

**EAUC Scotland Advisory Group Member Induction Pack**

**January 2024**

This induction pack covers the following areas:

1. Welcome
2. EAUC Scotland Team (January 2024)
3. EAUC Scotland Programme (SFC Outcome Agreement) 2023-2024
4. EAUC Scotland Programme beyond April 2024
5. The Role and Activities of the Advisory Group and Scotland Convenor
6. Providing Feedback or Highlighting Concerns

Appendix 1: EAUC Scotland Programme April 2023 – March 2024

Appendix 2: Proposed EAUC Scotland Programme April 2024 – March 2025

1. **Welcome to the EAUC Scotland Advisory Group!**

Firstly, many thanks for putting yourself forward to be considered by Scottish members of EAUC for the role of being an Advisory Group Member and congratulations on being elected. It is a pleasure to have you join the group.

EAUC Scotland was established in 2010 as the Scotland office of EAUC, and our governance is bound by the Articles of Association of EAUC. The EAUC Scotland Team are directly accountable to the EAUC Chief Executive Officer, who is accountable to the EAUC Board.

Whilst accountable to the EAUC CEO and aligning to the EAUC Strategy, it is important to note that EAUC Scotland has a different funding and operational structure to EAUC. Since its establishment, EAUC Scotland has been primarily funded by the Scottish Funding Council (SFC) to deliver a pre-determined programme of activities (the “Outcome Agreement”). As a result, the Team’s priority is to deliver the funded Outcome Agreement (see details of current and proposed programmes in the appendix) and any additional capacity is spent furthering impact in the programme’s core impact areas, which includes income generation.

1. **EAUC Scotland Team**

**Matt Woodthorpe (0.9 FTE)
Scotland Programme Manager**

Email: mwoodthorpe@eauc.org.uk

Matt manages the EAUC Scotland Team and Programme, taking responsibility for ensuring delivery of funded activities and that they remain aligned with the needs of the sector. They should be the first point of contact for requests from partner organisations and companies and will always be happy to discuss collaboration and funding opportunities. Matt leads on sustainability leadership and governance, emissions reporting and training milestones within the Outcome Agreement.

**Alice Smith (1 FTE)
Scotland Networks and Communications Officer**
Email: asmith@eauc.org.uk

Alice leads on supporting and developing our networks, communications, resource development, and supporting the team with general administration. She is the first contact within the team for general and event enquiries from colleges, universities and partner organisations. Alice leads on the Community Engagement TSN, SISM and Forum events and co-delivers our Carbon Literacy Training. Alice is a staff ED&I champion within EAUC.

**Rory Hill (1 FTE)
Sustainability Project Manager for the Central and South of Scotland College Partnership**

Email: rhill@eauc.org.uk

Rory works directly with three EAUC Member colleges (Borders College, Forth Valley College, and West Lothian College) to support their sustainability journey in a shared service model. EAUC Scotland’s role in the project is to provide line management support and support shared learning between the colleges and the sector.

**Lara Fahey (1 FTE)
Sustainability Project Officer**
Email: lfahey@eauc.org.uk

Lara works 0.9 FTE with the EAUC Scotland team and 0.1 FTE with EAUC UK and Ireland. She leads on a range of sustainability milestones from the Outcome Agreement, with a particular focus on sustainable transport (commuting, business travel and internationalisation), climate risk and biodiversity. Lara also leads on delivery of the Travel and Transport TSN and Sustainable Waste Management TSN.

**Kathrin Möbius (0.9 FTE)
Sustainability in Learning and Teaching Project Officer**
Email: kmobius@eauc.org.uk

Kathrin leads on Education for Sustainable Development and green skills and careers milestones within the Outcome Agreement. Kathrin leads on the Education for Sustainable Development TSN and the Realigning Curricula for the Future event series.

1. **EAUC Scotland Programme (SFC Outcome Agreement) 2023-2024**

EAUC Scotland is primarily funded by the Scottish Funding Council, with our current funding and outcome agreement running April 2023 – March 2024. The programme is titled *Supporting a step-change towards environmental sustainability at Scotland’s Universities and Colleges* with full details available [here](https://www.eauc.org.uk/eauc-scotland_programme_2023-2024).

**Co-developed between EAUC Scotland and SFC with sector input, the programme has five key Outcomes:**

1. There is effective leadership for environment and social sustainability at all levels of Scottish Further and Higher Education Institutions.
2. The skills and knowledge required to respond to the climate and ecological emergency are available throughout and provided by the further and higher education sector.
3. Universities and colleges in Scotland collaborate effectively within and beyond the sector, demonstrating a strong collective voice and reputation for sustainability leadership.
4. Students develop the knowledge, skills, values and resilience required to lead Scotland’s future carbon neutral, sustainable and inclusive economy.
5. EAUC Scotland’s expertise and knowledge on sustainability within the FHE sector is accessible and utilised by wider stakeholders.

**The impact of programme actions against these outcomes are monitored in-part against three Key Performance Indications (KPIs):**

**KPI 1 -** Improved collective sector leadership and capacity on mitigation and adaptation through increased best practice and knowledge sharing.

**KPI 2 -** Improved knowledge, skills understanding and embedding of ESD in college and university learning and teaching, working with teaching staff and key partners.

**KPI 3 -** Increased coworking with SFC on sector data & standards, ESD leadership and other priority action points under SFC’s Net Zero & Sustainability Framework for Action.

Within each of the five Outcome area there are specific actions EAUC Scotland are expected to deliver on behalf of the SFC and are set within specific 3-month periods within the Programme. See Appendix 1 for details of the April 2023 – March 2024 Outcome Agreement.

1. **EAUC Scotland Programme April 2024 – March 2025**

Please see Appendix 2 for an outline of the proposed milestones to SFC for our upcoming programme (subject to funding). Significant areas of focus include:

* Consolidation and expansion of sector emissions reporting resources.
* Creation of biodiversity-related resources in response to proposed national legislation.
* Systems analysis of education sector and Education for Sustainable Development; creation of college-sector ESD guidance.
* Delivery of the next EAUC Scotland conference (autumn 2024).
* Development of future programme proposal to SFC.
1. **The Role and Activities of the Advisory Group and Scotland Convenor**

The Advisory Group and EAUC Scotland Team meet approximately six times a year either virtually or physically. The Advisory Group’s aims and objectives are to:

* Offer guidance and support to the EAUC Scotland Office in implementing the EAUC Scotland current funded programme’s Outcome Agreement and relevant strategies, and the broader EAUC UK Strategic Plan;
* Provide added value to the core activities of the EAUC by providing a regional focus that is specific to Scotland;
* Encourage and support sustainable development, environmental performance and social responsibility throughout the Further and Higher Education sectors in Scotland;
* Provide a specialist focus on relevant issues by facilitating the exchange of information and the dissemination of best practice informed by those specific Scottish issues;
* Report, via the EAUC Scotland Convenor, to the EAUC Board of Trustees on EAUC Scotland activities.

For further reference please see the 2022 Terms of Reference for EAUC Scotland Advisory Group and Forum.

Advisory Group Members support these aims and objectives in a number of ways. For example, by supporting the development of EAUC Scotland responses to relevant Scottish Government consultation processes; chairing Forum events and leading event breakout sessions; bringing insights and best practice into Team projects; championing the work of EAUC within wider networks and improving collaborations with relevant partners; and others!

In particular, please see the upcoming programme of activities for our 2023-24 programme and consider if you have insight or an interest in supporting the Team with the development of work to address any of these milestones. If you wish to be involved in a particular milestone please let Matt know.

The Role and Activities of the Scotland Convenor

In addition to the role and activities described above, the Scotland Convenor has additional responsibilities. These include:

* Chairing Advisory Group and EAUC Scotland Team meetings
* Chairing EAUC Scotland Forum and AGM events
* Chairing EAUC Scotland Conference
* Becoming an EAUC Trustee Board Member and reporting on EAUC Scotland activities and informing wider EAUC activities and the EAUC Strategy
* Supporting the handover of Convenorship after Convenor term has been completed.

For the EAUC Scotland Convenor there is an additional Trustee Board Member induction pack to support your work on the Board. For further details please speak with Fiona Goodwin (fgoodwin@eauc.org.uk), EAUC Deputy CEO, for further details.

1. **Providing feedback or highlighting concerns**

EAUC Scotland really appreciate the time and commitment the Advisory Group Members put in to supporting our work and hope that it is also a rewarding experience for you too. If you have any feedback or concerns at any point, please feel free to contact Matt as EAUC Scotland Programme Manager. Alternatively, you can also contact Fiona Goodwin (fgoodwin@eauc.org) as EAUC Deputy CEO and Secretary of the EAUC Board. Any discussions can be confidential.

**Thank you for your support.**

**Appendix 1:** **EAUC Scotland Programme April 2023 – March 2024**

Below are the EAUC Scotland milestones for our current programme, which runs from 1st April 2023 to 31st March 2024.

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| **Quarter 1 – April to June 2023** |
| Outcome Area | Milestone | Team Lead |
| 2 & 5 | Production of sector progress report for SFC and other partners on PBCCD reporting data findings and quality of carbon reporting, including trend indicators, against latest Scottish Government public bodies guidance for reducing emissions in scope groups 1,2 and 3. | MW |
| 2 | EAUC Scotland will create a checklist of key Scottish Government carbon compliance expectations for institutions reporting against the SG’s PSLGCE 2021 guidance and in support of SFC OA 2023-24 guidance (Priority 5 Net Zero and Environmental Sustainability Response).  | MW |
| 2 | Facilitate discussion with institutional communities and key partners including SFC and UKRI into reporting and reducing sector aviation emissions, with additional milestones to be developed as appropriate  | LF |
| 2 | Provision of responsive knowledge and skills support service through Sector Helpline and training and knowledge-sharing events to be delivered based on sector demand, with initial (re)launch then activity reported annually  | All |
| 4 | As part of the CDN College Expo 2023 deliver workshop with Learning for Sustainability Scotland on how Education for Sustainable Development can be integrated into college teaching practice, with links to national policy and strategy drivers for ESD (e.g. SQA requirements for college lecturers).  | KM |

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| **Quarter 2 – July to September 2023** |
| Outcome Area | Milestone | Team Lead |
| 1 | Develop and launch new EAUC Scotland Network Communications Pack with resources for sustainability and marketing leads to use to promote EAUC Scotland’s entire service offer (sector support services including e.g. Topic Support Networks; Forums; Training; Sector Helpline to all internal institutional staff.)  | NR |
| Compile new contact list of senior leaders responsible for institutional sustainability and develop dedicated communications channels and content to raise understanding of key sustainability policy and issues. Scope out and facilitate a senior leaders sustainability forum if demand is shown.  | MW |
| 2 | Produce and promote to institutions a sustainability-related funding register for net zero investments including tracking public and private sources as far as possible within available resource capacity.  | MW |
| 2 | Develop and publish an open access emissions calculator tool for institutions to understand and report international student travel emissions.  | MW |
| 2 | Publish a climate emergency risk list resource for colleges and universities, with a relevant event or focused guidance launch. | LF |
| 3 | Review of EAUC Scotland networking and knowledge-sharing networks completed and development plan implemented  | All |
| 3 | Scope and report on potential for developing and expanding Sector Shared Services model developed during previous programme, with additional milestones to be developed as appropriate.  | MW |
| 3 | Update of Communications Strategy aligned with EAUC UK and Ireland Office to promote the sustainability work of Scottish FHE institutions  | AS |
| 4 | Create and launch a dedicated Education for Sustainable Development communications action plan to enable more staff to access current leading sector best practice more quickly and easily as part of the updated EAUC Scotland Communications Strategy and embed actions  | KM |
| 4 | Develop and launch new Careers Resource Guide, including resources for Careers Services team on sustainability greenwashing and how to best promote green career options and responsible employers.  | KM |
| 5 | Provision of insight into individual institutions’ progress on climate change mitigation and adaptation, progress on embedding sustainability in the curriculum, and other sustainability progress on request, with engagement activity reported in EAUC’s Annual Report  | MW |
| 5 | New EAUC Scotland Network Communications Pack includes information on Equity, Diversity and Inclusion (ED&I) and sustainability, including recommendation to perform outreach to underrepresented groups  | AS |

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| **Quarter 4 – January to March 2024** |
| Outcome Area | Milestone | Team Lead |
| 1 | Deliver Carbon Literacy Training accredited by the Carbon Literacy Project to the sector at the request of institutional staff  | AS / MW |
| 2 | Produce case study resource on tackling emissions in problem areas relating to the College Infrastructure Strategy. | MW |
| 2 | Facilitate virtual knowledge-sharing session on the Net Zero Carbon Public Sector Buildings Standard for Existing Buildings. | MW |
| 3 | Ensure knowledge sharing between educational institutions and non-FHE organisations within the public or private sector is supported to enable collaborative, regional or topic-based responses to shared challenges, by inviting relevant external stakeholders to meetings or knowledge-sharing events, e.g. on Statutory Sustainability Guidance development, heat network developments, sustainable construction. Activity to be reported annually.  | All |
| 3 & 5 | EAUC Scotland promotes all relevant Government Consultations to contacts within the sector to encourage policy engagement, and provides a Sector Response to all with high sector relevance, detailed within Annual Reports. | All |
| 4 | Following 2022/23 QAA Collaborative Enhancement Project focussed on HE, identify best practice on monitoring and evaluating how sustainability is embedded into student learning within colleges and facilitate a dedicated online workshop for college leaders and teaching staff. | KM |
| 4 | Deliver 9 Education for Sustainable Development- and Teaching- focused events to promote best practice for embedding sustainability within learning and teaching, including 6 subject-specific events.  | KM |
| 4 | Work with key partners (including QAA and SQA) to embed Education for Sustainable Development in quality processes, with progress reported quarterly.  | KM |
| 4 & 5 | Provide expertise to the Climate Emergency Skills Action Plan Implementation Education Subgroup and liaise with the SG’s Learning for Sustainability Leadership Group including SFC as required. | KM |
| 4 | Building on the previous programme’s *Student Union and Association Engagement Strategy 2020-23,* work in collaboration with sparqs, SOS UK and other partner organisations as appropriate to provide elected Student Officers with resources to effectively advocate for Education for Sustainable Development to be embedded in Learning, Teaching and Research.  | KM |
| 5 | Brief provided for SFC and wider key partners on relevant Scottish, UK and International sustainability news of relevance to the Scottish FHE sector  | AS |
| 5 | Review of all relevant Steering Groups and Networks completed with action taken to request to join any without EAUC Scotland representation, enabling EAUC Scotland to advocate for sustainability leadership on behalf of the sector in relevant forums  | All |
| 5 | EAUC Scotland represented on the EAUC Equity, Diversity and Inclusion Working Group, with progress reported annually  | AS |

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| **Quarter 3 – October to December 2023** |
| Outcome Area | Milestone | Team Lead |
| 1 | Develop and launch a Sustainability Champions toolkit with video and text brief resources on key sustainability issues available for use by all sector staff and students  | MW |
| 2 | Facilitate sector PBCCD Peer-Review event ahead of annual PBCCD Reporting deadline to support institutions to fulfil their climate change reporting obligations and share reporting best practice. | MW |
| 2 | Co-develop and publish with APUC guidance on how colleges and universities can use updated tools to report scope 3 procurement emissions within PBCCD reporting.  | MW / LF |

**Appendix 2: Proposed EAUC Scotland Programme April 2024 – March 2025**

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| **Quarter 1 – April to June 2024** |
| Outcome Area | Milestone | Team Lead |
| 1 | Provision of responsive knowledge and skills support service through Sector Helpline and training and knowledge-sharing events to be delivered based on sector demand, with initial (re)launch then activity reported annually. | All |
| 2 & 5 | Production of sector progress report for SFC and other partners on PBCCD reporting data findings and quality of carbon reporting, including trend indicators, against latest Scottish Government public bodies guidance for reducing emissions in scope groups 1,2 and 3 | MW |
| 2 | Facilitate sector consultation response to new Scottish Government Statutory Guidance on Public Bodies’ Climate Change Duties | MW |

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| **Quarter 2 – July to September 2024** |
| Outcome Area | Milestone | Team Lead |
| 2 | Produce training videos aimed at PBCCD reporting leads on best practice GHG reporting in line with the latest Scottish Government guidance and Standardised Carbon Emissions Framework (SCEF) | MW |
| 2 | Develop and launch a student and staff commuter emissions calculator and survey guidance to improve scope 3 emissions reporting | LF |
| 2 | Produce and promote to institutions a sustainability-related funding register for net zero investments including tracking public and private sources as far as possible within available resource capacity. | LF |
| 3 | Review of EAUC Scotland networking and knowledge-sharing networks completed and development plan implemented | AS |
| 4 | Publish a report that facilitates an evidence-based approach for advocacy as well as delivery of support for colleges, including a baseline estimate of current LfS provision and its effects, a more detailed understanding of the barriers listed in the CDN Workforce Survey, and where and how interventions are the most impactful. | KM |
| 5 | Provision of insight into individual institutions’ progress on climate change reporting and mitigation, progress on embedding sustainability in the curriculum, and other sustainability progress on request, with engagement activity reported in EAUC’s Annual Report | MW |

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| **Quarter 3 – October to December 2024** |
| Outcome Area | Milestone | Team Lead |
| 2 | Facilitate sector PBCCD Peer-Review event ahead of annual PBCCD Reporting deadline to support institutions to fulfil their climate change reporting obligations and share reporting best practice. | MW |
| 2 | Develop and launch a biodiversity strategy best practice resource recognising the latest Scottish Government Biodiversity Strategy, with a relevant event or focused guidance launch  | LF |
| 4 | Review and update 2023 EAUC Scotland Green Careers Guide with latest sector resources and publicity communications pack for institution careers services teams to use | KM |

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| **Quarter 4 – January to March 2025** |
| Outcome Area | Milestone | Team Lead |
| 1 | Deliver 12 Topic Support Network events, 3 Forum events and an EAUC Scotland conference over the course of the programme | All |
| 1 | Deliver Carbon Literacy Training accredited by the Carbon Literacy Project to the sector at the request of institutional staff | AS / MW |
| 1 | Compile new contact list of senior leaders responsible for institutional sustainability and develop dedicated communications channels and content to raise understanding of key sustainability policy and issues. Scope out and facilitate a senior leaders sustainability forum if demand is shown. | MW |
| 3 | Ensure knowledge sharing between educational institutions and non-FHE organisations within the public or private sector is supported to enable collaborative, regional or topic-based responses to shared challenges, by inviting relevant external stakeholders to meetings or knowledge-sharing events, e.g. on Statutory Sustainability Guidance development, heat network developments, sustainable construction. Activity to be reported annually. | All |
| 3 | EAUC Scotland promotes all relevant Government Consultations to contacts within the sector to encourage policy engagement, and provides a Sector Response to all with high sector relevance, detailed within Annual Reports | All |
| 4 | Work with key partners such as CDN, SQA and Teaching Qualification in Further Education (TQFE) providers to identify key areas of intervention to embed Education for Sustainable Development and general sustainability knowledge within college teacher initial training materials and/or professional development routes. | KM |
| 4 | Deliver 5 Education for Sustainable Development- and Teaching- focused events and workshops to promote best practice for embedding sustainability within learning, teaching and research. | KM |
| 4 | Collaborate with key partners to initiate the production of guidance around LfS, drawing on existing QAA guidance for universities and translating this for a college context | KM |
| 4 & 5 | Work with key partners (including SFC, QAA and SQA) to embed Education for Sustainable Development in quality processes, with progress reported quarterly. | KM |
|  4 & 5 | Provide expertise to the Climate Emergency Skills Action Plan Implementation Education Subgroup and liaise with the SG’s Learning for Sustainability Leadership Group including SFC as required. | KM |
| 5 | Review of all relevant Steering Groups and Networks completed with action taken to request to join any without EAUC Scotland representation, enabling EAUC Scotland to advocate for sustainability leadership on behalf of the sector in relevant forums | All |
| 5 | EAUC Scotland respond to all Scottish Government Consultations with high sector relevance, reported quarterly to SFC. | All |
| 5 | Brief provided for SFC and wider key partners on relevant Scottish, UK and International sustainability news of relevance to the Scottish FHE sector | AS |