10	15	13	9	8	5	7	3	6	3	127	96	71	

APPENDIX 2 PARTICIPATION BY UNIVERSITIES IN CaSPr events

NAME	CaSPr intro Nov 05	Building SD into the Core	Waste 19 October 2006	Performance Workshop/KPI	Construction	Energy	Travel event	Procurement	Biodiversity	Socially Responsible Investment	Community	Topic Support Network May 07	Baseline event (June 07)	Baseline event (Mar 08)	TOTAL ATTENDEES	NUMBER OF EVENTS	Number of different staff involved
Bell College	2														2	1	2
Edinburgh College of Art															0	0	0
Glasgow Caledonian	2		1		3	1	2		1						11	7	10
Glasgow School of Art									1						1	1	1
Heriot Watt University			1	1	1		2	3							8	5	5
Napier University	4	2	1		1	1	1	2							12	7	6
Open University Scotland											1				1	1	1
Queen Margaret University				1	1	1	1	2			1				7	6	5
Robert Gordon University	1					1									2	2	2
RSAMD															0	0	0
SAC		1							1						2	2	1
UHI Millennium Institute									1						1	1	1
University of Aberdeen	3	1						2	2		4				12	5	8
University of Abertay							2								2	1	2
University of Dundee	1		1		1	1	1	2							7	6	7
University of Edinburgh	1	1	2	1	2	3	1	2	2	6		3		1	25	12	13
University of Glasgow	4	1	3	1	3	1	2	1		3	3		1		23	11	12
University of Paisley			1		1		1			1	1				5	5	4
University of St Andrews			1	3	1		1	1		1	1				9	7	5
University of Stirling		2	2		1	2	2	1	2	1					13	8	10
University of Strathclyde		1	2		1			2	1	1	2		1		11	8	7
	18	9	12	8	7	17	10	16	17	12	9	16	0	3	154	96	102

APPENDIX 3 PARTICIPATION BY PUBLIC AND VOLUNTARY SECTOR PARTNERS IN CaSPr events

PUBLIC AND VOLUNTARY SECTOR PARTNERS	Student event NUS March 06	Student event March 07	CaSPr intro Nov 05	Building SD into the Core	Waste 19 October 2006	Performance Workshop/KPI	Construction	Energy	Travel event	Procurement	Biodiversity	Socially Responsible Investment	Community	Topic Support Network May 07	Baseline event (June 07)	Baseline event (Mar 08)	TOTAL ATTENDEES
Academy for Sustainable Communities											1						1
APUC								1									1
BRE					1												1
Carbon Trust						2											2
Changeworks (Local Energy Support Programme)						1											1
Energy Savings Trust							1										1
Envirowise			1														1
FairPensions										1							1
Forward Scotland											1						1
Generous Scotland Project,												2					2
Glasgow City Council									1								1
Going Carbon Neutral Stirling											1						1
Greenspace Scotland											1						1
Lift Share							1										1
Lothian and Edin E Efficiency Advice Centre													1				1
Nestrans							1										1
NUS Scotland	1																1
Paths to Health							1										1
People and Planet		1															1
Perth & Kinross Council							1										1
Scottish Centre for Regeneration												2					2
Scottish Community and Householder Renewables Initiative											1						1
Scottish Executive Education				1					1		1						3
Scottish Executive, Sust Dev and Biodiversity Div.									2		1						3
Scottish Funding Council					2						2						4
Scottish Waste Awareness Group			1	1	1			1	1			1					5
SEPA			3	1		1					1	2					8
SESTrans							1										1
Strathclyde Partnership for Transport							1										1
Sust Dev Commission Scotland											1						1
Sustrans							1						1				2
Tayside Biodiversity Partnership									1								1
The Wise Group											1						1
WRAP	1	1			1												1
	1	1		5	2	5	4	8	2	6	1	14	7				56

APPENDIX 4 EXAMPLE OF FEEDBACK FORM

FEEDBACK FORM

Sustainable Procurement for Scottish Universities and Colleges

Tuesday 27 February 2007

Please complete this and hand this in before you leave

1. General issues

(a) Please rate the quality of the following aspects of the event, with 1 very poor and 5 very good

	1	2	3	4	5
Booking/registration process					
Travel information provided					
Venue					
Quality of Catering					
Audio Visual					
Quality of Facilitation					
Structure of whole day – ie mix of plenaries and break-outs					

(b) Please comment on how items with a rating of 1, 2 or 3 could be improved for future workshops

2. Plenary sessions

(a) Presentations: Please rate the plenary sessions, where 1 is not very useful and 5 very useful:

Plenary Presentations	1	2	3	4	5
Introduction to the Centre (Baverstock)					
Sustainability and the role of Procurement (Forster)					
Making it happen - Edinburgh (Bowman)					
Making it happen – Durham (Glasper)					
Discussion on implementation of Sustainable procurement:					
Report back and discussion in afternoon					

(b) Please comment on how items with a rating of 1, 2 or 3 could be improved for future workshops

3. Afternoon small groups

(a) Please tick the small group that you attended:

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
----------------------------	----------------------------	----------------------------	----------------------------

(b) Please rate the morning breakout session, where 1 represents a low rating and 5 a high rating:

Item	1	2	3	4	5
Facilitation					
Discussion					
Usefulness of session to you					

(c) Please comment on how items with a rating of 1, 2 or 3 could be improved for future workshops

5. What you gained from the event

(b) What are the principal messages that you are taking away from this event?

(c) Please rate how useful you thought the event was overall for you, where 1 = not very useful and 5 very useful:

How Useful	1	2	3	4	5
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Please comment

6. Next Steps – Future involvement and support

if you would like EAUC/CaSPr to initiate other work relating to sustainable procurement please describe what should be done:

If would you like direct notification of other CaSPr/EAUC activities in Scotland please tick and **give your name and contact e-mail here**

Name _____

E-mail _____

APPENDIX 5 WRITTEN COMMENTS ON ORGANISATIONAL ISSUES

Waste

More time splitting up am with pm to allow spread of information
There was a lack of time for the CaSPr group work otherwise it was useful

Performance

Never got full instructions of the venue
Venue a bit cramped
Travel - specific location not indicated on any documents sent to my institution
The text on the presentations was often quite small - I couldn't read most of it easily and I wasn't sitting that far back
Item rated 3 was too far over my head
Shape of room not ideal
Bigger room
Board room style essential, the room was awful for participation

Construction

Lack of an up to date route map
Directions and parking

Energy

Travel info - map of campus/venue with it highlighted would be useful
All satisfactory
Very important to give more notice for events
I'd be interested in how colleges if any have been successful in bringing
Provide postcode for venue
Make presentations available
Travel information apart from site map was not detailed site plan did not identify the building the venue was in

Travel

Perhaps maps and routes provided rather than web sites
Give longer notice of event, have smaller rooms for workshops
In the information sent me, I couldn't find a mention of the room or building the event was in (unless I overlooked it). Also
The directions by public transport weren't overly clear e.g. where the University bus stops were. I only noticed the Uni as we drove past.
Lack of breakout facilities in separate rooms - found the noise from the other groups distracting
More information on location of venue, name of building, paper signage etc.
Booking from should have had the room number
Venue too cold
Didn't receive travel info - forgot to register

Procurement

Lecture theatre too big for number of delegates and not energy efficient
Better not to meet in a raked lecture theatre - not conducive to genuine dialogue. board room style better
Venue over-cooled
Image quality was poor - out of focus
Venue and catering could have been much better
Could have done with a hot meal
Venue: lecture room very cold Catering: was rather poor selection

Students

No travel info provided
it was a nice relaxed yet informative environment
Difficult to find
Couple of speakers didn't turn up - but good improvisation
The building was difficult to find. Also there were no signs pointing where to go.

Baseline Support 1 June

Nearer Aberdeen

Community

Would have liked some fruit and herbal trees
Directions from station would be helpful; wider mix of sandwiches, bit of salad? (I know this is Glasgow)
Poor map
No water provided during morning session and only provided at lunch following a specific request. Insufficient tea and coffee during morning session. Lunch was bland and unimaginative - provision of crudités (raw vegetables) or fruit would have been most welcome.
Maps complicated

APPENDIX 6 SPECIFIC COMMENTS ON EACH EVENT

Waste

Principal messages

How to classify hazardous waste
Examples of what other organisations are doing
That I am still confused about some things
External resources - more details about special waste and new ideas about recycling
numerous items and information sources
Information on the duty of care
Waste minimisation and recycling
Morning session
My company is going in the right direction and we require to fine tune some practices
Details of work at St Andrews
Huge opportunity for work on composting
Contacts with other people active in the field
Although the special waste workshop calculations were above my head, it was a really useful exercise to find out more about the issues that need to be considered when purchasing or assessing materials for disposal
I have a better insight into the type of waste issues Universities and Colleges face and the types of information which would be useful in our Waste Aware University site

Other comments

Based on today, I can't think of any improvements. It was a really interesting and informative day and the level of interaction was great.
Really useful, would like to look at something I can aim at staff, are there any possibilities?
Not enough time
Need to develop a strategy to allow coherent work on this large area, detail excellent, overall strategy needed

Performance

Principal messages

All relevant
Everything - not at the beginning
Where other Unis are, how they compare in baseline review
Gained an awareness/wake up call as to where we should be going
Our position in relation to the sector
Perth College is not that far behind!
Updating knowledge
Where we are in comparison to other sectors

Other comments

Very worthwhile day - thank you
Keep up the discussions/question sessions and the case studies they are really helpful
First class presentations by all
Keep on
Great day - thank you

Construction

Principal messages

Relevant websites to access information on useful documents
If embarking on new build embark sustainability asap
The need to get the necessary information that is available, also the information given by other delegates is so very helpful to find out what is good practice in the sector
We are usually all in the same boat as far as construction is concerned

Energy

Principal messages

Potential of Carbon Trust website and advice (which we already started to access)
Some useful tips in assessing current energy performance for the colleges
Interesting update on current legislation and CCD
update on legislation
IT presentation
Proposal that DEFRA EPC run to fiscal years and not calendar year reporting
Possibly mandatory benchmarking on EPC
Dimension computers/IT as Energy Consortium Issue
Scotland CCD
EUEPD simulation technique for buildings
Details of Energy Performance Directive and Energy Performance Commitment
All relevant
Variety of help from Carbon Trust

Number of people involved
Amount of bureaucracy in place
Information on connective energy was very useful
I am not alone in panicking

Other comments

Useful to have more engagement within the day

Travel

Principal messages

There are a lot of different parking options, especially for allocation of and charging for parking permits.
Practical actions to follow up based upon experience of others
Need to implement our travel plan
Networking, good opportunity to share experiences.
Information / details of University travel plans
Continue travel plans - not just initial set up. Increasing green travel initiatives.
It's a way of life not a project. Car park management is complex and very emotive. Car sharing is more accessible than I thought.
Must remember it's about climate change. Car park spaces shouldn't be seen as a perk.
Help
Effort and staffing required

Comment on usefulness rating

Very useful
The case studies were brilliant. Its really useful to hear how things work in practise.
A valuable tool to compare experiences with other similar organisations.

Procurement

Plenaries

Very good to get Brian along but, regrettably, he did not appear to have evolved his thoughts on embedding SD in procurement
A more detailed structure as to what the APUC would be doing for the Universities in Scotland could have been more forthcoming together with how the SFC would be allocating funds to the HE sector with an aim in helping them achieve sustainable procurement in their institutions.

Principal Messages

The importance of sustainability in the procurement process
Procurement procedures at Durham and Edinburgh Universities; Role of APUC in supporting the sector.
Importance of communicating new ideas which promote SD across the whole FHE community
Opportunities for better SD in procurement - an exciting time
APUC may be able to play a helpful role in kick-starting many institutions to move forward on SP policy and implementation
Practical ideas on sustainability; update on APUC
That colleges have a long road to travel
That colleges have a long road to travel
Greater awareness of procurement issues
Our institution needs to take this on board, and develop a sustainability policy
Need to continue to develop sustainable policy and processes at my university
Need for central policy guidance and toolkits dealing with sustainable procurement
The importance of sustainable procurement
Importance of sustainability issues
Put sustainability on the agenda
All institutions face similar issues: 1. Requires senior management support to develop sustainability policy; 2. Implementation needs commitment to policy
Procurement is an important function to any institution and Senior Management should be more committed in providing the resources necessary for dedicated employees to carry out their jobs in a professional manner.

Comment on usefulness rating

This event was very useful and increased my knowledge base. There is a lot of experience in this forum which should be shared
Well-facilitated event with very good participation by delegates
So helpful to meet with fellow practitioners
Very helpful to have others' views and reflect on how we could use their experience
Good perspective on sustainability, sharing of views and opinions
Good to share views and hear examples of good practice. Good to have opportunity for early feedback to APUC
That I am not alone in my endeavours and that Senior management should take more responsibility in implementing a Sustainable Procurement Policy.

Biodiversity

Principal Messages

importance of considering biodiversity
Duty to include in Estates strategy

importance of biodiversity

The duty of institutions to work to the benefit of biodiversity

Each campus has to be looked at individually, but Elmwood College has concepts which could be repeated at a smaller scale

Biodiversity would need to be audited for it to be taken seriously in institutions

The need for continued liaison with delegates - via website occasional e-bulletin or e-mail forum perhaps

FHE Sector is aware and engaged with the biodiversity issue There's a wide range of institutions with different sites and possibilities, and different approaches - important to have a menu of possibilities (not a single solution)

It's worth doing something! There is a lot of learning already!

Need to include biodiversity as part of Estate's strategy and in development planning

Increase in knowledge that can help drive the biodiversity message with work colleagues

Biodiversity impacts on many strategic issues which can be addressed by "normal" practice as opposed to an "extra cost" mindset.

Planning and communication

that we need to train and gather as much information as possible for the benefit of future generations

Biodiversity profile needs to be raised at institution

Ways in which sustainability can be incorporated into everyday living

Develop and put into practice a biodiversity policy

How biodiversity is incorporated into so many aspects. How much other organisations are doing.

What will you do now?

Provide links between waste aware campus and biodiversity

Fit biodiversity in with other priorities

Use opportunity to give higher profile to biodiversity

Explore with College how to formally recognise and take forward biodiversity throughout whole College - going beyond the Estate and Environment Section

Look at colleges within Glasgow for opportunities

Review what practices we can implement at my institution

I'll be in touch with Tayside contacts and hope to involve them in the school, college and university habitat action plan (as a lead partner perhaps). Also will report back on this conference to the Local Biodiversity Action Plan officers' network

Put together a discussion document

Develop policies and strategies for biodiversity on campus - Form part of job of new environment and estate manager?

Find out more on biodiversity

Push biodiversity issues through new sustainability working group

communicate to the university what we already do - via web pages eg a plan to develop more biodiversity into planning and maintenance

Find out from the information gathered to-day what I and my gardening staff can do with our resources

Raise biodiversity profile

Seek funding and implement policy

Provide information to management and start trying to implement some of the changes

Comment on usefulness rating

New topic area for me and provided interesting overview

Personally already aware of biodiversity issues, but this was a useful experience in terms of looking at how to implement these issues more widely in the college

Useful for me to hear about process from education point of view

An excellent get together of wide variety of relevant people

Really useful and inspiring

promoted thoughts on the wider issues

I have found the day very interesting and have gathered lots of information to take forward for planning.

Well-presented and interesting

other comments

Thank you for inviting me

Great lunch

perhaps more talks focussed on specific issues

Students

Comment on sessions

would have liked better explanation of sound impact awards

Would have liked a little more discussion n issues - in particular Fair Trade

Re first talk- I think it was ok , wasn't quite sure what the purpose of it was...it was a bit too long for just an introduction, yet didn't really go in depth in issues

The sessions were good as they provided a lot of information about these issues, as well as providing ideas as to how to implement them

Some things were a bit brief and the Sound Impact was for NUS of which we are not members

Sound Impact Awards - very brief introduction- good but basic. Fair Trade Case study- people didn't turn up. Not much new information. Not my favourite campaign anyway

Principal messages

There are support networks available to help students take up sustainability agendas

Communication is vital

Importance of communication; importance of research and of developing specific aims for campaign; importance of organisation and of structuring campaigns - in particular delegation
It's down to students to trigger on-campus change
More suggestions for practical actions
That there are strategies and ways to put ideals into practice within our universities
The importance of communities
To carry on campaigning to get the university to improve on its sustainability performance
More structured method for implementing change: going through official channels and other options. Increased motivation for GoGreen campaign in Dundee by giving practical information.
EI-good; Fair-Trade University? Recycling
Focus on issues
How to implement change through universities
How best to get involved in University and Union; the resources that are available

What will you do now?

Join the St Andrews People and Planet Group
Restart Go Green
Strengthen ties with sympathetic staff, the Union, outside organisations such as CaSPr, Other People and Planet Groups.
Get more involved in P and P activities
Look into student societies- how to get involved practically
Possibly get involved in the ethical investment campaign and look at university hoodies being made from organic fairtrade cotton
Introduce the idea of internships in SD context through the SD degree and the SD society - liaise with business etc
To carry on with Go Green and Fairtrade campaigns and to look into ethical investment
restart Dundee's Go Green campaign; Research the systems in place at Dundee to manage environmental impacts.
Go Green
Be more active in university organisations
Re-establish people and planet; Strathclyde's Four point plan

Comment on usefulness rating

It would obviously be higher if St Andrews didn't have all the schemes set up!
Very informative on how to infiltrate the system and work with bureaucracy
Invaluable, helping us to achieve more within our university and do it much more effectively
Overall I am very glad that I decided to attend this event! It proved very useful and practical
Perhaps participation from more universities
It was very useful as it showed me how to put my SD degree into practice
it was good to hear other people's opinions, though I had heard quite a lot of it before.
Glad I came, Definitely gained from it. Know a lot of it already though.
I feel I have taken a lot away from this meeting which I will taking back to SRC and the executive; so it has been very informative
I learned a great deal. I doubt I would be involved in people and planet without this day

Any other comments

Not fairtrade tea and coffee; the cups were cardboard -maybe should use china ones.
I think it should have been better advertised. Only heard about it through the SD co-ordinator Rehema White.
I felt the turn out was low.
I don't think a conference on the environment should have used non-fair trade refreshments and disposable cups.

SRI

Comments on individual elements

Van der Velden: Well tailored to audience specific situation. Preston: slides impenetrable. Berriman: Excellent, relevant, no Powerpoint, hurrah!!
Last question not focussed enough, but still interesting in hearing student views

Principal Messages

That there is a lot of work to be done in investment and letting of contracts
Need to make a start
More to do
Complexities of area. Complementarity of work of accountants and policy governance people
SRI is an important issue for all stakeholders in the sector - as a facet of a pro-active, responsible organisation.
SRI is a journey; how active students are
Complex area with no easy answer
understanding of the fundamentals of SRI
SRI and ethical trading are linked and complex. Transparency is key
FHE are very much at the start of the SRI journey and this area is going to become more and more important in the short to medium term. Students are also now taking greater interest.

What will you do now?

Communicate findings
Thinking about next steps
Re-ignite the Edinburgh campaign for next Academic session
Develop Ethical investment policy

Check out U of E SRI policy on web site
research about current situation
talk to managers of OXIP about how important SRI is to universities
Reflect on way forward for our institution
Report to appropriate senior management
Review ethical trading
Report back to College senior management on the highlights of SRI issues discussed to-day

Comment on usefulness rating

Right time as on my agenda at moment
overall very useful and informative
Extremely high quality seminar with top contributors
clear view on why universities view SRI as so important
very informative
useful to hear fund managers approaches
probably more financial than estates (my field); however, very interesting.

Any other comments

Wider context please - set in context of responsible universities and colleges - the wider review of institutional performance on energy/carbon/environment/health and safety/ethical research criteria/global citizens prepares graduates for a changing world
Link to McClelland and collaborative procurement? This event should have been targeted at finance/insurance/pensions colleagues in institutions

Baseline Support 16 March

Principal messages

Main sustainability action points for organisation
Possible SFC funding for Biodiversity work
The means by which institutional statistics can be used for curriculum purposes
Funding Council strategies
Carbon Management Planning
CEEF Funding possibilities

Other comments

Very professional workshop
Clear progress and direction
Open up time between announcement and invitation

Baseline Support 1 June

Principal messages

Good to network with other colleges
Focusing on areas which require immediate attention in order to improve our environmental performance
Contact sites for further information
To check if environmental side of things will come into SHAW
Good contact address for further information
Good to hear everyone else has the same problems to ourselves and they have the same questions
How to follow through the processes of management and hopefully to be able to achieve the desired targets
Priorities for action
Resources (free) that we can use
Sources of help/good practice
Legal issues

Other comments

A very useful way to help us carry out the introduction of environmental issues
Get a lot of information about various initiatives - good practice good ideas

Community

Comment on individual elements

Some were less relevant; More time for discussion may have helped
Overall a wide ranging discussion of how universities and colleges are not as yet fully engaging in communities, and communities not fully engaging in colleges and universities
Excellent presentations, but not so relevant for the work I'm doing
My current focus is on how the internationalisation agenda ties in with the concept of sustainable local and global communities, rather than environmental aspects, although I did find more elements interesting and illuminating
Presentation on working with tenants in public housing seemed quite unconnected to role of colleges and universities in promoting sustainable communities
Really enjoyed Peter's presentation - not a lot new for me but great clarity, well communicated and thought provoking, as well as refreshing. May follow this up for own CPD I so enjoyed it. All case studies really interesting and exploratory new ways to think, work etc

Principal Messages

Need to involve community to get away from the ghetto style of student housing
Value of Green spaces; making jumpers sexy [to stay warm in buildings that are set at lower temperatures]
Still a lot of work to do. Interesting examples of action on the ground
Work together. Simple steps which are advantageous to many should be taken
The importance of engaging communities on outstanding issues that are relevant to them, first and foremost
Importance of sustainability
interesting perspective.
Increased commitment - two way exercises; increased communication. Two way marketing of supply and demand
That there is enormous potential and need to develop this area; but great willingness and enthusiasm out there to act
There's a lot happening that we could make stronger connections with
information on support network and projects being run by other organisations
Think more about partnerships
Colleges and universities have an important role to play in creating/promoting sustainable communities but are
constrained by lack of funding, course structures, (eg modules) and silo-working
Some interesting things: Especially how buildings can become much more interesting as multi-use facilities. This
building was fascinating and I'm looking forward to the new build campus at Ayr to see how it works out.
Need to continue capacity-building and mainstreaming of College/HE role in promoting sustainable places. More
importantly, not just environmental but social and economic sustainability.

What will you do now?

Research some of the documents (mentioned at event)
Develop policy ideas
Lobby SQA, SFC, SSDF
Report back to University SRC sustainability committee
Further consideration and research on the issues discussed; future attendance at similar events. Networking with other
attendees to share information and experience
Research the skills needed [for community sustainability]
Discuss some of issues with colleagues
Continue to work with universities and link them to communities. Help to create the bridge
Reflect, make some contacts with other attendees
Look at making connections between our work and the work that I have learnt about it here
Get this to relevant people within my organisation
Use information and resources gained for further investigation to feed into PhD study
Produce a report for my line manager with recommendations
I think I can take back and report some interesting facts and information.
Seek support to keep changing the "sustainable place" mindset.

Comment on usefulness rating

Need for more interaction
Not directly involved in sust communities in FE/HE - otherwise I would rate as a 5 - very interesting altogether
Interesting but am not in college/uni environment so may not affect my work greatly - unless more role for private sector.
Discussion was begun. Action is now required.
Good, helpful day as groundswell for UN decade workstream
Added another dimension onto my work and got me thinking
Has given me good deal to think over
Got me thinking
Hugely valuable. Reaffirming and intense.

Any other comments

A useful, informative and thought-provoking session
Would have liked more technical discussion on rational and development of J W building from architect/planner
perspective
Communities Scotland and Scottish Federation of Housing Associations need to engage with the colleges and
universities
Need to get messages to strategic managers, and not just estate managers